

Application for Appointment as Financial Secretary

WORTHY SUPREME KNIGHT:

I am applying for appointment as Financial Secretary of my council.

Council Number: _____ Council Location: _____
City/Town _____ State/Province _____

Full Name: _____ Membership Number: _____

Address: _____

City: _____ State/Province: _____ Postal Code: _____

Phone numbers: _____
Home _____ Business _____ Cell _____

E-mail address: _____

1. I am on Supreme Office records as a member of Council Number: _____
(Officers must be recorded members of the council in which they hold office.)

2. I am in good standing. Yes No

If No, explain: _____
(Good standing means all council and other charges paid to end of past quarter year.)

3. I am a Third Degree member. Yes No

If No, explain: _____
(Section 92 of the Laws requires officers to be in Third Degree, but permits officers of a new council to be in First Degree temporarily. If you are not in Third Degree today, explain above.)

4. Date of Birth: Month: _____ Day: _____ Year: _____

5. My educational background is: _____

6. I have served in the following offices of our Order:

(Office)

(No. of Yrs)

7. I currently hold the following COUNCIL OFFICE, from which I hereby resign immediately, if appointed Financial Secretary by the Supreme Knight: _____

8. My present major gainful occupation is (please indicate if retired):

Titles, duties or retired: _____

Name of employer: _____



9. *I know I cannot be engaged in any way in the sale of personal accident, sickness, hospitalization, disability income or life insurance. If I become so engaged while Financial Secretary, I will inform the Supreme Knight immediately. (A member so engaged is not appointed or retained as Financial Secretary.) Yes No
**Statement 9 does not apply in Cuba, Guatemala, Panama, Canal Zone, Virgin Islands, Poland and Philippines.*

10. I have had the following training or experience in accounting or bookkeeping:

11. I have had these other experiences which might also help as Financial Secretary:

12. Yes No If appointed Financial Secretary, I agree without reservation to fulfill all duties of that office in accordance with the laws of the Order.

13. Yes No I understand that in my role as Financial Secretary I may obtain member's personal information which I pledge to maintain as confidential and only use for the business of the Order.

14. Yes No I understand that if appointed Financial Secretary such appointment shall be for a period of three years with my performance in office subject to review before reappointment shall be made.

Applicant's Signature _____ Date _____

Forward to: Knights of Columbus
Financial Secretary Div.
P.O. Box 554
Elmsford, NY 10523-9906

Alternatively you may email this application to financial.secretary@kofc.org OR fax to (203) 752-4113.