
Knights of Columbus



Council Growth & Retention



GUIDELINES



Shortly after the founding of the Order, Father Michael J. McGivney wrote a letter to every pastor in the diocese of Hartford, which at that time encompassed all of Connecticut, and asked them to “exert your influence in the formation of a council in your parish.” This demonstrated that Father McGivney saw new councils as the best viable means of growth and expansion for the Order, and that new councils should be parish-orientated.

Today, we are still pursuing Father McGivney’s goal of one Knights of Columbus council in every parish, and as shown by the excellent record the Order has enjoyed over the past years, we are closer today than ever before. However, there is still a long way to go, and every state and province can contribute.

During his first address to the state deputies, Supreme Knight Carl Anderson stated that “we have nothing less than a moral obligation to offer every eligible Catholic man the opportunity and the privilege of membership in our Order.” He also stated, “We must have a Knights of Columbus presence in every parish.”

With that in mind, the guidelines in this booklet have been designed to assist in the development of new councils, college councils and parish round tables, as well as with the retention of councils in your jurisdiction.

TABLE OF CONTENTS

Council Growth:

New Council Development Guidelines	2
New Council Development Expenses	9
Presentation of Charter Ceremony	10

Reinstitution:

Reinstitution of Dissolved Councils	12
---	----

College Councils:

Development of College Councils	13
---------------------------------------	----

Round Tables:

Benefits of a Parish Round Table	16
Guidelines for Establishing a Parish Round Table.....	16
Operating a Parish Round Table	17
Using the Name of the Parish Round Table	18
Communication	18
Round Table Reporting	19

Reactivation:

Guidelines to Reactivation of a Council	20
Reactivation Expenses & Correspondence	25
Procedures for Merging Two or More Councils	25
Sample Resolution for a Merger.....	26

APPENDIX A – <i>Notice of Intent</i> (Form #133)	28
--	----

APPENDIX B – <i>Notice of Institution</i> (Form #136).....	29
--	----

APPENDIX C – <i>Application for Charter</i> (Form #137).....	30
--	----

APPENDIX D – Guidelines for Selecting Names for Councils	31
--	----

APPENDIX E – <i>Report of Round Table Coordinator</i> (Form #2629)	32
--	----

APPENDIX F – <i>Annual Report of Round Table</i> (Form #2630)	33
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NEW COUNCIL DEVELOPMENT GUIDELINES

The development of new councils is primarily the responsibility of the district deputy, with the assistance of his state's new council development chairman and the insurance agent. To assist him, the following procedures have been developed.

STEP #1 — SURVEY THE AREA

The district deputy should determine the potential of both the initial and future membership in the specific area under consideration. Are existing councils attracting the vast majority of Catholic men in the area, or are they “hitting and missing” in their efforts to do this? Always remember Father McGivney's dream of a Knights of Columbus council in every parish. This is still our goal and you should strive to achieve it within your district. Each priest deserves his own council — and our job is to make sure he gets one.

STEP #2 — CONTACT THE PASTOR

After determining that the potential for a new council exists within the district, the district deputy's next step is to contact the pastor of the parish where the council will exist. A letter of introduction is a good idea, but it is by no means sufficient. The district deputy must personally visit the pastor before beginning his efforts.

During this meeting, his first priority is to establish a good relationship with the pastor. He should explain the Order at length and specifically explain the benefits of having a Knights of Columbus council in his parish. The district deputy should be prepared to leave some literature with the priest for his perusal. It may also be wise to supply the priest with the name of another pastor in the community that has a council in his parish. The support of the pastor is essential if the council is to be established. The district deputy should explain that he would like to do most of his recruiting following Masses on a specific Sunday and that pulpit announcements made by the pastor would be appreciated. If the pastor wishes, these announcements can be made by the district deputy or by a member of his committee.

From this meeting, the district deputy should attempt to get a list of parish members and their addresses from the pastor. In addition, ask for a list of names that Father would consider “good leaders.”

This should only be one of many meetings that the district deputy has with the pastor; he will truly be one of the new council’s key support persons.

STEP #3 — CONTACT THE STATE DEPUTY

If the pastor gives his permission for the formation of a new council, the district deputy should contact the state deputy and inform him of the current progress with the council. A *Notice of Intent* form (#133) (see APPENDIX A) should now be completed and forwarded to the state deputy for his signature, and subsequent forwarding to the Department of Membership Development. The state new council development chairman will also be advised when he receives his copy of this form.

Upon receipt of this form at the Supreme Council office, a *New Council Canvasser’s Kit*, containing a variety of recruitment materials and informational aids designed to assist in the establishment of a council, will be forwarded to the district deputy.

STEP #4 — CONTACT THE INSURANCE REPRESENTATIVE

If the district deputy has not already done so, he should contact his general insurance agent and inform him of the plans to establish a new council. The agent will either assign a field insurance agent to work with the district deputy or choose to do the work himself. The agency staff is comprised of professional salesmen — salesmen who sell membership as well as insurance. A wise district deputy will take advantage of this professional assistance.

STEP #5 — INITIAL RECRUITMENT DRIVE

A date for the initial recruitment drive at the parish should be set. The district deputy should also have ready the date and time of the first organizational meeting. It is suggested that the district deputy provide the parish priest with a pulpit announcement which would point out

that a Knights of Columbus council is being established at the parish and where/when interested candidates should meet. It is also suggested that a notice to this effect be placed in the parish bulletin.

STEP #6 — COMMITTEE MEETING

From the district deputy's contacts with the pastor and from the results of his initial recruitment efforts, he should be prepared to select key men interested enough to form a steering committee, which will assist in the formation of a council at their parish. The district deputy and the insurance agent should meet with them to prepare plans for the organizational meeting. This may be a good time for the district deputy to select a temporary chairman and temporary financial secretary — the former to act as membership chairman and the latter to take notes at the meeting, in addition to acting as temporary financial secretary. These men, as the process continues, will be looked upon by their peers as men of responsibility and will become the council's first grand knight and first financial secretary. Therefore, great care must be taken in their selection.

The district deputy and temporary financial secretary should open a bank account under the interim name of "New Council, (Town or City), Knights of Columbus." Checks should be signed only by those two individuals, although the responsibility of these funds rests with the district deputy. (Once the council number is assigned by the Supreme Council office, this should be added to the checks.)

STEP #7 — ORGANIZATIONAL MEETING

Advance notice should have been given to the parishioners regarding the district deputy's initial organizational meeting. This meeting should be short and to the point. It is strongly suggested that wives attend the meeting to get them and families involved early in the council and the Knights of Columbus.

The district deputy presides over the meeting and welcomes the group — he is not there to ask the group if they want a council — he is there to organize a council. Remember to "accentuate the positive."

The district deputy introduces the representative of the state council

(a state officer or new council development chairman) to promote the overall program of the Order. His remarks should be tailored to the group he is addressing. The important thing is that he knows what he is talking about, that he is positive and upbeat, and that he covers all aspects of the Order that the group is interested in.

The district deputy also introduces the insurance representative to briefly explain the insurance benefits available for members, including the “New Member Insurance Plan” for candidates and their wives. The insurance representative will no doubt mention that he will personally contact each prospect at his home to further discuss the Order’s insurance features in greater detail.

Of course, the pastor and any members of the clergy in attendance should be invited to address the gathering. The pastor will later be asked to take on the role of council chaplain.

The district deputy and other members present should answer any of the group’s questions before the meeting adjourns. Also, if the district deputy did not have an opportunity to select a temporary chairman or temporary financial secretary, they should now be selected.

If initiation fees and council dues have not been determined, they should be finalized at this meeting.

The most important part comes when the meeting adjourns. Tables should be set within the meeting hall so that assistance can be offered to prospective members in completing their membership documents. *Membership Documents* (#100) should not simply be handed out to those present — prospects must be assisted in completing the documents, and initiation fees and dues must be collected.

Chances are that after the first meeting, the required thirty members needed to start a council will not have been met. The membership committee (district deputy, temporary officers and the insurance representative) should hold recruitment meetings at regular intervals to review progress and hold additional membership drives. Additional organizational meetings should be held to a necessary minimum, but scheduled promptly so not to lose the enthusiasm of new members. Candidates will want action — not discussion.

STEP #8 — ADMISSION (FIRST) DEGREES

Do not hold candidates for a large Admission Degree class. The district deputy should arrange for candidates of the new council to receive their Admission Degree as they are enrolled. These candidates may be included in classes being held by other councils within the district. The district deputy can also arrange for a nearby Admission Degree team to exemplify the ceremonial for a small group of candidates from time to time.

One Admission Degree class should be designated as the “Institution Class.” The date of this degree can be used as the institution date of the new council. However, the actual selection of the date is up to the district deputy and the new council.

It is recommended that *Candidate Kits* (#531) be ordered six weeks prior to the degree, either online through Knightsgear.com, or from the Supreme Council Supply Dept. using a *Requisition Form* (#1). These are chargeable items and normally assumed by the district deputy’s council until such a time that the new council can reimburse them — usually from initiation fees or when they receive the \$200 institutional allowance from the Supreme Council. (Refer to the section on New Council Development Expenses.)

STEP #9 — PLANS FOR INSTITUTION

Immediately following the institution date, the district deputy’s records should indicate that a total of at least 30 men have completed membership documents, and those who are new members have been initiated into their Admission Degree.

The final figure includes new members, former members, and transfers, although transfers should be held to a minimum.

The district deputy now completes the *Notice of Institution* (#136) (see APPENDIX B) and forward one copy to the Department of Membership Development, along with the membership documents for the charter members of the new council. The form should indicate the number of new members, the number of members who transferred into the council, and the number of former members who renewed their membership in the new council. A copy is provided for the state deputy and should be forwarded to his office. Upon receipt of this form and

the required 30 membership documents at the Supreme Council office, a number will be issued, and the council will be notified immediately.

Upon receipt of the *Notice of Institution* (#136), a *Council Outfit Kit*, containing all the necessary supplies and materials for the operation of a properly functioning council, will be forwarded to the new grand knight. Included are accounting supplies, administrative and ceremonial guidelines, and informational literature.

A Council Seal will be ordered by the supreme secretary's office when the Notice of Institution is received and the name selected for the new council is listed on the form.

The district deputy may arrange for the election of the council's first officers prior to the institution, following the Admission Degree, or at a meeting held at an early date after the degrees. Formal installation of officers may be held at the district deputy's preference, but should be scheduled soon.

STEP #10 — APPLICATION FOR CHARTER

The *Application for Charter* (#137) (see APPENDIX C) should be completed and forwarded to the Supreme Council office within 90 days of when the council was issued a number. Names must be printed in alphabetical order by last name, with members of the hierarchy and clergy first.

If an *Application for Charter* (#137) form is not received after 90 days, the roster will be pulled and the charter will be produced. Any changes made by the council after the charter has been processed will be charged to the council in order to produce a new charter.

Charter members are only new members who signed applications or members that transferred their membership into the new council on or before the date of institution. If in the event that candidates failed to take their Admission Degree for a valid reason the application may be held until they receive their Admission Degree, but this must be a reasonable length of time.

If the council is to be named after an individual, the district deputy includes a short biography, along with the date of death, since the laws of the Order provide that no council can be named after a living person (Section 97). (See APPENDIX D for more information.)

If the district deputy does not designate a council name on the application, the charter will reflect the city in which the council was established.

Upon receipt of the application at the Supreme Council office, the charter will be engrossed and forwarded to the charter grand knight, unless otherwise requested.

STEP #11 — PRESENTATION OF CHARTER

Upon receipt of the charter, it is up to the district deputy to make a formal presentation of the charter to the grand knight on behalf of the supreme knight and the board of directors. The charter gives evidence of the right to exist as a council and authority to confer degrees in accordance with the Charter, Constitution and Laws of the Order.

The presentation of the charter ceremony should be conducted by the district deputy. Refer to the Charter Presentation Ceremony section.

STEP #12 — FOLLOW-UP

After the institution of a new council it is essential that the district deputy maintain a close personal contact with the new council officers and the program directors to see that all are properly trained and instructed in their respective duties and to assure the continued and successful operation of the new council. Leadership development and training resources can be found by logging onto the Fraternal Training Portal. New council officers and program directors should be urged to take an active role in all phases of council activity.

Service Program materials will be sent to the new grand knight following the institution process at the Supreme Council office. The grand knight should complete and return the *Service Program Personnel Report* (#365) to the Fraternal Mission Department. This and other reporting forms can be found at kofc.org/forms.

The council should begin immediately to make plans for the initiation of its first class of candidates. Growth potential is greatest when enthusiasm of the membership is at its peak. An early emphasis on recruitment is encouraged at a time when the continuing excitement of the members to the new venture is happening and will more easily attract other eligible Catholic men to the new council's ranks.

NEW COUNCIL DEVELOPMENT EXPENSES

The following should be noted regarding expenses in starting new councils:

1. The necessary expenses of the state deputy (in the jurisdiction) and the district deputy (in the district) for work performed in new council development will be paid by the Supreme Council and will not be chargeable to the state budget. Properly chargeable items are lodging, meals, transportation and telephone. These should be put through on regularly submitted expense accounts forms (#267) and noted as NCD.
2. At the institution of the new council, after all forms have been submitted [Membership Documents — 30 minimum, *Notice of Institution* (#136), and the *Application for Charter* (#137)], the Supreme Council will pay jointly to the district deputy and the new council the sum of \$200 for payment of expenses incurred in the development of the new council. These would be expenses other than those normally allowed. Examples would be:
 - a. Ceremonial teams
 - b. Candidate Kits
 - c. Printing or Postage
 - d. Incidentals — advertisements, coffee and doughnuts, etc.
3. After the district deputy takes what is due to him, the balance is deposited in the new council's account.
4. If the new council is not instituted, none of these extra expenses will be allowed.
5. *Candidate Kits* (#531) are chargeable items and should be ordered by the district deputy through his own council. The district deputy will reimburse the council following receipt of the \$200 payment from the Supreme Council.

Questions relating to the “institutional allowance” should be referred to the state deputy, the state new council development chairman, and/or the Supreme Council Department of Membership Development.

PRESENTATION OF CHARTER CEREMONY

The presentation of the charter ceremony should be conducted by the district deputy.

(District deputy invites grand knight to podium.)

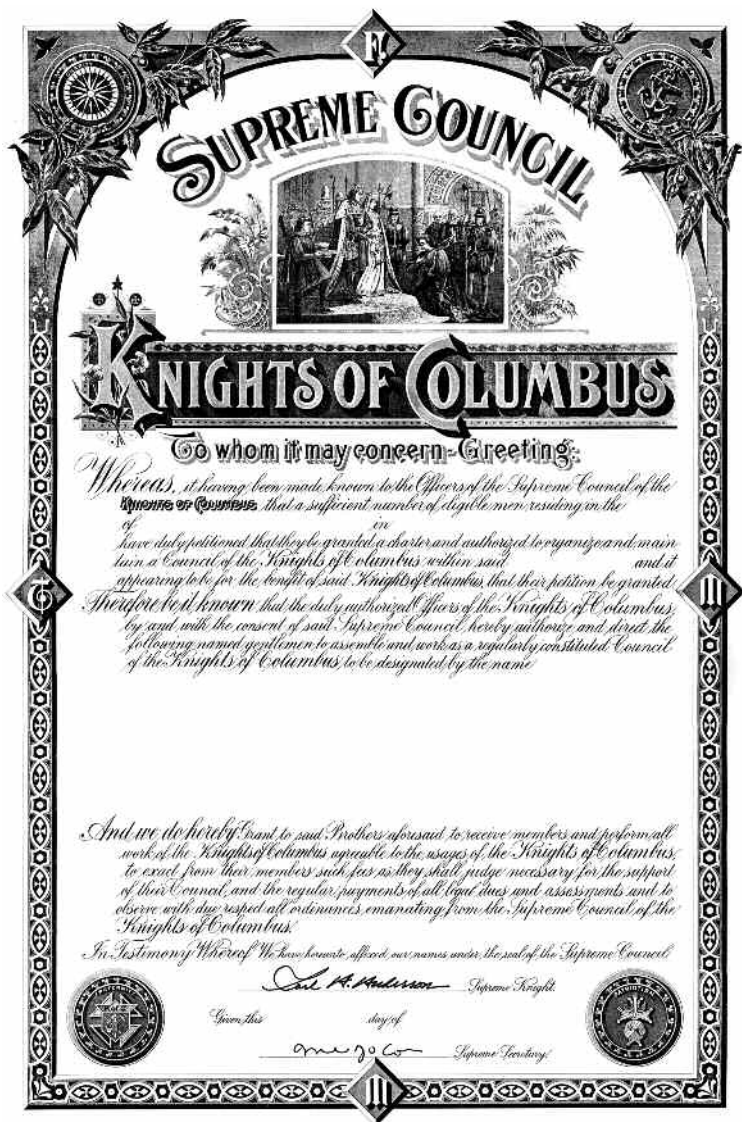
D.D.: By order of the supreme knight and the supreme board of directors, I have been commissioned to entrust this Charter into your care and custody. I commit the same with full assurance that the judgment and discretion of your brother knights of this council, in placing you in the leadership position, is sufficient guarantee that you will steadfastly adhere to and carry on the principles for which this instrument is granted.

This Charter is evidence of your right to exist as a council and is the credential of your authority as a council to confer degrees and perform all functions of a council in accordance with the Charter, Constitution and Laws of the Knights of Columbus. It is the certificate of your affiliation and fellowship with the entire membership of our Order. Its presentation to this council is a recognition of you by the Supreme Council and a granting of powers to you by it and its acceptance by you — a submission to the Supreme Council.

It is granted to you under the corporate powers given by the legislative act creating this Order and the same power of granting includes the power of revoking it for cause at any time. Let me remind you that the four great principles upon which our Order was founded are essentially necessary to mankind. The cultivation of our social amenities we owe to our eternal faith, without giving way from any of the duties or obligations, enables us to attract to our various councils the pleasurable circle of brotherly love with malice for none but with charity for all; we can contemplate with pride and admiration the good we can do, linked together in crystallized purpose to promote each other's welfare. In this world of uncertainties, where honest want and grasping wealth jostle each other where the nakedness of the indignant world might be clothed from the trimmings of the vain, should the hour of necessity present itself, the abiding satisfaction remains that we have a

brotherhood to aid and assist us, and to lift with willing hands the weary traveler, that fate ordains should falter on the way.

May your council long continue to flourish and set a good example for its members. May you all enjoy every blessing and satisfaction that true exemplification of our principles of charity, unity, fraternity and patriotism can bestow, and may the success of our Order be transmitted through your council in this second century of our existence and many years beyond.



REINSTITUTION OF DISSOLVED COUNCILS

Only councils that have been officially dissolved by the Supreme Council Board of Directors, need to be reinstated. Councils that have been dormant for years and still remain “on the books,” only need to be reactivated. (Refer to reactivation guidelines in this document)

All reinstations of dissolved councils must be presented to the board of directors for their approval. Once a completed *Notice of Reinstitution* (#136) is received by the supreme secretary, along with the necessary membership documents, it will then be presented to the board of directors for their approval. Not until all the paperwork required for the reinstatement (membership documents and the Notice of Institution) is filed at the Supreme Council, will the supreme secretary present this to the board of directors.

Upon notification of the board’s approval, an *Application for Charter* (#137) should be submitted. Only names of members who have joined the council by the date of reinstatement shall appear on the application for charter. These names, along with the original charter members (if available), will appear on the new charter.

Questions pertaining to the re-establishment of a dissolved council should be directed to the state deputy, the state new council development chairman, and/or the Supreme Council Department of Membership Development.

DEVELOPMENT OF COLLEGE COUNCILS

The advice below offers guidance in developing a college council; however, active communication with the College Councils Department is needed to best guide students and local knights who are developing the council.

CONTACTING THE COLLEGE COUNCILS DEPARTMENT

The development of new college councils and the redevelopment of inactive college councils is important for the continued growth and success of the college council program. Students, chaplains, and local Knights wishing to develop college councils should first contact the College Councils Department (203-752-4671 or college@kofc.org) for further details. Our College Coordinators will be in touch to discuss next steps, review the formation process, and answer questions. Following an initial phone conference, the College Councils Department will send a development packet to aid in starting a college council. This kit will include brochures, posters, and other support materials that have proven useful in past council developments.

ASSIGNING COUNCIL DEVELOPMENT ORGANIZER

The State Deputy should assign a district deputy or state college coordinator to continue planning and development from the local level. This appointed individual will receive a New Council Development Kit which will contain materials to continue the process of college council development. The College Councils Department will continue to coordinate with this individual throughout the council development process.

ESTABLISHING UNIVERSITY CONTACTS

Students and local leaders will need to reach out to the campus ministry office and connect with the campus chaplain or ministers about starting a Knights of Columbus council. Supreme Council staff can send materials to share with them and our coordinators are available by phone and email to answer any questions regarding how Knights of Columbus college councils operate. Students may also want

to gather information from the university's student affairs offices on how to become an officially recognized campus organization.

MAKING A PULPIT ANNOUNCEMENT

The best way to gather interest in forming a council is to make an announcement at any weekend student Masses. The Chaplain's permission should be obtained for this; if possible having him encourage men to join is helpful. Ideally a student should make the announcement, but if no students have taken the lead in council development yet, a local Knight or member of the State Council should speak. The announcement should briefly explain the Knights of Columbus as an international Catholic fraternity focused on charitable works, faith formation, and support of the local campus community. An organizational meeting should be planned for the following week and the time and place of their meeting should be mentioned during the announcement. The College Councils Department can provide materials to assist with the pulpit announcement and informational meeting.

CONDUCTING AN INFORMATIONAL AND ORGANIZATIONAL MEETING

For the first informational meeting, a member of the College Councils Department or the State Council leadership team should be in attendance. Additionally, the campus Chaplain and other campus ministers should be present. All interested men (including members who are transferring) should fill our *Membership Document* (#100) at this meeting and a date for an Admission Degree Ceremonial should be set.

GROWING CAMPUS MEMBERSHIP

All interested men should join the Order as soon as possible. It is important to continue the momentum started by the informational meeting and to continue to engage the prospective council leadership and members. The council development organizer assigned by the State Deputy should connect the students with an established local council to host a new member initiation ceremony. Additionally, the local council can begin to mentor the new members who show interest in officer positions.

Following the Admission Degree, interested men should continue to meet and invite others to join. Meetings should discuss how the council will operate — who will be the first group of officers; how will the council live out the principles of charity, unity, and fraternity on campus; when and where will the council meet. Continue to include the campus Chaplain and state leaders in these meetings.

CHECKLIST FOR FORMING A COLLEGE COUNCIL

In order to be instituted as a new college council, the following requirements must be made:

- Completed *Notice of Institution* (#136) APPENDIX B.
- 30 men must have taken their Admission Degree and have their *Membership Documents* (#100) sent to the Supreme Office.
- Election of Officers — Complete *Report of Officers Chosen for the Term* (#185) and *Service Program Personnel Report* (#365).
- Appointment of Financial Secretary — Complete *Application for Appointment as Financial Secretary* (#101) and *Nomination for Appointment as Financial Secretary* (#103). Please note that the Financial Secretary cannot be a student but should be a faculty or staff member of the campus or member of the community.
- Appointment of Chaplain, ideally one associated with the university/campus ministry.

All these materials should be scanned and sent to the College Councils Department at college@kofc.org.

BENEFITS OF A PARISH ROUND TABLE

A parish round table serves a parish in any number of ways. However, the ultimate aspiration of any parish round table remains the same:

To actively engage Knights of Columbus members in order to aid the parish and sustain visible Catholic action through works of charity in every parish and mission throughout the Order, and in sustainable parishes to form the round table into a fully functioning council.

There are many benefits in establishing a parish round table for the parish, its priest, and Knights. Having a Knights of Columbus parish round table creates a unique and effective support structure within the parish. Whether it's fundraising for a new roof, or actively participating in the parish's ministry, devoted Knights serve as invaluable resources for realizing the needs of the parish.

The benefits of a round table for local councils and its members are also evident. Through personal service to our respective parishes, the Order is able to truly fulfill its commitment to serving the Catholic Church, as well as our communities. And, as Knights, being active in our own parishes helps strengthen our personal faith and often helps create a better place for our families to grow theirs in spirituality and service.

GUIDELINES FOR ESTABLISHING A PARISH ROUND TABLE

- Parish round tables are ideal to provide a Knights of Columbus presence and be of service to smaller parishes and missions, and to file needs for ethnic development. In general, parishes with more than 150 families should first explore the possibility of forming its own council.
- The grand knight and his officers make lists of council members who belong to those area parishes. All will automatically become part of that parish round table. New parishioners of the parish may be recruited, as well.

- The grand knight, with the help of his officers and insurance agents, informs all council members who belong to the designated parish, that the Order would like to set up a parish round table and then explains the benefits to them.
- The grand knight and a Knight parishioner call on the pastor to offer help.
 - Since the pastor assigns the projects, there will be no conflict with existing groups.
 - The grand knight presents the priest with a list of Knights who are parishioners.
- The grand knight appoints only one parish round table coordinator for each designated parish.
- The grand knight completes the *Report of the Parish Round Table Coordinator* (Form #2629) APPENDIX E, mails it to the Department of Membership Development and sends copies to the State Deputy, District Deputy, State Round Table Chairman, and keeps a copy for council files.
- Formation of the parish round table and appointment of the coordinator are announced to those involved, and announcements are published in the parish and council bulletins.
- Once a round table grows and exceeds 30 members and still has potential to grow, the paperwork should be submitted to form a new council.

OPERATING A PARISH ROUND TABLE

- There are no elective offices in the Knights of Columbus round table. The grand knight appoints a coordinator as the designated leader of the round table and its members and acts as liaison between the round table and the council.
- Meet as necessary to aid the pastor and parish community.
- The parish round table has no dues. Members continue to meet their financial obligation to their council, and the parish round

table projects are council projects. The parish round table coordinator must communicate with the grand knight and the council to ensure the project's success.

- The coordinator should visit the pastor frequently (monthly is suggested) to ask what the Knights of this parish can do to help and offer assistance.
- The pastor should only be as involved as he wants it to be. The parish round table should lighten his workload, not add to it.
- The coordinator should call on those parish round table members best qualified to carry out a specific project(s) and provide project leadership from start to finish.
- When a project requires more support than the parish round table members can provide, the coordinator solicits the whole council for support and assistance.
- The grand knight and the pastor annually review activities of the parish round table and the effectiveness of the coordinator.
- If the pastor desires a change of coordinator, or if the coordinator resigns during the fraternal year, the pastor selects a new coordinator and the grand knight makes the appointment.
- If there is a change of pastor, the grand knight and the coordinator call on the new pastor, explain the program and seek his continued support.

USING THE NAME OF THE PARISH ROUND TABLE

For simplicity, the parish name and city should be used in conjunction with the parish round table (for example: St. Mary's Knights of Columbus Parish Round Table of New Haven).

COMMUNICATION

- Each round table coordinator should regularly report on the activities of the parish round table at the business meetings of the sponsoring council.

- The parish round table projects should be announced in parish and council bulletins.
- Articles and pictures of parish round table projects should be forwarded to the state Knights of Columbus newspaper, the diocesan newspaper and to Columbia magazine.
- The state parish round table chairman should select the most outstanding “Parish Round Table of the Year” for that jurisdiction and arrange for appropriate honors to be awarded at the state convention.

ROUND TABLE REPORTING

To minimize paperwork, only two forms are used —

- ***Report of the Parish Round Table Coordinator (Form #2629)***
DUE: AS NEEDED APPENDIX E

This form is used to report the Round Table Coordinator assigned to each parish and is signed by the grand knight’s signature. Only one coordinator can be assigned to a parish. This report is mailed to the Department of Membership Development for processing and also a copy will go to the State Round Table Coordinator.

- ***Annual Report of the Knights of Columbus Round Table (Form #2630)***
DUE: JUNE 30 APPENDIX F

This form is used to report the growth and activity of the established parish round table and is signed by the round table coordinator. This report is mailed to the Department of Membership Development for processing and also a copy will go to the State Round Table Coordinator. Make sure your numbers have been reported to the council to be included in the council’s *Annual Fraternal Survey* (#1728).

When the parish round table coordinator is changed, the grand knight notifies the Department of Membership Development, state and district deputies, and the outgoing coordinator with an updated Form #2629.

GUIDELINES TO REACTIVATION OF A COUNCIL

A council becomes suspended if it does not pay its bills to the Supreme Council within 90 days of the billing date. Should that occur, there are two ways in which it can exit suspension and become active:

- If the council pays its arrears to the Supreme Council, it is taken off of suspension and becomes active.
- If the council is unable to pay its arrears for an extended period of time, its arrears may be forgiven in a one-time debt forgiveness under the Council Reactivation Program.

In order to have this debt forgiven, the steps included in the following section must be performed.

STEP 1 — MEET WITH THE PASTOR

Personally contact the pastor of the parish in which you are trying to reactivate the council, and request an appointment. Be cordial and very attentive. Highlight the positive aspects of the Order. Address his concerns; do not attempt to answer a question that you are not 100 percent sure of the answer. It is better to get back to him with a correct answer than to give him an incorrect answer immediately.

Some positive aspects for having a council in his parish are:

1. A Knights of Columbus council will help enrich the spiritual lives of the men in the parish.
2. It will provide additional manpower and support for the parish and will help people in need.
3. It will give families the opportunity to be financially protected via our top-rated Insurance Program.
4. A council will allow the men with their families to be active in their parish and community.
5. Being part of the council will help men to be better Catholics,

fathers and husbands through various programs that they will participate in.

Please record the following information; it will be part of the council reactivation file on the council.

1. Council Number _____
2. Council Name _____
3. Location _____
4. Date/Time Pastor Called _____
5. Appointment Date _____

Pastor's Comments (please summarize the pastor's comments)

PROS

CONS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date and time of the initial Church Drive _____

Date and time of the informational meeting _____

(Sundays between Masses might be your best bet.)

STEP 2 — NOTIFY THE STATE DEPUTY OF YOUR INTENT TO REACTIVATE THE COUNCIL

Fill out the Notice of Intent to Reactivate a Suspended Council (See APPENDIX A) form and forward it to the state deputy for his approval and signature. Make sure that everything is legible. Notify the field agent that is responsible for the suspended council. Once the form is received by Supreme Council Membership Growth Department, an acknowledgment letter will be sent to you with the roster of the current members and an additional *Report of Officers Chosen for the Term* (#185), *Service Personnel Report* (#365), *Application for Appointment as Financial Secretary* (#101) and *Nomination for Appointment as Financial Secretary* (#103).

STEP 3 — CONDUCT A CHURCH RECRUITMENT DRIVE

Intend to have a minimum of 13 new/transfer members. These new Knights should be the officers of the reactivated council. While the prospects are completing their *Membership Document* (#100), inform them of the date and time of the informational meeting.

Please note: A council must register a gain of at least one new member to qualify for the reactivation program.

STEP 4 — CONDUCT THE INFORMATIONAL MEETING

Hold an informational meeting with all your prospects; explain to them the workings of a council. At this time, have a degree team ready to exemplify the Admission (First) Degree Ceremonial to all present or use the First Degree Video Production.

STEP 5 — HOLD AN ELECTION OF OFFICERS

Complete *Report of Officers Chosen for the Term* (#185) (All Officers have to be elected).

STEP 6 — NOMINATE A FINANCIAL SECRETARY

Complete the *Nomination for Appointment as Financial Secretary* (#103) and assist in completing the *Application for Appointment as Financial Secretary* (#101).

STEP 7 — HELP THE NEW OFFICERS AND ESPECIALLY THE GRAND KNIGHT IN THE SELECTION OF THE FOLLOWING DIRECTORS:

POSITIONS	NEEDED
Chaplain	Preferably
Program Director	Required
Membership Director	Required
Recruitment Committee-1	Required
Recruitment Committee-2	Preferably
Recruitment Committee-3	Preferably
Retention Chairman	Required (Deputy Grand Knight)
Insurance Promotion	Preferably (Insurance Agent)

- Complete the *Service Personnel Report* (#365).

STEP 8 — MAIL ALL FORMS

- **Mail all the forms including *Membership Documents* (#100) to the Department of Membership Development.** Notify the state deputy of your progress. Once the Supreme Council receives all the documentation, it will take two to three weeks for the reactivation process to be completed. **For the council to be reactivated the total number of members cannot be less than 30.**

During the reactivation process the new officers should review the roster and perform the following:

1. Contact the remaining members on the roster and setup a time to visit with them outlining the vision and goals of the officers for the reactivated council. Encourage them to become active members in the council. The following are some examples of situations that you may encounter with the roster:

- a) If a member is deceased, complete a *Membership Document* (#100) including the date of death.
- b) A member may be adamant about not being a part of the Knights of Columbus. In this case, express your regrets and tell the member that he will be taken off the roster. If the member is already an inactive insurance member nothing needs to be done.
- c) A member may be enthusiastic about being an active member of the council. Notify him of the meeting day, location and time and ask him to complete a *Member/Prospect Interest Survey* (#1842). If the member has an inactive status, then a *Membership Document* (#100) needs to be completed.
- d) **Please make sure that the number of members in the council does not fall below 30.**

STEP 9 — STATE DEPUTY LETTER

At this time, request the state deputy to write a letter to the supreme secretary. The letter should address the following:

1. A statement of reactivation.
2. If there are debts, the state deputy needs to ask for forgiveness of the debt. Please explain how the State Council handled the indebtedness of the council.
3. If a new name for the council is requested, the state deputy must approve this in his letter.
4. If a new location for the council is desired, the state deputy must approve this in his letter.

REACTIVATION EXPENSES & CORRESPONDENCE

Depending on the time it takes to reactivate the council, and following the above steps may qualify for \$200 to help the council and/or a Council Outfit Kit.

Please have all the correspondence sent to the address below as they are completed. All *Membership Documents* (#100) that add a new member or suspend a member should also be sent to the same address.

Knights of Columbus
Council Reactivations
1 Columbus Plaza
New Haven, CT 06510-3326
councilreactivation@kofc.org

PROCEDURES FOR MERGING TWO OR MORE COUNCILS

Under the Order's guidelines, the merging councils must complete the following steps independently in order to merge:

1. Draft a resolution calling for the Merger.
2. Read the resolution at one (1) meeting.
3. Publish the resolution to *each* of the council's members.
4. Vote on, and approve, the resolution at the following meeting.
5. Once the councils approve the merger the District Deputy will then write a request for the merger and sends it to the State Deputy for his Approval. A copy of the resolution form the merging councils with the vote result should be attached.
6. If the State Deputy approves the merger, he will forward the request with all the attachment it to the Regional Program Consultant

7. Once the Membership Program Consultant approves the merger, he in turn forwards the request and all the attachments to the supreme secretary for his action.
8. The supreme secretary will present the request to the Board of Directors for their approval or rejection at their next meeting.

A Few Notes:

1. A new name could be adopted for the new council.
2. We recommend keeping the lower council number.
3. All members, liabilities, debt etc. become the responsibility of the new council.

The past grand knights of each council shall retain all rights and privileges that pertain to past grand knights, and the grand knight of the council ceasing to exist by reason of the merger shall be entitled to the title, right and privileges of past grand knights without regard to the length of time served in such office. (SEC 249.2 Laws & Constitution)

SAMPLE RESOLUTION FOR A MERGER

RESOLUTION OF MERGER

ST. JOHN NEUMANN COUNCIL 8271 WITH
TRINITY COUNCIL 4618

Presented to Trinity Council 4618

April 7, 2011

Whereas the members of St. John Neumann Council 8271 hereafter referred to as 8271 have expressed a desire to merge with Trinity Council 4618, hereafter referred to as 4618, and

Whereas 4618 believes that its pursuit of Charity, Unity, Fraternity, and Patriotism would be enhanced by such merger, and

Whereas such merger could benefit the Parishes of St. Joseph's and Holy Spirit in addition to the existing parishes served by 4618, and

Whereas all members of 8271 in good standing, who desire to transfer to 4618, would automatically transfer to 4618, and

Whereas members of 8271 would be fully entitled to all benefits of membership in 4618, and

Whereas 4618 would retain the name of Trinity Council and the same council number, and

Whereas Council 4618 has considered the implications of such merger at a Special Meeting of 4618 on February 3, 2011 and

Whereas Council 4618 has as voted upon the resolution of said merger in Special Meeting on April 7, 2011,

Be It Resolved that the members of 4618 welcome such merger, and

Be It Resolved 4618 willingly and fully accept the liabilities and assets of 8271.

Be It Resolved that 4618 agrees that the PGK's and the GK of the council ceasing to exist by reason or merger shall be entitled to the title, right of privileges of PGK without regard to length of service in such office as written in sec 249.2 of the constitution/laws of the Order.

Be It Now Resolved that on this date of April 7, (*fill in year*) that 4618 accepts merger with 8271.

Joseph D. Kozelsky,
Grand Knight

David Uerz,
Trustee

Edward Wynne
Financial Secretary

Donald Bell
Trustee

David McCoy
Chancellor

Robert Keown
Trustee

APPENDIX A

 KNIGHTS OF COLUMBUS®	NOTICE OF INTENT		FORM 133
			05/17
<input type="checkbox"/> Establish A New Council <input type="checkbox"/> Reinstitute Council # _____ <input type="checkbox"/> Reactivate Council # _____			
TO: Membership Development Department FROM: State Deputy _____ Jurisdiction _____			
District Deputy _____ of District No. _____ <small style="margin-left: 300px;">NAME</small>			
has been directed to explore the possibility of working in _____ <small style="margin-left: 600px;">CITY OR TOWN</small>			
The membership for this council will be drawn from the following parish(es) in the area: _____ _____			
Anticipated Finish Date: _____			
Please send a Canvasser's Kit to: Name _____ Street Address: _____ City: _____ State or Province: _____ Zip: _____			
Please select language: <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Polish			
Date Needed By: _____			
Kits are provided at no charge — Shipping costs will be charged to the State Council if kits need to be rushed.			
Signed _____ <small style="margin-left: 150px;">STATE DEPUTY</small>		_____ <small style="margin-left: 150px;">DATE</small>	

Mail Original To: State Deputy
Then Supreme Office

Mail Copies To: State NCD Chairman
District Deputy

Form 133 — Notice of Intent


APPENDIX B

KNIGHTS OF COLUMBUS	NOTICE OF INSTITUTION OF NEW COUNCIL	FORM 136 10/17	
The name selected and adopted for this new council is _____ _____	Council Location: _____ _____ CITY _____ Jurisdiction: _____ _____		
To the Supreme Knight and Supreme Secretary, Knights of Columbus: This is to certify that I have this day, _____, instituted a new council at the parish of _____ in the diocese of _____			
FIRST DEGREES have been exemplified as follows:			
Date	Location	No. Candidates	Date—Form 100's mailed to home office
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total		_____	_____
Transfers (indicate number)		_____	_____
Former Members (indicate number)		_____	_____
Grand Total		_____	(minimum 80)
Please send council supplies to acting Grand Knight _____ _____ NAME _____ at _____ STREET _____ CITY _____ ZIP CODE _____			
NOTE — Canada Only: Please indicate language preference based on majority of membership. <input type="checkbox"/> French <input type="checkbox"/> English			
Insurance Department Representative _____ _____ NAME _____ assisted in institution of this council.			
Signed: _____ _____ DISTRICT DEPUTY _____ DATE _____			

Mail Original To: Supreme Office

Mail Copies To: State Deputy
State NCD Chairman
District Deputy

APPENDIX C

 KNIGHTS OF COLUMBUS	APPLICATION FOR CHARTER		FORM 137 <small>11/09</small>																																																											
Council No. _____																																																														
<p>Council Growth and Development Department, Supreme Council, Knights of Columbus:</p> <p>Listed herewith are the names of charter members of a new council that has been instituted in the city of _____ in the jurisdiction of _____.</p> <p>The date of institution of this new council was _____.</p> <p>The name selected and adopted for this new council is _____.</p> <p>Please print or type names:*</p> <table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%; border-bottom: 1px solid black;"> </td><td style="width: 33%; border-bottom: 1px solid black;"> </td><td style="width: 33%; border-bottom: 1px solid black;"> </td></tr><tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr><tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr><tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr><tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr><tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr><tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr><tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr><tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr><tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr><tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr><tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr><tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr><tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr><tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr><tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr><tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr><tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr><tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr><tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr></table>																																																														
Signed: _____	DISTRICT DEPUTY	DATE																																																												

*Please put names in alphabetical order, use full name (no nicknames).

APPENDIX D

GUIDELINES FOR SELECTING NAMES FOR COUNCILS

Sections 97 and 98 of the Charter Constitution & Laws of the Order outline the general rules regarding the naming of Knights of Columbus councils. A council shall not bear the name of a living person and the approval of the name of the council rests with the Committee on Charters.

To assist in the selection of a council name, these guidelines are provided for your consideration.

RECOMMENDED PRIORITY FOR THE SELECTION OF COUNCIL NAMES:

Religious Names: ex: Holy Family, Sacred Heart of Jesus, Holy Trinity, All Saints

Saints or Parish Names: ex: St. Mary's, St. Patrick's, St. Stanislaus, St. Aedan's, St. Francis

Hierarchy or Clergy Names: ex: Cardinal O'Connor, Pope Paul IV, Father Michael McGivney, Father John Doe (*Names proposed in this category require the approval of the Ordinary of the Diocese and a biography submitted with the request to the supreme secretary.*)

Deceased Knights, Prominent Catholic Laymen Names: ex: Luke E. Hart, John H. Reddin, Al Smith, R. Sargent Shriver

Council Location Names: ex: Harrisburg, New Haven, Denver, Whispering Pines

Colleges or Universities: It is preferred that the name of the college or university is the name of the council, or it is included somewhere in the name.

GUIDELINES FOR COUNCIL NAME CHANGES


The Committee on Charters considers the changing of the name of the council an important action and should not be taken lightly, especially considering the historical significance to the council. Maintaining a religious name is generally preferred to a secular name. Each request will be handled on an individual basis.

APPENDIX E

KNIGHTS OF COLUMBUS		REPORT OF ROUND TABLE COORDINATOR																								
		20__-20__																								
<p>During Supreme Knight Carl Anderson's first address to the state deputies, he stated that "we have nothing less than a moral obligation to offer every eligible Catholic man the opportunity and the privilege of membership in our Order." He also stated, "We must have a Knights of Columbus presence in every parish." Therefore, councils serving more than one parish are urged to implement the Parish Round Table program in each of the parishes. They serve there by establishing a Knights of Columbus presence.</p> <p>Under the Parish Round Table concept, council members belonging to each parish will become members of the Parish Round Table developed to assist the pastor with any project that he may assign to the group. The pastor will be asked to recommend a member from the group and the grand knight will appoint that member as the coordinator. However, the coordinator must be a member from the council that sponsors the Round Table. Round Tables should also be offered to small parishes and missions within your area that cannot sustain their own council. These parishes need a Knights of Columbus presence and can also offer your council additional growth potential.</p> <p>Please print or type names and membership numbers for those chairmen appointed for the Parish Round Tables of the council. Failure to include membership numbers will only delay the processing. The Report of Round Table Coordinator (Form #2629) should be submitted to the Supreme Council as soon as the Round Table is formed. If there are address changes, additions or deletions of coordinators at any time during the year please notify the Supreme Council Fraternal Mission Department. State Councils will continue to be urged to form new councils in those parishes large enough (over 150 families or 800 parishioners) to support a council.</p> <p>Additional information on the Parish Round Table program may be obtained by contacting the Supreme Council Fraternal Mission Department. Form 2629 must be filed each year even if the Coordinator is the same member.</p>																										
Is your Council a Parish Council? <input type="checkbox"/> Yes <input type="checkbox"/> No		Base/Main Parish: _____																								
Council: _____		City: _____																								
Jurisdiction: _____		Language: E <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> Other _____																								
Diocese: _____		Specify Language if Other: _____																								
<table border="1"><thead><tr><th>(1) ROUND TABLE COORDINATOR:</th><th>MEMBERSHIP NUMBER</th><th>LAST NAME</th><th>FIRST NAME</th><th>INITIAL</th></tr></thead><tbody><tr><td colspan="2">STREET</td><td>CITY</td><td>STATE</td><td>ZIP</td></tr><tr><td colspan="2">PHONE NO. _____</td><td colspan="2">PARISH: _____</td><td>CITY: _____</td></tr><tr><td colspan="2">NUMBER OF COUNCIL MEMBERS AT THIS PARISH: _____</td><td colspan="4">NUMBER OF FAMILIES AT PARISH: _____</td></tr></tbody></table>						(1) ROUND TABLE COORDINATOR:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL	STREET		CITY	STATE	ZIP	PHONE NO. _____		PARISH: _____		CITY: _____	NUMBER OF COUNCIL MEMBERS AT THIS PARISH: _____		NUMBER OF FAMILIES AT PARISH: _____			
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2629 8/14		Available in electronic format at kofc.org/forms																								

Form 2629 — Report of Round Table

APPENDIX F

 KNIGHTS OF COLUMBUS	ANNUAL REPORT KNIGHTS OF COLUMBUS ROUND TABLE				
An Annual Report should be submitted for every Parish Round Table sponsored by your council. Make photocopies of this blank form for use in completing each report. Include the numbers in the Annual Survey of Fraternal Activity (#1728).					
Date: _____	Due By: JUNE 30				
Parent Council No. _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Parish Name</td> <td style="width: 50%; text-align: center;">Diocese</td> </tr> <tr> <td style="width: 50%; text-align: center;">City</td> <td style="width: 50%; text-align: center;">State/Province</td> </tr> </table>	Parish Name	Diocese	City	State/Province
Parish Name	Diocese				
City	State/Province				
1. Number of members of the Knights of Columbus in parish: _____					
2. Number of new members recruited this year: _____					
3. Knights of Columbus man-hours of service to parish:					
a. Maintenance of parish property	hrs. _____				
b. Social Justice (aid to elderly, handicapped, St. Vincent de Paul etc.)	hrs. _____				
c. C.G.D. program	hrs. _____				
d. Parish fund raising	hrs. _____				
e. Liturgical participation (lectors, readers, commentators, choir)	hrs. _____				
f. Youth work (Columbian Squires, Scouting, sports, teen club, CYO)	hrs. _____				
g. Others	hrs. _____				
Total Man-hours: _____ 0					
4. Has your grand knight held the recommended annual review with the pastor? _____					
Briefly describe the most meaningful activities conducted by the members of the Knights of Columbus Round Table in your parish during the year.					
Remarks/General Observations:					
<input type="checkbox"/> Spanish speaking Round Table.					
Coordinator _____ <small style="margin-left: 40px;">name</small> <small style="margin-left: 100px;">membership number</small>	Name: _____ <small style="margin-left: 100px;">Pastor</small>				
Available in electronic format at kofc.org/forms MAIL ORIGINAL TO: Grand Knight of Sponsoring Council MAIL COPIES TO: State Deputy, District Deputy, State Round Table Chairman, Council File					
2830 8/14					

Form 2630 — Annual Report of Round Table

NOTES

NOTES

NOTES

NEW COUNCIL DEVELOPMENT

councilgrowth@kofc.org

COLLEGE COUNCILS

college@kofc.org

ROUND TABLES

councilgrowth@kofc.org

COUNCIL REACTIVATIONS

councilreactivation@kofc.org

COUNCIL MERGERS

councilreactivation@kofc.org

OTHER QUESTIONS

fraternalmission@kofc.org



**KNIGHTS
OF COLUMBUS**

1 COLUMBUS PLAZA • NEW HAVEN, CT • 06510-3326

www.kofc.org/councilgrowth