

Subject: District Deputy / Grand Knight / Financial Secretary Training

Meeting Locations:

Reno Diocese: **ST. MICHAEL'S PARISH**
14075 Mt. Vida St., Reno, NV 89506
SATURDAY, JULY 8th, 2017

Las Vegas Diocese: **ST. FRANCIS de SALES PARISH**
1111 Michael Way, Las Vegas, NV 89108
SATURDAY, JULY 15th, 2017

Gentlemen,

This is a **Mandatory State Meeting for all District Deputies & Grand Knights.** If you are unable to attend, please make arrangements to have a representative from your Council or District attend on your behalf. **Outgoing Grand Knights- please forward this information to your Incoming Grand Knight asap.**

Deputy Grand Knights and Financial Secretaries are encouraged to attend, but it is not mandatory. Mileage/Per Diem rates apply per Article VIII, Sections 5 & 6 of the Nevada State By-Laws for Grand Knights & District Deputies only; other attendee's would be at expense of their respective Councils.

Training will focus on the following area's:

- Organization, Time Management & Action Plans; Expectations
- Duties & Responsibilities; Ceremonials; Forms & Reports
- State, District & Council Membership Recruitment / Retention Goals; Round Tables; IRS 990 Filings;
- Supreme sponsored Contests & Incentives; Insurance Opportunities
- Surge with Service CD's; Supreme/State Programs; Fraternal Survey's
- Public Relations; Fourth Degree Opportunities

Please confirm your attendance at your earliest convenience to:

Vic Edwards, State Secretary

518 Grimsby Ave., Henderson, NV 89014-3938

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E-Mail: StateSecretary@nv-kofc.com