

KNIGHTS OF COLUMBUS

Iowa State Council



Grand Knight'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 Grand Knight Handbook published by the Supreme Council, will be a valuable tool to help you in your important position as Grand Knight for your council.

This handbook includes an overview of the various State Program Activities, agenda planning guides for each month, and the forms that you will need throughout the year. It will be helpful to you to take a few minutes to read through the handbook now so that you are ready for the busy year ahead.

Forms are enclosed for all State Awards and Programs. Take the time to become familiar with these forms and their due dates, and mailing instructions. 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.

The State Officers, Program Directors, Chairmen, and District Deputies are here to assist you in every way they can. If you are unclear about instructions, just need advice, guidance, 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 leader of your council, help to keep your council's focus on a commitment to faith and service. You will also set the tone for Knights in your council by modeling respect for all. Every member needs to feel that he is valued and important part of the council. This is one of your greatest challenges but it is also an area that can bring you the greatest rewards.

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

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, inspiration and leadership 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 net goal of 1000 new members
- 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 service 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
- Establish an organized and efficient Disaster Relief Program

I'm The Guy

I'm the guy who asked to join your organization.

I'm the guy who paid his dues to join.

I'm the guy who stood up in front of you and promised to be faithful and loyal.

I'm the guy who came to your meetings and no one paid attention to.

I tried several times to be friends, but they all had their own buddies to talk to and sit next to.

I sat down several times, but no one paid any attention to me.

I hoped very much that someone would have asked me to take part in a fund raising project or something, but no one saw my efforts when I volunteered.

I missed a few meetings after joining because I was sick and couldn't be there.

No one asked me at the next meeting where I had been.

I guess it didn't matter very much to others whether I was there or not.

The next meeting, I decided to stay home and watch TV.

The following meeting, I attended, but no one asked me where I was for the last meeting.

You might say I'm a good guy or a "good family man" who holds a responsible job and loves his community and country.

You know who else I am? **THE GUY WHO NEVER CAME BACK.**

It amuses me how the heads of organizations and the members discuss **WHY** the organization is losing members.

It amuses me to think that they spend so much time looking for **NEW** members when I was there all the time.

All they need to do was make me feel needed, wanted, and **WELCOME!**

2. Worthy Grand Knight

“I Know Who I Am, and Who I May Be, If I Choose.” Don Quixote

The Supreme Council publishes an annual update to the Grand Knight’s Handbook, Publication 915. The handbook includes a Council Officers’ Checklist, Responsibilities of the Grand Knight, Duties of the Grand Knight, Organizational Chart, Council Meetings, Council Meeting Seating Arrangements, Officers’ Meetings, Appointing Membership and Service Program Directors, Admission Committee, Knights of Columbus Parish Round Table Program, Columbian Squires, Degree Exemplification, Financial Obligations, Audits, Audit Report, Receipts and Payments, Collection of Council Dues, Application for Membership and the Admission Committee, Completing the Audit Report, Duties of Council Officers, Financial Secretary Personal Computer (FSPC) Software, Instructions for Honorary/Honorary Life Ceremonial, Honorary (Honorary Life) Membership Ceremonial, Membership Procedures, Ordering Supplies Properly, Proper Protocol, Qualifications for Membership, Supreme Council Awards, and Parliamentary Law. It is not necessary to repeat any of that content here.

To the Grand Knight

The District Deputy speaks this charge to the Grand Knight during the ceremony *The Installation of Council Officers*:


“You have been chosen by your Brothers to guide the destiny of your Council during this year as its chief administrative Officer. Your duties will be many, perhaps tiring and difficult. You are directly responsible for every aspect and segment of your Council’s operation and for the ultimate success which a Council can and should enjoy. Your Brothers have demonstrated their confidence that you are capable of outstanding leadership. Accord it to them. Remember that it is through their cooperation that your past achievements have been made possible.

“Continue to merit that cooperation by measuring all of your decisions in the light of what will be fair, just and beneficial to them.

REFERENCES

 Grand Knight’s Handbook

 Installation of Officers

 *Surge ... with Service*

 Council Forms Booklet

“Solicit their advice; consider it carefully. Bear in mind that a Council is composed of many individuals. That which will insure each man's welfare must be the criterion by which your decisions to act must be judged.

“The peak of a pyramid is a solitary place. There will be times when you will believe yourself at the peak alone. You are not. The base of that pyramid supports the top and the members who comprise the pyramid will support you if you demonstrate that you need and want their support and their company. As your District Deputies we offer you this advice. In times of uncertainty, your District Deputy, State Deputy and the Supreme Officers are available to you and are eager for your success and the prosperity of your Council. Never hesitate, through pride or pique, to ask for help. You have only to ask-it will be forthcoming. Study the official instructions you have received. Obey the Laws and Rules of our Order and your council. Insure that each member does so. You will then deserve the title by which you will be addressed throughout your term of office – **Worthy Grand Knight.**”

A Good Council

Sometimes a council finds it no longer has a full slate of leaders taking charge of all the officer and directorship positions. They are seemingly faced with maintaining good status without enough resources to do the work. One good place to start a turn around is to look at the values that keep members and excite prospects to join. We Knights value charity, unity, fraternity, and patriotism. We value the camaraderie and caring of a brotherhood. We focus on the works of charity. We are called in our Church and in our Order to feed the hungry, shelter the homeless, clothe the naked, visit the sick, remember the dead and other demonstrations of our faith. A good council needs guidance and support. So, when a council is showing signs of wear, the Grand Knight is called to remember and proclaim our values, look to the needs in the vast community around the council, and be inspired by our call **to show our faith in action**. When you look closely at your reasons and your commitments, bringing them to bear in your council's life and action, others will take note and follow. Do not hesitate to ask your brothers to share of themselves. An invitation to serve is the beginning of every call to discipleship.

Grand Knight Duties

1. Provides thoughtful and inspired leadership
2. Provide a report of status and activities to council membership
3. Is the chief administrative officer for the council
4. Acts as *ex officio* member of all committees

5. Appoints membership and program directors and works with them to select committee chairmen
6. Appoint and forms the Council Admission Committee and oversees its work
7. Appoints special committees
8. Presides over council meetings
9. Convenes the council officer meetings
10. Oversees the proper exemplification of the First Degree ceremony
11. Participates in First Degree ceremony
12. Ensures that all reports and forms are submitted on time
13. Interacts with the Financial Secretary and Treasurer to ensure all council financial obligations are met
14. Countersigns all council checks
15. Checks monthly vouchers
16. Attends all council functions whenever possible
17. Mails the Service Program Personnel Report (Form #365) to the Supreme Council Department of fraternal Services by the deadline of August 1st or as soon as he has appointed the majority of his council's Service Program personnel
18. Issues the call for a semiannual audit

Report Summary

Completion of reports is crucial to the success of your council. The outcome of using the Report Summary Form (Iowa Form #IA 17) will allow your council to schedule when the reports are due and to insure the council submits the reports by the noted deadlines. As you complete each report, please record the date when you sent the report. An active council completes all reports on time. Sending a copy of each report to your District Deputy and the State Deputy is important.

Remember that proper planning not only allows your council to meet its goals for the year, but is also the basis in qualifying for State and Supreme Recognition. The supreme website at www.kofc.org and the state website at www.iowakofc.org are excellent resources for you.

Council Budget

A council budget can be a key to the Grand Knight's success. Completing this budget will allow the council to properly plan the year. In planning your budget, remember that the money you collect for the State and Supreme dues is not your money to spend, but yours to keep until the dues are payable. Iowa Budget Form (Iowa Form #IA 18) will allow you to give to charitable organizations, allocate programming expenses and still have the

money to pay your bills on time. Remember that you, as the Grand Knight, are responsible for the council's financial status.

Your council budget may not include any Home Corporation (club) income or expense. This must be kept separately.

Council Membership Programs

A goal of every council must be continued growth. To attain this goal, your council must have an active membership program. We ask each council to schedule, at a minimum, a First Degree every other month. Some councils are hesitant to schedule degree work unless all three degrees can be performed in one day. I firmly believe that when a new member is initiated in his home council, he will feel more of a sense of belonging to that council. When he travels to another council and takes all three degrees at once, he may have joined the Knights of Columbus, but he may not feel part of the local council. If you wonder why a new member is not active in your council; maybe the reason lies in his first impression of your council.

If your council does not have a first-degree team, form one. The District Deputy and members of the State Family will help you in forming your first-degree team. We will give you ideas on obtaining the equipment you need at a low cost to your council. Once you have the team formed, plan to do a first degree at least every other month. Frequent degree schedules give a goal for recruitment and provide opportunity for practice. Keep an active record of Degree information on the Membership and First Degree Activity Form (Iowa Form #IA 19).

Keep a running monthly log of all Membership Activities on the Monthly Membership Activities Form (Iowa Form #IA 20).

A Twenty-Four Hour Member

Today's young family man has many commitments. His two largest obligations are his family and his work. How many times in our recruitment efforts of these young men do we hear "I do not have much time to give the Knights and so I would rather not join"?

We have come up with an idea that may help in your efforts to persuade these young men. Ask if maybe he can give just 24 hours a year to being a member of the Knights of Columbus. Using this sample schedule, you can show a prospective member that the time commitment does not need to be large. The Knights of Columbus has something to offer him and his family and they will all benefit by his being a member.

This schedule includes him getting to know us (by reading about us) and

us getting to know him (by his attending projects and functions). He is involved in charity and fraternity; his family is involved in church and social functions. Perhaps this is the best response we can give to the statement "I just don't have enough time".

1. 12 hours a year reading the periodic local bulletin, the periodic State Council Knight Today and the monthly Supreme Council magazine Columbia.
2. 2 hours a year volunteering on the council's annual 'Tootsie Roll' drive weekend
3. 2 hours a year attending council corporate communions at his parish
4. 2 hours a year on a council sponsored church, community, council, family or youth project
5. 2 hours a year attending one council meeting
6. 4 hours a year attending a council social function (dinner, dance, picnic, etc.)

There are 8760 hours in a year. Just by giving the Knights of Columbus 24 of those 8760 hours (less than point 3 percent), every man can be a better Catholic a better father, a better husband and a better man. Just think of the difference WE can make with these young men as part of our order. We only have to let them know that they are wanted and needed. Who knows... maybe one day, our best friend will be a brother Knight of Columbus.

Parish Membership Campaign / 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 parish membership campaigns or 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 prospect must be convinced that becoming involved with you and the Knights of Columbus is an invaluable opportunity for himself and for his family.

The following is a four phase process for running a Membership / Church Drive in your local parish and / or council:

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 he enters 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. Within 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.

The Power of Ten

A proven method of recruiting is The Power of Ten. It consists of forming teams among your members with like interests for not only recruiting but for program activities.

Take your council roster and divide it up by groups or teams of 10 based upon member interest surveys. The group (team) should consist of strong and weak recruiters.

Name a chairman of that group (team), the chairman can make a progress report to the council periodically.

Groups can compete against each other for prizes that the council decides upon. You can make a presentation quarterly to the "WINNING GROUP" if desired.

Each team should be assigned an activity in the area of their interest: for example, those who like youth should be in charge of the Free Throw Competition, and they will naturally recruit others of like interest.

Fun, practical, effective.

Father Wants You Campaign

Another proven method to recruit that may be used by itself or with the Parish Campaign requires your parish priest's involvement.

The "Father _____ Wants You" campaign should be held at least once a year and preferably twice a year. This is how it works:

1. Acquire a parish membership roster from each parish.
2. Build a team of five to six members from the council for each parish. These Knights of Columbus members should be very active in the parish and know a lot of the parishioners.
3. Set up meeting with these members to examine parish roster. Give each member a hi-liter and ask him to hi-lite those parishioners that he knows and would recommend for membership in the Knights of Columbus.

4. When each member on the team has examined the master list of parishioners, create a new list of all the recommended prospects for each parish. Be sure to include on the list the parishioners name, address, phone number, and wife's name.
5. Take the complete list to the priest and ask him to examine the list and validate each prospect for their practical catholicity. Father may also want to add a few of his own.
6. Get parish priest's approval on the "Father _____ Wants You" invitation letter.
7. Schedule an open house attended by Father (if Possible), the team, council officers, members, and the prospective member invitees and wives.
8. Send out invitation letters in the Fall with current roster of all members of the Knights of Columbus attending that parish. In the Spring send out follow up letters to all those invitees that didn't attend in the Fall with "Father Still Wants You" letter. Also in the Spring send a "Father Wants You" letter to all RCIA new Catholic men and any new parishioners that may have joined the parish since the previous year.
9. Agenda for the open house:
 - a. Open house should provide snacks and drinks for the guests.
 - b. Choose a proper recruiting film to be shown, for example "experience of a Lifetime", "Founding to Future", or "Hero's Fund."
 - c. The Master of Ceremony should be the Field Agent, membership director, or Grand Knight.
 - d. Recommended meeting Agenda:
 - ❖ Opening Prayer
 - ❖ Welcome
 - ❖ Purpose of Open House
 - ❖ Grand Knight or program director to inform prospects of council activities and programs.
 - ❖ Financial Secretary or Treasurer to inform prospects of initiation fee and due requirements.

- ❖ Most qualified person to present brief history of order. (If film chosen doesn't provide that information)
- ❖ Field Agent to briefly describe fraternal benefits and the dream of Father McGivney.
- ❖ Film
- ❖ Invitation to Join (have each member of the team equipped with form 100s pens, brochures, table and chairs for signing up new members).
- ❖ Close meeting after all prospects are signed-up, with prayer and information on the next First Degree.

Shining Armor Program

Awarded for Service to the Order with distinction during the first year of membership the "Shining Armor Award" represents the honor that comes from being a Knight and is an outward sign of pride, dedication and success.. The Shining Armor Award is given to those men that exemplify true Catholic Knighthood.

The growth of the Order comes in the form of new recruits. They keep the Order active and fresh. It is through them that councils have the strength and youthful vigor to tackle some of their big manual volunteer activities. To help newly-made Knights begin their experience on the right foot, the Order offers the Shining Armor Award. The concept of the "Shining Armor Award" program is to get new members active in the many facets of the Knights of Columbus as early as possible, assist in maintaining that activity and honor them as a valued member of your council.

Reward your members who strive to promote your council; who actively become involved in meeting, programs, insurance, and recruitment with the Shining Armor pin. Showing new members their worth by making them Knights in Shining Armor is a certain one way to ensure a constant commitment from them.

Award criteria are listed in the awards section of this handbook.

Ceremonials

Every council should have a First Degree Team. If your council does not have a First Degree Team, your District Deputy will be working with you to form one. He will explain how to form the team and will help get the necessary ceremonials items needed to perform a First Degree in your council.

Second and Third Degrees are to be scheduled through the District Deputy. The District Deputy will contact the Ceremonial Chairman and schedule the requested degree work. Once the degree is scheduled, the State Ceremonial Chairman will send a ceremonial kit to the host council. The kit will contain everything that the host council needs to host the degree. The cost of the degree work is listed below.

Due to concerns and issues raised regarding overcharging for degree work within Iowa, the following guidelines will become effective July 1, 2007. These guidelines will ensure that we are covering the cost of degree work consistently across the state.

A. Hosting and Charges:

1. The Host District(s)/Council(s) will be responsible for paying for the degree work and all other expenses incurred. It is suggested that costs be apportioned to each council in the district(s) fairly in relation to their council membership. i.e. a council with 200 members should be accountable for more actual costs than a council with 40 members. This understanding of payment will be part of scheduling of the degree.
2. Districts may be combined to assist with expenses. This may be assigned by the ceremonials chairman or mutually agreed upon by District Deputies.
3. For candidates coming from outside the Host District(s), a maximum assessment of \$15 per candidate will be charged for participation in the degree(s).

B. Cost of Degree:

1. \$150.00
2. Provide lunch for the Degree Team.
3. Round trip mileage for three cars is paid at \$0.30 per mile

C. Council Involvement:

1. Provide at least ten Knights to help the team.
2. Host Council is expected to pay the cost of the degree to the Degree Team Captain on the day of degree.

It is recommended that the minimum class size for a Second and Third Degree is 20 candidates. The District should decide on how the cost will be divided by the councils of the district before the date of the degree. It is recommended that the cost be divided equitably between all councils of the district even if no candidate is sent from a council.

If your council is planning a meal or lunch as part of the day, the cost of the meal should not be added to the cost of the degree work. The meal should

be considered a council activity and any cost is to be separate for those attending.

Council Programs

Councils need to plan a variety of activities. The Surge with Service Manual lists many suggestions. Be sure to submit your outstanding council activity on Form IA01 State Council Service Program Awards Entry Form – Council Category in Form Appendix). We may be rightfully proud of what our faith has accomplished.

Knight of the Month & Knight of the Year

Every council has members that, when asked, really get involved with a project of the council. We need to recognize these members for their outstanding work. One method is to honor that member as the Knight of the Month. The more we recognize these hard working members, the more others are willing to help when asked.

Record your recognized Knight of the Month on the Knight of the Month Form (Iowa Form #IA 22) found in the Forms Appendix of this handbook.

This recorded information will also be useful when filling out the Nomination form for Iowa Knight of the Year (Iowa Form #IA15) also found in the Forms Appendix.

Supreme Council Form 1476 – “Knight of The Month” certificate can be ordered for \$0.25 each. This would be a nice added touch to give to your council's recognized Knight of the Month.

Iowa KC Perpetual Memorial Society

Remembering the deceased every year can also be done by enlisting your deceased members, family members and friends in the Perpetual Memorial Society of the Iowa Knights of Columbus. The council can decide the amount given to the Society. The interest, from the funds of the Society, is used to promote vocations equally in the four Dioceses of Iowa.

Use the Monthly Council Knights of Columbus Perpetual Memorial Society form (Iowa Form #IA 21) found in the Forms Appendix to keep a running tab of those members that your council has registered in the society.

Use the Iowa Knights of Columbus Perpetual Memorial Society Registration Form (Iowa Form #IA 04) found in the Forms Appendix. Feel free to make as many copies of this form as your council may need throughout the year.

Survivor's Assistance Program

One of the very first precepts of the Knights of Columbus and our founder, Fr. Michael J. McGivney was to make sure that the widow's and family members of deceased members were taken care of. We must continue on with this important work at the council level.

Begin by identifying the widows of former members. Your list should include the name, phone number and address of the widows. The financial secretary in your council should be able to provide assistance with this.

Establish a phone committee. Assign a chairman whose interest lies in this area so that the programs and initiatives on the widow's behalf are followed through on. Ask for enough volunteers to make up the rest of the committee by assigning five widows to every committee member.

Possible services that could be offered to the widow's are as follows:

- Transportation to and from Doctor's offices, church, stores, council activities
- Seasonal assistance around her home: Spring-cleaning, Summer grass cutting and yard work, Winterizing house in fall and Shoveling snow in the winter
- Other ideas generated by the council or the widow

Council Newsletter

If you are to have an active council, your members must be involved and informed. The best way to inform your members of upcoming activities is to use a Newsletter format. This format may be as simple as a page inserted in the parish Bulletin to a full newsletter published monthly. No matter which your council chooses, the newsletter must contain key ideas to be effective and further support the mission of your council. Remember that e-mailing the newsletter to your council membership and the state officers will be a tremendous savings to your council. The following outline can be helpful to your council in developing or improving your present newsletter.

I. Items to be in Newsletter

- A. Grand Knights Letter
- B. Chaplain's Letter (if possible)
- C. Schedule of events, pictures and articles
- D. Insurance report
- E. Membership report

- F. District Deputy Report
- G. Church Activities

Note: To be considered for a Council Newsletter Award all of the above should be included in your newsletter

II. Who should receive Newsletter

- A. All council members
- B. State Officers
- C. State Program Director
- D. State Membership Director
- E. State Publicity Chairman
- F. Administrative Assistant
- G. Your Insurance Agent
- H. Your District Deputy
- I. Other Grand Knights in your District

We, as Knights, need to have our activities and projects recognized. After all these are demonstrations of our faith and serve as an example to the greater community Too often, we do not let anyone outside our council hear what we are doing or have done. When you have an event, write an article and include pictures for the local paper, Diocesan paper and the Columbia Magazine

Church Programs

In response to the changing world around us, Christians are searching for ways to further develop the ministry of the Church. If these good intentions are going to bear fruit, if the Church is going to not only exist, but thrive in today's society, men and women throughout our communities must come forward and take an active part. Far more action of an ecumenical nature is needed. As Knights of Columbus, our prime responsibility is to encourage and promote that action.

The lay apostolate must respond to the constant call for active involvement in the work of the Church. Your council has the numbers, the organization, and the communication ability to get involved and spread the word throughout the Christian community.

Appeal to greater unity, understanding and ecumenism among all religions. Initiate those programs through which members can practice their Catholic duties in the fields of charity, devotion, and education. Strive to sponsor activities, which enable the individual Knight to set a constant and worthy example for his family, community, and fellow members.

Work to make your own impact on church activities in your parishes. As you plan your church activities, please refer to the Surge With Service Manual provided by the Supreme Council. This manual is an excellent guide for you to follow.

Be sure to submit your outstanding church activity on Form IA02 State Council Service Program Awards Entry Form – Church Category (See Form Appendix).

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 council 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 lenses 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.

Round Tables

Round Tables are an important part of councils, which serve more than one parish or have a meeting place other than in a church. Round Tables give the council the opportunity to serve their parish priest in a direct manner. Council members are given the opportunity to perform duties in their own parish, which they might otherwise not have.

The major reason that Knights leave the Order is because they feel they are not contributing to the council – not participating in programs - not having a reason to remain a Knight. Largely responsible for this condition is because they aren't being asked to participate. A Round Table puts them on a short list of Knights from their parish that is called upon as their priest asks for assistance. While assisting their priest, they will become closer to other Knights and have a reason to remain a Knight.

Submit Form 2629 – NOTICE OF APPOINTMENT OF ROUND TABLE COORDINATOR by September 1st or when the Round Table is established.

Submit Form 2630- ANNUAL REPORT – KNIGHTS OF COLUMBUS ROUND TABLE due by June 30th.

Submit – ROUND TABLE PROJECT OF THE YEAR (Iowa Form #IA14) found in the Forms Appendix – Report your best Round Table project for State competition. Deadline March 15th.

Form 2629 & 2630 are found in the Council Report Forms Booklet from Supreme and also on their web site, www.kofc.org and the Iowa web site, www.iowakofc.org. The Round Table Project of the Year form is also on the Iowa web site.

Memorial Mass

One of the most important duties of a council is to remember their deceased members each year. A council should have a Memorial Mass for the Deceased members, generally held in November. If any of the family members of the deceased are living in your area, invite them to the Mass and get them involved.

Use the following outline to assist you in planning that very important activity for the council.

- A. Start planning for Mass by September
 1. Contact parish Priest to select date
 2. Use your list of all deceased members who died during the last year to contact living family members who still live in the area
- B. Planning the Mass
 1. Select readers and readings with the Priest
 2. Involve the wives and children of the Knights in the Mass
 3. Plan when the names of the deceased are to be read during the Mass
 4. Have a family member or usher light a candle for each of the deceased
 5. Plan a reception after the Mass for all that attend
- C. Suggestions to improve your Memorial Mass
 1. Consider all the deceased of the Parish, along with your deceased members
 2. When family members light a candle, give them a flower
 3. Place the candles on the Altar

Fill out the Deceased Member Report (Iowa Form #IA 03) on a monthly basis. The information is too important to leave to the end of the year when memories sometimes do not have the clarity that they might have had at the time of death.

Religious Recognition

The Knights of Columbus stands shoulder to shoulder and four square with our priests and religious persons. Therefore, the Knights of Columbus and its members must follow the Holy Father's challenge to promote the religious life and keep our Church strong by bringing those called to the religious life an open door for God's calling.

In addition to your council Chaplain recognition, the Iowa State Council has chosen to promote a Religious Recognition Night and a State Religious of the Year to follow through on the Holy Father's vision. Use the outline listed below to help plan and promote your event:

I. Plan a Recognition Dinner for the Priests & Religious of your Community

A. Start planning the event at least two months prior to the date of the dinner

1. Invite the Priests, Sisters and/or Brothers in your community
2. Select committee to plan the event
3. Invite your District Deputy and the State Officers

B. Night of the Dinner

1. Seat the Religious at a place of honor
2. If you have a group of Religious, select the oldest and the youngest of the group for special recognition
3. Select one of the Religious to speak
4. Give out certificates of appreciation to the Religious

II. If your community has only one Priest

A. In rural areas, consider having a District Religious Dinner

1. Invite the Religious from your District
2. Invite your District Deputy and the State Officers
3. Follow steps outlined in B above

Be sure to submit your outstanding Religious leader of your community on Iowa Religious of the Year Form (Iowa Form #IA 05) found in the Forms Appendix.

Vocations Program

Responding to the appeal of His Holiness Pope John Paul to all Catholics to celebrate the Third Millennium of Christianity in many suitable ways, the Knights of Columbus in Iowa has committed itself to provide financial and moral support to every seminarian, postulant and novice in the Order, if possible. Thus, the objective is to provide, measure, and report at least some financial, prayer, and moral support, including letters and visits from local councils, to every seminarian, postulant and novice within this jurisdiction.

Supreme Council RSVP

While the Order has a number of other programs to assist those studying for religious life, the Refund Support Vocations Program (RSVP) is the primary program. Every council, assembly and circle should participate if possible.

Along with financial aid, the assistance through this program also involves prayer and moral support, including letters and visits from local councils and Supreme Council. RSVP creates bonds of friendship between Knights and future priests, with many joining our Order and becoming Council Chaplains and membership recruiters.

Using the guidelines furnished at the beginning of each fraternal year, local councils, assemblies, and circles make an annual contribution of \$500 or more to an individual pursuing a religious vocation to help with personal expenses and schooling.

State Programs

The Iowa State Council promotes vocations on the state level by assisting the four Iowa dioceses in the following ways:

- Sponsor Vocation candidates that are in need and not sponsored by a local Council
- Provide "mad money" to the four (4) Diocesan Vocation Directors to help perform their jobs and be able to supply emergency assistance to their "in need" people
- Sponsor an annual "retreat" for all Iowa seminarians
- Sponsor an annual "retreat" for new priests in their first five years

- Sponsor the annual "discernment weekend" for all interested lowans who want to learn more about a possible vocation before making a commitment
- Work closely with the four (4) Diocesan Vocations Directors to assist in whatever way possible

Council Programs

As religious vocations continue to dwindle, we must step up as Catholic Laymen to help as necessary to perpetuate our Catholic Faith. Ask your Pastor what you can do to help.

Don't give up on new vocations. Continue to pray for vocations and encourage young people to consider a calling from God.

Keep in touch with you Diocesan Vocations Director and be available to help in Awareness seminars or whatever project they might need help on to promote vocations in your diocese.

Financially, Councils are asked to gather pennies for vocations from their membership or outside sources and to bring a sizeable collection of same to the convention each year. This money is presented to the Bishops to help promote vocations in their dioceses.

Councils are also asked to do one **or** both of the following

- Bring a sizeable donation to the State Vocations Fund at convention time
- Sponsor one or more seminarian or religious vocation @ \$500.00 each and take advantage of the Supreme Council RSVP Program

Community Programs

As Knights of Columbus, we are part of the community in which we live. We need to be active and visible in our communities. At our 2000 State Convention we were fortunate to have our Past Supreme Knight Virgil Dechant in attendance. He stressed the fact that we need to be more visible. One way in which we can do this is by posting a road sign letting the community know we have a council in town. You can order a sign through the Supreme Council Supply Department. There is a 30-inch circular sign available that includes the Knights of Columbus emblem. Also available is a rectangular 18-inch by 6-inch rider to display your council number. There is even a seven-foot metal post available to mount the sign

on. The sign alone is \$60.00 and the rider would be an additional \$20.00. The metal post is available for \$20.00. To order use form #2612.

There are many other on-going projects that we should continue to support. One such activity is the Adopt-A-Highway program. The Iowa D.O.T. directs this program and if your council is already involved please follow the guidelines provided by the D.O.T. If your council wants to become involved you can contact the Iowa D.O.T. for available highways in your community. You may also consider adopting a park, school ground or neighborhood.

Pro-life is an important part of your community activities program. If your council is not involved at this time, get involved. Use the billboards in your community to promote Right to Life.

In many of our communities there is a Catholic Worker House or similar organization that helps people in need. Many of these organizations have limited funds to work with and their facilities need repair. They may be able to afford materials but need help with the labor and your council could help provide that.

Community food pantries are also another place that can use our donations and labor to help those in need.

The Iowa Knights of Columbus have partnered with the National Wheelchair Foundation. Each council is encouraged to participate in this worthy endeavor to sponsor at least one wheelchair for \$75.00. Further information can be found on the Iowa KofC Website at www.iowakofc.org or by contacting your District Deputy.

We, as Knights of Columbus, cannot support candidates for office, but we can make sure all candidates for public office know our stand on legislative issues. Once elected, we can continue informing them of our beliefs and stand on the issues important to us as Knights. Write your Congressman and Representatives and take a stand.

Be sure to submit your outstanding community activity on the State Council Service Program Awards Entry Form – Community Category (Iowa Form IA07 found in the Forms Appendix).

Right to Life Programs

The work the council does with and for the Right to Life should be an ongoing activity. As a council you should plan an activity every month in this area. This may be as simple as having a monthly Mass for the unborn or working on a statewide project.

Get involved with your Church Right to Life Committee. If your parish does not have one, lead the way and form one. We, as Knights, have not become as visible as we should in the Right to Life movement in our communities.

Birthright is a very fine organization that helps women who are in a crisis pregnancy situation. We can give them financial support by having a Birthright Rose Fund Drive. If your council is in a city that has a Birthright office, offer them your Council's help. There are many activities that Knights and their families can assist with in support of Birthright.

The Iowa Knights of Columbus are promoting statewide "Baby Showers for Jesus" to benefit Birthright and other local help agencies. Further information can be found on the Iowa KofC Website at www.iowakofc.org or by contacting your District Deputy.

Examples of statewide projects include the Birthright Rose Drive, Memorial Monuments dedicated to the unborn and promotion of Right to Life Billboards.

The Monthly Birthright Activities Form (Iowa Form #IA 23) found in the Forms Appendix should be used to list out your various Birthright Activities every month.

A Council's support both physically and financially, of Birthright Centers is very important to their operation. The Birthright Rose Drive is an excellent way to raise funds. Yearly awards are given at the State level for monies raised during this drive. The Birthright Activities Report Form (Iowa Form #IA 08) found in the Forms Appendix should be used to report funds raised in support of Birthright

The state council gathered at convention resolved to place as many Respect Life billboards along the "Avenue of the Saints" as could be accomplished. This goal is applicable to all councils around the state as a means of stating publicly our support of Right to Life.

The idea is to protect human life from the time of conception through natural death. We need to shout our support and belief in the Right to Life.

Family Programs

While the Knights of Columbus is a fraternal organization, it is also a family one. In fact, the Order promotes itself as the "world's largest family, fraternal organization in the world". Notice that the "family" comes first. The family is an integral part of the Order and for several years special emphasis has

been placed on promoting family activities. As Knights of Columbus, we have an interest in the development of strong and vibrant families.

By promoting family activities within your Council, Knights and their families will become more involved. Examples of family related activities include picnics, dinners, campouts and council trips. However, there are numerous other Council activities which could also include the family. Examples of these types of activities are Family Hour of Prayer, Persons with Intellectual Disabilities Drive, Birthright Rose Drive, Parish Round Table, Highway clean up, fish fries and steak dinners. Invite families to your Council Installation of Officers and Memorial Mass. The Surge with Service Manual (#962) has many other ideas for Council family activities. Review this helpful guide when planning your family activities for the year.

The planning of family activities should be done in conjunction with the planning of other Council activities, normally done early in the fraternal year, which begins July 1.

Knights of Columbus Family Week

The Knights of Columbus Family Week, observed around mid-August, is an Order-wide and community celebration of the family. The Supreme Council usually mails a flyer to all Grand Knights, Program Directors and Council Family Directors, in early June, which has suggestions for celebrating Family Week. The K of C Family Week is not just for Knights, it's for the entire family - wives, children, siblings and grandparents. It's for widows and family members of Knights who have died. Our celebration of the family should not be a private matter. Open it up to non-members, parishioners, friends, priests, religious and anyone else. Publicize your Council's Family Week activities to let people in your community know the emphasis that the Knights of Columbus place on family life. This is all the more important in this day and age, when traditional family morals and values are being threatened.

Be sure to record your monthly Family Activities on the Monthly Family Activities Form (Iowa Form # IA 24) found in the Forms Appendix. This information will be useful when filling out the State Council Service Program Awards Entry Form – Family Category (Iowa Form #IA 09) also found in the Forms Appendix

Family of the Month & Family of the Year

The family is an integral part of the Order and for several years special emphasis has been placed on promoting family activities. The Supreme Council instituted the "Family of the Month" program in 1978.

The Supreme Council's "Family of the Month" program is an excellent way to recognize and support Council families. Each Council should establish a committee charged with selecting a "Family of the Month". This could be the Grand Knight and Family Activities Director. Set up guidelines to help your committee choose a deserving family. The following suggestions may help your committee choose a family to recognize for this honor:

1. Committee members could interview parish priests, council members, neighbors, etc. to get recommendations and evaluations concerning Council families.
2. The committee should consider the following factors when selecting a "Family of the Month":
 - Has the family made contributions to the church, community and/or council?
 - Does the family enjoy one another?
 - Does the family share experiences?
 - Does the family pray and attend mass together?
 - Does the family spend time together interacting in various activities?
3. The "Family of the Month" does not need to be an extraordinary family. The committee should look for a family that lives traditional Christian family values.

The family chosen as "Family of the Month" should be recognized by publishing their names in the Council bulletin. Invite the entire family to a meeting to receive the "Family of the Month" certificate. The certificate (#1843) is available from the Supreme Council Supply Department for 25 cents each. In addition, a certificate portfolio (#1570 or #1973) is also available at a reasonable cost.

The "Family of the Month" form (which can be found in the Family of the Month Booklet - #1993) should be completed, signed by the Grand Knight and submitted to the Supreme Council, as noted on the form, before the 15th of each month. On the 15th day of each month, 100 forms are drawn at random from among all the entries received at the Supreme Council office. Those families selected will receive a Holy Family statuette and a letter of congratulations from the Supreme Knight.

The Family of the Month Report Form (Iowa Form # IA 25) is also included in the Forms Appendix for your council records. The Iowa Family of the Year Nomination Form (Iowa Form # IA 10) is included in the Forms Appendix as well.

Youth Programs

The future of our councils, parishes and communities is our youth. Your council should have an active youth program and involve the youth as much as possible. Five activities that your council should consider are the Substance Abuse Awareness Poster Contest, the Free Throw Contest, the Spelling Bee Contest, the Essay Contest and a new activity, the Penalty Kick Soccer Challenge. Below are a few items to remember when planning and conducting your contests.

Substance Abuse Awareness Poster Contest

This contest allows our young people to show their own creativity and take their own stands regarding issues of society that affect them and their friends or loved ones personally:

Planning the Poster Contest

1. Advance Planning
 - a. Select committee to host contest.
 - b. Order kit in July from Supreme.
 - c. Organize your contest, select a location, date and time.
 - d. Promote the contest at the start of the school year. Contact all schools in your community. Display promotional materials prominently.
2. Judges
 - a. Select judges. Judges may be young people, Knights, teachers, administrators, students, substance abuse counselors or law enforcement officials.
 - b. Outline the criteria for judges to use in rating the entries.
3. Day of the event
 - a. Columbian Squires and/or sponsoring council conduct the contest.
 - b. Score sheets and registration sheets should be available.
 - c. Follow the rules outline in your kit.
 - d. The winners score sheets and posters should be sent to the District Deputy for the district contest. District directors send posters to the State Youth Director for the state level contest.
 - e. Present certificates and take pictures.
 - f. Recognize everyone participating.
 - g. Complete all required reports and send as directed.
 - h. Make a copy of the participation form and send to the State Youth Director.

Free Throw Contest

This contest allows our young people to show their athleticism along with other valuable learning tools such as hand-eye coordination, team work (even though it is an individual event – the contestants must work together) and being in front of large groups of supporters:

Planning the Free Throw Contest

1. Advance Planning
 - a. Select committee to host contest.
 - b. Order kit in September.
 - c. Organize your contest, select a location, date and time.
 - d. Promote the contest at the start of the school year. Contact all schools in your community. Display promotional materials prominently.
 - e. Reserve the gym.
2. Manpower Needed
 - a. Two Knights at the registration table.
 - b. Three Knights or family members at each basket.
3. Day of the event
 - a. Provide the entry forms / score sheets.
 - b. Start on time and follow the rules outline in your kit.
 - c. The winners score sheets should be collected and sent to the District Deputy for the district contest. District Deputy will send district winners to the Region Director. Regional Director will send Regional winners to the State Youth Director.
 - d. Complete and submit the Free Throw Championship Participation Form (FT-1) to the Supreme Council. Also send a copy of the participation form to the State Youth Director.
 - e. Complete and send to State Youth Director the winners list at both the district and regional levels
 - f. Present certificates / patches and take pictures.
 - g. Recognize everyone participating.
 - h. Complete all required reports and send as directed.

Spelling Bee Contest

This contest allows our young people to show their intellectual side along with other valuable learning tools such as team work (even though it is an individual event – the contestants must work together) and being in front of large groups of supporters:

Planning the Spelling Bee Contest

1. Advance Planning
 - a. Select committee to host contest.
 - b. Order kit in September.
 - c. Organize your contest; select a location, date and time.
 - d. Contact all schools in your community. Display promotional materials prominently.
 - e. Reserve your location.
2. Manpower Needed
 - a. Two Knights at the registration table.
 - b. Two Knights or family members at each contest level.
3. Day of the event
 - a. Have registration forms available.
 - b. Start on time and follow the rules outline in your kit.
 - c. Winners report sheets should be completed and sent to: Local winner to Regional Spelling Bee Director with a copy to the State Youth Director. Regional winners report to the State Spelling Bee Director with a copy to the State Youth Director.
 - d. Present certificates / patches and take pictures.
 - e. Recognize everyone participating.
 - f. Complete all required reports and send as directed.

Essay Contest

This contest allows our young people to once again show their intellectual and civic side by writing an essay on *The Responsibility of the Catholic Citizen in a Free Society*.

Planning the Essay Contest

1. Advance Planning
 - a. Select committee to host contest.
 - b. Order kit in January.
 - c. Organize your contest, select a location, date and time.
 - d. Contact all Catholic schools in your community. Display promotional materials prominently.
 - e. Reserve your location.
2. Judges
 - a. Select judges. Judges may be Knights, teachers, administrators, or members of the clergy.
 - b. Outline the criteria for judges to use in rating the entries.

3. Day of the event
 - a. Arrange for judges to review and score entries.
 - b. Score sheets and registration sheets should be available.
 - c. Follow the rules outlines in your kit.
 - d. Awards will be presented in May as determined by the local council.
 - e. Make a copy of the winning essays and Participation Form send to the State Youth Director.
 - f. Complete all required reports and send as directed.

Penalty Kick Soccer Challenge

This contest allows our young people to once again show their athletic prowess and be entered in team competitions:

Planning the Soccer Challenge

1. Advance Planning
 - a. Select committee to host contest.
 - b. Order kit in July from Supreme.
 - c. Organize your challenge; select a location, date and time.
 - d. Promote the contest at the start of the school year, contacting all schools and eligible soccer teams in your community. Display promotional materials prominently.
 - e. Reserve your location.
2. Manpower
 - a. Select judges – judges may be Knights, coaches, physical education teachers.
 - b. Select scorers and ball catchers.
 - c. One judge, two score keepers and one ball catcher is recommended at each goal area.
3. Day of the event
 - a. Have score sheets and registration sheets available.
 - b. Start on time and follow the rules outlines in your kit.
 - c. Present Participation Certificates.
 - d. Complete all required reports and send as directed.

Important Dates to remember for State Youth Activities

The following are dates that will need to be added to your council calendar:

- July and August – Plan council youth activities for the coming year.

- July – Order kits for Substance Abuse Awareness Poster Contest, Free Throw Contest and the Soccer Challenge from Supreme Council. Order **Spelling Bee kit from State Youth Director**.
- August –September –Local Level Soccer Penalty Kick competition and District Level Soccer Penalty Kick should be completed by Sept. 20, 2008
- State Level Penalty Kick Soccer Competition – October 18th, 2008.
- October – Hold the council level Substance Abuse Poster Contest.
- November – Hold the district level Substance Abuse Poster Contest.
- December – State level Substance Abuse Poster Contest will be held at the State Family Meeting.
- January – Hold the Council Level Free Throw Contest. Order Essay Contest kit from Supreme Council. Dates and locations for the Regional and State Free Throw Contest will be in the December packets.
- Order essay Contest kit from Supreme Council.
- February – District level Free Throw Contest will be completed by February 15th, 2009.
- Council Level Spelling Bee in January or February. The Regional and State Spelling Bee locations and dates will be in December packets.
- February and March – Regional Spelling Bee will be held in February, 2009. State Spelling Bee will be held on March 29th, 2009.
- March – Regional Free Throw Contest will be held March, 2009. State Free Throw Contest will be held on March 29th.
- Judging for local Essay Contests will be done any time in April.
- All Regional and State Contests will start at 1:00 p.m. on the set dates.
- **SUBMIT ALL REPORT FORMS AS INSTRUCTED!!** Contact John Beckman 712-323-2034 or JohnlBeckman@aol.com with questions.

Be sure to record your monthly Youth Activities on the Monthly Youth Activities Form (Iowa Form # IA26) found in the Forms Appendix. This information will be useful in filling out the State Council Service Program

Awards Entry Form – Youth Category (Iowa Form #IA 11) and the Iowa Youth of the Year Nomination (Iowa Form # IA 12) also found in the Forms Appendix.

Columbian Squires

As the official youth organization of the Knights of Columbus, the Columbian Squires are deserving of primary consideration in any council's youth program. Development of leadership in the Catholic young man is the main objective of the program.

In the Columbian Squires, Knights serve as counselors to Squires Circles in order to draw out the leadership talents of the circle's young men. The satisfaction the counselors receive from seeing Squires develop into mature, responsible Catholic leaders makes every effort on behalf of the Squires worthwhile. Squires conduct widely varied activities such as community and church service projects, social events, athletic activities, and membership recruitment efforts.

Every council should support or start a Squires Circle. Basic requirements for circles are at least one enthusiastic, dedicated counselor and a minimum of ten Catholic young men between the ages of 10 and 18.

Currently there are more than 1,200 circles, with approximately 22,000 Squires and 3,000 counselors. Since 1925, the Columbian Squires program has had a rich tradition of leadership development of our most vital resource, our young people. Please consider sponsoring a Squires Circle. For more information, contact the State Squires Chairman for help in forming a Columbian Squires Circle. To start the new circle development process, all you need to do is order a Squires Inquiry Kit from the Supreme Council

Knights of Columbus Insurance

With nearly \$60 billion of life insurance in force, your Order's insurance program represents a safety net for Catholic families that is unparalleled. We annually receive the highest possible ratings from two highly respected ratings agencies (AAA – Superior, from Standard & Poor's and A++ - Superior, from the A.M. Best Company), and we've been recognized by the Insurance Marketplace Standards Association for conducting our sales and marketing activities in an ethical manner.

The agents who help us maintain those high ethical standards can help our members in a couple of ways. First and foremost, they can help you plan

for your financial future with our portfolio of top-rated life insurance, long term care insurance and annuity products. And second, they can help you in your membership recruitment and new council development efforts. These professionally trained salesmen can help you identify prospects, approach them under favorable conditions, and successfully “close the deal.” Call your agent today. He’ll be happy to help

Semiannual Audit Procedures

This material has been adapted from the Supreme Council’s “Grand Knight Handbook.”

Every July and January, the Board of Trustees and the Grand Knight shall meet to audit the books, receipts and disbursements of all moneys of the council, including all council assets and liabilities for the six-month periods ending June 30 and December 31. The Grand Knight has the overall responsibility for issuing the call for this meeting. The Financial Secretary and Treasurer can be present but in no way take active parts in the audit. The resulting Semiannual Audit Report (Form #1295) is due at the Supreme Council Office by August 15 and February 15, with copies to the State Deputy and District Deputy.

Records for the Audit

The Financial Secretary provides the following records and reports for the audit:

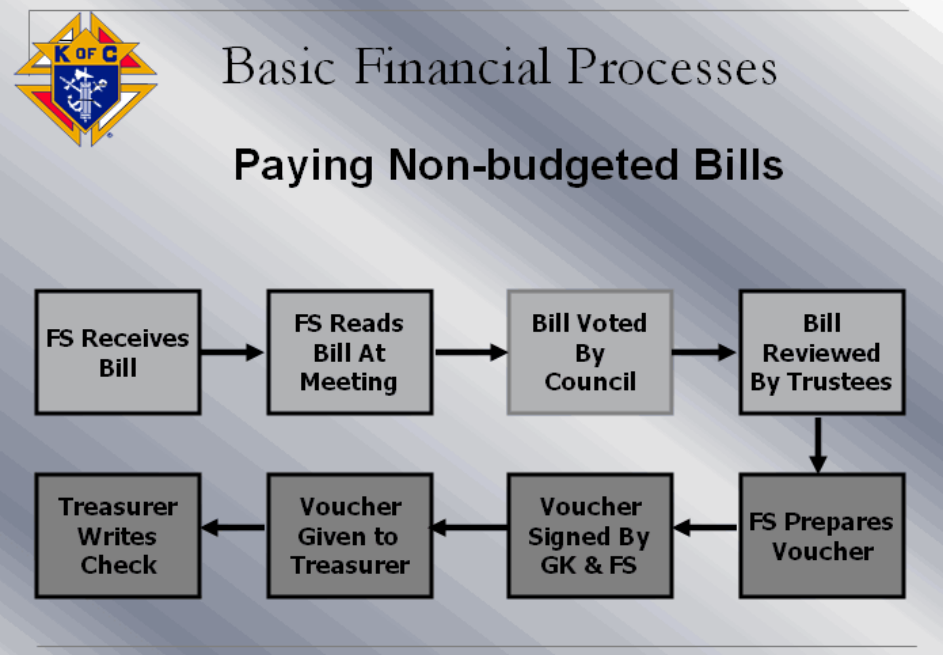
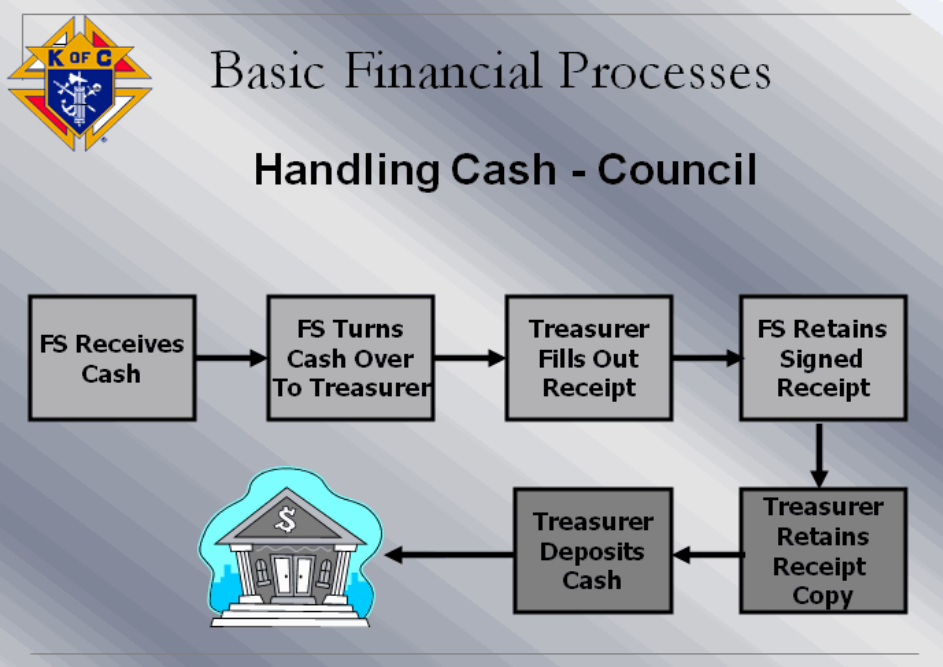
- Membership Document file (Form #100G) with all active members and any changes that occurred during the period
- Monthly Supreme Office statements showing receipt of Membership Document (Form #100G) and changes
- Ledger book showing receipts of all council moneys for the period
- Receipts from the Treasurer showing all moneys transferred to him
- A list of all outstanding members and dues in arrears
- A list of all annual payers showing the number of regular and honorary members and the amount of money they paid
- Amount of actual cash on hand at the end of the period

The Treasurer provides the following records and reports for the audit:

- Monthly banking and savings statements showing all active members and any changes that had occurred during the period
- Council check book showing disbursements of all funds (the check stubs should reflect the voucher number)
- Voucher book showing all receipts from the Financial Secretary
- All vouchers authorizing any expenditure and the reason (vouchers must be signed by both the Grand Knight and Financial Secretary)
- Copies of other documents that show investments made on behalf of the council, such as, certificates of deposit and bonds
- Amount of cash on hand and in the checking account

The Recording Secretary provides the minutes of council meetings for the audit.

Basic Financial Processes Flow Charts



Completing the Audit

The Board of Trustees shall review all of the aforementioned reports and records in detail to ensure they conduct a satisfactory audit and complete the Semiannual Audit Report (Form #1295).

Enter the word "None" on any items with nothing to report.

SCHEDULE A – MEMBERSHIP ADDITIONS

Refer to the last monthly statement from Supreme Office and the Number Members End of Period on a copy of the previous audit (these numbers should match on both reports) and enter it on Total Members Start of Period. Record all initiations, transfers and reinstatements using Supreme Council monthly statements; on the reverse side of the form enter the names of the initiated, transferred and reinstated members along with date, insurance or associate and whether initiation, transfer or reinstatement. Total all columns in Total for Period. Get the number for Minus Total Deductions from Total Deductions in the Deductions section. Subtract Minus Total Deductions from Total for Period to arrive at Number Members End of Period, the actual number of members in the council.

SCHEDULE A – MEMBERSHIP DEDUCTIONS

Complete this section using the same reports for additions. On the reverse side of form, enter the names of the suspended, deceased, withdrawn, and transferred members along with date, insurance or associate, and suspension, death, withdrawal, or transfer.

SCHEDULE B – CASH TRANSACTIONS FINANCIAL SECRETARY

Get Cash on Hand Beginning of Period from the previous audit report. Get Cash Received – Dues, Initiations from the Financial Secretary's ledger book for the previous six-months. Get Cash Received from other Sources from the ledger book (further explanations may be entered on the reverse side of the audit form). Other sources may include bingo, 50/50 raffle, and Persons with Intellectual Disabilities Fund Drive. Total the entries for Total Cash Received. This should account for all money the Financial Secretary received. Enter the amount of money turned over to the Treasurer in Paid to Treasurer (the Treasurer should have given receipts to the Financial Secretary that are filed with the ledger sheet). Cash on Hand at End of Period equals the difference between what is actually turned over to the Treasurer and any other cash on hand.

SCHEDULE B – CASH TRANSACTIONS TREASURER

Get Cash on Hand Begin Period from Net Balance on Hand on the previous audit report; these figures should match on both forms. Received from Fin. Sec. is the total of all money received as documented by the actual cash receipts. Interest Earned on Investments is taken from the monthly bank or

savings statements. Total Receipts is a total of the above lines. The first of the Disbursements is Per Capita Supreme and State, which is the actual amount of per capita tax paid by the Treasurer as evidenced by voucher and checkbook stubs. General Council Expenses are a total of all other expenses incurred by the council as evidenced by voucher and checkbook stubs; a more detailed report should be given on the reverse side of the audit form. Transfer to Savings & Investment Accounts is any money transferred to these accounts. Use your bank statements to verify these transfers. Miscellaneous is for any remaining disbursements. Total Disbursements is a total of the disbursements above. Net Balance on Hand equals Total Receipts minus Total Disbursements. This amount should equal the balance in the checking account if there is no actual cash.

SCHEDULE C – ASSETS

In the first cash asset called Undeposited Funds enter only the cash portion of Net Balance on Hand in Schedule B, which should be the amount of cash on hand by the Financial Secretary. In the second cash asset called Bank – General – Acct. enter the actual amount of money in the checking account. In Special Acct. enter the amount of money in a Bingo account or in the Building Association and explain in detail on the reverse side of the audit form. In Savings & Investments enter the actual amount of money in certificates or bonds; also give details on the reverse side of audit form.

On Due from (number) Members enter the number of members in arrears and the total amount due as provided by the Financial Secretary; a check of his ledger cards and records of payment should provide justification. Total Current Assets equals the total of all lines above. Less Current Liabilities is the number on the last line entitled Total Current Liabilities in the Liabilities Section. Net Current Assets equals Total Current Assets minus Less Current Liabilities above.

All items in Investments should be shown on the reverse side of the audit form. Real Estate is the fair market value of any property or buildings owned as determined by the Building Association. Furniture is the fair market value of any equipment or hall furnishings. Stocks & Bonds is any investments held by the Building Association. Total Investments is the total of the above items.

Less: Investment Liabilities is any outstanding mortgage or land contract held by the Building Association. Net Investment Assets equals Total Investments minus Less: Investment Liabilities.

Total Assets equals the total of Net Current Assets and Net Investment Assets.

SCHEDULE C – LIABILITIES

Due Supreme Council is any outstanding balance of Per Capita, Supplies, Catholic Advertising or Other due to Supreme. Due State Council is any outstanding money due to the State Office, such as, Per Capita. Advance Payment by (number) Members is supplied by the Financial Secretary and is justified by an examination of his ledger or other records. Declare only the portion of dues paid ahead by all regular or honorary members. On Misc. Liabilities list separately Take Five, District Deputy Fund or any other liability to the council. Total Current Liabilities equals the sum of the above items.

Enter the date the audit was completed. Each Trustee and the Grand Knight sign the audit form.

Report to the Membership

The Trustees shall make a formal report to the membership at the next regular meeting following the audit, reporting the details of the audit. A copy of the audit shall also be made available for viewing by the membership.

Distribution

In addition to the distribution of the audit form to Supreme Council Audits, the State Deputy, and the District Deputy, also distribute a copy of the audit form to the Diocesan Program Director, Grand Knight, Treasurer, Financial Secretary, Trustees, Recording Secretary, President of the Building Association, all sources of Cash Received from Other Sources reported in Schedule B (Chairman of the Bingo Committee, 50/50 raffle, Persons with Intellectual Disabilities Fund Drive, etc.), and the council file.

3. Award Criteria

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 council 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

Iowa Membership Award

Requirements:

- Achieve Iowa John R. Plunkett Award
- Achieve Membership Goals by March 31
- no application form is necessary

Iowa Insurance Award

Requirements:

- Achieve Iowa John R. Plunkett Award
- Achieve Membership Goals March 31
- 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 as of March 31st

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, 2007.

- 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, 2007.

- 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 a report form with all the data completed along with the check at the convention.

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, 2007 to June 30, 2008. The council's membership on July 1, 2007 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

Grand Knights submitting names of members achieving the Shining Armor Award will have their names put into a drawing for a Knights of Columbus Sports Shirt. The names sent in by the Grand Knight will also be put into a separate drawing.

4. Monthly Meeting Agenda's

The Monthly Meeting Agenda's that are included in this handbook are a guide to help run a smooth and concise meeting. These pages have been prepared by members of the Iowa Knights who are successful Past Grand Knights. Please use these as a guide when planning and preparing for your council's monthly meetings. This guide is meant to augment and not to replace the How to Conduct a Meeting outline which you will receive from Supreme.

You must also do preparation planning with your officers for a successful meeting to occur. Monthly item notes to use at that planning meeting are also included in this section of the handbook. The following two sections give you the council prayers and the Grand Knight's Report outline:

Council Meeting Prayers

The source of a Knight's spirituality is his prayer life. The same is true for a council. They are the touch stones that we live and grow our faith by.

Opening Prayer

Christ Jesus, the Way, the Truth and the Life... Teach us to live the charity, unity, fraternity and patriotism required of us as Knights of Columbus. During this meeting, guide our discussions so that we may thoroughly understand the matters in hand; judge them with knowledge, wisdom, and prudence, and make decisions that will truly give glory to our Father in heaven. **Amen**

Prayer for the Canonization of Father Michael J. McGivney (modified)

(Supreme Supply Catalog Item # 2617)

God, our Father, protector of the poor and defender of the widow and orphan, you called your priest, Father Michael J. McGivney, to be an apostle of Christian family life and to lead the young to the generous service of their neighbor. Through the example of his life and virtue may we follow you son, Jesus Christ, more closely, fulfilling his commandment of charity and building up his Body which is the Church. Let the inspiration of your servant prompt us to greater confidence in your love so that we may continue his work of caring for the needy and the outcast. We humbly ask that you glorify your servant Father Michael J. McGivney on earth according to the design of your holy will. Through his intercessions, grant our council an abundant increase in the virtues of faith, hope and love that we may better fulfill his mission to which we have pledged ourselves. Amen

Prayer for Vocations (Supreme Supply Catalog Item # 1874)

Heavenly Father, bless your Church with an abundance of holy and zealous priests, deacons, brothers and sisters. Give those you have called to the married state and those you have chosen to live as single persons in the world, the special graces that their lives require. Form us all in the likeness of your Son so that in him, with him and through him we may love you more deeply and serve you more faithfully, always and everywhere. With Mary we ask this through *Christ* our Lord. **Amen**

Closing Prayer

Christ Jesus... You commanded us to love our neighbor as ourselves. Strengthen us now as we leave this meeting. Help us live our lives as an expression of our love for You and our brothers and sisters. Give us the courage and generosity to act with perseverance. Bless our actions so that our influence is felt within and beyond this Council. Make renewal within the Church and the work of the Knights of Columbus instruments of your love for all mankind. **Amen**

Grand Knight's Report

The Grand Knight should give a brief and to the point report to the general membership, including the following points.

- Council Objectives met to help achieve the state's mission

Use the following outline in your own words: "Brother Knights we have followed in Fr. Michael J. McGiveney's footsteps this month by (list activities focusing especially on the following:)

 - Support of Church & Priests
 - Reaching out to new members (How many possible recruits have you been in contact with this month?) _____
- Service Environment - This portion of the report should include the following
 - Completed Council Projects
 - You may call on the Program Director and/or Program Chairmen to give a very brief report on the status and / or outcome of projects
 - Make announcements as appropriate (see each month's planning section of the meeting notes)

Communications

How well we promote our organization will impact our success as a council. We must always be recognized by our good works and unbending spirituality, by our honesty and sincerity to do God's work and for the care of the financial well being of our families. Good communications with the wider community help to answer the following questions:

- Does everyone know who we are?
- What impression or reputation do the Knight's have in my parish?
- Are the youth of our parish and our community seeing us as a valued entity in their community?
- A good experience will be remembered for years

Regular promotion of our council's activities and successes creates an image of leadership, of understanding and of caring. This spirit of assisting others will make the difference in encouraging prospective Catholic gentlemen to join the Knights and in the broader community accepting the Knights and our activities more favorably.

In order for you to publicize your activities and events the addresses for the Columbia, The Knight Today and all Diocesan Newspapers in Iowa are provided here for your convenience.

Columbia
1 Columbus Plaza
New Haven, CT 06510-3326

The Knight Today
452 NW 70th Place
Ankeny, IA 50023-9536

Diocese of Davenport
The Mini-Messenger
2706 Gaines Street
Davenport, IA 52804-1998

Diocese of Des Moines
The Catholic Mirror
601 Grand Avenue
Des Moines, IA 50309

Diocese of Dubuque
The Witness
P.O. Box 917
Dubuque, IA 52004-0917

Diocese of Sioux City
The Globe Newspaper
P.O. Box 5079
Sioux City, IA 51102-5079

Good of the Order

The Good of the Order shall report “the condition and progress of the Order and suggest such measures as they may deem expedient and proper to advance the interest and welfare of the Order.” To this end, each Grand Knight and the members of his council must reflect upon the ideals of Columbianism and the extent to which their council brings these ideals to life in the council’s activities and programs. For example:

- Is the council aware of the needs of it’s members – especially those who are ill or in distress
- Is the council supportive of the widows and survivors of it’s members to the fullest extent possible
- Is the council assisting each member in meeting his Christian obligation of caring for his family – both spiritually and financially
- Is the council exhibiting due respect for all persons; especially those in need, less fortunate or in positions of legitimate authority

EVERY GRAND KNIGHT'S GOAL:
SUCCESS

**SERVICE PROGRAM PERSONNEL REPORT
FORM #365 DUE - AUGUST 1ST**

**MEMBERSHIP
QUOTA "7% NET"
OR 3 MINIMUM**



**INSURANCE
QUOTA
2.5% OR 3 MINIMUM**

**ANNUAL SURVEY
FRATERNAL ACTIVITY
REPORT FORM #1728
DUE - JANUARY 31st**

**COLUMBIAN
AWARD
REPORTING FORM #SP7
DUE - JUNE 30th**

FOUR KEY PARTS

- 1.) PROGRAMS**
- 2.) MEMBERSHIP**
- 3.) INSURANCE**
- 4.) REPORTS and
PER CAPITA**

STAR COUNCIL

ORDER OF CONDUCTING MONTHLY MEETING

July Monthly Business Meeting

1. Call the meeting to order – Warden’s report on membership cards
2. Opening Prayer
3. Prayer for the Canonization of Fr. Michael J. McGivney
4. Pledge of Allegiance to the Flag
5. Roll Call of Officers
6. Reading of Minutes of the Previous Meeting
7. Report of the Admission Committee & Reading of Applications
8. Grand Knight’s report
9. Chaplain’s report
10. District Deputy’s report
11. Treasurer’s report
12. Financial Secretary’s report
13. Reading of bills and communications
14. Report of Committees
 - a. Membership
 - b. _____
15. Old Business
 1. _____
 2. _____
 3. _____
 4. _____
16. New Business
 1. _____
 2. _____
 3. _____
17. Insurance Agent’s report
18. Fill out all council monthly reports and create publicity communications
19. Spiritual Formation Program
20. Good of the Order
21. Prayer for Vocations
22. Closing Prayer

ITEMS THAT MAY BE CONSIDERED IN PLANNING MEETING

Planning Items

- Selecting Persons with Intellectual Disabilities Drive Chairman and dates of drive
- 1st degree dates set (schedule a 1st Degree for every other month)
- Set date of Council Audit

Announce Activity Dates

- Announce District Meeting Date and time
- Announce dates of State Campout
-

Forms/Reports Due

- On receipt – July Per Capita Tax Assessments
- July 1st – Election of Officers Report (form 185)
- July 10th – April Catholic Education Fund Assessments
- August 1st – Service Program Personnel Report (Form 365)
- August 15th – Council Audit

MONTHLY ACTIVITIES REPORT

July Activities

Church Activities

1. _____
2. _____
3. _____
4. _____

Community Activities

1. _____
2. _____
3. _____
4. _____

Council Activities

1. _____
2. _____
3. _____
4. Knight of The Month: _____

Record on IA 22 and Send to State Chairman

Youth Activities

1. _____
2. _____
3. _____
4. _____

Family Activities

1. _____
2. _____
3. _____
4. Family of The Month: _____

Record on IA 25 and Send to State Chairman

* Note: Record all planned council activities as each one is completed.

ORDER OF CONDUCTING MONTHLY MEETING

August Monthly Business Meeting

1. Call the meeting to order – Warden's report on membership cards
2. Opening Prayer
3. Prayer for the Canonization of Fr. Michael J. McGivney
4. Pledge of Allegiance to the Flag
5. Roll Call of Officers
6. Reading of Minutes of the Previous Meeting
7. Report of the Admission Committee & Reading of Applications
8. Grand Knight's report
9. Chaplain's report
10. District Deputy's report
11. Treasurer's report
12. Financial Secretary's report
13. Reading of bills and communications
14. Report of Committees
 - a. Membership
 - b. _____
15. Old Business
 1. _____
 2. _____
 3. _____
 4. _____
16. New Business
 1. _____
 2. _____
 3. _____
 4. _____
17. Insurance Agent's report
18. Fill out all council monthly reports and create publicity communications
19. Spiritual Formation Program
20. Good of the Order
21. Prayer for Vocations
22. Closing Prayer

ITEMS THAT MAY BE CONSIDERED IN PLANNING MEETING

Planning Items

- Persons with Intellectual Disabilities Drive planning continues
- Membership Drive (Church Drive/Blitz) planning

Announce Activity Dates

- Announce dates of State Campout
-
-

Forms/Reports Due

- August 1st – Service Program Personnel Report (Form 365)
- August 15th – Council Audit (Form 1295-2)
- September 30th – Quarterly Council Activities Report (Form IA 16)

MONTHLY ACTIVITIES REPORT

August Activities

Church Activities

1. _____
2. _____
3. _____
4. _____

Community Activities

1. _____
2. _____
3. _____
4. _____

Council Activities

1. _____
2. _____
3. _____
4. Knight of The Month: _____

Record on IA 22 and Send to State Chairman

Youth Activities

1. _____
2. _____
3. _____
4. _____

Family Activities

1. _____
2. _____
3. _____
4. Family of The Month: _____

Record on IA 25 and Send to State Chairman

* Note: Record all planned council activities as each one is completed.

ORDER OF CONDUCTING MONTHLY MEETING

September Monthly Business Meeting

1. Call the meeting to order – Warden's report on membership cards
2. Opening Prayer
3. Prayer for the Canonization of Fr. Michael J. McGivney
4. Pledge of Allegiance to the Flag
5. Roll Call of Officers
6. Reading of Minutes of the Previous Meeting
7. Report of the Admission Committee & Reading of Applications
8. Grand Knight's report
9. Chaplain's report
10. District Deputy's report
11. Treasurer's report
12. Financial Secretary's report
13. Reading of bills and communications
14. Report of Committees
 - a. Membership
 - b. _____
15. Old Business
 1. _____
 2. _____
 3. _____
 4. _____
16. New Business
 1. _____
 2. _____
 3. _____
17. Insurance Agent's report
18. Fill out all council monthly reports and create publicity communications
19. Spiritual Formation Program
20. Good of the Order
21. Prayer for Vocations
22. Closing Prayer

ITEMS THAT MAY BE CONSIDERED IN PLANNING MEETING

Planning Items

- Membership Drive (Church Drive/Blitz) planning
- 1st degree dates set
- Start planning Memorial Mass for November

Announce Activity Dates

- Announce dates of KofC Men's Retreat
First weekend in November at American Martyrs Retreat House, Cedar Falls
- Announce dates of State Campout
- Announce Dates of Membership Drive (Church Drive/Blitz)
-
-

Forms/Reports Due

- September 30th – Council Activities Report (Form IA 16)
- October 10th – July State Per Capita & Catholic Education Fund
- October 31st – Persons with Intellectual Disabilities Fund Drive Report (Form IA 28)

MONTHLY ACTIVITIES REPORT

September Activities

Church Activities

1. _____
2. _____
3. _____
4. Knight of The Month: _____

Record on IA 22 and Send to State Chairman

Community Activities

1. _____
2. _____
3. _____
4. _____

Council Activities

1. _____
2. _____
3. _____
4. _____

Youth Activities

1. _____
2. _____
3. _____
4. _____

Family Activities

1. _____
2. _____
3. _____
44. Family of The Month: _____

Record on IA 25 and Send to State Chairman

* Note: Record all planned council activities as each one is completed.

ORDER OF CONDUCTING MONTHLY MEETING

October Monthly Business Meeting

1. Call the meeting to order – Warden's report on membership cards
2. Opening Prayer
3. Prayer for the Canonization of Fr. Michael J. McGivney
4. Pledge of Allegiance to the Flag
5. Roll Call of Officers
6. Reading of Minutes of the Previous Meeting
7. Report of the Admission Committee & Reading of Applications
8. Grand Knight's report
9. Chaplain's report
10. District Deputy's report
11. Treasurer's report
12. Financial Secretary's report
13. Reading of bills and communications
14. Report of Committees
 - a. Membership
 - b. _____
15. Old Business
 1. _____
 2. _____
 3. _____
 4. _____
16. New Business
 1. _____
 2. _____
 3. _____
 4. _____
17. Insurance Agent's report
18. Fill out all council monthly reports and create publicity communications
19. Spiritual Formation Program
20. Good of the Order
21. Prayer for Vocations
22. Closing Prayer

ITEMS THAT MAY BE CONSIDERED IN PLANNING MEETING

Planning Items

- Execute Membership Drive (Church Drive/Blitz)
- 1st degree dates set
- Memorial Mass planning

Announce Activity Dates

- Announce Memorial Mass Dates
- Announce dates of KofC Men's Retreat
First weekend in November at American Martyrs Retreat House, Cedar Falls
-

Forms/Reports Due

- October 10th – July State Per Capita & Catholic Education Fund
- October 31st – Persons with Intellectual Disabilities Fund Drive Report

MONTHLY ACTIVITIES REPORT

October Activities

Church Activities

1. _____
2. _____
3. _____
4. _____

Community Activities

1. _____
2. _____
3. _____
4. _____

Council Activities

1. _____
2. _____
3. _____
4. Knight of The Month: _____

Record on IA 22 and Send to State Chairman

Youth Activities

1. _____
2. _____
3. _____
4. _____

Family Activities

1. _____
2. _____
3. _____
4. Family of The Month: _____

Record on IA 25 and Send to State Chairman

* Note: Record all planned council activities as each one is completed.

ORDER OF CONDUCTING MONTHLY MEETING

November Monthly Business Meeting

1. Call the meeting to order - Warden's report on membership cards
2. Opening Prayer
3. Prayer for the Canonization of Fr. Michael J. McGivney
4. Pledge of Allegiance to the Flag
5. Roll Call of Officers
6. Reading of Minutes of the Previous Meeting
7. Report of the Admission Committee & Reading of Applications
8. Grand Knight's report
9. Chaplain's report
10. District Deputy's report
11. Treasurer's report
12. Financial Secretary's report
13. Reading of bills and communications
14. Report of Committees
 - a. Membership
 - b. _____
15. Old Business
 1. _____
 2. _____
 3. _____
 4. _____
16. New Business
 1. _____
 2. _____
 3. _____
 4. _____
17. Insurance Agent's report
18. Fill out all council monthly reports and create publicity communications
19. Spiritual Formation Program
20. Good of the Order
21. Prayer for Vocations
22. Closing Prayer

ITEMS THAT MAY BE CONSIDERED IN PLANNING MEETING

Planning Items

- Membership Drive (Church Drive/Blitz) Results reported
- 1st degree dates set
- Memorial Mass update report
- Free throw & Spelling Bee Committee setup (order Kits for both activities)
- Christmas Activities Planning

Announce Activity Dates

- Announce Dates of Christmas Activities
-
-

Forms/Reports Due

- December 31st – Quarterly Council Activities Report (Form IA 16)

MONTHLY ACTIVITIES REPORT

November Activities

Church Activities

1. _____
2. _____
3. _____
4. _____

Community Activities

1. _____
2. _____
3. _____
4. _____

Council Activities

1. _____
2. _____
3. _____
4. Knight of The Month: _____

Record on IA 22 and Send to State Chairman

Youth Activities

1. _____
2. _____
3. _____
4. _____

Family Activities

1. _____
2. _____
3. _____
4. Family of The Month: _____

Record on IA 25 and Send to State Chairman

* Note: Record all planned council activities as each one is completed.

ORDER OF CONDUCTING MONTHLY MEETING

December Monthly Business Meeting

1. Call the meeting to order – Warden's report on membership cards
2. Opening Prayer
3. Prayer for the Canonization of Fr. Michael J. McGivney
4. Pledge of Allegiance to the Flag
5. Roll Call of Officers
6. Reading of Minutes of the Previous Meeting
7. Report of the Admission Committee & Reading of Applications
8. Grand Knight's report
9. Chaplain's report
10. District Deputy's report
11. Treasurer's report
12. Financial Secretary's report
13. Reading of bills and communications
14. Report of Committees
 - a. Membership
 - b. _____
15. Old Business
 1. _____
 2. _____
 3. _____
 4. _____
16. New Business
 1. _____
 2. _____
 3. _____
 4. _____
17. Insurance Agent's report
18. Fill out all council monthly reports and create publicity communications
19. Spiritual Formation Program
20. Good of the Order
21. Prayer for Vocations
22. Closing Prayer

ITEMS THAT MAY BE CONSIDERED IN PLANNING MEETING

Planning Items

- 1st degree dates set
- Free throw & Spelling Bee dates set, facility reserved, announcements prepared
- Christmas Activities Planning update
- Insurance Promotion Night Planning

Announce Activity Dates

- Announce District Meeting Dates
-
-

Forms/Reports Due

- December 31st – Quarterly Council Activities Report (Form IA 16)
- January 31st Annual Survey of Fraternal Activity (Form 1728) ending December 31st

MONTHLY ACTIVITIES REPORT

December Activities

Church Activities

1. _____
2. _____
3. _____
4. _____

Community Activities

1. _____
2. _____
3. _____
4. _____

Council Activities

1. _____
2. _____
3. _____
4. Knight of The Month: _____

Record on IA 22 and Send to State Chairman

Youth Activities

1. _____
2. _____
3. _____
4. _____

Family Activities

1. _____
2. _____
3. _____
4. Family of The Month: _____

Record on IA 25 and Send to State Chairman

* Note: Record all planned council activities as each one is completed.

ORDER OF CONDUCTING MONTHLY MEETING

January Monthly Business Meeting

1. Call the meeting to order – Warden's report on membership cards
2. Opening Prayer
3. Prayer for the Canonization of Fr. Michael J. McGivney
4. Pledge of Allegiance to the Flag
5. Roll Call of Officers
6. Reading of Minutes of the Previous Meeting
7. Report of the Admission Committee & Reading of Applications
8. Grand Knight's report
9. Chaplain's report
10. District Deputy's report
11. Treasurer's report
12. Financial Secretary's report
13. Reading of bills and communications
14. Report of Committees
 - a. Membership
 - b. _____
15. Old Business
 1. _____
 2. _____
 3. _____
 4. _____
16. New Business
 1. _____
 2. _____
 3. _____
 4. _____
17. Insurance Agent's report
18. Fill out all council monthly reports and create publicity communications
19. Spiritual Formation Program
20. Good of the Order
21. Prayer for Vocations
22. Closing Prayer

ITEMS THAT MAY BE CONSIDERED IN PLANNING MEETING

Planning Items

- Membership Drive (Church Drive/Blitz) planning
- 1st degree dates set
- Free throw & Spelling Bee update report
- Insurance Night Promotion planning

Announce Activity Dates

- Announce Insurance Promotion Night Date
-

Forms/Reports Due

- January 31st – Annual Survey of Fraternal Activity (Form 1728) ending December 31st
- February 15th – Semi Annual Council Audit Report (Form 1295-1) for period ending December 31st

MONTHLY ACTIVITIES REPORT

January Activities

Church Activities

1. _____
2. _____
3. _____
4. _____

Community Activities

1. _____
2. _____
3. _____
4. _____

Council Activities

1. _____
2. _____
3. _____
4. Knight of The Month: _____

Record on IA 22 and Send to State Chairman

Youth Activities

1. _____
2. _____
3. _____
4. _____

Family Activities

1. _____
2. _____
3. _____
4. Family of The Month: _____

Record on IA 25 and Send to State Chairman

* Note: Record all planned council activities as each one is completed.

ORDER OF CONDUCTING MONTHLY MEETING

February Monthly Business Meeting

1. Call the meeting to order – Warden's report on membership cards
2. Opening Prayer
3. Prayer for the Canonization of Fr. Michael J. McGivney
4. Pledge of Allegiance to the Flag
5. Roll Call of Officers
6. Reading of Minutes of the Previous Meeting
7. Report of the Admission Committee & Reading of Applications
8. Grand Knight's report
9. Chaplain's report
10. District Deputy's report
11. Treasurer's report
12. Financial Secretary's report
13. Reading of bills and communications
14. Report of Committees
 - a. Membership
 - b. _____
15. Old Business
 1. _____
 2. _____
 3. _____
16. New Business
 1. _____
 2. _____
 3. _____
17. Insurance Agent's report
18. Fill out all council monthly reports and create publicity communications
19. Spiritual Formation Program
20. Good of the Order
21. Prayer for Vocations
22. Closing Prayer

ITEMS THAT MAY BE CONSIDERED IN PLANNING MEETING

Planning Items

- Membership Drive (Church Drive/Blitz) planning
- 1st degree dates set
- Free throw & Spelling Bee update report
- Lenten Activities Planning

Announce Activity Dates

- Announce District & Regional Free Throw dates – encourage council to support local youth
-
-

Forms/Reports Due

- February 15th – Semi Annual Council Audit Report for period ending December 31st
- March 15th – Chaplain of the Year Form
- March 15th – Religious of the Year Form
- March 15th – Other State & Supreme Award Entry Forms
- March 31st – Quarterly Council Activities Report (Form IA 16)

MONTHLY ACTIVITIES REPORT

February Activities

Church Activities

1. _____
2. _____
3. _____
4. _____

Community Activities

1. _____
2. _____
3. _____
4. _____

Council Activities

1. _____
2. _____
3. _____
4. Knight of The Month: _____

Record on IA 22 and Send to State Chairman

Youth Activities

1. _____
2. _____
3. _____
4. _____

Family Activities

1. _____
2. _____
3. _____
4. Family of The Month: _____

Record on IA 25 and Send to State Chairman

* Note: Record all planned council activities as each one is completed.

ORDER OF CONDUCTING MONTHLY MEETING

March Monthly Business Meeting

1. Call the meeting to order – Warden's report on membership cards
2. Opening Prayer
3. Prayer for the Canonization of Fr. Michael J. McGivney
4. Pledge of Allegiance to the Flag
5. Roll Call of Officers
6. Reading of Minutes of the Previous Meeting
7. Report of the Admission Committee & Reading of Applications
8. Grand Knight's report
9. Chaplain's report
10. District Deputy's report
11. Treasurer's report
12. Financial Secretary's report
13. Reading of bills and communications
14. Report of Committees
 - a. Membership
 - b. _____
15. Old Business
 1. _____
 2. _____
 3. _____
16. New Business
 1. _____
 2. _____
 3. _____
17. Insurance Agent's report
18. Fill out all council monthly reports and create publicity communications
19. Spiritual Formation Program
20. Good of the Order
21. Prayer for Vocations
22. Closing Prayer

ITEMS THAT MAY BE CONSIDERED IN PLANNING MEETING

Planning Items

- Execute Membership Drive (Church Drive/Blitz)
- 1st degree dates set
- State Convention Planning – Election of Delegates
- Easter Activities Planning
- Founder's Day (March 29th) Activities Planning
- Birthright Activity Planning

Announce Activity Dates

-
-

Forms/Reports Due

- March 15th – Chaplain of the Year Form
- March 15th – Religious of the Year Form
- March 15th – Other State & Supreme Award Entry Forms
- March 31st – Quarterly Council Activities Report (Form IA 16)
- April 10th January State Per Capita

MONTHLY ACTIVITIES REPORT

March Activities

Church Activities

1. _____
2. _____
3. _____
4. _____

Community Activities

1. _____
2. _____
3. _____
4. _____

Council Activities

1. _____
2. _____
3. _____
4. Knight of The Month: _____

Record on IA 22 and Send to State Chairman

Youth Activities

1. _____
2. _____
3. _____
4. _____

Family Activities

1. _____
2. _____
3. _____
4. Family of The Month: _____

Record on IA 25 and Send to State Chairman

* Note: Record all planned council activities as each one is completed.

ORDER OF CONDUCTING MONTHLY MEETING

April Monthly Business Meeting

1. Call the meeting to order – Warden's report on membership cards
2. Opening Prayer
3. Prayer for the Canonization of Fr. Michael J. McGivney
4. Pledge of Allegiance to the Flag
5. Roll Call of Officers
6. Reading of Minutes of the Previous Meeting
7. Report of the Admission Committee & Reading of Applications
8. Grand Knight's report
9. Chaplain's report
10. District Deputy's report
11. Treasurer's report
12. Financial Secretary's report
13. Reading of bills and communications
14. Report of Committees
 - a. Membership
 - b. _____
15. Old Business
 1. _____
 2. _____
 3. _____
 4. _____
16. New Business
 1. _____
 2. _____
 3. _____
 4. _____
17. Insurance Agent's report
18. Fill out all council monthly reports and create publicity communications
19. Spiritual Formation Program
20. Good of the Order
21. Prayer for Vocations
22. Closing Prayer

ITEMS THAT MAY BE CONSIDERED IN PLANNING MEETING

Planning Items

- Membership Drive (Church Drive/Blitz) results
- 1st degree dates set
- World Vocations Day, Mother's Day and Memorial Day Activities Planning
- Appoint Nominating Committee for election of officers
- Rosary Promotion & Marion Devotion Planning

Announce Activity Dates

- Announce State Convention Dates
- Announce Birthright Drive Dates
-

Forms/Reports Due

- On receipt – April Catholic Education Fund Assessment
- As Indicated – State Convention Materials
- April 10th – January State Per Capita

MONTHLY ACTIVITIES REPORT

April Activities

Church Activities

1. _____
2. _____
3. _____
4. _____

Community Activities

1. _____
2. _____
3. _____
4. _____

Council Activities

1. _____
2. _____
3. _____
4. Knight of The Month: _____

Record on IA 22 and Send to State Chairman

Youth Activities

1. _____
2. _____
3. _____
4. _____

Family Activities

1. _____
2. _____
3. _____
4. Family of The Month: _____

Record on IA 25 and Send to State Chairman

* Note: Record all planned council activities as each one is completed.

ORDER OF CONDUCTING MONTHLY MEETING

May Monthly Business Meeting

1. Call the meeting to order – Warden's report on membership cards
2. Opening Prayer
3. Prayer for the Canonization of Fr. Michael J. McGivney
4. Pledge of Allegiance to the Flag
5. Roll Call of Officers
6. Reading of Minutes of the Previous Meeting
7. Report of the Admission Committee & Reading of Applications
8. Grand Knight's report
9. Chaplain's report
10. District Deputy's report
11. Treasurer's report
12. Financial Secretary's report
13. Reading of bills and communications
14. Report of Committees
 - a. Membership
 - b. _____
15. Old Business
 1. _____
 2. _____
 3. _____
 4. _____
16. New Business
 1. _____
 2. _____
 3. _____
 4. _____
17. Insurance Agent's report
18. Fill out all council monthly reports and create publicity communications
19. Spiritual Formation Program
20. Good of the Order
21. Prayer for Vocations
22. Closing Prayer

ITEMS THAT MAY BE CONSIDERED IN PLANNING MEETING

Planning Items

- 1st degree dates set
- Father's Day Activities Planning
- Memorial Day Activities Update Report
- Election of Council Officers Between May 15th and June 15th

Announce Activity Dates

- Announce State Convention Dates
-
-

Forms/Reports Due

- On receipt – April Catholic Education Fund Assessment
- April 10th – January State Per Capita
- June 30th – Quarterly Council Activities Report (Form IA 16)

MONTHLY ACTIVITIES REPORT

May Activities

Church Activities

1. _____
2. _____
3. _____
4. _____

Community Activities

1. _____
2. _____
3. _____
4. _____

Council Activities

1. _____
2. _____
3. _____
4. Knight of The Month: _____

Record on IA 22 and Send to State Chairman

Youth Activities

1. _____
2. _____
3. _____
4. _____

Family Activities

1. _____
2. _____
3. _____
4. Family of The Month: _____

Record on IA 25 and Send to State Chairman

* Note: Record all planned council activities as each one is completed.

ORDER OF CONDUCTING MONTHLY MEETING

June Monthly Business Meeting

1. Call the meeting to order – Warden's report on membership cards
2. Opening Prayer
3. Prayer for the Canonization of Fr. Michael J. McGivney
4. Pledge of Allegiance to the Flag
5. Roll Call of Officers
6. Reading of Minutes of the Previous Meeting
7. Report of the Admission Committee & Reading of Applications
8. Grand Knight's report
9. Chaplain's report
10. District Deputy's report
11. Treasurer's report
12. Financial Secretary's report
13. Reading of bills and communications
14. Report of Committees
 - a. Membership
 - b. _____
15. Old Business
 1. _____
 2. _____
 3. _____
 4. _____
16. New Business
 1. _____
 2. _____
 3. _____
 4. _____
17. Insurance Agent's report
18. Fill out all council monthly reports and create publicity communications
19. Spiritual Formation Program
20. Good of the Order
21. Prayer for Vocations
22. Closing Prayer

ITEMS THAT MAY BE CONSIDERED IN PLANNING MEETING

Planning Items

- 1st degree dates set
- Election of Council Officers by June 15th
- Review all State & Supreme Reports for Due Dates and Dates Completed

Announce Activity Dates

- Announce Installation of Officers dates
-
-

Forms/Reports Due

- June 30th – Quarterly Council Activities Report (Form IA 16)
- July 1st – Election of Council Officers Report
- July 10th – April Catholic Education Fund Assessment

MONTHLY ACTIVITIES REPORT

June Activities

Church Activities

1. _____
2. _____
3. _____
4. _____

Community Activities

1. _____
2. _____
3. _____
4. _____

Council Activities

1. _____
2. _____
3. _____
4. Knight of The Month: _____

Record on IA 22 and Send to State Chairman

Youth Activities

1. _____
2. _____
3. _____
4. _____

Family Activities

1. _____
2. _____
3. _____
4. Family of The Month: _____

Record on IA 25 and Send to State Chairman

* Note: Record all planned council activities as each one is completed.

ORDER OF CONDUCTING MONTHLY MEETING

July Monthly Business Meeting

1. Call the meeting to order – Warden's report on membership cards
2. Opening Prayer
3. Prayer for the Canonization of Fr. Michael J. McGivney
4. Pledge of Allegiance to the Flag
5. Roll Call of Officers
6. Reading of Minutes of the Previous Meeting
7. Report of the Admission Committee & Reading of Applications
8. Grand Knight's report
9. Chaplain's report
10. District Deputy's report
11. Treasurer's report
12. Financial Secretary's report
13. Reading of bills and communications
14. Report of Committees
 - a. Membership
 - b. _____
15. Old Business
 1. _____
 2. _____
 3. _____
 4. _____
16. New Business
 1. _____
 2. _____
 3. _____
17. Insurance Agent's report
18. Fill out all council monthly reports and create publicity communications
19. Spiritual Formation Program
20. Good of the Order
21. Prayer for Vocations
22. Closing Prayer

ITEMS THAT MAY BE CONSIDERED IN PLANNING MEETING

Planning Items

- Selecting Persons with Intellectual Disabilities Drive Chairman and dates of drive
- 1st degree dates set (schedule a 1st Degree for every other month)
- Set date of Council Audit

Announce Activity Dates

- Announce District Meeting Date and time
- Announce dates of State Campout
-

Forms/Reports Due

- On receipt – July Per Capita Tax Assessments
- July 1st – Election of Officers Report (form 185)
- July 10th – April Catholic Education Fund Assessments
- August 1st – Service Program Personnel Report (Form 365)
- August 15th – Council Audit
- Council Audit – due – August 15th

MONTHLY ACTIVITIES REPORT

July Activities

Church Activities

1. _____
2. _____
3. _____
4. _____

Community Activities

1. _____
2. _____
3. _____
4. _____

Council Activities

1. _____
2. _____
3. _____
4. Knight of The Month: _____

Record on IA 22 and Send to State Chairman

Youth Activities

1. _____
2. _____
3. _____
4. _____

Family Activities

1. _____
2. _____
3. _____
4. Family of The Month: _____

Record on IA 25 and Send to State Chairman

* Note: Record all planned council activities as each one is completed.

5. Forms

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

Fill out all forms in this handbook. Make copies of the completed forms as needed. Every council is responsible for sending the reports to appropriate supreme/state/district officials as necessary. In each instance, the original of all reports will stay with this handbook and serve as a record for the council files.

Each council's Grand Knight with the help of his team of officers owe 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 of our order's mission.

Thus shall victories, large and small, be accomplished as witness to the love of God reflected in our lives and in our 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 consult your 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 on 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 Enrollment	IA 04
9/30	<input type="checkbox"/> 1 st Quarter Council Activities Report	IA 16-1
12/31	<input type="checkbox"/> 2 nd Quarter Council Activities Report	IA 16-2
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
4/30	<input type="checkbox"/> Next Year Planning Council Activities Report	IA 16-PL
6/30	<input type="checkbox"/> 4 th Quarter Council Activities Report	IA 16-4

Local Council Forms

These forms are strictly for your council 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