Knights of Columbus · Chevaliers de Colomb · Caballeros de Colón
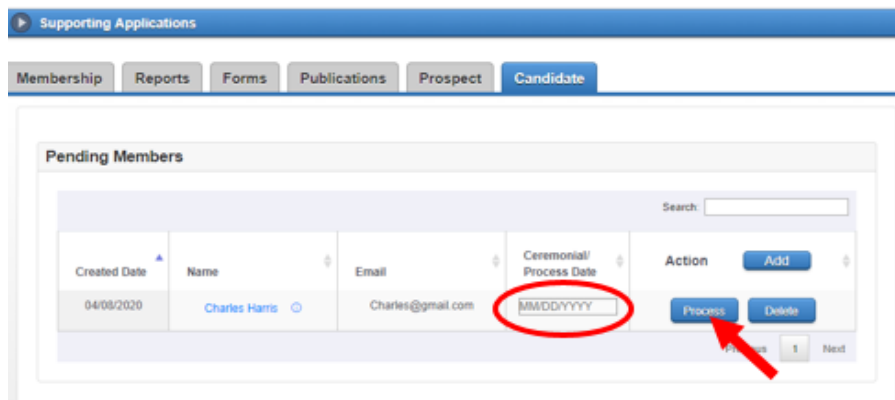
Instructions for Bringing a Candidate into Your Council

1. Sign them up
   - Traditional member: Use a Form 100 or follow the instructions in the "Online Form 100 Video" below.
   - Online member: Have you candidate enroll:
     - English: kofc.org/joinus
     - Spanish: kofc.org/unete
     - French: kofc.org/adherer

   Tip: Give the candidate your member number to get credit and your council number so the candidate appears in your council's candidates tab more quickly and provide the promo code "BlessedMcGivney"

2. Vote on your council's candidate(s) during a council meeting or by emailing council members.
3. If approved for council membership, your candidate(s) takes the exemplification:
   - Council-held: Schedule and hold the exemplification. Remember to inform your DD and Exemplification Director so other councils can send their candidates.
   - Online: Send the appropriate link to your candidate(s)
     - English: https://www.kofc.org/apps/resources/invitation-en.pdf
     - Spanish: https://www.kofc.org/apps/resources/invitation-es.pdf
     - French: https://www.kofc.org/apps/resources/invitation-fr.pdf
4. Bring them into your council.
   - Any member taking a council-held degree:
     - Send the Form 100 transferring the member(s) to your council, OR
     - If you have completed the Online Form 100 or followed the instructions in the video, congratulations, you are done!
   - Any member taking an online degree: After the candidate takes the degree, the council GK and FS receive an email indicating the candidate's completion of the degree. In Officers Online, the GK or FS navigates to the Candidate tab and enters the date the candidate took the degree in the Ceremonial/Process Date field, then clicks **Process.**

Well done! The candidate is now a member of your council!

Note: *If the member takes the online degree after registering, whether or not they are associated with your council, Supreme sends them a pin and rosary. If the member takes an in-person degree, your council is responsible for supplying the pin and rosary.*

Helpful Links
Ceremonial Resources   Online Member Application Walkthrough   Online Form 100 Video