



TIP!

This symbol will help provide tips and guidance.



Grand Knight's Training Workshop 2021

*Leadership
based on Charity,
Unity and Fraternity*



- ➔ 1. 1st Priorities
- ➔ 2. Next Priorities
- ➔ 3. Successful Meetings
- ➔ 4. Youth Protection



Go in document section



Go to WEB Link



Return to home page



1. *First Priorities*

- ➔ 1. Surround yourself with great leaders
- ➔ 2. Insist your predecessor brings you up-to-speed
- ➔ 3. Get basic training
- ➔ 4. Create a working relationship with your Pastor
- ➔ 5. Run effective council & officer meetings
- ➔ 6. Establish goals for the council and it's members
- ➔ 7. Understand, embrace and implement Faith in Action
- ➔ 8. Focus on addressing your council's biggest issues
- ➔ 9. Use the State Council's e-mail system



Becoming a Grand Knight can be overwhelming. Focus on these 9 items first before you worry about everything else.



1.1 Surround yourself with great leaders



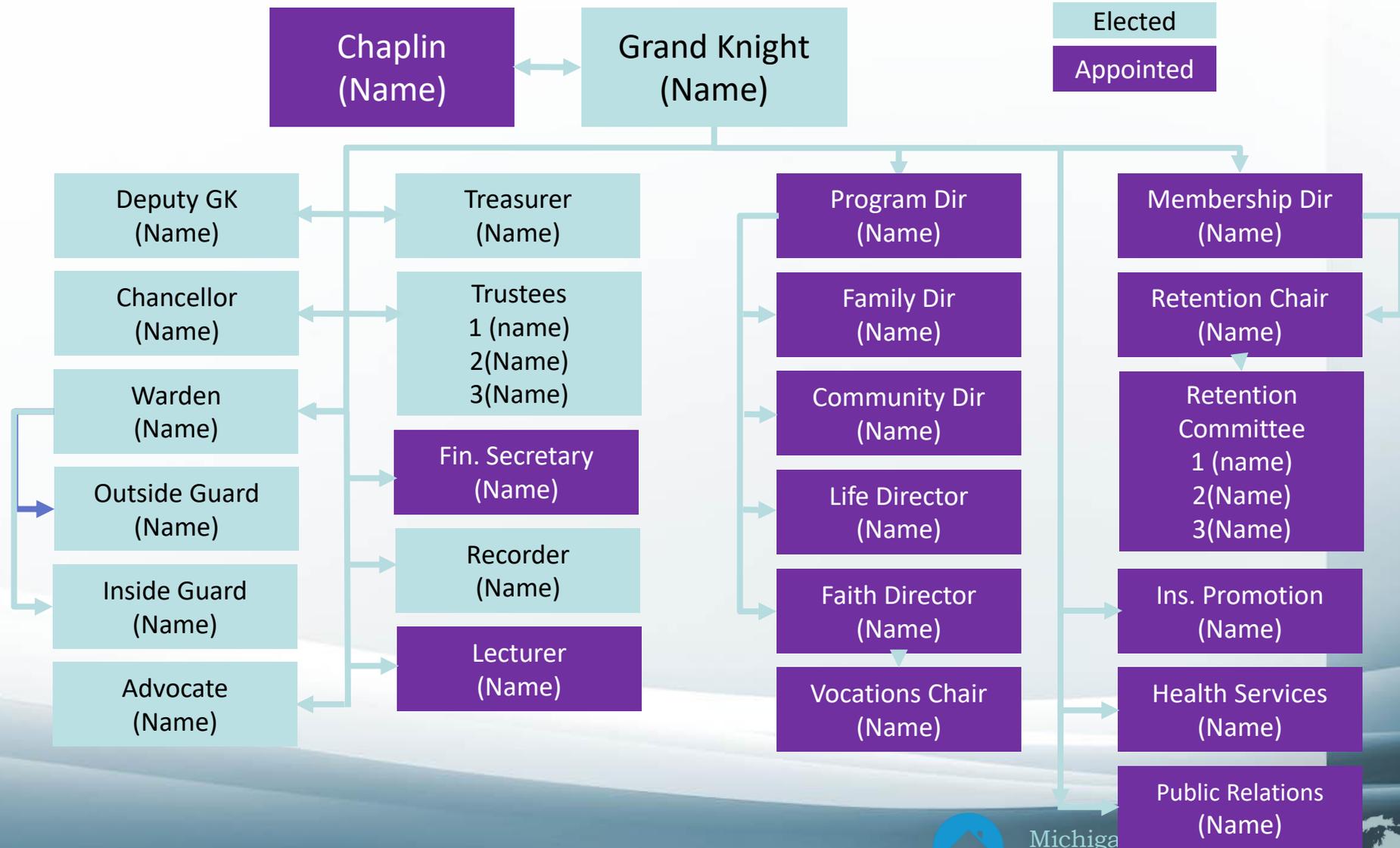
TIP!

Duties

Responsibilities

Council Officers

Directors



Report of Officers Chosen for Term (Form 185)

Officer Positions	Name	Address	Telephone #s	Email
Grand Knight	Abraham Lincoln	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2481 (R) 248-313-1234 (C)	a.lincoln@gmail.com
Financial Secretary	Jack Benny	5678 Stoney Creek Dr. Hollywood, CA 34567	248-248-2482 (R) 248-313-1235 (C)	pennypincher@yahoo.com
Deputy Grand Knight	Benjamin Franklin	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2483 (R) 248-313-1236 (C)	nextinline@gmail.com
Chancellor	George Washington	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2484 (R) 248-313-1237 (C)	dollarbill@yahoo.com
Recorder	John F. Kennedy	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2485 (R) 248-313-1238 (C)	gotapen@gmail.com
Advocate	Perry Mason	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2486 (R) 248-313-1236 (C)	rulesguy@yahoo.com
Warden	J. Edgar Hoover	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2487 (R) 248-313-1230 (C)	fbiguy@gmail.com
Inside Guard	Paul Simon	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2488 (R) 248-313-1231 (C)	sng1@yahoo.com
Outside Guard	Art Garfunkel	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2489 (R) 248-313-1232 (C)	sng2@yahoo.com
One Year Trustee	Larry	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2480 (R) 248-313-1233 (C)	stooges1@gmail.com
Two Year Trustee	Mo	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2481 (R) 248-313-1234 (C)	stooges2@gmail.com
Three Year Trustee	Curly	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2481 (R) 248-313-1234 (C)	stooges3@gmail.com

Member Management Steps

- Go to: www.kofc.org (click)
- Sign in
- Officers Online
- Member Management
- LIVE
- Council Administration
- Council Officers
- Choose Role
- Assign a Name
- Submit
- Print Center
- Save & e-mail report



TIP!

Watch this 5-minute
YouTube video to see how
to submit form 185 using
Member Management



Another Option is to submit the PDF form 185

- [Report of Officers Chosen for the Term #185](#)
- [Report of Officers Chosen - Instructions](#)



Service Program Personnel Report (Form 365)

Program Position	Name	Address	Telephone #s	Email
Program Director	Abraham Lincoln	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2481 (R) 248-313-1234 (C)	a.lincoln@gmail.com
Faith Director	Jack Benny	5678 Stoney Creek Dr. Hollywood, CA 34567	248-248-2482 (R) 248-313-1235 (C)	pennypincher@yahoo.com
Vocations Chairman	Benjamin Franklin	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2483 (R) 248-313-1236 (C)	nextinline@gmail.com
Community Director	George Washington	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2484 (R) 248-313-1237 (C)	dollarbill@yahoo.com
Life Director	John F. Kennedy	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2485 (R) 248-313-1238 (C)	gotapen@gmail.com
Health Service	Perry Mason	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2486 (R) 248-313-1236 (C)	rulesguy@yahoo.com
Public Relations	J. Edgar Hoover	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2487 (R) 248-313-1230 (C)	fbiguy@gmail.com
Family Director	Paul Simon	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2488 (R) 248-313-1231 (C)	sng1@yahoo.com
Membership Director	Art Garfunkel	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2489 (R) 248-313-1232 (C)	sng2@yahoo.com
Retention Committee 1	Larry	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2480 (R) 248-313-1233 (C)	stooges1@gmail.com
Retention Committee 1	Mo	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2481 (R) 248-313-1234 (C)	stooges2@gmail.com
Retention Chairman	Curly	1234 Log Cabin Ln Springfield Ill. 12345	248-248-2481 (R) 248-313-1234 (C)	stooges3@gmail.com

Member Management

- Go to: www.kofc.org (click)
- Sign in
- Officers Online
- Member Management
- LIVE
- Council Administration
- Service Program Personnel
 - Choose Role
 - Assign a Name
- Submit
- Print Center
- Save & e-mail report



TIP!

Watch this 5-minute
YouTube video to see how
to submit form 365 using
Member Management



Another Option is to submit the PDF form 365

- [Service Program Personnel Report #365](#)
- [Service Program Personnel Report - Instructions](#)



1.2 – Have your predecessor bring you up to speed

❖ Forms submitted the previous 2 years

➔ [Gmail Account Training video](#)

❖ GK Jewel

❖ Lessons Learned

❖ Important Issues facing the council



TIP!



Your GKXXXX@mikofc.org account has a space on the google drive that you can store forms and documents. When you use the drive and hand off email and password it will allow the new GK to have the items he needs to take over smoothly.





There are 9 links on this page. If you spend 10 minutes looking at each link, you'll be done in 90 minutes. It's well worth the time.

1.3 Get Basic Training

- ❖ Supreme Website – [Navigating Supreme Website](#)
 - ➔ Training & Webinars
 - ➔ Video Library
- ❖ State Website – [Navigating the Michigan State KofC Website](#)
 - ➔ Resources = Programs, Membership, Forms, Training & Documentation
- ❖ Required Technology
 - ❖ [Gmail Account Training video](#)
 - ❖ [Youth Protection Training video](#)
 - ❖ [Officers Online Overview video](#)
- ❖ Meetings
 - ❖ District Meetings (Held 2+ times / year)
 - ❖ Diocesan Meetings (Held 1+ times / year)
- ❖ Leadership Guide – [2020-2021 Leadership Guide](#)



1.4 Relationship with your Pastor(s)

Quick Tips FROM FRATERNAL



HOW TO SUCCESSFULLY
COMMUNICATE WITH YOUR PASTOR



- ❖ Set up a meeting to get to know each other.
- ❖ What does he want/need from the Knights?
 - ❖ How can you help?
- ❖ Does he have issues with the Knights?
- ❖ Become the council he wants you to be.
- ❖ Meet regularly to stay aligned (quarterly)



1.6 – Establish “Realistic” Council Goals



- Goals should be > last year
- Get Directors to own their goals
- Document your goals
- Share them with your Council
- Review them (quarterly)
- Make adjustments when necessary
- Have an “Action Plan”
 - Step-By-Step
 - Timeline
 - Who’s doing what & when?



1.7 Faith in Action

◆ Get Educated – including your Program Director(s)

➔ Supreme Faith In Action website

◆ Talk to your Pastor ➔

◆ Choose Activities

◆ Plan them

◆ Do them



Each program listed on the Supreme website contains:

1. Guide Sheets (How to run the program)
2. Posters (Advertisement)
3. Brochures (Advertisement)
4. Other materials

FAITH IN ACTION - RESOURCES



FAITH IN ACTION OVERVIEW



FAITH



FAMILY



COMMUNITY



LIFE

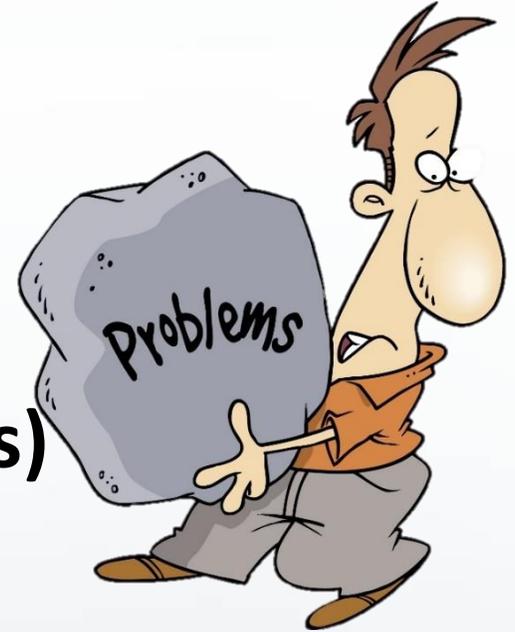


FAITH IN ACTION FORMS



1.8 Address Problems

- ❖ Seek out the Critical Issues
- ❖ Prioritize them (with your Officers & Directors)
- ❖ Step up and fix the biggest issues
- ❖ Things to consider
 - ❖ Focus on the “few” most important
 - ❖ Delegate some (Give your leaders a chance to shine)
 - ❖ Ask your District Deputy for help



TIP!

Bad news does NOT get better with time. In fact, it typically gets much worse. So, work on your issues sooner rather than later.



2. Next Priorities

- ➔ 1. Star Council Award
- ➔ 2. Forms – Communicate to Supreme & State
- ➔ 3. Mentor and develop your leaders



TIP!

When you've mastered the top 9 priorities (first section), then, and only then, start to address these items.



2.1 Star Council

◆ Attain Membership Goals

◆ Attain Insurance Goals

◆ Attain Program Goals

◆ Submit Required Forms

◆ Annual Survey of Fraternal Activity - [PDF](#) - [Online](#)

◆ Report of Officers Chosen for Term - [PDF](#) - [Online](#)

◆ Service Program Personnel Report - [PDF](#) - [Online](#)

◆ Columbian Award Application - [PDF](#) - [Online](#) - [Instructions](#)

◆ Make all per-capita payments

◆ Complete Youth Protection Training



Star Council Checklist



Fraternal Year 2020 - 2021

- Service Program Personnel Report — Form #365 — Due August 1
- Annual Survey of Fraternal Activity — Form #1728 — Due January 31
- McGivney Award
Net Membership Quota of _____ — By June 30

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
Gains:												
Losses:												

- Founders' Award
Conduct two Fraternal Benefit Seminars — By June 30
 - Seminar #1 _____ DATE
 - Seminar #2 _____ DATE

- Columbian Award — Form #SP7 — Due June 30

	Faith	Family	Community	Life
1.		1.	1.	1.
2.		2.	2.	2.
3.		3.	3.	3.
4.		4.	4.	4.

A council must submit a Columbian Award Application (SP7) listing a total of 16 program credits to earn the Columbian Award. Faith in Action Featured Programs count for two credits. All other council programs count for one credit.

- Council In Good Standing
In the U.S. and Canada, fully compliant with applicable Safe Environment requirements.



2.2 Forms

- ❖ Watch the [Forms Overview Video](#)
- ❖ Minimize changing who fills them out
- ❖ Start with the previously submitted form
- ❖ Discuss “due” forms at every Officers meeting
- ❖ Submit them on time (or early)
- ❖ Use the tracking matrix for a checklist
- ❖ Submit them on-line whenever possible
- ❖ Use the [Council Forms Directory](#) as a reference guide



Form #	Form Name	Due Date	Responsible Party	Where to Find Form	Where to Submit Form
1000	Annual Report	12/31	Member	Member's Home	Member's Home
1001	Membership Application	Ongoing	Member	Member's Home	Member's Home
1002	Membership Renewal	Ongoing	Member	Member's Home	Member's Home
1003	Transfer of Membership	Ongoing	Member	Member's Home	Member's Home
1004	Request for Information	Ongoing	Member	Member's Home	Member's Home
1005	Request for Information	Ongoing	Member	Member's Home	Member's Home
1006	Request for Information	Ongoing	Member	Member's Home	Member's Home
1007	Request for Information	Ongoing	Member	Member's Home	Member's Home
1008	Request for Information	Ongoing	Member	Member's Home	Member's Home
1009	Request for Information	Ongoing	Member	Member's Home	Member's Home
1010	Request for Information	Ongoing	Member	Member's Home	Member's Home
1011	Request for Information	Ongoing	Member	Member's Home	Member's Home
1012	Request for Information	Ongoing	Member	Member's Home	Member's Home
1013	Request for Information	Ongoing	Member	Member's Home	Member's Home
1014	Request for Information	Ongoing	Member	Member's Home	Member's Home
1015	Request for Information	Ongoing	Member	Member's Home	Member's Home
1016	Request for Information	Ongoing	Member	Member's Home	Member's Home
1017	Request for Information	Ongoing	Member	Member's Home	Member's Home
1018	Request for Information	Ongoing	Member	Member's Home	Member's Home
1019	Request for Information	Ongoing	Member	Member's Home	Member's Home
1020	Request for Information	Ongoing	Member	Member's Home	Member's Home



Critical Forms

#	Name	PDF Link	Online Link	Instructions	Due Date
185	Report of Officers Chosen for Term	PDF	Online (Preferred Method)	185	6/30
365	Service Program Personnel Report	PDF	Online (Preferred Method)	365	8/1
10784	Fraternal Programs Report	N/A	Enter Online	N/A	Every Month
SP-7	Columbian Award Form	PDF	Online (Preferred Method)	SP-7	6/30
1728	Annual Survey of Fraternal Activity	PDF	Online (Preferred Method)	Page 2	1/31
1295	Semi-Annual Audit	PDF	Online (Preferred Method)	1295	2/15 & 8/15
4584	Special Olympics	#4584	N/A	4584	1/31



2.3 Mentor and Develop your leaders

- ❖ **Show you care about (and appreciate) them**
- ❖ **Provide “Appropriate level of” Direction**
- ❖ **Let them do their job**
- ❖ **Have Subject Matter Experts teach others**
- ❖ **Work with your weakest leaders**
- ❖ **Do they have backups and/or replacements?**
- ❖ **What do they want to do next?**
- ❖ **Are they having fun?**
- ❖ **Are they people who want to move up?**



3. *Running Successful Meetings*

- ➔ 1. Why are “Good” meetings so important?
- ➔ 2. Grand Knight – Roles & Responsibilities
- ➔ 3. Officers vs. General Meetings
- ➔ 4. New meeting guidelines from Supreme
- ➔ 5. Before the meeting - Preparation
- ➔ 6. During the meeting – Effective Execution
- ➔ 7. After the meeting – Follow Up



Quick Tips FROM
FRATERNAL

TIP!

HOW TO RUN A SUCCESSFUL COUNCIL MEETING

➔ Watch this video on how to run a successful council meeting

The complex block contains a video thumbnail for a 'Quick Tips' video. The thumbnail features a lightbulb icon, the text 'Quick Tips FROM FRATERNAL', and a play button. Below the thumbnail, there is a call to action: 'Watch this video on how to run a successful council meeting'.

3.1 Why are “Good” meetings so important?

- ❖ Poorly run meetings have negative consequences
 - ❖ Some people don't come back (eventually they quit)
 - ❖ Impacts morale, frustration builds, and very little gets done
- ❖ Well run meetings have the opposite effect
 - ❖ Meeting attendance (over time) improves
 - ❖ People have fun, make friends and enjoy themselves
 - ❖ People feel like it was a good use of their time (effective)



3.2 Grand Knight – Roles & Responsibilities



- ❖ **Facilitate** – Don't dominate
- ❖ **Have fun** – Meetings should be enjoyable
- ❖ **Informative** – Communicate “only” valuable information
- ❖ **Interesting** – Not boring
- ❖ **Moving** – Don't let things get off track

Goal = Have your members leave the meeting saying...
“Wow! That was a great meeting!”

Note: Men don't join the Knights to attend meetings and pay dues.



3.3 Officers Meetings vs. General Meetings

Factor	Officers Mtg	General Mtg
Attendance	Mainly Officers & Directors (But everyone should feel welcome to attend)	Entire council
Purpose	Mainly administration (forms, council issues, plan for council meeting) <i>Cover details that don't interest members.</i>	Summary review of information to: <ol style="list-style-type: none"> 1. Keep members informed 2. Get members excited & engaged
Formality	Less formal, but serious work gets done	More formal, guards, motions, minutes, etc...
New Items	New ideas and programs get discussed in detail and agreed upon.	Summary of new ideas and programs is presented to the general membership.
General Meeting Agenda	The detailed General meeting agenda is worked out here. Presenters then need to prepare a "high-level" report.	Well thought-out "High-level" reports are presented (minimizing detailed discussion)
Officer / Director changes	These are discussed here in detail	These are presented here <ul style="list-style-type: none"> • Officer changes are voted upon • Director changes are announced
Agenda	Follow The Guidelines for Council Meetings Agenda = Appendix F	Follow The Guidelines for Council Meetings Agenda = Appendix B



3.4 New Guidelines from Supreme

Resources:

- [Presentation Slides - PDF](#)
- [Presentation Slides - PPT](#)
- [The Guidelines for Council Meetings](#)
- [Frequently Asked Questions](#)

Topics covered include...

- ❖ Chamber Setup
- ❖ Successful Council Meeting Elements
- ❖ In-Person vs. Virtual Meetings
- ❖ Successful Officers' Meeting Elements
- ❖ Parliamentary Procedures
- ❖ Appendices (lots)



3.5 Before the meeting

Preparation

❖ Review [The Guidelines for Council Meetings](#)

❖ Plan the agenda

- ❖ Review previous meeting minutes
- ❖ ID topics to be carried forward (Old Business)
- ❖ ID new topics (New Business)
- ❖ Review Dan Remeika's "Talking Points"

❖ Walk through the Preparation checklist

- ❖ Make sure everything is covered



Council Meeting Preparation Checklist

- Securely distribute the prior meeting minutes to all members for advance review.
- Notify members about the meeting.
 - Share details by text, email, social media, and phone. Consider sending notices at one week, three days, and 24 hours in advance.
- Plan the social or fraternal elements.
 - Arrange for food and drinks.
 - Follow rules for social distancing, sanitization, and food handling.
- Plan for guests.
 - Obtain council approval to invite non-Knights as guests.
 - Formally invite guests at least three weeks in advance.
 - Assign someone to greet and escort guests to the Grand Knight.
 - Observe protocol for dignitaries and allow time for them to speak.
- Prepare awards, especially for Knight and Family of the Month.
 - Give recipients advance notice.
 - Consider inviting their families to attend.
- Determine agenda topics and allocate time for each.
 - Review the content with presenters.
 - Avoid contentious items if guests will be present.
 - Do not exceed one hour of planned material.
- Organize presentation materials.
 - If using presentation software, prepare the slide deck and view it beforehand.
- Familiarize yourself with the meeting script.
- Appoint a technology expert to set up and run all electronic equipment and virtual elements of the meeting.
 - Verify strong internet connectivity and test the platform for virtual attendees.
 - Assemble all necessary equipment in advance.
 - Determine optimal arrangements for lighting and sound.
- Direct the Warden to inventory and stage necessary equipment.
 - This includes podium, tables, chairs, flags, banners, gavel, attendance sheet, medals of office, etc.
 - Also provide personal protective equipment (masks, gloves) and sanitizing supplies.
- Assemble necessary reference materials.
 - This includes #10318- *The Guidelines of Conducting Council Meetings*, #1612- *Protocol Handbook*, #5093- *Leadership Resources, Charter, Constitution, and Laws of the Knights of Columbus*, Council Bylaws, programs materials, etc.



3.6 During the Meeting - Effective Execution

- ❖ Start on time, every time! – Will help you end on time
- ❖ Follow the agenda – Park new items for future discussions
- ❖ Make a list of YOUR Action Items – for YOUR follow up
- ❖ Assign responsibilities/tasks – For others to follow up
- ❖ Confirm next steps
- ❖ Don't get bogged down
- ➔ ❖ Use Robert's Rules
- ❖ Have your councils Advocate help control the meeting
- ❖ DO NOT revisit issues/vote unless
 - ❖ New data or information becomes available or...
 - ❖ Circumstances have changes



3.7 After the meeting – Follow up

- ❖ **Publish meeting minutes** – As soon as possible
- ❖ **Follow up** – Ensure all tasks and assignments are done
- ❖ **Include your action items** – You need to set the example for others to follow



4 – Youth Protection



➔ 1. Training Requirements

1. Who needs training?
2. What training is needed

➔ 2. How to Sign up for training

➔ 3. Armatus Website – Email to Compliance Process

➔ 4. Youth Certification Reporting

➔ 5. Frequently Asked Questions (FAQs)



4.1 Training Requirements

Position	Meet Sam	Duty to Report	KofC Policies	Background Check
Grand Knight	Required	Required	Required	
Program Director	Required	Required	Required	
Community Director	Required	Required	Required	Required
Family Director	Required	Required	Required	Required

All councils must also comply with all **Diocesan Youth Protection requirements**. Contact your Diocesan Program Director of State Deputy Regional Representative (SDRR) to find out the requirements for your Diocese.



4.2 How to Sign up for training



- Email Addresses are required on forms 185 & 365.
- Email addresses must be personal (cannot use MIKOFC.ORG email addresses)



Council submits:

- ➔ Form 185
- ➔ Form 365

Supreme notifies Armatus / Praesidium

Praesidium sends e-mail to members for training

COMPLETE AND SUBMIT FORMS 185 AND 365

**BEST RESULTS: Submit Completed Form 185 (Officers) and Form 365 (Directors)
Online via Member Management**

Safe Environment Program KEY LEADERS / REQUIRED ROLES

- Grand Knight – training
- Program Director – training
- Family Director – training; background check
- Community Director – training; background check

• Forms 185 and 365 Data

- Uploaded to Ingenium via Member Management
- Transmitted from Ingenium to Praesidium on Thursdays



- Email Addresses are required on forms 185 & 365.
- Email addresses must be personal (cannot use MIKOFC.ORG email addresses)

Encourage Members with **NO EMAIL** on File *To Please, set one up today!*

- **OFFICE OF YOUTH PROTECTION** mails members with **NO EMAIL** their username and password AND, if applicable, a background check authorization/consent
- All members are **STRONGLY ENCOURAGED** to share their personal email with the Knights of Columbus OR to set up a personal email account as soon as practicable
- Provides a means of **SUPERIOR COMMUNICATION** for key leaders to remain informed of the Order's programs and initiatives



4.3a Armatus Site – Step 1



From: Armatus Support <support@praesidiuminc.com>
Date: March 21, 2019 at 10:35:34 AM EDT
To: "Member@yahoo.com"
Subject: Armatus Login [ref:_00D36JfvL._5000e1JSoNz:ref]

Thanks for contacting us. I have your log in information below.

To Log in:

1. Go to <http://website.praesidiuminc.com/login>
2. Enter user name and password.
User name: TBD
Password: TBD
3. Click the orange Login button.
4. On the next page, scroll down and select the course you want to open and view.

If you have any questions, please let us know.

Thank you,

Latoya Arps
Client Support Specialist
800-743-6354
support@praesidiuminc.com

Login
Login using your username and password:

Successfully Logged Out!
Please log in again to use Armatus.

Praesidium's offices will be closed on Friday, December 14th for a Staff Development day. Normal business hours will resume on Monday, December 17th at 8 a.m. CST. All calls and emails will be responded to on Monday, December 17th. Thank you for your support. If you have any questions please contact our support team at support@praesidiuminc.com or [817-801-7773](tel:817-801-7773).

Username

Password

Need your Armatus username or password?



4.3b Armatus Site – Step 2

Take your 3 classes



KNIGHTS OF COLUMBUS
Safe Environment Training

Name: MICHAEL P. HINES (edit profile)
Organization: KOC - 13202

English | Français | Español

I want to thank you for accessing this online portal as part of your responsibilities as a knight of Columbus youth program leader.

There is no greater priority within the Order than the safety, security and protection of the children and young people who participate in its youth programs. Because of this, only those men who are fully aware and appreciative of their responsibilities as youth leaders are chosen for positions that involve working with young people. These responsibilities include serving as a positive role model, recognizing that their public and private conduct can inspire and motivate young people, as well as candidate and undertake young people's faith. Only those members who have shown a clear commitment to living out the highest Christian ethical and moral standards and personal integrity in their day-to-day work and personal lives may be considered for selection as youth leaders.

To help ensure the selection of only the best youth leaders for our programs, the Knights of Columbus has instituted the Safe Environment Program. The Knights of Columbus Safe Environment Program seeks to protect young people against harm. The program consists of a required background check, child abuse awareness training for any member serving as a youth leader, and included is a robust reporting procedure in the case of possible misconduct. Taking the training provided through this online portal is an important step in preparing for your role in working with young people. I will also remind you to please submit authorization for a background check should you be contacted to do so. Both this, and the training offered through this portal, must be completed within 30 days of your appointment to the position of a youth leader.

In addition, the Knights of Columbus Safe Environment Square and Parent booklet is available for parents to use as a guide for teaching their children about personal safety.

Our first concern is always the safety and well being of young people participating in Knights of Columbus programs. This Knights of Columbus Safe Environment Program is one way we are continuing to work to ensure that young people remain safe and secure.

Paternalism,

Carl A. Anderson
Supreme Knight

For additional help please contact the Safe Environment Program line at 1-800-850-0466.

Your Armatus Courses

Meet Sam
Status: Completed
Date: 2018-06-09

Duty To Report Mandated Reporter
Status: Completed
Date: 2018-06-09

Knights of Columbus Safe Environment Policies
Status: Completed
Date: 2018-06-09

Armatus Administration

Certificate

Duty To Report Mandated Reporter
Status: Completed
Date: 2018-06-09



-  Meet Sam
-  Duty to Report
-  KofC Safe Environment Policies
-  Armatus Administration (PDs & GKs only)



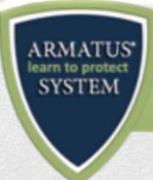
4.4a Youth Certification Reporting - Armatus

Armatus Administration



The Administrative Module records which members have successfully completed all required modules. Your access to administrative functions and data is determined by your position. State Deputies, State Advocates, State Program Directors, State Youth Directors, State Family Directors, State Community Directors, and State Squire Chairmen may view compliance data for their jurisdiction, and Grand Knights and Program Directors may view data for their councils.

[Click here for an Administrative Module tutorial.](#)



ADMINISTRATION

Logged In as: **STEVEN M KLOCKE**
Impersonating:

Home Organizations Courses Users Resources Support Help

KofC - 4036 - Current Course Status

10 records per page [Export to Excel](#) [Export to Excel \(Transposed\)](#)

Organization Name	Last Name	First Name	Course Name	Training Status	Completion Date	User ID	Date Of Hire	Program	Position	Employee Type	Home Phone	Work Phone	Email
KofC - 4036	KLOCKE	STEVEN M	Duty to Report: Mandated Reporter	Complete	02/19/2020	4319284		n/a	Grand Knight (501)	volunteer	616-826-4189	616-826-4189	GK4036@MIKOF.C.ORG
KofC - 4036	KLOCKE	STEVEN M	Knights of Columbus Safe Environment Policies	Complete	02/04/2020	4319284		n/a	Grand Knight (501)	volunteer	616-826-4189	616-826-4189	GK4036@MIKOF.C.ORG
KofC - 4036	KLOCKE	STEVEN M	Meet Sam	Complete	11/10/2018	4319284		n/a	Grand Knight (501)	volunteer	616-826-4189	616-826-4189	GK4036@MIKOF.C.ORG
KofC - 4036	MUSGRAVE II	MARK A	Criminal Background Check	Complete	08/19/2019	4319285		n/a	Community Director (514)	volunteer	269-792-2918	616-706-9420	MARKAMUSGRAVEII@GMAIL.COM
KofC - 4036	MUSGRAVE II	MARK A	Duty to Report: Mandated Reporter	Complete	11/05/2019	4319285		n/a	Community Director (514)	volunteer	269-792-2918	616-706-9420	MARKAMUSGRAVEII@GMAIL.COM
KofC - 4036	MUSGRAVE II	MARK A	Knights of Columbus Safe Environment Policies	Complete	11/04/2019	4319285		n/a	Community Director (514)	volunteer	269-792-2918	616-706-9420	MARKAMUSGRAVEII@GMAIL.COM
KofC - 4036	MUSGRAVE II	MARK A	Meet Sam	Complete	11/04/2019	4319285		n/a	Community Director (514)	volunteer	269-792-2918	616-706-9420	MARKAMUSGRAVEII@GMAIL.COM

Welcome to Armatus Administration. To get started, select from one of the common tasks below or use the above navigation menu.

Links to common tasks:
[Print Certificate/View User Current Course Status](#)
[View Organization Current Course Status](#)

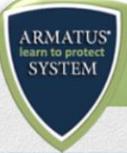
Admin Resources:
[Administrator Procedures](#)
[FAQ \(updated\)](#)
[Quick Start Guide](#)
[Administration Essentials \(Tutorials\)](#)

At a glance

- 0 new accounts have been created in the past 30 days, of which 0 have shown activity.
- 11 courses have been completed by your users.
- 67% of your users have completed at least one course.

Usage Trends

Courses: No co



ADMINISTRATION

Logged In as: **STEVEN M KLOCKE**
Impersonating:

Selected Org: **KofC - 4036** [Logout](#)

Home Organizations Courses Users Resources Support Help

KofC - 4036 - Current Course Status

10 records per page [Export to Excel](#) [Export to Excel \(Transposed\)](#)

Organization Name	Last Name	First Name	Course Name	Training Status	Completion Date	User ID	Date Of Hire	Program	Position	Employee Type	Home Phone	Work Phone	Email
KofC - 4036	KLOCKE	STEVEN M	Duty to Report: Mandated Reporter	Complete	02/19/2020	4319284		n/a	Grand Knight (501)	volunteer	616-826-4189	616-826-4189	GK4036@MIKOF.C.ORG
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4.4b Youth Certification Reporting – Officers Online

Membership Reports Forms Publications Prospect

Search:

Report Name	Date	PDF	Excel
District Deputy's Report	1/1/2021		
Conservation Listing by District (Past)	12/31/2020		
Daily Circle of Honor & Membership Goals Report	12/1/2020		
Safe Environment Member Status	1/5/2021		
Safe Environment Participation Rate Report	1/5/2021		

Officers' Online Steps

- Go to: www.kofc.org
- Sign in
- Click on Reports
- Member Status Report
- Participation Rate Report

Available to:

- Grand Knights
- District Deputies
- Financial Secretaries ???

Safe Environment Participation Rate Report

Report As Of Date: 01/05/2021

Country	Jurisdiction	District #	Council #	Grand Knight (SEP)	Program Director (SEP)	Community Director (SEP)	Family Director (SEP)	Faith Director	Life Director	Council Status
US	MI	21803	12597	0	0	0	0	0	0	S
US	MI	21803	13822	0	0	0	0	0	0	S
US	MI	21803	13992	0	0	0	0	0	0	S
US	MI	21803	14187	0	0	0	0	0	0	S

MEMBER STATUS REPORT

Report As Of Date:

Country	Jurisdiction	District	Unit Type	Unit Number	Member Number	Role	Name	Email	Training Program Type	Training Program Start Date	Training Due By/Compliance	Re-training Eligibility Date	Background Check Start Date	Background Check Due By/Compliance	Re-screening Eligibility Date	Member Status
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4.5 Frequently Asked Questions (FAQs)

❖ How do I complete the required Background Check?

- ❖ Option 1 – You will receive a separate email containing a link to complete your Background Investigation
- ❖ Option 2 – Get the [BGC Consent for US Members](#) PDF form, print page 2, scan & email it to OYP@kofc.org

❖ I don't have an Email address. How do I take the training?

- ❖ Option 1 – Get an Email address... It's free.  Click here to see how.
- ❖ Option 2 – Use a family members email account (Wife, child, parent)

❖ I'm terrible at using a computer. Can I take the courses any other way?

- ❖ Option 1 – Have another council member sit with you to help you navigate the computer
- ❖ Option 2 – Call Supreme (203-800-4940), they will send you a book in the US mail.

❖ I think I'm compliant but Supreme Reports say I'm not

- ❖ Check out the reports, print your certificate, call Supreme (203-800-4940)
- ❖ If the above doesn't resolve the issue, contact your District Deputy & he will resolve the issue.



Grand Knight Final Comment

Always keep in mind what is important...

- Is your council doing great things for your Parish(es)?
- Are your members having fun doing charitable programs?
- Are your members becoming better husbands, fathers, Catholics and men?
- Are you attracting new members because they see the good works that you do?

