

SOUTH DAKOTA KNIGHTS OF COLUMBUS COUNCIL ACTIVITY FORM

Activity Name: Saint Thomas More Middle School Catholic Quiz Bowl, Spring 2024

Chairman: Kelly Kantack **Date:** March 16th, 2024.

Workers: Ronda Kantack, Natalie Cook, Wade Wantoch, Scott Graham, Don Peacock, Troy Kontz, and Matt Elsinger. Also had much help from and Benjamin Kantack and Fr. Rod Farke on question development.

Man hours: 88 **Attendance Numbers:** 25
(14 youth competing and 3 spectators)

Materials Needed:

- ~128 Catholic Quiz Bowl questions and answers prepared if doing 4 rounds of 24 Q&A (extra questions needed as backup and potential tie-breaking rounds brings number to ~128).
- Scratch paper from church office for competitors.
- Pencils for each competitor (can usually get them from the education wing room cabinet).
- White dry erase boards, markers, and eraser for each team (from STM School).
- Rooms: STM Social Hall and kitchen access.
- Awards:
 - 18 total medals—six 1st place, six 2nd place, and six 3rd place. Reuse/relabel leftover medals from previous years—Brookings Engraving.
- Score sheets for teams and score sheets for team/table moderators.
- 1 volunteer reader for entire event.
- 4 table/team monitors.
- Excel scoring file to project on big screen in social hall.
- Papa John's pizza
- Order pizza and send fruit runner after event starts and headcount is made. More details as to how much fruit a pizza (and by type) is available in Excel spreadsheet if needed.
- Cost of the event...
 - \$13.24 (Fruit—apples and bananas)
 - \$ 4.90 (cups for water)
 - \$80.00 (pizza)
 - \$15.00 (pizza delivery tip)
 - \$69.00 (medals)
 - \$182.14 total cost

Instructions: (only very high level instructions shown below)

- Six months to one year before the event or earlier:
 - Meet with STM staff education staff to determine theme for questions. This is to coordinate some or all of the questions and answers with what is taught over the religious education school year.
 - Set a tentative date for the event with STM staff and reserve the Social Hall for that day.
 - Start working on the questions/answers needed for the event and have questions finalized by the start of the school year.
 - Have questions and answers reviewed by Fr. Rod or other qualified persons for edits/improvements/accuracy.
- 2 months before the event:
 - Start promoting the event through the RE program teachers, posters, email, and through the church bulletin.
 - Get Awards:
 - Brookings Engraving:
 - + Use any last year, unused medals but have Brookings Engraving put new stickers.
 - + Order however many more medals are needed so as to have a total of 18 total medals—six 1st place, six 2nd place, and six 3rd place.
- 1 month before the event: Start soliciting volunteers to read and time (1 person) and 4 table/team scorekeepers and 1 fruit runner.
- 1 week before the event:
 - Prepare Excel file for displaying scores.
 - Pre-order pizza.
- 1 day before the event or early day of the event:
 - Get pitchers of water chilling in church refrigerator.
 - Test projector and microphone.
 - Get pencils in competition rooms and scrap paper from office copy area for social hall for teams to pick up before going to first round.
- Day of event:
 - Have check for pizza, cash for pizza tip.
 - Have cash and post-it note for fruit runner.
 - Hang medals on coat tree
 - Set up table for sign in and podium
 - From kitchen, get name tags for judges, reader, myself
 - From STM office, get scrap paper for team tables
 - From class rooms, pencil sets (get pencils sharpened)
 - Set up computer, set out sign in sheets, prepare clip boards for scorers
 - Hold brief Table monitor/scorer meeting prior to the event.
 - Teams check-in and table assignments.
 - Set up medals on registration table for display

- Anticipate event running 2 hours long if doing 4 rounds of 24 questions per round.
- Clean up afterwards.

Additional Comments:

I, Kelly Kantack, plan to expand upon and refine the instructions above as I chair the event for 2024. Doing so will lay down a good checklist for myself or other, future chairmen. Below is the best estimate I have for hours by task...

88 Hours			
Date	Time spent		Subtot
	Me	Others	Work
3/3/2023	1		1 Prep for STM staff meeting regarding past/next Quizbowl
3/3/2023	1	4	5 Met with STM staff to review first quiz bowl and plan the next one (Ronda, Wade, Natalie, Evan, myself)
5/17/2023	1		1 Set up folders/files for 2024 QuizBowl, cleaned up first 25 questions in database and 2023 question sheet.
			Cleaned up some questions from last year (database) but decided to abandon database--to cumbersome.
5/22/2023	1.5		1.5 Prepared word document for entering next event's questions.
5/25/2023	3		3 First six questions on saints.
5/26/2023	3		3 Almost have the first 24 questions done. Have answers picked on last ~6 of the saints questions.
5/29/2023	3		3 Finished first 24 questions on Saints. Sent to Ben for his review.
5/31/2023	1		1 5 questions on miracles
6/2/2023	2		2 5 questions on miracles
7/10/2023		1	1 Ronda reviewing first 2 sets of questions
7/10/2023		2	2 Benjamin reviewing/editing first 2 sets of questions
7/10/2023	0.75	0.75	1.5 Kelly and Benjamin reviewing/editing first 2 sets of questions (~48 Q&A)
8/22/2023	3		3 Cleaning up of first 24 questions based upon Ben and Ronda's input.
8/23/2023	3		3 Finished round 2 and 3 with adding alternate questions and fixing some main questions too.
8/30/2023	4		4 Started round 3 questions. Have 10 round 3 questions drafted.
1/22/2024	0.5	0.5	1 Phone call meeting with Evan Baumberger planning the upcoming event.
1/26/2024	2		2 Wrote questions.
1/27/2024	8		8 Finished drafting rounds 3 and 4 questions and then sent to Ronda and Ben to review.
2/15/2024		3	3 Ronda and Ben reviewing first 2 sets of questions