Grand Knight's Guide Knights of Columbus



Kentucky State Council

by
Billy R. Hancock, Past State Deputy
and
Dr. Frank Shay, State Deputy

2014-2015

Grand Knight Training TOPICS

- •Who Are You
- •Grand Knight Guide
- •How To Get Forms
- •The Grand Knights Guide
- •Management
- •Some Thoughts on How To Get Things Done
- •Growth And Activities
- •Brainstorm Your Program
- •Planning
- •Recruitment
- •Develop Talent
- Involvement
- •Retention
- •Service
- Council Budget
- •A Final Thought



Grand Knight

Who Are You?



The Most Important

Man

In The Order

Council Officer Responsibilities

- The council leadership works together as a team to develop lasting friendships and ensure harmony exists among all the members.
- Communications and information is shared with all the members on a timely basis.
- The officers must project a positive attitude at all times, remembering that our goal is to serve the Church, the community and our families in the Spirit of Christ.

WHAT TO DO WHEN

GRAND KNIGHT MEETINGS FOR THE FRATERNAL YEAR

Name	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1. Council Officers	X	X	X	X	X	Х	X	X	X	X	X	X
2. Council Business	X	X	X	X	X	Х	X	X	X	X	X	X
3. Council Social	X	X	Х	X	X	X	X	X	X	X	Х	X
4. Summer Seminar	4											
5. Regional Meetings			5									
6. Mid-Year Seminar						6						
7. State Convention											7	
8. District Meetings		8					8					

NOTES:

- 1. Council Officers Conduct prior the Council business meeting.
- 2. & 3. Council Business and Social Meetings- Conduct monthly
- 4. Summer Seminar Grand Knights, Program and Membership Chairmen and others if they choose to attend.
- 5. Regional Seminar A Training meeting for Grand Knights and Financial Secretaries
- 6. Mid-Year Seminar Meeting primarily for District Deputies and State Program Directors/Chairmen. Council officers and members are welcome to attend.
- 7. State Convention Each Council should be represented by two delegates. All members are encouraged to attend. It is usually scheduled by the State Deputy for the third weekend in May.
- 8. District Meeting Your District Deputy should schedule meetings sometime after the Summer Seminar and after the Mid-Year Seminar.

MAY

- •Plan Business Meeting Agenda (See Council Officers' Checklist for topics, p. 21)
- •Conduct Officer Meeting
- •File tax document with IRS by May 15 (Councils filing by calendar year) (see IRS p. 20)
- •Conduct Business Meeting (See Meeting Tips p. 43)
- •Elect Officers for next fraternal year (See Elections, p. 19)
- •Provide Credential to each State Convention Delegate (See Delegates, p. 20)
- Attend the State Convention
- •Discuss Resolutions to be voted on at State Convention
- •Present certificate to Family of the Month
- •Present certificate to Knight of the Month
- •Review progress toward State and Supreme Awards
- •No later than **June 30** submit the following as applicable (See Forms, p. 22):
- •Application for Refund Support Vocations Program (#2863)
- •Columbian Squires Corps d'Elite Award Application (#278)
- •Columbian Squires Brother Barnabus Award Application (#279)
- •Columbian Award Application (#SP-7) (see Awards p. 52)
- •Submit Council Directory information to Executive Secretary

JUNE

- •Plan Business Meeting Agenda (See Council Officers' Checklist for topics, p. 21)
- •Conduct Officer Meeting
- •Conduct Business Meeting (See Meeting Tips p. 43)
- •Conduct Monthly First Degree (if needed)
- •Plan any 4th of July events
- •Present certificate to Family of the Month
- •Present certificate to Knight of the Month
- •Finalize all requirements for State and Supreme Awards
- •No later than **June 30** submit the following as applicable (See Forms, p. 22):
- Application for Refund Support Vocations Program (#2863)
- Columbian Award Application (#SP-7)
- •Columbian Squires Corps d'Elite Award Application (#278)
- •Columbian Squires Brother Barnabus Award Application (#279)
- •No Later than <u>July 1</u> submit the Report of Council Officers (#185).
- •Coordinate with District Deputy to conduct Installation of Council Officers Ceremony

JULY

- •Plan Business Meeting Agenda (See Council Officers' Checklist for topics, p. 21)
- •Conduct Officer Meeting
- •Start Planning Tootsie Roll Drive
- •Set your Council goals for the new fraternal year
- •Conduct Business Meeting (See Meeting Tips p. 43)
- •Conduct Monthly First Degree (if needed) (4 required for Star Council Award)
- •District Deputy installs Council Officers
- •Present certificate to Family of the Month
- •Present certificate to Knight of the Month
- Attend State Seminar
- •<u>July 1</u> Council Per Capita Tax (\$1.75 per member), Crusade for Life assessment (\$1.00 per member) and the Catholic · Advertising Fund charges (50¢ per member) levied by Supreme Council and due before <u>October 10th</u>.
- •No later than <u>August 1</u> submit the Service Program Personnel Report (#365). (required for McGivney, Founders, Columbian and Star Council Awards)

AUGUST

- •Plan Business Meeting Agenda (See Council Officers' Checklist for topics, p. 21)
- •Conduct Officer Meeting
- •Conduct Business Meeting (See Meeting Tips p. 43)
- •Conduct Monthly First Degree (if needed)
- Present certificate to Family of the Month
- •Present certificate to Knight of the Month
- •Support the Tom Wiseman Memorial State Golf Scramble (send players, be a hole sponsor)
- •No later than August 15 submit the Semiannual Audit Report (#1295).
- •Columbian Squires Officers and Counselors Report (#468). Due no later than **September 1**st.
- •The Notice of Appointment of Round Table Coordinator (#2629) is due by **September 1st.**
- Plan Council Soccer Challenge Championship
- •Promote Substance Abuse Awareness Poster Contest when school starts

SEPTEMBER

- •Plan Business Meeting Agenda (See Council Officers' Checklist for topics, p. 21)
- •Conduct Officer Meeting
- •Plan October Membership Drive
- •Conduct Business Meeting (See Meeting Tips p. 43)
- •Conduct Monthly First Degree (if needed)
- •Present certificate to Family of the Month
- •Present certificate to Knight of the Month
- •Attend Regional Meeting in your Diocesan area
- •Conduct Council Soccer Challenge Championship
- •Finalize Plans for Tootsie Roll Drive

OCTOBER

- •Plan Business Meeting Agenda (See Council Officers' Checklist for topics, p. 21)
- •Conduct Officer Meeting
- •Conduct Business Meeting (See Meeting Tips p. 43)
- Conduct Monthly First Degree (if needed)
- •Present certificate to Family of the Month
- •Present certificate to Knight of the Month
- •Hold Second Membership Drive of the year.
- •Hold Tootsie Roll Drive
- •Return all Checks and unused tickets for NFL Sweepstakes.
- •Have a Columbus Day social
- •Recognize Family of the Year
- •Recognize Knight of the Year
- •Plan any Thanksgiving Events
- •October 10 Suspension of council if July Supreme assessments are not paid.
- •Council Soccer Champions to District Championship
- District Soccer Champions to Regional Championship

NOVEMBER

- •Plan Business Meeting Agenda (See Council Officers' Checklist for topics, p. 21)
- •Conduct Officer Meeting
- •Review progress toward State and Supreme Awards
- •File tax document with IRS by November 15 (Councils filing by fiscal year)(see IRS p. 20)
- •Conduct Business Meeting (See Meeting Tips p. 43)
- Conduct Monthly First Degree (if needed)
- •Present certificate to Family of the Month
- •Present certificate to Knight of the Month
- •Regional Soccer Champions to State Championship
- •Plan any Christmas events.

DECEMBER

- •Plan Business Meeting Agenda (See Council Officers' Checklist for topics, p. 21)
- •Conduct Officer Meeting
- •Conduct Business Meeting (See Meeting Tips p. 43)
- •Conduct Monthly First Degree (if needed)
- Present certificate to Family of the Month
- •Present certificate to Knight of the Month
- •Plan any New Year's events.
- •Plan Third Membership Drive
- •Plan Council Free Throw Championship

JANUARY

- •Plan Business Meeting Agenda (See Council Officers' Checklist for topics, p. 21)
- •Conduct Officer Meeting
- •Conduct Business Meeting (See Meeting Tips p. 43)
- Conduct Monthly First Degree (if needed)
- •Present certificate to Family of the Month
- •Present certificate to Knight of the Month
- Conduct Membership Drive
- •Conduct Monthly First Degree (if needed)
- •January 1 Council Per Capita Tax (\$1.75 per member), Crusade for Life assessment (\$1.00 per member) and the Catholic Advertising Fund charges (50¢ per member) levied by Supreme Council. Councils failing to pay by **April 10th** will be suspended.
- •No later than <u>January 31</u> submit the Annual Survey of Fraternal Activity Report (#1728).
- •No later than <u>January 31</u> submit the Partnership Profile Report With Special Olympics (#4584).
- •Conduct Council Free Throw Championship
- Judge Substance Abuse Awareness Poster Contest entries

FEBRUARY

- •Plan Business Meeting Agenda (See Council Officers' Checklist for topics, p. 21)
- •Conduct Officer Meeting
- •Conduct Business Meeting (See Meeting Tips p. 43)
- •Conduct Monthly First Degree (if needed)
- •Plan Easter Event
- •Present certificate to Family of the Month
- •Present certificate to Knight of the Month
- •Conduct Monthly First Degree (if needed)
- •<u>February 10th</u> the State Council Per-Capita assessment is levied. on all councils. The assessment is based on your Council membership as of January 1st each year as listed in the Supreme Council <u>Monthly Summary of Membership Status Report.</u> The Council is assessed as follows:

Inactive Member(s) @ \$4.50

Honorary Member(s) @ \$2.50

Honorary Life Member(s) @ No Charge

Disabled Member(s) @ No Charge

Associate & Insurance Member(s) @ \$7.50

The assessment must be paid by <u>April 10</u> to avoid being denied representation at State Council meeting or suspension.

- •No Later than <u>February 15th</u> submit the Semiannual Audit Report (#1295).
- •Council Free Throw Champions to District Championship
- •District Free Throw Champions to Regional Championship
- •Send Council Substance Abuse Awareness Poster Contest winners entry to District/Regional/State Chairman

MARCH

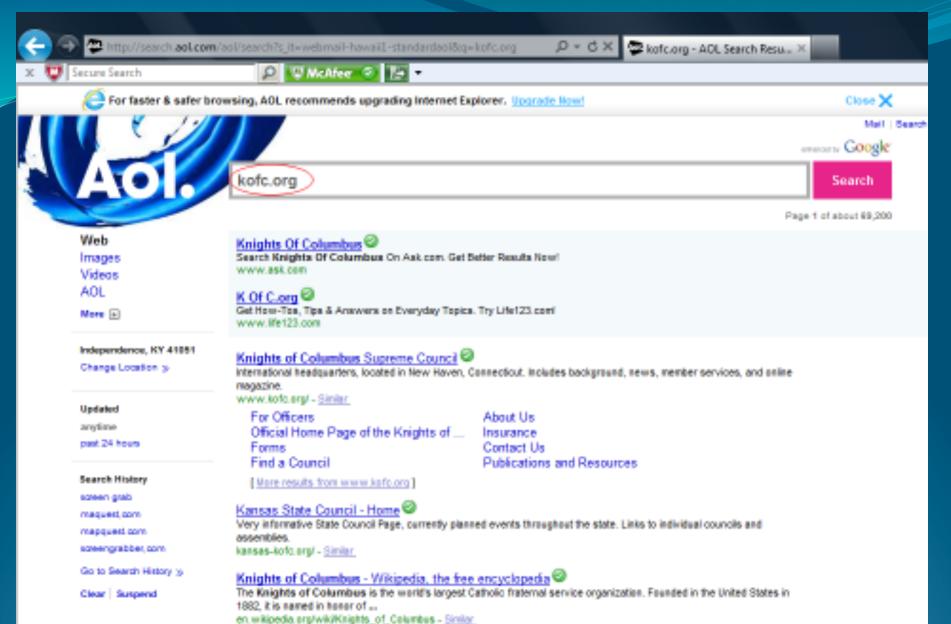
- •Plan Business Meeting Agenda (See Council Officers' Checklist for topics, p. 21)
- •Conduct Officer Meeting
- •Review progress toward State and Supreme Awards
- •Activities conducted toward Participation, Program Directors, and State Deputy Awards must to reported to State Program Director by **March 31**
- Conduct a Founder's Day social
- •Conduct Business Meeting (See Meeting Tips p. 43)
- Conduct Monthly First Degree (if needed)
- •Present certificate to Family of the Month
- •Present certificate to Knight of the Month
- •Submit Council resolutions to State Advocate by **March 15**
- Plan fourth membership Drive
- •Submit entries for the six service program areas by **April 1** (see Awards p. 50)
- •Submit nominations for State Family of the Year, Knight of the Year, and Chaplain of the Year by <u>April 1</u> (see Awards p. 50)
 Regional Free Throw Champions to State Championship

APRIL

- •Plan Business Meeting Agenda (See Council Officers' Checklist for topics, p. 21)
- •Conduct Officer Meeting
- •Conduct Business Meeting (See Meeting Tips p. 43)
- •Conduct Monthly First Degree (if needed)
- Present certificate to Family of the Month
- •Present certificate to Knight of the Month
- Conduct Membership Drive
- Conduct Monthly First Degree (if needed)
- •April 10th all councils that have not paid their January Supreme assessments are automatically suspended
- •Applications for \$100 refunds for councils giving at least \$500 in support of a seminarian or novice are due at Supreme between **April 1**st and **June 30**th. The application will require a copy of both sides of the cancelled check which was sent to the seminarian or novice.
- Appoint nomination committee for annual council elections.
- •Elect State Convention delegates

MAY

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- Columbian Squires Brother Barnabus Award Application (#279)



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KNIGHTSGEAR WARE BY STATE

LOGRING GOOD WHILE DOING GOOD

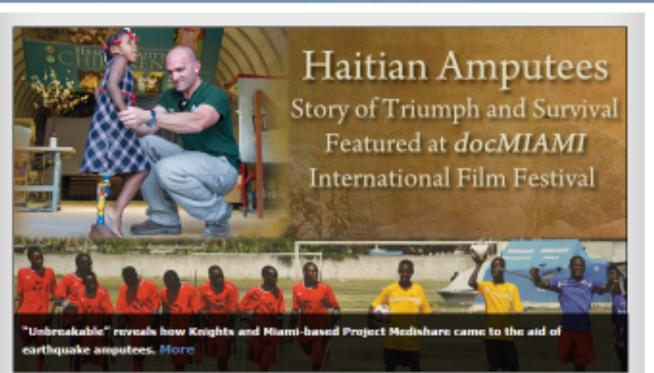
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For Officers

For Chaplains

For Members

Find an agent

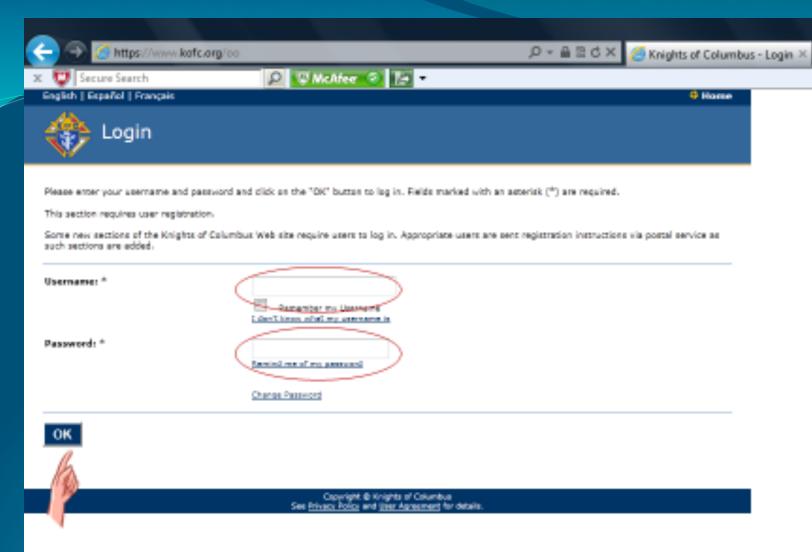
Find a Council/Assembly













OFFICERS ONLINE





UPDATE YOUR PROFILE

KNIGHTSGEAR DELICIONS LOCKING GOOD WHILE GOING GOOD.

Officers Online

Hi Francis Shay | Last Login: 9/11/2014 at 9:51 am

State Deputy

0

Urgent Messages

Welcome to the new Officers Online!

Full-screen Snip

Information in Officers Online has been organized under 'Tabs' located on the lower portion of the screen. Note that Membership Rosters can now be found under the 'Reports' tab.

For your convenience, under the 'Forms' tab we have provided the online forms that you may need to fulfill your duties and responsibilities. Online forms will continue to be available on the Supreme Council's main website.

For those that have the ability to view data for Districts or Council (Fourth Degree Districts or Assemblies), use the chevrons to select the organization unit you would like to view.

First Degree Ceremonial Production

Supreme Knight Carl Anderson has announced that a video production of the First Degree Ceremonial is available for councils to utilize when bringing in new members. This production is designed to aid any council lacking a degree team, or for those times when special circumstances prevent the candidate from attending a First Degree Ceremonial. While the preferred exemplification of the First Degree is to be conducted by a skilled council team, this video production offers every council an option. Play Video | Download Video

First Degree Ceremonial Instructions: View | Download | Order

Kentucky

District

Council



Supporting Applications

7





Officers Desk Reference

Membership

Reports

Forms

Publications

Awards Progress									
		Moe	ith to D	ate	Ye				
	Quota	Gain	Loss	Net	Gain	Loss	Net	%	
MBR		18	1	17	92	54	38		
INS		3	1	2	25	2	23		

Jurisdiction Membership						
Total Membership 9/10/2014	YTD Change in Membership					
11425	4					

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Membership Reports Forms Publications

	Search:								
Form Name	Form Number 0	Due Date	Print ¢	Online 0					
Annual Report KofC Round Table	2630	6/30	10	6					
Annual Suvey for Fratemal Activity	1728	1/31	**	6					
Application for Appointment as Financial Secretary Bectangular Snip	101	As Needed	18	6					
Brother Barnabas	279	6/30	13	Ø					
Coats for Kids Order Form	Coats	As Needed	18	6					
Columbian Award Application	SP-7	6/30	***	Ø					
Columbian Squires Inquiry	2935	As Needed	100	6					
Columbian Squires Officers & Chairmen	468	8/1	*	Ø					
Corps d'Elite Award	278	6/30	100	6					
Council First Degree Exeplification Report	450C	As Needed	*	Ø					
Essay Contest Kit Order Form	EA-KIT	901	100	6					
Evaluation of Financial Secretary	1938	As Needed	*	æ					
Family of the Month (PL=FAM)	1993A	As Needed	10	6					
Family of the Year Awards Entry Form (PL=FAM)	1993	As Needed	*						
Father Prior	4371	As Needed	100						
Food For Families Report Form	10057	6/30	₩1						

MUST DO FORMS

Form 185 Report of Officers Chosen for Term

Form 365 Service Program Personnel Report

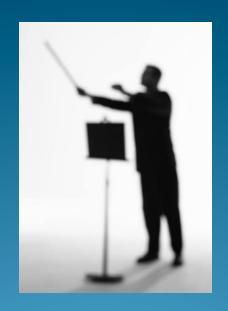
Form 1295-1 Semiannual Council Audit (due August)

Form 1295-2 Semiannual Council Audit (due February)

Form 1728 Annual Survey of Fraternal Activity

Form SP-7 Columbian Award Application

You Are the Conductor



Not The Orchestra

DELEGATE & FU

DELEGATE & FOLLOW UP

Management

The Art of Getting Things Done

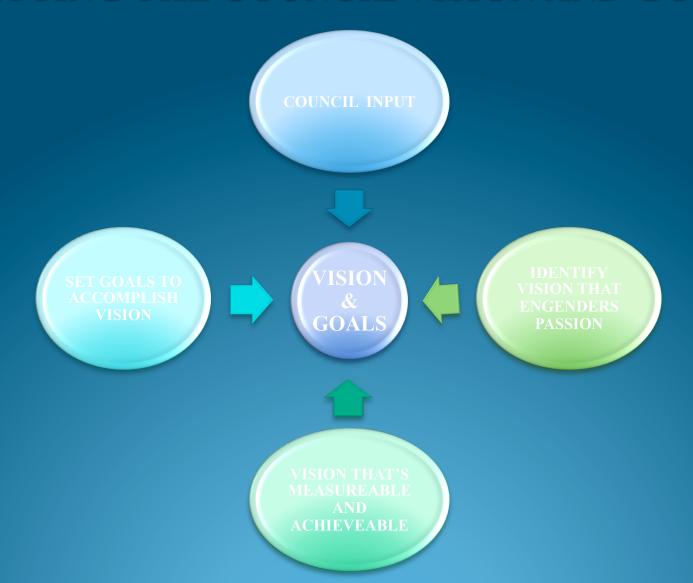
Through Others

SOME THOUGHTS ON HOW TO GET THINGS DONE

Attitudes Set Boundaries For Accomplishment



SETTING THE COUNCIL VISION AND GOALS



Vision and Goal Statement Examples

Vision: "When your name was Grand Knight ...

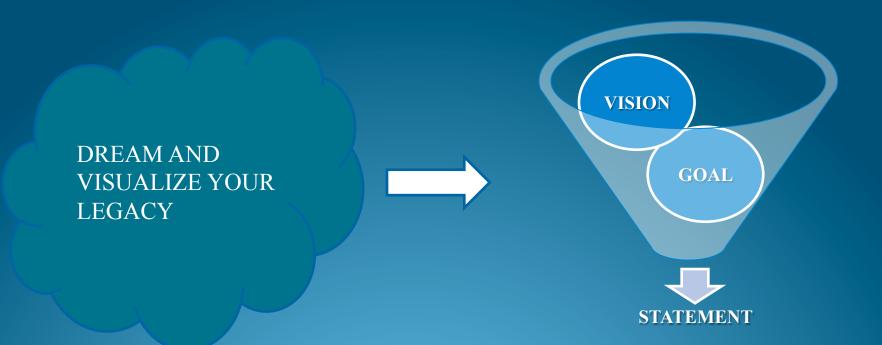
"...we became a more active council. We were always doing something."

Goal: To increase by _____ the number of all events/activities that the council completes in all 6 Service Areas.

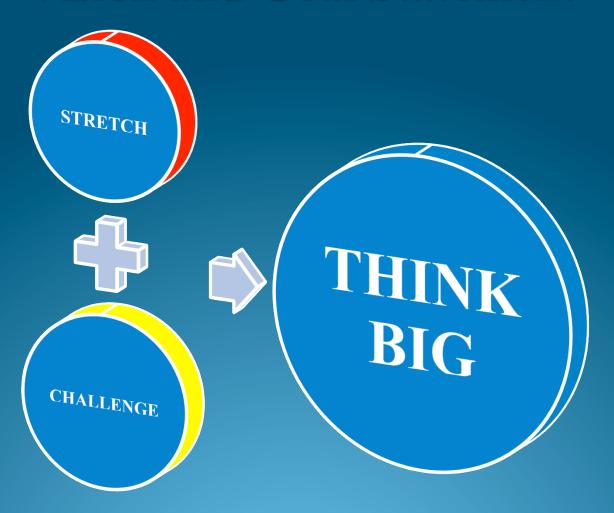
GROWTH



Planning More Activities



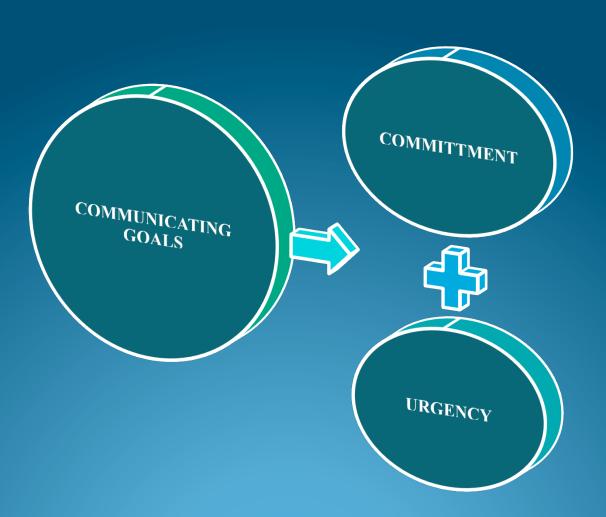
Vision and Goal Statement



Generate New Ideas



Communicate Goals



Our Job As Leaders

Make Sure Our Council Is



Activity – A Path To Council Growth



SO WHAT DO WE DO?



ACTIVITIES

• OPEN TO ALL MEMBERS

• THINGS MEMBERS ARE INTERESTED IN

• REMEMBER –"VARIETY IS THE SPICE OF LIFE."

Activity – A Path To Council Growth

RECRUITS
TOLD
INVOLVEMENT
EXPECTED

RECRUITS JOIN FOR INVOLVEMENT

ASSIGN THEM TO TASKS

How Do We Increase Activity?

Plan For It!

Brainstorming



WHY?

TO GENERATE IDEAS FOR NEW OR REVISED EVENTS

The Rules For Brainstorming

NO IDEA IS A BAD IDEA

ADD TO OR MODIFY IDEAS ONLY IF THE RESULT IS A NEW IDEA

NO COMMENTS ALLOWED

LIST IDEAS ON BOARD

PROCESS BRAINSTORMING IDEAS



Place Events On Council Calendar

THIS ADDS

Expectancy Of Completion Urgency To Completion Of Plans Urgency To Assignment Of Chairman & Workers.

YOUR COUNCIL EVENT CALENDAR

Cover 18 rolling Months

Each Month Remove The Completed Page and add a New Page

Start By Listing on an old Calendar Everything The Council Did Last Year

Project Each of These Events Forward Onto New 18
Month Calendar

YOUR COUNCIL EVENT CALENDAR

Insert Dates For State Events

Insert Dates For Supreme Form Submissions

Insert Dates For District & Regional Meetings

Insert Dates of Council Business & Planning Meetings. Schedule First Degrees

Add New Events As Soon As They Are Brainstormed

Staffing Events

After Brainstorming An Event Hold a Brainstorm on Staffing The Event.

Ask Officers To Chair one event/ Year

As Grand Knight Chair an event

Staffing Events

Assign New Members To An Event At Their First Degree.

New Members Work With Senior Chairman To Learn And document The Event

New Member Is Asked To Train The Next New Member On The Event

Ask <u>HOW</u> members want to be involved not <u>IF</u>.

List of Last Years Activities & Setting Activity Goals

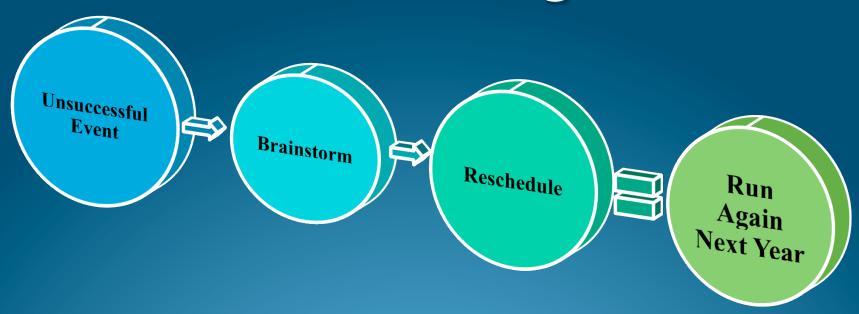
Re-Plan

Re-Planning Process

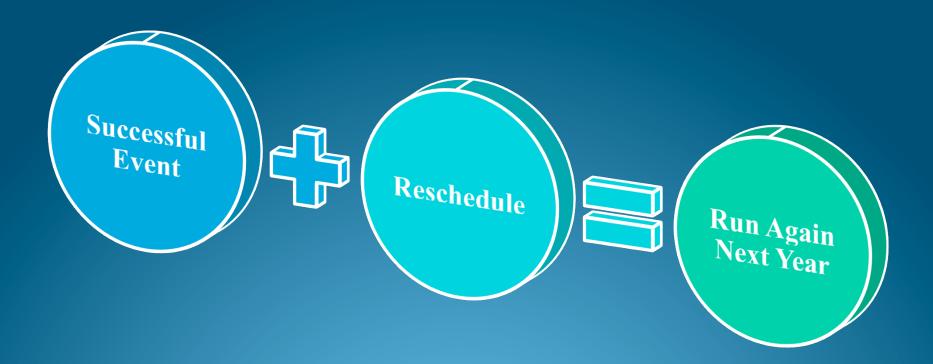
Brainstorming & Selecting Events

Publicize Calendar And Results Development of Event Calendar

Re-Planning



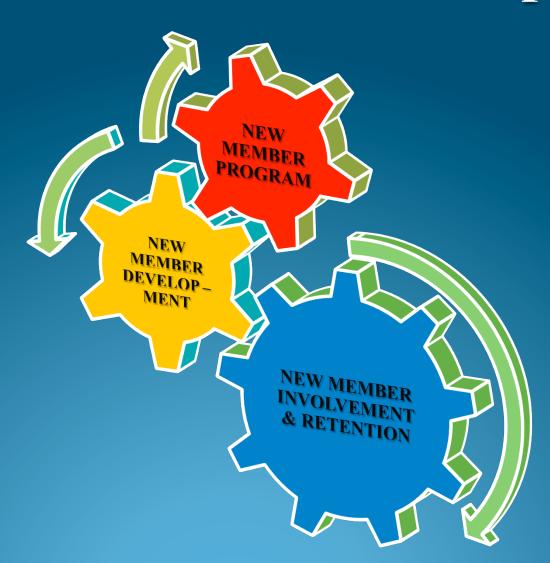
Re-Planning



Why Do People Join Organizations



Recruitment Must Be Coupled



PROVIDE PURPOSE FOR RECRUITMENT



PROVIDE PURPOSE FOR RECRUITMENT

Or



Council #99999

Interested in

Family Activities?

We need Catholic Men just like you to help with these Programs.



Council #99999

Interested in

Youth Activities?

Here are the Events and Activities that our Council needs you to help Run.

- Teen Dances Free Throw
- Squires Circle
 Scouting

NEW MEMBER DEVELOPMENT GAINS

SETS
EXPECTATIONS
FOR AND
ABOUT NEW
MEMBER.

PROVIDES
CONTINUOUS
STREAM OF
EVENT
CHAIRS.





PLANNING "NOT SO NEW" MEMBER INVOLVEMENT & DEVELOPMENT

THIS IS NO DIFFERENT FROM NEW MEMBER
DEVELOPMENT. IT'S ALL MEMBER DEVELOPMENT.

PLANNING NEW MEMBER INVOLVEMENT & DEVELOPMENT

YR	ROLE	_LEARNS
1	Co-Chair	Plan, Staff, Run and
		Document Event
2	Service Director/Guard	Plan & Communicate
		Yearly Event Calendar
		Evaluate & Re-Plan Projects
		Learn Duties of Warden
3	Membership Director/	Plan & Run Recruitment
	Warden	Inventory & Report Council
		Property

PLANNING NEW MEMBER INVOLVEMENT & DEVELOPMENT

4 & 5	Advocate or Treasurer	Protocol, Procedures, By-Laws, Finances
6 & 7	Chancellor	Measure & Report Membership Involvement, Admissions
8 & 9	DGK/ Program Director	Run Business & Planning Meetings, Develop Vision, Activity & Council Budgets. Set Event Calendar & Brainstorming
10	Grand Knight	Activate, Motivate, And Involve Council to Service

NEW MEMBER PACKET

WELCOME LETTER FROM GRAND KNIGHT

COPY OF COUNCIL BY-LAWS

SHINNING ARMOR INFORMATION CARD

COUNCIL EVENT CALENDAR

COPY OF COUNCIL NEWSLETTER

DETAILS OF FIRST THREE ASSIGNED EVENTS

COUNCIL HISTORY

ASSIGNED PGK

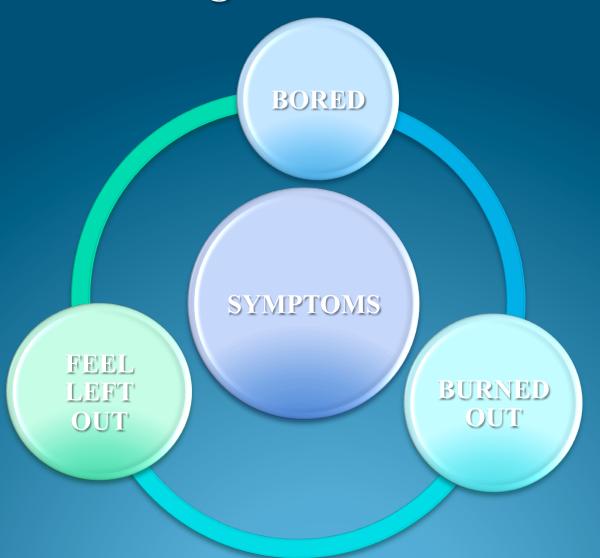
THREE FORM 100'S

GUIDE TO MAKING MOTIONS FOR THE BEGINNER

SCHEDULED APPOINTMENT TO MEET WITH MEMBERSHIP DEVELOPMENT TEAM

PROVIDE NAME AND CONTACT INFORMATION FOR KOFC INSURANCE AGENT

Why Do Existing Members Become Inactive?



INVOLVEMENT



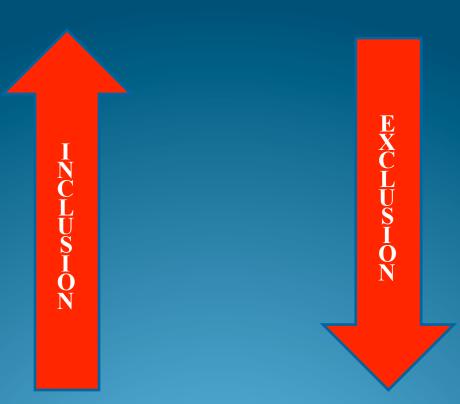


TARGET EVENTS

INVOLVEMENT



Involvement



INVOLVEMENT REQUIRES INCLUSION YOU MUST

CONVEY DESIRE FOR ALL TO BE INVOLVED YOU'RE NOT ASKING PEOPLE TO WORK EVENTS BUT TO PLAN EVENTS..

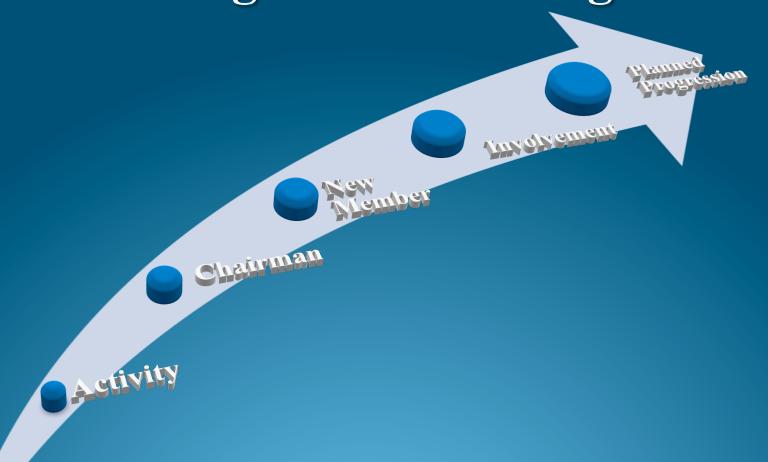


Inclusion

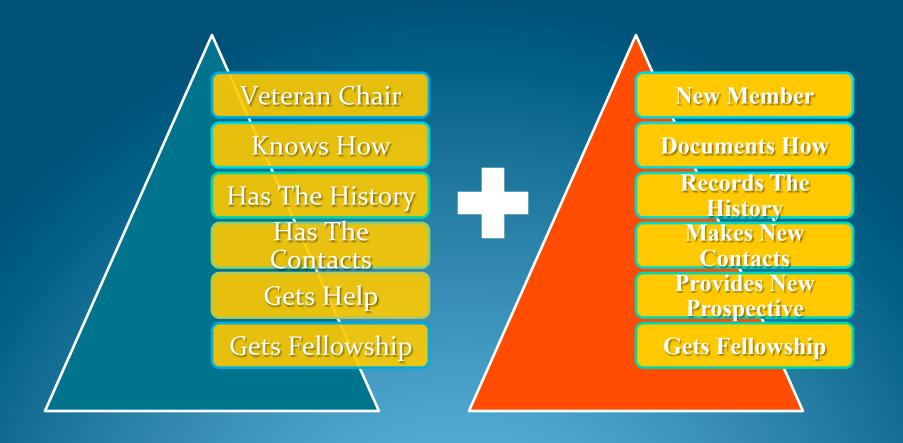
FOCUS ON INCREASING SENSE OF BELONGING AND PARTICIPATION IN COUNCIL PLANNING AND DECISION MAKING.

ASSIGN OFFICERS TO CALL MEMBERS ONE AT A TIME TO DISCUSS THEIR INVOLVEMENT.

Something Old Something New



Something Old Something New



Retention

Retention



List Of Who We Didn't Suspend

Retention Requires A Plan And A Process



SERVICE





TO BENEFIT CHURCH COMMUNITY FAMILY PRO LIFE YOUTH COUNCIL

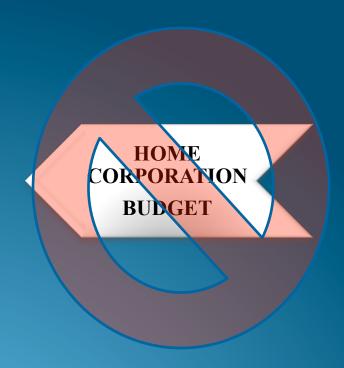
WORK



SETTING THE COUNCIL BUDGET

COUNCIL FIXED EXPENSE BUDGET

FIXED DONATION EXPENSE COUNCIL BUDGET



A Final Thought

As Often As Possible

Both Publically And Privately

THANK

Your Officers And Members

For All They Do.

The Beginning

How Will You Answer The Test Question?

From Here Forward It's Up To You - The Grand Knight

But Remember You Are Not Alone

Standing with you are Your Council Officers, Your DD, Your State Officers and State Committee Chairs.

THE END

A Quiz Will Be Held.

Who Will Ask The Questions?

Is The Council Better As A Result Of My Term In Office.