

Knights of Columbus



***FOUR PILLARS, ONE MISSION...
THE INDIANA KNIGHTS!***

2016 – 2017 Program Guide

The Reference & Info Guide to Council Success!

GOALS to ACHIEVE CIRCLE OF HONOR

One Member, Per Council, Per Month

One Admission Ceremony, Per District, Per Month

One Star Council, Per District

One New Council, Per Diocese

One Reactivated Council, Per Diocese

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Indiana State Council Knights of Columbus

Martin F. McCoy, Jr.

State Deputy

P.O. Box 1624

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July 1, 2016

My Brother Knights:

This is, without a doubt, the absolute highest honor for me to be addressing you as your Indiana jurisdiction State Deputy, as I send this note to you from the State Family. We, the Officers, Directors, and Chairmen of the State Council, are dedicated to assisting you in any way we can to ensure your Council's success. This Program Guide will serve as a resource to aid in planning, tracking, and discovering new programming.

As in the past, we ask that you please take time to review carefully the many programs and activities mentioned in this guide. While the function of this guide centers upon programs and activities unique to our jurisdiction, it is meant to be used in conjunction with the materials provided by our Supreme Council. If you combine with the Supreme Council's "Surge with Service" kit, and Fraternal Leader Success Planner, you have a proven recipe for success! This **IS** your road map to becoming a STAR COUNCIL.

As long as you are maintaining a variety of menu activities, you are ensuring that you are servicing the entire membership of your Council. The members of your Council joined because they were seeking something in return...growth in their community life, in their parish life, as well as their spiritually. Utilize this guide to ensure that you are giving your members opportunities to grow as Catholic Gentlemen and to become better Knights.

As we enter the Fraternal Year, our Supreme Knight has asked us to incorporate "Our Mission to Build the Domestic Church and Strengthen Parish Life" into our Councils and our programs we offer at the Council level. We are obligated to be the "Strong right arm of our Parish Churches", and we will seek out new activities and new methods of extending the invitation for every Catholic man to join us in creating faith-filled leadership and fraternalism. We are one HUGE Team here in Indiana, and we are about to become even bigger!! Let's keep the momentum going!!

Vivat Jesus!

Martin F. McCoy, Jr.

FOUR PILLARS, WITH ONE MISSION, THE INDIANA KNIGHTS!



Gil Spisak – Indiana State Program Director

Portage, IN

(219) 628-3816

program@indianakofc.org

Welcome to a new and exciting fraternal year, Brother Knights. With many new leaders in local councils and experience in your State Council, accurate and timely communication will be a key early goal for all of us. Be sure to read the monthly e-newsletters that come from the State and to frequently check both the Supreme and State Websites and your council e-mails. Please don't hesitate to ask questions by email or phone, because the Program Team's goal is to assist and educate you in order to help your council be successful.

One of the objectives is to assist every council in offering a wide array of interesting service projects in order to help retain the interest of your current members and to attract new members to your group, which ultimately increases the amount of charitable acts we accomplish and the number of people we help. Partnering with other organizations and inviting non-members to join with us in service projects is a great way to both leverage our efforts and to spread knowledge about the good that we do. Remember that every activity can be a recruitment opportunity when we ask people to come along.

This Program Guide has been updated, and you will also find a copy under Program Director on the State website, so you and your local council leadership can access it wherever you happen to be and may even save a copy to your computer for easy reference.

One Member, Per Council, Per Month

Frank Joseph – Indiana State Membership Director

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“It doesn't take a perfect man to be a Knight, but make him a Knight and we'll make him a better Catholic Gentleman.”~ Supreme Knight Carl A. Anderson

I am ready and excited to serve the Order with all my energy to insure we are able to achieve Star Districts and have many Star Councils within those districts. I am sure you share my excitement about our upcoming fraternal year.

Recruitment, Retention and Reactivation is our obligation - 365 days a year. Start TODAY! We have to look at every Program or Parish activity as a Recruitment opportunity. Have an interest card or a Form 100 at all events and ASK fellow Catholic Gentlemen to join. This is going to be a Great year and I am honored to serve as Your State Membership Director.

It is critical that we look to the future to grow our Order in the State of Indiana. It is imperative that we look for the next Catholic Gentleman to lead us into the next decade. It is our obligation to fulfill our mission by providing every Catholic man the opportunity to grow to be the leader that God intended him to be, by the virtues of our Order - Charity, Unity, Fraternity, and Patriotism.

State Council Contact Information

	<u>Phone/Email</u>	<u>Wife</u>	<u>Council</u>
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Robert J. Zielinski 2306 Colfax Ave. South Bend, IN 46615	574-303-2477 execsec@indianakofc.org	Babette	563

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○ State Culture of Life Couple	Mike & Alicia Velasco	prolife@indianakofc.org
○ State Youth Director	<TBD>	youth@indianakofc.org
▪ Gibault Envoy Chairman	David DeKoninck	gibaultenvoy@indianakofc.org

The Contact list can be found at <http://www.indianakofc.org/personnel/officers/directors-chairmen>

Program Guide

Introduction

The purpose of this publication is to serve as a resource and to provide a guide for Grand Knights and Council Program Directors (and DDs) – helping you through the different requirements, awards, programming, and reporting areas that constitute quality programming that serves your parish, community, and membership. Rely on the Table of Contents and the previous pages to reference key programming areas.

As Grand Knight, you will want to review the requirements for the **State Discovery Awards** (Nina, Pinta, and Santa Maria) within this Guide and the Supreme Awards (Columbian, Founders, McGivney, and Star) available at the Supreme website. Also, be certain your Council Directors and Chairmen are aware of them. Use the Forms Worksheet on page 12 of this Guide to help you schedule and keep track of forms at both levels. The forms have been updated, with on-line forms always being the most up to date versions. Current hardcopy versions of the State forms have been provided in this book. Be sure to destroy all older form versions, as they should not be used. (*Helpful Hint: Make copies of forms in this booklet, as some will be used multiple times.*)

Online forms, completed and saved in PDF format and sent by e-mail, is the preferred method of submitting forms... Go Green and save your council the mailing expenses in addition to helping the environment.

Submission instructions do not include, nor supersede, any forms or reporting channels that are dictated by Supreme via *Financial Secretaries Handbook*, *District Deputy Handbook*, the *Grand Knight's Handbook* (Supreme), *Council Forms Booklet*, or *Surge With Service*. **Forms submitted directly to Supreme are not re-created in this Guide.** These are provided by Supreme and can be found in the Surge Kit delivered your Council or in the FORMS section of the Supreme website (<http://www.kofc.org/un/en/members/resources/forms/council.html>).

NOTE: At Supreme - Fraternal Services has changed to Fraternal Missions

The Indiana State Council is providing this Programming Guide to assist your Council, and a pdf version is posted at the State website. It is expected and requested that the information contained in this Guide will be **SHARED** with your Council Officers and Directors throughout the fraternal year. It is expected that this Guide be passed on to the next Grand Knight and Program Director of your council when terms are completed. Please contact the **State Program Director** with any corrections or suggestions. Use the information in the latest online/published Program Guide.

Communication & Council E-mail

Personal email addresses can change often, but your IN State Council has a method to keep information flowing well. All State Council Officers, Directors, Chairmen, and District Deputies have similar email addresses through our State Website, consisting of their position followed by “@indianakofc.org” (see previous pages). In addition, the State Council provides an email address for each Council using a similar format (councilXXXX@indianakofc.org), but using the number of your Council for the X's. This serves as the primary address for your Council when the State Council needs to deliver monthly e-Newsletters or other pertinent information providing information on State activities and events. **Each Grand Knight must check that email regularly** (or have a designated council individual check it) in order to stay aware of events and notices from around the state.

There is a section after logging into your council e-mail account that allows you to forward all e-mails sent to the council e-mail to all your personal e-mail accounts for you, your council officers

and leaders that you specify. Please contact the State IT Administrator or State IT Director if you need assistance. Get the council e-mail password from your previous GK or by contacting State IT Administrator or IT Director (it-admin@indianakofc.org or webmaster@indianakofc.org.)

In order for your council leaders to receive helpful resources, the following forms need to be submitted as **quickly as possible**. (You can file with partial info and resubmit when complete.)

- **Supreme Form 185 – Officers Elected or Re-Elected** (due July 1) (Save/Print PDF from Member Management)
- **Supreme Form 365 – Service Program Personnel Report** (due Aug 1) (Save/Print PDF from Member Management)
- **IN-RC1 – Council Retention Committee Report** (due July 15)
- **IN-GE1 – Gibault Envoy Report** (due Aug 1)
- **IN-SOI-AMB – Special Olympics Ambassador Report** (due Aug 1)

Indiana Programming Goals

Our overall goals cannot be accomplished without strong programming to service our membership. Please take the time to utilize Supreme's *Surge With Service* (<http://www.kofc.org/un/en/service/surge-kit/index.html> and <https://www.kofc.org/un/en/resources/service/council/surge.pdf>) and the *Fraternal Leader Success Planner* – they are invaluable in creating new programming, as well as updating existing activities!

Here are some areas where the State Council would like to see new activities or renewed interest:

- **Community Presence** – increasing the visibility of the Knights of Columbus in our communities via road signs, newspaper articles, proper display of our Order's emblem, and participation as a Council in community events.
(<http://www.indianakofc.org/communications>)
- **Gibault** – now more than ever, our Primary Charity needs our help. Watch for Knight Appeals and read the Messenger to discover new activity opportunities that can help Gibault.
(www.gibault.org)
- **Gabriel Project and 40 Days for Life** – Does your Council participate in the prayerful vigil to end abortion? How much could your Council help by holding a “Diaper Drive” or “Clothing Collection”? Knights are Pro Life, so make sure your Council shows it.
(<http://www.indianakofc.org/projects/gabriel-project>, and www.glgabrielproject.org, and <http://www.indianakofc.org/programs/culture-of-life/40-days-for-life>)
- **Washington D.C. Right to Life March** – the Indiana Jurisdiction sends multiple buses of Knights and friends to Washington, D.C. to show their solidarity in the struggle to preserve the sanctity of life and end abortion. (<http://www.indianakofc.org/programs/culture-of-life/marchforlife>)
- **S.O.S.** – Indiana's own Tony Muffoletto Support Our Seminarians program, providing financial support for EACH seminarian across the state.
(<http://www.indianakofc.org/programs/vocations>)

- **Special Olympics Indiana** – increasing support for the local area Special Olympics program, participation in Special Events, statewide increase in submission of Form 4584 Partnership Profile Report with Special Olympics. The Form 4584 will automatically increase the yearly amount sent to the State Council from Supreme to donate to Special Olympics! (<http://www.indianakofc.org/programs/community/specialolympics>)
- **Safe Haven Baby Boxes** (<http://www.safehavenbabyboxes.com/>) – building on the success of Safe Haven laws, these boxes will allow a mother in crisis to give up her child for adoption anonymously – without fear of prosecution or persecution. With this program, we hope to see an end to finding abandoned babies in trash cans, parking lots, and other horrific locations. Record your donations on Line D on the “Culture of Life Check Request” form (<http://www.indianakofc.org/download/forms/IN-COL1.pdf>).
- **5th Sunday Rosary** – every month that has a 5th Sunday, take the opportunity for your Council to lead your Parish in saying the Rosary.
- **Veterans Programs** – in addition to our statewide prayer efforts, find new ways to support our veterans. Research opportunities to provide wheelchairs, service to VA homes, Warriors to Lourdes, Honor Flights, and other opportunities to say thank you to those who have given so much for our Country.

BUILDING THE DOMESTIC CHURCH

ALL Councils must participate in “Building the Domestic Church” and further information can be found at <http://www.kofc.org/un/en/domestic-church/> and the booklet downloaded at <https://www.kofc.org/en/resources/domestic-church/building-domestic-church.pdf>.

Forms Worksheet

(*Supreme: dates listed, but the Forms are NOT Included in this Guide)

Supreme – Council Forms: <http://www.kofc.org/un/en/members/resources/forms/council.html>

State – Council Forms: <http://www.indianakofc.org/forms>

Due	Filed	Form#	Report	Supreme	State
7/1		185	Report of Officers Chosen for Term 7/1 - 6/30	X	
8/1		IN-GE1	Gibault Envoy Report		X
8/1		IN-SOIAMB	Special Olympics Ambassador Report		X
7/15		IN-RC1	Council Retention Committee Report		X
7/15		IN-QDR1	Council Quarterly Delinquent Member Report		X
8/1		365	Service Program Personnel Report for the Term 7/1-6/30	X	
8/15		1295-1	Semi-Annual Council Audit Report	X	
8/15		SC-KIT	Soccer Challenge Kit Order Form	X	
9/1		SA-KIT	Substance Abuse Awareness Poster Contest Kit Order Form	X	
9/1		2629	Notice of Appointment of Round Table Coordinator	X	
9/15		CR	Official Order Form for Recorded Columbus Day Program	X	
10/15		IN-QDR2	Council Quarterly Delinquent Member Report		X
10/31		SC-1	Soccer Challenge Participation Form	X	
11/1		FT-KIT	Free Throw Council Competition Kit Order Form	X	
11/1		IN-CD1	October Church Drive Form		X
11/15		990/990EZ	Council Federal/State Income Tax Filing (www.irs.gov/eo)	(Federal)	
12/1		4567	Soccer Challenge Participation Report Form	X	
1/15		IN-QDR3	Council Quarterly Delinquent Member Report		X
1/15		EA-KIT	Essay Contest Kit Order Form	X	
1/31		1728	Annual Survey of Fraternal Activity Report	X	
1/31		4584	Partnership Profile Report w/Special Olympics	X	
2/15		1295-2	Semiannual Council Audit Report	X	
1/31		FT-1	Free Throw Championship Participation Report	X	
2/28		STSP	State Council Service Program Awards Entry Form	X	
1/31		4001	Substance Abuse Poster Contest Participation Form	X	
2/28		STSP	Service Program Award Entry (6 Categories)	X	
2/28		→	Outstanding Vocations, Youth, Layperson entry: FMV1, OCY1, OCL1		X
2/28		form	Family of the Year Award	X	
4/1		IN-CD2	March Church Drive Form		X
4/15		IN-QDR4	Council Quarterly Delinquent Member Report		X
Conv		IN-GR1	Indiana State Council Gibault Raffle Reporting Form		X
6/15		IN-SOS1	Tony Muffoletto Support Our Seminarians Report Form		X
6/15		IN-COL1	Culture of Life Donation Report		X
6/15		IN-VET-WL1	Veteran's – Warriors to Lourdes Donation Form		X
6/30		SP-7	Columbian Award Application	X	
6/30		2630	Annual Report Knights of Columbus Round Table	X	
6/30		2863	RSVP Refund/Plaque Application	X	
6/30		10057	Food For Families Reimbursement Form	X	
Monthly		1993A	Family of the Month Generic Report Form	X	
A/N		IN-FBR1	Fraternal Benefits Night Report Form		X
A/N		IN-TOT2	Tootsie Roll Form		X
A/N		IN-DB1	Deceased Brothers Report		X
A/N		1728A	Survey of Fraternal Activity Individual Member Worksheet	X	
A/N		532	Requisition for First Degree Ceremonials	X	
A/N		IN-ACT2	Council Activity Report (online)		X
A/N		IN-SPT2	State Pull Tab Form		X
A/N		IN-BD1	State Blood Drive Form		X

Membership Programming

The Three R'S of Membership – Recruitment, Retention, Reactivation

“Sometimes, all you have to do is ask.” Councils should actively seek out qualified Catholic Gentlemen to join the ranks of our Order. How many men have you asked to become a Knight in the past week, or month...or year? Membership Activities are ways to facilitate that search for new members. Many Brothers can trace their involvement in the KofC back to just one man asking another if he would like to know something about Knights of Columbus.

Supreme Knight Carl A. Anderson on Ven. Fr. McGivney’s vision: “His vision was of what Catholic men could be, and by being what they could be, what they could achieve: the service and protection of their families, the service and protection of their Church, and the service and protection of their country,”

EVERY program or activity is an opportunity to invite men to join our ranks as Catholic Gentlemen...to grow into the Father, Husband, and Leader that God intended them to be. We must continually, on a 365-day-year-round basis, strive to provide every Catholic man the opportunity of membership in our Order.

Plan to have local and international materials available at your events and a Brother to ask and answer questions about our Catholic, Fraternal & Family Service organization.

Recruitment

Membership 365

There are 365 days in the year...and we should be growing our Order in each one of them. Every month should provide an opportunity for a new class of First Degree Knights. Recruit one member per council per month. If we do this with only 150 councils, in 12 months our Order in Indiana would grow by 1800 members!

Church Drive

Each Council should conduct at least one Church Drive in the Fall and Spring of each year. Focusing our recruitment efforts in a dedicated week in our Churches will present an opportunity for Catholic Men to become Knights.

“It doesn’t take a perfect man to be a Knight, but make him a Knight and we’ll make him a better Catholic Gentleman.”~ *Supreme Knight Carl A. Anderson*

Two-on-One

This is method of using two members to recruit a Catholic gentleman from our family members, friends, neighbors, and co-workers. Having two members meeting with a candidate will increase the opportunity for each potential member to learn more about our Order and how we support our Church.

Admission Ceremonials (The First Degree)

To help in the recruiting effort, the Grand Knight should schedule Admission Ceremonials (1st Degrees) monthly for the entire year. By setting the dates at the beginning of the year and publishing a schedule in the Council newsletter, everyone will have target dates for recruiting new members. Contact the Grand Knights of other Councils with degree teams and try to coordinate dates to provide degrees on various days of the week. The Grand Knight or Degree Team Leader

should contact the District Deputies to ensure their availability, request their participation, and request their assistance in coordinating Degrees within the District.

Retention - Begins with the *Admission Ceremonial (1st Degree)*

...by welcoming a new member, having his sponsor or other Knight give him a ride to social and service events, and taking him to the Formation Ceremony (2nd Degree) and Knighthood Ceremony (3rd Degree) as soon as possible. Helping him meet other Brothers and find one or more service areas that appeal to him will go a long way toward keeping him in touch and involved.

When we don't see members become or remain active, or they fall behind on dues, they may be suffering from financial distress or – even more critical – a crisis in faith. Surely it is best to reach out to these brothers to discover the issue, welcome them back by assisting them financially or spiritually, and help them rediscover why they joined in order to re-activate and re-motivate them.

Shining Armor Award

Consider adopting this program for new members as well as current team members. A special council award could be given to all members of a team if all team members earn the Shining Armor Award. New members receiving recognition within their first year are more likely to seek the higher degrees, become Councils leaders, and become Knights for Life. Read more about the benefits of this program at <http://www.kofc.org/un/en/resources/membership/shiningarmor.pdf>

Sick Committee

Often times a member feels slighted because the Council doesn't recognize when a member is gravely ill or might need temporary medical assistance. It is critical that the Council Chancellor fulfill his duties as the Council Sick Committee Chairman and routinely and dutifully request prayers and assistance for our Brother Knights and family members who fall ill, become injured, or are facing serious medical issues/procedures. The Knight that receives the support, prayers, and love of his Brother Knights will remain a Knight to provide the same support to the next Catholic Gentleman that needs it.

Retention Procedures for Indiana

This process is thoroughly documented in the Financial Secretary Handbook published by Supreme.

At the end of the **1st month** in which the member has failed to pay dues, the following must occur:

- A KNIGHT ALERT letter signed by the Grand Knight and Trustees will be forwarded to **each** delinquent member.
- The Financial Secretary will provide the names, addresses, telephone numbers, and delinquent amount due to the Grand Knight and Council Retention Committee.
- The Committee is to reach out to the delinquent member by phone or in person, to ask about his well-being and to remind him of his obligation.
 - Please contact your State Officers, Membership Director, or Retention Chairman for suggestions on how to have a conversation with a fallen away Knight who is in jeopardy of having his membership suspended. It is important that we focus on our Brother's well-being, rather than just trying to collect on a bill.
 - The Retention Committee will provide a written report of their findings to the Grand Knight.
- If the member is experiencing financial difficulty, the Grand Knight will direct 2 Committee members to visit the member (if practical) or discuss arrangements to accommodate him with a payment plan. A full report is to be provided to the Grand Knight with the results of that discussion. The Grand Knight will immediately forward all reports to the District Deputy and to the State Deputy.

If, at the end of the **2nd month**, the member still has not paid his dues or a payment plan has not been arranged, **Form #1845 Notice of Intent to Suspend** is to be prepared and signed by the Financial Secretary and counter signed by the Grand Knight.

The #1845 form **must** be filled out in its entirety and distributed as follows:

- The original copy is sent to the Delinquent Member
- The Supreme Office copy is forwarded to the Department of Membership Records. The Supreme Knight will mail a personal letter to the delinquent member, conveying the Supreme Knight's interest in having the member retain his good standing status.
- The State Council copy is mailed to the State Deputy.
- The District Deputy receives a copy. He will telephone the delinquent member to discuss the situation. In the course of the telephone visit, suggestions for possible solutions will be recommended. The District Deputy will volunteer to assist the member, if the need exists. The District Deputy **will also verify** if a personal contact has been made by the Council. The responses and reaction received from the delinquent member are recorded and forwarded to the State Member Retention Chairman or the State Deputy.
- The council retains a copy for their files.

After receiving the Grand Knight's retention report and the District Deputy's report, the State Member Retention Chairman will contact the delinquent member. If the delinquent member does not meet his obligation or arrange a satisfactory payment schedule **within 30 days** following the processing of the Form #1845, the council may file a Form 100 Membership Document, indicating suspension. However, the suspension will not be processed at the Supreme Council Office, unless a Notice of Intent to Suspend Form #1845 has been on file for the required 60 days. The notice of Intent to Suspend Form #1845 becomes null and void 90 days following the date it is recorded at the Supreme Council Office, unless a Form 100 to suspend has been filed.

In addition to the Supreme procedure the State Council requirements for suspension are as follows:

- Form IN-RC1 State Council Retention Committee Report has been filed
- 365 report has been filed with Supreme and the State that specifies a Retention Chairman
- 185 report on file with Supreme and State that contains the current Council Officers
- A current Form 1295 Semiannual Council Audit filed with Supreme and the State that reflects accurate membership delinquencies because it affirms retention notices to Supreme.
- The Council and District Deputy submission of their respective reports regarding member suspension contacts in the appropriate time frame
- The Council must file their quarterly delinquent reports on time and accurately to the State Council Retention Chairman

If the State Membership Retention Chairman determines the above reports have not been completed, the State Deputy can request that Supreme not suspend the member since the process outlined has not been followed.

Reactivation

Welcome Back Brother Program

- Obtain a list of inactive insurance members from your Council's Field Agent and invite them to rejoin the Order.
- Financial Secretaries can generate a list of former members (suspended or withdrawn). The Grand Knight and form a special team to seek out those former members and invite them to rejoin our Order.

GOALS to ACHIEVE CIRCLE OF HONOR

One Member, Per Council, Per Month

One Admission Ceremony, Per District, Per Month

One Star Council, Per District

One Reactivated Council, Per Diocese

Activity Programming

General Information

Completing various activities in each of the six content areas – **Church, Community, Council, Family, Culture of Life and Youth** – will help you serve your parish, your community and your membership in a balanced way. Providing a variety of programs will not only attract new members, but will also encourage the participation of Brother Knights with diverse interests. Your members will maintain their membership because the Council fills a need for them – a need to feel charitable, to serve their parish or community, to work to improve the lives of children and adults, to socialize, to grow spiritually...or all of the above! Through quality programming you can fill those needs and keep your existing members active and involved.

Council Reporting / Activity Forms

Submission of activity forms allows the State Directors and Chairmen to find opportunities to assist your council and to share your good project ideas in order to help other councils. It is very important that Reporting is completed by each Council's Program Director in a timely manner, so Activity Reporting Forms should be submitted by the 10th of each month by using the on-line Activity Report Form on the State Forms webpage at <http://www.indianakofc.org/forms>. These forms will be automatically distributed to the appropriate Director/Chairman, District Deputy, and/or State Council Officer. One form can be used to submit multiple activities, but only if they are in the same category. (If absolutely necessary, you can mail hardcopies of IN-ACT2 to the appropriate Director and to your DD, but it is recommended to submit the form online).

When classifying any activity for submission, it is important to consider who the beneficiary of the activity actually was. For example, your council may sponsor an activity that takes place within the Church walls, but provides benefit to the Parish Youth group – this would be considered a Youth activity, not a Church activity. Repeated, scheduled events with the same beneficiary are considered one program activity for the year. All activity Submissions for this 2016-2017 Fraternal Year must be completed and submitted no later than June 15, 2017. This enables us to present State Discovery Awards for programming and membership at the Summer Organizational Meeting.

State Reporting / Activity Tracking

The respective Program Area Directors (Church, Community, etc.) will determine whether the activity is submitted in the correct category and grant credit accordingly, communicating that to the submitter. If a reclassification occurs, the Grand Knight and District Deputy will be notified to ensure that local activity tracking is accurate.

The State Program Director will have the most updated Activity Tracker posted monthly at the State website. You will be able to determine how your Council is progressing and also address any concerns. In addition, Activity Tracking Report Updates will be sent to District Deputies electronically at the time of the update. The District Deputy should examine that report and communicate with the Grand Knights of his councils. (See pages 33-35 in the Awards Section below, to see what the monthly tracker updates will look like.)

Do's and Don'ts for submitting program activities on [IN-ACT2](#)

- DO use a separate form for each major area – do not mix Youth and Church on the same form.
- DO Submit the Activity Form shortly after the Activities Occurrence.
- DO send Vocations activities to the Church Director using the same activity report form. (He will separate and get them to the Vocations Chairman.)
- DO provide detail to describe the activity – it might get mentioned in a newsletter, or could even be a candidate for State or Supreme Service Program Award! (see p. 33)
- DO recognize that repeated, scheduled activities with the same beneficiary are considered one program for the year in Indiana. (It should be 4 different Activities)
- DO realize that you will see some lag between the time that you submit the form and the monthly update of the Activity Tracking Report. It takes time for Directors and Chairmen to process the hundreds of submissions and submit monthly reports to the Program Director, who then has to collate those with Supreme records on form submissions and membership.
- DO review the [Activity Tracking Report](#) often – don't wait until May to “catch up” on State and Supreme requirements.
- DO email or call the Directors or Chairmen at ANY time if you have questions or need help with an activity.

- Don't submit an activity that consists of simply writing a check or making a donation. If there is a fundraising activity, provide details of the fundraiser and how it differs from other fundraising or general council income.
- Don't report activities that are the work of members who serve the parish or community as individuals in volunteer jobs, such as Eucharistic Ministers, ushers and lectors.
- Don't report the activity of an individual member; it should be multiple members participating in the activity to make it an activity of the council.
- Don't report activities that are considered “standard operating procedure” - Business/Social, Committee, Budget or Audit, and Activity Planning Meetings, etc.
- Don't report “latch-key” activities. Simply opening a building or council hall for use by other groups is NOT an activity.
- Don't report 4th Degree Regalia activities on the State forms. Instead, these hours should be reported to your Assembly Commander.
- Don't report the same activity in multiple categories that have multiple beneficiaries. **ONLY 1.**
- Don't hesitate to email or call the Directors or Chairmen at ANY time if you have questions or need help with an activity.

CHURCH PROGRAMMING

The Knights of Columbus have been called the “strong right arm of the Church.” What is your Council doing to exemplify that remark? Look for opportunities within your parish to support your pastor and priests by donating time and talent for grounds-keeping, renovation, repair, fundraising, or other projects that would benefit your local parish. Sponsor RCIA candidates, promote and participate in Bible studies and liturgical events. Supply refreshments at or after special church functions. Take time to ASK your pastor what would help him, and then be sure to follow up. Please review the church section of *Surge With Service* or visit the Supreme website for more ideas.

EVERY COUNCIL MUST PARTICIPATE IN THE PROGRAM “BUILDING THE DOMESTIC CHURCH”!

<http://www.kofc.org/un/en/domestic-church/index.html> and the booklet downloaded at <https://www.kofc.org/en/resources/domestic-church/building-domestic-church.pdf>.

Please read “Into the Breach” by the most Rev. Thomas J. Olmsted, Bishop of Phoenix at <https://www.kofc.org/en/resources/cis/cis340.pdf>

Do not let your deceased brothers go unremembered. The council should present a “Resolution of Condolence” certificate #1450 in a Knights presentation folder to the family.

The Council Financial Secretary should submit a **Deceased Brothers Report** each month to the State Church Director. (No deaths = No form) Members who die between March 1 of the previous fraternal year and February 28 of the current fraternal year will be remembered at the State Convention Memorial Mass in April. In order for the names of those deceased Knights to be printed in the convention book, the report for February must be received by the State Church Director no later than March 15th.

Keep Christ in CHRISTmas Poster Contest (KCIC)

<http://www.kofc.org/en/members/programs/church-activities/keep-christ-in-christmas.html>

(Ages 5 to 14) Council officials should order the program kit (#CPC-Kit) from Supreme by 11/1. Details can be found at the above website and the winning District posters must be received by the **State Church Director** before January 31st for the State Level Judging.

Vocations Programming

The Grand Knight should appoint a Council Vocations Chairman to assist in programming and to promote and distribute vocations materials. Activities could include special outings for altar servers, sponsoring trips to seminaries or convents, hosting talks by priests or nuns or those in formation, or finding other ways to educate or to raise awareness of Vocations. Both the KofC Supreme website (<http://www.kofc.org/un/en/service/vocations/>) and the USCCB website have sections with many resources designed to assist with Vocations.

Tony Muffoletto Support Our Seminarians Program (S.O.S.)

This is the Indiana Knights of Columbus' top vocations project. By including one SOS insert into the dues billing to each member, along with sending them to Honorary Life members and widows or friends of the Order, council Financial Secretaries will collect funds and submit them to the State Treasurer. The Grand Knight should promote the inserts in a newsletter or at a council meeting and other fundraisers can add to the total, especially if the goal of at least \$1 per member goal has not been reached. The funds collected and form IN-SOS1 should be turned in at the **State Convention** or mailed to the State Treasurer **before June 15th**. These funds are then divided up equally to insure that EACH seminarian in Indiana receives a sizeable check in the late fall.

Contact or Adopt a Seminarian

This program involves sending letters and cards to an Indiana resident studying at a seminary. The Grand Knight will receive a directory of the seminarians, their addresses and birthdays in the fall. If the seminarians are Knights, they could be invited to participate in Council meetings, or any of them could be invited to speak at a meeting or attend a social event. To begin financially supporting a seminarian, contact the Vocations Director for your diocese (see below) to find someone in need. Then send your adopted seminarian financial assistance along with messages of support.

Refund Support Vocations Program (RSVP)

In this Supreme-run program, Councils and Assemblies select one or more seminarians or postulants and provide them with financial assistance and spiritual support. Qualifying local organizations receive a \$100 refund directly from the Supreme Council for every \$500 donated (up to a limit of \$2,000) donated to the individual. More details on RSVP and the required documentation can be found at <http://www.kofc.org/un/en/service/vocations/index.html>.

Special Prayers for Vocations

Urge Council members to use the Vocations Prayer Card available from Supreme Council at all Council meetings and gatherings. There are also bookmarks and a variety of posters, booklets, and DVDs. A complete list of vocation materials is in the Supreme supply catalog.

Vocations Sunday

Vocations Sunday is a program conducted in local parishes involving distribution of Supreme Council vocations materials. Vocations Awareness Week (November 6-12, 2016), World Day of Prayer for Consecrated Life (February 2, 2017), or World Day of Prayer for Vocations (May 7, 2017) are particularly appropriate. Materials are available through the [USCCB](#) or [Serra](#) websites.

Diocesan Vocation Contact Information

Indianapolis Archdiocese

Rev. Fr. Eric Augenstein
Office of Vocations
1400 N. Meridian Street
Indianapolis, IN 46206-1410
(317) 236-1490
eaugenstein@archindy.org

Fort Wayne-South Bend Diocese

Fr. Andrew Budzinski, Director
ArchbishopNoll Catholic Center
915 S Clinton Street
Ft Wayne, IN 46802
(260) 422-4611

Lafayette Diocese

Rev. David J. Hasser
Office of Vocations
P.O. Box 2392
Muncie, IN 47307
(765) 513-1800
frhasser@priestforever.org

Fort Wayne-South Bend Diocese (Cont.)

Rev. Terrence Coonan, Jr.
Associate Vocation Director
St. John the Baptist Parish
3526 St. John Way
South Bend, IN 46628
574-233-5414

Gary Diocese

Rev. David Kime
9292 Broadway Avenue
Merrillville, IN 46410-7088
(219) 769-9292
frkime@gmail.com

Evansville Diocese

Rev. Alex Zenthofer
Office of Vocations
P.O. Box 4169
Evansville, IN 47724-0169
(812) 424-5536
vocations@evdio.org

Church and Vocations Awards

- Father McGivney State Vocations Award
- Timothy P. Galvin K.S.G. Outstanding Catholic Layperson Award
- Indiana Service Program Award - Church

Details of these Awards have been provided later in the Awards Section of this Guide.

The actual award is presented to the winning council or individual during the State Convention in April. **The deadline for submission of any of these award entries is February 28, 2017.**

See the Awards Section of this guide for details on the Indiana Service Program awards.

COMMUNITY PROGRAMMING

In the area of community activities, perhaps more than in any other, the Knights of Columbus has an opportunity to demonstrate our commitment as a service organization to those outside the order and to the church. Councils can participate in parades, assist the elderly, man food or other booths at festivals, promote and transport to help Get Out the Vote, or clean up parks, rivers and roadways. As always, Supreme's *Surge With Service* book has many more ideas. These and other activities in your community will spread knowledge of the good works we do and will also attract new members to your council. Remember to wear your KofC logo clothing whenever possible at these events.

O'Rourke Tootsie Roll Drive for Intellectually Disabled Citizens

Support for citizens, especially children, with intellectual disabilities is a major project for many Indiana councils. Through the Tootsie Roll Drive last year, councils distributed over \$210,500 to many organizations which assist the intellectually disabled. Councils must send the monies collected through the Indiana State Council and include form IN-TOT2 to participate in this program. Individual donation checks in the amount the council requests for each organization will be sent to that council's Financial Secretary for distribution. Use the regular activity form submission procedure in order to get credit for the activity.

Special Olympics Indiana

Indiana Knights of Columbus members support Special Olympics Indiana on multiple levels. They assist Special Olympics areas locally by providing volunteers, coaches, recognition and fundraising. Many also participate at a statewide level by special fundraising events like the Polar Plunge and by assisting at the EKS Games in the fall or Summer Games in June. Funds donated by councils to Special Olympics Indiana, through the Tootsie Roll Drive or through direct donation, serve to offset the cost per athlete to attend the Summer Games each year. Also, **every** council needs to complete and submit Supreme Form 4584 in January, because that will send a portion of a Supreme Council fund back here to help Indiana Special Olympians. Each Grand Knight needs to appoint a Special Olympics Ambassador (form IN-SOI-AMB) to serve as a liaison between his council and local Special Olympics Area Directors and Coaches and to help disseminate information. Help is also needed for the NFL Combine with Special Olympics in February. Please contact the Special Olympics Chairman (soic@indianakofc.org) for details.

Blood Drive

Knights of Columbus donate money and donate time, so why not donate blood, too? We support life in all stages, and giving Blood saves lives. Since the need for blood is never exhausted, then ANY time is a good time for a council to host or participate in a blood drive. Report the Blood Drive(s) you host by using form IN-BD1 to receive credit. If not hosting a drive, a Council can receive credit by participating as a group (at least 5 members) in a blood drive, and using that same form.

Disaster Relief

In addition to responding to calls for monetary donations, councils can physically assist in local disaster relief. Answering the Supreme Knight's call for a Disaster Response program, the Supreme Council created the Second Responder position in each jurisdiction. In Indiana he is a coordinator with other agencies to handle the logistics of getting aid and supplies to those who need it. Questions about how to help can be directed to secondresponse@indianakofc.org

See the Awards Section of this guide for details on the **Top Ten** in the O'Rourke Drive for Disabled Citizens and the **Indiana Service Program** award.

COUNCIL PROGRAMMING

Council activities cover a wide range of endeavors to enhance members' enjoyment of being a member of the Knights of Columbus. This can also provide opportunities for members to grow as Knights by becoming more familiar with the history of the Order and workings of the Council. Council Programming goes beyond conducting the required meetings – the minimum action to sustain a Council. Grand Knights and Program Directors should look away from the “Business of the Council” (forms, reports, tasks) to find programs/activities that focus on providing a fraternal atmosphere to generate and promote the health of the Council itself and its membership.

Leadership Training Seminars

The State Council will be offering multiple opportunities for Grand Knights, Financial Secretaries, and future Council leaders to attend training sessions. Each session will contain specific information on the Offices of Grand Knight and Financial Secretaries, as well as other leadership topics. Current Grand Knights, Financial Secretaries, and any member that is interested in a Council leadership position are encouraged to attend. Councils are encouraged to accept expense reports from those members who attend the leadership seminars.

In 2016 the State Council will reimburse Grand Knights and Financial Secretaries for round-trip mileage to the Training Seminar in their area. If unable to attend the site in their area, they are encouraged to attend a Seminar offered in another area. However, they will be reimbursed only for the mileage to the site closest to their home Council. In 2017, local Councils are encouraged to reimburse expenses for attendees from their Council. The State Council will provide the site, materials, and meals for the 2016-17 Seminars.

Forms and Reports

Both the Supreme Council and the State Council require submission of certain reports at various times throughout the year. In addition to helping information to flow quickly, one of the most important functions of these forms is to provide the information needed to show that the Knights of Columbus is engaged in activities which entitle it to remain a tax-exempt organization.

Council Newsletter

It is important to reach out to all of your Council's membership...not just those who attend meetings regularly. Providing a quarterly (at least) newsletter is an excellent way to generate volunteerism and interest in council activities. Electronic newsletters distributed via email are acceptable, as long as those members without email receive the newsletter as well. Newsletters should be sent to the **State Deputy, State Secretary, State Program Director** and the **State Council Director**. The email address, **newsletter@indianakofc.org**, will automatically distribute your electronic newsletter to all of these positions.

Public Relations -

<http://www.kofc.org/en/resources/service/council/publicity.pdf>

The publication Getting Your Message Across was prepared for Supreme Council by professional public relations people. It was included in the Surge with Service Kit given to the Grand Knight at the beginning of his term of office. Many councils now have their own websites, which are visible both **internally** and **externally**. The keys to making the website useful are to keep the information current and to promote its address in your newsletter and other printed materials and, if possible, your parish bulletins. The website should also include information for prospective members on becoming a Knight. Be sure to utilize space in your parish bulletin to show other parishioners what you do.

Veterans Affairs

Knights of Columbus make time to provide recognition and support for veterans and for our active military. Many councils participate in the Cell Phones for Soldiers program or provide household labor for families to assist our current troops. Others Brothers spend time visiting with those former soldiers in the VA homes or hospitals and decorate military gravesites. Councils can publicly include Vets in seats of honor on parade floats, provide transportation and meals, or provide an appreciative listening audience at special evening celebrations. Watch for more info about the KofC partnership with the Gary Sinise Foundation, and be sure to include all our military in your prayers. Honor Flights are another way to pay tribute to our Veteran's - <https://www.honorflight.org/> and contact our Veteran's Affairs Chairman for further information.

Warriors to Lourdes is another veteran's program for your council to participate helping the veteran's and further information can be found at <http://www.warriorstolourdes.com/wtl/en/about.html>. The form IN-VET-WL1 should be completed (and sent with the check to the State Treasurer) and the form is found on the State forms webpage and later in this guide.

Athletics

Many councils form bowling, softball, basketball or other teams. Councils are encouraged to have an athletic program to build fraternity within the council. A Council Athletic Chairman should be appointed to promote and organize individual contests or league memberships and to serve as a liaison for State athletic events.

State Athletics

The State Council currently conducts state-wide events in bowling and golf, hosted by local councils. In order to host a state tournament, the written request from the Grand Knight to the State Athletic Chairman **must** be on council letterhead and list a tournament chairman and facility information. Schedules for state bowling and golf tournaments, along with those for the International Golf Tournaments and International Bowling Tournaments, will be available on the state council website (www.indianakofc.org) and will be distributed to District Deputies, as that information becomes available.

To participate in any state tournament, the entry form must be imprinted with the seal of the entering Council and the Financial Secretary must sign the form to verify that each participant listed is at least a First Degree member in good standing. At the time of registration at the tournament, each participant must show his KofC membership card and his operator's license.

Any council that hosts the Indiana state Knights of Columbus bowling or golf tournaments must mail the final results to the participants within two months of the last weekend of the tournament.

Council History

To help each council maintain its long-term records, it is suggested that the Grand Knight consider appointing a Council Historian. Councils should also consider making donations of historical nature to our **State Museum**. The Indiana Jurisdiction of the Knights of Columbus is the **ONLY** jurisdiction to have its own museum. Over the years, many items dealing with both the Indiana State Council and individual Councils have been collected by state historians and many of them are on display to the public. The State Museum is located on the campus of Gibault in Terre Haute.

See the Awards Section of this guide for details on the Indiana Service Program awards.

CULTURE OF LIFE PROGRAMMING

Every life is sacred from the moment of conception until natural death. Knights of Columbus are called to defend the dignity of each human being at every stage of life and to work together to build a culture of life. From abortion to euthanasia and hospice care, the battle for the rights of unborn children and the elderly continues. At every opportunity each of us must decry the injustice of abortion, embryonic stem cell research, euthanasia and assisted-suicide. At the same time we must be ready to help any pregnant woman in need, care for the elderly, and aid the disabled.

Council Activities

The Supreme Council is extremely helpful in supplying councils with materials, such as flyers, posters and brochures, as well as suggestions for local activities to support the Culture of Life campaign. Grand Knights can order COL materials from Supreme at no charge. Many of these materials and ideas are explained on the Supreme website at <http://www.kofc.org/un/en/members/programs/culture-of-life/index.html>

Fundraising

To assist the State Council in reaching out to assist to more local areas, each council must contribute at least 10% of their IN-COL total donation to the State Culture of Life Program. Councils can hold special events during the year to raise both funds and awareness for Culture of Life issues. If a Council is not able to conduct a special fund raiser, it is urged to make a donation from other sources to help fund the State Council Culture of Life Program. Councils **must** send the monies collected through the **Indiana State Council** and include form IN-COL1 to participate in this program. Use the regular activity form submission procedure in order to get credit for any activity used to generate the funds.

If a council desires to make a donation to Culture of Life activities other than those of the State Council, it can also include that amount in the check it sends to the State Treasurer. He will send a check, made out to the additional organization the council wishes to support, to the council's Financial Secretary for distribution to the local group.

Statewide Culture of Life Activities

40 Days for Life

This is a campaign of prayer, fasting and maintaining a peaceful vigil outside of abortion facilities. Councils are encouraged to promote and have members participate in 40 Days for Life activities in their area.

March for Life

The State Council coordinates and sponsors a trip to Washington, D.C. to participate in March For Life every January. People come from all over this country and from all over the globe to take part in this moving experience. (<http://www.indianakofc.org/programs/culture-of-life/marchforlife>)

Gabriel Project

Councils are encouraged to support this program in order to provide local support for single mothers who have chosen life. (<http://www.glgabrielproject.org>)

Ultrasound Project

This device enables a mother-to-be to actually see the life that is within her body, and that changes the minds of a huge percentage of the women who are contemplating abortion. By councils pooling their funds through the State Council, so Supreme also donates funds, and we have placed several machines in Indiana already. <http://www.indianakofc.org/programs/culture-of-life/ultrasound-initiative>

Safe Haven Baby Boxes – (<http://www.safehavenbabyboxes.com/>)

Safe Haven Baby Boxes Inc. is a 501(c)3 that was founded by Monica Kelsey who was abandoned as an infant. Mothers who abandon their babies often love their children and they want to do what's best for the child, but they don't want to have their faces seen. This device helps to save the lives of innocent babies who would be completely abandoned without help, by taking the face to face interaction out of the surrender. Through a partnership with the Indiana State Council, local KofC Councils can donate to fund a Safe Haven Baby Box at a qualified location in their community. However, councils should also make an effort to educate others about how the existing Indiana Safe Haven Law itself allows a parent, family member, friend, minister or priest, social worker or any responsible adult to give up custody of a baby less than 30 days old to a hospital emergency room, fire station or police station in Indiana. Before taking that action, distressed parents can receive counseling and get addresses and directions for any hospital, fire station or police station in Indiana by calling the Safe Haven Hotline, 1-877-796-HOPE (4673).

Building on the success of Safe Haven laws, these boxes will allow a mother in crises to give up her child for adoption anonymously – without fear of prosecution or persecution. With this program, we hope to see an end to finding abandon babies in trash cans, parking lots, and other horrific locations. Our goal is to facilitate the placement of 100 Safe Haven Baby Boxes in one year. This means that we will be helping to save babies that would otherwise be discarded in EVERY COUNTY – and then some!

These and more Culture of Life ideas and projects are detailed on our State website at <http://www.indianakofc.org/programs/culture-of-life>

See the Awards Section of this guide for details on the Indiana Service Program awards.

FAMILY PROGRAMMING

Today more than ever, the world in which we live requires an emphasis on family. At this time, the family, its values and commitments are under heavy attack. Fight back by involving your Council in family activities and your family in Council activities. A family that volunteers together strengthens their special bond, so always invite family members to your service events, and plan social events that will draw families in. Again, Supreme's *Surge With Service* booklet has lots of suggestions.

Family of the Month

The State Council encourages 100% participation from every Council in recognizing its families. Every Council is urged to select a Family of the Month each month, if at all possible, and to use the materials at the Supreme website to get certificates for them. Then notify the State Family Director. After awarding the Family of the Month locally, be sure to complete and submit the Supreme **Form 1993A**. On the 15th day of each month, 100 Family of the Month forms are drawn by Supreme from all the ones received for the previous month. Each winner receives a Holy Family gift from the Supreme Council. If the Council wishes to select the family of a non-member as Family of the Month it can, but it should not submit the form to Supreme Council for that month.

Family Activities

It is of the utmost importance that your members realize that we are a Family, Fraternal, Service organization. Family members should be invited to participate in as many activities as possible. Councils should routinely plan activities that are focused on building family relations and providing a "fraternal" benefit to Knights' families. After all, if we isolate the Knight from his family, we are NOT fulfilling our duties as Catholic Gentlemen and servants of our Holy Mother Church.

Councils should take every opportunity to celebrate family life and use family-centric activities, such as picnics, cookouts, or sporting events to celebrate the family and to recruit new members that will join us in the protection of the family and of our Catholic way of life. Supreme's *Building the Domestic Church* materials were created to give focus and ideas for families every month, so councils and individuals can join in at any time of the year. Get more information at <http://www.kofc.org/un/en/domestic-church>

That Man is You! (<https://www.paradisusdei.org/index.php/programs/tmiy/>)

We, as Knights, have a unique opportunity to protect our family way of life...but it takes authentic male leadership – in our Parishes, in our families, and in our communities. The image and importance of the husband and the father...the leader of our families...has suffered greatly in popular culture and the media. Now more than ever, we are called, by the Holy Father and our Supreme Knight, to be examples of our Faith ...to provide the positive example of authentic male leadership by faith-filled men.

Our Councils need to seek to provide new opportunities for men to grow as husbands and fathers...as faith-filled leaders. Councils are encouraged to sponsor retreats, seminars, and study groups that further the growth of a man's faith life – and invite non-members to participate for the sake of strengthening the Parish and the community. Always be on the lookout for new opportunities for our members to say "Yes, that man is me!"

See the Awards Section of this guide for details on the **Family of the Year Award** and the **Indiana Service Program** awards.

YOUTH PROGRAMMING

Through sponsoring sports activities and championships, youth groups, educational programs, scholarships, and a variety of other initiatives, Knights of Columbus look to foster development of young people as they follow their paths to adulthood. Connecting with our youth through council activities fosters a growing relationship between the Church and the younger members of our community – as well having the potential of generating future Knights! Councils **need** to reach out and provide the leadership, example, and opportunities to grow that our youth so desperately need. Youth programs generally start locally, and some continue on to State and Supreme levels.

Safe Environment/Youth Protection Program

<http://www.kofc.org/en/members/programs/youth-activities/safe-environment-program.html>

As you have likely already heard from your pastor, parish individuals volunteering with youth must complete some type of youth protection program, and the Knights of Columbus require no less. Please do NOT be offended by this, and realize that most of these programs stress alertness and awareness of other adults in the surroundings because the ultimate goal is the safety of our children. **Every Council is required to provide a safe environment for all children.** We must ensure that any volunteer presently serving or desiring to serve as a Knights of Columbus Youth Leader has completed a background check application, which is available from Supreme. A Youth Leader is a Knight, or another adult, who has a substantial and sustained relationship with youth through a Council sponsored youth group, such as a Squires counselor or a leader in a Knights of Columbus sponsored Boy Scout troop.

State Deputies, State Squires Chairmen, State Youth Directors, Grand Knights, Council Youth Directors, Columbian Squires Chairmen, Chief Counselors, Committee Counselors, and Faithful Navigators (if their assembly sponsors a Circle) are required to complete online training with Supreme's contracted company, *Praesidium's Armatus*. Youth Leaders must comply with any and all safe environment/youth protection training and background check requirements for the diocese and parish in which they volunteer. Youth Leaders must complete their background check authorization to the Supreme Office within 30 days of appointment. Youth leaders are required to renew their KofC Safe Environment Program online training and background check every two years from date of their initial training, and will receive a reminder email appropriately.

In addition to the requirements at the completion of the Praesidium's Armatus training and the local diocesan training, it is also required to submit the copies of BOTH training completion certificates to the State's new e-mail address for tracking: SafeEnvironment@indianakofc.org. Diocesan training covers the church's requirements for handling youth in any church activity or event. Supreme's training covers the non-church events and K of C events. Many questions can be answered at Supremes [Safe Environment FAQ](#) page. If you need further assistance with the Safe Environment program, please contact the State Youth Director or the State Advocate.

Soccer Challenge

The KofC Soccer Challenge is a competition where both boys and girls compete individually and by age to earn the highest total score in a penalty kick format. The competition is open to **all children ages 9-14** (Age on Sept 1st), and the council should promote it well enough to attract kids (and families) from the local community as well as those from your parish or council. **Remember** to have promotional and membership materials available for potential recruits. Councils can order a kit from Supreme (see above) which contains all the necessary information, but those kits should be ordered no later than **August 1st**, so that the materials are available when needed. Since these competitions progress through several levels, councils should schedule their contests early as the Districts will be held before October, Regional's will be during early October and the State Championship will be at

the end of October. (<http://www.kofc.org/en/members/programs/youth-activities/soccer-challenge.html>)

Free-Throw Contest

The KofC Free Throw Championship is a competition where both boys and girls compete individually and by age to earn the highest total score by shooting 15 consecutive free throws (increased to 25 after 1st stage). The competition is open to **all children ages 9-14** (Age on Jan 1st), and the council should promote it well enough to attract kids (and families) from the local community as well as those from your parish or council. Remember to have promotional and membership materials available for potential recruits. Councils can order a kit from Supreme (see above) which contains all the necessary information, but those kits should be ordered no later than November 15th, so that the materials are available when needed. Since these competitions progress through several levels, the Council-level contest must be conducted in January as the Districts and Regional's will be held in the 1st half and 2nd half of February and the State Championship will be held in early March. Finding a suitable site for the local contest will be difficult, so **early scheduling of a gym** is strongly recommended.

(<http://www.kofc.org/un/en/members/programs/youth-activities/free-throw-championship.html>)

Eligibility Requirements for High School Athletes

Grand Knights and Youth Directors should take every precaution to ensure that their councils do not break any rules concerning eligibility of high school students competing in Council competitions. Indiana High School Athletic Association (IHSAA) rules allow high school students competing in a sport (such as basketball) to participate in activities like the K of C Free Throw Championship. However, IHSAA rules state that **the students may not receive any kind of prize** for winning other than the certificate or trophy. Councils may not give winners items such as basketballs or provide money to the winner or his family to pay for traveling to district, regional or state competitions of an athletic contest. Doing so **makes the student athlete ineligible for competition in high school**. More detailed information can be found on the IHSAA website. (www.ishaa.org)

Substance Abuse Awareness Poster Contest

In addition to programs rewarding athletic success, it is increasingly more important that we reach out to our youth and educate them on the dangers of alcohol and drug abuse. This is a contest where children **ages 8-14** (Age on Sept 1st) compete by age level to produce **11x17 inch** posters that promote awareness and the dangers of either drug or alcohol abuse. Councils should encourage exposure and participation by contacting local schools – Parochial and Public. A kit containing all necessary materials for conducting the Council contest is available free of charge from the Supreme Council. <http://www.kofc.org/un/en/members/programs/youth-activities/substance-abuse-awareness.html>

This KofC poster competition begins in the fall and continues until the Council Contest judging in January. The winning entries **will not be returned** to the participants, but will continue on to the District level and (hopefully) to the State. The winning District posters must be sent to the State Youth Director and received by February 28th for the State judging in March. The winning State-level entries will be displayed at the Indiana State Convention in April, and then will be sent to Supreme. Those posters judged to be the best at the Supreme level will not be returned, but will be used in promotional materials next year.

Additional Youth Suggestions

Of course Supreme's *Surge With Service* booklet and www.kofc.org have many more creative suggestions for Youth activities, as well as information about scholarships that are available from the

Supreme Council. In addition to the various programs for Youth in your area, there are several opportunities to support the Youth at Gibault, due to the fact that it has a unique history with the Indiana Knights of Columbus. See the next section for more information on Gibault. Also, remember to see the awards section later in this Guide for details on the **Outstanding Catholic Youth Award** and the **Indiana Service Program** award for Youth.

GIBAULT

Child Advocacy and Our Number One Charity

Every Grand Knight and Council Officer should take the opportunity to visit www.gibault.org to review history and learn about opportunities to support our Number One Charity. Each council should plan to make a group visit to the campus (and State Museum) located in Terre Haute, where the Gibault Staff welcome the opportunity to show you around. **Contact their office at 800-264-1156, for more details and opportunities about how to help support Gibault.**

The clients of Gibault Children's Services are the children themselves. They come from environments that have failed to provide the nurturing they need, or were unable to provide specialized care. Coming from such a world, it is imperative that they have an advocate that will do everything in its power to provide for their physical, mental, and emotional needs...they need a team of people who are solely dedicated to their well-being.

The Board of Directors, Supporters, and Staff of Gibault are those advocates, who daily provide service and nurture these children that society has failed. Off campus, those advocates are the 33,000+ members of the Indiana Knights of Columbus. Without our help, Gibault would find distinct difficulty in providing services to these children,

If the Indiana State Council and its over 33,000+ members are unable to find ways to support this gift to the State of Indiana, the tradition and success of saving thousands of "throw-away children" will cease to exist...and thousands more children will go without the benefit of Gibault and the care of the Knights of Columbus in Indiana.

It is our commitment to ensure that these children retain their over 33,000+ advocates, who provide daily prayer and support for their well-being.

Gibault History

In 1921, the Indiana Knights of Columbus founded the "Gibault Home for Boys" – "a refuge for wayward boys". The facility was named for Fr. Pierre Gibault, who for many years was the only priest in what is now Indiana and Illinois. During the Revolutionary War, he first convinced the residents of Kaskaskia and Cahokia in Illinois, then Vincennes, to support the American Revolution and to not fight George Rogers Clark when Clark captured those towns.

Over the years, the needs of children have changed and so has Gibault! Now the campus covers more than 350 acres with more than 200 full and part-time staff members. To accommodate all of these changes, in 2001 the school's name was changed to Gibault, Inc. and its services were expanded to cover sexual abusers and females. Gibault has also developed day treatment and emergency care programs for local youths. In 2004, Gibault began offering programs for children with Asperger's Syndrome (a type of autism). In 2008, they continued to expand their ability to assist those in need.

Gibault serves boys and girls and has provided life-changing opportunities for more than 8,200 children and their families – because the Indiana Knights of Columbus remain steadfast in their support and commitment to child advocacy!

From the CEO of Gibault, Inc., Michele Madley, MS, LMHC, CCBT

“The difference the Knights of Columbus make for the kids at Gibault is truly a life-changing opportunity. Your support helps to fund our fully accredited on-ground school. This opportunity ensures the kids who are placed with us don’t fall further behind in school. Our individualized action plans for our students have helped us provide many children a High School Diploma.

Hoosier Knights help to ensure our kids receive quality therapy and programs that meet their specific needs. Thanks to you, our kids can benefit from trained staff members who help our kids work toward their goals. These goals are life-changing opportunities.

This natural progression of life is where you, a Knight of Columbus, have indeed changed the world. You have helped to ensure a challenged child has a chance to learn how to lead a healthy life. The child, now adult and parent, has been given a priceless opportunity to learn a new way of living.

Thank you for helping Gibault “change the world one child at a time!”

Gibault Envoy

The purpose of the Gibault Envoy Program is to provide a liaison and information conduit between the local council and Gibault. The Envoy receives information concerning Gibault and its activities, and he is responsible for conveying this information to the council’s members through comments at meetings and the council newsletter. This will be accomplished more easily if he attends the Gibault Envoy Conference on **Saturday, September 10th**. The Gibault Envoy Report (IN-GE1) is one of the required forms due at the beginning of each fraternal year, so this information can begin to flow quickly. The Grand Knight should submit a new form before August 1st each year – even if the council’s envoy remains the same.

Gibault Raffle

The State Council conducts a raffle for the benefit of Gibault, with the drawing held at the State Convention in April. Each council will receive books of raffle tickets from their District Deputy based on the number of active council members on July 1st, and should promote and participate in the raffle. Past State Deputy Bernie Gannon created this raffle over 20 years ago, with a vision of raising \$100,000 from ticket sales every year. If books of tickets are sent out to the membership with dues statements, remember to also supply Honorary Life members, too. Because of the need for all Indiana Knights to support Gibault, council participation in the raffle is a requirement in the awards section.

Gibault Christmas

Each year, on December 26th, Saint Mother Theodore Guerin Council #541 of the Knights of Columbus sponsors a Christmas Party – providing gifts and a great time for those kids at Gibault who cannot return home for the holidays. Councils are encouraged to visit if possible and participate in the festivities. Cash donations can also be given to support Christmas at Gibault. Mail your donation to: P.O. Box 2316, Terre Haute, IN 47802-0316

Awards Program

General Information

To encourage each council in planning and completing a wide variety of service and membership activities, the Supreme and Indiana Councils each offer **multiple awards**. These provide a way to recognize your council members and their commitment to Charity, Unity, Fraternity, and Patriotism within your parish and in the larger community. Grand Knights and their leadership teams should be familiar with the awards structure and necessary documentation, and should promote and encourage their membership to achieve those requirements. If you have trouble finding such information, please contact your DD or any State Director for assistance. Any council focused on the idea that the KofC is a Catholic, fraternal, family & service organization should be able to win these awards.

Supreme Council Awards

Supreme Council Awards include the **Columbian**, **Father McGivney**, and **Founders'** awards, for meeting goals in activities, membership, and insurance. However, your council's overall aim should be to satisfy these and financial and forms requirements into the ultimate – Supreme's **Star Council Award**. The Supreme Council has published the requirements for these awards in the *Grand Knight's Handbook* and in *Surge With Service*, which were given by the Supreme Council to all local councils through the District Deputy. They are also found at <http://www.kofc.org/un/en/members/programs/council-activities/star-council-award.html>. Supreme also offers a competitive **Service Program Award** for each of the six program areas in which the first step is to enter the activity at the State level (see page 35 below).

Supreme Council FEATURED PROGRAMS

In addition to meeting the Supreme Columbian Award (Form SP-7) requirements in the traditional way by conducting at least four activities in each of the six area categories, a council may fulfill an **entire category** by completing ALL the components of one of the Featured Programs listed below. The links provide more information and details from Supreme about each of the Featured Programs. Remember that, even if you fall short of satisfying all the requirements, your council will have a significant impact on the people you help and on your members just in the **attempt**, and you will complete several activities for credit along the way. Some of these are the types of programs in which groups outside of the KofC organization would be interested. **Consider partnering** with businesses or professional sports teams to increase labor and publicity.

- **Church:** Refund Support Vocation Program or RSVP
(<http://www.kofc.org/un/en/members/programs/vocations/refund-support-vocations-program.html>)
- **Community:** Habitat for Humanity, the Global Wheelchair Mission,
(<http://www.kofc.org/en/members/programs/partnership-programs/habitat-for-humanity.html>)
(<http://www.kofc.org/un/en/members/programs/partnership-programs/global-wheelchair-mission.html>)
- **Council:** Special Olympics
(<http://www.kofc.org/en/members/programs/partnership-programs/special-olympics.html>)
- **Family:** Food for Families
(<http://www.kofc.org/un/en/members/programs/community-activities/food-for-families.html>).
- **Culture of Life:** Ultrasound Initiative
(<http://www.kofc.org/un/en/members/programs/culture-of-life/ultrasound-initiative.html>)

- **Youth:** Coats for Kids (Note: This is under “Community” at the Supreme website - <http://www.kofc.org/en/members/programs/community-activities/coats-for-kids.html>)

Indiana State Council Program and Other Awards

The Indiana State Council provides multiple awards every year that are **unique** to our state. They include the Discovery (3), best Service Program (6), highest membership (2), vocations (1), and Catholic youth/layperson/family (3). While some are competitive and have only one winner, others (like the Supreme awards above) are awarded to **EACH** council that satisfies the requirements. Specific details and guidelines are in the sections below. As always, contact your DD, Directors, Chairmen, or any member of the State Council if you have questions.

Indiana State Discovery Awards

The Discovery Awards consist of three awards – the **Nina**, **Pinta**, and **Santa Maria** – representing outstanding performance in membership, programs, and overall success. The qualifications for these awards are determined by the Officers, Directors and Chairmen of the Indiana State Council. These awards will be presented after the State and Supreme fraternal years have concluded on June 30th. **EVERY** council that satisfies the requirements will get the appropriate award. The descriptions below are quick references for Discovery Award requirements.

NINA (membership) Award Requirements for Indiana

- Achieve 100% of Supreme **Membership Quota** for the period from July 1 - June 30.
- Submit Form 185 Report of **Officers Chosen** for the Term (due July 1)
- Submit Form IN-RC1 Council **Retention Committee Report** (due July 15)
- Submit TWO (Fall & Spring) **Church Drive Report Forms** using IN-CD1
- Submit Form IN-FBN **Fraternal Benefits Night Report**
- Submit Forms IN-QDR1 through IN-QDR4 **Quarterly Delinquent Member Reports**
These 4 forms must be submitted even if you DO NOT have delinquent members (report “0” members delinquent and submit.)

The monthly Activity Tracking Report from the State Program Director will track the Nina Goals and will appear similar to this:

Y = Req. Met I = Inactive S=Suspended			<i>Nina Goals</i>									
COUN	DIST	status	MEMB Quota	Form 185	RC1	FRAT BEN	CD1 Oct	CD2 March	QDR1 July	QDR2 Oct	QDR3 Jan	QDR4 April
12345	1		100%	Y	Y	Y	Y	Y	Y	Y	Y	Y

Please note that the column abbreviations closely resemble the form name, but are not exact due to space limitations. CD1 → Church Drive, QDR → Quarterly Delinquent Report, etc.

PINTA (programming) Award Requirements for Indiana

- Submit Supreme Form 365 **Service Program Personnel Report** (due Aug 1)
- Submit Supreme Forms 1295 Semiannual **Council Audit Reports** after 7-1-16 and 1-1-17
- Submit Supreme Form 1728 Annual **Survey of Fraternal Activity** (using **Form 1728A**)
- Submit Supreme Form SP-7 **Columbian Award Application** (due before June 30)
- Conduct and Submit four **(4) Church Activities** on Form IN-ACT2
- Conduct and Report One **(1) Vocations Activity** on Form IN-ACT2
- Submit **Funds** collected and Form **IN-SOS1** for the **Support our Seminarians** program.
(to Vocations Chair at the State Convention, or mail to the State Treasurer by 6-15-17)
- Conduct and Submit four **(4) Community Activities** on Form IN-ACT2
- Submit Form IN-SOI-AMB **Special Olympics Ambassador Report** (due Aug 1)
- Host/participate in at least one **(1) Blood Drive** and report on Form IN-BD1
- Conduct and Submit four **(4) Council Activities** on Form IN-ACT2
- Distribute at least **(4) Council Newsletters** (1 per quarter)
- Conduct and Submit four **(4) Culture of Life Activities** on Form IN-ACT2
- Submit One **(1) Donation** and Form **IN-COL1** for the Indiana State Council **COL Fund**
- Conduct and Submit four **(4) Family Activities** on Form IN-ACT2
- Select at least four **(4) Family of the Month** on Supreme Form 1993A (& copy to State)
- Conduct and Submit four **(4) Youth Activities** on Form IN-ACT2
- Submit Form IN-GE1 **Gibault Envoy Report** (due Aug 1)
- Participate in the **Gibault Raffle** (tix & \$\$ due by 4pm Saturday at the State Convention)

Remember: Activities & Forms for this year **must** be received by **June 15, 2017**.

The monthly Activity Tracking Report from the State Program Director will track the Pinta Goals and it will appear similar to this:

Pinta Goals

COUNCIL										CHURCH		
Form 365	June 30	1295 Dec 31	1728	Form SP-7	Activity	Q1News	Q2News	Q3News	Q4News	Activity	VOC	SOS1
Y	Y	Y	Y	Y	4	Y	Y	Y	Y	4	Y	Y

COMMUNITY			CULTURE OF LIFE		FAMILY		YOUTH		
Activity	SOI-AMB	BD1	Activity	LIFE\$ COL1	Activity	FOM	Activity	Envoy GE1	Gibault Raffle
4	Y	Y	4	Y	4	Y	4	Y	Y

Please note that the column abbreviations closely resemble the form name, but are not exact due to space limitations. e.g. VOC → Vocations LIFE \$ → donation to State Council COL Fund

SANTA MARIA Award Requirements for Indiana

The Santa Maria Award is the highest honor a council can receive from the Indiana State Council. To win this award, the council must meet the requirements for **both** the Nina and Pinta Awards. A council receiving this award has a **physical record** to display indicating the excellence of its activities in both **service and membership** during the previous fraternal year.

Indiana State Competitive Awards

In addition to the Indiana Discovery Awards, which multiple councils earn each year, the Indiana State Council also offers competitive awards to **acknowledge the best** in performance and programs throughout the State. Councils must submit entries using the appropriate forms, and the materials must be received by the Program Area Director or State Program Director by February 28. Other than those categories based on objective numbers, winners of these Indiana awards are determined by a committee of Directors appointed by the State Deputy. Whenever possible, winning councils or individuals will receive the awards at the Indian State Convention in April.

Service Program Awards

<http://www.kofc.org/en/members/programs/council-activities/service-program-awards.html>

These awards recognize councils with the most outstanding activity conducted for the year in each of the six Service Program Areas – **Church, Community, Council, Family, Culture of Life, and Youth**. This is a chance for your Council to shine! Include typed descriptions, photographs, news articles, or pamphlets (no videos) to help describe the character of your project. Each entry selected as a State Winner goes to the Supreme Council and competes for the international awards! Look for our recent State winners on the Awards link under the Program Director section on the State website.

Since the winners progress to the next level, it is imperative that a council follow the directions on Supreme Form STSP precisely (e.g. one sentence description on the first page). This State Council Service Program Awards entry form can be found in the *Council Report Forms* part of the materials supplied to each Grand Knight at the beginning of his term of office, or at www.kofc.org/un/en/forms/council/state_serviceaward_p.pdf. A council may submit entries in all six areas if they choose, but may only submit one activity in each category. Send entry to the State Director of that category or to the State Program Director by **Feb 28th**.

Fr McGivney State Vocations Award

This award recognizes the one council program or event that is considered the best in supporting and/or promoting Religious Vocations. Councils should use form IN-FMV1 found later in this Guide to submit only one entry to the State Vocations Chairman and/or the State Church Director by February 28th. Include photographs as well as printed media to help portray the character of your project.

Timothy P. Galvin K.S.G Outstanding Catholic Layperson Award

The Outstanding Catholic Layman Award is named for a distinguished Knight who served as State Deputy from 1925-1928 and who was later made a Knight of St. George by the Holy Father. Councils should use form IN-OCL1 found later in this Guide to submit only one entry to the State Church Director by February 28th.

Family of the Year Award

Councils can submit information to enter a family into this contest by using the Supreme form for the Family of the Year Award. Since the State-level winner is automatically entered into the Supreme International contest, you must use the form found in the *Family of the Month* materials in the packet supplied to each Grand Knight at the beginning of his term of office. The form is also located at http://kofc.org/un/en/forms/council/family_year1993_p.pdf. Submit an application for only one family to the State Family Director by Feb 28th.

Outstanding Catholic Youth Award Requirements

This award is given to a high school senior who has rendered exceptional service to Church, community, and school. Councils should use form IN-OCY1 (2 pages) found later in this Guide to submit only one entry to the State Youth Director by February 28th.

Francis F. Gallagher Award

This award is presented to the council with the highest net increase in membership for the fraternal year. There is no application form to submit, as this award is determined strictly by the numbers. (A council cannot win both the Gallagher and Scheiber awards in the same year.)

Richard B. Scheiber Award

This award is presented to the council with the highest percentage increase in membership over its quota in the year. There is no application form to submit, as this award is determined strictly by the numbers. (A council cannot win both the Scheiber and Gallagher awards in the same year.)

Top Ten Contributors in the Campaign for those with Intellectual Disabilities

At the Indiana State Convention in April, the State Deputy or his designee will recognize the ten Councils that contribute the largest amounts to the intellectually disabled (i.e. the “Tootsie Roll Drive”). Because the drive is normally conducted in warmer weather, all money collected and/or donated through the Indiana State Council treasury between March 1st of the previous Fraternal Year and February 28th of the current Fraternal Year will be used to determine the top ten Councils. There is no application form to submit, as this award is determined strictly by the numbers.

SOS Awards

To recognize those councils that meet or far exceed their Support Our Seminarians \$1 per member goal during the year, the State Council provides certificates and various size plaques. The appropriate SOS Award level is determined by the Vocations Chairman with assistance from the State Treasurer. Due to the timing of this program, the awards are given to the District Deputies at their summer Organizational Meeting for later distribution to the individual councils.

Although the **original** donation of SOS funds to the State Treasurer should be accompanied by the **IN-SOS1** form (found later in this Guide), there is no additional application form to submit for the SOS Award, as qualification is determined strictly by the numbers.

Indiana State Council Forms

All pages that follow are various Indiana Forms - <http://www.indianakofc.org/forms>

IN-ACT2



Knights of Columbus
INDIANA STATE COUNCIL
PROGRAM ACTIVITIES REPORTING FORM

DUE BY:
10th of
each Month

Council No. _____ District No. _____

Council Name _____

Address _____ City _____ Zip _____

Check only ONE of the following boxes. All activities reported on this form MUST be in that one activity area. Use a separate form for activities in other areas. Please print.
This form is available online at http://indianakofc.org/forms/activity_form.htm

- | | | | | | |
|---------------------------------|------------------------------------|----------------------------------|---------------------------------|----------------------------------|--------------------------------|
| <input type="checkbox"/> CHURCH | <input type="checkbox"/> COMMUNITY | <input type="checkbox"/> COUNCIL | <input type="checkbox"/> FAMILY | <input type="checkbox"/> CULTURE | <input type="checkbox"/> YOUTH |
| • Vocations | • Tootsie Roll | • Memorial Masses | • Activities | OF LIFE | • Gibault |
| • Activities | • Athletics | • Bingo | • Family Picnics | • Activities | |

Events: Give a brief description of each activity. Use additional space or paper if needed.

1. _____

Date _____, 20____. Attendance: Knights _____, Guests _____, Man Hours Involved _____.

2. _____

Date _____, 20____. Attendance: Knights _____, Guests _____, Man Hours Involved _____.

3. _____

Date _____, 20____. Attendance: Knights _____, Guests _____, Man Hours Involved _____.

4. _____

Date _____, 20____. Attendance: Knights _____, Guests _____, Man Hours Involved _____.

Signed _____ or Signed _____
*Grand Knight**Program Director*

Submit Original **DIRECTLY TO:** Church, Community, Council, Family, Culture of Life OR Youth Director
COPIES TO: District Deputy AND Council Files



Knights of Columbus
INDIANA STATE COUNCIL

DUE BY: 8/1

GIBAULT ENVOY APPOINTMENT FORM
(Submit as soon as possible after July 1)

(This form should be completed annually even if the same Council member is reappointed as Envoy. Attendance at the Envoy Conference does not automatically register your envoy with the Indiana State Council or with Gibault and is not a substitute for submitting this form.)

Council Number _____ District Number _____

Council Name _____

Grand Knight _____

District Deputy _____

Gibault Envoy: Name _____

Spouse (If Married) _____

Address _____

City and ZIP _____

Telephone – Day (_____) _____

Evening (_____) _____

E-mail _____

Date Submitted _____

Signed _____

Grand Knight

SUBMIT TO: State Gibault Envoy Chairman

COPIES TO: District Deputy
Council Files

A fill-in version of this form is available online at
<http://www.indianakofc.org/forms>

IN-SOI-AMB



Knights of Columbus
INDIANA STATE COUNCIL

DUE BY: 8/1

**SPECIAL OLYMPICS INDIANA AMBASSADOR
APPOINTMENT FORM**

This form should be completed annually, even if the same Council member is reappointed as Special Olympics Ambassador.

Council Number _____ District Number _____

Council Name _____

Grand Knight _____

District Deputy _____

SOI Ambassador: Name _____

Spouse (If Married) _____

Address _____

City and ZIP _____

Telephone – Day (_____) _____

Evening (_____) _____

E-mail _____

Date Submitted _____

Signed _____

Grand Knight

SUBMIT TO: State Community Director

COPIES TO: District Deputy
Council Files

A fill-in version of this form is available online at
<http://www.indianakofc.org/forms>

IN-RC1



Knights of Columbus

INDIANA STATE COUNCIL

DUE BY: July 15

COUNCIL RETENTION COMMITTEE REPORT

COUNCIL NUMBER _____ DISTRICT # _____ DATE _____

COUNCIL NAME _____

GRAND KNIGHT _____

CHAIRMAN:

NAME _____

ADDRESS _____

CITY & ZIP _____

PHONE _____

E-Mail Address _____

MEMBER:

NAME _____

ADDRESS _____

CITY & ZIP _____

PHONE _____

E-mail Address _____

MEMBER:

NAME _____

ADDRESS _____

CITY & ZIP _____

PHONE _____

E-mail Address _____

MEMBER:

NAME _____

ADDRESS _____

CITY & ZIP _____

PHONE _____

E-mail Address _____

SUBMIT TO: State Retention Chairman

COPIES TO: District Deputy
Council Files

**A fill-in version of this form is available online
at <http://www.indianakofc.org/forms>**

IN-QDR1



Knights of Columbus
INDIANA STATE COUNCIL

DUE BY: July 15

QUARTERLY DELINQUENT MEMBER REPORT

COUNCIL NUMBER _____ DISTRICT NUMBER _____

COUNCIL NAME _____

GRAND KNIGHT _____

FINANCIAL SECRETARY _____

DISTRICT DEPUTY _____

Number of members delinquent 90 days _____

Number of members delinquent 120 days _____

Number of members delinquent 150 days _____

Number of members delinquent 180 days _____

Number of members delinquent more than 180 days _____

Date submitted _____

Signed _____
(Retention Committee Chair)

Signed _____
(Member)

Signed _____
(Member)

Signed _____
(Member)

SUBMIT TO: State Retention Chairman
COPIES TO: District Deputy
Council Files

A fill-in version of this form is available online at
<http://indianakofc.org/forms/>

IN-QDR2



Knights of Columbus
INDIANA STATE COUNCIL

DUE BY: Oct 15

QUARTERLY DELINQUENT MEMBER REPORT

COUNCIL NUMBER _____ DISTRICT NUMBER _____

COUNCIL NAME _____

GRAND KNIGHT _____

FINANCIAL SECRETARY _____

DISTRICT DEPUTY _____

Number of members delinquent 90 days _____

Number of members delinquent 120 days _____

Number of members delinquent 150 days _____

Number of members delinquent 180 days _____

Number of members delinquent more than 180 days _____

Date submitted _____

Signed _____
(Retention Committee Chair)

Signed _____
(Member)

Signed _____
(Member)

Signed _____
(Member)

SUBMIT TO: State Retention Chairman
COPIES TO: District Deputy
Council Files

A fill-in version of this form is available online at
<http://indianakofc.org/forms/>

IN-QDR3



Knights of Columbus
INDIANA STATE COUNCIL

DUE BY: Jan 15

QUARTERLY DELINQUENT MEMBER REPORT

COUNCIL NUMBER _____ DISTRICT NUMBER _____

COUNCIL NAME _____

GRAND KNIGHT _____

FINANCIAL SECRETARY _____

DISTRICT DEPUTY _____

Number of members delinquent 90 days _____

Number of members delinquent 120 days _____

Number of members delinquent 150 days _____

Number of members delinquent 180 days _____

Number of members delinquent more than 180 days _____

Date submitted _____

Signed _____
(Retention Committee Chair)

Signed _____
(Member)

Signed _____
(Member)

Signed _____
(Member)

SUBMIT TO: State Retention Chairman
COPIES TO: District Deputy
Council Files

A fill-in version of this form is available online at
<http://indianakofc.org/forms/>

IN-QDR4



Knights of Columbus INDIANA STATE COUNCIL

DUE BY: April 15

QUARTERLY DELINQUENT MEMBER REPORT

COUNCIL NUMBER _____ DISTRICT NUMBER _____

COUNCIL NAME _____

GRAND KNIGHT _____

FINANCIAL SECRETARY _____

DISTRICT DEPUTY _____

Number of members delinquent 90 days _____

Number of members delinquent 120 days _____

Number of members delinquent 150 days _____

Number of members delinquent 180 days _____

Number of members delinquent more than 180 days _____

Date submitted _____

Signed _____
(Retention Committee Chair)

Signed _____
(Member)

Signed _____
(Member)

Signed _____
(Member)

SUBMIT TO: State Retention Chairman

COPIES TO: District Deputy
Council Files

A fill-in version of this form is available online at
<http://indianakofc.org/forms/>

IN-CD1

SUBMIT: After Drive



Knights of Columbus

INDIANA STATE COUNCIL

CHURCH DRIVE FORM select: ___ Fall ___ Spring

Council Number: _____ District: _____ Date: _____

Advance Phase (X all that apply)

- ___ contacted Pastor
- ___ involved insurance agent
- ___ pre-ordered supplies

Methods of Advertising (X all that apply)

Number of prospects: _____

- ___ Parish bulletin
- ___ Mass announcement
- ___ Priest pulpit endorsement
- ___ Priest written endorsement
- ___ Bishop's Advertisement

Info Session/Orientation Date: _____

OR OTHER MEMBERSHIP CAMPAIGN:

Explain fully and in detail:

Number of Prospects: _____

Grand Knight: _____

Membership Director _____

Send Original to: State Membership Director
 Copies to: District Deputy
 Council Records

A fill-in version of this form is available online at
<http://indianakofc.org/forms/>

IN-FBR1



Knights of Columbus
INDIANA STATE COUNCIL
FRATERNAL BENEFITS NIGHT REPORT FORM

SUBMIT: As Needed

Council Number: _____

Council Name: _____

Council Location: _____

District # _____

Date of Event _____

Total Attendance _____

Members attending _____

Host Insurance Agent _____

Methods of Advertising (X all that apply)

COUNCIL: ___newsletter ___email ___website

PARISH: ___bulletin ___website ___table after Mass

LOCAL: ___newspaper ___radio

OTHER: (please describe) _____

Signed _____
(Grand Knight, Financial Secretary, or Field Agent)

SUBMIT TO: State Council Membership Director
COPIES TO: District Deputy
Council Files



Knights of Columbus
INDIANA STATE COUNCIL

DUE BY: Feb. 28

**VENERABLE FATHER MCGIVNEY
STATE VOCATIONS AWARD**

Council Number _____ Date _____

Council Name _____

Council Address _____

Council City _____ ZIP _____

Grand Knight _____ PHONE _____

Vocations Chairman _____

Describe the vocations activity that the Council conducted. Pictures, newsletter and Church bulletin articles, newspaper clippings, and other supplemental material may be included. Use the reverse side of this form or additional pages if required.

SUBMIT TO: State Vocations Chairman
COPIES TO: State Church Director
District Deputy
Council Files



Knights of Columbus
INDIANA STATE COUNCIL

DUE BY: Feb. 28

TIMOTHY P. GALVIN K.S.G.
OUTSTANDING CATHOLIC LAYPERSON AWARD

(Please Print or Type)

Council Number _____ submits the following nominee for the Timothy P. Galvin K.S.G. Outstanding Catholic Layperson Award:

Name: _____

Address: _____

Age: _____ Marital Status: _____ Married _____ Single PHONE _____

If Married: Spouse's Name _____

Number of Children _____

Nominee's Occupation: _____

Parish: _____

Name and Address of Pastor: _____

Is nominee a member of the Knights of Columbus? _____ Yes _____ No.
(It is not required that the nominee be a member of the Knights of Columbus.)

If yes, his Council number and name: _____

List the organizations to which the nominee belongs and the qualifications that would entitle the nominee to be selected Outstanding Catholic Layperson of the Year. Use an additional page if necessary.

If possible, submit a letter of recommendation from the nominee's pastor.

Signed _____ Council Number _____
(Grand Knight)

SUBMIT TO: Indiana State Church Director
COPIES TO: District Deputy
Council Files

IN-OCY1



Knights of Columbus INDIANA STATE COUNCIL

DUE BY: Feb. 28

OUTSTANDING CATHOLIC YOUTH SCHOLARSHIP APPLICATION

(Please Print or Type. Use additional pages as necessary.)

Council Number _____ submits the following nominee for the Outstanding Catholic Youth

Award:

Nominee Information:

Name: _____

Address: _____

_____ PHONE _____

School: _____

Parish: _____

Father's Full Name: _____

Father's Occupation: _____

Mother's Name: _____

Mother's Occupation: _____

Number of Brothers: _____ Number of Sisters: _____

Parents' Address (if different from nominee's): _____

Application Requirements:

This application cover sheet has information on front and back - please remember to provide information satisfying application requirements on **both sides**. Provide the following information and attach this cover-sheet for submission.

Please include nominee's photograph.

I. SPIRITUAL, CHURCH AND PARISH INFORMATION

Please list and describe the works and accomplishments of your nominee within the structure of the nominee's parish organizations.

Please list and describe the nominee's Spiritual and Corporal Works of mercy, how these works benefit the spiritual welfare of those around the nominee, and how their performance has affected the nominee spiritually.

II. SCHOOL

Scholastic Grade Average: 9th _____ 10th _____ 11th _____ 12th _____

Current Class Rank: _____ out of _____ students in the 12th grade.

Please include a copy of the nominee's high school transcript.

[continued on next page]

Please indicate the effect and impact your candidate has had upon the nominee's school, administration, teachers, counselor, and students.

Please list the clubs and organizations to which the nominee belongs and the offices held (if any). List athletic activities in which the nominee has participated.

III. CIVIC AND COMMUNITY

Please list and describe all of the civic and community activities in which your nominee has participated during the nominee's high school years, including summer activities. Indicate the effect and impact these activities have had on the community.

IV. RECOMMENDATIONS

The following letters of recommendation should be attached to this form:

1. A letter from the nominee's Pastor, Associate Pastor, or CCD Coordinator.
2. A letter from the nominee's school administrator, counselor, or dean of students.
3. A letter from the sponsoring Council's Grand Knight or Youth Director.
4. Letters from other interested persons within the nominee's parish, school and/or community.

V. AUTOBIOGRAPHICAL SKETCH AND GENERAL INFORMATION

You have been nominated by your local Knights of Columbus Council for the Outstanding Catholic Youth Award of the Indiana Knights of Columbus. Please provide a personal assessment of yourself and a brief sketch of your family. Feel free to express your personal wants and desires for the present and the future, along with your plans for the future. Please comment on your nomination.

V. SUBMISSION

Mail the completed application along with all letters of recommendation to the Indiana State Council Youth Director

Signed _____
(Nominee)

Signed _____ Council Number _____
(Grand Knight)

Signed _____
(Council Youth Director)

SUBMIT TO: State Youth Director
COPIES TO: District Deputy
Council Files

SUBMIT: As Needed



Knights of Columbus
INDIANA STATE COUNCIL
MONTHLY DECEASED BROTHERS REPORT

Council Number _____ Council Name: _____

Council Location _____

Date Form is Submitted _____

Names and Dates of Death of Deceased Brothers (Please Print):

Name _____ Date _____

Signed _____

(Grand Knight or Financial Secretary)

MAIL TO: State Church Director
COPIES TO: District Deputy
Council Files

A fill-in version of this form is available online at
<http://www.indianakofc.org/forms>

IN-SOS1



Knights of Columbus

DUE BY: June 15

INDIANA STATE COUNCIL

Tony Muffoletto "SUPPORT OUR SEMINARIANS" (S.O.S.) REPORT

Council Number _____ Date _____

Council Name _____

Council Location _____

Grand Knight _____

Vocations Chairman _____

Amount of Donation \$ _____ Check# _____

Source of Funds _____

Make your check payable to "Indiana State Council" and indicate "SOS FUND" on the memo line.

SEND CHECK AND THIS FORM TO: INDIANA STATE TREASURER

COPIES TO: State Vocations Chairman
State Church Director
District Deputy
Council Files

IN-COL1



Knights of Columbus

DUE BY: June 15

INDIANA STATE COUNCIL CULTURE OF LIFE CHECK REQUEST FORM

Council Number _____ Date _____

Council Name _____

Council Location _____

Grand Knight _____

Culture of Life Chair-Couple _____

If the Council conducted a Culture of Life activity to raise this money, please describe the event below.

Line A: Total Amount of Council Check Forwarded to Indiana State Council \$ _____

Line B: Minimum 10% Donation to the Indiana State Council Culture of Life Fund \$ _____
(Donations allow the Indiana State Council to fund State-wide COL projects as needed throughout the year.)

Line C: Donation to the Indiana State Council Ultrasound Fund \$ _____

Line D: Donation to the Indiana State Council Safe Haven Baby Boxes Fund \$ _____

Line E: Remaining Amount to be donated to agencies other than the Indiana State Council
COL Funds above (Subtract Lines B, C, & D from Line A) \$ _____

Please list information and amounts for all agencies receiving distributions from the Remaining Amount on **Line E** of this form.

1. Name _____ \$ _____

Address _____
City _____ State _____ ZIP _____

2. Name _____ \$ _____

Address _____
City _____ State _____ ZIP _____

3. Name _____ \$ _____

Address _____
City _____ State _____ ZIP _____

Make the full check payable to: "Indiana State Council". Checks to other agencies will be returned to the Council's Financial Secretary at the address in the current State Directory.

SUBMIT CHECK AND COPY OF THIS FORM TO: **Indiana State Treasurer**

COPIES TO: State Culture of Life Chairman
District Deputy
Council Files



Knights of Columbus
INDIANA STATE COUNCIL
STATE BLOOD DRIVE REPORT FORM

SUBMIT: As Needed

Council Number: _____

Council Name: _____

Council Location: _____

District # _____

Date of Blood Drive _____

No. of Units Drawn _____

Signed _____
(Grand Knight or Financial Secretary)

SUBMIT TO: State Council Blood Drive Chairman
COPIES TO: District Deputy
Council Files

A fill-in version of this form is available online at
<http://www.indianakofc.org/forms>

IN-TOT2



Knights of Columbus

SUBMIT: After Drive, but by 6/15

INDIANA STATE COUNCIL O'ROURKE TOOTSIE ROLL DRIVE FOR INTELLECTUALLY DISABLED CITIZENS CHECK REQUEST FORM

Council Number _____ City _____ Date(s) _____

INCOME:

Sale of _____ cases of Tootsie Rolls: \$ _____

Other donations: \$ _____

TOTAL INCOME: \$ _____

EXPENSES:

_____ Cases of Tootsie Rolls: \$ _____

_____ Aprons@ _____: \$ _____

Insurance Expense \$ _____

Miscellaneous Expense: \$ _____

TOTAL EXPENSES: \$ _____

NET INCOME FROM DRIVE: \$ _____

DISTRIBUTION REQUEST

AMOUNT OF COUNCIL CHECK TO STATE COUNCIL: \$ _____

Please list the name and address of each approved eligible organization to which you wish to donate and indicate the amount to be donated. Use an additional sheet if necessary.

(1) AMOUNT TO BE DONATED TO GIBAULT \$ _____

(2) AMOUNT TO BE DONATED TO INDIANA SPECIAL OLYMPICS \$ _____

(3) _____
Name of Organization

Address

City State ZIP Amount: \$ _____

(4) _____
Name of Organization

Address

City State ZIP Amount: \$ _____

(5) _____
Name of Organization

Address

City State ZIP Amount: \$ _____

Grand Knight Date

Checks written to the above organizations for the amount indicated will be returned to the council for distribution. Unless directed otherwise, the checks will be mailed to the financial secretary of the council at the address listed in the most recent state directory. Send copy of this report and the council check made payable to **Indiana State Council** to State Treasurer at address in State Directory

SUBMIT TO: Indiana State Treasurer
COPIES TO: State Community Director
District Deputy
Council Files

IN-GR1



Knights of Columbus
INDIANA STATE COUNCIL
GIBAULT RAFFLE REPORT FORM

SUBMIT: As Needed

Council Number: _____

Council Name: _____

Council Location: _____

Books Issued _____

Books Sold _____

Receipts/Ticket Sales \$ _____

Expenses/Cost of Distribution: (\$ _____)

Net Amount Remitted: \$ _____

Signed _____
(Grand Knight or Financial Secretary)

Please return this form with your check & ticket stubs at the State Convention

SUBMIT TO: State **Gibault Envoy Chairman** on behalf of the **State Treasurer** at the State Convention
COPIES TO: District Deputy
Council Files

SUBMIT: by Sat. noon at the
State Convention



State Pull-Tab Collection Report Form

"Pull A Tab..For Life"

**INFORMATION FORM
(To be returned at the convention with your tabs)**

Council Number _____ Council Name _____

Council Address _____

Council City _____

Council Phone/Email _____

Quantity (#LBS) _____

Grand Knight (Signature) _____

Financial Secretary (Seal & Signature) _____

**PLEASE FILL OUT ALL THE INFORMATION ABOVE.
THIS FORM AND TABS MUST BE TURNED IN
AT THE CONVENTION BEFORE SATURDAY 12:00 P.M.**

SUBMIT TO: State Community Director
COPIES TO: District Deputy
Council Files

IN-VET-WL1



Knights of Columbus

DUE BY: June 15

**INDIANA STATE COUNCIL
VETERAN'S – WARRIORS TO LOURDES DONATION REPORT**

Council Number _____ Date _____

Council Name _____

Council Location _____

Grand Knight _____

Veteran's Chairman _____

Amount of Donation \$ _____ Check# _____

Source of Funds _____

Make your check payable to "Indiana State Council" and indicate "WARRIORS TO LOURDES DONATION" on the memo line.

SEND CHECK AND THIS FORM TO: INDIANA STATE TREASURER

COPIES TO: State Veteran's Affairs Chairman
State Council Director
District Deputy
Council Files