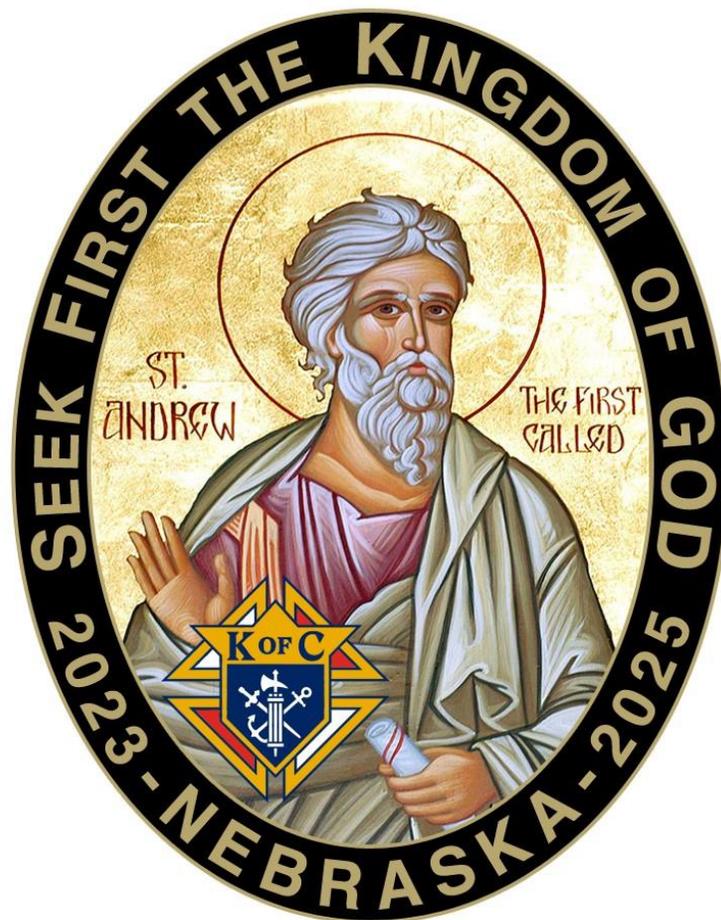


Nebraska State Council Knights of Columbus



2024 - 2025

STATE GROWTH BOOK

State Deputy Robert Wolf

State Chaplain Rev. John Rooney, FSC

State Membership Director Rob Ostdiek

State Program Director Mitchell Lowery

Table of Contents

Nebraska Growth Team	3
Membership Director – Rob Ostdiek	3
Region 1 RGD – Mark Main	3
Region 2 RGD – Greg Jochum	4
Region 3 RGD – Ken Prokop	4
Region 4 RGD – Mitch O’Neill	5
Region 5 RGD – Kent Lorens	5
Region 6 RGD – Larry Peetz	6
Region 7 RGD – Mike Howick	6
Region 8 RGD – Dave Wagner	7
e-Membership – Matt Richardson, PSD	7
Hispanic Council Growth Coordinator – David Diaz	8
Hispanic Council Growth Coordinator – Ignacio Cervantes	8
Incentives	9
Nebraska Incentives for 2024 - 2025	9
Supreme Rewards for Increasing Membership	11
Key Points for Achieving Star Council	12
Shining Armor Award	14
Duties of a Proposer	15
Online Resources	16
Using Officers Online	16
Knights of Columbus e-Membership	22
Entering a Form 100 in Officers Online	29
Online Form 100 / Candidate Tab FAQ	33
Growth Activities	35
Reasons Why We Grow the Order	35
Membership & Admissions Committees	36
Planning Growth Activities	39
Organizing a Delta Church Drive	40
Inquiries Guide for Admission Committee	44
Report of Admission Committee	45
Retention	46
Member Retention Billing Procedures	46
Reasons that Members Drop Out of the Knights	49
Member Experience / Interest Survey	50
Locating “Lost” Knights on your Roster	51
Affiliate Member Initiative	52
Round Table Program	52

Nebraska Growth Team



MEET STATE MEMBERSHIP DIRECTOR ROB OSTDIEK

State of Nebraska
 rob.ostdiek1989@gmail.com
 402-806-8552

I have been a Knight for 35 years, born and reared in a strong, active Catholic environment. I've been married to my wife, Kris, of 22 years with Sons Brock (20) and Byron (18). Beatrice has been our home for the past 20 years. Council 1723 welcomed me and our family into the community. I am a Past Grand Knight of Council 1723 Beatrice. I am currently the Faithful Comptroller and a Past Faithful Navigator of St. John Paul II Assembly 3146.

I enjoy the community and fraternity of events. I look forward to serving Nebraska Knights as the leader of the Membership team. I look forward to meeting fellow Knights growing ourselves and the order.

MEET REGIONAL GROWTH DIRECTOR MARK MAIN

Region 1 - Southeast
 Districts: 7, 8, 9, 10, 33, 37, 40
 markmain65@gmail.com
 402-416-6458



My name is Mark Main; I live in Lincoln and belong to Council 11001 Blessed Sacrament. I am a Former District Deputy of District 9 in Lincoln. I am also a Past Grand Knight of council 11001 and Past Faithful Navigator of Assembly 595. I am currently the Trustee for Assembly 3640. My wife Julie and I were Faith Directors for 2 terms for the State. I have 4 Children: Erin Blackledge (husband Ethan) who has my 2 Grandchildren Penelope and Rhett: I have 2 more daughters Ashley and Allison. Finally, there is my Son Alex (wife Maria).

I am currently the Store Manager of St. Louise Gift and Thrift which is part of Catholic Social Services of Southern Nebraska. I truly believe that the Knights of Columbus is the Greatest organization of the Catholic Church. I thank Jesus every day for helping become part of this Great Order. I would not be here today if it wasn't for My Savior, My Wife, My Children, and this organization. I have learned many things from this Order and I plan on passing on the information that the Order has to all Catholic Gentleman. If you have any questions please don't hesitate to contact me by email, phone, or text. I look forward to working with my Brother Knights or Catholic Gentleman.

Council	City	Council	City	Council	City
833	Lincoln	1336	Falls City	1723	Beatrice
1833	Wahoo	1966	Plattsmouth	3152	Nebraska City
4923	Lincoln	6750	Tecumseh	7021	Auburn
7614	Syracuse	8625	Valparaiso	8889	Brainard
9563	Lincoln	6784	Geneva/Grafton/Shickley	7704	Crete
7714	Superior	9704	Lincoln	10000	Steinauer/Burchard
10510	Lincoln	10913	Lincoln	11001	Lincoln
11280	Lincoln	11312	Lincoln	11674	Dawson/Shubert
12557	Ashland/Greenwood	13015	Lincoln	13576	Lincoln
15407	Lincoln	15647	Davey	15869	Odell
16878	Lincoln				

MEET REGIONAL GROWTH DIRECTOR GREG JOCHUM

Region 2 - North Central

Districts: 18, 19, 20, 21, 25, 36

gjochum18@gmail.com

402-270-2653



Greg joined the Knights of Columbus 18 years ago and joined the John F. Kennedy Assembly as a 4th degree in 2020. Greg is a member of the St. Isidore Council 12086 and has been a PGK. He served as the council's Church Director presenting the rose for motherhood to mothers at baptism. Greg has assisted with bringing the Shroud of Turin to St. Isidore's Church as well as the production of St. Therese, Story of the Soul presentation to Columbus. He's been a chairman for the St. Isidore bazaar, committee member for eight years for That Man is You, committee member for National Day of Prayer, and leads the Knights of Columbus Monday night rosary at St. Isidore Church. His faith has been an important part of his life. He made his CEC weekend in 1991 and then went on to serve on several positions on the leadership council to include president for nine years. He continues to organize the CEC men's Lenten breakfasts at St. Isidore's for the past 21 years.

Greg is married to his wife, Janice, and they have four adult children and four grandchildren. Greg has been an automotive technician in the Columbus area for the past 44 years.

I am honored to serve my Brother Knights as RGD under SD Wolf and look forward to working with you.

Council	City	Council	City	Council	City
938	Columbus	1312	Greely	1717	David City
1739	Albion	1794	Humphrey	1918	St. Paul
2292	Ord/Burwell	2388	Broken Bow	2411	Elgin
2716	Schuyler	5383	Osceola	5455	Loup City
7550	Neligh	7699	Lindsay	7762	Platte Center
7825	St. Edward	7889	Cedar Rapids	7954	Fullerton
8986	Madison	9264	Columbus	10607	Genoa
11652	Abie/Bruno	12086	Columbus	13584	Spalding
14423	Shelby	15944	Bellwood		

MEET REGIONAL GROWTH DIRECTOR – Ken Prokop

Region 3 - Northeast

Districts: 14, 15, 16, 17, 26, 41

sprokop@live.com

402-369-0471

(See Ken's Biography on pg42 of the Program Book under Community Director)

Council	City	Council	City	Council	City
701	O'Neill	1233	Hartington	1238	Creighton
1309	Emerson	1793	Norfolk	2272	West Point
3720	Spencer	3844	So. Sioux City	4707	Atkinson
5143	Randolph	5218	Verdigre	5439	Howells
5881	Stuart	7779	Wisner	7887	Clarkson
8579	Wayne	9898	Leigh	9939	Ponca
10592	Bloomfield	11054	Pierce	11810	Pender
12132	Stanton	12517	Battle Creek	13496	Lyons
14685	Crofton	15068	Tekamah		

MEET REGIONAL GROWTH DIRECTOR Mitch O'Neill

Region 4 - South Central

Districts: 11, 12, 22, 23, 24, 38, 39

mitch.oneill@nebraska.edu

308-440-3330



Mitch O'Neill is single, and lives in Kearney where he is the Associate Director of Application Development for the University of Nebraska at Kearney Information Technology Services.

Mitch has been a member of the Knights of Columbus since 1994, and the Fourth Degree since 1996. He is a past Grand Knight of Council 10923, and a past Faithful Navigator of Assembly 609. He has been Council 10923's Financial Secretary since 2000, is the current District Deputy in the Kearney area, and is a member of the ceremonial Teams out of Kearney.

Council	City	Council	City	Council	City
1123	Hastings	1159	Grand Island	1708	York
1728	Kearney	1904	Hebron	1906	Lawrence
2040	Lexington	2351	Wood River	4434	Fairbury
7684	Geneva/Grafton/Shickley	7704	Crete	7714	Superior
7966	Wilber/Tobias	8010	Aurora/Giltner	8469	Seward
9562	Grand Island	10155	Roseland	10335	Minden
10386	Central City	10387	Grand Island	10923	Kearney
11363	Grand Island	11737	Denton	11822	Exeter/Friend
11823	Hastings	11824	Doniphan	12687	Elm Creek
14070	Sutton/Harvard	14320	Cortland	14508	Beaver Crossing/Utica

MEET REGIONAL GROWTH DIRECTOR KENT LORENS

Region 5 - South West

Districts: 28, 29, 30

klmlstrane@hotmail.com

308 276-2335(h) / 308 737-0085(c)



Kent Lorens is from Stratton Nebraska and is a lifetime parishioner of St. Joseph's parish. His wife Marilyn of 35 years farm and ranch on the family farm south of Stratton. They have 4 grown children and 8 grandchildren. Ket has served as a parish trustee, Acolyte, Lector, and taught CCD over the last 44 years.

Kent has been a third-degree Knight of St. Joseph's Council 10163 Stratton-Benkelman for 35 years, a 4th degree Knight for 16 years. Has served the council as GK, Trustee, Recorder, as well as program and activity chairs. Has served the State as District Deputy 30 for 8 years, and RGD for 2 years. It is an Honor to serve the Nebraska State Council, our Brother Knights, and their councils in any way I can to help them be successful and working with the rest of the membership team.

Council	City	Council	City	Council	City
1126	McCook	1211	North Platte	2373	Orleans
2693	Indianola	4979	Ogallala	5315	Cozad
7081	Imperial	7734	Arapahoe/Cambridge	7778	Grant
8590	Holdredge	10163	Benkelman/Stratton	10506	North Platte
12530	North Platte				

MEET REGIONAL GROWTH DIRECTOR LARRY PEETZ



Region 6 - Northwest
Districts: 27, 31, 42
 jandlpeetz@peetzplace.com
308-254-4109(h)/308-249-0443(c)

My name is Larry Peetz my wife Janet and I will be celebrating 61 years of marriage this December. We have 2 sons Duane and Brad and Brad's wife Monique and their 3 daughters Gretchen Hannah and Izzie. Duane and Brad are the Fourth Generation of my family to be members of council 1862 Sidney dating back to it's charter in 1917. I have held the office Deputy Grand Knight, Grand Knight, District Deputy, West Membership Director, Community Director and Foundation Director. I was also on the Third Degree Exemplification Team at Scottsbluff for 20 years. I was on the team the day that we took current State Deputy Bob Wolf into the Knights.

Council	City	Council	City	Council	City
975	Alliance	1128	Chadron	1861	Sidney
2681	Scottsbluff	4633	Valentine	6385	Basset/Ainsworth
10285	Gering	12200	Scottsbluff		

MEET REGIONAL GROWTH DIRECTOR MICHAEL HOWICK



Region 7 - Northern Omaha Area
Districts: 2, 3, 6, 13, 34
 Michael.howick@gmail.com
402-714-3180

My name is Michael Howick and I hail from St. Elizabeth Ann Council 9771 in Omaha. In addition to the membership team, I am an officer in our Council as well as Faithful Navigator of Father Michael J. McGivney Assembly 2540. My wife Katie and I are the proud parents of Nathan (16), Michael Jr "Mickey" (9), Patrick (6), Owen (4), and Norah (3). When I am not arbitrating children's arguments, I enjoy reading and woodworking. I graduated from the University of Nebraska-Omaha and, being a glutton for knee and back pain, I own a hardwood flooring company while my wife is a 1st grade teacher with Omaha Public Schools.

I look forward to being able to serve the Knights in whatever capacity I am needed. I believe the mission and purpose of the Order today is more important than ever and the need for Catholic fraternity has never been greater. Since joining the Knights, I have become firmer in my faith and active in the Church, and I am honored to help spread the privilege of Knighthood to other Catholic men. Changing times has presented us with many challenges, but I think there are also many opportunities to pass on the traditions and virtues of our Order to the world.

Again, I am honored to be a part of the membership team and look forward to working with all of you to build our Order.

Council	City	Council	City	Council	City
1497	Fremont	3736	North Bend	5045	Omaha
7034	Valley	9518	Ralston	9771	Omaha
9918	Omaha	10108	Omaha	10305	Fort Calhoun
10412	Blair	10795	Omaha	10895	Omaha
10909	Omaha	10965	Omaha	11600	Omaha
11700	Omaha	14077	Omaha	14914	Elkhorn
15101	Omaha				

MEET REGIONAL GROWTH DIRECTOR – DAVE WAGNER

Region 8 - Southern Omaha Area

Districts: 1, 4, 5, 32, 35

dlwagner_56@yahoo.com

402-541-9734



My name is Dave Wagner out of South Omaha Council 3019. I am a 31-year member of the council, Past Grand Knight, Former District Deputy x2. I served on the Third-Degree team for over 25 years and was team captain of the Second Degree team as well. I have been the Purser for 21 years of the South Omaha Assembly. As well as treasurer of South Council Holding Company.

My wife Berni and I have been married for 44 years with 2 children and 4 grandchildren. I am recently retired and looking with anticipation to the future and what plans God has for me. I have always enjoyed my life in the Knights. I am looking forward to working with my brother knights as we move into another fraternal year to increase our members and insure our traditions are upheld and passed on.

I am honored to be a part of the membership team and look forward to working with all of you.

Council	City	Council	City	Council	City
652	Omaha	3019	South Omaha	5287	Omaha
6192	Bellevue	6268	Omaha	6429	Papillion
7740	Omaha	10047	Gretna	10160	Omaha
10184	Omaha	10815	Omaha	10894	Springfield
11364	Omaha	11800	Omaha	11879	Bellevue
13080	Omaha	13956	Omaha	14470	Omaha
16680	Omaha				

MEET STATE e-Membership CHAIRMAN MATT RICHARDSON, IPSD

e-Membership

mattconn1@msn.com

402-380-3513



Matt is the Immediate Past State Deputy (IPSD) and will serve as e-membership chairman and manage the audit process for the State Council. Matt and Connie have been married for nearly 26 years and have two sons, Nathan, and Josh. Matt is an educator in the Lincoln Public Schools system. Connie is an elementary paraeducator in the special education department. Matt and Connie are active in their parish. Matt has served as parish council president and both Matt and Connie were co-chairs for the parish fundraiser. Matt has been a Knight for nearly 25 years and a member of the fourth degree for nearly 16 years. He has served the state council as health services director and program chairman for PSD Richard Lowery from 2013-2015.

MEET HISPANIC COUNCIL GROWTH COORDINATOR – DAVID DIAZ

State of Nebraska
d.diaz_03@hotmail.com
402-954-0455



David and JoAnn Diaz have been married for nine years. They are both from rural towns here in Nebraska, Schuyler and David City. Together they are raising their daughter, Ariel. David is currently a subcontractor for Hampton Construction.

David joined Council 15407 in 2020 and was assigned the title of Warden and then became Deputy Grand Knight in 2021 and shortly after his Grand Knight answered the call of becoming a seminarian, David stepped into the role as Grand Knight and is currently serving his second term. In 2023 David became the growth coordinator for the Hispanic Council working closely with Cristo Rey Church. David also was awarded, Rookie of the Year for all of his innovative ideas that helped raise funds for several different programs for Sacred Heart Parish.

MEET HISPANIC COUNCIL GROWTH COORDINATOR – IGNACIO CERVANTES

State of Nebraska
iggykofc@gmail.com
402-871-6919



Ignacio (Iggy) is married to his wife Adela and is the current Grand Knight for Council 10815 Our Lady of Guadalupe in Omaha. Iggy brings experience from past membership roles with the State team and perspective for our current and future brother Knights.

Nebraska Incentives for 2024 – 2025

Below are the incentives that have been setup for this Fraternal Year. Everybody deserves a little reward for doing a good job. We hope that you will find a reward that is marginally worthy of your work to grow the order. Consider inviting more Catholic Men to get involved in charitable good work.

YEAR-LONG INCENTIVES:

To reward those great advocates for the Knights of Columbus, who work all year long, we have a couple of incentives to reward their efforts. Let's celebrate those members, and even those non-members that are constantly helping more Catholic Men participate in Catholic charity and work for the betterment of the Church.

- **INDIVIDUAL INCENTIVE** – Every proposer of 3 new members within one month will earn \$25. For every new member that proposer recruits above 3, they will earn a \$10 bonus.
- **NON-MEMBER INCENTIVE** – \$10 to any non-Knight that provides the primary work to bring a new member into our order. Mothers, or children or a Grandfather that never joined, can be rewarded for bringing them into the Knights. The council just needs to let the State Membership Director know the non-Knight that did the primary recruitment.

MONTHLY INCENTIVES:

1ST QUARTER – START FAST: Let's start the year off with a Fast Start! Growing your council to begin the year deserves a little reward, so we've designed a few incentives to reward the fast-starting councils:

- **COUNCILS** - will receive \$3.50 per member cash incentive for new members brought into the council during July, August and September. 'PROGRESS REPORT USED TO DETERMINE'.
- **COUNCILS SAFE ENVIRONMENT COMPLIANT** – Councils that are fully compliant will be entered into a random drawing for \$100 for each region. Councils that are 75% compliant will be entered into a random drawing for \$25 for each region. 'Safe Environment Council Compliance Report' from Supreme will be used to determine.

2ND QUARTER – GROW THE ORDER AND GROW OUR FAITH: Now that we got a good start, we can keep building our councils one member at a time. Evangelization takes an effort from every Knight, and any of our great Knights can earn these incentives by growing their council.

- **OCTOBER** – Random drawing of one \$100 winner and four \$50 winners from all proposers.
- **NOVEMBER** – Random drawing of one \$50 and one \$25 winner from all proposers in each region.
- **DECEMBER** – 'A Knight Before Christmas' \$500 split equally between all councils that bring in a new member during Advent of 2024. Council Membership Roster will be used to determine award winners.

3RD QUARTER – WARMING UP OUR COUNCILS AND FAMILIES: We can give more Catholic men and their families the warmth of friendship in our councils and our order. Consider using these incentives to warm the hearts of your council leaders as our councils continue to grow.

- **JANUARY** – Random drawing of four \$100 winners from all proposers.
- **FEBRUARY** – Sweetheart of a Deal: any council achieving 100% of quota by Feb. 28th, earns \$100; any council achieving 75% of quota earns \$50.
- **MARCH** – Every council that achieves 75% of their quota will receive 2 free meals to Friday Awards Banquet at State Convention.

4TH QUARTER – KEEP GROWING ALL YEAR LONG: Let's keep rolling right on through the end of the fraternal year. We have a few final incentives to reward Knights that keep working to grow their council all year long.

- **40 DAY UNDER 40** – Top 4 Councils recruiting new members under the age of 40 and under during Lent (March 5th – April 19th 2025) will receive \$100

- **MAY** – Random drawing of two \$50 winners from all proposers in each region.
- **JUNE** – \$500 for the top recruiting council in each Region in the 4th Quarter.

REGIONAL INCENTIVE

- Each Council that reports at least two activities involving Parish and/or local community and who invite at least one new member to join the order will be eligible for a drawing by region to receive a Friday and Saturday evening dinner package for two to the Annual State Convention in Kearney

DD INCENTIVES

1ST QUARTER – START FAST:

- **100% SAFE DISTRICT** For districts that are fully compliant, the representing District Deputy will receive \$100. ‘Safe Environment Council Compliance Report’ from Supreme will be used to determine.
- **75% SAFE DISTRICT** For districts that are 75% compliant (e.g. 3 of 4 councils), the representing District Deputy will receive \$25. ‘Safe Environment Council Compliance Report’ from Supreme will be used to determine.

YEAR LONG:

- **COUNCILS ACTIVE** — DD’s whose councils are active during the year will be entered into a drawing for a \$100 cash prize at year end. Requirements are: 75% of councils within district demonstrate the following - minimum of two reported activities involving the Parish and/or local community; obtain one new member. Councils must report activities to DD and Program Director for credit.
- **STAR DISTRICT** – Each DD who achieves Star District will receive a \$25 Gift Card to Knights Gear

Supreme Rewards for Increasing Membership

Individual

Shining Armor Award

Awarded for service to your council and our Order with distinction, the Shining Armor Award is awarded to those men that exemplify a true Knight of Columbus. The Shining Armor Award program is designed for members of your council to engage in and maintain an active level of participation in council programs and activities. (Document 4297 details criteria)

Council

Father McGivney Award

This award recognizes excellence in your council's membership growth. To earn this award your council must meet or exceed its yearly membership quota as of July 1. There is no application for the Father McGivney Award.

Founders' Award

The Founders' Award recognizes excellence in the promotion of our insurance and fraternal benefits. Councils striving for the Founders' Award must host (or co-host) two fraternal benefit seminars (in-person or virtual) per year. Each council must have a minimum of 7 members or member-eligible attendees at each seminar. These events are coordinated in conjunction with your local field agent. In order for the council to receive credit, the grand knight must submit the *Fraternal Benefit Seminar Form* (#11077) to the general agent within seven days of the seminar.

Columbian Award

This award recognizes excellence in your council's programming and charitable outreach. To earn this award your council must conduct and report programs in each of the four program categories (Faith, Family, Community, and Life) for a total of 16 program credits, with four in each category. A completed *Columbian Award Application* (#SP-7) must be received by the Supreme Council office by June 30 in order to earn this award.

Star Council Award

The Star Council Award recognizes outstanding achievement in membership, insurance and programming. In order to achieve the Star Council Award, a council must earn the Father McGivney, Founders', and Columbian Awards. Additionally, the council must submit both the *Annual Survey of Fraternal Activity* (#1728) and *Service Program Personnel Report* (#365). In the United States and Canada councils must also be fully compliant with applicable safe environment requirements.

Additional Incentive

Special awards will be announced during the fraternal year for inviting new members to join the order.

District

Star District Awards – Year Long Incentives

The Star District Award recognizes outstanding achievements in membership, insurance and overall excellence by the councils within the territory of a district deputy.

- **Membership Growth:** The district reaches 70% of combined council membership quotas. You can track district membership on Officers Online.
- **Insurance Growth:** The Founders' Award is earned by at least 50% of councils within the district.
- **Overall District Excellence:**
 - At least one council in the district earns the Star Council Award
 - Submit a *District Deputy Annual Report on Council Status* (#944) for each council in your district, which is due on 9/15. The report should be submitted for all councils – even councils that are currently suspended or inactive.

Additional Year Long Incentives

- Every district deputy who attains 30% or better of his District Intake Goal by September 30 will receive a custom Knights of Columbus polo shirt and a coin/medallion depicting the principle of charity.
- Every district deputy who attains 70% or better of his District Intake Goal by December 31 will receive a custom Knights of Columbus jacket and a coin/medallion depicting the principle of unity.
- Every district deputy who attains 100% or more of his District Intake Goal by March 31, 2024, will receive a custom Knights of Columbus dress shirt and tie and a coin/medallion depicting the principle of fraternity.
- Every district deputy who attains Star District will receive a Knights of Columbus watch and a coin/medallion depicting the principle of patriotism.
- Every district deputy who qualifies for all four of the above incentives will receive a display box containing the coins/medallions depicting charity, unity, fraternity & patriotism, with a special Blessed Michael McGivney coin/medallion in the center.

- In addition, the names of all qualifying district deputies will be entered in a drawing for a trip to the 2024 Supreme Convention for him and his wife, including travel, lodging and tickets to the States Dinner.

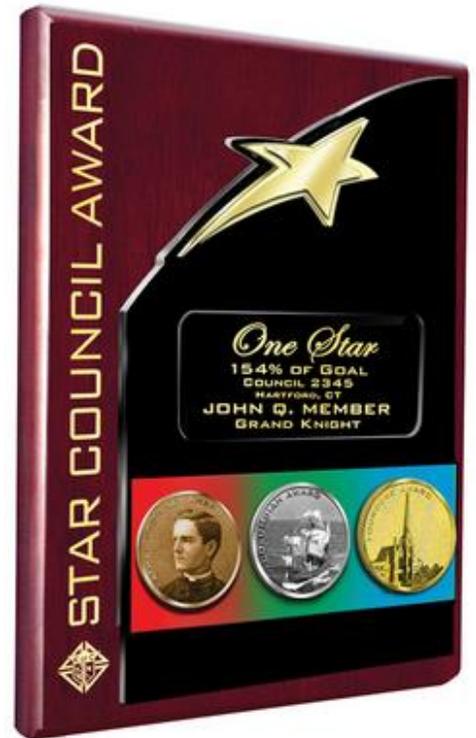
Key Points for Achieving Star Council

To achieve the Star Council Award, a council must:

- Earn the Father McGivney Award
- Earn the Founders 'Award
- Earn the Columbian Award.
- Submit *Annual Survey of Fraternal Activity* (#1728)
 - Due 31 January
- Submit *Service Program Personnel Report* (#365).
 - Due 1 July

Specifics for Awards:

- **Father McGivney Award - Membership Quota Achieved.**
 - *6% or minimum of 5 and maximum of 15 new members.
 - Your District Deputy can assist with membership numbers.
- **Founders Award - Insurance Quota Achieved.**
 - Host, or cohost, 2 Fraternal Benefit Seminars.
 - Collaborate with local field agent.
 - Councils can combine seminars with other councils.
- **Columbian Award.**
 - *Columbian Award Application* (Form SP-7), due June 30th.
 - 16 Program Credits total required, with four coming from each of the four program categories:
 - **Faith**
 - **Family**
 - **Community**
 - **Life**
 - If the Council meets the requirements of one of the **Featured Supreme programs** in one of the pillars, it counts as meeting **two of the four requirements** for that Pillar.
 - **Some of the Featured Programs are:**
 - **Faith:** Refund Support Vocation Program (RSVP), Holy Hour, Spiritual Reflection, Into the Breach
 - **Family:** Food for Families, Family of the Month, Family Prayer Night, Family Fully Alive
 - **Community:** Coats for Kids, Habitat for Humanity, Global Wheelchair Mission
 - **Life:** March for Life, Special Olympics, Ultrasound, Pregnancy Center Support (includes Aid and Support After Pregnancy – ASAP)
- **Be Compliant with Safe Environment Training and Background Checks.**
 - Council positions requiring Safe Environment Training are: **Grand Knight and Program Director.**
 - Council positions requiring Safe Environment Training and Background Check are: **Family Director and Community Director.**
 - If members in certain positions are not compliant within 30 days of Safe Environment Training notification, they are subject to removal from those positions. If members are removed for not being compliant, another Form 365 must be submitted.



* Metrics for 2024 -2025 have not been set at the time of printing, therefore this number may change and will be communicated from the Membership team to councils and will be noted on the Council Billing Statement

Shining Armor Award

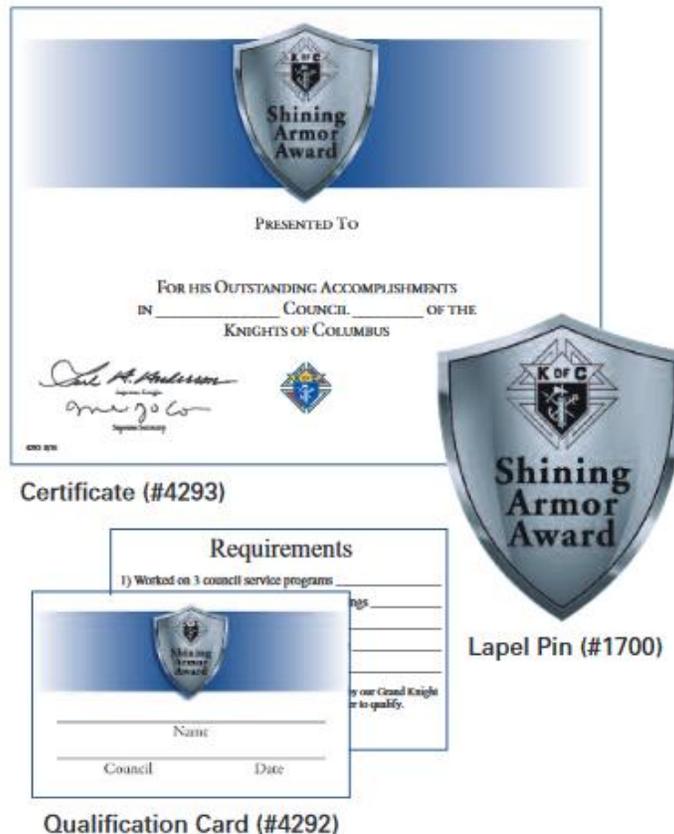
The Shining Armor Award is awarded for service to your council and our Order with distinction. It is awarded to those men that exemplify a true Knight of Columbus. The Shining Armor Award program is designed for members of your council to engage in and maintain an active level of participation in council programs and activities.

To qualify for the Shining Armor Award, during the fraternal year, brother Knights must:

- Be involved in at least three council service programs
- Attend at least three council business meetings
- Receive their Second and Third degrees
- Meet with your council’s insurance representative
- Invite at least one new member to join the order

These are the basic requirements for the program and your council may wish to add to these requirements as needed. The following materials are available at no charge and can be ordered via Supplies Online:

- **Qualification Cards (#4292)** – help members keep track of their progress toward attaining the Shining Armor Award as the Grand Knight verifies each completed requirement.
- **Certificates of Recognition (#4293)** – are a special way to commemorate the hard work of brother Knights.
- **Shining Armor Lapel Pins (#1700)** – are an honor to wear and serve as a promotion for the program.



Duties of a Proposer

Proposing a new member is a commendable achievement and one in which we are all proud. However, as a proposer, a new e-member, or a completed Membership Document (#100) should not be the final step. The proposer should see that the new member is introduced to his fellow council members and that he and his family are offered the opportunity to become involved in council activities. There are several steps that can be taken to ensure this.

- If the council has an admissions committee, then accompany him to the Admission Committee meeting. Introduce him to the members present.
- After this meeting, go with him to his CUF Exemplification and remain with him throughout the event. Following the exemplification, introduce him to his fellow council members.
- Take on a sponsorship role with the newly initiated member and his family. Help him to understand and to learn council procedures, such as meeting times, committee assignments, etc. Introduce him and his family at council events. Encourage him to involve his family in council sponsored activities.
- Contact him before the council meetings and offer transportation, if necessary. If the new member should happen to become inactive for some reason, visit with him. Explain our concern about his absence and offer support or assistance.
- Encourage him to earn “Shining Armor” status within the council.

Your personal touch will guarantee that your new member will become an active member of the Knights of Columbus.

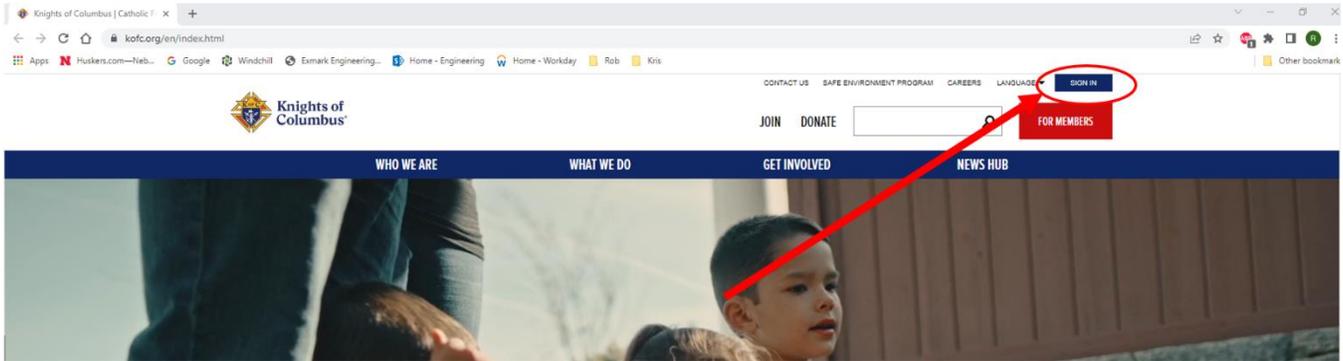
Using Officers Online

Supreme’s website has a wealth of resources to help your council grow. This includes articles and videos that can be read and downloaded from the main site. The most directly useful information to help your council remain in contact with Supreme and know what forms have been processed are located in the Officer’s Online section of the website.

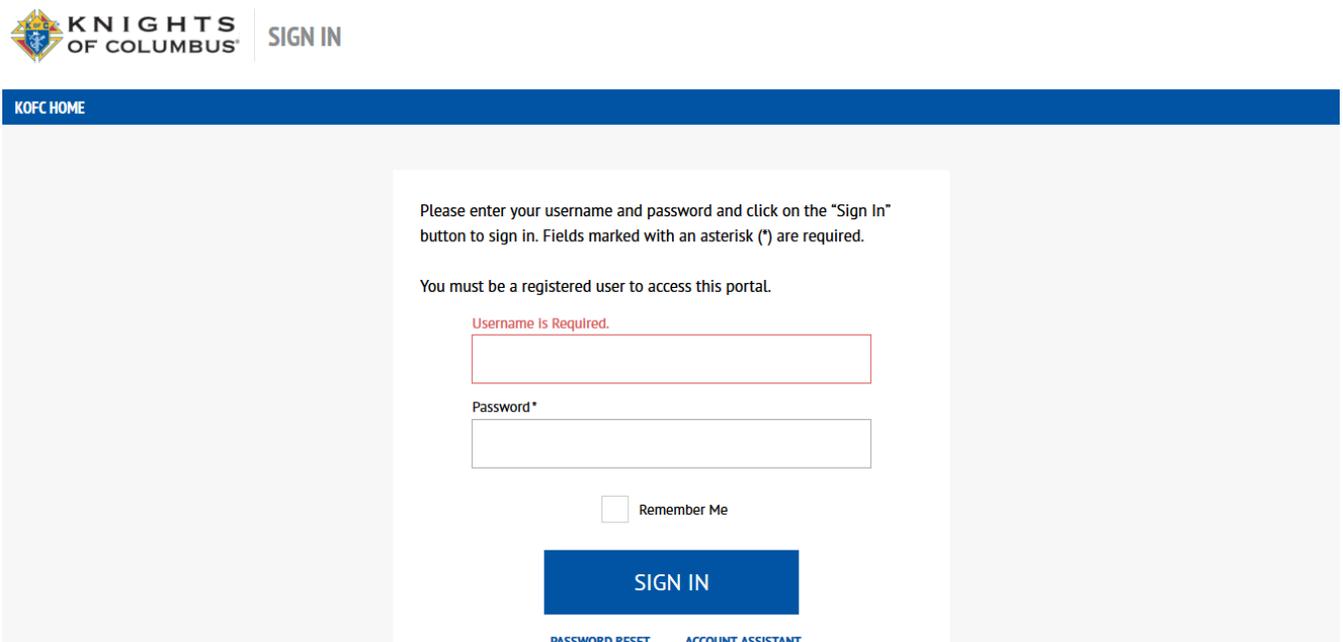
Access to the Officers Online section is controlled by username and password, which will be issued by email from Supreme after the council’s “Report of Officers Chosen for Term” (Form #185) has been received and processed. If you have not received your login credentials from Supreme by the end of July, you can either contact Supreme, or work with your RGD and the State Membership Director to get this resolved.

Once you receive your credentials, the following guide will show you what is available within Officers Online, and how to access them:

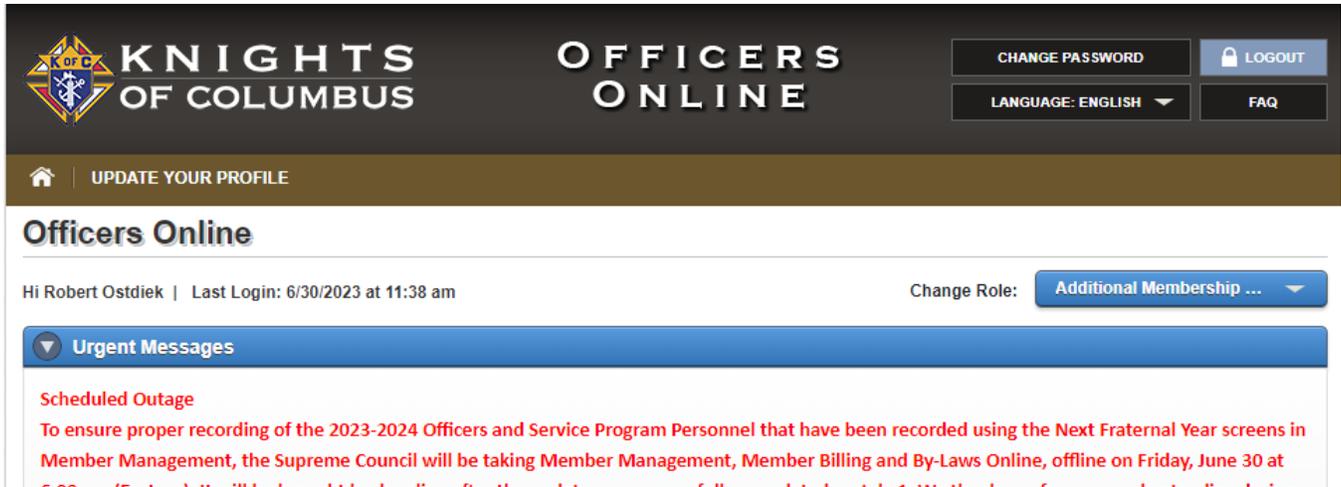
Within your internet browser, go to www.kofc.org. To log into Officers Online, click on the “Sign In” button in the upper right corner of the screen:



Clicking on the “Sign In” button will take you to the login screen for Officers Online. From this screen, enter your login credentials and click “Sign In” at the bottom.



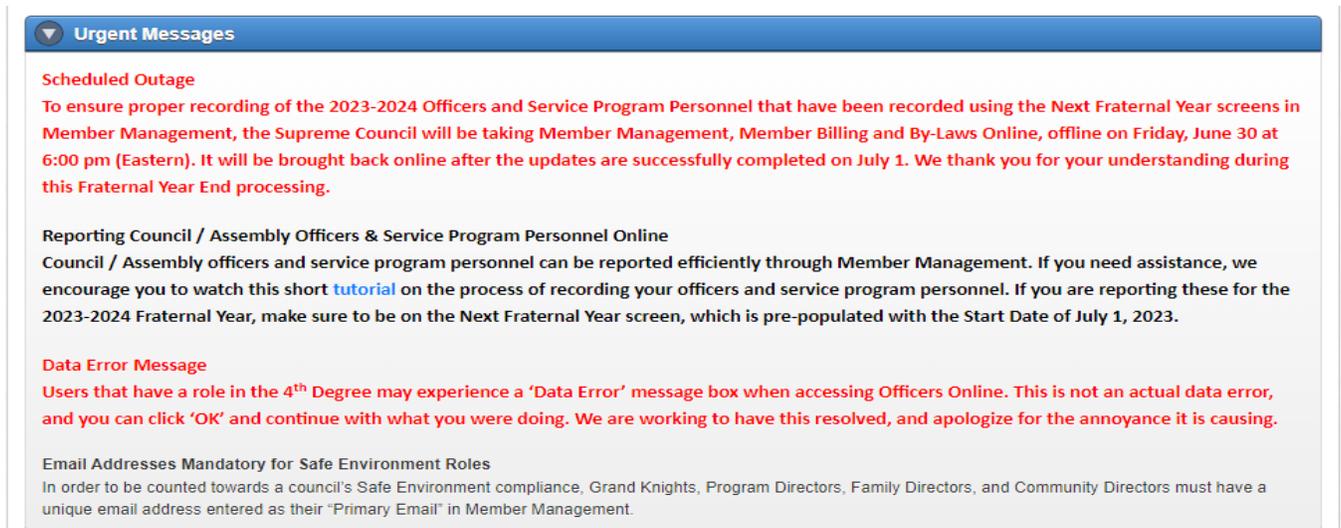
You will now be taken into the Officers Online site (*this may take a few seconds to load depending on your internet connection and bandwidth*):



At the top of the page, there are several buttons that will help control your access and content on the site:

-  will log you out of the Officers Online section.
-  will allow you to choose a new or different password, as well as change your security questions.
-  the button below the top ribbon displays the role that you are working in. If you have multiple roles, either within your council or assembly or with the state, you can click on this button to switch between roles.

The top section of the website contains messages and information from Supreme that you should be aware of. This section typically contains urgent messages for your council. You should check this section for new messages and information every time that you login:



Below the messages section, there is a ribbon that will show you which council or assembly you are accessing. If you have access to multiple councils (such as by a District Deputy), you will be able to choose different councils from this ribbon, by clicking on the council and selecting the desired council from the list:



The next section contains several applications which you may need to reference from time to time while conducting the business of your council. It is recommended that you explore these sections as you have time to learn more about the order and how your council should conduct its business:

- 

Officers Desk Reference

Contains information about conducting the business of the council and order, regulations and policies of the Knights of Columbus.
- 

Office Of Youth Protection

Contains detailed information about the Safe Environment and Youth Protection policies of the Knights of Columbus.
- 

Home Corporations

Contains the policies and regulations regarding the use of Home Corporations by councils and assemblies.
- 

Knights Gear

Is the link to the Knights Gear store where you can purchase KofC clothes, accessories, and other paraphernalia. Items in the store make great rewards for Brother Knights that have earned distinctions within the council.
- 

Supplies Online

Is the link to the KofC supply department, where you can order supplies such as membership brochures and information, degree kits, certificates, and other incentive items for the Council.

At the bottom of the page, you will find several tabs which will allow you access and submit council information to Supreme:

Membership Reports Forms Publications Prospect

Awards Progress									Council Membership	
	Quota	Month to Date			Year to Date				Total Membership	YTD Change
		Gain	Loss	Net	Gain	Loss	Net	%	6/19/2020	in Membership
MBR	13	0	0	0	0	0	0	0	196	-6
INS	5	1	0	1	3	1	2	40		

- The “Membership” tab comes up by default when you login to Officers Online. It contains your council’s progress in growing the council membership and insurance within the current month and year. This information is updated daily at 6:00 am Central Time.

- The “Reports” tab contains all of the council reports that track the council’s information and progress:

Membership	Reports	Forms	Publications	Prospect
Search: <input type="text"/>				
Report Name	Date	PDF	Excel	
Membership Roster	6/27/2023			
Membership Roster - January	1/1/2023			
Membership Roster - July	7/1/2022			
Safe Environment Member Status	6/23/2023			
Safe Environment Participation Rate Report	6/27/2023			
Safe Environment Council Compliance Report	5/9/2023			
Council Billing Statement (Past)	5/31/2023			

- The “Date” column contains that date that the report was run by Supreme.
- The “PDF” column contains a link to all reports that are available in the .pdf format, which should open in most browsers (or which can be opened using the Adobe Acrobat application).

To open one of these reports, click on the  button next to it.

- The “Excel” column contains a link to all reports that are available in the Microsoft Excel spreadsheet format. To open one of these reports, click on the  button next to it.

- The “Forms” tab contains all of the forms that councils are either required, or may want, to submit to Supreme in support of their council members and activities:

Membership	Reports	Forms	Publications	Prospect
Search: <input type="text"/>				
Form Name	Form Number	Due Date	Print	Online
Annual Survey of Fraternal Activity	1728	1/31		
Application for Appointment as Financial Secretary	101	As Needed		
Brother Barnabas	279	6/30		
Catholic Citizenship Essay Contest - Entry Form	4208	As Needed		
Columbian Award Application	SP-7	6/30		
Columbian Squires Officers & Chairmen	468	8/1		
Evaluation of Financial Secretary	1938	As Needed		
Family of the Year	10580	As Needed		
Father Prior	4371	As Needed		
Food For Families Report Form	10057	6/30		
Fraternal Benefit Seminar Form	11077	As Needed		
Fraternal Programs Report Form	10784	As Needed		
Free Throw Championship Score Sheet	1598	As Needed		
Nomination for Appointment as Financial Secretary	103	As Needed		
Notice of Appointment of Round Table Coordinator	2629	As Needed		
Relief from Council Dues and Per Capita Taxes	1831	As Needed		
Report of Officers Chosen for Term	185	7/1		
RSVP and Plaque Application	2863	6/30		
Semiannual Circle Status and Audit	247-1	3/15		
Semiannual Circle Status and Audit	247-2	9/15		
Semiannual Council Audit (due August)	1295-1	8/15		
Semiannual Council Audit (due February)	1295-2	2/15		
Service Program Personnel Report	365	7/1		
Soccer Challenge - Entry Form&Score Sheet	4578	As Needed		
State Council Service Program Awards Entry Form	STSP	As Needed		
Survey of Fraternal Activity Individual Member Worksheet	1728A	As Needed		
Ultrasound Initiative Guidelines and Application	10716	As Needed		

- The “Form Number” column contains the unique number identifier of this form.
- The “Due Date” column contains the date that the form should be submitted by to Supreme. If the column is listed as “As Needed”, it means that that form can be submitted at various times, and even multiple times throughout the year.
- The “Print” column contains the forms that can be printed and filled out by hand and submitted through the postal service or by scanning and emailing them to the appropriate department at Supreme. To use one of these forms, click on the  button next to it and then print it. These forms are available in the .pdf format, which should open in most browsers (or which can be opened using the Adobe Acrobat application).
- The “Online” column contains the forms that can be filled out and submitted electronically without needing to print them. To use one of these forms, click the  button next to it and fill the necessary fields in the form.
- The “Publications” tab contains various communications to council leaders from Supreme that can be accessed electronically:
 - The “Date” column contains the date that the document was created by Supreme and made available to council leaders.
 - The “Type” column contains a link to these documents that can be accessed through a browser.
 - Documents with a  button next to it are available online and can be viewed directly in your browser.

Membership	Reports	Forms	Publications	Prospect
Search: <input type="text"/>				
Publication Name	Date	Type		
Assembly Leaders Resources				
Beatification Resources				
Ceremonials Resources				
Faith in action: Program Resources				
Fraternal Leader Advisory				
Fraternal Operations Resources				
Inviting Men to Join				
Knightline				
Leadership Handbooks				
Training & Webinars				

- The “Prospect” tab contains all of the e-Members that have either indicated that they are interested in joining your council, or been assigned to your council by the State, based off of their address and parish. These Online Members can be contacted periodically to invite to full membership in your council:
 - The process for transferring these Online Members into your council, or rejecting them, is covered in the “Knights of Columbus e-Membership” section of this book.

Membership Reports Forms Publications Prospect

Unassigned

Assigned

Search:

Name ▲	Member # ▾	City ▾	Date Assigned ▾	Grand Knight Approval (Date Read) ▾	Assigned Council # ▾	Re-Assigned ▾	Action ▾
██████████	5086489	██████████	05/07/2019		1123	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reject"/>
██████████	5146358	██████████	02/29/2020		10386	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reject"/>
██████████	5090206	██████████	06/06/2019		1794	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reject"/>
██████████	5132336	██████████	12/28/2019		2716	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reject"/>
██████████	5073056	██████████	03/11/2019		7887	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reject"/>

Knights of Columbus e-Membership

JOIN ONLINE FOR FREE!

As we continue to celebrate Blessed Michael J. McGivney's Beatification, please enter the Promo Code **BLESSEDMCGIVNEY** to join online for free. *

*Local council dues vary. ?

[I am not located in USA or Canada >](#)

YOUR INFORMATION

Title

Select Title

Name *

First

Last

Utilizing the e-Membership, or Online Membership, tool to help grow your council is an effective way to bring younger or busier family men into our Order. Online Membership allows men to participate in the benefits of membership in the Knights of Columbus while they consider how involved they want to become. This can be particularly effective when discussing membership with young family men who are busy with family activities, involved with their children's youth sports and other activities, because it introduces them to the Knights without requiring a large time commitment.

NEBRASKA ONLINE MEMBERSHIP GROWTH

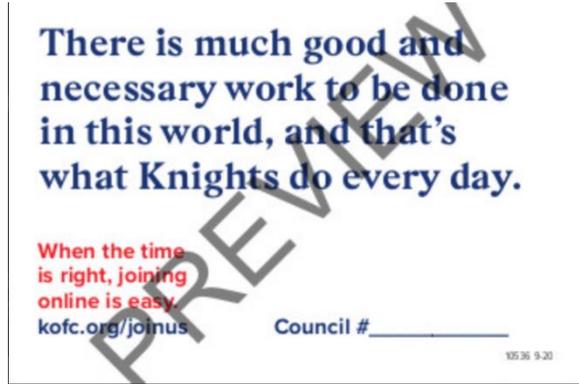
- **Select State/Province** _____
- **First Name** ____ **Last Name** ____
- **Email** ____ **Confirm Email** ____
- **Date of Birth** ____ **Preferred Language** ____ **English/Spanish**
- **I am a baptized Catholic male? * Yes__ No__**
- **I am a practical Catholic? * Yes__ No__**
- **I agree to abide by the Laws and Rules of the Knights of Columbus and accept the Privacy Policy. ***
- **On my honor as a Catholic gentleman, I declare that the above is true.**
- **Proceed to Join**



An effective way of leveraging the Online Membership platform to grow your council is to use the Recruiter Business card (Form #10536 – *pictured below*). This card provides quick information about the Knights of Columbus and directs a prospect to go to the kofc.org/joinus site to sign up as an online member. This site

contains informative videos and other information about the Knights which will aid you in educating a prospect about who the Knights of Columbus are and what we do.

As you can see, the card contains a space for the Council Number, so that the prospect can enter that as part of their online membership enrollment. Once they enter your council number and complete the online membership enrollment, they will appear on your council’s Prospect tab on Officer’s Online.



After a prospect enrolls in the online membership program, you will be able to find, track and transfer Online Members in Officers Online. Online members will be assigned to your council as member-prospects if the member indicates that they’d like to join your council, or if your state team has assigned them to you as a member-prospect. And, if your council accepts that member’s application for transfer, you can complete the transfer process without submitting a Form 100. All you have to do is enter the member’s first degree date in Officers Online. This brief guide will show you how it works.

Finding and Transferring Online Members

All Online Members who express interest in joining a local council will appear under the “Prospect” tab in Officers Online



NEBRASKA ONLINE MEMBERSHIP GROWTH

- Once the member hits Proceed to Join, the state membership team is notified by receiving an email message indicating the new member's interest in joining your council.
- This information is also entered into the unassigned section of the Prospects box in the K of C website *if* no council designation is used.
- One of the state membership team staff members then assigns the new member to the council associated with his parish and at that time the councils Grand Knight and Financial Secretary can open the Prospects Portal and contact the new member.
- If he has not taken the degrees arrange with him to do so and enter that date in the box marked degree date



NEBRASKA ONLINE MEMBERSHIP GROWTH

WHEN JOINING OFFICERS ONLINE YOUR ROLE SHOULD BE IN THIS DROP-DOWN BOX



The prospect tab has two lists for state teams, “Unassigned” and “Assigned” (*See Following Page*). Councils will only have an “Assigned” section. Online Members “assigned” as prospects to your council will appear in your prospect tab in Officers Online. This tab will only be seen by Grand Knights and Financial Secretaries. District Deputies also have the ability to view assigned member-prospects for councils in their districts.

NEBRASKA ONLINE MEMBERSHIP GROWTH

The screenshot shows the 'Supporting Applications' section with icons for Office Of Youth Protection, Home Corporations, Knights Gear, Supplies Online, and Canadian Supplies Online. Below this is a navigation bar with tabs for Membership, Reports, Forms, Publications, and Prospect. The 'Prospect' tab is selected and highlighted with a red arrow. Underneath, there are two links: 'Unassigned' and 'Assigned', both also highlighted with red arrows.



This “Assigned” list will include online members who have expressed interest in joining locally and have said that they want to convert to your council. These members are automatically “assigned” to the council number they entered. The list may also include members who have been assigned to your council by your state team. This can occur when a member indicates that he wants to convert to a local council but doesn’t know which council to join. The state will assign prospects based on where the member lives and which parish he belongs to.

NEBRASKA ONLINE MEMBERSHIP GROWTH

The screenshot shows the 'Assigned' list under the 'Prospect' tab. The table has columns for Name, Member #, City, Date Assigned, Grand Knight Approval (Date Read), Assigned Council #, Re-Assigned, and Action. Two members are listed: Andrew Karstrom and Bartley James Brogan. Red arrows point to the 'Assigned' link and the 'Assigned Council #' column.

Name	Member #	City	Date Assigned	Grand Knight Approval (Date Read)	Assigned Council #	Re-Assigned	Action
Andrew Karstrom	5198924	Omaha	02/19/2021		10795		Update Reject
Bartley James Brogan	4211627	Callaway	03/24/2021		2388		Update Reject



To view additional information about the member, including contact information, you can click the member’s name, and an info window will pop up.

NEBRASKA ONLINE MEMBERSHIP GROWTH

Name			
Title			
First Name	Andrew	Initial	
Last Name	Karstrom	Suffix	
Current Address			
Street Address	4723 Parker St	City	Omaha
State/Province	NE	Zip/Postal Code	681045137
Country			
Contact Information			
Cell Phone	402-415-5230	Email Address	AKARSTROM@GMAIL.COM
Preferred Language	ENGLISH		
Current Council Information			
Current Council	98026	Age	27
Parish	Saint Vincent de Paul	Years of Service	0



The Unassigned Prospect list will show those prospects that have initiated the process of joining the Knights of Columbus but did not specify a council when completing the on-line form

NEBRASKA ONLINE MEMBERSHIP GROWTH

DISPLAY OF NEW E-MEMBER WHEN THERE IS A REJECTION BY THE COUNCIL. COUNCIL CONTACTED TO VALIDATE REASON, COULD BE ELIGIBILITY?

Membership Reports Forms Publications Prospect						
Unassigned						
Date	Name	Member #	City	Rejected By Council	Council #	Action
02/02/2021	Nicholas J Rayer	5195396	Nebraska			Update Reject
02/12/2021	Juan I Fernandez Gutierrez	5197681	Omaha			Update Reject
02/13/2021	Mr Alexander J Peters	5146154	Lincoln	Rejections		Update Reject



Transferring (Or “Converting”) Online Members

Once your council has gone through the admissions process, and the member has taken his first degree, you can transfer him by simply adding the Date Read in the “Grand Knight Approval” section, and the first degree date in the “Financial Secretary (Ceremonial Update)” section and clicking the update button. These two dates can be added separately, but once the first degree date is added, the transfer will be processed.

The screenshot shows a web application interface with a navigation bar containing tabs for Membership, Reports, Forms, Publications, and Prospect. The Prospect tab is active. Below the navigation bar is a section titled 'Assigned' with a search bar. A table lists assigned members. The table has columns for Council #, Assigned Date, Name, Member #, Grand Knight Approval (Date Read), Financial Secretary (Ceremonial Date), and Action. A blue box highlights the Grand Knight Approval and Financial Secretary columns for the member Benson Dubois, showing input fields for dates in MM/DD/YYYY format and 'Update' and 'Reject' buttons.

Council #	Assigned Date	Name	Member #	Grand Knight Approval (Date Read)	Financial Secretary (Ceremonial Date)	Action
10705	02/26/2018	Benson Dubois	492146	MM/DD/YYYY	MM/DD/YYYY	Update Reject

Once the update is submitted, the member will be automatically transferred into his new council. You will not need to submit a Form 100. The member will no longer appear in the “Prospect” tab.

Remember: councils will receive a +1 membership quota credit when an online member converts into their council. If the online member is an insurance client, the council will also receive a +1 insurance quota credit for that member.

Rejecting Transfers

If, for some reason, the online member is not going to transfer into the assigned council, you may “reject” the member by clicking “reject” and selecting a reason from the drop-down menu.

The screenshot shows a web application interface with a modal dialog box open. The dialog box has a title 'Please provide the reason for rejection.' and a dropdown menu with options: 'Select the Reason', 'Eligibility Concerns', 'Council Incompatible', and 'Does Not Want To Transfer'. The 'Select the Reason' option is currently selected. The background shows a navigation bar with tabs for Membership, Reports, Forms, Publications, and Prospect. Below the navigation bar is a section titled 'Supporting Applications' with icons for Officers Desk Reference, Member Management, Member Billing, By Laws Online, and Knights Gear. There are also buttons for 'Save Target As', 'Cancel', and 'OK'.

Rejecting an online member for transfer will result in the member reappearing in the “Unassigned” section of the state’s “Prospect” tab, where the state can look into the matter further, and inform Supreme Council staff as needed.

State Council Message when Member Joins Online

NEBRASKA ONLINE MEMBERSHIP GROWTH

STATE EMAIL MESSAGE WHEN A MEMBER JOINS ONLINE

Dear Brother Knight,
Chris Walker has joined the Knights of Columbus through the eMembership Initiative and is interested in transferring to Council 10909.

Please contact him in the next few days to begin coordinating his transfer.

Remember: men who join through the eMembership Initiative are members of the Knights of Columbus but have not yet taken their First Degree.

Councils and states both receive quota credit when members convert from eMembership state divisions to local councils.

Chris provided the following contact information:

Chris Walker
3205 N 171st St, Omaha, NE, 68116, US
402-319-9187

frednmz3@gmail.com

Parish Information: St Wenceslaus (Omaha, NE)

This is a great opportunity to welcome a new, committed Knight of Columbus to your council. Don't hesitate to get in contact

Sincerely,
Knights of Columbus

Website: <http://www.knights.net>



After Member has taken their Degree

NEBRASKA ONLINE MEMBERSHIP GROWTH

AFTER THE E-MEMBER HAS TAKEN THE DEGREE THE FS OR GK ENTERS THE CEREMONIAL DATE AND TAKES ACTION TO TRANSFER THE MEMBER TO YOUR COUNCIL. THE COUNCIL WILL HAVE A GAIN IN MEMBERSHIP.

A screenshot of a web application interface. At the top is a blue header with the text 'Supporting Applications'. Below it are several tabs: 'Membership', 'Reports', 'Forms', 'Publications', 'Prospect', and 'Candidate'. The 'Prospect' tab is selected. Underneath, there is a section titled 'Assigned' with a search box. Below the search box is a table with columns: 'Council #', 'Assigned Date', 'Name', 'Member #', 'Entry Date', 'Ceremonial Date', and 'Action'. The table is currently empty, and a red arrow points to the text 'No data available' centered below the table. At the bottom left, there are links for 'Contact Us', 'Privacy Policy', and 'Terms of Service', and a copyright notice '© Knights of Columbus 2020'.

Entering a Form 100 in Officers Online

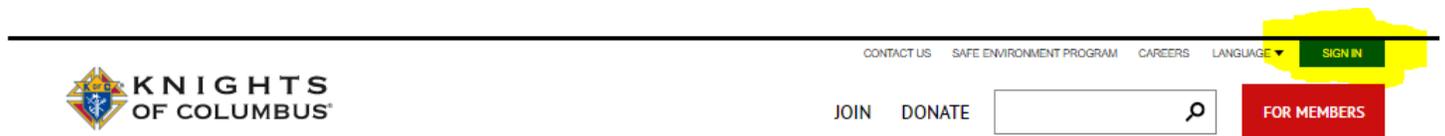
Supreme has created a new online Form 100 that can be submitted through the Member Management portion of Officers Online. Councils can still send paper Form 100s to Supreme for all membership changes through the traditional methods:

- The simplest and quickest way to do this is to scan the Form 100, or take a picture of it, and send the image to membership@kofc.org.
- You can also send the paper form through the mail to Knights of Columbus; Attn: Membership Services; 1 Columbus Plaza; New Haven, CT 06510.

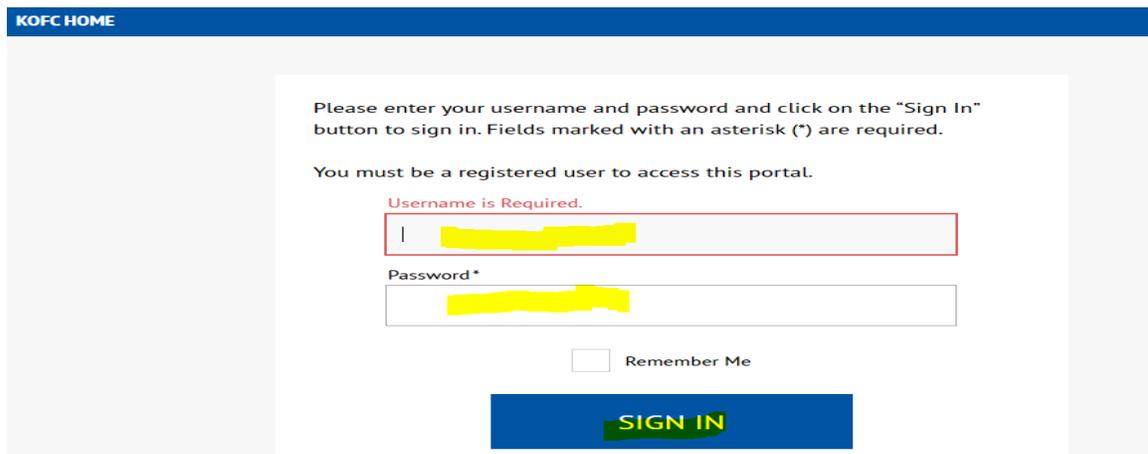
However, the new online Form 100 can be used instead of these traditional methods in several circumstances. This can be used by your council's Financial Secretary for processing new members, reactivations and transfers. Deaths and suspensions must still be processed with use of the paper Form 100s through the traditional means. Below is the process for a Financial Secretary to enter a new member into the Online Form 100:

The online Form 100 process allows you to enter your candidates' information before they have taken their degree and joined the Knights. This allows the council to keep track of their candidate information within Officers Online and share this information between all officers that have access. After the candidate completes their degree, the Financial Secretary can then complete the process to add them to the council's roster. The Financial Secretary can also delete the candidate's information and remove them from the system if necessary.

Go to www.kofc.org in your internet browser. From the home page, click the "Sign In" button in the upper right corner of the screen.



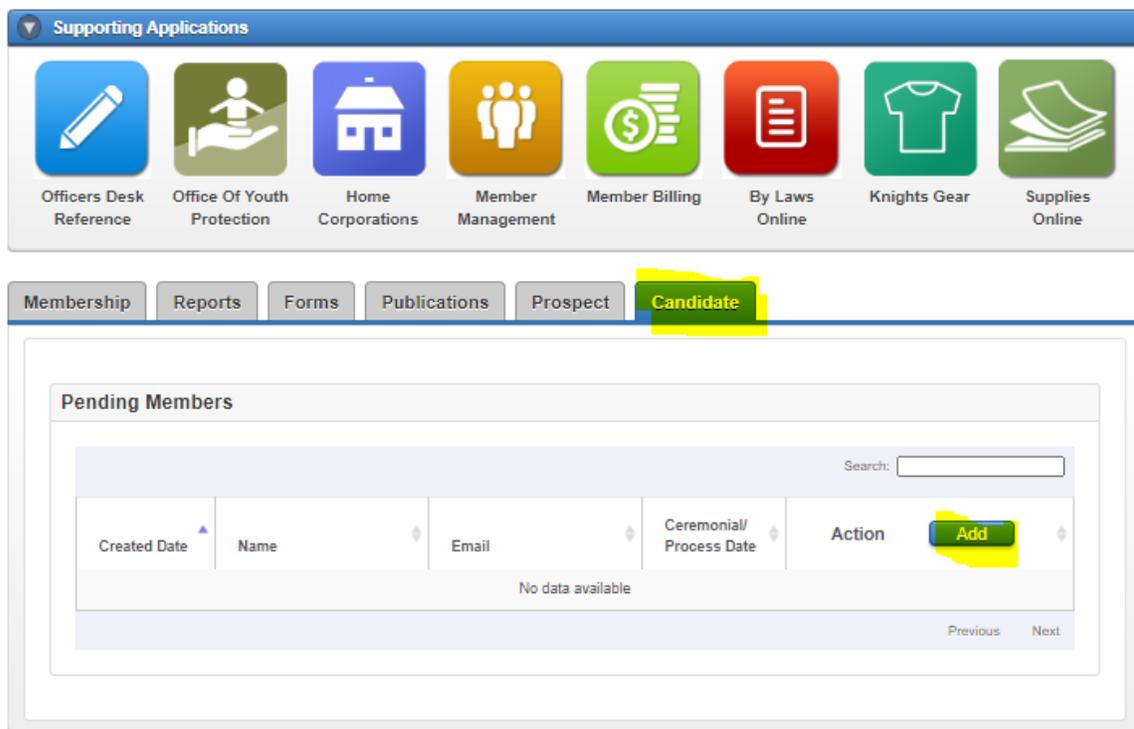
From the next screen, enter your Financial Secretary credentials and click the "Sign In" button to log into Officers Online.



If you have multiple roles within your Council, Assembly or with the State, make sure that you are working under your role as Financial Secretary.



On the Officers Online home screen, scroll to the bottom where you can see the various tabs containing council information. Select the “Candidate” tab. From there, click the “Add” button.



Fill in all of the new member’s information on the membership form as shown in screen shots on the following page:



MEMBERSHIP FORM

Since 1882, membership in the Knights of Columbus has been open to men 18 years of age or older who are "practical" (that is, practicing) Catholics in union with the Holy See.

*Required Field

Council Number

Title

First Name

Middle Initial

Last Name

Suffix

Email

Mobile Phone

Date of Birth

Preferred Language

Mailing Address:

Address 1

Address 2

Zip/Postal Code

City

State

Country

Proposer Member #

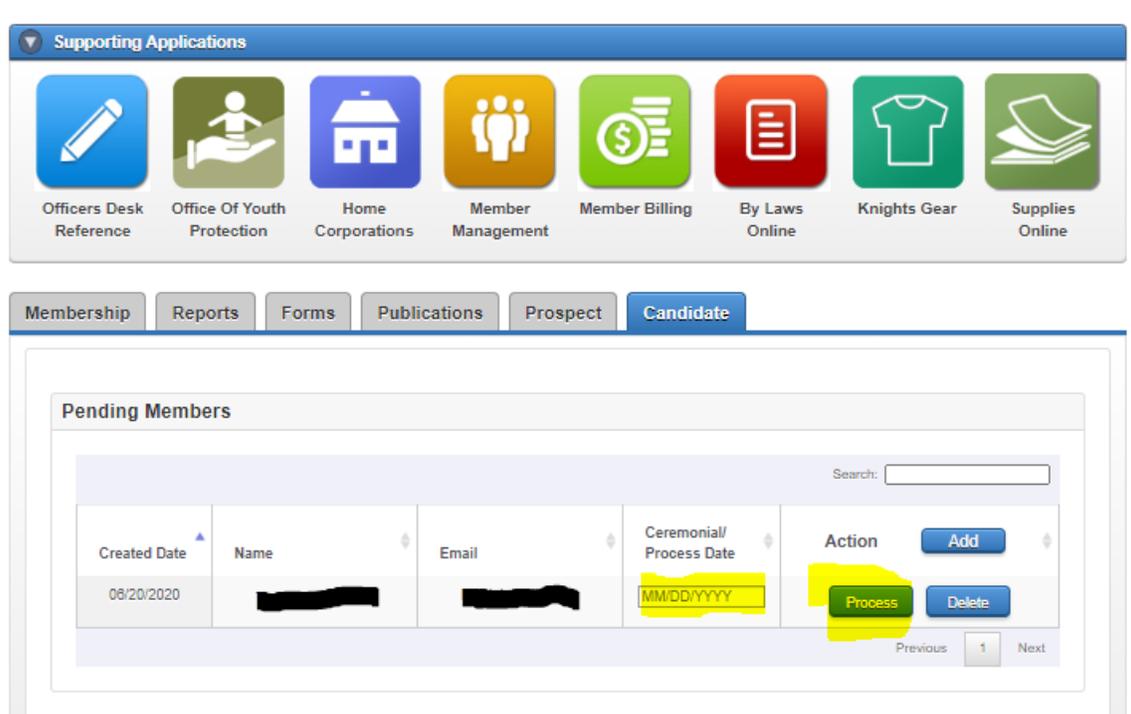
Save

Select "SAVE" when you have finished entering your candidate's information. If successful, you should get the message that your entry has been saved.



Click the top-right [X] to close the window once your entry has been saved. It will take a little time before the entry appears under the Candidates list. Normally, you will need to log out and back into www.kofc.org before the new candidate information displays

Once the candidate has taken his Degree, update the Ceremonial/Process date and select the “Process” button to complete his addition to your council.



If you have a situation where the candidate changed his mind and no longer wishes to join, you can select the “Delete” button and remove his information from the Candidate tab. If the candidate is delayed in completing his degree, you can leave his information on the Candidate tab until he does join.

Online Form 100 / Candidate Tab FAQ

Does the Online Form 100 / “Candidate” tab fully replace the paper Form 100?

In order for a council to submit information into the “Candidate” tab, they should first have a man complete and sign a paper Form 100. Once the information is submitted into the “Candidate” tab, the completed paper Form 100 should be kept for council records and shared with state and district leaders as well as general and field agents, as you normally would.

What types of member transactions can be processed using the “Candidate” tab?

New members, reactivations and transfers can be processed using the “Candidate” tab. Deaths and suspensions must be processed by submitting a completed paper Form 100 via e-mail or postal mail to the Supreme Office Membership Records Department.

Who can add a member to the council using the “Candidate” tab?

Only a council’s grand knight or financial secretary will have the “Candidate” tab on their Officers Online screen and only they can submit information via this application.

How long does it take for a member’s information to be processed using the “Candidate” tab?

New members who have not previously been a squire, member or insurance client, will be processed nearly instantaneously. Reactivations, transfers and other applicants who may have a previous client account, will go to a Membership Records Department member to be reviewed and processed. These applications should be processed and posted within 2-3 business days.

What fields are required on the candidate tab?

In order to submit a member transaction via the “Candidate tab”, the following fields must be submitted: First Name, Last Name, Date of Birth, Cell Phone, Email, Address, Zip/Postal Code, City, State, and Country. Fields such as Title, Middle Initial, Suffix, Address Line 2 and Proposer are optional fields. An individual’s membership number is not required to process transferring members and, thus, not a field on the “Candidate” tab.

What if a member does not have an email or cell phone number? Are these fields required?

When using the “Candidate” tab, these fields are required and applicants that do not have one or both of these fields should have their council submit the paper copy of their Form 100 via e-mail or postal mail to the Supreme Office Membership Records Department.

How does the “Candidate” tab work for transfers?

Enter information as you would for a new member. Be sure to include his name as it appears on his membership card. When submitting the member’s information, place the date that he was voted into the council as the ‘process date’. The Supreme Council’s system will identify the member by name and date of birth to be processed separately as a transfer instead of a new member. Providing the membership number of transferring members is not needed for processing and, thus, not a field on the “Candidate” tab.

What’s the difference between the “Prospect” tab and the “Candidate” tab?

The “Prospect” tab lists men who have joined the Order online and have either expressed interest in joining your council or have been assigned to your council by your jurisdiction’s Online Membership Coordinator. The “Prospect” tab is not connected with the “Candidate” tab. The “Candidate” tab is used solely for the processing of new members, reactivations or transfers to your council who have completed and signed a paper Form 100.

What does the email a member receives look like?

All members processed through the “Candidate” tab receive the following email. The language of this email is based on the language you use when inputting the member.

Dear [Name],

Congratulations on becoming a member of the Knights of Columbus Council [Council #].

Thank you for accepting the challenge and becoming a member of the Knights of Columbus and welcome to our brotherhood.

Fraternally,

[Your Council’s Grand Knight]

Grand Knight
Knights of Columbus Council [Council #]

Will anyone else (State Deputy, District Deputy, Field Agent) receive an email notification of the member’s addition to the council?

No, only the member will receive an email confirmation that he has been added to your council. Even when using the “Candidate” tab, your council should continue to share the information from the completed paper Form 100 with state and district leaders as well as general and field agents, as you normally would.

Reasons Why We Grow the Order

- Build up the Church
- Support our Pastor and all Clergy
- Evangelization of our Catholic Faith
- Grow and enhance witness to our Catholic Faith
- Promote and engage others in a better prayer life
- Sharing opportunity to serve others
- Give back to the community
- Develop relationships with other Catholic families
- Assist others to become leaders
- For activity suggestions and programming ideas
- New members bring new experiences, ideas and talents
- New members infuse new enthusiasm into a council
- Support the financial needs of the council, through dues and working at fund-raising events
- Provide opportunity to participate in the Order's top rated insurance programs
- They can participate in our annuities, long term care programs and other fraternal benefits
- Eventual replacement of what we contribute today, as volunteers and as leaders
- Growth of our Order. With 2.1 million members and growing. Strength in numbers
- For continued growth in volunteer hours and dollars contributed to worthy causes
- Fulfill Fr. McGivney's Vision
- Fulfill Catholic teaching: to know, love and to serve Him on this earth and be happy with Him in heaven
- Knowing we did something good for another Catholic man and his family, the Church and community



OUR MISSION

Together, we're empowering Catholic men to live their faith at home, in their parish, at work and in their community.

Membership & Admission Committees

An important part of implementing your plan to grow your council is to use a Committee approach to the key responsibilities of finding and recommending new members to the council. The job of growing your council should not be left up to one person. It takes a team to shoulder this responsibility and develop the prospects that will be your future council members and leaders.

Creating a Membership Committee will allow the burden of finding and recommending new members to be shared among several members of the council. The committee then brings their plans for growing the council to the council to be implemented.

Suggested Membership Committee Members

- Council Membership Director
- Chaplain or Pastor
- Field Agent
- At least three members who are qualified
- *Note that the Grand Knight and Financial Secretary are NOT included in this list*

Suggested Team Member Qualifications

- Knowledgeable of Knights of Columbus
- Active in parish and community
- Willingness to promote and recruit
- Someone active in sales type work

Successful Procedures

- Assign two men to recruiting teams
- Seek pastor's approval of prospect's Catholicity
- Set goal and monitor progress toward the goal

Sales Tools

- Supreme brochures and flyers from "Membership Packet".
 - Your Financial Secretary may order additional brochures from the Supreme Council Supply Department
 - Also, your field agent may have some material in his inventory
- Any issue of Columbian magazine
- Copies of letters written by the Bishop and Pastor
- Newsletter from your Council
- List of council activities or attractive brochure
- Application for Membership – Form 100

Steps to Membership Growth

- Make an appointment with prospect and his wife. Make a short presentation on reasons for joining the Knights of Columbus. Listen well, ask questions, and be prepared to answer questions.
- Assist with completion of Form 100 and ask for a check to include his dues for the year or remainder of year and any initiation fees your council may assess.
- Notify prospect of upcoming degree dates and locations. Offer to give him a ride to the degrees.
 - If he is unable to make a scheduled Admission degree, explore using the DVD degree at a time that will work for him.
- Remind him of meeting dates and offer a ride. Introduce him to the council members and assist him in selecting an activity in which he and his family may wish to participate.

Using a Membership Committee Interview

- Determine the Catholicity of the Candidate
- Present the candidate with a brief history of the Order
- Inform the candidate of the benefits of membership
- Use Questionnaire and Supplemental form to determine his interests
- Encourage involvement in the service programs
- Advise him on what is expected as a member and solicit his interest in the councils varied activities
- Determine his ambition to assume a leadership role
- Stress timely payment of all dues
- Encourage attendance at business meetings
- Stress advancement through the higher degrees of the Order
- Explain the Shining Armor Program for new members
- Assign a mentor or the proposer to guide him through the first few months of his membership; instructing, informing and staying in close contact with him.
- If you utilize activity committees, assign him to an activity committee.

Utilizing an Effective Membership Committee

The Grand Knight appoints three members of the council to an admissions committee. It is recommended that the committee chairman is the Council Chancellor and the remaining two appointees are the Membership Director and Program Director. Others such as the Financial Secretary, Chaplain and the Insurance Representative may also be assigned to this committee.

The Council Chancellor serves as chairman of this committee as his duties consist, along with assisting the Grand Knight and Deputy Grand Knight with their duties, of having the responsibility for the total participation of the membership in the activities of the council. With approval of the Grand Knight he shall institute a program to develop the availability and interest of the members in specific activities. He shall exercise a special interest in new members and those members who are sick or in distress.

The Council Program Director has the overall responsibility for guiding the membership in the performance of value-filled activities and effectively involving the members and their families.

The Council Membership Director is responsible for the continued growth of the council by recruiting new and former members, assuring the retention of all members and conducting activities that affect membership recruitment growth.

The committee is guided through the interview by using the Admissions Committee Questionnaire. General information is asked of the candidate as well as his expectation or desire for personal involvement

whether in activities and programs or in membership growth. The supplemental information form seeks permanent contacts, asks about his Catholicity, however practical Catholicity should always be verified with his Pastor or Council Chaplain, the interview inquires more deeply into the candidate's desire to serve and in what specific capacity. After satisfying these requests, information on upcoming degree dates, meeting times and dates, council's committee structure and the opportunity to earn the Shining Armor Award should be presented. This form shall be kept in the member's file, as well as a copy may be given to the program or membership director depending on the candidate's interests.

The interview should be completed prior to the business meeting at which time election and voting on the candidate occurs. This provides the council membership an opportunity to be apprised of essential qualifications of the candidate such as practical Catholicity and level of intended involvement in council activities. After election, providing approval, the candidate should be scheduled for a first degree exemplification as soon as possible. A long interval to the first degree date or uncertainty when the next first degree will occur will lessen the candidate's enthusiasm to proceed with his membership.

The proposer or mentor should accompany the candidate to the admissions committee interview, first degree and then to his first meeting. Either he or the Chancellor introduces the new member or members to the council membership. Depending on the new member's interest and involvement desired, he should be assigned to either the program or membership director's team. He should also be assigned to a committee where he can best satisfy his expressed interests; church, pro-life, youth, etc. A popular program being used in many states is the "Power of Ten" program. With this program, every member of the council is assigned to one of ten committees. Each has a chairman and co-chairman and is given responsibility for certain activities conducted by the council and for recruiting at least one new member each year. Close contact and frequent involvement are also significant benefits of this program.

Planning Growth Activities

For your council to be successful in growing its charitable outreach, it needs to plan what it is going to be doing throughout the whole year. You can be accidentally successful occasionally, but by creating a plan, you can improve your odds of finding more Catholic men who want to join your council's efforts to help families, your parish, and your community.

At the start of the fraternal year, the Grand Knight, officers, and key council members should hold a Planning Meeting in which they review and schedule the activities of the council for the upcoming year. Key events, such as Church Drives and Exemplifications need to be included in this plan. But it should also include dinners and fund-raisers that the council will be holding, as well as family and youth events. Since these events attract families, parishioners and community members who are not Knights, the Membership Committee should be aware of these events and plan to have someone there that can talk with non-Knights about possibly joining at every event. Every council event is an opportunity to find potential new members.

Below are a couple of council Membership Planners that show how this would work. The planner on the left takes a look at the year as a whole and can help you spread your events out throughout the year. The page on the right is an example from the Fraternal Leader Success Planner, which allows you to plan each month's activities in detail.

Planning your council's activities for the whole year is a great help in organizing your council's work – even if you know that some of the events will change or can only be tentatively scheduled. It should also help you to distribute your membership activities throughout the year, since some men are more open to joining during the times of the year when they are less busy. (For example, a father that coaches his kids football team may be more willing to join in the spring or summer when he isn't busy with practices and games.) Be sure to use your council's Fraternal Leadership Success Planner to create your plan for council growth.

Membership Recruitment Activity Planner

Council #: _____ Location: _____ Total Members: _____
 FY: July _____ June _____ Supreme Quota: _____ Council Goal: _____

JULY Action Plan: Recruitment Goal: _____	AUGUST Action Plan: Recruitment Goal: _____	SEPTEMBER Action Plan: Recruitment Goal: _____	OCTOBER Action Plan: Recruitment Goal: _____
NOVEMBER Action Plan: Recruitment Goal: _____	DECEMBER Action Plan: Recruitment Goal: _____	JANUARY Action Plan: Recruitment Goal: _____	FEBRUARY Action Plan: Recruitment Goal: _____
MARCH Action Plan: Recruitment Goal: _____	APRIL Action Plan: Recruitment Goal: _____	MAY Action Plan: Recruitment Goal: _____	JUNE Action Plan: Recruitment Goal: _____

Recruitment Techniques:

- Set Goals
- Develop Prospect List
- Develop Brochure
- Church Drive
- One-on-One
- Inactive Ins. Members
- Promote Benefits
- Promote Insurance
- Membership Blitz
- Develop Prospect List
- Send Written Invitations
- Open House
- In House-Open House
- Out-of-State Members
- Recognize Recruiter
- Recognize New Members
- Order Supplies
- Phone Prospect
- Two-on-One
- Former Members
- Ask for Referrals
- Incentives
- Recognize VIPs

December

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	1	2	3 1ST SUNDAY OF ADVENT
					Keep Christ in Christmas Campaign Kickoff	
4	5	6	7	8 IMMACULATE CONCEPTION	9	10 2ND SUNDAY OF ADVENT
11	12 Our Lady of Guadalupe	13	14	15 Christmas party Report Form DUL	16	17 3RD SUNDAY OF ADVENT
18	19	20	21	22	23	24 4TH SUNDAY OF ADVENT Christmas Eve
25 CHRISTMAS	26	27	28	29	30	31 HOLY FAMILY New Year's Eve
					Family Rosary Program	
1 MARK MOTHER OF GOD New Year's Day	2	JANUARY 2018 M T W T F S S 1 2 3 4 5 6 7 1 2 3 4 8 9 10 11 12 13 14 5 6 7 8 9 10 11 15 16 17 18 19 20 21 12 13 14 15 16 17 18 22 23 24 25 26 27 28 19 20 21 22 23 24 25 26 27 28		FEBRUARY 2018 M T W T F S S 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		
FOCUS or Event Deadlines	Important Dates	Supreme Office Events	Membership Activities	Programming Activities		

Organizing a Delta Church Drive

As your council works to welcome more men and grow its impact, a church membership drive will be essential to your success. A Delta Church Drive is a modern way to conduct church drives utilizing all of the tools available to your council maximizing the impact that you have with men in your parish and provide ample possibilities for following up with your prospects. It helps the council connect with all parishioners, by offering everyone a prayer card, which then provides an opportunity to discuss the Knights of Columbus with men and families who may benefit from membership. Follow the steps of the guide or utilize those pieces most applicable to your council and parish.

Choose a Week

The timing of your church drive is crucial to its success. Consider holding a drive during a busy time at the parish, such as the beginning of the School Year or Lent, when men are starting to take a more active interest in committing to their faith and parish life. Discuss your options with your pastor and work with him to set the best date for the church drive. Working with your pastor and getting his approval and support are key to the success of any drive. We are there to support him in his work and mission, not to work against him, or be a nuisance to him.

Plan the Details

Once you have your pastor's approval for the week to hold the church drive, you'll want to plan the details of the entire event. Take into account the projected Mass attendance when planning the number of workers that you will need at each Mass. Set your goals for the drive. Lock in the dates for your council's information night and degrees that will follow the church drive. Decide whether your council will offer a Raffle Prize, such as a Bible or gift card to a local restaurant, for all prospects that sign up during the drive.

Plan for Electronic Prospect Form Submission

Use Supreme link: <https://info.kofc.org/us.html> (pictured to the right). The form allows you to collect all your prospect information in one place and allows Supreme and your council to easily remain in contact with all of your prospects. Supreme will use the information to send out informative emails to the prospect, and your council can also use this to encourage the prospect to attend information nights and degrees. Have electronic devices (computer, tablet, phone, etc...) available at the drive or any council event for prospects to enter their information.

As part of the process, identify an officer in your council who will be responsible for tracking these prospects. The email address entered in this field will receive a notification that the prospect filled out the form and will be the reply email address on the email sent to the prospect. Each council does this differently, so it is up to your council's discretion as to who will serve as the contact person for new prospects. This can be your email address or a designated council officer. We recommend discussing this with your council to determine best practice.



When you fill out this form, you'll be put in touch with your local Knights of Columbus council, and receive information about the Knights and what they do. You can unsubscribe from our messages anytime.

First Name: *

Last Name: *

Email Address: *

Phone Number:

City:

State: *

Preferred Council Number: *

Council Contact Email: *

Submit

Order Supplies from Supreme

As soon as you have decided to hold a Delta Church Drive, be sure to review the supplies that you will need for this drive. If you are short of any, order the supplies that you will need from Supreme through the Supplies Online portion of Officers Online:



- Delta Church Drive Kit – English or Spanish
- New Member Kits
- Other brochures and posters

You can easily find the Delta Church Drive Kit, by searching “Delta” from the Supplies Online home screen. This kit contains materials for a successful Church Drive at a parish of up to 800 Sunday Mass attendees. Councils serving larger parishes can request multiple kits for their Church Drive by emailing councilgrowth@kofc.org. Contents of the kit are: prayer cards, information pamphlets and prospect cards. The “Holy Family” prayer card (*as seen to the right*) is included with the kit, but a council may choose to use another prayer card if that is their desire (especially if the parish is praying for something in particular, or has a special devotion to a particular saint).



Be sure that you have enough New Member Kits for use during the Exemplifications that will follow the drive. You want to have a kit for every prospect that you hope to bring in during the drive. Ordering other brochures and posters will help you to advertise the church drive and your council’s activities, both prior to the drive, and throughout all of your efforts to grow your council.

Bulletin Announcements Prior to the Drive

Work with your Pastor and parish office to have announcements of your upcoming drive placed in the bulletin. Be sure that you plan this well in advance so that the announcements can run at least two or three weeks prior to your church drive. This announcement can be tailored to be specific to your council, but should be similar to the following:

The Knights of Columbus is an international Order of Catholic men who are called to lead with faith, protect our families, serve others, and defend values in a busy changing world. Our local council _____ # _____ will be holding a membership drive at (*all Masses*) the weekend of (*dates*). Whether you become an individual member or a member of our council you will find that Knights of Columbus membership brings Catholic men together in a powerful way. If you would like to join today, simply go to KofC.org/joinus and enter our council #_____ for local information.

As you can see, this announcement contains a link to the e-Membership sign-up page. This will allow any Catholic man to immediately join the Knights of Columbus, start receiving benefits, but still let your council know their interest in being a part of your council – even before you hold your church drive.

Create and Train Your Teams

At every Mass during your drive, you will want to have a team of council officers and members. This team consists of men taking on very important roles:

- Coordinator
- Ambassadors
- Pulpit Announcer

The Coordinator ensures that all team members are there for their assigned Mass, makes sure that ambassadors have the prayer cards and other supplies that they need, and then aids prospects in entering their information in the prospect electronic prospect form. On the day(s) of the drive, the Coordinator should meet with the celebrant to remind them of the drive and ensure that they are comfortable with how the drive will be conducted. Ambassadors will be those council officers and members who greet parishioners as they enter and leave Mass, distribute prayer cards to all attendees, and discuss the benefits of membership with prospects,

gathering their contact information. The Pulpit Announcer will discuss the Knights and their work during the Mass.

Ambassadors are trained to greet everyone as they come to Mass and offer a prayer card to each person. They should use a greeting similar to, “Welcome. Here’s a little gift from our Knights of Columbus council. It’s a prayer card.” They should feel comfortable asking men whether they are a member of the Knights of Columbus, and if they are not members, the ambassador should be able to make a friendly request if the man would be interested in receiving information about the Knights and consider joining our order. If a man is interested, the Ambassador should collect the man’s contact information by entering it into the council’s electronic prospect form. After Mass, the Ambassador should again be present to greet everyone as they leave Mass, saying, “Thank you for hearing our story today.” They can also follow up with possible prospects or check with men who may have decided that they want more information after hearing the pulpit announcement. They should let these prospects know that they will be hearing from our council today.

It should be decided what the team members will wear during the drive. If a lay person is making the pulpit announcement, he should dress well so as to show respect to the pastor and the congregation. Ambassadors should be encouraged to wear council shirts so that they can be easily identified.



Pulpit Announcement

With the permission of your pastor, an officer or member of the council should make a brief announcement about the Knights and your council during the Mass(es). The Knight(s) that make the announcement should be well spoken and knowledgeable about what the council does within the parish and community. If he is comfortable, having your council chaplain (whether he is a priest, deacon, or lay-person) make this announcement can have a great impact.

Regardless of who makes the announcement, they should make sure that it is welcoming, informative, and brief. This announcement should highlight the benefits of membership in the Knights and your council, but not be so long that it abnormally lengthens the Mass. A good time limit would be between 90 seconds and two minutes. The person making the announcement should review and practice the announcement ahead of time so that they can deliver it smoothly, without stumbling over words or phrases.

The announcement should close with an invitation for all men and families that are interested in learning more about the Knights to speak with a council member at the end of Mass. They can let them know where council members will be stationed and possibly how to identify them (if they are all wearing council shirts that are easily identifiable).

Follow up After the Drive

To ensure that your drive is successful your council team needs to make sure that each prospect is contacted and that other events are planned to continue the prospects’ education about the Knights of Columbus:

- Make sure that all prospects’ contact information has been entered into the prospect electronic form and submitted. Ideally This can be done during the drive if the ambassadors all have smart phones or tablets with access to the electronic form.
- Place a post-drive announcement in your bulletin to remind possible prospects of the opportunity to join the Knights. This announcement should run two or three weeks after the drive, and at least until you hold an Exemplification. Possible wording for this announcement is:

The Knights of Columbus is an international Order of Catholic men who are called to lead with faith, protect our families, serve others, and defend values in a busy changing world. Our local council _____ # _____ held a membership drive and we might have missed you. Whether you become an individual member or a member of our council you will find that Knights of Columbus membership brings Catholic men together in a powerful way. If you would like to join today simply go to KofC.org/joinus and enter our council # _____ for local information.

- Hold an informational night where men can learn more about the Knights of Columbus and what your council does. Reach out to your field agent and ask him to speak about the Order's insurance program. Hold the raffle during this event, and draw the winner from all prospects, whether they have agreed to join or not. Publicize the winner in the bulletin the following week.
- Have at least one Exemplification of Charity, Unity and Fraternity planned. As necessary, direct prospects to live-streamed degrees from Supreme or the State councils.
- Expose prospective members to all facets of the Knights of Columbus. Start by organizing some of the Faith in Action programs listed at kofc.org/faithinaction. Your events don't need to be large-scale; you could gather for daily Mass, grab dinner as a council or help your parish with a project. This will allow men to see the diversity and influence of your council.
- Remain vibrant and exciting by conducting an event for new members. It can be as simple as a dinner with the Knights and their families or something more involved, such as a community service project. Finding ways to keep new members engaged will keep them interested and active.

Join Us

Men will join the Knights -- if you ask them. Invite them to join by completing a Form 100 or visiting KofC.org/joinus. Extend the invitation to your greater community: advertise KofC.org/joinus in your parish bulletin, with your pastor's permission, and in community news outlets.

To Order Your Church Recruitment Drive Kit from the Supreme Website

- Log on to www.kofc.org
- Sign into Officers Online
- Click on Supplies Online Icon
- Scroll Down and Click on Kits Icon
- Click on Church Recruitment Drive Kit
- Fill out order Form
- Submit Order



KNIGHTS OF COLUMBUS

INQUIRIES GUIDE FOR ADMISSION COMMITTEE

Questions listed below are offered as a guideline for the members of the Admission Committee. Your council's field agent should be invited to attend this meeting. The candidate's responses to these suggested questions should be helpful in determining his attitudes, talents, and general interest as a prospective member of your council. The candidate should be made to feel welcome at the meeting which should be conducted informally.

ON THE CATHOLICITY OF THE CANDIDATE

- A practical or practicing Catholic man in union with the Holy See is a man who accepts the teaching authority of the Catholic Church on matters of faith and morals, aspires to live in accord with the precepts of the Catholic Church, and is in good standing in the Catholic Church. *Are you a practical or practicing Catholic?*
- *Do you know your pastor or any of his assistants personally?*
- *Are you a member of any parish organizations? Do you hold, or have you held, office in any of these organizations?*
- *Have you worked as a volunteer in any parish project?*
- *Do you subscribe to Catholic periodicals, newspapers, etc.?*
- *Do you serve as a deacon, eucharistic minister, lector, usher or in some other ministry?*

ON THE CITIZENSHIP OF THE CANDIDATE

- *Are you a member of any civic, trade, professional or other fraternal organizations?*
- *Do you hold, or have you held, office in any of these organizations?*
- *Have you served, or are you serving on any committees for organizations such as the Red Cross, Cancer/Heart associations, Special Olympics, etc.?*
- *Do you hold, or have you held an elective or appointed office in the municipal, state or provincial government?*
- *Are you a registered voter? Do you regularly vote in local, state or provincial and national elections?*

ON OUR ORDER

- *Why are you interested in joining the Knights of Columbus?*
- *Were you invited to join or did you ask to join?*
- *Has anyone explained the member benefits to you or the financial obligations such as initiation fees or annual dues?*
- *What is your personal project or interest in the neighborhood, parish or community?*
- *What is your favorite hobby, sport or recreational activity?*
- Every K of C council has an organizational format of elected and appointed officials. *Would you be interested in serving or assisting in some administrative capacity now or in the future?*
- *What do you expect your K of C membership to provide you and your family?*
- *What do you hope to contribute to our council?*

The members of the Admission Committee and the field agent should be prepared to answer any questions raised by the candidate. They should be encouraged to give the applicant a brief explanation of the insurance features of our Order and the various aspects of our charitable service programs.



To: Grand Knight

Council Number: _____

The Admission Committee interviewed

_____ on _____
name date

Our interview and investigation discloses that said applicant is a practical Catholic and it is now in order for the application to be presented to the Council.

yes no

Further, we recommend the following Council action:

favorable unfavorable

(In the event the Admission Committee determines the applicant is not a practical Catholic five members of the Committee must sign below – otherwise the signature of the chairman is sufficient.)

Submitted by: _____
Admissions Committee Chairman

Member Retention Billing Procedures

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.

Please 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.

1. The Financial Secretary mails the membership bill “First Notice” 15 days before the billing period to each member.
2. If payment is not received in 30 days, the Financial Secretary will mail the membership bill “Second Notice”.
3. 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.)**

The Retention Chairman (typically the Deputy Grand Knight) shall assign a member of the retention committee to discuss the reasons for non-payment: discuss any personal situations prohibiting payment: or to offer a cooperative remedy to the delinquency situation.

The Retention Chairman will notify the Grand Knight of the results of the contact. 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.

NOTE: The Retention Committee should make use of various methods, including internet search engines, in its attempt to locate the member if unreachable.

The committee members provide a written report of their findings to the Retention Chairman.

The Retention Committee Chairman will then compile a report on all members in arrears to be presented 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.

4. 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.
 - a. The “Original Copy” is sent to the delinquent member.
 - b. 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.

- c. 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 web site 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, offering assistance and advising him that the District Deputy in his area is available to help with any particular problems.
- d. The District Deputy has the responsibility of monitoring the conservation listing, posted each Saturday morning on the Supreme web site in the Officers Online area, to access the list of members needing to be contacted. He personally contacts the delinquent member to discuss the nonpayment situation. In the course of the visit, 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. The response and reaction received from the delinquent member is recorded and then forwarded as soon as possible to the State Deputy for review.

- e. The “Council Copy” is retained for council files.
5. If the delinquent member does not meet his obligation or arrange a satisfactory payment schedule within 60 days following processing of 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.
 6. 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 retaining the member.
 7. 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 15th
- 2nd Notice sent to member on January 15th
- Retention Committee contacts those in arrears
- Knight Alert Letter sent February 15th
- 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 contacts those in arrears
- Knight Alert Letter sent August 15th
- 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

It is the State Deputy's responsibility to ensure that the State Membership Director, the State Retention Chairmen and the District Deputy follow the procedures.

Reasons that Members Drop Out of the Knights

Surveys of Knights of Columbus members who have been suspended or withdrawn from the Order consistently show the same reasons that members drop out. The list of reasons below are the results of a couple of these surveys. They are offered to remind your council of the often-simple things that you could do to keep these members engaged and interested in working with you.

As you can see, these reasons could have been overcome with a little more effort on the part of the council, either to communicate with and welcome the member, or by showing the charity and prayerful help that we are all called to provide to our Brother Knights.

1. Lack of communication
 - a. No council newsletter
 - b. Did not have a sponsor / had no personal contact from the council
 - c. "I have no idea what is going on"
2. No activities
 - a. Council has no programs for my family or for me
3. Poorly run ceremonials
 - a. Not impressed with the Charity, Unity, and Fraternity exemplification
 - b. Did not take the second, third or fourth degrees
 - c. Was never contacted about CUF degree dates.
4. Not needed
 - a. I went to a few meetings, but no one spoke to me
 - b. Did not feel welcome or needed
 - c. I volunteered to help but was never contacted
 - d. I felt that they were running a closed shop
5. Not prayerful enough, too secular
 - a. "Whenever I went to the council, the members that were there just sat around the bar and talked about everyone"
6. I was never told anything about the Knights of Columbus
 - a. I was given a pamphlet at my first (CUF) degree
 - b. I have no idea how this organization functions
7. Having money problems
8. Working two jobs
9. Unemployed
10. Having family or medical problems
11. Have no time to get involved

The following pages contain an example of a membership experience survey. This interest survey can be used to help increase your council's interactions with its members and help find the programs and activities that would most interest them. It could help your council eliminate several of the reasons that members listed for dropping out.

Member Experience Interest Survey

To our new and current members, please know that we value your judgment, we appreciate your opinions, and we rely on your participation for the continued success of our council and parish. Our Knights of Columbus council conducts a variety of programs – activities where you can personally apply your talents and fulfill your ambitions. In an effort to ensure a great Knights of Columbus council experience, we ask that you complete the following survey. Thank you and *Vivat Jesus!*

GENERAL INFORMATION

Name: _____

E-Mail: _____ Phone: _____

Marital Status: Married Single Widower If Married, Wife's Name: _____

Number of Children: Boys _____ Girls _____

Occupation: _____ Parish/Church: _____

Hobbies/Interests: _____

FAITH IN ACTION PROGRAMS

Please list your preferences for those Faith in Action programs you would be interested in volunteering at or attending.

FAITH	FAMILY	COMMUNITY	LIFE
<input type="checkbox"/> General Interest in Programs Designed for Faith Formation	<input type="checkbox"/> General Interest in Programs Designed to Strengthen Families	<input type="checkbox"/> General Interest in Programs Designed for Community Service	<input type="checkbox"/> General Interest in Programs Designed to Create a Culture of Life
<input type="checkbox"/> Into the Breach	<input type="checkbox"/> Family of the Month	<input type="checkbox"/> Disaster Preparedness	<input type="checkbox"/> Christian Refugee Relief
<input type="checkbox"/> Pilgrim Icon Program	<input type="checkbox"/> Keep Christ in Christmas	<input type="checkbox"/> Free Throw Championship	<input type="checkbox"/> Silver Rose
<input type="checkbox"/> Build the Domestic Church Kiosk	<input type="checkbox"/> Family Fully Alive	<input type="checkbox"/> Soccer Challenge	<input type="checkbox"/> Pregnancy Center Support
<input type="checkbox"/> Rosary	<input type="checkbox"/> Family Week	<input type="checkbox"/> Helping Hands	<input type="checkbox"/> Aid & Support After Pregnancy (ASAP)
<input type="checkbox"/> Spiritual Reflection	<input type="checkbox"/> Consecration to the Holy Family	<input type="checkbox"/> Catholic Citizenship Essay Contest	<input type="checkbox"/> Novena for Life
<input type="checkbox"/> Holy Hour	<input type="checkbox"/> Family Prayer Night	<input type="checkbox"/> Coats for Kids	<input type="checkbox"/> Mass for People with Special Needs
<input type="checkbox"/> Sacramental Gifts	<input type="checkbox"/> Good Friday Family Promotion	<input type="checkbox"/> Global Wheelchair Mission	<input type="checkbox"/> March for Life
<input type="checkbox"/> Refund Support Vocations Program (RSVP)	<input type="checkbox"/> Food for Families	<input type="checkbox"/> Habitat for Humanity	<input type="checkbox"/> Special Olympics
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Ultrasound
			<input type="checkbox"/> Other: _____

How much time do you think you can contribute to council activities?

1 hour per month 1 hour per week Multiple hours per week

What are some ideas you have for new or improved programs? _____

Would you be able to assist in leading any new or improved program? Yes No

What do you hope for your membership in our council? _____

Please submit this form to your Grand Knight



Locating “Lost” Knights on your Roster

Here are some tools your council could use to help find “lost” members. If your council finds that they cannot locate a member that has moved, using some of the following sites may help you find the member and allow you to either keep him on your active roster or help him transfer to a new council:

A couple of the free search sites are:

- www.whitepages.com
- www.askwho.com

One of the better pay sites available is:

- www.peoplefinder.com

Of course, one of the best ways to locate someone and quickly establish contact with them is to work through social media. This can be especially effective for finding younger members who may have moved away:

- www.facebook.com
- www.x.com (formerly Twitter)
- www.instagram.com

The “Best Practice” is to work with the Financial Secretary, council’s Retention Committee and the District Deputy to coordinate efforts for finding these "lost" knights. If a council can locate a member, you have a chance to get them to “save” them as members. They can now pay their dues and receive communications from the council, which will help to get them active again.

If you find that a member has moved out of the area, locating them may allow you to help them transfer to another council in their new location. On the following page, there is an example of a Moving Notice, which can be used to inform the council in a member’s new location that there is a Knight that could transfer into their council and continue his membership in the Order.

Moving (Change of contact information): Members should advise their current councils Financial Secretary and Grand Knight of your intention to move and your new address along with changes to phone and email address information. If you are moving outside of your current council’s jurisdiction look for a council that is connected to your new parish and connect with that council. Your current councils’ leaders may be able to help you in that effort along the assistance of District Deputies or other state leaders.

Accidental Death Benefit: It may be of value to remind every member in good standing with their council and whose council is in good standing of this benefit that is of no cost to them. The benefit is available to members and their wives and can have a value up to \$2500. K of C Brochure #2773 details this benefit.

Affiliate Member Initiative

The Affiliate Member Initiative (AMI) recognizes that some members, who share our values and support our mission, are unable to remain active in their local councils. This may be due to poor health, financial stress, family problems, lack of transportation, medical concerns or many other reasons.

The AMI allows these men to be designated as Affiliate members and removed from their local council rosters. The Supreme and State Councils will then engage Affiliate members by keeping them informed of major initiatives and giving them opportunities for volunteer service and charitable contributions.

The net result is that local councils will be able to devote more time to volunteer service and more funds to charitable causes. Council leaders will be able to give greater attention to active members and prospects. The AMI clearly benefits members and councils alike.

Publication #11231 details this process well and can be utilized at the beginning of a calendar year in alignment with council billing. Questions can be asked by email to affiliate@kofc.org or phone at (800) 380-9995.

Round Table Program

Publication #10506 - Council Development & Retention Guidelines details the process well.

A parish round table serves a parish in any number of ways. However, the ultimate aspiration of any parish round table remains the same:

To actively engage Knights of Columbus members in order to aid the parish and sustain visible Catholic action through works of charity in every parish and mission throughout the Order, and in sustainable parishes to form the round table into a fully functioning council.

There are many benefits in establishing a parish round table for the parish, its priest, and Knights. Having a Knights of Columbus parish round table creates a unique and effective support structure within the parish. Whether it's fundraising for a new roof, or actively participating in the parish's ministry, devoted Knights serve as invaluable resources for realizing the needs of the parish.

The benefits of a round table for local councils and its members are also evident. Through personal service to our respective parishes, the Order is able to truly fulfill its commitment to serving the Catholic Church, as well as our communities. And, as Knights, being active in our own parishes helps strengthen our personal faith and often helps create a better place for our families to grow theirs in spirituality and service.

There are no elected offices in the Knights of Columbus round table. The grand knight appoints a coordinator as the designated leader of the round table and its members and acts as liaison between the round table and the council. Meet as necessary to aid the pastor and parish community.

The parish round table has no dues. Members continue to meet their financial obligation to their council, and the parish round table projects are council projects. The parish round table coordinator must communicate with the grand knight and the council to ensure the project's success.

The only paperwork consists of two reports (*Examples of these forms are below.*):

- Report of the Parish Round Table Coordinator (Form #2629) DUE: Annually by June 30th
 - This report is emailed to councilgrowth@kofc.org for processing. Copies to: State Deputy, State Executive Secretary, State Round Table Coordinator (Membership Director Rob Ostdiek), Council File
- The Annual Report of the Knights of Columbus Round Table (Form # 2630) DUE: Annually by June 30th

For additional **Membership and Incentive Information**

Go To: nebraskakofc.org.

In the Header Bar on the Home Page click the following link:

Membership

Recruiting Incentives

