



# **FRATERNAL PLANNER**

**2019 - 2020**



# FRATERNAL QUICK START GUIDE

## Key Contacts

**Fraternal Mission** – fraternalmission@kofc.org, 203-752-4270

**Membership Records** – membership@kofc.org, 203-752-4210

**Member Management/Billing** – expertfs@kofc.org, 203-752-4210

**Knights Gear** – knightsgear@kofc.org, 1-855-432-7562

**Supplies Online** – customersupport@webbmason.com, 1-833-591-7770

**Catholic Information Service** – cis@kofc.org, 203-752-4574

**Ceremonials** – ceremonials@kofc.org, 203-752-4346

**Columbia Magazine** – columbia@kofc.org, 203-752-4398

**Council Accounts** – council.accounts@kofc.org, 203-752-4392

**F.S. Appointments** – financial.secretary@kofc.org, 203-752-4285

**Scholarships** – scholarships@kofc.org, 203-752-4332

## Key Reporting Dates

Electronic versions of most forms can be found at [kofc.org/forms](http://kofc.org/forms).

|             |  |
|-------------|--|
| June 30     | <i>Report of Chosen Officers for the Term</i> (#185)<br>OR the Officers Screen on Member Management  |
| August 1    | <i>Service Program Personnel Report</i> (#365)<br>OR the Service Personnel Screen on Member Management   |
| August 15   | <i>Semiannual Council Audit</i> (#1295)  |
| December 31 | <i>District Deputy Semiannual Report</i> (#944A)   |
| January 31  | <i>Annual Survey of Fraternal Activity</i> (#1728)   |
| February 15 | <i>Semiannual Council Audit</i> (#1295)  |
| June 30     | <i>Columbian Award Application</i> (#SP-7)   |
| June 30     | <i>District Deputy Semiannual Report</i> (#944B)   |
| As Required | <ul style="list-style-type: none"> <li>• <i>Entries for State Council Service Program Awards</i> (#STSP)</li> <li>• <i>Family of the Year</i> contest to your state</li> <li>• <i>Fraternal Programs Report Form</i> (#10784)</li> </ul> |

## Helpful Links:

- [kofc.org/ChurchDrive](http://kofc.org/ChurchDrive) – Tips on how to conduct a Church Recruitment Drive
- [kofc.org/DomesticChurch](http://kofc.org/DomesticChurch) – Building the Domestic Church While Strengthening Our Parish
- [kofc.org/FaithInAction](http://kofc.org/FaithInAction) – Faith in Action landing page
- [kofc.org/forms](http://kofc.org/forms) – Council, district, state, and assembly forms
- [kofc.org/incentive](http://kofc.org/incentive) – description and standings for Supreme Council incentives
- [kofc.org/membership](http://kofc.org/membership) – Tools to help with membership recruitment and growth
- [kofc.org/recruit1](http://kofc.org/recruit1) – Recruitment Video Resources
- [kofc.org/star](http://kofc.org/star) – information and requirements for the Star Council Award
- [kofc.org/webinar](http://kofc.org/webinar) – Registration link and webinar archive

## OFFICERS ONLINE (O.O.) / Knights Application Portal:

If you need your invitation code, or have trouble logging in, please contact Customer Service at 1-800-380-9995 or [info@kofc.org](mailto:info@kofc.org). If you have previously had access to O.O., your username remains the same and you only need to reset your password if you have misplaced/forgotten it.

Here is an overview of the applications within Officers Online that you may see (varies depending upon your officer role):



**Officers Desk Reference**

A reference tool that contains definitive guidance on a wide range of subjects relating to the governance of subordinate units, including questions and issues about which the Supreme Advocate's Office is frequently consulted for advice.



**Fraternal Training**

Your entry point to the Fraternal Training Portal, hosted by SABA, which aims to help all fraternal leaders and members develop essential skills and help increase their effectiveness.



**Office Of Youth Protection**

Links to the Safe Environment Program, with important documents and answers to common questions.



**Home Corporations**

Access to the online Handbook For Councils Using Home Corporations.



**Member Management**

This application allows you to view rosters, update member records, submit certain reports, and much more! The program is available to grand knights and financial secretaries.



**Member Billing**

This application allows financial secretaries to manage financial transactions; create, edit and archive receipts, vouchers, assessments and adjustments; produce billing notices; and manage payments received from members.



**By Laws Online**

This application allows councils to establish by-laws electronically, receive automatic approval, and submit a request for printing. The program is available to grand knights, financial secretaries and advocates.



**Supplies Online**

Allows you to view the full supply catalog and order printed materials through WebbMason.

Note: The ordering process works best using personal credit/debit cards. If needed, certain officers have the ability to charge items to their council/assembly.



**Knights Gear**

Allows you to view various promotional and gift items and place an order through Knights Gear.

Note: The ordering process works best using personal credit/debit cards. If needed, certain officers have the ability to charge items to their council/assembly.



As Catholic gentlemen, we are called to be faithful and fruitful (James 2:26), putting our faith into action. At every level, the fraternal leader is to act in the capacity of both a catalyst and a resource, enabling every brother Knight to put their faith into action and to play an active role in planning for and achieving sustainable membership growth. Taking the time to effectively and intentionally plan events and initiatives will provide opportunities for faith-formation and leadership development.

A fraternal leader needs to set an example for all members. All of us need to be aware of opportunities to expand and grow our Order by engaging our members and attracting new ones. Whether it is after Mass, at a fraternal program/event, or during the course of our busy lives, we must remain aware that young men and prospective Knights are watching. They will become inspired by our faith-filled example and clear commitment to holiness and excellence.

As a fraternal leader in your council, district or jurisdiction, use this Fraternal Planner to help you make good use of your time and focus your actions. Advance planning will help every council ensure that they bridge their fraternal activity from one fraternal year to the next through membership growth and increased charitable outreach. By keeping track of what has been accomplished a council will be able to chart a course for a successful future which builds upon the mission of our Order.

#### Use this Fraternal Planner to:

- Stay focused on the vision and mission of the Order
- Become outcome-oriented and set clear goals for membership growth and engagement through programming and fraternal activities
- Clearly communicate these goals to motivate your council
- Keep your council chaplain, district deputy, general and field agents, along with other strategic alliance partners informed and engaged with your council activity
- Use time wisely by determining short, medium and long term tasks/plans for each goal
- Hold other fraternal leaders, committee chairs, and members accountable for their role in council growth
- Measure your progress and determine the changes needed to chart a more successful course
- Seek opportunities to integrate membership, programming and charitable activities

#### Don't forget to:

- Pray for the successful completion of your goals and for all beneficiaries of your programs
- Conduct a review of your last fraternal year and plan ahead for this upcoming fraternal year
- Perform a SWOT (see next page), or other similar analysis, to assess your council/parish
- Plan your full program calendar and make sure it is integrated into your parish calendar
- Keep track of each month's activities using the trackers in this booklet at the bottom of each month
- Note your accomplishments as you complete them and look ahead to the next several months
- Have fun and say "thank you" to all!

# FRATERNAL QUICK START TO-DO LIST

## 2018-2019 Fraternal Year REview

Be sure to review your 2018-2019 fraternal year in June. Hold a joint-session of incoming and outgoing officers and discuss what lessons were learned this past year. What can be done better for next year? Strive to increase membership and programming activities in the new fraternal year.

## 2019-2020 Fraternal Year PREview

Finalize your council's calendar of events for the 2019-2020 fraternal year. Meet with your pastor and pastoral staff to set all these program dates on the parish calendar. Aim to increase membership and programming activities to attract new members. Keep asking yourself:

- Which prospects will I be inviting to our council's next activity?
- What new program(s) does our council plan to institute this year?
- Have I personally asked someone to join my council?

## SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats)

SWOT stands for: Strength, Weakness, Opportunity, Threat. A SWOT analysis guides you to identify your organization's strengths and weaknesses (S-W) as well as broader opportunities and threats (O-T). Developing a fuller awareness of the situation helps with both strategic planning and decision-making. Use this as an opportunity to assess your council and your parish to help build your fraternal year.

|               | STRENGTHS            | WEAKNESSES           |
|---------------|----------------------|----------------------|
| OPPORTUNITIES | 1.<br>2.<br>3.<br>4. | 1.<br>2.<br>3.<br>4. |
| THREATS       | 1.<br>2.<br>3.<br>4. | 1.<br>2.<br>3.<br>4. |





## Council Assessment Grid

|  |  |   |
|--|--|---|
| <b>INCLUSIVE COUNCIL</b><br>OPEN, WARM, KIND, PROACTIVE,<br>CHARITABLE & ENGAGING                      | <b>SILENT COUNCIL</b><br>KEEPS LOW PROFILE, REACTIVE,<br>CHARITY ONLY THROUGH DONATIONS,<br>MINIMAL PROGRAMS | <b>EXCLUSIVE COUNCIL</b><br>CLOSED SOCIETY, A FEW OFFICERS RUN<br>COUNCIL, NO EXTERNAL ACTIVITY,<br>INFREQUENT CHARITABLE DONATIONS |
| <b>VIBRANT FOCUS COUNCIL</b><br>WITH CATHOLIC IDENTITY, WITH ACTIVE<br>MISSION FOCUS, GROWING & ACTIVE | <b>STATUS QUO COUNCIL</b><br>SHOWS UP SOMETIMES, SOME PROGRAMS,<br>MARGINAL SUPPORT OFF & ON                 | <b>COUNCIL IN DECLINE</b><br>SIMPLE PROGRAMS, TOO DIFFICULT<br>TO DO, DECLINES HELP, IGNORES ADVICE                                 |
| <b>CENTER OF PARISH CHARITY</b><br>SWIFT REACTION, GOALS CLEARLY ALIGNED                               | <b>AMBIVALENT TO<br/>MISSION AND PURPOSE</b><br>HOPING FOR LEADERSHIP,<br>GUIDANCE AND DIRECTION             | <b>NO IDENTITY</b><br>LITTLE PARISH CONNECTION,<br>LITTLE FRATERNITY, NEEDS<br>HOPE AND INSPIRATION                                 |

# MY COUNCIL'S PROGRAM CALENDAR

[kofc.org/faithinaction](http://kofc.org/faithinaction)

Note: 16 programs need to be held in the Faith in Action categories and reported to the Supreme Council via the SP-7 form to be eligible for the Columbian Award (and, by extension, the Star Council Award).

|  <b>FAITH</b>     | <b>DATE</b> |  <b>FAMILY</b> | <b>DATE</b> |
|--|-------------|---|-------------|
| 1. <i>Required:</i> Spiritual Reflection   |             | 1. <i>Required:</i> Consecration to the Holy Family   |             |
| 2.   |             | 2.  |             |
| 3.   |             | 3.  |             |
| 4.   |             | 4.  |             |
| 5.   |             | 5.  |             |
| 6.   |             | 6.  |             |
|  <b>COMMUNITY</b> | <b>DATE</b> |  <b>LIFE</b>   | <b>DATE</b> |
| 1. <i>Required:</i> Helping Hands  |             | 1. <i>Required:</i> Novena for Life   |             |
| 2.   |             | 2.  |             |
| 3.   |             | 3.  |             |
| 4.   |             | 4.  |             |
| 5.   |             | 5.  |             |
| 6.   |             | 6.  |             |
| <b>MISCELLANEOUS/OTHER</b>   | <b>DATE</b> | <b>MISCELLANEOUS/OTHER</b>  | <b>DATE</b> |
| 1.   |             | 7.  |             |
| 2.   |             | 8.  |             |
| 3.   |             | 9.  |             |
| 4.   |             | 10.   |             |
| 5.   |             | 11.   |             |
| 6.   |             | 12.   |             |





# JULY 2019

| Sunday                                | Monday                      | Tuesday | Wednesday | Thursday                       |
|---------------------------------------|-----------------------------|---------|-----------|--------------------------------|
| 30                                    | 1<br>Canada Day<br>(CANADA) | 2       | 3         | 4<br>Independence Day<br>(USA) |
| Report of Officers<br>Chosen Form DUE |                             |         |           |                                |
| 7                                     | 8                           | 9       | 10        | 11                             |
| 14                                    | 15                          | 16      | 17        | 18                             |
| 21                                    | 22                          | 23      | 24        | 25                             |
| 28                                    | 29                          | 30      | 31        | 1                              |

**Council Activity Tracker**

| ACTIVITY | # OF NEW CONTACTS | \$ DONATED | # OF VOLUNTEERS | HOURS OF SERVICE | TOTAL HOURS OF SERVICE |
|----------|-------------------|------------|-----------------|------------------|------------------------|
|          |                   |            |                 |                  |                        |
|          |                   |            |                 |                  |                        |
|          |                   |            |                 |                  |                        |
|          |                   |            |                 |                  |                        |



| Friday | Saturday |
|--------|----------|
| 5      | 6        |
| 12     | 13       |
| 19     | 20       |
| 26     | 27       |
| 2      | 3        |

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Supreme Office Events
- Programming Activities

| Things to Accomplish: |   |
|-----------------------|---|
|                       | <i>Report of Officers Chosen (#185) – DUE 6/30</i><br>Submitting this form on the Council Officer screen in Member Management is the fastest way to connect your officers with Officers Online resources. |
|                       | <i>Service Program Personnel Report (#365) – DUE 8/1</i><br>Be sure to submit this form to allow program directors access to the Fraternal Training Portal and other resources on kofc.org.               |
|                       | <b>Installation of Council Officers</b><br>The district deputy should install council officers as close to the start of the fraternal year as possible.   |
|                       | <b>Organizational Meetings</b><br>District Organizational Meetings should be held within two weeks of your jurisdiction's Organizational Meeting.   |
|                       | <b>Hold a review of your 2018-2019 fraternal year</b><br>Focus on which membership initiatives and programming activities worked and which could be improved  |
|                       |   |
|                       |   |

| Plan Ahead: |   |
|-------------|---|
|             | <i>Semiannual Council Audit (#1295) – DUE 8/15</i>  |
|             | <b>Start organizing your fall Church Drive</b><br>Contact your pastor and submit bulletin announcements to the parish secretary   |
|             | <b>Plan ahead for programs taking place this fall</b><br>Log in to Supplies Online and order any kits/materials needed for holding a Soccer Challenge, Catholic Citizenship Essay Contest, or Free Throw. This way councils will have kits in hand and be ready to approach schools in August about running the programs. |
|             | <b>Silver Rose 2020 Plans</b>   |
|             | <b>What new program(s) does your council plan to institute this year?</b>   |
|             | <b>Which prospects will you be inviting to the next activity your council holds?</b>  |
|             |   |

### Reminders:

1. Meet with your pastor and pastoral staff to set council program dates on the parish calendar.
2. Finalize and promote your fraternal program calendar of events, including your degrees and programs to be held.
3. Ask someone to join your council.

# AUGUST 2019

| Sunday | Monday   | Tuesday                                    | Wednesday                                      | Thursday  |
|--------|--|--|--|---|
| 28     | 29   | 30   | 31   | 1<br>Service Program<br>Personnel Report DUE                        |
| 4      | 5  | 6<br>Supreme Convention<br>Minneapolis, MN | 7  | 8   |
| 11     | 12<br>Venerable Michael<br>McGivney's Birthday | 13   | 14<br>Venerable Michael<br>McGivney's Memorial | 15<br>ASSUMPTION OF THE<br>BLESSED VIRGIN MARY<br>Council Audit DUE |
| 18     | 19<br>Order Church Drive<br>Kits for October   | 20   | 21   | 22  |
| 25     | 26   | 27   | 28   | 29  |

## Council Activity Tracker

| ACTIVITY | # OF NEW CONTACTS | \$ DONATED | # OF VOLUNTEERS | HOURS OF SERVICE | TOTAL HOURS OF SERVICE |
|----------|-------------------|------------|-----------------|------------------|------------------------|
|          |                   |            |                 |                  |                        |
|          |                   |            |                 |                  |                        |
|          |                   |            |                 |                  |                        |

| Friday | Saturday |
|--------|----------|
| 2      | 3        |
| 9      | 10       |
| 16     | 17       |
| 23     | 24       |
| 30     | 31       |

| Things to Accomplish: |  |
|-----------------------|--|
|                       | Service Program Personnel Report (#365) – DUE 8/1<br>Be sure to submit this form to allow program directors access to the Fraternal Training Portal and other resources on kofc.org. |
|                       | Semiannual Council Audit (#1295) – DUE 8/15  |
|                       | Secure your pastor's permission to conduct a Church Recruitment Drive.   |
|                       | Setup your council's prospect landing page by visiting <a href="http://info.kofc.org/pagerequest">info.kofc.org/pagerequest</a>  |
|                       |  |
|                       |  |
|                       |  |

| Plan Ahead: |   |
|-------------|---|
|             | Continue planning for your fall Council Church Drive<br>Order your Church Recruitment Drive Kit through Supplies Online |
|             | Plan ahead for programs taking place this fall<br>Log in to Supplies Online and order any kits/materials needed         |
|             | Which prospect(s) will you be inviting to the next activity your council holds?   |
|             | Have you asked someone to join your council?  |
|             |   |
|             |   |
|             |   |

### Reminders:

1. Plan, promote, and prepare for a Church Recruitment Drive.
2. Order any New Council Development (NCD) kits that might be needed to start a new council in your area this year.
3. State deputies – be sure you have finalized appointments for district deputies in any open districts.
4. District deputies – conduct individual Organizational Meetings with any council not present at the District Organizational Meeting.
5. Ask someone to join your council.

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Supreme Office Events
- Programming Activities

# SEPTEMBER 2019

| Sunday                                | Monday   | Tuesday | Wednesday | Thursday                 |
|---------------------------------------|--|---------|-----------|--------------------------|
| 1                                     | 2 Labor Day (USA)<br>Labour Day (CANADA)<br><br>Councils Pending Suspension are notified | 3       | 4         | 5 St. Teresa of Calcutta |
| 8 Nativity of the Blessed Virgin Mary | 9  | 10      | 11        | 12                       |
| 15                                    | 16   | 17      | 18        | 19                       |
| 22                                    | 23   | 24      | 25        | 26                       |
| 29                                    | 30   | 1       | 2         | 3                        |

## Council Activity Tracker

| ACTIVITY | # OF NEW CONTACTS | \$ DONATED | # OF VOLUNTEERS | HOURS OF SERVICE | TOTAL HOURS OF SERVICE |
|----------|-------------------|------------|-----------------|------------------|------------------------|
|          |                   |            |                 |                  |                        |
|          |                   |            |                 |                  |                        |
|          |                   |            |                 |                  |                        |

| Friday | Saturday |
|--------|----------|
| 6      | 7        |
| 13     | 14       |
| 20     | 21       |
| 27     | 28       |
| 4      | 5        |

| Things to Accomplish: |  |
|-----------------------|--|
|                       | Finalize Council Church Drive plans – continue talks with your pastor and get bulletin announcements ready                     |
|                       | Conduct, if applicable: <ul style="list-style-type: none"> <li>• Catholic Essay Contest</li> <li>• Soccer Challenge</li> </ul> |
|                       |  |
|                       |  |
|                       |  |
|                       |  |
|                       |  |

| Plan Ahead: |   |
|-------------|---|
|             | Which prospect(s) will you be inviting to the next activity your council holds? |
|             | What new program(s) does your council plan to institute this year?              |
|             | Start fundraising for Coats for Kids  |
|             |   |
|             |   |
|             |   |
|             |   |

**Reminders:**

1. Conducting a Fraternal Benefits Night helps your council earn the Founders' Award, which is a component of the Star Council Award. Continue discussions with your General Agent to help support membership growth.
2. Ask someone to join your council.

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Supreme Office Events
- Programming Activities



# OCTOBER 2019

| Sunday               | Monday  | Tuesday                | Wednesday | Thursday                                       |
|----------------------|---|------------------------|-----------|--|
| 29                   | 30  | 1                      | 2         | 3  |
| 6                    | 7   | 8                      | 9         | 10   |
|                      |   |                        |           | Councils that are in arrears will be suspended |
| 13                   | 14<br>Columbus Day (USA)<br>Thanksgiving Day (CANADA) | 15                     | 16        | 17   |
| Council Church Drive |   |                        |           |  |
| 20                   | 21  | 22<br>St. John Paul II | 23        | 24   |
| Council Church Drive |   |                        |           |  |
| 27                   | 28  | 29                     | 30        | 31<br>All Hallow's Eve                         |

## Council Activity Tracker

| ACTIVITY | # OF NEW CONTACTS | \$ DONATED | # OF VOLUNTEERS | HOURS OF SERVICE | TOTAL HOURS OF SERVICE |
|----------|-------------------|------------|-----------------|------------------|------------------------|
|          |                   |            |                 |                  |                        |
|          |                   |            |                 |                  |                        |
|          |                   |            |                 |                  |                        |

| Friday | Saturday             |
|--------|----------------------|
| 4      | 5                    |
| 11     | 12                   |
|        | Council Church Drive |
| 18     | 19                   |
|        | Council Church Drive |
| 25     | 26                   |
| 1      | 2                    |

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Supreme Office Events
- Programming Activities

| Things to Accomplish: |   |
|-----------------------|---|
|                       | Hold a Council Church Drive   |
|                       | Make sure that all per capita payments are sent to the Supreme Office by October 10th to avoid suspension |
|                       |   |
|                       |   |
|                       |   |
|                       |   |
|                       |   |

| Plan Ahead: |   |
|-------------|---|
|             | Helping Hands – World Day of the Poor, November 19th                          |
|             | Christmas Poster Contest  |
|             | Coats for Kids  |
|             | March for Life  |
|             | Which prospects will you be inviting to the next activity your council holds? |
|             | Is your council on track to earn the Star Council Award?                      |
|             |   |

### Reminders:

1. Be sure to report on the number of degrees conducted and the number of candidates brought into your Council.
2. Go to Supplies Online and order any kits/materials needed for upcoming programs, such as the Christmas Poster Contest.
3. Ask someone to join your council.

# NOVEMBER 2019

| Sunday               | Monday   | Tuesday | Wednesday | Thursday                     |
|----------------------|--|---------|-----------|------------------------------|
| 27                   | 28   | 29      | 30        | 31                           |
| 3                    | 4  | 5       | 6         | 7                            |
| 10                   | 11<br>Veterans Day (USA)<br>Remembrance Day (CANADA) | 12      | 13        | 14                           |
| 17                   | 18   | 19      | 20        | 21                           |
| 24<br>CHRISTTHE KING | 25   | 26      | 27        | 28<br>Thanksgiving Day (USA) |

## Council Activity Tracker

| ACTIVITY | # OF NEW CONTACTS | \$ DONATED | # OF VOLUNTEERS | HOURS OF SERVICE | TOTAL HOURS OF SERVICE |
|----------|-------------------|------------|-----------------|------------------|------------------------|
|          |                   |            |                 |                  |                        |
|          |                   |            |                 |                  |                        |
|          |                   |            |                 |                  |                        |

| Friday |                | Saturday |               |
|--------|----------------|----------|---------------|
| 1      | ALL SAINTS DAY | 2        | All Souls Day |
| 8      |                | 9        |               |
| 15     |                | 16       |               |
| 22     |                | 23       |               |
| 29     |                | 30       |               |

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Supreme Office Events
- Programming Activities

| Things to Accomplish: |  |
|-----------------------|--|
|                       | Report Church Drive Results  |
|                       | Conduct, if applicable: <ul style="list-style-type: none"> <li>• Christmas Poster Contest</li> <li>• Coats for Kids</li> </ul> |
|                       |  |
|                       |  |
|                       |  |
|                       |  |

| Plan Ahead: |                                   |
|-------------|-----------------------------------|
|             | Journey to the Inn / La Posada    |
|             | Christmas Poster Contest          |
|             | March for Life (Washington, D.C.) |
|             | 9 Days for Life                   |
|             |                                   |
|             |                                   |
|             |                                   |

### Reminders:

1. Don't forget to send in the Membership Documents (Forms #100) from your October Church Drive!
2. District deputies should complete their work on new council development sites.
3. The state council should finalize its plans for the jurisdiction's Mid-Year Membership Meeting.
4. District deputies should be also finalizing their plans for district-wide mid-year meetings, focusing on motivation, reaching goals, and relaying important information. Invitees should include: grand knights, financial secretaries, treasurers, membership and program directors and field agents.
5. Ask someone to join your council.

# DECEMBER 2019

| Sunday                            | Monday                         | Tuesday                  | Wednesday           | Thursday                        |
|-----------------------------------|--------------------------------|--------------------------|---------------------|---------------------------------|
| <b>1</b> FIRST SUNDAY OF ADVENT   | <b>2</b>                       | <b>3</b>                 | <b>4</b>            | <b>5</b>                        |
| <b>8</b> SECOND SUNDAY OF ADVENT  | <b>9</b> IMMACULATE CONCEPTION | <b>10</b>                | <b>11</b>           | <b>12</b> Our Lady of Guadalupe |
| <b>15</b> THIRD SUNDAY OF ADVENT  | <b>16</b>                      | <b>17</b>                | <b>18</b>           | <b>19</b>                       |
| <b>22</b> FOURTH SUNDAY OF ADVENT | <b>23</b>                      | <b>24</b> Christmas Eve  | <b>25</b> CHRISTMAS | <b>26</b> Boxing Day (CANADA)   |
| <b>29</b> THE HOLY FAMILY         | <b>30</b>                      | <b>31</b> New Year's Eve | <b>1</b>            | <b>2</b>                        |

## Council Activity Tracker

| ACTIVITY | # OF NEW CONTACTS | \$ DONATED | # OF VOLUNTEERS | HOURS OF SERVICE | TOTAL HOURS OF SERVICE |
|----------|-------------------|------------|-----------------|------------------|------------------------|
|          |                   |            |                 |                  |                        |
|          |                   |            |                 |                  |                        |
|          |                   |            |                 |                  |                        |
|          |                   |            |                 |                  |                        |



| Friday | Saturday |
|--------|----------|
| 6      | 7        |
| 13     | 14       |
| 20     | 21       |
| 27     | 28       |
| 3      | 4        |

| Things to Accomplish: |  |
|-----------------------|--|
|                       | Journey to the Inn / La Posada                     |
|                       | Christmas Poster Contest                           |
|                       | Attend your district's Mid-Year Membership Meeting |
|                       |  |
|                       |  |
|                       |  |
|                       |  |

| Plan Ahead: |   |
|-------------|---|
|             | Assemble and prepare the information needed to complete your <i>Annual Survey of Fraternal Activity</i> (#1728) and to submit by the deadline (1/31/2020) |
|             | March for Life (Washington, D.C.) & Walk for Life (West Coast)  |
|             | Free Throw Championship   |
|             | 9 Days for Life   |
|             | Which prospects will you be inviting to the next activity your council holds?   |
|             | Plan ahead for programs taking place this winter  |
|             |   |

### Reminders:

1. Check-in with your pastor and pastoral staff to make sure your council's program dates are on the parish calendar.
2. Ask someone to join your council.

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Supreme Office Events
- Programming Activities

# JANUARY 2020

| Sunday                 | Monday                              | Tuesday | Wednesday                               | Thursday |
|------------------------|-------------------------------------|---------|---|----------|
| 29                     | 30                                  | 31      | 1 New Year's Day<br>MARY, MOTHER OF GOD | 2        |
| 5                      | 6 EPIPHANY                          | 7       | 8                                       | 9        |
| 12 BAPTISM OF THE LORD | 13                                  | 14      | 15<br>Order Church Drive Kits for March | 16       |
| 19                     | 20 Martin Luther King Jr. Day (USA) | 21      | 22                                      | 23       |
| 26                     | 27                                  | 28      | 29                                      | 30       |

**Council Activity Tracker**

| ACTIVITY | # OF NEW CONTACTS | \$ DONATED | # OF VOLUNTEERS | HOURS OF SERVICE | TOTAL HOURS OF SERVICE |
|----------|-------------------|------------|-----------------|------------------|------------------------|
|          |                   |            |                 |                  |                        |
|          |                   |            |                 |                  |                        |
|          |                   |            |                 |                  |                        |

| Friday  | Saturday |
|---|----------|
| 3   | 4        |
| 10  | 11       |
|  Council Assessments are Mailed          |          |
| 17  | 18       |
|  March for Life (Washington, D.C.)       |          |
| 24  | 25       |
| 31  | 1        |
|  Free Throw Report Form DUE            |          |
|  Fraternal Survey Form DUE             |          |
|  Special Olympics Partnership Form DUE |          |

-  Forms or Event Deadlines
-  Important Dates
-  Membership Activities
-  Supreme Office Events
-  Programming Activities

| Things to Accomplish: |  |
|-----------------------|--|
|                       | Complete and submit your <i>Annual Survey of Fraternal Activity</i> (#1728) – DUE 1/31 |
|                       | March for Life (Washington, D.C.) & Walk for Life (West Coast)                         |
|                       | Free Throw Championship  |
|                       | 9 Days for Life  |
|                       |  |
|                       |  |
|                       |  |

| Plan Ahead: |   |
|-------------|---|
|             | <i>Semiannual Council Audit</i> (#1295) – DUE 2/15  |
|             | March for Life (Philippines)  |
|             | Start organizing your spring Church Drive – be in touch with your pastor and get bulletin announcements ready |
|             |   |
|             |   |
|             |   |
|             |   |

### Reminders:

1. Hold your council/district Free Throw Contests and then submit your form #FT-1.
2. Which prospects will you be inviting to the next activity your council holds?
3. Ask someone to join your council.

# FEBRUARY 2020

| Sunday | Monday   | Tuesday | Wednesday           | Thursday |
|--------|--|---------|---------------------|----------|
| 26     | 27   | 28      | 29                  | 30       |
| 2      | 3  | 4       | 5                   | 6        |
| 9      | 10   | 11      | 12                  | 13       |
| 16     | 17<br>President's Day (USA)<br>Family Day (CANADA) | 18      | 19                  | 20       |
| 23     | 24   | 25      | 26<br>Ash Wednesday | 27       |

## Council Activity Tracker

| ACTIVITY | # OF NEW CONTACTS | \$ DONATED | # OF VOLUNTEERS | HOURS OF SERVICE | TOTAL HOURS OF SERVICE |
|----------|-------------------|------------|-----------------|------------------|------------------------|
|          |                   |            |                 |                  |                        |
|          |                   |            |                 |                  |                        |
|          |                   |            |                 |                  |                        |

| Friday | Saturday              |
|--------|-----------------------|
| 31     | 1                     |
| 7      | 8                     |
| 14     | 15                    |
|        | Semi Annual Audit DUE |
| 21     | 22                    |
| 28     | 29                    |

| Things to Accomplish: |  |
|-----------------------|--|
|                       | Semiannual Council Audit (#1295) – DUE 2/15  |
|                       | March for Life (Philippines)   |
|                       | Free Throw District Championship Report  |
|                       | Complete your State Council Service Program Awards Entry Form (#STSP) and submit to your state council for award consideration |
|                       |  |
|                       |  |
|                       |  |

| Plan Ahead: |                              |
|-------------|------------------------------|
|             | Council Retention Drive      |
|             | Council Church Drive         |
|             | International Wheelchair Day |
|             |                              |
|             |                              |
|             |                              |
|             |                              |

### Reminders:

1. Which prospects will you be inviting to the next activity your council holds?
2. Ask someone to join your council.

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Supreme Office Events
- Programming Activities



# MARCH 2020

| Sunday  | Monday   | Tuesday               | Wednesday | Thursday             |
|---|--|-----------------------|-----------|----------------------|
| <b>1</b> FIRST SUNDAY OF LENT<br><br>International Wheelchair Day | <b>2</b><br><br>Councils Pending Suspension are notified | <b>3</b>              | <b>4</b>  | <b>5</b>             |
| <b>8</b> SECOND SUNDAY OF LENT                                    | <b>9</b>   | <b>10</b>             | <b>11</b> | <b>12</b>            |
| <b>15</b> THIRD SUNDAY OF LENT<br><br>Council Church Drive        | <b>16</b>  | <b>17</b> St. Patrick | <b>18</b> | <b>19</b> St. Joseph |
| <b>22</b> FOURTH SUNDAY OF LENT<br><br>Council Church Drive       | <b>23</b>  | <b>24</b>             | <b>25</b> | <b>26</b>            |
| <b>29</b> FIFTH SUNDAY OF LENT<br><br>Founder's Day               | <b>30</b>  | <b>31</b>             | <b>1</b>  | <b>2</b>             |

## Council Activity Tracker

| ACTIVITY | # OF NEW CONTACTS | \$ DONATED | # OF VOLUNTEERS | HOURS OF SERVICE | TOTAL HOURS OF SERVICE |
|----------|-------------------|------------|-----------------|------------------|------------------------|
|          |                   |            |                 |                  |                        |
|          |                   |            |                 |                  |                        |
|          |                   |            |                 |                  |                        |

| Friday | Saturday   |
|--------|--|
| 6      | 7  |
| 13     | 14   |
|        |  Council Church Drive |
| 20     | 21   |
|        |  Council Church Drive |
| 27     | 28   |
| 3      | 4  |

-  Forms or Event Deadlines
-  Important Dates
-  Membership Activities
-  Supreme Office Events
-  Programming Activities

| Things to Accomplish: |  |
|-----------------------|--|
|                       | Council Church Drive<br>Participate and report back your results |
|                       |  |
|                       |  |
|                       |  |
|                       |  |
|                       |  |
|                       |  |
|                       |  |

| Plan Ahead: |   |
|-------------|---|
|             | State Convention (if held in April)   |
|             | What is your council's progress toward earning the Star Council Award?                |
|             | How many districts in your jurisdiction are on track to earn the Star District Award? |
|             | March for Life (Canada)   |
|             |   |
|             |   |
|             |   |

### Reminders:

1. Conduct a Charitable Service Program in your community in honor of our founder, Father Michael J. McGivney.
2. Complete judging in State Service Program Awards competition.
3. Submit Free Throw State Championship winners to the Supreme Office.
4. Ask someone to join your council.

# APRIL 2020

| Sunday                 | Monday           | Tuesday | Wednesday | Thursday        |
|------------------------|------------------|---------|-----------|-----------------|
| 29                     | 30               | 31      | 1         | 2               |
| 5 PALM SUNDAY          | 6                | 7       | 8         | 9 Holy Thursday |
| 12 EASTER SUNDAY       | 13 Easter Monday | 14      | 15        | 16              |
| 19 DIVINE MERCY SUNDAY | 20               | 21      | 22        | 23              |
| 26                     | 27               | 28      | 29        | 30              |

## Council Activity Tracker

| ACTIVITY | # OF NEW CONTACTS | \$ DONATED | # OF VOLUNTEERS | HOURS OF SERVICE | TOTAL HOURS OF SERVICE |
|----------|-------------------|------------|-----------------|------------------|------------------------|
|          |                   |            |                 |                  |                        |
|          |                   |            |                 |                  |                        |
|          |                   |            |                 |                  |                        |

| Friday   | Saturday         |
|--|------------------|
| 3  | 4                |
| 10 Good Friday   | 11 Holy Saturday |
| <div style="background-color: #4b4b8b; color: white; padding: 2px;">Good Friday Family Attendance</div>                  |                  |
| <div style="background-color: #e91e63; color: white; padding: 2px;">Councils that are in arrears will be suspended</div> |                  |
|  |                  |
| 17   | 18               |
| 24   | 25               |
| 1  | 2                |

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Supreme Office Events
- Programming Activities

| Things to Accomplish: |   |
|-----------------------|---|
|                       | Report your Church Drive Results  |
|                       | State Convention (if held in April)   |
|                       | Make sure all per capita payments are sent to the Supreme Office by April 10th to avoid suspension. |
|                       |   |
|                       |   |
|                       |   |
|                       |   |

| Plan Ahead: |   |
|-------------|---|
|             | State Convention (if held in May)   |
|             | March for Life (Canada)   |
|             | Prepare your council's write-ups for the <i>Columbian Award Application</i> (#SP-7) |
|             | What is your council's progress toward earning the Star Council Award?              |
|             |   |
|             |   |
|             |   |

### Reminders:

1. Make a strong membership push for the fourth quarter. Have prospects join as soon as possible.
2. Every council needs to be visible in their charitable outreach.
3. Councils must be current in their assessments and certain officers must be compliant with Safe Environment guidelines in order to earn the Star Council Award.
4. Ask someone to join your council.

# MAY 2020

| Sunday                    | Monday                         | Tuesday | Wednesday | Thursday   |
|---------------------------|--------------------------------|---------|-----------|--|
| 26                        | 27                             | 28      | 29        | 30   |
| 3                         | 4                              | 5       | 6         | 7  |
| 10<br>Mother's Day        | 11                             | 12      | 13        | 14   |
| 17                        | 18<br>Victoria Day<br>(CANADA) | 19      | 20        | 21<br>ASCENSION OF<br>THE LORD<br><br>KofC Mexican Martyrs |
| 24                        | 25<br>Memorial Day<br>(USA)    | 26      | 27        | 28   |
| 31<br>PENTECOST<br>SUNDAY |                                |         |           |  |

## Council Activity Tracker

| ACTIVITY | # OF NEW CONTACTS | \$ DONATED | # OF VOLUNTEERS | HOURS OF SERVICE | TOTAL HOURS OF SERVICE |
|----------|-------------------|------------|-----------------|------------------|------------------------|
|          |                   |            |                 |                  |                        |
|          |                   |            |                 |                  |                        |
|          |                   |            |                 |                  |                        |
|          |                   |            |                 |                  |                        |

| Friday                           | Saturday |
|----------------------------------|----------|
| 1                                | 2        |
| Council Officers Elections begin |          |
| 8                                | 9        |
| 15                               | 16       |
| 22                               | 23       |
| 29                               | 30       |

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Supreme Office Events
- Programming Activities

| Things to Accomplish: |  |
|-----------------------|--|
|                       | Election of Council Officers must be held between May 1 and June 15  |
|                       | <i>Report of Officers Chosen (#185)</i> – DUE 6/30<br>This form should be submitted immediately after elections, preferably by filling out the Council Officer Screen in Member Management |
|                       | State Convention (if held in May)  |
|                       | March for Life (Canada)  |
|                       |  |
|                       |  |
|                       |  |

| Plan Ahead: |   |
|-------------|---|
|             | Prepare your council's write-ups for the <i>Columbian Award Application (#SP-7)</i>       |
|             | Finalize preparations for your jurisdiction's and your district's Organizational Meetings |
|             | If possible, submit all forms DUE at Supreme Office early                                 |
|             | What is your council's progress toward earning the Star Council Award?                    |
|             | Which prospects will you be inviting to the next activity your council holds?             |
|             |   |
|             |   |

### Reminders:

1. Work with councils that are close to achieving Star Council Award to help them succeed.
2. Every council needs to be visible in their charitable outreach
3. Plan to conduct an extra degree so that no candidate has to wait or travel.
4. How would you rate your council's service programs this year? Why? What can be done differently to be more effective next year?
5. Ask someone to join your council.

# JUNE 2020

| Sunday                              | Monday                               | Tuesday  | Wednesday                           | Thursday |
|-------------------------------------|--------------------------------------|--|-------------------------------------|----------|
| 31                                  | 1                                    | 2  | 3                                   | 4        |
| 7 MOST HOLY TRINITY                 | 8                                    | 9  | 10                                  | 11       |
| 14 CORPUS CHRISTI<br>Flag Day (USA) | 15<br>Council Officers Elections end | 16   | 17                                  | 18       |
| 21 Father's Day                     | 22                                   | 23   | 24 Nativity of St. John the Baptist | 25       |
| 28                                  | 29 SS. Peter & Paul                  | 30<br>All forms need to be received by Supreme Office<br>Columbian Award Application DUE<br>Report of Chosen Officers Form DUE | 1                                   | 2        |

## Council Activity Tracker

| ACTIVITY | # OF NEW CONTACTS | \$ DONATED | # OF VOLUNTEERS | HOURS OF SERVICE | TOTAL HOURS OF SERVICE |
|----------|-------------------|------------|-----------------|------------------|------------------------|
|          |                   |            |                 |                  |                        |
|          |                   |            |                 |                  |                        |
|          |                   |            |                 |                  |                        |

| Friday                         | Saturday |
|--------------------------------|----------|
| 5                              | 6        |
| 12                             | 13       |
| 19<br>Sacred Heart<br>of Jesus | 20       |
| 26                             | 27       |
| 3                              | 4        |

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Supreme Office Events
- Programming Activities

| Things to Accomplish: |  |
|-----------------------|--|
|                       | Election of Council Officers must be held between May 1 and June 15  |
|                       | <i>Report of Officers Chosen (#185)</i> – DUE 6/30<br>This form should be submitted immediately after elections, preferably by filling out the Council Officer Screen in Member Management |
|                       | Submit your <i>Columbian Award Application (#SP-7)</i> – DUE 6/30  |
|                       | Finalize Star Council Award requirements   |
|                       | <b>Organizational Meetings</b><br>District Organizational Meetings should be held within two weeks of your jurisdiction's Organizational Meeting.  |
|                       | Hold a review of your 2019-2020 fraternal year<br>Focus on which membership initiatives and programming activities worked and which could be improved.                                     |
|                       |  |

| Plan Ahead: |   |
|-------------|---|
|             | <i>Service Program Personnel Report (#365)</i> – DUE 8/1<br>Be sure to submit this form to allow program directors access to the Fraternal Training Portal and other resources on kofc.org. |
|             | Installation of Council Officers  |
|             | What new program(s) does your council plan to institute during the upcoming fraternal year?   |
|             |   |
|             |   |
|             |   |

### Reminders:

1. Double check that all requirements for the Star Council Award have been met and that all forms have been accepted at the Supreme Office.
2. District deputies – plan to conduct the Installation of Council Officers as close to the start of the fraternal year as practical.
3. Is your council/district/jurisdiction better now than when you took office?
4. Ask someone to join your council.



# SAFE ENVIRONMENT — OFFICE OF YOUTH PROTECTION

Under Faith in Action, certain state and council officers/ chairmen are required to take safe environment training and may also be required to provide authorization for a background check. Some positions also have access to Praesidium’s ARMATUS Administration dashboard to view member compliance within their council or jurisdiction.

If members in certain positions are not compliant within 30 days of notification, they are subject to removal from those positions.

As the *Service Program Personnel Report* (#365) is being completed, ensure that all member email addresses are accurate. Praesidium, the Order’s safe environment partner, will use these email

addresses to send email notifications to the program directors and chairs who are required to complete safe environment training and to provide authorization for a background check. Directors and chairs should look for email notifications from Praesidium in their inbox or spam folder. These will provide assigned username and password to complete the required training and the link necessary to provide background check authorization. The Knights of Columbus covers all costs associated with these requirements.

Email notifications are unique to each recipient and cannot be forwarded or used by another director or chair. The time-sensitive notifications require the recipient to complete training and background check authorization within 30 days of receipt.

## Safe Environment Program Training and Background Check Requirements

| ROLES                      | TRAINING | BACKGROUND CHECK | ARMATUS ADMINISTRATION |
|----------------------------|----------|------------------|------------------------|
| <b>State Council</b>       |          |                  |                        |
| State Deputy               | ✓        |                  | ✓                      |
| State Advocate             | ✓        |                  | ✓                      |
| State Program Director     | ✓        |                  | ✓                      |
| State Youth Director       | ✓        | ✓                | ✓                      |
| State Family Director      | ✓        | ✓                | ✓                      |
| State Community Director   | ✓        | ✓                | ✓                      |
| State Squire Chairman      | ✓        | ✓                | ✓                      |
| <b>Subordinate Council</b> |          |                  |                        |
| Grand Knight               | ✓        |                  | ✓                      |
| Faithful Navigator         | ✓        |                  |                        |
| Program Director           | ✓        |                  | ✓                      |
| Family Director            | ✓        | ✓                |                        |
| Community Director         | ✓        | ✓                |                        |
| Chief Counselor            | ✓        | ✓                |                        |
| Adult Counselor            | ✓        | ✓                |                        |

MEMBER HELPLINE: [YOUTHLEADER@KOFK.ORG](mailto:YOUTHLEADER@KOFK.ORG) | (203) 800-4940 | FAX (855) 845-3502

OFFICE OF YOUTH PROTECTION: [OYP@KOFK.ORG](mailto:OYP@KOFK.ORG) | (203) 752-4558 | FAX (855) 845-3502

**1-844-KOFC-SAFE (1-844-563-2723)**

[www.kofc.org/safe](http://www.kofc.org/safe)

# MEMBERSHIP RECRUITMENT

Planning for recruiting involves scheduling Church drives and degrees; the pages of this planner are great for doing that. Recruiting success also involves creating a culture of recruiting, constantly inviting men to learn more about your council and utilizing council events and programs as recruiting opportunities. Just like our call to be Catholic gentlemen is a 24/7 commitment, so too is our obligation to invite other Catholic men to our Order.

To be prepared for around the clock recruiting, here are some best practices:



1) **Set up a council landing page.** A council landing page is a portable online form (accessible by phone, tablet or any portable electronic device with a web browser) for your council's recruiters to enter a prospect's name and email address. Once entered, a prospect will immediately receive a customized email from your council with more information on your council, the Order, and how to join (through Online Membership). The prospect will continue to receive emails to further educate them on the Knights of Columbus with a continued push to close the loop and have them join your council. A prospect landing page can be used to aid recruiting efforts at parish and council events as well as one-on-one recruiting efforts in your local community.

To set up a landing page for your council, please visit [info.KofC.org/pagerequest](http://info.KofC.org/pagerequest). Set up your landing page now and use throughout the fraternal year. Already have a prospect landing page? Review your automatic email once a year to make sure it's

up to date and work with our page request team if you need to make any changes.

2) **Have an up to date calendar, webpage and/or Facebook page for your council.** When recruiting around the clock, you always want to have events and programs to invite prospective members (and their families) to. This gives prospects a chance to learn more about your council, meet the other men involved, and ask questions before committing to joining. Make sure your recruiters know what is coming up on your council's calendar (not just upcoming degrees — although that's good too!).

3) **Make each recruitment about the individual prospect.** Each of us has a different reason for joining; that reason is very personal and often motivating. We must be prepared to share our story with others, and also listen to each prospect's needs and interests to understand how the Knights can benefit him and his family.

**NOTES:**

Lined area for taking notes.

# Fraternal Education, Training and Ceremonials

## Welcome Newly-Elected and Re-Elected Fraternal Leaders!

We invite you to take leadership training courses to help you grow in your role as a fraternal leader during the 2019-2020 fraternal year and to also help propel your council to further success.



The preferred method of taking advantage of the training resources available to you is to utilize the Fraternal Training Portal, which you can access by signing in to the secure area of [kofc.org](http://kofc.org). If you do not have access yet to the Fraternal Training Portal ([kofc.org/fraternaltraining](http://kofc.org/fraternaltraining)), you can still register and take training courses via our **Open Enrollment Microsite** ([kofc.org/trainingmicrosite](http://kofc.org/trainingmicrosite))!

This website gives any council officer or member the opportunity to take any of the courses currently available. There are no restrictions; any member can take any or all courses available and print a Certificate of Completion upon completion of their training. Best of all, the microsite is accessible at your convenience 24 hours per day, 7 days per week.



TRAINING CATALOG



DISTRICT DEPUTY



GRAND KNIGHT



FINANCIAL SECRETARY



DEPUTY GRAND KNIGHT



COUNCIL OFFICER



MEMBER RECRUITMENT



MEMBER RETENTION



CONDUCTING MEETINGS



CHARITY MATTERS



KOFC.ORG



SAFE ENVIRONMENT

Need help? Call (203) 752-4270 opt #3 or email [FraternalTraining@kofc.org](mailto:FraternalTraining@kofc.org)





# Requirements for the **Star Council Award**

## **Father McGivney Award**

Recognizing excellence in membership growth, to win this award your council must meet or exceed its yearly membership quota. Quota = 7% increase of the council's membership as of July 1 (minimum of 4 and maximum of 35).

## **Columbian Award — #SP-7 — due 6/30**

Recognizing excellence in programming and charitable outreach, to win this award your council must conduct and report programs in each of the service program categories.

## **Founders' Award**

Recognizing excellence in promotion of our top-rated and exclusive insurance products, to win this award your council must meet or exceed its yearly insurance quota. Quota = 2.5% net increase in insurance membership as of July 1 (minimum of 3 and maximum of 18).

## **Fraternal Forms**

Service Program Personnel Report (#365) — due 8/1

Annual Survey of Fraternal Activity (#1728) — due 1/31

## **In good standing with Supreme Council**

Current with all Supreme assessments.

Additionally, in the U.S. and Canada, fully compliant with applicable Safe Environment requirements.

To view your quota and/or progress towards earning the Star Council Award, please log on to Officers Online regularly.

**Knights of Columbus  
1 Columbus Plaza  
New Haven, CT 06510**