



Knights of Columbus

New Council Leadership **Frequently Asked Questions**

1. What is the best way for our council to stay informed about fraternal news, reminders, resources and recommendations?

The Fraternal Leadership Advisory (FLA) is the best way to stay connected to the Supreme Council. You can view the [FLA archives and subscribe](#) on the KofC website.

The Supreme Council staff also hosts monthly webinars to discuss relevant topics for effective council operation, membership recruitment and conducting charitable outreach programs that engage members. Please view our [fraternal training webpage](#) for archives and to register for the next webinar.

2. Who is my first point of contact for questions?

Your district deputy is your first point of contact for questions. If he is not responsive, you should contact your state council. Your state council may have a website listing contact information for state officers.

3. What is the district deputy's role?

The district deputy provides leadership and fraternal experience to the councils assigned to his district. He meets with the council leadership regularly, attends council meetings, offers guidance and informs the council of state council and supreme council initiatives.

4. What is the purpose of the state council? State officer roles?

The state council governs all the local councils in your jurisdiction and guides regional activities that are consistent with the principles of the Order. The state deputy is the highest-ranking officer in your jurisdiction and oversees the state council. The state council contains officer and director roles equivalent to those at the council level to run programs, recruit members, and support local councils.

5. What are some key contacts at the Supreme Council?

Customer Service.....	203-752-4000	
Customer Service.....	1-800-380-9995	
KnightsGear	1-855-432-7562	knightsgear@kofc.org
Supplies Online	1-833-591-7770	customersupport@slwmco.com
Fraternal Mission.....		fraternalmission@kofc.org
Fraternal Training.....		fraternaltraining@kofc.org
Affiliate Membership		affiliate@kofc.org
Catholic Information Service		cis@kofc.org
Ceremonials.....		ceremonials@kofc.org
Chaplains Programs and Development.....		chaplains@kofc.org
Columbia Magazine		columbia@kofc.org
Council Statements		council.accounts@kofc.org
Financial Secretary Appointments.....		financial.secretary@kofc.org
Membership Growth.....		councilgrowth@kofc.org
Membership Records.....		membership@kofc.org
Member Management/Member Billing		expertfs@kofc.org
Scholarships		scholarships@kofc.org
For general inquiries, email		info@kofc.org

6. What are the duties of council officers?

A detailed list of council officer duties can be found in the [Fraternal Excellence Guide \(#11619\)](#).

7. Are there guidelines for running council meetings?

Guidelines for running council meetings can be found in [Protocol, Meeting and Ceremonials \(#11620\)](#). The [Guidelines for Conducting Council Meetings](#) on-demand webinar shows councils how to adopt the current guidelines and teaches best practices to host an informative, efficient, and effective council meeting.

8. What are the required forms a council must complete? When are the deadlines?

June 30 [Report of Chosen Officers for the Term \(#185\)](#)

OR the Officers Screen on Member Management

[Service Program Personnel Report \(#365\)](#)

OR the Service Personnel Screen on Member Management

August 15 [Semiannual Council Audit \(#1295\)](#)

January 31 [Annual Survey of Fraternal Activity \(#1728\)](#)

February 15 [Semiannual Council Audit \(#1295\)](#)

June 30 [Columbian Award Application \(#SP-7\)](#)

Immediately [Membership Document \(#100\)](#)

OR the Candidate Tab on Member Management

As Required Entries for the [State Council Service Program Awards Contest \(#STSP\)](#) and [Family of the Year Contest \(10680\)](#) to your state council

Monthly [Family of the Month \(#1993\)](#)

9. What training resources are available?

The Supreme Council hosts regular, online webinars on various topics. You can view the webinar schedule and archive of on-demand webinars on the [Training Schedule](#) webpage.

You may also find helpful our [fraternal video library](#) of how-to videos covering council operations, forms, Officers Online, meetings, and more.

Live training can be requested through the [Fraternal Training Request Form](#).

Please see our [fraternal training webpage](#) for all our available training content. Your state council may also have additional training resources available upon request.

10. Where can I order supplies?

Printed resources (paid or free) and Exemplification kits may be ordered from Supplies Online, which is accessed through the supporting applications tab of Officers Online.

Promotional materials and gifts may be ordered from [Knights Gear](#).

Fraternal and ceremonial items may be ordered through the [English Company](#).

11. Where can I find program resources?

An overview of the Supreme Council's Faith in Action programs may be found at the [Faith in Action webpage](#).

For specific details on each Faith in Action program and their requirements, please see the [Faith in Action Guidebook](#). Faith in Action program forms may be found on the [Member Resources webpage](#).

Your state council may also have additional program resources for state-specific programs available upon request.

12. What is required to set up a council bank account?

A general overview of the required documents will follow below, but please review your state and local laws before proceeding to open an account. Specific document requirements may vary depending on jurisdiction and financial institution. The following guidance should not be considered legal advice or recommendation.

Councils will likely need the following documents:

- 1) A copy of the council charter. A new charter may be requested from the Supreme Council using the [Application for Charter \(#137\)](#).
- 2) A copy of the council bylaws. Council bylaws may be accessed through the Bylaws Online application in Officers Online.
- 3) The IRS letter assigning (SS4) or reinstating (LTR 948) the council's Employer Identification Number (EIN). For assistance in obtaining an EIN and registering with the Supreme Advocate's office, please email tax.EIN@kofc.org.
- 4) A Certificate of Exemption from Supreme. Please email tax.EIN@kofc.org for assistance and mention that you are seeking to open a bank account.
- 5) A list of council financial officers and copies of their ID cards. Council financial officers are the Grand Knight, the Financial Secretary, the Treasurer, and the Council Trustees.

You should notify the bank that you are an "Unincorporated Association" and that you will not have articles of incorporation. The Knights of Columbus is a 501(c)8, nonprofit fraternal benefit society, and your Charter serves as your organizing document.

13. How can I create a council budget?

The [Council Budget](#) on-demand webinar shows council financial officers (Grand Knights, Financial Secretaries, Treasurers, Council Trustees) how to analyze, build, and operate an annual council budget.

You may also find [budget tips](#) and a [sample budget](#) hosted on the KofC website.

Council financial officers will learn other money management skills through the on-demand [Council Financial Officer Training](#).

14. What council awards are available and how are they earned?

The *Father McGivney Award* recognizes excellence in council's membership growth. A council earns the award by meeting or exceeding its yearly membership quota. A specific council quota can be found under the Membership tab in Officers Online. Eligibility is automatically determined by the Supreme Council.

The *Founders' Award* recognizes excellence in the promotion of our insurance and fraternal benefits. A council earns the award by participating at least two Fraternal Benefit Events during the fraternal year. The required sum total attendance of members, or member eligible men, at these events must equal or exceed 10 for councils with 99 or fewer members or 14 for councils with 100 or more members.

The *Columbian Award* recognizes excellence in programming and charitable outreach. A council earns this award by conducting a minimum number of programs in each of the four program categories (Faith, Family, Community, and Life). A council must also report these programs using the [Columbian Award Application \(#SP-7\)](#).

The *Star Council Award* recognizes all-around fraternal excellence. To qualify for the Star Council Award, a council must earn the Father McGivney, Founders', and Columbian Awards. Additionally, the council must submit both the [Annual Survey of Fraternal Activity \(#1728\)](#) and [Service Program Personnel Report \(#365\)](#). In the United States and Canada, councils must also be fully compliant with applicable safe environment requirements.

15. How can a council recruit new members?

Please see the [Inviting Men to Join webpage](#) for best recruitment practices and strategies. The [Conducting Church Drives](#) on-demand webinar presents a streamlined way to host a church membership recruitment drive. The [Council Growth](#) on-demand webinar and [Activity Drives](#) on-demand webinar highlight strategies to increase your council's visibility in your parish and community.

Your district deputy is also good source of guidance on this topic. He can direct you to state recruitment resources and assist in contacting Supreme's Regional Growth Director for your jurisdiction.

16. How do I navigate Officers Online?

Please review the [Officers Online Access](#) chart to confirm which features your leadership can access.

Each leadership role listed in the [Fraternal Excellence Guide \(11619\)](#) contains a section reviewing the relevant Officers Online features and provides detailed navigation instructions.

If you do not have a registered account with Officers Online or need assistance obtaining a username or password, first use the Account Assistant or Password Reset links, then please contact the Supreme Council Customer Service Department at 1-800-380-9995.

17. How can I view and update council bylaws?

Council bylaws may be viewed and updated through Bylaws Online, which is accessed through the supporting applications tab of Officers Online.

18. What is the Officers Desk Reference?

The Officers Desk Reference (ODR) is a definitive guide from the Supreme Advocate's office to interpreting the Constitution and Laws of the Order, Laws and Rules Governing the Fourth Degree, and Council and Assembly governance; these interpretations are binding on councils and assemblies.

The ODR also provides best compliance practices for council and assemblies on fraternal programs, membership, council governance, council finances, social communications, name and emblem usage, fundraising, charitable giving, and more.

Council leaders may access the ODR through the supporting applications tab of Officers Online.

19. How do I start *Cor*?

Please see the [Cor webpage](#) for more information and resources to start *Cor*.

20. How do I contact a Knights of Columbus insurance agent?

The [Find an Agent webpage](#) will help you locate and contact a nearby insurance agent.

21. How do I organize a Fraternal Benefit Event?

Please contact your council's field agent to organize a Fraternal Benefit Event or ask to be notified of future events in your area.

The Supreme Council also periodically hosts virtual Fraternal Benefit Events. Dates and registration links for these events are publicized in the Fraternal Leadership Advisory (FLA). You can view the [FLA archives and subscribe](#) on the KofC website.

22. How do I set up a donor advised fund?

The [Charitable Fund: The Catholic Donor-Advised Fund pamphlet \(#11281\)](#) provides an overview of donor-advised funds and their potential benefits to councils.

The [Knights of Columbus Charitable Fund webpage](#) provides further information on how a council may create a donor-advised fund.

Please see the [Planned Giving webpage](#) for more information about individual donor-advised funds.