

Kevin McKinney, State Reports Chairman

Worthy Grand Knight;

Below is a list of the forms and dates that I know you already know about but you can follow this sheet to be sure you are on track. It is highly recommended to submit the forms on-line at www.kofc.org Then click on Officers, then Forms, then Council. ALL of the forms can be completed on-line, the Audit due twice a year must be printed out and mailed, however the other forms can be completed and submitted on-line. Reminder if submitting online to print out a copy for your records and at the bottom you can have the form emailed directly to iakofcreports@email.com . This will automatically go to State Deputy, Administrative Assistant, and State Reports Chairman. Then add your District Deputy and yourself to the other lines and you will know it was received when you get a copy. Be sure to print out a copy for your records.

NOTE: There is an additional form, #4584, Partnership Profile that pertains to Special Olympics, submit even if you don't participate.

Now if you print out forms or use the book forms please fax a copy to toll free 877-380-7182, this will automatically go to State Deputy, Administrative Assistant, and State Reports Chairman or mail me a copy to Kevin McKinney 216 Seneca St. Storm Lake, IA 50588. You can cut off the bottom of this sheet to use as fax cover sheet or a mail cover sheet.

Thank You for your assistance. (Hint: you can submit these BEFORE the due date!!)

Cut at line

Just the Fax

1-877-380-7182

Sent To: Kevin McKinney, State Reports Chairman

From: _____

Please Print

Council / District # _____

Sending Copies of Supreme Forms (check those that apply)

January – June Supreme Forms

- _____ **Fraternal Survey Form 1728 Due 1/31** Submit by January 20th
- _____ **Partnership Profile Form 4584 Due 1/31** Submit by January 20th
- _____ **Council Audit Form 1265 Due 2/15** Submit by February 5th
- _____ **Columbian Award Form SP-7 Due 6/30** Submit by June 20th

July – December Supreme Forms

- _____ Council Officers Form 185 Due 7/1 Submit by June 20th
- _____ Program Personnel Form 365 Due 8/1 Submit by July 20th
- _____ Council Audit Form 1265 Due 8/15 Submit by August 5th

_____ I have submitted these forms to Supreme, State Deputy, District Deputy