



Knights of
Columbus®

District Deputy
Org Meeting Training



AGENDA

- **Your Place in the Order**
- **Your Authority**
- **Operations**
- **How to Succeed**
- **Administration**
- **Questions**



Your Place in the Order

- Appointed by the State Deputy
- Represent Supreme Knight and State Deputy
- You were handpicked for this role
- You will lead the Councils to excellence

Supreme Knight

Supreme Officers

Board of Directors

State Deputy

State Officers

District Deputy

Grand Knight

Council Officers



Your Authority

- Install local council officers (section 129)
- Fill vacancies in councils (section 131)
- Audit financial records (section 132, 243)
- Suspend councils (section 157, 159)
- Suspend members with approval of State Deputy (section 166)
- Membership in State Council (section 12b)



1

Operations



Council Recovery Program (CRP)

- **Modify or amend the CRP as needed**
- **Meet with Council leaders**
- **Reach out to Fraternal Training Department**
- **Coach the councils**

kofc.org/crp



COUNCIL RECOVERY PROGRAM (CRP)

The [Council Recovery Program \(#11177\)](#) focuses on resuming operations in a way that inspires members and parishioners to become reinvolved with Church and community activities. The CRP has three key elements: parish support, interactions between state and local councils, and fraternal engagement. This page provides CRP information and resources for state leaders, district deputies and council leaders.



STATE COUNCIL LEADERS



DISTRICT DEPUTIES



COUNCIL LEADERS



RESOURCES

- 1. Review Council Recovery Program Resources.** The district deputy or state council representative should review all [Council Recovery Resources](#) and attend the [Supreme Council webinar](#).
- 2. Review the list of assigned councils and make contact with council leaders.** The district deputy or state council representative will then review his list of councils and contact council leaders. They may need to contact more than just the grand knight or financial secretary to ensure contact. During this initial contact, they should do two things:
 - a. First, they should prepare the council to meet with their pastors using [Appendix A: Pastor Meeting Agenda](#) as a guide.
 - b. Second, they should set a date for a council meeting in which the council will complete [Appendix C: Council Assessment](#).
- 3. Conduct meeting with council leadership.** The district deputy or state council representative will meet with each of their councils. They will use [Appendix B: Council Leader and District Deputy Meeting Agenda](#) as a guide. The council will also complete [Appendix C: Council Assessment](#) at this meeting. Coming out of this meeting, the council should have a council-specific recovery plan.

Fraternal Excellence Guide

- **Short, easy read**
- **Helpful Guidance's:**
 - **A – Meeting Agenda**
 - **B – Council Assessment**
 - **C – Pastor meeting Agenda**
 - **D – Engagement Methods**
 - **E – Program Ideas**



**Knights of
Columbus®**

Council Recovery Program

Figure A: Council Leader and District Deputy Meeting Agenda

1. Opening Prayer.
2. Assess Council Status (Figure B). Clarify strengths and weaknesses.
3. Get council leaders passwords for Officers Online.
 - a. Once an officer is recorded at the Supreme Council office, his account for Officers Online will be created and an email to register their account will be forwarded to them. If needed, there is an 'Account Assistant' & 'Password Reset' link under the 'Sign In' button on the Sign In screen. If additional assistance is needed, please contact Customer Service at 800-380-9995
4. Get Safe Environment Program Invites to council leaders.
 - a. Members must be appointed by the council into safe environment roles through Forms 185 & 365 via Officers Online; only members with valid personal email addresses are eligible for appointment
 - b. Praesidium will send email invitations to appointed members with valid email addresses to complete the Order's safe environment requirements
 - c. Questions should be directed to Office of Youth Protection's Member Helpline (203.800.4940)
 - d. Visit www.kofc.org/safe for more information
5. Show available resources and train on use as needed:
 - a. Fraternal Leader Advisory ([Video – Past Issues – Sign Up](#))
 - i. Sign up leaders for email distribution and FLAs
 - b. Virtual capabilities ([Resource page – Planning Guide – Technical Guide](#))
 - c. Meetings ([Council Meeting Video – Officers' Planning Meeting Video](#))
 - d. Officers Online (Use "SIGN IN" button on KofC.org)
 - e. Email tool in Member Management ([Video](#))
 - f. Webinars ([Training & Webinars](#))
 - g. Online ceremony ([Ceremonials](#))
6. Develop a recovery plan that leverages assessed strengths, and improves identified weaknesses, and support parish needs:
 - a. Identify people for core leadership positions: Grand Knight, Financial Secretary, Treasurer, Program Director, Technology Director
 - b. Schedule at least six events for the next six months (Figure E)
 - i. Reflect holidays, holy days, feast days, Founder's Day, McGivney feast day, etc.
 - c. Schedule council and officers' planning meetings
 - d. Create a member outreach plan – [Email Tool Video](#)
 - e. Implement the use of virtual tools for meetings and events (see 4b above)
 - f. Develop a budget ([Tips for Council Budgeting](#) and [Sample Budget](#))
 - g. Share best practices and success stories from other local councils
 - h. Set measurable and achievable goals, ie.:
 - i. ____ events per month
 - ii. ____ attendees per event
 - iii. ____ prospective members per event
 - iv. ____ members attending council meetings
 - v. ____ members contacted successfully
 - vi. ____ Date to complete a full slate of officers and directors
7. Develop agenda for officer planning meeting.
8. Develop agenda for council meeting.
9. Closing Prayer.



Figure B: Council Assessment

Assess the council by answering the questions below. This will serve as the basis for a council recovery plan. Strengths should be leveraged, and weaknesses should be addressed in the plan.

Answer yes or no for each question:

YES NO

- Are the core leadership positions filled (Grand Knight, Financial Secretary, Treasurer, Program Director, Technology Director)?
- Are officers and directors identified for next fraternal year?
- Are all leaders on supreme and state email distribution?
- Are leaders reading Fraternal Leaders Advisories?
- Are events scheduled for the next six months?
- Are funds available for required and planned expenses?
- Are leaders meeting the Pastor every month?
- Do leaders offer to help the Pastor with parish initiatives?
- Are leaders talking regularly with the insurance agent?
- Are all leaders attending the officers' planning meetings?
- Are members attending council meetings?
- Are virtual tools used for meetings and events?
- Are leaders familiar with the Faith in Action Guidebook?
- Are members receiving General Agent communications regularly?
- Is the Grand Knight using the Member Management email tool?
- What communication tools are currently used by the Council and parish?

- Are leaders using the Supreme website and familiar with the resources it contains?
- Are leaders familiar with online Supreme Training materials?
- Are leaders attending monthly webinars hosted by Supreme?
- Are leaders familiar with the online degree ceremony?
- Is the Financial Secretary using online tools for member management and member billing?
- Have the Program director and one other Council leader completed the Safe Environment Program requirements for training and background checks?



Figure C: Pastor Meeting Agenda

Prior to this meeting, review "Working with Your Pastor" (Video/PDF)

1. Ask your pastor to begin with a prayer.
2. Introduction by Grand Knight or Council Leader.
 - Thank Father for meeting with you, and for his spiritual leadership of the parish.
 - Emphasize your council's support for your pastor and the parish.
The Council wants to be an active, visible contributor to the parish.
3. Offer to assist in parish efforts to encourage parishioners participation in Mass and the sacraments. Remain open and receptive to any requests that your pastor may have for the parish. Discuss the unique needs of your parish and community.
4. Ask Father to support recruiting efforts through announcements from the pulpit.
5. Grand Knight's Summary.
 - Review the Councils desired schedule of programs and events. Obtain Pastor's permission and concurrence.
 - Commit to follow up on his requests for support in a specific timeline.
 - Schedule a follow up meeting with your pastor.
 - Invite the pastor to council meetings if he does not already attend. Make time in your meeting agenda to address parish support efforts.
 - Thank the pastor for his time.
6. Close in prayer, asking Father to bless the works of the council.

Figure D: Suggested Methods to Engage Members

- Create a "phone tree" to make personal contact with every man in your council
- Talk with members to foster socialization and commitment
- Ensure members have necessary support and resources
- Communicate council recovery plans to all members
- Promote council plans through the parish web site and bulletin
- Encourage attendance at meetings and events
- Hold council meetings and events with hybrid options using virtual tools
- Solicit volunteer workers for scheduled events
- Encourage members to wear Knights of Columbus branded apparel



Figure E: Sample Program Ideas

Faith Programs

RSVP

- Support a seminarian through the Refund Support Vocations Program.

Into the Breach

- Into the Breach is a call to battle for Catholic men which urges them to embrace wholeheartedly masculine virtues in a world in crisis

Adoration

- Consider beginning the recovery efforts with a 24-hour adoration led by Knights for the whole parish

Rosary

- Invite members and parishioners to pray the rosary after some parish Masses. This program can be done monthly or quarterly

Eucharistic Processions

- Walk with the Blessed Sacrament through your community, bringing Jesus to everyone along the route.

Family Programs

Family of the Month

- Recognize a council / parish family that models Christian family values

Food for Families

- Council and parish families raise funds and supplies to support their local food pantries

Family Prayer Night

- Council / parish families gather for prayer, food, and fellowship

Community Programs

Helping Hands

- Support those in need in a manner that best serves local circumstances

Free Throw/Soccer/Hockey Championship

- Competitions for boys and girls

Blood Drive

- Hold blood drives for the community

Life Programs

ASAP (Aid and Support After Pregnancy)

- Support a local pro-life pregnancy center

March for Life

- Witness in your community to establish a culture of life
- Arrange for council members and parishioners to attend National & State Marches for Life.

Mass for People with Special Needs

- Celebrating a Mass for People with Special Needs can be the first of many steps toward integrating them into regular weekly or even daily Mass


The [Remote Programming Supplement](#) has additional suggests and is a guide for expanded participation.



Fraternal Leader Advisory

- Sent 1st & 3rd Thursday of Month
- Sent in English, French, and Spanish
- Received by State, District, and Council Leaders
- Sign-Up Online

[Español](#) | [Français](#)



Fraternal Leader Advisory

[Breaking News](#) | [Reminders](#) | [Resources](#) | [Recommendations](#)

VOLUME 66 December 15, 2022 | [KofC.ORG/FORMEMBERS](https://kofc.org/formembers)

[Forward This Email](#) [Share This Email](#)

Affiliate Member Initiative – Training Available on Demand

Councils in the United States will have another chance to participate in the Affiliate Member Initiative (AMI) which allows councils to designate as Affiliates those members who are no longer actively engaged with their council.

The window of opportunity to participate in this initiative will run from January 1-31. During this window, councils may recommend qualified members to be designated as Affiliates. When processed, these members will no longer appear on council rosters. This will not be treated as a negative in eligibility for council awards. The Supreme Council will manage the future engagement of these members.

A training webinar and resources for the program are available on demand. Don't miss the chance to take part in this important initiative.

[Watch Now](#)

Ukraine Solidarity – Support a Family for Christmas

Christmas is almost here and we are teaming up with brother Knights in Poland who are assembling and distributing traditional, Christmas baskets for families affected by the conflict in Ukraine. \$50 will support one family in need. If your council is interested in crowdfunding digitally, please email Tyler.Lomnitzer@kofc.org with the following:

- Council Name and Number
- Contact Name
- Contact Email Address

We will then be in touch with your council's fundraising web page. Thank you for your continued support! *This is a time-limited, unique opportunity for a small number of councils.*

FLA has important announcements, news and best practices



Understanding Supreme Emails

- **All addressees clearly stated**
- **Follow up with council leaders:**
 - **Phone Call or Text**
 - **In person at meeting/event**
- **If not receiving**
 - **Check “Spam” folder**
 - **Resubscribe**



TO: District Deputies, Grand Knights, and Financial Secretaries

CC: State Deputies and Fraternal Mission Staff

**Ex. All DDs, GKs, FSs received
the above email
SDs were also included as copy**



Supreme Council Website

- **For Members (kofc.org/for-members)**
- **Training Videos & Webinars**
 - **DDs should attend all webinars**



www.kofc.org

Knights of Columbus | Catholic F x +

kofc.org/en//index.html

GoTo Webinar | We... GoToMeeting Hub Knights of Columb... KofC States Supreme Contract Support

CONTACT US SAFE ENVIRONMENT PROGRAM CAREERS LANGUAGE SIGN IN


JOIN DONATE FOR MEMBERS

WHO WE ARE WHAT WE DO GET INVOLVED NEWS HUB

MEN ON A MISSION

A Catholic Brotherhood Changing the World

LEARN MORE JOIN US



MEMBER RESOURCES



LIVE YOUR FAITH THROUGH YOUR FINANCIAL DECISIONS

Catholic-rooted Insurance, Investment & Charitable Solutions

FORMS

SUPPLIES/MERCHANDISE

FRATERNAL OPERATIONS

TRAINING & WEBINARS

PROGRAMS

INVITING MEN TO JOIN

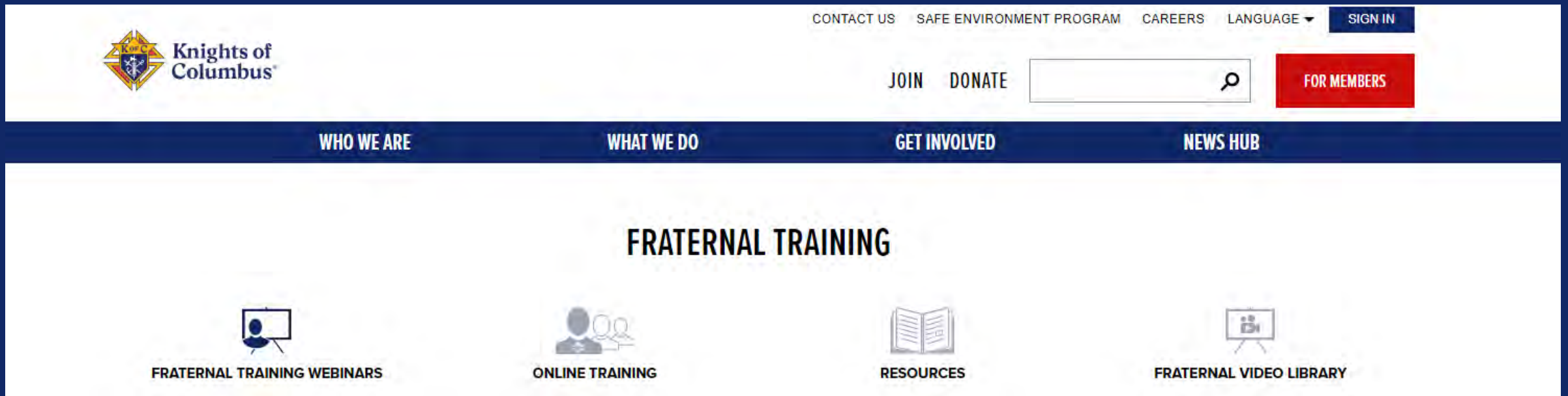
ENGAGE YOUR MEMBERS

CEREMONIALS



Training and Webinars

- Fraternal Training Webinars
- Fraternal Trainers
- Fraternal “How To” Videos
- Downloadable Resources




The screenshot displays the top navigation bar of the Knights of Columbus website. On the left is the organization's logo and name. The right side of the navigation bar includes links for 'CONTACT US', 'SAFE ENVIRONMENT PROGRAM', 'CAREERS', 'LANGUAGE' (with a dropdown arrow), and a 'SIGN IN' button. Below these are 'JOIN' and 'DONATE' buttons, a search input field with a magnifying glass icon, and a red 'FOR MEMBERS' button. A dark blue horizontal bar below the navigation contains the menu items: 'WHO WE ARE', 'WHAT WE DO', 'GET INVOLVED', and 'NEWS HUB'. The main content area features the heading 'FRATERNAL TRAINING' in large, bold letters. Below this heading are four icons representing different training resources: a person at a presentation board for 'FRATERNAL TRAINING WEBINARS', three people for 'ONLINE TRAINING', an open book for 'RESOURCES', and a video screen for 'FRATERNAL VIDEO LIBRARY'.




Remote & Hybrid Resources


FRATERNAL OPERATIONS




MEETINGS & PROTOCOL



VIRTUAL OPERATIONS



FRATERNAL LEADER RESOURCES



AWARDS

Council Operations can and should continue during periods that councils cannot meet in-person, such as the current pandemic. Below you will find tools and resources for your council to continue operating in a virtual setting.

Please take note of this [Disclaimer of Endorsement and Protection of Membership Information](#)

REMOTE PROGRAMMING

There are many within your community who may not be able to participate in Faith in Action programs and activities physically but could do so digitally or online. This presents an opportunity for your council to enhance existing and future programming by adding a digital/remote programming component. This resource and style of programming does not replace the current model or guidelines for Faith in Action programs. All program guide sheets and specifications should still be followed. While In-person programming is and should always be the preference and norm, remote programming is meant to add on to and enhance current program guidelines and requirements.

[PROGRAM SUPPLEMENT](#)

COMMUNICATING WITH MEMBERS

Keeping in touch with your members to ensure they are doing well or to see if they need assistance is the foundation of creating a spirit of fraternity within your council.

[TOOLS FOR COMMUNICATION](#) [SUPPORT YOUR BROTHER KNIGHT](#)

VIRTUAL MEETINGS

Councils can and should continue to hold meetings in a virtual setting when in-person meetings are not possible. Be sure to follow [The Guidelines for Council Meetings](#). Below are some tools to help you meet a virtual setting.

[TOOLS FOR VIRTUAL MEETINGS](#) [VIRTUAL MEETING GUIDELINES](#)

- **Councils should offer a hybrid option for meetings**
- **Resources for:**
 - **Remote Programming**
 - **Virtual Council Meetings**
 - **Virtual Voting & Election Guidelines**



Leadership Resources



Knights of
Columbus®

Protocol, Meetings, and Ceremonials



Knights of
Columbus®

Fraternal Excellence Guide

Practical Information for Council and District Officers

Effective July 1, 2024

CHARTER CONSTITUTION AND LAWS OF THE Knights of Columbus



Governing the Supreme, State and
Subordinate Councils
With Amendments to and Including
the Year 2022

Amendments enacted at Supreme Council Meeting
held August 2-4, 2022 will be found on pages 86-90

Issued by
KNIGHTS OF COLUMBUS



Knights of
Columbus®

Membership Recruitment and Retention Manual



Knights of
Columbus®

Fraternal Planner

2024 - 2025



Officers Online Access

- Council level access:
 - Grand Knight
 - Financial Secretary
 - Advocate
 - Deputy Grand Knight
 - Treasurer
 - Membership Director



Officers Online Access

Members in a role permitted access to Officers Online will be emailed an invitation code once the Supreme Council receives the appropriate form from the state council, local council, or assembly indicating the election or appointment, and records this information. If you do not receive an invitation code within a reasonable time, click "Account Assistant" on the sign in page and follow the instructions.

If you previously held a role with access to Officers Online, you do not need a new invitation code. Your access will automatically be reactivated once the appropriate form is submitted.

If you do not remember your log on credentials, click "Account Assistant" or "Password Reset" on the sign in page and follow the instructions. If additional assistance is required contact our Customer Service Department at 800-380-9995, option 2 and provide your membership number and role.

Applications by Roles	Role Description										
	Officers Online	Officers Desk Reference	Office of Youth Protection	Home Corporations	Member Management	Member Billing	By Laws Online	Knights Gear	Supplies Online	Prospect Tab	Candidate Tab
Jurisdiction/State											
State Deputy	X	X	X	X				X	X	X	
State Secretary	X	X	X	X				X	X		
State Treasurer	X	X	X	X				X	X		
State Advocate	X	X	X	X				X	X		
State Warden	X	X	X	X				X	X		
Immediate Past State Deputy	X	X	X	X				X	X		
Executive Secretary	X	X	X	X				X	X		
State Membership Director	X	X	X	X				X	X	X	
State Program Director	X	X	X	X				X	X		
State Round Table Chairman	X		X	X				X	X		
Council Reactivation Chairman	X		X	X				X	X		
Council Retention Chairman	X		X	X				X	X		
Member Retention Chairman	X		X	X				X	X		
Insurance Promo Chairman	X		X	X				X	X		
NCD Chairman	X		X	X				X	X		
Ceremonial Chairman	X		X	X				X	X		
Hispanic Council Growth Coord.	X		X	X				X	X		
Online Membership Chairman	X	X	X	X				X	X	X	
Additional Membership Roles	X		X	X				X	X		
Online Membership Coordinator	X	X	X	X				X	X	X	
State Trainer	X		X	X	X	X		X	X		
4th Degree / Provincial											
Vice Supreme Master	X	X	X	X				X	X		
District Master	X	X	X	X				X	X		
District											
District Deputy	X	X	X	X				X	X	X	
Council											
Grand Knight	X	X	X	X	X		X	X	X	X	X
Financial Secretary	X	X	X	X	X	X		X	X	X	X
Advocate	X	X	X	X			X	X	X		
Deputy Grand Knight	X	X	X	X				X	X		
Treasurer	X	X	X	X				X	X		
Membership Director	X	X	X	X				X	X		
Assembly											
Faithful Navigator	X	X	X	X	X		X	X	X		
Faithful Comptroller	X	X	X	X	X	X		X	X	X	
Faithful Admiral	X		X	X				X	X	X	
Faithful Pilot	X		X	X				X	X	X	
Faithful Purser	X	X	X	X				X	X		

Officers Online

KNIGHTS OF COLUMBUS OFFICERS ONLINE

CHANGE PASSWORD LOGOUT

LANGUAGE: ENGLISH FAQ

UPDATE YOUR PROFILE

Officers Online

Hi Kevin Glazier | Last Login: 5/2/2023 at 11:52 am Change Role: Supreme User

Urgent Messages

Jump To: Council # - OR - Assembly # GO

Supreme Office Jurisdiction / Province

Supporting Applications

- Officers Desk Reference
- Office Of Youth Protection
- Home Corporations
- Knights Gear
- Supplies Online
- Canadian Supplies Online

Membership Reports Publications

	Awards Progress				Membership			
	Month to Date		Year to Date		Total Membership	YTD Change in Membership		
Quota	Gain	Loss	Net	Gain			Loss	Net
MBR								
INS								

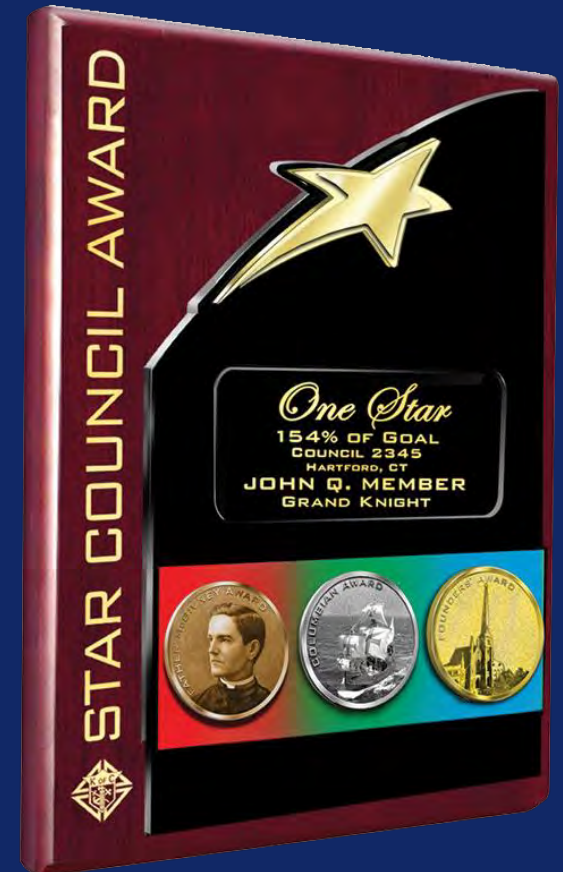
- Council dashboard with valuable tools
- New Elects/Appointments receive access starting July 1
- Consult Officer's Desk Reference
- Invitation code emailed after officer info is recorded on 185/365 form



Star Council Award

- Earn the McGivney, Founders', and Columbian Awards
- Submit #365 (program personnel) and #1728 (survey)
- Safe Environment compliant (US / CAN)
- Good standing with Supreme Council
- Plaque and lapel pins awarded

NO CHANGE



McGivney Award

**Membership growth goal of 6%
intake; minimum 5, maximum 15**

NO CHANGE



Columbian Award

**16 Program credits – 4 in
each of the FIA categories**

NO CHANGE



Founders' Award

- Promote / host TWO Fraternal Benefit Seminars (virtual or in person)
- Required sum total attendance must equal or exceed:
 - 10 for councils with 99 or fewer members
 - 14 for councils with 100 or more members

NO CHANGE



Star District Award

- **Attain 70% of combined council quotas**
- **Founders' Award earned by at least 50% of councils in district**
- **At least one Star Council in district**
- **Submit Annual Report on Council Status (#944) for every council by September 15**
- **Plaque awarded**





How to Succeed as a District Deputy



Key Elements to Success



- Lead
- Teach
- Mentor
- Motivate



Lead by Being Present and Accessible

- Attend meetings
- Attend programs
- Have district meetings
- Build relationships



Teach by Sharing Knowledge and Experiences

- You're the expert!
- Answer questions
- Share best practices
- Communicate effectively, early, and often



Mentor by Coaching and Supporting

- Help councils achieve excellence
- Work with councils to develop plans and strategies
- Promote constant growth and activity



Mentor by Coaching and Supporting

- Help councils achieve excellence
- Work with councils to develop plans and strategies
- Promote constant growth and activity. PROGRAMS, PROGRAMS, PROGRAMS.



3

Administration



Affiliate Membership

- **Some members become unresponsive**
- **Councils can remove them from their rosters**
- **Supreme engages them digitally**
- **Find out if your councils have participated**



Your Approval in Affiliate Membership

- **Receive spreadsheet list from Grand Knight**
- **10 days to review list**
- **Do not need to personally identify each member**
- **Send the DD approved spreadsheet list to affiliate@kofc.org**
 - **Send copy to GK, FS, and State**



Safe Environment Requirements

POSITION	COMPLETE COURSE	BACKGROUND CHECK
Grand Knight	YES	N/A
Program Director	YES	N/A
Family Director	YES	YES
Community Director	YES	YES

- **Minimum of three people required**
 - Grand Knight can hold one other position
- **Personal email addresses required**



James.Mullen@gmail.com



gkcouncil1@gmail.com



Safe Environment Compliance

Officers Desk Reference Office Of Youth Protection Home Corporations Member Management By Laws Online Knights Gear Supplies Online Canadian Supplies Online

Membership **Reports** Forms Publications Candidate

Search:

Report Name	Date	PDF	Excel
Membership Roster	11/8/2022		
Membership Roster - January	1/1/2022		
Membership Roster - July	7/1/2022		
Safe Environment Member Status	11/8/2022		
Safe Environment Participation Rate Report	11/8/2022		
Council Billing Statement (Past)	10/31/2022		












Safe Environment Member Status Report

Role	Training Program Type	Training Program Start Date	Training Due By/Compliance	Re-training Eligibility Date	Background Check Start Date	Background Check Due By/Compliance	Re-screening Eligibility Date	Member Status
Program Director	Round 1 -	2023-07-10	Compliant	2026-07-09	n/a	n/a	n/a	Compliant
Community Director	Round 1 -	2023-09-22	Compliant	2026-09-21	2023-06-24	Compliant	2026-06-23	Compliant
Family Director	Legacy	2021-06-05	Compliant	2024-06-04	2024-04-03	2024-05-18		Pending
Grand Knight	Legacy	2021-09-16	Compliant	2024-09-15	n/a	n/a	n/a	Compliant



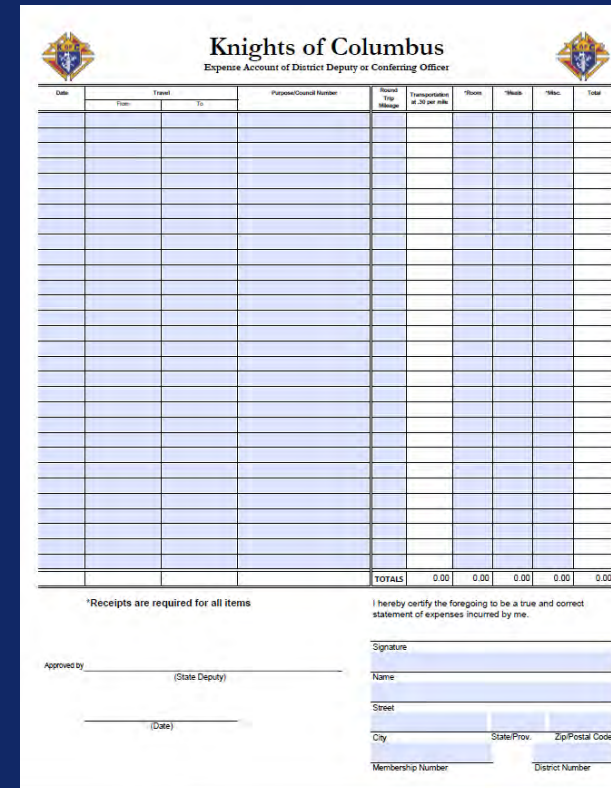
Officers Online DD Forms

Membership	Reports	Forms	Publications	
Search: <input type="text"/>				
Form Name	Form Number	Due Date	Print	Online
Application for Appointment as Financial Secretary	101	As Needed		
Application for Council Charter	137	As Needed		
District Deputy Annual Report	944	9/15		
District Deputy Expense Form (Kilometers)	267DDK	As Needed		
District Deputy Expense Form (Miles)	267DDM	As Needed		
Evaluation of Financial Secretary	1938	As Needed		
Nomination for Appointment as Financial Secretary	103	As Needed		
Notice of Institution of a Council	136	As Needed		
Notice of Intent to Establish a Council	133	As Needed		



Your DD Expense Report 267DD

- Under “District Forms”
- Miles or Kilometers
- At least quarterly
- Send to the State Deputy
- Rules on the back



Knights of Columbus
Expense Account of District Deputy or Confering Officer

The form contains a table with the following headers: Date, Travel (From, To), Purpose/Council Number, Receipt No., Mileage, Transportation @ .20 per mile, Tolls, Meals, Misc., and Total. The table body is mostly blank with a total row at the bottom showing 0.00 for all categories.

*Receipts are required for all items

I hereby certify the foregoing to be a true and correct statement of expenses incurred by me.

Approved by _____ (State Deputy)
(Date) _____

Signature _____
Name _____
Street _____
City _____ State/Prov. _____ Zip/Postal Code _____
Membership Number _____ District Number _____



Annual Report on Council Status (#944)

- **Updated for new fraternal year**
- **Online submission required**
- **July 1 release date**
- **September 15 due date**
- **Timely results for state leaders to take actions**



944 Collects Information In The Following Areas

- **DD and Council Information**
- **Council Demographics**
- **Evangelization and Faith Formation**
- **Administration**
- **Meetings**
- **Fraternal Training**
- **Membership**
- **Programs**
- **Insurance**
- **Council Outlook**



1938 - Evaluation of Financial Secretary

Evaluation of Financial Secretary

WORTHY SUPREME KNIGHT: _____

DATE: _____

The following evaluation of Financial Secretary is hereby submitted.

Council Number: _____ Council Location: _____
City/Town State/Province

Financial Secretary's Name: _____ Membership Number: _____

Financial Secretary's current employment is: _____

(Place a check (✓) in appropriate box)

	Excellent	Good	Fair	Poor
1. Utilizes the Member Management/Member Billing Applications to record member data, produce member bills and cards, record receipts and vouchers. Follows procedures for <i>Notice of Intent to Retain</i> (#1845).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Attends regular meetings, special meetings and ceremonials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All books and records available and in good condition for semi-annual audits by trustees. Available to answer questions during audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Promptly mails all required forms (membership documents, Officers Report, Fraternal Survey, etc) to proper persons.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperates fully with all council officers and chairmen.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Promptly draws orders on the treasurer for payment of bills levied against the council. Turns all funds collected over to the treasurer for deposit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Complies with all confidentiality and data management requirements of Supreme Council.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Reviews monthly council statements and semi-annual membership rosters with the council and grand knight.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Rating of his overall attitude and efficiency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RECOMMENDATION:

We hereby **recommend** the reappointment of Brother _____

Current Financial Secretary is not seeking reappointment at the end of his term.

FS Signature required Term end date

We **do not** recommend the reappointment of Brother _____

For this termination, please indicate when the Financial Secretary's term should end: _____
(Date)



Signature Required (Date)

Trustee for One Year _____
Signature Required (Date)

Trustee for Two Years _____
Signature Required (Date)

Trustee for Three Years _____
Signature Required (Date)

Grand Knight _____
Signature Required (Date)

District Deputy _____
Signature Required only when Not Recommended (Date)

State Deputy _____
Signature Required only when Not Recommended (Date)

Forward to: Knights of Columbus
 Financial Secretary Div.
 P.O. Box 554
 Elmsford, NY 10523-9906

Alternatively, you may email this completed and signed form to financial.secretary@kofc.org
 OR fax to (203) 752-4113.



Takeaways for District Deputies Summary

- **Lead, Teach, Mentor, And Motivate**
- **Manage District Operations And Administration**
- **Make Star Councils!**



Questions?



Prayer to St. Michael the Archangel

St. Michael the Archangel,
defend us in battle.

Be our protection against the
wickedness and snare of the devil.

May God rebuke him,
we humbly pray,
and do thou,

O Prince of the Heavenly Hosts,
by the power of God,
cast into hell Satan,
and all the evil spirits
who prowl about the world
seeking the ruin of souls.

Amen.





Knights of
Columbus®

Thank You!

Vivat Jesus!