



# Knights of Columbus College Councils

## College Councils Guide

### ***Leadership***

*based on Charity,  
Unity and Fraternity*

The *College Councils Guide* is a quick reference specifically designed for college councils. This book also serves as a resource for state deputies, district deputies and other fraternal leaders who interact with college councils.

The *College Councils Guide* does not replace existing leadership resources, but instead should be used as a supplement regarding issues specific to Knights of Columbus college councils.

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# College Councils Overview

## Definition of a College Council

A college council is a Knights of Columbus council formed at a college or university to meet the needs of the students and their campus community. At least 50 percent of membership should be university students, although faculty and community members may join. Officer roles should be filled by students. At times, alumni or community members may serve as trustees.

College councils are organized in a local district with other councils, including both parish councils and, potentially, other college councils. The districts, in turn, are under the governance of a local state council, which in turn falls under the jurisdiction of the Supreme Council. Both the state council and the Supreme Council offer resources to help support college councils so that they may better engage their communities and develop Catholic leaders for life.

## Seminarian Councils

Councils at seminaries ("seminarian councils") are classified as college councils and fall under the management of the College Councils Department. In addition to the college council program benefits, seminarian councils are currently exempt from all Supreme Council assessments. State councils are encouraged to consider adopting the same policy.

If a council is not located at a seminary, it is not considered a seminarian council, regardless of whether or not it has seminarian members. Councils in this situation should continue to recruit seminarians as they are the future chaplains of our Order.

## College Councils Department

The Supreme Council's College Councils Department oversees the Order's college councils program and annually organizes the College Councils Conference. The College Councils Department can be contacted by calling (203) 752-4671 or emailing [college@kofc.org](mailto:college@kofc.org).

The College Councils Department should be contacted for any questions related to existing college councils or the development of new or inactive college councils. In addition to answering questions and providing guidance, the College Councils staff annually visits about 50 college campuses to assist in leadership training and council development. Jurisdictions may request a staff member visit by contacting the College Councils Department.

## **State College Councils Coordinator**

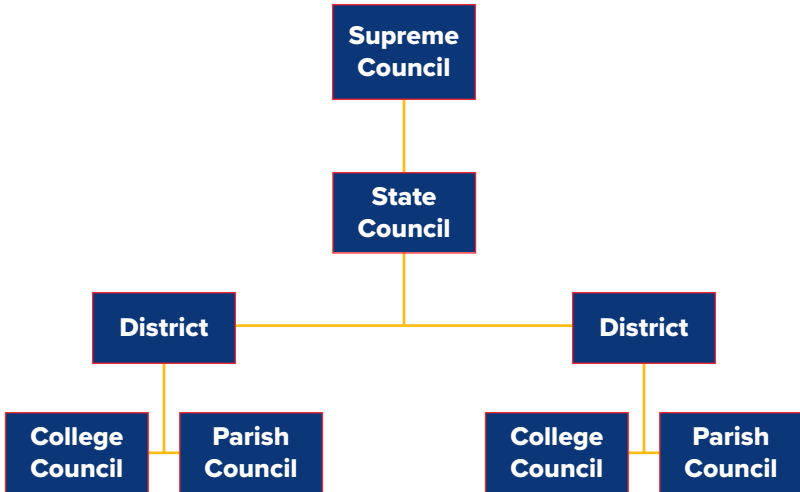
The Supreme Council encourages each state deputy to appoint a college councils coordinator for his jurisdiction, even if his jurisdiction currently has no active college councils. The state deputy should notify the College Councils Department of his appointment no later than July 31. The state college councils coordinator should not be a current student, but ideally should have experience as a member of a college council. The state college councils coordinator should work to:

- ☐ Communicate regularly with the grand knights, financial secretaries and district deputies of college councils within his jurisdiction
- ☐ Provide assistance in the development of new and inactive college councils
- ☐ Visit each college council once per fraternal year for a meeting or event, if possible
- ☐ Serve as a liaison between the state council and Supreme Council staff regarding college councils and developing college councils within his jurisdiction
- ☐ Consider hosting a weekend training session (State College Councils Conference) for college councils in his jurisdiction

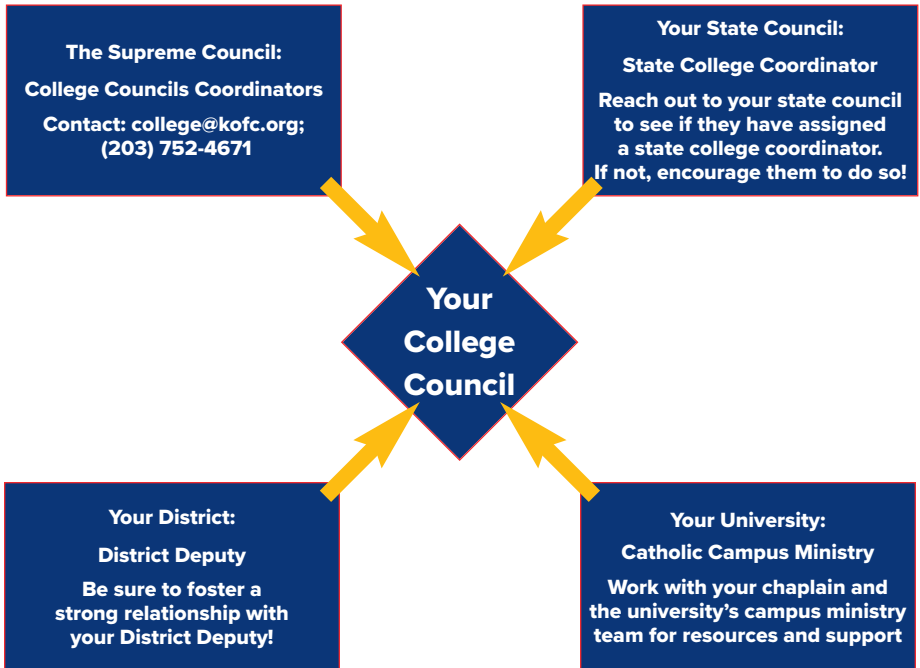
## **District Deputies for College Councils**

State deputies should assign college councils to a nearby district containing traditional parish councils, rather than collectively grouping them into a single “college councils” district. This allows college councils to join in district activities within their community. Additionally, it will give college students the chance to become familiar with the parish council experience, which they will be a part of after graduation. Finally, by including traditional parish councils in their district, college Knights will have opportunities to network with and receive mentoring from adult Knights in their community.

## Organizational Structure



## Available Support







### College Councils History

The college councils program began with the establishment of Council 1477 at the University of Notre Dame in 1910. Notre Dame students, who were members of the local Santa Maria Council 553, explored the idea of a separate council on the school's campus that could directly address the needs of the student members. Despite an initial concern about the constant turnover of college students, the Supreme Council chartered the council and thus began the long legacy of college Knights.

It took time for the newly approved program to grow. Nine years passed before the second college council, Council 1965, formed at Mount Saint Mary College in Maryland. It took an additional 18 years for the college councils program to expand to public schools, the first of which was Council 2782 at the University of Illinois, Urbana-Champaign, in 1937.

New campuses were added periodically into the 1960s. By the end of that decade, there were over 60 college councils Orderwide. The 1960s also saw the expansion of the college program to both Mexico and Puerto Rico.

As the college program grew, Boston College Council 5278 recognized the need

for college Knights to meet and discuss the unique circumstances they faced on campus. This realization led Boston College to host the first College Councils Conference in the spring of 1966. This first conference brought together students from 11 different campuses. The conference also established the first College Council Coordinating Committee to plan the subsequent conference for March of 1967.

In the months leading up to the second conference, the committee enlisted the support of the Supreme Council. Supreme Knight John McDevitt responded to this request and named Deputy Supreme Knight Charles Ducey a delegate and consultant to the conference and the college program. The Supreme Council continued to support the conference for the next three years as it was hosted by councils at Niagara University, the University of Notre Dame and the University of Dallas. In 1970, the Supreme Council assumed a larger role in organizing the conference and moved it to New Haven, Conn., where it has been continuously held each year.

In the 1990s, the Supreme Council looked for ways to further involve college Knights within the global Church community. In 1997, the Supreme Council invited a group of college leaders to attend World Youth Day in Paris as pilgrims. Since then, the



Supreme Council has organized pilgrimages for college Knights to attend World Youth Days in Rome (2000), Toronto (2002), Cologne (2005), Sydney (2008), Madrid (2011) and Kraków (2016). In Sydney, Madrid and Kraków, the Supreme Council sponsored English-language catechesis and youth festival events, which were run in part by college Knights.

In recent years, under the leadership of Past Supreme Knight Carl A. Anderson, the college councils program has seen tremendous growth. Since 2000 the college councils program has more than doubled in size throughout the world. At present there are nearly 400 college councils at colleges and universities in the United States, Canada, Mexico, Puerto Rico, the Dominican Republic and the Philippines.





# Financial Matters

## **Supreme Assessments**

Supreme assessments are billed twice a year, on Jan. 1 and July 1. Your council has 100 days to submit payment in full. Your council should make checks payable to “Knights of Columbus Supreme Council” and mail them to:

Knights of Columbus  
Council Accounts  
P.O. Box 382172  
Pittsburgh, PA 15251-8172

Supreme assessments consist of a Supreme Council per capita assessment (\$3.50 per year, \$1.75 each assessment), a Catholic Advertising fee (\$1.00 per year, 50 cents per assessment) and a Culture of Life assessment (\$2.00 per year, \$1.00 per assessment). Per Capita and Catholic Advertising are assessed to each Associate, Insurance, and Inactive Insurance member except for Honorary Life and Disability members. The Culture of Life assessment is assessed to each Associate and Insurance member except Honorary, Honorary Life, and Disability members. Inactive insurance members are also exempt from the Culture of Life assessment.

Councils who do not make timely per capita payments (by April 10 and Oct. 10,

respectively) will be suspended. However, a council will not be suspended for non-payment of its Culture of Life assessment.

Per Section 37, Article 2 of the *Charter, Constitution and Laws of the Order*, college councils receive a 50 percent rebate on all per capita assessments received by the Supreme Council. This rebate is to be used toward Catholic or fraternal programming with the approval of your council's chaplain. Your council should report the use of these funds to the Supreme Council via an email to [college@kofc.org](mailto:college@kofc.org) prior to the end of each fraternal year. Rebate checks for the previous fraternal year will be distributed in the following fall.

## **State Assessments**

College councils fall under the governance of the state council in the jurisdiction that the school is established. As such, they are subject to any assessments levied by individual state councils (including per capita taxes, chapter fees, conference fees, etc.) and responsible for making any payments required. Some state councils have adopted the Supreme Council's practice of offering rebates. While the Supreme Council offers a return of 50 percent, it is up to each state council to decide if it will rebate payments of college councils.

**Dues**

Like every parish council, a college council should collect dues from each member annually. A member’s dues cover his obligations for state and supreme per capita and help fund the council’s programs and activities. The amount to be collected is determined by the council’s bylaws and may be adjusted by amending the council’s bylaws. Currently, most college councils charge around \$30 for annual dues.

The financial secretary is responsible for annually billing all members and the Treasurer should collect and deposit all dues monies in the council bank account. Upon receipt of a member’s dues payment, the financial secretary should provide the member with his current membership card.

Some college councils divide their dues payments between semesters and collect twice a year. This can be helpful if there’s a large percentage of your council members who study abroad or take a semester off for an internship.

**Council Bank Account**

Your council should establish a bank account for depositing dues and any other monies raised from events and fundraisers. In most cases, an Employer Identification Number (EIN) will be required to open a bank account. For questions about this, see the Tax/EIN Compliance section of this guide.

Some universities may require student groups to maintain a bank account through the university. This option may be more appealing, as it can help your council avoid banking fees. **Please note, even if your council maintains a bank account through your college or university, it must still obtain an EIN from, and annually file a return with, the Internal Revenue Service (IRS).**

**TAX/EIN Compliance (U.S. Only)**

The Internal Revenue Service (IRS) requires the Supreme Council and each of its councils in the United States to file an annual informational tax return (IRS Form 990, 990EZ or 990N). By annually filing



this informational tax return, councils can retain their IRS status as “fraternal lodges” under Section 501(c)(8)<sup>1</sup> of the Internal Revenue Code. This distinction means that revenues received by a council for fraternal, recreational or charitable purposes are not subject to federal income tax.

In order to be recognized as a tax exempt entity under Section 501(c)(8), your council must do three things to comply with the IRS filing requirement:

- 1) Obtain an Employer Identification Number (EIN) from the IRS
- 2) Register your council’s EIN with the Supreme Advocate’s office
- 3) File an annual return with the IRS

Your council needs its own EIN and cannot file under the EIN of your university, Newman Center or another Knights of Columbus entity.

If your council is unfamiliar with this process or unsure of your tax exempt status, please contact the College Councils Department at (203) 752-4671 or [college@kofc.org](mailto:college@kofc.org).

<sup>1</sup> Donations made to 501(c)(8) organizations are not tax deductible under IRS guidelines. Individuals may still donate to your council, however, they cannot write this donation off on their personal taxes. The council should not issue letters to council benefactors regarding tax write-offs.





# Fraternal Matters

## Election of Officers

Annually, each council must hold an election of officers. Most college councils hold elections between March and May each year. This allows the new officers an opportunity to plan for the next fraternal year during summer break.

As soon as elections are held, your council should report new officers to the Supreme Council by submitting the *Report of Officers Chosen for the Term* (#185) or by having your financial secretary update the records on the Member Management feature located in Officers Online. Additionally, once elections have been made, the newly elected grand knight should make his chairman appointments. Your financial secretary should help him report these appointments by submitting the *Service Program Personnel Report* (#365) or by updating the records on the Member Management application located in Officers Online.

## Installation of Officers

After elections are held, the previous year's officers should train the newly-elected officers in their roles and responsibilities. Your council should also work with your district deputy to schedule an Installation of Officers ceremony prior to summer dismissal or at the start of the fall semester. An Installation of Officers ceremony is a public event, and the council should schedule this when the Catholic campus

community can participate. Most councils hold the ceremony after an evening Mass followed by a dinner.

## Financial Secretaries

As determined by the board of directors, the financial secretary of a college council should be a faculty member or permanent member of the local community; at no point should the financial secretary be an undergraduate. This practice provides continuity and oversight in maintaining your council's roster. Additionally, as a staff or faculty member (or as a member of the community), the financial secretary can serve as a liaison between your council and your school's administration.

The Financial Secretary Appointment Department reviews all financial secretary nominations for the Supreme Knight. It is recommended that your council refrain from nominating graduate students or chaplains to serve in this role.

New Financial Secretaries can be appointed by submitting the *Application for Appointment as Financial Secretary* (#101) and the *Nomination for Appointment as Financial Secretary* (#103). Both of these forms should be sent to [financial.secretary@kofc.org](mailto:financial.secretary@kofc.org), along with a letter of resignation from the previous financial secretary.



## Safe Environment Training

To ensure the safety of the communities you serve, all grand knights, program directors, family directors, and community directors are required to take safe environment training. Make sure to submit the *Service Program Personnel Report* (#365) with accurate email addresses. Praesidium, the Order's safe environment partner, will email notifications to the program directors and chairs who are required to complete safe environment training. In addition to completing safe environment training, both the family and community directors are required to complete a background check authorization.

The emails will provide an assigned username and password to complete the required training and the link necessary to provide background check authorization. Each notification is unique to the recipient and cannot be forwarded or used by another director or chair. The Knights of Columbus covers all costs associated with these requirements.

The time-sensitive notifications require the recipient to complete training and background check authorization within 30 days of receipt. If members in certain positions are not compliant within 30 days of notifications, they are subject to removal from those positions. **In order to be eligible for program awards, your council must be compliant with all Safe Environment training.**

## Recruiting New Members

Your council should constantly and consistently recruit new members in order to sustain council growth and prepare for turnover due to graduation. Although the beginning of each semester offers the best opportunity to recruit new brother Knights, your council should always be inviting new men to join.

All Knights of Columbus councils are assigned a yearly membership quota, but most college councils cannot sufficiently prepare for turnover by only meeting their quota. In order to adequately prepare for the void left by graduating seniors, your council should, at minimum, recruit 10 new Knights each fraternal year. Recruiting 10 new Knights can provide enough new members to fill officer positions, and recruiting 20 or more members each year allows your council to best serve the needs of your campus community.

As Knights of Columbus, we have a duty to offer membership, and its benefits, to every eligible Catholic man. Council officers, together with your chaplain, should identify prospective Knights in the Catholic community and invite them to participate in your council's charitable activities and spiritual programs. Joining your council is an excellent way for men who are not actively part of the Catholic community to reengage with their Christian faith.



## Conducting a Membership Drive

Week-long membership drives are successful recruiting initiatives for most college councils. Sometimes branded as Rush Weeks or Go Roman (Catholic) Weeks, these recruitment weeks use a variety of events to highlight the mission and purpose of the Knights of Columbus. These drives can be held anytime, but most prospective members show an interest in joining at the beginning of the fall and spring semesters.

Membership drives usually begin with an announcement after weekend student Masses. Your council should request your chaplain's permission to make a brief announcement describing your council and mentioning the events of the upcoming recruiting week at the end of Sunday student Masses.

Throughout the week, host events to introduce prospective members to your council. Most membership drives begin with an Information Night or opportunity for perspective Knights to learn more about the Order and your council's work. This is the perfect time to have them complete a *Membership Document*, colloquially referred to as a Form 100, and schedule a time for them to meet with the Admission

Committee. Throughout the recruitment week, you should also plan to hold at least one event that addresses the main facets of our Order: faith, service and fraternity. These events can be simple, such as praying a rosary or attending daily Mass for a faith activity, or having a group dinner as a show of fraternity.

At the end of the week, your council should conduct a Exemplification of Charity, Unity, and Fraternity to officially bring these men into your council. If your council does not have its own degree team and cannot conduct a video degree, work with your district deputy to find a degree nearby. Don't forget to invite your Chaplain to attend the degree too!

After the Exemplification, make sure to scan and send in all Form 100s to membership @kofc.org. Alternatively, grand knights and financial secretaries can process new members online, with the Candidate Tab on Officers Online.

Finally, a few days after the Exemplification, your council should hold another event to build upon the momentum created during the membership drive.

## Online Membership

Online membership is a Knights of Columbus initiative designed to engage men who are, for whatever reason, unable to join the Knights of Columbus through traditional methods at this stage in their lives. Meant to supplement traditional recruiting methods, the online membership system also offers a new way to help your council streamline the process of prospects becoming members.

When recruiting a new member, instead of having them fill out a Form 100, you can have them fill in their information online at [kofc.org/joinus](http://kofc.org/joinus). **Make sure that the new member indicates their interest in joining your council and enters your council number when they sign up online.** If they do, your grand knight can log into Officers Online and find the new member under the

Prospect tab. Fill in their degree exemplification date, hit update and the member will be automatically transferred into your council. No Form 100 needed!

When a member joins online and transfers to your council, the dues they pay online are automatically transferred to your council. Additionally, your council will receive a plus one membership quota credit when an online member transfers in. If the online member is an insurance client, the council will also receive a plus one insurance quota credit for that member. For any questions about online membership, visit [kofc.org/onlinemembership](http://kofc.org/onlinemembership).





## Graduating Seniors

Unlike traditional college fraternities, membership in the Knights of Columbus is not limited to one's undergraduate years — rather, the Knights of Columbus offers a lifetime membership experience.

Each spring every council should take the following steps to help their graduates transition.

**1) Identify** your council's graduating members, and send a list of their names to the Supreme Council by March 1. The Member Management feature on Officers Online also allows financial secretaries to input graduation dates for college members. Though financial secretaries should be adding this information continuously, they should review and update the graduation dates at least once a year.

**2) Meet** with each graduating senior to discuss options for his post-collegiate membership experience. Assist in transferring his membership, or update his contact information should he wish to remain in your college council.

**If he wishes to transfer to a new council.** Graduates should strongly consider transferring their membership to a local council in their new community. Graduates can find a new council by using the Find A Council tool on [kofc.org](http://kofc.org). Your college council should assist its graduating members in locating these councils, by reaching out to the grand knight or financial secretary of the potential new council and transferring their membership. Transferring out graduated members can help unburden councils with per capita fees and membership quota.

### **If he wants to remain in your college council.**

Some brothers may wish to retain their membership in your college council. If a brother wishes to do this, your council needs to obtain his updated contact information (address and permanent non-school email address). Your council should also consider offering him the opportunity to pay advanced dues.

**3) Record** a non-school email address for each graduating member. By keeping track of alumni, your council can keep them engaged in council activities, solicit them for financial support, and invite them to alumni events associated with homecoming or council anniversaries.

**4) Celebrate** your graduating seniors by holding a council banquet in their honor or giving them a specialized gift, such as a custom council graduation stole.

### **Star Council Award**

The Star Council Award recognizes those councils that best exemplify Father McGivney's vision. Receiving the Star Council Award is also a measure of whether or not a council is in a healthy state. Every college council should set its yearly goals on earning the Star Council Award. In order to earn the award, your council must:

- ☐ Achieve 100 percent of your assigned membership quota
- ☐ Host two (2) approved Fraternal Benefit Seminars, in conjunction with your Field Agent

- ☐ Complete the *Service Program Personnel Report* (#365) by Aug. 1
- ☐ Complete the *Annual Survey of Fraternal Activity* (#1728) by Jan. 31
- ☐ Complete the *Columbian Award Application* (#SP-7) by June 30
- ☐ Be in good standing as of June 30
- ☐ Be compliant with all Safe Environment requirements

For additional information on earning the Star Council Award, visit [kofc.org/star](http://kofc.org/star).

Councils can start the path to earning Star Council status by holding four events a month: a monthly business meeting, a service event, a faith formation event and a fraternal/social event. Once your council becomes accustomed to this structure it can begin to hold events more frequently. Most successful college councils hold at least one event per week. Some of these events involve little planning, such as attending daily Mass or having a council dinner, while other events involve more planning such as spending a Saturday hiking or cooking a meal at a local soup kitchen. Regular and structured activity creates an attractive fraternal experience that will bring more men into your council and keep current members engaged.

Additionally, holding one event per week should set you up to win the Columbian Award every year. The Columbian Award is given to any council that completes at least four events in each of the four Faith in Action program categories: Faith, Family, Community and Life. Four of these 16 events are required programs, Spiritual Reflection, Helping Hands, Consecration to St. Joseph and a Novena for Life. Additional programs recommended by the

Supreme Council can be found at [kofc.org/faithinaction](http://kofc.org/faithinaction).

College councils that earn the Star Council Award are recognized at the annual College Councils Conference and receive their Star Council plaques from the Supreme Council.

## College Faith in Action Programs

Faith	Community
<b>Refund Support Vocations Program (RSVP)</b> Into the Breach Pilgrim Icon Program Building the Domestic Church Kiosk Rosary Program Spiritual Reflection Holy Hour Sacramental Gifts	<b>Coats for Kids</b> <b>Global Wheelchair Mission</b> <b>Habitat for Humanity</b> Disaster Preparedness Free Throw Championship Catholic Citizenship Essay Contest Soccer Challenge Helping Hands
Family	Life
<b>Food for Families</b> <b><i>Knight of the Month/Year</i></b> Keep Christ in Christmas <b>College Movie Program</b> <b>Love &amp; Responsibility Week</b> <b>Consecration to St. Joseph</b> <b>Dinner &amp; Discussion</b> Good Friday Family Promotion	<b>March for Life</b> <b>Special Olympics</b> <b>Ultrasound Initiative</b> Christian Refugee Relief Silver Rose Mass for People with Special Needs Pregnancy Center Support Novena for Life

**Bold denotes Featured Programs**  
***Bold italics denote programs specific to college councils***





KNIGHTS  
OF COLUMBUS



# General Matters

## **Naming of College Councils**

New college councils should name their council after their college or university (e.g. Notre Dame Council 1477). This allows for easy identification and helps members to identify with the legacy of their school's council.

At times, a college or university may change its name to better address its mission and purpose. In this situation, college councils that wish to change their council name to reflect their campus name change may do so by submitting a request to the College Councils Department.

## **Permanent Council Mailbox**

The College Councils Department sends materials to college councils throughout the year, including recruiting materials and information about upcoming events and programs. College councils should maintain a permanent address, such as a P.O. Box at the campus post office or a box at the Campus Ministry Office/Newman Center, where these materials can be sent and easily accessed by the council leadership. If your council's permanent address is changed at any time, please report its new address to the College Councils Department by emailing [college@kofc.org](mailto:college@kofc.org).

## **Council Communications**

A council should communicate regularly with its members to keep them engaged and informed about upcoming events. Weekly or biweekly email communications can be a good way to keep members up to date between meetings. Many college councils utilize Google accounts for council email as it can be easily passed on from grand knight to grand knight and it also allows for document storage (to maintain council records) as well as a calendar feature which members can sync their calendars to.

Other communication methods can include text message, social media, posters and messaging apps like GroupMe. Most councils utilize the Recorder to facilitate a council's communication strategy. Though digital platforms can be useful, personal one-on-one communication is still the most effective method.

## **Social Media**

College councils may utilize social media accounts to help promote their council's mission on campus. If using Facebook, college councils should create a public Facebook page even if they have a private group page. A public Facebook page is the best avenue for public relations and will help you advertise your events to the larger campus community. Some college councils have also created Instagram and Twitter accounts. In addition to original content about your events and your campus community, you can share from the Knights of Columbus and Knights of Columbus College Councils Facebook accounts. Remember that in all social media posts, you should be respectful and create a positive conversation.

## **Supply Orders**

College councils receive free fraternal supplies. At the beginning of the fraternal year, grand knights and financial secretaries will receive an email with a link and login information for a special College Councils supply portal, where they will be able to order supplies at no charge. College councils who submit orders directly via Supplies Online, the supply ordering portal accessed through Officers Online, will be charged as a regular council.

## **College Materials**

In order to aid your college council, the Supreme Council has prepared specially designed materials for promotion of your council on campus. For a complete listing of college council promotional materials, please visit [kofc.org/college](http://kofc.org/college). Again, these items can be ordered through the college councils supply portal, as outlined above.

## **News Articles and Photos**

The College Councils Department is constantly looking for news articles and student writers for our publications. If your council has a story that it would like to share, or if any students wish to be contributors, please contact the College Councils Department at [college@kofc.org](mailto:college@kofc.org). When submitting stories, be sure to include the who, what, where and when of the event, as well as any photos.

Additionally, there may be opportunities for the Supreme Council to send photographers and/or a video crew to your school to cover a major program conducted by your council. For consideration, send information regarding the future event to the College Councils Department at least three weeks before the event.

## **College Councils Advisory Board**

The College Councils Advisory Board is appointed to represent the needs and interests of college Knights, to advise Supreme Council headquarters' staff on new strategic initiatives and to assist in the planning and organization of the annual College Councils Conference.

In order to represent the various needs and experiences of the college program, the Supreme Council looks for Advisory Board members from both public and private (Catholic and non-Catholic) schools and seminary councils. Regionally diverse representation is also desired so that Advisory Board members can serve as liaisons between the Supreme Council and the schools in their area.

Members of the College Councils Advisory Board are undergraduate students and seminarians from the U.S. or Canada and are exemplary Knights of Columbus who



have demonstrated leadership both in their college council and their campus community. They are ambassadors of the Knights of Columbus college councils program, and their conduct should model the high ideals and traditions of the Order.

The *College Councils Advisory Board Application* (#10454) is available on the Knights of Columbus website, [kofc.org/college](http://kofc.org/college), and is due annually on Nov. 30. Selected applicants are notified in December, and their term lasts the length of the following calendar year. Members of the College Councils Advisory Board are expected to:

- ☐ Offer recommendations and proposals for strategic initiatives of the college councils program
- ☐ Attend a weekend planning retreat in Connecticut during February or March
- ☐ Plan and present training workshops during the College Councils Conference
- ☐ Serve as a regional liaison for college councils
- ☐ Be an ambassador for the Knights of Columbus Supreme Council
- ☐ Participate in monthly video conferences



# Development of College Councils

## **Contacting the College Councils Department**

The development of new college councils and the redevelopment of inactive college councils is important for the continued growth and success of the college councils program. Students, chaplains and local Knights wishing to develop college councils should first contact the College Councils Department for further details. Our college coordinators will be in touch to discuss next steps, review the formation process and answer questions. Following an initial phone conference, the College Councils Department will send a development packet to aid in starting a college council. This kit will include brochures, posters and other support materials that have proven successful in past council developments.

## **Assigning a Council Development Organizer**

The state deputy should assign a district deputy or state college councils coordinator to continue planning and development from the local level. This appointed individual will receive a *New Council Development Kit*, which will contain materials to continue the process of developing a college council. The College Councils Department will continue to coordinate with this individual throughout the council development process.

## **Establishing University Contacts**

When establishing a new council, you must reach out to your campus ministry office and connect with your campus ministers or chaplain. The Supreme Council staff can send you materials to share with them, and our coordinators are available by phone and email to answer any questions regarding how Knights of Columbus college councils operate. Students may also want to gather information from the university's student affairs offices on how to become an officially recognized campus organization.

## **Making a Pulpit Announcement**

The best way to interest others in the formation of a council is to make an announcement at weekend student Masses. The chaplain's permission should be obtained for this. Also, if he is willing, ask him to encourage other men to join. Ideally, a student should make the announcement, but if no students have yet taken the lead in council development, a local Knight or member of the state council should speak. The announcement should briefly explain the Knights of Columbus as an international Catholic fraternity focused on charitable works, faith formation and support of the local campus community. An organizational meeting should be planned for the following week, and the time and place of their meeting should be mentioned during the announcement. The



College Councils Department can provide materials to assist with the pulpit announcement and informational meeting.

### **Conducting an Informational and Organizational Meeting**

For the first informational meeting, a member of the College Councils Department or the state council leadership team should be in attendance. Additionally, the campus chaplain and other campus ministers should be present. All interested men (including members who are transferring) should fill out a *Membership Document* (#100) at this meeting, and a date for a Exemplification of Charity, Unity, and FraternityI should be set.

### **Growing Campus Membership**

All interested men should join the Order as soon as possible. It is important to continue the momentum started by the informational meeting and to further engage the prospective council leadership and members. The council development organizer assigned by the state deputy should connect the students with an established local council to host an Exemplification on campus. Additionally, the local council can begin to mentor the new members who show interest in officer positions.

Following the Exemplification, interested men should continue to meet and invite others to join. Meetings should discuss how the council will operate — who will constitute the first group of officers; how the council will live out the principles of charity, unity and fraternity on campus; and when and where the council will meet. Continue to include the campus chaplain and state Knights of Columbus leaders in these meetings.

### **Campus Visits**

The College Councils Department regularly visits campuses that are developing a college council to assist with informational meetings, recruitment drives, degree ceremonies or officer training. If unable to make it to campus during the development stage, a member of the College Councils staff will visit sometime during the established council's first semester. You can schedule a visit by contacting the College Councils Department at college@kofc.org, or by calling (203) 752-4671.

### **Round Tables**

In situations where there are not enough members to immediately form a council, a round table can be formed. A round table is a smaller group of Knights who are sponsored by an established council, allowing them to begin Knights of Columbus programming and recruitment before a full council is formed.

Since only one member is necessary to start a round table, this can be a great way to establish a Knights of Columbus presence on campus, while continuing to recruit the men required to form your own college council. Many round tables go on to become a council within the first year. To form a round table, the grand knight of the sponsoring council needs to fill out a *Report of the Parish Round Table Coordinator* (#2629).



## Checklist for Forming a College Council

In order to be instituted as a new college council, you must:

- ☐ Complete a *Notice of Institution of New Council* (#136)
- ☐ Have at least 20 men attend an Exemplification of Charity, Unity, and Fraternity and complete their *Membership Document* (#100) or complete their *Membership Document* with transfer information if they are already a member of the Knights of Columbus
- ☐ Hold an Election of Officers and complete the *Report of Officers Chosen for the Term* (#185) and *Service Program Personnel Report* (#365)
- ☐ Appoint a chaplain, ideally one associated with the university/campus ministry
- ☐ Appoint a financial secretary by completing the *Application for Appointment as Financial Secretary* (#101) and *Nomination for Appointment as Financial Secretary* (#103)

Please note that the Financial Secretary cannot be a student but he should be a faculty or staff member of the campus or member of the community.

All these materials should be scanned and sent to the College Councils Department at [college@kofc.org](mailto:college@kofc.org).





# College Councils Conference

## College Conference Overview

Held annually since 1966, the College Councils Conference brings together college Knights for a weekend of faith, fraternity and leadership development. The conference originally rotated between college campuses, but eventually settled in New Haven, Conn., where it has been held since 1970. Attendees participate in a dynamic program of inspiring speakers, networking opportunities, and breakout sessions on membership and programing best practices. Every college council is expected to send at least two student representatives to the conference.

## College Conference Attendance

Every active college council is expected to attend the College Councils Conference every year. To help facilitate your attendance, the Supreme Council will provide travel stipends and waive the conference fee for:

- ☐ one student representative
- ☐ the council chaplain (or another priest representative)
- ☐ the financial secretary (in years when there is financial secretary training). The financial secretary's stipend is non-transferable to other representatives

## Earning Additional Student Travel Stipends and Waiver of Conference Fee

The Supreme Council encourages every council to send at least two student representatives to the College Councils Conference each year. To assist with the costs of a second representative, college councils have several opportunities to earn a travel stipend and a waiver of the conference fee for a second student representative. These will be awarded to councils that:

- ☐ Reach 200% NET of their membership quota
- ☐ Earn the Star Council Award

## New or Reactivated Council Benefits

Newly formed or reactivated councils will automatically be awarded travel stipends and a waiver of the conference fees for two student representatives.

## Round Table Benefits

Round tables at college campuses may be invited to send two student representatives at the expense of the Supreme Council. This will be offered in those cases where there is an intent to form a new council within the current fraternal year.

**Conference Fee**

College councils are billed a predetermined conference fee for each additional representative beyond those attendees waived by the Supreme Council. This fee includes all lodging and meals and will be reflected in your council's next billing statement from the Supreme Office. The amount of this fee will be announced each year with the opening of registration.

**Conference Travel Stipends**

Each college council, based on distance to New Haven, Conn. (the conference location), is quoted a stipend amount for each attendee. This travel stipend should cover the majority of travel expenses incurred by your council's attendees, including transportation fees, luggage fees, meals, etc. In many cases, booking travel in advance can reduce the total costs incurred by your attendees, and you may be able to use the

balance of your council's stipend to cover additional students' travel and/or conference fees. Information regarding your council's travel stipend will be communicated to your grand knight in the late spring. Questions regarding a council's travel stipend can be made by contacting the College Councils Department at (203) 752-4671 or college@kofc.org.

Following the conference, a reimbursement check will be sent to your college council via your financial secretary. The total amount will reflect your council's attendance at the conference. For example, if your council received a travel stipend of \$600 and sent two students and your financial secretary, your council would receive a reimbursement check of \$1800. College councils have the responsibility of reimbursing their attendees as appropriate.







### College Council Awards

At the annual College Councils Conference, the Supreme Council recognizes the accomplishments of college councils over the previous fraternal year. Awards are given to recognize councils for their achievements in membership growth, insurance growth and programming. In addition to the following awards, Star Council winners and the College Knight of the Year are recognized at the College Councils Conference Awards Banquet. **In order to be eligible for any programing awards, your college council must be compliant with all Safe Environment training.**

### Membership Growth Awards

Two awards are given for membership – one for the council with the highest net gain and one for the council with the highest percent increase in membership. These awards are given based on membership numbers as of June 30, the last day of the fraternal year.

### Insurance Growth Awards

Similar to membership, insurance growth is recognized with two awards – one for the council with the highest net gain and one for the council with the highest percent increase in insurance members. These awards are given based on insurance numbers as of June 30, the last day of the fraternal year.

### Program Awards

Throughout the year, college councils offer programing in each of the four Faith in Action categories: Faith, Family, Community and Life. The Supreme Council recognizes the best and most creative programs of every year. While required programs for the Columbian Award are not eligible for programming awards, featured and recommended programs could be considered if they include a compelling and unique component.

### **Faith Award**

This award recognizes the council with the best program that engages the faith lives of its members and community. This award seeks to recognize the council that has made the most significant contributions to the prayer and sacramental life of their brother Knights.

### **Family Award**

This award recognizes the council with the best family activity. Winning programs may involve work with your campus family, community family centers, support of a local family in need, assisting with marriage retreats and discussion of Catholic family life, among other family-centered events. This award seeks to recognize the council that has made the most significant contributions to advancing the domestic church, on campus and beyond.

### **Community Award**

This award recognizes the council with the best outreach to the local community. Winning programs present creative and inspiring responses to the needs of the local community. This award seeks to recognize the council that has best strengthened their community through their example of Christian charity.

### **Life Award**

This award recognizes the council with the best program to build and sustain a culture of life. While the Supreme Council encourages college Knights to participate in March for Life activities, those events will not be considered as an award winner for this category as many college Knights already participate in national, regional and local marches. Work with local pregnancy crisis centers, nursing homes, prison ministry, and other programs promoting the dignity of life at all stages will be considered.

### **College Knight of the Year**

In addition to recognizing council excellence, the Supreme Council also recognizes the college Knight who best models the virtues of charity, unity and fraternity through the College Knight of the Year award. The College Knight of the Year is chosen from submissions of the *Knight of the Year Entry Form* (#10765), due June 30. Both officers and non-officers are eligible to be nominated for the award. For your nominee to be considered for College Knight of the Year award, he must have been awarded Knight of the Month during the previous year and must have a minimum of two semesters of undergraduate study remaining after nomination date. To make sure your nominee meets these requirements, please remember to submit your *Knight of the Month Entry Form* (#10764) every month. The College Knight of the Year will be awarded a scholarship and will be invited to the annual College Council Conference free of charge, including continental airfare.

### **Outstanding College Council Award**

This award is given to the college council that best exemplifies the mission of the college program and has, in a unique way, gone above and beyond what is reasonably expected to make a difference on campus and in the surrounding community. The winning council receives a trophy, an engraved plaque on the permanent Outstanding College Council trophy housed at the Knights of Columbus Museum, a check for the council treasury and coverage through various Knights of Columbus media outlets.

### **Applying for College Awards**

Each college council should annually complete the *Outstanding College Council Award Application* (#10766), as this application not only determines the eventual Outstanding College Council but all of the

above award winners. The application is available on the college website and should be **completed by June 30** (the close of the fraternal year). Completed applications should be sent to college@kofc.org with the council number and name of the school included in the subject line (i.e. Saint Anselm Council 4875 OCC Application). Councils may submit photos, flyers and other materials for consideration with their completed application.

Though your council is encouraged to perform featured and required programs, these will not qualify for programming awards unless there is a substantial, compelling and unique component included. Additionally, programs that have won before, even if by another school, are not eligible unless there is a significant new dimension.

Outstanding College Council applicants are also expected to complete the *Columbian Award Application* (SP-7) and the *Annual Survey of Fraternal Activity* (#1728). Though not a requirement, obtaining the Star Council Award is highly encouraged for councils applying for the Outstanding College Council Award.

**Remember, to be eligible for the Outstanding College Council Award and all other programming awards, your council must be compliant with all Safe Environment requirements.**

# The Fraternal Year Checklist

## July – September

- ☐ Submit the *Semi-Annual Council Audit* (#1295) by Aug. 15
- ☐ Conduct Installation of Officers (if you have not already done so)
- ☐ Conduct a membership recruiting drive
- ☐ Conduct first officer meeting of the year  
(should be held at least once a month)
- ☐ Conduct first business meeting of the year  
(should be held at least once a month)
- ☐ Attend College Councils Conference  
(late September/early October)
- ☐ Complete *College Councils Program Calendar* (#10768).
- ☐ Ensure that all officers complete the required safe environment training and any necessary background checks

## October – December

- ☐ Submit Supreme per capita assessment by Oct. 10
- ☐ Advisory Board Applications due by Nov. 30 (see pages 24-25)
- ☐ Submit the appropriate IRS Form 990 to IRS by Nov. 15  
(if council uses fraternal year for finances)
- ☐ Officers should finalize plans for spring semester



# The Fraternal Year Checklist

## January – March

- ☐ Submit *Annual Survey of Fraternal Activity* (#1728) by Jan. 31
- ☐ Conduct a membership recruiting drive
- ☐ Participate in national or regional March for Life or related events
- ☐ Submit *Semi-Annual Council Audit* (#1295) by Feb. 15
- ☐ Submit list of graduating members to the College Councils Department ([college@kofc.org](mailto:college@kofc.org)) by March 1

## April – June

- ☐ Submit Supreme per capita assessment by April 10
- ☐ Conduct Election of Officers
- ☐ Submit the *Report of Officers Chosen for the Term* (#185) and the *Service Program Personnel Report* (#365)
- ☐ Conduct Installation of Officers for the next fraternal year (either in spring or next fall)
- ☐ Attend State Convention
- ☐ Submit the appropriate IRS Form 990 to IRS by May 15 (if council uses calendar year for finances)
- ☐ Submit *Outstanding College Council Application* (#10766) by June 30
- ☐ Submit *Columbian Award Application* (SP-7) by June 30
- ☐ Submit *Knight of the Year Entry Form* (#10765) by June 30
- ☐ Officers should complete plans for fall semester

# Council Awards Checklist

## Safe Environment Requirements

- ☐ Submit the *Report of Officers Chosen for the Term* (#185) and the *Service Program Personnel Report* (#365)
- ☐ Ensure the following members have completed their Praesidium safe environment training
  - ☐ Grand Knight
  - ☐ Program Director
  - ☐ Family Director
  - ☐ Community Director
- ☐ Ensure the following members have completed their background check authorization
  - ☐ Family Director
  - ☐ Community Director

## Programing

- ☐ Complete sixteen programs, four in each category (Faith, Family, Community and Life)

## Award Applications

- ☐ Submit *Annual Survey of Fraternal Activity* (#1728)
- ☐ Submit *Columbian Award Application* (SP-7) by June 30
- ☐ Submit *Outstanding College Council Application* (#10766)

## **College Councils Department** **Contact Information**

### **Mailing Address**

College Councils Department  
1 Columbus Plaza, 18th Floor  
New Haven, CT 06510-3326

### **Phone**

(203) 752-4671

### **Email**

college@kofc.org

### **Web**

[www.kofc.org/college](http://www.kofc.org/college)

### **Social Media**

Everyone who is involved in the work of college councils is encouraged to follow our pages on social media! These are updated frequently to cover important information on the college program and related events.



[www.facebook.com/collegeknights](http://www.facebook.com/collegeknights)



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