



Knights of Columbus®

FROM THE DESK OF THE FIELD MANAGEMENT TEAM

Date: July 3rd, 2023

Subject: New Procedure for Reporting Fraternal Benefit Events

Gentlemen,

As the new Fraternal Year begins, we would like to inform you of procedural changes regarding the reporting of Fraternal Benefit Events.

As of July 10th, 2023 General Agents will no longer have to fill out and submit FBE forms for credit for their councils, this responsibility will now reside with the Grand Knight.

A new webpage (which can be viewed [here](#)) has been created for Grand Knights to access and submit the FBE form electronically for review by the Home Office. Once all required information is filled out and the form is submitted, an email will automatically be sent to the General Agent for review which will include an attachment of the completed form. An example of the email can be seen below.

From: K of C Fraternal Operations <forms@kofc.org>
Sent: Wednesday, May 31, 2023 12:14 PM
To: Ciardiello, Eric <eric.ciardiello@kofc.org>
Subject: Fraternal Benefits Event Council Report Received

A new Fraternal Benefit Event Report was submitted by council #12. Please review the attachment for details.

You may submit comments on this report to the Fraternal Operations team by [clicking here](#).

This email will come from forms@kofc.org.

It is important to note General Agent's do not need to approve all form submissions. If you review the information submitted and it is accurate no action is needed. However, if a General Agent reviews the information regarding the event and feels credit needs to be disputed, they can click the link in the email and provide comments for review by the Home Office. The Home Office will contact the council to inform them that a dispute has been initiated, and the council will have the responsibility to remedy any issues.

The Fraternal Training Team has created a training video to explain how the FBE reporting form works, how a GK should be filling it out, and how a GA can dispute an entry using their dispute form. We have attached the video to this email for you to view.

In addition to the procedural change, the event requirements have also changed for the new year. **Councils still must promote or host two fraternal benefits events but there is no minimum attendance requirement for each event:**

- **Councils with 99 or fewer members on their July 1, 2023 roster must have a sum-total minimum of 10 unique member or member-eligible attendees across all FBEs**
- **Councils with 100 or more members on their July 1, 2023 roster must have a sum-total minimum of 14 unique member or member-eligible attendees across all FBEs.**

We hope this change will make the reporting process easier for you in the field. If you have any questions regarding the new forms or process, please contact Eric.Ciardello@kofc.org.

All the best,

The Field Management Team