



**KNIGHTS  
OF COLUMBUS®**

**FRATERNAL PLANNER**

**2020 - 2021**

# FRATERNAL QUICK START GUIDE

## Key Contacts

**Fraternal Mission** – fraternalmission@kofc.org, 203-752-4270

**Membership Records** – membership@kofc.org, 203-752-4210

**Member Management/Billing** – expertfts@kofc.org, 203-752-4210

**Knights Gear** – knightsgear@kofc.org, 1-855-432-7562

**Supplies Online** – customersupport@webbmason.com, 1-833-591-7770

**Catholic Information Service** – cis@kofc.org, 203-752-4574

**Ceremonials** – ceremonials@kofc.org, 203-752-4346

**Council Accounts** – council.accounts@kofc.org, 203-752-4392

**F.S. Appointments** – financial.secretary@kofc.org, 203-752-4285

## Key Reporting Dates

August 1	Service Program Personnel Report (#365) OR the Service Personnel Screen on Member Management
August 15	Semiannual Council Audit (#1295)
December 31	District Deputy Semiannual Report (#944A)
January 31	Annual Survey of Fraternal Activity (#1728) Special Olympics Partnership Report (#4584)
February 15	Semiannual Council Audit (#1295)
June 30	Report of Chosen Officers for the Term (#185) OR the Officers Screen on Member Management Columbian Award Application (#SP-7) Food for Families Refund and Plaque Application (#10057) RSVP Refund and Plaque Application (#2863) District Deputy Semiannual Report (#944B)
As Required	<ul style="list-style-type: none"> <li>• Entries for State Council Service Program Awards (#STSP)</li> <li>• Family of the Year contest to your state</li> <li>• Fraternal Programs Report Form (#10784)</li> </ul>

## Helpful Links:

- [kofc.org/ChurchDrive](http://kofc.org/ChurchDrive) – Tips on how to conduct a Church Recruitment Drive
- [kofc.org/FaithInAction](http://kofc.org/FaithInAction) – Faith in Action programs landing page
- [kofc.org/Star](http://kofc.org/Star) – Information and requirements for the Star Council Award
- [kofc.org/Webinar](http://kofc.org/Webinar) – Registration link and webinar archive
- [kofc.org/training](http://kofc.org/training) - Fraternal Training Resources
- [kofc.org/for-members](http://kofc.org/for-members) – Forms and Information
- [kofc.org/intothebreach](http://kofc.org/intothebreach) – Into the Breach Video Series

## OFFICERS ONLINE (O.O.) / Knights Application Portal:

If you need your invitation code, or have trouble logging in, please contact Customer Service at 1-800-380-9995 or info@kofc.org. If you have previously had access to Officers Online, your username remains the same and you only need to reset your password if you have misplaced/forgotten it.

Here is an overview of the applications within Officers Online that you may see (varies depending upon your officer role):



**Officers Desk Reference**

A reference tool that contains definitive guidance on a wide range of subjects relating to the governance of subordinate units, including questions and issues about which the Supreme Advocate's Office is frequently consulted for advice.



**Fraternal Training**

Your entry point to the most current Fraternal Training Resources hosted on KofC.Org. These materials can help all fraternal leaders and members develop essential skills and increase their effectiveness.



**Office Of Youth Protection**

Links to the Safe Environment Program, with important documents and answers to common questions.



**Home Corporations**

Access to the online Handbook For Councils Using Home Corporations.



**Member Management**

This application allows you to view rosters, update member records, submit certain reports, and much more! The program is available to grand knights and financial secretaries.



**Member Billing**

This application allows financial secretaries to manage financial transactions; create, edit and archive receipts, vouchers, assessments and adjustments; produce billing notices; and manage payments received from members.



**By Laws Online**

This application allows councils to establish by-laws electronically, receive automatic approval, and submit a request for printing. The program is available to grand knights, financial secretaries and advocates.



**Supplies Online**

Allows you to view the full supply catalog and order printed materials through WebbMason.

Note: The ordering process works best using personal credit/debit cards. If needed, certain officers have the ability to charge items to their council/assembly.



**Knights Gear**

Allows you to view various promotional and gift items and place an order through Knights Gear.

Note: The ordering process works best using personal credit/debit cards. If needed, certain officers have the ability to charge items to their council/assembly.



This Fraternal Planner includes updates, but it largely contains schedules and activities that worked well in the past. Given the uncertainties and challenges of the current pandemic, it is understood that councils must adapt to new norms as the year progresses. Use this planner as a guide to develop a fraternal plan for the coming year, then modify activities along the way as required to best fit the needs of local communities and parishes.

This is not a time for pausing fraternal operations or submitting to indecisiveness and confusion. This is a time for good leaders to step forward and make a difference through innovation and creativity. As Knights of Columbus we must develop new ways to continue our mission of charitable service.

Last year we provided guidelines and procedures for operating digitally in the electronic realm. Councils should continue using these powerful tools and methods to engage members and share the news about their activities with the widest possible audience. Continue recruiting among friends, relatives, coworkers, and online. Take advantage of our online exemplification ceremonies. These practices should become regular elements of fraternal operations going forward.

Our Leave No Neighbor Behind Program was developed specifically for critical fraternal operations during the pandemic. Every council should be doing the activities outlined in this program throughout the coming year.

As pandemic restrictions are lifted, it is imperative that councils follow the rules of local civil and church authorities. Councils wishing to resume face to face meetings and events must use prudential judgement when planning activities to avoid the spread of disease. Vulnerable members and guests should not be put in positions or situations that could lead to exposure.

Challenging times are when good men accomplish extraordinary things. Be such men in your communities. Lead your members to significant contributions that make life better for all.

Vivat Jesus!

Tom McCaffrey

Vice President, Fraternal Operations

#### Use this Fraternal Planner to:

- Stay focused on the vision and mission of the Order
- Become outcome-oriented and set clear goals for membership growth and engagement through programming and fraternal activities
- Clearly communicate these goals to motivate your council
- Keep your council chaplain, district deputy, general and field agents, along with other strategic alliance partners informed and engaged with your council activity
- Use time wisely by determining short, medium and long term tasks/plans for each goal
- Hold other fraternal leaders, committee chairs, and members accountable for their role in council growth
- Measure your progress and determine the changes needed to chart a more successful course
- Seek opportunities to integrate membership, programming and charitable activities

#### Don't forget to:

- Pray for the successful completion of your goals and for all beneficiaries of your programs
- Conduct a review of your last fraternal year and plan ahead for this upcoming fraternal year
- Perform a SWOT (see next page), or other similar analysis, to assess your council/parish
- Plan your full program calendar and make sure it is integrated into your parish calendar
- Keep track of each month's activities using the trackers in this booklet at the bottom of each month
- Note your accomplishments as you complete them and look ahead to the next several months
- Have fun and say "thank you" to all!

# FRATERNAL QUICK START TO-DO LIST

## 2019-2020 Fraternal Year REview

Be sure to review your 2019-2020 fraternal year in June. Hold a joint-session of incoming and outgoing officers and discuss what lessons were learned this past year. What can be done better for next year? Strive to increase membership and programming activities in the new fraternal year.

## 2020-2021 Fraternal Year PREview

Finalize your council's calendar of events for the 2020-2021 fraternal year. Meet with your pastor and pastoral staff to set all these program dates on the parish calendar. Aim to increase membership and programming activities to attract new members. Keep asking yourself:

- Which prospects will I be inviting to our council's next activity?
- What new program(s) does our council plan to institute this year?
- Have I personally asked someone to join my council?

## SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats)

SWOT stands for: Strength, Weakness, Opportunity, Threat. A SWOT analysis guides you to identify your organization's strengths and weaknesses (S-W) as well as broader opportunities and threats (O-T). Developing a fuller awareness of the situation helps with both strategic planning and decision-making. Use this as an opportunity to assess your council and your parish to help build your fraternal year.

	STRENGTHS	WEAKNESSES
OPPORTUNITIES	1. 2. 3. 4.	1. 2. 3. 4.
THREATS	1. 2. 3. 4.	1. 2. 3. 4.

## Council Assessment Grid

<b>INCLUSIVE COUNCIL</b> OPEN, WARM, KIND, PROACTIVE, CHARITABLE & ENGAGING	<b>SILENT COUNCIL</b> KEEPS LOW PROFILE, REACTIVE, CHARITY ONLY THROUGH DONATIONS, MINIMAL PROGRAMS	<b>EXCLUSIVE COUNCIL</b> CLOSED SOCIETY, A FEW OFFICERS RUN COUNCIL, NO EXTERNAL ACTIVITY, INFREQUENT CHARITABLE DONATIONS
<b>VIBRANT FOCUS COUNCIL</b> WITH CATHOLIC IDENTITY, WITH ACTIVE MISSION FOCUS, GROWING & ACTIVE	<b>STATUS QUO COUNCIL</b> SHOWS UP SOMETIMES, SOME PROGRAMS, MARGINAL SUPPORT OFF & ON	<b>COUNCIL IN DECLINE</b> SIMPLE PROGRAMS, TOO DIFFICULT TO DO, DECLINES HELP, IGNORES ADVICE
<b>CENTER OF PARISH CHARITY</b> SWIFT REACTION, GOALS CLEARLY ALIGNED	<b>AMBIVALENT TO MISSION AND PURPOSE</b> HOPING FOR LEADERSHIP, GUIDANCE AND DIRECTION	<b>NO IDENTITY</b> LITTLE PARISH CONNECTION, LITTLE FRATERNITY, NEEDS HOPE AND INSPIRATION



## Star Council Award

### Father McGivney Award (Membership Growth)

Reach 5% net growth in membership; minimum 3, maximum 20

### Founders Award (Insurance Growth)

Promote and host two fraternal benefit seminars (virtual or in-person)

### Columbian Award (Programs)

16 program credits - four in each of the four Faith in Action categories

Submit *Columbian Award Application* (#SP-7) - Due 6/30

### Overall Council Excellence

Be fully compliant with Safe Environment requirements (USA & Canada only)

Be in good standing with Supreme Council

Submit *Service Program Personnel Report* (#365) - Due 8/1

Submit *Annual Survey of Fraternal Activity* (#1728) - Due 1/31



## Star District Award

### Membership Growth

Reach 70% of combined council growth quotas

### Insurance Growth

Founders Award earned by every council in district

### Overall District Excellence

For each council in your district, submit two *District Deputy Semiannual Reports* (#944) - Due 12/31 and 6/30

At least one council in the district must earn the Star Council Award



## Star Assembly Award

### Membership Growth

Reach growth quota: 40% less than 2019-2020 membership quota (7%)

### Programs

#### Civic Award

Conduct and report at least four varied patriotic programs

Submit *Civic Award Application* (#2321) - Due 6/30

#### To Be A Patriot Award

*To Be A Patriot Award Application* (#TBP-2) - Due 5/30

Earn the To Be A Patriot Award

### Overall Assembly Excellence

Publish a monthly Assembly Newsletter or Bulletin from July - February

Submit *Report of Assembly Officers Chosen for the Term* (#186) - Due 7/1

Submit *Annual Assembly Audit Report* (#1315) - Due 8/1

Submit *Annual Survey of Fraternal Activity* (#1728) - Due 1/31

# Program Planning Calendar — Faith in Action Programs

For detailed information on each program, how to conduct them, and all related resources, please visit [kofc.org/faithinaction](http://kofc.org/faithinaction).

Each green box below represents a suggested time-frame to run each respective program. When you choose to run your program is completely at the discretion of your council.

## FAITH:

Q1			Q2		
JUL 2020	AUG 2020	SEP 2020	OCT 2020	NOV 2020	DEC 2020

<b>RSVP</b>					
<b>Into the Breach</b>					
Pilgrim Icon Program (Y)					
Building the Domestic Church Kiosk					
Rosary Program (Q)					
<b>Spiritual Reflection</b>					
<b>Holy Hour (Q)</b>					
Sacramental Gifts					

## FAMILY:

**Key** M=Monthly Q=Quarterly Y=Year Long Bold=Featured

<b>Food for Families (Y)</b>					
<b>Family of the Month/Year (M)</b>					
Keep Christ in Christmas					
<b>Family Fully Alive (Y)</b>					
Family Week					
Consecration to the Holy Family					
<b>Family Prayer Night (Y)</b>					
Good Friday Family Promotion					

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Q3			Q4			
JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JUL 2021

## FAITH:

<b>RSVP</b>						
<b>Into the Breach</b>						
<b>Pilgrim Icon Program (Y)</b>						
<b>Building the Domestic Church Kiosk</b>						
<b>Rosary Program (Q)</b>						
<b>Spiritual Reflection</b>						
<b>Holy Hour (Q)</b>						
<b>Sacramental Gifts</b>						

## FAMILY:

**Key** M=Monthly Q=Quarterly Y=Year Long Bold=Featured

<b>Food for Families (Y)</b>						
<b>Family of the Month/Year (M)</b>						
<b>Keep Christ in Christmas</b>						
<b>Family Fully Alive (Y)</b>						
<b>Family Week</b>						
<b>Consecration to the Holy Family</b>						
<b>Family Prayer Night (Y)</b>						
<b>Good Friday Family Promotion</b>						

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Q1			Q2		
JUL 2020	AUG 2020	SEP 2020	OCT 2020	NOV 2020	DEC 2020

## COMMUNITY

Coats for Kids						
Global Wheelchair Mission (Y)						
Habitat for Humanity (Y)						
Disaster Preparedness						
Free Throw Championship						
Catholic Citizenship Essay Contest						
Soccer/Hockey Challenge						
Helping Hands (Y)						
Leave No Neighbor Behind (Y)						

## LIFE

**Key** M=Monthly Q=Quarterly Y=Year Long Bold=Featured

March for Life						
Special Olympics						
Ultrasound Program (Y)						
Christian Refugee Relief (Y)						
Silver Rose (jurisdiction schedule)						← End
Mass for People with Special Needs (Y)						
Pregnancy Center Support (Y)						
Novena for Life						



# Program Planning Calendar — Faith in Action Programs

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Each green box below represents a suggested time-frame to run each respective program. When you choose to run your program is completely at the discretion of your council.

Q3			Q4			
JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JUL 2021

## COMMUNITY

Coats for Kids						
Global Wheelchair Mission (Y)						
Habitat for Humanity (Y)						
Disaster Preparedness						
Free Throw Championship						
Catholic Citizenship Essay Contest						
Soccer/Hockey Challenge						
Helping Hands (Y)						
<b>Leave No Neighbor Behind (Y)</b>						

## LIFE






**Key** M=Monthly Q=Quarterly Y=Year Long Bold=Featured

March for Life	USA				Canada	
Special Olympics (Q)	Winter Games				Summer Games	
Ultrasound Program (Y)						
Christian Refugee Relief (Y)						
Silver Rose (jurisdiction schedule)			Start→			
Mass for People with Special Needs (Y)						
<b>Pregnancy Center Support (Y)</b>						
Novena for Life						

# MY COUNCIL'S PROGRAM CALENDAR

[kofc.org/faithinaction](http://kofc.org/faithinaction)

Note: 16 programs need to be held in the Faith in Action categories and reported to the Supreme Council via the *Columbian Award Application* (#SP-7) form to be eligible for the Columbian Award (and, by extension, the Star Council Award).

 FAITH	DATE	 FAMILY	DATE
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
 COMMUNITY	DATE	 LIFE	DATE
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
 MULTICULTURAL	DATE	MISCELLANEOUS/OTHER	DATE
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	

# SAFE ENVIRONMENT — OFFICE OF YOUTH PROTECTION

*KOFC.ORG/SAFE*

Under Faith in Action, certain state and council officers/ chairmen are required to take safe environment training and may also be required to provide authorization for a background check. Some positions also have access to Praesidium’s ARMATUS Administration dashboard to view member compliance within their council or jurisdiction.

If members in certain positions are not compliant within 30 days of notification, they are subject to removal from those positions.

As the *Service Program Personnel Report* (#365) is being completed, ensure that all member email addresses are accurate. Praesidium, the Order’s safe environment partner, will use these email

addresses to send email notifications to the program directors and chairs who are required to complete safe environment training and to provide authorization for a background check. Directors and chairs should look for email notifications from Praesidium in their inbox or spam folder. These will provide assigned username and password to complete the required training and the link necessary to provide background check authorization. The Knights of Columbus covers all costs associated with these requirements.

Email notifications are unique to each recipient and cannot be forwarded or used by another director or chair. The time-sensitive notifications require the recipient to complete training and background check authorization within 30 days of receipt.

## *Safe Environment Program Training and Background Check Requirements*

ROLES	TRAINING	BACKGROUND CHECK	ARMATUS ADMINISTRATION
<b>State Council</b>			
State Deputy	✓		✓
State Advocate	✓		✓
State Program Director	✓		✓
State Youth Director	✓	✓	✓
State Family Director	✓	✓	✓
State Community Director	✓	✓	✓
State Squire Chairman	✓	✓	✓
<b>Subordinate Council</b>			
Grand Knight	✓		✓
Faithful Navigator	✓		
Program Director	✓		✓
Family Director	✓	✓	
Community Director	✓	✓	
Chief Counselor	✓	✓	
Adult Counselor	✓	✓	

MEMBER HELPLINE: [YOUTHLEADER@KOFC.ORG](mailto:YOUTHLEADER@KOFC.ORG) | (203) 800-4940 | FAX (855) 845-3502

OFFICE OF YOUTH PROTECTION: [OYP@KOFC.ORG](mailto:OYP@KOFC.ORG) | (203) 752-4558 | FAX (855) 845-3502

**1-844-KOFC-SAFE (1-844-563-2723)**

# PLANNING YOUR CHURCH DRIVE

In addition to constantly extending the offer of membership to every eligible man, every council should hold at least two Church recruitment drives each fraternal year. Church drives allow your council the opportunity to invite every man and his family to be a part of your council. The success of your Church recruitment drive will largely depend on the planning and preparations your council makes leading up to it. This worksheet can be used to note who is in charge of each task and to note completed once done.

	Fall Church Drive	Spring Church Drive
<b>Two Months Before</b>		
Obtain Approval from Pastor and Set Date		
Take Delta Church Drive Training/Review Delta Church Drive Process		
Obtain Mass Attendance Projections from Parish(es) and Order Delta Church Drive Kit on Supplies Online		
<b>One Month Before</b>		
Confirm Ceremonial date		
Begin Pre-Drive Bulletin Announcements		
Confirm Knights for coverage of each Mass (pulpit announcement, ambassadors, etc.)		
<b>Week Of Drive</b>		
Practice Responsibilities (Pulpit Announcement, Ambassador Role, Prospect Landing Page) Confirm Plans with Celebrant(s)		
Confirm all Knights will wear similar team attire (KofC polos, badges, etc.)		
Confirm Raffle Prize and Logistics		
Have a plan to follow up with each prospect within 48 hours		
<b>One Month After</b>		
Follow up with Prospects and announce raffle winner in timely manner		
Begin Post-Drive Bulletin Announcements		
Invite Prospects and Family to Open House or other event		
Conduct ceremonial within 1-2 weeks after drive		
Report new members to Supreme Council		
Send "Thank You" to Pastor and Knights who assisted		

# FRATERNAL BENEFITS SEMINAR

A fraternal benefit seminar is not only a great way to remind members of the fraternal benefits available to them, it's also a great way to introduce prospective members to the Knights of Columbus. Your agent can help members and prospects alike learn more about the history of our Order and the vision of our founder, the Venerable Fr. Michael J. McGivney. This planning worksheet should be used by your council to plan a successful fraternal benefit seminar with your agent. Use the space below track progress towards these goals, to note who is following through on these tasks and any notes necessary.

<b>Planning Your Fraternal Benefit Seminar</b>	
<b>First Steps</b>	
<b>Confirm a Date with Your Field Agent and discuss logistics</b>	
<b>Work with Pastor and Confirm Space for Fraternal Benefit Night and Have him plan to be there</b>	
<b>One Month Before</b>	
<b>Communicate Date to Members and their families</b>	
<b>Invite Prospective Members to the Fraternal Benefit Night</b>	
<b>Week Of Fraternal Benefit Seminar</b>	
<b>Confirm final logistics, including food and refreshments</b>	
<b>Send Reminders to Members and Prospects</b>	
<b>After Fraternal Benefit Seminar</b>	
<b>Follow up with Prospects</b>	
<b>Thank your Pastor, Field Agent and All who Assisted</b>	

# JULY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday
28	29	30 All forms received by Supreme Office Columbian Award Application DUE Report of Chosen Officers Form DUE District Deputy Semi-Annual Report DUE	1 Canada Day (CANADA)	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
3	4 Independence Day (USA)
10	11
17	18
24	25
31	1

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Supreme Office Events
- Programming Activities

Things to Accomplish:	
	<i>Report of Officers Chosen (#185) – DUE 6/30</i> Submitting this form on the Council Officer screen in Member Management is the fastest way to connect your officers with Officers Online resources.
	<i>Service Program Personnel Report (#365) – DUE 8/1</i> Be sure to submit this form to allow program directors access to the Fraternal Training Portal and other resources on kofc.org.
	<b>Installation of Council Officers</b> The district deputy should install council officers as close to the start of the fraternal year as possible.
	<b>Organizational Meetings</b> District Organizational Meetings should be held within two weeks of your jurisdiction's Organizational Meeting.
	<b>Hold a review of your 2019-2020 fraternal year</b> Focus on which membership initiatives and programming activities worked and which could be improved

Plan Ahead:	
	<i>Semiannual Council Audit (#1295) – DUE 8/15</i>
	<b>Start organizing your fall Church Drive</b> Contact your pastor and submit bulletin announcements to the parish secretary
	<b>Plan ahead for programs taking place this fall</b> Log in to Supplies Online and order any kits/materials needed for holding a Soccer Challenge, Catholic Citizenship Essay Contest, or Free Throw. This way councils will have kits in hand and be ready to approach schools in August about running the programs.
	Silver Rose 2021 Plans
	What new program(s) does your council plan to institute this year?
	Which prospects will you be inviting to the next activity your council holds?

### Reminders:

1. Meet with your pastor and pastoral staff to set council program dates on the parish calendar.
2. Finalize and promote your fraternal program calendar of events, including your degrees and programs to be held.
3. Ask someone to join your council.

# AUGUST 2020

Sunday	Monday	Tuesday	Wednesday	Thursday
26	27	28	29	30
2	3	4	5	6
		138th Supreme Convention		
9	10	11	12	13
			Venerable Michael McGivney's Birthday	
16	17	18	19	20
	Order Church Drive Kits for October			
23	24	25	26	27
30	31			

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE



Friday	Saturday
31	1 Service Program Personnel Report DUE
7	8
14 Venerable Michael McGivney's Memorial	15 ASSUMPTION OF THE BLESSED VIRGIN MARY Council Audit DUE
21	22
28	29

-  Forms or Event Deadlines
-  Important Dates
-  Membership Activities
-  Supreme Office Events
-  Programming Activities

Things to Accomplish:	
	Service Program Personnel Report (#365) – DUE 8/1 Be sure to submit this form to allow program directors access to the Fraternal Training Portal and other resources on kofc.org.
	Semiannual Council Audit (#1295) – DUE 8/15
	Secure your pastor's permission to conduct a Church Recruitment Drive.
	Hold your council's first programs of the Fraternal Year. Consider hosting on family activities this August such as a Family Week.

Plan Ahead:	
	Continue planning for your fall Council Church Drive Order your Church Recruitment Drive Kit through Supplies Online
	Plan ahead for programs taking place this fall Log in to Supplies Online and order any kits/materials needed
	Which prospect(s) will you be inviting to the next activity your council holds?
	Have you asked someone to join your council?

### Reminders:

1. Plan, promote, and prepare for a Church Recruitment Drive.
2. Order any New Council Development (NCD) kits that might be needed to start a new council in your area this year.
3. State deputies – be sure you have finalized appointments for district deputies in any open districts.
4. District deputies – conduct individual Organizational Meetings with any council not present at the District Organizational Meeting.
5. Ask someone to join your council.

# SEPTEMBER 2020

Sunday	Monday	Tuesday	Wednesday	Thursday
30	31	1	2	3
6	7 Labor Day (USA) Labour Day (CANADA)	8 Nativity of the Blessed Virgin Mary	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29 Feast of the Archangels	30	1

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
4	5 St. Teresa of Calcutta
11	12
18	19
25	26
2	3

Things to Accomplish:	
	Finalize Council Church Drive plans – continue talks with your pastor and get bulletin announcements ready
	Conduct, if applicable: <ul style="list-style-type: none"> <li>• Catholic Essay Contest</li> <li>• Soccer Challenge</li> </ul>
	Submit Fraternal Program Report for Quarter

Plan Ahead:	
	Which prospect(s) will you be inviting to the next activity your council holds?
	What new program(s) does your council plan to institute this year?
	Start fundraising for Coats for Kids

### Reminders:

1. Conducting a Fraternal Benefits Night helps your council earn the Founders' Award, which is a component of the Star Council Award. Continue discussions with your General Agent to help support membership growth.
2. Ask someone to join your council.

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Supreme Office Events
- Programming Activities

# OCTOBER 2020

Sunday	Monday	Tuesday	Wednesday	Thursday
27	28	29	30	1
4	5	6	7 Our Lady of the Holy Rosary	8
11	12 Columbus Day (USA) Thanksgiving Day (CANADA)	13	14	15
Council Church Drive				
18	19	20	21	22 St. John Paul II
Council Church Drive				
25	26	27	28	29

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
2	3
9	10 Council Church Drive
16	17 Council Church Drive
23	24
30	31 All Hallows' Eve

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Supreme Office Events
- Programming Activities

Things to Accomplish:	
	Hold Council Church Drive

Plan Ahead:	
	Helping Hands – World Day of the Poor, November 19th
	Christmas Poster Contest
	Coats for Kids
	March for Life
	Which prospects will you be inviting to the next activity your council holds?
	Is your council on track to earn the Star Council Award?
	Food for Families
	Spiritual Reflection Program

### Reminders:

1. Be sure to report on the number of exemplifications conducted and the number of candidates brought into your Council.
2. Go to Supplies Online and order any kits/materials needed for upcoming programs, such as the Christmas Poster Contest.
3. Ask someone to join your council.

# NOVEMBER 2020

Sunday	Monday	Tuesday	Wednesday	Thursday
1 ALL SAINTS DAY	2 All Souls Day	3	4	5
8	9	10	11 Remembrance Day (CANADA) Veterans Day (USA)	12
15	16	17	18	19
22 CHRIST THE KING	23	24	25	26 Thanksgiving Day (USA)
29 FIRST SUNDAY OF ADVENT	30	1	2	3

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
6	7
13	14
20	21
27	28
4	5

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Supreme Office Events
- Programming Activities

Things to Accomplish:	
	Report Church Drive Results
	Conduct, if applicable: <ul style="list-style-type: none"> <li>• Christmas Poster Contest</li> <li>• Coats for Kids</li> </ul>
	Food for Families

Plan Ahead:	
	Journey to the Inn / La Posada
	Christmas Poster Contest
	March for Life
	9 Days for Life Novena
	Consecration to the Holy Family

### Reminders:

1. Don't forget to report information for new members from your October Church Drive!
2. District deputies should complete their work on new council development sites.
3. The state council should finalize its plans for the jurisdiction's Mid-Year Membership Meeting.
4. District deputies should be also finalizing their plans for district-wide mid-year meetings, focusing on motivation, reaching goals, and relaying important information. Invitees should include: grand knights, financial secretaries, treasurers, membership and program directors and field agents.
5. Ask someone to join your council.

# DECEMBER 2020

Sunday	Monday	Tuesday	Wednesday	Thursday
29 FIRST SUNDAY OF ADVENT	30	1	2	3
6 SECOND SUNDAY OF ADVENT	7	8 IMMACULATE CONCEPTION	9	10
13 THIRD SUNDAY OF ADVENT	14	15	16	17
20 FOURTH SUNDAY OF ADVENT	21	22	23	24 Christmas Eve
27 THE HOLY FAMILY	28	29	30	31 New Year's Eve District Deputy Semi-Annual Report DUE

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE



Friday	Saturday
4	5
11	12 Our Lady of Guadalupe
18	19
25 CHRISTMAS	26 Boxing Day (CANADA)
1	2

Things to Accomplish:	
	Journey to the Inn / La Posada
	Christmas Poster Contest
	Attend your district's Mid-Year Membership Meeting
	Consecration to the Holy Family (12/27)
	Submit Fraternal Program Report for Quarter
	District Deputy should submit <i>Semi-Annual Report</i> (#944) - Due 12/31

Plan Ahead:	
	Assemble and prepare the information needed to complete your <i>Annual Survey of Fraternal Activity</i> (#1728) and to submit by the deadline (1/31/2020)
	March for Life (Washington, D.C.) & Walk for Life (West Coast)
	Free Throw Championship
	9 Days for Life Novena
	Which prospects will you be inviting to the next activity your council holds?
	Plan ahead for programs taking place this winter
	Prepare the information needed to report participation in the Special Olympics program (1/31/2020)

### Reminders:

1. Check-in with your pastor and pastoral staff to make sure your council's program dates are on the parish calendar.
2. Ask someone to join your council.

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Supreme Office Events
- Programming Activities

# JANUARY 2021

Sunday	Monday	Tuesday	Wednesday	Thursday
27	28	29	30	31
3	4	5	6 EPIPHANY	7
10 BAPTISM OF THE LORD	11	12	13	14
17	18 Martin Luther King Jr. Day (USA)	19	20	21
24	25	26	27	28
31				
Free Throw Report Form DUE				
Fraternal Survey Form DUE				
Special Olympics reporting DUE				

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
<b>1</b> MARY, MOTHER OF GOD  New Year's Day	<b>2</b>
<b>8</b>	<b>9</b>
<b>15</b>  <div style="background-color: #c8e6c9; padding: 2px;">Order Church Drive Kits for March</div>	<b>16</b>
<b>22</b>	<b>23</b>
<b>29</b>  <div style="background-color: #9c27b0; padding: 2px;">March for Life (Washington, D.C.)</div>	<b>30</b>

Things to Accomplish:	
	Complete and submit your <i>Annual Survey of Fraternal Activity</i> (#1728) – DUE 1/31
	March for Life (Washington, D.C.) & Walk for Life (West Coast)
	Free Throw Championship
	9 Days for Life Novena
	Submit your report on participation in the Special Olympics program – DUE 1/31

Plan Ahead:	
	<i>Semiannual Council Audit</i> (#1295) – DUE 2/15
	Start organizing your spring Church Drive – be in touch with your pastor and get bulletin announcements ready

### Reminders:

1. Hold your council/district Free Throw Contests and then submit your form #FT-1.
2. Which prospects will you be inviting to the next activity your council holds?
3. Ask someone to join your council.

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Supreme Office Events
- Programming Activities

# FEBRUARY 2021

Sunday	Monday	Tuesday	Wednesday	Thursday
31	1	2	3	4
7	8	9	10	11
14	15 President's Day (USA) Family Day (CANADA)  Semi Annual Audit DUE	16	17 Ash Wednesday	18
21 FIRST SUNDAY OF LENT	22	23	24	25
28 SECOND SUNDAY OF LENT				

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
5	6
12	13
19	20
26	27

Things to Accomplish:	
	Semiannual Council Audit (#1295) – DUE 2/15
	Free Throw District Championship Report
	Complete your State Council Service Program Awards Entry Form (#STSP) and submit to your state council for award consideration

Plan Ahead:	
	Council Retention Drive
	Council Church Drive
	International Wheelchair Day
	Food for Families (lent)
	Spiritual Reflection Program

**Reminders:**

1. Which prospects will you be inviting to the next activity your council holds?
2. Ask someone to join your council.

-  Forms or Event Deadlines
-  Important Dates
-  Membership Activities
-  Supreme Office Events
-  Programming Activities

# MARCH 2021

Sunday	Monday	Tuesday	Wednesday	Thursday
28	1 International Wheelchair Day	2	3	4
7 THIRD SUNDAY OF LENT	8	9	10	11
14 FOURTH SUNDAY OF LENT	15	16	17 St. Patrick	18
Council Church Drive				
21 FIFTH SUNDAY OF LENT	22	23	24	25 Annunciation
Council Church Drive				
28 PALM SUNDAY	29	30	31	1
	Founder's Day			

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
5	6
12	13 Council Church Drive
19 St. Joseph	20 Council Church Drive
26	27
2	3

-  Forms or Event Deadlines
-  Important Dates
-  Membership Activities
-  Supreme Office Events
-  Programming Activities

Things to Accomplish:	
	Council Church Drive Participate and report back your results
	Lenten Food for Families
	Submit Fraternal Program Report for Quarter

Plan Ahead:	
	State Convention (if held in April)
	What is your council's progress toward earning the Star Council Award?
	How many districts in your jurisdiction are on track to earn the Star District Award?
	March for Life (Canada)

### Reminders:

1. Conduct a Charitable Service Program in your community in honor of our founder, Father Michael J. McGivney.
2. Complete judging in State Service Program Awards competition.
3. Submit Free Throw State Championship winners to the Supreme Office.
4. Ask someone to join your council.

# APRIL 2021

Sunday	Monday	Tuesday	Wednesday	Thursday
28	29	30	31	1 Holy Thursday
4 EASTER SUNDAY	5 Easter Monday	6	7	8
11 DIVINE MERCY SUNDAY	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE



Friday	Saturday
2 Good Friday	3 Holy Saturday
Good Friday Family Attendance	
9	10
16	17
23	24
30	1

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Supreme Office Events
- Programming Activities

Things to Accomplish:	
	Report your Church Drive Results
	State Convention (if held in April)

Plan Ahead:	
	State Convention (if held in May)
	March for Life (Canada)
	Prepare your council's write-ups for the <i>Columbian Award Application</i> (#SP-7)
	What is your council's progress toward earning the Star Council Award?

### Reminders:

1. Make a strong membership push for the fourth quarter. Have prospects join as soon as possible.
2. Every council needs to be visible in their charitable outreach.
3. Councils must be current in their assessments and certain officers must be compliant with Safe Environment guidelines in order to earn the Star Council Award.
4. Ask someone to join your council.

# MAY 2021

Sunday	Monday	Tuesday	Wednesday	Thursday
25	26	27	28	29
2	3	4	5	6
9 Mother's Day	10	11	12	13 ASCENSION OF THE LORD
16	17 Victoria Day (CANADA)	18	19	20 KofC Mexican Martyrs
23 PENTECOST	24	25	26	27
30 MOST HOLY TRINITY	31 Memorial Day (USA)			

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
30	1
7	8
14	15
21	22
28	29

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Supreme Office Events
- Programming Activities

Things to Accomplish:	
	Election of Council Officers must be held between May 1 and June 15
	<i>Report of Officers Chosen (#185)</i> – DUE 6/30 This form should be submitted immediately after elections, preferably by filling out the Council Officer Screen in Member Management
	State Convention (if held in May)
	March for Life (Canada)

Plan Ahead:	
	Prepare your council's write-ups for the <i>Columbian Award Application (#SP-7)</i>
	Finalize preparations for your jurisdiction's and your district's Organizational Meetings
	If possible, submit all forms DUE at Supreme Office early
	What is your council's progress toward earning the Star Council Award?
	Which prospects will you be inviting to the next activity your council holds?

### Reminders:

1. Work with councils that are close to achieving Star Council Award to help them succeed.
2. Every council needs to be visible in their charitable outreach
3. Plan to conduct an extra exemplification so that no candidate has to wait or travel.
4. How would you rate your council's service programs this year? Why? What can be done differently to be more effective next year?
5. Ask someone to join your council.

# JUNE 2021

Sunday	Monday	Tuesday	Wednesday	Thursday
30	31	1 Council Officers Elections begin	2	3 CORPUS CHRISTI
6	7	8	9	10
13	14 Flag Day (USA)	15 Council Officers Elections end	16	17
20 Father's Day	21	22	23	24 Nativity of St. John the Baptist
27	28	29 SS. Peter & Paul	30 All forms received by Supreme Office Columbian Award Application DUE Report of Chosen Officers Form DUE District Deputy Semi-Annual Report DUE	1

## Council Activity Tracker

ACTIVITY	# OF NEW CONTACTS	\$ DONATED	# OF VOLUNTEERS	HOURS OF SERVICE	TOTAL HOURS OF SERVICE

Friday	Saturday
4	5
11 Sacred Heart of Jesus	12
18	19
25	26
2	3

Things to Accomplish:	
	Election of Council Officers must be held between May 1 and June 15
	<i>Report of Officers Chosen (#185)</i> – DUE 6/30 This form should be submitted immediately after elections, preferably by filling out the Council Officer Screen in Member Management
	Submit your <i>Columbian Award Application (#SP-7)</i> – DUE 6/30
	Finalize Star Council Award requirements
	Organizational Meetings District Organizational Meetings should be held within two weeks of your jurisdiction's Organizational Meeting.
	Hold a review of your 2019-2020 fraternal year Focus on which membership initiatives and programming activities worked and which could be improved.
	District Deputy should submit <i>Semi-Annual Report (#944)</i> - Due 6/30

Plan Ahead:	
	<i>Service Program Personnel Report (#365)</i> – DUE 8/1 Be sure to submit this form to allow program directors access to the Fraternal Training Portal and other resources on kofc.org.
	Installation of Council Officers
	What new program(s) does your council plan to institute during the upcoming fraternal year?

**Reminders:**

1. Double check that all requirements for the Star Council Award have been met and that all forms have been accepted at the Supreme Office.
2. District deputies – plan to conduct the Installation of Council Officers as close to the start of the fraternal year as practical.
3. Is your council/district/jurisdiction better now than when you took office?
4. Ask someone to join your council.

- Forms or Event Deadlines
- Important Dates
- Membership Activities
- Supreme Office Events
- Programming Activities







# Requirements for the **Star Council Award**

## **Father McGivney Award**

Recognizing excellence in membership growth, to win this award your council must meet or exceed its yearly membership quota. Quota = 5% increase of the council's membership as of July 1 (minimum of 3 and maximum of 20).

## **Columbian Award due 6/30**

Recognizing excellence in programming and charitable outreach, to win this award your council must conduct and report programs in each of the service program categories, for a total of 16 program credits, with four in each category: Faith, Family, Community, and Life.

## **Founders' Award**

Recognizing excellence in promotion of our top-rated and exclusive insurance products, to win this award your council must host two approved Fraternal Benefit Seminars or Webinars with your Field Agent.

## **Fraternal Forms**

*Service Program Personnel Report (#365) — due 8/1*

*Annual Survey of Fraternal Activity (#1728) — due 1/31*

## **In good standing with Supreme Council**

Additionally, in the U.S. and Canada, fully compliant with applicable Safe Environment requirements.

To view your quota and/or progress towards earning the Star Council Award, please log on to Officers Online regularly.

**Knights of Columbus  
1 Columbus Plaza  
New Haven, CT 06510**