

Worthy State Officers, District Deputies, State and Diocesan Directors, Council Grand Knights, Council Membership and Program Directors:

Last fraternal year copies of the *Membership and Program Leadership Guides* were given to those holding your offices in a binder. The intent was to keep and use the information in the binder, and as appropriate pass it on to those who are new to the positions.

Please insert this document in that binder. District Deputies and State and Diocesan Directors, who are new in their positions will receive binders with the revised 2017-18 information. New councils will also receive three binders with this information to be given to Grand Knights, Membership and Program Directors.

A number of items have changed over the past year and are included in this document. Use it as a resource that provides information and guides your councils in planning and carrying out membership and program activities.

Thank you for your efforts and commitment this new fraternal year.

Michigan State Council Leadership Team

Important Contacts

Grand Knight: Enter your Council Number, District Number, and Diocese. Then enter the names and phone numbers of your District Deputy, your Diocesan Membership and Program Directors

Council #: _____ **District #:** _____ **Diocese:** _____

District Deputy: _____

Residence: _____

Phone/Cell Number: _____

Diocesan Membership Director: _____

Residence: _____

Phone/Cell Number: _____

Diocesan Program Director: _____

Residence: _____

Phone/Cell Number: _____

Important Contacts				
Position	Name	Phone	Cell	Fax
State Membership Director	Kenneth Krause	586.598.8453	586.929.1009	
State Program Director	Dale Schaedig	734.426.3610	734.424.0605	
Editor Michigan Columbian	Gary Kolbicz	586.939.3886		586.883.9473
Web Technology Director	Dane Jurkovic	517.515.5069		
Email Support Director	Douglas Kokot	616.891.6922	616.634.2400	
State Forms Chairman	Norm Neuman	Email forms to: forms@mikofc.org		
State Office	Lawrence Grabowski	586.883.9456		586.883.9473
State Warden	Christopher Kolomjec		313.570.3823	248.344.1130
State Advocate	Walter Winkle, Jr.		810.343.4986	586.727.1864
State Treasurer	William Chasse	517.202.6163		517.483.2798
State Secretary	Antonio Vittorini	586.247.9174		586.566.4665
State Deputy	Kenneth Unterbrink	734.475.1491		

Email format: ***first initial.last name@mikofc.org***

State Council Leadership

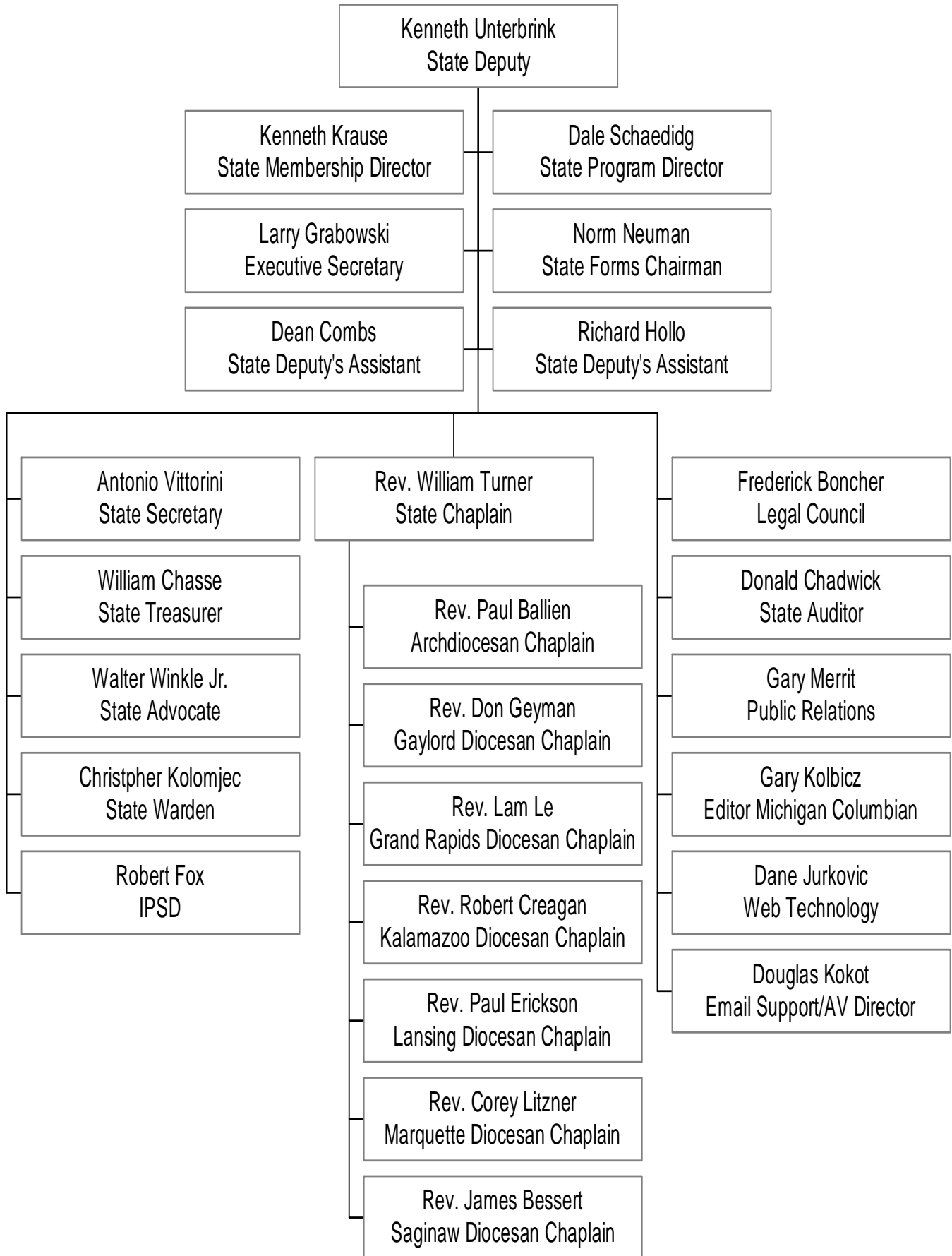


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Preface

The purpose of the Leadership Guide is to offer direction to District Deputies working with their Councils and to provide information to Grand Knights, Membership and Program Directors in fulfilling their responsibilities. The material in this binder is a reference to be followed as questions arise. Essentially it is a guide. In addition, there is a wealth of resources provided on the Supreme Council and the Michigan State Council websites. The Supreme Council offers training modules available to all officers and directors. The State Council has a variety of officer training materials presented around the state in June that can be accessed on the state website at any time. Furthermore, the District Deputy and Grand Knight can access the Supreme Council Desk Reference when questions arise. The Leadership Guide is not intended to replace the Charter Constitution and Laws of the Knights of Columbus. It is intended to serve as a guide and reference to be used and not placed on a shelf and forgotten.

District Deputies should section off areas in the back of the binder for each of the Councils in their District. When Council's complete forms to be submitted to State and Supreme, the DD should receive copies that are kept under each Council tab. Council newsletters should also be included. If there are questions about Council activities or the submission of forms, the DD will have them readily available. In the same way, Grand Knights should keep print copies of forms submitted and newsletters in the back of this binder. The binder can then be passed on to new Grand Knights.

The two essential elements needed to gain members are good communication and programs. This guide offers concrete suggestions to be used in Councils, parishes and the larger communities they serve. Members are retained when they see the contributions made by their Councils and are involved in them. Other Catholic men will want to join the Knights of Columbus when they see what the organization does. This happens when there is good communication within and outside of the Council. The Leadership Guide will help Council leaders to make this goal a reality.

Leadership

Who are the Knights of Columbus?

The Knights of Columbus is an organization deeply rooted in the Catholic faith that is based on Charity, Unity, Fraternity, and Patriotism with many great benefits for both the member and his entire family.

Vision

The vision of the Michigan Knights of Columbus is to:

- Publicly and faithfully support the Catholic Church and uphold Her doctrines;
- Reach out to all Catholic men and their families, including under-represented cultures and rites;
- Offer the opportunity for every Catholic gentleman to join our Order;
- Ensure that those parishes that can support a healthy Council, without negatively impacting existing Councils, are contacted and encouraged to start a new Council, particularly when requested by the parish priest;
- Foster a fraternal environment in all Councils;
- Encourage programs and activities appealing and attractive to all age groups;
- Support lay leadership and the use of personal talents at all levels;
- Promote communication among our Councils and with our communities;
- Increase the use of technology and modern leadership techniques.

Objectives

- **Obtain Membership Quota**
- **Obtain Insurance Quota**
- **Obtain Columbian Award**
- **Communicate with All Members**
- **Involve All Council Members in Activities**

Grand Knight Duties

1. Provides thoughtful and inspired leadership
2. Is the chief administrative officer of the Council.
3. Acts as *ex officio* member of all committees.
4. Appoints the membership director and program director and works with them to select committee chairmen.
5. Appoints and forms the Council admission committee and oversees its work.
6. Appoints special committees.
7. Presides over Council meetings.
8. Convenes the Council officer/executive committee meetings.
9. Oversees the proper exemplification of the Initiation/First Initiation Degree ceremony.
10. Participates in the Initiation/First Initiation Degree ceremony.
11. Ensures that all reports and forms are submitted on time.
12. Interacts with the Financial Secretary and Treasurer to ensure all Council financial obligations are met.
13. Countersigns all Council checks.
14. Checks monthly vouchers.
15. Attends Council functions whenever possible.
16. Mails the Supreme Service Program Personnel Report (Form #365) to the Supreme Council Department of Fraternal Services as soon as he has appointed the majority of his Council's Service Program personnel or by the form due date.
17. Issues the call for a semiannual audit.
18. Works together with the District Deputy to achieve the goals of the District and state.
19. Contacts the insurance Field Agent for all Initiation/First Initiation Degrees and information nights.
20. Sets up a meeting with the priest of each parish the Council represents.
21. Encourages all members to get active in the six service categories.
22. Heads an active retention committee all year long.
23. Communicates Council, Assembly, District, and State events to all members regularly.
24. Promotes membership growth.
25. Appoints Round Table Coordinators to the parishes served by the Council and communicates these appointments on the Report of Round Table Coordinator (Form #2629) (*The only exception is a home-parish Council supporting its own parish; the Council church activity director fills this need within the parish.*)

Solving Council Issues / Chain of Command

Most problems can, and should be, handled within the Council. Where possible, fraternal consideration should be the principle relied on to deal with issues. Where a reasonable resolution is not possible, or if the issue is a major violation of Charter, Constitution and Laws, then a more strict interpretation of the law becomes necessary.

The proper way to handle any question, issue or dispute in a Council is to go through the following leadership chain:

1. The Council Advocate resolves the problem and/or consults with Grand Knight. **Officers' Desk Reference** – The Council Advocate should familiarize himself with the Charter, Constitution, and Laws of the Knights of Columbus, as well as the Michigan State Council By-Laws and his Council's by-laws. To assist Grand Knights and Council Advocates, the Supreme Advocate maintains definitive guidance on various subjects relating to the governance of local Councils on The Officers' Desk Reference, located on the Supreme Council Website (www.kofc.org) under Officers Online. The content of the Desk Reference is frequently updated, so Grand Knights and Council Advocates should consult the Desk Reference each time they address a particular issue.
2. The Grand Knight resolves the problem and/or consults with the District Deputy.
 - i. **At this point in the process all protests or complaints must be in writing, signed and addressed to the proper person in the leadership chain.**
3. The District Deputy resolves the problem and/or consults with the State Advocate.
4. The State Advocate resolves the problem and/or consults with the State Deputy.
5. If the State Deputy cannot resolve the problem; he will refer the problem to the Supreme Advocate.

Following this procedure will avoid a lot of confusion and wasted time.

State Legal Counsel provides advice and direction to the State Board and will only respond to questions from the State Board. Ignoring the chain of command borders on insubordination and must be avoided. Members and officers are best served, and it will help the Council avoid embarrassment, by handling most issues in-house.

Councils Using Home Corporation Facilities

Home Corporation facilities can serve a role in their communities by providing much-needed gathering space, not only for Knights of Columbus charitable and fraternal programs, but also for many parish activities. Successful relationships between Councils and Home Corporations are those that have at their heart the principle of charity, and such relationships are exemplified by Council programs that serve the local community. However, many Home Corporations also struggle to pay increased property taxes, manage liability risks, and compete with local banquet halls and conference centers. These and other challenges often lead to difficulties in the relationship between Councils and Home Corporations.

Councils with their own facilities face further challenges to meet costs associated with personnel, maintenance and liability that can take away from the mission of the K of C. The Supreme Knight has announced an Order wide initiative to strengthen both parishes and families titled *Building the Domestic Church While Strengthening our Parish*. This initiative builds upon our past programs and accomplishments. The initiative requires that Councils accelerate the process of moving *away* from the home association system and moving *toward* more parish-based Councils. We should no longer expend valuable resources supporting home associations whose activities are outside the mission of the Knights of Columbus or the Church. The deployment of resources should be made on the basis of mission integrity with our core principles of charity, unity and fraternity. Thus Councils with Home Corporations must undertake a serious assessment of how that relationship supports the Council in its fulfillment of the core mission of the K of C. The intent is that Councils will move toward greater integration in the life of their parishes.

Councils that still maintain their facilities must adhere to Supreme policies. In 2014, the Supreme Council established a policy that Councils using Home Corporation facilities must maintain written agreements governing a Council's use of Home Corporation facilities and how matters will be settled between the Council and the Home Corporation in the event that the Home Corporation chooses to wind up its affairs. In establishing this policy, the Supreme Council expects Councils and Home Corporations to work together in mutual respect in regard to their distinct but complementary roles – namely, that of tenant and landlord. The Supreme Council expects that officers of Councils and representatives of Home Corporations will act in good faith to clarify the relationship between them in order to promote the fraternal and charitable mission of the Council. These expectations are consistent with the original purpose of forming Home Corporations, which was to support the mission of the Council.

In addressing numerous inquiries regarding the relationship between Councils and Home Corporations, the Office of the Supreme Advocate has developed extensive practical knowledge of the issues that arise in this relationship. In response to these requests for help from local and state Councils, the Office of the Supreme Advocate has developed the *Handbook for Councils Using Home Corporation Facilities*. The handbook will clarify the relationship between the Council and the Home Corporation and will include documents for use by both organizations to formalize this relationship. "Guidelines for Display of Trademarks and Service Marks by Subordinate Units" is included in this manual. Councils and Home Corporations are encouraged to work together to implement these guidelines. The Guidelines are available on the Officers' Desk Reference at www.kofc.org.

Guidelines for Display of Trademarks and Service Marks by Subordinate Units

Subordinate Units (local Councils, assemblies, circles, etc.) using facilities owned and operated by Home Corporations are permitted to display the registered and unregistered trademarks and service marks of Knights of Columbus, including, without limitation, the name and mark "KNIGHTS OF COLUMBUS," "K of C," and the "K of C DESIGN EMBLEM" (collectively "Marks") outside and inside of such facilities in accordance with the following guidelines:

Display Must Include Name, Number, Location, and Meeting Times

Every instance of the display of the Marks of the Knights of Columbus must also display the following:

- The subordinate unit's **name**, if any;
- The subordinate unit's **number**;
- The **geographical location** of the subordinate unit; and
- The day(s) of the month on which the Subordinate Unit holds its regular meetings.

EXAMPLES:

Knights of Columbus
Father Michael J. McGivney Council #12345
Springfield, Missouri
Meets On First and Third Thursdays

Christopher Columbus Assembly #1234
Plano, Texas
Meets On Third Thursdays

Display Must State Name of Legal Owner on Premises

Signage in a visibly conspicuous location and in close proximity to each display of the Order's emblem shall identify the legal owner of the Corporation facilities being used by the subordinate unit.

Additionally, if the Home Corporation operates a bar and holds a liquor license, the Home Corporation must display such signage in close proximity to the display of the Home Corporation's liquor license to clarify the Home Corporation maintains the liquor license, not the subordinate unit.

Example: *Premises Owned and Operated By Columbia Club, Inc.*

Home Corporations are Prohibited from Using Knights of Columbus Marks to Promote Rentals of Corporation's Facilities

Home Corporations are not authorized to use the Marks of the Knights of Columbus. If a Home Corporation rents out its facilities, the Home Corporation should develop its own original brand name and logo to market and conduct its commercial business rentals that do not in any way use the marks of the Knights of Columbus.

Example:

Columbian Hall Rental Enterprises

123 Main Street

Springfield, Missouri

Youth Protection Policy

Supreme Council is asking all Youth leaders to check with their diocese for requirements of their youth protection policy. Requirements for the Diocesan Safe Environment Training are detailed below and are also available on the Officers' Desk Reference at www.kofc.org. The Supreme Council employs a comprehensive youth protection program that solidifies the Knights of Columbus as a leader in this area. The State Advocate is available for any questions in this area.

Diocesan Safe Environment Training

The Knights of Columbus requires that members selected to be youth leaders fulfill all local diocesan safe environment/youth protection requirements for persons working with children and young people in the diocese. These requirements typically include completion of sexual abuse awareness training and a background check. Youth leaders must complete these diocesan requirements before they begin their service or within 30 days from the time they begin working with young people. Only members who have had the required diocesan training and completed any required diocesan background check should be working with children and young people.

The Knights of Columbus strongly encourages all officers and other fraternal leaders who supervise youth leaders, including Grand Knights, state deputies, and District deputies, to complete all diocesan safe environment/youth protection requirements.

The Knights of Columbus asks that all youth leaders, and those that supervise youth leaders, provide a copy of the certificate of completion they received (e.g. VIRTUS training) as evidence that they have completed the required diocesan training.

All youth leaders and those who supervise youth leaders must scan and e-mail a copy of the diocesan certificate to youthleader@kofc.org

The e-mail subject line should contain the Council or circle number and the youth leader's name and membership number (e.g., Circle 560, John Doe, #8675309).

Through this partnership, the Order provides youth leaders with access to the most up-to-date resources to keep children safe, including Praesidium's Armatus® online training at the website, armatus2.praesidiuminc.com and background screenings and an exclusive hotline to report child safety concerns (1-844-KOFC-SAFE (844-563-2723)). For more information, please contact Jason Porrello at (203) 752-4571 or jason.porrello@kofc.org

Council Administration

Guidance

The Supreme Council publishes the **Grand Knight's Guide, Publication #5085**. The guide is designed to help the Grand Knights be a successful leader. The guide will cover, in some detail, the 10 Keys to Success for a Grand Knight. They are:

1. Earn the Star Council Award
2. Be the "go-to charitable organization" in your parish and community
3. Focus on offering membership and its benefits to all qualified Catholic men and on conducting frequent Initiation/First Initiation Degrees
4. Promote our Order's top-rated insurance program
5. Set goals, evaluate performance, and plan for the future
6. Enlist the support of your pastor or chaplain and develop working relationships with organizations in the community to ensure membership growth and successful service projects
7. Share responsibilities
8. Use Council and officer meetings to brainstorm and plan Council projects
9. Generate an atmosphere where all members are welcome and valued
10. Communicate regularly with Council members

Payments - Where to Send Checks

State Per Capita and Holy Cross Children's Services

The State Secretary will send each Council a billing for State Per Capita twice per year in July and January. The State Secretary also sends a billing for Holy Cross Children's Services each July. These billings are due on receipt, made out to "Michigan State Council" and sent to the State Secretary. Be sure to indicate what the payment is for on the memo line of the check. The Council doesn't have to vote approval for these expenses.

Ten for Charity

Ten for Charity (formerly Take 5) funds are pass through monies. The annual billing sent by the Financial Secretary to each Council member requests support for these programs and asks if the member is able to help. Funds collected for this program should be sent to the State Secretary as soon as possible after receipt. Make the check payable to "Michigan State Council" and mark the memo line "Ten for Charity".

Supreme Per Capita, Culture of Life, Supplies, Catholic Advertising

Checks for Supreme Per Capita, Culture of Life, Supplies, and Catholic Advertising are mailed to Knights of Columbus, Council Accounts Department, 1 Columbus Plaza, New Haven, CT 06510. Note: The Council does not have to vote approval for these expenses.

Where to Find and Submit Forms

Every Council is responsible for completing reports and sending them to appropriate State/District officials if necessary. In every instance, print copies of each completed report or form, a copy should be kept for the Council files. Locate Michigan State Council forms on the Michigan website (www.mikofc.org). Locate Supreme Council forms on the Supreme website (www.kofc.org).

Where to Send Forms

Send forms as indicated on each form. If not noted, send a copy to your District Deputy. Send a copy of Supreme forms noted at the end of the Guide to the State Forms Director at forms@mikofc.org. Be sure to print or save a copy for the council for all on-line forms

How to find and use Forms on the mikofc.org Website

Enter the Michigan State Council web site at www.mikofc.org. Click on "Forms" in the Menu to find the Forms. The forms are listed by their most common use: Council, District, State and Supreme Council Forms. Click on the form name in the menu and the form will open on the screen. Supreme Council forms are listed on a separate page, with options for electronic and manual (PDF) submission (unless otherwise noted they can be mailed or emailed to fraternalmission@kofc.org)

Note: "PDF" means Portable Document Format. This is a file format created by Adobe Systems for document exchange. Thus, Adobe PDF is used for sending documents independent of any other software. Everyone can open and view PDF files with a free PDF reader.

Michigan Council Forms may be directly selected from the drop-down menus. After selecting a form, it will open on the screen for entry of information. Forms can be retrieved from the Michigan site without entering the secure area of the site.

How to find and use Forms on the K of C Websites

From the mikofc.org Website www.mikofc.org

When "Supreme Council" is selected from the Forms Menu, you will be directed to a page that displays the forms available from Supreme. You have a choice of submitting some of the forms using their electronic forms system (recommended), or via a PDF form which may be printed and sent via regular mail (not the preferred way).

From the Supreme K of C Website www.kofc.org

Select for Officers. Select Forms. Select Council. Again, you have a choice of submitting the form using their electronic forms system (recommended), or via a PDF form which may be printed and sent via regular mail (not the preferred way).

The Grand Knight goes to the Council Report Forms Booklet (#1436), completes the paper form, makes copies, and addresses 3 envelopes with postage to multiple people. This is not the preferred way; go electronic!

Once the form has fully opened up on your screen you can begin to enter information. You can click on the appropriate space on the form and enter your text or number information. Efforts have been made to check the information entered so that mistakes are minimized.

It is preferred that the Financial Secretary use the Member Management (MM) system from Supreme Council. This system allows the FS to select members to fill Council officer positions (Form #185) and Council director positions (Supreme Service Program Personnel Report (Form #365). When the Submit button is selected, Council records at Supreme are immediately updated. To provide a copy of these MM records for the State Council and District Deputy, go to Reports in MM, run the appropriate report and save to your computer's hard drive. Be sure to save the form with the appropriate form name (Form #185/Form #365) and Council number. You can then email the form to your District Deputy and the State Deputy's forms chairman.

Faxing to the Michigan State Council

Create a cover letter stating what the document is for, who it is from and your phone number. Place the cover letter on top of your documents and insert them into the fax machine feeder facing in the direction the machine specifies.

Enter the fax number of the State Office, which is 586.883.9473, according to the machine's directions on the number pad on the fax machine. Press the send key after carefully entering the correct fax number into the machine. Normally the send key is bigger than the other keys. Wait until your documents pass through the machine; then collect them when finished. Most fax machines will print a confirmation page, confirming a successful send. If in doubt, call the State Office at (586) 883-9456 to confirm they received your fax.

DO NOT FAX FORMS TO THE SUPREME COUNCIL. HOWEVER, THEY CAN BE EMAILED AS ATTACHMENTS TO SUPREME TO fraternalmission@kofc.org.

Supreme Online Resources for Information

- ❖ kofc.org/DomesticChurch – Building the Domestic Church While Strengthening Our Parish Information
- ❖ kofc.org/Forms – Current Council and District forms
- ❖ kofc.org/Recruit1 – Recruitment Video Resources
- ❖ kofc.org/Surge – Surge...with Service Programs
- ❖ kofc.org/Star – Star Council Award and Components
- ❖ kofc.org/Webinar – Registration and Webinar Archive

MEMBERSHIP

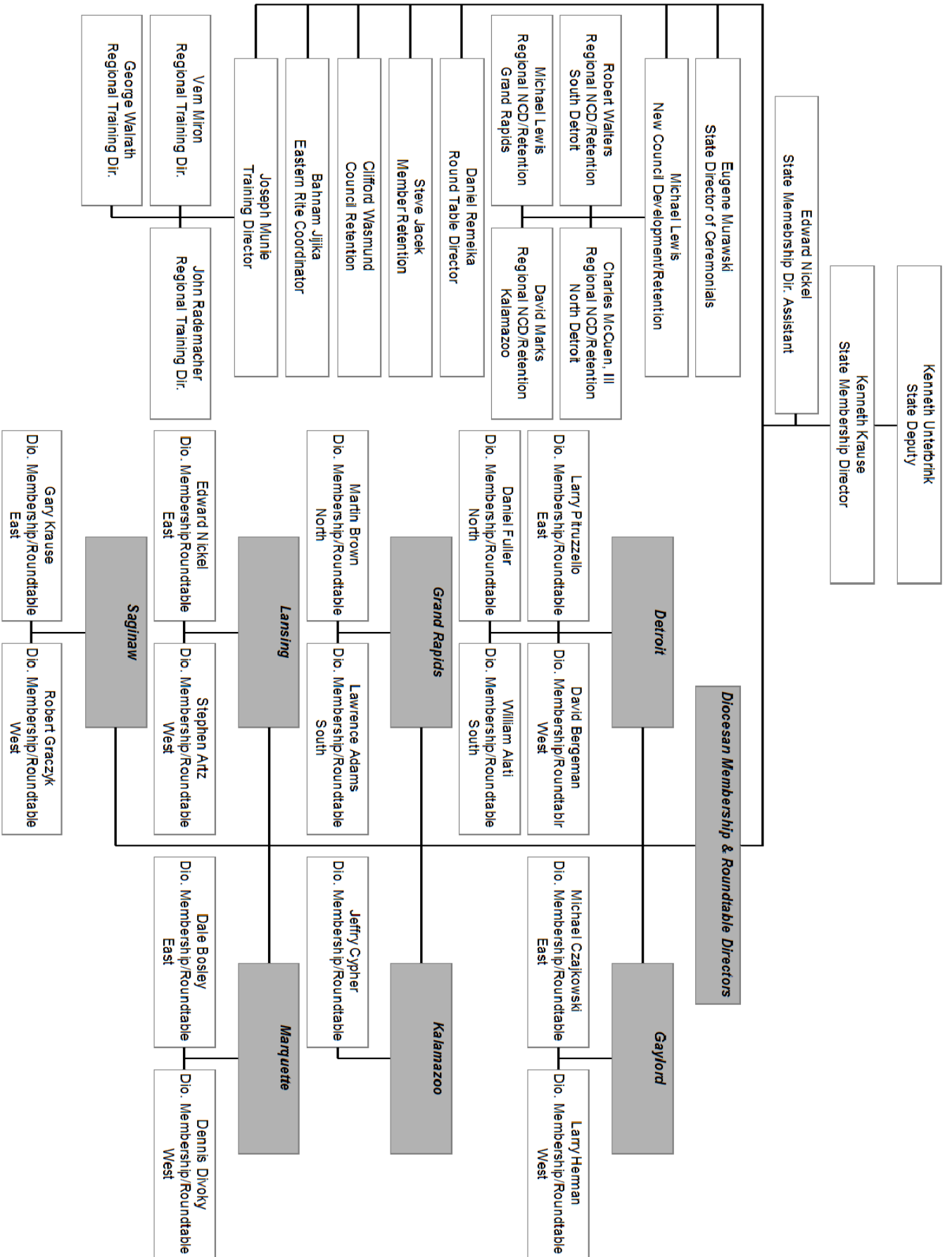
2017 – 2018

On Guard for the Faith and the Order

**Using Effective Communication and
Programs to Improve Membership**

**Ken Krause
State Membership Director**

Membership Team Organizational Chart



Forward

Growing the Order is a responsibility for all knights. If we agree and support the principles of the Knights of Columbus, especially the need for serving others through our programs, increasing our membership is obvious.

The Knights contribute much to our parishes, our communities and our nation. Continuing our work requires new members with talent and commitment. We are an Order that has never shrunk from challenges, and this has largely been because we have the men and their families that share a desire to make a difference.

Being a knight allows us access to the fraternal benefits provided by the Order. Members will tell you that they have become better Catholics, husbands, fathers and persons resulting from their involvement. Membership encourages men to put their faith into action. Knights are role models for young men who might want to join in the future. New members keep Councils vibrant and in tune with the pulse of the local community.

Membership growth doesn't happen on its own; it takes work and focus. Strength in numbers permits us to defend the poor, widows, orphans, elderly, unborn, family values and religious freedom. Through a unified effort, we will secure a future that enhances the vision of our founder, Fr. Michael J. McGivney.

Striving for Success

The Michigan State Council initiates programs in the hope that when local Councils implement them they will be successful. Following the fundamental steps listed will result in meeting state and Council goals that will earn Council recognition and awards.

Ten Steps for a Successful Knight of Columbus Council

1. A committee made up of the Grand Knight, Deputy Grand Knight and Financial Secretary (or others as appropriate) meet with the Council chaplain / Priest of the parish(es) served to discuss how the Council and parish can work together for their mutual benefit.
2. The Grand Knight meets with his Council officers and directors and discusses their responsibilities to achieve success in the fraternal year stating his goals with emphasis on achieving the Star Council and identifying potential Supreme Service Programs and the group's commitment to attaining them.
3. The Council officers, directors, their families and other interested knights meet to determine the Council's schedule of activities for the upcoming year with an emphasis on service to the parish(es) and community.
4. The executive committee (officers and directors) meet prior to every Council meeting to discuss agenda items, upcoming programs and expenses / bills to be paid and to assure that the meeting runs smoothly and efficiently.
5. Regular First Initiation Degrees, membership growth and retention are emphasized in all Council programs in the parish and the community and regularly reported at Council meetings. Members who don't pay their dues after the second notice receive a Knight Alert letter along with a copy of the Council tri-fold image brochure and the booklet entitled *These Men We Call Knights*.
6. Council programs and activities are well publicized in Council, parish and community

publications.

7. The Grand Knight uses the Fraternal Success Planner and ensures that Council officers and directors participate in state, diocesan, regional and District meetings and training and report what they learned to the other Council members.
8. The Grand Knight, Financial Secretary, program and membership directors regularly access the State Council email system using the “talking points” in determining their contribution to the content of Council meetings.
9. Council achievements and member service are recognized through Knight of the Month / Year and Family of the Month / Year awards as well as an appreciation night program during the fraternal year.
10. All forms are submitted on time as a part of an evaluation by the officers and directors of the success of the fraternal year in achieving the goals that were set.

Council Membership Team Skills

Councils will have a membership team comprised of the Grand Knight, Deputy Grand Knight, membership director, retention director and program director. Under the leadership of the membership director, others may be added to the team.

The key to an effective membership program is a team committed to making their Council stronger. Led by a membership director, they aren't afraid to ask men to join. There are many traits that can characterize the membership director and his teammates that will result in an effective membership recruitment program. Listed are some of these traits.

Communication

- Makes an effort to know and recognize members at Council meetings and other events.
- Writes membership articles for the Council newsletter, parish bulletin, etc.
- Meets regularly with the Grand Knight to review membership status, recruitment plans and retention status.
- Attends parish activities and promotes Council programs inviting men to join.
- Articulates Council membership success and needs soliciting Council cooperation to address them.
- Reports on membership and retention at Council meetings.
- Organizes church drives, new member information programs and membership tables at parish events.
- Introduces new members at Council meetings.
- Provides information on upcoming Initiation and Major Degrees with specific dates and times.
- Conducts interview of perspective members.
- As necessary, work with parish roundtables.

Commitment to Excellence

- Shares the Grand Knight's vision and goal of where the Council should be at the end of the fraternal year.
- Conscientiously works on membership goals and shares them with members.
- Works with directors and chairpersons to infuse membership in all Council programs.
- Regularly discusses progress on insurance quotas with the Grand Knight and Council insurance field agent.
- Seeks new ways to help the Council grow.
- Thrives on being successful.
- Initiates membership recruitment activities that help to attain the Star Council Awards.
- Works with the District Deputy to host Major Degrees.
- Promotes the State and Supreme Shining Armor awards.

Problem Solver

- Open to suggestions on new membership recruitment ideas.
- Works with the program director and chairpersons to address problems that arise in planning programs.
- Makes practical suggestions when presented with problems and challenges.
- Thinks analytically about solutions and presents ideas while considering other suggestions.
- Flexible in considering the suggestions of others.
- Tactful and considerate when inviting prospective members to join.
- Obtains adequate recruitment brochures, Form 100s and other supplies.
- Suggests incentive programs to motivate proposers.

Enthusiastic

- Embraces and enjoys the role played in membership recruitment.
- Outgoing and displays appropriate humor.
- Enjoys interacting with members and the public.
- Confident in making decisions and presenting the reasons for them.

Duties of a Proposer/Mentor

Inviting a man to join the Knights of Columbus means that he is known to be a practical Catholic. It is advisable to ask the Council chaplain/ pastor about a man's Catholicity. Prior to recommending a man for membership, the proposer should know the man attends church, some information about his family and activities he is interested in. After extending the invitation and the man accepts, have him complete the Form 100 membership application.

- Inform the prospect/candidate about meeting with the Council Admission Committee and accompany him to the meeting.
- Offer to take him to the Initiation Degree and all future degrees.
- Once he takes his Initiation Degree, bring him to his first Council meeting and introduce him to his brother Knights. Encourage him to take part in the fraternalism before and/or after Council meetings.
- Assist the member in completing the requirements for the Shining Armor Awards.
- Encourage him to advance to the Knighthood degree as soon as practical.
- Encourage him to be active in Council events and to learn about Council programs and officer responsibilities.
- If a new member stops attending Council meetings or events, tactfully inquire about the reason and offer any advice.

Proposers and mentors should be recognized for the valuable service they provide in Council newsletters and recognized with awards.

Membership Recruitment/Degrees

A successful membership recruitment plan takes into account that Councils are in different cities, counties, countries, urban, suburb and rural areas. Hall Councils may have different expectations and available facilities impacting recruitment and hosting degrees than parish Councils. Diocesan membership directors can be helpful in designing effective plans.

Regardless of the type and location of a Council, it is expected to hold a major membership recruitment activity during each half of the fraternal year. The program can take many forms ranging from church drives to membership team efforts at a Council or parish social activity.

Degrees

The First Admission Degree should be referred to as the Admission Degree, the Second Formation Degree the Formation Degree and the Third Knighthood Degree the Knighthood Degree. The Fourth Degree is the Patriotic Degree of the Order. DDs will continue to submit a form listing monthly degrees at the Summer and Winter Leadership Conferences. Degrees will be advertised using the State Council email system and the State website. The DD will also email the DDs of surrounding Councils information about upcoming degrees in their District.

Major Recruitment Activities

Councils will identify and implement a major recruitment activity during each half of the fraternal year. This may be a Council/parish dinner program, festival drive, breakfast, etc. Councils will realize a gain of at least 3 new members from each major activity. If the minimum number of new members is not obtained by the proposed special projects, the Grand Knight and membership director will meet with the District Deputy to explain why it didn't work and what they would do differently. A replacement program will be proposed to the DD to achieve the membership gain. The DD will report the results of the program/project/drive to the diocesan membership director. During each program the membership team is expected to actively "work the audience" to solicit new members. The Council will submit a detailed plan to the DD of how the major activity will unfold and how the membership team will operate. If possible given the support of the parish priest, Councils are expected to participate in a minimum of two out of the four church drive weekends as set by the Supreme and State Councils. Councils will continue their recruitment efforts that have proven successful in the past. See the Major Recruitment Activity Planning Form in the appendix of this book.

Church Drives

Holding a church drive has proven successful when conducted correctly. They allow parishioners to learn about the Council and its programs and to allow men to meet with Knights and receive information. Holding a church drive takes prior planning, organization and Council manpower. Essentially there are four phases to holding a church drive: Preparation, Execution, Follow-up and Initiation Degree. These steps should be taken prior to the drive.

- Obtain the pastor's permission.
- Order recruitment materials, the Church Drive Kit, from the Supreme Council.
- Advertise the church drive in the parish bulletin.
- Recruit Council members to man the church doors.
- With the pastor's permission the recruitment team should be at the church doors at least a half hour before mass to greet parishioners as they enter the church.
- With the pastor's permission, arrange for a pulpit announcement lasting from 3 to 5 minutes focusing on the Council's work in the parish and community.
- The membership team should plan to follow up on prospect cards completed by parishioners.
- Schedule and plan an information meeting within a week of the drive.
- Schedule an Initiation Degree within two weeks of the information meeting.
- Inform K of C insurance agents of dates and plans for the drive, information program and Initiation Degree.

On the day of the drive have on hand the Council tri-fold image brochure, flyers, prospect cards, Form 100s and pens. The recruitment team should be neatly dressed in a suit or sport coat and wear their K of C badge or cap. Each prospect should be greeted with a polite introduction, a nice smile and enthusiasm.

Church Drive Dates

Although Councils may host Church Drives when they best fit in the host parish, statewide Church Drive dates are usually set for the following times:

Venerable Michael McGivney Birthday Drive – August 12-13

Columbus Day Drive – October 7-8 and/or October 14-15

Post Easter Spring Drive – March 10-11 and/or April 14-15

Sample Parish Bulletin Announcement

The Knights of Columbus of _____ parish will be hosting a membership recruitment drive the weekend of _____ before and after all masses.

K of C members will be available to provide information and answers to question parishioners may have about the Knights.

Men of the parish are asked to take a few moments of your valuable time to use the opportunity to learn more about membership in the world's largest Catholic, Family, Fraternal, and Service Organization.

Open House / Information Night

An open house or information night should follow a church drive. It can also be held at any time during the year with the exception of holidays. The membership team should use the prospect cards to contact members and their families to attend. They can provide for food and snacks, but no alcoholic beverages should be served. Council officers and directors should attend. They should be neatly dressed. Advertisements should be placed in the Council and parish bulletins. Prospects should be called and personally invited the Sunday before the open house. Make the Open Houses a family affair. Wives and children might be invited, with a movie available to entertain the children while presentations are being delivered. Prior to the Information Night do the following:

- Set the date and location.
- Plan for a half hour greeting/social time prior to the start of the meeting.
- Invite the Council chaplain/pastor, Supreme Council general/field agent, Council officers, directors and other members.
- Publicize the night at the Church Drive, bulletin, pulpit announcements, and by personal invitations.
- Set the Initiation Degree date.
- Have materials on hand such as the AV equipment, tri-fold image brochures, handouts and form 100s.
- Plan for refreshments.

The following meeting format is suggested:

- Open with a prayer and the Pledge of Allegiance.
- Introduce the Council officers, directors, and insurance agents attending the meeting.
- The Council chaplain/pastor of the parish addresses the work of the Council and encourages families to be a part of the Knights of Columbus.
- Show the video *Experience of a Lifetime*.
- The Grand Knight or membership director takes about ten minutes presenting the structure of the K of C and emphasizing Council activities held in the parish and community.
- The Supreme Council Insurance Field Agent takes about five minutes briefly describing the history and work of the K of C nationally and internationally.
- A question and answer period is provided.
- Men in attendance are asked to complete the Form 100.
- Information about the Initiation Degree is presented.
- Closing prayer.
- Social time.

Recruitment Considerations

The Michigan jurisdiction of the Knights of Columbus is no stranger to success, and the past few years have provided a great deal of knowledge concerning effective recruitment strategies from our best recruiters. Consider the following while developing your Council's recruitment strategies during this upcoming year.

Pastoral Support

To be successful in membership recruitment, do not forget the importance of "pastoral support" in everything that you do. All recruitment planning, whether it is to set-up an information table, publish an announcement in your parish bulletin, or run a church drive, should be done in partnership with your Council chaplain and parish priests. The evidence is clear that our most successful recruiting occurs when they are conducted with the full support and endorsement of our parish priests. When we are in "Solidarity with Our Priests", our efforts are richly rewarded.

Parish Visibility

Look around your parish and ask yourself, "How visible are the Knights in this parish and in our local community"? Would the parishioners be able to tell you what the Knights do? Or, would they tell you the only time they see Knights is when they want us to join their "Club"? Remember that strong programs produce strong membership. We can't have one without the other.

- How many Corporate Communion are held in your parish?
- How visible is the K of C emblem on posters, banners, and bulletin boards?

- How often are press releases placed in local papers letting the community know what you do?
- How active are you with the youth programs of your parish?
- What is your Council doing to help the poor, developmentally disabled, widows and orphans in your community?
- How many Council members participate in parish ministries, e.g. lectors, Eucharistic ministers, ushers, etc.? Do they wear the emblem of the Order?

New members want to join an organization that is alive and vibrant. People want to be part of success. A visible Council is your best recruitment tool. If you aren't enjoying recruitment success in your Council, ask yourself these questions and look in the mirror. Perhaps it's time for a self- assessment.

Planning for Success

Membership Recruitment & Programs Action Plan MI-19 (appendix) is provided to help your Council plan for success. It is designed to be filled out in six month increments starting in July. Choose a date, location and a technique for each one of your membership campaigns. Create a membership plan for each Parish Round Table you represent.

On the far right of the #MI-19 (appendix) form you are asking for your expectations for this event and the total you recruited. Providing copies to your Diocesan Membership Director, Diocesan Programs Directors, District Deputy will help keep them up to date on your Council's activities. This will be a means for you to track your progress and help you evaluate your events and plan for your next membership recruitment activity. This form is meant to be a living document, meaning you can change it at any time. If you update the form, please send the copies to both your Diocesan Membership and Diocesan Programs Director and District Deputy for their records. An electronic copy of the Membership Recruitment Action Plan is available at www.mikofc.org under Resources/Council Forms. Also see the section on techniques and tools that have proven successful over the years.

Organization Charts and Concept Maps

The Leadership Guide appendix contains four charts and concept maps that present a plan for developing leadership skills in members and organization membership and program activities.

- The **Leadership Development Model** (appendix) highlights the characteristics that council officers and directors should work to develop for success in their positions.
- The **Membership Development Model** (appendix) reflects the factors that will result in an effective State and Council membership program.
- The **Membership Development Plan** (appendix) illustrates how the different facets of an effective council membership program fit together.
- The **Program Planning Map** (appendix) illustrates how the different facets of an effective council program fit together.

Council Leaders should examine their membership and program plans to see how they reflect the content of these instructions.

Where to Recruit – 6 Areas

CHURCH	SCHOOLS	COUNCIL EVENTS
RCIA Male Candidates RCIA Ladies' husbands, sons RCIA Male Sponsors RCIA Coordinators Altar server parent New Baptism parent New parishioner Former K of C Members Deacons Priests Ushers Maintenance personnel Male teachers Principal Lay distributors Eucharistic ministers Readers Festivals, picnic committee Recognition dinners	Administrators High school graduates Technical school attendee College students College graduate Instructors Deans Support personnel School bus personnel School bus drivers Maintenance personnel Volunteer sports coaches Athlete parents Referees Grounds Personnel	Breakfast events MI Drive (Tootsie Roll) Habitat for Humanity Barbeques Blue Masses Fish fries Mother's Day events Father's Day events Holiday socials Altar server recognition Sporting events Special Olympics Parades Masses Coffee and Donuts Welcome Sunday displays Grounds cleaning Church cleaning Barbeques Socials

COMMUNITY	EMPLOYMENT	FAMILY
Physicians Dentists Veterinarians Business owners Firemen Policemen EMTs Paramedics Neighbors Rotary Lions Mailmen	Bosses Managers Administrators Co-workers Support personnel Maintenance personnel Drivers Delivery personnel Technical Support Training Support Security personnel	Grandfathers Uncles Stepfathers Stepsons Sons Cousins Sons-in-law Father-in-law Godfathers Baptismal sponsors Confirmation sponsors Weddings Recognition events Birthday parties Graduation parties Reunions

Recruitment Tools and Techniques

The tools and techniques described are recommended by the Supreme Council as effective in recruiting new members. Experience demonstrates that they work.

Every Council Active Initiative

Recruitment and service programs are like exercise and good nutrition and are necessary to keep a Council functioning in a healthy and vibrant manner. A Council that is stable and strong, regularly recruits new members and conducts programs for the Church and community. A Council that is facing difficulties often goes months or even years without adding any new knights to its membership roster or has difficulty sponsoring service projects.

To keep Councils working on recruiting new members as well as conducting service projects, the “Every Council Active” initiative encourages Councils to add at least one new member through initiations or reinstatement during the fraternal year. In the Michigan Jurisdiction, there are several Councils that unfortunately fail to recruit even one new member, and this can be the first sign that a Council is in trouble. Don’t let your Council reach this stage. If your Council has not added a new member, work diligently to do so immediately. Adopting and using this program can be the first step forward towards Star Council status. It also encourages members to join in the recruitment process and helps in meeting Council recruitment quotas.

Membership 365 – Michigan

There are multiple levels and strategies to encourage membership 365 days a year. Members at the Council level need to be encouraged to think about membership between Council meetings, all 12 months of the year. Grand Knights should have a motivational message from the podium about membership. The Council Membership Director speaks at every meeting. Every active member needs to be encouraged to bring in one new member during the year. Have each member write down the name of a friend who isn’t a Knight, but who should be a Knight, then challenge that man to recruit him into the Order.

Michigan Membership 365 – Example

If each District Deputy would hold at least one First Initiation Degree every month and each Council were to bring in at least one new member per month, Michigan would be able to successfully recruit about 5000 new members and families in the state. For example: 425 Councils in Michigan x 12 new members/Council in year = 5100 new members per year.

One-on-One Recruitment

One-on-one recruiting remains the most important tool for bringing new members into our Order, over and above membership drives. When focusing on a potential Catholic gentleman as a recruit for your Council, remember that taking the time to show personal interest in him as more than “just another member,” should be your approach. Show your interest in him as a person, a fellow Catholic, a father, a husband, and a friend. Take the time to learn his interests so that you can be a mentor to him throughout the entire growth cycle as he advances in degree and leadership. Even if you haven’t signed up your recruit by the next membership drive, the personal relationship you’ve developed may be enough to get him to join.

Councils that recruit all year round using one-on-one recruitment techniques are the most successful, because their recruiting efforts are more personalized, and become more meaningful to both the recruiter and the new member.

Council Chaplain / Pastor Invitation

Another recruitment technique that has shown much success is to identify potential members who belong to the parish. Ask the Council Chaplain / Pastor to compose a letter to the potential member and his family that is mailed by the Council. The letter addresses the work of the Knights in the parish and invites them to attend an information night. The Council membership committee follows up with a phone call or other personal contact requesting that the parishioner and his family attend the information program.

24 - Hour Knight

Anyone who has worked to recruit new members for the Order has heard: "I'm too busy right now to join the Knights; maybe another time..." In today's world with the need to find time for work, wife, children, church, and community- it is no surprise that a man feels too overwhelmed to add another commitment. This is the reason for the 24-hour Knight. If we help a man realize that he would not be expected to give more than he can and that he will receive a great deal in return, he may well rethink his answer. We can help him understand that the time spent with the Knights will have a positive effect on his wife, children, church and community.

Example of a 24-hour break down:

- **4 hours a year** at a corporate communion or prayer services,
- **4 hours a year** attending two Council meetings (A well-organized meeting that is shorter, allows for more fraternal time encouraging the member to attend more often.)
- **4 hours a year** helping a church and community functions such as the MI Drive, food bank, highway clean-up, blood drive, Right to Life activity, parades, etc.,
- **2 hours a year** helping at youth activities such as the Free Throw competitions, Christmas party, spelling bee, poster contest, etc.,
- **4 hours a year** helping a Council fundraisers such as a pancake breakfast, Lenten fish fry, etc.,
- **2 hours a year** reading Council, state and Supreme publications,
- **4 hours a year** enjoying social functions, such as dinners, dances, picnics, etc.

The above are examples of a way to break down the 24 hours into smaller units that will encourage the man to join our Order. When you develop your list, make sure to include what your Council is famous for and what the membership finds most enjoyable.

Power of Ten

The Grand Knight along with his Council Membership and Program Directors selects ten "Power of 10" Chairmen to lead each of the of the Council's 10 teams. The chairmen of these teams can be either an elected or selected Council officer or they may choose dynamic recruiters. A co-chairman is recommended to assist with the recruiting and retention activities

as well as implementing the Council's programs and charities. Smaller Councils with less than 50 members may reduce the number of Power of 10 teams to 5; each will still be comprised of 10 members. Larger Councils are encouraged to increase the amount of Power of 10 teams formed. Councils over 500-1000 should have at least 15 teams. Councils over 1000 members should form 20 teams. Adding additional teams in larger Councils ensures that every member will have some type of personal contact with the Council.

Every member is assigned to a Council team. Teams are comprised of active and current inactive members (ones not attending Council meetings). The objective of this process is to make sure that the entire Council membership is assigned to a Power of 10 Team. Ideally, teams should not be comprised of more than 20 members. Councils may form additional teams if needed.

Once the teams have been established, the chairman sends to each of his team members a Membership Interest Survey. Each team member calls the men on his list and asks the questions on the survey to help the chairman to determine which Council programs the member and his family is most likely to participate in.

This technique is also a means of making contact with members quickly when needed. It can be used as a rosary chain when a member dies, or to contact members about upcoming Council activities.

Information Table

One of the most popular ways to recruit new members into your Council is to set up an information table. This can be very successful if done correctly. After receiving permission to set up your table, it is critical to have at least two members man it. Not very many prospects will just come up and see what you are trying to promote. If you are planning to spend a long time there you should also have a couple of chairs. You should dress neatly. Your table should include the following items:

- Pictures recently taken of Council events, mounted on a poster board used as a back-drop;
- Any awards or recognitions that your Council is proud to display;
- A picture of your Grand Knight and Council Officers;
- Your own Council tri-fold image brochure #4157;
- Material from Supreme ordered by your Financial Secretary 6 weeks prior to the event (Forms #100, Prospect Cards #921A, These Men the Call Knights Booklet #937, Did you know? Flyer #1267, Pocket Flip Chart #2041, Family Fraternal Benefits Flier #2761, Military Members Benefits #4685, and Shining Armor Program #4292 and #4297, in both Spanish and English).

Be prepared to answer questions about your involvement in the Knights. If you cannot convince a prospect to fill out a Form #100, try to get a name and a phone number so that the prospect can be contacted later. Ask your District Deputy to review your recruiting plans and to help you make this table-top tool be more effective.

Recruiting Young Members

Young men who are 17 ½ years old may complete a Form 100 and be initiated into the K of C prior to their 18th birthday. This will permit high school graduates going to college in the fall to join before they leave. Their membership will be processed like that of any new member.

Catholic High School Partnerships

Councils should consider establishing a partnership with Catholic high schools in their communities. Such a relationship can benefit the high school as well as the council. Follow these steps to arrange a partnership.

- Contact the high school principal or counselor to arrange an appointment.
- At the meeting give a brief history of the Knights of Columbus as well as information about the local council and its support of Catholic schools, youth, and the community.
- Emphasize council programs serving their parish(es) and the knights' support through the Domestic Church program.
- Provide copies of the Supreme Council publications "Why you should become a Knight", "Did You Know?" and the K of C Supreme scholarship booklet.
- Provide a copy of the most recent council newsletter briefly highlighting activities.
- Provide a list of Supreme and State youth programs such as the soccer contest, free throw contest, spelling bee, council and Supreme scholarship programs, Christmas and substance abuse poster contests and essay contests.
- Ask if the school would be willing to participate in these activities, and if so, the youth director will contact the school as the contests are offered.
- If invited to tour the high school, do so and ask questions to indicate interest.
- Above all be positive, enthusiastic, organized, knowledgeable and brief.

Establishing a partnership can aid the council as well as the school. The school gym or other facilities might be available to host council activities. Access to the students can draw participants for K of C contests as well as their parents. Most high schools have community service requirements, and councils holding activities such as Lenten fish fries, might invite students to work on them, and then donate to the student organization or school. Inquire about having a council officer or director speak briefly (15 – 30 minutes) to seniors about the history and work of the knights and the local council. Such a meeting would best be scheduled in the spring in March or early April.

Turning Passive Recruitment into Active Membership Goals – Profiles – Assignments

Every Council project or activity presents an opportunity for membership growth. Activities communicate – "who we are" and "what we do" for our families, our communities and our parishes. The Council Membership Director should identify various members who will be working at or attending a specific event and challenge them to take away from that event-at least one new member. How to challenge your Council membership? A few examples for consideration:

- A member with a young family who will be at the parish picnic, instead of sitting only with

brother Knights, have him find out who his kids are playing with, meet the parents and let them know about the charitable, family, and youth programs his Council sponsors.

- After Mass, have an usher who is a member introduce himself to someone new to the parish.
- At a fish fry, strike-up a conversation with a couple and let them know that the proceeds will go to support vocations, Catholic schools, the parish, the community food bank or any other charity donation recently voted by the Council.

Squires Circle

Under the new initiative announced by the Supreme Knight, new Squire Circles will not be formed. However, existing Circles may continue. When the Squires become 18 years old, they can join the Knights and be instantly familiar with how the Knights function. Again, the youth will become the future; investing time and energy early will pay big dividends later. The intent of the new initiative is that Councils support the existing parish youth programs. Council sponsoring Boy Scout troops will divest themselves of these as soon as possible and encourage Scouting programs to be sponsored by the parish.

Scheduling and Conducting Admission Degrees

Promptly advancing new members through the exemplification of degrees is absolutely essential to successfully building and maintaining membership. A well-organized, regular schedule of degrees will ensure this progression and will also help prevent the loss of potential Knights.

- Sponsor a First Initiation Degree Team, if possible. If not, participate on a District degree team.
- Schedule degrees around important Knights of Columbus/Council dates. Be sure to avoid major holidays. Select degree honorees for each exemplification for greater impact, visibility, and attendance.
- Contact candidates a few days in advance to confirm their attendance and recommended attire.
- Arrange for the proposer to pick up his candidate and escort him to his Admission Degree.
- Immediately after the Admission Degree, present each candidate with a rosary, K of C Emblem lapel pin, and "These Men They Call Knights" booklet. Be sure to advise the newly initiated about the next Second and Third Knighthood Degree Initiation dates.
- Present each member with a New Member Certificate (#268) or current degree certificates to each degree recipient. Print the names of the new members in the next Council newsletter.
- Celebrate, inspire and encourage new member(s) to pursue Shining Armor Award in their first year of membership. When achieved, promote and make it a big accomplishment. Doing this effectively and properly will ensure a new member does not become a problematic retention case or issue in the future.

Membership Awards and Incentives

We recruit and/or retain members because we know that the Order's health is directly related to membership gain. The new member can be a powerful influence in our local Councils. Membership growth is measured throughout the year; and to help promote robust membership growth, certain awards have been established to give recognition to those who meet established criteria. The awards and their criteria are listed below.

Star Council Award

Star Council is the highest award a Council can achieve and is awarded by the Supreme Council. Membership is only one component of this prestigious award. Achieving Star Council shows that a Council is in good health and has a bright future. There are six requirements to achieve Star Council.

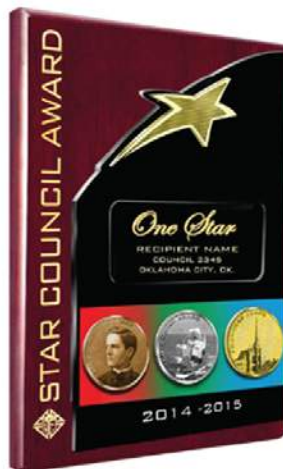
- Achieve the Fr. McGivney Award (Membership Quota)
- Achieve the Founders' Award (Insurance Quota)
- Achieve the Columbian Award (Meet Program requirements and submit the SP-7 form)
- Service Personnel (Submit the Form 365 listing service program directors)
- Good Standing (Per Capita Taxes must be paid to date)
- Annual Survey of Fraternal Activity (Submit Form 1728 listing member activities)

Star Council

Father McGivney Award
Membership Quota
7% of current membership
Or Minimum of 4
Maximum of 35

Columbian Award
Report Form #SP7
Due – June 30th

Good Standing
Current with all Supreme
Council assessments - as of
June 30th of the fraternal year



Service Program Personnel
Report
Form #365
Due – August 1st

Founders' Award
Insurance Quota
2.5% of current membership
Or Minimum of 3
Maximum of 18

Annual Survey of
Fraternal Activity
Report Form #1728
Due – January 31st

Multiple Stars
Earn Double Star by attaining 200%
Earn Triple Star by attaining 300%
Earn Four Star by attaining 400%

Star Council Checklist

In order to assist Councils in tracking their status for achieving Star Council, Supreme has developed the "Star Council Checklist". Each Council will receive the Star Council Check List from Supreme. By displaying the Star Council Checklist at every Council meeting, it will keep the membership up to date on the status of the Council and encourage the membership to assist in achieving the goal of Star Council.



Supreme Council Shining Armor Award

The concept of the Supreme Council “Shining Armor Award” program is to get new members active in the many facets of the Knights of Columbus as early as possible, assist in maintaining that activity and honor them as a valued member of your Council. To qualify for the “Shining Armor Award,” new Knights must, during their first year of membership:

- Be involved in at least 3 Council service programs.
- Attend at least 3 Council business meetings.
- Receive their Second Formation and Third Knighthood Degrees.
- Meet with their Council’s insurance representative.
- Recruit at least one new member.

Every new member should be recognized for achieving the Shining Armor Award. Make it a BIG deal- make it FUN! Highly promote this incentive program as its requirements transform newly admitted Knights into long-term brother Knights! The materials from the Supreme Council contain a Shining Armor Flyer (#4552) to explain the program and a Qualification Card (#4292) to record his progress toward receiving his Shining Armor Award. This should help implement the program. When a new Knight has completed the requirements for the award, the Council should present him with a Certificate of Recognition (#4293) and may further wish to present a “Shining Armor” lapel pin (#1700).

Whether presented at a Council meeting or a special Council event, this will not only be an honor for him, but will also serve to promote the program to other new Knights. Remember to include these and any other award presentations in your Council newsletter. Keep in mind, the main focus of the program is to get new members actively involved in their Council from the very beginning of their membership.

Member Proposer Incentive

The Michigan State Council will present a lapel pin recognizing proposers of new or reactivated member. The pin will recognize proposers in increments of 1, 5, 10, etc. in appreciation of their recruiting efforts.

“Quick Start” Council and District Awards

Councils and District Deputies that obtain 60% or more of their membership quotas for the Father McGivney Award by the mid-point of the fraternal year at the end of January will be recognized with a “Quick Start” Award at the annual State Membership Tribute Banquet.

State Chaplain/State Deputy Awards

Councils and District Deputies who obtain 100% or more of their membership quotas for the Father McGivney Award by the mid-point of the fraternal year at the end of January will be recognized with a State Chaplain/State Deputy’s Award at the annual State Tribute Banquet in February.

Council Membership Director Awards

Council Membership Directors who achieve 100% or more of their membership quotas for the Father McGivney Award by the mid-point of the fraternal year at the end of January will be recognized at the annual State Membership Tribute Banquet with the Council Membership Director Award.

“Finish Strong” Council Award & District Awards

Councils and Districts that achieve 100% or more of their membership quotas for the Father McGivney Award by May 1st of the fraternal year will be recognized at the State Convention with a “Finish Strong” Award during the convention weekend on Mackinac Island.

State Convention Membership Award Deadline May 1st

Our State Convention is the highlight of the year in the Michigan jurisdiction and provides the Order with an opportunity to recognize the many wonderful things we have accomplished during the fraternal year. Yet every year, a few District Deputies and Grand Knights become upset when their Councils are not recognized for their Membership Achievement for Star Council once they've reached Mackinac Island.

In order to properly prepare for the State Convention, the Supreme Membership Status Report issued on May 1st is the one used for our recognition at the State Convention. If a Council completes their membership goals after May 1st they will still receive their Star Council Award from Supreme; however, only those Councils that have completed their membership and insurance quotas by the end of April will be recognized for these awards during the State Convention. This should provide our Councils with the incentive to complete their goals in membership and insurance well before May 1st of the fraternal year.

Exemplary Public Relations Award

Councils will have an opportunity to receive an Exemplary Public Relations Award for achieving the following criteria:

- ✓ Create a tri-fold (bi-fold) image brochure detailing information about the Council, officer names, brief history, awards, etc. that can be given to perspective members.
- ✓ Issue a minimum of two press releases/articles about their activities in their parish bulletin(s) and/or community newspapers.
- ✓ Create a bi-fold display board showing Council activities/achievements and erect this on a parish/Council events membership table.
- ✓ Select a Council public relations director and indicate who that is on the Supreme Council Form 365 listing Council directors.
- ✓ Issue a Council newsletter at least quarterly and email or regular mail it to members.
- ✓ Forward the Council newsletter to the District Deputy, diocesan program and membership directors, the Michigan *Columbian* editor, the state public relations director and the Grand Knights of the other Councils in the District.
- ✓ Submit a description of at least one Council activity to the Michigan *Columbian* for publication.

- ✓ Submit a description of at least one Council activity to the Supreme Council *Columbia Magazine* “Knights in Action.”
- ✓ Select a minimum of quarterly Knights of the Month and submit their names to the *Michigan Columbian* editor and the state Council activities director.
- ✓ Select a minimum of quarterly Families of the Month and submit their names to the *Michigan Columbian* editor and the state family activities director.
- ✓ Select a Knight and Family of the Year and present their awards along with other recognitions at a suitable Council Appreciation Program.
- ✓ Complete the MI-01 form quarterly listing the public relations achievements.
- ✓ Complete the SP-7 Columbian Award form that may include the PR programs held by the Council.
- ✓ Complete the Exemplary Public Relations Award # MI-22 (appendix) indicating the criteria achieved to the District Deputy.

Membership Development/Round Tables

Parish Round Table

Supporting the Catholic Church has been a hallmark of the Knights of Columbus since its founding in 1882 with millions of volunteer hours each year. Organizationally, we do this in one of two ways – either by (1) the institution of a new Council or by (2) the establishment of the Parish Round Table program.

Mission

The mission of the Parish Round Table is to establish and sustain visible ties between Councils and parishes, especially where parishes are not able to support full Councils. Council membership may come from several surrounding parishes. Local Councils:

- Offer services to every parish in the area not having its own home-parish Council;
- Support parishes with the programs their pastors deem necessary;
- Grow through close parish contact.

Goals

At the beginning of each fraternal year, the Grand Knights appoint Round Table Coordinators to the parishes they serve and communicate these appointments on the Report of Round Table Coordinator (Form #2629). This form is best submitted on-line at the web site of the Supreme Council. Alternately, the form is also available in the Council forms booklet.

Exception: The only exception is a home-parish Council supporting its own parish; the Council church activity director fills this need within the parish. However, a home-parish Council may also support a nearby parish or mission under the Round Table if it has members from that parish or mission.

During the fraternal year, based on historical averages, Councils should add three (3) new members from each parish. At the end of each fraternal year, the Council summarizes its Round Table results on the Annual Report of the Knights of Columbus Round Table (Form

#2630). This form is due by June 30 and best submitted on-line at the web site of the Supreme Council. Alternately, the form is also available in the Council forms booklet.

The Annual Report submitted for every Parish Round Table sponsored by your Council asks you to provide the number of members of the Knights of Columbus in the parish; the number of new members recruited this year (target 3); the number of Knights of Columbus man-hours of service to the parish; whether the Grand Knight held the recommended annual review with the pastor; and a brief description of the most meaningful activities conducted by the members of the Knights of Columbus Round Table in your parish during the year. Don't be shy. Also submit articles and pictures of Round Table projects to the Michigan Columbian and the COLUMBIA magazine.

Methods

The Grand Knight and his officers make lists of Council members who belong to area parishes. All will automatically become part of that Parish Round Table. If more than one Council has members from the same parish, the Grand Knight, working with his Council members from the local parishes, the pastors, the District Deputy, and the State Round Table Director as needed, decides which parishes the Councils can effectively serve with an active Round Table.

The Grand Knight and the Round Table Coordinator call on the pastor to offer help. The Round Table Coordinator must be a member from the parish and from the Council that sponsors the Round Table. The Round Table Coordinator is the point of contact for the pastor to communicate needs to the Council if that process is acceptable to the pastor. The Round Table Coordinator should report monthly to the Council and send a copy of the report to the District Deputy.

Notify the Supreme Council Department of Council Growth using the Report of the Roundtable Coordinator (Form #2629) and copy the State Deputy and the District Deputy. Use the form later as needed to report changes. Supreme sends the Program Supplement to the address of each Round Table Coordinator.

If parishes are clustered (not merged), appoint a Round Table Coordinator from each parish/workspace, but work with the pastor on which Round Table Coordinator he wants to use for his primary point of contact.

Report a summary of Round Table activities at the end of the fraternal year (June) on the Annual Report of the Knights of Columbus Round Table (Form #2630). The easiest way to report is to go to Council Forms on Supreme Council's website. At www.kofc.org select Publications and Resources, then Forms, then Council. Select either Form #2629 under the online column or Form #2630 under the online column as applicable. Tab through the form and fill in the fields, including e-mail addresses at the bottom of the form for the State Deputy (send to State Forms Chairman), District Deputy, and the Council's GK's e-mail. Select Submit at the bottom. Alternately, the forms are in the Council Report Forms Booklet (#1436).

Use the Report of the Round Table Coordinator (Form #2629) to let Supreme know if you are a parish Council or not

The Form #2629 just asks:

- ***Is you council a Parish Council? Yes or No***
- ***The number of Council members at this parish?***
- ***The number of families at this parish?***

The Knights of Columbus Parish Round Table booklet (Form #2632) is included in the

“Surge with Service” programming packet. The Report of the Parish Round Table Coordinator (Form #2629) and the Report of Fraternal Activity of the Round Table (#2630) can be found in the Council Report Forms booklet (#1436) and on the Order’s Website at www.kofc.org/forms. In Service to our Parishes (Brochure #4519) is also available on the Supreme website.

Admission and Retention/Admissions Committee

In the past ten years, the Michigan jurisdiction has suspended about 18,000 members. With the amount of energy Councils have expended to recruit these men, it is a shame that we have not done more to keep them. One can only wonder how much more we could have accomplished with a membership of 85,000 rather than our current 67,000 members. While it is not reasonable to assume that we could or should have saved every man, many would have still been members had we not failed them. Yes, every suspension is a failure to fulfill Fr. McGivney’s vision of “every Catholic gentleman a member of the Knights of Columbus.”

Admission and Retention are key ingredients to successful membership development, but they have little positive impact as practiced by most Councils. **Although the *Charter Constitution and Laws (Section 108-114)* requires the Grand Knight to appoint and form the Council Admission Committee, in a majority of Councils this is not done.**

In many Council’s “retention committees” are comprised of only the Financial Secretary or only meet and become active when it is time to suspend members. It is obvious from the number of members we lose annually that we need to make a drastic and major change in the way we view admission and retention in our Councils.

In the following section a new year-round approach to retention that will reduce the number of brothers we lose and have the overall effect of strengthening the Council “from cradle to grave”. The Membership Retention process begins immediately as soon as a Membership Application Form #100 is signed, a member is initiated and then continues forward until we say farewell at his funeral.

Admission Committee

The Admission Committee is a new member’s first real exposure to the inner workings of the Knights of Columbus. Since first impressions are important, a warm and friendly meeting is also important. The prospective member will appreciate meeting with his proposer and a group of men who are interested, know what they are talking about, and know how to have fun while they accomplish their goals. This will set the tone for a long and productive relationship.

The Grand Knight shall appoint five to seven members for the Admission Committee. It is strongly recommended that the Council Program Director be a member of the committee. He can use the interview and the results of the questionnaire to help the new member become involved in Council activities right from the start. This may be the best way for him to meet other members of the Council and cement new friendships. It is further recommended, that the proposer should accompany the candidate to his meeting with the Admissions Committee and be invited to sit in on the interview. It is extremely important that all the members of the Admission Committee understand the purpose of the Admission Committee and prepare an agenda to accomplish the following tasks:

- Inform the new member of the workings of the Order and present the candidate with a brief history of the Order, both at the international and local levels.
- Inform the candidate of the benefits of membership

- Advise the candidate of what is expected of him, including timely payment of dues, attendance at meetings and advancing through the higher degrees.
- Determine the interests of new candidates for subsequent involvement in Council activities.
- Establish the members of the Mentor Team for the candidate.
- Establish the candidate's practical Catholicity. (If there is any question, only a priest may determine that a candidate is not a practical Catholic if the candidate affirms that he is Catholic.) It is suggested that the Council Chaplain meet the candidates and/or that their pastors be consulted.
- Let the candidate and proposer know the schedule for upcoming First Initiation Degrees and the date and location of the next major degree.

Following the examination, the committee reports the findings at the Council Membership Meeting.

***Note:** Applications for membership from priests and religious clergy shall not be referred to the Admission Committee but rather shall be presented directly to the Council.*

In cases of reapplication by a former member who has been in an exit status for a period of more than seven years, the applicant must appear before and be approved by the Admission Committee. In addition, the re-applicant must establish to the satisfaction of the committee that he has received the degrees of the Order. If this cannot be established, the re-applicant shall be required to take any or all degrees.

How to Use an Admission Committee

A Council Admission Committee, if used correctly, ensures that applicants understand the Order and that the Council understands what the candidate expects from the membership. This mutual understanding makes for a more thorough recruitment process and is fundamental primary step to membership retention.

- Order copies of the Admission Committee Reports (#283), the Admission Committee Inquiries Guide (#390), the Admission Committee Questionnaire (#391), and the Member Interest Survey #1842 (appendix) from Supreme's Supply Department.
- Notify all applicants to appear before the committee.
- Conduct the interview using the Admission Committee Inquiry Guide. Request the applicants to complete the Admission Committee Questionnaire and to complete the Member Interest Survey #1842 (appendix) to find out what types of activities are of interest to him.
- Forward the Admissions committee Report to the Grand Knight.
- If a candidate is voted and approved by the Council to join, inform the candidate of upcoming First Initiation Degrees in the area. Similarly, advise the proposer to accompany his candidate to the next First Initiation Degree Initiation.
- Once initiated, assign newly admitted members to serve on committees that match their interests noted on their admission and membership application paperwork.

Please refer to the Grand Knight's Guide (# 915) in the "Admission Committee" section for complete instructions.

Ceremonials

As soon as a Catholic gentleman signs a Form #100 and becomes a candidate for Knighthood, a clock starts ticking. The longer that clock runs before he goes through the First Initiation Degree, the greater the chances are that he never will. Statistically, First Initiation Degree members make up more than 85% of the brothers suspended in any given year. Therefore, it is important to advance candidates to the Third Knighthood Degree as soon as possible.

The District Deputy has a schedule of Admission Degrees in your District and area with at least one each month. If the candidate is unable to attend the degree in your District check the State Council website, or contact your Diocesan Membership Director, who will have the schedules of surrounding Districts, or will find a team to run an Admission Degree in your Council. Of course, if you have your own degree team, you can schedule a degree whenever you want. If your Council has never had a degree team or it has faded away, now is the perfect time to correct that problem.

Every Council received a CD from the Supreme Council with the First Initiation Degree ceremonials. If you do not have a complete Admission Degree Team, you can play some or all of the parts available on the CD. There should be no reason for a new member to have to wait more than a week to join your Council with this new process. If you do not have the paraphernalia, you can either purchase them or borrow them from another Council. Your District Deputy should be able to help you with this. You do not need to have or use robes. A suit and tie with an officer's jewel and a ceremonial degree baldric is acceptable. Although it is still encouraged to memorize each part if possible, you can use the CD. The CD can also help you memorize the parts.

Membership Retention

The mission of the Council Membership Retention Director is to apply the principle of Fraternity to situations where our brothers find themselves out of communication with the rest of the membership. Council level retention includes re-recruitment and all actions in the matter of non-payment of dues.

Retention Committee

The Grand Knight shall appoint a Retention Chairman and committee annually. It should be composed of dedicated brothers who are willing to work year-round to ensure the Council is able to retain the greatest number of its members. The chairman may have recommendations on the makeup of the committee. The committee may call on proposers, Past Grand Knights, insurance agents or the Chaplain whenever needed. The name and contact information of the chairman needs to be reported on the Supreme Service Program Personnel Report (Form #365) and the State Service Program Personnel Report (Form #MI- 365).

Critical Success Factors

To ensure a successful retention process, the committee must embrace the following principals:

- Each brother deserves our personal attention and mutual respect.
- The Council will take a pro-active approach to retention.
- Charity begins at home.
- The principle of Fraternity needs to be applied when our brothers find themselves out of communication with the rest of the membership because of the non-payment of their dues.
- The Council and the District Deputy will follow the retention process.
- Suspension is a last resort and each suspension is a failure

Pro-Active Retention

It is the responsibility of the Council and its top leaders to make a firm commitment and pledge to make membership retentions a year-round process, not just when the Financial Secretary has presented the committee a list of brothers who are in arrears with their dues.

Keep in mind, the start of member retention begins when a member becomes initiated into the order at their Admission Degree. From that day forward, until that member's funeral, it is the responsibility of the Council to keep members active and interested in Council programs and activities.

New members must feel welcome at meetings and events. They should be introduced during their first Council meeting, and greeted by (especially by senior) members after the meeting. All members should be encouraged to become active in leadership roles. Councils must make a deliberate effort to encourage and expand programs to include family members. Ongoing communication using newsletters and emails with all members throughout the year is a good way to keep them involved.

Councils that actively and cleverly monitor and track the participation of their membership will easily recognize opportunities using effective membership management techniques to keep members regularly active. If your Council has not seen or heard from a member in a while, there is a likely probability that member may become a member retention issue in the future.

While each Council should develop a program that works best for them, the following suggestions may serve as a starting point:

- Carefully analyze, review and determine the causes of suspensions within your Council and provide possible solutions to the problem. In the business world, great companies use exit interviews to better manage and improve their business enterprises; similarly, it's a good practice for Councils to adopt and do the same. Valuable lessons can be learned from the exiting member that can be used to improve the Council. Make recommendations to the Council for changes based on information gathered from delinquent/suspended members.
- Encourage changes in the Council to avoid situations that have led to suspensions in the past.

- Examine your "Council's conscience" often to find possible reasons why a member loses interest in maintaining his active membership in the Order, and then work to eliminate those reasons.
- Pro-actively address the needs of individual members in danger of becoming suspended.
- Contact inactive members before they become delinquent in their dues to determine reasons for lack of participation.
- Prepare a profile of early warning signs of candidates for suspension. For example, if he didn't pay his dues last year (even if he wasn't processed for suspension); has regularly attended meetings, but has missed the last several meetings, he normally works at/or attends events, but now he is missing in action, he has not been seen or heard from in quite some time, he hasn't been seen in church.
- Make certain that your Financial Secretary is following the prescribed procedures for the "Notice of Intent to Suspend" program, including making personal contact by the Retention Committee.
- The "Admission Committee Questionnaire" (#391, E, F, and S) should be completed in triplicate by each new applicant and distributed to the Council Program Director, the Supreme Insurance Agent, and one copy retained in the Council files. New members should be assigned to program committees of interest to them as soon as possible. Make certain that all members have some specific responsibility or task within the Council.
- Evaluate the programs and activities now being sponsored by your Council. Full utilization of the Service Program proves to be the very best membership retention measure available. Suggest diversified programs aimed at improving your Council's image in the community. Programs must be meaningful, sincere and diversified to provide appeal to all segments of your membership.
- Promote retention programs sponsored by both the State and Supreme Councils.
- Your Financial Secretary should be able to provide a listing of all members suspended from your Council. It is suggested that each former member be personally contacted and asked to enroll again as an active member in your Council. Check the rules governing membership procedures for former members. To ensure the best outcome possible, all membership recruiters should be familiar with these procedures before contacting former members.
- Conduct a survey among members to determine their preferences for committee work. A special "Member Interest Survey" #1842 (appendix) is available in quantity and at no charge through the Supply Department for this effort. Ensure members are appointed to those committees where their interests lie.
- Plan a "Welcome Back" or "Come Home" program for former members. Send special invitations to attend the program to all former members and their families. Also invite members of your Council and their families to the program. Show one of the Order's videos which help tell the story of the Knights of Columbus. Arrange for appropriate speakers. Following the program, arrange to contact all former members in regard to activating their membership in the Council.
- Strive to streamline Council meetings. Keep discussions, comments, etc., within the proper limits.

- The Grand Knight should refer extraneous matters to the proper committees for further discussion and solution.
- See that Council meetings start on time, even if only a few are present. When the members begin to realize that the meetings will start on schedule, meeting attendance will be improved, interest built and more members will be retained as active members.
- Institute a “Shining Armor Award” program to get your Council’s new members active in service programs as soon as possible. More information about this program can be obtained by reading the Tools and Techniques section of this guide and the Shining Armor Award Flyer (#4297).
- Encourage the Retention Committee to contact a few members each month who have not attended meetings recently. Ask them how their family is, their health, if they would be able to attend the next meeting, do they need a ride, would they be able to help at the upcoming events, do they have an e-mail address, do they know someone that would like to join the Knights, etc.
- Encourage members to be active; we will not have to act like a collection agency when having to ask for past dues!

Retention Guidelines

The following is a general outline of individual obligations required to complete the suspension process. All actions must be completed in such a way as to comply with suspension timelines.

The Financial Secretary:

- Shall prepare and mail all forms and notices in accordance with the suspension timelines.
- Shall provide to the Retention Committee all information necessary to complete their task including a list of those members who are in danger of being suspended. The committee can then divide the list equally and have teams of two members each personally call upon those members and urge them to become active again.

The Retention Committee:

- Shall take every effort to make personally and compassionately contact with every member who is in arrears of his Council annual dues.
- Shall apply charity in the matter of non-payment of dues such that, short of a brother Knight who no longer is being a practical Catholic, the Council makes every attempt to re-recruit a brother.
- Suggest solutions acceptable to both the member and the Council. Remember that the delinquent member is still a brother Knight and may once again become an asset to the Council.
- Shall personally visit members at their home who have not been contacted by telephone. They shall investigate and resolve problems on non-payment of dues. Simply writing or indicating “No Phone Number” on the MI-12 Retention Worksheet Form is not an adequate solution option. Remember, the Knights of Columbus is more than just a club

of men, we are a fraternal organization. Simply put, there is no excuse not to follow up with a brother Knight.

- May recommend a waiver of dues, when appropriate, to the Grand Knight, Financial Secretary, and the Relief Committee if one is appointed.
- Should determine if the member is properly credited as a Life or Honorary Life Member.
- Should determine if the member has a disability and is unable to engage in any occupation for a period of at least six months. If so, a waiver of dues may be applied for under Section 118(e) of the *Charter Constitution and Laws*. To do this, a member must furnish evidence of total disability to the Supreme Council, along with Application for Relief from Payment of Council Dues and Supreme and State Council Per Capita Charges (Form #1831).
- Complete the Retention Worksheet (MI Form #MI-12) for all contacts and to the Grand Knight.
- Shall confer with the Grand Knight and Financial Secretary about the situation of each member prior to Notice of Intent to Suspend (Form #1845) being sent.
- Shall work with the District Deputy to verify that every member recommended for suspension has been contacted with reasonable effort and diligence.

Supreme Retention Process/Procedures

Suspension for non-payment

As provided by Section 168, Paragraph 3, of the *Charter Constitution and Laws*, a member must be at least three months in arrears before he can be suspended for nonpayment. This category of suspensions represents the largest group of losses to our Order. Thus, it is of vital importance that the Financial Secretary, Grand Knight, retention committee, District Deputy and State Retention Director follow proper billing and/or retention procedures. The process only works if each step is completed honestly with respect for the brother who is delinquent in paying his dues.

Councils will follow the Supreme Council Retention Process. A timeline for membership retention is provided for both the first and second half of the fraternal year. Councils will be encouraged to initiate the retention process during the first half of the fraternal year so membership goals that take into consideration any necessary suspensions. With the second dues notice, the Financial Secretary will include a copy of the Council's tri-fold / image brochure. If a member still doesn't submit his dues, the FS will send another copy of the tri-fold and the booklet *These Men We Call Knights* along with the Knight Alert letter. The DD is expected to contact members on the Council's retention list. Timelines are provided for the first and second halves of the fraternal year.

Knights of Columbus Retention Billing Procedure

A vitally important part of the financial welfare of the Council is the collection of dues and per capita assessments from members. The Grand Knight and the Trustees should, therefore, always be certain that the following retention process is to be followed. Note that Financial Secretaries should use the Member Management and Member Billing applications, located in the secure Officers Online area of www.kofc.org to perform the tasks listed in this section online. Instructions, recorded webinars, and help are available within the online application.

- The Financial Secretary mails the membership bill “First Notice” 15 days before the billing period to each member.
- If payment is not received in 30 days, the Financial Secretary will mail the membership bill “Second Notice”.
- If payment is not received within 30 days from the date the “Second Notice” was sent, the Financial Secretary will provide the names, addresses, telephone numbers, and amounts due for each member in arrears to the retention committee for personal follow up.
- The committee should include but is not limited to the Retention Committee Chairman (as reported on the Service Program Personal Report – typically the Deputy Grand Knight, the Trustees, and the proposer (if available)). (NOTE: The Financial Secretary is NOT a member of the Retention Committee.)
 - Committee members should attempt to contact each delinquent member (3) times over a (3) week period documenting the dates the calls were made and the results of the call (no answer, left a message, wrong number, etc.)
- The documentation shall be reported using the Member Management Retention Committee Report, the Michigan Retention Worksheet (MI-12) or equivalent documentation (excel spreadsheet).
- The Committee Members should contact the State Retention Director to assist in obtaining current contact information for the delinquent members as required.
- The Committee Members shall review the written report of their findings with the Retention Chairman. The Retention Chairman will present the report to the Grand Knight who will present the findings at the next officers meeting to determine if members are to be suspended or need assistance. Personal financial difficulty is not a sufficient reason for suspension.
- If the member is experiencing financial difficulty, the Retention Committee can recommend to the Grand Knight that he advise the Financial Secretary to accommodate the member with a payment plan or other financial arrangement that is acceptable to the Council. A plan can involve work on Council facilities or programs in lieu of membership dues.
- If directed, the Financial Secretary forwards a “Knight Alert” letter to the delinquent member, signed by the Grand Knight after the Retention Committee has done their work. The Michigan State Council requests that a copy of the booklet entitled *These Men We Call Knights* be mailed with the “Knight Alert” letter.
- NOTE: The Retention Committee should make use of various methods, including internet search engines and personal visits, in its attempt to locate the member if unreachable by phone.
- If after 15 days of sending the “Knight Alert” the member still has not paid his dues or no satisfactory arrangement has been made, the “Notice of Intent to Retain” is prepared and signed by the Financial Secretary and countersigned by the Grand Knight.
 - The “Original Copy” is sent to the delinquent member.
 - The “Supreme Office Copy” is forwarded to the Department of Membership
 - Records.

- The Supreme Knight then mails a personal letter to the delinquent member to convey the Supreme Knight's interest in having the member retain his "good standing" status.
- The "Council Copy" is retained for Council files.
- The State Retention Chairman, on behalf of the State Deputy will have the responsibility of monitoring the conservation listing, posted each Saturday morning on the Supreme website in the Officers Online area. The same has the responsibility to ensure that the District Deputy and State Retention Team have access to the conservation list. He should also communicate with the member, offer assistance and advise him that the District Deputy in his area is available to help with any particular problems.
- The District Deputy has the responsibility of monitoring the conservation listing, posted each Saturday morning on the Supreme website in the Officers Online area, to access the list of members needed to be contacted. He works with the Council insuring every effort has been made to personally contact each delinquent member to discuss the nonpayment situation. Through the process, suggestions as to possible solutions should be recommended, and the District Deputy will volunteer to assist the member, if the need exists.
- The District Deputy determines whether personal contact has been made by the Council including making his own calls to delinquent members. The response and reaction received from the delinquent member is recorded and then forwarded as soon as possible to the State Retention Chairman for review.
- If the delinquent member does not meet his obligation or arrange a satisfactory payment schedule within 60 days following processing the "Notice of Intent to Retain", then the Council may file a Membership Document (#100), indicating suspension. Both the Grand Knight and Financial Secretary SHALL sign the form prior to filing the Form 100 with the Supreme Council. The Supreme Council office will not process the suspension unless a "Notice of Intent to Retain" has been on file for the required 60 days.
- The "Notice of Intent to Retain" becomes null and void 90 days following the date it is recorded at the Supreme Council office. After the 90 day period has elapsed, the form will be removed from the file under the assumption the Council has been successful in retained the member.
- If, subsequently, the member on whom the Council previously filed a "Notice of Intent to Retain" again becomes delinquent, the entire billing/retention process must be re-implemented as described.

Every Financial Secretary has received clear and concise instructions on this procedure. It is the duty of the District Deputy to make certain that they are being carried out by the Financial Secretary and Retention Committee of each Council in his District. It is the State Deputy's responsibility to ensure that the State Membership Director, the State Retention Chairmen and the District Deputy follow the retention procedures.

Examples of a Fraternal Year or Calendar Year Billing Cycle

Calendar Year Billing

- 1st Notice sent to member on December 15
- 2nd Notice sent to member on January 15

- Retention Committee contacts those in arrears
- Knight Alert Letter sent February 15 (along with a copy of “These Men they call Knights” and the letter from the State Chaplain)
- Notice of Intent to Retain sent March 1st
- File a form #100 with the Supreme Council on May 1st but no later than June 1st.

Fraternal Year Billing

- 1st Notice sent to member on June 15th
- 2nd Notice sent to member on July 15th
- Retention Committee contact those in arrears
- Knight Alert Letter sent August 15 (along with a copy of “These Men they call Knights”)
- Notice of Intent to Retain sent September 1st
- File a form #100 with the Supreme Council on November 1st but no later than December 1st.

Directories and Resources for Use with Retention

- If the member has moved, the payment notice should have been returned with a forwarding address. However, if an address is unavailable from returned correspondence, contact other members or the parish priest to try to discover the new address. The following websites may be of value in tracing lost members:
 - www.anywho.com
 - www.whitepages.com
- If the brother is out of state, or has been out of contact with the Council, and no other source of information is available, there may be reason to believe that the brother has passed away. You may find records of his death by going to the following site:
 - www.ssdi.rootsweb.ancestry.com/cgi-bin/ssdi.cgi
- If you discover that he is deceased, print the screen, attach it to a Form #100 Membership Document, and submit to Supreme. This will be accepted by Supreme and not be charged as a suspension.

Disability – Relief from Payment

Those brother knights who are unable to engage in any occupation for a period of at least six months may apply for a waiver of dues under Section 118(e) of the *Charter Constitution and Laws*. Furnish evidence of total disability to the Supreme Council, along with Application for Relief from Payment of Council Dues and Supreme and State Council Per Capita Charges (Form #1831).

All disability waivers expire each year on December 31, and must be renewed during the 90-day period prior to expiration. Supreme Council will send a request for confirmation of continued disability during October. Failure to complete and file the annual renewal form will terminate the Council’s relief from payment.

Withdrawals

The Supreme Council values the membership of each of our brother Knights. It is through their involvement that we provide the tremendous amount of charitable services that Knights contribute annually to the Church and our communities. That is why every council should work to conserve any brother Knight who is considering withdrawing his membership by making personal contact with him to see how we can help him remain a Knight.

To assist in this effort, the Supreme Council has instituted a 60 day conservation window for any withdrawal request received at the Home Office. It is our goal that this window will allow the State Council time to personally contact the member to see if it is possible to retain his membership.

Upon receipt of a valid withdrawal request, the Membership Records Department will scan the request and email it to the State Retention Director with copies to the State Deputy and the State Membership Director. After sending the withdrawal request via email, the Membership Records department will place a hold on the withdrawal request for sixty days from the date received. If Membership Records receives personal documentation that the member will remain a Knight, from either the member himself or from the members via the State Council, the withdrawal request will not be processed. If Membership Records receives no notification within sixty days, the withdrawal request will be processed with no further notification to the state Council.

According to Supreme Council, the withdrawal transaction cannot be reported by using the Membership Document Form #100. Rather, a personal signed communication from the member requesting withdrawal (resignation) is required to be sent to the Council and assembly and forwarded to the Supreme Council office. Financial standing is not a consideration. A member can resign whether he is current in dues or in arrears. The only stipulation is that he must be eligible for re-entry as of the date he files his letter of withdrawal with the Council and assembly. Withdrawal is not an option for a felon, non-practical Catholic, or someone who has been suspended or expelled under Section 162 of the Order's Laws. Those members who apply for and are granted a withdrawal do not maintain continuous membership. The membership record will reflect a break in membership.

If the applicant for withdrawal is an insurance member, he will be recorded as an inactive member and will remain in that status on the Council roster as long as his insurance is in force. The Council continues to be responsible for Supreme and state Council assessments on inactive members. However, a \$9 credit is applied to the Council's account the month following the anniversary date of the member's insurance policy to offset such assessments. The transaction is charged as a loss against Supreme Council Award quotas.

Honoring Members

Every Council has a group of members whose outstanding qualities aren't flashy or very noticeable. These are the men who always pay their dues on time, never miss a meeting, or have maintained their membership for many years. Like those men whose outstanding abilities show in their volunteer or membership recruitment activities, these members are deserving of recognition. There are many ways your Council can recognize these faithful Knights.

In recognition of long-term dedication to the Order, after 25 years of continuous service (at the age of 70), or 50 years of continuous membership regardless of age, a member merits the distinction of Honorary Life membership and is exempt from further payment of dues, per capita charges, and assessments. All priests and clergy members automatically receive

Honorary Life Membership. These dedicated Knights are an asset to their Councils and should be treasured and respected. Materials are available to Councils from Supreme to recognize and award their contributions. List the date, time, and location of ceremonies where Honorary and Honorary Life members will be recognized.

Member Hardships

Council may consider paying dues for members who are unable to pay them due to real need or hardship. These Knights may have been unemployed for an extended amount of time or be unable to work because of medical reasons. A man should never have to give up his membership in the K of C because he is unable (not unwilling) to pay dues.

Knights can also aid a member in finding new employment by helping him write his resume, practicing job interview techniques with him, or just letting him know about job openings. Councils can also help Knights facing difficult times by aiding with chores around their homes or simply driving them to medical appointments. Remember, charity begins at home, so assist needy Knights and their families.

Practical Catholic

A brother Knight must remain in communion with the Church to be a practical Catholic, but this is not a determination we can make. Whether a man is a practical Catholic is for the Church to decide. Therefore, in this case, the committee will discuss the situation with the Council chaplain or pastor and will be bound by his decision. If a brother declares that he is no longer Catholic or if a priest makes that determination, there are no further steps necessary to suspend his membership. The Financial Secretary prepares a Form 100 indicating that the member is no longer a practical Catholic, along with a letter signed by the member or a priest and sends it to Supreme for immediate processing. The deduction does not count against Supreme Council Award quotas.

Remember the Sick and the Departed

Make it a policy to include prayers during meetings for Knights and family members who are ill. Arrange for Council members to visit a brother Knight or family member who may be hospitalized, living in an extended care facility, or home bound. Pray a decade of the rosary with the person to lift his spirits or her spirits.

Offer to assist family members of a hospitalized Knight by driving them to the hospital for a visit. Offer to stay with the home bound Knight or family member while caregivers go out for shopping, a movie or some other activity. When a Knight or a member of his family becomes seriously ill or is hospitalized, send out post-cards or put a listing in the Council's newsletter asking that this individual be remembered in the prayers of his fellow Knights. Encourage members to telephone, e-mail, write, or visit the bedridden or home bound Knight or family member.

The death of a loved one can be devastating for a family. At such times, Knights can help ease the suffering of the family of deceased in many ways. By attending the wake service for a deceased Knight or a Knight's family member, Council members show the fraternity that is an integral part of the Order.

Once the funeral is over, Knights should continue to be of service to a deceased member's widow and family. Invite them to Council activities, especially memorial Masses for

departed members. Stay in touch with the widow to see if there is any work that needs to be done around her home such as roof repairs or repainting. If the widow wishes, be sure that she remains on the mailing list for the Council newsletter.

Without its fraternal and Catholic nature, there would not be much left to the Knights of Columbus. This fraternity is more than just a typical men's organization or club - its true sense of brotherhood is the "unwritten" benefit of membership. This is also something that can easily be taken for granted, but like anything else, it needs the effort of each and every member to keep this fraternal bond alive.

“Three for Life”

The goal of “Three for Life” is to encourage Councils to create a list of members that have joined over the past three years. Use the list to personally contact the members, at least four times a year and invite them to get involved with their Council. When inviting new members to activities, make sure to include functions that will also get them involved with the parish and their faith. Corporate Communion retreats, praying the Rosary and Mass of Explanation are great examples. Personal contact can be in person or by phone. Group emails and newsletters can make the new members feel connected.

Better yet, spend time to personally contact members who have recently joined the Order will not only add vitality to the Council, it may well save time administering the retention process later.

Three for Life Process

- Create a list of members that have joined over the past three years.
- Appoint a chairman.
- Make a personal contact four times each year.
- Make contacts in person or by phone.
- Invite to Council meetings, assist at a function, attend a Corporate Communion, etc.

Make a Member for Life!

PROGRAMS

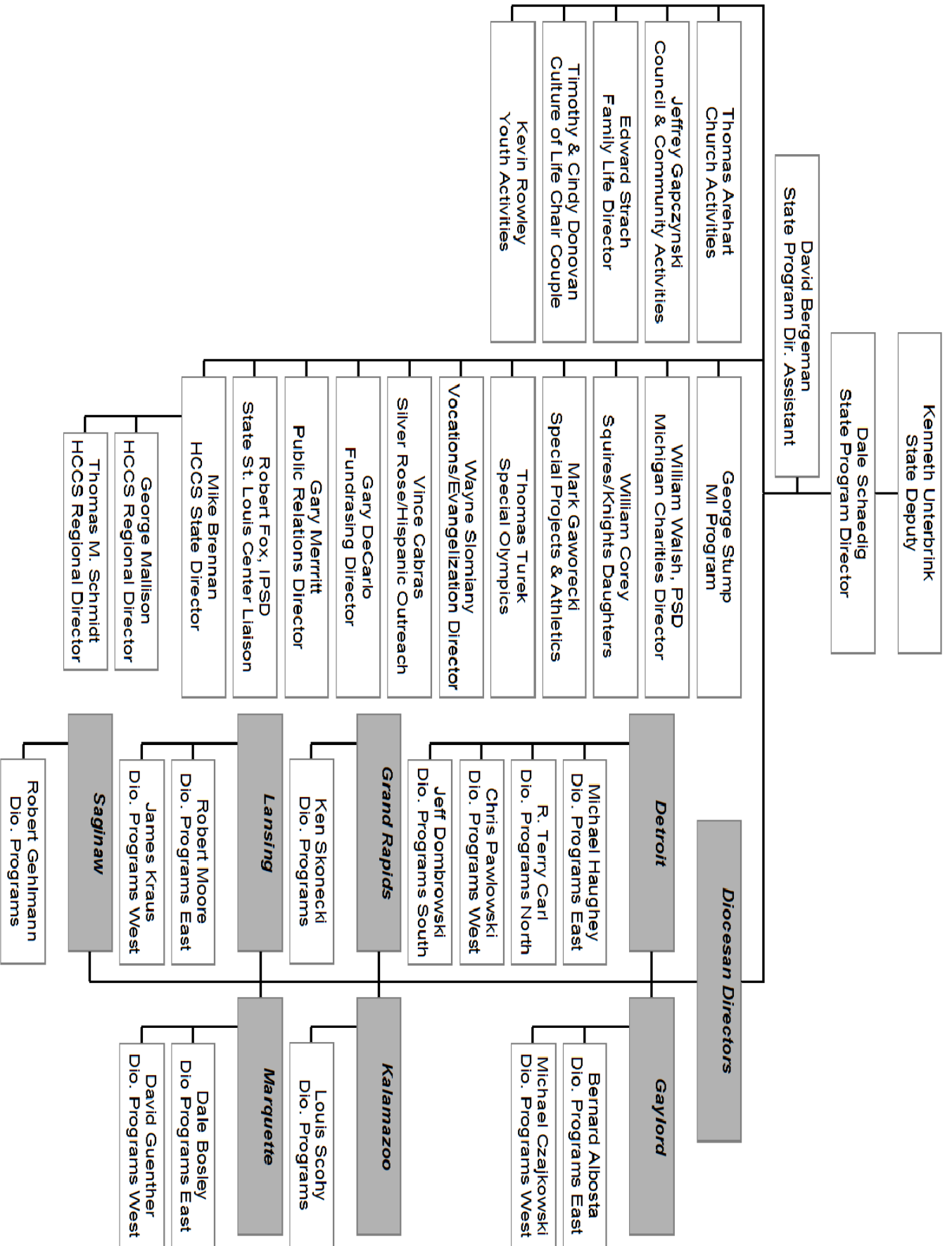
2017 – 2018

On Guard for the Faith and the Order

**Using Effective Communication and
Programs to Improve Membership**

**Dale Schaedig
State Program Director**

Programs Team Organizational Chart



Programs

Programs are the lifelines for every Council member and the lifeblood for every Council. An extensive range of programs have been developed at the Supreme, State, Diocesan, District and even the individual Council levels that will attract the attention and participation of members and non-members. Programs exist for three specific purposes:

1. Practice our faith and enjoy quality time with family and friends in the giving of our “time and talents;”
2. Recruit and retain membership in your Council and in our Order;
3. Support “Church,” “Community,” “Council,” “Family,” “Culture of Life” and “Youth” through organized activities. Programs are the visible signs of the good works of our order, through our membership, that are instrumental in the promotion and protection of our Catholic Church, our clergy, our Christian beliefs, our families (born and unborn) and our American way of life.

Our goal is to help your Council:

- Understand programs and why they exist;
- Understand the importance of maintaining an active program calendar at the Council level;
- Introduce the various reports and tools available to assist with the scheduling, preparation, planning, completion and reporting of activities. All necessary forms may be obtained on the State website: mikofc.org. The District Deputy is your first contact for help, but don't hesitate to call the Diocesan or State Program Directors for assistance.

Please keep in mind that the Knights of Columbus is a “charitable organization” as defined by the United States government and, as such, must meet stringent annual requirements in the reporting of fundraising and volunteer time in order to maintain this status. It is very important for each elected and appointed officer/director to understand that in taking on the responsibility of an officer/director, all of the requirements for keeping a Council in good standing, as published in the Supreme and State By-Laws, belong to the Council leadership.

“Surge...with Service”

The Knights of Columbus is a “Catholic, Family, Fraternal, Service organization.” This theme permeates the entire Service Program agenda including all Church, Community, Council, Family, Respect for Life, and Youth activities. CATHOLIC – the common denominator for all our members. Catholicism serves as the foundation for continued growth and performance. FAMILY – the very basis of society around which all our programs and activities evolve. FRATERNAL – banded together for the purpose of providing for the spiritual and material welfare of our membership. SERVICE – is our involvement with and commitment to Church, Community, Council, Family, Culture of Life and Youth.

“Surge...with Service” is an annual publication of the Supreme Council which is provided to empower Council service programs, as the central point of the Service Program agenda. The intent is to:

1. Establish each Council as an influential and important force within the community
2. Elevate the status of program personnel
3. Provide more meaningful and relevant programs of action
4. Establish areas of responsibility, build leadership, and ensure the success of Council programs

This publication may be found online on the Supreme website; www.kofc.org/un/en/resources/service/Council/surge.pdf

The activities listed in the “Service Program Organizational Chart” are suggested areas of involvement for your Council, its members and families. No Council need undertake all of these programs nor should they be limited by these suggestions. Make a serious investment of your Program Committee’s time and evaluate the needs of your community and implement the programs and activities that are needed the most.

Tips for Successful Programs

By following these suggestions, Councils will develop and deliver a complete and comprehensive program agenda that will play a vital role in attracting new members, retaining existing members, and building strong family relationships. At the same time, a healthy program agenda will satisfy the requirements for the Supreme Star Council Award. Our order has been called the “strong right arm of the Church” and has been praised by Popes, presidents and world leaders. Suggestions for developing programs include:

Look for new and innovative ways to involve the present membership as well as help new members get immediately active by having an officer, a director, or a committee leader mentor him.

- Set specific goals for your Council and publish your annual calendar well in advance.
- Help new members set specific goals that pertain to their participation and to enter dates on their personal calendar while they are fresh in his mind.
- Utilize your Council calendar and Success Planner to schedule a minimum of four major programs in each activity area to fill the categories.
- Share your Council calendar with your membership, your newsletter publisher, your Pastor and your church office team.
- Be sure the Council’s activities are published in your church bulletin and Council newsletter.

PPPPP - Proper Planning Prevents Poor Performance!

Supreme provides a planning booklet, *Fraternal Leader Success Planner*, which is a great tool to assist in formulating a success plan for the year. Along with the monthly calendar planner there are forecasts and reminders of the upcoming items for the following months. The Measuring for Success column will help the evaluation of both Districts and Councils.

Motivational quotes throughout the booklet are very inspirational. Encourage the use of this valuable tool provided at no charge for fraternal leaders. Extra copies may be purchased from the Knights Gear link from the Supreme website for \$1.00 each.

Awards

Prior to the end of the fraternal year on June 30, ensure your Council achieves the requirements to qualify for the Father McGivney, Founders', Columbian and Star Council Awards. There are no application forms for the Father McGivney and Founders' awards. The Supreme Council provides report forms at the Knights of Columbus web site at www.kofc.org. Direct questions concerning report forms to: Supreme Council Department of Fraternal Services, 1 Columbus Plaza, CT 06510-3326 or call at (203) 752-4270.

Supreme Star Council Award

The Supreme Star Council Award recognizes outstanding achievement in membership, insurance and service program activities. To be eligible to earn a Supreme Star Council Award, a Council must qualify for all three awards (Columbian Award, Father McGivney Award and Founders' Award).

To qualify for these awards, a Council must have submitted its Survey of Fraternal Activity (# 1728) and its Service Program Personnel Report (# 365). The Council must also be in good standing with the Supreme Council. Other eligibility requirements are listed under Columbian Award, Father McGivney Award and Founders' Award.

Columbian Award

Councils must conduct and report at least four major programs in each service program category of Church, Community, Council, Family, Youth, and Respect for Life. Four of the twenty-four programs have to be Domestic Church Programs listed on page 58. Upon projected completion of these requirements, complete and submit Supreme form #SP-7 (appendix).

Supreme Council Featured Programs

Specific programs identified as "**Featured Programs**" by Supreme will fulfill the requirement for that service program category. Activity forms are available on the Supreme Council website. These include:

Church Activities

RSVP

Provide financial and moral support to one or more seminarians and / or postulants. At least \$500 must be contributed to each qualifying individual. Report RSVP activity using the "RSVP Refund / Plaque Application" form # 2863.

Community Activities

Habitat for Humanity

Activity must be a Council supported project with a minimum of 200 man-hours of service from the Council, parish or community **and** a minimum donation of \$1,000 to Habitat for Humanity. Report activity using the "Featured Programs Worksheet" (Form 10092).

Global Wheelchair Mission

The Council must purchase a minimum of 100 wheelchairs by raising the funds through Council, parish or community activities. Report activity using the "Featured Programs Worksheet" (Form 10071).

Council Activities

Special Olympics

Council members must contribute a minimum of 200 man-hours in support of state/local Special Olympics activities, **and** must raise, through Council or parish activities a minimum of \$2,000.00 for Special Olympics. Report activity using the "Partnership Profile with Special Olympics" form # 4584.

Culture of Life Activities

March for Life

As part of an organized program of the Council, with parish and community participation, a minimum of 100 marchers must participate in a local, regional or national March for Life. Report activity under the Culture of Life section of the Michigan Columbian SP-7 Form. Include additional data to document your Council's participation.

Ultrasound Initiative

The Council must raise – through Council, parish or community activities – sufficient funds to cover half of the purchase price of the ultrasound machine, and follow the published guidelines for obtaining the remaining half of the purchase price from Supreme Council. Report activity using the "Ultrasound Application" # 4886.

Youth Activities

Coats for Kids

Council must purchase and donate to needy children a minimum of 8 cases of coats (12 coats per case). Use Order Form 5029. Councils must also have submitted the Service Program Personnel Report for # 365 to Supreme Council office by August 1. Councils must have completed the Annual Survey of Fraternal Activity Report for 1728 to the Supreme Council Department of Fraternal Services by January 31 (note: new Councils instituted after November 1 need not meet this requirement). Complete and submit the Columbian Award Application (SP-7) found in the Council Report Forms Booklet (#1436) or at www.kofc.org. Completed applications must reach the Supreme Council office by June 30.

Family Activities

Food for Families

Council must sponsor events with the parish community to collect a minimum of 1,000 pounds of food to be donated to the parish food pantry or community food bank. In addition, Council members must contribute a minimum of 100 man-hours in the preparation/distribution/service of meals to needy people. Report activity using the "Food for Families" form # 10057.

Father McGivney Award

Councils must achieve associate member quota. The quota for Councils with 30-100 members is a net increase of five members for the fraternal year. The quota for Councils with 101 or more members is a seven percent net increase in membership for the fraternal year, up to a maximum of 35 members.

Founders' Award

Councils must achieve insurance member quota. The quota for Councils with 30-100 members is a net increase of three members for the fraternal year. The quota for Councils with 101 or more members is a 2.5 percent net increase in membership for the fraternal year. Note: All membership and insurance transactions must be received, processed, recorded and released at the Supreme Council office by June 30.

Columbian Award - Form MI-01

Qualifications for this award are one recognized program for each of the six categories each quarter of which four of them have to be Domestic Church programs. Complete the web based MI-01 form by the fifteenth of the third month in each quarter, (September, December, March and June).

Every Council will earn the Supreme Columbian Award after it completes the necessary activities and enters the credits on the Columbian Award Activities Report Form #MI-01. An example of the MI-01 form and instructions can be found in the appendix of this book. For the most current form please access the State website at mikofc.org/resources/forms. The web based form can be completed online and will be distributed electronically. If necessary it may be downloaded and completed by hand, distributed to the District Deputy who will then enter the data into the web based form. Hard copies will also be available from the District Deputies. The State Council provides web based report forms at the Michigan Knights of Columbus web site at www.mikofc.org.

- ***Submit all MI-01 reports on time, due dates are the end of each quarter.***

To ensure timely submission of the SP-7 and the MI-01 form make entries as programs are completed. This also will assist in planning Council programs. Projected programs may be entered as the end of each quarter approaches.

Complete at least one activity in each category of Church, Community, Council, Family, Youth, and Culture of Life each quarter and submit on the MI-01 form. There also is an area on the form to enter dates of Submitted required forms, such as 185, 365, 1728, 1295, SP-7 etc.

- The State Program Director will obtain activity status from the Councils by reviewing the

web based MI-01 forms as reported to him by the Diocesan Program Directors on the tracker form. The examples of various programs which Councils are encouraged to participate are listed on the MI-01 form. **The Domestic Church Programs are listed on page 58 and need to be added on the “add item” line at the end of each activity.** Many unique programs are held by Councils and may be added to the web based version MI-01 form by adding lines to the form.

Remember to hold at least one activity for each category per quarter. The MI-01 form can pre-populate the SP-7 form with the programs listed on the MI-01 form at the end of the 4th quarter.

Columbian Award (SP-7)

MI-01- Columbian Award Activities Report Form

Church Activities

Corporate Communion

Participation in a District or Council organized Corporate Communion is intended to bring our members and families back into church for time with God and sharing that time with each other. Either attend a location scheduled by your District Deputy or organize an event with your Council’s Chaplain. Recommended at least three times over the Fraternal Year.

RCIA Sponsor

Rite of Christian Initiation of Adults is offered at every Catholic Church in the US. This is a great program to find and recruit new members. Those taking the class are anxious to join our faith and are exploring ways to become involved in Christian ministry. Reach out to them by asking your members to volunteer to sponsor one of these candidates.

Retreats

Supreme has made available several vehicles to educate our members in the Catholic Faith, these tutorials and printed materials for Catechism programs to develop our faith are available on the Supreme web site www.kofc.org. Encourage your members to take advantage of these programs. On the State website can be found a format for a **Mass of Explanation**, a great tool to evangelize by providing a teaching of the “whys” of our Mass.

Icons & Silver Rose

Traveling symbols of our Faith and devotions are traditional with the Knights of Columbus. The Silver Rose and Supreme Icons travel from Council to Council around our State providing members and their families to display our devotions. Schedules for these will be provided by the State Church Director and the State Silver Rose Coordinator.

Support for Vocations/RSVP

This activity is a program supporting vocations and provides information on vocations. This can include regular prayers for vocations at every Council meeting. The Refund Support Vocations Program (RSVP) Form#2863 (also see page 57). Additional information about

RSVP is available in Vocations handbook (Booklet #1942) from the Supreme Council Vocations Committee.

Community Activities

MI Drive Worksheet with Check

Each year the Knights of Columbus place special emphasis on supporting the mentally impaired members of our communities. Take credit when **both** the Mentally Impaired Drive Worksheet Michigan Form MI-013 and **check** are mailed (on time) by the given due date. Mail worksheet and check to State MI Director.

Food Drive / Support Food Bank

Councils are requested to sponsor or assist in food drives. Considering the need, it is suggested to consider participating every quarter. Councils may also provide help by making, serving, or cleaning up after meals at a shelter or by providing monetary support to area food banks. Please complete summary of activity on form MI-20 and submit to the State Community Activities Director.

Support Blood Drive

Councils are encouraged to sponsor or participate in a blood drive by organizations such as the American Red Cross, Michigan Blood, or The UP Regional Blood Center. This includes donations given by Council members at non-Council-sponsored drives. Please record the activity and total number of pints collected at the drive on the Blood Drive form MI-018 and submit to State Community Activities Director.

Council Fundraisers

Councils should help support deserving agencies in their communities that provide for care of those in need. Raising funds for a local homeless shelter, Habitat for Humanity, food bank, child care, VA care, PRC or similar local agencies are examples of Council community involvement.

Check to 10 For Charity

Councils are asked to participate in the Michigan Charities Fund **10 for Charity**. Councils are asked to promote to their membership a voluntary donation with their dues payment. The program provides funds to various charities which requests support of the State Council. Earn community activities credit when the Council sends its check. Mail the check with "10 For Charity" on the memo line to the State Secretary.

Keep Christ in Christmas

As Knights one of our responsibilities is defending our Church and our Faith. One of the ways to do this is to stem the secularization of the Christmas Season. Many options are available through the Keep Christ in Christmas program from car magnets, yard signs and Christmas cards to billboards. Youth can participate by submitting Keep Christ in Christmas posters (see Youth Activities).

Domestic Church Programs

The following are the acceptable programs for the 4 Domestic Church requirements for the Columbian Award. You will have to enter them on the “add” line on the MI-1 form

- Food for Families (1000lbs. + \$100.00) Form #10057
- Holy Family Prayer Program (Marian Hour of Prayer) Traveling Icon
- Journey to the Inn an Advent Celebration, Supreme Booklet #9898
- Into the Breach College Program (College Study Guide #1045)
- Father’s Day Renewal of Wedding Vows
- Holy Family Consecration (Holy Family Prayer Cards #10371 to Recite on the First Sunday after Christmas after closing prayer & before final blessing)
- 5th Sunday Rosary (do at all 5th Sundays) order 5th Sunday Rosary kit #SR- Kit
- Sponsor a Weekend Family Retreat
- Conduct an Outdoor Rosary or Mass before a Family Picnic
- Distribute Father McGivney prayer cards (#2617) and The Life and Legacy of Father McGivney booklet (#2045) at your events
- Sponsor a Family Mass with family members serving as ushers and lectors with children as altar servers
- Hold a renewal of marriage vows ceremony and give couples “A Covenant Renewed” certificate (#2745)
- Hold a memorial mass for deceased members of the council members
- Invite local seminarians or novices under the RSVP program to your Family Week activities
- Encourage family, council or parish visits to convalescent homes
- Clean up litter or help parish outdoor maintenance
- Assist pregnancy resource centers by collecting baby items and donations
- Repair, paint or clean the home of a needy person or family or an elderly person or couple
- Serve a meal at a hospice or community soup kitchen
- Collect gifts or necessities to deliver to a senior citizen center or a veteran’s facility
- Hold a drive to collect used children’s books for local schools or soup kitchens for distribution to needy children

Council Activities

Knight of the Month

The Knight of the Month award enables a Council to recognize individual member(s) for outstanding jobs done for the Council, Community or Church. Participation suggestion is at least once per quarter. Consider presenting the award after Mass at the members’ parish. Submit form MI-2 to the State Council Activities Director and report the members’ name to the Editor Michigan Columbian.

Knight of the Year

The Knight of the Year award is presented to a Brother Knight who clearly distinguishes himself by participating in many of the program activities, who takes responsibility as an elected or appointed officer and is clearly outstanding in the performance of his duties, who represents the interests of the Council, and who promotes the benefits of membership to non-members. Consider presenting the award after Mass at the member's parish. As the Knight of the Year has been selected send the form MI-2 to the State Council Activities Director and the name of Knight to the Editor Michigan Columbian.

Publish Council Newsletter

The Council newsletter is an important communications link that keeps members informed and aware of the business of the Council as well as important dates for Council, District, and State events. Although newsletters should be sent monthly, a minimum of one each quarter is suggested to meet this requirement. Information is available on the Michigan State Council website on developing Council websites.

Promote Michigan State Fundraisers (Raffle)

The Michigan State fundraisers proceeds support major charities such as Holy Cross Children's Services and Special Olympics. Along with the 10 for Charity program funds are raised to support the growing list of requests. State Raffle fundraiser information is typically mailed directly to every Council member. Promotion of the raffle is essential at the Council level. Promotion ideas include an ad in a church bulletin or Council newsletter, selling tickets after masses and at all Council activities. Promotion should occur at the least, during the second and third quarters.

Council Officers Training

Grand Knights and Council officers should attend one training session offered in each diocese every June. Districts can also schedule additional training through the State Training Director. Included in these sessions is familiarization of the Supreme Member Management system to make the Grand Knight's and Financial Secretary's job easier. Classes are also available for Deputy Grand Knights/program directors, membership directors, advocates, Treasurers, Trustees, wardens and guards.

Council Open House

The importance of informing our members' families and perspective members and their families of the benefits which our Fraternal Benefits Program offers are crucial. In conjunction with your Supreme Council Insurance Representative conduct a presentation of the benefits available to them. In a relaxed atmosphere presentations are made which may recruit new members to the Order and bring about new insured members. Council should host an Open House Information Session at least once a year.

Visit the Sick

One of our Catholic Corporal Works of Mercy is to visit the sick. Members should take time to visit a member or member's family, offering support and prayers at their time of need.

Family Activities

Family of the Month

Identify a family that has done something outstanding within the Council, Community or Church. Supreme Form# 1933 requests information about the family and the reasons for the selection. It is suggested that Councils select a Family of the Month at least every quarter, preferably every month. Consider presenting the award after Mass at the members' parish. Report participation at least once per quarter and submit form #1933 for Family of the Month. Distribute form to Supreme Dept. of Fraternal Services, State Family Life Director and the name of the Family to the Editor Michigan Columbian

Family of the Year

The Family of the Year program is one of the Order's most popular programs since its inception in the early 1970s. A family who consistently sets an example of family participation in the Council, the parish, or the community is a valuable asset to the Knights of Columbus. Consider presenting the award after Mass at the members' parish. Once the Family of the Year is selected, honor them by completing Form # FY-1 in the Family of the Year booklet or online. Submit a detailed portfolio describing the involvement of the family. This should include letters of recommendations, pictures, etc. similar to a Program Service award application which will be described later in this booklet. **Send submission to the State Deputy.**

Support Deceased Members Family

Father McGivney started the Knights of Columbus in order to provide for our widows and orphans. Earn credit by providing support to the family of one of our deceased members or an organization providing support to widows and/or orphans.

Family Social Event

As a Catholic Family Fraternal Service Organization, we provide activities to involve the entire family. These not only provide for some great times but are necessary to develop strong family bonds within our natural family and our fraternal family. Councils should plan and promote activities such as picnics, games, cycle events, movie nights, and family days at sporting events etc. which strengthen family ties. Several ideas are detailed in the Supreme booklet "Building the Domestic Church: The Family Fully Alive" available on the Supreme web site.

Culture of Life Activities

Baby Bottle Program

Your Council may support Culture of Life by collecting funds at meetings, parish events, or within the community with the Baby Bottle Program and then donating the funds to an approved Pro-Life Organization. This program has been accepted and proved successful in raising funds.

Ultrasound Project (Diocesan Respect for Life Committee)

Reports indicate that up to 90 percent of women considering an abortion choose to

have their baby after seeing an ultrasound image. They hear their baby's heartbeat; they see their baby's head and fingers. They know that it is a child, not a "choice". Take credit by either organizing an approved project at your Council or donate to another Council, District, or region's ultrasound project.

40 Days for Life

A focused pro-life campaign with a vision to access God's power through prayer, fasting, and peaceful vigil to end abortion. Most local campaigns hold prayer vigils in front of abortion or similar anti-life facilities. Information can be found on the website www.40daysforlife.com. Call your Diocesan Program Director or State Respect for Life Director for reference to local campaigns.

Roe versus Wade "March for Life"

The Knights of Columbus supports life from conception through natural death. Participation in the Roe v Wade 'March for Life' in Washington DC or a similar State, Diocesan or local rally provides credit in the Culture of Life Activity. To arrange for the Knights from Michigan to show a large presence in Washington, buses are available through the State Respect for Life Director.

Youth Activities

Holy Cross Children's Services Quota

After a Council has paid its Holy Cross Children's Services Quota in full (100%) it may take credit. Enter credit in the quarter in which the check was mailed to the Michigan State Council to attain 100% payment. Send Council check to the State Secretary with HCCS quota on the memo line.

Other Youth Activities

- Support Columbian Squires or Knights Daughters
- Soccer Challenge- host Council event in September and order SC-Kit by 8/15. Submit form 4567 after hosting Council event.
- Spelling Bee- host Council event in December and order by Nov 15 materials available from State Youth Director.
- Send Winners and 2 Runners Up of Council Bee to Diocesan Program Director.
- Free Throw Contest- host Council event late December or early January and order FT-Kit by 11/15.
- Send original Score sheets of Council winners & runners up to your District Deputy.
- Drug and Alcohol Abuse Poster Contest- host Council event September thru December and order SA-Kit by 9/1 send form 4001 and winning posters to Diocesan Program Director.
- Keep Christ in Christmas Poster Contest- host Council event November thru early December. Send winners to Diocesan Program Director.
- Supreme Essay Contest- Council contest Sept. thru Dec. order EA-Kit by Aug 15. Send

form 4216 and winning essay to the State Youth Director.

- Acknowledge First Confirmation Class- presentation at church.
- Acknowledge Communion Class- presentation at church.
- Support Catholic Boys and or Girls Camps volunteers or monetary contributions.
- Youth retreat – organize or volunteer to work with young people at an authorized Catholic retreat

Special Olympics

Although there are no required programs in the Special Olympics category all Councils that participate in the MI Drive are partners with Special Olympics. A portion of your percentage sent to the State Council from your MI Drive collection is donated to Special Olympics of Michigan. Please remember to fill out Form # 4584 Partnership Profile Report with Special Olympics and send it to the Supreme Council and the State Council. The Knights of Columbus has a long history with Special Olympics. All Councils are encouraged to consider additional opportunities to assist the organization. Information will be distributed by the State Special Olympics Director and can be found at www.specialolympics.org/Michigan.

The Service Program Awards

Each year, every State Council recognizes the best program in each of the Service Program areas; Church, Community, Council, Family, Culture of Life and Youth at their State Council convention.

Winning entries from the State are sent to the Supreme Council where a panel of judges named by the Supreme Knight reviews each jurisdiction's winners and chooses the single best Church, Community, Council, Family, Culture of Life, and Youth activity Order-wide for the fraternal year. Winning Councils and their programs are recognized at the Supreme Council meeting each year. The Grand Knights of the winning Councils, along with their wives, are invited to the convention as guests of the Supreme Council. Any Council that is not currently under suspension is eligible and encouraged to compete for this distinguished honor. To participate, the Council must complete the State Council Service Program Awards Entry Form #STSP. **The form, along with any supporting materials, must be sent directly to the appropriate State Director for judging. Check with Diocesan Program Directors for deadline dates to submit.**

DO NOT SEND MATERIALS DIRECTLY TO THE SUPREME COUNCIL.

A team of judges chosen by the State Deputy awards the top prize in each category to the winning Council at their state convention. The winning entries are then endorsed by the State Deputy and submitted to the Supreme Council office by June 10 for judging to determine the International Service Program Award Winners.

Submitting a Service Program Award Project Presentation

Please see the Michigan Knights of Columbus website at www.mikofc.org for examples of submissions and suggestions about content.

Planning

Planning for a Service Program Award Project is, like any successful project, is the most important part which will lead to a successful Council presentation. While members of the project activity are encouraged to participate on the Service Program Award team (or committee if the Grand Knight has decided on a more formal structure within the Council), the team should consist of individuals who are responsible for “planning, documenting, publishing, and forwarding” the project for submission as a successfully completed “program” for award consideration.

PPPPP - Proper Planning Prevents Poor Performance!

Initial planning should be done in concert with the “project activity team” so that important details of the early stages of the project are captured and recorded.

Activity

The activity behind the successful documentation and tracking of the project will become the backbone of the successful Service Program Award entry. Collect data and documents needed to complete the entry while the program is in progress. Some suggestions for the Service Program Award Team “owning” the activity for the entry are as follows:

- Attend the initial project meetings and clearly state the requirements for a successful entry
- Designate a Service Program Award team leader who will be responsible for coordinating all of the team’s activity.
- Schedule an initial meeting with the Council’s District Deputy. Invite the Grand Knight and other Council officers, and review the intention of and plan for submitting a successful Service Program Award entry.
- Contact the Diocesan Program Director and notify him that the Council is intending to submit an entry for consideration. Request a meeting with the DPD at the beginning, halfway point and just prior to submitting the final entry and solicit any support for presenting a quality entry.
- Designate a team member to be the “recorder” and who will be responsible for building the 3-ring binder and obtaining the necessary contents from other team members and from actual participants on the “project” team.
- Set a separate Service Program Award Team calendar which maps closely to the “project calendar.” Include periodic meetings to review and make certain that the relevant data is being compiled.
- You cannot take too many photographs or prepare too many documents during this process.
- Stay the course. Whether the entry wins or not, the Council wins, and the Council members win, and the Order wins with every entry submitted. The completed binder will serve as a great recruitment tool.

Preparation

While every activity requires preparation, and certainly the previous dialogue speaks to preparation, the preparation here specifically addresses preparing the entry for submission. At this stage, the project should be near completion (or may be completed) and the process of culling through the collected data and materials begins. This is an activity that should include:

- The Service Award Project Team
- Representatives from the Project Team
- The Council's Program Director

At this stage, the formal organization of all the materials being reviewed for inclusion into the entry binder occurs. The information on the label should include: Project title, date of photograph, project phase, a brief description of the photograph, and the names of individuals who are in the photograph.

The Product Binder

The entry should be submitted in an appropriately sized 3-ring binder. The binders with the clear plastic covers for the front and rear are best for inserting a creatively designed project cover page. The cover page should have the K of C logo, the project name, Council name and number, the Grand Knight's name, and the Project Director's name. The tab dividers should be labeled in an organized manner and should be either numbered or named to coincide with the Table of Contents. Here is a list of a sample set of tab dividers:

1. Index (INDEX)
2. Introduction Letter from GK & PD (INTRO)
2. Detailed overview of the Project (OVERVIEW)
3. Selection Process
 - a. Recruiting
 - b. Naming Project
 - c. Planning
 - d. Impact to the Community
 - e. Completing
 - f. Setting up the team
 - g. Correspondence by reference
 - h. Recording Information
 - i. Finances and Donations
 - j. Fund Raising
 - k. Media & Press Releases
4. Project Chronology (CHRONOLOGY)
5. Roster of project participants and the roles they fulfilled (photo desired) (ROSTER)
6. Photographs in chronological order. (PHOTOS)
7. Copies of all press releases sent out and all published media (bulletin, newsletter, MI Columbian, Columbia Magazine, diocesan newspapers, local newspapers) MEDIA
8. Summary of all hours recorded with detailed sheets included chronologically (HOURS)
9. Summary of all finances to include "Budget", "Actual" & "Fund Raising" data for the

entire project (FINANCIALS)

10. Correspondence – Actual letters sent & received to initiate the project, for requesting material donations and letters of acknowledgments received (CORRESPONDENCE)
11. Acknowledgments – all volunteers, suppliers, donors, media and other parties that had a hand in the success of the project.

Make at least two (2) complete and identical copies of your entry. In the unlikely event that an entry was ever lost, stolen or misplaced, having a second copy will be invaluable. Also, projects selected as State winners are not returned to a Council once submitted to Supreme. Additional copies can be used as gifts for presentation to a pastor (if a church project), a facilities director, and so on. This is a powerful tool.

Take pictures of the book and publish with a brief article in the parish bulletin and the Council newsletter.

Summary

The preparation of and submission of a Program Service Project for consideration is a lot of work, but it is something that should be done. Make the preparation and the submission of the project for consideration as a Program Service Award Project just as important as the project itself. When you do, your Council will document a part of its history, so make your project award entry the best it can be.

Public Speaking: Preparation, Development, & Delivery

Council leaders have a variety of opportunities to speak in front of groups. The speaker in front of an audience gets constant feedback. The contact between a speaker and listener is direct and immediate, providing stimulation and rapport. A speaker can change his words and approach depending on the reaction of the audience. He can then adjust what he says to get his message across and to clear up any misunderstandings. The best way to become an effective speaker is to do it. This builds confidence that is useful to assuming further Council positions as well as those at the District and state levels.

Speaker Skills

Speakers need to be organized and have an outline the audience can recognize, understand, and follow. The subject matter must be something the audience need delivered with dignity, force, and effectiveness. The speaker must also be prepared to answer questions and those who pose them. The speaker needs to know what he's talking about. He must be confident that he has a message and the audience will learn from what he says. An audience is open to learn the information conveyed in a speech when they know the speaker has character and integrity.

Preparation

A speaker must know what he hopes to accomplish and the response he expects. Usually this is to entertain, to inform or to persuade. The purpose of the speech should be specific conveyed in words the audience can understand. With this stated at the beginning, the content can be presented efficiently and to the point. The material can come from relevant sources,

personal knowledge and experience. With the content and major points in mind, the topic can be presented with the necessary supporting details. The speech should have an introduction, body and a conclusion. In most presentations the speaker should:

- Gain attention,
- Identify a need,
- Present a solution,
- Show benefits, and
- Call the audience to action.

However the speech is organized, it needs to flow smoothly like a single piece. Blend the steps into each other with transitions. The introduction is intended to grab attention, establish rapport, and identify the subject. It might include something personal, an interesting story, a quotation related to the purpose, something that arouses curiosity, a series of questions to prepare the listeners to hear the answer, a fact, or a joke or anecdote. The body includes two to five main points. The conclusion summarizes and reminds the audience of the main points. It indicates the speech is finished.

Develop the Speech

The speaker should use definitions, examples, comparisons, quotations, statistics and efficient repetition. Using these conveys the content and delivers the message. It is also useful to use visual aids to reinforce key points and help the audience remember the ideas. The visual aids should be simple, uncluttered and large enough for all to see. Practice the speech and use of the aids prior to delivering it.

Delivery

Once prepared the speaker must deliver the message with skillful use of voice and body to accomplish the purpose, to communicate and to hold attention. Preparation will help gain self-confidence and an ability to coordinate mind, emotions and body. All speakers face fears that they will not be accepted and fail. Look upon each speaking situation as an opportunity.

When preparing to speak, breathe deeply. Avoid stories that require difficult articulation and pronunciation. Look at the audience. Recognize that moist palms and perspiration are normal. Proper dress and appearance gains listener acceptance. Walk and stand erect to facilitate breathing. Speak clearly articulate words, pronounce correctly, and add variety to the voice by varying pitch. Pause for emphasis. As appropriate engage the audience by asking questions and be prepared to work with the answers.

Use note cards or outlines to jog the memory, but avoid reading from a script. Effective speaking comes with practice and rehearsal. Practice making eye contact, speaking from a lectern, walking among the audience and using visual aids and a projector. Speakers sometimes address issues extemporaneously or “off the cuff”. This becomes easier when the speaker knows his material and is confident. The speaker is free to adapt, adjust to the audience reactions and be lively.

Appendix:

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Major Recruitment Activity Planning Form

Directions: Councils will implement a major recruitment activity during each half of the fraternal year. This may be a Council/parish dinner program, festival drive, breakfast, etc. Councils will realize a gain of at least 3 new members from each major activity. If the minimum number of new members is not obtained by the proposed special projects, the Grand Knight and membership director will meet with the District Deputy to explain why it didn't work and what they would do differently. A replacement program will be proposed to the DD to achieve the membership gain. The DD will report the results of the program/project/drive to the diocesan membership director. During each program the membership team is expected to actively "work the audience" to solicit new members. The Council will submit a detailed plan to the DD of how the major activity will unfold and how the membership team will operate. If possible given the support of the parish priest, Councils are expected to participate in a minimum of two out of the four church drive weekends as set by the Supreme and State Councils.

Council Number _____

Program Title _____

Program Date _____

Chairperson(s) _____

Location _____

Grand Knight _____

District Deputy _____

Description:

Michigan State Council

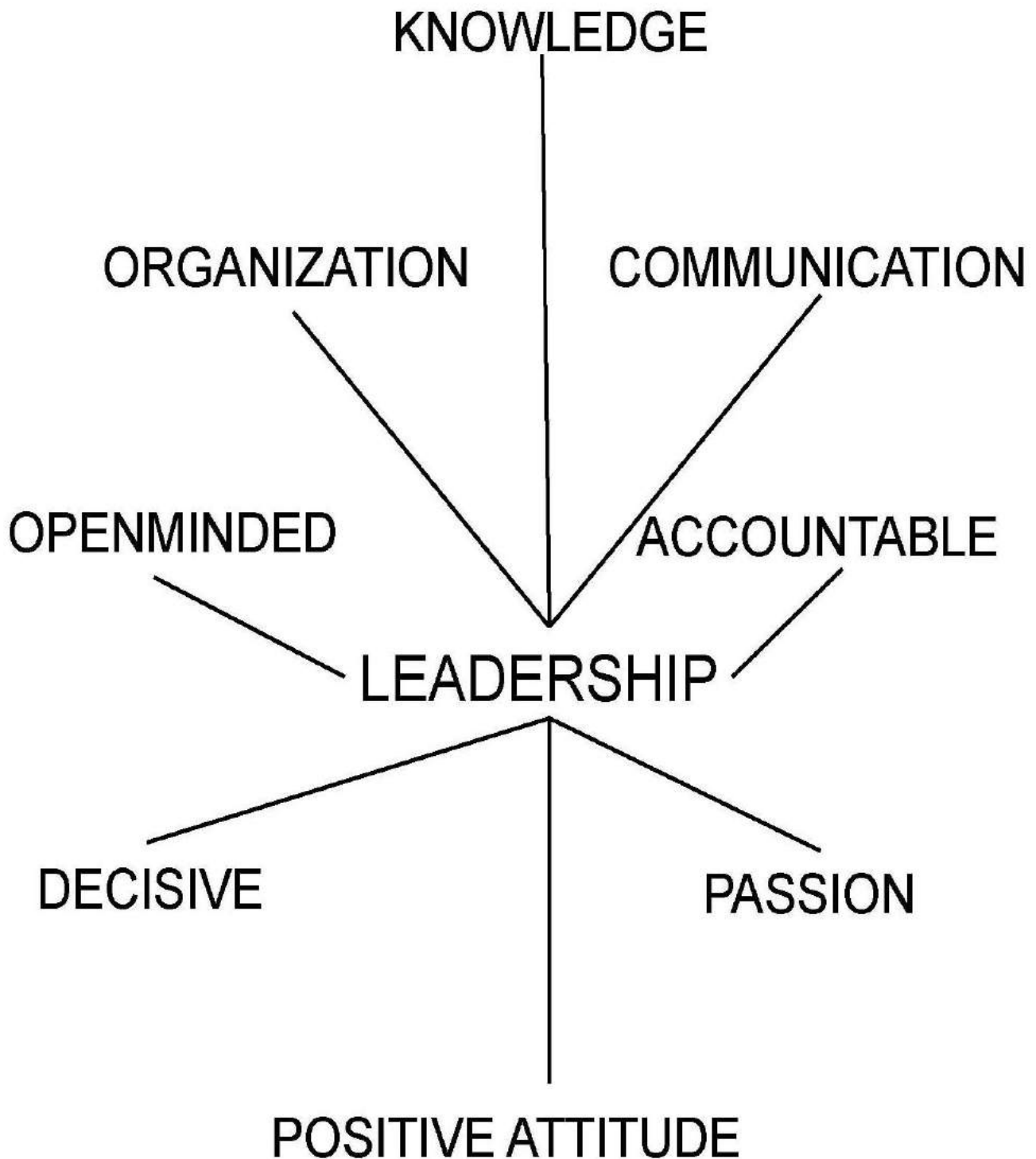
Council Membership Recruitment/Program Action Plan



1st Half 2nd Half Quota: _____ Date: _____
 Council #: _____ Council #: _____
 District #: _____ Grand Knight: _____
 Diocese: _____ Membership Director: _____
 Program Director: _____

Date	Activity / Location	Technique / Tools	Target	Actual	
<input type="checkbox"/>	Church Drive <input type="checkbox"/> Church <input type="checkbox"/> Community <input type="checkbox"/>				Form 100
	Council <input type="checkbox"/> Family <input type="checkbox"/> Pro-Life <input type="checkbox"/> Youth <input type="checkbox"/>				Prospect
					Total
					Personnel Needed
<input type="checkbox"/>	Church Drive <input type="checkbox"/> Church <input type="checkbox"/> Community <input type="checkbox"/>				Form 100
	Council <input type="checkbox"/> Family <input type="checkbox"/> Pro-Life <input type="checkbox"/> Youth <input type="checkbox"/>				Prospect
					Total
					Personnel Needed
<input type="checkbox"/>	Church Drive <input type="checkbox"/> Church <input type="checkbox"/> Community <input type="checkbox"/>				Form 100
	Council <input type="checkbox"/> Family <input type="checkbox"/> Pro-Life <input type="checkbox"/> Youth <input type="checkbox"/>				Prospect
					Total
					Personnel Needed
<input type="checkbox"/>	Church Drive <input type="checkbox"/> Church <input type="checkbox"/> Community <input type="checkbox"/>				Form 100
	Council <input type="checkbox"/> Family <input type="checkbox"/> Pro-Life <input type="checkbox"/> Youth <input type="checkbox"/>				Prospect
					Total
					Personnel Needed
<input type="checkbox"/>	Church Drive <input type="checkbox"/> Church <input type="checkbox"/> Community <input type="checkbox"/>				Form 100
	Council <input type="checkbox"/> Family <input type="checkbox"/> Pro-Life <input type="checkbox"/> Youth <input type="checkbox"/>				Prospect
					Total
					Personnel Needed
<input type="checkbox"/>	Church Drive <input type="checkbox"/> Church <input type="checkbox"/> Community <input type="checkbox"/>				Form 100
	Council <input type="checkbox"/> Family <input type="checkbox"/> Pro-Life <input type="checkbox"/> Youth <input type="checkbox"/>				Prospect
					Total
					Personnel Needed

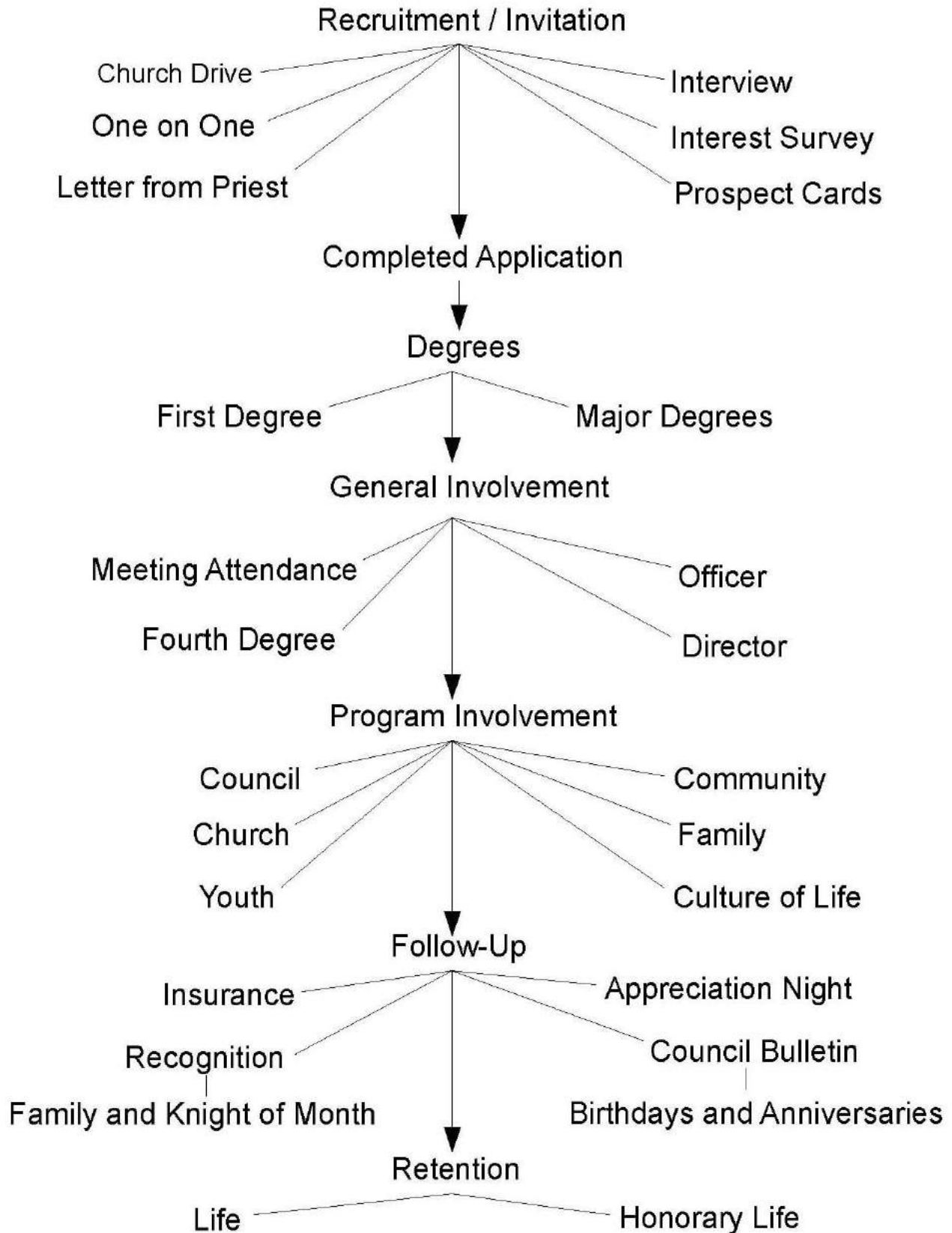
LEADERSHIP DEVELOPMENT MODEL



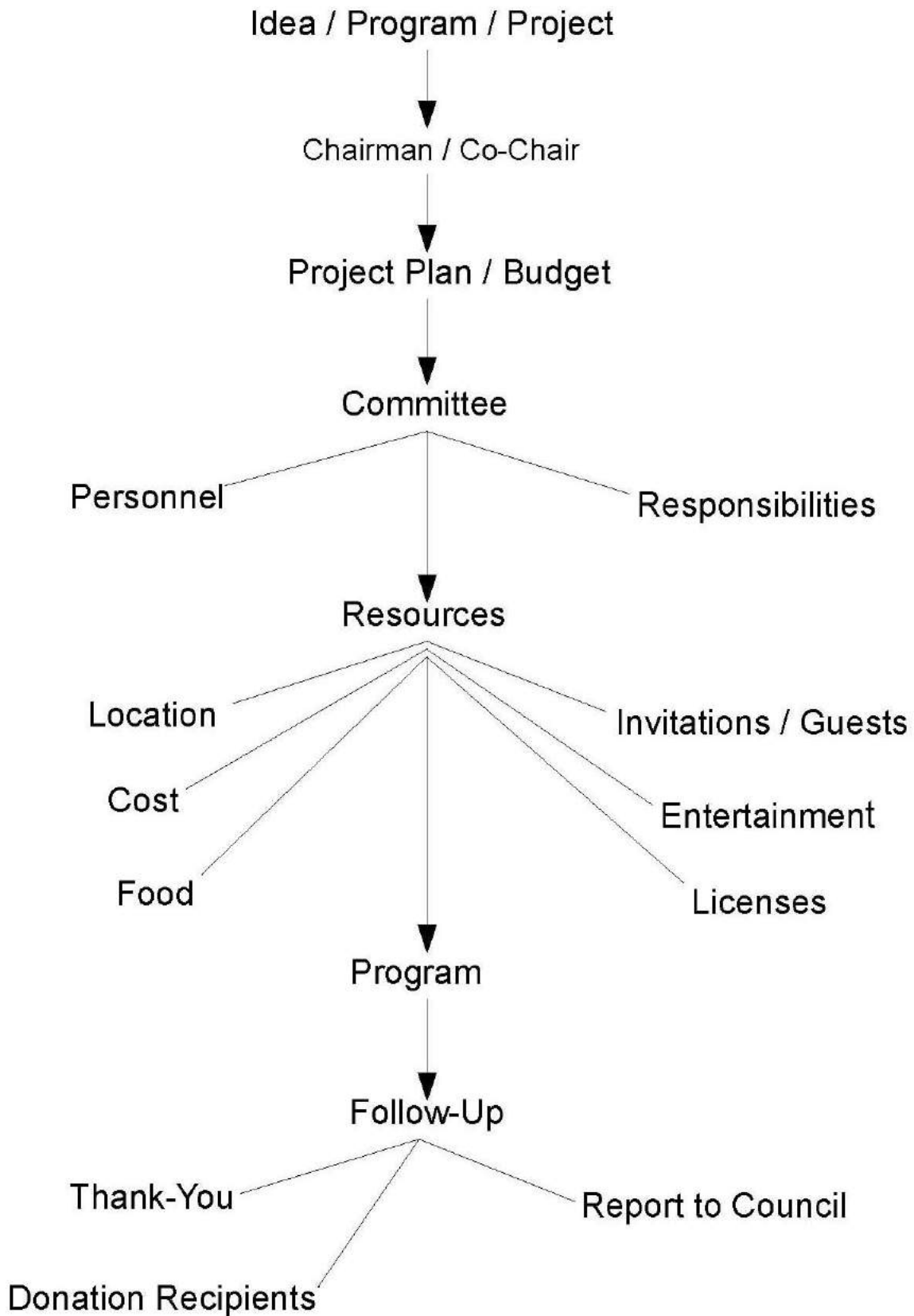
MEMBERSHIP DEVELOPMENT MODEL



MEMBERSHIP DEVELOPMENT PLAN



PROGRAM PLANNING



Exemplary Public Relations Award

Council Name: _____ Council # _____ Diocese: _____
Grand Knight: _____ District Deputy: _____

Submit this form to your District Deputy, who will verify that each of the criteria has been met. He will forward a copy to the State Public Relations Director. Good communication and public relations are essential keys to successful programs and Council membership growth. Councils demonstrating these deserve recognition for making this a priority. The Exemplary Public Relations Award recognizes Councils for achieving the following criteria:

- Create a tri-fold image brochure detailing information about the Council, officer names, brief history, awards, etc. that can be given to perspective members.
- Issue a minimum of two press releases/articles about activities in their parish bulletin(s) and/or community newspapers.
- Create a bi-fold display board showing Council activities/achievements and erect this on a parish/Council events membership table.
- Select a Council public relations director and indicate who that is on the Supreme Council Form 365 listing Council directors.
- Issue a Council newsletter at least quarterly and email or regular mail it to members.
- Forward the Council newsletter to the District Deputy, diocesan program and membership directors, the Michigan *Columbian* editor, the state public relations director and the Grand Knights of the other Councils in the District.
- Submit a description of at least one Council activity to the Michigan *Columbian* for publication.
- Submit a description of at least one Council activity to the Supreme Council *Columbia Magazine* "Knights in Action."
- Select a minimum of quarterly Knights of the Month and submit their names to the *Michigan Columbian* editor and the state Council activities director.
- Select a minimum of quarterly Families of the Month and submit their names to the *Michigan Columbian* editor and the state family activities director.
- Select a Knight and Family of the Year and present their awards along with other recognitions at a suitable Council Appreciation Program.
- Complete the MI-01 form quarterly listing the public relations achievements.
- Complete the SP-7 *Columbian* Award form that may include the PR programs held by the Council.
- Complete the Exemplary Public Relations Award form (MI-22) indicating the criteria achieved to your District Deputy.

District Deputy please verify and forward to the State Public Relations Director

MI-22

050616

KNIGHTS OF COLUMBUS

AN INVITATION TO JOIN US

The Knights of Columbus is the largest Catholic, service, fraternal organization in the world. Becoming a Knight can transform your life. As a Knight you have the opportunity to support your parish, give back to your community, grow in your faith and gain exclusive access to the top-rated insurance program to protect your family.

Charity is the first principle of the K of C. Knights are men who get things done. By working together, we were able to donate more than \$1.5 billion and 691 million volunteer hours to worthy causes in the past decade.

Unity and Fraternity are the second and third principles of the Knights of Columbus. The K of C was founded so that men could work together to serve their parishes and communities, protect the well being of their Catholic families, and support each other in faith and in many other ways .

We provide:

- Support for our parishes
- Help meet the needs of those in our community
- Provide “Coats for Kids” and “Food for Families”
- Support programs that benefit people with intellectual disabilities
- Aid victims of natural disasters and other catastrophic events, local and worldwide
- Donate wheelchairs to people without mobility at home and abroad
- Save lives through initiatives such as the “Ultrasound Program”

The Knights focus on youth includes offering scholarships, and holding activities like the Free Throw, Soccer, Spelling Bee, Essay and Poster Contests.

Please join our group that focuses on Church, Pro-Life, Communities, Family and Youth. Call the office below or detach and mail the form.

KNIGHTS OF COLUMBUS THE MAN WHO STANDS WITH US NEVER STANDS ALONE.	
[] I desire information regarding membership in the K of C.	
Name: _____	
Address: _____	
City: _____	State: _____ Zip: _____
Phone: _____	Parish: _____
E-Mail: _____	



We value your judgment, we appreciate your opinions, and we rely on your participation for our continued success. Our Knights of Columbus council conducts a variety of programs—programs where you can personally apply your talents and fulfill your ambitions. In an effort to satisfy your desires and interests, we ask that you complete the following survey.

GENERAL INFORMATION

Date: _____

Name: _____

Street Address: _____

City: _____ State or Province: _____ Zip/Postal Code: _____

Home Phone: _____ Cell Phone: _____ E-Mail _____

Marital Status: Married Single Widower

If Married, Wife's Name: _____

No. of Children: Boys ____ Girls ____

Occupation: _____ Name of Employer: _____

Church/Parish: _____

Hobbies/Interests: _____

SERVICE PROGRAM INVOLVEMENT

Please list your preferences for possible committee assignments.
Mark those areas which you find exciting, challenging and promising.

PROGRAMS

- | CHURCH | COMMUNITY | COUNCIL | CULTURE OF LIFE | FAMILY | YOUTH |
|---|--|--|--|---|--|
| <input type="checkbox"/> Vocations/RSVP | <input type="checkbox"/> Health Services | <input type="checkbox"/> Public Relations | <input type="checkbox"/> Baby Bottle Campaign | <input type="checkbox"/> Survivor's Assistance | <input type="checkbox"/> Columbian Squires |
| <input type="checkbox"/> Parochial Services | <input type="checkbox"/> Civic Involvement | <input type="checkbox"/> Fraternalism | <input type="checkbox"/> Pro-Life Baby Showers | <input type="checkbox"/> Family of the Month/Year | <input type="checkbox"/> Youth Groups |
| <input type="checkbox"/> Religious Devotions | <input type="checkbox"/> Decency | <input type="checkbox"/> Blood Donors | <input type="checkbox"/> Memorials to the Unborn | <input type="checkbox"/> Memorials | <input type="checkbox"/> Educational Programs |
| <input type="checkbox"/> Lay Apostolate | <input type="checkbox"/> Global Wheelchair Mission | <input type="checkbox"/> Special Olympics | <input type="checkbox"/> Ultrasound Initiative | <input type="checkbox"/> Education | <input type="checkbox"/> Athletics |
| <input type="checkbox"/> Parish Round Table | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Athletics | <input type="checkbox"/> March for Life | <input type="checkbox"/> Food for Families | <input type="checkbox"/> Religious Activities |
| <input type="checkbox"/> Christ in Christmas | <input type="checkbox"/> Habitat for Humanity | <input type="checkbox"/> Cultural Events | <input type="checkbox"/> Other, Specify: _____ | <input type="checkbox"/> Communications | <input type="checkbox"/> Social Activities |
| <input type="checkbox"/> Building the Domestic Church | <input type="checkbox"/> Other, Specify: _____ | <input type="checkbox"/> Other, Specify: _____ | <input type="checkbox"/> Other, Specify: _____ | <input type="checkbox"/> Recreation | <input type="checkbox"/> Coats for Kids |
| <input type="checkbox"/> Other, Specify: _____ | | | | <input type="checkbox"/> Other, Specify: _____ | <input type="checkbox"/> Other, Specify: _____ |

MEMBERSHIP

- Recruitment Retention Insurance Promotion Admission Committee Ceremonials

If you are a current member, in your opinion, how can our council improve existing programs? Please be specific.

If you are a prospective member, what do you expect from your membership in our council?



Due By JUNE 30

Council Number: _____ Location: _____, _____
(City) (State or Province)

In order to qualify for the Columbian Award, your council must:

1. Annually conduct and report at least **four (4) major involvement** programs in each of the sections below. **Additionally, a minimum of four (4) of these programs must be designated as Domestic Church activities.** Domestic Church activities can be attributed to any category and there can be multiple Domestic Church activities conducted in a single category. Please visit kofc.org/domesticchurch for a list of qualifying programs.
2. Submit the *Annual Survey of Fraternal Activity* (#1728). **New councils instituted after November 1 of the current fraternal year do not need to meet this requirement.** The most efficient way of submission is electronically. Please visit kofc.org/forms.
3. Submit the *Service Program Personnel Report* (#365). The most efficient way for submission is by using the Member Management Application.

If your council conducts a featured program in any category, ensure that the program's minimum requirements are met in order to receive credit for all four activities in that category. The minimum requirements for each featured program are located in the *Surge with Service* (#962) manual.

The council's program director should complete this application with the grand knight. Typing the name and membership number below constitutes a signature.

Signed: _____
Program Director Membership No.

Attest: _____
Grand Knight Membership No.

Date: _____
(mm/dd/yyyy)

CHURCH ACTIVITIES (vocations, parish roundtable, parish services, Keep Christ in Christmas, etc.)

* Participating in the RSVP program and meeting minimum participation requirements will fulfill all four activity requirements in this category.

Check if Domestic Church Activity

- 1. _____
- 2. _____
- 3. _____
- 4. _____

SUBMIT ELECTRONICALLY TO: fraternalmission@kofc.org

OR

SUBMIT BY MAIL TO: Knights of Columbus Supreme Council
Fraternal Mission Department
1 Columbus Plaza
New Haven, CT 06510-3326

SEND COPIES TO: State Deputy, District Deputy, Council File.

COMMUNITY ACTIVITIES (feed the hungry, decency, health services, ecology, poverty, helping the aged, etc.)

* Participating with Habitat for Humanity or Global Wheelchair Mission and meeting the minimum participation requirements will fulfill all four activity requirements in this category.

Check if Domestic Church Activity

- 1. _____
- 2. _____
- 3. _____
- 4. _____

COUNCIL ACTIVITIES (public relations, fraternal recognition, blood donors, athletics, socials, etc.)

* Participating with Special Olympics and meeting minimum participation requirements will fulfill all four activity requirements in this category.

Check if Domestic Church Activity

- 1. _____
- 2. _____
- 3. _____
- 4. _____

CULTURE OF LIFE ACTIVITIES (Ultrasound Initiative, March for Life, Pregnancy Care Center, baby showers, baby bottle campaign, memorials, etc.)

* Participating in a local, regional or national March for Life or with the Ultrasound Initiative and meeting the minimum participation requirements will fulfill all four activity requirements in this category.

Check if Domestic Church Activity

- 1. _____
- 2. _____
- 3. _____
- 4. _____

FAMILY ACTIVITIES (widows/orphans, memorials, "Family of the Month/Year," recreation, etc.)

* Sponsoring a qualifying Food for Families program and meeting minimum participation requirements, will fulfill all four activity requirements in this category.

Check if Domestic Church Activity

- 1. _____
- 2. _____
- 3. _____
- 4. _____

YOUTH ACTIVITIES (youth ministry, scholarships, Catholic Scouting, etc.)

* Participation in the Coats for Kids program or sponsoring a Columbian Squires Circle and meeting minimum participation requirements will fulfill all four activity requirements in this category.

Check if Domestic Church Activity

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Our council sponsors Columbian Squires Circle No. _____ .

Michigan State Council

Columbian Award Activities Report Form



Diocese:

District:

Council:

Year: 2017-2018

No data for selected year is on file.

Form not submitted to State.

View your SP7 progress.

Due Date	Form Name	Form #	Date Filed
7/1	Report of Officers Chosen for Term	185	
8/1	Service Program Personnel Report	365	
8/15	Semi-Annual Council Audit	1295-1	
9/1 or as Req'd	Appointment of Roundtable Coordinator	2629	
1/31	Annual Survey of Fraternal Activity	1728	
1/31	Partnership Profile – Special Olympics	4584	
2/15	Semi-Annual Council Audit	1295-2	
6/30 or as Req'd	Annual Report of Round Table	2630	
6/30	Columbian Award Application	SP-7	

SP7	BDC	Church Activities	1st	2nd	3rd	4th
<input type="checkbox"/>	<input type="checkbox"/>	Corporate Communion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Support McGivney Chair in Life Ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	RCIA Sponsor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Retreat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Icon / Silver Rose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Mass of Explanation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	R.S.V.P. (2863)**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Add Item"/>						
SP7	BDC	Community Activities	1st	2nd	3rd	4th
<input type="checkbox"/>	<input type="checkbox"/>	MI Drive w/check & MI-13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Food Drive MI-20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Support Blood Drive MI-18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Council Fundraisers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Take 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	GLOBAL WHEEL CHAIR MISSION**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	HABITAT FOR HUMANITY**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Add Item"/>						
SP7	BDC	Council Activities	1st	2nd	3rd	4th
<input type="checkbox"/>	<input type="checkbox"/>	Knight of the Month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Knight of the Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Publish Council Newsletter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Promote State Raffle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Council Officer Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Open House / Benefit / Info Night	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Visit Sick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	SPECIAL OLYMPICS**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Add Item"/>						

SP7	BDC	Family Activities	1st	2nd	3rd	4th
<input type="checkbox"/>	<input type="checkbox"/>	Family of the Month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Family of the Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Support Widows/Orphans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Family Social Event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Family Movie Nights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	FOOD FOR FAMILIES**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Add Item"/>						
SP7	BDC	Youth Activities	1st	2nd	3rd	4th
<input type="checkbox"/>	<input type="checkbox"/>	Pay 100% HCCS Quota	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Columbian Squires/Knight Daughters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Soccer Challenge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Spelling Bee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Free Throw Contest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Substance Abuse Poster Contest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Keep Christ in Christmas Poster Contest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Supreme Essay Contest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Acknowledge Confirmation Class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Acknowledge First Communion Class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Support Catholic Boys/Girls Camp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Youth Retreat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	COATS FOR KIDS**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Add Item"/>						
SP7	BDC	Culture of Life Activities	1st	2nd	3rd	4th
<input type="checkbox"/>	<input type="checkbox"/>	Baby Bottle Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Participate in Ultrasound project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	40 Days for Life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Thank You Mom for Life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	ULTRASOUND INITIATIVE**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	MARCH FOR LIFE**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Add Item"/>						

Michigan State Council

Columbian Award Activities Report Form



** Featured Programs will fulfill category commitment for year for Columbian Award

MINIMUM REQUIREMENTS FOR FEATURED PROGRAMS

Church: RSVP- Qualifying councils and assemblies receive a \$100 refund for every **\$500** donated, up to a limit of \$2,000 donated to an individual

Community: HABITAT FOR HUMANITY- If your council or assembly donates both **\$1,000** and **200** man hours it will fulfill all four requirements for the community activities category of the COLUMBIAN AWARD

Community: WHEELCHAIR FOUNDATION- A council must purchase a minimum of one case of **100** wheelchairs by raising the funds through council, parish or community activities.

Family: FOOD FOR FAMILIES- A council must sponsor events to collect a minimum of **1000** pounds of food for a parish or community food pantry. In addition, councils must contribute a minimum of **100** man-hours in the preparation/distribution/service of meals to needy people.






Council: SPECIAL OLYMPICS- Council members must contribute a minimum of 200 man-hours in support of state/local Special Olympics activities, **and** must raise –through council or parish activities- a minimum of \$2000 for Special Olympics.

Culture of Life: MARCH FOR LIFE- As part of an organized program of the council, with community and parish participation, a minimum of 100 marchers must participate in a national, state or local March for Life.


Culture of Life: ULTRASOUND INITIATIVE- After identifying a Pregnancy Care Center that is medically certified to utilize & maintain an ultrasound machine, as well as receiving all needed approvals to place a machine at the facility, a council must raise half the purchase price of the ultrasound machine through council, parish or community activities. The council must then follow the published guidelines for obtaining the remaining half of the purchase price from Supreme.

Youth: COATS FOR KIDS- A council must purchase and donate to needy children a minimum of 8 cases of coats. A case contains 12 coats and must be purchased through the Department of Fraternal Services.

Step-by-Step Instructions for completing the MI-01 Columbian Award Activities Report Form

<p>1. Go to www.mikofc.org and click on Resources tab at the top of the page.</p>	
<p>2. Click on Council Forms.</p>	
<p>3. Click on MI 01 Columbian Award Activities Report Form.</p>	
<p>4. This will take you to this page.</p>	
<p>5. Select Diocese.</p>	

6 After selecting the Diocese, enter the **District Number** and your **Council Number** in the appropriate boxes.




Michigan State Council

Council Activities Report Form

Diocese: District: Council: Year:

7 Select the **Fraternal Year** from the pull down menu by clicking on the arrow and then click on the current Fraternal Year.



Michigan State Council

Council Activities Report Form

Diocese: District: Council: Year:

2015-2016
2016-2017
2017-2018

8 After selecting the appropriate Fraternal Year click on the Load button on the far right.




Michigan State Council

Council Activities Report Form

Diocese: District: Council: Year:

9 Now you will have a blank copy of your councils MI-01 Form. Be sure to review the form to insure that you have entered the correct **Diocese**, **District Number**, **Council Number** and selected the current **Fraternal Year**. If not click on the Unload button to begin again.



Michigan State Council

Council Activities Report Form

Diocese: District: Council: Year:

No data for selected year is on file.

10 Enter credits by clicking the **Box** in the row of the activity. Be sure to utilize the cells under the appropriate Quarter (1st, 2nd, 3rd, or 4th).



Michigan State Council

Council Activities Report Form

Diocese: District: Council: Year:

No data for selected year is on file.

SP7	Church Activities	1st	2nd	3rd	4th	SP7	Family Activities	1st	2nd	3rd	4th
<input type="checkbox"/>	Corporate Communion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family of the Month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Support McGivney Chair in Life Ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family of the Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	RCIA Sponsor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Support Widows/Orphans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Retreat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family Social Event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Michigan State Council Council Activities Report Form



Diocese: District: Council: Year:

No data for selected year is on file.

SP7	Church Activities	1st	2nd	3rd	4th	SP7	Family Activities	1st	2nd	3rd	4th
<input type="checkbox"/>	Corporate Communion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family of the Month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Support McGivney Chair in Life Ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family of the Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	RCIA Sponsor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Support Widows/Orphans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Retreat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family Social Event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Icon / Silver Rose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family Movie Nights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mass of Explanation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FOOD FOR FAMILIES**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	R.S.V.P. (2863)**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add Item"/>					
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add Item"/>					
SP7	Community Activities	1st	2nd	3rd	4th	SP7	Youth Activities	1st	2nd	3rd	4th
<input type="checkbox"/>	MI Drive w/check & MI-13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pay 100% HCCS Quota	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Columbian Squires/Knight Daughters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soccer Challenge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11

To add an activity that is not listed, click on the **Add Item** box and an additional blank line will automatically be added to the form.

Michigan State Council Council Activities Report Form



Diocese: District: Council: Year:

No data for selected year is on file.

SP7	Church Activities	1st	2nd	3rd	4th	SP7	Family Activities	1st	2nd	3rd	4th
<input type="checkbox"/>	Corporate Communion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family of the Month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Support McGivney Chair in Life Ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family of the Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	RCIA Sponsor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Support Widows/Orphans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Retreat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family Social Event	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Icon / Silver Rose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family Movie Nights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mass of Explanation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FOOD FOR FAMILIES**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	R.S.V.P. (2863)**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add Item"/>					
<input type="checkbox"/>	Monthly Rosary after 10:00 Sunday Mass	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add Item"/>					
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add Item"/>					
SP7	Community Activities	1st	2nd	3rd	4th	SP7	Youth Activities	1st	2nd	3rd	4th
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pay 100% HCCS Quota	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Columbian Squires/Knight Daughters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12

After entering credits (note: you may work ahead and enter credits for programs activities scheduled in future quarters on your calendar, be sure to click the **Save Now** button.

Michigan State Council Council Activities Report Form



** Featured Programs will fulfill category commitment for year for Columbian Award

MINIMUM REQUIREMENTS FOR FEATURED PROGRAMS

Church: RSVP- Qualifying councils and assemblies receive a \$100 refund for every \$500 donated, up to a limit of \$2,000 donated to an individual

Community: HABITAT FOR HUMANITY- If your council or assembly donates both \$1,000 and 200 man hours it will fulfill all four requirements for the community activities category of the COLUMBIAN AWARD

Community: WHEELCHAIR FOUNDATION- A council must purchase a minimum of one case of 100 wheelchairs by raising the funds through council, parish or community activities.

Family: FOOD FOR FAMILIES- A council must sponsor events to collect a minimum of 1000 pounds of food for a parish or community food pantry. In addition, councils must contribute a minimum of 100 man-hours in the preparation/distribution/service of meals to needy people.

Council: SPECIAL OLYMPICS- Council members must contribute a minimum of 200 man-hours in support of state/local Special Olympics activities, and must raise -through council or parish activities- a minimum of \$2000 for Special Olympics.

Culture of Life: MARCH FOR LIFE- As part of an organized program of the council, with community and parish participation, a minimum of 100 marchers must participate in a national, state or local March for Life.

Culture of Life: ULTRASOUND INITIATIVE- After identifying a Pregnancy Care Center that is medically certified to utilize & maintain an ultrasound machine, as well as receiving all needed approvals to place a machine at the facility, a council must raise half the purchase price of the ultrasound machine through council, parish or community activities. The council must then follow the published guidelines for obtaining the remaining half of the purchase price from Supreme.

Youth: COATS FOR KIDS- A council must purchase and donate to needy children a minimum of 8 cases of coats. A case contains 12 coats and must be purchased through the Department of Fraternal Services.

Due Date:	Form Name	Form #	Date Filed
7/1	Report of Officers Chosen for Term	185	
8/1	Service Program Personnel Report	365	
8/15	Semi-Annual Council Audit	1299-1	
9/1 or as Req'd	Appointment of Roundtable Coordinator	2629	
1/31	Annual Survey of Fraternal Activity	1728	
1/31	Partnership Profile - Special Olympics	4584	
2/15	Semi-Annual Council Audit	1299-2	
6/30 or as Req'd	Annual Report of Round Table	2630	
6/30	Columbian Award Application	SP-7	

13

Now scroll down to Page 2 of the form.

14 Page 2 will describe the Featured Programs which if requirements are met, will fulfill all requirements in the category the program is listed for the Columbian Award.

MINIMUM REQUIREMENTS FOR FEATURED PROGRAMS

Church: RSVP- Qualifying councils and assemblies receive a \$100 refund for every \$500 donated, up to a limit of \$2,000 donated to an individual

Community: HABITAT FOR HUMANITY- If your council or assembly donates both \$1,000 and 200 man hours it will fulfill all four requirements for the community activities category of the COLUMBIAN AWARD

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Family: FOOD FOR FAMILIES- A council must sponsor events to collect a minimum of 1000 pounds of food for a parish or community food pantry. In addition, councils must contribute a minimum of 100 man-hours in the preparation/distribution/service of meals to needy people.

Council: SPECIAL OLYMPICS- Council members must contribute a minimum of 200 man-hours in support of state/local Special Olympics activities, and must raise –through council or parish activities- a minimum of \$2000 for Special Olympics.

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Youth: COATS FOR KIDS- A council must purchase and donate to needy children a minimum of 8 cases of coats. A case contains 12 coats and must be purchased through the Department of Fraternal Services.

15 Also on Page 2 is the forms Track. Enter the dates that the forms were submitted by clicking on the box and selecting the appropriate date.

Due Date	Form Name	Form #	Date Filed
7/1	Report of Officers Chosen for Term	185	
8/1	Service Program Personnel Report	365	
8/15	Semi-Annual Council Audit	1295-1	
9/1 or as Req'd	Appointment of Roundtable Coordinator	2629	
1/31	Annual Survey of Fraternal Activity	1728	
1/31	Partnership Profile – Special Olympics	4584	
2/15	Semi-Annual Council Audit	1295-2	
6/30 or as Req'd	Annual Report of Round Table	2630	
6/30	Columbian Award Application	SP-7	

May, 2016

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Today: May 20, 2016

16 Now scroll back to the top of Page 1. Click on the **Save Now** button. This will save the information that has been entered; allowing you to return and edit as needed. When ready, click on the **Submit To State** button

Michigan State Council

Council Activities Report Form



Diocese: District: Council: Year:

No data for selected year is on file.

17 In the 3rd Quarter, credits should be entered for all four Quarters. This allows the State to determine if your Council will be awarded the Columbian Award prior to the State Convention.

The credits for the SP-7 should be entered in the 3rd quarter. Enter credits that you would like transferred to the SP-7 Application for the Columbian Award by clicking in the box in the left columns under each category. When completed, click on the **Save Now** button then click on the **Generate SP7** button. A form will be created; you may print or save a copy for your own records.

Michigan State Council Council Activities Report Form



Diocese: District: Council: Year:

No data for selected year is on file.

SP7	Church Activities	1st	2nd	3rd	4th	SP7	Family Activities	1st	2nd	3rd	4th
<input type="checkbox"/>	Corporate Communion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Family of the Month	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Support McGivney Chair in Life Ethics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Family of the Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	RCIA Sponsor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Support Widows/Orphans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Retreat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Family Social Event	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Icon / Silver Rose	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family Movie Nights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mass of Explanation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	FOOD FOR FAMILIES**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	R.S.V.P. (2863)**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add Item	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Monthly Rosary after 10:00 Sunday Mass	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Youth Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Add Item	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pay 100% HCCS Quota	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	MI Drive w/check & MI-13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Columbian Squires/Knight Daughters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Food Drive MI-20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soccer Challenge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Support Blood Drive MI-18	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spelling Bee	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Council Fundraisers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Free Throw Contest	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Take 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Substance Abuse Poster Contest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	GLOBAL WHEEL CHAIR MISSION**	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Keep Christ in Christmas Poster Contest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	HABITAT FOR HUMANITY**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supreme Essay Contest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Add Item	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Acknowledge Confirmation Class	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Acknowledge First Communion Class	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

18 Additionally, an electronic copy will be automatically sent to the GK and to the State Forms Director. He will send a copy to the DD for submission to Supreme.

Columbian Award
Note: Remember that unless you complete the requirements for a Featured Program, there is a requirement of four activities in each of the six categories and that four of them have to be Domestic Church Programs.

Remember to hit the **Save** button after any changes, before uploading or leaving the page. Also the **Submit to State** button needs to be selected to notify the State forms Chairman that the MI-01 form has been submitted. You may return to the form as many times as necessary to edit/update. Just follow the described steps.

Any questions please contact your District Deputy, your Diocesan Program Director, or the State Program Director. We are here to assist you!

COUNCIL PUBLIC RELATIONS

Getting the Information Out About the Great Activities Your Council Offers

- Publicity Resources: Available under Resources on the Michigan State Council website under Public Relations and on the Supreme Council website.
- Publicity within your Parish
 - Insure your Council's newsletters are available to parishioners.
 - Insure your promotion in the parish bulletins.
 - Speak of your events at coffee and donuts, at social events, etc.
 - Include in announcements after Masses, have a member speak from the pulpit.
 - Insure the council website address is available, linked to the parish website.
- Publicity within the Community
 - Create and Distribute press releases to local media:
 - Examples are on the State website.
 - Send flyers to locations affected by the events (i.e. schools, youth activities)
 - Display advertising of the event in the community.
- Exposure throughout the Jurisdiction
 - Send articles and photos to the *Michigan Columbian*.
 - e-mail - g.kolbicz@mikofc.org
 - mail – K of C State Office, 6025 Wall St., Sterling Heights, MI 48312
- Exposure throughout the Order
 - Send articles and photos to *Columbia Magazine*
 - e-mail – columbia@kofc.org
 - mail – 1 Columbus Plaza, New Haven, CT. 06510-3326
- Program / Service Award Application
 - Outstanding program documented in a binder and sent to the appropriate State Service Program Director.
 - Details are found on the State and Supreme websites
 - Winners are announced at the State Convention and forwarded to Supreme for consideration.
- MI-22 Exemplary Public Relations Award
 - The purpose is to gauge the council's PR success.
 - Complete necessary items on the form, reviewed by the DD, and sent to the State PR Director.

Supreme Forms Due Dates

Follow the distribution list on the forms but ensure copies are sent to the State Director listed. Many forms may be submitted to Supreme electronically or through Member Management. In that case copies need to be sent to the appropriate State Director listed. **Send the State Deputy's copy to forms@mikofc.org.**

Form #	Name	Due Date	Send State Copies To:
5023	Keep Christ in Christmas Poster Contest Participation	Jan 15	State Youth Director
1728	Annual Survey of Fraternal Activity	Jan 31	
4584	Partnership Profile Report with Special Olympics	Jan 31	State Special Olympics Dir.
FT-1	Free Throw Championship Participation	Jan 31	State Youth Director
4001	Substance Abuse Awareness Poster Contest Participation	Jan 31	State Youth Director
1295-2	Semiannual Council Audit (due February)	Feb 15	State Forms Director
2630	Annual Report KofC Round Table	Jun 30	State Round Table Director
2863	RSVP Refund & Plaque Application	Jun 30	State Vocations Director
SP7	Columbian Award Application	Jun 30	State Forms Director
10057	Food for Families Report	Jun 30	State Community Director
185	Report of Officers Chosen for Term	Jul 1	
365	Service Program Personnel Report	Aug 1	
1295-1	Semiannual Council Audit (due August)	Aug 15	State Forms Director
SC-KIT	Soccer Challenge Kit Order Form	Aug 15	
SA-KIT	Substance Abuse Awareness Poster Contest Kit Order Form	Sep 1	
EA-KIT	Essay Contest Kit Order Form	Sep 1	
FT-KIT	Free Throw Championship Kit Order Form	Nov 1	
CPC-KIT	Keep Christ in Christmas Poster Contest Kit Order Form	Nov 1	
4567	Soccer Challenge Participation	Dec 15	State Youth Director
2629	Notice of Appointment of Round Table Coordinator	As Needed	State Round Table Director
1728A	Survey of Fraternal Activity Individual Member Worksheet		
STSP	Service Program Awards Entry Form		
10092	Habitat for Humanity		State Community Director
532	Requisition for First Initiation Degree Ceremonials		District Deputy
2935	Columbian Squires Inquiry		State Squires Director
450C	Council First Initiation Degree Exemplification Report		District Deputy
1598	Free Throw Championship Score Sheet		
1831	Relief from Council Dues & Per Capita Taxes		State Forms Director
1993A	Family of the Month		State Family Director
4371	Father Prior		State Squires Director
	Family of the Year Awards Entry Form		State Deputy
	Coats for Kids Order Form		State Youth Director
4886	Ultrasound Initiative Guidelines & Application		State Respect for Life Dir.
10071	Global Wheelchair Mission		State Community Director
SR-KIT	5 th Sunday Order Form		
10243	5 th Sunday Report Form		
10242	Prayer Card		

Michigan Forms Due Dates

The State is progressing towards complete web based forms. Those that are web based, the distribution will be automatic. In the case of those that are not please follow the distribution on the form and ensure copies are sent to the appropriate State Director.

Form #	Name	Due Date	Send Copy To:
MI-01	Columbian Award Activities Report Form	Quarterly	Web based auto distribution
MI 02	Knight of the Month/Year	As Needed	State Council Activity Director
MI 03	Service Program Evaluation Form		
MI 05	Casey the Bear Order Form		State Council Activity Director
MI 11	Membership Drive		Dio. Membership Director
MI 13	MI Drive Distribution Report	30 days After Drive	State MI Program Director
MI 13a	Tootsie Roll Order Form	As Needed	State MI Program Director
MI 13b	MI Drive Apron Order Form		State MI Program Director
MI 13c	MI Drive Insurance Certificate		
MI 18	Blood Drive Report		State Community Director
MI 19	Membership Recruitment & Program Action Plan		District Deputy
MI 20	Michigan Food for Families Report		State Community Director
MI 22	Exemplary PR Award	Jun 1	DD & Dio. Program Director