



Nebraska Council Knights of Columbus

2022-2023

STATE GROWTH BOOK

***State Deputy* Matthew Richardson**

***State Chaplain* Fr. Justin Fulton**

***State Membership Director* Richard Lowery, PSD**

***Supreme RGD* Ray Lopez, PSD (Utah)**

Table of Contents

Nebraska Growth Team	3
Membership Director – Richard Lowery	3
Region 1 RGD – Michael Howick	3
Region 2 RGD – Robert Ostdiek	4
Region 3 RGD – Ken Prokop	5
Region 4 RGD – Mitch O’Neill	6
Region 5 RGD – Steve Viessman	6
Retention – James Haiar, PSD	7
e-Membership – Mark Borytsky, PSD	8
Incentives	9
Nebraska Incentives for 2022 - 2023	9
Supreme Rewards for Recruiting	10
Seven Points to a Star Council	13
Checklist to Star Council	15
Shining Armor Award	16
“VIP” Club	17
Century Club	17
Duties of a Proposer	18
Online Resources	19
Using Officers Online	19
Knights of Columbus e-Membership	25
Entering a Form 100 in Officers Online	33
Online Form 100 / Candidate Tab FAQ	37
Growth / Recruiting Activities	43
Reasons Why We Recruit	43
Membership & Admissions Committees	32
Planning Growth Activities	35
Organizing a Delta Church Drive	36
The Nebraska Plan for Conducting Church Drives	41
Retention	48
Member Retention Billing Procedures	48
Reasons that Members Drop Out of the Knights	56
Admissions / Member Interest Questionnaire	59
Locating “Lost” Knights on your Roster	62
Moving Notice	63
Acknowledgement of Accidental Death Benefit	64
Round Table Program	65

Nebraska Growth Team



MEET STATE MEMBERSHIP DIRECTOR RICHARD LOWERY,

PSD

State of Nebraska

rwlowerykc@gmail.com

402-432-6748

Richard is a PSD and current District Master for the Nebraska Jurisdiction. Richard and Gail have been married for 39 years and have 4 adult sons, 2 daughters-in-law, and 2 grandsons. Richard is a Risk & Compliance Advisor for Fiserv, one of the largest financial software companies in the world. Gail works for Lincoln Public Schools in Assessment and Evaluation. Richard and Gail are both very active in their parish. They have been co-chairmen of the annual parish fundraiser, Gail has been an assistant director and taught CCD while Richard has been chairman of the Acolyte committee for over 25 years as well as finance committee chairman among other projects.

Richard has been a Knight for almost 39 years and a 4th Degree Knight for 37 years. He has served on the State Council in many capacities since 1996. He served as State Membership Director for PSD John Smith where together they achieved Circle of Honor in 2003 and 2004.

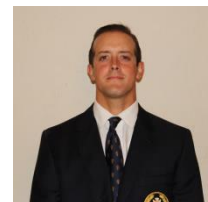
MEET REGIONAL GROWTH DIRECTOR MICHAEL HOWICK

Region 1 - Omaha

Districts: 1, 2, 3, 4, 5, 6, 32, 34, 35

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 (14), Michael Jr “Mickey” (7), Patrick (4), Owen (2), and Norah (1). 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 more firm 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
652	Omaha	3019	South Omaha	5045	Omaha
5287	Omaha	6192	Bellevue	6268	Omaha
6429	Papillion	7034	Valley	7740	Omaha
9518	Ralston	9771	Omaha	9918	Omaha
10047	Gretna	10108	Omaha	10160	Omaha
10184	Omaha	10795	Omaha	10815	Omaha
10894	Springfield	10895	Omaha	10909	Omaha
10965	Omaha	11364	Omaha	11600	Omaha
11600	Omaha	11700	Omaha	11800	Omaha
11879	Bellevue	13080	Omaha	13956	Omaha
14077	Omaha	14408	Omaha	14470	Omaha
14915	Elkhorn	15101	Omaha	16680	Omaha

MEET REGIONAL GROWTH DIRECTOR ROB OSTDIEK

Region 2 - Southeast

Districts: 7, 8, 9, 10, 12, 23, 33, 38, 40

rob.ostdiek1989@gmail.com

402-806-8552



I have been a Knight for 33 years, born and reared in a strong active Catholic environment. I've been married to my wife, Kris, of 20 years with Sons Brock (18) and Byron (16). Beatrice has been our home for the past 18 years. The Knights of Council 1723 welcomed myself and our family into the community where we knew very few. I've held leadership positions in many council activities providing organization to the administration of the council; 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 and look forward to the opportunity to increase my knowledge and involvement with the Knights as part of the Membership team. More importantly though, I look forward to learning how to become a better Knight, man and person through meeting my brother Knights and the vast experiences enjoyed by them and other Catholics across the state of Nebraska

Council	City	Council	City	Council	City
833	Lincoln	1336	Falls City	1708	York
1723	Beatrice	1904	Hebron	1960	Lawrence
1966	Plattsmouth	3152	Nebraska City	4434	Fairbury
4923	Lincoln	6850	Tecumseh	7021	Auburn
7614	Syracuse	6784	Geneva/Grafton/Shickley	7704	Crete
7714	Superior	7966	Wilber/Tobias	8469	Seward
9563	Lincoln	9704	Lincoln	10111	Steinauer/Burchard
10510	Lincoln	10913	Lincoln	11001	Lincoln

11280	Lincoln	11312	Lincoln	11674	Dawson/Shubert
11737	Denton	11822	Exeter/Friend	12557	Ashland/Greenwood
13015	Lincoln	13576	Lincoln	14320	Cortland
14508	Beaver Crossing/Utica	15407	Lincoln	15869	Odell
16878	Lincoln				

MEET REGIONAL GROWTH DIRECTOR Ken Prokop

Region 3 - Northeast

Districts: 13, 14, 15, 16, 17, 18, 21, 25, 26

sprokop@live.com

402-369-0471



Ken is honored to have been asked by State Deputy Matt Richardson to serve as Regional Growth Director. He has served as Father McGivney Guild Director, Council Director, and Regional Growth Director at the State Level. During his time as Regional Growth Director he was instrumental in holding regional meetings annually. He was District Deputy of District 15. He is a member of Council 8579 Wayne.

Ken and his wife Shirley have two daughters: Teresa (Jason) and their two children, Emilee and Ethan who reside in Papillion. Jason and Ethan are members of Council 8579. Tanya (Ryan) and their son Archer reside in Ralston.

Council	City	Council	City	Council	City
701	O'Neill	1233	Hartington	1238	Creighton
1309	Emerson	1313	Greeley	1497	Fremont
1739	Albion	1793	Norfolk	1794	Humphrey
1981	St. Paul	2292	Ord/Burwell	2388	Broken Bow
2411	Elgin	3729	Spencer	3736	North Bend
3844	So. Sioux City	4797	Atkinson	5143	Randolph
5218	Verdigre	5439	Howells	5455	Loup City
5881	Stuart	7550	Neligh	7887	Clarkson
7889	Cedar Rapids	8579	Wayne	8986	Madison
9898	Leigh	9939	Ponca	10305	Fort Calhoun
10412	Blair	10592	Bloomfield	11054	Pierce
12132	Stanton	12517	Battle Creek	13584	Spalding
14685	Crofton				

MEET REGIONAL GROWTH DIRECTOR Mitch O'Neill

Region 4 - Central

Districts: 11, 19, 20, 22, 24, 36, 37, 39, 41

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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
938	Columbus	1123	Hastings	1159	Grand Island
1717	David City	1728	Kearney	1833	Wahoo
2024	Lexington	2272	West Point	2351	Wood River
2716	Schuyler	5383	Osceola	7699	Lindsay
7762	Platt Center	7779	Wisner	7825	St. Edward
7954	Fullerton	8010	Aurora/Giltner	8625	Valparaiso
8889	Brainard	9264	Columbus	9526	Grand Island
10607	Genoa	10923	Kearney	11363	Grand Island
11652	Abie/Bruno	11810	Pender	11823	Hastings
11824	Doniphan	12086	Columbus	12687	Elm Creek
13496	Lyons	14070	Sutton/Harvard	14423	Shelby
15068	Tekamah	15647	Davey	15944	Bellwood

MEET REGIONAL GROWTH DIRECTOR STEVE VIESSMAN

Region 5 - West

Districts: 27, 28, 29, 30, 31, 42

bluffs56er@yahoo.com

308-631-3615



I am Stephen Viessman, and it is a pleasure for me to be serving on your Membership Team!! I joined the Knights in 2007, shortly after my family and I joined the Catholic Church at St. Agnes parish in Scottsbluff, Nebraska where we make our home. Brother Bob Wolf led me to the Knights and has been a great mentor, as I have served as Deputy Grand Knight, Grand Knight, Membership Director, and Faith/Family Director for Council 2681 in Scottsbluff. Thanks to the mentoring of Sir Knight Mike Esselstein, I joined the Fourth Degree of our Order in 2011, where I am currently Faithful Navigator. During the past four years, I have had the pleasure of being District Deputy for District 31.

As I mentioned earlier, I live in Scottsbluff with my loving and supportive wife Tammy and my sister-in-law Grace Baird, along with dogs Sherlock, Charlie Belle, and Bella Tonks, along with cat Alice. I attend

church at St. Agnes Parish where I am on the Church Council, as well as serving as a Lector and an Extraordinary Minister. After teaching in the Scottsbluff schools, I worked as a Para educator in the Gering Public Schools system until my retirement in the spring of 2022

When looking for men to join our Order, remember “Be not afraid “!!!! God will guide you, just as he did many years ago when the Venerable Father Michael J. McGivney started our Order back in 1882! Your Membership Team stands ready to assist you in standing talk for Christ!! Vivat Jesus!!!!

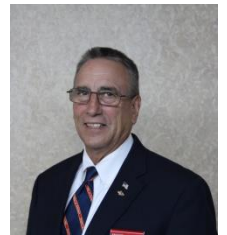
Council	City	Council	City	Council	City
975	Alliance	1126	McCook	1128	Chardon
1211	North Platte	1861	Sidney	2373	Orleans
2681	Scottsbluff	2693	Indianola	4633	Valentine
4979	Ogallala	5315	Cozad	6385	Bassett/Ainsworth
7081	Imperial	7734	Arapahoe/Cambridge	7778	Grant
8590	Holdrege	10163	Benkelman/Stratton	10285	Gering
10506	North Platte	12200	Scottsbluff	12530	North Platte

MEET STATE RETENTION CHAIRMAN JIM HAIAR, PSD

Retention

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402-203-6073



Jim joined the Knights of Columbus 36 years ago and became a member of the 4th degree on October 16, 1994. Jim served at the Council level as Trustee, Program Director, Financial Secretary, Deputy Grand Knight and was the Charter Grand Knight for Council 10909 in Omaha. At the 4th Degree Assembly Jim has been Purser, Faithful Navigator, Admiral and a Trustee.

On the state level Jim has served as Athletic Director, Family Director, Program Director, District Deputy, State Warden, State Treasurer, State Secretary and State Deputy. He also served as District Master for Nebraska until 2018 and is currently DD#5.

At St. Wenceslaus in Omaha Jim is currently a Sacristan & Eucharistic Minister. Previously he served as a Parish Council member, including President, RCIA sponsor, stewardship committee and Building and Grounds committee member.

Jim has been married for 45 years to Linda and they have two children – Kim and her husband JD live in Omaha and have 2 daughters. Nick (also a 4th Degree Knight) and his wife Jen are stationed at Offutt AFB where he is a pilot of the E-4. They have one daughter and one son.

Jim retired after 25 years as an Omaha Police Officer and then worked for 3 years at the Attorney General’s Office as a Medicaid Fraud Investigator. Currently he is a Saunders County Sheriff Deputy and owns a HOODZ franchise in Omaha/Lincoln area.

MEET STATE e-Membership CHAIRMAN Mark Borytsky, PSD

e-Membership

mborytsky@cox.net

402-212-9612



Sir Knight Mark Borytsky currently serves as the Immediate Past State Deputy, e-Membership Chairman, State Disaster Relief Chairman, and State Auditor.

Mark joined the Knights of Columbus in 1986 holding many council and state positions. He was elected by the state delegates in 2019 as the 56th State Deputy of Nebraska serving from 2019-2021. He joined the 4th Degree in 1987 and is a member of the Cardinal Francis Spellman Assembly #3486 in Bellevue currently serving as the Faithful Pilot. He is also a member of the Bellevue Police Department and Boy Scouts of America.

Mark has served the military for over 40 years and currently serves the Chief of 55th Wing Protocol to the installation commander at Offutt Air Force Base, Bellevue. Retiring from the Air Force in 2003 after 22 years he has many accolades including missions to 35 countries with the Secretary of State, Secretary of Defense, members of the Joint Chiefs of Staff, and USO. Recently he was honored with the National Quilt of Valor and was named Hometown Hero where he grew up in Fairchance, Pennsylvania.

Mark and his wife Audrey live in Bellevue and are blessed with three sons, three daughters in laws, four grandchildren and one angel+.

Nebraska Incentives for 2022 – 2023

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, put get more Catholic Men 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.

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** – \$500 split equally between all councils that bring in 50% of their quota in the 2nd Quarter (between Oct. 1st and Dec. 31st).

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. 14th, 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.
- **40 DAY UNDER 40** – Top 4 recruiters of new members under 40 and under during Lent will receive \$100

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 recruiters of new members under 40 and under during Lent 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.

DD INCENTIVES

- **COUNCILS ACTIVE** — Each DD whose councils are active during the year; at least two reported activities involving the Parish and/or local community and obtain at least one new member, will be entered into a drawing for cash prizes at year end. Councils must report activities to DD and Program Director for credit.
- **STAR DISTRICT** – Each DD who achieves Star District will receive a limited edition Pen and Pencil set

REGIONAL INCENTIVE

- Each Council that reports at least two activities involving Parish and/or local community and who recruits at least one new member 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

Supreme Rewards for Recruiting

Individual

Shining Armor Award

The concept of the “Shining Armor Award” program is to get members active in the many facets of the Knights of Columbus and assist in maintaining that activity, and also to honor them as a valued member of your council.

“V.I.P” (Very Important Proposers) Club

Membership is open to every Knight who recruits at least two new members and reports them to the Supreme Council office. Club members advance through the ranks as they recruit new Knights. For each member recruited, the recruiter will receive 500 VIP Points eligible to purchase merchandise at KnightsGear.com.

Top Recruiter

The Order’s top recruiter from insurance territories will be invited to attend the annual Supreme Convention. Furthermore, the Order’s overall top recruiter will receive a plaque indicating this achievement. State deputies, state membership directors and state program directors are not eligible for this award due to the fact that they already have assigned goals.

Council

Father McGivney Award

Father McGivney Award: Achieve the council's membership quota. The quota for councils is 5 percent net increase of the council's membership as of July 1. The minimum quota is 3 and the maximum is 20.

Founders' Award

Achieve insurance membership quota. The quota for councils has been removed. Instead, each council must host two Fraternal Benefit Seminars during the fraternal year. These seminars can be conducted in combination with other councils, but each council must promote the seminar within its parish(es) and council.

Columbian Award

Councils must conduct and report at least four activities in each of the Service Program categories of Family, Faith, Community and Life. There are no Required Programs in these categories. Conducting Featured Programs counts as credit for two of the four activities in any category. Completed application must reach the Supreme Council office by June 30.

Star Council Award

A council that attains the Father McGivney Award, Founders' Award, Columbian Award, submits the Annual Survey of Fraternal Activity Report Form #1728 which must be completed and returned to the Supreme Council Department of Fraternal Services by January 31st and is Safe Environment compliant through the submission of the Service Program Personnel Report Form #365 and subsequent safe environment training and background checks, will achieve Star Council status.

The Grand Knights who attained Star Council status during the fraternal year are entered into a drawing for one of two incentive trips to the Supreme Convention. The grand knight, membership director, program director, and the field agent will also receive the Star Council lapel pin. The pin will have a number which will indicate the level of Star. They will also receive the Star Council Plaque. (The plaque will indicate the percentage of membership achieved.)

Contest of Champions

Special awards will be presented to two councils in each jurisdiction every fraternal year on the following basis:

1. One award to the council in each jurisdiction that shows the highest percentage of membership quota attained based on additions over deductions processed and recorded at the Supreme Council office between July 1 and June 30. To be eligible for this award, a council must attain its assigned membership quota.
2. One award to the council in each jurisdiction that shows the highest number of membership additions over deductions processed and recorded at the Supreme Council office between July 1 and June 30. To be eligible, a council must attain its assigned Star Council membership quota.

District

Star District Awards

The Star District Award goes to District Deputies that achieve the following goals:

- Attain 100 percent or more of the district's membership quota (70% of their district's combined council quotas).
- All councils must comply with the promotion of two Fraternal Benefit Seminars during the Fraternal year.
- At least one of the councils in his district must qualify for one or more levels of the Star Council Award.
- Submit the District Deputy SemiAnnual Report on their council's statuses (Forms 944A and 944B). These forms need to be submitted by December 31st and June 30th, respectively.

The district deputies who attained Star District status during the fraternal year are entered into a drawing for one of two incentive trips to the Supreme Convention. District Deputies receive additional entries into this drawing for each council that attained Star Council within their district.

All-Star District Deputy

To achieve this designation, the district deputy must

- Have at least three active councils in his district.
- Achieve Star District status
- Each active council is a star council

Each district deputy who receives All-Star District Deputy status will be awarded a personalized Knights of Columbus jacket.

Seven Points to a Star Council



***Some requirements have changed and are outlined below**

ROLES	TRAINING	BACKGROUND CHECK	ARMATUS ADMINISTRATION
State Council			
State Deputy	X		X
State Advocate	X		X
State Program Director	X		X
State Youth Director	X	X	X
State Family Director	X	X	X
State Community Director	X	X	X
State Squire Chairman	X	X	X
Subordinate Council			
Grand Knight	X		X
Faithful Navigator	X		
Program Director	X		X
Family Director	X	X	
Community Director	X	X	
Chief Counselor	X	X	
Adult Counselor	X	X	

Checklist to Star Council

1. Father McGivney Award - Membership Quota Achieved.

- *6% or minimum of 5 and maximum of 15 new members.
- Keep in touch with your District Deputy to track your membership numbers.

2. Founders Award - Insurance Quota Achieved.

- Host and promote 2 Fraternal Benefit Seminars.
- *Minimum of seven member or member eligible attendees per event.
- Councils can combine seminars with other councils.

3. Report of Program Service Personnel.

- *Form #365, due June 30th.

4. Fraternal Survey.

- Form #1728, due January 31st.

5. Columbian Award.

- Form SP-7, due June 30th.
- Complete 4 programs in each of the **four** pillars

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: RSVP

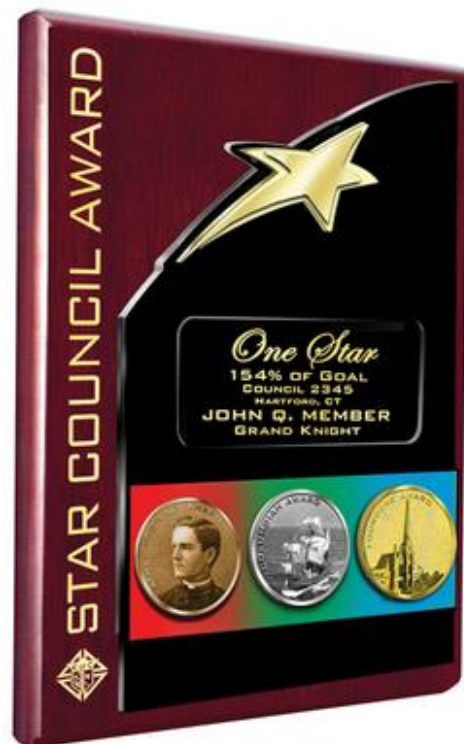
Family: Food for Families

Community: Coats for Kids, Global Wheelchair Mission, and Habitat for Humanity

Life: Marches for Life, Special Olympics, and Ultrasound Program.

6. 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.



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
- Recruit at least one new member

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.



“VIP” Club

The VIP (Very Important Proposers) Club recognizes successful recruiters, thereby strengthening their resolve and encouraging Knights to further persevere in their efforts to grow their council. Increasing Knights of Columbus membership is essential to building our future. The VIP Club offers councils a way to publicly honor recruiters and to inspire future recruiting. Further, the VIP Club helps keep everyone aware of the importance of recruitment as an ongoing activity. Here’s how it works:

- **VIP Club Eligibility:** Members are eligible for the VIP Club after successfully recruiting a minimum of two members. This includes all new applications, as well as recruitment of former members.
- **Recruiter Recognition:** Local councils should take every opportunity to acknowledge and honor VIP Club recruiters with public recognition at council meetings and with council newsletter announcements as they attain new levels of membership.
- **VIP Club Certificates:** Councils should award membership level certificates at council meetings or functions. These personalized certificates, which are signed by the Supreme Knight and denote the level of recruits the VIP Club member has proposed, are forwarded to councils automatically by the Department of Fraternal Services.
- **VIP Club Lapel Pins:** Councils may purchase VIP Club lapel pins for 5-member through 75-member levels from the Supreme council Supply Department for a nominal charge. The Supreme Knight’s office automatically distributes club member pins upon enrollment, and to those who reach 100-member through 500-member level status (*alerting Supreme to reaching these levels, is advisable – a request for the pin is sometimes necessary to bring it to Supreme’s attention*).
- **VIP Club Membership Levels:** Initial enrollment in the VIP Club is at the 2-member level. Knights can ascend to higher levels by recruiting 5, 10, 15, 25, 50, 75, 100, 200, 300, 400 or 500 members.

The VIP Club requires a participant to:

- Recruit two or more members.
- Provide the Supreme council with all the information necessary for properly recording VIP membership and recruiter status by completing Section 6 of the Membership Document (Form #100) to the council’s Financial Secretary.
- Record the name of new members into the Personal Recruitment Book (Form #1768)

Century Club

The Century Club award is an elite award achieved by councils that understand the importance of membership and strive for their recruitment numbers to be nothing short of excellent. Councils generating a net gain of 100 new or readmitted members will have the honor of joining the company of others who show their dedication, commitment, and abilities in recruiting. Those who do are a privileged council of the Century Club. With dedication and perseverance, attaining the required net gain is well within reach and worth your time and energy.

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 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 Degree 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.
- If your new member previously joined during a First Degree, accompany your new member to the new Exemplification of Charity, Unity and Fraternity and stay with him throughout the event.
- 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.

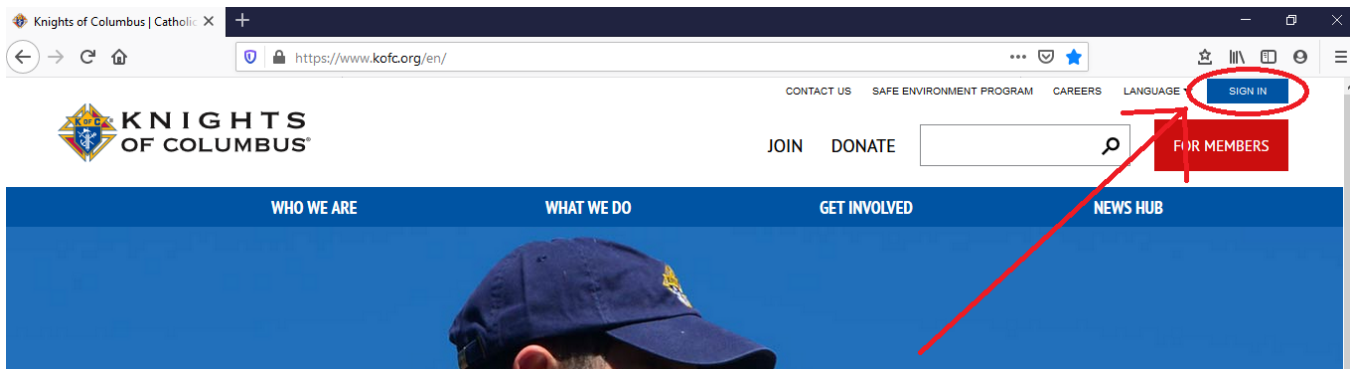
Using Officers Online

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:





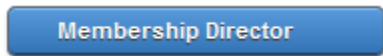
Clicking on the "Sign In" button will take you to the login screen for Officers Online. From this screen, enter your login credentials and click "Sign In" at the bottom.

A screenshot of the Knights of Columbus 'SIGN IN' login screen. The page features the Knights of Columbus logo and a 'SIGN IN' button in the top left. Below the logo is a blue bar with 'KOFCHOME'. The main content area contains a login form with the following elements: a message 'Please enter your username and password and click on the "Sign In" button to sign in. Fields marked with an asterisk (*) are required. You must be a registered user to access this portal.', a red error message 'Username Is Required.' above the Username field, a Password field marked with an asterisk, a 'Remember Me' checkbox, a large blue 'SIGN IN' button, and links for 'PASSWORD RESET' and 'ACCOUNT ASSISTANT' 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*):

The screenshot shows the top navigation bar of the Knights of Columbus Officers Online website. On the left is the Knights of Columbus logo. In the center, the text "KNIGHTS OF COLUMBUS" and "OFFICERS ONLINE" is displayed. On the right, there are buttons for "CHANGE PASSWORD", "LOGOUT", "LANGUAGE: ENGLISH" (with a dropdown arrow), and "FAQ". Below the navigation bar is a brown ribbon with a home icon and the text "UPDATE YOUR PROFILE". The main content area has a header "Officers Online" and a greeting "Hi Kevin Ostdiek | Last Login: 6/20/2020 at 10:33 am". A blue button labeled "Membership Director" is on the right. Below this is a blue bar with a dropdown arrow and the text "Urgent Messages". The main content area contains an "EMAIL UPDATE" section with a red header and text about a resolved email issue. Below that is a "MAY 2020 ANNOUNCEMENT – REVISED STAR COUNCIL REQUIREMENTS" section with text about COVID-19 adjustments and a list of supporting documents. At the bottom is an "Exemplification of Charity, Unity and Fraternity" section with text about supporting documents and a list of resources.

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 a link to the recorded version of the Exemplification of Charity, Unity and Fraternity, as well as other timely and urgent messages for your council. You should check this section for new messages and information every time that you login:

Urgent Messages

EMAIL UPDATE
Email issue with Member Management & Member Billing has been resolved. We are still experiencing issues with Comcast email accounts.

MAY 2020 ANNOUNCEMENT – REVISED STAR COUNCIL REQUIREMENTS

Due to the unprecedented impact the COVID-19 pandemic has had on social interactions, the Supreme Council has adjusted the Star Council requirements for the 2019-2020 fraternal year. The revised criteria are explained in the supporting documents below.

This is a one-time change for the current year only.


Supporting documents: Utilize the following resources to familiarize yourself with the new Star Council Award criteria. Additional questions should be directed to fraternalmission@kofc.org.

- [2019-2020 Revised Star Council Requirements](#)
- [New Quota Schedule](#)
- [Frequently Asked Questions](#)


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								
		Month to Date			Year to Date			
	Quota	Gain	Loss	Net	Gain	Loss	Net	%
MBR	13	0	0	0	0	0	0	
INS	5	1	0	1	3	1	2	40


Council Membership	
Total Membership 6/19/2020	YTD Change in Membership
196	-6

- 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	6/16/2020		
Membership Roster - January	1/1/2020		
Membership Roster - July	7/1/2019		
Financial Statement	6/1/2020		
Safe Environment Member Status	6/16/2020		




- 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 Report KofC Round Table	2630	6/30		
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		
Catholic Citizenship Essay Contest - Participation Form	4216	12/31		
Coats for Kids Ordering	Coats	As Needed		
Columbian Award Application	SP-7	6/30		
Columbian Squires Officers & Chairmen	468	8/1		
Corps d'Elite Award	278	6/30		
Essay Kit	EA-KIT	9/1		
Evaluation of Financial Secretary	1938	As Needed		
Family of the Month	10668	As Needed		
Family of the Year	10680	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 either be accessed as a .pdf file or through a browser.
 - Documents with a  button next to it are available in the .pdf format, which should open in most browsers (or which can be opened using the Adobe Acrobat application).

- 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		
Communication to Knights of Columbus Leaders	2/12/2020			
District Deputy Reminder				
Frequently Asked Questions	2/12/2020			
Knightline				
Leadership Handbooks				
Script for the Exemplification of Charity, Unity and Fraternity	2/12/2020			
Working With Your Pastor				

- 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

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"/>

covered in the “Knights of Columbus e-Membership” section of this book.

Knights of Columbus e-Membership



[JOIN](#) [SIGN IN](#)

[DISCOVER](#)

[MEMBERSHIP](#)

[BENEFITS & PRICING](#)

[FAQ](#)

JOIN US TODAY

[CONTACT US](#)

If you do not live in the United States or Canada, please [click here](#).

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. Since that time, the Knights of Columbus has understood "practical catholic" to mean a Catholic 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**, ^① and is in good standing in the Catholic Church.

Fields indicated with * are required.

State/Province *

Name * *

Email

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**



2

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 new “Prospect” tab in Officers Online (*as seen on the next page*).

The screenshot displays the K of C Officers Online interface. At the top, there is a blue header with a dropdown arrow and the text "Urgent Messages". Below this, a white box contains text about the Fraternal Training Portal and a link to the First Degree Ceremonial Production. A navigation bar below the white box shows "Connecticut" selected, with "District" and "Council" as options. Another blue header with a dropdown arrow and "Supporting Applications" is visible. Below this, there are two icons: "Officers Desk Reference" and "Knights Gear". At the bottom, a tabbed interface shows "Membership", "Reports", "Forms", "Publications", and "Prospect" (which is selected). Under the "Prospect" tab, there are two sections: "Unassigned" and "Assigned".

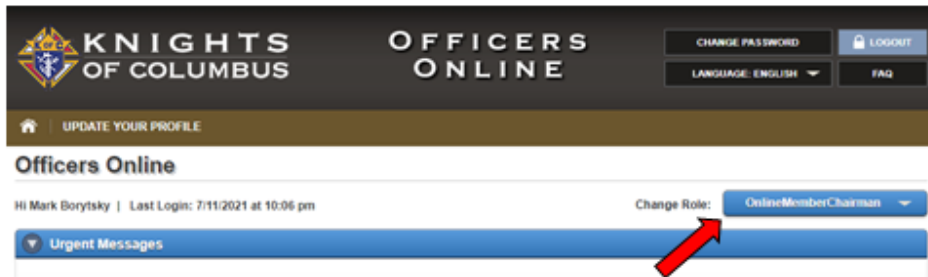
NEBRASKA ONLINE MEMBERSHIP GROWTH

- 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



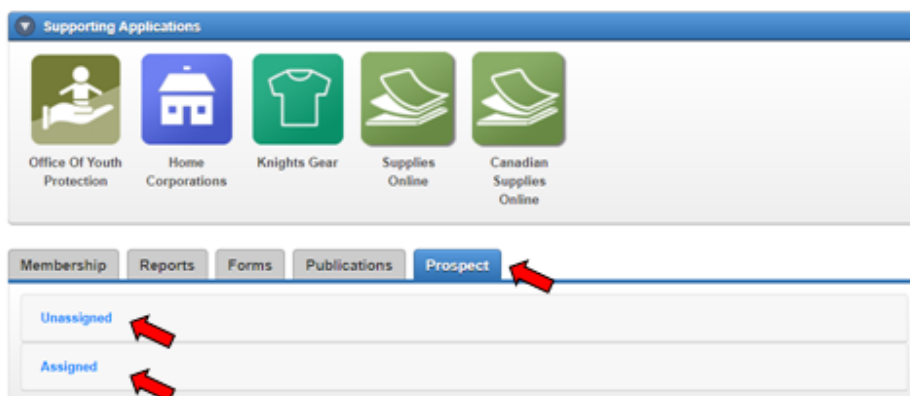
NEBRASKA ONLINE MEMBERSHIP GROWTH

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.” 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



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

Membership
Reports
Forms
Publications
Prospect

[Assigned](#)

Name	Member #	City	Date Assigned	Grand Knight Approval (Date Read)	Assigned Council #	Re-Assigned	Action
Andrew Karstrom	5199924	Omaha	02/19/2021		10795	<input type="text"/>	Update Reject
Barley James Brogan	4211627	Callaway	03/24/2021		2388	<input type="text"/>	Update Reject

9

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

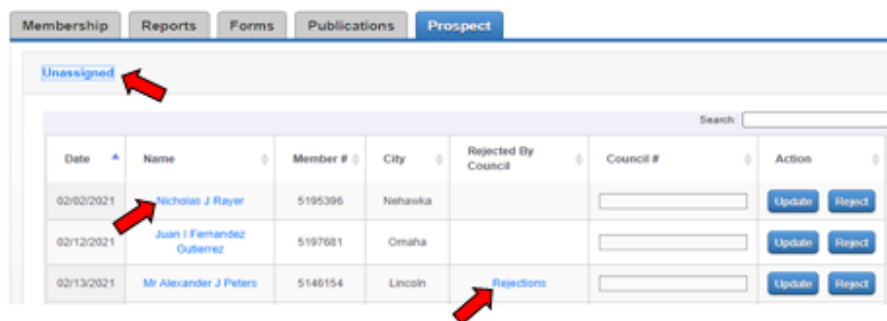
Current Council	98026	Age	27
Parish	Saint Vincent de Paul	Years of Service	0

8

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?

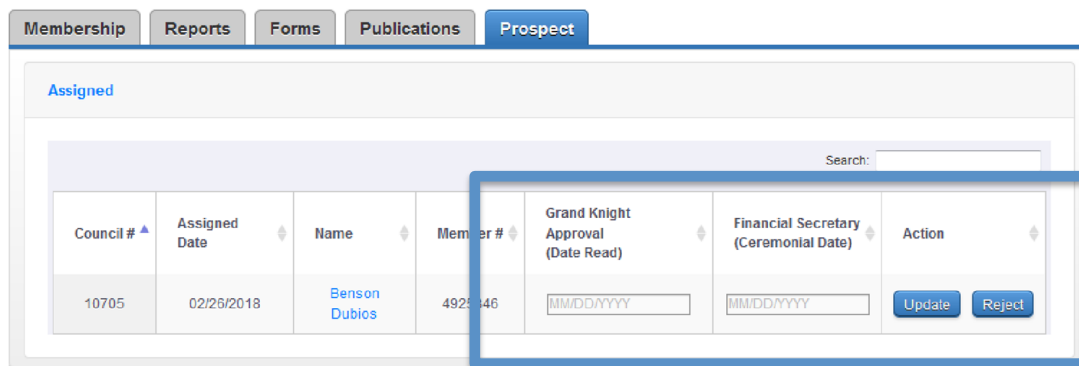


Date	Name	Member #	City	Rejected By Council	Council #	Action
02/02/2021	Nicholas J Rayer	5195396	Nehawka			Update Reject
02/12/2021	Juan I Fernandez Gutierrez	5197681	Omaha			Update Reject
02/13/2021	Mr Alexander J Peters	5146154	Lincoln	Rejections		Update Reject



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.



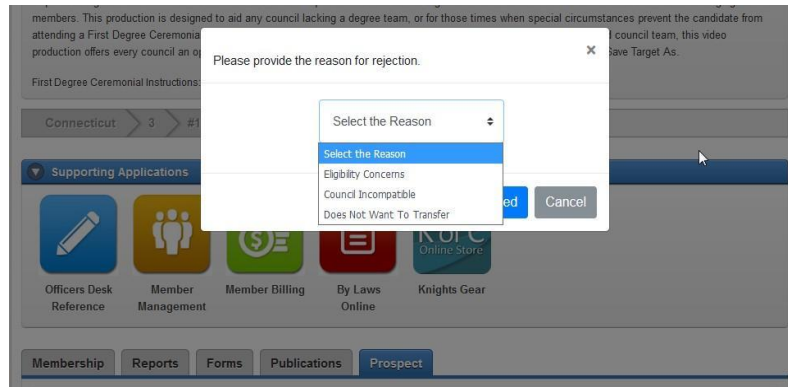
Council #	Assigned Date	Name	Member #	Grand Knight Approval (Date Read)	Financial Secretary (Ceremonial Date)	Action
10705	02/26/2018	Benson Dubios	4925446	<input type="text"/>	<input type="text"/>	Update Reject

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.



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!

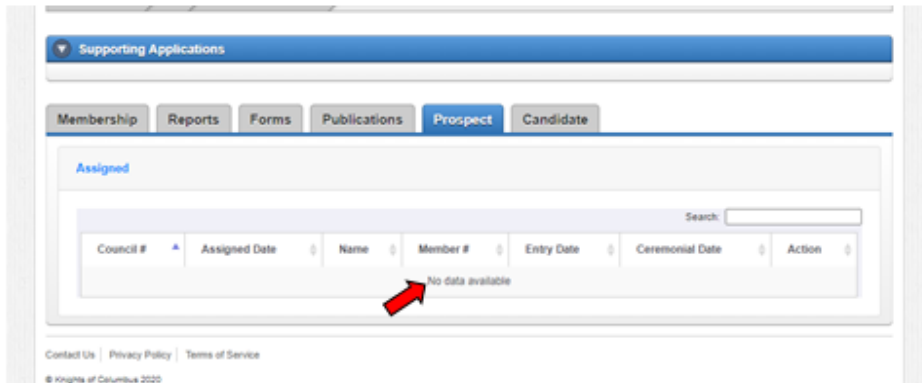
Sincerely,
Knights of Columbus
Website: <http://www.knights.net>



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.



The screenshot shows a web application interface for "Supporting Applications". It has tabs for "Membership", "Reports", "Forms", "Publications", "Prospect", and "Candidate". The "Assigned" tab is active, displaying a table with columns: Council #, Assigned Date, Name, Member #, Entry Date, Ceremonial Date, and Action. The table is empty, and a red arrow points to the text "No data available" below the table. At the bottom, 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

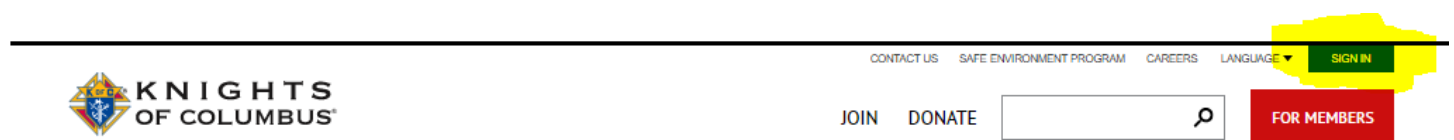
Supreme has created a new online Form 100 that can be submitted through the Member Management portion of Officers Online. Councils can still send paper Form 100s to Supreme for all membership changes through the traditional methods:

- 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.

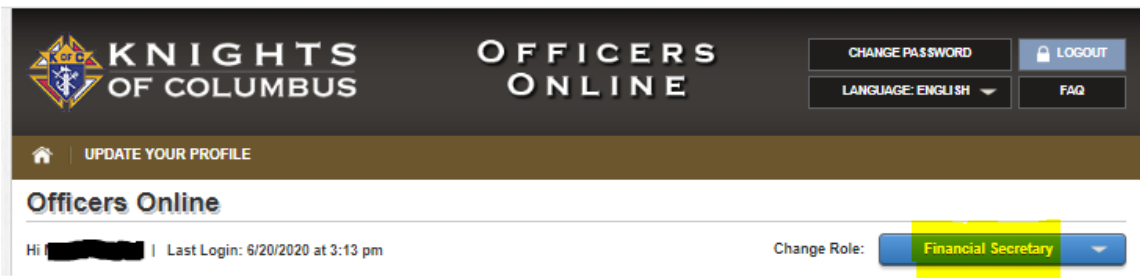
Go to www.kofc.org in your internet browser. From the home page, click the "Sign In" button in the upper right corner of the screen.



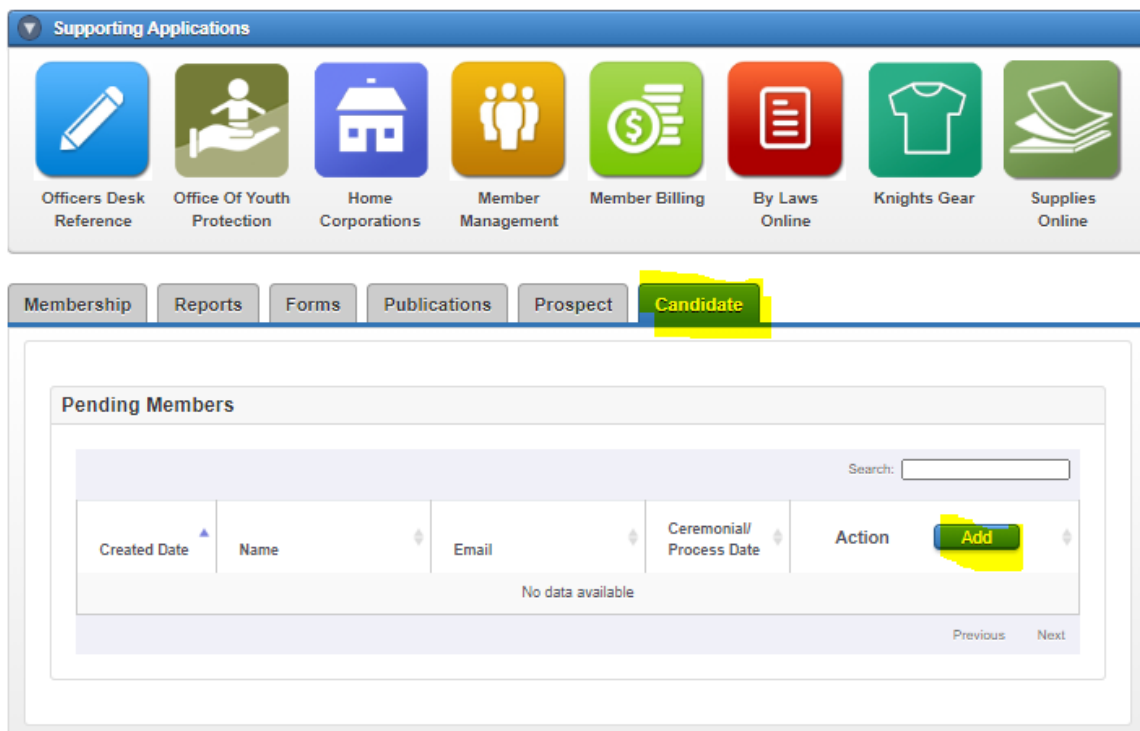
From the next screen, enter your Financial Secretary credentials and click the "Sign In" button to log into Officers Online.

The image shows the login page of the Knights of Columbus Officers Online system. At the top is a blue banner with the text "KOFC HOME". Below this is a white box containing the following text: "Please enter your username and password and click on the 'Sign In' button to sign in. Fields marked with an asterisk (*) are required." and "You must be a registered user to access this portal." There are two input fields: "Username" (with a red border and a red error message "Username is Required.") and "Password*" (with a red border). Below the password field is a "Remember Me" checkbox. At the bottom of the white box is a blue button labeled "SIGN IN".

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:



**KNIGHTS
OF COLUMBUS®**

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

Select Title ▼

First Name

_____ *

Middle Initial

Last Name

_____ *

Suffix

Select Suffix ▼

Email

_____ *

Mobile Phone

_____ *

Date of Birth

Month ▼

Day ▼

Year ▼

Preferred Language

English ▼

Mailing Address:

Address 1

_____ *

Address 2

Zip/Postal Code

_____ *

City

_____ *

State

_____ *

Country

_____ *

Proposer Member #

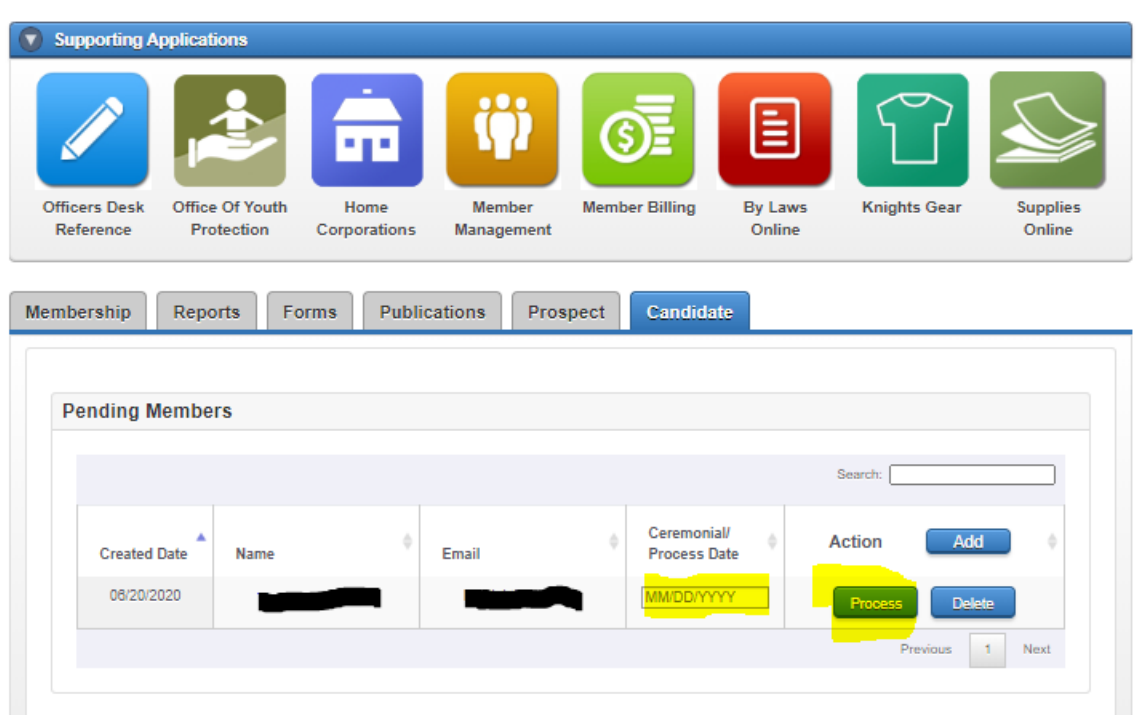
Save

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 Recruit

- 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



Former Supreme Knight Carl Anderson:

“We must become again a Church that evangelizes — a Church that evangelizes its children and families and at the same time reaches out to those who do not yet know Christ.”

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 Recruiting

- 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 VIP's

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	16	17 3RD SUNDAY OF ADVENT
Sovereign Challenge Report Form CDE				Christmas Party Report Form CDE		
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 MARY MOTHER OF GOD New Year's Day	2	JANUARY 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 29 30 31		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		
Forms 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 recruitment drive will be essential to your success. A Delta Church Drive is a modern way to conduct church recruitment utilizing all of the tools available to your councils to maximize 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.

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.

Building your Prospect Landing Page

If your council doesn't already have a prospect landing page, request one by filling out the form on Supreme: info.kofc.org/pagerequest (*pictured to the right*). A prospect landing page 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.



As part of the process for creating a landing page, you will identify an officer in your council who will be responsible for tracking these prospects. You can setup this officer on the site so that council emails, welcoming your prospect into the order will appear to come from this Knight. An example of the first email that a prospect will receive after being entered on your council's landing page is below. As you can see, this is not designed to be intrusive, but rather welcome the prospect and encourage him to learn more about the Knights of Columbus. Further emails from Supreme will follow on a periodic basis until the prospect either opts out of them or becomes a Knight.



Dear Sir,

Thank you for your interest in the Knights of Columbus! We're glad to have met you today, and hope that you'll join us in Council ## in YOUR TOWN.

You can take your first step to becoming part of the world's largest Catholic brotherhood by [joining the Knights online](#).

When you join online, please be sure to enter our council number, ##, so that we can reach you with information about your local brotherhood of Knights.

If you have any questions about Council ## and what we do, feel free to contact us/PERSON at [email or phone number](#).

JOIN THE KNIGHTS TODAY

Yours truly,

Council Officer
Council ##

Use the form below to request a customized landing page for your council.

Please note that turnaround may take a few days — and due to the holidays, requests submitted after December 20th will be fulfilled as soon as possible in the new year. Merry Christmas!

First Name: *

Last Name: *

Email Address: *

Council Number: *

State: *

Please provide the date the page is needed, how you would like us to refer to your council, and the name and email address of the contact person (if it's not you).

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 collects all prospect information and ensures that their information has been entered on the prospect landing page immediately following the drives completion. 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, either on a prospect card, or by entering it into the council’s prospect landing page. 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 is entered into your council prospect landing page. This can be done immediately following the drive by the coordinator, or during the drive if the ambassadors all have smart phones or tablets with access to the landing page.
- 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.

The Nebraska Plan for Conducting Church Drives

The following steps lay out the process for conducting a church drive within a parish. These steps can be modified to meet the requirements of your parish and council, but the basics of the plan should be followed as closely as possible. The goal of a church drive is to make quick contact with every male parishioner attending Mass on one weekend, to use that contact to develop prospects, which will then be followed up with for recruitment purposes.

It is encouraged that a council repeat the church drive within their parish(es) every year at about the same time. After you conduct one successful drive, it may not seem like it will bear fruit again, but experience has proven that repeating the church drive in good-sized parishes provides better results year after year.

- 1. Properly prepare to conduct a successful church drive** – Successful church drives can't be thrown together at the last minute. They need planning and preparation to ensure that everything will go well:
 - a. Get permission from the Pastor of the parish and schedule the weekend of the drive with him.
 - i. The help and support of the Parish Pastor is critical to make sure that your drive does not interfere with other events at the parish or cause undue problems.
 - ii. If your Pastor will not allow a church drive, do not force it on him. Rather, work with him to find another method of recruitment that is acceptable to him.
 - b. As soon as you have set the date of the church drive with the Pastor, schedule your Admissions Degree.
 - i. You must have a date set for the Admissions Degree before conducting the drive, and all of your workers and recruiters need to know this date when they are promoting the order.
 - ii. The date of the Admissions Degree should not be more than about two weeks from the date of the church drive, so that you can capitalize on the interest of the prospects that are developed during the church drive.
 - c. Contact your Field Agent and District Deputy once the date of the drive and admissions degree are set.
 - i. Field Agents and District Deputies are good resources as workers during church drives, as they may be unknown or less well known in the parish, so they may be able to talk with parishioners who have been “turned off” by past recruitment efforts.
 - ii. Also consider contacting the State Membership Team for help with your church drive, especially if you have not conducted one in several years.
 - d. Order or print all of the necessary materials needed during the church drive, recruitment meetings and Admission Degree:
 - i. Create a council brochure that highlights the events and charitable activities of your council.
 - ii. Consider creating a post card sized hand-out for use before Mass that quickly explains that the Knights of Columbus are in 3 or 4 bullet points.
 - iii. Identify and order brochures from Supreme that help explain what our order is and what benefits our members enjoy.
 1. These can be ordered separately, or as part of the Church Recruitment Drive Kit using the **Church Recruitment Drive Materials Order Form**.
 2. When ordering materials, be sure to order enough to meet the needs of the size of your parish, roughly 5-10% of the registered families in your parish.

3. Check with your Field Agent or General Agent to see if they have any of these materials on hand, or if they can get them at a cheaper price than your council can.
- iv. Suggested individual materials that your council may order for the church drive and follow up recruitment meetings are:
 1. Membership Document – Form 100
 2. Prospect Card – #921-A
 3. “Why You Should Become a Knight” flyer – #10100
 4. “24 Hours Can Change Your Life” flyer – #10099
 5. “Shining Armor Award” flyer – #4297
 6. “Member/Spouse” Fraternal Benefits” flyer – #2773
 7. Candidate’s Kit (Rosary, Pin, “These Men They Call Knights”) – #531
 8. Fraternal pocket folder – #4494
 9. Suggested Pulpit Announcement – #10067
- e. Determine who is going to be the organizer of your church drive, and help him identify the “Workers,” the “Recruiters” and the “Speakers” in your council, then create a schedule for the weekend.
 - i. The organizer of your church drive may be your Grand Knight or your Membership Director or another member that is active in your council’s recruitment activities.
 1. The organizer needs to be available all weekend to answer questions during the event, make certain that all jobs are filled and guide workers in what they are expected to do.
 - ii. Workers will be those members that make contact with men as they enter and leave from Mass.
 1. Enough workers should be scheduled to cover every entrance / exit of church at every Mass.
 2. Workers should be able to quickly move from one person to the next as parishioners approach or exit from church; they do not need to make a long presentation about the Knights.
 - iii. Recruiters will be those members who follow up on the prospects generated at the church drive.
 1. Councils in small parishes may only need one or two Recruiters, but large parishes will require the use of more recruiters.
 2. Recruiters are the “salesmen” for the council.
 - a. They should be able to discuss the order and your council, what it means to be a Knight of Columbus.
 - b. They may work singly or in pairs to contact all prospects.
 - iv. Speakers will be the member, or members, who give the pulpit talk during Mass.
 1. There should be one speaker at every Mass. This may be the same person at every Mass, or a different person for each Mass.
 2. Make sure that the Pastor knows who the speaker(s) will be at every Mass.
 3. Always ask the Pastor to promote the Knights of Columbus, too.
 - a. The Pastor may be the only speaker if he is willing to do so, giving his own “pulpit talk” on why he wants Knights in his parish.
 - b. If the Pastor approves other speakers, ask him to add his own thoughts about the Knights to the speaker’s.
 4. Speakers can use the “Suggested Pulpit Announcement - #10067” as a guide for their talk, or can create their own individual talk, depending on their comfort level and abilities.

- 2. Conduct the church drive with professionalism and enthusiasm** – Successful church drives don't depend on the time of year or the weather on the day of the drive; they depend on how well organized and how eager your members are to partake in the evangelization efforts of your council:
- a. The organizer of the church drive should arrive at all Masses at least 30 – 45 minutes before each Mass to handle last minute preparations and organizations.
 - b. Speakers should co-ordinate with the Pastor so that they know when they will make their pulpit talk.
 - i. Talks should be kept to 3 – 4 minutes in length, be interesting and informative.
 - c. Materials should be distributed to all workers and they should be in position at every entrance / exit 30 minutes before the start of Mass.
 - i. Before Mass, every worker should have the following materials:
 1. Council brochures or informational post cards
 2. Prospect cards - #921-A
 3. 2 – 3 ink pens
 - ii. After Mass, every worker should have the following materials:
 1. Prospect cards - #921-A
 2. 2 – 3 ink pens
 - iii. The organizer should have Form 100s available during the church drive, but these do not need to be distributed to workers (unless the worker is manning an isolated or remote entrance).
 - d. Before Mass, workers should greet every male parishioner that appears to be 18 years or older entering church, asking the question, "Sir, are you a member of the Knights of Columbus?" or something similar.
 - i. If the man responds that he is a member of the council, thank him for his service.
 - ii. If the man responds that he is a member of a different council, the worker may want to find out what brings him to that parish. If the man has recently moved to the area, a Form 100 can be obtained from the organizer to transfer him into the council.
 - iii. If the man responds that he is not a member of the Knights of Columbus, he should be offered a council brochure or information post card and asked if he would be interested in meeting with someone to learn more about the Knights.
 1. When offering the brochure or post card, ask him to read it before Mass, and remind him that council members will be available after Mass if he has any questions.
 2. If the man expresses an interest in the Knights, the worker should have him fill out the name, phone number and address fields on the prospect card.
 3. If the man responds that he doesn't need more information, but is ready to join the Knights, a Form 100 should be obtained from the organizer, and the date and time of the Admissions degree should be given to the candidate.
 - e. After Mass, workers should again greet every male parishioner as they leave Mass, and ask a question like, "Sir, would you be interested in joining the Knights of Columbus?" or "Sir, would you like to get more information about the Knights of Columbus?"
 - i. Workers should do their best to remember which men were already Knights, or who filled out a prospect card before Mass and not waste time talking to them again.
 - ii. Workers should concentrate their efforts on talking with men who took the brochure or post cards before Mass, or who expressed some interest without filling out a prospect card before Mass.
 - f. All interactions with parishioners should be friendly, courteous, and respectful
 - i. Workers should not try to "corner" any one and talk them into joining the Knights during the church drive.

- ii. If a parishioner says that he is not interested in joining the Knights, that should be accepted and the worker should move on to the next parishioner.
 - iii. When a man fills out a prospect card, the worker should thank him and let him know that someone will be in contact soon to set up a short meeting to deliver more information about the Knights of Columbus.
- g. After all Masses are completed, the organizer should divide up all of the prospect cards between the recruiters.
 - i. Each recruiter should have a set of pamphlets and brochures, along with a Form 100, for each prospect card that they are given. (These can be organized in the pocket folder for each prospect.)
 - ii. Any Form 100s for transfers into the council should be given to the Financial Secretary.
 - iii. Any Form 100s for new members should be given to the council's Membership Team for review and to follow up with, regarding the Admissions Degree.

3. Follow up with all prospects in a timely manner - The follow-up with all prospects is the most critical part of the church drive. Prospects will not become new members of your council if they are not contacted by the recruiters:

- a. Each recruiter should begin calling his prospects Sunday afternoon or evening to set up meetings with him and his wife (if possible).
 - i. Delaying your calling risks that a prospect will forget that he gave you his name, or that he has changed his mind.
 - ii. The recruiter should attempt to set up the meeting within a week of making contact with the prospect but should respect the prospect's schedule.
- b. The meeting between the recruiter and prospect should be planned to take between 10 – 15 minutes.
 - i. The recruiter should thank the prospect (and his wife, if present) for meeting with him.
 - ii. After the opening greeting, the prospect should briefly discuss the Knights of Columbus and the order's mission
 - 1. Briefly discuss what the Knights do worldwide, and around the state.
 - 2. Spend more time discussing what the council does within the parish and community.
 - 3. The recruiter should feel free to personalize the conversation by discussing why he joined the Knights and what he enjoys about the council's activities.
 - 4. The recruiter should introduce the materials that he has brought with him, but not try to cover everything. Rather, he should explain what each piece covers and ask the prospect to read through the brochures.
 - 5. Ask if the prospect has any questions and answer them to the best of the recruiter's abilities.
 - 6. Make sure the prospect is informed about the date of the Admissions Degree.
 - iii. At the end of the meeting, the recruiter should ask the prospect if he is interested in joining the Knights of Columbus at that time, or if he needs some time to consider it further.
 - 1. If the prospect is ready to join, the recruiter should have him fill out the Form 100 at that time.
 - 2. If the prospect is not yet ready to join, the recruiter should leave the Form 100 with him to fill out when he is ready.
 - iv. The organizer should follow up with the recruiters to keep track of what progress has been made with every prospect.
 - 1. Signed Form 100s should be given to the Membership Team.

2. Any questions regarding a candidate's eligibility should be investigated with the Pastor.
3. All prospects should be called and reminded about the Admissions Degree a day or two prior to it, whether they have a signed Form 100 in or not. (The prospect can bring the Form 100 to the degree if necessary).
- v. The Admissions Degree is held for all prospects that want to join the council.
 1. Candidates should be reminded of the next Formation and Knighthood degrees to be offered in the area.



Knights of Columbus

THE MAN WHO STANDS WITH US NEVER STANDS ALONE.

- ☐ I wish to become a member of the Knights of Columbus.
- ☐ I desire some information regarding membership in the Knights of Columbus.
- ☐ I am a former member interested in rejoining the Knights of Columbus.

Name: _____

Street Address: _____

City: _____ State or Province: _____ Zip: _____

Phone: _____ Parish: _____

E-Mail: _____

Best time to contact: _____

921A 11-15

Did You Know?

- Councils have distributed more than \$1.5 billion and over 691 million volunteer hours to various charitable causes over the past decade.
- Provided more than 230,000 children with warm winter coats through our Coats for Kids program.
- Through our Ultrasound Initiative, helped place more than 600 ultrasound machines in pregnancy care centers which assist expectant mothers choose life for their babies.
- Distributed over \$3.3 billion in dividends over the past decade to insurance members.
- Since 1981, councils have provided over \$63 million in support to over 104,000 seminarians, postulants and novices through RSVP (Refund Support Vocations Program).
- Over the past six years, through the partnership with the Global Wheelchair Mission, have given the gift of mobility to nearly 50,000 people.
- Established the \$1 million Knights of Columbus Heroes Fund to provide financial support to the families of emergency personnel killed or disabled during the 9/11 attacks.
- Our insurance company is one of the most highly rated in North America and has been recognized as one of the world's most ethical companies by the Ethisphere® Institute.

For more information contact:



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

CHURCH RECRUITMENT DRIVE MATERIALS ORDER FORM

**From : Knights of Columbus
Supply Department
78 Meadow Street
New Haven, CT 06519**

Date needed by:

*Please allow 4 - 6 weeks for shipping, prior to the date
of your council's Recruitment Drive to avoid any
additional shipping charges.
Councils will be charged shipping on rush orders.*

**The following items will be in your
council's kit.**

Description	Item #
Membership Recruitment and Retention Manual	#10237
Member Benefit Flyer	#2773
Prospect Card	#921-A
Membership Document	#100
Suggested Pulpit Announcement	#10067
24 Hours Can Change Your Life	#10099
Why You Should Become a Knight	#10100
10 Keys to Membership Recruiting Success	#10233

*Please note that items may change
due to stock availability.*

Please Ship Order To: (NO P.O. BOXES PLEASE)
(PLEASE TYPE OR PRINT CLEARLY)

Name: _____

Address: _____

City: _____

State: _____ Postal Code: _____

Phone: _____

COUNCIL #: _____

SIGNATURE: _____

*For authorization of charges to the council's account.
(PLEASE TYPE OR PRINT CLEARLY)*

Shipping is free for one (1) kit.

*Councils will be charged shipping costs when
ordering more than one kit. Kit orders on a
Requisition Form #1 will also be charged for
shipping.*

**Please mail or fax orders to the
Department of Fraternal Services**

Knights of Columbus
1 Columbus Plaza
New Haven, CT 06510

Or fax to:

(203) 752-4108

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 ceremonies
 - a. Not impressed with the first degree
 - b. Did not take the second, third or fourth degrees
 - c. Was never contacted about higher 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 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 questionnaire. This questionnaire 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.



Knights of Columbus

ADMISSION COMMITTEE QUESTIONNAIRE
PLEASE PRINT LEGIBLY

Date _____ Parish _____ Council Number _____

Name _____ Nickname _____ Date of Birth _____

Address _____ City _____ Zip Code _____

Home Phone _____ Cell Phone _____ Employer _____

Your Occupation _____ Work Phone _____

Wife's Name (& Initial) _____ Wife's Date of Birth _____ Date of Marriage _____

CHILDREN

Name, MI and Last Name (if not same)	Gender	Date of Birth	Squire Yes or No
_____	[] Male [] Female	____-____-____	[]
_____	[] Male [] Female	____-____-____	[]
_____	[] Male [] Female	____-____-____	[]
_____	[] Male [] Female	____-____-____	[]
_____	[] Male [] Female	____-____-____	[]
_____	[] Male [] Female	____-____-____	[]
_____	[] Male [] Female	____-____-____	[]

Do you wish to have the council newsletter sent by e-mail? (Circle your choice) Yes No

May the council notify you of events such as council meetings by e-mail? Yes No

Please print your E-mail Address _____

Personal Contacts

Name: _____

City _____

State and Postal code _____

Phone # _____

Relationship to you: _____

Name _____

City _____

State and Postal code _____

Phone # _____

Relationship to you: _____

Please complete both sides: One copy to council and a copy to Field Agent

Msg/Admissions Questionnaire

KNIGHTS OF COLUMBUS PROGRAMS

Indicate activities in which you are interested:

Religious	Community	Council/ Media	Family	Youth	Pro-Life	Vocations	Persons with Spec Needs	Athletics/ Sports	Revenue Generation
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]

Are there any specific programs or activities of interest? _____

In your opinion, how do you feel you can personally contribute to the council? Time Talent Experience

Would you be interested in a leadership role in the council? YES _____ NO _____

Your employment is best categorized as: Sales _____ Trades _____ Training _____ Supervision _____
Retired _____ Student _____ Other _____

Which general category of involvement would you be most interested? Leadership _____
Giving back to the community _____ Developing new friendships _____ Spirituality _____
Recruiting new members _____ Representing insurance program _____ Other _____

How much time can you commit to the Knights of Columbus?

Weekly _____ hrs Monthly _____ hrs Annually _____ hrs

In what other organizations are you currently a member? List in order of involvement: Most involved first:

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____

What do you hope to gain from your membership in the Knights of Columbus?

Are there any additional items you wish to share such as medical conditions, criminal record, etc?

If so, please list: (Optional)

Proposer/Mentor: _____ Committee assigned: _____

Signature of Candidate: _____ Committee Chairman: _____

Signature of Admissions Committee Interviewer: _____

Revised 12/18/09 RJH

Msg/Admissions Questionnaire

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.twitter.com
- 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 Notice

TO:	
GRAND KNIGHT/FINANCIAL SECRETARY	
COUNCIL #	
CITY	
STATE	ZIP
FROM:	
NAME	
TITLE	COUNCIL #
ADDRESS	
CITY, STATE, ZIP	

DATE



THE FOLLOWING BROTHER KNIGHT HAS MOVED INTO YOUR COUNCIL AREA.
PLEASE CONTACT HIM TO WELCOME HIM AND INITIATE HIS TRANSFER.

NAME	MEMBERSHIP #
ADDRESS	DEGREE
CITY, STATE, ZIP	DUES OWED

[illegible]



Knights of Columbus Acknowledgement of Accidental Death Benefit



Date: _____

Member's Name _____ Member # _____

Signing this form acknowledges your recognition of an accidental death benefit provided to you as a member of the Knights of Columbus and the subsequent loss of such benefit should you decide to drop your membership in the organization. This fraternal insurance benefit is currently being provided to you and your spouse as a current dues paying member of the Order.

The amount of your current benefit is \$ _____

The amount of your spouse's benefit is \$ _____

(You may refer to brochure #2773 "Knights of Columbus Member Benefits" for additional information and a list of other fraternal benefits.)

If you decide to drop your membership, we request your written acknowledgement that the insurance benefit shown above shall become null and void after such date that this transaction is recorded at the Supreme Council Office in New Haven, CT.

Acknowledgement of Loss of Benefit:

Member signature: _____ Date _____

Spouse signature: _____ Date _____

Witnessed by: _____ Date _____

Note: Financial Secretary shall determine the fraternal benefit based on years of service and age. Refer to KofC brochure #2773 dated 9/03

Round Table Program

A Knights of Columbus Round Table is a group of Knights, regardless of council affiliation that belong to a parish. Councils that serve more than one parish should utilize this program as it is an effective way to have an active presence in each of the parishes served. Members of a round table work with the parish priest on projects that he would like to have conducted within that parish. They are encouraged to bring council programs, such as One Rose – One Life, spiritual programs and programs that benefit the community.

The time commitment is based on the parish's need. The amount of time spent can be arranged between the coordinator and the pastor. No meetings are required for a round table, it exists to serve the needs of the parish, so is based on the activity of the Knights in that parish. There are no additional dues to be a member of a round table. Members continue to pay dues to their local council.

There is one leader, the Round Table Coordinator, who is appointed by the Grand Knight. This should be a member of the parish that has a good working relationship with the Pastor. The Grand Knight may choose to appoint the Knight who coordinates the Intellectual Disabilities (Tootsie Roll) Drive or One Rose – One Life within the parish, when there is minimal need within the parish. Or the Coordinator may be much more involved with organizing many activities and reporting them back to the Grand Knight. The activity of the coordinator is dictated by the needs of the Pastor and the parish.

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

- The Appointment of the Round Table Coordinator (Form # 2629), which is due every year as soon as the coordinator is appointed.
- The Annual Report of the Knights of Columbus Round Table (Form # 2630) due by June 30th of each year.

Form # 2629


KNIGHTS OF COLUMBUS		REPORT OF ROUND TABLE COORDINATOR																							
<p>During Supreme Knight Carl Anderson's first address to the state deputies, he stated that "we have nothing less than a moral obligation to offer every eligible Catholic man the opportunity and the privilege of membership in our Order." He also stated, "We must have a Knights of Columbus presence in every parish." Therefore, councils serving more than one parish are urged to implement the Parish Round Table program in each of the parishes. They serve there by establishing a Knights of Columbus presence.</p> <p>Under the Parish Round Table concept, council members belonging to each parish will become members of the Parish Round Table developed to assist the pastor with any project that he may assign to the group. The pastor will be asked to recommend a member from the group and the grand knight will appoint that member as the coordinator. However, the coordinator must be a member from the council that sponsors the Round Table. Round Tables should also be offered to small parishes and missions within your area that cannot sustain their own council. These parishes need a Knights of Columbus presence and can also offer your council additional growth potential.</p> <p>Please print or type names and membership numbers for those chairman appointed for the Parish Round Tables of the council. Failure to include membership numbers will only delay the processing. The Report of Round Table Coordinator (Form #2629) should be submitted to the Supreme Council as soon as the Round Table is formed. If there are address changes, additions or deletions of coordinators at any time during the year please notify the Supreme Council Fraternal Mission Department. State Councils will continue to be urged to form new councils in those parishes large enough (over 150 families or 600 parishioners) to support a council.</p> <p>Additional information on the Parish Round Table program may be obtained by contacting the Supreme Council Fraternal Mission Department. Form 2629 must be filed each year even if the Coordinator is the same member.</p>																									
<p>Is your Council a Parish Council? <input type="checkbox"/> Yes <input type="checkbox"/> No Base/Main Parish: _____</p> <p>Council: _____ City: _____</p> <p>Jurisdiction: _____ Language: <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> Other</p> <p>Diocese: _____ Specify Language if Other: _____</p>																									
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(6) ROUND TABLE COORDINATOR	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
STREET _____ CITY _____ STATE _____ ZIP _____				
PHONE NO. _____ PARISH: _____ CITY: _____				
NUMBER OF COUNCIL MEMBERS AT THIS PARISH: _____ NUMBER OF FAMILIES AT PARISH: _____				
(7) ROUND TABLE COORDINATOR	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
STREET _____ CITY _____ STATE _____ ZIP _____				
PHONE NO. _____ PARISH: _____ CITY: _____				
NUMBER OF COUNCIL MEMBERS AT THIS PARISH: _____ NUMBER OF FAMILIES AT PARISH: _____				
(8) ROUND TABLE COORDINATOR	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
STREET _____ CITY _____ STATE _____ ZIP _____				
PHONE NO. _____ PARISH: _____ CITY: _____				
NUMBER OF COUNCIL MEMBERS AT THIS PARISH: _____ NUMBER OF FAMILIES AT PARISH: _____				
(9) ROUND TABLE COORDINATOR	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
STREET _____ CITY _____ STATE _____ ZIP _____				
PHONE NO. _____ PARISH: _____ CITY: _____				
NUMBER OF COUNCIL MEMBERS AT THIS PARISH: _____ NUMBER OF FAMILIES AT PARISH: _____				
MAIL ORIGINAL TO: Supreme Council, Fraternal Mission Department				
MAIL COPIES TO: State Deputy, District Deputy, Council File _____ Grand Knight				

2629 8/14

Form # 2630

 KNIGHTS OF COLUMBUS		ANNUAL REPORT KNIGHTS OF COLUMBUS ROUND TABLE	
<p>An Annual Report should be submitted for every Parish Round Table sponsored by your council. Make photocopies of this blank form for use in completing each report. Include the numbers in the Annual Survey of Fraternal Activity (#1728).</p>			
Date: _____		Due By: JAN. 15	
Parent Council No. _____		Parish Name _____ Diocese _____ City _____ State/Province _____	
1. Number of members of the Knights of Columbus in parish: _____ 2. Number of new members recruited this year: _____ 3. Knights of Columbus man-hours of service to parish: a. Maintenance of parish property hrs. _____ b. Social Justice (aid to elderly, handicapped, St. Vincent de Paul etc.) hrs. _____ c. C.C.D. program hrs. _____ d. Parish fund raising hrs. _____ e. Liturgical participation (lectors, readers, commentators, choir) hrs. _____ f. Youth work (Columbian Squires, Scouting, sports, teen club, CYO) hrs. _____ g. Others hrs. _____ Total Man-hours: 0 _____ 4. Has your grand knight held the recommended annual review with the pastor? _____			
Briefly describe the most meaningful activities conducted by the members of the Knights of Columbus Round Table in your parish during the year.			
Remarks/General Observations:			
<input type="checkbox"/> Spanish speaking Round Table.			
Coordinator _____		Name: _____	
name membership number		Pastor	
Available in electronic format at kofc.org/forms MAIL ORIGINAL TO: Grand Knight of Sponsoring Council MAIL COPIES TO: State Deputy, District Deputy, State Round Table Chairman, Council File 2630 8/14			

Round Table Coordinator for next year				
(1) ROUND TABLE COORDINATOR	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
ADDRESS		STREET	CITY	STATE ZIP
TELEPHONE AREA CODE	PHONE NO.	PWERSH	CITY	
(2) ROUND TABLE COORDINATOR	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
ADDRESS		STREET	CITY	STATE ZIP
TELEPHONE AREA CODE	PHONE NO.	PWERSH	CITY	
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MAIL ORIGINAL TO: Supreme Council, Fraternal Mission Department
 MAIL COPIES TO: State Deputy, District Deputy, State Round Table Chairman, Council File _____ Grand Knight
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2630 8/14

For additional **Membership and Incentive Information**

Go To: nebraskakofc.org.

In the Left-Hand Navigation Bar on the Home Page click the following link:

Membership and Recruitment

Incentive Information

