

KNIGHTS OF COLUMBUS COLORADO STATE COUNCIL MEMBERSHIP HANDBOOK 2011 – 2012

To Believe is to Become



United as One

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1.0 Introduction:

Recruiting new members is essential to the continued growth and well-being of your council and the Order. Offering a man membership in the Knights of Columbus gives him the opportunity to improve his own life, his community, and enrich his faith. Membership allows him to experience the fraternal bond that Knights share while growing closer to his family and faith.

A comprehensive membership development plan must incorporate well-developed strategies for:

- Recruitment of new members
- Retention of current members

Membership development is the most important element of a successful council. A well-crafted membership development strategy is essential for your council to operate efficiently and to serve others in the areas of church, community, council, family, youth and pro-life.

Membership in the Knights of Columbus must provide value for the members' time, energy, and annual dues while offering spiritual development for him and his family.

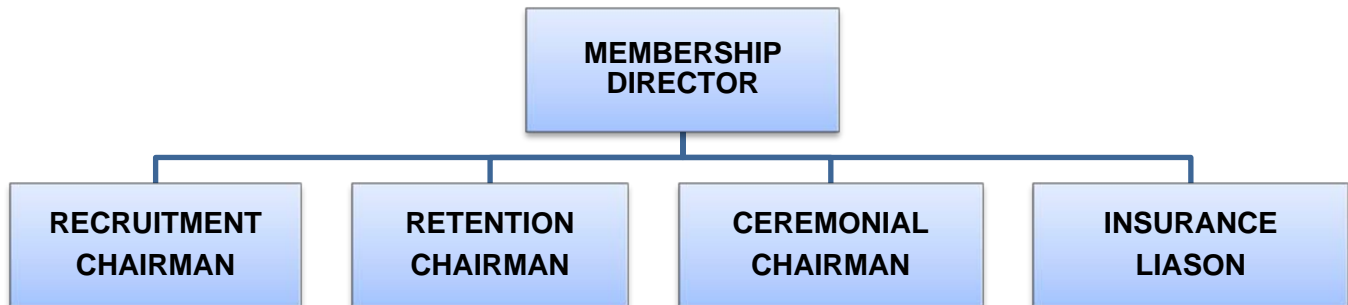
A good membership program can accomplish the goals of recruiting new members and retaining existing members by following a simple plan:

- Create a "Membership" team
- Identify your goals
- Create a plan to accomplish the goals.
- Review your level of success and suggest improvements

The purpose of this resource guide is to help council leaders and district deputies identify and implement effective strategies for membership development that will continue to help grow our Order. These are suggestions that have helped councils succeed around the Order. Feedback on what works for councils helps our Order improve. Therefore, we require you to report on what is working for you. The State has an incentive program to encourage councils to continue to improve their processes. We will award the winners for the best programs at the State Convention in April. The forms needed to participate are in the appendix.

2.0 Organize Your Membership Committee:

The first and perhaps most important step in setting up a successful membership program is organizing your membership committees. The key is to ensure that these important positions are filled and appointees are dedicated and enthusiastic Knights. (Refer to “Membership Committees” (pg. 5) and “Membership Activities” (pg. 35) in the “Surge...With Service Manual” (#962).)



Action Steps:

- The grand knight appoints a **membership director** to oversee all membership programs and recruitment activities.
 - Upon recommendation of the membership director, the grand knight appoints a membership committee of three or more Knights. Select successful recruiters or sales-oriented members.
 - The membership director and recruitment committee members form two-man recruitment teams.
- The grand knight, upon recommendation of the membership director, appoints a **retention chairman** and committee.
- The grand knight appoints an insurance promotion chairman, preferably the council's insurance agent.
- The membership director, committee chairmen and committees set goals and plan specific recruitment, retention and insurance promotion activities for the entire year.
- Plan a full schedule of First Degree exemplifications
- Identify and schedule recruitment methods that best suit the council's needs and goals; Membership Blitz, church drives, open houses, team recruiting, etc.
- Set membership goals (exceed quota, achieve Star Council, win Century Club, break previous council recruitment record, etc.). Refer to the Supreme Council Awards section in the Surge...with Service manual.
- Get the ENTIRE council involved. Those who don't recruit directly can identify or suggest prospects.

3.0 Setting Goals and Planning

The first thing that you need to do after your team is formed is to set your goals. These goals should be focused on the five areas: recruitment, retention, ceremonials, insurance, and reactivation. In the next section we have suggested ideas for various programs to achieve your goals. In order to improve these programs we have 5 required forms for you to fill out. These forms are used to communicate back to the state council what is working and not working. These state membership forms are based on the calendar year, not fraternal year. They are due to the Membership Coordinator by February 1st, 2012.

3.1 Example Goals

Every council should strive to be a **STAR COUNCIL** and create 5 **Shining Knights**. At the very least you should determine:

- How many new members you want to recruit. You will receive points for the state awards program by having positive membership growth.
- How you plan on encouraging retention. The Shinning Knight program is a fabulous way to focus on retention.
- How to promote the Insurance program. You will receive points for the state awards program by having positive insurance growth.
- Set the goal to fill out all 5 State Membership forms. Submitting forms on-time is critical to a council's success in achieving Star Council. Beat the rush and submit forms as early as possible!

Requirements for Star Council award:

1. Pay Supreme Per Capita Dues on time
2. Submit Service Program Personnel Report (Form #365) to Supreme by August 1st
3. Submit Survey of Fraternal Activity Report (Form #1728) to Supreme by January 1st
4. **FATHER MCGIVNEY AWARD:** 7.5% Net Gain in Membership
5. **FOUNDER'S AWARD:** 2.5% Net Gain in Insurance Members
6. **COLUMBIAN AWARD:** Turning in Form #SP-7 by June 30th

3.2 Example Schedule

COUNCIL NAME _____ NUMBER _____

Total Members as of July 1 _____

Supreme Quota _____ **"Council"** Quota _____

| July | August | September | October |
|------------------|------------------------|-----------------------|------------------------|
| Establish Team | Visit with Pastor | Plan Church Drive | Membership Blitz |
| Set Goals | Develop Prospect List | Contact Prospect list | Open House |
| Create Plan | | Plan Info Night | Benefits Night |
| Order Supplies | 1 st degree | | Follow up |
| Create Brouchure | | | 1 st degree |
| | | | |

| November | December | January | February |
|------------------|-------------------------|------------------------------------|------------------------------|
| Memorial Mass | Christmas Party | Review mid-year quota | 1 st degree |
| Recruit Families | Recruit former members | Open House/ 1 st degree | Contact prospects |
| | | | |
| March | April | May | June |
| Membership blitz | Review inactive members | Recruit HS/College grads | Contact all prospects |
| Open House | Recruit RCIA class | Review quota | Final 1 st degree |
| Benefit Night | 1 st degree | | Celebrate year end!! |

4.0 Recruitment Strategies:

The following are ideas that other councils have proven work. They are not required. If you want to make up your own program feel free.

4.1 Create a Prospect List

Before you consider HOW to recruit, you must address the question WHO to recruit. There are many eligible Catholic men and their families who would enjoy participating in the Order. Identifying them is easier than you think.

- Approach pastors for parish rosters for potential Knights.
- Add all local priests who are not Knights to prospect list.
- Consider ushers, parish council members, choir members, lectors, mens' club, etc., as prospects.
- Welcome all new parishioners by asking them to join.
- Recruit all 18-year-old Squires, and high school and college graduates.
- Consider all vendors who serve council as potential members.
- Add fathers, sons, nephews, cousins, brothers-in-law, fathers-in-law, grandfathers, grandsons.
- Order free copies of the Prospect Referral Card (#921) from the Supply Department. Distribute copies of the card to all members at the council meeting or in the newsletter. Ask that completed cards with names of friends/acquaintances be returned to the membership director.
- Advertise regularly in church bulletins, inviting interested prospects to contact the membership committee about joining.
- Contact former members.
- Use your imagination. Potential new members are all around you!

4.2 Recruitment Strategies: Make a Council Brochure

The purpose of a brochure is to sell an item, service or idea. To do this effectively it needs to be easy to read, appealing and convey the character of the product described.

Why Develop a Council Brochure?

(Supreme Form 4242 can be used) You can use a brochure as a promotional item to explain your council's activities to prospective members and their families. It's an easy way to attract their attention. The brochure is also a valuable tool for those recruiting new members since it will make valuable information about your council readily available to them. In it, you can highlight activities unique to your council that are not covered in Supreme or State Council publications. Also, it's a good way to "toot your own horn" and let people know what you do. Here are four steps you can follow in designing the brochure:

Step #1: Content

Decide what information about your council you want to promote. Make an effort to focus mainly on items that will attract men to join. Information might include but is not limited to:

- brief history of the Knights of Columbus and of your council
- information about what your council does, especially as it pertains to the five major service areas: Church, Community, Family, Youth and Council Activities
- membership requirements
- exemplification schedules; information about the Fourth Degree Assembly in your area

Step #2: The Look

Pick a size, shape, color and typeface for your brochure. In deciding what size to make your brochure, keep in mind what will be easiest to produce and the resource needed to do that in mass quantities.

Step #3: Design

Design an appealing and practical layout. Layout possibilities (whether they be for a flat page two-fold or three-fold brochures) are limited only by your imagination. Many software programs include templates for brochures and other items. These templates are generic layouts that allow you to simply drop in information. Make your layout as clean and uncluttered as possible to allow the reader to easily follow your message.

Step #4: Printing

The number of copies you need will determine the best way to output your brochure. If you need a limited number, you may want to run copies out on your PC's printer. Take your brochure to a copy center for reproduction in larger numbers. Remember, your brochure's main purpose is to be read-if it isn't pleasing to look at, no one will read it. Here's a good rule on what to put in: if it doesn't help the reader understand your message, don't use it. That's all there is, four steps and you have an attractive brochure ready for distribution to tell prospects all about your council and the Order.

4.3 Recruitment Strategies: Two-on-One Recruitment

Bringing twice the energy, enthusiasm, knowledge and persistence to any endeavor doubles the likelihood of success. That's why 2-on-1 recruiting is the way to go.

- Organize two-man recruitment teams from the membership committee and additional recruiters.
- Train recruiters; ask your insurance agent to assist; show recruitment productions and order and distribute copies of the Pocket Flip Chart (#2041), and Membership Documents (#100).
- Divide the prospect list among two-man teams.
- Telephone each prospect to schedule a visit with the prospect and his wife by the two-man team.
- Conduct personal visits at the prospect's home, emphasizing local council activities and opportunities for involvement by prospect, wife, and the entire family.
- View the productions of *Experience of a Lifetime* or *Recruitment Flip Chart* or use Flip Chart/Binder (#889, #889A).
- Review promotional materials with the prospect and his wife – “As Knights we not only act on faith...” flyer (#4497), “Our Future Knights...” flyer (#9116), “The Potential of a Man...” flyer (4496), “What this organization stands for...” booklet (#4495), Member/Spouse Fraternal Benefit flyer (#2773), *Columbia* magazine, council newsletters, etc.
- ASK PROSPECT TO JOIN. Assist in completing Membership Document, and collect fees.
- Ensure prompt initiation. Inform candidate of the dates for the Admission Committee interview and First Degree.
- Complete proposer duties:
 - Accompany the prospect to the Admission Committee interview, First Degree and council meetings;
 - Introduce prospect and his family to council members;
 - See that the prospect is assigned to committees/programs of interest;
 - Encourage prospect to complete Second/Third Degrees. Accompany him to exemplifications.

4.4 Recruitment Strategies: Open House

An open house provides an opportunity to introduce your council and the Order to a broad audience of prospects at one event. The main objective is to “exhibit your products” — your volunteer service programs, your social and fraternal activities, your membership benefits — that your council and the Order have to offer to members and their families.

- Appoint a committee to organize the open house.
- Set a date and time. Publicize the event in local newspapers, radio, cable television and church bulletins.
- Order quantities of promotional materials including the “Open House” poster (#2826) from Supply Department at least six weeks in advance.
- Compile a list of prospective members.
- Send open house invitations to prospects and their spouses.
- Follow up the mailing with a telephone confirmation of receipt and availability to attend events.

As the event approaches, reconfirm all arrangements for site, materials, program, etc.

- Arrange for a display of council scrapbooks, awards, programs, activities and
- Assign to each attending prospect to a recruiter who will act as host throughout the event.
- Invite your chaplain/parish priest and insurance agent to your event.
- Plan program:
 - *Welcome committee to greet guests;*
 - *Ask your chaplain or parish priest to endorse the Knights of Columbus;*
 - *Introduce officers, members;*
 - *Grand knight/membership director should explain council aims/organization;*
 - *Ask the insurance agent to explain benefits of membership.*
- Show a promotional video:
 - *Experience of a Lifetime*
 - *Membership Recruitment Flip Chart*
 - *Life and Legacy of Father McGivney*
 - *Founding to Future*
- Schedule a question and answer session following the film further explaining the council and the Order. Conclude with refreshments or a light buffet.
- Make certain host-recruiters ask prospects to join, and assist them in completing the Membership Document (#100).

4.5 Recruitment Strategies: Church Drive

A church drive is an ideal opportunity to reach an audience of qualified prospects. Its success is dependent on carefully planning and carrying out each of the following steps:

- Obtain the pastor's approval for the membership drive at all Masses on target weekend. Confirm dates/details and get the pastor involved in your recruitment efforts. Your parish priest will be your number one recruiter.
- Order quantities of Prospect Cards (#921A), Membership Documents (#100), and posters and flyers such as "As Knights we not only act on faith..." flyer (#4497), "Our Future Knights..." flyer (#9116), "The Potential of a Man..." flyer (4496), "What this organization stands for..." booklet (#4547), "Make a Difference" recruiting poster (#4498), Fraternal Membership folder (4494), "Did You Know?" flyer (#1267), Family Fraternal Benefits flyer (#2761), Member/Spouse Fraternal Benefit flyer (#2773), etc., from the Supply Department.
- Provide an announcement for parish bulletin during each of the two weekends before the drive.
- Prepare a tabletop display highlighting council activities and member benefits; include handouts and copies of the council newsletter and place in the church's vestibule.
- Post teams of two to three Knights at each church door at every Mass to hand out flyers and Prospect Cards.
- Collate materials and hand them out to each man as he enters the church. Leave sharpened pencils in each pew for completing Prospect Cards.
- Arrange for the pastor, grand knight or membership director to make a brief announcement prior to or after Mass, explaining the Knights of Columbus, encouraging men to complete Prospect Cards and hand in as they leave church. Use a letter of support from the bishop (if available from state council) or sample pulpit announcements (#2678) available from the Supply Department.
- Position Knights at exits to answer questions from prospects, assist in completing Membership Documents, or collect completed Prospect Cards for follow-up.
- Make sure tables/supplies are restocked for each Mass.
- Deliver all Membership Documents, completed Prospect Cards to the membership director.
- Assign prospect names to recruiting teams for personal follow-up visits. Follow up immediately!

4.6 Recruitment Strategies: Personal Invitations

The membership recruitment invitation is a tool for making initial contact with Knights of Columbus prospects. It is effective when used in tandem with personal follow-up that stresses the fraternal and family benefits of membership in the Order.

- Obtain the council's prospect list.
- Order a supply of Membership Invitations (#2599) and envelopes from Supply Department or design your own invitation.
- Address an invitation to each prospect and his family, personally signed by the grand knight.
- Contact each prospect within one week of the mailing to arrange a home visit by the membership committee or your recruitment team.
- View the productions *Experience of a Lifetime* or *Recruitment Flip Chart* or use Flip Chart/Binder (#889, #889A).
- Review promotional materials with prospect/wife – “As Knights we not only act on faith...” flyer (#4497), “Our Future Knights...” flyer (#9116), “The Potential of a Man...” flyer (#4496), “What this organization stands for...” booklet (#4495), Family Fraternal Benefits flyer (#2761), Member/Spouse Fraternal Benefit flyer (#2773), *Columbia* magazine, council newsletters, etc.
- ASK THE PROSPECT TO JOIN. Assist him in completing his Membership Document (#100) and collect fees.
- Ensure a prompt initiation. Inform the candidate of dates for the Admission committee interview and the First Degree.
- Complete proposer duties:
 - Accompany your prospect to the Admission Committee interview, First Degree, council meetings;
 - Introduce the prospect and family to council members;
 - See that the prospect is assigned to committees/programs of interest;
 - Encourage prospect to complete Second/Third degrees. Accompany him to exemplifications.

5.0 Admissions Committee:

The Admission Committee, used correctly, ensures that applicants understand the Order and that the council understands what the candidate expects from his membership. This mutual understanding makes for a more thorough recruitment process and is the first step to membership retention.

- The Grand Knight shall appoint an Admission Committee of seven members.
- Within five days of the first reading of the application, the Grand Knight shall refer the application to the Admission Committee.
- The Committee should contact the applicant to set up a time where they can meet him and his family.
- They should ensure the applicant meets the membership qualifications (18 years of age or older; practical catholic – living up to the precepts of the faith and received the sacrament of confirmation), give a complete overview of the Knights of Columbus and their respective council, and answer any questions that the Catholic man or his family may still ponder.
- During this visit the prospective member should fill out a New Member Interest Survey (now part of the form 100).
- After the visit, a report should be made back to the council of their findings.
- Inform the candidates of the date of the next First Degree.
- Advise the proposer to accompany his candidate to degree.
- Assign new members to committees/activities that match the interests noted on their Admission Committee Questionnaires and the Member Interest Surveys.

6.0 Ceremonial: Conducting a 1st Degree

Promptly advancing new members through the exemplification of degrees is absolutely essential to successfully building and maintaining membership. A well-organized, regular schedule of degrees will ensure this progression and help prevent the loss of potential Knights.

- Sponsor a First Degree team, if possible. If not, participate on a district degree team.
- Schedule and conduct frequent First Degrees – preferably every month or every other month.
- Publicize the degree schedule at council meetings, in council bulletins, advertisements and mailings.
- Schedule degrees around important Knights of Columbus/council dates – be sure to avoid major holidays.
- Select honorees for each exemplification for greater impact, visibility and attendance.
- Contact candidates a day or two in advance to confirm attendance. Advise recommended attire.
- Arrange for the proposer or a member of the recruitment committee to pick up candidate and escort him to the First Degree.
- Distribute Candidate Kits (#531) – rosary, Knights of Columbus lapel pin, and *These Men They Call Knights* booklet.
- Advise new members of the next Second and Third degree exemplification date(s).
- Recognize new members and their proposers at the conclusion of the degree.
- Order and present generic New Member Certificates (#268) or current campaign degree certificates to degree recipients.
- Print the names of new members in the next scheduled council bulletin.
- Invite neighboring councils to your degree exemplifications.

7.0 Promoting Insurance Program:

The Order was founded to provide financial security to working-class families who lost their breadwinner to premature death. Today, our greatest fraternal benefit is our top-rated insurance program. Every member should be made aware of available insurance benefits for his own well-being and that of his family. To help facilitate this, every council should:

- Establish a good working relationship between your financial secretary and your field agent.
- Introduce your field agent at all council meetings or events and invite him to speak.
- Refer all insurance-related questions to the council's field agent.
- Send copies of all Membership Documents (#100) for new members to your general agent immediately following the First Degree (typically the duty of your Financial Secretary).
- Make sure the field agent is included on the council mailing list.
- Include the field agent in all council planning sessions so he can be represented at council events when possible or appropriate.
- Ask the insurance agent to:
 - Write a message for each issue of the council's newsletter including his name and contact information. As an alternative, use the "Suggested Articles for Council Bulletins," available from our Field Management Department.
 - Place a Knights of Columbus insurance advertisement in each issue of your council newsletter.
 - Serve as your council's insurance promotion chairman.
 - Serve as a trainer for your recruitment teams.
- Conduct Fraternal Benefits Nights. Your insurance agent can obtain a Fraternal Benefits Night kit from the Supply Department.
- Encourage all new members and their spouses to schedule an appointment to meet with the field agent.
- Work with your field agent to attain Founders' Award – refer to Supreme Council Awards section in the *Surge...with Service* manual (#962).
- Compete for the Insurance Promotion Award – refer to the Supreme Council Awards section in the *Surge...with Service* manual.

8.0 Retention Reminders

Retention Starts with Recruitment

- **Recruiters** accurately explain membership/due expectations
- **Admissions Committee** carefully interviews and briefs candidates
- **Programs Committees** engage the new member immediately
- **Sponsors** take responsibility as mentors to fully integrate new Knights

Retention Early Warning Signs

- Member never took his 2nd and 3rd degrees
- Member has not participated in any events or meetings in 6 months
- Member has no friends in the council
- Member has moved with no phone number or email address

Retention Corrective Actions

- **Retention Committee (RC)** is in place and active
- **FS** notifies GK and RC of delinquent members monthly
- Retention Committee makes **personal** contact with members
 - A **personal** face-to-face meeting is best with a friend who knows the member
 - A **personal** phone call is next best; find out why his is not participating
 - A **personal** letter is a last resort
 - Never send a form "Retention Letter"
 - Use conversational style; express a interest in the member
 - Explain membership/dues requirements and procedures
 - Use email if that works for the member

Retention Truths

- We lose members for lack of communication, not for failure to pay dues, which is just the last straw.
- Like the prodigal son, when you view every council member as important, you have taken the first step toward successful retention
- Retention means no member left behind

8.1 Retention: Activities

The 24 hour Knight

Today's men face many commitments. From his duty to his family to his obligation to his work place, there are constant calls on his time. How many times have your council's recruiters heard the reply: "I don't have much time to give to the Knights, so why should I join?" It's a common concern among many prospects that they just don't have the time to be a part of the Knights of Columbus.

Imagine if you were able to tell a man that if he could just give 24 hours a year to the Knights of Columbus he could make a positive difference in his community and Church. Below is an illustration of just how little time it takes to be an active part of the Knights of Columbus. Even with this minimal commitment he can be an important part of a council and reap the benefits of what membership in the Knights of Columbus has to offer him and his family. When talking to a prospect about joining our Order, try breaking down the time commitment in this way:

- 12 hours a year reading the weekly parish bulletin, the state and local council newsletters, *Columbia* magazine, and surfing the state council and Supreme Council Web sites.
- 2 hours a year volunteering at the council's annual drive for people with intellectual disabilities.
- 2 hours a year attending, with his family, two council corporate Communion or prayer services at the parish.
- 2 hours a year on a council-sponsored Church, community, council family or youth project of his choosing.
- 2 hours a year attending one council meeting. (If it's a well-run interesting meeting he might even come back for a second.)
- 4 hours a year enjoying (again, with his entire family) a council social function such as a dinner, dance, picnic, etc.

When you present the time commitment of joining the Knights of Columbus to a man in this way, it doesn't seem very intimidating at all. Once a man becomes a member and sees how rewarding being a part of the Knights of Columbus is, he'll want to dedicate more of his time to the Order.

If your council doesn't conduct some of the types of programs mentioned above, consider implementing them or similar ones. If your council doesn't have a newsletter consider starting one — there is no better way to keep your members informed and active.

There are 8,760 hours in a year. By giving the Knights of Columbus 24 of those hours (less than .3 percent), a man can be a better Catholic, a better father, a better husband and a better person. Think of the difference the Knights of Columbus can make in our communities if these men join us. We only have to let each qualified prospect know that he has the time to join and make a difference in his community and the Church in just 24 hours.

8.2 Retention: The Shining Knight Award

The *Shining Knight Award Program* is a voluntary program for First Degree Knights ONLY, and all requirements must be met no later than first anniversary of first degree date. It is designed to have a member become involved in the multitude of program activities the council offers, becomes an immediate asset to the council's recruiting effort, and allows the Insurance Field Representative an opportunity to discuss the many products available to the new Knight and his family.

Upon conclusion of the candidate's First Degree, an information sheet explaining the *Shining Knight Award* should be given to the new members by the District Deputy. In his absence, the host Grand Knight or Council's Insurance Representative should ensure the new member receives the information. This information sheet will contain the required criteria to receive a *Shining Knight Award*.

The requirements are as follows:

- Volunteer to work on three Council projects
- Receive his 2nd and 3rd Degrees
- Meets with the Council's Insurance Field Representative
- Recruits one new member

The member receiving the award will be presented a certificate, signed by the State Deputy. A State Officer or District Deputy will present the new Knight with the Award at an appropriate council event. During the State Council Convention, special recognition again will be made to the Shining Knights. There will also be a new award this year for the council that produces the most shining knights during the calendar year. The Shinning Knight Reports must be submitted to the Membership Coordinator by February 1st.

9.0 Reactivation: WELCOME BACK BROTHER PROGRAM (FORMER AND INACTIVE INSURANCE MEMBERS)

These men who thought well enough to join the Order once may be waiting on the right opportunity to reactive their membership. They may have preconceived idea about your council or our Order, based on previous experience, which no longer may hold true today. Again, like with the younger generation, educating them is strongly encouraged. Re-explaining the new opportunities or changes that may have occurred since they deactivated their membership is highly important. Use a telephone calling tree to invite them to your next council social activity. **NOTE: *Reactivating inactive insurance members qualifies a council for additions toward the Father McGivney and Founder's Award quota.***

Your Guide to Implementing the "Welcome Back Brother" Program

Plan Your Approach. The membership director and Grand Knight should meet to determine a council goal, timetable and how to organize the effort to contact former council members and convince them to rejoin.

Review Former Member List. The membership committee should examine the Former Member list forwarded from the Supreme Council office to your financial secretary in September to assess the total number of prospects and to determine the extent of the task ahead. Delete former members who no longer meet the eligibility requirements for membership. Use council records to supplement the Supreme Council list and to provide updated addresses.

Design Your Program: Decide what approach or event will be most successful at convincing former Knights to return. Consider options such as: Open House program exclusively for former members; Welcome Back Brother; council celebrations or receptions; Super Bowl or Founder's Day parties, a council anniversary or other festive event; Personal visits from recruitment teams. Plan approaches or events that will emphasize what the former member and his family have missed and that their return would be welcome.

Choose An Effective Means For Contact: Whatever the event or approach you've chosen, you need to reach your former member audience, and more than once. Use any or all of the following methods: personal letters on council letterhead, telephone contact, personal invitation from friends in the council or the original proposal, visits by recruitment team.

Order Supplies: The Supreme Council Supply Department can provide the posters, flyers, videos or other recruitment aids available for committee use. Order sufficient quantities early.

Create Incentives: Develop an incentive program (dinners, gift certificates, and council recognition) to motivate recruiters/teams. Promote Supreme Council awards or create your own council incentives.

Assign Names To Recruitment Teams: Divide the "eligible" former members among the council's recruitment teams. Outline the timetable during which all programs' steps

should be enacted, realizing all membership reinstatements, readmissions, reactivations and reapplications must be received, processed and recorded at the Supreme Council office by June 30, 2012 to be eligible for credit toward the Father McGivney Founder's and the Star Council Awards.

Make It Happen: Implement the plans you've made. Order the materials, write the letters, make the telephone calls, host the Open House or other event and invite families to rejoin.

Follow Up: Periodic follow-ups are the responsibility of the membership committee. The membership director and committee members should make certain every eligible former member is personally contacted. Once a former member has agreed to rejoin, don't make him wait. Immediately complete a Form 100 Membership Document that will make it official and hand deliver it to your financial secretary for prompt processing.

10.0 "NOTICE OF INTENT TO SUSPEND" PROCEDURE

1. The Financial Secretary will mail the Membership Bill—First Notice Form #423 **15 days prior to the billing period.**
2. If payment is not received in **30 days**, the Financial Secretary will mail the Membership Bill – Second Notice Form #424.
3. If payment is still not received **at the end of the first month** in which the member has failed to pay his dues:
 - a. The Financial Secretary will provide the names, addresses, telephone numbers, and amounts of delinquency for each member in arrears to the Retention Committee.
 - b. A "Knight Alert" letter Form #KA-1 will be forwarded to each delinquent member, signed by the Grand Knight and Trustees.
 - c. The Grand Knight will assign a member of the Retention Committee to telephone the delinquent member to remind him of his financial obligation. The committee member will provide a written report of his attempted calls and findings to the Grand Knight. If the member is experiencing financial difficulty, the Grand Knight should be the one to take direct control of the matter. Remember, no member should EVER be dropped because of financial hardship. Annual dues can be paid semi-annually, quarterly, or monthly if the need arises.
4. If **at the end of the second month** the member still has not paid any part of his dues, the Notice of Intent to Suspend Form #1845 is to be prepared and signed by the Financial Secretary, countersigned by the Grand Knight and distributed as follows:
 - a. The original is sent to the delinquent member.
 - b. The Supreme Office Copy is forwarded to the Membership Department. The Supreme Knight will mail a personal letter to the delinquent member. This letter will convey the Supreme Knight's interest in having the member retain his "good standing" status.
 - c. The State Copy should go to the DOUG PARSONS INSURANCE OFFICE. He will send out a letter to the member on behalf of the State Deputy, offering assistance and advising him that the District Deputy in his area is available to assist if needed. Doug will also send an agent out to follow-up with the member as well. The agent will coordinate the results of his visit with Doug Parsons and the District Deputy. The agent will record the results of his findings on the back of his copy of the Form #1845 and the Doug Parson Insurance Agency will forward to the State Deputy.
 - d. The District Deputy will attempt a visitation (telephone or personal) with the delinquent member to discuss the arrearage situation. In the course of this action, suggestions for possible solutions should be recommended, and the District Deputy will oversee and remain involved until a response or other actions have been taken. The District Deputy will record his findings on the back of his copy of the Form #1845 and forward to the State Deputy for perusal.
 - e. The council copy is retained for their records.
5. If the delinquent member does not meet his obligation or arrange a satisfactory payment schedule **within 60 days following processing of the Form #1845**, the council may file a Form

100 Membership Document, indicating suspension. However, the suspension will not be processed at the Supreme Council office unless a Notice of Intent to Suspend Form #1845 has been on file for the required 60 days. Also, they will not process the suspension unless the council has submitted the Service Program Personnel Report #365 indicating who has been named as the Retention Chairman for their council.

6. The Notice of Intent to Suspend Form #1845 becomes **NULL AND VOID 90 DAYS following the date it is recorded at the Supreme Council Office.** After the 90-day period has elapsed, the form will be removed from the file under the **assumption** the council has been successful in retaining the member.
7. If, subsequently, the member on whom the council previously filed a Notice of Intent to Suspend Form #1845 should again become delinquent, the entire billing/retention process must be re-implemented as described above.

So, if a member has been billed properly and remains financially delinquent in their membership responsibility, then the proper procedures for suspending the member should be activated. By January 31, 2012 the State Council requests:

1. All members be current in their financial obligation by paying their dues or are receiving a pardon from the council, or
2. The council will have started the suspension or withdrawal process only after having submitted two billings before sending the NOTICE OF INTENT TO SUSPEND. These forms need to be forwarded to:

Doug Parsons Insurance Agency
11160 Huron St. Suite 200
Northglenn, CO 80234

STATE RETENTION CHAIRMAN:

Jesse Taitano
7023 W. Hinsdale Dr.
Littleton, CO 80128
Email: jesse.taitano@hp.com
Home: 303-972-6554

This process, as outlined by Supreme, is filled with many opportunities to jumpstart communication with the member. If financial, personal, or other obstacles have hindered the member's journey of membership, the afore-mentioned steps will assist in their detection.

It is the duty of the ***District Deputy (acting on behalf of the State Deputy), the Insurance Field Agent, and Supreme*** to ensure the local council follows these procedures **accurately** and in a **timely** fashion.

11.0 Glossary of Terms

This glossary of terms is provided to assist with some of the vocabulary used when speaking about membership.

WITHDRAWAL: A Brother Knight in good standing with a current membership card desires to terminate their membership. A signed Form 100 should be signed by the Brother Knight expressing his desire. A \$.50 charge will appear on the council's next billing statement from Supreme for the withdrawal card. Any time this former member wishes to reapply for membership, his Withdrawal Card must accompany his Form 100. During his absence no per capita fees are incurred. These **DO** affect a council's net gain/loss with the quota number proposed by Supreme.

SUSPENSIONS: Typically, a Brother Knight's membership is terminated due to non-payment of dues. According to Section 168, Paragraph 3 of the "Charter, Constitution, and Laws" a member must be in arrears at least three months before he can be suspended. These **DO** affect a council's net gain/loss with the quota number proposed by Supreme. In Colorado, we ask that the Brother Knight be at least two years in the arrears before the suspension process is started.

INACTIVE INSURANCE MEMBER: If an Insured Member withdraws his membership or is suspended, then his membership status is changed to Inactive Insurance Member. This action **does** positively affect a council's net gain/loss with the quota number proposed by Supreme for both membership and insured members. **NOTE:** However, when the cash value of their policy falls below the amount charged by Supreme for per capita, Supreme will drop their name from the council's roll. This action will appear on the Financial Secretary's monthly billing statement.

READMISSIONS: A former member, for more than three months and less than seven years, may apply for membership back into their former, or new, council. If the member received a withdrawal card, he is only asked to pay a \$7.50 Readmission Fee. This money stays in the new council's account and is kept by them. If the member was suspended for non-payment of dues, then the new council must charge for all the dues he is in arrears. This fee will be billed to the new council approximately 2 – 3 months after the initial Form 100 is submitted. The years of membership prior the Knight's separation from the Order do not count towards the twenty-five consecutive years needed before Honorary or Honorary Life membership is granted. Readmissions **DO** affect a council's net gain/loss with the quota number proposed by Supreme.

REACTIVATION: When an Inactive Insurance Member requests to rejoin our Order in an active status, he is considered to reactivate his membership. If the member received a withdrawal card, there is no Reactivation Fee charged. If he did not withdraw, then there is a \$5.00 Reactivation Fee that may be charged. Readmissions **DO** affect a council's net gain/loss with the quota number proposed by Supreme.

DISABILITY-RELIEF FROM PAYMENT: Knights who are unable to engage in any occupation for a period of at least six months may apply for a waiver of dues under Section 118 (e) of the Order's laws. If a member applies for medical disability relief from payment a doctor's note is required. *In both cases the member's status is only good for that calendar year and must be renewed 90 days prior to the following calendar year.*

DEATH: When a member dies, only the complete date of the death (month, date, and year) is necessary. This information should be placed on the Form 100 and sent into Supreme as quickly as possible for processing. All survivor information should be included on the Form 100. A misconception is that the Financial Secretary needs a copy of the member's death certificate. The Supreme Knight will send a letter of condolence if the death information is forwarded within six months of the member's date of death. The Field Agent should also be immediately notified if the member was insured. These **do not** affect a council's net gain/loss with the quota number proposed by Supreme.

12.0 Colorado State Award Program Summary

12.1 Overview

The New Colorado State Knights of Columbus Awards program encourages participation in service Programs and membership activities. It also provides awards for more Councils that participate but have not historically won any awards.

This summary is not intended to be a complete review of the state program awards. For a complete and comprehensive description please refer to the Colorado State Award Program document completed by the state Programs Director.

12.2 Summary

The Colorado State Awards Program is based on a Calendar Year of activities, not a Fraternal Year. For Calendar Year 2011 and forward, some changes have been made.

A summary of changes to the award program are below:

Service Activity Program Awards

The Division Awards no longer have a requirement for positive membership and insurance growth to participate. However, positive membership and insurance growth will count for points.

New "Surge With Service" Council Participation Award

The "Top 25%" Award is replaced by the "Surge With Service" Award. This award will be presented to EVERY council that meet the following criteria

- Submitting ALL SIX Service Program reports
- Submitting THREE or more Membership reports, one must be the Recruitment report
- Submitting forms SP-7, 185, 365, 1728

The following awards will no longer be presented:

- Top 25%
- Mentally Handicapped (total earned & per capita earned)
- Pennies from Heaven (total earned & container)
- Best Newsletter

Membership Program Awards

A New Membership Award will be recognized: the "Shining Knight Award"

The "Shining Knight Award" has two parts

- ALL members that have completed the requirements for the state "Shining Knight" Program will be recognized at the State Convention.
- The "Top Shining Council Award" plaque will be presented to the three (3) Councils in the state that have the highest number of verified Shining Knight recipients.

Point Calculation

The point calculation method has changed with the goal of eliminating 'double dipping' of points for the same activity/report and realigning the point weighting between Service Programs, Membership and Administrative accomplishments.

12.3 Overview Explanation of Award Program

12.3.1 Summary

The State Award Program has been reviewed by the Service Program and Membership Program Coordinators and refinements were made to encourage more Council participation and provide an opportunity for every Council to win at least one award at the State Convention Award Ceremony in recognition of their activity for the Calendar year.

To accomplish these goals, the following major changes have occurred

- New point calculation process
- New "Surge With Service" award replaces the "Top 25%" award
- New Membership "Shining Knight" Award

Award List

The following are the Monthly State Awards:

- Knight of the Month
- Family of the Month

The following are the Annual Colorado State Awards:

- Top Division Awards
- Surge With Service Award
- Service Activity Program Awards (Supreme & State)
- Father Francis Kappes Chaplain of the Year Award
- John J. Mildenberger Pro-Life Couple of the Year Award
- Family of the Year
- Knight of the Year
- Recruitment Award
- Retention Award
- Ceremonials Award
- Insurance Award
- Reactivation (Welcome Back Bother) Award
- Shining Knight Award

12.3.2 Service Activity Program Awards

Top Division Awards

The Top Division awards includes six Divisions with awards for First, Second, and Third Place Councils. The Divisions are defined by Council membership as of January 1, 2011. The membership total is defined as the number of Associate and Insurance members in each Council. Inactive members are not counted in the Council

membership total. It is no longer a requirement to have positive membership and insurance growth to be eligible for a Division Award.

Below are the updated Division definitions.

| Division | Membership Totals | Number of Councils |
|-----------------|--------------------------|---------------------------|
| Red | 0 – 50 | 23 |
| Silver | 51 – 68 | 29 |
| Purple | 69 – 90 | 26 |
| Green | 91 – 129 | 23 |
| Blue | 130 – 190 | 20 |
| Green | 191 & up | 21 |

The Top Division winners will be determined based on the total earned points for the calendar year 2011 (Jan 1 to Dec 31). Refer to the Point Calculation section for details on the total earned points a Council can earn.

12.3.2.1 Surge With Service Award

Every Council has the opportunity to win the Surge With Service Award. This award is based on participation in the Service Activity Program, Membership Program and completing certain Forms.

This award is only based on submitting reports and has no tie to the final scoring of a report. The qualifications to win the “Surge With Service” award are:

- Submit forms SP-7, 185, 365, 1728 to the State Service Program Coordinator
- Submit ALL SIX Service Program reports to the State Service Program Coordinator
- Submit THREE or more Membership reports, one must be the Recruitment report to the State Membership Program Coordinator

12.3.2.2 Membership Program Awards

Use the State Council Membership Program Awards Form in Appendix A for each report.

All Membership Program reports should be short and concise, and should contain at the very least a description of the program, the steps that went into planning and carrying out the activity, the benefits and impact of the activity, whether the activity was considered successful and why or why not, the number of persons participating, the number of Knights participating and man hours expended. The report, including attachments (budgets, flyers, pictures, and other materials), should not exceed three double sided 8.5” x 11” papers. The report and attachments must stand on its own by being complete. The Council Grand Knight MUST sign each report submitted.

All Membership Program Award reports must be sent to the State Membership Program Coordinator by February 1st.

Below is the judging criteria for each Membership Report

| CRITERIA | DESCRIPTION | POINTS |
|--------------------|--|------------|
| Planning | How well were all aspects of the program planned? Reward reports with detailed descriptions of all steps in planning process and those that show some foresight in planning the program. | 0 – 50 |
| Results | What were the results, whether good or bad? Did the program benefit the intended participants or beneficiaries? | 0 – 50 |
| Analysis | How well did the Council analyze the effectiveness of the program, changes to improve the program, and whether the program is worth continuing? Reward attempts to honestly assess the program's effectiveness. | 0 – 50 |
| Presentation | Is the report on the proper form? Were the proper headings used? How well is the report written, presented, organized? Reward those reports that appear to be the result of some effort and original thought (as opposed to a slightly revised version of last year's report). | 0 – 50 |
| Overall Impression | The directors overall impression of the quality of the program. Reward new programs, programs that furthered one or more of the principles of the order, the overall success of the program and the members' participation. | 0 – 50 |
| Total | | 250 |

12.3.3 Membership Program Awards

An award will be presented to the council that scores the highest on the reports for the following forms.

- Recruitment Award
- Retention Award
- Ceremonials Award
- Insurance Award
- Reactivation (Welcome Back Bother) Award
- Shining Knight: Council Award
 - This award will be awarded to the top three councils that produce the most shining knights during the calendar year.

12.3.4 Report Submission Guidelines and Deadline

All reports must be received or postmarked by February 1st to be eligible for credit toward the Surge With Service Award or to earn points toward the Division Awards. There is no need to 'overnight' any reports.

Below is a chart identifying what forms or reports are requested, the due date, and where to submit for credit toward the State Awards Program. This is not a complete list of all forms and reports required by Supreme. Check with your Financial Secretary for those report requirements.

| WHAT | WHERE | WHEN |
|---|------------------------------------|--|
| Knight of the Month Report | State Knight of the Month Chairman | No Later than the 15 th of each month |
| Family of the Month Report | State Family of the Month Chairman | No Later than the 15 th of each month |
| SP-7 Columbian Award Application (from latest | State Service Program Coordinator | August 1st |

| | | |
|--|-----------------------------------|--------------|
| Fraternal Year ending June 30) | | |
| Form 185 Council Officers | State Service Program Coordinator | August 1st |
| Form 365 Council Service Program Personnel | State Service Program Coordinator | August 1st |
| Form 1728 Annual Survey of Fraternal Activity Report (as reported to Supreme Dec 31) | State Service Program Coordinator | February 1st |
| Service Activity Program Reports | State Service Program Coordinator | February 1st |
| Father Francis Kappes Chaplain of the Year Application | State Service Program Coordinator | February 1st |
| Knight of the Year | State Service Program Coordinator | February 1st |
| Family of the Year | State Service Program Coordinator | February 1st |
| Recruitment Form | State Membership Coordinator | February 1st |
| Retention Form | State Membership Coordinator | February 1st |
| Ceremonials Form | State Membership Coordinator | February 1st |
| Insurance Form | State Membership Coordinator | February 1st |
| Reactivation (Welcome Back Brother) Form | State Membership Coordinator | February 1st |
| Shining Knight Form | State Membership Coordinator | February 1st |

12.3.5 Point Calculations

The method of point calculations has changed to better balance the Service Program, Membership and Administrative activities. The points are used to evaluate each Service Program and Membership report as well as completion of required Supreme forms and attendance at state functions and other miscellaneous key activities or reports. The points will be tabulated by Council and will be used as the basis to award the Division Awards for each of the six colored divisions. The divisions remain based on membership totals. Only the Division Awards will use the points totals to determine winners. There will no longer be a Top 25% Award that uses the point totals.

Because the Membership reports include points for insurance and membership gains, the positive membership and insurance growth is no longer a criterion of eligibility for the Division Awards. The point allocation has been re-designed to better balance the weight of Service Programs, Membership Programs and Administrative activities. Below is the new point structure.

Colorado State Awards Program Point Chart

| Report/Activity | Maximum Point Value |
|---|---------------------|
| <i>Service Program Points</i> | |
| Church Service Program Report | 300 |
| Council Service Program Report | 300 |
| Family Service Program Report | 300 |
| Youth Service Program Report | 300 |
| Community Service Program Report | 300 |
| Pro-Life Service Program Report | 300 |
| <i>Service Program Point Subtotal (46% of total)</i> | <i>1800</i> |
| <i>Membership Program Points</i> | |
| Recruitment Report | 250 |
| Retention Report | 250 |
| Ceremonials Report | 250 |
| Insurance Report | 250 |
| Welcome Back Brother Report | 250 |
| <i>Membership Program Point Subtotal (32% of total)</i> | <i>1250</i> |
| <i>Administrative Points</i> | |
| Forms: SP-7, 185, 365, 1728 (10 pts each) | 40 |
| Attendance: State Mid-Year Meeting, State Organizational Meeting, State Convention (10 points for each officer or delegate that attends, up to 100 pts) | 100 |
| Service Program Church: RSVP Refund Application, Chaplain of the Year Report, Marion Hour of Prayer Participation Report (25 pts each) | 75 |
| Service Program Council: Knight of the Month Report (5 pts/month), Council Newsletter (5 pts/month) | 120 |
| Service Program Family: Family of the Month Report (5 pts/month), Family Game Night Participation Report (20 pts) | 80 |
| Service Program Youth: Free Throw/Soccer/Essay/Poster Participation Report (25 pts each) | 100 |
| Service Program Community: Community Activity Participation Report (25 pts per each focus area) | 100 |
| Service Program Pro-Life: Ultrasound Initiative Report, Culture of Life Participation Report, Pro-Life Couple of the Year Report (25 pts each) | 75 |
| Membership: Star Council Report, Positive Insurance Gain, Positive Membership Gain (50 pts each) | 150 |
| <i>Administrative Program Point Subtotal (22% of total)</i> | <i>840</i> |
| TOTAL POINTS POSSIBLE | |
| | 3890 |

This point allocation of:

| | |
|---------------------|----------------------------|
| Service Programs | 1800 points (46% of total) |
| Membership Programs | 1250 points (32% of total) |
| Administrative | 840 points (22% of total) |

more adequately reflect the importance of the activities requested by the State for Council participation. The plan is that more Service Program Activity participation will lead to membership growth and retention. This system uses the point totals for the Division Awards only providing independence for all other awards providing the opportunity for every Council to obtain some awards.

12.3.6 Conclusion

The 2011 Calendar Year Service Program and Membership Program Award program has been update to provide the opportunity for more Council participation and the opportunity for every Council to win at least one State award at the State Convention.

A new point calculation method is in place for the Division Awards. The point structure is divided into three areas: Service Programs, Membership Programs, and Administrative. The weighting for each area is based on the State focus areas. These are the only awards that use the point totals earned by a Council.

Appendix A (Reports)



COLORADO KNIGHTS OF COLUMBUS Surge with Service Membership Report

MAIL TO:
Jon Herskovits
State Membership
Coordinator
10987 Glengate Cir
Highlands Ranch, CO 80130

RECRUITMENT REPORT

COUNCIL NAME: _____ COUNCIL NUMBER: _____

1. What goals did the council set at the start of the Calendar Year for recruiting?
2. How successful was the council in performing activities to reach the council's pre-set goals?
3. Does your council have a council brochure? YES NO (circle one); if yes, attach copy to this report
4. Who was appointed the Recruiting Chairman and who served as committee members?
5. What recommendations would they offer to the next recruiting team?

How many new members were **Initiated** in calendar year? _____
How many members were **Reactivated** in calendar year? _____
How many members were **Reinstated** in calendar year? _____
How many members were **Readmitted** in calendar year? _____
How many members, **former or prior**, joined in calendar year? _____
How many **Open House** sessions were conducted in calendar year? _____

Use additional paper to include specific details about the recruiting efforts of your council. Please outline the effort's concept, planning, organization, execution, follow-up, evaluation and additional information to clearly describe the council's recruiting actions. The information contained in this document is vital in training future leaders in our Order

Council Membership Director Name: _____ Telephone: _____
E-mail _____
Address: _____

Grand Knight Signature: _____ Date _____

**FORWARD TO: State Membership Coordinator--Must be submitted or postmarked by
FEBRUARY 1**



**COLORADO KNIGHTS OF COLUMBUS
Surge with Service Membership Report**

MAIL TO:
Jon Herskovits
State Membership
Coordinator
10987 Glengate Cir
Highlands Ranch. CO 80130

RETENTION REPORT

COUNCIL NAME: _____ COUNCIL NUMBER: _____

1. What steps were planned by the council to ensure maximum RETENTION of current members?
2. How successful was the council in personally communicating with the member desiring to relinquish their current membership status?
3. Who was appointed the Retention Chairman and who served as committee members?
4. List some of the actions the retention committee had to take?
5. What recommendations would they offer to the next Retention Team?

As of Jan. 1, how many financially delinquent members were on council's roster? _____
 Of that number, how many were dropped by December 31? _____
 Was the Retention Committee able to contact EVERY Knight issues a Form 1845? YES or NO
 If not, why? _____

Use additional paper to include specific details about the RETENTION efforts of your council. Please outline the effort's concept, planning, organization, execution, follow-up, evaluation and additional information to clearly describe the council's retention actions. The information contained in this document is vital in training future leaders in our Order.

Council Membership Director Name: _____ Telephone: _____
 E-mail Address: _____

Grand Knight Signature: _____ Date: _____

**FORWARD TO: State Membership Coordinator--Must be submitted or postmarked by
 FEBRUARY 1**



**COLORADO KNIGHTS OF COLUMBUS
Surge with Service Membership Report**

MAIL TO:
Jon Herskovits
State Membership Coordinator
10987 Glengate Cir
Highlands Ranch, CO 80130

INSURANCE REPORT

COUNCIL NAME: _____ COUNCIL NUMBER: _____

GRAND KNIGHT: _____ CITY: _____

Purpose of Activity:

Report of Fraternal Benefits Night

Other Insurance Activities _____

1. As of December 31 our council has a total membership of _____ members.
2. As of December 31 our council has _____ insured members, a percent of _____%.
3. What does your council do to promote EVERY MEMBER and his family to take the opportunity to sit down for a visit with the council's Insurance Agent?

The following is a description of the Fraternal Benefits Night held by the council. Be sure to include the date, location, how many members attended, guest speaker, (pictures, if any). Please use additional sheets of paper as necessary.

Council Membership Director Date

Grand Knight Date

**FORWARD TO: State Membership Coordinator--Must be submitted or postmarked by
FEBRUARY 1**



**COLORADO KNIGHTS OF COLUMBUS
Surge with Service Membership Report**

MAIL TO:
Jon Herskovits
State Membership Coordinator
10987 Glengate Cir
Highlands Ranch, CO 80130

CEREMONIAL REPORT

COUNCIL NAME: _____ **COUNCIL NUMBER:** _____

- 1. Did your council host a Major Degree Exemplification in 2010? YES NO (circle one)
- 2. If yes, provide date and location?
- 3. How many of your first degree Knights took their Major Degree during the year? _____
- 4. Does your council have a FIRST DEGREE TEAM? YES NO (circle one)
 - a. If yes, how often does your council sponsor a First Degree? _____
 - b. If no, where does your council typically take candidates for their First Degree?

5. Does your Financial Secretary collect Initiation fees/dues before the First Degree?
YES NO

6. **In your written report, please include list of all certified degree team members (any degree), their phone number and e-mail address**

Use additional paper to include specific details about the CEREMONIAL efforts of your council. Please outline the effort's concept, planning, organization, execution, follow-up, evaluation and additional information to clearly describe the council's ceremonial actions. The information contained in this document is vital in training future leaders in our Order.

Council Membership Director Date

Grand Knight Date

**FORWARD TO: State Membership Coordinator--Must be submitted or postmarked by
FEBRUARY 1**



**COLORADO KNIGHTS OF COLUMBUS
Surge with Service Membership Report**

MAIL TO:
Jon Herskovits
State Membership Coordinator
10987 Glengate Cir
Highlands Ranch, CO 80130

WELCOME BACK BROTHER REPORT

COUNCIL NAME: _____ COUNCIL NUMBER: _____

GRAND KNIGHT: _____ CITY: _____

1. Provide the details, team members involved, actions taken, expenses and follow-up used by your council to try to “Welcome Back” Brother Knights Who’ve left our Councils/Order

2. Include list of former, prior, or insured inactive members from January 1–December 31

Welcome Back Brother Knight Chairman Email

Council Membership Director Date

Grand Knight Date

**FORWARD TO: State Membership Coordinator--Must be submitted or postmarked by
FEBRUARY 1**



**COLORADO KNIGHTS OF COLUMBUS
Surge with Service Membership Report**

MAIL TO:
Jon Herskovits
State Membership Coordinator
10987 Glengate Cir
Highlands Ranch, CO 80130

SHINING KNIGHT AWARD

SHINING KNIGHT: _____
(Print name (clearly) as it is to appear on Certificate)

COUNCIL NAME/NUMBER: _____ DISTRICT: _____

NAME OF PROJECT/EVENT: _____ DATE: _____

1. _____

2. _____

3. _____

FIRST DEGREE: _____
Date Received Location

THIRD DEGREE: _____
Date Received Location

INSURANCE REPRESENTATIVE MEETING DATE: _____

NAME OF CATHOLIC MAN SHINING KNIGHT IS SPONSORING: _____

FIRST DEGREE DATE/LOCATION FOR NEW CANDIDATE: _____

Grand Knight Date

District Deputy Date

Insurance Field Representative Date

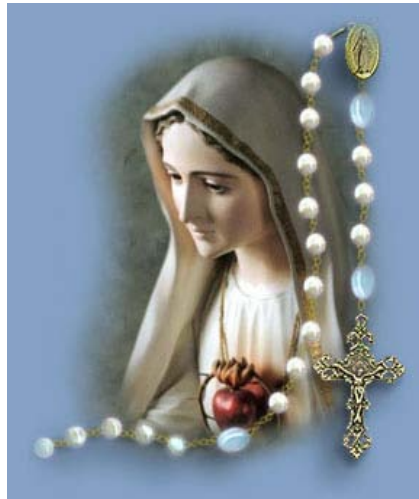


NEW MEMBER WORKSHEET

| | | | | | | | | | | | | | |
|------------------------------|--|------------------------|-------------------------|-------|-----------|--------------|---------------------------|-----|---------------------------|------------------|---------------------------|-------------|--|
| NAME: | | | | | | | | | | PHONE: | | | |
| ADDRESS: | | | | | | | | | | DOB: | | | |
| WIFE'S NAME: DOB (MM/DD): | | | | | CHILDREN: | | | | | WEDDING DATE: | | | |
| SPONSOR: | | | | | | | | | | PHONE: | | | |
| PARISH: | | | | | | | | | | | | | |
| JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | INI. FEE | |
| ¼ Dues Pymnt | | | ¼ Dues Pymnt | | | ¼ Dues Pymnt | | | Total Dues Paid _____ | | | \$15 | |
| TOTAL MONEY DUE | | IMPORTANT DATES | | | | | | | | | | | |
| | | \$\$ PAID | ADMISSIONS COMMITTEE | VOTED | | | 1 ST DEGREE | | 2 ND DEGREE | | 3 RD DEGREE | | |
| | | | | | | | | | | | | | |
| ITEM | ACTIVITY DESCRIPTION | | | | | | | | | | DATE COMPLETED | | |
| 1 | GET A SIGNED APPLICATION | | | | | | | | | | | | |
| 2 | ADMISSIONS COMMITTEE QUESTIONNAIRE COMPLETED | | | | | | | | | | | | |
| 3 | GIVE CANDIDATE COUNCIL INFORMATION / NEWSLETTER | | | | | | | | | | | | |
| 4 | ENLIST A COMMITTED SPONSOR / MENTOR | | | | | | | | | | | | |
| 5 | SHOW KOC VIDEO OR FLIP CHART | | | | | | | | | | | | |
| 6 | ADMISSIONS COMMITTEE REPORT COMPLETED | | | | | | | | | | | | |
| 7 | 1 ST DEGREE | | | | | | | | | | | | |
| 8 | ENCOURAGE NEW MEMBER TO ORDER A NAME TAG | | | | | | | | | | | | |
| 9 | PLACE ON FIRST COMMITTEE OR PROJECT | | | | | | | | | | | | |
| 10 | SCHEDULE 2 ND AND 3 RD DEGREES | | | | | | | | | | | | |

Notes/Comments

To Believe is to Become



United as One