

Assembly Report Forms Booklet



Knights of Columbus

FOURTH
D E G R E E



This Assembly Report Forms Booklet contains many of the important reporting forms your assembly is expected to complete during this year. It has been designed to serve as a ready reference source for the *faithful navigator* and *faithful comptroller* providing them with the appropriate report forms to file and the dates that these reporting forms are due at the Supreme Council office.

The report forms included in this booklet are arranged in the order of deadline dates assigned for each report. This date is located in the upper right hand corner of each form. *Faithful navigators* and *faithful comptrollers* should review this book often, definitely monthly, to verify that the assembly is filing the reporting forms due during that month. The tab of each page includes the proper mailing address of the Supreme Council office, and the bottom section of each report identifies to whom copies of the report should be sent.

Each assembly is responsible for making photocopies of the reports and sending them to the appropriate officials. IN EVERY INSTANCE, COPIES OF EACH REPORT FORM SHOULD BE KEPT FOR THE ASSEMBLY FILES.

NOTE: The checklist appearing below identifies each report in chronological order by the date on which the report is due. This listing also includes a space to record the actual date on which the form was mailed to the Supreme Council office.

Any questions concerning the Assembly Report Forms Booklet or the forms themselves should be directed to: Supreme Council Department of Fraternal Services, 1 Columbus Plaza, New Haven, CT 06510-3326.

FORM/DEADLINE CHECKLIST

FORM	REPORT	PAGE	DUE BY	DATE SENT
186	REPORT OF OFFICERS CHOSEN FOR THE TERM JULY 1, _____ — JUNE 30, _____ YEAR YEAR	3	JULY 1	_____
1315	ANNUAL ASSEMBLY AUDIT REPORT	5	AUGUST 1	_____
1728A	SURVEY OF FRATERNAL ACTIVITY INDIVIDUAL MEMBER WORKSHEET	7	AS NEEDED	_____
1728	ANNUAL SURVEY OF FRATERNAL ACTIVITY REPORT	9	JANUARY 31	_____
TBP-1	TO BE A PATRIOT AWARD ENTRY FORM	11	JUNE 1	_____
2321	CIVIC AWARD APPLICATION	13	JUNE 30	_____
2863A	RSVP/PLAQUE APPLICATION	15	JUNE 30	_____
2935	COLUMBIAN SQUIRES INQUIRY KIT ORDER FORM	17	AS NEEDED	_____
1291	FOURTH DEGREE EXEMPLIFICATION REPORT (TO BE COMPLETED BY THE MASTER)	19	AS NEEDED	_____



REPORT OF OFFICERS CHOSEN FOR THE TERM

JULY 1, [] TO JUNE 30, []
YEAR YEAR

Submit By: JULY 1

PLEASE PRINT – INDICATE MEMBERSHIP NUMBERS

DATE OF ELECTION _____

ASSEMBLY NAME				ASSEMBLY NUMBER	
LOCATION		CITY		STATE/PROVINCE	ZIP/POSTAL CODE
FAITHFUL NAVIGATOR	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	
<input type="checkbox"/> ADDRESS CHANGE					
TELEPHONE AREA CODE	PHONE NO.	E-MAIL	★ NEWLY ELECTED		★ RE-ELECTED
FAITHFUL COMPTROLLER	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	
* ADDRESS CHANGE					
TELEPHONE AREA CODE	PHONE NO.	E-MAIL	★ NEWLY ELECTED		★ RE-ELECTED
FAITHFUL FRIAR	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	E-MAIL
* ADDRESS CHANGE					
FAITHFUL CAPTAIN	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	E-MAIL
* ADDRESS CHANGE					
FAITHFUL ADMIRAL	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	E-MAIL
* ADDRESS CHANGE					
FAITHFUL PURSER	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	E-MAIL
* ADDRESS CHANGE					
FAITHFUL PILOT	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	E-MAIL
* ADDRESS CHANGE					
FAITHFUL SCRIBE	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	
STREET		CITY	STATE/PROVINCE	ZIP/POSTAL CODE	E-MAIL
* ADDRESS CHANGE					
INNER SENTINEL	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	E-MAIL
OUTER SENTINEL	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	E-MAIL
ONE YEAR TRUSTEE	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	E-MAIL
TWO YEAR TRUSTEE	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	E-MAIL
THREE YEAR TRUSTEE	MEMBERSHIP NO.	LAST NAME	FIRST NAME	INITIAL	E-MAIL

ATTEST

ASSEMBLY MEETS:

IMPORTANT INSTRUCTIONS

F.N.

F.C.

NO MEMBER SHALL BE ELIGIBLE TO HOLD OFFICE IN AN ASSEMBLY UNLESS HE IS IN GOOD STANDING AND PAYS HIS DUES, BOTH IN THE COUNCIL AND IN THE ASSEMBLY. FORWARD COMPLETED COPY OF THIS REPORT IMMEDIATELY FOLLOWING THE ELECTION AT THE FIRST REGULAR MEETING IN MAY. THIS REPORT IS ESSENTIAL FOR THE TRANSACTION OF OFFICIAL BUSINESS AND DIRECT MAIL COMMUNICATIONS WITH OFFICERS.

Detach and mail to: Knights of Columbus Supreme Council Office, Department of Membership Records, 1 Columbus Plaza, New Haven, CT 06510-3326 or Fax to: (203) 752-4113



ANNUAL ASSEMBLY AUDIT REPORT

FOR PERIOD ENDED JUNE 30, _____ YEAR

Due By: AUGUST 1

ASSEMBLY _____ NO. _____ CITY _____ STATE _____

SCHEDULE A – MEMBERSHIP

ADDITIONS	TOTAL	DEDUCTIONS	TOTAL
Total members start of period		Suspensions	
Initiations		Deaths	
Transfers from other assemblies		Withdrawals	
Restorations		Transfers to other assemblies	
Total for period		Total deductions	
Minus total deductions			
Number members end of period			

SCHEDULE A – ALTERNATIVE

Our Assembly uses Member Management/Member Billing. The requirement for completing Schedule A is satisfied.

SCHEDULE B – CASH TRANSACTIONS

FAITHFUL COMPTROLLER		FAITHFUL PURSER	
Cash on hand beginning of period	\$ _____	Cash on hand beginning of period	\$ _____
Cash received—dues, initiations	\$ _____	Received from faithful comptroller	\$ _____
Cash received from other sources:		Transfers from sav./invest. accts.	\$ _____
(Explain kind and amount)		Interest earned on investments	\$ _____
\$ _____		Total receipts	\$ _____
\$ _____		<u>Disbursements</u>	
\$ _____		Expenses of delegates	\$ _____
\$ _____		General assembly expenses	\$ _____
Total cash received	\$ _____	Transfers to sav./invest. accts.	\$ _____
Transferred to faithful purser	\$ _____	Miscellaneous	\$ _____
Cash on hand at end of period	\$ _____	Total disbursements	\$ _____
		Net balance on hand	\$ _____

SCHEDULE C – ASSETS AND LIABILITIES

ASSETS		LIABILITIES	
Cash:		Due Supreme Council:	
On hand (undeposited)	\$ _____	Supplies	\$ _____
Bank – General acct.	\$ _____	Other	\$ _____
– Special acct.	\$ _____		
– Savings/investment accts.	\$ _____	Due district master:	
Due from _____ members	\$ _____	Initiation fees	\$ _____
Total current assets	\$ _____	Other	\$ _____
Less: current liabilities	\$ _____	Misc. liabilities:	
Net current assets	\$ _____	_____	\$ _____
Investments:		_____	\$ _____
*Furniture	\$ _____	_____	\$ _____
*Stocks & bonds	\$ _____	_____	\$ _____
Misc. Investments	\$ _____	Total current liabilities	\$ _____
Total Investments	\$ _____		
Less: Investment liabilities	\$ _____	Signed this _____ day of _____ 20 _____	
Net investment assets	\$ _____	_____ Faithful Navigator	
Total assets	\$ _____	_____ Trustee	
		_____ Trustee	
		_____ Trustee	

*Use reverse side to describe.

Detach and mail to: Knights of Columbus Supreme Council Office, Supreme Master's Office, 1 Columbus Plaza, New Haven, CT 06510-3326



INSTRUCTIONS TO FAITHFUL COMPTROLLERS/FINANCIAL SECRETARIES/BURSARS

Note: Knights should separate reported assembly activities from their reported council activities.

Located on the lower portion of this page are individual Member Worksheets to assist you in determining the number of hours of volunteer service expended by members during the past year.

This worksheet is printed on clip-art ready, reproducible paper. Simply photocopy as many forms as you need, cut along the dotted line and distribute a form at the November meeting. Forward a worksheet to every member on your current roster or include a copy in your next bulletin. Each member can individually identify the number of volunteer hours he expended in community service projects. You only need to collect and tabulate the council/assembly/circle results for completion of the past years Annual Survey of Fraternal Activity Report due at the Supreme Council office by January 31.

ANNUAL SURVEY OF FRATERNAL ACTIVITY INDIVIDUAL MEMBER WORKSHEET

In 2011, the Knights of Columbus donated more than \$162 million to charitable and benevolent causes and over 70 million hours of volunteer community service to aid the less fortunate. **To help prepare our Fraternal Survey for the Supreme Council office, please complete the information requested below and return it at our next meeting.** This information will assist us in determining the total number of hours of community service volunteered by our members.

1. Number of visits you made during the past year to:

- Sick — caring for the sick
- Bereaved — visits of condolence

2. Number of times you served as a blood donor during the past year.

3. Estimated hours of volunteer service for the past year.

- Church Activities — service in all Church related activities
- Community Activities — service in all community related activities
- Culture of Life — service in all pro life activities
- Family — service in all family related activities
- Youth Activities — service in all youth related activities
- Habitat for Humanity - service in all related projects.....
- VAVS programs and activities
- Miscellaneous Activities — service in areas not outlined above

4. Number of hours of fraternal service for the past year:

- Sick/disabled members and their families — household chores, transportation, tutoring, counselling, etc.

ANNUAL SURVEY OF FRATERNAL ACTIVITY INDIVIDUAL MEMBER WORKSHEET

In 2011, the Knights of Columbus donated more than \$162 million to charitable and benevolent causes and over 70 million hours of volunteer community service to aid the less fortunate. **To help prepare our Fraternal Survey for the Supreme Council office, please complete the information requested below and return it at our next meeting.** This information will assist us in determining the total number of hours of community service volunteered by our members.

1. Number of visits you made during during the past year to:

- Sick — caring for the sick
- Bereaved — visits of condolence

2. Number of times you served as a blood donor during the past year.

3. Estimated hours of volunteer service for the past year

- Church Activities — service in all Church related activities
- Community Activities — service in all community related activities
- Culture of Life — service in all pro life activities
- Family — service in all family related activities
- Youth Activities — service in all youth related activities
- Habitat for Humanity - service in all related projects.....
- VAVS programs and activities
- Miscellaneous Activities — service in areas not outlined above

4. Number of hours of fraternal service for the past year:

- Sick/disabled members and their families — household chores, transportation, tutoring, counselling, etc.

Duplicate and distribute this form to assembly members in November. Ask for return by December 31. Use the information provided when preparing your assembly's Annual Survey of Fraternal Activity.

INSTRUCTIONS FOR COMPLETING ANNUAL SURVEY OF FRATERNAL ACTIVITY

For Twelve Month Period Ending December 31, 20__

Due By: JANUARY 31***IMPORTANT**

* Please type or print legibly.

* Complete numerical data from right to left – ex.

				1	0	0
--	--	--	--	---	---	---

* In sections II and III use EXACT DOLLAR AMOUNTS.

* UNITS IN THE PHILIPPINES SHOULD REPORT ALL FINANCIAL DATA IN PESOS.

* Include financial contributions and hours of community service from all related programs (i.e. council corporations, parish round tables, etc.)

* Do not write-in additional activities or contributions – use only spaces provided.

* MAKE A PHOTOCOPY OF SURVEY REPORT FOR YOUR COUNCIL FILE.

SECTION I. NUMBERS OF MEETINGS HELD DURING YEAR:

1. Regular – meetings for conducting or discussing business. Include officers and Service program committee meetings.
2. Social – dinners, card parties, dances, etc. Business may or may not have been discussed.
3. Special – lectures, films, seminars, cultural, ethnic, educational, religious events, etc. Business may or may not have been discussed.

SECTION II. ACTIVITY EXPENSE:

1. a. Printing and Postage – printing and postage for newsletters, flyers, communications for activities.
- b. Food and Refreshments – food, refreshments, etc. for activities.
- c. Prizes – gifts, awards, incentives, raffles, etc. related to sponsored events.
- d. Projects – transportation, facility rental, photography, etc. for related projects.
- e. Entertainment – bands, magicians, comedians, etc. for events.
- f. Miscellaneous – all other expenses not outlined above relating to activities.

SECTION III. CHARITABLE AND BENEVOLENT DISBURSEMENTS:**Church Activities**

1. a. Church Facilities – construction, repairs, remodeling, memorial gifts, etc.
- b. Catholic Schools – donations, grants, construction, repairs, etc.
- c. Religious Education – CCD, lay apostolate, Keep Christ in Christmas, marriage encounter, etc.
- d. Seminararians/RSVP – direct contributions to seminararians, postulants and religious.
- e. Seminararies – donations, construction, equipment, etc.
- f. Vocations Projects – programs, speakers, films, program materials, etc.
- g. Miscellaneous – all other Church related disbursements not outlined above.

Community Activities

2. a. Elderly – homes for the aged, Retired Senior Volunteer Program, etc.
- b. Physically Disabled – Muscular Dystrophy, Cerebral Palsy, etc.
- c. Special Olympics – local, state and national contributions, etc., People with Intellectual Disabilities – candy distributions, etc.
- d. Veterans Activities/VAVS
- e. Food for Families – food banks, food pantries, soup kitchens, etc.
- f. Victims of Disasters – natural disasters, fire, violence, accidents, etc.
- g. Hospitals/Institutions – equipment, construction, memorial gifts, etc., Health and Service Organizations – Red Cross, Hospice, United Way, cancer/heart funds, etc.
- h. Global Wheelchair Mission.
- i. Community Wide Projects
- j. Habitat for Humanity – civic involvement, donations, etc.
- k. Miscellaneous – all other community related disbursements not outlined above.

Culture of Life Activities

3. a. Donations – monies donated to Crisis pregnancy centers, BirthRight, Project Rachel, etc.
- b. March for Life – local, state/provincial and national marches.
- c. BirthRight – fund-raising activities and monetary donations. Baby Showers – for individual pregnant women who are struggling financially, or for homes for unwed mothers.
- d. Baby Bottle Campaign – individuals or families collect loose change—or paper money—in empty baby bottles and turn over to the council for culture of life initiatives.
- e. Memorials to unborn children – donations, fund-raising activities, etc.
- f. Ultra-sound program – raising funds to purchase ultrasound machines for crisis pregnancy centers.

Youth Activities

4. a. Columbian Squires – overall sponsorship, contributions, etc.
- b. Scouting – sponsorship, contributions, etc.
- c. Youth Groups – CYO, Big Brothers/Big Sisters, 4-H, etc.
- d. Youth Welfare/Services – substance/child abuse, foster parents, etc.
- e. Athletics – equipment, league/team sponsorship, transportation, etc.
- f. Scholarships/Education – career nights, essay contests, tuition, fund raising, etc.
- g. Coats for Kids.
- h. Miscellaneous – all other youth related disbursements not outlined above.

SECTION IV. FRATERNAL COMMITMENT:**Number of visits to:**

1. a. Sick – caring for the sick/nursing homes/hospitals.
- b. Bereaved – visits of condolence.
2. Number of blood donors – members serving as blood donors.
- 3: Habitat for Humanity Projects – number of projects involved in during year

Estimated hours of community volunteer service:

4. a. Church Activities – volunteer service in all Church related activities.
- b. Community Activities – volunteer service in all community related activities.
- c. Youth Activities – volunteer service in all youth related activities.
- d. Habitat for Humanity – volunteer services to these projects
- e. Culture of Life Activities – volunteer service in all activities that support pro-life
- f. VAVS
- g. Food For Families
- h. Special Olympics
- i. Miscellaneous Activities – volunteer service in any areas not outlined above.

Estimated hours of fraternal service:

5. Sick/disabled members and their families – household chores, transportation, tutoring, counselling, etc.

For Twelve Month Period Ending December 31, 20__

A Assembly Number _____ **Location** _____
city/town state/province

I. NUMBER OF MEETINGS HELD DURING YEAR:

- 1. Regular

- 2. Social

- 3. Special

TOTAL NUMBER OF MEETINGS HELD

--	--	--	--

II. ACTIVITY EXPENSE

- 1. a. Printing and Postage
 - b. Food and Refreshments
 - c. Prizes
 - d. Projects
 - e. Entertainment
 - f. Miscellaneous
- DOLLARS ONLY:**
- | | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

TOTAL ACTIVITY EXPENSES

--	--	--	--	--	--	--	--

III. CHARITABLE DISBURSEMENTS::

- Church Activities**
- 1. a. Church Facilities
 - b. Catholic Schools
 - c. Religious Education
 - d. Seminarians/RSVP
 - e. Seminaries
 - f. Vocations Projects
 - g. Miscellaneous
- DOLLARS ONLY:**
- | | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Total Church Disbursements

--	--	--	--	--	--	--	--

- Community Activities**
- 2. a. Elderly
 - b. Physically Disabled
 - c. Special Olympics/Intellectual Disabilities
 - d. Veteran Military/VAVS
 - e. Food for Families
 - f. Victims of Disasters
 - g. Hospitals/Institutions/Health Organizations
 - h. Global Wheelchair Mission
 - i. Community Wide Projects
 - j. Habitat for Humanity Projects
 - k. Miscellaneous
- DOLLARS ONLY:**
- | | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Total Community Disbursements

--	--	--	--	--	--	--	--

- Culture of Life Activities**
- 3. a. Donations
 - b. March for Life
 - c. Birthright/Baby showers
 - d. Baby bottle campaign
 - e. Memorials to unborn children
 - f. Ultra-Sound Initiative
- DOLLARS ONLY:**
- | | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Total Culture of Life Disbursements

--	--	--	--	--	--	--	--

Youth Activities

- 4. a. Columbian Squires
 - b. Scouting
 - c. Youth Groups
 - d. Youth Welfare/Services
 - e. Athletics
 - f. Scholarships/Education
 - g. Coats for Kids
 - h. Miscellaneous
- DOLLARS ONLY:**
- | | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Total Youth Disbursements

--	--	--	--	--	--	--	--

TOTAL CHARITABLE (Church, Community, Culture of Life and Youth) DISBURSEMENTS

--	--	--	--	--	--	--	--

IV. FRATERNAL COMMITMENT:

- 1. Number of visits to:
 - a. Sick

--	--	--	--	--	--	--	--
 - b. Bereaved

--	--	--	--	--	--	--	--

Total Visits

--	--	--	--	--	--	--	--

- 2. Number of blood donors

--	--	--	--	--	--	--	--
- 3. Habitat for Humanity Projects

--	--	--	--	--	--	--	--

Estimated hours of volunteer service:

- 4. a. Church
 - b. Community
 - c. Youth
 - d. Habitat for Humanity
 - e. Culture of Life
 - f. VAVS
 - g. Food for Families
 - h. Special Olympics
 - i. Miscellaneous
- | | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Total Volunteer Hours

--	--	--	--	--	--	--	--

Estimated hours of fraternal service:

- 5. Sick/disabled members and their families

--	--	--	--	--	--	--	--

(Signed) _____
(Grand Knight)

(Signed) _____
(Financial Secretary)

Date: _____

MAIL ORIGINAL TO: Supreme Council Department of Fraternal Services.

MAIL COPIES TO: State Deputy, District Deputy, Council File

Available in electronic format at www.kofc.org

Detach and mail to: Knights of Columbus Supreme Council Office, Department of Fraternal Services, 1 Columbus Plaza, New Haven, CT 06510-3326 or Fax to: (203) 752-4108



Flying the flag, singing the national anthem, taking an active interest in the history and destiny of one's country. These are some of the ways we show love and respect for our country. There are others, though, and that's what the Fourth Degree Awards program, TO BE A PATRIOT is about.

Since the turn of the 20th century, members of the Fourth Degree of the Knights of Columbus, "the patriotic degree," have combined their Catholic heritage with their love of country and sponsored and participated in a variety of interesting patriotic programs and activities. TO BE A PATRIOT has been established to recognize these programs.

COMPETITION Competition to determine the **best patriotic programs** during a given fraternal year will be held on the district and provincial levels of the Fourth Degree. **To enter the competition, each assembly must submit a report on their single best patriotic activity on form #TBP-2 to THE MASTER. DO NOT SEND the Form to the Supreme Council.**

The master will then judge the entries and select the top activity in his district. The district winners will then be submitted to the vice supreme master. After selecting a top winner in his province, each vice supreme master should submit the entry form to the supreme master. Every entry will then be reviewed by a committee appointed by the supreme knight and supreme master. Winners will be announced yearly in October. Once a program has been recognized as a winner at the international level, it can not be entered in future competitions.

DEADLINES:

ASSEMBLIES — Entries must be submitted **TO THE MASTER** by April 30.

MASTERS — Select top entry from district and submit to vice supreme master by May 15.

VICE SUPREME MASTERS — Select top entry from province and submit to supreme master by May 31. Any entries after May 31 will not be eligible.

GUIDELINES Listed below are some suggested guidelines for masters and vice supreme masters to use when selecting the top activity in the TO BE A PATRIOT program.

1. The award is based upon a **single patriotic project or activity** conducted by an assembly during the fraternal year.
2. **BASIS FOR JUDGING**
 - a. Does the program truly exemplify the virtue of patriotism?
 - b. How many members participated in the program? What percentage of the entire membership participated?
 - c. What were the benefits of the program? How did the results affect the community at large?
 - d. How original was the program?
 - e. How was the program publicized and how effective was the publicity?



TO BE A PATRIOT ENTRY FORM



Due By: May 31

FAITHFUL NAVIGATOR _____

ASSEMBLY NAME _____ NUMBER _____

LOCATION _____
(town/city) (state/province)

The information which follows describes our assembly's patriotic program and serves as our entry in the Supreme Council's TO BE A PATRIOT awards contest.

Date project conducted: _____

Project Title: _____

Purpose of Activity: _____

Chairman's Name _____ Telephone Number: _____

Mailing Address _____

Number of assembly members participating in the project: _____

Percentage of assembly members participating in the project: _____

Number of man hours expended in the project: _____

In the space provided, describe briefly how this project exemplifies the virtue of patriotism.

On a separate sheet, describe the program in more detail. Explain how the program was conducted from start to finish and include relevant information about publicity, member participation and the overall importance of the project to the community, the intended recipients or audience and the assembly. (Photographs, newsclippings, scrapbooks, letters, testimonials, etc., may be included with this reporting form.)

Signed _____
(Faithful Navigator)

Attest: _____
(Master)

(Vice Supreme Master)

MAIL ORIGINAL TO: Master
MAIL COPIES TO: Vice Supreme Master, Assembly File

Detach and mail to your District Master by April 30th. Retain a copy for your Assembly files.



CIVIC AWARD APPLICATION



Due By: JUNE 30

Assembly Number _____
Location _____ (city)
_____ (state or province)

Those assemblies deemed outstanding in their implementation of an agenda of patriotic programming for the ____ - ____ fraternal year are eligible to receive the Supreme Council's CIVIC AWARD. This award is a tribute to the spirit of patriotism and national pride exemplified by the assembly's program of activities. Those assemblies winning the award should display it with justifiable pride.

In order to qualify for the Civic Award, the assembly must conduct and report at least four varied patriotic programs held within the fraternal year. Please note that assembly programs must be patriotic in nature. Programs must be reported on this Civic Award application, signed by the faithful navigator and submitted to: Knights of Columbus Supreme Council, Department of Fraternal Services, 1 Columbus Plaza, New Haven, CT 06510-3326. This application must be received by the Supreme Council office no later than June 30.

Please list and briefly describe those patriotic programs sponsored by your assembly between July 1, ____ and June 30, _____. Use additional paper if necessary.

- 1. _____
2. _____
3. _____
4. _____

Signed _____ Date _____
Faithful Navigator

MAIL ORIGINAL TO: SUPREME COUNCIL DEPARTMENT OF FRATERNAL SERVICES
MAIL COPIES TO: VICE SUPREME MASTER
MASTER
ASSEMBLY FILE

(Please review these guidelines before completing application form on reverse)

The Knights of Columbus launched the Refund Support Vocations Program (RSVP) in 1981. Under this program, local K of C councils or assemblies agree to make an annual contribution of \$500 or more to an individual seminarian to help with his expenses. Councils and assemblies can sponsor more than one seminarian if their resources permit. In each case, the minimum annual contribution is \$500 per seminarian. For every \$500 donated, the council or assembly is eligible for a refund of \$100 from the Supreme Council. The maximum refund a council or assembly can receive is \$400 per individual supported. For circles of Columbian Squires, the annual contribution per seminarian is a minimum of \$100, with each circle eligible to receive from the Supreme Council a refund of \$20 for each \$100 contributed.

The following persons are eligible to receive RSVP funds:

- Seminarians who have been accepted by a diocese and are currently in their “spirituality” year;
- Seminarians attending major seminaries (usually, four years) in preparation for priestly ordination;
- Seminarians in their “pastoral” year (most often, when they are deacons);
- Seminarians attending college seminaries (sometimes called minor seminaries);
- Seminarians who belong to a religious institute and are currently in formation for the priesthood (religious seminarians often are called “Brother” even though they will eventually be ordained as priests); and
- Men and women who are novices or postulants in religious orders or religious communities.

Those eligible for assistance do include foreign seminarians studying in the United States or Canada; U.S. or Canadian seminarians studying overseas; seminarians from your home diocese currently attending seminaries in another diocese, state, or country; and seminarians from other states or dioceses attending a seminary located in your jurisdiction.

Persons not eligible for RSVP funds are the following:

- Priests or religious seeking assistance for continuing education;
- Religious brothers not currently studying for the priesthood; and
- Candidates for the permanent diaconate.

SECTION I AND II MUST BE COMPLETED TO BE ELIGIBLE FOR THE RSVP PLAQUE

DIRECTIVES FOR SECTION I: (RSVP) REFUND INFORMATION

To qualify for the refund, the following conditions must be met:

- a) Money given to each individual must be vocation-related, donated between July 1 and June 30 within the fraternal year applied for and must amount to at least **\$500 per individual**.
- b) The money must have been given to an **individual** and NOT to an institution or fund.
- c) Money must be given to a seminarian, postulant or novice only.
- d) The money must be paid with a check drawn on the council account.
- e) Copies of any cancelled check(s) (both front and back sides) or other documentation **must** be attached to this application.

DIRECTIVES FOR SECTION II: (RSVP) MORAL SUPPORT INFORMATION

Substantial moral support is required. This would include some or all of the following:

- a) correspondence between council and seminarian/postulant
- b) personal visits to seminary or religious residence
- c) invitation of seminarian/postulant to council events
- d) similar signs of interest.



REFUND SUPPORT VOCATIONS PROGRAM (RSVP)
REFUND AND PLAQUE APPLICATIONS
Due By: JUNE 30

For Office Use Only

Ref \$ _____

Y. St. _____

Date _____

Important: Please complete this box:

State/Province _____ Assembly No. _____

Location _____ city _____

Assembly Name _____

Faithful Navigator _____

SECTION I AND II MUST BE COMPLETED TO BE ELIGIBLE FOR THE RSVP PLAQUE

SECTION I: REFUND INFORMATION

See directives on the reverse side before completing this section.

List each grant of \$500 or more with name, amount and date of check. *Attach copies of canceled checks (both front and back sides) or other documentation to this application.*

SEMINARIAN/POSTULANT	FORMER SQUIRE (Y/N)	ADDRESS	CITY/STATE	ZIP	DATE	CHECK #	AMOUNT	NAME OF SEMINARY/CONVENT

SECTION II: MORAL SUPPORT INFORMATION

See directives on the reverse side before completing this section.

Examples of moral support must be provided in order to receive plaque or date plate:

IMPORTANT: Be sure to check off **one** of the following:

- We already have a Vocations Plaque and require only an adhesive date plate for this fraternal year.
- This is our first year with RSVP and we require both a Vocations Plaque and an adhesive date plate for this fraternal year.
- Our Vocations Plaque is full and we require a new one.

I AFFIRM THE ABOVE TO BE ACCURATE: _____ Faithful Navigator

Date: _____

MAIL ORIGINAL TO: Supreme Council Department of Fraternal Services
MAIL COPIES TO: Vice Supreme Master, Masters, State Vocations Chairman, Assembly Files

(See other side for instructions)

Detach and mail to: Knights of Columbus Supreme Council Office, Department of Fraternal Services, 1 Columbus Plaza, New Haven, CT 06510-3326 or Fax to: (203) 752-4108



COLUMBIAN SQUIRES

INQUIRY KIT ORDER FORM

The Columbian Squires is a leadership development program for young Catholic men, 10-18* years old. There are over 25,000 Catholic young men in over 1,500 local units, called circles, throughout the United States, Canada, Mexico, the Philippines, Puerto Rico, the Bahamas, the Virgin Islands and Guam.

The Squires is designed to develop young men as leaders who understand their Catholic religion, who have a strong commitment to the Church and who are ready, willing and capable of patterning their lives after the Youth Christ.

A Squires circle must be sponsored by a council or assembly, but is run by and for young men, under the guidance of several Knights, who serve as counsellors. Squires are to be leaders, thus, to the degree they are able, they are given the opportunity to lead, by running their own meetings, investing their own members, setting their circle's agenda and implementing their program of activities.

Squires have fun. They meet new friends, they travel, play sports and socialize. And Squires are serious-minded too. Squires are involved in promoting vocations, marching in defense of unborn life, feeding the hungry, clothing the poor, supporting Special Olympics and promoting Catholic education, among countless other activities. Thus, the Squires circle is an athletic team, a youth group, a social club, a cultural and civic improvement association, a management training course, a civil rights organization and a spiritual development program all rolled into one.

The Squires is the official youth organization of the Knights of Columbus.

To institute or reactivate a Squires circle, complete and forward this form to the Supreme Council office. Upon receipt, a Squires Inquiry Kit, containing Squires handbooks, counsellor recruitment materials and documents for instituting or reactivating your circle, will be sent to you immediately.

**Yes!
Send me
more
information
about
starting a
Columbian
Squires Circle.**

Assembly # _____

Name _____ Title _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____

Telephone # _____

MAIL TO: Supreme Council Department of Fraternal Services.
MAIL COPIES TO: State Deputy, District Deputy, Assembly File.

2935 4/13



FOURTH DEGREE EXEMPLIFICATION REPORT
TO BE COMPLETED BY THE MASTER

STATE _____

DISTRICT _____

EXEMPLIFICATION DATE _____

PLACE _____

FEE CHARGED CANDIDATES _____

CLERGY _____

PARTICIPATING ASSEMBLIES

NAME and LOCATION	NUMBER CANDIDATES	NAME and LOCATION	NUMBER CANDIDATES
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL

Number of Candidates (lay) _____

Amount of check mailed to Supreme Secretary _____

Number of Candidates (clergy) _____

TOTAL _____

Date Mailed _____

HAVE YOU ADVISED EACH ASSEMBLY AS TO THE NAMES OF NEW MEMBERS ASSIGNED TO THEIR ASSEMBLY? _____

DATE OF PREVIOUS EXEMPLIFICATION _____

FUTURE EXEMPLIFICATION PROPOSED DATE _____

NUMBER OF CANDIDATES (previous Exemplification) _____

Master _____

Date of this report _____

District _____

This Report to be filed within 10 days after Exemplification

All duly processed applications must be mailed to the Supreme Secretary within 30 days after exemplification.

MAIL ORIGINAL TO: Supreme Master

MAIL COPIES TO: Supreme Secretary, Vice Supreme Master, Assembly File.

Detach and mail to: Knights of Columbus Supreme Council Office, Supreme Master's Office, 1 Columbus Plaza, New Haven, CT 06510-3326



KNIGHTS OF COLUMBUS
SUPREME COUNCIL OFFICE • 1 COLUMBUS PLAZA
NEW HAVEN, CT 06510-3326

Non-Profit Organization
U. S. POSTAGE
PAID
NEW HAVEN, CONN.
PERMIT No. 219