

District Deputy Checklist for Success

June	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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. Installation of Officers at your Councils (#770). Look Ahead: Council Audits are due by 8/15.
August	<ul style="list-style-type: none"> Need for access and safe environment training, four positions for safe environment must have at least three different people. See also https://www.KofC.org/Safe
September	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Visit councils and make sure their annual plans are active & working for Fraternal Year. Catholic Citizenship Essay Contest – Council level judging.
November	<ul style="list-style-type: none"> Help Councils with Church drives and ask if they are doing <i>Food for Families</i> program. Look Ahead: Keep Christ in Christmas Poster Contest – Council level in December.
December	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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: