

Knights of Columbus



2011 -2012

Council Handbook

North Carolina

Forward

GRAND KNIGHT

How to Increase Council Business Meeting Attendance and follow-on Fellowship Time

Does your Council Have This Problem?

One of the most common concerns I've heard from District Deputies and Grand Knights and I have talked with is the lack of attendance at Council Business Meetings. It appears the same core active members are the only ones to attend. Even new members are often seen at a few business meetings, afterwards they just stop coming. As a Past Grand Knight and Former District Deputy, I have also seen this problem up close in my own Council and the council of my District. Some councils are lucky to attract no more than 5% of the members on their Council Roster. And some councils have great difficulty to attract even a simple quota of 8 members. I'm told by some of our current District Deputies that its not unheard of to see councils with only 3 members at their business meetings.

Are There Ways to Solve This Problem and Increase Business Meeting Attendance?

Of course there is! And a number of our current Grand Knights have made great progress in addressing this issue. Some hold Council meals before the business meetings. Some serve chip, cheese & crackers and refreshment after their meeting to increase fellowship among their members. And finally, I heard about some of our Grand Knights that attempt to involve their new members by explaining what's going on during the meeting to them. In this way, the new members having a better understanding of the parliamentary procedure meetings follow and the specific items in our Order of Business. They are more apt to get involved and want to come to future meetings.

But what if these ideas have not worked for you, what if your attendance is continuing to go down versus up. Well first, don't give up! You may just have an unknown problem in your council and there are always ways to identify and tackle it. Here's an idea and some example dialogue that might get you started. This approach requires the assistance of your Officers & Directors. And best of all, as well as helping you to pin point concerns of your council membership, it can also help you identify what you are doing **RIGHT** in your council. So with that, here goes:

Identifying problems and concerns of your council

Sometimes leadership is just listening and not talking. If you listen (**Really Listen!**) to your council members they'll give you all the details of the problems to be solved, and many times, the solutions, just for the asking.

At your next Officer or Planning meeting, explain to your Officers and Directors that you need their help. Ask them to begin actively listening to the membership. Request them to ask for feedback with questions not statements, then to **LISTEN** and write down the concerns they hear. Ask them to clarify the concern with **MORE** questions not excuses or defensive statements. Their goal is to **capture** concerns not **solve** them! Ask them to thank the members they speak to, for their input and to remind the members that they would be glad to receive other input in the future from them. This information can now be brought to your next Officer's Planning meeting for discussion and possible resolution. Make sure you, and the officer who spoke to the member, provide feedback to and solicit help from the member who gave them the initial input.

Sample Dialog might sound something like this.

- Officer:** Hi Bob! How are things going within our council? Is there anything we could do better?
- Member:** *Well since you asked, our Grand Knight isn't listening to the whole council!*
- Officer:** I'm interested! Tell me more.
- Member:** *The same members do all the talking at our council meetings and either don't give other members a chance to talk or intimidate us not to speak out. I know a couple of members are pretty fed up with it and may not be coming back to future meetings.*
- Officer:** I appreciate that input Bob. What do you think we could do about it?
- Member:** *Well if you ask me, the Grand Knight could limit the discussion time each member gets to provide their input to a motion and then go out of his way to solicit opinions and points of view from the quiet members of the council. **It's their council too, you know!***
- Officer:** Bob, I think that's an excellent idea! I plan to bring it up at the next Officer's meeting. May I suggest the Grand Knight that he also chat with you to get more details?
- Member:** *Sure! If he's interested, I'd be glad to give my opinions and suggestions.*
- Officer:** Great! Thanks again for the input and if you have other things in the future that you think would help our council, please see me. I'm all ears! Also, could you please ask those members to be sure to come to the next business meeting. I think they'll see a definite improvement! Thanks again!

The problem used here, is just an example, and not what the dialog should have pointed out to you. What was important is the technique the Officer used to keep the Member talking instead of defending the Grand Knight. In this way he was able to get the Member to provide a possible solution to his own problem. When presented at the Officers' meeting, it will sound constructive versus complaining. The other important thing is to realize how easy it is to lose members. By listening this Officer may be able to retain a couple of members (maybe Bob was one of them)

and give the Grand Knight the opportunity to rectify something he may not have even been aware of. Try it! You'll be surprised with what you may hear!

The Last Step is to Plan Action

Identifying Council problems is a very important step, but the action or inaction on the part of you and your staff will determine the fate of a dissatisfied or inactive member.

Remember to **Act on Input**. Don't let problems fester, especially after being made aware of them.

Always **Solicit help from the source of the input**. If they are concerned enough to make problems known, they are usually willing to help solve them.

And finally, **Communicate to the Council**. When you have identified a problem and made plans to solve it, let your council know. Even if you are not at the solution stage yet, fill them in on the fact that you have understood that something needs to be fixed and their council officers are working on a solution.

It is hoped that identifying and addressing council problems will help you retain existing and new members at your Council Business Meetings. Indirectly this may also bring previously active members. I wish you great success with your Council and on behalf of our entire State Council, offer my appreciate for your time, efforts, dedication and love of the "Knights"

God Bless you and your Council Family

Essentials to Council Success

Communication

Communication with Supreme

The Supreme Council has many resources that it can offer a local council. These resources can take the form of information or inspiration. Once Supreme gets the necessary information about the Officers and Directors for a council the information from Supreme will begin to flow. Supreme has developed forms to minimize the efforts councils need to extent in getting the necessary information to the Supreme council. Additionally these have been computerized and are accessible on the Web at www.kofc.org . The following tables summarizes these forms and list each forms associated due date.

Due Date	Report	Form Number
July 1 st	Report of Council Officers	Form 185**
August 1 st	Service Program Personnel Report (Bring to the Organizational Meeting)	Form 365**
August 15 th	Semi-Annual Council Audit	Form 1295-1**
January 31 st	Annual Survey of Fraternal Activity (Bring to the Mid-Year Meeting)	Form 1728**
February 15 th	Semi-Annual Council Audit	Form 1295-2**
June 30 th	Columbian Award Application (Bring to the Convention)	Form SP-7
June 30 th	Annual Report of K of C Round Table	Form 2630
When Started	Report of Round Table Coordinator	Form 2629
Immediately	Membership Document	Form 100
15 th of Each Month	Family of the Month	Form 1933A

**Submitting these forms is required for Supreme Award considerations, as well as consideration in the North Carolina Council Recognition Program.

Communication with the State Council

The State Council of North Carolina provides information about the events and occurrences within the state by way of a monthly newsletter called the “Tarheel Knight”. This publication provides insights from the State Officers and Staff in addition to alerting councils to upcoming program events as well as acknowledging the achievements of individual councils.

The Tarheel Knight has a limited hardcopy distribution but is available electronically on the state’s website. The address for the site is www.kofcnc.org. In addition to housing the state newsletter, the NC State Website is home to various state forms, a calendar of state wide events and a listing and links to all the councils throughout the state.

As in your council the most valued form of communication is one on one. The following listing of all the State Officers and Staff provides you with immediate effective communication opportunities in whatever your area of interest:

State Deputy	Gregory S. (Greg) Kent	gkent@carolina.rr.com	704-458-2510
State Chaplain			
State Secretary	John J. (Jack) Murray	kofcjjm@yahoo.com	336-261-5362
State Treasurer	Colin R. Jorsch, Jr.	cojorsch@aol.com	910-322-1171
State Advocate	John R. Nussbaum	jnussbaum@nc.rr.com	919-266-6257
State Warden	Daniel (Dan) Lange	dlange386@frontier.com	828-421-4939

General Program Director	Colin R. Jorsch, Jr. cojorsch@aol.com 910-322-1711		Membership Director	Vincent G. (Vince) Higgins vincehiggins@triad.rr.com 336-725-1175
Vocations Chairman			Church Director	Christopher J. (Chris) Losack closack@bellsouth.net 919-749-5584
Council Director	Timothy (Tim) Whelan twhelan@us.ibm.com 919-878-9162		Community Director	Dr. Denis G. Carter deniscarter@bellsouth.net 910-762-6463
Family Director	Sergio Miranda smiranda@carolina.rr.com 704-395-9802		LAMB Director	Richard M. White rwhite1951@aol.com 704-543-6351
Pro-Life Director	Peter (Pete) Devlin devlinelectric@windstream.net 704-279-0756		Youth Director	J.C. Reiher jcreiher@gmail.com 704-756-3250
Protocol Officer	Terry Miner, FDD tminer@bellsouth.net 919-848-9777		Retention Chairman	PSD Ray Wycoff raywycoff@gmail.com 910-454-8425
Website Updates	Thomas N. (Tom) Riley, PGK griley1@carolina.rr.com		RSVP Chairman	Marc Turkaly mturkaly@aol.com 336-768-1160
Athletics Events Chairman	Larry Stewart lstewart@ec.rr.com 910-388-2289		Special Olympics Chairman	Ernesto Chapa netochapa@aol.com 910-489-6121

Ceremonials Chairman	David L. (Dave) Onofrio, PSD donofrio@nc.rr.com 919-552-7817		Tar Heel Knight Editor / Historian	Greg Ciesielski, FDD lilski@ec.rr.com 252-444-1859
Reports and Forms Chairman	Daniel (Dan) Lange dlange386@frontier.com 828-421-4939		Awards Chairman	John R. Nussbaum jnussbaum@nc.rr.com 919-266-6257
Music / Chorale Chairman	David (Dave) Tamayo dtamayo@triad.rr.com 919-563-1070		State Meeting Coordinator	John C. Gouldie, PSD kofcgouldie@earthlink.net 919-870-1808
State Squires Chairman	John C. (Chris) Headley chrisfcs@aol.com 704-289-5718		Photographer/ Public Relations Chairman	Lewis W. (Lew) McCloud lew.mccloud@gmail.com 910-325-6530
Media Director	Thomas G. Beckett, FDD thomaskofc@earthlink.net 704-699-2735		Technology Chairman	Thomas N. (Tom) Riley, PGK cwo2riley@att.net 704-435-8151
Round Table Chairman	Vince Lombardo, FDD kofcvincel@carolina.rr.com 704-983-3734		Fr. McGivney Guild Chairman	
Administrative Assistant	Thomas (Tom) Eifler teifler@gmail.com 919-362-1288		Fund Raiser Chairman	Tim Niggel, PGK trniggel@ec.rr.com 910-470-5490

Communication within your Council

One way to maintain good communications within in your council is to publish a council newsletter at least quarterly. This is an excellent way to keep those council members who may miss a business meeting informed. Simply conveying the next month's upcoming activities, while lacking, can have great benefit with regards to council involvement. Distribution of the newsletter can be via email or a council website; however, caution should be exercised to ensure that those members without email access are still sent a hard copy.

The State Council awards excellence in the area of newsletters through the Duane Russell Award. Guidelines for publishing a newsletter consistent with the requirements for the award are in the 2010 – 2011 Council Recognition Program Handbook.

Lastly a great tool for increased communications within a council is the simple use of a name badge. By wearing a council name badge, members may recognize a brother knight and ask for information in regards to council activities. Order information for name badges can be obtained from the NC State Website (www.kofnc.org) or directly from the supply company at www.fraternalupply.com.

Communication

Develop an Activity Schedule

An important planning exercise is to develop an Activity Schedule. The development process should involve Council Officers and Directors. Their involvement will aid in developing ownership of the overall plan. The scope of the schedule (or calendar) should be such that when all events are completed, your council will qualify for Distinguished Council. The intent is for you and the council officers to develop a plan that will ensure council success in an orderly manner through the planning of activities. In preparation of this calendar, councils should keep in mind the consideration of other parish functions and availability of facilities. Finally, it is important to communicate this information to the general membership with enough advance warning and frequency to maximize their participation in all events. The following is a sample calendar:

Calendar of Events **July XXXX to June XXXX**

July

- 3rd Officers' and Directors' Meeting
- 16th Council Business Meeting
- 23rd State Organizational Meeting - Greensboro

August

- 2nd Greensboro Baseball game - Family outing
- 6th Officers' and Directors' Meeting
- 20th Council Business Meeting

September

- 2nd Altar Servers Appreciation Day - Pool Party
- 4th Officers' and Directors' Meeting
- 8th Adopt-A-Highway Cleanup
- 9th Parish Picnic - Our Lady of Grace
- 17th Council Business Meeting
- 21st Social Meeting

October

- 1st Officers' and Directors' Meeting
- 5th Operation LAMB
- 6th Operation LAMB
- 8th Columbus Day Mass - St. Benedict's
- 12th Operation LAMB
- 13th Operation LAMB
- 15th Council Business Meeting
- 18th Operation LAMB
- 19th Operation LAMB
- 28th Children's Halloween Party

Sample Only

Calendar of Events
July XXXX to June XXXX

November

- 7th Setup for Parish Bazaar - Our Lady of Grace
- 4th Dismantle setup of Parish Bazaar - Our Lady of Grace
- 5th Officers' and Directors' Meeting
- 6th Kids' voting
- 11th Veterans Day Parade - High Point
- 19th Council Business Meeting
- 22nd Thanksgiving Day Open House for Members and Families - Covered Dish
- 27th Mary Field Nursing Home Escorts - Shopping trip with residents

December

- 1st Adopt-A-Highway Cleanup
- 1st - 22nd Christmas Tree Sales
- 3rd Officers' and Directors' Meeting
- 15th Keep Christ in Christmas Display - Our Lady of Grace
- 17th Council Business Meeting
- 22nd Council Christmas Party
- 24th Decorate Our Lady of Grace Church

January

- 5th - 7th Mid-Year Meeting - Hickory
- 9th Officers' and Directors' Meeting
- 20th Remove Decorations - Our Lady of Grace
- 21st Council Business Meeting

February

- 4th Officers' and Directors' Meeting
- 9th Valentine's Dance
- 16th Host 2nd & 3rd Degree
- 18th Council Business Meeting

March

- 1st Fish Fry - Council Home
- 4th Officers' and Directors' Meeting
- 8th Mary Field Nursing Home Escorts
- 8th Fish Fry - Our Lady of Grace
- 10th Adopt-A-Highway Cleanup
- 15th Fish Fry - St. Benedict's
- 16th St. Patrick's Day Dance
- 18th Council Business Meeting
- 23st Social Meeting - Fire, Police & EMS Awards

*4-20-2012
Quality*

Calendar of Events
July XXXX to June XXXX

April

- 1st Officers' and Directors' Meeting
- 14th Corporate Communion - St. Benedict's - 10:00 a.m. Mass
- 15th Council Business Meeting
- 26th Social Meeting

May

- 7th Officers' and Directors' Meeting
- 19th – 21st State Convention - Greensboro
- 18th Awards Night
- 20th Council Business Meeting & Elections
- 23rd Mary Field Nursing Home Escorts - Shopping trip with residents
- 31st Social Meeting



June

- 4st Adopt-A-Highway Cleanup
- 7th Officers' and Directors' Meeting
- 21st Council Business Meeting
- 24nd Installation of Officers
- 31st Spouses' Appreciation Dinner

This is a tentative Calendar of Events. Other events will be added, as the dates are set. Come to meetings. See the council newsletter or website for times, places and additions.

Financial Responsibility

Your Council's Financial Commitment to the State and Supreme Councils

Good standing with the Supreme and State Council as well as with the Federal Government is clearly a requirement for any council to succeed. Funds are necessary for both the Supreme and State Council to facilitate the work of our Order. Failure to pay Supreme's assessments can result in the loss of a council good standing. Failure to pay the assessments from the State Council can result in a council's ineligibility to be seated with voting rights at the State Convention. The Council's **Per Capita** should be budgeted items and therefore Council approval for payment is not required. The following table summarizes these payments and their associated due date:

PAYMENT SCHEDULE DUE DATES

<u>July</u>	<u>Date Due</u>	<u>Send To</u>
Supreme Per Capita	Upon receipt	Supreme Secretary
<u>September</u>		
State Per Capita	Upon receipt	State Secretary
<u>October</u>		
Catholic Advertising	Upon receipt	Supreme Secretary
<u>November</u>		
IRS Form 990	Nov. 15 th	Department of the Treasury Atlanta, GA 31101
<u>December</u>		
Operation LAMB Funds Final Deposit & Report (<u>Absolute deadline</u> - If date missed, funds will apply to following year!)	December 31 st	LAMB Secretary
<u>January</u>		
Supreme Per Capita	Upon receipt	Supreme Secretary
<u>February</u>		
State Per Capita	Upon receipt	State Secretary
<u>April</u>		
Catholic Advertising	Upon receipt	Supreme Secretary
<u>May</u>		
Bishop's Fund (Checks made payable to State Council, memo line to indicate Charlotte or Raleigh Diocese)	State Convention	State Secretary
Supreme Secretary Knights of Columbus P.O. Box 1670 One Columbus Plaza New Haven, CT		State Secretary (LAMB Secretary) Greg Kent 4909 Ridgetop TRL Charlotte, NC 28215

Verification through Auditing Council Records

The semiannual audits performed by the council are the two most important tasks performed each year to ensure their ongoing success. These audits verify sufficient financial resources exist within the council and ensure that the proper processes are being followed to provide the integrity to the council operations. Later in this section you will find a list of items needed to perform the audit. They are included to provide valuable assistance and increase efficiency in performing these audits. It should also be pointed out when completing Form 1295 all sections A through C are essential to a good quality audit.

Experience tells us that one of the most disregarded items on the semi-annual audit form is in Schedule C - Assets and Liabilities.

Under Assets, the figure for, “Due from _____ Members”, both the number of members who owe dues and the total amounts of owed dues can be obtained from the Financial Secretary’s records, mainly from his ledger cards (and ledger sheets where the old system of accounting is in use). Under the new accounting system, a report can be produced for both.

Note: One criteria of the financial condition of a council is indicated by the number of members who have either paid their dues in advance or are in arrears and the amount of money involved. Please be sure to complete this item in this section.

According to Supreme, a member is liable for only the last period in which he failed to pay dues (the past quarter). With this in mind, multiply quarterly dues by the number of members in arrears to get the amount due from members. This does not preclude any effort on the part of the Council to continue trying to collect all past amounts due until the members is finally suspended. This being said, **DO NOT INCLUDE TOTAL PAST DUE IN THE AUDIT.** Frequently, these efforts are to no avail and therefore, the assets of a Council are exaggerated.

On the Liability side of Section C, be sure to fill in any “Advanced Payments by _____Members”. There are always members who pay in advance of the billing period; particularly if dues are payable in January and you are doing the July audit. It is a liability because it represents dues payments not yet chargeable to the members.

Also in the Liabilities Section under “Due State Council,” be sure to indicate any assessments, as well as Per Capita, still due the State Council. Assessments such as “Ceremonials” should be included to properly reflect total liabilities and also as a check on the part of the State Council to verify that all credits were properly made to each council.

<u>What</u>	<u>Where/Who</u>
<input type="checkbox"/> Semi-Annual Audit Forms	Council Files
<input type="checkbox"/> File of Previous Audits	Council Files
<input type="checkbox"/> Completed Cash Receipts	Financial Secretary
<input type="checkbox"/> Voucher Receipt Book	Financial Secretary
<input type="checkbox"/> Supreme Monthly Statements	Financial Secretary
<input type="checkbox"/> Council Membership Files	Financial Secretary
<input type="checkbox"/> Receipts from Treasurer	Financial Secretary
<input type="checkbox"/> Signed Vouchers	Treasurer
<input type="checkbox"/> Bank Statements and Canceled Checks	Treasurer
<input type="checkbox"/> Cash Receipts received from Financial Secretary	Treasurer
<input type="checkbox"/> Bank Deposit Slips	Treasurer
<input type="checkbox"/> Statements for Savings Accounts	Treasurer
<input type="checkbox"/> Statements for Certificates of Deposit (CDs)	Treasurer
<input type="checkbox"/> Council Checkbook	Treasurer
<input type="checkbox"/> Council Books of Account	Treasurer

The **Grand Knight** and **Trustees** are **required** to be present at the audit. Optional attendees include the Financial Secretary, Treasurer, and Deputy Grand Knight. As a matter of courtesy, the Grand Knight should inform his District Deputy of the date, place and time of the audit. The DD has the option to attend or not.

The Semi Annual Audit (Form 1295) is to be conducted in July and January of the Fraternal Year. The audits are due to the Supreme Secretary by August 15th and February 15th respectively. The Supreme Secretary's address is: Supreme Secretary

Knights of Columbus
P.O. Box 1670
One Columbus Plaza
New Haven, CT 06057-0901.

Copies of Form 1295 should also be provided to/for: State Deputy, District Deputy, Council Trustees, and the Council Files.

Development of a Council Budget

Every council, regardless of size or money raised, should prepare a budget. Ideally, each candidate nominated for Grand Knight should present a budget to the council. Voting on the budget should be in accordance with the council's bylaws (Article VII, Sec.3). Usually this is done at the beginning of the Fraternal Year.

Good Degree Work

Duties and Responsibilities for a Degree Exemplification

1. The Grand Knight checks with the Admissions Committee Chairman to see how many candidates are to be voted on at a meeting. Once they are voted on and approved by the Council, the Grand Knight schedules a First Degree as soon as possible to get the new members into the Order. Now being able to read the parts, there really is a need to conduct the First Degree immediately.
2. The Form 100's are turned over to the Financial Secretary of the Council so he may call and inform them of the date, time and place of the First Degree.
3. The Grand Knight also informs the Degree Team Captain of the date, time and place of the degree.
4. The Degree Team Captain calls the members of the team to advise them of the degree. This should be done well in advance so the members can schedule their time. In the event that a member of the team cannot make the degree, the Degree Team Captain should contact his back-up member to fill in.
5. It is the Degree Team Captain's responsibility to maintain a roster of all of the members of his team, including their home and work phone numbers and an email address, if applicable. This makes it easier task to contact them concerning a pending degree exemplification.

Degree Work (General Information)

1. 1st and 2nd degrees may be held on the same day. Do not have a food or drink break between degrees. You may, however, offer drinks and snacks after the 2nd degree.

2. 2nd and 3rd degrees may be held on the same day. Do not have a food or drink break between degrees. The dinner after the 3rd degree is all that is required.
3. You cannot hold all three degrees on the same day
4. **NOTE: NEVER SEND A CANDIDATE TO ANY DEGREE BY HIMSELF. HE MUST BE ACCOMPANIED BY AT LEAST ONE BROTHER KNIGHT.**
5. A separate document is issued for the finer points of degree work within our state.

Continued Growth

Six Steps for Council Improvement

1. MEET WITH THE PASTOR(S):
 - Set up a lunch or other meeting. Invite your DD or other State officer to attend.
 - How can the Council be more visible in church activities?
 - How can the Council get more recognition/acceptance within the parish?
2. INCREASE MEMBERSHIP ATTENDANCE AT MEETINGS:
 - Set up a telephone calling program.
 - Offer special incentives to attendees, ex. Food & Beverage. Make it their responsibility to the church and council.
3. MEMBERSHIP DRIVE:
 - Set a First Degree date for the following month.
 - Work with your priests to make announcements from the pulpit.
 - Put a notice in the church bulletin.
 - Order necessary pamphlets.
 - Set up in front of church after each weekend Mass.
4. GET FAMILIES INVOLVED WITH KNIGHTS ACTIVITIES:
 - Plan a family covered dish or other get together. Include the children.
5. GET ACTIVE IN AN UCOMING CHURCH EVENT:
 - Offer to supply all the ushers for a non-weekend Mass. (Vigil masses, pall bearers for any parish member, etc.)
 - Offer to supply the Eucharistic ministers and altar servers for special Masses.
 - Wear your council name badge to all church Masses and functions.

6. PLAN AT LEAST TWO PROJECTS IN EACH OF THE FOLLOWING CATEGORIES IN THE NEXT SIX MONTHS:

<i>CHURCH</i>	<i>COMMUNITY</i>	<i>COUNCIL</i>	<i>FAMILY</i>
<i>YOUTH</i>	<i>MEMBERSHIP</i>	<i>PRO-LIFE</i>	

- You, the members, are the only hope that this Council can survive and flourish.
- *Work together*
- *Set Goals*
- *Make a commitment*

Parish Roundtable

The goal of the Parish Roundtable program is to have a Knights presence in every parish or mission in our state. Each council should sponsor a roundtable meeting on a regular basis with each Parish Pastor. If a council only has one parish that it supports, a roundtable meeting with your Pastor should still occur. Remember, the idea behind this program is to support our Priests. Please take the time to submit the paperwork once you have established the needs of your parish.

Establishing a Parish Roundtable

- Aided by his officers, the Grand Knight decides which area parishes will be served (if not already served by a council)
- The Grand Knight and his officers make lists of council members who belong to those area parishes. All will automatically become part of that Parish Round Table. New members of the parish may be recruited as well.
- The Grand Knight, with the help of his officers, informs all council members who belong to the designated parish, that the Order would like to set up a Parish Round Table and then explains the benefits to them.
- The Grand Knight and a Knight parishioner call on the pastor to offer help.
 - Since the pastor assigns the projects, there will be no conflict with existing groups.
 - The Grand Knight presents the priest with a Knights of Columbus overview brochure (#4519), a Parish Round Table program brochure (#2632) and a list of Knights who are parishioners.
- If the pastor is not receptive to a Parish Round Table, his decision is accepted and he's told that the offer remains open if circumstances change.
- If the pastor is receptive, the Grand Knight appoints a Parish Round Table coordinator.
- The GK completes the Report of the Parish Round Table Coordinator (Form #2629), mails it to the Supreme Secretary and sends copies to the state and district deputies.
- Formation of the Parish Round Table and appointment of the coordinator are communicated to those involved, and announcements are published in the parish and council bulletins.

Get Active in the State

Plan to Host a State Athletic Event

To ensure that State Athletic Events are held at adequate facilities and represent the best interests of the Knights of Columbus in North Carolina, all Councils interested in hosting a State Athletic Event must submit a proposal to the State Athletic Events Chairman by May 1st.

Your proposal should include a description of athletic facilities, preliminary schedule of events, banquet plans (if any), approximate date of event and any special features that will “**SELL**” your Council as the preferred site of the State Athletic Event.

The State Council will review each proposal and make a recommendation to the delegates at the North Carolina State Convention for their consideration and vote.

Volunteer for a State Position

The state is always in need of talented dedicated brother Knights to conduct the affairs of the state. Your interest in such involvement can be expressed directly to any State Officer or by way of an interest form available on the State Website (www.kofnc.org). Finally if your interest manifests itself in a desire to serve your Brothers throughout the State of North Carolina as a State Officer you must adhere to the the following Campaign Policy:

1. All resolutions for state office will be submitted to the State Advocate by March 15th for his review. After his review and approval resolutions may be published.
2. Councils to send ONLY the resolution to Grand Knights, District Deputies, and State Staff. No cover letter or add-ons to accompany resolution.
3. Campaign will be limited to convention site as convention hotel rules dictate. All campaign literature in meeting chamber to be distributed to delegates only. No campaign material on State Officers table.
4. At the mid-year meeting all potential candidates will be asked to meet with the State Advocate to discuss campaign rules.