

New District Deputy Training 2021

Gentleman,

Thanks so much for volunteering to be a District Deputy. We've created a lot of material to help you be successful. Please look at the following information to help bring you up to speed.

I've organized the material into a series of 10 "roughly" one-hour segments. Go through the material as you have time but please try and get through everything prior to the training event for new District Deputies scheduled for Saturday, June 19th, 2021 in Marysville. The address is **1195 Gratiot Blvd. Marysville MI 48040.**

Sessions:

1. District Deputy 3 main sources of information
 - a. [All Officers - Navigating Supreme Website 21.01](#) – District Deputies need to be very familiar with the Supreme Website. First, you'll frequently need to reference this website to find information to do your job (things like forms, reference material and job aids). Second, your councils will ask you where they can find information and you'll need to understand the Supreme website to point them to the information they need.
 - b. [All Officers - Navigating Michigan State KofC Website 21.01](#) – District Deputies also need to be very familiar with the Michigan Knights of Columbus Website. Again, there is lots of information for you and your councils. You don't need to know everything. But, you do need to know where the information is.
 - c. [All Officers - Where to go for help 21.01](#) – This document was written for councils to use. But, as you look at it, step 4 is for them to ask you for help. Steps 5, 6 & 7 should (for the most part) be done by District Deputies. Keep your State Directories handy and reach out as needed.
2. [District Deputy Training June 2020](#) – This overview presentation gives you a high-level overview of your role and the main things you are responsible for. The presentation covers...
 - a. **District Meetings** – You will be required to hold 2 District Meetings per year (but can hold more if you choose). This material is a "how-to" guide to plan and execute a successful District Meeting.
 - b. **Roles & Responsibilities** – The material tells you the roles and responsibilities of a District Deputy (What is your job and what is expected of you?).
 - c. **How to get started** – When you see the roles and responsibilities, don't be overwhelmed. This section tells you what things you should focus on first. If you are successful doing these things, it will be much easier to be successful at everything else.
 - d. **Crawl, Walk, Run** – Your job (in a nutshell) is to help your councils succeed. Helping your councils needs to start with understanding their strengths and weaknesses and then, helping them improve from there (1 step at a time).
3. [Technology - Officers Online Overview for DDs video 20.06](#) – Officers Online provides District Deputies with many reports and other information to help them succeed. Watch this "9 minute" video. Then, go online and look at the reports and information for your District. So, spend 9 minutes watching the video and spend another 51 minutes logging in and looking around. Information you should look at includes:
 - a. **How to login** - In June (and maybe July) you may not yet have access (a user ID and password). Call your predecessor and use his user ID and password until you get your own.
 - b. **District vs. Council Details** – You can see overview information for your District. You can also see information at a council level for each council in your district.
 - c. **Supporting Applications** – Know what each of these applications provide. You will for sure need to reference the Officers' Desk Reference regularly. Plus, know the others so that when you need them, you know how to get to them.
 - d. **Membership Tab** – Provides a current snapshot of the membership status for your District (or a council)

- e. **Reports Tab** – This tab provides many reports you should review on a monthly basis.
 - f. **Forms Tab** – This is one of many ways to access District Deputy forms (not council forms).
 - g. **Publications Tab** – This tab provides over a dozen different reference guides on many different topics.
4. **Michigan Knights of Columbus Gmail (Email) System** – As a District Deputy, you will have a District Deputy email address for you to use to conduct your business.
- a. [Technology - MIKOFC Gmail Overview video 13:31 20.06](#) – Watch this 13-minute video to see how to login and all the features of the system that can help you in your role as District Deputy. Again, in June, call your predecessor to get his password so you can check it out. In July, change the password for your access only.
 - b. [Technology - MIKOFC Email Support Directions video 1:50 21.01](#) – Watch this 2-minute video to show you how to request support help if/when needed. Please don't skip this. You absolutely will need it for yourself. Plus, your councils will ask you for this information regularly.
 - c. Then, spend 45 minutes login in and familiarizing yourself with what's there. Look at the directories set-up by your predecessor and see what information was saved for your use. Maybe set-up some of the features like forwarding your email to your mobile phone, using the calendar function and accessing google docs.
5. [Forms - District Forms Overview 21.01](#) – Just as councils have forms they need to submit, District Deputies have forms they need to submit as well. You will need this information right away so go through the presentation and understand the forms (especially the ones needed right away). This document has 3 sections:
- a. Supreme Forms for District Deputies
 - b. Michigan State Forms for District Deputies
 - c. Council forms overview
6. Supreme District Deputy Overview material – Please read these documents. The material is consistent with everything listed above.
- a. [District Deputy's Guide \(#5087\)](#) – While the document is 8 pages, it's only 4 pages of real material. It's easy to read in 10-20 minutes.
 - b. [Leadership Resources \(#5093\)](#) – It's good to understand the whole document. But, at a minimum, read the District Deputy section (pages 23-26). This can easily be done in 10-20 minutes.
 - c. **District Meetings** – Look at both of these documents (in 10-20 minutes)
 - i. [district-meeting-planning-notes.pdf \(kofc.org\)](#)
 - ii. [district-meeting-sample-agenda.pdf \(kofc.org\)](#)

As stated earlier, the main role of a District Deputy is to help your councils succeed. It's much easier to do this if you understand the roles of the various council officers and are familiar with the training information for each position. Watch these videos and, reference (and reinforce) the information as you work with your councils. Each one is roughly an hour long so watch each as a separate session.

7. [GK Training video 21.01](#) -
- a. **Know the 9 "1st priorities"** of a Grand Knight & ensure your GKs are addressing these.
 - b. **Know the 3 "Next priorities"** of a Grand Knight & ensure your GKs are addressing these.
 - c. **Running successful meetings** – Council attendance and retention is very much dependent of GKs running successful meetings. Understand this material. Ensure your GKs understand this material. And, finally, continually reinforce this material to improve the meetings within your district.
 - d. **Youth Protection** – As a District Deputy, you are responsible to ensure all of your councils complete their Youth Protection requirements. You need to know the requirements and stay engaged until all councils within your district are compliant. This can easily be accomplished within the first 2-3 months of the Fraternal year.
8. [Financial Officer Training video 21.05 \(FS, Treasurer & Trustees\)](#) – Another main role of the District Deputy is to ensure your councils are properly managing their finances.
- a. **Overview** – You need to understand the importance of finances within a Council.
 - b. **Funds Management** – You need to understand the processes of funds management both how money comes into a council (Income) and how money should be spent in a council (expenses). Ensure your councils are doing these things correctly.

- c. **Semi-Annual Audit** – Again, know the process and ensure your councils are doing this correctly. BTW... 95% of councils are doing the audit incorrectly. Get yours to do it right.
9. [Program Director - Training video 20.05](#) – For those of you lucky enough to have councils that regularly achieve the Columbian Award, you have little to do. But, if you have “at least 1” council that did not receive the Columbian Award last year, watch this video and reinforce this information to help mentor your councils:
 - a. **Overview** – Understand the basics.
 - b. **Faith In Action** – Understand the Faith In Action model, where to find information on the State & Supreme websites and help ensure your councils are holding the appropriate programs.
 - c. **Forms** – Ensure you know what program forms are required and that your councils are submitting them. When they send you a form (via email), save it in the Gmail system in a folder so you can easily find it for future reference.
10. [Membership Director - Training video 20.05](#) – As a District Deputy, you will be discussing membership at every council meeting and assisting your councils constantly. Understand the processes and tools available to councils to help them with their membership growth.
 - a. **Overview** – Understand the basics.
 - b. **Recruiting (inviting)** – People won’t join if they’re not asked.
 - c. **Admission** – Once they say yes, get form 100s filled out, get them to join online, get them to and through an exemplification and finally, get them active in their council.
 - d. **Online membership** – This has been around for a while but many councils still don’t understand the process. You need to understand the process and help them to implement it.