



Knights of
Columbus®

DISTRICT DEPUTY ORGANIZATIONAL MEETING

2022

1

DD Duties and Responsibilities



The District Deputy is the most critical officer role in the Knights of Columbus

Be present
Be a resource
Be a mentor
Drive activity





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BE PRESENT

BE PRESENT

- Our work must take place at the Council Level
- If you think it can be done from your home – think again
- We need to be building relationships
- We need to be attending Council Programs
- We need to deliver the SDs message at the meetings
- We need to drive Growth and Activity



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BE A RESOURCE

BE A RESOURCE

- Your job is to help Councils understand “Why” they need to grow and “Why they need to be active
- Remember – It is about securing their legacy – not just winning awards
- We need to remind them “One is better than None”
- Share Best Practices with them
- Hold them Accountable



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BE A MENTOR

BE A MENTOR

- Help your Councils achieve their potential
- Be passionate and be positive
- Communicate with them early and often



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DRIVE ACTIVITY

DRIVE ACTIVITY

- Remember – Activity drives results
- People see what we are doing and want to be part of it
- Our programs should be Active – Intentional and Catholic
- Spiritual Formation

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Performance Expectations



Help Councils Achieve Success

- Foundation – Spiritual in nature
- Formation – by our virtues
- Application – through our operations
- Invitation – Inviting catholic men to be part of us

First Ninety days

- 185 and 365 submitted
 - This gets them the FLA and other correspondence
- Compliance completed
 - Same rules as last Fraternal Year
 - This is not just the State Advocate's job
- Fast start
 - No vacation in July and August
 - We can't wait to get started
 - Each Council recruit one new member

DISTRICT DEPUTY REPORT CARD

DISTRICT	# of Councils	185	365	YP	Membership Active	9/10/2021
1	4	2	2	1	1	
2	4	3	2	1	0	
3	4	3	4	0	2	
4	4	3	1	1	0	
5	4	2	1	1	0	

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Star District Requirements



Star District Award

- **Attain 70% of combined council quotas**
- **Founders' Award earned by every council**
- **At least one Star Council in district**
- **Submit one Annual Report on Council Status (#944)**
 - *Change:* reduced from two #944 submissions
- **Plaque awarded**

Star District
Checklist



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2022 – 2023 Council Awards



McGivney Award

- **Membership growth quota of 6% intake; minimum 5, maximum 15**
 - *Change:* quota increased from 5% to 6%
 - *Change:* quota based on intake only
 - no penalty for withdrawals or suspensions
 - *Change:* minimum increased from 3 to 5
 - *Change:* maximum reduced from 20 to 15



Founders' Award

- **Promote and host TWO Fraternal Benefit Seminars (virtual or in person)**
 - *Change:* no longer based only on promotion of event
 - *Change:* Each must have at least 7 member or member eligible attendees



Columbian Award

- **16 Program credits – 4 in each of the FIA categories**
 - *No changes*



Award Certificates



Star Council Award

- Earn the McGivney, Founders', and Columbian Awards
- Submit #365 (program personnel) and #1728 (survey)
- Safe Environment compliant (US / CAN)
- Good standing with Supreme Council
- Plaque and lapel pins awarded
- *No Changes*



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2022 – 2023 Form Updates



Annual Report on Council Status (#944)

Form 944 - District Deputy Annual Report on Council Status (alchemer.com)

- **20 Yes / No questions in survey format**
- **Online submission required**
- **September 15 due date**
- **Timely results for state leaders to take actions**





Form 944 - District Deputy Annual Report on Council Status

Due: September 15th

District Deputy Name *

District Number *

Email *

Council Number *

State/Jurisdiction *

City/Location *

Council Type *

☐ Regular ☐ Military ☐ College

Please list parishes served by council

Council, District Information



ADMINISTRATION

1. Does the council use [Member Management](#)? *

☐ YES ☐ NO

2. Does the council use [Member Billing](#)? *

☐ YES ☐ NO

3. Is the council financially sound (*funds available for bills and activities*)? *

☐ YES ☐ NO

4. Does the council use an [annual budget](#)? *

☐ YES ☐ NO

MEETINGS

5. Does the council provide an option for [remote attendance](#) at meetings? *

☐ YES ☐ NO

6. Does the council hold monthly [Officer Planning Meetings](#)? *

☐ YES ☐ NO

7. Do Council Meetings include a [social or fraternal element](#)? *

☐ YES ☐ NO

8. Do council officers attend district meetings? *

☐ YES ☐ NO

MEMBERSHIP

9. How many [Church Drives](#) will the council conduct this fraternal year? *

☐ None ☐ One ☐ Two or more

10. Does the council recruit at activities? *

☐ YES ☐ NO

11. Does the council know how to use the [Prospect Tab](#) on Officers Online? *

☐ YES ☐ NO

12. Is the council conducting live Exemplifications of Charity, Unity, and Fraternity? *

☐ YES ☐ NO

PROGRAMS

13. Does the Grand Knight communicate regularly with the Pastor on programs and parish support? *

☐ YES ☐ NO

14. Does the council have a calendar of events planned at least 6 month in advance? *

☐ YES ☐ NO

15. In which categories does the council conduct programs (*check all that apply*)? *

☐ Faith ☐ Family ☐ Community ☐ Life

16. Does the council provide a virtual option for program participation (*when applicable*)? *

☐ YES ☐ NO

INSURANCE

17. Is a Field Agent assigned to this council? *

☐ YES ☐ NO

Does the Field Agent attend council meetings? *

☐ YES ☐ NO

Does the Field Agent participate in council activities? *

☐ YES ☐ NO

18. How many [Fraternal Benefits Seminars](#) will the council host/attend this fraternal year? *

☐ None ☐ One ☐ Two or more

COUNCIL OUTLOOK

19. Do you expect this council to earn the Star Council Award? *

☐ YES ☐ NO

20. Will this council be impacted by parish consolidation within the next two years? *

☐ YES ☐ NO

BOTTOM LINE *

☐ This council is sustainable and healthy

☐ This council is sustainable, but needs work (please explain work needed)

☐ This council is suspended and should be reactivated

☐ This council is suspended or non-functioning and should be merged or dissolved

(Optional) DD Comments and Recommendations:


Submit

0%



20 Questions (Yes / No)

Fraternal Benefit Seminar Forms



Fraternal Benefit Seminar Council Report Form

Councils striving for the Founder's Award must host (or co-host) two fraternal benefit seminars (in-person or virtual) per year. Each council must have a minimum of 7 members or member-eligible attendees at each seminar. Suggested methods of promotion include council email/social media, parish email/social media, pulpit announcement, bulletin notice, and personal outreach to prospects.

COUNCIL NUMBER:

DATE HOSTED:


NUMBER IN ATTENDANCE:

GRAND KNIGHT SIGNATURE OF APPROVAL:

This form must be submitted to the council's general agent within 7 days of the Fraternal Benefit Seminar.

11077 3/21

Council Form



Fraternal Benefit Seminar General Agent Monthly Report

The below councils satisfied the criteria for one fraternal benefit seminar in the month of _____

COUNCIL NUMBERS		

GENERAL AGENT SIGNATURE:

General agents must forward this form to CouncilGrowth@kofc.org for each month seminars are conducted. Final submissions for the fraternal year must be received by the Supreme Council no later than June 30.

11000 2/22

General Agent Form



Disability Exemption Form (#1831)

- **Simpler form**
 - **GK and FS attest**
 - **No doctor sig**
 - **No member sig**
 - **No annual recertification**



Application for Per Capita Disability Exemption

CERTIFICATION OF COUNCIL

Council No. _____

This is to certify that _____, _____, is a
(Member Name) (Member Number)
member in good standing in this council and that he is eligible for relief from payment of all council dues and Supreme and state council per capita taxes, due to total disability, as authorized by Section 118(e) of the Charter, Constitution, and Laws of the Knights of Columbus.

Attest: _____
Financial Secretary Grand Knight

Dated _____

Submit completed form to membership@kofc.org.

Notes: If the application is approved, dues and per capita shall be waived until the financial secretary notifies membership@kofc.org that the exemption should be rescinded. Membership that is continued under the provisions of Section 118(e) shall be construed as active membership in computing the membership requirement for recognition as honorary or honorary life membership.



Roundtable Form (#2629)

Eliminated redundant form #2630



Report of Round Table Coordinator 20 to 20

Due By: JUN. 30

Please see the reverse of this form for instructions on how to complete this form.
The activities of every Parish Round Table sponsored by your council should
be included in your council's *Annual Survey of Fraternal Activity* (#1728).

COUNCIL INFORMATION:

Is your Council a Parish Council? ☐ Yes ☐ No Parent Council No.: _____

Base/Main Parish: _____

Language: ☐ E ☐ F ☐ S ☐ Other Specify Language if Other: _____

(1) ROUND TABLE COORDINATOR:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
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FULL PARISH NAME: _____ PARISH CITY: _____

NUMBER OF COUNCIL MEMBERS AT THIS PARISH: _____ NUMBER OF FAMILIES AT PARISH: _____ LANGUAGE: ☐ E ☐ F ☐ S ☐ OTHER AND SPECIFY: _____

(2) ROUND TABLE COORDINATOR:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
------------------------------	-------------------	-----------	------------	---------

FULL PARISH NAME: _____ PARISH CITY: _____

NUMBER OF COUNCIL MEMBERS AT THIS PARISH: _____ NUMBER OF FAMILIES AT PARISH: _____ LANGUAGE: ☐ E ☐ F ☐ S ☐ OTHER AND SPECIFY: _____

(3) ROUND TABLE COORDINATOR:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
------------------------------	-------------------	-----------	------------	---------

FULL PARISH NAME: _____ PARISH CITY: _____

NUMBER OF COUNCIL MEMBERS AT THIS PARISH: _____ NUMBER OF FAMILIES AT PARISH: _____ LANGUAGE: ☐ E ☐ F ☐ S ☐ OTHER AND SPECIFY: _____

(4) ROUND TABLE COORDINATOR:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
------------------------------	-------------------	-----------	------------	---------

FULL PARISH NAME: _____ PARISH CITY: _____

NUMBER OF COUNCIL MEMBERS AT THIS PARISH: _____ NUMBER OF FAMILIES AT PARISH: _____ LANGUAGE: ☐ E ☐ F ☐ S ☐ OTHER AND SPECIFY: _____

(5) ROUND TABLE COORDINATOR:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
------------------------------	-------------------	-----------	------------	---------

FULL PARISH NAME: _____ PARISH CITY: _____

NUMBER OF COUNCIL MEMBERS AT THIS PARISH: _____ NUMBER OF FAMILIES AT PARISH: _____ LANGUAGE: ☐ E ☐ F ☐ S ☐ OTHER AND SPECIFY: _____

(6) ROUND TABLE COORDINATOR:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
------------------------------	-------------------	-----------	------------	---------

FULL PARISH NAME: _____ PARISH CITY: _____

NUMBER OF COUNCIL MEMBERS AT THIS PARISH: _____ NUMBER OF FAMILIES AT PARISH: _____ LANGUAGE: ☐ E ☐ F ☐ S ☐ OTHER AND SPECIFY: _____



Available in electronic format at kofc.org/forms

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Resources



Resources

- Mailing to FSs
- Mailing to SDs

Star Council Checklist

Fraternal Year 2022-2023

☐ Service Program Personnel Report — Form #365 — Due June 30

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

☐ McGivney Award
Membership Quota of _____ — By June 30

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


☐ Founders' Award — Form #11077 — Due Within 7 Days of Seminar
Host two Fraternal Benefit Seminars (virtual or in-person), minimum of seven eligible attendees per event — By June 30

☐ Columbian Award — Form #SP7 — Due June 30

	Faith	Family	Community	Life
1.				
2.				
3.				
4.				

A council must submit a Columbian Award Application (FAP) listing a total of 16 program credits to earn the Columbian Award. Faith in Action Featured Programs count for two credits. All other council programs count for one credit.

☐ Council In Good Standing
Including being fully compliant with applicable Safe Environment Program requirements (U.S.A. and Canada only).

 **Knights of Columbus**

Star District Checklist

Fraternal Year 2022-2023

☐ Founders Award earned by every council in district

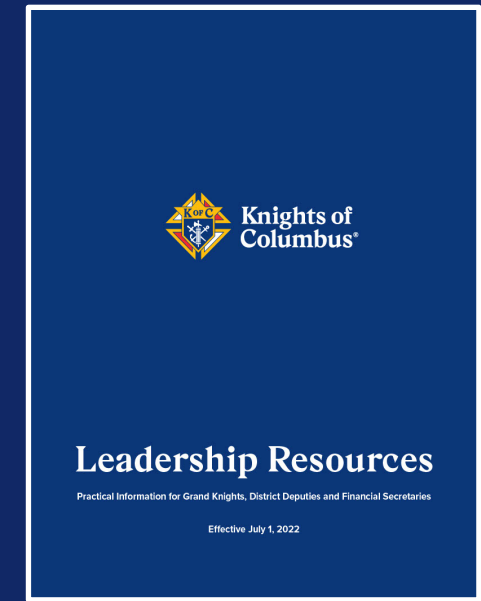
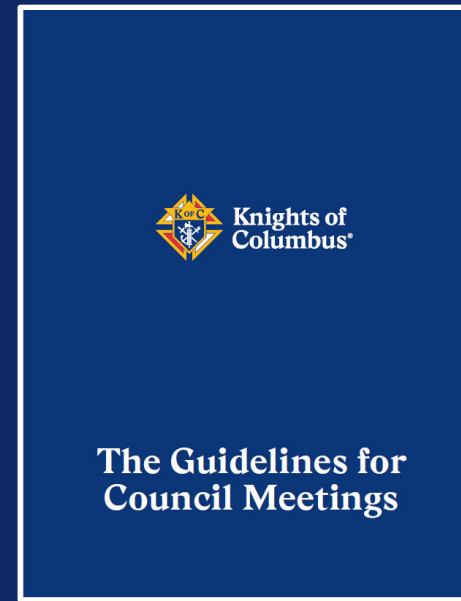
☐ Reach 70% of combined council membership quotas

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

☐ At least one council in the district earned the Star Council Award


☐ For each council in your district (including Councils which are suspended), submit the District Deputy Report (#944) — Due 9/15

 **Knights of Columbus**



Fraternal Leader Advisory



- 1st & 3rd Thursday of Month
 - English, French, and Spanish
- Sent to:
 - State officers and directors
 - DDs, GKs, FSs
 - Council officers and directors
- Anyone can sign-up online



Fraternal Leader Advisory

Breaking News | Reminders | Resources | Recommendations

VOLUME 29 | June 3, 2021 | [KOFC.ORG/FORMEMBERS](https://koFc.org/formembers)

 Forward This Email  Share This Email

Thank You!


What an unprecedented year this has been. As we near the end of the fraternal year it is important to take stock of what has been accomplished, giving all glory to God, and expressing profound gratitude. Thank you for the many hours of work you have put into promoting the vision of Blessed Michael McGivney through all your council activity, including the countless virtual and in-person meetings, exemplifications, and programs. Lives have been changed for the better through the work and prayer you have done. May God bless each of you and our councils as we conclude this fraternal year and prepare for the next one!

Important Links

Membership Benefits	Celebrate McGivney	Forms	Supplies	Fraternal Operations
Training & Webinars	Programs	Inviting Men to Join	Engage Your Members	Ceremonials

Fraternal Operations

Is your council on track to receive Star Council?
As of this morning, 366 councils qualify for Star Council! Will your



FLA has important announcements, news and best practices



**Knights of
Columbus®**

Thank you.

Steve Cohen, PSD
Territorial Growth Director
Steve.cohen@kofc.org