

DISTRICT DEPUTY SEMIANNUAL REPORT ON COUNCIL STATUS

Due December 31 and June 30

STATE/PROVINCE: _____

DISTRICT NO. : _____

DATE: _____

Council No.: _____ Location: _____ Type of Council: Regular Military College
(city)

COUNCIL DEADLINES

- Election of Officers* (Form #185) – July 1 deadline for receipt at Supreme Council office
- Service Program Personnel Report* (Form #365) – August 1 deadline for receipt at Supreme Council office
- Semiannual Council Audit Report* (Form #1295) – August 15 deadline for receipt at Supreme Council office
- July Per Capita Assessment – October 10 deadline for receipt at Supreme Council office
- Annual Survey of Fraternal Activity* (Form #1728) – January 31 deadline for receipt at Supreme Council office
- Semiannual Council Audit Report* (Form #1295) – February 15 deadline for receipt at Supreme Council office
- January Per Capita Assessment – April 10 Deadline for receipt at Supreme Council office
- IRS Form 990 (Return of Organization Exempt from Income Tax) – Due the 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? (Number of district meetings held _____) YES NO
- 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 laws and rules?
(if NO attach explanation) YES NO

MEMBERSHIP

- 1. Is the council implementing effective membership recruitment strategies? YES NO
- 2. Does the council utilize an Admissions Committee? YES NO
- 3. Has the council implemented an organized membership retention program? YES NO
- 4. Do the Grand Knight and Financial Secretary reconcile the membership transactions reported by the Supreme Council on the monthly *Grand Knight's Membership and Financial Statement* (Form #1189) and the *Council Billing Statement*? (Form #F056) YES NO

FAITH IN ACTION PROGRAM

- 1. Has the council adopted the *Faith in Action* program model? YES NO
- 2. Has the Grand Knight met with the Pastor to review the programs and offer support to the parish? YES NO
- 3. Is the Star Council Award being used as a goal for success? YES NO
- 4. Do you expect this council to earn the Star Council Award? 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) to the Field Agent? YES NO
- 4. Does the Field Agent participate in council functions? YES NO
- 5. Do you expect this council to meet its insurance requirements? YES NO

COUNCIL DEVELOPMENT

- 1. What is the 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? If yes, identify the site: _____ YES NO

OVERALL STATUS (Outline council strengths, weaknesses, achievements, etc. Attach additional page if needed.)

District Deputy recommendations to council leadership (Attach additional page if needed.)

Signed: _____

Print Name: _____

Email: _____

Email completed report to: FraternalMission@KofC.Org
Send copy to State Deputy and retain a copy for your files