

## CALL TO ALL COUNCILS - FINISH STRONG (DD WORKSHEET)

Council No. \_\_\_\_\_

District No. \_\_\_\_\_

Grand Knight: \_\_\_\_\_

Phone: \_\_\_\_\_

Based on the Star Tracker Report dated May 5, 2020.

QUOTAS (as of 5/5/20)	Adjusted Quota	Year to date Gain	Year to date Loss	Net	Needed to make next level quota	Grand Knight's Target Level of Star Council
Membership						
Insurance						

FORMS	Form 365 (Directors)	Form 1728 (Survey)	SP7 (due 6.30.20)
Submitted (Yes/No)			

PROGRAMS	Faith	Family	Community	Life	Any category
1. Completed (Yes/No)					
2. Completed (Yes/No)					

SAFE ENVIRONMENT	Grand Knight	Program Director	Family Director	Community Dir.
Compliant (Yes/No)				

The Grand Knight's commitment and plan for goals to achieve to satisfy requirements for Star Council and/or participate in State Incentives:

### Membership Target:

# of New Members by 6/30/20 \_\_\_\_\_ Star Council Level: 1 2 3 4 5 6 \_\_\_\_ (Circle One)

### Insurance Target:

# of New Insc Members by 6/30/20 \_\_\_\_\_ OR Date of Ins Fraternal Benefits Seminar \_\_\_\_\_

Date of 1st Call : \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_

Date of 2nd Call : \_\_\_\_\_ Updates: \_\_\_\_\_

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Date of 3rd Call : \_\_\_\_\_ Updates: \_\_\_\_\_

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Date of 4th Call : \_\_\_\_\_ Updates: \_\_\_\_\_

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Date of 5th Call : \_\_\_\_\_ Updates: \_\_\_\_\_

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Date of 6th Call : \_\_\_\_\_ Updates: \_\_\_\_\_

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Notes: \_\_\_\_\_

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# **Star Council Adjustments for 2019-2020**

**(June 30th Deadline)**

**Summary by Mark Carver**  
**Louisiana State Program Director**

## **1. Membership Quota reduced for the McGivney Award.**

- original quota X .60 = New Quota. (16 x .60 = 9.6)
- round up for fractions of 0.5 or higher. (9.6 = new quota of 10)
- round down for fractions less than 0.5.

## **2. Insurance Quota reduced (or eliminated) for the Founder's Award.**

- original quota X .50 = New Quota. (5 x .50 = 2.5)
- round up for fractions of 0.5 or higher. (2.5 = new quota of 3)

**or**

- host an in-person or virtual Fraternal Benefits Seminar with a Field Agent.
  - The council must promote the seminar to its members.
  - Take every effort to make it a significant event.
  - Multiple councils can get credit for attending a combined seminar if the council has attendees.
  - There is no minimum number of attendees who are required to attend. (But it must be more than just the Field Agent and Grand Knight.)
  - The General Agent must report satisfactory completion to Supreme for the council to get credit.
  - Previously conducted seminars can get credit, if the General Agent reports satisfactory completion to Supreme.

### **3. Programs reduced for the Columbian Award.**

- Do 10 programs:
  - 2 in Faith
  - 2 in Family
  - 2 in Life
  - 2 in Community
  - 2 in any of the four Faith in Action categories
- There are no required or mandatory programs to do.
- Programs and events that were planned and scheduled but cancelled due to the coronavirus will count as credit.
- Get double credit for doing a Featured Program or a Leave No Neighbor Behind (LNNB) Program. For LNNB info, visit: [kofc.org/neighbor](http://kofc.org/neighbor).
- Submit the online LNNB Activity Report found at [kofc.org/neighbor](http://kofc.org/neighbor).
- Submit Form SP-7
- Submit Form 365
- Submit Form 1728 (Fraternal Survey)
- Be Safe Environment Compliant, which is required for the following:
  - Grand Knight
  - Program Director
  - Family Director
  - Community Director
- Payment of Supreme Per Capita and assessments has been waived.

## **Online Form 100 / Candidate Tab Frequently Asked Questions**

### **4 Minute Demonstration Video:**

[https://players.brightcove.net/802593642001/BF7mrIFFAd\\_default/index.html?videoId=6145850993001](https://players.brightcove.net/802593642001/BF7mrIFFAd_default/index.html?videoId=6145850993001)

### **Does the Online Form 100 / “Candidate” tab fully replace the paper Form 100?**

In order for a council to submit information into the “Candidate” tab, they should first have a man complete and sign a paper Form 100. Once the information is submitted into the “Candidate” tab, the completed paper Form 100 should be kept for council records and shared with state and district leaders as well as general and field agents, as you normally would.

### **What types of member transactions can be processed using the “Candidate” tab?**

New members, reactivations and transfers can be processed using the “Candidate” tab. Deaths and suspensions must be processed by submitting a completed paper Form 100 via e-mail or postal mail to the Supreme Office Membership Records Department.

### **Who can add a member to the council using the “Candidate” tab?**

Only a council’s grand knight or financial secretary will have the “Candidate” tab on their Officers Online screen and only they can submit information via this application.

### **How long does it take for a member’s information to be processed using the “Candidate” tab?**

New members who have not previously been a squire, member or insurance client, will be processed nearly instantaneously. Reactivations, transfers and other applicants who may have a previous client account, will go to a Membership Records Department member to be reviewed and processed. These applications should be processed and posted within 2-3 business days.

### **What if a member does not have an email or phone number? Are these fields required?**

When using the “Candidate” tab, these fields are required and applicants that do not have one or both of these fields should have their council submit the paper copy of their Form 100 via e-mail or postal mail to the Supreme Office Membership Records Department.

### **What’s the difference between the “Prospect” tab and the “Candidate” tab?**

The “Prospect” tab lists men who have joined the Order online and have either expressed interest in joining your council or have been assigned to your council by your jurisdiction’s Online Membership Coordinator. The “Prospect” tab is not connected with the “Candidate” tab. The “Candidate” tab is used solely for the processing of new members, reactivations or transfers to your council who have completed and signed a paper Form 100.

### **What does the email a member receives look like?**

All members processed through the “Candidate” tab receive the following email. The language of this email is based on the language you use when inputting the member.

Dear [Name],

Congratulations on becoming a member of the Knights of Columbus Council [Council #].

Thank you for accepting the challenge, and becoming a member of the Knights of Columbus and welcome to our brotherhood.

Fraternally,

[Your Council’s Grand Knight]

Grand Knight  
Knights of Columbus Council [Council #]

### **Will anyone else (state, district deputy, field agent) receive an email notification of the member’s addition to the council?**

No, only the member will receive an email confirmation that he has been added to your council. Even when using the “Candidate” tab, your council should continue to share the information from the completed paper Form 100 with state and district leaders as well as general and field agents, as you normally would.

When using the Candidate’s Tab, all names are run through the computer and any matching names (especially for transfers and reactivations) are processed by a human.



## Online Exemplifications and Processing Attendees

1. **Approve candidates or online members to join your council.** Men who join your council must first be approved by the council. Voting my email or electronic means is permitted. Once your council approves the candidate or online member to join your council, you may invite him to attend an Exemplification.
2. **Invite Approved Candidates to attend an Exemplification.** Grand knights or financial secretaries should invite eligible candidates to participate in the ceremony by forwarding the invitation prepared by Supreme. (Make sure they know your council number.)
3. **Invite 1st and 2nd Degree Knights to attend an Exemplification.** Grand knights or financial secretaries should invite 1st and 2nd Degree Knights to participate in the ceremony by forwarding the invitation prepared by Supreme.
4. **Families are welcome and encouraged to observe the Exemplification.**
5. **Confirm the candidate, 1st and 2nd Degree attended the Exemplification.** About a week after the ceremony, the State Deputy will distribute a list of individuals who attended the ceremony. In lieu of that list, the individual can download and send the council a copy of his completion certificate.
6. **Process the individuals' attendance.** After the Exemplification, the GK or FS is required to enter all data and data changes into Member Management.

**New Candidates:** Submit the online Form 100 at Officers Online under the *Candidate Tab*. There is no need to send a paper Form 100 to Supreme if you use the online Form 100. Supreme prefers you use the online Form 100.

**Online Members:** Transfer him into the council at Officers Online using the *Prospect Tab*. If the online member was not yet assigned to your council, contact the State Online Membership Coordinator Curtis Constrantiche at [CurtisConstrantiche@tpsd.org](mailto:CurtisConstrantiche@tpsd.org) so he can assign him to your council. (Alternatively, enter the online member using the online Form 100.)

**Existing 1st and 2nd Degree Knights:** Update the members 2nd and 3rd degree date information in Member Management.