KENTUCKY

KNIGHTS OF COLUMBUS
PROGRAM GUIDE

State Deputy

Cameron Peck (Anne)

2019-2020

Kentucky State Program Guide

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FOREWORD

Dear Brother Knights,

Welcome to the start of the 115th fraternal year of the Kentucky Knights of Columbus. I am honored and humbled to serve as your State Deputy. Looking forward to this year, we have several major goals. We need to continue to strengthen our council programs to include men of all ages and backgrounds as well as families and youth. Remember the good that is done by the Knights of Columbus is almost entirely done by the local councils acting in their parishes and communities. This begins with ***YOU!***

Programs & Awards:

Strong and diverse programs are a hallmark of a council's continued success. Success is only achieved by setting goals and planning. This Program Guide is published and distributed at the Annual Organizational Meeting for the purpose of guiding you to set goals and plan for the upcoming year. Your projects in the areas of Life, Faith, Family, and Community will appeal to different segments of your membership. Hopefully, all of your members can get behind a project in one of these four areas. Expansion into new program areas should be encouraged, don't let your council get stuck in a rut. Make sure that your programs reach further than just your parish. Don't forget about the community too. And if there is a parish in your area that does not have a Council, please go meet with the Pastor and see if there is anything that your council can do for him. I'll bet he could use your help in some way. And get entire families involved as much as possible, men are more likely to help out if they don't have to choose between helping or being with their families.

As an incentive to encourage a wide variety of programs in your Council, the State Council will provide two major recognition awards:

- **Program Director Award**
- **State Deputy Award**

The requirements for each of these awards are contained in this guide. In addition, the State recognizes the outstanding programs conducted for:

- **Community**
- **Faith**
- **Family**
- **Life**
- **Family of the Year**

The Council winners in each category and the Family of the Year are determined in February and are then forwarded to the Supreme Council for entry into the International competition. The goal of the council Program Chairman should be to earn these prestigious awards. This guide should assist in guiding and monitoring the council progress toward the recognition it deserves.

Membership:

For your council to thrive you must continue to recruit new members! Our goal is to contact 100% of all eligible Catholic men in Kentucky and invite them to join our order. The Knights of Columbus offers every man the chance to live his faith and be an example for others to follow. We owe it to all catholic men to provide them with this opportunity. The Knights of Columbus should be involved in every parish. If the parish is not large enough to support a council, then they should have an active group of knights from a nearby council. This is what we call a Roundtable.

Our motto for this year is "Unity in Christ", let's unite in our programs. Not only with our brother knights, but let's also unite with members of our parishes, other Catholics, all our fellow brothers and sisters in Christ and let's let our light shine!

I would like to congratulate all our returning Grand Knights and also welcome the new Grand Knights. Your job is often called the best job in the order. Develop a solid group of officers and program chairman, lead and guide them as they lead your council members to accomplish the council goals. Remember the District Deputies and the State Officers are here to support you.

Thank you for all you have done and continue to do for your council and the Order.

Vivat Jesus,
Cameron Peck
Kentucky State Deputy

State General Program Director

Council programs should be a diverse combination of "Building the Domestic Church", Supreme Featured Programs, State Council programs, and local council programs. The contents of this report will give councils guidance in developing a diverse set of council programs. The keys to success are early planning, effective leadership, and proper execution. Manage the programs throughout the year and you will be sure to enjoy a successful year.

"Faith in Action" remains the focal point of the Supreme program model for this year. The goal and intent of "Faith in Action" is to put more concentration on quality Faith and Family oriented programs. The four program categories include **Faith, Family, Community, and Life**. All Grand Knights, Program Directors, and Deputy Grand Knights should familiarize themselves with "Faith in Action" right away. The best place to find this information is at the Supreme website at: https://kofc.org/uns/en/forms/programs/10590-%20Faith%20in%20Action%20Guidebook.pdf.

Each program category has one mandatory program assigned. The required programs (with supporting links to kofc.org) are:

Spiritual Reflection Program (Faith Category)
https://kofc.org/uns/en/forms/programs/10603%206-18%20Spiritual%20Reflection%20SS.pdf
Consecration to the Holy Family (Family Category)
https://kofc.org/uns/en/forms/programs/10605%206-18%20Consecration%20Holy%20Family%20SS.pdf
Helping Hands (Community Category)
https://kofc.org/uns/en/forms/programs/10617%206-18%20Helping%20Hands%20SS.pdf
Novena for Life (Life Category)
https://kofc.org/uns/en/forms/programs/10622%205-18%20Novena%20for%20Life%20SS.pdf

"Faith in Action" builds upon the "Building the Domestic Church" initiative. Councils must familiarize themselves with this new program to develop their program portfolio. Programs that the council plans to do must be developed where possible in the spirit of "Faith in Action". Plan your program portfolio now to meet the requirements of the revamped Columbian Award, including the ***mandatory*** programs mentioned above.

The Grand Knight and Program Director (at a minimum) must meet with their pastor(s) as soon as possible (by July 15th) to identify how the council can become more involved with the parish(es). The goal is for the council to become more fully integrated into the parish and their activities. Develop a list of programs and

activities for the council to implement based on the pastor(s) input. Share "Building the Domestic Church" and "Faith in Action" with the pastor(s) to assist in the effort.

If you need program ideas, the Knights of Columbus Supreme website has many suggestions. Visit https://kofc.org/uns/en/programs/index.html for additional information. Your pastor(s), members, and District Deputy should all be used for program ideas throughout the fraternal year.

Councils should develop a program calendar no later than August 1st to include the programs identified by the pastor(s). Additional programs should be chosen from the categories listed above as well as local programs that have previously been successful in the council. The program portfolio should be a diverse representation from all four of the categories – Faith, Community, Family, and Life.

Councils should appoint a chairman for each program planned at the outset of the fraternal year to ensure that the program is on track and effective. Programs should be conducted in a manner that involves all members of the parish wherever possible.

The State General Program Director working with each State Program Chairman will communicate monthly specific Supreme and State Council programs to be conducted that month as well as programs in the coming months that councils should be planning now. Communication will be done through the State Council Newsletter, emails, and personal contact where necessary.

Councils should identify programs they have conducted that they are particularly proud of and write them up for consideration as one of the four State program award winners at the State Convention. More information can be found at http://www.kofc.org/en/members/programs/council-activities/service-program-awards.html.

It should be every council's priority to run an effective and diverse set of programs that support the needs of the membership, parish, and the community. As effective programs result in membership growth, it should be the council's top goals to achieve Star Council status and to earn the State Deputy Award. The Grand Knight and Program Director should track their progress of both of these prestigious awards through the year.

The requirements for the Kentucky State Awards are listed in this booklet. The requirements for the Supreme Awards, including the McGivney, Founder's, and Columbian awards can be found at the Knights of Columbus Supreme website at: https://www.kofc.org/un/en/resources/service/council/starcouncil.pdf.

It is important that reports are sent to the correct chairman on time. Each report lists the persons that the report should be sent to and the deadline. Please be diligent in this effort. By submitting it to the wrong person and/or sending it in late, you will likely not be credited properly for your activity. Don't wait until the State Convention to correct any errors.

The time period for reporting activities is April 1, 2019 through March 31, 2020. It's important that all activity reports be sent to the Program Director no later than March 31. This is a hard deadline to allow time to compile data, determine the winners, and have the awards made before the State Convention.

The Star Council Award is given by Supreme Council and is the highest award a Knights of Columbus council can receive. At the close of the Fraternal Year on June 30, 2020, requirements for receiving Star Council must

be met. These requirements are clearly listed in this guide. Every council should work toward the lofty goal of becoming Star Council.

If you have any questions or need an update at any time during the fraternal year, feel free to email me.

Bill Schmidt PSD, General Program Director
451 Jesse Skaggs Road
Leitchfield, KY 42754
270-259-2607 or 270-230-6951
BillSchmidtPSD@gmail.com

Requirements for State Program Awards

State Program Director Award

- Complete and submit the SP-7 Columbian Award applications to the General Program Director. At least four (4) activities to include the Mandatory programs listed above in each of the four service areas: **Faith, Community, Family, and Life**
- The following reports must be made to Supreme Council:
  Officers Chosen (Form #185), Service Program Personnel (Form #365),
  Audit due August 15th (Form #1295-1), Fraternal Survey (Form #1728), and
  Audit due February 15th (Form #1295-2)

State Deputy Award

- Councils must qualify for the State Program Director Award (see above)
- Councils must accumulate a minimum of **800** program points

- ***Any Council that meets all the requirements for Star Council on or before March 31, 2020 will automatically qualify for the State Deputy Award regardless of Program Points earned. (See Star Council Requirements on Pages 10 & 11 of this guide.)***

If you have any question or problem of any kind, do not hesitate to contact me. I want every council to receive the highest award that they are entitled to have, working together we can achieve that goal.

Bill Schmidt PSD, General Program Director

Council Tally Sheet - State Deputy Award: Apr. 1, 2019 to Mar. 31, 2020

	Council #		Possible Award	Actual Award
	SUPREME RECOMMENDED FAITH IN ACTION PROGRAMS			
1	Supreme recommended programs listed in the Faith in Action Guidebook plus Knights of Columbus Traveling Chalice. List each activity held:		50 ea	
2	**SUPREME COUNCIL SERVICE PROGRAMS (must submit req'd reports to Supreme)**			
	FAITH	*Refund Support for Vocations Program (RSVP)	100	
		*Bonus Points for Each Additional $500: 25 (maximum of 100 pts)	25 ea	
	FAMILY	*Food For Families	100	
	COMMUNITY	*Habitat for Humanity Project or *Global Wheelchair Mission or *Coats for Kids	100	
	LIFE	*March for Life or *Ultrasound Initiative or *Special Olympics	100	
3	**SUPREME COUNCIL REPORTS (req'd to earn Program Director Or State Deputy Award)**			
	Officers Chosen, Form #185, due July 1st		25	
	Service Program Personnel Report, Form 365, due August 1st		25	
	June Semiannual Audit, Form #1295-1, due August 15th		25	
	Fraternal Survey, Form #1728, due Janury 31st		25	
	January Semiannual Audit, Form #1295-2, due February 15th		25	
	Columbian Award Report (SP-7) to State Deputy (completed & accepted) by Mar. 31		25	
	STATE REPORTS, MEETINGS & FEES			
4	Grand Knight & Financial Secretary data to Executive Secretary		25	
5	Council represented at State Organizational Meeting in July		50	
6	Council represented at Diocesan Regional Meeting		25	
7	Tootsie Roll Drive Report for KAPID, due January 31st		25	
8	State "Per Capita" paid by January 31st		25	
9	"New Member Fee" paid by January 31st		25	
10	Participate in KY Heavenly Pennies Program		25	
11	Submit Council History Report to State Historian		25	
	MEMBERSHIP & OTHER COUNCIL PROGRAMS			
	Host Admission (First) Degree (Req's Form 450 to be submitted to Ceremonials Chmn)		20	
12	Host Formation (Second) Degree		25	
	Host Knighthood (Third) Degree		25	
13	Membership Drive: 50 pts first drive; 50 points second drive (maximum of 100 pts)		50 ea	
14	Membership Quota (New Members less Suspension & Withdrawals)		100	
	Over Membership Quota		25	
15	Insurance Quota		100	
16	Insurance Benefit Night, members & spouses before Dec. 31st		50	
	Insurance Benefit Night, members & spouses after Dec. 31st but before March 31st		25	
17	Shining Armor Award		25	
18	Memorial Mass for Deceased Council Members		25	
19	Council Corporate Communion (maximum of 100 points)		25 ea	
20	Clergy Appreciation & Recognition Event		50	
21	Roundtable Form #2629 submitted		50	
	Bonus Points for Additional Roundtables @ 10 points per Roundtable (no maximum)		10 ea	
22	Each $50.00 donation to KY Charities Raffo Fund		10 ea	
23	Each $50.00 donation to Christopher Fund		10 ea	
24	N F L Sweepstakes Fundraiser, minimum 25 tickets sold		25	
25	Basketball Slam Sweepstakes Fundraiser, minimum 25 tickets sold		25	
26	Special Olympics Fundraiser - minimum $500		100	
27	Participation in Statewide Special Olympics, Novena for Life, and/or Food Drive		50 ea	
28	Support or Participation in Special Olympics outside of Statewide program		25	
29	File Partnership Profile Report with Special Olympics Form #4584, due January 31st		25	
30	Squires Circle		100	
31	Support Scouting		25	
		Total Points Earned		

State Deputy Award Tally Sheet

Descriptions of the line items for the State Deputy Award Tally Sheet are as follows:

1) **Supreme Faith in Action Programs:** Programs listed in the Guidebook that are not considered "Mandatory" will earn 50 points each. This also includes the Kentucky Knights of Columbus Traveling Chalice (KCTC) program. The Guidebook can be found at https://www.kofc.org/un/en/forms/programs/10590-%20Faith%20in%20Action%20Guidebook.pdf
2) **Supreme Council Service Programs** are the Featured Programs that can count for two line items in their respective program category. The programs must be done in accordance with the Supreme guidelines and necessary reports must be filed with Supreme in order to receive credit.
3) **Supreme Council Reports** include all of the reports that must be submitted to Supreme with the respective due date. Reports will be accepted after the due date with the exception of the Columbian Award which must be submitted by March 31. The Columbian Award submission replaces the Program Director Award Sheet used previously.
4) **GK and FS Data** is required for the State Council to be able to contact the council leaders, Required data includes the officers' names, addresses, phone numbers, email addresses, as well as the council address and phone number. This data is to be reported to the Executive Secretary.
5) **Council Represented at Organizational Meeting:** Council Grand Knight, Financial Secretary, Membership Director, and Program Director should attend the Organizational Meeting to learn about Program and Membership incentives and strategies for a successful year.
6) **Council Represented at Diocesan Regional Meeting:** Council Grand Knight, Financial Secretary, Membership Director, and Program Director should attend the Regional Meeting to learn more about Program and Membership strategies and officer training.
7) **Tootsie Roll Drive Report for KAPID:** Councils should conduct a Tootsie Roll drive during the year to raise funds for persons with intellectual disabilities. Funds are split between KAPID and the council's respective local organization. A report is required to be filed with KAPID and can be found at http://kykofc.com/wp-content/uploads/2015/06/Scan-Jul-10-2017-9.40-AM.pdf
8) **State Per Capita:** Points are awarded for paying the council's State per capita assessment.
9) **New Member Fee:** Points are awarded for paying the council's New Member Fee assessment.
10) **KY Heavenly Pennies:** Points are awarded for donating funds as part of the Heavenly Pennies Program.
11) **Submit Council History Report:** Points are awarded for submitting the council's history report to Historian Billy Hancock, PSD. Suggested content includes full council name and number; institution date; number of charter members (including names if possible); Charter Grand Knight; current Grand Knight; current number of members; prominent members; milestones; awards; special recognitions; and special activities.
12) **Hosting Degrees:** Councils earn points for holding Admission, Formation, and Knighthood degrees.
13) **Membership Drive:** Councils earn points for holding up to two membership drives.
14) **Membership Quota:** Councils earn points for achieving and surpassing their Net Intake Goal.
15) **Insurance Quota:** Councils earn points for achieving their Net Insurance Goal.
16) **Insurance Benefit Night:** Councils earn points for hosting an Insurance Benefit Night, coordinated through the Field Agent or General Agent.

17) **Shining Armor Award:** Councils earn points for having at least one member earn the Shining Armor Award from the Supreme Council. More info can be found at https://www.kofc.org/en/members/membership/member-retention/shining-armor-award.html
18) **Memorial Mass:** Councils earn points for holding a mass for the remembrance of their deceased members.
19) **Corporate Communion:** Councils earn points for coming together as a group in celebration of the mass.
20) **Clergy Appreciation & Recognition:** Councils earn points for hosting an event to recognize the clergy of the parishes they serve.
21) **Roundtable Report:** Submitting Form #2629 earns points. The form can be found at http://www.kofc.org/un/en/forms/council/roundtable_coordinators2629_p.pdf
22) **Raffo Fund:** Donating funds for Seminarian Support through the KY State Charities Raffo Fund earns points.
23) **Christopher Fund:** Donating funds for KY State Charities through the Christopher Fund earns points.
24) **NFL Sweepstakes:** Councils that sell at least 25 tickets as part of the NFL Sweepstakes program through the KY State Charities earn 25 points.
25) **Basketball Slam Sweepstakes:** Councils that sell at least 25 tickets as part of the Basketball Slam Sweepstakes program supporting Disaster Relief earn 25 points.
26) **Special Olympics Fundraiser:** Councils that participate raise or donate at least $500 to Special Olympics earn 100 points. This includes events such as Big Brown Truck Pull, Polar Plunge, etc.
27) **Statewide Program Participation:** Councils that participate in any of the statewide programs conducted on the assigned days (Special Olympics, Novena for Life, and/or Food Drive) will receive 50 points for each program.
28) **Special Olympics Participation/Support:** Councils that support or are involved with Special Olympics outside of the statewide event will earn 25 points.
29) **Partnership Profile Report with Special Olympics:** Filing the report with Supreme earns 25 points regardless of amount of council activity. The form can be found at http://www.kofc.org/un/en/forms/council/olympics_ques4584_p.pdf
30) **Columbian Squires:** Councils that sponsor a Columbian Squires Circle will earn 100 points.
31) **Scouting:** Councils that support scouting will earn 25 points.

Star Council

Service Program Personnel Report (#365)

Father McGivney Award
Membership Quota
7% of current membership
or Minimum of 4

Founders' Award
Insurance Quota
2.5% of current membership
or Minimum of 3

Columbian Award (#SP7)
Due — June 30th

Annual Survey of Fraternal Activity (#1728)

Good Standing
Current with all Supreme Council assessments — as of June 30th

Multiple Stars
Double Star: 200% of Membership quota
Triple Star: 300% of Membership quota

STAR COUNCIL AWARD CHECKLIST

The criteria for achieving the premier Star Council Award is as follows:

★ The **Service Program Personnel Report (**Form **#365)** must be sent in by **August 1st**. This report is required to be eligible for all Supreme awards. Also this form must be sent in with the **Retention Chairman** being named or the **State Deputy** will not allow any member to be suspended from the council.

Date #365 filed at Supreme: _____

★ **Supreme Per Capita** must be paid.

July per capita must be paid by **October 10th**. ***Date Paid:*** _____

January per capita must be paid by **April 10th**. ***Date Paid:*** _____

★ **Annual Survey of Fraternal Activity,** (Form **#1728**) is due to Supreme by **January 31st**.

Date #1728 filed at Supreme: _____

★ The **Columbian Award** Application (Form **#SP-7**) must reach the Supreme Council office by **June 30th** (no exceptions). Each council must report on at least 4 activities in each of the following service areas; Faith, Community, Family, and Life. There are many Supreme programs that can satisfy specific activity requirements. Consult the "Faith in Action" program kit.

Date #SP-7 filed at Supreme: _____

★ **Membership Quota** must be achieved by **June 30th**. The quota for councils is a 7% net increase or four (4) new members for the fraternal year, whichever is greater. There is a maximum quota of 35.

Membership Quota: Quantity _____ ***Date achieved*** _____

★ **Insurance Quota** must be achieved by **June 30th**. The quota remains at 2.5% with a minimum of 3 for smaller councils (30-100 members).

Insurance Quota: Quantity _____ ***Date achieved*** _____

★ **Safe Environment Training** requirements must be met for the Grand Knight as well as the Program, Community, and Family Activity Directors. Community and Family Directors also require a background check be performed.

Grand Knight Training Complete – Date achieved _____

Program Director Training Complete – Date achieved _____

Community Director Training Complete – Date achieved _____

Family Director Training Complete – Date achieved _____

Dentinger Lifetime Service Award

This award is named for Father Roy Dentinger, who was the first recipient of the award. Father Dentinger served the order as a local and State Chaplain for well over twenty years and as a priest for over sixty years. His ten years as a State Chaplain was an inspiration to all who had the privilege of knowing him.

This award is the only award given by the State Council in recognition of a lifetime of Service. It is meant to honor a brother knight who has been a member of the order for at least twenty years of continuous service and whose service to the order is exemplary in every respect.

Nominations may be made by any member in good standing at any time up to **April 1** of the fraternal year. The state officers will review the nominations and decide if there is a winner. No more than one award will be given in any fraternal year with no requirement to give one every year. Nominations should be sent to:

Cameron Peck, State Deputy
796 Wellington Way
Lexington, KY 40503
859-333-9343
cameronpeck@gmail.com

Knight of the Year

In the past each council has been encouraged to have a Knight of the Month and a Knight of the Year. Each council is now encouraged to write a report about their Knight of the Year and submit it to the State Deputy by May 1st each year. The State Officers at the May Awards meeting will select a Kentucky Knight of the Year from those submitted by the local councils.

Sitting District Deputies and current and Past State Officers are excluded from consideration for this award. The Knight of the Year will be presented a plaque at the State Convention Awards Ceremony. No more than one award will be given in any fraternal year with no requirement to give one every year. Nominations should be sent by **April 1** to:

Cameron Peck, State Deputy
796 Wellington Way
Lexington, KY 40503
859-333-9343
cameronpeck@gmail.com

Chaplain of the Year Award

The Chaplain of your council is very important to the life and growth of your council and the Knights of Columbus. The Chaplains Handbook, a guide furnished by Supreme says; "*As an organization of Catholic men who are conscious of their responsibilities to the mission of the Church, the Knights of Columbus look to their Chaplains for encouragement and guidance so that their motivation may be duly spiritual and their thinking in harmony with the teachings of the Church and he policies of the local Bishop and Pastors."*

To express our appreciation, we conduct a "Chaplain of the Year" award program annually each year at the Kentucky State Convention; an award is given to a Council Chaplain, one from each of the four dioceses in Kentucky. It is our intent that this award not only recognizes our council Chaplains, but will encourage other priests to serve as future Chaplains. An even greater hope is that this award might inspire some of our young Knights of Columbus Squires or members of the parish to consider the priesthood as a life commitment and vocation.

To nominate your Chaplain, simply write a letter of nomination explaining how your council has benefitted from the support and involvement of your Chaplain. Send the nomination to the State Deputy or the State Program Director at the address below. The State Chaplain and the State Deputy will make the selection based upon the content of the nomination by a council. Nominations can be sent anytime during the fraternal year, but must be received by **April 1st.** This will allow time for the selections to be made and the awards procured for presentation at the State Convention.

It is important that we recognize what our Chaplains do for our councils. Without their support some of our councils would cease to exist or never have been instituted. They help and guide us in many of the activities that we undertake. This award is one small way that we can show our admiration, appreciation and respect for our priests. Additionally, it gives us a chance to publicly recognize that they are important not only to our council but also to their parishioners and the community-at-large.

Cameron Peck, State Deputy
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Bill Schmidt PSD, General Program Director
451 Jesse Skaggs Road
Leitchfield, KY 42754
270-259-2607 270-230-6951
BillSchmidtPSD@gmail.com

Family of the Year

Some councils have a member that gets involved in almost all of the activities of the council. Some councils have a member and his spouse that get involved in almost all of the activities of the council. Some councils have a member and his spouse and their children that get involved in almost all activities of the council. Then there are some councils that a member and his spouse and their children get involved in council activities, parish activities and community activities. This is the family that needs to be nominated by your council as "Family of the Year". This is the family that goes the extra mile to not only help the council but the parish and the community as well.

To nominate this family for "Family of the Year" go to the Supreme web site at www.kofc.org and click on the "Publications and Resources" button. Click on the "Forms" and then click on the "Council" button on the left side. Third from the bottom will be the "Family of the Year Awards Entry Form". Print a copy and fill out the form. Instructions are on the form. You should also include photographs, news clippings, letters of commendation and other items that will tell more about the family. Put it all together in a booklet form.

When you have completed the booklet, send it to the Program Director. **It must be received by April 1.** All of the entries will then be given to the judging team as selected by the State Deputy. They will determine which family will be chosen as the Kentucky Knights of Columbus, "Family of the Year". They are invited to the Kentucky State Convention as special guests to receive the "Family of the Year" award from the State Deputy.

The booklet will then be sent to Supreme for consideration as the International "Family of the Year". If they are chosen, they will be invited to the supreme Convention in August to receive the award from the Supreme Knight.

This is our way of showing our appreciation to all families and their contribution to the council but also the parish and the community.

Any questions contact:

Bill Schmidt PSD, General Program Director
451 Jesse Skaggs Road
Leitchfield, KY 42754
270-259-2607 270-230-6951
BillSchmidtPSD@gmail.com

Single Service Program Awards

Annually, the Service Program Awards competition recognizes those councils conducting outstanding projects in each of the six categories of the Service Program: **Faith, Community, Family,** and **Life**. Every council is eligible to compete for the awards being offered on the State and Supreme Council level.

Each Jurisdiction is responsible for selecting the single best Faith, Community, Family, & Life activity program conducted by an individual council between April 1st & March 31st of the following year. Those councils competing for the State award must submit to the State judging team the entry form #**STSP** and any photos, news articles and any other items that explain more of what the activity was. The form #**STSP** has instructions on what should be included with the form. It should be put together in a booklet form and sent to the KY Program Director. *Each entry **must** be received by the Program Director by **April 1, 2020.*** State winners are announced at the State Convention and plaques are presented to each winner.

The form #**STSP** can be found on the Supreme web site at **www.kofc.org/forms** under the "council forms" section. This form should not be used for reporting any other activity other than the activity submitted for the single service program award.

The state winners of each service area are then submitted to the Supreme Council for consideration for the International Award. The International Award winning council's Grand Knight and his wife of each service area will be awarded a trip to the Supreme Convention in August where the International Award will be presented.

Remember, this award is based upon **a single project or activity conducted by the council during the current fraternal year**. It is not based upon an accumulation of activities in a particular service area.

Any questions please contact:

Bill Schmidt PSD, General Program Director
451 Jesse Skaggs Road
Leitchfield, KY 42754
270-259-2607 270-230-6951
BillSchmidtPSD@gmail.com

Guidelines for Single Service Program Awards

To determine under which program area the project or activity should be entered ask this question: "**Who benefitted most from the program?**" If a fund-raiser was conducted to build a new parish hall, it's a "Faith" activity. If the council members organized a community rosary for the unborn, it's a "Life" activity. If you need help in determining the proper category, contact Supreme Council Department of Fraternal Services.

Basis for judging:

- *Nature of the activity*: Does this demonstrate the objectives of the Service Program – Catholic, family, fraternal, service?
- *Participation of membership in the project*: How many members participated? What percentage of the entire membership participated?
- *Results*: What were the benefits derived from sponsorship of the project? How did the results affect the Church, community, council, family or youth?
- *Program originality*: Was the program something new?
- *Committee planning*: How effectively was the program organized? How much detail was involved in staging the event?
- *Delegation of responsibility*: How many members served as workers, planners? What type of organization was established for the implementation of the project?
- *Publicity*: How effectively was the program publicized throughout the area – radio and television, local and diocesan newspapers, and council newsletters?

Shining Armor Award

The “Shining Armor Award” is awarded for service to the Order with distinction during the first year of membership. This award is given to those men who exemplify what a true Knight of Columbus is. The concept of the award program is to get new members active in the many facets of the Knights of Columbus as early as possible, maintain that activity, and honor them as a valued member of your council.

To qualify for the “Shining Armor Award”, new Knights must during their first year of membership:

1) Be involved in at least three council service programs.

2) Attend at least three council business meetings.

3) Receive their Formation and Knighthood Degrees.

4) Meet with their council’s insurance representative.

5) Recruit at least one new member.

Keep in mind, the main focus of the program is to get new members actively involved in their council from the very beginning. Qualification cards help new members keep track of their progress toward attaining the “Shining Armor Award” as their Grand Knight verifies each completed requirement.

When the new member has completed all of the qualifications for the award, a “Certificate of Recognition” and the “Shining Armor Award” lapel pin are to be presented to the member by the Grand Knight. These will not only be an honor to those who earn them, but they can also serve as an incentive for incoming Knights to earn the award. This is an excellent program to get new members active in the council as soon as they join the Knights of Columbus.

Flyer #4297, Qualification Card #4292, Certificate #4293 and Lapel Pin #1700 are all available from Supreme Supply.

State Membership Program

A membership program is an indispensable part of each council's annual schedule and the surest means of strengthening the membership on which each council depends to accomplish their objectives. Yet, a successful membership program doesn't just happen. It takes teamwork, enthusiasm, and dedication on the part of every member.

For your membership campaign to succeed, your council needs a solid recruitment blueprint. To help your council develop a successful membership program, the State Council has a plan of action based on programs used by the more successful councils. The State Membership Program will concentrate on the Church Drives to be conducted during the months of October and March. The Church Drives honor our namesake, Columbus, and our founder, Venerable Michael J. McGivney. These drives with the "Kentucky Power of One" should give the councils' membership program the incentive they need to attain their membership goal. In addition, the new Online registration program must be promoted to help you recruit more members. When you conduct a drive or go one-on-one have a computer handy and sign the candidate up online. This method will be discussed at the Organizational and Regional meetings.

Whatever success you enjoy because of your effort, a great measure of it will be of a very personal nature. New friends, widened contacts, lessons learned, all contribute to the satisfaction you will find in having made efforts of many kinds. Remember, every membership campaign experiences a combination of successes and disappointments. Perhaps the persons you most hoped would join the Knights of Columbus decided against it. Don't forget, for every prospect you wished to enroll and didn't, you probably have some other member who will contribute just as much to the group and get just as much from it.

To do an effective job, everyone must participate. All the council's officers should help plan the campaign because then it becomes their plan. And every member must be reminded of his responsibility as a recruiter. No matter how vital the work of our organization or how important its services, it cannot be carried on without active members.

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Hopkinsville, KY 42240
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Membership Retention

As every Grand Knight will tell you, recruiting new members is a challenge. Keeping existing members is vital. Every member has something to offer the council. The council should help him to find out how he can participate and stay involved before he becomes bored and decides to leave. *Membership retention is one aspect of the Knights of Columbus that doesn't get the attention that it should. It should start as soon as the applicant fills out and signs the Form 100.*

The candidate should be afforded the opportunity to be exemplified in the First Degree as soon as possible. The admissions committee should find out what the new member is interested in. Discuss various things he has done and how that fits in with council activities. Get him involved in something that he is interested in right after he has been exemplified in the First Degree.

Councils need to focus on keeping members involved and active in council activities so they are not at risk of losing interest and being suspended. Offer a variety of programs and activities that appeal to a large segment of your membership. Ensure that all members receive the higher degrees. Most suspensions are First Degree members. Member Retention is as important as Recruiting to create a strong, active council.

Typically a member who has lost interest will stop paying his dues. The **Financial Secretary** will be the first one to know this. The Financial Secretary must alert the **Grand Knight** of all those who have not paid their dues. After the second notice is sent to the member, the R**etention Committee** should be informed of this. One of the Retention Committee members ***must make personal contact*** with the member to see what the problem is.

A **Retention Chairman** must be named on the Service Program Personnel Report (Form #365) and sent to Supreme Fraternal Services. If this is **NOT** done, no suspensions will be allowed by a council. No member will be suspended without **personal contact** by a member of the **Council Retention Committee.** ***Leaving a message or a text does not satisfy this requirement.***

Included in this program guide is a summary of **Form #1845A, "Proper Billing Procedures"** including use of the **"Notice of Intent to Suspend".** There also is a timeline graph showing the proper times for the billing procedure and when the *"Notice of Intent to Suspend"* is to be sent out.

There are five parts to the Form #1845A. The original copy is sent to the member, one to the District Deputy, one to the State Deputy, one to the Supreme Council, and one for the Council's records. The District Deputy will personally call every member to discuss the arrearage situation, and the State Deputy will send a personal letter to offer assistance.

If there is any evidence that a personal contact attempt was not made, or any part of the process was compromised, the entire group of suspensions will be rejected and returned to the council where the process will have to start over. For more information on the Retention process, consult the Financial Secretary Handbook. If we work together, we will retain more of our members.

Member Withdrawal Procedure

In 2003 the Supreme Council Board of Directors approved a modification to the withdrawal process of a member. The Form 100 can no longer be used to request the withdrawal of a member. The member requesting a withdrawal must submit a written personal letter, (see sample below), requesting his membership withdrawal from the Knights of Columbus to a council or assembly who will then forward it to the Supreme Council Membership Records Department. ***It is not acceptable for anyone other than the member to create this letter.*** Those members that are granted a withdrawal will not maintain continuous membership. Their membership will reflect a break in service if they decide to reactivate their membership at a later date.

If the member is an insurance member, he will remain on the council rolls as an inactive member. The council is still responsible for Supreme and State levied assessments, but the council will receive a $9.00 credit from Supreme as explained under suspension.

Sample Withdrawal Letter

Knights of Columbus Council #
Council Address

I hereby request the withdrawal of my membership in the Knights of Columbus.

Signature of member
Member's name
Address
City, State, Zip Code
Membership No.

The original letter is to be forwarded to the Supreme Council Membership Records Department and a copy should be put in the council's files.

KNIGHTS OF COLUMBUS MEMBER RETENTION BILLING PROCEDURES

A vitally important part of the financial welfare of the council is the collection of dues and per capita assessments from members. The Grand Knight and the Trustees should, therefore, always be certain that the following retention process is to be followed.

Please note that Financial Secretaries should use the Member Management and Member Billing applications, located in the secure Officers Online area of www.kofc.org, to perform the tasks listed in this section online. Instructions, recorded webinars, and help are available within the online application.

1. The Financial Secretary mails the membership bill "First Notice" 15 days before the billing period to each member. 2. If payment is not received in 30 days, the Financial Secretary will mail the membership bill "Second Notice".

3. If payment is not received within 30 days from the date the "Second Notice" was sent, the Financial Secretary will provide the names, addresses, telephone numbers, and amounts due for each member in arrears to the retention committee for personal follow up.

The committee should include but is not limited to the Retention Committee Chairman (as reported on the Service Program Personal Report - typically the Deputy Grand Knight), the Trustees; and the proposer, if available. **(NOTE: The Financial Secretary is NOT a member of the Retention Committee.)**

The Retention Chairman (typically the Deputy Grand Knight) shall assign a member of the retention committee to discuss the reasons for non-payment: discuss any personal situations prohibiting payment: or to offer a cooperative remedy to the delinquency situation.

The Retention Chairman will notify the Grand Knight of the results of the contact. If directed, the Financial Secretary forwards a "Knight Alert" letter to the delinquent member, signed by the Grand Knight after the Retention Committee has done their work.

NOTE: The Retention Committee should make use of various methods, including internet search engines, in its attempt to locate the member if unreachable.

The committee members provide a written report of their findings to the Retention Chairman.

The Retention Committee Chairman will then compile a report on all members in arrears to be presented to the Grand Knight who will present the findings at the next officers meeting to determine if members are to be suspended or need assistance. **Personal financial difficulty is not a sufficient reason for suspension.**

If the member is experiencing financial difficulty, the Retention Committee can recommend to the Grand Knight that he advise the Financial Secretary to accommodate the member with a payment plan or other financial arrangement that is acceptable to the council.

4. If after 15 days of sending the "Knight Alert" the member still has not paid his dues or no satisfactory arrangement has been made, the "Notice of Intent to Retain" is prepared and signed by the Financial Secretary and countersigned by the Grand Knight.

a. The "Original Copy" is sent to the delinquent member.
b. The "Supreme Office Copy" is forwarded to the Department of Membership Records.

The Supreme Knight then mails a personal letter to the delinquent member to convey the Supreme Knight's interest in having the member retain his "good standing" status.

c. The State Retention Chairman, on behalf of the State Deputy will have the responsibility of monitoring the conservation listing, posted each Saturday morning on the Supreme web site in the Officers Online area. The same has the responsibility to ensure that the District Deputy and State Retention Team have access to the conservation list. He should also communicate with the member, offering assistance and advising him that the District Deputy in his area is available to help with any particular problems.

d. The District Deputy has the responsibility of monitoring the conservation listing, posted each Saturday morning on the Supreme web site in the Officers Online area, to access the list of members needing to be contacted. He personally contacts the delinquent member to discuss the nonpayment situation. In the course of the visit, suggestions as to possible solutions should be recommended, and the District Deputy will volunteer to assist the member, if the need exists.

The District Deputy determines whether personal contact has been made by the council. The response and reaction received from the delinquent member is recorded and then forwarded as soon as possible to the State Deputy for review.

e. The "Council Copy" is retained for council files.

5. If the delinquent member does not meet his obligation or arrange a satisfactory payment schedule within 60 days following processing of the Notice of Intent to Retain, then the council may file a Membership Document (#100), indicating suspension. Both the Grand Knight and Financial Secretary SHALL sign the form prior to filing the Form 100 with the Supreme Council. The Supreme Council office will not process the suspension unless a "Notice of Intent to Retain" has been on file for the required 60 days.

6. The "Notice of Intent to Retain" becomes null and void 90 days following the date it is recorded at the Supreme Council office. After the 90-day period has elapsed, the form will be removed from the file under the assumption the council has been successful in retaining the member.

7. If, subsequently, the member on whom the council previously filed a "Notice of Intent to Retain" again becomes delinquent, the entire billing/retention process must be re-implemented as described.

Every Financial Secretary has received clear and concise instructions on this procedure. It is the duty of the District Deputy to make certain that they are being carried out by the Financial Secretary and Retention Committee of each council in his district.

It is the State Deputy's responsibility to insure that the State Membership Director, the State Retention Chairmen and the District Deputy follow the retention procedures.

If using calendar Year billing

- 1st Notice sent to member on December 15th
- 2nd Notice sent to member on January 15th
- Retention Committee contacts those in arrears
- Knight Alert Letter sent February 15th
- Notice of Intent to Retain sent March 1st
- File a Form #100 with the Supreme Council on May 1st but no later than June 1st

New Council Development

The development of a new council is primarily the responsibility of the District Deputy. When anyone identifies "fertile ground" for a new council, the District Deputy should be contacted. The State Deputy and the New Council Development Director will assist the District Deputy in this undertaking.

The following steps can be used as a guide in forming a new council:

1. Upon being notified of a potential New Council, the District Deputy and New Council Development Director should explore this potential. It is suggested that at least 100 families are needed in a parish to form a council.
2. The District Deputy should make personal contact with the pastor and determine if he would support a council.
3. If the pastor is receptive to starting a council, the District Deputy should inform the State Deputy and complete **form #133NC**, *"Notice of Intent to Establish a New Council"*, and send to the Supreme Council. A copy of this form is in the District Deputy's packet.
4. The District Deputy informs the General Insurance Agent of the intent to form a new council.
5. The District Deputy asks the pastor for a list of individuals that might be willing to serve on a steering committee.
6. Form the steering committee and appoint a chairman and secretary.
7. Working together, the steering committee, pastor, District Deputy, State Deputy and the New Council Development Director establish a timeline for a recruitment drive. Some techniques for recruiting are a church drive, an open house and individual personal contacts with prospective members.
8. Invite all potential members and their families to an organizational meeting to explain the programs and goals of the Knights of Columbus.
9. Make sure candidates are given their First Degree as soon as possible and to have it at the parish. You can use a local First-Degree team for the exemplification.
10. When at least 30 members are initiated or transferred, the District Deputy completes **form #136**, *"Notice of Institution"*. One copy and the membership documents are forwarded to the Supreme Secretary's office.
11. After sufficient time (less than 60 days), the District Deputy completes **form #137, "Application for Charter"** One copy is to be forwarded to the Supreme Secretary's office. A good recruiting tool for potential members is to encourage them to join so that their names will appear on the charter document.
12. The District Deputy makes arrangements for the State Deputy to formally present the Charter to the new council. Publicity is a great way to let everyone in the parish and the community know that a new council of the Knights of Columbus has been formed.
13. After the council is formed the District Deputy maintains close contact with the council and its officers to mentor them on their duties and responsibilities.

If you are aware of potential new councils, contact your District Deputy and the New Council Development Chairman.

George Hayes, New Council Development Chairman
3050 Sunnyside Road
Smithfield, KY 40068
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Protocol

At the beginning of each fraternal year, The Supreme Council sends the Financial Secretary of every council a box that contains a wealth of information. This information covers a multitude of subjects for each council to digest. There is however, one booklet that tends to be overlooked. This one booklet is very important. The information in this booklet has all of the information on how to operate a council properly in a dignified manner. It is a small 13-page booklet that does not take that much time to read. It is called “The Protocol Booklet”.

Please do not toss this booklet aside. This booklet contains valuable information for the Grand Knight and other officers of the council. It would be a good idea for the Grand Knight to appoint a Protocol Chairman for the council. By having someone familiar with the contents of this booklet, he can provide to the council the opportunity to provide more dignity to council meetings and other functions of the council.

The dignity in which your council provides the proper protocol at meetings and functions will have an impressive impact on the membership and visitors alike. When you have visiting dignitaries, it will mean a great deal to them. Not using proper protocol may provide an embarrassment to the council and to the Grand Knight.

Please read and use the Protocol Booklet. Appoint someone to advise the council on how to have the proper protocol not only at meetings and other functions, but also when the council may have a visitor.

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Ceremonials

The Knights of Columbus was, is and always shall be a brotherhood bound together by the lessons of charity, unity and fraternity. These lessons are exemplified through our First, Second and Third Degree ceremonies. It is our ceremonies that make us Knights rather than a men's club member.

First Degree – Charity – Admission. Grand Knights are responsible for the conduct of this degree and every Council should form a team. A Council must host or conduct at least **four degrees** during a fraternal year to fulfill one **requirement for Star Council**. Conduct of a degree is to be reported by the Council and the District Deputy on Forms 450C and 450 respectively. A Council is encouraged to schedule a degree monthly. Provide me a copy of your schedule.

Second Degree – Unity – Formation. District Deputies are responsible for the conduct of this degree. He is charged with establishing a degree team from the assets within the District. This is the Jurisdiction goal but we aren't there yet. As an interim measure our 25 Districts should regionally pool their assets to form as a minimum a regional team to conduct Second Degrees. Conduct frequent and local degrees. Don't lose sight of the goal of a team in every district. Conduct frequent and local degrees. Don't lose sight of the goal of a team in every district.

Third Degree – Fraternity – Knighthood. The State Deputy is responsible for the conduct of this degree. He does this through Conferring Officers (CO's) and their staffs. Currently there are only three in the Jurisdiction. I can't stress enough the need for additional ones.

District Deputies must request and coordinate Second and Third Degrees through me. Provide me a preferred date and a host Council. I will seek approval of the State Deputy for the date requested and secure the services of a CO and his staff. I will notify the host District Deputy when the degree is approved and coordinated. Second and Third Degrees are to be reported by the host District Deputy on Form 450.

A Conferring Officer and his staff should be invited to participate in a light meal after the degree. It is customary for the host Council(s) to serve a light meal to all participants and candidates. For further clarification of this policy, please refer to **Policy Letter #1** included in this program guide.

Semiannually the State Secretary will bill Councils $10.00 for each new First Degree member inducted during the previous six months. This $10.00 is used to help offset the expense of conducting degrees and to help maintain Degree team equipment.

I look forward to serving with you to make this another very successful year.

Joseph Schmitt
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Clarksville, TN 37042
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Fourth Degree

Fr. Edward F. Sorin, C.S.C. Province, Kentucky District

The Fourth Degree of the Knights of Columbus was founded on the principle of Patriotism – love for and devotion to one's country. Fourth Degree Knights focus the majority of their activities on this principle. However a Sir Knight does not neglect the principles of Charity, Unity, and Fraternity. Nurturing a spirit of fraternalism within an Assembly is a vital aspect of the work of the Fourth Degree.

The Kentucky District traditionally conducts a Patriotic Exemplification four times each year, moving the Exemplification across the state to give all members the opportunity to join without having to travel a great distance. Informational packages are distributed to each Council and Assembly prior to each event.

An applicant for membership in the Fourth Degree must be a practical male Catholic over eighteen years old. He must be a citizen of the country in which he resides and a Third Degree member in good standing. A former member who was terminated or withdrawn and has been readmitted as a Third Degree member in good standing can apply for membership in the Fourth Degree.

It is a known fact that once a Third Degree member becomes a Fourth Degree member, he is a member for life. Rarely does a Fourth Degree member withdraw his membership. By promoting Fourth Degree membership in your council can help reduce retention problems.

The Fourth Degree is the most visible part of the Knights of Columbus. Many members purchase for themselves the Color Corps Uniform, which is an option, not a requirement. These members participate in Honor Guards or other Color Corps activities including community parades. Other activities of the Fourth Degree include veteran's assistance as well as promoting the use of the U.S. flag and the Pledge of Allegiance.

Many assemblies also have a chalice memorial fund. Members contribute to a special fund that is used to purchase a chalice when that member, if he is in good standing, passes on. The chalice is engraved with that member's name, his birth-year and the year of his passing. The chalice can then be presented to the family of the deceased member, who in turn present it to a priest, seminarian, or a church in memory of the deceased member.

For more information about the Fourth Degree contact:

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Kentucky District Master
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Leitchfield, KY 42754
270-259-2607 270-230-6951
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FAITH ACTIVITIES

As we enter into a new fraternal year, we once again are battling challenges to the Catholic Church and Christianity as a whole from the ACLU and other anti-religious groups. To combat these movements, we have to display our God and our religious beliefs whenever and wherever possible. As a Knight advances through our degrees, he pledges: to maintain unity; to practice virtues of charity and brotherly love; to exemplify in all his relations with his fellow man the sublime teaching of the Holy Mother Church. The Knights of Columbus is first and foremost a Catholic men's organization. The pledge and dedication of any K of C council to its local church should be a matter of profound satisfaction to the pastor. Now is the time to show our local churches and our communities that there is a need for the strength, character and tradition of service that are the essence of every Knights of Columbus council.

It should be the goal of every council across the state of Kentucky to be more visible and active in their local parishes. Some suggestions on achieving these goals are as follows:

Pastor Meeting

Set up a meeting between the pastor of your local parish and your program personnel. What is expected from your council in the way of leadership, special talents, financial aid or maintenance of church property? Present a calendar of upcoming council events and ask for support and assistance for these K of C activities.

Corporate Communion

Some councils use the Fifth Sunday of a month for a Memorial Mass for deceased Knights and encourage the members of the council to receive Holy Communion at that Mass. Some have a breakfast for the council members after the Mass. A new Supreme program has been instituted to hold a Fifth Sunday Rosary that could be done in conjunction with the Corporate Communion.

Lay Ministers

Encourage members of the council to serve as lay ministers in their parish. Many members already serve as commentators, lectors, Eucharistic Ministers and ushers.

Icon/Silver Rose

When the Marian Icon or Silver Rose is scheduled to come to your council, encourage the members and parishioners to take part in this devotion to Our Blessed Mother.

Religious Life

Support and encourage vocations to the religious life. The RSVP program is an excellent means to support vocations.

Other Programs

Other activities that fall under the Church category include: Supreme programs "Building the Domestic Church: The "Family Fully Alive", "Keep Christ in Christmas", and "Marian Prayer Program"; support of the Kentucky Charities Raffo Fund; "Kentucky Heavenly Pennies Program"; "Knights of Columbus Traveling Chalice"; Clergy Appreciation; RCIA sponsorship; "Welcome Home" programs; Faith Formation; and Eucharistic Adoration to name a few. The Supreme Council featured Church Program is "Refund Support Vocations Program" (RSVP).

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Knights of Columbus Traveling Chalice

The Knights of Columbus Traveling Chalice [KCTC] offers councils a simple, reverent means for praying for vocations by giving an opportunity for young people to view, touch and revere the presence of a Knight's Chalice while praying for a priest to come and use that chalice.

Each council recruits Knights to be "prayer battle-buddies" who take a 4th Degree Knight's memorial chalice home with them and return it with a "prayer log" at the next council meeting. Each Knight, with their family, would participate for two weeks before turning the Chalice over to the next "prayer battle-buddy". A pamphlet is available through the State Council that details the daily prayers and has a place for participants to sign off each day.

Kentucky's Heavenly Pennies Program

The Kentucky's Heavenly Pennies Program (KHPP) is predicated on the old adage of a penny saved is a penny earned. It is also based on the concept of the time value of money. Money saved, no matter how small the amounts, when done so on a routine and consistent basis over time, will result in significant savings. The monies earned through the KHPP will be used to support vocations in the State of Kentucky.

The KHPP container given to each Council is to be used for collections. At every Knights of Columbus meeting, event and function, pass the jar and let everyone know that the money placed therein goes to support vocations in their area. The monies turned in to the Kentucky State Council twice annually (on or before December 15th and on or before April 15th) will be distributed to the Diocese/Arch-Diocese in which each individual Council resides for the purpose of supporting vocations.

The key to conducting a successful KHPP campaign in your Council is consistency. Pass the jar at every opportunity and once again set the standard as the Strong Right Arm of the Catholic Church.

Vivat Jesus!

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Parish Round Table

The parish round table is a valuable tool for both parishes and councils. Both benefit from the close association of Knights and parish pastors working together. Parishes benefit by allowing Knights to perform services in many areas. Councils benefit by having positive exposure to more parishioners and to the pastor.

Establishing a parish round table is very easy. The Grand Knight selects a member of the council who is also a member of the parish to be the round table coordinator. Together they meet with the pastor to explain the purpose of the program and offer the support of the council to the pastor. The coordinator becomes the primary contact to the pastor. They should meet regularly to reinforce the availability of the council to the pastor and to find out how the council can provide support.

Once the round table is established and the pastor learns that he can call upon the Knights for help, he becomes a valuable supporter of the Knights of Columbus. Parishioners learn that the Knights are a force for good in the parish, which helps the council gain more members. This is why the Supreme Knight wants every parish to have a round table affiliation with local councils.

The “Report of Round Table Coordinators”, form #2629 is to be filled out by the Grand Knight. The original copy is sent to the Supreme Council Department of Council Growth & Development. One copy is sent to the State Deputy, one copy to the District Deputy and one copy to State Round Table Director. As additional coordinators are gained, or changes are made, additional copies of the form should be sent.

Working at the parish can provide additional benefit for a council that is looking for ways to get recognized. When performing a service for a parish, document it so that it can be sent to the State Council for evaluation as a possible award winner at the state level. If it becomes a winner at the state level it is sent to Supreme for their evaluation as a possible international award winner.

No one is looking for more paperwork, especially the Grand Knight. However, forming parish round tables with your local parishes provides the council with a means to gain new members. The forms are in the “Council Report Forms Booklet”, on the Supreme web site and are available from the Supreme Council Supply Department.

Cameron Peck, State Deputy
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Lexington, KY 40503
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Vocation Activities

Vocation: a call; a summons; a calling to a particular state, business or profession as a vocation to the religious life.

Vocations are the work of all people as everyone has a vocation in life. It is our job as Knights to pursue vocations of service to our church. The following goals were established by the Supreme Council and should be foremost in our minds in implementing programs in our councils to foster religious vocations throughout the state.

In relation to all of the faithful, we should work

- To create awareness that God calls everyone to a special vocation to serve Him as a cleric, a religious or lay person in the Church.
- To motivate people to listen and respond to God's call.
- To provide the proper climate so that people will be able to hear God's voice and respond to His call in freedom.

These goals can be accomplished through an active Vocations Program. It is necessary to appoint a Vocation Committee and Chairman within the council that will be dedicated to reaching these goals. Numerous programs can be undertaken toward that end.

A few of these programs are listed below:

- Participate in the "**R**efund **S**upport **V**ocation **P**rogram". Remember that for each $500.00 that you give in support of this program, with the proper paperwork submitted to the Supreme Council, you can receive a $100.00 refund.
- With the help of all the councils in your diocese or arch-diocese, arrange a program and/or an Appreciation Dinner for all the priests in your diocese or archdiocese.
- Hold classes or instruction groups teaching the doctrine of Vocations as a divine-human dialogue.
- Hold an "Awareness Program" stressing religious vocations.
- Celebrate *"Vocation Awareness Week*" in October with other parishes.
- Celebrate *"World Vocation Day"* in cooperation with other parishes.
- Pray for vocations daily and at each council meeting. The Vocation Prayer Card, (# 1874) is an excellent prayer and is available from Supreme Supply at no charge.

- Set aside the first Saturday of each month as “Pray the Rosary for Vocations Day”.
- Present a program on vocations to your Squires Circle or to the religious education classes in your parish.
- Develop a community or family program to reestablish family pride in vocations.
- Coordinate a program for the parish through the Parish Council Vocations Committee.
- Install a pamphlet rack or bulletin board on vocations in your council hall or in your parish’s church.
- Sponsor a program about the Permanent Deacon and his role in the church.
- Adopt a seminarian or postulant from your parish or in your area or a nearby parish. Send them a “Care” package periodically.
- Arrange trips for interested youth to a local seminary or religious establishment
- In conjunction with your Chaplain, contact your diocesan or archdiocesan Vocations Director to offer your assistance in regard to vocations.

“**Vocations are Everybody’s Business**” is a Knights of Columbus slogan, but the obligation and the privilege of living out its true meaning are ours as Catholic Christian men. The Knights recognize that each diocese with their parishes have the primary right and responsibility to minister to vocations, but we as Knights of Columbus have the obligation to assist in any way possible to be of service to our various parishes.

The pro-vocations effort is actually concerned with three objectives:

Awareness **Climate** **Motivation**

Consult your Vocations handbook for many more suggestions, supplies and guidelines.

Father Mario Tizziani, Vocations Director
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Independence, KY 41051
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tizzianim@hotmail.com

Refund Support Vocations Program (RSVP)

Through the Knights of Columbus Refund Support Vocations Program, councils, assemblies and Squires circles "adopt" one or more seminarians or postulants and provide them with financial assistance and moral support. RSVP money can be used by those in religious formation for tuition, books, emergency expenditures or other living expenses. Knights should provide more than financial support though. Members are encouraged to write letters, sponsor dinners, and invite the men to join the Order and most importantly to pray for their success and vocations.

Since the program's start in 1981, more than $49.9 million has been raised and contributed. Over the past 31 years, gifts have been given to nearly 80,000 seminarians, postulants and novices. Supreme Knight, Carl Anderson said, "Our goal continues to be the adoption of every seminarian in the United States and Canada through our RSVP program." The Kentucky State Council has founded the *Rev. Charles P. Raffo Fund*, in honor of Kentucky's first State Chaplain, in order to achieve this goal in Kentucky as set forth by the Supreme Council.

Seminarians are defined as those enrolled in the first formation programs for priesthood. Postulants are defined as men or women enrolled in first formation programs for religious life. This applies also to those special institutes of the consecrated life known as Secular Institutes. Programs for the deaconate or for continuing education of a priest or religious are not included in the RSVP program.

Application form **#2863** for refund payments and the sponsor award plaque can be found in the Council Reports Forms Booklet and the Assembly Forms Booklet. All application forms should be submitted between April 1st and June 30th. A gift of $500.00 qualifies for a refund if it is divided between two beneficiaries, but no more than two per $500.00 gift.

Even though the refund aspect of RSVP is important, it is secondary to the moral support aspect. The RSVP Program will only be fully effective when the "adopted" persons become known to the Knights and their interest in them moves them to encourage vocations in their own communities and families.
In reference to moral support, the award plaque will be a meaningless symbol if it does not signify ongoing and substantial interest in the adopted seminarian or postulant by the members of the council. The minimum requirements for the awarding of the plaque are as follows;

- At least four letters during the year from council members to the individual.
- Personal contact through visits with the seminarian or postulant at their residence or at the council.
- Cooperation with the local parishes in celebration of vocations events and/or other vocations initiatives.

Dan Pawley, RSVP Director
702 Hackberry Road
Cecilia, KY 42724
270-401-9117
Jdp3putt@gmail.com

COMMUNITY ACTIVITIES

Wherever we live, whether it is in Paducah, Lexington, or Ashland, we all have perceptions of “Community”. Community undoubtedly means different things to each of us due to our particular experiences.

Every individual has a voice in shaping the world around him and everyone can make that voice heard. Your voice is important and you should make it heard in your community. Making a difference in the lives of those with whom we come in contact in business or social environments says, “I care”.

Your community offers limitless opportunities for action. Look for something that is needed and workable in your community. Get your Brother Knights to join the effort. Here are some examples:

- Actively participate in statewide programs. Special emphasis will be placed on the Tootsie Roll Drive in the fall. Participate and get others to help.
- Be involved in Education. Good education in these times is an important matter for the children of your community and will help shape the course of their future. Good schools are vital to this concern.
- Find out what your community has in the way of recreational and cultural opportunities. Ask yourself what it lacks. Find out what you can do to help.
- Show pride in your country by displaying the flag proudly and properly.
- Look in the “Faith in Action” booklet from Supreme Council for a whole host of proven ideas and community programs including Habitat for Humanity and Global Wheelchair Mission.

Other Community activity suggestions include: Promoting religious freedom; support of the Stewards of Appalachia; support of the “Kentucky Association for the Mentally Disabled”; Tootsie Roll drive; Community beautification; Planting trees; Hosting a Mass for police, firemen and paramedics; Natural disaster relief; Adopt a Highway; and Voter registration, to name a few. The Supreme Council featured Community Programs are “Coats for Kids”, “Habitat for Humanity”, and “Global Wheelchair Mission”.

Your boundaries are virtually limitless! Just about everything that your council does can be aimed at your community. Contact me if I can help in any way.

Keith Cahill, Community Activities Director
3711 Avalon Drive
Burlington, KY 41005
859-653-2016
gkcahill@outlook.com

Coats for Kids

Distributing coats to needy children not only fills a vital need in the community, it is also an excellent way to build camaraderie among members and prospects. Seeing the joy that getting a new winter coat brings to a child will help prospects to see the Knights of Columbus as an organization they want to be a part of. In the last four years, Knights of Columbus councils have distributed more than 72,000 winter coats to needy children.

- Make Coats for Kids a project for the entire parish community.
- Assess the need in the community. Pastors and Catholic school principals can be excellent resources in identifying children who would benefit from this program.
- Determine how much of the need the council can meet. For the 2018-2019 Winter, coats purchased from the Supreme Council are $215.90 for a case of 12 coats plus shipping.
- Use council funds or conduct targeted fund raisers to purchase needed coats. Coat drives in the council or parish are great ways to supplement the coats purchased.
- Purchase the coats using the form on **www.kofc.org/coats**
- Schedule a distribution date, time and location. Parish halls, Catholic school gyms or council homes all make good distribution sites.
- Secure manpower. Invite the entire parish community to participate.
- Publicize the distribution among the recipients. Also, advise local media.

Any council that conducts a Coats for Kids program, and meets the minimum requirements, will receive credit for two lines in the Community section of the Columbian Award (SP-7).

Keith Cahill, Community Activities Director
3711 Avalon Drive
Burlington, KY 41005
859-653-2016
gkcahill@outlook.com

Habitat for Humanity

Habitat for Humanity seeks to eliminate poverty housing and homelessness one family at a time. The organization assists in providing quality-built, affordable homes to needy families by cooperatively involving the future homeowner with community volunteers and suppliers to build or renovate the home. In the last four years, Knights of Columbus members and their families have contributed millions of hours to Habitat building projects, and donated millions of dollars to those projects. Habitat for Humanity building projects are excellent opportunities to show prospective members what the Knights of Columbus is all about. The steps involved in participating in Habitat for Humanity include:

- Contact the local Habit for Humanity affiliate in your community. Visit **www.habitat.org** or email **volunteer@habitat.org** for information on your local affiliate. They will be able to brief you on the volunteer opportunities available to council members, prospects and families.
- Involve the entire parish community in the project. This will increase exposure for the council and the project, and will help volunteers develop the skills to build a home.
- Develop a calendar of Habitat for Humanity build dates, and advise council members and parishioners well in advance so they can participate.
- Make this a family project. Wives and children can help build and enjoy the camaraderie that comes with completed build projects.
- Hold a “Thank You” or “Open House” event for all that participated in the build. Make a presentation other programs and activities in which the council is involved. Then ask those prospects to join.

Any council that participates in a Habitat for Humanity building project, and meets the minimum requirements, will receive credit for two lines in the Community section of the Columbian Award (SP-7).

Keith Cahill, Community Activities Director
3711 Avalon Drive
Burlington, KY 41005
859-653-2016
gkcahill@outlook.com

Global Wheelchair Mission

In 2003, the Knights of Columbus teamed up with The Global Wheelchair Mission (**www.amwheelchair.org**) to help bring wheelchairs to those who lack freedom of mobility. Since then, Knights in the U.S. and Canada have sponsored the distribution of some 30,000 wheelchairs in Argentina, Colombia, Cuba, the Dominican Republic, Ecuador, Guatemala, Jordan, Mexico, Morocco, Oman, Panama, the Philippines, Poland, the United States and Vietnam.

The Global Wheelchair Mission purchases wheelchairs in bulk and delivers them by sea containers around the world.

For every donation of $150 received by the Global Wheelchair Mission, it can deliver a brand new wheelchair which would cost over $500 in a medical supply store.

They are shipped by 100 to 280 wheelchair containers directly from the factory to the destination countries at no cost to the recipients.

Councils, assemblies and circles are encouraged to promote this program to their membership, inviting personal consideration, as well as implementing this as an ongoing charitable event.

Any council that participates in the Global Wheelchair Mission program, and meets the minimum requirements, will receive credit for two lines in the Community section of the Columbian Award (SP-7).

Keith Cahill, Community Activities Director
3711 Avalon Drive
Burlington, KY 41005
859-653-2016
gkcahill@outlook.com

FAMILY ACTIVITIES

Families are the foundation of society and are at the core of the Knights of Columbus. With this in mind, councils regularly sponsor activities that allow families to spend time together in volunteer activities, faith initiatives and social events. In addition, the Knights of Columbus regularly recognizes the importance of the family and outstanding families. In addition, since its beginnings, the Order has always stood ready to help protect the widows and orphans of its members.

As Knights of Columbus, we are interested in the continuing development of strong, vibrant families throughout our order. To further this theme and recognize families of this type, each council is asked to select a **"Family of the Month"** during the twelve months of each fraternal year.

Knights of Columbus **Family Week** (Aug. 8 – 14) is a special opportunity for our Order to celebrate and emphasize the importance of the family through programs that support the Church and the parish, and unite Knights and Squires with their families and the community at large. These programs should be fun and enjoyable for all, but also meaningful in their message. Our celebration of the family shouldn't be a private matter. Open it to nonmembers, prospects, parishioners, friends, priests, religious and everyone else in your community. Advertise your events and show the world that families are the backbone of communities and our Order. The Supreme website offers many ways to celebrate Family Week at your council.

Other activity ideas include adopting a needy family, promoting the Supreme program "Fathers for Good", family movie night, and various social family activities. The Supreme Council featured Family Program is "Food for Families".

To be eligible for the State Council's "**Family of the Year**" award, your reports and supporting documents must be submitted before **April 1st** to either State Deputy Cameron Peck or Program Director Bill Schmidt.

Fred Meade
71 Pinetop Drive
Walton, KY 41094
859-485-6219 859-466-6939
fsmeade@fuse.net

Food for Families

In these difficult economic times even something as basic as putting food on a table is difficult for some families. The difference between having a nutritious meal and going to bed hungry can be a thin line. You and your bother Knights and families can be that difference and help set the table for people in need by conducting Food for Families programs.

- Contact a local food pantry or soup kitchen to ensure they will be able to receive the food and ask what their needs are. Also, determine if there are specific items that they need.
- Obtain permission to set up the food drive at your parish or a local store.
- Display posters around your parish, community and stores. These posters should include the date, time and location of the drive.
- If you are conducting the event at your parish, hand out flyers to the parishioners as they enter the church and ask your pastor to make an announcement about the initiative, or get permission to have a council officer make an announcement before or after Mass.
- Request that a written announcement be included in the parish bulletin. In the announcement ask parishioners to donate nonperishable food items. These items should be brought to Mass the following weekend (you will need to run the informational part of the event on the first weekend and collect the items on the second weekend).
- Another option that can effectively involve all parishioners is a "40 Cans for Lent" program, where every parishioner contributes one can of food for each day of the Lenten season.
- Pass out flyers to shoppers as they enter the store asking them to purchase extra food and to place it in the collection boxes on their way out of the store.
- When collecting monetary donation, make sure to have a secure receptacle in your collection area for cash or checks.
- Place some items in the collection boxes after setting them up so people can see what types of items are needed. Put a sign on the collection receptacle so people who miss the announcement will know what it is for.

Any council that conducts a Food for Families program, and meets the minimum requirements, will receive credit for two lines in the Family section of the Columbian Award (SP-7).

Fred Meade
71 Pinetop Drive
Walton, KY 41094
859-485-6219 859-466-6939
fsmeade@fuse.net

Life Activities

What your council can do:

Appoint a "Pro-Life" chair couple to represent your council. Their names should be recorded on the Form #365, "Service Program Personnel Report," that is to be sent to the Supreme Council by August 1st. This form is in the "Council Reports Form Booklet" that each Grand Knight receives at the beginning of each fraternal year from the Supreme Council. It is also important that this information be submitted to me as your State Culture of Life Director.

Make a financial pledge or donation to the Kentucky State Council Culture of Life Program. Checks should be made out to **Knights of Columbus Culture of Life**. Be sure to put your Council number and Diocese on the Check. Mail the check to: State Secretary, Steve Zanone
2849 Spindletop Way
Lexington, KY 40511

Have your council sponsor at least one major Pro-Life activity during the fraternal year. This should be reported to the State Council Pro-Life Director immediately upon completion. The absolute deadline for reporting this or any pro-life activity is **April 1st**.

Have your council sponsor at least one major Culture of Life activity during the fraternal year. This should be reported to the State Council Culture of Life Director immediately upon completion. The absolute deadline for reporting these activities is April 1st.

Those councils that complete these activities and report them will receive the *State Council Culture of Life Award* at the Kentucky State Convention in May.

Other activities that councils are encouraged to do:

Strive to keep aware of proposed bills and tactics of the pro-abortionists and others that are attacking the sanctity of life. Council members should be advised at meetings and through council bulletins, so that they can participate in an effort to return the country to a moral and traditional status. Telephone committees and special bulletins on radio and television are other means that can be used to keep members informed if they are to maintain an active and constant campaign against abortion and other life-ending issues.

Review the new Supreme Council Program Book, "Faith in Action", Life activities.

Seek out and associate your council with other pro-life groups that are in your area. Encourage council members to become active within these organizations. I am sure they need and would welcome not only the volunteer hours but also monetary support.

Actively participate in the Special Olympics. Seek out and find ways for your membership to assist.

Eric and Amy Ritchie, Pro-Life Chair Couple
3204 Cornerstone Drive
Burlington, KY 41005
859-414-9573
e.ritchie@kofc5453.org

Regional Pro-Life Coordinators

Archdiocese of Louisville
Rick & Celesta Arnold
4604 Primula Place
Louisville, KY 40272
502-797-1874
rick.arnoldpsd@gmail.com

Diocese of Covington
Eric & Amy Ritchie
3204 Cornerstone Drive
Burlington, KY 41005
859-414-9573
e.richie@kofc5453.org

Diocese of Lexington
David & Sandy Holzworth
113 Parker Place
Georgetown, KY 42303
859-333-5703
dave_holzwarth@yahoo.com

Diocese of Owensboro
Bruce & Sandy Whitehouse
5630 Pleasant Valley Rd.
Philpot, KY 42366
270-570-5654, 270-281-0387
brucewhitehouse@att.net

March for Life

Knights of Columbus Culture of Life programs are the very essence of being a Catholic and a foundation of the Order's principles. Every council must promote Culture of Life activities. Respect for life allows our councils to stand in solidarity with our bishops, our priests and our Church.

The annual March for Life will be held January 18, 2019 in Washington, D.C., and commemorates the anniversary of the U.S. Supreme Court's infamous *Roe v. Wade* decision to legalize abortion on January 22, 1973.

- All Knights, their families and other parishioners are urged to join the march. Councils planning bus trips to Washington should book their charters early, and make sure to invite non-member parishioners to join them. Knights should carry council banners and KofC posters, wear jackets with the KofC emblem, and walk together to show the Order's support for the right to life.
- Knights who cannot go to Washington can participate in local or state pro-life marches. State Culture of Life chair-couples will have information on local activities sponsored or supported by Knights in their jurisdiction. State and local marches are excellent ways to involve prospects and other parishioners in the Culture of Life activities of the council.
- Knights are urged to schedule prayer services for unborn children at government monuments or participate in other appropriate activities. Invite Squires Circles, ladies auxiliaries, parish pro-life groups and similar organizations to attend or co-sponsor planned activities.
- Councils can also schedule parish-wide prayer services on the *Roe v. Wade* anniversary date (January 22), the Knights of Columbus Day of Prayer for the Unborn Child (March 25), or during the month of October (Respect Life Month).

Any council that participates in a local, state or national Pro-Life March, and meets the minimum requirements, will receive credit for two of the Columbian Award (SP-7) line items in the Life Activities category.

Eric and Amy Ritchie, Pro-Life Chair Couple
3204 Cornerstone Drive
Burlington, KY 41005
859-414-9573
e.ritchie@kofc5453.org

Ultrasound Initiative

The Knights of Columbus Ultrasound Initiative seeks to provide medically certified pro-life pregnancy centers with the modern technology to monitor the health of babies in utero, and to allow mothers to visually experience their development. The sophistication of today's medical technology provides a "window on the womb," said Supreme Knight Carl A. Anderson. "Even from the early stages of pregnancy, a mother can see her developing child, hear the baby's heartbeat, and recognize the miracle of new life within her."

When a council fund-raising campaign raises one-half of the cost of purchasing an ultrasound machine for a pro-life pregnancy care center, the Supreme Council will match the other half of the machine's cost.

To qualify for matching funds, a council must:

- Locate a pro-life pregnancy care center that is prepared to receive, use and maintain an ultrasound machine
- Present a Diocesan Evaluation form (#9884) to the diocesan culture of life director, who will recommend whether or not the pregnancy care center will be eligible to participate in the Ultrasound Initiative, by working with the council to determine if the pregnancy care center will be able to staff and operate the machine. This will include:
    - Ensuring the center is properly licensed under state and local laws and regulations to operate an ultrasound machine
    - Ensuring that the center is affiliated with a medical doctor who is willing to oversee the ultrasound machine operations
    - Ensuring that the machine will be staffed with licensed and experienced medical personnel
    - Ensuring the center has adequate insurance for operation of the machine
- Determine that the pregnancy care center is not anti-Catholic in any way

Once a positive Diocesan Evaluation form has been submitted to and acknowledged by the Supreme Council, the pregnancy care center should choose an ultrasound machine that meets the center's needs. Get a quote for the purchase price of the machine (not including sales tax, shipping, maintenance agreements or other add-on costs).

If the council commits to raising 50% of the cost of the machine, fundraising can then begin. The council must be actively involved in raising the funds for half of the purchase price of the ultrasound machine.

Once the funds for not less than half the purchase price are raised, the Ultrasound Initiative Application (#4886) should be completed, signed by the State Deputy and submitted to the Supreme Council office.

Refer to the "Ultrasound Initiative Guidelines" and "frequently Asked Questions," available at **www.kofc.org/ultrasound** for complete guidelines for participation in the Ultrasound Initiative.

Any council that participates in an Ultrasound Initiative, and meets the minimum requirements, will receive credit for two of the Columbian Award (SP-7) line items in the Life Activities category.

Cameron Peck, State Deputy
796 Wellington Way
Lexington, KY 40503
859-333-9343
cameronpeck@gmail.com

Special Olympics

Knights of Columbus councils in Kentucky contribute to Special Olympics programs in many ways. Councils contribute more than $15,000 annually at the state and local level through Tootsie Roll and other donations and participation in events like the Polar Plunge and Truck and Plane Pulls. Knights also provide hundreds of hours of volunteer service at Special Olympics competitions throughout the state.

As part of our ongoing goal to provide financial, spiritual, and emotional support to those less fortunate, the Knights of Columbus has been a strong supporter of the Special Olympics since its inception. Our goal is to help Special Olympics not only become stronger and reach more athletes and communities, so that more people can benefit from their positive, uplifting example. The Knights of Columbus believe that the Special Olympics are nearly unparalleled in their ability to show the intrinsic worth and dignity of every single human being. These games don't just build strength and character among the athletes and participants; it only takes a few moments with the competitors to be inspired by the force of their determination, and the true sense of God's love.

There are many ways in which Councils in Kentucky can become involved in Special Olympics activities.

- Donate at the state or local level
- Participate as a council in any of Special Olympics Kentucky's signature fundraising events
    - Polar Plunge – February/March in Lake Cumberland, Lexington, Louisville, Northern Kentucky and Western Kentucky
    - Plane and Truck Pulls – August/September in Lexington, Louisville, Northern Kentucky and Paducah
- Volunteer at any Special Olympics Kentucky competition. Competitions are held throughout the state in a number of sports. Volunteers are needed in roles ranging from certified officials to finish line greeters and medal presenters. There truly is an opportunity for everyone in every part of the state.

Any council that provides financial or manpower support, and meets the minimum requirements for Special Olympics, will receive credit for two lines in the Life section of the Columbian Award (SP-7).

If you have any questions, about how your Council can help support Special Olympics Kentucky, please feel free to contact me.

Mark Buerger, Chairman
859-338-6075
lexbuerger@gmail.com

The Columbian Squires

The Columbian Squires is a leadership development program for young Catholic men ages 10-18 years old. There are over 25,000 Catholic young men in over 1,500 local units, called Circles, throughout the United States, Canada, Mexico, the Philippines, Puerto Rico, the Virgin Islands, the Bahamas, Guam and Poland.

The Squires program is designed to develop young men as leaders who understand their Catholic religion, who have a strong commitment to the Church and who are ready willing and capable of patterning their lives after the Youth Christ.

A Squires Circle must be sponsored by a Knights of Columbus council or assembly, but is run by and for young men under the guidance of several Knights who serve as counselors. Squires are to be leaders and so, to the degree they are able, they are given the opportunity to lead, by running their own meetings, initiating their own members, setting their Circle's agenda and implementing their program of activities.

Squires have fun. They meet new friends; they travel, play sports and socialize. Squires are serious-minded as well. Squires are involved in promoting Catholic education, vocations, marching in defense of unborn life, feeding the hungry, clothing the poor, supporting Special Olympics and countless other activities. The Squires Circle is an athletic team, a youth group, a social club, a spiritual development program, a cultural and civil improvement association, a management training course and a civil rights organization all rolled into one.

Knights of Columbus

The Knights of Columbus Soccer Challenge is a competition designed for players to demonstrate the most basic soccer skill – the penalty kick. Open to all boys and girls in your community, ages 10-14, where each player will be allowed 15 shots at the goal from the penalty line (12 yards from the goal). Winners progress to the regional, state and international levels.

The recommended time frame for the Soccer Challenge is:

- ***Council Competition – September.*** The time and place is the responsibility of each participating Council. The entry form/score sheet and proof of age of each winner are to be forwarded to the District Deputy after the local competition.
- ***Regional Competition – October.*** The District Deputies of each region are responsible for determining the time and place for their regional competition.
- ***State Competition – November.*** The time and place will be determined for the State competition by the Soccer Challenge Chairman.

There are to be **NO CASH AWARDS** *of any kind to any winner at any level of competition. This must be adhered to so as not to jeopardize the amateur status of any winner.*

More information about and the rules for the Soccer Challenge can be obtained by sending in form #**SC-KIT** that is found at **www.kofc.org/forms**, Council Reports Form Booklet (#1436) or by contacting the State Soccer Challenge Chairman at the following address:

Bill Schmidt PSD, General Program Director
451 Jesse Skaggs Road
Leitchfield, KY 42754
270-259-2607 270-230-6951
BillSchmidtPSD@gmail.com

Knights of Columbus

Since 1972, councils have sponsored the Knights of Columbus International Free Throw Championship for boys and girls between the ages of 10 and 14.

The championship is set up to have the contestants compete within their own gender and age group tossing 15 consecutive Free Throw attempts. All competition starts at the local level. Winners move on to the district, regional, and state levels. From there, some make it to the international level for championship competition in their group.

The recommended time frame for the Knights of Columbus Free Throw Championship is:

- ***Council Championship – January.*** The time and place is the responsibility of each participating Council. The entry form/score sheet and proof of age of each winner are to be forwarded to the District Deputy after the local competition.
- ***Regional Championship — February.*** The District Deputies of each region are responsible for determining the time and place for their regional competition.
- ***State Championship — March.*** The time and place will be determined for the State competition by the Youth Director.

There are to be **NO CASH AWARDS** *of any kind to any winner at any level of competition. This must be adhered to so as not to jeopardize the amateur status of any winner.*

More information about and the rules for the Knights of Columbus Free Throw Championship can be obtained by sending in form **#FT-KIT** that is found at **www.kofc.org/forms**, Council Reports Form Booklet (#1436) or by contacting the State Free Throw Championship Chairman at the following address:

George Hayes
3050 Sunnyside Rd.
Smithfield, KY 40068
502-558-9079
George.h.hayes@wildblue.net

Substance Abuse Awareness Poster Contest

Entries in the Knights of Columbus Substance Abuse Awareness Poster Contest must fall under one of these topics: **Alcohol Awareness and Abuse or Drug Awareness and Abuse.** Each poster must include a slogan reflecting either of the topics and an original visual image. Posters may only be entered under one topic.

The Knights of Columbus Substance Abuse Awareness Poster Contest is open to all young people between the ages of 8 and 14. Contest entrants compete in one of two age groups – **ages 8 through 11, and ages 12 through 14.**

The recommended time frame for the Substance Abuse Awareness Poster Contest is:

- *Local Competition - January*
- *District/Regional Competition – February*
- *State Competition – early March*
- *International Competition – March 31st deadline at Supreme*

More information about and the rules for the Substance Abuse Awareness Poster Contest can be obtained by sending in form **#SA-KIT** that is found at **www.kofc.org/forms**, Council Reports Form Booklet (#1436) or by contacting the State Substance Abuse Awareness Poster Contest Chairman at the following address:

Keith Cahill, Family Activities Director
3711 Avalon Drive
Burlington, KY 41005
859-653-2016
gkcahill@outlook.com

Knights of Columbus Charities of Kentucky, Inc.

The Knights of Columbus Charities of Kentucky, Inc. is a non-profit corporation and a 501(c)(3) tax exempt organization. Donations to the corporation are tax deductible. It was formed in the early 1990's to promote charitable and educational pursuits, to render mutual aid and assistance to those in need and to support and cooperate with all fraternal, charitable and civic enterprises rendering monetary aid. The membership of this corporation is composed solely of the active membership in good standing of all Kentucky subordinate councils and the Kentucky State Council.

Its affairs are managed by a Board of Directors that are elected from the membership of the Corporation in the manner provided by the by-laws. The governing Board can also make appointments to this Board. The Corporations by-laws are subject to review and approval by the membership. They can be modified only through the amendment process at the Annual State Meeting.

All net proceeds from any fundraiser must be distributed to recognized entities and needy individuals based on grant requests received and voted on by the Board of Directors. A grant request is included at the back of this program guide. Additional copies are available. Incomplete grant requests from organizations will not be approved. Expenses of the Corporation are only those necessary, reasonable and directly related that attribute to managing the Corporation. The Board of Directors meets twice a year to consider actions on grant requests.

The Corporation is financially sound with its funds coming primarily from a Sweepstakes fundraiser supported by the jurisdiction's subordinate councils. The officers and directors are continually looking at new ways to increase annual income to fund the many charitable requests that it receives. We need our subordinate councils to continue to keep our Charities Corporation serving those in need by continuing their support of our annual fundraisers.

The primary principle of the Knights of Columbus, as we learned in the First Degree, is CHARITY. The Sweepstakes is one of the easiest ways for a Council to raise money for charitable purposes. It requires very little manpower and no investment of any kind. It is a win-win situation for all involved. Sixty-five percent of net receipts are split evenly among participating Councils and K of C Charities. Each Council receives funds based on the number of tickets they sell. The more participation that we have, the more money we will have available to help those in need. The real winners are the needy that are helped at the council level and those that are helped by grants from Kentucky Charities, Inc.

Additionally, the Corporation has invested funds in the Supreme Council's Christopher Fund. The interest derived from this fund will be returned to Kentucky Charities to be used for charitable distribution. In the coming years we will continue to invest in the Christopher Fund to increase our return for greater charitable endeavors.

Cameron Peck, State Deputy, Chairman
796 Wellington Way
Lexington, KY 42104
859-333-9343
cameronpeck@gmail.com

REQUEST FOR FUNDS

Name of Individual or Organization Requesting Funds

Name of Individual Submitting Request

Address **City, State, Zip**

Amount of Funds Requested $_____

Description of Request

Use back of form if more space is needed

Date **Signature**

Send To: **Cameron Peck, State Deputy, Chairman**
796 Wellington Way
Lexington, KY 42104
cameronpeck@gmail.com

Knights of Columbus

Kentucky Association for Persons with Intellectual Disabilities

The K of C, Kentucky Association for Persons with Intellectual Disabilities is a non-profit corporation in the state of Kentucky and is an IRS 501(c)(3) tax-exempt organization. The Association is administered under the rules, laws and guidelines of the State of Kentucky, IRS and Supreme Council.

The purpose of this association is to

1. Promote fraternal, charitable and educational pursuits for the mentally disabled
2. Render mutual aid and assistance to the mentally disabled
3. Support and cooperate with all fraternal, charitable and civic enterprises aiding the mentally disabled.

The membership of this Association is composed solely of the active membership in good standing of all Kentucky subordinate councils and the Kentucky State Council. The affairs of this association are managed by a Board of Directors, elected from the membership of the Association in the manner provided by the by-laws of the Association. The Association's by-laws are subject to review and approval by the membership. They can be modified only by an appropriate vote at the State Convention by the Delegates. The Association is financially healthy, but if it is to remain so, we must continue to count on the leaders of the councils.

Each year, usually during the month of October, councils throughout the state have their annual "Tootsie Roll Campaign". Members collect donations from the public and in return give them Tootsie Rolls. All money collected is turned in to the Association. At the present time the amount of money collected by a council, 75% of the net total collected is credited to the council. They can then use that money in any way they see fit to help the mentally disabled. Some councils support "Special Olympics". Others use their money to support local workshops for the mentally disabled or provide for outings for the mentally disabled. The Board of Directors uses the 25% that is left to give grants to qualified groups or associations for the mentally disabled. They also use some of that money to provide scholarships for mentally disabled to attend summer camps.

It is a win-win situation for all involved. The mentally disabled are helped in many different ways, not only locally but also throughout the state. The members of the councils that get involved in this activity get the satisfaction of knowing that they are helping those that really deserve help. Councils are showing their community that they are concerned about helping those in need. Everyone wins, there are no losers. If your council is not involved in this endeavor, now is the time to get involved. For more information contact the chairman of the association at the following address:

James E. "Gene" Roberts, PSD
209 Bon Harbor Hills
Owensboro, KY 42301
270-926-2161
270-316-8691

Natural Disaster Funds Program

To fulfill its responsibility of its founding principles, the Kentucky State Council Knights of Columbus has developed a Natural Disaster Funds Program to provide relief to members, their families and councils as a result of natural disasters.

A natural disaster is defined as an occurrence such as a tornado, storm, flood, earthquake, drought, pestilence, blizzard or other situation that causes human suffering or creates human needs that the victims will need mitigation and assistance.

When a natural disaster strikes, it creates a catastrophic situation in which the day-to-day patterns of life of our members, their families or our councils are suddenly disrupted. Those affected by disasters will probably need immediate and/or long-term assistance.

The Kentucky State Council has established a natural disaster funds assistance program to do the following for its members, their families or our councils immediately following a disaster.

1. Provide victims with immediate financial assistance.
2. Provide emergency financial aid-in-kind in the form of clothing, food, shelter and supplies.
3. Provide long-term financial assistance when necessary.
4. Assist the victims in attaining referrals from support agencies, such as the Red Cross, St. Vincent de Paul etc.
5. Provide advice regarding on how to recover from a disaster.
6. Mobilize a fundraising campaign among the state's many councils to help the victims when the disaster is of a large magnitude.

The manner and structure of providing assistance is determined by the unique characteristics of each disaster event. Confidentiality is maintained regarding the specific amount of assistance provided and those that were given assistance.

When you are aware of a natural disaster in your area that has affected Knights of Columbus members, their families or a council that may need assistance, it is imperative that you contact the Natural Disaster Funds Director. When you make contact with me, I will immediately start mobilizing the program.

Cameron Peck, State Deputy
796 Wellington Way
Lexington, KY 42104
859-333-9343
cameronpeck@gmail.com

Father Michael J. McGivney Guild

The Supreme Council has established the Fr. McGivney Guild to promote the cause for canonization of the founder of the Knights of Columbus, Fr. Michael J. McGivney. The goal of the Guild is to spread the word about his holiness of life, to encourage devotion to his memory and to seek his intercession before the throne of God. The Guild serves as a channel to provide information about Fr. McGivney, his life, his works and any favors attributed to his intercession.

While best known as the founder of the Knights of Columbus, Fr. McGivney's possible canonization is based on his virtue and holiness of life. He was always considered in high esteem as a man of God whose concern was for the welfare of poor immigrants. The Diocesan process for his canonization was begun in the Diocese of Hartford, Connecticut in December of 1997. It was completed in early 2000 and was sent to the Vatican. The postulator for the cause of Fr. McGivney is Fr. Gabriel B. O'Donnell a Dominican priest. In January 2002, Fr. O'Donnell submitted a 900 page ***Positio*** or ***position paper*** for Fr. McGivney's cause.

There is some good news to report. A "decree of validity" was granted for the investigation into a reported miracle. The Congregation for the Causes of the Saints found that the *Positio* was in order and all has been cleared with the reported miracle and that Fr. McGivney lived a life of heroic virtue. On March 15, 2008, Pope Benedict XVI published a decree that declared Fr. McGivney as *"Venerable".* Following this, an additional review of the *Positio* will commence along with other studies. Successful reports at this stage of his cause will lead him to be "Beatified".

The Father Michael J. McGivney Guild serves as a source for information about the life, works and spirituality of Father McGivney. The Guild distributes informational materials about him, receives reports of favors granted through his intercession and oversees the distribution of relics. Guild members receive regular updates on the progress of Father McGivney's cause for canonization and are invited to participate in promoting devotion to this Servant of God. Members of the Knights of Columbus are not automatically Guild members and must elect to join the Guild. The Guild Newsletter is published bimonthly except July- August, and is sent free to Guild members. To join go to www.fathermcgivney.org or the information can be found in each issue of the *Columbia* magazine. **There is no cost to join the Guild.**

To those of you that are members of the Guild, we thank you for your support of this worthy cause. Encourage your brother Knights and their families to become members of the Fr. McGivney Guild.

Dennis Longwell, Director
155 Wellington Drive
Florence, KY 41042
859-283-1042
dennis@longwell-family.com

Decency in the Media

The Bishops of Kentucky have requested that the Knights of Columbus take the leadership role on their behalf to combat the flood of pornography that is ravaging our communities. It has become more essential than ever that concerned citizens actively work to combat this pollution. What can your council do about pornography in the media?

Select a member of your council to head up this cause and forward his name to the State Decency in Media Director listed below.

Encourage your council and its members to join various anti-pornography organizations. One of the many organizations is as follows:

Morality in Media
475 Riverside Dr., Suite 239
New York, NY 10115
212 870-3222
www.moralityinmedia.org

Be on the alert that this poison is spreading and notify your council and community about it.

Report violations of community standards to those responsible for enforcing the law. Every violation must be investigated; complaints to the authorities are the most effective single action a citizen can take.

Report all activities of your council in this important area to the State Decency in Media Director:

Steve Zanone, State Secretary
2849 Spindletop Way
Lexington, KY 40511
Stevezanone@aol.com

Public Relations

Public relations, why is it needed? It's needed to advertise our programs, to tell our story, to inform our members, their families and our communities, to recruit new membership and most importantly, **to bring people together.** Assume that you have been appointed as your council's PR chairman. What is involved?

First, determine what the target audience will be. Are you amassing information for distribution to members only? If so, you may have forgotten that family involvement is essential to a healthy Knights of Columbus organization. Two additional and very important elements are your parish communities and your general community. A strategy is necessary, something that helps us channel our energy in a direction that promises the best payoff. Having a clear picture of your target audience will help immeasurably in devising your public relations strategy.

A council newsletter is a great PR tool. It is usually more focused toward the membership. It can also serve the parish and local community by addressing events by these groups and highlighting individuals and groups for accomplishments. One important thing to remember is that no one is going to tell about what your council is doing or going to do. That is why you are the one that needs to get the story told and who better can tell the story than you. You were there when it happened.

In addition to the traditional means of communicating your council's activities there are many new electronic communication methods that you should utilize.

- Email has replaced the old "phone tree" method of mass communication in many areas. Have your members supply you or your PR contact with their email address will allow you to quickly and effectively get information to the members.
- Facebook has quickly become the most popular social media on the internet. Consider creating a Facebook page for your council and invite your members to join. This gives everyone the opportunity to share information and communicate effectively. Also promote the Kentucky State Council's Facebook page at **www.facebook.com/kentuckyknights**

- Create a council website. This is a great way to keep your members up to date about upcoming events and to document previous council activities. Also link to the Kentucky State Council Website at **www.kykofc.com** for current State Council information.

Please contact me for any help that you may need.

Al Dodak, Public Relations Director
3929 Weber Way
Lexington, KY 40514
859-253-2957
alanandjeanne@yahoo.com

Kentucky State Council Website

The internet today has become a key source of information for us and we have heard from many Brother Knights of their desire to use the state website, **www.kykofc.com** as their one stop source of information for the Kentucky Knights of Columbus.

The state website has a feature packed calendar of events. To help keep this calendar current, and promote Knights of Columbus events, an event request form was added so you can provide event information that can quickly be added to the calendar. The State Directory is available for you to print as needed, as well as the monthly State Newsletter, and a section entitled "What are You Working On?" which features different council events held across the state.

This website continues to grow with technology and satisfy the needs of our members, while maintaining the professionalism and usability of site. We look for your input and recommendations for changes and improvements to make this site the best it can be. Please check the website regularly to see your suggestions in action.

Webmaster contact information:
Pat Galvin, Webmaster
219 Fox Run Rd., Georgetown, KY 40324
502-542-1622
jgalvinjr@gmail.com

Kentucky State Council Newsletter

The Kentucky State Council brought back the "Kentucky Knights" newsletter in electronic format. The newsletter is emailed to anyone that wants to stay in touch with the officers of the State Council and up to date on upcoming events. In order to receive the newsletter, you need to sign up to be included on the email list. This can be done by going to the State Council website at **www.kykofc.com/news/news.htm** and following the links.

The newsletter is published on the 15th of every month. If you have something to contribute to the newsletter, it must be submitted by the 10th of the month to ensure that it is included.

For more information, please contact:

Mike Mudd
9565 Hwy 144
Philpot, KY 42366
270-993-3213
muddmj@hotmail.com

Resolution Submission Procedure

The following is the procedure for submitting resolutions to the Kentucky State Council for consideration as stated in Article VI of the Kentucky State Council By-laws.

Section 1. All resolutions to be presented on the State Council floor will be submitted as follows:

1. Copy to the State Advocate, who will within ten (10) days file a report with the State Deputy, State Secretary and the Council submitting the resolution regarding legality and constitutionality.

2. Copy to the State Deputy.

3. Copy to the State Secretary.

Section 2. Resolutions to be presented must be filed not later than March 15th, each year in accordance with Section 1 above and be delivered to councils of the jurisdiction not later than April 15th.

Section 3. Only resolutions which comply with Sections 1 and 2 above may be entered on the council floor.

Section 4. Resolutions must show the date of reading and approval as well as being duly certified by the Grand Knight and Recording Secretary of the council submitting same.

Section 5. Resolutions shall immediately be referred to the Resolution Committee without debate.

Section 6. Resolutions not complying with the above may be considered only when directed by the State Deputy to the Resolution Committee and 2/3rds of the Resolution Committee, by vote, recommend consideration.

By-Laws Amendment Procedure

All amendments to the Kentucky State Council By-Laws must be handled in accordance with the regulations as set forth in Article VI of the same.

No amendments shall be considered unless consent is given by at least 2/3rds of the qualified voting members that are present.

Amendments to the Kentucky State Council By-Laws must be approved by at least 2/3rds of the qualified voting members that are present. The amendment will not take effect until it has been approved by the Supreme Council Board of Directors.

SAMPLE FORMAT

RESOLUTION

Candidacy Declaration for (Name of Candidate)

Whereas, it is the policy of the State Council for a subordinate council, by resolution, to announce the availability of a worthy member for a State Council Office, and

Whereas, the members of (Council Name & Number), in (City/Town, State) consider one of our own members to be immensely qualified to be a member of the team of State Officers, and

Whereas, (Name of Candidate) leadership qualities have been demonstrated by……., and

Whereas, this worthy brother's communication skills have been demonstrated by……., and

Whereas, this worthy brother's administration skills have been demonstrated by……., and

Whereas, this worthy brother continues to work enthusiastically at the council level; therefore,

Be It Resolved, the members of Council (number) are proud and pleased to announce the availability of (name) for State Office; therefore,

Be It Further Resolved, that the State Officers and Delegates of the (number) Annual State Council Meeting in (City/Town, State) on (Month, Day, Year) favorably consider the candidacy of Brother (name) for a State Office.

This resolution was read and approved by Council (number) on (Date).

Signature

_____

Grand Knight

Signature

_____

Recorder

Knights of Columbus
Kentucky State Council

Policy Letter Number 1

Subject: Food Service for Major Degrees

Purpose: To provide guidance to the host District Deputy and Council on food service for Candidates, Members and the Conferring Officer and his staff.

1. District Deputy, or member of the host Council, will coordinate in advance with the Conferring Officer to determine the requirement for pre-degree snack and refreshments for him and his staff (total of 5 or 6 members).

2. Candidates, Members and the Conferring Officer and his staff may be served snacks and refreshments after the conclusion of the Third Degree. The fare is free to former Candidates, the Conferring Officer and his staff and others designated by the State Deputy.

3. Observer-Members are required to reimburse the host Council for their snacks and refreshments at a rate determined by the host Council.

4. The State Council will reimburse the host Council for:
    - Pre-degree snacks and refreshments for the Conferring Officer/Staff (if required)
    - Post-degree snacks and refreshments for former candidate, CO and staff, and others designated by the State Deputy.

5. The State Council will not reimburse the host Council for:
    - Food and drinks consumed by attending members.
    - Alcoholic beverages (can be consumed on a cash bar basis).

6. Host District Deputy will provide the host Council a copy of this policy letter.

Guidance: Strive to provide this service for $5.50 or less per person

Cameron Peck
State Deputy

Policy Letter Number 2

Subject: Records Management

Purpose: To provide guidance to State Officers, District Deputies, Chairmen, Directors, and Coordinators for annual records archival.

1. The State Secretary is responsible to archive official records generated by the personnel listed in the purpose statement above at the end of each fraternal year.

2. All personnel will transmit their documents to the State Secretary by June 15 of the year of tenure.

3. Documents can be paper copies, files copied to a CD/DVD or other medium suitable for storage.

4. A CD/DVD/Flash Drive is the preferred archival medium.

5. A floppy disk should be avoided since newer computers do not have a drive to read this medium.

6. The State Secretary will consolidate the documents and place them in suitable, sealable storage container marked to identify the contents. For example, RECORDS FOR FRATERNAL YEAR XXXX.

7. After one year the State Secretary will retire the records to the current state storage location.

8. Audit documents and IRS forms 990 will be maintained in a perpetual file and passed from Secretary to Secretary.

Cameron Peck
State Deputy

Policy Letter Number 3

Subject: State Officer Travel

Purpose: To provide Guidance to State Officers for travel to various events and to bring expenses under control.

1. All state officers shall attend and have expenses reimbursed for travel, meals and lodging to the State Organizational Meeting, Mid-Year Meeting and State Convention. Mileage, meals and one nights lodging will be reimbursed for the State Golf Tournament if a State officer meeting is announced by the State Deputy.

2. Reimbursement will require receipts for the State Council records.

3. For Regional meetings and all degree exemplifications the State Deputy will notify the State Officers which of them will be asked to attend the meeting or exemplification. As a general rule the state officer residing closest to the event will be the one requested to attend. The State Deputy may alter rule 3 as circumstances dictate.

4. Officers meetings may be conducted electronically to reduce travel and lodging costs. As circumstances dictate the State Deputy may call for a meeting to include others to participate in the electronic meeting.

Cameron Peck
State Deputy

Policy Letter Number 4

Subj: Campaigns For State Office

In the past there have been questions as to the proper method of campaigning for State Office. The purpose of the document is to bring together the information on this topic for the guidance of future candidates for State Office.

The Kentucky State By-Laws Article III sections 1 through 7 deal with the nomination of candidates and the conduction of the elections. This policy reaffirms that information. In addition, as a matter of guidance in 2007 then State Deputy Dannie R. Harris published a letter with the following points:

1. A candidate can declare his intent to run for state office (not a specific officer position i.e. Warden) by letter or other media to be dispatched by electronic means or the postal service.
2. Distributing business cards showing qualifications and asking for support before or during the State Convention is permitted. Larger sized media is inappropriate. Again a specific office should not be listed.
3. Getting friends and supporters to seek support for you one-on-one is acceptable.
4. Campaigning inside the State Council chamber is not acceptable.
5. Displaying campaign posters is not acceptable.
6. Campaigning before a captive audience is not acceptable.

All of the subsequent State Deputies and State Councils have conformed to this guidance.

Cameron Peck
State Deputy

Policy Letter 5

Subject: Exemplifications

This letter is a reiteration of long standing policy. To prevent confusion and allow for proper planning and assignment of degree teams the policy is again being brought to everyone's attention:

First Degree Exemplification –
Responsibility – The Council Grand Knight may hold one as needed. Notify the District Deputy and Ceremonials Director of the date. The Ceremonials director will notify the State Deputy and the State Deputy will have it put on the State Calendar. Following the Degree, the Form 450 must be filed by the DD and the 450 C must be filed by the Council Grand Knight. The Council Financial Secretary must file the form 100's (preferably electronically by emailing to membershiprecords@kofc.org) being sure that the signatures of the candidate, Grand Knight and Financial Secretary are on the form. Also, be sure that the date of birth for the candidate is listed on the form. The Grand Knight is responsible for the assignment of the Council Degree team or obtaining the services of another council's first degree team.

Second Degree Exemplification –
Recent policy from Supreme has placed the responsibility for holding a second degree in the hands of the District Deputy. He is responsible for assignment of the degree team and notification of the Ceremonials director and the State Deputy. The State Deputy will place the degree on the State Calendar. After the degree the District Deputy is responsible for filing the form 450. The Financial Secretary is responsible for filing the form 100s (or using Member Management) notifying Supreme of the status change for the members that underwent the exemplification. The Ceremonials Director, District Deputy and State Deputy will work together to insure that schedule conflicts do not occur between State and District events. If there is to be a second and third degree exemplification neither exemplification can be announced until both are approved with third degree approval from the State Deputy. The event may not be announced by anyone without all the necessary approvals.

Third Degree Exemplifications –
The third degree is the responsibility of the State Deputy. If a District Deputy or Grand Knight would like to have a Third Degree Exemplification in their area they must first contact the Ceremonials director and the State Deputy to discuss the date and identify the host council. The State Ceremonials Director and State Deputy will discuss the date and availability of a CO and Degree Team. A prospective date will be discussed among the State Deputy, District Deputy and host council Grand Knight. When all are in agreement on the date, roles and responsibilities, the State Deputy will then issue a date and assign the CO and Degree Team. The State Deputy will have the event placed on the State Calendar. The event may not be announced by anyone without all the necessary approvals.

Fourth Degree Exemplification –

Fourth Degree Exemplifications are the responsibility of the District Master. Once he determines a location and date he will contact the State Deputy and Province Vice Supreme Master to insure the date does not conflict with State or Province events. Once approval of the State Deputy and Vice Supreme Master are obtained, the State Deputy will place the event on the State Calendar. The event may not be announced by anyone without all the necessary approvals.

Cameron Peck
State Deputy

Council Forms for Supreme

Due Date	Form Name	Form #
1/31	Annual Survey of Fraternal Activity	1728
1/31	Partnership Profile Report with Special Olympics	4584
1/31	Free Throw Championship Participation	FT-1
1/31	Substance Abuse Awareness Poster Contest Participation Form	4001
2/15	Semiannual Council Audit	1295-2
3/31	Food For Families Report Form	www.kofc.org
6/30	Annual Report KofC Round Table	2630
6/30	RSVP and Plaque Application	2863
6/30	Columbian Award Appl.	SP-7
7/1	Report of Officers Chosen for Term	185
8/1	Service Program Personnel Report	365
8/15	Semiannual Council Audit	1295-1
8/15	Soccer Challenge Kit Order Form	SC-KIT
9/1	Substance Abuse Awareness	SA-KIT
11/1	Free Throw Competition Kit	FT-KIT
12/1	Soccer Challenge Participation Report Form	4567
As needed	Council First Degree Exemplification Report	450C
As needed	Free Throw Championship Score Sheet	1598
As needed	Survey of Fraternal Activity Individual Member Worksheet	1728A
As needed	Relief from Council Dues and Per Capita Taxes	1831
As needed	Family of the Month	1993A
As needed	Report of Round Table Coordinator (Notice of Appointment of)	2629
As needed	Columbian Squires Inquiry	2935
As needed	Youth Leader	4348
As needed	Father Prior	4371
As needed	Requisition for First Degree Ceremonials	532
As needed	Essay Contest Kit Order Form	EA-KIT
As needed	Family of the Year Awards Entry Form	www.kofc.org
As needed	State Council Service Program Awards Entry Form	STSP
As needed	Coats for Kids Order Form	www.kofc.org

Every council is responsible for making the report and sending them to the appropriate state/district officials if necessary. In every instance, copies of each report form should be kept for the council files.

Any questions concerning the online report forms site or the forms themselves should be directed to: Supreme Council Department of Fraternal Services, 1 Columbus Plaza, New Haven, CT 06510-3326 or (203) 752-4270.

Kentucky State Council Forms

Form #	Name	Due	To
KSC 1	Reimbursement for Meetings	As Needed	State Secretary
KSC 2	Reimbursement for Convention/Meetings	As Needed	State Secretary
KSC 3	Credential Certification		
KSC 4	State Convention Delegate Certification	5/4/2020	State Convention
KSC 5	Convention Sign-in		
KSC 6	Organizational Meeting Sign-in		
KSC 7	Regional Mtg - Covington Diocese		
KSC 8	Regional Mtg - Lexington Diocese		
KSC 9	Regional Mtg - Louisville Diocese		
KSC 10	Regional Mtg - Owensboro Diocese		
KSC 11	Council Data Report	6/20/2020	Executive Secretary
KSC 12	Assembly Data Report	6/20/2020	Executive Secretary
KSC 13	District Deputy Data Report	6/20/2020	Executive Secretary
KSC 14	Chairman/Director Report	6/20/2020	Executive Secretary
KSC 15	Member Interest in State Level Form	As Needed	State Deputy
KSC 16	Report to Program Director	3/31/2020	Program Director
KSC 18	Organizational Banquet Registration	7/12/2019	Executive Secretary
KSC 19	State Deputy Membership Drive Report	As Needed	
KSC 20	District Deputy Blitz Report	As Needed	
KSC 21	2nd & 3rd Degree Sign-in Sheet	As Needed	
KSC 22	Necrology Report	4/15/2020	Convention Chairman

State Executive Secretary

The State Executive Secretary is an appointed position rather than an elected one. The person appointed is selected by the State Deputy. It is a job that is important in many ways, not only to the State Deputy but also to the State Council and its members.

The Executive Secretary's first responsibility is to provide administrative support to the State Deputy. Some of the many duties are:

- Prepare and send out correspondence, reports and other materials to other state officers, program directors, councils and others as directed by the State Deputy.

- Help to setup and prepare for various state meetings throughout the year.

In addition to these duties and others as assigned by the State Deputy, I am also responsible for producing the following documents each year:

- Assemble and publish a State Directory for distribution at the Organizational Meeting each year.

- Assemble and publish the Program Guide for distribution at the Organizational Meeting each year.

- Publish the Annual Report for the State Convention each year.

In order to accomplish these many tasks, I will be calling upon many of you throughout the state for your assistance and input. I know that I can count on your help.

The State Directory will be published in written form (1 per council) at the Organizational Meeting. The Directory will be maintained and available at the Kentucky State Council Website which may be found at KYKofC.com. This will be the most up to date edition.

If you have a resignation or change of either the Grand Knight or Financial Secretary or if there is a change in the day, time or place of your council meetings, please notify me immediately so the directory can be maintained. The directory is only as good as the data you provide.

I am available to assist you and I may be contacted at:

James Wharton, State Executive Secretary
jimwharton@windstream.net
859-539-6795