



# Knights of Columbus

## Affiliate List Submission Process

### Affiliate Member Eligibility

Members may be designated for Affiliate status if they have not responded to council engagement efforts for the most recent 18 months or longer. **Specifically, all of the following engagement methods must have been attempted and failed:**

- Regular dues notices were sent, and dues were not paid, and
- Emails were sent and ignored or bounced, and
- Postal mail was sent and ignored or returned undeliverable, and
- Phone calls were made and ignored or number not in service, and
- The member has not been seen at Mass, meetings, or events.

### Affiliate Member Designation Process

1. The Financial Secretary creates a list of eligible members to be recommended for Affiliate designation.
2. The Grand Knight, along with the Trustees and/or other knowledgeable leaders, reviews the list and removes members for whom extenuating circumstances apply. These may include, but are not limited to the following:
  - Charter membership
  - Military deployment
  - College / University / Seminary attendance
  - Approved exemptions
  - Financial hardship, job loss
  - Medical hardship, convalescent home, or hospice care
3. The Financial Secretary or Grand Knight creates an Excel Workbook spreadsheet (.xlsx) with column headers and information exactly as shown below. Do not hide any rows. The Prefix and Suffix columns must be included, even if those cells remain blank.

	A	B	C	D	E	F	G
1	Council Number	Membership Number	Prefix	First Name	Middle Name	Last Name	Suffix
2							
3							
4							
5							

**Enter council number, membership number, first name and last name for each member to be designated as an Affiliate member. Lists not submitted in this format will be returned.**

4. The Grand Knight emails the final list to the District Deputy.
5. The District Deputy verifies proper procedures were followed and emails the spreadsheet to [affiliate@kofc.org](mailto:affiliate@kofc.org). Spreadsheets may be submitted anytime, but those received after May 1<sup>st</sup> may not be reflected on council rosters until after July 1<sup>st</sup>.

*Members who ask to withdraw from the Order may not be designated for Affiliate status. Email their resignation letter along with their name and membership number to [membership@kofc.org](mailto:membership@kofc.org) so they can be properly removed from the Order.*