





**Knights of
Columbus®**

District Deputy



What is a District Deputy?

- Extension of the Supreme Knight and State Deputy
- Servant Leader of the District
- Mentor to Grand Knight's



Your Place in the Order

- Appointed by the State Deputy
- Represent Supreme Knight & State Deputy
- You were handpicked for this role
- You will lead the Councils to excellence

Supreme Knight

Supreme Officers

Board of Directors

State Deputy

State Officers

District Deputy

Grand Knight

Council Officers



Your Authority

- **Install local council officers (CCL section 129)**
- **Fill vacancies in council offices (CCL section 131)**
- **Declare vacancies in council offices (CCL section 92b)**
- **Audit financial records (CCL section 132, 243)**



Your Authority

- **Suspend councils (CCL section 157, 159)**
- **Suspend members with approval of State Deputy (CCL section 166)**
- **Membership in State Council (CCL section 12b)**



Responsibility To Supreme

- Uphold the good of the order
- Promotion of member growth
- Promotion of programs
- On time submission of all reports



Responsibility To State

- Attend the organizational and midyear meeting
- Host 2 (min) district meetings
- Attend annual State convention
- Encourage councils to attend annual State convention



Responsibility to the Councils

- Install Officers
- Attend meetings
- Attend programs
- Have district meetings
- Build relationships



Teach by Sharing Knowledge and Experiences

- You're the expert!
- Answer questions
- Share best practices
- Communicate effectively, early, and often



Setting Goals

- Use the Fraternal Planner to set goals and dates
- Don't wait for council approval when scheduling District events:
 - District Meetings
 - Officer installations
- Write your goals down
- Update the District monthly on your progress



Coaching Tips

- Celebrate success
- Share best practices
- Troubleshooting issues
- Equip with tools and support
- Develop vision and strategies



Coaching Tips

- **Build Trust by;**
 - **Sharing personal experiences**
 - **Admit when you don't have the answer**
 - **Give full attention when listening**
 - **Ask open ended questions**
 - **Use a “yes, and...” approach to reduce barriers**



Coaching Tips

- **Coaching not Telling;**
 - **Facilitate problem solving**
 - **Give feedback through reflection**
 - **Point out where resources are**
 - **Encourage new challenges**





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Aiming for Star Council





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The McGivney Award



The Father McGivney Award

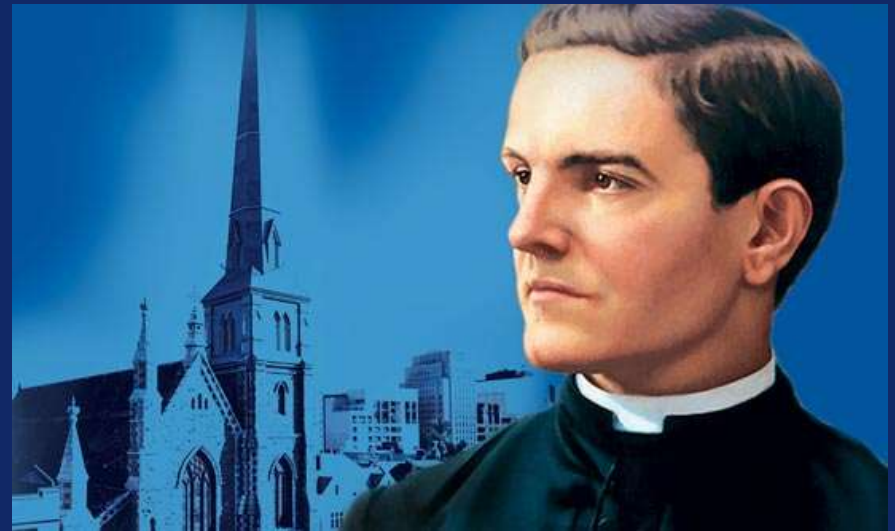
- **Membership Growth**
 - 6% increase in membership
 - Min 5 – Max 15



Membership Drives

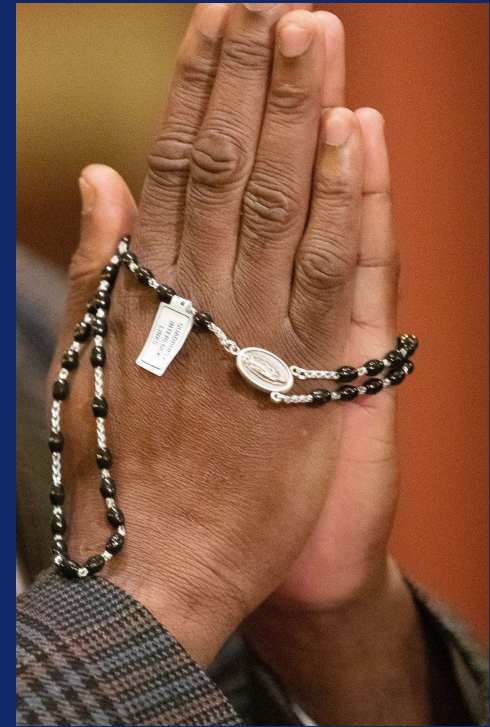
- Attend training and encourage councils to attend
- Council goal – Two membership drives per year
- Church drive kits are free
- Offer to be present
- Encourage alternatives to

Church Drives



Conducting In-Person Exemplifications

- Pastor Approval
- Allow 4 to 6 weeks lead time
- Notify Field Agent and neighboring councils





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The Columbian Award



Good Programs Equal Member Engagement

- Create program plan
- Programs that bring people
- Programs that bring impact
- Introduction of new programs
- Use the SP-7 as a planning guide



Columbian Award Requirements

United States and Canadian Councils

Satisfy all three requirements

- 1. Donate \$500 to; *Aid and Support After Pregnancy, Food for Families, Refund Support Vocations Program, or Coats for Kids***
- 2. Conduct four Faith in Action Programs**
- 3. Conduct three activities, one each, focused on; *Christ/Fraternity/Community or Monthly Cor***



Columbian Award Application #SP-7

www.kofc.org/forms



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What We Do ▾

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Council	District	State	Assembly	Programs	Council Development
#SP-7	Columbian Award Application		N/A	Online (Preferred Method)	6/30
#10784	Family of the Month Entry Form		N/A	Online (Preferred Method)	6/30
#11648	ASAP College Councils Incentive		PDF	Online (Preferred Method)	6/30
Form Number	State Form Name		PDF	Online (Preferred Method)	Due Date
#STSP	State Council Service Program Awards Entry Form		PDF	N/A	As Needed
#10680	Family of the Year Form		PDF	N/A	April 30th
#10741	State Pilgrim Icon Form		N/A	Online (Preferred Method)	6/30





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The Founders' Award



Founders' Award Requirements

- For all councils: 10% of council associate members (Min 5 / Max 15) meet with a Field Agent for a financial review.



Best practices for working with your FA

- Invite to assist with drives and exemplifications
- Invite to council meetings and activities
- Work to promote Financial services



Member/Agent Meeting Report #11077

www.kofc.org/forms

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Council	District	State	Assembly	Programs	Council Development
#101	Application for Appointment as Financial Secretary		PDF	N/A	As Needed
#103	Nomination for Appointment as Financial Secretary		PDF	N/A	As Needed
#1728A	Survey of Fraternal Activity Individual Member Worksheet		PDF	N/A	As Needed
#1831	Application for Per Capita Disability Exemption		PDF	N/A	As Needed
#1842	Member/Prospect Interest Survey		PDF	N/A	As Needed
#1938	Evaluation of Financial Secretary		PDF	N/A	As Needed
#2629	Notice of Appointment of Round Table Coordinator		PDF	N/A	As Needed
#11077	Member/Agent Meeting Report		N/A	Online (Preferred Method)	As Needed
#STSP	State Council Service Program Awards Entry Form		PDF	N/A	As Needed



Administrative Requirements

- Submit #185 (Elected officers)
- Submit #365 (Appointed directors/chairmen)
- Submit #1728 (Annual survey)
- Submit #1295 (Annual Audit)
- Safe Environment compliant (US / CAN)
- Good standing with Supreme Council (per capita)



Star District



- **Attain 70% of combined council quotas**
- **Founders' Award earned by at least 50% of councils**
- **All councils submit: 185, 365, 1728**
- **At least two Star Council in the District**
- **All Reports on Council Status (#944) submitted by September 15**



Annual Report on Council Status (#944)

- Updated for new fraternal year
- Online submission
- One report for each council regardless of status
- Due September 15th
- Tell us what we need to hear, not what we want to hear



944 Collects Information In The Following Areas

2026-2027 #944

- **DD and Council Information**
- **Council Leadership**
- **Evangelization and Faith Formation**
- **District Meetings**
- **Fraternal Training**
- **Membership**
- **Programs**
- **Insurance**
- **Star Council Achievement**



2026-2027 Fraternal Mailing

- Fraternal Planner
- Fraternal Excellence Guide
- Protocol, Meetings, and Ceremonials Book
- Faith in Action Guidebook
- Officers Online Access Infographic
- Suggested Training By Office Infographic
- Fishers of Men Guidebook
- *Cor* Leader Guide
- *Cor* Formation Content Guide
- Working with Men's Ministries



Officers Online

- Exclusive Access
 - Forms
 - Reports
 - Supreme Communications
- Member Management
- Candidate Tab
- Prospect Tab



The screenshot shows the 'Officers Online' web application for the Knights of Columbus. The header includes the organization's logo, the title 'KNIGHTS OF COLUMBUS OFFICERS ONLINE', and links for 'CHANGE PASSWORD', 'LOGOUT', 'LANGUAGE: ENGLISH', and 'FAQ'. Below the header, there is a navigation bar with 'UPDATE YOUR PROFILE' and a home icon. The main content area is titled 'Officers Online' and shows a user greeting: 'Hi Kenneth White | Last Login: 5/3/2025 at 2:51 pm'. A 'Change Role:' dropdown menu is set to 'Grand Knight'. A section for 'Urgent Messages' contains a notice about 'Honorary & Honorary Life Cards' being on hold. Below this, a breadcrumb trail shows 'Arizona > 9 > #13836 (Tempe)'. A 'Supporting Applications' section features icons for 'Officers Desk Reference', 'Office Of Youth Protection', 'Home Corporations', 'Member Management', 'By Laws Online', 'Knights Gear', and 'Supplies Online'. At the bottom, there are tabs for 'Membership', 'Reports', 'Forms', 'Publications', 'Prospect', and 'Candidate'. The 'Membership' tab is active, displaying two tables: 'Awards Progress' and 'Council Membership'.

	Quota	Month to Date			Year to Date			
		Gain	Loss	Net	Gain	Loss	Net	%
MBR	5	0	0	0	2	0	2	40
INS	0	0	0	0	1	1	0	

Total Membership 5/19/2025	YTD Change in Membership
56	-17



**Knights of
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Thank You!

Vivat Jesus!



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Annual Council Audit



Annual Council Audit Overview

- Approved by Supreme Convention Aug. 2025
- First Annual July 1, 2025 – June 30, 2026, due: **Aug. 15, 2026**
- Online form for easy, simplified submission
- Checkboxes & pulldowns
- Financial fields self-tabulate
- A digital signature is required



Audit Checklist

- ✓ FS Reports on Vouchers and Receipts
- ✓ Treasurer's Ledger
- ✓ EIN info
- ✓ Investment info
- ✓ GK, FS, Treasurer, Trustees, DD email address
- ✓ Audit worksheet



Officer Online Reports

2. Run Voucher Report

1. Run Receipt Report

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Find a Member by Last Name: Go

Print this screen 



Officers Online Member Management Member Billing Print Center-MB

• Treasurer Reports

• Receipt Reports

▶ Voucher Reports

▶ Billing

▶ Membership Cards

▶ Retention

▶ Journals & Ledger

▶ Labels

▶ Miscellaneous Reports

▶ Data Extract Tool

▶ Email

Print Center - Treasurer Reports

Treasurer - Receipt Reports

1. Report of Receipts
2. Report of Receipts - Transaction Details
3. Report of Pending Receipts
4. Report of Pending Receipts - Transaction Details

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▶ Labels

▶ Miscellaneous Reports

▶ Data Extract Tool

▶ Email

Print Center - Treasurer Reports

Treasurer - Voucher Reports

1. Report of Vouchers
2. Report of Pending Vouchers



Audit Worksheet #1295A



Annual Council Audit Worksheet

Use the worksheet to prepare the information to complete and submit the Annual Council Audit Report in Officers Online or www.korc.org/forms

*** Do not send this worksheet to the Supreme Council ***

Council # _____ Jurisdiction _____ For Period Ending June 30, _____

Do you have a Council Account with the Knights of Columbus Charitable Fund? ☐ Yes ☐ No

IRS Employer Identification Number (EIN) _____

Every US Council should have their own unique EIN # (Email Tax.EIN@KofC.org with questions)

Did your council submit the IRS Form 990 tax filing this year? ☐ Yes ☐ No

Every US council must file a Form 990 annually

Council Balance Sheet

Current Assets

Undeposited Money \$ _____
Savings Account \$ _____
Checking Account \$ _____
Money Market Accounts \$ _____
Electronic Payments Undeposited \$ _____

Liabilities

Unpaid Bills \$ _____
Uncashed Checks \$ _____
Unpaid Credit Card Balance \$ _____
Loans/Debt Repayment \$ _____
Other \$ _____



Annual Council Audit Report #1295

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Council

District

State

Assembly

Programs

Council Development

Council Forms

Please submit online form whenever available. This is the preferred method of submitting forms. When an online form is not available, print out a copy of the form before submission and keep it for your records. Remember that some of the forms go to different departments within the Supreme Council. Once the form is completed, please verify the email address on the form before sending.

Form Number	Council Form Name	PDF	Online (Preferred Method)	Due Date
#11621	International/State Awards Submission Process Guide	PDF	N/A	As Needed
#FTR	Fraternal Training Request Form	N/A	Online (Preferred Method)	As Needed
#365	Service Program Personnel Report	PDF	Online (Preferred Method)	6/30
#EFF-C	Council EFF Director Submission Form	N/A	Online (Preferred Method)	6/30
#1295A	Annual Council Audit Worksheet	PDF	N/A	As Needed
#1295	Annual Council Audit	N/A	Online (Preferred Method)	8/15
#1728	Annual Survey of Fraternal Activity	PDF	Online (Preferred Method)	1/31





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Faith in Action Updates

Programs Added:

Family: Build-a-Bed, Quinceañera Support, Remembering Our Faithful Departed

Faith: Imitating Saint Juan Diego, ¡Viva Cristo Rey!

Community: Bright Futures, Celebrating Our Catholic Heritage

Life: Gospel of Life, Holy Hour for Life with Our Lady of Guadalupe



Programs Combined:

Family Fully Alive is now a resource of Family Prayer Night, not a separate program.

Novena for Life is now an activity under Gospel of Life, not a separate program.

Pregnancy Center Support is now combined with ASAP, not a separate program.



Programs Removed:

Family Week, Good Friday Family Promotion, and Habitat for Humanity.

Other Modifications:

Building the Domestic Church is now in the Family category.





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Affiliate Member Initiative (AMI)

Affiliate Membership Eligibility

- **Nonresponsive for 18 months or more, AND**
- **Regular dues notices were sent, and ignored, AND**
- **Emails were sent and ignored or bounced, AND**
- **Postal mail was sent and ignored or 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**



Withdrawal Requests

- 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
- Supreme will remove them from the Order



Financial Secretary's Process

- FS creates list of Affiliate eligible members
- Sorts list as detailed below. Lists not in this format will be rejected
- Forwards list to GK

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



Grand Knight's Process

- **Review list with FS, Trustees, Knowledgeable persons**
- **Consider extenuating circumstances for each member**
- **Revise the list as appropriate and forward to DD**



Grand Knight Considers Extenuating Circumstances

- **Members exempt from dues**
- **Charter member**
- **Military deployment**
- **College / University / Seminary attendance**
- **Financial hardship or job loss**
- **Convalescent home or hospice care**
- **Unable to physically participate but wants to be in council**



District Deputy's Process

- Review list and discuss with GK
- Confirm that procedures were followed
- Not expected to personally verify or contact listed members
- Send the DD approved spreadsheet list to affiliate@kofc.org
 - Send copy to GK, FS, and State



Affiliate Notes

- Forward approved lists to affiliate@kofc.org
 - CC: GK, FS, DD, SD
- Can be submitted to Supreme at any time
- Lists received after May 1st may not be reflected on council rosters till after July 1st

