

Find-an-Agent Search Engine Instructions

The names that you encounter on a list of council members in arrears might contain out-of-state addresses. Contact information for these men should be emailed to our Knights of Columbus Insurance Agent in the area where the member now resides. The Local Council Retention Committee must exhaust all searches for the member before indicating to the insurance agent that your efforts have not been successful.

The Supreme Council website at KofC.org can be used to locate the General Insurance Agent to whom you will be sending a detailed email. To access the **Find-an-Agent** search engine, first move your cursor over the **WHAT WE DO** title on the menu bar. A dropdown menu will appear in which you can select **INSURANCE**. Once you reach the Insurance page, you can select **FIND AN AGENT** and enter the Zip Code of the member in the dropdown box; this will direct you to the general agent in the state where the member's last known address is located.

On this page, you will find the name of the General Agent, address, and phone number. It is advisable for you to enter his name into an internet search engine to access his email address. Send a detailed email to him requesting a personal interview with the non-paying member of your council because we need to find out the member's intentions for membership renewal. Or, the member might want to transfer his membership to the local council that is closest to his residence.

Here is a possible communication that has been developed for requesting assistance from out-of-state insurance agents:

From the office of Local Council _____ Retention Chairman, _____. This Knights of Columbus (Associate / Insurance) member is on the membership roster of Council _____ in _____, MO.

Membership #_____.

Member Name:

Member Address:

Member Phone:

He remains unable to be contacted by Council _____. We will be completing the process for membership removal, if you tell us he still is unable to be contacted. Please report within 30 days to Council ___ phone/email:_____.

Thank you for your assistance. (Please verify that you have received this request.)

It would be helpful to keep a record for your council files that lists the agency that is contacted. The phone number of the general agent would be another useful bit of information to record. If you don't hear from that agency when you're ready to complete the membership removal process, you can follow-up with the office manager by phone to see if the member was visited.

Local Members

If your local council retention committee fails in contact attempts with a member who has moved out of your area, but has an in-state address be sure to request assistance from the general agent assigned to the zip code that you have on file for that member.