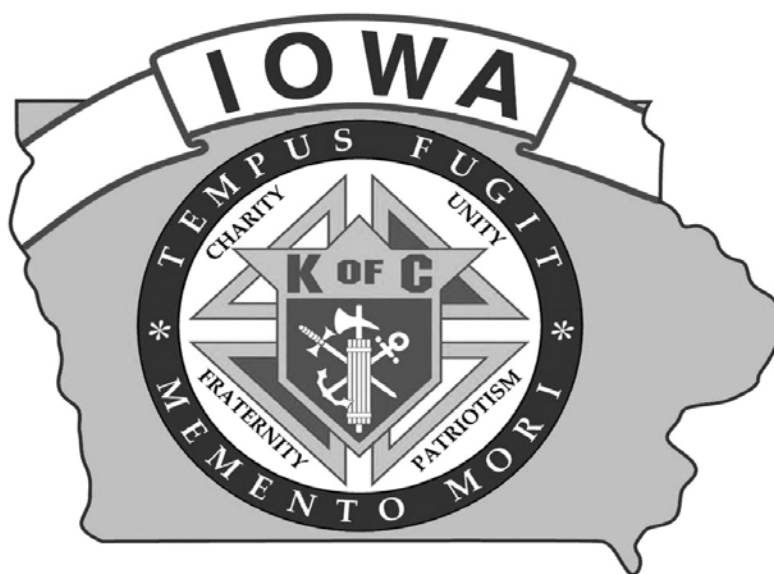


KNIGHTS OF COLUMBUS

Iowa State Council



District Deputy's Handbook

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Forward

“As each one has received a gift, use it to serve one another...”
1 Peter 4:10.

It is our hope that this handbook, along with Supreme District Deputy Handbook, and the direction of the State and Supreme Councils, will be a valuable tool to help you in your important position of District Deputy.

This handbook includes a description of the duties and responsibilities of the District Deputy, suggestions for District meetings, details on record keeping and reports, information on the various awards, and copies of necessary forms. Additional copies may be downloaded from the forms section of www.iowakofc.org. Please be sure that you are using current forms from this handbook or the website.

As District Deputy, you are filling a role of vital importance. You are the Knight who makes sure that things get done, you are the go to guy for communications between the State Council and the local councils. You are also a leader, listener, and trouble shooter. With so much to do it is important that you understand that the State Officers, Regional Directors, and Program Chairs are here to assist you in every way they can. If you have a council that is struggling and you need some advice, an extra hand, or the ear of a brother Knight, don't hesitate to call. We are here to help.

As Knights we are to serve our Church, brother Knights, our communities, and our world. It is important that you, as the District leader help to keep the focus on a commitment to faith and service. You, along with the Grand Knights of your councils, will be setting priorities that are in line with the values of the Knights. You will also serve as a role model of fraternity for those in your district. This may be one of your most important goals.

I hope that you are looking forward to the coming year with excitement and enthusiasm. Please don't hesitate to let me know if I might help in any way.

Fraternally,

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State Deputy

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1. Mission

As we transition into the next leadership team for the Knights of Columbus in Iowa, we are witnessing a revitalization of Fr. Michael J. McGivney's Legacy. Its success depends upon us being accountable for new priorities related to our vision, taking responsibility and commitment for achieving our shared mission, and being intentional about our objectives. In order to waste less and increase the quality of our decisions, we publicly declare our intentions here and describe our methods in this manual.

The Iowa Knights of Columbus will foster the legacy of Fr. Michael J. McGivney to serve the Church, build the Order, and enrich our community.

Vision

The vision of the Iowa Knights of Columbus is to:

- Publicly and staunchly support the Catholic Church, her bishops, priests, deacons, and religious, and uphold her doctrines
- Reach out to all Catholic men and their families
- Foster a positive, challenging, and rewarding service environment
- Deliver superior support to our councils
- Successfully complete council projects
- Establish new parish councils where opportunities are present
- Nurture outstanding lay leadership and the use of personal talents at all levels ("Each man who is privileged to call himself a Knight of Columbus has a personal talent, one capacity in which he excels to a greater extent than his fellowmen. Therefore, it is with great satisfaction that we anticipate that each newly-elected Officer will augment his council's fine record of accomplishment through his unselfish contribution of that talent to his council's welfare by the manner in which he conducts his official duties." Installation of Officers)
- Effectively communicate among our councils and our communities

- Minimize management overhead through the use of technology and modern leadership techniques
- Achieve superior financial, quality and delivery performance

Guiding Principles

- The hierarchy of importance in our lives is
 - God first
 - Family
 - Job and Employment
 - The Knights of Columbus
- We are here to serve the Lord, providing an active witness of Faith in action born out of Love.
- All human life is sacred, from the moment of conception to the last natural breath
- All men and women have dignity

Objectives

- Achieve a new goal of 1000 new members statewide each year
- Every council active by recruiting two or more new members, at least one in the first half of the fraternal year and another in the second half
- Complete four projects at each council in each area of Church, Community, Family, Youth, & Council each fraternal year
- Establish a round table in every multi-parish council in Iowa
- 80% of Iowa's districts achieve Star District status
- Increase Squires Circles by 50% Significantly cut suspensions through personal contact at the council level
- Continue to grow the "Football Frenzy" Sweepstakes


2. Worthy District Deputy


“Motivation is everything. You can do the work of two people, but you can’t be two people. Instead, you have to inspire the next guy down the line and get him to inspire his people.” Lee Iacocca, Chrysler Chairman – Retired


“I’ll tell you what leadership is. It’s persuasion and conciliation, education and patience.” Dwight Eisenhower, 34th US president


Congratulations are always in order to a District Deputy on his nomination and appointment by the State Deputy. With the approval of the Supreme Knight, the District Deputy is the personal representative of the State Deputy to the councils in his district for the fraternal year. Except in unusual circumstances, a District Deputy can only serve four terms in office (*Charter Constitution and Laws*, Sec. 60) – time enough to lead his councils to great achievements and to make exemplary contributions to our Order.

REFERENCES

-  Certificate of Appointment

-  Charter Constitution and Laws

-  District Deputy Handbook

-  Administrative Packet

Helping Fulfill His Duties

The *District Deputy Handbook and Reference Guide* from the Supreme Council describes his powers and duties and offers helpful information, advice, and direction – administrative, ceremonial, and financial responsibilities; meetings, membership growth; insurance; service program; and a reference guide on applications for membership, benefits of membership, billing procedures, council officer duties, and membership procedures and report forms.

Administrative packets from the State and Supreme Councils contain examples and forms that the District Deputy needs in order to file reports and share program materials with councils eager to learn how to do more.

This *District Deputy Handbook* further helps the District Deputy meet State and Supreme Council requirements and implement programs by highlighting critical responsibilities, providing work instructions, and sharing lessons others have learned.

Another useful reference to have on hand is the *Financial Secretary Handbook* (Item #1410).

These references are available to help the District Deputy complete his job in the manner which will make his councils proud, give him the satisfaction of a job well done, and earn the praise of State and Supreme officers.



The Job

The District Deputy needs to have charisma, bearing, and presentation skills (how to speak in public). He needs the tools, but what he brings with him – his heart, work ethic, and sense of mission – will make the difference in how he leads. The job of the District Deputy is not easy, but if it is done properly, it will be one of the best experiences he will remember for the rest of his life because his impact will have been great. Remember, the State Deputy selects the District Deputy because he has faith in his abilities and believes he is the right man for the job. So, when it becomes difficult, consider this charge the District Deputy himself gives to the Grand Knight at the Installation of Council Officers:

“Your duties will be many, perhaps tiring and difficult. There will be times when you will believe yourself at the peak alone. You are not. Never hesitate, through pride or pique, to ask for help. You have only to ask and it will be forthcoming. Study the official instructions you have received. Obey the Laws and Rules of our Order.... Insure that each member does so. You will then deserve the title by which you will be addressed throughout your term of office”

In other words, remember always that you have the support and experience of your State Officers, your fellow and former District Deputies, and your State and Regional Directors, particularly your Regional Director. Help is a phone call away. Honor your commitment to be your best and enjoy the fruits of your job!

Meet with Retiring District Deputy

The transition of a district to a new District Deputy is smoother when the District Deputy learns about the councils from the retiring District Deputy. Schedule sufficient time to talk and do not just drop off a pile of folders. If possible, the new District Deputy should meet with the retiring District Deputy prior to the end of the fraternal year. In this meeting, the retiring District Deputy discusses the status of the district and each of the councils, including any problem areas, and brings completion to the term of the former District Deputy.

The retiring District Deputy also transfers the files on each of the councils and other related files that apply to the office of District Deputy:

- Council Activities Report
- Council First Degree Exemplification Log
- Membership Drive Worksheet
- Quarterly Membership Drive Report & First Degree Schedule
- Retention Worksheets
- Persons with Intellectual Disabilities Drive Worksheet
- Request for Major Degree
- Report of Officers Chosen
- Service Program Personnel Report
- Audit Report
- Notice of Balance Due
- Per Capita Tax Billing and other quota billing
- Annual Survey of Fraternal Activity
- Evaluation of Financial Secretary
- Council Newsletter
- District Deputy's Report
- Other pertinent reports

The transfer of files is very important; for example, the new District Deputy may not know all of the officers in some of the councils in the district. Transferred files will also provide a baseline or foundation to start and build upon.

This meeting between retiring and new District Deputies could involve more than one retiring District Deputy if some redistricting affected the councils assigned to the district.

Ceremonial Robe

The retiring District Deputy will turn over his ceremonial robe to the new District Deputy. The State Office will ask the new District Deputy if a replacement robe is required because a robe cannot be transferred or if it is unsuitable because of wear and tear or improper size. The State Office will then send a list of District Deputies who require robes to the Director of General Offices at the Supreme Council, requesting that order form (Form #588) be sent directly to the District Deputy. The District Deputy will return any surplus robe to the Supreme Secretary by certified or registered mail and marked personal. Do this as soon as possible, but not later than when a replacement ceremonial robe is received.

The District Deputy will wear the ceremonial robe at installations of council officers and at knighting ceremonies during Major Degrees where he is host or co-host District Deputy. He should also wear the ceremonial robe on other occasions specified by the Supreme Knight or the State Deputy.

District Deputy Duties

The *Charter Constitution and Laws* lists in Chapter X, Section 62 the following powers and duties of the District Deputy.

(a) Supervise Councils

Each District Deputy has general control and supervision of the councils within his district and is responsible for the enforcement of the *Charter Constitution and Laws* in those councils. If the District Deputy bases his decisions on facts and what is best for the good of the order, acceptance will come!

(b) Ceremonials

The District Deputy is responsible for the Second (Formation) Degree. However, in the Iowa jurisdiction, the Major Degree team provides team members for both the Second and Third Degree exemplifications.

(c) Inspect Council Books

The District Deputy may demand the books, vouchers and accounts of the councils within his district for legitimate purposes at any time for examination. Specifically, Section 243 of the *Charter Constitution and Laws* states:

The State Deputy, the District Deputy and the Board of Trustees and Grand Knight of councils, or their representatives, shall have access to and possession of the books, records and files of the councils for the purpose of examination at any time, and the officers of councils will permit such access to, and make delivery of such books, records and files upon request to any of such officers for examination, provided that all such books, records and files of councils, officers or members shall not be demanded capriciously, but for legitimate purposes, and be returned with such promptness as will be consistent with the nature of the examinations.

The District Deputy reports this examination on District Deputy Semiannual Report on Council Status Form #944A (July – December) and 944B (January – June) after the question, “District deputy has inspected the council books and financial records and certifies that these records comply with the Order’s laws and rules.” See “File Reports” below.

The District Deputy ensures the council completes the semi-annual audit and reports same on Semiannual Council Audit report (Form #1295).

(d) Install Council Officers

Early in his term, within the first two months (July or August), the District Deputy must install the officers of his councils. The District Deputy sets the

date and the place. The installation ceremony is contained in “Installation of Council Officers” Booklet 770. An appropriate ceremony is to install council officers as a district, installing the officers from each council in the district in a single ceremony. However, council officers may also be installed in each individual council. The District Deputy may decide which method works best for him and his councils.

(e) Councils Must Obey

Each District Deputy is a special representative of the State Deputy and the various council officers and members shall implicitly obey his ruling and decisions in all matters of disputes or otherwise and all lawful orders made by him.

(f) Cause Ceremonial Exemplification

The District Deputy sees that candidates receive degrees as expeditiously as possible.

(g) Properly Kept Accounts

The District Deputy is responsible for making certain that the accounts of the councils in his district are kept in the books furnished by the Supreme Secretary and in the manner provided by law.

District Deputy should on a regular basis check and make sure council payments have been made for Supreme and State per-capita, Catholic advertisement, etc...along with other legitimate assessments.

(h) Report Suspensions

The District Deputy must report at once to the Supreme Secretary any deposition or suspension made by him. Section 166 of the *Charter Constitution and Laws* states that whenever it shall appear that a member or officer of a subordinate council has violated any of the provisions of the laws, a State or District Deputy, **subject to the approval of the State Deputy**, or a Territorial Deputy, may summarily suspend such member or officer from office or membership and such suspensions shall include all persons and councils until such suspension is annulled, provided that such suspension may be annulled at anytime by the Board of Directors or the Supreme Knight. When such suspension is ordered the party ordering the suspension shall immediately notify the Supreme Secretary.

(i) Take Books

In case of dissolution of a council, the District Deputy must take the proper books and papers of the council for the benefit of the Order and return them to the Supreme Secretary.

(j) Direct Trustees

When deemed advisable to do so, the District Deputy has the authority to direct and assign duties to the trustees of the councils within his district.

(k) File Reports

When requested to do so by the State Deputy, the Supreme Knight or the Board of Directors, the District Deputy must file a written report of the condition of the councils in his district. Such a report is the District Deputy Semiannual Report on Council Status Form #944A (July – December) and 944B (January – June).

(k.1) Form 944A (July - December)

COUNCIL DEADLINE CHECKLIST

- Election of Officers (Form #185) - Deadline: July 1 for receipt at Supreme Council office.
- Service Program Personnel Report (Form #365) - Deadline: August 1 for receipt at Supreme Council office.
- Semiannual Council Audit Report (Form #1295) - Deadline August 15 for receipt at Supreme Council office.
- July Per Capita Tax Assessment - Deadline: October 10 for receipt at Supreme Council office.
- IRS Form #990 - Return of Organization Exempt From Income Tax - Deadline: Fifteenth day of the fifth month following the close of the council's annual accounting period.

ORGANIZATION

1. Are council officers knowledgeable of their duties?
2. Are council officers performing as they are expected?
3. Do council officials regularly attend district meetings? Number of district meetings held during July-December:
4. District Deputy has inspected the council books and financial records and certifies that these records comply with the Order's laws and rules.

MEMBERSHIP

1. Is the council conducting an effective membership recruitment campaign?
2. Do the Grand Knight and Financial Secretary reconcile the council's membership transactions reported by the Supreme Council office on the monthly Grand Knight's Membership and Financial Statement (Form #1189) and the Council Billing Statement (Form #F056)?

INSURANCE PROMOTION

1. Is a field agent assigned to this council?
2. Is the council conducting an overall insurance promotion program?

3. Is the Financial Secretary providing copies of the Membership Document (Form #100G) to the agent immediately following First Degrees?
4. Does the field agent participate in council functions?
5. Do you expect this council to achieve its insurance member quota?

SERVICE PROGRAM

1. Is this council operating under the recommended Service Program structure?
Status of program: Excellent, Good, Fair
2. Does this council sponsor a Columbian Squires circle?
Status of circle: Excellent, Good, Fair
3. Is council interested in instituting or reactivating a Columbian Squires circle?
If yes, Contact Name, Address

NEW COUNCIL DEVELOPMENT

1. Number of church parishes in total membership of council:
2. Could a new council be developed in this area?

OVERALL STATUS

Outline council strengths, weaknesses, achievements, etc. The District Deputy makes recommendations and suggestions to council leadership

(k.2) Form 944B (January – June)

COUNCIL DEADLINE CHECKLIST

- Catholic Advertising Assessment - Deadline: January 10 for receipt at Supreme Council office.
- Survey of Fraternal Activity (Form #1728) - Deadline: January 31 for receipt at Supreme Council office.
- Semiannual Council Audit Report (Form #1295) - Deadline: February 15 for receipt at Supreme Council office.
- January Per Capita Tax Assessment - Deadline: April 10 for receipt at Supreme Council office.
- Columbian Award Application (Form #SP7) - Deadline: June 30 for receipt at Supreme Council office.
- IRS Form #990 - Return of Organization Exempt From Income Tax - Deadline: Fifteenth day of the fifth month following the close of council's annual accounting period.

ORGANIZATION

1. Are council officers performing their duties as expected?
2. Do council officers regularly attend district meetings?
Number of district meetings held during January-June:

3. District Deputy has inspected the council books and financial records and certifies that these records comply with the Order's laws and rules.

MEMBERSHIP

1. Is the council conducting an effective membership recruitment program?
2. Does the council utilize an Admission Committee?
3. Do the Grand Knight and Financial Secretary reconcile the membership transactions reported by the Supreme Council office on the monthly Grand Knight's Membership and Financial Statement (Form #1189) and the Council Billing Statement (Form #F056)?
4. Has the council implemented an organized membership retention program?

INSURANCE PROMOTION

1. Is a field agent assigned to this council?
2. Is the council conducting an overall insurance promotion program?
3. Is the Financial Secretary providing copies of the Membership Document (Form #100G) to the agent immediately following First Degree?
4. Does the field agent participate in council functions?
5. Do you expect this council to achieve its insurance member quota?

SERVICE PROGRAM

1. Is this council operating under the recommended Service Program structure?
Status of program: Excellent, Good, Fair
2. Does this council sponsor a Columbian Squires circle?
Status of circle: Good, Fair, Inactive
3. Is council interested in instituting or reactivating a Columbian Squires circle?
If yes, Contact Name, Membership Number, Address
4. Will this council earn Star Council? Likely, Unlikely

NEW COUNCIL DEVELOPMENT

1. Number of parishes being served by the council
2. Is there a Round Table serving each Parish? (If your council serves more than one Parish)
3. Could a new council be developed in this area?
If yes, please identify the site

OVERALL STATUS

Outline council strengths, weaknesses, achievements, etc. The District Deputy makes recommendations and suggestions to council leadership

(I) Other Duties

Each District Deputy is required to perform other such duties as the *Charter Constitution and Laws* prescribe, or the State Deputy, Supreme Knight or the Board of Directors shall order.

Vacate an Office

As provided by Section 92(b) of the *Charter Constitution and Laws*, a State, District or Territorial Deputy may declare any office in a subordinate council vacant, where the officer fails or refuses to perform the duties pertaining to his office. The District Deputy may declare said office vacant, reporting at once to the State Deputy and Supreme Secretary any disposition or suspension made by him.

Suspend a Council

Section 159 of the *Charter Constitution and Laws* gives summary suspension power to State, Territorial, and District Deputies to suspend councils for violation of the *Charter Constitution and Laws* or ceremonials or any lawful order by competent authority; failure, neglect, or refusal to obey lawful orders of the District Deputy and his superiors; willful insubordination of any superior authority in the Order; and failure to pay per capita tax legally assessed by the State Council (the first, second, fifth and eighth causes enumerated in Section 157). The council may appeal to the Board of Directors, but the appeal itself does not vacate the suspension.

Solving Council Issues

The proper way to handle any questions, issues or disputes in a subordinate council is to go through the leadership chain. Here is the leadership chain for problems:

1. The Council Advocate resolves the problem.
2. The Grand Knight resolves the problem.
3. The District Deputy resolves the problem.
4. The State Advocate resolves the problem or consults with the State Deputy. If he cannot resolve the problem, refer the problem to the Supreme Advocate.

The State Executive Committee will not respond to questions that have not followed this leadership chain.

Put all protests or complaints in writing over a signature and legible name and addressed to the proper person in the leadership chain. Following this procedure will avoid a lot of confusion and wasted time.

District Warden

The District Deputy selects a District Warden to assist in work, such as, at council visits and ceremonials. The District Warden should possess the same zeal for the Order as the District Deputy. At district meetings, the Warden will act as the recorder and take minutes and attendance. At installations of officers, he will assist in lining up officers and escort them into the chamber for the installation ceremony. At degrees, the District Warden can assist the District Deputy in evaluating the degree team. In the absence of a District Deputy, Supreme recommends a former District Deputy evaluate the degree team.

In some cases the District Warden may attend functions that the District Deputy cannot; for example, the Warden can give the District Deputy's report at council meetings in the absence of the District Deputy.

The State Deputy selects and appoints the succeeding District Deputy; however, in most circumstances the State Deputy will consider and respect the recommendations of a retiring District Deputy for replacement, including a District Warden who is in a position to take over as District Deputy. The retiring District Deputy discusses this with the State Deputy.

District Meeting

The District Deputy schedules both a district organizational meeting at the beginning of the fraternal year in July or August and a district mid-year meeting in January or February. These meetings shall occur as soon as possible after the summer and winter State Family meetings. Your District Meeting dates should be set prior to the State Family meetings in order to provide the information to the State Deputy at that time.

District Meeting Attendees

The following officers shall attend from each council in the district – Grand Knight, Financial Secretary, Treasurer, Membership Director, and Program Director. Make sure that your council's understand that the Iowa State Deputy's Award is tied into attendance at the District Meetings.

The District Deputy shall invite the Regional Director, State Membership Director and a General or Field Insurance Agent to speak at the district

meetings. He may invite other Directors. All are valuable assets to help convey the Supreme and State programs to the district membership.

For every District Meeting, the District Deputy should also send a courtesy invitation to the State Deputy, notifying him of the date, time and location (as stated above this should occur at the State Family Meetings). If the calendar permits, the State Deputy will assign a State Officer to attend and notify the District Deputy.

The District Warden should also be in attendance, conduct roll call, and take minutes.

District Meeting Outline

The meeting at the beginning of the fraternal year should set goals for the councils to achieve by the end of the year and give them some ideas on how to obtain these goals. The Mid-Year Meeting should center on how well councils are doing with programs, membership and retention. Refer to protocol for proper seating arrangement and speaking order.

- Call to Order, Opening Prayer, Pledge of Allegiance
- Welcome, Meeting Format, Roll Call
- Mission
- District Council Goals and Quotas
- Supreme and State Council Programs (Regional Director if attending)
- Membership Programs and Recruitment Plans (Membership Director if attending)
- Fraternal Benefits (General Agent or Field Agent)
- Ceremonials and District Degree Schedules
- Retention
- New Council Development
- Calendar of Events and Correspondence
- Incentive Programs and Awards
- Grand Knight Comments (each council in the district)
- State Officer Comments (if attending)
- Closing Remarks and Prayer

District Meeting Report

The Regional Director who attends the District Deputy's semi-annual meeting will report to the State Deputy via e-mail on the number of councils and members attending, whether a membership program was presented, what State and Diocesan programs were explained, and whether the General Agent was given enough time to explain fraternal benefits. He will also advise if proper protocol was followed in the seating and introductions of any dignitaries or speakers.

District Deputy's Report

The District Deputy will submit the Iowa State Council District Deputy's Report (Iowa Form #IA 29) to the Regional Director for each of the four periods listed on the form.

Purpose

The Iowa District Deputy's Report (Iowa Form #IA 29) is a tool to enable the Regional Director to see whether the District Deputy requires any help with his councils. As stated in the Forward, this is not a checklist for any evaluation or inspection. Instead, it is a partnering.

Each District Deputy is invited to create the future he wants and cause fulfillment of a possibility that he himself declares. The intention is to enable the District Deputy to produce extraordinary results by declaring and making known that he is committed to accomplishing State Council objectives and the objectives for the councils in his district. It is thus a commitment not just to the Knights of Columbus as an organization but a commitment to ourselves as leaders, being accountable for the accomplishments of those we lead. Being accountable for accomplishments requires the creation of **step-by-step plans**.

When following the instructions below, consider the size of the promises (be bold, not safe) and the importance of step-by-step plans (be specific).

Instructions

Copy the District Deputy's Report (Iowa Form #IA 29). Complete and mail it to the Regional Director before the end of the calendar quarter – September 30, December 31, March 31, and June 30 – after making a copy for yourself. Attach additional sheets as required. Be sure to schedule time to complete the report. Schedule earlier rather than later dates to mail the report when you see your calendar filling, especially before the Christmas and New Year holidays. In every case, call the Regional Director before the deadlines if you need to request extra time.

The Regional Director will partner with you on delivery and execution of what will bring you success, and he will hold you accountable where you have said you want to be held accountable on the commitments you have made.

Answers to the following questions on this report allow the Regional Director and District Deputy to discuss goals and to share ideas.

1. What did you accomplish in your district councils this past quarter?

If this is the first report, leave blank, unless you had openly declared possibilities somewhere else that you want to report on here. Otherwise look at the bold promises on Question No. 4 from the previous report and say what results happened (avoid reasons; record anything missing in Question No. 3 rather than here in Question No. 1).

Question No. 1 is like Question No. 2 but less quantifiable and measurable.

2. What specific results did you accomplish in your councils?

If this is the first report, leave blank, unless you had openly declared specific step-by-step plans somewhere else that you want to report on here. Otherwise look at the specific plans on Question No. 5 and the promised actions on Question No. 6 from the previous report and say what resulted (again avoid reasons; record anything missing in Question No. 3 rather than here in Question No. 2).

Question No. 2 is like Question No. 1 but more quantifiable and measurable with numbers, dates, and evidence.

3. What did you discover that worked, did not work, or was missing?

This is an opportunity to celebrate failure and say what broke. How many bold and great accomplishments succeeded on the first try? Record anything that did not work or was missing that prevented you from listing an accomplishment in Questions No. 1 and 2. For example, training was missing, an instructional letter was missing from the State Office, coordination was missing.

4. What will you accomplish in your district councils this next quarter?

What will boldly make a difference that moves and inspires you? This is like Question No. 5 but less quantifiable. For example, the councils will publicly support priests and their parishes, Grand Knights will minimize management overhead through the use of technology, the councils will reach out to all Catholic men and their families.

The evidence of these future accomplishments is subject to discussion and agreement; for example, how would you know that councils are publicly supporting priests? Whereas the evidence of the future results in Question No. 5 speaks for themselves.

5. What specific results will you accomplish in your councils?

This is like Question No. 4 but quantifiable and measurable with numbers, dates, and evidence you could produce. For example, every non-parish based council will form a Parish Round Table by September 1, every Grand Knight has email and is on an electronic distribution list by October 12, every council has access to both State and Supreme web sites by December 7, my home council will have 50 prospects on the next Membership / Church Drive.

These future results are self evident; for example, anyone could count prospect cards after a Membership / Church Drive. On the other hand, we declare the accomplishments in Question No. 4.

6. What specific actions will you promise to take this next quarter?

For example, you will contact pastors on September 17, create an action plan by July 30, distribute program information and materials by August 15, hold a training session on Blitz techniques on September 14, survey councils on their access to computers by August 5, speak to a community group on the Knights of Columbus by November 30, review the DD Report on Council Status (Form #944A and Form # 944B) on July 15.

7. What concerns, constraints, etc. do you have?

8. What areas do request help in for training or coaching?

9. List your councils and the council requirements they met and the council requirements they missed, including the following:

- Completion of membership drives
- Attendance at district meetings
- Report of Officers Chosen for Term (Form #185)
- Service Program Personnel Report (Form #365)
- Semiannual Council Audit Periods Ending 6/30 and 12/31 (Form #1295)
- Council Activity Reports for periods 1, 2, 3, 4P, and 4 (July/August/September, October/November/December, January/February/March, and April/May/June)
- Annual-Survey of Fraternal Activities (Form #1728)

- Fr. McGivney Guild

Files on the Councils

The section in this handbook called “Meet with the Retiring District Deputy” listed files to transfer from the retiring to the new District Deputy on each of the councils and other related files that apply to the office of District Deputy. How the District Deputy organizes those and other files can be a matter of personal preference, but it is recommended the District Deputy create the following file folders for them:

- Iowa DD Report to Regional Director (Iowa Form #IA 29)
- Phone Tree/Phone Chain, Phone List
- Council Visitation Remarks, District Deputy Reminder (monthly flyer)
- Log of Official Visits (personal list with date, council or other location, purpose, and mileage) and Expense Reports (Supreme Form #267)
- Conducting a Council Meeting (Form #1937), Prayers (Prayer for Vocations, Prayer for the Canonization of Fr. McGivney)
- District Deputy’s Report (Form #F049) on council quotas
- Divisional Membership Report
- Membership Campaign Materials, Membership Newsletter, How to, Procedures, Shining Armor Award
- Membership Drive Dates & Drive Results
- Degree Schedules
- DD Ceremonials Report (Form #2408)
- DD Degree Exemplification Report (Form #450-NC) & Letters from Supreme Director of Ceremonials
- District Deputy Reminder from Supreme
- Newsletters (Knightline, The Knight Today, Knight Lite, Program Supplement, PR Bulletin, McGivney Guild, Squires)
- Announcements & Activities (State, Diocesan, District, Council Letters and Notices)
- Insurance
- Issues (Late Reports, Notice of Balance Due and Overdue, Areas Needing Attention, Requirement Status, Due and Overdue Council Payments)
- New Council Development (NCD), Parishes in Diocese, Parishes Served by Council, Council Chaplains
- Report of Round Table Coordinator (Form #2629), Annual Report of Round Table (Form #2630)
- Award Status & Council Activities Tabulation
- State and Supreme Letters to Council on Balance Due and per Capita Tax Billing

- Report of Council Officers Chosen (Form #185), Membership Roster
- Evaluation of Financial Secretary (Form #1938)
- Service Program Personnel Report (Form #365)
- Semi-Annual Council Audit Report (Form #1295)
- Retention Worksheet & Notice of Intent to Suspend (Form #1845)
- Council Activity Report Form (Iowa Form #IA 16)
- Annual Survey of Fraternal Activity (Form #1728)
- Columbian Award Application (Form #SP-7)
- Semiannual Report on Council Status (Forms #944a & 944b)
- State Council Service Program Awards (Iowa forms #IA 1 – IA 15)
- Refund Support Vocations Program (RSVP) (Form #2863A)
- Persons with Intellectual Disabilities Drive Form (Iowa Form # IA 28)
- Council Newsletter

For convenience and ready accessibility during council visits, the District Deputy can transfer some of these files into binders described under Council Meeting below, one on all councils (District Deputy Binder) and one on specific councils (Council Binder).

Council Meeting

District Deputies shall attend council meetings at least every quarter and give a brief and to the point report to the general membership, including membership status as it relates to State, Regional, District and Council goals and quotas. It should also include degree schedules, Supreme Council campaign specifics, and a checklist of important report dates and calendar of events relative to Supreme, State and District.

District Deputy Remarks Outline

Do not repeat what the Grand Knight and council directors have already said, but provide appropriate emphasis and motivation as required for the particular council. For material, refer to the monthly “District Deputy Reminder” from the Supreme Council, *Knightline News for Knights of Columbus Leaders*, *Father Michael J. McGivney Guild Newsletter*, and the *Squires Newsletter*. Suggested topic areas include:

- Mission
- Duties (admission, retention, Notice of Intention to Suspend)
- Awards and Acknowledgements
- Membership status [refer to District Deputy’s Report (Form #F049) on council quotas from Supreme]
- Degree schedules
- Supreme Council campaigns, such as, the Order-wide Membership Blitz

- State Council campaigns, such as, quarterly membership drives, and Fr. McGivney Guild
- Important report dates
- Calendar of events

District Deputy Binder

In order be organized at the council meeting, the District Deputy may create a binder, or add to this one, the following recommended sections **(these binders are a non-refundable expense)**:

1. Prepared Remarks (DD Council Visitation Remarks, Log of Visits and Expenses, Conducting a Council Meeting, Prayers) *Note: Visitation remarks follow the District Deputy Remarks Outline in a paragraph above here.*
2. Membership Update [District Deputy's Report (Form #F049) on council quotas], Divisional Membership Report, Iowa Membership Campaigns)
3. Membership Drives, Blitz (Drive Dates, Drive Results, Membership Newsletter, How to, Procedures, Shining Armor Award)
4. Degrees – First, Major [Schedules, Degree Teams, Council First Degree Exemplification Log, DD Ceremonials Report (Form #2408), DD Degree Exemplification Report (Form #450-NC)]
5. District Deputy Reminder (Monthly Flyer from Supreme)
6. Newsletters (Knightline, The Knight Today, Iowa Knight Lite, Program Supplement, PR Bulletin, McGivney Guild, Squires)
7. Announcements & Activities – Flyers (State, Diocesan, District, Council Letters and Notices)
8. Insurance (General and Field Agents)
9. Issues, Areas Needing Attention, Reminders (Requirement Status, Due and Overdue Payments and Reports)
10. NCD, Parishes, Chaplains (New Council Development, Parishes in Diocese, Council Chaplains, Parishes Served by Council)
11. Award Status (Council Activities Tabulation)

Council Binder

The District Deputy may also create a second binder with the following council reports to have on hand for reference during a council visit. He can consolidate all of the district councils in a single binder or prepare a separate binder on each council in the district **(these binders are a non-refundable expense)**.

1. Copy of Letter from State and Supreme to Council on Balance Due and per Capita Tax Billing
2. Report of Council Officers Chosen (Form #185)
3. Service Program Personnel Report (Form #365)
4. Semi-Annual Council Audit Report (Form #1295)
5. Retention Worksheet & Notice of Intent to Suspend (Form #1845)
6. Council Activity Report Form (Iowa Form # IA 16)
7. Annual Survey of Fraternal Activity (Form #1728)
8. Columbian Award Application (Form #SP-7)
9. Semiannual Report on Council Status (Forms #944a, 944b)
10. State Council Service Program Awards (Forms IA 1 – IA 15)
11. Refund Support Vocations Program (RSVP) (Form #2863A)
12. Report of Round Table Coordinator (Form #2629), Annual Report of Round Table (Form #2630)
13. Persons with Intellectual Disabilities Drive Form (Form # IA 28)
14. Council Newsletter

State Convention

The District Deputy, having worked very closely with the councils in his district, should require minimum preparation, prior to his departure to the State Convention. He should have first hand knowledge of the status of his councils – membership, insurance, and program goals attained and eligibility for Supreme awards, such as, Columbian, Father McGivney, Founders, Star Council, and Iowa State Awards.

The State Convention is a time for the district and councils to be recognized for their outstanding achievements during this fraternal year. So, if not completely sure, please review them with the appropriate State Director in a timely manner before the convention.

Attend and participate in all committee assignments and convention meetings.

Expense Reports

Supreme

Expense accounts of District Deputies shall be forwarded through the State Deputy, whose approval is required before they will be given attention by the Supreme Secretary.

The travel expenses of District Deputies for transportation, meals, telephone, tolls and parking, in connection with official business in their assigned district are chargeable to the Supreme Council. These charges may be submitted as a result of traveling to installation of officers, degree exemplifications and council visitations.

Expense accounts shall be submitted on Expense Account of District Deputy or Conferring Officer (Form #267). All travel expenses must be itemized and supported by receipts, showing the date, place visited and purpose of the trip. District Deputies are requested to submit expense accounts on a quarterly basis, e.g. July, August and September expenses are due for submission by October 20th. Rules related to expense accounts are on the back side of the form.

State

Expense reports for District Deputies shall be forwarded to the State Deputy, whose approval is required before they will be given any attention by the Supreme Council or the State Administrative Assistant.

Expenses covered by the State Council for District Deputies are travel to diocesan membership/program meetings at the invitation of the State Deputy and or special meetings called by the State Deputy or State Executive Committee that the District Deputy would be invited to.

Expense reports shall be submitted on an Iowa State Council, Knights of Columbus Expense Report (Form # IA 32) along with receipts for all claimed items, except mileage.

Staple receipts behind the form, not on top of the form, behind the upper right corner.

Each District Deputy is requested to submit expense accounts on a minimum of a quarterly basis, that is, on September 30, December 31, March 31, and June 30.

Both Supreme and State forms require that you add all columns down and across as a double check of your report entries and totals.

Membership / Church Drive (Blitz)

The Knights have a great product to offer Catholic gentlemen. Acceptance of what the Knights have to offer must start with building relationships with our prospects. Prospects will “buy” when they are ready; we just need to have built the relationships that will give us the opportunity to complete the Form #100 when they are ready. In order to build this relationship we can inform them of Fr. McGivney’s dream, its realization in the Knights of Columbus and provide witness to the fruits of loving service at multiple opportunities.

Plan your recruiting efforts now for the long term. Conducting regular church drives where everyone at Mass hears our story plants seeds for the future membership growth. Sometimes it takes years for seeds to germinate and that is why we must start early and persist in telling our story. Prospects must come to know who we are before they will jump into the arena. Plant the seed early and nurture it often.

One tried and proven method of success is to conduct semi-annual church drives to inform prospects about the Knights of Columbus and our benefits. Each council may choose to organize and conduct a drive at times appropriate to their local parish. When these drives are organized throughout the state for a particular time frame it is known as the membership “blitz.”

Conducting a drive must go beyond speaking in front of the parish. Rather the presentation should be designed to interest prospects and open the door to face to face discussions in which the individual interests and needs of the prospective member can be addressed.

The following is a four phase process for running a Membership /Church Drive in your local councils. Go over this information carefully with the Grand Knight in each of your councils.

A. Phase I – Preparation:

1. Obtaining the pastor’s permission to conduct a Membership / Church Drive
2. Advertise the Membership / Church Drive in the parish bulletin

3. Get the priest onboard as a membership recruitment assistant

B. Phase II – Execution:

1. Before each Mass, set up information tables at every door of the church
2. Have plenty of prospect cards and pencils on hand to distribute to each man as the enter the Church
3. With the pastor's permission, arrange for a membership recruitment announcement to be made during the Mass by either the priest or the council's grand knight
4. After Mass, have Brother Knights on hand to answer any questions and to collect prospect referral cards as men leave with their families.

C. Phase III – Follow-Up:

1. With-in 48 Hours personal contact must be made with every prospect that you collected during Phase II
2. Inform those prospects that you will be holding an informational seminar and give them the date, location and time

D. Phase IV – Orientation:

1. This phase begins with organization
2. Have plenty of recruitment brochures about the Order and your council on hand for the prospects and their families to read
3. Request that your council's Chaplain start the event with a prayer and some words about the Order and its mission

E. Reporting:

1. Every council needs to report to their District Deputy as soon as possible on the number of form 100's signed and how many prospect cards were completed.

Spiritual Formation

The source and foundation of every Knight of Columbus must be an active prayer life – one that includes both personal and communal moments. Frequent reception of the sacraments and attendance at Mass is a must. So is daily devotion to developing a personal prayer life.

Additionally each of your councils should sponsor various opportunities to pray together as brother knights. Experience has shown that including time for faith sharing and open reflection can add depth to and immeasurably enrich our communal experience of faith.

Reflection upon our lives of service through the lens of faith keeps us rooted in our baptismal call to discipleship in the Kingdom of God. Without it we risk separating our acts of service from our faith.

Diocesan offices have resources to facilitate this type of prayer and the State Council offers a monthly prayer reflection that can be used by individual councils.

District Deputy Checklist

- Read the *District Deputy Handbook and Reference Guide* (Booklet #916) to learn the duties and responsibilities associated with your position.
- Obtain from your predecessor the “District Deputy Outfit”– the robe and the Installation of Officers, First Degree Ceremonial and Second Degree Ceremonial booklets. The Supreme Secretary will forward jewels to the State Deputy for presentation to all newly appointed District Deputies at the installation ceremony.
- As soon as possible after July 1, install the officers for the councils within your district.
- Schedule a District meeting immediately following State meetings to discuss relevant issues. Grand Knights, Financial Secretaries, Treasurers, Membership and Program Directors and Field Agents should attend. Disseminate information, assess progress and update district planning. Refer to the sample district meeting outline in the *District Deputy Handbook and Reference Guide*. Conduct at least two strategy sessions to discuss membership recruitment, Service Program activities and areas needing improvement.
- Visit each council regularly – at least once every quarter. Refer to the sample agenda in this chapter as well as the *District Deputy Handbook and Reference Guide*. Arrange for a conference with the council officers, including the Financial Secretary, Treasurer, Recorder and Trustees, to inspect their books.
- File the District Deputy Semi-annual Report on Council Status (Form #944A and #944B) reports to the Supreme Council office. Each is an evaluation report to be completed for each council in the district once every six months. This information can be easily gathered from your council’s submitted Iowa Form IA #16.

- File the Degree Exemplification Report (Form #450-NC) to the Supreme Council office following each degree exemplified in the district. Only the host District Deputy completes this report.
- Survey your district for new council development opportunities. Target sites of potential councils, and work with your State New Council Development Director to help reach our goal of “the Knights of Columbus presence in every parish.”
- Urge councils to complete and file Supreme Council office reporting forms – Semiannual Council Audit Report (Form #1295), Report of Officers Chosen for Term (Form #185), Service Program Personnel Report (Form #365) and the Annual Survey of Fraternal Activity (Form #1728). Reporting forms are in the Council Report Forms Booklet (Form #1436) and on the Order's website (www.kofc.org.)
- Assist your councils in planning and implementing effective membership recruitment activities.
- Make certain that the Admission Committee is functioning properly within each council.
- Establish a schedule of frequent First Degree exemplifications in each council. Publicize the schedule throughout the district. Certify First Degree teams within the district.
- Make certain that any or all of the three ceremonial degrees are exemplified in the district as specified by law.
- Complete the District Deputy Ceremonials Report (Form #2408) once during the fraternal year after you have visited all councils in your district.
- Submit Supreme expense accounts on Form #267, preferably on a quarterly basis, to the State Deputy for approval and forwarding to the Supreme Council office.
- Submit State expense accounts on the Iowa State Council Expense Report on a quarterly basis for periods ending on September 30, December 31, March 31, and June 30 by the 20th of the following month to the State Deputy for approval and forwarding to the State Administrative Assistant.

- Assist your councils in implementation of an effective Service Program with a variety of activities directed toward Church, Community, Council, Family and Youth.
- Ensure that council meetings are conducted in accordance with the prescribed “Order of Business” (Item #1937) and ceremonial procedures mandated by the Supreme Council.
- Remind councils of their financial obligations to the Supreme Council – per capita tax, Catholic Advertising assessment and supplies charges. These charges must be paid within 100 days after being levied or the council is automatically suspended.
- Make certain that the proper billing and the “Notice of Intent to Suspend” (Form #1845) procedures are followed by each council. Personal contact on the council and district level is essential to retain members.
- Urge councils to commemorate Columbus Day – October 12 (U.S. traditional) or the second Monday of October (observed) – and Founder’s Day – March 29 – with special activities.
- The official youth organization of the Knights of Columbus is the Columbian Squires. Promote this program for young Catholic men between the ages of 10 and 18. Help in reaching our Order-wide goal of “A Circle in Every Council.”
- Promote and conduct the annual Free Throw Championship in your district. The council-level competition should be conducted during January and the district competition in February. The district competition is the direct responsibility of the District Deputy.
- Work with your councils to achieve programming, membership and insurance quotas for the Star Council Award. Check monthly membership reports supplied by the Supreme Council office. Urge completion of the Columbian Award application before June 30. Individual award requirements are outlined in the *Surge ... with Service* program manual (Booklet #962) and in the *Grand Knights Handbook* (Booklet #915). Establish a district-wide goal of “Every Council a Star Council!”
- Qualify for the Star District Award. Refer to your monthly District Deputy’s Report (Form #F049) on council quotas and to the district-wide quotas established for associate and insurance membership. Year-end (June 30) net gains must equal 100% of associate and insurance quotas listed in “District Totals” section of the monthly report to qualify you as a Star District winner.

Addendum

Just to be sure this chapter is complete, having gone through it and noting everywhere the District Deputy has responsibilities, this section lists the touch points needed. The District Deputy:

- Makes decisions on how he spends his time; connects to the mission; reviews roles, identifies goals, organizes weekly, exercises integrity, and evaluates; organizes commitments and schedules time; focuses on important over not important matters
- Is available to the Grand Knight and is eager for his success and the prosperity of his Council (*The Installation of Council Officers*)
- Teaches council officers
- Attends council meetings and gives visitation remarks that inspire members to action; welcomes the opportunity and feels qualified to speak before community groups and organizations
- Takes back to each Council the means to conduct all programs as they are designed to operate
- Installs the council's officers within the first quarter of the fraternal year
- Declares an office of a subordinate council vacant for cause, after consulting with the State Deputy; fills the vacancy if the council will not fill it according to the *Charter Constitution and Laws*
- Visits councils and reviews membership status (First Degrees scheduled and held, Forms #100G completed and processed, retention guidelines understood and followed on suspension activity)
- Encourages and helps councils meet membership and insurance quotas
- Verifies councils received State and Supreme per capita tax levies and paid them; verify councils sent reports as due
- Is the lifeline of success for the Order in Iowa, working with all councils to understand that strong membership means strong programs
- Ensures compliance to Membership / Church Drive guidelines

- Verifies that every member recommended for suspension has been contacted, all accommodations to resolve the problem have been investigated, and all remedies short of suspension have been considered
- Forwards the Notice of Intent to Suspend (Form #1845) and the Retention Worksheet to the State Retention Chairman
- Identifies councils that are demonstrating a need for special guidance and guides them to develop a strategy to strengthen those weak areas; contacts the State Deputy
- Attempts to schedule at least two (2) face-to-face meetings with the pastors of parishes that do not currently host a council in his district by September 2006 and at least two more by September 2007; meets with the pastors, telling them the benefits of a Knights of Columbus presence; debriefs with the State NCD Chairman on how the meetings went
- Oversees the retention process, making sure councils are adhering to correct procedures set up by Supreme, the State Councils, and the State Retention Chairman
- Holds district meetings
- Knows and understands leadership's direction and implements processes to consistently move Iowa Knights toward its stated mission and objectives
- Participates as a leader and produce results through other people, being responsible for large numbers of Knights and their families
- Partners with the Regional Director and accepts coaching where he has committed on being held accountable; provides feedback on his specific measurable results to the Regional Director on the quarterly Iowa District Deputy Report and whenever else appropriate
- Contacts the Regional Director whenever a new council is instituted to arrange for the training of the council officers
- Reads and understands Youth Packets:
 - Distributes them to each council
 - Promotes youth activities at all councils, such as, Free Throw, Spelling Bee, Poster Contest, Soccer Challenge and Essay Contest

- Orders District Free Throw medals from Supreme
 - Picks up extra medals and winner certificates from State Youth Director at the winter meeting
 - Schedules and conducts the District Free Throw in the first two weekends of February
 - Forwards the results of the District Free Throw on the original score sheets to the Regional Director immediately following the contest
 - Assists at the Regional Free Throw if possible (and with permission of the State Deputy)
 - Continues to promote any and all youth activities at council and district meetings
- Verifies council forms on the Persons with Intellectual Disabilities Drive and forwards them to the State Officer or Chairman
 - Takes charge of the McGivney Guild forms from his district, collecting them from councils and sending them to the State Father Michael J. McGivney Guild Chairman
 - Ensures strict conformance to ceremonial rules, prohibiting additions, omissions, changes or innovations of any kind; completes District Deputy Ceremonials report Form #2408 once during the fraternal year after having visited all of the councils in his district
 - Follows protocol and expects councils to do the same
 - Completes the District Deputy's Degree Exemplification Report (Form #450-NC) immediately following each First, Second, and Third Degree exemplified in his district
 - Certifies the First Degree teams in his district and backup members for council degree teams using the same criteria as certifying the original council degree team
 - Acts as the host District Deputy during the exemplification of the Second and Third Degree when such a ceremonial is held within his district
 - Signs Form #1831 Application for Relief from Payment of Council Dues and Supreme and State Council Per Capita Charges as necessary
 - Prepares a district phone tree for time-sensitive council notifications
 - Attends State Family Meetings

- Attends State Installation of Officers and District Deputies at the summer State Family Meeting
- Attends Archdiocesan/Diocesan Membership Steering Committee meetings if and when they are held
- Lets the State Deputy know when leaving the state for a period of time and gives the State Deputy an out-of-state phone number or a cell number for contact in emergencies

3. Award Criteria

“For the kingdom to come into this world, disciples must have the competence to see and the courage to act, which is a call to do as Jesus did, working for justice through loving service to the poor.” Constitution 2, Article 14 of the Congregation of Holy Cross Brothers

By following these suggestions, councils will hold programs that will attract and keep members and at the same time satisfy the requirements for the Supreme Star Council Award. Make this year the best year ever for your councils and for the Knights of Columbus in Iowa. Do your best and feel a greater sense of accomplishment.

Only one plaque will be given per council for the highest award level achieved.

Iowa John R. Plunkett Award

Requirements:

- All reports must be sent to both State Deputy and Supreme Office
- All reports must be postmarked by date shown
 1. Officer’s Report (#185) **NO LATER** than July 1st
 2. Service Program Personnel Report (#365) **NO LATER** than August 1st
 3. First Half Semiannual Audit Report (#1295) **NO LATER** than August 15th
 4. Fraternal Activity Survey (#1728) **NO LATER** than January 31st
 5. Second Half Semi-Annual Audit Report (#1295) **NO LATER** than February 15th
- **THERE ARE NO OTHER REQUIREMENTS!!**

Iowa Membership Award

Requirements:

- Achieve Iowa John R. Plunkett Award

- Achieve Membership Goals
- **NO APPLICATION FORM IS NECESSARY**

Iowa Insurance Award

Requirements:

- Achieve Iowa John R. Plunkett Award
- Achieve Membership Goals
- Achieve Insurance Quota (Credit is given for Annuities)
- **NO APPLICATION FORM IS NECESSARY**

Iowa State Deputy's Award

Requirements:

- Achieve Iowa John R. Plunkett Award requirements
- Achieve Iowa Membership Award requirements
- Achieve Iowa Insurance Award requirements
- Submit State Award nominations for Chaplain, Grand Knight, Knight, Family, and Youth of the Year or Council attendance at both District meetings as attested by the District Deputy

Grand Knight of the Year Award

Requirements:

- A copy of the Officer's Report (#185) must be received by the State Deputy and Supreme **NO LATER** than July 1st
- A copy of the Service Program Personnel Report (#365) must be received by the State Deputy and Supreme **NO LATER** than August 1st
- A copy of the Semiannual Audit Report (#1295) must be received by the State Deputy and Supreme **NO LATER** than August 15th
- A copy of the Fraternal Activity Survey (#1728) must be received by the State Deputy and Supreme **NO LATER** than January 31st

- A copy of the Semiannual Audit Report (#1295) must be received by the State Deputy and Supreme **NO LATER** than February 15th
- The council must have participated in the Persons with Intellectual Disabilities Drive and the Vocations Fund Drive
- The council's membership must be equal to or greater than their previous year's membership

A committee appointed by the State Deputy will make the final selection.

State Council Service Program Awards

Councils will submit the State Council Program Award entry form for their best project in one or all of the five areas: Church, Community, Council, Family and Youth. **The forms can be found in the Council Report Forms Booklet provided by the Supreme Council or the Forms Appendix of this handbook.** These forms need to be sent to the State Program Director as indicated on each form.

A committee appointed by the State Deputy will select the winner and send them onto the Supreme Office.

Persons with Intellectual Disabilities Fund Drive Awards

The following awards will be given to Councils for the Intellectual Disabilities Drive. This is based on membership as of July 1, 2006.

- Top money raised per division
- Largest Increase in money raised per division
- Largest amount raised per member per division

To be considered, the council must raise at least as much as they did last year.

Pennies For Heaven Awards

The following awards will be given at the State Convention for the Pennies for Heaven Program. This will be based on membership as of July 1, 2006.

- Most money raised per member

- Most unique container

Vocations Fund Drive Award

The council raising the most money for Vocations per member per division will win the Top Vocations Fund Drive Award. The money will include the check presented at the Convention and the money given outside the convention. The council will present along with the check at the convention a report form with all the data completed.

Council Newsletter Award

The council with the best newsletter per division will be awarded a plaque at the State Convention. **Any newsletters with companies advertising life insurance other than the Knights will not be considered.** The councils will not know which of their newsletters will be selected for judging.

Membership Awards

An award will be given to the council in each division with the largest net gain in new/reinstated members less suspensions/withdrawals from July 1, 2006 to June 30, 2007. The council's membership on July 1, 2006 will be the beginning point for each council.

Youth of the Year, Family of the Year and Knight of the Year

Each council has an outstanding youth, family and Knight in their council that they should recognize. Report forms can be found in the Forms Appendix of this handbook. The council will send the applications to the State Program Director as indicated on each form. The winners will be given their awards at the State Convention. Please take the time to fill out these forms - your council deserves to have their outstanding members recognized.

Birthright Awards

The order form for roses will be given to the District Deputy at the Mid-year Meeting. District Deputies will in turn, distribute an order form to each Grand Knight in his district.

An award will be given in each division to the council that raises the most money for Birthright.

Shining Armor Award

To qualify for the “Shining Armor Award” new Knights must in their first year of membership:

- Be involved in at least three (3) council service programs
- Attend at least three (3) council business meetings
- Receive their Second and Third degrees
- Meet with their council's insurance representative
- Recruit at least one new member

4. Forms

“All labor that uplifts humanity has dignity and importance and should be undertaken with painstaking excellence.” Dr. Martin Luther King Jr.

This section is similar to what is in the **Grand Knights Handbook**. It is provided to you as a guide to let you know what reports the councils should be submitting to you and the due date listed on each form.

Also included is the District Forms necessary for you to achieve your goals and take care of your responsibilities as District Deputy. That section contains both Supreme and State forms that you will be using

Each council's Grand Knight with the help of his team of officers owes it to their council to document well their monthly efforts and success.

From their hard work and dedication shall arise vision and leadership formed from the sweat of their brow and tempered with real experience.

New Council administrations coming after will be inspired by this record and learn from it the best path to greater achievement our order's mission.

Thus shall victories, large and small, be accomplished as witness to the love of God reflected in our lives and deeds.

Supreme Council Forms

The Supreme Council provides the online report forms below at the Knights of Columbus web site at www.kofc.org and paper forms in the Council Report Forms Booklet. Direct all questions concerning supreme report forms to: Supreme Council Department of Fraternal Services, 1 Columbus Plaza, New Haven, CT 06510-3326 or (203) 752-4270 or councils may consult their district deputy.

Due Date	Form Name	Form Number
10 th	<input type="checkbox"/> Family of the Month	1993A
1/31	<input type="checkbox"/> Annual Survey of Fraternal Activity	1728
1/31	<input type="checkbox"/> Free Throw Championship Participation	FT-1
2/15	<input type="checkbox"/> Semi-Annual Council Audit	1295-2
6/30	<input type="checkbox"/> Annual Report KofC Round Table	2630
6/30	<input type="checkbox"/> RSVP & Plaque Application	2863
6/30	<input type="checkbox"/> Columbian Award Application	SP-7
7/1	<input type="checkbox"/> Report of Officers Chosen for Term	185
8/1	<input type="checkbox"/> Service Program Personnel Report	365
8/15	<input type="checkbox"/> Semi-Annual Council Audit	1295-1
9/1	<input type="checkbox"/> Substance Abuse Awareness	SA-KIT
11/1	<input type="checkbox"/> Free Throw Competition Kit	FT-KIT
As needed	<input type="checkbox"/> Survey of Fraternal Activity Ind. Mem. Wkst	1728A
As needed	<input type="checkbox"/> Report of Round Table Coord. Appt.	2629
As needed	<input type="checkbox"/> Columbian Squires Inquiry	2935
As needed	<input type="checkbox"/> Youth Leader	4348
As needed	<input type="checkbox"/> Father Prior	4371
As needed	<input type="checkbox"/> Requisition for First Degree Ceremonials	532
As needed	<input type="checkbox"/> Essay Contest Kit Order Form	EA-KIT

State Council Forms

The Iowa State Council provides the online report forms below at the Iowa Knights of Columbus web site at www.iowakofc.org and paper forms in the remainder of this handbook. Direct all questions concerning state report forms to: the State Program Director. The State Program Director will then forward calls to the appropriate director/chairman as necessary.

Due Date	Form Name	Form Number
As needed	<input type="checkbox"/> Perpetual Memorial Society Registration	IA 04
9/30	<input type="checkbox"/> 1 st Quarter Council Activities Report	IA 16
12/31	<input type="checkbox"/> 2 nd Quarter Council Activities Report	IA 16
10/31	<input type="checkbox"/> PID Fund Drive Report Form	IA 28
N/A	<input type="checkbox"/> PID Fund Drive Report Form – Example	IA 28A
3/1	<input type="checkbox"/> PID Fund Drive Tootsie Roll Order Form	IA 27
3/15	<input type="checkbox"/> Service Program Award – Council	IA 01
3/15	<input type="checkbox"/> Service Program Award – Church	IA 02
3/15	<input type="checkbox"/> Deceased Member Report	IA 03
3/15	<input type="checkbox"/> Religious of the Year	IA 05
3/15	<input type="checkbox"/> Grand Knight of the Year	IA 06
3/15	<input type="checkbox"/> Service Program Award – Community	IA 07
3/15	<input type="checkbox"/> Birthright Activities Report	IA 08
3/15	<input type="checkbox"/> Service Program Award – Family	IA 09
3/15	<input type="checkbox"/> Family of the Year	IA 10
3/15	<input type="checkbox"/> Service Program Award – Youth	IA 11
3/15	<input type="checkbox"/> Youth of the Year	IA 12
3/15	<input type="checkbox"/> Diocesan Chaplain of the Year	IA 13
3/15	<input type="checkbox"/> Round Table Project of the Year	IA 14
3/15	<input type="checkbox"/> Knight of the Year	IA 15
3/31	<input type="checkbox"/> 3 rd Quarter Council Activities Report	IA 16
3/31	<input type="checkbox"/> Next Year Planning Council Activities Report	IA 16
6/30	<input type="checkbox"/> 4 th Quarter Council Activities Report	IA 16

District Forms

The Iowa State Council provides the online report forms below at the Iowa Knights of Columbus web site at www.iowakofc.org and paper forms in the remainder of this handbook. Direct all questions concerning District report forms to your Regional Director.

Due Date		Form Name	Form Number
9/30	<input type="checkbox"/>	District Deputy Quarterly Report Form	IA 29
12/31	<input type="checkbox"/>	District Deputy Quarterly Report Form	IA 29
3/31	<input type="checkbox"/>	District Deputy Quarterly Report Form	IA 29
3/31	<input type="checkbox"/>	District Tootsie Roll Order Form	IA 31
6/30	<input type="checkbox"/>	District Deputy Quarterly Report Form	IA 29
20 th of Month due	<input type="checkbox"/>	State of Iowa Expense Report	IA 32
20 th of Month due	<input type="checkbox"/>	Supreme Expense Report	267
N/A	<input type="checkbox"/>	District Checklist	IA 30
As Needed	<input type="checkbox"/>	Degree Exemplification Report	450-NC
As Needed	<input type="checkbox"/>	District Deputies Ceremonials Report	2408

Local Council Forms

These forms are strictly for your councils records. They should be filled out regularly on an as needed basis. (ie. Budget Form is filled out at the beginning of the fraternal year. Month forms are filled out at the monthly meeting or officer's planning meeting.)

Due Date	Form Name	Form Number
As Needed	Report Summary Form	IA 17
7/1	Council Budget	IA 18
Monthly	Membership & First Degree	IA 19
Monthly	Membership Activity	IA 20
Monthly	Council Perpetual Memorial Society	IA 21
Monthly	Knight of the Month	IA 22
Monthly	Right to Life / Birthright Activities	IA 23
Monthly	Family Activities	IA 24
Monthly	Family of the Month	IA 25
Monthly	Youth Activities	IA 26

