



District Deputy



Council Forms & District Forms





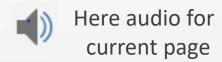
Agenda

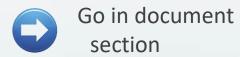
1. Council Forms

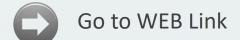
- a. Supreme
- **b.** Michigan
- **c.** Forms Spreadsheet
- d. DD Responsibilities
- e. Critical Forms
- 2. District Forms
- a. Supreme
- b. Michigan











Return to home page

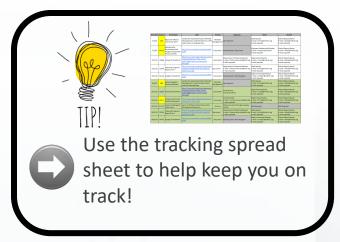






1a. Council Forms – Supreme

- Where to find them video
- Supreme website www.kofc.org
- Administrative forms
 - 1. Click FOR MEMBERS
 - 2. Click COUNCIL LEADERS
 - 3. Click RESOURCES (under GK, FS or PD)
 - 4. Click FORMS
- Faith in Action Forms
 - 1. Click WHATWEDO and PROGRAMS
 - 2. Click RESOURCES
 - 3. Click FAITH IN ACTION FORMS







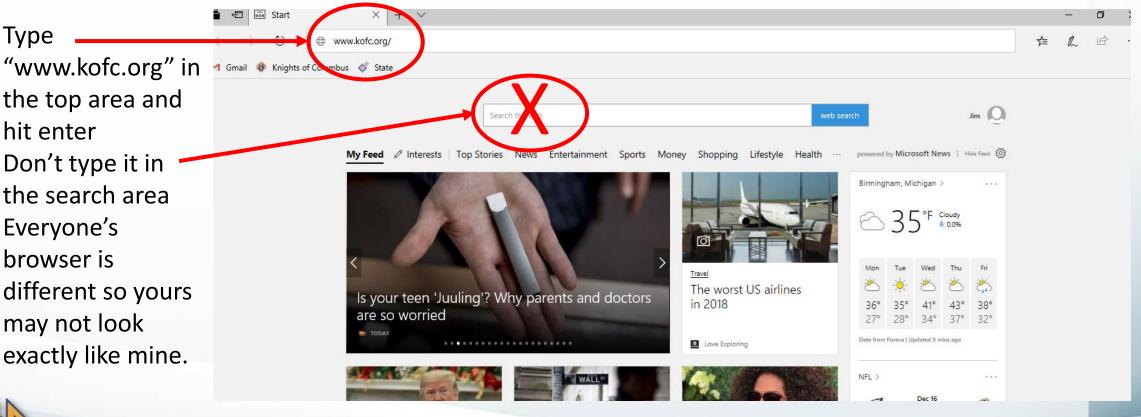






Knights of Columbus website

- Type the top area and hit enter
- Don't type it in the search area
- Everyone's browser is different so yours may not look exactly like mine.





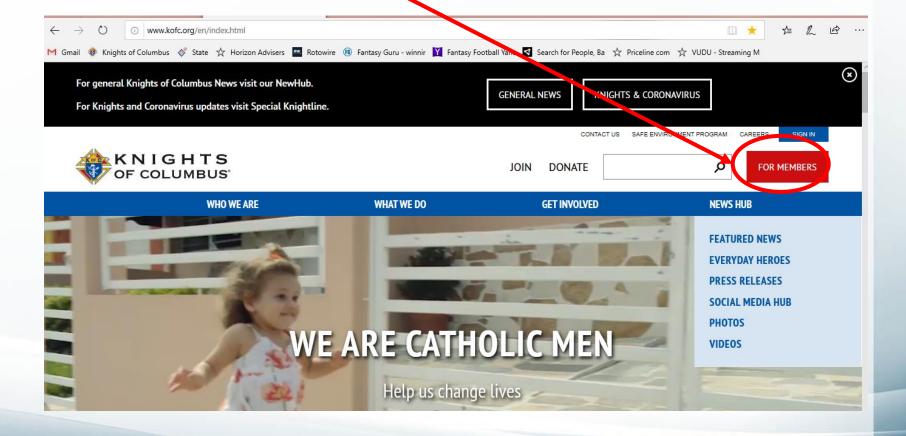






Administrative Forms Step 1 – Click FOR MEMBERS



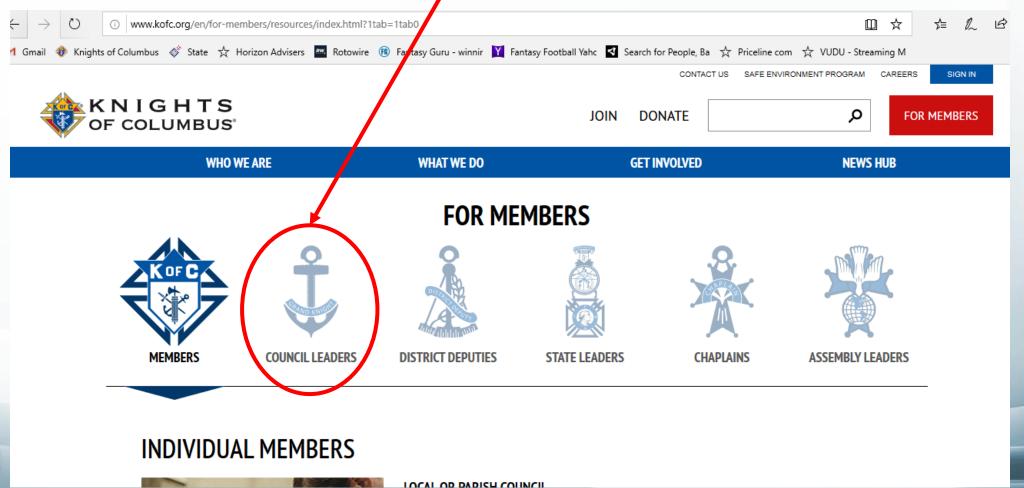








Administrative Forms Step 2 – Click "COUNCIL LEADERS"





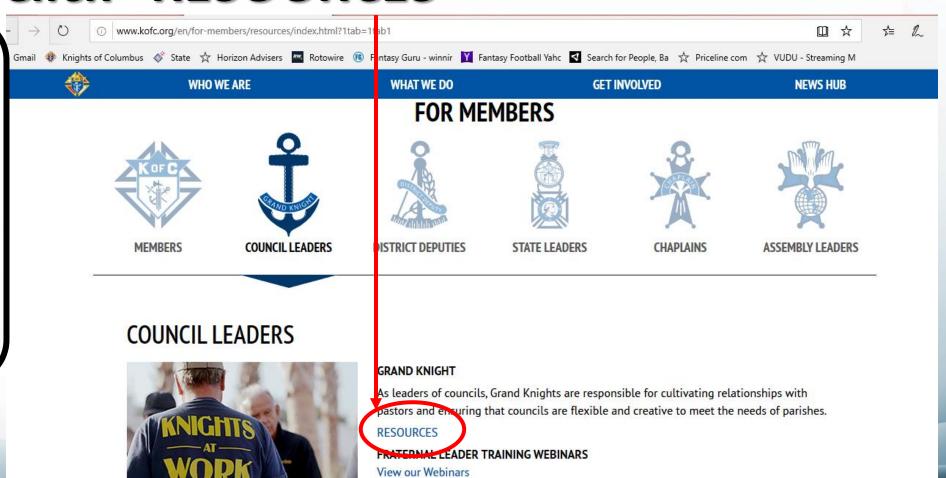




Administrative Forms Step 3 – Click "RESOURCES"



There is a **RESOURCES** link under **GRAND** KNIGHT, FINANCIAL **SECRETARY** and **PROGRAM DIRECTORS**. They all take you to the same place.

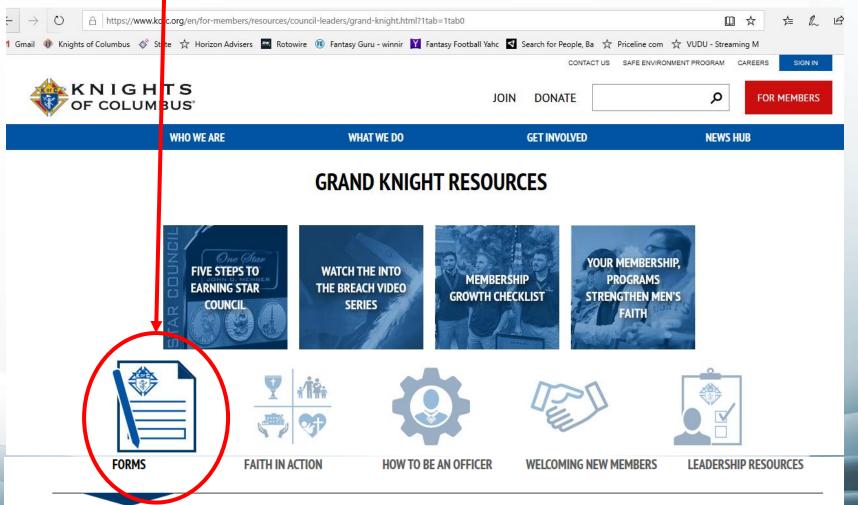






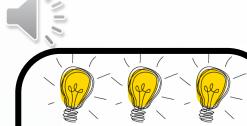


Administrative Forms Step 4 – Click "FORMS"









- Form # & name are both provided
- Some forms
 have both a PDF
 and Online
 version.
- Due dates are listed when available



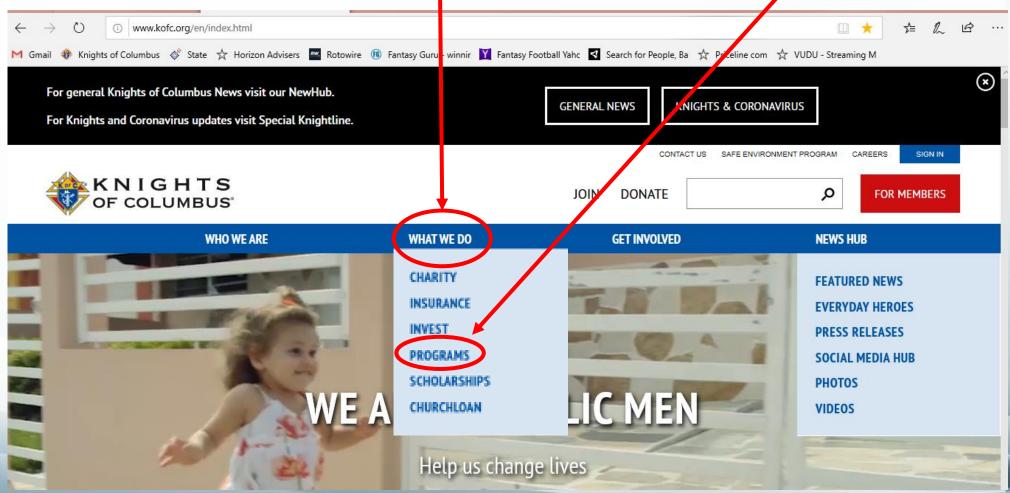
ADMINISTRATIVE FORMS

#185 - Report of Officers Chosen for Term - PDF - Online - due 6/30 #365 - Service Program Personnel Report PDF Online - due 8/1 #450 - Degree Exemplification Report - PDF - Online - No due date #532 - Requisition for First Degree Ceremonials - No due date #1295 - Semiannual Council Audit - due February 2/15 #1295 - Semiannual Council Audit - due August 9/15 #1728 - Annual Survey of Fraternal Activity - PDF - Online due 1/31 #1728A Survey of Fraternal Activity Individual Member Worksheet - No due date #1831 - Relief from Council Dues and Per Capita Taxes - No due date #1842 - Member/Prospect Interest Survey - No due date #2629 - Notice of Appointment of Round Table Coordinator - No due date #2630 - Annual Report KofC Round Table - due 6/30 #SP-7 - Columbian Award Application - PDF - Online - Instructions - due 6/30 #STSP - State Council Service Program Awards Entry Form - No due date





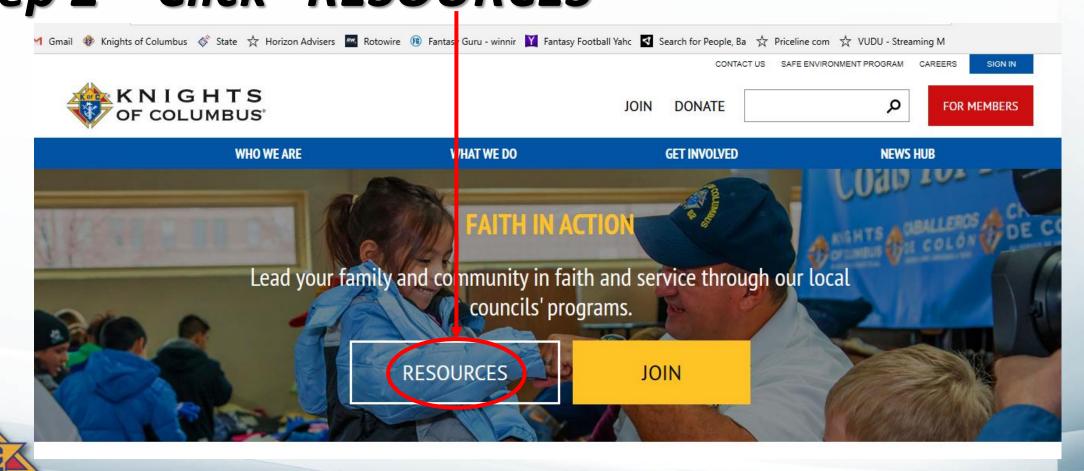
Faith in Action Forms Step 1 - Click "WHAT WE DO" AND "PROGRAMS"







Faith in Action Forms Step 2 - Click "RESOURCES"







Administrative Forms Step 3 – Click "FAITH IN ACTION FORMS"









**Please NOTE for all Program Participation Reporting please submit the 10784 online.

#10784 - Fraternal Programs Report Form - Enter Online

#10675 - Coats for Kids - Report Form

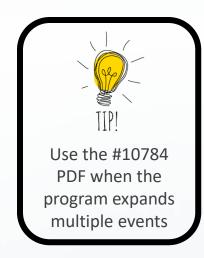
#10071 - Global Wheelchair Mission - Report Form

#10729 - Habitat for Humanity - Report Form

#10668 - Family of the Month - Form

#10697 - March for Life - Report Form

#4584 - Special Olympics - Report Form



APPLICATIONS AND OTHER FORMS

#10680 - Family of the Year - Form

#10057 - Food for Families - Refund and Plaque Application

#2863 - RSVP - Refund and Plaque Application

#10716 - Ultrasound - Application

#10715 - Ultrasound - Diocesan Evaluation







1b. Council Forms – Michigan





- 1. Michigan website www.mikofc.org
- 2. Click "FOR MEMBERS"
- 3. Click "RESOURCES"



Michigan Knights of Columbus
Website will be undergoing
major changes very soon.
When these are completed, a
new Forms video will be sent
out.



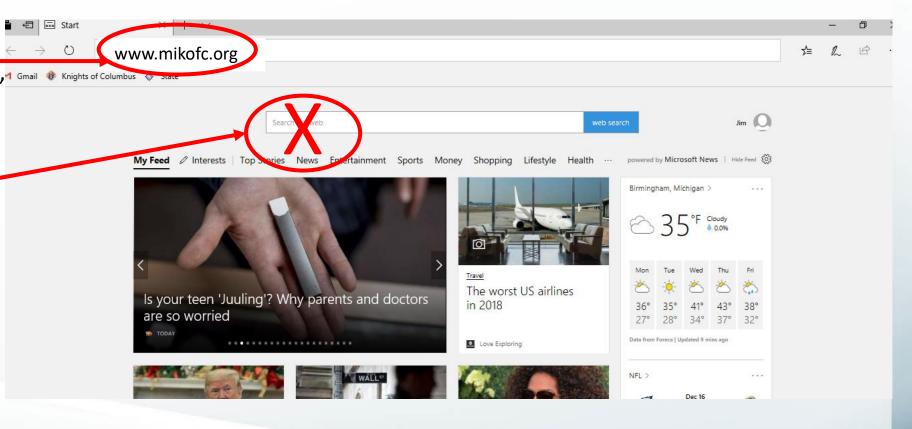






Step 1: Michigan Knights of Columbus website

- Type
 "www.mikofc.org"
 in the top area
 and hit enter
- Don't type it in the search area
- Everyone's
 browser is
 different so yours
 may not look
 exactly like mine.









Michigan Forms Step 2 - Click "RESOURCES"



State Council of Michigan

State Deputy William H. Chassé 6025 Wall Street Sterling Heights, MI 48312-0000 View a District: State Council ✓

Monday, May 20, 2019

Home

Resources

Event Calendar | About Us | Contact Us

Joint Council and State Charities Raffle

Published by: Gary Merritt On: 04/28/2019 Under: All Articles (324 Hits) 🔀 🖨 🗗







The drawing for the winners was on April 24th. We put together a "Super" 1st Prize for a 'Super Charity'! This is a Top Bucket List Trip for any of our members or family and friends.

1st Degree Charity Prize -Trip for 2 to 2020 SUPER BOWL



Join the State Council of Michigan mailing list to get updates of the latest news and events right to your inbox.

Your email address:

Subscribe





Michigan Forms Step 3 – Click "Council Forms"



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new Forms video will be sent
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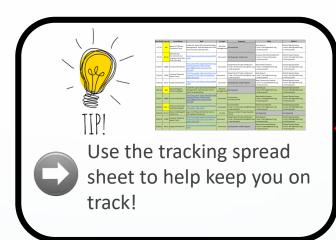








Michigan Forms





Forms Direction 19-20

MI 01 Columbian Award Activities Tracker (2017a)

MI-02 Knight of Month Rv 9-5-18

MI 03 State Service Program Evaluation Form

MI 05 Casey Teddy Bear Order form 19

MI 11 Membership Drive (Revised 10/09/2013)

MI 12 Retention Worksheet

MI 13 Intellectual Disabilities Drive Work Sheet

MI 13a Tootsie Roll Order form Rv 1-20

MI-13c Spring 20

MI-18 Blood Drive rv 9-4-18

MI 19 Membership Recruitment and Program Action Plan Form (Revised 2015a)

MI-20 Food for Families rv 9-5-18

MI-22 Exemplary Public Relations Award Form 17-18

MI-22 Exemplary Public Relations Award Form 17-18

Caretakers Award appl form

10 for Charity flyer

MAJOR RECRUITMENT ACTIVITY PLANNING FORM

MAJOR RECRUITMENT ACTIVITY PLANNING FORM

Res of Condolences cert 1450









District Deputy Responsibilities for Council Forms



- Michigan forms go to forms@mikofc.org
- Keep copies, you WILL need to reference them

- ***** Ensure Council forms are submitted on time
 - Educate council (if necessary)
 - Remind them, reinforce due dates, worst case, do the forms for them
- Supreme forms go to 1-Supreme, 2-State, 3-District Deputy
- Michigan forms go to 1-State & 2-District Deputy
- Check Officers Online to verify Supreme has acknowledged they have a copy







Council Forms Tracking Spreadsheet

Process

- 1. Go to State website
- 2. Download the tracking spreadsheet
- 3. Add District Deputy e-mail address
- 4. Remove forms you don't need
- 5. Track forms monthly (Officers mtg)

Due Date	Form #	Form Name	Link	Format	Supreme	State	District
7/1/19	185	Chosen for Term	Create this report (form) from Member Management. Save the report as a PDF and e-mail it as directed here.	Member Management	Not required	State Deputy E-mail = forms@mikofc.org E-mail required	District Deputy Name E-mail = ddxx@mikofc.or E-mail required
7/1/19	MI-19	Membership Recruitment and Program Action Plan Form (1st Half)	http://www.councilnet.us/Assets/1635 6.pdf	Document	Not Required - State Form	Diocesan Membership Director E-mail = Unique by Diocese E-mail required	District Deputy Name E-mail = ddxx@mikofc.or E-mail required
7/15/19	10668	Family of the Month	http://www.kofc.org/un/en/resources/ programs/family-of-the-month- year/10668-family-of-the-month- form.pdf	Document		State Family Director E-mail = r.budd@mikofc.org E-mail required	District Deputy Name E-mail = ddxx@mikofc.or E-mail required
7/31/19	10784	Fraternal Programs Report Form	http://www.kofc.org/un/en/resources/ programs/10784-fraternal-programs- report-form.pdf	Document	Department of Fraternal Mission E-mail = fraternalmission@kofc.org E-mail required	State Deputy E-mail = forms@mikofc.org E-mail required	District Deputy Name E-mail = ddxx@mikofc.or E-mail required
7/31/19	MI-02	Knight of the Month	http://www.councilnet.us/Assets/9006 8.pdf	Document	Not Required - State Program	State Community Director E-mail = d.searle@mikofc.org E-mail required	District Deputy Name E-mail = ddxx@mikofc.or E-mail required
8/1/19	365	Service Program	Create this report (form) from Member Management. Save the report and e- mail it as directed here.	Member Management	Not required	State Deputy E-mail = forms@mikofc.org E-mail required	District Deputy Name E-mail = ddxx@mikofc.or E-mail required
8/15/19	10668	Family of the Month	http://www.kofc.org/un/en/resources/ programs/family-of-the-month- year/10668-family-of-the-month- form.pdf	Document	On-line form Just click submit	State Family Director E-mail = r.budd@mikofc.org E-mail required	District Deputy Name E-mail = ddxx@mikofc.or E-mail required
8/15/19	1295-1	Semiannual Council Audit (due August)	http://www.kofc.org/un/en/forms/cou ncil/audit1 1295 p.pdf	Document	Council Audits E-mail = council.accounts@kofc.org E-mail required	State Forms Director E-mail = forms@mikofc.org E-mail required	District Deputy Name E-mail = ddxx@mikofc.or E-mail required
8/15/19	SC-KIT		Log in to Officers Online then click on the Supplies Online icon.	On-line	Place your order through Supplies Online	Not Required	Not Required
8/30/19	10784	Fraternal Programs Report Form	http://www.kofc.org/un/en/resources/ programs/10784-fraternal-programs- report-form.pdf	Document	Department of Fraternal Mission E-mail = fraternalmission@kofc.org E-mail required	State Deputy E-mail = forms@mikofc.org E-mail required	District Deputy Name E-mail = ddxx@mikofc.or E-mail required
8/30/19	MI-02	Knight of the Month	http://www.councilnet.us/Assets/9006 8.pdf	Document		State Community Director E-mail = d.searle@mikofc.org E-mail required	District Deputy Name E-mail = ddxx@mikofc.or E-mail required









Instructions

Critical Forms

- #185 Report of Officers Chosen for Term PDF Online due 6/30
- #365 Service Program Personnel Report PDF Online due 8/1
- #1295 Semiannual Council Audit due February 2/15
- #1295 Semiannual Council Audit due August 9/15
- #1728 Annual Survey of Fraternal Activity PDF Online due 1/31
- #SP-7 Columbian Award PDF Online Instructions due 6/30 #10784 - Fraternal Programs Report Form Enter Online
- #4584 Special Olympics Report Form

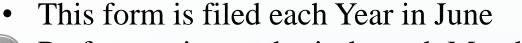




Form #185 - Report of Officers Chosen



- Q	F COLUMBI	JS	IULY 1	20	TO I	UNE 30,	20	
			,021 1	20_	_ 10)			f
Council #_						DATE	E OF ELECTION	_
		PLEASE PRINT	T — INDICATE MEM	BERSHI	IP NUMBE	RS	Due By JUNE 30, 2	
COUNCIL ADD	RESS (Mosting Location)	STREET				ADDITIONA	N. ADDRESS	_
		ZTY		901				
SBAND KNIGHT	MEMBERSHIP NO.	LAST NAME			FIRST NAME		INTIAL	
ADDRESS CHANG	SE .	STREET	CITY			STATEGROVINCE	ZIRPOSTAL CODE	_
□ NEWLY BLECT	ED D RE-ELECTED	TELEPHONE AREA CODE	PHONE NO.		EWAL:			
DEPUTY DRAND KNIGHT	MEMBERSHP NO.	LAST NAME	FIRST NAME		INTAL		DMAL.	_
ADDRESS CHANG	=	STREET	aty			STATESPROVINCE	ZIRPOSTAL CODE	_
CHANCELLOR	MEMBERSHIP NO.	LAST HAME	FIRST NAME		NTA.		EMAL	_
ADDRESS CHAN	ne .	STREET	aty			STATE/PROVINCE	ZIRPOSTAL CODE	_
econome	MEMBERSHIP NO.	LAST HAME	FIRST NAME		INTIA		EMAL	_
ADDRESS CHANG		STREET	aty			STATUSHOVINGS	ZRPOSTAL CODE	_
TREASURER	MEMBERSHP NO.	LAST NAME	FIFST NAME		NTAL		EMAIL	_
ADDRESS CHAN		STREET	CITY			STATEPHOWNCE	ZIPPOSTAL CODE	_
NOVOCATE	MEMBERSHIP NO.	LAST HAME	FIRST NAME		NTA.		EMAL	-
ADDRESS CHANG		STREET	CITY			STATEOROVINCE	ZIRPOSTAL CODE	_
	MEMBERSHP NO.	LAST NAME	FIFET NAME		NTWL		DMAL	_
NATION		STREET	CITY			STATE/PHOWNCE	ZIPPOSTAL CODE	_
ADDRESS CHANG	MEMBERSHP NO.	LAST NAME	FIRST NAME		INTIAL		EMAL	-
DUTSIDE GUARD	MEMBERSHIP NO.	LAST NAME	FIRST NAME	_	NTWL		EMAL	_
TRUSTEE FOR DNE YEAR	MEMBERSHIP NO.	LAST NAME	FIRST NAME		NTA.		EMAL	-
TRUSTEE FOR TRUSTEE FOR TWO YEARS	MEMBERSHIP NO.	LAST NAME	FIRST NAME		NTAL.		DMIL	_
THUSTEE FOR	MEMBERSHIP NO.	LAST NAME	FIRST NAME	_	NTAL		DML	_
				_				_
COUNCIL MEETS							500	015
			F OFFICIAL BUSINESS AF	D DIREC	T MAIL COM	MUNICATIONS	WITH OFFICERS.	
	NT OF FINANCIAL SEC IAL SECRETARY SHALL		I, LAWS AND RULES). HE SUPREME KNIGHT, H	SHALL	HOLD OFFICE	E AT THE WILL O	OF THE SUPREME KNIG	HT.
M	AIL ORIGINAL TO: S	upreme Secretary	MAIL COPIES	TO: St	ate Deputy,	District Deput	ty. Council File	



Preference is to submit through Member Management.

- PDF form is available for Councils who don't use Member Management. PDF Forms take up to 8 weeks
- See Council Officer Duties for an explanation of each officer's duties
- All positions are elected except:
- Chaplin is appointed
- Lecturer is appointed
- Financial Secretary is appointed by Supreme (recommended by GK)





Form #365 – Service Program Personnel



			SONNEL REPORT	
			, 20 THRU JUNE 30, 20	
Council#	Jurisdi			Due By: AUGUS
complete and submit the re Submit this report thre If filling out this report Required roles to be a	port with the council's augh Member Managers on paper, be sure to in ppointed have been de ternal year can be made	appointed pe nent for expei clade the com reignated – P	By the Superme Connect office by August 1 for the connect to be elig- ted processing. This is the preferred method. at membrabily number for each role. graps an Director, Community Director, Family Director, Membershi or Management to update the roles accordingly. If your council uses the	ip Director, & Retention Chairman.
PROGRAM DIRECTOR	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INTIM.
REQUIRED		Dist		
EASTH DRIBETOR	SUMBIBIOTRIS.	LAST NAME	PERIT NAME	PATTAL.
		DOX.		
COMMUNITY DIRECTOR	MOMBIES (PND.	LAST NAME	FIRST NAME	INTIM.
REQUIRED		IMAX.		
EAMILY DISECTOR	MIMBIRSHIPHO.	LAST NAME	FRET YAME	INTUK.
REQUIRED		SMAX.		
LIFE DEDICTOR	SOMEORICPIES.	LAST NAME	FREIT NAME	DITTIM.
		DMATE		
MIMBERSHIP DELECTOR	MEMBERSHIPNO.	LAST NAME	FIRST NAME	DITTIM.
REQUIRED		TMAT .		
BECKUTHENT CONNETTEE	MIMBIRSHPHO.	LAST NAME	FREIT NAME	INTIM.
		DMAT		
RECEUTION CONDUTTIE	MANUFACTION.	LAST NAME	PERT NAME	PATTAL.
		IMAT.		
BECKUTHENT CONNETTIA	MOMERNOPHS.	LIST NAME	FREIT NAME	DATTIME.
		DOG		
RETENTION CHARBIES	NEMBERSOPHS.	LISTNAME	FIRST NAME	Diffu
REQUIRED		IMAX.		
DISTRANCE PROMOTION	MIMERSOPHI.	LAST NAME	FEET YOME	INTIM.
		DOG		
VOCATIONS CHARBON	MEMBERSOPHIA.	LIST NAME	FIRST NAME	Diffie
		2007		
HEALTH SERVICES	MEMBERSHIPNO.	LISTNAME	TIET NAME	Diffee
		IMAX.		
PUBLICATIONS	MIMERSOPHI.	LAST NAME	FEET NAME	Derroe.
		DINK		



- Preference is to submit through Member Management.
- PDF form is available for Councils who don't use Member Management. PDF Forms take up to 8 weeks
 - See Council Program Personnel Duties for explanation of each Director
 - 5 Positions are "Required":
 - Program Director
 - 4. Membership Director
 - Community Director 5. Retention Director

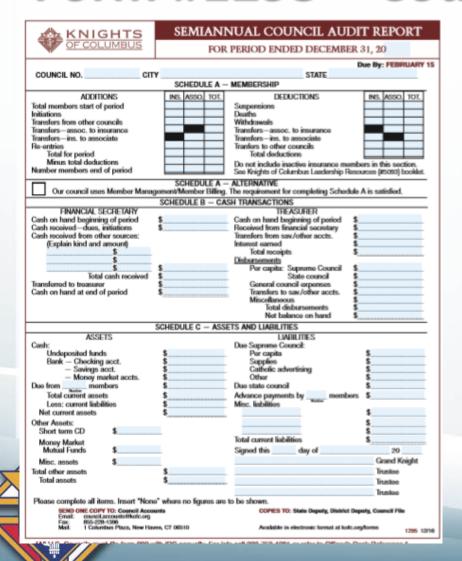
Family Director

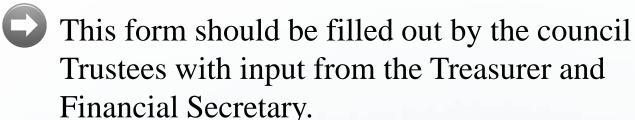






Form #1295 – Council Audit





It's due twice each year.

- 2/15 For previous July-December
- 8/15 For previous January June
- Watch the Financial Officer Training Video for a detailed walkthrough on how to fill out this form.



Form # 1728 - Annual Survey of Fraternal Activity

				RVEY CTIVITY
JANUARY 1,	20	THRU	DECE	MBER 31, 20
COUNCIL NUMBER		Jui	RISDICT	ΓΙΟΝ
Section I. Fraternal Program Activities				Section II. Fraternal Commitment Activities
FAITH ACTIVITIES (whose applicable) a. RSVP Program b. Church Faculties c. Carbolic Schools/Sentiaries d. Religous/Nocations Education e. Prayer & Study Programs f. Sacramental Gifts g. Miscellaneous Fath Activities	CHARITABLE DISBURSEMENTS	HOURS OF SERVICE	Number Supported	MEETINGS 1. Regular 2. Social 3. Special/Committee TOTAL MEETINGS PROGRAM EXPENSES
TOTAL EARTH CONTRIBUTIONS FAMILY ACTIVITIES (whom applicated) a. Food for Families b. Family Formation Programs c. Keep Christ in Christmas d. Family Week e. Family Prayer Night f. Miscellaneous Family Programs				a. Printing & Postage b. Food & Refreshments c. Pitzes d. Projects e. Entertainment f. Miscellaneous Expenses TOTAL PROGRAM EXPENSES 0
TOTAL FAMILY CONTRIBUTIONS COMMUNITY ACTIVITIES (where applicable a. Coats For Kids) a. Coats For Kids b. Global Wheelchair Mission		0	0	OTHER FRATERNAL COMMITMENTS: Visits to the Sick Visits to the Bereaved Number of Blood Donations Masses Held for Members
c. Habitat for Humanity d. Disaster Preparedness/Relief e. Physically Disabled/Intellectual Disabilities f. Elderly/Wildow(er) Care g. Hospitals/Health Organizations				Hours of Fraternal Service to Stck/Disabled Member and their Families
h. Columbtan Squires 1. Scouting/Youth Groups 1. Athletics k. Youth Welfare/Service 1. Scholarships/Education 1. Veteran Military/VAVS				All information provided on this report is to be from Programs & Activities conducted January 1st through December 31st annually.
n. Miscellaneous Community/Youth Activities TOTAL COMMUNITY CONTRIBUTIONS	0	0	0	Sumbit form to: fraternalmission@kofc.org
LIFE ACTIVITIES (where applicable) a. Special Olympics b. Marches for Life c. Ultrasound Initiative d. Pregnancy Support				Grand Knight Date
e. Christian Refugee Relief f. Memortals to Unborn Children g. Miscellaneous Life Activities TOTAL LIFE CONTRIBUTIONS		0	0	Financial Secretary Date
TOTAL	0	0	0	

PDF Form Online form
This form should be submitted in January

It covers January – December.

- Left side... Is a summary of all Programs for the year (Add up all 10784's) + 1728A's
- Right side... Non-program information
 - Meetings GK should know
 - Expenses FS should know
 - Other PD should know

Instructions are on page 2 of the form



Form # 1728A - Annual Survey of Fraternal Activity Individual Member Worksheet

ANNUAL SURVEY OF FRATERNAL ACTIVITY

20 Individual Member Worksheet

INSTRUCTIONS TO FINANCIAL SECRETARIES / FAITHFUL COMPTROLLERS / BURSARS

Note: Knights should separate reported assembly activities from their reported council activities.

Located on the lower portion of this page are individual Member Worksheets to assist you in determining the number of hours of volunteer ervice expended by members during 20

To help prepare our Fraternal Survey for the Supreme Council office, please complete the information requested below and return it at our next meeting. This information will assist us in determining the total number of hours of community service volunteered by our members.

FAITH ACTIVITIES (whose applicable) a. RSVP Program b. Church Facilities c. Carbolic Schools/Seminaries d. Religous/Nocations Education e. Prayer & Study Programs f. Sacramental Gifts g. Miscellaneous Faith Activities FAMILY ACTIVITIES (whose applicable) a. Food for Families b. Family Formation Programs c. Keep Christ in Christmas d. Family Week e. Family Prayer Night f. Miscellaneous Family Programs CCOMMUNITY ACTIVITIES (whose applicable) a. Coats For Kids b. Global Wheelchair Mission c. Habitat for Humanity d. Disaster Preparednessy Relief e. Physically Disabled/Intellectual Disabilities f. Ediety/Widow(et) Care g. Hospitals/Felath Organizations h. Columbian Squires l. Scouting/Nouth Groups J. Arlhetto l. Scouting/Nouth Groups J. Arlhetto J. Scouther Squires a. Special Olympics b. Marches for Life c. Utrasoonal Initiative d. Prageney Support d. Prageney Support d. Disaster Preparednessy/Relief e. Physically Disabled (Hellectual Disabilities f. Ediety/Widow(et) Care g. Hospitals/Felath Organizations h. Columbian Squires l. Scouting/Nouth Groups J. Arlhetto l. Scouting/Nouth Groups J. Arlhetto J. Scouting/Nouth Groups J. Arlh	COUNCILITOURS	<u>-</u>		AGGEMBET HOCK	<u> </u>
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b. Church Facilities C. Carbolic Schools/Seminaries d. Religious/Vocations Education e. Prayer & Study Programs f. Sacramental Gifs g. Miscellaneous Fath Activities FAMILY ACTIVITIES (whom apphashis) a. Food for Families b. Family Formation Programs c. Keep Christ in Christmas d. Family Week e. Family Prayer Night f. Miscellaneous Fathly Programs COMMUNITY ACTIVITIES (whom apphashis) a. Coate For Kids b. Global Wheelchair Mission c. Habitat for Humanity d. Disaster Preparendness/ Relief e. Physically Disabled/Intellectual Disabilities Elderly-Widow(er) Care g. Hoopstals/Health Organizations h. Columbian Squires b. Scouting/Youth Groups J. Athlectes k. Youth Welfanc/Service c. Christian Refugee Relief e. Chri					
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PDF Form

This form should be filled out by all "very active" members. But ask ALL members to fill it out.

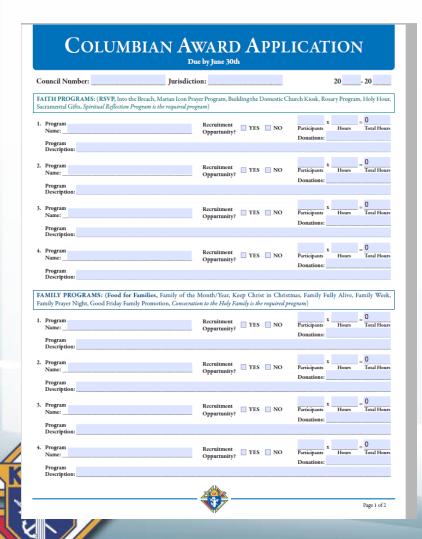
It covers January – December.

- Left side... for Councils
- Don't double count but ensure hours are covered in 1278
- GK's, DDs, & State Directors hours should be included as well.





Form #SP-7 Columbian Award Application



PDF Online Instructions
This form needs to be filled out & submitted annually - Target May, Due June 30th

Fill it out & submit it whether you meet the Columbian Award criteria or not.

- It's a great record of annual accomplishments
- It's a starting point for future year council goals
- It's great information for Grand Knights & District Deputies

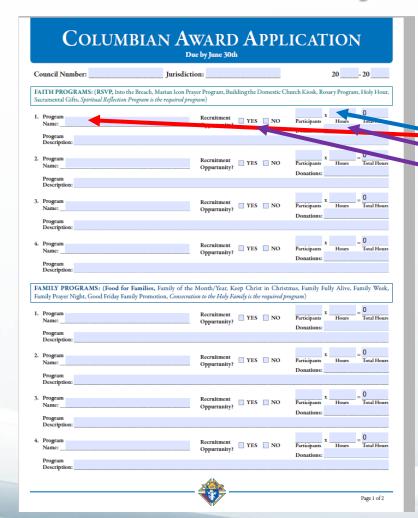


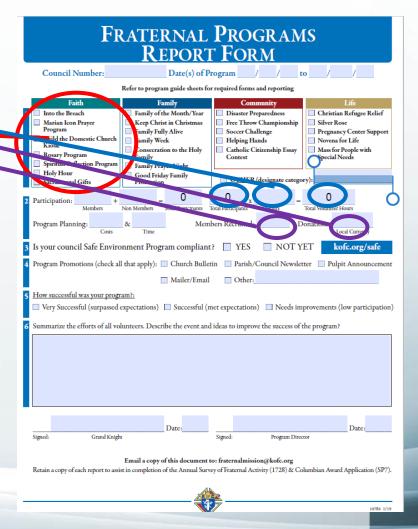


Form #SP-7 is a summary of all 10784s

- Copy data from each 10784 to 1 line in the SP-7
- Place the Required Program as the 1st program in each category.
- Fill all 4 programs in each category unless you have Featured programs.
- Featured programs count as2.











Form # 10784 - Fraternal Programs Report

C	ouncil Nu	mber:		Date(s) of	f Program	//_	to/	/
			Refer to pro	ogram guide sheet	for required	forms and reporti	ng	
	Faith			Family		Community		Life
☐ Ma Pro ☐ Bu Kie ☐ Ro ☐ Spi	to the Breach arian Icon Pra ogram tild the Dome tosk osary Progran iritual Reflect	stic Church	Keep (Family Family Conse	cration to the Holy	Socci	ster Preparedness Throw Champion er Challenge ing Hands olic Citizenship E test	ship Silver Ro	cy Center Support for Life People with
_	oly Hour cramental Git	fts	Good Promo	Friday Family tion	<u> 01</u>	HER (designate	category):	
Partici	ipation:	+ Members	Non Members	= 0 Total Participants	O Total Participa	x Hours	= 0	Hours
Progra	am Planning	Costs	&c8c		embers Recru	nited:	Donations:	ocal Currency
Is you	ur council S			ogram complia	int? 🔲 Y	ES NO		ofc.org/safe
Progra	am Promotic	ons (check a	ll that apply): Church Bu			ewsletter 🔲 Pulp	oit Announcement
□ Ver	•	l (surpassed	expectation	ns) 🔲 Successfu	l (met expect	ations) 🗌 Nee	ds improvements (
		Grand Knigh	hr	Date:	Signed:	Progra	n Director	Date:

- PDF Form Online form
 This form should be submitted for each program
 your council does. Submit the monthly.
 - All Programs should include at least 10% of your council. Combine several programs to reach the 10% requirement.
 - These are great reference material for...
 - SP-7 Columbian Award
 - 1728 Annual Survey of Fraternal Activity
 - Planning & reporting for next year







Form # 4584 – Special Olympics Report

SPECIAL OLYMPICS For Twelve Month Period Ending December 31, 20 Council Number 1, State Games/Events 2. Regional Games/Events 2. Regional Games/Events 3. Local Games/Events 3. Local Games/Events TOTAL VOLUNTEER HOURS TOTAL EVENTS EVENT-SPECIFIC VOLUNTEERS 1. State Games/Events 1, State Games/Events 2. Regional Games/Events 2. Regional Games/Events 3. Local Games/Ewents 3. Local Games/Events TOTAL CONTRIBUTIONS TOTAL EVENT-SPECIFIC YEAR-ROUND K of C VOLUNTEERS 2. Regional Games/Events 3. Local Games/Events TOTAL YEAR-ROUND TOTAL K of C VOLUNTEERS (Event-Specific and Year-round) (Cond Emph) (Financial Secretary)

PDF Form Instructional Video
This form is due 1/31 for the previous January December

Please include:

- Any/all council participation in Special Olympics
- Any/all hours (and 20% of the dollars) spent on the Tootsie Roll Drive (MI Drive)
 - The 20% of the funds provided to the State goes to Special Olympics each year.

Instructions are provided on page 2 of the form.







2a. District Deputy Forms – Supreme

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#133 - Notice of Intent - No due date
                                                                 Use these 3 forms if/when you're
#136 - Notice of Institution of a Council - No due date
                                                                 opening a new council
#137 - Application for Council Charter - No due date
#450 - District Deputy's Degree Exemplification Report.
                                                                 Submit this form within 1 day after
         - PDF - Online - No due date
                                                                 each Charity, Unity & Fraternity
#535 - Knighthood Degree Ceremonial Evaluation
                                                                 Exemplification
#543 - Notice of Certification of Admission Degree Staff
#944A - District Deputy Semiannual Report - due 12/31
                                                                 Fill out this form (1 for each council)
#944B - District Deputy Semiannual Report - due 6/30 _
                                                                 twice each year.
#2408 - District Deputy Ceremonials Report
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Expense report forms are also required but are covered in a separate presentation.







Form #450 - Degree Exemplification Report

DEGREE EXEMPLIFICATION REPORT FORM

		District Number			
Degree Date:		Host Council No	amber:		
Submitted by:					
l'itle:		Mem	bership #1		
		nly submit one report multiple			
		, Unity and Fraterni	ty il Chamber	□ Other	
☐ Admission	n/1st Degree	Ieam Council:			
☐ Formation	n/2nd Degree	Team Name:			
☐ Knightho	od/3rd Degree	Conferring Officer	Name		
Honoree (If D	esignated):				
	of Candidates				
Length of Deg	Candidate Detail	s (for Exemplification	n of Charity, Unit	y and Fraternity onl	y)
Length of Deg	ree: Candidate Detail rs: Pries vers:	s (for Exemplification	n of Charity, Units Members :	y and Fraternity onl Advancing Mem	y)
Length of Deg	ree: Candidate Detail rs: Pries vers:	s (for Exemplification	n of Charity, Units Members :	y and Fraternity onl Advancing Mem	y) bersi
Length of Deg New Member Total Observ Council	Candidate Details rs: Pries rers: Pu	s (for Exemplification ts:Online rticipating Council Council	n of Charity, Unit Members : s – New Members New	y and Frauernity onl Advancing Mem Only Council	y) bersi
New Member Total Observ	Candidate Details rs: Pries rers: Pu	s (for Exemplification ts:Online rticipating Council Council	n of Charity, Unit Members : s – New Members New	y and Frauernity onl Advancing Mem Only Council	y) ibersi
Length of Deg New Member Total Observ Council Number	Candidate Detail rs: Pries rers: Pa New Members	s (for Exemplification ts:Online rticipating Council Council	n of Chartey, Unite Members : s – New Members New Members	y and Fraternity onl Advancing Mem Only Council Number	New Members

PDF Form Online Form
Submit this form within 24 hours AFTER a Charity,
Unity & Fraternity exemplification.

Please include:

- Check all boxes (1st, 2nd & 3rd degree)
- Submit it to...
 - Supreme ceremonials@kofc.org
 - State Diocesan Membership Director
 - State forms@mikofc.org

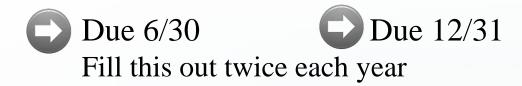






Form # 944 DD Semi-Annual Report

Service Serv	To Location (sity) EARLINES tion of Officers (Form #185) — Ady 1 deadline for one Program Personnel Report (Form #285) — An internal Conneil And Report (Form #285) — An internal Conneil And Report (Form #285) — An internal Conneil And Report (Form #285) — No internal Per Capita Antienternet — April 10 Deadline for form 990 (Return of Organization Exempt from intell's avoid regarding pamed #2000 consoli officers performing as expected? consoli officers regularly attent district meetings? the District Deputy inspected the conneil beaks or in the District Deputy certify the search samply v #200 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2000 #2	guest I should line for receipt at Superone Connoil office agent I School line for receipt at Superone Connoil office receipt at Superone Connoil office 31 dead into for receipt at Superone Connoil office 31 dead into for receipt at Superone Connoil office in receipt at Superone Connoil office for receipt at Superone Connoil office in receipt and Superone Connoil office in receipt at the purpose of the Superone Connoil office in receipt at the programmer and office in paperon to the partial?	VES N VES
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2 to the 2 Door Age 4 Door 5 Do y OUNCEL DO 1. What 2 to the 3. Cond			
S. Door Age 4. Door 5. Do y OUNCEL BY 1. Wha 2. In th 3. Conf	field agent assigned to this sourcil?		HVES HN
4. Don 5. Do y OUNCEL DO 1. Wha 2. In th 3. Conf	se council conducting an effective insurance prome a the Financial Secretary provide copies of the Me		□zez □s
6. Don 5. Do y OUNCEL DO 1. Wha 2. In th 3. Conf		meaning transmin (community) to the steel	□VES □N
f. Do y OUNCEL BY 1. Wha 2. In the 3. Conf.	o the field agent participate in council functions?		Hyes Ha
1. Wha 2. In the 3. Conf	you expect this council to meet its insurance ment	ber quais?	HVES HN
What L to the Conf	EVELOPMENT		
3. Conf	at is the number of parishes served by this council.	,	
	iere a Round Table nerving each parish? (If counc		UKS N
VERALL S	ld a new council be developed in this area? If yes		□VES □N
	TATUS (Outline council strengths, weaknesses, a	achievements, etc. Use the other side (finesded)	
intrict Deput	ty recommendations to council leadership (Use of	her side if monded)	
Emil corpi	fetal report to:		
		Signed:	
DOGKOFCA	000		
		Print Name:	



- Do one for each council in your District
- Obtain previous reports from your predecessor when you become District Deputy
- Send this report to...
 - Supreme DD@kofc.org
 - State <u>forms@mikofc.org</u>
 - State State Deputy Regional Representative





2b. District Deputy Forms – Michigan

Degree and District Meeting Schedules Form 6-12-18

Degree Report 450 rv 1-16-20

<u>DISTRICT MEETING ATTENDANCE</u> - Use this report to report the attendance at your District Meetings <u>Electronic District Meeting/Admission Degree Input Form</u> – Submit this form for your District Meetings <u>View Submitted Electronic District Meetings (by district)</u> – Read-only report

ICON

<u>State Director Program Evaluation Form</u> – Not for DD use but for your information

QUARTERLY TRACKING LOG (XLS) -

QUARTERLY TRACKING LOG (PDF)

<u>State Council Expense Form</u> - Expense report forms will be covered in a separate presentation

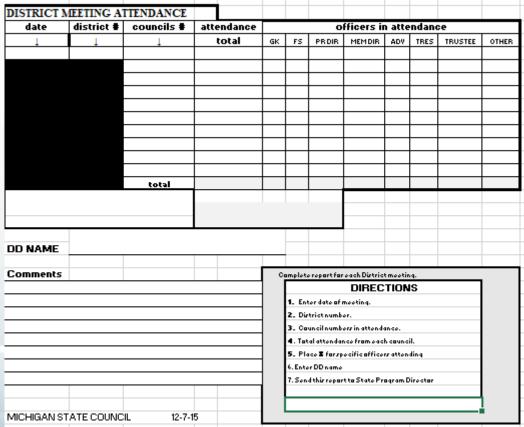
On-Line Major Degree Request MI-15 (Revised 2015a)

Request For Major Degree





Tri-District Meeting Attendance



Excel form
Submit this form within 24 hours AFTER each
District Meeting you hold (Summer & Winter)

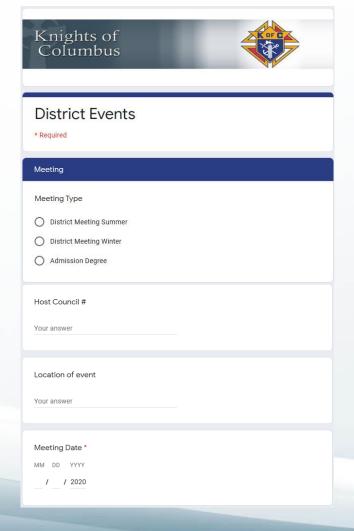
- Submit it to...
 - State State Deputy Regional Representative
 - *State forms@mikofc.org*

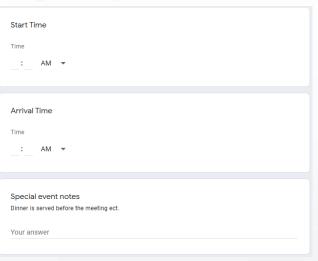




Electronic District Meeting Input Form

Knights of Columbus	ш	Korc
District Events		
* Required		
District # * Your answer		
District Deputy *		
Your answer		
Diocese *		
Choose ▼		





- Fill in the blanks
- Hit submit

Please complete this BEFORE the Summer Meeting













Any Questions





