

District Deputy Council check list (DD CL)

District _____ Month _____ DD Signature _____

District Total Member Intake Goal _____ Achieved YTD _____

Admission Degrees Held YTD _____

Council Number:						
Officers Form 185 (due 6/30)						
IN Form 1 (due 8/1)						
Personnel Form 365 (due 8/1)						
Audit Form 1295 (due 8/15)						
DD Semiannual Report (Form 944A due 12/31)						
Fraternal Form 1728 (due 1/31)						
SO Form 4584 (due 1/31)						
Audit Form 1295 (due 2/15)						
STSP (due 2/28)						
Following are due by 4/1						
SEP Fully Compliant						
Communication to all council members						
GK met with Pastor(s) or PLC						
Recruiting Drive #1 Admission Degree						
Recruiting Drive #2 Admission Degree						
Fraternal Benefits Night						
Spiritual Reflection Program						
Helping Hands Program						
Consecration to Holy Family						
Novena for Life						
Two Delegates to State Convention						
SOS Contribution or RSVP						
State Ultrasound Fund Contribution						
Form SP-7 (due 6/30)						
DD Semiannual Report (Form 944B due 6/30)						
FS Evaluation (Form 1938 due every 3 years)						

Send to State Program Director (program@indianakofc.org), State Membership Director (membership@indianakofc.org) at end of each month

7/2019

This form is available online at www.indianakofc.org/forms

District Deputy Council Check List Instruction

Enter dates completed for each council in table

- Form 185 Officers Chosen
- Form 365 Service Program Personnel (must have Program, Community, Family, and Membership Directors and Retention Chairman)
- Form 1728 Annual Survey of Fraternal Activity
- Form 4584 Special Olympics (SO) Partnership
- 2 Form 1295 Semi-Annual Audits (8/15 and 2/15)
- Safe Environment Program (SEP) – Full Compliance
 - Grand Knight – SEP Training
 - Program Director – SEP Training
 - Family Director – SEP Training & Background Check
 - Community Director – SEP Training & Background Check
- IN Form 1
 - Directory update: GK, FS, Chaplain, and meeting night
 - SOI Ambassador
 - Gibault Envoy
 - Retention Chairman and Committee
- Council Newsletter or equivalent communication to all members, or member engagement plan
- GK met with Pastor(s) or Parish Life Coordinator
- 2 Recruiting Drives
- Fraternal Benefits Night
- 4 Required Faith in Action Programs (Spiritual Reflection Program, Helping Hands Program, Consecration to Holy Family, Novena for Life)
- 2 Delegates to State Convention
- SOS Contribution or RSVP
- State Ultrasound Program Contribution
- At least one STSP Submitted (one in each category Life, Community, Family, and Faith) from every council
- SP-7 Columbian Award Application (required program and three more programs in each category)
- DD Semiannual Council Report Form 944A and 944B
- Financial Secretary (FS) Evaluation (Form 1938) is submitted to State Deputy at end of FS 3-year term

Send to State Program Director (program@indianakofc.org), State Membership Director (membership@indianakofc.org) at end of each month

7/2019