

Guidelines for Submitting

Your Story In Columbia

Council, Assembly and Circle Reports and Photographs

Columbia magazine, the official publication of the Knights of Columbus, welcomes news of the volunteer, charitable, spiritual and fraternal activities of Knights of Columbus councils, Fourth Degree assemblies and Columbian Squires circles. We especially welcome well-composed, attractive photos depicting these activities for publication in the magazine, posting on the Order's official Web site, www.kofc.org, and use in other Supreme Council-produced promotional materials.

Chiefly, we're looking for material for the "Knights in Action" section of Columbia. "Knights in Action" is a showcase for the Order's grassroots involvement in the community and the Catholic Church. We want K of C units to share their volunteer programs with brother Knights who are interested in learning how Columbianism is being lived and practiced throughout the Order. Many times one council's report inspires another council to conduct a similar program in its parish or community. We also want prospective members and anyone else interested in the Knights of Columbus to see the imaginative and dynamic ways Knights live out the ideals of Charity, Unity, Fraternity and Patriotism every day.

Guidelines for Submission

Keep explanations of your project brief and to the point, but include all pertinent details (Who, What, Where, When, Why and How). Give the full name, number, city and state of your council, assembly or Squires circle.

Use first and last names and middle initials of all people mentioned. Titles are helpful, too.

Make sure all places and organizations are identified by their full and proper names and by their location.

Columbia's editors fact check before publication, but we appreciate your help in helping us get names and places correct.

Photos

Compelling photos of your service or spiritual activities are always the first to catch our eye.

Action photos illustrate the activity. They are not posed. Photos of people lined up in rows staring back at the camera are not action photos and are not really representative of all the ways the Knights are active in the parish and community. Similarly, photos of check presentations may be the easiest way to capture your unit's activity, but they are not very imaginative. When possible, take a photograph of the program or item the funds helped purchase actually being used: children romping on playground equipment, students using new computers or textbooks, etc.

We accept all types of color prints, except for Polaroid photos, which reproduce poorly. We will not reprint black and white photographs or printouts of digital images.

Photos (cont)

We do accept photos sent via e-mail. They should be sent as separate attached .jpg files and not as part of a Word document. Images should be at least 4.5 inches wide and have a resolution of 300 dpi or greater. Images that look great on your computer screen may lack sufficient resolution for publication in the magazine. In general, the greater the resolution the better the image will reproduce in print. Be sure to include caption information in the e-mail. Please name your .jpg images with your state abbreviation and council number in the following style: CT-8882.JPG. This helps us keep track of the many image we receive. Images should be sent to Jim.Skowronski@kofc-supreme.com.

Helpful Tips

Photograph people while they are actually involved in the activity. Don't stop them and line them up in a row.

Get close to the action. When you think you're too close, move a bit closer. People's faces are possibly the most interesting part of any photo; they should be prominent.

Limit the number of people in each shot to no more than five. Identify them by name and title.

Charity is about people. Show Columbia readers how your unit is helping people through the funds you've worked so hard to raise; don't show them the check you signed.

Photos should be clear and in focus. Be mindful of the lighting. Use a flash indoors; remember that the range of the flash is limited. Use contrasting backgrounds: light backgrounds for people in dark-colored clothes and dark backgrounds for people in light-colored clothes. Outdoors, in bright light, watch out for shadows falling over your subjects. If there are shadows, use a flash.

Show us the Knights of Columbus emblem. If Knights have caps, T-shirts, aprons or other items with the emblem on them, encourage them to wear them to your service programs.

Addendum

ACKNOWLEDGMENT Every item sent to Columbia for publication is acknowledged. If additional information is needed, one of the members of the editorial staff will contact you.

ADVANCES Due to our production and publication schedule, we cannot provide coverage for council events in advance of their actually taking place.

ANNIVERSARIES Because so many councils celebrate anniversaries every year, we will publish items only on service projects undertaken or charitable contributions made in observance of anniversaries.

AWARDS The Supreme Council annually recognizes councils for their outstanding contributions to Columbianism via the Columbian, Founders and Father McGivney awards program. These winners are listed in summer issues of > Program Supplement, published by the Department of Fraternal Services and distributed with Knightline. Councils that earn the Star Council Award and their grand knight are listed in the September edition of Columbia.

MEMORIALS TO UNBORN CHILDREN Knights of Columbus units reported erecting more than 2,100 memorials to unborn children. In 2000, the Supreme Council published the book, *Tombs for the Unborn* (#9237-2000), which featured photos of more than 1,600 of them. With the publication of this book, Columbia discontinued printing photos of memorials in the magazine.

CALL US The editorial staff of Columbia is always available to answer questions you may have about how to file your unit's report. Editorial Staff names, phone numbers and e-mail addresses are printed on page 2 of each issue.

PUBLICIZE LOCALLY Your unit's programs will be of special interest to members of your own parish, diocese and community. Be sure to develop press contacts locally and keep them apprised of your activities via press release and news alerts. Local TV and radio news producers may be interested in covering your program. Several days in advance of your event, call them or send a faxed news alert with your unit's contact information. This will apprise them of the event and help them determine whether they can provide coverage of it. Remember, the eligible Catholic man you are seeking to recruit will read news of your activities in the parish bulletin or newsletter, community newspaper or diocesan newspaper. Make sure your events are covered in these outlets.

On The Web

Annually, Knights at all levels of the organization report raising and contributing to charities of their choosing approximately \$125.6 million and volunteering upwards of 58 million hours of service. These figures represent literally thousands of volunteer charitable programs, many of which are reported to us for publication. Every month there is more to tell than we have space for in the magazine. That's why each month we update the Order's Web site, www.kofc.org, with all of the reports and photos we have received. They can be accessed from the home page by clicking on the link marked "Columbia" and then Council, Assembly and Circle News link under "Knights in Action."