**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