

Fraternal Planner

2021 - 2022

## FRATERNAL QUICK START GUIDE

**Key Contacts**

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

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

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

Knights Gear (USA) – support@knightsgearusa.com, 1-855-432-7562 Knights Gear (Canada) – support@knightsgearca.com, 1-833-695-4872 Supplies Online – customersupport@webbmason.com, 1-833-591-7770

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

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

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

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

**Key Reporting Dates**

August 1 *Service Program Personnel Report* (#365)

OR the Service Personnel Screen on Member Management August 15 *Semiannual Council Audit* (#1295)

December 31 *District Deputy Semiannual Report* (#944) January 31 *Annual Survey of Fraternal Activity* (#1728) February 15 *Semiannual Council Audit* (#1295)

June 30 *Report of Chosen Officers for the Term* (#185)

OR the Officers Screen on Member Management

*Columbian Award Application* (#SP-7)

*Food for Families Refund and Plaque Application* (#10057)

*RSVP Refund and Plaque Application* (#2863)

*District Deputy Semiannual Report* (#944)

As Required • *Entries for State Council Program Awards* (#STSP)

* *Family of the Year Entry Form* (#10680)
* *Fraternal Programs Report Form* (#10784)

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

**Helpful Links**:

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

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

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

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

Officers Desk Reference

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

Office Of Youth Protection

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

Home Corporations

Access to the online Handbook For Councils Using Home Corporations.

Member Management

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

This application allows ﬁnancial secretaries

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

By Laws Online

This application allows councils to establish

Member Billing

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

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

Supplies Online

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

Knights Gear

As we look forward to a new fraternal year, COVID-19 is on the wane in many areas and social distancing restrictions are being eased. These are good reasons to hope for a return to normalcy.

This *Fraternal Planner* contains schedules and activities that worked well in pre-pandemic times. Use it in conjunction with the recently released COVID Recovery Program (CRP) (KofC.Org/CRP) to develop a fraternal plan for the coming year, then modify activities along the way to best ﬁt the needs and circumstances of local communities.

Most councils continued fraternal activities during the pandemic by embracing new guidelines and procedures for digital operations (KofC.Org/FraternalOperations). Going forward, all councils should use digital tools and methods, along with traditional “in person” methods, to engage members and share their council activities with the widest possible audience.

As pandemic restrictions are lifted, it is imperative that councils follow the rules of local civil and church authorities. Council leaders must use prudential judgement when planning activities, and members should be given the opportunity to participate remotely in meetings and events.

Successful planning and effective implementation will lead to a year strong in charity, unity, and fraternity. Vivat Jesus!

Tom McCaffrey

Vice President, Fraternal Operations

**Use this Fraternal Planner to:**

* + **Stay focused on the vision and mission of the Order**
	+ **Become outcome-oriented and set clear goals for membership growth and engagement through programing and fraternal activities**
	+ **Clearly communicate these goals to motivate your council**
	+ **Keep your council chaplain, district deputy, general and ﬁeld agents, along with other strategic alliance partners informed and engaged with your council activity**
	+ **Use time wisely by determining short, medium and long term tasks/plans for each goal**
	+ **Hold other fraternal leaders, committee chairs, and members accountable for their role in council growth**
	+ **Measure your progress and determine the changes needed to chart a more successful course**
	+ **Seek opportunities to integrate membership, programming and charitable activities**

**Don’t forget to:**

* + **Pray for the successful completion of your goals and for all beneﬁciaries of your programs**
	+ **Conduct a review of your last fraternal year and plan ahead for this upcoming fraternal year**
	+ **Perform a SWOT (see next page), or other similar analysis, to assess your council/parish**
	+ **Plan your full program calendar and make sure it is integrated into your parish calendar**
	+ **Keep track of each month’s activities using the trackers in this booklet at the bottom of each month**
	+ **Note your accomplishments as you complete them and look ahead to the next several months**
	+ **Have fun and say “thank you” to all!**

## FRATERNAL QUICK START TO-DO LIST

**2020-2021 Fraternal Year REview**

Be sure to review your 2020-2021 fraternal year in June. Hold a joint-session of incoming and outgoing officers and discuss what lessons were learned this past year. What can be done better for next year? Strive to increase membership and programming activities in the new fraternal year.

**2021-2022 Fraternal Year PREview**

Finalize your council’s calendar of events for the 2021-2022 fraternal year. Meet with your pastor and pastoral staff to set all these program dates on the parish calendar. Aim to increase membership and programming activities to attract new members. Keep asking yourself:

* Which prospects will I be inviting to our council's next activity?
* What new program(s) does our council plan to institute this year?
* Have I personally asked someone to join my council?

**SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats)**

SWOT stands for: Strength, Weakness, Opportunity, Threat. A SWOT analysis guides you to identify your organization’s strengths and weaknesses (S-W) as well as broader opportunities and threats (O-T). Developing a fuller awareness of the situation helps with both strategic planning and decision-making. Use this as an opportunity to assess your council and your parish to help build your fraternal year.

|  |  |  |
| --- | --- | --- |
|  | STRENGTHS | WEAKNESSES |
| OPPORTUNITIES | 1.2.3.4. | 1.2.3.4. |
| THREATS | 1.2.3.4. | 1.2.3.4. |

**Council Assessment Grid**

|  |  |  |
| --- | --- | --- |
| INCLUSIVE COUNCIL**OPEN, WARM, KIND, PROACTIVE, CHARITABLE & ENGAGING** | SILENT COUNCIL**KEEPS LOW PROFILE, REACTIVE, CHARITY ONLY THROUGH DONATIONS, MINIMAL PROGRAMS** | EXCLUSIVE COUNCIL**CLOSED SOCIETY, A FEW OFFICERS RUN COUNCIL, NO EXTERNAL ACTIVITY, INFREQUENT CHARITABLE DONATIONS** |
| VIBRANT FOCUS COUNCIL**WITH CATHOLIC IDENTITY, WITH ACTIVE MISSION FOCUS, GROWING & ACTIVE** | STATUS QUO COUNCIL**SHOWS UP SOMETIMES, SOME PROGRAMS, MARGINAL SUPPORT OFF & ON** | COUNCIL IN DECLINE**SIMPLE PROGRAMS, TOO DIFFICULT TO DO, DECLINES HELP, IGNORES ADVICE** |
| CENTER OF PARISH CHARITY **SWIFT REACTION, GOALS CLEARLY ALIGNED** | AMBIVALENT TO MISSION AND PURPOSE**HOPING FOR LEADERSHIP, GUIDANCE AND DIRECTION** | NO IDENTITY**LITTLE PARISH CONNECTION, LITTLE FRATERNITY, NEEDS HOPE AND INSPIRATION** |

|  |
| --- |
| * **Star Council Award**
 |
|  | **Father McGivney Award (Membership Growth)**Reach 5% net growth in membership; minimum 3, maximum 20 |
|  | **Founders Award (Insurance Growth)**Promote and host two Fraternal Beneﬁt Seminars (virtual or in-person) |
|  | **Columbian Award (Programs)** |
|  | 16 program credits – four in each of the four Faith in Action categories |
|  | Submit *Columbian Award Application* (#SP-7) – Due 6/30 |
|  | **Overall Council Excellence** |
|  | Be in good standing with the Supreme Council |
|  | Be fully compliant with Safe Environment requirements (USA & Canada only) |
|  | Submit *Service Program Personnel Report* (#365) — Due 8/1 |
|  | Submit *Annual Survey of Fraternal Activity* (#1728) — Due 1/31 |
| * **Star District Award**
 |
|  | **Membership Growth**Reach 70% of combined council growth quotas |
|  | **Insurance Growth**Founders Award earned by every council in district |
|  | **Overall District Excellence** |
|  | For each council in your district, submit two *District Deputy Semiannual Reports* (#944) – Due 12/31 and 6/30 |
|  | At least one council in the district must earn the Star Council Award |
| * **Star Assembly Award**
 |
|  | **Membership Growth**Reach growth quota: 5% Net Membership Growth |
|  | **Programs** |
|  | **Civic Award** |
|  | Conduct and report at least four varied patriotic programs |
|  | Submit *Civic Award Application* (#2321) – Due 6/30 |
|  | **To Be A Patriot Award** |
|  | *To Be A Patriot Award Application* (#TBP-2) – Due 5/31 |
|  | Complete the form to enter the competition |
|  | **Overall Assembly Excellence** |
|  | Publish a monthly Assembly Newsletter or Bulletin |
|  | Submit *Report of Assembly Officers Chosen for the Term* (#186) – Due 7/1 |
|  | Submit *Annual Assembly Audit Report* (#1315) – Due 8/1 |
|  | Submit *Annual Survey of Fraternal Activity* (#1728) – Due 1/31 |

###  Program Planning Calendar — Faith in Action Programs

*For detailed information on each program, how to conduct them, and all related resources, please visit*

***kofc.org/faithinaction****.*

*Each green box below represents a suggested time-frame to run each respective program.*

*When you choose to run your program is completely at the discretion of your council.*

FAITH:

|  |  |
| --- | --- |
| **Q1** | **Q2** |
| **JUL** | **AUG** | **SEP** | **OCT** | **NOV** | **DEC** |
| **2021** | **2021** | **2021** | **2021** | **2021** | **2021** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***RSVP*** |  |  |  |  |  |  |
| ***Into the Breach*** |  |  |  |  |  |  |
| Pilgrim Icon Program (Y) |  |  |  |  |  |  |
| Building the Domestic Church Kiosk |  |  |  |  |  |  |
| Rosary Program (Q) |  |  |  |  |  |  |
| ***Spiritual Reﬂection*** |  |  |  |  |  |  |
| ***Holy Hour (Q)*** |  |  |  |  |  |  |
| Sacramental Gifts |  |  |  |  |  |  |

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

FAMILY:

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

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FAITH:

|  |  |  |
| --- | --- | --- |
| **Q3** | **Q4** |  |
| **JAN FEB MAR** | **APR MAY JUN** | **JUL** |
| **2022 2022 2022** | **2022 2022 2022** | **2022** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***RSVP*** |  |  |  |  |  |  |  |
| ***Into the Breach*** |  |  |  |  |  |  |  |
| Pilgrim Icon Program (Y) |  |  |  |  |  |  |  |
| Building the Domestic Church Kiosk |  |  |  |  |  |  |  |
| Rosary Program (Q) |  |  |  |  |  |  |  |
| ***Spiritual Reﬂection*** |  |  |  |  |  |  |  |
| ***Holy Hour (Q)*** |  |  |  |  |  |  |  |
| Sacramental Gifts |  |  |  |  |  |  |  |

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

FAMILY:

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

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COMMUNITY

|  |  |
| --- | --- |
| **Q1** | **Q2** |
| **JUL** | **AUG** | **SEP** | **OCT** | **NOV** | **DEC** |
| **2021** | **2021** | **2021** | **2021** | **2021** | **2021** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Coats for Kids*** |  |  |  |  |  |  |
| ***Global Wheelchair Mission (Y)*** |  |  |  |  |  |  |
| ***Habitat for Humanity (Y)*** |  |  |  |  |  |  |
| Disaster Preparedness |  |  |  |  |  |  |
| Free Throw Championship |  |  |  |  |  |  |
| Catholic Citizenship Essay Contest |  |  |  |  |  |  |
| Soccer/Hockey Challenge |  |  |  |  |  |  |
| Helping Hands (Y) |  |  |  |  |  |  |
| ***Leave No Neighbor Behind (Y)*** |  |  |  |  |  |  |

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

LIFE

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***March for Life*** |  |  |  |  |  |  |
| ***Special Olympics*** |  |  | Fall Games |  |
| ***Ultrasound Program (Y)*** |  |  |  |  |  |  |
| Christian Refugee Relief (Y) |  |  |  |  |  |  |
| Silver Rose (jurisdiction schedule) |  |  |  |  |  | End |
| Mass for People with Special Needs (Y) |  |  |  |  |  |  |
| ***Pregnancy Center Support (Y)*** |  |  |  |  |  |  |
| Novena for Life |  |  |  |  |  |  |

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COMMUNITY

|  |  |  |
| --- | --- | --- |
| **Q3** | **Q4** |  |
| **JAN** | **FEB** | **MAR** | **APR MAY JUN** | **JUL** |
| **2022** | **2022** | **2022** | **2022 2022 2022** | **2022** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Coats for Kids*** |  |  |  |  |  |  |  |
| ***Global Wheelchair Mission (Y)*** |  |  |  |  |  |  |  |
| ***Habitat for Humanity (Y)*** |  |  |  |  |  |  |  |
| Disaster Preparedness |  |  |  |  |  |  |  |
| Free Throw Championship |  |  |  |  |  |  |  |
| Catholic Citizenship Essay Contest |  |  |  |  |  |  |  |
| Soccer/Hockey Challenge |  |  |  |  |  |  |  |
| Helping Hands (Y) |  |  |  |  |  |  |  |
| ***Leave No Neighbor Behind (Y)*** |  |  |  |  |  |  |  |

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

LIFE

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***March for Life*** | USA |  |  |  | Canada |  |  |
| ***Special Olympics (Q)*** | Winter Games |  |  | Summer Games |  |
| ***Ultrasound Program (Y)*** |  |  |  |  |  |  |  |
| Christian Refugee Relief (Y) |  |  |  |  |  |  |  |
| Silver Rose (jurisdiction schedule) |  |  | Start➔ |  |  |  |  |
| Mass for People with Special Needs (Y) |  |  |  |  |  |  |  |
| ***Pregnancy Center Support (Y)*** |  |  |  |  |  |  |  |
| Novena for Life |  |  |  |  |  |  |  |

#### MY COUNCIL’S PROGRAM CALENDAR

###### kofc.org/faithinaction



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



|  |  |  |  |
| --- | --- | --- | --- |
| **Faith** | **Date** | **Family** | **Date** |
| 1. |  | 1. |  |
| 2. |  | 2. |  |
| 3. |  | 3. |  |
| 4. |  | 4. |  |
| 5. |  | 5. |  |
| 6. |  | 6. |  |
| **Community** | **Date** | **Life** | **Date** |
| 1. |  | 1. |  |
| 2. |  | 2. |  |
| 3. |  | 3. |  |
| 4. |  | 4. |  |
| 5. |  | 5. |  |
| 6. |  | 6. |  |
|  |  | **Multicultural** | **Date** | **Miscellaneous/Other** | **Date** |
| 1. |  | 1. |  |
| 2. |  | 2. |  |
| 3. |  | 3. |  |
| 4. |  | 4. |  |
| 5. |  | 5. |  |
| 6. |  | 6. |  |

#### OFFICE OF YOUTH PROTECTION — SAFE ENVIRONMENT

*KOFC.ORG/SAFE*

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

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

Email addresses are now required when completing the *Service Program Personnel Report* (#365) for the program, community, and family director roles. Praesidium, the Order's safe environment partner, will

email grand knights, program, family, and community directors assigned usernames and passwords to complete the training. They will also email family and community directors a personalized link to provide background check authorization. The Knights of Columbus covers all costs associated with these requirements.

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

*Safe Environment Program Training and Background Check Requirements*

|  |  |  |  |
| --- | --- | --- | --- |
| **ROLES** | **TRAINING** | **BACKGROUND CHECK** | **OFFICERS ONLINE****– REPORTS** |
| **State Council** |  |  |  |
| State Deputy | ✓ |  | ✓ |
| State Advocate | ✓ |  | ✓ |
| State Program Director | ✓ |  | ✓ |
| State Youth Director | ✓ | ✓ | ✓ |
| State Family Director | ✓ | ✓ | ✓ |
| State Community Director | ✓ | ✓ | ✓ |
| State Squire Chairman | ✓ | ✓ | ✓ |
| **Subordinate Council** |  |  |  |
| Grand Knight | ✓ |  | ✓ |
| Faithful Navigator | ✓ |  |  |
| Program Director | ✓ |  | ✓ |
| Family Director | ✓ | ✓ |  |
| Community Director | ✓ | ✓ |  |
| Chief Counselor | ✓ | ✓ |  |
| Adult Counselor | ✓ | ✓ |  |

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

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

*YOUTH PROTECTION HELPLINE (844) 563-2723*

## PLANNING YOUR CHURCH DRIVE

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

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

## FRATERNAL BENEFITS SEMINAR

A Fraternal Beneﬁt Seminar is not only a great way to remind members of the fraternal beneﬁts available to them, it’s also a great way to introduce prospective members to the Knights of Columbus. This planning worksheet should be used to plan a successful Fraternal Beneﬁt Seminar. Use the space below track progress towards these goals, to note who is following through on these tasks and any notes necessary. Remember that councils must host two approved Fraternal Beneﬁt Seminars, in conjunction with their General Agent or Field Agent, to qualify for the Founders' Award. If a council adequately promotes and participates in the event, they must submit the *Fraternal Beneﬁt Seminar Form* (#11077) to the General Agent within 30 days of the event. Councils must promote each seminar in at least three ways to fulﬁll the requirements of Form #11077. All forms are due at the Supreme Office by June 30.

|  |
| --- |
| **Planning Your Fraternal Beneﬁt Seminar** |
| **First Steps** |
| Conﬁrm a date with your Field Agent and discuss logistics, including if the event will be virtual or in-person |  |
| If held in-person, work with Pastor and conﬁrm space for Fraternal Beneﬁt Seminar. Make sure the Pastor plans to attend |  |
| **One Month Before** |
| Promote the Fraternal Beneﬁt Seminar to members and their families at least three times prior to the event. You can refer to Form #11077 for suggestions on ways to successfully promote. (Be sure to include your agent on all communications) |  |
| Invite Prospective Members to the Fraternal Beneﬁt Seminar |  |
| **Week Of Fraternal Beneﬁt Seminar** |
| Conﬁrm ﬁnal logistics, including food and refreshments |  |
| Send required email blast to all Members and Prospects to promote the event |  |
| **After Fraternal Beneﬁt Seminar** |
| Follow up with Prospects and thank your Field Agent for his support |  |
| Submit the *Fraternal Beneﬁt Seminar Form* (#11077) to your General Agent within 30 days of the event |  |

# JULY 2021

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday |
| **27** | **28** | **29** | **30** | **1** Canada Day (CANADA) |
|  | **All forms received by Supreme Office** |
|  | **Columbian Award Application DUE** |
|  | **Report of Chosen Officers Form DUE** |
|  | **District Deputy Semi-Annual Report DUE** |
| **4** Independence Day(USA) | **5** | **6** | **7** | **8** |
| **11** | **12** | **13** | **14** | **15** |
| **18** | **19** | **20** | **21** | **22** |
| **25** | **26** | **27** | **28** | **29** |

Council Activity Tracker

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| **ACTIVITY** | **# OF NEW CONTACTS** | **$ DONATED** | **# OF VOLUNTEERS** | **HOURS OF SERVICE** | **TOTAL HOURS OF SERVICE** |
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| Things to Accomplish: |
|  | *Report of Officers Chosen* (#185) – DUE 6/30 Submitting this form on the Council Officer screen in Member Management is the fastest way to connect your officers with Officers Online resources. |
|  | *Service Program Personnel Report* (#365) – DUE 8/1 |
|  | Installation of Council OfficersThe district deputy should install council officers as close to the start of the fraternal year as possible. |
|  | Organizational MeetingsDistrict Organizational Meetings should be held within two weeks of your jurisdiction’s Organizational Meeting. |
|  | Hold a review of your 2020-2021 fraternal yearFocus on which membership initiatives and programming activities worked and which could be improved |
|  | Begin planning and promotion for the Catholic Citizenship Essay Contest |
|  |  |

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

Reminders:

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| Plan Ahead: |
|  | *Semiannual Council Audit* (#1295) – DUE 8/15 |
|  | Start organizing your fall Church DriveContact your pastor and submit bulletin announcements to the parish secretary |
|  | Plan ahead for programs taking place this fallLog in to Supplies Online and order any kits/materials needed for holding a Soccer Challenge, Catholic Citizenship Essay Contest, or Free Throw. This way councils will have kits in hand and be ready to approach schools in August about running the programs. |
|  | What new program(s) does your council plan to institute this year? |
|  | Which prospects will you be inviting to the next activity your council holds? |
|  |  |
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1. Meet with your pastor and pastoral staff to set council program dates on the parish calendar.
2. Finalize and promote your fraternal program calendar of events, including your degrees and programs to be held.

|  |  |
| --- | --- |
| Friday | Saturday |
| **2** | **3** |
| **9** | **10** |
| **16** | **17** |
| **23** | **24** |
| **30** | **31** |

1. Ask someone to join your council.

# AUGUST 2021

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday |
| **1** | **2** | **3** | **4** | **5** |
|  | **Service Program Personnel Report DUE** |  |  | **139th Supreme Convention** |  |
|  |  |  |  |
| **8** | **9** | **10** | **11** | **12** |
| **15** ASSUMPTION OF THE BLESSED VIRGIN MARY | **16** | **17** | **18** | **19** |
|  | **Council Audit DUE** |  | **Order Church Drive Kits for October** |
|  |  |
| **22** | **23** | **24** | **25** | **26** |
| **29** | **30** | **31** | **1** | **2** |

Council Activity Tracker

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| **ACTIVITY** | **# OF NEW CONTACTS** | **$ DONATED** | **# OF VOLUNTEERS** | **HOURS OF SERVICE** | **TOTAL HOURS OF SERVICE** |
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| Things to Accomplish: |
|  | *Service Program Personnel Report* (#365) – DUE 8/1 |
|  | *Semiannual Council Audit* (#1295) – DUE 8/15 |
|  | Secure your pastor's permission to conduct a Church Recruitment Drive. |
|  | Hold your council's ﬁrst programs of the Fraternal Year. Consider hosting on family activities this August such as a Family Week. |
|  | Continue planning and promotion for the Catholic Citizenship Essay Contest |
|  |  |
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| Plan Ahead: |
|  | Continue planning for your fall Council Church DriveOrder your Church Recruitment Drive Kit through Supplies Online |
|  | Plan ahead for programs taking place this fallLog in to Supplies Online and order any kits/materials needed |
|  | Which prospect(s) will you be inviting to the next activity your council holds? |
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Reminders:

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

1. Plan, promote, and prepare for a Church Recruitment Drive.
2. Order any New Council Development (NCD) kits that might be needed to start a new council in your area this year.

|  |  |
| --- | --- |
| Friday | Saturday |
| **6** | **7** |
| **13** | **14** |
|  | **Blessed Michael McGivney’s Memorial** |
|  |
| **20** | **21** |
| **27** | **28** |
| **3** | **4** |

1. State deputies – be sure you have ﬁnalized appointments for district deputies in any open districts.
2. District deputies – conduct individual Organizational Meetings with any council not present at the District Organizational Meeting.
3. Ask someone to join your council.

# SEPTEMBER 2021

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday |
| **29** | **30** | **31** | **1** | **2** |
| **5** St. Teresa of Calcutta | **6** Labor Day (USA) Labour Day (CANADA) | **7** | **8** | **9** |
| **12** | **13** | **14** | **15** | **16** |
| **19** | **20** | **21** | **22** | **23** |
| **26** | **27** | **28** | **29** Feast of the Archangels | **30** |

Council Activity Tracker

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| **ACTIVITY** | **# OF NEW CONTACTS** | **$ DONATED** | **# OF VOLUNTEERS** | **HOURS OF SERVICE** | **TOTAL HOURS OF SERVICE** |
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| Things to Accomplish: |
|  | Finalize Council Church Drive plans – continue talks with your pastor and get bulletin announcements ready |
|  | Conduct, if applicable:* Catholic Essay Contest
* Soccer Challenge
 |
|  | Submit a *Fraternal Programs Report Form* (#10784) for each program conducted this month |
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| Plan Ahead: |
|  | Which prospect(s) will you be inviting to the next activity your council holds? |
|  | What new program(s) does your council plan to institutethis year? |
|  | Start fundraising for Coats for Kids |
|  | Rosary Program for October (Consider October 7th -the Feast of Our Lady of the Holy Rosary) |
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Reminders:

**Forms or Event Deadlines Important Dates Membership Activities**

**Programming Activities**

1. Conducting a Fraternal Beneﬁts Seminar helps your council earn the Founders’ Award, which is a component of the Star Council Award. Continue discussions with your General Agent to help support membership growth.
2. Ask someone to join your council.

|  |  |
| --- | --- |
| Friday | Saturday |
| **3** | **4** |
| **10** | **11** |
| **17** | **18** |
| **24** | **25** |
| **1** | **2** |

# OCTOBER 2021

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday |
| **26** | **27** | **28** | **29** | **30** |
| **3** | **4** | **5** | **6** | **7** | Our Lady of the Holy Rosary |
| **10** | **11** | Columbus Day (USA)Thanksgiving Day (CANADA) | **12** | **13** | **14** |
|  | **Council Church Drive** |
|  |
| **17** | **18** | **19** | **20** | **21** |
|  | **Council Church Drive** |
|  |
| **24** | **25** | **26** | **27** | **28** |
| **31** | All Hallow’s Eve |

Council Activity Tracker

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| **ACTIVITY** | **# OF NEW CONTACTS** | **$ DONATED** | **# OF VOLUNTEERS** | **HOURS OF SERVICE** | **TOTAL HOURS OF SERVICE** |
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| Things to Accomplish: |
|  | Hold Council Church Drive |
|  | Rosary Program |
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| Plan Ahead: |
|  | Helping Hands – World Day of the Poor, November 14th |
|  | Christmas Poster Contest |
|  | Coats for Kids |
|  | Which prospects will you be inviting to the next activity your council holds? |
|  | Is your council on track to earn the Star Council Award? |
|  | Food for Families (Thanksgiving) |
|  | Spiritual Reﬂection Program |
|  | Review the safe environment reports in Officers Online to validate safe environment requirements have been met. |

Reminders:

**Forms or Event Deadlines Important Dates Membership Activities**

**Programming Activities**

1. Be sure to report on the number of exempliﬁcations conducted and the number of candidates brought into your council.
2. Go to Supplies Online and order any kits/materials needed for upcoming programs, such as the Christmas Poster Contest.

|  |  |
| --- | --- |
| Friday | Saturday |
| **1** | **2** |
| **8** | **9** |
|  | **Council Church Drive** |
|  |
| **15** | **16** |
|  | **Council Church Drive** |
|  |
| **22** St. John Paul II | **23** |
| **29** | **30** |

1. Ask someone to join your council.
2. Go to knightsgear.com in the US and knightsgear.ca in Canada to order coats to conduct the Coats for Kids program.

# NOVEMBER 2021

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday |
| **31** | **1** | ALL SAINTS DAY | **2** | All Souls Day | **3** | **4** |
| **7** | **8** | **9** | **10** | **11** | Remembrance Day (CANADA)Veterans Day (USA) |
| **14** | **15** | **16** | **17** | **18** |
| **21** | CHRIST THE KING | **22** | **23** | **24** | **25** | Thanksgiving Day (USA) |
| **28** | FIRST SUNDAY OF ADVENT | **29** | **30** | **1** | **2** |

Council Activity Tracker

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| **ACTIVITY** | **# OF NEW CONTACTS** | **$ DONATED** | **# OF VOLUNTEERS** | **HOURS OF SERVICE** | **TOTAL HOURS OF SERVICE** |
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| Things to Accomplish: |
|  | Report Church Drive Results |
|  | Conduct, if applicable:* Christmas Poster Contest
* Coats for Kids
 |
|  | Food for Families |
|  |  |
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| Plan Ahead: |
|  | Christmas Poster Contest |
|  | March for Life |
|  | 9 Days for Life Novena |
|  | Consecration to the Holy Family |
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Reminders:

**Forms or Event Deadlines Important Dates Membership Activities**

**Programming Activities**

1. Don't forget to report information for new members from your October Church Drive!
2. District deputies should complete their work on new council development sites.

|  |  |
| --- | --- |
| Friday | Saturday |
| **5** | **6** |
| **12** | **13** |
| **19** | **20** |
| **26** | **27** |
| **3** | **4** |

1. The state council should ﬁnalize its plans for the jurisdiction’s Mid-Year Membership Meeting.
2. District deputies should be also ﬁnalizing their plans for district-wide mid-year meetings, focusing on motivation, reaching goals, and relaying important information. Invitees should include: grand knights, ﬁnancial secretaries, treasurers, membership and program directors and ﬁeld agents.

# DECEMBER 2021

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday |
| **28** | FIRST SUNDAY OF ADVENT | **29** | **30** | **1** | **2** |
| **5** | SECOND SUNDAY OF ADVENT | **6** | **7** | **8** | IMMACULATE CONCEPTION | **9** |
| **12** | THIRD SUNDAY OF ADVENTOur Lady of Guadalupe | **13** | **14** | **15** | **16** |
| **19** | FOURTH SUNDAY OF ADVENT | **20** | **21** | **22** | **23** |
| **26** | THE HOLY FAMILYBoxing Day (CANADA) | **27** | **28** | **29** | **30** |

Council Activity Tracker

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| **ACTIVITY** | **# OF NEW CONTACTS** | **$ DONATED** | **# OF VOLUNTEERS** | **HOURS OF SERVICE** | **TOTAL HOURS OF SERVICE** |
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| Things to Accomplish: |
|  | Christmas Poster Contest |
|  | Attend your district’s Mid-Year Membership Meeting |
|  | Consecration to the Holy Family (12/26) |
|  | Continue to submit a *Fraternal Programs Report Form*(#10784) for every program conducted each month |
|  | District Deputy should submit *Semi-Annual Report* (#944)- Due 12/31 |
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| Plan Ahead: |
|  | Assemble and prepare the information needed to complete your *Annual Survey of Fraternal Activity* (#1728) and to submit by the deadline (1/31) |
|  | March for Life (Washington, D.C.) & Walk for Life (West Coast) |
|  | Free Throw Championship |
|  | 9 Days for Life Novena |
|  | Which prospects will you be inviting to the next activity your council holds? |
|  | Plan ahead for programs taking place this winter |
|  | Prepare the information needed to report participation in the Special Olympics program (1/31) |

Reminders:

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

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

|  |  |
| --- | --- |
| Friday | Saturday |
| **3** | **4** |
| **10** | **11** |
| **17** | **18** |
| **24** Christmas Eve | **25** CHRISTMAS |
| **31** New Year’s Eve | **1** |
|  | **District Deputy Semi-Annual Report DUE** |
|  |

# JANUARY 2022

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday |
| **26** | **27** | **28** | **29** | **30** |
| **2** | **3** | **4** | **5** | **6** EPIPHANY |
| **9** | **10** | **11** | **12** | **13** |
| **16** | **17** Martin Luther King Jr. Day (USA) | **18** | **19** | **20** |
| **23** | **24** | **25** | **26** | **27** |
| **30** | **31** |
|  | **Free Throw Report Form DUE** |
|  | **Fraternal Survey Form DUE** |
|  | **Special Olympics reporting DUE** |

Council Activity Tracker

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| **ACTIVITY** | **# OF NEW CONTACTS** | **$ DONATED** | **# OF VOLUNTEERS** | **HOURS OF SERVICE** | **TOTAL HOURS OF SERVICE** |
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| Things to Accomplish: |
|  | Complete and submit your *Annual Survey of Fraternal Activity* (#1728) – DUE 1/31 |
|  | March for Life (Washington, D.C.) & Walk for Life (West Coast) |
|  | Free Throw Championship |
|  | 9 Days for Life Novena |
|  | Submit your report on participation in the Special Olympics program – DUE 1/31 |
|  |  |
|  |  |

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| --- | --- |
| Friday | Saturday |
| **31** | **1** MARY, MOTHER OF GODNew Year’s Day |
| **7** | **8** |
| **14** | **15** |
|  | **Order Church Drive Kits for March** |
|  |
| **21** | **22** |
|  | **March for Life (Washington, D.C.)** |  | **Walk for Life (West Coast)** |
|  |  |
| **28** | **29** |

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

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

# FEBRUARY 2022

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday |
| **30** | **31** | **1** | **2** | **3** |
| **6** | **7** | **8** | **9** | **10** |
| **13** | **14** | **15** | **16** | **17** |
|  | **Semi Annual Audit DUE** |
|  |
| **20** | **21** President’s Day(USA)Family Day (CANADA) | **22** | **23** | **24** |
| **27** | **28** | **1** | **2** | **3** |

Council Activity Tracker

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| **ACTIVITY** | **# OF NEW CONTACTS** | **$ DONATED** | **# OF VOLUNTEERS** | **HOURS OF SERVICE** | **TOTAL HOURS OF SERVICE** |
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| Things to Accomplish: |
|  | *Semiannual Council Audit* (#1295) – DUE 2/15 |
|  | Free Throw District Championship Report |
|  | Complete your *State Council Program Awards Entry Form* (#STSP) and submit to your state council for award consideration |
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| Friday | Saturday |
| **4** | **5** |
| **11** | **12** |
| **18** | **19** |
| **25** | **26** |
| **4** | **5** |

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| Plan Ahead: |
|  | Council Church Drive |
|  | International Wheelchair Day |
|  | Food for Families (Lent) |
|  | Spiritual Reﬂection Program (Lent) |
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Reminders:

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

# MARCH 2022

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| --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday |
| **27** | **28** | **1** | International Wheelchair Day | **2** | Ash Wednesday | **3** |
| **6** | FIRST SUNDAY OF LENT | **7** | **8** | **9** | **10** |
| **13** | SECOND SUNDAY OF LENT | **14** | **15** | **16** | **17** | St. Patrick |
|  | **Council Church Drive** |
|  |
| **20** | THIRD SUNDAY OF LENT | **21** | **22** | **23** | **24** |
|  | **Council Church Drive** |
|  |
| **27** | FOURTH SUNDAY OF LENT | **28** | **29** | **30** | **31** |
|  | **Founder’s Day** |
|  |

Council Activity Tracker

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| **ACTIVITY** | **# OF NEW CONTACTS** | **$ DONATED** | **# OF VOLUNTEERS** | **HOURS OF SERVICE** | **TOTAL HOURS OF SERVICE** |
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| Things to Accomplish: |
|  | Council Church DriveParticipate and report back your results |
|  | Lenten Food for Families |
|  | Continue to submit a *Fraternal Programs Report Form*(#10784) for every program conducted each month |
|  |  |
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| Plan Ahead: |
|  | State Convention (if held in April) |
|  | What is your council’s progress toward earning the Star Council Award? |
|  | How many districts in your jurisdiction are on track to earn the Star District Award? |
|  | March for Life (Canada) |
|  | Review the safe environment reports in Officers Online tovalidate safe environment requirements have been met. |
|  | Begin preparing *State Program Award Forms* (#STSP)and *Family of the Year Form* (#10680) |
|  | Good Friday Family Promotion |

Reminders:

**Forms or Event Deadlines Important Dates Membership Activities**

**Programming Activities**

1. Conduct a Charitable Program in your community in honor of our founder, Blessed Michael McGivney.
2. Complete judging in State Program Awards competition.

|  |  |
| --- | --- |
| Friday | Saturday |
| **4** | **5** |
| **11** | **12** |
|  | **Council Church Drive** |
|  |
| **18** | **19** ST. JOSEPH |
|  | **Council Church Drive** |
|  |
| **25** ANNUNCIATIONOF THE LORD | **26** |
| **1** | **2** |

1. Submit Free Throw State Championship winners to the Supreme Office.
2. Ask someone to join your council.

# APRIL 2022

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| --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday |
| **27** | **28** | **29** | **30** | **31** |
| **3** FIFTH SUNDAY OF LENT | **4** | **5** | **6** | **7** |
| **10** PALM SUNDAY | **11** | **12** | **13** | **14** Holy Thursday |
| **17** EASTER SUNDAY | **18** Easter Monday | **19** | **20** | **21** |
| **24** DIVINE MERCYSUNDAY | **25** | **26** | **27** | **28** |

Council Activity Tracker

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| **ACTIVITY** | **# OF NEW CONTACTS** | **$ DONATED** | **# OF VOLUNTEERS** | **HOURS OF SERVICE** | **TOTAL HOURS OF SERVICE** |
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| Things to Accomplish: |
|  | Report your Church Drive Results |
|  | State Convention (if held in April) |
|  | Good Friday Family Promotion |
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| Plan Ahead: |
|  | State Convention (if held in May) |
|  | March for Life (Canada) |
|  | Prepare your council’s write-ups for the *Columbian**Award Application* (#SP-7) |
|  | What is your council’s progress toward earning the Star Council Award? |
|  | Review the safe environment reports in Officers Online to validate safe environment requirements have been met. |
|  |  |
|  |  |

Reminders:

**Forms or Event Deadlines Important Dates Membership Activities**

**Programming Activities**

1. Make a strong membership push for the fourth quarter. Have prospects join as soon as possible.
2. Every council needs to be visible in their charitable outreach.

|  |  |
| --- | --- |
| Friday | Saturday |
| **1** | **2** |
| **8** | **9** |
| **15** Good Friday | **16** Holy Saturday |
|  | **Good Friday Family Attendance** |
|  |
| **22** | **23** |
| **29** | **30** |

1. Councils must be current in their assessments and certain officers must be compliant with Safe Environment guidelines in order to earn the

Star Council Award.

1. Ask someone to join your council.

# MAY 2022

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| --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday |
| **1** | **2** | **3** | **4** | **5** |
|  | **Council Officers Elections begin** |
|  |
| **8** Mother’s Day | **9** | **10** | **11** | **12** |
| **15** | **16** | **17** | **18** | **19** |
| **22** | **23** Victoria Day (CANADA) | **24** | **25** | **26** ASCENSION OFTHE LORD |
| **29** | **30** Memorial Day (USA) | **31** | **1** | **2** |

Council Activity Tracker

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **# OF NEW CONTACTS** | **$ DONATED** | **# OF VOLUNTEERS** | **HOURS OF SERVICE** | **TOTAL HOURS OF SERVICE** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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| Things to Accomplish: |
|  | Election of Council Officers must be held between May 1 and June 15 |
|  | *Report of Officers Chosen* (#185) – DUE 6/30This form should be submitted immediately after elections, preferably by ﬁlling out the Council Officer Screen in Member Management |
|  | State Convention (if held in May) |
|  | March for Life (Canada) |
|  | Continue to submit a *Fraternal Programs Report Form*(#10784) for every program conducted each month |
|  |  |
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| Plan Ahead: |
|  | Prepare your council’s write-ups for the *Columbian Award Application* (#SP-7) |
|  | Finalize preparations for your jurisdiction’s and yourdistrict’s Organizational Meetings |
|  | If possible, submit all forms DUE at Supreme Office early |
|  | What is your council’s progress toward earning the Star Council Award? |
|  | Which prospects will you be inviting to the next activityyour council holds? |
|  | Review the safe environment reports in Officers Online to validate safe environment requirements have been met. |
|  |  |

Reminders:

**Forms or Event Deadlines Important Dates Membership Activities**

**Programming Activities**

1. Work with councils that are close to achieving Star Council Award to help them succeed.
2. Every council needs to be visible in their charitable outreach

|  |  |
| --- | --- |
| Friday | Saturday |
| **6** | **7** |
| **13** | **14** |
| **20** KofC Mexican Martyrs | **21** |
| **27** | **28** |
| **3** | **4** |

1. Plan to conduct an extra exempliﬁcation so that no candidate has to wait or travel.
2. How would you rate your council's programs this year? Why? What can be done differently to be more effective next year?
3. Ask someone to join your council.

# JUNE 2022

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday |
| **29** | **30** | **31** | **1** | **2** |
| **5** | PENTECOST | **6** | **7** | **8** | **9** |
| **12** | MOST HOLY TRINITY | **13** | **14** | Flag Day (USA) | **15** | **16** | CORPUS CHRISTI |
|  | **Final 365 updates for current year DUE** |
|  | **Council Officers Elections end** |
|  |
| **19** | Father’s Day | **20** | **21** | **22** | **23** |
| **26** | **27** | **28** | **29** | SS. Peter & Paul | **30** |
|  | **All forms received by Supreme Office** |
|  | **Columbian Award Application DUE** |
|  | **Report of Chosen Officers Form DUE** |
|  | **District Deputy Semi-Annual Report DUE** |

Council Activity Tracker

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **# OF NEW CONTACTS** | **$ DONATED** | **# OF VOLUNTEERS** | **HOURS OF SERVICE** | **TOTAL HOURS OF SERVICE** |
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| Things to Accomplish: |
|  | Election of Council Officers must be held between May 1 and June 15 |
|  | *Report of Officers Chosen* (#185) – DUE 6/30This form should be submitted immediately after elections, preferably by ﬁlling out the Council Officer Screen in Member Management |
|  | Submit your *Columbian Award Application* (#SP-7) – DUE 6/30 |
|  | Finalize Star Council Award requirements |
|  | Organizational MeetingsDistrict Organizational Meetings should be held within two weeks of your jurisdiction's Organizational Meeting. |
|  | Hold a review of your 2021-2022 fraternal yearFocus on which membership initiatives and programming activities worked and which could be improved. |
|  | District Deputy should submit *Semi-Annual Report* (#944)- Due 6/30 |
|  | Continue to submit a *Fraternal Programs Report Form*(#10784) for every program conducted each month |

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| Plan Ahead: |
|  | *Service Program Personnel Report* (#365) – DUE 8/1 |
|  | Installation of Council Officers |
|  | What new program(s) does your council plan to institute during the upcoming fraternal year? |
|  |  |
|  |  |
|  |  |

Reminders:

**Forms or Event Deadlines Important Dates Membership Activities**

**Programming Activities**

1. Double check that all requirements for the Star Council Award have been met and that all forms have been accepted at the Supreme Office.
2. District deputies – plan to conduct the Installation of Council Officers as close to the start of the fraternal year.

|  |  |
| --- | --- |
| Friday | Saturday |
| **3** | **4** |
| **10** | **11** |
| **17** | **18** |
| **24** Sacred Heart of JesusNativity ofSt. John the Baptist | **25** |
| **1** | **2** |

1. Is your council/district/jurisdiction better now than when you took office?
2. Ask someone to join your council.

**NOTES:**

**NOTES:**

**Requirements for the**

**Star Council Award**

##### Father McGivney Award

To earn this award your council must meet or exceed its yearly membership quota. Council quota is 5% net increase in the council’s membership as of July 1 (minimum of three and maximum of twenty). There is no application for the Father McGivney Award.

##### Columbian Award

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

##### Founders’ Award

To earn this award your council must host two approved Fraternal Beneﬁt Seminars, in conjunction with your General Agent or Field Agent. If your council adequately promotes and participates in the event, you must submit the *Fraternal Beneﬁt Seminar Form* (#11077) to the General Agent within 30 days of the event. All forms are due at the Supreme Office by June 30.

##### Overall Council Excellence

Be in good standing with the Supreme Council.

Be fully compliant with Safe Environment Program requirements (USA & Canada only). Submit *Service Program Personnel Report* (#365) — Due 8/1

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

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

**Knights of Columbus 1 Columbus Plaza**

**New Haven, CT 06510**

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