



Request for Membership Suspension (IN-RMS)

District: _____
Council: _____

Member Info:	Last Name:	First Name:	MI	Age	Years of Service	Membership Number
	Phone Number:	Email:	Parish Name:			First Degree Date:
	Mailing Address:			Member of Parish: <input type="checkbox"/> Yes <input type="checkbox"/> No		Re-Entry Date (if Applicable):
Billing:	Notice	Date	Dues Paid? (Y or N)		Letter Returned? (Y or N)	New Address? (Y or N)
	First Billing Notice					
	Second Billing Notice					
	Knight Alert					

*Note if New Address, last letter should be resent and address updated in Member Management

Retention:	Retention Committee Member Assigned:					
	Attempts to Contact Member – NOTE: Voicemail and Billing are NOT considered contact In comments, indicate how contact was made, i.e. phone, home visit, email, parish, etc					
	Contact #1 Comments:	Date:	Contact #2 Comments:	Date:	Contact #3 Comments:	Date:
	Signatures below certified complete retention activity by Grand Knight, Deputy Grand Knight and Trustees (all required):					
	Grand Knight:			Trustee One-Year:		
	Deputy Grand Knight:			Trustee Two-Year:		
			Trustee Three-Year:			

Send Results (this Form and any supporting documentation) to District Deputy. DD will complete his requirements and forward results & recommendations to the Membership Retention Chairman and State Membership Director with information copied to State Deputy

State:	Office	Comments:	Recommendation:
	District Deputy		
	Membership Retention Chairman		
	State Retention Chairmen will return form(s) to District Deputy with Recommendations as noted:		
<input type="checkbox"/> Concur (Submit 1845 – Intent to Retain) <input type="checkbox"/> Do Not Concur (Contact State Retention Chairmen)			

Note: See Reverse Side for Instructions

This form is available online at www.indianakofc.org/forms

7/2019

Request for Membership Suspension Form Instructions

1. Completely Fill Out the following Sections
 - a. Member Info
 - i. All information can be obtained from Grand Knight or Financial Secretary via Member Management
 - b. Billing
 - i. Note the date each billing notice and Knight Alert (KA1) is sent.
 - ii. Indicate whether dues were paid for each billing
 - iii. Indicate whether letter was returned
 - iv. If applicable indicate what new address was indicated with return or during Retention efforts.
 - c. Retention
 - i. Council Grand Knight appoints Membership Retention Chairman and Committee. Submit names on IN-FORM1 and Supreme Form 365.
 - ii. Each delinquent member should be assigned to a member of the retention committee
 - iii. Multiple contacts must be attempted. Note that leaving a voicemail three times does not count as three contact attempts
 - iv. Comments about the contact attempt should be noted
 - v. Grand Knight as ex officio member of the Retention Committee and leader of the local council must sign-off that all retention efforts have been exhausted and be prepared to assist the District Deputy and State Membership Retention Chairman is needed
 - vi. Deputy Grand Knight and Trustees as official members of the Retention Committee must sign-off that all retention efforts were exhausted by the assigned member
 - d. State
 - i. Once council retention efforts are complete, this form should be submitted to the District Deputy
 - ii. District Deputy will conduct further retention efforts on behalf of the council and make a recommendation to the State Membership Retention Chairmen
 - iii. State Membership Retention Chairmen upon receiving the Request for Membership Suspension will conduct further retention efforts on behalf of the State Deputy
 - iv. State Membership Retention Chairmen after discussing his results and conclusions with the State Deputy and State Membership Director will make a recommendation on concurrence of suspension
2. Once the Council has received concurrence from the District Deputy and the State Membership Retention Chairman, the local council is free to process the suspension as it sees appropriate per Supreme Retention Billing Procedures #1845A.
3. Concurrence of suspensions are contingent upon final Approval from the State Deputy
4. Per Supreme regulation, once the Form 1845 – Intent to Retain, has been submitted to the Supreme Council, the local council must wait a mandatory 60-days to process the Form 100. If after 90-Days the council has not processed a Form 100, the Intent to Retain is voided by Supreme and local council is prohibited from processing an Intent to Retain until the next billing cycle.

7/2019