

# 2021 LEADERSHIP TRAINING SEMINAR

SATURDAY, JULY 17, 2021



2021 LEADERSHIP  
TRAINING SEMINAR  
OPENING REMARKS –  
BRIAN HAMIK  
STATE PROGRAM DIRECTOR



# NEBRASKA KNIGHTS OF COLUMBUS

**Post Photos & Comments  
About this Weekend on  
Facebook & Twitter using**

**#DoNotBeAfraid  
#NEKCLTS2021**



2021 LEADERSHIP  
TRAINING SEMINAR  
OPENING PRAYER –  
FR. JUSTIN FULTON  
STATE CHAPLAIN



2021 LEADERSHIP  
TRAINING SEMINAR  
PLEDGE OF ALLEGIANCE –  
RICH LOWERY, PSD  
DISTRICT MASTER



2021 LEADERSHIP  
TRAINING SEMINAR  
WELCOMING REMARKS –  
MATT RICHARDSON  
STATE DEPUTY



2021 LEADERSHIP  
TRAINING SEMINAR  
FR. JUSTIN FULTON  
STATE CHAPLAIN



# 2021 LEADERSHIP TRAINING SEMINAR

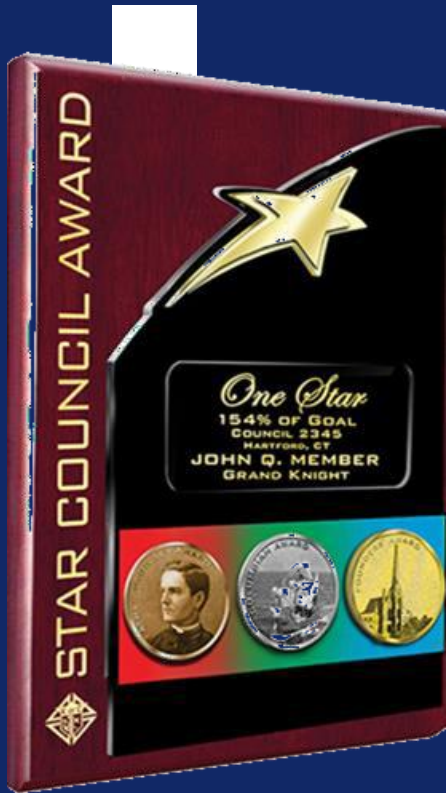
RAY LOPEZ, PSD, RGD





# Star Council 2021-22

No Changes



- **McGivney Award**
  - Reach 5% net growth in membership; minimum 3, maximum 20
- **Founders Award**
  - Promote and host two Fraternal Benefit Seminars (virtual or in-person)
- **Columbian Award**
  - 16 program credits – four in each of the four Faith in Action categories
- **Overall Council Excellence**
  - Good standing with the Supreme Council
  - Fully compliant with Safe Environment requirements (USA & Canada only)
  - Submit *Service Program Personnel Report* (#365) – Due August 1
  - Submit *Annual Survey of Fraternal Activity* (#1728) – Due January 31

Council awards are sent to District Deputies in the fall



# 2021 LEADERSHIP TRAINING SEMINAR COMPUTER CLASS 101

- BRIAN HAMIK

STATE PROGRAM DIRECTOR



# NEBRASKA KNIGHTS OF COLUMBUS

## Computer Class 101



# NEBRASKA KNIGHTS OF COLUMBUS

## How To: Find, Fill Out, File, and Submit Supreme Forms



# NEBRASKA KNIGHTS OF COLUMBUS

Supreme forms can be found on the Supreme website [www.kofc.org](http://www.kofc.org)  
Start by clicking on the red **“For Members”** button.



# NEBRASKA KNIGHTS OF COLUMBUS

A video starts playing automatically, Click on “pause” (lower left, red arrow) click on the **FORMS** tab (yellow arrow)



**CRP Webpage Training Video**

Knights of Columbus

CONTACT US | SAFE ENVIRONMENT PROGRAM | SERVICES | LANGUAGE | **JOIN IN**

JOIN | DONATE |  | **FOR MEMBERS**

WHO WE ARE | WHAT WE DO | GET INVOLVED | NEWS HUB

### COVID RECOVERY PROGRAM (CRP)

The COVID Recovery Program (CRP) focuses on resuming operations in a way that inspires members and parishioners to become reinvolved with Church and community activities. The CRP has three key elements: parish support, interactions between state and local councils, and fraternal engagement. This page provides CRP information and resources for state leaders, district deputies and council leaders.

- STATE COUNCIL LEADERS
- DISTRICT DEPUTIES
- COUNCIL LEADERS
- RESOURCES

Every state should have a recovery program for the resumption of local council operations. The COVID Recovery Plan provides a good foundation for such programs, and focuses attention on assisting parish recoveries. It imposes little additional work beyond what district deputies should already be doing with their councils. No extra reporting requirements are imposed on the state councils. States may modify or amend the COVID Recovery Program to address the unique needs of their jurisdiction.

The suggested procedure for state councils is:

1. Modify or amend the COVID Recovery Plan as needed.
2. Assign a representative to assist each council.
3. Arrange training for state council representatives.

The state council representatives should attend the Supreme Council webinar and review the COVID Recovery Program resources. Regional Training

- FORMS
- SUPPLIES
- FRATERNAL OPERATIONS
- TRAINING & WEBINARS
- PROGRAMS
- INVITING MEN TO JOIN
- ENGAGE YOUR MEMBERS





# NEBRASKA KNIGHTS OF COLUMBUS

Council Forms will come up. Choose from desired forms on right side.  
We will use #365, Service Program Report, as an example.

## COUNCIL FORMS

Please submit online form whenever available. This is the preferred method of submitting forms. When an online form is not available, print out a copy of the form before submission and keep it for your records. Remember that some of the forms go to different departments within the Supreme Council. Once the form is completed, please verify the email address on the form before sending.

Form Number	Council Form Name	PDF	Online (Preferred Method)	Due Date
#365	Service Program Personnel Report	PDF	Online (Preferred Method)	8/1
#1295	Semiannual Council Audit	PDF	N/A	2/15
#1295	Semiannual Council Audit	PDF	N/A	8/15
#1728	Annual Survey of Fraternal Activity	PDF	Online (Preferred Method)	1/31

### FORMS

< COUNCIL FORMS

COUNCIL DEVELOPMENT FORMS

DISTRICT FORMS

STATE FORMS

ASSEMBLY FORMS

FAITH IN ACTION PROGRAM FORMS



# NEBRASKA KNIGHTS OF COLUMBUS

By clicking on the blue “PDF” the form will open and looks like this.

Any areas shaded light blue you can type on and fill out.

There are five required roles.

## Service Program Personnel Report

July 1, 20\_\_ through June 30, 20\_\_

Council # \_\_\_\_\_ Jurisdiction: \_\_\_\_\_

**Due By: AUGUST 1**

The *Service Program Personnel Report* (#365) must be received by the Supreme Council by **August 1** for the council to be eligible to earn the Star Council Award. Please complete and submit the report with the council's appointed personnel.

- Strongly consider submitting this report through Member Management for expedited processing. This is the preferred method.
- If filling out this report on paper, be sure to include the accurate membership number for each role.
- **Required roles to be appointed have been designated – Program Director, Family Director, Community Director, Membership Director, Retention Chairman.**
- Changes during the fraternal year should be made using Member Management to update the roles accordingly. If your council uses the paper form, only complete and submit that information which has changed.

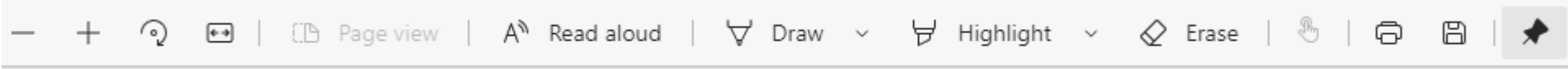
PROGRAM DIRECTOR <b>REQUIRED</b>	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
	EMAIL			
FAITH DIRECTOR	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
	EMAIL			
FAMILY DIRECTOR <b>REQUIRED</b>	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
	EMAIL			
COMMUNITY DIRECTOR <b>REQUIRED</b>	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
	EMAIL			
LIFE DIRECTOR	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
	EMAIL			
MEMBERSHIP DIRECTOR	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL





# NEBRASKA KNIGHTS OF COLUMBUS

Once a form is completed, save the document to a specific folder for future use. To do this click on the disk icon on the top right of your screen.



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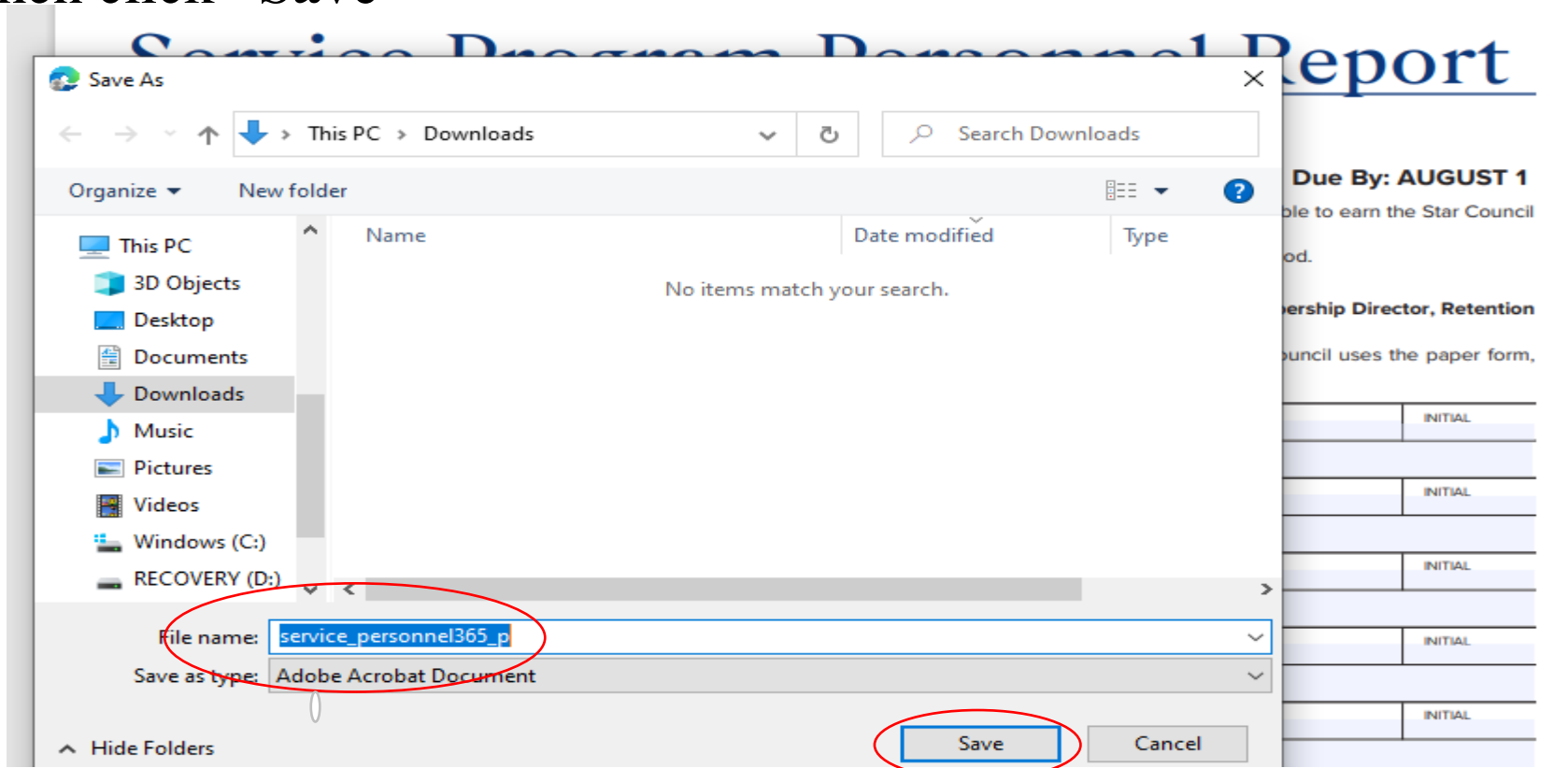
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		EMAIL		
<b>FAITH DIRECTOR</b>	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
<b>FAMILY DIRECTOR</b> <b>REQUIRED</b>	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
<b>COMMUNITY DIRECTOR</b> <b>REQUIRED</b>	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
<b>LIFE DIRECTOR</b>	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
		EMAIL		
<b>MEMBERSHIP DIRECTOR</b>	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
		EMAIL		



# NEBRASKA KNIGHTS OF COLUMBUS

After clicking the disk icon, this “**Save As**” window opens.  
In the “**File Name**” field, name the form and include the date.  
Then click “**Save**”



# NEBRASKA KNIGHTS OF COLUMBUS

Now you can attach the form to an email and send it to all the required recipients that are listed on the bottom of the form.

Ray Guggenberger, Matt Richardson (msn.com), DD30 - Kent Lorens

Service Program Report #365

Worthy Director, attached is the Service Program Report #365,

Thanks,  
Grand Knight John Doe  
Council #12345

[service\\_personnel365\\_July 2021.pdf \(87K\)](#)

Once you complete the email you will need to attach the PDF file. On email there should be a paper clip, click on it and it will open a screen where you can choose the desired file, double click on desired file and it will attach to your email at the bottom.



# NEBRASKA KNIGHTS OF COLUMBUS

This process will work for all the Supreme forms. If you have any questions about filling out and filing forms, call me.  
Brian Hamik State Program Director 402-841-2605



# NEBRASKA KNIGHTS OF COLUMBUS

Where to go on the **NEW** State Website  
[nebraskakofc.org](http://nebraskakofc.org)



*Programs   Membership   Resources   Directory   Nebraska Fourth Degree*

**Nebraska State Officers**

**Scroll down to see the Current State Officers**  
On the left are other choices (Program, DD's, Membership...)



# NEBRASKA KNIGHTS OF COLUMBUS



**Click on “Programs”**

**Programs**

Membership

Resources

Directory

Nebraska Fourth Degree

Overview

ICC

Faith

Family

Community

Life

## Faith In Action Programs



Faith



Family



Community



Life





# NEBRASKA KNIGHTS OF COLUMBUS



Click on State Deputy Matt Richardson's pin at the top of every page to return to the home page



Click on the magnifying glass to do a search, or the three bars and it brings up all that is listed under the headings, **Programs, Membership, Resources, Directory and 4<sup>th</sup> Degree**



Click on the **"f"** to follow on Facebook



Click on the bird to follow on Twitter



# NEBRASKA KNIGHTS OF COLUMBUS

To email any of the State Officers, DD's, or Directors you can go to the State website and click on the link under their picture, it will open an email addressed directly to them.



**Matthew Richardson**  
State Deputy  
402-380-3513  
[mattconn1@msn.com](mailto:mattconn1@msn.com)





# 2021 LEADERSHIP TRAINING SEMINAR

## LUNCH

