

Request for Membership Suspension and Procedures						District:						
						Council:						
Member Info:	Last Name:		First Name:		MI	Age	Yrs of Srvs	Membership Number				
	Phone Number:		Email:		Parish Name:		First Degree Date:					
	Mailing Address:				Member of Parish:		Re-Entry Date (if Applicable):					
				Yes	No							
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 (KA1)											
	Assembly Number:	District Master:		Date Notified:		Faithful Comptroller		Date Notified:				
*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		Date:		Contact #2		Date:		Contact #3 Comments:		Date:	
	Comments:				Comments:							
	Is Member Sick or Disabled?		Yes	No	Member assigned to assist with form 1831							
	Is member in financial distress?		Yes	No								
	Describe plan to assist member with dues:											
	Signatures below certified complete retention activity by Grand Knight, Deputy Grand Knight and Trustees (all required): Fourth Degree Master signature is required for all Fourth Degree Members:											
	Grand Knight:					Trustee One-Year:						
Deputy Grand Knight:					Trustee Two-Year:							
Fourth Degree District Master:					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 State Retention Chairmen and State Membership Director with information copied to State Deputy.												
State Approval:	Office			Comments:						Recommendation:		
	District Deputy											
	State Retention Chair											
	State Retention Chairmen will return form(s) to District Deputy with Recommendations as noted:											
Concur (Submit 1845 – Intent to Suspend)						Do Not Concur (Contact State Retention Chairmen)						

Completion Instructions

1) Completely Fill Out the following Sections (**Minimum Three Month Effort**)

a. Member Info – All information can be obtained from Grand Knight or Financial Secretary via Member Management

b. Billing Section

- 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, if the letter was returned ask the State Retention Committee to research new contact information.
- iv. If applicable indicate what new address was indicated with return or during Retention efforts.
- v. The Master and Faith Comptroller must be notified prior to sending out a Knight Alert for all Fourth Degree members

c. Retention Section

- i. Each delinquent member should be assigned to a member of the retention committee
- ii. Multiple contacts must be attempted. Note that leaving a voicemail three times does not count as three contact attempts Actual face-to-face contact, live contact by phone, and home visits (knocking on doors and even asking neighbors) all count as contacts. We need to make every effort to speak to our Brother and use the Shepherd and Apostles' Script to guide the conversation in a Brotherly manner. Our aim is Retention, NOT Suspension.
- iii. Comments about the contact attempt should be noted
- iv. If the member is disabled or seriously ill assist the member in completing form 1831 and submit it to
- v. If the member is in financial distress work out a plan for member to pay dues over time or contribute in some other fashion.
- vi. 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 Retention Chairman as needed
- vii. 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 Approval Section

- i. Once retention efforts are complete, the 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 Retention Chairmen
- iii. State Retention Chairmen upon receiving the Request for Membership Suspension will conduct further retention efforts on behalf of the State Deputy
- iv. State 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 Retention Chairman, the local council is free to process the suspension as it sees appropriate (**Maximum One Month**)

3) Concurrence of suspensions are contingent upon:

- a. Final Approval from the State Deputy
- b. A viable recruitment plan for the Fraternal Year

4) Per Supreme regulation, once the Form 1845 – Intent to Suspend, 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 Suspend is voided by Supreme and local council is prohibited from processing an Intent to Suspend until the next billing cycle.