FORMS TRAINING

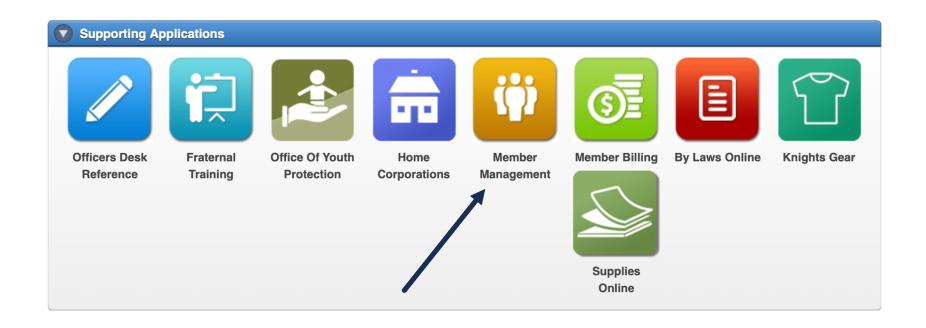
COUNCIL FORMS TRAINING



COUNCIL FORMS FOR THE YEAR

- Report of Officers Chosen for Term 185
- Service Program Personnel Report 365
- State Directory Information https://kofc-az.org/state-forms%2Freports
- Family of the Month Each council should be considering this. The family of the month then gets submitted to Supreme a chance to become family of the year.

LOG INTO OFFICERS ONLINE GO TO MEMBER MANAGEMENT



COUNCIL OFFICERS – FORM 185

• The fun part of the Online Submission No where on the form does it say Form 185!

-	OF COLUM			JU	LY 1,	20_	_ 10)	UNE 30,	20_	_
Council #								DA	TE OF EL	ECTION
COUNCII ADD		OTHERWIS	RT CAN BE COM SE PLEASE PRIN							Due By: JUNE 30
COUNCIL ADL	nE33 (Meeting Locatio	STR	EET				1	ADDITION	AL ADDF	iess
		CITY			ST/PRO	v.	ZIP/POSTAL COD	XE		
GRAND KNIGHT	MEMBERSHIP NO.	LAST NAME				FIRST	NAME			INITIAL
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NEWLY ELECT	ED RE-ELE	CTED	TELEPHONE AREA CODE		HONE NO.		EMAIL:			
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		STREET		CITY				STATE/PROVINCE		ZIP/POSTAL CODE
DEPUTY	MEMBERSHIP NO.	LAST NAME		F	IRST NAME		INITIAL		EMAIL	
GRAND KNIGHT		STREET		CITY				STATE/PROVINCE		ZIP/POSTAL CODE
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CHANCELLOR	MEMBERSHIP NO.	LAST NAME		F	IRST NAME		INITIAL		EMAIL	
ADDRESS CHAN		STREET		CITY				STATE/PROVINCE		ZIP/POSTAL CODE
RECORDER	MEMBERSHIP NO.	LAST NAME		F	IRST NAME	_	INITIAL		EMAIL	
		STREET		CITY				STATE/PROVINCE		ZIP/POSTAL CODE
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TREASURER	MEMBERSHIP NO.	LAST NAME			IRST NAME		INITIAL		EMAIL	
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LECTURER	MEMBERSHIP NO.	LAST NAME		F	IRST NAME		INITIAL		EMAIL	
		STREET		CITY				STATE/PROVINCE		ZIP/POSTAL CODE
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		STREET		CITY				STATE/PROVINCE		ZIP/POSTAL CODE
ADDRESS CHAN								SIAILFHOVINGE		ZPIPOSIAL GODE
WARDEN	MEMBERSHIP NO.	LAST NAME		F	IRST NAME		INITIAL		EMAIL	
ADDRESS CHAN	ne	STREET		CITY				STATE/PROVINCE		ZIP/POSTAL CODE
INSIDE GUARD	MEMBERSHIP NO.	LAST NAME		F	IRST NAME		INITIAL		EMAIL	
OUTSIDE GUARD	MEMBERSHIP NO.	LAST NAME		F	IRST NAME		INITIAL		EMAIL	
TRUSTEE FOR	MEMBERSHIP NO.	LAST NAME		-	IRST NAME		INITIAL		EMAIL	
ONE YEAR TRUSTEE FOR	MEMBERSHIP NO.	LAST NAME		F	IRST NAME		INITIAL		EMAIL	
TWO YEARS TRUSTEE FOR	MEMBERSHIP NO.	LAST NAME			IRST NAME		INITIAL		EMAIL	
THREE YEARS		S.S. AGE					Jenoc		Linux	
COUNCIL MEETS										
THIS INFORM	MATION IS ESSENT	IAL FOR TRAI	NSACTION OF OFFIC	IAL BI	JSINESS AN	D DIRI	ECT MAIL CON	MUNICATIONS	WITH	SIGNED F.



NOTICE - COMCAST EMAILS

The Supreme Council is experiencing issues with emails going to Comcast accounts. We believe that this is how Comcast deals with receiving emails from a 'NoReply' process in general (not just from the Knights of Columbus), which is the current industry standard. We are working to determine if the Supreme Council can change our process to allow emails to go through to our members with a Comcast email address.

The Service Program Personal (also known as Form 365) will be recorded as received when the following required roles have been appointed - Program Director, Community Director, Family Director, Membership Director, and Retention Chairman.

Safe Environment Requirements can be found at kofc.org/safe

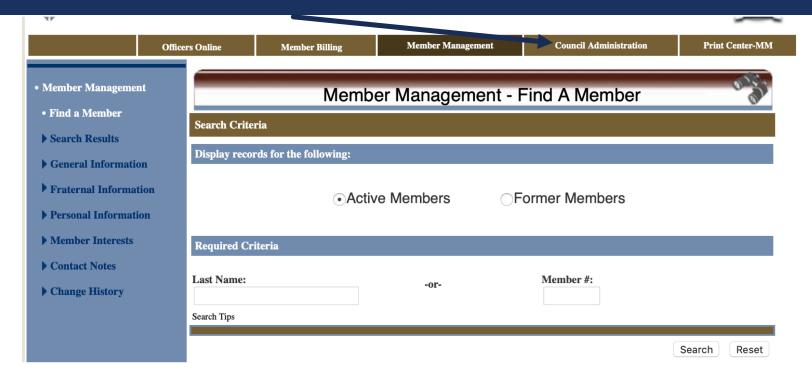
CLICK ON

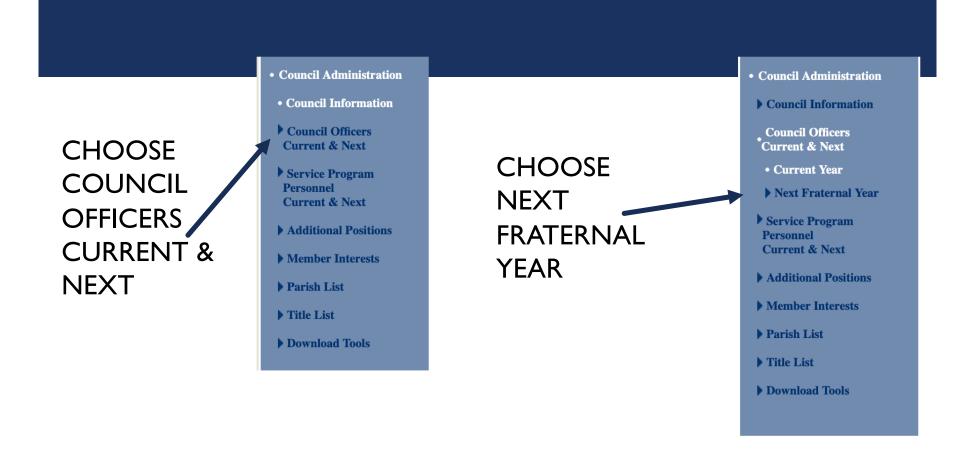
Please note that the Member Management, Member Billing and By-Laws Online Call Center's new telephone number is 203-752-4210. When calling, please select option 1.

LIVE

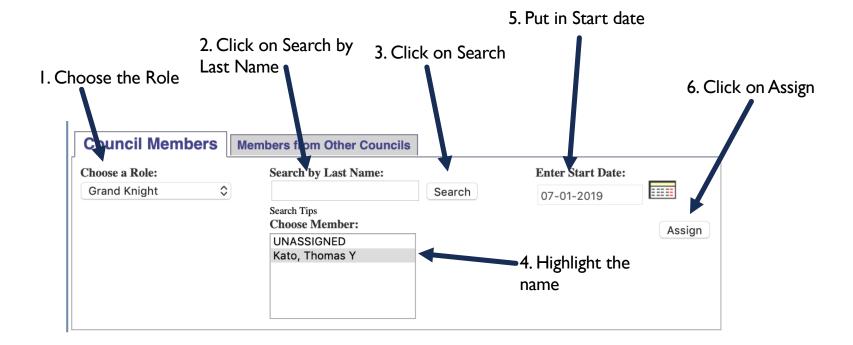
TRAINING

CLICK ON COUNCIL ADMINISTRATION





ADDING IN NAMES



THE NAME POPS UP. CHANGE THE ROLES FOR ALL ROLES YOU ARE FILLING.



CLICK ON SUBMIT ONCE DONE

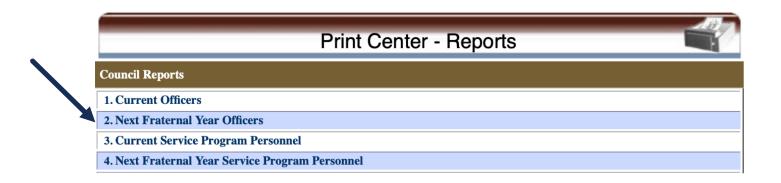


NOTES

- The only positions that you need filled are:
 - Grand Knight
 - Financial Secretary
- If you do not have all the positions filled, don't worry. Submit anyway.

ONCE COMPLETE, GO TO PRINT CENTER-MM Officers Online Member Billing Member Management Council Administration Print Center-MM

Choose "2. Next Fraternal Year Officers" if doing prior to July I Choose "I. Current Officers" after July I



CLICK "CLICK HERE TO OPEN" TO OPEN THE REPORT

Reporting Service

Thank you for waiting, your report is ready.

Click here to open

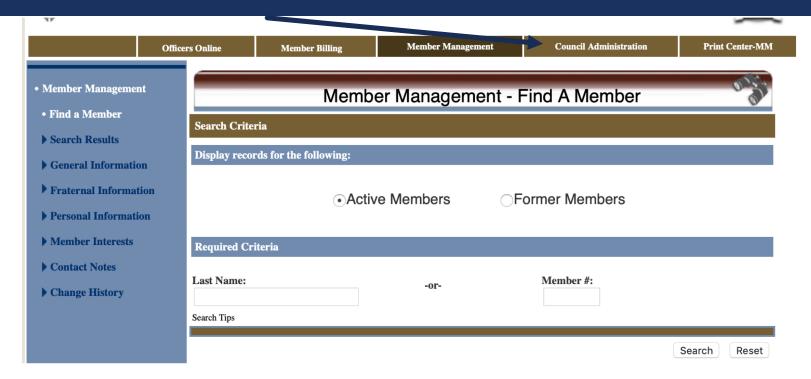
REPORT

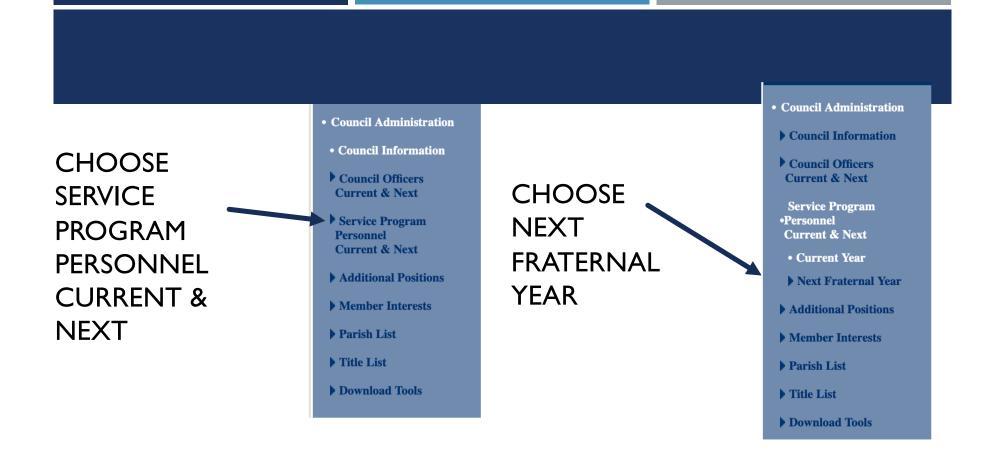
- This will open the report in a PDF. Save the file to your hard drive! Check your "Downloads" folder if you cannot find it. It is called "NextFraternalYearOfficers.pdf"
- Rename the file to append the Fraternal Year and Council Number.
 - Example: NextFraternalYearOfficers-2019-2020-10062.pdf
- Email this to:
 - Rick Garrison <u>azknights@q.com</u>
 - Your District Deputy
- If you make changes, make sure you email the updates!

SERVICE PROGRAM PERSONNEL CURRENT & NEXT

■ The fun part of this form — No where on the form does it say Form 365!

CLICK ON COUNCIL ADMINISTRATION



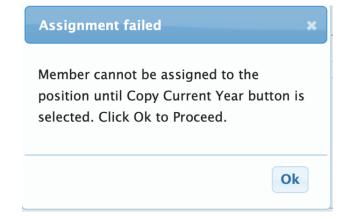


QUIRKINESS.... YOU HAVE TO CHOOSE "COPY CURRENT YEAR" TO PROCEED.

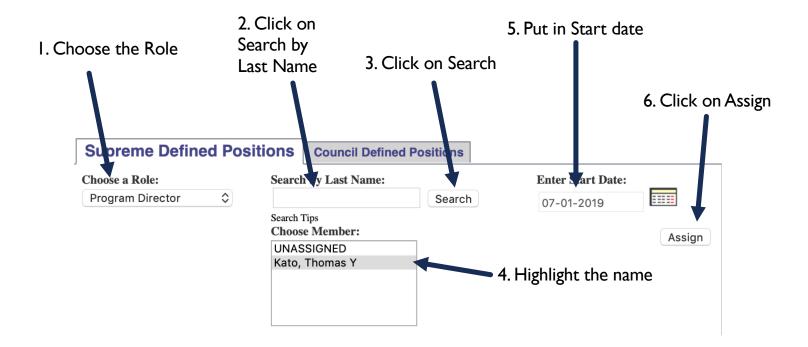
Next Fraternal Year 2019-2020

Copy Current Year

If not, you get this when trying to assign



SERVICE PERSONNEL



THE NAME POPS UP. CHANGE THE ROLES FOR ALL ROLES YOU ARE FILLING.



CLICK ON SUBMIT ONCE DONE



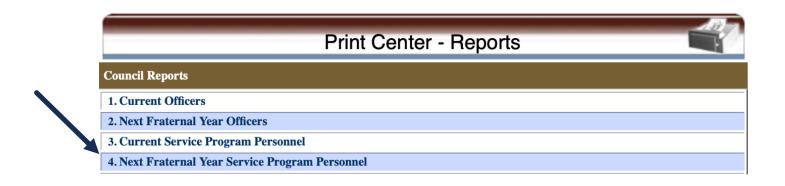
NOTES

- There are only 5 roles that are Required:
 - Program Director
 - Community Director
 - Family Director
 - Membership Director
 - Retention Chairman

Bolded members are required to take Safe Envioronment training.



Choose "4. Next Fraternal Year Service Program Personnel" if doing prior to July I Choose "3. Current Service Program Personnel" after July I



CLICK "CLICK HERE TO OPEN" TO OPEN THE REPORT

Reporting Service

Thank you for waiting, your report is ready.

Click here to open

REPORT

- This will open the report in a PDF. Save the file to your hard drive! Check your "Downloads" folder if you cannot find it. It is called "NextProgramPositions.pdf" or "CurrentProgramPositions.pdf"
- Rename the file to append the Fraternal Year and Council Number.
 - Example: NextProgramPositions-2019-2020-10062.pdf
- Email this to:
 - Rick Garrison <u>azknights@q.com</u>
 - Your District Deputy
- If you make changes, make sure you email the updates!

FILL OUT THE STATE DIRECTORY
FORMS
STATE DIRECTORY INFORMATION HTTPS://KOFC-AZ.ORG/STATEFORMS%2FREPORTS
SEND TO AZKNIGHTS@Q.COM



DIRECTORY INFORMATION

Mail to: Knights of Columbus AZ State Council 14175 W Indian School Road Suite B4-626 Goodyear, AZ 85395-3363 Email To: AZKnights@Q.com FAX To: 1-877-899-7505 Questions or Help, Call: (623) 536-4801 DUE DATE: July 1

PLEASE TYPE OR PRINT LEGIBLY

USE TAB/SHIFT TAB TO MOVE BETWEEN SHADED FIELDS

COUNCIL	NAME:			COUNCIL NUMB	ER:
	GRAND KNIGH	<u>r</u>		DEPUTY GRAND K	NIGHT
Name:			Name:		
Wife:	Home:		Wife:	Home:	
Street:			Street:		
City:		ZIP:	City:		ZIP:
Cellular:			Cellular:		
**Email:			**Email:		
	FINANCIAL SECI	RETARY		CHAPLAII	N
Name:			Name:		
Wife:	Home:		Parish:	Work:	
Street:			Street:		
City:		ZIP:	City:		ZIP:
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	CULTURE OF LIFE	CHAIRMAN		LADIES AUXILIARY	PRESIDENT
Name:			Auxiliary Name		
Wife:	Home:		Name:	Husband:	
Street:			Street:		
City:		ZIP:	City:		ZIP:
Cellular:			Cellular:		
Email:			Email:		

WHY 2 SEPARATE FORMS WITH THE SAME INFORMATION ?????

- The first Officers Chosen for Fraternal Year is a Supreme Form. Supreme automatically gets this when you fill it out online.
- Unless councils sends a copy of the PDF to <u>azknights@q.com</u>, we don't have access to it.
- The ONLY way we get it currently is through the State Directory.
- This is CRITICAL for disseminating information to Grand Knights and Officers throughout the year.

SIDE BAR

- Use Email to send as many forms as possible to Supreme. Try not to snail mail.
- If you don't have a scanner, use your phone! There are apps out there for both Android and Apple: CamScanner, Tiny Scanner.
 - REMEMBER TO SAVE AS PDF TO EMAIL TO SUPREME!

FAMILY OF THE MONTH – #10668

- Due 15th day of following month
- To be selected as Family of the month, each family should stand out as an exemplary model to others in the parish.
- The following factors should be considered when selecting a Family of the month:
- Is the family tight-knit? Does the family spend quality time together?
- Does the family attend weekly Mass together?
- Does the family pray together outside of Mass?
- Has the family made significant contributions to the parish and church community?
- Does the family serve as a model of Catholic family values?
- Talk to Pastor about presenting Family of the Month at a mass the Family attends
- You can use this as a soft "recruiting" event.
- SEND TO SUPREME AND azknights@q.com

FAMILY OF THE MONTH ENTRY FORM

DUE BY 15th DAY OF THE FOLLOWING MONTE

The family of	(Nominee's Name)	has been selected as the	(Month)
amily of the Month for Council	Number) in	(State or Province)	
Husband:	Member: Yes No	Membership Number (if applicable):	
Vife:	Children: Yes No	If yes, how many children?	
age of nominee:	Years of Service:	(If Applicable)	
Husband/nominee's email address:			
Home Address:	(Street)	(Cirv)	(State/Province) (Postal Code)
Our council's Family of the Month was se			(Similarios (Cosm Cosm)
The following factors should be considered when selecting a Family of the Month:			
Is the family sight-knit? Does the family spend quality time together? Does the family attend weekly Mass together? Does the family pray together outside of Mass? Has the family made significant contributions to the parish and church community? Does the family serve as a model of Catholic family values?			
the family spend quality time together? Does the family attend weekly Mass together? Does the family pray together outside of Mass? Has the family made significant contributions to the parish and church community? Does the family serve as a model of Catholic family		/ <u>_</u> /	

QUESTIONS???