

Worthy Grand Knights.

We have a new online form for the Monthly Council Activity Report!

There are a few improvements for this:

- 1) It's online rather than PDF form, nothing to download or keep Adobe Reader current.
- 2) A copy will be automatically emailed to you and your district deputy once completed.
- 3) This will be the activity of the month versus summary for the year. No more "Save As".

You can get to it from here:

<https://kofc-az.org/council-activity-report>

How to fill out:

Person Filling Out Form – Most Grand Knights will fill out the form. However it could be filled out the Deputy Grand Knight or the Program Director.

Name: Name of the person filling out the form

Email: email of the person filling out the form – This email is the one that will send you an email after the form is complete.

Is the report for last Month? – Yes is default. Most people will fill out the form at the end of the month or the beginning of the month. It will default to the month that you are filling out the form for. If you choose No, you can use the drop down for the months you need to file.

Council Number: Use the drop down to get your choose your council.

District, District Deputy, DD email will automatically populate once you choose the council

Reports

Officers Chosen for Term (185)

Service Program Personnel Report (365)

Annual Survey of Fraternal Activity – Will display in January and February

Columbian Award Application (SP7) – Will display from 4/1 through 6/30

All of these forms are necessary for Star Council!

Safe Environment Compliant

Grand Knight

Program Director

Family Director and Community Directory

Check each month to make sure these positions have taken the SET training.

Membership for the Reporting Month

New Members – How many new members for the month did you bring into the council?

Host a Fraternal Benefits Night – Did you host one for the reporting month?

Met with Pastor – Did you meet with your pastor during the month?

CUF Degree Hosted – Number of CUF degrees hosted

CUF Degree Attended – Number of CUF degrees attended

Programs

Faith

Family

Life

Community

You can choose one of the programs that are available or type in a program that your council performed that is not listed.

If you do multiple during a month, more values will show.

General Comments for the Month

What are some good things that occurred during the month.

What are some challenges.