

Faith in Action Programs- Best Practices

1. The "Fraternal Planner 2024-2025" is a Supreme document intended to assist Councils in planning and executing their programs for the fraternal year. This document now has 18 months of calendars to cover the current fraternal year plus moving into the next year. This document offers a suggested schedule of popular programs. It also includes some key guidelines for activities.
2. Councils should maintain a calendar of activities and programs at least six months out. It is important to distribute the calendar widely to council members. Updates and schedule changes should be distributed widely as well.
3. The "10907, Faith in Action" manual describes 32 FIA recommended programs under the four pillars (Faith, Family, Community & Life).
4. At the beginning of the fraternal year. It is recommended to rough out a draft of your SP-7 to assure that you have adequate programs planned in all four pillars. This is especially important for the smaller councils.
5. There are reporting requirements for all FIA programs. These requirements are summarized clearly on "11172, Program Forms Reference Guide". This guide is a critical document in understanding the FIA reporting requirements. All program reporting from the Councils goes to Supreme, not the State Council. The only exceptions are the program award applications which are solicited from the State Council annually in March.
6. There are three types of FIA programs. 15 of the recommended programs in the 10907 FIA manual are Featured Programs which award two credits each. The remaining 17 recommended programs award one credit each. In-house programs are those not in the manual but are designed by the local Council and are awarded one credit. In-house programs should be meaningful and align with one of the four program pillars.
7. Featured Programs have minimum requirements to count for two credits. These requirements are outlined in "10746, Featured Programs Minimum Requirements". If these requirements are not met the program will be downgraded to one credit.
8. The Columbian Award requires a minimum of 16 program credits (credits not programs) including at least four program credits in each pillar. The SP-7 report filed near the end of the fraternal year documents the Council's program credits.
9. The predominant form for reporting on programs is "10784, Fraternal Programs Report". This form is filed online. It can be completed by any Council member. The form is obtained by submitting a request to Supreme via their kofc.org website, (For Members, Forms, Faith in Action Program Forms). The form will then be Emailed from Supreme directly to you with an "Invite to Submit".
10. On the 10784 it asks you to check one of the recommended programs or if an inhouse program to enter the program name. When you check some of the

- recommended programs, the form populates with unique fields. Fill out the form completely and accurately then click “Submit” and then “Proceed”. Supreme has disapproved incomplete reports in the past. Another program can be reported using the same “Invite to Submit”.
11. On the kofc.org website under Faith in Action Forms there is a 6:40 video on filling out the 10784 Program Report.
 12. When 10784s are submitted, Supreme will return a response and a copy of the completed form to the individual filing the report as well as the Grand Knight and Financial Secretary.
 13. It is recommended that the 10784s be submitted in real time, i.e. soon after a program is completed. If a program is ongoing, reports could be submitted on a periodic basis (monthly or quarterly)
 14. The 10784s can be submitted by any member. However, for consistency and accuracy a possible strategy is for one or two members to be designated to submit the reports utilizing data furnished by the leads executing the program. For programs requiring additional reports (RSVP, Food for Families, ASAP & Ultrasound) it is recommended to assign a member to track and complete each of those reports.
 15. Councils should maintain a file of the completed 10784 reports, either electronically or hard copy. The reports are excellent reference when completing the SP-7.
 16. There are numerous programs where additional forms are no longer required. However, the refund programs (RSVP, Food for Families, Ultrasound & ASAP) require additional forms. See “Program Reference Guide” for guidance on additional forms.
 17. Family of the Month is a Featured Program, but it requires a concentrated effort to be awarded two credits. A family must be selected each month of the fraternal year and the 10784 submitted by the 15th of the following month. Also, one family must be submitted to the State Council on Form 10680 for the annual awards competition. If this threshold is not met the program would then earn only one credit.
 18. The 10784 report is to be submitted for Faith in Action programs only. Fundraising activities can be reported on the 10784 if the proceeds are going toward a FIA program. The 10784 is not intended for routine meetings, administrative activities or ceremonial functions.
 19. Most of the Recommended FIA Programs have guide sheets available on the Supreme website. The guide sheets provide suggestions on how to fully execute the program. However, they are not requirements but excellent suggestions.
 20. ASAP has extensive online guidelines in addition to the Faith in Action guidebook. Go to kofc.org/asap to access these guidelines which include the Online Grant Application (for Supreme refund) and Grant Instructions. Make sure that the pregnancy center is approved by Supreme to receive the refund. You can count the value of in-kind donations toward the refund by completing the Donation Receipt Letter and having it signed by the organization representative. The ASAP Online Grant Application is separate from the other FIA forms.

21. The Columbian Award Application, SP-7 is due by June 30. The form documents the Council's Faith in Action programs for the fraternal year. It is recommended to submit the application at least a month in advance of the June 30 due date to avoid the rush that Supreme experiences at year end. If a problem with the report is surfaced by Supreme an early submittal allows time to correct. Programs that will be completed between the actual submit date and June 30 can be claimed on the SP-7.
22. Documents that can be used to complete the SP-7 include council agendas, committee reports, the fraternal planner and meeting minutes. However, the primary supporting documents should be the file of 10784 program reports from the fraternal year.
23. It is important to submit the 10784 program reports as programs are completed. When you file an SP-7 and claim 16 program credits but have few or no 10784 reports to substantiate the programs being claimed, it surfaces an inconsistency and could raise questions about the legitimacy of the SP-7 report. This is where the lack of supporting 10784s could be your downfall.
24. The SP-7 requires four program credits in each of the four program pillars. Featured Programs that are identified in the FIA manual count two credits. However, Featured Programs must meet the minimum requirements defined in Form 10746. If you are relying on a Featured Program to get the required four credits in a program pillar, make sure that you have met those minimum requirements. It is recommended that if a Council can obtain its 16 credits without counting the double credit for Featured Programs, that they do so, i.e. report Featured Programs on the SP-7, check "Yes" but only rely on them to count as one credit.
25. The SP-7 has a "Columbian Award Program Reporting Guidelines" sheet. Make sure to read that sheet and fully comply. Beware of two criteria in particular:
 - a. Participating or volunteering for standard liturgical functions does not qualify for program credit.
 - b. Cor itself does not qualify for program credit
26. Sometimes the paperwork seems daunting. However, if you take advantage of the many Knights of Columbus training opportunities and embark on some self-study these requirements become less intimidating.
27. Quality Faith in Action programs can provide Knights with life-changing opportunity to make Christ known and give men a reason to join the Order. Vibrant and meaningful programs are our best recruiting and retention tools.

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These Best Practices are prepared by Mark Phillips, South Carolina State Programs Director. They attempt to address implementation of Supreme Faith in Action policies and guidelines. However, these Best Practices have not been vetted by Supreme and do include some opinions and recommendations of the author.