



**Knights of
Columbus®**
Indiana
State Council

INDIANA STATE COUNCIL FORM SUBMISSION GUIDE

Where Does This Form Go?



START HERE
What are you submitting?



NEED CONTACT INFORMATION?

State officer and chairman email addresses are available:

- Indiana State Council website
- Indiana State Directory
(State email account / Google Drive)

The State Directory is provided to authorized members only and is not publicly distributed.

FAITH IN ACTION ACTIVITY REPORTS (FORM 10784)

Submit online to Supreme, then forward PDF copy to:



FAMILY ACTIVITIES

- ✉ Family Director
- ✉ Program Director
- ✉ Forms Chairman
- ✉ District Deputy (your DD)



FAITH ACTIVITIES

- ✉ Faith Director
- ✉ Program Director
- ✉ Forms Chairman
- ✉ District Deputy (your DD)

Is this RSVP or Vocations?

YES NO

- ✉ State Vocations Chairman



COMMUNITY ACTIVITIES

- ✉ Community Director
- ✉ Program Director
- ✉ Forms Chairman
- ✉ District Deputy (your DD)

Is this Disaster Preparedness or Habitat for Humanity?

YES NO

- ✉ Disaster Response Coordinator



LIFE ACTIVITIES

- ✉ Life Director
- ✉ Program Director
- ✉ Forms Chairman
- ✉ District Deputy (your DD)

Is this related to Special Olympics activities?

YES NO

- ✉ Special Olympics Chairman

Is this related to Pregnancy Center Support, March for Life or Ultrasound activities?

YES NO

- ✉ Pro-Life Chairman



HOW IT WORKS

- 1 Submit Form 10784 through Supreme (Faith in Action System)
- 2 Supreme confirms only to the submitter and Grand Knight
- 3 Generate the PDF confirmation
- 4 Forward the PDF copy to the appropriate Indiana recipients (See left)

It is the council's responsibility to complete all steps.



IMPORTANT REPORTING POLICY

The Supreme Council does NOT forward Faith in Action reports or most other form submissions to the Indiana State Council.

This is the Supreme Council's reporting process and is not controlled by the Indiana State Council.

After submitting a report to Supreme, the council is responsible for generating the PDF copy and forwarding it to the appropriate Indiana State Council recipients.

Following this procedure ensures your council receives proper credit for its work and allows the Indiana State Council to maintain accurate records and provide meaningful assistance.

OTHER FORMS & REPORTS



STATE FORMS

IN-FORM 1 (Annual Council Information Form)

- Preferred: Submit through the State Website
- OR email PDF copy to:

- ✉ Administrative Assistant
- ✉ Program Director
- ✉ Forms Chairman
- ✉ Retention Chairman

- ✉ Gibault Envoy Chairman
- ✉ Special Olympics Chairman
- ✉ District Deputy (your DD)

DUE EVERY
YEAR
JUNE 15



DISTRICT DEPUTY CHECKLIST (Monthly)

Email PDF copy to:

- ✉ Forms Chairman
- ✉ Program Director
- ✉ Membership Director
- ✉ Online Membership Chairman

DUE
MONTHLY



SUPREME FORMS

See sections below for specific Supreme forms.
After submitting to Supreme (or emailing Supreme):
Generate the PDF copy and forward to the required Indiana State Council recipients.



MISCELLANEOUS STATE FORMS

Read the bottom of the form for required recipients.
Contact information is available on the state website, in the State Directory (Google Drive) or in the State Program Guide.
The State Directory is not publicly distributed.



COUNCIL NEWSLETTERS / COMMUNICATIONS

newsletter@indianakofc.org

When using this email account, please place it in the BCC line.

SUPREME FORMS – WHAT TO DO

The Supreme Council does not forward these submissions to the Indiana State Council. Always generate the PDF copy and send it to the required Indiana recipients.



FORM 185 REPORT OF OFFICERS ELECTED

DUE EVERY YEAR
JUNE 30

Submit via Member Management (within 30 days after election of new officers)

Generate PDF and send to:

- ✉ Forms Chairman
- ✉ Program Director
- ✉ District Deputy (your DD)



FORM 365 SERVICE PROGRAM PERSONNEL REPORT

DUE EVERY YEAR
**DUE EVERY YEAR
JULY 30**

Submit via Member Management (by July 30 or within 30 days of appointment)

Generate PDF and send to:

- ✉ Forms Chairman
- ✉ Program Director
- ✉ District Deputy (your DD)



FORM 1295 SEMIANNUAL COUNCIL AUDIT REPORT

DUE EVERY YEAR
**JANUARY
AUGUST 15**

Submit via Member Management (by August 15)

Generate PDF and send to:

- ✉ Forms Chairman
- ✉ Program Director
- ✉ District Deputy (your DD)



FORM 1728 ANNUAL SURVEY OF FRATERNAL ACTIVITY

DUE EVERY YEAR
**JANUARY
JANUARY 31**

Submit via Member Management (by January 31)

Generate PDF and send to:

- ✉ Forms Chairman
- ✉ Program Director
- ✉ District Deputy (your DD)

★ GOLDEN RULE

Submitting a form to Supreme does not notify the Indiana State Council.

Always forward the PDF copy to the required Indiana State Council recipients.



BEFORE YOU HIT SEND

- ☐ Submitted the form to Supreme (if required)
- ☐ Generated the PDF confirmation
- ☐ Attached the PDF to my email
- ☐ Copied all required Indiana recipients
- ☐ Included my District Deputy (if required)

IN SERVICE TO ONE. IN SERVICE TO ALL.



CHARITY • UNITY • FRATERNITY • PATRIOTISM