



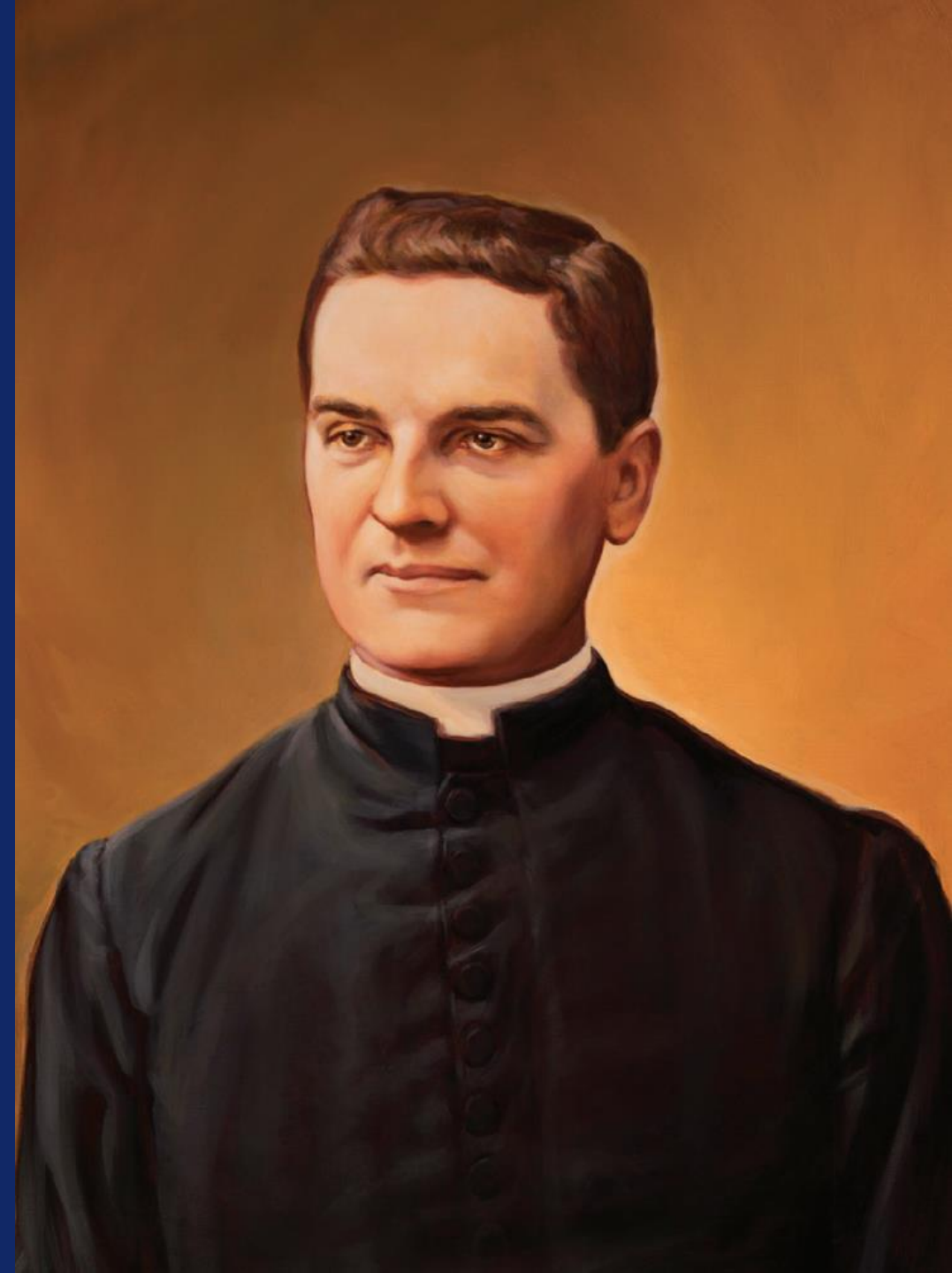
**Knights of
Columbus®**

Membership Record Management



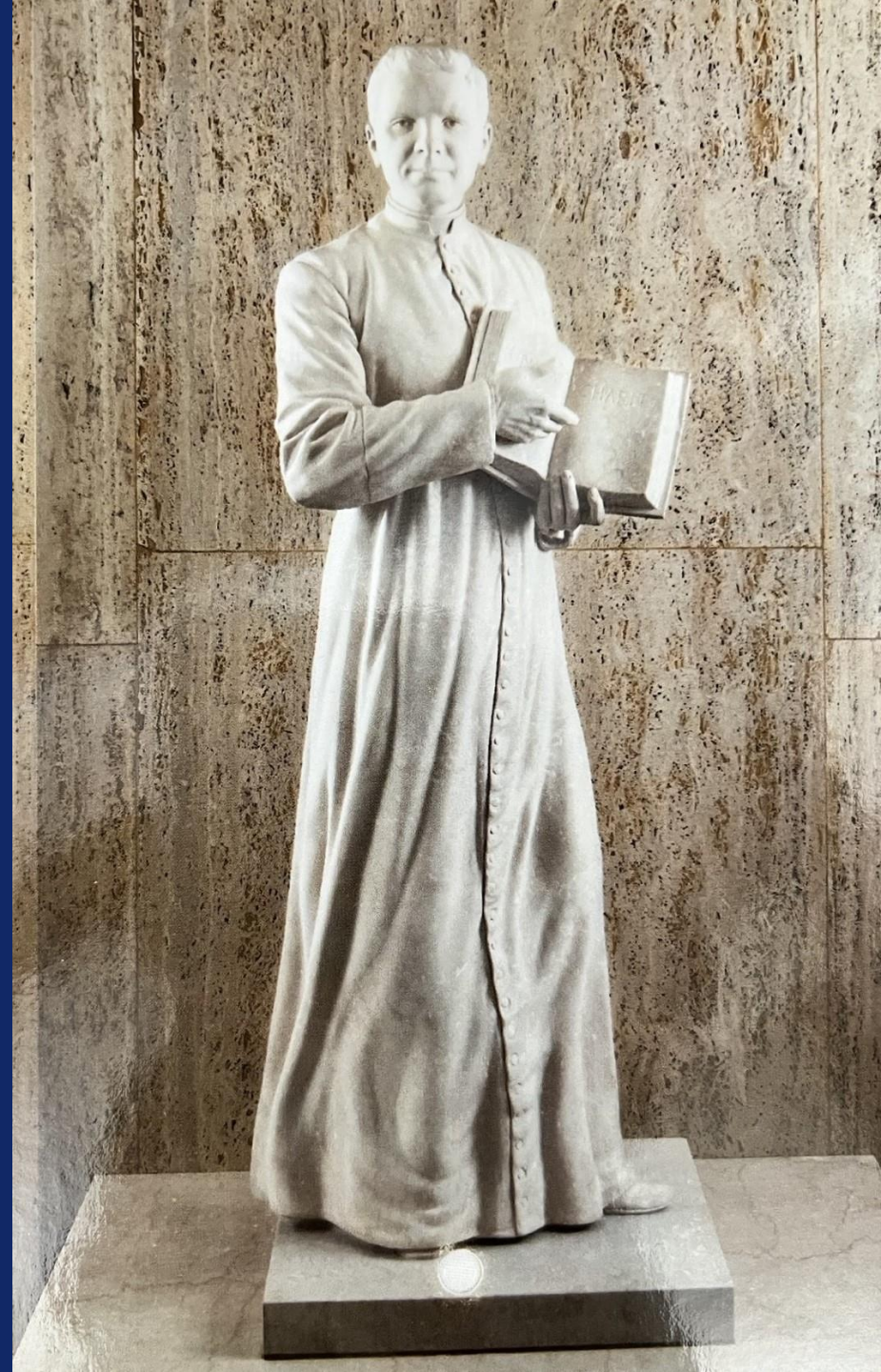
Prayer for the Canonization of Blessed Michael McGivney

God, Our Father, protector of the poor and defender of the widow and orphan, you called your priest, Blessed Michael McGivney, to be an apostle of Christian family life and to lead the young to the generous service of their neighbor. Through the example of his life and virtue may we follow your Son, Jesus Christ, more closely, fulfilling his commandment of charity and building up his Body which is the Church.



Prayer for the Canonization of Blessed Michael McGivney

Let the inspiration of your servant prompt us to greater confidence in your love so that we may continue his work of caring for the needy and the outcast. We humbly ask that you glorify Blessed Michael McGivney on earth according to the design of your holy will. Through his intercession, grant the favor I now present (here make your request). Through Christ our Lord. Amen.



Agenda

- **Membership Types**
- **Processing Members**
- **Membership Maintenance**
- **Summary**



1

Membership Types



Membership Types

- Regular
 - Associate
 - Insured



Membership Types

- Regular
 - Associate
 - Insured
- Inactive



Membership Types

- Regular
 - Associate
 - Insured
- Inactive
- Honorary



Membership Types

- Regular
 - Associate
 - Insured
- Inactive
- Honorary
- Honorary Life



Membership Types

- Regular
 - Associate
 - Insured
- Inactive
- Honorary
- Honorary Life
- Affiliate



Membership Types

- Regular
 - Associate (A)
 - Insured (I)
- Inactive (N)
- Honorary (H)
- Honorary Life (L)
- Affiliate (State Roster)



2

Processing Members



Processing New Members

- There are three methods to Join:
 - Online Join (Processed via Prospect tab)
 - Form 100
 - Candidate Tab



Processing New Members

- There are three methods to Join:
 - Online Join (Processed via Prospect tab)
 - Form 100
 - Candidate Tab
- Use only one method



Online Membership

- Joins via kofc.org/join



BECOME A MEMBER!

Be a part of the world's largest Catholic fraternal organization.

**Local council dues vary. ⓘ*

Currently, Online Membership is only available in the United States and Canada. If you live elsewhere but are still interested in joining the Knights, [please let us know.](#)

☐ I have an **Agent Referral Code**

YOUR INFORMATION

Title

Select Title

Name *

First

Last

Suffix

Select Suffix

Email *

Confirm Email *

Mobile Phone *

What is your date of birth?

Month *

MM

Day *

DD

Year *

YYYY

Preferred Language *

English

☐ I am a baptized Catholic male *

☐ I am a practical Catholic *



Online Membership

- Joins via kofc.org/join
- Appears on the Council Prospect Tab



BECOME A MEMBER!

Be a part of the world's largest Catholic fraternal organization.

**Local council dues vary. ⓘ*

Currently, Online Membership is only available in the United States and Canada. If you live elsewhere but are still interested in joining the Knights, [please let us know.](#)

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Last

Suffix

Select Suffix

Email *

Confirm Email *

Mobile Phone *

What is your date of birth?

Month *

Day *

Year *

MM DD YYYY

Preferred Language *

English

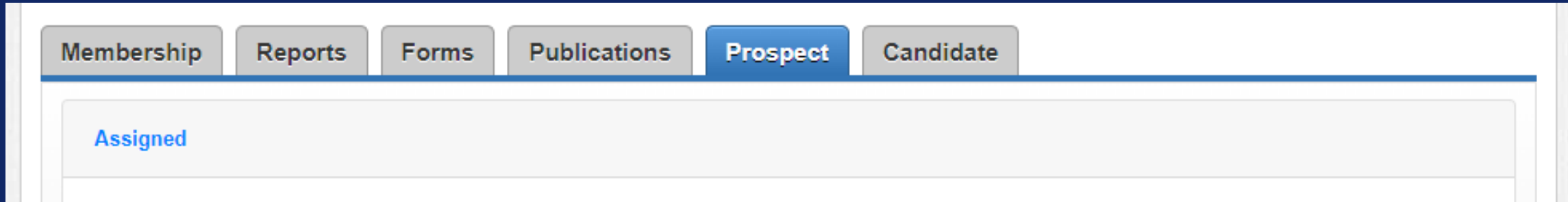
☐ I am a baptized Catholic male *

☐ I am a practical Catholic *



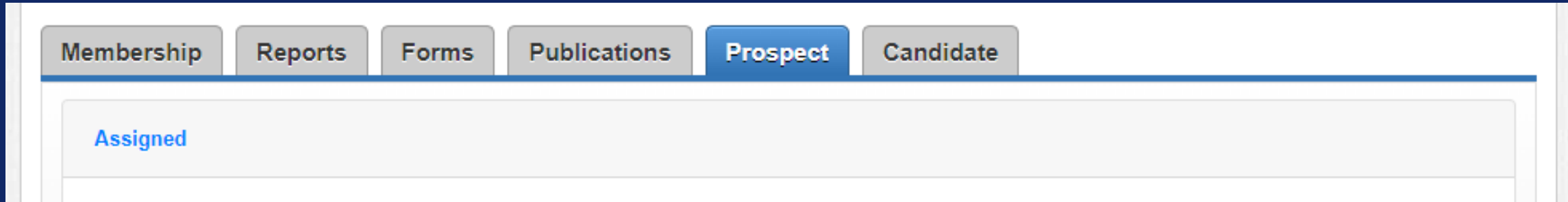
Intake of Online Members

- Online members appear on prospect tab
 - State assigned him, or
 - Member put council number on application



Intake of Online Members

- Online members appear on prospect tab
 - State assigned him, or
 - Member put council number on application
- Only Grand Knights and Financial Secretaries have access



Transferring Online Members into your Council

Membership

Reports

Forms

Publications

Prospect

Candidate

Assigned

Search:

Council # ▲	Assigned Date ▼	Name ▼	Member # ▼	Entry Date ▼	Ceremonial Date ▼	Action ▼
					<div>MM/DD/YYYY</div>	<div>Transfer</div> <div>Reject</div>
					<div>MM/DD/YYYY</div>	<div>Transfer</div> <div>Reject</div>
					<div>MM/DD/YYYY</div>	<div>Transfer</div> <div>Reject</div>

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- Exemplify and approve for Admission



Transferring Online Members into your Council

Membership

Reports

Forms

Publications

Prospect

Candidate

Assigned

Search:

Council # ▲	Assigned Date ▼	Name ▼	Member # ▼	Entry Date ▼	Ceremonial Date ▼	Action ▼
					<div>MM/DD/YYYY</div>	<div>Transfer</div> <div>Reject</div>
					<div>MM/DD/YYYY</div>	<div>Transfer</div> <div>Reject</div>
					<div>MM/DD/YYYY</div>	<div>Transfer</div> <div>Reject</div>

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- Add the Ceremonial Date



Transferring Online Members into your Council

Membership

Reports

Forms

Publications

Prospect

Candidate

Assigned

Search:

Council # ▲	Assigned Date ▼	Name ▼	Member # ▼	Entry Date ▼	Ceremonial Date ▼	Action ▼
					<input type="text" value="MM/DD/YYYY"/>	<div><div>Transfer</div><div>Reject</div></div>
					<input type="text" value="MM/DD/YYYY"/>	<div><div>Transfer</div><div>Reject</div></div>
					<input type="text" value="MM/DD/YYYY"/>	<div><div>Transfer</div><div>Reject</div></div>

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- Hit Transfer



Form 100

- New Member fills out Form
- 3 Signatures are required
- Scan & send via email to:
membership@kofc.org

*The member and officers' signatures are required for this form to be processed
Please complete this form legibly*

100 3/15  **KNIGHTS OF COLUMBUS**
1 COLUMBUS PLAZA, NEW HAVEN CT 06510

Membership Document

A CATHOLIC, FAMILY, FRATERNAL, SERVICE ORGANIZATION

1	NEW/RECEIVING COUNCIL NUMBER 12309	COUNCIL LOCATION (CITY, ST/PROV) Railton, ON	MEMBERSHIP NUMBER	DATE READ 10-15-24	DATE ELECTED 10-15-24	1ST. DEG. DATE 10-15-24
2	TRANSACTION <input checked="" type="checkbox"/> NEW MEMBER <input type="checkbox"/> JUVENILE TO ADULT <input type="checkbox"/> REINSTATEMENT (up to 3 months) <input type="checkbox"/> REACTIVATION (inactive insurance)		<input type="checkbox"/> READMISSION (up to 7 years) <input type="checkbox"/> REAPPLICATION (over 7 years) <input type="checkbox"/> TRANSFER IN <input type="checkbox"/> DATA CHANGE <input type="checkbox"/> SUSPENSION (REASON)		PROVIDE SURVIVOR INFORMATION BELOW DEATH _____ NEXT OF KIN _____ RELATIONSHIP _____ TELEPHONE # _____ STREET _____ CITY _____ ST/PROV _____ POSTAL CODE _____	
3	LAST NAME Doe FIRST NAME John MIDDLE INITIAL C TITLE _____ STREET 123 Main St. CITY Anytown ST/PROV AN POSTAL CODE A1B 2C3 COUNTRY (OUTSIDE US) CA MO 01 DATE OF BIRTH 15 DAY 2000 YR M MARITAL STATUS _____ HOME PHONE _____ BUSINESS PHONE _____ CELL PHONE 123-456-7890 E-MAIL ADDRESS dj@gmail.com OCCUPATION/EMPLOYER Self-Employed LAST FOUR DIGITS OF TAX ID (e.g., SSN, SIN) XXXXX- 1063					
4	*ARE YOU A PRACTICAL OR PRACTICING CATHOLIC IN UNION WITH THE HOLY SEE? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> PARISH NAME, LOCATION (CITY, ST/PROV) St. Patricks, Railton, ON FORMER COLUMBIAN SQUIRE? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> DID YOU APPLY FOR MEMBERSHIP PREVIOUSLY? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> INITIATION DATES 1. FIRST _____ 2. SECOND _____ 3. THIRD _____ 4. FOURTH _____ DATE OF TERMINATION _____ REASON _____ NUMBER OF LAST COUNCIL _____ COUNCIL LOCATION (CITY, ST/PROV) _____					
5	I HEREBY RECOMMEND THE ABOVE APPLICANT FOR MEMBERSHIP. PRINTED NAME OF PROPOSER Bob Jones PROPOSER'S MEMBER NUMBER (required) 4567890 I HEREBY DECLARE THAT THE ABOVE IS TRUE AND CORRECT AND THAT I WILL UPHOLD THE CHARTER, CONSTITUTION AND LAWS OF THE KNIGHTS OF COLUMBUS AND ANY OF ITS COUNCILS IN WHICH I HOLD MEMBERSHIP AND AGREE THAT THE DECISION OF THE BOARD OF DIRECTORS SHALL CONTROL IN ALL MATTERS. I AGREE THAT THE KNIGHTS OF COLUMBUS MAY VERIFY THE INFORMATION PROVIDED. SIGNATURE OF APPLICANT _____ DATE _____ FINANCIAL SECRETARY _____ SIGNATURES _____ GRAND KNIGHT _____ Insert FS Name _____ Insert GK Name _____					

* SEE DEFINITION ON REVERSE/DOES NOT APPLY TO PRIESTS AND RELIGIOUS

A copy of this form should be sent to the council agent for his records


SUPREME OFFICE COPY



Form 100

- New Member fills out Form
- 3 Signatures are required
- Scan & send via email to:
membership@kofc.org
- FS retains a signed copy

*The member and officers' signatures are required for this form to be processed
Please complete this form legibly*

100 3/15  **KNIGHTS OF COLUMBUS**
1 COLUMBUS PLAZA, NEW HAVEN CT 06510

Membership Document

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3	LAST NAME: Doe FIRST NAME: John MIDDLE INITIAL: C TITLE: _____ STREET: 123 Main St. CITY: Anytown ST/PROV: AN POSTAL CODE: A1B 2C3 COUNTRY (OUTSIDE US): CA MO: _____ DATE OF BIRTH: 01-15-2000 DAY: _____ YR: _____ MARITAL STATUS: M HOME PHONE: _____ BUSINESS PHONE: _____ CELL PHONE: 123-456-7890 E-MAIL ADDRESS: dj@gmail.com OCCUPATION/EMPLOYER: Self-Employed LAST FOUR DIGITS OF TAX ID (e.g., SSN, SIN): XXXXX- 1063					
4	*ARE YOU A PRACTICAL OR PRACTICING CATHOLIC IN UNION WITH THE HOLY SEE? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> PARISH NAME, LOCATION (CITY, ST/PROV): St. Patricks, Railton, ON FORMER COLUMBIAN SQUIRE? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> DID YOU APPLY FOR MEMBERSHIP PREVIOUSLY? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> INITIATION DATES: 1. FIRST _____ 2. SECOND _____ 3. THIRD _____ 4. FOURTH _____ DATE OF TERMINATION: _____ REASON: _____ NUMBER OF LAST COUNCIL: _____ COUNCIL LOCATION (CITY, ST/PROV): _____					
5	I HEREBY RECOMMEND THE ABOVE APPLICANT FOR MEMBERSHIP. PRINTED NAME OF PROPOSER: Bob Jones PROPOSER'S MEMBER NUMBER (required): 4567890			I HEREBY DECLARE THAT THE ABOVE IS TRUE AND CORRECT AND THAT I WILL UPHOLD THE CHARTER, CONSTITUTION AND LAWS OF THE KNIGHTS OF COLUMBUS AND ANY OF ITS COUNCILS IN WHICH I HOLD MEMBERSHIP AND AGREE THAT THE DECISION OF THE BOARD OF DIRECTORS SHALL CONTROL IN ALL MATTERS. I AGREE THAT THE KNIGHTS OF COLUMBUS MAY VERIFY THE INFORMATION PROVIDED. SIGNATURE OF APPLICANT: _____ DATE: _____ FINANCIAL SECRETARY: _____ SIGNATURES: _____ GRAND KNIGHT: _____ Insert FS Name: X Insert GK Name: _____		

* SEE DEFINITION ON REVERSE/DOES NOT APPLY TO PRIESTS AND RELIGIOUS

A copy of this form should be sent to the council agent for his records


SUPREME OFFICE COPY



Form 100

- New Member fills out Form
- 3 Signatures are required
- Scan & send via email to:
membership@kofc.org
- FS retains a signed copy
- E-Member Candidate signed
copy recommended for file

*The member and officers' signatures are required for this form to be processed
Please complete this form legibly*

100 3/15  **KNIGHTS OF COLUMBUS**
1 COLUMBUS PLAZA, NEW HAVEN CT 06510

Membership Document

A CATHOLIC, FAMILY, FRATERNAL, SERVICE ORGANIZATION

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* SEE DEFINITION ON REVERSE/DOES NOT APPLY TO PRIESTS AND RELIGIOUS

A copy of this form should be sent to the council agent for his records

SUPREME OFFICE COPY



Candidate Tab

- GK or FS clicks Add button

Membership Reports Forms Publications Prospect **Candidate**

Pending Members

Search:

Created Date	Name	Email	Ceremonial/ Process Date	Action
No data available				

Previous Next

Add

***Required Field**

Council Number
12309

Title
Select Title

First Name

Middle Initial

Last Name

Suffix
Select Suffix

Email

Mobile Phone

Date of Birth

Date of Birth
Month Day Year

Preferred Language
English

Mailing Address:

Address 1

Address 2

Zip/Postal Code

City

State

Country

Proposer Member #



Candidate Tab

- GK or FS clicks Add button
- Fill all the required fields

Membership

Reports

Forms

Publications

Prospect

Candidate

Pending Members

Search:

Created Date	Name	Email	Ceremonial/ Process Date	Action
No data available				

Previous

Next

Add

*Required Field

Council Number

12309

Title

Select Title

First Name

Middle Initial

Last Name

Suffix

Select Suffix

Email

Mobile Phone

Date of Birth

Date of Birth

Month

Day

Year

Preferred Language

English

Mailing Address:

Address 1

Address 2

Zip/Postal Code

City

State

Country

Proposer Member #



Candidate Tab

- GK or FS clicks Add button
- Fill all the required fields
- When saved the Info appears on the Pending Members List

Membership Reports Forms Publications Prospect **Candidate**

Pending Members

Search:

Created Date	Name	Email	Ceremonial/ Process Date	Action
No data available				

Previous Next

Add

*Required Field

Council Number
12309

Title
Select Title

First Name

Middle Initial

Last Name

Suffix
Select Suffix

Email

Mobile Phone

Date of Birth

Date of Birth
Month Day Year

Preferred Language
English

Mailing Address:

Address 1

Address 2

Zip/Postal Code

City

State

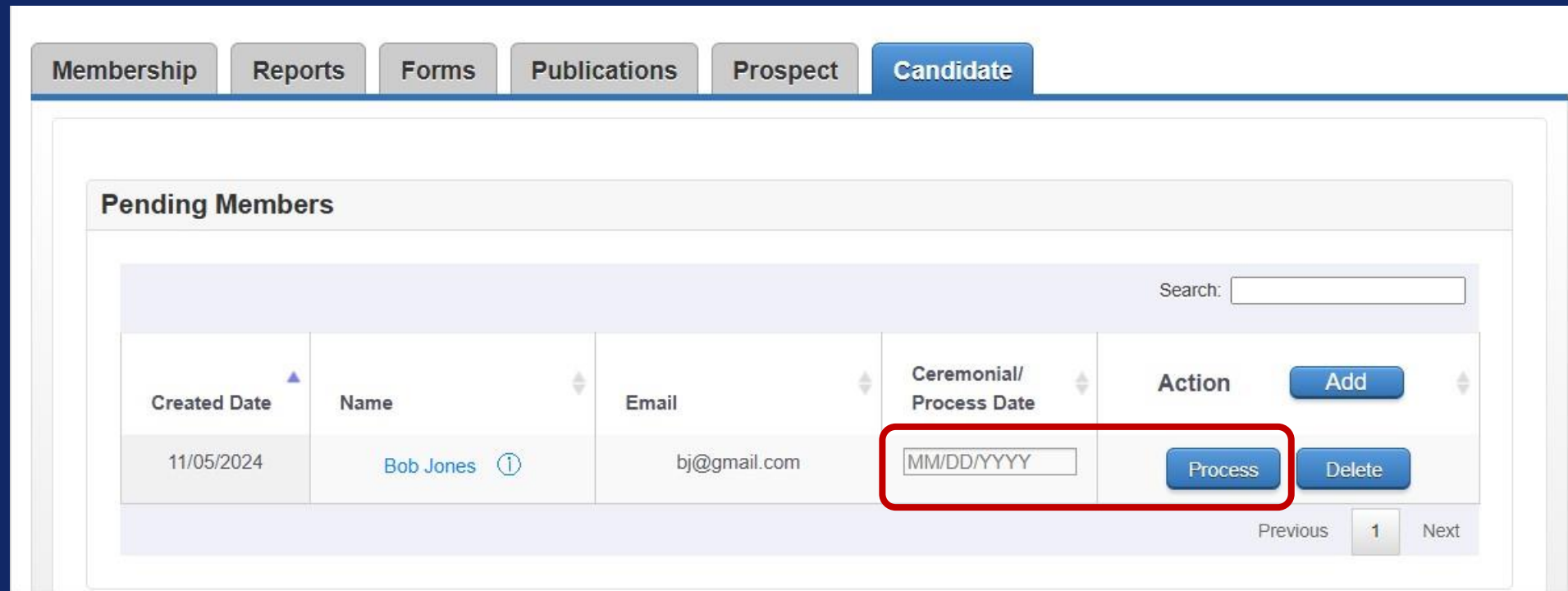
Country

Proposer Member #



Candidate Tab

- Pending Member appears once form is complete
- Fill all the
- Information appears on the Pending Members List



The screenshot displays a web application interface with a top navigation bar containing tabs: Membership, Reports, Forms, Publications, Prospect, and Candidate. The 'Candidate' tab is selected. Below the navigation bar, there is a section titled 'Pending Members'. This section includes a search bar and a table with the following columns: Created Date, Name, Email, Ceremonial/Process Date, and Action. A single row of data is visible in the table, representing a pending member named Bob Jones. The 'Ceremonial/Process Date' field in this row contains a date input box with the placeholder 'MM/DD/YYYY', which is highlighted with a red rectangle. To the right of the table, there are buttons for 'Add', 'Process', and 'Delete'. The 'Process' button is also highlighted with a red rectangle. At the bottom right of the table, there are pagination controls showing 'Previous', '1', and 'Next'.

Created Date	Name	Email	Ceremonial/ Process Date	Action
11/05/2024	Bob Jones ⓘ	bj@gmail.com	<input type="text" value="MM/DD/YYYY"/>	<button>Add</button> <button>Process</button> <button>Delete</button>



Affiliate Membership Procedures

- Follow the Affiliate List Submission Process – # 11729



Knights of Columbus

Affiliate List Submission Process

Affiliate Member Eligibility

Members may be designated for Affiliate status if they have not responded to council engagement efforts for the most recent 18 months or longer. **Specifically, all of the following engagement methods must have been attempted and failed:**

- Regular dues notices were sent, and dues were not paid, and
- Emails were sent and ignored or bounced, and
- Postal mail was sent and ignored or returned undeliverable, and
- Phone calls were made and ignored or number not in service, and
- The member has not been seen at Mass, meetings, or events.

Affiliate Member Designation Process

1. The Financial Secretary creates a list of eligible members to be recommended for Affiliate designation.
2. The Grand Knight, along with the Trustees and/or other knowledgeable leaders, reviews the list and removes members for whom extenuating circumstances apply. These may include, but are not limited to the following:
 - Charter membership
 - Military deployment
 - College / University / Seminary attendance
 - Approved exemptions
 - Financial hardship, job loss
 - Medical hardship, convalescent home, or hospice care
3. The Financial Secretary or Grand Knight creates an Excel Workbook spreadsheet (.xlsx) with column headers and information exactly as shown below. Do not hide any rows. The Prefix and Suffix columns must be included, even if those cells remain blank.

	A	B	C	D	E	F	G
1	Council Number	Membership Number	Prefix	First Name	Middle Name	Last Name	Suffix
2							
3							
4							
5							

Enter council number, membership number, first name and last name for each member to be designated as an Affiliate member. Lists not submitted in this format will be returned.

4. The Grand Knight emails the final list to the District Deputy.
5. The District Deputy verifies proper procedures were followed and emails the spreadsheet to affiliate@kofc.org. Spreadsheets may be submitted anytime, but those received after May 1st may not be reflected on council rosters until after July 1st.

Members who ask to withdraw from the Order may not be designated for Affiliate status. Email their resignation letter along with their name and membership number to membership@kofc.org so they can be properly removed from the Order.

Affiliate Membership Procedures

- Follow the Affiliate List Submission Process – # 11729
- Enter the data onto the spreadsheet as shown on next slide



Knights of Columbus

Affiliate List Submission Process

Affiliate Member Eligibility

Members may be designated for Affiliate status if they have not responded to council engagement efforts for the most recent 18 months or longer. **Specifically, all of the following engagement methods must have been attempted and failed:**

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	A	B	C	D	E	F	G
1	Council Number	Membership Number	Prefix	First Name	Middle Name	Last Name	Suffix
2							
3							
4							
5							

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Affiliate Spreadsheet

- Enter council #, membership #, first name & last name

Council Number	Membership Number	Prefix	First Name	Middle Name	Last Name	Suffix



Affiliate Spreadsheet

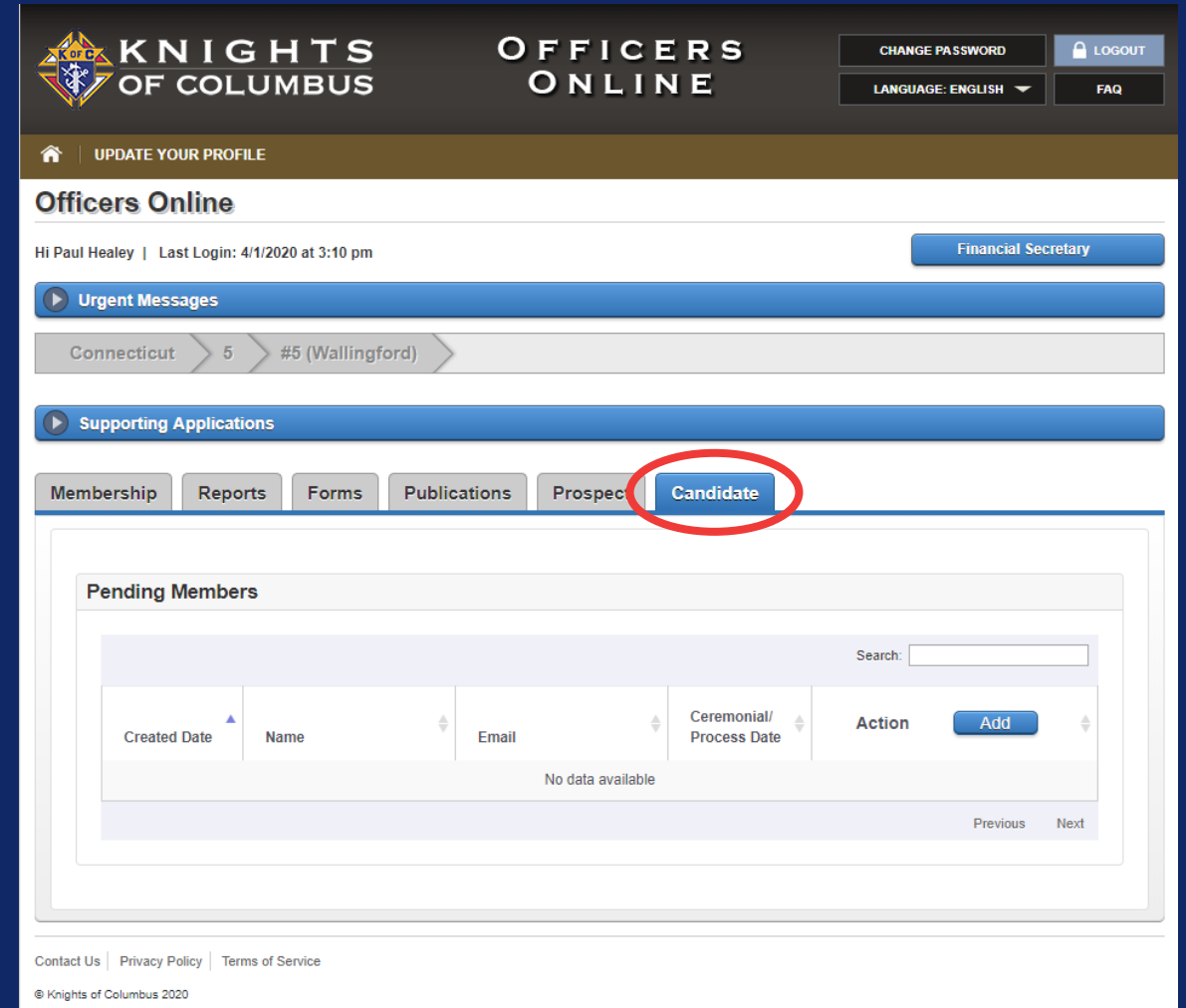
- Enter council #, membership #, first name & last name
- List not submitted in this format will be returned

Council Number	Membership Number	Prefix	First Name	Middle Name	Last Name	Suffix



Transferring Affiliate Members

- Log into Officers Online
- Click on the Candidate Tab



The screenshot shows the 'Officers Online' interface for the Knights of Columbus. The top navigation bar includes the logo, 'KNIGHTS OF COLUMBUS', 'OFFICERS ONLINE', and links for 'CHANGE PASSWORD', 'LOGOUT', 'LANGUAGE: ENGLISH', and 'FAQ'. Below this is a 'Home' icon and 'UPDATE YOUR PROFILE' link. The main content area is titled 'Officers Online' and shows a user profile for 'Hi Paul Healey' with a 'Last Login: 4/1/2020 at 3:10 pm' and a 'Financial Secretary' role. There are sections for 'Urgent Messages' and 'Supporting Applications'. A horizontal menu contains tabs for 'Membership', 'Reports', 'Forms', 'Publications', 'Prospect', and 'Candidate'. The 'Candidate' tab is highlighted with a red circle. Below the menu, the 'Pending Members' section is visible, featuring a search bar and a table with columns for 'Created Date', 'Name', 'Email', 'Ceremonial/Process Date', and 'Action'. The table currently displays 'No data available'.

KNIGHTS OF COLUMBUS OFFICERS ONLINE

CHANGE PASSWORD LOGOUT

LANGUAGE: ENGLISH FAQ

Home UPDATE YOUR PROFILE

Officers Online

Hi Paul Healey | Last Login: 4/1/2020 at 3:10 pm Financial Secretary

Urgent Messages

Connecticut > 5 > #5 (Wallingford)

Supporting Applications

Membership Reports Forms Publications Prospect **Candidate**

Pending Members

Search:

Created Date	Name	Email	Ceremonial/Process Date	Action
No data available				

Previous Next

Add

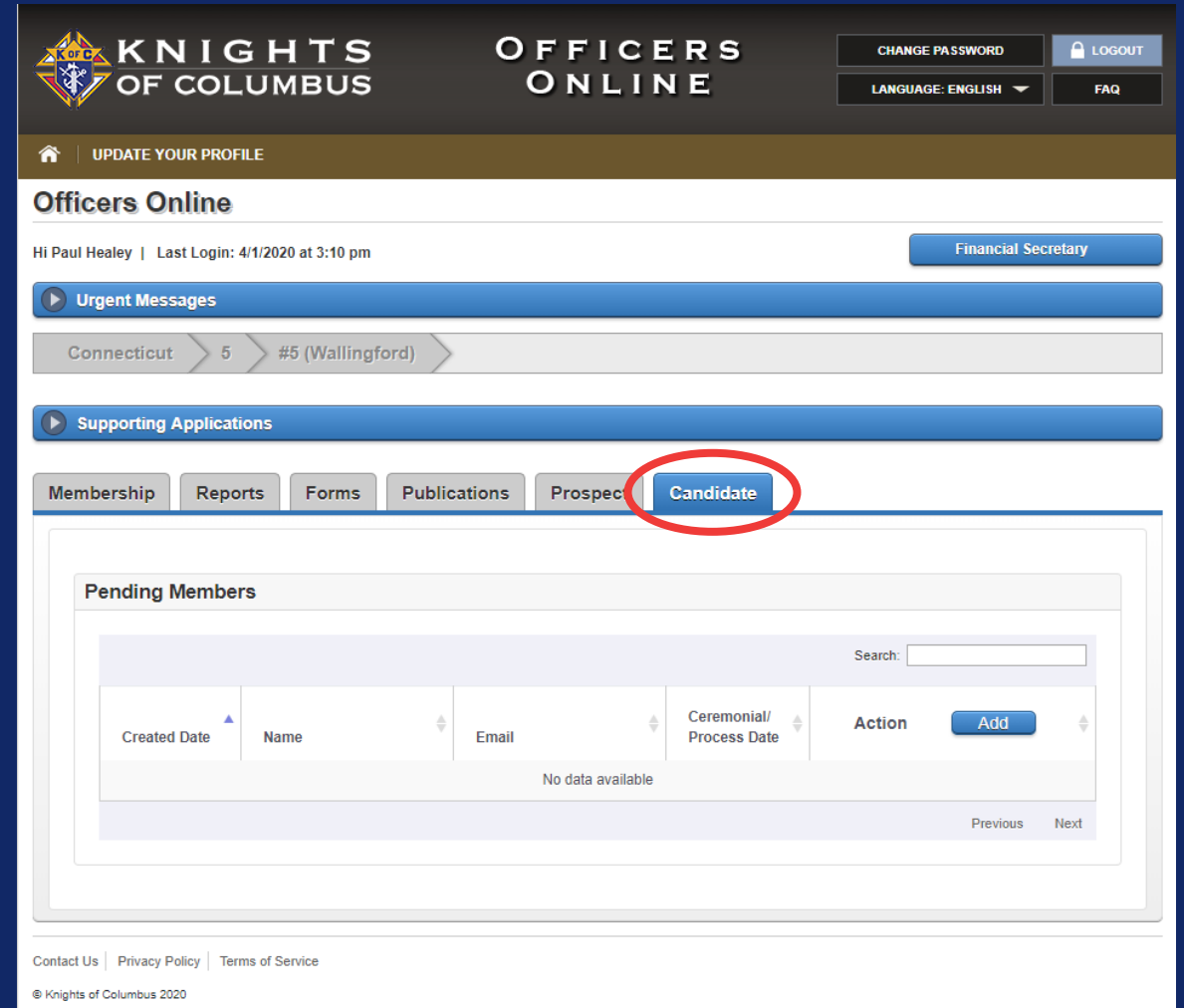
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Transferring Affiliate Members

- Log into Officers Online
- Click on the Candidate Tab
- Only GKs and FSs have the Candidate tab



The screenshot displays the 'Officers Online' web application for the Knights of Columbus. The header includes the organization's logo, the text 'KNIGHTS OF COLUMBUS' and 'OFFICERS ONLINE', and links for 'CHANGE PASSWORD', 'LOGOUT', 'LANGUAGE: ENGLISH', and 'FAQ'. Below the header, a navigation bar shows 'UPDATE YOUR PROFILE'. The main content area is titled 'Officers Online' and displays user information: 'Hi Paul Healey | Last Login: 4/1/2020 at 3:10 pm' and a 'Financial Secretary' role button. There are sections for 'Urgent Messages' and 'Supporting Applications'. A horizontal tab menu includes 'Membership', 'Reports', 'Forms', 'Publications', 'Prospect', and 'Candidate', with the 'Candidate' tab highlighted by a red circle. Below the tabs, the 'Pending Members' section features a search bar and a table with columns: 'Created Date', 'Name', 'Email', 'Ceremonial/Process Date', and 'Action'. The table currently shows 'No data available'. Navigation links 'Previous' and 'Next' are at the bottom right of the table. The footer contains links for 'Contact Us', 'Privacy Policy', and 'Terms of Service', along with the copyright notice '© Knights of Columbus 2020'.

KNIGHTS OF COLUMBUS OFFICERS ONLINE

CHANGE PASSWORD LOGOUT

LANGUAGE: ENGLISH FAQ

UPDATE YOUR PROFILE

Officers Online

Hi Paul Healey | Last Login: 4/1/2020 at 3:10 pm Financial Secretary

Urgent Messages

Connecticut > 5 > #5 (Wallingford)

Supporting Applications

Membership Reports Forms Publications Prospect **Candidate**

Pending Members

Search:

Created Date	Name	Email	Ceremonial/Process Date	Action
No data available				

Previous Next

Add

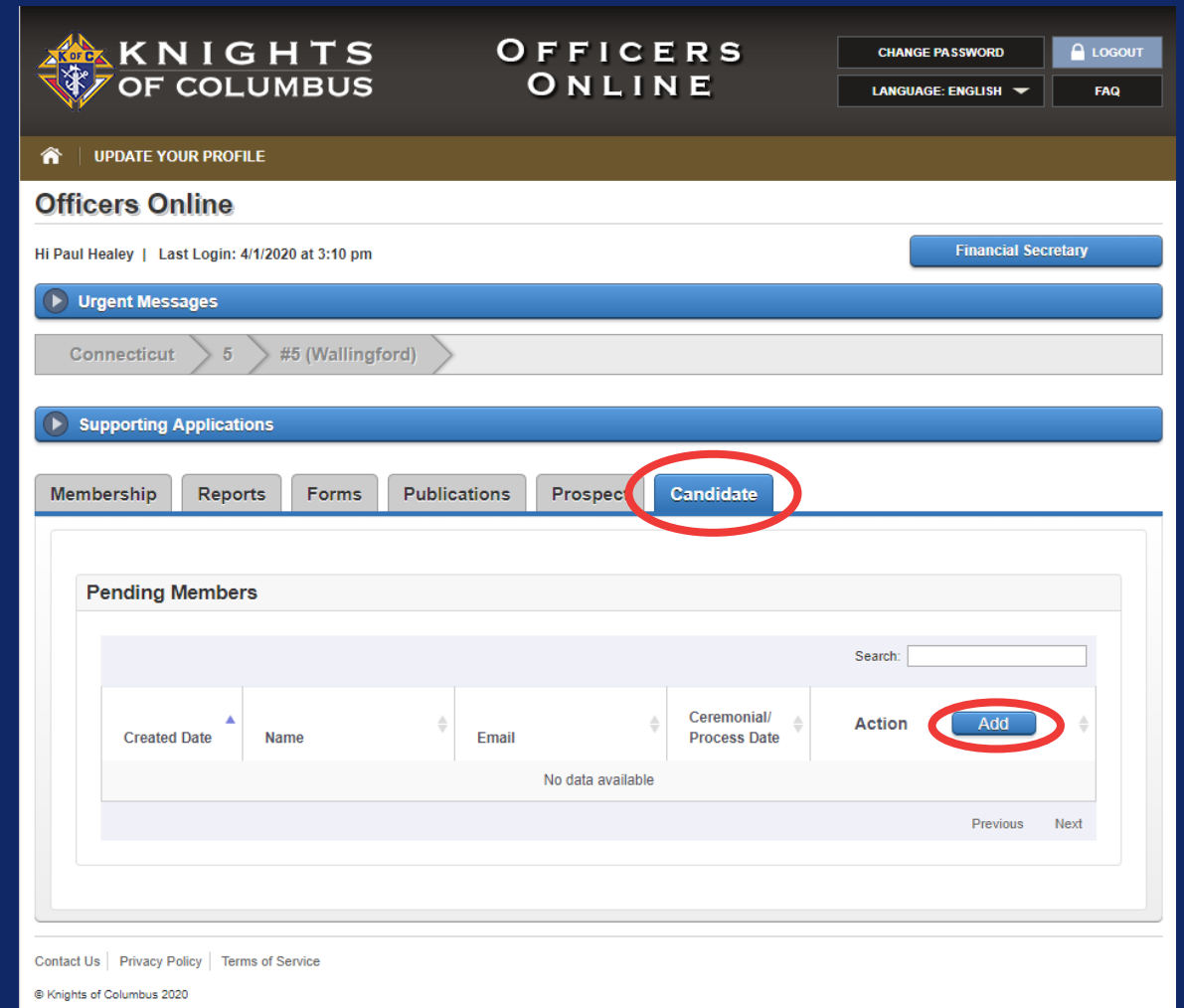
Contact Us | Privacy Policy | Terms of Service

© Knights of Columbus 2020



Transferring Affiliate Members

- Log into Officers Online
- Click on the Candidate Tab
- Only GKs and FSs have the Candidate tab
- Click on *Add* button to enter the member



The screenshot displays the 'Officers Online' web application for the Knights of Columbus. The header includes the organization's logo, the text 'KNIGHTS OF COLUMBUS OFFICERS ONLINE', and links for 'CHANGE PASSWORD', 'LOGOUT', 'LANGUAGE: ENGLISH', and 'FAQ'. A navigation bar shows 'UPDATE YOUR PROFILE'. The main content area is titled 'Officers Online' and shows the user 'Hi Paul Healey | Last Login: 4/1/2020 at 3:10 pm' with a 'Financial Secretary' role button. Below this are sections for 'Urgent Messages' and 'Supporting Applications'. A tabbed interface at the bottom includes 'Membership', 'Reports', 'Forms', 'Publications', 'Prospect', and 'Candidate'. The 'Candidate' tab is selected and circled in red. It displays a 'Pending Members' section with a search bar and a table. The table has columns for 'Created Date', 'Name', 'Email', 'Ceremonial/Process Date', and 'Action'. The 'Add' button in the 'Action' column is circled in red. Below the table, it states 'No data available' and includes 'Previous' and 'Next' navigation links. The footer contains links for 'Contact Us', 'Privacy Policy', and 'Terms of Service', along with the copyright notice '© Knights of Columbus 2020'.

KNIGHTS OF COLUMBUS OFFICERS ONLINE

CHANGE PASSWORD LOGOUT

LANGUAGE: ENGLISH FAQ

UPDATE YOUR PROFILE

Officers Online

Hi Paul Healey | Last Login: 4/1/2020 at 3:10 pm Financial Secretary

Urgent Messages

Connecticut > 5 > #5 (Wallingford)

Supporting Applications

Membership Reports Forms Publications Prospect **Candidate**

Pending Members

Search:

Created Date	Name	Email	Ceremonial/Process Date	Action
No data available				

Previous Next

© Knights of Columbus 2020



3


Membership Maintenance




Updating Contact information

- Locate member using *Find a Member*

English | Español | Français [Home](#) | [Contact Us](#) | [Logout](#)

 **KNIGHTS OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Find a Member by Last Name:

 **TRAINING APPLICATION**

[Officers Online](#) | [Member Management](#) | [Council Administration](#) | [Print Center-MM](#)

• Member Management

• **Find a Member**

▸ Search Results

▸ General Information

▸ Fraternal Information

▸ Personal Information

▸ Member Interests

▸ Contact Notes

▸ Change History

Member Management - Find A Member

Search Criteria

Display records for the following:

☒ Active Members ☐ Former Members

Required Criteria

Last Name: -or- Member #:

Search Tips



Updating Contact information


- Locate member using *Find a Member*
- General Information tab appears



Officers Online | Member Management | Council Administration | Print Center-MM

Member Management - General Information

Member

Thomas B Person  Council 1

Member #: 2965780
DOB: 11-02-1959

Phone: 203-397-0845
Wife: Jane
Email Member ☒
Member Info Report

<< Prev Next >>

Reset

Name Info | Address Info | Email Info

Name Information

Prefix: [Add Prefix](#) Suffix: [Add Suffix](#)

First Name: Thomas Fraternal Suffix:

Middle Name: B Nickname:

Last Name: Person Letter Salutation: [Add Salutation](#)

Save Name Info

Name Info | Address Info | Email Info

Address Information

☐ Bad Address - Mail Returned

Fraternal Address of Record *

Address Line 1: 90 Alden Ave

Address Line 2:

City: New Haven

State/Province: Connecticut

Postal: 06515-2715

Country: United States

☒ Use This Address

Residence Phone: 203-397-0845 Ext.

Business Phone: Ext.

Cell Phone: 203-343-5223

Fax Number:

* Changes to the above address will update Supreme Council Records and could affect insurance as well as Fraternal Mailings

Updating Contact information


- Locate member using *Find a Member*
- General Information tab appears
- Edit Name and Address information as needed



Officers Online | Member Management | Council Administration | Print Center-MM

Member Management - General Information

Member

Thomas B Person  Council 1

Member #: 2965780
DOB: 11-02-1959

Phone: 203-397-0845
Wife: Jane

Email Member ☒
Member Info Report

<< Prev Next >>

Reset

Name Info | Address Info | Email Info

Name Information

Prefix: [Add Prefix](#) Suffix: [Add Suffix](#)

First Name: Thomas Fraternal Suffix:

Middle Name: B Nickname:

Last Name: Person Letter Salutation: [Add Salutation](#)

Save Name Info

Name Info | Address Info | Email Info

Address Information

☐ Bad Address - Mail Returned

Fraternal Address of Record *

Address Line 1: 90 Alden Ave

Address Line 2:

City: New Haven

State/Province: Connecticut

Postal: 06515-2715

Country: United States

☒ Use This Address

Residence Phone: 203-397-0845 Ext.

Business Phone: Ext.

Cell Phone: 203-343-5223

Fax Number:

Changes to the above address will update Supreme Council Records and could affect insurance as well as Fraternal Mailings

Updating Contact information

- Seasonal Address may be entered
 - Use start & end dates to divert your KofC mail

Alternative/Seasonal Address

☐ Use This Address

Seasonal Address

Address Line 1:

Address Line 2:

City:

State/Province:

Postal:

Country:

Start Mail Date:

Stop Mail Date:

* Local Use Only - Supreme will not be updated if Alternative address is used.
Supreme mailings will continue to go to the Fraternal Address of Record

☐ Remove Alternative/Seasonal Address

Name Info | Address Info | Email Info

Email Information

Primary Email:

Secondary Email:

Tertiary Email:

☐ For Local Use Only



Updating Contact information

- Seasonal Address may be entered
 - Use start & end dates to divert your KofC mail
- Up to 3 emails may be entered
- Always click *Save Info*

The screenshot shows a web form for updating contact information. Red boxes highlight the following elements:

- Alternative/Seasonal Address:** A section with fields for Address Line 1, Address Line 2, City, State/Province (dropdown), Postal, and Country (dropdown). A radio button labeled "Use This Address" is circled in red.
- Start Mail Date:** A date field with a calendar icon, labeled "MM-DD-YYYY".
- Stop Mail Date:** A date field with a calendar icon, labeled "MM-DD-YYYY".
- Local Use Only:** A checkbox labeled "For Local Use Only".
- Email Information:** A section with fields for Primary Email (containing "chil@gmail.com"), Secondary Email, and Tertiary Email. The entire section is circled in red.
- Save Email Info:** A button located at the bottom right of the email section, circled in red.

Other visible text includes: "Seasonal Address", "Ext.", "Save Address Info", "Name Info | Address Info | Email Info", and "Reset".



Updating Degree Information

- Find a member & select Fraternal Information

Officers Online

Member Management

Council Administration

Print Center-MM

Member Management

Find a Member

Search Results

General Information

Fraternal Information

Personal Information

Member Interests

Contact Notes

Change History

Member Management - Fraternal Information

Member

Thomas B Person

Council 1

Member #: 2965780

DOB: 11-02-1959

Phone: 203-397-0845

Wife: Jane

Email Member

Member Info Report

Reset

Degree/Status Info | Proposed Info | Officer/Program Info

Degree and Status Information

Type: Associate

Class: Regular

Exemption:

1st Degree Date: 09-01-1989

2nd Degree Date:

3rd Degree Date:

Council Re-entry Date:

Years of Continuous Service Since Last Day of Entry: 35

Assembly Information:

Assembly: 97

4th Degree Date: 09-23-2001

4th Degree Status: In Good Standing

Has Regalia:

Assembly Re-entry Date:

Years of Continuous Service Since Last Day of Entry: 23

Save Degree and Status Info




Updating Degree Information

- Find a member & select Fraternal Information
- Enter Degree dates or check *Yes, date unknown*

Officers Online | Member Management | Council Administration | Print Center-MM

Member Management - Fraternal Information

Member

Thomas B Person  **Council 1**

Member #: 2965780 Phone: 203-397-0845
DOB: 11-02-1959 Wife: Jane

<< Prev Next >> Email Member Member Info Report


Reset


Degree/Status Info | Proposed Info | Officer/Program Info

Degree and Status Information

Type: Associate Class: Regular Exemption:

1st Degree Date: 09-01-1989

2nd Degree Date: 
MM-DD-YYYY
☐ Yes, date unknown

3rd Degree Date: 
MM-DD-YYYY
☐ Yes, date unknown

Council Re-entry Date: Years of Continuous Service Since Last Day of Entry: 35

Assembly Information:

Assembly: 97 4th Degree Date: 09-23-2001 4th Degree Status: In Good Standing

Has Regalia: Assembly Re-entry Date: Years of Continuous Service Since Last Day of Entry: 23

Save Degree and Status Info



Updating Degree Information


- Find a member & select Fraternal Information
- Enter Degree dates or check *Yes, date unknown*
- Click *Save Degree and Status Info*




Officers Online | Member Management | Council Administration | Print Center-MM

Member Management - Fraternal Information

Member

Thomas B Person  Council 1

Member #: 2965780 Phone: 203-397-0845
DOB: 11-02-1959 Wife: Jane

<< Prev Next >> Email Member  Member Info Report


Reset


Degree/Status Info | Proposed Info | Officer/Program Info

Degree and Status Information

Type: Associate Class: Regular Exemption:

1st Degree Date: 09-01-1989

2nd Degree Date: 
MM-DD-YYYY
☐ Yes, date unknown

3rd Degree Date: 
MM-DD-YYYY
☐ Yes, date unknown

Council Re-entry Date: Years of Continuous Service Since Last Day of Entry: 35

Assembly Information:

Assembly: 97 4th Degree Date: 09-23-2001 4th Degree Status: In Good Standing

Has Regalia: Assembly Re-entry Date: Years of Continuous Service Since Last Day of Entry: 23

Save Degree and Status Info

Processing Deaths

- **Member must have a zero balance**
 - **By making a billing adjustment or by voiding transactions**

	Officers Online	Member Billing	Print Center-MB
--	-----------------	----------------	-----------------

- Council Ledger
- Billing Information
- Member Information
 - Find a Member
 - Search Results
 - Member Ledger
 - Billing Information
 - Contact Notes
 - Transfers
 - Email

Member Billing & Accounting - Search Results

Total Search Results - 1

[<<New Search](#)

Results Returned

Name	Member #	Class	Dues Paid Through	Billing Status	Total Balance Due
Person, Thomas B	2965780	Reg	12-31-2022	1st Notice	37.00



Processing Deaths

- **Member must have a zero balance**
 - **By making a billing adjustment or by voiding transactions**
- **Process the death on the Personal Information tab in MM**

Officers Online	Member Billing	Print Center-MB
-----------------	----------------	-----------------

[Council Ledger](#)
[Billing Information](#)
[Member Information](#)
[Find a Member](#)
[Search Results](#)
[Member Ledger](#)
[Billing Information](#)
[Contact Notes](#)
[Transfers](#)
[Email](#)

Member Billing & Accounting - Search Results

Total Search Results - 1

<<New Search

Results Returned

Name	Member #	Class	Dues Paid Through	Billing Status	Total Balance Due
<u>Person, Thomas B</u>	2965780	Reg	12-31-2022	1st Notice	37.00



Processing Deaths – Step One

Officers Online

Member Billing

Print Center-MB

Member Billing & Accounting - Member Ledger

Member

Thomas B Person

Member #: 2965780

DOB: 11-02-1959

Phone: 203-397-0845

Wife: Jane

Council 1

Prev

Next

Email Member

Billing Status | Member Balances | Member Transactions | Adjustment

Billing Status

Status

As of

Paid through

1st Notice

05-13-2023

12-31-2022

MM-DD-YYYY

MM-DD-YYYY

Save Billing Status

Billing Status | Member Balances | Member Transactions | Adjustment

Member Balances

Dues

Initiation Fee

Special

Miscellaneous

Total

35.00

0.00

2.00

0.00

37.00

Billing Status | Member Balances | Member Transactions | Adjustment

Processing Deaths – Step One

Officers Online

Member Billing

Print Center-MB

Member Billing & Accounting - Member Ledger

Council Ledger

Billing Information

Member Information

Find a Member

Search Results

Member Ledger

Billing Information

Contact Notes

Transfers

Email

Member

Thomas B Person

Member #: 2965780

DOB: 11-02-1959

Phone: 203-397-0845

Wife: Jane

Council 1

Prev Next

Email Member

Reset

Billing Status | Member Balances | Member Transactions | Adjustment

Billing Status

Status

As of

Paid through

1st Notice

05-13-2023

12-31-2022

MM-DD-YYYY

MM-DD-YYYY

Save Billing Status

Billing Status | Member Balances | Member Transactions | Adjustment

Member Balances

Dues

Initiation Fee

Special

Miscellaneous

Total

35.00

0.00

2.00

0.00

37.00

Billing Status | Member Balances | Member Transactions | Adjustment

Member Transactions

Date	Transaction Type	Tran #	Account: Sub Account	Amount	Void
10-29-2024	Assessment	13	Receivable: Special	1.00	<input type="checkbox"/>
10-29-2024	Assessment	12	Receivable: Special	1.00	<input type="checkbox"/>
05-13-2023	Assessment	11	Receivable: Dues	35.00	<input type="checkbox"/>
02-25-2017	Receipt	135	Receivable: Dues	(35.00)	<input type="checkbox"/>
12-29-2016	Assessment	8	Receivable: Dues	35.00	<input type="checkbox"/>
02-06-2016	Receipt	74	Receivable: Dues	(35.00)	<input type="checkbox"/>
01-01-2016	Assessment	7	Receivable: Dues	35.00	<input type="checkbox"/>
01-17-2015	Receipt	23	Receivable: Dues	(35.00)	<input type="checkbox"/>
12-15-2014	Assessment	6	Receivable: Dues	35.00	<input type="checkbox"/>

Save Void

Billing Status | Member Balances | Member Transactions | Adjustment

Adjustments

☐ Credit ☐ Charge

Date	Adjustment Type	Adjustment Amount
12-05-2024		

MM-DD-YYYY

####,##

Description	Reason for Adjustment

128 character limit

Save Adjustment

Enter Dues | Billing Information | Add Reason for Adjustment

Reset

Processing Deaths – Step One

Officers Online

Member Billing

Print Center-MB

Member Billing & Accounting - Member Ledger

Member

Thomas B Person

Member #: 2965780

DOB: 11-02-1959

Phone: 203-397-0845

Wife: Jane

Council 1

PrevNext

Email Member

Reset

Billing Status | Member Balances | Member Transactions | Adjustment

Billing Status

Status

As of

Paid through

1st Notice

05-13-2023

12-31-2022

MM-DD-YYYY

MM-DD-YYYY

Save Billing Status

Billing Status | Member Balances | Member Transactions | Adjustment

Member Balances

Dues

Initiation Fee

Special

Miscellaneous

Total

35.00

0.00

2.00

0.00

37.00

Billing Status | Member Balances | Member Transactions | Adjustment

Member Transactions

Date	Transaction Type	Tran #	Account: Sub Account	Amount	Void
10-29-2024	Assessment	13	Receivable: Special	1.00	<input type="checkbox"/>
10-29-2024	Assessment	12	Receivable: Special	1.00	<input type="checkbox"/>
05-13-2023	Assessment	11	Receivable: Dues	35.00	<input type="checkbox"/>
02-25-2017	Receipt	135	Receivable: Dues	(35.00)	<input type="checkbox"/>
12-29-2016	Assessment	8	Receivable: Dues	35.00	<input type="checkbox"/>
02-06-2016	Receipt	74	Receivable: Dues	(35.00)	<input type="checkbox"/>
01-01-2016	Assessment	7	Receivable: Dues	35.00	<input type="checkbox"/>
01-17-2015	Receipt	23	Receivable: Dues	(35.00)	<input type="checkbox"/>
12-15-2014	Assessment	6	Receivable: Dues	35.00	<input type="checkbox"/>

Save Void

Billing Status | Member Balances | Member Transactions | Adjustment

Adjustments

☐ Credit

☐ Charge

Date	Adjustment Type	Adjustment Amount
12-05-2024		
MM-DD-YYYY		####.##
Description	Reason for Adjustment	

Save Adjustment

Enter Dues | Billing Information | Add Reason for Adjustment

Reset



Processing Deaths – Step Two

Officers Online


Member Management

Council Administration

Print Center-MM

Member Management - Personal Information

Member

Thomas B Person  Council 1

Member #: 2965780 Phone: 203-397-0845

DOB: 11-02-1959 Wife: Jane

<< Prev Next >> Email Member Member Info Report


Reset

Member Info | Spouse Info | Children Info | Deceased Date & Next of Kin Info


Member Information

Parish: [Add a Parish](#)

Marital Status: Married

Birth Date: 11-02-1959 

Clergy:

Ordination Anniversary Date: 

Occupation:

Employer:

Save Member Info

Member Info | Spouse Info | Children Info | Deceased Date & Next of Kin Info



Processing Deaths – Step Two

Officers Online Member Management Council Administration Print Center-MM

Member Management - Personal Information

Member

Thomas B Person Council 1
Member #: 2965780 Phone: 203-397-0845
DOB: 11-02-1959 Wife: Jane
<< Prev Next >> Email Member Member Info Report

Reset

Member Info | Spouse Info | Children Info | Deceased Date & Next of Kin Info

Member Information

Parish: Occupation:
[Add a Parish](#)

Marital Status: Employer:

Birth Date: MM-DD-YYYY

Clergy:

Ordination Anniversary Date: MM-DD-YYYY

Member Info | Spouse Info | Children Info | Deceased Date & Next of Kin Info

Spouse Information

First Name: Last Name:
Anniversary Date: MM-DD-YYYY
Wife Deceased Date: MM-DD-YYYY
☐ Use Member's Last Name
☐ Remove Spouse Information

Member Info | Spouse Info | Children Info | Deceased Date & Next of Kin Info

Children's Information

First Name	Last Name	Birth Date	Gender	Squire	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/> MM-DD-YYYY	<input type="text"/>	<input type="text"/>	<input type="text"/>

Member Info | Spouse Info | Children Info | Deceased Date & Next of Kin Info

Deceased Date & Next of Kin Information

Member's Deceased Date: MM-DD-YYYY
☐ Remove Deceased Date & Next of Kin

First Name: Last Name:
☐ Use Member's Address ☐ Use Member's Last Name
Address Line 1: Address Line 2:
City: State/Province:
Postal: Country:
Relationship: Phone: Ext.

- Enter verified death date & *Save Info*



4

Summary



Summary

- Council membership record keeping is very important



Summary

- **Council membership record keeping is very important**
- **Even with electronic methods, paper backup is still recommended**



Summary

- Council membership record keeping is very important
- Even with electronic methods, paper backup is still recommended
- Affiliate removes unresponsive members from your roster
 - Affiliate members are engaged digitally by Supreme



Questions?



Prayer to St. Michael the Archangel

St. Michael the Archangel,
defend us in battle.

Be our protection against the
wickedness and snares of the devil.

May God rebuke him,
we humbly pray,
and do thou,

O Prince of the Heavenly Hosts,
by the power of God,
cast into hell Satan,
and all the evil spirits
who prowl about the world
seeking the ruin of souls.

Amen.





**Knights of
Columbus®**

Thank You!

Vivat Jesus!

Wayne Fink – Fraternal Trainer
wayne.fink@kofc.org