



# New Council Development Worksheet

Date: \_\_\_\_\_

DD Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Parish Name: \_\_\_\_\_ Address: \_\_\_\_\_

Priest Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

- Confirmed Target Parish
- Meet with Pastor
  - Received Approval to begin NCD
  - Set initial Recruiting Drive date \_\_\_\_\_
  - Set proposed Charter Date \_\_\_\_\_
- Submit Form #133 "Notice of Intent"
- Contact GA and/or Field Agent about intent to form a new council and help recruit
- Host an Exemplification of Charity, Unity and Fraternity (CUF) for those that have recently joined
- Host a Committee Meeting
  - Select Key Membership Personnel
  - Set future Recruiting Drive dates \_\_\_\_\_
- Continue Inviting men to join
- Host a CUF
- We now have 20 or more members
- Submit Form #136 "Notice of Institution of a Council"
  - Include all new Form-100's and list of transfers
- We received a new Council number from Supreme # \_\_\_\_\_
- Host an Organizational Meeting
  - Select and vote in Officers
  - Submit FS Forms #101 "Application for Appointment as FS"
  - Submit Form #103 "Nomination for Appointment as FS"
  - Submit Form #185 "Report of Officers Chosen for term"
  - Submit Form #365 "Service Program Personnel Report"
- Continue Inviting men to join (use Charter Member as a recruiting tool)
- Host a CUF
- Submit Form #137 "Application for Council Charter"
- Host a Charter presentation with all involved (Council members, Priest, Parish, State, and so on)
- Continue training Council Officers on Duties and Responsibilities, Programs, managing bills and funds, meeting structure, etc. (this training can come from the DD, Engagement Team, State or Supreme)

NOTES: