

Arizona State Council Knights of Columbus



2018 State Organization Meeting
June 29,30 - July 1 2018
Phoenix, Arizona



Per Capita, Reports and Awards

Mario Vassallo

AZ State Secretary

Topics



Per Capita Assessment

DD Reports

- ∞ Form 450 – Degree Exemplification Report
- ∞ Form 994A/B – Semiannual Report on Council Status
- ∞ Supreme Expense Form
- ∞ Monthly District Activity Report

District and Council Awards

Council Reports

- ∞ Form SP-7 – Columbian Award Application
- ∞ Form 185 – Report of Officers Chosen for the Term
- ∞ Form 365 – Service Program Personnel Report
- ∞ Form 1728 – Survey of Fraternal Activities

Per Capita Assessment



KNIGHTS OF COLUMBUS ARIZONA STATE COUNCIL

Statement of Per Capita Assessment and Voluntary Contributions

Worthy Financial Secretary
 District: Council: XXXX Chandler

Pursuant to Article VIII of the By-Laws of the Arizona State Council, this is the official notice of your Council's Per Capita Assessment and Voluntary Contributions for the 1st half of the 2015 - 2016 fraternal year.

Assessment is due and payable upon receipt. Section 57 of the Knights of Columbus Charter, Constitution, and Laws, states in part: ... councils failing to pay such assessment ... shall not be entitled to representation in their State Council until they do pay the same and any arrears.

MEMBERSHIP FOR PERIOD

Associates - Inactive:	165	Insurance:	116	Total:	281
Honorary Life:	67	Disabled:	0	Total Minus:	67
				Total Active Taxable Membership:	214
Inactive:	21	Total Inactive Taxable Membership:		21	

AMOUNT TO PAY IF BEFORE: October 15, 2015

Select one and check box. St Joe's and Navarrete are voluntary.

Per Capita	+ Arrearage	- Rebate	+ St. Joseph's YC	+ Navarrete Vocations	= Total	Check Paid Amount
\$796.25	\$0.00	\$21.40			\$774.85	<input type="checkbox"/>
\$796.25	\$0.00	\$21.40	\$214.00		\$988.85	<input type="checkbox"/>
\$796.25	\$0.00	\$21.40		\$389.48	\$1,164.33	<input type="checkbox"/>
\$796.25	\$0.00	\$21.40	\$214.00	\$389.48	\$1,378.33	<input type="checkbox"/>

AMOUNT TO PAY IF AFTER: October 15, 2015

Select one and check box. St Joe's and Navarrete are voluntary.

\$796.25	\$0.00				\$796.25	<input type="checkbox"/>
\$796.25	\$0.00		\$214.00		\$1,010.25	<input type="checkbox"/>
\$796.25	\$0.00			\$389.48	\$1,185.73	<input type="checkbox"/>
\$796.25	\$0.00		\$214.00	\$389.48	\$1,399.73	<input type="checkbox"/>

MAIL TO: State Secretary

Sean Halpain
 2875 W Ray 6-280
 Chandler AZ 85224 - 0000

sean.azkofc@yahoo.com
 (602) 617 - 0730

Billing Date: September 15, 2015

** MAKE CHECKS PAYABLE TO: Arizona State Council Knights of Columbus **

** PLEASE RETURN A COPY OF THIS BILLING WITH YOUR REMITTANCE **

For Official Use Only

Postmark Date	Per Capita	St. Joseph's	Vocations	Check Amt	Check Date	Check No.	Voucher No.
\$	\$	\$	\$				

Council Half-year Per Capita Assessment:
 \$3.50 per active member
 \$2.25 per inactive member

Number of Council Members for each category (established by Supreme on July 1 and January 1)

In this example we have:

214 Active Members * \$3.50 = \$749.00

21 Inactive Members * \$2.25 = \$ 47.25

TOTAL = \$796.25

Rebate for paying early (\$0.10 per active member) = \$21.40

St. Joseph Youth Camp -\$1.00 per Active Taxable Member = \$214

Navarrete Vocation (a penny per day per active member): \$389.48

Form 450



DEGREE EXEMPLIFICATION REPORT

TO: SUPREME KNIGHT CARL A. ANDERSON
 FROM: DISTRICT DEPUTY NAME _____
 DISTRICT NUMBER _____ JURISDICTION _____
 DEGREE DATE _____ HOST COUNCIL NUMBER _____

ONLY SUBMIT ONE REPORT PER DEGREE. DO NOT REPORT MULTIPLE DEGREES ON A SINGLE FORM

DEGREE REPORT: TOTAL NUMBER OF CANDIDATES _____

ADMISSION STAFF COUNCIL NUMBER: _____

ADMISSION DEGREE PRESENTATION: STAFF PRESENTED BY MEMORY
 STAFF READ FROM SCRIPT STAFF USED CEREMONIAL DVD

FORMATION STAFF NAME: _____

KNIGHTHOOD C.O. NAME: _____

GENERAL OBSERVATIONS:

PARTICIPATING COUNCILS – CANDIDATES

COUNCIL NUMBER	NUMBER OF CANDIDATES	COUNCIL NUMBER	NUMBER OF CANDIDATES
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SUBMITTED BY: _____

TITLE _____

CC: STATE DEPUTY

City and State or Province

ZIP or Postal Code


450 07/16

What you need to do as DD

- Attend each Degree Exemplification in your district
- If you cannot attend you should delegate to your District Warden
- At an Admission Degree, you should address the newly exemplified brother knights
- Fill in Form 450 soon after the Degree is completed
- Submit Form 450 to Supreme Council
 - Email: membershprecords@kofc.org
- Send a copy of Form 450 to the SD
- Keep a copy for your records
- This form can be filled online

Form 994A/B: Semiannual Report on Council Status





**DISTRICT DEPUTY SEMIANNUAL REPORT
ON COUNCIL STATUS (944A)
JULY THROUGH DECEMBER
DEADLINE – DECEMBER 31**

State/Prov.: _____

District No.: _____

Date of report: _____

(Print or type all information)

Council #: _____ Location: _____ (City) _____ (State/Province) _____

Type of Council: Regular Military College

COUNCIL DEADLINE

- Election of Officers (Form #185) – Deadline: July 1 for receipt at Supreme Council of fice.
- Service Program Personnel Report (Form #365) – Deadline: August 1 for receipt at Supreme Council of fice.
- Semiannual Council Audit Report (Form #1295) – Deadline: August 15 for receipt at Supreme Council of fice.
- Survey of Fraternal Activity (Form #1728) – Deadline: January 31 for receipt at Supreme Council of fice.
- Semiannual Council Audit Report (Form #1295) – Deadline: February 15 for receipt at Supreme Council of fice.
- July Per Capita Tax Assessment – Deadline: October 10 for receipt at Supreme Council of fice.
- IRS Form 990 – Return of Organization Exempt from Income Tax – Deadline: Fifteenth Day of the fifth month following the close of the council's annual reporting period.

ORGANIZATION

1. Are council officers performing as expected? Yes No
2. Do council officers regularly attend district meetings? Yes No
- Number of district meeting held from July-December? _____
3. Has the District Deputy inspected the council books and financial records? Yes No
4. Does the District Deputy certify the records comply with the Order's law and rules? (If no, attach explanation) Yes No

MEMBERSHIP

1. Is the council conducting an effective membership recruitment campaign? Yes No
2. Does the council utilize an Admission Committee? Yes No
3. Do the grand knight and financial secretary reconcile the membership transactions reported by the Supreme Council office on the monthly Grand Knight's Membership and Financial Statement (Form #1 189) and the Council Billing Statement (Form #F056) Yes No
4. Has the council implemented an organized membership retention program? Yes No

INSURANCE PROMOTION

1. Is a field agent assigned to this council? Yes No
2. Is the council conducting an effective insurance promotion program? Yes No
3. Does the financial secretary provide copies of the Membership Document (Form #100) immediately after First Degrees? Yes No
4. Does the field agent participate in council functions? Yes No
5. Do you expect this council to meet its insurance member quota? Yes No

SERVICE PROGRAM

1. Is the council operating under the recommended service program structure? Yes No
- Status of program: Excellent Good Fair
2. Does the council sponsor a Columbian Squires circle? Yes No
- Status of program: Excellent Good Fair
3. Is the council interested in starting or reactivating a Columbian Squires circle? Yes No
- If yes, Contact name: _____
- Address: _____
4. Will this council earn Star Council? Likely Unlikely

NEW COUNCIL DEVELOPMENT

1. Number of parishes served by this council _____
2. Is there a Round Table serving each parish (if council serves more than one parish) Yes No
3. Could a new council be developed in this area? Yes No
- If yes, identify the site: _____

OVERALL STATUS (Outline council strengths, weaknesses, achievements, etc. Use other side if more space is needed)

District deputy recommendations to council leadership (Use other side if more space is needed)

Forward completed report to:
Knights of Columbus
Department of Fraternal Services
1 Columbus Plaza
New Haven CT 06510-3326

Send copy to state deputy and retain a copy for district deputy files
(944A 10/11)

Signed: _____ DD # _____

Address: _____

City and State/Province _____ Zip/postal code _____

Why are DDs required to submit these forms?

- It is vital for SDs and Supreme to know the health and status of each council
- No one knows a council better than its DD.

When to file

- Form 994A – by December 31
- Form 994B – by June 30

Whom to file with

- SD and Supreme Office
- Email: council.accounts@kofc.org

DD should keep a copy for his files

Monthly District Activity Report



Knights of Columbus Arizona State Council Monthly District Activity Report

Clear Data



Report for Month of	May	District #	5	DD's Name:	Emmanuel M. Steenbakker
Positive Activities					
Enter information on something Good that happened in your District during this report month: (Membership Increase, Fund Raiser, Program Activity, etc.)					
Benson Council 7521 had a well attended BBQ social fundraiser; Passed out carnations on Mother's Day as a thank you to all Parish mothers; attended the State convention with 2 delegates; Wilcox Council 8150 elected a new slate of officers: St. Pius X Council 10762 had a successful community breakfast on the 1st Sunday in conjunction with a Red Cross blood drive; Handed out roses on Mother's day to thank Parish mothers; Attended the State Convention with two delegates; Had a well attended joint Council Weber Assembly social with guest speaker St. Brandt from TPD giving an Active Shooter training presentation; Vail Council 14230 gave out several scholarships to deserving Parish members.					
Challenges					
Enter information on something that challenged your District during this report month: (Membership Retention, Issues, etc.)					
Each Council in District 5 had issues with hosting membership drives, gaining new members or getting applicants with signed Form 100s to a first degree even though at least on Council is within reach of Star Council. Membership retention has also been a problem with several Councils dropping members this month. It has been hard motivating Council officers with graduations, weddings and funerals impacting them.					
1st Degree Ceremony					
Did Your Council's Host a 1 st Degree Ceremony during this report month:					
Yes:	<input type="radio"/>	No:	<input checked="" type="radio"/>	Number of Ceremonies:	Number of new Members at Degree:
Comments: Two Councils had 1st degree scheduled but on the day of the degree had expected candidates cancel out.					
Star Council					
Are any of your Councils going to earn the Star Council Award this year? Yes: <input checked="" type="radio"/> No: <input type="radio"/>					
Which Councils will earn this award this year? 14230					
If no, why not?					
Is your Columbian Award Form SP7 being used as a planning tool for programs? Yes: <input checked="" type="radio"/> No: <input type="radio"/>					
Comments:					
District Deputy: Emmanuel "Dutch" Steenbakker			DATE: June 9, 2018		
Distribution Instructions:					
District Deputy: Complete DD Summary report and send to State Deputy by 10 th of the month AZKnights@q.com					
Rev. July 1, 2014 Previous versions obsolete.					
				Email Form	
Save Form		Print Form			

What you need to do as DD

- Remind your GKs to submit their Council Activity report by not later than the 5th of each month
- Use the information from your councils' reports to fill in yours
- Select the main activities/challenges to report
- Submit report by email to the SD
 - Email: AZKnights@q.com
- Send a copy to your ASO
- Submit report by not later than the 10th of each month

District Awards



- ∞ The **New Council Award** is presented to those district deputies responsible for the development of a new council.
- ∞ The **Star District Award** is presented to those district deputies who attain 100 percent or more of the district membership net gain quota and the district insurance net gain quota and **have at least one of the councils in the district earn one of the levels of the Star Council Award.**
- ∞ The **All Star District Award** is presented to those district deputies who attain the Star District Award and have all of their active councils earn the Star Council Award. Must have a minimum of three active councils to be All Star and only available in insurance territories.

Council Awards



☞ Father McGivney Award

- Recognizes excellence in council membership growth
- Supreme Council assigns a membership quota for each council
- Council Membership Growth is considered to be net increase over losses through suspension or withdrawal. Deaths and transfers in and out do not count against quota.

☞ Founders' Award

- Recognizes excellence in the promotion of our insurance and fraternal benefits
- Growth is considered to be net gain above losses through suspensions, withdrawals and transfers from insurance to associate membership

☞ Columbian Award

- Recognizes a council's charitable service activities and fraternal programs in each of **four** Faith in Action categories (Faith, Community, Family, Life)

Star Council Award



In order for your council to earn the Star Council Award, it must:

- ∞ Earn the Father McGivney Award for membership growth;
- ∞ Earn the Founders' Award for insurance growth;
- ∞ Earn the Columbian Award for well- rounded council programs by submitting the Columbian Award Application (#SP-7);
- ∞ Submit the *Service Program Personnel Report* (#365);
- ∞ Submit the *Annual Survey of Fraternal Activity* (#1728);
- ∞ **Comply with the Safe Environment Requirements**
- ∞ Remain current with assessments from the Supreme Council Headquarters

Reference: Visit kofc.org/star

Contest of Champions Award



∞ The **Contest of Champions Award** is presented to two councils in each jurisdiction:

- The council with the highest percentage growth in membership, and
- The council with the highest numerical net gain in membership.

∞ No application is required as eligibility is automatically determined by the Supreme Council.

Columbian Award Application - Form SP-7



KNIGHTS OF COLUMBUS	COLUMBIAN AWARD APPLICATION 20__-20__
Due By JUNE 30	
Council Number: _____ Location: _____ (City) _____ (State or Province)	
In order to qualify for the Columbian Award, your council must:	
1. Annually conduct and report at least four (4) major involvement programs in each of the sections below. Additionally, a minimum of four (4) of these programs must be designated as Domestic Church activities. Domestic Church activities can be attributed to any category and there can be multiple Domestic Church activities conducted in a single category. Please visit kofc.org/domesticchurch for a list of qualifying programs.	
2. Submit the <i>Annual Survey of Fraternal Activity</i> (#1728). New councils instituted after November 1 of the current fraternal year do not need to meet this requirement. The most efficient way of submission is electronically. Please visit kofc.org/forms .	
3. Submit the <i>Service Program Personnel Report</i> (#365). The most efficient way for submission is by using the Member Management Application.	
If your council conducts a featured program in any category, ensure that the program's minimum requirements are met in order to receive credit for all four activities in that category. The minimum requirements for each featured program are located in the <i>Surge with Service</i> (#962) manual.	
The council's program director should complete this application with the grand knight. Typing the name and membership number below constitutes a signature.	
Signed: _____ Program Director _____ Membership No. _____	
Attest: _____ Grand Knight _____ Membership No. _____	
Date: _____ (m/m/dd/yyyy)	
CHURCH ACTIVITIES (vocations, parish roundtable, parish services, Keep Christ in Christmas, etc.) <small>* Participating in the RSVP program and meeting minimum participation requirements will fulfill all four activity requirements in this category.</small>	
Check if Domestic Church Activity	
<input type="checkbox"/> 1. _____ <input type="checkbox"/> 2. _____ <input type="checkbox"/> 3. _____ <input type="checkbox"/> 4. _____	
SUBMIT ELECTRONICALLY TO: fraternalmission@kofc.org OR	
SUBMIT BY MAIL TO: Knights of Columbus Supreme Council Fraternal Mission Department 1 Columbus Plaza New Haven, CT 06510-3326	
SEND COPIES TO: State Deputy, District Deputy, Council File.	
SP-7 10/16	Page 1 of 2

Co. Number: _____	
COMMUNITY ACTIVITIES (feed the hungry, decency, health services, ecology, poverty, helping the aged, etc.) <small>* Participating with Habitat for Humanity or Global Wheelchair Mission and meeting the minimum participation requirements will fulfill all four activity requirements in this category.</small>	
Check if Domestic Church Activity	
<input type="checkbox"/> 1. _____ <input type="checkbox"/> 2. _____ <input type="checkbox"/> 3. _____ <input type="checkbox"/> 4. _____	
COUNCIL ACTIVITIES (public relations, fraternal recognition, blood donors, athletics, socials, etc.) <small>* Participating with Special Olympics and meeting minimum participation requirements will fulfill all four activity requirements in this category.</small>	
Check if Domestic Church Activity	
<input type="checkbox"/> 1. _____ <input type="checkbox"/> 2. _____ <input type="checkbox"/> 3. _____ <input type="checkbox"/> 4. _____	
CULTURE OF LIFE ACTIVITIES (Ultrasound Initiative, March for Life, Pregnancy Care Center, baby showers, baby bottle campaign, memorials, etc.) <small>* Participating in a local, regional or national March for Life or with the Ultrasound Initiative and meeting the minimum participation requirements will fulfill all four activity requirements in this category.</small>	
Check if Domestic Church Activity	
<input type="checkbox"/> 1. _____ <input type="checkbox"/> 2. _____ <input type="checkbox"/> 3. _____ <input type="checkbox"/> 4. _____	
FAMILY ACTIVITIES (widows/orphans, memorials, "Family of the Month/Year," recreation, etc.) <small>* Sponsoring a qualifying Food for Families program and meeting minimum participation requirements, will fulfill all four activity requirements in this category.</small>	
Check if Domestic Church Activity	
<input type="checkbox"/> 1. _____ <input type="checkbox"/> 2. _____ <input type="checkbox"/> 3. _____ <input type="checkbox"/> 4. _____	
YOUTH ACTIVITIES (youth ministry, scholarships, Catholic Scouting, etc.) <small>* Participation in the Coats for Kids program or sponsoring a Columbian Squires Circle and meeting minimum participation requirements will fulfill all four activity requirements in this category.</small>	
Check if Domestic Church Activity	
<input type="checkbox"/> 1. _____ <input type="checkbox"/> 2. _____ <input type="checkbox"/> 3. _____ <input type="checkbox"/> 4. _____	
Our council sponsors Columbian Squires Circle No. _____	
SP-7 10/16	Page 2 of 2

Form as of October 2017 - New Form is in the Works

Form SP-7 - Sample of Approved Form



KNIGHTS OF COLUMBUS IN SERVICE TO ONE. IN SERVICE TO ALL.		COLUMBIAN AWARD APPLICATION	
Council Number <u>4999</u>		Location <u>Palm Beach Gardens</u>	
(City)		(State or Province)	
Due By JUNE 30		FL	
		(State or Province)	
<p>Those councils deemed outstanding in their implementation of the Service Program for the 2011-2012 fraternal year are eligible to receive the Supreme Council's COLUMBIAN AWARD. The award is a tangible testimonial of the efficiency, industry and excellent activity program of the council. Those councils winning the award should display it with justifiable pride.</p> <p>In order to qualify for the Columbian Award, the council must:</p> <ol style="list-style-type: none"> Have completed and returned the Service Program Personnel Report Form (#365) to the Supreme Council office by August 1, 2011 Annually conduct and report at least four (4) major involvement programs in each of the following sections of the Service Program: Church Activities, Community Activities, Council Activities, Family Activities, Pro-Life Activities and Youth Activities. Have completed and returned the Annual Survey of Fraternal Activity Report Form (#1728) to the Supreme Council Department of Fraternal Services by January 31, 2012 (new councils instituted after November 1, 2011 need not meet this requirement.) <p>The council's program director must complete the necessary information in this Columbian Award application. Each application must be signed by the program director and the grand knight must attest to the information contained herewith. When the application is completed, return to: Knights of Columbus Supreme Council, Department of Fraternal Services, 1 Columbus Plaza, New Haven, CT 06510-3326.</p> <p>This application must be received in the Supreme Council office no later than June 30, 2012.</p>			
Signed <u>Robert DeLaneville</u>		4064112	
Program Director		Membership No.	
Attest: <u>Thomas R. Conroy</u>		1760854	
Grand Knight		Membership No.	
Date: <u>05/08/2012</u>			
<p>This Area For Supreme Council Use Only</p> <p>Form #365 Received <u>RECEIVED</u></p> <p>Fraternal Survey Received <u>MAY 15 2012</u></p> <p>Application Received <u>Dept. of Fraternal Service</u></p> <p>Acknowledged <u>Dept. of Fraternal Service</u></p>			
<p>Please list and briefly describe the four major involvement programs sponsored by your council between July 1, 2011 and June 30, 2012 in each of the six activity areas. Use additional paper, if necessary.</p> <p>CHURCH ACTIVITIES (vocations, parish roundtable, parochial services, Keep Christ in Christmas, etc.)</p> <ol style="list-style-type: none"> Religious Appreciation Dinner - Bishop Barbarito was our honored guest. Sister Joan Dawson was our guest speaker. Father Lafreniere, Director of Vocations was given ten \$500 checks for ten seminarians and a \$1,000 check for the Burse fund. Forty-eight religious attended the dinner. Total: \$ 6,000 Donated \$5,000 each to St. Francis of Assisi, St. Patrick, and St. Mary Catholic Churches. Total: \$15,000 Donated \$1,500 to Our Lady of Florida Spiritual Center and another \$3,000 for their 50th Anniversary celebration. Total: \$ 4,500 Donated \$1,500 to the Deacon Ministry. Donated \$1,500 to Poor Clare Nuns. Donated \$1,500 to the Marian Rosary Festival. Total: \$ 4,500 Held our Annual Memorial Mass for our deceased Brother Knights at St. Clare Catholic Church with our Council Chaplain Father William O'Shea. Total: 680.31 Displayed Keep Christ in Christmas signs at three churches and council hall. Sent Mass cards to the families of deceased Brothers. Total: 680.31 <p style="text-align: right;">GRAND TOTAL: \$30,680.31</p> <p style="text-align: center; color: red; font-size: 2em; font-weight: bold;">Approved</p>			
SP-7 10/09			

KNIGHTS OF COLUMBUS IN SERVICE TO ONE. IN SERVICE TO ALL.		COLUMBIAN AWARD APPLICATION	
Council Number <u>4999</u>		Location <u>Palm Beach Gardens</u>	
(City)		(State or Province)	
Due By JUNE 30		FL	
		(State or Province)	
<p>Those councils deemed outstanding in their implementation of the Service Program for the 2011-2012 fraternal year are eligible to receive the Supreme Council's COLUMBIAN AWARD. The award is a tangible testimonial of the efficiency, industry and excellent activity program of the council. Those councils winning the award should display it with justifiable pride.</p> <p>In order to qualify for the Columbian Award, the council must:</p> <ol style="list-style-type: none"> Have completed and returned the Service Program Personnel Report Form (#365) to the Supreme Council office by August 1, 2011 Annually conduct and report at least four (4) major involvement programs in each of the following sections of the Service Program: Church Activities, Community Activities, Council Activities, Family Activities, Pro-Life Activities and Youth Activities. Have completed and returned the Annual Survey of Fraternal Activity Report Form (#1728) to the Supreme Council Department of Fraternal Services by January 31, 2012 (new councils instituted after November 1, 2011 need not meet this requirement.) <p>The council's program director must complete the necessary information in this Columbian Award application. Each application must be signed by the program director and the grand knight must attest to the information contained herewith. When the application is completed, return to: Knights of Columbus Supreme Council, Department of Fraternal Services, 1 Columbus Plaza, New Haven, CT 06510-3326.</p> <p>This application must be received in the Supreme Council office no later than June 30, 2012.</p>			
<p>COMMUNITY ACTIVITIES (feed the hungry, decency, health services, ecology, poverty, helping the aged, etc.)</p> <ol style="list-style-type: none"> Donated \$2,000 to St. Vincent de Paul Society. Donated clothes and household items to the migrant workers in Pahokee (St. Mary Catholic Church) once a month. Pick up food from local stores and deliver to St. George Episcopal Church Soup Kitchen and Hope Rural School in Indiantown. Pick up food donated by St. Clare parishioners and deliver it to Outreach programs. Wheelchairs, walkers, canes, etc. are stored and donated on an as-needed basis. Christmas party at Heartland Assisted Living. Donated \$1,000 to Special Olympics. Donated \$1,500 to First Tee Golf program for kids. Donated \$4,400 to The Arc for citizens with disabilities (280 man hours). Donated \$1,000 to Support Our Troops, Inc. for care packages. Gave each teacher (10) a gift card for \$100 to be used on classroom projects at Hope Rural School (school for migrant children). GRAND TOTAL: \$10,900+ 			
<p>COUNCIL ACTIVITIES (public relations, fraternal recognition, blood donors, athletics, socials, etc.)</p> <ol style="list-style-type: none"> Monthly Council newsletter is mailed to 530 people. New council website established this year (www.kc4999.org) Submitted scrapbook and 12 newsletters at the State Convention. We were published 16 times in community papers, Florida Catholic or Columbia magazine. Blood drive rendered 20 pints of blood. Christmas and thank you cards sent to the troops. Membership drives at three parishes twice a year. Bingo volunteers (30+) work twice a week (6-7 hours per night). Hosted 50's party, Columbus Day party, Christmas party, New Year's Eve party, Super Bowl Party, Stars and Stripes Spaghetti Dinner (honoring our military), St. Patrick's Day party, Religious Appreciation Dinner (at hotel), Kentucky Derby party, four Communion breakfasts (at council hall) and 12 social nights. We have a First Degree and Second Degree team. Held six First Degree Exemptions, six Second Degree Exemptions and one Third Degree Exemption. Installation of Officers Dinner. Support delegates and alternates attending the State Convention. 			
<p>FAMILY ACTIVITIES (widows/orphans, memorials, "Family of the Month/Year," recreation, etc.)</p> <ol style="list-style-type: none"> Quarterly communion breakfasts (one on Mother's Day) with our Council Chaplain Father William O'Shea at our council hall. Assist widows with computer and television installation. Maintain prayer list for our Brother Knights and their families. Pallbearer ministry. Provide lunch for family and friends of deceased Brother Knight. Family of the Month awards Donated \$500 each to two deacons that make home and hospital visits (\$1,000) 			
<p>PRO-LIFE ACTIVITIES ("baby showers" for crisis pregnancy centers, donating ultrasound machines, March for Life, etc.)</p> <ol style="list-style-type: none"> Pro-Life Priest given \$1,000 and plaque. Sponsored a Pro-Life Poster contest with high school students (\$1,000 divided among the winners). Total: \$2,000.00 Donated to Bishop's Lifetime (\$1,500), Miracle House (\$1,000), F.A.C.H. Life (\$750), Diocese Respect Life (\$500), Culture of Life (\$614), Courageous Mom (\$500), Roe v. Wade flag (\$280.80). Right to Life booth at county fair (\$250) Total: \$5,394.80 Members participated in the 40 days for Life during Lent across the street from an abortion clinic. Displayed pro-life posters at two universities. Donated \$2,000 to CBR. Total: \$2,000.00 <p style="text-align: right;">GRAND TOTAL DONATED TO PRO-LIFE: \$9,394.80</p>			
<p>YOUTH ACTIVITIES* (Columbian Squires, CYO, scholarships, Scouting, Big Brothers/Big Sisters, etc.)</p> <ol style="list-style-type: none"> Participated in the Free Throw competition. Trophies and gift cards to Sports Authority were given to each category winner. Total: 250 Two \$500 scholarships to children of members. Total: 1,000 Donated to St. Clare Catholic School for tuition assistance. Total: 5,000 Sponsored Boy Scout Troop 712 (\$500), Boy Scout Troop 155 (\$250) Total: 750 Donated to Hope Rural School in Indiantown, FL (school for migrant children) Total: 5,000 Sponsored a carnival booth at the Mardi Gras carnival for St. Clare School Total: 400 Donated to Sense-abilities (organization that helps autistic children) Total: \$500 <p style="text-align: right;">GRAND TOTAL: \$12,900</p> <p><small>*Membership of a Columbian Squires Circle in good standing fulfills all four youth activity requirements for the Columbian Award. If your council sponsors a Circle of Columbian Squires, please supply Circle number.</small></p>			
<p>Our Council sponsors Columbian Squires Circle No. _____</p> <p style="text-align: right;">MAIL ORIGINAL TO: Supreme Council Department of Fraternal Services. MAIL COPIES TO: State Deputy, District Deputy, Council File.</p>			

Form SP-7 - Sample of Denied Form



KNIGHTS OF COLUMBUS COLUMBIAN AWARD APPLICATION
2011-2012

Council Number 854 Location Pontiac Due By JUNE 30
Ill 61764
(City) (State or Province)

Those councils deemed outstanding in their implementation of the Service Program for the 2011-2012 fraternal year are eligible to receive the Supreme Council's COLUMBIAN AWARD. The award is a tangible testimonial of the efficiency, industry and excellent activity program of the council. Those councils winning the award should display it with justifiable pride.

In order to qualify for the Columbian Award, the council must:

1. Have completed and returned the Service Program Personnel Report Form (#365) to the Supreme Council office by August 1, 2011.
2. Annually conduct and report at least **four (4) major involvement** programs in each of the following sections of the Service Program: Church Activities, Community Activities, Council Activities, Family Activities, Pro-Life Activities and Youth Activities.
3. Have completed and returned the Annual Survey of Fraternal Activity Report Form (#1728) to the Supreme Council Department of Fraternal Services by January 31, 2012. (New councils instituted after November 1, 2011 need not meet this requirement.)

The council's program director must complete the necessary information in this Columbian Award application. Each application must be signed by the program director and the grand knight must attest to the information contained herewith. When the application is completed, return to: Knights of Columbus Supreme Council, Department of Fraternal Services, 1 Columbus Plaza, New Haven, CT 06510-3826.

This application must be received in the Supreme Council office no later than June 30, 2012.

Signed Mike Lo Piccolo
Program Director

Attest: Ray Ault
Grand Knight

Date 3-26-12

This Area For Supreme Council Use Only

Form #365 Received RECEIVED

Fraternal Survey Received APR 03 2012

Application Received Dept. of Fraternal Service

Acknowledged _____

Please list and briefly describe the four major involvement programs sponsored by your council between July 1, 2011 and June 30, 2012 in each of the six activity areas. Use additional paper, if necessary.

CHURCH ACTIVITIES (vocations, parish roundtable, parochial services, Keep Christ in Christmas, etc.)

1. weekly perpetual Adoration (55hrs) covered each week
2. Provided ushers, Eucharistic Ministers, Altar Servers, many committees, singers, cantors, Cantors - Readers at weekend - daily Masses
3. serve coffee - donate money and monthly assist Sunday Masses
4. Sponsored CCD and RCIA program with parish

MAIL ORIGINAL TO: Supreme Council Department of Fraternal Services.
MAIL COPIES TO: State Deputy, District Deputy, Council File.
Available in electronic format at www.kofc.org/forms

SP-7 3/11 (Additional information required on reverse side.) **DENIED** 29

KNIGHTS OF COLUMBUS COLUMBIAN AWARD APPLICATION
2011-2012

Council Number 854 Location Pontiac Due By JUNE 30
Ill 61764
(City) (State or Province)

COMMUNITY ACTIVITIES (feed the hungry, decency, health services, ecology, poverty, helping the aged, etc.)

1. Adopt a highway cleanup crew volunteers
2. St Vincent De Paul volunteers and donation (Good pantry)
3. Right to life volunteers at march along Rt 116 and monetary donation to local crisis pregnancy center
4. _____

COUNCIL ACTIVITIES (public relations, fraternal recognition, blood donors, athletics, socials, etc.)

1. monthly council meeting and refreshment treat members in attendance
2. Quarterly Family Masses with members as ushers, Eucharistic ministers, readers and altar servers
3. Sponsored car pool to RCIA Diocese Men's March
4. Provided books and resources to adult religious education for those joining our church (RCIA)

FAMILY ACTIVITIES (widows/orphans, memorials, "Family of the Month/Year," recreation, etc.)

1. Held Rosary before 90th Mass on 2nd Sunday of each month
2. Family soup and spaghetti suppers
3. Family pancake and sausage breakfast
4. Fish Fry during Lenten and annual Smeat Fry

PRO-LIFE ACTIVITIES (March for Life, Birthright, baby showers, baby bottle campaign, memorials, etc.)

1. Right to life volunteer at march along Rt 116
2. monetary donation to local crisis pregnancy center
3. _____
4. _____

YOUTH ACTIVITIES* (Columbian Squires, CYO, scholarships, Scouting, Big Brothers/Big Sisters, etc.)

1. Held a council level throw competition
2. Supplied bible to 6th grade class at St Mary School
3. cooked hot dogs lunch for summer vacation bible school
4. _____

*Sponsorship of a Columbian Squires Circle in good standing fulfills all four youth activity requirements for the Columbian Award. If your council sponsors a Circle of Columbian Squires, please supply Circle number.

Our Council sponsors Columbian Squires Circle No. NONE

SP-7 3/11 30

Columbian Award Application - Form SP-7



Form SP-7

- **Due on June 30 (by 10:00am MST)**
- **Needed for Star Council eligibility**
- Can be submitted as early as April 1
- Can be filled in online
- Form SP-7 should be used as an event planner
- Form SP-7 can be filled in as council holds its events
- **Need to be Safe Environment Training compliant - GK & Directors**
- Submit SP-7 to Supreme Council, Department of Fraternal Services
 - Email: fraternalmission@kofc.org
- Send copies of SP-7 to SD and DD
- Council should keep a copy on file
- The submission of Form SP-7 does not guarantee approval
- Early submission may allow time for revision and resubmission

Form 185 - Report of Officers Chosen for the Term



KNIGHTS OF COLUMBUS		REPORT OF OFFICERS CHOSEN FOR THE TERM			
		JULY 1, 20__ TO JUNE 30, 20__			
Council # _____		DATE OF ELECTION _____			
COUNCIL ADDRESS (Meeting Location)		THIS REPORT CAN BE COMPLETED USING MEMBER MANAGEMENT. OTHERWISE PLEASE PRINT — INDICATE MEMBERSHIP NUMBERS. Due By: JUNE 30			
STREET		ADDITIONAL ADDRESS			
CITY		ST/PROV.	ZIP/POSTAL CODE		
GRAND KNIGHT	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	
<input type="checkbox"/> ADDRESS CHANGE					
<input type="checkbox"/> NEWLY ELECTED		<input type="checkbox"/> RE-ELECTED		TELEPHONE AREA CODE	PHONE NO.
DEPUTY GRAND KNIGHT		MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	
<input type="checkbox"/> ADDRESS CHANGE					
CHANCELLOR	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	
<input type="checkbox"/> ADDRESS CHANGE					
RECORDER	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	
<input type="checkbox"/> ADDRESS CHANGE					
TREASURER	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	
<input type="checkbox"/> ADDRESS CHANGE					
ADVOCATE	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	
<input type="checkbox"/> ADDRESS CHANGE					
WARDEN	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	
<input type="checkbox"/> ADDRESS CHANGE					
INSIDE GUARD	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	
<input type="checkbox"/> ADDRESS CHANGE					
OUTSIDE GUARD	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	
<input type="checkbox"/> ADDRESS CHANGE					
TRUSTEE FOR ONE YEAR	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	
<input type="checkbox"/> ADDRESS CHANGE					
TRUSTEE FOR TWO YEARS	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	
<input type="checkbox"/> ADDRESS CHANGE					
TRUSTEE FOR THREE YEARS	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	EMAIL
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	
<input type="checkbox"/> ADDRESS CHANGE					
COUNCIL MEETS _____ SIGNED F.S. _____					
<ul style="list-style-type: none"> THIS INFORMATION IS ESSENTIAL FOR TRANSACTION OF OFFICIAL BUSINESS AND DIRECT MAIL COMMUNICATIONS WITH OFFICERS. APPOINTMENT OF FINANCIAL SECRETARY, (SECTION 128, LAWS AND RULES). THE FINANCIAL SECRETARY SHALL BE APPOINTED BY THE SUPREME KNIGHT. HE SHALL HOLD OFFICE AT THE WILL OF THE SUPREME KNIGHT. 					
MAIL ORIGINAL TO: Membership Records MAIL COPIES TO: State Deputy, District Deputy, Council File					
185 8/14					

Due on June 30 (of prior FY)

Needs to be submitted to Membership Records

- Email: membershiprecords@kofc.org

Copies sent to SD and DD. Copy kept in Council Records
Can be filled online.

What you need to do as DD

- Remind councils to fill in and submit form
- Make sure the form is submitted on time.
- Form can still be submitted late.
- Form can be submitted multiple times during year.
- Help council fill and submit the report if necessary.

Form 365 - Service Program Personnel Report



KNIGHTS OF COLUMBUS		SERVICE PROGRAM PERSONNEL REPORT		
		20__-20__		
For Supreme Office Use Only		Due By: AUGUST 1		
Rec'd _____				
<p>The Service Program Personnel Reporting (#365) must be received by the Supreme Council office by August 1 for the council to be eligible to earn the Star Council Award.</p> <p>This report can be completed using Member Management as soon as a majority of your council's Service Program personnel have been appointed. It is not necessary for your council to appoint members to fill all of the positions listed below. Due to local circumstances, a council may wish to only appoint the seven directors and a few chairmen to conduct programs needed in your area. When and if additional chairmen are appointed, they should be reported promptly using Member Management.</p> <p>If completing the paper report, please print or type names and membership numbers for those directors and/or chairmen appointed in your council. Failure to include membership numbers will delay the processing and receipt of special program materials, including Knightline.</p> <p>If there are additions or deletions to your listing of Service program personnel during the fraternal year, and your council uses Member Management, simply update the member's record accordingly. If your council reports the additions or deletions using the paper form, only complete that information which has changed.</p>				
Date _____		Council No. _____		
City _____		State or Province _____		
CHAPLAIN:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
PROGRAM DIRECTOR:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
CHURCH DIRECTOR:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
VOCATIONS CHAIRMAN:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
COMMUNITY DIRECTOR:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
CULTURE OF LIFE DIRECTOR:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
HEALTH SERVICES:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
COUNCIL DIRECTOR	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
PUBLIC RELATIONS:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
<p>MAIL ORIGINAL TO: Supreme Council, Fraternal Mission Department MAIL COPIES TO: State Deputy, District Deputy, Council File Available in electronic format at kofc.org/forms</p>				
(Continued on Reverse)				
365 8/14				

**Due on August 1
 Needed for Star Council eligibility**

Needs to be submitted to Fraternal Mission Department

- Email: fraternalmission@kofc.org

Copies sent to SD and DD. Copy kept in Council Records
 Can be filled online.

What you need to do as DD

- Remind council to fill in and submit form
- Make sure the form is submitted on time.
- Form can still be submitted late.
- Form can be submitted multiple times during year.
- Help council fill and submit the report if necessary.

Form 1728 - Survey of Fraternal Activities



KNIGHTS OF COLUMBUS ANNUAL SURVEY OF FRATERNAL ACTIVITY	
For Twelve Month Period Ending December 31, 20__	
Council Number _____	Location _____ <small>city/town state/province</small>
I. NUMBER OF MEETINGS HELD DURING YEAR:	
1. Regular _____	Youth Activities DOLLARS ONLY:
2. Social _____	
3. Special _____	
TOTAL NUMBER OF MEETINGS HELD _____	4. a. Columbian Squires _____ b. Scouting _____ c. Youth Groups _____ d. Youth Welfare/Services _____ e. Athletics _____ f. Scholarships/Education _____ g. Coats for Kids _____ h. Miscellaneous _____
II. ACTIVITY EXPENSE	
1. a. Printing and Postage _____	DOLLARS ONLY:
b. Food and Refreshments _____	
c. Prizes _____	
d. Projects _____	
e. Entertainment _____	
f. Miscellaneous _____	
TOTAL ACTIVITY EXPENSES _____	Total Youth Disbursements _____
III. CHARITABLE DISBURSEMENTS:	
Church Activities	
1. a. Church Facilities _____	DOLLARS ONLY:
b. Catholic Schools _____	
c. Religious Education _____	
d. Seminarians/RSVP _____	
e. Seminaries _____	
f. Vocations Projects _____	
g. Miscellaneous _____	
Total Church Disbursements _____	IV. FRATERNAL COMMITMENT:
Community Activities	
2. a. Elderly _____	DOLLARS ONLY:
b. Physically Disabled _____	
c. Special Olympics/Intellectual Disabilities _____	
d. Veteran Military/VAVS _____	
e. Food for Families _____	
f. Victims of Disasters _____	
g. Hospitals/Institutions/Health Organizations _____	
h. Global Wheelchair Mission _____	
i. Community Wide Projects _____	
j. Habitat for Humanity Projects _____	
k. Miscellaneous _____	
Total Community Disbursements _____	1. Number of visits to: a. Sick _____ b. Bereaved _____
Culture of Life Activities	
3. a. Donations _____	DOLLARS ONLY:
b. March for Life _____	
c. Birthright/Baby showers _____	
d. Baby bottle campaign _____	
e. Memorials to unborn children _____	
f. Ultra-Sound Initiative _____	
Total Culture of Life Disbursements _____	Total Visits _____
Estimated hours of volunteer service:	
4. a. Church _____	
b. Community _____	
c. Youth _____	
d. Habitat for Humanity _____	
e. Culture of Life _____	
f. VAVS (Veterans Affairs Voluntary Service) _____	
g. Food for Families _____	
h. Special Olympics _____	
i. Miscellaneous _____	
Total Volunteer Hours _____	5. Sick/disabled members and their families _____
Estimated hours of fraternal service:	
(Signed) _____ (Grand Knight)	
(Signed) _____ (Financial Secretary)	
Date: _____	
MAIL ORIGINAL TO: Supreme Council, Fraternal Mission Department. MAIL COPIES TO: State Deputy, District Deputy, Council File Available in electronic format at www.kofc.org	
1728-Council 9/14	

**Due on January 31
Needed for Star Council eligibility**

Needs to be submitted to Fraternal Mission Department

- Email: fraternalmission@kofc.org
- Copies sent to SD and DD. Copy kept in Council Records
- Can be filled in online.

Suggestions

Method 1:

- When FS sends out dues notices in December to each council member, he should also send a survey form on Annual Fraternal Activity.
- Data on returned survey forms is added up to fill Form 1728

Method 2:

- Council creates an event form which includes information on
 - Number of members that helped out
 - Estimate of the number of total hours spent on event by all volunteers
- Data from all event forms is added up to fill form 1728

Vivat Jesus!





Matters relating to ASOs & DDs

Mario Vassallo

Assigned State Officers



- ∞ The role of the ASO is to guide and mentor the DDs assigned to him
 - SOs have been DDs for at least two years and have gained lots of experience

- ∞ Each State Officer except the State Deputy acts as an ASO

- ∞ For the Fraternal Year 2018-19
 - SW has 8 DDs assigned to him
 - SS, ST and SA have 7 DDs assigned to them
 - IPSD has 3 DDs assigned to him

- ∞ As DD you should seek their ASO's help when in need.

Communication between DD and ASO



- ☞ You should keep your ASO in the loop
 - ☞ Inform him about the dates of your District Meetings as soon as possible
 - ☞ Inform him about the dates of your council's Installation of Officers
 - ☞ Copy him on emails sent to councils
 - ☞ Inform him about other council events and accomplishments
- ☞ You should try your best to attend GoToMeetings organized by ASO
- ☞ You should send your ASO copies of his District Activity Reports
- ☞ If a council wishes a State Officer to attend an event or function an invitation need to be sent to him as early as possible
- ☞ Email ASO with questions when you need to
- ☞ Reply to ASO in a reasonable amount of time when he sends out emails that need a reply.

District Warden - The DD's Right Hand Man



- œ As DD you should select a DW as soon as possible
- œ You should think of your DW as your eventual successor.
- œ Look around your district and try to find a leader that you feel is suitable to succeed you as DD.
- œ When you find someone, find out if he's interested in being your DW with the intent to succeed you.
- œ Appoint him as your DW.
- œ Inform your ASO and SD about your appointed DW.
- œ DW should help you with installation of officers.
- œ Invite DW to your District Meetings where he can help you. Take him to some council meetings. He can represent you in your absence.
- œ Ask DW to accompany you to the State Organization & Midyear Meetings

Vivat Jesus!

