



Knights of  
Columbus®

# Fraternal Planner

2022 - 2023

# TABLE OF CONTENTS

Fraternal Quick Start Guide .....	1
Welcome Letter .....	2
Star Award Requirements .....	3
Program Planning Calendar .....	4
Program Calendar .....	8
Office of Youth Protection .....	9
Church Drive Planning .....	10
Fraternal Benefits Seminar .....	11
Monthly Calendar .....	12
Notes .....	36

# FRATERNAL QUICK START GUIDE

## Key Contacts

**Fraternal Mission** – fraternalmission@kofc.org, 203-752-4270

**Membership Records** – membership@kofc.org, 203-752-4210

**Member Management/Billing** – expertfs@kofc.org, 203-752-4210

**Knights Gear (USA)** – support@knightsgearusa.com, 1-833-695-4872

**Knights Gear (Canada)** – support@knightsgearca.com, 1-833-695-4872

**Supplies Online** – customersupport@webbmason.com, 1-833-591-7770

**Catholic Information Service** – cis@kofc.org, 203-752-4574

**Ceremonials** – ceremonials@kofc.org, 203-752-4346

**Council Accounts** – council.accounts@kofc.org, 203-752-4392

**F.S. Appointments** – financial.secretary@kofc.org, 203-752-4285

## Key Reporting Dates

August 15	<i>Semiannual Council Audit (#1295)</i>
September 15	<i>District Deputy Report (#944)</i>
January 31	<i>Annual Survey of Fraternal Activity (#1728)</i>
February 15	<i>Semiannual Council Audit (#1295)</i>
June 30	<i>Service Program Personnel Report (#365)</i> OR the Service Personnel Screen on Member Management <i>Report of Chosen Officers for the Term (#185)</i> OR the Officers Screen on Member Management <i>Columbian Award Application (#SP-7)</i> <i>Food for Families Refund and Plaque Application (#10057)</i> <i>RSVP Refund and Plaque Application (#2863)</i>
As Required	<ul style="list-style-type: none"> <li>• <i>Entries for State Council Program Awards (#STSP)</i></li> <li>• <i>Family of the Year Entry Form (#10680)</i></li> <li>• <i>Fraternal Programs Report Form (#10784)</i></li> </ul>

For details and due dates on all Program Forms, review *Programs Forms Reference Guide (#11172)*.

## Helpful Links:

- [kofc.org/FaithInAction](#) – Faith in Action programs landing page
- [kofc.org/Star](#) – Information and requirements for the Star Council Award
- [kofc.org/Webinar](#) – Registration link and webinar archive
- [kofc.org/training](#) - Fraternal Training Resources
- [kofc.org/formembers](#) – Forms and Information
- [kofc.org/intothebreach](#) – Into the Breach Video Series
- [kofc.org/FraternalOperations](#) – Resources on meetings, awards and general operations
- [kofc.org/crp](#) – Provides COVID Recovery Program (CRP) information and resources

## OFFICERS ONLINE (O.O.) / Knights Application Portal:

If you need your invitation code, or have trouble logging in, please contact Customer Service at 1-800-380-9995 or info@kofc.org. If you have previously had access to Officers Online, your username remains the same and you only need to reset your password if you have misplaced/forgotten it.

Here is an overview of the applications within Officers Online that you may see (varies depending upon your officer role):



**Officers Desk Reference**

A reference tool that contains definitive guidance on a wide range of subjects relating to the governance of subordinate units, including questions and issues about which the Supreme Advocate's Office is frequently consulted for advice.



**Office Of Youth Protection**

Links to the Safe Environment Program, with important documents and answers to common questions.



**Home Corporations**

Access to the online Handbook For Councils Using Home Corporations.



**Member Management**

This application allows you to view rosters, update member records, submit certain reports, and much more! The program is available to grand knights and financial secretaries.



**Member Billing**

This application allows financial secretaries to manage financial transactions; create, edit and archive receipts, vouchers, assessments and adjustments; produce billing notices; and manage payments received from members.



**By Laws Online**

This application allows councils to establish by-laws electronically, receive automatic approval, and submit a request for printing. The program is available to grand knights, financial secretaries and advocates.



**Knights Gear**

Allows you to view various promotional and gift items and place an order through Knights Gear.



**Supplies Online**

Allows you to view the full supply catalog and order printed materials through WebbMason.



This fraternal year presents a wonderful opportunity to build your council's reputation through meaningful works of charity and volunteer service. Last year, over 6200 councils earned the McGivney, Founder's, Columbian or Star Council award despite pandemic restrictions. Their resilience is inspirational.

COVID-19 restrictions hindered fraternal operations for the past two years. Now, as restrictions are relaxed, Knights should lead their parishes and communities with moral values that transcend the divisive trends that plague our society.

For councils that were sidelined by the virus, we have the *Covid Recovery Program Guidebook* ([www.kofc.org/crp](http://www.kofc.org/crp)) to get them back in the game. It contains simple suggestions for rebuilding a team and resuming operations. Such councils should use that guidebook as a steppingstone to prepare for the operations described in this book.

For all other councils, this Fraternal Planner contains valuable schedules and advice for fraternal operations. Use it to develop a plan for the coming year that best fits the needs and circumstances of your community.

During the pandemic, we developed guidelines and procedures for digital operations. Going forward, all councils should use these digital tools and methods, along with traditional "in person" methods, to engage the widest possible audience. This will allow members who are on the periphery to stay involved with council activities in the digital environment.

As we prepare to publish this planner, the invasion of Ukraine by Russian forces has unsettled the entire world. We don't know if the invasion will recede or if it will expand. In any case, the Knights of Columbus will respond with charitable contributions, prayers, material aid, and volunteer service for the victims. All councils and assemblies should support these efforts as the situation develops.

Let's show the world how Knights respond to challenging times!

*Vivat Jesus!*

Tom McCaffrey

Vice President, Fraternal Operations

#### Use this Fraternal Planner to:

- Set clear goals for membership growth and engagement through programs and fraternal activities
- Clearly communicate these goals to motivate your council
- Measure your progress and determine the changes needed to chart a more successful course
- Seek opportunities to integrate membership, programs, and charitable activities
- Plan your full program calendar and integrate it with your parish calendar
- Keep track of each month's activities



## Star Council Award

	<b>Father McGivney Award (Membership Growth)</b> Reach 6% growth in membership; intake only, minimum 5, maximum 15
	<b>Founders Award (Insurance Growth)</b> Host two Fraternal Benefit Seminars (virtual or in-person) Minimum of seven member or member eligible attendees per event
	<b>Columbian Award (Programs)</b>
	16 program credits – four in each of the four Faith in Action categories
	Submit <i>Columbian Award Application</i> (#SP-7) – Due 6/30
	<b>Overall Council Excellence</b>
	Be in good standing with the Supreme Council
	Be fully compliant with Safe Environment requirements (USA & Canada only)
	Submit <i>Service Program Personnel Report</i> (#365) – Due 6/30
	Submit <i>Annual Survey of Fraternal Activity</i> (#1728) – Due 1/31



## Star District Award

	<b>Membership Growth</b> Reach 70% of combined council growth quotas
	<b>Insurance Growth</b> Founders Award earned by every council in district
	<b>Overall District Excellence</b>
	For each council in your district, submit a <i>District Deputy Report</i> (#944) – Due 09/15
	At least one council in the district must earn the Star Council Award



## Star Assembly Award

	<b>Membership Growth</b> Reach 6% growth in membership, intake only
	<b>Programs</b>
	<b>Civic Award</b>
	Conduct and report at least four varied patriotic programs
	Submit <i>Civic Award Application</i> (#2321) – Due 6/30
	<b>To Be A Patriot Award</b>
	<i>To Be A Patriot Award Application</i> (#TBP-2) – Due 5/31
	Complete the form to enter the competition
	<b>Overall Assembly Excellence</b>
	Publish a monthly Assembly Newsletter or Bulletin
	Submit <i>Report of Assembly Officers Chosen for the Term</i> (#186) – Due 7/1
	Submit <i>Annual Assembly Audit Report</i> (#1315) – Due 8/1
	Submit <i>Annual Survey of Fraternal Activity</i> (#1728) – Due 1/31

# Program Planning Calendar — Faith in Action Programs

For detailed information on each program, how to conduct them, and all related resources, please visit [kofc.org/faithinaction](http://kofc.org/faithinaction).

Each green box below represents a suggested time-frame to run each respective program. When you choose to run your program is completely at the discretion of your council.

	Q1			Q2		
	JUL	AUG	SEP	OCT	NOV	DEC
	2022	2022	2022	2022	2022	2022
<b>FAITH:</b>						
<i><b>RSVP</b></i>						
<i><b>Into the Breach</b></i>						
Pilgrim Icon Program (Y)						
Building the Domestic Church Kiosk						
Rosary Program (Q)						
<i><b>Spiritual Reflection</b></i>						
<i><b>Holy Hour (Q)</b></i>						
Sacramental Gifts						

## **FAMILY:** Key M=Monthly Q=Quarterly Y=Year Long Bold Italics=Featured

<i><b>Food for Families (Y)</b></i>						
<i><b>Family of the Month/Year (M)</b></i>						
Keep Christ in Christmas						
<i><b>Family Fully Alive (Y)</b></i>						
Family Week						
Consecration to the Holy Family						
<i><b>Family Prayer Night (Y)</b></i>						
Good Friday Family Promotion						

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## FAITH:

Q3			Q4			
JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	JUL 2023

<b><i>RSVP</i></b>						
<b><i>Into the Breach</i></b>						
Pilgrim Icon Program (Y)						
Building the Domestic Church Kiosk						
Rosary Program (Q)						
<b><i>Spiritual Reflection</i></b>						
<b><i>Holy Hour (Q)</i></b>						
Sacramental Gifts						

## FAMILY:

**Key** M=Monthly Q=Quarterly Y=Year Long **Bold Italics=Featured**

<b><i>Food for Families (Y)</i></b>						
<b><i>Family of the Month/Year (M)</i></b>						
Keep Christ in Christmas						
<b><i>Family Fully Alive (Y)</i></b>						
Family Week						
Consecration to the Holy Family						
<b><i>Family Prayer Night (Y)</i></b>						
Good Friday Family Promotion						

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Each green box below represents a suggested time-frame to run each respective program. When you choose to run your program is completely at the discretion of your council.

	Q1			Q2		
	JUL	AUG	SEP	OCT	NOV	DEC
	2022	2022	2022	2022	2022	2022
<b>COMMUNITY</b>						
<i>Coats for Kids</i>						
<i>Global Wheelchair Mission (Y)</i>						
<i>Habitat for Humanity (Y)</i>						
Disaster Preparedness						
Free Throw Championship						
Catholic Citizenship Essay Contest						
Soccer/Hockey Challenge						
Helping Hands (Y)						

## LIFE

**Key** M=Monthly Q=Quarterly Y=Year Long **Bold Italics=Featured**

<i>March for Life</i>						
<i>Special Olympics</i>			Fall Games			
<i>Ultrasound Program (Y)</i>						
Christian Refugee Relief (Y)						
Silver Rose (jurisdiction schedule)						← End
Mass for People with Special Needs (Y)						
<i>Pregnancy Center Support (Y)</i>						
Novena for Life						

# Program Planning Calendar — Faith in Action Programs

For detailed information on each program, how to conduct them, and all related resources, please visit [kofc.org/faithinaction](http://kofc.org/faithinaction).

Each green box below represents a suggested time-frame to run each respective program. When you choose to run your program is completely at the discretion of your council.

## COMMUNITY

Q3			Q4			
JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	JUL 2023

<i>Coats for Kids</i>						
<i>Global Wheelchair Mission (Y)</i>						
<i>Habitat for Humanity (Y)</i>						
Disaster Preparedness						
Free Throw Championship						
Catholic Citizenship Essay Contest						
Soccer/Hockey Challenge						
Helping Hands (Y)						

## LIFE

**Key** M=Monthly Q=Quarterly Y=Year Long **Bold Italics=Featured**

<i>March for Life</i>	USA				Canada		
<i>Special Olympics (Q)</i>	Winter Games					Summer Games	
<i>Ultrasound Program (Y)</i>							
Christian Refugee Relief (Y)							
Silver Rose (jurisdiction schedule)			Start→				
Mass for People with Special Needs (Y)							
<i>Pregnancy Center Support (Y)</i>							
Novena for Life							

# MY COUNCIL'S PROGRAM CALENDAR

[kofc.org/faithinaction](http://kofc.org/faithinaction)

To earn the Colombian Award (and, by extension, the Star Council Award), councils must submit the *Colombian Award Application (#SP-7)* showing that they have conducted programs in each of the Faith in Action program categories, for a total of 16 program credits, with four in each category: Faith, Family, Community, and Life.

 <b>Faith</b>	<b>Date</b>	 <b>Family</b>	<b>Date</b>
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
 <b>Community</b>	<b>Date</b>	 <b>Life</b>	<b>Date</b>
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
 <b>Multicultural</b>	<b>Date</b>	<b>Miscellaneous/Other</b>	<b>Date</b>
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	

# OFFICE OF YOUTH PROTECTION SAFE ENVIRONMENT PROGRAM (SEP)

*KOFC.ORG/SAFE*

Under Faith in Action, certain state and council officers/directors are required to complete the Order's safe environment training and may also be required to provide authorization for a background check.

If members in certain roles are not compliant within 30 days of notification, they are subject to removal from those roles.

Email addresses are required when completing the *Service Program Personnel Report (#365)* for the program, community, and family director roles. Praesidium, the Order's safe environment partner, will email grand knights, program, family, and community directors assigned usernames and passwords to complete the training. They will also email family and community directors a personalized link to provide background check authorization. The Knights of Columbus covers all costs associated with these

requirements. Although the grand knight may also hold one of the following roles, there must be three (3) different members assigned to the program, family, and community director roles.

Email notifications are unique to each recipient and cannot be forwarded or used by any other member. The time-sensitive notifications require the recipient to complete training and background check authorization within 30 days of receipt.

All members who have access to Officers Online may view the safe environment status of their council or jurisdiction each week on the Reports tab.

For a council to be compliant with the safe environment program, all SEP roles must be filled and compliant. If the council sponsors a Columbian Squire Circle, the circle must also be fully compliant.

## *SEP Roles: Training and Background Check Requirements*

SEP ROLES	TRAINING	BACKGROUND CHECK	OFFICERS ONLINE REPORTS
<b>State Council</b>			
State Deputy	✓		✓
State Advocate	✓		✓
State Program Director	✓		✓
State Youth Director	✓	✓	✓
State Family Director	✓	✓	✓
State Community Director	✓	✓	✓
State Squire Chairman	✓	✓	✓
<b>Subordinate Council</b>			
Grand Knight	✓		✓
Faithful Navigator	✓		
Program Director	✓		✓
Family Director	✓	✓	
Community Director	✓	✓	
Chief Counselor	✓	✓	
Adult Counselor	✓	✓	

MEMBER HELPLINE: [YOUTHLEADER@KOFC.ORG](mailto:YOUTHLEADER@KOFC.ORG) | (203) 800-4940 | FAX (855) 845-3502

OFFICE OF YOUTH PROTECTION: [OYP@KOFC.ORG](mailto:OYP@KOFC.ORG) | (203) 752-4558 | FAX (855) 845-3502

**YOUTH PROTECTION HELPLINE (844) 563-2723**

# PLANNING YOUR CHURCH DRIVE

In addition to constantly extending the offer of membership to every eligible man, every council should hold at least two Church recruitment drives each fraternal year. Church drives allow your council the opportunity to invite every man and his family to be a part of your council. The success of your Church recruitment drive will largely depend on the planning and preparations your council makes leading up to it. This worksheet can be used to note who is in charge of each task and to note completed once done.

	Fall Church Drive	Spring Church Drive
<b>Two Months Before</b>		
Obtain Approval from Pastor and Set Date		
Take Delta Church Drive Training/Review Delta Church Drive Process		
Obtain Mass Attendance Projections from Parish(es) and Order Delta Church Drive Kit on Supplies Online		
<b>One Month Before</b>		
Confirm Ceremonial date		
Begin Pre-Drive Bulletin Announcements		
Confirm Knights for coverage of each Mass (pulpit announcement, ambassadors, etc.)		
<b>Week Of Drive</b>		
Practice Responsibilities (Pulpit Announcement, Ambassador Role, Prospect Landing Page) Confirm Plans with Celebrant(s)		
Confirm all Knights will wear similar team attire (KofC polos, badges, etc.)		
Confirm Raffle Prize and Logistics		
Have a plan to follow up with each prospect within 48 hours		
<b>One Month After</b>		
Follow up with Prospects and announce raffle winner in timely manner		
Begin Post-Drive Bulletin Announcements		
Invite Prospects and Family to Open House or other event		
Conduct ceremonial within 1-2 weeks after drive		
Report new members to Supreme Council		
Send "Thank You" to Pastor and Knights who assisted		

# FRATERNAL BENEFITS SEMINAR

A Fraternal Benefit Seminar is not only a great way to remind members of the fraternal benefits available to them, it's also a great way to introduce prospective members to the Knights of Columbus. This planning worksheet should be used to plan a successful Fraternal Benefit Seminar. Use the space below to track progress. The Founders' Award recognizes excellence in the promotion of our insurance and fraternal benefits. Councils striving for the Founder's Award must host (or co-host) two fraternal benefit seminars (in-person or virtual) per year. Each council must have a minimum of 7 members or member-eligible attendees at each seminar. These events are coordinated in conjunction with your local field agent. In order for the council to receive credit, the grand knight must submit form #11077 to the general agent within seven days of the seminar.

Planning Your Fraternal Benefit Seminar	
<b>First Steps</b>	
Confirm a date with your Field Agent and discuss logistics, including if the event will be virtual or in-person	
If held in-person, work with Pastor and confirm space for Fraternal Benefit Seminar. Make sure the Pastor plans to attend	
<b>One Month Before</b>	
Promote the Fraternal Benefit Seminar to members and their families at least three times prior to the event. You can refer to Form #11077 for suggestions on ways to successfully promote. (Be sure to include your agent on all communications)	
Invite Prospective Members to the Fraternal Benefit Seminar	
<b>Week Of Fraternal Benefit Seminar</b>	
Confirm final logistics, including food and refreshments	
Send required email blast to all Members and Prospects to promote the event	
<b>After Fraternal Benefit Seminar</b>	
Submit the <i>Fraternal Benefit Seminar Form</i> (#11077) to your General Agent within 7 days of the event	

# JULY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday
26	27	28	29	30 <div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: red; margin-right: 5px;"></div> <div style="font-size: 8px; margin: 0;">Report of Chosen Officers Form DUE</div> </div> <div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: red; margin-right: 5px;"></div> <div style="font-size: 8px; margin: 0;">Service Program Personnel Report DUE</div> </div> <div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: red; margin-right: 5px;"></div> <div style="font-size: 8px; margin: 0;">Columbian Award Application DUE</div> </div>
3	4 Independence Day (USA)	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
<b>1</b> Canada Day (CANADA)	<b>2</b>
<b>8</b>	<b>9</b>
<b>15</b>	<b>16</b>
<b>22</b>	<b>23</b>
<b>29</b>	<b>30</b>

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Programming Activities

Things to Accomplish:	
	<i>Report of Officers Chosen (#185) – DUE 6/30</i> Submitting this form on the Council Officer screen in Member Management is the fastest way to connect your officers with Officers Online resources.
	<i>Service Program Personnel Report (#365) – DUE 6/30</i>
	<b>Installation of Council Officers</b> The district deputy should install council officers as close to the start of the fraternal year as possible.
	<b>Organizational Meetings</b> District Organizational Meetings should be held within two weeks of your jurisdiction's Organizational Meeting.
	<b>Hold a review of your 2021-2022 fraternal year</b> Focus on which membership initiatives and programming activities worked and which could be improved
	<b>Begin planning and promotion for the Catholic Citizenship Essay Contest</b>
	<b>Review the safe environment reports in Officers Online to validate safe environment requirements have been met.</b>

Plan Ahead:	
	<i>Semiannual Council Audit (#1295) – DUE 8/15</i>
	<b>Start organizing your fall Church Drive</b> Contact your pastor and submit bulletin announcements to the parish secretary
	<b>Plan ahead for programs taking place this fall</b> Log in to Supplies Online and order any kits/materials needed for holding a Soccer Challenge, Catholic Citizenship Essay Contest, or Free Throw. This way councils will have kits in hand and be ready to approach schools in August about running the programs.
	<b>What new program(s) does your council plan to institute this year?</b>
	<b>Which prospects will you be inviting to the next activity your council holds?</b>

### Reminders:

1. Meet with your pastor and pastoral staff to set council program dates on the parish calendar.
2. Finalize and promote your fraternal program calendar of events, including your degrees and programs to be held.
3. Ask someone to join your council.

# AUGUST 2022

Sunday	Monday	Tuesday	Wednesday	Thursday
31	1	2	3	4
		139th Supreme Convention		
7	8	9	10	11
14	15 ASSUMPTION OF THE BLESSED VIRGIN MARY	16	17	18
	Order Church Drive Kits for October			
	Council Audit DUE			
21	22	23	24	25
28	29	30	31	1

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
5	6
12	13 <div style="background-color: yellow; padding: 2px; display: inline-block;">Blessed Michael McGivney's Memorial</div>
19	20
26	27
2	3

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Programming Activities

Things to Accomplish:	
	Semiannual Council Audit (#1295) – DUE 8/15
	Secure your pastor's permission to conduct a Church Recruitment Drive.
	Hold your council's first programs of the Fraternal Year. Consider hosting family activities this August such as a Family Week.
	Continue planning and promotion for the Catholic Citizenship Essay Contest
	Consider asking your council's chaplain to host a votive Mass for Blessed Michael McGivney, and encourage your council members to pray the <i>Novena to Blessed Michael McGivney</i> (#11122) the 4th-13th.
	Start Holding Fundraisers for Coats for Kids

Plan Ahead:	
	Continue planning for your fall Council Church Drive Order your Church Recruitment Drive Kit through Supplies Online
	Plan ahead for programs taking place this fall Log in to Supplies Online and order any kits/materials needed
	Which prospect(s) will you be inviting to the next activity your council holds?
	District Deputy should submit <i>District Deputy Report</i> #944- Due 09/15
	Order supplies for Soccer/Hockey Programs

### Reminders:

1. District deputies – order any New Council Development (NCD) kits that might be needed to start a new council in your area this year.
2. District deputies – conduct individual Organizational Meetings with any council not present at the District Organizational Meeting.
3. State deputies – be sure you have finalized appointments for district deputies in any open districts.
4. Ask someone to join your council.

# SEPTEMBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday
28	29	30	31	1
4	5 St. Teresa of Calcutta Labor Day (USA) Labour Day (CANADA)	6	7	8
11	12	13	14	15 District Deputy Report DUE
18	19	20	21	22
25	26	27	28	29 Feast of the Archangels

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
2	3
9	10
16	17
23	24
30	1

-  Forms or Event Deadlines
-  Important Dates
-  Membership Activities
-  Programming Activities

Things to Accomplish:	
	Finalize Council Church Drive plans – continue talks with your pastor and get bulletin announcements ready
	Conduct, if applicable: <ul style="list-style-type: none"> <li>• Catholic Essay Contest</li> <li>• Soccer Challenge</li> </ul>
	Submit a <i>Fraternal Programs Report Form</i> (#10784) for each program conducted this month
	District Deputy should submit <i>District Deputy Report #944</i> - Due 09/15
	Consider holding Soccer/ Hockey Program
	Order Coats for Kids

Plan Ahead:	
	Which prospect(s) will you be inviting to the next activity your council holds?
	What new program(s) does your council plan to institute this year?
	Start fundraising for Coats for Kids
	Rosary Program for October (Consider October 7th - the Feast of Our Lady of the Holy Rosary)

### Reminders:

1. Conducting a Fraternal Benefits Seminar helps your council earn the Founders' Award, which is a component of the Star Council Award. Continue discussions with your General Agent to help support membership growth.
2. Ask someone to join your council.
3. Go to [knightsgear.com](http://knightsgear.com) in the US and [knightsgear.ca](http://knightsgear.ca) in Canada to order coats to conduct the Coats for Kids program.

# OCTOBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday
25	26	27	28	29
2	3	4	5	6
9	10 Columbus Day (USA) Thanksgiving Day (CANADA)	11	12	13
Council Church Drive				
16	17	18	19	20
Council Church Drive				
23	24	25	26	27
30	31 All Hallow's Eve			

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
30	1
7 Our Lady of the Holy Rosary	8
	 Council Church Drive
14	15
	 Council Church Drive
21	22 St. John Paul II
28	29

-  Forms or Event Deadlines
-  Important Dates
-  Membership Activities
-  Programming Activities

Things to Accomplish:	
	Hold Council Church Drive
	Rosary Program

Plan Ahead:	
	Helping Hands – World Day of the Poor, November 13th
	Christmas Poster Contest
	Coats for Kids
	Which prospects will you be inviting to the next activity your council holds?
	Is your council on track to earn the Star Council Award?
	Food for Families (Thanksgiving)
	Spiritual Reflection Program
	Review the safe environment reports in Officers Online to validate safe environment requirements have been met.

### Reminders:

1. Be sure to report on the number of exemplifications conducted and the number of candidates brought into your council.
2. Go to Supplies Online and order any kits/materials needed for upcoming programs, such as the Christmas Poster Contest.
3. Ask someone to join your council.
4. Go to [knightsgear.com](http://knightsgear.com) in the US and [knightsgear.ca](http://knightsgear.ca) in Canada to order coats to conduct the Coats for Kids program.

# NOVEMBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday
30	31	1 ALL SAINTS DAY	2 All Souls Day	3
6	7	8	9	10
13	14	15	16	17
20 CHRIST THE KING	21	22	23	24 Thanksgiving Day (USA)
27 FIRST SUNDAY OF ADVENT	28	29	30	1

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
4	5
11 Remembrance Day (CANADA)  Veterans Day (USA)	12
18	19
25	26
2	3

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Programming Activities

Things to Accomplish:	
	Report Church Drive Results
	Conduct, if applicable: <ul style="list-style-type: none"> <li>Christmas Poster Contest</li> <li>Coats for Kids</li> </ul>
	Food for Families
	Have your council's chaplain hold a memorial Mass for deceased knights of your council, and host a council reception.

Plan Ahead:	
	March for Life
	9 Days for Life Novena
	Consecration to the Holy Family

### Reminders:

1. Don't forget to report information for new members from your October Church Drive!
2. District deputies should complete their work on new council development sites.
3. The state council should finalize its plans for the jurisdiction's Mid-Year Membership Meeting.
4. District deputies should be also finalizing their plans for district-wide mid-year meetings, focusing on motivation, reaching goals, and relaying important information. Invitees should include: grand knights, financial secretaries, treasurers, membership and program directors and field agents.
5. Ask someone to join your council.

# DECEMBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday
27 FIRST SUNDAY OF ADVENT	28	29	30	1
4 SECOND SUNDAY OF ADVENT	5	6	7	8 IMMACULATE CONCEPTION
11 THIRD SUNDAY OF ADVENT	12 Our Lady of Guadalupe	13	14	15
18 FOURTH SUNDAY OF ADVENT	19	20	21	22
25 CHRISTMAS	26 St. Stephen's Day  Boxing Day (CANADA)	27	28	29

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
2	3
9	10
16	17
23	24 Christmas Eve
30 THE HOLY FAMILY	31 New Year's Eve

Things to Accomplish:	
	Christmas Poster Contest
	Attend your district's Mid-Year Membership Meeting
	Consecration to the Holy Family (12/30)
	Continue to submit a <i>Fraternal Programs Report Form</i> (#10784) for every program conducted each month

Plan Ahead:	
	Assemble and prepare the information needed to complete your <i>Annual Survey of Fraternal Activity</i> (#1728) and to submit by the deadline (1/31)
	March for Life (Washington, D.C.) & Walk for Life (West Coast)
	Free Throw Championship
	9 Days for Life Novena
	Which prospects will you be inviting to the next activity your council holds?
	Plan ahead for programs taking place this winter
	Prepare the information needed to report participation in the Special Olympics program (1/31)

### Reminders:

1. Check-in with your pastor and pastoral staff to make sure your council's program dates are on the parish calendar.
2. Ask someone to join your council.

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Programming Activities

# JANUARY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday
<b>1</b> MARY, MOTHER OF GOD  New Year's Day	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>15</b>	<b>16</b> Martin Luther King Jr. Day (USA)	<b>17</b>	<b>18</b>	<b>19</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>29</b>	<b>30</b>	<b>31</b> Fraternal Survey Form DUE Special Olympics reporting DUE Free Throw Report Form DUE	<b>1</b>	<b>2</b>

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
6 EPIPHANY	7
13	14
20	21
	Order Church Drive Kits for March
27	28
March for Life (Washington, D.C.)	Walk for Life (West Coast)
3	4

Things to Accomplish:	
	Complete and submit your <i>Annual Survey of Fraternal Activity</i> (#1728) – DUE 1/31
	March for Life (Washington, D.C.) & Walk for Life (West Coast)
	Free Throw Championship
	9 Days for Life Novena
	Submit your report on participation in the Special Olympics program – DUE 1/31

Plan Ahead:	
	<i>Semiannual Council Audit</i> (#1295) – DUE 2/15
	Start organizing your spring Church Drive – be in touch with your pastor and get bulletin announcements ready

### Reminders:

1. Hold your council/district Free Throw Contests and then submit your form #10784.
2. Which prospects will you be inviting to the next activity your council holds?
3. Ask someone to join your council.

-  Forms or Event Deadlines
-  Important Dates
-  Membership Activities
-  Programming Activities

# FEBRUARY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday
29	30	31	1	2
5	6	7	8	9
12	13	14	15 Semi Annual Audit DUE	16
19	20 President's Day (USA) Family Day (CANADA)	21	22 Ash Wednesday	23
26 FIRST SUNDAY OF LENT	27	28	1	2

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
3	4
10	11
17	18
24	25
3	4

Things to Accomplish:	
	Semiannual Council Audit (#1295) – DUE 2/15
	Free Throw District Championship Report

Plan Ahead:	
	Complete your <i>State Council Program Awards Entry Form</i> (#STSP) and submit to your state council for award consideration
	Council Church Drive
	International Wheelchair Day
	Food for Families (Lent)
	Spiritual Reflection Program (Lent)

**Reminders:**

1. Which prospects will you be inviting to the next activity your council holds?
2. Ask someone to join your council.

-  Forms or Event Deadlines
-  Important Dates
-  Membership Activities
-  Programming Activities

# MARCH 2023

Sunday	Monday	Tuesday	Wednesday	Thursday
26 FIRST SUNDAY OF LENT	27	28	1 International Wheelchair Day	2
5 SECOND SUNDAY OF LENT	6	7	8	9
12 THIRD SUNDAY OF LENT	13	14	15	16
Council Church Drive				
19 FOURTH SUNDAY OF LENT	20 ST. JOSEPH	21	22	23
Council Church Drive				
26 FIFTH SUNDAY OF LENT	27	28	29 Founder's Day	30

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
3	4
10	11 Council Church Drive
17 St. Patrick	18 Council Church Drive
24	25 ANNUNCIATION OF THE LORD
31	1

-  Forms or Event Deadlines
-  Important Dates
-  Membership Activities
-  Programming Activities

Things to Accomplish:	
	Council Church Drive Participate and report back your results
	Lenten Food for Families
	Continue to submit a <i>Fraternal Programs Report Form</i> (#10784) for every program conducted each month

Plan Ahead:	
	State Convention (if held in April)
	What is your council's progress toward earning the Star Council Award?
	How many districts in your jurisdiction are on track to earn the Star District Award?
	March for Life (Canada)
	Begin preparing <i>State Program Award Forms</i> (#STSP) and <i>Family of the Year Form</i> (#10680)
	Good Friday Family Promotion

### Reminders:

1. Conduct a Charitable Program in your community in honor of our founder, Blessed Michael McGivney.
2. Complete judging in State Program Awards competition.
3. Submit Free Throw State Championship winners to the Supreme Office.
4. Ask someone to join your council.

# APRIL 2023

Sunday	Monday	Tuesday	Wednesday	Thursday
26	27	28	29	30
2 PALM SUNDAY	3	4	5	6 Holy Thursday
9 EASTER SUNDAY	10 Easter Monday	11	12	13
16 DIVINE MERCY SUNDAY	17	18	19	20
23	24	25	26	27
30				

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
31	1
7 Good Friday	8 Holy Saturday
<div style="background-color: #004a4a; color: white; padding: 2px;">Good Friday Family Attendance</div>	
14	15
21	22
28	29

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Programming Activities

Things to Accomplish:	
	Report your Church Drive Results
	State Convention (if held in April)
	Good Friday Family Promotion

Plan Ahead:	
	State Convention (if held in May)
	March for Life (Canada)
	Prepare your council's write-ups for the <i>Columbian Award Application</i> (#SP-7)
	What is your council's progress toward earning the Star Council Award?
	Review the safe environment reports in Officers Online to validate safe environment requirements have been met.

### Reminders:

1. Make a strong membership push for the fourth quarter. Have prospects join as soon as possible.
2. Every council needs to be visible in their charitable outreach.
3. Councils must be current in their assessments and certain officers must be compliant with Safe Environment guidelines in order to earn the Star Council Award.
4. Ask someone to join your council.

# MAY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday
30	1 Council Officers Elections begin	2	3	4
7	8	9	10	11
14 Mother's Day	15	16	17	18 ASCENSION OF THE LORD
21 KofC Mexican Martyrs	22 Victoria Day (CANADA)	23	24	25
28 PENTECOST	29 Memorial Day (USA)	30	31	1

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
5	6
12	13
19	20
26	27
2	3

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Programming Activities

Things to Accomplish:	
	Election of Council Officers must be held between May 1 and June 15
	State Convention (if held in May)
	March for Life (Canada)
	Continue to submit a <i>Fraternal Programs Report Form</i> (#10784) for every program conducted each month

Plan Ahead:	
	Prepare your council's write-ups for the <i>Columbian Award Application</i> (#SP-7)
	Finalize preparations for your jurisdiction's and your district's Organizational Meetings
	If possible, submit all forms DUE at Supreme Office early
	What is your council's progress toward earning the Star Council Award?
	Which prospects will you be inviting to the next activity your council holds?
	Review the safe environment reports in Officers Online to validate safe environment requirements have been met.
	<i>Report of Officers Chosen</i> (#185) – DUE 6/30 This form should be submitted immediately after elections, preferably by filling out the Council Officer Screen in Member Management
	<i>Service Program Personnel Report</i> (#365) – DUE 6/30

### Reminders:

1. District Deputies — Work with councils that are close to achieving Star Council Award to help them succeed.
2. Every council needs to be visible in their charitable outreach
3. Plan to conduct an extra exemplification so that no candidate has to wait or travel.
4. How would you rate your council's programs this year? Why? What can be done differently to be more effective next year?
5. Ask someone to join your council.

# JUNE 2023

Sunday	Monday	Tuesday	Wednesday	Thursday
28	29	30	31	1
4 MOST HOLY TRINITY	5	6	7	8 CORPUS CHRISTI
11	12	13	14 Flag Day (USA)	15
				Final 365 updates for current year DUE
				Council Officers Elections end
18 Father's Day	19 Juneteenth (USA)	20	21	22
25	26	27	28	29 SS. Peter & Paul

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
2	3
9	10
16 Sacred Heart of Jesus	17
23	24 Nativity of St. John the Baptist
30	1
 Report of Chosen Officers Form DUE	
 Service Program Personnel Report	
 Columbian Award Application DUE	

-  Forms or Event Deadlines
-  Important Dates
-  Membership Activities
-  Programming Activities

Things to Accomplish:	
	Election of Council Officers must be held between May 1 and June 15
	<i>Report of Officers Chosen (#185)</i> – DUE 6/30 This form should be submitted immediately after elections, preferably by filling out the Council Officer Screen in Member Management
	<i>Service Program Personnel Report (#365)</i> – DUE 6/30
	Submit your <i>Columbian Award Application (#SP-7)</i> – DUE 6/30
	Finalize Star Council Award requirements
	Organizational Meetings District Organizational Meetings should be held within two weeks of your jurisdiction's Organizational Meeting.
	Hold a review of your 2022-2023 fraternal year Focus on which membership initiatives and programming activities worked and which could be improved.
	Continue to submit a <i>Fraternal Programs Report Form (#10784)</i> for every program conducted each month
	Review the safe environment reports in Officers Online to validate safe environment requirements have been met.

Plan Ahead:	
	Installation of Council Officers
	What new program(s) does your council plan to institute during the upcoming fraternal year?

### Reminders:

1. Double check that all requirements for the Star Council Award have been met and that all forms have been accepted at the Supreme Office.
2. District deputies – plan to conduct the Installation of Council Officers as close to the start of the fraternal year.
3. Is your council/district/jurisdiction better now than when you took office?
4. Ask someone to join your council.







# Requirements for the Star Council Award

## **Father McGivney Award**

To earn this award your council must meet or exceed its yearly membership quota. Council quota is 6% increase in the council's membership as of July 1 (intake only, minimum of five and maximum of fifteen). There is no application for the Father McGivney Award.

## **Columbian Award**

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

## **Founders' Award**

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

## **Overall Council Excellence**

Be in good standing with the Supreme Council.

Be fully compliant with Safe Environment Program requirements (USA & Canada only).

Submit *Service Program Personnel Report* (#365) — Due 6/30

Submit *Annual Survey of Fraternal Activity* (#1728) — Due 1/31

To view your quota and/or progress towards earning the Star Council Award, please log on to Officers Online regularly.

**Knights of Columbus  
1 Columbus Plaza  
New Haven, CT 06510**