

Membership Retention Contact Form

District: _____
 Council: _____

Member Info:	Last Name:	First Name:	MI	Age	Yrs of Srvs	Membership Number
	Phone Number:	Email:	Parish Name:		First Degree Date:	
	Mailing Address:	Member of Parish:		Re-Entry Date (if Applicable):		
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
Billing:	Notice	Date	Dues Paid? (Y or N)	Letter Returned? (Y or N)	New Address? (Y or N)	
	First Billing Notice					
	Second Billing Notice					
	Knight Alert (KA1)					

*Note if New Address, last letter should be resent and address updated in Member Management

Retention:	Retention Committee Member Assigned:					
	Attempts to Contact Member – NOTE: Voicemail and Billing are NOT considered contact In comments, indicate how contact was made, i.e. phone, home visit, email, parish, etc					
	Contact #1 Comments:	Date:	Contact #2 Comments:	Date:	Contact #3 Comments:	Date:
	Signatures below certified complete retention activity by Grand Knight, Deputy Grand Knight and Trustees (all required):					
	Grand Knight:			Trustee One-Year:		
	Deputy Grand Knight:			Trustee Two-Year:		
				Trustee Three-Year:		

Send Results (this Form and any supporting documentation) to District Deputy. DD will complete his requirements.

	District Deputy		
	<input type="checkbox"/> Concur (Submit 1845 – Intent to Suspend) <input type="checkbox"/> Do Not Concur (Contact State Retention Chairmen)		

Note: See Reverse Side for Further Instructions

Membership Retention Procedures

District: _____

Council: _____

- 1) Completely Fill Out the following Sections (**Minimum Three Month Effort**)
 - a. Member Info – All information can be obtained from Grand Knight or Financial Secretary via Member Management
 - b. Billing –
 - i. Note the date each billing notice and Knight Alert (KA1) is sent.
 - ii. Indicate whether dues were paid for each billing
 - iii. Indicate whether letter was returned
 - iv. If applicable indicate what new address was indicated with return or during Retention efforts.
 - c. Retention –
 - i. Each delinquent member should be assigned to a member of the retention committee
 - ii. Multiple contacts must be attempted. Note that leaving a voicemail three times does not count as three contact attempts
 - iii. Comments about the contact attempt should be noted
 - iv. Grand Knight as ex officio member of the Retention Committee and leader of the local council must sign-off that all retention efforts have been exhausted and be prepared to assist the District Deputy and State Retention Chairman is needed
 - v. Deputy Grand Knight and Trustees as official members of the Retention Committee must sign-off that all retention efforts were exhausted by the assigned member
 - d. State –
 - i. Once retention efforts are complete, the form should be submitted to the District Deputy
 - ii. District Deputy will conduct further retention efforts on behalf of the council and make a recommendation to the State Retention Chairman.
- 2) Once the Council has received concurrence from the District Deputy, the local council is free to process the suspension as it sees appropriate (**Maximum One Month**)
- 3) Per Supreme regulation, once the Form 1845 – Intent to Retain, has been submitted to the Supreme Council, the local council must wait a mandatory 60-days to process the Form 100. If after 90-Days the council has not processed a Form 100, the Intent to Suspend is voided by Supreme and local council is prohibited from processing an Intent to Suspend until the next billing cycle.