

Nebraska State Council Knights of Columbus



2026 - 2027

STATE GROWTH BOOK

State Deputy Mike Schaeffer
State Chaplain Rev. William Cremers
State Membership Director Rob Ostdiek
State Program Director Kevin Ostdiek

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Nebraska Growth Team

MEET STATE MEMBERSHIP DIRECTOR ROB OSTDIEK

State of Nebraska

rob.ostdiek1989@gmail.com

402-806-8552



I have been a Knight for 37 years, born and reared in a strong, active Catholic environment. I've been married to my wife, Kris, of 24 years with Sons Brock & wife Emily and Byron. Beatrice has been our home for the past 22 years. Council 1723 welcomed me and our family into the community. I am a Past Grand Knight of Council 1723 Beatrice. I am currently the Faithful Comptroller and a Past Faithful Navigator of St. John Paul II Assembly 3146. Previously I have served the state as Athletics Chairman, Event Coordinator Co-Chairman, Regional Growth Director and Membership Director.

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

MEET REGIONAL GROWTH DIRECTOR JOHN FRANSSSEN

Region 1 - Southeast

Districts: 7, 8, 9, 10, 33, 37, 40

jfranssen123@gmail.com

402-389-0087



My name is John Franssen and I am honored to serve as a Regional Growth Director for our State Council. I became active in the Knights of Columbus in my early teens with the Columbian Squires (Junior Knights) serving Circle #693 in Lincoln as Chief Squire and then State Bursar Squire for the Nebraska State Circle. Soon after my 18th Birthday I joined Fitzgerald Council #833 in Lincoln and held various offices including Grand Knight and Financial Secretary. I became a 4th Degree Sir Knight of Assembly #595 in Lincoln at the age of 19, and am privileged to have served on the State 4th Degree Exemplification team for the last several years.

I was a band director (as well as football and wrestling coach) for 20 years, and in my time away from Lincoln became a member of Council #1717 in David City and #1123 in Hastings. After the passing of my parents (FDM Jim and Madge) in 2011, I resigned from teaching in Hastings and moved back to Lincoln and transferred to St. Mary's Council #9704. Soon after that a long-time friend and Brother Knight asked if I could be more involved and before I knew it, I was Grand Knight for 5 years and then District Deputy #9. I have worked for Nelnet/FACTS Management for 15 years and am currently a K-12 Account Manager. I look forward to helping our State Council in any way, and feel free to contact me for assistance.

Council	City	Council	City	Council	City
833	Lincoln	1336	Falls City	1723	Beatrice
1833	Wahoo	1966	Plattsmouth	3152	Nebraska City
4923	Lincoln	6750	Tecumseh	7021	Auburn
7614	Syracuse	8625	Valparaiso	8889	Brainard
9563	Lincoln	9704	Lincoln	10000	Steinauer/Burchard
10510	Lincoln	10913	Lincoln	11001	Lincoln
11280	Lincoln	11312	Lincoln	11674	Dawson/Shubert
12557	Ashland/Greenwood	13015	Lincoln	13576	Lincoln
15407	Lincoln	15647	Davey	15869	Odell
16878	Lincoln	18817	Lincoln		

MEET REGIONAL GROWTH DIRECTOR GREG JOCHUM

Region 2 - North Central

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

gjochum18@gmail.com

402-270-2653



Greg joined the Knights of Columbus 21 years ago and joined the John F. Kennedy Assembly as a 4th degree in 2020. Greg is a member of the St. Isidore Council 12086 and has been a PGK. He served as the council's Church Director presenting the rose for motherhood to mothers at baptism. Greg has assisted with bringing the Shroud of Turin to St. Isidore's Church as well as the production of St. Therese, Story of the Soul to Columbus. He's been a chairman for the St. Isidore bazaar and a committee member for eight years for That Man is You, committee member for National Day of Prayer, and leads the Knights of Columbus Monday night rosary at St. Isidore Church. His faith has been an important part of his life. He made his CEC weekend in 1991 and then went on to serve several positions on the leadership council to include president for nine years. He continues to organize the CEC men's Lenten breakfasts at St. Isidore's for the past 23 years. He has been a Regional Growth Director for Region 3 the past two years.

Greg is married to his wife, Janice, and they have four adult children and six grandchildren. Greg has been an automotive technician in the Columbus area for the past 46 years. I am honored to continue to serve my Brother Knights as RGD under SD Schaeffer and look forward to working with you.

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

STATE e-Membership CHAIRMAN – ROB OSTDIEK

State of Nebraska

See Contact information from Page 3

MEET REGIONAL GROWTH DIRECTOR – Ken Prokop

Region 3 - Northeast

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

sprokop@live.com

402-369-0471



Ken is honored to have been asked by State Deputy Mike Schaeffer to serve as Regional Growth Director. In the past he was honored to have served as Father McGivney Guild Director, Council Director, Regional Growth Director and Community Director at the state level. While serving as Regional Growth Director, Ken was instrumental in holding Regional District meetings annually. He has been District Deputy #15, first for four years, then a second term of three years. He is a member of Council 8579, Wayne, where he is Past Grand Knight and has served various other positions within the Council, currently as Council Lector and Membership Director.

Ken and his wife, Shirley, have two daughters, Teresa (Jason) and their two children, Emilee and Ethan, reside in Papillion. Jason and Ethan are Brother Knights. Tanya (Ryan) have one son Archer and reside in Ralston.

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

MEET REGIONAL GROWTH DIRECTOR Mitch O'Neill

Region 4 - South Central

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

mitch.oneill@nebraska.edu

308-440-3330



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

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

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

MEET REGIONAL GROWTH DIRECTOR KENT LORENS

Region 5 - South West

Districts: 28, 29, 30

klmlstrane@hotmail.com

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



Kent Lorens is from Stratton Nebraska and is a lifetime parishioner of St. Joseph's parish. His wife Marilyn of 36 years and he farm and ranch on the family farm south of Stratton. They have 4 grown children and 8 grandchildren. Kent has served as a parish trustee, Acolyte, Lector, and taught CCD over the last 45 years.

Kent has been a third-degree Knight of St. Joseph's Council 10163 Stratton-Benkelman for 36 years, a 4th degree Knight for 17 years. Has served the council as GK, Trustee, Recorder, as well as program and activity chairs. Has served the State as District Deputy 30 for 9 years, and RGD for 3 years. It is an Honor to serve the Nebraska State Council, our Brother Knights, and their councils in any way I can to help them be successful and working with the rest of the membership team.

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

MEET REGIONAL GROWTH DIRECTOR JUSTIN HARTMAN

Region 6 - Northwest

Districts: 27, 31, 42

justinhartman1201@gmail.com

402-322-0291



My Name is Justin Hartman: I live in Valentine and belong to Council 4633 St. Nicholas. I am a Former District Deputy of District 27 covering Valentine and Ainsworth area. I am the current Grand Knight of Council 4633 for the past 4 years and past Deputy Grand Knight from 2015-2021. My fiancé Mary Kate and I look forward to serving the Region 6 area. I am currently working on the Rosebud Sioux Tribe with the Department of Social Services in Mission, South Dakota as an Employment Specialist for the last 6 years and working on getting my own business going with Landscaping called JDH Creations. Mary Kate and I have multiple hobbies including going on walks, hikes, bike rides, and adventures around the area. If you have any questions please don't hesitate to contact me by email, phone, or text. I look forward to working with my Brother Knights or Catholic Gentleman.

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

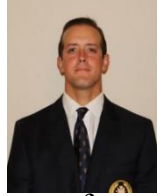
MEET REGIONAL GROWTH DIRECTOR MICHAEL HOWICK, Sr.

Region 7 - Northern Omaha Area

Districts: 2, 3, 6, 13, 34

Michael.howick@gmail.com

402-714-3180



I am honored to have been asked by State Deputy Schaeffer to serve as Regional Growth Director for this term. Previously, I held State positions as Community Director and on the Membership Team as a Regional Growth Director serving the Omaha area councils, in addition to positions held at the Council (St. Elizabeth Ann 9771) and Assembly (Fr. Michael McGivney 2540) levels. 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.

Outside of Catholic fraternalism, my wife (Katie) and I are outnumbered with six feral children, filling our home with the joyful sounds of fighting children and chaos. We have four boys; Nathan (18), Michael (12), Patrick (8), Owen (6) and two girls; Norah (5) and Brigid (3).

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

MEET HISPANIC COUNCIL GROWTH COORDINATOR – DAVID DIAZ

State of Nebraska

d.diaz_03@hotmail.com

402-954-0455



David and JoAnn Diaz have been married for eleven years. They are both from rural towns here in Nebraska, Schuyler and David City. Together they are raising their daughter, Ariel, and reprise leadership roles within North American Martyrs Catholic School PTO. David is currently a subcontractor for Hampton Construction.

David joined Council 15407 in 2020 and was assigned the title of Warden and then became Deputy Grand Knight in 2021 and shortly after his Grand Knight answered the call of becoming a seminarian, David stepped into the role as Grand Knight and is currently serving his second term. In 2023 David became the growth coordinator for the Hispanic Council working closely with Cristo Rey Church. In 2024 David also was awarded, Nebraska's Rookie Knight of the Year for all of his innovative ideas that helped raise funds for several different programs for Sacred Heart Parish.

MEET REGIONAL GROWTH DIRECTOR – BOB HASIAK

Region 8 - Southern Omaha Area

Districts: 1, 4, 5, 32, 35

rshasiak@cox.net

(C)402-689-1721



My name is Bob Hasiak and I live in Bellevue. I joined the Knights of Columbus in March 2007 in Council 6192 where I served as an active member on many council committees, and also as Church Director, Warden, Chancellor, Deputy Grand Knight, Grand Knight, and Trustee, as well as on the First- and Second-Degree teams. I received KofC Awards, such as the Council Knight of the Year twice and the State Knight of the Year Runner-up Award. I am a Former District Deputy where I received three (3) Star District Awards. I joined the Fourth Degree in 2011, and a current member in the Cardinal Spellman Assembly 3486 where I also served as the Assembly Purser for the past fourteen years and currently serve as a Trustee. My current home council is St. Matthew's Council 11879, where I also serve as a Trustee.

My wife, Suzanne, and I have been married for 26 years and have a 25-year-old daughter. We are both retired Federal Employees, but our lives are filled with volunteer work, especially with animals, where we help with the Nebraska Wildlife Rehab Hospital and have a tax-exempt Parrot Care Services organization where we care for and rehome various parrot species from Parakeets to Cockatoos.

I am happy working with my brother knights, and honored to be a part of the membership team where I look forward to working with you all.

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

MEET HISPANIC COUNCIL GROWTH COORDINATOR – IGNACIO CERVANTES

State of Nebraska

iggykofc@gmail.com

402-871-6919



My name is Ignacio "Iggy" Cervantes, and I have been blessed to be a member of Our Lady of Guadalupe Council 10815 in South Omaha for the past 18 years. During this time, I have had the honor of serving as Deputy Grand Knight, Grand Knight (twice), and in various other roles.

My wife Adela and I have been happily married for 26 years, and together we have 4.5 wonderful children: Delania (22), Ignacio IV (20), Emilio (17), our princess Sofia (12), and our 5-year-old Wheaten Terrier, Abby. My family has been an integral part of my journey with the Knights, supporting and participating in every activity we undertake.

I look forward to working with my brother Knights to help grow our councils for the good of the order.

Nebraska Thank You's for 2026 – 2027

The Nebraska Jurisdiction would like to thank members for inviting men into the order. Everybody deserves a little reward for doing a good job. We hope that you will find a reward that is marginally worthy of your work to grow the order. Consider inviting more Catholic Men to become involved in our Charitable good work, Unity of mission, and Fraternity of brother Knights. Upcoming opportunities to earn a Thank You will be communicated at the start of each quarter and may consist of monthly and quarterly recognition details applicable to individuals, councils, District Deputies and Regions. Communications will be found in the semi-weekly updates and on the state website.

VIP Club (Very Important Proposer)

Below is from the Publication 11619 *Fraternal Excellence Guide* dated 1 May 2025.

*Information may be superseded by at 2026 version.

The **VIP Club** not only publicly honors recruiters, but also inspires everyone to do their part in the ongoing recruitment drives. Membership in the VIP Club is automatic when:

- You recruit two or more members and complete section 5 of the Membership Document with your name and membership number.
 - The Fraternal Mission department maintains VIP Club records and only provides year-to-date and life-to-date totals.
- VIP Club members are eligible to earn recognition certificates, special lapel pins and Knights of Columbus-branded merchandise.
 - Higher levels of the VIP Club are attained with the more prospective members you recruit.

Your responsibilities as proposer don't end with the signed Membership Document:

- You should accompany the prospect to their Exemplification.
- At the new member's first council meeting, introduce him to his brother Knights and make him feel welcome.
- If you notice that he stops volunteering for charitable outreach programs or attending meetings, make personal contact with him.

Membership Criteria

Below is from the Publication 11619 *Fraternal Excellence Guide* dated 1 May 2025.

Qualifications for Membership:

The qualifications for Knights of Columbus membership, as contained in Section 101 of the Laws of the Order, are:

- Only practical Catholics in union with the Holy See shall be eligible and entitled to continue membership in the Order.
- An applicant for membership shall not be less than 18 years of age on his last birthday.

Practical Catholic Guidelines: Guidelines have been established to assist in determining the practical Catholicity of an applicant or member. These guidelines will assist the grand knight in performing his duties when serving on the council's admission committee. These guidelines include:

- A practical Catholic accepts the teaching authority of the Catholic Church on matters of faith and morals, aspires to live in accordance with the precepts of the Catholic Church, and is in good standing with the Catholic Church.
- A practical Catholic strives to have a greater knowledge of the teaching of Christ and his Church, and to accept, respect and defend the Church's authority (vested in the Supreme Pontiff, the hierarchy and clergy united with him) to teach, govern and sanctify the faithful.
- A practical Catholic gives material and moral support to the Church and her works on all levels, promoting the programs of the parish and diocese and coming to the aid of the missions, the needy and the under privileged; supports and advances the just causes of minority groups; endeavors to eliminate unjust discrimination, prejudice, etc.; and supports the Church in her defense of marriage and family life.

Priests and bishops, by virtue of their training and experience, understand that determining a member's practical Catholicity is a pastoral decision that requires consideration of numerous factors. It has been the longstanding practice of the Knights of Columbus that in questions relating to a member's practical Catholicity, Council officers recognize and defer to the judgment of appropriate ecclesiastical authorities, in most instances that of their Council Chaplain.

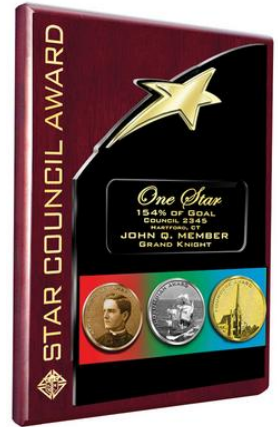
Key Points for Achieving Star Council

Below is from the Publication 11619 *Fraternal Excellence Guide* dated 1 May 2025.

*Information may be superseded by at 2026 version.

In order for your council to earn the Star Council Award, it must:

- Earn the **Father McGivney Award** for membership growth;
- Earn the **Founders' Award** for excellence in promoting our insurance and fraternal benefits;
- Earn the **Columbian Award** for well-rounded council programs by submitting the *Columbian Award Application*;
- Submit the *Service Program Personnel Report*;
- Submit the *Annual Survey of Fraternal Activity*; and
- Remain in good standing with the Supreme Council (including youth protection compliance) (In the U.S. and Canada, this includes being fully compliant with applicable Safe Environment requirements.)



The **Father McGivney Award** recognizes excellence in council membership growth. Each year, your council is assigned a membership quota from the Supreme Council. For the award, growth is measured by intake only. Withdrawals, suspensions, and deaths do not count against your quota, and transfers in or out of your council do not count for or against your quota. Your council quota can be found under the Membership tab in Officers Online, which is updated daily. Eligibility for the Father McGivney Award is automatically determined by the Supreme Council and there is no application.

The **Founders' Award** recognizes excellence in the promotion of our insurance and fraternal benefits. Councils must host / promote at least two* Fraternal Benefit Events during the fraternal year. College and Military Councils only need to host/promote one FBE. The required sum total attendance of members, or member eligible men, at these events must equal or exceed:

10 for councils with 99 or fewer members

14 for councils with 100 or more members

Note: If the GK and DGK meet individually with their agent for a personal review of fraternal benefits available to them, these two meetings will count for one of the two required FBEs, College & Military Councils excepted.

The **Columbian Award** recognizes your council's charitable service activities and fraternal programs. In order to earn the Columbian Award, your council must earn four program credits in each of the four categories of the Faith in Action program model, for a total of 16 program credits. Programs conducted by your council, whether they be Supreme Council-sponsored programs or unique activities coordinated locally, count for one program credit. Additionally, half of the Faith in Action programs are Featured Programs. Featured Programs count as two program credits towards the Columbian Award. The following is a list of Faith in Action Featured Programs: When your council conducts one of the above featured programs and fulfills its requirements, it will receive two credits for that particular program category.

For more information about Faith in Action and Columbian Award requirements, visit kofc.org/faithinaction.

* Metrics for 2026 -2027 have not been set at the time of printing, therefore this number may change and will be communicated from the Membership team to councils and will be noted on the Council Billing Statement.

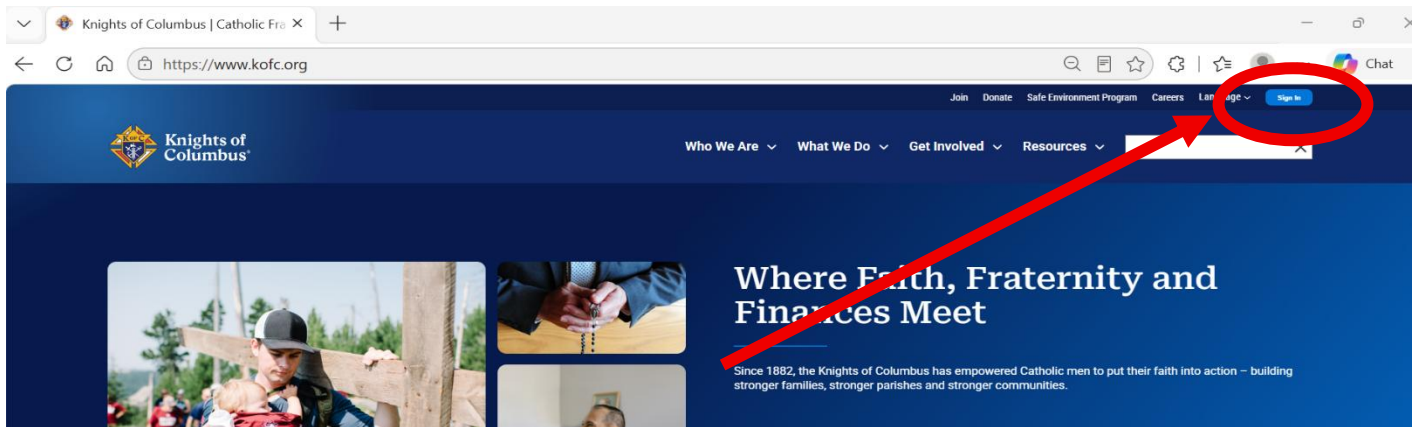
Using Officers Online

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:



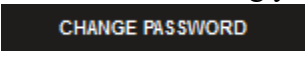
Clicking on the "Sign In" button will take you to the login screen for Officers Online. From this screen, enter your login credentials and click "Sign In" at the bottom.

A screenshot of the Knights of Columbus Officers Online login screen. The page has a blue header with the Knights of Columbus logo and the text "SIGN IN". Below the header, there is a blue bar with the text "KOFc HOME". The main content area is white and contains the following text: "You must be a registered user to access this portal." and "Please enter your username and password in order to sign in." Below this text, there are two input fields: "Username is Required." and "Password*". Below the password field, there is a checkbox labeled "Remember Me". At the bottom of the form, there is a blue button labeled "SIGN IN". Below the button, there are two links: "PASSWORD RESET" and "ACCOUNT ASSISTANT".

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 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 ribbon with a home icon and the text "UPDATE YOUR PROFILE". The main content area has a header "Officers Online" and a user greeting "Hi Robert Ostdiek | Last Login: 6/30/2023 at 11:38 am". To the right of the greeting is a "Change Role:" label and a button labeled "Additional Membership ...". Below this is a blue header for "Urgent Messages". The first message is titled "Scheduled Outage" and states that the website will be offline on Friday, June 30 at 6:00 pm (Eastern) for updates.

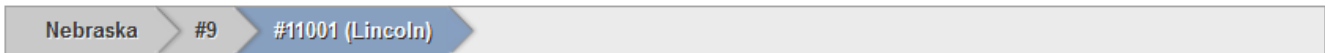
At the top of the page, there are several buttons that will help control your access and content on the site:

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

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

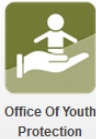
The screenshot shows the "Urgent Messages" section. It contains three messages: 1) "Scheduled Outage" about the website being offline on June 30 for updates. 2) "Reporting Council / Assembly Officers & Service Program Personnel Online" encouraging users to report personnel through Member Management. 3) "Data Error Message" stating that a 'Data Error' message box is not an actual error and can be dismissed by clicking 'OK'. There is also a note about "Email Addresses Mandatory for Safe Environment Roles" requiring a unique email address for certain roles.

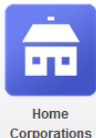
Below the messages section, there is a ribbon that will show you which council or assembly you are accessing. If you have access to multiple councils (such as by a District Deputy), you will be able to choose different councils from this ribbon, by clicking on the council and selecting the desired council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

- 

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

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

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

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.
- 

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

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

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

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

- The “Reports” tab contains all of the council reports that track the council’s information and progress:
 - The “Date” column contains that date that the report was run by Supreme.

Membership

Reports

Forms

Publications

Prospect

Search:

Report Name	Date	PDF	Excel
Membership Roster	6/3/2025		
Membership Roster - January	1/1/2025		
Membership Roster - July	7/1/2024		
Safe Environment Member Status	6/8/2025		
Safe Environment Participation Rate Report	5/27/2025		
Safe Environment Council Compliance Report	6/4/2025		
Council Billing Statement (Past)	5/30/2025		

- 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:				
Form Name	Form Number	Due Date	Print	Online
Annual Survey of Fraternal Activity	1728	1/31		
Application for Appointment as Financial Secretary	101	As Needed		
Brother Barnabas	279	6/30		
Catholic Citizenship Essay Contest - Entry Form	4208	As Needed		
Columbian Award Application	SP-7	6/30		
Columbian Squires Officers & Chairmen	468	8/1		
Evaluation of Financial Secretary	1938	As Needed		
Family of the Year	10680	As Needed		
Father Prior	4371	As Needed		
Food For Families Report Form	10057	6/30		
Fraternal Benefit Seminar Form	11077	As Needed		
Fraternal Programs Report Form	10784	As Needed		
Free Throw Championship Score Sheet	1598	As Needed		
Nomination for Appointment as Financial Secretary	103	As Needed		
Notice of Appointment of Round Table Coordinator	2629	As Needed		
Relief from Council Dues and Per Capita Taxes	1831	As Needed		
Report of Officers Chosen for Term	185	7/1		
RSVP and Plaque Application	2863	6/30		
Semiannual Circle Status and Audit	247-1	3/15		
Semiannual Circle Status and Audit	247-2	9/15		
Semiannual Council Audit (due August)	1295-1	8/15		
Semiannual Council Audit (due February)	1295-2	2/15		
Service Program Personnel Report	365	7/1		
Soccer Challenge - Entry Form&Score Sheet	4578	As Needed		
State Council Service Program Awards Entry Form	STSP	As Needed		
Survey of Fraternal Activity Individual Member Worksheet	1728A	As Needed		
Ultrasound Initiative Guidelines and Application	10716	As Needed		

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

Membership

Reports

Forms

Publications

Prospect

Search:

Publication Name	Date	Type
Assembly Leaders Resources		
Beatification Resources		
Ceremonials Resources		
Faith in action: Program Resources		
Fraternal Leader Advisory		
Fraternal Operations Resources		
Inviting Men to Join		
Knightline		
Leadership Handbooks		
Training & Webinars		

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

Membership

Reports

Forms

Publications

Prospect

Unassigned

Assigned

Search:

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

Knights of Columbus e-Membership


Knights of Columbus

[Home](#) > [Get Involved](#) > [Join](#)

Join Us

BECOME A MEMBER!

Be a part of the world's largest Catholic fraternal organization.

**Local council dues vary. ?*

Currently, Online Membership is only available in the United States and Canada. If you live elsewhere but are still interested in joining the Knights, [please let us know.](#)



Using the Online Membership system to bring men into your council as e-members is an effective way to grow the Order. Online Membership lets men enjoy the benefits of being a Knight while they decide how involved they want to be. This option is especially helpful for young fathers and other busy men because it introduces them to the Knights without requiring a major time commitment.

It is recommended to have applicant(s) fill out and sign the Membership Enrollment Form (*form 11881*) which can be ordered or downloaded from Supplies Online within Officer's Online. This form allows any council member to enter the candidate's information into the online membership system. (*example below*)



Membership Enrollment Form

☐ **Yes!** I am a baptized Catholic man over the age of 18 and a practicing Catholic. Please sign me up for e-membership in the Knights of Columbus at no cost for the first year (a \$30 value)!

First Name: _____ Last Name: _____

Email: _____ Cell Phone: (_____) _____

Street Address: _____

City: _____ State/Prov.: _____ Zip/Postal Code: _____

Parish: _____ Parish City, State: _____

Date of Birth: ____ / ____ / ____ Former Member? ____ Yes ____ No

Preferred Language: ____ English ____ Français ____ Español ____ Other: _____

Member Referral Number: _____

By signing below, I attest to the accuracy of all the information provided above.

Signature: _____ Date: ____ / ____ / ____

To complete your registration as an e-member, we will input the information you provided above into our online membership system. Once that is complete, you will need to confirm your membership by responding to an email that you will receive from the Knights of Columbus at the email address you listed above. If you do not respond to the registration email, a Knights of Columbus representative may reach out to you to help you complete the registration process.

11881 8/25

The council should retain the card until such time as the candidate has confirmed the e-mail received and is now visible in the Prospect Tab. Use the contact information to follow up with the candidate to guide them to confirm the e-mail. If the candidate cannot locate the e-mail or has missed the timeframe to confirm, reach out to the State Membership Director for assistance in completing the process.

The applicant can also complete the data entry themselves; be sure to guide them with council number, proposer membership number, Agent Referral or Promo code, etc. To complete the application the data entry person, or applicant will begin entering the required information.

YOUR INFORMATION

Title

Select Title

Name *

First

Last

Suffix

Select Suffix

Email *

Confirm Email *

Mobile Phone *

What is your date of birth?

Month *

Day *

Year *

MM

DD

YYYY

Please select the race(s) you identify with: ?

☐ Native American/American Indian
 ☐ Black or African American
 ☐ White or Caucasian
 ☐ Asiatic or Asian American
 ☐ Other
 ☐ Prefer not to answer

Are you Hispanic, Latino, or of Spanish origin? ?

☐ Yes
 ☐ No
 ☐ Prefer not to answer

Preferred Language *

English

☐ I am a baptized Catholic male *
 ☐ I am a practical Catholic *

Enter their address along with their Church Parish Information. The Church Parish Information assists in connecting the e-member with a council that supports that parish. If a proposer (or referring member) is assisting they should enter the Preferred Local Council, along with their membership number in the appropriate boxes. An applicant can also look up local councils by selecting the ‘*Council Number Lookup*’ link and then choosing the appropriate ‘Find By’ criteria.

MAILING ADDRESS:

Street Address *

Zip/Postal Code *

City *

State/Province *

Country *

Preferred Local Council ?

Enter Numbers only

Council Number Lookup

Member Referral Number ?

Enter Numbers only

Church Parish Name *

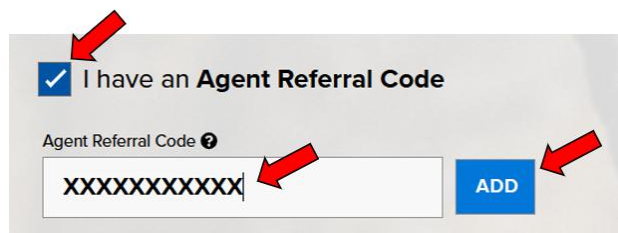
Church Parish City *

Church Parish State/Province *

Select State/Province

There are opportunities to avoid the \$30 application fee. If working with a field agent, they can provide an ‘Agent Referral Code’. Select the box ‘I have an Agent Referral Code’; this will open a box in which the code can be entered, once entered, click the ‘ADD’ button and confirm the code is valid. If unsuccessful confirm the code with the field agent and try again. Scroll to the bottom of the application and confirm that \$0.00 is displayed in the ‘Amount’ area.

(Continued from page 19)



☒ I have an **Agent Referral Code**

Agent Referral Code ?

XXXXXXXXXX

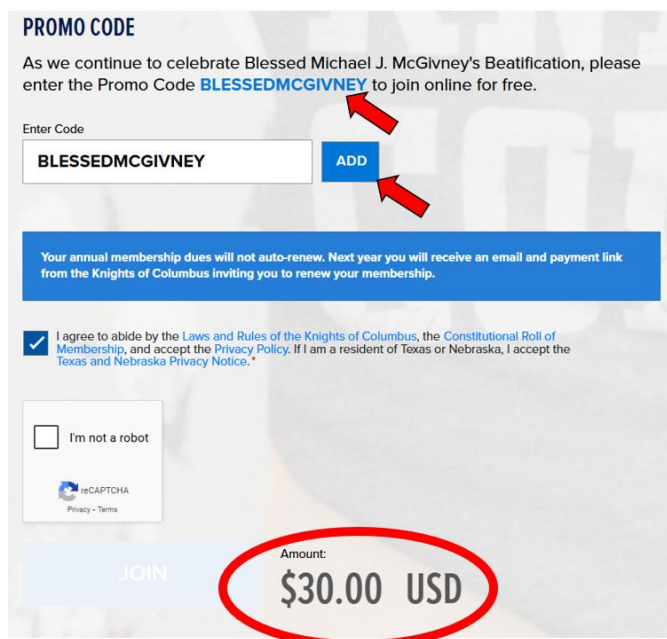
ADD



Agent Referral Code - **CODE VALID** ?

XXXXXXXXXX

When not working with a field agent, scroll to the bottom of the application and click on the blue text of 'BLESSEDMCGIVNEY'. The box will populate with the same, click the blue 'ADD' button and confirm the code is valid. Confirm that \$0.00 is displayed in the 'Amount' area.



PROMO CODE

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

Enter Code

BLESSEDMCGIVNEY

ADD

Your annual membership dues will not auto-renew. Next year you will receive an email and payment link from the Knights of Columbus inviting you to renew your membership.

☒ I agree to abide by the [Laws and Rules of the Knights of Columbus](#), the [Constitutional Roll of Membership](#), and accept the [Privacy Policy](#). If I am a resident of Texas or Nebraska, I accept the [Texas and Nebraska Privacy Notice](#).

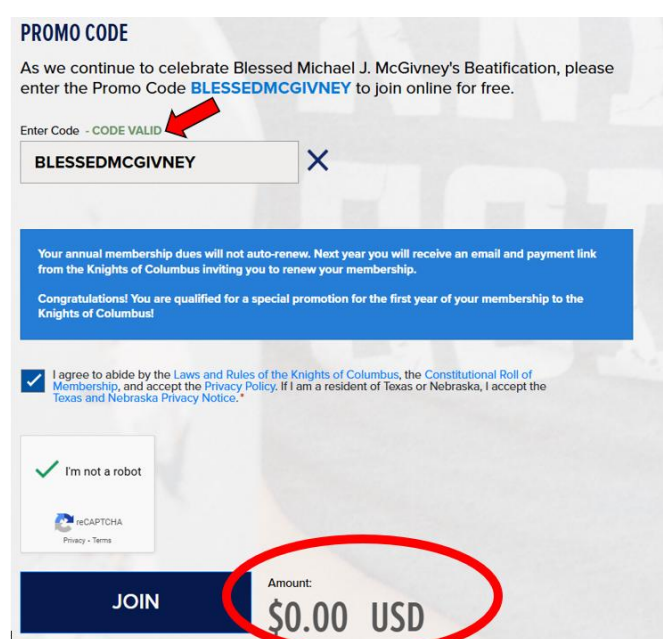
☐ I'm not a robot

reCAPTCHA

Privacy - Terms

JOIN

Amount: **\$30.00 USD**



PROMO CODE

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

Enter Code - **CODE VALID**

BLESSEDMCGIVNEY

Your annual membership dues will not auto-renew. Next year you will receive an email and payment link from the Knights of Columbus inviting you to renew your membership.

Congratulations! You are qualified for a special promotion for the first year of your membership to the Knights of Columbus!

☒ I agree to abide by the [Laws and Rules of the Knights of Columbus](#), the [Constitutional Roll of Membership](#), and accept the [Privacy Policy](#). If I am a resident of Texas or Nebraska, I accept the [Texas and Nebraska Privacy Notice](#).

☒ I'm not a robot

reCAPTCHA

Privacy - Terms

JOIN

Amount: **\$0.00 USD**

After Selecting the 'Join' button, the applicant will receive an email from Supreme in which the applicant must 'Confirm' their membership. They have 24 hours to confirm, if they have not, they will receive a subsequent 2nd and 3rd email inviting them to confirm their membership. If they do not confirm, reach out to the State Membership Director and request assistance in processing the candidate.



Please click the button below to confirm your membership in the Knights of Columbus and let's make this official!

CONFIRM MEMBERSHIP

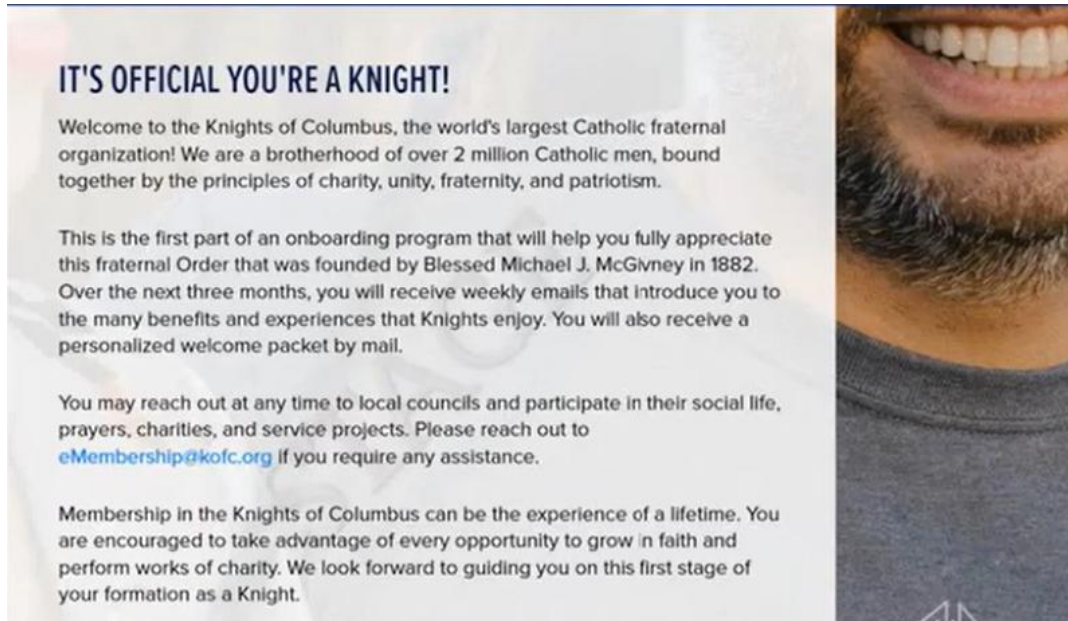
The Confirm Membership button is unique to you and will remain active for 24 hours.

Please reach out to stmembership@kcof.org if you require any assistance.

Fraternally,
Membership Engagement Team
Knights of Columbus

 **Knights of Columbus**

Once the membership has been confirmed by the applicant they will be directed to the supreme website with a welcome message.



Additionally, e-mails will be sent to the state membership team and state deputy for awareness. If the member noted a 'Preferred Council' in their application the Grand Knight, Financial Secretary and supporting District Deputy of that council will also receive an email acknowledging the availability of the prospect to their council.

State Council Message when Member Joins Online

State Membership team members will receive email notifications when e-members sign up in the state of Nebraska. The e-mail will advise if the member has interest in an established council in the state and that council number and location will be noted. Otherwise it will note the member belongs to the state of Nebraska and the membership team will review his address and parish he attends and assign him to the council most local to him.



Dear Brother Knight,

John E Member has joined the Knights of Columbus online and is interested in transferring to Council 7704, in Crete, Nebraska.

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

(See Following Page)

(Continued from previous page 21)

OR

Dear Brother Knight,

John E Member has joined the Knights of Columbus online and is now a member of the **NE** state division.
Please contact him in the next few days to assess his interest in joining a local council.

An effective way of leveraging the Online Membership platform to grow your council is to use the Join Online Business card (Form #11689 – *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.



**Will you join our mission?
Become a Knight.**

Visit kofc.org/join.
Let us know who invited you!
Preferred Local Council: _____
Member Referral Code: _____

Enter these fields when prompted on the application.

11689 9/24



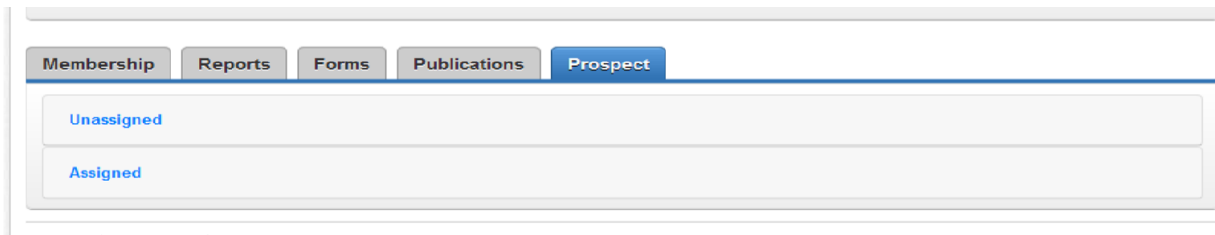
Note that most materials now contain the 'QR CODE' that allows smart phones to recognize and take individuals directly to the supreme website. This code can be downloaded from the State website and applied to materials developed by the council. Consider working with the parish and adding to the bulletin announcements. The possibilities are near 'limitless'.

After a prospect enrolls in the online membership program, you will be able to locate and obtain contact information for follow up. 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. Having the member complete a Charity, Unity, & Fraternity (CUF) degree exemplification makes him eligible to join the council formally as a 3rd degree brother knight. To complete the process, enter the CUF date in Prospect Tab of Officers Online below the 'Ceremonial Date' and select 'Transfer'. This brief guide will show you how it works and removes the requirement of submitting a Form 100.



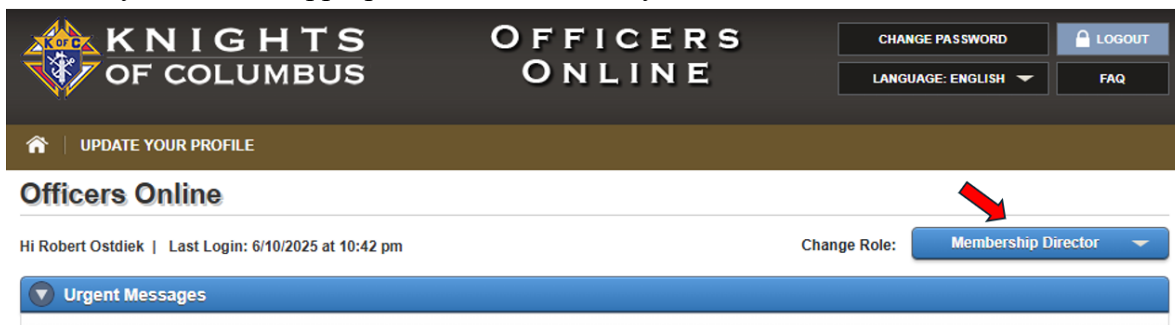
Finding and Transferring Online Members to Council Rosters

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

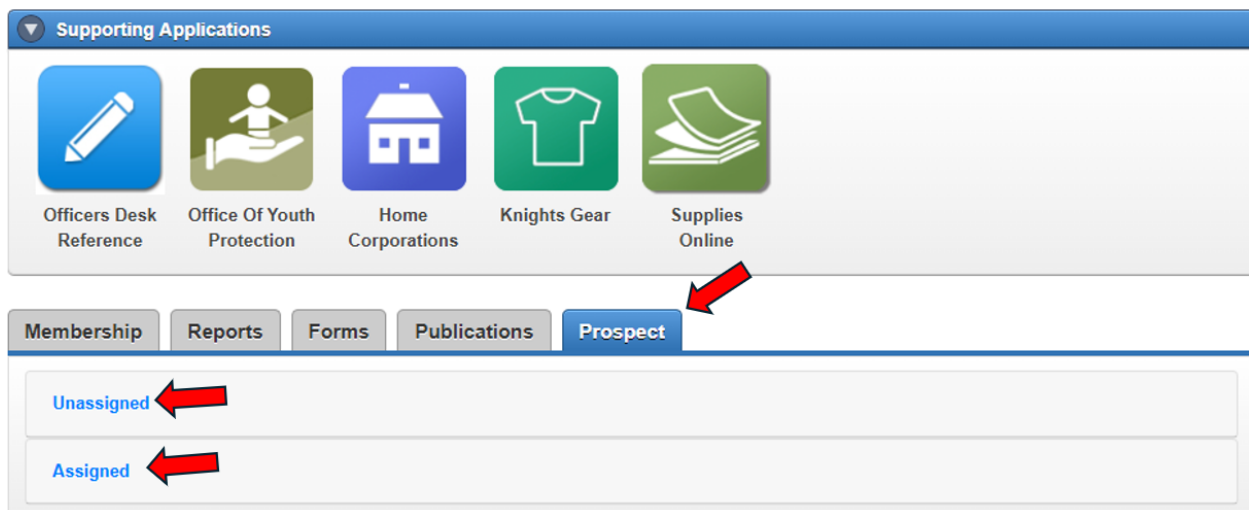


When a new member enters a ‘Preferred Council’ in their application and completes the process the member will show in the council’s prospect tab. Should the member not select a council he will be placed into the Nebraska ‘Unassigned’ portion of the prospect tab. Only state membership team members have access to these members, however they can assist you and your council by assigning them to your council. The state team will regularly review the unassigned list and assign them to councils based upon the criteria of their home address and the parish they indicate as their home parish. Therefore, it would be good practice to review your councils prospect tab regularly (weekly).

State Officers that have the role(s) of: State Membership Director, Online Membership Chairman, Online Membership Coordinator, or State Deputy will have access to the prospect tab and be able to move prospects between the Assigned and Unassigned groupings along with transfer from one council to another as necessary. Assure you have the appropriate role selected if you hold additional roles at local and state levels.



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 can view assigned member-prospects for councils in their districts.



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.

Assigned

Search:

Name	Member #	City	Date Assigned	Grand Knight Approval (Date Read)	Assigned Council #	Re-Assigned	Action
		Crete	06/11/2025		7704		<button>Update</button> <button>Reject</button>
		Lincoln	06/11/2025		9704		<button>Update</button> <button>Reject</button>
		York	06/10/2025		1708		<button>Update</button> <button>Reject</button>

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

Member Details

Name			
Title			
First Name		Initial	
Last Name		Suffix	
Current Address			
Street Address		City	Holdrege
State/Province	NE	Zip/Postal Code	68949
Country			
Contact Information			
Cell Phone		Email Address	
Preferred Language	ENGLISH		
Current Council Information			
Current Council	98026	Age	31
Parish	All saints	Years of Service	12

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. *(See Following Page)*

Membership Reports Forms Publications **Prospect**

Unassigned

Search:

Date	Name	Member #	City	Rejected By Council	Council #	Action
02/02/2021	[REDACTED]	[REDACTED]	Nehawka			<button>Update</button> <button>Reject</button>
02/12/2021	[REDACTED]	[REDACTED]	Omaha			<button>Update</button> <button>Reject</button>

Moving Online Members to Council Rosters

Once your council has gone through the admissions process, and the member has participated in a Charity, Unity & Fraternity degree exemplification you can transfer him by simply adding the degree date in the “Ceremonial Date” section and clicking the transfer button.

Membership Reports Forms Publications **Prospect** Candidate

Assigned

Search:

Council #	Assigned Date	Name	Member #	Entry Date	Ceremonial Date	Action
3274	05/01/2020	Mr John E Member	5154116	04/30/2020	MM/DD/YYYY	<button>Transfer</button> <button>Reject</button>

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.

members. This production is designed to aid any council lacking a degree team, or for those times when special circumstances prevent the candidate from attending a First Degree Ceremonial production offers every council an opportunity to have Target As.

First Degree Ceremonial Instructions

Connecticut > 3 > #1

Supporting Applications

Officers Desk Reference Member Management Member Billing By Laws Online Knights Gear

Membership Reports Forms Publications **Prospect**

Please provide the reason for rejection.

Select the Reason

- Select the Reason
- Eligibility Concerns
- Council Incompatible
- Does Not Want To Transfer

OK Cancel

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.

Candidate Tab — Entering Member Information Online

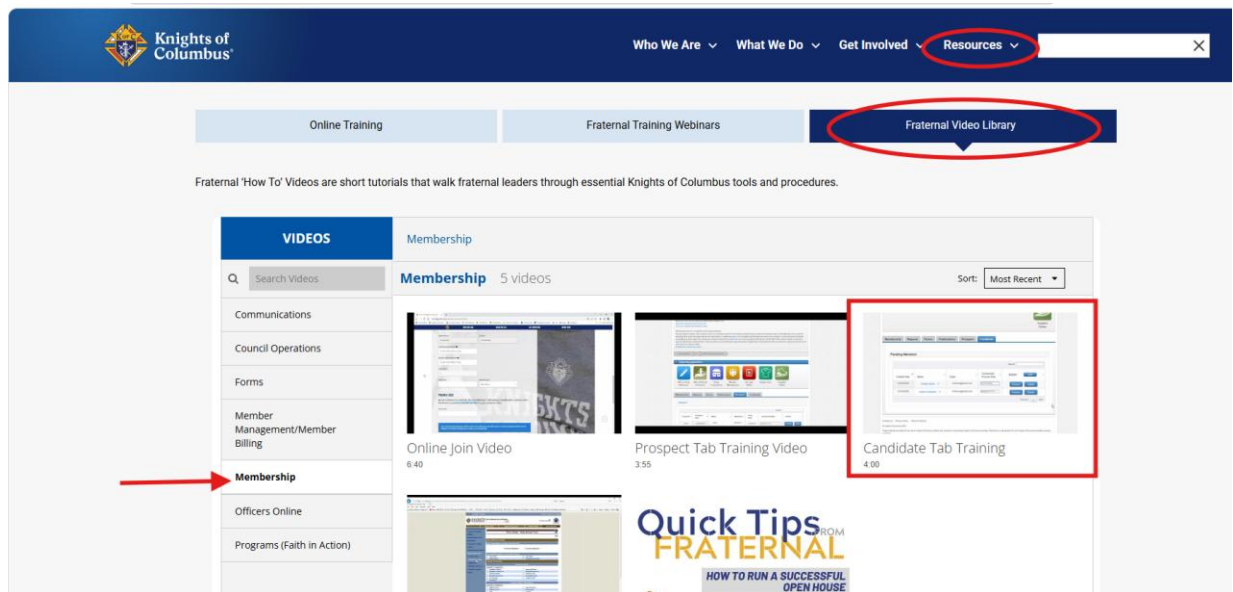
(Previously known as the Electronic Form 100 – Membership Document)

The Candidate Tab, which is accessible through Officers Online, allows grand knights and financial secretaries in the United States and Canada to provide the membership information for new, reactivated and transferring members directly to the Supreme Council online. While this tool helps streamline the processing of member information, it does not fully replace the Membership Document and each prospective member should still complete a Membership Document for state and council records. Information submitted using this tool can be expected to be processed within 2-3 days.

Once the council has gone through the admissions process, and the member has taken his Exemplification of Charity, Unity, and Fraternity, they can transfer him by simply adding the date read in the “Grand Knight Approval (Date Read)” section, and the exemplification date in the “Financial Secretary (Ceremonial Date)” section, and clicking the update button. These two dates can be added separately, but once the ceremonial date is added, the transfer will be processed.

Once the update is submitted, the member will be automatically transferred into his new council. **The council will not need to submit a Membership Document.**

A short training video is available on Supreme’s website under the ‘Resources’ drop down and selecting ‘For Officer’s’, then navigate to the ‘Fraternal Video Library’ and select ‘Membership’ in the left hand column. The four minute training video is available to guide entering new members and for transferring members. ***Please Note: E-Membership utilization is preferred, more effective, and more efficient in bringing in new members.***



Utilizing a paper Form 100

(Also referred to as a Membership Document)

For most membership transactions the above methods and tools are appreciably more effective and efficient, however there remain instances where a hard copy (paper) Form 100 might be utilized. The preferred method for submission to supreme is to scan and e-mail. A last resort would be to mail to Knights of Columbus; Attn: Membership Services; 1 Columbus Plaza; New Haven, CT 06510. Please recognize that both methods will be slow in processing time. Scan and E-mail can take weeks; mail can take weeks to months to complete and be visible in the current council records. These instances are:

Death — A member's death can be reported in Member Management on the member's Personal Information screen. Note that the next of kin information can only be reported if the date of death is on file in Member Management.

OR

As soon as possible after the death of a council member, a Membership Document should be submitted to the Supreme Council Office for processing with the complete date of death and survivor information included. If Member Management is used to report this transaction, there is no need to submit additional documentation. Deceased members are remembered in daily Mass at St. Mary's Church, New Haven, CT — the birthplace of our Order.

Suspension — Lack of Practical Catholicity — One of the requirements for membership in the Knights of Columbus is "...practical Catholic in union with the Holy See." In order to remain on the active rolls of your council, a current member must maintain his practical Catholicity. On occasion, however, members leave the faith, marry outside of the Church or otherwise lose that status. In such cases, they forfeit their membership "ipso facto" — by virtue of the fact. Before a suspension for this infraction can be processed, tangible evidence to support a suspension under Section 168.1 of the Laws of the Order is required. A statement must be on file in the Supreme Council office from the council chaplain or the member's parish priest to the effect that the man in question is no longer a practical or practicing Catholic. A statement signed by the member admitting to the infraction giving rise to the attempted suspension is also acceptable. One of these statements, along with a completed Membership Document, must submitted in order for suspension processing can be initiated.

Reasons Why We Grow the Order

- Strengthen the Church
- Support our pastor and clergy
- Promote evangelization of the Catholic faith
- Strengthen and share our witness to the Catholic faith
- Encourage deeper prayer and spiritual growth
- Create opportunities to serve others
- Give back to the community
- Build relationships with other Catholic families
- Help others grow into leadership roles
- Gain ideas for activities and programs
- New members bring fresh experiences, ideas, and talents
- New members bring renewed energy to the council
- Support the council's finances through dues and fundraising
- Offer access to the Order's highly rated insurance programs
- Provide access to annuities, long-term care, and other fraternal benefits
- Ensuring future volunteers and leaders are ready to carry the work forward
- Strengthen the Order through continued growth in numbers
- Increase volunteer hours and charitable giving to worthy causes
- Carry out Father McGivney's vision
- Live out Catholic teaching by knowing, loving, and serving God
- Do good for another Catholic man, his family, the Church, and the community



“Every Catholic man needs other Catholic men; that is where we find the strength and courage to live out our mission. I promise that the Knights of Columbus will be that place of Catholic brotherhood. We are redoubling our commitment to helping Catholic men deepen their faith while building bonds of friendship.”

– SUPREME KNIGHT PATRICK KELLY, 2024 NATIONAL EUCHARISTIC CONGRESS

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 ‘at large’ council 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 Outreach Steps” (*Form 11872*).
 - Recommended Brochures: *11586, 11730, 10099, & 11541*
 - Your Financial Secretary may order brochures from Supplies Online
 - 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
- List of council activities or attractive brochure (*If available*)
- Membership Enrollment Form (*Form 11881*)
- Newsletter from your Council, Social Media presence, or similar (*If available*)

Steps to Membership Growth

- Make an appointment with prospect and his wife. Make a short presentation on reasons for joining the Knights of Columbus. Listen well, ask questions, and be prepared to answer questions.
- Assist with completion of Membership Enrollment Form.
- Notify prospect of upcoming Charity, Unity, & Fraternity degree dates and locations. Offer to give him a ride.

- If he is unable to make a scheduled Admission degree, explore using the video degree at a time that will work for him or send him an invitation to watch online.
- Remind him of meeting dates and offer a ride. Introduce him to council members and assist him in selecting an activity in which he and his family may wish to participate.

Utilizing the Membership Committee

Membership Committee Role

1. Continually keeps a fresh list of potential candidates for membership in your council.
 - Identifies and schedules recruitment drives, which should include Church drives, open houses and team recruiting initiatives
 - Works with the Program Director in inviting potential members to participate in council activities
2. Ensures that the applicant understands the Order and that the council understands what the candidate expects from his membership.
 - Requests the candidates to complete the Member Interest Survey (#1842) to identify what types of activities are of interest to the candidates
 - Informs the candidates of the date for the next Exemplification of Charity, Unity, and Fraternity
 - After the candidates have taken their exemplification, asks the new members to consider joining in the committees and activities that match their interests
3. Keeps the members of your council interested and participating in your council activities.
 - Recognizes each member's accomplishments
 - Work to re-engage members that fall behind in their annual dues
 - Coordinate the reporting of members that qualify to be designated an Affiliate Member status.

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
- Order Supplies
- Phone Prospect
- Two-on-One
- Former Members
- Ask for Referrals
- Incentives
- Recognize VIPs

December

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	1	2	3 1ST SUNDAY OF ADVENT
					Keep Christ in Christmas Campaign Kickoff	
4	5	6	7	8 IMMACULATE CONCEPTION	9	10 2ND SUNDAY OF ADVENT
11	12 Our Lady of Guadalupe	13	14	15	16	17 3RD SUNDAY OF ADVENT
Senior Challenge Report Form DUE				Children's Party Report Form DUE		
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		
Prayers or Event Deadlines	Important Dates	Supreme Office Events	Membership Activities	Programming Activities		



Membership Outreach Steps

The How to Guide for **councils** to successfully implement a membership drive with the **new** membership enrollment card!

STEP 1. The Grand Knight should contact the parish priest and get his permission to have a membership drive.

- ✓ Explain the benefits of membership for the parish and the members.
- ✓ If the parish priest is concerned or does not want to have a membership drive, you may want to reach out to your State Chaplain for assistance.
- ✓ For your membership drive, the Grand Knight, Field Agent or a dynamic council member will need to make a brief announcement at the end of Mass using one of the Pulpit Announcements available from our Fraternal Membership team. You should review the Pulpit Announcement with Father so that he knows what you will say.

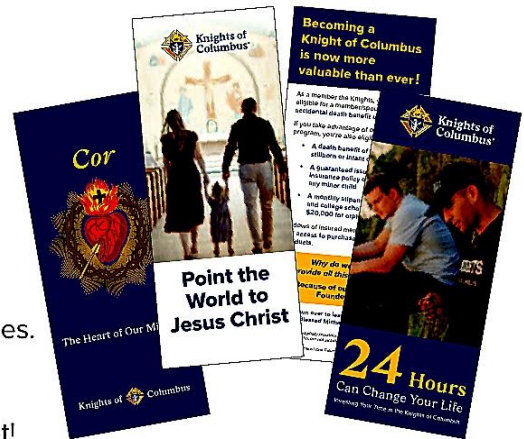
STEP 2. Connect with your local field agent to see if he would be interested in assisting.

STEP 3. Schedule time during a council meeting to discuss the membership drive.

- ✓ Get adequate volunteers from the council.
- ✓ You will need volunteers ready to stand at each of the exits from the Church at the conclusion of all Masses to hand out materials and answer questions.
- ✓ Select a date for the Exemplification of Charity, Unity and Fraternity with the parish priest and invite the field agent (if he is attending the membership drive). You may want to allow one to two months between the announcements at Masses and the Ceremony to maximize the number of new members and their families who can attend the Ceremony in person.

STEP 4. Order and prepare membership materials.

- ✓ Possible Brochures:
 - i. 11586 – Point the World to Jesus Christ
 - ii. 11730 – Fraternal Benefits Card
 - iii. 10099 – 24 Hours to Be a Knight
 - iv. 11541 – *Cor* brochure
- ✓ Sufficient Membership Enrollment Cards (Item #11881).
- ✓ Knights of Columbus pens (non-branded is also fine).
- ✓ Prepare the membership materials for distribution before Masses.
 - i. Paperclip them together.
 - ii. Attach them together with a pen.
 - iii. Include the Membership Enrollment Card in every packet!



STEP 5. Prepare your volunteers for the Membership Drive.

- ✓ Meet with council members before the Masses to ensure your volunteers are prepared to share:
 - i. The benefits of membership for him, his family, and the Church.
 - ii. Why they are members themselves.
 - iii. Why protecting Catholic families financially was part of Father McGivney's original mission and how it continues to support our charity and our Church today.
 - iv. If you need examples or talking points, consult the Fishers of Men Guidebook (FOM-GUIDE).
- ✓ Volunteers should stand outside of the doors before Mass to hand out materials to avoid distracting anyone preparing for Mass.
- ✓ Make sure all volunteers have sufficient membership materials, pens, and cards to hand out to men as they walk into Mass. If anyone has questions, volunteers should respond that the materials are from the Knights of Columbus and there will be an announcement at the end of Mass, they will be there for questions afterward. (This will avoid delays from discussions before Mass.)

STEP 6. Deliver Pulpit Announcements at all Masses.

STEP 7. Ensure your volunteers answer questions and collect the membership cards after Mass.

- ✓ Check inside the pews after each Mass to see if any packets were left behind.
- ✓ Make sure your team does not leave any membership materials or Membership Enrollment Cards except in locations approved by Father, such as an entrance table.
- ✓ Please retain the completed Membership Enrollment Cards and protect them because they contain personal information of the prospective members.

STEP 8. Thank Father and your volunteers for their support with the membership drive.

STEP 9. Enter the information from the cards completed and signed by prospective members into the membership portal at www.kofc.org/joinus using either your Agents Promo Code or another code to ensure that the first year of e-membership is free.

- ✓ Every candidate must respond to the registration email within 72 hours to confirm that he is a baptized and practicing Catholic man over the age of 18, and that he agrees to the Knights of Columbus bylaws, the constitutional role and our other policies. **Only the new member is allowed to complete this step.**

STEP 10. Follow up with everyone who completed a Membership Enrollment Form.

- ✓ Use the Membership Enrollment Cards to create a list or spreadsheet to track
 - i. Whether the required email was sent back and the new member appears on your membership lists;
 - ii. That you have followed up with anyone who gave you a Membership Enrollment Card but may not have responded to the required email; and
 - iii. That everyone's contact information is currently entered into the system.
- ✓ Either you or a brother Knight should call any potential members who did not respond to the required email and encourage them to complete their membership and offer to answer any questions or help them with any technical issues they may be having. For candidates who selected a preferred language that you do not speak, please do your best to find a volunteer who can reach out to them in their language to complete the process.
- ✓ For all of your new members, reach out to them by text, phone or email over the next few weeks and welcome them to the Order, reminding them of the time and location of the Exemplification of Charity, Unity and Fraternity.
- ✓ Review all of the contact information with each new member to ensure it is correct.

STEP 11. Encourage your local agent to attend the Exemplification. Work together with your agent and council members to plan something special to welcome your new members: a personal note, rosary pouches, snacks or desserts to share with those at the Ceremony, etc.

STEP 12. After the Exemplification, ensure that the paperwork to transfer the member into the council is completed. If the man joined online, this can be done through the Candidate Tab in Officers Online by the council's grand knight/financial secretary.



**Knights of
Columbus®**

To Order Your Membership Drive Materials

- Log on to www.kofc.org
- Sign into Officers Online
- Click on Supplies Online Icon
- **Scroll Down and Click on Membership & Recruitment**
 - Click on Fishers of Men: A Culture of Invitation
 - Order Brochures:
 - 11586 – Point the World to Jesus Christ
 - 11730 – Fraternal Benefits Card
 - 10099 – 24 Hours to Be a Knight
 - Click Membership Enrollment Cards
 - Order and/or Download Item 11881
 - Download 11872 – Outreach Steps
 - Download Pulpit Announcement
- **Click on Home**
- **Click on Evangelization & Faith Formation**
 - Click on Cor Resources
 - Click on Start Up Resources
 - Click on English Start Up Resources
 - Order 11541 – Why Cor? Brochure
- **Check Out**

Council Membership Drive

A Membership Drive provides an opportunity to introduce your council to a broad range of prospective members at one event. The objective of the Membership Drive is to showcase your council's charitable service programs, social and fraternal activities, and membership benefits.

Here are the steps for your council to follow to conduct a Membership Drive:

- The membership director should appoint a committee to organize and conduct the Membership Drive.
- Plan activities that children can participate in while the prospective members and their wives learn about the benefits of membership in your council.
- Publicize the date and time in local newspapers and church bulletins, and on local radio. • Send open house invitations to prospective members.
- Make a display highlighting your council's charitable activities, awards and other council activities, then post it at the entrance to your meeting place.

The Membership Drive:

- Welcome committee greets guests. Direct children to the planned activities.
- Opening prayer by your council's chaplain.
- Grand knight or membership director should explain your council's charitable programs, and its social and fraternal activities.
- Your council's field agent should explain benefits of membership.
- A question and answer session.
- Conclude with refreshments or light buffet.

At the conclusion of the program, recruiters should ask prospective members to join and assist them in completing a Membership Document. Prospects should also be informed of the dates for the Admission Committee screening and upcoming Exemplification. See back of book for a checklist to plan your Membership Drive.

Team Recruiting

Recruiting in teams of two brings twice the enthusiasm and knowledge of your council to the recruiting process. Here are the steps for your council to follow when conducting team recruiting:

- Organize two-man teams from the membership committee and additional members of your council. • Divide your council's prospective member list among the teams.
- Schedule a visit with each prospective member and his wife.
- Invite the prospective member and his family to participate in a scheduled council charitable program.
- Ask the prospective member to join your council. Assist him in completing the Membership Document and accompany him to the Admission Committee screening and Exemplification.

Insurance Promotion

One of the primary reasons Blessed Michael McGivney founded the Knights of Columbus was to provide financial security to families after the death of a spouse whose job was the main or only source of income. Knights of Columbus Insurance is among the most highly-rated insurance companies in North America and continues to provide protection "by brother Knights and for brother Knights." Scheduling frequent fraternal benefits events provides members with the opportunity to learn about Knights of Columbus Insurance products and to discuss their insurance needs with a field agent. This will also set your council on the path to earning the Founders' Award. Here are the steps for your council to follow for promoting Knights of Columbus Insurance products and hosting a fraternal benefits event:

- Send copies of all completed Membership Documents to your council's general agent immediately after the Exemplification.
- Invite your council's field agent to speak at council meetings.
- Ask your council's field agent to write an article for your council's newsletter.
- Have your field agent appointed as Insurance Promotion Chairman by your council's grand knight.

Admission Committee Guidelines

Use of an Admission Committee is essential to ensure that your council and the candidate understand one another's expectations. Follow these guidelines to ensure a properly functioning Admission Committee:

- The grand knight must appoint seven members to serve on the Admission Committee.
 - It is recommended that the chancellor serve on this Committee.
- The committee should meet on an ad hoc basis.
 - This ensures that candidates do not wait extended periods of time to be welcomed into your council.
- Ask the candidate to complete the Member/Prospect Interest Survey
 - Reading of the application and balloting should take place at the next council meeting.
- Advise the candidate of the date for the Exemplification.
 - If the candidate has a conflict with the date/time of the scheduled Exemplification, to welcome the candidate into your council, work to resolve.

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. Below is from the Publication 11619 *Fraternal Excellence Guide* dated 1 May 2025.

*Information may be superseded by at 2026 version.

Temporary Billing Procedures

These revised billing procedures apply only to councils that participate in the Affiliate Member Initiative (AMI). They are needed because the AMI significantly changes the handling of members who are delinquent in their payment of dues. 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.

1. The Financial Secretary forwards 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 forward the membership bill "Second Notice".
3. If payment is not received within 30 days from the date the "Second Notice" was sent, do not update billing status to Knight Alert. The Financial Secretary will instead provide the names, addresses, telephone numbers, email address, amounts due, and proposer information for each member in arrears to an Engagement Committee that should include a Chairman and two additional members.
4. The Engagement Committee Chairman shall assign committee members to contact the members in arrears. Committee members should use various methods, including internet search engines, to locate members whose contact information is out of date. If a member is found to be experiencing financial difficulty, the Engagement Committee Chairman should recommend to the Grand Knight and Trustees that forgiveness of dues or other suitable financial arrangements be made to assist this member. If a member has disengaged himself from council activities or become dissatisfied with his Knights of Columbus membership, the

committee member should remind the Brother of the many valuable benefits available to all members and the particular fraternal benefits of working with local council Brothers. A supply of membership benefit reference materials should be readily available for committee members to share as needed.

5. Within 30 days of receiving the list of members in arrears, the Engagement Committee Chairman shall submit to the Grand Knight and Trustees a report including the reasons for nonpayment and their recommended actions for each listed member.
6. Within 15 days of receiving the Engagement Committee report, the Grand Knight shall meet with the Financial Secretary and Trustees to decide on a course of action for each member. These actions may include, but are not limited to:
 - Issuing a “Final Notice” to members who wish to remain in the council and gave no reason for nonpayment. The Financial Secretary can regenerate another “Second Notice” from Member Billing to serve as this “Final Notice.”
 - Waiving the dues for members in financial distress.
 - Reducing the dues or allowing alternate payment plans for members in financial distress.
 - Processing the withdrawal of members who request to leave the Order.
 - Processing members who meet the requirements for designation as Affiliate Members in the state division. Lists of these members should be submitted through a council’s district deputy and received by the Supreme Council no later than the last day of the billing cycle.
7. No further billing actions are required.

NOTE: Suspension transactions are reserved for Summary Suspension for Cause and Board actions.

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 after January 15th
- Knight Alert Letter sent February 15th
- Notice of Intent to Retain sent March 1st
- File a Membership Document 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 after July 15th
- Knight Alert Letter sent August 15th
- Notice of Intent to Retain sent September 1st
- File a Membership Document with the Supreme Council on November 1st but no later than December 1st

Affiliate Member Initiative

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

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

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

The process is detailed in publication #11729 (*Affiliate List Submission Process*) in accordance with the *Temporary Billing Procedures* detailed in publication 11619 (*Fraternal Excellence Guide*). Spreadsheets (lists) may be submitted anytime, but those received after May 1st may not be reflected on council rosters until after July 1st. Please note:

Members who ask to withdraw from the Order may not be designated for Affiliate status. Email their resignation letter along with their name and membership number to membership@kofc.org so they can be properly removed from the Order.

Questions can be asked by email to affiliate@kofc.org or phone at (800) 380-9995.

Reasons that Members Drop Out of the Knights

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

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

1. Lack of communication
 - a. No council newsletter
 - b. Did not have a sponsor / had no personal contact from the council
 - c. "I have no idea what is going on"
2. No activities
 - a. Council has no programs for my family or for me
3. Poorly run ceremonials
 - a. Not impressed with the Charity, Unity, & Fraternity exemplification
 - b. Did not take the second, third or fourth degrees
 - c. Was never contacted about Charity, Unity, & Fraternity exemplification 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 (Charity, Unity, & Fraternity exemplification) degree
 - b. I have no idea how this organization functions
7. Having money problems
8. Working two jobs
9. Unemployed
10. Having family or medical problems
11. Have no time to get involved

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

Member Experience Interest Survey

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

GENERAL INFORMATION

Name: _____

E-Mail: _____ Phone: _____

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

Number of Children: Boys _____ Girls _____

Occupation: _____ Parish/Church: _____

Hobbies/Interests: _____

FAITH IN ACTION PROGRAMS

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

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

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

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

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

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

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

Please submit this form to your Grand Knight



Member Retention

The task of member retention begins as soon as the Exemplification is conferred upon a new member. To inspire both new and current members, that have been inactive more than one year, to be active in your council, promote the Shining Armor Award (*See Publication 4297*).

To earn the Shining Armor Award, Knights must:

- Be involved in at least three council service programs.
- Attend at least three business meetings.
- Meet with your council's insurance representative.
- Recruit at least one new member.

Additional information on the Shining Armor Award can be found on the Knights of Columbus website, kofc.org.

Your council must ensure that each Knight has the ability to earn the Shining Armor Award. Here are some steps to take to ensure your members succeed:

- Set the service program calendar early in the fraternal year and publicize it to the membership.
 - Regularly review service programs to determine if they were successful.
 - Send out a Member/Prospect Interest Survey annually to determine the interests of your members.
 - Utilize the suggestions of members for new service programs or to improve current service programs.
 - Ask different members to take leadership roles in service programs and your council.
- Make council meetings productive. m Utilize members' time efficiently on meeting nights.
 - Present information in a clear and concise manner.
 - Hold officer meetings to limit lengthy discussion in council meetings.
 - Follow a meeting agenda. m Ask members to take leadership roles in your council.
- Host fraternal benefits events. m Invite the field agent to council meetings and allow him to speak.
 - Ensure that the financial secretary forwards Membership Documents to the general agent immediately after Exemplifications.
- Schedule monthly Exemplifications of Charity, Unity, and Fraternity.
- Your council's financial secretary should provide your retention committee with a list of brother Knights in danger of being suspended. Contact these members and discuss their reasons for being inactive. Urge them to become active again in an upcoming charitable or fraternal activity.

Through implementing the points above, your council will keep all members involved and active.

For more information on membership recruitment and retention, visit the Knights of Columbus website, kofc.org/training.

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

One of the better pay sites available is:

- www.peoplefinder.com

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

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

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

If you find that a member has moved out of the area, locating them may allow you to help them transfer to another council in their new location.

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

Accidental Death Benefit: It may be of value to remind every member in good standing with their council and whose council is in good standing of this benefit that is of no cost to them. The benefit is available to members and their wives and can have a value up to \$5000. K of C Brochure #2773 details this benefit.

Round Table Program

Below is from the Publication 11619 *Fraternal Excellence Guide* dated 1 May 2025.

Benefits of a Parish Round Table

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

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

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

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

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

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

To minimize paperwork, only two forms are used —

- **Report of the Parish Round Table Coordinator DUE: AS NEEDED**
- This form is used to report the Round Table Coordinator assigned to each parish and is signed by the grand knight's signature. Only one coordinator can be assigned to a parish. This report is emailed to councilgrowth@kofc.org for processing and also a copy will go to the State Round Table Coordinator.
- **Annual Report of the Knights of Columbus Round Table DUE: JUNE 30**
- This form is used to report the growth and activity of the established parish round table and is signed by the round table coordinator. This report is emailed to councilgrowth@kofc.org for processing and also a copy will go to the State Round Table Coordinator. Make sure your numbers have been reported to the council to be included in the council's *Annual Survey of Fraternal Activity*.

When the parish round table coordinator is changed, the grand knight notifies the Fraternal Mission Department, state and district deputies, and the outgoing coordinator with an updated Report of the Parish Round Table Coordinator.

Form # 2630

(7) ROUND TABLE COORDINATOR:	MEMBERS OF NUMBER _____	LAST NAME _____	FIRST NAME _____	INITIAL _____
FULL PARISH NAME: _____		PARISH CITY: _____		
NUMBER OF COUNCIL MEMBERS AT THIS PARISH _____		NUMBER OF FAMILIES AT PARISH _____	LANGUAGE: ☐ E ☐ F ☐ C ☐ S ☐ OTHER AND SPECIFY _____	
(8) ROUND TABLE COORDINATOR:	MEMBERS OF NUMBER _____	LAST NAME _____	FIRST NAME _____	INITIAL _____
FULL PARISH NAME: _____		PARISH CITY: _____		
NUMBER OF COUNCIL MEMBERS AT THIS PARISH _____		NUMBER OF FAMILIES AT PARISH _____	LANGUAGE: ☐ E ☐ F ☐ C ☐ S ☐ OTHER AND SPECIFY _____	
(9) ROUND TABLE COORDINATOR:	MEMBERS OF NUMBER _____	LAST NAME _____	FIRST NAME _____	INITIAL _____
FULL PARISH NAME: _____		PARISH CITY: _____		
NUMBER OF COUNCIL MEMBERS AT THIS PARISH _____		NUMBER OF FAMILIES AT PARISH _____	LANGUAGE: ☐ E ☐ F ☐ C ☐ S ☐ OTHER AND SPECIFY _____	
(10) ROUND TABLE COORDINATOR:	MEMBERS OF NUMBER _____	LAST NAME _____	FIRST NAME _____	INITIAL _____
FULL PARISH NAME: _____		PARISH CITY: _____		
NUMBER OF COUNCIL MEMBERS AT THIS PARISH _____		NUMBER OF FAMILIES AT PARISH _____	LANGUAGE: ☐ E ☐ F ☐ C ☐ S ☐ OTHER AND SPECIFY _____	

Grand Knight
Date

A parish round table serves a parish in any number of ways. However, the ultimate aspiration of any parish round table remains the same: To actively engage Knights of Columbus members in order to aid the parish and sustain visible Catholic action through works of charity in every parish and mission throughout the Order, and in sustainable parishes to form the round table into a fully functioning council. Parish round tables are ideal to provide a Knights of Columbus presence and be of service to smaller parishes and missions, and to fill needs for ethnic development. In general, parishes with more than 150 families should first explore the possibility of forming its own council.

The grand knight and his officers make lists of council members who belong to those area parishes. All will automatically become part of that parish round table. New parishioners of the parish may be recruited, as well. The grand knight, with the help of his officers and insurance agents, inform all council members who belong to the designated parish, explain that the Order would like to set up a parish round table and then explain the benefits to them. The grand knight and a knight parishioner call on the pastor to offer help. Since the pastor assigns the projects, there will be no conflict with existing groups. The grand knight presents the priest with a list of Knights who are parishioners. The grand knight appoints only one parish round table coordinator for each designated parish. Also, the parish in which the round table is present cannot be the home parish of a council, unless the home council is established in a different language from the round table.

The grand knight completes and signs the *Report of Round Table Coordinator* (Form #2629) and emails it to councilgrowth@kclcf.org and sends copies to the State Deputy, District Deputy, State Round Table Chairman, and keeps a copy for council files. Form #2629 must be filed each year even if there are no changes. All round table activities should be coordinated on the councils Form #1728 – Annual Survey of Fraternal Activity. Formation of the parish round table and appointment of the coordinator are announced to those involved, and announcements are published in the parish and council bulletins. Once a round table grows and exceeds 30 members and still has potential to grow, the paperwork should be submitted to form a new council.

SEND ORIGINAL TO: Department of Fraternal Mission (email: councilgrowth@kclcf.org)

SEND COPIES TO: State Deputy, State Round Table Chairman District Deputy, Council File

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Member Management/Member Billing.....	expertfs@kofc.org
For general inquiries, email.....	info@kofc.org

