

June 7<sup>th</sup>, 2016

**Subject:** District Deputy / Grand Knight / Financial Secretary Training

**Meeting Locations:**

**Las Vegas Diocese:**       **PRINCE OF PEACE PARISH**  
**5485 E Charleston Blvd, Las Vegas, NV 89142**  
**SATURDAY, JULY 9<sup>TH</sup>, 2016**

**Reno Diocese:**           **UNR NEWMAN CENTER**  
**1101 N Virginia St, Reno, NV 89503**  
**SATURDAY, JULY 16<sup>TH</sup>, 2016**

Gentlemen,

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

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

**Training will focus on the following area's:**

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

**Please confirm your attendance at your earliest convenience to:**

**Tom Thorn, State Secretary**

11765 Terra Linda Way, Sparks, Nevada 89441

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