

Knights of Columbus Ohio State Council



District Deputy Manual 2019 – 2021

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State Deputy*

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State District Deputy Director*

2019-2021
We Are Many; We Are One.

Ohio State General Program
Membership Retention New Council Development

July 1, 2019

Dear Worthy District Deputy,

Congratulations on your appointment as District Deputy for this fraternal year. You will find this job to be both challenging and rewarding. Our State Team has prepared the ***WE ARE MANY; WE ARE ONE.*** program to help guide you through the year. Additional help will come from attending the District Deputy meetings in June and January, from the State Officers, State Directors, and your District Deputy Director.

You have been chosen for this job because of your experience and because of your dedication and commitment to the Order. Our Worthy State Deputy, Bob Byers, knows you have what it takes to lead your district's councils.

This District Deputy Manual will show you what you need to do each month, where to find reports, and where to send reports. If you have any questions, please feel free to call or email your DD Coordinator, or contact me through the information below.

You need to understand the ***WE ARE MANY; WE ARE ONE.*** program and to make sure the councils in your district follow this program. By doing so, your councils will maximize their activity. All of your councils should strive to achieve the Star Council Award. You need to make every effort to get your councils to participate in the State Program and to report their activities. You may occasionally do the reporting for your councils. But as a result, both State and Supreme Councils will be able to tell how active your district is, and what councils are in trouble or going strong. Councils who participate in programming and membership should excel and be recognized at both the State and Supreme Councils.

District Deputies who excel in Membership, Retention, New Council Development, and program reporting will be recognized at District Deputy meetings and the State Convention. This program book should explain your responsibilities as a District Deputy and leader of your councils.

You are responsible for all Second Degrees held in your district. You should make an effort to audit all Second and Third Degrees held in your district. Please encourage your councils to have frequent First Degrees and when possible, join with other districts for a Second and Third Degree. Also remember that properly executed degrees ensure the important message is contained in the degrees and conveyed to the degree candidates. As a district deputy, you should also encourage each council to have a First Degree team.

I look forward to working with you. Hopefully, the next two years will contain many gratifying experiences. If you have any questions or need additional information, be sure to contact me.

Fraternally,

Tom Offenberger

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Duties of the Diocesan District Deputy Coordinator

1. Assist at the State District Deputy meetings in June and January.
See that each of your District Deputies collect from all of their councils: Report of Officers Chosen (#185) and Service Program Personnel Report (#365). These reports are to be submitted by June 20 and August 31 respectively and/or on or before the State Tour in July. The District Deputy will be responsible to fill out the reports if the council does not fill them out.
2. Attend the State Tour in your diocese.
3. Attend the State Convention.
4. Distribute materials and information to your District Deputies in a timely manner (within 30 days).
5. See that your District Deputies schedule 2 (two) District (Deputy) Meetings a year and assist their State Officer with any diocesan meetings.
6. Assist the State Membership Director and the Diocesan Membership Director by emphasizing one-on-one membership recruiting.
7. Assist all the State Officers as required.
8. Assist all the State Directors with their programs as required.
9. Schedule and host the Regional Soccer Challenge if applicable.
11. Schedule and host the Regional Free Throw Competition located, hopefully, at a site in the center of the diocese.
12. Schedule and host the Regional Poster Contest (for alcohol and for drugs) in both public and Catholic schools. Use applicable Supreme Council form (#5023, #5025).
13. Assist with the Super Cash Bonanza Charity Campaign.
14. Coordinate with the State Warden to ensure that each District Deputy orders Measure Up rulers.
15. Promote the Football Frenzy tickets program.
16. Review the District Deputy council visit forms and send same to the State District Deputy Director.
17. Complete and submit the District Deputy Semiannual Report (#944A and #944B) as required.
18. Recommend the Diocesan District Deputy Award recipient for both halves of the year.
19. Ensure that the Diocesan District Deputy Award recipient meets all requirements.
20. Work with your District Deputies and the Diocesan Membership Director on membership.
21. Review and summarize the submitted District Deputies monthly reports.
22. Ensure that all the District Deputies submit council reports on time.
23. Resolve all council and district challenges diplomatically.
24. Work to maintain a flow of communication all the way from the State Deputy and Supreme down to the council level. Try not to duplicate emails.
25. Guide and mentor your District Deputies, especially the first-year District Deputies.
26. As a Diocesan District Deputy Coordinator, please remember that you are the main cheerleader for all your District Deputies.
29. The State Deputy has directed all the Diocesan District Deputy Coordinators to report directly to the State District Deputy Director.

THE OFFICE OF DISTRICT DEPUTY

The office you have accepted is important in the leadership of the Knights of Columbus. You are the direct representative of the Supreme Knight and the State Deputy. The way in which you discharge your duties will have a direct effect on the success of the councils in your district.

There are important duties that you will be expected to perform in your office as a District Deputy. The District Deputy Handbook, the Constitution Laws and Rules, and the State Program book will guide you in performing your duties. There is no shortcut to this knowledge — a good understanding of this information is most important. A leader who is well informed will be able to help solve problems and gain the respect of the councils.

The manner in which you present yourself is also an important factor in the leadership role you have accepted. These guidelines should be followed:

- Always remain positive when dealing with your councils and other brother knights.
- Constructive criticism of councils should be done with the officers privately.
- Dress appropriately for all functions.
- Wear your jewel of office when performing your duties.
- Exercise good control in discussions.
- Use tact and diplomacy when dealing with difficult situations.
- Remember that help is available--all you need to do is ask.
- Read the District Deputy Manual and understand it.
- Read the publications: Robert's Rules of Order, Grand Knight and Protocol handbooks.
- Dress formally as directed.
- Most importantly: NO beachwear, flip flops, blue jeans, shorts, or T-shirts when attending meetings or degrees.

DISTRICT WARDEN

The appointment of a District Warden is the responsibility of the District Deputy. The State Deputy has authorized you to make the appointment. He strongly recommends that you appoint someone. The man selected for this position must be capable of performing the duties of the District Deputy, and in most cases, this brother knight may be your replacement. You may obtain a jewel for him from the Supreme supply department; however, the State Council does not pay for this jewel. The District Warden is expected to dress appropriately when attending district functions.

Duties of the Warden include the following:

- Assist with the Installation of Officers.
- Visit councils and their functions in your absence.
- Assist at District Deputy meetings.
- Audit degrees in your absence.
- Assist the District Deputy in filling out reports.

ROLE OF THE DISTRICT DEPUTY

The District Deputy is the representative of the Supreme Knight and the State Deputy. You are responsible for the supervision, growth, expansion, general care and well-being of the councils assigned to your district. You are the key to the success of the Order.

The District Deputy is nominated by the State Deputy, then he is appointed by the Supreme Knight. The District Deputy is installed by the State Deputy and serves at the discretion of the State Deputy. The State Deputy has directed District Deputies to report directly to their Diocesan District Deputy Coordinator. District Deputies should follow all activities within their district so they can fulfill a very important communication link between the State Council, Supreme Council, and their local councils. The District Deputy's term expires on June 30 of each year. Most District Deputies serve four terms; however, several have served five or six terms.

Your responsibilities include ensuring that your Councils follow the Order's laws and rules, and that they promote effective membership recruitment and retention programs. You should assist councils with their service programs and monitor the general financial and social health of the councils in your district. You should assist in identifying and developing new council locations. Throughout your term, you will need to evaluate all of your councils' Financial Secretaries for either appointment or re-appointment.

The following is a summary of key responsibilities:

- Installation of all council officers by August 31.
- Visit each council at least once every three months.
- Complete the District Deputy Semiannual Reports on Council Status (#944A), which covers July-December and is due by December 31 and (#944B), which covers January-June and is due by June 30.
- Review Council audits, dues collection procedures, and help evaluate members who are in arrears.
- Work on membership with the councils.
- Attend the District Deputy meetings in June and January, the diocese tour meeting in July, and the state convention in May. These are all requirements for a District Deputy of the Year.
- Conduct your District (Deputy) Meetings within one month following the State DD meetings. Also, let your Diocesan District Deputy Coordinator know when and where your meeting will be held.
- Serve as a representative of the State and Supreme Councils (i.e. awards presentations).
- Send in your reports on time, especially the DD monthly report.
- Certify first-degree teams. Attend and review all degrees in your district, and submit the Degree Exemplification Report (#450) to Supreme Council, the State Membership Director, and to the Diocesan District Deputy Coordinator.
- Arrange for District Free Throw and Soccer Challenge contests.
- See that the Grand Knights receive a Program Planner for each of their councils. This will assist them to keep the council active in promoting our Ohio State Council general program:

We Are Many; We Are One.

RESOURCES

You will receive a package from Supreme that will include forms and other information. The State Council is giving you this DD Manual, a General Program book, and a lot of other information. Read these books and make notes in them. A Grand Knight's Handbook is also available for review on the Ohio State Council web site. Order a Grand Knight's Handbook for each of your councils.

Each District Deputy will receive a monthly District Deputy Report on the councils in his district. These reports will show the status of membership, insurance, and financial obligations of your councils. It shows the net status for membership and insurance as well. This report will come from Supreme Council. You can also get this information online. Instructions for how to read the report are on the back of each report.

You have many other resources available to you as a district deputy. Your State Officers, Program Directors, District Deputy Director, and Diocesan Coordinators are available and willing to help. This District Deputy manual is your best guide. Take time to read and understand the information it contains. Other helpful publications are the Charter Constitution and Laws, Council By-Laws (obtain one from each of your councils), Grand Knight Handbook, Protocol Handbook, and other booklets available from the Supreme Supply Department. You will get a supply catalog with the information Supreme sends. Go through this catalog and order every publication they offer that you think will help you be a more effective District Deputy. Also, order the forms you think will be needed by you and your councils. While you go through this catalog, keep in mind what your councils will need. You will need to help them find the supplies.

The periodic information that you receive from Supreme Council and from the Ohio State Council will help guide you in the performance of your duties.

The Supreme and State websites are extremely helpful. Take time to study both of them. Many reports are available on line and can be submitted on line. There is more information about the Supreme and State Websites later in this book. The Ohio State Council has New Council Development personnel and insurance agents available to help.

INSTALLATION OF OFFICERS

Plans for the installation of officers should be made immediately after the council elections have been completed. All installations must be completed by August 31. Please schedule sooner if possible. You may also consider a district-wide installation for all the council officers in your District

Work with the incoming and outgoing Grand Knights to set the date, time, and location for the installation. Review the ceremonial handbook and familiarize yourself with the information. Follow the Installation handbook; do not short cut this process. This ceremony should be open to the public, especially to the family and friends of the officers involved. The District Warden should assist you in the installation of your councils' officers.

Encourage protocol and decorum during the proceedings and plan your closing comments to develop a spirit of cooperation with the council officers.

INSTALLATION OF OFFICERS (CEREMONIAL)

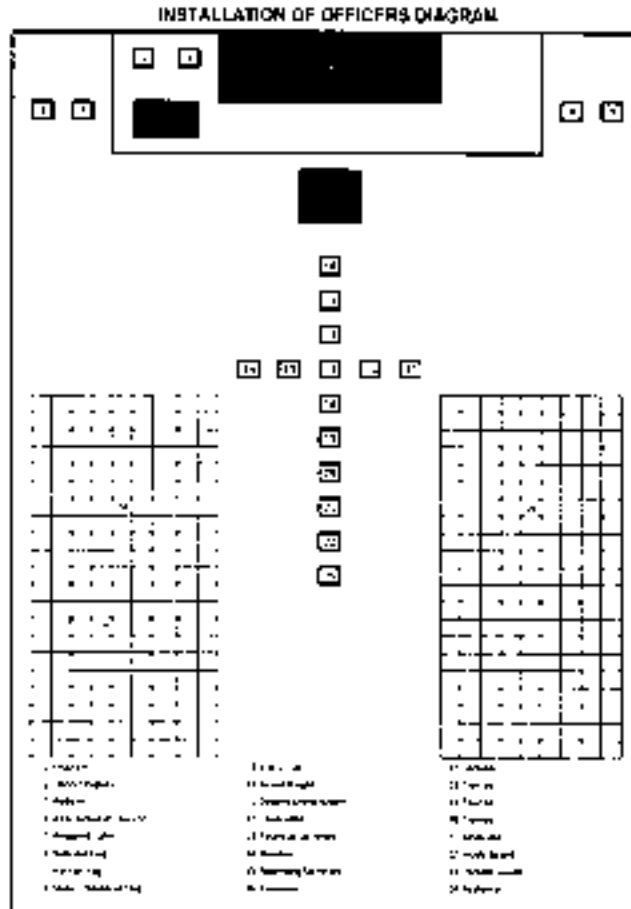
The district deputy should complete the installation of council officers as soon as practical after the first day of July in the new fraternal year.

The council chamber or hall to be used is arranged as illustrated on the diagram attached. The chairs are occupied as follows:

Dais chairs are occupied by the District Deputy and Council Chaplain. Retiring Grand Knight opens the ceremonial and, after the introduction of the district deputy and the exchange of the gavel, the retiring Grand Knight joins the other retiring officers.

The newly elected officers should be robed, or wear jackets and ceremonial baldrics, and be seated with their wives. Retiring officers, council members and guests will be seated as indicated in the diagram.

The Warden will arrange the officers' chairs in the form of a Cross--as described in the diagram, and he shall place the proper number on each chair. A prepared table shall be set in front of the dais holding the officers' jewels, Holy Water, and (recommended) corsages for the wives of each of the officers to be installed.



DUTIES OF COUNCIL OFFICERS

Grand Knight: The Grand Knight is the highest ranking officer of his council and is responsible for the welfare of the council. He presides over council meetings, acts as the ex-officio member of all committees, appoints membership and program directors, convenes officers for monthly meetings, and ensures all necessary reports are submitted to the state and Supreme Council. He should also be aware of the council's financial status and ensure that his signature appears on all checks drawn. Additionally, the Grand Knight must ensure the membership, insurance and programming growth of the council and the involvement of all its members.

Chaplain: The chaplain is a spiritual advisor of the council. His message at council meetings provides an opportunity for him to educate council members about an element of the faith, to offer spiritual reflection, or to give another appropriate intervention. The Grand Knight appoints a priest in accordance with the any rules established by the Bishop of the diocese to serve as a Council Chaplain.

Deputy Grand Knight: The Deputy Grand Knight is second in command. He assists the Grand Knight with council affairs and fulfills all the duties assigned to him by the Grand Knight. Should the Grand Knight be absent from a council meeting, the Deputy Grand Knight will preside. He is chairman of the council's retention committee (and also a member of the Advisory Board charged with overseeing the council's sponsored Columbian Squire Circle).

Chancellor: The Chancellor has a variety of responsibilities. Primarily, he assists the Grand Knight and the Deputy Grand Knight in the execution of their duties and oversees the council in both their absence. He is charged with strengthening the members' interest in council activities. The Chancellor is Chair of the Admission Committee.

Recorder: The Recorder is similar to a court reporter or a secretary. He is responsible for maintaining a true record of all actions of the council and its correspondence. A Recorder's Minute Book (#1403) is available from the Supreme Knights of Columbus Supply Department for keeping a record of council meetings.

Financial Secretary: The Financial Secretary is appointed by the Supreme Knight, upon recommendations of the council. His main area of responsibilities are maintaining financial and membership records. He collects and receives all monies from all sources, including annual dues from council members. He also handles supply orders for the council officers and members, filing the Report of Officers Chosen (#185), and submitting all membership transactions to the Supreme Council.

Treasurer: The Treasurer is responsible for the safekeeping and maintaining records of all council funds and accounts. He is responsible for depositing money into the council's accounts and provides a certificate of such monies to the Grand Knight. He is also responsible for payment of all expenses.

Lecturer: The Lecturer is appointed by the Grand Knight to provide both educational and entertaining programs to the council. He is responsible for the "Good of the Order" portion

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of the meetings. In order to provide members with informative and educational programs, he must be knowledgeable and aware of all council programming.

Advocate: The Advocate is the legal representative of the council and serves as the council's attorney at trials and investigations of any interest to the council. While he does not need to be a member of the legal profession, he should be familiar with the council's bylaws, the Order's Charter, Constitution and Laws (#30), Methods of Conducting a Council Meeting (#137), and Robert's Rules of Order.

Warden: The Warden is the "watchdog" for the Council property and degree paraphernalia, except the property of the financial secretary, treasurer and recorder. He is also responsible for setting up the council chambers for meetings and ceremonial work. During ceremonial exemplifications, he will appoint and supervise the guards.

Inside & Outside Guards: The Guards have similar responsibilities, but distinct differences. The Outside Guard tends to the outer door admitting visitors and members to the inner door. Once at the inner door, the Inside Guard checks to make sure that their membership cards are current.

Board of Trustees: The Board of Trustees consists of three members elected by the council and the Grand Knight who serves as the Chairman of the Board. They oversee the work of the Financial Secretary and the Treasurer, and with the Deputy Grand Knight, serve on the council's Retention Committee. During the council's elections, only a new three-year trustee is voted on, with the others moving on, the current three-year trustee becomes the two-year trustee, and the two-year trustee then becomes one-year trustee, respectively.

Further information may be found on the Supreme Council website. Encourage your councils' officers to read this information.

COUNCIL VISITS

The ultimate success of a district deputy depends in part on your visibility at council meetings and functions. Your attendance is an important part in the leadership role you have undertaken. Providing instruction and direction on a one-to-one basis is your best form of communication. Have an agenda when you visit a council. Put a folder on your desktop called K of C Council Visits and put a checklist in it. A sample outline is provided below. Throughout the month add and remove items you want to discuss with your councils. Print it out before each meeting so you have an updated copy and don't overlook something.

A district deputy is required to attend at least one meeting of each of his councils per quarter. This is a minimum requirement, and we encourage attendance as often as possible. Try to attend one meeting at least every other month. Your District Warden can assist you with these visits. You will need to attend councils with problems more often than once a quarter. If you are having a problem with a council, ask the Diocesan District Deputy Coordinator to attend the meeting with you.

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At meetings, your remarks should be brief and to the point, highlighting the items listed below. In the interest of keeping the council meeting agenda on schedule, in most instances, it is recommended that your remarks not exceed five minutes in length.

The Method of Conducting a Council Meeting (#1937) calls for a report to the general membership by the district deputy. Below is a suggested outline for remarks for use during your District Deputy Report. Be flexible as necessary. Evaluate membership status:

- Provide a district membership update (from the Supreme District Deputy Report)
- Analyze progress toward council quotas and goals
- Assist the council in setting up a membership and a retention committee
- Announce First, Second, Third and Fourth Degrees
- Explain current Supreme Council campaign specifics

Highlight information from a recent issue of the monthly District Deputy Reminder, Knight-line, and State and Supreme Program Supplement. Keep a running checklist of important dates and activities for Supreme, the State, the District and your Council functions.

Sample Outline for a K of C Council Visit

I suggest putting a folder on your computer's desktop called K of C Council visits. Keep a running list of items to report during your council visits and update it constantly. See a sample below.

Council _____ Date _____ Type of Meeting _____

Your brief remarks may include the following:

Congratulation to the newly elected officers

Jesus, Mary & Joseph Assembly is having a flag retiring ceremony on June 14. All invited ~ bring old flags -- a social will follow.

On _____ there is a First Degree at Westlake Council at 12:00 Noon with a Second Degree to follow.

Council #4658 is hosting a Family Night on date _____

If you have anything upcoming please let me know so I can add it to the District newsletter.

Add items as applicable and then print this list before going to your council meetings and you will always be prepared to give a meaningful talk.

DISTRICT (DEPUTY) MEETINGS

Each District Deputy is required to hold two (2) District (Deputy) Meetings per year. (In lieu of these meetings, diocesan meetings can be conducted with the State Officer from your Diocese. Coordinate these meetings with your State Officer.) You may hold your own district meeting, or work with other DD's for a combined meeting. These meetings should be held within one (1) month following the state tour meeting and the mid-year District Deputy meeting. Be sure to invite your state officer, your Diocesan District Deputy Coordinator, and the Diocesan Membership Director to these meetings.

The purpose of holding your district meeting with your council officers, key membership, and programming personnel is to make sure that information provided to the district deputy at the State District Deputy Meeting is passed along to every council as quickly as possible. This also helps guide your councils through the next six-month period. Be as informative and effective as possible with your meetings.

Plan these meetings ahead and let the Grand Knights know when they are scheduled. Make sure to invite the council officers, directors and chairmen. Send the current Grand Knight a letter in June and ask him to inform the council members about your Diocesan meeting in July, so they can put it on their schedule.

To have a successful meeting, proper planning is important. Arrange a time and location that is convenient to those involved. Be sure to notify everyone as far in advance as possible. This manual and the Grand Knights' handbook provide excellent information for these meetings. ***Holding a district meeting is a requirement to becoming a District Deputy of the Year.***

SAMPLE AGENDA FOR A DISTRICT (DEPUTY) MEETING

The meeting should be held within 1 (one) month following the state tour and the mid-year district deputy meeting in January.

- The meeting should be opened and closed with a prayer.
- Introduce VIPs. (The state officer in your diocese and the Diocesan District Deputy Director should have input in setting the agenda and be given an opportunity to speak.)
- Roll call should be taken. (The District Warden should record the minutes.)
- Set the date for your next district (deputy) meeting.
- Make sure any insurance agent attending has a chance to talk.
- If a State Director attends, ask him to say a few words.
- Go over the current status toward goals and quotas (Supreme, State, District and Councils).
- Announce all degrees scheduled (First, Second, Third and Fourth).
- Detail any correspondence and comments you have.
- Discuss Supreme Council requirements.
- Discuss the Ohio State Council program.
- Discuss the calendar of events.
- Membership: Open House, Other plans, Retention strategies, and Diocesan activities.
After the meeting, send a report of your meeting minutes to the Diocesan District Deputy Coordinator and the State District Deputy Director.

MEMBERSHIP

Membership is our Order's lifeblood. Your attention as a district deputy to a council's membership growth needs to be one of your major priorities because membership is important to the success and growth of our order.

Councils will need to take time to carefully review the membership program and formulate a membership plan. Your help and careful review of each of your councils' membership plans will not only enable them to meet their goals, but will also allow you to meet yours.

Available each month from Supreme Council, the district deputy is able to review a monthly District Deputy Report on the councils in his district. These reports will show the status of membership, insurance, and financial obligations of your councils. It shows the net status for membership and insurance as well. This will come from Supreme Council. You can also get this information online.

For further information on membership, please review the State Membership program.

DEGREES and TEAMS

Each District Deputy has six basic responsibilities in regard to degrees:

1. Certify new First Degree Teams. Ideally, each council should have their own certified team. Remember there are four ways to conduct a First Degree. The first (and preferred way) is using a certified team. The second way is having a team reading the degree. The third way is partial memorization and partially read. The fourth way is using the DVD produced by Supreme. However, please keep in mind that all degree formats are currently undergoing revision.
2. Have or form a Second Degree Team in each district.
3. Host a Third Degree once a year or work with a nearby district deputy who is hosting one.
4. Audit all (or as many as possible) First, Second, and Third degrees in your district.
5. Complete the District Deputy Ceremonial Report Form (#2408) for all councils.
6. Fill out a District Deputy Degree Exemplification Report (#450) for every degree in your district. Use a separate form for each degree. You do not have to be present for the degree to fill out the report. The District Warden or a brother knight can audit the degree for you. If necessary, you can simply put in the remarks that you were unable to attend.

It is the district deputy's responsibility to constantly communicate the schedule of any degrees in district or diocese. Make sure your Grand Knights inform you of all First and Second Degrees they are planning on holding. They are not official until you schedule them. Reporting upcoming degrees to the Ohio State Council website provides communication to all and adding the degree information and location is essential.

NEW COUNCIL DEVELOPMENT

Membership is the life giving blood of our Order. Membership is only obtained on the council level. The important task of developing new councils has been placed under the watchful eyes of a District Deputy. Your careful review of the "New Council" material will be a guide to you.

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The Board of Directors of the Supreme Council voted at its April 5-7, 2013 meeting in Washington, DC, to initiate a pilot program for New Council Development in the United States and Canada, effective for the period April 6, 2013 through June 30, 2015.

Under the pilot program, the minimum number of members required to start a new council is reduced from 30 members to 20 members. The members of the new Council may be a mix of new members and transfers, as currently permitted by Section 231 of the Laws of the Order. This initiative is being piloted to provide greater opportunities to extend a Knights of Columbus presence to parishes that do not have a council and to offer membership in the Order to a greater number of eligible Catholic men.

The results of the pilot New Council Development initiative will enable the Board of Directors to determine whether to recommend that the Supreme Council amend Section 99 of the Laws, so that the 20-member requirement for new councils would become permanent.

If you have questions, please do not hesitate to contact the Supreme Secretary's Office or the Department of Fraternal Services.

Each district deputy should identify the names of two parishes within your district for possible new council development. Work with the State's New Council Development Director to form new councils.

By the mid-year meeting in January, all district deputies must submit the name of at least 1 (one) parish for a possible new council. The names are to be submitted to the Diocesan District Deputy Coordinators who in turn will pass them on to the State District Deputy Director.

A DISTRICT NEWSLETTER

Although not mandatory, a district newsletter is a great tool for keeping your councils informed. Anything you put in writing will minimize misunderstandings. Grand Knights can use these newsletters to help organize their council's activities, and for reporting dates and requirements. A simple note or phone call to the Grand Knight on many items will keep them informed, but a written monthly newsletter is much better. A partial list of suggestions for a District newsletter follows:

- Supreme & State functions
- Degree dates and locations in the area
- Supreme & State reports that are due
- Council or Chapter activities in the area
- Fourth Degree activities in the area
- Local church & community activities
- Significant anniversaries and other dates
- Anything you think will help your councils

INSURANCE ~ GENERAL & FIELD AGENTS

Below is a list of the General Agents responsible for the State of Ohio. Note: Supreme does not assign General Agents by diocese, so more than one may be responsible for parts of a

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diocese. If you do not have a Field Agent assigned to a council, or if you have concerns with a particular agent, please contact the General Agent closest to your particular council.

Please remember that membership, recruitment and retention are extremely important. The K of C Insurance Agents can only sell to members. Try to increase the number of prospects available to them by having (ALL) your councils participate and actively recruit new members. Insurance agents have additional resources to assist in recruiting efforts. Please use them to help with open houses and invite them to your council.

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A QUESTION CHECKLIST TO EVALUATE COUNCILS

This Council Evaluation Checklist is for use by the District Deputies to evaluate council activity. It is a guideline and is not all-inclusive. Not all questions apply at the beginning of the year. There are a lot of other questions you need to ask as well. This is intended as a starting point to help evaluate your councils to see where they are and where they may need your help.

1. Did the council establish and publicize its yearly goal of programs?
2. Does the council follow up and review these goals?
3. Does the council have an annual budget?
4. Do the council directors know if they have a budget and what it is?
5. Has the council sent in Form 185 Officers Chosen for the Year to Supreme and the State?
6. Has the council sent in form 365 Council Directors to both Supreme and the State?
7. Did the council have representatives at the State Tour?
8. Did the council have representatives at your district meeting?
9. Has a General Program Director been appointed?
10. Does the Program Director review program requirements and status with the members of council?
11. Has the Grand Knight appointed an Admission Chairman?
12. Has the Grand Knight appointed a Membership Chairman?
13. Does the council have a Greeter at their meetings and activities?
- 14. Are new members warmly received at meetings?**
15. Does the council have membership drives?

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16. Does the Membership Chair also cover Retention and Recruitment?
17. Has the Grand Knight appointed a Welcoming Chairman?
18. Has the Grand Knight appointed a Bereavement Chairman?
19. Does the council have a monthly officers' meeting?
20. Does the council have a monthly business meeting?
21. Does the council have a newsletter?
22. Has the council set up a website?
23. Has the council invited the insurance agent to their meeting?
24. Do the Financial Secretary and Grand Knight work with delinquent members?
25. Does the council participate in Free Throw and Soccer Challenge programs?
26. Does the council participate in local community programs?
27. Does the council participate with the local chapter?
28. Does the council have fundraising programs?
29. Does the council send reports to both the State and Supreme on time?
30. Has the council completed the yearly audit and was the district deputy in attendance?
31. Has the council sent in the Fraternal Survey?
32. Does the council participate in "Support Our Seminarians" (SOS)?
33. Does the council participate in Measure Up?

MONTHLY REQUIREMENTS FOR DISTRICT DEPUTIES

Below is a list of the requirements the District Deputy is responsible for on a monthly basis. Contact your Diocesan District Deputy Coordinator or the State District Deputy Director if you have any questions.

July Requirements

- Ensure that each council fills out the following TWO forms: Report of Officers Chosen for Term (#185) and Service Program Personnel Report (#365). You need to bring copies of both these forms for each council in your district to the state tour. Strongly encourage the councils to file all applicable Supreme forms on the Supreme website.
- Attend the state tour meeting in July.
- Submit the Degree Exemplification Report (#450) for all Degrees in your district to Supreme, the State Membership Director, and to the Diocesan District Deputy Coordinator.
- Send any (July) District Deputy Council Visitation Monthly Reports to your Diocesan District Deputy Coordinator and the State District Deputy Director before August 5.
- Select a District Warden as soon as possible from within your district. (Try to pick someone who can be your replacement when your term has ended.)
- Complete the online District Deputy Training on Supreme Website

August Requirements

- Follow up with your councils to be sure the Semiannual Council Audit (#1295) is completed and submitted by August 15.
- Submit the Degree Exemplification Report (#450) for all Degrees in your district to Supreme, the State Membership Director, and to the Diocesan District Deputy Coordinator.
- Send any (August) District Deputy Council Visitation Monthly Reports to your Diocesan District Deputy Coordinator and the State District Deputy Director before September 5.

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- Complete the Installation of Officers for all your councils by August 31. Follow protocol, wear your sash and jewel, and utilize the assistance of the District Warden.
- Work with your councils to ensure each council establishes and maintains an active admissions committee and an active retention committee
- If applicable, promote the Soccer Challenge and request the Soccer Challenge Kits.
- Establish a District (Deputy) newsletter.
- Ensure that each council in your district has a council newsletter for communication.
- Develop a council health check list for each council.
- Review each council's status toward achieving Star Council.

September Requirements

- Discuss Round Tables. Complete and submit the Notice of Appointment of Round Table Coordinator (#2629) by September 1.
- Send any (September) District Deputy Council Visitation Monthly Reports to your Diocesan District Deputy Coordinator and the State District Deputy Director before October 5.
- Contact all to obtain the total number of Measure Up rulers needed. Send the collected information to the State Warden, the Measure Up chair.
- If applicable, promote the Soccer Challenge and request the Soccer Challenge Kit.
- Ensure that all councils have participated in the Matching Funds program. Checks are submitted to the State Advocate.
- Review each council's status toward achieving Star Council.

October Requirements

- Submit the Degree Exemplification Report (#450) for all Degrees in your district to Supreme, the State Membership Director, and to the Diocesan District Deputy Coordinator.
- Send any (October) District Deputy Council Visitation Monthly Reports to your Diocesan District Deputy Coordinator and the State District Deputy Director before November 5.
- Conduct an October Blitz districtwide and schedule a First Degree. Submit the Degree Exemplification Report (#450) for all Degrees in your district to Supreme, the State Membership Director, and to the Diocesan District Deputy Coordinator.
- Ensure that all councils have participated in the Matching Funds program. Checks are submitted to the State Advocate.
- Contact all councils to obtain the total number of Measure Up Rulers needed. Send the collected information to the State Warden, the Measure Up chair.
- If applicable, promote the Soccer Challenge and request the Soccer Challenge Kits.
- Schedule a District Soccer Challenge during the first two weeks in October. Then host the Regional Soccer Challenge during the last two weeks in October.
- If applicable, order Free Throw Medallions for the District Free Throw.
- Review each council's status toward achieving Star Council.

November Requirements

- Update the Measure Up ruler count to the State Warden as necessary.
- Submit the Degree Exemplification Report (#450) for all Degrees in your district to Supreme, the State Membership Director, and to the Diocesan District Deputy Coordinator.

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- Send any (November) District Deputy Council Visitation Monthly Reports to your Diocesan District Deputy Coordinator and the State District Deputy Director before December 5.
- Ensure that all councils have participated in the Matching Funds program. Checks are submitted to the State Advocate.
- Publish an updated District (Deputy) newsletter.
- Review each council's status toward achieving Star Council.

December Requirements

- Complete and submit the District Deputy Semiannual Report (#944A) by December 31.
- Submit the Degree Exemplification Report (#450) for all Degrees in your district to Supreme, the State Membership Director, and to the Diocesan District Deputy Coordinator.
- Send any (December) District Deputy Council Visitation Monthly Reports to your Diocesan District Deputy Coordinator and the State District Deputy Director before January 5.
- Ensure that all councils send in a first turn-in check for Support Our Seminarians by December 15.
- Complete written and hotel registration for the Mid-Year District Deputy Meeting
- Review each council's status toward achieving Star Council.

January Requirements

- Make notice to councils that the Annual Survey of Fraternity Activity (#1728) is due by January 31. This is the most important form of the fraternal year. All district deputies are required to complete and submit a survey for EACH council—No exceptions.
- Submit the Degree Exemplification Report (#450) for all Degrees in your district to Supreme, the State Membership Director, and to the Diocesan District Deputy Coordinator.
- Send any (January) District Deputy Council Visitation Monthly Reports to your Diocesan District Deputy Coordinator and the State District Deputy Director before February 5.
- Remind all councils to submit the Honorees of the Year submissions (Knight of the Year, Family of the Year, Youth of the Year, and Chaplain of the Year, etc.) to the individual state program directors by April 1.
- Attend the Mid-Year District Deputy Meeting in January.
- Schedule and host the District (Deputy) Meeting soon after the Ohio State Council meeting. Promote at least two council members to attend and include the diocesan state officer, diocesan district deputy coordinator, and any state director from the diocese. Distribute Measure Up information and rulers at this meeting.
- Review each council's status toward achieving Star Council.

February Requirements

- Ensure that all councils have submitted the Annual Survey of Fraternity Activity (#1728) due by January 31. This is the most important form of the fraternal year. All district deputies are required to complete and submit a survey for EACH council—No exceptions.
- Submit the Degree Exemplification Report (#450) for all Degrees in your district to Supreme, the State Membership Director, and to the Diocesan District Deputy Coordinator.
- Send any (February) District Deputy Council Visitation Monthly Reports to your Diocesan District Deputy Coordinator and the State District Deputy Director before March 5.

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- Remind all councils to submit the Honorees of the Year submissions (Knight of the Year, Family of the Year, Youth of the Year, and Chaplain of the Year, etc.) to the individual state program directors by April 1.
- Attend the 2020 or 2021 Super Cash Bonanza roadshow meeting.
- Schedule the District Free Throw during the first two weeks of February. (Make sure you have the medallions.) Plan to attend the Regional Free Throw during the ***last two weeks of February***. Pass out information to council winners and alternates. Send the entry forms to your Diocesan District Deputy Coordinator.
- Distribute Measure Up rulers and info to all councils as needed.
- Review each council's status toward achieving Star Council.

March Requirements

- Submit the Degree Exemplification Report (#450) for all Degrees in your district to Supreme, the State Membership Director, and to the Diocesan District Deputy Coordinator.
- Send any (March) District Deputy Council Visitation Monthly Reports to your Diocesan District Deputy Coordinator and the State District Deputy Director before April 5.
- Remind all councils to submit the Honorees of the Year submissions (Knight of the Year, Family of the Year, Youth of the Year, and Chaplain of the Year, etc.) to the individual state program directors by April 1.
- Conduct a March Blitz districtwide and schedule a First Degree. Submit the Degree Exemplification Report (#450) for all Degrees in your district to Supreme, the State Membership Director, and to the Diocesan District Deputy Coordinator.
- Discuss the importance of scheduling and successfully conducting the Measure Up program. There are two dates (end of April; first week of May) for collecting money for Measure Up.
- Register for the state convention.
- Review each council's status toward achieving Star Council.

April Requirements

- Submit the Degree Exemplification Report (#450) for all Degrees in your district to Supreme, the State Membership Director, and to the Diocesan District Deputy Coordinator.
- Send any (April) District Deputy Council Visitation Monthly Reports to your Diocesan District Deputy Coordinator and the State District Deputy Director before May 5.
- Remind all councils to submit ALL final program reports by April 15.
- The final submission for Support Our Seminarians (SOS) is April 15.
- Review each council's final push for increasing membership for the fraternal year.
- Register for the state convention.
- Review each council's status toward achieving Star Council.

May Requirements

- Submit the Degree Exemplification Report (#450) for all Degrees in your district to Supreme, the State Membership Director, and to the Diocesan District Deputy Coordinator.
- Send any (May) District Deputy Council Visitation Monthly Reports to your Diocesan District Deputy Coordinator and the State District Deputy Director before June 5.
- Attend the State Convention.

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- Ensure that all councils participated and submitted their Measure Up grant forms and checks by May 31 to the State Warden.
- Remind all councils of the Columbian Award Application (SP-7) that is due by June 30.
- Review each council's status toward achieving Star Council.

June Requirements

- Ensure that all councils have completed and submitted the Columbian Award application (SP-7) with copies to the State Deputy and the District Deputy by June 30.
- Submit the Degree Exemplification Report (#450) for all Degrees in your district to Supreme, the State Membership Director, and to the Diocesan District Deputy Coordinator.
- Send any (June) District Deputy Council Visitation Monthly Reports to your Diocesan District Deputy Coordinator and the State District Deputy Director before July 5.
- Council submissions of Annual Report of K of C Round Table (#2630) by June 30.
- Register and attend the Mid-Year District Deputy Meeting in June in Columbus.
- Review each council's status toward achieving Star Council.



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District Deputy Council Visitation Monthly Report

Date of Council Visit _____

District Deputy
Name & Number _____

Diocese _____

Paperwork
Completed? _____ #185 _____ #365 _____ #1728 _____ Other

State and Supreme Program Participation? (Yes – No – Not Applicable)

General Program Activities _____

Support Our Seminarians _____ Matching Funds _____

Measure Up _____ Super Cash Bonanza _____

Columbian Award (due June 30) _____

RSVP (for a Seminarian) [also due June 30] _____

Membership Activities?

_____ Recruitment

_____ Retention

_____ Open House

_____ Scheduled Degrees

Monthly Meetings _____

Newsletter(s)/Communication _____

Child Protection Status _____

Additional
Notes _____

***Report is due by the 5th day of the next month for visited councils only.
Quarterly visits (at a minimum) are recommended.***

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DISTRICT DEPUTY AWARDS

We Are Many; We Are One. ~ The Bronze Wing Award ~ \$25.00

This award will be given to every District Deputy who completes the following items:

1. ALL Reports of Officers Chosen for Term (#185) submitted to the Supreme Council, State Deputy, and Diocesan District Deputy Coordinator by the July tour meeting.
2. Attend the June Mid-Year District Deputy meeting in Columbus.
3. Attend the July state tour meeting in your diocese.

We Are Many; We Are One. ~ The Silver Wing Award ~ \$50.00

This award will be given to every District Deputy who completes the following items:

1. Must have completed the requirements for the Bronze Wing award.
2. ALL Service Program Personnel Reports (#365) submitted to the Supreme Council, State Deputy, and Diocesan District Deputy Coordinator by October 31.
3. Have at least 50% of the councils in your district complete a minimum of 4 (four) activities and reported with the state general program by December 31.
4. Have a positive membership intake in your district by December 31.
5. Have at least 50% of the councils in your district participate in the Matching Funds program.

We Are Many; We Are One. ~ The Gold Wing Award ~ \$100.00

This award will be given to every District Deputy who completes the following items:

1. Must have completed the requirements for BOTH the Bronze and Silver Wing awards.
2. ALL Semiannual Council Audits (#1295) and Annual Survey of Fraternal Activity (#1728) reports submitted to the Supreme Council, State Deputy, and Diocesan District Deputy Coordinator by June 30.
3. ALL councils in your district complete a minimum of 8 (eight) activities and reported with the state general program by April 15.
4. Have a positive membership intake in your district by June 30.
5. Have 50% of your councils submit the Columbian Award (SP7) application by June 30.
6. Attend the January Mid-year District Deputy meeting in Columbus.

The Gold Wing Award recipients will be determined by the state tour meetings in July.

Special Notice: The Supreme Convention Incentive!

The names of ALL district deputies who achieve the Gold Wing award will be entered in a drawing for TWO winners (and spouses) to attend the 2020 and/or 2021 Supreme Conventions. Good luck!

Diocesan District Deputy Awards (January Meeting)

This award goes to the top district deputy in EACH diocese for the first half of the year based on the following criteria:

- NUMBER of councils that participate in the Football Frenzy program.
- Sponsor two (2) or more First Degrees AND participate in the October Blitz. Then send a copy of the Degree Exemplification Report (#450) to the State Membership Director and the Diocesan District Deputy Coordinator.
- The District Deputy with the highest NUMBER of the following
 - √ Councils participating in the Ohio State Council general program.
 - √ Councils showing positive membership growth for first half of fraternal year
 - √ Monthly District Deputy Council Visitation reports submitted
 - √ Councils with the #185 and #365 forms submitted by November 15
- Recommendation of the Diocesan District Deputy Coordinator and the State District Deputy Director

Diocesan District Deputy Awards (State Convention)

This award goes to the top district deputy in EACH diocese for the second half of the year based on the following criteria:

- Number of councils sponsoring a Basketball Free Throw.
Sponsor two (2) or more First Degrees AND participate in the March Blitz. Then send a copy of the Degree Exemplification Report (#450) to the State Membership Director and the Diocesan District Deputy Coordinator.
- The District Deputy with the highest NUMBER of the following:
 - √ Councils participating in the Ohio State Council general program.
 - √ Councils showing positive membership growth for the fraternal year.
 - √ Monthly District Deputy Council Visitation Reports submitted.
 - √ Councils submitting the Annual Survey of Fraternal Activity (#1728)
- Recommendation of the Diocesan District Deputy Coordinator and the State District Deputy Director.

(State) District Deputy of the Year

The District Deputy of the Year will be selected from the 6 (six) Diocesan District Award winners for the first half of the Fraternal Year and the 6 (six) Diocesan District Deputy Award winners from the second half of the Fraternal Year also based on these items.

The District Deputy with the highest NUMBER of the following:

- √ Councils in your district maxing the state general program: **We Are Many; We Are One.**
- √ Monthly District Deputy Council Visitation Reports submitted.
- √ New members in his district
- Recommendation of the Diocesan District Deputy Coordinator and the State District Deputy Director

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SUPREME COUNCIL WEBSITE: www.kofc.org

The address for the Supreme website is www.kofc.org. The public portion of this site contains a lot of information about the Knights of Columbus, our insurance program, and the Catholic faith. It contains all of the forms your councils will need to file to the Supreme Council. Supreme forms can be accessed without a specific login and password. Forms can be found in the drop down box at the top page under Publications and Resources. You can also access the forms by the following links:

Council Forms <http://www.kofc.org/un/en/officers/forms.council.html>

State and District Forms <http://www.kofc.org/un/en/officers/forms/state.html>

The secured portion of this site contains valuable information to you as a District Deputy. You will be given a login name and password if you are a new District Deputy to gain access to this portion of the website. Once you log in, you will see under Supporting Applications an Officers Desk Reference Portal and a Training Portal. Clicking on the Officers Desk Reference Portal will take you to a page that contains multiple links. These links contain information on Fraternal Programs, Membership, Financial Issues, Home Corporations, etc. Clicking on the Training Portal will take you to a page that gives over 30 training courses. You should check out these portals as soon as you can.

You will also have access to data pertaining to your District. This includes membership data, reports, forms, and publications. You can then choose an individual council and access the same information at the council level. You should monitor this data frequently as it gives a snapshot of the progress your district is making toward its goals.

OHIO STATE COUNCIL WEBSITE: www.kofcoho.org

At the time of this publication, the Ohio State Council website is being reconfigured. The address will remain the same, but the plans are to create an informational homepage that guides visitors to the activities of the Ohio State Council and the Knights of Columbus. A reporting portal will be used to enter council activities. Training for district deputies on how to use the website will be given at state and local training sessions.



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INFO FOR WRITING K of C CHECKS TO THE OHIO STATE COUNCIL

Throughout the fraternal year, all council leaders may need to write checks to the Ohio State Council for the programs and activities that they participate in. The following list will assist your council leaders with writing and sending checks to the correct Ohio State Council Program Chairman.

**State Per Capita Tax
Resolutions and By-Law Changes for
2020 & 2021 State Conventions**

Mail check out to:
Ohio State Council, Knights of Columbus

Mail to:
Mark Siracusa, State Secretary
15398 Silver Pine Court
Perrysburg, OH 43551
cuzza52@gmail.com

**Matching Funds, 2020 & 2021 State
Conventions**

Make check out to:
Ohio State Council, Knights of Columbus

Mail to:
Michael Felerski, State Advocate
1580 Gelhot Drive
Fairfield, OH 45014
mfelerski@icloud.com

Football Frenzy Sweepstakes

Make check out to:
Ohio State Council, Fund Raising Account

Mail to:
Gary Eckstein, PSD
168 Chestnut Commons Drive
Commercial Point, OH 43116
gary.eckman@sbcglobal.net

Super Cash Bonanza (Charity) Ticket Returns

Make check out to:
Ohio State Council, Knights of Columbus

Mail to:
Jeff Kiliany, State Treasurer
559 Walnut Street
Leetonia, OH 44431
jktkg@yahoo.com

Measure-Up Funds

Make check out to:
Ohio State Council, Knights of Columbus

Mail to:
James Maslach, State Warden
4927 Autumnwood Lane
Brunswick, OH 44212-4723
maslachj@frontier.com

**Support Our Seminarians / Pennies For
Heaven**

Make check out to:
Ohio State Council, Knights of Columbus

Mail to:
Kevin Miller, Immediate Past State Deputy
1101 Arbor Oaks Lane
Galloway, OH 43119
km8007@att.net