



# Grand Knight Training Seminar Outline

## Sections of Presentation

Chapter 1	General Information
Chapter 2	Duties & Responsibilities
Chapter 3	Forms, Procedures & Paperwork

## **SECTION 1 – GENERAL INFORMATION**

- I. Who Are you?
  - A. The Grand Knight is one of the most important individuals in the Order
  - B. It can be said, that the strength of the Order is the grassroots
  - C. The grand knight is the leader of the council
  - D. He should seek guidance and advise from the district deputy
  
- II. Organization Charter
  - A. Supreme Council
    - A. Supreme Council to the local council
    - B. Supreme Council By-Laws are established at their Annual Meeting
  
  - B. State Council
    - A. State Deputy to local council
    - B. State Council meets annually
      - 1. Every council elects two delegates
      - 2. Conduct business at hand and set goals fro coming year
  
  - C. Local Council
    - A. Grand knight is chief executive officer
    - B. There are 9 elected officers for the council; 3 appointed officers
      - 1. Chaplain is appointed by grand knight, in accordance with policy established by local bishop
      - 2. Lecturer is appointed by the grand knight
      - 3. Financial secretary is appointed by the supreme knight; based on recommendations of the grand knight and council trustees
  
- III. Duties & responsibilities
  - A. As the CEO of the council, the grand knight has specific duties as responsibilities in the position – as noted.
    - 1. There is a direct effect on how the council is run during the fraternal year.
  - B. Presides at all meetings
    - 1. All business, social and officers meetings
    - 2. He must ensure that all rules and regulations are followed and enforced fro the council
    - 3. He must maintain proper conduct of the ceremonials that are being conducted by the council – not limited to the First Degree ceremonials.
    - 4. Ensure that all meetings are started on time – members that arrive on time should be given this courtesy; furthermore, attendance will drop if not adhered to.
    - 5. Must be prepared fro all meetings – an organized meeting will accomplish more and generally shorter meetings.

6. Ensure that meetings are efficiently conducted – which will ensure continued attendance by members.
7. All above will ensure the completion of business on a timely basis.

C. Appoints Committees

1. Membership Director and Chairmen – one of the most important appointment
  - i. Match talents of members with position
  - ii. Assist the grand knight is setting and achieving the goals of the council
2. Recruitment / retention Chairmen
  - i. Assist the membership director in organizing recruitment and retention efforts
3. Program Director and Chairmen – as important appointment as Membership Director
  - i. Assists the grand knight in setting and achieving the goals of the local council.
4. Admission and Welcoming Committee
  - i. Sets the tone of all new members joining the council
5. Appoints chaplain and lecturer
  - i. Chaplain is appointed in accordance with policy established by the local bishop
  - ii. Lecturer is appointed by the grand knight

D. Financial Responsibilities

1. Responsible for the financial health of the council
  - i. The Supreme Council outlines procedures for handling money of the council.
2. Countersigns orders drawn and signed by the financial secretary
  - i. Ensure more than one person is requesting monies be paid
3. Countersigns checks drawn and signed by the treasurer
  - i. Ensure more than one person is making payments.
4. Read vouchers of all monies paid and deposited
  - i. Provides members at the meeting a full report of their finances.

E. Review council Performance

1. Membership Goals
  - i. Responsible for establishing current year, and long range membership goals for the council
  - ii. Works to implement plans with assistance of membership director and chairmen
2. Establish and follow “Action Plan”
  - i. Review Supreme Council’s and state Council’s membership “action plan” for membership growth
  - ii. Tailors plan for local council needs
  - iii. Implements plan and announcing to entire membership

3. Service Programs
    - i. Reviews past programs to ensure that they are relevant today for the council
    - ii. Establish a yearly calendar of activities
  4. Plan and conduct activities
    - i. Verses the establishment of new programs, as the need arises
    - ii. Constantly reviews the activities to suggest ways f improving for future plans and events
  5. Insurance promotion goals
    - i. Work with the council's insurance agent to establish plan to promote order's insurance program
    - ii. Ensure plan ins implemented into the council's plan of activities
    - iii. Continually meet with insurance agent to review status
  6. Organize fraternal year plan
    - i. Establish a plan, calendar, for the council for the fraternal year
    - ii. Update as needed
    - iii. Promote to the entire membership on a regular basis
- F. Other Duties & Responsibilities
1. Conducts Semi-Annual Audits
    - i. Ensure that these are conducted properly twice a year
  2. Organize or supervise First Degree team
    - i. Essential in attaining membership growth goals
    - ii. Should be conducted in accordance with the rules of the Order
  3. Schedule and promote frequent First Degrees
    - i. Frequent degrees ensures prompt initiation of new members
    - ii. Gets new members active in the council sooner
    - iii. Motivates members to recruit on regular basis

IV. Attitude

V. What are you?

A. A Leader

1. Leaders have a vision
  - i. *You know where you want to go & how you plan to get there.*
  - ii. What do you want your council to accomplish this year, and in future years?
  - iii. Need to plan the way, and communicate this plan
2. Leaders are Honest
  - i. *Nothing can undermine a leader faster than not telling the truth*
  - ii. Don't double talk – be consistent in your message from one brother Knight to another.

3. Leaders have conviction
  - i. *Believe in what you say. Your team must know that you say what you mean and that you mean what you say.*
  - ii. Show that you are committed to the goals and vision that you've outlined for the council; and that you'll work hard to achieve these goals.
4. A leader follows-up
  - i. *Track the outcome and follow up to ensure the work that was undertaken to implement the vision does not come undone.*
  - ii. An important step that is overlooked too often by grand knights.
  - iii. Granted, you must let individuals appointed to positions to do their job, however you must stay informed on the progress and lend a hand when needed.
5. Quick review – a Leader ...
  - i. Has Vision
  - ii. Shows Conviction
  - iii. Lives honestly
  - iv. Does follow-up
6. Leadership Skills
  - i. Have first served themselves
    - i. Most effective leaders have been leaders in other organizations or served on committees
  - ii. Have a duty to understand the system / enterprise
    - i. Must understand the workings of the Order
    - ii. Must understand the structure – council, district, state and Supreme
7. Design and orchestrate strategic plans and goals
8. Identify and appoint right directors and chairmen
  - i. Selecting the right people for the right positions is key
9. Set tone and agenda for members
  - i. Attitude of the grand knight, will become the attitude of the council
10. Create consensus among members
  - i. Don't dictate your vision; good leaders sell their vision to others
11. Insure adequate resources and training to meet targets and goals
  - i. Provide committees with tools and resources needed to usefully perform duties
  - ii. Surge with Service book, Order's web site, outside resources, etc.
12. Gives sound advice and encouragement
13. Must be committed to honesty and fairness
14. Qualities of an Effective Leader
  - i. Good Listener
  - ii. Good Communicator

- iii. Competent
- iv. Knowledgeable
- v. Seeks Input
- vi. Shares Information
- vii. Team Player
- viii. Organized
- ix. Honest
- x. fair
- xi. Positive Attitude
- xii. Complimentary
- xiii. Supportive
- xiv. Respected
- xv. Motivated
- xvi. Visionary
- xvii. Delegates

15. Important Leadership Skill

- i. Biggest mistake is not asking others to assist or step forward to help lead
- ii. If grand knight does it all – recruiter, event chairman, team coach, etc.
  - i. you'll stifle new ideas
  - ii. Nothing will get accomplished effectively or successfully

B. An Organizer

- 1. Duties & responsibilities
  - i. Duties of Councils Officers
    - i. Included in Surge with Service packet
    - ii. Review with council officers
- 2. Two Most Important Appointments
  - i. Membership Director
    - i. Coordinate all membership growth activities
  - ii. Program Director
    - i. Provides leadership, guidance and assistance in developing and implementing council activities
  - iii. Review Surge with Service information
- 3. Service Program Organizational Chart
  - i. Operational chart for the council
    - i. Council may not have all committees noted in Surge book, but should tailor to the council
  - ii. Important First Steps – Program Director
    - i. Develop detailed program plan and schedule at least 6 months in advance
    - ii. Include wives and families of departed Brother Knights
  - iii. Recommend chairmen and committees for appointment

4. Membership Organizational Chart
  - i. Operational chart for the council
  - ii. Important First Steps – Membership Director
    - i. Plan Blitz and/or Open House for both the Fall and Spring
    - ii. Schedule First Degree Exemplifications
    - iii. Implement the Shining Armor Award Program
    - iv. Have Trustees contact non-active members and invite them to council meetings and functions.
    - v. Recommend chairmen and committees for appointment

C. A Motivator

1. *Ability to convince officers that council goals benefit the council and its members*
2. One can think of and establish goals, but it another thing to have everyone buy into these goals.

D. A Communicator

1. A communicator actually does more listening than talking
2. Remember communication is a two way street – unless you hear the thoughts of your Brother Knights, you will not know what they need to hear.

VI. Resources

A. Grand Knight's Handbook

1. Included in the Surge with Service Kit
2. Every Grand Knight's guide
3. Read and become familiarize with contents, and consult it as needed during your term of office.

B. Charter, Constitution & Laws of the Order

1. Included in the Surge with Service Kit
2. Revised annually – following the Supreme Council Meeting
3. Not necessary to read – however, become familiar with contents and how to use.

VII. How Hot Is Your Council?

A. A useful thermometer to gauge how “hot” your council is.

B. Every council fits somewhere on the scale:

1. Cold or near cold councils – need to be worked on
2. Warm councils – are fine, but could improve
3. Hot councils – every council should strive to become one

VIII. Council Meetings

A. There are four general types of meetings for a council

1. Business Meeting
2. Social Meetings
3. Officers Meetings
4. Committee Meetings

- B. All chaired by the grand knight
- C. All have a specific purpose
- D. Business Meetings
  - 1. Order of Business
    - i. Located in the Charter Constitution and Laws
  - 2. Seating arrangements – or Council Set-Up
    - i. Refer to the Grad Knight's Handbook
    - ii. Important that district deputy and council's field agent should be seated at the head table, and deliver message from that location
    - iii. Consider moving the district deputy's remarks to follow the chaplain's report. Call on him for final comments at the end of the meeting.
  - 3. Method of Conducting a Meeting
    - i. Included in the Surge with Service Kit
    - ii. Be prepared
    - iii. Follow Robert's Rules of Order
    - iv. Don't waste time
    - v. Keep meeting on focus.
  - 4. Remember – the gavel is for control of the meeting .... Don't be shy about using t.
  - 5. Additional Resources
    - i. How to Conduct a Meeting
      - i. Included in the Surge with Service kit
      - ii. Covers parliamentary procedures
      - iii. Be familiar with its contents and how to use if necessary
    - ii. Protocol Manual
      - i. Included in the Surge with Service kit
      - ii. Guide to proper protocol and etiquette
      - iii. Be familiar with its contents and how to use if necessary
- E. Social Meetings
  - 1. Hold regularly
  - 2. Include wives and families
  - 3. Schedule interesting and informative speakers
  - 4. Hold an Insurance Program evening
  - 5. Consider a pot-luck meal from time to time to encourage better attendance
  - 6. Organize events for fathers to bring their son, or fathers to bring their daughters
- F. Officers Meetings
  - 1. Hold regularly, even monthly
  - 2. Use to plan the agenda for the council's regular business meeting
  - 3. Opportunity to discuss motions in detail, that are to be considered and voted upon at the next business meeting

## **SECTION 2 – DUTIES & RESPONSIBILITIES**

- I. Leadership Skills
  - A. Discussed earlier – but can not stress enough
  - B. Attitude – Caught not Taught
    - 1. Positive attitude is essential for productive leadership
    - 2. One can not teach themselves attitude – however, it is contagious
  - C. Remainder of this section:
    - 3. Service Programs
    - 4. Membership Recruitment
    - 5. Membership Retention
- II. Why &How
  - A. When asking someone to do something, always ask Why
    - 1. Why you want this done
    - 2. Why it is important
  - B. Then, provide tips on How it can be accomplished
- III. Surge with Service Kit
  - A. Tool that allows councils to “come alive with action”
  - B. Forwarded to councils annually in May/June by the Supreme Council office
  - C. A meeting of the programming and membership team should be called to distribute and discuss information
- IV. Service Programs
  - A. “Surge with Service” Manual
    - 1. Programming and membership ideas and guide
    - 2. Intended to be a resource manual for councils
    - 3. Included in the Surge with Service Kit
  - B. Planning Calendar
    - 1. *If you fail to plan; you can plan to fail.*
    - 2. A yearly calendar of activities must be planned for early in the fraternal year
    - 3. Make sure calendar is publicized to all members
  - C. Program & Activity Planner
    - 1. A handy tool used to list activities and events by subject matter
    - 2. Great tool to track progress towards Columbian Award and Star Council Award
    - 3. Another look in monthly format, rather than by activity
    - 4. Councils encouraged to develop their own
  - D. Service Program Committees
    - 1. Chart outlines the various directors in the Service Program structure.
    - 2. Church Activities
      - i. Vocations
      - ii. Parish Round Tables
      - iii. Lay Apostolate

- iv. Parochial Services
  - v. Religious Devotions
  - vi. Keep Christ in Christmas
  - vii. Evangelization
  - viii. Fr. Michael J. McGivney devotion
3. Community Activities
    - i. Pro-Life
    - ii. Volunteerism
    - iii. Human Needs
    - iv. Civic Involvement
    - v. Environment
    - vi. Public Safety
    - vii. Health Services
    - viii. Decency
  4. Council Activities
    - i. Public Relations
    - ii. Fraternalism
    - iii. Cultural
    - iv. Social
    - v. Blood Donors
    - vi. Athletics
  5. Family Activities
    - i. Survivors Assistance
    - ii. Memorials
    - iii. Education
    - iv. Communications
    - v. Family of the Month / Year
    - vi. Recreation
    - vii. Family Week
  6. Youth Activities
    - i. Columbian Squires
    - ii. Youth Groups
    - iii. Athletics
    - iv. Educational Programs
    - v. Youth Welfare
    - vi. Religious Activities
    - vii. Social Activities
  7. State Council Service Program Activities Report
    - i. Form used to submit most outstanding program in each area for consider as the State Service Program Award.
    - ii. State Council dictates the due date for this form
    - iii. State Council Winners are considered by the Supreme Council for International Award Winners
      - i. Grand knights of winning councils receive a trip to the Annual Supreme Council Meeting

## V. Membership Activities

### A. Current Membership Campaign

#### 1. Leadership Guide for Membership

- i. Every council is encouraged to use guide to implement current membership campaign in council
- ii. Updated with incentives and latest promotional items available

### B. Membership Information / Statistics

1. 88% - join the Order to get involve in their Church
2. 90% - that lapse membership did so because no one called them and asked fro their assistance
3. 43% - lapse their membership after the first 2<sup>nd</sup> or 3<sup>rd</sup> year of membership

### C. How to Retain Members

#### 1. Admission Committee Questionnaire

- i. Request every new member to complete prior to joining
- ii. Use information gathered to assign members to committees
- iii. Get members involved in council activities

#### 2. Shining Armor Award Program

- i. Designed to get members active in the council during first year of membership

#### 3. Members Interest Survey

- i. Have a committee of members contact non-active members
- ii. Use information gathered to assign members to committees

### D. Why Recruit

#### 1. For your council's Future

- i. Continued growth equals life, ideas and enthusiasm which equals continuous activities
- ii. No growth equals stagnation of ideas, less members willing to work, decrease in activities which eventually leads to less incentive fro men to join
- iii. Fewer active members, leads to fewer meaningful programs, which leads to fewer new members, and eventually a decline and then death of the council
- iv. Good constant service programming – that he key to good, constant recruiting.

### E. Suggested Membership Action Plan

1. July – Target VIP Club members as recruiters
2. August – Welcome new families to the council
3. September – Prepare for the upcoming membership blitz
4. October – Be part of the Orderwide Membership Blitz
5. November – conduct an Open House
6. December – encourage all to recruit a Knight before Christmas

### F. Membership Recruiting

#### 1. How to ... Guide to Membership Recruitment Guide

- i. Organizing an effective Membership Blitz
- ii. Organizing committees and establishing goals

- iii. Build Prospect List
- iv. 2-on-1 Team recruiting
- v. Conducting a Church Drive
- vi. Conducting an Open House
- vii. Organizing an In-House Open House
- viii. Conduct a Recruitment Invitation Program
- ix. Targeting Former Members
- x. Promoting the Insurance Program
- xi. Establishing an Effective Admission Committee
- xii. Conducting First Degrees
- xiii. Recognizing Recruiters
- xiv. Membership Video Productions Available
- xv. Benefits of Membership

G. Grand Knight's Membership Financial Statement

- 1. Provides grand knight monthly membership and financial statistics
- 2. Review carefully each month, to ensure accurate

H. Former Member, Inactive Insurance Members & Out-of-State Members Listing

- 1. Include these lists in all recruiting possibilities
- 2. Establish committees to target these former members and non-active members to join your council
- 3. Listing are available though the Supreme Council office

I. Fraternal Benefits

- 1. Knights of Columbus Member Benefits
  - i. Available to all current members in certain territories
  - ii. Speak with field agent for exact details
- 2. Fraternal Benefits
  - i. Available to insurance members and their families
  - ii. Speak with your field agent for exact details
- 3. Too often members do not realize benefits available to them.

J. Membership recruiting

- 1. It takes planning, determination and perseverance
- 2. Don't ever give up!

VI. Admission Committee

A. A vital committee within the council for membership growth

- 1. Insures active participation of new members and helps prevent the possibility of suspension problems at a later time
- 2. Provides an overview of the council and the Knights to the new member

B. Suggested Committee Members

- 1. Chancellor should be considered the chairman
- 2. Other members can be:
  - i. Financial Secretary
  - ii. Treasurer
  - iii. Membership Director
  - iv. Program Director

- v. Council Officers
- vi. Past Grand Knights
- vii. Various Activity Chairmen
- viii. Council's Insurance Agent

C. Admission Committee Questionnaire

- 1. Request every new member to complete prior to joining
- 2. Use information gathered to assign members to committees
- 3. Get members involved in council activities

D. Member Interest Survey

- 1. Have a committee of members contact non-active members
- 2. Use information gathered to assign members to committees

VII. Retention Committee

A. Mission Statement

- 1. To anticipate problems and study causes for member suspensions

B. Target

- 1. Current non-active members
- 2. Delinquent members of the council

C. A critical committee of every council – challenged to keep members active in the council.

D. Committee

- 1. Deputy Grand Knight – should be chairman
- 2. Council trustees – should be the committee members

E. Retention Program

- 1. Active Admission Committee
- 2. Council alive with activities
  - i. Active members don't drop their membership
- 3. Proper use of the Notice of Intend to Suspend Procedures (1845 / Billing Procedures)
- 4. Trustees protecting the basic assets of the councils – Members
- 5. An active recruitment committee and program

F. Proper Billing Procedure & Notice of Intent to Suspend Procedures

- 1. First Billing
  - i. Mailed 15-days prior to the beginning of the billing cycle
- 2. Second Billing
  - i. Mailed 30-days after the first billing if mailed
- 3. Knights alert Letter
  - i. A letter alerting members that their dues are delinquent and that they are in danger of being suspended.
  - ii. Mailed 30-days after the second bill is mailed
- 4. Assigned to Retention Committee
  - i. List of delinquent members and the amount that they owe is turned over to the committee for their efforts
  - ii. Committee charged with personally contacting each member – speaking with them –
    - i. Learn of any circumstances member can not pay

- ii. Encourage payment
  - iii. Discuss payment plan / schedule if appropriate
- 5. Notice of Intent to Suspend (Form 1845)
  - i. Mailed 60-days after the first billing is mailed
  - ii. Copies forwarded to Supreme, State and district
  - iii. Supreme Knight forwards letter to the member, encouraging him to remain
  - iv. State Deputy assigns to a committee for follow-through with member
  - v. District deputy is charged with the duty of calling each member
    - i. To ensure council process was completed properly
    - ii. Determine if member needs assistance in paying bill
    - iii. Encourage member to remain a member of the Knight
- 6. Membership Application (Form 100)
  - i. If unable to retain, Form 100 marked for “Suspension” should be processed
  - ii. Can not be processed until Form 1845 has been on file for 60-days at the Supreme Council office.
- 7. Null & Void
  - i. 90 days after the Form 1845 has been processed, it becomes null and void at the Supreme Council office
  - ii. If dues not paid by member, and Form 100 for suspension not processed by the council, process must start over.

### **SECTION 3 – FORMS, PROCEDURES & PAPERWORK**

- I. Forms & Procedures
  - A. Council Report Forms Booklet
    - 1. Included in the Surge with Service Kit
  - B. Report of Officers Chosen for the Term
    - 1. Included in the Council Report Forms Booklet
    - 2. Due at the Supreme Council office by June 30
  - C. Service Program Personnel Report Form
    - 1. Included in the Council Report Forms Booklet
    - 2. Form to report – Chaplain, Lecturer, and all Service Program directors and chairman
    - 3. Due at the Supreme Council office by June 30
  - D. Semi-Annual Audit Reports
    - 1. Included in the Council Report Forms Booklet
    - 2. Essential for bonding of financial secretary and treasurer
    - 3. Due at the Supreme Council office – August 15 & February 15

E. Annual Survey of Fraternal Activity

1. Included in the Council Report Forms Booklet
2. Reports charitable donations & volunteer hours for the council and members
3. Due at the Supreme Council office – January 31
4. Required for Star Council status

II. Goals for Grand Knights

A. Improve Meeting Attendance

1. Keep Meetings to 90-minutes or less
2. Provide a meal or some social activity either before or after meeting
3. Keep meetings interested and engaging for members
4. Ensure that there is a lecturer's program at every meeting –keep to 10-minutes
  - a. Too many councils overlook this program
  - b. Should be educational and informative
5. Use council's phone / email tree to remind members of the date and time of the meeting.
6. Set-up meeting properly, to ensure best flow of the agenda
7. Avoid distractions when running the meeting – remember that you are in control of the meeting.
8. Have an agenda fro the meeting
9. Be prepared for the meeting
10. Conduct Officers Meeting to plan for business meeting

B. Membership Growth

1. Utilize the former member, inactive insurance member and out-of-state member listings.
  - a. Printed on demand and twice a year from the Supreme Council
  - b. Out-of-state member listed mailed to state deputy quarterly, for all new additions to report from previous quarter.
  - c. Utilize e-version of report, from Order's web site

2. Parish Round Table Program

a. Metro Area

- i. Core of members are from one parish
- ii. There are multiple parishes assigned to the council, in either nearby locations or the same city
- iii. Funds are maintained at the council
- iv. Dues are paid to the council by the members

b. Rural Areas

- i. Less than 30 members in that community (too small for council.)
- ii. Two of more parishes involved – located in difference cities with possibly substantial distance.
- iii. Funds are held at the council, but designated to the Round Table for use at their discretion.
- iv. Round Table distributes / requests distribution of funds

c. Report of Round Table Coordinator

- i. Located in the Council Report Forms Booklet
- ii. Complete and mail to the Supreme Council after coordinators are approved by the grand knight and pastor

C. Improve Involvement

1. Train directors & chairmen – don't expect that once appointed they'll know what they need to do.
2. Develop an activity calendar
3. Survey membership to make sure their interests are being included
4. ASK members to serve on committees – too often members are waiting to be asked to serve, but no one every calls on them.
5. Publicize programs and events of the council
6. Use phone / email listing to notify members of upcoming events
7. Sample – Program Activity Planner
  - a. Assists in organizing the five areas of program activities – Church, community, council, family and youth.
  - b. Every month should have at least one event planned / scheduled
8. Think Outside of the Box – Exercise
  - a. Ask all participants to draw 9 circles on piece of paper – three rows of three circles.
  - b. Ask that they draw four straight lines, so that they are able to connect all dots to one or more lines.
  - c. Show the solution

D. Council tri-Fold Flyer

1. Develop a council flyer to tell prospective members who you are and what the council does for their Church and community.
2. Keep it short and interesting
3. Use color images / logos, and don't be afraid to have white space
4. How to Design Your Council Brochure
  - a. Available from the Supreme Council to assist in creating a brochure

E. Shining Armor Award Program

1. Program that activate new members into council activities as soon as possible. It is noted that an active member will remain a member.
2. Requirements – during first year of membership
  - a. Attend at least three business meetings of the council
  - b. Participate in at least three programs / activities of the council
  - c. Meet with the council's insurance agent
  - d. Recruit at least one new member into the Order
  - e. Receive your Second and Third Degrees
3. Support materials and resources available
  - a. Qualification Cards
    - i. Present to every new member at First Degree
    - ii. Requirements to attain are noted on the reverse of card
  - b. Informational Flyer
    - i. Highlights the requirements and benefits of the program
    - ii. Can be presented to new members with qualification card

- c. Member Certificate
      - i. Present to members one they attained all requirements
    - d. Label Pin
      - i. Present to members one they attained all requirements
- F. Attain Star Council Status
  - 1. Father McGivney Award
    - a. Attainment of the council's membership net gain quota as of June 30 of the fraternal year.
  - 2. Founders' Award
    - a. Attainment of the council's insurance net gain quota as of June 30 of the fraternal year
  - 3. Columbian Award
    - a. Reporting 5 Service Program activities in each of the areas of Church, community, council, family and youth.
  - 4. Shoot for the Star Flyer
    - a. Highlights the requirements for attaining Star Council Award for the council
  - 5 Star Council (*animation*)
    - a. Father McGivney Award
      - i. Membership Net Gain
      - ii. 5% net gain quota for councils 100 of more
        - i. New and reactivated members over suspensions and withdrawals.
        - ii. All transactions must be received, processed and recorded at the Supreme Council office by June 30
    - b. Founders' Award
      - i. Insurance Net Gain
      - ii. 2.5% net gain quota for councils 100 of more
        - i. New and reactivated insurance members over suspensions and withdrawals of insurance members
        - ii. Work with your insurance agent throughout the year to promote the Insurance Program of the Order to all members and their families.
        - iii. Consider promoting the New Member Plan on the reverse side of the Membership Application (Form #100)
        - iv. All transactions must be received, processed and recorded at the Supreme Council office by June 30
    - c. Columbian Award
      - i. Columbian Award Application
        - i. List four activities conducted throughout the fraternal year in each of the areas of Church, community, council, family and youth.
        - ii. Application due at the Supreme Council office by June 30, of the fraternal year.
  - d. Service Program Personnel Report Form
    - i. Included in the Council Report Forms Booklet

- ii. Form to report – Chaplain, Lecturer, and all Service Program directors and chairman
    - iii. Due at the Supreme Council office by June 30
  - e. Annual Report of Fraternal Activity
    - i. Included in the Council Report Forms Booklet
    - ii. Reports charitable donations & volunteer hours for the council and members
    - iii. Due at the Supreme Council office – January 31
  - f. Per Capita Tax
    - i. Council can not be under suspension as of June 30
    - ii. Must be paid up-to-date at the Supreme Council office as of June 30

### III. Attitude is Everything

A. How high your council soars, depends on your attitude

1. Attitude is caught – not taught
2. Officers and members will pick-up on the attitude of the grand knight and react appropriately.