



**Knights of  
Columbus®**

# **Disaster Relief Guidebook for State Deputies**

**In the event of a Disaster, the first step is  
to call Fraternal Mission Department.**

**FRATERNAL MISSION**  
**Phone: (203) 752-4270**  
**Email: [fraternalmission@kofc.org](mailto:fraternalmission@kofc.org)**

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# Overview

Natural and man-made disasters are becoming more widespread. We must be prepared to help those affected.

Successful disaster relief requires collaboration with other organizations and an understanding of the needs of the local community.

Our Disaster Relief program coordinates Knights of Columbus members and resources to support emergency management agencies and responders.

Every jurisdiction and its councils have a degree of autonomy in determining which emergency response services are most vital for their geographic area.



Bahamas 2019 Hurricane Dorian

## Disasters Likely to Affect Your Area

Disasters come in many different forms. To be prepared, you must understand the threats in your region. Below is a breakdown of the most likely risks. (FEMA 2019):

In the Northeastern U.S., the greatest risks are flooding, winter weather, and hurricanes.



In the Southern U.S., the greatest risks are hurricanes, flooding, tornadoes, and wildfires.



In the Central U.S., the disasters most likely to occur are wildfires, flooding, extreme winter weather, and tornadoes.



On the West Coast of the U.S., earthquakes, wildfires, and landslides are likely disasters.



If you live in Canada, your most likely disaster scenarios include winter weather, flooding, tornados, landslides, wildfires, and earthquakes.



# Jurisdiction Guidelines

## Advance Preparation:

Knowing what to do before a disaster strikes and how to assist after the event is crucial. While each emergency is unique, knowing what to do for common threats will positively impact preparation and relief decisions. Jurisdictions should follow these steps to prepare for a potential disaster.

1. Appoint at least one Disaster Response Coordinator (DRC) to oversee disaster activity in the jurisdiction. For larger jurisdictions, encourage the Disaster Relief Coordinator to appoint Regional Disaster Chairmen to assist with assessment and other disaster-related activity. See *Appendix A* for the Disaster Response Coordinator role description.
2. Register the DRC as a State Organization representative of VOAD (Voluntary Organizations Active in Disaster) website: [www.nvoad.org](http://www.nvoad.org). In Canada, contact the Provincial/Territorial Emergency Measures Organization. (<https://www.getprepared.gc.ca/>)
3. Register the DRC as a State Organization representative with Catholic Charities. ([www.catholiccharitiesusa.org](http://www.catholiccharitiesusa.org))
4. Create a Disaster Communication Phone Tree/Email Tree for the jurisdiction. In larger jurisdictions, have the Regional Disaster Chairmen assemble phone trees for their regions and share them with the Disaster Relief Coordinator.
5. Schedule Disaster Protocol Training for fraternal leaders, including:
  - o Fire Safety
  - o Disease Control
  - o Natural Disaster Awareness
  - o First Aid/ CPR
6. Allocate funds for disaster relief in the jurisdiction's budget.
7. Have Regional Disaster Chairmen reach out to all councils in their region to determine their ability to serve their members, parish, and community in case of a disaster. Provide that information to the Disaster Relief Coordinator.
8. Identify potential staging areas for food, water, and supplies. Each jurisdiction should have at least five (5) locations near major interstates/highways and located over a diverse geographical area. See *Appendix B* for guidelines.
9. Create a Jurisdiction Disaster Relief Plan. This should be shared with Regional Disaster coordinators, and councils.

**This plan should include:**

- o Methods to communicate with councils during and after a disaster
- o A strategy to manage volunteers
- o Contact information for Disaster chairmen
- o Training for local council officers on disaster planning
- o A list of council or church facilities that could:
  - Feed people in the community
  - Stage items (10-15 Pallets)
  - Provide manpower for fundraising and cleanup efforts
- o Identification of representatives to VOAD in the United States and Team Rubicon in Canada
- o Suggested fundraising plans and how to use Charities, Inc., or Donor Advised Fund
- o The total number of councils and members
- o The amount of money budgeted for disaster relief

Disaster Relief support staff are available at the Supreme Office to advise State Deputies and their State Disaster Coordinators. See *Appendix C* for contact information.



Mindanao 2021 Typhoon

## **Actions for an Impending Disaster:**

In the days/weeks before a disaster, the Disaster Relief Plan should be activated and tested to ensure a smooth rollout.

1. Contact staging area coordinators to ensure that the areas are ready for use.
2. Use the Disaster Phone Tree to verify the status of members. See *Appendix D* for the communications hierarchy chart.
3. Inventory clean up supplies, toiletry kits, and other equipment.
4. Direct Regional Disaster Chairmen to contact Catholic Charities, VOAD (in the United States), and Team Rubicon- which is a group of skilled first responders to serve disaster affected communities ([www.teamrubicon.ca](http://www.teamrubicon.ca) in Canada), and any other relief organizations to coordinate efforts.

## **Actions During a Disaster (Jurisdiction):**

Jurisdictional leaders are best equipped to know the impact of a disaster. The Supreme Council is ready to offer support, but relies on jurisdictional leaders to start the process.

Disaster relief generally occur within three specific time frames — short-term, mid-term, and long-term.

### **SHORT-TERM (within 24 hours):**

1. **Contact the Supreme Council** — The initial communication will trigger a series of support procedures performed by Supreme disaster relief staff. Contact Fraternal Mission and coordinate daily conference calls with Supreme representatives. See *Appendix C* for contact information.

#### ***Questions Jurisdictions should answer for Supreme within 24 hours after a disaster:***

- o How many councils were affected?
- o How many members were affected?
- o What is the Jurisdiction's plan of action?
- o How can Supreme help (financially and supplies)?
- o Who will provide daily updates?

#### ***Supreme Conference Calls during the disaster relief process:***

Below are the members of your jurisdiction that should be present on the call:

- o State Deputy
- o Jurisdiction Disaster Coordinator
- o Regional Disaster Chairmen in the affected area



Florida 2022 Hurricane Ian

© Pedro Castellano Photography

- 2. Activate the Jurisdiction's Disaster Relief Team** — Convene an executive team of key state officers, the state disaster coordinator, council officers, and general agent(s) to oversee the state's response. Include the state webmaster/P.R. chair.
- 3. Contact Grand Knights** of the affected area to determine the status of council members and their families.
- 4. Provide councils** with a clear understanding of their role during the disaster.
- 5. Contact councils** whose parish hall, parish school building, or other facility could be used for the distribution of materials or large meals.
- 6. Assess the impact on Members** — Determine how many parishes and councils are in the affected area and how many Knights are directly affected or missing.
- 7. Assess needs in local communities** — Determine short-term, mid-term, and long-term needs. In certain situations, the Supreme Council can assist with print and electronic communications resources to raise funds and create awareness of the disaster. Establish a mechanism to ensure that monetary donations go towards disaster relief projects and identified community needs. Assure that all donations are deposited into the proper account, and that all distributions follow protocol and are accurately recorded.

**8. Request Support from the Supreme Council** — The Request for Disaster Assistance form (*Appendix E*) is designed to communicate relief needs to the Supreme Council. Multiple forms can be submitted if needed.

**A. Request direct assistance for affected Knights in need.**

Assistance will be distributed in the form of \$100 (USD only) gift cards. Provide the desired number of \$100 gift cards, the number of members affected, and how many members satisfy one of the criteria below:

- o \$500 for members whose home was damaged, not destroyed, and who have a place to shelter
- o \$1,500 for temporary shelter of members whose homes were destroyed

You also may request \$100 gift cards for other disaster relief needs and distribute them in this order of priority:

1. Brother Knights and their families
2. Widows of past Knights
3. Families of affected Parishes
4. The larger community

**B. Track Gift card use via *Appendix G*.**

Send scans of completed forms to [FraternalMission@kofc.org](mailto:FraternalMission@kofc.org).

**C. Request financial aid be transferred to a specific account.**

Funds can be distributed to specific individuals with demonstrable need or for:

- o Feeding the community (i.e., food, water, baby food, etc.)
- o Items of need (i.e., gloves, masks, etc.)
  - It's important to note that Supreme will supply items for short-term usage. Communities are expected to share tools, cleaning supplies (mop, brooms, etc.) and other non-consumables before asking for these items from the Supreme Council.

*The Supreme Treasurer must approve all requested monetary donations and gift cards.*

**D. Knights of Columbus Charities, Inc. and The Knights of Columbus do not donate to pass-through organizations. The financial support of the Order is intended to go directly to recipients. The Supreme Council must approve any strategic partnership between the Knights and another disaster relief organization. See *Appendix I* for further guidance.**

*Jurisdictions have a maximum of two months after the disaster to request assistance.*

**9. Encourage councils** outside of the affected area to hold fundraisers for Disaster Relief – **Do not ask other jurisdictions to do the fundraising.**

**10. Provide volunteers** as needed.



Mindanao 2021 Typhoon

### **MID-TERM (Within 48 Hours):**

- 1. Establish an Operations Center** — For major disasters, set up a base of operations for the relief team close to the affected area. Consider communication and transportation needs when choosing this location. Are parish halls available for use? Does a brother Knight own a business or real estate that can be used?
- 2. Organize Volunteers** — Enlist volunteers to work specific tasks and jobs under the management of your State Disaster Coordinator. Coordinate work requests and communications with volunteers. Consider setting up a website for people to register as volunteers.
- 3. Contact Diocesan Team/Catholic Charities Office** — Inform the local bishop of relief efforts. He may be aware of specific needs that the team can address, and his office can put the team in touch with other relief agencies.
- 4. Consider Setting Up a Distribution Center** — Disasters tend to bring out our charitable nature; however, many charitable donations, although well intended, are unusable or unnecessary items. The Supreme Council disaster relief staff can help compile a list of the most needed disaster supplies that will help with soliciting funds and in-kind donations from around the jurisdiction. Consider collaborating with other agencies such as Catholic Charities that provide disaster-screening services for families in need of disaster relief.

**5. Be Identified as Knights** — Every member working in disaster relief should be identified by some type of K of C apparel. Uniformity among workers is essential when identifying other jurisdictional agencies at a disaster site. It also promotes the Order's efforts.



**LONG TERM (Ongoing):**

- 1. Reassess Needs & Plan Recovery Projects** — After meeting short-term and mid-term needs, look at long-term recovery, which may take several months or years. Knights of Columbus can help meet many of these needs through creative council projects and effective state council promotion.
- 2. Use the State Public Relations Chairman** — He should be a key part of the disaster relief team. He should contact local officials and media outlets to communicate the work that the Knights in the jurisdiction are doing while providing that information to the Knights of Columbus Supreme Council's Communications Department. ([communication@kofc.org](mailto:communication@kofc.org))
- 3. Communicate with the Supreme Council, State Council, and Local Councils, and with the public** — Please refer to Appendix F for details.

***Knights of Columbus members should not enter a disaster zone without proper training and permission for access.***



Louisiana 2021 Hurricane Ida

# Council Guidelines

## Action Steps

In the case of a disaster, many councils will want to restore their community immediately. Jurisdictions should encourage their councils to follow the Action Steps below. Tell councils to get involved with cleanup efforts only after emergency personnel have granted access. Councils are encouraged to start fundraising as soon as possible.

1. Communicate with jurisdictional leadership. Discuss things the council can do to prepare for a disaster, such as hosting a fundraiser or raising awareness for relief efforts, making facilities available, and providing education (CPR training, fire safety, and First Aid, etc.).
2. Preparation:
  - o Contact the jurisdiction disaster coordinator to inquire about the disaster relief procedures in the jurisdiction.
  - o Create a disaster communication phone tree (*Appendix D*) to reach all council members by phone.
  - o Maintain contact lists of the parish's vulnerable community members (the elderly, disabled, and widow[er]s) to ensure their safety in the event of a disaster.
  - o Work with local law enforcement, fire departments, and/or the Red Cross to educate the community on disaster preparedness and what to do before, during, and after a disaster situation. Build public interest for the training!
    - Prominently display promotional posters (#10974) 10641-E-S-F *Disaster Preparedness Brochure* (which can be ordered through Supplies Online)
    - Bulletin announcements
    - Pulpit announcements
    - Posting on your council and parish website / social media pages
    - During training events, wear Knights of Columbus-branded apparel and set up a table with brochures and membership documents (including *Prospect Cards* #921A)

## Council Do's and Don'ts during a disaster

### **Do:**

- o Hold fundraisers to support the victims.
- o Host events based on need (*food drives, blood drives, clothes drives, etc.*).
- o Wait for the jurisdiction to assign tasks before going into affected areas.
- o Cook and serve meals to people in need.
- o Coordinate efforts with the State/Jurisdiction.

### **Don't:**

- o Attempt rescues without proper training.
- o Enter affected areas without the supervision of law enforcement or first responders.
- o Use chainsaws and power tools without appropriate training.

***Members should never enter a disaster area without proper clearance and permission of local authorities.***

# Frequently Asked Questions

- **What types of vehicles should be rented during a disaster?** Moving trucks, vans, and trucks that do not require a Commercial Driver's License.
- **How is my jurisdiction able to rent a vehicle during a disaster?** Contact a sponsored vehicle rental company approved by the Knights of Columbus after getting rental approval from the Department of Fraternal Mission (see *Appendix H*).
- **How are the drivers selected?** Drivers are chosen by the State Council based on the area of the disaster and the individuals who are available.
- **How much is each gift card worth?** Gift cards will be worth \$100 each.
- **Who is responsible for handing out the gift cards in a disaster area?** Trusted Knights who are willing to keep track of the distribution of gift cards and report it on the Gift Card tracking form (*Appendix G*).
- **How much financial assistance can I request from the Knights of Columbus Supreme Council?** Jurisdictions can request as much as they feel necessary. They need to explain their use for the money. The Knights of Columbus Board of Directors must approve any request over \$30,000.
- **What are council's responsibilities during a disaster?** Fundraising and food service to those in affected areas.
- **How soon after a disaster should I send in the Disaster Relief Report Form?** Jurisdictions should report their needs within two months after the disaster strikes.
- **How can members donate to the Disaster Relief?** [Kofc.org/charities](http://Kofc.org/charities) at a national level or their local jurisdiction charitable account at a jurisdictional level.
- **What should the volunteers wear during cleanup efforts?** Members should wear branded Knights of Columbus gear, and pictures should be taken.
- **My jurisdiction has pictures and stories that we would like to share with the Supreme Council; who should I send them to?** [communicationsdept@kofc.org](mailto:communicationsdept@kofc.org) and [knightsinaction@kofc.org](mailto:knightsinaction@kofc.org)
- **Who should I contact at Supreme for disaster assistance?** Fraternal Mission department - [fraternalmission@kofc.org](mailto:fraternalmission@kofc.org) or 203-752-4270
- **How much of a donation goes towards disaster relief efforts?** 100% of all donations are used for Disaster Relief through Knights of Columbus Charities, Inc.
- **Is my jurisdiction allowed to work with an outside source such as Catholic Charities?** Yes. The Knights of Columbus and Catholic Charities can share responsibilities and the relief efforts.
- **What are the different types of disasters?** Natural Disaster (such as hurricanes, tornados, etc.) and man-made disasters (Such as gas leak, chemical spill, etc.). A disaster is anything deemed an emergency by either the local state/provincial or federal government.





## Appendix A

# Jurisdiction Disaster Relief Coordinator Role Description

<b>Role title</b>	<i>Jurisdiction Disaster Relief Coordinator</i>
<b>Reports to</b>	<i>State Deputy / Jurisdictional Deputy</i>

### **Role Summary**

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Coordinate disaster relief or crisis management activities, provide disaster preparedness training, and prepare/set up staging areas throughout the jurisdiction. Direct and supervise volunteers for disaster relief efforts.

### **Background and Experience**

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Preference is for candidates with law enforcement, fire department, Red Cross, EMS or Emergency Management/FEMA background, strong communication skills, and excellent job tasking skills.

### **Duties and responsibilities**

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Disaster Coordinators are responsible for planning and leading the responses to natural and man-made disasters. Coordinators work with the State Deputy/Jurisdictional Deputy, Volunteers, nonprofits, and the Supreme Council.

- o Know the rules and regulations of the jurisdiction to ensure volunteer safety.
- o Build a relationship with local nonprofits (such as Catholic Charities, VOAD, Saint Vincent DePaul, and Red Cross).
- o Develop long-term objectives and be able to act on them.
- o Train, instruct and lead volunteers in relief efforts.
- o Prepare daily logs and reports to be sent up the chain of command.
- o Manage resources effectively, minimizing waste or misuse of supplies, equipment, and talent. Track hours of volunteers, ensuring timely submission of same to upper echelons.
- o Coordinate work activities of volunteers.
- o Set up staging areas throughout the jurisdiction to supply material during a disaster.

### **Interactions**

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- o Within K of C: Supreme, local councils, and State Deputy/Jurisdictional Deputy
- o Outside of K of C: Catholic Charities, VOAD, Red Cross, Society of St. Vincent DePaul, local bishop's office, and local parish offices



## Appendix B

# Staging & Distribution Area Guidelines

### Staging Area

**Location:** The site should be in a locally known location, on the inbound route within 20 miles/35 kilometers of where the disaster is projected to hit, but far enough away to not expose resources to the disaster.

**Name and identify the staging areas:** Staging areas should be named geographically and identified ahead of a disaster.

**Access:** Sites should be accessible from major highways by large vehicles and have enough room to enter and exit quickly.

**Safety and Security:** Sites should be near the incident yet out of harm's way at a safe distance from the disaster. The site should be inspected for stability and security before materials arrive.

**Equipment:** Loading docks - *If possible*, forklifts and pallet jacks should be located on-site to assist with material movement around the site and from the truck.

**Storage:** The facility should be large enough to hold 15-20 pallets of material and have enough room to move the material as needed.

**Length:** The facility should be available for an extended time to ensure all members and their families are provided for throughout the disaster response effort.

### Distribution Area

**Location:** Site located within the disaster area on the inbound route.

**Access:** Should be off a major highway as close to the disaster location as possible. It must be accessible by trucks coming from the staging area.

**Storage:** The facility should be large enough to hold 5-10 pallets and allow members in the community the opportunity to walk around the facility to select needed materials.

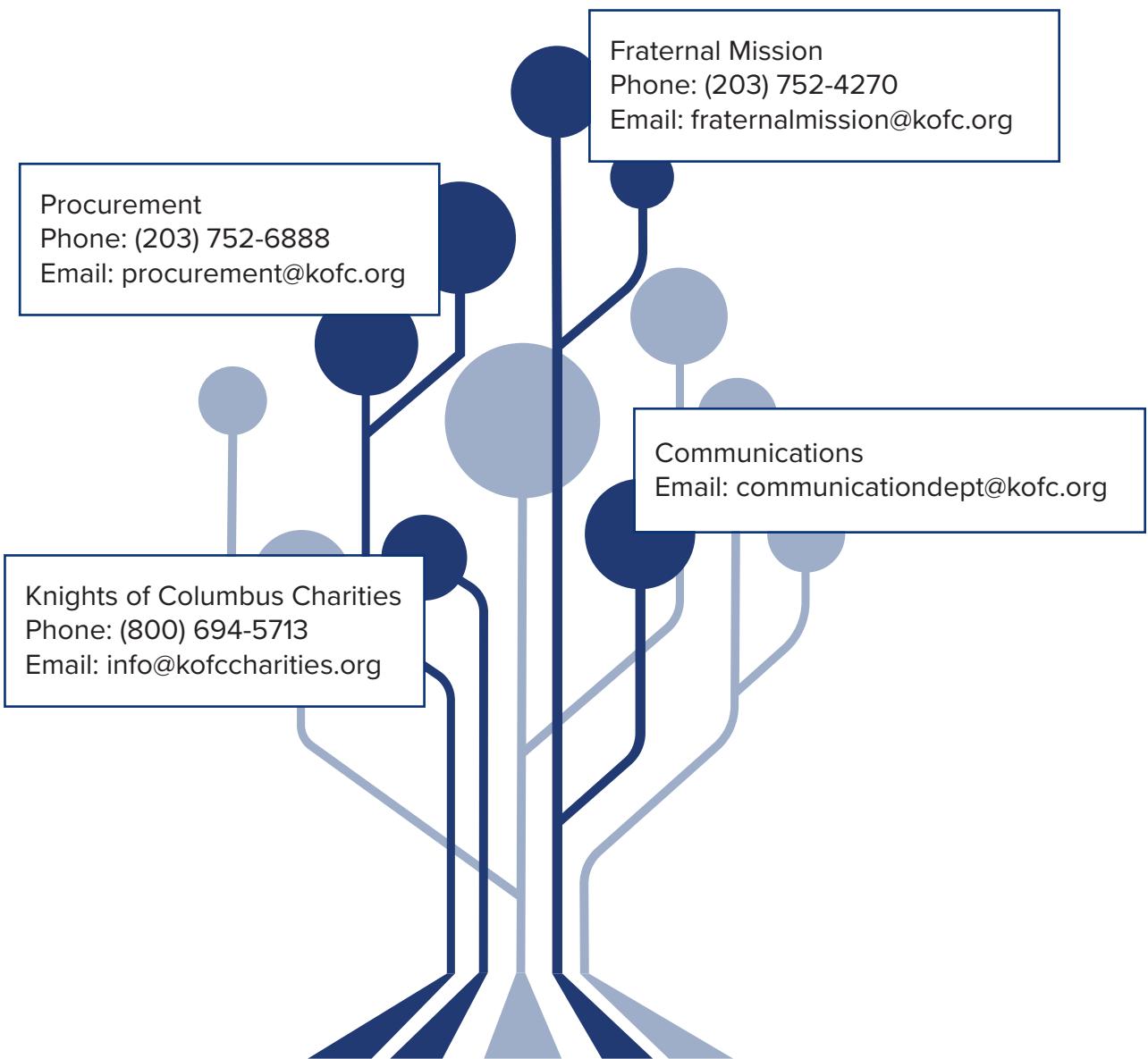
**Cooking Facility (If possible):** A kitchen to allow for mass feeding of 500-1,000 people and storage of material. *This could be a local school or parish.*

**Utilities:** Sites should have telephone lines and generators.



Appendix C

## Important Contact Information for the Supreme Council



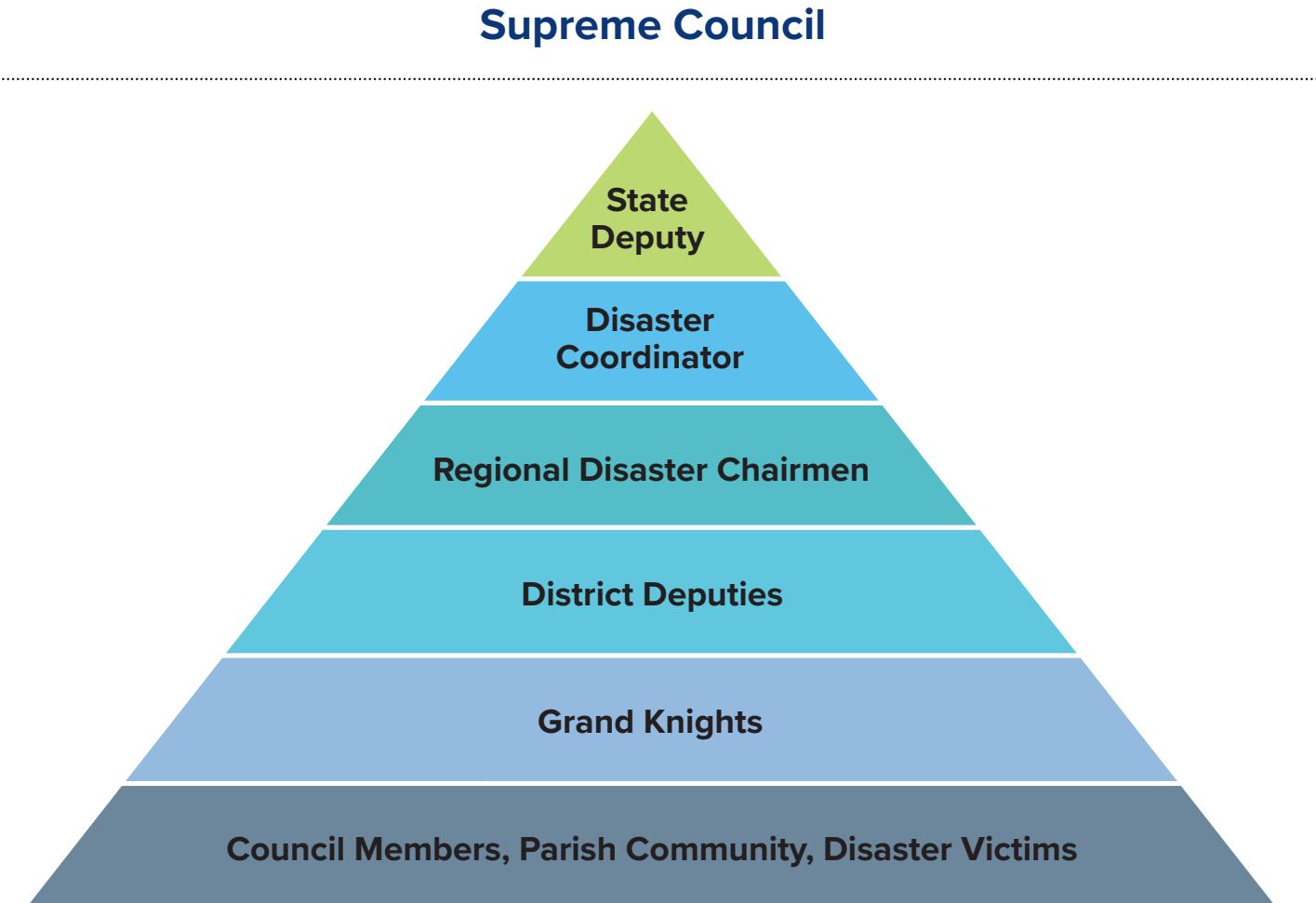
In the event of a Disaster, the first step is to call Fraternal Mission Department.

- o Procurement assists with supply efforts.
- o Charities are to be contacted regarding monetary donations to the jurisdiction affected.
- o Communication helps cover the disaster and stories behind the heroes involved with disaster relief efforts.



## Appendix D

# Communication Hierarchy



**In preparation for a disaster:**

- o Collect and regularly update phone numbers & email addresses.

**In the event of a disaster:**

- o Institute the Disaster Communication Phone Tree/Email Tree across the jurisdiction.



**Appendix E (Rip-Away Sheet)**  
**Request for Disaster Assistance Form**

**DISASTER SUMMARY**

Jurisdiction: \_\_\_\_\_ Todays Date: \_\_\_\_\_

State Deputy Name: \_\_\_\_\_

Last

First

Disaster Type: \_\_\_\_\_ Date of Disaster: \_\_\_\_\_

(i.e., Flood, Hurricane, Tornado, Wildfire)

**DETAILS**

Number of Councils Affected: \_\_\_\_\_ Number of Parishes Affected: \_\_\_\_\_

Number of Members Affected: \_\_\_\_\_ Number of Religious Communities Affected: \_\_\_\_\_

Funds & Supplies Needed (Please include estimated cost/budget): \_\_\_\_\_

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State Disaster Funds Available: \_\_\_\_\_

Amount of Financial Assistance Requested: \$\_\_\_\_\_ Number of \$100 Gift Cards: \_\_\_\_\_

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State Deputy Signature

Telephone & Email

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State Officer or Chairman in Charge of Distribution

Telephone & Email

**ACCOUNT INFORMATION**

Name on the Account: \_\_\_\_\_

Name of Organization Receiving the Funds: \_\_\_\_\_  
(Different than Name on the Account)

Address of Person Named on the Account: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

Please ensure the name and address listed above are IDENTICAL in the bank documents.  
Wire funds will not be distributed to the bank if this information does not match.

**SUPREME OFFICE USE ONLY**

Amount of Financial Assistance Approved: \$\_\_\_\_\_ Number of \$100 Gift Cards: \_\_\_\_\_

---

Supreme Treasurer Signature

Date



## Appendix F

# Media and Public Inquiries

The Communications and Strategic Partnerships Department is here to assist you with any media inquiries.

Informing the Supreme Council about the good works of our Brother Knights allows us to share the news of these works.

Stories about generous service and our members going beyond the call of duty will be of particular interest for both external and internal media.

See Appendix C for relevant Supreme Council contact information.

*Good photos tell the story of the disaster; Take action photos that are not posed. Compelling images catch our eye. Don't submit photos of people lined up in rows staring back at the camera, general crowd scenes, or traditional handshakes are not action photos. Here are a few tips for good photos:*

- o Photograph people while they are involved in an activity. Do not stop what people are doing to set up a posed shot.
- o Be cognizant of the plight of others. Be aware of the significant emotions of those affected by the disaster.
- o Get close to the action. When you think you're too close, move a bit closer. People's faces are perhaps the most interesting part of a photo; they should be prominent.
- o Limit the number of people in each shot and identify each by their full name and title.
- o Photos should be clear and in focus. Be mindful of the lighting. Use a flash indoors but remember that the flash range is limited.
- o Photos must be sent as separate attached .jpeg files. We cannot reproduce photos that are sent as embedded files or through a third-party online photo service. Images should have a resolution of 300 dpi or greater. The greater the resolution, the better the image will reproduce in print.
- o Be selective. Send only two or three of the best photos.
- o Send all photos and stories to Communication Department, [communicationsdept@kofc.org](mailto:communicationsdept@kofc.org) and [knightsinaction@kofc.org](mailto:knightsinaction@kofc.org)
- o See #2235 *Public Relations Guidebook* for Photo Release forms, and sample press releases.

**Please see reverse for suggested talking points.**

Your team may be approached by the media. Please feel free to refer them to Corporate Communications with questions that you are unable to answer, or are uncomfortable answering. Supreme can provide information from the national/international level.

Please keep the following points in mind when talking to the media:

**Talking points include:**

- o At these times, the Knights of Columbus are always there, bringing immediate aid and comfort to affected people.
- o The Knights of Columbus Disaster Relief Fund meets immediate needs. The Knights can supply disaster victims with food, clean water, cleanup materials, and other necessities.
- o One hundred percent of donations go directly to relief efforts.
- o The Knights of Columbus has a long history of lending a helping hand in times of distress.
- o The Order was one of the first organizations to provide financial support to families of fallen first responders following the terrorist attacks on the United States on Sept. 11, 2001.
- o Knights have provided disaster relief in the past, and will continue to provide it in the future, carrying forth Father McGivney's vision of helping those most in need.

## Appendix G (Rip-Away Sheet) **Gift Card Tracking Form**



## Appendix H

# Truck Rental Guidelines

Below are the steps a jurisdiction must take to rent a truck under the Knights of Columbus Supreme Council guidelines.

1. **Select a Truck Rental Company** - If the request for assistance is approved and renting a truck is necessary, the Jurisdiction Disaster Coordinator will be asked to select the nearest truck rental from the ones listed below. If none of the preferred truck rental companies are in your area, a substitute company will be chosen.
  - o **Budget**
    - [www.budgettruck.com](http://www.budgettruck.com)
    - 1-888-633-3875
  - o **Penske**
    - [www.pensketruckrental.com](http://www.pensketruckrental.com)
    - 1-800-736-7531
  - o **U-Haul**
    - [www.uhaul.com/trucks](http://www.uhaul.com/trucks)
    - 1-800-528-6042
  - o **Ryder**
    - [www.ryder.com](http://www.ryder.com)
    - 1-800-345-9282
2. **Truck Reservation** – Once the Supreme Council office has approved your request for Assistance form and truck Rental Company has been selected, the Supreme Council office will communicate the Order's corporate account number with the State Deputy and disaster relief coordinator. This number is needed to rent a truck from one of the truck rental companies provided.



## Appendix I

# Fundraising for Disaster Recovery

### MEMORANDUM

TO: State Deputies

FROM: Patrick T. Mason, Supreme Secretary

DATE: August 30, 2022

RE: Fundraising for Disaster Recovery

Now that the hurricane and tropical storm season is upon us, we expect that there will be an urgent need in various jurisdictions for disaster relief. The purpose of this memo is to remind you that the Order has a Disaster Recovery Program, which is operated by personnel in the Office of the Supreme Treasurer and the Fraternal Mission Department, with assistance from our volunteers in the field. Requests for disaster relief should be directed to [FraternalMission@kofc.org](mailto:FraternalMission@kofc.org).

Depending on the magnitude of the disaster, the Supreme Treasurer will initiate a fundraising campaign through the Supreme Council website ([kofc.org](http://kofc.org)) so that Knights of Columbus members in other jurisdictions and generous donors who are not members of the Knights of Columbus, can have a secure and reliable portal to contribute tax-deductible donations to support the Order's relief efforts. The funds collected are deposited into the bank account of Knights of Columbus Charities, Inc., which is recognized by the Internal Revenue Service as a public charity under Section 501(c)(3) of the Internal Revenue Code.

State councils, local councils, and assemblies are not authorized to initiate disaster relief fundraising campaigns outside their respective jurisdictions. For example, a state deputy in a jurisdiction that has been hit by a natural disaster may not solicit contributions from other state deputies or from councils in other jurisdictions. If he wishes to initiate a fundraising campaign from KofC councils and members, he must do so by submitting a request to [FraternalMission@kofc.org](mailto:FraternalMission@kofc.org).

There are significant advantages to this procedure. First, the Supreme Council is known by our members and other donors to be a reliable and trusted steward of funds, which will be distributed through our well-established organizational infrastructure.

Second, the Supreme Council has superior purchasing power for the kind of goods requested in disaster areas. Over the past 10 years, we have developed relationships with vendors that allow us to source food, water, supplies, and other items quickly and cost-effectively, and to ensure delivery in a timely and efficient manner.

Third, the Supreme Council's charitable entity, Knights of Columbus Charities, Inc., registers annually in every state that has a charitable solicitation statute, ensuring that our solicitations are lawful. Organizations, including state councils, that are not registered with their state may be penalized for failing to comply with their states' charitable solicitation laws.

For the reasons set forth above, State Deputies may not solicit donations outside of their respective jurisdictions, but, rather, should encourage donations to Knights of Columbus Charities, Inc., for disaster relief.

The Supreme Council is here to assist you as State Deputy and your Disaster Relief team. We will take care of the fundraising and purchasing, while you and your team dedicate your resources to helping people on the ground in the disaster areas. Working together, we can accomplish the Order's charitable mission in a way that would make Blessed Michael McGivney proud.

CC: Board of Directors



1 COLUMBUS PLAZA, NEW HAVEN, CT 06510-3326  
[www.kofc.org](http://www.kofc.org)