



**Knights of
Columbus®**

Utah State Council



DISTRICT DEPUTY GUIDE



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Table of Contents



Welcome	Page 1
Duties	Pages 2-11
Resources	Pages 12-20
Responsibilities	Pages 21-26
Administration	Pages 27-31
Keys to Success	Pages 32-38
Incentives	Pages 39-41

IMPORTANT LINKS:

kofc.org

kofc.org/crp

kofc.org/fiaresources

www.UtahKnights.org

[UT Council Health Status](#)



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WELCOME WORTHY DISTRICT DEPUTY!



LEARNING OBJECTIVE

By understanding your duties and responsibilities, you will help your councils to engage in the Order's initiatives and also be the "go-to guys" in their parish focusing on charitable good works.



Plan

Commit yourself to be the best District Deputy you can be



Act

Attend state meetings and all training sessions



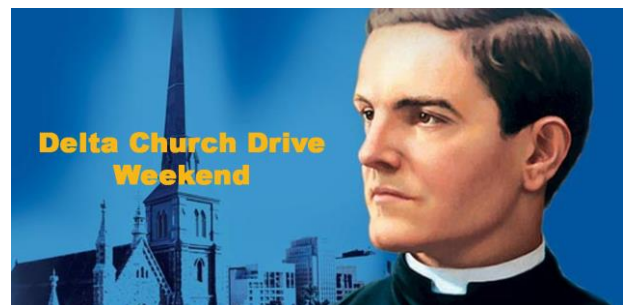
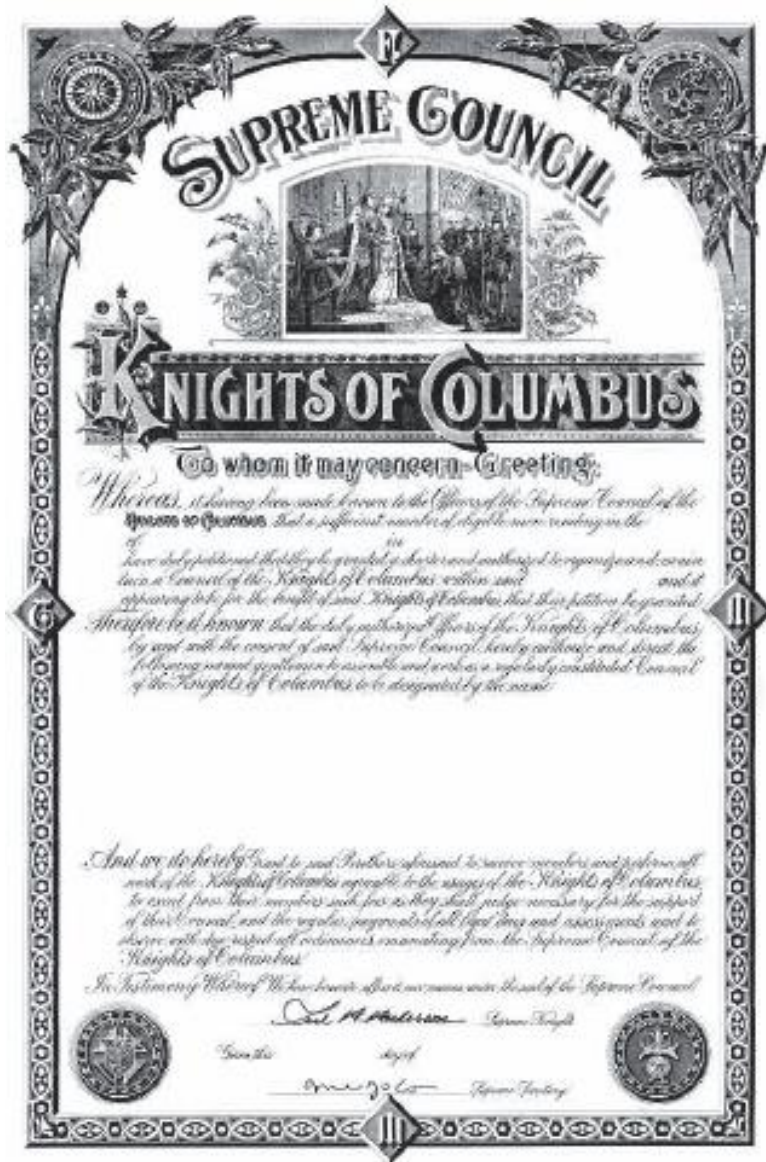
Succeed

Help each council to have a better year than they did last fraternal year

Did you know?

The traditional title for a District Deputy is
District Deputy Supreme Knight

District Deputy Duties



DISTRICT DEPUTY GUIDE



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DISTRICT DEPUTY DUTIES

The role of the District Deputy is one of service. We often refer to the District Deputy as being a guide, a friend, a mentor. Your Fraternal leadership role is to help your councils become more effective.

You need to hold your Councils and the Council Officers accountable by helping them “Plan Ahead”, “Keep on Track”, & “Measure Success.”

Your attitude determines the attitude of the District. You should always be encouraging, with a positive voice. Never berate the Council or its officers in a business meeting.

Serious issues need to be a one-on-one discussions with the Grand Knight, Financial Secretary, the officers having the issue, or all of the above at an Officer’s meeting.



Plan

Plan your schedule and include important meetings, council meetings and ceremonials



Act

Participate in organizational meetings, membership meetings, and visit your councils on a regular basis



Succeed

Guide your councils to growth in membership and faith-filled charitable outreach



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DISTRICT DEPUTY DUTIES

As District Deputy, you represent the Supreme Knight and your State Deputy and to do so effectively, you become an “agent” for change. An “Agent for Change” helps his councils decide, not between a good or bad program, but rather, between a good or better program in the spirit of our founder. In your role, remember these three key points:



You have been appointed to provide leadership to the councils in your assigned district.



Through your example of Faith, Charity and Good Judgment, you provide the model for Council Officers in your District to follow.



When you set a tone that is open and engaging you help ensure your District's growth in charitable outreach and membership.



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DISTRICT DEPUTY DUTIES

REPRESENT

Act as the special representative of the Supreme Knight and the State Deputy

EXEMPLIFY

Exemplify your Faith and Catholic Lay Leadership

INSTALL

Install Council Officers as close to the start of the Fraternal Year as possible

Good Leaders will...

INSPIRE. INFORM. INQUIRE.



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DISTRICT DEPUTY DUTIES

PROMOTE

Promote Council Growth and Member Retention through Engagement

SUPERVISE

Supervise the Councils assigned within your District and be responsible for the enforcement of the Laws & Rules of The Order

ENCOURAGE

Encourage the use of the Member Management and Member Billing applications in Officers Online

Good Leaders will...

INSPIRE. INFORM. INQUIRE.



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DISTRICT DEPUTY DUTIES

MANAGE

Help Councils with document retention and the filing of forms in a timely manner

REPORT

File reports of the condition of the Councils in your District

INSPECT

Inspect the books, vouchers and accounts of the Councils within the District, and request them for examination

Good Leaders will...

INSPIRE. INFORM. INQUIRE.



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DISTRICT DEPUTY DUTIES

FOLLOW

Follow the guidelines for a Member's suspension or withdrawal

ASSIGN

Direct and assign duties to a Council's Trustees when deemed advisable

PERFORM

Perform such other duties as the laws of The Order prescribe

Good Leaders will...

INSPIRE. INFORM. INQUIRE.



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DISTRICT DEPUTY DUTIES



Plan

Review Resources online
and in handbooks



Act

Share information with
Council Officers in a timely
manner



Succeed

Lead by your timely
example



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DISTRICT DEPUTY DUTIES



FAITH IN ACTION



As a District Deputy you should set an example, and a good place to start is to personally recruit new members into YOUR council.

You are showing your council, and the councils in your district, that recruitment is important to you, and that the growth of the Order is vital to our long-term success.

Instill into your council officers, from the beginning of the Fraternal year, the importance of having great council programs and how those programs will promote recruitment.

The most valuable asset in any council is its members along with their combined knowledge and skills. How you engage the fraternal leaders in your district will determine outcomes by the end of your term of service.



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DISTRICT DEPUTY DUTIES



Plan

Identify “ideal” *Faith In Action* programs for each Council



Act

Help your Councils add “*Faith In Action*” programs to their annual fraternal planning



Succeed

Engaging programs foster recruitment and build stronger and more relevant Councils



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DISTRICT DEPUTY DUTIES



STATE CONVENTION

- Encourage each council to budget to be represented by two elected representatives, who are expected to be the current Grand Knight and Immediate Past Grand Knight. Others should attend, like the Deputy Grand Knight. The Delegates are to report back to their councils.
- Active participation by the councils in your district is what creates a successful convention.

SUMMARY

The District Deputy is a key fraternal leader in his jurisdiction, representing both the Supreme Knight and the State Deputy.

Though some duties are ceremonial, all duties are important. Each duty leads to building a stronger group of councils that are able to react to local needs.

District Deputy Resources

Utah State Council Officers 2021-22



Nick Nielson **State Deputy**
StateDeputy@UtahKnights.org

Rev. Erik J. Richtsteig **State Chaplain**

William “Bill” Kelly **State Secretary**
StateSecretary@UtahKnights.org

Ryan Graveley **State Treasurer**
StateTreasurer@UtahKnights.org

Francisco “Frank” Carmona **State Advocate**
StateAdvocate@UtahKnights.org

Alex Tarazon **State Warden**
StateWarden@UtahKnights.org

Gregory A. Keller **Immediate Past State Deputy**
IPSD@UtahKnights.org

District Deputy Resources

Western Territory Field Team



Bob Kish
Territorial Growth
Director



Jose Jimenez
VP of Hispanic and
Ethnic Growth



Pona Magana
Hispanic Development
Coordinator



Ray Lopez
Regional Growth
Director



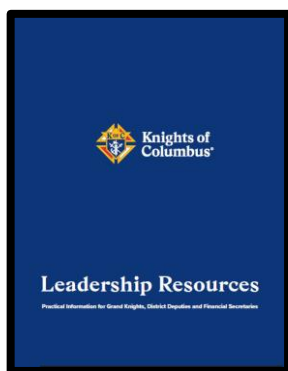
Kenneth White
Associate Regional
Growth & Training
Director

Did you know?

Our Founder is now officially referred to as
Blessed Michael McGivney



DISTRICT DEPUTY RESOURCES



Leadership Resources Handbook (#5093)

The Leadership Resources Handbook is a guide for council officers with special focus on the Roles, Duties, and Responsibilities of the District Deputy, Grand Knight, and Financial Secretary.



Fraternal Leader Advisory (Online)

The Fraternal Leader Advisory (FLA) highlights current Knights of Columbus initiatives and is released on the 1st & 3rd Thursday of each month to all Knights of Columbus Officers via email.



Supreme Western Territory Webinars

These weekly webinars cover a wide range of topics to help you be a better Knights of Columbus leader. These live and interactive webinars are engaging, productive, and fun!



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DISTRICT DEPUTY RESOURCES

District Deputies can find *more* resources at kofc.org...



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[MEMBERSHIP BENEFITS](#)

[CELEBRATE MCGIVNEY](#)



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FATHER MCGIVNEY HAS BEEN BEATIFIED! THANK YOU FOR JOINING US.

[ASK FOR PRAYERS](#)

Father McGivney Documentary



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[PROGRAMS](#)

[INVITING MEN TO JOIN](#)

[ENGAGE YOUR MEMBERS](#)

[CEREMONIALS](#)

CELEBRATE BLESSED MICHAEL MCGIVNEY'S FEAST DAY!

Visit kofc.org/beatification to view and utilize a number of resources to help your council celebrate Father McGivney's feast day with the parish community



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DISTRICT DEPUTY RESOURCES

The Star Tracker Report

Each month you will receive a Star Tracker Report from your State Deputy. The report is a snapshot of each Council in your District.

The report is broken into sections for each Council. You will be able to use this report to see which Councils are in good standing, and whether they are current with their Supreme Council Compliance towards achieving Star Council, and based on this information, a conversation may then be started. This report serves as a District Deputy Report Card.

Council Report	District	Council City	Membership as of 7/1	Member Quota (McGivney Award)	Gain	Loss	Net	New Member %	Fraternal Benefit Night	Program Personnel Report Due 08/01/19	Annual Survey of Fraternal Activity Due 01/31/20	Columbian Award Due 06/30/20	Safe Environment President's Annals®	Officers Chosen Report Due 07/01/19	Semi Annual Council Audit- Councils Current on Reporting
Star Council Requirements															
2 Required For Each Council															
Grand Knight (501)															
Program Director (511)															
Community Director (514)															
Family Director (519)															
#185															
#1295															
777	001	Ogden	131	9	0	0	0	0.0%	0	x	#365	#1728	#SP7	Yes	Yes
5347	001	Brigham City	59	4	3	0	3	75.0%	0	x				No	No Record
9849	001	Ogden	127	9	2	0	2	22.2%	0	x				Yes	Yes
12359	001	Logan	67	5	0	0	0	0.0%	0					No Record	No Record
602	002	Salt Lake City	127	9	3	0	3	33.3%	0					No Record	No Record
5502	002	Bountiful	90	6	2	0	2	33.3%	0	x				Yes	Yes
12264	002	Salt Lake City	42	4	3	0	3	75.0%	0					Yes	No Record
15741	002	Salt Lake City	20	7	0	0	0	0.0%	0					No Record	No Record
16006	002	Salt Lake City	38	4	0	4	-4	-100.0%	0					No Record	No Record
11479	003	Sandy	162	11	3	0	3	27.3%	0	x				Yes	Yes
12181	003	Draper	273	18	4	21	-17	-94.4%	0	x				Yes	Yes
14239	003	Pleasanton	32	4	0	1	-1	-25.0%	0	x				Yes	No Record
1136	004	Provo	73	5	1	0	1	20.0%	0					Yes	No Record
8606	004	American Fork	35	4	0	3	-3	-75.0%	0					No	No Record
3561	004	Payson	43	4	0	0	0	0.0%	0	x				No	No Record
2611	005	Helper	54	4	0	0	0	0.0%	0					No Record	No Record
6147	005	Price	81	6	0	19	-19	-316.7%	0	x				Yes	Yes
7401	005	Vernal	59	4	0	0	0	0.0%	0					No	No Record
5214	006	Kearns	153	11	4	0	4	36.4%	0	x				Yes	Yes
7361	006	West Jordan	75	5	2	1	1	20.0%	0	x				No	Yes
8350	006	West Valley City	106	7	0	0	0	0.0%	0	x				Yes	Yes
10304	006	Salt Lake City	83	5	1	0	1	20.0%	0	x				Yes	No Record
6366	007	Sandy	126	9	0	0	0	0.0%	0	x				Yes	Yes
13237	007	Holladay	104	7	1	38	-37	-528.6%	0	x				Yes	Yes
13646	007	Midvale	65	5	2	0	2	40.0%	0	x				Yes	Yes
10733	008	Payson	104	13	1	0	1	7.7%	0	x				Yes	Yes

Council Numbers by District

District Leaderboard

Membership-Insurance Progress R

185 365 1728 129



DISTRICT DEPUTY RESOURCES

Officers Online

Some sections of the Knights of Columbus website require users to log in. Here you will find resources appropriate to your role.

When logging in as District Deputy, you will see the Officers Desk Reference and other accessible applications.

Selecting your jurisdiction or district, or and individual council in your district will display the dashboard.



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 *

kaw13836

Password *

.....

☐ Remember Me

SIGN IN

[PASSWORD RESET](#) [ACCOUNT ASSISTANT](#)



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DISTRICT DEPUTY RESOURCES

Officers Online

District Deputy's Report

Jurisdiction Utah District 006

MICHAEL L. MIDDLEMISS
5239 WOODGROVE CEN
WEST VALLEY CITY UT 84120-5626

Page 1

08/01/2021

FINANCIAL STATEMENT									
COUNCIL	05214	MEMBERSHIP	8	0	0	0	0	0	0
MEMBERSHIP		INSURANCE	0	0	0	0	0	0	0
MEMBERSHIP FOR COUNCILS OF		LAST CASH PAYMENT RECEIVED							
07/01/2021		165		06/21					
STATUS: IN GOOD STANDING									
COUNCIL	07965	MEMBERSHIP	4	1	0	1	1	0	1
MEMBERSHIP		INSURANCE	0	0	0	0	0	0	0
MEMBERSHIP FOR COUNCILS OF		LAST CASH PAYMENT RECEIVED							
07/01/2021		81		06/20					
STATUS: IN GOOD STANDING									
COUNCIL	08350	MEMBERSHIP	3	0	0	0	0	0	0
MEMBERSHIP		INSURANCE	0	0	0	0	0	0	0
MEMBERSHIP FOR COUNCILS OF		LAST CASH PAYMENT RECEIVED							
07/01/2021		73		04/20					
STATUS: IN GOOD STANDING									
COUNCIL	10056	MEMBERSHIP	4	0	0	0	0	0	0
MEMBERSHIP		INSURANCE	0	0	0	0	0	0	0
MEMBERSHIP FOR COUNCILS OF		LAST CASH PAYMENT RECEIVED							
07/01/2021		80		05/20					
STATUS: IN GOOD STANDING									
COUNCIL		MEMBERSHIP							
MEMBERSHIP		INSURANCE							
MEMBERSHIP FOR COUNCILS OF		LAST CASH PAYMENT RECEIVED							
07/01/2021		399		MEMBERSHIP		7.6			
		INSURANCE				8			

As a District Deputy you need to make sure that your Councils follow the proper procedures. You are also required to make contact with each member that is in jeopardy of losing his membership. These members are listed in the Conservation Listing, which is updated each Saturday, and is available in Officers Online under the Reports Tab. The weekly Conservation Report is archived for 90 Days following submission of a suspension notice to the Supreme Office.



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DISTRICT DEPUTY RESOURCES

Officers Online

The Officers Desk Reference is a reference tool accessible via Officers Online. Click on the Officers Desk Reference icon in your Dashboard View. The Officers Desk Reference should be your first stop for answering any questions on Rules, Procedures, and Protocols. Answers are listed by category, and you can see if a question has been asked in the past, and what guidance has been given by the Supreme Council. The Officers Desk Reference is updated often, so please use it for reference only, and not for dissemination.

Supreme Office > Utah > District > Council

Supporting Applications

- Officers Desk Reference
- Office Of Youth Protection
- Home Corporations
- Knights Gear
- Supplies Online
- Canadian Supplies Online

Membership		Reports		Forms		Publications				
Awards Progress									Jurisdiction Membership	
		Month to Date			Year to Date				Total Membership 8/30/2021	YTD Change in Membership
	Quota	Gain	Loss	Net	Gain	Loss	Net	%		
MBR		6	5	1	14	5	9		3005	2
INS		1	1	0	3	3	0			



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DISTRICT DEPUTY RESOURCES

Officers Online

Awards Progress							
	Month to Date	Year to Date	Jurisdiction Membership				
	Quota	Gain	Net	Gain	Loss	Net	%
MBR	6	5	1	14	5	9	
INS	1	1	0	3	3	0	

Reports Online

Within Officers Online, you have access to the reports that detail council activity.

Forms Online

Within Officers Online, you have access to forms that can be printed and others that can be submitted online, such as the Columbian Award Application (#SP7) and the Annual Survey of Fraternal Activity (#1728).

Go to kofc.org/forms to access council, district, and state forms

Membership Reports Forms Publications				
Search: <input type="text"/>				
Report Name	Date	PDF	Excel	
Daily Circle of Honor & Membership Goals Report	7/1/2021			
Membership / Insurance Progress Report	8/1/2021			
Daily Mbr/Ins Progress Report				
Safe Environment Member Status	8/10/2021			
Safe Environment Participation Rate Report	8/10/2021			
State Deputy Report	8/1/2021			
Every Council Active / Councils not Recruiting a New Member	8/12/2021			
New Council Development Quota Report	7/1/2021			
Council Reactivation Quota Report	7/1/2021			
Round Table Quota Report	7/1/2021			
College Council Membership Report	7/1/2021			
Degree Exemplification Status Report	7/1/2021			
Monthly Summary of Membership Status Report	8/1/2021			
Conservation Listing by Jurisdiction (Past)	8/8/2021			
Councils not submitting Officers Chosen for Term Report (185)	8/12/2021			
Councils not submitting Service Program Personnel Report (365)	8/12/2021			
Councils not submitting Semiannual Audit Report (1295)	8/12/2021			
Councils not submitting Annual Survey of Fraternal Activity (1728)	5/28/2021			
Councils not submitting Columbian Award Application (SP-7)	7/15/2021			
Councils Experiencing Problems	6/7/2021			



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DISTRICT DEPUTY RESOURCES



Plan

Challenge yourself to review the Leadership Resources Handbook in detail



Act

Direct Council Officers to the online version for up-to-date information



Succeed

Empower Council Officers to understand and perform their roles



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DISTRICT DEPUTY RESOURCES

SUMMARY



Inspire. Inform. Inquire.

One of your key roles is to set a good example as a lay Catholic leader and to be a resource for all of your councils. You are going to get asked questions. You do not need to always have the answer, but you do need to know where to find the information being requested. All of the resources discussed here are available online and in print.

Leadership Resources are designed to help fraternal leaders become successful in their roles and are available 24/7 online.

As District Deputy, using the resources available helps you guide growth in charitable outreach and in membership recruitment.

District Deputy Responsibilities



DISTRICT DEPUTY GUIDE



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DISTRICT DEPUTY RESPONSIBILITIES



THE BASICS

- The Laws of the Order define your duties.
- It is your responsibility to be a leader and act, which includes holding officers and members accountable.
- Your actions set the tone for the fraternal leaders in your district.

Did you know?

It is the responsibility of the District Deputy to complete the Form#450 after each Ceremonial held in his District.

KNOW YOUR DISTRICT

It is vitally important that you know your District. Who are the Pastors and Council Chaplains? Who are the Catholic, civic, and lay leaders? Who are the Field and General Agents? Who are the people who get things done? Always look for opportunities to introduce a Knights of Columbus presence into a Parish by establishing a new Council, or a Round Table to extend Knights of Columbus Membership to ethnic or special groups.



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DISTRICT DEPUTY RESPONSIBILITIES

WORKING WITH YOUR COUNCILS



- Encourage continued activity by councils that build upon the vision and mission of the Order.
- Work with councils in your district to guide them closer to alignment with the vision and mission of the Order.
- Take steps to reach out to councils that have not recruited members of conducted programs and start building a bridge to relevance and visibility.
- Work with pastors of councils that are no longer meeting or conducting any programs and determine a path forward to reactivate the council.
- Help, if possible, at some of the Council Events. Show the Council you are willing to put skin in their game.



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DISTRICT DEPUTY RESPONSIBILITIES

Official Visits to Your Councils

It is your responsibility to regularly meet with your councils and council officers. When you conduct your official visits, you are acting as the representative of the Supreme Knight and your State Deputy, and you should make wise use of your allotted time to motivate and mentor council officers to grow in membership, relevance, and charitable outreach.

- Promote important dates and initiatives from Supreme and State Councils
- Review council progress toward attaining their goals and earning the Star Council Award
- Thank and commend them on their accomplishments and work to be even more successful in the future

When attending Council Meetings:

Evaluate member status

Provide a district membership update

Analyze progress toward goals and quotas

Announce Ceremonial Schedule

Highlight information from the FLA

Review the District Calendar

Review Supreme and State Initiatives





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DISTRICT DEPUTY RESPONSIBILITIES



District Deputies are required to attend two State Jurisdiction meetings per year. **The Organizational Meeting of District Deputies** held at the beginning of the Fraternal Year; and **The Midyear Membership Meeting** held at the mid-point of the Fraternal Year.

These two strategic jurisdictional meetings follow those attended by your State Deputy with Supreme Council representatives, where goals, action plans, focus, and initiatives are delivered to them, to then be delivered to you as a District Deputy.

These meetings help you plan and organize your own district meeting for your councils. Your role is to refine the programs to what is the most important in your district.



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DISTRICT DEPUTY RESPONSIBILITIES

**District
Meeting**

OPTIONAL MEETINGS

**District
Meeting**

AUG

SEP

OCT

NOV

DEC

JAN

It is a good practice to meet quarterly for effective planning and communication. **District Meetings** are opportunities:

- To pass on news and official information about the projects and initiatives of The Order
- For council officers of the District to become acquainted with each other
- To share ideas on charitable outreach and organizational growth

Organize District Meetings as soon as possible after you have attended your State Organizational and Midyear Membership Meetings.



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DISTRICT DEPUTY RESPONSIBILITIES

Sample District Deputy Meeting Agenda

- 1) Opening Prayer, Salute to Country, Welcome, Introductions
- 2) District Deputy Meeting Overview
- 3) Chaplain's Message
- 4) Building the Domestic Church While Strengthening Our Parish
 - a. How well did each council assist the pastor (In the last fraternal year or in the last 6 months)
 - b. What new programs did each council initiate
- 5) Fraternal Leader Success Planner
 - a. Measuring Success
 - i. What has been accomplished? (In the last fraternal year or in the last 6 months)
 - b. Planning Ahead for Success
 - i. How to help more people, raise additional charitable dollars, and increase volunteer hours?
 - c. Council Progress toward Earning the Star Council Award
- 6) Membership Initiatives
 - a. Introduce/Review Recruitment Plan and Incentives
 - i. Supreme Council Incentives and Recruitment Plan
 - ii. State Council Goals and Action Plan
 - iii. District and Council Action Plan
 - iv. Review Membership Recruiting Materials
 - v. Outline Retention Program
 - b. Review Current Schedule of Degrees and Requests
 - i. Admission Degree Council Schedule
 - ii. Formation Degree Schedule (and requests)
 - iii. Knighthood Degree Schedule (and requests)
- 7) Insurance Initiatives
 - a. General/Field Agent Report and Remarks
 - i. Supreme Council News
 - ii. Program Spotlight
 - iii. Fraternal Benefits Nights
 - iv. Helping councils to attain their insurance goals
- 8) Program Initiatives
 - a. Supreme Council Initiatives
 - b. State Council Programs
 - c. Area Council Events of Note
- 9) Correspondence and Reports
- 10) Open Discussion
- 11) District Deputy Closing Remarks
- 12) Closing Prayer

Your responsibility is to take the information learned at these meetings and bring it back to your District. Conduct your District Meetings within two weeks of the Jurisdiction-level meetings, so that the information is timely and relevant.

Invite all Council Officers. At a minimum, strive to have the Grand Knight, Deputy Grand Knight, Financial Secretary, Membership Director and Program Director attend, so that they can understand the mission of the Order and get involved in building programs that will strengthen their Councils. Above all, make these meetings successful by being prepared.



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District Deputy Administration

Service Program Personnel Report

July 1, 20__ through June 30, 20__

Council # _____ Jurisdiction: _____

Due By: July 1

The Service Program Personnel Report (#365) must be received by the Supreme Council by July 1 for the council to be eligible to earn the Star Council Award. Please complete and submit the report with the council's appointed personnel.

- Strongly consider submitting this report through Member Management for expedited processing. This is the preferred method.
- If filing out this report on paper, be sure to include the accurate membership number for each role.
- Required roles to be appointed have been designated – Program Director, Family Director, Community Director, Membership Director, Retention Chairman.
- Changes during the fraternal year should be made using Member Management to update the roles accordingly. If your council uses the paper form, only complete and submit that information which has changed.

PROGRAM DIRECTOR REQUIRED	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
FAITH DIRECTOR	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
FAMILY DIRECTOR REQUIRED	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
COMMUNITY DIRECTOR REQUIRED	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
LIFE DIRECTOR	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
MEMBERSHIP DIRECTOR REQUIRED	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
RECRUITMENT COMMITTEE	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
RECRUITMENT COMMITTEE	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
RECRUITMENT COMMITTEE	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
RETENTION CHAIRMAN REQUIRED	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
INSURANCE PROMOTION	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
VOCATIONS CHAIRMAN	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
WELTH SERVICE	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL
PUBLIC RELATIONS	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL

SEND ORIGINAL TO: Department of Fraternal Mission (email: fraternalmission@kcof.org)
SEND COPIES TO: State Deputy, District Deputy, Council File



Grand Knight _____ Date _____

2025 3721

DISTRICT DEPUTY SEMIANNUAL REPORT ON COUNCIL STATUS

STATE/PROVINCE: _____
DISTRICT NO.: _____
DATE: _____

Due December 31 and June 30

Council No.: _____ Location: _____ (city) Type of Council: Regular ☐ Military ☐ College ☐

COUNCIL DEADLINES

- ☐ Election of Officers (Form #185) – July 1 deadline for receipt at Supreme Council office
- ☐ Service Program Personnel Report (Form #365) – August 1 deadline for receipt at Supreme Council office
- ☐ Semiannual Council Audit Report (Form #1295) – August 15 deadline for receipt at Supreme Council office
- ☐ July Per Capita Assessment – October 10 deadline for receipt at Supreme Council office
- ☐ Annual Survey of Fraternal Activity (Form #1728) – January 31 deadline for receipt at Supreme Council office
- ☐ Semiannual Council Audit Report (Form #1295) – February 15 deadline for receipt at Supreme Council office
- ☐ January Per Capita Assessment – April 10 Deadline for receipt at Supreme Council office
- ☐ IRS Form 990 (Return of Organization Exempt from Income Tax) – Due the fifteenth day of the fifth month following the close of the council's annual reporting period

ORGANIZATION

1. Are council officers performing as expected? ☐ YES ☐ NO
2. Do council officers regularly attend district meetings? (Number of district meetings held: _____) ☐ YES ☐ NO
3. Has the District Deputy inspected the council books and financial records? ☐ YES ☐ NO
4. Does the District Deputy certify the records comply with the Order's laws and rules? (if NO attach explanation) ☐ YES ☐ NO

MEMBERSHIP

1. Is the council implementing effective membership recruitment strategies? ☐ YES ☐ NO
2. Does the council utilize an Admissions Committee? ☐ YES ☐ NO
3. Has the council implemented an organized membership retention program? ☐ YES ☐ NO
4. Do the Grand Knight and Financial Secretary reconcile the membership transactions reported by the Supreme Council on the monthly Grand Knight's Membership and Financial Statement (Form #1189) and the Council Billing Statement? (Form #9056) ☐ YES ☐ NO

FAITH IN ACTION PROGRAM

1. Has the council adopted the Faith in Action program model? ☐ YES ☐ NO
2. Has the Grand Knight met with the Pastor to review the programs and offer support to the parish? ☐ YES ☐ NO
3. Is the Star Council Award being used as a goal for success? ☐ YES ☐ NO
4. Do you expect this council to earn the Star Council Award? ☐ YES ☐ NO



Page 1 of 2

DISTRICT DEPUTY GUIDE



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DISTRICT DEPUTY ADMINISTRATION

Administration is not as exciting as rolling up your sleeves and getting engaged in a charitable outreach program. However, it is a key part of effective communication to your state, province, or jurisdiction and the Supreme Council. As a District Deputy, you need to actively make sure the councils in your district are up-to-date with their reports and other obligations. You should also promote the use of the Member Management, Member Billing, and Reports Online resources.



Council Form Deadlines:

Form 185 - Report of Officers – July 1

Form 365 - Report of Program Personnel - August 1

Form 1295 - Semiannual Audit (January – June) - August 15

Form 2629 - Report of Roundtables - September 30

Form 1728 - Fraternal Survey - January 31

Form 10784 - Fraternal Programs Report Form – As Needed

Form 1295 Semiannual Audit (July – December) - February 15

Form SP-7 - Columbian Application - June 30

Form 2630 - Roundtable Annual Report - June 30

IRS Form 990 or 990-n - Non-Profit Organization Tax Return – (Due based on Fraternal or Calendar Year)

Safe Environment Compliant - May 1

COLUMBIAN AWARD APPLICATION <small>Due by June 30th</small>				
Council Number:	Jurisdiction:	20...-20...		
FIFTH PROGRAMS (RVP, Save the Beach, Marine Life Project, Building the Dream, Church Kick, Rotary Program, Holy Place, Sacramental Gifts, Spiritual Reflection Program in the regional program)				
1. Program Name	Recruitment Opportunity <input type="checkbox"/> YES <input type="checkbox"/> NO	Participant	Stages	Total Stages
Program Description		Duration		
2. Program Name	Recruitment Opportunity <input type="checkbox"/> YES <input type="checkbox"/> NO	Participant	Stages	Total Stages
Program Description		Duration		
3. Program Name	Recruitment Opportunity <input type="checkbox"/> YES <input type="checkbox"/> NO	Participant	Stages	Total Stages
Program Description		Duration		
4. Program Name	Recruitment Opportunity <input type="checkbox"/> YES <input type="checkbox"/> NO	Participant	Stages	Total Stages
Program Description		Duration		
FAMILY PROGRAMS (Food for Families, Family of the Month/Year, Easy Choice in Christmas, Family Fully Alive, Family Week, Family First Night, Good Friday Family Presentation, Generation in the Holy Family in the regional program)				
1. Program Name	Recruitment Opportunity <input type="checkbox"/> YES <input type="checkbox"/> NO	Participant	Stages	Total Stages
Program Description		Duration		
2. Program Name	Recruitment Opportunity <input type="checkbox"/> YES <input type="checkbox"/> NO	Participant	Stages	Total Stages
Program Description		Duration		
3. Program Name	Recruitment Opportunity <input type="checkbox"/> YES <input type="checkbox"/> NO	Participant	Stages	Total Stages
Program Description		Duration		
4. Program Name	Recruitment Opportunity <input type="checkbox"/> YES <input type="checkbox"/> NO	Participant	Stages	Total Stages
Program Description		Duration		

FORMS IN RED REQUIRED FOR STAR COUNCIL



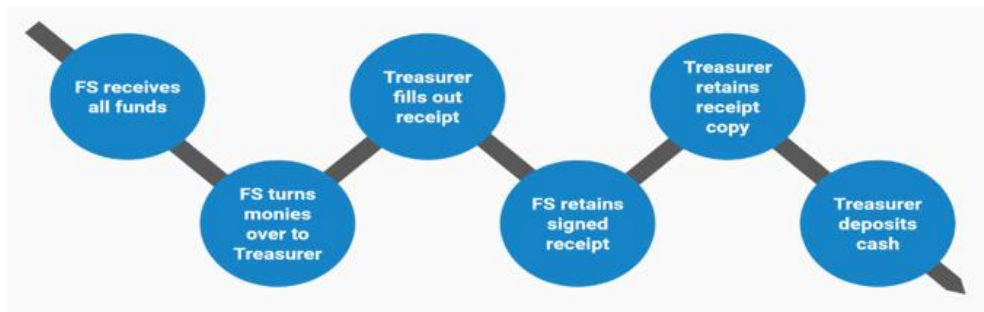
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DISTRICT DEPUTY ADMINISTRATION

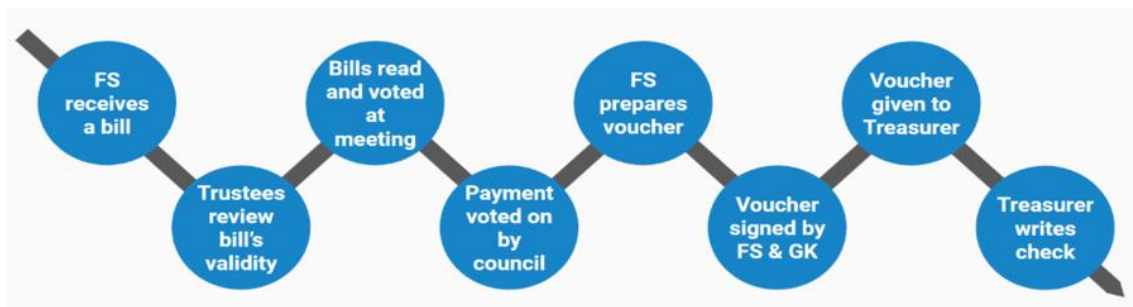
FLOW OF MONEY INTO THE COUNCIL

Council transparency in money flow into and out of the council, will help improve council morale and engagement. It is important that a District Deputy understands this money flow and makes certain that each council is following the prescribed rules. You need to work with officers in each council to ensure that this is how money gets handled. Money Flow is addressed specifically in the Laws of the Order. A council may have created a “Council Bylaw.” However, the local bylaw can not conflict or be in competition with the Supreme bylaw.



FLOW OF MONEY OUT OF THE COUNCIL

As a District Deputy, you need to know how bills get paid. This is how bills are paid. A District Deputy needs to know whether or not a council has a budget. This will vary widely from council to council. Budgets are good. However, it is not good when budgets are used as excuses to not do something, like a new program or initiative. Budgets need to have flexibility so that a council can be adaptive and reactive to situations as they arise.





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DISTRICT DEPUTY ADMINISTRATION

*The Form 944

The District Deputy Semi-Annual Audit on Council Status is the Form#944. It is to be submitted twice a year, for the periods July1-December 31 and January 1-June 30. From these forms we craft appropriate responses, to provide you with additional resources to consider for helping the Councils get through some of their challenges.

While there is a benefit to the central administration in receiving the reports, they are largely for the benefit of the Councils, and you as the District Deputy. The report provides a framework for you to think in and organized way about how well each council is doing.

Are the officers performing their duties as assigned, are they meeting their potential as far as membership recruitment, are they conducting an effective service program, are they promoting the insurance program of The Order effectively?

Please provide us with feedback on whether the advice and information we provide in response to your report is helpful and useful.

***This form is required to qualify for Star District**

**DISTRICT DEPUTY SEMI-ANNUAL REPORT
ON COUNCIL STATUS**

Due December 31 and June 30

Council No.: _____ Location: _____ (city) _____ Type of Council: Regular ☐ Military ☐ College ☐

COUNCIL DEADLINES

☐ Election of Officers (Form #185) - July 1 deadline for receipts in Supreme Council office
☐ Service Program Personal Report (Form #945) - August 1 deadline for receipts in Supreme Council office
☐ Semi-annual Council Audit Report (Form #1295) - August 15 deadline for receipts in Supreme Council office
☐ July Per Capita Assessment - October 10 deadline for receipts in Supreme Council office
☐ Annual Survey of Fraternal Activity (Form #1728) - January 31 deadline for receipts in Supreme Council office
☐ Semi-annual Council Audit Report (Form #1295) - February 15 deadline for receipts in Supreme Council office
☐ January Per Capita Assessment - April 10 Deadline for receipts in Supreme Council office
☐ IRS Form 990 (Return of Organization Exempt from Income Tax) - Due the fifteenth day of the fifth month following the close of the council's annual reporting period

ORGANIZATION

1. Are council officers performing as expected? ☐ YES ☐ NO
2. Do council officers regularly attend district meetings? (Number of district meetings held _____) ☐ YES ☐ NO
3. Has the District Deputy inspected the council books and financial records? ☐ YES ☐ NO
4. Does the District Deputy certify the records comply with the Order's laws and rules? (If NO attach explanation) ☐ YES ☐ NO

MEMBERSHIP

1. Is the council implementing effective membership recruitment strategies? ☐ YES ☐ NO
2. Does the council utilize an Admissions Committee? ☐ YES ☐ NO
3. Has the council implemented an organized membership retention program? ☐ YES ☐ NO
4. Do the Grand Knight and Financial Secretary reconcile the membership transactions reported by the Supreme Council on the monthly Grand Knight's Membership and Financial Statement (Form #1189) and the Council Billing Statement? (Form #956) ☐ YES ☐ NO

FAITH IN ACTION PROGRAM

1. Has the council adopted the Faith in Action program model? ☐ YES ☐ NO
2. Has the Grand Knight met with the Pastor to review the programs and offer support to the parish? ☐ YES ☐ NO
3. Is the Star Council Award being used as a goal for success? ☐ YES ☐ NO
4. Do you expect this council to earn the Star Council Award? ☐ YES ☐ NO

Page 1 of 2

INSURANCE PROMOTION

1. Is a Field Agent assigned to this council? ☐ YES ☐ NO
2. Is the council conducting an effective insurance promotion program? ☐ YES ☐ NO
3. Does the Financial Secretary provide copies of the Membership Document (Form #100) to the Field Agent? ☐ YES ☐ NO
4. Does the Field Agent participate in council functions? ☐ YES ☐ NO
5. Do you expect this council to meet its insurance requirements? ☐ YES ☐ NO

COUNCIL DEVELOPMENT

1. What is the number of parishes served by this council? _____
2. Has the council adopted the Faith in Action program model? ☐ YES ☐ NO
3. Could a new council be developed in this area? If yes, identify the area: _____ ☐ YES ☐ NO

OVERALL STATUS (Outline council strengths, weaknesses, achievements, etc. Attach additional page if needed.)

District Deputy recommendations to council leadership (Attach additional page if needed.)

Signature: _____
Print Name: _____
Email: _____

Email completed report to: DistrictDeputy@KofC.org
Send copy to Star Deputy and retain a copy for your files

Page 2 of 2



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DISTRICT DEPUTY ADMINISTRATION

District Deputy Expense Report Form

As a District Deputy you have an Expense Account that will cover your IN-District travel expenses.

Items covered include:

- Miles traveled in your District, Parking and tolls on official business (with receipt), Meals while attending council meetings (with receipt), Hotel, meals, mileage to attend State Organization and State Midyear Meetings.

Items NOT covered include:

- Guest Meals, Clerical Assistance, Printing & copying expenses, Postage or stationery, Travel expenses outside of District (unless Supreme Secretary approval is gained and then limited to \$10.00), Expenses incurred while attending annual State Convention or other meetings



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DISTRICT DEPUTY ADMINISTRATION

District Deputy Expense Report Form

Completing the Expense Form is simple. Follow the instructions on the back of the form and submit to your State Deputy.

RULES RELATING TO EXPENSE ACCOUNTS

For District Deputy or Conferring Officer

The expense accounts of district deputies and conferring officers shall be forwarded through the state deputy, whose approval is required before they will be given attention by the Supreme Secretary. The travel expenses of district deputies for transportation, meals, telephone, tolls and parking, in connection with official business in their assigned district are chargeable to the Supreme Council. These charges may be submitted as a result of traveling to installation of officers, degree exemplifications and council visitations.

Expense accounts shall be submitted on this Form (267). All travel expenses must be itemized and supported by receipts, showing the date, place visited and purpose of the trip. District deputies are requested to submit expense accounts on a quarterly basis.

A. Transportation

Round trip mileage is reimbursed at the rate of \$0.30 per mile for actual mileage traveled. If alternate travel is used, e.g. air travel or train, reimbursement will be made on the basis of the shortest most practical route (Rand McNally) for round trip mileage from residence to the destination city at the rate of \$0.30 per mile or the cost of alternate travel, whichever is less. Expenses incurred as a result of travel to Chapter meetings and Fourth Degree events are not reimbursable.

B. Hotel/Meals

Hotel charges for one night's lodging, in connection with the summer and winter meetings of district deputies, are chargeable to the Supreme Council. All hotel charges must be supported by copy of itemized bill. When required, meal reimbursement will be made for the district deputy only, on the basis of actual cost. Receipts are required for all meal expenditures.

C. Miscellaneous

Telephone — Phone calls made in connection with the Order's business within the assigned district are reimbursable. Phone bill copies must accompany expense requests. Monthly service charges and other related fees are not chargeable to the Supreme Council.

Tolls/Parking — Receipts are required.

Nonreimbursable Expenses — Expenses that are not payable by the Supreme Council: postage, guest meals, stenographic and clerical assistance, printing, stationery and duplicating. Expenses of district deputies incurred in connection with the annual state council meeting shall not be chargeable to the Supreme Council.

D. New Council Development Expenses

Expenses incurred by district deputies in New Council Development work will be reimbursed on the same basis as above. It should be noted on the expense form as N.C.D. work.

E. Travel Outside of District

If a district deputy goes outside his own district, no part of the expenses he incurs in doing so are chargeable to the Supreme Council unless prior authorization has been obtained by his state deputy from the Supreme Knight. The maximum amount chargeable to the Supreme Council for expenses in these cases is \$15.00.

F. District Warden

In the performance of his duties in installing officers or conferring ceremonials, the district deputy is permitted to be accompanied by a warden. The expenses of the warden are limited to meals and are reportable on the district deputy expense account.

Conferring Officers

Certified Conferring officers are reimbursed at the prevailing rate for travel not to exceed 200 miles each way.



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District Deputy Keys To Success



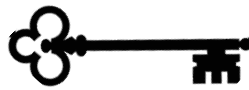
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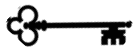
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DISTRICT DEPUTY KEYS TO SUCCESS



We want you to be successful in your District Deputy Role. Your goal should be to leave your District in a Better condition than you found it. From the experience of current and former District Deputies we have Distilled Ten Keys to Success to guide you. You can find the Ten Keys in your Leadership Resources Guide.



Communicate Priorities

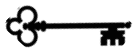
There are many tools available for communicating your priorities, initiatives and goals to your fellow Knights. Use or set up a district newsletter, email blasts or a website. Councils in your district that focus on common priorities, which are aligned with the mission of the Knights of Columbus, will foster growth. Also, be available to attend council activities in your district (especially recruitment drives and charitable events). Councils will appreciate seeing you at their events, and it will help instill confidence in you and your role.



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DISTRICT DEPUTY KEYS TO SUCCESS



Charitable Works

The councils in your district have a commitment to providing charitable service to their parishes and communities and to live the mission of our founder, Father Michael McGivney. To ensure success in your district, each council should be living the ideals of a charity that evangelizes by putting Father McGivney's vision into action.



Recruitment

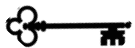
Membership growth is essential to the success of each council and our Order. With the addition of each new member, each council is better able to serve its parish, its community and our Order. By increasing the number of council members, for example, there are more men available to participate in charitable service programs. When a man is offered membership in his local council, he can grow in his faith through service to God and neighbor. Each member also gains access to our exclusive, top-rated insurance, which can provide protection for his family. For information on recruiting, visit kofc.org/drive.



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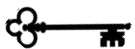


DISTRICT DEPUTY KEYS TO SUCCESS



Star Council Award

The Star Council Award recognizes those councils that conduct well-rounded service programs, while succeeding with membership recruitment and insurance growth. Thriving in these three areas means that the council, and its leadership, understand and are successful in meeting Father McGivney's vision for the Order. See the *Knights of Columbus Leadership Resources* (#5093) booklet for the requirements to earn the Star Council Award or visit kofc.org/star.



Insurance Program

- Encourage the general agent and field agents to speak at council meetings
- Encourage councils to plan frequent fraternal benefits nights
- Encourage members and their families to consider taking advantage of our insurance products
- Use the information available at kofc.org/insurance to learn more about our insurance products



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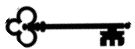


DISTRICT DEPUTY KEYS TO SUCCESS



Set 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.



Community

Enlist the support of the priests in your district and develop working relationships with organizations in each community to ensure successful charitable service projects and membership growth.

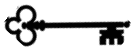
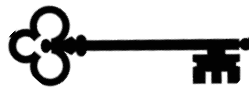
An important part of each council's recruitment strategy is to enlist the aid of its chaplain or pastor in asking qualified men to join the council. An invitation from a priest to become a Knight will carry a lot of weight toward having a positive impact and acceptance into the council. Councils should be asking their pastors what they can do to help and letting them know that Knights are there for their parish.



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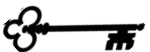


DISTRICT DEPUTY KEYS TO SUCCESS



Meetings

Meetings need to be concise and productive, and they must serve a purpose. District-wide organizational and midyear membership meetings should address Orderwide initiatives, new charitable service program ideas, and membership and insurance goals for the district. Separate strategy sessions (quarterly or as needed) with each council ensure that all are working toward meeting your district goals.



Value Members

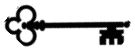
Councils should be building a team atmosphere among their members by showing them that their opinions and services are valued. Encourage council leadership to ask members for advice, seek out their members' hidden talents (web design, writing ability, sales experience, etc.), and regularly consult with members and keep them informed of the council's initiatives to encourage team building. Council officers should always make it a point to first listen and evaluate, and then be ready to explain the reasons for final decisions. Also, council leaders should be keeping younger members interested and engaged so they are prepared to take leadership roles in their council.



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DISTRICT DEPUTY KEYS TO SUCCESS



State Council Officers

Councils should be building a team atmosphere among their members by showing them that their opinions and services are valued. Encourage council leadership to ask members for advice, seek out their members' hidden talents (web design, writing ability, sales experience, etc.), and regularly consult with members and keep them informed of the council's initiatives to encourage team building. Council officers should always make it a point to first listen and evaluate, and then be ready to explain the reasons for final decisions. Also, council leaders should be keeping younger members interested and engaged so they are prepared to take leadership roles in their council.

As District Deputy, the actions you take help ensure growth in faith-filled programs, charitable outreach, membership recruitment and family protection. As District Deputy, your ultimate goal is to motivate the councils in your district to be visible and relevant. All actions have a cause and effect; the actions you don't take also have consequences. A District Deputy is a key fraternal leader and your importance in the life of the Knights of Columbus cannot be understated. You should not take your important Catholic lay leadership role for granted.



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DISTRICT DEPUTY KEYS TO SUCCESS



Plan

Let all of your Councils know the best times and ways to get in touch with you



Act

Return messages the same day, or at least, let them know you received the message



Succeed

Build a Culture of good communication in a timely fashion



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DISTRICT DEPUTY INCENTIVES





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DISTRICT DEPUTY INCENTIVES

Star District

Star District Checklist



Fraternal Year 2021 - 2022

☐ Founders Award earned by every council in district

☐ Reach 70% of *combined* council membership quotas

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
Gains:												
Losses:												

☐ At least one council in the district earned the Star Council Award

☐ For each council in your district, submit two *District Deputy Semiannual Reports (#944)* – **Due 12/31 and 6/30**

☐ 12/31 Reports Submitted

☐ 6/30 Reports Submitted



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DISTRICT DEPUTY INCENTIVES

District Deputy Supreme Incentives for 2021-2022

- **July–September: Building the Foundation**
 - District Deputies who attain 30%+ of District Intake Goal by September 30
 - Custom Knights of Columbus Polo Shirt/Coin or Medallion depicting Charity
- **October-December: Knights for Christmas**
 - District Deputies who attain 70%+ of District Intake Goal by December 31
 - Custom Knights of Columbus Jacket/Coin or Medallion depicting Unity
- **January-March: Dress for Spring**
 - District Deputies who attain 100% of District Intake Goal by March 31
 - Custom Knights of Columbus Dress Shirt/Tie/Coin or Medallion depicting Fraternity
- **April-June: Star District**
 - District Deputy who achieves Star District
 - Custom Knights of Columbus Watch/Coin or Medallion depicting Patriotism



Actual Items Not Shown



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DISTRICT DEPUTY INCENTIVES

District Deputy Supreme Incentives for 2021-2022

All District Deputies who achieve all four of the Quarterly Incentives will receive...

- Display Box containing 4 Coins or Medallions depicting Charity, Unity, Fraternity & Patriotism with a commemorative Blessed Michael McGivney Coin or Medallion in the Center
- Entered in drawing for travel, lodging, and tickets for he and his wife to 2022 Supreme Convention in Nashville, TN





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THANK YOU WORTHY DISTRICT DEPUTY!



**BE THE
DIFFERENCE!**