



Knights of Columbus

St. Joseph Council 7528
PO Box 24763
Federal Way, WA 98093-1763

We, as a council, provide a tremendous amount of service to the Church, community, and to each other by volunteering our time. The only way that the council, and the Knights of Columbus, can identify how much and in what ways, is to report it. We submit service hours on a monthly basis. The council Program Director compiles all the information from the council to submit the monthly Service Program Report to the State Program Chairman. This report helps us to accumulate points towards the State Deputy's Award "1000 Point Club." When we do this, we do a lot of the things that are necessary to be "Star Council."

Additionally, our Program Director uses this information to submit the "Annual Survey of Fraternal Activity" each January and apply for the Columbian Award for the council each June. So, please take the time to submit a report of your personal service hours each month.

Instructions for Submitting your Service Hours via the Web Spreadsheet

1. You must have Microsoft Excel installed on your computer in order for this procedure to work.
 2. Place your mouse on the drop down menu labeled "Members Only", and then "Forms", then "Service Hours" and then you can click on the link labeled "Report my Service Hours". The Spreadsheet will open on your computer.
 3. First, open the file menu and click on "Save As".
 4. At this time, you may change the document name (e.g. "Service.xls") and choose where you would like to save it. Choose a folder location that you will be able find later and click on "Save". If you would like, you may create a new folder at this time.
 5. Now you may edit the spreadsheet. In cell B4, insert your name. In cell B5, insert the month and year that you are reporting on. Then scroll down the list and insert your hours in column "B" next to the categories listed in column "A".
 6. If you have hours to report, but can't associate them with an existing category, create your own category below those listed. You may also email the Webmaster at webmaster@kofc7528.org with any ideas or suggestions that you have.
 7. When you are finished updating, click on "Save" one more time.
 8. Close the spreadsheet.
 9. Open your email.
 10. Address the new email to our Program Director at program@kofc7528.org.
 11. Type "Service Hours for" with your name and the month reported on in the subject line.
 12. Attach the Spreadsheet that you had previously saved on your computer.
 13. Send the email.
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