**District Meeting Agenda (Template)**

**District Deputy**

**July 1, 2019**

* Opening Prayer, Pledge of Allegiance
* District Deputy Opening Remarks and Introductions
* Supreme Carl Anderson Video
	+ Can download at <http://craigmod.us/fstraining>
* Review Supreme website
	+ Member Management Supreme Website
		- <http://www.kofc.org/un/en/members/>
		- Reports
	+ Membership / Insurance update
	+ Per Capita Supreme & State
* Review State Website, encourage to register
	+ <http://www.tkofc.org>
	+ Financial Secretary and District Deputy resources available for download from this site
		- <http://craigmod.us/fstraining>
* Document Review (admin section)
	+ <http://www.kofc.org/un/en/members/resources/officer-guides.html>
		- Fraternal Leader Success Planner
		- Protocol handbook
		- Method Conducting Council Meetings
* Programs
	+ Columbian Award (Form SP-7):
		- Council should do four (4) programs in four (4) categories
		- One (1) mandated program in each category (Building the Domestic Church)
		- Featured Program count for two (2) programs
	+ Membership
		- Review Membership document Form 100
		- Degree certificates
		- Admission Committee
		- Recruiting Drives
		- New Member Annuity – review
			* $100 Annuity if no agent assigned
			* These are now mailed to the General Agent:
		- Shining Armor Award
	+ STAR council
		- STAR Guide
		- Star Council Guidelines
		- Lone Star Award
		- LSAFE w/ Distinction
* Member Retention review
	+ Texas Billing Procedures
	+ Resignation via email / via billing statement
		- Is now effective immediately as of July 1, 2019. No 60-day waiting period.
	+ Form TX1845A – Texas
		- Work closely with your District Deputy
* Required Forms / dates due
	+ 7/1/2019 - 2863 – RSVP and Plaque application (seminarian support)
		- need to send in cancelled checks to Supreme
	+ 7/1/2019 - 185 – new officers
	+ 8/1/2019 - 365 – new program personnel
	+ 8/15/2019 - 1295 – 1 – semi-annual audit
		- Trustees, FS, Treasurer and GK
	+ 10/1/2019 - Football Sweepstakes
	+ 11/1/2019 - FT-KIT – Free Throw Championship Kit order form
	+ 12/1/2019 – Start billing statements for new calendar year
		- Electronic billing via email followed by mailed bill statements
	+ 1/31/2019 - 4584 – Special Olympics Partnership profile report
		- Line 1, part 4 – put 2.5% of state charity contribution
	+ 1/31/2019 - 1728 – Annual report of fraternal activity
		- Financial secretary tabulates this
	+ 2/15/2019 - 1295 – 2 – semi-annual audit
		- Trustees, FS, Treasurer and GK
	+ 3/1/2019 - State council service program award applications
	+ 3/1/2019 - Communications Award application
	+ 6/1/2019 - IRS Tax Form 990 due 5 months from end of fiscal year (for Lone Star award)
	+ 6/30/2019 - SP-7 – Columbian Award
		- Suggest turn in early
	+ 6/30/2019 - 2630 – Annual report of round table
* Degree schedule
	+ First Degrees
		- Schedule at least 1 per District Per Month
		- Ensure is posted as per your diocese protocols
	+ Major Degrees
		- Schedule through District Deputy
		- Ensure you clear date with Degree Team Captain
	+ Fourth Degree
		- Bi-Annual Event
* Important Meetings
	+ Diocesan Meeting
		- Start of Year
		- Mid-Year
	+ Chapter Meeting (if applicable) – fifth Thursday once per quarter
	+ Texas State Convention Annually last weekend in April
* District Deputy Closing Remarks
* Closing Prayer