

Knights of Columbus



Leave No Neighbor Behind 2020-2021 Program Guide

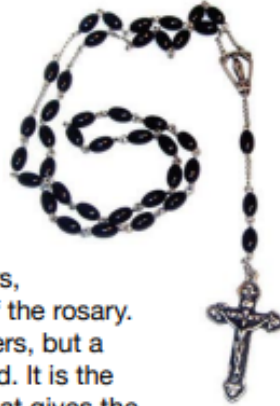
We are a welcoming group of over 33,000 Catholic gentlemen, striving to be better Catholics, husbands and fathers by serving others in works of Charity, Unity, Fraternity and Patriotism, to fulfill the vision of our founder, the Venerable Fr. Michael J. McGivney, to aid one another to strengthen our faith, our families and our parishes to truly be the "Charity that Evangelizes" and the "Strong right arm of the Church."

Did you know.....

The word rosary comes from Latin meaning a garland of roses.

When Christians recite the twelve prayers that form a decade of the rosary, they meditate on the mystery associated with that decade.

If they merely recite the prayers, they're missing the essence of the rosary. It isn't just a recitation of prayers, but a meditation on the grace of God. It is the meditation on the mysteries that gives the rosary its staying power. The Joyful Mysteries are these: the Annunciation (Luke 1:26-38), the Visitation (Luke 1:40-56), the Nativity (Luke 2:6-20), the Presentation of Jesus in the Temple (Luke 2:21-39), and the Finding of the child Jesus in the Temple (Luke 2:41-51) each mystery is explicitly scriptural. Both Catholics and non-Catholics, as they learn more about the rosary and make more frequent use of it, come to see how its meditations bring to mind the sweet fragrance not only of the Mother of God, but of Christ himself!



A PRAYER FOR PROTECTION IN TIME OF PANDEMIC

O Mary, you always brighten our path
as a sign of salvation and of hope.
We entrust ourselves to you, Health of the Sick,
who, at the Cross, took part in Jesus' pain
while remaining steadfast in faith.

O loving Mother, you know what we need,
and we are confident you will provide for us
as at Cana in Galilee.

Intercede for us with your Son Jesus,
the Divine Physician, for those who have fallen ill,
for those who are vulnerable,
and for those who have died.

Intercede also for those charged with
protecting the health and safety of others
and for those who are tending to the sick
and seeking a cure.

Help us, O Mother of Divine Love,
to conform to the will of the Father
and to do as we are told by Jesus,
who took upon himself our
sufferings and carried our sorrows,
so as to lead us, through the Cross,
to the glory of the Resurrection. Amen.

*Under thy protection we seek refuge,
O Holy Mother of God.*

*In our needs, despise not our petitions,
but deliver us always from all dangers,
O glorious and blessed Virgin. Amen.*

Adapted from the prayer of Pope Francis

KNIGHTS OF  COLUMBUS

The ancient fresco of Madonna del Soccorso (Our Lady of Help)
in St. Peter's Basilica was restored with the support of the Knights of Columbus to mark
the Year of Faith (2012-2013). Photo courtesy of Fabbrica di San Pietro/M. Falcioni.

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INDIANA STATE COUNCIL

Knights of Columbus



Worthy Grand Knight and Council Leadership,

I have decided to use Supreme's timely new program for our theme this year, "Leave No Neighbor Behind". Working together, in charity and unity, with Faith and Action, we will fulfill the vision of our founder, the Venerable (and soon to be Beatified) Fr. Michael J. McGivney, to aid one another – especially in this time of pandemic, to strengthen our men, our families and our parishes and truly be the "Charity that Evangelizes" and the "Strong right arm of the Church."

The goals for your council this year are to grow in membership, charity, unity, fraternity, and insurance. The foundation to all these efforts is our faith. Tap into the spirituality of Fr. McGivney and grow in holiness. You must work with your pastors and parishes to achieve these goals.

This Program Guide and our Supreme Council's Fraternal Planner are your key resources to plan and execute a successful Fraternal Year, increasing the impact of your council. Plan and execute engaging activities that show our Faith in Action, attract new members, and most importantly, help us to become better Catholic men, husbands, and fathers to build up the Domestic Church and strengthen our Parishes. Your success will be measured by increased volunteer hours, charitable donations, member engagement, and total membership.

Your objective is to be a Star Council and earn the Indiana Santa Maria Award.

1. Attend your District and Regional Council Leadership Meetings.
2. Work with your council officers to develop a detailed plan for this Fraternal Year. The plan should include at least one new project or activity.
3. Use the "Fraternal Planner" to document your council's plan and track progress throughout the year. These were mailed directly from Supreme to every council.
4. Schedule frequent Exemplification Degrees and ask good men to join us.
5. Complete the GK, DGK, and FS Virtual training available from Supreme.
6. Elect Delegates and attend the State Convention, 9-11 April 2021 in Fort Wayne.

Your District Deputy, State Officers, Directors, Chairmen, and General Agent of the Indiana State Council are committed to assisting your council to have a successful year.

In Charity, Unity and Fraternity,

Craig Hanusin
Indiana State Deputy

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State Council Contact Information

	<u>Phone/E-mail</u>	<u>Wife</u>	<u>Council</u>
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| ○ for reporting SEP training certificates | | SafeEnvironment@indianakofc.org |

Membership

- | | | |
|--------------------------------------|---------------------|--|
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| ○ Council Development & Reactivation | Alan Neff | NCD@indianakofc.org |
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| ○ Hispanic Council Coordinator | Jose Avilla | hcc@indianakofc.org |
| ○ On-line membership Chairman | Walt Peycha | online@indianakofc.org |
| ○ Young Adult Outreach Chairman | Evan Yearwood | youngadult@indianakofc.org |

Programming

- | | | |
|---------------------------------|----------------------|--|
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| ▪ Veterans Affairs Chairman | Steve Lutz | veteranaffairs@indianakofc.org |
| ▪ Disaster Response Coordinator | Bill McDonald | disasterresponse@indianakofc.org |
| ▪ Museum Curator | David Gorrell | museum@indianakofc.org |
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| ▪ Pro-life chairman | Mike Velasco | prolife@indianakofc.org |
| ▪ Special Olympics Chairman | Mike Lewis | soic@indianakofc.org |
| ○ State Family Director | Ryan Borden | family@indianakofc.org |
| ▪ Athletics Chairman | Andy Gorgol | athletic@indianakofc.org |

The Contact list is also on our website www.indianakofc.org/contact. Phone numbers are listed in the State Directory. The State Directory is in the “State Directory” Team Drive. Log into to your councilxxxxx@indianakofc.org gmail account to access the Team Drives.



INDIANA STATE COUNCIL

Knights of Columbus



My dear brother Knights,

I am humbled and honored to serve you as your state program director for the next fraternal year. I pledge that I will do my best to serve each of you and help you succeed in continuing Father McGivney's vision of what he expected for our wonderful organization.

Now we begin a new fraternal year. We have some new fraternal leaders this year, and some who are returning. I thank each of you for accepting the task to be council officers, grand knights, district deputies, state directors, and state chairmen. This program guide will serve as your "field manual" and will be your VERY FIRST reference in assisting you with your duties and responsibilities. After consulting this manual, if you find you are still without an answer to a question, please make sure that you contact the appropriate person for assistance. Please refer to the directory of chairman and directors that can assist you, along with your state officers. Council officers, your first call should be to your district deputy to assist you. The state organization is available to assist everyone. Please do not hesitate to reach out to me as well and I can point you in the right direction.

Communication between all of us is key. Make sure that you check your state email account frequently and make sure that any councils who do not utilize this tool begin to do so. Make sure to check out www.kofc.org and www.indianakofc.org for up to date information about what is going on throughout the Order and throughout the State. Sign up for all monthly newsletters and communications that come from both levels and make sure to utilize the webinars that Supreme has on their website. Whether viewing it live or watching it on playback, these webinars will clarify things like the Faith in Action program or using social media or any other topic they offer.

In the back of this program guide you will find hard copies of all state reports and paperwork that you will need for the upcoming year. These forms can be found on our state website and it is there where you can file a report online or download and fill out a PDF copy to email back to us. For those grand knights or program directors who may find paperwork either cumbersome or not their cup of tea, please appoint one of your younger brother knights who are tech/computer savvy to file reports on behalf of the council. This year you will find some updates to our Faith in Action program - please make sure you read up on them. You can find these on the Supreme website. Also, please make sure to check the status of your standing with the Safe Environment program. I would like to encourage you to speak with your insurance agents and plan and promote two fraternal benefit nights as soon as possible.

Brothers, let us continue the good works that Father McGivney began and let us continue to be each other's keeper. I look forward to a great year. Vivat Jesus!

Fraternally,

SK David Negrete, FDD, PGK
State Program Director – Indiana State Council

Introduction

The purpose of this publication is to serve as a resource for Grand Knights and Council Program Directors – helping you through the different requirements, awards, programming, and reporting areas that constitute quality programming that serves your parish, community, and membership.

We will again be using IN-FORM1 and the IN K of C Activity Database. Submit IN-FORM1 at the start of the fraternal year (no later than 1 August). IN-FORM1 and its attached Form 185 and 365, which provide the council leadership contact information to your District Deputy, State Council and Supreme, essential for communication.

The IN K of C Activity Database simplifies submission of Form 10784 to Supreme and stores information for the council to use when completing State Service Program Award Entry (STSP), Annual Survey of Fraternal Activity Report (Form 1728) and Columbian Award Application (SP-7).

Always refer to the Supreme (<https://kofc.org>) and State (indianakofc.org) websites for the latest program information and updated forms.

Faith in Action Program (Updated)

Faith	Community
RSVP Into the Breach Spiritual Reflection Holy Hour Pilgrim Icon Program Building the Domestic Church Kiosk Rosary Program Sacramental Gifts	Coats for Kids Global Wheelchair Mission Habitat for Humanity Leave No Neighbor Behind (Only this Frat. Year) Disaster Preparedness Free Throw Championship Catholic Citizenship Essay Contest Soccer Challenge Helping Hands
Family	Life
Food for Families Family of the Month/Year Family Fully Alive Family Prayer Night Keep Christ in Christmas Family Week Consecration to the Holy Family Good Friday Family Promotion	March for Life Special Olympics Ultrasound Program Pregnancy Center Support Christian Refugee Relief Silver Rose Mass for People with Special Needs Novena for Life

Faith in Action is our current program model, mandated by Supreme. A pdf version of this Faith in Action guidebook is posted at the State website. The forms have been updated, with on-line forms always being the most current. Destroy all older form versions; they should not be used. **Online forms, completed and saved in ‘PDF’ format and sent by e-mail, is the method of submitting forms... Go Green and save your council the mailing expenses in addition to helping the environment.**

Submission instructions do not include, nor supersede, any reporting channels that are dictated by Supreme via [Financial Secretaries Guide](#), [District Deputy Guide](#), the [Grand Knight’s](#)

Guide (Supreme), Leadership Resources and Council Forms Booklet. **Forms submitted directly to Supreme are not re-created in this Guide.** These are provided by Supreme and can be found in the FORMS section of the Supreme website:

<https://www.kofc.org/en/members/resources/forms/state.html>

Please take the time to utilize Supreme’s Faith in Action programs on their website: www.kofc.org/faithinaction

The Faith in Action program is an evolution of Building the Domestic Church initiative and focuses on the most direct way a council can impact its parish community – activities. All the programs included in Building the Domestic Church have been integrated into the Faith in Action model or retired. There is now only one model that encompasses all Supreme-recommended programs and it is **Faith in Action**.

Completing four activities in each of the four categories – **Faith, Community, Family and Life** – will support your Priest and parish in a balanced way. Resulting to increasing your membership, because the Council is supporting your Priest and community. An active council is **changing lives and saving lives!** Every Catholic gentleman 18 yrs. or older should want to be a member of your council.

Council “Faith in Action” Programming Goals

Our Goals

- Plan one new charitable program
- Hold charitable activity during Order-wide Charitable weeks in October and March
- Remember deceased brothers and loved ones with gift to Perpetual Memorial Society and support our Indiana Bishops.
- Submit Survey of Fraternal Activity Form 1728 by 1/31/2021

Establishing Strong Visible Activities through our Faith in Action Program Model

- Complete four activities in each of the four categories
- Plan one new Faith in Action program
- Engage your Parish Priests to promote the Knights of Columbus
- Post articles in parish bulletins, local newspapers, radio, and social media about upcoming events and report successes.

Planning one new charitable program means holding an event and giving the proceeds to an organization your council has not supported recently.

Planning one new **Faith in Action** program means holding an event your council has not done recently.

Here are the four categories – with each of the featured programs listed counting double. As in the past, four activities/category are still required for the Columbian award.

- **Faith** – RSVP, Into the Breach, Spiritual Reflection and Holy Hour
- **Family** – Food for Families, Family of Month/Year, Family Fully Alive, Family Prayer Night

- **Community** – Coats for Kids, Global Wheelchair Mission, Habitat for Humanity, Leave No Neighbor Behind (this year only)
- **Life** – March for Life, Special Olympics, Ultrasound Program, Pregnancy Center Support

Further information can be found at Supreme website under Faith in Action Q & A.

Faith in Action initiative refers to activities focused on promoting the new evangelization, faith formation of our families, strengthening our parishes and growing the Order. It is designed to help members and their families reflect the holiness of the universal Church. The Knights of Columbus primarily seeks to integrate our members and their families more fully into the sacramental and social life of the parish

Supreme Council FEATURED PROGRAMS

As listed above, go to www.kofc.org/faithinaction for more information about each program.

When your council conducts a featured program and satisfies the Supreme requirements, it will receive two credits toward that program category for the Columbian Award (Form SP-7).

Please contact the State Program Director, State Faith Director, State Family Director, State Community Director or State Life Director if you need further assistance or information.

FAITH PROGRAMMING

Authentic connection with a loving God and his son Jesus Christ. Striving to be an active faith based council, by assisting, promoting and encouraging faith based charitable activities, which will result to increased membership. This category replaced Church programming and the activities should reflect faith formation. Leading the way by praying **the Rosary**. Lead your Parish in a Family Scriptural, Patriotic or 5th Sunday Rosary.

Spiritual reflection program

We are suggesting all councils participate in this activity sometime during the spring. A Council promoting and attending a Catholic Men’s Conference can satisfy the Spiritual Reflection Program requirements. The State Council is promoting the following Catholic Men’s Retreats:

Oct 2020	Lions Breathing Fire, Indianapolis
Feb 2021	Rekindle the Fire, South Bend
Feb 2021	E6 Conference, St. Leon
Feb 2021	Western Kentucky Catholic Men’s Conference
Aug 2020	NW Indiana Catholic Men’s Conference (Rescheduled)

Support Our Seminarians (S.O.S.)

Indiana’s own Tony Muffoletto Support Our Seminarians program, provides financial support for EACH diocesan seminarian across the state. Council donations to the SOS program must be accompanied by the **IN-SOS1** Form. The donations can be given to the State Vocations Chairman at the State Convention, or mailed to the State Treasurer by June 15th. All money collected by June 15th is evenly distributed to diocesan seminarians in November of the following Fraternal Year.

Race for Vocations

The Race for Vocations also raises money for the SOS program. The Race for Vocations welcomes people of all ages to run/walk in the Mini Marathon or 5k to both promote and pray for vocations to the priesthood, consecrated life, sacred married life and sacred single life. The Race for Vocations takes place within the One America Festival Mini Marathon in Indianapolis in early May, 2021. The 2021 Race for Vocations is sponsored by the Indiana State Council Knights of Columbus. Net proceeds from the Race for Vocations are distributed to diocesan seminarians through the SOS program. Council donations to the Race for Vocations are mailed to the State Treasurer accompanied by the **IN-SOS1** Form. Send in Race for Vocation donations by December 1st.

More information at www.indianakofc.org/programs/church/vocations.

See the Awards Section of this guide for details on SOS awards and the **Indiana Faith Service Program** awards.

FAMILY PROGRAMMING

Today more than ever, family values are under attack. A response to a society that seeks to weaken the bonds of family. Plan faith formation and social events that will strengthen families.

Family of the Month

The State Council encourages 100% participation from every Council in recognizing families on a monthly basis. Use the materials at the Supreme website to get certificates for them. Then notify the State Family Director.

After awarding the Family of the Month locally, be sure to complete and submit the Supreme **Form 1993A**. On the 15th day of each month, 100 Family of the Month forms are drawn by Supreme from all the ones received for the previous month. Each winner receives a Holy Family gift from the Supreme Council. If the Council wishes to select the family of a non-member as Family of the Month it can, but it should not submit the form to Supreme Council for that month.

NOTE: Submitting several months during the same month – will only show 1 credit submission.

The “**Family of the Year**” (Form 1993) from a council needs to be submitted to the State Family Director **by February 28th** and it can be found on the Supreme Forms webpage.

Deceased Brother Reports

In order for the deceased Knights to be remembered at our State Convention Memorial Mass, this report (IN-DB1) must be received by the State Family Director no later than March 15th.

Please also report, by email to the State Family Director (Family@indianakofc.org), the full name/title of any clergy that have passed, with date of passing, in any of the parishes in your diocese. This includes ALL priests, current or retired, along with any deacons that may have passed. The clergy members who have passed, and their names are on the list of deceased with the State Family Director, will be given to the State Advocate by March 15th, who will create a resolution for the State Convention, that will have all the bishops, monsignors, priests and deacons on the list mentioned and remembered.

NOTE: It is not known they passed unless YOU inform the State Family Director by email!

Indiana Knights of Columbus Perpetual Memorial Society

The Indiana Knights of Columbus Perpetual Memorial Society provides a way to remember and pray for our loved ones and friends. Anyone is welcome to enroll, anyone they choose (family, friends, loved ones) in the society. The enrollment form is included in this Program Guide.

Family Activities

Councils should take every opportunity to celebrate family life, encouraging faith formation. “A family that prays together stays together!” Celebrate family with picnics, cookouts, or sporting events. “Keep Christ In Christmas” poster contest also falls under the family category. Supreme’s *Building the Domestic Church* materials were created to give focus and ideas for families. Get more information at www.kofc.org/un/en/domestic-church

Athletics

Many councils form bowling, softball, basketball, golf or other teams. Councils are encouraged to have an athletic program to build fraternity within the council. A Council Athletic Chairman should be appointed to promote and organize individual contests or league memberships to serve as a liaison for State athletic events.

State Athletics

The State Council currently conducts state-wide events in bowling and golf, hosted by local councils and open to family participation. To host a state tournament, the written request from the Grand Knight to the State Athletic Chairman **must** be on council letterhead and list a tournament chairman and facility information. Schedules for state bowling and golf tournaments, along with those for the International Golf Tournaments and International Bowling Tournaments, will be available on the state council website (www.indianakofc.org) and will be distributed to District Deputies, as that information becomes available.

To participate in any state tournament, the entry form must be imprinted with the seal of the entering Council and the Financial Secretary must sign the form to verify that each participant listed is at least a First Degree member in good standing. At the time of registration at the tournament, each participant must show his K of C membership card and his operator’s license.

Any council that hosts the Indiana state Knights of Columbus bowling or golf tournaments must mail the results to the participants within two months of the last weekend of the tournament.

See the Awards Section of this guide for details on the **Family of the Year Award** and the **Indiana Service Program** awards.

COMMUNITY PROGRAMMING

Our first principle is charity. The Knights of Columbus have an opportunity to demonstrate our commitment as a service organization to those outside the order and to the church. Remember to wear your K of C logo clothing whenever possible at these events.

GIBAULT

Every Grand Knight and council officer should take the opportunity to visit Gibault. Each council is welcome to make a group visit to the campus in Terre Haute. Please call ahead for an appointment. The Gibault staff welcomes the opportunity to show you around. Call the Gibault office at 800-264-1156 or their webpage www.gibault.org for more details. **Visits may be restricted due to the pandemic – Please contact Gibault for the latest update.**

Gibault History

In 1921, the Indiana Knights of Columbus founded the “Gibault Home for Boys” – “a refuge for wayward boys”. The facility was named for Fr. Pierre Gibault, who for many years was the only priest in what is now Indiana and Illinois. During the Revolutionary War, he first convinced the residents of Kaskaskia and Cahokia in Illinois, then Vincennes, to support the American Revolution and to not fight George Rogers Clark when Clark captured those towns.

Over the years, the needs of children have changed. Now the campus covers more than 350 acres with more than 200 full and part-time staff members. To accommodate these changes, in 2001 the school's name was changed to Gibault, Inc. and its services were expanded to cover sexual abusers and females. Gibault has also developed day treatment and emergency care programs for local youths. In 2004, Gibault began offering programs for children with Asperger’s Syndrome (a type of autism).

Gibault has provided life-changing opportunities for more than 10,000 children and their families – because the Indiana Knights of Columbus remain steadfast in their support and commitment!

From the CEO of Gibault, Inc., Michele Madley, MS, LMHC, CCBT

“The difference the Knights of Columbus make for the kids at Gibault is truly a life-changing opportunity. Your support helps to fund our fully accredited on-ground school. This opportunity ensures the kids who are placed with us don’t fall further behind in school. Our individualized action plans for our students have helped us provide many children a High School Diploma.

The Knights have helped to ensure a challenged child has a chance to learn how to lead a healthy life. Thank you for helping Gibault change the world one child at a time!”

Gibault Envoy

The purpose of the Gibault Envoy Program is to provide a liaison and information conduit between the local council and Gibault. The Envoy receives information concerning Gibault and its activities. He is responsible for conveying this information to the council members through meetings and the council newsletter. The **Gibault Envoy is submitted on IN-FORM1** at the beginning of each fraternal year. **The Grand Knight should submit a new form before August 1st each year – even if the council’s envoy remains the same.**

Gibault Raffle

The State Council conducts a raffle for the benefit of Gibault, with the drawing held at the State Convention in April. Each council will receive books of raffle tickets from their District Deputy based on the number of active council members on July 1st, and should promote and participate in the raffle. Past State Deputy Bernie Gannon created this raffle over 20 years ago, with a vision of raising \$100,000 from ticket sales every year. If books of tickets are sent out to the membership with dues statements, don’t forget to include the Honorary Life members.

Gibault Christmas

Each year, on December 26th, Saint Mother Theodore Guerin Council #541 of the Knights of Columbus sponsors a Christmas Party – providing gifts and a great time for those kids at Gibault who cannot return home for the holidays. Councils are encouraged to visit if possible and participate in the festivities. Mail your donation to: P.O. Box 2316, Terre Haute, IN 47802-0316

Blood and Platelet Drives

Knights of Columbus donate money and donate time, so why not donate blood, too? We support life in all stages, *giving Blood saves lives*. Since the need for blood is constant, ANY time is a good time for a council to host or participate in a blood and/or platelet drive. Report the Blood and/or Platelet Drive(s) you host by using **form IN-BD2** to receive credit. If not hosting a drive, a Council can receive credit by participating as a group (at least 5 members) in a blood or platelet drive (at least 1 member) using that same form.

donation info: www.versiti.org/ways-to-give/our-communities/indiana

Sunday Platelet Initiative

Indiana Blood Center has been asked to collect additional units of platelets on Sundays to meet hospital needs on Tuesdays. Platelets are used during surgery and as a therapy for patients undergoing chemotherapy, organ or tissue transplants, and those with bleeding disorders. They are in high demand by hospitals and have a short storage life—only three to five days.

HOW THE PROGRAM WORKS:

1. Commit to hosting the platelet mobile at your council/parish on a specific Sunday.
2. Host a regular blood drive with Indiana Blood Center. They will test donors for eligibility to donate platelets as part of the “purple top” initiative.
3. Indiana Blood Center recruiters will develop a donor contact list from the eligible donors who are within a 10-mile radius of the council/parish location.
4. Promote the Sunday platelet mobile in your council and the weekly parish bulletins.

For further information on the Blood Drives or Platelet Drives, please **contact the State Community Director**.

Disaster Response

In addition to responding to calls for monetary donations, councils can physically assist in local disaster relief. Answering the Supreme Knight’s call for a Disaster Response program, the Supreme Council created the Second Responder position in each jurisdiction. In Indiana he is a coordinator with other agencies to handle the logistics of getting aid to those who need it. Questions about how to help can be directed to disasterresponse@indianakofc.org.

Veterans Affairs

Support our active duty troops and welcome home men that have served our country and help them return to civilian life by joining the Knights of Columbus. Councils can publicly include Vets in seats of honor on parade floats, provide transportation and meals.

Warriors to Lourdes is another veteran’s program for your council to participate helping the veteran’s and further information can be found at www.warriorstolourdes.com/en/index.html. [The form IN-VET-WL1](#) should be completed and sent with the check to the State Treasurer. The form is found on the State forms webpage and in this guide.

Be sure to include our military in your prayers. Contact Veteran Affairs Chairman for further info.

Soccer Challenge – Depends on the status of the Pandemic

The K of C Soccer Challenge is a competition where both boys and girls compete individually, by age, to earn the highest total score in a penalty kick format. The competition is open to **all children ages 9-14** (Age as of Sept 1st), and the council should promote it well enough to attract kids (and families) from the local community as well as those from your parish or council. Remember to have promotional and membership materials available for potential recruits. Councils can order a kit from Supreme (see above) which contains all the necessary information, but those kits should be ordered no later than **August 1st**, so that the materials are available when needed. Since these competitions progress through several levels, councils should schedule their contests in early September as the Districts will be held before October, Regional's will be during early October and the State Championship is scheduled for late October. The Supreme Soccer Challenge webpage has more information (www.kofc.org/en/programs/community/soccer-challenge.html#).

Free-Throw Contest

The K of C Free Throw Championship is a competition where both boys and girls compete individually and by age to earn the highest total score by shooting 15 consecutive free throws (increased to 25 after 1st stage). The competition is open to **all children ages 9-14** (Age on Jan 1st), the council should promote it to attract kids (and families) from the local community as well as those from your parish or council. Remember to have promotional and membership materials available for potential recruits. Councils can order a kit from Supreme (see above) which contains all the necessary information, but those kits should be ordered no later than **November 1st**. Since these competitions progress through several levels, the Council-level contest must be conducted in January as the Districts will be held in the 1st half of February and Regional's in the 2nd half of February and the State Championship will be held in early March, 2021. Finding a suitable site for the local contest will be key, so **early scheduling of a gym** is strongly recommended. (www.kofc.org/en/programs/community/free-throw-championship.html#)

Eligibility Requirements for High School Athletes

Grand Knights and Youth chairman should take every precaution to ensure that their councils do not break any rules concerning eligibility of high school students competing in Council competitions. Indiana High School Athletic Association (IHSAA) rules allow high school students competing in a sport (such as basketball) to participate in activities like the K of C Free Throw Championship. However, IHSAA rules state that **the students may not receive any kind of prize** for winning other than the certificate or trophy. Councils may not give winners items such as basketballs or provide money to the winner or his family to pay for traveling to district, regional or state competitions of an athletic contest. Doing so, **makes the student athlete ineligible for competition in high school**. More detailed information can be found on the IHSAA website. (www.ishaa.org)

Additional Youth Suggestions

Supreme's *Faith in Action* booklet and www.kofc.org have more suggestions for Family activities, as well as information about scholarships that are available from the Supreme Council.

Refer to the awards section for details on the **Outstanding Catholic Youth Award** (IN-OCY1) and the **Indiana Service Program (Form STSP)** award for Youth.

Safe Environment/Youth Protection Program

www.kofc.org/en/members/programs/youth-activities/safe-environment-program.html

Aren't a few hours of your time worth possibly saving a child from being scarred for LIFE!!!

The Knights of Columbus continually strives to provide a safe environment for all young people participating in Knights of Columbus sponsored youth activities. Supreme's Safe Environment Program is NOT optional, it is MANDATORY for ALL COUNCILS to comply with this program!

The completion of ALL the Praesidium Armatus modules and background checks for all required positions must be completed to receive any Supreme or State Awards, including STAR Council.

All Knights of Columbus-sponsored youth activities shall require the presence of at least one member, (preferably two or more), who have been screened and trained through the Knights of Columbus Safe Environment Program. As it is the policy of the Knights of Columbus that all Grand Knights, council program, family, and community directors are required to be screened and trained in accordance with the Knights of Columbus – Councils shall ensure that all Knights of Columbus Safe Environment policies and procedures are observed at all Knights of Columbus-sponsored youth activities.

Questions regarding policy, safe environment accounts, or account logging-in and course completion should contact Supreme's Office of Youth Protection at 203-752-4558 or oyp@kofc.org.

Questions regarding the status of your council's GK, Program, Family, Community director's or any youth leader in your council relative to the Knights of Columbus Safe Environment Program may be directed to the Office of Youth Protection at 203-800-4940 or youthleader@kofc.org.

The Grand Knight of each council can check their council's compliance status when they log into their Praesidium Armatus account and log into the "Administration" section.

As you have likely already heard from your pastor, parish individuals volunteering with youth must complete some type of youth protection program, and the Knights of Columbus require no less. Please do NOT be offended by this and realize that most of these programs stress alertness and awareness of other adults in the surroundings. **Every Council is required to provide a safe environment for all children and vulnerable adults.** We must ensure that any volunteer presently serving or desiring to serve as a Knights of Columbus Youth Leader has completed a background check application, which is available from Supreme. A Youth Leader is a Knight, or another adult, who has a substantial and sustained relationship with youth through a Council sponsored youth group, such as a Squires counselor or a leader in a Knights of Columbus sponsored Boy Scout troop.

State Deputies, State Youth Chairmen, State Program Directors, State Family Directors, Grand Knights, Council Youth Directors, Council Program Director, Council Family Director, Council Community Director, Columbian Squires Chairmen, Chief Counselors, Committee Counselors, and Faithful Navigators (FN's – if their assembly sponsors a Circle) are required to complete online training with Supreme's contracted company, *Praesidium Armatus*.

Youth Leaders must also comply with all safe environment/youth protection training and background check requirements for the diocese and parish in which they volunteer – Contact your local Diocese for their requirements.

Youth Leaders must complete their background check authorization to the Supreme Office within 30 days of appointment. Youth leaders are required to renew their K of C Safe Environment Program online training and background check (background check performed by Supreme) every three years from date of their initial training and will receive a reminder e-mail appropriately.

The required council members (Grand Knight, Program Director, Family Director, and Community Director) must complete the Praesidium Armatus Training (ALL 3 modules along with any additional requirements) within 30 days of the e-mail invite sent to the member by Supreme. Members receiving the e-mailed request to complete the background check must reply to the e-mail in the required timeframe or they will be considered to have not completed the training and removed from their position.

Supreme e-mails the invites to those required to complete the Safe Environment Program using the information provided by each council's submission on the Form 185 (Officers Chosen for Term) and the Form 365 (Service Program Personnel), so these forms must be submitted by the due date on the form EVERY YEAR, even if the officers remain the same from the previous year.

Further detailed information can be found on Supreme's Desk Reference in the password protected section of the Supreme website www.KofC.org – available to Grand Knights, Financial Secretaries, and District Deputies when they log into the Supreme website "Sign-In" section on the top right of the main Supreme webpage. (*GK's, FS's, and DD's – Please contact Customer Service at 800-380-9995 for a user name and password*).

The Supreme FAQ booklet is www.kofc.org/un/en/resources/members/safe_environment_faq.pdf

In addition to the requirements at the completion of the Praesidium's Armatus training and the local diocesan training, it is also required to **submit the copies of ALL training completion certificates to the State's e-mail address for tracking: SafeEnvironment@indianakofc.org**. Diocesan training covers the church's requirements for handling youth in any church activity or event. Supreme's training covers the non-church events and K of C events. The State Advocate will track each council's completion status for the State.

If you need further assistance with the Safe Environment program, please contact the Office of Youth Protection at Supreme with the contact information provided above

NOTE: The State Advocate only tracks the Safe Environment in the State – for any login or invite issues, or certificate completion issues; you will need to contact Supreme's Office of Youth Protection (OYP), since they host and run the program.

The background check is performed by Supreme, not the local council or Knight, but the e-mail sent to the Knight requesting permission of the background check must have the requested information e-mailed back/returned to Supreme by the required date, otherwise the Knight will be considered non-compliant with the Safe Environment Program

LIFE PROGRAMMING

Defense of life in all its stages and every condition. Knights of Columbus are called to defend the dignity of each human being. From abortion to euthanasia and hospice care, the battle for the rights of unborn children and the elderly continues. At every opportunity each of us must decry the injustice of abortion, embryonic stem cell research, euthanasia and assisted-suicide. We must be ready to help any pregnant woman in need, care for the elderly, and aid the disabled.

Council Activities

The Supreme Council is extremely helpful in supplying councils with materials, such as flyers, posters and brochures, as well as suggestions for local activities to support the Culture of Life campaign (indianakofc.org). Grand Knights can order COL materials from Supreme at no charge. Many of these materials and ideas are explained on the Supreme Life Programs website: www.kofc.org/un/en/programs/life/index.html.

Fundraising

To assist the State Council in reaching out to assist to more local areas, each council must contribute at least 10% of their IN-COL total donation to the State Culture of Life Program. Councils should hold special events during the year to raise funds and awareness for Culture of Life issues. If a Council is not able to conduct a special fund raiser, it is urged to make a donation from other sources to help fund the State Council Culture of Life Program. Councils **must** send the monies collected through the **Indiana State Council** and include form IN-COL2 to participate in this program. Use the regular activity submission procedure to get credit for any activity used to generate the funds.

All Culture of Life “DONATIONS” are to be reported on IN-COL2. ALL checks written for any & all COL donations MUST be written to INDIANA STATE COUNCIL and mailed to the State Treasurer. By filling-out IN-COL2 and submitting the form and the check to the State Treasurer, a check from the State Charity Account will be written and sent to your council, so that the funds can be donated to the charity of your choice.

Ultrasound Initiative

Supreme reports that for every machine placed, we are saving an average of four children a week. That is over 200 children a year per machine! The Supreme Ultrasound Initiative matches every dollar contributed to purchase a machine for a qualified crisis pregnancy center (PPC). Modern ultrasound machines cost approximately \$34,000. Where else can you save hundreds of lives for \$17,000? If you talk about a legacy of a Grand Knight or council. What if it is saving hundreds of babies? In 2020, the Indiana Knights have donated two machines and are working to place 5 machines in crisis pregnancy centers across the state this year. The locations are listed below and the qualification process has begun. Now we need to raise the money. **Every council is asked to contribute at least \$500 this fraternal year to the Ultrasound Fund (Form IN-COL2 line C).** The seven centers are: Whiteland, Covington, Ft. Wayne, Plymouth, Elkhart, and Indianapolis (2).

40 Days for Life

This is a campaign of prayer, fasting and maintaining peaceful vigils during two 40-day periods per year. An early period during Lent, and another during the Fall have proven to be an effective way to reduce abortions. Councils are encouraged to promote this event and/or have members participate in 40 Days for Life activities in their area.

Gabriel Project

Councils are encouraged to promote and support this program which can provide support for single mothers who have chosen life. Each parish should have a group who will assist a prospective mother find a PCC that offers help with a pregnancy and thereafter. (www.glgabrielproject.org)

March for Life

The State Council coordinates and sponsors a trip to Washington, D.C. to participate in the International March For Life- January 29th, 2021. People come from all over the world to participate in this moving experience. (www.indianakofc.org/programs/life-director/culture-of-life/marchforlife)

For those who want to participate locally in a March, the Gary Diocese has one planned for January 22, 2021 – starting at the Pastoral Center, proceeding to the PP facility in Merrillville. Other local marches are in Ft. Wayne, Elkhart, Indianapolis, Chicago, Louisville and Cincinnati.

Pregnancy Care Centers

When confronted by pro-aborts their prime argument is that Pro-Lifers care only about the baby and do not care about women, the Mothers. Knights must work to save the family unit by helping these PCC's reach-out to women who are in need. The main aim of our push to help Mothers and babies is dependent upon the Pregnancy Care Centers. **These organizations are the key to saving babies lives, helping women to have their baby, to keep their baby and to form a “family” unit.** PCC's need funding and volunteers if they are to help women keep their baby and avoid a lifetime of regret and guilt for the Mother. Following are toll free national Hotline phone numbers that Knights should keep handy to help women before they make the ill-fated decision to not be Mothers. These Hotlines will find assistance throughout pregnancy and even after the baby is delivered.

Heartbeat 800-712-4357	Birthright 800-550-4900	Right To Life 800-712-4357
Nat.Life Center 800-848-love.	Crisis Pregnancy 888-4-options	Care Net 800-712-4357
Gabriel Project 800-910-2848	America's Crisis Pregnancy 800-67-baby6	
Nurturing Network 800-TNN-4MOM	Prolife Across America 800-366-7773	
Immediate Help with Pregnancy Decision 866-993-0794		

Indiana K of C Pro Life Programs

The Indiana Knights have 17 opportunities to conduct a Pro Life activity which will not only assist in saving babies and Mothers but will also help educate others in the importance of becoming an active member in the Culture of Life. These “visions” can be found on our website.

www.indianakofc.org

Safe Haven Baby Boxes

www.safehavenbabyboxes.com

Safe Haven Baby Boxes Inc. is a 501(c)3 that was founded by Monica Kelsey who was abandoned as an infant. This device helps to save the lives of innocent babies who would be completely abandoned without help, by taking the face to face interaction out of the surrender. Councils can donate to Safe Haven Baby Boxes using the Culture of Life Check Request Form (IN-COL2). Record your donation to the Indiana State Council Safe Haven Baby Boxes Fund on Line D.

Councils should also make an effort to educate others about how the existing Indiana Safe Haven Law itself allows a parent, family member, friend, minister or priest, social worker or any responsible adult to give up custody of a baby less than 30 days old to a hospital emergency room, fire station or police station in Indiana. Before taking that action, distressed parents can receive counseling and get addresses and directions for any hospital, fire station or police station in Indiana by calling the Safe Haven Hotline, 1-877-796-HOPE (4673).

Special Olympics Indiana

Knights of Columbus members support Special Olympics Indiana (SOI) on multiple levels. They provide volunteers, coaches, recognition and fundraising. Many also participate in fundraising events like the Polar Plunge and Plane Pull. Knights also assist at competitions like EKS Games in the fall or Summer Games in June. Every Indiana County has a Special Olympics Coordinator (www.soindiana.org/get-involved/). Work with your county coordinator to determine how best to fund, sponsor or volunteer for events in your community.

Funds donated by councils to Special Olympics Indiana, through the Tootsie Roll Drive or through direct donation, serve to offset the cost per athlete to attend the Summer Games each year.

Each Grand Knight needs to appoint a Special Olympics Ambassador IN-FORM1 by August 1st to serve as a liaison between his council and Special Olympics Indiana.

Every council needs to complete and submit Supreme Form 4584 in January. More councils submitting Form 4584 will increase the amount Supreme sends to Special Olympics Indiana! Every level of council participation is important; even a few hours or a small monetary donation.

O'Rourke Tootsie Roll Drive for Intellectually Disabled Citizens

Support for citizens, especially children, with intellectual disabilities is a major project for many Indiana councils. Through the Tootsie Roll Drive last year, councils distributed over \$253,500 to many organizations which assist the intellectually disabled. Councils must send the monies collected through the Indiana State Council and include report form IN-TOT2 to participate in this program. Individual donation checks in the amount the council requests for each organization will be sent to that council's Financial Secretary for distribution. Use the regular activity form submission procedure to get credit for the activity. The Tootsie Roll and Apron ordering form is on our website (www.indianakofc.org/download/state/2019_Tootsie_Roll_Information.pdf).

See the Awards Section of this guide for details on SOS awards and the **Indiana Faith Service Program** awards.



INDIANA STATE COUNCIL

Knights of Columbus



“It doesn’t take a perfect man to be a Knight, but make him a Knight and we’ll make him a better Catholic Gentleman.”

Supreme Knight Carl A. Anderson

Brothers all;

As we enter a new Fraternal Year, I want to say THANK YOU for the role you are taking to make this year a successful one in Membership Growth. I stand very proud to serve as your State Membership Director. I want to Thank each and every one of you for all you do year in and year out. This means all of the time and not just when someone asks.

I realize that we all have a lot to do, but remember that The Catholic Church is depending on The Knights of Columbus as its “Strong Right Arm.” We have an obligation to Recruit, Engage and Retain Catholic gentleman everywhere we are.

Every DD, GK, DGK, FS should know what YOUR Supreme Membership quota and State Intake Goal is and have a plan laid out month by month on how to get there. The plan has to be talked about at each meeting and even redirected from time to time.

I would be remiss if I failed to say Thank you for all the New Brothers you bring to the Order every year. The Pandemic hit our intake goal hard the last quarter of 2020, so we need to restart anew.

Every event that you are a part of has to be viewed as an opportunity to recruit someone. Wear the emblem of The Order.

And it doesn’t end when we get the Form 100, IT HAS JUST STARTED. Engage that New Member in current activities and listen for NEW IDEAS. Also, if you haven’t seen or heard from a Fellow Knight in a couple of months you should reach out and see how they are doing, invite them to an activity or the next business meeting. Retention doesn’t start when the dues letters go out.

We all have been called to serve. We are answering that call. From Your Membership Team to you, “we are here to serve you.” We are all busy, RECRUITING IS IMPORTANT, takes some effort, BUT HAS SUCH A HUGE PAYOFF. JUST ASK!!!

God bless all of you!!

Remember,

“NOTHING IS IMPOSSIBLE WITH GOD”

Frank Joseph
State Membership Director

Membership Growth

Membership Growth Incentives

The State Council has set Membership Intake goals and targets for each council. These were distributed to your DD at the July Organizational Meeting. Call your DD to find out your council goals and targets to earn the following incentives.

Council Grand Knights

- Council hits Q2 (50% of Goal) intake targets. GK gets \$50 gift card
- College Council hits Q1 (70% of Goal). GK gets \$50 gift Card

District Deputies

- District hits Q2 Target (50% of Goal). DD gets \$50 Gift Card.

Individual Recruiters

- K of C Watch or \$100 Gift Card for Top Individual Recruiter (12 months prior to State Convention).
- Top 10 recruiters are recognized at State Convention and presented certificates.

New or Reactivated Councils

- Set of Council Jewels for Council.
- K of C Watch or \$100 Gift Card for DD.
- Council receives two complimentary State Convention Registration fees, two tickets to Chaplains Dinner, two tickets to the Awards Luncheon, two tickets to State Banquet, and one ticket to Ladies Luncheon for the next State Convention.

Additional Incentives will be announced throughout the year.

The Three R'S of Membership – Recruitment, Retention, Reactivation

“Sometimes, all you have to do is ask.” Councils should actively seek out qualified Catholic Gentlemen to join the ranks of our Order. How many men have you asked to become a Knight in the past week, or month...or year? Membership Activities are ways to facilitate that search for new members. Many Brothers can trace their involvement in the K of C back to just one man asking another if he would like to know something about Knights of Columbus.

Supreme Knight Carl A. Anderson on Ven. Fr. McGivney’s vision: “His vision was of what Catholic men could be, and by being what they could be, what they could achieve: the service and protection of their families, the service and protection of their Church, and the service and protection of their country,”

EVERY program or activity is an opportunity to invite men to join our ranks as Catholic Gentlemen...to grow into the Father, Husband, and Leader that God intended them to be. We must continually, on a 365-day-year-round basis, strive to provide every Catholic man the opportunity of membership in our Order.

Plan to have local and international materials available at your events and a Brother to ask and answer questions about our Catholic, Fraternal & Family Service organization.

Recruitment

Membership 365

There are 365 days in the year...and we should be growing our Order in each one of them. Every month should provide an opportunity for a new class of First Degree Knights. Recruit one member per council per month. If we do this with only 150 councils, in 12 months our Order in Indiana would grow by 1800 members!

Membership Drives

Each Council should conduct at least one Membership or Church Drive in the Fall and Spring of each year. Objective of the drive is to build a prospect list. The Council then follows up with the prospects to become Online Members or Council Members. A successful membership drive requires welcoming people and good process. Council growth training (Delta Church Drive) is available from our Supreme Regional Training Director, in a Virtual Meeting format.

On-line Membership

Online Membership (e-Members) works to put eligible Catholic men, who are able to join the Knights of Columbus, in connection with the Order, ultimately joining a council. They start this process of joining the Knights of Columbus from the kofc.org/joinus webpage.

This initiative is not meant to support and enhance your council's traditional recruiting methods. It's a supplement to traditional recruiting by offering a new, digital experience for certain men who are not yet ready for council-based membership.

Once a man has joined online, Supreme, the Indiana State Council and the local Council will work to get him into a council and fully integrated with its activities.

Online Member Benefits:

- They have paid dues of \$30
- They are issued a K of C Membership card indicating they are an online member
- They can attend their local council meetings. They will not have voting privileges until taking the Admission Degree.

Based on the information provided at registration, the council will receive notification by Supreme or the Indiana State Online Membership Chairman.

Prospect Lists

Councils can use the Prospect Referral Cards (Form 921), Prospect Cards (Form 921A), or a Prospect Landing Page (digital prospect card) to build a list of prospective member names, phone numbers and e-mail addresses.

Supreme can set up a Prospect Landing Page specifically for your council:

1. Visit info.kofc.org/pagerequest
2. Provide your council's basic information
3. Within 5 business days, your council will have their custom prospect landing page

Once you get the URL, future Knights can simply type in their names and e-mail addresses from your smart phone, tablet, or laptop. Once they enter their e-mail address, they get a message thanking them for their interest and giving them your council's contact information. Meanwhile, your council's grand knight or membership director receives an alert that this man is a prospect for

the council to recruit. Your council's custom Prospecting Landing Page quickly connects you with potential members.

Get the prospect in your e-mail system and send them an initial not welcoming them. Adding them to the distribution list keeps them in the loop about council events. Each event they hear about becomes another reason they might join. You can also enter information for the other men on your Prospect List into the Prospect Landing Page.

For more information go to www.kofc.org/un/en/members/online-membership webpage and contact your Online Membership Director directly with any questions.

Exemplification of Charity, Unity and Fraternity

The exemplification of Charity, Unity and Fraternity is the only degree ceremony allowed in the Indiana Jurisdiction. The old Admission, Formation and Knighthood ceremonies are no longer to be conducted. The new single degree ceremony is a FOUR-PART process.

ONE – VETTING and APPROVAL for MEMBERSHIP

All candidates for the degree, whether applying directly or existing on-line members, must go through the Admission Committee for approval before taking the degree. This includes consulting with the Chaplain or Pastor to ensure that he is a Catholic in good standing. On-Line members, although considered members of the Order, have not been through this process.

TWO – DEGREE CEREMONY

EVERY COUNCIL is responsible for conducting the Exemplification of Charity, Unity and Fraternity for new members. This ceremony is easy to do, takes a minimum number of props, and can be done by reading, although memorization would, by far, be the preferred method. You will need the following props:

Ceremonial Baldrics, at least six.

Crucifix – large enough for everyone to see but small enough to hold in one's hand

Cable and Fibers – The same as in the old 2nd Degree

Candidate Kit #531 – One for each candidate available from the KofC Supply Catalog

Remember this ceremonial IS NOT SECRET. The proposed member's family and friends, as well as the general public, are encouraged to witness the ceremony. The preferred way is to hold the degree in church, immediately after the last Mass on Sunday. Ask your pastor to make an announcement inviting the general public to watch. It can also be done, at any time, in the council chamber or any suitable room large enough to accommodate all in attendance. Any problems contact the Ceremonials Chairman, whose contact information can be found in the State Directory.

THREE - PAPERWORK

The job is not over until the paperwork is done. It is the Financial Secretary's duty to see that Form 1's are sent to Supreme and that the brother Knight(s) are properly listed in Member Management.

FOUR - MENTORING

After becoming a member someone from his council should take an active interest in both his knowledge of the council's business, and in his active participation. An involved new brother Knight will become a lifelong brother Knight.

Shining Armor Award

A special council award can be given to all members of a team. New members receiving recognition within their first year are more likely to seek the higher degrees, become Council leaders, and become Knights for Life. Read more about the benefits of this program at www.kofc.org/un/en/resources/membership/shiningarmor.pdf

Sick Committee

Sometimes a member feels slighted because the Council doesn't recognize when a member is gravely ill or might need temporary medical assistance. It is critical that the Council Chancellor fulfill his duties as the Council Sick Committee Chairman and routinely request prayers and assistance for our Brother Knights and family members who fall ill, become injured, or are facing serious medical issues/procedures.

Retention Procedure for Indiana

1. The Council must have a Retention Chairman and Retention Committee (enter these on IN-FORM1). The Financial Secretary cannot be the Retention Chairman nor can he serve on the Retention Committee.
2. The Council must submit Request for Membership Suspension to their District Deputy when the Knight Alert letter is mailed.
3. Receive concurrence from the District Deputy and the State Membership Retention Chairman before submitting Form 1845 – Intent to Retain.

Reactivation

Welcome Back Brother Program

- Obtain a list of inactive insurance members from your Council's Field Agent and invite them to rejoin the Order. Your council will be credited with increased membership and insurance membership for each inactive insurance member who rejoins your Council.
- Financial Secretaries can generate a list of former members (suspended or withdrawn). The Grand Knight should form a special team to seek out those former members and invite them to rejoin our Order.

Activity Reporting

IN K of C Activity Database

The tracking system for council activities has moved from a spreadsheet to a database. The IN-ACT3 Program Activities Reporting Form has been eliminated by this system.

The Activity Database system works as follows:

1. The council enters activity information online,
2. The system completes Fraternal Programs Report Form 10784 and sends it to Supreme,
3. The Council, DD, and State Directors get an e-mail with link to see the Form 10784 submitted, and
4. Data collected is available to State Directors, DD and Councils.

The Council can see the activity data they've submitted and use it to complete Fraternal Survey Form 1728 in January, State Council Service Program Awards Entry Form STSP in February, and Columbian Award Application SP-7 in June.

A council might may not use this system and submit a Form 10784 directly to Supreme. The council should send their DD a copy of the Form 10784 if they choose to submit it directly. The accuracy and completeness of the data in the Activity Database system depends on the information the Council enters.

State Reporting / Activity Tracking

The respective Program Area Directors (Faith, Community, Family, Life.) will monitor the participation of each council by reviewing reports from district deputy and accessing the Activity Database.

The State Program Director will have a list of the most updated district deputy reports posted monthly at the State website (www.indianakofc.org/programs/program-director/activity-tracking). You will be able to determine how your Council is progressing, addressing any concerns. The District Deputy should examine the reports and communicate with the Grand Knight of his councils.

Do's and Don'ts for reporting program activities

- DO Submit the Activity Form shortly after the Activities Occurrence.
- DO provide detail to describe the activity – it might get mentioned in a newsletter and be a candidate for State or Supreme Service Program Award!
- DO recognize that repeated, scheduled activities with the same beneficiary are considered one program for the year in Indiana.
- DO realize that you will see a data base for your council. It is your responsibility to track your activities
- DO review your progress with your district deputy.
- DO e-mail or call the Directors or Chairmen at ANY time if you have questions or need help with an activity in their category.

- Don't fill in multiple activities on the same form. One activity per Form 10784
- **Don't submit an activity that consists of simply writing a check or making a donation!**
- Don't report activities that are the work of members who serve the parish as individuals in volunteer jobs, such as Eucharistic Ministers, ushers and lectors.
- Don't report the activity of an individual member; it should be multiple members participating in the activity to make it an activity of the council.
- Don't report activities that are considered "standard operating procedure" - Business/Social, Committee, Budget or Audit, and Activity Planning Meetings, etc.
- Don't report "latch-key" activities. Simply opening a building or council hall for use by other groups is NOT an activity.
- Don't report 4th Degree activities on the State forms. Instead, these hours should be reported to your Assembly Commander.
- Don't report the same activity in multiple categories that have multiple beneficiaries. **ONLY 1.**
- Don't hesitate to e-mail or call the Directors or Chairmen at ANY time if you have questions or need help with an activity in their category.

- **DON'T WAIT UNTIL THE END OF THE FRATERNAL YEAR (JUNE) TO SUBMIT FORMS!!!** The State and Supreme will be transitioning to the 2020-2021 Fraternal Year.

Training and Leadership Development

Leadership Training

Supreme has switched out from the past year's training module. Council Grand Knights, Financial Secretaries and Council Program Directors will have a new format this year. Also, our Regional Training Director, Steve Cohen (PSD – Maryland), conducts several Virtual Training sessions (1-hour), on a monthly basis. Your district deputy will share the dates/times and how to register.

Fraternal Leader Training Webinars

Supreme offers monthly training webinars for all council officers and council chairmen that are about an hour in length. All Knights of Columbus members are welcome and encouraged to join to learn how to build a stronger council and to get updated on the latest Supreme Programs and Information - <https://www.kofc.org/en/for-members/resources/index.html?1tab=1tab1>

Not available for the live presentations? Register anyway! Supreme records and archives each webinar so that fraternal leaders can participate at a time and place convenient for them!

Forms and Reports

Supreme Council and the State Council require submission of certain reports at various times throughout the year.

ALL FORMS must be submitted by the DUE DATE! Give your DD a copy of the form before the due date so he can help you complete the form correctly.

The schedule for all forms is in this Program Guide, starting on page 37.

Council Insurance

Councils must insure themselves as mentioned in the Officer's Desk Reference located on the Supreme website. **Councils (and Home Corps) are NOT COVERED by Supreme or State for insurance.** ALL COUNCILS MUST provide their own insurance for their council and council events. A council can contact a local insurance company in their area or contact Lockton Affinity Insurance mentioned in the Officers Desk Reference located in the password protected section of the Supreme website www.KofC.org. It is under the "Council and Assembly Issues" under "Insurance". Grand Knights, Financial Secretaries, and District Deputies should contact Customer Service at 800-380-9995 for a user name and password, if they haven't already done so, to access this section.

Do NOT rely on your local Church's insurance policy when holding an event, since it usually doesn't protect the Knights of Columbus Council. More dioceses are requiring Knights of Columbus councils that use parish facilities to enter into "license agreements" with the diocese and/or bishop. Dioceses often require proof of insurance for councils using their facilities.

For more information on Lockton Affinity or for a free, no-obligation quote please contact Lockton Affinity at 1-800-496-0288 or CouncilInsuranceProgram.com

Therefore, it is up to each council to be insured to protect the council – The council is not covered under Supreme or the State Council’s insurance.

Below is an excerpt from the Online Desk reference:

“The Supreme Council of the Knights of Columbus does not provide insurance coverage for subordinate councils.

** Each council is responsible for securing and paying for appropriate insurance coverage and to maintain records of the same. To the extent that a council or one of its officers incurs liability for an act or failure to act, that liability may not be imputed to the Order. See Section 246 of the Laws of the Knights of Columbus.”*

Further questions on council insurance should be directed to the Supreme office. Also, you may request assistance from the Supreme Advocates office by sending an e-mail to advocate@kofc.org.

Home Corps – Each Council and DD that has a Home Corporation, MUST work to get them fully compliant with the REQUIRED “Terms of Use Agreement” and “Charitable Distribution Agreement” along with Insurance and Tax – EIN requirements and paperwork. All completed and notarized paperwork must be submitted to and approved by Supreme and copies sent to the State Council.

Any questions regarding Home Corp paperwork and status must be addressed to the Supreme Advocates office (Advocate@KofC.org).

The State Advocate can only advise on the paperwork the State has on file.

Additional information is available to DD’s, GK’s, and FS’s when they log into the Desk Reference section for Home Corps at Supreme’s Officers Online.

THESE CONTRACTS ARE AN AGREEMENT BETWEEN THE COUNCIL AND THE HOME CORP, BUT SUPREME AND STATE MUST HAVE A COPY OF THE REQUIRED PAPERWORK!

Council Newsletter

It is important to reach out to your Council’s membership...not just those who attend meetings regularly. Providing a quarterly (at least) newsletter is an excellent way to generate interest in council activities and engage members. Electronic newsletters distributed via e-mail are acceptable, but all members must receive the letter.

Council History

To help each council maintain its long-term records, it is suggested that the Grand Knight consider appointing a Council Historian. Councils should also consider making donations of historical items to our **Indiana Knights of Columbus State Museum**. Over the years, many items dealing with both the Indiana State Council and individual Councils have been collected by state historians and many of them are on display to the public. The State Museum is located on the campus of Gibault in Terre Haute. To make a donation or tour the museum contact our curator at museum@indianakofc.org.

Council E-mail

All State Council Officers, Directors, Chairmen, and District Deputies have e-mail addresses through our State Website, consisting of their position followed by “@indianakofc.org”. The State Council provides an e-mail address for each Council using a similar format

(councilXXXX@indianakofc.org), but using the number of your Council for the X's. This serves as the primary address for your Council when the State Council needs to deliver monthly e-Newsletters or other pertinent information providing information on State activities and events.

Each Grand Knight must check that e-mail regularly. Please contact the State IT Administrator if you need assistance. Get the council e-mail password from your previous GK or by contacting State IT Administrator (it-admin@indianakofc.org).

WHEN Sending e-mails – Do NOT send e-mails of your regular council informational mailings to the State e-mail addresses (@indianakofc.org). **The State e-mail addresses are ONLY to be used to conduct business with the State!**

Email attachments should always be in PDF format. DO NOT send pictures of forms, since most e-mail servers have a limit of 10 Megabytes for attachments, and creates the possibility the email will not reach its recipients.

When sending an e-mail to a large group, make sure to use the BCC (Blind Carbon Copy) feature to avoid spammers from getting the address list of those included in the e-mail.

Those responsible for the councils list of e-mail addresses should use the information for Knights of Columbus business only.

When sending ANY Knights of Columbus e-mails, make sure to include your council number in the "Subject" line. In the letter of the e-mail, the council number and the senders contact info should be included for a reply.

Phone Calls and Voicemail

When contacting a State Officer, District Deputy, Director or Chairman and you need to leave a voicemail, please leave your name, position/title, and COUNCIL #, along with your phone number and the day/time you called.

Public Relations and Social Media

-All fundraising flyers, posters, websites, and social media areas MUST have BOTH - the councils name AND council number!

Any flyers, bulletins, posters, websites or social media sites advertising council fundraisers or general council information MUST have the full council name and council number to use the Knights of Columbus name and logos! Additionally, it should have the council's city with the council name & number.

www.kofc.org/en/resources/service/council/publicity.pdf

The publication Public Relations and Publicity Guide was prepared for Supreme Council by professional public relations people. Many council's now have their own websites, which are visible both **internally** and **externally**. The keys to making the website useful are to keep the information current and to promote its address in your newsletter and parish bulletins. The website should also include information for prospective members on becoming a Knight. Be sure to utilize space in your parish bulletin to show other parishioners what you do.

Councils – ALL SITES, websites and social media sites, MUST follow the Supreme and State Rules and guidelines – Please refer to the Supreme By-laws and Officers Desk Reference in addition to the Publicity guide to stay within the requirements!

Many councils utilize other “Social Media” options, such as “Facebook” or “Twitter”, to communicate, and should follow Supremes guidelines when using these communication sources. For additional help contact our State Public Relations Chairman at communications@indianakofc.org.

TAXES and Council EIN numbers

Councils are required to submit the required IRS tax forms (IRS Form 990, 990EZ, or 990N) and any State Department Of Revenue forms ANNUALLY. Local Councils are recognized as a tax exempt entity under Section 501(c)(8).

Employer Identification Number (EIN) – a council must do three things to comply with the IRS filing requirement: 1) obtain an EIN from the IRS; 2) register its EIN with the Home Office Legal Department; and, 3) file an annual return with the IRS.

The EIN MUST be on file with SUPREME and the State Council – your District Deputy and/or the State Advocate may request this information to place in the file – **EVERY COUNCIL “EIN” IS REQUIRED TO BE ON FILE WITH THE STATE COUNCIL!**

NOTE: A council CANNOT let a home corp use its EIN or State tax exempt number. The Council tax items must be separate from the Home Corp – DO NOT get in trouble with the IRS by letting the Home Corp use your councils tax information!

Each District Deputy will make sure the council’s in their district file their Form 990 EVERY YEAR with the IRS! Note: Some council’s have shared/used the EIN Number with their Home Corp which can result in legal issues with the IRS. Each Council and Home Corp MUST have separate EIN Tax numbers!

Awards Program

General Information

To encourage each council in planning and completing a wide variety of service and membership activities, the Supreme and Indiana Councils each offer **multiple awards**. These provide a way to recognize your council members and their commitment to changing lives and saving lives through acts of love and works of mercy. These awards celebrate “Faith in Action” within your parish and community. Grand Knights and their leadership teams should be familiar with the awards structure and necessary documentation. If you have trouble finding such information, please contact your DD or any State Director for assistance.

Supreme Council Awards

Supreme Council Awards include the **Columbian**, **Father McGivney**, and **Founders’** awards, for meeting goals in activities, membership, and insurance. However, your council’s overall aim should be – Supreme’s **Star Council Award**. The Supreme Council has published the requirements for these awards in the [Grand Knight’s Guide](#) and [Leadership Resources Guide](#), and on the Star Council Award webpage: <https://www.kofc.org/en/for-members/resources/star-council-award.html?1tab=1tab0>. Supreme also offers a competitive **Service Program Award** for each of the four program areas in which the first step is to enter the activity at the State level.

Indiana State Council Awards

The Indiana State Council provides multiple awards every year that are **unique** to our state. They include the Discovery (3), best Service Program (4), highest membership (2), vocations (1), and Catholic youth/layperson/family (3). While some are competitive and have only one winner, others (like the Supreme awards above) are awarded to **EACH** council that satisfies the requirements. Specific details and guidelines are in the sections below. As always, contact your DD, Directors, Chairmen, or any member of the State Council if you have questions. As Grand Knight, you will want to review the requirements for the **State Discovery Awards** (Nina, Pinta, and Santa Maria) within this Guide.

Indiana State Discovery Awards

The Indiana Discovery Awards consist of three awards – the **Nina, Pinta, and Santa Maria Awards**. The Nina and Pinta awards will be presented at State Convention by the State Deputy.

The Santa Maria Award is the highest honor a council can receive from the Indiana State Council. A council receiving this award has a physical record to display indicating the excellence of its activities in both service and membership during the previous fraternal year. The Santa Maria Awards will be delivered to the DD in July and then the DD will present it to the Council.

EVERY council that satisfies the requirements will have the name of the Grand Knight, Financial Secretary and Council Chaplain on the award. The descriptions below are quick references for Discovery Award requirements.

NINA Award Requirements must be completed by 1 April 2021

- Form 185 Report of Officers Chosen for the Term
- Form 365 Service Program Personnel
- Form 1728 Fraternal Survey Report
- Two Form 1295 Audits (August and February)
- IN-FORM1
- Fully Compliant with Safe Environment Program
- Distribute a Council Newsletter or other periodic communication to all members
- GK meets with each Pastor or Parish Life Coordinator

PINTA Award Requirements must be completed by 1 April 2021

- Meet all Nina Requirements
- Conduct Two Membership Drives
- Promote/Conduct two Fraternal Benefits Nights
- Send two delegates to State Convention
- Form 4584 Special Olympics Partnership Report
- Contribute to the Indiana Support Our Seminarians program or Supreme RSVP.
- Contribute to the Indiana Ultrasound Program
- One STSP Submitted

SANTA MARIA Award Requirements must be completed by 30 June 2021

- Meet all Nina and Pinta Requirements
- Submit Form SP-7 that meets all Supreme Columbian Award Requirements
- Achieve at least 100% of their State Membership Goal

SOS Awards (Support Our Seminarians)

To recognize those councils that meet or exceed Support Our Seminarians \$1 per member goal during the year, the State Council provides certificates and various size plaques. The appropriate SOS Award level is determined by the Vocations Chairman with assistance from the State Treasurer. Due to the timing of this program, the awards are given to the District Deputies at their July Organizational Meeting for later distribution to the individual councils. Although the **original** donation of SOS funds to the State Treasurer should be accompanied by the **IN-SOS1** form (found later in this Guide), there is no additional application form to submit for the SOS Award, as qualification is determined strictly by the numbers.

Indiana State Competitive Awards

In addition to the Indiana Discovery Awards, which multiple councils earn each year, the Indiana State Council also offers competitive awards to **acknowledge the best** in performance and programs throughout the State. Councils must submit entries using the appropriate forms, and the materials must be received by the Program Area Director or State Program Director by February 28. Other than those categories based on objective numbers, winners of these Indiana awards are determined by a committee of Directors appointed by the State Deputy. Whenever possible, winning councils or individuals will receive the awards at the Indian State Convention in April.

State Council Service Program Awards (Form STSP)

These awards recognize councils with the most outstanding activity conducted for the year in each of the four “Faith in Action” Program Areas – **Faith, Community, Family, Life**. This is a chance for your Council to shine! Include typed descriptions, photographs, news articles, or pamphlets (no videos) to help describe the character of your project. Each entry selected as a State Winner goes to the Supreme Council and competes for the international awards! Look for our recent State winners on the Awards link under the Program Director section on the State website.

Since the winners progress to the next level, it is imperative that a council follow the directions on Supreme Form STSP precisely (e.g. one sentence description on the first page). This State Council Service Program Awards entry form can be found at www.kofc.org/un/en/forms/council/state_serviceaward_p.pdf. A council may submit entries in all four areas if they choose, but may only submit one activity in each category. Send / e-mail entry to the State Director of that category by **Feb 28th**.

Fr. McGivney State Vocations Award

This award recognizes the one council program or event that is considered the best in supporting and/or promoting Religious Vocations. Councils should use form IN-FMV1 found later in this Guide to submit only one entry to the State Vocations Chairman and copy the State Faith Director by February 28th. Include photographs as well as printed media to help portray the character of your project.

Timothy P. Galvin K.S.G Outstanding Catholic Layperson Award

The Outstanding Catholic Layman Award is named for a distinguished Knight who served as State Deputy from 1925-1928 and who was later made a Knight of St. George by the Holy Father. Councils should use form IN-OCL1 found later in this Guide to submit only one entry to the State Faith Director by February 28th.

Family of the Year Award

Councils can submit information to enter a family into this contest by using the Supreme form for the Family of the Year Award. Since the State-level winner is automatically entered into the Supreme International contest, you must use the form found in the *Family of the Month* materials in the packet supplied to each Grand Knight at the beginning of his term of office. The form is also located at kofc.org/un/en/forms/council/family_year1993_p.pdf. Submit an application for only one family to the State Family Director **by February 28th**.

Outstanding Catholic Youth Award

This award is given to a high school senior who has rendered exceptional service to Church, community, and school. Councils should use form IN-OCY1 (2 pages) found later in this Guide to submit only one entry to the State Community Director **by February 28th**.

Francis F. Gallagher Award

This award is presented to the council with the highest net increase in membership for the fraternal year. There is no application form to submit, as this award is determined strictly by the numbers. (A council cannot win both the Gallagher and Scheiber awards in the same year.)

Richard B. Scheiber Award

This award is presented to the council with the highest percentage increase in membership over its quota in the year. There is no application form to submit, as this award is determined strictly by the numbers. (A council cannot win both the Scheiber and Gallagher awards in the same year.)

Top Ten Contributors

At the Indiana State Convention in April, the State Deputy or his designee will recognize the ten Councils that contribute the largest amounts to the ultrasound machines and intellectually disabled (i.e. the “Tootsie Roll Drive”). All money collected and/or donated through the Indiana State Council treasury between March 1st of the previous Fraternal Year and February 28th of the current Fraternal Year will be used to determine the top ten Councils in each category.

Blood drives are saving lives the top ten councils contributing the highest amount of pints of blood are also recognized.

There is no application form to submit, as this award is determined strictly by the numbers.

2021 Indiana State Convention

The 120th Indiana State Convention is April 9-11 2021 at the Fort Wayne Grand Convention Center/Hilton Hotel (120 W. Jefferson Blvd., Fort Wayne, 46802). Every council should elect and send delegates. Sending two delegates to State Convention is required to earn the Pinta Award.

Hotel reservations are made by attendees and must be received by Thursday, March 15, 2021. You can start reserving your hotel rooms today by calling:

- Hilton Fort Wayne at the Grand Convention Center, 1020 S. Calhoun St. Fort Wayne, 46802 (855-680-3239) \$119/night,

The Convention Registration Form and Certificate of Credentials for Delegates and Alternates is in this Program Guide. “Convention Packets” are no longer mailed to councils. Mail the Convention Registration Form and check payable to “Indiana State Council” to the State Secretary by March 26,

2021. No meals can be purchased after April 1st, 2021. Mail the signed and sealed Certificate of Credentials to the State Secretary by March 26th, 2021.

For any further information please contact our State Secretary Scott Schutte; Phone 317-600-9507, or e-mail statesecretary@indianakofc.org.

Diocesan Caucuses at State Convention

The purpose of the Diocesan Caucuses at the State Convention is to elect a delegate from each diocese to represent the State of Indiana at the Supreme Convention in August.

Each diocese will elect a delegate and alternate delegate at the State Convention Diocesan Caucus. All State Convention council delegates are required to attend and vote at the caucus, only registered State Convention delegates will be allowed to vote at the caucus. Any 3rd degree Knight in good standing wanting to be a delegate to the Supreme Convention, **MUST BE PRESENT** at their Diocesan Caucus at the State Convention as a candidate, so they can accept the nomination and receive any required information for the Supreme Convention. Diocesan Candidates must fill out a candidate form at the State Convention and return it to the required persons. The Diocesan candidate does not need to be a council delegate at the State Convention, but must be registered and present at the State Convention.

Financial Secretaries will also elect a Supreme Convention delegate and alternate delegate at their meeting at the State Convention to represent the State of Indiana as a delegate.

Delegates elected **DO NOT** represent their Diocese or group – Delegates represent the State of Indiana Knights of Columbus. Alternate Delegates will go to the Supreme Convention if the Elected Delegate is unable to attend.

Additionally, the State Deputy and Immediate State Officers (IPSD, SS, ST, SA, and SW) will select an outstanding District Deputy (DD) to be a Delegate. To qualify, the DD must attain 100% of his Districts membership goal by April 1st, and have met expectations required as a district deputy

In the off years of the State Secretary not required to attend as a Supreme Convention delegate (1st year of term), the State Directors and State Chairmen and other current State Officers (ST, SA, and SW) will have a caucus to select an outstanding Chairman, Director, or State Officer to be a delegate to the Supreme Convention to represent the Indiana Jurisdiction.

Information and rules for the Caucuses will be sent to each council's State e-mail address (CouncilXXXX@indianakofc.org where XXXX is the council #) and posted on the State website. Diocesan candidates running for election must follow all KofC rules regarding campaigning and all hotel rules/regulations.

Further questions regarding the Diocesan Caucus should be directed to the State Advocate, Robert Zielinski, at stateadvocate@indianakofc.org.

Indiana State Council Forms Worksheet

(*Supreme: Due dates listed, but the Forms are NOT Included in this Guide)

Due	Filed	Form#	Report	Supreme	State
7/1		185	Report of Officers Chosen for Term 7/1 - 6/30	X	
8/1		IN-FORM1	GK, FS, Chaplain, SOI Ambassador, Gibault Envoy, Retention Chairman and Committee		X
8/1		365	Service Program Personnel Report for the Term 7/1-6/30	X	
8/15		1295-1	Semi-Annual Council Audit Report	X	
8/15		SC-KIT	Soccer Challenge Kit Order Form	X	
9/1		2629	Notice of Appointment of Round Table Coordinator	X	
As needed			Perpetual Memorial Society registration form		X
Per visit		DD CL	District Deputy Council Check list Form		X
11/1		FT-KIT	Free Throw Council Competition Kit Order Form	X	
11/15		990 / 990EZ	Council Federal / State Income Tax Filing (www.irs.gov/eo)	(Federal)	
12/1		4567	Soccer Challenge Participation Report Form	X	
1/31		1728	Annual Survey of Fraternal Activity Report	X	
1/31		4584	Partnership Profile Report w/Special Olympics	X	
1/31		FT-1	Free Throw Championship Participation Report	X	
2/15		1295-2	Semiannual Council Audit Report	X	
2/28		STSP	Service Program Award Entry (4 Categories)	X	
2/28		FMV, OCY, OCL	Outstanding Vocations, Youth, Layperson entry: FMV1, OCY1, OCL1		X
2/28		10680	Family of the Year Award		X
3/26		IN-ST-Conv	State Convention Registration form (<i>Early Regist Ends 3/1</i>)		X
3/26		CREDENTIALS	CREDENTIALS for Convention DELEGATES and Alternates		X
Conv		IN-GR1	Indiana State Council Gibault Raffle Reporting Form		X
6/15		IN-SOS1	Tony Muffoletto Support Our Seminarians Report Form		X
6/15		IN-COL2	Culture of Life Donation Report		X
6/15		IN-VET-WL1	Veteran's – Warriors to Lourdes Donation Form		X
6/30		SP-7	Columbian Award Application	X	
6/30		2630	Annual Report Knights of Columbus Round Table	X	
6/30		2863	RSVP Refund/Plaque Application	X	
6/30		10057	Food for Families Reimbursement Form	X	
Monthly		10668	Family of the Month Generic Report Form	X	
Yearly		IN-Form 1			X
A/N		IN-TOT2	Tootsie Roll Drive CHECK REQUEST FORM		X
3/15		IN-DB1	Deceased Brothers Report		X
A/N		1728A	Survey of Fraternal Activity Individual Member Worksheet	X	
A/N		532	Requisition for Exemplification Ceremonials	X	
A/N		10784	Council Activity Report (online)		X
A/N		IN-BD2	State Blood & Platelet Drives Form		X

All State forms are available online at www.indianakofc.org/forms
 Supreme Council Forms are available online at
www.kofc.org/un/en/members/resources/forms/council.html



INDIANA KNIGHT OF COLUMBUS PERPETUAL MEMORIAL SOCIETY

The Indiana Knights of Columbus Perpetual Memorial Society provides a way to remember and pray for our loved ones and friends. Anyone is welcome to enroll, anyone they choose (family, friends, loved ones) in the society. Next of kin will receive a letter of condolence if requested from the Perpetual Memorial Society Chairman. The donor will be sent an e-mail or letter of appreciation if desired for using the Perpetual Memorial Society as a way of remembering and praying for their loved ones for eternity.

The amount of the donation will never be revealed. Total donations that are deposited in the Christopher Fund at the Knights of Columbus Supreme Office will accumulate earnings. The earnings from the account is presented to our Indiana bishops on an annual basis.

The Indiana Knights of Columbus Perpetual Memorial Society maintains books that will be present at every Mass offered at functions of the Indiana Knights of Columbus. These books show the enrollee's name, year of birth and death and are included at each Mass for the repose of their soul. If a single donation equal to or more than \$200.00 is made, the Knights of Columbus commemorative cross will be shipped to the donor's address. This cross is symbolic of the many charitable services of the Knights, acting out of love and works of mercy

INDIANA K of C PERPETUAL MEMORIAL SOCIETY Registration Form

Please Print

Please enroll: Name _____ (Gender) Male or Female

Year of Birth _____ Year of Death _____

Enrollee was member of Council (Number) _____ Assembly (Number) _____

Donor's Name(s) _____

Address _____

City, State, Zip _____

Donor's thank you letter requested by (Check one): E-mail Mail None

E-mail Address (If checked above) _____

Send Letter of Condolence to: Name _____

Address _____

City, State, Zip _____

Who is the (Father, Mother, Husband, Wife, Son, Daughter, Brother, Sister, Other) of the deceased. (Circle one)

Please make your check payable to: Indiana State Council Knights of Columbus

Mail to: Family Director
Ryan Borden
19990 Athens Rd.
Troy, IN 47588

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

7/2019

12th INDIANA K of C SPONSORED TRIP TO THE 2021 NATIONAL MARCH FOR LIFE

OPEN TO ALL WHO BELIEVE IN LIFE

Wednesday, January 27 Depart from one of our locations throughout the State, approximately 8:00 pm. leaving on tour bus. There will be several stops along the way.

Thursday, January 28 Breakfast in Maryland; arrive in Washington approximately 10 am, tour the DC mall for 2 or 3 hours, proceed to hotel. Leave for the National Shrine of Immaculate Conception, **or** Saint Pope John Paul II Shrine **or** free time. Return to hotel and crash, you'll be tired.

Friday, January 29 Full Breakfast at the hotel, board bus, proceed to Rally, join March when it begins, when you're done tour the Mall, return to hotel, proceed to banquet.

Saturday, January 30 Breakfast at the hotel, board buses and head home, arriving about 8 pm.

COST: TO BE DETERMINED Includes: Round-trip & all transportation in D.C. on touring bus, Rally and March, hotel for 2 nights, Double-occupancy, 2 full breakfasts, Box Lunch for the March,

Fri. night banquet & celebration and a wonderful feeling having participated!

\$50 – Holds your Reservation 100% Refund, if trip is cancelled

(Get a down payment of some amount in as soon as possible to reserve your spot on the trip)

Can't make these dates? Need more info? Give us a call, Pro Life Director 219-663-0509

Keep track of your payments

-Date of 1st payment _____ Check # _____ Amount _____

Date of 2nd payment _____ Check # _____ Amount _____

-Do NOT send cash, Make Checks payable to: Indiana State Council Memo Line: DC March

- Send your check and the bottom of this form to: Culture of Life Director
3993 Willowood Court
Crown Point, Indiana 46307-8945

prolife@indianakofc.org
mavelasco7@hotmail.com

RETAIN THIS PORTION FOR YOUR RECORDS
RETURN LOWER PORTION WITH YOUR CHECK,

PLEASE PRINT ALL INFORMATION NEATLY If we can't read it, how will we know who you are?

Name _____ Council # _____

Check one of the following: Knight ___ Spouse ___ Son or Daughter of Knight ___ Other ___

Address _____ City _____ Zip _____

Home Phone () _____ Cell Phone Need cell phone for the march () _____

E-mail Address _____ Roommate _____

Preference _____ Leaving from: Rank top 3 choices, (1st, 2nd, 3rd) Merrillville

___ South Bend ___ Fort Wayne ___

Zionsville ___ Indianapolis ___ Seymour ___ Lanesville ___

Emergency Contact: Name _____ Relationship _____

Phone () _____

Please list any medical condition/food allergies _____

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

IN-FORM1 (2 pages)



Knights of Columbus INDIANA STATE COUNCIL

DUE BY: August 1st

For Fraternal Year 20__ - 20__

(This form must be completed annually even if the same members are re-elected or reappointed)

Council Number _____ Meeting Location _____

Website _____ Night and Time: _____

Grand Knight _____ Member Number _____

E-mail: _____

Phone Number: _____ Or _____

Financial Secretary _____ Member Number _____

E-mail: _____

Phone Number: _____ Or _____

Chaplain _____ Member Number _____

E-mail: _____

Phone Number: _____ Or _____

Gibault Envoy _____ Member Number _____

E-mail: _____

Phone Number: _____ Or _____

Special Olympics Ambassador _____ Member Number _____

E-mail: _____

Phone Number: _____ Or _____

IN-FORM1 (continued)

Retention Chairman _____ Member Number _____

E-mail: _____

Phone Number: _____ Or _____

Retention Committee

Name _____ Member Number _____

Name _____ Member Number _____

Name _____ Member Number _____

Copy of Council Form 185 and Form 365 for current fraternal year must be attached

Date Submitted _____ Signed _____

Grand Knight

SUBMIT TO: State Admin (admin@indianakofc.org)

COPIES TO: District Deputy
Council Files

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

Page 2 of 2

7/2019

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						
Delta Church Drive (Autumn)						
Delta Church Drive (Spring)						
Fraternal Benefits Nights (2)						
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

6/2020

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 Delta Church Drives (October, March)
- 2 Fraternal Benefits Nights
- 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

6/2020

IN-FMV1



Knights of Columbus DUE BY: Feb. 28

INDIANA STATE COUNCIL

**VENERABLE FATHER MCGIVNEY
STATE VOCATIONS AWARD**

Council Number _____ Date _____

Council Name _____

Council Address _____

Council City _____ ZIP _____

Grand Knight _____ PHONE _____

Vocations Chairman _____

Describe the vocations activity that the Council conducted. Pictures, newsletter and Church bulletin articles, newspaper clippings, and other supplemental material may be included. Use the reverse side of this form or additional pages if required.

SUBMIT TO: State Vocations Chairman
COPIES TO: State Faith Director
District Deputy

7/2019

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



Knights of Columbus
INDIANA STATE COUNCIL

DUE BY: Feb. 28
To State Faith Dir.

TIMOTHY P. GALVIN K.S.G.
OUTSTANDING CATHOLIC LAYPERSON AWARD

(Please Print or Type)

Council Number _____
submits the following nominee for the Timothy P. Galvin K.S.G. Outstanding Catholic Layperson Award:

Name: _____

Address: _____

Age: _____ Marital Status: _____ Married _____ Single PHONE _____

If Married: Spouse's Name _____

Number of Children _____

Nominee's Occupation: _____

Parish: _____

Name and Address of Pastor: _____

Is nominee a member of the Knights of Columbus? _____ Yes _____ No.
(The nominee must be an Indiana K of C member, or the wife, daughter, sister, or mother of a member)

If yes, his Council number and name: _____

List the organizations to which the nominee belongs and the qualifications that would entitle the nominee to be selected Outstanding Catholic Layperson of the Year. Use an additional page if necessary.

If possible, submit a letter of recommendation from the nominee's pastor.

Signed: _____ (Grand Knight) Council Number: _____

SUBMIT TO: Indiana State Faith Director
COPIES TO: District Deputy
Council Files

7/2019

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

IN-OCY1



Knights of Columbus

INDIANA STATE COUNCIL

DUE BY: Feb. 28

To Community Dir.

OUTSTANDING CATHOLIC YOUTH SCHOLARSHIP APPLICATION

(Please Print or Type. Use additional pages as necessary.)

Council Number _____ submits the following nominee for the Outstanding Catholic Youth Award:

Nominee Information:

Name: _____

Address: _____

_____ PHONE _____

School: _____

Parish: _____

Father's Full Name: _____

Father's Occupation: _____

Mother's Name: _____

Mother's Occupation: _____

Number of Brothers: _____ Number of Sisters: _____

Parents' Address (if different from nominee's): _____

Application Requirements:

This application cover sheet has information on front and back - please remember to provide information satisfying application requirements on **both sides**. Provide the following information and attach this cover-sheet for submission.

Please include nominee's photograph.

I. SPIRITUAL, CHURCH AND PARISH INFORMATION

Please list and describe the works and accomplishments of your nominee within the structure of the nominee's parish organizations.

Please list and describe the nominee's Spiritual and Corporal Works of mercy, how these works benefit the spiritual welfare of those around the nominee, and how their performance has affected the nominee spiritually.

II. SCHOOL

Scholastic Grade Average: 9th _____ 10th _____ 11th _____ 12th _____

Current Class Rank: _____ out of _____ students in the 12th grade.

Please include a copy of the nominee's high school transcript.

[continued on next page]

Please indicate the effect and impact your candidate has had upon the nominee's school, administration, teachers, counselor, and students.

Please list the clubs and organizations to which the nominee belongs and the offices held (if any). List athletic activities in which the nominee has participated.

III. CIVIC AND COMMUNITY

Please list and describe all of the civic and community activities in which your nominee has participated during the nominee's high school years, including summer activities. Indicate the effect and impact these activities have had on the community.

IV. RECOMMENDATIONS

The following letters of recommendation should be attached to this form:

1. A letter from the nominee's Pastor, Associate Pastor, or CCD Coordinator.
2. A letter from the nominee's school administrator, counselor, or dean of students.
3. A letter from the sponsoring Council's Grand Knight or Youth Director.
4. Letters from other interested persons within the nominee's parish, school and/or community.

V. AUTOBIOGRAPHICAL SKETCH AND GENERAL INFORMATION

You have been nominated by your local Knights of Columbus Council for the Outstanding Catholic Youth Award of the Indiana Knights of Columbus. Please provide a personal assessment of yourself and a brief sketch of your family. Feel free to express your personal wants and desires for the present and the future, along with your plans for the future. Please comment on your nomination.

V. SUBMISSION

Mail the completed application along with all letters of recommendation to the Indiana State Council Youth Director

Signed _____
(Nominee)

Signed _____ Council Number _____
(Grand Knight)

Signed _____
(Council Community Director)

SUBMIT TO: State Community Director
COPIES TO: District Deputy
Council Files

7/2019

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

IN-DB1



Knights of Columbus

**INDIANA STATE COUNCIL
MONTHLY DECEASED BROTHERS REPORT**

SUBMIT: As Needed

**Due by March 15th for
St. Convention**

Council Number _____ Council Name: _____

Council Location _____

Date Form is Submitted _____

Names and Dates of Death of Deceased Brothers (Please Print):

Name _____ Date _____

Name _____ Date _____

Name _____ Date _____

Name _____ Date _____

Name _____ Date _____

Name _____ Date _____

Name _____ Date _____

Name _____ Date _____

Name _____ Date _____

In order for the deceased Knights to be remembered at our Convention Memorial Mass, this report must be received by the State Church Director no later than March 15th.

Signed _____
(Grand Knight or Financial Secretary)

MAIL TO: State Family Director
COPIES TO: District Deputy
Council Files

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

IN-SOS1



Knights of Columbus

DUE BY:
December 1 and June 1

INDIANA STATE COUNCIL
Tony Muffoletto "SUPPORT OUR SEMINARIANS"

Council Number: _____ Date: _____

Council Name: _____

Council Location: _____

Grand Knight: _____

Vocations Chairman: _____

Amount of "Race for Vocations" Donation \$: _____ Check#: _____ Due by December 1

Amount of SOS Donation \$: _____ Check#: _____ Due by June 15

Source of Funds: _____

Make your check payable to "Indiana State Council" and indicate "SOS FUND" on the memo line.

SEND CHECK AND THIS FORM TO: INDIANA STATE TREASURER

COPIES TO: State Vocations Chairman
District Deputy
Council Files

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

IN-COL2



Knights of Columbus DUE BY: June 15 INDIANA STATE COUNCIL CULTURE OF LIFE CHECK REQUEST FORM

Council Number: _____

Date: _____

Council Name: _____

Council Location: _____

Grand Knight: _____

Culture of Life Chair-Couple: _____

If the Council conducted a Culture of Life activity to raise this money, please describe the event below.

Line A: Total Amount of Council Check Forwarded to Indiana State Council \$ _____

Line B: Minimum 10% Donation to the Indiana State Council Culture of Life Fund \$ _____
(Donations allow the Indiana State Council to fund State-wide COL projects as needed throughout the year.)

Line C: Donation to the Indiana State Council Ultrasound Fund \$ _____

Line D: Donation to the Indiana State Council Safe Haven Baby Boxes Fund \$ _____

Line E: Remaining Amount to be donated to agencies other than the Indiana State Council
COL Funds above (Subtract Lines B, C, & D from Line A) \$ _____

Please list information and amounts for all agencies receiving distributions from the Remaining Amount on **Line E** of this form.

1. Name: _____ \$ _____

Address: _____
City: _____ State: _____ ZIP: _____

2. Name: _____ \$ _____

Address: _____
City: _____ State: _____ ZIP: _____

3. Name: _____ \$ _____

Address: _____
City: _____ State: _____ ZIP: _____

Make the full check payable to: "Indiana State Council". Checks to other agencies will be returned to the Council's Financial Secretary at the address in the current State Directory.

SUBMIT CHECK AND COPY OF THIS FORM TO: **Indiana State Treasurer**

COPIES TO: State Life Director (MUST send copy to COL Chairman for credit)
District Deputy
Council Files

7/2019

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

IN-BD2



Knights of Columbus

SUBMIT: As Needed

**INDIANA STATE COUNCIL
STATE BLOOD DRIVE REPORT FORM**

Blood Drive: _____ Platelet Drive: _____

(Place an "X" for either hosting / participating in "Blood Drive" or "Platelet Drive")

(NOTE: a MINIMUM of 5 Knights is required for credit when participating in the Blood Drive)

Date Submitted: _____

Council Number: _____

Council Name: _____

Council Location: _____

District # _____

Blood Drive Info:

Date of Blood Drive: _____

No. of Units Drawn: _____

Platelet Drive Info:

Date of Platelet Drive: _____

No. of Platelet Donors: _____

Signed: _____ (Grand Knight or Financial Secretary)

SUBMIT TO: State Council Blood Drive Chairman
COPIES TO: State Community Director,
District Deputy
Council Files

7/2019

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

IN-TOT2



Knights of Columbus

SUBMIT: After Drive, Due by 6/15

INDIANA STATE COUNCIL O'ROURKE TOOTSIE ROLL DRIVE FOR INTELLECTUALLY DISABLED CITIZENS CHECK REQUEST FORM

Council Number _____ City _____ Date(s) _____

INCOME:

Sale of _____ cases of Tootsie Rolls: \$ _____

Other donations: \$ _____

TOTAL INCOME: \$ _____

EXPENSES:

_____ Cases of Tootsie Rolls: \$ _____

_____ Aprons@ _____: \$ _____

Insurance Expense \$ _____

Miscellaneous Expense: \$ _____

TOTAL EXPENSES: \$ _____

NET INCOME FROM DRIVE: \$ _____

DISTRIBUTION REQUEST

AMOUNT OF COUNCIL CHECK TO STATE COUNCIL: \$ _____

Please list the name and address of each approved eligible organization to which you wish to donate and indicate the amount to be donated. Use an additional sheet if necessary.

(1) AMOUNT TO BE DONATED TO GIBAULT \$ _____

(2) AMOUNT TO BE DONATED TO INDIANA SPECIAL OLYMPICS \$ _____

(3) _____
Name of Organization

Address

City State ZIP Amount: \$ _____

(4) _____
Name of Organization

Address

City State ZIP Amount: \$ _____

Grand Knight Date

Checks written to the above organizations for the amount indicated will be returned to the council for distribution. Unless directed otherwise, the checks will be mailed to the financial secretary of the council at the address listed in the most recent state directory. Send copy of this report and the council check made payable to **Indiana State Council** to State Treasurer at address in State Directory

SUBMIT TO: Indiana State Treasurer
COPIES TO: State Community Director
District Deputy
Council Files

7/2019

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

IN-GR1



Knights of Columbus

SUBMIT: As Needed

**INDIANA STATE COUNCIL
GIBAULT RAFFLE REPORT FORM**

Council Number: _____

Council Name: _____

Council Location: _____

Books Issued _____

Books Sold _____

Receipts/Ticket Sales \$ _____

Expenses/Cost of Distribution: (\$ _____)

Net Amount Remitted: \$ _____

Signed _____

(Grand Knight or Financial Secretary)

Please return this form with your check (payable to: IN St. Council) & ticket stubs at the State Convention

SUBMIT TO: State **Gibault Envoy Chairman** on behalf of the **State Treasurer** at the State Convention

COPIES TO: District Deputy
Council Files

7/2019

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

IN-VET-WL1



Knights of Columbus DUE BY: June 15

**INDIANA STATE COUNCIL
VETERAN'S – WARRIORS TO LOURDES DONATION REPORT**

Council Number _____ Date _____

Council Name _____

Council Location _____

Grand Knight _____

Veteran's Chairman _____

Amount of Donation \$ _____ Check# _____

Source of Funds _____

**Make your check payable to “Indiana State Council” and indicate
“WARRIORS TO LOURDES DONATION” on the memo line.**

SEND CHECK AND THIS FORM TO: INDIANA STATE TREASURER

COPIES TO: State Veteran's Affairs Chairman
State Community Director
District Deputy
Council Files

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

IN State Convention Registration Form



120th Indiana Knights of Columbus State Council
CONVENTION REGISTRATION
April 9-11, 2021

Council Number _____

Knights Name: _____

Wife, Children and
 Guest Names: _____

Phone No. _____

E-mail: _____

Please check titles that apply to you

- | | | |
|--|--|---|
| <input type="checkbox"/> Chaplain (no registration fee) | <input type="checkbox"/> Non-Voting Member | <input type="checkbox"/> Financial Secretary |
| <input type="checkbox"/> Delegate | <input type="checkbox"/> Guest | <input type="checkbox"/> Grand Knight |
| <input type="checkbox"/> Alternate Delegate | <input type="checkbox"/> District Deputy | <input type="checkbox"/> Gibault Board Member |
| <input type="checkbox"/> State _____ Director | <input type="checkbox"/> Other _____ | |
| <input type="checkbox"/> State _____ Chairman | | |

Registration Fee must be paid for EVERY person 18 years or older. One form per family please.

Registration Fee per person; wife and guests also	Adults	Children	\$
\$15.00 per person – if mailed by 3/1/2021	_____		\$ _____
\$25.00 per person – if mailed by 3/19/2021	_____		\$ _____
\$35.00 per person – after 3/19/2021	_____		\$ _____
Chaplains Dinner			\$ _____
Friday (\$55.00 per plate, \$15.00 per child plate)	_____	_____	\$ _____
Lunch			\$ _____
Saturday (\$35.00 per plate, \$15.00 per child plate)	_____	_____	\$ _____
State Banquet			\$ _____
Saturday (\$45.00 per plate, \$15.00 per child plate)	_____	_____	\$ _____
Ladies Brunch and Program			\$ _____
Sunday (\$35.00 per person, \$15.00 per child plate)	_____	_____	\$ _____
Total			\$ _____

Are you trained to respond to medical emergencies (e.g. Paramedic, Nurse, or Doctor) and willing to help if an event occurs? _____

Any special dietary or other restrictions? _____ (If YES, please provide restrictions)

Contact Scott Schutte, 317-600-9507 statesecretary@indianakofc.org if you have questions.

Mail this form and check payable to “Indiana State Council” by March 26th to:

Scott Schutte, State Secretary
 2115 Lake Run Court
 Greenwood, IN 46143

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

Check Number _____ Date Received _____ 6/2019



CERTIFICATE of CREDENTIALS

DELEGATES and ALTERNATES



District # _____ Indiana State Council, Knights of Columbus Council # _____

I Hereby Certify, that the following are the regularly elected delegates to memberships in the Indiana State Council, Knights of Columbus, for the fiscal year 2020-21.

DELEGATES

1. Name _____ Member # _____ Phone # _____
 Address _____ City _____ Zip _____
 Insurance or Associate Member _____ Third Degree _____

_____ Miles@ \$.20 _____	2 Days @ \$25.00 _____	Total \$ _____
Roll Call – Saturday _____	Roll Call – Sunday _____	Please Do Not Write in this Box

2. Name _____ Member # _____ Phone # _____
 Address _____ City _____ Zip _____
 Insurance or Associate Member _____ Third Degree _____

_____ Miles@ \$.20 _____	2 Days @ \$25.00 _____	Total \$ _____
Roll Call – Saturday _____	Roll Call – Sunday _____	Please Do Not Write in this Box

ALTERNATES

1. Name _____ Member # _____ Phone # _____
 Address _____ City _____ Zip _____
 Insurance or Associate Member _____ Third Degree _____

Roll Call – Saturday _____	Roll Call – Sunday _____	Please Do Not Write in this Box
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2. Name _____ Member # _____ Phone # _____
 Address _____ City _____ Zip _____
 Insurance or Associate Member _____ Third Degree _____

Roll Call – Saturday _____	Roll Call – Sunday _____	Please Do Not Write in the Box
----------------------------	--------------------------	--------------------------------

Dated this _____ day of _____

 (Signed) Financial Secretary

 (Signed) Grand Knight

(Council Seal)

As provided in Section 4 of the By-Laws of the Indiana State Council, the Financial Secretary of each Council shall prepare and certify, attested by the Council seal and countersigned by the Grand Knight, six forms, two certificates of credentials and four credentials of delegates and alternates on blanks furnished and shall forward one copy of certificate of credentials to the State Secretary at least two weeks before the State Council meets, and shall deliver one copy of credentials to each delegate and alternate for presentation at said meeting. The copy so furnished each delegate and alternate shall be made out in the name of such delegate and alternate. An extra copy of this form is furnished, to be retained by the Financial Secretary for his record.

- Mail original with signatures and seal to State Secretary by 3/26/2021.
- Mail a copy with signatures and seal to District Deputy by 3/26/2021.
- Provide a copy with signatures and seal to each Delegate and Alternate to present at Convention Registration.
- Retain one copy for Council records.

Mileage and Per Diem Check No. _____	Total \$ _____	Please Do Not Write in this Box
--------------------------------------	----------------	---------------------------------

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



Request for Membership Suspension (IN-RMS)

District: _____
Council: _____

Member Info:	Last Name:	First Name:	MI	Age	Years of Service	Membership Number
	Phone Number:	Email:	Parish Name:			First Degree Date:
	Mailing Address:			Member of Parish: <input type="checkbox"/> Yes <input type="checkbox"/> No		Re-Entry Date (if Applicable):
Billing:	Notice	Date	Dues Paid? (Y or N)		Letter Returned? (Y or N)	New Address? (Y or N)
	First Billing Notice					
	Second Billing Notice					
	Knight Alert					

*Note if New Address, last letter should be resent and address updated in Member Management

Retention:	Retention Committee Member Assigned:					
	Attempts to Contact Member – NOTE: Voicemail and Billing are NOT considered contact In comments, indicate how contact was made, i.e. phone, home visit, email, parish, etc					
	Contact #1 Comments:	Date:	Contact #2 Comments:	Date:	Contact #3 Comments:	Date:
	Signatures below certified complete retention activity by Grand Knight, Deputy Grand Knight and Trustees (all required):					
	Grand Knight:			Trustee One-Year:		
	Deputy Grand Knight:			Trustee Two-Year:		
				Trustee Three-Year:		

Send Results (this Form and any supporting documentation) to District Deputy. DD will complete his requirements and forward results & recommendations to the Membership Retention Chairman and State Membership Director with information copied to State Deputy

State:	Office	Comments:	Recommendation:
	District Deputy		
	Membership Retention Chairman		
	State Retention Chairmen will return form(s) to District Deputy with Recommendations as noted:		
<input type="checkbox"/> Concur (Submit 1845 – Intent to Retain) <input type="checkbox"/> Do Not Concur (Contact State Retention Chairmen)			

Note: See Reverse Side for Instructions

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

Request for Membership Suspension Form Instructions

1. Completely Fill Out the following Sections
 - a. Member Info
 - i. All information can be obtained from Grand Knight or Financial Secretary via Member Management
 - b. Billing
 - i. Note the date each billing notice and Knight Alert (KA1) is sent.
 - ii. Indicate whether dues were paid for each billing
 - iii. Indicate whether letter was returned
 - iv. If applicable indicate what new address was indicated with return or during Retention efforts.
 - c. Retention
 - i. Council Grand Knight appoints Membership Retention Chairman and Committee. Submit names on IN-FORM1 and Supreme Form 365.
 - ii. Each delinquent member should be assigned to a member of the retention committee
 - iii. Multiple contacts must be attempted. Note that leaving a voicemail three times does not count as three contact attempts
 - iv. Comments about the contact attempt should be noted
 - v. Grand Knight as ex officio member of the Retention Committee and leader of the local council must sign-off that all retention efforts have been exhausted and be prepared to assist the District Deputy and State Membership Retention Chairman is needed
 - vi. Deputy Grand Knight and Trustees as official members of the Retention Committee must sign-off that all retention efforts were exhausted by the assigned member
 - d. State
 - i. Once council retention efforts are complete, this form should be submitted to the District Deputy
 - ii. District Deputy will conduct further retention efforts on behalf of the council and make a recommendation to the State Membership Retention Chairmen
 - iii. State Membership Retention Chairmen upon receiving the Request for Membership Suspension will conduct further retention efforts on behalf of the State Deputy
 - iv. State Membership Retention Chairmen after discussing his results and conclusions with the State Deputy and State Membership Director will make a recommendation on concurrence of suspension
2. Once the Council has received concurrence from the District Deputy and the State Membership Retention Chairman, the local council is free to process the suspension as it sees appropriate per Supreme Retention Billing Procedures #1845A.
3. Concurrence of suspensions are contingent upon final Approval from the State Deputy
4. Per Supreme regulation, once the Form 1845 – Intent to Retain, has been submitted to the Supreme Council, the local council must wait a mandatory 60-days to process the Form 100. If after 90-Days the council has not processed a Form 100, the Intent to Retain is voided by Supreme and local council is prohibited from processing an Intent to Retain until the next billing cycle.

7/2019

Corporal and spiritual works of Mercy illustrate the ways to show charity toward others.

The Corporal Works of Mercy

- Feed the hungry
- Give drink to the thirsty
- Clothe the naked
- Shelter the homeless
- Visit the sick
- Visit the imprisoned
- Bury the dead

The Spiritual Works of Mercy

- Admonish the sinner
- Instruct the ignorant (This and the next work are extremely pertinent categories today, when so many people are confused by what the Church teaches on contraception, abortion, homosexuality, etc.)
- Counsel the doubtful
- Comfort the sorrowful
- Bear wrongs patiently
- Forgive all injuries
- Pray for the living and the dead