

CALIFORNIA STATE COUNCIL



California Handbook
2011-2012

STATE DEPUTY
Charles H. Clark

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State Operations -	Joseph C. Salaiz
Leadership Education and Training Program.....	Michael Hall & Jack Corcoran
Historical and Archives–	John Shea
Resolutions –	Avelino C. Doliente, SA
Ceremonial Program –.....	Gary V. Nelson, PSD
Fr. Juan Perez Award -	Robert J. Villalobos, PSD
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Father McGivney Guild -	Lucino Alemen
Good Of The Order Committee –	Robert Rodriguez PSD
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COUNCIL GUIDELINES

Grand Knight Responsibilities – District Deputy



Responsibilities of Grand Knight

Ceremonials	Duties	
1. Coordinates installation of council officers with district deputy.	1. Appoints a council chaplain. The grand knight confers with the deputy grand knight and trustees and submits a recommendation to the Ordinary of the Diocese for appointment of a priest or bishop as a council chaplain. Appointment shall be made in accordance with any rules established by the Bishop of the Diocese in which the Council is located.	8. Recognizes honorary and honorary life members. (Awards certificates, special cards and lapel pins. Refer to "Supply Catalog" #1264 for complete listing.)
2. Schedules and publicizes frequent First Degrees.	2. Appoints a membership director to organize and implement the council's recruitment, retention and insurance promotion action plans. (Membership director confers with the grand knight for selection of committee chairmen.)	9. Recognizes past grand knights, "Knight of the Year," community leaders, etc. (Awards appropriate certificates. Refer to "Certificates" flyer #2640 or "Supply Catalog" #1264.)
3. Confers with district deputy for Second and Third Degrees.	3. Appoints Service Program directors. (Program director confers with grand knight for selection of Church, community, council, family and youth activity directors.)	10. Conducts audit with trustees in January and July.
4. Arranges Mass for departed brothers.	4. Appoints standing committees. (i.e. building, house, by-laws etc.)	11. Ensures forms, i.e., election of officers, appointments, awards, etc., are completed by appropriate council officials and forwarded to the Supreme Council.
5. Awards certificates, cards and pins during "Honorary Membership" and "Honorary Life Membership" ceremonials.	5. Schedules and presides at council officers' meetings. (Officers' meetings should be held at least once a month.)	12. Organizes and/or supervises First Degree team. Schedules and announces degree dates.
6. Maintains proper conduct of ceremonials at regular meetings.	6. Monthly monitors the council's performance toward achieving its membership, insurance and Service Program goals and awards.	13. Arranges for wakes and memorial services for deceased brothers.
	7. Appoints admission committee and makes sure it functions properly.	14. Arranges for "Resolution of Condolence" (#1450) for family of deceased. (Certificate available from Supply Department.)
		15. Oversees preparation of annual reports from all officers and standing committees for council files and incoming officers.
		16. Acquaints himself with "Robert's Rules of Order" or obtains booklet, "How to Conduct a Meeting — Parliamentary Procedure" (#483) from Supply Department.
		17. Starts all council meetings on time.

NOTE: All ceremonials are to be followed strictly as prescribed. All parts must be memorized. Each subordinate council shall hold at least two regular monthly meetings, not less than one of which shall be designated as a regular business meeting. For additional information, refer to "Grand Knights Handbook" (#915); the "Charter, Constitution and Laws" (#30); or write to the Director of Ceremonials at the Knights of Columbus, 1 Columbus Plaza, New Haven, CT 06510-3326.

Knights of Columbus – Method of Conducting a Council Meeting

ORDER OF BUSINESS

1. CALL TO ORDER.

(Grand knight stands at all times while presiding.)



Grand Knight — (One rap of gavel) — Brothers, we are about to open this council in the first section. All persons not having received the honors of membership in the first section shall please retire from the chamber. The doors shall now be closed and the guards assume their positions. **(In their absence, the grand knight shall appoint guards pro-tem.)**

2. Warden's Report on Membership Card.

Grand Knight — Worthy Warden, do you vouch that all present are in possession of the current membership card? **(Warden salutes and proceeds to inspect membership cards.)**

Warden — Worthy Grand Knight **(salutes)** I vouch that all present are in possession of the current membership card. **(Salutes grand knight and deputy grand knight.)**

3. Prayer

Grand Knight — Brothers, let us invoke the Divine blessing by repeating aloud the Lord's Prayer.



(Four raps. Chaplain or grand knight so prays.)

4. Pledge of Allegiance to the Flag or some other suitable patriotic display of loyalty.



(Three raps. One rap at conclusion.)

5. Roll Call of Officers.

Grand Knight — The Recorder will call the roll of officers.



(Two raps. The recorder calls the roll of all officers. The warden answers in his place for all officers called. As each officer is declared present, he is seated. In the absence of chair officers, the grand knight shall forthwith appoint officers pro-tem.)

*6. Opening Ode.

Grand Knight — Brothers, we shall now sing the opening ode.



(Three raps. At conclusion, one rap.)

7. Reading of Minutes of Previous Meeting.

Are there any corrections to the minutes?
... They are approved as read.

8. Report of Admission Committee and Reading of Applications.

9. Balloting for Membership. (New members, readmissions, reapplications, transfers.)

*10. Reading of Notices of Applications in other Councils.

*11. Initiations.

12. Grand Knight's Report.

**13. Chaplain's Report.

*14. Treasurer's Report.

*15. Reading by Grand Knight of Receipts of Treasurer to Financial Secretary and Treasurer's Voucher of Deposit.

*16. Reading of Bills and Communications.

17. Financial Secretary's Report of Receipts of Meeting.

Knights of Columbus – Method of Conducting a Council Meeting

18. Report of Auditor's and Trustees.
19. Chancellor's Report on Vocations.
20. Report of Service Program Committees.

(Grand knight calls on membership and program directors who introduce their committee directors for their reports.)

Membership Director _____
(Recruitment)

Program Director _____

Church Director _____

Community Director _____

Council Director _____

Family Director _____

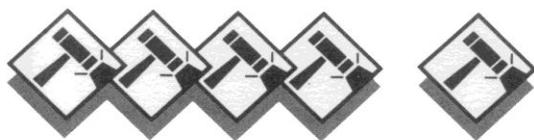
Youth Director _____

21. Report of Standing Committees.
22. Unfinished Business.
23. New Business.

(When elections are in order, this is the first item under "New Business.")

24. Report of the Fourth Degree.
25. Field Agent's Report.
26. District Deputy's Report.
27. Good of the Order.

Grand Knight — Before proceeding to the "Good of the Order," let me ask: Does any brother present know of a member of this council, or an unassisted brother of the Order, sick or in distress?



(Any such are reported. Four raps. Chaplain or grand knight leads prayer for sick or distressed. One rap.)

Grand Knight — The "Good of the Order" will now be conducted by the Worthy Lecturer, I trust to the enjoyment, instruction and edification of all present. (The lecturer then presides, but the grand knight may terminate this order of business at his pleasure.)

28. Chaplain's Summation.
29. Closing Prayer.

Grand Knight — Brothers, we shall now close this meeting. Let us kneel and pray that we may ever be united in charity, that God may bless our work, aid us to keep our pledges for His greater glory, and that He may grant eternal peace to the souls of our departed brothers.



(Four raps. Chaplain or grand knight so prays. One rap.)

- *30. Closing Ode.

Grand Knight — We shall now sing the closing ode.



(Three raps. At conclusion, one rap. At the end thereof) I now declare this meeting adjourned.

*Parts of the order of business marked with an asterisk may be omitted at regular meetings other than regular business meetings. At regular business meetings, minutes of all meetings to and including the last regular business meeting shall be read. Officers' jewels should be worn at all meetings.

**"Or at any time he so desires" section 125 (13).

Council Officers' Meeting Agenda – District Deputy

Grand Knight's Guidelines for Council Officer's Meetings

1. Call to order by grand knight.
 2. Prayer by grand knight. (Council chaplain, if present.)
 3. Review correspondence and discuss disposition to be recommended to council.
 4. Review schedule with officers, directors and chairmen.
 5. Call for report of officers.
 6. Call for report of membership and program directors. Assess membership recruitment, retention and insurance promotion performance toward goals and awards. Evaluate council sponsored activities and member involvement. Discuss future actions.
 7. Call for report of financial obligations of council and remarks of council treasurer.
 8. Review financial secretary billing to membership.

1st billing — 15 days prior to billing period.
2nd notice — 30 days later.

(At the end of the first month in which the member has failed to pay his dues, a "Knight Alert" letter [Form #KA-1] is sent to the delinquent member, signed by the grand knight and trustees. The financial secretary must also provide the grand knight with the names, addresses and telephone numbers of the delinquent members. The grand knight shall assign a member of the retention committee to telephone the delinquent member to remind him of his obligations.
- The committee member will provide a written report to the grand knight of his findings.)
- Notice of Intent to Suspend (Form #1845)
— End of the second month, if not paid.
- Personal contact by retention committee at beginning of third month, if not paid.
- (Note: Grand knight responsible for financial secretary to carry out billing duties.)
9. Grand knight refers delinquent members to retention committee following financial secretary's personal contact if financial secretary is unsuccessful in collecting dues.
 10. Call for retention committee report of previous assignments.
 11. Review reports from admission committee and applications to be processed.
 12. Review supplies on hand and coordinate ordering from Supreme Council Supply Department. (All orders to be charged to the council's account at the Supreme Council office must bear the signature of the grand knight or the financial secretary.)
 13. Good of the Order.
 14. Closing prayer. (Chaplain or grand knight.)

Awards Program – Gene Hays 2011-2012

SERVICE PROGRAM AWARDS

The untiring and often heroic efforts of all Brother Knights in California as they collectively work together as a Council should never go unnoticed. To recognize these accomplishments, numerous awards will be given at the State convention. Awards taken back to a parish or council hall are a great recruiting tool to show prospective members the accomplishments that they can help make possible.

The State Activity Awards Program is a significant program that accomplishes many purposes including:

- Recognition for councils and chapters that have done an outstanding job in specific activities.
- An opportunity to share your Council and Chapter activities that were successful with other Councils and Chapters.
- Assist in the ongoing renewal of our church community by sharing your successes.

Jesus commanded the apostles to go out and spread the gospel to all nations. He did not say here is the gospel, use it and keep it onto yourselves. We must remember those words when it comes to the activity programs that we create and initiate in our individual councils. It is important that the activities and programs that we endorse, sponsor or put on are not just for our council, but in actuality are done for the greater good of our church. We cannot keep these ideas and successes to our self out of humility. Our ideas and successes as a Council or Chapter are meant to be shared with others throughout the state.

REPORTING

To qualify for any award, a Council must have submitted Form 365 (Service Program Personnel Report) and Form 1728 (Annual Survey of Fraternal Activity Report). The Council must also be in good standing with the Supreme Council and the California State Council.

The seven major categories of awards are: **Church** Activities, **Community** Activities, **Council** Activities, **Family** Activities, **Youth** Activities, **Culture of Life** Activities, and **Vocations** Activities.

Councils compete against like-sized councils based on Supreme membership data as of May 1, 2011:

- Division 1: 60 members or less
- Division 2: 61 to 90 members
- Division 3: 91 to 120 members
- Division 4: 121 to 180 members
- Division 5: 181 members or more

There is only **one** reporting period. Activities from April 1, 2011 through March 31, 2012 may be included. The **DEADLINE IS: POSTMARKED BY APRIL 2, 2012**. A summary of all the addresses for reports, and the scoring criteria, are noted under the report of the State Service Program Assistant Director, under the heading “State Activity Report Guidelines”.

STSP-CA is the form to use – NOT the supreme form. Only ONE activity will be reported on each form. You should submit only the best five (5) events your Council has done within each category. Substantiating data (pictures, council & church bulletins, newspaper articles, etc.) should follow each activity form. Separate the activities with tabs. (Chairmen will not hunt down forms in reports not separated with tabs). Fill in the activity form completely to get the maximum points.

SAMPLE REPORTS & IDEAS

This year, to aid you with your planning and reporting, we have provided on the CD-version of this handbook a collection of award winning reports from the 2010-2011 Columbian year. These reports are meant to be both an inspiration for new activities and an example of proper reporting. Please keep in mind that each year the chairmen that judge the reports can change, so something that was a “blockbuster” winner before might be viewed differently this time around.

There is a separate file for each of the seven service program categories and included in each of these files is a sampling of the many and varied activities being offered throughout the state.

These materials are a resource that can be used by Councils and Chapters throughout the state as next year's calendar and budget are finalized. Each activity listed has a contact name and phone number so that you can get more information on the activity that you have an interest in presenting.

Please utilize this resource and remember to submit your activities for the awards program, not so much for the honor and recognition, but because you have a chance to positively affect other Councils, and ultimately the Church and your particular parish(es) through your successful ideas and accomplishments.

STATE DEPUTY AWARD

The **State Deputy Award** is given to each and every Council that meets the following criteria:

1. **Forms 185, 365, 1295, & 1728** must have been **submitted** in a timely manner.
2. Supreme **NET Membership** quota must be attained by April 1, 2012.
3. Council must have held an **Insurance Benefits meeting** with the agent's signature on the form.
4. Council must have **participated in all seven Service Program** categories.

Please see form SDA-CA for details.

Please do not hesitate to contact me for further assistance or clarification.

Gene Hays
Awards & Reports Chairman
1103 W. Oakdale St
West Covina, CA 91790
626-354-4297
genehays01@earthlink.net



**KNIGHTS OF COLUMBUS
CALIFORNIA STATE COUNCIL
SERVICE PROGRAM AWARDS ENTRY FORM**

(A separate form should be completed for each event/ activity.)

SERVICE CATEGORY (MARK ONE)

☐ **CHURCH**
☐ **COMMUNITY**
☐ **COUNCIL**
☐ **VOCATIONS**

☐ **FAMILY**
☐ **YOUTH**
☐ **CULTURE OF LIFE**

Council Name: _____ Council #: _____ District #: _____ Division #: _____
Council Location (town/city) _____ (state) CA

Event Title: _____

Date Conducted: _____

Attendance: _____

Number of council & family members participating in project: _____

Number of 'others' participating in project: _____

Number of man hours expended in project: _____

Purpose of Activity: _____

Project Description: _____

Council Chairman's Name: _____

GK Signature: _____

Address: _____

GK Name: _____

Phone No: _____

GK Phone No: _____

SUBMIT ORIGINAL TO: State (Church, Council, Community, Family, Youth, Culture of Life, Vocations) Activity Chairman

SEND COPY TO: State Service Program Director (no supporting materials needed)

Mail by April 2 to the appropriate State Activity Chairman (with supporting materials: photographs, letters, testimonials, news clippings, pamphlets, etc.).

**KNIGHTS OF COLUMBUS
CALIFORNIA STATE COUNCIL
STATE DEPUTY AWARD
Form - SDA-CA**



Council Name: _____ Council #: _____ District #: _____ Division #: _____

Council Location (town/city) _____ Chapter: _____

Award given to each and every Council that meets the following criteria:

A. FORMS

1. Report of Officers Chosen – **Form 185**
2. Service Program Personnel Report – **Form 365**
3. Semi-Annual Council Audit Report – **Form 1295**
4. Annual Survey of Fraternal Activity Report – **Form 1728**

Date Submitted:

B. MEMBERSHIP

Attain council membership (supreme) NET quota by April 1.

Quota / Attained:

_____/_____

C. INSURANCE

Hold an Insurance Benefits night.

Date Held:

General Agent or Field Agent signature >>>

GA/FA signature

D. SERVICE PROGRAM

Participate in all seven (7) state service programs:

(Form STSP-CA to respective Service Program Award Chairman)

Church
Community
Council
Family
Youth
Culture of Life
Vocations

Date Mailed:

GK Signature: _____ GK Name: _____

GK Phone No: _____

MAIL BY APRIL 2

TO:

Gene Hays

State Awards Chairman

1103 W. Oakdale St.

West Covina, CA 91790

Form - SDA-CA

STATE ACTIVITY REPORT GUIDELINES

Ed Bystran, State Service Program Assistant Director

In order for your Council to be recognized during the Awards Ceremony at the Santa Clara State Convention in May, State Activity Report forms must be submitted to the State Activity Chairmen by April 2, 2012. Submit your reports to the appropriate State Activity Chairman (Church, Community, Council, Family, Youth, Pro-Life and Vocations) listed on the following pages, with a copy to the Service Program Director. "State Deputy Award" forms should be sent to the State Awards Chairman, listed on a previous page.

Use the Service Program Awards Entry Form STSP-CA which can be found on the State website and in this California Program Handbook. All reports submitted become the property of the California State Council and will not be returned. Events that occur more than once each year should be reported on one report form that lists the frequency at which they occur.

Reports do not need to be elaborate presentations. This is costly and does not add to the awards consideration. Save those efforts for the Council Yearbook. Supporting materials are limited to three pages. Pictures can be reduced to fit on one page that explains the event. If the same event is submitted in another activity category a copy is acceptable.

There is no need for a Council to pay extra to send the materials by overnight delivery or by certified mail. As long as the envelope is postmarked by April 2, 2012 the report will be scored to determine the best Councils in the State within each Division. The reporting period of coverage for this year is from April 1, 2011 through March 31, 2012.

Reports need to be submitted in the correct State Activity Category. The way to determine which activity category an event should be submitted under is simply to determine who benefits from the event itself. If the event is a fundraiser, and the Council has designated in advance where those funds will go, then the type of recipients will determine the appropriate activity category (funds for the Parish would be a Church event, funds raised for the food locker would be a Community event). If the Council has not designated in advance where those funds will go and they are simply deposited into the Council's General Fund for distribution later, then that event is a Council event. An easy way to remember this is to "follow the money."

Report forms must have only ONE activity category checked, and it must be checked in order to be considered. A good report will include all of the details of the event (who, what, when, where, why and how) - the same information that would normally be included in a press release.

The State Activity Chairmen will be using a point system to grade the reports, and each of these areas must be addressed within the report. The scoring criteria are as follows:

SCORING (maximum of 50 points)

APPROPRIATENESS: (scoring reduction): The activity must be submitted in the correct category. For example, if a “Community Activity” is submitted in the “Church Activity” category the activity’s score will be substantially reduced. If only a few features of the activity are in the correct category the score will be reduced proportionately.

COMPLETENESS: (up to 5 points): all required form fields have details.

INVOLVEMENT: (up to 5 points): details about how many Brothers were directly involved as well as others (family and friends).

PURPOSE: (up to 10 points): short, yet concise statement with powerful wording (“action” verbs and visual descriptions). For example, “Prepare and Cook a Delicious Parish Pancake Breakfast Open to Everyone on Sunday Morning” is better than “Pancake Breakfast.”

DESCRIPTION: (up to 25 points): This section is the heart of the report. Is this a Council event, or are individual Knights performing the activity? Knights only, or are others involved? How “significant” was the event? What did it accomplish? Who benefited? The details here must be vivid and descriptive, and only complemented by photos and other attachments. Write this section assuming the reader does not have anything more than the report form itself. This section should be convincing and carry some “marketing” appeal to promote the best of the Council along with clearly calling out who benefited from the event. Notable events are “doing” something, so talk about what you did, who did it (by name and title if you have room), and what you saw others doing, particularly those who benefited from the event.

OVERALL “TRACTION:” (up to 5 points): This is the overall appeal of the event as viewed from the perspective of the State Activity Director. Put forth your best events. One important element here is the uniqueness of the event – something others would talk about. Good ideas start small and gain traction when more people talk about it. Think of the report as a way of telling your story.

IMPORTANT! The Council Grand Knight and Council Program Chairman should submit five events for each activity category. Each individual event report form will be scored separately, up to a maximum of five events. Those individual scores will then be totaled and divided by five, even if fewer than five events are reported. That will then determine the overall score to be used in comparison with submittals by other Councils.

Ed Bystran
State Service Program Assistant Director
Post Office Box 386
Aptos, CA 95001-0386
(831) 661-0135 (Home)
kofc@bystran.com

State Activity Report Guidelines

In order for your Council to be appropriately recognized during the Awards Ceremony portion of the State Convention in May, State Activity Report forms need to be submitted to the appropriate State Activity Chairman by April 1, 2012. There is no need for the Council to pay extra to send the materials for overnight delivery. As long as the submittal is postmarked no later than April 1, 2012, the report will be considered for the competition to determine the best Councils in the State within their respective Divisions.

The reporting period of coverage is from April 1, 2011 through March 31, 2012.

What follows is the updated contact information for each of the State Activity Chairmen, including information on the State Deputy Award form and the address for the State Awards Chairman.

Church activity reports need to be sent to the following Chairman:

James Letcher
State Church Activities Chairman
2701 Newcastle Rd.
Newcastle, CA 95658-9320
(916) 663-4463 (Home)
jletchner@cwnet.com

Community activity reports need to be sent to the following Chairman:

Victorio Reyes, Jr.
State Community Activities Chairman
139 Wolfberry Ct.
San Jose, CA 95136-2428
vicreyesjrkofo@yahoo.com

Council activity reports need to be sent to the following Chairman:

Ralph Manfredo
State Council Activities Chairman
2863 Agua Vista Dr.
San Jose, CA 95132-2102
(408) 251-1394
rmanfredo@sbcglobal.net

Advocacy for the Culture of Life activity reports need to be sent to the following Chairman:

Tim DeWitt
State Advocacy for the Culture of Life Chairman
11050 Sunrise Ridge Circle
Auburn, CA 95603-6040
(530) 885-5454
tdewitt@fsauburn.com

Family activity reports need to be sent to the following Chairman:

Gerald R.Fong
State Family Activities Chairman
7438 Mills Grove Ct.
Sacramento, CA 95828-4543
(916) 689-9418
jerryfong2comcast.net

Youth activity reports need to be sent to the following Chairman:

Tim Stapleton
State Youth Activities Chairman
557 Hearst Avenue
San Francisco, CA 94112
(415) 517-4875 (Cell)
tim.stapleton@comcast.net

Vocations activity reports need to be sent to the following Chairman:

John Bertrand
12457 Greens East Road
San Diego, CA 92128
(858) 674-4128
jdbertrand@san.rr.com

For those Councils submitting the State Deputy Award form, they need to be sent to the following Chairman by April 1, 2012:

Gene Hays
State Awards Chairman
1103 West Oakdale Street
West Covina, CA 91790-3658
(626) 354-4297
genehays01@earthlink.net

Fraternally,

Casey Haas
State Service Program Director
PO Box 882
Alta, CA 95701-0882
(530) 389-2626
seahaas@att.com

2011-2012 Distribution of Councils by Division

Div 1=1-60 Members Div 2=61-90 Members Div 3=91-120 Members Div 4=121-180 Members Div 5= < 181

Division 1 1-60 Members No. Councils 161 No. Members 6723			Status	Council	Total Members	Status	Council	Total Members	Status	Council	Total Members	Status	Council	Total Members
Status	Council	Total Members	S	7634	59	S	10133	53	S	13303	23	A	15089	51
A	784	50	A	7899	55	S	10134	21	S	13323	27	A	15099	56
A	2454	50	A	7927	55	S	10193	26	A	13387	42	A	15122	33
S	2466	50	A	7930	37	A	10244	58	S	13555	59	A	15151	32
S	2468	39	S	7933	21	S	10312	28	S	13603	34	A	15191	30
S	2519	50	A	7950	6	S	10336	27	A	13620	51	A	15242	39
A	2550	54	A	7951	59	A	10352	38	A	13622	53			
S	2741	57	S	8177	25	S	10469	21	S	13642	27			
S	2745	44	A	8187	59	A	10528	30	A	13664	51			
A	2947	34	S	8217	41	A	10530	33	A	13756	59			
A	2956	57	A	8385	11	S	10533	26	A	13766	50			
A	3264	49	A	8424	52	A	10702	43	A	13925	56			
A	3545	49	A	8628	60	S	10782	32	A	13929	42			
S	3637	36	S	8800	45	S	10927	44	A	14112	46			
S	3770	50	A	8993	32	S	11009	16	A	14156	55			
A	3786	53	A	9068	51	S	11176	46	A	14241	57			
S	3990	30	A	9090	55	S	11269	40	A	14292	81			
A	4000	56	A	9135	52	S	11335	19	A	14335	59			
S	4394	36	A	9153	54	A	11520	57	S	14356	40			
A	4728	48	S	9156	34	A	11595	50	S	14430	45			
S	4799	42	A	9210	55	A	11724	45	S	14531	53			
A	4852	29	A	9231	42	A	11829	44	A	14550	54			
S	4939	23	S	9314	46	S	11854	60	A	14699	45			
A	4956	1	A	9363	54	S	11939	37	S	14783	37			
S	5007	37	S	9408	16	A	12055	40	A	14818	40			
A	5175	59	A	9445	39	A	12210	60	A	14824	38			
S	5210	35	A	9481	41	A	12400	54	A	14836	43			
A	5277	58	A	9498	36	S	12636	34	A	14879	43			
A	5736	39	S	9512	35	A	12679	56	A	14927	39			
S	5749	15	S	9536	23	A	12681	45	A	14930	39			
S	6012	54	S	9604	28	A	12683	49	A	14945	36			
A	6049	59	S	9633	41	S	12694	4	A	15002	39			
S	6254	39	A	9659	50	S	12767	36	A	15016	55			
A	6288	46	A	9718	51	A	12888	45	A	15030	30			
A	6913	47	A	9799	47	S	12987	51	A	15034	54			
A	7357	48	S	9851	14	S	13011	21	A	15040	22			
S	7546	44	S	9854	20	A	13036	41	A	15051	47			
A	7583	14	S	9951	26	A	13180	58	A	15065	46			
A	7611	50	A	10058	31	S	13182	29	A	15083	59			

2011-2012 Distribution of Councils by Division

Div 1=1-60 Members Div 2=61-90 Members Div 3=91-120 Members Div 4=121-180 Members Div 5= < 181

Division 2 61-90 Members No. Councils 116 No. Members 8767			Status	Council	Total Members	Status	Council	Total Members	Status	Council	Total Members
Status	Council	Total Members	A	4919	68	A	11137	208	A	14541	70
A	877	80	A	4929	87	A	11300	67	A	14554	72
A	879	66	A	5006	68	A	11431	86	A	14581	61
A	987	87	A	5042	79	A	11439	78	A	14660	76
A	1174	64	A	5696	86	A	11790	71	A	14754	82
A	1311	67	S	5746	70	A	12050	62	A	15076	61
A	1499	70	A	6705	82	A	12085	89			
A	1658	77	A	7142	83	A	12305	65			
A	1849	71	A	7164	70	A	12383	61			
A	2130	69	A	7260	86	A	12452	89			
A	2145	76	A	7663	78	A	12542	90			
A	2165	72	A	7683	89	A	12555	86			
A	2249	67	A	7792	77	A	12587	81			
A	2404	82	A	7986	89	A	12780	69			
A	2507	61	A	8786	77	A	12938	65			
A	2517	73	A	9037	75	A	12975	84			
A	2563	69	A	9089	69	A	13007	71			
A	2568	86	A	9159	63	A	13104	78			
A	2653	64	A	9469	65	A	13184	75			
A	2677	61	A	9486	71	A	13203	87			
A	2938	71	A	9525	86	A	13223	62			
S	2989	84	A	9580	68	A	13225	88			
S	2991	68	A	9599	70	A	13299	65			
A	3103	70	A	9603	73	A	13321	84			
A	3436	90	S	9724	65	A	13403	82			
A	3583	86	A	9897	86	A	13445	70			
S	3612	67	A	10140	74	A	13469	61			
S	3614	67	A	10302	87	A	13484	86			
A	3699	82	A	10379	85	A	13765	85			
A	3773	79	A	10449	76	A	13899	74			
A	3791	61	A	10590	86	A	14007	72			
A	3847	76	A	10611	54	A	14026	81			
A	4025	78	A	10623	59	A	14123	78			
A	4038	62	A	10661	67	A	14158	81			
S	4082	76	A	11041	68	A	14247	69			
A	4112	63	A	11052	73	A	14375	88			
A	4780	67	A	11127	73	A	14499	66			

2011-2012 Distribution of Councils by Division

Div 1=1-60 Members Div 2=61-90 Members Div 3=91-120 Members Div 4=121-180 Members Div 5= < 181

Division 3 91-120 Members No. Councils 103 No. Members 10,823			Status	Council	Total Members	Status	Council	Total Members
Status	Council	Total Members	A	4793	101	A	10067	120
A	621	113	A	4834	92	A	10118	102
A	971	113	A	4840	93	A	10287	118
A	1067	100	A	4926	97	A	10378	91
A	1154	103	A	4931	109	A	10414	97
A	1271	116	A	4958	93	A	10494	101
A	1292	94	A	5261	99	A	10512	105
A	1615	101	A	5303	97	A	10925	112
A	1792	97	A	5565	110	A	10991	92
A	2054	111	A	5796	117	A	11033	116
A	2469	108	A	6008	110	A	11260	120
A	2599	118	A	7155	101	A	11400	106
A	2670	101	A	7412	91	A	11446	95
A	2891	115	A	7534	105	A	11465	91
S	2996	96	A	7759	116	A	11545	92
A	3109	115	A	7773	92	S	11612	96
A	3449	106	A	8133	99	A	11788	101
A	3487	120	A	8207	97	A	12213	110
A	3517	94	A	8609	114	A	12719	100
A	3522	114	A	8728	114	A	12749	110
A	3542	113	A	8747	117	A	12847	93
A	3570	100	A	8762	106	A	12853	105
A	3571	101	S	8899	111	A	13124	120
A	3608	103	A	9065	120	A	13195	111
A	3643	108	A	9111	107	A	13518	94
A	3648	109	A	9133	102	A	13619	93
A	3726	99	A	9162	102	A	14445	111
A	3950	118	A	9213	103	A	14772	118
A	4039	110	A	9332	117			
A	4178	101	A	9402	110			
A	4229	91	A	9530	97			
A	4258	101	A	9590	115			
A	4305	118	A	9594	119			
A	4440	114	A	9648	103			
A	4482	108	A	9665	98			
A	4581	91	A	9679	111			
A	4593	109	A	9904	93			
A	4784	93	A	9986	103			

2011-2012 Distribution of Councils by Division

Div 1=1-60 Members Div 2=61-90 Members Div 3=91-120 Members Div 4=121-180 Members Div 5= < 181

Division 4 121-180 Members No. Councils 120 No. Members 17,428			Status	Council	Total Members	Status	Council	Total Members	Status	Council	Total Members
Status	Council	Total Members	A	3668	124	A	7809	130	A	12394	169
A	615	149	A	3672	137	A	7821	128	A	12527	136
S	840	161	A	3687	123	A	7864	121	A	13111	162
A	920	156	A	3815	167	A	7902	126	A	13179	175
A	958	138	A	3926	160	A	7903	129	A	13271	129
A	1137	133	A	3947	137	A	7985	175	A	13311	121
A	1375	174	A	4041	157	A	8072	125	A	13672	139
A	1465	124	A	4398	137	A	8265	151			
A	1586	166	A	4436	165	A	8336	123			
A	1638	143	A	4438	150	A	8397	149			
A	1684	149	A	4443	153	A	8709	153			
A	1740	145	A	4523	139	A	8879	179			
A	1830	177	A	4936	132	A	8990	153			
A	1842	127	A	4981	136	A	9128	137			
A	1920	121	A	4991	140	A	9206	130			
A	1948	133	A	5012	166	A	9410	138			
A	1986	130	A	5216	125	A	9497	129			
A	2143	126	A	5271	170	A	9511	163			
A	2268	150	A	5385	131	A	9710	159			
A	2327	122	A	5392	168	A	9776	170			
A	2406	167	A	5528	150	A	9836	159			
A	2603	137	A	5568	143	A	9969	145			
A	2692	136	A	5650	144	A	10094	158			
A	2730	124	A	5978	157	A	10117	141			
A	3051	135	A	6004	156	A	10234	149			
A	3073	136	A	6016	154	A	10248	138			
A	3215	175	A	6028	166	A	10264	154			
A	3254	123	A	6031	136	A	10667	177			
A	3265	121	A	6038	176	A	10694	164			
A	3368	162	A	6039	125	A	10802	124			
A	3429	128	A	6095	128	A	10948	151			
A	3472	147	A	6322	162	A	11338	151			
A	3518	150	A	6922	163	A	11632	173			
A	3523	135	A	6965	135	A	11653	133			
A	3589	156	A	7268	132	A	11804	129			
A	3604	165	A	7309	128	A	11837	139			
S	3606	125	A	7467	145	A	11881	157			
A	3667	128	A	7519	158	A	12221	138			

2011-2012 Distribution of Councils by Division

Div 1=1-60 Members Div 2=61-90 Members Div 3=91-120 Members Div 4=121-180 Members Div 5= < 181

Division 5 More than 181 Members No. Councils 99 No. Members 24,317								
Status	Council	Total Members	Status	Council	Total Members	Status	Council	Total Members
A	750	402	A	3744	396	A	8599	195
A	874	189	A	3772	203	A	8627	200
A	905	265	A	3851	398	A	9022	250
A	953	276	A	3978	184	A	9076	210
A	977	195	A	4017	199	A	9195	219
A	982	269	A	4018	193	A	9202	214
A	1242	217	A	4060	375	A	9487	346
A	1324	251	A	4228	197	A	9667	205
A	1346	191	A	4488	322	A	9714	281
A	1349	236	A	4540	310	A	9740	193
A	1869	233	A	4567	425	A	9964	347
A	1875	224	A	4588	268	A	10180	188
A	1898	195	A	4901	224	A	10478	219
A	1990	236	A	4922	231	A	10644	299
A	2264	231	A	4953	207	A	10693	189
A	2329	181	A	4964	238	A	10981	183
A	2343	313	A	4970	201	A	11236	196
A	2384	212	A	5140	200	A	11393	311
A	2431	310	A	5272	233	A	12451	246
A	2455	501	A	5300	211	A	12489	187
A	2475	238	A	5322	184	A	12805	182
A	2498	220	A	5803	391	A	12834	181
A	2557	257	A	5811	214	A	12887	198
A	3016	235	A	6020	394	A	13237	199
A	3041	203	A	6043	221			
A	3052	202	A	6066	190			
A	3148	357	A	6092	224			
A	3159	188	A	6149	290			
A	3162	249	A	6197	272			
A	3199	195	A	6332	202			
A	3474	223	A	6979	186			
A	3526	234	A	7069	184			
A	3585	294	A	7116	263			
A	3601	277	A	7241	304			
A	3629	355	A	7390	249			
A	3678	195	A	7846	197			
A	3697	186	A	7987	201			
			A	8238	263			

Membership – David Abbott

2011 - 2012

My Brothers,

Membership is now and shall forever be the lifeblood of our Order. Fr. McGivney's dream was to create a group of men in service to their church, brethren, families and community. Without new members our Order cannot grow, and without growth Fr. McGivney's dream cannot be fully realized. In these days of continual attacks upon the teachings of our church, we must stand up for our Holy Father, our Bishops, our Priests and Religious. We must continue to increase our numbers, growing a community of faith, charity and service. The theme for the State Membership Program this year will be – **“We Change Lives and We Save Lives”**. Who among us does not feel he is a better man for being a Knight – informed in faith and caring of our fellow man? Why then, should we not offer this opportunity to other likeminded men?

Membership recruitment can occur in many forms, from Parish drives and recruiting one-on-one to the formation of Round Tables and new councils, all of which are covered in the pages following. It is also important to retain those members we already have. I ask you to read the sections in this manual carefully, reflecting upon the programs and activities suggested, and implementing them in your Council, Parish and Assembly. Membership recruitment for and of itself can be a futile endeavor if it is not accompanied with programs and activities engaging the interest of the new members and making them feel welcome. It is also important that members be recognized for their contributions and accomplishments, and programs like the *Shining Armor Award* can be an important vehicle in this regard.

This year we launch our third year of a five (5) year Membership Plan for the State of California. The goal is to grow membership at the rate of 7% per year, yielding a net increase of 40% over five (5) years. By the year 2015, the Order in California will have grown from approximately 67,000 members to nearly **95,000 statewide**.

Year	Beginning Members	% Increase	Net Gain	Year End Members
2010-2011	67,086	7%	4,696	71,782
2011-2012	71,782	7%	5,025	76,807
2012-2013	76,807	7%	5,376	82,183
2013-2014	82,183	7%	5,753	87,936
2014-2015	87,936	7%	6,156	94,092

Remember, the larger our membership, the stronger the voice. The more members we have, the more we can give and accomplish. Our membership has spanned the generations, adapting itself to changing needs and times. At our very foundation is our common belief in the Holy Catholic Church, which has remained steadfast through the generations for over 2000 years. Each one of us must give of himself that our Order shall ever endure, and share with others its promise for the future.

Thank you for accepting a position of leadership in our Order. I'm sure you will find it to be a demanding, fulfilling, and even life changing experience. The state membership team and committeemen are at your disposal to answer any questions you might have and to render assistance. We look forward to working with you during the 2011-2012 Columbian Year. Let us accomplish great things together, working in His name.

God bless,

David M. Abbott
State Membership Director
11 Sunland Drive
Chico, CA 95926
Phone: (530) 891-1491
membership@kofc-ca.org

Membership Recruitment - Mario Santiago 2011 - 2012

My Brother Knights,

We are faced with greater challenges and the call for continued expansion of the Order is stronger than ever. Membership recruitment is not just a slogan; it is the basis for growth and the lifeblood of the Order. Take ownership of our brotherhood and lead by example, and show strong conviction and unparalleled commitment by making membership recruitment our top priority. As we all accepted these challenges as leaders and facilitators of this program, together we can bring this State Council to the next level.

Continuing on the goal set by the Supreme Council, our membership goal this year is 7% or 5,025 net gain. We not only can achieve this goal but far exceed it. If we follow the rationale of the past fraternal year that each officer from the State Council level to the council level will recruit one new member, the total intake would be over 7,000. Some might say, wishful thinking – but think about it, if we consider the 67,000 strong members we already have in the State of California, that's less than 10% of the total. We only need to motivate the remaining 90% of our members to meet and achieve our goal. Numbers don't lie, year in and year out we all know it doesn't get any easier. We need to plan ahead, put forward a program that works and involve our Brothers and share the same commitments, after all, this is our Order.

Recruitment is simply everyone's responsibility; it can happen at anytime, anyplace. Like any other program, it should follow a plan. The council is the catalyst of the membership recruitment effort, and to be effective, needs to work around a structure and a team that implement a common goal. Over the years, recruitment has proven to be most successful when conducted in an organized fashion. Membership Drives have always been a success. **This year, you should plan on conducting Membership Drives on two fixed dates:**

**Columbus Day – October 8 and 9, 2011
Founder's Day – March 24 and 25, 2012**

In addition to the two (2) fixed Membership Drives, all councils are encouraged to conduct a third membership recruitment activity on a date of their own choosing. It is suggested it coincide with another council activity or important event (e.g. a fundraiser, council anniversary, wheelchair Sunday or Parish ministry fair, for instance).

The State Council would like to be informed of those councils conducting Membership Drives and assist those who may encounter difficulties. We need to be consistent and this year the State will be aggressive in pursuing Drive participation as a means of promoting council programs and membership growth. Councils that decide to conduct their Membership Drives on dates different from those specified should notify me in writing (by mail or e-mail) with a copy to their District Deputy. At the conclusion of each Membership Drive, the council will be expected to report the number of prospects, reapplications, and Form 100s resulting from their Membership Drive.

Immediately after the Membership Drive or other recruitment activity, the council should conduct an Informational Meeting and Admission Interview at the earliest opportunity, and assure the candidates take their First Degree exemplification. The *Shining Armor Award* (covered elsewhere in this section) should be highlighted by the District Deputy or the Grand Knight at each First Degree exemplification.

To facilitate our Brother Knights' journey to full knighthood, formation of more degree exemplification teams is encouraged. Each council should have a First Degree team, each district should have Second Degree team and each Chapter should have a Third Degree team. If for any reason a council or district cannot form its own team, a council should form a joint First Degree team with a neighboring council. Likewise, a district should consider forming a joint Second Degree team with a neighboring district. In addition, we encourage the degree teams to schedule as many exemplifications as possible. First Degree exemplification should be conducted by each team at least once a month (not necessarily on the council meeting night, but a date convenient for the candidates). Second Degree exemplifications should be conducted by each team at least once every two months. Each Chapter should schedule a Third Degree exemplification (through the District Deputies) at least once every three months.

This year, awards and incentives for membership recruitment will be given in three major competitions:

- 1.) Top Performing Councils: top performing councils shall be recognized and awarded for their membership efforts based upon their net percentage membership gain. This year's awards for top performing councils will be tied to three reporting periods ending on October 31, 2011, January 31, 2012 and April 30, 2012.

Period Ending	Council Award
October 31, 2011	\$300
January 31, 2012	\$300
April 30, 2012	\$300

- 2.) Top Council Achievers: two (2) Grand Prizes will be awarded! A "Free Trip to New Haven" for the Grand Knight of the top achieving council and one guest. In addition to the Grand Prize, the two councils will receive a plaque commemorating their achievement from the State Deputy at the State Convention in May, 2012. The first round of competition will occur from July 1, 2011 to November 30, 2011 and the Second from December 1, 2011 to April 30, 2012.
- 3.) Chapter Playoff Series: all sixteen (16) Chapters will be entered into a membership playoff competition. They will be divided into two leagues made up of Chapters of similar size with two (2) single elimination playoffs, one during the first half of the Columbian Year ending November 30th and a second during the latter half ending April 30th. The champion of each playoff will receive a prize of \$500 and the two (2) runners up \$250 each.

All awards will be based on the highest percentage net gain. Together, let's walk in strides and recruit!

Thank you for accepting a leadership role in membership recruitment. With no doubt, your responsibility will be challenging, worthwhile and ultimately rewarding.

Fraternally,

Mario Santiago
State Recruitment Chairman
12212 Hillsdale Avenue
Sylmar, CA 91342
Phone/Fax: (818) 362-8144
mersan4@aol.com

Membership Retention - Deacon Randy McMahon

2011-2012

My Brothers,

Retention is every bit as important as recruitment, and warrants the same amount of attention and energy as identifying new members and inducting them into our Order. If our Order is to grow, not only must we recruit new members but also retain the ones we have. Once a member has joined, how do we engage him, retain him, and encourage him to grow in his involvement and leadership? *Currently, for every two new members that join our Order, one existing member is suspended.* The Knights of Columbus offers opportunity for fellowship and service to many. We have as our goal a council serving every Catholic Parish, and providing opportunity for every Catholic man to participate. Why then, once having joined, do members become inactive and leave?

No matter how hard we try there will be those who don't pay their bills, move away and leave no forwarding address or, for whatever reason, decide the Knights of Columbus is not for them. By far and the largest group suspended, however, are those who simply lose interest, drift away, and stop paying their dues. It is the latter group where we must focus our attention. How do we assure that members, both old and new, remain interested, active and engaged?

Admissions Committee

The retention effort begins when candidates and potential members are interviewed by the council Admission Committee. Remember a lesson from the Second Degree. Particular emphasis is placed not only on recruiting new members, but also in the quality of those recruited. Potential members should be active in their Parish, exhibit interest in the Knights of Columbus and a willingness to participate. In many cases, the Admission Committee interview is the first formal process that potential candidates are exposed to, and a place where lasting impressions are formed. Candidates are invited to express particular areas of interest or preferences about council activities in which they might become involved. According to the Supreme *Charter Constitution Laws*, the Grand Knight of a council is to appoint an Admission Committee consisting of 7 members. Reports of the Admission Committee on candidates and potential members are tendered to the lower section of the new full-page Form 100 (*Membership Document*).

Engagement

Immediately following the First Degree, it is important to get the new member active and involved. Remember, this is all new to them, and many of the customs and rituals we take for granted may be surprising or foreign to them. In this regard, a "buddy" or mentor is helpful in making a new member feel comfortable and welcome. He should invite the new member to meetings and activities, explain procedures and protocols and otherwise introduce the new member around. In most cases, this would be their proposer. In many councils, however, it is not uncommon to have two or three "top recruiters" sponsoring several candidates at a time. In this situation, the Grand Knight might consider appointing others in the council to mentor each new member in order to assure a one-on-one experience. The Admissions Committee interview is also helpful in assigning new members to programs and activities. Giving a new Knight responsibility and immediately assigning him a particular job or task goes a long way in making him feel like an important part of the Council.

The *Shining Armor Award* is an invaluable tool in helping new members become active and engaged. Described elsewhere in this section, the *Shining Armor Award* program is administered, with minor variations, both through the California State Council and Supreme.

In order to become eligible for the award, new members are given a *Shining Armor* card at the First Degree either by a Field Agent or member of the degree team. The card sets forth 4 activities the new Knight must accomplish in order to receive the *Shining Armor Award*, which includes meeting with their field agent, participating in one or more council activities, achieving their Second and Third Degree and recruiting one new member. Existing members are also eligible for the award by recruiting 2 new members. *Shining Armor Award* cards can be obtained by contacting the State Office at (909) 434-0460 or by emailing state.office@kofc-ca.org.

In addition to the programs described above, The Supreme Council publishes several documents and brochures outlining programs and steps helpful in the retention effort. Several include:

Once He's Joined, Keep Him Involved
Keeping Members Interested
Every Council Active
Fraternal – First and Foremost
Shining Armor Award
Honor Those Members Who are Always There
Well-Run Meetings will Boost Attendance

The documents, along with a number of membership retention strategies, are outlined on the Supreme web site at www.kofc.org/un/eb/en/officers/membership/retention/action_steps.html

Retention Committee

The council Financial Secretary should not be a retention committee of one. It is important that every member in arrears be contacted personally by a senior member or officer of the council in order to investigate their situation. The Grand Knight should appoint 4 or more “distinguished” members of the council to serve as a Retention or Conservation Committee, usually the Deputy Grand Knight and council trustees. The committee charge is two fold: 1) Contact members who are inactive or in arrears prior to any action suspending them. 2) Having discovered reasons why members are becoming inactive or letting their membership lapse, devise and suggest new programs to remedy the situation.

There are several tools at a council's disposal helpful in easing the burden for those with extenuating circumstances, or who are having a hard time paying council dues. Knights with a medical disability may be eligible for a *Disability Waiver* from Supreme, suspending all State and Supreme per capita assessments. The council can apply for the waiver using Supreme Form #1831, available on the Supreme web site at:

http://www.kofc.org/un/eb/en/leadership_institute/resources/forms/council/1831_Print.pdf

The form must be certified by both the Grand Knight and Financial Secretary and include a doctor's note or some other proof of the medical disability. The Disability Waiver can be renewed on December 31st each year thereafter, and can be kept in effect indefinitely for as long as the disability exists.

Elderly or senior members living on a fixed retirement income may be eligible for *Honorary* or *Honorary Life Membership*, depending upon their age and years of continuous service. Those 65 years or older with 25 or more consecutive years of service in the Knights of Columbus are eligible for *Honorary Membership*, relieving State and Supreme assessments and reducing their council dues to a minimal rate (usually (\$10.00 per year). Those 70 years or older with 25 years of consecutive service or members of the clergy are relieved of all State and Supreme assessments and exempt from payment of all council dues.

In matters of extreme financial hardship and/or extraordinary circumstances, the council, at its discretion, may make an accommodation for a particular member found to be in distress or difficulty.

Regardless of the method or situation, it is important the Retention Committee investigate and report the circumstances of every member in arrears, and recommend a suitable course of action or solution.

Due Process

The procedures for collecting member dues and the conditions for suspension are clearly set forth in both the newly revised *Financial Secretary Handbook* (Publication #1410) and the *Charter Constitution Laws* of our Order. It is vital that these procedures be followed to assure that every member is treated equally.

The Financial Secretary is required to bill members for their membership dues 15 days prior to the start of the billing period. Some councils bill on a quarterly basis, others on an annual basis. If payment is not received within 30 days, the Financial Secretary is to mail a *Second Notice* requesting the required amount. If payment is still not received within 30 days of the *Second Notice*, the Financial Secretary is to provide the name, address, telephone number and amount in arrears of the delinquent member to the Grand Knight and council Retention Committee. The Grand Knight of the council is to assign a member of the Retention Committee to make personal contact with the Knight in arrears and investigate any extenuating circumstances. A *Knight Alert Letter* (Form #KA-1) is also to be sent reminding the member of their financial obligation.

If at the end of the second month of the billing period the member in arrears still has not paid his dues, the council may prepare and file an *Intent to Suspend* Form #1845 communicating non-payment and the amount owed to the Supreme Council Membership Department, State Council and District Deputy. If the member still has not met their financial obligation or arranged a satisfactory accommodation within 60 days following the filing and processing of the Form #1845, the council may file a Form 100 *Membership Document* requesting suspension for non-payment of dues. If no Form 100 is received, the Form #1845 becomes null and void 90 days after filing.

Obviously, this is a long and rigorous process, allowing many opportunities for personal contact, accommodation and problem resolution. As a church, family and fraternal organization, we owe it to our members to exert every effort in the retention process, especially during times of hardship or financial difficulty.

Remember, ***personal contact is key***. Every Knight, regardless of the circumstance, deserves the dignity and consideration afforded by our Order, faith, Christian charity and belief in the Holy Catholic Church. It is important that every member feel needed, important, involved and a contributing member of our organization. Through our united efforts to retain current members as well as recruiting new ones, we will keep our Order strong and growing.

May God bless you in all of your endeavors this Columbian Year.

Faternally,

Deacon Randy McMahon
State Retention Chairman
414 Bolivia

San Clemente, CA 92672

Phone: (949) 361-6522 Fax: (949) 361-3029 Email: duke41351@cox.net

Shining Armor Award Program - Salvatore Di Marco III 2011-2012

My Brothers,

This Columbian Year we would like to place particular emphasis on the Shining Armor Award program. It is one of the most important recruitment tools we have at our disposal. As a condition of the award, new members are requested to recruit one (1) new member. Existing members are eligible if they recruit two (2) new members. Think about it. The program is kind of like that old proverb of doubling a penny every day. Pretty soon you have a fortune!

The Shining Armor Award Program is a voluntary program for newly initiated and existing members. It is designed to provide recognition and get members involved in the activities of the council, including membership recruitment.

Your District Deputy should present a Shining Armor Award tracking card to the new members at the conclusion of their First Degree. The cards are available in English and Spanish. In the absence of the District Deputy, the host Grand Knight or the Supreme Council Insurance Representative should insure the new members receive their card. The District Deputy should also inform existing members that they, too, can earn the Shining Armor Award and pass out cards as needed. To be eligible for the award they must accomplish the same tasks listed on the back of the card as the new members, except they must recruit two (2) new members.

The four requirements listed on the back of the card are as follows:

1. Work on three council projects (Church, Community, Council, Family, or Youth)
2. Receive the Third Degree
3. Meet with the Council Insurance Representative
4. Recruit one (1) new member (existing Brothers of the Order must recruit two (2) new members).

These activities need to be accomplished within one year from the date of the First Degree (or within a single Columbian Year for existing members). A certificate, signed by the State Deputy and Membership Director, and a specially designed lapel pin will then be presented to the Shining Armor Award recipient, preferably at the conclusion of a First Degree in front of other brand new members of our Order as an example (or at the next regularly scheduled council meeting).

Looking over the required activities, it is apparent how both the member and council benefit from this program. The Brother is more likely to become an involved member, one who will stay a member after completing his Third Degree. He has an opportunity to become an insured member, and will have helped with council recruitment by bringing in at least one (1) or two (2) new members.

During Columbian Year 2011-2012, we would like to stress that the Shining Armor Award Program is open and available to existing council members as well. The existing member will need to have accomplished requirements 1-3 on the back of the Shining Armor Award card just like the new member, and sponsor two (2) new members into the Order, between July 1, 2011 and June 30, 2012.

Appropriate recognition will be made at the State Convention in May, 2012 for the council that has the most Shining Armor Award qualifiers in their council between July 1, 2011 and April 30, 2012.

Once all requirements have been completed, a **Shining Armor Award Program Qualification Submittal Form** should be submitted to the State Shining Armor Awards Program Chairman for processing of the award. The Qualification Submittal Form is located on the page following this section. Shining Armor cards can be obtained by calling the State Office at (909) 434-0460, or via e-mail to state.office@kofc-ca.org.

It is important to note that both the State Council and Supreme Council have Shining Armor Award Programs, with some variations between the two. In order to receive the State Shining Armor Award lapel pin, a properly executed State Award Form must be received by the State Chairman.

For additional information about the Shining Armor Award Program, talk to your District Deputy, Field Agent, or feel free to contact me directly. I look forward to hearing from you.

Fraternally,

Salvatore Di Marco III
Shining Armor Awards Program Chairman
611 School Street
Suisun City, CA 94585
Phone: (707) 425-8675
sal3kc@yahoo.com

KNIGHTS OF COLUMBUS

Shining Armor Award Program Qualification Submittal Form COLUMBIAN YEAR 2011 - 2012

Name: _____

Membership Number: _____

First Degree Date: _____

Third Degree Date: _____

New Member's Name: _____

Membership Number: _____

Date of First Degree: _____

If the Shining Armor Award qualifier is qualifying under the Existing Member Program (sponsoring two new members), please provide the following information for the second new member sponsored:

New Member's Name: _____

Membership Number: _____

Date of First Degree: _____

The following information is required in order to be eligible for appropriate recognition at the State Convention:

Council Number: _____

District Number: _____

Chapter: _____

Supreme Insurance Field Agent: _____

Supreme Insurance General Agent: _____

Grand Knight's Printed Name & Signature: _____

Date Submitted/Received/Presented: _____ / _____ / _____

Submit completed form to:
Salvatore Di Marco III
Shining Armor Awards Program Chairman
611 School Street, Suisun City CA 94585
(707) 425-8675
sal3kc@yahoo.com

Supreme Membership Referrals - Del S. Esguerra 2011-2012

Worthy Brothers:

If you are not already aware of it, there is an area on the Supreme web site (www.kofc.org) where Catholic men interested in joining the Knights of Columbus can request information on becoming a member. Located directly off the home page under "Becoming A Knight", there is a form they can fill out with their name, address, telephone number and e-mail address requesting that they be contacted. These referrals are one of the easiest ways to recruit a new Knight into the Order.

When the prospective member completes the New Member Inquiry Form on the Supreme web site, an e-mail is automatically generated and sent to the State Deputy and State Membership Director in the state where the prospect resides. Normally, a week's time is allotted to make contact with the prospect. The e-mail is then forwarded to the appropriate Chapter Membership Coordinator for action. The Coordinator then establishes contact with the prospect and discusses the best council for him to join. Many factors go into this determination including his city of residence or work, the Parish attended and language preferred.

Having determined the best Council for membership, the Coordinator forwards the Prospect's information (and Form 100 when completed) directly to the recommended Grand Knight and Financial Secretary with copies to the District Deputy. When the Prospect has been brought to his degree initiation, be sure and get your Field Agent involved. Remember -- new members are everyone's business and they should be given the opportunity to avail themselves of the fraternal benefits of the Order.

Always respect the Prospects wishes for contact and follow up. It is best not to go against his wishes if the recruitment is to be successful. The prospect is usually excited about the prospect of membership. That is why immediate contact should be established as much as possible. One week is the allotted time to do this. If the preferred method of contact does not work then perhaps involve others who may know the Prospect and attend church with him. Not only is it important to act on the referral on a timely basis, but also to do the follow up. The process does not stop just because a referral document has reached the hands of the Grand Knight, District Deputy and Financial Secretary. To be effective all those involved in the recruitment process -- the Chapter Membership Coordinator, Grand Knight, District Deputy and the State Officer should be e-mailed copies of the whole transaction to the finish.

If, after being contacted by the Council or after attending an Information Night, the referral declines or desires to join a different council, those wishes should be entertained. When the candidate has finally undergone his First Degree, it is important to serve notice to the State, Chapter and District who were involved so your success can be documented. If the prospect declines to join, it is equally important to make a report to all concerned as to the reasons behind his refusal to join.

So, Worthy Chapter Membership Coordinators, District Deputies, Grand Knights and my Brothers, it is important to follow up on these referrals, even if it is only one more person. Every member is important.

"A Candle Loses Nothing by Lighting Another Candle".

Grand Knights, Financial Secretaries and Membership Directors, if a referral comes to you, please act on it right away and set the admission process in motion – then

... FOLLOW-UP ... FOLLOW-UP ... FOLLOW-UP!

Fraternally,

Del S. Esguerra
Supreme Membership Referrals Chairman
7220 Finevale Drive
Downey, CA 90240-2014
Phone: (562) 928-9545
esguerra4435@yahoo.com

Council Reactivation - John W. Norwood 2011-2012

My Brothers,

We all know there will be times and circumstances when, for whatever reason, a Council runs out of gas (so to speak) and becomes a Council in name and number only. Councils that fit that description typically have very few young members, have not recruited in a long time or have no activities that generate interest. Following is a step-by-step process on how to reactivate a council that has been suspended for a long period of time:

How to Reactivate a Council or Move a Suspended Council Number to a New Council Under Development	
MEET WITH PASTOR	<ul style="list-style-type: none">• Make appointment with Pastor of church;• Meet with the Pastor to obtain approval & discuss plans;• Record comments, address concerns, obtain schedule for church; drive & informational meeting.
ORDER A NEW COUNCIL DEVELOPMENT KIT	<ul style="list-style-type: none">• Order New Council Development Kit for this Reactivation or NCD effort;• Allow two - three weeks for delivery.
FILL OUT A NOTICE OF INTENT TO FORM A COUNCIL	<ul style="list-style-type: none">• Manually complete Form 133 - <i>Notice of Intent to Form Council</i>;• Include in BOLD RED LETTERS across top of form either "Reactivation of a Council" or "Moving a Council Number";• Forward this to the State Deputy for his approval and signature.
CONDUCT A MEMBERSHIP CHURCH DRIVE	<ul style="list-style-type: none">• Inform DD, Field Agent & Membership Support team;• Recruit minimum 15 new members;• Schedule Information Meeting & First Degree.

CONDUCT INFORMATION MEETING/FIRST DEGREE	<ul style="list-style-type: none"> • Conduct information meeting with prospects & plan to explain workings of the council; • Invite DD, Field Agent & Membership Support Staff; • Have First Degree Team ready to administer exemplification; • Review roster from old council - invite members from the roster to this meeting.
COMPLETE FORM 185 - ELECTION OF OFFICERS	<ul style="list-style-type: none"> • Hold election of Officers; • Complete Form 185CA -all Officers must be elected!
APPOINT A FINANCIAL SECRETARY	<ul style="list-style-type: none"> • Appoint a Financial Secretary; • Complete FS application (Form 101) & FS nomination (Form 103); • <i>NOTE: DD or SD appointed member acts as FS for this reactivation until FS is appointed.</i>
COMPLETE FORM 365 SERVICE PROGRAM CHAIRMEN	<ul style="list-style-type: none"> • Help the GK appoint chairmen & complete Form 365 • Minimum of following 4 must be appointed - Program Director, Membership Director, Recruitment Chairman, & Retention Chairman (usually the DGK); • Helps to have a Chaplain & Insurance Promotion Chairman (usually the Field Agent) listed.
FORGIVE OLD COUNCIL INDEBTEDNESS	<ul style="list-style-type: none"> • State Deputy to write letter to Supreme Secretary stating forgiveness of state indebtedness for this council; • State Deputy asks Supreme Secretary for forgiveness of Supreme indebtedness.
SEND DOCUMENTS TO SUPREME	<ul style="list-style-type: none"> • Mail all forms (133, 185, 365, 101 & 103, SD letter) including all Form 100's; • Keep Supreme contact informed of progress if all forms do not go at same time.

CLEAN UP ROSTER

- Plan on having 2 - 3 months to clean up old council roster.

Council reactivation is just as important as new Council Development, and if it is to succeed, it takes work, patience and perseverance. Please contact me if you have any questions.

Fraternally,

John W. Norwood
Council Retention/Reactivation Chairman
1523 Pine Valley Circle
Roseville, CA 95661-5747
Phone: (916) 783-0453
jnelaine@surewest.net

New Council Development and Parish Round Table Program - Sonny Santa Ines 2011-2012

Worthy Brother Knights,

It is the responsibility of ALL Knights of Columbus in California to seek out and find new members so that our Order can continue to grow. I am going to put an extra burden on you this year and ask you to seek out new frontiers, to go beyond that of just membership. I want all Knights of Columbus in California to be responsible for seeking out and finding Parishes where new councils can abound and Parishes where Round Tables can be formed.

New Council Development and Round Tables will be a major part of our membership goal this year. We will be more aggressive, **working toward a goal of 16 new Councils -- at least one in every Chapter**. The NCD team and the District Deputy will identify locations of possible new councils and notify the State Deputy. District Deputies may also survey their respective districts and identify areas that may support a new council. Of course, any Brother Knight can bring this information to their District Deputy for his action. District Deputies will be required to report to the NCD Chairman, progress or lack thereof, on development of new councils in his district.

The first step in forming a new council is to meet with the Pastor. Your Field Agent should also be involved. Once the Pastor agrees to a New Council or Round Table, Form #133, "Notice of Intent to Establish a New Council", is to be filled out by the District Deputy and sent to the State Deputy for his signature. Likewise Form #2629 "Report of Round Table Coordinator" must be filled out by the Grand Knight and sent to the Supreme Council and the State Office. A follow up report, Form #2630, "Annual Report of Knights of Columbus Round Table" is filed at the end of the Columbian Year. Copies of these three reports are included. A new Council can go a long way towards ensuring that a District Deputy attains STAR DISTRICT STATUS.

Why do we need New Council Development and Round Tables?

The answer is very clear—to bring forth Fr. Michael McGivney's dream of Knights of Columbus representation in every Parish. This can be in the form of a new council or a Round Table. As a state, we are blessed with an abundance of Parishes and Mission Churches, many of which have no representation from our hallowed Order. Other reasons are to provide our Order with growth and a chance to find new leadership and ideas, to maintain the good works throughout the state and the Order, and to open the door to every Catholic gentleman to share the privileges and benefits of belonging to the Knights of Columbus.

Round Tables should be formed by (a) councils that own or rent a Hall and do not hold business meetings in any of the Parishes they represent. A Round Table Coordinator should be appointed by the Grand Knight for each Parish; (b) a council that holds its business meetings in one Parish and covers many others should have a coordinator appointed for each to represent them; (c) Missions, Newman Centers and worship communities should all have Round Tables; (d) Churches that hold Mass in languages other than English (Spanish, Korean, Vietnamese, Polish) should have a Round Table Coordinator for every worship community or language in which Mass is held. Once Parish Round Tables are formed, membership recruitment may eventually lead to a new council being formed.

I CANNOT DO IT ALONE! Therefore, the emphasis will be on the Chapter leadership to carry out the plan in their respective Chapters. Between these individual Brother Knights and the District Deputies, the State will be well covered in trying to meet the goals of New Council Development, Round Tables and Council Reactivations. **Remember, the goal is form at least one new council in each Chapter during Columbian Year 2011-2012.**

WE CANNOT DO IT ALONE! Therefore, every Knight in the State of California must be concerned with the starting of new councils or Round Tables in every Parish in order to live up to our Founder's dream. FOLLOW UP, FOLLOW UP, FOLLOW UP WILL BE THE RULE FOR THE COLUMBIAN YEAR!

All councils who have potential Round Tables as per the Parish lists provided by Supreme have until December 30th to file the RT #2629 or potentially lose the right to hold membership drives in that Parish if another Council files the proper paper work.

If you need materials, please call the State Office at (909) 434-0460 or request by email at state.office@kofc-ca.org If you have any questions, please feel free to call or email.

Fraternally,

Sonny Santa Ines
New Council Development/Round Table Chairman
15312 S. Virgil Avenue
Bellflower, CA 90706
Phone: (562) 925-1827
santaines@msn.com



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

NOTICE OF INTENT TO ESTABLISH A NEW COUNCIL

FORM 133

11/03

TO

Supreme Secretary

FROM

State Deputy: _____

Jurisdiction: _____

District Deputy _____ of District No. _____

NAME

has been directed to explore the possibility of developing a new council in _____

CITY OR TOWN

The membership for this new council will be drawn from the following parish(es) in the area:

This location is in the area covered by General Agent _____

who ☐ has been advised ☐ has not been advised of this Notice of Intent to establish this new council.

Anticipated Institution Date: _____

Please send Canvasser's Kit to:

District Deputy: _____

Street Address: _____

City: _____ State or Province: _____ Zip: _____

Signed: _____

STATE DEPUTY

DATE

Mail Original To: State Deputy
Then Supreme Office

Mail Copies To: State NCD Chairman
District Deputy



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE, IN SERVICE TO ALL.

REPORT OF ROUND TABLE COORDINATOR

2011 - 2012

For Supreme Office Use Only

Rec'd _____

Due: WHEN ROUND TABLE IS FORMED THEN ANNUALLY

During his first address to the state deputies, Supreme Knight Carl Anderson stated that "we have nothing less than a moral obligation to offer every eligible Catholic man the opportunity and the privilege of membership in our Order." He also stated, "we must have a Knights of Columbus presence in every parish." Therefore, councils serving more than one parish are urged to implement the Parish Round Table program in each of the parishes. They serve there by establishing a Knights of Columbus presence.

Under the Parish Round Table concept, council members belonging to each parish will become members of the Parish Round Table developed to assist the pastor with any project that he may assign to the group. The pastor will be asked to recommend a member from the group and the grand knight will appoint that member as the coordinator. **However, the coordinator must be a member from the council that sponsors the Round Table.** Round Tables should also be offered to small parishes or missions within your area. These parishes need a Knights of Columbus presence and can also offer your council additional growth potential.

Please print or type names and membership numbers for those directors and/or chairmen appointed for the Parish Round Tables of the council. Failure to include membership numbers will only delay the processing and receipt of special program materials, which include PROGRAM SUPPLEMENT.

The Report of Round Table Coordinator (Form #2629) should be submitted to the Supreme Council as soon as the Round Table is formed. If there are address changes, additions or deletions of coordinators at any time during the year please notify the Supreme Council Department of Council Growth and Development. State Councils will continue to be urged to form new councils in those parishes large enough to support a council and are not being sponsored by a Round Table.

Additional information on the Parish Round Table program may be obtained by contacting the Supreme Council Department of Council Growth and Development. Form 2629 must be filed each year even if the Coordinator is the same member.

Is your Council a Parish Council? ☐ Yes Is your Council Non-Parish Based (own council hall)? ☐ Yes Is your Round Table Spanish speaking? ☐ Yes

Date _____ Council No. _____

City _____ State or Province _____

Name of Base Parish _____ Diocese _____

(1) ROUND TABLE COORDINATOR:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
ADDRESS				
STREET				
CITY				
STATE				
ZIP				

TELEPHONE AREA CODE PHONE NO. PARISH: CITY

(2) ROUND TABLE COORDINATOR:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
ADDRESS				
STREET				
CITY				
STATE				
ZIP				

TELEPHONE AREA CODE PHONE NO. PARISH: CITY

(3) ROUND TABLE COORDINATOR:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
ADDRESS				
STREET				
CITY				
STATE				
ZIP				

TELEPHONE AREA CODE PHONE NO. PARISH: CITY

_____ Grand Knight

(4) ROUND TABLE COORDINATOR:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
ADDRESS		STREET	CITY	STATE ZIP
TELEPHONE AREA CODE PHONE NO. PARISH: CITY				
(5) ROUND TABLE COORDINATOR:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
ADDRESS		STREET	CITY	STATE ZIP
TELEPHONE AREA CODE PHONE NO. PARISH: CITY				
(6) ROUND TABLE COORDINATOR:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
ADDRESS		STREET	CITY	STATE ZIP
TELEPHONE AREA CODE PHONE NO. PARISH: CITY				
(7) ROUND TABLE COORDINATOR:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
ADDRESS		STREET	CITY	STATE ZIP
TELEPHONE AREA CODE PHONE NO. PARISH: CITY				
(8) ROUND TABLE COORDINATOR:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
ADDRESS		STREET	CITY	STATE ZIP
TELEPHONE AREA CODE PHONE NO. PARISH: CITY				
(9) ROUND TABLE COORDINATOR:	MEMBERSHIP NUMBER	LAST NAME	FIRST NAME	INITIAL
ADDRESS		STREET	CITY	STATE ZIP
TELEPHONE AREA CODE PHONE NO. PARISH: CITY				

_____ Grand Knight

MAIL ORIGINAL TO: Supreme Council Department of Council Growth and Development

MAIL COPIES TO: State Deputy, District Deputy, Council File



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE, IN SERVICE TO ALL.

ANNUAL REPORT

KNIGHTS OF COLUMBUS ROUND TABLE

An Annual Report should be submitted for every Parish Round Table sponsored by your council. Make photocopies of this blank form for use in completing each report.

Date: _____

Due By: **JUNE 30**

Parent Council No. _____	_____	_____
	Parish Name	Diocese
	_____	_____
	City	State/Province

1. Number of members of the Knights of Columbus in parish: _____

2. Number of new members recruited this year: _____

3. Knights of Columbus man-hours of service to parish:

a. Maintenance of parish property	hrs. _____
b. Social Justice (aid to elderly, handicapped, St. Vincent de Paul etc.)	hrs. _____
c. C.C.D. program	hrs. _____
d. Parish fund raising	hrs. _____
e. Liturgical participation (lectors, readers, commentators, choir)	hrs. _____
f. Youth work (Columbian Squires, Scouting, sports, teen club, CYO)	hrs. _____
g. Others	hrs. _____

Total Man-hours: _____ 0

4. Has your grand knight held the recommended annual review with the pastor?

Briefly describe the most meaningful activities conducted by the members of the Knights of Columbus Round Table in your parish during the year.

Remarks/General Observations:

☐ Spanish speaking Round Table.

Grand Knight _____
name membership number

Coordinator _____
name membership number

Name: _____
Pastor

MAIL ORIGINAL TO: Department of Council Growth and Development
MAIL COPIES TO: State Deputy, District Deputy, Council File

Ethnic Membership Development - Dennis Martinez 2011-2012

My Brothers,

California has one of the most ethnically diverse populations in the world. Today more immigrants reside here than in any other state, and nearly half of all Californians are immigrants or the children of immigrants. The high concentration of ethnically diverse cultures in California makes the state unique. California's ethnic population is made up of Mexican and Central Americans equating to 50 percent and Asian immigrants 33 percent. The California Department of Finance projects that by 2025, Hispanics will represent the largest ethnic group in the state.

We will continue the Ethnic Membership Development Program first established during 2006-2007 and continued to the present time. The Ethnic Membership Development team will include committeeman located throughout the state capable of assisting with membership recruitment and the formation of Round Tables and new councils specific to a particular culture or ethnic group. They are capable of working with many languages and communities of worship, including Spanish; Eastern Rite; Chinese and Vietnamese. Those fluent in other languages can be made available upon request. Ethnic committeemen are capable of assisting councils and District Deputies with membership drives, informational meetings and degree exemplifications.

As the Ethnic Outreach Chairman, I will be contacting each of you for information on where we might invite our Brothers in Christ of different cultures and heritages to join our Order. All Chapter Presidents, District Deputies, Grand Knights or Brother Knights who desire to work with an ethnic community or have information on where new Spanish, Eastern Rite, Chinese, Vietnamese councils or Round Tables might be established, are encouraged to contact me at the address below. I look forward to working with you.

God bless,

Dennis Martinez
Ethnic Development Chairman
1374 Gordon Lane
Santa Rosa, CA 95404
Phone: (707) 526-1251
goldrunq@yahoo.com

Special Action Teams (SAT) 2011-2012

Special Action Teams are organized in five areas of the State. They exist to assist District Deputies and local leadership in Membership Recruitment, Retention and New Council Development. Each team is comprised of four (4) members; two (2) Field Agents and two (2) Members at Large, and are under the direction of the General Agent for the region in which they are located.

The SAT teams are there to help you, should the need arise. They are made up of Brother Knights knowledgeable in many aspects the Order and can assist with education, training and recruitment. They are available to assist District Deputies with the development of new councils and identifying areas capable of supporting a new council. In most instances, they are made of individuals who have already had experience in this regard. SAT team members are also available to assist and train councils in the techniques of recruiting, as well as membership retention. SAT team members are willing to travel within the local area, to meet and confer as needed.

Assistance from SAT team members may be requested by contacting the State Deputy directly, the State Membership Director or General Agents for your region.

SAT Team Chairmen:

Frank Maranzino, FICF
(925) 455-5800
frank.maranzino@kofc.org

Donald M. Krolak, FICF
(530) 528-3002
donald.krolak@kofc.org

James M. Berkery III, FICF
(818) 865-0394
james.berkery@kofc.org

Ben Baca III, FICF
(562) 693-7800
ben.baca@kofc.org

Jerald E. Pitzer, FICF
(760) 930-4304
gerald.pitzer@kofc.org

State Fraternal Benefit and Insurance Program

**CALIFORNIA STATE
COUNCIL**

**2011 - 2012
COLUMBIAN YEAR**

**Charles H. Clark
State Deputy**



**The KNIGHTS of COLUMBUS
Protecting Families for Generations**

**Donald M. Krolak FICF
General Agent
State Insurance Promotion Chairman**

STATE INSURANCE PROGRAM

2011-2012

By Brother Knights for Brother Knights.

On behalf of all the General Agents in this great State of California, I would like to thank our State Deputy Charles H. Clark for his confidence in all of the General Agents in California, and myself to lead the Field Agents in marketing and telling the story of Fr. Michael J. McGivney. It is our pleasure to promote the insurance that we represent, to inform our members of just why Fr. Michael J. McGivney started this great organization, and inform all members of the great benefits that they are offered by their membership in the Knights of Columbus.

General Agents Jerald Pitzer, James Berkery, Frank Maranzino, Ben Baca III, and myself Donald Krolak, and all Field Agents consider this an extreme honor to help Charlie in his year as State Deputy of this Great State of California. We will do our very best to support the Clergy, the State Family, District Deputies, Chapter Presidents, all Committeemen, Council Officers, Brother Knights and all future members of the Knights of Columbus, and provide the best service we can to all.

Our mission is to clearly convey that the Knights of Columbus stand strong, ready, and able to protect, enhance, and guarantee our Brother Knights and their families financial security, savings through annuities, retirement supplements, mortgage protection, and long term care health concerns. We hope to make every Brother Knight an Insured Knight.

We take this responsibility very strongly and will do our best to give to our membership the service, advice and help that all our Brother Knights and their families deserve.

We are the Sales Force that our member can **TRUST**.

Donald M. Krolak FICF
General Agent
State Insurance Chairman

STATE INSURANCE PROGRAM

By Brother Knights for Brother Knights.

My Brothers:

Father Michael J. McGivney, the founder of the Knights of Columbus and the group of men associated with him in 1882 were motivated in starting the Knights of Columbus by the tragic needs of Catholic families of deceased men whom they knew in their community.

The first duty of a Catholic husband and father is to his family - - - to care for their needs while alive and to his best ability provide for their financial welfare in the event of his death.

The lack of adequate financial resources is a great destroyer of family life. No matter what his income, the true Catholic father does everything in his power to maintain and provide for a Catholic home during his lifetime and after his death. What happens to this family upon the death of the provider depends largely upon the plans he has provided through a planned insurance program during income-earning days.

The Knights of Columbus Insurance Program is the primary provider of the financial resources that make every benefit the Knights of Columbus offers, available to every member. It also provides us as Catholics a means of providing for our families, without violating any of our Catholic principles.

Over the years the Knights of Columbus has expanded our original life insurance portfolio so we can meet the ever-changing needs of a modern world. Our present day insurance program provides the opportunity for every Catholic man to meet the needs of his family while living, as well as plans to meet the needs of his family after his death. We now have **Long Term Care & Disability Income Insurance** added to our portfolio to help in providing for members while still alive in the event of serious health problems. In providing service to our members and families of every member in our councils, **we must promote and provide an opportunity** for every brother Knight to be made aware of what the Knights of Columbus Insurance Program has to offer to each and every member.

We need your support! The Knights of Columbus Insurance Program must be promoted by every member of our order. **If we are to continue Father McGivney's vision, that of providing pecuniary aid to every member of our order so that no family member should ever have to suffer financially, this is our primary importance and responsibility.**

Only we can make it happen. Let's work together to insure that we do make it happen!

**Charles H. Clark
California State Deputy**

**Donald M. Krolak FICF
General Agent, State Insurance Chairman**

State Insurance Program - Donald M. Krolak FICF

Worthy District Deputy,

The Order's Agency Department has a motto, and that motto is "Insurance for Brother Knights by Brother Knights." As a District Deputy you should work closely with your Knights of Columbus Insurance Field Agent. The Agency Department provides our Brother Knights with quality products and good service. The Field Agent is a Brother Knight, full-time insurance agent, pledged to serve his Brothers. Knights of Columbus families are his only clients. The products we offer are consistently the highest rated; "A++" Superior, by A.M. Best; "AAA" Extremely Strong, by Standard & Poor. These are the highest rating that can be achieved by any insurance company. Only four companies in North America hold these ratings.

What specifically can you do to help your Field Agent?

Assure that he and his products are always visible!

Also:

1. Invite your Field Agent to your Workshops and District Meetings.
2. Be certain that the Insurance General Agent and Field Agent are listed with the Council Officers and District Deputy in Council Bulletins.
3. Insure that the Insurance General Agent and Field Agent are on the mailing list of all council and District Deputy newsletters.
4. Ask your Councils to reproduce your Field Agent's business card in their bulletins at no charge to the Field Agent.
5. Ask your Councils to publish articles provided by your Field Agent.
6. Invite the Field Agent to all Exemplifications in a timely fashion.
7. Insure that the Field Agents are introduced and seated properly at all Exemplifications and Council functions.
8. Encourage your Councils to hold Fraternal Benefits Programs.
9. Work very closely with your Field Agent to identify possible new councils.
10. Offer recommendations as to potential KofC Field Agents.
11. **Always remember to communicate with your Field Agents as you do with your Grand Knights so we are all on the same page and know what is going on with Councils.**

Remember that your Field Agent is a valuable resource and he WILL help you – especially if you help him! Together we can make sure that the State Deputy's Programs and the Order's intentions are fully exercised.

This Columbian Year your State Insurance Promotion General Agent is:

Donald M. Krolak FICF
General Agent
State Insurance Chairman
218 Washington St
Red Bluff, CA 96080
Phone: (530) 528-3002
Fax: (530) 528-3000
E-mail: donald.krolak@kofc.org

Field Agent Assistance to District Deputies

1. First, your Field Agent can help you train your Grand Knights and Membership personnel with their responsibilities and duties. They have the skill, training, and professionalism to insure all of your personnel are properly trained, to know how to do their part in making for a very successful year. Use him at your DD Workshops to impart his knowledge to your Councils. To insure that they – and you – have a successful year.
2. Your Field Agent can also assist in Recruiting Drives! Either as a participant in his home Council's effort or as your assistant in coordinating all the Drives and its follow-up Information Nights among your Councils.
3. Your Field Agent can be a great asset in helping put on an Information Night for the Councils assigned to him within your District. He is an accomplished public speaker and has extensive knowledge of the Order and what it has to offer Catholic gentlemen and their families.
4. Your Field Agent can assist you in approaching Pastors to form new Councils. Again, his extensive knowledge will be valuable indeed in discussing the possibility of a new Council with the parish priest.
5. His knowledge of the Brothers of your District means that your Field Agent will help you recommend Brothers for State office or potential District Deputies.
6. He provides another channel of information on State and Supreme Membership programs.
7. He can help you by providing a short written summary of why every Brother Knight must have a new permanent file created by the FIELD AGENT on every member in the Field Agent's assigned territory.
8. When you or a family member dies, if necessary, he can assist them in filing claims with all companies.

Donald M. Krolak FICF

General Agent, State Insurance Chairman

STATE INSURANCE PROGRAM

WAYS IN WHICH YOU'RE FRATERNAL INSURANCE AGENTS CAN ASSIST DISTRICT DEPUTIES

1. Assist with the District Deputy Workshops.
2. Assist in recruitment drives.
3. Assist in Open House recruitment programs.
4. Assist in approaching Parish Pastors to form new councils.
5. Assist in implementing State & Supreme Membership programs.
6. Offer recommendations as to potential District Deputy Candidates.
7. Assist you in attaining Founders and Star Council Awards.

WAYS IN WHICH DISTRICT DEPUTIES CAN ASSIST INSURANCE REPRESENTATIVES:

1. Invite your Field Agent to attend and participate in your District Deputy WORKSHOPS.
2. Ensure your Field Agent is invited to all DEGREES.
3. Ensure that your Field Agent is introduced properly with the other dignitaries at all DEGREES and council functions.
4. At all council functions ensure Field Agent is seated with other dignitaries.
5. Ensure your councils sponsor two Fraternal Benefit programs during this Columbian Year. (See Programs)
6. Promote the Knights Insurance Program at all Knights of Columbus council meetings and functions by:
 - a. Promoting the Fraternal Briefing.
 - b. Recommend the Family Needs Analysis.
 - c. Support the "Shining Armor Requirement".
7. Ensure the area General and Field Agents are listed with the Council Officers in all bulletins.
8. Have your councils include articles written by their Field Agents in their monthly bulletins. (If no article is provided for a specific month, as a minimum, please reproduce the Field Agent's business card)
9. Ensure the General and Field Agent is on the mailing list for all council bulletins.
10. Offer recommendations to General Agents as to potential Knights of Columbus Field Agents.

Donald M. Krolak FICF
General Agent
State Insurance Chairman
218 Washington St.
Red Bluff, CA 96080
E-mail: donald.krolak@kofc.org

**Our Insurance Program:
For Brother Knights . . . By Brother Knights of Columbus**

The Knights of Columbus insurance program is our Order's "economic engine" - - - and, thus provides the financial resources for the Knights of Columbus to administer all of the programs we deem to be so important in all of the works we choose to participate.

Many members operate under the misconception that dues and per-capita fees pay the Order's operating expenses. Not so! In fact, the per capita fees would ONLY keep the order functioning for approximately FOUR (4) days. The monies provided by our insurance program provide the rest.

The VICARIUS CRISTI FUND, THE UPLINK TO GLOBAL TELEVISION THE POPE TO THE WORLD, RCIA Program, vocation assistance scholarships and grants, *Columbia* magazine, pro-life programs and support, low interest church loans, service to councils...are just a few of the PROGRAMS funded by the revenues from our Knights of Columbus insurance program. They would not be possible without the revenues generated by our insurance program...and the Knights of Columbus wouldn't be what it is today.

Did you know that an insured member is four times more likely to keep his membership current than an associate member? In fact, the majority of our officers at all levels of the K of C are insured members.

The insurance program itself is one of the most solid, highly rated programs of its kind. The Knights of Columbus has consistently been rated AAA, (Extremely Strong) by Standard & Poor's and A++ (Superior) by A.M. Best. – **THESE are the highest ratings from each of these organizations.**

Our insurance program fulfills the mission established by Fr. Michael J. McGivney when he founded the K of C 129 years ago. At that time, waves of Catholic immigrants had come to America. Family lives were marked by poverty, disease, and premature death. The Church had to struggle financially to cope with this dramatic growth in the Catholic population, as well as the dire straits of many of the new arrivals.

Fr. Michael J. McGivney started the K of C in 1882 as a fraternal benefit society to serve the needs of Catholic families – particularly widows and children. Since then we've grown to more than \$18 billion in assets and \$80 billion of insurance in force. Last year, we distributed 311 million in dividends to insured members – much more than we paid out in death benefits.

Your K of C insurance agent is a Brother Knight. Schedule a meeting with him today...and you'll see why the Knights of Columbus have been "Protecting Families for Generations."

Donald M. Krolak FICF
General Agent, State Insurance Chairman

STATE INSURANCE PROGRAM

A Good Man to Know

Your Knights of Columbus Insurance Agent is indeed a good man to know. He has dedicated himself to serving your financial needs.

Your Knights of Columbus Field Agent is knowledgeable and specifically trained to help all of our members and families attain financial security through our Knights of Columbus Insurance program.

Your insurance agents are a proud professional group of men dedicated to serving all brother Knights in the State of California. They represent one of the most secure and financially sound insurance societies in North America. **The Knights of Columbus has over \$80 billion of insurance in force and assets in excess of \$18 billion.**

As an insured member, you benefit most from this success - - - participation in an organization that supports our faith, security of the latest and best insurance plans that the Knights have to offer, and the security of the growth and well being of the order.

Our phenomenal growth over recent years has resulted in the availability of career opportunities for Brother Knights to serve as agents, general agents and regional managers.

Whether or not you have experience in the insurance industry, if you would like to know if you could qualify for any of these positions, or if you know someone to recommend, call or write your area General Agent.

Fraternally,

Donald M. Krolak FICF
General Agent
State Insurance Chairman
218 Washington St
Red Bluff Ca. 96080
E-mail: donald.krolak@kofc.org

STATE INSURANCE PROGRAM

Retention through Insurance

Brother Knights:

Members who participate in the Insurance Programs have a 4 to 1 retention rate over uninsured.

If we can insure the new and Associate Member - we will have a Knight for life.

Knights that believe in the program will support our councils and we will retain them as active members.

We need your support. Encourage participation in our Life Insurance, Long Term Care and Annuity programs.

Either way, Brother Knights will be helping themselves as well as the mission of Fr. Michael J. McGivney that began over a century ago:

“TO RENDER FINANCIAL AID TO ITS MEMBERS AND BENEFICIARIES OF MEMBERS”

Fraternally,

**Donald M. Krolak FICF
General Agent
State Insurance Chairman
218 Washington St.
Red Bluff, CA. 96080
E-mail: donald.krolak@kofc.org**

STATE INSURANCE PROGRAM

Dedicated – Experienced – Trained

Yes, being a Field Agent is a FULL-TIME career.

All agents are under contract prohibiting any other form of employment - - - not even part-time work is allowed. We are proud to say that our members and their families are our first concern. Providing for your needs in a competent and caring way is important to them.

The growth we have experienced indicates that we're doing a GREAT job. Each year, more members join the ranks of our insured. That tells us we're on the right track - - - and we intend to keep it that way.

We are a captive agent in a captive market - - - we are very protective of our membership and our membership rosters. We get very upset when so-called Catholic gentlemen join the Knights just to obtain member rosters and promote their financial products by solicitation or advertising in our council bulletins. Protecting our membership from unwanted solicitation is everyone's concern. Help us protect our benefits and the future of the Knights of Columbus.

You have a personal Field Agent. Having your personal agent is truly an advantage. Pledged to serve you, he is highly trained, State Licensed and taught to do the very best.

Knights of Columbus families are his only clients.

We owe a debt of gratitude to him for bringing our services and products to you.

Trust him, confide in him, and get to know him, Congratulate him for his dedication, and professionalism.

He is there to SERVE YOU - - - SUPPORT HIM!

Faternally,

Donald M. Krolak FICF
General Agent
State Insurance Chairman
218 Washington St.
Red Bluff, Ca. 96080
E-mail: donald.krolak@kofc.org

KNIGHTS OF COLUMBUS INSURANCE

WHAT DOES IT DO???

- 1. We help in the training of Catholic priests and brothers (VOCATIONS).**
- 2. We campaign against pornography.**
- 3. Provide money and aid in the fight against abortion (CULTURE OF LIFE).**
- 4. Helps support Catholic colleges with loans, grants and endowments.**
- 5. Annually provide money for aid to the Mentally Retarded (SPECIAL OLYMPICS).**
- 6. Provide information about our Catholic Faith (RCIA - CATHOLIC INFORMATION SERVICE).**
- 7. Promote youth organizations, which are needed to make youth morally and religiously responsible (COLUMBIAN SQUIRES).**
- 8. Provide money for university students.**
- 9. Pays for the satellite uplink that brings the Pope's message at Christmas, Holy Week and Easter around the world.**
- 10. Provide college scholarships to sons and daughters of K of C members serving in a combat zone that are killed or permanently disabled by hostile action, or policemen or firemen who are killed or disabled as a result of criminal violence.**

I think you will agree with me, that being part of the Knights of Columbus Insurance program not only protects you and your family, but it also serves to help preserve our beliefs, our Church, our Nation, and our Community.

Our Products include:

- Life Insurance: Whole Life (Cash Value) The Best!**
- Term – Annual Renewable - Ten, Fifteen & Twenty year level term.**
- Blended Plans of Whole Life and Term (Called our Discoverer)**
- Survivorship Universal Life (For Estate Planning “Taxes”, Special Needs & Charity)**
- Annuities (Savings for Retirement or Safe Harbor for your Monies!)**
- Long Term Care**
- Disability Income Insurance Protection**

TO SUMMARIZE, THE INSURANCE PROGRAM:

- Provides for retention of existing members.
- **We sell dollars for pennies to help provide the financial well being of all our Brother Knights and their families in the event of a premature death of a breadwinner.**
- Provides financial protection for brother Knights and their families.
- Supports the Church, Widows, State and Community programs.
- Supports the Pope and all the Clergy in their good works.
- Work to make true the dream of Fr. Michael J. McGivney. We are doing the work for all Brother Knights and their Families.

The General Agents and Field Agents, acting in concert with all state officers, especially the District Deputies and Grand Knights to increase the acceptance and participation of the Insurance Program, will result in a stronger Church, a stronger Clergy, a stronger Knights of Columbus and most importantly - - - a more secure family.

To accomplish this is easy; all it requires is a positive assertion on everyone's part to actively support the Insurance program and the Field Agent.

As an insured member you actively support the Knights to its fullest.

Insurance is our greatest fraternal Benefit.

Fraternally,

Donald M. Krolak FICF
General Agent
State Insurance Chairman
218 Washington St.
Red Bluff, Ca
E-mail: donald.krolak@kofc.org

State Service Programs - Casey J. Haas 2011 - 2012

Congratulations to all newly elected Grand Knights. Your State Programs team is ready to help you and your Councils achieve a successful year. Remember that you were elected to lead them in this endeavor. To have a successful year, you need to utilize all of your members. Both the new members, and your existing members. This is best done by keeping them involved in our State Service Programs. When a new member is brought into the Order, he must be involved in one or more of our programs, to hold his interest. If that member is not kept involved, you are likely to lose him.

To assist you in providing these programs, we have assembled a team that will be happy to answer your questions. They can provide you with resources, or give you advice. In the following pages you will find each of our programs detailed. They will also provide you with the name and contact information of the chairman and committeeman for each program. Please feel free to contact them when you need help for any of our programs.

When you appoint a chairman for each program in your council, it would be beneficial to appoint an assistant also. This will help to train that assistant to someday take over as a chairman of that program. It will greatly aid your chairmen if you would make a copy of each program that is listed in this "Grand Knights Handbook" for each of them to utilize in their efforts. It should be stressed that they should document each of the events that they perform. If this is accomplished as soon as the event is finished, it makes it much easier at the completion of the Columbian Year.

Remember that our "Programs Team" is here to assist you. Please do not hesitate to contact them for any help that you might need. We wish you success in this Columbian Year.

Fraternally

Casey J. Haas
State Service Program Director.
P.O. Box 882
Alta, CA 95701
seahaas@att.com
(530)389-2626 Home
(530)389-2743 Fax

Church Activities Program – Jim Letcher

2011-2012

Addressing the Needs of the Church - If our Church is going to thrive in today's society — men and women throughout our communities must come forward and take an active part. As Knights of Columbus, our prime responsibility is to encourage and promote that action. Your council has the numbers, the organization, and the communication ability to get involved and to become leaders in the Catholic community. Strive to sponsor activities which enable the individual Knight to set a constant and worthy example as an ideal Catholic to his family, his neighborhood and to his fellow Knights. It is the way we live and present ourselves to the local community that we can evangelize our faith.

Local Council Programs – There are many Church activities that councils are encouraged to participate in. Listed below are a few that are easy to perform, require little monetary investment, but reap large spiritual rewards:

- Pray the Rosary at your council meetings.
- Recognize people receiving their First Communion, families baptizing children, and individuals receiving the sacrament of confirmation, with congratulations, certificates or special appreciation gifts. Use the generic certificate (#2898) available from Supreme to send congratulations.
- Support your parish's Confraternity of Christian Doctrine (CCD) program: encourage council members to enroll in one of the CCD training courses or to donate time as CCD substitutes; extend financial assistance to CCD groups in developing visual aids; provide assistance recruiting discussion leaders, helpers to provide transportation and general assistance, and parent educators who foster religious education in the homes of children from preschool through high school ages.
- The council chaplain can provide information concerning Catholic doctrine and liturgy to Knights and their families through a chaplain's column in the council bulletin. Since not all members are usually present at council meetings, the chaplain's influence can be expanded by regularly offering some Catholic information through his column.
- Promote membership in the Father Michael J. McGivney Guild. The guild serves as a source for information about the life, works and spirituality of Father McGivney. To join the guild, call 203-752-4087 or register directly on their Web site, www.fathermcgivney.org.

State Council Retreat – Encourage all brothers, especially officers, to attend a State Council sponsored retreat. The retreats are scheduled during March 2011 and will allow them a chance to step back from their daily routines to examine through prayer, meditation and the sacraments what God intends for them. See the following "Retreat" section for details.

Silver Rose Run – Honor the Blessed Virgin Mary, under her title of Our Lady of Guadalupe. Starting in May, three roses will travel simultaneously through 31 jurisdictions and Mexico. See the following "Adoration" section for details.

Keep Christ in Christmas - In a time when all things religious are being discouraged and swept away, it's refreshing to know that the State Council sponsors the "Keep Christ in Christmas" campaign to remind people that Christmas is above all a holy day celebrating the birth of Christ. See the following "Christmas" section for details about the program and greeting card sales.

Vocations – This year the State Council is adopting a major focus on the vocations program. See the following “Vocations” section for details about the new program, including the Vocations Awareness website and training package. The State Council encourages participation in Supreme’s Refund Support Vocations Program (RSVP). Through RSVP, councils receive incentives for providing an individual seminarian or novice with meaningful financial and moral support. This encourages direct interaction and gives council members a better understanding of men and women who pursue religious vocations. Under the program, for every \$500 given to an individual, the Supreme Council will refund \$100 to the council. The maximum refund a council or assembly can receive is \$400 per individual supported.

Fraternally yours in Christ
Jim Letcher
Church Activities Chairman
2701 Newcastle Rd
Newcastle CA 95658
919 825 5618
jlletcher@cwnet.com

Knights of Columbus

Keep Christ in Christmas – Action Steps

Keep the True Meaning of Christmas Present in Council Holiday Activities

At Christmas we honor the birth of Jesus Christ. At times our Savior is forgotten in the commercialization of the season and the rush to get ready for holiday festivities. Each year the Knights of Columbus takes a leading role in reminding society that Christmas is first and foremost a Holy Day. One of the best ways to do this is participating in the Order's "Keep Christ in Christmas" campaign. Here are some things Councils and Circles can do to promote the birth of Christ as the focus of the Christmas season. The previous explanation and much of the forthcoming information has been transcribed from the Supreme Website and the Surge With a Service Booklet. For more information, please visit the Supreme Website or Surge With a Service Booklet under Church Activities.

- Participate in the Orderwide "Light Up For Christ" program to help share the light of the Advent season with your Council and Community.
- Create your own Advent Calendar of actions you can take each day to bring you closer to Christ. Promote Advent wreaths in your Council bulletin as a means for families to mark the time of preparation for the coming celebration of Christ's birth.
- Sponsor a "Keep Christ in Christmas" billboard that depicts the Holy Family and the campaign's slogan. Each year, Councils and circles throughout the Order display thousands of these billboards.
- Urge all members to display a nativity scene on their property or at their place of business if they can.
- Sponsor a "Keep Christ in Christmas" poster or essay contest for students. Display winning posters in the church vestibule, school hallways or your Council's meeting place during the holidays. Essays could be read during Mass and at a Council sponsored event or published in local newspapers.
- Submit a "Keep Christ in Christmas" advertisement for publication in your parish bulletin or Council Newsletter. Order "Keep Christ In Christmas" printed materials available from the Supreme Council Supply Department

- “Jesus is the Reason for the Season.” Order lapel pins, ornaments, novelties from the **Autom** Catholic catalog. www.Autom.com
- Buy Christmas cards with religious themes and “Keep Christ in Christmas” car magnets. For more information, contact Steve Sykes: wcssnapper@aol.com Ph: 951-232-4610
- Plan at least one Council sponsored event during December for members and their families. This could be a food or clothing drive, the praying of the Rosary or singing Christmas carols.
- Conduct a Christmas Posada with your family and your Knights of Columbus Council. Order “The Posada” booklet from Supreme Supply Catalog. Item #9898-E,S,F.
- Contact your local firefighters or Marine Corps and have your Council sponsor a “Toys For Tots” drive.
- **Resist the temptation, even when you’re in a rush or short notice to abbreviate “Christmas” as “Xmas.”**

The Best Presents Can’t Be Wrapped

This Holiday season give the gift of yourself within your Council, community and family. Give these or similar presents of friendship, understanding, kindness, love and compassion.

- Serve or prepare meals at a soup kitchen.
- Visit or bring presents to children, military personnel or elderly people in the hospital.
- Visit someone who is a shut-in.
- Send a Christmas card to someone you have not seen or talked to in years.
- Invite a friend or neighbor who will be alone to share your Christmas celebration
- Get the family together to clean out all closets and dressers. Donate useable clothing, shoes, blankets and other items to a program for needy families.
- Send care packages to military personnel stationed overseas.
- Supply baby clothes, diapers, car seats or cradles to underprivileged mothers.
- Have your Council sponsor a family or families in need.
- Sponsor a drive for children to donate their old toys to youngsters.

Be a part of the Holiday spirit by undertaking one or more of the items listed above and help make Christmas Merry for someone else and yourself.

Stephen Peterson
Chairman
Keep Christ in Christmas

“Keep Christ in Christmas”- Christmas Cards and Magnets 2011-2012

Keep the true meaning of Christmas present in Council holiday activities.

Supreme has a good selection of posters in the theme of “**Keep Christ in Christmas.**”

These can be obtained from the Supreme Council Supply Department. Also, Supreme has a billboard that depicts the Holy Family and the Campaign’s slogan. For more information on this program, see the Church Program from Supreme.

Once again we are informing you of the potential profit which can be made through your council’s involvement in the “Christmas Card Program”. However, the State Council is not going to be the middle man in these transactions. Christmas cards may be obtained from Steve Sykes (a brother knight in Apple Valley, Council 10494).

The first step is to appoint a chairman for the program. Once that has been established, fill out the report form, insure that it is signed by the Grand Knight and submit it to:

Brother Steve Sykes
WCS Distributing, Inc.
268 W. Orange Show Lane
San Bernardino, CA 92408
E-mail: wcssnapper@aol.com
Office number 800-227-4877
Fax number: 909-888-2378
Steve’s Cell 951-232-4610
Web site to see Cards and Order form:
www.wcsdistributinginc.com, look under “Forms”

Once received, the sample case will be shipped to the Chairman, and you are ready to begin. Please be advised, only orders received from the assigned Chairman will be honored! Cards may be sold directly from the display case, or you may choose to take orders and maintain the case for display purposes.

All orders received shipped within 24 hours. Orders may be mailed, faxed or e-mailed. Every council is also welcome to “will call” their orders to save on UPS charges.

As you can see by the brochure, ethnic cards are again also available. Make use of them!

Also available are Christmas seals, lapel pins, ornaments and Advent wreaths.

Remember, these are religious cards. Don’t restrict your customer base to just parishioners. Many other faiths and organizations enjoy sending cards of this type!

Make use of the program. It can become an excellent fund raiser for your council.

Order your initial supply and realize the potential profit available to you.

KNIGHTS OF COLUMBUS CALIFORNIA STATE COUNCIL

“Keep Christ in Christmas”

Worthy Grand Knight

Would your Council like to realize a profit of \$100, \$200 or more
each week during the holiday season?

By using one or two members at each door of your church before and after Mass for
twenty to thirty minutes it can be done!

That's really all it takes.

The cards “sell themselves”.

Profits in excess of \$ 100 each week are not unusual.

If other councils can do it, why not you?

Place your order for your sample case
and begin to enjoy the rewards not only financially,
but of also evangelizing your faith
during the Christmas season.

California Knights of Columbus
Keep Christ is Christmas
Christmas Cards Program

Council Number: _____

Council Name: _____

Chairman's Name: _____
(PLEASE PRINT)

Address: _____

City: _____ Zip: _____

Phone: Home (* _____) _____ - _____ Work: (* _____) _____ - _____
(* Is your Area Code about to Change?)

Grand Knight: _____
(Signature) **

Send <u>1</u> Assortment Case:	@	\$ 130.00 T
	Shipping	19.00 S
	Plus Sales Tax	
	Total Enclosed	_____

T - Sales Tax on this amount is computed at each county=s basic rate.

Minimum acceptable re-order prior to 15 December – Any quantity.

Make Checks payable to: WCS Distributing, Inc.

Send to: Bro. Steve Sykes
Christmas Cards Chairman
268 W. Orange Show Lane
San Bernardino, Ca 92408

Phone: Office 800-227-4877 Fax 909-888-2378 Email: wcssnapper@aol.com
Steve's cell 951-232-4610

Keep Christ in Christmas Program uses the services of the FedEx.
ALL ORDERS MUST BE SHIPPED TO A STREET ADDRESS.

A POST OFFICE BOX IS UNACCEPTABLE.
United Parcel Service

KEEP CHRIST IN CHRISTMAS

Initial Assortment Case
 When purchased prior to September 25th
 \$ 130.00
 When all boxes are sold
 Profit\$ 162.00

If purchased after September 25th
Council cost is
 \$ 162.00

Each case contains

Style #	# Cards	Description	Boxes in Case	Cost	Sell	Profit
1502	15	Heavenly Blessings	6	3.75	6.50	2.75
1856	12	Carols of Christmas	3	4.00	7.50	3.50
RI-33	15	Madonna of the Nations	1	4.00	7.50	3.50
3011	18	Holy Family	6	4.25	8.00	3.75
5011	15	Mother Teresa' Prayer	2	4.00	7.50	3.50
1169	12	Old Masters	3	4.75	8.50	3.75
9011	18	The Gifts of Christmas	6	4.50	8.50	4.00
6011	16	Angels Adore	3	5.25	10.00	4.75
4011	18	St. Francis' Prayer for Peace	2	5.75	10.50	4.75
2011	18	Our Lady of Grace	2	6.00	11.00	5.00
1008	20	Madonna of the Chair	1	6.00	11.50	5.50

Also included

	Holy Family Magnet	1	1.50	4.00	2.50
Brochures		25	2.00		

Regular Price of CIC/07 Assortment Case	35	162.00	297.00	135.00
SPECIAL PRICE OF CIC/07 Before 9/25		130.00		
Council Savings of 36.75				
Council profit after selling discounted special		167.00		

Shipping per case is \$ 19.00

Sales Tax will be computed by territory

Magnet Special for Quantity: 1-5 \$1.50 ea., 6-100 \$1.30ea., 101-500 \$1.20ea., 501+ \$1.10 ea.

Additional brochures available in pkg. of 50 \$ 4.00

"KEEP CHRIST IN CHRISTMAS"

Suggestions for Council Chairman

1. Obtain permission from the pastor of your parish (es) to sell religious Christmas Cards and *advise where and how the profits are to be used.*
 - a. Your best FIRST customer is often your pastor / parish priests.
2. See - Church Activities Surge with Service
3. Notify parishioners well in advance of the dates of sales.
 - a. Use the parish bulletin: (see sample)

"Keep Christ in Christmas"

Religious Christmas Cards will be on sale following all Masses on Sunday_____ at all exits. This project is to put Christ back in Christmas is being sponsored by your Knights of Columbus Council.

- b. Use your Council newsletter in describing the cards and list phone number where they may be obtained.
4. Remember to keep the theme of the true meaning of Christmas and the birth of Jesus Christ to emphasize the "Keep Christ in Christmas" program. As a vital part of the Christian Community we must be prepared to and practice what we preach.
5. Also consider your neighbors. Many are Christian but may not be Catholic. They too, like, and will purchase the cards. The ladies can organize Card Parties - On the lines of the cook ware or Tupperware parties. Very effective in reaching the entire community, not just the Catholic Community. AND don't forget the Schools. The CCD classes and the SQUIRES.
6. Use the sample letter attached or create one to send to your local newspapers at the start of the Christmas season.
7. **DON'T FORGET TO ORDER THE COLOR BROCHURES.** They may be personalized and they do help promote sales. (25 are included in CIC-2010 Assortment Case)
8. Be sure prices are displayed for each style available on sale. **DO NOT WRITE ON BOXES!**
9. A special display board is available to help in selling the cards.
 - a. Public Price Board (Tri-Fold) 36" x 48". *
 - b. Nativity Table Sign (Easel Back) 11" x 14". * * See Sales Aids
10. Have appropriate signs available to aid in selling cards.

Take Orders. Sunday evening compile your orders and FAX your re-order request to KCIC Chairman. Orders received by Monday Noon will generally be shipped the same day and ready for delivery the following Sunday.

The LAST TWO weeks of your sales - **SELL THE CARDS OUTRIGHT. TAKE ORDERS IF NECESSARY.** Be sure the KCIC Chairman has a supply of fast moving styles of cards.

GOOD LUCK WITH YOUR "KEEP CHRIST IN CHRISTMAS" PROGRAM

"KEEP CHRIST IN CHRISTMAS"

LETTER TO THE EDITOR

December 1, 2011

Your City, California 9----

With so much emphasis on "Santa" and "Gifts" we as a community continue to lose the true meaning of Christmas in all the glitter and commercial hype. This is noted especially within our own Christian community where of all places, the meaning of Christmas should be foremost. We have taken the holiness from Christmas.

Christmas was considered a "Holy Day" many years before it became a holiday. As other religious honor their most holy days, we Christians should and must honor ours. We must strive to put "Christ back in Christmas". This can be accomplished by our actions. To practice the values taught by "Christ" and his followers. Being charitable and forgiving. By offering a helping hand to those in need.

We, the Christian community must practice what we preach every day of the year. Especially during this most holy season. We must strive to "Keep Christ in Christmas".

YOUR GRAND KNIGHT
YOUR COUNCIL (Name & Number)
YOUR ADDRESS
YOUR PHONE

Adoration / Silver Rose Run - Jim Letcher 2011 - 2012

Program History: The Our Lady of Guadalupe Silver Rose Program began in 1960 as a project of the Columbian Squires of North America to honor the Blessed Virgin under her title of Our Lady of Guadalupe, Patroness of the Americas. The program has continued since then as a project of Squires Circles, Councils and Fourth Degree Assemblies in several jurisdictions.

In 2001 Supreme Knight Carl A. Anderson expanded the program by beginning the "Running of the Rose" from the 119th Annual Meeting of the Supreme Council in Toronto. "The 'Running of the Rose' is a perfect program for the Knights of Columbus," said Supreme Knight Anderson. "Through it we honor not only Our Lady of Guadalupe and express the unity of the Order, but we also reaffirm the Order's dedication to the sanctity of human life. It is to the Blessed Mother that we turn in prayer as we work to end the Culture of Death that grips our society. As we think in terms of 'One Life, One Rose,' it is most appropriate that we turn to Our Lady of Guadalupe who made known her will through Juan Diego and the miracle of the roses."

The "Silver Rose Run" will start on or about August 18. As the "Silver Rose Run" moves through California your Council may be contacted to host it for one night. This will be a night of Adoration for your whole parish.

Additionally every council should have one day of Adoration each week. Contact your parish priest and set up a day and time for this. Please schedule your Council's Knights to cover the times when other parishioners cannot be there.

If you have any questions about setting up a day of Adoration, please contact Jim Letcher, Adoration Chairman.

Jim Letcher
Chairman
Adoration Program
2701 Newcastle Road
Newcastle, CA 95658
916-825-5618 (Cell)
jletcher@cwnet.com

SPIRITUAL RETREATS – Ross Willour, PSD 2011 - 2012

Why a Retreat? Simply put, to recharge your spiritual batteries and refresh the soul. As disciples of Jesus Christ we need to seek a renewal that will consecrate our lives to his service and align the use of our freedom with the values and visions of the Gospel.

The experience of Ignatius of Loyola, founder of the Jesuits, has greatly influenced modern retreat development. We Knights of Columbus in California are truly blessed in that we have this annual weekend opportunity to realign our goals and direction in the service of the Church and our fellow man.

This year's statewide Retreat Weekend(s) will be March 2 to 4. We will have four officially sanctioned retreats, but encourage every council or district to attempt to sponsor a retreat in their local area if they can not participate in one of the four.

In Northern California, a retreat will be held at the Jesuit Retreat Center in Los Altos; the Captain is Jack Willoughby; and an additional one at a site and date yet to be determined in the Sacramento area.

In the Central part of the state, the retreat will be held at Saint Anthony Retreat Center in Three Rivers; the Captain is Ray Perez.

In the South, the retreat will be held at the Mater Dolorosa Passionist Retreat Center in Sierra Madre; Ross Willour is the Captain.

For further information contact one of the Captains; and remember space is limited so make your plans and reservations early.

Ross Willour PSD
Chairman
2442 Savanna Way
Palm Springs 92262
760.318.3622
rwill6462@aol.com

W. Jackson Willoughby
309 Roundhill Ct.
Roseville, CA 95747
916.791.0216
jackw@surewest.net

Ray Perez
7201 Condor St
Bakersfield, CA 93306
661.332.2976
SirPerez12987@yahoo.com

Council Activities – Ralph P. Manfredo

2011-2012

Overview & Objective

Council activities are where Grand Knights and their activities chairmen report on the various activities the council participated in the last Columbian Year. Active councils are dynamic councils that have high visibility in their parishes. This high visibility is an excellent way to recruit new members. There are many aspects that make up the activities in which your councils participate. All of your activities take planning to be successful, and it is your responsibility as Grand Knights to appoint chairmen that will plan and carry out those plans.

Council Activities should be entertaining, enjoyable and beneficial. Many of the activities of the Knights of Columbus sound demanding, and certainly many are, but that does not mean that others can't be just for fun. The key is council planning, this includes Pro Life, sports, youth activities or council pot lucks.

Well planned and implemented events require good public relations within the parish and within the local community. Make sure that your Council Activities Chairman and your Public Relations Chairman work together to get the word out about upcoming events to all council members, the parish and the local community.

Make sure that all members proudly wear their council name badges at Mass, social and community activities. The wearing of name badges promotes council visibility.

The objective of the Council Activities under the State Service Program is to establish each council, through its different activities, as an influential and important force within the community. To achieve this objective, each council should provide more meaningful and relevant programs of action, increase membership, build leadership among council members, and ensure the success of the council through its different activities and programs.

As in the previous Columbian years, this Columbian Year (CY 2011-2012), the State Council is highly encouraging that each council should show emphasis, at the minimum, on the activities listed under the Fraternal Activities section. However, this does not preempt councils from organizing or performing other additional activities for the good of the order and the betterment of their respective communities.

Note that all reports, required forms and summary of activities for this Columbian Year should be submitted to the designated Council Activities Chairmen on or before the deadline dates given by the State Council in order to qualify for recognition and awards. Encourage your chairmen to write their individual activity reports as soon as they are completed. This will save having a flurry of activity trying to get their reports completed and submitted at the end of the year, because the activity is fresh in their minds and nothing will be overlooked. Make sure you also include any photos when you submit your reports.

Please feel free to contact any one of us for more information:

Year Book and Council Bulletin Chairman - Walter D. Nolasco, (916) 631-9280, wdnolasco@gmail.com

Fraternal Activities Chairman – Daniel Beck, (805) 925-4649, kofcdanjr@verizon.net

May God Bless you and your Councils on their efforts.

Ralph P. Manfredo
Activities Chairman
2863 Agua Vista Drive
San Jose, CA 95132-2102
408-251-1394
rpmanfredo@sbcglobal.net

Council Bulletin – Walter D. Nolasco 2011 - 2012

The Council Bulletin is a vital tool linking all members of the council and every council should publish a monthly newsletter or bulletin for its members. This publication should arouse interest in the activities; programs and events of your council, along with reports of business carried out within the council. It is an effective vehicle for renewing non - active members' interest in attending meetings and council functions. Some members are shut-ins others work on meeting nights, but still like to be in touch. A well organized bulletin keeps the entire council informed on all council news and events and your shut in members especially appreciate it and look forward to it.

Awards will be presented for the publication that is judged to be the most consistent source of communication to the council members. Guidelines for bulletins are included on a separate enclosure. Awards will be given for the best three bulletins in each division. **Color pages and photographs will have no bearing on points for awards.**

Councils will be evaluated on nine (9) issues starting with the August 2011 issue and ending with the April 2012 issue. Bulletins will be judged as they are received; therefore it is important that the bulletins be received no later than ten days into the month. It is requested that you send a copy of your bulletin to all State Officers, Program and Membership Directors, and especially to the Knightletter Editor, as well as other chairmen found in the State Directory.

SPECIAL NOTE: Council Bulletins with sponsorships or advertisements from investment or insurance companies other than Knights of Columbus Insurance Programs will be removed from any considerations for awards.

Bulletin Chairman Walter Nolasco is responsible for judging the bulletins.

BULLETIN GUIDELINES

These guidelines have been established as the basis for awards. The following **MUST** appear in each issue of your council bulletin:

- Council name, number, **division** and month of publication
- List of officers, Directors, Field Agents and their phone numbers
- Message from the Grand Knight
- Message from the Council Program Director
- Message from the Council Membership Director
- Business card or article from Insurance Field Agent
- Calendar of coming events

The following items are **optional** and extra points will be awarded if they are included.

- Message from the Chaplain
- Articles from Council Directors and Chairmen
- Articles from Fourth Degree Assemblies
- Articles from your Squires Circle (if sponsored)
- Articles about the ladies and families of your council
- Articles promoting Vocations, Right-to-Life and Drug Abuse activities
- Parish news relating to your council
- Pictures of Council activities
- Sickness and distress announcements, birthdays and anniversaries
- Chapter news
- Message from the District Deputy

Convention announcements

There will be NO EXTRA POINTS for color pages or photographs

Electronic Bulletins

There will be an Electronic Bulletin competition. It will be the best three bulletins submitted electronically. The selection will not be by division.

The electronic bulletins will follow the same guidelines as for the standard mailed bulletins.

The bulletin must be received no later than 10 days into the month.

A request must be made to the Public Information and Bulletin Chairman Walter Nolasco to have your bulletin reviewed.

SUGGESTIONS FOR A SUCCESSFUL BULLETIN

1. Have the bulletin name, council number and **division** in plain view on the front cover.
2. A list of officers, Chairmen and Field Agents with **Phone numbers**. (A good place for this list is on the inside front cover).
3. A calendar of events is essential.

The bulletin **must** have a **Grand Knight's message**, a distinct **Program Director's message**, a **Membership Director's message**, **Knights of Columbus Field Agent's Business Card or article** and a **Calendar of events**. A bulletin is not complete without these elements.

CONTRIBUTING ELEMENTS

1. A Chaplain's message is always a welcome article.
2. Ask your District Deputy for an article.
3. Pro Life and articles on Vocations are always welcome.
4. A Field Agent's message is very advisable.
5. Ask activity Chairmen for an article.
6. Advertise your events.
7. Arrange articles in a protocol each month (Grand Knight, Program Director, Chaplain, Membership Director, etc.).

GETTING YOUR BULLETIN TO THE CORRECT PERSON ON TIME

8. Be sure that the **Bulletin Chairman** is on your mailing list. The Golden State Bulletin or Knightletter Editor do not judge bulletins.
9. It is important that the bulletin arrives on time (no later than the 10th of the month.). The bulletins are reviewed as received.

MAILING ON A NON PROFIT PERMIT

10. Follow the example cover on the last page; it contains all the elements to satisfy the Postal Service. It is suggested that the address be placed on the upper half of a folded bulletin.
11. The disclaimer stating the organization, address and frequency of publication is to be placed within the first three pages.
12. Advertisers should be on the inside of your bulletin. They are considered sponsors.

13. No travel agencies or insurance ads are allowed by the regulations set forth by the Postal Service, except for Knights of Columbus Insurance, which is part of the order.

AWARDS UNDER BULLETIN CHAIRMAN

Council Bulletins, First, Second and Third Place in each of five divisions

Council Electronic bulletins First, Second and Third Place regardless of division

Walter D. Nolasco, Bulletin and Yearbook Chairman

10815 Gadsten Way

Rancho Cordova, CA 95670-5101

PHONE: 916-631-9280 (Home)

916-505-6184 (Cell)

wdnolasco@gmail.com

COVER EXAMPLE

Follow the example cover below; it contains all the elements to satisfy the Postal Service. It is suggested that the address be placed on the upper half of a folded bulletin.

The disclaimer stating the organization, address and frequency of publication is to be placed within the first three pages.

Advertisers should be on the inside of your bulletin. They are considered sponsors.

No travel agencies or insurance ads are allowed by the regulations set forth by the Postal Service.

The diagram illustrates the required elements for a bulletin cover, enclosed in a rectangular border. At the top left, the return address is listed: "KNIGHTS OF COLUMBUS", "1234 ANY STREET", "ANY TOWN, CA 92345". An arrow labeled "Return Address" points to this text. To the right, a box contains the non-profit permit information: "NON PROFIT ORGN.", "US POSTAGE PAID", "ANY TOWN, CA 92345", "PERMIT NO. XXX". An arrow labeled "Non Profit Permit" points to this box. Below the return address, the text "CHANGE SERVICE REQUESTED" is printed. In the center, a disclaimer states: "This is an example of a cover containing all of the necessary elements that identifies your council and complies with the US Postal service regulations." Below this, a instruction reads: "Be sure to place your division number on the cover of your bulletin". The main body of the cover is divided into sections. On the left, "JULY 1999" is printed, with an arrow labeled "Month and year" pointing to it. In the center, "VOLUME 99 NUMBER 1" is printed, with an arrow labeled "Volume and number" pointing to it. To the right, "Bulletin Title" and "Council Name and Number" are printed, with an arrow labeled "Bulletin Title" pointing to the title. Below these, a large box contains the text: "Your Title", "Your Council Name and Number", and "your division". An arrow labeled "Your Division." points to this box. At the bottom, a circular logo features the text "CHARITY UNITY FRATERNITY" around a central shield with "K of C" inside. Below the logo, the text "DEDICATION IF DESIRED" is printed.

KNIGHTS OF COLUMBUS
1234 ANY STREET
ANY TOWN, CA 92345

Return Address

NON PROFIT ORGN.
US POSTAGE
PAID
ANY TOWN, CA 92345
PERMIT NO. XXX

Non Profit Permit

CHANGE SERVICE REQUESTED

This is an example of a cover containing all
of the necessary elements that identifies your council and complies with the US
Postal service regulations.

Be sure to place your division number on the cover of your bulletin

Month and year

JULY 1999

Volume and number

VOLUME 99 NUMBER 1

Bulletin Title

Council Name and Number

Your Title
Your Council Name and Number
your division

Your Division.

CHARITY UNITY FRATERNITY

DEDICATION IF DESIRED

Yearbook – Walter D. Nolasco 2011-2012

Three Awards (1st, 2nd & 3rd) will be given to the council that creates the most effective books that documents the council's many fraternal activities throughout the Columbian year. The Activities should reflect the four principles of our order. Yearbook competition is on a statewide basis and not on a division basis. You are competing with every council in the State of California for these awards.

Judging will take place at the annual state convention in May.

Council Yearbook Guidelines

The following guidelines have been established as the basis for awards. There will be no points for fancy covers. Each book will be judged entirely on its contents alone.

☞ **Dedication Page** – State the reason you are dedicating the yearbook, a picture as appropriate, if applicable to the dedication. To whom or to what you dedicate your yearbook is your decision.

☞ **History Page** – Write a brief history of your council containing the Council Name & the Month & Year the Council was Chartered, a list of Past Grand Knights or pictures if possible and past accomplishments of your council. Length is not a key factor, but it must be informative.

☞ **Required Pictures** – Individual and or group pictures of all Council Officers elected or appointed, to include the Council Chaplain or Spiritual Director, if any, properly labeled with the Title of office and Full Name of Council Officer.

Another set of individual and or group pictures of all Program Directors properly labeled with Title and Full Name of Director on the following page.

☞ Additional pictures are required and identified as to the function and or activity. Where it is possible, identify all the people in the picture.

☞ **Activities** - A picture of the Activity Director to appear on the first page of each activity/function stating the name of the activity/function. A separate page of each activity/function with a caption or description. (*A minimum of six pictures per function and or activity*). The size of the activity/function does not matter, but it must be a council activity/function performed during this Columbian Year.

To be considered for judging, your council yearbook must be at the designated room prior to 10:00 a.m. Friday at the State Convention. Late entries will not be considered. Grading of yearbooks will commence at 10:30 a.m.

**Walter D. Nolasco
Bulletin and Yearbook Chairman
10815 Gadsten Way
Rancho Cordova, CA 95670-5101
PHONE : 916-631-9280 (Home)
 916-505-6184 (Cell)
Email: wdnolasco@gmail.com**

Fraternal Activities – Daniel F. Beck Jr.

2011-2012

Having a strong, friendly, and fraternal atmosphere throughout your council and among its members and families is rewarding in itself. Keeping that atmosphere may take some effort as the year progresses. This is where having programs that create interest, maintain enthusiasm, and build pride in membership will aide you in maintaining that atmosphere. Your Lecturer can be an aide in educating members at meetings and planning.

- ✓ Make sure new members feel welcome and get involved. Begin or revive the practice of everyone wearing identification badges during council meetings and activities. The Shining Armor Award program is a great method to get new, or current, members involved, increase membership, obtain their degrees, and get recognition when completed.
- ✓ Sponsor joint programs with other fraternal groups in your community or with your Squires Circle. Invite leaders of other fraternal benefit societies or service-oriented organizations to your council events; social, athletic, cultural, etc.
- ✓ Include an annual “Recognition Night” in your council activity schedule. Select a “Knight of the Month” and/or “Knight of the Year”, also select a “Family of the Month” and/or “Family of the Year”. Recipients should be chosen for exemplary service to Church, Community, Council, Family and Youth. Knights of Columbus Certificates are available from the Supply Department with a wide variety of certificates that can be ordered.
- ✓ Publish annually a council directory and distribute it to all council members. Such a directory not only enables members of a council to become better acquainted with their fellow Knights, but also can be used as a basis for forming “fast-contact” committees or “telephone squads” for meeting reminders.
- ✓ Celebrate Founder’s Day, March 29th, the anniversary of the day the Knights of Columbus was granted a charter by the state of Connecticut. This day calls for a special celebration in every council throughout the Order. In honor of our founder, honor and recognize your council’s charter members. Schedule a showing of the Supreme Council video about the founder, *The Life and Legacy of Father McGivney*. Encourage members and parishioners to participate in the Fr. McGivney Guild to promote the canonization of the Venerable Fr. McGivney.
- ✓ Spearhead Columbus Day celebrations each October in your community. Hold an open house, and/or participate in any civic observances scheduled. Encourage your council’s public relations committee to issue news releases about Columbus Day plans, Christopher Columbus himself, and the Knights of Columbus programs and activities.
- ✓ Schedule FUN activities such as picnics, group outings to the theater or MLB or NFL games, monthly social potluck dinners, or have a game night for card/board games. For those more physically active in sports, organize a council sports team for bowling, softball, or golf.
- ✓ Provide “Care Packages” to military members, or family members of brother Knights, deployed overseas. Hold a fund raiser for donating to the USO, Wounded Warrior Project, or any other group providing assistance to our veterans.

These are just a few program ideas for your council to use in maintaining a strong fraternal atmosphere. Make changes, as needed, to revive enthusiasm or involve other interests.

Daniel F. Beck, Jr.

Fraternal Activities Chairman

1202 Cobblestone Lane,

Santa Maria, CA 93454-4725

Phone: (805) 925-4649

Email: kofcdanjr@verizon.net

Community Activities Program – Victorio G. Reyes, Jr. 2011-2012

Amidst the crisis, the call to serve, "*In service to one. In service to all.*" is a call to be a genuine knight. It is not a seasonal activity or a whim that can just pass by. It is not a way of getting attention, social status or fame but rather a real commitment of a true and genuine knight with a shining armor. Service of others is not a one shot deal. It is a continuation of a promise that requires dedication. It is a calling, a vocation installed within a true knight of Christ. Service is inherent of knighthood.

Just as anything else is tested, the call to serve does not escape the test of the current global economic recession. With the adverse effect of recession, voluntary donations have been affected. In general, church collections have decreased dramatically. Likewise, funding for service-oriented activities have also felt the claw of this economic crisis. Knight funding does not remain unfazed amidst the economic crisis.

As Knights hang on to our commitment to serve, we take this global crisis to stride. Recession has been acknowledged as a challenge to grow and not to defeat what is noble and good. Faced with different activities of service, we must continue to fulfill our commitment. Despite the seeming gloom of recession, we should carry on with our Food for Families program, American Wheelchair Mission, Intellectual Disabilities Program, Special Olympics, Advocacy in pro-life movement and same sex marriage, etc. We must carry on with all of these activities with a tint of great love for God and others.

Faced with this challenge and pervading commitment to serve, a practical question is asked. How do knights fund the different current activities of service that the Knights of Columbus sponsors? In short, how do knights sustain these activities?

A holistic approach is necessary in addressing this question. As people of God, we knights must trust unreservedly in God's great providence. He will provide. Yet, we are also challenged that as we continue to believe in providence of God, we also do our part and harness our wealth of experiences as individual or communal means. As biblical passage goes, "as God has the mercy so does men has to work". Knights need to think of ways and means creatively in the sustenance of our service-oriented activities. Foremost to this disposal is the fervent desire to volunteer. Volunteerism has been an ongoing slogan especially during time of crisis. There is a blessing in open attitude of giving up time, talent and treasure for the sake of other. Likewise a think tank of developing a list of innovative fund sourcing may be necessary to develop. The traditional fundraising campaign may be downscaled at this time of crisis. It is understandable that any amount, how small it may be, will accumulate into big amounts. This time may also be a good time to evaluate the current services that the Knights of Columbus sponsor not to eliminate but to sustain even meager funding. It may not be practical to introduce new activities at this time. This is just a start to stimulate and redevelop trust of the Provident God and sources of funding.

Our founder, Benevolent Father Michael J. McGivney, set goals to help the unfortunate sector of our society as individual or corporate manner. Here is the list of the programs with their respective name that make the portion of our community activities:

Food for Families -	Carlos Cuellar	(619) 670-6121
American Wheelchair Mission -	Michael Forman	(707) 643-5260
Intellectual Disabilities -	Frank Nigro PSD	(562) 596-5633
Special Olympics -	Steve Bolton	(714) 222-6880

Appropriate recognition for the council will take place at the Annual State Convention in the heart of the Silicon Valley (San Jose). The award entry form must be submitted on or before April 1, 2012.

As we traverse through this crisis together we take to heart the very prayer of generosity of St. Ignatius of Loyola: “...*to give and not to count the cost... for the greater glory of God. Amen.*”

Fraternally,

Victorio Guevarra Reyes, Jr.
State Community Activities Chairman
139 Wolfberry Court,
San Jose, CA 95136-2428
Email: vicreyesjrkofo@yahoo.com

Food for Families - Carlos I. Cuellar

2011-2012

Abstract

Although this is only the second year of existence for our Food For Families (FFF) program, the Knights of Columbus have greatly assisted in lessening the sting of hunger in our communities. Due to a poor economy, high unemployment, and the exorbitant cost of living in California, many families have to make tough decisions between paying the rent or buying food. In our state of California, there are over 5 million persons who silently suffer from hunger. Unfortunately one-third of these individuals are children! Hunger is no longer a third world malady; however, it should not be tolerated in our communities. As Knights of Columbus, we have the perfect vehicle through our Councils and parishes to respond to the demand for food in our local areas.

How Do We Get Started?

- ❖ First obtain permission from your Pastor to host either a food pantry and/or conduct a food drive during different times of the year.
- ❖ Each Chapter President should select a FFF Chapter Chairman (if no FFF Chairman has been assigned) to implement the program and to oversee the complete operations at the Chapter level. It is imperative that all Chapter Presidents, notify me of the name and contact information of their FFF Chairman.
- ❖ District Deputies should assist the Grand Knights in making sure that each Council has appointed a FFF Chairman. This is a critical step, since the FFF program is considered a Council activity. It is through your Council's FFF Chairman that each Council will announce and coordinate its food collection program.
- ❖ Extend your Council's reach into the community by serving food at your local Salvation Army Headquarters, various Homeless Shelters, and Food Banks. There are no shortages of different locations where we can serve the hungry and those in need.
- ❖ Enlist the help of local food banks, such as Feeding America and Second Harvest. Feeding America provides thousands of pounds of free produce, bread, and other staple items.

Contact Feeding America @ 858-452-3663 (San Diego Office) for general information; and how to become a partner agency. Please specify that you are from the Knights of Columbus, they will refer you to the closest California Feeding America warehouse. Office hours are from Monday-Friday, 8am-4:30pm (PST). Visit the following Website for the closest Feeding America warehouse nearest your location at <http://feedingamerica.org> then click on "Need Help", then "Get Access to Food", and then "Find your food bank".

Annual Food For Families Report Forms

- ❖ Food For Families Report Forms must be submitted to the State Office by March 15, 2012. Please email or mail your report even if your council did not **participate!**
- ❖ Microsoft Word templates will be sent out via email so Councils can file their reports electronically.
- ❖ Email reports to: state.office@kofc-ca.org or to cicuellar@sbcglobal.net
- ❖ If you elect to mail a hard copy, please address it to:
Knights of Columbus
State Office - Food for Families Report Forms
15808 Arrow Blvd., Suite A
Fontana, CA 92335
- ❖ Councils that submit timely and qualified reports will receive credit for all four of the Community Activities requirements for the Columbian Award.

Conclusion

Brother Knights please email or send me the articles and pictures of your Council's FFF activities. I would like to publish the articles, so the rest of the Council's in the State know how we are doing. My greatest desire is that you prayerfully consider your level of involvement and contribution. As Knights of Columbus, we are prompted by a call from the Holy Spirit to become His disciples and stewards. God has generously bestowed on us an abundance of grace and blessings, to share with our less fortunate brothers and sisters. I eagerly await your questions, comments, and ideas on how we may expand our FFF program.

"For I was hungry and you gave me food, I was thirsty and you gave me drink, a stranger and you welcomed me." (Matthew 25, 35)

May the joy and hope of the Risen Lord be with you throughout the Columbian Year.

In Christ,
Carlos I. Cuellar

Food for Families Chairman
3565 Via Palma
La Mesa, CA 91941
HM#: 619-670-6121
CELL#: 619-655-1255
FAX#: 619-670-6282
Email: cicuellar@sbcglobal.net

American Wheelchair Mission Program - J. Michael Forman 2011-2012

The Knights of Columbus, working in collaboration with the American Wheelchair Mission (AWM), continues to deliver wheelchairs to physically disabled children, teens, adults, and others who lack freedom of mobility throughout the world. The delivery of a wheelchair to a person without mobility improves the quality of life for the entire family. Children can go to school, adults can go to work to provide for their families and the elderly can get out of a bed they may have stayed in for years at a time.

The involvement of the Knights of Columbus in this worthwhile program began in 2003 when the Supreme Council sponsored the delivery of 2,000 wheelchairs to Afghanistan followed the next year by distributions in Jordan, the Philippines, Poland, and Mexico. Since 2003, the Knights of Columbus has funded the delivery of tens of thousands of wheelchairs around the world, and right here at home. Thousands of veterans and their families across the United States in need of wheelchairs have received new mobility, and honor the Knights with their thanks and prayers.

The AWM is an IRS Section 501(c)(3) tax-exempt organization; and therefore all donations are tax deductible. Being one of the largest distributors of wheelchairs in the world, the AWM is able to procure brand new wheelchairs which would sell at retail for \$500 - \$600 in a medical supply store, but since the organization purchases them in sea container lots of 110 to 280 wheelchairs and has them delivered directly to the country of destination, they cost an average of only \$150 per wheelchair. Wheelchairs come in various width sizes from 14 inches to 20 inches (larger sizes are available on special order) and are equipped with either standard or mountain-bike style tires.

Since 2007, the Knights of Columbus across the United States have been having "Wheelchair Sunday" parish drives to raise funds for the delivery of wheelchairs. Beginning with Assumption of the Blessed Virgin Mary Church in Pasadena, where Father Gerard O'Brien coined the phrase "Wheelchair Sunday", this program has spread to several states and is catching on quickly. The first five parish drives in Southern California raised enough money to sponsor the delivery of 1,000 brand new wheelchairs and added more than one hundred fifty (150) new Knights to the local membership of the Councils involved in the parish drives.

This past Columbian year, the California Knights raised close to \$200,000, against a target of \$160,000, which represents over 1,300 wheelchairs – nearly five full containers of 280 wheelchairs each. This Columbian Year, the State goal for California will be to raise and surpass the \$200,000 threshold. In order to meet this worthy goal, the challenge will be for each Council, with the support of their Chapter and District Deputy, to get involved and hold at least one Wheelchair Sunday or Wheelchair fundraiser during the Columbian Year.

To meet this challenge, I am working with the AWM to develop a training and orientation program, featuring Chris Lewis and Dan Moberg, which I can use in promoting the program within each Chapter and their respective Councils. My goal for this Columbian Year is to

conduct this training and orientation program in at least five Chapters within the State, during one of their upcoming Chapter Meetings, to help promote the program and show how easy it is to conduct a successful Wheelchair Sunday or event. Training sessions will be held at our District Deputy Workshops and training and promotional materials on DVD are available by contacting me at my address below.

In order to facilitate the distribution of wheelchairs within the State, a small container of 110 wheelchairs has been purchased, delivered, and are now currently stored in San Ramon. Councils and Assemblies, desiring to receive and distribute wheelchairs from this State allotment, should contact me with their request indicating the number of wheelchairs, size (14, 16, 18, or 20 inch), and tire type (standard or mountain-bike) for the wheelchairs they are requesting. I have implemented a program within the State where Councils or Assemblies desiring wheelchairs conduct a Wheelchair Sunday or similar event and use the funds collected to reimburse the State Account so that we maintain a “perpetual” allowance of wheelchairs for distribution within the State. Councils conducting Wheelchair Sundays or similar events should ensure checks are made payable to the “American Wheelchair Mission”. Checks should be annotated to show the Council, Assembly, and/or Chapter submitting the check(s) to ensure the proper and full credit is given to each contributor. Checks should then be mailed to my attention so that I can maintain an accurate accounting of contributions before they are forwarded to the AWM. If you have any questions regarding the wheelchair program, please let me know.

God Bless, Vivat Jesus

J. Michael Forman
American Wheelchair Mission Chairman
160 Dwight Way
Vallejo, CA 94589-2925
Email: jmforman49@aol.com
Phone: 707-643-5260
Cell: 707-342-2343
Work: 925-415-2516

Campaign for People with Intellectual Disabilities–Frank Nigro, PSD 2011 - 2012

Through the great effort of all our Councils the past twenty-three (23) years, new heights in Columbianism for charity have been achieved. Our Councils, through the efforts of our membership, have raised over Fourteen Million (\$14,373,885 dollars). On behalf of the Board of Directors and the State Council, we thank you.

The 2010 drive, from all the information we have received so far to date, we have received reports from 384 Councils with a gross contribution of \$710,911.39.

The foundation cannot over-emphasize the importance of receiving the M/R report form along with the net proceeds from the drive. It is essential that these funds be forwarded to the Foundation Treasurer within a thirty (30) day period after the conclusion of the drive as requested on the form. As we have mentioned many times in the past, you are dealing with public funds and you are accountable for all funds collected.

Let's make 2011 an even greater year for People with Intellectual Disabilities. This year's drive will be held on the weekend of October 21, 22, and 23, 2011. The goal this year will be One Million (\$1,000,000 dollars). With more Councils participating, and a greater effort from the Councils that have been participating in the past, we can reach this goal.

Additional information, including the required forms, will be provided to each Council concerning the upcoming drive.

God Bless.

Fraternally,

Frank Nigro, PSD
(562) 596-5633

Sponsor an Athlete

The Knights of Columbus are pleased to announce their newest fundraising campaign in support of Special Olympics athletes throughout California, "Sponsor an Athlete." Each Knights of Columbus Council throughout California is being encouraged to sponsor two athletes at \$500 each for a year. This sponsorship will help to provide such things as athlete and coach training, equipment, uniforms, transportation, and competition awards.

Because of the generosity of the Knights of Columbus and other organizations, Special Olympics provides sports training and competition programs along with life changing experiences to the athletes and their families free of charge. Special Olympics transforms communities by inspiring people to accept and include individuals with intellectual disabilities. Please join us today – your support means the world to the athletes.



The Knights of Columbus and Special Olympics "Changing Lives Together"

For more information, please contact:

Steve Bolton, Special Olympics Chairman,
California State Council, Knights of Columbus

Cell: 714-222-6880 Fax: 714-908-1727

Email: sbolton293@aol.com



**KNIGHTS
OF COLUMBUS**
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Special Olympics

Youth Activities – Tim Stapleton

2011 – 2012

The future depends on the youth of today. This is a common phrase, but we often miss the opportunities to make it real. For those Knights with children, “youth” activities are all too present with school and after school events. For empty nesters, there are plenty of other opportunities to support youth activities. The best place to start is your local parish or school. Meet with the pastor and principal early in the school year and bring up the projects listed below. Quite simply, you can probably have the teachers integrate the essay and poster contests right into their English, Religion, Art or Social Studies curriculum. Approach the school Athletic Director about the Soccer Challenge and Free Throw Competition.

You can also tie in the various awards from these projects with other school recognition events. Distribute the sports awards at the school sports banquet. Hand out essay and poster contest certificates in the class room. Distribute the 8th grader awards at their graduation. Also, please don’t overlook the Altar Server, Choir and Crossing Guard certificates. Review the Supplies Catalog for suitable forms. Finally, put some direct attention to the Columbian Squires. Reaching out to the youth in this manner introduces both child and parent to the great work of the Knights!

See the following pages for details about these activities and events:

- Columbian Squires
- Essay Contest (use the “kit”)
- Basketball Free Throw Competition (use the “kit”)
- Poster Contest (use the “kit”)
- Soccer Challenge (use the “kit”)
- World Youth Day (August in Madrid)

Study the Surge with Service guidebook for many more ideas for Youth Activities - pick a few new special projects and grow your programs each year. Your Youth Activities chairmen stand ready, willing and able to support each and every member. We are only a phone call away with any help you may need. We are your partners in working with youth in this Columbian Year.

Important: Refresh your entry “kits” and discard the outdated forms – these do not include critical fields required for State and Supreme judging. Also, save the next page to help organize your Council’s Youth Activities. Dates may change during the year so watch for any updates to the Youth Activities milestones by reading the monthly Knightletter.

Fraternally,

Tim Stapleton - Youth Activities Chairman

557 Hearst Ave

San Francisco, CA 94112

(415) 517-4875 – Cell (Preferred contact number)

(415) 584-6207 – Home

(415) 765-2412 – Work

(415) 337-7966 – FAX

tim.stapleton@comcast.net

YOUTH ACTIVITIES ROADMAP

Activity	Major Steps	Target Date
Soccer Challenge	Council assigns activity Chair (could be done earlier)	May 2
	Council orders Soccer Kit	June 2
	Council reports name of Chair to Chapter President	August 12
	Chapter reports name of Chair to State Committee Chair	August 31
	Council conducts Soccer competition (Aug thru Sep)	September 30
	Chapter conducts Soccer competition (Oct)	October 16
	Council files Soccer Participation Report with Supreme	December 1
	State conducts Soccer competition	December 11
	State reports Soccer winner to Supreme	December 31
Free Throw Competition	Council assigns activity Chair	July 31
	Council orders Free Throw Kit	August 15
	Council reports name of Chair to Chapter President	August 31
	Chapter reports name of Chair to State Committee Chair	September 15
	Council conducts Free Throw competition (Nov thru Jan)	January 27
	Council files Free Throw Participation Report with Supreme	January 31
	Chapter conducts Free Throw competition	February 25
	State conducts Free Throw competition	March 17
	State reports Free Throw winner to Supreme	March 30
Poster Contest	Council assigns activity Chair	July 31
	Council orders Poster Kit	August 15
	Council reports name of Chair to Chapter President	August 31
	Chapter reports name of Chair to State Committee Chair	September 15
	Council conducts Poster contest (Sep thru Jan)	January 27
	Council files Poster Participation Report with Supreme	January 31
	Chapter conducts Poster contest	February 25
	State conducts Poster contest	March 24
	State reports Poster contest winner to Supreme	March 30
Essay Contest	Council assigns activity Chair	July 31
	Council orders Essay Kit	August 15
	Council reports name of Chair to Chapter President	August 31
	Chapter reports name of Chair to State Committee Chair	September 15
	Council conducts Essay contest (Sep thru Jan)	January 27
	Council files Essay Participation Report with Supreme	January 31
	Chapter conducts Essay contest	February 25
	State conducts Essay contest	March 24
	State reports Essay contest winner to Supreme	March 30

Read the monthly Knightletter and watch for any updates to these activities.

World Youth Day is a great meeting of young people from all over the world gathered around the Vicar of Christ. It is one of the primary means by which the Church proclaims the message of Christ to young people. WYD is an evangelical endeavor in which the Church manifests its constant concern for youth: "All young people should feel cared for by the Church: to do so, the whole Church, in union with the Successor of Peter, must feel increasingly committed at the global level, in favor of youth to correspond to their expectations, communicating to them the certainty of Christ, the truth that is Christ, and the love that is Christ through adequate formation, which is a necessary and updated form of evangelization" (John Paul II, Address to the College of Cardinals, December 20, 1985).

WYD not only demonstrates the Church's presence in the world, but also a sign of communion among its members.

What are the objectives of WYD? The primary objective of WYD is to make the message of Christ known to all young people worldwide. It is an evangelical initiative of the Church, with a significant ecumenical dimension.

Where has WYD been celebrated previously? In Buenos Aires, with the attendance of one million young people; in Santiago de Compostela, with more than 500,000; in Czestochowa, with 1,600,000; in Denver, with 600,000; in Manila, with approximately 4 million; in Paris, with 1.2 million; in Rome, with 2 million; in Toronto, with 800,000; in Cologne, with 1.1 million; and in Sydney, with 400,000.

Why take part in WYD?

The Pope invites youth from all over the world to come to a pre-determined city to:

"Have a personal encounter with Christ that will bring about a confirmation of faith and an internal conversion in young people that leads them to the sacraments of Reconciliation and the Eucharist. These meetings form the stages of a great pilgrimage across the planet. They show that faith in Christ makes all of us children of the one Father who is in Heaven, and builders of the civilization of love" (Benedict XVI, Angelus, Sunday, July 27, 2008).

How does one prepare to participate in WYDs? "World Youth Day does not simply take place in this moment, it is planned over the course of a long journey with the Cross and the icon of the Virgin. It is prepared from an organizational point of view, but also requires spiritual preparation. Therefore, the moments experienced in these Days are the culmination of a long preceding journey. The fruit of this journey brings us together on a path towards Christ. World Youth Day also creates a story that continues long after the end of the event in the friendships that are developed and the new inspirations that are discovered" (Benedict, interview with journalists during the flight to Australia, July 12, 2008).

Gather your group and invite others to a World Youth Day Holy Hour

Come before the One for whom we make this journey, bring others before Jesus truly present in the Blessed Sacrament, and pray for World Youth Day to bear fruit in your own soul and all the future participants and onlookers of World Youth Day 2011. Some groups have even started to come together for WYD Holy Hours on a regular basis, such as each week. World Youth Day is meant to be an encounter with Jesus Christ, with the universal young Church. So start the encounter now with Eucharistic adoration of Jesus in the Blessed Sacrament. "In a world where

there is so much noise, so much bewilderment, there is a need for silent adoration of Jesus concealed in the Host. Be assiduous in the prayer of adoration and teach it to the faithful. It is a source of comfort and light, particularly to those who are suffering... I heartily recommend to the Church's pastors and to the People of God the practice of Eucharistic Adoration, both individually and in community" -Pope Benedict XVI, February 22, 2007, Sacramentum Caritatis, Post-Synodal Apostolic Exhortation.

Example WYD Holy Hour Outline

- Opening Song being sung while priest exposes the Blessed Sacrament. Priest prays the opening prayer, invoking the Holy Spirit.
- Eucharistic Gospel is read, accompanied by a brief reflection.
- 20 minutes of silent prayer
- A quote is read about Jesus in the Eucharist from the Holy Father or an adoration prayer of one of the WYD patron saints.
- 20 minutes of silent prayer
- Preparation Prayer for WYD 2011 is prayed in community. Priest closes the Holy Hour with benediction and divine praises. Song is being such while the Blessed Sacrament is being reposed.

Madrid – Sacred Art and Music are widely recognized as useful tools for prayer and meditation. Film has also been recognized as a medium that can generate discussion and thought about faith, life, and moral values. World Youth Day is harnessing the power of film as a spiritual tool by offering a movie series as one of the many ways to prepare for the event. The movie series began this past December and is scheduled to run until June, with one screening per month. While the movie series takes place in Madrid, organizers hope other groups around the world will be inspired to undertake a similar initiative in their home diocese or parish.

The movies featured in WYD Movie Series are:

Letters to Father Jaakob (2009, Klaus Haro, Finland)
 Of Gods and Men (2009, Xavier Beauvois, France)
 The Student (2010, Roberto Girault, Mexico)
There be Dragons (2010, Roland Joffe,)
 Alexia (2010, Pedro Delgado)
 The Human Experience (2008, Charles Kinnane, Grassroots Films)
 Popielusko (2009, Rafael Wiczynski, Poland)

Please send your councils activity and fundraising information to: jspatino@comcast.net or call 650.580.2170

Read more: <http://knightsfamily3773.pnn.com>

Fraternally,
 Jeffrey S Patino
 World youth day chair

Columbian Squires – Eugene J. Buehl

2011-2012

Two years ago, I wrote that all Knights know the Columbian Squires is “the official youth organization of the Knights of Columbus.” However, even after explaining why the Columbian Squires should be viewed as an Order and *not* a “program,” many Knights still refer to it as the “Squires program.” In the Knights of Columbus, we have an “insurance program,” we support the “Keep Christ in Christmas program,” and the Deputy Grand Knight of a council is the “program director,” but there is no “Knights program.” My point may be moot to some, but it is what it is... and we are what we are.

As with the Knights, the Squires have “programs” within the Order, the most notable being the “Squire Advancement Program” or SAP. In my humble opinion, the Squire Advancement Program is still the best thing to happen to the Squires since Brother Barnabas McDonald conceived the idea of a “Junior Order” back in 1925.

In brief, the Squire Advancement Program requires that a Squire progress through five levels: Page, Shield Bearer, Swordsman, Lancer, and ultimately, to Squire of The Body of Christ. To reach the highest level, a Squire must complete ninety-six activities related to Home and Family, Squires and Knights, Community and Country, and Church. Every California Squire should be somewhere on the path to reaching the pinnacle of “Squire of The Body of Christ.”

At the 2009 convention, the State Circle was proud to honor Squire Nicholas Johnson of the Squires of The Sacred Heart Circle, No. 931, Lancaster, as California’s first “Squire of The Body of Christ.” Because of his effort, he was also named California’s “State Squire of The Year” for 2008-2009. These were well deserved plaudits for a fine young man. This year, I know of two Squires who have completed all requirements to reach this highest of accolades. If cleared by the Supreme Office, their certificates will be presented at the 60th Anniversary State Circle Convention awards banquet on June 25th.

If you would like more information on this program, you are directed to the “Squires Advancement Program Counselor Guide,” Publication No. 4660.

Regarding circle finance, the Supreme Office bills each circle a per capita of 50¢ per Squire in July. California’s state per capita is a flat \$30 per circle per Columbian Year and the required liability insurance is \$5.00 per Squire and counselor per calendar year. *All circles* must pay their share if the state organization is to remain financially viable. Form 457, Notice of Intent to Establish a Columbian Squires Circle, has an item to be checked that states, “The Council/Assembly will assume direct responsibility for the proper conduct of the circle and for the enforcement of the laws pertaining thereto...”; in view of this statement, I would ask that Grand Knights of councils sponsoring circles monitor them to insure that Chief Counselors are paying their per capita assessments and for the *required* liability insurance in a timely manner.

“A Circle in every Council” has been Supreme’s mantra for a number of years, but in reality, “a Circle in every District” still appears more attainable. To assist councils in forming circles, a “Columbian Squires Inquiry Kit” can be ordered from the Supreme Office using the order form attached, Circle 2935 Columbian Squires Inquiry. When a Council has made an inquiry and nothing is done, a letter is sent to the District Deputy of the requesting Council indicating the need for follow up (I have received over a hundred copies of such letters). At this point, the District Deputy should be contacting the Grand Knight about the status of sponsoring and forming a Circle. I doubt this is happening because only 4 new Circles have been chartered or reactivated during the current Columbian Year. The Grand Knight should be utilizing the services of the Chapter Squires Chairman and/or State Committeeman to assist him in locating an investiture team or to guide him as needed. Somehow I don’t think this is happening either even though each Chapter’s State Committeeman can easily be found in the current state directory on page ix under the heading of “State Council Oversight.” A Chapter Squires Chairman is listed with each Chapter in the state. These people have been assigned the task of assisting in the formation of Squire Circles and should be contacted by the Grand Knights to do just this. In the coming Columbian Year, the State Circle will become more involved in the process.

To make the State Circle more effective in support of the circles throughout California, the State Circle website “By, For, And About California’s Squires” was created in June 2010. It can be found on-line at www.ca-state-circle.org and contains a *restricted* Facebook account allowing Squires to communicate with each other in a safe environment.

I would like to recognize and thank the California State Council for requesting Squires as the altar servers at the opening and closing Masses at their 109th Convention in San Diego. I am sure the six Squires involved felt honored as it is important for them to be seen as an integral part of their sponsoring Order.

I liked a previous closing, so I will use it again this year. The motto of the Columbian Squires is “Esto dignus – Be worthy. This they are... and they are *most worthy* of the support of the Knights of Columbus. They have pledged to “pattern our lives on that of the Youth Christ,” and at the conclusion of every Investiture, the chief squire states, “May they [the Knights] always find in us motives for pride and honor.”

Eugene J. Buehl
State Director
10141 Boulder Knolls Drive
Escondido, CA 92026-6627
genebuehl@juno.com



The Columbian Squires is a leadership development program for Catholic young men, 10-18 years old. There are about 25,000 Squires in over 1,300 local units, called circles, throughout the United States, Canada, Mexico, the Philippines, Puerto Rico, the Virgin Islands, the Bahamas and Guam.

The Squires is the official youth organization of the Knights of Columbus.

The Squires program is designed to develop young men as leaders who understand their Catholic religion, who have a strong commitment to the Church and who are ready, willing and capable of patterning their lives after the Youth Christ.

A Squires circle must be sponsored by a council or assembly, but is run by and for young men, under the guidance of several Knights, who serve as counselors. Squires are to be leaders, thus, to the degree they are able, they are given the opportunity to lead, by running their own meetings, investing their own members, setting their circle's agenda and implementing their program of activities.

Squires have fun. They meet new friends, they travel, play sports and socialize. And Squires are serious-minded too. Squires are involved in promoting vocations, marching in defense of unborn children, feeding the hungry, clothing the poor, supporting Special Olympics and promoting Catholic education, among countless other activities. Thus, the Squires circle is an athletic team, a youth group, a social club, a cultural and civic improvement association, a management training course, a civil rights organization and a spiritual development program all rolled into one.

Sponsorship of a Columbian Squires Circle in good standing fulfills all four youth activity requirements for the Columbian Award.

To find out more about the Squires, complete and forward this form to the Supreme Council office. Upon receipt, a Squires Inquiry Kit, containing Squires materials for instituting or reinstituting a circle, will be sent to you immediately.

Yes!

**Send me
more
information
about
starting a
Columbian
Squires
Circle.**

Council # _____

Name _____ Member # _____ Title _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____

Telephone # _____ E-mail: _____

Soccer Challenge – Dennis Martinez

2011 - 2012

My Brother Knights:

The California State Soccer Challenge for 2011 will again be conducted in the three (3) region format, just as it was in 2010. The state competition is scheduled for Sunday, November 6, 2011. Councils should conduct their contests in September, Districts in early October, and Chapters in October prior to November 1.

State Coordinator – Dennis R. Martinez, Council 1324, (707) 495-5425, goldrunq@yahoo.com

Northern California:

Coordinator – Percy Park, Council 6197, (916) 983-3368, dbk576@aol.com

Chapters:

1. Northern California	4. San Jose
2. Redwood	5. Oakland
3. Saint Francis	6. San Joaquin

Central California:

Coordinator – Jeff Lambert, Council 1271, (805) 215-8445, Jeff_Lambert79@hotmail.com

Chapters:

7. Junipero Serra	9. Kern – Inyo
8. Central	10. Los Padres

Southern California:

Coordinator – John Slaughter, Council 7986, (760) 365-2770, GrandKnightJohn@verizon.net

Chapters:

11. Mission High Desert	14. Orange County
12. Southern California	15. Arrowhead Desert Valley
13. San Gabriel Valley	16. San Diego Diocese

All three regions will be conducted simultaneously on Nov. 6 to determine the state winners. Local Council, District and Chapter Coordinators should immediately contact local resources to determine dates for their respective local events if they have not already done so. The KofC Soccer Challenge Rules and Regulations booklet and order form can be accessed on-line through the Knights of Columbus Supreme web site at www.kofc.org. Please order your Soccer Kits, soccer balls and Council, District & Chapter Awards at least 6 weeks prior to your contests.

Dennis R. Martinez
Coordinator

Basketball Free Throw – Roman Bejarano 2011-2012

Every year the Knights of Columbus in California sponsor the Daryl R. Mueller California Basketball Free Throw Championship Competition, as our State Tournament. This competition directly involves the winners of each council, District and Chapter. The winners at the State Championship become eligible for the International competition, which is sponsored by the Supreme Council. This Supreme competition is based upon the winning scores of Individuals at the State Level of competition, from throughout the Order.

The details and rules for the competition are in the Basketball Free Throw Kit (#FT-KIT), which Grand Knights or Chairmen, can order free from Supreme. This is a youth program activity, which can be one of your Council's most fun and rewarding event that your council can hold each year.

Eligibility:

1. All Boys and Girls age 10 -14, as of January 1, 2012, are eligible to compete
2. All contestants must register using the Official "K of C" entry Form/Score Sheet (#1598)
3. Entry form must have a Parent/Guardian Signature
4. Proof of Age, must accompany entry form, through all Levels of Competition
5. Contestants may only participate in one Council Competition
6. Winners at the Council level, will progress to the District level shoot, District winners will progress to the Chapter level, and only Chapter winners will be eligible for State level competition.

Important Dates:

- October 2011: Councils / Chairmen ORDER Kits from Supreme Fraternal Services (# FT-KIT)
- January 2012: Local Council Competition held (Report to Supreme is due by Jan. 31 - Please send a copy to the State Free Throw Chairmen)
- February 2012: District level competition held (within first two weeks of the month). Chapter level competition held prior to March 1, 2012.
- By March 5, 2012: Chapter winners information submitted to State Freethrow Chairman
- March 17, 2012: Knights of Columbus, Daryl R. Mueller, California State Council Basketball Freethrow Championship

Roman Bejarano
State Basketball Free Throw Chairman
P.O. Box 235, Selma, CA. 93662
(559) 286 – 5675 skrb@sbcglobal.net

Essay Contest – Ed Clark 2011 – 2012

The purpose of the contest is to promote an awareness of responsibility and accountability. Involvement is quite simple, and develops a relationship between your Council and the youth in your community. The youth, and their parents (especially potential members), will become aware of the ideals upon which our Order was founded.

ELIGIBILITY:

All participants must be enrolled in a Catholic School or Religious Education program. Submissions must fall into the proper group. The groups and related grades are:

Group A: Grades 4 through 7 (optional for Council and Chapter levels if chosen)

Group B: Grades 8 through 12 (qualifies for submission to State and Supreme)

TOPIC:

Topics for grades in Group A can be set as deemed appropriate by the Chapter or Council. The State Essay Chairman will not accept essays from Group A. The Group B topic is set by Supreme and cannot be altered: "The Responsibility of a Catholic Citizen in a Free Society".

AWARDS:

Awards are strongly encouraged at the Council and Chapter level, and can be set according to local best practices. The State Council cash awards for the top four essays in Group B are:

First Place Essay: \$ 200.00 Second Place Essay: \$ 150.00

Third Place Essay: \$ 100.00 Fourth Place Essay: \$ 50.00

ESSAY RULES:

1. The essay must be between 250 - 500 words, typed and double-spaced (ideally two pages long). Hand written essays will be accepted, but may result in a lower score if illegible.
2. All submissions must include the official Supreme entry form and include the signature of the parent(s) or guardian.
3. The top essay from each grade will first be scored by the Council chairman and submitted to the Chapter Chairman. Essays from grades in Group A will progress only as far as the Chapter.
4. The Chapter will submit the best essay from each grade in Group B to the State Chairman.

JUDGING CRITERIA:

Content:	Clear and logical presentation of the theme	up to 40 points.
Grammar:	Organization, sentence construction, proper punctuation and correct spelling	up to 30 points.
Style:	Creativity and imagination in the development of the topic and use of proper vocabulary	up to 30 points.

COMPETITION KIT ORDER FORM:

www.kofc-ca.org found on the State website under Resources, Forms, Council Forms.

Ed Clark, Essay Contest Chairman
3906 Balverne Ct.
Antelope, CA 95843-5237
916-725-3371 or clarkkingdom@surewest.net

Below is a sample letter of introduction for this contest.

{Date}
{To Name}
{School}
{Street}
{City, State, Zip}

Dear {Contact}:

{Council Name} of the Knights of Columbus in a joint effort with the California State council is once again sponsoring an Essay Contest for students attending Catholic Schools or Religious education classes. We encourage your school to participate. The rules are as follows:

1. Contestants must be Catholic School or CCD students.
2. Contestants are grouped as follows:
 Group A: Grades 4 through 7
 Group B: Grades 8 through 12
3. The topic(s) for Group A are {Chapter or Council defined topics by grade}. The single topic for Group B is "The Responsibility of a Catholic Citizen in a Free Society."
3. Essays should be typewritten, double-spaced, or legibly hand written.
4. Each essay should have a copy of the entry form completed and attached. A copy of the form is enclosed.
5. The top essay for each participating grade should be sent to: {Essay Contest Chairman} of Council {Name & Number} at the above address. All entries must be submitted by January 25, 2012.
6. Judging will be conducted by the Knights of Columbus, and will be based upon content, grammar and style.
7. The first place winner in each grade will be awarded {describe the prize}. The top ranked essay for each grade will be entered in the Chapter Essay Contest for further consideration and awards.
8. After Chapter review, the top ranked essay from each grade in Group B will be entered in the State Essay Contest for further consideration and awards.

Should you have any questions, please feel free to contact me {Chairman's address and phone}.

{Signature}

Essay Contest

Competition Kit Order Form



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All materials needed to participate in the Knights of Columbus Essay Contest are included in the Essay Contest Kit available from the Supreme Council office. Councils should coordinate the scheduling of their contest with participating school(s) and order their kits accordingly.

Complete the Essay Contest Kit entry form and submit it to the Department of Fraternal Services. Please type or print all required information since this will be used as your shipping label. (Street addresses only. No P.O. Boxes.) To avoid duplicate orders, please be certain that only one person in your council is responsible for ordering Essay Contest Kits. Each Essay Contest Kit contains the following items:

75	#4208	Entry Form/Judging Sheet
5	#4209	Promotional Poster/Contest Guidelines
1	#4205	Essay Contest Resource Book
5	#4204	Essay Contest Fact Sheet
75	#4206	Participation Certificate
10	#4207	Winner Certificates
10	#4214	Generic Winner Certificate

EA-KIT 11/06

KNIGHTS OF COLUMBUS Supreme Office
1 COLUMBUS PLAZA NEW HAVEN CT 06510-3326

Essay Contest Kit Order Form

_____ Number of Kits in English
_____ Number of Kits in French
_____ Number of Kits in Spanish

Name

Title

Street

City

State/Province

Postal Code

Competition Date

Council Number

/ /			P.P.	<input type="checkbox"/> Sp. D.		
				<input type="checkbox"/> Air M.		
			U.P.S.	<input type="checkbox"/> 1st. Cl.		
Picked by	Packed by	Date Shipped	How Shipped	No. Pkgs.	Weight	

Poster Contest – Bob Pineschi 2011 – 2012

Young people have been tempted by alcohol and drug abuse for decades now. The false glamour attached to these twin evils has ruined far too many lives. The Knights of Columbus continues to fight against alcohol abuse and drug usage as part of the family, religious and fraternal mission. The Poster Contest, which is sponsored by the Supreme Council, is part of an effort to shatter the allure of substance abuse and let young people communicate directly to one another regarding this serious topic.

Youth from 8 – 14 years old design and create posters that communicate a message of sobriety and the dangers of substance abuse. Their efforts are submitted to local councils for judging. After that, the winner from each council will go up to the Chapter level. The Chapter winner will progress to the State Council's Youth Activities Program. Finally, the State winner will go on for international judging at the Supreme Council. The international level winners will serve as the basis for substance abuse awareness materials to be produced and distributed by the Supreme Council. Prizes are awarded along the way to winning entries. Winning posters become the property of the Knights of Columbus.

Eligibility Requirements:

Contestants will complete in two age groups for purposes of judging **child's age as of January 1st:**

- ☐ Age 8 through 11
- ☐ Age 12 through 14

Poster Topics:

Entries in the Substance Abuse Awareness Poster Contest must fall under only one of two topics:

- ☐ Alcohol Awareness and Abuse
- ☐ Drug Awareness and Abuse

Judging Criteria:

Teams of young people, Knights, teachers, administrators, students, substance abuse counselors and law enforcement officials should be involved in judging the posters. In keeping with the theme of giving young people the opportunity to develop their own solutions to the challenges they face, it is particularly important to involve young people in the process.

The criteria for scoring posters are listed below and must be written on the Poster Entry form:

Criteria	Description	Point Range
Slogan	How clearly is the theme presented	1 to 30
Visuals	How well do the visuals convey the message?	1 to 30
Overall Impact	How effective is the poster in capturing your attention and causing you to reflect on the topic?	1 to 40

Awards:

The local Council, Chapter, State and Supreme Councils determine monetary or other prizes for participation. All levels should award winner and participant certificates. These certificates are included in the Poster Contest Kit available for the Council to order from the Supreme website.

Questions about this program may be answered by looking in the Surge with Service kits provided to local councils by the Supreme Council. Additional questions should be directed to the Chapter or State Chair. Local competition for the Poster Contest is under the authority of the Council Program Chair or Council Youth Chair. Subsequent competition will be under the authority of the State Poster Chair and State Youth Activities Chair.

Competition Kit Order Form:

Found on the State website www.kofc-ca.org under Resources, Forms, Council Forms, SA-KIT or by calling Supreme at (203) 752-4625 or (203) 752-4670.

Bob Pineschi, State Poster Chairman
2450 Forest Oaks Ct.

Lincoln, CA 95648 Phone: (916) 645-8366 or Email: pineschibob@yahoo.com

Sample Letter to Schools/CCD programs
(Send on Council Letterhead)

<Date>

< Name>

<School>

<Address>

< City, State, Zip>

Dear <Salutation><Name>:

<Council Name><Council Number> of the Knights of Columbus together with the California State Council is again sponsoring a **Substance Abuse Awareness Poster Contest** open to all boys and girls ages 8 through 14. We would like to encourage your school to participate. The rules are as follows:

1. Contestants will compete in two age groups for purposes of judging:
 - ☐ Ages 8 through 11
 - ☐ Ages 12 through 14
2. Posters must reflect either the theme of Alcohol Awareness and Abuse **OR** Drug Awareness and Abuse.
3. Each poster should be the original work (including concept, layout, slogan and any visual images) of a single person.
4. Posters must be 11 x 17 inches in size. If pastels, chalk, or charcoal are used, the poster must be laminated or covered with clear plastic. Posters may be in color or black and white.
5. Each poster must be submitted with a Knights of Columbus Substance Abuse Awareness Poster Contest Entry Form. The name and age of the person entering the poster should be included on the back of the poster.
6. All entries become the property of the Knights of Columbus.

The top three posters in each group from your school should be sent to <Poster Contest Chairman> of Council <Council Number> at the above address. All entries must be postmarked by <date>. Judging will be based on Slogan, Visuals, and Overall Impact. The first place winner within each group will win a monetary or other prize. The top ranked poster will then be entered into the <Chapter Name> poster contest for further consideration and prizes.

We hope that you will encourage your students to participate. If you have any questions regarding this contest, feel free to contact me at <Chairman's Phone Number>.

Best of luck to your students!

Substance Abuse Awareness

Poster Contest Kit Order Form



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

The materials necessary for conducting a Knights of Columbus Substance Abuse Awareness Poster Contest are available in the Substance Abuse Awareness Poster Contest Kit available from the Supreme Council office. Councils should be ready to get started early in the school year, so **kits should be ordered between September 1 and October 31.**

Complete the label to the right and submit it to the Department of Fraternal Services. Please type or print all required information since this will also be used as your shipping label. (Street addresses only. No P.O. Boxes.) To avoid duplicate orders, please be sure that only one person in your council is responsible for ordering the Substance Abuse kit. Each kit contains the following items:

- | | | |
|----|-------|--|
| 1 | #4001 | Substance Abuse Awareness Poster Contest Report Form |
| 1 | | Substance Abuse Awareness Program Guide |
| 75 | #4000 | Entry Form/Judging Sheet |
| 5 | #2993 | Substance Abuse Awareness Poster |
| 75 | #4016 | Participation Certificate |
| 10 | #4015 | Council Winner Certificate |

SA-KIT 11/06

KNIGHTS OF COLUMBUS Supreme Office
1 COLUMBUS PLAZA NEW HAVEN CT 06510-3326

Substance Abuse Awareness Kit Order Form

Please Print _____ Number of Kits in English
_____ Number of Kits in French
_____ Number of Kits in Spanish

_____/_____/_____
Name _____ Competition Date _____

() _____
Phone No. _____ Email Address _____

Title _____ Council No. _____

Street _____

City _____ State/Province _____ Postal Code _____

/ /			P.P. <input type="checkbox"/> Sp. D.		
			<input type="checkbox"/> Air M.		
			U.P.S. <input type="checkbox"/> 1st. CL.		
Picked by	Packed by	Date Shipped	How Shipped	No. Pkgs.	Weight

Family Activities – Gerald R Fong

2011-2012

The Family has been one of the primary focuses since the Knights of Columbus was founded by Father Michael J McGivney in March 21, 1882. His mission was to provide financial support to those families that lost the primary wage earner in the family. Father McGivney's vision was to form a group, the Knights of Columbus, within his parish to help and assist those families in need of financial and moral support. Today the Knights of Columbus has grown to over 1.8 million members internationally and the Family remains a primary focus of our Order. Television has taken up a lot of our time we spend together today as a family. Our busy lifestyles often preclude us from spending more quality time as a family. To survive the family needs support from outside resources to promote family values. A primary source of strength for the family can be found in a growing religious and parish life. Families can also be helped substantially by an organization such as the Knights of Columbus.

The State Council wants us to emphasize the importance of the family. We want to revitalize the importance of quality family time and values by encouraging our members to conduct those programs and activities that foster total family participation in their councils. Use the Holy Family as a model. Copy their attitude of interdependence, sharing and respect for authority. Encourage communication and routines that involve family members within their own homes as well as bringing families together in social gatherings and recreational events in the community. Begin the Columbian year by celebrating a family week in July or August by planning a family Mass, a picnic, family barbecue, a dinner, a rosary service or other activities that will highlight and promote both family interaction and the family focus of the Order. There are numerous activities to promote family education, communications, recognition and recreation. Be original and creative; don't be afraid to think outside of the norm. If our team can assist you and your council with ideas for family activities please contact me or one of the Committee Chairman listed below.

For many years the State Council has offered two major programs for the family. These programs are:

1. **Scholarship Program**- promoting Family Education. The chairman is David Walker. David has been the Scholarship Chairman for many years and understands how to fill out the application.
2. **Family of the Month and Family of the Year** – a recognition program. The Chairman is Elpidio Andrion. Elpidio has also been chairing this great family program for several years and can provide some great insight on promoting the Family of the Month and Family of the Year programs.

These Chairmen are really eager to help make suggestions and answer any questions you may have on these programs. Please contact them at any time.

Every council should promote the significance of family, emphasizing that families should reserve time each week to have dinner together. During this time the family should spend time praying before and after the meal. Then just spend time talking over dinner on how the day went, upcoming school events, etc. Today our lives are so busy and hectic with work, children's school homework, and sports activities that families no longer take the time to talk over dinner. Our hope is every council will promote special family Masses, Family of the Month and Family of the Year programs, Family picnics, and Keep Kids Safe programs. Working together in your chapters, your districts, and your councils, we are certain your family programs will be successful...

Your reports will be judged on originality. We suggest your council hold a minimum of five family projects annually. It is the action that council takes to make the project successful that makes it original. Over the years many councils have come up with many great ideas for family activities. We are looking for councils that come up with projects and events that are an innovative and fun for the

family. Who knows your council's innovative program may be selected to be the next Supreme Council or State Council program.

The Sanctity of Marriage between a man and woman in California, and now our country, is again being challenged in the courts by same-sex marriage proponents. As members of the Knights of Columbus we have a moral obligation to protect the Sanctity of Marriage. We must follow the example of the Holy Family to lead us through these challenging times that are facing our country today. We suggest your council sponsor an annual Marriage Vow Renewal Program for the couples in your council and maybe the entire parish. Work with your Chaplain to plan a Mass or prayer service during which married couples will renew their vows (and have the children present).

Gerald R Fong
Family Activities Chairman
7438 Mills Grove Ct,
Sacramento CA 95828-4543
916-689-9418
jerryfong@comcast.net

Scholarships – David Walker 2011-2012

The following scholarships will be awarded by the California State Council at the Annual State Convention in May 2012:

Academic: The State Council will award seven \$1,000 Scholarships in the college academic category to eligible applicants selected by the Scholarship Committee.

Religious: The Jerome J. Junk Memorial Scholarship will award three \$1,000 Scholarships to eligible students who are, or will be, attending a vocational religious school.

Squire: The Father Joseph Geary Scholarship will award one \$1,000 Scholarship to an eligible Columbian Squire.

In addition to the scholarships awarded by the California State Council, the Past State Deputies Association will award one \$750 Scholarship to an eligible applicant from any of the three categories.

Qualifications for Scholarships

Applicants for scholarships must meet one of the following requirements:

1. A member of the Knights of Columbus in good standing in California Council.
2. The spouse, son or daughter of a Knights of Columbus member in good standing in California Council.
3. The spouse, son or daughter of a deceased member who was in good standing with California Council at the time of his death.
4. A member in good standing of a California Columbian Squires Circle.
5. A former member of a California Columbian Squires Circle and current member in good standing, or who is a son of a Knights of Columbus member in good standing in a California Council.

Required Documents

1. Scholarship Application with completed Verification of Eligibility signed by Grand Knight and Financial Secretary.
2. Scholastic Record (SAT, ACT and Official High School Transcripts) **Note:** Continuing students should submit Official Transcripts for all previous college level courses.
3. Answers to Personal Statement questions.
4. Three recommendations from persons other than parents or guardians.

The application and required documents are to be **prepared by the applicant** and submitted no later than **March 1, 2012** to:

David Walker
Chairman Scholarship Committee
21165 Cancun
Mission Viejo CA 92692
(949) 448-8120
Email: dajowalker@aol.com

Additional Information

Applications may be obtained from the **Grand Knight**, or from the **California State Council**, 15808 Arrow Blvd, Suite A, Fontana, CA 92335, 909-434-0460 or email request to state.office@kofc-ca.org

The selection of winners will be made by the State Scholarship Committee and will be announced at the Annual California State Convention in May 2012. The grants will be paid directly to the school of the student's choice after confirmation from the school that the student is enrolled as a full-time student.

The Knights of Columbus Supreme Council has an aggressive Scholarship and Student Loan Program. A total of 62 Catholic College Scholarships of \$1,500 per year are awarded in the freshman year and are renewable. For further information, request the booklet, #951, "**Financial Aid to Education**" from the Supreme Council.

Knights of Columbus California State Council

Scholarship Application

Name: _____ Date of Application: ____/____/____

Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: ____/____/____ Phone _____ E-mail _____

High School: _____ Graduation Date: ____/____/____

College/University (For Continuing Students): _____

Year Level: _____

Applying For: Academic _____ Religious _____ Squire _____

Verification of Eligibility

1. The applicant is a member in good standing of Council _____
_____.
2. The applicant is the spouse / son / daughter of _____, a member
in good standing of Council _____ # _____.
3. The applicant is the spouse / son / daughter of _____, a
deceased member of Council _____ # _____
who was in good standing at the time of his death.
4. The applicant is a Columbian Squire in good standing of Circle _____
_____.
5. The applicant is a former Columbian Squire and the son of _____,
a member in good standing of Council _____ # _____.

Attested:
Grand Knight _____

Financial Secretary _____

Council _____ # _____

Chief Squire _____

Bursar Squire _____

Circle _____ # _____

Knights of Columbus California State Council

Scholarship Application Personal Statement

Name: _____

☐ **I plan to attend _____ in the fall of 2012.**

☐ **I have not yet committed to a College or University but at this time I am considering the following institutions:**

As of this time, have you received notice of any other financial aid? **Yes** **No**

On a separate sheet of paper please answer the following questions. Remember, the information presented here will be used by the scholarship committee in the selection of recipients.

1. Describe your academic performance over the course of your high school career. Indicate any awards of distinction you have received for academics or leadership.
2. Describe your involvement in activities outside the classroom. Please include employment, family responsibilities, Church activities, and community and other service. List any offices held and years of involvement.
3. Write a one-page essay on the theme "Why I Deserve This Scholarship." Please include any financial information that would be relevant to the committee in the selection process.

I hereby authorize the release of this Scholarship Application, references and my academic records to the Scholarship Committee. I certify that all information provided by me is true to the best of my knowledge.

Student's Signature: _____ **Date:** ____/____/____

Application Deadline March 1, 2012

Family of the Month / Year – Elpidio Q. Andrion 2011-2012

Family of the Month

To recognize and promote family involvement in the Order through each of our Councils, the State Council will present monthly, “a” statewide *Family of the Month* award. Each month the Grand Knight, in consultation with his Family Activities Director, should select a family that reflects the ideals and values of a “**Knights of Columbus Catholic family.**” Participation of the individuals as well as the family unit in Community, Council, Church, Family and Youth Activities will all be considered.

Tell the story of the “**Family of the Month nominee**” of their participation “**in family activities**” and what they do to make them stand out in your council. Please have more in your description than “the family goes to mass together.” “**We expect all Catholic families to attend Mass. We suggest you select a family that’s exceptional and provides an inspiration to other families in the council and community.**”

In order to facilitate reporting, the State Council *Family of the Month* program this year will utilize the same reporting form as the Supreme Council (#1993), which can be found in the following four places:

- 1) On the State Council website: www.kofc-ca.org under Resources, Forms
- 2) On the Supreme website: www.kofc.org/un/en/officers/forms/council
- 3) In the Family of the Month booklet distributed at the beginning of the Columbian Year (#1993)
- 4) In the California Handbook 2011-2012

The report for the Supreme “**Council**” may be submitted electronically through their website at www.kofc.org/un/en/officers/forms/council . The State Council report preferably should “**be emailed**” to eandrion@hotmail.com, the Family of the Month/Year **Chairman**, or by regular mail to the address below, to be considered for the monthly State Council award. The Supreme “**Council**” and State “**Council**” deadlines for receipt of the reports are the same. The “**Family of the Month**” nominations must be received by the 15th of the following month (i.e., the Family of the Month for February must be reported by March 15). “**It’s not necessary to send a copy of the report to the State Deputy.**”

Family of the Year

- 5) Additionally, the State “**Council**” will present a Family of the Year Award to one family at the 2012 State Convention. A separate Family of the Year Nomination Form is available on the State Council website at: www.kofc-ca.org under Resources, Forms

The nominations must be received by the State Family of the Month/Year Chairman, at the address below, no later than MARCH 15, 2012. Although not required, your Family of the Year nominee ideally “**should be one of the winners of the Family of the Month award.**”

If you have any questions or need additional information on the Family of the Month/Year programs please call me at the number below or you can email me at eandrion@hotmail.com.

Send your State Family of the Month/Year nominations to:

Elpidio Q. Andrion, Family of the Month/Year Chairman

19731 Wiersma Ave.

Cerritos, CA 90703

Phone: 562-883-2587

Email: eandrion@hotmail.com

Advocacy for the Culture of Life - Tim DeWitt

2011-2012

Together we can imagine a California rich in a Culture of Life, and together we can bring this dream to reality.

The Knights of Columbus have an honorable history of advocacy for the life issues. Through our working together we can fulfill our Columbian mission on behalf of Advocacy for the Culture of Life in a united effort to new and exciting levels. Each chapter and each council is invited to join their efforts throughout California to accomplish projects of such scope that only together can we achieve them. The key to our success is collaboration, unity and 100% participation. Each council is, therefore, respectfully asked to do all within its power to be involved in this campaign and contribute to the best of their ability to the success of this worthy effort.

Lives depend on it.

Marriages depend on it.

Families depend on it.

Under the leadership of our State Deputy and our Supreme Knight, Carl Anderson's urging, we as Knights must resolve and reaffirm our commitment to a culture of life, including opposing any governmental action or policy antithetical to life; providing women facing crisis pregnancies with alternatives to abortion; supporting projects that offer spiritual support to those women suffering from abortion; and offering prayer and penance in reparation for the evils perpetuated against the gift of life.

The Knights of Columbus support a multitude of pro-life initiatives nationally and locally, including the ultrasound initiative, raising funds to provide crisis pregnancy centers with ultrasound technology. In Mr. Anderson's words, "Even from the early stages of pregnancy, a mother can see her developing child, hear the baby's heartbeat, and to recognize the miracle of new life within her."

As we move into this New Year, please appoint a chapter and council Culture of Life Chairman, submit the completed contact information postcard to the State Office so we can continue to build communication throughout the state, and set a fundraising goal in each council of \$400.00 to support the Knights of Columbus Culture of Life Campaign.

Funds from the Culture of Life Campaign will be used to build the pillars which will support a culture of life in California. Saving and changing lives, Marriage and family, Leadership development, Youth, Education and Media

In the words of our State Deputy, "We will make the pursuit of a culture of life in California a fundamental priority of our organization." I am truly inspired as I read through your annual reports on all the wonderful activities you are involved in throughout the state. I will be compiling these ideas and sharing them with your culture of life chairman.

God bless all your families and your work.

Timothy DeWitt

Advocacy for the Culture of Life Chairman

11050 Sunrise Ridge Circle

Auburn, CA 95603-6040

Phone: (530) 885-5454 Email: tdewitt@fsauburn.com



2011 – 2012 California Vocation Program

Awakening the Passion of Vocations within Our Hearts & Minds

Challenge for 2011-2012

Pope John Paul II in his encyclical “Pastores Dabo Vobis” says that **we all are responsible** for priestly vocations. He calls upon every Catholic to make vocations a part of their lives. In particular he singles out the **Married Couple, Families, Individual Laity, Parish Communities and Catholic Organizations**.

Our response to Pope John Paul II’s call requires that as an order we must enter into a deep journey of instilling and bringing alive a passion for vocations to every Knight, their wives and family. We are being called to become that good soil and to awaken the very essence of his passion for vocations in every human being we come into contact with in our daily lives. We do this simply by the way we live our lives as Catholic men in our marriage, our family, as individuals in our parishes, our dioceses and through our participation in the Knights of Columbus.

Overview & Purpose

Church Vocations include:

- The Sacrament of Holy Orders (Priests & Deacons)
- The Sacrament of Matrimony (Catholic Married Couples) and (Engaged)
- Religious Sisters and Brothers.

The State Vocation Committee to provide guidance and support in vocation awareness, during formation and discernment and ongoing support for all church vocations.

Activities and Program Development

The committee will be a resource in assisting councils, assemblies and chapters to develop and implement activities that promote vocation awareness and support.

Council & Chapter Goals for 2011 - 2012

- Each council or chapter to conduct a minimum of **three activities** that promotes vocations for their local parish, council, chapter or diocese. Ideally there would be an activity in each of the areas of: 1) **Vocation Awareness**, 2) **Seminarian, Religious and Engaged Formation** and 3) **Ongoing Support of Priests, Religious and Marriage**.
- Each council to financially support (Through RSVP Program) at least one seminarian or postulant during their religious formation period.

State Vocation Organization and Responsibilities:

State Chair: Coordinate the California Jurisdiction

- Chair the California State Vocations Committee
- Create an atmosphere of vocation awareness and support in the state.

Division Committeemen - Coordinators: (Northern – Central – Southern)

- Liaison between state chair, the state vocation resource team and the councils, chapters and assemblies in their area of responsibility.
- Northern Division Chapters 1 to 6: Northern, Redwood, St. Francis, San Jose, Oakland, San Joaquin
- Central Division Chapters 7 to 12: Junipero Serra, Central, Kern / Inyo, Los Padres, Mission / High Desert, Southern California
- Southern Division Chapters 13 to 16: San Gabriel Valley, Orange County, Arrowhead/Desert Valley, San Diego Diocese

Council, District and Chapter Responsibilities:

- Council Vocation Chairs (Appointed by Grand Knight)
 - Responsible for vocation implementation in their respective councils.
- District Deputies (Appointed by Supreme)
 - Assist councils in the area of vocation activities, programs and events.
- Chapter Vocation Chairs (Appointed by Chapter President)
 - Responsible for vocation implementation in their respective chapters.

State Vocation Resource Team: Carry out the work of vocations in the California

- Vocation Awareness & Support Resource Coordinator
 - Responsible for gathering and disseminating vocation awareness & support resources.
- State Vocation Awards Program Coordinator
 - Responsible for implementing and encouraging participation in the State Awards Program for Vocations.
- Financial Support Coordinator
 - RSVP Program and Scholarship Programs
- Marketing, Communication and Website Coordinator
 - Advertise and Promote Vocation Activities and Programs
 - Golden Knight Liaison (Provide a monthly article and update)
 - Keep the website information current, helpful and promote vocation activities
- Serra International Liaison Coordinator
 - Act as a resource for collaborating and partnering with Serra Clubs in CA.
 - Promote collaboration between Councils and local Serra Clubs
- Worldwide Marriage Encounter Liaison Coordinator
 - Act as a resource for collaborating and partnering with W.W.M.E. in CA.
 - Promote marriage enrichment programs for Knights and their wives.

State Vocation Leadership Team

State Chairman

John & Barbara Bertrand

12457 Greens East Rd
San Diego, CA 92128
(858) 674-4128

jdbertrand@san.rr.com

W.W.M.E.

Wes & Vicki Fach

14104 Durhullen Dr
Poway, CA 92064
(858) 748-2273

wnfach@cox.net

Serra Club Liaison

Don & Carole Herman

27755 N. Lk. Wohlford Rd
Valley Center, CA 92082
(760) 749-2321

donherm@juno.com

Northern Coordinator

Rene Perez

5003 Palmetto Ave. #98
Pacifica, CA 94044
(650) 892-3515

marianrp3773@hotmail.com

Central Coordinator

Mike Murphy

4951 ½ Sycamore Ter.
Los Angeles, CA 90042
(213) 810-7198

malibumikemurphy@hotmail.com

Southern Coordinator

Marvin J. Hayes

PO Box 608
Temecula, CA 92593
(951) 755-7030

marvin.j.hayes@gmail.com

California State Vocation Resource Team Members

Resource Team Chair

Jeff & Laura Patino

185 Pacific Ave.
Pacifica, CA 94044
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jspatino@comcast.net

Paul Tufo

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Encinitas, CA 92024
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Rick & Ann Jarrett

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(925) 984-6809

ricjarrett@comcast.net

Ruben & Stephanie Galindo

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Lafayette, CA 94549
galindo1jr@yahoo.com
(925) 872-0411

Dean & Claire Simonich

411 Magellan Ave.
Half Moon Bay, CA 94019
d.simonich@comcast.net
(650) 726-1226

Knights of Columbus State Vocation Awareness Web: www.vocationawareness.org

The vocations website goals are

- To increase the awareness of a vocation to the priesthood, religious life & marriage.
- An interactive website that draws all ages to explore the possibility of a vocation in the church.
- Sections for youth, young adults, parents and individuals already in other careers.
- Testimonials from seminarians, novices, priests, religious and their parents and families.
- Education and Exploration in the discernment process.
- Links to Diocesan vocation websites.
- Knights of Columbus Training Module for Vocations
- Sharing of ideas, programs and successful vocational events.

State Program Activity Awards for Vocations

Giving out awards and recognition to councils and chapters who have provided excellent programs in the area of Vocation Awareness and Support accomplishes several objectives of the State Vocation Program.

- It provides recognition for a job well done and offers the opportunity for other councils and chapters to get ideas for their vocation programs.
- It provides a means to promote vocations and partner with the other service program activities and other Catholic organizations that also promote vocations.
- Submit vocation activities for Priests, Religious and Marriage.

Vocation Activities are broken down into Three Specific Areas:

1) Vocation Awareness Activities

Activities that promote vocation awareness in the parish, diocese, school, etc.

- Presentation on vocations
- Newsletters that have stories on vocations

2) Vocation Support (During Formation & Preparation)

Activities that support vocations during formation years.

- Seminarians, Postulants, Engaged Couples
- (2) RSVP and Scholarships

3) Vocation Ongoing Support (After Ordination, Religious Vows, Marriage)

Activities that support priests, religious or marriage.

Priest & Religious

- Appreciation Dinner or Function
- Sporting event (Take me out to the ballgame), Priest Golf Outing

Married Couples

- Celebrate World Marriage Day with some kind of event
- Provide retreats or presentations on marriage or marriage prep.

Vocation Activity Awards:

Council Awards:

1. Outstanding Council Vocation Activities

Activities will be scored in all 3 areas: Submit a maximum of 5 activities to be judged. Extra credit for submissions that include all three areas.

2. John Paul II Vocation Award for Councils

The best Council Vocation Activity in the state.

Chapter Awards:

1. Outstanding Chapter Vocation Activities

Activities will be scored in all 3 areas: Submit a maximum of 5 activities to be judged. Extra credit for submissions that include all three areas.

2. John Paul II Vocation Award for Chapters

The best Chapter Vocation Activity in the state.

State Operations - Joseph Salaiz

2011-2012

State Operations, is responsible for delivering support for the State Council in areas not covered under Membership and Programs. Here are the following committees and areas of responsibility under operations:

Ceremonials: Oversees and provides guidance on all degrees. The Committee certifies 2nd and 3rd degree teams. Also, manages the schedule for third degrees, and assigns the conferring Officers along with his team throughout the State.

Elections: to ensures the elections are conducted according to our By-Laws

Father Juan Perez Award: is to honor our Chaplains, Priests, and Bishops for their support to our Order. The Committee solicits and judges all applications for those to be honored.

Father McGivney Guild: Gathers and disseminates information on the life and legacy of our founder and encourage our members to pray for the canonization of Father McGivney by becoming members of the guild.

Golden State Knightletter: Is published online monthly. We also mail a hardcopy to every member in the state in July and January.

Good of the Order: Reviews suggestions made by our members and officers for improving our Order and prepares appropriate resolutions for submission to the Resolutions Committee.

Historical & Archives: To keep records and files of events as well as to ensure the proper Historical documentation to be preserved for each State Deputy's year.

Information Technology: Studies, recommends and supports automated systems, both software and hardware, for the State Council and the operations of the State Office. The committee maintains the State Official web site as well.

Leadership Training: This committee provides training for the Council Officers, District Deputies and Chapter Officers in their duties and responsibilities.

Nominating Committee: The Chairman's duties are generally as follows: To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and to put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote.

Protocol: This is part of everything we do while conducting a meeting, seating and introducing dignitaries, as well as addressing individuals. Dignitaries include the Hierarchy, Priests, Religious, Supreme Officers, Supreme Directors, State Officers, General Agents, State Directors and Chairmen, District Deputies, Vice Supreme Masters, Masters, Faithful Navigators, Chapter Presidents, Grand Knights and Local and State Officials when in attendance.

Public Relations: To create a social media to reach out to the masses through communications.

Registration: Coordinates and provides the manpower to ensure a simple and quick registration of state functions, at the State Convention and DD Workshops.

Resolutions: are to review, evaluate, recommend, and publishes resolutions to be voted on during the State Convention.

If you need any further assistance, please don't hesitate to contact me or any of the state committee Chairman.

Joseph C. Salaiz
State Operations Director
4974 Fauna St.
Montclair, Ca 91763
Phone- 909-621-6692 Email: sgvcp0506@aol.com

Leadership Education and Training Program

General Overview

The primary goals of the Leadership Education & Training (LET) Program is to provide a basic leadership and knowledge of our Order's vision and mission, the resources available to accomplish them, and to understand the expectations, duties, and goals placed on the officer corps at all levels within the State of California. We hope with this knowledge base, it will establish a strong foundation for you to effectively grow in your ability to lead your district and council by formulating and executing plans for success.

In an ideal world, prior to becoming grand knight of a council, he should have served in most of the officer positions in the council; but, we are finding that some members within 5 or 6 years of becoming a member of the Knights of Columbus, he may find himself thrust into being the grand knight of his council. While we cannot prevent that from happening, we should at least give the grand knight the tools necessary to perform his duties and responsibilities, and like any other job or position, there should be some "minimum" qualifications for that member to fulfill prior to stepping into this very important position. In general, when you are having to deal with the proper planning of projects/events/activities (PEA's), budgets, funding, personnel and management issues, etc., we are seeing that the grand knight has to lead and run this "voluntary" organization like a business. Without the proper tools, training and or guidance, we are setting him and his council up for failure. In order to minimize any failures, together with the leadership education and training modules set forth below, we are **highly encouraging/recommending the following minimum qualifications (not mandatory)** for district deputies, grand knights and deputy grand knights:

- **District Deputy**
 - Served as a Grand Knight (Star Council, desirable) or a Faithful Navigator (or both), Chapter President or District Warden
- **Grand Knight**
 - Served at least one (1) year in all of the following positions: Deputy Grand Knight, Chancellor, Advocate, Warden, and at least one (1) Service Program Director/Chairman
- **Deputy Grand Knight**
 - Served at least one (1) year in all of the following positions: Chancellor, Advocate, Warden, and at least one (1) Service Program Director/Chairman

The role of this Leadership Education and Training Program is to specifically provide as much as possible classroom-type, face-to-face training to District Deputies, Grand Knights, and Financial Officers (i.e. Financial Secretaries, Grand Knights, Deputy Grand Knights, Treasurers & Trustees), with emphasis on leadership. The State Leadership Education and Training Program Director will establish and coordinate the training schedule for the 2011-2012 fraternal year, as much as possible at the chapter level. District Deputies should encourage as many of the council officers and service program directors within their districts to attend these chapter training sessions when they are scheduled, with a goal of getting the maximum number of members trained within the 2011-2012 fraternal year. As a leader in your council or district, your responsibility is to actively participate in these training sessions so that you will better understand your role and to also provide inputs and suggestions as to how we can improve our processes, our training modules, and our state organization.

The goal of every Grand Knight is to achieve the “Star Council Award” and the goal of every District Deputy is to achieve the “Star District Award”. This is accomplished by achieving the membership, insurance, and programming goals required for this award. By doing so, you will be insuring the continued success of your council, your district, your chapter, your state, and the continued growth of the greatest fraternal Catholic organization in the world. Having the appropriate education and training will help those members achieve those council or district goals, which will ultimately assist the state to achieve its goals.

Leadership Education & Training Program Vision.

The Leadership Education and Training Team (State Program Director & Regional Trainers) are dedicated to developing training modules and providing training programs in support of and consistent with the goals, objectives, and initiatives set by the State Deputy.

Leadership Education & Training Program Mission.

The Leadership Education and Training Team will develop training modules and provide training programs consistent with Father Michael J. McGivney’s vision so that District Deputies, Grand Knights, Financial Officers, other council officers, and Service Program Directors will understand their role, duties and responsibilities, as well as understand the appropriate leadership skills necessary to achieve success.

Leadership Education & Training Program Roles & Responsibilities.

The role of the Leadership Education and Training Team (State Program Director & Regional Trainers) is to provide an effective training program for the benefit of District Deputies, Grand Knights, Financial Officers, other council officers, and Service Program Directors throughout the State of California as follows:

- a. **Northern Region (Chapters 1 – 24).** The State LET Program Director to identify and train two (2) LET Trainers and one (1) Financial Officers Trainer to cover the LET training needs of this region.
- b. **Central Region (Chapters 25 – 57).** The State LET Program Director to identify and train two (2) LET Trainers and one (1) Financial Officers Trainer to cover the LET training needs of this region.
- c. **Southern Region (Chapters 58 – 126).** This region will be covered by the State Program Director and the State Program Assistant Director.

The role of the District Deputies is to attend and attentively participate in the training programs made available to them, and to take the information received at those training sessions back to their respective districts. In addition, it is incumbent upon the District Deputies to make good use of that information by incorporating it into their district plans, while at the same time providing leadership for the councils within their jurisdiction. Further, it is the expectation of the District Deputies to assist councils towards the achievement of the Star Council Award, thereby assuring current and future success through the achievement of membership goals, insurance goals, and program goals.

The role of the Grand Knights, Financial Officers and Service Program Directors is to attend and attentively participate in the training programs made available to them, and to take the information received at those training sessions back to their respective councils. In addition, it is incumbent upon the Grand Knights and Financial Officers to make good use of that information by incorporating it into their council plans/programs.

Leadership Education & Training Program Objectives.

- a. Plan, develop, and present training modules for District Deputies, Grand Knights, and Financial Officers.
- b. Ensure District Deputies, Grand Knights, and Financial Officers understand not only how to do their job, and what's needed to do their job well, but why it is important.
- c. Ensure that Financial Secretaries and Faithful Comptrollers are provided with a fundamental introduction and training in the use of the Supreme Council's new Member Management System.

Leadership Education & Training Modules.

1. District Deputy Training Module (DD 101). Primarily for newly appointed District Deputies. This training should be completed within 45-days from the time the member receives his appointment letter from the State Deputy elect. Training elements will include: (a) Leadership: A Means of Success, (b) Organizational Structure of the Order, (c) District Deputy's Duties & Responsibilities, (d) Tools of Success, (e) Protocol, (f) Other Keys to Success, and (g) Other Resources.
2. Council Officers: A General Overview Training Module (CO 101). Provides a general overview of duties and responsibilities of all the council officer positions, along with their key interfaces within the council, the parish or outside the organization.
3. Grand Knight Training Module (GK 101). This training is recommended to be completed 3-4 months prior to taking office on July 1st; but, if not feasible, within 90-days after the start of the new fraternal year. Training elements will include: (a) Leadership: A Means of Success, (b) Tools for Success – What's in Your Tool Box?, (c) Protocol, (d) Expectations of You, (e) Financial Management, (f) Marketing Your Council 101, (g) Projects/Events/Activities (PEA's) Planning, and (h) Other Resources.
4. Financial Officer Module (FO 101). This training must be completed with 60-days from the member's appointment as the council Financial Secretary or the assembly Faithful Comptroller. Training elements include: (a) Fundamentals for the Financial Officers, and (b) Member Management System. Since the "fundamentals training" is provided by a Supreme Regional Program Consultant from New Haven, Connecticut, there must be a minimum of fifty (50) members signed-up to attend.
5. Service Program Directors (SPD 101). Within 30-days of appointment/acceptance of position, the Service Program Directors for Church, Council, Community, Family, Pro-Life, and Youth are highly encourage to complete the following training elements: (a) Knights of Columbus Organizational Structure, (b) Deputy Grand Knight/Program Director & Chancellor, (c) Service Programs Overview, (d) Marketing 101, (e) Projects/Events/Activities (PEA's) Planning, and (f) Other Resources. Membership Directors are also encouraged to attend this session, as membership strategies are discussed.
6. Other Training (As Required). If a Chapter has a specific need or requirement, they should submit their request for training to the State Leadership Education & Training Program Director for consideration, approval and/or scheduling.

7. On-Line Training. The LET Program Director is planning to also put the above training modules (with the exception of the FO 101 module) on the State Council website, and may conduct one or two “GoToTraining™” type training sessions (SPD 101 – August/September 2011 & CO 101 & GK 101 – March 2011)

Leadership Education & Training Requirements.

District Deputy (DD) Training will be provided at the June DD Orientation Meeting; Grand Knight Training should actually be taken by Deputy Grand Knights and/or returning Grand Knights 3-4 months prior to them taking office on July 1st; and all other training modules should be scheduled as appropriate during the remaining 3 quarters of the fraternal year (October – June). All training modules are open at any time for any members who might be interested in filling a DD, GK, DGK, Financial Officer position, with an emphasis on having the aforementioned minimum qualifications (see General Overview above). For each training module there may be a short (i.e. 10 – 15 questions) multiple-choice, end-of-module/course test to qualify for a Course Completion Certificate. Upon receiving a score of 80 or better on the end-of-module/course test, the State Council will issue a “Golden State Training Completion Certificate” for that particular training module.

Leadership Education & Training Program Chairman
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Historical and Archives Committee - John Shea 2011-2012

This committee is assigned the task of insuring that the history of the California Knights of Columbus is maintained and available for future generations of the Knights of Columbus by annually archiving the historical data from the Immediate Past State Deputy (IPSD) in an appropriate box at the State Office.

The information to be archived includes:

- a. Biographical data of the IPSD
- b. State Council Directory for that year
- c. State Deputy's report to the annual convention
- d. Membership Director's report to the annual convention
- e. Program Director's report to the annual convention
- f. Record of convention proceedings
- g. State Advocate's report of all resolutions submitted to the annual State Council meeting and the subsequent action taken on each resolution
- h. All financial statements submitted by the auditor

The Committee should also work closely with the Curator of the California Knights of Columbus State Museum to house the documents in an appropriate manner.

The Historical and Archives Committee looks forward to maintaining the history of the California Knights of Columbus for the use by future leaders and members of the Order.

John Shea
Historical and Archives Committee Chairman
13613 Barlin Avenue
Downey, CA 90242
562-408-6959

Resolutions – Avelino C. Doliente SA 2011-2012

1. All resolutions, petitions, recommendations and proposed amendments to the State Council By-Laws must be submitted in writing and received by the State Advocate (care of the State Office) before but not later than February 1, 2012 who shall refer them to the Committee on Resolutions. The State Advocate shall, forty-five (45) days prior to the Annual Meeting on May 18 - 19, 2012 in Santa Clara, furnish via mail to the subordinate councils, two copies (one for each voting delegate) of the resolutions received by him with the Resolutions' Committee recommendations.
2. Any resolution submitted after the submission deadline (February 1, 2012), may be considered on the floor of the convention, if such resolution:
 - (a) has the approval of a majority of the members of the Resolution Committee AND,
 - (b) is supported for presentation to the delegates by a two-thirds vote of the convention delegates.

These late resolutions will be considered by the Resolutions Committee if received anytime before the start of the Resolutions Committee meeting on the day proceeding the opening session of the Convention. Late resolutions will not be accepted if they involve finances, as the A & F Committee will not have time to consider it. Late Resolutions should include written justification for late submittal. There will not be verbal arguments presented to the Committee.

3. Individual members may not submit resolutions to the Annual Meeting. Resolutions may only be submitted by a Council or the State Officers as a group. Additionally, a State Director or State Committeeman may submit resolutions on matters that relate only to the activities of the Director or Committee, if approved by the State Deputy.
4. In order to avoid a huge number of congratulatory resolutions, it is suggested to limit these to multiples of 25 years (i.e., 25, 50, 75 years, etc.) unless there is good cause for an exception.
5. No resolutions involving finance shall be considered at the annual meeting, unless submitted to the State Advocate as prescribed by item 1 above.

Upon receipt of resolutions involving finance, the State Advocate shall immediately provide copies to the Chairman of the Administrative and Finance Committee.

The Administrative and Finance Committee shall then provide advance notice to the State Advocate of the amount of increase or decrease that will result to the Per Capita Tax if such resolution is adopted.

6. All Council resolutions MUST:
 - a. show the DATE the resolution was adopted.
 - b. have the SIGNATURE of both the GRAND KNIGHT AND THE RECORDER,
 - c. have the SEAL of the Council.

Resolutions must be presented in their ORIGINAL FORMS ONLY - NO FAX OR COPIES.

To avoid typographical errors in retyping resolutions, it is strongly recommended that an **electronic copy** of the resolution also be provided (state.advocate@kofc-ca.org and state.office@kofc-ca.org).

Avelino C. Doliente
State Advocate - Resolutions Committee Chairman
Tel: 858-536-9423 (H)

SAMPLE RESOLUTIONS

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Resolution of Congratulations and Appreciation to Reverend _____ for his Completion of Twenty-Five Years of Devoted Service to the Priesthood

WHEREAS, Father _____, after being ordained on _____, at _____ in _____ has devoted over 25 years of service as a priest; and

WHEREAS, Father _____ served as _____; and

WHEREAS, Father _____ has been a member of the Knights of Columbus for ____ years, _____.

NOW, THEREFORE, BE IT RESOLVED, that the delegates to the 110th Annual California State Convention in Santa Clara, meeting May 18 - 19, 2012, hereby extend congratulations and appreciation to Father. _____ for over 25 years of service and dedication to the Church and the Order; and

BE IT FURTHER RESOLVED, that the State Secretary be instructed to forward a certified copy of this resolution to Father _____.

(NOTE: Replace "Father" with alternate title, such as Bishop, as appropriate.)

.....

Resolution of Congratulations and Appreciation to Brother _____ for Twenty-Five Years of Devoted Service to the Knights of Columbus

WHEREAS, Brother _____ earned his First Degree in _____ and has remained a Knight in good standing; and

WHEREAS, Brother _____ has served through the ranks in the elective offices of _____ Council _____, including the position of the Grand Knight; and

WHEREAS, Brother _____'s service to the Church includes ____ years as an usher at _____ Church, _____, California.

NOW, THEREFORE, BE IT RESOLVED, that in view of his dedication and service to the Council, Church and Community, the delegates to the 110th Annual California State Convention in Santa Clara, meeting May 18 - 19, 2012, hereby extend congratulations and appreciation to Brother Knight _____ for his 25 years of service to the Knights of Columbus; and

BE IT FURTHER RESOLVED, that the State Secretary be instructed to forward a certified copy of this resolution to the Grand Knight of _____ Council _____ to present to Brother _____.

(NOTE: Avoid nicknames. Format for council is "Name" Council "Number" – do not use # before council number).

.....

SAMPLE RESOLUTIONS

.....

**Resolution of Congratulations to
_____ Council _____ on
The Twenty-Fifth Anniversary of the Council**

WHEREAS, _____ Council was founded on _____, at _____ Parish in _____, California; and

WHEREAS, _____ Council has remained in good standing and has had continuous service to the Order since the council was founded; and

WHEREAS, _____ Council has played a significant and important role in the spiritual and community life of _____ Parish through the dedicated efforts of its members, past and present; and

WHEREAS, _____ Council after 25 years of exercising the principles of Charity, Unity, Fraternity and Patriotism, have rededicated themselves to these same principles that have brought the Council many years of success.

NOW, THEREFORE, BE IT RESOLVED, that the delegates to the 110th Annual California State Convention in Santa Clara, meeting May 18 - 19, 2012, extend congratulations to _____ Council on its 25th anniversary as a council and extend profound gratitude to all members of the council for their loyal and dedicated service to our beloved Order; and

BE IT FURTHER RESOLVED, that the State Secretary be directed to forward a certified copy of the resolution to the Grand Knight of _____ Council.

(NOTE: Format for council is "Name" Council "Number" – do not use # before council number).

.....

Resolution of _____

WHEREAS, _____; and

WHEREAS, _____; and

WHEREAS, _____; and

WHEREAS, _____.

NOW, THEREFORE, BE IT RESOLVED, that the delegates to the 110th Annual California State Convention in Santa Clara, meeting May 18 - 19, 2012, _____; and

BE IT FURTHER RESOLVED, that the State Secretary be directed to forward a certified copy of the resolution to the Grand Knight of _____ Council _____.

(NOTE: Format for council is "Name" Council "Number" – do not use # before council number).

Ceremonial Program – Gary V. Nelson, PSD 2011 – 2012

Many Fraternal organizations were begun in the late 1800's. All of them, in the beginning, had ceremonials as a part of their initiation and advancement process. Through the years, almost all of them abandoned ceremonials. Almost all of them have experienced a decrease in membership, even to extinction. Ceremonials remain of primary importance in promoting the growth and vitality of the Knights of Columbus. Ceremonials welcome new members into our Order and guide them in their advancement while teaching the fundamental lessons of who we are and what our mission is. Experience has shown that members are more likely to remain active in our Order if they have taken their First, Second and Third Degrees in a timely manner.

The First Degree is of prime importance in the life of a member of the Knights of Columbus. It is imperative that the best possible impression be made upon the candidate during this Degree. There is only one opportunity to make the first impression upon a candidate. The First Degree is the gateway to membership and a passport to the other Degrees.

Degree teams must strictly conform to the ceremonials. The proper paraphernalia must be available and properly used. **All parts must be memorized!** Although the reading of the First Degree has been allowed by the Supreme Council for a limited time, all members are encouraged to memorize their parts as quickly as possible. If all parts have not been memorized by the end of this limited time, those members will not be certified to continue as a member of the team and could jeopardize the certification of the First Degree Team.

The need for team practice cannot be over emphasized. Additions, omissions, changes or innovations of any kind are absolutely forbidden.

The First Degree is under the direct control of the Grand Knight of the Council. All Councils are encouraged to establish their own First Degree Team and to hold frequent First Degrees.

The Second Degree is under the control of the District Deputy. The District Deputy is also responsible to work with the Chapter to host Third Degrees.

All Chapters are encouraged to appoint a Chapter Ceremonials Chairman. The Chairman is responsible to work with the District Deputies and Grand Knights in coordinating and scheduling Third Degrees. The Chairman will establish and publish a list of all First, Second and Third Degrees scheduled in the Chapter.

It is imperative that effective communication be established and maintained to ensure successful Ceremonial work. Should you have any questions, you are encouraged to contact the State Ceremonials Chairman or the Ceremonials Consultant for your region.

Gary V. Nelson PSD
State Ceremonials Chairman
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Forming a First Degree Team:

The Grand Knight is responsible for the formation and maintenance of the First Degree Team in his Council. He is responsible for the scheduling of First Degrees to support attaining the planned and expected growth of the Council. All Councils are encouraged to have their own First Degree Team. The Council's District Deputy is responsible for the certification of First Degree Teams.

Procedure:

1. GK notifies his Council of his intention to form a First Degree Team and requests volunteers.
2. GK selects the key team members. That of: Grand Knight, Deputy Grand Knight, Chancellor, Warden and Financial Secretary. Speaking parts should be assigned to members willing to completely memorize the parts and who project clearly.
3. GK requests ceremonial books from the Supreme Secretary thru the State Ceremonial Chairman using Form 532.
4. Degree books will be sent to the Financial Secretary. He is the custodian of the books.
5. Materials are distributed to the team members for memorization of parts.
6. The GK schedules team rehearsals as needed until parts are memorized and parts are well rehearsed.
7. The GK requests certification from the DD
8. The DD observes the team at a dress rehearsal to insure the team's presentation effective and well memorized. The DD completes the certification report (Form 543).

9. The Supreme Secretary will mail team certification and team member cards to the DD for presentation to now certified members.
10. Each team should consist of cross trained and alternate members to fill in if needed for any member not present for a degree. Parts should only be read when there is no other choice.* First Degree Teams will not be certified until all parts are completely memorized. Alternate members will be reviewed by the DD. The DD will certify new members and request certification cards using for 529-C.
11. The GK will provide the names, roles, phone numbers and Email addresses of each certified team member to the Chapter Ceremonial Chairman and District Deputy. Neighboring teams may contact a certified member of another team to fill in for a team member who is unable to be present at a Degree.

Exemplification of the First Degree

The Exemplification of the First Degree, including the required paraphernalia is fully described in the ceremonial booklet (One). Please note:

1. The chamber should be sound isolated from the ante-chamber. The registration area should be isolated from the chamber and ante-chamber.
2. The Ceremonial Role must be signed by the candidates.
3. Make positive that a rosary, lapel pin, membership card and booklet "These Men They Call Knights" is available for presentation to each candidate.
4. Remember, Priests may take no part in the exemplification of any ceremonial, except by observation. Priests do all pledges and are presented with a rosary, lapel pin, membership card and booklet.
5. The Council banner of all participating Councils, National Flag, and if available, Papal and State flags should be proudly displayed.
6. All team members should wear the appropriate robes for their respective office. Black robes should be worn by all aides and banner bearers.
7. At a minimum, shirt and tie is the preferred dress for candidates.
8. Begin the registration 30 minutes before and ending 10 minutes before the scheduled meeting starting time.
9. START ON TIME.

**Until the time frame for the allowed reading of the first degree has expired.*

10. Whenever possible, schedule the First Degree within the context and guidelines of a regular business meeting.
11. At the conclusion of the degree, the GK or Degree Team Captain should introduce the team before turning the meeting over to the host GK for introductions of dignitaries and

any announcements. The normal business meeting may then be resumed or if the Degree was stand alone, the meeting may be adjourned.

Forming a Second Degree Team

The District Deputy is responsible for the formation and development of a Second Degree Team in his district. He must insure that Second Degrees are coordinated to support the First Degrees in his district, and that they are presented in a timely manner. If a team already exists in his district, he should review it regularly.

Generalized Procedure:

1. The DD notifies his District of his intent to form a Second Degree Team
2. DD solicits volunteers. Previous degree experience is helpful, but not required
3. DD selects the key team members: District Deputy, Grand Knight, Chancellor, Warden and Financial Secretary
4. It is desirable that Second Degree Teams be formed using members from several Councils in the District.
5. DD requests ceremonial books from the Supreme Secretary thru the State Ceremonials Chairman using form 533.
6. When materials are received, they are distributed to team members
7. DD schedules rehearsals as needed until parts are memorized and presentation is polished
8. When ready, the DD requests certification from the State Ceremonial Chairman who will certify the team personally or may delegate a representative to review and certify the team
9. The team will be reviewed at a dress rehearsal
10. The State Ceremonials Chairman or his representative completes a Form 529 requesting certification cards for team members.
11. Team and member certification documentation will be mailed to the DD from the office of the Supreme Secretary
12. Teams are encouraged to cross train team members and to recruit back up members for the team.

Exemplification of the Second Degree

The Exemplification of the Second Degree along with the required paraphernalia are described in the ceremonial booklet, "Two." Please note the following items:

1. The chamber should be sound isolated from the ante-chamber. A separate registration area for the candidates should be available. The chamber should be dimly lit using candles and/or indirect lighting.
2. An appropriate registration sheet must be provided.
3. Insure that there are updated membership cards available for each candidate including priests
4. Be absolutely certain that no priest takes any part in any ceremonials other than to take all pledges and, in the Second Degree, should be invested with the Cross.
5. Display the Council Banners of the host Council and all other participating Councils. The National Flag, State Flag and Papal Flag should be displayed in the Council Chamber
6. All team members should wear the appropriate robes of their respective offices
7. The minimum dress for the degree will be sport shirt, tie and slacks. Shirt and tie are preferred. Candidates not appropriately dressed will not be allowed to receive the Degree.
8. Begin registration 30 minutes before the scheduled start time. End registration 10 minutes before the scheduled start time. **START ON TIME**
9. At the conclusion of the degree, turn the meeting over to the Grand Knight or host District Deputy for additional introductions of dignitaries and announcements.
10. First and Second Degrees will not be conducted on the same day.
11. Second and Third Degrees may be exemplified on the same day only with the prior approval of the State Deputy or the State Ceremonials Chairman. The exemplification of the Second and Third Degrees on the same day is to be discouraged and will be allowed only for extenuating circumstances .
12. If the Second and Third Degrees are exemplified on the same day, please note the following:
 - a. Minimize introductions following the Second Degree. Introduce only the Degree Team deferring the introduction of dignitaries until after the Third Degree
 - b. Allow 1 hour for the exemplification of the Second Degree
 - c. Refreshments or lunch should be provided for the candidates. An additional hour should be planned to allow the candidates to eat, rest and socialize.
 - d. A typical schedule for a combined Second and Third Degree is as follows:
 - i. 10:00 AM Registration for Second Degree
 - ii. 10:30 AM Second Degree begins
 - iii. 11:30 AM Lunch
 - iv. 1:00 PM Registration for Third Degree begins
 - v. 1:20 PM Registration for Third Degree Ends
Warden and candidates retire to the antechamber
 - vi. 1:30 PM Third Degree begins

Forming a Third Degree Staff

The Third Degree is exemplified by a Certified Conferring Officer and his staff. Conferring Officers are certified by the State Deputy or the State Ceremonials Chairman. Individuals wishing to begin study for certification as a Conferring Officer must contact the State Ceremonials Chairman after receiving endorsement from their Chapter President and before beginning study. After being approved, the State Ceremonials Chairman will request the Supreme Secretary to send study materials to the candidate for Conferring Officer. The Conferring Officer will select a Warden and PFC (Presenter of the Fraternal Charge) to form his staff. When completely prepared, and after witnessing at least 3 exemplifications of the new Third Degree, the Conferring Officer Candidate and his staff will be reviewed for certification together at a dress rehearsal by the State Deputy, the State Ceremonials Chairman or an authorized representative.

Exemplification of the Third Degree

The Chapter Ceremonials Chairman is responsible to work with the District Deputies in scheduling timely Third Degrees. Degrees should be conducted in different districts throughout the Chapter to ensure accessibility for all candidates. All Chapters should schedule at least 4 Third Degrees during the Columbian Year. The Host District Deputy is responsible for the location and all supporting activities.

1. The District Deputy, together with the Chapter Ceremonials Chairman select the time and place for the Third Degree, avoiding conflicts with other scheduled degrees. MR weekend, the dates of the State Membership Drive and exemplifications of the Fourth Degree should be avoided. NO Third Degree will be approved on the dates:
 - a. Thanksgiving weekend
 - b. December 24th and 25th (or Christmas weekend)
 - c. December 30th and January 1st (New Year's Weekend)
 - d. Easter Weekend
 - e. State Convention Weekend
 - f. Super Bowl Sunday
 - g. Mother's Day
 - h. Father's Day
2. The District Deputy and the Host Grand Knight CONFIRM the reservations for appropriate facilities.
3. The District Deputy completes the Conferring Officer Request and sends it to the State Ceremonials Chairman.
4. The State Ceremonials Chairman and/or a Regional Consultant will assign a Conferring Officer and his staff and send a response to the requesting District Deputy
5. The District Deputy and/or the Host Grand Knight should prepare a site map of the facilities to be used. Driving instructions to the facility should be included.

6. The District Deputy must contact the Conferring Officer assigned with an estimate of the number of expected candidates at least 30 days prior to the scheduled exemplification. The District Deputy must contact the Conferring Officer again one week (7 Days) prior to the exemplification with an adjusted number of expected candidates
7. The Degree Staff Warden will review the facilities and preparation plans indicating any changes required.
8. The Host District Deputy and the Staff Warden will review and agree on expenses of the Conferring Staff. Payment is to be made to the Staff immediately following the Degree.
9. The Degree facility must have a registration area, staff room, chamber and ante-chamber.
 - a. The chamber must not be an open area that can be observed by strangers. If there are windows, they must be covered.
 - b. The chamber must be large enough to accommodate the expected number of candidates and side liners. The registration area and ante-chamber must be sound isolated. Ensure that candidates cannot see or hear the preparation for the degree.

NOTE:

Once scheduled, no First or Second degree should be cancelled. If no candidates are present, the scheduled degree should become a team practice session. After approval, Third Degrees may not be cancelled without prior consent of the State Deputy. Prior to cancellation, the Hosting District Deputy must personally contact the State Deputy for permission to cancel the Degree prior to sending out cancellation notifications.

Knights of Columbus
Supreme Council

Requisition for
First Degree Ceremonials

I, _____ Grand Knight of Council No. _____,
_____, request approval for a set of First
Degree Ceremonial Books. (A set consists of 5 Ceremonial Books, and 5 song books.
All Degree books are serialized. Note: Music CD is available for \$8.00.)

☐ Check here to have your council charged \$8.00 + shipping to receive the music CD.

Date Grand Knight's Signature

Ship To: _____
Financial Secretary

Address: _____

E-mail: _____

Telephone: _____

Grand Knight retains a copy of this request for council records and mails
approved copies to Supreme Secretary and State Deputy.

For Supreme Council
Use Only

serial number

Knights of Columbus
Supreme Council

Requisition for
Second Degree Ceremonials

I _____ SD/SCC request your approval for an initial set of Second
Degree Ceremonial Books for a team in _____ (A set consists of 4 copies
of the "TWO", Current Second Degree Ceremonial Rules. All Degree books are serialized.)
(name) (location and diocese)

The Team name shall be _____.

I hereby name the following member to be Team Captain, _____
(Team Captain)
who will be responsible for the **Safe keeping** of the books. _____
Membership # Council #

Approved: _____
(State Deputy) (Date)

SD retains copy of this request for State Records and mails approved original to the Ceremonial Department.

Ship To: _____
(Team Captain)

Address: _____

Phone: _____

E-Mail: _____

For Supreme Council Use Only

Serial number

Knights of Columbus

Supreme Council

Notice of Certification of First Degree Team

Worthy Supreme Secretary:

I have reviewed the First Degree Team of Council No. _____ in the jurisdiction of _____
and attest to the following:

- ☐ Conducted current First Degree Ceremonial revised 06/05
- ☐ All parts are thoroughly memorized, and delivered in an impressive manner
- ☐ All previous versions of the Ceremonial Books and parts have been returned
- ☐ All equipment is in good condition

☐ Please issue First Degree Team Certificate for this Council.

Part	Print or Type Name	Membership #	Certification Card Required
Grand Knight			<input type="checkbox"/>
Deputy Grand Knight			<input type="checkbox"/>
Chancellor			<input type="checkbox"/>
Warden			<input type="checkbox"/>
Financial Secretary			<input type="checkbox"/>
Inside Guard			<input type="checkbox"/>

District Deputy Signature

Date

District Deputy Mail to Supreme Secretary

District # _____ Phone _____

DD Printed Name _____ E-Mail _____

Address _____

City, Postal Code _____

Please allow 6-10 weeks for Certificate and Certification Cards

THIS FORM MAY ONLY BE COMPLETED, PRINTED OUT AND SUBMITTED THROUGH MAIL TO THE SUPREME SECRETARY.

KNIGHTS OF COLUMBUS**Request for Certification Cards****Certification of Current Back-Up and Previously Certified Team Members**

Name	Degree	Date Certified	Certified By	1st.-Coun. No. 2nd.-Dist. No. 3rd.-Team Name	Position on Team
	1 st				
	2 nd				
	3 rd				
	1 st				
	2 nd				
	3 rd				
	1 st				
	2 nd				
	3 rd				
	1 st				
	2 nd				
	3 rd				
	1 st				
	2 nd				
	3 rd				
	1 st				
	2 nd				
	3 rd				
	1 st				
	2 nd				
	3 rd				

Requested By _____ Address: _____

Title _____

529-NC 1/87

Telephone: _____ Date: _____

REQUEST FOR THIRD DEGREE CONFERRING OFFICER AND STAFF

MUST BE SUBMITTED AT LEAST 60 DAYS PRIOR TO DEGREE DATE

Worthy State Ceremonials Chairman;

It is requested that a Third Degree Conferring Officer and his staff be assigned to:

District: _____ Chapter: _____

Date of Degree: ____/____/____ Host Council: _____

Registration Time: _____ Start Time: _____ Degree Location: _____

Facility Name

Degree Honoree: _____

Street Address

Expected Number of Candidates: _____

City, State Zip

Will there be a Second Degree? Yes ☐ No ☐ Banquet After? Yes ☐ No ☐

Conferring Officer or his designee and the Host District Deputy will settle Staff expenses in accordance with State Expense Guidelines. Mileage for one (1) car at \$0.28 per mile plus tolls. PLUS \$1.00 per candidate, minimum 30 and \$5.00 per actual candidate. Team is entitled to suitable refreshments before and after the Degree

Chapter Ceremonial Chairman: _____

Print Name

Signature

Phone: _____ Email: _____

Chapter President: _____

Print Name

Signature

Phone: _____ Email: _____

Host District Deputy: _____

Print Name

Signature

Address: _____

Street

City

State

zip

NOTE: NO REQUEST WILL BE CONSIDERED WITHOUT THE ABOVE SIGNATURES

SEND/FAX THE COMPLETED REQUEST TO THE STATE CEREMONIALS CHAIRMAN

State Ceremonials Chairman

Gary V. Nelson PSD

171 Lexington Ave

San Leandro, California 94577

Phone: 510-409-0014

FAX: 510-567-9940

g_v_nelson@msn.com

Father Juan Perez Award – Robert J. Villalobos, PSD 2011-2012

Worthy Brothers:

The Fr. Juan Perez Award Committee is requesting your cooperation in recognizing our deserving Clergy and Hierarchy for their service to our church, Brotherhood and Faith Formation. Without our clergy's participation in our fraternal organization we would not continue to grow spiritually or in physical numbers. Here is our opportunity to establish the recognition, and distinctive honor this award is intended to demonstrate, since its establishment in the 1986 Columbian year. One recipient from the Northern, Central and Southern California region will be recognized.

For this process to be successful, the state committee requests the following:

- **A chairman from each council/assembly needs to be represented at the Chapter level.**
- **An official form must be submitted from each council for review by the Chapter committee by March 1, 2012.**
- **Submission of one candidate by the Chapter must be submitted to the State Chairman by April 1, 2012.**

The State Committee reviews the applications for the final awards to be presented at the State Convention.

Qualifications are stated on the forms and careful consideration should be given by each council prior to submission to the Chapter committee. Through this process we hope to have good regional representation.

Any questions can be addressed to me at: 760-744-8647 (home), 760-744-8647 (fax) or rjvilla2002@yahoo.com

Fraternally,

**Robert J. Villalobos PSD
968 Wren Way
San Marcos, CA 92078-1344
Phone: 760-744-8647
Fax: 760-744-8647
Email: rjvilla2002@yahoo.com**

FATHER JUAN PEREZ AWARD

OFFICIAL ENTRY FORM

(Please type)

Mail: Robert J. Villalobos PSD
968 Wren Way
San Marcos, CA 92078-1344
Email: rjvilla2002@yahoo.com
Fax: 760-744-8647

Deadline Dates:

Council Submission March 1, 2012
Chapter Submission April 1, 2012

NOMINEE

Name of Chaplain, Fr. Friar, Fr. Prior (Priest or Bishop only) _____

Address of Nominee: _____ City _____

Zip: _____ Phone Number: _(_____)_____

Name of Proposer: (Council, Chapter, Fourth Degree Assembly, State Council, Squire Circle): _____

Address: _____

City: _____ Zip _____

**THE FOLLOWING INFORMATION AND DATA IS TO BE RISTRICED TO THE
ALLOCATED SPACE. IT IS TO ENABLE THE COMMITTEE TO CONSIDER AND
EVALUATE OUR NOMINEE:**

1. WHO IS OUR NOMINEE? (Give his background as Priest or Bishop. Tell where he has served (give dates), where he is currently serving and for how long he has been in his current position.

2. A. WHERE HAS HE PERFORMED HIS WORK WITH/FOR THE KNIGHTS OF COLUMBUS.

(Please include his background within the Knights of Columbus, e.g. how long has he been a KC member, when did he join? Give location where he is serving or has served the KC's with the date/years of service (list State Office, Council Chapter, 4th Degree, Assembly, Squires, etc.)

B. What has his role been in providing input into Council matters, (give one example of where his influence assisted the Council/Chapter, etc.) Does he contribute to the council bulletin?

C. What spiritual programs has he initiated or participated in for the council members and their families?

IN ADDITION YOU MAY ATTACH PHOTO COPIES OF ARTICALES FROM COUNCIL BULLENTINS AND OR NEWSPAPERS, OR CHURCH BULLENTINS THAT TESTIFUY TO HIS ACCOMPLISHMENTS FOR THE KNIGHTS OF COLUMBUS.

Signature: _____ **Title:** _____
Signature of any Council Officer, Chapter Officer, Assembly Officer, etc.

Print Name: _____

Deadline Dates On or Before:

Council Submission to Chapter Committee: March 1, 2012

Chapter Submission to State Committee: April 1, 2012

Information Technology Committee – Laurence Young 2011-2012

The Information Technology Committee (ITC) has the task of keeping our communications and state office business infrastructures abreast with technology. The ITC provides guidance in the areas of software, hardware, and the State Council website (www.kofc-ca.org) and the State electronic newsletter, *The California Knightletter*. It also provides Audio/Visual advice and services for State Events such as District Deputy meetings and the State Convention.

Website

Brother Kevin Cruff will continue to serve as Webmaster this year. More upgrades in appearance and features are planned. All State Committee Chairman who want to have a presence on the website are urged to contact the webmaster to begin design of their pages.

Visit the website on a regular basis as new information, improvements, and updates are uploaded regularly.

The California Knightletter

The State electronic newsletter, *The California Knightletter*, is available through the website. State Officers use this vehicle for messages to the Knights in California. State Directors and Chairmen are encouraged to send reports, or news about upcoming events and deadlines, and procedures and techniques for successful programs.

Brother John Giltner will again be the editor this year. All correspondence for *The California Knightletter* should be sent directly to him. The newsletter will be published electronically every month. Two printed versions will be sent to every Knight in the state in July and February.

Brother John Giltner
Editor

E-mail: jldgiltner@aol.com
Phone: 858-774-7210

A/V Services

Providing Audio visual services at District Deputy meetings and the State Convention saves the State Council considerable money. Help is needed during set up, changing from meeting to Mass, and packing up. Younger, able-bodied Knights are requested to volunteer.

Brother Peter Dreisbach

E-mail: peterdr@comcast.net
Phone: 510-793-8200

Laurence Young
Information Technology Committee Chairman
120 Baker Road
Aptos, CA 95003-9520
Phone: 831-818-5083
E-mail: lyoungaptos@att.net

Father McGivney Guild – “Skip” George H. Frates III 2011-2012

Twelve years of growing dedication: the cause for the canonization of Father Michael J. McGivney was opened by the Archdiocese of Hartford on December 10, 1997. Simultaneously, the Father McGivney Guild was established to gather and disseminate information on the life and legacy of this parish priest and founder of the Knights of Columbus.

On Saturday March 15, 2005, Pope Benedict XVI approved a decree recognizing the heroic virtue of Father Michael J. McGivney. The pope’s declaration significantly advances his process towards sainthood and gives Fr. McGivney the distinctive title of “Venerable Servant of God.”

To quote Supreme Knight Carl Anderson, “All of us who are members of the Knights of Columbus are profoundly grateful for this recognition of the holiness of our founder. The strength of the Knights of Columbus today is a testament to his timeless vision, his holiness and his ideals.”

If you are not a member of the Guild, you can become one by signing on to kofc.org and going to the Father McGivney Guild link, or complete the application found in every issue of Columbian magazine. His cause for sainthood needs your prayers and involvement even more today than ever. Become part of the effort for the canonization of our founder by joining the Guild today.

Grand Knights are asked to become aware of those Knights in their Councils that are not currently Guild members and be prepared, with an application, to encourage them to become members. It is highly recommended that Grand Knights or their delegate approach each new Knight and enthusiastically offer Guild membership.

God bless the efforts of our Guild members, Venerable Servant of God, Father Michael J. McGivney, pray for us.

Vivat Jesus

**George H. “Skip” Frates III
Fr. McGivney Guild Chairman
1047 Highlander Dr.
Seaside, CA 93955-6235
831 899-2619
skipflies@yahoo.com**

Protocol – Vincent Pacis, PSD

2011-2012

Protocol is the rigid code setting forth the degree of obedience, the order of precedence, and the rules of official and social behavior. It covers anything that is proper and in good taste.

Protocol dictates and guides how an activity should be performed - specifies proper and generally accepted behavior such as showing appropriate respect and acknowledgment of the hierarchical standing of all present

In the Knights of Columbus, protocol is the ceremonial forms and courtesies that are established as proper and correct in official exchanges and is part of everything we do while conducting a meeting, seating and introducing dignitaries, addressing individuals, as well as communicating and corresponding with others.

Dignitaries include the Hierarchy, Priest, Religious, Supreme Officers, Supreme Directors, State Officers, Vice Supreme Masters, Masters, District Deputies, Past State Deputies, General Agents, State Directors and Chairmen, Chapter Presidents, Grand Knights Faithful Navigators, and State and Local officials when in attendance.

It is impossible to cite every rule governing every situation that is why most rules are unwritten. As a guide, we should always display proper respect for the office or title represented by an individual. In no way should we let dislike for a person influence our respect for the office he holds.

In order to help plan your formal events, the following guidelines have been included to insure proper protocol is followed. However, it would be impossible to include all possible situations so please contact me for help in successfully planning your event.

Vincent A. Pacis, PSD
Protocol Chairman

caSD09@comcast.net

CALIFORNIA STATE COUNCIL – PROTOCOL

While protocol should be observed in all that we do – from meetings, service activities, to social gatherings, the following will attempt to cover our more formal functions. The Grand Knight has been provided with a protocol book to cover other areas.

The following list is intended as a guide to properly recognize and honor our officers and dignitaries.

List of Officers in Rank Order

Supreme Knight

State Deputy

State Chaplain

Supreme Officers, Supreme Master, Supreme Directors,

Former Supreme Officers & Directors

Vice Supreme Masters

State Officers

District Masters

Supreme Membership/Program Consultant

Past State Deputies

Supreme Coordinators

District Deputies

Former Masters

General Agents

State Directors and Chairmen

Chapter Presidents

Grand Knights

District Marshal

Faithful Navigators

Field Agents

State Committeemen

***(At a Fourth Degree function, switch positions:
between the district master and state officers
then between former masters and district deputies.)***

INVITATIONS

A written invitation (mailed USPS) should be sent well in advance (at least 6 weeks before event) to afford ample time for a response. It is customary to invite the State Deputy, all the State Officers (the Immediate Past State Deputy is also a state officer.), and the District Deputy. Also consider inviting the Vice Supreme Master, General Agent, Master, and Past State Deputies in your areas.

The State Deputy may not be able to attend your important event because of his busy schedule. Notwithstanding, he will always try his best to send another officer to represent him. Remember that they should be treated with all the same courtesy that you would extend to the State Deputy. If a Bishop is unable to attend a function and sends a representative, it is extremely important to remember that his representative be treated with the same courtesy and respect that you would afford the Bishop.

The Invitation should include the following:

- Date, time, location, purpose, type of affair, and other individuals on the program.
- Dress for the event.
- Nearby hotels and telephone numbers for the hotel.
- If mass will be part of the event, the time of the mass and address of the church.
- If there is not a mass, include the name, address and mass times for a nearby church.
- If the affair includes wives or is an all male event.
- If there is any activities for the State Officers' wives.
- Whether you expect the State Deputy to be a speaker at the event. Don't assume that he will talk at the event. Let him know in advance. Verify if he is the main speaker or not. Advise him of other individuals on the program — including their function & other pertinent data.
- If the State Chaplain is attending the event let him know, in advance, if you wish for him speak, give the Homily, Invocation or Benediction at the function.
- Arrange proper speaking facilities, including podium, podium light and microphone.

Remember, the State Deputy and his wife are your guest and should be treated as a guest. This holds true for his representative. They should never be charged for their meals.

1. Prior to the event the Chapter President, Grand Knight, or his designate, should telephone the State Deputy and ask if he, the State Deputy, will need any assistance, i.e., transportation from the airport to the hotel, hotel to the event, etc.
2. Prior to the start of the mass, the Chapter President or a designated Chapter Officer should introduce the State Deputy to the celebrant.
3. If the State Deputy, or any of the State Officers are expected to read or participate at the mass, let them know in advance.
4. If there will be a procession at the mass, assign a Chapter Officer the responsibility for reserving pews and line up the Chapter Officers. The State Warden will assist him with this task. The State Warden will line up the State Officers. Have your delegate show up at the church at least twenty (20) minutes prior to the mass scheduled start time.
5. At the event or dinner, the Chapter President should be ready to personally greet the State Deputy when he arrives. If there is a Bishop in attendance, the State Deputy should be introduced immediately to the Bishop. The Chapter President should personally introduce the State Deputy to any Priest and the other Chapter Officers in attendance. If the Chapter President's wife is in attendance, she should make the appropriate introductions to the

State Deputy's wife. If not present, another Chapter Officer's wife should do these honors.

6. Above all, always remember that the State Deputy is the highest-ranking member of the Knights of Columbus in the State of California and all courtesy and honor should be afforded to him and his wife.

MASTER OF CEREMONIES

When selecting a Master of Ceremonies, never do so based on past rank held. In other words, never because he is a past or present officer. Master of Ceremonies should be selected for their abilities as a public speaker, their knowledge of the event, and their knowledge of Protocol. The person responsible for organizing the event and the Master of Ceremonies should never be the same person. Once an event starts, the Master of Ceremonies is in control, so it is important that the Chapter President or Grand Knight makes his wishes for the event known prior to the start of the event. The Master of Ceremonies should familiarize himself with the proper pronunciation of all the names that he will be introducing, wife's name if present, and only the highest current title or highest past title. Do not enumerate all past positions/ titles.

If you are planning on using a written program for your event, and it is recommended to use one, it should include the correct full name of those listed including their proper current or highest past Knights of Columbus title. It is not proper to list all past positions/titles – only the highest current title or highest past title. It is not proper to use 4th degree titles (like Sir Knight) at 3rd degree functions.

Priests should always be listed as “Reverend Father” and Bishops should always be listed as “Most Reverend” and addressed as your Excellency.

SPEAKERS or PRESENTATIONS

For speaking programs, guests should speak from the lowest rank up to the main speaker of the event. A person of lower rank should never be asked to speak after someone of higher office unless specifically selected as the main speaker for the occasion. Exception, if a high ranking official and or speaker, especially a member of the Hierarchy is unable to stay until the conclusion of the function, he may be permitted to speak out of order.

If gifts are to be exchanged, as has been the custom at Testimonials, the Chapter President or Grand Knight would make the first presentation and the State Deputy or Guest of Honor next. If the wives are also making presentations, each wife would follow the presentation by her husband.

SEATING

At all functions, the number of persons to be seated at the head table is based on the size of the function and number of attendees. The number at the head table should never be out of proportion to the number present. If there are many to be recognized, and the total number of persons is small, then a head table of eight to twelve persons would be appropriate. Use the " **List of Officers in Rank Order** " as your guide, starting with the highest-ranking officer present. Others of rank may be seated at reserved tables up front.

At large functions, a second table may be used in front and below the head table, In this case the first head table should be placed on a riser. The second table should never exceed the number seated at the first head table. Ladies and clergy seated at the head table should never be placed at either end of the table.

The officers of the highest rank are seated to the right of the podium (facing the audience), and those of lesser rank to the left of the podium. The Master of Ceremonies (MC) is seated immediately to the left of the podium followed by the presiding officers in rank order. This seating arrangement makes it possible for the MC to introduce all to left of the podium (lesser to higher rank) and then all to right of the podium (lesser to higher rank).

Persons introduced from the audience should be ranked from top down as opposed to the head table being introduced from the lowest up.

Consult the following seating charts to select the one which best meet the specific needs of the function. Take notice of how the left and the right side of the podium are divided.

CHAPTER FUNCTIONS

Chapter Installation, State Deputy Testimonial, etc.

A U D I E N C E

6	5	4	3	2	1	Podium	1	2	3	4	5	6
----------	----------	----------	----------	----------	----------	---------------	----------	----------	----------	----------	----------	----------

left

- 1 - Master of Ceremonies & Wife
- 2 - Chapter President & Wife
- 3 - Chapter Chaplain
- 4 - Chapter Vice President & Wife
- 5 - Chapter Secretary & Wife
- 6 - Chapter Treasurer & Wife
- 7 - Immediate Past Chapter President
- 8 - Host Council Grand Knight

right

- 1 - Archbishop or Bishop
- 2 - State Deputy & Wife
- 3 - State Chaplain
- 4 - Supreme Director & Wife
- 5 - Vice Supreme Master & Wife
- 6 - State Officer & Wife
- 7 - District Master
- 8 - General Agent & Wife

Note: Start from the top until you fill up the seats. All others may sit at reserved tables in front. If a high government official is present, some adjustments should be made. Always try to balance both sides.

COUNCIL FUNCTION Council Anniversaries and other major events

These functions are as a rule smaller in attendance, therefore keep the table in proportion.

A U D I E N C E

5	4	3	2	1	Podium	1	2	3	4	5
----------	----------	----------	----------	----------	---------------	----------	----------	----------	----------	----------

left

- 1 - Master of Ceremonies & Wife
- 2 - Grand Knight & Wife
- 3 - Council Chaplain
- 4 - Chapter President & Wife
- 5 - Field Agent & Wife

right

- 1 - Archbishop or Bishop
- 2 - State Deputy & Wife
- 3 - State Chaplain
- 4 - Supreme Director & Wife
- 5 - Vice Supreme Master & Wife
- 6 - District Master and Wife
- 7 - District Deputy and Wife
- 8 - General Agent & Wife

4TH DEGREE (DISTRICT) FUNCTION

District Excmplifications and other major events

The following diagram is similar to Chapters in that the left of the podium is reserved to recognize the Masters while the right side will honor our top ranking officers.

A U D I E N C E

6	5	4	3	2	1	Podium	1	2	3	4	5	6
----------	----------	----------	----------	----------	----------	---------------	----------	----------	----------	----------	----------	----------

left

- 1 - Master of Ceremonies & Wife
- 2 - District Master & Wife
- 3 - District Friar
- 3 - (Guest) Master & Wife
- 4 - (Guest) Master & Wife
- 5 - District Marshall & Wife
- 6 - District Marshall & Wife

right

- 1 - Archbishop or Bishop
- 2 - State Deputy & Wife
- 3 - Class Honoree
- 3 - State Chaplain
- 4 - Supreme Director & Wife
- 5 - Supreme Master & Wife
- 6 - Vice Supreme Master & Wife
- 7 - State Officer & Wife
- 8 - General Agent & Wife

Note: It is recommended that District Marshalls sit in reserved tables in front with the rest of the District Officers. All Former VSM, Former Masters, PSD's should be seated at reserved tables in front so they can be properly recognized later on.

Registration Committee

Raymond Warriner PhD, State Secretary

Pre-Registration for the Annual State Convention

A package that will include Form ConvCA1 – Election of Delegates Form and instructions will be mailed to each Council Financial Secretary of record about the 15th of January.

Any Financial Secretary not having received it by January 30th **MUST** call the State Office (909.434.0460). If nothing is heard from a Grand Knight or Financial Secretary by February 1st, it will be assumed that the mail was received. The Council is then expected to **ELECT** its delegates according to the instructions that came with the Form ConvCA.

Form ConvCA1 is due **NOT LATER THAN** April 15.

The State Office needs to check and verify the form so that Official Credentials can be generated to be sent back to the Financial Secretary. State Council By-Laws specify that official credentials have to be mailed to the Financial Secretary no less than 3 weeks before the convention. The state office cannot guarantee processing of Forms received after April 15.

COMMON ERRORS that will cause the Form ConvCA1 to be rejected and returned are:

- (1) Omission of the date of election, the delegate's membership number, and the Council Seal.
- (2) Date of 3rd Degree for the **ALTERNATE**.
- (3) Omission of a check mark on the **CAN** or **CANNOT** attend boxes for either the Grand Knight Delegate (Primary Delegate #1) or the Past Grand Knight Delegate (Primary Delegate #2). This check mark enables the Registration committee to be prepared to receive the **ALTERNATE** expeditiously in cases where it is known in advance that the Primary Delegates cannot attend.

PER CAPITA - if a Council has **NOT** fully paid its State per Capita, it will be appraised of the fact that the Delegates **CANNOT** seated the convention until the debt has been paid. If any monies are owed to Supreme, based on the May 1st Supreme report, the Council Delegates **CANNOT** be seated without written notice from Supreme that the matter has been taken care of.

Once a Form ConvCA1 has been correctly submitted by the due date, **CREDENTIALS** for the four Delegates (only two of which will be seated) will be generated and mailed backed to the Financial Secretary **NOT-LATER-THAN** April 24th.

These Credentials along with the delegate's membership card are to be presented at the Convention Registration. Each Council is permitted two voting delegates to be registered.

A **BADGE** is then issued that will permit the Delegate to enter the Convention Chambers as a 'Voting Delegate' for his Council.

Each Financial Secretary and Grand Knight is asked to read and understand this registration process and to adhere to the time-lines that have been denoted throughout. Any deviations from the norm will cause delays and additional paperwork to be generated.

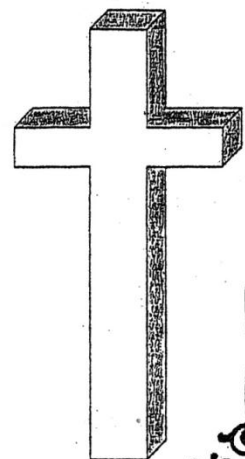
Knights of Columbus



California State Council

NECROLOGY REPORT

COUNCIL _____



DELEGATES ELECTED FOR COUNCIL REPRESENTATION AT THE STATE CONVENTION
MAY 13-15, 2011 – SAN DIEGO, CALIFORNIA

SEE INSTRUCTION SHEET ON OTHER SIDE **PRINT or TYPE – COMPLETE IN FULL**

Primary Delegate #1 – Grand Knight (Current)

First Name _____ Initial _____ Last Name _____ Membership Number _____
Street Address _____ City _____ Zip Code _____ Telephone Number _____
Grand Knight [] CAN or [] CAN NOT attend
Grand Knight's Signature _____

Alternate Delegate #1 – Alternate for Grand Knight (a 3rd Degree Council Member)

First Name _____ Initial _____ Last Name _____ Membership Number _____ Date _____
Street Address _____ City _____ Zip Code _____ Telephone Number _____
Alternate Delegate #1's Signature _____

Primary Delegate #2 – Past Grand Knight - This Council's Grand Knight in _____ YR

First Name _____ Initial _____ Last Name _____ Membership Number _____
Street Address _____ City _____ Zip Code _____ Telephone Number _____
Past Grand Knight [] CAN or [] CAN NOT attend
Past Grand Knight's Signature _____

Alternate Delegate #2 – Alternate for Past Grand Knight (a 3rd Degree Council Member)

First Name _____ Initial _____ Last Name _____ Membership Number _____ 3rd Deg Date _____
Street Address _____ Zip Code _____ Telephone Number _____
Alternate Delegate #2's Signature _____

SIGNATURE _____ Council Name: _____

X _____ X _____
Grand Knight Financial Secretary
Print Name _____ Print Name _____

Council No. _____ District No. _____ Date of Delegate Elections _____

IMPORTANT: Delegates' Credentials will be printed, by the State Office, from the above information. These Credentials will then be sent by the State Office to the Council's Financial Secretary for the required Signatures and Council Seal. In accordance with the State Bylaws, these Credentials **MUST** be in the hands of each of the Primary and Alternate Delegates **three weeks** prior to the Convention (i.e. Not Later than April 22, 2011). Delegates **MUST** bring these Credentials and membership cards to the Convention in order to be registered.

**Council
Seal**

INSTRUCTIONS

To facilitate the necessary AND accurate processing by the State Council Office and to ensure that delegates can be correctly and quickly registered, each Council's **Form ConvCA-1** must adhere to the following **TIME-TABLE** and **REQUIREMENTS**.

NOTE: In order for a Delegate to receive his Per Diem and Mileage Check AT the Convention, the following four requirements **MUST** be met: (1) Form ConvCA-1 must be received at the State Office ON or BEFORE April 2, 2011, (2) Delegate must have registered by 12:00 Noon May 13, 2011, (3) Delegate **MUST** attend the business sessions, AND (4) Delegate **MUST** VOTE

(1) Post-marked not-later than April 2nd – Mailing of Form ConvCA-1 to State Office by Financial Secretaries.

- a. **Election** of Delegates and **completion** of Form 'Delegates Elected for Council Representation at State Convention' (**Form ConvCA-1**) **with FOUR Members' names, SIGNATURES, and bio-graphic data.** Please PRINT legibly AND use ALL CAPS. **All elected Delegates MUST reside in California.**

(2) Post-marked not-later than April 2nd – Mailing by the State Office of completed Delegates' Credentials to Financial Secretaries for those Forms ConvCA-1 received on or before April 22nd.

- a. Upon receipt of **Form ConvCA-1**, the State Council Office will print the four Delegate's credentials and mail those to the Financial Secretaries for the signatures of Officers, the Council Secretary and distribution to the respective Delegates in the time required by the State Bylaws.

NOTE: It's VERY IMPORTANT that the **Form ConvCA-1** be legible and accurate to AVOID returns for corrections, and place the Delegates at risk for NOT having a Per Diem & Mileage check for Pick Up.

(3) To ensure Form ConvCA-1 is ACCURATE, the following REQUIREMENTS MUST be strictly adhered to:

- a. PRIMARY Delegate #1 – Grand Knight Delegate

Since the Grand Knight of each Council is automatically the Grand Knight Delegate' his name, as known to the State Office, has been pre-printed on **Form ConvCA-1**. If the Grand Knight's name is NOT correct, for whatever reason, then the Financial Secretary **MUST** **immediately** REQUEST a corrected **Form ConvCA-1**, thus insuring that the State Office will have a proper accounting of ALL Grand Knights.

In addition to the **SIGNATURE**, a check mark is to be made as to whether the Grand Knight **CAN** or **CAN NOT** attend the Convention. IF the '**CAN NOT**' has been checked, then the Alternate Delegate #1 shall be permitted to be registered at the Convention in place of the Primary Delegate #1.

- b. ALTERNATE Delegate #1 – Alternate Grand Knight Delegate

The Alternate **for** Grand Knight Delegate **is elected and MUST** be a 3rd Degree member of the Council and in good standing with the Council. **In addition to the SIGNATURE, the date of the member's 3rd Degree is required.** IF no Alternate is elected, then state so by putting '**None Elected**' in for the 'Name' of the Alternate.

- c. PRIMARY Delegate #2 – Past Grand Knight Delegate

The Past Grand Knight Delegate **is elected and MUST** be a Past Grand Knight of the Council electing him as the delegate. Should there NO Past Grand Knight of the Council available, i.e. all deceased, all out of State, OR a NEW Council, then **AND ONLY** a 3rd Degree member of the Council in good standing with the Council may be elected for this position, AND this is indicated by '**NEW**' or '**NO PGK**' in the 'Year' space.

In addition, a check mark is to be made as to whether the Past Grand Knight Delegate **CAN** or **CAN NOT** attend the Convention. IF the '**CAN NOT**' has been checked, then Alternate Delegate #2 shall be permitted to be registered at the Convention in place of Primary Delegate #2.

- d. ALTERNATE Delegate #2 – Alternate **for** Past Grand Knight Delegate

The Alternate **for** Past Grand Knight Delegate **is elected and MUST** be a 3rd Degree member of the Council and in good standing with the Council. **In addition to the SIGNATURE, the date of the member's 3rd Degree is required.** IF no Alternate is elected, then state so by putting '**None Elected**' in for the 'Name' of the Alternate.

- e. AND lastly signatures of the Grand Knight and Financial Secretary, along with the Council Number, District Number, the Council Seal, and the **DATE** of the Election of Delegates are required on the **Form ConvCA-1**.

Once **Form ConvCA-1** has been received and determined to be compliant with ALL the requirements, the Delegates' Credentials will be printed by the State Office and mailed for final processing to the Financial Secretary as soon as possible, BUT not later than April 22nd for those **Forms ConvCA-1** received On or before April 2nd.

IN ACCORDANCE WITH STATE BYLAWS, THE DELEGATE CREDENTIALS MUST BE COMPLETED AT LEAST THREE WEEKS PRIOR TO THE TIME OF THE ANNUAL CONVENTION

Council Name Council No. Dist. No. Membership No. Knights of Columbus 2011
San Francisco 615 21 1028593
169 Crescent Ave. San Francisco CA 94110

PRIMARY

This is to certify that **Fraviano Rudublado**

Is the Elected **Grand Knight Delegate**

To the 109th California Stat Council Meeting San Diego, CA – May 13-14, 2011

S Delegate
i Fraviano Rudublado
g Grand Knight
n Flaviano Redublado
e Financial Secretary
d Dan Henderson

Council
Seal

NOTE: (1) This completed Certified Credential is to be delivered to the Delegate named above by the FS not later than 3 weeks (April 22, 2011) before the Annual Meeting. (2) Delegates MUST present this document along with current Membership card to the Registration and Credentials Committee NOT LATER THAN the CLOSE of registration on Friday May 13, 2011.

CUT ON LINE

Council Name Council No. Dist. No. Membership No. Knights of Columbus 2011
San Francisco 615 21 3096008
3090 Vicente San Francisco CA 94116

ALTERNATE

This is to certify that **Edgardo U. Umadhay**

Is the Elected **Alternate Grand Knight Delegate**

To the 109th California Stat Council Meeting San Diego, CA – May 13-14, 2011

S Delegate
i Edgardo U. Umadhay
g Grand Knight
n Flaviano Redublado
e Financial Secretary
d Dan Henderson

Council
Seal

NOTE: (1) This completed Certified Credential is to be delivered to the Delegate named above by the FS not later than 3 weeks (April 22, 2011) before the Annual Meeting. (2) Delegates MUST present this document along with current Membership card to the Registration and Credentials Committee NOT LATER THAN the CLOSE of registration on Friday May 13, 2011.

CUT ON LINE

Council Name Council No. Dist. No. Membership No. Knights of Columbus 2011
San Francisco 615 21 2737
1218 Wayland St. San Francisco, CA 94114

PRIMARY

This is to certify that **Dan Henderson**

Is the Elected **Past Grand Knight Delegate**

To the 109th California Stat Council Meeting San Diego, CA – May 13-14, 2011

S Delegate
i Dan Henderson
g Grand Knight
n Flaviano Redublado
e Financial Secretary
d Dan Henderson

Council
Seal

NOTE: (1) This completed Certified Credential is to be delivered to the Delegate named above by the FS not later than 3 weeks (April 22, 2011) before the Annual Meeting. (2) Delegates MUST present this document along with current Membership card to the Registration and Credentials Committee NOT LATER THAN the CLOSE of registration on Friday May 13, 2011.

CUT ON LINE

Council Name Council No. Dist. No. Membership No. Knights of Columbus 2011
San Francisco 615 21 207869
1915 44th Ave. San Francisco, CA 94116

ALTERNATE

This is to certify that **William Flanerty**

Is the Elected **Alternate Past Grand Knight Delegate**

To the 109th California Stat Council Meeting San Diego, CA – May 13-14, 2011

S Delegate
i William Flanerty
g Grand Knight
n Flaviano Redublado
e Financial Secretary
d Dan Henderson

Council
Seal

NOTE: (1) This completed Certified Credential is to be delivered to the Delegate named above by the FS not later than 3 weeks (April 22, 2011) before the Annual Meeting. (2) Delegates MUST present this document along with current Membership card to the Registration and Credentials Committee NOT LATER THAN the CLOSE of registration on Friday May 13, 2011.

CUT ON LINE

Good of the Order Committee – Robert Rodriguez, PSD 2011-2012

The *Good of the Order Committee* has the scope and responsibility to study issues affecting the Order; and to formulate and present recommendations when possible to the California State Council at its annual meeting in the form of Resolutions.

Additionally, the *Committee* is charged with the preparation of appropriate salutary or congratulatory Resolutions for those Hierarchy and distinguished members of the Order, especially Supreme Council representatives who may be present at the annual meeting (State Convention).

Finally, the *Committee* may serve as an advisory body to individual councils which may want it to make recommendations in the form of a Resolution having broad benefits to members in our jurisdiction and/or our Order.

Recommendations to be considered by the *Good of the Order Committee* must be submitted to its Chairman by January 15, 2012, in order for the entire *Committee* to give full consideration to a Resolution.

Councils should feel free to contact the *Good of the Order Committee* for suggestions and advice.

Good of the Order Committee:

Robert Rodriguez, PSD, Chairman
17508 Alora Avenue
Cerritos, California 90703
Ph: 562-402-4754
E-mail: tworodrgz@aol.com

Gerald R. Constance, Committeeman
12636 Stillman Street
Lakewood, California 90715
Ph: 562-860-1777
E-Mail: jxconst@verizon.net

Del Esguerra, Committeeman
7220 Finevale Dr.
Downey, CA 90240
Ph: 562-928-9545
Email: esguerra4435@yahoo.com

Golden State Knightletter – John Giltner 2011-2012

The purpose of the *Golden State Knightletter (GSK)* is to communicate with our 67,500 members throughout the state, many of whom do not attend meetings on a regular basis. The California State Council will publish the Golden State Knightletter monthly, and it will be available on the state council web site www.kofc-ca.org under News. Currently a newsprint style is mailed to all California members in the months of July and February.

In order to make this publication possible, your assistance is necessary. **We need your input.** Articles need to be submitted to the editor via e-mail, by the first of each month. Suggested topics; any function with a Bishop, Priest or other Religious in attendance, Religious Appreciation Dinners or major check presentations. If a council held a golf tournament and gave the proceeds of \$40,000 to the Parish Catholic School or you raised \$20,000 and gave the proceeds to the Semper Fidelis Fund, that supports military families, we need that story. You may provide pictures, with names included. Wearing council or assembly badges and the official pin of the order will enhance the chance of your photo being published. As it is difficult to report on regularly scheduled council breakfasts, or dinners it would be appreciated if you would report only those functions that are used as significant fund raisers for a specific charity or project. i.e., holding a monthly pancake breakfast to enable the council to support “various” charitable activities is not as news worthy as a council doing a pancake breakfast or spaghetti dinner to specifically raise funds for the Bishop’s Seminary Fund, the parish food pantry or a KofC pro-life project. For District Deputies and Chapter Presidents, events that have happened in your district or chapter; major pro life activities, chapter installations, or major community involvement are news worthy events. State Committeemen, this is a chance to promote and high light your programs for the coming year. Vice Supreme Master, Masters of the Fourth Degree, and Faithful Navigators, please send articles concerning Exemplifications, Assembly Installations, major call outs, and visits to VA facilities, as they are excellent opportunities to promote the Fourth Degree

Acceptable article formats are Microsoft Word, Adobe InDesign, Adobe Illustrator, or Adobe Photo Shop.

Editors’ prerogative; we will not edit long articles; we will cut from the bottom if necessary to fit on a page. Put your important facts at the top of your article. If you have any questions regarding deadlines, advertising, the type of articles that can be submitted, please contact us.

Fraternally,

John & Linda Giltner, Editors
12262 Cornwallis Square
San Diego, CA 92128-3747
858-774-7210
jldgiltner@aol.com

Public Relations – Hank Evers

2011 - 2012

As a Knight of Columbus, you should continually search for new ways to enhance our Order's mission and contributions to the Church, community, and fellowman.

Public relations can be a very useful communications tool, advancing Knights of Columbus principles and building community support for your council and its activities.

Public relations is simply communicating a message to an audience. To build a truly effective public relations program, messages should be ongoing to strengthen the council's image and broaden its impact on society.

There are many rewards and benefits to a well-planned public relations program. For the Knights of Columbus, an effective program can:

1. Create awareness in the community for your council and its contributions.
2. Build a positive image for the Knights of Columbus as a whole, and council in particular.
3. Create valuable exposure for the council and its activities.
4. Communicate key messages to target audiences.
5. Clear away misconceptions.
6. Strengthen community support for the Knights of Columbus and its mission.
7. Assist in recruiting new members.

Additional information can be obtained from Knights of Columbus publication #2235, "Getting Your Message Across" a Public Relations and Publicity Guide that the Supreme Council sends out to each council prior to each Columbian Year.

Have a great year in getting the word out about what your council is doing throughout the year.

Faternally,

Henry "Hank" Evers
Public Relations Chairman
809 Futura
San Clemente, CA 92672
949-940-6063
hankevers@aol.com



California Columbian Charities, Inc.

P.O. Box 4256

Cerritos, CA 90703

California Columbian Charities provides assistance to Brothers who are suffering financial hardship.

In 1955 the State Council created California Columbian Charities, Inc. The charity is dedicated to assisting California Brothers in distress, including their widows. For over fifty years we have consistently worked to provide CHARITY, the first principle of our Order, and to fulfill Father McGivney's mandate of **Brother helping Brother**.

During the past half-century we have responded to **1680 requests** for assistance from Brother Knights in California and have given over **\$2,500,000** in relief. Last year, in 2010, Columbian Charities assisted **84 Brothers** with almost **\$200,000** in aid.

If you know of a Brother who is in need of assistance please ask his council's **Grand Knight** to contact the California State Council office for Charity application forms. See the next page for details.

We need your generous charitable and fraternal support to continue assisting Brothers in distress. For the last three years donations to the charity have been much less than what is required to meet the needs of the many Brothers who are suffering because of our poor economy.

The 365 Club and the Parade of Grand Knights are the primary means of raising funds for California Columbian Charities. We ask that every Brother in California join the 365 Club and donate a penny a day - either by adding an additional \$3.65 to their dues payment, or by a cash donation at council meetings. The council should hold these funds until May when they can be brought to the State Convention and the Parade of Grand Knights.

If a council misses the convention it should not overlook its donation. Please mail all council and personal checks (payable to Californian Columbian Charities) to the above address. The donations can be sent at any time.

Although the 365 Club and Parade of Grand Knights involve only one donation a year at the State Convention, further donations are appreciated by Columbian Charities and by your Brothers in distress.

Thank you for your kindness and generosity.

Board members

Dick Cutting, PSD, President
Ed Bystran, Vice President
Floyd Wells, Treasurer
John Giltner, Secretary
Vincent D'Antonio, Asst. Treas.

Charles Clark, SD
Raymond Warriner, SS
Ivan Reek, IPSD
Michael Fern
Thomas Pickles

A. Joseph Catania, FSW
Robert Robertson
John Atwood
David Berg
Joseph Hill

Brother helping Brother

CALIFORNIA COLUMBIAN CHARITIES, INC.
INSTRUCTIONS FOR GRAND KNIGHTS - HOW TO APPLY FOR FINANCIAL ASSISTANCE

Q. Who is eligible to obtain assistance?

A. Any member of a California Council with at least twelve months good standing who is in need of temporary assistance, and the widows and orphans of such members.

Q. How can California Columbian Charities help a Brother in need of assistance?

A. By helping to relieve financial distress due to unemployment, sickness, family medical and hospital bills, overdue rent or mortgage payments, property tax, food, clothing, losses due to fire, flood or earthquake.

Q. What is the first step to obtain aid for a Brother?

A. If you know of a Brother who is in need of assistance please notify his council's **Grand Knight**. Only the **Grand Knight** can obtain an application from the **California State Council Office**:

15808 Arrow Blvd., Suite A, Fontana, CA 92335-3246
(909) 434-0460, state.office@kofc-ca.org

Q. What are the duties of the Investigator?

A. 1. The Investigator calls on the Brother requiring assistance, investigates his problem, fills out the application, answers all the applicable questions and obtains the applicant's signature.
2. He drafts a letter explaining in detail the distressed financial condition of the Brother and family.
3. Upon completion of the investigation he files the letter and application with the Grand Knight of the Council for review and signature of the Financial Secretary and Grand Knight.

Q. What are the Grand Knight's and Financial Secretary's obligations?

A. The Grand Knight and Financial Secretary of the Council must determine that the application is meritorious and affix their signatures to the form before sending the application to the Charity.

Q. Should the Grand Knight bring an applicant's request to the Council for approval?

A. NO! ALL INFORMATION received by the Grand Knight is strictly confidential and should be forwarded to the President of Columbian Charities for processing. However, the Grand Knight and his Council should consider assisting the needy applicant themselves.

Q. How long must an applicant wait before assistance is available?

A. That depends upon how quickly the investigation takes place and how quickly the Council's Grand Knight forwards the application to Columbian Charities. After that, it is only a matter of a few days.

Q. Must an applicant re-pay the money to Columbian Charities?

A. NO! All financial assistance provided is a grant.

Q. How is the money obtained for these grants?

A. Through the generosity of California Councils and individual Brothers, and from special events sponsored by Council charity committees, and through bequests. Every member is asked to join the **365 Club** and contribute at least one penny a day. The Charity is **BROTHER HELPING BROTHER**.

IMPORTANT INFORMATION ABOUT THE GRANT APPLICATION:

- ▶ Both forms must be completely filled out in duplicate. The application contains detailed instructions.
- ▶ Make sure that the Grand Knight's phone number is on the form.
- ▶ All applications are subject to review by the screening committee.
- ▶ The committee reserves the right to reject, approve, set limits, and set conditions on any and all applications.

Using the envelope supplied, mail the application to:
CALIFORNIA COLUMBIAN CHARITIES, INC.
PO Box 4256
CERRITOS, CA 90703

Brother helping Brother