

FOOD FOR FAMILIES

REPORT FORM

REFUND AND PLAQUE APPLICATION 20__ - 20__

FORM DUE TO THE SUPREME COUNCIL BY JUNE 30.

**Featured Program
Instructions on
Page 2*

IMPORTANT: PLEASE COMPLETE THIS BOX

Circle One: Council / Assembly Council/Assembly No. _____

State / Province _____

FORM MUST BE COMPLETED TO BE ELIGIBLE FOR THE FOOD FOR FAMILIES PLAQUE
& FEATURED PROGRAM REQUIREMENTS

REFUND INFORMATION

See directives on the reverse side before completing this section.

List each contribution of \$500 or more with name, amount and date of check, or each contribution of 1,000 or more pounds of food.

Attach copies of canceled checks (both front and back sides) or other documentation to this application.

NAME OF FOOD BANK	DATE	CHECK #	AMOUNT	POUNDS OF FOOD

Total hours provided _____

IMPORTANT: Be sure to check off **one** of the following (if applicable). All approved participation forms will automatically receive a date plate.

☐ This is our first year participating in Food for Families.

☐ Our Food for Families Plaque is full and we require a new one.

I AFFIRM THE ABOVE TO BE ACCURATE: _____

Grand Knight/Faithful Navigator

Member #

_____/_____/_____
Date

Food Bank Representative



Email a copy of this document to: fraternalmission@kofc.org
(Councils should also retain a copy of this completed form for their files)

(See other side for instructions)

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.

Applications will not be accepted without supporting documentation (such as: copies of checks, letters from food banks, and receipts).

*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.

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