

## 4. Monthly Meeting Agenda's

*"Until you value yourself, you will not value your time. Until you value your time, you will not do anything with it."* Dr. M. Scott Peck

**T**he 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.

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 and 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. McGivney'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 70<sup>th</sup> 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  
5% OR 5 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. McGiveny
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
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

- 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
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#### Forms/Reports Due

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

# MONTHLY ACTIVITIES REPORT

## July Activities

### Church Activities

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Community Activities

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3. \_\_\_\_\_
4. \_\_\_\_\_

### Council Activities

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3. \_\_\_\_\_
4. \_\_\_\_\_

### Youth Activities

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2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Family Activities

1. \_\_\_\_\_
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3. \_\_\_\_\_
4. \_\_\_\_\_

\* 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. McGiveny
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
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
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#### Forms/Reports Due

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

# MONTHLY ACTIVITIES REPORT

## August Activities

### Church Activities

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Community Activities

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2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Council Activities

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2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Youth Activities

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2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Family Activities

1. \_\_\_\_\_
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3. \_\_\_\_\_
4. \_\_\_\_\_

\* 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. McGiveny
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
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
- 1<sup>st</sup> 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)
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#### Forms/Reports Due

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

# MONTHLY ACTIVITIES REPORT

## September Activities

### Church Activities

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
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### Community Activities

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3. \_\_\_\_\_
4. \_\_\_\_\_

### Council Activities

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3. \_\_\_\_\_
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### Youth Activities

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3. \_\_\_\_\_
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### Family Activities

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3. \_\_\_\_\_
4. \_\_\_\_\_

\* 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. McGiveny
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
15. Old Business
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  2. \_\_\_\_\_
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  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)
- 1<sup>st</sup> 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
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#### Forms/Reports Due

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

# MONTHLY ACTIVITIES REPORT

## October Activities

### Church Activities

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### Community Activities

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### Council Activities

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### Youth Activities

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### Family Activities

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4. \_\_\_\_\_

\* 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. McGiveny
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
15. Old Business
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  4. \_\_\_\_\_
16. New Business
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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
- 1<sup>st</sup> 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
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#### Forms/Reports Due

- December 31<sup>st</sup> – Quarterly Council Activities Report (Form IA 16)

# MONTHLY ACTIVITIES REPORT

## November Activities

### Church Activities

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### Community Activities

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### Council Activities

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### Youth Activities

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### Family Activities

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\* 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. McGiveny
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
15. Old Business
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  4. \_\_\_\_\_
16. New Business
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  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

- 1<sup>st</sup> 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
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#### Forms/Reports Due

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

# MONTHLY ACTIVITIES REPORT

## December Activities

### Church Activities

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2. \_\_\_\_\_
3. \_\_\_\_\_
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### Community Activities

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### Council Activities

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### Youth Activities

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### Family Activities

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\* 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. McGiveny
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
15. Old Business
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  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
- 1<sup>st</sup> degree dates set
- Free throw & Spelling Bee update report
- Insurance Night Promotion planning

#### Announce Activity Dates

- Announce Insurance Promotion Night Date
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#### Forms/Reports Due

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

# MONTHLY ACTIVITIES REPORT

## January Activities

### Church Activities

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2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Community Activities

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### Council Activities

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3. \_\_\_\_\_
4. \_\_\_\_\_

### Youth Activities

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3. \_\_\_\_\_
4. \_\_\_\_\_

### Family Activities

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3. \_\_\_\_\_
4. \_\_\_\_\_

\* 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. McGiveny
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
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
- 1<sup>st</sup> 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
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#### Forms/Reports Due

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

# MONTHLY ACTIVITIES REPORT

## February Activities

### Church Activities

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Community Activities

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2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Council Activities

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Youth Activities

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Family Activities

1. \_\_\_\_\_
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3. \_\_\_\_\_
4. \_\_\_\_\_

\* 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. McGiveny
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
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)
- 1<sup>st</sup> degree dates set
- State Convention Planning – Election of Delegates
- Easter Activities Planning
- Founder's Day (March 29<sup>th</sup>) Activities Planning
- Birthright Activity Planning

#### Announce Activity Dates

- 
- 

#### Forms/Reports Due

- March 15<sup>th</sup> – Chaplain of the Year Form
- March 15<sup>th</sup> – Religious of the Year Form
- March 15<sup>th</sup> – Other State & Supreme Award Entry Forms
- March 31<sup>st</sup> – Quarterly Council Activities Report (Form IA 16)
- April 10<sup>th</sup> 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. \_\_\_\_\_

### Youth Activities

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Family Activities

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

\* 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. McGiveny
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
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
- 1<sup>st</sup> 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 10<sup>th</sup> – 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. \_\_\_\_\_

### Youth Activities

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Family Activities

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

\* 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. McGiveny
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
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

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

#### Announce Activity Dates

- Announce State Convention Dates
- 
- 

#### Forms/Reports Due

- On receipt – April Catholic Education Fund Assessment
- April 10<sup>th</sup> – January State Per Capita
- June 30<sup>th</sup> – 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. \_\_\_\_\_

### Youth Activities

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Family Activities

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

\* 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. McGiveny
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
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

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

#### Announce Activity Dates

- Announce Installation of Officers dates
- 
- 

#### Forms/Reports Due

- June 30<sup>th</sup> – Quarterly Council Activities Report (Form IA 16)
- July 1<sup>st</sup> – Election of Council Officers Report
- July 10<sup>th</sup> – 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. \_\_\_\_\_

### Youth Activities

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Family Activities

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

\* 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. McGiveny
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
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

- 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 1<sup>st</sup> – Election of Officers Report (form 185)
- July 10<sup>th</sup> – April Catholic Education Fund Assessments
- August 1<sup>st</sup> – Service Program Personnel Report (Form 365)
- August 15<sup>th</sup> – Council Audit
- Council Audit – due – August 15<sup>th</sup>

# MONTHLY ACTIVITIES REPORT

## July Activities

### Church Activities

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Community Activities

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Council Activities

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Youth Activities

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Family Activities

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

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

