



Wisconsin State Council Knights of Columbus



2018-2019

Grand Knight and Deputy
Grand Knight Training

General Information

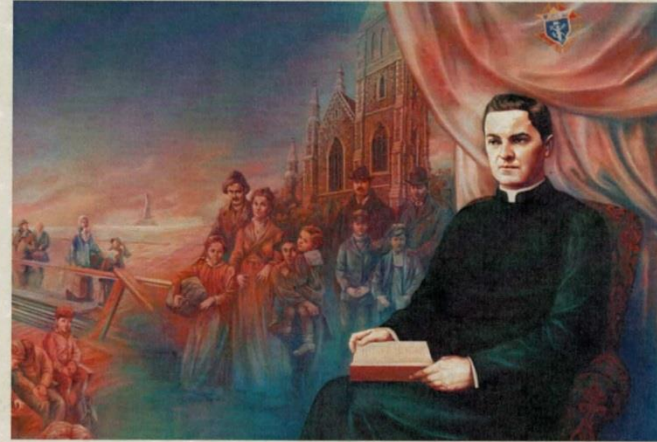


"God calls, and that's what we see in the vocation of the great leaders. In our tradition, a mission always starts with a calling."

Pope Francis, On Heaven and Earth.



THE KNIGHTS OF COLUMBUS



MISSION

TO PROVIDE A MEANS BY WHICH CATHOLIC MEN COULD
SUPPORT THE CATHOLIC CHURCH;

TO PROVIDE FINANCIAL PROTECTION TO
PROTECT THEIR FAMILIES;

TO ENGAGE IN WORKS OF CHARITY TO BENEFIT
THE LESS FORTUNATE.



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

The Knights of Columbus was established in 1882



As grand knight you have been elected to provide leadership to your council. Through your example of faith, charity and good judgment, you provide the model for your council members to follow. Through your leadership, set a tone that is open and engaging, and that will ensure your council's growth in charitable outreach and membership.



What is the Grand Knight?

- GK is the leader of its local Council
- GK is responsible for the success of its council
- But you may not be the expert for everything in your council
- What else is the Grand Knight?
- What is not the Grand Knight?



What is the Grand Knight?

- “Chairman” of Leadership Team
 - Council Officers
 - Council Directors
 - Standing Committee Chairs
 - Council Appointees (Lecturer for example)
- Learn to delegate.... *You ARE part of a team !!!*



As Grand Knight, you need to

- **Understand your duties and responsibilities**
- **Engage your fellow officers**
- **Form, focus & motivate your membership into a team**
- **Work with other councils on larger initiatives**
- **Be the “go-to guys” for your parish pastors & community**



As Grand Knight, you need to

- Complete and submit Supreme and State Council your forms on time
- Confirm all correct Council forms are submitted on time
- Involve Past Grand Knights (while still maintaining command)
- Coordinate council activities with your District Deputy



As Grand Knight, you need to

- Make charitable works and BDC a focus of your council
- Invite all eligible Catholic men to join
- Find (and groom) your replacement
- Your best gauge of success as a grand knight is to ask “Is the council better now than when I took office?”

If the answer is yes, then you’ve been successful!



"Families are the domestic Church...That is why the enemy so often attacks the family..."

May the Lord bless families and strengthen them in this time of crisis when the devil is seeking to destroy them."

Pope Francis



“The family as domestic Church is central to both the work of the New Evangelization and to the future sustainability of our parishes — also the future sustainability of the Order”

Supreme Knight Anderson



BDC to Faith in Action

**Starting in 2018-2019 Fraternal year,
included in the next evolution of
Building the Domestic Church...
*Faith in Action Initiative***



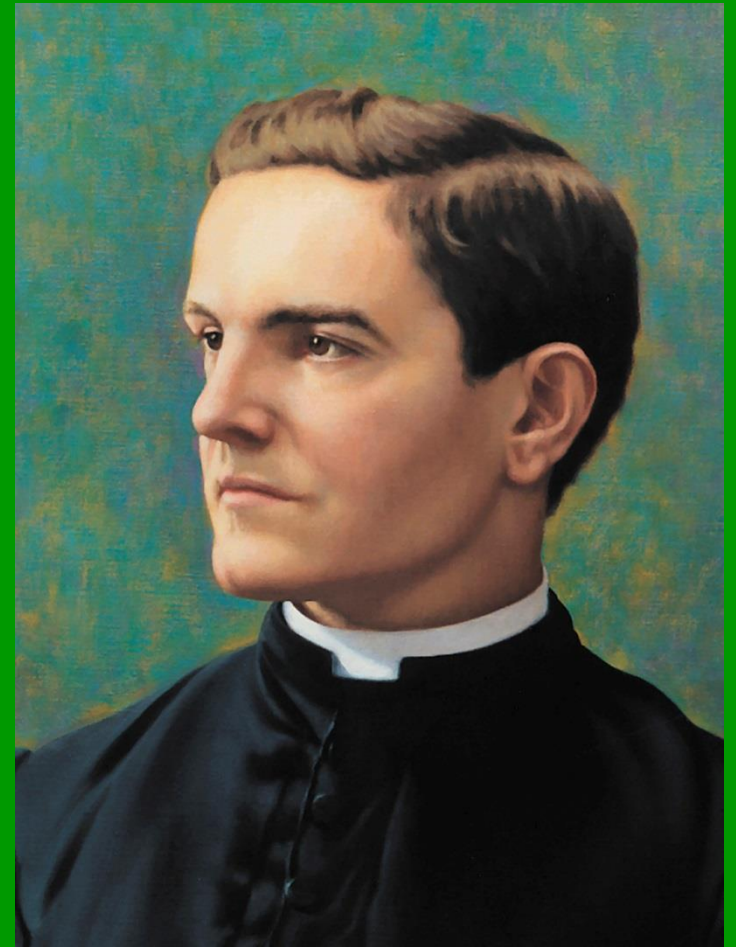
BDC to Faith in Action

Through our Faith in Action Church Order wide initiative, every Knights of Columbus council is called to respond to the challenges facing our families and our parish communities. To accomplish this, together we must rededicate ourselves to our mission of service for the Church.



BDC to Faith in Action

Since our founding by parish priest, Father Michael McGivney, Knights of Columbus have been dedicated to strengthening Catholic family life. As Knights we strive to dedicate our time, talent and resources to ensuring that our parishes are beacons of the new evangelization.





BDC to Faith in Action

To be evangelizers, families look to find support in the sacramental life of the parish. In support of this evangelization of family life, every Knights of Columbus council strives to be united with its parish mission and vision. Our programs and activities – at home, at Church, and in the community – are a means to impact and strengthen parish family life.



Faith in Action

Overview

- Replaces Surge....with Service
- Will be the new umbrella for Supreme Council recommended programs
- New program categories
 - Faith
 - Family
 - Community
 - Life



Faith in Action

Overview

- Councils need to appoint Faith Director, Family Director, Community Director and Life Director
- Councils will no longer need to appoint a Youth Director and Council Director
- Building the Domestic Church will be integrated into the new Faith in Action framework
- Columbian Award is now 4 programs in 4 categories (instead of 4 programs in 6 categories)



Faith in Action

Overview

- All current Supreme Council priority programs will continue
- Nine new Supreme Council priority programs will be introduced
- Please watch emails, mail, Supreme & State websites and Flocknotes for updates as introduced.



Faith in Action Programs

Faith

RSVP

Into the Breach

Marian Icon Prayer Program

CIS Domestic Church Kiosk & Series

Rosary Program

Spiritual Reflection Program *New*

Holy Hour *New*

Sacramental Gifts *New*

Community

Coats for Kids

Global Wheelchair Mission

Habitat for Humanity

Disaster Response

Free Throw Championship

Catholic Citizenship Essay Contest

Soccer Challenge

Homeless Assistance *New*



Faith in Action Programs

Family

Food for Families

Family of the Month/Year

Keep Christ in Christmas

(Posada, Poster Contest, etc.)

Family Fully Alive

Family Week

Consecration to the Holy Family

Family Prayer Night *New*

Good Friday Family Promotion *New*

Life

Marches for Life

Special Olympics

Ultrasound Program

Christian Refugee Relief

Silver Rose

Mass for People with Special Needs *New*

Pregnancy Center Support *New*

Novena for Life *New*



Wisconsin State Council Knights of Columbus

E Membership Introduction



E Member

- **How is this a member?**
 - **Non-Degreed Member**
 - **Official member of the State Council**
 - **Not a special class of member**
 - **Potential new Council member**



E Member

- **What does it mean for “my council”**
 - **Prospective candidates from men that are truly interested in the Knights of Columbus**
 - **Must take the Admissions Degree in order to join a Council**
 - **May attend Council meetings, but can't make motions or vote**

Online Membership Pilot

A Program for Recruiting and Engaging New Members





Responsibilities of GK

Ceremonials

- **Coordinates installation of council officers with District Deputy.**
- **Schedules and publicizes frequent Admission Degrees.**
- **Confers with District Deputy for Formation and Knighthood Degrees.**
- **Arranges Mass(es) for departed brothers.**



Responsibilities of GK

Ceremonials

- Awards certificates, cards and pins during "Honorary Membership" and "Honorary Life Membership" ceremonials.
- Maintains proper conduct of ceremonials at regular meetings.
- Presents Shining Armor Awards to deserving members



Responsibilities of GK

Duties

- Recognizes Honorary & Honorary Life Members, Past Grand Knights, Knight of the Year, Community Leaders etc.
- Sets and promotes Council Goals in:
 - Membership (Double the Supreme Quota)
 - Insurance (Meet the Supreme Quota)
 - Programs (Earn the Columbian Award)
 - Awards (*BE A DOUBLE STAR COUNCIL !!!!*)



Responsibilities of GK

Duties

- Appoints a Council Lecturer
- Recommends a Council Chaplain
(Bishop/Archbishop appoints)
- Appoints Membership & Program Directors
- Appoints Admission, Retention and Standing Committees
- Schedules and presides at Officers' Meetings
- Regularly monitors Council's performance
- Meet with Parish leadership (at least once a year)



Responsibilities of GK

Duties

- **Conducts Semi-Annual Audit with Trustees**
- **Ensures correct forms are submitted on time**
- **Organizes and/or supervises Admission Degree Team**
- **Arranges for Council representation at wakes or memorial services for deceased brothers**
- **Acquaints himself with “Robert's Rule of Order”**
- **Starts All Meetings on Time**



Responsibilities of GK

Duties

- **Countersigns orders for payments and checks**
- **Maintains working relationships with the council's chaplain, district deputy, field agent and general agent; as well as with other local service organizations (e.g. Habitat for Humanity, food pantries/soup kitchens)**
- **Has a working knowledge of the K of C Supreme website, WI K of C State website, Officers Online and Member Management (visit weekly)**



What is a Deputy GK?

- Assist the GK of the council
- Acting GK when GK is absent.
- Be a leader in your council
- Be watchful of Protocol
- Chairman of the Retention committee
- Possibly Program Director or History Book Chair.



10 Things Every DGK Should Do

- The DGK should help the GK with paperwork.
- He should help oversee officers, directors, and activities.
- He should support the work of the GK, in and out of the council chamber.
- He should help maintain protocol at meetings through example (using the title “Worthy” and saluting the GK with the tree of the Cross).
- He should greet guests and make introductions.



10 Things Every DGK Should Do

- He should help build membership and programs.
- He should listen to and learn from his GK (to eventually become a good GK himself).
- He should actively seek and tutor his own eventual replacement as DGK.
- Has a working knowledge of the K of C Supreme website, WI K of C State website, and Officers Online (visit weekly)
- Performs other such duties as the GK may direct



AWARDS

- **State Outstanding Council Award**
- **Columbian Award (Programs)**
- **Father McGivney Award (Membership)**
- **Founder's Award (Benefits)**
- **Star Council**
- **Double Star Council**





What else?

- **Local Council recognition**
- **Always try to involve your Past Grand Knight!**
- **Always work on Growing your council**
- **Assist with membership recruitment**
- **Attend the 5 required meetings per year**
(2 District – Diocesan – State convention- Training)



Why the 2 Man Team Concept

- Every Jurisdiction, including many Councils, is having a problem with having enough strong Fraternal Leaders
- Will help with weaker Councils to rebuild with the aim of all Councils reaching Star Council level

*“Tell me and I will forget. Teach me and I remember.
Involve me and I learn.”*

Benjamin Franklin



QUESTIONS
or COMMENTS
???????



Wisconsin State Council Knights of Columbus

Grand Knight and Deputy
Grand Knight Training

Meetings



Monthly Meetings

- **2 or 3 meetings per month**
 - **Officers meeting**
 - **Prep for General Business**
 - **General Business**
 - **Social Meeting (optional)**
- **Officers and General meetings mandated by Supreme Laws (sec 124)**



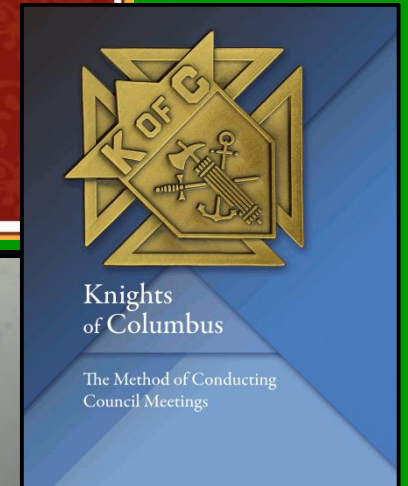
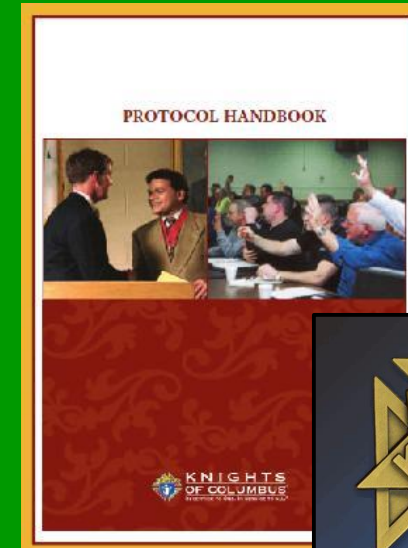
Officer's Meeting

- Review correspondence and discuss any recommended action.
- Review Officer, membership and program directors' reports.
- Assess membership recruitment, retention and insurance promotion performance toward earning the Star Council Award.
- Evaluate programs and activities and member involvement. Discuss future actions.
- Review council supplies on hand and order any necessary supplies.
- Set Business Meeting Agenda.



Prepare for Business Meeting

- Protocol Booklet (1612)
- The Method of Conducting Council Meeting (10318) **NEW**

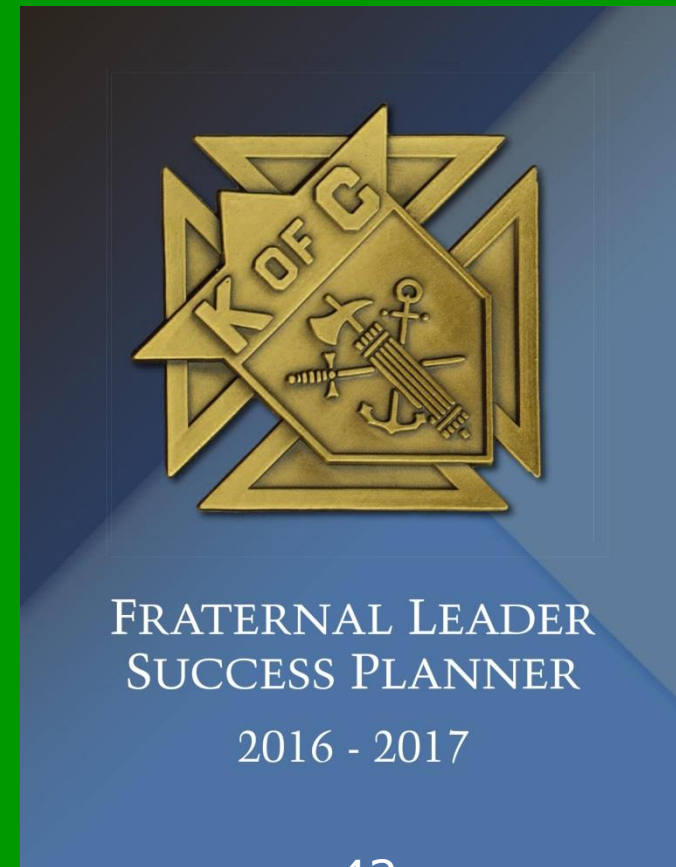


kofc.org/surge
kofc.org/star
kofc.org/recruit1
kofc.org/domesticchurch



Prepare for Business Meeting

- Fraternal Leader Success Planner (5033)
- Dress the part
 - You are the Leader
 - Impression of the council





Prepare for the Meeting

- **Open Mail before going**
 - Know what is coming
 - Review and select pertinent mail
 - Write notes for communications and new business
 - See that State or Supreme info gets proper attention
 - Put in file folder for meeting or “circular” file
- **Prepare Grand Knight Report**
 - 5 minutes maximum

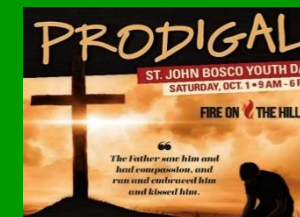
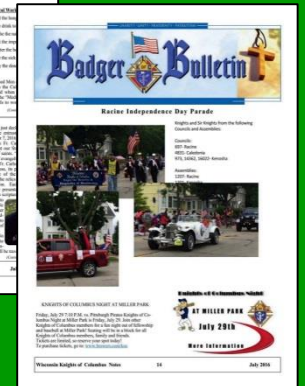


Prepare for the Meeting

■ Review other pertinent information to discuss at meeting

- From packets received at
 - 2 annual District meetings
 - Annual Diocesan meeting

- From Knightline and Columbia magazine
- From WI State Newsletter and Badger Bulletin
- Flocknote
- Resolutions passed at State Convention



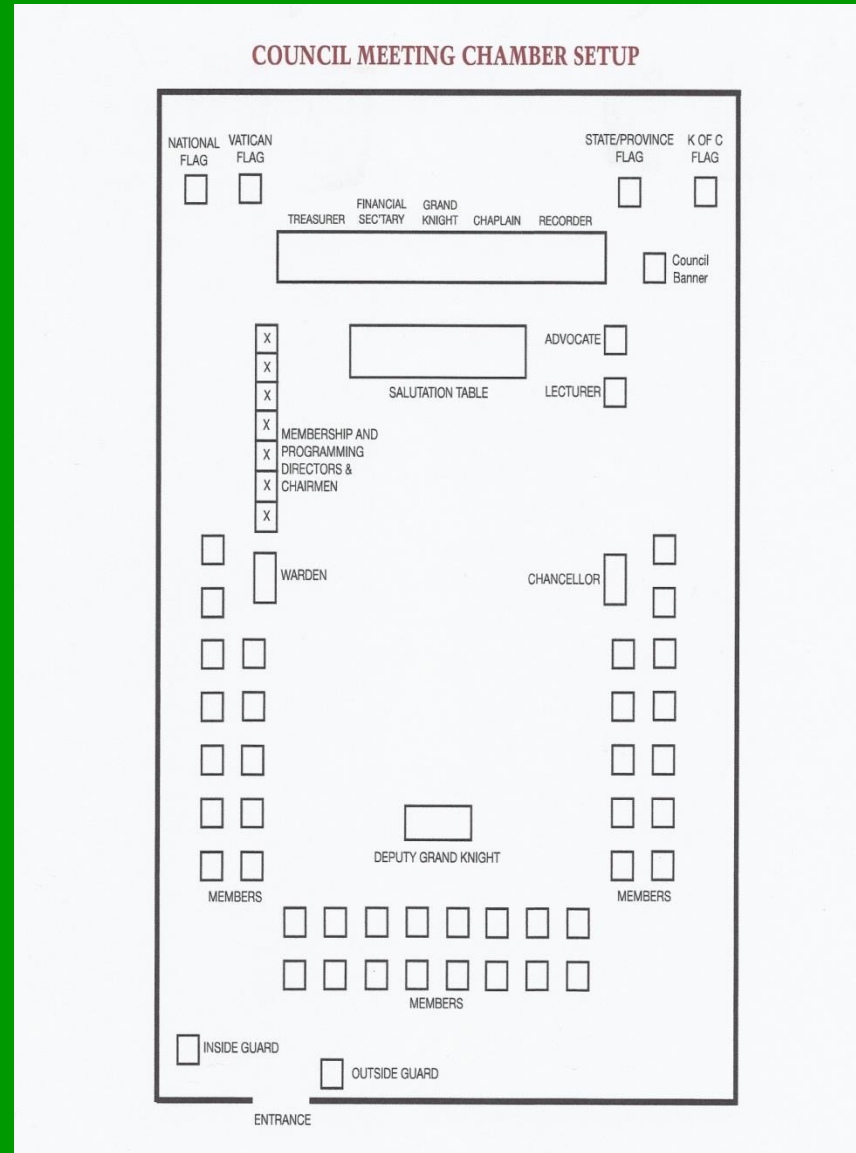


Prepare for the Meeting

- **Get to meeting EARLY**
- **Have time to make sure all is well**
- **Make sure Warden has meeting area set up correctly!**
- **Make sure all coming are welcomed**
- **Have Officers take positions**
- **Make sure GK report, mail, bills, and other items are organized**



Prepare for the Meeting





Meeting Protocol

- **Membership Cards**
- **Gavel Raps**
- **Salute**
- **Dignitaries**
- **Council Jewels**



Motions

- Here is where you shine as a leader
- Importance of keeping discussion on track
- The Grand Knight should be taking most discussions
- Have the Recorder read back any motions for clarity
- Be ready for amendments
- Vote on Motion or Table for later.
- Motions are only done only during new and old Business



Motions

- Motion is stated
- The motion must then be seconded.
A motion cannot be discussed unless it is seconded
- The GK or Recorder repeats the motion in full.
- GK asks "Is there any discussion?"
The Motion is then open for discussion.
Discussion is directed at the GK
- Vote is taken by one of four methods.
 - 1. Voting by Acclamation: "Aye" or "Nay."
 - 2. Voting by Standing or Raising the Hand.
 - 3. Voting by Roll Call.
 - 4. Voting by Ballot.



Conducting your meeting

- ❖ Call to Order. (Grand knight stands at all times while presiding.)
 - ▷ Grand Knight (One rap of gavel): Brothers, we are about to open this council in the first section. All persons not having received the honors of membership in the first section shall please retire from the chamber. The doors shall now be closed and the guards assume their positions. (In their absence, the grand knight shall appoint guards for the time being.)
- ❖ Warden's Report on Membership Card.
 - ▷ Grand Knight: Worthy warden, do you vouch that all present are in possession of the current membership card? (Warden salutes and proceeds to inspect membership cards.)
 - ▷ Warden: Worthy grand knight (salutes). I vouch that all present are in possession of the current membership card. (Salutes grand knight and deputy grand knight.)
- ❖ Prayer.
 - ▷ Grand Knight: Brothers, let us invoke the Divine blessing by repeating aloud the Lord's Prayer. (Four raps. Chaplain or grand knight so prays.)
- ❖ Pledge of Allegiance to the Flag, or some other suitable patriotic display of loyalty. (Three raps. One rap at conclusion.)
- ❖ Roll Call of Officers.
 - ▷ Grand Knight: The recorder will call the roll of officers. (Two raps. The recorder calls the roll of all officers. The warden answers in his place for all officers called. As each officer is declared present, he is seated. In the absence of chair officers, the grand knight shall appoint officers for the time being.)



Conducting your meeting

- ❖ ²Opening Ode.
 - ▷ Grand Knight: Brothers, we shall now sing the opening ode. (Three raps. At conclusion, one rap.)
- ❖ ³Chaplain's Message (This is an opportunity for the chaplain to educate council members about an element of the faith, to offer spiritual reflection, or to give another appropriate intervention.)
- ❖ Approval of Minutes of Previous Meeting.
 - ▷ Grand Knight: Are there any corrections to the minutes? They are approved as read.
- ❖ Report of Admission Committee and Reading of Applications.
- ❖ Balloting for membership. (New members, readmissions, reapplications, transfers.)
- ❖ ²Initiations.
- ❖ Grand Knight's Report.
- ❖ ²Treasurer's Report.
- ❖ ²Reading by Grand Knight of Receipts of Treasurer to Financial Secretary and Treasurer's Voucher of Deposit.
- ❖ ²Reading of Bills and Communications.
- ❖ Financial Secretary's Report of Receipts of Meeting.
- ❖ ²Report of Auditors and Trustees.
- ❖ ²Chancellor's Report on Vocations.
- ❖ ²Report of Service Program Committees. (Grand knight calls on membership and program directors, who introduce their committee directors for their reports.)



Conducting your meeting

- ▷ Membership Director
- ▷ Program Director
 - Church Director
 - Community Director
 - Council Director
 - Culture of Life Director
 - Family Director
 - Youth Director
- ❖ Report of Round Table Chairman.
- ❖ Report of Standing Committees.
- ❖ Unfinished Business.
- ❖ ²New Business. (When elections are in order, this is the first item under New Business.)
- ❖ Report of the Fourth Degree.
- ❖ Field Agent's Report.
- ❖ District Deputy's Report.
- ❖ ²Good of the Order.
 - ▷ Grand Knight: Before proceeding to the Good of the Order, let me ask: Does any brother present know of a member of this council, or an unassisted brother of the Order, sick or in distress? (Any such are reported. Four raps. Chaplain or grand knight leads prayer for sick or distressed. One rap.)



Conducting your meeting

- ▷ Grand Knight: The Good of the Order will now be conducted by the worthy lecturer, I trust to the enjoyment, instruction and edification of all present. (The lecturer then presides, but the grand knight may terminate this order of business at his pleasure.)
- ❖ Closing Prayer.
 - ▷ Grand Knight: Brothers, we shall now close this meeting. Let us kneel and pray that we may ever be united in charity, that God may bless our work, aid us to keep our pledges for His greater glory, and that He may grant eternal peace to the souls of our departed brothers. (Four raps. Chaplain or grand knight so prays. One rap at conclusion.)
- ❖ ²Closing Ode.
 - ▷ Grand Knight: We shall now sing the Closing Ode. (Three raps. At conclusion, one rap.)
I now declare this meeting adjourned.

Use of the Gavel

One rap — instructs your council to come to order or be seated; a ruling on an action has been concluded.

Two raps — instructs council officers to stand.

Three raps — instructs all to stand.

Four raps — instructs all to kneel in prayer.

²Parts of the Order of Business marked with an asterisk may be omitted at meetings other than regular business meetings. At regular business meetings, minutes of all meetings to and including the last regular business meeting shall be read. Officers' jewels should be worn at all meetings.

³Or at any time he so desires. § 125 (13).



GK Report for Meeting

■ Grand Knight Report

- 5 minutes maximum - for ideas can use:
 - Review past month's and future month's activities
 - Use Resources discussed earlier
 - From packets received at 2 annual District meetings, Annual Diocesan meeting, From Knightline, Columbia magazine, WI State Newsletter, Badger Bulletin, and/or Resolutions passed at State Convention



Good of the Order for Meeting

The lecturer is appointed by the grand knight to provide both educational and entertaining programs to the council. He is responsible for the ‘Good of the Order’ portion of council meetings. In order to provide members with informative and educational programs, he must be knowledgeable and aware of all council programming.



Meeting Summary

- Try to stay no longer than an hour
- Protocol helps not hinders
- Motions help limit discussion
- Use Gavel if losing control of Meeting
(Kneel or stand and pray)



QUESTIONS
or COMMENTS
???????



Wisconsin State Council Knights of Columbus

Grand Knight and Deputy
Grand Knight Training

Supreme and State Forms



Completing Forms - Tenants

- All forms must be reviewed by the Grand Knight
- Always make a photocopy of all your forms – or if using the Supreme Website to submit forms – print a copy for yourself and/or email a copy to yourself
- *Send copy of all forms to District Deputy*
- The Financial Secretary is responsible for maintaining council forms



Locating Form Due Dates

- On the form itself
- Supreme Form Website Page
- Fraternal Leader Success Planner
- Knightline
- WI State Officers Directory
- *Last, but not least....your District Deputy*



Mandatory Council Forms

Form 365, Service Program Personnel Report, 8/1*

Form 1295-1, Semiannual Council Audit, 8/15

**Form 2629, Notice of Appointment of Round Table Coordinator:
Sept. 1, even if no changes***

Form 1728, Annual Survey of Fraternal Activity, 1/31

**Form 4584, Partnership Profile Report with Special Olympics,
1/31**

**can be updated though out the year as necessary*



Mandatory Council Forms

- Intellectual Disability Tootsie Roll Council Order Form, 2/1**
- Form 1295-2, Semiannual Council Audit, 2/15**
- State Form CCGF, Council Charity Grant Request, 5/1**
- Form SP-7, Columbian Award Application, 6/30**
- Form 185, Report of Officers Chosen for Term, 7/1***
- Form 2630, Annual Report K of C Round Table, 6/30**



Optional Council Forms

Form 4567, Soccer Challenge Participation Form, 12/15

Form 10092, Habitat for Humanity, as needed

Form 1598, Free Throw Championship Score Sheet

State reports for PPK, Soccer, Essay Contest, Christmas Poster, Free Throw and Knowledge

Form 4001, Substance Abuse Awareness Poster Contest Participation Form, 1/31



Optional Council Forms

Form 2863, RSVP Refund and Plaque Application, 6/30

Form 10057, Food For Families Report Form, 6/30

Form 1993, Family of the Month, monthly

Form 10071, Global Wheelchair Mission, as needed

Form STSP, Service Program Award, as needed, 3/1 for consideration of State award at Annual Convention (Supreme form submitted to State only)



Forms Submission

www.kofc.org/en/members/resources/forms/council.html

- Please print out a copy of the form before submission.
- To email a copy to yourself, include your email address at the bottom of the form.

| Form Number | Administrative Forms | Due Date |
|-------------|---|-------------|
| #185 | Report of Officers Chosen for Term PDF - Online | 7/1 |
| #365 | Service Program Personnel Report PDF - Online | 8/1 |
| #450 | Degree Exemplification Report PDF - Online | No due date |
| #532 | Requisition for First Degree Ceremonials PDF | No due date |
| #1295 | Semiannual Council Audit PDF (due February) | 2/15 |
| | PDF (due August) | 8/15 |
| #1728 | Annual Survey of Fraternal Activity PDF - Online | 1/31 |
| #1728A | Survey of Fraternal Activity Individual Member Worksheet PDF | No due date |
| #1831 | Relief from Council Dues and Per Capita Taxes PDF | No due date |
| #2629 | Notice of Appointment of Round Table Coordinator PDF | No due date |
| #2630 | Annual Report KofC Round Table PDF | 6/30 |
| #SP-7 | Columbian Award Application PDF - Online | 6/30 |
| #STSP | State Council Service Program Awards Entry Form PDF | No due date |

Ability to submit forms electronically through Supreme Website is being updated constantly

FS Appointment
Patriotic Degree Materials

Leadership Communications
Knightline - News from the Supreme Office
District Deputy Reminder - Membership and programming
Chaplain's Report - Monthly updates for Chaplains

Fraternal Training Webinar
If you've missed a recent webinar, please click [here](#) to view past webinars. If you have any questions, please contact Gary Nolan, Vice President for Fraternal Training and Ceremonials by email gary.nolan@kofc.org.
[Read More](#)

To access these forms, you need Adobe Acrobat Reader (version 7.0 or higher). This is a free download.



Supreme Form Submission

CC: forms@wikofc.com and your DD

| <u>Star Council Forms</u> | <u>Description</u> | <u>Scan or Send to:</u> |
|----------------------------------|-----------------------------|---|
| Form 100 | Membership Document | membershiprecords@kofc.org or membership@kofc.org |
| Form 1728 | Fraternal Survey | fraternalservices@kofc.org |
| Form 365 | Report of Service Personnel | fraternalservices@kofc.org or on FS Member Management |
| Form SP-7 | Columbian Award Application | fraternalservices@kofc.org |

| <u>Other Council Forms</u> | <u>Description</u> | <u>Scan or Send to:</u> |
|-----------------------------------|---|------------------------------------|
| Form 185 | Council Officers | addresschange@kofc.org |
| Form 1295 | Council Audits | council.accounts@kofc.org * |
| Form 2629 and 2630 | Report of Round Table Coordinator and RT Report | councilgrowth@kofc.org |

Non listed forms should be sent to fraternal services

Mail to: Knights of Columbus, (*Dept per above*)
1 Columbus Plaza, New Haven, CT 06510



State Form Submission

Forms have to be printed out, completed, and either

- Scanned and emailed to: forms@wikofc.com

- or mailed to:

Wisconsin State Council Knights of Columbus

4297 West Beltline Highway

Madison, WI 53711

Form 100's are MUST BE sent to General Agent and Field Agent

Copies of all forms are sent to District Deputy



QUESTIONS
or COMMENTS
???????



Wisconsin State Council Knights of Columbus

Grand Knight and Deputy
Grand Knight Training

Audit Report



Audit Report

Why in Grand Knight Training?

- **Grand Knight ensures the audit is completed and submitted on time**
- **Grand Knight is on the Board of Trustees**
- **Grand Knight attends the audit meeting**



Audit Report

Why in Grand Knight Training?

- Ensures the availability of the Financial Secretary and Treasurer
- Invite District Deputy
- Ensures the availability of all appropriate records needed
- Grand Knight signs the form attesting to accuracy



Audit Report

- Who does the audit?
 - Grand Knight and the Trustees
 - Financial Secretary and Treasurer are present only to provide documents and answer questions –*The FS and Treasurer DO NOT perform the audit*



Audit Report

- **Why do we perform the audit?**
 - **To ensure that proper procedures are being followed with regards to monies received and disbursed.**
 - **To help all the council officers and members understand the state of the council as it relates to finances and membership.**



Audit Report

- **Why do we perform the audit?**
 - **Bonding of officers is tied to audit completion.**
 - **Members in arrears in their dues must show on the audit before suspension.**
 - **The Supreme Office requires it.**



Audit Report

- **Roles in the Audit**
 - **All Trustees (along with the Grand Knight) complete the audit**
 - **Validate the membership numbers**
 - **Ensures payments are properly made**
 - **Ensures that cash and council assets are handled**
 - **Trustees report the audit to the council**



Audit Report

- **FS Records needed for the audit**
 - **Cash Receipts/Payments**
 - **Warrant Voucher Stubs, Receipts Treasurer to FS**
 - **Year end or Semi-annual records**
 - **Council Roster**
 - **Council (Supreme/State) Statements**
 - **Copy of Last audit**



Audit Report

FS Records needed for the audit (continued)

- **Latest Council Member General Ledger and Accounts**
- **Bills & Invoices requiring payment**



Audit Report

- **Treasurer and Secretary Records needed for the audit**
 - **Cash Book, Warrant Vouchers**
 - **Checkbook, Other Bank Books, Bank Statements, Cancelled checks**
 - **Stocks, Bonds, Notes, etc. if appropriate**
 - **Minute Book from the Secretary - Record of motions approved**



Audit Report

Conducting the Audit: Section A

| ADDITIONS | | INS. | ASSO. | TOT. | DEDUCTIONS | | INS. | ASSO. | TOT. |
|--------------------------------|--|------|-------|------|--------------------------------|--|------|-------|------|
| Total Members Start of Period | | | | | Suspensions | | | | |
| Initiations | | | | | Deaths | | | | |
| Transfers from other councils | | | | | Final Withdrawals | | | | |
| Transfers -Assoc. to Ins. | | | N/A | | Transfers -Assoc. to Insurance | | N/A | | |
| Transfers- Ins. to Assoc. | | N/A | | | Transfers-Ins. to Associate | | | N/A | |
| Reinstatements & Re-admissions | | | | | Transfers to Other Councils | | | | |
| Total for Period | | | | | Total Deductions | | | | |
| Minus Total Deductions | | | | | | | | | |
| Number Members End of Period | | | | | | | | | |

(For this form only, exclude inactive insurance members)



Audit Report

Conducting the Audit: Section A Objectives

- Reconcile Local membership records
 - With Supreme Council
 - Accuracy of the changes
 - Completeness of the records
 - Honorary & Honorary Life designations
 - Family members, parish designations, etc.



Audit Report

Conducting the Audit: Section A Value

- How is the membership trending?
 - Are we gaining or losing members?
 - Are members taking advantage of insurance?
- Are we replacing the members we are losing to deaths?
- What percentage of our losses are due to suspensions



Audit Report

■ Conducting the Audit: Section B

| SCHEDULE B – CASH TRANSACTIONS | | | |
|-----------------------------------|----------|------------------------------------|----------|
| FINANCIAL SECRETARY | | TREASURER | |
| Cash on Hand Beginning of Period | \$ _____ | Cash on Hand Begin. Period | \$ _____ |
| Cash Received-Dues, Initiations | \$ _____ | Received from Fin. Sec. | \$ _____ |
| Cash Received from other Sources: | \$ _____ | Interest Earned on Investments | \$ _____ |
| (Explain Kind and Amount) | | Total Receipts | \$ _____ |
| _____ \$ _____ | | <u>Disbursements</u> | |
| _____ \$ _____ | | Per Capita: Supreme Council | \$ _____ |
| _____ \$ _____ | \$ _____ | State Council | \$ _____ |
| Total Cash Received | \$ _____ | General Council Expenses | \$ _____ |
| Paid to Treasurer | \$ _____ | Transfers to Sav. & Invest. Accts. | \$ _____ |
| Cash on Hand at End of Period | \$ _____ | Miscellaneous | \$ _____ |
| | | Total Disbursements | \$ _____ |
| | | Net Balance on Hand | \$ _____ |



Audit Report

Conducting the Audit: Section B Objectives

- Reconciliation of Cash Balance from all accounts
 - Bank statement to Cash Book
 - Cash Book to Cash Receipts register
- Authorization of Cash Transactions
 - Trace amounts to authorized supporting documents
 - Review appropriate signatures
 - Review authorization in budget or minute book



Audit Report

Conducting the Audit: Section B Value

- Is the council living within its means?
- Is cash being deposited properly and in a timely fashion?
- Are there any amount(s) in arrear that the council needs to address?



Audit Report

■ Conducting the Audit: Section C

| SCHEDULE C – ASSETS AND LIABILITIES | | | |
|-------------------------------------|----------|---|--------------|
| ASSETS | | LIABILITIES | |
| Cash: | | Due Supreme Council: | |
| Undeposited Funds | \$ _____ | Per Capita | \$ _____ |
| Bank - General - Acct. | \$ _____ | Supplies | \$ _____ |
| - Special Acct. | \$ _____ | Catholic Adv. | \$ _____ |
| - Savings & Investment Acct. | \$ _____ | Other | \$ _____ |
| Due From _____ Members | \$ _____ | Due State Council, | \$ _____ |
| Total Current Assets | \$ _____ | Advance Payments By _____ Members | \$ _____ |
| Less: Current Liabilities | \$ _____ | Misc. Liabilities | \$ _____ |
| Net Current Assets | \$ _____ | | \$ _____ |
| Investments: | | | \$ _____ |
| *Real Estate | \$ _____ | | \$ _____ |
| *Furniture | \$ _____ | | \$ _____ |
| *Stocks & Bonds | \$ _____ | Total Current Liabilities | \$ _____ |
| Total Investment | \$ _____ | Signed this _____ day of _____ 20 _____ | |
| Less: Investment | | _____ | Grand Knight |
| Liabilities | | _____ | Trustee |
| Net Investment Assets | \$ _____ | _____ | Trustee |
| Total Assets | \$ _____ | _____ | Trustee |

*Use reverse side to describe
Please complete all items. Enter zero where no figures are to be shown.

1295 6/2002 **SUBMIT ORIGINAL TO:** Council Accounts **SEND COPIES TO:** State Deputy, District Deputy, Council File



Audit Report

Conducting the Audit: Section C Objectives

- All Assets and Liabilities are properly recorded
 - Cash Assets come from Section B
 - Review member ledger for “due from or prepaid” amounts
 - Review bills and invoices for liabilities
 - Review minute book for purchase of assets
 - Determine current value of assets



Audit Report

Conducting the Audit: Section C Value

- Is the council using savings to meet operating expenses?
- Are the council's assets gaining or losing value?
- Does the council have more liabilities than assets?
- How many members are in arrears in dues?
- Who has prepaid their dues?



Audit Report

Remember, the FS and Treasurer DO NOT perform the audit, that is the same as the fox guarding the henhouse





Wisconsin State Council Knights of Columbus

Grand Knight and Deputy
Grand Knight Training

Resources



Resources

- Supreme Website – www.kofc.org
 - Fraternal training portal
- State Website – www.wikofc.com
- Flocknote – text brother to 84576
- Fraternal Leader Success Planner (#5033)
- Audio Visual Booklet (#1539)
- Charter Constitution Laws (#30)



Resources

- **Knights of Columbus Leadership Resources (#5093)**
- **Grand Knight's Guide (#5085)**
- **How to Conduct A Meeting (#483)**
- **Protocol Handbook (#1612)**
- **The Method of Conducting Council Meeting (10318)**



Resources

- **Knightline**
- **Columbia**
- **State Council Newsletter**
- **Materials distributed at District and Diocesan Meetings**
- **State Officers and Coordinators**
- **Other Grand Knights and Officers**



Resources

Fraternal Leader Success Planner



FRATERNAL LEADER
SUCCESS PLANNER

2016 - 2017

Keeping Track of Council Activities

Instructions: After each council activity, make an entry under the appropriate category. At the end of the calendar or fraternal year, transfer this data to the *Annual Survey of Fraternal Activity* (#1728) and the *Columbian Award Application* (#SP-7) and submit the completed forms to the Supreme Council headquarters. The forms can be found on the Knights of Columbus website, kofc.org/forms.

| CATEGORY | DOLLARS DONATED | NUMBER OF VOLUNTEERS* | HOURS OF SERVICE | TOTAL HOURS OF SERVICE |
|--------------------------|-----------------|-----------------------|------------------|------------------------|
| CHURCH ACTIVITY | \$ | A | B | A x B |
| | | | | |
| | | | | |
| COMMUNITY ACTIVITY | \$ | A | B | A x B |
| | | | | |
| | | | | |
| COUNCIL ACTIVITY | \$ | A | B | A x B |
| | | | | |
| | | | | |
| CULTURE OF LIFE ACTIVITY | \$ | A | B | A x B |
| | | | | |
| | | | | |
| FAMILY ACTIVITY | \$ | A | B | A x B |
| | | | | |
| | | | | |
| YOUTH ACTIVITY | \$ | A | B | A x B |
| | | | | |
| | | | | |

*Number of volunteers includes Knights and any other volunteers assisting your council with the program.



Resources

Fraternal Leader Success Planner

Membership and Program Activities At-A-Glance

| Supreme Council Programs | JUL 2016 | AUG 2016 | SEP 2016 | OCT 2016 | NOV 2016 | DEC 2016 | JAN 2017 | FEB 2017 | MAR 2017 | APR 2017 | MAY 2017 | JUN 2017 | JUL 2017 | AUG 2017 |
|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| 40 Cans for Lent | | | | | | | Conduct activity | Promote activity | Promote activity | | | | | |
| Catholic Citizenship Essay Contest | Promote activity | Conduct activity | Conduct activity | Promote activity | | Promote activity | | | | | | | Promote activity | Conduct activity |
| Coats for Kids | | | Conduct activity | Promote activity | Promote activity | Promote activity | Promote activity | Promote activity | | | | | | |
| Corporate Communion | | Promote activity | | | Promote activity | | Promote activity | | | | Promote activity | | | Promote activity |
| Free Throw Championship | | | | | Promote activity | Conduct activity | Promote activity | | | | | | | |
| Keep Christ in Christmas Poster Contest | | | | Promote activity | Conduct activity | Promote activity | | | | | | | | |
| March for Life/Walk for Life (US-West) | | | | | Promote activity | Conduct activity | Promote activity | | | | | | | |
| March for Life (Canada) | | | | | | | | | Promote activity | Conduct activity | Promote activity | | | |
| March for Life (Philippines) | | | | | | | Promote activity | Conduct activity | Promote activity | | | | | |
| Orderwide Charitable Service Outreach Week | | | Conduct activity | Promote activity | | | | Conduct activity | Promote activity | | | | | |
| Soccer Challenge | Promote activity | Conduct activity | Promote activity | Promote activity | | | | | | | | | Promote activity | Conduct activity |
| Substance Abuse Awareness Poster Contest | | | | | Promote activity | Conduct activity | Promote activity | Promote activity | | | | | | |
| Orderwide Church Drive | | Promote activity | Conduct activity | Promote activity | | | Promote activity | Conduct activity | Promote activity | | | | | Promote activity |
| Orderwide First Degree Week | | Promote activity | | Promote activity | | | | | Promote activity | | | Promote activity | | Promote activity |

*These programs can be promoted or conducted all year: Building the Domestic Church, Food for Families, Global Wheelchair Mission, Habitat for Humanity, RSVP, Special Olympics, Ultrasound Initiative
Your council should recruit new members all year and conduct an Admission Degree on a monthly basis.*

Key Order material ■ Promote activity ■ Conduct activity ■



Resources

Fraternal Leader Success Planner


Membership and Program Activities At-A-Glance

| Council Programs | JUL 2016 | AUG 2016 | SEP 2016 | OCT 2016 | NOV 2016 | DEC 2016 | JAN 2017 | FEB 2017 | MAR 2017 | APR 2017 | MAY 2017 | JUN 2017 | JUL 2017 | AUG 2017 |
|------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
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Resources

Fraternal Leader Success Planner

| | | |
|---|--|--|
|  KNIGHTS OF COLUMBUS | COLUMBIAN AWARD APPLICATION 20__ -20__ | |
| | Council Number _____ Location _____ (City) _____ (State or Province) _____ | |
| COMMUNITY ACTIVITIES (feed the hungry, decency, health services, ecology, poverty, helping the aged, etc.) | | |
| 1. _____ 2. _____ 3. _____ 4. _____ | | |
| COUNCIL ACTIVITIES (public relations, fraternal recognition, blood donors, athletics, socials, etc.) | | |
| 1. _____ 2. _____ 3. _____ 4. _____ | | |
| CULTURE OF LIFE ACTIVITIES (March for Life, Birthright, baby showers, baby bottle campaign, memorials, etc.) | | |
| 1. _____ 2. _____ 3. _____ 4. _____ | | |
| <small>* Participating in the Ultrasound Initiative, and meeting minimum participation requirements, will fulfill all four activity requirements in this category.</small> | | |
| FAMILY ACTIVITIES (widows/orphans, memorials, "Family of the Month/Year," recreation, etc.) | | |
| 1. _____ 2. _____ 3. _____ 4. _____ | | |
| <small>* Sponsoring a qualifying "FOOD FOR FAMILIES" program, and meeting minimum participation requirements, will fulfill all four activity requirements in this category.</small> | | |
| YOUTH ACTIVITIES* (Columbian Squires, CYO, scholarships, Scouting, Big Brothers/Big Sisters, etc.) | | |
| 1. _____ 2. _____ 3. _____ 4. _____ | | |
| <small>* Participation in the "COATS FOR KIDS" program and meeting minimum participation requirements will fulfill all four activity requirements in this category. Sponsorship of a Columbian Squires Circle continues to fulfill all four requirements as well.</small> | | |
| Our Council sponsors Columbian Squires Circle No. _____ | | |

Use for planning purposes

SP-7 8/14

Planning for Success

Use this space below to plan enough programs for your council to earn the Columbian Award. The Columbian Award is earned when your council completes at least four programs in each of the Surge... with Service program categories (Church, Community, Council, Culture of Life, Family and Youth), or completes a Supreme Council "Featured Program" (which may count as four programs in that category).

| JULY 2016 | | |
|----------------|----------|------------------|
| Date | Activity | Program Category |
| | | |
| | | |
| AUGUST 2016 | | |
| Date | Activity | Program Category |
| | | |
| | | |
| SEPTEMBER 2016 | | |
| Date | Activity | Program Category |
| | | |
| | | |
| OCTOBER 2016 | | |
| Date | Activity | Program Category |
| | | |
| | | |
| NOVEMBER 2016 | | |
| Date | Activity | Program Category |
| | | |
| | | |
| DECEMBER 2016 | | |
| Date | Activity | Program Category |
| | | |
| | | |



Resources

Fraternal Leader Success Planner

"It is our duty to help every mother in need."



Carl Anderson, Supreme Knight

Program Spotlight: *Ultrasound Initiative*

Knights work together to build a culture of life and a civilization of love. Your council can bring a "window into the womb" by participating in the Ultrasound Initiative and assist women choose life for their child.

Visit kofc.org/ultrasound for complete details on this program.



October 2016

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--|-------------------------|-----------------------|------------------------------------|------------------------|-----------------------------------|--------|
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |
| | | | | | Charitable Service Outreach Week | |
| 3 | 4 St. Francis of Assisi | 5 | 6 | 7 | 8 | 9 |
| Charitable Service Outreach Week | | | | | | |
| | | | | | Council Church Drive | |
| 10 | 11 | 12 Columbus Day | 13 | 14 | 15 | 16 |
| Councils that are in arrears will be suspended | | | Order Christmas Poster Contest Kit | | Council Church Drive | |
| 17 | 18 | 19 | 20 | 21 | 22 St. John Paul II | 23 |
| Council Admission Degree Week | | | | | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | 5th Sunday Rosary Program | |
| | | | | | Order Free Throw Championship Kit | |
| | | | | | Soccer Challenge Report DUE | |
| 31 | 1 All Saints Day | NOVEMBER 2016 | | DECEMBER 2016 | | |
| | | M T W T F S S | M T W T F S S | | | |
| | | 1 2 3 4 5 6 | 1 2 3 4 | | | |
| | | 7 8 9 10 11 12 13 | 5 6 7 8 9 10 11 | | | |
| | | 14 15 16 17 18 19 20 | 12 13 14 15 16 17 18 | | | |
| | | 21 22 23 24 25 26 27 | 19 20 21 22 23 24 25 | | | |
| | | 28 29 30 | 26 27 28 29 30 31 | | | |
| Forms or Event Deadlines | Important Dates | Supreme Office Events | Membership Activities | Programming Activities | | |





Resources

Fraternal Leader Success Planner

MEMBERSHIP 365

My Notes

Things to accomplish

Council Church Drive
 Council Admission Degree Week
 Charitable Service Outreach
 Soccer Challenge
 Catholic Citizenship Essay Contest
 5th Sunday Rosary Program


Council Planning

November Planning
 Soccer Challenge
 Catholic Citizenship Essay Contest
 Christmas Poster Contest
 Coats for Kids
 March for Life
 Free Throw Championship

Reminders

- State Deputies - Check with each diocesan leader on NCD progress in the New Council in 7 Weeks Initiative
- Report Number of Admission Degrees Conducted and Number of Candidates: GK to DD; DD to SD; SD to MPC
- Within 2 weeks, have Admission Committee meeting and schedule an Admission Degree to welcome new members
- Order Council Free Throw Championship Kit (#FT-KIT)

Promote and Run the following Year Round Programs: Gary Sinise Foundation, Global Wheelchair Mission, Habitat for Humanity, Marian Hour of Prayer, RSVP, Special Olympics, Ultrasound Initiative



Measuring for Success

October 2016

Council

- Council Church Drive Results
 - # _____ Collected Prospect Cards (#921A)
 - # _____ Completed Form #100's
 - # _____ Church Drive Candidates taking Admission Degree
- Charitable Service Outreach Week Results
 - # _____ Volunteers (including members, families, parishioners, etc.)
 - # _____ Hours of Service
 - # _____ Total Service Hours (Line 1x2)
 - \$ _____ Monetary Donations
- Council Admission Degree Week Results
 - # _____ Candidates taking Admission Degree

District

- How many councils in your district recruited at least one new member this month?
- How many councils in your district participated in the Council Church Drive? What results were reported to your State Deputy?

State Council

- How many of the councils in your jurisdiction have recruited at least one new member this month?
- How many councils in your jurisdiction participated in the Council Church Drive? Did you report those figures to your MPC?
- Did your jurisdiction conduct any council officer training?
- How many members were recruited this month? _____
- How many new councils were formed this month? _____
- How will you address newly suspended councils?

*“We are all neighbors
and we share a
common home.”*

Pope Francis

MEMBERSHIP 365



Resources

Supreme Website - www.kofc.org

The screenshot shows the homepage of the Knights of Columbus website. At the top, there is a navigation bar with links for 'Today's Knights', 'Domestic Church', 'Our Faith + C15', 'Insure With Us', 'Engaged in Service', 'Liberty + Life + Family', 'News', and 'Store'. Below this is a search bar and several featured articles, including 'MERCY CENTRE Krakow 2016' and 'HOLY FAMILY PRAYER PROGRAM'. The page is organized into columns with various news and updates.

This screenshot highlights the 'HOLY FAMILY PRAYER PROGRAM' section. It features a large image of a family at a dining table. The text reads: 'The Christian family is called to be an evangelized and evangelizing community.' Below this, there are sections for 'FEATURED UPDATE' and 'FEATURED VIDEO' with a 'KNIGHTS OF COLUMBUS' logo.

The screenshot shows the 'Officers Online' portal. It includes a navigation bar with 'UPDATE YOUR PROFILE', 'KNIGHTS GEAR', and 'CHANGE PASSWORD'. Below this, there are sections for 'Urgent Messages', 'Wisconsin District Council', and 'Supporting Applications'. At the bottom, there are tables for 'Awards Progress' and 'Jurisdiction Membership'.

| Awards Progress | | | | | | | Jurisdiction Membership | |
|-----------------|------|--------------|-----|------|------|-----|-------------------------|--------------------------|
| Month to Date | | Year to Date | | | | | Total Membership | YTD Change in Membership |
| Quota | Gain | Loss | Net | Gain | Loss | Net | 8/19/2016 | |
| | | | | | | | 28,110 | 80 |



Resources

State Website – www.wikofc.com

KNIGHTS OF COLUMBUS®
WISCONSIN STATE COUNCIL
UNITED STATES & TERRITORIES

Follow @KofC 28.6K followers
Follow @PONTPEX 9.55M followers

ABOUT WHY JOIN? UKNIGHT JOB CENTER UKNIGHT MARKET CENTER MEMBERSHIP INVITATION PROGRAM

CLICK HERE TO JOIN OUR STATE COUNCIL AND SET UP YOUR UKNIGHT SITE

MEMBERSHIP INFORMATION

STATE COUNCIL ANNOUNCEMENTS

JOIN US ON FACEBOOK

Wisconsin State Council Knights of Columbus
4297 West Beltline Highway
Madison, WI 53711
(808) 274-5750
(808) 274-5780

STATE FORMS

SUPREME FORMS

Submit All Forms for State Council to: forms@wikofc.com
Wikofc Administrative Manager: aschreiner@wikofc.com

KNIGHTS OF COLUMBUS®
WISCONSIN STATE COUNCIL
UNITED STATES & TERRITORIES

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ABOUT WHY JOIN? UKNIGHT JOB CENTER UKNIGHT MARKET CENTER MEMBERSHIP INVITATION PROGRAM

WISCONSIN STATE COUNCIL FORMS

WISCONSIN MEMBERSHIP

How To Succeed
Prospect List
St Joseph Pulpit Announcement

DISTRICT DEPUTIES

District Deputy Reference

- 2nd & 3rd Degree Request Form
- 2nd & 3rd Degree Expense Report
- Sample 2nd and 3rd Degree Candidate Reservation Form
- District Deputy, District Meeting Report
- Wisconsin WRAP Report
- Wisconsin WRAP Report (Excel)
- State Deputy's Champion Award
- State Expense Report
- 2016-2017 Directory Input Sheet (Form)
- 2016-2017 Directory Input Sheet (Print)
- 2016-2017 Directory Input Sheet (4th Degree)
- Supreme Expense Account of District Deputy or Conferring Officer

Summer District Deputy Meeting Briefs

- 2016 BDC Brief
- 2016 Membership Brief
- 2016 Program Brief

CHURCH

Faith Development

- Catholic Information Service
- St. Jerome Press Order Form
- Mini Series Version 1 - Catechism of the Catholic Church
- Mini Series Version 2 - The Holy Family
- Mini Series Version 4 - The Holy Trinity
- Mini Series Version 6 - The Saints

Roundtable
Vocation
Marian Prayer Program

Our Founder
CATHOLIC PULSE
SAINT JOHN PAUL II NATIONAL SHRINE

KNIGHTS OF COLUMBUS®
WISCONSIN STATE COUNCIL
UNITED STATES & TERRITORIES

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Follow @PONTPEX 9.55M followers

WHY JOIN? UKNIGHT JOB CENTER UKNIGHT MARKET CENTER MEMBERSHIP INVITATION PROGRAM

KNIGHTS OF COLUMBUS WISCONSIN STATE COUNCIL DEGREE SCHEDULE

Click the PRINT button to print that month's Degree Schedule

| | July 2016 | August 2016 | September 2016 |
|---|---|---|--------------------|
| 1ST DEGREES | 1ST DEGREES | 1ST DEGREES | 1ST DEGREES |
| Council 1st Degree Hosted by: Council #7030 Wednesday, July 6, 2016 7:00 pm | Formation degree Hosted by: Council #4125 (Tomah, WI) Monday, August 1, 2016 8:30 pm | 1st Degree Hosted by: Council #9380 (Janesville, WI) Thursday, September 1, 2016 8:00 pm | |
| First Degree Hosted by Stanley F. Binicki Council 6997 Hosted by: Council #6997 (Poynette, WI) Monday, July 11, 2016 8:00 pm | 1st Degree Gilman Hosted by: Council #6580 (Gilman, WI) Monday, August 1, 2016 7:00 pm | 1st Degree Rib Lake Hosted by: Council #6508 (Rib Lake, WI) Sunday, September 11, 2016 1:00 am | |
| 1st Degree Hosted by: Council #10363 | 1st Degree Hosted by: Council #805 | Cedarburg 1st Degree Hosted by: Council #4520 | |
| MAJOR DEGREES | MAJOR DEGREES | MAJOR DEGREES | |
| 2nd & 3rd Degree Hosted by: Council #1709 (South Milwaukee, WI) Saturday, July 23, 2016 | 2nd & 3rd Degree Hosted by: Council #10914 (Onalaska, WI) Sunday, August 14, 2016 | No Major Degree Events scheduled this month | |
| 4TH DEGREES | 4TH DEGREES | 4TH DEGREES | |
| No 4th Degree Exemptions scheduled this month | No 4th Degree Exemptions scheduled this month | No 4th Degree Exemptions scheduled this month | |

INSURANCE



Resources

www.kofcmobile.org



FRATERNAL COMMITMENT

Number of Visits to:
 The Sick: Y-T-D: 0

 The Bereaved: Y-T-D: 0

Hours of Voluntary Service:
 {Round up to nearest quarter hour}

Church: Y-T-D: 0.00
 Hours: Min:

Community: Y-T-D: 0.00
 Hours: Min:

Youth: Y-T-D: 0.00
 Hours: Min:

Habitat for Humanity: Y-T-D: 0.00
 Hours: Min:

Culture of Life: Y-T-D: 0.00
 Hours: Min:

Vets Military/VAVS: Y-T-D: 0.00
 Hours: Min:

Food for Families: Y-T-D: 0.00
 Hours: Min:

Special Olympics: Y-T-D: 0.00
 Hours: Min:

Miscellaneous: Y-T-D: 0.00
 Hours: Min:

Hours of Fraternal Service:
 {Round up to nearest quarter hour}

Sick/disabled members and their families: Y-T-D: 0.00
 Hours: Min:

[HOME](#)

Hours are all easily entered by members of Councils using the UKnight Interactive Network (also available for smart phones) and then tracked, accumulated and totaled for Councils, DDs, and States.

Now go to your Council's UKnight site and log into Members Only. Your site will recognize you as the Grand Knight, Financial Secretary or Webmaster. You will be presented with the data entry tool just like every other member, "Post your Volunteer Hours and Visits", but as a Council leader you will also be presented with two reporting buttons:

- "Council Members Volunteer Report" (shows each individual member together with their hours committed and fulfilled)
- "Council Form 1728 Totals" (a report with the YTD hours you will need for your Form 1728).



Supreme Website

- **Search**
- **Featured Update**
- **Resources**
- **Leadership Communications**



Supreme Website

- **Popular Shortcuts**
 - **Columbia Magazine**
 - **Supreme Knight's Column**
 - **Supreme Chaplain's Column**
 - **Council Forms**
 - **Officers Online Portal**



Supreme Website

- **Officers Online**
 - **Training**
 - **Reports**
 - **Electronic Online Membership**
 - **ODR – Officers’ Desk Reference**



WI K of C State Website

- **Upcoming State Council Events**
- **Officers**
- **District Deputies**
- **Diocese Directory**
- **Degree Schedule**
- **Newsletters**



WI K of C State Website

- **Supreme Forms**
- **State Forms**
 - **Council Officer Training**
 - **Online Membership**
 - **Council Charity Fund Request Form**
 - **Program Directors / Committee Chair**
 - **STSP, History Book, I.D. Tootsie Roll forms**
 - **Youth Activities – Knowledge and Free Throw Contest**



QUESTIONS
or COMMENTS
???????



Thank you!
Have a great year!
Vivat Jesus!