



Michigan Knights of Columbus 2015 – 2016



“Flame without Focus is a Wildfire”

Membership

Programs

Focus on:

Sharing the Flame

Warming Others

Douglas D. Kokot
State Membership
Director

Robert W. Fox
State Deputy

Gary L. Merritt
State Program
Director

Important Contacts

Grand Knight: Enter your Council Number, District Number, and Diocese. Then enter the names and phone numbers of your District Deputy, your Diocesan Membership and Program Directors

Council Number: _____ District: _____ Diocese: _____

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Residence:	
Business/Cell:	

Diocesan Membership Director:	
Residence:	
Business/Cell:	

Diocesan Program Director:	
Residence:	
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Leadership

What is the Knights of Columbus?

The Knights of Columbus is an organization deeply rooted in the catholic faith that is based on Charity, Unity, Fraternity, and Patriotism with many great benefits for both the member and all of his family.

Vision

The vision of the Michigan Knights of Columbus is to:

- Publicly and faithfully support the Catholic Church and uphold Her doctrines;
- Reach out to all Catholic men and their families, including under-represented cultures and rites;
- Offer the opportunity for every Catholic gentleman to join our Order;
- Ensure that those parishes that can support a healthy Council, without negatively impacting existing Councils, are contacted and encouraged to start a new Council, particularly when requested by the parish priest;
- Foster a fraternal environment in all Councils;
- Encourage programs and activities appealing and attractive to all age groups;
- Support lay leadership and the use of personal talents at all levels;
- Promote communication among our Councils and with our communities;
- Increase the use of technology and modern leadership techniques.

Objectives

- Every Council to obtain Supreme Star Council Award
- Every Council to earn Michigan Achievement Award
- 1 New Member, per Council, per Month

Grand Knight Duties

1. Provides thoughtful and inspired leadership.
2. Is the chief administrative officer of the Council.
3. Acts as *ex officio* member of all committees.
4. Appoints the Membership Director and Program Director and works with them to select committee chairmen.
5. Appoints and forms the Council Admission Committee and oversees its work.
6. Appoints special committees.
7. Presides over Council meetings.
8. Convenes the Council officer meetings.
9. Oversees the proper exemplification of the First Degree ceremony.
10. Participates in the First Degree ceremony.
11. Ensures that all reports and forms are submitted on time.
12. Interacts with the Financial Secretary and Treasurer to ensure all Council financial obligations are met.
13. Countersigns all Council checks.
14. Checks monthly vouchers.
15. Attends all Council functions whenever possible.
16. Mails the Supreme Service Program Personnel Report (Form #365) to the Supreme Council Department of Fraternal Services as soon as he has appointed the majority of his Council's Service Program personnel.
17. Issues the call for a semiannual audit.
18. Works together with the District Deputy to achieve the goals of the District and State.
19. Contacts the insurance Field Agent for all First Degrees and information nights.
20. Sets up a meeting with the priest of each parish the Council represents.
21. Encourages all members to get active in the six service categories.
22. Heads an active Retention Committee all year long.
23. Communicates Council, Assembly, District, and State events to all members regularly.
24. Promotes membership growth.
25. Appoints Round Table Coordinators to the parishes served by the Council and communicates these appointments on the Report of Round Table Coordinator (Form #2629) (*The only exception is a home-parish council supporting its own parish; the council church activity director fills this need within the parish.*)

Solving Council Issues / Chain of Command

Most problems can, and should be, handled within the Council. Where possible, fraternal consideration should be the principle relied on to deal with issues. Where a reasonable resolution is not possible, or if the issue is a major violation of Charter, Constitution and Laws, then a more strict interpretation of the law becomes necessary.

The proper way to handle any question, issue or dispute in a Council is to go through the following leadership chain:

1. The Council Advocate resolves the problem and/or consults with Grand Knight.

Officers' Desk Reference – The Council Advocate should familiarize himself with the Charter, Constitution, and Laws of the Knights of Columbus, as well as the Michigan State Council By-Laws and his council's by-laws. To assist Grand Knights and Council Advocates, the Supreme Advocate maintains definitive guidance on various subjects relating to the governance of local councils on The Officers' Desk Reference, located on the Supreme Council Website (www.kofc.org) under Officers Online. The content of the Desk Reference is frequently updated, so Grand Knights and Council Advocates should consult the Desk Reference each time they address a particular issue.

2. The Grand Knight resolves the problem and/or consults with the District Deputy.

At this point in the process all protests or complaints must be in writing, signed and addressed to the proper person in the leadership chain.

3. The District Deputy resolves the problem and/or consults with the State Advocate.

4. The State Advocate resolves the problem and/or consults with the State Deputy.

5. If the State Deputy cannot resolve the problem; he will refer the problem to the Supreme Advocate.

Following this procedure will avoid a lot of confusion and wasted time.

State Legal Counsel provides advice and direction to the State Board and will only respond to questions from the State Board.

Ignoring the chain of command borders on insubordination and must be avoided. Members and officers are best served, and it will help the Council avoid embarrassment, by handling most issues in-house.

Councils Using Home Corporation Facilities

Home Corporation facilities serve a vital role in their communities by providing much-needed gathering space, not only for Knights of Columbus charitable and fraternal programs, but also for many parish activities. Successful relationships between councils and Home Corporations are those that have at their heart the principle of charity, and such relationships are exemplified by council programs that serve the local community. However, many Home Corporations also struggle to pay increased property taxes, manage liability risks, and compete with local banquet halls and conference centers. These and other challenges often lead to difficulties in the relationship between councils and Home Corporations.

In 2014, the Supreme Council established a policy that councils using Home Corporation facilities must maintain written agreements governing a council's use of Home Corporation facilities and how matters will be settled between the council and the Home Corporation in the event that the Home Corporation chooses to wind up its affairs. In establishing this policy, the Supreme Council expects councils and Home Corporations to work together in mutual respect in regard to their distinct but complementary roles – namely, that of tenant and landlord. The Supreme Council expects that officers of councils and representatives of Home Corporations will act in good faith to clarify the relationship between them in order to promote the fraternal and charitable mission of the council. These expectations are consistent with the original purpose of forming Home Corporations, which was to support the mission of the council.

In handling numerous inquiries regarding the relationship between councils and Home Corporations, the Office of the Supreme Advocate has developed extensive practical knowledge of the issues that arise in this relationship. In response to these requests for help from local and state councils, the Office of the Supreme Advocate is developing a *Handbook for Councils Using Home Corporation Facilities*. The handbook will clarify the relationship between the council and the Home Corporation and will include documents for use by both organizations to formalize this relationship. The forms and instructions are available on the Officers' Desk Reference at www.kofc.org.

Initially however the following 'Guidelines For Display Of Trademarks And Service Marks By Subordinate Units' recently has been released and is included in this manual. Councils and Home Corporations are encouraged to work together to implement these guidelines. The Guidelines are available on the Officers' Desk Reference at www.kofc.org.

Guidelines for Display of Trademarks and Service Marks by Subordinate Units

Subordinate Units (local councils, assemblies, circles, etc.) using facilities owned and operated by Home Corporations are permitted to display the registered and unregistered trademarks and service marks of Knights of Columbus, including, without limitation, the name and mark "KNIGHTS OF COLUMBUS," "K of C," and the "K of C DESIGN EMBLEM" (collectively "Marks") outside and inside of such facilities in accordance with the following guidelines:

DISPLAY MUST INCLUDE NAME, NUMBER, LOCATION, AND MEETING TIMES

Every instance of the display of the Marks of the Knights of Columbus must also display the following:

- The subordinate unit's **name**, if any;
- The subordinate unit's **number**;
- The **geographical location** of the subordinate unit; and
- The day(s) of the month on which the Subordinate Unit holds its regular meetings.

EXAMPLES

Knights of Columbus
Father Michael J. McGivney Council #12345
Springfield, Missouri
Meets On First and Third Thursdays

Christopher Columbus Assembly #1234
Plano, Texas
Meets On Third Thursdays

DISPLAY MUST STATE NAME OF LEGAL OWNER OF PREMISES

Signage in a visibly conspicuous location and in close proximity to each display of the Order's emblem shall identify the legal owner of the Corporation facilities being used by the subordinate unit.

Additionally, if the home corporation operates a bar and holds a liquor license, the home corporation must display such signage in close proximity to the display of the home corporation's liquor license to clarify the home corporation maintains the liquor license, not the subordinate unit.

Example: *Premises Owned and Operated By Columbia Club, Inc.*

HOME CORPORATION PROHIBITED FROM USING KNIGHTS OF COLUMBUS MARKS TO PROMOTE RENTALS OF CORPORATION'S FACILITIES

Home corporations are not authorized to use the Marks of the Knights of Columbus. If a home corporation rents out its facilities, the home corporation should develop its own original brand name and logo to market conduct its commercial business rentals that does not in any way use the Marks of the Knights of Columbus.

Example: *Columbian Hall Rental Enterprises*
123 Main Street
Springfield, Missouri

Youth Protection Policy

Supreme Council is asking all Youth leaders to check with their diocese for requirements of their youth protection policy. Requirements for the Diocesan Safe Environment Training are detailed below and are also available on the Officers' Desk Reference at www.kofc.org.

Diocesan Safe Environment Training

The Knights of Columbus requires that members selected to be youth leaders fulfill all local diocesan safe environment/youth protection requirements for persons working with children and young people in the diocese. These requirements typically include completion of sexual abuse awareness training and a background check. Youth leaders must complete these diocesan requirements before they begin their service or within 30 days from the time they begin working with young people. Only members who have had the required diocesan training and completed any required diocesan background check should be working with children and young people.

The Knights of Columbus strongly encourages all officers and other fraternal leaders who supervise youth leaders, including grand knights, state deputies, and district deputies, to complete all diocesan safe environment/youth protection requirements.

The Knights of Columbus asks that all youth leaders, and those that supervise youth leaders, provide a copy of the certificate of completion they received (e.g., VIRTUS training) as evidence that they have completed the required diocesan training.

All youth leaders and those that supervise youth leaders, must scan and e-mail a copy of the diocesan certificate to youthleader@kofc.org

The e-mail subject line should contain the council or circle number and the youth leader's name and membership number (e.g., Circle 560, John Doe, #8675309).

Through this partnership, the Order provides youth leaders with access to the most up-to-date resources to keep children safe, including Praesidium's Armatus® online training at the website, armatus2.praesidiuminc.com and background screenings and an exclusive hotline to report child safety concerns (1-844-KOFC-SAFE (844-563-2723)).

For more information, please contact Jason Porrello at (203) 752-4571 or jason.porrello@kofc.org

Council Administration

Guidance

The Supreme Council publishes the **Grand Knight's Guide, Publication #5085**.

The guide is designed to help Grand Knights be a successful leader. The guide will cover, in some detail, the 10 Keys to Success for a Grand Knight. They are:

1. Earn the Star Council Award
2. Be the “go-to charitable organization” in your parish and community
3. Focus on offering membership and its benefits to all qualified Catholic men and on conducting frequent First Degrees
4. Promote our Order's top-rated insurance program
5. Set goals, evaluate performance, and plan for the future
6. Enlist the support of your pastor or chaplain and develop working relationships with organizations in the community to ensure membership growth and successful service projects
7. Share responsibilities
8. Use council and officer meetings to brainstorm and plan council projects
9. Generate an atmosphere where all members are welcome and valued
10. Communicate regularly with council members

Payments - Where to Send Checks

State Per Capita and Holy Cross Children's Services

The State Secretary will send each Council a billing for State Per Capita twice per year in July and January. The State Secretary also sends a billing for Holy Cross Children's Services each July. These billings are due on receipt, made out to “Michigan State Council” and sent to the State Secretary. Be sure to indicate what the payment is for on the memo line of the check. The council doesn't have to vote approval for these expenses.

Take 5 and McGivney Chair of Life Ethics

Take 5 and McGivney Chair of Life Ethics funds are pass through monies. The annual billing sent by the Financial Secretary to each Council member requests support for these programs and asks if the member is able to help. Funds collected for this program should be sent to the State Secretary as soon as possible after receipt. Make the check payable to “Michigan State Council” and mark the memo line “Take 5 or McGivney Chair.”

Supreme Per Capita, Culture of Life, Supplies, Catholic Advertising

Checks for Supreme Per Capita, Culture of Life, Supplies, and Catholic Advertising are mailed to Knights of Columbus, Council Accounts Department, 1 Columbus Plaza, New Haven, CT 06510.

Forms

Every Council is responsible for completing reports and sending them to appropriate state/district officials if necessary. In every instance, print copies of each completed report form should be kept for the Council files. Locate Michigan Council forms on the Michigan website (www.mikofc.org). Locate Supreme Council forms on the Supreme website (www.kofc.org).

Where to Send Forms

Send forms as indicated on each form.

Printing, Faxing, and E-mailing On-Line Forms

How to find and use Forms on the MIKofC.org Website

Enter the Michigan State Council web site at www.mikofc.org. Click on "Forms" in the Menu to find the Forms. The forms are listed by their most common use: Council, District, State and Supreme Council Forms. Click on the form name in the menu and the form will open on the screen. Supreme Council forms are listed on a separate page, with options for electronic and manual (PDF) submission.

Note: "PDF" means Portable Document Format. This is a file format created by Adobe Systems for document exchange. Thus, Adobe PDF is used for sending documents independent of any other software. Everyone can open and view PDF files with a free PDF reader.

Michigan Council Forms may be directly selected from the drop down menus. After selecting a form, it will open on the screen for entry of information. Forms can be retrieved from the Michigan site without entering the secure area of the site.

How to find and use Forms on the KofC Websites

From the MIKofC.org Website www.mikofc.org: When "Supreme Council" is selected from the Forms Menu, you will be directed to a page that displays the forms available from Supreme. You have a choice of submitting the form using their electronic forms system (recommended), or via a PDF form which may be printed and sent via regular mail (not the preferred way).

From the Supreme K of C Website www.kofc.org: Select for Officers. Select Forms. Select Council. Again, you have a choice of submitting the form using their electronic forms system (recommended), or via a PDF form which may be printed and sent via regular mail (not the preferred way).

Alternately: The Grand Knight goes to the Council Report Forms Booklet (#1436), completes the paper form, makes copies, and addresses 3 envelopes with postage to multiple people. This is not the preferred way; go electronic!

Once the form has fully opened up on your screen you can begin to enter information. You can click on the appropriate space on the form and enter your text or number information. Efforts have been made to check the information entered so that mistakes are minimized.

It is preferred that the Financial Secretary use the Member Management (MM) system from Supreme Council. This system allows the FS to select members to fill Council officer positions (Form #185) and Council director positions (Supreme Service Program Personnel Report Form #365). When the Submit button is selected, Council records at Supreme are immediately updated. To provide a copy of these MM records for the State Council and District Deputy, go to Reports in MM, run the appropriate report and save to your computer's hard drive. Be sure to save the form with the appropriate form name (Form #185/Form #365) and Council number. You can then email the form to your District Deputy and the State Deputy's forms chairman.

How to fax Forms to the Michigan State Council

Unless the form is self-explanatory, create a cover letter stating what the document is for, who it is from and your phone number. Place the cover letter on top of your documents and insert them into the fax machine feeder facing in the direction the machine specifies.

Enter the fax number of the State Office, which is (586) 883-9473, according to the machine's directions on the number pad on the fax machine. Press the send key after carefully entering the correct fax number into the machine. Normally the send key is bigger than the other keys.

Wait until your documents pass through the machine; then collect them when finished.

Most fax machines will print a confirmation page, confirming a successful send. If in doubt, call the State Office at (586) 883-9456 to confirm they received your fax.

State Organization Charts

As the chief executive of the Knights of Columbus in Michigan, the State Deputy has many roles and responsibilities. These include:

- Growing the jurisdiction;
- Representing the supreme knight and board or directors;
- Safeguarding the name and emblem of the Order in the jurisdiction;
- Implementing the letter and spirit of resolutions enacted by the Supreme Council;
- Serving as an ex-officio member of all state council committees;
- Chairing the board of officers which runs the affairs of the jurisdiction;
- Serving as liaison with bishops, priests and Church leaders of the jurisdiction;
- Overseeing the conduct of all ceremonials of the jurisdiction;
- Promotes national and state programs to the council level.

In this role the State Deputy will appoint leaders to assist him in the effectively carrying out these roles and responsibilities.

At the recommendation of his state officers and with the bishops' permission, the state deputy appoints the state chaplain and the diocesan chaplains. The state deputy also appoints the state membership director, the state program director and the chairmen of all state and diocesan chairmen. With the approval of the supreme knight, the state deputy creates districts and appoints district deputies.

Because an effective organization needs orderly structure, the next four pages detail the reporting and communication relationships between the elected and appointed leaders of Michigan.

**MICHIGAN STATE
COUNCIL
LEADERSHIP**

Robert Fox
State Deputy

Douglas Kokot
State Membership Director

Gary Merritt
State Program Director

Larry Grabowski
Executive Secretary

Mike London
State Forms Chairman

William LeVeque
State Deputy's Assistant

Peter Faraci
State Deputy's Assistant

Kenneth Unterbrink
State Secretary

Rev. Ronald Hutchinson
State Chaplain

Karl Knittel
Holy Cross Children State Director

Frederick Boncher
Legal Council

Antonio Vittorini
State Treasurer

Rev. Paul Ballien
Archdiocesan Chaplain

Donald Chadwick
State Auditor

William Chasse
State Advocate

Rev. Lam Le
Grand Rapids Diocesan Chaplain

William Grover II
Public Relations/Training

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State Warden

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Rev. William Turner
Lansing Diocesan Chaplain

Russ Long
AV Director

Rev. Corey Litzner
Marquette Diocesan Chaplain

Chris Kolomjec
State Disaster Coordinator

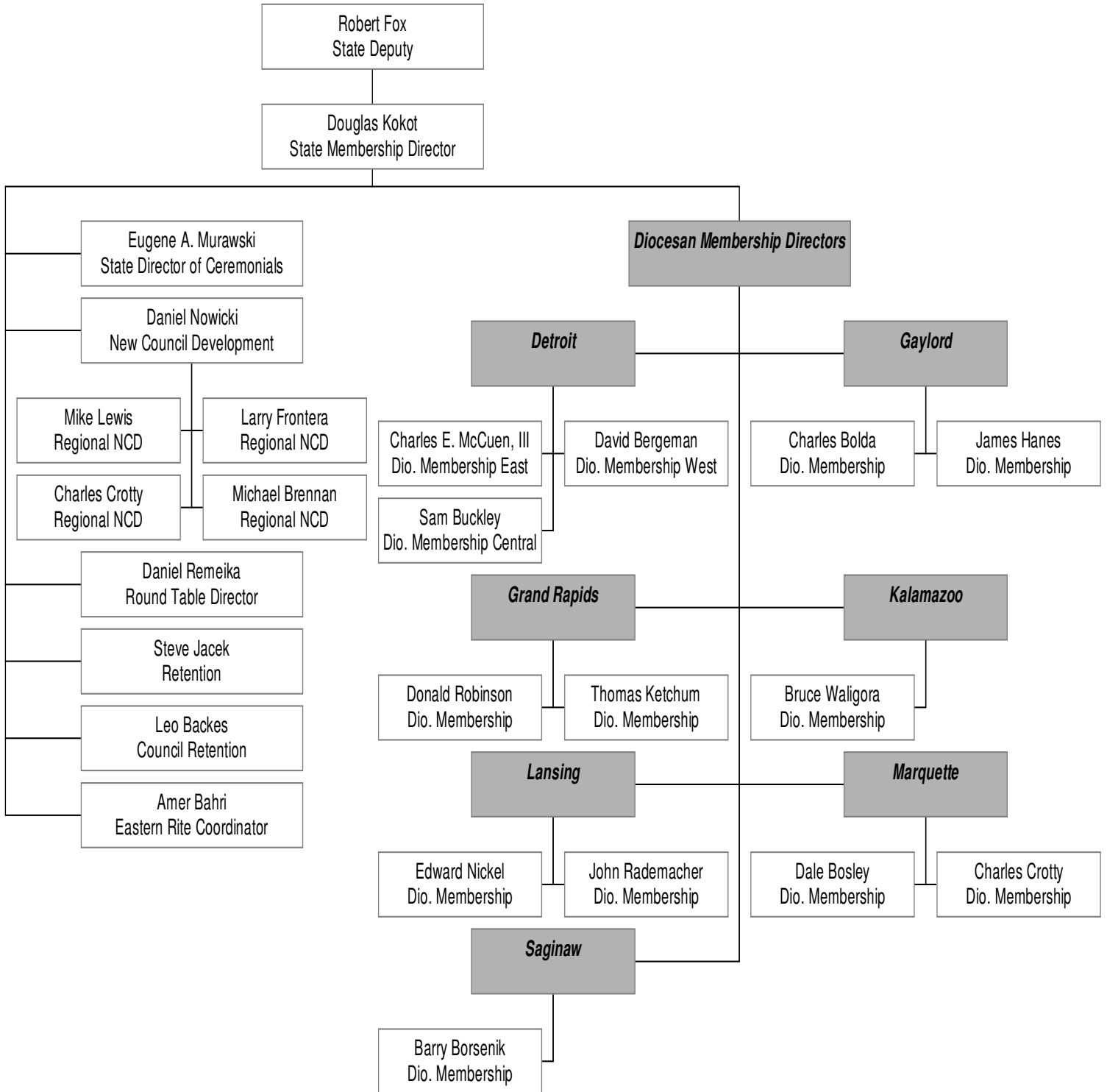
Rev. James Bessert
Saginaw Diocesan Chaplain

Kenneth Krause
Training

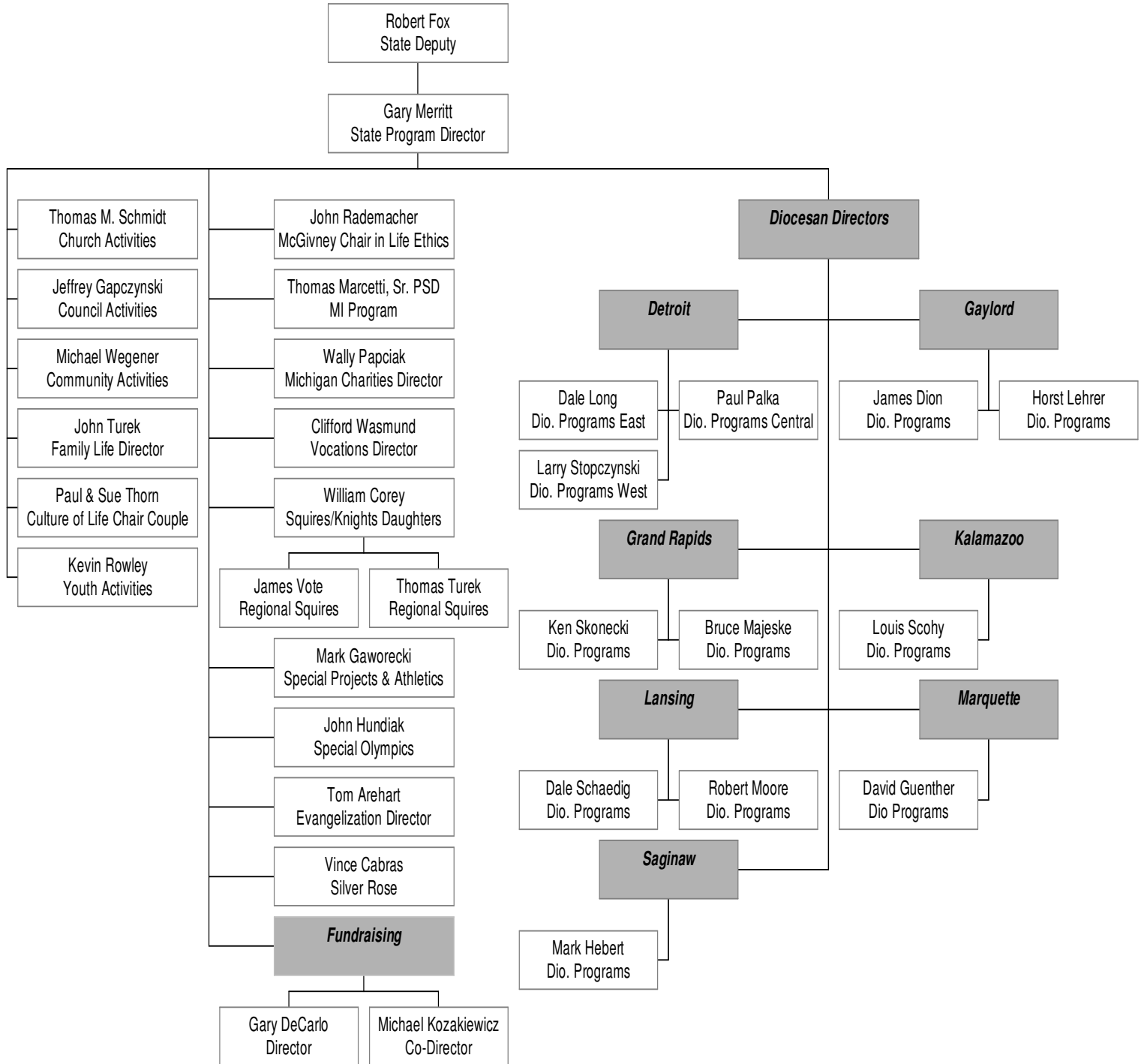
Vern Miron
Reg. Training Director

Joseph Munie
Reg. Training Director

MICHIGAN STATE COUNCIL MEMBERSHIP



MICHIGAN STATE COUNCIL PROGRAMS





Michigan Knights of Columbus 2015 – 2016



“Flame without Focus is a Wildfire”

Membership

Focus on:

Sharing the Flame

Recruitment

Focus on “Passing the Torch”

New Council Development

Focus on “Building the Flame”

Round Table

Focus on “Extending the Flame”

Retention

Focus on “Rekindle the Flame”

Ceremonials

Focus on “Lighting the Flame”

Robert W. Fox
State Deputy

Douglas D. Kokot
State Membership
Director

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Forward

Greetings Brothers:

The importance of growing our membership should not be viewed as numbers, goals and quotas. Rather it gives every Catholic man the opportunity to grow in their faith, serve their parish, help those in need and have exclusive access our fraternal benefits.


Any man who has been a member of the Knights will tell you that he has become a better Catholic, a better husband, a better father, and a better person because of his involvement in the Order. When you bring a man into our Order, you offer him a chance to put his Catholic faith into action! A Knight can be a wonderful role model for his family, especially for young sons who might want to become a member in the future.

An organization's "voice" is often equated to the number of members that belong to it. Men that decided to add their voices to ours can take pride in all that our Order accomplishes in the name of our Lord Jesus Christ and the Catholic Church.

As State Membership Director, I encourage you to add many "voices" to our great Order so that our mission it heard loud and clear. "We are defenders of the poor, widows, orphans, elderly, unborn, family values and religious freedoms."

Membership growth will not happen on its own; it takes hard work and focus. As leaders in our Order we all need to focus on sharing the flame with others and growing our brotherhood. As we add these men to our councils, they will strengthen us, and that will allow us to contribute even more to our church, community and the world.

Fraternally,



Douglas Kokot
State Membership Director
Michigan Knights of Columbus

Membership

Council Membership Director

Your goal should be to assist your Grand Knight in recruiting members into your council. Each council has a specific recruitment goal based on the amount of members currently on your council roster. You should plan on reaching this goal by May 1, which will give you additional time to gain additional members by June 30th if necessary. You should discuss with the officers and members at each meeting how the recruiting efforts are progressing and inspire members to seek out other Catholic men to join your council. Such topics should include:

How to Organize Your Membership Committee & Set Goals

“Proper Planning Prevents Poor Performance” – The first and perhaps the most important step in organizing a successful membership program is appointing your membership committee. The key here is to inspire team members and challenge them. Make sure that your Membership Committee members are enthusiastic and dedicated brother Knights.

- Carefully review the Supreme ‘*Surge with Service*’ Manual (# 962). Refer to “Membership Activities” section (page 5) and “Membership Activities” section (page 35) for recommendations.
- The Grand Knight appoints a Council Membership Director to oversee all membership and recruitment activity.
- The Membership Director then establishes a Membership Committee. This group meets and sets specific and realistic goals for the entire year.
- Identify and schedule recruitment methods that best suit a council’s needs and goals (i.e., General church drives, open houses, team recruiting, etc.).
- Plan and schedule First Degree exemplification dates for the fraternal year in six month increments. Report these dates to your District Deputy so that he can have them published on the Diocesan Calendar.
- Establish membership goals that exceed quota, achieve Star Council, or set a challenge to break previous council recruitment records, etc. Develop a prospect list of candidates that would make worthy and active contributing members.
- Get the ENTIRE Council involved. Those who don’t recruit directly can identify/suggest prospects for consideration.

- Use the new Form #100 that is read to the council membership with the proposer's introduction to the new candidate;
- Introduce any new members at the meetings (especially their first council meeting). Make them feel very welcome and have the new member introduce himself to the council. Encourage and advise the new member to pursue completion of the Shining Armor Award within their first year of membership. This initial objective will keep the new brother Knight active and involved.
- Discuss both upcoming Major & First Degrees in the area (specific times and locations).
- Does your council have a First Degree Team? If not, start one or have members join a district team that perform initiations. Have regularly scheduled First Degrees within your council and district as it provides opportunities for new members to join.
- Host a Major Degree at your Council with the help of your District Deputy.
- When is the next membership drive? Do you have an active Membership Committee/Team? Was the last membership drive successful? What did you learn? What needs to be done differently to make it more successful? Did you order enough recruiting material to have on hand? Did you obtain permission and support of your pastor? Explain the "Power of 10" and "Membership 365" recruiting methods.
- Will there be a pulpit announcement at mass? What date is the informational Open House for prospects and their families to come and find more information about the Knights of Columbus? It is evident that advance planning and answers to the questions above are required before dates are set and published.
- Work with the Parish Round Table in parishes that do not currently have a council but have members belonging to yours.
- Promote both the State and Supreme programs (i.e. Shining Armor and 24-hour Knight).
- Start an incentive program for the active proposers at the council level.
- Write a brief article for your council newsletter or parish bulletin about membership recruitment.
- Invite your fraternal benefits Supreme Insurance Agent to attend upcoming, meetings and events as he is one of the best recruiters and supporters you have access to who can provide you with many ideas, suggestions. He may even get actively involved and help you with membership recruiting. Please give him plenty of advance notice.

As the Council Membership Director, you have the awesome responsibility to lead your council's recruitment efforts. With the help of the members it will not be difficult to become a "Star Council" and have enough time to reach "Double Star." *Remember, membership recruiting is NOT a one-man effort; you will need to organize, manage, and leverage the assistance of members within your council to work together.*

Duties of a Proposer/Council Mentor

Asking a man to join is just only the beginning...

Introduction

Fr. McGivney wanted every Catholic gentleman to belong to the Knights of Columbus. He believed that membership in the Order can help a man become a better man, husband, father, citizen and ultimately a better Catholic. In keeping with his vision, recruiting a new member into the Order is the most important and noteworthy accomplishment that any Knight can attain. New members keep our councils vibrant and in tune with the pulse of our local communities. However, for the proposer there is more to recruitment than just asking a man to join.

To ensure the most favorable response when recruiting new members, and to ensure that a member has a solid foundation and is informed as a Knight, be sure that you are prepared when approaching prospects about joining our Order.

The Form #100 Is Signed, But Your Job Isn't Over!

Take time to talk to the candidate by calling him or visiting him at home. Be sure to know his complete name and contact information, a few facts about his job, his parish affiliation and some activities he is interested in. You can also check to see if he has friends, neighbors or relatives who might want to join with him or any friends among present council members. Most importantly, know some information about his wife and children.

If you take the time to learn about the prospect/candidate, he'll take the time to listen to you.

What the Proposer/Mentor Should Do

- You should inform the prospect/candidate about meeting with the Council Admission Committee. As a proposer, accompany him to the meeting.
- You should also inform him of the date and location of the next few First Degrees that are scheduled in the area and offer to pick him up. As his proposer you should accompany him to the First Degree and all future degrees that he takes on his journey.
- Once he takes his First Degree you need to bring him to his first council meeting and introduce him to his brother Knights. Encourage him to take part in the fraternalism after council meetings.
- Very important- ensure each new member admitted is highly encouraged to seek the Shining Armor Program and assist him in attaining this award during within his first year of membership. He should also earn the Michigan Shining Armor Award as it requires the same accomplishments as the Supreme Award.
- Encourage him to advance to the 3rd degree as soon as practical. Speak to the Grand Knight or District Deputy about all scheduled major degrees in the area. Seeking higher degree standing will facilitate active participation, and he'll be eligible for a future council officer role.

- Organize a group of proposers and First Degree members to attend together. You will then have a group to compare experiences and stories from previous ceremonies. Fraternal bonds and friendships will develop naturally.
- As proposer, if you notice that a new member stops attending meetings and functions, contact him, perhaps it could just be a schedule change, or it might be something more that you need to meet about in order to rectify.
- Once a member consider the Patriotic Degree as another advancement step to share.

What the Council Should Do

- Make sure the proposer is aware of his duties as a proposer and encourage him to take these duties seriously.
- Appoint the proposer to the new members.
- Recognize recruiters for the valuable service they provide to the council by recognizing them in council newsletters at the same time that you introduce the new members.
- View proposers as retention officers during the entire career of those men whom they recruit into the order.

Membership Recruitment

This chapter provides an introduction to a different approach to membership recruitment, making use of available tools and techniques used according to the varying needs and circumstances of the individual council. The development of a successful plan must take into account that councils are in different city, county, rural, and urban locations. Furthermore, hall councils have different expectations than parish councils. At the district meetings, the District Deputy will help you create your own program and assist you in implementing it. At predetermined intervals, Diocesan Membership Directors may help you evaluate and revise your council action plans.

Membership & Church Drives

To complete the Membership Recruiting Drive, it will require that your council plan and conduct a “major recruiting initiative” over a two-week period. It is understood and reasonable that one week might not fit into your priest’s or parish’s agenda all of the time. That is why we are concentrating on a two-week time frame so that you could do some type of membership campaign with flexibility on the dates you chose in a specified period. Keep in mind that you could hold an event during the week also and not just on the weekend.

Most importantly, plan several weeks in advance. Order your supplies from Supreme 6 weeks in advance. Don’t hesitate to call your Diocesan Membership Director for help or advice. Invite a guest speaker or two to talk about the Knights of Columbus. When you put together a professional program you will have the best chance to encourage a man and his family to be part of our family.

A “major recruiting initiative” is defined as a high-exposure event with a reasonable expectation that it will result in a significant number of new members. Some examples are as follows:

- Church Drive (if properly conducted, can be valuable in many parishes);
- Coffee and doughnuts after Masses for several Sundays in a row with displays highlighting Council and State Activities;
- Membership Open Houses with food/nonalcoholic drink and requesting each member to invite a prospect have proven to have much success. Be sure to invite your pastor /council chaplain. Having his support and attendance at the Open House helps inspire the prospect to say “*Yes, I will join and become a Knight of Columbus!*” Once the Membership Application (Form #100) is filled out in full, you have a candidate for membership!

Again, these are only suggestions to start you off in the right direction. Every council has a unique identity and is different; it is up to the Council Membership Director to think about what will work for your council. By all means, think outside the box, or try something new.

Church Drive Dates

The Church Drives dates for this fraternal year of 2015-2016 are:

August 29 & 30, 2015	Venerable Michael McGivney Birthday Drive
October 10 & 11, 2015	Columbus Drive
January 23 & 24, 2016	New Year Drive
March 12 & 13, 2016	Spring Drive

On the last Sunday of each drive, you will need to report the number of prospects/candidates recruited (the number of completed Form #100 applications; reactivations and prospect cards collected) to your District Deputy. This will allow him to report on Sunday evening to your Diocesan Membership Director.

On Monday, the Diocesan Membership Director will report to the State Membership Director, who will then report a statewide Membership Drive summary to the State Deputy.

Please do not think that the Statewide Membership Drive periods should replace or stop the ongoing one-on-one “Membership 365” recruitment campaigns which are the bread and butter for membership intake of most council. The purpose of the statewide drive periods is to put your membership program into overdrive!

Recruitment Strategies

The Michigan jurisdiction of the Knights of Columbus is no stranger to success, and the past few years have provided us with a great deal of knowledge concerning effective recruitment strategies from our best recruiters. The following points should be considered while developing your council's recruitment strategies during this upcoming term of service.

Pastoral Support

To be successful in membership recruitment, do not forget the importance of “pastoral support” in everything that you do. All of your recruitment planning, whether it is to set-up an information table, publish an announcement in your parish bulletin, or run a church drive, should be done in partnership with your council chaplain and parish priests. The evidence is clear that our most successful recruiting occurs when they are conducted with the full support and endorsement of our parish priests. When we are in “Solidarity with Our Priests”, our efforts are richly rewarded.

Parish Visibility

Look around your parish and ask yourself, “How visible are the Knights in this parish and in our local community”? Would the parishioners be able to tell you what the Knights do? Or, would they tell you the only time they see Knights is when they want us to join their “Club”? Remember that strong programs produce strong membership. We can't have one without the other.

- How many Corporate Communions are held in your parish?
- How visible is the K of C emblem on posters, banners, and bulletin boards?

- How often do you see press releases in the local paper letting the community know what you do?
- How active are you with the youth programs of your parish?
- What is your council doing to help the poor, developmentally disabled, widows and orphans in your community?
- How many council members participate in parish ministries, e.g., lectors, Eucharistic ministers, ushers, etc.? Do they wear the emblem of the Order?

New members want to join an organization that is alive and vibrant. People want to be part of success. A visible council is your best recruitment tool. If you aren't enjoying recruitment success in your council, ask yourself these questions and look in the mirror. Perhaps it's time for a self- assessment.

Planning for Success

Membership Recruitment & Programs Action Plan (MI-19) is provided to help your council plan for success. It is designed to be filled out in six month increments starting in July. You choose a date, location and a technique for each one of your membership campaigns. You should create a membership plan for each Parish Round Table you represent.

On the far right of the form you will see that we are asking for your expectations for this event and the total you actually did recruit. Providing copies to your Diocesan Membership Director, Diocesan Programs Directors, District Deputy will help keep them up to date on your council's activities. This will be a means for you to track your progress and help you evaluate your events and plan for your next membership recruitment activity. This form is meant to be a living document, meaning you can change it at any time. If you do update the form, please send the copies to both your Diocesan Membership and Diocesan Programs Director and District Deputy for their records. An electronic copy of the Membership Recruitment Action Plan is available at www.mikofc.org under Resources/Council Forms. Also see the section on techniques and tools that have proven successful over the years.

Where to Recruit – 6 Areas

Church

RCIA Male Candidates
RCIA ladies' husbands, sons
RCIA Male Sponsors
RCIA Coordinators
Altar server parent
New Baptism parent
New parishioner
Former K of C Members
Deacons
Priests
Ushers
Maintenance personnel
Male teachers
Principal
Lay distributors
Eucharistic ministers
Readers
Festivals, picnic committee
Recognition dinners

Schools

High school graduates
Technical school attendee
College students
College graduate
Instructors
Deans
Support personnel
School bus personnel
School bus drivers
Maintenance personnel
Volunteer sports coaches
Athlete parents
Referees
Grounds Personnel

Council Events

Breakfast events
MI Drive (Tootsie Roll)
Habitat for Humanity
Barbeques
Blue Masses
Fish fries
Mother's Day events
Father's Day events
Holiday socials
Altar server recognition
Sporting events
Special Olympics
Funerals
Funeral Dinners
Parades
Masses
Coffee and Donuts
Welcome Sunday displays
Grounds cleaning
Church cleaning
Barbeques
Socials

Community

Physicians
Dentists
Veterinarians
Business owners
Firemen
Policemen
EMTs
Paramedics
Neighbors
Rotary
Lions
Mailmen

Employment

Bosses
Managers
Administrators
Co-workers
Support personnel
Maintenance personnel
Drivers
Delivery personnel
Technical Support
Training Support
Security personnel

Family

Grandfathers
Uncles
Stepfathers
Stepsons
Sons
Cousins
Sons-in-law
Father-in-law
Godfathers
Baptismal sponsors
Confirmation sponsors
Weddings
Recognition events
Birthday parties
Graduation parties
Reunions

Tools and Techniques

“One Member, Per Council, Per Month!”

Supreme recruitment formula for council success is “One Member, Per Council, Per Month.” Every council in the order is charged with adopting this recruitment discipline. If done effectively, the Order would flourish with over 180,000 new members within one fraternal year. Michigan alone would bring in over 5,000 new members in one fraternal year! Simply put, every council’s *minimum* membership and recruitment quota for the fraternal year is at least 12 new members; or “One Member, Per Month, Per Council”.



**ONE MEMBER
PER COUNCIL
PER MONTH**

Each council in the jurisdiction of Michigan is encouraged to adopt and implement this strategic growth objective. By using the “Power of One” method, such results can be achieved this fraternal year. More information about this initiative is available on Supreme website – www.kofc.org.

“Every Council Active” Recruitment Initiative



Recruitment and Service Programs efforts are like exercise and good nutrition and are- very necessary to keep a council functioning in a healthy and vibrant manner. A council that is stable and strong, regularly recruits new members and conducts programs for the Church and community. A council that is facing difficulties often goes months or even years without adding any new Knights to its membership roster or has difficulty sponsoring service projects.

To keep councils working on recruiting new members as well as conducting service projects, the “Every Council Active” initiative encourages councils to add at least one new member through initiations or reinstatement during the fraternal year. In the Michigan Jurisdiction, there are several councils that unfortunately fail to recruit even one new member, and this can be the first sign that a council is in trouble. Don’t let your council reach this stage. If your council has not added a new member yet, work diligently to do so immediately. Adopting and using this program can be the first step forward towards Star Council status. It also encourages members to join in the recruitment process and helps in meeting council recruitment quotas.

To be successful, get the recruitment process started early within your council by asking someone to join the Order. This will push your fellow council officers, chairmen and members to do the same! By bringing in one member into your council, the council automatically joins the Every Council Active ranks. But don't stop there. Work to break past council recruitment records and help keep the Order strong and your own council to be robust and active!

Membership 365 – Michigan

There are multiple levels and strategies to encourage membership 365 days a year. Members at the council level need to be encouraged to think about membership between council meetings, all 12 months of the year. Grand Knights should always have a motivational message from the podium about membership. The council should be challenged to make sure the Council Membership Director speaks at every meeting. Every active member needs to be encouraged to bring in one new member during the year. Have each member write down the name of a friend who isn't a Knight but who should be a Knight, then challenge that man to recruit him into the Order.

Michigan Membership 365 – Example

If each District Deputy would hold at least one First Degree every month and each council were to bring in at least one new member per month, Michigan would be able to successfully recruit about 5000 new members and families in the state. For example: 425 councils in Michigan x 12 new members/council in year = 5100 new members per year.

One-on-One Recruitment

One-on-one recruiting remains the most important tool that we have for bringing new members into our Order, over and above membership drives. When focusing on a potential Catholic gentleman as a recruit for your council, remember that taking the time to show personal interest in him as more than “just another member,” should be your approach. Show your interest in him as a person, a fellow Catholic, a father, a husband, and a friend. Take the time to learn his interests so that you can be a mentor to him throughout the entire growth cycle as he advances in degree and leadership. Even if you haven't signed up your target recruit by your next membership drive, the personal relationship you've developed may be enough to get him to sign on the dotted line.

Councils that recruit all year round using one-on-one recruitment techniques are the most successful, because their recruiting efforts are more personalized, and become more meaningful to both the recruiter and the new member.

24 - Hour Knight

Anyone who has worked to recruit new members for the Order has heard at least once, if not a hundred times, “I'm just too busy right now to join the Knights; maybe another time...” In today's world with the need to find time for work, wife, children, church, and community- it is no surprise that a man feels too overwhelmed to add another commitment. This is the reason for the 24-hour Knight. If we help a man realize that he would not be expected to give more than he can and that he will receive a great deal in return, he may well rethink his answer. We can help him understand that the time spent with the Knights will have a positive effect on his wife, children, church and community.

Examples of a 24-hour break down:

- **4 hours a year** at Corporate Communion or prayer services;
- **4 hours a year** attending two council meetings (a well-organized meeting could be shorter, allowing for a little fraternal time, he may decide to attend more);
- **4 hours a year** helping at church and community functions such as the MI Drive, food bank, road clean-up, blood drive, Right to Life, parades, etc.;
- **2 hours a year** helping at youth activities, such as Free-throw Competitions, Christmas party, spelling bee, poster contest, etc.;
- **4 hours a year** helping at a council fund raisers, such as: pancake breakfast, Lenten fish fry, etc.;
- **2 hours a year** reading council, State and Supreme publications;
- **4 hours a year** enjoying social functions, such as dinners, dances, picnics, etc.

The above are examples of a way to break down the 24 hours into little units that will encourage the man to join us in our Order. When you develop your list, make sure to include what your council is famous for and what the membership finds most enjoyable.

Power of Ten Development Phase

The Grand Knight along with his Council Membership and Program Directors selects ten “Power of 10” Chairmen to lead each of the of the council’s 10 teams. The chairmen of these teams can be either an elected or selected council officer or they may choose dynamic recruiters. A co-chairman is recommended to assist with the recruiting and retention activities as well as implementing the council’s programs and charities. Smaller councils with less than 50 members may reduce the number of Power of 10 teams to 5; each will still be comprised of 10 members. Larger councils are encouraged to increase the amount of Power of 10 teams formed. Councils over 500-1000 should have at least 15 teams. Councils over 1000 members should form 20 teams. Adding additional teams in larger councils ensures that every member will have some type of personal contact with the council.

Every member is assigned to a council team. Teams are comprised of active and current inactive members (ones not attending council meetings). The objective of this process is to make sure that the entire council membership is assigned to a Power of 10 Team. Ideally, teams should not be comprised of more than 20 members. Councils may form additional teams if needed.

Once the teams have been established, the Chairman sends to each of his team members a Membership Interest Survey. This survey will help the chairman to determine which council programs the member and his family is most likely to participate in.

How to Conduct an Effective Church Drive

Council Level

The Grand Knight, Membership Director and 10-15 members arrive at the parish 30 minutes before the first Mass. The Membership Director assigns each Knight a position to staff, whether in the parking lot or at a church entrance. He also provides each with materials, including Prospect Card (Form #921A), Membership Document Form #100G, and Prospective Member Invitation to a Knights of Columbus Information Seminar (scheduled on a prearranged night and time).

Instruct the Knights to approach as many prospects as possible in the parking lot as they emerge from their cars before Mass or approach their cars after Mass. Greet each prospect with a polite introduction, a nice smile, and enthusiasm. Ask if they are a Knight. If they are not, invite them to consider joining the world's largest lay apostolate for the promotion of the teachings of Jesus Christ.

Ask the prospect for his name and phone number and write the information on a Prospect Card (Form #921A). Hand him a Prospective Member Invitation to a Knights of Columbus Information Seminar for himself and his wife. Assign a Knight to call the prospect and confirm he and his wife will attend.

1. Parish Membership Day Presentation
 - a. Church entrance presentation before and after Mass, subject to permission from the pastor. Be there 30 to 40 minutes ahead of time.
 - b. Parking lot presence before and after Mass.
 - c. Pulpit presentation - 3 to 5 minutes.
 - d. End of drive meeting of Grand Knight and membership team to evaluate the weekend's activities and prepare for the Information Seminar.
 - e. Begin follow-up phone invitations that night for the Information Seminar.
2. Knights of Columbus Information Seminar
 - a. Tuesday night following the drive or another selected night within 10 days.
 - b. All prospects and their wives will have been called, preferably Sunday night, and re-invited to the seminar. Assign a Knight to pick them up if needed.
 - c. Preparation in advance: Form #100 on a table in alphabetical order with names from Prospect Card Form #921A for easy access to team members.
 - d. One-on-one sign-up presentation to the prospect and his wife at the end of the presentation.
 - e. Program presentation by the Grand Knight or other using the video "Experience of a Life Time".
 - f. Introduction of parish Knights who by their lay work are strong examples of the teachings of Christ – visitors of the sick, Eucharist Ministers, Lectors, St. Vincent DePaul volunteers, etc.
 - g. End of evening – sign up time
 - h. Inform Candidates of 1st Degree; Date, Time and Location
 - i. Refreshments – NO ALCOHOL

Council Membership Director Responsibilities

1. Parish and pastor awareness and permission
2. Implement Membership Drive
3. New members sign-up, within one week of Membership Drive
4. First Degree, within two weeks of Membership Drive
5. Announcement in parish bulletin, week of and subsequent week of drive. Grand Knight of appointee makes membership presentation at each Mass (subject to permission from pastor)
6. Follow-up will be necessary for those prospective members who are unable to attend the information and orientation night.

Council Membership Director's Meeting Outline

Meeting held four (4) to six (6) weeks prior to drive

1. Purpose – upcoming membership drive
2. Council responsibilities – bulletin format and church presentation
3. Membership Presentation – discuss personnel, dress, and supplies
4. K of C Information Seminar and First Degree – set dates and discuss
5. Input and comments – membership Drive
6. Next Meeting Date

Church Drive Requirements

1. Personnel - 12 to 18
 - a. One (1) Speaker, One (1) Coordinator
 - b. Two (2) at each door of church
 - c. Eight (8) to ten (10) to cover parking lot
2. Dress
 - a. Neat attire - Suit or sport coat
 - b. K of C badge or cap
3. Supplies from Supreme
 - a. Prospect Cards Form #921A
 - b. Membership Document Form #100G
 - c. Brochures (see Supply Catalog, Membership Section)
 - d. Handouts (council activities, etc.)
 - e. “These Men They Call Knights” booklet (Form #937, cost \$0.25 each)
 - f. Prospective Member Invitations to the Information Seminar

Pulpit Announcement #1

Do you know much about the Knights of Columbus? You've probably seen the local Knights of Columbus as honor guards for the Bishop or with their families in church at their Corporate Communion. But where do the Knights of Columbus come from? What do they stand for? And what are they all about? The Knights stand for a world of good things. Knights of Columbus programs and projects make a difference in every community and country where they're found.

There is a place for your family in ours.

The Knights of Columbus began in 1882, when Father McGivney and a small group of pioneering Catholics founded a society designed to provide much needed security for widows and orphans of Catholic parishioners. The original idea grew quickly, becoming an order of Catholic men and their families, dedicated to promoting the concepts of charity, unity, fraternity and patriotism. Today, the Knights of Columbus has grown to more than 12,000 councils and 1.7 million members throughout the United States, Canada, the Philippines, Mexico, the Dominican Republic, Puerto Rico, Panama, the Bahamas, the Virgin Islands, Guatemala, Guam and POLAND.

Over the years the Knights of Columbus has become a diverse organization. Its members belong to many races. They speak many languages. But, like in any large family, their common bonds provide strength and their diversity is an asset in searching for ways to make every day better and they work hard to make it happen.

What can you expect to learn about the Knights of Columbus family? Plenty. Just attend our information and orientation night this _____ and we will be happy to share with you what the Knights of Columbus is all about.

Family is paramount in the Knights of Columbus, where all programs allow families to work together, involving everyone to aid their Church, their community and one another. Knights help the Church. Making sure the Catholic Church remains vigorous and undiminished is one of the primary missions of the Knights of Columbus. Knights and their families don't believe in sitting idly by and just watching life pass by. Knights feed the hungry and help shelter the homeless. They help senior citizens remain healthy and active. They conduct blood drives and fight to protect the right to life of all individuals.

The challenge to become involved has never been greater. The search for solutions has never been more necessary. What's missing is YOU and your family. If you are a practicing Catholic man at least 18 years old, the Knights of Columbus may be just what you've been searching for. You can become as involved as you wish. Just remember that the Knights offer an opportunity for fellowship with people who share the same beliefs, and who recognize the same duty to God, to family, and to folks down the block and across the sea.

We ask you to accept the invitation from one of our members and learn more about what we do and us.

Pulpit Announcement #2

Families are the building blocks forming the foundation of society. When families thrive, so does society. However, in these times, families are doing less and less together and they are becoming fragmented. The Knights of Columbus is a family organization, which helps families grow together in love while assisting the Church and the community.

Every Knights of Columbus Council provides a wide variety of opportunities for family involvement, such as, volunteer service projects, picnics, father/daughter and mother/son activities, Communion and graduation breakfasts, and plenty more. All of these activities and many

others benefit the families involved along with the parish and community.

(Name of Council) Council is conducting a membership drive in our parish this weekend. Your neighbors who are Knights are here at each of the Masses today to answer your questions about the Knights of Columbus and our local Council and to invite you and your wife to an information night for interested Catholic families.

Thank You.

Pulpit Announcement #3

Time is one of the most valuable commodities we have in life. The amount of leisure and free time for the average person has decreased in recent years. Many outside influences are vying for the precious time that we have.

If you believe in the importance of investing your time in friendship, the Church and helping others, the Knights of Columbus is for you. The Knights of Columbus is an organization of Catholic men and their families that receive a great sense of satisfaction from being able to develop lasting friendship with each other while helping less fortunate people.

Every day, the Knights of Columbus provides its members with the opportunity to discover the importance of, charity, unity, fraternity and patriotism to our country and the world.

I urge all men in this parish whose families are not involved to join the K of C. (Name of Council) Council is conducting a membership drive in our parish this weekend. Your neighbors who are Knights are here at each of the masses today to answer your questions about the Knights of Columbus and our local Council and they invite you and your wife to our information night for interested Catholic families.

Thank You.

Pulpit Announcement #4

There will be an Information Reception for parishioners who are interested in learning what the Knights of Columbus is all about.

It will take place at the (Name of Council) Council (Number) in (Location). The event will be held from 0:00 to approximately 0:00. Light refreshments will be served.

For those who don't know, the Knights of Columbus is an organization of Catholic men and their families - husbands, wives, children, widows, college students and religious. Our parish's Knights of Columbus council offers (LIST YOUR COUNCIL'S SERVICE PROJECTS AND ACTIVITIES FOR YOUTH AND FAMILY) and many more good things. Every day, Knights and their families experience the importance of charity, unity, fraternity and patriotism. The Knights are built on family, faith and friendship.

Knights of Columbus council members will be present at this information reception to answer questions about the Order's goals, interest and activities - as well as how they benefit all members. All parish families are invited to attend this information reception to learn more about the Order. Your neighbors who are Knights are here at each of the masses today to answer your questions about the Knights of Columbus you may have now and to give you more information on this reception.

Thank You.

Sample Parish Bulletin Announcement

The Knights of Columbus of _____ parish will be hosting a membership recruitment drive the weekend of _____ before and after all Masses.

Knights of Columbus members will be available to provide information and answer questions you may have regarding the Knights of Columbus.

We urge you, men of our parish, to take a few moments of your valuable time and use this opportunity to learn more about membership in the world's largest Catholic, Family, Fraternal, Service Organization.

Open House

A truly effective way to introduce a prospective member and his family to your council is to invite them to meet some of the members and to show them where you meet and what you do. You need to enlighten them on all the good that we do on a council level within the parish, but also at the State level and worldwide. It is recommended that the Grand Knight and all Council Officers wear nice clothes or a Knights of Columbus golf shirt. There should be no alcohol present at this meeting. Three weeks prior to your event you should send out personal invitations to each prospect/candidate informing them about the upcoming open house. Post an informational flyer (free from Supreme #2599) in your parish bulletin, newspaper and cable TV. Order Open House Poster #9430 and follow the suggestions below on setting up an information table. For example: Council Open House is on a Wednesday. These are some suggestions of what you should do prior.

- Call all prospects and/or their wives, preferably Sunday evening beforehand as a reminder.
- Prepare in advance a Form #100 by having the very top portion of the header completed (Council Membership Number, city/state location- this is critical info for State/Supreme).
- The Grand Knight and/or Membership Director should have an outline of what you are presenting and Open House arrangements (room, food/drinks, handouts, etc.).

Information Table

One of the most popular ways to recruit new members into your council is to set up an information table. This can be very successful if done correctly. After receiving permission to set up your table, it is critical to have at least two members man it. Not very many prospects will just come up and see what you are trying to promote. If you are planning on spending a long time there you should also have a couple of chairs. You should dress neatly. Your table should include the following items:

- Pictures recently taken of council events, mounted on a poster board used as a back-drop;
- Any awards or recognitions that your council is proud to display;
- A picture of your Grand Knight and Council Officers;
- Your own council brochure #4157;
- Material from Supreme ordered by your Financial Secretary 6 weeks prior to the event (Forms #100, Prospect Cards #921A, These Men the Call Knights Booklet #937, Did you know? Flyer #1267, Pocket Flip Chart #2041, Family Fraternal Benefits Flier #2761, Military Members Benefits #4685, and Shining Armor Program #4292 and #4297, in both Spanish and English).

Be prepared to answer questions about your involvement in the Knights. If you cannot convince a prospect to fill out a Form #100, try to get a name and a phone number so that the prospect can be contacted at a later time. Ask your District Deputy to review your recruiting plans and to help you make this table-top tool be more effective.

How to Turn Programs from Passive Recruitment into Active Membership

Goals – Profiles – Assignments

Every council project event or activity should be centered for membership growth. Our activities are what best communicate – “who we are” and “what we do” for our families, our communities and our parishes.

The Council Membership Director should identify various members who will be working at or attending a specific event and challenge them to take away from that event-at least one new member. How to challenge your council membership? A few examples for consideration:

- A member with a young family who will be at the parish picnic, instead of sitting only with brother Knights, have him find out who his kids are playing with, meet the parents and let them know about the charitable, family, and youth programs his council sponsors.
- After Mass, have an usher who is a member introduce himself to someone new to the parish.
- At a fish fry, strike-up a conversation with a couple and let them know that the proceeds will go to support vocations, Catholic schools, the parish, the community food bank or any other charity donation recently voted by the council.

Start a Squires Circle and/or Knights' Daughters Circle

Consider investing in your council's future by sponsoring these youth groups. To start off you only need to find a few members as counselors. Contact the State Squires Director and he will guide you to one of the best programs offered to our youth. Squires and the Knights' Daughters do not need to have their fathers belonging to the Knights. However, they may become interested in joining after their children explain all of the events they are involved in. Some of these include canoe outings, bowling fund-raisers, flag football, and basketball tournaments, just to name a few. The girls often add shopping trips and cooking fund raisers as well. Most times both groups volunteer to help the Councils in their fund-raisers also. When the Squires become 18 years old, they can join the Knights and be instantly familiar with how the Knights function. Again, the youth will become the future; investing time and energy early will pay big dividends later.

How to Schedule and Conduct First Degrees

Promptly advancing new members thorough the exemplification of degrees is absolutely essential to successfully building and maintaining membership. A well-organized, regular schedule of degrees will ensure this progression and will also help prevent the loss of potential Knights.

- Sponsor a First Degree Team, if possible. If not, participate on a district degree team.
- Schedule degrees around important Knights of Columbus/council dates. Be sure to avoid major holidays. Select degree honorees for each exemplification for greater impact, visibility, and attendance.
- Contact candidates a few days in advance to confirm their attendance and recommended attire.
- Arrange for the proposer to pick up his candidate and escort him to his First Degree.
- Immediately after the First Degree, present each candidate with a rosary, K of C Emblem lapel pin, and "These Men They Call Knights" booklet. Be sure to advise the newly initiated about the next Second and Third Degree Initiation dates.
- Present each member with a New Member Certificate (#268) or current degree certificates to each degree recipient. Print the names of the new members in the next council newsletter.
- Celebrate, inspired and encourage new member(s) to pursue Shining Armor Award in their first year of membership. When achieved, promote and make it a big accomplishment. Doing this effectively and properly will ensure a new member does not become a problematic retention case or issue in the future.

Membership Awards and Incentives

We recruit and/or retain members because we know that the Order's health is directly related to membership gain. The new member can be a powerful influence in our local councils. Membership growth is measured throughout the year; and to help promote robust membership growth, certain awards have been established to give recognition to those who meet established criteria. The awards and their criteria are listed below.

Star Council Award

Star Council is the highest award a Council can achieve and is awarded by the Supreme Council. Star Council is much more than a membership award. Membership is only one component of this prestigious award. Achieving Star Council shows that a council is in good health and has a bright future. There are six requirements to achieve Star Council:

- Achieve the Father McGivney Award (Membership Quota)
- Achieve the Founders' Award (Insurance Quota)
- Achieve the Columbian Award (Programs #SP-7)
- Service Program Personnel (File Form #365)
- Good Standing (Pay Per Capita)
- Annual Survey of Fraternal Activity (File form #1728)

Star Council

Father McGivney Award

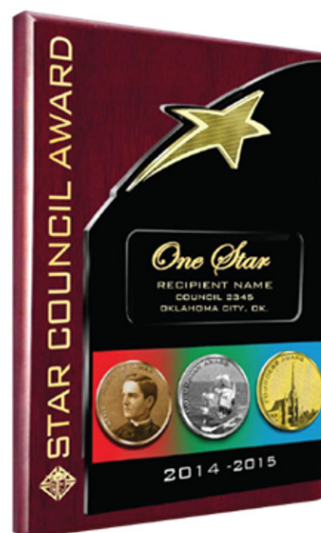
Membership Quota
7% of current membership
Or Minimum of 4
Maximum of 35

Columbian Award

Report Form #SP7
Due – June 30th

Good Standing

Current with all Supreme Council assessments - as of June 30th of the fraternal year



Service Program Personnel

Report
Form #365
Due – August 1st

Founders' Award

Insurance Quota
2.5% of current membership
Or Minimum of 3
Maximum of 18

Annual Survey of

Fraternal Activity
Report Form #1728
Due – January 31st

Multiple Stars

Earn Double Star by attaining 200%
Earn Triple Star by attaining 300%
Earn Four Star by attaining 400%

Star Council Checklist

In order to assist Councils in tracking their status for achieving Star Council, Supreme has developed the "Star Council Checklist". Each Council will receive the Star Council Check List from Supreme. By displaying the Star Council Checklist at every Council meeting, it will keep the membership up to date on the status of the council and encourage the membership to assist in achieving the goal of Star Council.

Star Council Checklist

KNIGHTS OF COLUMBUS

☐ **Service Program Personnel Report**
Form #365 – Due August 1

☐ **Annual Survey of Fraternal Activity**
Form #1728 – Due January 31

☐ **McGivney Award – Membership Quota of**

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
Gains:												
Losses:												

☐ **Founders' Award – Insurance Quota of**

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
Gains:												
Losses:												

☐ **Columbian Award**
Report Form #SP7 – June 30

	Church	Community	Council	Culture of Life	Family	Youth
1.	1.	1.	1.	1.	1.	1.
2.	2.	2.	2.	2.	2.	2.
3.	3.	3.	3.	3.	3.	3.
4.	4.	4.	4.	4.	4.	4.

☐ **In Good Standing**
All Council Assessments paid by June 30

Shining Armor Awards

Supreme Council Shining Armor Award

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



To qualify for the "Shining Armor Award," new Knights must, during their first year of membership:

- Be involved in at least 3 council service programs.
- Attend at least 3 council business meetings.
- Receive their Second and Third degrees.
- Meet with their council's insurance representative.
- Recruit at least one new member.

Every new member in should be recognized for achieving the Shining Armor Award. Make it a BIG deal- make it FUN! Highly promote this incentive program as its requirements transform newly admitted Knights into long-term brother Knights! Enclosed in the envelope should be a Shining Armor Flyer (#4552) to explain the program and a Qualification Card (#4292) to record his progress toward receiving his Shining Armor Award. This should help you implement the program in your council. When a new Knight has completed the requirements for the award, the council should present him with a Certificate of Recognition (#4293) and may further wish to present a "Shining Armor" lapel pin (#1700).

Whether presented at a council meeting or a special council event, this will not only be an honor for him, but will also serve to promote the program to other new Knights. Remember to include these and any other award presentations in your council newsletter.

Keep in mind, the main focus of the program is to get new members actively involved in their council from the very beginning of their membership.

Michigan Shining Armor Award

Every facet of the Supreme “Shining Armor Award” serves to benefit the council. The requirements are valuable activities for any Knight. Therefore, we have instituted the “Michigan Shining Armor Award.” This program may also help reactivate members that have “slipped” a little. To receive this award, senior council members can qualify for it any time during their membership.



To qualify for the “Michigan Shining Armor Award” any Knight must:

- Be in good standing
- Be involved with at least 3 council service programs.
- Be an insurance member, or meet with his council’s insurance representative.
- Attend at least 3 council business meetings.
- Be a Third degree knight, or receive his Second and Third degrees.
- Recruit at least one new member.

Councils may order the Michigan Shining Armor Award pin and certificate from the Executive Secretary at the State Office. Note that these are available at no charge.

Diocese Chaplain/Bishop Awards

The Diocese with the highest percentage of growth, based on the published quotas will win the quarterly incentive. The Diocesan Chaplain will receive \$250.00 and Bishop will receive \$500.00.

“Quick Start” Council and District Awards

Councils and District Deputies that obtain 60% or more of their membership quotas for the Father McGivney Award by the mid-point of the fraternal year at the end of December will be recognized with a “Quick Start” Award at the annual State Membership Tribute Banquet in February.

State Chaplain/State Deputy Awards

Councils and District Deputies who obtain 100% or more of their membership quotas for the Father McGivney Award by the mid-point of the fraternal year at the end of December will be recognized with a State Chaplain/State Deputy’s Award at the annual State Tribute Banquet in February.

Council Membership Director Awards

Council Membership Directors who achieve 100% or more of their membership quotas for the Father McGivney Award by the mid-point of the fraternal year at the end of December will be recognized at the annual State Membership Tribute Banquet with the Council Membership Director Award.

“Finish Strong” Council Award & District Awards

Councils and districts that achieve 100% or more of their membership quotas for the Father McGivney Award by May 1st of the fraternal year will be recognized at the State Convention with a “Finish Strong” Award during the convention weekend on Mackinac Island.

Bishop's Tribute Award

Each Diocese that achieves 100% of its membership quota by June 30, 2016 will earn \$ 1000 to be given to their bishop. Results will be updated on the State web site at www.mikofc.org. Annual Gross Results will be utilized to determine final results based on the "Horse Race" membership performance tracking method.

Grand Knight's Award

Grand Knights that achieve Star Council will receive a Knights of Columbus pen and letter opener set to be awarded after Supreme Council notification of Star Council.

Proposer's Recognition

Recruiting a new member into the Order is the most important and noteworthy accomplishment that any Knight can attain. New members keeps our organization vibrant and in tune with the pulse of our local communities. In recognition of the important role the proposer plays in membership recruitment, the following items will be awarded based on the number of new members initiated into the Order:

Two Members	Certificate
Four Members	KofC Knife
Six Members	KofC Hat
Eight Members	Our Lady of Guadalupe statue
Ten Members	K of C Ring



Note: NCD recruitment does not qualify

Horse Race

Quarterly council horse race winners, one for each heat, will receive \$100.00 for their Council Chaplain. Total of twelve winners awarded for the fraternal year.

State Convention Membership Award Deadline May 1st

Our State Convention is the highlight of the year in the Michigan jurisdiction and provides the Order with an opportunity to recognize the many wonderful things we have accomplished during the fraternal year. Yet every year, a few District Deputies and Grand Knights become upset when their councils are not recognized for their Membership Achievement for Star Council once they've reached Mackinac Island.

In order to properly prepare for the State Convention, the Supreme Membership Status Report issued on May 1st is the one used for our recognition at the State Convention. If a council completes their membership goals after May 1st they will still receive their Star Council Award from Supreme; however, only those councils that have completed their membership and insurance quotas by the end of April will be recognized for these awards during the State Convention. This should provide our councils with the incentive to complete their goals in membership and insurance well before May 1st of the fraternal year.

Membership Development

Parish Round Table

Supporting the Catholic Church has been a hallmark of the Knights of Columbus since its founding in 1882 with millions of volunteer hours each year. Organizationally, we do this in one of two ways – either by (1) the institution of a new council or by (2) the establishment of the Parish Round Table program.

Mission

The mission of the Parish Round Table is to establish and sustain visible ties between Councils and parishes, especially where parishes are not able to support full councils. Council membership may come from several surrounding parishes. Local councils:

- Offer services to every parish in the area not having its own home-parish council;
- Support parishes with the programs their pastors deem necessary;
- Grow through close parish contact.

Goals

- At the beginning of each and every fraternal year, the Grand Knights appoint Round Table Coordinators to the parishes they serve and communicate these appointments on the Report of Round Table Coordinator (Form #2629). This form is best submitted on-line at the web site of the Supreme Council. Alternately, the form is also available in the council forms booklet.

Exception: The only exception is a home-parish council supporting its own parish; the council church activity director fills this need within the parish. However, a home-parish council may also support a nearby parish or mission under the Round Table if it has members from that parish or mission.

- During the fraternal year, based on historical averages, Councils should add three (3) new members from each parish.

- At the end of each and every fraternal year, the council summarizes its Round Table results on the Annual Report of the Knights of Columbus Round Table (Form #2630). This form is due by June 30 and best submitted on-line at the web site of the Supreme Council. Alternately, the form is also available in the council forms booklet.

The Annual Report submitted for every Parish Round Table sponsored by your council asks you to provide the number of members of the Knights of Columbus in the parish; the number of new members recruited this year (target 3); the number of Knights of Columbus man-hours of service to the parish; whether the Grand Knight held the recommended annual review with the pastor; and a brief description of the most meaningful activities conducted by the members of the Knights of Columbus Round Table in your parish during the year. Don't be shy. Also submit articles and pictures of Round Table projects to the Michigan Columbian and the COLUMBLA magazine.

Methods

The Grand Knight and his officers make lists of council members who belong to area parishes. All will automatically become part of that Parish Round Table. If more than one Council has members from the same parish, the Grand Knight, working with his council members from the local parishes, the pastors, the District Deputy, and the State Round Table Director as needed, decides which parishes the councils can effectively serve with an active Round Table.

- The Grand Knight and a Knight parishioner call on the pastor to offer help. The Round Table Coordinator must be a member from the parish and from the council that sponsors the Round Table. The Round Table Coordinator is the point of contact for the pastor to communicate needs to the Council, no more if that is what works for the pastor.
- Notify the Supreme Council Department of Council Growth and Development using the Report of the Round Table Coordinator (Form #2629) and copy the State Deputy and the District Deputy. Use the form later as needed to report changes. Supreme sends the Program Supplement to the address of each Round Table Coordinator.
- If parishes are clustered (not merged), appoint a Round Table Coordinator from each parish, but work with the pastor on which Round Table Coordinator he wants to use for his primary point of contact.
- Report a summary of Round Table activities at the end of the fraternal year (June) on the Annual Report of the Knights of Columbus Round Table (#2630).
- The easiest way to report is to go to Council Forms on Supreme Council's website. At www.kofc.org select Publications and Resources, then Forms, then Council. Select either Form #2629 under the online column or Form #2630 under the online column as applicable. Tab through the form and fill in the fields, including e-mail addresses at the bottom of the form for the State Deputy (send to State Forms Chairman), District Deputy, and the council's GK's e-mail. Select Submit at the bottom. Alternately, the forms are in the Council Report Forms Booklet (#1436).

- Use the Report of the Round Table Coordinator (Form #2629) to let Supreme know if you are a parish council or not
 - The revised Form #2629 just asks, Is your Council a Parish Council? ☐Yes or ☐No
 - The revised Form #2629 also asks for the number of council members at this parish and the number of families at parish.
- The Knights of Columbus Parish Round Table booklet (Form #2632) is included in the “Surge with Service” programming packet. The Report of the Parish Round Table Coordinator (Form #2629) and the Report of Fraternal Activity of the Round Table (#2630) can be found in the Council Report Forms booklet (#1436) and on the Order’s Website at www.kofc.org/forms. In Service to our Parishes (Brochure #4519) is also available on the Supreme website.

Admission and Retention

In the past 10 years, the Michigan jurisdiction has suspended about 15,000 members. With the amount of energy councils have expended to recruit these men, it is a shame that we have not taken one step further to keep them.

One can only wonder how much more we could have accomplished with a membership of 85,000 rather than our current 68,000 members. While it is not reasonable to assume that we could or should have saved every man, many would have still been members had we not failed them. Yes, every suspension is a failure to fulfill Fr. McGivney's vision of "every Catholic gentleman a member of the Knights of Columbus."

Admission and Retention are key ingredients to successful membership development, but they have little positive impact as practiced by most councils. Although the *Charter Constitution and Laws* (Section 108-114) requires the Grand Knight to appoint and form the Council Admission Committee, in a majority of councils this is not done.

In many councils "retention committees" are comprised of only the Financial Secretary or only meet and become active when it is time to suspend members. It is obvious from the number of members we lose annually that we need to make a drastic and major change in the way we view admissions and retentions in our councils.

In the coming chapter, we will lay out a new year-round approach to retention that will reduce the number of brothers we lose and have the overall effect of strengthening your council "from cradle to grave". The Membership Retention process begins immediately as soon as a Membership Application Form #100 is signed, a member is initiated and then continues forward until we say farewell at his funeral.

Admission Committee

The Admission Committee is a new member's first real exposure to the inner workings of the Knights of Columbus. Since first impressions are important, a warm and friendly meeting is also important. The prospective member will appreciate meeting with his proposer and a group of men who are interested, know what they are talking about, and know how to have fun while they accomplish their goals. This will set the tone for a long and productive relationship.

The Grand Knight shall appoint an Admission Committee that should include the Deputy Grand Knight, Membership Director, Financial Secretary, and any other members (such as the chaplain and insurance representative) that the Grand Knight determines to be beneficial. It is strongly recommended that the Council Program Director be a member of the committee. He can use the interview and the results of the questionnaire to help the new member become involved in council

activities right from the start. This involvement may be the best way for him to meet other members of the council and cement new friendships. It is further recommended, if at all possible, that the proposer should accompany the candidate to his meeting with the Admissions Committee and be invited to sit in on the interview.

It is extremely important that all the members of the Admission Committee understand the purpose of the Admission Committee and prepare an agenda to accomplish the following tasks:

- Inform the new member of the workings of the Order and present the candidate with a brief history of the Order, both at the international and local levels.
- Inform the candidate of the benefits of membership.
- Advise the candidate of what is expected of him, including timely payment of dues, attendance at meetings and advancing through the higher degrees.
- Determine the interests of new candidates for subsequent involvement in council activities. Use the Admission Committee Questionnaire (Form #391).
- Establish the members of the Mentor Team for the candidate.
- Establish the candidate's practical Catholicity. (If there is any question, only a priest may determine that a candidate is not a practical Catholic if the candidate affirms that he is Catholic.) It is suggested that the council chaplain meet the candidates and/or that their pastors be consulted.
- Let the candidate and proposer know the schedule for upcoming First Degrees and the date and location of the next major degree.

Following the examination, the committee reports the findings at the council membership meeting.

Note: *Applications for membership from priests and religious clergy shall not be referred to the Admission Committee but rather shall be presented directly to the council.*

In cases of reapplication by a former member who has been in an exit status for a period of more than seven years, the applicant must appear before and be approved by the Admission Committee. In addition, the re-applicant must establish to the satisfaction of the committee that he has received the degrees of the Order. If this cannot be established, the re-applicant shall be required to take any or all degrees.

The *Grand Knight's Guide* (Item #5085) and *District Deputy Handbook and Reference Guide* (Item #916) contain additional ideas and comments that are worth reading.

How to Use an Admission Committee

A Council Admission Committee, if used correctly, ensures that applicants understand the Order and that the council understands what the candidate expects from him membership. This mutual understanding makes for a more thorough recruitment process and is a fundamental primary step to membership retention.

- Enlist a few men (about 5) to serve on the Admission Committee (which appointments are made by the Grand Knight).
- Order copies of the Admission Committee Report Forms (#283), the Admission Committee Inquiries Guide (# 390), and the Admission Committee Questionnaire (# 391) from the K of C Supply Department. Distribute copies to the committee for their review/use.
- Forward all incoming membership applications to the Grand Knight for referral after completed and signed off by a member of the Admission Committee that has interviewed a prospect/candidate.
- Conduct the interview using the Admission Committee Inquiry Guide and have the candidate fill out the Admission Committee Questionnaire. This document provides important information about the prospective member, also his skills, talents and interests.
- If a candidate is voted and motioned by the council to join, inform the candidate of upcoming initiation degrees in the area. Similarly, advise the proposer to accompany his candidate to the next First Degree Initiation.
- Once initiated, assign newly admitted members to serve on committees that match their interests noted on their admission and membership application paperwork.

Ceremonials

As soon as a Catholic gentleman signs a Form #100 and becomes a candidate for Knighthood, a clock starts ticking. The longer that clock runs before he goes through the First Degree, the greater the chances are that he never will. Statistically, First Degree members make up more than 85% of the brothers suspended in any given year. Therefore, it is important to advance candidates to the Third Degree as soon as possible.

The District Deputy has a schedule of First Degrees in your district and area with at least one each month. If the candidate is unable to attend the degree in your district, contact your Diocesan Membership Director, who will have the schedules of surrounding districts, or will find a team to run a First Degree in your council. Of course, if you have your own degree team, you can schedule a degree whenever you want. If your council has never had a degree team or it has faded away, now is the perfect time to correct that problem.

Every council received a DVD from the Supreme Council with the First Degree ceremonials. If you do not have a complete First Degree Team, you can play some or all of the parts available on the DVD. There should be no reason for a new member to have to wait more than a week to join your council with this new process. If you do not have the paraphernalia, you can either purchase them or borrow them from another council. Your District Deputy should be able to help you with this. You do not need to have to use robes. A suit and tie with an officer's jewel and a ceremonial degree baldric is acceptable. Although it is still encouraged to memorize each part if possible, you can use the DVD. The DVD can also help you memorize the parts.

Council Membership Retention Chairman

Retention Mission

The mission of the Council Membership Retention Director is to apply the principle of Fraternity to situations where our brothers find themselves out of communication with the rest of the membership. Council level retention includes re-recruitment and all actions in the matter of non-payment of dues.

Retention Goals

Apply charity in the matter of non-payment of dues such that, short of a brother Knight who no longer is being a practical Catholic, the council makes every attempt to re-recruit a brother. Thus, the goals of retention are:

- Personally and compassionately contact every member who is in arrears of his council annual dues to make payment.
- If telephone contact is not made, then two members of the council are to personally visit every member who is in arrears in his dues at his home to investigate and resolve problems on non-payment of dues. Simply writing or indicating “No Phone Number” on the MI-12 Retention Worksheet Form is not an adequate solution option. Remember, the Knights of Columbus is more than just a club of men, we are a fraternal organization! Simply put, there is no excuse not to follow up with a brother Knight.
- The District Deputy then verifies that every member recommended for suspension has been contacted with reasonable effort and diligence.

Retention Methods

Establish a strong, active Membership Retention Committee with the Deputy Grand Knight as chairman and the Trustees. Keep members informed on the upcoming programs, objectives, and achievements of the council. Give members the chance to work on activity committees they found interesting and challenging.

- Determine the causes of suspensions within your council and provide possible solutions to the problem. Examine your “council’s conscience” often to find possible reasons why a member loses interest in maintaining his active membership in the Order, then work to eliminate those reasons.
- Make certain that your Financial Secretary is following the prescribed procedures for the “Notice of Intent to Suspend” program, including making personal contact by the Retention Committee. Have the Financial Secretary provide to the Retention Committee a list of those members who are in danger of being suspended. The committee can then divide the list equally and have teams of two members each personally call upon those members and urge them to become active again. Retention contacts will be documented on the retention worksheet with the District Deputy and State Retention Director receiving copies.

- The “Admission Committee Questionnaire” (#391, E, F, and S) should be completed in triplicate by each new applicant and distributed to the Council Program Director, the Supreme Insurance Agent, and one copy retained in the council files. New members should be assigned to program committees of interest to them as soon as possible. Make certain that all members have some specific responsibility or task within the council.
- Evaluate the programs and activities now being sponsored by your council. Full utilization of the Service Program proves to be the very best membership retention measure available. Suggest diversified programs aimed at improving your council’s image in the community. Programs must be meaningful, sincere and diversified to provide appeal to all segments of your membership.
- Promote retention programs sponsored by both the State and Supreme Councils.
- Your Financial Secretary should be able to provide a listing of all members suspended from your council. It is suggested that each former member be personally contacted and asked to enroll again as an active member in your council. Check the rules governing membership procedures for former members. To ensure the best outcome possible, all membership recruiters should be familiar with these procedures before contacting former members.
- Conduct a survey among members to determine their preferences for committee work. A special “Member Interest Survey” (#1842) is available in quantity and at no charge through the Supply Department for this effort. Ensure members are appointed to those committees where their interests lie.
- Plan a “Welcome Back” or “Come Home” program for former members. Send special invitations to attend the program to all former members and their families. Also invite members of your council and their families to the program. Show one of the Order’s videos which help tell the story of the Knights of Columbus. Arrange for appropriate speakers. Following the program, arrange to contact all former members in regard to activating their membership in the council.
- Strive to streamline council meetings. Keep discussions, comments, etc., within the proper limits.
- Extraneous matters should be promptly referred by the Grand Knight to the proper committees for further discussion and solution.
- See that council meetings start on time, even if only a few are present. When the members begin to realize that the meetings will start on schedule, meeting attendance will be improved, interest built and more members will be retained as active members.
- Institute a “Shining Armor Award” program to get your council’s new members active in service programs as soon as possible. More information about this program can be obtained by reading the Tools and Techniques section of this guide and also the Shining Armor Award Flyer (#4297).
- Encourage the Retention Committee to contact a few members each month who have not attended meetings recently. Ask them how their family is, their health, if they would be able to attend the next meeting, do they need a ride, would they be able to help at the upcoming events, do they have an e-mail address, do they know someone that would like to join the Knights, etc.

- If we encourage our members to be active, we will not have to act like a collection agency when having to ask for past dues!

Retention Committee

The Grand Knight shall appoint a Retention Chairman and Committee annually. It should be composed of dedicated brothers who are willing to work year-round to ensure the council is able to retain the greatest number of its members. The chairman may have recommendations on the makeup of the committee. The committee may call on proposers, Past Grand Knights, insurance agents or the Chaplain whenever needed. The name and contact information of the chairman needs to be reported on the Supreme Service Program Personnel Report (Form #365) and the State Service Program Personnel Report (Form #MI-365).

Critical Success Factors

To ensure a successful retention process, the committee must embrace the following principles:

- Each brother deserves our personal attention and mutual respect.
- The council will take a pro-active approach to retention.
- Charity begins at home.
- The principle of Fraternity needs to be applied when our brothers find themselves out of communication with the rest of the membership because of the non-payment of their dues.
- The council and the District Deputy will follow the retention process.
- Suspension is a last resort and each suspension is a failure

Pro-Active Retention

It is the responsibility of the council and its top leaders to make a firm commitment and pledge to make membership retentions a year-round process, not just when the Financial Secretary has presented the committee a list of brothers who are in arrears with their dues.

Keep in mind, the inauguration of retentions actually begins when a member becomes initiated into the order at their First Degree. From that day forward, until that member's funeral, it is the responsibility of the council to keep members active and interested in council programs and activities.

Councils that actively and cleverly monitor and track the participation of their membership will easily recognize opportunities using effective membership management techniques to keep members regularly active. If your council has not seen or heard from a member in a while, there is a likely probability that member may become a member retention issue in the future.

While each council should develop a program that works best for them, the following suggestions may serve as a starting point:

- Carefully analyze, review and determine the causes of suspensions within your council and provide possible solutions to the problem. In the business world, great companies use exit interviews to better manage and improve their business enterprises; similarly, it's a good practice for councils to adopt and do the same. Valuable lessons can be learned from the exiting member that can be used to improve the council.
- Encourage changes in the council to avoid situations that have led to suspensions in the past.
- Examine your "council's conscience" often to find possible reasons why a member loses interest in maintaining his active membership in the Order, and then work to eliminate those reasons.
- Make certain that your Financial Secretary is following the prescribed billing procedures.
- Address the needs of individual members in danger of becoming suspended.
- Make recommendations to the council for changes based on information gathered from delinquent/suspended members.
- Contact inactive members before they become delinquent in their dues to determine reasons for lack of participation.
- Suggest solutions acceptable to both the member and the council. Remember that the delinquent member is still a brother Knight and may once again become an asset to the council.
- Prepare a profile of early warning signs of candidates for suspension. For example, if he:
 - Didn't pay his dues last year (even if he wasn't processed for suspension);
 - Has regularly attended meetings, but has missed the last several meetings;
 - Normally works at/or attends events, but now he is missing in action;
 - Has not been seen or heard from in quite some time;
 - Hasn't been seen in church.

Practical Catholic

A brother Knight must remain in communion with the Church in order to be a practical Catholic, but this is not a determination we can make. Whether a man is a practical Catholic is for the Church to decide. Therefore, in this case, the committee will discuss the situation with the council chaplain or pastor and will be bound by their decision. If a brother declares that he is no longer Catholic or if a priest makes that determination, there are no further steps necessary to suspend his membership. The Financial Secretary prepares a Form 100 indicating that the member is no longer a practical Catholic, along with a letter signed by the member or a priest and sends it to Supreme for immediate processing. The deduction does not count against Supreme Council Award quotas.

Retention Guidelines

The following is a general outline of individual obligations required to complete the suspension process. All actions must be completed in such a way as to comply with suspension timelines.

The Financial Secretary:

- Shall prepare and mail all forms and notices in accordance with the suspension timelines.
- Supply the Retention Committee with all information necessary to complete their task.

The Retention Committee:

- May recommend a waiver of dues, when appropriate, to the Grand Knight, Financial Secretary, and the Relief Committee if one is appointed.
- Should determine if the member is properly credited as a Life or Honorary Life Member.
- Should determine if the member has a disability and is unable to engage in any occupation for a period of at least six months. If so, a waiver of dues may be applied for under Section 118(e) of the *Charter Constitution and Laws*. To do this, a member must furnish evidence of total disability to the Supreme Council, along with Application for Relief from Payment of Council Dues and Supreme and State Council Per Capita Charges (Form #1831).
- Complete the Retention Worksheet (MI Form #MI-12) for all contacts with copies given to the District Deputy along with the Form #1845s.
- Confer with the Grand Knight and Financial Secretary about the situation of each member prior to Notice of Intent to Suspend (Form #1845) being sent.

Process for Retention or Suspension

Suspension for non-payment

As provided by Section 168, Paragraph 3, of the *Charter Constitution and Laws*, a member must be at least three months in arrears before he can be suspended for non-payment. This category of suspensions represents the largest group of losses to our Order. Thus, it is of vital importance that the Financial Secretary, Grand Knight, retention committee, District Deputy and State Retention Director follow proper billing and/or retention procedures. The process only works if each step is completed honestly with respect for the brother who is delinquent in paying his dues.

Retention Steps

Step 1 *Send second Payment Notice (Form #424) to member.*

After sending the first payment notice to the general membership, the Financial Secretary sends a second payment notice to those members who have not paid their dues.

Step 2 *Send Knight Alert (Form #KA1) to member.*

The Financial Secretary begins the retention process when he initiates the Knight Alert (Form #KA1). He sends the Knight Alert to the brother who has not responded to the first or second payment notice. He provides the council retention committee with the information necessary for it to complete the Retention Worksheet (MI Form #MI-12).

Step 3 *Decide who is to make the contact and complete Retention Worksheet (MI Form #MI-12).*

The retention committee should invite the proposer, if available, and meet to discuss the Knight Alert. They complete the Retention Worksheet (MI Form #MI-12) and decide on who is the best person to make the initial contact with the member. Contact may be made by phone, but a home visit is often more successful. The committee should consider that each brother deserves our personal attention and that some members may be embarrassed to find themselves in this situation.

If the committee is unable to make contact by phone, two committee members will visit the member at home to investigate and resolve the problem. If the member has moved, the payment notice should have been returned with a forwarding address. However, if an address is unavailable from returned correspondence, contact other members or the parish priest to try to discover the new address. The following websites may be of value in tracing lost members:

- www.anywho.com
- www.whitepages.com

If the brother is out of state, or has been out of contact with the council, and no other source of information is available, there may be reason to believe that the brother has passed away. You may find records of his death by going to the following site:

- www.ssdi.rootsweb.ancestry.com/cgi-bin/ssdi.cgi

If you discover that he is deceased, print the screen, attach it to a Form #100 Membership Document, and submit to Supreme. This will be accepted by Supreme and not be charged as a suspension.

If the committee determines that the member is experiencing financial difficulty, the Grand Knight will direct two committee members to arrange a payment plan or arrange for work at the council or church to solve this difficulty.

Unless the brother is no longer a practical Catholic, every attempt should be made to re-recruit this brother.

The Grand Knight shall ensure that all accommodations and remedies are considered.

Step 4 *Prepare and send Notice of Intent to Suspend (Form #1845) to member.*

If all attempts to solve the problem fail, the Financial Secretary prepares a Notice of Intent to Suspend (Form #1845) and obtains a countersignature from the Grand Knight. Send the original to the delinquent member, the Supreme Office Copy to the Supreme Council Department of Membership Records, the State Council Copy to the State Retention Director and the District Deputy Copy to the District Deputy. The Council will retain the Council Copy for their records. The District Deputy shall be sent the Retention Worksheet (MI Form #MI-12).

Note: In addition to the Retention Worksheets (MI Form #MI-12) on members not successfully retained, also send your District Deputy all Retention Worksheets on members who were contacted and successfully retained. The State Retention Director will track both successful and unsuccessful retention efforts. The council may want to keep copies of the Retention Worksheet (MI Form #MI-12) as well as other documents for council records.

Step 5 *Verify that member was contacted and all remedies were considered.*

The District Deputy will verify that:

- All members that are recommended for suspension have been contacted.
- All accommodations to resolve the problem have been investigated
- All remedies short of suspension have been considered.

Only then will the District Deputy forward the Retention Worksheet (MI Form #MI-12) to the State Retention Director. The District Deputy shall include the Diocesan Membership Director in the retention process.

Step 6 *Review the Notice of Intent to Suspend (Form #1845) and the Retention Worksheet (MI Form #MI-12)*

The State Retention Director will review the Notice of Intent to Suspend (Form #1845) and the Retention Worksheet (MI Form #MI-12) and make appropriate contacts.

Step 7 *Suspend Member*

The Supreme Council will not process a suspension until after the Notice of Intent to Suspend has been on file 60 days. The Financial Secretary will send the Membership Document Form #100 to the Supreme Council between 60 and 90 days after Supreme receives the Intent to Suspend (Form #1845). The Supreme Office will then suspend the member(s). The Notice of Intent to Suspend becomes null and void 90 days following the date it is recorded at the Supreme Council office.

Note: Supreme will not process suspensions if a Retention Committee Chairman has not been reported to Supreme on Service Program Personnel Report #365

Step 8 *Report to Council*

The Chairman of the Retention Committee shall report at a council meeting the number of members saved and the number suspended. While it is not necessary to include names in the report, it is important to give the reasons why a brother chose to leave the Order. This is to allow the council to reflect on possible changes needed to prevent a reoccurrence.

Disability - Relief from Payment

Those brother knights who are unable to engage in any occupation for a period of at least six months may apply for a waiver of dues under Section 118(e) of the *Charter Constitution and Laws*. Furnish evidence of total disability to the Supreme Council, along with Application for Relief from Payment of Council Dues and Supreme and State Council Per Capita Charges (Form #1831).

All disability waivers expire each year on December 31, and must be renewed during the 90-day period prior to expiration. Supreme Council will send a request for confirmation of continued disability during October. Failure to complete and file the annual renewal form will terminate the council's relief from payment.

Withdrawals

According to Supreme Council, the withdrawal transaction cannot be reported by using the Membership Document Form #100. Rather, a personal signed communication stating conflicts with being a practical catholic from the member requesting withdrawal (resignation) is required to be sent to the council and assembly and forwarded to the Supreme Council office. Financial standing is not a consideration. A member can resign whether he is current in dues or in arrears. The only stipulation is that he must be eligible for re-entry as of the date he files his letter of withdrawal with the council and assembly. Withdrawal is not an option for a felon, non-practical Catholic, or someone who has been suspended or expelled under Section 162 of the Order's Laws. Those members who apply for and are granted a withdrawal do not maintain continuous membership. The membership record will reflect a break in membership.

If the applicant for withdrawal is an insurance member, he will be recorded as an inactive member and will remain in that status on the council roster as long as his insurance is in force. The council continues to be responsible for Supreme and state council assessments on inactive members. However, a \$9 credit is applied to the council's account the month following the anniversary date of the member's insurance policy to offset such assessments.

Honor Those Members who are Always There

Every council has a group of members whose outstanding qualities aren't flashy or very noticeable. These are the men who always pay their dues on time, never miss a meeting, or have maintained their membership for many years. Like those men whose outstanding abilities show in their volunteer or membership recruitment activities, these members are deserving of recognition. There are many ways your council can recognize these faithful Knights.

In recognition of long-term dedication to the Order, after 25 years of continuous service (at the age of 70), or 50 years of continuous membership regardless of age, a member merits the distinction of Honorary Life membership and is exempt from further payment of dues, per capita charges, and assessments. All priests and clergy members automatically receive Honorary Life Membership. These dedicated Knights are an asset to their councils and should be treasured and respected. Materials are available to councils from Supreme to recognize and award their contributions.

Help Members Facing Hardship

Council may consider paying dues for members who are unable to pay them due to real need or hardship. These Knights may have been unemployed for an extended amount of time or be unable to work because of medical reasons. A man should never have to give up his membership in the K of C because he is unable (not unwilling) to pay dues.

Knights can also aid a member in finding new employment by helping him write his resume, practicing job interview techniques with him, or just letting him know about job openings. Councils can also help Knights facing difficult times by aiding with chores around their homes or simply driving them to medical appointments.

Remember, charity begins at home, so make an effort to assist needy Knights and their families.

Remember the Sick and the Departed

Make it a policy to include prayers during meetings for Knights and family members who are ill. Arrange for council members to visit a brother Knight or family member who may be hospitalized, living in an extended care facility, or homebound. Pray a decade of the rosary with the person to lift up his spirits or her spirits.

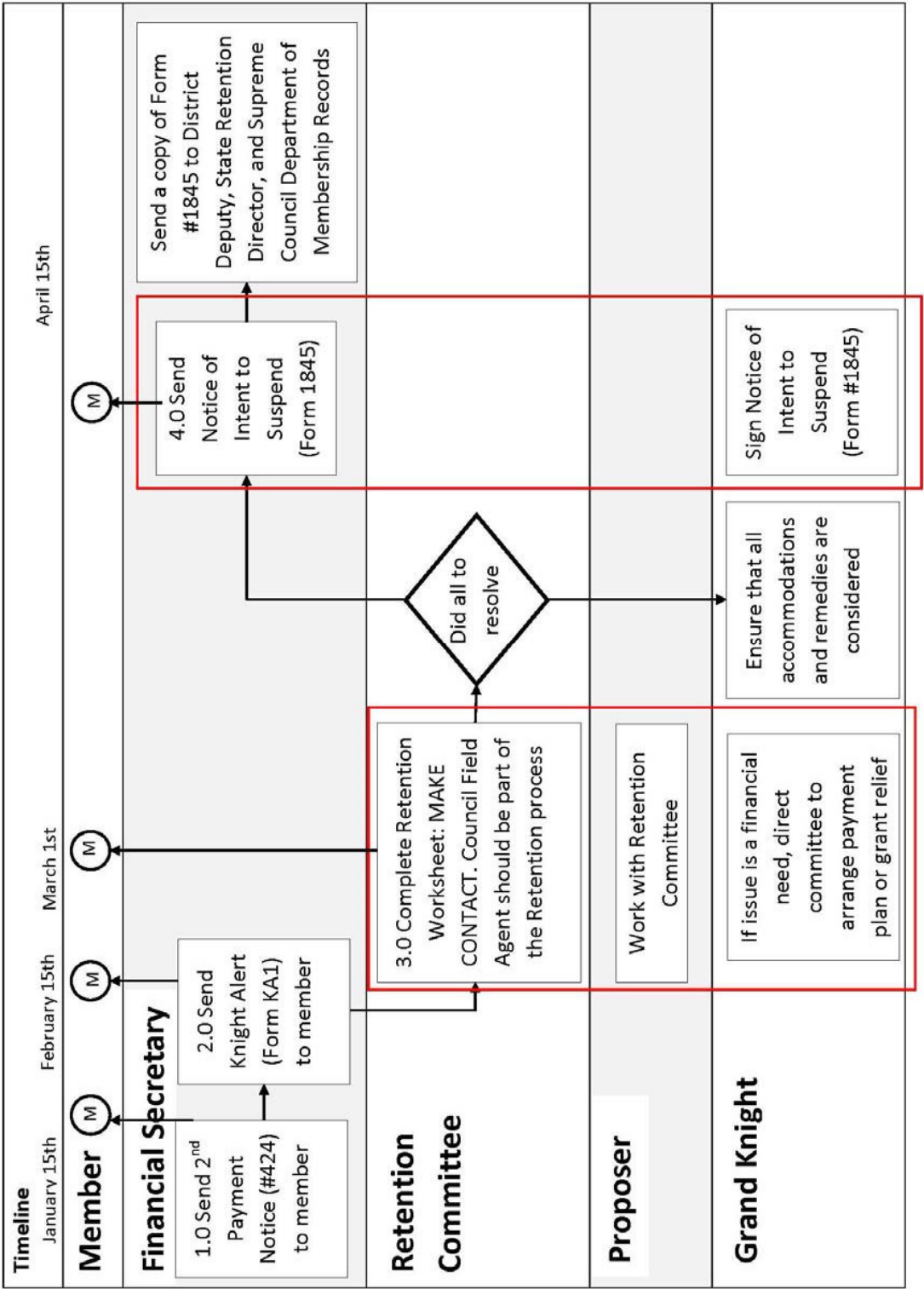
Offer to assist family members of a hospitalized Knight by driving them to the hospital for a visit. Offer to stay with the homebound Knight or family member while caregivers go out for shopping, a movie or some other activity. When a Knight or a member of his family becomes seriously ill or is hospitalized, send out post-cards or put a listing in the council's newsletter asking that this individual be remembered in the prayers of his fellow Knights. Encourage members to telephone, e-mail, write, or visit the bedridden or homebound Knight or family member.

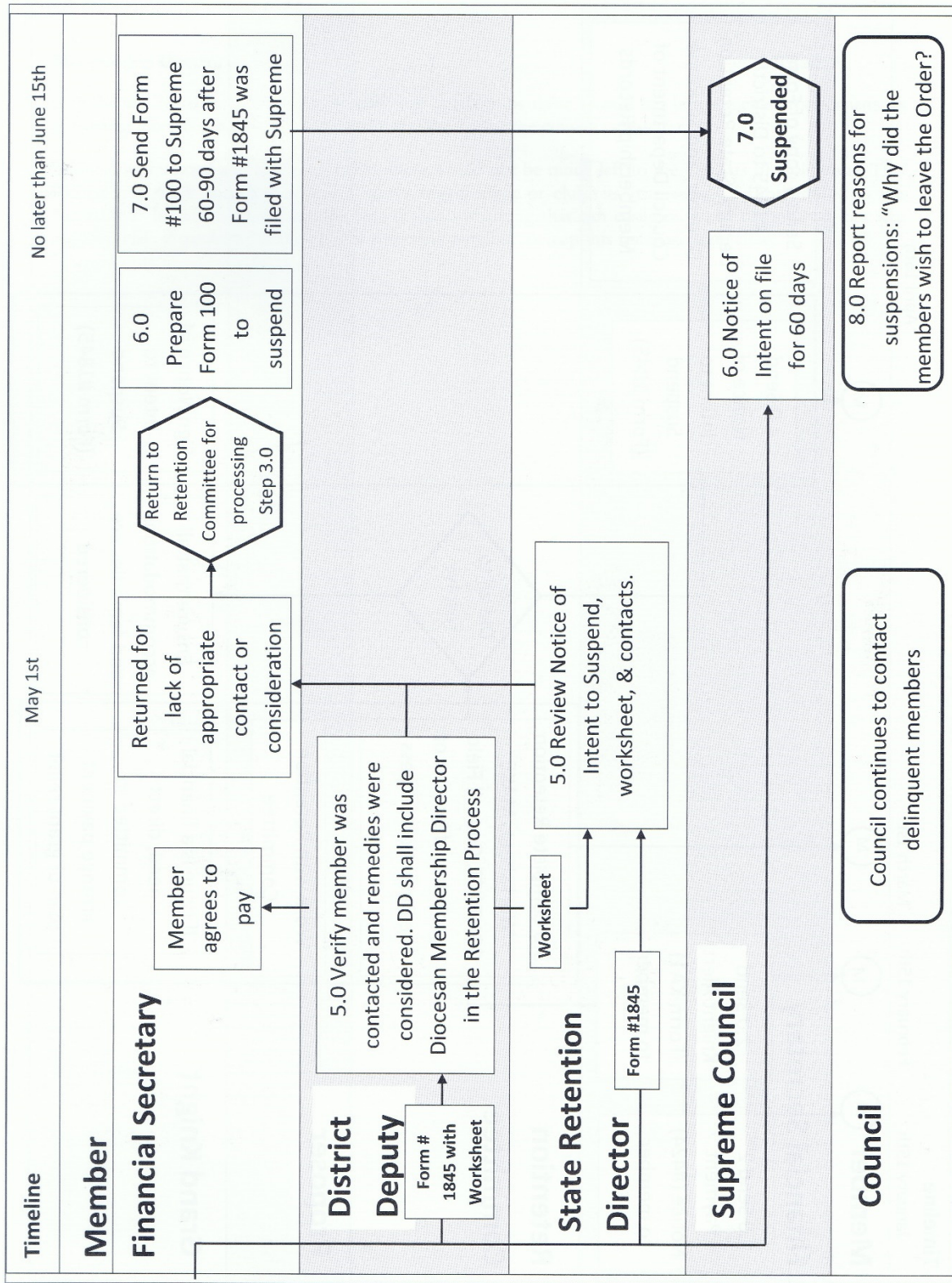
The death of a loved one can be devastating for a family. At such times, Knights can help ease the suffering of the family of deceased in many ways. By attending the wake service for a deceased Knight or a Knight's family member, council members show the fraternity that is an integral part of the Order.

Once the funeral is over, Knights should continue to be of service to a deceased member's widow and family. Invite them to council activities, especially memorial Masses for departed members. Stay in touch with the widow to see if there is any work that needs to be done around her home such as roof repairs or repainting. Be sure that she remains on the mailing list for the council newsletter if she wishes.

Without its fraternal and Catholic nature, there would not be much left to the Knights of Columbus. This fraternity is more than just a typical men's organization or club- its true sense of brotherhood is the "unwritten" benefit of membership. This is also something that can easily be taken for granted, but like anything else, it needs the effort of each and every member to keep this fraternal bond alive.

MEMBER RETENTION PROCESS FLOW CHART







Michigan Knights of Columbus 2015 – 2016



“Flame without Focus is a Wildfire”

Programs

Focus on:

Sharing the Warmth

Church

Focus on “Letting the Flame of the Holy Spirit shine”

Culture of Life

Focus on “Protecting the Flame from being extinguished”

Family

Focus on “Feeding off the Flame”

Gary L. Merritt

State Program Director

Community

Focus on “Warming Others”

Council

Focus on “Growing the Flame”

Youth

Focus on “Fueling the Future”

Robert W. Fox

State Deputy

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Forward

SHARING THE WARMTH

Worthy Grand Knight and Council Program Director:

The Michigan State Council's Leadership goal is for every Council to obtain the Star Council Award and the Michigan Achievement Award. These two awards exemplify a healthy, vibrant and alive council. As a stepping-stone to achieve these prestigious awards each Council must first achieve the Supreme Columbian Award by conducting the required number of activities in each of the six service programs categories and submitting the SP-7 form.

The information provided in the Program section of this manual will assist you to focus on these goals and help develop a balance of faith, family, fraternity, and service that will support an individual's needs and strengthen your Council.

The key to keeping Councils active and on the road to a Star Council Award is by involving its members. Every member that joins the Knights of Columbus has their own unique reason for joining. We can assume they did not join to pay dues and go to meetings. They need reasons to become and stay active. Programs and events that should light the fire within them. Share the warmth by tapping into their motives for joining. A list should be compiled and available of every members' interests so when recruiting for an activity you may identify members according to their particular interests.

The following pages exhibit several examples of programs and activities of which your council(s) are encouraged to undertake. But the greatest resource available is your council Chaplain and parish priest. Frequent contact with him will help your council not only to serve the church but also to fulfill its responsibility to be in solidarity with our priests.

In order to assist councils, our Diocesan Directors will take a strong leadership role in their areas. We expect active communication between the Councils, District Deputies, Diocesan Directors and State Directors. The plan is to build a team focused on one goal: helping councils achieve Star Council and the Michigan Achievement Award. Don't hesitate to contact any of the Directors or myself with issues pertaining to programs.

All the phone numbers of our directors are listed in the State directory and they are eager to speak and work with you. However the easiest way to make contact is through the mikofc.org g-mail system. Please use this provided service along with the State web site to keep informed.

As we progress through the Fraternal Year may you focus your flame to share the warmth of the Knights of Columbus with those we serve in our Council, our Church and our Community.

Fraternally,

Gary L. Merritt
State Program Director

Programs

Programs are the lifelines for every Council member and the lifeblood for every Council. An extensive range of programs have been developed at the Supreme, State, Diocesan, District and even the individual Council levels that will attract the attention and participation of members and non-members. Programs exist for three specific purposes:

- Practice our faith and enjoy quality time with family and friends in the giving of our “time and talents;”
- Recruit and retain membership in your Council and in our Order;
- Support “Church,” “Community,” “Council,” “Family,” “Culture of Life” and “Youth” through organized activities. Programs are the visible signs of the good works of our order, through our membership, that are instrumental in the promotion and protection of our Catholic Church, our clergy, our Christian beliefs, our families (born and unborn) and our American way of life.

Our goal is to help your Council:

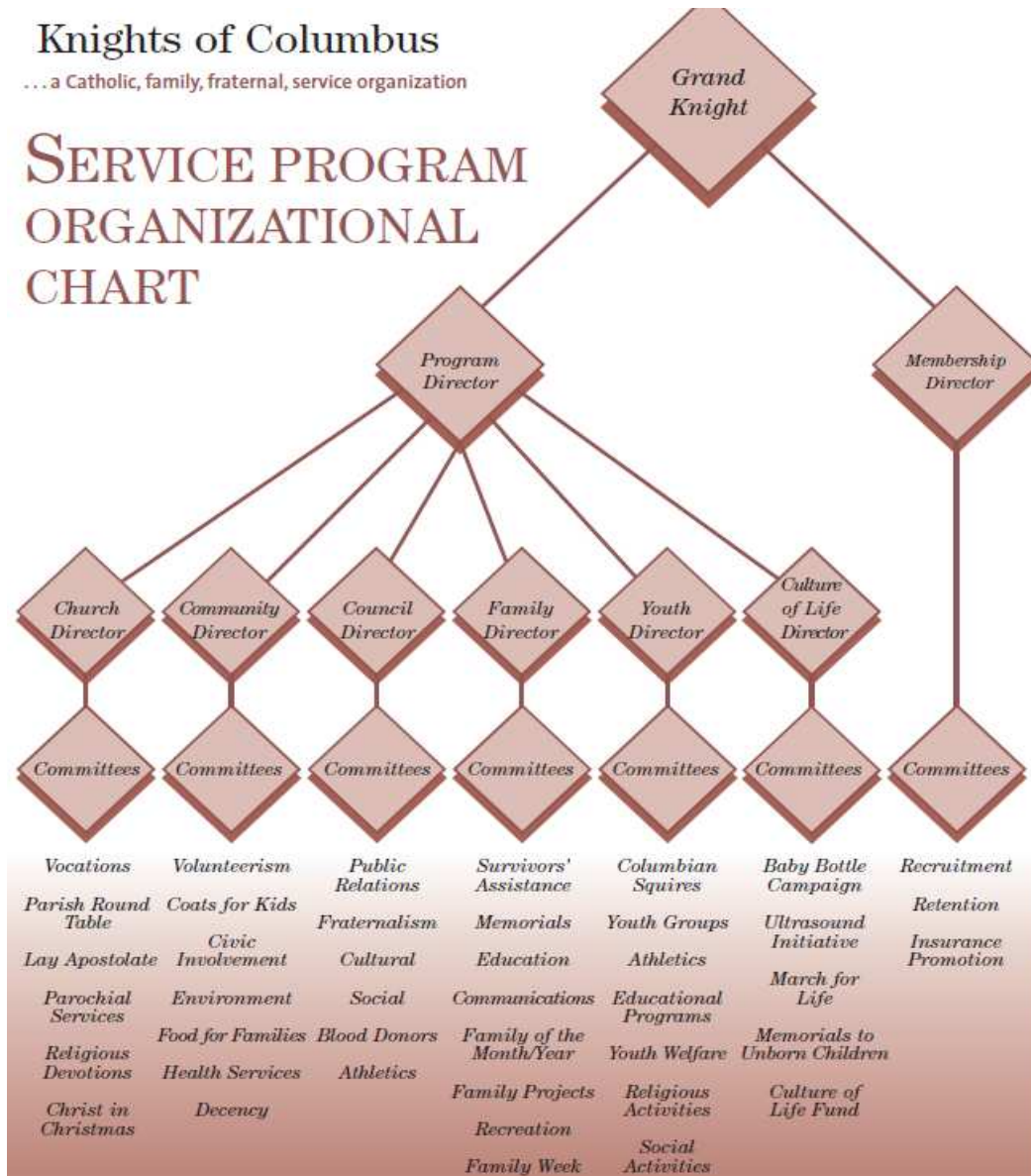
- Understand programs and why they exist;
- Understand the importance of maintaining an active program calendar at the Council level;
- Introduce the various reports and tools available to assist with the scheduling, preparation, planning, completion and reporting of activities. Although reports forms are not listed in this booklet, all necessary forms may be obtained on the State website: mikofc.org. The District Deputy is your first contact for help, but don't hesitate to call the Diocesan or State Program Directors for assistance.

Please keep in mind that the Knights of Columbus is a “charitable organization” as defined by the United States government and, as such, must meet stringent annual requirements in the reporting of fundraising and volunteer time in order to maintain this status. It is very important for each elected and appointed officer/director to understand that in taking on the responsibility of an officer/director, all of the requirements for keeping a Council in good standing, as published in the Supreme and State By-Laws, belong to the Council leadership.

“Surge...with Service”

The Knights of Columbus is a “Catholic, Family, Fraternal, Service organization.” This theme permeates the entire Service Program agenda including all Church, Community, Council, Family, Respect for Life, and Youth activities. CATHOLIC – the common denominator for all our members. Catholicism serves as the foundation for continued growth and performance. FAMILY – the very basis of society around which all our programs and activities evolve. FRATERNAL – banded together for the purpose of providing for the spiritual and material welfare of our membership. SERVICE – is our involvement with and commitment to Church, Community, Council, Family, Culture of Life and Youth.

“Surge...with Service” is an annual publication of the Supreme Council which is provided to empower Council service programs, as the central point of the Service Program agenda. The intent is to 1.) Establish each Council as an influential and important force within the community, 2.) Elevate the status of program personnel, 3.) Provide more meaningful and relevant programs of action and 4.) Establish areas of responsibility, build leadership, and ensure the success of Council programs. This publication may be found online on the Supreme website; www.kofc.org/un/en/resources/service/council/surge.pdf



The activities listed in the “Service Program Organizational Chart” are suggested areas of involvement for your Council, its members and families. No Council need undertake all of these programs nor should they be limited by these suggestions. Make a serious investment of your Program Committee’s time and evaluate the needs of your community and implement the programs and activities that are needed the most.

Tips for Successful Programs

By following these suggestions, Councils will develop and deliver a complete and comprehensive program agenda that will play a vital role in attracting new members, retaining existing members, and building strong family relationships. At the same time, a healthy program agenda will satisfy the requirements for the Star Council Award and the Michigan Achievement Award. Our order has been called the “strong right arm of the Church” and has been praised by Popes, presidents and world leaders. Suggestions for developing programs include:

Look for new and innovative ways to involve the present membership as well as help new members get immediately active by having an officer, a director, or a committee leader mentor him.

Set specific goals for your Council and publish your annual calendar well in advance.

Help new members set specific goals that pertain to their participation and to enter dates on their personal calendar while they are fresh in his mind.

Utilize your council calendar and Fraternal Leader Success Planner to schedule a minimum of four major activities in each program area. Also review your MI 01 and SP-7 reports frequently which will help project programs to fill the categories.

Share your council calendar with your membership, your newsletter publisher, your Pastor and your church office team.

Be sure the council’s activities are published in your church bulletin and Council newsletter.

Fraternal Leader Success Planner

PPPPP - Proper Planning Prevents Poor Performance!

Supreme provides a planning booklet, ***Fraternal Leader Success Planner***, which is a great tool to assist in formulating a success plan for the year. Along with the monthly calendar planner there are forecasts and reminders of the upcoming items for the following months. The Measuring for Success column will help the evaluation of both districts and councils. Motivational quotes throughout the booklet are very inspirational. New this year are pages titled *Keeping Track of Council Programs, Membership and Program Activities At-A-Glance* and *Plan Early for Success*. All are intended to assist in planning your Fraternal Year Program Calendar and help in tracking the data for your Fraternal Survey 1728 and the Columbian Award Application SP-7. I encourage the use of this valuable tool provided at no charge for fraternal leaders. Extra copies may be purchased for \$1.00 each from the Knights Gear link: www.knightsgear.com/fraternal-leader-success-planner, from the Supreme website.

Setting Goals for Your Council

It is no secret that successful councils set goals that are achievable and measurable. Start off right by setting goals for your council to earn the Star Council Award, the Father McGivney Award, the Founders’ Award and the Columbian Award.

For additional information on earning the Star Council Award, consult our various handbooks and forms including *Surge . . . with Service* (#962 - available for \$1 each) and the *Knights of Columbus Leadership Resources* (#5093) — and visit kofc.org/star. Or, consult the Fraternal Training Portal located in the Officers Online section of the Knights of Columbus website. These handbooks and forms may also be found at kofc.org/forms and in the *Council Report Forms Booklet* (#1436).

Make it a priority to remain visible in your parish and community when conducting various charitable service projects and council activities. This not only gains support for your initiatives, but also keeps your current members engaged and attracts potential Knights.

Be sure to follow these steps for your councils’ programs and activities for each quarter.

APRIL-JUNE

- Be sure your council is represented at your jurisdiction's annual convention. Your council's grand knight and a duly elected delegate from your council are voting members of your state council. For information on your state council's convention, please consult your jurisdiction's website or ask your district deputy.
 - Ensure that your council's assessment for the Per Capita Tax, Catholic Advertising Fund and Culture of Life Fund is paid by April 10.
 - Council election of officers should take place between May 15 and June 15. As soon as officers are elected, the financial secretary should report the new officers to the Supreme Council by completing the Officers Online Member Management Application or by submitting the *Officers Chosen for the Term* (#185).
 - Complete and submit the *Columbian Award Application* (#SP-7) by June 30.
 - New council officers should be meeting to plan for the next fraternal year. Use the *Fraternal Leader Success Planner* (#5033) and begin planning a full year of council programs and activities.
- Suggested activities during the quarter:
- Volunteer to clean up your parish's grounds and complete landscaping and planting • Support your local hospice by raising funds or providing volunteers • "Adopt" a needy family in your parish or community
 - Arrange a retreat for young people • Plant trees in your community • Hold an end of fraternal year cookout for members and their families

JULY-SEPTEMBER

- Schedule an Installation of Council Officers in July with your district deputy.
 - As soon as appointments are made for the service program personnel, report the information to the Supreme Council using the Member Management Application. Complete the Service Personnel screen or submit the *Service Program Personnel Report* (#365).
 - Your grand knight and council trustees are responsible for completing and submitting the *Semiannual Council Audit* (#1295) by Aug. 15. The two most current audits must be on file with the Supreme Council in order to maintain the bonding on the offices of the financial secretary and treasurer. Information on bonding is contained in *Knights of Columbus Leadership Resources* (#5093).
- Suggested activities during the quarter:
- Participate in the Soccer Challenge • Sponsor a parish retreat weekend • Host a Mass to honor law enforcement officials, firefighters and paramedics • Sponsor an athletic team • Sponsor a baby bottle campaign to support Culture of Life efforts in your area • Recognize a family with the Family of the Month program

OCTOBER-DECEMBER

- Ensure that your council's assessment for the Per Capita Tax, Catholic Advertising Fund and Culture of Life Fund is paid by Oct. 10.
- Participate in the Order-wide Church Drive and Order-wide First Degree Week during October.
- Check with your district deputy for the dates and times of the Midyear Meeting of State Deputies.
- Prepare for the completion of the *Annual Survey of Fraternal Activity* (#1728) by distributing the *Survey of Fraternal Activity Individual Member Worksheet* (#1728A). Suggested activities during the quarter:
- Host a Bible discussion program • Provide tutors and raise money to battle adult illiteracy • Sponsor Columbus Day celebrations in your community • Participate in the Coats for Kids program • Visit a nursing home and distribute Christmas cards • Offer a babysitting program for council members' families

JANUARY-MARCH

- Complete and submit the *Annual Survey of Fraternal Activity* (#1728) by Jan. 31.
- Your grand knight and council trustees are responsible for completing and submitting the *Semiannual Council Audit* (#1295) by Feb. 15. Suggested activities for the quarter:
- Hold a clergy appreciation dinner • Invite your police chief and/or officers to a council meeting to gain perspective on how your council may help the problems facing your community • Recognize outstanding members through a Knight of the Month and/or Knight of the Year award • Organize a local March for Life • Sponsor a family Mass or Communion breakfast • Conduct a spelling bee

Awards

Prior to the end of the fraternal year on June 30, insure your Council achieves the requirements to qualify for the Father McGivney, Founder's, Columbian, and Star Council Awards. There are no application forms for the Father McGivney and Founder's awards.

Star Council Award



The Star Council Award recognizes outstanding achievement in membership, insurance and service program activities. Achievement of this award exemplifies an alive vibrant council. To be eligible to earn a Supreme Star Council Award, a Council must qualify for all three other awards (Columbian Award, Father McGivney Award and Founder's Award). Multiple Stars may be earned by achieving 200% of membership goal - 2 Star, 300% 3 Star and 400% 4 Star.

To qualify for these awards, a Council must have submitted its Annual Survey of Fraternal Activity (# 1728) and its Service Program Personnel Report (# 365). Other eligibility requirements are listed under Columbian Award, Father McGivney Award and Founder's Award below.

Columbian Award



Councils must conduct and report at least four major programs in each service program category of Church, Community, Council, Family, Youth, and Respect for Life. Upon projected completion of these requirements, complete and submit Supreme form SP-7. Example of form on page 82.

Featured Programs

Specific programs identified as "**Featured Programs**" by Supreme will fulfill the requirement for the service program category. These include:

- **Church Activities – RSVP**
Provide financial and moral support to one or more seminarians.
Report activity using the "RSVP Refund / Plaque Application" form # 2863.
- **Church Activities – Fifth Sunday Rosary**
Knights of Columbus councils are encouraged to sponsor Rosary prayer services on the fifth Sunday of the following dates: * August 30, 2015 * November 29, 2015 * January 31, 2016 * May 29, 2016. See page 80 for specific details.
- **Community Activities – Habitat for Humanity**
Activity must be a council supported project with a minimum of 200 man-hours of service from the council, parish or community *and* a minimum donation of \$1,000 to Habitat for Humanity.
Report activity using the "Featured Programs Worksheet".
- **Community Activities – Global Wheelchair Mission**
The council must purchase a minimum of 100 wheelchairs by raising the funds through council, parish or community activities.
Report activity using the "Featured Programs Worksheet".

- **Council Activities – Special Olympics**

Council members must contribute a minimum of 200 man-hours in support of state/local Special Olympics activities, **and** must raise, through council or parish activities a minimum of \$2,000.00 for Special Olympics.

Report activity using the “Partnership Profile with Special Olympics” form # 4584.

- **Family Activities – Food for Families**

Council must sponsor events with the parish community to collect a minimum of 1,000 pounds of food to be donated to the parish food pantry or community food bank. In addition, council members must contribute a minimum of 100 man-hours in the preparation/distribution/service of meals to needy people.

Report activity using the “Food for Families” form # 10057.

- **Culture of Life Activities – March for Life**

As part of an organized program of the council, with parish and community participation, a minimum of 100 marchers must participate in a local, regional or national March for Life.

Report activity using the “Featured Programs Worksheet”.

- **Culture of Life Activities – Ultrasound Initiative**

The council must raise – through council, parish or community activities – sufficient funds to cover half of the purchase price of the ultrasound machine, and follow the published guidelines for obtaining the remaining half of the purchase price from Supreme Council.

Report activity using the “Ultrasound Application” # 4886.

- **Youth Activities – Coats for Kids**

Council must purchase and donate to needy children a minimum of 8 cases of coats (12 coats / cs).

Councils must also have submitted the Service Program Personnel Report for # 365 to Supreme Council office **by** August 1. Councils must have completed the Annual Survey of Fraternal Activity Report for 1728 to the Supreme Council Department of Fraternal Services **by** January 31 (note: new councils instituted after November 1 need not meet this requirement). Complete and submit the Columbian Award Application (SP-7) found in the Council Report Forms Booklet (#1436) or at www.kofc.org/forms. Completed applications must reach the Supreme Council office by June 30.

Father McGivney Award



Councils must achieve associate member quota. The quota for Councils with 30-100 members is a net increase of five members for the fraternal year. The quota for Councils with 101 or more members is a seven percent net increase in membership for the fraternal year, up to a maximum of 35 members.

Founder's Award



Councils must achieve insurance member quota. The quota for Councils with 30-100 members is a net increase of three members for the fraternal year. The quota for Councils with 101 or more members is a 2.5 percent net increase in membership for the fraternal year. Note: All membership and insurance transactions must be received, processed, recorded and released at the Supreme Council office by June 30.

Michigan Achievement Award



Qualifications for this award is similar to the Supreme Columbian award. One recognized program for each of the six categories each quarter. Complete the web based MI 01 form by the fifteenth of the third month in each quarter, (Sept., Dec., Mar., June).

Michigan Achievement Award – Category Options

The examples of various programs which councils are encouraged to participate are listed on the MI 01 form but do not include all programs by which councils will qualify for the Michigan Achievement Award. Many unique programs are done by all councils and may be added to the web based version MI 01 form by adding lines to the form which is explained on page 79.

CHURCH ACTIVITIES

Holy Year of Mercy

Pope Francis announced a Holy Year of Mercy which will begin on December 8, 2015 Solemnity of the Immaculate Conception and will end on November 20, 2016, the Sunday dedicated to Our Lord Jesus Christ, King of the Universe. The motto, "Merciful Like the Father," should remind us to be as merciful as our Father. *"The works of mercy,* as described by the Church are charitable actions by which we come to the aid of our neighbor in his spiritual and bodily necessities. Instructing, advising, consoling, comforting are spiritual works of mercy, as are forgiving and bearing wrongs patiently. The corporal works of mercy consist especially in feeding the hungry, sheltering the homeless, clothing the naked, visiting the sick and imprisoned, and burying the dead. Among all these, giving alms to the poor is one of the chief witnesses to fraternal charity it is also a work of justice pleasing to God. Councils are encouraged to follow these principles while developing programs and dedicate them to the Year of Mercy.

Corporate Communion

Participation in a District or Council organized Corporate Communion is intended to bring our members and families back into church for time with God and sharing that time with each other. Either attend a location scheduled by your District Deputy or organize an event with your Council's Chaplain. Recommended at least three times over the Fraternal Year.

Support the McGivney Chair in Life Ethics

Our support in Sacred Heart Major Seminary's McGivney Chair in Life Ethics continues. Donations of members of \$1.00 per Month are required to meet our commitment to the worthwhile education of our religious and laity at Sacred Heart Major Seminary.

Send Council Check to the State Secretary memo: McGivney Chair

RCIA Sponsor

Rite of Christian Initiation of Adults is offered at every Catholic Church in the US. This is a great program to find and recruit new members. Those taking the class are anxious to join our faith and are exploring ways to become involved in Christian ministry. Reach out to them by asking your members to volunteer to sponsor one of these candidates.

5th Sunday Rosary Program

Councils are encouraged to sponsor Rosary prayer services on the fifth Sunday of the Months of August and November, 2015 and January and May, 2015. See page 80 for specific details.

Retreats

Supreme has made available several vehicles to educate our members in the Catholic Faith. Provided are everything from tutorials and printed materials to Catechism programs to develop our faith available on the Supreme web site www.kofc.org. Encourage your members to take advantage of these programs. On the State website can be found a format for a Mass of Explanation, a great tool to evangelize by providing a teaching of the “whys” of our Mass.

Icons & Silver Rose

Traveling symbols of our Faith and devotions are traditional with the Knights of Columbus. The Silver Rose and Supreme Icons travel from council to council around our State providing members and their families to display our devotions. Schedules for these will be provided by the State Church Director and the State Silver Rose Coordinator.

Support for Vocations/RSVP

This activity could be a program supporting vocations that provides information on vocations. This can include regular prayers for vocations at every Council meeting. The Refund Support Vocations Program (RSVP) form #2863. Additional information about RSVP is available in Vocations handbook (Booklet #1942) from the Supreme Council Vocations Committee.

COMMUNITY ACTIVITIES

MI Drive Worksheet with Check

Each year the Knights of Columbus place special emphasis on supporting the mentally impaired members of our communities. Take credit when *both* the Mentally Impaired Drive Worksheet Michigan Form MI-13 and *check* are mailed on time by the given due date.

Mail worksheet and check to State MI Director.

Food Drive / Support Food Bank

Councils are requested to sponsor or assist in food drives. Considering the need it is suggested to consider participating every quarter. Councils may also provide help by making, serving, or cleaning up after meals at a shelter or by providing monetary support to area food banks. Please complete summary of activity on form MI-20 and submit to the State Community Activities Director

Support Blood Drive

Councils are encouraged to sponsor or participate in a blood drive by organizations such as the American Red Cross, Michigan Blood, or The UP Regional Blood Center. This includes donations given by Council members at non-Council-sponsored drives. Please record the activity and total number of pints collected at the drive on the Blood Drive form MI-18 and submit to State Community Activities Director.

Council Fundraisers

Councils should help support deserving agencies in their communities that provide for care of those in need. Raising funds for a local homeless shelter, Habitat for Humanity, food bank, child care, VA care, PRC or similar local agencies are examples of Council community involvement.

Check to Take 5 Program

Councils are asked to participate in the Michigan Charities Fund Take 5. Councils are asked to promote to their membership a voluntary five dollar donation with their dues payment. The program provides funds to various charities which requests support of the State Council. Earn community activities credit when the Council sends its check. Mail the check with “Take 5” on the memo line to the State Secretary.

Keep Christ in Christmas

As Knights one of our responsibilities is defending our Church and our Faith. One of the ways to do this is to stem the secularization of the Christmas Season. Many options are available through the Keep Christ in Christmas program from car magnets, yard signs and Christmas cards to billboards.

COUNCIL ACTIVITIES

Fr. McGivney Recognition

Our Founder Father McGivney went to his maker on Aug. 14, 1890. This year will mark the 125th anniversary of his death. Recognition of his passing should occur in every council. Some ideas could include a remembrance at Mass or a prayer for Fr. McGivney before Mass. A great program would be a recognition dinner with a history of our Order and its' founder open to all serving as a recruitment event or open house.

Knight of the Month

The Knight of the Month award enables a Council to recognize individual members' for outstanding jobs done for the Council, Community or Church. Participation suggestion is at least once per quarter. Consider presenting the award after Mass at the members' parish. Submit form MI-2 to the State Council Activities Director and report the members' name to the Editor Michigan Columbian.

Knight of the Year

The Knight of the Year award is presented to a Brother Knight who clearly distinguishes himself by participating in many of the program activities, who takes responsibility as an elected or appointed officer and is clearly outstanding in the performance of his duties, who represents the interests of the Council, and who promotes the benefits of membership to non-members. Consider presenting the award after Mass at the member's parish. As the Knight of the Year has been selected send the form MI-2 to the State Council Activities Director and the name of Knight to the Editor Michigan Columbian.

Publish Council Newsletter

The Council newsletter is an important communications link that keeps members informed and aware of the business of the Council as well as important dates for Council, District, and State events. Although newsletters should be sent monthly, a minimum of one each quarter is suggested to meet this requirement.

Promote Michigan State Fundraisers (Raffle)

The Michigan State fundraisers proceeds support all of the major charities such as Holy Cross Children's Services and Special Olympics. Along with the Take 5 program funds are raised to support the ever growing list of requests. State Raffle fundraiser information is typically mailed directly to every Council member. Promotion of the raffle is essential at the council level. Promotion ideas include an ad in a church bulletin or council newsletter, selling tickets after masses and at all council activities. Promotion should occur at the least, during the second and third quarters.

Council Officers Training

Grand Knights and council officers should attend one training session offered in each diocese every June. Included in these sessions is familiarization of the Supreme Member Management system to make the Grand Knight's and Financial Secretary's job easier. Classes for other council officers is available.

Council Open House

The importance of informing our members' families and perspective members and their families of the benefits which our Fraternal Benefits Program offers is crucial. In conjunction with your Supreme Council Insurance Representative conduct a presentation of the benefits available to them. In a relaxed atmosphere presentations are made which may recruit new members to the Order and bring about new insured members. Council should hosts an Open House Information Session at least once a year.

Visit the Sick

One of our Catholic Corporal Works of Mercy is to the visit the sick. Members should take time to visit a member or member's family, offering support and prayers at their time of need.

FAMILY ACTIVITIES

Building The Domestic Church/ The Family Fully Alive

To coincide with 8th World Meeting of Families to be held in Philadelphia Sept. 22-27, 2015 Supreme Council provides a booklet with great family program suggestions, titled "Building the Domestic Church: The Family Fully Alive," Everything from prayers to promote and share with your councils family members to council projects to serve and involve the entire family. Useful meditations and commentaries to help focus on the family as well as directions to development fun family activities such as Family Movie Nights are great suggestions. Labelled with monthly themes this useful tool can be accessed in a PDF version at the Knights Gear website; www.knightsgear.com/building-the-domestic-church-the-family-fully-alive.

Family of the Month

Identify a family that has done something outstanding within the Council, Community or Church. Supreme Form# 1933 requests information about the family and the reasons for the selection. It is suggested that Councils select a Family of the Month at least every quarter, preferably every month. Consider presenting the award after Mass at the members' parish. Report participation at least once per quarter and submit form #1933 for Family of the Month. Distribute form to Supreme Dept. of Fraternal Services, State Family Life Director and the name of the Family to the Editor Michigan Columbian.

Family of the Year

The Family of the Year program is one of the Order's most popular programs since its inception in the early 1970s. A family who consistently sets an example of family participation in the Council, the parish, or the community is a valuable asset to the Knights of Columbus. Consider presenting the award after Mass at the members' parish. Once the Family of the Year is selected, honor them by completing Form # FY-1 in the Family of the Year booklet or online. Submit a detailed portfolio describing the involvement of the family. This should include pictures and letters of recommendations, etc. similar to a Program Service award application which will be described later in this booklet. Send submission to the State Deputy.

Support Deceased Members Family

Father McGivney started the Knights of Columbus in order to provide for our widows and orphans. Earn credit by providing support to the family of one of our deceased members or an organization providing support to widows and/or orphans.

Family Social Event

As a Catholic Family Fraternal Service Organization we provide activities to involve the entire family. These not only provide for some a great times but are necessary to develop strong family bonds within our natural family and our fraternal family. Councils should plan and promote activities such as picnics, games, cycle events, movie nights, and family days at sporting events etc. which strengthen family ties. Several ideas are detailed in the Supreme booklet “Building the Domestic Church, The Family Fully Alive” available on the Supreme web site.

CULTURE OF LIFE ACTIVITIES

Baby Bottle Program

Your council may support Culture of Life by collecting funds at meetings, parish events, or within the community with the Baby Bottle Program and then donating the funds to an approved Pro-Life Organization. This program has been accepted and proved successful in raising funds.

Ultrasound Project (Diocesan Respect for Life Committee)

Reports indicate that up to 90 percent of women considering an abortion choose to have their baby after seeing an ultrasound image. They hear their baby’s heartbeat, they see their baby’s head and fingers. They know that it is a child, not a “choice”. Take credit by either organizing an approved project at your council or making a donation to another council, district, or region’s ultrasound project.

40 Days for Life

A focused pro-life campaign with a vision to access God’s power through prayer, fasting, and peaceful vigil to end abortion. Most local campaigns hold prayer vigils in front of abortion or similar anti-life facilities. Information can be found on the website www.40daysforlife.com. Call your Diocesan Program Director or State Respect for Life Director for reference to local campaigns.

Roe versus Wade “March for Life”

The Knights of Columbus supports life from conception through natural death. Participation in the Roe v Wade ‘March for Life’ in Washington DC or a similar State, Diocesan or local rally provides credit in the Culture of Life Activity. To arrange for the Knights from Michigan to show a large presence in Washington, a bus/busses is available through the State Respect for Life Director.

YOUTH ACTIVITIES

Holy Cross Children’s Services Quota (HCCS Diocesan Directors)

After a Council has paid its Holy Cross Children’s Services Quota in full (100%) it may take credit. Enter credit in the quarter in which the check was mailed to the Michigan State Council to attain 100% payment. Send council check to the State Secretary with HCCS quota on the memo line.

Other Youth Activities

- Participation in the Columbian Squires and/or Knights Daughters qualifies the Council for full Youth Activities requirements.
- Soccer Challenge- host council event in September and order SC-Kit by 8/15. Submit form 4567 after hosting council event.
- Spelling Bee- host Council event in December and order by Nov 15 materials available from State Youth Director. Send Winners and 2 Runners Up of Council Bee to Diocesan Program Director.
- Free Throw Contest- host council event late December or early January and order FT-Kit by 11/15. Send original Score sheets of council winners & runners up to your District Deputy.
- Drug and Alcohol Abuse Poster Contest- host council event September thru December and order SA-Kit by 9/1 send form 4001 and winning posters to Diocesan Program Director.

- Keep Christ in Christmas Poster Contest- host council event November thru early December. Send winners to Diocesan Program Director.
- Supreme Essay Contest- council contest Sept. thru Dec. order EA-Kit by Aug 15. Send form 4216 and winning essay to the State Youth Director.
- Acknowledge First Confirmation Class- presentation at church.
- Acknowledge Communion Class- presentation at church.
- Support Catholic Boys and or Girls Camps volunteers or monetary contributions.
- Youth retreat – organize or volunteer to work with young people at an authorized Catholic retreat

SPECIAL OLYMPICS

Although there are no required programs in the Special Olympics category all councils that participate in the MI Drive are partners with Special Olympics. A portion of your percentage sent to the State Council from your MI Drive collection is donated to Special Olympics of Michigan. Please remember to fill out Form # 4584 Partnership Profile Report with Special Olympics and send it to the Supreme Council and the State Council. The Knights of Columbus has a long history with Special Olympics. All councils are encouraged to consider additional opportunities to assist the organization. Information will be distributed by the State Special Olympics Director and can be found at www.specialolympics.org/Michigan.

Service Program Awards

“...nor does anyone light a lamp and put it under a basket, but on the lampstand, and it gives light to all who are in the house. Let your light shine before men in such a way that they may see your good works, and glorify your Father who is in heaven.” *Matthew 5:15-16*

Each year, every State Council recognizes the best program in each of the Service Program areas; Church, Community, Council, Family, Culture of Life and Youth at their State Council convention.

Winning entries from the State are sent to the Supreme Council where a panel of judges named by the Supreme Knight reviews each jurisdiction's winners and chooses the single best Church, Community, Council, Family, Culture of Life, and Youth activity Order-wide for the fraternal year. Winning Councils and their programs are recognized at the Supreme Council meeting each year. The Grand Knights of the winning Councils, along with their wives, are invited to the convention as guests of the Supreme Council. Any Council that is not currently under suspension is eligible and encouraged to compete for this distinguished honor. To participate, the Council must complete the State Council Service Program Awards Entry Form #STSP. The form, along with any supporting materials, must be sent directly to the Diocesan Program Director for review and will be forwarded to the appropriate State Director for judging. Check with Diocesan Program Directors for deadline dates to submit. **DO NOT SEND MATERIALS DIRECTLY TO THE SUPREME COUNCIL.**

A team of judges chosen by the State Deputy awards the top prize in each category to the winning Council at their state convention. The winning entries are then endorsed by the State Deputy and submitted to the Supreme Council office by June 10 for judging to determine the International Service Program Award Winners. The Council Program Chair from the winning entries will at his own expense will have a room reserved at Grand Hotel during the Annual State Convention.

Submitting a Service Program Award Project Presentation

Please see the Michigan Knights of Columbus website at www.mikofc.org for examples of submissions and suggestions about content.

Planning – Planning for a Service Program Award Project is, like any successful project, is the most important part which will lead to a successful council presentation. While members of the project activity are encouraged to participate on the Service Program Award team (or committee if the Grand Knight has decided on a more formal structure within the Council), the team should consist of individuals who are responsible for “planning, documenting, publishing, and forwarding” the project for submission as a successfully completed “program” for award consideration.

PPPPP - Proper Planning Prevents Poor Performance!

Initial planning should be done in concert with the “project activity team” so that important details of the early stages of the project are captured and recorded.

Activity – The activity behind the successful documentation and tracking of the project will become the backbone of the successful Service Program Award entry. The activity involved with “preparing the entry” must keep pace with the project activity; otherwise there will be a very convoluted effort, once the project is completed, to find the data and documents needed to complete the entry. Some suggestions for the Service Program Award Team “owning” the activity for the entry are as follows:

- Attend the initial project meetings and clearly state the requirements for a successful entry
- Designate a Service Program Award team leader who will be responsible for coordinating all of the team’s activity.
- Schedule an initial meeting with the Council’s District Deputy. Invite the Grand Knight and other Council officers, and review the intention of and plan for submitting a successful Service Program Award entry.
- Contact the Diocesan Program Director and notify him that the Council is intending to submit an entry for consideration. Request a meeting with the DPD at the beginning, halfway point and just prior to submitting the final entry and solicit any support for presenting a first rate entry.
- Designate a team member to be the “recorder” and who will be responsible for building the 3- ring binder and obtaining all of the necessary contents from other team members and from actual participants on the “project” team.
- Set a separate Service Program Award Team calendar which maps closely to the “project calendar.” Include periodic meetings to review and make certain that all of the relevant data is being compiled.
- You cannot take too many photographs or prepare too many documents during this process.
- Stay the course. Whether the entry wins or not, the Council wins, and the Council members win, and the Order wins with every entry submitted. The completed binder will serve as a great recruitment tool.

Preparation – While every activity requires preparation, and certainly all of the previous dialogue speaks to preparation, the preparation here specifically addresses preparing the entry for submission. At this stage, the project should be near completion (or may be completed) and the process of culling through all of the collected data and materials begins. This is an activity that should include:

- The Service Award Project Team
- Representatives from the Project Team
- The Council’s Program Director

At this stage, the formal organization of all the materials being reviewed for inclusion into the entry binder occurs. The information on the label should include: Project title, date of photograph, project phase, a brief description of the photograph, and the names of individuals who are in the photograph.

The Delivery – The entry should be submitted in an appropriately sized 3-ring binder. The binders with the clear plastic covers for the front and rear are best for inserting a creatively designed project cover page. The cover page should have the K of C logo, the project name, Council name and number, the Grand Knight's name, and the Project Director's name. The tab dividers should be labeled in an organized manner and should be either numbered or named to coincide with the Table of Contents. Here is a list of a sample set of tab dividers:

1. Index (INDEX)
2. Introduction Letter from GK & PD (INTRO)
3. Detailed overview of the Project (OVERVIEW)
 - Selection Process
 - Recruiting
 - Naming Project
 - Planning
 - Impact to the Community
 - Completing
 - Setting up the team
 - Correspondence by reference
 - Recording Information
 - Finances and Donations
 - Fund Raising
 - Media & Press Releases
4. Project Chronology (CHRONOLOGY)
5. Roster of project participants and the roles they fulfilled (photo desired) (ROSTER)
6. Photographs in chronological order. (PHOTOS)
7. Copies of all press releases sent out and all published media (bulletin, newsletter, MI Columbian, Columbia Magazine, diocesan newspapers, local newspapers) MEDIA
8. Summary of all hours recorded with detailed sheets included chronologically (HOURS)
9. Summary of all finances to include "Budget", "Actual" & "Fund Raising" data for the entire project (FINANCIALS)
10. Correspondence – Actual letters sent & received to initiate the project, for requesting material donations and letters of acknowledgements received (CORRESPONDENCE)
 Acknowledgements – all volunteers, suppliers, donors, media and other parties that had a hand in the success of the project; THANK YOU
 Make at least two (2) complete and identical copies of your entry. In the unlikely event that an entry was ever lost, stolen or misplaced, having a second copy will be invaluable. Also, projects selected as State winners are not returned to a Council once submitted to Supreme. Additional copies can be used as gifts for presentation to a pastor (if a church project), a facilities director, and so on. This is a powerful tool. Take pictures of the book and publish with a brief article in the parish bulletin and the Council newsletter.
 Summary – The preparation of and submission of a Program Service Project for consideration is a lot of work, but it is something that should be done. Make the preparation and the submission of the project for consideration as a Program Service Award Project just as important as the project itself. When you do, your Council will have a documented legacy of one of the many ways we please our Lord. Never lose sight of the fact that as Knights of Columbus, we are Catholic men in service to Mary's Divine Son, Jesus. Let your Council's pride in its work for Him shine through. Make your project award entry the best it can be.

Forms

Supreme Forms

Follow the distribution list on the forms but insure copies are sent to the State Director listed. Many forms may be submitted to Supreme electronically or through Member Management. In that case copies need to be sent to the appropriate State Director listed.

FORM #	Name	due date	copies
5023	Keep Christ in Christmas Poster Contest Participation	Jan 15	State Youth Director
1728	Survey of Fraternal Activity	Jan 31	State Forms Director
4584	Partnership with Special Olympics	Jan 31	State Special Olympics Dir
FT 1	Free Throw Participation	Jan 31	State Youth Director
4001	Substance Abuse Poster Contest Participation	Jan 31	State Youth Director
1295-2	Council Audit	Feb 15	State Forms Director
2630	Round Table Report	June 30	State Round Table Dir
2863	RSVP Refund	June 30	State Vocations Director
SP-7	Columbian Award Application	June 30	State Forms Director
10057	Food for Families Reimbursement	June 30	State Community Dir
185	Officers Chosen for Term	July 1	State Forms Director
365	Service Program Personnel	Aug 1	State Forms Director
1295-1	Council Audit	Aug 15	State Forms Director
SC-Kit	Soccer Challenge Order Kit	Aug 15	State Youth Director
SA-Kit	Substance Abuse Poster Kit	Sept 1	State Youth Director
EA-Kit	Essay Contest Order Kit	Sept 1	State Youth Director
FT-Kit	Free Throw Order Kit	Nov 1	State Youth Director
CPC-Kit	Keep Christ in Christmas Poster Contest Kit	Nov 1	State Youth Director
4567	Soccer Challenge Participation	Dec 15	State Youth Director
2629	Appointment of Round Table Coordinator	as needed	State Round Table Dir
1728A	Fraternal Activity Member worksheet	as needed	
STSP	Service Program Award Entry	as needed	State Program Dir <u>April 15</u>
10092	Habitat for Humanity	as needed	State Community Director
532	Requisition 1 st Degree Ceremonials	as needed	District Deputy
2935	Columbian Squires Inquiry	as needed	State Squires Director
450C	1 st Degree Exemplification Report	as needed	District Deputy
1831	Relief from Supreme Per Capita	as needed	State Forms Director
1993	Family of the Month	monthly	State Family of Month Dir

4371	Father Prior	as needed	Sate Squires Director
	Family of the Year Entry	as needed	State Deputy <u>April 15</u>
	Coats for Kids Order	as needed	State Youth Director
4886	Ultrasound initiative	as needed	State Respect for Life Dir
10071	Global Wheelchair Mission	as needed	State Community Director

Michigan Forms

The State is progressing towards complete web based forms. Those that are web based, the distribution will be automatic. In the case of those that are not please follow the distribution on the form and insure copies are sent to the appropriate State Director.

FORM #	Name	due date	copies
MI 01	Council Activities	quarterly	web based auto
MI 02	Knight of the Month	as needed	State Council Activity Dir
MI 03	Service Program Evaluation	as needed	
MI 05	Casey Teddy Bear Order	as needed	State Council Activity Dir
MI 11	Membership Drive Worksheet	as needed	Diocesan Membership Dir
MI 12	Retention Worksheet	as needed	District Deputy
MI 13	MI Drive Distribution report	30 days after drive	MI Programs Director
MI 13a	Tootsie Roll Order	as needed	State MI Programs Director
MI 13b	Apron order	as needed	State MI Programs Director
MI 13c	MI Drive Insurance	as needed	State MI Programs Director
MI 18	Michigan Food for Families	as needed	State Community Director
MI 20	Blood Drive	as needed	State Community Director
185	Proper Procedures For Intent to Suspend	as needed	

Michigan State Council

Council Activities Report Form



Council #	District #				Diocese				
Church Activities					Family Activities				
Corporate Communion	1 st	2 nd	3 rd	4 th	Family of the Month	1 st	2 nd	3 rd	4 th
Support McGivney Chair in Life Ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family of the Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RCIA Sponsor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Support Widows/Orphans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retreat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family Social Event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Icon / Silver Rose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family Movie Nights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mass of Explanation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FOOD FOR FAMILIES**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R.S.V.P. (2863)**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 th SUNDAY ROSARY**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Activities	1 st	2 nd	3 rd	4 th	Culture of Life Activities	1 st	2 nd	3 rd	4 th
MI Drive w/check & MI-13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Baby Bottle Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food Drive MI-20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participate in Ultrasound project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support Blood Drive MI-18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40 Days for Life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Fundraisers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thank You Mom for Life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ULTRASOUND INITIATIVE**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep Christ in Christmas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MARCH FOR LIFE**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GLOBAL WHEEL CHAIR MISSION**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HABITAT FOR HUMANITY**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Activities	1 st	2 nd	3 rd	4 th	Youth Activities	1 st	2 nd	3 rd	4 th
Knight of the Month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pay 100% HCCS Quota	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knight of the Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Columbian Squires/Knight Daughters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publish Council Newsletter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soccer Challenge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promote State Raffle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spelling Bee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Officer Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Free Throw Contest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open House / Benefit / Info Night	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Substance Abuse Poster Contest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visit Sick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Keep Christ in Christmas Poster Contest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPECIAL OLYMPICS**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supreme Essay Contest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acknowledge Confirmation Class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acknowledge First Communion Class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Support Catholic Boys/Girls Camp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Youth Retreat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COATS FOR KIDS**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Featured Programs will fulfill category commitment for year for Columbian Award

Every Council will earn the Michigan Achievement Award after it completes the necessary activities and enters the credits on the Michigan State Council Activities Report Form # MI-01 and achieves the council membership Quota for the fraternal year.

The examples of various programs in which councils are encouraged to participate are listed on the MI 01 form as drop down boxes. They do not include all programs by which councils will qualify for the Michigan Achievement Award. Many unique programs are done by all councils and may be added to the web based version MI 01 form by adding lines to the form.

Remember one activity for each category per quarter. This is similar to the Supreme form SP-7 used for the Columbian Award which is exemplified on page 81. The MI 01 form should be used in conjunction with the SP-7 and will be an asset to achieve both the Columbian Award and the Michigan Achievement Award. Options to select programs on the MI 01 form and automatically have them transfer to the SP-7 will be available with the web based technology. Directions will be on the web site with the form.

The example of the MI 01 form for this Fraternal Year shown on page 78 is intended to show all programs that will be in drop down boxes so may vary in appearance to the form found on the State website at mikofc.org/resources/forms. The web based form can be completed online and will be distributed electronically. If necessary it may be downloaded and completed by hand, distributed to the District Deputy who will then enter the data into the web based form. Hard copies will also be available from the District Deputies.

- Submit all MI-01 reports *on time*, due dates are the end of each quarter.
- Complete at least one activity in each category of Church, Community, Council, Family, Youth, and Culture of Life each quarter and submit on the MI-01 form.
- The State Program Director will obtain activity status from the Councils by reviewing the web based MI 01 form.

To insure timely submission of the MI 01 form make entries as programs are completed. This will also assist in planning council programs. Projected programs may be entered as the end of each quarter approaches.

Where to find forms

The **Supreme Council** provides report forms at the Knights of Columbus web site at www.kofc.org. Direct questions concerning report forms to: Supreme Council Department of Fraternal Services, 1 Columbus Plaza, CT 06510-3326 or call at (203) 752-4270.

The **State Council** provides web based report forms at the Michigan Knights of Columbus web site at www.mikofc.org/resources. Hard copies are available from District Deputies.

Minimum Requirements for Featured Programs

Church: RSVP- Qualifying councils and assemblies receive a \$100 refund for every \$500 donated, up to a limit of \$2,000 donated to an individual.

Church: Fifth Sunday Rosary Program

Councils are encouraged to sponsor Rosary prayer services on the fifth Sunday of the Fraternal Year: * August 30, 2015 * November 29, 2015 * January 31, 2016 * May 29, 2016.

When and where can councils conduct 5th Sunday Rosary prayer services?

- Ideally, prior to each Mass or a selected Mass on the weekend of the fifth Sunday. Alternatively, a Fifth Sunday Rosary Prayer service can be conducted in the parish hall or council meeting place at a convenient time on that weekend.
- It is important that, when planning 5th Sunday Rosary prayer services, councils work with the pastor and/or council chaplain, so as not to conflict with other scheduled parish events.

What support will the Supreme Council provide in support of this program?

- Councils will be sent, upon request, a 5th Sunday Rosary Program kit, which will contain a supply of Rosary rings and instructions on how to use a Rosary ring.
- It is important to note that participants can also use their personal Rosary when participating in a 5th Sunday Rosary Prayer service. Knights of Columbus members, for example, may wish to use the Rosary they were given when they took their First Degree.
- The 5th Sunday Rosary Program kit will also contain materials and information that can be used to promote the council's 5th Sunday Rosary Prayer service and a Rosary Prayer card, which contains information on the Mysteries and Prayers of the Rosary.
- The 5th Sunday Rosary Program Kit order form will be sent to each council in July, and posted to kofc.org/forms.

Conducting this Church Activity on each 5th Sunday during the 2015-2016 fraternal year will fulfill all four requirements for the Church Activities section of the Columbian Award.

Community: HABITAT FOR HUMANITY- If your council or assembly donates both **\$1,000** and **200** man hours it will fulfill all four requirements for the community activities category of the COLUMBIAN AWARD

Community: WHEELCHAIR FOUNDATION- A council must purchase a minimum of one case of **100** wheelchairs by raising the funds through council, parish or community activities.

Family: FOOD FOR FAMILIES- A council must sponsor events to collect a minimum of **1000** pounds of food for a parish or community food pantry. In addition, councils must contribute a minimum of **100** man-hours in the preparation/distribution/service of meals to needy people.

Council: SPECIAL OLYMPICS- Council members must contribute a minimum of 200 man-hours in support of state/local Special Olympics activities, **and** must raise –through council or parish activities- a minimum of \$2000 for Special Olympics.

Culture of Life: MARCH FOR LIFE- As part of an organized program of the council, with community and parish participation, a minimum of 100 marchers must participate in a national, state or local March for Life.

Culture of Life: ULTRASOUND INITIATIVE- After identifying a Pregnancy Care Center that is medically certified to utilize & maintain an ultrasound machine, as well as receiving all needed approvals to place a machine at the facility, a council must raise half the purchase price of the ultrasound machine through council, parish or community activities. The council must then follow the published guidelines for obtaining the remaining half of the purchase price from Supreme.

Youth: COATS FOR KIDS- A council must purchase and donate to needy children a minimum of 8 cases of coats. A case contains 12 coats and must be purchased through the Department of Fraternal Services.



**KNIGHTS
OF COLUMBUS**

COLUMBIAN AWARD APPLICATION

Due By JUNE 30

Council Number Location (City), (State or Province)

Those councils deemed outstanding in their implementation of the Service Program for the 2014-2015 fraternal year are eligible to receive the Supreme Council's **COLUMBIAN AWARD**. The award is a tangible testimonial of the efficiency, industry and excellent activity program of the council. Those councils winning the award should display it with justifiable pride.

In order to qualify for the Columbian Award, the council must:

1. Have completed and returned the Service Program Personnel Report Form (#365) to the Supreme Council office by August 1, 2014.
2. Annually conduct and report at least **four (4) major involvement** programs in each of the following sections of the Service Program: Church Activities, Community Activities, Council Activities, Family Activities, Pro-Life Activities and Youth Activities.
3. Have completed and returned the Annual Survey of Fraternal Activity Report Form (#1728) to the Supreme Council Department of Fraternal Services by January 31, 2015. (New councils instituted after November 1, 2014 need not meet this requirement.)

The council's program director must complete the necessary information in this Columbian Award application. Each application must be signed by the program director and the grand knight must attest to the information contained herewith. When the application is completed, return to: Knights of Columbus Supreme Council, Department of Fraternal Services, 1 Columbus Plaza, New Haven, CT 06510-3326.

This application must be received in the Supreme Council office no later than June 30, 2015.

Signed Program Director Membership No.

Attest: Grand Knight Membership No.

Date

This Area For Supreme Council Use Only

Form #365 Received

Fraternal Survey Received

Application Received

Acknowledged

Please list and briefly describe the four major involvement programs sponsored by your council between July 1, 2014 and June 30, 2015 in each of the six activity areas.

CHURCH ACTIVITIES (vocations, parish roundtable, parochial services, Keep Christ in Christmas, etc.)


1.
2.
3.
4.

* Participating in the RSVP program, and meeting minimum participation requirements will fulfill all four activity requirements in this category.

MAIL ORIGINAL TO: Supreme Council Department of Fraternal Services.
MAIL COPIES TO: State Deputy, District Deputy, Council File.
Available in electronic format at www.kofc.org/forms

(Additional information required on reverse side.)

SP-7 11/11

 KNIGHTS OF COLUMBUS	COLUMBIAN AWARD APPLICATION
Council Number 	Location , (City) (State or Province)
COMMUNITY ACTIVITIES (feed the hungry, decency, health services, ecology, poverty, helping the aged, etc.)	
1.	
2.	
3.	
4.	
* Sponsoring a "HABITAT FOR HUMANITY, or GLOBAL WHEEL CHAIR MISSION" program, and meeting minimum participation requirements, will fulfill all four activity requirements in this category.	
COUNCIL ACTIVITIES (public relations, fraternal recognition, blood donors, athletics, socials, etc.)	
1.	
2.	
3.	
4.	
* Working in conjunction with "SPECIAL OLYMPICS" and meeting minimum participation requirements, will fulfill all four activity requirements in this category.	
FAMILY ACTIVITIES (widows/orphans, memorials, "Family of the Month/Year," recreation, etc.)	
1.	
2.	
3.	
4.	
* Sponsoring a qualifying "FOOD FOR FAMILIES" program, and meeting minimum participation requirements, will fulfill all four activity requirements in this category.	
CULTURE OF LIFE ACTIVITIES (March for Life, Birthright, baby showers, baby bottle campaign, memorials, etc.)	
1.	
2.	
3.	
4.	
* Participating in a local, regional or national "MARCH FOR LIFE," or in the Ultrasound Initiative, and meeting minimum participation requirements, will fulfill all four activity requirements in this category.	
YOUTH ACTIVITIES* (Columbian Squires, CYO, scholarships, Scouting, Big Brothers/Big Sisters, etc.)	
1.	
2.	
3.	
4.	
* Participation in the "COATS FOR KIDS" program and meeting minimum participation requirements will fulfill all four activity requirements in this category. Sponsorship of a Columbian Squires Circle continues to fulfill all four requirements as well.	
Our Council sponsors Columbian Squires Circle No. 	
SP-7 11/11	

To insure timely submission of the SP-7 form make entries as programs are completed. This will also assist in planning council programs. Projected programs may be entered as the end of each quarter approaches.