

Friday, March 31, 2023

MEMORANDUM FOR: Commanders, Counselors, Grand Knights, and Grand Ladies

SUBJECT: TWENTY-FIFTH BIENNIAL JUNIOR NATIONAL CONVENTION

The Twenty-Fifth Biennial National Convention of the Junior Knights and Junior Daughters will be held **July 13-16, 2023**, at the Sheraton Hotel, 500 Canal Street New Orleans, Louisiana 70130. A phenomenal opportunity to exchange ideas, share programs and projects, and to enrich the minds of our Juniors and their contribution to the Knights of Peter Claver, we enthusiastically invite participation from each of our Junior Branches and Junior Courts in this worthwhile endeavor. Our theme for this convention is "Every day is a gift from God."

We request units read the entire communication and follow all rules, regulations, guidelines, and deadlines. Because the Order is responsible for the safety and well-being of our young people to and from the National Convention, it is imperative that there is ample adult supervision through approved chaperones at all times. **Remember, there must be at least one (1) Commander / Counselor and / or Chaperone assigned to each room occupied with Juniors.** Further, if any Juniors are known to have physical and / or emotional problems that would prevent them from adhering to the guidelines and regulations as set by the Order, then they should not be brought to the convention without specialized supervision.

--- JUNIOR NATIONAL CONVENTION INFORMATION ---

- 1. Unit Eligibility. All Junior Branches and Junior Courts must be financial to participate in the convention. Because no inactive unit will be allowed to participate, Grand Knights, Grand Ladies, Commanders, and Counselors are responsible for ensuring that each respective unit is financial by contacting the National Office if deemed necessary. The membership in either Junior Division is limited to those members ages 7 18 only. Because the Junior National Convention is for eligible Juniors only, there is no provision for visitors or nonmembers.
- Hotel Reservations. Reservations can be made directly with the Sheraton Hotel online at <u>www.kofpc.org/hotel</u> or by calling 1-888-627-7033 and making a reservation in the group block for "Knights of Peter Claver 2023 Junior and Senior Convention". If you need to have multiple room bookings grouped together, once your reservations are made, email Sonja Pullard at <u>sonja.pullard@marriott.com</u> to request assistance.

Reservations must be made on or before June 20, 2023 the cut-off date for the special convention rate. Please be aware that the hotel reservation must be accompanied by an advance deposit of one night for each room requested. The Sheraton Hotel accepts major credit cards; please contact them in advance if you are pre paying by check or money order. The room rates are \$146.00 plus sales and occupancy taxes per night (approximately \$172.47 / night). Check-in time is 4:00 p.m. and check-out time is 11:00 a.m. Valet parking for standard vehicles is available at a discounted rate of \$30.00 / night. Units utilizing buses, should have their drivers check around for parking availability and rates.

- 3. Credential Forms (ONLINE ONLY). Each unit is entitled to four (4) delegates: the Junior Grand Knight / Junior Grand Lady along with three (3) delegates. Commanders and Counselors must login into the MMS system (www.kofpc.org/credentials) to enter credentials information. Each unit is to retain one copy of the credentials for presentation to the Credentials Committee. Each unit is entitled to four (4) delegates: the Junior Grand Knight/Lady along with three (3) delegates.
 - Junior Knights: one copy should be forwarded to the Director General, one copy forwarded to the National Office.
 - Junior Daughters: one copy should be forwarded to the National Counselor, and one copy must be forwarded to the National Office.

Online Credentials Submissions. Commanders and Counselors can and are encouraged to submit online credentials at www.kofpc.org/credentials.

--- DO NOT MAIL KEEP THIS SHEET. ---



- Registration Fees and Forms. The registration fee schedule for the convention is as follows:
 - Early! (through May 15): \$200.00 (Save \$25.00!)
 - Regular (May 16 June15): \$225.00 •
 - Late (June 16 - 30): \$250.00 (\$25.00 Late Fee - No Competition Entries)

The registration fee includes the convention breakfast, banquet, donation to the Charity Fund, and the t-shirt. There must be a registration completed and remitted to the National Office along with the applicable fee for each registrant—youth and adults. All Commanders, Counselors, and chaperones must register for the convention in order to accompany the Juniors. Registration forms have been emailed to Commanders and Counselors and they also may be completed online or downloaded from: www.kofpc.org/conventions.

Online Convention Registration. Online registration via the National website at www.kofpc.org/conventions is available now. We are encouraging all units to register online. Junior Branches and Junior Courts may register their delegates and members online as a group, with credit / debit card and e-check. Members wishing to attend can also register individually online with credit / debit card or e-check.

Printed copies of the registration and competition forms will only be mailed upon request from the National Office by calling 504.821.4225 or by emailing info@kofpc.org. Unit checks, money orders, and cashier's checks must be made payable to "Knights of Peter Claver" with Junior Convention Registration in the memo area. The National Office will email receipts and confirmations for all registrations to the email addresses provided by at the time of registration.

Late Fee. Registrations not completed online or postmarked on or before Friday, June 15, 2023, will be assessed a \$25.00 late fee for a total of \$250.00. The last date any registrations can be submitted is June 30, 2023. There will be no on-site registration. NOTE LATE REGISTRANTS CANNOT ENTER COMPETITIONS.

- 5. Permission Forms. Each Junior Knight and Junior Daughter attending the convention must have his / her parent (s) or guardian (s) complete and sign the permission form without exception. Permission forms may be completed online with a digital signature or by using paper forms and mailing to the National Office. The Commander / Counselor must verify that the signature is valid. A digital or paper copy must be retained by the Commander, Counselor, and / or Chaperone traveling with the youth. Please ensure the permission form is completed in its entirety.
- 6. Onsite Convention Check-In. Only Commanders, Counselors or chaperones can obtain registration packets onsite at the Junior convention registration desk. Please have the barcoded registration confirmation which will be emailed approximately one week prior to the convention. All attendees including chaperones must have a visible registration badge in order to gain access to all events and meeting chambers.
- 7. Meals. Other than the Convention Breakfast and the Convention Banquet, both on Saturday, meals will be the responsibility of each individual person.
- 8. Rules and Regulations. Enclosed is a copy of the Rules and Regulations Governing the 2023 Junior Convention, to include the dress code which will be strictly enforced. Please ensure that each Junior, Commander, Counselor and chaperone be apprised of the rules and regulations. Parents of Juniors shall be informed of all rules and regulations. Commanders, Counselors, parents and chaperones must present a copy of their (arch) diocesan youth protection certification information as well as complete the Knights of Peter Claver Child Protection Policy, which is enclosed. Anyone accompanying Juniors must have these certifications on file. All chaperones attending the convention must be at least twenty-one (21) years of age. Smoking and alcohol are prohibited.
- 9. Convention Schedule. Enclosed is a tentative schedule of activities for the convention. All meetings, workshops and the various activities are mandatory for all Juniors. Each Commander, Counselor, and chaperone is to ensure there is maximum attendance of each respective delegation at each scheduled activity.
- 10. Cancellations. All requests for refunds due to cancellations must be received in writing by the National Office no later than June 15, 2023. There will be no exception to this policy.



- 11. **Convention Shirts.** A t-shirt will be provided to each registrant. Additional shirts may be ordered online, or by completing and mailing an order form to the National Office with the full remittance **no later than May 15, 2023.** Those purchasing shirts online should not mail in an order form.
- 12. Souvenir Booklet. This year, we return to printed souvenir booklets and there will be one booklet covering all the national conventions / conclaves. Please support the conventions by soliciting advertisement for the Souvenir Booklet from local businesses in your area. We are appreciative of your support, and all units of the Order are encouraged to participate. All advertisements should be submitted electronically on or before June 15, 2023. Ads may be paid for online at www.kofpc.org/ads or with unit checks, money orders, and cashier's checks made payable to "Knights of Peter Claver" with Souvenir Book in the memo area and mailed to The National Office, 1825 Orleans Avenue, New Orleans, Louisiana 70116

 Cost of Advertisements:
 Full Page (\$225): 8.5x11

 Qtr. Page (\$115): 4.25x5.5

 Patron Listing (\$25): Up to 20 words

Half Page (\$175): 8.5x5.5 or 4.25x11 Business Card (\$65): 3.5x2 or 2x3.5

- 13. Hotel Transportation. There are many transportation options available to attendees including Lyft, Uber, Taxi, and shuttles. To find out more about these services and how to book them, visit <u>www.kofpc.org/transport</u>.
- 14. Junior Community Service Project. All Juniors are asked to participate in the "Back to School Event" service projects. Each Branch and Court is asked to bring in school supplies for this project. A list of items are found on the Service Project flyer. Items will be assembled as per the tentative schedule.

Again, we look forward to seeing you all at the 2023 National Junior Convention in New Orleans, Louisiana. **If you are no longer the Grand Knight, Grand Lady, Commander, or Counselor**, please assist us by immediately forwarding this packet on to your successor and assist him/her as needed. The convention packet is also available on the National website. Please do not hesitate to contact us if you have any questions or concerns.

> **Craig Guillory** Director General of the Junior Knights

Cheryl Flotte

National Counselor of the Junior Daughters

PLEASE NOTE: ALL ATTENDEES (Youth and Adult) MUST complete the Online Policies

Enclosures*/ Forms available online

- Junior National Convention Tentative Schedule
- Junior National Convention Policies
- Junior National Convention Competition Information, Rules, and Regulations
- Event /Competition Flyers
 - Anti-Bullying T-Shirt Design Competition (DEADLINE MAY 8th)
 - Back to School Event (Thursday, July 13th)
 - Lip Sync Battle (Thursday, July 13th)
 - Paint and Mingle (Friday, July 14th)
- Commander / Counselor Checklist (Last day to submit on time: June 15th; Late: June 30th)
- 2023 Charity Form Request (Due May 31st)
- Resolutions Form (Due May 31st)
- Youth Registration Form (2 PAGES) (Last day to submit on time: June 15th; Late: June 30th)
- Adult Registration Form (Last day to submit on time: June 15th; Late: June 30th)

--- DO NOT MAIL KEEP THIS SHEET. ---



Tentative Schedule of Events

Thursday, July 13, 2023

Registration
Service Project
Competition Display Set-up
Joint Board Meeting
Junior Daughter Board Meeting
Junior Knight Board Meeting
Junior Knight / Daughter Guards Committee
Junior Knight / Daughter Steering Committee
Junior Knight / Daughter Nominations / Elections
Hospitality Room
Junior Daughter Credentials
Junior Knight Credentials
High School Jr. / Sr. Reception & College /
Vocation Fair (Hosted by the Emerging Leaders)
Dinner (on your own)
Opening Prayer Service
Talent Show I (Song, Dance, Instrument, Step)
Talent Show II (Poetry, Speech)
Lip Sync Battle (immediately follows Talent Show)

Friday, July 14, 2023

8:00 a.m. – 4:00 p.m.	Registration
7:00 a.m. – 8:30 a.m.	Junior Knight Credentials
7:00 a.m. – 8:30 a.m.	Junior Daughter Credentials
8:00 a.m. – 9:45 a.m.	Prayer Service / Joint Session
10:00 a.m. – 11:30 a.m.	Junior Knight Business Session
10:00 a.m. – 11:30 p.m.	Junior Daughter Business Session
11:30 a.m. – 12:30 p.m.	Lunch (on your own)
11:00 a.m. – 12:30 p.m.	Competition Judging
12:30 p.m. – 2:00 p.m.	
12:30 p.m. – 2:00 p.m.	Junior Knight Candidates Forum
12:30 p.m. – 2:00 p.m.	Junior Daughter Candidates Forum

--- DO NOT MAIL KEEP THIS SHEET. --- Page 4 of 21 SAVE TIME, MONEY, AND PAPER! Complete Your Registration ONLINE: www.kofpc.org/conventions

BIENNIAL JUNIOR NATIONAL CONVENTION

Friday, July 14, 2023

2:00 p.m. – 4:00 p.m.	Setup Campaign Displays
2:00 p.m. – 4:00 p.m.	Quiz Bowl Competition
2:00 p.m. – 4:00 p.m.	Spelling Bee Competition
2:00 p.m. – 4:00 p.m.	Committee Meetings
2:00 p.m. – 4:00 p.m.	Choir Practice
2:00 p.m. – 4:00 p.m.	Liturgical Dance Practice
7:00 p.m. – 8:30 p.m.	Dinner (on your own)
8:30 p.m. – 11:00 p.m.	Convention Dance (BLACK OUT)
8:30 pm – 11:00 p.m.	Paint and Mingle

Saturday, July 15, 2023

Junior Knights / Daughters Voting
Breakfast
Scripture Rosary / Joint Session
Junior Knight / Daughter Business Session
Lunch (on your own)
Debate Competition
Sisters of the Holy Family / Priests / Deacons
Social Justice Rally
Choir Practice
Liturgical Dance Practice
Free Time
4th Degree and Juniors Awards Banquet
Sunday, July 16, 2022

Sunday, July 16, 2023

10:00 a.m. – 12:00 a.m. Convention Mass 3rd Degree Knights and Ladies Initiations (immediately follows Mass)



KNIGHTS OF PETER CLAVER, INC. JUNIOR NATIONAL CONVENTION POLICIES

1.0 KPC CHILD PROTECTION POLICY (For Adults Attending the Junior Convention)

The parent/legal guardian understands that any action inconsistent with the KPC Child Protection Policy or his/her failure to take action mandated by the policy and programs may result in disciplinary action, up to and including the termination of his/her voluntary service. **The KPC Child Protection policy may be downloaded from the forms and document area of www.kofpc.org**

2.0 PARENTAL MEDIA RELEASE

I do hereby certify that I am the legal guardian/custodian of the attendee who is a minor of a Knights of Peter Claver, Inc. Jr. Branch or Jr. Court. I am fully qualified and authorized to execute this Parental Media Release. In my aforementioned capacity, I do hereby consent to the use, portrayal, posting, publishing, or otherwise displaying of the above-named minor's image, likeness, photograph, and/or other depiction on the official Knights of Peter Claver, Inc. website or other social / print media. The foregoing consent is given with the understanding that the website and/or published depiction of the said minor shall be tasteful and in compliance with the law and/or any other applicable regulation. I shall retain the right to revoke this consent following the execution hereof, upon thirty (30) days written notice to the Knights of Peter Claver, Inc.

The Knights of Peter Claver, Inc. shall have the exclusive right to website design and/or print/social media and to the manner by which the minor's name and image are displayed on its webpage(s) and / or print/social media. This Parental Media Release constitutes a knowing waiver of any right, claim, or legal cause of action I or the minor attending the convention may have arising from the use, portrayal, posting, publishing, or otherwise displaying of the minor's image, likeness, photograph, and/or other depiction on the Knights of Peter Claver, Inc. website or print/social media.

I have read the above and foregoing Parental Media Release and fully understand the terms thereof.

3.0 KPC Travel Permission / Medical Release

In consideration of the wholesome recreation and/or learning in which the minor-aged attendee will experience, the parent / legal guardian agrees to allow the minor-aged attendee to accompany the Knights of Peter Claver and Ladies Auxiliary to the Junior National Convention.

In consideration of the opportunity for the minor-aged attendee to participate in this activity, the parent/legal guardian agrees to release and hold harmless and indemnify the Knights of Peter Claver, Inc., its successors, a corporation and their directors and officers from any liability, claims, actions, and causes of action arising out of or relating to any loss, damage, or injury sustained in connection with the minor-aged attendee's participation in this activity.

The parent / legal guardian grants permission to the organization's adult leader in charge of this event to obtain medical care from licensed physicians, hospitals, or medical clinics for my child in the event that the parent/legal guardian cannot be reached. The parent / legal guardian understands and accepts that he/she remains fully responsible for any legal responsibility, which may result from any personal actions taken by the minor-aged attendee. He/she also understands that if the minor-aged attendee does not conform to the established code of behavior, the minor-aged attendee may be scheduled to return home before the end of the event, and transportation costs incurred for minor-aged attendee and the chaperone will be the parent/legal guardian's responsibility.

4.0 CONVENTION DRESS CODE POLICY (JK = JUNIOR KNIGHTS; JD = JUNIOR DAUGHTERS)

- THURSDAY:
 JK:
 KPC shirt is permissible (No Shorts or Cut-Offs).

 Note:
 No facial jewelry of any kind is to be worn by JK during the convention (i.e. tongue rings, earrings, et cetera).
 - JD: KPC shirt is permissible (No shorts or cut-offs)
- FRIDAY:
 JK: Meetings: Dress shirt, necktie, dress pants (No jeans), coat (optional), dress shoes (no sneakers or tennis shoes)

 Dance: Jeans, pants (no shorts of any kind), t-shirts, (no midriff, no tank tops, no cut-offs), and sneakers or tennis shoes (no sandals or flip flops)
 - JD: Meetings: Dress / skirt or capri pant suits (skirts should be fingertip length no half skirts, tank dresses, backless dresses, strapless sundresses and no micro / mini skirts or dresses shoulders, back or midriff should be covered at all times; no shorts or jeans of any kind or color may be worn); dress shoes (no gym shoes, thongs or flip-flops) and hosiery

Dance: Jeans, pants (no shorts of any kind), T-shirts (no Midriff, no tank tops, no cut-offs) Sneakers, tennis shoes (no sandals or flip flops).

Page 6 of 21

--- DO NOT MAIL KEEP THIS SHEET. ---



SATURDAY:

- JK: Meetings: Necktie, dress pants (no jeans), coat (optional), and dress shoes (no sneakers or tennis shoes) Banquet: Shirt, necktie, coat, dress pants (no jeans), and dress shoes (no tennis shoes)
 - JD: Meetings: Dress / skirt or capri pant suits (skirts should be fingertip length no half skirts, tank dresses, backless dresses, strapless sundresses and no micro / mini skirts or dresses - shoulders, back or midriff should be covered at all times; no shorts or jeans of any kind or color may be worn); dress shoes (no gym shoes, thongs or flip-flops) and hosiery

Banquet: Formal, semi-formal or dressy dress (shoulders, back, or midriff should be covered at all times. Splits should not be higher than the top of knee), **and dress shoes**

SUNDAY MASS:

- **MASS:** JK: Black suit, black slacks, white shirt, black tie, dress shoes (no tennis shoes)
 - JD: Plain white dress (not after five), white suit, or skirt and blouse, white hat (Kufi) or chapel veil, skin tone hosiery (no designer hosiery), white gloves, and one set of small earrings (All accessories MUST BE WHITE)

5.0 NATIONAL OFFICER ELIGIBILITY

- He or she must be a member in good standing, financially and otherwise, with the Junior Division of the Knights of Peter Claver, Inc.
- He or she must not be older than 17 years of age. In particular, a candidate, at the time of election to National Office, must be capable of fulfilling his or her full two-year tenure in office, prior to becoming ineligible for membership in the Junior Division. Any Junior who reaches the age of 19, prior to, on or during the next convention dates of July 8 11, 2025, must transfer to the Senior Division and therefor may not run for a Junior National Office
- He or she must not hold office in a Junior Branch, District, or State office during his or her tenure as a National Officer

6.0 CODE OF ETHICS

- 1. All attendees must be pre-registered. There will be no on-site registration.
- 2. All attendees must wear convention name badge at all times.
- 3. Juniors are expected to attend all Convention functions. Curfews must be followed and Juniors and their chaperones should be in their rooms immediately after the close of evening events. Security will monitor the hall and other areas of the hotel. Chaperones are to have room checks and are responsible for all Juniors assigned to them.
- 4. Chaperones must accompany Juniors at all times. If possible, chaperones should be members of the Knights of Peter Claver and Ladies Auxiliary Senior Division. The junior branch / court should provide adequate chaperones for the entire convention. There should be one (1) chaperone per three (3) Juniors.
- 5. Each junior branch / court is allowed to send a delegation of four (4) representatives. Junior Grand Knight / Lady and three (3) elected delegates. The Junior Deputy Grand Knight or Junior Vice Grand Lady and alternate delegates should be indicated on credentials and registration forms in the event your elected representatives are unable to attend the Convention. Delegates must be listed on the Credentials Form and Registration Form.
- 6. Juniors are not allowed to leave the hotel premises, unless accompanied by a Commander, Counselor, chaperone or parent.
- 7. Alcohol, cigarettes, marijuana, or other illegal drugs are not permitted at the Convention. If a Junior is caught in or around the usage of these drugs, their parents will be called to remove them from the Convention premises. Permission is granted for Juniors taking medication which is noted on the "Travel / Medical Form".
- 8. Juniors are expected to conduct themselves accordingly at all times in a manner that will be a credit to our organization. Good manners and proper attire will be expected. Courtesy and politeness will prevail at all times in meetings and workshops. There should be no running, yelling, or playing in the hotel lobby, hotel halls, between floors and elevators. Respect for other hotel guests must be given. Juniors should have a low, respective voice/tone at all times (no loud talking or outbursts).
- 9. Loud music is not allowed. Headphones and other electronic devices are allowed, but will not be the responsibility of the hotel or the Knights of Peter Claver, Inc. if lost or stolen.
- 10. Juniors caught damaging hotel property will have to pay any financial cost (s) assessed by the hotel.
- 11. Respect should be given to all commanders, counselors, chaperones, assistant commanders, assistant counselors, and all senior members of the Order.
- 12. All adult chaperones are expected to conduct themselves in the proper manner that would display the fine character of our organization.
- 13. Conduct not adhering to the stated rules of the Convention will be investigated and a decision will be made as to the proper action that will be taken.
- 14. Swimming will not be permitted at any time during the convention.
- 15. The Code of Ethics (Rules and Regulations) will be binding on all Delegates, Chaperones, Commanders, Counselors and senior members attending the Convention.
- 16. Each junior branch and court will be responsible for making Juniors, chaperones and others aware of the code of ethics (Rules and Regulations) --- DO NOT MAIL KEEP THIS SHEET. --- Page 7 of 21



TO: **Commanders and Counselors**

SUBJECT: JUNIOR NATIONAL CONVENTION COMPETITION INFORMATION

As you know, the 2023 Junior National Convention will be held July 13 - 16, 2023 in New Orleans, LA. We hope you and the members of your Junior Branch and Court are planning to attend. Enclosed are the Competition Guidelines and Sign-up Sheets for the following contests or competitions:

2023 COMPETITIONS AND CONTESTS

Juniors can participate in a maximum of three (3) of the competitions listed below:

ARTS AND CRAFTS	PHOTOGRAPHY / COLLAGE	
SPELLING BEE	SPEECH	
POETRY	2025 CONVENTION THEME / DESIGN	
JUNIOR DAUGHTER OF THE YEAR	JUNIOR KNIGHT OF THE YEAR	
ANTI-BULLYING T-SHIRT DESIGN	CONTEST – Must be original artwork	
SCIENCE FAIR – Must be able	to explain your project to judges	
YOUNG AUTHORS – Entries must be turned in prior to the convention		
*DEBATE – Teams must be submitted by the Director/Directress		
BANNER CONTEST – This is a unit competition (Note Alternate Focus)		
ESSAY – Entries must be tur	ned in prior to the convention.	
	bmitted by the Director / Directress only e his or her prior approval!	
*QUIZ BOWL – teams must be su	ibmitted by the Director / Directress	

Poetry, arts and crafts, essay, speech, and collage must reflect the convention theme.

2023 Junior Convention Theme: "Every day is a gift from God"

Please adhere to the deadlines indicated on the various contests and competition forms, and be sure to include a telephone number and/or an email address on your sign-up forms. The Anti-Bullying T-Shirt Design is due by May 8, 2023. All other entries are due in to the National Office by May 19, 2023. Please be advised that Essays, Manuscripts and Contest/Competition Sign-up sheets will not be accepted on site.

Brother Craig Guillory Director General of the Junior Knights 337.244.1466 craig.guillory@kofpc.org

Lady Cheryl Flotte National Counselor of the Junior Daughters 504.944.4763 cheryl.flotte@kofpc.org

--- DO NOT MAIL KEEP THIS SHEET. ---



COMPETITION RULES AND REGULATIONS

2023 OUTSTANDING JUNIOR KNIGHT / DAUGHTER AWARD

Criteria to be judged:

- National, District / State, or Local Contributions to the Order
- Outstanding or Noteworthy Contributions to the Church
- Outstanding or Noteworthy Contributions to the Community
- Special or noteworthy projects by Junior Knight/Junior Daughter
- Brief statement on back explaining why your Junior Branch / Court feels that the Nominee qualifies for this award.

Provide the above information to the National Office by May 19, 2023 online or on a separate sheet (s) of paper (s). Copies of certificates / awards may be uploaded or included.

ANTI-BULLYING T-SHIRT DESIGN

- 1. Design must include original artwork
- 2. Cannot have more than 7 words
- 3. Must include an Anti-Bullying message
- 4. Design must be uploaded or mailed to National Office by May 8, 2023

ARTS AND CRAFTS

1. Piece must depict Convention Theme "Every day is a gift from God"

2. Judging shall include the following:

Originality of piece Clarity of piece Neatness

3. On the day of judging Friday, July 14, 2023:

- Piece must be in designated area between 11:00 a.m. and 12:30 p.m.
- Junior's name or Junior Branch / Court number should **not** appear anywhere on the art or craft being submitted.
 A competition number will be assigned at the convention.

BANNER

- There will be only one Banner Entry from a Junior Branch or a Junior Court
- Banners must illustrate the Social Justice Rally focus of "Anti Bullying" and / or "Gun Violence"
- Banner can be made of any type of material that measures 30 inches in height and 18 inches wide.
- To participate in the Banner Competition, units must:
 - Prepare a banner to be displayed during the Rally parade on Saturday, July 15th (see schedule).
 - Report to the Rally check-in table at 3:00 p.m.
 - Receive a competition number that will be assigned to each banner.
 - Ensure that Branch / Court numbers do not appear anywhere on the banner.
- Judging will take place at the Rally on Saturday, July 15, 2023 and shall include the following:

Originality Creativity Neatness

ESSAY

- 1. Essay must be written on the Convention Theme "Every day is gift from God"
- 2. Essay must be legibly handwritten or typed
- 3. Essays will be judged on the following criteria:

Theme Originality

Spelling/Punctuation

Sentence Structure / Grammar Word Usage / Vocabulary Organization of essay: introduction, body and conclusion

4. Junior's / Commander's / Counselor's name; Branch / Court name and / or number; city, state, or church name cannot be mentioned or appear in the essay.

- 5. If not submitting online, the essay should be stapled to a separate sheet of paper identifying the Junior's Name, Grade Level, Branch/ Court Name and Number, City and State, and Commander/Counselor Name Essay Word Count Requirements
- 6. Essay participation is limited to Juniors attending this year's Junior Convention
- 7. Essay must be uploaded or mailed to National Office by May 19, 2023 .

Essay Word Count Requirements		
Age Group	Word Count	
7-9	100 – 150	
10 - 12	150 – 200	
13 – 15	200 – 250	
16 – 18	₂₅₀ Page 9 of	

SAVE TIME, MONEY, AND PAPER! Complete Your Registration ONLINE: www.kofpc.org/conventions

--- DO NOT MAIL KEEP THIS SHEET. ---



NATIONAL CONVENTION THEME AND SYMBOL DESIGN

- 1. Our Convention Activity Committee will select our 2025 Junior National Convention theme and symbol design.
- 2. The selected suggestion will receive award recognition
- 3. The Junior National Convention theme suggestion must be seven (7) words or less.
 - Theme suggestions going over seven (7) words will be disqualified.

4. Theme and Symbol must be uploaded or mailed to National Office by May 19, 2023 .

PHOTOGRAPHY AND COLLAGE

- 1. Entries must adhere to the Convention Theme "Every day is gift from God"
- 2. Judging shall include the following:
 - Originality Clarity Neatness
- 3. Size of display should be 22 x 28 inches.
- 4. On the day of judging Friday, July 14, 2023:
 - Photo display or collage must be in designated area between 11:00 a.m. and 12:30 P.M.
 - Junior's name or Branch/Court number should not appear anywhere on the display.
 - A competition number will be assigned at the Convention

POETRY

1. The Poetry must be presented on the Convention Theme "Every day is gift from God"

- 2. Judging shall include the following:
 - OriginalityPresentationIntroductionTime LimitVoice and DictionInterpretationConvention Theme

3. The time limit for each presentation will not exceed 2 minutes. Junior will be disgualified if the 2 minutes is exceeded.

4. Juniors must present judges with the information below at the time of competition.

5. Poem must be uploaded or mailed to National Office by May 19, 2023 .

SCIENCE FAIR

- 1. No Junior may enter more than one science project.
- 2. The project must be current work of the Junior registered for the competition.
- 3. The name of the Junior must appear only on the back of the project with the Junior's unit name and their hotel room number.
- 4. Junior must demonstrate to judges, through written reports, pictures, charts, graphs, diagrams, that the research was accomplished. Juniors must be present during judging.
- 5. No commercial models or kits will be allowed as exhibits
- 6. No live animals, preserved animals, dangerous chemical or equipment cell cultures and microorganisms may be exhibited at the competition. Pictures of research previously done may be used on the display.
- 7. All projects will be judged on Scientific Thought, Creative Ability, Clarity Experimental Design, Understanding, Dramatic Value and Technical Skill.
- 8. Junior must enter only one category: Astronomy; Behavioral Science; Biology Botany; Chemistry; Computer Applications; Earth and Space Science; Engineering; Environmental Science; Mathematics; Physics; Zoology
- 9. Junior enters the project at his or her own risk and will not hold the Knights of Peter Claver/ Ladies Auxiliary or Junior Division responsible for the loss or damage to the exhibit or harm to himself or herself. The project will not include any live or preserved animals. This project will not have any potentially dangerous chemicals or equipment.
- 10. If any of the above criteria has been done before the convention, pictures may be displayed
- 11. Junior will remove his or her project at the designated time.

SPEECH

1. The Speech must be presented on the Convention Theme "Every day is gift from God"

2. Must be 1 - 2 minutes long (Speeches less than one minute or more than two minutes will be disqualified.)

3. Criteria for judging:			
Interest Level	Organization	Transition	Verbal Support
Effectiveness of Delivery	Eye Contact	Enthusiasm	Overall Effectiveness
4. Note cards and props may be used.			

5. Speech must be uploaded or mailed to National Office by May 19, 2023 .

---- DO NOT MAIL KEEP THIS SHEET. ---



SPELLING BEE

- 1. THE SPELLING BEE PARTICIPATION IS LIMITED TO JUNIORS AGES 7-15 YEARS OF AGE
- 2. Each branch and court is allowed one (1) contestant in each age group to compete
- 3. Spelling Bee words have been selected from words that are age / grade appropriate.
- 4. Word listings may be obtained electronically by downloading from the www.kofpc.org/conventions or by email from the Director General or National Counselor.
- 5. Words will be pronounced according to diacritical markings in the Merriam Webster's Collegiate Dictionary 111th Edition.
- 6. Pronunciation If a word has two or more acceptable pronunciations, both pronunciations will be given by pronouncer.
- 7. Contestants are allowed to pronounce the word once before spelling it.
- 8. A contestant may request the pronouncer to repeat the word or use it in a sentence before beginning to spell the word.
- 9. Judges may disgualify any contestant who ignores a request to start spelling.
- 10.A contestant may start over only once when spelling a word.
- 11.Upon missing the spelling of a word, the contestant is eliminated. The next word on the pronouncer's list is given to the next contestant.

12.TIE BREAKER

- When the contestants are reduced to two, each are called a word on the pronouncer's list.
- If both contestants spell the words correctly, the pronouncer will begin the tie breaker list.
- If a speller misspells a tie breaker word, the second speller is to be given the same word.
- If word is spelled correctly, that speller is the winner.
 - However, if both spellers miss the word, the pronouncer is to continue until a winner is determined.

12.PROTEST

- Questions relating to the spelling of a word should be referred to the judge immediately.
- A contestant should file a protest before receiving the next words.
- Any protest after a word has been given to the speller or another speller or another speller will not be accepted.

13. THE JUDGES DECISION SHALL BE FINAL ON ALL QUESTIONS.

YOUNG AUTHORS

- 1. Limited to Junior Knights and Junior Daughters Ages 7-15 years of age.
- 2. The book must be the original work of the author.
- 3. Acceptable styles of writing are poetry, story (narrative), or informational.
- 4. The book may be typed, word processed, or handwritten in manuscript or cursive. If someone other than the author helps with the book, credit must be given to the typist. The typist must not edit the book in any way.
- 5. If an author chooses to illustrate his/her book, the illustrations may be from newspapers, magazines, the internet, or the author's own work. However, another Junior or adult cannot produce artwork to go in the author's book.
- 6. Each young author's manuscript must have a typed identification card fixed to the inside cover. The information included in the card must include:

Author/illustrator's name Grade Level

Branch/Court Name and Unit Number

Commander/Counselors Name Manuscript Title Genre of Manuscript (Poetry, Narrative, Informative) 7. Winners will be announced at the Awards Banquet at the Junior National Convention.

• 1st, 2nd and 3rd Place Winners will be selected at each age level – 7-9, 10-12, 13-15

8. All Manuscripts must be mailed to the National Office by May 19, 2023

BIENNIAL JUNIOR NATIONAL CONVENTION



--- DO NOT MAIL KEEP THIS SHEET. ---

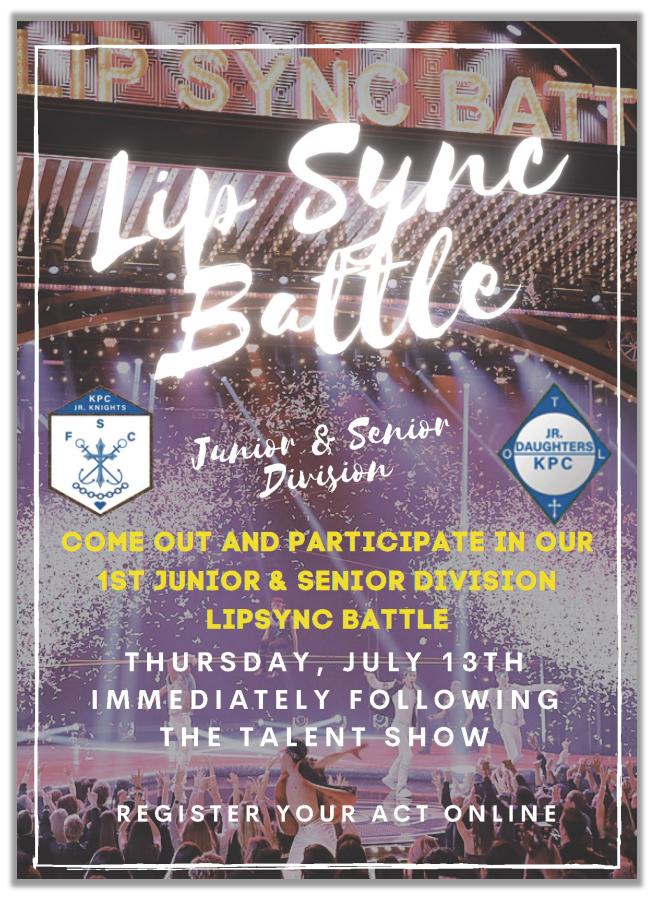
Page 12 of 21





--- DO NOT MAIL KEEP THIS SHEET. ---





--- DO NOT MAIL KEEP THIS SHEET. ---





--- DO NOT MAIL KEEP THIS SHEET. ---

SAVE TIME, MONEY, AND PAPER! Complete Your Registration ONLINE: www.kofpc.org/conventions

Page 15 of 21



COMMANDER/COUNSELOR CHECKLIST

BRANCH / COURT NAME			UNIT No.
COMMANDER / COUNSELOR NAM	E		
TELEPHONE	ALTERNATE TELEPHONE	EMAIL	
()	()		

Please ensure that the following documents are forwarded to the National Office on or before June 15, 2023.

- Registration Form for each attendee and Check / Money Order (June 15th 30th LATE \$25.00 fee)
- BY MAY 31st: Credential Form (Junior Knights 2 Copies, Junior Daughters 2 Copies)
- Travel / Medical / Dress Code / Media Release Form One for each Junior
- Additional t-shirts order form
- Child Protection Certification One for each Commander / Counselor / Chaperone
- Souvenir Book Ad (Optional)
- Candidates Profile and Permission Forms (*If you have candidates running for an Office*)
- Contest Essays, Young Authors Manuscripts (If you have Juniors participating)
- Charity Petition Form (If your Junior Branch / Court is seeking funds for a charity project)
- **By MAY 15th:** SPCF Microgrant Application (If your Junior Branch / Court is seeking a grant)
- Resolution Form (*If your Junior Branch/Court is submitting a Resolution*)

COMPLETE ENTIRE PACKET ONLINE: www.kofpc.org/conventions

OR MAIL TO: Knights of Peter Claver 1825 Orleans Ave. New Orleans, LA 70116



2023 CHARITY FORM REQUEST

BRANCH/COURT NAME			UNIT No.	
COMMANDER/COUNSELOR NAME				
TELEPHONE	ALTERNATE TELEPHONE	EMAIL		
()	()			
NAME AND ADDRESS OF ORGAN	IIZATION OR PERSON(S) FOR WHC	OM CHARITY FUNDING IS BEING REQUESTED		
STATE REASON(S) FOR REQUEST	ING CHARITY FUNDS			

Request should be mailed to the National Office by May 31, 2023.

(Branch or Court Seal)

Signature of Junior Grand Knight/Lady

Signature of Commander/Counselor

Signature of Senior Financial Secretary

Signature of Grand Knight/Lady

--- ONLY IF NOT completing online, mail this sheet. ---



RESOLUTIONS FORM

Resolutions submitted to the Junior National Convention are to be typed or printed and bear the Branch/Court's Seal. Please state the articles (s), section (s) and the page number (s) of each resolution. Return the form to the National Office by May 31, 2023.

WHEREAS

BE IT RESOLVED

Form should be mailed to the National Office by May 31, 2023.

Signature of Junior Grand Knight/Lady (Branch
or
Court
Junior Branch/Court Name and Number

Signature of Commander/Counselor



Unit Number: #_

Circle One: Jr. Branch / Jr. Court

YOUTH REGISTRATION FORM (Submit one form per youth registrant)

First Name:		Last Name:		
(Check One)	nd Knight / Grand Lac	ly 🛛 Jr. Deputy Grand Knig	ght / Vice Grand Lady \Box M	ember 🗆 Guest
		□ Large □ XL ADULT: □ □ □ Grilled Fish □ Chicken		rge 🗆 XL 🗆 2X 🗆 3X 🗆 4X
Fall 2023 Grade Level	: Age:	Date of Birth	//	
□ Check if the Junior	Registrant is Transfe r	ring to Senior Division at	the Convention (must be	at least 18 years of age)
ADA Accommod	lations Requested (Ev	vents / Meetings only. Co	ntact Hotel for room acco	mmodations)
AWARDS AND	COMPETITION	S PARTICIPATION	(SEE PACKET FOR DEAD	LINES!)
The Junior Registrant		-	ms listed in the Competiti s (Limit 3 competitions):	on Guidelines
Arts / Craft		Banner Competit		hirt Design Competition
□ Spelling Be			-	etry
		/ Junior Lady (1 entry pe 1 (1 entry per branch) (Th	eme/Design must be sent	to the National Office)
	y must be sent to Na			,
• • •	eech must be sent to	•		
-		st be sent to National Offi		
	r 🗆 Check if Project		Genre: 🗆 Poe	try Narrative Informative
		Astronomy	Behavioral Science	Biology
		Botany		Computer Applications
		Earth & Space Science		Environmental Science
		Mathematics	Physics	Zoology
CONVENTION				
_		eck all boxes that apply): elines for requirements)	No. of Years as a Jun	ior:
	Event (Thursday, July	• •		
			day, July 13th - Incoming	11th / 12th Grades)
• •	e (Thursday, July 13th)		
	gle (Friday, July 14th)			
ADDITIONAL C	ONVENTION S	<u>HIRTS</u>		
YOUTH: S	MLXL			x \$10.00 \$
ADULT:S	M L XL	2X3X4	Х	x \$12.00 \$
ANTI-BULLYING				
YOUTH: S				x \$10.00 \$
ADULT:S	MLXL	2X3X4	X	x \$12.00 \$
REGISTRATION	FEE			
		5 (May 16th - June 15th):	LATE \$250 (June 16th - Jur	ne 30th) Fee: \$
PAGE 1 OF 2	TOTAL SUBN	IITTED FOR THIS Y	OUTH REGISTRAN	NT: \$
	ONL	Y IF NOT COMPLETING ONL	NE, mail this sheet	Page 19 of 21



Unit Number: #

Circle One: Jr. Branch / Jr. Court

PAGE 2: YOUTH REGISTRATION FORM (Submit one form per youth registrant)

Youth First and Last Name:

ACKNOWLEDGEMENT AND ACCEPTANCE(REQUIRED)

- 1. YES, as the parent/legal guardian of the aforementioned youth, I acknowledge that we have received, read, and agreed to the KPC Travel, Media Release, Code of Ethics, and Dress Code Policies.
- 2. I grant permission to the organization's adult leader in charge of this event to obtain medical care from licensed physicians, hospitals, or medical clinics for the aforementioned junior of minor age in the event that the parent/legal guardian cannot be reached. I certify that the above information is accurate and complete to the best of my knowledge.

Parent / Legal Guardian Signature: _____ Date: ____/ ___/____

POLICIES AVAILABLE ONLINE AT: www.kofpc.org/policies

MEDICAL RELEASE (Registrants under 18 Years of Age)

List any pertinent medical information (allergies, dietary needs, etc):

List any physical limitations:

The Junior listed above is covered for hospitalization/medical care.

Insurance Co.: Policy Number: _____

The Junior listed above does not have medical coverage and the Parent / Legal Guardian assumes

responsibility for the costs of hospitalization and medical care for the Junior.

PARENT / LEGAL GUARDIAN INFORMATION

First Name:	Last Name:	
Address:		
City:	State: Zip Code:	
Phone #:()	Mobile #:()	
Email:		

PAGE 2 OF 2

--- ONLY IF NOT COMPLETING ONLINE, mail this sheet. ---Page 20 of 21 SAVE TIME, MONEY, AND PAPER! Complete Your Registration ONLINE: www.kofpc.org/conventions



Unit Number: #_

Circle One: Council / Court

ADULT REGISTRATION FORM (Submit one form per adult registrant)

PLEASE NOTE: One (1) Chaperone is required for every three (3) registered Junior Members.

Chaperones **MUST** be 21 years of age or older.

Check one: Commander/Counselor Asst. Commander/Asst. Counselor Knight	t 🗆 Lady 🗆 Parent
First Name: Last Name:	
Address:	
City: State: Zip:	
Phone: () Mobile # (to receive convention update texts) Email:	: ()
Age: (MUST BE AT LEAST 21 YEARS OF AGE IF CHAPERONING)	
Shirt Size: Small I Medium I Large I XL I 2X I 3X I 4X	
Banquet Meal Selection: Grilled Chicken Grilled Fish Chicken Tenders Vegeta	rian
The Registrant has (check all that apply):	
submitted the KPC Child Protection Policy Agreement to the Commander/Counselor provided (Arch) Diocese Youth Protection Certificate to the Commander/Counselor (F agreed to serve as a Chaperone at the Junior Convention (POLICIES AVAILABLE ONLINE AT: www.kofpc.org/)	REQUIRED)
The Adult Registrant would like to participate in the following even	ts / activities:
Back to School Event (Thursday, July 13th) College/Vocation Fair hosted by the Emerging Leaders (Thursday, July 13th; LIMITEE Members ages 18-35) Paint and Mingle (Friday, July 14th)) to Current Emerging Leaders:
ADDITIONAL CONVENTION SHIRTS	
YOUTH:SMLXL	x \$10.00 \$
ADULT:SMLXL2X3X4X	x \$12.00 \$
ANTI-BULLYING SHIRTS	
	x \$10.00 \$
ADULT:SMLXL2X3X4X	x \$12.00 \$
REGISTRATION FEE	

EARLY \$200 (by May 15th); REGULAR \$225 (May 16th - June 15th); LATE \$250 (June 16th - June 30th) Fee: \$_____

TOTAL SUBMITTED FOR THIS ADULT REGISTRANT:

\$_____

--- ONLY IF NOT COMPLETING ONLINE, mail this sheet. --- Page 21 of 21