

District Deputy Basic Training – Part 2

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AGENDA

- Managing District Programs
- DD Operations
- DD Administration
- Summary



Programs



Faith In Action

Faith in Action Objectives

- Faith: Grow in faith
- Family: Engage the family
- Community: Serve parish and community
- Life: Defend the dignity of human life
- Evangelize through action



Good Programs Equal Member Engagement

- Create 18-month program plan
- Programs that bring people
- Programs that bring impact
- Introduction of new programs





18-Month Program Plan

- Work with Churches
- Use Fraternal Planner
- Give ideas to
 - Grand Knights
 - Pastors
 - Program Directors

Suggested Program Planning Calendar

This program plan is a suggestion for best success.

Councils can choose timing that best suits their situation.

Ongoing activities:

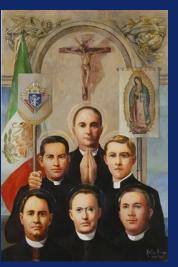
- \checkmark Family of the Month
- √ Rosary Program
- √ Cor Meeting

	Q1		Q2						
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER				
FAITH			FAITH						
Rosary Program Holy Hour Pilgrim Icon Program: (In Route) Family of the Month	Holy Hour Building the Domestic Church Pilgrim Icon Program: (In Route) (In Route) FAMILY		Rosary Program Holy Hour ASAP/Pregnancy Center Support Pilgrim Icon Program: (In Route) Family of the Month	RSVP Spiritual Reflection Pilgrim Icon Program: (In Route) FAMILY Family of the Month Food for Families	Pilgrim Icon Program: (In Route) Family of the Month Keep Christ in Christmas Consecration to the Holy Family				
	LIFE		LIFE						
		Special Olympics -	→ Fall Games →	Special Olympics	Ultrasound Program				
Silver Rose: (In Route)	Silver Rose: (In Route)	Silver Rose: (In Route)	Silver Rose: (In Route)	Silver Rose: (In Route)	Silver Rose: End				
	COMMUNITY		COMMUNITY						
	Disaster Preparedness	Disaster Preparedness Free Throw Championship	Disaster Preparedness Coats for Kids Free Throw Championship	Disaster Preparedness Coats for Kids Free Throw Championship	Coats for Kids				
	Catholic Citizenship Essay Contest Soccer/Hockey Challenge	Catholic Citizenship Essay Contest Soccer/Hockey Challenge	Catholic Citizenship Essay Contest Habitat for Humanity	Helping Hands	Helping Hands				

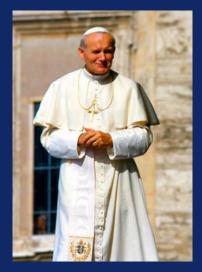


Program through the year

- Family of the month
- Council Anniversary
- Parish Anniversary
- Feast day of Saints
 - Patron saint of...
 - Parish Namesake











Cor - Evangelization and Formation for Men

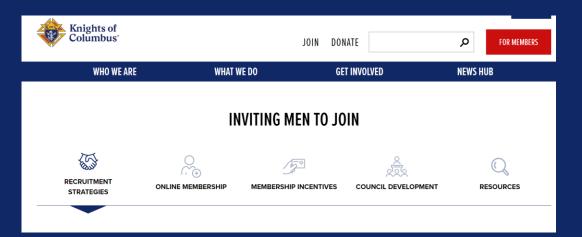
- Opportunity for Catholic Men to
 - Encounter Christ
 - Strengthen their bonds of brotherhood
 - Share their Faith as Brothers
 - Bring souls to Jesus Christ
- Three Key Elements
 - Prayer
 - Formation
 - Fraternity

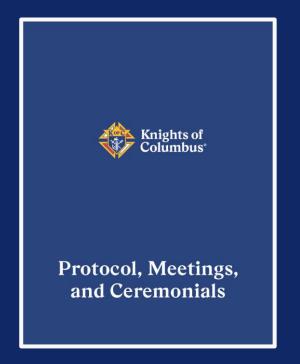


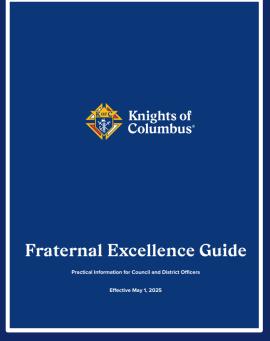
www.kofc.org/cor

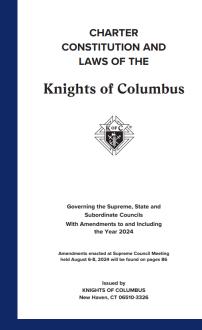


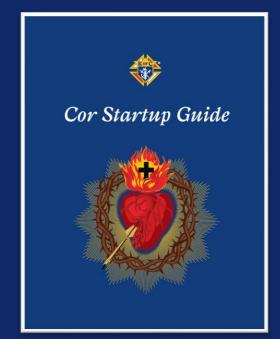
Leadership Resources

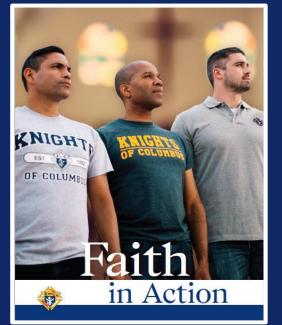














Fraternal Planner 2025-2026



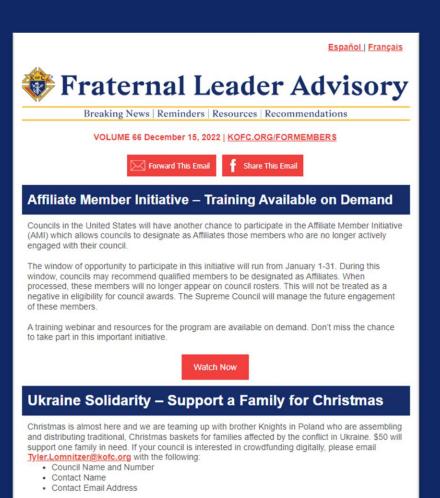


Operations



Fraternal Leader Advisory

- Sent 1st & 3rd Thursday of Month
- Sent in English, French, and Spanish
- Received by State, District, and Council Leaders
- Sign-Up Online
- If not receiving
 - Check "Spam" folder
 - Resubscribe



We will then be in touch with your council's fundraising web page. Thank you for your continued

support! This is a time-limited, unique opportunity for a small number of councils



Understanding Supreme Emails

- All addressees clearly stated
- Follow up with council leaders:
 - Phone Call or Text
 - In person at meeting/event
- If not receiving
 - Check "Spam" folder



TO: District Deputies, Grand Knights, and Financial Secretaries

CC: State Deputies and Fraternal Mission Staff

Ex. All DDs, GKs, FSs received the above email SDs were also included as copy



www.kofc.org





www.kofc.org

MEMBER RESOURCES



LIVE YOUR FAITH THROUGH YOUR FINANCIAL DECISIONS

Catholic-rooted Insurance, Investment & Charitable Solutions

FORMS

SUPPLIES/MERCHANDISE

FRATERNAL OPERATIONS

TRAINING & WEBINARS

PROGRAMS

INVITING MEN TO JOIN

ENGAGE YOUR MEMBERS

CEREMONIALS



Training and Webinars

- Fraternal Training Webinars
- Online Training

- Fraternal "How To" Videos
- Resources

FRATERNAL TRAINING



ONLINE TRAINING



FRATERNAL TRAINING WEBINARS



RESOURCES



FRATERNAL VIDEO LIBRARY

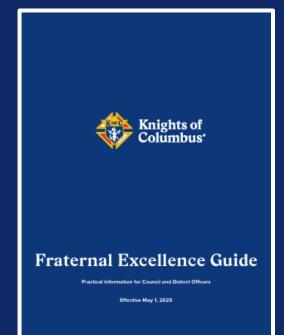


Leadership Resources

Click the pictures for the link to the booklet

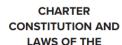


Protocol, Meetings, and Ceremonials





Fraternal Planner



Knights of Columbus



Governing the Supreme, State and Subordinate Councils With Amendments to and Including the Year 2024

Amendments enacted at Supreme Council Meeting held August 6-8, 2024 will be found on pages 86

> Issued by KNIGHTS OF COLUMBUS New Haven, CT 06510-3326



Officers Online Access

- Council level access:
 - Grand Knight
 - Financial Secretary
 - Advocate
 - Deputy Grand Knight
 - Treasurer
 - Membership Director





Officers Online Access

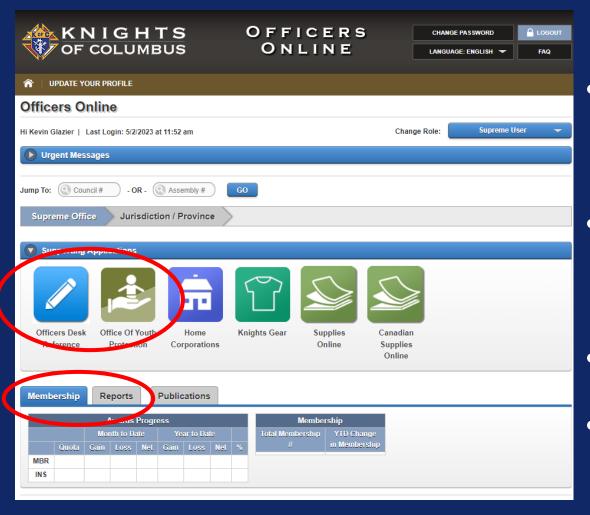
Members in a role permitted access to Officers Online will be emailed an invitation code once the Supreme Council receives the appropriate form from the state council, local council, or assembly indicating the election or appointment, and records this information. If you do not receive an invitation code within a reasonable time, click "Account Assistant" on the sign in page and follow the instructions.

If you previously held a role with access to Officers Online, you do not need a new invitation code. Your access will automatically be reactivated once the appropriate form is submitted.

If you do not remember your log on credentials, click "Account Assistant" or "Password Reset" on the sign in page and follow the instructions. If additional assistance is required contact our Customer Service Department at 800-380-9995, option 2 and provide your membership number and role.

	Role Description										
Applications by Roles	Officers Online	Officers Desk Reference	Office of Youth Protection	Home Corporations	Member Management	Member Billing	By Laws Online	Knights Gear	Supplies Online	Prospect Tab	Candidate Tab
Jurisdiction/State		9									
State Deputy	х	х	х	Х				х	х	х	
State Secretary	х	х	х	Х				х	х		
State Treasurer	х	х	Х	Х			_	х	х		
State Advocate	х	Х	Х	Х				х	х		
State Warden	х	х	х	Х			1	х	х		
Immediate Past State Deputy	х	х	х	Х				х	х		
Executive Secretary	х	х	Х	Х				х	х		
State Membership Director	х	х	х	Х				х	х	х	
State Program Director	х	х	Х	Х				х	х		
State Round Table Chairman	х		х	х				х	х		
Council Reactivation Chairman	х		х	х				х	х		
Council Retention Chairman	х		Х	Х				х	х		
Member Retention Chairman	х		х	х				х	х		
Insurance Promo Chairman	х		х	х				х	х		
NCD Chairman	х		х	Х				х	х		
Ceremonial Chairman	х		х	х				х	х		
Hispanic Council Growth Coord.	х		х	х				х	х		
Online Membership Chairman	х	х	х	х				х	х	х	
Additional Membership Roles	х		х	х				х	х		
Online Membership Coordinator	х	х	х	х				х	х	х	
State Trainer	х		х	х	х	х		х	х		
4th Degree / Provincial											
Vice Supreme Master	х	х	х	х				х	х		
District Master	х	х	х	х				х	х		
District											7
District Deputy	х	х	х	Х		- 0		х	х	х	7
Council						-					
Grand Knight	х	х	х	Х	х		х	х	х	х	х
Financial Secretary	х	х	х	х	х	х	х	х	х	х	х
Advocate	х	х	х	х			x	х	х		7
Deputy Grand Knight	х	х	х	х				х	х		
Treasurer	х	x	х	х				х	x		
Membership Director	х	x	х	х				х	x		
Assembly											
Faithful Navigator	х	х	х	х	х		х	х	х		
Faithful Comptroller	X	X	X	X	X	x	X	X	X		
Faithful Admiral	X		х	X		-	x	X	x		
Faithful Pilot	X		Х	X			x	X	X		
Faithful Purser	X	х	X	X				X	X		

Officers Online



- Council dashboard with valuable tools
- New Elects/Appointments receive access starting July 1
- Consult Officer's Desk Reference
- Invitation code emailed after officer info is recorded on 185 & 365 forms



Star Council Roadmap

McGivney Award 6% Intake growth

Founders Award
2-FBE's
10 or 14 attendees

Columbian Award SP-7
16 programs
4 required each category

Reporting Forms 185, 365, 1728

In Good Standing Active and Compliant



Founders Award Changes

Founder's Award (Insurance and Benefits Promotion)

All councils must host / promote at least two* Fraternal Benefit Events during the fraternal year. College and Military councils only need to host/promote one FBE. The required sum total attendance of members, or member eligible men, at these events must equal or exceed:

- 10 for councils with 99 or fewer members
- . 14 for councils with 100 or more members

Must be reported by the GK using the #11077 Online Survey.

*If the GK and DGK meet individually with their agent for a personal review of fraternal benefits available to them, these two meetings will count for one of the two required FBEs, College and Military councils excepted.

Star District Award

- Attain 70% of combined council quotas
- Founders' Award earned by at least 50% of councils in district
- At least one Star Council in district
- Submit Annual Report on Council Status (#944) for <u>EVERY</u>
 council by <u>September 15</u>
- Plaque awarded





Administration



Affiliate Membership

- Some members become unresponsive
- Councils can remove them from their rosters
- Supreme engages them digitally
- Find out if your councils have participated



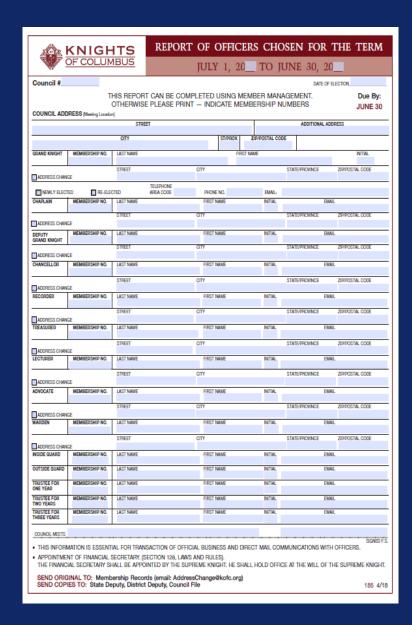
Your Approval in Affiliate Membership

- Receive spreadsheet list from Grand Knight
- DD has 10 days to review list
- Do not need to personally identify each member
- Send the DD approved spreadsheet list to <u>affiliate@kofc.org</u>
 - Send copy to GK, FS, and State



Safe Environment Requirements

- Form 185 & Form 365 Submitted
- Safe Environment Information
 Forwarded to Directors via email
 (GK, GPD, Community, Family)
- 30 days to take training
- GK/Director takes 2 SE Modules (less than an hour now)
- CD & FD also need a background check.
- Compliance is Confirmed.
- Good for 3 years
- If you get an email, take the training, its working.
- Requirement for Star Council.



Service Program Personnel Report July 1, 20 through June 30, 20 Jurisdiction Due By: July 1 The Service Program Personnel Report (#365) must be received by the Supreme Council by July 1 for the council to be eligible to earn the Star Council Award. Please complete and submit the report with the council's appointed personnel. If filling out this report on paper, be sure to include the accurate membership number for each role REQUIRED PRINT NAME PAME Y DIRECTOR REQUIRED FRIST NAME REQUIRED BETTERTON CHARMAN REQUIRED PRINT NAME BOURANCE PROMOTION VOCATIONS CHARMAN PUBLIC BILATION SEND ORIGINAL TO: Department of Fraternal Mission (email: fraternalmic SEND COPIES TO: State Deputy, District Deputy, Council File Grand Knight

Safe Environment Requirements

POSITION	COMPLETE COURSE	BACKGROUND CHECK
Grand Knight	YES	N/A
Program Director	YES	N/A
Family Director	YES	YES
Community Director	YES	YES

- Minimum of three people required
 - Grand Knight <u>can</u> hold one other position
- Personal email addresses required

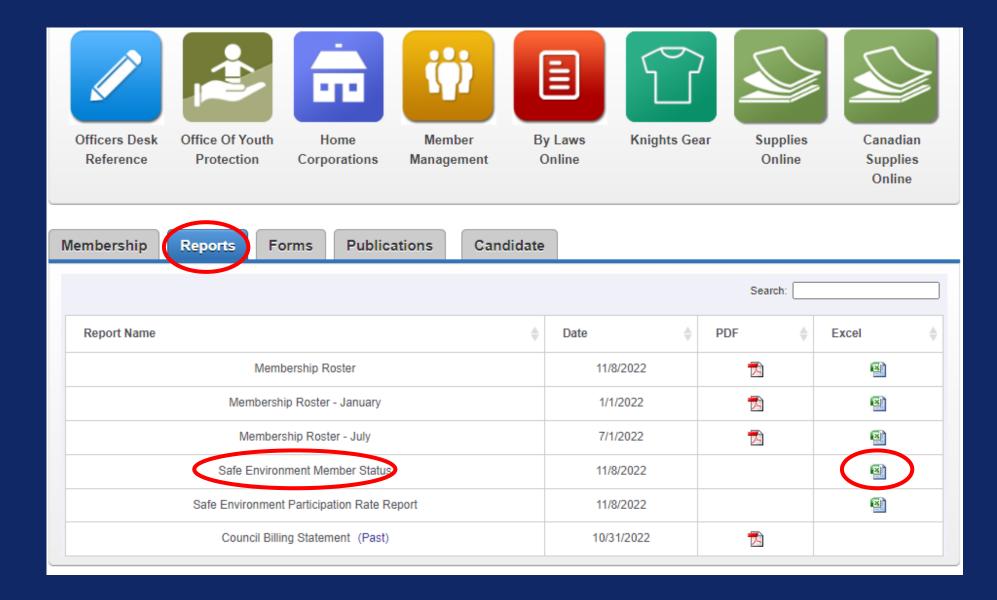


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Safe Environment Compliance





Safe Environment Member Status Report

Role	Training	Training	Training Due	Re-training	Background	Background	Re-screening	Member
	Program	Program	By/Compliance	Eligibility	Check Start	Check Due	Eligibility	Status
	Туре	Start Date		Date	Date	By/Compliance	Date	
Program Director	Round 1 -	2023-07-10	Compliant	2026-07-09	n/a	n/a	n/a	Compliant
Community Director	Round 1 -	2023-09-22	Compliant	2026-09-21	2023-06-24	Compliant	2026-06-23	Compliant
Family Director	Legacy	2021-06-05	Compliant	2024-06-04	2024-04-03	<mark>2024-05-18</mark>		Pending Pending
Grand Knight	Legacy	2021-09-16	Compliant	2024-09-15	n/a	n/a	n/a	Compliant

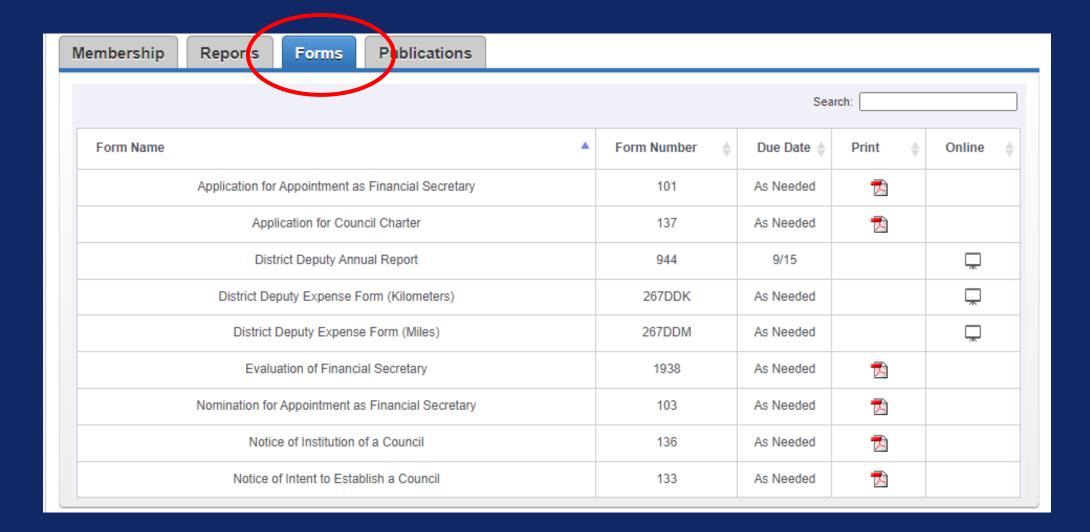


"EARLY IS EASY"

- **July 1**: 185 & 365
- August 1: S.E. Compliant & 1295
- **December 31:** 1st FBE & 1728
- **April 1:** 2nd FBE & SP7



Officers Online DD Forms





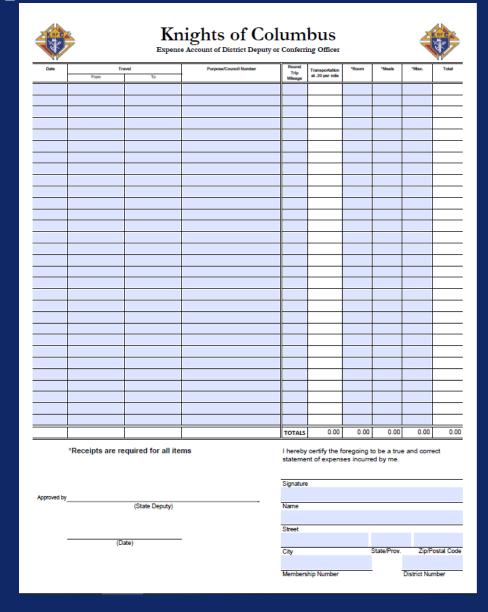
Officers Online DD Forms

	WHO WE ARE	WHAT WE DO		GET INVOLVED	NEWS HUB
Form Number	District Form Name	PDF	Online (Preferred Method)	Due Date	FORMS
3				-	COUNCIL FORMS
#FTR	Fraternal Training Request Form	N/A	Online (Preferred Method)	As Needed	COUNCIL DEVELOPMENT FORM
#944 District	District Deputy Annual Report	N/A	Online (Preferred Method)	9/15	
					ASSEMBLY FORMS
					FAITH IN ACTION PROGRAM FORMS
Form Number	Expense Form Name	PDF	Online (Preferred Method)	Due Date	
#267DD	District Deputy Expense Form	PDF	N/A	Quarterly	
#267DD (Canada)	District Deputy Expense Form (Canada)	PDF	N/A	Quarterly	
Rules relating to expe	nse accounts are listed on page two of the file	es listed above.			
CONTRACTOR OF THE PROPERTY OF	ning Expense forms should be directed to: Ge		t, 1 Columbus Pla	aza, New Haven,	



Your DD Expense Report 267DD

- Under "District Forms"
- Miles or Kilometers
- At least quarterly
- Send to the State Deputy
- Rules on the back





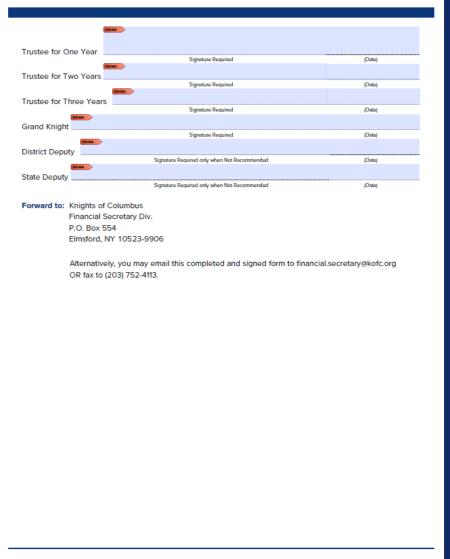
Annual Report on Council Status (#944)

- Updated for new fraternal year
- Online submission only!
- 1 form is required for each council (active or not)
- July 1 <u>release</u> date, not before.
- September 15 is a hard due date
- You can't earn Star District unless <u>all</u> your Councils are reported on before 9/15.
- Timely results for state leaders to take actions

1938 - Evaluation of Financial Secretary

Evaluation of Financial Secretary

WORTHY SUPREME KNIGHT:	DATE:					
The following evaluation of Fina	ancial Secretary is hereby	submitted.				
Council Number:	Council Location:	City/To			54.	Province
Financial Secretary's Name:	_{wn} Iembership	State	/Province			
Financial Secretary's current en	nnlovment is:	IV	iembersnip	Number.		
(Place a check (✔) in appropria						
Utilizes the Member Manage	,	olications to record	Excellen	t Good	Fair	Poor
member data, produce men vouchers. Follows procedur	nber bills and cards, recor	d receipts and				
2. Attends regular meetings, sp	pecial meetings and ceren	nonials.				
All books and records available audits by trustees. Available	_					
	i. Promptly mails all required forms (membership documents, Officers Report, Fraternal Survey, etc) to proper persons.					
5. Cooperates fully with all cou	ıncil officers and chairmen	1.				
	Promptly draws orders on the treasurer for payment of bills levied again the council. Turns all funds collected over to the treasurer for deposit.					
Complies with all confidenti of Supreme Council.	ality and data managemer	nt requirements				
Reviews monthly council sta rosters with the council and		membership				
9. Rating of his overall attitude	and efficiency.					
RECOMMENDATION:						
☐ We hereby recommend the	reappointment of Brother					
☐ Current Financial Secretary	is not seeking reappointm	ent at the end of I	nis term.			
HITEKN						
FS Signature requ	uired		Term end	date		
■ We <u>do not</u> recommend the	reappointment of Brother					
For this termination, please indi	icate when the Financial S	ecretary's term sh	ould end:		(Date)	
		<u> </u>				





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Summary



Takeaways for District Deputies Summary

- Lead, Teach, Mentor, And Motivate
- Programs drive growth and retention
- Be sure your councils are active
- Manage District Operations And Administration
- "EARLY IS EASY"
- Make Star Councils and Star District!





Thank You!

Vivat Jesus!

Robert Kish Territorial Growth Director - West Robert.kish@kofc.org