

Knights of Columbus Fall Meeting 2019

- ▶ State Program Director
- ▶ Faith Activities Director
- ▶ Family Activities Director
- ▶ Community Activities Director
- ▶ Life Activities Director

- ▶ Council Activities Director
- ▶ Youth Activities Director

Bill Van Horn

Lou Woods

Mike Little

Terry Waters

Roger Donnelly

Thomas Reumont

Don Tallmadge



Issues with Reports

- ▶ Use the New Report Cover (fillable form on State website)
- ▶ Follow the procedures on the Report Cover
- ▶ Prepare Reports in Word or PDF format
- ▶ Review Report Cover & Report before submission
- ▶ Type your name and date on cover sheet which will be your Approval/Signature.
- ▶ Councils must submit reports to their DD for review.
The DD will email completed reports by the due date to the Program Director noting they are “good to go”
- ▶ Must submit 4 Reports (one per category)
- ▶ Must Adhere to Deadlines

MARYLAND STATE COUNCIL

PROGRAM ACTIVITY REPORT COVER SHEET

PROGRAM CATEGORY: FAITH _____ FAMILY _____ COMMUNITY _____ LIFE _____

COUNCIL NAME _____ **COUNCIL #** _____ **DISTRICT #** _____

LOCATION _____

(City)

(Zip Code)

IS YOUR COUNCIL SAFE ENVIRONMENT PROGRAM COMPLIANT (Youth Protection)? _____

PROGRAM TYPE: REQUIRED, FEATURED, RECOMMENDED OR OTHER? _____

INDICATE FIRST, SECOND OR THIRD REPORTING PERIOD AND YEAR _____

(First Report Due by Sept. 15 - Second Report Due by Dec. 15 - Third Report Due by March 5)

PROJECT (Name and Date) _____

COUNCIL CHAIRMAN (Name and Phone #) _____

OF COUNCIL MEMBERS PARTICIPATING _____ **# OF NON-COUNCIL MEMBERS** _____

SUBMIT A DETAILED DESCRIPTION OF YOUR PROGRAM/PROJECT AS A WORD DOCUMENT OR PDF FILE ONLY.

SUBMIT NO MORE THAN 10 PAGES (Not including this cover page), FONT SIZE 12.

INCLUDE NO MORE THAN 6 PHOTOS AND NO VIDEOS.

SUBMIT ONLY ONE REPORT FOR EACH PROGRAM CATEGORY OF FAITH, FAMILY, COMMUNITY AND LIFE PER REPORTING PERIOD.

GRAND KNIGHT, APPROVE AND SUBMIT TO DISTRICT DEPUTY ONE WEEK PRIOR TO DUE DATE. DISTRICT DEPUTY, BE SURE TO REVIEW AND SUBMIT VIA EMAIL TO STATE PROGRAM DIRECTOR BY DUE DATE.

*** APPROVED/SIGNED BY GK _____**

(Grand Knight Name and Date)

***APPROVED/SIGNED BY DD _____**

(District Deputy Name and Date)

***GK AND DD, BY COMPLETING THIS NAME AND DATE LINE THE MARYLAND STATE COUNCIL CONSIDERS THIS FORM TO BE APPROVED AND ELECTRONICALLY SIGNED AND DATED BY YOU.**

Quarterly Reporting Deadlines

- ▶ **First Period** - The first reporting period covers the six months from March 1, 2019 through August 31, 2019. Reports are due to the Program Director *no later than September 15, 2019.*
- ▶ **Second Period** - The second reporting period covers the three months from September 1, 2019 through November 30, 2019. Reports are due to the Program Director *no later than December 15, 2019.*
- ▶ **Third Period** - The third reporting period covers the three months from December 1, 2019 through February 28, 2020. Reports are due to the Program Director *no later than March 5, 2020.*

Great News

- ▶ It's working! Your reports show a sharp increase in Retreats, Novenas, Helping Hand Activities and Religious Based Family Activities.
- ▶ The streamlined reporting allows for easier processing of reports, easier documentation of "Required" activities and allows for verification of Safe Environment compliance.
- ▶ Hopefully these changes have given your Councils more time to implement the new Faith In Action programs.

Be present at your Council meetings and keep the Faith In Action Model in front of your Councils.

Report of Directors on upcoming events:

Faith	Lou Woods
Family	Mike Little
Community	Terry Waters
Life	Roger Donnelly
Council	Thomas Reumont
Youth	Don Tallmadge