**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). |
| 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. |
| 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> |
| 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. |
| October | * Visit councils and make sure their annual plans are active & working for Fraternal Year. * Catholic Citizenship Essay Contest – Council level judging. |
| 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. |
| 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). |
| 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. |
| 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). |
| 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). |
| 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). |
| 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:**