



College Councils Guide

Leadership

*based on Charity,
Unity and Fraternity*

The *College Councils Guide* is a quick reference specifically designed for college councils. This book also serves as a resource for state deputies, district deputies and other fraternal leaders who interact with college councils.

The *College Councils Guide* does not replace existing leadership resources, but instead should be used as a supplement regarding issues specific to Knights of Columbus college councils.

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College Councils Overview

Definition of a College Council

A college council is a Knights of Columbus subordinate unit formed at a college or university to meet the needs of the students and their campus community. At least 50 percent of membership should be university students, although faculty and community members may join. Officer roles should be filled by students. At times, alumni or community members may serve as trustees.

Seminarian Councils

Councils at seminaries (“seminarian councils”) are classified as college councils and fall under the management of the College Councils Department. In addition to the college council program benefits, seminarian councils are currently exempt from all Supreme Council assessments. State councils are encouraged to consider adopting the same policy.

If a council is not located at a seminary, it is not considered a seminarian council, regardless of whether or not it has seminarian members. Councils in this situation should continue to recruit seminarians as they are the future chaplains of our Order.

College Councils Department

The Supreme Council’s College Councils Department oversees the Order’s college councils program and annually organizes the College Councils Conference. The College Councils Department can be contacted by calling (203) 752-4671 or emailing college@kofc.org.

The College Councils Department should be contacted for any questions related to existing college councils or the development of new or inactive college councils. In addition to answering questions and providing guidance, the College Councils staff annually visits about 50 college campuses to assist in leadership training and council development. Jurisdictions may request a staff member visit by contacting the College Councils Department.



State College Councils Coordinator

The Supreme Council encourages each state deputy to appoint a college councils coordinator for his jurisdiction, even if his jurisdiction currently has no active college councils. The state deputy should notify the College Councils Department of his appointment no later than July 31. The state college councils coordinator should not be a current student, but ideally should have experience as a member of a college council. The state college councils coordinator should work to:

- ❑ Communicate regularly with the grand knights, financial secretaries and district deputies of college councils within his jurisdiction
- ❑ Provide assistance in the development of new and inactive college councils
- ❑ If possible, visit each college council once per fraternal year for a meeting or event
- ❑ Serve as a liaison between the state council and Supreme Council staff regarding college councils and developing college councils within your jurisdiction
- ❑ Consider hosting a weekend training session (State College Councils Conference) for college councils in your jurisdiction

District Deputies for College Councils

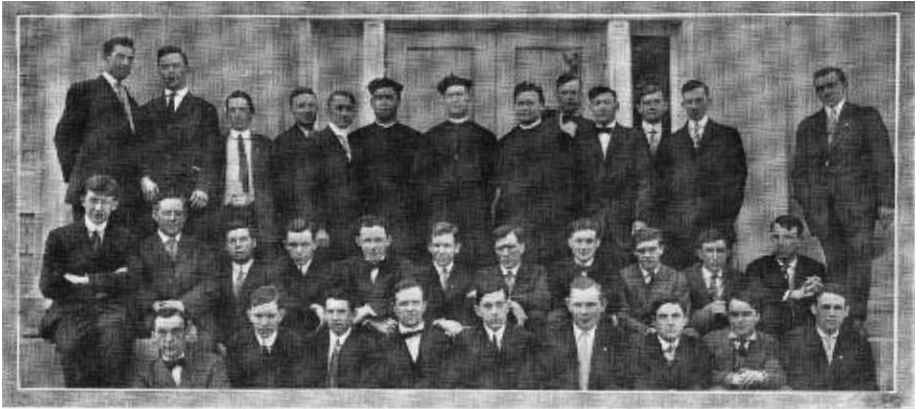
State deputies should assign college councils to a nearby district containing traditional councils, rather than collectively grouping them into a single “college councils” district. This allows college councils to join in district activities within their community. Additionally, it will give college students the chance to become familiar with the parish council experience, which they will be a part of after graduation.

College Councils History

The college councils program began with the establishment of Council 1477 at the University of Notre Dame in 1910. Notre Dame students, who were members of the local Santa Maria Council 553, explored the idea of a separate council on the school’s campus that could directly address the needs of the student members. Despite an initial concern about the constant turnover of college students, the Supreme Council chartered the council and thus began the long legacy of college Knights.

It took time for the newly approved program to grow. Nine years passed before the second college council, Council 1965, formed at Mount Saint Mary College in Maryland. It took an additional 27 years for the college councils program to expand to public schools, the first of which was Council 2782 at the University of Illinois, Urbana-Champaign, in 1937.

This slow growth continued until the 1960s. By the end of that decade, there were over 60 college councils Orderwide.



The 1960s also saw the expansion of the college program to both Mexico and Puerto Rico.

As the college program grew, Boston College Council 5278 recognized the need for college Knights to meet and discuss the unique circumstances they faced on campus. This realization led Boston College to host the first College Councils Conference in the spring of 1966. This first conference brought together students from 11 different campuses. The conference also established the first College Council Coordinating Committee to plan the subsequent conference for March of 1967.

In the months leading up to the second conference, the committee enlisted the support of the Supreme Council. Supreme Knight John McDevitt responded to this request and named Deputy Supreme Knight Charles Ducey a delegate and consultant to the conference and the college program. The Supreme Council continued to support the conference for the next three years as it was hosted by councils at Niagara University, the University of Notre Dame and the University of Dallas. In 1970, the Supreme Council assumed a larger role in

organizing the conference and moved it to New Haven, Conn., where it has been continuously held each year.

In the 1990s, the Supreme Council looked for ways to further involve college Knights within the global Church community. In 1997, the Supreme Council invited a group of college leaders to attend World Youth Day in Paris as pilgrims. Since then, the Supreme Council has organized pilgrimages for college Knights to attend World Youth Days in Rome (2000), Toronto (2002), Cologne (2005), Sydney (2008) and Madrid (2011). In both Sydney and Madrid the Supreme Council sponsored English-language catechesis and youth festival events, which were run in part by college Knights.

In recent years, the college councils program has seen tremendous growth under the leadership of Supreme Knight Carl Anderson. Since 2000 the college councils program has doubled in size throughout the world. At present there are over 320 college councils at colleges and universities in the United States, Canada, Mexico, Puerto Rico, the Dominican Republic and the Philippines.



Plainville
Plainville Farms



Vegetarian Fed
No Antibiotics Administered

Plainville
F.A.R.M.S

Plainville
F.A.R.M.S

Keep Refrigerated

Plainville
F.A.R.M.S

Plainville
F.A.R.M.S

Plainville
F.A.R.M.S

Financial Matters

Supreme Assessments

Supreme assessments are billed twice a year, on Jan. 1 and July 1. Your council has 100 days to submit payment in full. Your council should make checks payable to “Knights of Columbus Supreme Council” and mail them to:

Knights of Columbus –
Council Accounts
P.O. Box 1480
New Haven, CT 06506-1480

Supreme assessments consist of a Supreme Council per capita assessment (\$3.50 per year, \$1.75 each assessment), a Catholic Advertising fee (\$1.00 per year, 50 cents per assessment) and a Culture of Life assessment (\$2.00 per year, \$1.00 per assessment). Per Capita and Catholic Advertising are assessed to each Associate, Insurance, and Inactive Insurance member except for Honorary Life and Disability members. The Culture of Life assessment is assessed to each Associate and Insurance member except Honorary, Honorary Life, and Disability members. Inactive insurance members are also exempt from the Culture of Life assessment.

Councils who do not make timely per capita payments (by April 10 and Oct. 10, respectively) will be suspended. However, a council will not be suspended for nonpayment of its Culture of Life assessment.

Per Section 37, Article 2 of the *Charter, Constitution and Laws of the Order*, college councils receive a 50 percent rebate on all per capita assessments received by the Supreme Council. This rebate is to be used toward Catholic or fraternal programming with the approval of your council’s chaplain. Your council should report the use of these funds to the Supreme Council via an email to college@kofc.org prior to the end of each fraternal year. Rebate checks for the previous fraternal year will be distributed in the following fall.

State Assessments

College councils fall under the governance of the state council in the jurisdiction that the school is established. As such, they are subject to any assessments levied by individual state councils (including per capita taxes, chapter fees, conference fees, etc.) and responsible for making any

payments required. Some state councils have adopted the Supreme Council's practice of offering rebates. While the Supreme Council offers a return of 50 percent, it is up to each state council to decide if it will rebate payments of college councils.

Council Bank Account

Your council should establish a bank account for depositing dues and any other monies raised from events and fundraisers. In most cases, an Employer Identification Number (EIN) will be required to open a bank account. For questions about this, see the Tax/EIN Compliance section of this guide.

Some universities may require student groups to maintain a bank account through the university. This option may be more appealing, as it can help your council avoid

banking fees. Please note, even if your council maintains a bank account through your college or university, it must still obtain an EIN from, and annually file a return with, the Internal Revenue Service (IRS).

TAX/EIN Compliance (U.S. Only)

The Internal Revenue Service (IRS) requires the Supreme Council and each of its subordinate units in the United States to file an annual informational tax return (IRS Form 990, 990EZ or 990N). By annually filing this informational tax return, councils can retain their IRS status as "fraternal lodges" under Section 501(c)(8)¹ of the Internal Revenue Code. This distinction means that revenues received by a council for fraternal, recreational or charitable purposes are not subject to federal income tax.





In order to be recognized as a tax exempt entity under Section 501(c)(8), your council must do three things to comply with the IRS filing requirement:

- 1) Obtain an Employer Identification Number (EIN) from the IRS
- 2) Register your council's EIN with the Supreme Advocate's office
- 3) File an annual return with the IRS

Your council needs its own EIN and cannot file under the EIN of your Newman Center or university.

If your council is unfamiliar with this process or unsure of your tax exempt status, please contact the College Councils Department at (203) 752-4671 or college@kofc.org.

¹ Donations made to 501(c)(8) organizations are not tax deductible under IRS guidelines. Individuals may still donate to your council, however, they cannot write this donation off on their personal taxes. The council should not issue letters to council benefactors regarding tax write-offs.



Fraternal Matters

Financial Secretaries

The financial secretary of a college council should be a faculty member or permanent member of the local community; at no point should the financial secretary be an undergraduate. This practice provides continuity and oversight in maintaining your council's roster. Additionally, as a staff or faculty member (or as a member of the community), the financial secretary can serve as a liaison between your council and your school's administration.

The Financial Secretary Appointment Department reviews all financial secretary nominations for the Supreme Knight. It is recommended that your council refrain from nominating graduate students or chaplains to serve in this role.

Election of Officers

Annually, each council must hold an election of officers, ideally in the spring semester, between March and May. This allows the new officers an opportunity to plan for the next fraternal year during summer break.

As soon as elections are held, your council should report new officers to the Supreme Council by submitting the *Report of Officers Chosen for the Term* (#185) or by having your financial secretary update the records on the Member Management application located in Officers Online. Additionally, once elections have been made, the newly elected grand knight should make his chairman appointments. Your financial secretary should help him report these appointments by submitting the *Service Program Personnel Report* (#365) or by updating the records on the Member Management application located in Officers Online.

After elections are held, the previous year's officers should train the newly-elected officers in their roles and responsibilities. Your council should also work with your district deputy to schedule an *Installation of Officers* ceremony prior to summer dismissal or at the start of the fall semester. An *Installation of Officers* ceremony is a public event, and the council should schedule this when the Catholic campus community can participate. Most councils hold the ceremony after an evening Mass followed by a dinner.

Recruiting New Members

Your council should constantly and consistently recruit new members in order to sustain council growth and combat turnover due to graduation. Although the beginning of each semester offers the best opportunity to recruit new brother Knights, your council should always be inviting new men to join.

All Knights of Columbus councils are assigned a yearly membership quota, but most college councils cannot sufficiently prepare for turnover by only meeting their quota. In order to adequately prepare for the void left by graduating seniors, your council should, at minimum, recruit 10 new Knights each fraternal year. Recruiting 10 new Knights can provide enough new members to fill officer positions, but recruiting 20 or more members each year allows your council to best serve the needs of your campus community.

Supreme Knight Carl Anderson has reminded us repeatedly that we have a moral obligation to offer membership to all qualified Catholic men. Council officers, together with your chaplain, should identify prospective Knights in the Catholic community and invite them to participate in your council's charitable activities and spiritual programs. Joining your council is an excellent way for men who are not actively part of the Catholic community to reengage with their Christian faith.

Conducting a Membership Drive

Week-long membership drives are successful recruiting initiatives for most college councils. These recruitment weeks use a variety of events to highlight the mission and purpose of the Knights of Columbus. These drives can be held anytime, but most prospective members show an interest in joining at the beginning of the fall and spring semesters.

Membership drives usually begin with an announcement after weekend student Masses. Your council should request your chaplain's permission to make a brief announcement describing your council and mentioning the events of the upcoming recruiting week at the end of Mass. Throughout the week, host events to introduce prospective members to your council. Plan to hold at least one event that addresses the main facets of our Order: faith, service and fraternity. These events can be simple, such as praying a rosary or attending daily Mass for a faith activity, or having a group dinner as a show of fraternity. At the end of the week, your council should conduct a First Degree to officially bring these men into your council. Finally, a few days after the First Degree, your council should hold another event to build upon the momentum created during the membership drive.



Graduating Seniors

Unlike traditional college fraternities, membership in the Knights of Columbus is not limited to one's undergraduate years — rather, the Knights of Columbus offers a lifetime membership experience. Upon graduating from college, all Knights have a couple options:

A) **Transfer to a new council.**

Life after graduation is filled with many opportunities — graduate school, a career, service work, etc. Wherever life takes a graduate, the Knights of Columbus will be there. Graduates should consider transferring their membership to a local council in their new community. Graduates can find a new council by using the Find A Council tool on kofc.org. Your college council should assist its graduating members in locating these councils, by reaching out to the GK/FS of the potential new council, and transferring their membership.

B) **Remain in your college council.**

For some graduates, their immediate post graduate life is transient — they travel often, rotate through different locations or spend time abroad. For these individuals, settling down in a local parish is not possible. These brothers may wish to retain their membership in your college council. If a brother wishes to do this, your council needs to obtain his updated contact information (address and permanent non-school email address). Your council should also consider offering him the opportunity to pay advanced dues.

Each spring every council should take the following steps to help their graduates transition.

- 1) Identify your council's graduating members, and send a list of their names to the Supreme Council by March 1.
- 2) Meet with each graduating senior to discuss options for his post-collegiate membership experience. Assist in transferring his membership, or update his contact information should he wish to remain in your college council.
- 3) Record a non-school email address for each graduating member. By keeping track of alumni, your council can keep them engaged in council activities, solicit them for financial support, and invite them to alumni events associated with homecoming or council anniversaries.
- 4) Celebrate your graduating seniors by holding a council banquet in their honor or giving them a specialized gift, such as a custom council graduation stole.



Council Activity: **The Path to Star Council**

The Star Council Award recognizes those councils that best exemplify Father McGivney's vision. Every college council should set its yearly goals on earning the Star Council Award. In order to earn the award, your council must:

- Achieve 100 percent of your assigned membership quota
- Achieve 100 percent of your assigned insurance quota
- Complete the *Service Program Personnel Report* (#365)
- Complete the *Annual Survey of Fraternal Activity* (#1728) by Jan. 31
- Complete the *Columbian Award Application* (#SP-7) by June 30
- Be in good standing as of June 30

For additional information on earning the Star Council Award, refer to the *Knights of Columbus Leadership Resources* booklet (#5093).

Councils can start the path to earning Star Council status by holding four events a month: a monthly business meeting, a service event, a faith formation event and a fraternal/social event. Once your council becomes accustomed to this structure it can begin to hold events more frequently.

Most successful college councils hold two events per week. Some of these events involve little planning, such as attending daily Mass on Wednesdays or having a council dinner on Thursdays, while other events involve more planning such as spending a Saturday hiking or cooking a meal at a local soup kitchen. Regular and structured activity creates an attractive fraternal experience that will bring more men into your council and keep current members engaged.



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OF COUNTR

General Matters

Naming of College Councils

New college councils should name their council after their college or university (e.g. Notre Dame Council 1477). This allows for easy identification and helps members to identify with the legacy of their school's council.

At times, a college or university may change its name to better address its mission and purpose. In this situation, college councils that wish to change their council name to reflect their campus name change may do so by submitting a request to the College Councils Department.

Permanent Council Mailbox

The College Councils Department sends materials to college councils throughout the year, including copies of the *College Councils Newsletter*, recruiting materials, and information about upcoming events and programs. College councils should maintain a permanent address, such as a P.O. Box at the campus post office or a box at the Campus Ministry Office/Newman Center, where these materials can be sent and easily accessed by the council leadership. If your council's permanent address is changed at any time, please report its new address to the College

Councils Department by emailing college@kofc.org.

Supply Orders

College councils receive free fraternal supplies. In order to take advantage of this benefit, your council must send a completed *Requisition* (#1) to college@kofc.org to be reviewed by the College Council Coordinator. College councils who submit orders directly to the Supply Department or order online via knightsgear.com will be charged as a regular council. Shipping charges still apply to college councils.

College Materials

In order to aid your college council, the Supreme Council has prepared specially designed materials for promotion of your council on campus. For a complete listing of college council promotional materials, please visit kofc.org/college. These items can be ordered by completing a *Requisition* (#1) and sending it to the College Councils Department at college@kofc.org.

College Councils Newsletter

The *College Councils Newsletter* is a bimonthly publication of the College Councils Department. Each issue includes

information on upcoming national and regional events for college Knights, practical information for grand knights and other college fraternal leaders, and spotlights on the activities of college councils across the continent.

The College Councils Department is constantly looking for news articles and student writers for the *College Councils Newsletter*. If your council has a story that it would like to share, or if any students wish to be contributors, please contact the College Councils Department at college@kofc.org. When submitting stories, be sure to include the who, what, where and when of the event, as well as any photos.

Additionally, there may be opportunities for the Supreme Council to send photographers and/or a video crew to your school to cover a major program

conducted by your council. For consideration, send information regarding the future event to the College Councils Department.

College Councils Advisory Board

The College Councils Advisory Board is appointed to represent the needs and interests of college Knights, to advise Supreme Council headquarters' staff on new strategic initiatives, and to assist in the planning and organization of the annual College Councils Conference.

In order to represent the diversity of the college program, the Supreme Council desires Advisory Board members from both public and private (Catholic and non-Catholic) schools. Regionally diverse representation is also desired so that Advisory Board members can serve as a liaison between the Supreme Council and the schools in their area.





Members of the College Councils Advisory Board are exemplary Knights of Columbus who have demonstrated leadership both in their college council and their campus community. They are ambassadors of the Knights of Columbus college councils program, and their conduct should model the high ideals and traditions of the Order.

Applications for the College Councils Advisory Board are available on the Knights of Columbus website, kofc.org/college, and are due annually on Nov. 30. Selected applicants are notified in December, and their term lasts the length of the following calendar year.

Members of the College Councils Advisory Board are expected to:

- Offer recommendations and proposals for strategic initiatives of the college councils program
- Attend a weekend planning retreat in Connecticut during February or March
- Plan and present training workshops during the College Councils Conference
- Serve as a regional liaison for college councils
- Serve as an ambassador for the Knights of Columbus Supreme Council
- Participate in periodic video conferences



NOTRE DAME
COUNCIL 1877
OLDEST AND LARGEST COLLEGE COUNCIL

Development of College Councils

Contacting the College Councils Department

The development of new college councils and the redevelopment of in-active college councils is important for the continued growth and success of the college councils program. Students, chaplains and local Knights wishing to develop college councils should first contact the College Councils Department for further details. Our college coordinators will be in touch to discuss next steps, review the formation process and answer questions. Following an initial phone conference, the College Councils Department will send a development packet to aid in starting a college council. This kit will include brochures, posters and other support materials that have proven successful in past council developments.

Assigning a Council Development Organizer

The state deputy should assign a district deputy or state college councils coordinator to continue planning and development from the local level. This appointed individual will receive a *New Council Development Kit*, which will contain materials to continue the process of developing a college council. The College

Councils Department will continue to coordinate with this individual throughout the council development process.

Establishing University Contacts

When establishing a new council, you must reach out to your campus ministry office and connect with your campus chaplain or ministers. The Supreme Council staff can send you materials to share with them, and our coordinators are available by phone and email to answer any questions regarding how Knights of Columbus college councils operate. Students may also want to gather information from the university's student affairs offices on how to become an officially recognized campus organization.

Making a Pulpit Announcement

The best way to interest others in the formation of a council is to make an announcement at weekend student Masses. The chaplain's permission should be obtained for this. Also, if he is willing, ask him to encourage other men to join. Ideally, a student should make the announcement, but if no students have yet taken the lead in council development, a local Knight or member of the state council should speak. The announcement

should briefly explain the Knights of Columbus as an international Catholic fraternity focused on charitable works, faith formation and support of the local campus community. An organizational meeting should be planned for the following week, and the time and place of their meeting should be mentioned during the announcement. The College Councils Department can provide materials to assist with the pulpit announcement and informational meeting.

Conducting an Informational and Organizational Meeting

For the first informational meeting, a member of the College Councils Department or the state council leadership team should be in attendance. Additionally, the campus chaplain and other campus ministers should be present. All interested men (including members who are transferring) should fill out a *Membership Document* (#100) at this meeting, and a date for a First Degree Ceremonial should be set.

Growing Campus Membership

All interested men should join the Order as soon as possible. It is important to continue the momentum started by the informational meeting and to further engage the prospective council leadership and members. The council development organizer assigned by the state deputy should connect the students with an established local council to host a new member initiation ceremony. Additionally, the local council can begin to mentor the new members who show interest in officer positions.

Following the First Degree, interested men should continue to meet and invite others to join. Meetings should discuss how the council will operate — who will constitute the first group of officers; how the council will live out the principles of charity, unity and fraternity on campus; and when and where the council will meet. Continue to include the campus chaplain and state leaders in these meetings.





Checklist for Forming a College Council

In order to be instituted as a new college council, you must:

- ❑ Complete a *Notice of Institution of New Council* (#136)
- ❑ Have at least 20 men take their First Degree and complete their *Membership Document* (#100)
- ❑ Hold an Election of Officers and complete the *Report of Officers Chosen for the Term* (#185) and *Service Program Personnel Report* (#365)
- ❑ Appoint a chaplain, ideally one associated with the university/campus ministry
- ❑ Appoint a financial secretary by completing the *Application for Appointment as Financial Secretary* (#101) and *Nomination for Appointment as Financial Secretary* (#103)

Please note that the Financial Secretary cannot be a student but he should be a faculty or staff member of the campus or member of the community

All these materials should be scanned and sent to the College Councils Department at college@kofc.org.



College Councils Conference

College Councils Conference

Overview

Held annually since 1966, the College Councils Conference brings together college Knights for a weekend of faith, fraternity and leadership development. The conference originally rotated between college campuses, but eventually settled in New Haven, Conn., where it has been held since 1970. Attendees participate in a dynamic program of inspiring speakers, networking opportunities, and breakout sessions on membership and programming best practices. Every college council is expected to send at least two student representatives to the conference.

College Conference

Reimbursement Rules

For every active college council, the Supreme Council will provide travel stipends and waive the conference fee for:

- one student representative
- the council chaplain (or another priest representative)
- the financial secretary (in years when there is financial secretary training)

Earning Additional Student Travel Stipends and Waiver of Conference Fee

College councils have several opportunities to earn a travel stipend and a waiver of the conference fee for a second student representative. These will be awarded to councils that:

- Reach 200% NET of their membership quota
- Earn the Star Council Award

New or Reactivated Council Benefits

Newly formed or reactivated councils will automatically be awarded travel stipends and a waiver of the conference fees for two student representatives.

Roundtable Benefits

Roundtables at college campuses may be invited to send two student representatives at the expense of the Supreme Council. This will be offered in those cases where there is an intent to form a new council within the current fraternal year.

Conference Fee

College councils are billed a predetermined conference fee for each additional representative beyond those attendees waived by the Supreme Council. This fee includes all lodging and meals and will be reflected in your council's next billing statement from the Supreme Office. The amount of this fee will be announced each year with the opening of registration.

Conference Travel Stipends

Each college council, based on distance to New Haven, Conn. (the conference location), is quoted a stipend amount for each attendee. This travel stipend should cover the majority of travel expenses incurred by your council's attendees, including transportation fees, luggage fees, meals, etc. In many cases, booking travel in advance can reduce the total costs incurred by your attendees, and you may

be able to use the balance of your council's stipend to cover additional students' travel and/or conference fees. Information regarding your council's travel stipend will be communicated to your grand knight in the late spring. Questions regarding a council's travel stipend can be made by contacting the College Councils Department at (203) 752-4671 or college@kofc.org.

Following the conference, a reimbursement check will be sent to your college council via your financial secretary. The total amount will reflect your council's attendance at the conference. For example, if your council received a travel stipend of \$600 and sent two students and your financial secretary, your council would receive a reimbursement check of \$1800. College councils have the responsibility of reimbursing their attendees as appropriate.





Outstanding College Council Award

Annually at the College Councils Conference, the Supreme Council recognizes the achievements of college councils over the previous fraternal year. Awards are given for the most outstanding programs in each of the service categories (Church, Community, Council, Culture of Life, Family and Youth) and for the highest gains in membership and insurance. The prestigious “Outstanding College Council Award” is awarded to the college council that best exemplifies the mission of the college program.

The Outstanding College Council Award application is your council’s opportunity to apply for these awards. Every college council is encouraged to apply. **The application is available on the Knights of Columbus website, kofc.org/college, and is due by June 30.**



NOTRE DAME
IRISH

NOTRE DAME
44
NOTRE DAME
VICTORY

KNIGHTS
of Columbus
STEAK SALES

The Fraternal Year

July – September

- ❑ Submit the *Semi-Annual Council Audit* (#1295) by Aug. 15
- ❑ Conduct *Installation of Officers*
(if you have not already done so)
- ❑ Conduct a membership recruiting drive
- ❑ Conduct first officer meeting of the year
(should be held at least once a month)
- ❑ Conduct first business meeting of the year
(should be held at least once a month)
- ❑ Attend College Councils Conference (late September/early October)

October – December

- ❑ Submit Supreme Per Capita Assessment by Oct. 10
- ❑ Advisory Board Applications due by Nov. 30 (see pages 20-21)
- ❑ Submit the appropriate IRS Form 990 to IRS by Nov. 15
(if council uses fraternal year for finances)
- ❑ Officers should finalize plans for spring semester



January – March

- Submit *Annual Survey of Fraternal Activity* (#1728) by Jan. 31
- Conduct a membership recruiting drive
- Participate in national or regional March for Life or related events
- Submit *Semi-Annual Council Audit* (#1295) by Feb. 15

April – June

- Submit Supreme Per Capita Assessment by April 10
- Conduct Election of Officers
- Submit the *Report of Officers Chosen for the Term* (#185) and the *Service Program Personnel Report* (#365)
- Conduct *Installation of Officers* for the next fraternal year (either in spring or next fall)
- Submit the appropriate IRS Form 990 to IRS by May 15 (if council uses calendar year for finances)
- Submit *Outstanding College Council Application* by June 30
- Submit *Columbian Award Application* (SP-7) by June 30
- Officers should complete plans for fall semester

Council Councils Department
Contact Information

Mailing Address

College Councils Department
1 Columbus Plaza, 18th Floor
New Haven, CT 06510-3326

Phone

(203) 752-4671

Email

college@kofc.org

Web

www.kofc.org/college

Social Media

Everyone who is involved in the work of college councils is encouraged to follow our pages on social media. These are updated frequently to cover important information on the college program and related events.



www.facebook.com/collegeknights



[@collegekofc](https://twitter.com/collegekofc)



[@collegekofc](https://www.instagram.com/collegekofc)

