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Secretary to the State Deputy



# CALENDAR

Why are calendars important

- Reminders
- Plan
- Communicate

Types of Calendars

- Personal
- Work
- Specialty



# CALENDAR

## Knights of Columbus Calendars

- Supreme
- State
- District
- Council

## Supreme Calendar

- Fraternal Planner
  - Supreme programs
  - Supreme reports & program actions
  - Record Council Information

## State Calendar

- State Programs
- State Activities
- Updated Monthly – sent to DD's



# CALENDAR

## District Calendar

- State Council events
- District events meetings
- Chapter meetings
- Council exemplifications
- Council events/programs
- Include report due dates

## Council Calendar

- Council programs and events
  - Develop with State & Church Calendars
- A MUST for every council
- Distribute to membership





# REPORTS

## Supreme & State Reports

- Required
- As needed

## Reports Calendar being developed

- Develop your reminder & follow up process
  - Your due date vs DD due date
  - Be consistent

All forms/reports for the State Deputy go to

**[Reports@KofC-MD.org](mailto:Reports@KofC-MD.org)**

where they are distributed to multiple state leaders

GET YOUR REPORTS IN ON TIME



# Invitation

you are hereby invited to attend  
this function and the rest of this  
text won't be readable anyway

you are hereby invit  
this function as  
text won't

## RSVP

Yes

No

☐☐



# INVITATIONS

- Invitation e mails:
- Includes letter - attachment
  - Includes Ladies letter - attachment
  - Includes reservation form – part of the letter
- **Read the entire email and letters carefully**
- Save the e mail & letters on your computer
- Put it on YOUR Calendar
- Letters are not interchangeable
- These events will be noted on the state calendar

## Letter

- Contain meeting information i.e.. location, start times, dress, who is invited and DUE DATE
- Reservation form, 2<sup>nd</sup> page

## Ladies Letter

- Should be shared with your spouse
- Contains Information for the Ladies Program



# INVITATIONS

## Reservation Form

- Read the entire form carefully
- Thoughtfully complete ALL requested information
- Reply promptly
- Reservation form can be submitted
  - Electronically – with or without check (mail check separately)
  - Mail - with check

## DD Responsibilities

- Follow up with DW and or GK's if invited
- Notify the State Deputy if you cannot attend



# INVITATIONS

Specifically for Leadership e mail, 1<sup>st</sup> week in May

- Leadership Cover Letter
- Invitation letter to DD, DW, GK
- Installation letter to DD, DW, GK
- Ladies Activity letter to DD, DW, GK
- E mail/hand deliver letters
- Text message/e mail to the incoming DW and GK and request a confirmation that the letters were received, and will he be attending?
- Print and hand it directly to the DW or GK, follow up to determine attendance

Reservation form was due no later than June 8, 2022



HAVE A GREAT,  
SUCCESSFUL YEAR!!

