

Oregon Retention Procedures Step by Step

1. Is the member a practical Catholic as understood by the Church?

YES

NO

Have member or pastor write a statement of non-Catholicity and forward with Form #100 to Supreme. This drop will not count against quotas.

2. Is the member physically able to work or earn an income?

YES

NO

Get doctor signature on Form #1831. "Application for Relief from Payment of Council Dues and Supreme per capita" Provides exemption from dues and per capita charges from State and Supreme. Must be renewed each year (attached)

3. Is the member financially able to pay dues?

YES

NO

Council should consider using charity fund money to cover the dues for this member until he is once again employed or has an income. May ask the member to work at a fundraising activity.

4. Was the member given proper orientation, training and guidance?

YES

NO

If he is willing to start over, assign him to a committee, assign a mentor and have frequent contact with him. Make sure he is on the mailing list for council newsletters and other notices. Pursue his reasons for leaving.

5. Is the member a regular attendee at meetings or helps with activities?

YES

NO

Find out why he doesn't attend meetings or help with activities. Did he feel welcome at meetings and was he called to help with activities? Make everyone feel welcome at meetings & events. Avoid the cliques. Have a calling committee for different activities.

6. Does the member have Knights of Columbus Insurance?

YES

NO

Notify your field agent regarding the status of this member and solicit his assistance in retaining him as an active member. As an inactive insurance member, he loses certain benefits of membership.

Oregon Retention Procedures Step by Step

7. Does the council have the member's correct address or phone number?

YES

NO

If unable to locate because of no current address or phone, Contact Nickolas Guenther (Oregon Retention) at 503-890-3457 or Nickolas Guenther <guenther51@gmail.com>
Contact proposer for more information and info from Admissions Committee records may help

8. Is the council certain the member is living if they have had no contact?

YES

NO

If you suspect the member may be deceased, but have no contact. Contact Nickolas Guenther (Oregon Retention Chairman) at 503-890-3457 or Nickolas Guenther <guenther51@gmail.com>

9. Is the member living in proximity of the council?

YES

NO

If the member has moved away from the area, forward his address to a field agent or financial secretary living in the new location. Go to KofC.org web site and click on find a council or find an agent. Contact State Retention Chairman for additional assistance at 503-890-3457

10. Is the member without a felony charge punishable by prison time?

YES

NO

If member has been charged with a felony crime, it may be cause for dismissal from our ranks. Check with the parish priests or council chaplain. Also, verify that the policy of our Order is being followed. A legitimate suspension because of a felony will not affect quota.

11. Does he have or is he close to having 25 years service and 65 year old?

YES

NO

If member has 25 years or more of continuous service and is 65 he is eligible for honorary membership, at 70, he is eligibility for honorary life. Always check the service and age data before suspending a member. If less then this, you then must consider alternatives.

12. Is there anything else we can do to prevent this suspension?

YES

NO

Follow suspension procedures as published in the Financial Secretary's Handbook. Thanks for all you did to prevent even one member from leaving our Order!

13. Did you save this member?

YES

NO

Good Work! Thank you for your efforts!

We know you gave it your best!!! Thank you.

**APPLICATION FOR RELIEF FROM PAYMENT
OF COUNCIL DUES AND SUPREME AND
STATE COUNCIL PER CAPITA TAXES**

I hereby certify that I, _____, _____
Name Address

_____, am a member in good standing of Council No. _____
and that I am totally disabled and hereby request that I be relieved of payment of all
council dues and Supreme and state council per capita taxes under Section 118(e) of
the Laws of the Order. In support of this request, I submit one of the following as
evidence of my total disability:

- () Certification from Health and Human Services, or
- () Certification from Internal Revenue Service, or
- () Certification from Veterans' Administration, or
- () Certification from attending physician.

Dated _____
Member Signature

CERTIFICATION OF COUNCIL

Council No. _____

Location _____

This is to certify that _____, _____,
Name Membership Number

is a member in good standing in this council and that he has presented evidence of total
disability that warrants consideration for relief from payment of all council dues and
Supreme and state council per capita taxes, under Section 118(e).

Attest: _____
Financial Secretary Grand Knight

Dated _____

(affix council seal here)

INSTRUCTIONS TO FINANCIAL SECRETARY: Forward completed form with applicant
and officer signatures and accompanying proof of disability to: *Knights of Columbus,*
Department of Membership Records, 1 Columbus Plaza, New Haven CT 06510-3326.

NOTICE: Approval of this application for dues consideration does not have any effect on the waiver of insurance
contributions on an insurance certificate held by the member.

Disability Exemption Guidelines

At the Supreme Council meeting held in Chicago, Illinois, Aug. 5-6-7, 1986, Section 118(e) of the Order's Laws was amended to read as follows:

(e) Any member who is disabled by bodily injuries or disease and is thereby prevented from engaging in any occupation or employment for remuneration or profit and shall have been so prevented for a period of no less than six consecutive months may, on due request in writing to the Supreme Council and upon certification by evidence satisfactory to the Supreme Council of such disability, be relieved from the payment of all council dues and Supreme and state per capita taxes as of the date of approval of said request and any suspension of such member for non-payment of such dues and tax shall cease as of the date of such approval.

Application for relief under Section 118(e) shall be made as follows:

1. The Application, Form 1831, shall be completed by the member and attested to by the grand knight and financial secretary.
2. The application shall be submitted to the Supreme Secretary with one of the following as evidence of total disability:
 - Certification from Health and Human Services, or
 - Certification from Internal Revenue Service, or
 - Certification from Veterans' Administration, or
 - Certification from attending physician.
3. The application and supporting evidence shall be considered by a committee comprised of the Supreme Secretary, Supreme Advocate and Supreme Physician. Their decision may be appealed to the Board of Directors by the applicant only.
4. If the application is approved, dues and per capita shall be waived until the following Dec. 31.
5. Application for renewal of relief under Section 118(e) shall be as follows:
 - a. The Supreme Secretary shall provide each council with a list of its members shown on Supreme Council records as exempt from payment of dues and per capita taxes as of Oct. 1 of each year;
 - b. The grand knight and financial secretary shall certify to each member's continuing disability by signing the form;
 - c. The financial secretary shall forward the renewal to the Supreme Secretary;
 - d. Upon receipt of the properly completed form by the Supreme Secretary, he shall continue the dues and per capita waiver under Section 118(e);
 - e. If the grand knight and financial secretary fail to certify the continuing disability of any member within the 90-day period, the waiver of dues and per capita charges shall terminate.
6. Where an application for relief under Section 118(e) is filed on a member duly qualified for recognition as an honorary life member, the Supreme Secretary shall record said application under Section 118(d).
7. Membership that is continued under the provisions of Section 118(e) shall be construed as active membership in computing the membership requirement for recognition as honorary or honorary life membership.
8. Approval of an application for relief under Section 118(e) does not have any affect on waiver of insurance contributions on an insurance certificate held by the member.