



Knights of
Columbus®

Fraternal Planner

2023 - 2024

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FRATERNAL GUIDE

Key Contacts

Fraternal Mission – fraternalmission@kofc.org

Membership Records – membership@kofc.org

Member Management/Billing – expertfs@kofc.org

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

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

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

Catholic Information Service – cis@kofc.org

Ceremonials – ceremonials@kofc.org

Council Accounts – council.accounts@kofc.org

F.S. Appointments – financial.secretary@kofc.org

K of C Customer Service – 203-752-4000

Key Reporting Dates

August 15 *Semiannual Council Audit (#1295)*

September 15 *District Deputy Report (#944)*

January 31 *Annual Survey of Fraternal Activity (#1728)*

February 15 *Semiannual Council Audit (#1295)*

June 30 *Service Program Personnel Report (#365)*

OR the Service Personnel Screen on Member Management

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)

ASAP Grant Request Application (Online)

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/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

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

If you need your invitation code, or have trouble logging in, please contact Customer Service at 203-752-4000 or info@kofc.org. If you have previously had access to Officers Online, your user name remains the same and you only need to reset your password if you have misplaced/forgotten it.

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



Officers Desk
Reference

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



Office Of Youth
Protection

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



Home
Corporations

Access to the online Handbook For Councils Using Home Corporations.



Member
Management

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



Member Billing

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



By Laws
Online

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



Knights Gear

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



Supplies
Online

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



Dear Brother,

Thank you for accepting the call to plan faith filled, engaging activities for your council. This book offers a suggested schedule for popular program events. It also includes some key guidelines for activities.

In recent years, we made numerous operational improvements to give your volunteer time its greatest possible impact. The combined ceremonial, new meeting agenda, affiliate member initiative, new membership card design, online join process, fraternal benefit seminars, and more have saved millions of hours that now can be better spent on acts of charity and volunteer service.

We also made critical information much more available. Please subscribe to the Fraternal Leader Advisory newsletter which will keep you abreast of all the latest developments. And don't miss our monthly fraternal webinars where you can hear from experts about what successful councils are doing.

Many more improvements are in the works. All are intended to make it easier than ever before to be a fraternal leader.

I wish you every success in the coming year.

Vivat Jesus!

Tom McCaffrey
Vice President, Fraternal Operations

Use this Fraternal Planner to:

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

✓ Star Council Award	
	Father McGivney Award (Membership Growth) Reach 6% growth in membership; intake only, minimum 5, maximum 15
	Founders Award (Insurance Growth) All councils must host / promote at least two Fraternal Benefit Events during the fraternal year. The required sum total attendance of members, or member eligible men, at these events must equal or exceed: 10 for councils with 99 or fewer members 14 for councils with 100 or more members
	Columbian Award (Programs) 16 program credits – four in each of the four Faith in Action categories Submit <i>Columbian Award Application</i> (#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 <i>Service Program Personnel Report</i> (#365) — Due 6/30 Submit <i>Annual Survey of Fraternal Activity</i> (#1728) — Due 1/31
✓ Star District Award	
	Membership Growth Reach 70% of combined council growth quotas
	Insurance Growth Founders Award earned by 50% of councils in district
	Overall District Excellence For each council in your district, submit a <i>District Deputy Report</i> (#944) – Due 09/15 At least one council in the district must earn the Star Council Award
✓ Star Assembly Award	
	Membership Growth Reach 6% growth in membership, intake only
	Programs Civic Award Conduct and report at least four varied patriotic programs Submit <i>Civic Award Application</i> (#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 <i>Report of Assembly Officers Chosen for the Term</i> (#186) – Due 7/1 Submit <i>Annual Assembly Audit Report</i> (#1315) – Due 8/1 Submit <i>Annual Survey of Fraternal Activity</i> (#1728) – Due 1/31

Suggested Program Planning Calendar

This program plan is a suggestion for best success.

Councils can choose timing that best suits their situation.

Ongoing activities:

- j Family of the Month
- j Rosary Program
- j Cor Meeting

Q1			Q2		
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
FAITH			FAITH		
Rosary Program Holy Hour	RSVP Building the Domestic Church	Into the Breach	Rosary Program Holy Hour ASAP/Pregnancy Center Support	RSVP Spiritual Reflection	
Pilgrim Icon Program: (In Route)	Pilgrim Icon Program: (In Route)	Pilgrim Icon Program: (In Route)	Pilgrim Icon Program: (In Route)	Pilgrim Icon Program: (In Route)	Pilgrim Icon Program: (In Route)
FAMILY			FAMILY		
Family of the Month	Family of the Month Family Week	Family of the Month	Family of the Month	Family of the Month Food for Families	Family of the Month Keep Christ in Christmas Consecration to the Holy Family
LIFE			LIFE		
		Special Olympics ↔	Fall Games ↔	Special Olympics	
Silver Rose: (In Route)	Silver Rose: (In Route)	Silver Rose: (In Route)	Silver Rose: (In Route)	Silver Rose: (In Route)	Ultrasound Program Silver Rose: End
COMMUNITY			COMMUNITY		
	Disaster Preparedness	Disaster Preparedness	Disaster Preparedness	Disaster Preparedness	
			Coats for Kids	Coats for Kids	Coats for Kids
		Free Throw Championship	Free Throw Championship	Free Throw Championship	
	Catholic Citizenship Essay Contest	Catholic Citizenship Essay Contest	Catholic Citizenship Essay Contest	Helping Hands	Helping Hands
	Soccer/Hockey Challenge	Soccer/Hockey Challenge	Habitat for Humanity		

Suggested Program Planning Calendar

This program plan is a suggestion for best success.

Councils can choose timing that best suits their situation.

Situational programs:






- j Disaster Relief
- j Sacramental Gifts

Q3			Q4		
JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
FAITH			FAITH		
Holy Hour	RSVP Into the Breach	Spiritual Reflection	Holy Hour Sacramental Gifts	RSVP Rosary Program Sacramental Gifts	
Pilgrim Icon Program: (In Route)	Pilgrim Icon Program: (In Route)	Pilgrim Icon Program: (In Route)	Pilgrim Icon Program: (In Route)	Pilgrim Icon Program: (In Route)	Pilgrim Icon Program: (In Route)
FAMILY			FAMILY		
Family of the Month	Family of the Month	Family of the Month Good Friday Family Promotion	Family of the Month Good Friday Family Promotion	Family of the Month	Family of the Year
LIFE			LIFE		
Special Olympics March for Life (USA) Novena for Life	Winter Games Ultrasound Program	Special Olympics Silver Rose: Start		Special Olympics March for Life (Canada) Silver Rose: (In Route)	Summer Games Silver Rose: (In Route)
COMMUNITY			COMMUNITY		
Coats for Kids		Global Wheelchair	Disaster Preparedness	Disaster Preparedness Global Wheelchair	Disaster Preparedness Global Wheelchair
			Helping Hands		
			Habitat for Humanity		

MY COUNCIL'S PROGRAM CALENDAR

ko fc.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 credits 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.	
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OFFICE OF YOUTH PROTECTION SAFE ENVIRONMENT PROGRAM (SEP)

KOFC.ORG/SAFE



Certain state and council officers/directors are required to complete the Order's safe environment training and may also be required to provide authorization for a background check.

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

Unique, valid, and personal email addresses are required when completing appointments online for all roles listed below. Praesidium, the Order's safe environment partner, will email appointed members assigned usernames and passwords to complete the training. They will also email a personalized link to provide background check authorization to members requiring background checks. The Knights of Columbus covers the costs associated with these requirements. Although the grand knight may also

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

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

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

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

SEP Roles: Training and Background Check Requirements

SEP ROLES	TRAINING	BACKGROUND CHECK	OFFICERS ONLINE REPORTS
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	✓	✓	

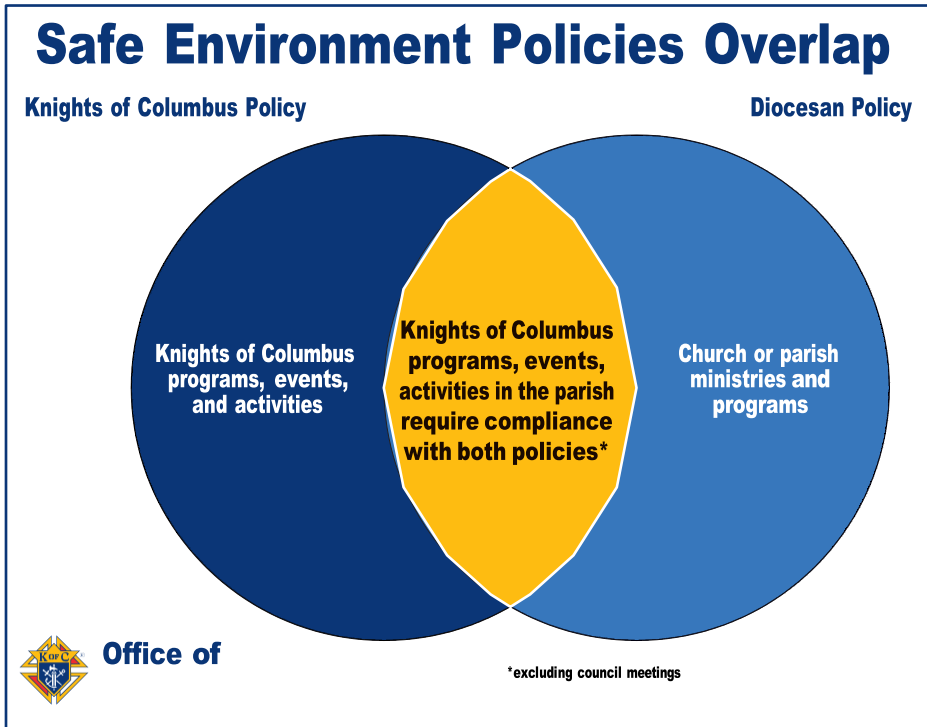
MEMBER HELPLINE: YOUTHLEADER@KOFC.ORG | (203) 800-4940 | FAX (855) 845-3502

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

YOUTH PROTECTION HELPLINE (844) 563-2723

Working Together with Dioceses to Protect Our Children

The Knights of Columbus takes very seriously its commitment to protect children and other vulnerable persons. When Brother Knights protect children and other vulnerable persons they serve, they live out their VOCATION of FATHERHOOD. In the words of Supreme Knight Patrick Kelly: "Protecting our children is the sacred duty of every Knight." This is why the Knights of Columbus has a policy of ZERO TOLERANCE with respect to abuse. This crime directly contradicts the identity and mission of the Knights of Columbus and has no place in the Order.



The Knights of Columbus has its own Office of Youth Protection to administer its Safe Environment Program. This program consists of abuse awareness and prevention training as well as appropriate screening, including a background check, for members holding key leadership and lead volunteer roles. Training includes how to report in cases of suspected or known abuse: (1) Report to Law Enforcement; (2) Notify the Local Diocese, and (3) Notify the Knights of Columbus.

A critical part of our commitment to protect children and other vulnerable persons is to work together with local dioceses to ensure that we all meet our respective duties to protect. Our members are "Parishioners First,

Knights Second." That is why the first requirement of our safe environment program is for our members to follow diocesan safe environment requirements applicable to members' volunteer activities in their parish. Our policy on diocesan requirements is straightforward - if members of the Knights of Columbus volunteer in their parish, whether in activities sponsored by the Knights of Columbus or in Church or parish ministry, they are not only volunteering with the Knights of Columbus, but they are also serving as parish volunteers. Our members must complete diocesan safe environment requirements applicable to parish volunteers in their respective parishes and dioceses.

Email: oyp@kofc.org

Call: (203) 752-4558

Visit: kofc.org/safe



Office of Youth Protection

kofc.org/safe • (203) 752-4558 • oyp@kofc.org

Member Compliance with Diocesan Safe Environment Requirements

The first requirement of the Knights of Columbus Safe Environment Program is for our members to be compliant with diocesan safe environment requirements applicable to members' volunteer activities in their parish.* When members volunteer at an activity sponsored by a Knights of Columbus council in their parish* they not only volunteer for the Knights of Columbus, but they also serve as parish volunteers. Knights of Columbus asks no more and no less than for its members to be treated just like any other parish volunteers. Just like any other parish volunteers, members volunteering in their parish* must comply with all safe environment requirements applicable to parish volunteers in their diocese.

To assist parishes in helping members comply with diocesan safe environment requirements, grand knights and financial secretaries should follow these best practices:

1. Make a list of all members who serve as volunteers in their parish* for one or more Knights of Columbus programs, events, and activities. ("Eligible Member Volunteer List").
2. Ask each member on the list whether he has completed the diocesan safe environment training and background screening.
3. If the member volunteer has already completed the diocesan requirements, then the date of completion of the diocesan requirements should be recorded next to the member volunteer's name on the council's Eligible Member Volunteer List.
4. If the member volunteer has not completed the diocesan requirements, he must do so as soon as possible to maintain his eligibility to continue to volunteer for the Knights of Columbus in their parish.*
5. The council should provide its Eligible Member Volunteer List to the parish priest, the parish safe environment liaison, and to the diocesan safe environment coordinator upon request.
6. The council should update its the Eligible Member Volunteer List with new member volunteers who become eligible to volunteer in their parish.*
7. The council should confirm the names on its Eligible Member Volunteer List regularly throughout the fraternal year.

Membership alone does not constitute volunteer activity. Membership does not require volunteer activity in a parish.* Members are not exempt from diocesan safe environment requirements applicable to parish volunteers by virtue of their being members. Council business meetings are limited to members over 18 years old, and are not a parish or church ministry. The table below shows how diocesan and Knights of Columbus safe environment requirements generally relate to members:



Knights of Columbus Activity	Diocesan Safe Environment Program	KofC Safe Environment Program
Membership Only	n/a	n/a
Council Meetings – (closed, members-only business meetings)	n/a - (unless a parish is unable to reserve a dedicated time and place for council meetings where it is <u>unavoidable</u> that council meetings share the same time and place as parish ministries at which minors are present (e.g. Religious Education, youth ministry, etc.))	n/a
Church, Diocesan, and Parish Ministries	✓	n/a
KofC Volunteer Activities on Parish Property, OR off Parish Property when related to a Diocesan/Parish Ministry where minors are present	✓	✓
Non-Diocesan/Parish Volunteer Activities Off Parish Property where minors are present	n/a	✓

*Or off parish property when related to a diocesan/parish ministry.

FRATERNAL TO-DO LIST

2022-2023 Fraternal Year RReview

Be sure to review your 2022-2023 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.

2023-2024 Fraternal Year PReview

Finalize your council's calendar of events for the 2023-2024 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

MEETINGS

List the dates and locations of your council & district meetings for this fraternal year.

Month	Date	Time	Location
July 2023			
August			
September			
October			
November			
December			
January 2024			
February			
March			
April			
May			
June			

COMMUNICATIONS

Communications with members and parishioners are a key component for a successful year. Every member and parishioner must know what the council in his parish is doing. Communications channels should be regularly updated with relevant and engaging information.

Media	Website Address
Website	
Facebook	
Twitter	
Instagram	
YouTube	
Others:	

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 Church Drive Training/Review Church Drive Process		
Order Church Drive Kit 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, etc.) & Confirm Plans with Celebrant(s)		
Confirm all Knights will wear similar team attire (KofC polos, badges, etc.)		
Have a plan to follow up with each prospect within 48 hours		
Two Weeks After Drive		
Continue follow up with any prospects not contacted in the first 48 hours		
Begin Post-Drive Bulletin Announcements		
Invite Prospects and Family to Open House or other event		
Conduct ceremonial within 1-2 weeks after drive		
Report new members to Supreme Council		
Send "Thank You" to Pastor and Knights who assisted		

FRATERNAL BENEFITS EVENT

A Fraternal Benefit Event 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 Event (FBE). Use the space below to track progress. The Founders' Award recognizes excellence in the promotion of our insurance and fraternal benefits. Councils striving for the Founder's Award must host/promote at least two FBE's during the fraternal year. The required sum total attendance of members can be found in the Star Council requirements. Please consult the Fraternal Benefits Event Guidebook. In order for the council to receive credit, the grand knight must submit form #11077 to the general agent within seven days of the event.

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 Event. Make sure the Pastor plans to attend	
One Month Before	
Promote the Fraternal Benefit Event to members and their families at least three times prior to the event. (Be sure to include your agent on all communications)	
Invite Prospective Members to the Fraternal Benefit Event	
Week Of Fraternal Benefit Event	
Confirm final logistics, including food and refreshments	
Send required email blast to all Members and Prospects to promote the event	
After Fraternal Benefit Event	
Submit the <i>Fraternal Benefit Event Form</i> (#11077) to your General Agent within 7 days of the event	

JULY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday
25	26	27	28	29
2	3	4 Independence Day (USA)	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Council Activity Tracker

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

Friday	Saturday
30 <div>Report of Chosen Officers Form DUE</div> <div>Service Program Personnel Report DUE</div> <div>Columbian Award Application DUE</div>	1 Canada Day (CANADA)
7	8
14	15
21	22
28	29

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

Things to Accomplish:	
	<i>Report of Officers Chosen (#185) – DUE 6/30</i>
	<i>Service Program Personnel Report (#365) – DUE 6/30</i>
	Installation of Council Officers The district deputy should install council officers as close to the start of the fraternal year as possible.
	Organizational Meetings District Organizational Meetings should be held within two weeks of your jurisdiction's Organizational Meeting.
	Review your 2022-2023 fraternal year Focus on which membership initiatives and programming activities worked and which could be improved
	Begin planning and promotion for the Catholic Citizenship Essay Contest
	Review the safe environment reports in Officers Online to validate safe environment requirements have been met.

Plan Ahead:	
	<i>Semiannual Council Audit (#1295) – DUE 8/15</i>
	Start organizing your fall Church Drive Contact your pastor and submit bulletin announcements to the parish secretary
	Prepare for programs taking place this fall Log in to Supplies Online and order any kits/materials needed for holding a Soccer Challenge, Catholic Citizenship Essay Contest, or Free Throw. Approach schools in August about running the programs.
	What new program(s) does your council plan to institute this year?
	Which prospects will you invite to activities?
	Plan to host the Pilgrim Icon this fraternal year.

Reminders:

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





AUGUST 2023

Sunday	Monday	Tuesday	Wednesday	Thursday
30	31	1	2	3
			141st Supreme Convention	
6	7	8	9	10
13	14 St. Maximilian Kolbe	15 ASSUMPTION OF THE BLESSED VIRGIN MARY	16	17
		Blessed McGivney Memorial		
		Order Church Drive Kits for October		
		Council Audit DUE		
20	21	22	23	24
27	28	29	30	31

Council Activity Tracker

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

Friday	Saturday
4	5
11	12
	 Blessed McGivney's Birthday
18	19
25	26
1	2

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

Things to Accomplish:	
	<i>Semiannual Council Audit (#1295) – DUE 8/15</i>
	Get your pastor's permission for a Church Recruitment Drive.
	Host family activities in August.
	Continue planning and promotion for the Catholic Citizenship Essay Contest
	Ask your council's chaplain to host a votive Mass around Blessed Michael McGivney, and encourage your council members to pray the <i>Novena to Blessed Michael McGivney</i> (#11122) the 4th-13th.
	Start Holding Fundraisers for Coats for Kids

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

Reminders:

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

SEPTEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday
27	28	29	30	31
3	4 Labor Day (USA) Labour Day (CANADA)	5 St. Teresa of Calcutta	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Council Activity Tracker

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

Friday	Saturday
1	2
8 Nativity of the Blessed Virgin Mary	9
15	16
District Deputy Report DUE	
22	23
29 Feast of the Archangels	30

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

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

Plan Ahead:	
	Which prospect(s) will you invite to activities?
	What new program(s) does your council plan to institute this year?
	Start fundraising for Coats for Kids
	Rosary Program for October (Consider October 7th - the Feast of Our Lady of the Holy Rosary)
	Food for Families (Thanksgiving - Canada)

Reminders:


- Conducting a Fraternal Benefits Event 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.
- Ask someone to join your council.
- Go to knightsgear.com in the US and knightsgear.ca in Canada to order coats to conduct the Coats for Kids program.





OCTOBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday
1	2	3	4	5
8	9Columbus Day (USA) Thanksgiving Day (CANADA)	10	11	12
15	16	17	18	19
Council Church Drive				
22St. John Paul II	23	24	25	26
Council Church Drive				
29	30	31All Hallow's Eve	1	2

Council Activity Tracker

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

Friday	Saturday
6	7 Our Lady of the Holy Rosary
13	14
	 Council Church Drive
20	21 Blessed Karl of Austria
	 Council Church Drive
27	28
3	4

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

Things to Accomplish:	
	Hold Council Church Drive
	Rosary Program
	Food for Families

Plan Ahead:	
	Helping Hands – World Day of the Poor, November 19th
	Christmas Poster Contest
	Coats for Kids
	Which prospects will you invite to activities?
	Is your council on track to earn the Star Council Award?
	Food for Families (Thanksgiving - US)
	Spiritual Reflection Program
	Review the safe environment reports in Officers Online to validate safe environment requirements have been met.

Reminders:

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

NOVEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday
29	30	31	1 ALL SAINTS DAY	2 All Souls Day
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23 Thanksgiving Day (USA)
26 CHRIST THE KING	27	28	29	30 <div>Soccer Challenge winners to State DUE</div>

Council Activity Tracker

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

Friday	Saturday
3	4
10	11 Remembrance Day (CANADA) Veterans Day (USA)
17	18
24	25
1	2

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

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

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

Reminders:

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

DECEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday
26	27	28	29	30
3 FIRST SUNDAY OF ADVENT	4	5	6	7
10 SECOND SUNDAY OF ADVENT	11	12 Our Lady of Guadalupe	13	14
17 THIRD SUNDAY OF ADVENT	18	19	20	21
24 FOURTH SUNDAY OF ADVENT Christmas Eve	25 CHRISTMAS	26 St. Stephen's Day Boxing Day (CANADA)	27	28
31 THE HOLY FAMILY New Year's Eve				
 Council Catholic Citizenship Essays DUE				

Council Activity Tracker

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

Friday	Saturday
1	2
8 IMMACULATE CONCEPTION	9
15 State Soccer Challenge winners DUE	16
22	23
29	30

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

Things to Accomplish:	
	Christmas Poster Contest
	Attend your district's Mid-Year Membership Meeting
	Consecration to the Holy Family (12/31)
	Continue to submit a <i>Fraternal Programs Report Form</i> (#10784) for every program conducted each month

Plan Ahead:	
	Assemble and prepare the information needed to complete your <i>Annual Survey of Fraternal Activity</i> (#1728) and to submit by the deadline (1/31)
	March for Life (Washington, D.C.) & State Marches
	Free Throw Championship
	9 Days for Life Novena
	Which prospects will you invite to activities?
	Plan ahead for programs taking place this winter
	Prepare the information needed to report participation in the Special Olympics program through the #10784 form (1/31)

Reminders:

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

JANUARY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday
31	1MARY, MOTHER OF GOD New Year's Day	2	3	4
7	8	9	10	11
14	15Martin Luther King Jr. Day (USA) <div>Order Church Drive Kits for March</div>	16	17	18
21	22	23	24	25
28	29	30	31 <div>Fraternat Survey Form DUE</div> <div>Special Olympics reporting DUE</div> <div>Free Throw Report Form DUE</div>	1

Council Activity Tracker

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

Friday	Saturday
5	6 EPIPHANY
12	13
19 <div> <div></div> <div>March for Life (Washington, D.C.)</div> </div>	20
26	27
2	3

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

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

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

Reminders:

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

FEBRUARY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday
28	29	30	31	1
4	5	6	7	8
11	12	13	14 Ash Wednesday	15 <div><div></div>Semi Annual Audit DUE</div> <div><div></div>State Catholic Citizenship Essays DUE</div> <div><div></div>Council Keep Christ in Christmas poster contest winners DUE</div>
18 FIRST SUNDAY OF LENT	19 President's Day (USA) Family Day (CANADA)	20	21	22 Chair of St. Peter
25 SECOND SUNDAY OF LENT	26	27	28 <div><div></div>State Keep Christ in Christmas poster contest winners DUE</div>	29

Council Activity Tracker

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

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

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

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

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

Reminders:

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

MARCH 2024

Sunday	Monday	Tuesday	Wednesday	Thursday
25 SECOND SUNDAY OF LENT	26	27	28	29
3 THIRD SUNDAY OF LENT	4	5	6	7
Council Church Drive				
10 FOURTH SUNDAY OF LENT	11	12	13	14
Council Church Drive				
17 FIFTH SUNDAY OF LENT St. Patrick	18	19 ST. JOSEPH	20	21
24 PALM SUNDAY	25	26	27	28 Holy Thursday
31 EASTER SUNDAY				
Council Free Throw Championship winners DUE				

Council Activity Tracker

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

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

Friday	Saturday
1 International Wheelchair Day	2
	Council Church Drive
8	9
Good Friday Family Promotion	Council Church Drive
15	16
Good Friday Family Promotion	
22	23
Good Friday Family Promotion	
29 Good Friday	30 Holy Saturday
Good Friday Family Promotion	
Founder's Day	

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

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

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

Reminders:

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

APRIL 2024

Sunday	Monday	Tuesday	Wednesday	Thursday
31	1Easter Monday	2	3	4
7DIVINE MERCY SUNDAY	8ANNUNCIATION OF THE LORD (Celebrated)	9	10	11
14	15 <div>State Free Throw Championship winners DUE</div>	16	17	18
21	22	23St. George	24	25
28	29	30	1	2

Council Activity Tracker

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

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

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

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

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

Reminders:

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

MAY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday
28	29	30	1	2
			Council Officers Elections begin	
5	6	7	8	9 ASCENSION OF THE LORD
12 Mother's Day	13	14	15	16
19 PENTECOST	20 Victoria Day (CANADA) KofC Mexican Martyrs	21	22	23
26 MOST HOLY TRINITY	27 Memorial Day (USA)	28	29	30

Council Activity Tracker

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

Friday	Saturday
3	4
10	11
17	18
24	25
31	1

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

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

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

Reminders:

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

JUNE 2024

Sunday	Monday	Tuesday	Wednesday	Thursday
26	27	28	29	30
2The Most Holy Body and Blood of Christ	3	4	5	6
9	10	11	12	13
16Father's Day	17	18	19Juneteenth (USA)	20
23	24Nativity of St. John the Baptist	25	26	27
30				

Council Activity Tracker

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

Friday	Saturday
31	1
7 Sacred Heart of Jesus	8
14 Flag Day (USA)	15
	<div>Final 365 updates for current year DUE</div> <div>Council Officers Elections end</div>
21	22
28	29 SS. Peter & Paul

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

Things to Accomplish:	
	Election of Council Officers must be held between May 1 and June 15
	<i>Report of Officers Chosen</i> (#185) – DUE 6/30 This form should be submitted immediately after elections, preferably by filling out the Council Officer Screen in Member Management
	<i>Service Program Personnel Report</i> (#365) – DUE 6/30
	Submit your <i>Columbian Award Application</i> (#SP-7) – DUE 6/30
	Finalize Star Council Award requirements
	Organizational Meetings District Organizational Meetings should be held within two weeks of your jurisdiction's Organizational Meeting.
	Hold a review of your 2023-2024 fraternal year Focus on which membership initiatives and programming activities worked and which could be improved.
	Continue to submit a <i>Fraternal Programs Report Form</i> (#10784) for every program conducted each month
	Review the safe environment reports in Officers Online to validate safe environment requirements have been met.

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

Reminders:

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

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 6% increase in the council's membership as of July 1 (intake only, minimum of five and maximum of fifteen). There is no application for the Father McGivney Award.

Columbian Award

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

Founders' Award

The Founders' Award recognizes excellence in the promotion of our insurance and fraternal benefits. All councils must host / promote at least two Fraternal Benefit Events during the fraternal year. The required sum total attendance of members, or member eligible men, at these events must equal or exceed:

- 10 for councils with 99 or fewer members
- 14 for councils with 100 or more members

These events are coordinated in conjunction with your local field agent. In order for the council to receive credit, the grand knight must submit form #11077 to the general agent within seven days of the seminar.

Overall Council Excellence

Be in good standing with the Supreme Council.

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

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

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

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

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