

REFUND AND PLAQUE APPLICATION INSTRUCTIONS

The Knights of Columbus Food for Families Reimbursement Program was established in 2012. Under this program, local Knights of Columbus councils and assemblies make contributions of money and/or food to a community food bank or parish food pantry. For every \$500 or 1,000 pounds of food contributed, the council or assembly is eligible for a refund of \$100 from the Supreme Council. The maximum refund a council or assembly can receive is \$500 per fraternal year.

Reimbursement **must** be applied for prior to June 30th of the fraternal year during which contributions were made.

As resources permit, councils and assemblies may provide support to multiple food banks and/or food pantries. The minimum contribution to qualify for a refund is \$500 or 1,000 pounds of food for each food bank/food pantry supported.

In addition to a refund for contributions, councils and assemblies are also eligible to receive a Food for Families plaque (and, in successive years, date plates signifying years of participation) in recognition of manpower support provided to food banks and food pantries. There is no minimum number of volunteers or hours to qualify for your plaque and/or sticker.

*FEATURED PROGRAM REQUIREMENTS

As a featured program, the Food for Families program has certain requirements that need to be met by a council or assembly to qualify for awards. Councils or assemblies are required to collect a minimum of \$500 or 1,000 pounds of food for a parish or community food pantry. In addition, councils must contribute a minimum of 100 total man-hours in preparation/distribution/service of meals. Councils or assemblies must report activity using this form to ensure your council or assembly receives two credits in the Family section of the Columbian Award.

QUICK REMINDER CHECKLIST BEFORE SUBMITTING FOOD FOR FAMILIES APPLICATION

Please assure all these items are completed BEFORE submitting application.

- Fill out council info completely.
- Ensure all fields are completed under "Refund Information"
- Obtain and attach all supporting documentation corresponding with each entry.
- Indicate whether plaque and/or date tag are needed in appropriate checkbox.
- Obtain signature from Grand Knight or Faithful Navigator

Applications will not be accepted without supporting documentation.

Attach copies of canceled checks (front and back) for monetary donations and signed Food Donation Receipts for food donations. *Although appreciated, photos from events do not qualify as supporting documentation.*

Email a copy of this document to: fraternalmission@kofc.org

(Councils should also retain a copy of this completed form for their files)

Food Donation Receipt

The _____
(name of organization) acknowledges receipt of the below donation from
the Knights of Columbus on _____
(date).

.....
Pounds of Food: _____
.....

Organization Name: _____

Address: _____

Signature: _____ Date: _____
(organization representative)

E-mail Address: _____ Phone: _____

Jurisdiction: _____ Council / Assembly No.: _____