



3362 Wellsmith Cres
Victoria, BC V9C 2G7

2 February 2009

Worthy Grand Knights, Faithful Navigators, Past State Deputies, Former Masters, Program Directors, General Agent, Foundation Administrator, Chief Squires and Chief Squirettes.

June 18 2010 will mark the start of our 100th year as a State jurisdiction within the Order of the Knights of Columbus. In addition to many other celebratory events that are being planned for our centennial year we will be publishing an updated history of our State. Therefore your Council, Assembly or Circle is invited to make a contribution to this publication. We hope to have the book ready for purchase at the 2010 State Convention. There will be opportunities for Councils, Assemblies, Circles, Dioceses, parishes and other catholic organizations to purchase advertising space for congratulatory messages. We have put together some guidelines for you to follow when composing your articles

It is requested that the submissions follow these simple guidelines:

1. For Councils and Assemblies submissions should be kept to a length of 1200-1500 words. Longer submissions will be edited as space will be limited (we now have 129 Councils and 31 Assemblies).
2. All submissions must be in MS Word, 12 point, Times New Roman font. The preferred method of sending your submission on a floppy disc or CD and mailed to Wil Wilmot 3362 Wellsmith Cres, Victoria BC V9C 2G7 or secondly by email to wilwilmot@telus.net. Please do not send hard copy as we will only have to retype it on receipt.
3. No more than 3 photographs per submission. Photos must be in JPEG format and not embedded in the text of the submission. Please supply captions and/or identification of individuals in the photo.
4. In order for the Committee to meet deadline for Convention 2010, no entries will be accepted after 30 June, 2009.

5. Past State Deputies and Former Masters are invited to submit a short (500 word, 2 photograph) account/highlights of their terms of office. Please include a photo of yourself (also in JPEG format)

6. State Service Program Directors, the Foundation Administrator, General Agent and Squire and Squirette Circles are also invited to submit a short (500 word, 2 photograph) account their programs and history/mission of the Foundation.

Some points to consider as you are writing your submission

Obviously, older councils will face more of a challenge than newer ones so should stay very focused when writing. While listing their charter members and Past Grand Knights would be appropriate, this will chew-up a significant amount of their word allotment and may prohibit inclusion of some significant events or activities.

When submitting their entries more ground may be covered by listing major events/activities without specifics rather than going into detail and, if possible provide a picture of the event, with appropriate caption. Also, it might be advantageous to have the councils 'vet' their own 'final' input, and indicate which items or paragraphs must be in their history and those which are optional if space is available.

Newer councils should be aware of the space challenges facing older councils and not be too verbose in an attempt to fill their word allotment.

Writers should ask themselves - what are the key dates in my council/assembly history; who made things happen (correct spelling); what were the key events; and where, why and how did we make a difference to our church and community.

As a starting point, Councils/Assemblies should use the 75th Anniversary book and edit the article which references their council. For some, it is going to be a major challenge; the sooner they start, the better.

The sooner the articles are submitted, the sooner we will be able to give feedback and recommend changes and/or submissions.

Your 100th anniversary book Committee includes the following hard working volunteers:

Wil Wilmot	Council 8394	- Chair
Paul Redchurch PSD	Council 7934	- Vice Chair
Mrs. Georgina Camilleri	Council 7934	- Recorder and Publishing Guru
Des Cavin	Council 7934	- Editing sub-committee Chair
Tom Harvey PSD	Council 5282	- Member at large & Chief Advisor
Dan O'Hara SD	Council 14652	- State Deputy and ex-officio