



Knights of  
Columbus®

# Fraternal Planner

2021 - 2022

# Knights of Columbus

## INDIANA STATE COUNCIL



**CENTENNIAL YEAR**

**2021-2022**

**Fraternal Planner**

# FRATERNAL QUICK START GUIDE

## Key Contacts

**Fraternal Mission** – fraternalmission@kofc.org, 203-752-4270

**Membership Records** – membership@kofc.org, 203-752-4210

**Member Management/Billing** – expertfs@kofc.org, 203-752-4210

**Knights Gear (USA)** – support@knightsgearusa.com, 1-855-432-7562

**Knights Gear (Canada)** – support@knightsgearca.com, 1-833-695-4872

**Supplies Online** – customersupport@webbmason.com, 1-833-591-7770

**Catholic Information Service** – cis@kofc.org, 203-752-4574

**Ceremonials** – ceremonials@kofc.org, 203-752-4346

**Council Accounts** – council.accounts@kofc.org, 203-752-4392

**F.S. Appointments** – financial.secretary@kofc.org, 203-752-4285

## Helpful Links:

- [kofc.org/ChurchDrive](http://kofc.org/ChurchDrive) – Tips on how to conduct a Church Recruitment Drive
- [kofc.org/FaithInAction](http://kofc.org/FaithInAction) – Faith in Action programs landing page
- [kofc.org/Star](http://kofc.org/Star) – Information and requirements for the Star Council Award
- [kofc.org/Webinar](http://kofc.org/Webinar) – Registration link and webinar archive
- [kofc.org/training](http://kofc.org/training) - Fraternal Training Resources
- [kofc.org/formembers](http://kofc.org/formembers) – Forms and Information
- [kofc.org/intothebreach](http://kofc.org/intothebreach) – Into the Breach Video Series
- [kofc.org/FraternalOperations](http://kofc.org/FraternalOperations) – Resources on meetings, awards and general operations
- [kofc.org/crp](http://kofc.org/crp) – Provides COVID Recovery Program (CRP) information and resources

## OFFICERS ONLINE (O.O.) / Knights Application Portal:

If you need your invitation code, or have trouble logging in, please contact Customer Service at 1-800-380-9995 or info@kofc.org. If you have previously had access to Officers Online, your username remains the same and you only need to reset your password if you have misplaced/forgotten it.

Here is an overview of the applications within Officers Online that you may see (varies depending upon your officer role):



**Officers Desk Reference**

A reference tool that contains definitive guidance on a wide range of subjects relating to the governance of subordinate units, including questions and issues about which the Supreme Advocate's Office is frequently consulted for advice.



**Office Of Youth Protection**

Links to the Safe Environment Program, with important documents and answers to common questions.



**Home Corporations**

Access to the online Handbook For Councils Using Home Corporations.



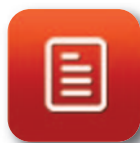
**Member Management**

This application allows you to view rosters, update member records, submit certain reports, and much more! The program is available to grand knights and financial secretaries.



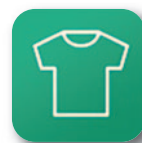
**Member Billing**

This application allows financial secretaries to manage financial transactions; create, edit and archive receipts, vouchers, assessments and adjustments; produce billing notices; and manage payments received from members.



**By Laws Online**

This application allows councils to establish by-laws electronically, receive automatic approval, and submit a request for printing. The program is available to grand knights, financial secretaries and advocates.



**Knights Gear**

Allows you to view various promotional and gift items and place an order through Knights Gear.



**Supplies Online**

Allows you to view the full supply catalog and order printed materials through WebbMason.

## Key Reporting Dates

August 1	<i>Service Program Personnel Report (#365)</i> OR the Service Personnel Screen on Member Management
August 15	<i>Semiannual Council Audit (#1295)</i>
December 31	<i>District Deputy Semiannual Report (#944)</i>
January 31	<i>Annual Survey of Fraternal Activity (#1728)</i>
February 15	<i>Semiannual Council Audit (#1295)</i>
June 30	<i>Report of Chosen Officers for the Term (#185)</i> OR the Officers Screen on Member Management <i>Columbian Award Application (#SP-7)</i> <i>Food for Families Refund and Plaque Application (#10057)</i> <i>RSVP Refund and Plaque Application (#2863)</i> <i>District Deputy Semiannual Report (#944)</i>
As Required	<ul style="list-style-type: none"> <li>• <i>Entries for State Council Program Awards (#STSP)</i></li> <li>• <i>Family of the Year Entry Form (#10680)</i></li> <li>• <i>Fraternal Programs Report Form (#10784)</i></li> </ul>

For details and due dates on all Program Forms, review *Programs Forms Reference Guide (#11172)*.



As we look forward to a new fraternal year, COVID-19 is on the wane in many areas and social distancing restrictions are being eased. These are good reasons to hope for a return to normalcy.

This *Fraternal Planner* contains schedules and activities that worked well in pre-pandemic times. Use it in conjunction with the recently released COVID Recovery Program (CRP) (KofC.Org/CRP) to develop a fraternal plan for the coming year, then modify activities along the way to best fit the needs and circumstances of local communities.

Most councils continued fraternal activities during the pandemic by embracing new guidelines and procedures for digital operations (KofC.Org/FraternalOperations). Going forward, all councils should use digital tools and methods, along with traditional “in person” methods, to engage members and share their council activities with the widest possible audience.

As pandemic restrictions are lifted, it is imperative that councils follow the rules of local civil and church authorities. Council leaders must use prudential judgement when planning activities, and members should be given the opportunity to participate remotely in meetings and events.

Successful planning and effective implementation will lead to a year strong in charity, unity, and fraternity.

Vivat Jesus!

Tom McCaffrey

Vice President, Fraternal Operations

#### **Use this Fraternal Planner to:**

- **Stay focused on the vision and mission of the Order**
- **Become outcome-oriented and set clear goals for membership growth and engagement through programing and fraternal activities**
- **Clearly communicate these goals to motivate your council**
- **Keep your council chaplain, district deputy, general and field agents, along with other strategic alliance partners informed and engaged with your council activity**
- **Use time wisely by determining short, medium and long term tasks/plans for each goal**
- **Hold other fraternal leaders, committee chairs, and members accountable for their role in council growth**
- **Measure your progress and determine the changes needed to chart a more successful course**
- **Seek opportunities to integrate membership, programming and charitable activities**

#### **Don't forget to:**

- **Pray for the successful completion of your goals and for all beneficiaries of your programs**
- **Conduct a review of your last fraternal year and plan ahead for this upcoming fraternal year**
- **Perform a SWOT (see next page), or other similar analysis, to assess your council/parish**
- **Plan your full program calendar and make sure it is integrated into your parish calendar**
- **Keep track of each month's activities using the trackers in this booklet at the bottom of each month**
- **Note your accomplishments as you complete them and look ahead to the next several months**
- **Have fun and say “thank you” to all!**

# FRATERNAL QUICK START TO-DO LIST

## 2020-2021 Fraternal Year REview

Be sure to review your 2020-2021 fraternal year in June. Hold a joint-session of incoming and outgoing officers and discuss what lessons were learned this past year. What can be done better for next year? Strive to increase membership and programming activities in the new fraternal year.

## 2021-2022 Fraternal Year PREview

Finalize your council's calendar of events for the 2021-2022 fraternal year. Meet with your pastor and pastoral staff to set all these program dates on the parish calendar. Aim to increase membership and programming activities to attract new members. Keep asking yourself:

- Which prospects will I be inviting to our council's next activity?
- What new program(s) does our council plan to institute this year?
- Have I personally asked someone to join my council?

## SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats)

SWOT stands for: Strength, Weakness, Opportunity, Threat. A SWOT analysis guides you to identify your organization's strengths and weaknesses (S-W) as well as broader opportunities and threats (O-T). Developing a fuller awareness of the situation helps with both strategic planning and decision-making. Use this as an opportunity to assess your council and your parish to help build your fraternal year.

	STRENGTHS	WEAKNESSES
OPPORTUNITIES	1. 2. 3. 4.	1. 2. 3. 4.
THREATS	1. 2. 3. 4.	1. 2. 3. 4.

## Council Assessment Grid

<b>INCLUSIVE COUNCIL</b> OPEN, WARM, KIND, PROACTIVE, CHARITABLE & ENGAGING	<b>SILENT COUNCIL</b> KEEPS LOW PROFILE, REACTIVE, CHARITY ONLY THROUGH DONATIONS, MINIMAL PROGRAMS	<b>EXCLUSIVE COUNCIL</b> CLOSED SOCIETY, A FEW OFFICERS RUN COUNCIL, NO EXTERNAL ACTIVITY, INFREQUENT CHARITABLE DONATIONS
<b>VIBRANT FOCUS COUNCIL</b> WITH CATHOLIC IDENTITY, WITH ACTIVE MISSION FOCUS, GROWING & ACTIVE	<b>STATUS QUO COUNCIL</b> SHOWS UP SOMETIMES, SOME PROGRAMS, MARGINAL SUPPORT OFF & ON	<b>COUNCIL IN DECLINE</b> SIMPLE PROGRAMS, TOO DIFFICULT TO DO, DECLINES HELP, IGNORES ADVICE
<b>CENTER OF PARISH CHARITY</b> SWIFT REACTION, GOALS CLEARLY ALIGNED	<b>AMBIVALENT TO</b> MISSION AND PURPOSE HOPING FOR LEADERSHIP, GUIDANCE AND DIRECTION	<b>NO IDENTITY</b> LITTLE PARISH CONNECTION, LITTLE FRATERNITY, NEEDS HOPE AND INSPIRATION



## Star Council Award

	<b>Father McGivney Award (Membership Growth)</b> Reach 5% net growth in membership; minimum 3, maximum 20
	<b>Founders Award (Insurance Growth)</b> Promote and host two Fraternal Benefit Seminars (virtual or in-person)
	<b>Columbian Award (Programs)</b> 16 program credits – four in each of the four Faith in Action categories Submit <i>Columbian Award Application (#SP-7)</i> – Due 6/30
	<b>Overall Council Excellence</b> Be in good standing with the Supreme Council Be fully compliant with Safe Environment requirements (USA & Canada only) Submit <i>Service Program Personnel Report (#365)</i> – Due 8/1 Submit <i>Annual Survey of Fraternal Activity (#1728)</i> – Due 1/31



## Star District Award

	<b>Membership Growth</b> Reach 70% of combined council growth quotas
	<b>Insurance Growth</b> Founders Award earned by every council in district
	<b>Overall District Excellence</b> For each council in your district, submit two <i>District Deputy Semiannual Reports (#944)</i> – Due 12/31 and 6/30 At least one council in the district must earn the Star Council Award



## Star Assembly Award

	<b>Membership Growth</b> Reach growth quota: 5% Net Membership Growth
	<b>Programs</b>
	<b>Civic Award</b> Conduct and report at least four varied patriotic programs Submit <i>Civic Award Application (#2321)</i> – Due 6/30
	<b>To Be A Patriot Award</b> <i>To Be A Patriot Award Application (#TBP-2)</i> – Due 5/31 Complete the form to enter the competition
	<b>Overall Assembly Excellence</b> Publish a monthly Assembly Newsletter or Bulletin Submit <i>Report of Assembly Officers Chosen for the Term (#186)</i> – Due 7/1 Submit <i>Annual Assembly Audit Report (#1315)</i> – Due 8/1 Submit <i>Annual Survey of Fraternal Activity (#1728)</i> – Due 1/31

# Program Planning Calendar — Faith in Action Programs

For detailed information on each program, how to conduct them, and all related resources, please visit [kofc.org/faithinaction](http://kofc.org/faithinaction).

Each green box below represents a suggested time-frame to run each respective program. When you choose to run your program is completely at the discretion of your council.

	Q1			Q2		
	JUL	AUG	SEP	OCT	NOV	DEC
	2021	2021	2021	2021	2021	2021
<b>FAITH:</b>						
<i><b>RSVP</b></i>						
<i><b>Into the Breach</b></i>						
Pilgrim Icon Program (Y)						
Building the Domestic Church Kiosk						
Rosary Program (Q)						
<i><b>Spiritual Reflection</b></i>						
<i><b>Holy Hour (Q)</b></i>						
Sacramental Gifts						

**FAMILY:** **Key** M=Monthly Q=Quarterly Y=Year Long **Bold Italics=Featured**

<i><b>Food for Families (Y)</b></i>						
<i><b>Family of the Month/Year (M)</b></i>						
Keep Christ in Christmas						
<i><b>Family Fully Alive (Y)</b></i>						
Family Week						
Consecration to the Holy Family						
<i><b>Family Prayer Night (Y)</b></i>						
Good Friday Family Promotion						

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	Q3			Q4			
	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	JUL 2022
<b>FAITH:</b>							
<i><b>RSVP</b></i>							
<i><b>Into the Breach</b></i>							
Pilgrim Icon Program (Y)							
Building the Domestic Church Kiosk							
Rosary Program (Q)							
<i><b>Spiritual Reflection</b></i>							
<i><b>Holy Hour (Q)</b></i>							
Sacramental Gifts							

**FAMILY:** **Key** M=Monthly Q=Quarterly Y=Year Long **Bold Italics=Featured**

<i><b>Food for Families (Y)</b></i>							
<i><b>Family of the Month/Year (M)</b></i>							
Keep Christ in Christmas							
<i><b>Family Fully Alive (Y)</b></i>							
Family Week							
Consecration to the Holy Family							
<i><b>Family Prayer Night (Y)</b></i>							
Good Friday Family Promotion							



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Q1			Q2		
JUL 2021	AUG 2021	SEP 2021	OCT 2021	NOV 2021	DEC 2021

## COMMUNITY

<i>Coats for Kids</i>						
<i>Global Wheelchair Mission (Y)</i>						
<i>Habitat for Humanity (Y)</i>						
Disaster Preparedness						
Free Throw Championship						
Catholic Citizenship Essay Contest						
Soccer/Hockey Challenge						
Helping Hands (Y)						
<i>Leave No Neighbor Behind (Y)</i>						

## LIFE

**Key** M=Monthly Q=Quarterly Y=Year Long **Bold Italics=Featured**

<i>March for Life</i>						
<i>Special Olympics</i>			Fall Games			
<i>Ultrasound Program (Y)</i>						
Christian Refugee Relief (Y)						
Silver Rose (jurisdiction schedule)						← End
Mass for People with Special Needs (Y)						
<i>Pregnancy Center Support (Y)</i>						
Novena for Life						

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	Q3			Q4			
	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	JUL 2022
<b>COMMUNITY</b>							
<i>Coats for Kids</i>							
<i>Global Wheelchair Mission (Y)</i>							
<i>Habitat for Humanity (Y)</i>							
Disaster Preparedness							
Free Throw Championship							
Catholic Citizenship Essay Contest							
Soccer/Hockey Challenge							
Helping Hands (Y)							
<i>Leave No Neighbor Behind (Y)</i>							






## LIFE **Key M=Monthly Q=Quarterly Y=Year Long Bold Italics=Featured**

<i>March for Life</i>	USA				Canada		
<i>Special Olympics (Q)</i>	Winter Games				Summer Games		
<i>Ultrasound Program (Y)</i>							
Christian Refugee Relief (Y)							
Silver Rose (jurisdiction schedule)			Start→				
Mass for People with Special Needs (Y)							
<i>Pregnancy Center Support (Y)</i>							
Novena for Life							

# MY COUNCIL'S PROGRAM CALENDAR

[kofc.org/faithinaction](http://kofc.org/faithinaction)

To earn the Colombian Award (and, by extension, the Star Council Award), councils must submit the *Colombian Award Application* (#SP-7) showing that they have conducted programs in each of the Faith in Action program categories, for a total of 16 program credits, with four in each category: Faith, Family, Community, and Life.

 <b>Faith</b>		Date	 <b>Family</b>		Date
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
6.			6.		
 <b>Community</b>		Date	 <b>Life</b>		Date
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
6.			6.		
 <b>Multicultural</b>		Date	<b>Miscellaneous/Other</b>		Date
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
6.			6.		

# OFFICE OF YOUTH PROTECTION — SAFE ENVIRONMENT

*KOFC.ORG/SAFE*

Under Faith in Action, certain state and council officers/directors are required to take safe environment training and may also be required to provide authorization for a background check.

If members in certain roles are not compliant within 30 days of notification, they are subject to removal from those roles.

Email addresses are now required when completing the *Service Program Personnel Report (#365)* for the program, community, and family director roles. Praesidium, the Order's safe environment partner, will

email grand knights, program, family, and community directors assigned usernames and passwords to complete the training. They will also email family and community directors a personalized link to provide background check authorization. The Knights of Columbus covers all costs associated with these requirements.

Email notifications are unique to each recipient and cannot be forwarded or used by any other member. The time-sensitive notifications require the recipient to complete training and background check authorization within 30 days of receipt.

## *Safe Environment Program Training and Background Check Requirements*

ROLES	TRAINING	BACKGROUND CHECK	OFFICERS ONLINE – REPORTS
<b>State Council</b>			
State Deputy	✓		✓
State Advocate	✓		✓
State Program Director	✓		✓
State Youth Director	✓	✓	✓
State Family Director	✓	✓	✓
State Community Director	✓	✓	✓
State Squire Chairman	✓	✓	✓
<b>Subordinate Council</b>			
Grand Knight	✓		✓
Faithful Navigator	✓		
Program Director	✓		✓
Family Director	✓	✓	
Community Director	✓	✓	
Chief Counselor	✓	✓	
Adult Counselor	✓	✓	

MEMBER HELPLINE: [YOUTHLEADER@KOFC.ORG](mailto:YOUTHLEADER@KOFC.ORG) | (203) 800-4940 | FAX (855) 845-3502

OFFICE OF YOUTH PROTECTION: [OYP@KOFC.ORG](mailto:OYP@KOFC.ORG) | (203) 752-4558 | FAX (855) 845-3502

**YOUTH PROTECTION HELPLINE (844) 563-2723**

# PLANNING YOUR CHURCH DRIVE

In addition to constantly extending the offer of membership to every eligible man, every council should hold at least two Church recruitment drives each fraternal year. Church drives allow your council the opportunity to invite every man and his family to be a part of your council. The success of your Church recruitment drive will largely depend on the planning and preparations your council makes leading up to it. This worksheet can be used to note who is in charge of each task and to note completed once done.

	Fall Church Drive	Spring Church Drive
<b>Two Months Before</b>		
Obtain Approval from Pastor and Set Date		
Take Delta Church Drive Training/Review Delta Church Drive Process		
Obtain Mass Attendance Projections from Parish(es) and Order Delta Church Drive Kit on Supplies Online		
<b>One Month Before</b>		
Confirm Ceremonial date		
Begin Pre-Drive Bulletin Announcements		
Confirm Knights for coverage of each Mass (pulpit announcement, ambassadors, etc.)		
<b>Week Of Drive</b>		
Practice Responsibilities (Pulpit Announcement, Ambassador Role, Prospect Landing Page) Confirm Plans with Celebrant(s)		
Confirm all Knights will wear similar team attire (KofC polos, badges, etc.)		
Confirm Raffle Prize and Logistics		
Have a plan to follow up with each prospect within 48 hours		
<b>One Month After</b>		
Follow up with Prospects and announce raffle winner in timely manner		
Begin Post-Drive Bulletin Announcements		
Invite Prospects and Family to Open House or other event		
Conduct ceremonial within 1-2 weeks after drive		
Report new members to Supreme Council		
Send "Thank You" to Pastor and Knights who assisted		

# FRATERNAL BENEFITS SEMINAR

A Fraternal Benefit Seminar is not only a great way to remind members of the fraternal benefits available to them, it's also a great way to introduce prospective members to the Knights of Columbus. This planning worksheet should be used to plan a successful Fraternal Benefit Seminar. Use the space below track progress towards these goals, to note who is following through on these tasks and any notes necessary. Remember that councils must host two approved Fraternal Benefit Seminars, in conjunction with their General Agent or Field Agent, to qualify for the Founders' Award. If a council adequately promotes and participates in the event, they must submit the *Fraternal Benefit Seminar Form* (#11077) to the General Agent within 30 days of the event. Councils must promote each seminar in at least three ways to fulfill the requirements of Form #11077. All forms are due at the Supreme Office by June 30.

## Planning Your Fraternal Benefit Seminar

### First Steps

Confirm a date with your Field Agent and discuss logistics, including if the event will be virtual or in-person

If held in-person, work with Pastor and confirm space for Fraternal Benefit Seminar. Make sure the Pastor plans to attend

### One Month Before

Promote the Fraternal Benefit Seminar to members and their families at least three times prior to the event. You can refer to Form #11077 for suggestions on ways to successfully promote. (Be sure to include your agent on all communications)

Invite Prospective Members to the Fraternal Benefit Seminar

### Week Of Fraternal Benefit Seminar

Confirm final logistics, including food and refreshments

Send required email blast to all Members and Prospects to promote the event

### After Fraternal Benefit Seminar

Follow up with Prospects and thank your Field Agent for his support

Submit the *Fraternal Benefit Seminar Form* (#11077) to your General Agent within 30 days of the event

# JULY 2021

Sunday	Monday	Tuesday	Wednesday	Thursday
27	28	29	30 All forms received by Supreme Office Columbian Award Application DUE Report of Chosen Officers Form DUE District Deputy Semi-Annual Report DUE	1 Canada Day (CANADA)
4 Independence Day (USA)	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
2	3
9	10
16	17
23	24
30	31

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Programming Activities

Things to Accomplish:	
	<i>Report of Officers Chosen (#185)</i> – DUE 6/30 Submitting this form on the Council Officer screen in Member Management is the fastest way to connect your officers with Officers Online resources.
	<i>Service Program Personnel Report (#365)</i> – DUE 8/1
	<b>Installation of Council Officers</b> The district deputy should install council officers as close to the start of the fraternal year as possible.
	<b>Organizational Meetings</b> District Organizational Meetings should be held within two weeks of your jurisdiction's Organizational Meeting.
	<b>Hold a review of your 2020-2021 fraternal year</b> Focus on which membership initiatives and programming activities worked and which could be improved
	<b>Begin planning and promotion for the Catholic Citizenship Essay Contest</b>

Plan Ahead:	
	<i>Semiannual Council Audit (#1295)</i> – DUE 8/15
	<b>Start organizing your fall Church Drive</b> Contact your pastor and submit bulletin announcements to the parish secretary
	<b>Plan ahead for programs taking place this fall</b> Log in to Supplies Online and order any kits/materials needed for holding a Soccer Challenge, Catholic Citizenship Essay Contest, or Free Throw. This way councils will have kits in hand and be ready to approach schools in August about running the programs.
	<b>What new program(s) does your council plan to institute this year?</b>
	<b>Which prospects will you be inviting to the next activity your council holds?</b>

### Reminders:

1. Meet with your pastor and pastoral staff to set council program dates on the parish calendar.
2. Finalize and promote your fraternal program calendar of events, including your degrees and programs to be held.
3. Ask someone to join your council.







# AUGUST 2021

Sunday	Monday	Tuesday	Wednesday	Thursday
1	2	3	4	5
Service Program Personnel Report DUE		139th Supreme Convention		
8	9	10	11	12
15 ASSUMPTION OF THE BLESSED VIRGIN MARY	16	17	18	19
Council Audit DUE	Order Church Drive Kits for October			
22	23	24	25	26
29	30	31	1	2

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
6	7
13	14
 Blessed Michael McGivney's Memorial	
20	21
27	28
3	4

-  Forms or Event Deadlines
-  Important Dates
-  Membership Activities
-  Programming Activities

Things to Accomplish:	
	Service Program Personnel Report (#365) – DUE 8/1
	Semiannual Council Audit (#1295) – DUE 8/15
	Secure your pastor's permission to conduct a Church Recruitment Drive.
	Hold your council's first programs of the Fraternal Year. Consider hosting on family activities this August such as a Family Week.
	Continue planning and promotion for the Catholic Citizenship Essay Contest

Plan Ahead:	
	Continue planning for your fall Council Church Drive Order your Church Recruitment Drive Kit through Supplies Online
	Plan ahead for programs taking place this fall Log in to Supplies Online and order any kits/materials needed
	Which prospect(s) will you be inviting to the next activity your council holds?

### Reminders:

1. Plan, promote, and prepare for a Church Recruitment Drive.
2. Order any New Council Development (NCD) kits that might be needed to start a new council in your area this year.
3. State deputies – be sure you have finalized appointments for district deputies in any open districts.
4. District deputies – conduct individual Organizational Meetings with any council not present at the District Organizational Meeting.
5. Ask someone to join your council.

# SEPTEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday
29	30	31	1	2
5 St. Teresa of Calcutta	6 Labor Day (USA) Labour Day (CANADA)	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29 Feast of the Archangels	30

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
3	4
10	11
17	18
24	25
1	2

Things to Accomplish:	
	Finalize Council Church Drive plans – continue talks with your pastor and get bulletin announcements ready
	Conduct, if applicable: <ul style="list-style-type: none"> <li>• Catholic Essay Contest</li> <li>• Soccer Challenge</li> </ul>
	Submit a <i>Fraternal Programs Report Form</i> (#10784) for each program conducted this month

Plan Ahead:	
	Which prospect(s) will you be inviting to the next activity your council holds?
	What new program(s) does your council plan to institute this year?
	Start fundraising for Coats for Kids
	Rosary Program for October (Consider October 7th - the Feast of Our Lady of the Holy Rosary)

### Reminders:

1. Conducting a Fraternal Benefits Seminar helps your council earn the Founders' Award, which is a component of the Star Council Award. Continue discussions with your General Agent to help support membership growth.
2. Ask someone to join your council.

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Programming Activities

# OCTOBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday
26	27	28	29	30
3	4	5	6	7 Our Lady of the Holy Rosary
10	11 Columbus Day (USA) Thanksgiving Day (CANADA)	12	13	14
Council Church Drive				
17	18	19	20	21
Council Church Drive				
24	25	26	27	28
31 All Hallow's Eve				

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
1	2
8	9 Council Church Drive
15	16 Council Church Drive
22 St. John Paul II	23
29	30

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Programming Activities

Things to Accomplish:	
	Hold Council Church Drive
	Rosary Program

Plan Ahead:	
	Helping Hands – World Day of the Poor, November 14th
	Christmas Poster Contest
	Coats for Kids
	Which prospects will you be inviting to the next activity your council holds?
	Is your council on track to earn the Star Council Award?
	Food for Families (Thanksgiving)
	Spiritual Reflection Program
	Review the safe environment reports in Officers Online to validate safe environment requirements have been met.

### Reminders:

1. Be sure to report on the number of exemplifications conducted and the number of candidates brought into your council.
2. Go to Supplies Online and order any kits/materials needed for upcoming programs, such as the Christmas Poster Contest.
3. Ask someone to join your council.
4. Go to [knightsgear.com](http://knightsgear.com) in the US and [knightsgear.ca](http://knightsgear.ca) in Canada to order coats to conduct the Coats for Kids program.

# NOVEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday
31	1 ALL SAINTS DAY	2 All Souls Day	3	4
7	8	9	10	11 Remembrance Day (CANADA)  Veterans Day (USA)
14	15	16	17	18
21 CHRIST THE KING	22	23	24	25 Thanksgiving Day (USA)
28 FIRST SUNDAY OF ADVENT	29	30	1	2

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE




Friday	Saturday
5	6
12	13
19	20
26	27
3	4

Things to Accomplish:	
	Report Church Drive Results
	Conduct, if applicable: <ul style="list-style-type: none"> <li>• Christmas Poster Contest</li> <li>• Coats for Kids</li> </ul>
	Food for Families

Plan Ahead:	
	Christmas Poster Contest
	March for Life
	9 Days for Life Novena
	Consecration to the Holy Family

**Reminders:**

1. Don't forget to report information for new members from your October Church Drive!
2. District deputies should complete their work on new council development sites.
3. The state council should finalize its plans for the jurisdiction's Mid-Year Membership Meeting.
4. District deputies should be also finalizing their plans for district-wide mid-year meetings, focusing on motivation, reaching goals, and relaying important information. Invitees should include: grand knights, financial secretaries, treasurers, membership and program directors and field agents.
5. Ask someone to join your council.

-  Forms or Event Deadlines
-  Important Dates
-  Membership Activities
-  Programming Activities



# DECEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday
<b>28</b> FIRST SUNDAY OF ADVENT	<b>29</b>	<b>30</b>	<b>1</b>	<b>2</b>
<b>5</b> SECOND SUNDAY OF ADVENT	<b>6</b>	<b>7</b>	<b>8</b> IMMACULATE CONCEPTION	<b>9</b>
<b>12</b> THIRD SUNDAY OF ADVENT Our Lady of Guadalupe	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>19</b> FOURTH SUNDAY OF ADVENT	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>26</b> THE HOLY FAMILY Boxing Day (CANADA)	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
3	4
10	11
17	18
24 Christmas Eve	25 CHRISTMAS
31 New Year's Eve <div style="background-color: red; color: white; padding: 2px;">District Deputy Semi-Annual Report DUE</div>	1

Things to Accomplish:	
	Christmas Poster Contest
	Attend your district's Mid-Year Membership Meeting
	Consecration to the Holy Family (12/26)
	Continue to submit a <i>Fraternal Programs Report Form</i> (#10784) for every program conducted each month
	District Deputy should submit <i>Semi-Annual Report</i> (#944) - Due 12/31

Plan Ahead:	
	Assemble and prepare the information needed to complete your <i>Annual Survey of Fraternal Activity</i> (#1728) and to submit by the deadline (1/31)
	March for Life (Washington, D.C.) & Walk for Life (West Coast)
	Free Throw Championship
	9 Days for Life Novena
	Which prospects will you be inviting to the next activity your council holds?
	Plan ahead for programs taking place this winter
	Prepare the information needed to report participation in the Special Olympics program (1/31)

### Reminders:

1. Check-in with your pastor and pastoral staff to make sure your council's program dates are on the parish calendar.
2. Ask someone to join your council.

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Programming Activities

# JANUARY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday
26	27	28	29	30
2	3	4	5	6 EPIPHANY
9	10	11	12	13
16	17 Martin Luther King Jr. Day (USA)	18	19	20
23	24	25	26	27
30	31			
	Free Throw Report Form DUE			
	Fraternal Survey Form DUE			
	Special Olympics reporting DUE			

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
31	1 MARY, MOTHER OF GOD New Year's Day
7	8
14	15 Order Church Drive Kits for March
21 March for Life (Washington, D.C.)	22 Walk for Life (West Coast)
28	29

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Programming Activities

Things to Accomplish:	
	Complete and submit your <i>Annual Survey of Fraternal Activity</i> (#1728) – DUE 1/31
	March for Life (Washington, D.C.) & Walk for Life (West Coast)
	Free Throw Championship
	9 Days for Life Novena
	Submit your report on participation in the Special Olympics program – DUE 1/31

Plan Ahead:	
	<i>Semiannual Council Audit</i> (#1295) – DUE 2/15
	Start organizing your spring Church Drive – be in touch with your pastor and get bulletin announcements ready

### Reminders:

1. Hold your council/district Free Throw Contests and then submit your form #10784.
2. Which prospects will you be inviting to the next activity your council holds?
3. Ask someone to join your council.

# FEBRUARY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday
30	31	1	2	3
6	7	8	9	10
13	14	15 Semi Annual Audit DUE	16	17
20	21 President's Day (USA)  Family Day (CANADA)	22	23	24
27	28	1	2	3

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
4	5
11	12
18	19
25	26
4	5

Things to Accomplish:	
	Semiannual Council Audit (#1295) – DUE 2/15
	Free Throw District Championship Report
	Complete your <i>State Council Program Awards Entry Form</i> (#STSP) and submit to your state council for award consideration

Plan Ahead:	
	Council Church Drive
	International Wheelchair Day
	Food for Families (Lent)
	Spiritual Reflection Program (Lent)

**Reminders:**

1. Which prospects will you be inviting to the next activity your council holds?
2. Ask someone to join your council.

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Programming Activities





# MARCH 2022

Sunday	Monday	Tuesday	Wednesday	Thursday
27	28	1 International Wheelchair Day	2 Ash Wednesday	3
6 FIRST SUNDAY OF LENT	7	8	9	10
13 SECOND SUNDAY OF LENT	14	15	16	17 St. Patrick
Council Church Drive				
20 THIRD SUNDAY OF LENT	21	22	23	24
Council Church Drive				
27 FOURTH SUNDAY OF LENT	28	29 Founder's Day	30	31

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
4	5
11	12 Council Church Drive
18	19 ST. JOSEPH Council Church Drive
25 ANNUNCIATION OF THE LORD	26
1	2

-  Forms or Event Deadlines
-  Important Dates
-  Membership Activities
-  Programming Activities

Things to Accomplish:	
	Council Church Drive Participate and report back your results
	Lenten Food for Families
	Continue to submit a <i>Fraternal Programs Report Form</i> (#10784) for every program conducted each month

Plan Ahead:	
	State Convention (if held in April)
	What is your council's progress toward earning the Star Council Award?
	How many districts in your jurisdiction are on track to earn the Star District Award?
	March for Life (Canada)
	Review the safe environment reports in Officers Online to validate safe environment requirements have been met.
	Begin preparing <i>State Program Award Forms</i> (#STSP) and <i>Family of the Year Form</i> (#10680)
	Good Friday Family Promotion

### Reminders:

1. Conduct a Charitable Program in your community in honor of our founder, Blessed Michael McGivney.
2. Complete judging in State Program Awards competition.
3. Submit Free Throw State Championship winners to the Supreme Office.
4. Ask someone to join your council.



# APRIL 2022

Sunday	Monday	Tuesday	Wednesday	Thursday
27	28	29	30	31
3 FIFTH SUNDAY OF LENT	4	5	6	7
10 PALM SUNDAY	11	12	13	14 Holy Thursday
17 EASTER SUNDAY	18 Easter Monday	19	20	21
24 DIVINE MERCY SUNDAY	25	26	27	28

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
1	2
8	9
15 Good Friday	16 Holy Saturday
<div style="background-color: #004a4a; color: white; padding: 2px;">Good Friday Family Attendance</div>	
22	23
29	30

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Programming Activities

Things to Accomplish:	
	Report your Church Drive Results
	State Convention (if held in April)
	Good Friday Family Promotion

Plan Ahead:	
	State Convention (if held in May)
	March for Life (Canada)
	Prepare your council's write-ups for the <i>Columbian Award Application (#SP-7)</i>
	What is your council's progress toward earning the Star Council Award?
	Review the safe environment reports in Officers Online to validate safe environment requirements have been met.

### Reminders:

1. Make a strong membership push for the fourth quarter. Have prospects join as soon as possible.
2. Every council needs to be visible in their charitable outreach.
3. Councils must be current in their assessments and certain officers must be compliant with Safe Environment guidelines in order to earn the Star Council Award.
4. Ask someone to join your council.

# MAY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday
1 Council Officers Elections begin	2	3	4	5
8 Mother's Day	9	10	11	12
15	16	17	18	19
22	23 Victoria Day (CANADA)	24	25	26 ASCENSION OF THE LORD
29	30 Memorial Day (USA)	31	1	2

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
6	7
13	14
20 KofC Mexican Martyrs	21
27	28
3	4

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Programming Activities

Things to Accomplish:	
	Election of Council Officers must be held between May 1 and June 15
	<i>Report of Officers Chosen (#185)</i> – DUE 6/30 This form should be submitted immediately after elections, preferably by filling out the Council Officer Screen in Member Management
	State Convention (if held in May)
	March for Life (Canada)
	Continue to submit a <i>Fraternal Programs Report Form (#10784)</i> for every program conducted each month

Plan Ahead:	
	Prepare your council's write-ups for the <i>Columbian Award Application (#SP-7)</i>
	Finalize preparations for your jurisdiction's and your district's Organizational Meetings
	If possible, submit all forms DUE at Supreme Office early
	What is your council's progress toward earning the Star Council Award?
	Which prospects will you be inviting to the next activity your council holds?
	Review the safe environment reports in Officers Online to validate safe environment requirements have been met.

### Reminders:

1. Work with councils that are close to achieving Star Council Award to help them succeed.
2. Every council needs to be visible in their charitable outreach
3. Plan to conduct an extra exemplification so that no candidate has to wait or travel.
4. How would you rate your council's programs this year? Why? What can be done differently to be more effective next year?
5. Ask someone to join your council.





# JUNE 2022

Sunday	Monday	Tuesday	Wednesday	Thursday
29	30	31	1	2
5 PENTECOST	6	7	8	9
12 MOST HOLY TRINITY	13	14 Flag Day (USA)	15 Final 365 updates for current year DUE Council Officers Elections end	16 CORPUS CHRISTI
19 Father's Day	20	21	22	23
26	27	28	29 SS. Peter & Paul	30 All forms received by Supreme Office Columbian Award Application DUE Report of Chosen Officers Form DUE District Deputy Semi-Annual Report DUE

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
3	4
10	11
17	18
24 Sacred Heart of Jesus  Nativity of St. John the Baptist	25
1	2

-  Forms or Event Deadlines
-  Important Dates
-  Membership Activities
-  Programming Activities

Things to Accomplish:	
	Election of Council Officers must be held between May 1 and June 15
	<i>Report of Officers Chosen (#185)</i> – DUE 6/30 This form should be submitted immediately after elections, preferably by filling out the Council Officer Screen in Member Management
	Submit your <i>Columbian Award Application (#SP-7)</i> – DUE 6/30
	Finalize Star Council Award requirements
	Organizational Meetings District Organizational Meetings should be held within two weeks of your jurisdiction's Organizational Meeting.
	Hold a review of your 2021-2022 fraternal year Focus on which membership initiatives and programming activities worked and which could be improved.
	District Deputy should submit <i>Semi-Annual Report (#944)</i> - Due 6/30
	Continue to submit a <i>Fraternal Programs Report Form (#10784)</i> for every program conducted each month

Plan Ahead:	
	<i>Service Program Personnel Report (#365)</i> – DUE 8/1
	Installation of Council Officers
	What new program(s) does your council plan to institute during the upcoming fraternal year?

### Reminders:

1. Double check that all requirements for the Star Council Award have been met and that all forms have been accepted at the Supreme Office.
2. District deputies – plan to conduct the Installation of Council Officers as close to the start of the fraternal year.
3. Is your council/district/jurisdiction better now than when you took office?
4. Ask someone to join your council.









# Requirements for the Star Council Award

## **Father McGivney Award**

To earn this award your council must meet or exceed its yearly membership quota. Council quota is 5% net increase in the council's membership as of July 1 (minimum of three and maximum of twenty). There is no application for the Father McGivney Award.

## **Columbian Award**

To earn this award your council must conduct and report programs in each of the four program categories (Faith, Family, Community, and Life) for a total of 16 program credits, with four in each category. A completed *Columbian Award Application* (#SP-7) must be received by the Supreme Council office by June 30 in order to earn this award.

## **Founders' Award**

To earn this award your council must host two approved Fraternal Benefit Seminars, in conjunction with your General Agent or Field Agent. If your council adequately promotes and participates in the event, you must submit the *Fraternal Benefit Seminar Form* (#11077) to the General Agent within 30 days of the event. All forms are due at the Supreme Office by June 30.

## **Overall Council Excellence**

Be in good standing with the Supreme Council.

Be fully compliant with Safe Environment Program requirements (USA & Canada only).

Submit *Service Program Personnel Report* (#365) — Due 8/1

Submit *Annual Survey of Fraternal Activity* (#1728) — Due 1/31

To view your quota and/or progress towards earning the Star Council Award, please log on to Officers Online regularly.

**Knights of Columbus  
1 Columbus Plaza  
New Haven, CT 06510**