

KNIGHTS OF COLUMBUS · DISTRICT DEPUTY

# Administrative Checklist

A complete action guide to the 23 administrative items for the Fraternal Year — what to do, and by when.

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*Report your completion of items 1–12 to your Regional Administrator.*





Why this matters

# Clear the desk by July 31

Completing administrative items 1–12 by the end of July lets you and your Councils focus on Knights of Columbus work — Faith Formation, Faith in Action program activities, and Membership Growth — without distraction. Report your completion of items 1–12 to your Regional Administrator.

## Faith Formation

Grow the spiritual life of every Council.

## Faith in Action

Run the programs that serve parish and community.

## Membership Growth

Bring more men into the Order.

## SECTION 1

# By the End of July

Twelve administrative items to complete and report before July 31 so your District starts the year clear and focused.

Items 1–12



1

## Council Officer Information



- ✓ By 7/31/26, open the Officers section of each Council's Division and confirm officer contact information is correct.
- ✓ Notify the Council GK and FS to update the remaining officers no later than July 31.
- ✓ If a Council is not functional and has no officers, enter end dates for the GK and FS.

## 2

## State Per Capita Information



- ✓ In each Council's Division Management section, download a copy of the Council's State per capita statement for your files.
- ✓ Remind Councils that State per capita is due to the State Secretary no later than July 31.
- ✓ Suspended or State-Suspended Councils owe prior-year balances — contact State Secretary Ed Sleyzak for amounts due so they can come out of suspension.

# 3

## Council Officer Contact Information



- ✓ In your District Division Management section, go to Bulk Updates.
- ✓ Confirm the phone numbers and email addresses for each GK and FS are correct.
- ✓ Modify any details as necessary.

## 4

## Supreme Reporting



- ✓ Verify each Council has reported its Council Officers and Service Program personnel to Supreme.
- ✓ This is best accomplished through Supreme Member Management.
- ✓ Councils may instead submit PDF Form 185 and Form 365, but these take Supreme longer to process. Both were due 6/30.

## 5

## Safe Environment Training



- ✓ Supreme requires the GK, Program Director, Family Director, and Community Director to be Safe Environment certified through K of C training.
- ✓ Supreme emails training links to those submitted via Member Management or Forms 185/365 — members cannot self-register. This is in addition to Diocesan requirements.
- ✓ Community and Family Directors must consent to a background screening; certification is valid for three years.

## 5

## Safe Environment Training



- ✓ Non-SEC Councils may NOT conduct Youth programs and their contestants are disqualified from State competitions. SEC is also required for the Star Council and any State or International awards.
- ✓ By direction of the State Deputy, all training and background screening must be complete by Aug 31, 2026, or those in these positions — including the GK — will be removed.

6

## Review Supreme & State Goals



- ✓ Review the Star Council requirements with each Council in your District.
- ✓ Review the State goals for charitable fundraising.
- ✓ Review the Supreme and State membership growth incentives.

7

## Fraternal Benefits



- 2026-2027 Founders' Award Requirements The Founders'
- Award recognizes council excellence in the promotion of our insurance and financial products.

## 7

## Fraternal Benefits



A number equal to 10% of Associate members on the July 1 council roster must meet individually with a field agent for a financial review

- Minimum 5 meetings with a maximum of 15 meetings
- To qualify, meetings must be with new or associate members

8

## CUF Degrees



- ✓ Establish a District schedule for CUF Degrees and publicize it.
- ✓ Work with your Councils to build Degree Teams and coordinate training with the State Ceremonials Director.
- ✓ Remember to submit monthly reports on CUF Degree activity.

## 9

## Regional / District Meetings



- ✓ Working with your Regional Administrator, schedule at least semiannual meetings with your Council leaders.
- ✓ Focus on the GK, FS, DGK/Programs Director, and Membership Directors.
- ✓ These may be held at the District or Regional level.

10

## State Deputy Leadership Workshops



✓ Working with your Regional Administrator, publicize any State Deputy Leadership Workshops that will occur in your area.



## MEETINGS

11

# Monthly DD Meetings with the State Deputy

✓ Note the dates for the monthly Zoom meetings with the State Deputy on your issued pocket calendar.

## 12

## Parish Assignments



- ✓ Review and confirm the issued parish assignment list.
- ✓ Use it to plan Round Tables or Councils at parishes that have no home Council assigned.
- ✓ Renew existing Round Tables by 7/31 via Form 2629 to Supreme, with copies to the State Round Table Chairman ([RoundTable@floridakofc.org](mailto:RoundTable@floridakofc.org)).
- ✓ Every assigned parish should have a Council or a Round Table.

## SECTION 2

# Post-July Items

Eleven items that carry across the Fraternal Year — recruitment, youth competitions, audits, and the reporting deadlines that follow.

Items 13–23



## 13

## Membership Recruitment Events



- ✓ Encourage each Council to schedule at least two membership recruitment / open house events — one in each half of the Fraternal Year.
- ✓ Report the event dates, times, and locations to your Regional Administrator and the State Membership Director.

14

## District Youth Competitions



- ✓ Establish a schedule for District-level youth championships: Soccer, Basketball Free-Throw, Hockey Shootout, Essay, and Poster contests.
- ✓ Know the dates for your Regional-level and State Championship for each competition.

15

Audits



- ✓ Ensure Councils submit audits (Form 1295) to Supreme no later than 8/15.
- ✓ Send State copies to [Reports@floridakofc.org](mailto:Reports@floridakofc.org).

## 16

## Form 10784 Reporting



- ✓ Remind your Councils to report all Programs activities on Form 10784 to Supreme and to retain receipts.
- ✓ Receipts support the Fraternal Survey (Form 1728) in January and the Columbian Award application (Form SP-7) in June.
- ✓ Form 10784 shows up in Supreme "Box Scores" and is an indicator of Council involvement statewide.

17

## Report COR Participation



✓ Report Council COR Participation and EFF Directors to the State EFF Director.

18

## Membership Roster Updates

- ✓ Remind Councils to upload Membership Rosters monthly on the State website through their Division Management webpage.



19

## Form 944 Reporting



✓ Submit Form 944 (District Deputy Annual Report) no later than 9/15.

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## Fraternal Survey



- ✓ Ensure Councils submit Fraternal Surveys (Form 1728) and Special Olympics (Form 10784) to Supreme no later than 1/31.
- ✓ Online submission to Supreme is preferred; a PDF form is acceptable.
- ✓ Send State copies to [Reports@floridakofc.org](mailto:Reports@floridakofc.org).



## 21

# State Convention — Election of Delegates

- ✓ Ensure Councils conduct elections for Delegates to the State Convention between 1/1/26 and 3/31/26.
- ✓ Councils must submit the election results on the State website no later than 3/31/26.
- ✓ Individual Convention self-registration is separate from the Election of Delegates; deadlines will be announced later.

## 22

## State Awards Forms



✓ To be considered for State Awards at the State Convention, Councils must complete the State Award forms no later than 4/1/27.

23

## Form SP7 — Columbian Award



- ✓ Ensure Councils submit the Columbian Award application (Form SP7) to Supreme no later than 6/30.
- ✓ Online submission to Supreme is preferred; a PDF form is acceptable.
- ✓ Send State copies to [SP7@floridakofc.org](mailto:SP7@floridakofc.org).

WORK THE CHECKLIST

**Clear the items, then  
focus on the mission.**

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Report your completion  
of items 1–12 to your  
Regional Administrator.

