**District Deputy Checklist for Success**

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| June | * Assigned as District Deputy for upcoming year (July 1 – June 30).
* Council submit Columbian Award (SP-7) to Supreme by 6/30 (target 6/15).
* Council semiannual reports (#944) due 6/30 (target 6/15).
* Councils need to turn in officers chosen (#185) by 6/30 (target 6/15), online if possible.
* Council Service Program Personnel Report (#365) due by 7/1 (***new date***), online is best.
* Plan to attend State Organizational Meeting (late June, early July).
* Schedule District Meeting with upcoming council officers (to follow State Org. Meeting).
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| July | * New DD's should have received access to Officers Online (either a new account invitation, or DD access to an existing/previous account).
* Complete the DD's training online with [Associate Regional Growth and Training Director](https://www.kofc.org/en/for-members/resources/fraternal-training/regional-training-director-page.html?1tab=1tab0).
* [Installation of Officers](https://www.kofc.org/en/for-members/resources/ceremonials.html?1tab=1tab3) at your Councils (#770).
* Look Ahead: Council Audits are due by 8/15.
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| August | * Need for access and safe environment training, four positions for safe environment must have at least [three different people](https://www.kofc.org/en/resources/safe-environment-program/SEP-fraternal-planner-2022-2023.pdf). See also <https://www.KofC.org/Safe>
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| September | * Councils need to plan two Fraternal Benefit Seminars for the year.
* Councils plan two church drives for recruiting new Knights.
* Soccer Challenge – Council level.
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| October | * Visit councils and make sure their annual plans are active & working for Fraternal Year.
* Catholic Citizenship Essay Contest – Council level judging.
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| November | * Help Councils with Church drives and ask if they are doing *Food for Families* program.
* Look Ahead: Keep Christ in Christmas Poster Contest – Council level in December.
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| December | * DD's semiannual reports (#944) are due 12/31.
* Plan to attend State Midyear Meeting.
* Plan/Schedule District Meeting (for January, after Midyear Meeting).
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| January  | * Brief Annual Survey (#1728) due 1/31.
* Special Olympics Program Report (#10784) due by 1/31.
* Council audits are due 2/15.
* Look ahead: Recommend councils start drafting state award submissions.
* Look ahead: Remind councils about the State Scholarship – applications due 3/15.
* Free Throw Championship – Council level.
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| February | * Free Throw Championship in District (if more than one council); State in March.
* Council Retention Drive.
* DD’s find judges for State awards, submit to State Deputy (before 2/15).
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| March | * Help with church drives.
* Look ahead: Star Council Award progress. <https://www.KofC.org/Star>
* State Program Award packages due 3/15.
* Write District Report for State Convention (top 3 things for each council).
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| April | * Look ahead: Preparation for Columbian Award (#SP-7); suggest councils to review their programs submissions (#10784) as a reminder.
* McGivney Award (Membership).
* Founder’s Award (Fraternal Benefit Seminars).
* State Convention Deadlines (meals, rooms, delegates, etc.).
* Councils review/vote on State Convention proposals (resolutions, budget).
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| May | * Nominations and election of new Council Officers, May 1 - June 15 (at regular council meeting); nominations start at the meeting the month before elections.
* Councils report officers chosen (#185) by 6/30; using officers online is best.
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**Notes:**