



DISTRICT DEPUTY CHECKLIST



Read the *District Deputy Handbook and Reference Guide* (#916) to learn the duties and responsibilities associated with your position.

Obtain from your predecessor the “District Deputy Outfit” – robe and the *Installation of Officers, First Degree Ceremonial* and *Second Degree Ceremonial* booklets. The supreme secretary will forward jewels to the state deputy for presentation to all newly appointed district deputies at the installation ceremony.

As soon as possible after July 1, install the officers for the councils within your district.

Schedule district meetings, immediately following state meetings, to discuss relevant issues. Grand knights, financial secretaries, treasurers, membership and program directors and field agents should attend. Disseminate information, assess progress and update district planning. Refer to the sample district meeting outline in the *District Deputy Handbook and Reference Guide*. It is also recommended that you conduct at least two strategy sessions to discuss membership recruitment, Service Program activities and areas needing improvement.

Visit each council regularly - at least once every quarter. Refer to the sample agenda in the *District Deputy Handbook and Reference Guide*. Arrange for a conference with the council officers, including the financial secretary, treasurer, recorder and trustees, to inspect their books.

File reports to the Supreme Council office. The District Deputy Semiannual Report on Council Status (#944A, #944B) is an evaluation report to be completed for each council in the district once every six months. The Degree Exemplification Report (#450) is to be completed following each degree exemplified in the district. Only the host district deputy completes this report.

Survey your district for new council development opportunities. Target sites of potential councils and work with your state New Council Development teams to help reach our goal of “The Knights of Columbus Presence in Every Parish.”

Urge councils to complete and file Supreme Council office reporting forms – Semiannual Council Audit Report (#1295), Report of Officers Chosen for Term (#185), Service Program Personnel Report (#365) and the Annual Survey of Fraternal Activity (#1728). Reporting forms are in the *Council Report Forms Booklet* (#1436), and on the Order’s website (www.kofc.org.)

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- Assist your councils in planning and implementing effective membership recruitment activities.
- Make certain that the Admission Committee is functioning properly within each council.
- Establish a schedule of frequent First Degree exemplifications in each council. Publicize the schedule throughout the district. Certify First Degree teams within the district.
- Organize a Second Degree team within the district. Contact the state deputy or state ceremonial chairman for certification.
- Make certain that any or all of the three ceremonial degrees are exemplified in the district as specified by law.
- The “District Deputy Ceremonials Report” (#2408) must be completed once during the fraternal year, after you have visited all councils in your district.
- Submit expense accounts, preferably on a quarterly basis, on Form #267 to your state deputy for approval and forwarding to the Supreme Council office.
- Assist your councils in implementation of an effective Service Program with a variety of activities directed toward Church, community, council, family and youth.
- Ensure that council meetings be conducted in accordance with the prescribed “Order of Business” (#1937) and ceremonial procedures mandated by the Supreme Council.
- Remind councils of their financial obligations to the Supreme Council – per capita tax, Catholic Advertising assessment and supplies charges. These charges must be paid within 100 days after being levied or the council is automatically suspended.
- Make certain that the proper billing and the “Notice of Intent to Suspend” (#1845) procedures are followed by each council. Personal contact on the council and district level is essential to retain members.
- Urge councils to commemorate Columbus Day – Oct. 12 (U.S. traditional) or the second Monday of October (observed); Founder’s Day – March 29; Sept. 11 – Day of Remembrance; and Mar. 25 – Day of the Unborn Child – with special activities.

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The official youth organization of the Knights of Columbus is the Co1umbian Squires. Promote this program for young Catholic men between the ages of 12 and 18. Help in reaching our Orderwide goal of “A Circle in Every Council.”

Promote and conduct the Soccer Challenge Championship in your district. The council-level competition should be conducted during September and the district competition in October. The district competition is the direct responsibility of the district deputy.

Promote and conduct the annual Free Throw Championship in your district. The council-level competition should be conducted during January and the district competition in February. The district competition is the direct responsibility of the district deputy.

Urge councils to conduct the Substance Abuse Poster Contest at the start of the school year and council judging should take place in January. District/regional and state competitions should take place in February or early March. Please keep in mind the deadline for receipt of state-level winning entries at the Supreme Council office for the international competition is March 31.

The Knights of Columbus encourages local councils, assemblies and Squire circles to sponsor the Knights of Columbus Essay Contest at Catholic schools in your communities. The Essay Contest is a creative means of encouraging young people to respond to the question of being a good, patriotic citizen while becoming active Catholics who are firmly grounded in the Faith.

Work with your councils to achieve programming, membership and insurance quotas for the Star Council Award. Check monthly membership reports supplied by the Supreme Council office. Urge completion of the Columbian Award application before June 30. Individual award requirements are outlined in the *Surge ... with Service* program manual (#962) and in the *Grand Knight's Handbook* (#915). Establish a districtwide goal of “Every Council a Star Council!”

Qualify for the Star District Award. Refer to your monthly “District Deputy Report” (#FO49) and to the districtwide quotas established for associate and insurance membership. Year-end (June 30) net gains must equal 100% of associate and insurance quotas listed in “District Totals” section of the monthly report to qualify you as a Star District winner.

COUNCIL OFFICERS' CHECKLIST

July 1	Council Per Capita Tax Levied by Supreme Council (\$1.75 per member)
July 1	Report of Council Officers (#185)
July 10	Suspension of council if April Catholic Advertising Fund is not paid
August 1	Service Program Personnel Report (#365)
August 1	Columbian Squires Officers and Counsellors Report (#468)
August 15	Semiannual Audit Report (#1295)
October 1	Catholic Advertising Fund charges levied by Supreme Council (50 cents per member)
October 10	Suspension of Council if July Per Capita Tax is not paid
January 1	Council Per Capita Tax levied by Supreme Council (\$1.75 per member)
January 10	Suspension of council if October Catholic Advertising Fund is not paid
January 31	Annual Survey of Fraternal Activity (#1728)
January 31	Partnership Profile for Special Olympics (#4584)
February	Check with your state deputy or state program director on due dates for entries in State/International Service Program Awards contest – Church, community, council, family, youth
February	Check with your state deputy or state program director on due dates for entries in State/International “Family of the Year” contest
February 15	Semiannual Audit Report (#1295)
April 1	Catholic Advertising Fund charges levied by Supreme Council (50 cents per member)
April 1	Application for Refund Support Vocations Program (#2863) due at Supreme Council between now and June 30
April 10	Suspension of council if January Per Capita Tax is not paid
June 30	Columbian Award application (#SP-7)
June 30	Columbian Squires Corps d’Elite Award application (#278)
June 30	Columbian Squires Brother Barnabas Award application (#279)
Immediately	Membership Document (#100) – submit after initiation
As Required	“ Notice of Intent to Suspend ” (#1845)
Monthly	“ Family of the Month ” selection (#1993)