

# District Deputy

## Council Forms & District Forms







# Agenda



This symbol will help provide tips and guidance.

## 1. Council Forms

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

## 2. District Forms

-  a. Supreme
-  b. Michigan



Here audio for current page



Go in document section



Go to WEB Link



Return to home page







# 1a. Council Forms – Supreme

## ➔ Where to find them video

- Supreme website – [www.kofc.org](http://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 **WHAT WE DO** and **PROGRAMS**
  2. Click RESOURCES
  3. Click FAITH IN ACTION FORMS

TIP!



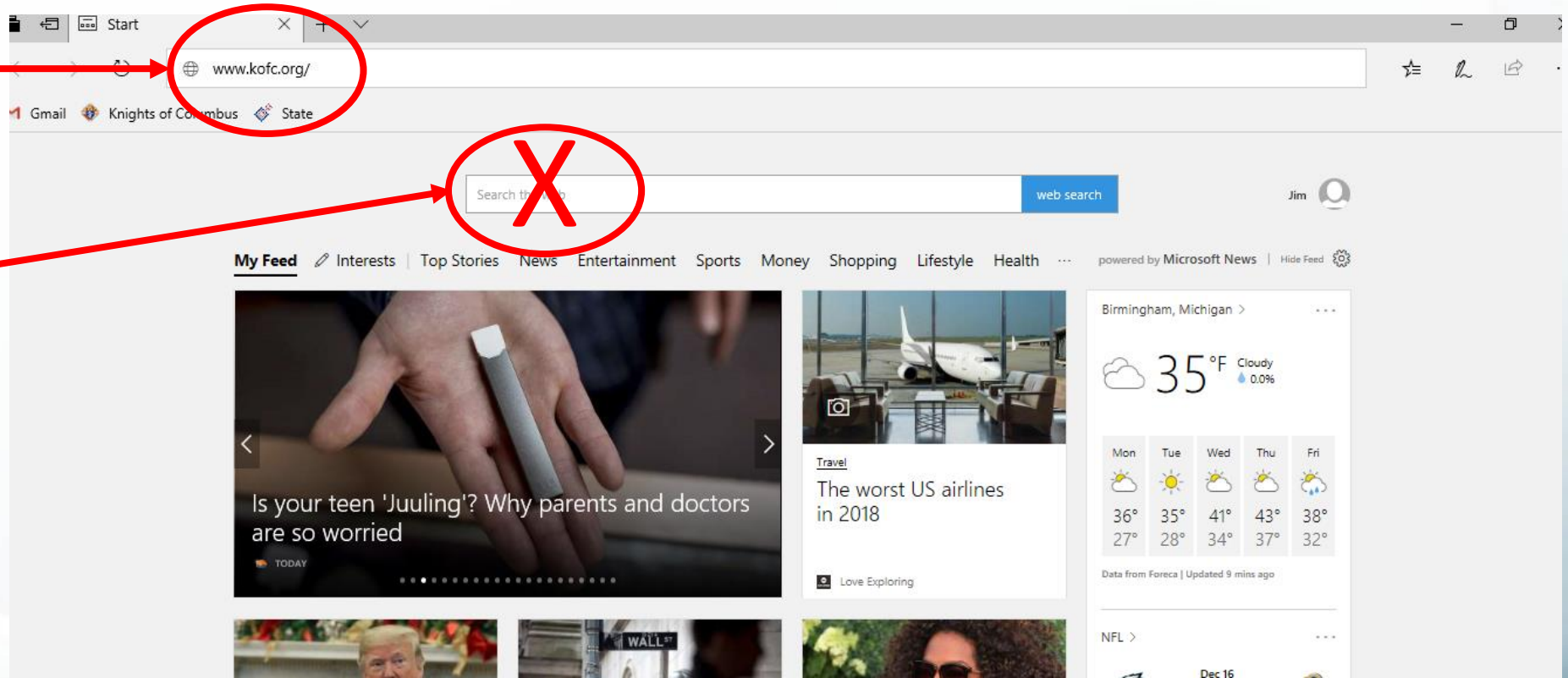
➔ Use the tracking spreadsheet to help keep you on track!





# Knights of Columbus website

- Type “www.kofc.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.





# Administrative Forms

## Step 1 – Click **FOR MEMBERS**



This is the mail page for the Knights of Columbus Website.

www.kofc.org/en/index.html

For general Knights of Columbus News visit our NewHub.  
For Knights and Coronavirus updates visit Special Knightline.

GENERAL NEWS KNIGHTS & CORONAVIRUS

CONTACT US SAFE ENVIRONMENT PROGRAM CAREERS SIGN IN

JOIN DONATE  **FOR MEMBERS**

WHO WE ARE WHAT WE DO GET INVOLVED NEWS HUB

WE ARE CATHOLIC MEN  
Help us change lives

FEATURED NEWS  
EVERYDAY HEROES  
PRESS RELEASES  
SOCIAL MEDIA HUB  
PHOTOS  
VIDEOS



Michigan State Council  
Knights of Columbus





# Administrative Forms

## Step 2 – Click “COUNCIL LEADERS”

The screenshot shows the website [www.kofc.org/en/for-members/resources/index.html?1tab=1tab0](http://www.kofc.org/en/for-members/resources/index.html?1tab=1tab0). The navigation bar includes links for CONTACT US, SAFE ENVIRONMENT PROGRAM, CAREERS, and SIGN IN. The main header features the KNIGHTS OF COLUMBUS logo, JOIN and DONATE buttons, a search bar, and a red FOR MEMBERS button. Below this is a blue navigation bar with WHO WE ARE, WHAT WE DO, GET INVOLVED, and NEWS HUB. The 'FOR MEMBERS' section contains six icons: MEMBERS, COUNCIL LEADERS (circled in red with an arrow pointing to it), DISTRICT DEPUTIES, STATE LEADERS, CHAPLAINS, and ASSEMBLY LEADERS. Below this is a section for INDIVIDUAL MEMBERS, with LOCAL OR PARISH COUNCIL partially visible.





# 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.



www.kofc.org/en/for-members/resources/index.html?1tab=1tab1

Gmail Knights of Columbus State Horizon Advisers Rotowire Fantasy Guru - winnir Fantasy Football Yahc Search for People, Ba Priceline.com VUDU - Streaming M

WHO WE ARE WHAT WE DO GET INVOLVED NEWS HUB

**FOR MEMBERS**

MEMBERS COUNCIL LEADERS DISTRICT DEPUTIES STATE LEADERS CHAPLAINS ASSEMBLY LEADERS

**COUNCIL LEADERS**

**GRAND KNIGHT**  
As leaders of councils, Grand Knights are responsible for cultivating relationships with pastors and ensuring that councils are flexible and creative to meet the needs of parishes.

**RESOURCES**

FRATERNAL LEADER TRAINING WEBINARS  
View our Webinars





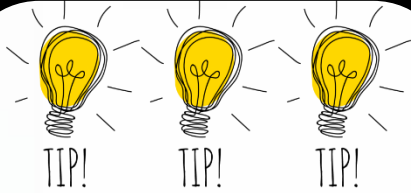
# Administrative Forms

## Step 4 – Click “FORMS”

The screenshot shows a web browser window with the URL <https://www.kofc.org/en/for-members/resources/council-leaders/grand-knight.html?1tab=1tab0>. The page features the Knights of Columbus logo and navigation links: CONTACT US, SAFE ENVIRONMENT PROGRAM, CAREERS, SIGN IN, JOIN, DONATE, and FOR MEMBERS. A blue navigation bar contains WHO WE ARE, WHAT WE DO, GET INVOLVED, and NEWS HUB. The main content area is titled GRAND KNIGHT RESOURCES and includes four featured articles: FIVE STEPS TO EARNING STAR COUNCIL, WATCH THE INTO THE BREACH VIDEO SERIES, MEMBERSHIP GROWTH CHECKLIST, and YOUR MEMBERSHIP, PROGRAMS STRENGTHEN MEN'S FAITH. Below these are five icons representing different resources: FORMS (circled in red), FAITH IN ACTION, HOW TO BE AN OFFICER, WELCOMING NEW MEMBERS, and LEADERSHIP RESOURCES.







- 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”

The screenshot shows the website [www.kofc.org/en/index.html](http://www.kofc.org/en/index.html). At the top, there are buttons for "GENERAL NEWS" and "KNIGHTS & CORONAVIRUS". Below the navigation bar, the "WHAT WE DO" menu is highlighted with a red circle. A red arrow points from the "WHAT WE DO" menu to the "PROGRAMS" option, which is also circled in red. Other menu options include "CHARITY", "INSURANCE", "INVEST", "SCHOLARSHIPS", and "CHURCHLOAN". The "NEWS HUB" menu includes "FEATURED NEWS", "EVERYDAY HEROES", "PRESS RELEASES", "SOCIAL MEDIA HUB", "PHOTOS", and "VIDEOS". The background of the website features a young girl running and the text "WE ARE PUBLIC MEN" and "Help us change lives".





# Faith in Action Forms

## Step 2 – Click “RESOURCES”

The screenshot shows the top navigation bar of the Knights of Columbus website. The main header includes the K of C logo and the text "KNIGHTS OF COLUMBUS". Navigation links include "WHO WE ARE", "WHAT WE DO", "GET INVOLVED", and "NEWS HUB". A red arrow points from the "RESOURCES" button in the main content area to the "RESOURCES" text in the title above. The main content area features a large image of a man and a child, with the text "FAITH IN ACTION" and "Lead your family and community in faith and service through our local councils' programs." Below this text are two buttons: "RESOURCES" (highlighted in a red circle) and "JOIN".





# **Administrative Forms**

## **Step 3 – Click “FAITH IN ACTION FORMS”**



CONTACT US   SAFE ENVIRONMENT PROGRAM   CAREERS   SIGN

KNIGHTS OF COLUMBUS

JOIN   DONATE     

WHO WE ARE   WHAT WE DO   GET INVOLVED   NEWS HUB

### FAITH IN ACTION - RESOURCES

-  FAITH IN ACTION OVERVIEW
-  FAITH
-  FAMILY
-  COMMUNITY
-  LIFE
-  FAITH IN ACTION FORMS







## REPORT 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



TIP!

Use the #10784  
PDF when the  
program expands  
multiple events

## 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

## ➔ Where to find them video

1. Michigan website – [www.mikofc.org](http://www.mikofc.org)
2. Click “FOR MEMBERS”
3. Click “RESOURCES”



TIP!

Date	Task	Status	Notes
1/15/20	Review Council Forms	Completed	Review Council Forms
1/22/20	Review Council Forms	Completed	Review Council Forms
1/29/20	Review Council Forms	Completed	Review Council Forms
2/5/20	Review Council Forms	Completed	Review Council Forms
2/12/20	Review Council Forms	Completed	Review Council Forms
2/19/20	Review Council Forms	Completed	Review Council Forms
2/26/20	Review Council Forms	Completed	Review Council Forms
3/5/20	Review Council Forms	Completed	Review Council Forms
3/12/20	Review Council Forms	Completed	Review Council Forms
3/19/20	Review Council Forms	Completed	Review Council Forms
3/26/20	Review Council Forms	Completed	Review Council Forms
4/2/20	Review Council Forms	Completed	Review Council Forms
4/9/20	Review Council Forms	Completed	Review Council Forms
4/16/20	Review Council Forms	Completed	Review Council Forms
4/23/20	Review Council Forms	Completed	Review Council Forms
4/30/20	Review Council Forms	Completed	Review Council Forms
5/7/20	Review Council Forms	Completed	Review Council Forms
5/14/20	Review Council Forms	Completed	Review Council Forms
5/21/20	Review Council Forms	Completed	Review Council Forms
5/28/20	Review Council Forms	Completed	Review Council Forms
6/4/20	Review Council Forms	Completed	Review Council Forms
6/11/20	Review Council Forms	Completed	Review Council Forms
6/18/20	Review Council Forms	Completed	Review Council Forms
6/25/20	Review Council Forms	Completed	Review Council Forms
7/2/20	Review Council Forms	Completed	Review Council Forms
7/9/20	Review Council Forms	Completed	Review Council Forms
7/16/20	Review Council Forms	Completed	Review Council Forms
7/23/20	Review Council Forms	Completed	Review Council Forms
7/30/20	Review Council Forms	Completed	Review Council Forms
8/6/20	Review Council Forms	Completed	Review Council Forms
8/13/20	Review Council Forms	Completed	Review Council Forms
8/20/20	Review Council Forms	Completed	Review Council Forms
8/27/20	Review Council Forms	Completed	Review Council Forms
9/3/20	Review Council Forms	Completed	Review Council Forms
9/10/20	Review Council Forms	Completed	Review Council Forms
9/17/20	Review Council Forms	Completed	Review Council Forms
9/24/20	Review Council Forms	Completed	Review Council Forms
10/1/20	Review Council Forms	Completed	Review Council Forms
10/8/20	Review Council Forms	Completed	Review Council Forms
10/15/20	Review Council Forms	Completed	Review Council Forms
10/22/20	Review Council Forms	Completed	Review Council Forms
10/29/20	Review Council Forms	Completed	Review Council Forms
11/5/20	Review Council Forms	Completed	Review Council Forms
11/12/20	Review Council Forms	Completed	Review Council Forms
11/19/20	Review Council Forms	Completed	Review Council Forms
11/26/20	Review Council Forms	Completed	Review Council Forms
12/3/20	Review Council Forms	Completed	Review Council Forms
12/10/20	Review Council Forms	Completed	Review Council Forms
12/17/20	Review Council Forms	Completed	Review Council Forms
12/24/20	Review Council Forms	Completed	Review Council Forms
12/31/20	Review Council Forms	Completed	Review Council Forms



Use the tracking spread sheet to help keep you on track!



TIP!

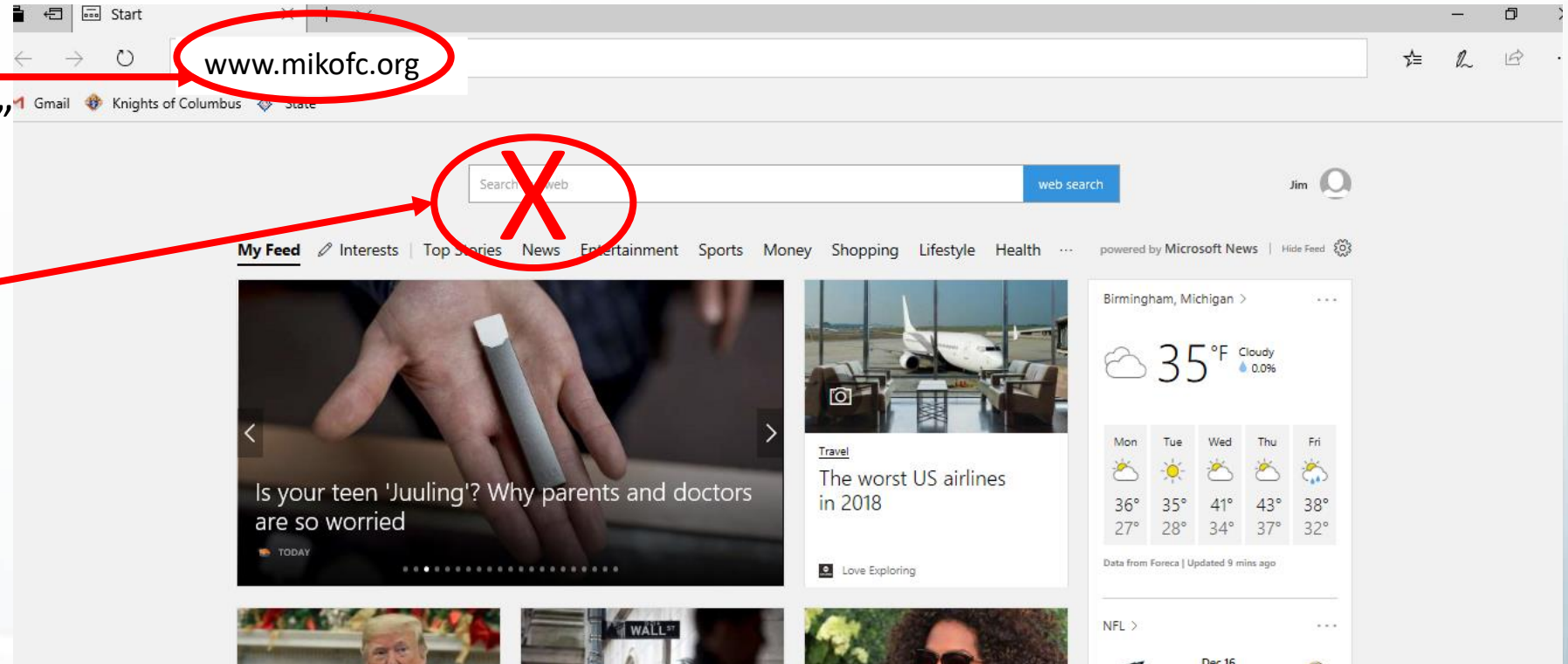
Michigan Knights of Columbus Website will be undergoing major changes very soon. When these are completed, a new Forms video will be sent out.





# 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:

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)  

 **Knights of Columbus**  
**CHARITIES**  
*United in Charity.*

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**

### STAY INFORMED

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

Your email address:





# Michigan Forms

## Step 3 – Click “Council Forms”



TIP!

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



 **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](#)

[Michigan State Forms Information](#)

**Building Domestic Church**

- [Support Materials](#)

**Forms**

- [Council Forms](#)
- [District Forms](#)
- [Area Management Forms](#)
- [Supreme Forms](#)

**Membership**

- [Online Membership](#)
- [Retention](#)
- [Tools](#)
- [New Council Development](#)

**Publications**

- [Michigan Columbian](#)





# Michigan Forms



TIP!



Use the tracking spread sheet to help keep you on track!

Form #	Form Name	Form Description	Form Date	Form Status
MI 01	Columbian Award Activities Tracker (2017a)	Tracker for Columbian Award activities	2017a	Active
MI-02	Knight of Month Rv 9-5-18	Revised Knight of Month form	9-5-18	Active
MI 03	State Service Program Evaluation Form	Evaluation form for State Service Program		Active
MI 05	Casey Teddy Bear Order form 19	Order form for Casey Teddy Bears	19	Active
MI 11	Membership Drive (Revised 10/09/2013)	Revised Membership Drive form	10/09/2013	Active
MI 12	Retention Worksheet	Worksheet for member retention		Active
MI 13	Intellectual Disabilities Drive Work Sheet	Worksheet for Intellectual Disabilities Drive		Active
MI 13a	Tootsie Roll Order form Rv 1-20	Revised Tootsie Roll Order form	1-20	Active
MI-13c	Spring 20	Spring 20 form	20	Active
MI-18	Blood Drive rv 9-4-18	Revised Blood Drive form	9-4-18	Active
MI 19	Membership Recruitment and Program Action Plan Form (Revised 2015a)	Revised Membership Recruitment and Program Action Plan Form	2015a	Active
MI-20	Food for Families rv 9-5-18	Revised Food for Families form	9-5-18	Active
MI-22	Exemplary Public Relations Award Form 17-18	Exemplary Public Relations Award Form	17-18	Active
MI-22	Exemplary Public Relations Award Form 17-18	Exemplary Public Relations Award Form	17-18	Active
	Caretakers Award appl form	Application form for Caretakers Award		Active
	10 for Charity flyer	Flyer for 10 for Charity		Active
	MAJOR RECRUITMENT ACTIVITY PLANNING FORM	Major Recruitment Activity Planning Form		Active
	MAJOR RECRUITMENT ACTIVITY PLANNING FORM	Major Recruitment Activity Planning Form		Active
	Res of Condolences cert 1450	Res of Condolences certificate	1450	Active

## Council 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***



TIP!

- 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	Report of Officers Chosen for Term	<i>Create this report (form) from Member Management. Save the report as a PDF and e-mail it as directed here.</i>	Member Management	Not required	State Deputy E-mail = forms@mikofc.org E-mail required	District Deputy Name E-mail = ddx@mikofc.org E-mail required
7/1/19	MI-19	Membership Recruitment and Program Action Plan Form (1st Half)	<a href="http://www.councilnet.us/Assets/16356.pdf">http://www.councilnet.us/Assets/16356.pdf</a>	Document	Not Required - State Form	Diocesan Membership Director E-mail = Unique by Diocese E-mail required	District Deputy Name E-mail = ddx@mikofc.org E-mail required
7/15/19	10668	Family of the Month	<a href="http://www.kofc.org/un/en/resources/programs/family-of-the-month-year/10668-family-of-the-month-form.pdf">http://www.kofc.org/un/en/resources/programs/family-of-the-month-year/10668-family-of-the-month-form.pdf</a>	Document	Department of Fraternal Mission E-mail = fraternalmission@kofc.org E-mail required	State Family Director E-mail = r.budd@mikofc.org E-mail required	District Deputy Name E-mail = ddx@mikofc.org E-mail required
7/31/19	10784	Fraternal Programs Report Form	<a href="http://www.kofc.org/un/en/resources/programs/10784-fraternal-programs-report-form.pdf">http://www.kofc.org/un/en/resources/programs/10784-fraternal-programs-report-form.pdf</a>	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 = ddx@mikofc.org E-mail required
7/31/19	MI-02	Knight of the Month	<a href="http://www.councilnet.us/Assets/90068.pdf">http://www.councilnet.us/Assets/90068.pdf</a>	Document	Not Required - State Program	State Community Director E-mail = d.searle@mikofc.org E-mail required	District Deputy Name E-mail = ddx@mikofc.org E-mail required
8/1/19	365	Service Program Personnel Report	<i>Create this report (form) from Member Management. Save the report and e-mail it as directed here.</i>	Member Management	Not required	State Deputy E-mail = forms@mikofc.org E-mail required	District Deputy Name E-mail = ddx@mikofc.org E-mail required
8/15/19	10668	Family of the Month	<a href="http://www.kofc.org/un/en/resources/programs/family-of-the-month-year/10668-family-of-the-month-form.pdf">http://www.kofc.org/un/en/resources/programs/family-of-the-month-year/10668-family-of-the-month-form.pdf</a>	Document	On-line form Just click submit	State Family Director E-mail = r.budd@mikofc.org E-mail required	District Deputy Name E-mail = ddx@mikofc.org E-mail required
8/15/19	1295-1	Semiannual Council Audit (due August)	<a href="http://www.kofc.org/un/en/forms/council/audit/1295_p.pdf">http://www.kofc.org/un/en/forms/council/audit/1295_p.pdf</a>	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 = ddx@mikofc.org E-mail required
8/15/19	SC-KIT	Soccer Challenge Kit Order Form	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	<a href="http://www.kofc.org/un/en/resources/programs/10784-fraternal-programs-report-form.pdf">http://www.kofc.org/un/en/resources/programs/10784-fraternal-programs-report-form.pdf</a>	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 = ddx@mikofc.org E-mail required
8/30/19	MI-02	Knight of the Month	<a href="http://www.councilnet.us/Assets/90068.pdf">http://www.councilnet.us/Assets/90068.pdf</a>	Document	Not Required - State Program	State Community Director E-mail = d.searle@mikofc.org E-mail required	District Deputy Name E-mail = ddx@mikofc.org 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 #1295 – Council Audit

KNIGHTS OF COLUMBUS		SEMIANNUAL COUNCIL AUDIT REPORT	
COUNCIL NO. _____ CITY _____ STATE _____		FOR PERIOD ENDED DECEMBER 31, 20____	
		Due By: FEBRUARY 15	
<b>SCHEDULE A – MEMBERSHIP</b>			
<b>ADDITIONS</b>	INS. ASSO. TOT.	<b>DEDUCTIONS</b>	INS. ASSO. TOT.
Total members start of period		Suspensions	
Initiations		Deaths	
Transfers from other councils		Withdrawals	
Transfers—assoc. to insurance		Transfers—assoc. to insurance	
Transfers—ins. to associate		Transfers—ins. to associate	
No-entries		Transfers to other councils	
Total for period		Total deductions	
Minus total deductions		Do not include inactive insurance members in this section. See Knights of Columbus Leadership Resources (#2093) booklet.	
Number members end of period			
<input type="checkbox"/> Our council uses Member Management/Member Billing. The requirement for completing Schedule A is satisfied.			
<b>SCHEDULE B – CASH TRANSACTIONS</b>			
<b>FINANCIAL SECRETARY</b>		<b>TREASURER</b>	
Cash on hand beginning of period	\$ _____	Cash on hand beginning of period	\$ _____
Cash received—dues, initiations	\$ _____	Received from financial secretary	\$ _____
Cash received from other sources: (Explain kind and amount)	\$ _____	Transfers from sav/other accts.	\$ _____
	\$ _____	Interest earned	\$ _____
	\$ _____	Total receipts	\$ _____
Total cash received	\$ _____	<b>Disbursements</b>	
Transferred to treasurer	\$ _____	Per capita: Supreme Council	\$ _____
Cash on hand at end of period	\$ _____	State council	\$ _____
		General council expenses	\$ _____
		Transfers to sav/other accts.	\$ _____
		Miscellaneous	\$ _____
		Total disbursements	\$ _____
		Not balance on hand	\$ _____
<b>SCHEDULE C – ASSETS AND LIABILITIES</b>			
<b>ASSETS</b>		<b>LIABILITIES</b>	
Cash:		Due Supreme Council:	
Undeposited funds	\$ _____	Per capita	\$ _____
Bank — Checking acct.	\$ _____	Supplies	\$ _____
— Savings acct.	\$ _____	Catholic advertising	\$ _____
— Money market accts.	\$ _____	Other	\$ _____
Due from _____ members	\$ _____	Due state council	\$ _____
Total current assets	\$ _____	Advance payments by _____ members	\$ _____
Less: current liabilities	\$ _____	Misc. liabilities	\$ _____
Net current assets	\$ _____		\$ _____
<b>Other Assets:</b>			
Short term CD	\$ _____		\$ _____
Money Market	\$ _____		\$ _____
Mutual Funds	\$ _____		\$ _____
Misc. assets	\$ _____		\$ _____
Total other assets	\$ _____	Total current liabilities	\$ _____
Total assets	\$ _____	Signed this _____ day of _____ 20____	
		_____ Grand Knight	
		_____ Trustee	
		_____ Trustee	
		_____ Trustee	

Please complete all items. Insert "None" where no figures are to be shown.

SEND ONE COPY TO: Council Accounts  
Email: councilaccounts@kcof.org  
Fax: 855-209-1396  
Mail: 1 Columbus Plaza, New Haven, CT 06510

COPIES TO: State Deputy, District Deputy, Council File  
Available in electronic format at kcof.org/forms  
1295 12/16



This form should be filled out by the council Trustees with input from the Treasurer and Financial Secretary.

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

## ANNUAL SURVEY OF FRATERNAL ACTIVITY

JANUARY 1, 20  THRU DECEMBER 31, 20

COUNCIL NUMBER  JURISDICTION

Section I. Fraternal Program Activities	Section II. Fraternal Commitment Activities																																																																																																																																																														
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➔ PDF Form

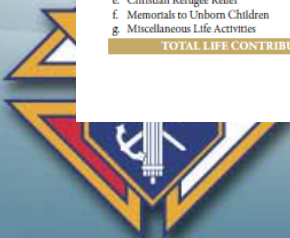
➔ Online form

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



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.*

ANNUAL SURVEY OF FRATERNAL ACTIVITY	
20 INDIVIDUAL MEMBER WORKSHEET	
INSTRUCTIONS TO FINANCIAL SECRETARIES / FAITHFUL COMPTROLLERS / BURSARS	
<p>Note: Knights should separate reported assembly activities from their reported council activities.</p> <p>Located on the lower portion of this page are individual Member Worksheets to assist you in determining the number of hours of volunteer service expended by members during 20__.</p> <p>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.</p>	
COUNCIL HOURS	ASSEMBLY HOURS
<p><b>FAITH ACTIVITIES</b> (when applicable) HOURS OF SERVICE</p> <p>a. RSVP Program</p> <p>b. Church Facilities</p> <p>c. Catholic Schools/Seminaries</p> <p>d. Religious/Vocations Education</p> <p>e. Prayer &amp; Study Programs</p> <p>f. Sacramental Gifts</p> <p>g. Miscellaneous Faith Activities</p> <p><b>FAMILY ACTIVITIES</b> (when applicable)</p> <p>a. Food for Families</p> <p>b. Family Formation Programs</p> <p>c. Keep Christ in Christmas</p> <p>d. Family Week</p> <p>e. Family Prayer Night</p> <p>f. Miscellaneous Family Programs</p> <p><b>COMMUNITY ACTIVITIES</b> (when applicable)</p> <p>a. Coats For Kids</p> <p>b. Global Wheelchair Mission</p> <p>c. Habitat for Humanity</p> <p>d. Disaster Preparedness/Relief</p> <p>e. Physically Disabled/Intellectual Disabilities</p> <p>f. Elderly/Widow(er) Care</p> <p>g. Hospitals/Health Organizations</p> <p>h. Columbian Squires</p> <p>i. Scouting/Youth Groups</p> <p>j. Athletics</p> <p>k. Youth Welfare/Service</p> <p>l. Scholarships/Education</p> <p>m. Veteran Military/VAVS</p> <p>n. Miscellaneous Community/Youth Activities</p> <p><b>LIFE ACTIVITIES</b> (when applicable)</p> <p>a. Special Olympics</p> <p>b. Marches for Life</p> <p>c. Ultrasound Initiative</p> <p>d. Pregnancy Support</p> <p>e. Christian Refugee Relief</p> <p>f. Memorials to Unborn Children</p> <p>g. Miscellaneous Life Activities</p> <p><b>OTHER FRATERNAL COMMITMENTS:</b></p> <p>Visits to the Sick</p> <p>Visits to the Bereaved</p> <p>Number of Blood Donations</p> <p>Hours of Fraternal Service to Sick/Disabled Member and their Families</p> <p>TOTAL <input type="text"/></p>	<p><b>FAITH ACTIVITIES</b> (when applicable) HOURS OF SERVICE</p> <p>a. RSVP Program</p> <p>b. Church Facilities</p> <p>c. Catholic Schools/Seminaries</p> <p>d. Religious/Vocations Education</p> <p>e. Prayer &amp; Study Programs</p> <p>f. Sacramental Gifts</p> <p>g. Miscellaneous Faith Activities</p> <p><b>FAMILY ACTIVITIES</b> (when applicable)</p> <p>a. Food for Families</p> <p>b. Family Formation Programs</p> <p>c. Keep Christ in Christmas</p> <p>d. Family Week</p> <p>e. Family Prayer Night</p> <p>f. Miscellaneous Family Programs</p> <p><b>COMMUNITY ACTIVITIES</b> (when applicable)</p> <p>a. Coats For Kids</p> <p>b. Global Wheelchair Mission</p> <p>c. Habitat for Humanity</p> <p>d. Disaster Preparedness/Relief</p> <p>e. Physically Disabled/Intellectual Disabilities</p> <p>f. Elderly/Widow(er) Care</p> <p>g. Hospitals/Health Organizations</p> <p>h. Columbian Squires</p> <p>i. Scouting/Youth Groups</p> <p>j. Athletics</p> <p>k. Youth Welfare/Service</p> <p>l. Scholarships/Education</p> <p>m. Veteran Military/VAVS</p> <p>n. Miscellaneous Community/Youth Activities</p> <p><b>LIFE ACTIVITIES</b> (when applicable)</p> <p>a. Special Olympics</p> <p>b. Marches for Life</p> <p>c. Ultrasound Initiative</p> <p>d. Pregnancy Support</p> <p>e. Christian Refugee Relief</p> <p>f. Memorials to Unborn Children</p> <p>g. Miscellaneous Life Activities</p> <p><b>OTHER FRATERNAL COMMITMENTS:</b></p> <p>Visits to the Sick</p> <p>Visits to the Bereaved</p> <p>Number of Blood Donations</p> <p>Hours of Fraternal Service to Sick/Disabled Member and their Families</p> <p>TOTAL <input type="text"/></p>
<p>1728A 12/18 Available in electronic format at <a href="http://kofc.org/forms">kofc.org/forms</a></p>	



Michigan State Council  
Knights of Columbus





# Form #SP-7 Columbian Award Application

**COLUMBIAN AWARD APPLICATION**  
Due by June 30th

Council Number: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_ 20\_\_ - 20\_\_

**FAITH PROGRAMS:** (RSVP, Into the Breach, Marian Icon Prayer Program, Building the Domestic Church Kiosk, Rosary Program, Holy Hour, Sacramental Gifts, *Spiritual Reflection Program is the required program*)

1. Program Name: \_\_\_\_\_ Recruitment Opportunity?  YES  NO Participants: \_\_\_\_\_ x \_\_\_\_\_ = 0  
Hours: \_\_\_\_\_ Total Hours: \_\_\_\_\_  
Donations: \_\_\_\_\_  
Program Description: \_\_\_\_\_

2. Program Name: \_\_\_\_\_ Recruitment Opportunity?  YES  NO Participants: \_\_\_\_\_ x \_\_\_\_\_ = 0  
Hours: \_\_\_\_\_ Total Hours: \_\_\_\_\_  
Donations: \_\_\_\_\_  
Program Description: \_\_\_\_\_

3. Program Name: \_\_\_\_\_ Recruitment Opportunity?  YES  NO Participants: \_\_\_\_\_ x \_\_\_\_\_ = 0  
Hours: \_\_\_\_\_ Total Hours: \_\_\_\_\_  
Donations: \_\_\_\_\_  
Program Description: \_\_\_\_\_

4. Program Name: \_\_\_\_\_ Recruitment Opportunity?  YES  NO Participants: \_\_\_\_\_ x \_\_\_\_\_ = 0  
Hours: \_\_\_\_\_ Total Hours: \_\_\_\_\_  
Donations: \_\_\_\_\_  
Program Description: \_\_\_\_\_


**FAMILY PROGRAMS:** (Food for Families, Family of the Month/Year, Keep Christ in Christmas, Family Fully Alive, Family Week, Family Prayer Night, Good Friday Family Promotion, *Conservation to the Holy Family is the required program*)

1. Program Name: \_\_\_\_\_ Recruitment Opportunity?  YES  NO Participants: \_\_\_\_\_ x \_\_\_\_\_ = 0  
Hours: \_\_\_\_\_ Total Hours: \_\_\_\_\_  
Donations: \_\_\_\_\_  
Program Description: \_\_\_\_\_

2. Program Name: \_\_\_\_\_ Recruitment Opportunity?  YES  NO Participants: \_\_\_\_\_ x \_\_\_\_\_ = 0  
Hours: \_\_\_\_\_ Total Hours: \_\_\_\_\_  
Donations: \_\_\_\_\_  
Program Description: \_\_\_\_\_

3. Program Name: \_\_\_\_\_ Recruitment Opportunity?  YES  NO Participants: \_\_\_\_\_ x \_\_\_\_\_ = 0  
Hours: \_\_\_\_\_ Total Hours: \_\_\_\_\_  
Donations: \_\_\_\_\_  
Program Description: \_\_\_\_\_

4. Program Name: \_\_\_\_\_ Recruitment Opportunity?  YES  NO Participants: \_\_\_\_\_ x \_\_\_\_\_ = 0  
Hours: \_\_\_\_\_ Total Hours: \_\_\_\_\_  
Donations: \_\_\_\_\_  
Program Description: \_\_\_\_\_

 Page 1 of 2



PDF



Online

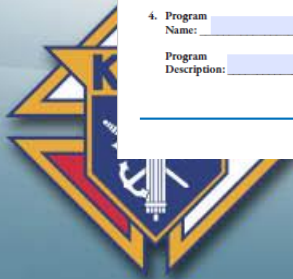


Instructions

This form needs to be filled out & submitted annually - Target May, Due June 30<sup>th</sup>

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 1<sup>st</sup> program in each category.
- Fill all 4 programs in each category unless you have Featured programs.
- Featured programs count as 2.

### COLUMBIAN AWARD APPLICATION

Due by June 30th


Council Number: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_ 20\_\_ - 20\_\_

**FAITH PROGRAMS:** (RSVP, Into the Breach, Marian Icon Prayer Program, Building the Domestic Church Kiosk, Rosary Program, Holy Hour, Sacramental Gifts, *Spiritual Reflection Program is the required program*)

1. Program Name: _____	Recruitment Opportunity? <input type="checkbox"/> YES <input type="checkbox"/> NO	Participants x Hours = 0
Program Description: _____		
2. Program Name: _____	Recruitment Opportunity? <input type="checkbox"/> YES <input type="checkbox"/> NO	Participants x Hours = 0
Program Description: _____		
3. Program Name: _____	Recruitment Opportunity? <input type="checkbox"/> YES <input type="checkbox"/> NO	Participants x Hours = 0
Program Description: _____		
4. Program Name: _____	Recruitment Opportunity? <input type="checkbox"/> YES <input type="checkbox"/> NO	Participants x Hours = 0
Program Description: _____		

**FAMILY PROGRAMS:** (Food for Families, Family of the Month/Year, Keep Christ in Christmas, Family Fully Alive, Family Week, Family Prayer Night, Good Friday Family Promotion, *Consecration to the Holy Family is the required program*)

1. Program Name: _____	Recruitment Opportunity? <input type="checkbox"/> YES <input type="checkbox"/> NO	Participants x Hours = 0
Program Description: _____		
2. Program Name: _____	Recruitment Opportunity? <input type="checkbox"/> YES <input type="checkbox"/> NO	Participants x Hours = 0
Program Description: _____		
3. Program Name: _____	Recruitment Opportunity? <input type="checkbox"/> YES <input type="checkbox"/> NO	Participants x Hours = 0
Program Description: _____		
4. Program Name: _____	Recruitment Opportunity? <input type="checkbox"/> YES <input type="checkbox"/> NO	Participants x Hours = 0
Program Description: _____		

 Page 1 of 2

### FRATERNAL PROGRAMS REPORT FORM

Refer to program guide sheets for required forms and reporting

Council Number: \_\_\_\_\_ Date(s) of Program \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Faith	Family	Community	Life
<input type="checkbox"/> Into the Breach <input type="checkbox"/> Marian Icon Prayer Program <input type="checkbox"/> Build the Domestic Church Kiosk <input type="checkbox"/> Rosary Program <input type="checkbox"/> Spiritual Reflection Program <input type="checkbox"/> Holy Hour <input type="checkbox"/> Sacramental Gifts	<input type="checkbox"/> Family of the Month/Year <input type="checkbox"/> Keep Christ in Christmas <input type="checkbox"/> Family Fully Alive <input type="checkbox"/> Family Week <input type="checkbox"/> Consecration to the Holy Family <input type="checkbox"/> Family Prayer Night <input type="checkbox"/> Good Friday Family Promotion	<input type="checkbox"/> Disaster Preparedness <input type="checkbox"/> Free Throw Championship <input type="checkbox"/> Soccer Challenge <input type="checkbox"/> Helping Hands <input type="checkbox"/> Catholic Citizenship Essay Contest	<input type="checkbox"/> Christian Refugee Relief <input type="checkbox"/> Silver Rose <input type="checkbox"/> Pregnancy Center Support <input type="checkbox"/> Novena for Life <input type="checkbox"/> Mass for People with Special Needs

2. Participation: Members + Non Members + Total Participants = 0

Program Planning: \_\_\_\_\_ & \_\_\_\_\_ Members Recruit \_\_\_\_\_ Donations \_\_\_\_\_ Local Cures \_\_\_\_\_

3. Is your council Safe Environment Program compliant?  YES  NOT YES [kofc.org/safe](http://kofc.org/safe)


4. Program Promotions (check all that apply):  Church Bulletin  Parish/Council Newsletter  Pulpit Announcement  
 Mailer/Email  Other: \_\_\_\_\_

5. How successful was your program?:  
 Very Successful (surpassed expectations)  Successful (met expectations)  Needs improvements (low participation)

6. Summarize the efforts of all volunteers. Describe the event and ideas to improve the success of the program?

\_\_\_\_\_  
 Signed: Grand Knight Date: \_\_\_\_\_ Signed: Program Director Date: \_\_\_\_\_

Email a copy of this document to: [fraternalmission@kofc.org](mailto:fraternalmission@kofc.org)  
 Retain a copy of each report to assist in completion of the Annual Survey of Fraternal Activity (1728) & Columbian Award Application (SP7).

 10784 1/19







# Form # 10784 – Fraternal Programs Report

**FRATERNAL PROGRAMS REPORT FORM**

Council Number: \_\_\_\_\_ Date(s) of Program \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Refer to program guide sheets for required forms and reporting

Faith	Family	Community	Life
<input type="checkbox"/> Into the Breach <input type="checkbox"/> Marian Icon Prayer Program <input type="checkbox"/> Build the Domestic Church Kiosk <input type="checkbox"/> Rosary Program <input type="checkbox"/> Spiritual Reflection Program <input type="checkbox"/> Holy Hour <input type="checkbox"/> Sacramental Gifts	<input type="checkbox"/> Family of the Month/Year <input type="checkbox"/> Keep Christ in Christmas <input type="checkbox"/> Family Fully Alive <input type="checkbox"/> Family Week <input type="checkbox"/> Consecration to the Holy Family <input type="checkbox"/> Family Prayer Night <input type="checkbox"/> Good Friday Family Promotion	<input type="checkbox"/> Disaster Preparedness <input type="checkbox"/> Free Throw Championship <input type="checkbox"/> Soccer Challenge <input type="checkbox"/> Helping Hands <input type="checkbox"/> Catholic Citizenship Essay Contest	<input type="checkbox"/> Christian Refugee Relief <input type="checkbox"/> Silver Rose <input type="checkbox"/> Pregnancy Center Support <input type="checkbox"/> Novena for Life <input type="checkbox"/> Mass for People with Special Needs

OTHER (designate category): \_\_\_\_\_

2 Participation: \_\_\_\_\_ + \_\_\_\_\_ = 0 Total Participants    0 x \_\_\_\_\_ = 0 Total Volunteer Hours  
 Program Planning: \_\_\_\_\_ & \_\_\_\_\_    Members Recruited: \_\_\_\_\_    Donations: \_\_\_\_\_  
Costs    Time    Local Currency

3 Is your council Safe Environment Program compliant?  YES  NOT YET [kofc.org/safe](http://kofc.org/safe)

4 Program Promotions (check all that apply):  Church Bulletin  Parish/Council Newsletter  Pulpit Announcement  
 Mailer/Email  Other: \_\_\_\_\_

5 How successful was your program?  
 Very Successful (surpassed expectations)  Successful (met expectations)  Needs improvements (low participation)

6 Summarize the efforts of all volunteers. Describe the event and ideas to improve the success of the program?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_    Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Grand Knight    Program Director

Email a copy of this document to: [fraternalmission@kofc.org](mailto:fraternalmission@kofc.org)  
 Retain a copy of each report to assist in completion of the Annual Survey of Fraternal Activity (1728) & Columbian Award Application (SP7).

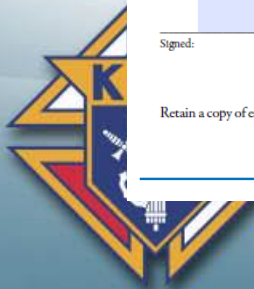
10784 1/19

➔ 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**  
**PARTNERSHIP PROFILE REPORT**

For Twelve Month Period Ending December 31, 20  Due By: **JANUARY 31**

Council Number  Location

**I. Volunteer Hours provided by K of C members and their families to Special Olympics throughout the calendar year**

1. State Games/Events	<input type="text"/>
2. Regional Games/Events	<input type="text"/>
3. Local Games/Events	<input type="text"/>
<b>TOTAL VOLUNTEER HOURS</b>	<input type="text" value="0"/>

**II. Number of K of C Volunteers at Special Olympics Games and Events**

**EVENT-SPECIFIC VOLUNTEERS**

1. State Games/Events	<input type="text"/>
2. Regional Games/Events	<input type="text"/>
3. Local Games/Events	<input type="text"/>
<b>TOTAL EVENT-SPECIFIC</b>	<input type="text" value="0"/>

**YEAR-ROUND K of C VOLUNTEERS**

1. State Games/Events	<input type="text"/>
2. Regional Games/Events	<input type="text"/>
3. Local Games/Events	<input type="text"/>
<b>TOTAL YEAR-ROUND</b>	<input type="text" value="0"/>

**TOTAL K of C VOLUNTEERS (Event-Specific and Year-round)**

Date:  (Signed)

Date:  (Signed)

**III. Number of Events in which K of C members and families volunteer**

1. State Games/Events	<input type="text"/>
2. Regional Games/Events	<input type="text"/>
3. Local Games/Events	<input type="text"/>
<b>TOTAL EVENTS</b>	<input type="text" value="0"/>

**IV. Total Funds Contributed to Special Olympics Dollars Only**

1. State Games/Events	<input type="text"/>
2. Regional Games/Events	<input type="text"/>
3. Local Games/Events	<input type="text"/>
<b>TOTAL CONTRIBUTIONS</b>	<input type="text" value="0"/>

**V. New Events Added This Year**

**VI. Special Olympics Affiliations**

**FAITH IN ACTION** **LIFE**

➔ 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

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

*Expense report forms are also required but are covered in a separate presentation.*





# Form #450 - Degree Exemplification Report

## DEGREE EXEMPLIFICATION REPORT FORM

Jurisdiction: \_\_\_\_\_ District Number: \_\_\_\_\_  
 Degree Date: \_\_\_\_\_ Host Council Number: \_\_\_\_\_  
 Submitted by: \_\_\_\_\_  
 Title: \_\_\_\_\_ Membership #: \_\_\_\_\_

**Only submit one report per Degree.  
 DO NOT report multiple Degrees on a single form.**

Degree Exemplified (Check only one):  
 Exemplification of Charity, Unity and Fraternity  
 Location:  Church  Council Chamber  Other  
 Admission/1st Degree Team Council: \_\_\_\_\_  
 Formation/2nd Degree Team Name: \_\_\_\_\_  
 Knighthood/3rd Degree Conferring Officer Name: \_\_\_\_\_  
 Honoree (If Designated): \_\_\_\_\_  
 Total Number of Candidates: \_\_\_\_\_  
 Length of Degree: \_\_\_\_\_

Candidate Details (for Exemplification of Charity, Unity and Fraternity only)  
 New Members: \_\_\_\_\_ Priests: \_\_\_\_\_ Online Members: \_\_\_\_\_ Advancing Members: \_\_\_\_\_  
 Total Observers: \_\_\_\_\_

Participating Councils – New Members Only

Council Number	New Members	Council Number	New Members	Council Number	New Members

General Observations: \_\_\_\_\_

Send To: [ceremonials@kofc.org](mailto:ceremonials@kofc.org)  
 cc: State Deputy  
 State Ceremonial Chairmen

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

Please include:

- Check all boxes (1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> degree)
- Submit it to...
  - *Supreme - [ceremonials@kofc.org](mailto:ceremonials@kofc.org)*
  - *State – Diocesan Membership Director*
  - *State – [forms@mikofc.org](mailto:forms@mikofc.org)*







# Form # 944 DD Semi-Annual Report

**DISTRICT DEPUTY SEMI-ANNUAL REPORT ON COUNCIL STATUS (944)**

STATE/PROV: \_\_\_\_\_  
 DISTRICT #: \_\_\_\_\_  
 DATE: \_\_\_\_\_

Due December 31 and June 30

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

**COUNCIL DEADLINES**

- Election of Officers (Form #185) – July 1 deadline for receipt at Supreme Council office
- Service Program Personal Report (Form #363) – August 1 deadline for receipt at Supreme Council office
- Semiannual Council Audit Report (Form #1295) – August 15 deadline for receipt at Supreme Council office
- July Per Capita Assessment – October 10 deadline for receipt at Supreme Council office
- Survey of Fraternal Activity (Form #1728) – January 31 deadline for receipt at Supreme Council office
- Semiannual Council Audit Report (Form #1295) – February 15 deadline for receipt at Supreme Council office
- January Per Capita Assessment – April 10 Deadline for receipt at Supreme Council office
- IRS Form 990 (Returns of Organization Except from Income Tax) – Due the fifteenth day of the fifth month following the close of the council's annual reporting period

**ORGANIZATION**

- 1. Are council officers performing as expected?  YES  NO
- 2. Do council officers regularly attend district meetings? (Number of district meetings held \_\_\_\_\_)  YES  NO
- 3. Has the District Deputy inspected the council books and financial records?  YES  NO
- 4. Does the District Deputy certify the records correctly with the Order's laws and rules? (If no attach explanation)  YES  NO

**MEMBERSHIP**

- 1. Is the council implementing effective membership recruitment strategies?  YES  NO
- 2. Does the council utilize an Admissions Committee?  YES  NO
- 3. Has the council implemented an organized membership retention program?  YES  NO
- 4. Do the Grand Knight and Financial Secretary reconcile the membership transactions reported by the Supreme Council office on the monthly Grand Knight's Membership and Financial Statement (Form #118) and the Council Billing Statement (Form #106)?  YES  NO

**FAITH IN ACTION PROGRAM**

- 1. Has the council adopted the Faith in Action program model?  YES  NO
- 2. Has the Grand Knight met with the Pastor to review the program and offer support to the parish?  YES  NO
- 3. Is the Star Council Award being used as a goal/step for success?  YES  NO
- 4. Do you expect this council to earn the Star Council Award?  YES  NO

**INSURANCE PROMOTION**

- 1. Is a field agent assigned to this council?  YES  NO
- 2. Is the council conducting an effective insurance promotion program?  YES  NO
- 3. Does the Financial Secretary provide copies of the Membership Document (Form #100) to the Field Agent?  YES  NO
- 4. Does the field agent participate in council functions?  YES  NO
- 5. Do you expect this council to meet its insurance member quota?  YES  NO

**COUNCIL DEVELOPMENT**

- 1. What is the number of parishes served by this council? \_\_\_\_\_  YES  NO
- 2. Is there a Round Table serving each parish? (If council serves more than one parish)  YES  NO
- 3. Could a new council be developed in this area? If yes, identify the site: \_\_\_\_\_  YES  NO

**OVERALL STATUS** (Outline council strengths, weaknesses, achievements, etc. Use the other side if needed)

\_\_\_\_\_

District Deputy recommendations to council leadership (Use other side if needed)

\_\_\_\_\_

Email completed report to:

DD@KOFCC.ORG

Send copy to State Deputy and retain a copy for your files

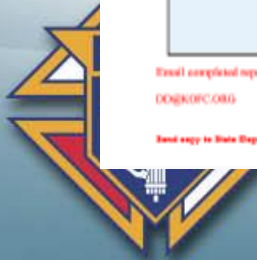
Signed: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Email: \_\_\_\_\_

➔ Due 6/30

➔ Due 12/31

Fill this out twice each year

- 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](mailto:DD@kofc.org)
  - State – [forms@mikofc.org](mailto:forms@mikofc.org)
  - 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~~

[DISTRICT MEETING ATTENDANCE](#) - Use this report to report the attendance at your District Meetings

[Electronic District Meeting/Admission Degree Input Form](#) – Submit this form for your District Meetings

[View Submitted Electronic District Meetings \(by district\)](#) – Read-only report

~~ICON~~

[State Director Program Evaluation Form](#) – Not for DD use but for your information

~~QUARTERLY TRACKING LOG (XLS)~~

~~QUARTERLY TRACKING LOG (PDF)~~

[State Council Expense Form](#) - 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

DISTRICT MEETING ATTENDANCE											
date	district #	councils #	attendance	officers in attendance							
			total	GK	FS	PF DIR	MEN DIR	ADV	TRES	TRUSTEE	OTHER
<b>total</b>											
DD NAME											
Comments											

Complete report for each District meeting.

**DIRECTIONS**

1. Enter date of meeting.
2. District number.
3. Council numbers in attendance.
4. Total attendance from each council.
5. Place # for specific officers attending
6. Enter DD name
7. Send this report to State Program Director


MICHIGAN STATE COUNCIL      12-7-15

- ➔ 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](mailto:forms@mikofc.org)





# Electronic District Meeting Input Form

Knights of Columbus 


---

**District Events**  
\* Required

District # \*  
Your answer \_\_\_\_\_

District Deputy \*  
Your answer \_\_\_\_\_

Diocese \*  
Choose ▾

Knights of Columbus 

---

**District Events**  
\* Required

**Meeting**

Meeting Type

District Meeting Summer  
 District Meeting Winter  
 Admission Degree

Host Council #  
Your answer \_\_\_\_\_

Location of event  
Your answer \_\_\_\_\_

Meeting Date \*  
MM DD YYYY  
\_ / \_ / 2020

Start Time  
Time  
: AM ▾

Arrival Time  
Time  
: AM ▾

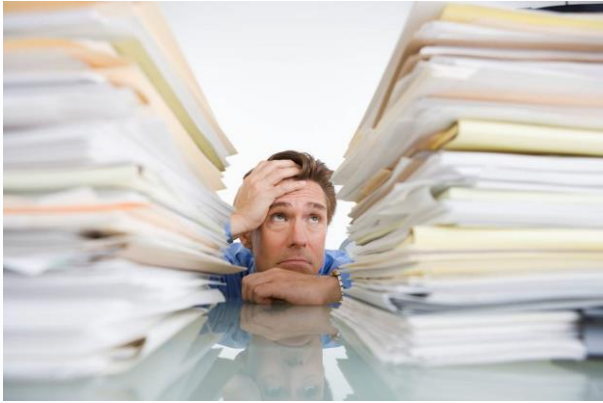
Special event notes  
Dinner is served before the meeting ect.  
Your answer \_\_\_\_\_

- Fill in the blanks
- Hit submit

Please complete this BEFORE the Summer Meeting







# Any Questions



Michigan State Council  
Knights of Columbus

