



Utah State Council 2021-2022 Organizational Meeting

Blessed Sacrament Parish
Council 6966 in District #7
Sandy, Utah

26 June 2021





UTAH KNIGHTS OF COLUMBUS





Utah State Council 2021-2022 Organizational Meeting

8:45 AM – Breakfast (starts)

9:00 AM – Breakfast (cont'd)

9:30 AM – Rosary (Silver Rose)

10:00 AM – Call Meeting to Order





Utah State Council 2021-2022 Organizational Meeting



9:30 AM – Silver Rose Prayer Service (Rosary) here in Pollock Hall. Be respectful.

Prayer Service Booklet



Faith in Action

Life

10:00 AM – Call to Order.

UTAH KNIGHTS OF COLUMBUS





Utah State Council 2021-2022 Organizational Meeting

- Call to Order (10:00 AM)
- Warden's Report on Membership Cards.
- Opening Prayer
- Pledge of Allegiance
- Roll Call of Officers
 - Delegate Milage Reimbursement
 - *DO NOT SEAL THE ENVELOPES!*





Utah State Council 2021-2022 Organizational Meeting

- State Deputy Opening Remarks





UTAH KNIGHTS OF COLUMBUS

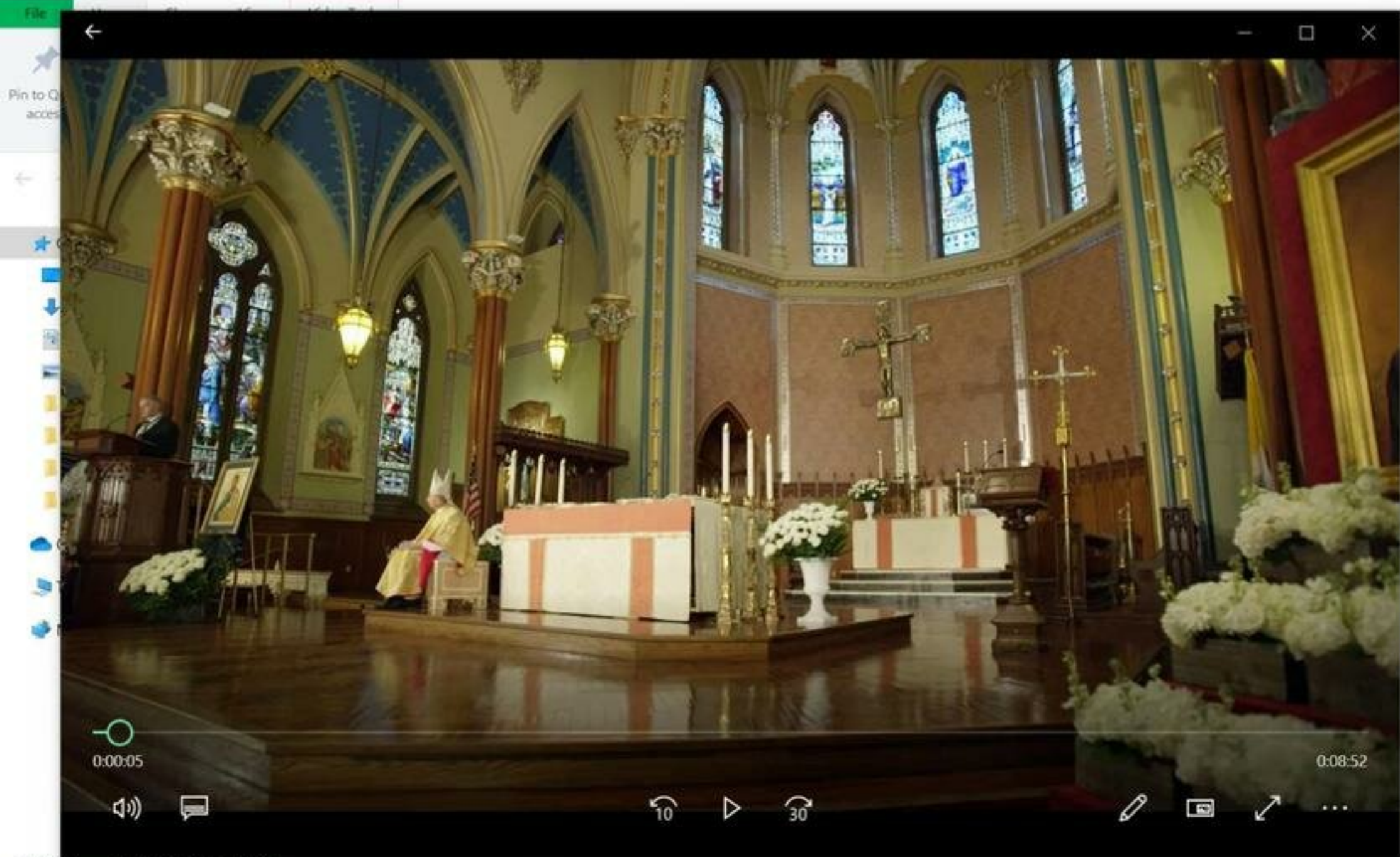




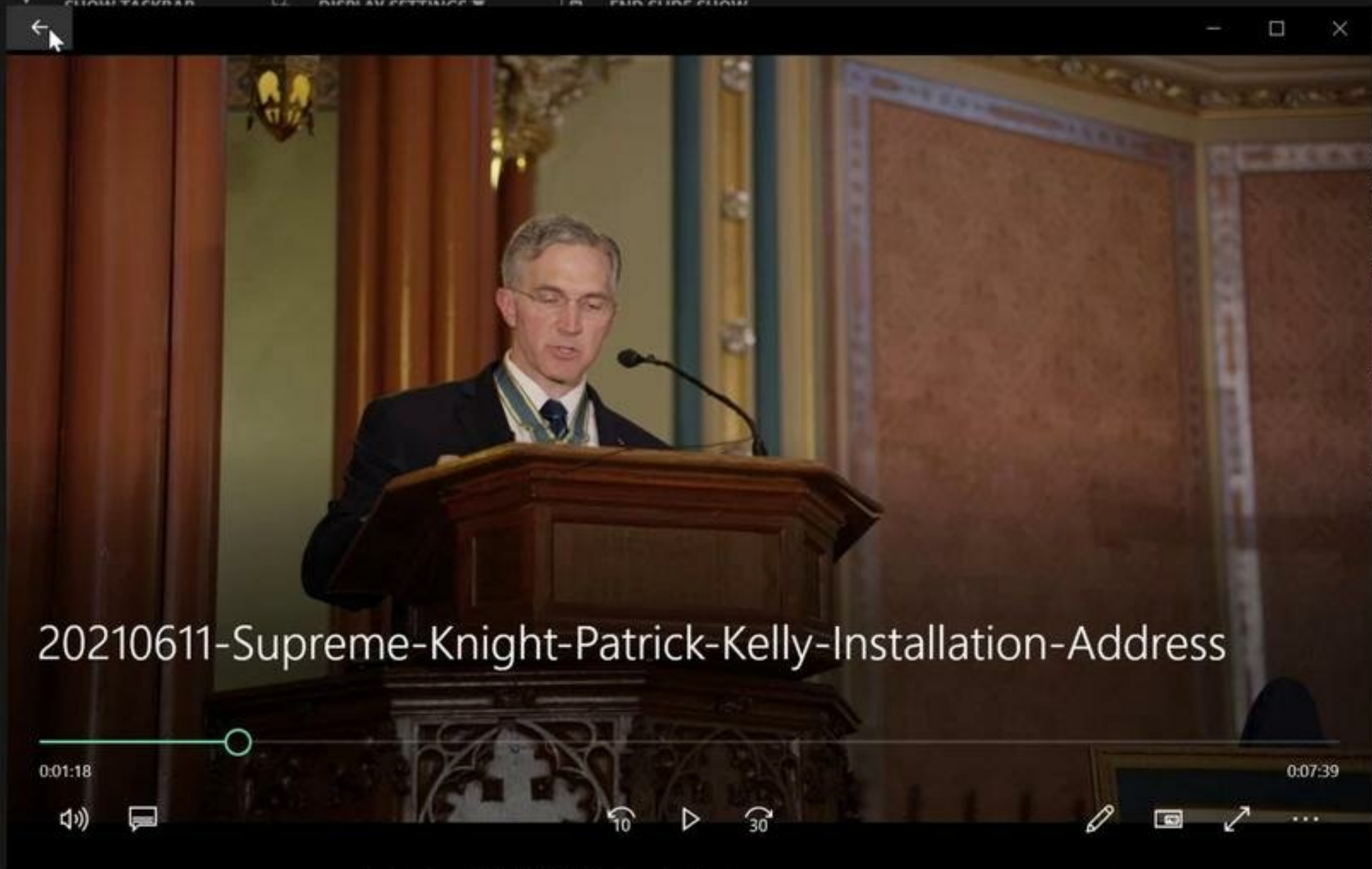
Utah State Council 2021-2022 Organizational Meeting

- State Chaplain Opening Remarks
- Supreme Knight Video





12 items 1 item selected 136 MB



ate Council
21-2022
ional Meeting

Opening Remarks

Video

entative Opening

NIGHTS OF COLUMBUS



SHOW TASKBAR



DISPLAY SETTINGS ▼



END SLIDE SHOW

1:05:08



10:35 AM



Utah State Council 2021-2022 Organizational Meeting

- State Chaplain Opening Remarks
- Supreme Knight Video

UTAH KNIGHTS OF COLUMBUS



Slide 8 of 42



Next animation



Utah State Council 2021-2022 Organizational Meeting

- State Chaplain Opening Remarks
- Supreme Knight Video
- Supreme Representative Opening Remarks

UTAH KNIGHTS OF COLUMBUS



No Notes.

A⁺

A⁺



**Utah State Council
2021-2022
Organizational Meeting**

Blessed Sacrament Parish
Council 6966 in District #7
Sandy, Utah

26 June 2021

1



2

**Utah State Council
2021-2022
Organizational Meeting**

8:45 AM - Breakfast (starts)
9:00 AM - Breakfast (cont'd)
9:30 AM - Rosary (Silver Rose)
10:00 AM - Call Meeting to Order

3

**Utah State Council
2021-2022
Organizational Meeting**

10:00 AM - Silver Rose Prayer Service (Women) Take in Prayer Book. Be respectful. Prayed Service. Rosary.

10:00 AM - Call to Order

4

**Utah State Council
2021-2022
Organizational Meeting**

- Call to Order (10:00 AM)
- Warden's Report on Membership Cards
- Opening Prayer
- Pledge of Allegiance
- Roll Call of Officers
- Delegate Wings Presentation
- 10:45 AM - 11:00 AM - 11:00 AM

5

**Utah State Council
2021-2022
Organizational Meeting**

- State Deputy Opening Remarks

6



7

**Utah State Council
2021-2022
Organizational Meeting**

- State Chaplain Opening Remarks
- Supreme Knight Video
- Supreme Representative Opening Remarks

8

**Utah State Council
2021-2022
Organizational Meeting**

- State Plan
- Goal Review
- This Year's Goals

9

State Goals

- Initial 154
- NCD/Reactivations 1
- Star Councils 6
- Exemplifications 44 min (form 450a)
- Goal is to have 1 degree per month per district
- 3 Holy Hours

10

**Utah State Council
2021-2022
Organizational Meeting**

Working with Your Parish Priests

Q&A with Rev. Erik J. Rindberg
Utah State Chaplain

11

**Utah State Council
2021-2022
Organizational Meeting**

Break / Go To Breakout Room

- District Deputies go to Room 3
- Financial Secretaries to Room 1
- Grand Knights and other members stay here (Pillbox Hall)

Presentation Teams to their first room

12

**Utah State Council
2021-2022
Organizational Meeting**

11:15 AM - Breakout Session #1

- District Deputies: Membership
- Financial Secretaries: Programs
- Grand Knights: Administrative

13

**Utah State Council
2021-2022
Organizational Meeting**

Lunch Break

12:05 PM - Second Breakout Session

Immediately After Lunch:

- Groups in their same rooms as earlier
- Presentation Teams rotate to their next room

14

Take a Recess

Utah Knights of Columbus
Organizational Meeting

Go to your assigned room

Saturday, June 26, 2021
12:55 PM

We will reconvene at 1:00 PM

15

**Utah State Council
2021-2022
Organizational Meeting**

12:55 PM - Breakout Session #2

- District Deputies: Programs
- Financial Secretaries: Administrative
- Grand Knights: Membership

16

**Utah State Council
2021-2022
Organizational Meeting**

Break (3 minutes)

- Groups stay in their assigned rooms
- Presentation Teams rotate to their next room

17

Take a Recess

Utah Knights of Columbus
Organizational Meeting

Go to your assigned room

Saturday, January 26, 2021
Five Minutes From Now

We will reconvene at 1:00 PM

18

Take a Recess

Utah Knights of Columbus
Midyear Meeting

5 Minutes

We will reconvene at 1:00 PM

19

Take a Recess

Utah Knights of Columbus
Midyear Meeting

4 Minutes

We will reconvene at 1:00 PM

20

Take a Recess

Utah Knights of Columbus
Midyear Meeting

3 Minutes

We will reconvene at 1:00 PM

21

Take a Recess

Utah Knights of Columbus
Midyear Meeting

2 Minutes

We will reconvene at 1:00 PM

22

Take a Recess

Utah Knights of Columbus
Midyear Meeting

1 Minute!

We will reconvene at 1:00 PM

23

Take a Recess

Utah Knights of Columbus
Midyear Meeting

Go to your assigned room

Saturday, June 26, 2021
Recess Over !!

We will reconvene with Spiritual Session #2

24

**Utah State Council
2021-2022
Organizational Meeting**

1:00 PM - Breakout Session #3

- District Deputies: Administrative
- Financial Secretaries: Membership
- Grand Knights: Programs

25

**Utah State Council
2021-2022
Organizational Meeting**

Break (11 minutes)

Breakout Sessions Are Complete

Everyone Returns to Pillbox Hall
(This means you!)

26

Take a Recess

Utah Knights of Columbus
Organizational Meeting

Go to your assigned room

Saturday, January 26, 2021
Five Minutes From Now

We will reconvene at 1:00 PM

27

Take a Recess

Utah Knights of Columbus
Midyear Meeting

5 Minutes

We will reconvene at 1:00 PM

28



Utah State Council 2021-2022 Organizational Meeting

- State Chaplain Opening Remarks
- Supreme Knight Video
- Supreme Representative Opening Remarks





State Goals

- Intake: 184
- NCD/Reactivation: 1
- Star Councils: 6
- Exemplifications: 44 min (form 450s)
 - Goal is to have 1 degree per month per district
- 3 Holy Hours





Utah State Council 2021-2022 Organizational Meeting

Working with Your Parish Priests

Q&A with Rev. Erik J Richtsteig
Utah State Chaplain





Utah State Council 2021-2022 Organizational Meeting

Break / Go To Breakout Room

- District Deputies go to **Room 3**
- Financial Secretaries to **Room 1**
- Grand Knights and other members stay here (Pollock Hall).

Presentation Teams to their first room.





Utah State Council 2021-2022 Organizational Meeting

11:15 AM - Breakout Session #1

- District Deputies: Membership
- Financial Secretaries: Programs
- Grand Knights: Administrative





Utah State Council 2021-2022 Organizational Meeting

Break / Go To Breakout Room

- District Deputies go to **Room 3**
- Financial Secretaries to **Room 1**
- Grand Knights and other members stay here (Pollock Hall).

Presentation Teams to their first room.





Utah State Council 2021-2022 Organizational Meeting

(Grace Before Meals)
Lunch Break

12:55 PM Second Breakout Sessions

Immediately After Lunch:

- Groups in their same rooms as earlier.
- Presentation Teams rotate to their next room.



File Home Insert Design Transitions Animations Slide Show Review View Help

Paste New Slide Layout Reset Section

Font Paragraph Drawing Editing Voice Designer

Share Comments

- 1 Utah State Council 2021-2022 Organizational Meeting Break-Out Session Presentation on Administrative Forms & Paperwork Jerry Angus, State Training Director Bill Kelly, State Secretary
- 2 Officers Online www.kofc.org/50/ Home page - tabs
- 3 Reports Existing Reports
- 4 Custom Reports



Utah State Council 2021-2022 Organizational Meeting

Break-Out Session *Presentation on Administrative Forms & Paperwork*

Jerry Angus, State Training Director
Bill Kelly, State Secretary

UTAH KNIGHTS OF COLUMBUS 

Click to add notes



Utah State Council 2021-2022 Organizational Meeting

Break-Out Session *Presentation on Administrative Forms & Paperwork*

Jerry Angus, State Training Director
Bill Kelly, State Secretary





Officers Online

www.KofC.org/OO

Home page - tabs

Membership Reports Forms Publications Prospect Candidate

		Month to Date			Year to Date			
	Quota	Gain	Loss	Net	Gain	Loss	Net	%
MBR	11	0	0	0	10	1	9	82
INS	0	0	0	0	1	3	-2	

Total Membership 6/23/2021	YTD Change in Membership
253	9



Clipboard Slides Font Paragraph Drawing Editing Voice Designer

Paste New Slide Layout Reset Section

B I U S AV Aa A

Shapes Arrange Quick Styles Shape Fill Shape Outline Shape Effects

Find Replace Select Dictate Design Ideas

- 1 Utah State Council 2021-2022 Organizational Meeting Break-Out Session Presentation on Administrative Forms & Paperwork Jerry Angus, State Training Director Bill Kelly, State Secretary
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Utah State Council 2021-2022 Organizational Meeting

Break-Out Session *Presentation on Administrative Forms & Paperwork*

Jerry Angus, State Training Director
Bill Kelly, State Secretary

UTAH KNIGHTS OF COLUMBUS 

Click to add notes



KOFC HOME

Please enter your username and password and click on the "Sign In" button to sign in. Fields marked with an asterisk (*) are required.

You must be a registered user to access this portal.

Username *

Jwangus98952017

Password *

...

☐ Remember Me



OFFICERS ONLINE



Supporting Applications



Officers Desk Reference



Office Of Youth Protection



Home Corporations



Knights Gear



Supplies Online



Canadian Supplies Online

Memberships | Reports | Forms | Publications

Membership

Awards Progress

	Quota	Month to Date			Year to Date			
		Gain	Loss	Net	Gain	Loss	Net	%
MBR		13	0	13	93	14	79	
INS		1	1	0	30	21	9	

Jurisdiction Membership

Total Membership 6/25/2021	YTD Change in Membership
2999	54

13 ★



Utah State Council 2021-2022 Organizational Meeting

11:15 AM - Breakout Session #1

- District Deputies: Membership
- Financial Secretaries: Programs
- Grand Knights: Administrative

UTAH KNIGHTS OF COLUMBUS

14 ★



Utah State Council 2021-2022 Organizational Meeting

(Grace Before Meals)
Lunch Break

12:55 PM Second Breakout Sessions

Immediately After Lunch:

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- Presentation Teams rotate to their next room.

UTAH KNIGHTS OF COLUMBUS



Utah State Council 2021-2022 Organizational Meeting

11:15 AM - Breakout Session #1

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UTAH KNIGHTS OF COLUMBUS

- 1 Utah State Council 2021-2022 Organizational Meeting Break-Out Session Presentation on Administrative Forms & Paperwork Jerry Angus, State Training Director Bill Kelly, State Secretary
- 2 Officers Online www.kofc.org/GO Home page - tabs
- 3 Reports Existing Reports
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Utah State Council 2021-2022 Organizational Meeting

Break-Out Session *Presentation on Administrative Forms & Paperwork*

Jerry Angus, State Training Director
Bill Kelly, State Secretary

UTAH KNIGHTS OF COLUMBUS 

Click to add notes



SHOW TASKBAR



DISPLAY SETTINGS ▼



END SLIDE SHOW

0:00:04



11:37 AM



Utah State Council 2021-2022 Organizational Meeting

Break-Out Session *Presentation on Administrative Forms & Paperwork*

Jerry Angus, State Training Director
Bill Kelly, State Secretary

UTAH KNIGHTS OF COLUMBUS



Slide 1 of 53



Next slide

**Officers Online**www.KofC.org/OO

Home page - tabs

Membership									
Reports									
Forms									
Publications									
Prospect									
Candidate									
Award Program									
Council Membership									
UTAH KNIGHTS OF COLUMBUS									
UTAH KNIGHTS OF COLUMBUS									

UTAH KNIGHTS OF COLUMBUS



No Notes.

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Officers Online

www.KofC.org/OO

Home page - tabs

Membership

Reports

Forms

Publications

Prospect

Candidate

Awards Progress

		Month to Date			Year to Date			
	Quota	Gain	Loss	Net	Gain	Loss	Net	%
MBR	11	0	0	0	10	1	9	82
INS	0	0	0	0	1	3	-2	

Council Membership










Total Membership 6/23/2021	YTD Change in Membership
253	9





Reports

Existing Reports

Report Name	Date	PDF	Excel
Membership Roster	6/22/2021		
Membership Roster - January	1/1/2021		
Membership Roster - July	7/1/2020		
Financial Statement	6/1/2021		
Safe Environment Member Status	6/22/2021		
Safe Environment Participation Rate Report	6/22/2021		





Custom Reports

Member Management
Print Center-NM
Data Extract Tool



Officers Online

Member Billing

Member Management

Council Administration

Print Center-MM

Member Management

• Find a Member

▶ Search Results

Member Management - Find A Member

Search Criteria

Officers Online

Member Billing

Member Management

Council Administration

Print Center-MM

• Reports

▶ Labels

▶ Billing Reports

▶ Data Extract Tool

Print Center - Reports

Council Reports

1. Current Officers

2. Next Fraternal Year Officers



GET EXTRACT





Custom Reports

Select Get Extract at Bottom right corner

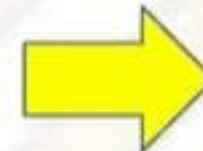
Contact Information:	
General Contacts:	
Select All Unselect All	
<input checked="" type="checkbox"/> Residence Phone	<input type="checkbox"/> Seasonal Phone
<input type="checkbox"/> Residence Phone Ext	<input type="checkbox"/> Seasonal Phone Ext
<input type="checkbox"/> Business Phone	<input checked="" type="checkbox"/> Primary Email
<input type="checkbox"/> Business Phone Ext	<input type="checkbox"/> Secondary Email
<input type="checkbox"/> Fax Number	<input type="checkbox"/> Tertiary Email
<input checked="" type="checkbox"/> Cell Phone	
Primary Address Information:	
Select All Unselect All	
<input checked="" type="checkbox"/> Address Line 1	<input checked="" type="checkbox"/> State/Province
<input type="checkbox"/> Address Line 2	<input checked="" type="checkbox"/> Postal Code
<input checked="" type="checkbox"/> City	<input type="checkbox"/> Country

Select Get Extract at Bottom right corner

Report Will Generate

Select "Click Here to Open"

Either Open or Save As – dependent on your computer options



Get Extract





Custom Reports

Members	Prefix	First Name	Middle Name	Last Name	Primary Title	Address Line 1	City	State/Province	Postal Code	Residence	Cell Phone	Primary Email
1	1234567	John	R	Smith	Fraternal	59 Any Street	Salt Lake Cit	UT	84092-123	801- 867-9	801-123-4567	johndoe@gmail.com
2	1234567	John	R	Smith	Fraternal	59 Any Street	Salt Lake Cit	UT	84092-123	801- 867-9	801-123-4567	johndoe@gmail.com
3	1234567	John	R	Smith	Fraternal	59 Any Street	Salt Lake Cit	UT	84092-123	801- 867-9	801-123-4567	johndoe@gmail.com
4	1234567	John	R	Smith	Fraternal	59 Any Street	Salt Lake Cit	UT	84092-123	801- 867-9	801-123-4567	johndoe@gmail.com
5	1234567	John	R	Smith	Fraternal	59 Any Street	Salt Lake Cit	UT	84092-123	801- 867-9	801-123-4567	johndoe@gmail.com
6	1234567	John	R	Smith	Fraternal	59 Any Street	Salt Lake Cit	UT	84092-123	801- 867-9	801-123-4567	johndoe@gmail.com
7	1234567	John	R	Smith	Fraternal	59 Any Street	Salt Lake Cit	UT	84092-123	801- 867-9	801-123-4567	johndoe@gmail.com
8	1234567	John	R	Smith	Fraternal	59 Any Street	Salt Lake Cit	UT	84092-123	801- 867-9	801-123-4567	johndoe@gmail.com
9	1234567	John	R	Smith	Fraternal	59 Any Street	Salt Lake Cit	UT	84092-123	801- 867-9	801-123-4567	johndoe@gmail.com
0	1234567	John	R	Smith	Fraternal	59 Any Street	Salt Lake Cit	UT	84092-123	801- 867-9	801-123-4567	johndoe@gmail.com
1	1234567	John	R	Smith	Fraternal	59 Any Street	Salt Lake Cit	UT	84092-123	801- 867-9	801-123-4567	johndoe@gmail.com
2	1234567	John	R	Smith	Fraternal	59 Any Street	Salt Lake Cit	UT	84092-123	801- 867-9	801-123-4567	johndoe@gmail.com

Save File with a logical name Council 12345 Membership extract 26Jun21
And store somewhere on your computer.





Forms Most Frequently Used

- 10784 Fraternal Programs Reports Form (As Required)
- 1728 Annual Survey of Fraternal Activity (Jan)
- SP7 Columbian Award Application (Jun)
- Officers Chosen – See Council Administration (Jun)
- Program Personnel – See Council Administration (Jul)
- Semiannual Audits – (Aug/Feb)
- RSVP (Jun)
- Youth Programs (as required)



Faith

Family

Community

Life

- ☐ Into the Breach
- ☐ Marian Icon Prayer
- ☐ Build the Domestic Church Kiosk
- ☐ Rosary
- ☐ Spiritual Reflection
- ☐ Holy Hour
- ☐ Sacramental Gifts
- ☐ RSVP
- ☐ Other

- ☐ Family of the Month
- ☐ Keep Christ in Christmas
- ☐ Family Fully Alive
- ☐ Family Week
- ☐ Consecration to the Holy Family
- ☐ Family Prayer Night
- ☐ Good Friday Family Promotion
- ☐ Food for Families
- ☐ Other

- ☐ Disaster Preparedness
- ☐ Free Throw Championship
- ☐ Soccer Challenge
- ☐ Helping Hands
- ☐ Catholic Citizenship Essay Contest
- ☐ Coats for Kids
- ☐ Global Wheelchair Mission
- ☐ Habitat for Humanity
- ☐ Other

- ☐ Christian Refugee Relief
- ☐ Silver Rose
- ☐ Pregnancy Center Support
- ☐ Novena for Life
- ☐ Mass for People with Special Needs
- ☐ March for Life
- ☐ Special Olympics
- ☐ Ultrasound
- ☐ Other

Anyone with System access can complete a program form.
Click on particular program, the form will expand and fill in the details.
When done click submit in lower left corner

UTAH KNIGHTS OF COLUMBUS






Electronic Filing of Officers/ Service Personnel Report Advantages

- File report electronically versus typing a form (saves time).
- Mouse selection and clicking to complete.
- Can submit multiple times direct feed into Supreme Database.
- Last submission is most current to fix any changes or errors.
- Use to make changes throughout Fraternal Year.








Submitting Officers Report

**KNIGHTS OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Find a Member by Last Name:

[Print this screen](#) 



Officers Online

Member Billing

Member Management

Council Administration

Print Center-MM

• Member Management

• Find a Member

▸ Search Results

▸ General Information

▸ Fraternal Information

Member Management - Find A Member

Search Criteria

Display records for the following:

☒ Active Members

☐ Former Members

Council Administration

• Council Information


▸ Council Officers Current & Next

▸ Service Program Personnel Current & Next

▸ Additional Positions

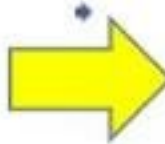
Council Administration - Council Information

Council

 **MOTHER TERESA OF CALCUTTA** Council 12181

Council Location: DRAPER. District: 003

Jurisdiction: UT Date of Institution: 03-29-1998





Submitting Officers Report

- Council Administration

- ▶ Council Information

- Council Officers
Current & Next

- Current Year

- ▶ Next Fraternal Year

- ▶ Service Program
Personnel
Current & Next

- Next Fraternal Year

- ▶ Additional Positions

- ▶ Member Info

Council Administration - Council Officers - Current



Council



MOTHER TERESA OF CALCUTTA

Council 12181

Council Location: DRAPER

District: 003

Jurisdiction: UT

Date of Institution: 03-29-1998

Current Council Year 2020-2021

Next Fraternal Year 2021-2022

Copy Current Year

Make the changes you know now using your dropdowns and mouse.

UTAH KNIGHTS OF COLUMBUS





Submitting Officers Chosen

Select position, search "type 1-2 letters, click on Lname, then change with assign

Change an Officer

Council Members **Members from other Councils**

Choose Role: **Grand Knight**

Search by Last Name:

Enter Start Date: **07-01-2021**

Search Tips
Choose Member:
UNASSIGNED

Next Year Officers			
Officer Positions	Name	Member#	Start Date
Grand Knight	Rasmussen, Cody	4992722	07-01-2021
Financial Secretary	Thatcher, Steven Jeffrey	3146610	07-01-2021
Deputy Grand Knight	Mencia, Jaime E	5000787	07-01-2021
Chancellor	Barker, Justin O	4344327	07-01-2021
Recorder	Vanmaren, Karl A	3031726	07-01-2021

When done select submit, click ok, click ok again then Go to print center at top of page.





Submitting Officers Chosen

[Officers Online](#) [Member Billing](#) [Member Management](#) [Council Administration](#) [Print Center-MM](#)

- Reports
- ▶ Labels
- ▶ Billing Reports
- ▶ Data Extract Tool
- ▶ Email

Print Center - Reports

Council Reports

1. Current Officers
2. Next Fraternal Year Officers
3. Current Service Program Personnel
4. Next Fraternal Year Service Program Personnel
5. Member Birthdays
6. Years of Service
7. Member Wedding Anniversaries
8. Council Members by Assembly
9. Wife Birthdays
10. Contact List
11. Ordination Anniversaries
12. Degree Level Reports
13. Fourth Degree Prospects
14. Member Information Report

Report will prepare, then select "Click Here to open".
Click "Open" or "Save as" dependent on your system.
There is your report.





File Saving Print to PDF

No need to print then scan a document for an online report!

If adobe acrobat is not set up as a default on your computer, after creating a report from the system save electronically by performing the following steps:

- Right Click anywhere on the document.
- Then Select **Print**.
- In print menu, select either "**Save as PDF**" or "**Microsoft print to PDF**" – system dependent.
- Name the document with a logical name for the report you just prepared i.e. KC12345 Council Officers FY21-22, AND save in a drive/subdirectory in your computer.
- You now have an electronic file that you can send to State, District Deputy and Council file.
- * Now do your councils service program personnel report.





Filing Officers Chosen Report

Formerly referred to as Form 185.

1. Logon to Officers Online using your user name and password.
2. At bottom of page Select the gold "Member Management" Icon.
3. At bottom of next page Select "Live".
4. At top of next page, select the gold tab "Council Administration".
5. On left of next page, select "Council Officers Current and Next" (for 185/186) or "Service Program Personnel Current and Next (385)".
6. On next page, select "Current Year".
7. After the screen updates, then go the gold section, Current Council (Assembly) Year 2020-2021. This is the area where you will make additions or changes.
8. Next go to the Current Officers Gold Tab. If positions are listed with assigned members all you need to do is review and identify any changes from your council elections. If nothing is listed, you will have to update all your officers.
9. Here is an example of how to assign or appoint your officers in the section titled Change a Current Officer
 - a. In the box titled Choose a Role, click on the down arrow and select a role; example deputy grand knight click "deputy grand knight".
 - b. Then in the box Search by Last Name, "type in the last three letters" of the officers last name. This will bring up the members with that last name.
 - c. Then in the box Choose Member, Click on the member, the name will highlight.
 - d. Then click "Assign" button on the right.
 - e. You will now note that the change is now reflected in the Current Officers Section with today's date as the start date. You can change that back to 07-01-2020 if that is when they actually started.





Filing Officers Chosen Report Continued

10. Continue this process for all your elected council officers and or changes. You can enter your officers at once in current session or in multiple sessions but save your work. At bottom of page click "submit"
11. A message appears click "OK". Your report is now filed with Supreme, then Click "OK"
12. Now go to the gold tab at the top of the page titled "Print Center-MM" and click on it.
13. Select Item 1 Current Officers. Message appears, "Reporting Service preparing report please wait." When complete message appears "Thank you for waiting, your report is ready".
14. Next Click on "Click here to open"
15. You receive a message "What do you want to do with NextFraternalYearOfficers.pdf", Click on "Save", then "Open" and your report is done.
16. Now right click on the printer icon or anywhere on the page and select Print. Print the document dependent on your software as either "Microsoft print to PDF" or "Adobe PDF", then select "Print".
17. Then save the file at a directory somewhere on your computer and name the file "Council/Assembly XXXXX Officers 20-21". Retain this as your council filing of record.
18. Now all you have to do is create an email to me (kellywbill@msn.com), your DD's email and upload the file you just created and then you are done.





Prospect Tab

- Transfers Online Member to Council after degree completion.
- Supreme sends notice of degree completion to GK/FS.
- Input date, select transfer.

Membership Reports Forms Publications **Prospect** Candidate

Assigned

Search:

Council # ▲	Assigned Date ▴	Name ▴	Member # ▴	Entry Date ▴	Ceremony Date ▴	Action ▴
12181	05/09/2021	Douglas A Saar	4671252	11/28/2013	<input type="text" value="MM/DD/YYYY"/>	<input type="button" value="Transfer"/> <input type="button" value="Reject"/>
12181	02/11/2021	Hedthel Corieto	5198545	02/08/2021	<input type="text" value="MM/DD/YYYY"/>	<input type="button" value="Transfer"/> <input type="button" value="Reject"/>
12181	09/23/2020	MR Arcadio Madrigal	5172380	09/23/2020	<input type="text" value="MM/DD/YYYY"/>	<input type="button" value="Transfer"/> <input type="button" value="Reject"/>





Candidate Tab

Transfer/Reinstate Members On-line

- Click Add
- Enter Basic demographics, Date of Birth, Sponsor's membership number

The screenshot shows a web interface with a navigation bar at the top containing tabs: Membership, Reports, Forms, Publications, Prospect, and Candidate. The 'Candidate' tab is selected. Below the navigation bar is a section titled 'Pending Members'. Inside this section, there is a search bar with the label 'Search:' and a yellow arrow pointing down to an 'Add' button. Below the search bar is a table with the following columns: Created Date, Name, Email, Ceremonial/ Process Date, and Action. The 'Add' button is located in the 'Action' column.

Created Date	Name	Email	Ceremonial/ Process Date	Action
				Add

Click Add





Candidate Tab



MEMBERSHIP FORM

Since 1882, membership in the Knights of Columbus has been open to men 18 years of age or older who are "practical" (that is, practicing) Catholics in union with the Holy See.

*Required Field

Council Number

12181

Title

Select Title

First Name

Country

Proposer Member #



Save

Several Fields missing here.

Click Save to Transfer member

UTAH KNIGHTS OF COLUMBUS





Member Management

- Find current/former member (Last Name first letter) generates a list. Select a member
- General Information (save one section at a time)
- Fraternal Information (degree and proposer info)
- Personal Information (Parish, Married, Family, decedent info)
- Member Interest (Info from surveys)

- Member Management
- Find a Member
- ▶ Search Results
- ▶ General Information
- ▶ Fraternal Information
- ▶ Personal Information
- ▶ Member Interests
- ▶ Contact Notes
- ▶ Change History

Member Management - Find A Member

Search Criteria

Display records for the following:

☒ Active Members ☐ Former Members

Required Criteria

Last Name: -or- Member #:

Search Tips





Updating Member Information

General: Member, Name, Address, Email

Fraternal: Degree & Status, Proposer, Position Info

Personal: Member (Parish/job), Spouse, Children
Deceased Date.

Member Interests: Optional Check appropriate boxes,
then save.

Notes: Optional





Reporting Decedent

Member Management

Find member with 1 or 2 letters of last name

Personal Information, then drop down to 5th Section

Deceased Date & Next of Kin Information	
Member's Deceased Date: <input type="text"/>  <small>MM-DD-YYYY</small>	
<input type="checkbox"/> Remove Deceased Date & Next of Kin	
First Name: <input type="text"/>	Last Name: <input type="text"/>
<input type="checkbox"/> Use Member's Address	<input type="checkbox"/> Use Member's Last Name
Address Line 1: <input type="text"/>	Address Line 2: <input type="text"/>
City: <input type="text"/>	State/Province: <input type="text"/>
Postal: <input type="text"/>	Country: <input type="text"/>
Relationship: <input type="text"/>	Phone: <input type="text"/> Ext. <input type="text"/>
<input type="button" value="Save Info"/>	

Enter Information and click save.

Then verify posting by looking up former member





COUNCIL EIN/990N Filing



UTAH KNIGHTS OF COLUMBUS





UTAH EIN Information

Missing EINs

Councils

2611

7401

8350

8606

10304

12959

13646

Assemblies

1144

1570

2636

* - Does not include Inactive councils 11812, 15741,16006





ACQUIRE COUNCIL EIN

- Acquire EIN from IRS at: <https://sa.www4.irs.gov/modiein/individual/index.jsp>
- Begin application,
- Select view additional types
- Select view additional Types including tax exempt & Government Orgs.
- Select Other non-profit/tax exempt organizations
- Next page select continue
- Select banking purposes
- Select individual
- Input responsible individual (FS/GK) and SSN, check "I am a responsible and duly authorized member or Officer having knowledge of this organizations affairs."
- Input council mailing address and phone number (normally FS). Enter FS Name, Click No on alternate address.
- Mailing Address of Non-profit organization Enter "PO Box 123 New Haven Connecticut 06510, Select United States
- Legal Name: example: Father McGivney Council 12345; Trade Name: Knights of Columbus 12345; County: Your County; State: UT; State/Territory Where Located: Connecticut; Start Date: pull from Council Administration Date of Institution.
- Tell Us about nonprofit status – Select "No" for five questions,
- What does your organization do – Select 'Other',
- Choose one of the following – Select "Other" and Enter Fraternal Benefits Society,
- Select Receive Letter on Line.
- In five minutes or less you will receive your EIN number, **IMMEDIATELY** print off or save as PDF File.
- Email the letter to tax.ein@kofc.org





Register EIN With Supreme

Submit Master List Form with IRS letter.

Form on: Utahknights.org





KNIGHTS OF COLUMBUS

MAKING A DIFFERENCE FOR LIFE

ADD TO MASTER LIST FORM – NO SIGNATURE REQUIRED

**** PLEASE PRINT - EMAIL OR MAIL - MUST INCLUDE COPY OF LETTER FROM IRS ****

Date: _____

Office of the Supreme Advocate
PO Box 1670
New Haven, CT 06507-9982

Re: Authorization to Apply for Federal Income Tax Exemption Under Section 501(c)(8)
For Council/Assembly/Chapter [circle one] described below (“Unit”)

Worthy Supreme Advocate:

This authorizes you to apply for inclusion of the **Unit** in the Supreme Council’s group exemption roster. The **Unit** is a subordinate organization affiliated with and under the general supervision of the Supreme Council. When added to the group exemption, it will be exempt from federal income taxes under Internal Revenue Code Section 501(c)(8).

Re: Authorization to Apply for Federal Income Tax Exemption Under Section 501(c)(8)
For Council/Assembly/Chapter **[circle one]** described below ("Unit")

Worthy Supreme Advocate:

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This authorization is given pursuant to Revenue Procedure **68-13**.

Name of person responsible for filing Form 990 with IRS

Name of Grand Knight/Faithful Navigator/Chapter Officer [circle one]

Unit Name _____

Unit Number _____

Unit Address _____

NOTE: THIS ADDRESS SHOULD BE A NEUTRAL ADDRESS WHERE MAIL FROM THE IRS CAN BE RECEIVED EVEN IF THE PERSON RESPONSIBLE FOR FILING 990 BECOMES UNAVAILABLE.

Unit Federal Employer Identification Number (EIN) _____

NOTE: EIN NUMBER IS FOUND ON THE LETTER RECEIVED FROM THE IRS OR PRINTED AT THE TIME OF THE ON-LINE APPLICATION.





Identifying Last Time Council Filed 990-N

- Need Council EIN
- Go to: <https://apps.irs.gov/app/eos>
- Enter EIN in "Search Term" Box.
- The system will find your record.
- Click on [Knights of Columbus](#)
- The history of your council's EIN filing is displayed.

Note: Your Council must file 990-N postcard every year. Failure to file will result in loss of EIN and potential fine (\$600) from IRS.





Identifying Council EIN Filing Status

IRS

Search

Help | News | Language ▾ | Charities & Nonprofits | Tax Pros

File | Pay | Refunds | Credits & Deductions | Forms & Instructions

Home > Charities and Non-Profits > Search for Charities > Tax Exempt Organization Search

Results for Tax Exempt Organization Search

Select Database ⓘ

Search All ▾

Search By ⓘ

Employer Identification Number ▾

Search Term ⓘ

260087108

City

Enter City

State

All States ▾

Country

United States ▾

Search

Reset

[Search Tips](#)





Filing Your Councils 990N

- Go to: <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>
- Click on [Submit Form 990-N \(e-Postcard\)](#)
- If you have a Log In, enter user name and password; Click [Forgot Username](#), if you forgot
- If you previously have not filed with your EIN select [Create Account](#) (Detailed instructions will be uploaded to UtahKnights.org)
- History of account login is displayed; Select [Continue](#)
- Click on [Manage Form 990-N Submissions](#)
- Click on [Create New Filing](#)
- Select EIN, then select [Continue](#)
- Answer Questions; Out of Business – [No](#), Receipts less than \$50K – [Yes](#), Then [Continue](#)
- Skip Additional DBA names, Country – [US](#), Enter council address info, Principle Officer Type – [Person](#), Enter person name (normally FS) and address then [Save Filing](#), Followed by [Submit Filing](#). Save electronic filing by printing to PDF.





IRS EIN Filing



Sign Up

Don't have an account? Create one now.

[CREATE ACCOUNT >](#)

Log In

Already have a username? Welcome back!

Username

[LOG IN >](#)

[Forgot Username](#)

PTIN and FIRE users need a separate account in this system

UTAH KNIGHTS OF COLUMBUS





IRS EIN Filing

Answer No, and Yes, the click "Continue"

ELECTRONIC NOTICE-FORM 990-E (e-notice)

Organization Information

For the tax year ending

December 31, 2020



Has your organization terminated or gone out of business?

--Select One--



Are your gross receipts normally \$50,000 or less?

--Select One--



Organization's legal name -Line 1

KNIGHTS OF COLUMBUS



Organization's legal name -Line 2



Employer Identification Number (EIN)

810798497



PREVIOUS

CANCEL FILING

CONTINUE



UTAH KNIGHTS OF COLUMBUS





IRS EIN Filing

Ignore DBA Information, Enter Organizational and Principle Officer and click submit

Principal Officer:

Type of Name*

--Select One--



Person Name*



Country*

--Select One--



Number and Street (or PO Box)*



City or Town*



State*

--Select One--



Zip Code*



PREVIOUS

CANCEL FILING

SAVE FILING

SUBMIT FILING



UTAH KNIGHTS OF COLUMBUS





Safe Environment Requirements

- Supreme Training: Council Grand Knights (GK), Program Directors (PD), Community Directors (CD) & Family Directors (FD).
- Supreme Background Checks: Council Community Directors & Family Directors.
- Diocese Training & Background checks: *Any Knight who actively participates in Diocese, Church, School or KofC activity.*
- Mandatory Reporting: Any suspicious or suspect activity.





Safe Environment Process

- Acquire commitment from GK, PD, CD and FD to complete the SE training prior to submitting Officers Report and Personnel Services Report.
- Submit Elected Officers and Service Program Directors Report online within Supreme directed timelines. Ensure appointees have valid email address in member file.
- Ensure at a minimum service report contains PD, CD, FD and retention chair otherwise Supreme will reject.
- Supreme sends appointees login and password set up info, e.g. "123456kelly"; Provides key ?s to reset Password.
- Appointees respond to emails from Supreme or Presidium for Background check initiation. *Check junk mail.*





Safe Environment Supreme Training

- Knights training can be completed online using Paesidium or via workbook self-study guides. www.kofc.org/safe
- <https://armatus2.praesidiuminc.com/armatusUser/login>
- Login Problems Call: 203-800-4940 or email at: support@PraesidiumInc.com
- Complete Training under the officer tab **not** member at large tab if in an appointed position.
- Three modules: Meet Sam, Policies - KofC, Duty to report.
- Appointees must complete training within specified time or they are removed from the system. GK/FS must then resubmit the Service Program Report for reappointment.
- Good for 3 years.





Safe Environment Diocese Training

- Salt Lake City Diocese website
 - <https://www.dioslc.org/offices/office-of-safe-environment>
 - Click on "Adult Certification: Child & Youth Protection Training"
 - <https://saltlakecity.cmgconnect.org/>
- Good for 3 years





Positions Requiring Training

State Deputy
State Advocate
State Youth Director
Grand Knights (every council)
Program Directors (every council)
Community Directors (every council)
Family Directors (every council)





Positions Requiring Background Check

State Youth Director

Family Directors (every council)

Community Directors (every council)

NOTE: The Diocese will accept a Knights background check but not the Knights Training. Must complete both the Diocese Training ***and*** the Knights Training.





UtahKnights.org

Available Tabs

Clicking at "calendar" at top of menu bar or
At bottom "Go to Full Calendar" takes you to the
"Big Cal" listing all the events that are going on in
State.

The screenshot shows the website's navigation bar with tabs: Join Us, Calendar, Events, State Convention, Insurance, Contact. Below this is a secondary bar with: Home, Resources, Programs, Photos, Directory, Fourth Degree. The main content area displays a calendar for June 26 (Sat) and June 27 (Sun). Events listed include:

- Jun 26 Sat:**
 - 8:45 am State Organizational Meeting (in Person)
 - 9:30 am Silver Rose - Rosary, English (State Meeting)
 - 5:00 pm Silver Rose - Mass, English (Council 6966)
- Jun 27 Sun:**
 - 8:00 am Silver Rose - Mass, Spanish (Council 14239)
 - 9:30 am Breakfast Burritos To-Go (Council 602)

A button labeled "Go To Full Calendar" is located at the bottom of the calendar section.





Council Health Status

Select Resources to determine your Council's Health



Select Council # To clear and look at a different council either delete or select another from the dropdown menu.

Select your Council number above to see the data and status for your Council.

Select your Council number above to see the data and status for your Council.			AS OF:			6/24/2021			Star Council Tracker							Other Forms			
			Membership			Ins Benefit Nights			AS OF:		6/8/2021	6/23/2021	9/1/2020	4/1/2021	6/23/2021	6/17/2021	9/1/2020	6/23/2021	
COUNCIL	DISTRICT	PARISH / LOCATION	Quota	Net	%	Quota	# Held	Ins Mbr Net	McGivney (Mmbrshp)	Founders (Insurance)	In Good Standing	Program Personel #365	Fraternal Survey #1726	Columbian Award SP7	Safe Env. Compliant	Officers Chosen #165	Audit Due 8/15	Audit Due 2/15	
												Report Due:	8/1	1/31	6/30		7/1	8/15	2/15
Does your Council have a balance or unpaid invoices with the State?									Council	Invoiced for				Invoice #	Subtotal	Prev Paid	Balance		
See what's been invoiced and what needs to be paid to the right -->																			

Use Drop down to select your council.

Determine status in relation to programs, forms and invoices





Star District Requirements FY 21-22

The Star District Award recognizes outstanding achievements in membership, insurance and overall excellence by the councils within the territory of a district deputy.

Membership Growth

The district reaches 70% of combined council membership quotas. You can track district membership on Officers Online.

Insurance Growth

The Founders Award is earned by every council within the district.

Overall District Excellence

- At least one council in the district earns the Star Council Award
- Submit two *District Deputy Semiannual Reports* (#944) for each council in your district. *District Deputy Semiannual Reports* (#944) are due on 12/31 and 6/30. Submit these reports for all councils – even councils that are currently suspended or inactive.

Form 994 may be found at url:

https://www.kofc.org/un/en/forms/district/dd_semi_report_june944B_p.pdf





FINANCIAL SECRETARY BREAKOUT




UTAH KNIGHTS OF COLUMBUS





Member Billing

- Assessments
- Verify or change billings amounts by clicking [class list](#).
- Enter new amounts or class, then click [update](#).

	Officers Online	Member Management	Member Billing	Print Center-MB
<ul style="list-style-type: none">• Council Ledger<ul style="list-style-type: none">▸ Receipts▸ Vouchers▸ Assessments▸ Adjustments▸ Billing Information▸ Member Information▸ Email	Council Billing & Accounting - Council Ledger			
	Council			
	 MOTHER TERESA OF CALCUTTA		Council 12181	
	Council Location: DRAPER District: 003		Jurisdiction: UT Date of Institution: 03-29-1998	
	View Transactions			
<div>By Date</div> <div>By Transaction Type</div> <div>By Income Account</div> <div>By Expense Account</div> <div>By Event</div>				





LOGOUT

KOFC HOME

You have been logged out.

We encourage you to visit other areas of the Knights of Columbus web site. Before proceeding, however, please note that your browser may contain a history of what was viewed during your session. This will automatically clear when you close your browser.

13 ★



**Utah State Council
2021-2022
Organizational Meeting**

11:15 AM - Breakout Session #1

- District Deputies: Membership
- Financial Secretaries: Programs
- Grand Knights: Administrative

UTAH KNIGHTS OF COLUMBUS

14 ★



**Utah State Council
2021-2022
Organizational Meeting**

(Grace Before Meals)
Lunch Break

12:55 PM Second Breakout Sessions

Immediately After Lunch:

- Groups in their same rooms as earlier.
- Presentation Teams rotate to their next room.

UTAH KNIGHTS OF COLUMBUS



**Utah State Council
2021-2022
Organizational Meeting**

11:15 AM - Breakout Session #1

- District Deputies: Membership
- Financial Secretaries: Programs
- Grand Knights: Administrative

UTAH KNIGHTS OF COLUMBUS



Utah State Council 2021-2022 Organizational Meeting

11:15 AM - Breakout Session #1

- District Deputies: Membership
- Financial Secretaries: Programs
- Grand Knights: Administrative





Utah State Council 2021-2022 Organizational Meeting

(Grace Before Meals)
Lunch Break

12:55 PM Second Breakout Sessions

Immediately After Lunch:

- Groups in their same rooms as earlier.
- Presentation Teams rotate to their next room.





Take a Recess

Utah Knights of Columbus Organizational Meeting

The Meeting Will Continue:

Saturday, June 26, 2021

12:55 PM

This is your lunch break.

Breakout Session #2 starts immediately after lunch.

UTAH KNIGHTS OF COLUMBUS





Utah State Council 2021-2022 Organizational Meeting

12:55 PM - Breakout Session #2

- District Deputies: Programs
- Financial Secretaries: Administrative
- Grand Knights: Membership





Utah State Council 2021-2022 Organizational Meeting

Break (5 minutes)

- Groups stay in their assigned rooms.
- Presentation Teams rotate to their next room.





Utah State Council 2021-2022 Organizational Meeting

Break-Out Session

Presentation on Membership

Bill McCauley
State Membership Director





Knights of Columbus

- WE ARE AN ORGANIZATION LIKE NO OTHER.
- 1.9 million members worldwide, and growing.
- An organization that, since 1882, has raised over a billion dollars for countless charitable causes.
- WE ARE MEN OF FAITH. Guided not only by our belief in God and the Catholic Church, but by our belief in each other and in ourselves.
- WE ARE THE KNIGHTS OF COLUMBUS.
- An organization strengthened by the successes of our past, and driven by our goals for the future.
- Dedicated to four key areas of service—faith, family, community, and life.
- Dedicated to making a difference.
- Our principles are Charity, Unity, Fraternity, and Patriotism.





Membership

YOUR MEMBERSHIP TEAM

"Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results." --Andrew Carnegie





Membership

State Membership Director: William McCauley

Name	Title	Major area of responsibility
Andy Airriess	State Online Membership	Online Member contact and assignment, council notification
Greg Keller	State New Council Development	Establish target and work with DD/State
Ryan Graveley	State Membership Retention	Assist Councils, train and work with councils
Bill Kelly	State Council Retention	Assist councils and state
Bill Kelly	State Council Reactivation	Assist councils and state
Bill Kelly	State Roundtable Chairman	Identify accurate RTs, assist with setting up meetings
Rafael Castillo	Hispanic Membership Chairman	Recruit in Hispanic community





Hispanic Growth and Development

- Over 58 Million Hispanics in USA. 55% are Catholics
- Hispanic population anticipated in 2060 is 119 Million
- Since 1960, Hispanics makeup 70% of Catholic growth in USA
- Spanish website kofc.org/es





Council Team

- District Deputy
- Grand Knight
- Membership Director
- Field Agent
- Priest, Deacon
- Members





District Deputy

- **Aid councils in your district with membership recruitment and ensure the exemplification of frequent Ceremonials.** Membership growth is essential to the success of each council and our Order. With the addition of each new member, each council is better able to serve its parish, its community and our Order. For information on recruiting, visit kofc.org/drive.
- **Help councils in your district earn the Star Council Award.** The Star Council Award recognizes those councils that conduct well-rounded service programs, while succeeding with membership recruitment and insurance growth. Visit kofc.org/star.
- **Promote our Order's top-rated insurance program.** Use the information available at kofc.org/insurance to learn more about our insurance products
- **Assist councils in your district in setting realistic goals** On your official council visits, ask the questions: Is the council better than it was previously? What can be done to help more people? How can we do this better? Did the council meet its goals? Were the goals achievable? The answers to these questions will help move the council forward





Council Membership Director

- Appointed annually by the Grand Knight
- Oversees recruitment and retention for the council as well as insurance promotion
- Collaborates with the grand knight in setting the calendar of membership programs for the fraternal year
- Manages the recruitment and retention committees and insurance promotion chairman as they implement the council's membership growth program
- Ensures that Membership Applications (#100) are transmitted by the Financial Secretary to both the Membership Records Department at the Supreme Council and the general agent
- Keeps the council's public relations chairman informed of all membership programs and activities for promotion to the parish community and to local media





Council Membership Plan

- Who are you? What is your Council famous for? What should it be famous for?
- Delta Church Drives
- Membership Events
- Ceremonials
- Effective utilization of online memberships
- Encourage membership in the Patriotic Degree





Poster



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL



Welcome to the Utah Knights of Columbus!

In a culture that is often hostile to religion or public reference to God, the Knights of Columbus provides inspiring resources to help Catholic men grow in their faith and become better husbands and fathers.

I encourage you to find a council close to you. Outside of the Salt Lake City area, the councils are more spread out in Utah. If there are no close councils, feel free to help out with state programs.

If you have any questions, email our membership director:

williammccauley@comcast.net

JOIN THE KNIGHTS OF COLUMBUS

Since 1882, membership in the Knights of Columbus has been open to men 18 years of age or older who are "practical" (practicing) Catholics in union with the Holy See. Since that time, the Knights of Columbus has understood "practical catholic" to mean a Catholic who accepts the teaching authority of the Catholic Church on matters of faith and morals, aspires to live in accord with the precepts of the Catholic Church, in good standing with your Catholic Faith.

Scan here to Join Today.

Now through December 31, 2021
Enter Promo Code **MCGIVNEY2020**
for 12 months of free online membership.



UTAH KNIGHTS OF COLUMBUS





Pew Cards



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Scan here to Join Today.

Now through December 31, 2021

Enter Promo Code **MCGIVNEY2020**
for 12 months of free online membership.



UTAH KNIGHTS OF COLUMBUS





Exemplifications

- OUR MEMBERS NEED TO HEAR THE LESSONS CHARITY, UNITY, AND FRATERNITY.
- OUR NEWEST MEMBERS CANNOT BE MEMBERS OF A COUNCIL UNTIL THEY EXPERIENCE AN EXEMPLIFICATION.
- EXEMPLIFICATIONS ARE OUR GATEWAY TO FOSTER MEN TO BE OUR LEADERS OF TOMORROW.
- EVERY DISTRICT SHOULD HAVE AN EXEMPLIFICATION TEAM.
- Each Council should schedule one live Exemplification every quarter. Live or virtual Exemplifications will be scheduled as necessary.
- Each District Deputy must schedule and conduct an Exemplification at least once per quarter on average in his district.





Sir Knights

- **Standing Firm in Support of the Order**
- Knights of the Patriotic Degree are dedicated to the personal development and continued honor of brother Knights. We are always there to offer leadership, guidance, and encouragement.
- **Proudly Serving the Country**
- Knights of the Patriotic Degree glorify God by serving our communities and nations as though Christ were the one being served.
- **Unwavering Support of the Faith**
- Knights of the Patriotic Degree hold unwaveringly to what is right and honorable, working to keep God in the civic arena, serving the life of the Church, and defending laws that recognize the sanctity of life and true religious liberty.
- **Honoring the Legacy of Knighthood**
- The Color Corps is an elective division of the Patriotic Degree that presents a visible reminder of our service to the community.





Online Membership



UTAH KNIGHTS OF COLUMBUS





Online Membership

- Nearly 80% of new members started as online members





Online Membership

- Nearly 80% of new members started as online members
- Fast and easy
 - Knights as soon as they sign up
 - No wait for insurance
 - Columbia magazine reinforces benefits of membership





Online Membership Process

- **English:** www.kofc.org/joinus
- **Spanish:** www.kofc.org/apps/joinus/es/registration/index.html



English



Spanish

Give the candidate your member number so you get credit for the recruitment and your council number so the candidate appears in your council's Candidates tab.





Online Membership Process

On Signup:

UTAH KNIGHTS OF COLUMBUS





Online Membership Process

On Signup:

- Emails sent by Supreme to GK, FS, Membership Director, Online Membership Coordinator (OMC)
- If no council identified, OMC contacts the new Knight to confirm.
- Emails sent to candidate and GK





Online Membership Process

No-Nos:

UTAH KNIGHTS OF COLUMBUS





Online Membership Process

No-Nos:

- Completing the online application for a member even if they have asked you to do it.
- Collecting information from a man on a form 100/prospect card and using it to sign the member up for online membership.
- Creating an email account for a member so they can complete the online membership process.





Online Membership Process

Control:

- Council votes on new member
- Candidate takes the exemplification before or after the vote.





Online Membership Process

Control:

- Council votes on new member
- Candidate takes the exemplification before or after the vote.
- www.kofc.org/ceremonials Invitations are on the **"Online Exemplification"** tab.
 - English: <https://www.kofc.org/en/resources/for-members/ceremonials/online-invitation.pdf>
 - Spanish: <https://www.kofc.org/es/resources/for-members/ceremonials/online-invitation.pdf>
 - French is also available!





Online Membership Process

After Vote:

- In-person degree
 - Form 100
 - Member Management
- Online degree:
 - GK and FS get emails confirming the successful taking of the degree
 - Member Management/Form 100 to bring them into the council





Online Membership Where?

Asking Men to Join:

- Web site
 - Council
 - Parish
- Social Media:
 - Facebook/Twitter
- Posters in gathering space/hall
- Parish email/Flocknotes





Online Membership Best Practices

- Have the online member register with his own device, but you are permitted to have your device available for prospective members to use.
- Avoid any disruption in the process: When you plan a church drive, or have recently had multiple members join from a single device, please notify Supreme before the event (ideally) or soon after the event. This will ensure that Supreme understands the reason for the IP addresses that will (or have) been used for multiple online memberships.
- Send an email to **councilgrowth@kofc.org**.





Online Membership Shoutouts

Councils:

- 9849 St. James the Just – Ogden
- 6010 St. Rose of Lima – Layton
- 14239 St. Andrew – Riverton
- 5347 St. Henry – Brigham City





Online Membership Support

Who:

- Andy Airriess
 - 801-201-2865, aaairriess@msn.com
- Bill McCauley, Membership Director
- Your District Deputy (DD)
- Other state officers
- Fraternal Benefits Representative





Goals

- Nick Nielson





Ceremonials Exemplifications

They are still required!

The new ceremonial is
shorter

public! www.KofC.org/Ceremonials

effective

readable (memorization is optional)





Ceremonials Exemplifications

Similar requirements to have one:

Equipment / Supplies

Candidate Kits (rosary, pin, etc.)

Constitutional Roll

...but updated

No ceremonial robes





Ceremonials Exemplifications

State Team Is Available to Help!
Two Ceremonial Kits (for loan)

Councils still need their Constitutional Roll, and Candidate Kits.

Who has them? (a) State Warden, (b) Ceremonial Director

Ceremonials are listed on the state council website calendar

www.UtahKnights.org/State-Calendar

(District Deputies update the calendar, so tell them!)





Ceremonials Exemplifications

WHO WE ARE

WHAT WE DO

GET INVOLVED

NEWS HUB

CEREMONIAL RESOURCES

This is not the page for candidates!

To order supplies for ceremonials, please visit kofc.org/supplies



EXEMPLIFICATION



ONLINE EXEMPLIFICATION



PROTOCOL



INSTALLATION OF OFFICERS

EXEMPLIFICATION OF CHARITY, UNITY AND FRATERNITY SCRIPT #10991 AND VIDEO

Download and use this script to conduct the Exemplification of Charity, Unity and Fraternity. Grand Knights and Financial Secretaries can purchase hard copy scripts through Supplies Online. While we prefer that the ceremony be performed live, it is acceptable to have candidates participate in the ceremony using the pre-recorded video.

If your question is not answered in the FAQ document, please feel free to email your question to ceremonials@kofc.org.

DOWNLOAD

WATCH & DOWNLOAD

FAQ'S





Ceremonials Exemplifications

WHO WE ARE

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GET INVOLVED

NEWS HUB

CEREMONIAL RESOURCES

This is the place!

To order supplies for ceremonials, please visit kofc.org/supplies



EXEMPLIFICATION



ONLINE EXEMPLIFICATION



PROTOCOL



INSTALLATION OF OFFICERS

ONLINE EXEMPLIFICATION SCHEDULE & CANDIDATE INVITATIONS

The online Exemplification of Charity, Unity and Fraternity is available on-demand and at scheduled dates and times. Invitations are available for download below and the schedule for the month is listed as well. Before inviting a candidate to participate in the ceremony, make sure your council has completed their standard admissions process and has collected the information needed for his form 100. Councils must file a Form 100 for all candidates who complete an online exemplification.

• [View On-Demand](#)

[ENGLISH INVITATION](#)

Scroll down for Spanish (and French)
www.kofc.org/Ceremonials
Click the Online Exemplification Tab





Ceremonials Exemplifications

Welcoming Online Members into your council is as easy as

- A.** Council votes to accept the member.





Ceremonials Exemplifications

Welcoming Online Members into your council is as easy as

- A.** Council votes to accept the member.
 - i. Can be done electronically (virtually), or during the Council Meeting.
- B. Candidate attends the new ceremonial** (Charity, Unity, Fraternity).
 - i. Online Exemplification anytime! Send invitation (PDF) from www.KofC.org/ceremonials (candidate enters your **council #** and selects "**Online Member - I am joining a council.**")
 - ii. Local team can host a live ceremonial, or even a virtual ceremonial.
- C. Financial Secretary – "Form 100" Paperwork**
 - i. Using the "Prospect Tab" in **Officers Online** (if he is listed there).
 - ii. Using the "Candidate Tab" in **Officers Online** (a.k.a. the "electronic Form 100"). **Officers Online** is www.kofc.org/oo
 - iii. As a transfer on the paper Form 100 (send PDF to Supreme via email).





Growing Council Membership

Welcoming Online Members into your council is as easy as

- A.** Acceptance by council vote.
- B.** Bring to new ceremonial (Charity, Unity, Fraternity), can be virtual.
- C.** Confirm new status with supreme ("Form 100").





Welcoming New Members into your council is as easy as...

A. Acceptance by council vote.





Welcoming New Members into your council is as easy as...

- A.** Acceptance by council vote.
- B.** Bring to new ceremonial (Charity, Unity, Fraternity), can be virtual.
- C.** Confirm new status with supreme ("Form 100").
- D.** Dues need to be paid!

...or did he join online? Dues already paid! www.KofC.org/joinus
(He enters your **council #**, and the **proposer's membership #**)





Ceremonials Exemplifications

REPORTING IS IMPORTANT!

Form 450

Usually Submitted by the District Deputy
If no DD present, a council officer (e.g., GK, FS)
can fill it out and send to the DD.

www.KofC.org/Forms

#450

Degree Exemplification Report

PDF

Online
(Preferred
Method)

DO NOT use the online version! It's not updated
for the new ceremonial, and the link is broken
anyway)

UTAH KNIGHTS OF COLUMBUS





Form 450

www.KofC.org/Forms

Jurisdiction: Utah District Number: 1 - 11
Degree Date: 07/01/2021 Host Council Number: 12345
Submitted by: Your Name Here
Title: Your Title Here Membership #: (check your card)

Only submit one report per Degree.
DO NOT report multiple Degrees on a single form.

Degree Exemplified (Check only one):

☒ Exemplification of Charity, Unity and Fraternity

Location: ☒ Church ☐ Council Chamber ☐ Other

☐ Admission/1st Degree Team Council: Not this part!

☐ Formation/2nd Degree Team Name: Not this part!

☐ Knighthood/3rd Degree Conferring Officer Name: Not this part!

Honoree (If Designated): (Select one in advance)

Total Number of Candidates: TOTAL = New Members + Online Members + Advancing Members

Length of Degree: Usually 30-40 minutes. Note: Total observers excludes candidates & team

☒ Candidate Details (for Exemplification of Charity, Unity and Fraternity only)

New Members: Priests: ** Online Members: Advancing Members:

Total Observers: Everyone Else ** **Except candidates & team!**

**** Priests are the only ones that would be counted twice**
Participating Councils – New Members Only

Council Number	New Members	Council Number	New Members	Council Number	New Members
<small>Skip This Line</small>	<small>Text is Small</small>				
321	10	123	3		

UTAH KNIGHTS OF COLUMBUS





Utah Incentives

- **July 1 through September 30**
- Fast Start – Best performing council by percentage of membership gain (with forms completed) gets a state hosted steak BBQ (approx. \$300). Minimum of 25% membership gain.
- **Quarterly** (*Fourth Fraternal Quarter ends June 15, 2022 for this award*)
- Top Recruiter per quarter receives \$150 (minimum **3** Recruits)
- If no winner in a Quarter, Award Money is added to next Quarter
- **Yearly** thru June 15, 2022
- Council with highest net membership gain for the year receives \$500 Per Capita credit
- **Supreme** will also offer incentives (for recruiters, councils, districts)

<https://www.kofc.org/en/for-members/resources/state-leaders/state-deputies/membership-incentives.html>





Shining Armor Award

- The Shining Armor Award program is designed for members of your council to engage in and maintain an active level of participation in council programs and activities.
- To qualify for the Shining Armor Award, during the fraternal year, brother Knights must:
 - Be involved in at least 3 council Faith in Action programs.
 - Attend at least 3 council meetings.
 - Attend an Exemplification of Charity, Unity and Fraternity.
 - Meet with your council's insurance representative or attend a fraternal benefits night.
 - Sponsor at least one man who becomes a member of the Order.





Have a Plan

- Leverage the "Membership" pages of kofc.org
- Your "one stop shop" for guidance, information, and best practices on how to grow membership
- Visit and bookmark the pages yourself at kofc.org/membership





Online Resources

- www.kofc.org Supreme Council Website
- [Recruitment Strategies](https://www.kofc.org/en/members/membership/recruitment-strategies/index.html)

<https://www.kofc.org/en/members/membership/recruitment-strategies/index.html>

- [Pocket Flipchart](https://www.kofc.org/un/en/resources/membership/localcouncil.pdf) (#2041-05)

<https://www.kofc.org/un/en/resources/membership/localcouncil.pdf>

- [Inviting Men to Join](https://www.kofc.org/en/for-members/resources/membership-growth/index.html?1tab=1tab2)

<https://www.kofc.org/en/for-members/resources/membership-growth/index.html?1tab=1tab2>

- [Why Join Brochure](https://www.kofc.org/joinus/resources/en/why-join-brochure.pdf) (#10537 7-17)

<https://www.kofc.org/joinus/resources/en/why-join-brochure.pdf>





Online Resources

- Faith in Action (FIA) Member Interest Survey

- As a PDF (#1842 2/21)

https://www.kofc.org/un/en/resources/membership/interest_survey.pdf

- As a Google Form Online

<https://forms.gle/iqTNQry1fDGHNpXP8>

- Membership Growth Checklist

<http://www.kofc.org/en/news-room/knightline/membership-growth-checklist.html>

- Recruiting Strategies and Resources

<https://drive.google.com/drive/folders/1TGmoh3wenAeoxQL88QLjXYCUOOIEzKeI?usp=sharing>





Star Award

2021 – 2022 Fraternal Year

- The Star Council Award recognizes outstanding achievement in membership, insurance and programming. KofC.org/star
- In order to achieve the Star Council Award, a council must earn the Father McGivney, Founder's, and Columbian Awards.
- Additionally, the council must submit both the [*Annual Survey of Fraternal Activity*](#) (#1728) and [*Service Program Personnel Report*](#) (#365).
- In the United States and Canada councils must also be fully compliant with applicable safe environment requirements. KofC.org/Safe





Online Resources

- Faith in Action (FIA) Member Interest Survey

- As a PDF (#1842 2/21)

https://www.kofc.org/un/en/resources/membership/interest_survey.pdf

- As a Google Form Online

<https://forms.gle/iqTNQry1fDGHNP8>

- Membership Growth Checklist

<http://www.kofc.org/en/news-room/knightline/membership-growth-checklist.html>

- Recruiting Strategies and Resources

<https://drive.google.com/drive/folders/1TGmoh3wenAeoxQL88QLjXYCUOOIEzKeI?usp=sharing>





FOUNDER'S AWARD

- This award recognizes excellence in your council's promotion of our top-rated insurance products.
- To win this award your council must host two approved Fraternal Benefit Seminars, in conjunction with your General Agent or Field Agent.
- Report using [Fraternal Benefit Seminar Form \(#11077\)](#)





Utah Knights



UTAH KNIGHTS OF COLUMBUS





COLUMBIAN AWARD

- This award recognizes excellence in your council's programming and charitable outreach.
- To earn this award your council must conduct and report programs in each of the four program categories (Faith, Family, Community, and Life) for a total of 16 program credits, with four in each category.





FATHER MCGIVNEY AWARD

- This award recognizes excellence in your council's membership growth.
- To win this award your council must meet or exceed its yearly membership quota.

McGivney & Membership (both start with M)





Take a Recess

Utah Knights of Columbus Organizational Meeting

The Meeting Will Continue:

Saturday, January 26, 2021

Five Minutes From Now

We will resume in 5 minutes.





Take a Recess

Utah Knights of Columbus Midyear Meeting

The Meeting Will Continue:

Saturday, June 26, 2021

~ **Recess Over** ~

We will resume now with Breakout Session #3

UTAH KNIGHTS OF COLUMBUS





Utah State Council 2021-2022 Organizational Meeting

2:00 PM - Breakout Session #3

- District Deputies: Administrative
- Financial Secretaries: Membership
 - Grand Knights: Programs







Utah State Council 2021-2022 Organizational Meeting

Break-Out Session *Presentation on Programs*

Ryan Graveley, State Program Director

Alex Tarazon, State Warden

John Wainscott, PSD

Nate Raso, General Agent





Programs

Let's get started

- Long Difficult Year
- Let's put that behind us
- Motivate the troops!
- It is Up To Us
- Use the Covid Recovery Program – basic framework to aid us.





Programs CRP

- Emerge stronger
- Energize council members
- Inspire Parishioners
- CRP – 3 Elements
 - Parish Support
 - Interaction - State and Local Councils
 - Fraternal Engagement





Programs

Parish Support

- Support Parish Recovery
- Visible contributors to fill the pews
- Support spiritual needs of families
- When a need is identified – fill it
- Assist CCW – Catholic Women
- What does the Pastor need?





Programs

Meet with your Pastor

- Offer to assist in any way to encourage a return to Mass/Sacraments
- Ask how the Knights can assist him?
- Organize Welcome back activities
- Remain open to Pastor's ideas
- Commit to follow up on ideas
- Turn ideas into actionable items
- Schedule a 'Progress' meeting





Programs

Fraternal Engagement

- Thoughtful planning
- Idea Night
- Volunteer Services
- Charitable Activities
- Phone calling tree
 - Scripted for personal contact
 - Any knight need help?
 - Assess ability to assist
 - Ask for help on specific projects
- Strengthen Fraternal bonds
- Social Activity





Programs

Leadership Strategy

- Recovery Plan - Leadership
- Areas of Strength/Weakness
- Identify key members for leadership
- Schedule at least 1 activity per month
- Schedule Officer meetings
- Set measurable goals
- Create a budget and track actuals
- Constant Communication
- Engage Engage Engage





Programs Resources

- Full Covid Relief Program
- Open a web browser
- Type kofc.org/crp
- Review all the different types of training at kofc.org click on the Members button – top right





Faith in Action... Programs

S pecific
M easurable
A chievable
R elevant
T ime bound





Specific

Who the participants are

What is the action





Measurable

Quantity of change that is to be expected throughout the objective

Attendance

Number of people serving and service hours





Achievable

The objective must be attainable with the amount of time and resources available.





Relevant

What results can realistically be achieved, given available resources?





Time Bound

Provide a timeline to outline when the objective will be achieved





Faith In Action

Faith

Family

Community

Life

UTAH KNIGHTS OF COLUMBUS





Faith In Action

Faith:

RSVP

Into the breach, Marian Icon Prayer Program, Building the Domestic Church Kiosk, Rosary Program, Spiritual Reflection Program (New), Holy Hour (New), Sacramental Gifts (New)





Faith In Action

Family

Food for Families

Family of the Month/Year Keep Christ in Christmas, Family Fully Alive, Family Week, Consecration to the Holy family, Family Prayer Night (new), Good Friday family Promotion (new), Leave no neighbor behind.





Faith In Action

Community:

**Coats for Kids, Global Wheelchair Mission ,
Habitat for Humanity**

Disaster preparedness, Free Throw
Championship, Catholic Citizenship Essay
Contest, Soccer Challenge Helping Hands
(new).





Faith In Action

Life:

**Marches for life, Special Olympics,
Ultrasound Program.**

Christian Refugee Relief, Silver Rose, Mass
for people with Special needs (new),
Pregnancy Center Support (new), Novena for
Life (New)





The Works of Mercy

Corporal acts: feed hungry, give drink to the thirsty, shelter the homeless, clothe the naked, visit the sick, visit the imprisoned, bury the dead





The Works of Mercy

Spiritual acts: instruct the ignorant,
counsel the doubtful, admonish sinners,
forgive offenses, comfort the afflicted,
Bear wrongs patiently, Pray for the
living and the dead





Utah Programs

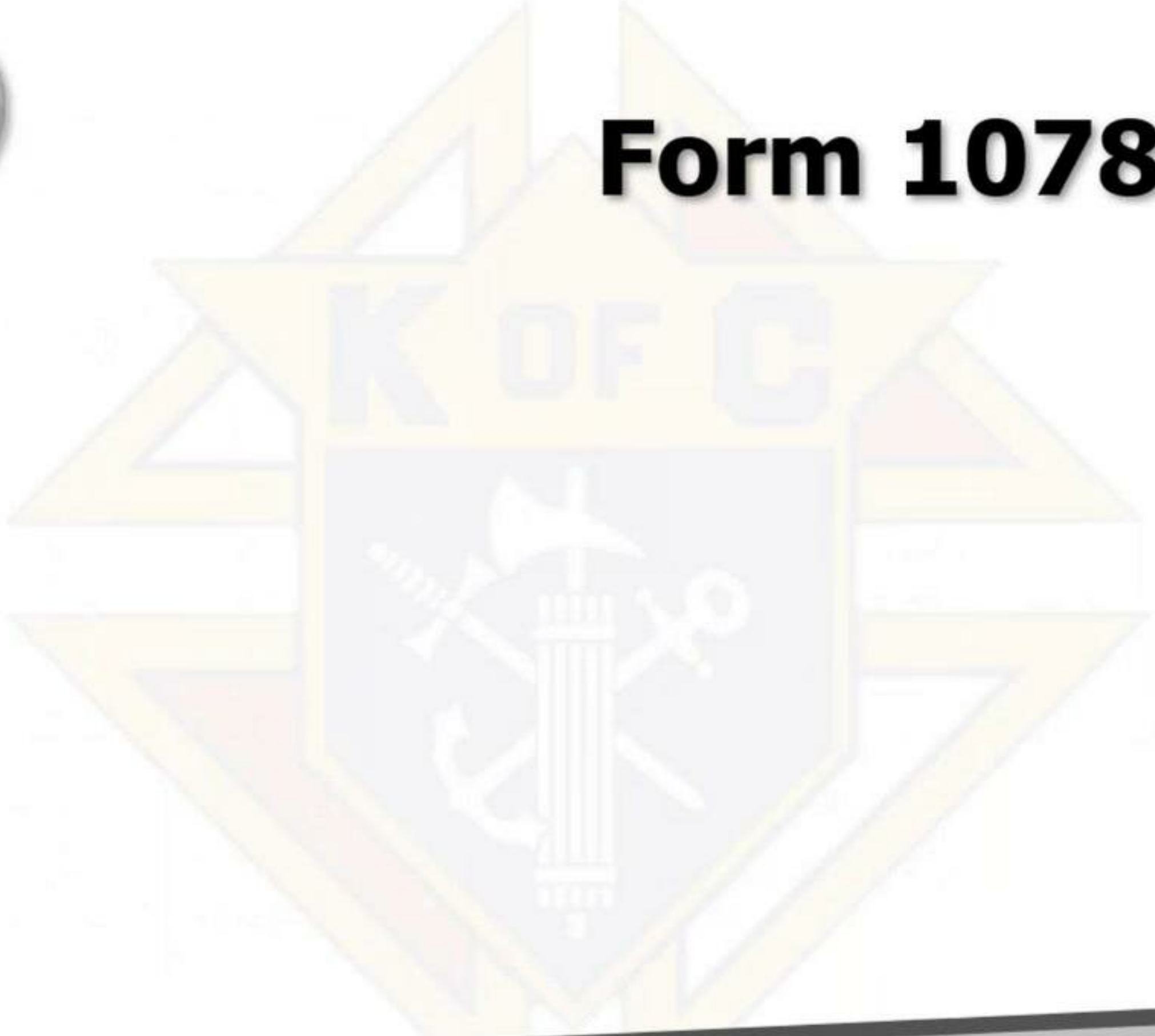
How do they fit?

Spaghetti Dinners, Bingo, Church Sanitization, Eucharist to homebound plus yardwork, Coats for Kids, Pro-life breakfast/march, 4th of July breakfast, Church cleanup, Keep Christ in Christmas, Fish Fry, New items for Church or repairs, ect...





Form 10784





Form 10784

- What is it?
- Why do I need to know it?
- How does it work?





Step 1- Get to the KofC website





Step 1- Get to the KofC website



UTAH KNIGHTS OF COLUMBUS





Step 1- Get to the KofC website

Addressing state deputies, Supreme Knight Patrick Kelly underscores Order's principles as answers to urgent needs [READ MORE](#)

 **Knights of Columbus**

[CONTACT US](#) [SAFE ENVIRONMENT PROGRAM](#) [CAREERS](#) [LANGUAGE](#) [SIGN IN](#)

[JOIN](#) [DONATE](#) [FOR MEMBERS](#)

Go to KofC.org and click the Sign In button.





Step 2- Get to the Forms section





Step 2- Get to the Forms section

Scroll to the bottom of the page and click on the Forms tab

Officers Desk Reference Office Of Youth Protection Home Corporations Member Management By Laws Online Knights Gear Supplies Online Canadian Supplies Online

Membership **Reports** **Forms** Publications Prospect Candidate

Awards								
	Quota	Month to Date			Year to Date			
		Gain	Loss	Net	Gain	Loss	Net	%
MBR	3	0	0	0	1	2	-1	
INS	0	0	1	-1	0	2	-2	

Council Membership	
Total Membership 6/22/2021	YTD Change in Membership
69	-3

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2.07.49





Step 3- Access the Program form (10784)

Membership

Reports

Forms

Publications

Prospect

Candidate

Click on the screen tab on the far right of the program form line.

Catholic Citizenship Essay Contest - Entry Form	4206	As Needed		
Columbian Award Application	SP-7	6/30		
Columbian Squires Officers & Chairmen	468	8/1		
Evaluation of Financial Secretary	1938	As Needed		
Family of the Year	10690	As Needed		
Father Prior	4371	As Needed		
Food For Free Report Form	10057	6/30		
Fraternal Programs Report Form	10784	As Needed		
Free Throw Championship Score Sheet	1598	As Needed		
Keep Christ in Christmas Poster Contest Kit	CPC-KIT	11/1		
Nomination for Appointment as Financial Secretary	103	As Needed		





Step 3- Access the Program form (10784)



Fraternal Programs Report Form

Faith	Family	Community	Life
<input type="radio"/> Into the Breach	<input type="radio"/> Family of the Month	<input type="radio"/> Disaster Preparedness	<input type="radio"/> Christian Refugee Relief
<input type="radio"/> Marian Icon Prayer	<input type="radio"/> Keep Christ in Christmas	<input type="radio"/> Free Throw Championship	<input type="radio"/> Silver Rose
<input type="radio"/> Build the Domestic Church Kiosk	<input type="radio"/> Family Fully Alive	<input type="radio"/> Soccer Challenge	<input type="radio"/> Pregnancy Center Support
<input type="radio"/> Rosary	<input type="radio"/> Family Week	<input type="radio"/> Helping Hands	<input type="radio"/> Novena for Life
<input type="radio"/> Spiritual Reflection	<input type="radio"/> Consecration to the Holy Family	<input type="radio"/> Catholic Citizenship Essay Contest	<input type="radio"/> Mass for People with Special Needs
<input type="radio"/> Holy Hour	<input type="radio"/> Family Prayer Night	<input type="radio"/> Coats for Kids	<input type="radio"/> March for Life
<input type="radio"/> Sacramental Gifts	<input type="radio"/> Good Friday Family Promotion	<input type="radio"/> Global Wheelchair Mission	<input type="radio"/> Special Olympics
<input type="radio"/> RSVP	<input type="radio"/> Food for Families	<input type="radio"/> Habitat for Humanity	<input type="radio"/> Ultrasound
<input type="radio"/> Other	<input type="radio"/> Other	<input type="radio"/> Other	<input type="radio"/> Other





Step 4- Select the program

(The requested information may change)

Fraternal Programs Report Form

Reporting Officer Name

Alex Tarazon

Membership Number



Council Number



State / Province



Faith

- ☐ Into the Breach
- ☐ Marian Icon Prayer
- ☐ Build the Domestic Church Kiosk
- ☒ Rincaru

Family

- ☐ Family of the Month
- ☐ Keep Christ in Christmas
- ☐ Family Fully Alive
- ☐ Family Week

Community

- ☐ Disaster Preparedness
- ☐ Free Throw Championship
- ☐ Soccer Challenge
- ☐ Holding Hands

Life

- ☐ Christian Refugee Relief
- ☐ Silver Rose
- ☐ Pregnancy Center Support
- ☐ Novena for Life





Step 4- Select the program

(The requested information may change)

Fraternal Programs Report Form

After selecting the program you would like to report, the system will verify your information as the Reporting Officer. After this, scroll down.

 Recruiting

☐ Family Week

☐ Holiness Hands

☐ Novena for Life





Step 4- Select the program

(The requested information may change)

If Other, Program Name :

Date(s) of Program

to

Volunteers:

+

=

Members

Non Members

Total Volunteers

Total Volunteers

x

Hours (Per Person)

=

Total Volunteer Hours

Participants (Non-Volunteer):

Was your Pastor present? ☐ Yes ☐ No

Program Planning :

&

Costs

Time (Hours)

Members Recruited :

Donations :

Local Currency

On a scale of 1-5 (with 5 being the highest) how engaged was your parish and council by this program?

Select

What information or feedback would you like to share about your program? (To share more success stories, visit kofc.org/knightsinaction)





FIN



UTAH KNIGHTS OF COLUMBUS





FIN



UTAH KNIGHTS OF COLUMBUS





Form 10784

(Without using Officers Online, so anyone can do it)

www.KofC.org top right corner "For Members"

FOR MEMBERS

Programs Link

PROGRAMS

Scroll down to the form

#10784 Fraternal Programs Report Form - [Enter Online](#)

*Enter the **Membership Number**, and **Last Name**. Click "**Proceed**" and an email is sent to the member with the link to submit the form online.*

Member Validation

Enter your Membership Number and Last Name and click Proceed to validate you are authorized to submit this form. Fields marked with an asterisk (*) are required.

Membership Number: *

HINT: It's on the membership card!

Last Name: *

HINT: It's on the membership card!

Proceed

UTAH KNIGHTS OF COLUMBUS





Form 10784

(Without using Officers Online, so anyone can do it)

KOFC Home

English | Español | Français | Polski



Online Form Submission

Please check your email account (In Box or Spam Folder) for an email from donotreply@kofc.org, for instructions to file your 10784 online. If you do not receive an email, please ask your financial secretary / faithful comptroller to make sure you have an email on file in Member Management.

UTAH KNIGHTS OF COLUMBUS





Form 10784

(Without using Officers Online, so anyone can do it)

Invite to submit form 10784  Inbox x

Member Services <donotreply@kofc.org>

Please click on the link below to complete the submission of your 10784

This link will expire 48 hours after you receive this email. Please note that during this time, additional programs may be reported using this same link. After 48 hours, you will need to request a new link.

[Invite to submit form 10784](#)

If you believe you are receiving this email in error, please contact the Supreme Council at 203-752-4270

Click the link in the message. Select the program and complete the form.

This way **any council member** (e.g., the chairman) can submit the report – he just needs to have an email address on file with the Supreme Council (in Member Management). The submitter, council Grand Knight and council Financial Secretary automatically receive a copy of the submission.

UTAH KNIGHTS OF COLUMBUS





Form 10784

(Without using Officers Online, so anyone can do it)

Other ways to access the form?

- www.KofC.org/Forms and select "Faith In Action Program Forms" from the menu. < FAITH IN ACTION PROGRAM FORMS
- State Council website – on the Files & Links page
www.UtahKnights.org – www.UtahKnights.org/files-and-links/
- Or www.KofC.org – For Members – Forms – and then "Faith In Action Program Forms"
 - In addition to the form, there is also a training video linked on that page. The "[Fraternal Programs Report Form Training Video](#)" (under 7 minutes long)





Insurance

General Agent Nate Raso

UTAH KNIGHTS OF COLUMBUS





Programs Budgeting

- Budget – Fraternal Year 7/1 – 6/30
- Aligns with Audit – Actuals
- Simplifies SP7, 10784 forms
- Aligns with Officer terms
- Turn in receipts; otherwise no reimbursement





Programs Budgeting

Bring up the Budget Spreadsheet



25 ★



**Utah State Council
2021-2022
Organizational Meeting**

2:00 PM - Breakout Session #3

- District Deputies: Administrative
- Financial Secretaries: Membership
- Grand Knights: Programs

UTAH KNIGHTS OF COLUMBUS

26 ★



**Utah State Council
2021-2022
Organizational Meeting**

Break (5 minutes)

Breakout Sessions Are Complete.

Everyone Returns to Pollock Hall
(the main room)

UTAH KNIGHTS OF COLUMBUS



**Utah State Council
2021-2022
Organizational Meeting**

2:00 PM - Breakout Session #3

- District Deputies: Administrative
- Financial Secretaries: Membership
- Grand Knights: Programs

UTAH KNIGHTS OF COLUMBUS



Programs Budgeting 2

- FS – critical to set up line items
- Track actuals – log each transaction
- Review subtotals
- Transaction tab
- Reporting tab





Programs Budgeting 3

- Comfortable Amount of savings
- Find ways to use excess cash
- Watch the cash flow
- Provide budget vs actuals
- New GK should not cause a Budget rewrite
- When questions arise, utilize Trustees; PGK's





Don't Waste your summer

- Plan Activities/Choose Leads
- Call every member - How are they?
- Work with parish to get events on the Parish Calendar
- Project Leaders telephone call for help – especially those without email.
- Sign up sheets at meetings
- Strong relationship with Pastor
- Don't reinvent the wheel





Don't Waste your summer - 2

- Bring up Activities Document and Spreadsheet





Don't Waste your summer - 3

- We are all volunteers for Christ
- Have fun!!!!!!
- Marketing – Andy Airriess style
- Thank parish/council for successful activities.
- Other ideas or Questions





Stress Management

A lecturer, when explaining stress management to an audience, raised a glass of water and asked, "How heavy is this glass of water?"

Answers called out ranged from 20g to 500g.

The lecturer replied, "The absolute weight doesn't matter. It depends on how long you try to hold it."





Stress Management

If I hold it for a minute, that's not a problem.

If I hold it for an hour, I'll have an ache in my right arm.

If I hold it for a day, you'll have to call an ambulance.

In each case, it's the same weight, but the longer I hold it, the heavier it becomes."





Utah State Council 2021-2022 Organizational Meeting

Break (5 minutes)

Breakout Sessions Are Complete.

Everyone Returns to Pollock Hall
(the main room)





Take a Recess

Utah Knights of Columbus
Midyear Meeting

3 Minutes

We will resume in 3 minutes.





Take a Recess

Utah Knights of Columbus Midyear Meeting

The Meeting Will Continue:

Saturday, June 26, 2021

~ **Recess Over** ~

We will resume now with everyone together.

UTAH KNIGHTS OF COLUMBUS





Utah State Council 2021-2022 Organizational Meeting

Fraternal Benefits

- Insurance Promotion
- Holding Benefit Seminars

Nate Raso – General Agent (UT & AZ)

Field Agents: Matt McCarthy & Gene Trombetti

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Utah District Master

- Richard "Dick" Hall
- Wife Jane
- 801-891-9792
- utahdistmaster@gmail.com





I Need Your Help!

- The New CUF Degrees
 - Pose Recruiting Challenge
 - Invitation Materials Are Available
 - District Master Needs Notification
 - 4th Degree Presence Is Needed
- The KofC Councils of Utah
- The Shoulders of the 4th Degree





New Exemplifications

- November 6, 2021 -- St Francis
- February 12, 2022 -- St Olafs
- May 18, 2022 -- Southern Utah
- Clergy Exemplification -- TBD





4th Degree Civic Projects

- Kids in Crisis – Stuffed Animals
- Veterans Assistance
 - Socks for Hero's
 - BVD (Brother Veterans Drawers)
- APSC (American Patriotic Service Corps)
- Scholarship Raffle





HONOR GUARDS(HG)

- Start with Faithful Navigators (FN)
 - Use Your Color Corp Commanders
 - FN Contact Your District Marshal
- ALL HG Requested Via District Master Are Required To Be In New Uniform.





HONOR GUARDS (CONT)

- Funeral HG
 - Must Be Requested From Family
 - FN is Knight In Good Standing
 - Must Have Confirmed Dates And Times
 - Must Have Approval From Your Priest
- Sacramental and Ceremonial HG
 - Must Have Approval From Your Priest
- Questions Contact District Master





VSM Provincial Meeting

John H. Reddin Province

- Arizona
- Colorado
- New Mexico
- Utah
- Date is TBD - Late Sept or Oct
- You are Invited





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Fourth (Patriotic) Degree

Dick Hall

District Master, Utah





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- Administrative Reminders
- Programs
 - State Scholarship
 - McGivney Guild
 - Fisher House in Salt Lake City
 - APSC (American Patriot Service Corp)
 - Vocations and R.S.V.P.





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- Previous Year(s) Award Presentations and Recognition





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- Closing Remarks
 - Supreme Representative
 - State Deputy
- Closing Prayer





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Prayer for the Canonization of Blessed Michael McGivney

God, our Father, protector of the poor and defender of the widow and orphan, you called your priest, Blessed Michael McGivney, to be an apostle of Christian family life and to lead the young to the generous service of their neighbor. Through the example of his life and virtue, may we follow your Son, Jesus Christ, more closely, fulfilling his commandment of charity and building up his Body which is the Church. Let the inspiration of your servant prompt us to greater confidence in your love so that we may continue his work of caring for the needy and the outcast. We humbly ask that you glorify Blessed Michael McGivney on earth according to the design of your holy will. Through his intercession, grant the favor I now present (here make your request). Through Christ our Lord.

Amen.

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Meeting Adjourned!

Any questions?

Did we forget anything?

What else do you want to know?

Mass is at 5:00 PM in the church.

After Mass, back here for the Social and Dinner.





Utah State Council 2021-2022 Organizational Meeting

Next Meetings?

The Midyear Meeting

Saturday, January 8, 2022

Saint Olaf Parish, Bountiful

State Convention

May 6-7-8, 2022 (Ogden)

Hosted by District #1

Councils 777, 5347, 9849, 12959

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