



Edward R. Poich, State Deputy – 2018-2019

Grand Knight’s Handbook

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Introduction

Congratulations on your election as Grand Knight. You are your council’s CEO, and your council’s ultimate success will rest on your shoulders. The State Officers and your District Deputy are committed to giving you the tools, knowledge, and assistance necessary to achieve that success. This handbook is one of those tools.

The key to success is planning. The more effort you, your fellow officers, and your committee chairmen expend planning the Council’s programs, the less effort you will expend executing those programs. It is the Grand Knight’s obligation to inspire mutual cooperation among the officers, directors and chairmen in order to create a spirit of success.

Virginia State Council Mission Statement

Mission

Provide guidance and direction to the subordinate councils of the jurisdiction of Virginia to ensure compliance with the *Charter, Constitution and Laws of the Order* and the *By-laws and Resolutions* of the Virginia State Council.

Values

Actively promote the principles of the Order (charity, unity, fraternity, and patriotism) by demonstrating an untiring and visible commitment to our Church, Bishops and Priests, our families, our Brother Knights, our youth, our communities and our nation in an ethical and moral manner.

Vision

Faithfully build upon the traditions and heritage of our jurisdiction by demonstrating an unwavering adherence to the conviction that the State Council will:

- Continue to promote the purpose of the Order as outlined in Section 2 of the *Charter of the Order* by:
 - Rendering financial and practical support to brother knights and their families, particularly the widowed, sick, disabled and needy.
 - Promoting social and intellectual discourse among the same.
 - Conducting educational, charitable, religious, social welfare and disaster relief programs.
- Continue to promote the Order as the "Strong Right Arm" of the Church by our works as well as our words.
- Continue to work toward having every Priest accept the position that the Order is here to support his needs.
- Continue to work toward having a Knights of Columbus presence in every parish.
- Continue to ensure every Catholic gentleman wants to become a Knight of Columbus.
- Continue to emphasize the importance of family values.
- Manage the State Council to make it more effective and efficient.

State Officer/Director Email Addresses

Following are the email addresses of the state officers and directors. These remain the same each fraternal year.

Officer/Director Title	Email Address
State Deputy	statedeputy@vakofc.org
State Secretary	statesecretary@vakofc.org
State Treasurer	statetreasurer@vakofc.org
State Advocate	stateadvocate@vakofc.org
State Warden	statewarden@vakofc.org
Immediate Past State Deputy	ipsd@vakofc.org

Executive Secretary	execsecretary@vakofc.org
Membership Director	membership@vakofc.org
General Programs Director	generalprograms@vakofc.org
Communications Director	communications@vakofc.org
Training Director	training@vakofc.org

Key Definitions

Following are key definitions that you and your Council officers and chairmen should know.

Term	Definition
Calendar Year	<p>The Calendar Year runs January 1 – December 31. A majority of councils bill their membership on the Calendar Year. Three Supreme reports are based on the calendar year:</p> <ul style="list-style-type: none"> • Semiannual Council Audits (August, February) (Form #1295) • Annual Survey of Fraternal Activity (Form #1728) • Partnership Profile Report with Special Olympics (Form #4584)
State Meeting (Convention) Year	<p>The State Meeting (Convention) Year runs April 1 – March 31. The following are based on the State Meeting (Convention) Year:</p> <ul style="list-style-type: none"> • Service Program entries (Church, Community, Council, Culture of Life, Family, and Youth) • Knight of the Year nomination • Family of the Year nomination • Young Man of the Year nomination • Young Woman of the Year nomination
Fraternal (Columbian) Year	<p>The Fraternal Year runs July 1 – June 30. The majority of Supreme reports are based on the Fraternal Year.</p>
Father Bader Scholarship Fund	<p>The Father Bader Scholarship Fund was established to provide grants to graduating high school seniors who are family member of Brother Knights in good standing. Qualified Brother Knights and/or their spouses are also eligible for scholarships.</p>
Keep Christ in Christmas (KCIC)	<p>KCIC card sales promote the true, spiritual meaning of Christmas. Proceeds support Virginia State Council initiatives.</p>
KOVAR	<p>KOVAR is a Virginia State Council charity established in 1971 to provide financial assistance through grants and home loans to tax exempt organizations that provide training and assistance to Virginia citizens with intellectual disabilities.</p>
Virginia Knights of Columbus Charities, Inc. (VKCCI)	<p>VKCCI was formed in 1994 for the sole purpose of carrying out the first principle of our Order – charity. VKCCI gives grants to individuals and families throughout the Commonwealth of Virginia who are in financial distress and, in many cases, struggling to provide the bare necessities of life to themselves and their families.</p>
Penny Per Knight Per Day (PKD)	<p>PKD is the sole source of revenue for the State Vocations Committee, which on behalf of the Virginia State Council, supports vocations in the Arlington and Richmond dioceses and the Military Archdiocese.</p>

Reports/Forms

The following table lists the reports and forms that your council must submit during the year.

Report/Form	Due Date	Details
Report of Officers Chosen for Term (Form 185)	Immediately after council elections but no later than July 1	<ul style="list-style-type: none"> Complete via Member Management Copy State Secretary and District Deputy if completing the online form
State Convention Delegate/Alternate Delegate Report Form (VSS-4)		<ul style="list-style-type: none"> Complete via State website (vakofc.org)
State Directory Information Report Form (VSS-6)		<ul style="list-style-type: none"> Complete via State website (vakofc.org)
Service Program Personnel Report (Form 365)	August 1	<ul style="list-style-type: none"> Complete via Member Management Copy State Secretary and District Deputy if completing the online form
Semiannual Council Audit (Form 1295)	August 15	<ul style="list-style-type: none"> Submit to Supreme Copy State Secretary and District Deputy
Annual Survey of Fraternal Activity (Form 1728)	January 31	<ul style="list-style-type: none"> Submit to State Council <u>at the January Mid-Year meeting</u> State Council will submit forms to Supreme Council to meet January 31 deadline
Partnership Profile Report with Special Olympics (Form 4584)	January 31	<ul style="list-style-type: none"> Submit to State Council <u>at the January Mid-Year meeting</u> State Council will submit forms to Supreme Council to meet January 31 deadline
Semiannual Council Audit (Form 1295)	February 15	<ul style="list-style-type: none"> Submit to Supreme Copy State Secretary and District Deputy
Columbian Award Application (Form SP-7)	April 1	<ul style="list-style-type: none"> Submit to Supreme Copy General Programs Director and District Deputy
One State Council Service Program Awards Entry (Form STSP) for each of the four service program areas (Faith, Family, Community, Life)	April 1	<ul style="list-style-type: none"> Submit reports throughout the year but no later than April 1. Submit reports to General Programs Director
Note: College Councils are only required to submit one College Service Activity but are encouraged to hold and submit programs in all six service program areas.		
Knight of the Year nomination	April 1	<ul style="list-style-type: none"> Submit nomination report to General Programs Director Nomination form found on the state website (vakofc.org) under Resources > Forms – Virginia

Report/Form	Due Date	Details
Family of the Year nomination	April 1	<ul style="list-style-type: none"> Submit nomination report to General Programs Director Nomination form found on the state website (vakofc.org) under Resources > Forms - Virginia
Young Man of the Year nomination	April 1	<ul style="list-style-type: none"> Submit nomination report to General Programs Director Nomination form found on the state website (vakofc.org) under Resources > Forms - Virginia
Young Woman of the Year nomination	April 1	<ul style="list-style-type: none"> Submit nomination report to General Programs Director Nomination form found on the state website (vakofc.org) under Resources > Forms - Virginia
<p>Six Family of the Month (Form 1993A) reports</p> <p>Note: College Councils will submit four College Knight of the Month reports instead of Family of the Month reports</p>	April 1	<ul style="list-style-type: none"> Submit reports to Supreme by 15th of the month for the previous month's winner; i.e., November Family of the Month is due to Supreme by December 15 Copy General Programs Director and District Deputy Timeframe for submission of the four reports is April 1 – March 31
Notification of Deceased Member Form (VSS-9)	As needed	<ul style="list-style-type: none"> Submit to the Executive Secretary at execsecretary@vakofc.org. Family of the deceased Brother Knight receives a letter from the State Deputy and a Mass card.

Your District Deputy is required to complete a District Deputy Visitation Report Form (VSS-7) every time he visits your council. To help him complete the VSS-7, you and your officers and chairmen should be prepared to provide him with the following information:

- Number of candidates awaiting each Degree
- Number of Brother Knights in arrears on dues
- Recent service program activities held since his last visit

Semiannual Council Audit

While the Financial Secretary (FS) and Treasurer provide records for the semiannual Council audit, it is the Grand Knight and Trustees who are responsible. The audit is required for two reasons:

- Bonding protection for the council's FS and Treasurer
- Determination of "Subordinate Council" status

Note: Failure to maintain subordinate council status results in the loss of protection of the Supreme Council ruling from the Internal Revenue Service which deals with tax exempt status for charitable organizations. This could result in the council being audited by the IRS and result in taxes and possible fines.

The Grand Knight and Trustees should take note that emphasis is placed on record keeping and the files of the FS and Council Treasurer need to "agree" or match in some areas (received funds/deposits and warrants/checks written). Grand Knights and Trustees should therefore strongly encourage the FS and Council Treasurer to have a pre-audit meeting to ensure all differences in their records are reconciled prior to the records being passed for the audit to be conducted. A significant number of errors can be prevented if the pre-audit meeting is conducted and the records of the FS and Treasurer are reconciled. A little work ahead of the audit makes the audit quicker and easier to conduct.

Following are frequently asked questions and answers about the Council semiannual audit.

Question	Answer
Who conducts the audit? Who's responsible?	The Trustees are charged with this duty, and in accepting this office they are accepting responsibilities the office entails.
Why do we conduct audits?	The bonding company, which takes an active concern in audits, can refuse to honor the bond on either the Financial Secretary or Treasurer for the following reasons: <ul style="list-style-type: none">• Failure of the Trustees to conduct the audit or sign an audit prepared by the Financial Secretary or Treasurer• Failure to have two consecutive Audit Reports (Form #1295) on file at the Supreme Council for the periods immediately past

Planning the Fraternal Year

This next section of the Grand Knight's Handbook is intended to serve as a guide for planning your Fraternal Year. Remember that not all tasks should be completed by you, but you are ultimately responsible for ensuring someone completes them.

From Election to Pre-Organizational Meeting

Between your Council elections and the State's pre-organizational meeting for Grand Knight – elects and District Deputy designates, you should do the following:

- Meet with your Chaplain/Pastor(s)
- Establish your goals for the upcoming year.
- Understand your role in the Council.
- Understand the expectation and requirements for the Star Council Award and State Deputy Award.
- Understand the Order's protocol and how you must adhere to it.
- Complete the necessary forms.
- Select your management team.
- Schedule an organizational meeting with your team and establish monthly planning meetings.
- Meet with the Financial Secretary and discuss retention goals and the Council's membership dues in arrears process.
- Meet with the Council Trustees and Financial Secretary and discuss the Council's audit process.
- Ask if your Council has an articulated mission statement, vision, near-term goals and long-range strategy. If not consider developing them.

Establish Your Goals for the Upcoming Year

- The Supreme Council establishes membership and insurance goals for every Council for which the Grand Knight is responsible for meeting or exceeding to achieve Star Council.
- The program goals that you set should have a specific, desired result when achieved. Program goals should be **SMART**:
 - Specific
 - Measurable
 - Attainable
 - Results-oriented
 - Time bound
- Set goals that are reasonable and represent challenges, but are not so high that your Council cannot achieve them.

Understand Your Role in the Council

- The Grand Knight is the Chief Executive Officer (CEO) of the Council and is responsible for observing and enforcing the Laws of the Order, State jurisdiction and the Council.
- During your tenure as Grand Knight, you should read and be familiar with:
 - *Charter Constitution, and Laws of the Order*
 - *Virginia State Council By-laws (available on the State website – secure)*
 - *By-laws of your Council (available on the Supreme website – Member Management)*
 - *Grand Knight's Guide (available on the Supreme website)*
 - *Leadership Resource (available on the Supreme website)*
 - *Fraternal Training Portal (available on the Supreme website)*
- You will receive most of these publications from Supreme through your Financial Secretary in June, the *Faith in Action* documents are available online, and you can order others from Supreme.
- As your Council's CEO, you are responsible for every aspect of its operation and ultimately its success. You are a leader, an administrator and a counselor. Among other duties you will:
 - Preside over all Council meetings.
 - Act as the Chaplain when he is unavailable.
 - Countersign orders drawn and signed by the Financial Secretary.
 - Countersign checks drawn and signed by the Treasurer.
 - Read vouchers.
 - Appoint committees that will ensure the success of the Council.
- At the same time, you are required to ensure all forms are accurate and completed and submitted on time to the appropriate State and/or Supreme official.
- Above are just a few of your overall responsibilities. Consult page 103, section 135 of the *Charter Constitution, Laws of the Order* for more details concerning your duties.

Order Protocol

- Understanding and adhering to the Order's protocol is a very important aspect of your overall duties as Grand Knight. Your Council will look to you for guidance when dignitaries are visiting, during the installation of officers and for the planning of the Past Grand Knight's dinner.
- The Grand Knight must:
 - Conduct Council meetings in accordance with the *Charter, Constitution and Laws* and with parliamentary procedure as directed by *Roberts Rules of Order*. Refer to the [The Method of Conducting Council Meetings](#) (pamphlet #10318).
 - Know the proper way a member addresses the Chair – rising, when recognized, giving the proper salute.
 - Know the proper protocol when Columbian dignitaries, Priests, special guests and Insurance Representatives visit the Council.

- Understand the protocol of letters, invitations and memos.
 - Know the proper way to introduce members in the Council, visiting dignitaries and visitors in general.
 - As a courtesy, acknowledge the presence of any dignitaries: State Officers and Directors, District Deputies/Wardens, Faithful Navigators, as well as former dignitaries at the State, District and Council levels, e.g., PGKs, FDDs, PSDs, FSDs, etc.
- Council meeting seating arrangement is also a matter of protocol. Ensure the Warden sets up the Council chamber as described on page 11 of the *Grand Knight's Handbook*.

Note: The positions of the Grand Knight, Deputy Grand Knight, Chancellor, and Warden form a cross.

- Refer to [Protocol Handbook](#) (Supreme pamphlet #1612) for details on all of the above.

Select Your Management Team

- The Deputy Grand Knight, Trustees and you should meet and agree on the selection of a Priest to be the council's **Chaplain**. You should then:
 - Meet with and request permission from the Priest's Pastor to ask the Priest to be Council Chaplain.
 - Explain the Chaplain's duties as outlined in section 128 of the *Charter, Constitution and Laws of the Order* and ask the Priest you have in mind to be the Chaplain.
 - Upon the Priest's acceptance, write a letter to the Bishop and request his permission to appoint the Priest as Chaplain, even if he has been you Chaplain. This must be done every year.
 - Make the Chaplain part of the team.
 - Advise him of all Council officer meetings.
 - Make him feel that he is vital to the success of the Council.
 - Ensure he is provided with a copy of the *Chaplain's Handbook* (pamphlet #945)
- Select the Council's **Membership Director**. This Knight should be enthusiastic about the Council's growth, at ease with people, and presents himself well in front of large gatherings. Allow the Membership Director to select a **Recruitment Chairman** and **Retention Chairman** who will serve on his team and that he feels he can work well with to achieve your membership goals. However, you as Grand Knight must appoint them.
- Select the Council's **Program Director**. This Knight should have good management, be able to delegate and manage several programs and tasks simultaneously, and be enthusiastic about the Council's growth and well-being. Many Grand Knights appoint their Deputy Grand Knights. Allow the Program Director to select the **Faith, Family, Community and Life Chairmen**. Again he should select Brother Knights that he feels he can work with as a team to achieve your Council's goals; however, **you** must appoint them.
- Appoint a **Lecturer** who will plan and may facilitate enjoyable, informative and educational programs for the membership. This Brother Knight must have a good imagination and a willingness to perform many tasks. The success of his programs/presentations will keep brother knights coming to the meetings. The Lecturer should structure his programs to enhance your goals as well as the membership and Program Directors' goals.

- Appoint a **Round Table Coordinator** if your Council supports more than one parish. This Brother Knight will work very closely with the Pastors of the parishes supported by the Council and the Membership and Program Directors.
- He should be an individual who can work well with people and accomplish many tasks simultaneously. Schedule an organizational meeting with your Round Table Coordinator and his committee to establish monthly planning meetings.
- With your goals determined and thought out, present them to your Membership and Program Directors before presenting them to the Council officers. Solicit their ideas, discuss their individual plans, and consider all points of view. Agree on the final product and present it to the officers, whose comments should also be taken into consideration.
- Since all of the above should be done before July 1, advance planning is key. Immediately upon your election, start setting up times and places for meetings. At the same time, set up a monthly meeting with your officers, Program and Membership Directors, and their teams. During the monthly meetings, recap past events and plan for future ones.

Note: If your Council will permit, give permission to your likely successor to begin this planning before his election. Do **not** allow this if it is likely that the election for Grand Knight will be contested.

Planning – First Quarter (July 1 – September 30)

Implement Your Plan

Ensure that your officers, Membership and General Program Directors understand your plan and are actively implementing it. Ask yourself the following questions:

- Has the Membership Director:
 - Developed his plan with recruitment dates, open house dates and church drives?
 - Suggested names for your consideration for appointment to the Admission Committee?
 - Consulted with the Council Ceremonials Chairman to set up First Degree dates and verified that the dates line up with the District's Second Degree schedule?
 - Set goals for retention?
 - Developed a plan to activate former members?
 - Included the Round Table Chairman in his plan, if applicable, to recruit at the parishes supported by the Council?
- Has the Program Director:
 - Developed a proposed calendar with projected dates of activities that support your goals?
 - Suggested names for consideration for appointment?
- Have you made the Round Table Coordinator aware of all suggested and implemented programs, so that he is prepared to present them to the parishes?
- Have the Church, Faith, Family, Community and Life Committee Chairmen:

- Ordered the required supplies from Supreme to register for programs, if applicable?
- Gained an understanding that their proposed programs might potentially be considered by Supreme for recognition and, as so they must document them accordingly?
- Do your planned Service and Membership activities support attaining Star Council and State Deputy awards?
- Are all necessary supplies and materials on order to support the activities and membership degrees?

Plan the Installation of Officers and Past Grand Knight's Dinner

- Keep the following in mind when planning the Installation of Officers.
 - Consult with the recently appointed District Deputy on determining a date for the Installation.
 - Confirm a suitable location where the Installation can take place.
Note: Ideally the Installation should be held in conjunction with Mass.
 - Plan a reception or suitable social in conjunction with the Installation to which wives, family members, Council members and parish members should be invited.
 - Invite the State Deputy or his representative to be present.
 - Use Ceremonial robes, if possible.
 - Remember that the District Deputy is a representative of the Supreme Knight and the State Deputy and should be treated as a visiting dignitary.
 - Give the State Deputy or his representative the opportunity to speak following the Installation.
- Keep the following in mind when planning the Past Grand Knights Dinner:
 - Remember that the event should honor the Immediate Past Grand Knight and recognize the accomplishments that occurred during his administration.
 - Consult with the Immediate Past Grand Knight on a date for the event.
 - Include the Immediate Past Grand Knight in planning the event.
 - Present any gifts that honor him and his achievements.
 - Invite the District Deputy and consider inviting the State Deputy or his representative.
- Plan the council's Soccer Challenge in coordination with the District competition and hold no later than October 1, as the State competition is generally held in the October – November timeframe.

Submit First Quarter Forms/Reports

Ensure that your Council completes and submits (Refer to the Forms section of the handbook for the recipients):

- Form 365 – Service Personnel by August 1.

- Form 1295 – Semi-Annual Audit by August 15.
- Family of the Month forms by the 15th of each month

Planning – Second Quarter (October 1 – December 31)

- Evaluate your programs relative to your goals.
- Submit the following reports/forms, if applicable:
 - Essay Contest Program
 - Soccer Challenge Program
 - Substance Abuse Awareness Program
 - Family of the Month by the 15th of each month
- Consult with the Financial Secretary about dues notification.
- Pay per capita – take advantage of the discounts available from State.
- Ask yourself the following questions.
 - Is the Council participating in the PKD (Penny per Knight per Day) program?
 - Is the Council participating in the KOVAR program? If so, has a chairman been appointed?
 - Is Form 1728 - Fraternal Survey complete and ready for submission at the State's mid-year meeting?
 - Have the Trustees established a date for the semi-annual audit?
 - Who are the potential, future leaders of the Council? Are they being encouraged and prepared? Encourage them to attend State Quarterly Meeting.
- Tax filing
 - All councils in the United States file one of the following IRS forms:
 - 990N — Gross receipts of \$50,000 or less
 - 990EZ — Gross receipts over \$50,000 and up to \$199,999
 - 990 — Gross receipts of \$200,000 and over
 - The Supreme Council insists that each Council carry out its responsibility under this law. An IRS form must be filed by the 15th day of the fifth month after the end of your annual accounting period (usually either December or June). Failure to file three consecutive years will result in a loss of tax exemption status and substantial fines and penalties to be reinstated.

Planning – Third Quarter (January 1 – March 31)

- Evaluate your programs relative to your goals.
- Complete and submit the following forms at the mid-year meeting:
 - Form 1728 – Fraternal Survey
 - Form 4584 – Special Olympics Participation

- Complete your second half audit and submit Form 1295 – Semi-Annual Audit by February 15.
- Complete and submit the following reports/forms at the State quarterly meeting in March or no later than April 1:
 - Family of the Year Nomination
 - Knight of the Year Nomination
 - Young Man of the Year Nomination
 - Young Woman of the Year Nomination
 - Service Program entries; 1 each for Church, Community, Council, Family, Culture of Life, and Youth
- Complete the special project designated by the State Deputy by April 1 if the Council has not completed it earlier in the year.
- Submit Family of the Month reports by the 15th of each month.
- Plan the Council's Free Throw Competition in coordination with the District competition and hold no later than March 1 as the State Free Throw Competition is generally held somewhere between the beginning and middle of March.
 - Secure a location.
 - Notify all local schools of the date, time, location and age groups that can participate.
 - Submit the Free Throw Competition report upon completion.
- Appoint a Nominating Committee that will report a slate of officers at the April business meeting.
- Submit a request for liability insurance coverage to the State Advocate and payment to the State Secretary, if applicable.

Planning – Fourth Quarter (April 1 – June 30)

- Evaluate your programs relative to your goals.
- Submit the RSVP form.
- Submit the Form SP-7 – Columbian Award
- Pay per capita.
- Collect for KOVAR.
- Verify that your VSS-4 – Council Delegates form is correct and submit a revised copy, if applicable, before the State annual meeting and convention.
- Attend the State annual meeting with the Past Grand Knight Delegate and present donations for the following:
 - KOVAR (Intellectually Disabled)
 - VKCCI (Financial Assistance to Individuals)
 - PKD
 - Father Bader Scholarship
- Elect Council officers for the upcoming Fraternal Year.
- Actively work with your successor to ensure a smooth transition from your administration to his.

- Tax filing (see notes in Second Quarter section)

Officers Online – Grand Knight Section

- The Knights of Columbus Officers Online provides your Council's membership roster and financial statement among other items. It is located in the secure portion of the Supreme website and requires password access. Your access to this website is granted once the Supreme Council Headquarters receives your contact information on the completed Report of Officers Chosen for Term (#185). You will be contacted via e-mail.
- This report (#185) should be submitted to the Supreme Council immediately after council elections. Only upon receipt of this form will the Supreme Council Office grant access to this secure section of the Knights of Columbus website.
- This site lets you track your Council's progress for both membership and insurance growth, which is useful information toward the earning of the Star Council Award.
- After signing into Officers Online, as Grand Knight, you have the ability to order council supplies, which can be charged to your Council's account. Your FS also has this ability, and should be made aware of any purchases you made, as he is responsible for tracking all Council expenditures.
- Gift items are also available by clicking on the Knights Gear logo, which brings you to knightsgear.com. Through this website, your Council can also order customized apparel (e.g. your Council's name and number). A Requisition Form (#1) is no longer needed to order supplies and gift items when ordering through this website.
- Another resource available through Officers Online is the Officers Desk Reference. It provides answers to frequently asked questions about our name and emblem, home corporations, membership issues, tax issues, fraternal issues, Council and Assembly issues, the Fourth Degree and social communications. There's a very good chance that many of the questions you might have about some of the more challenging aspects of being a Grand Knight have been dealt with here. Entries are regularly updated and expanded as new questions arise or additional information becomes available. As Grand Knight, you also have access to the Member Management application and By-Laws Online. Please be sure to familiarize yourself with these applications.
- The training portal is also accessed via Offers Online.

Safe Environment Program

Overview

In partnership with *Praesidium*, an organization that has worked to provide knowledge and tools that safeguard against sexual predators for more than 20 years, Knights of Columbus continues its strong tradition of maintaining the highest standards regarding the protection of young people. Through this partnership, Knights of Columbus provides youth leaders with access to the most up-to-date resources to keep children safe, including *Praesidium's Armatus®* online training, background checks, and an exclusive hotline to report child safety concerns (**1-844-KOFC-SAFE (1-844-563-2723)**).

Member Roles Designated For Mandatory Training

The Board of Directors has decided that all members in youth serving roles and certain officer positions be required to take online youth protection and safe environment training offered through *Praesidium's Armatus®*. Specifically, the following must complete the training and background check requirements:

- State Deputy (training only)
- State Advocate (training only)
- State Program Director (training only)
- State Youth Chairman
- State Family Chairman (training only)
- State Community Chairman (training only)
- State Squires Chairman
- Grand Knights (training only)
- Faithful Navigators (training only – applicable only to Assemblies that work with Squires Circles)
- Program Directors (training only)
- Family Chairmen
- Community Chairmen
- Chief Counselor
- Adult Counselors

Notes:

- If a Brother Knight holds more than one position listed above and one of those positions requires a background check, then he must provide authorization to have the background check completed.
- **Even if there are no council/assembly sponsored youth programs, as the top officers of their respective subordinate units, state deputies, grand knights and faithful navigators serve as the Chief Compliance Officers for their jurisdictions, councils and assemblies in matters relating to the Knights of Columbus Safe Environment Program.**

Local Diocesan Safe Environment Program Requirements

- It is the policy of the Knights of Columbus that all members selected to serve as youth leaders fulfill all local diocesan safe environment/youth protection training and background check requirements before they begin their service or within 30 days thereafter.
- Diocesan safe environment/youth protection requirements typically include completion of an in-person sexual abuse awareness training class and a background check.
- Only members who have had the required diocesan training and passed the required diocesan background check are authorized to serve young people through Knights of Columbus programs and activities.
- To the extent that pastors or bishops require that councils complete local diocesan safe environment/youth protection training and background check requirements, it is the policy of the Knights of Columbus that members should comply as soon as possible.

Frequently Asked Questions (FAQs) How do I access the online training?

Question	Answer
How do I access the online training?	<ul style="list-style-type: none"> • Members in designated leadership positions requiring Praesidium's Armatus© online youth protection training will receive a username and password via email or regular mail. • Training may also be accessed at http://www.kofc.org/safe (click "Knights of Columbus Safe Environment Program") or http://website.praesidiuminc.com/LoginNow.
What should I do if I am required to complete the training but have not received a username and	<p>The bonding company, which takes an active concern in audits, can refuse to honor the bond on either the Financial Secretary or Treasurer for the following reasons: Submit your request for a username and password to the Knights of</p>

password?

Columbus Safe Environment Program Line at 203-800-4940 or email youthleader@kofc.org.

Do I ever need to renew my training and/or background check?

Yes, every two years. All members serving in designated leadership positions requiring Praesidium's Armatus© youth protection training and a background check are required to renew both their training and background check every two years for as long as the member continues to occupy the designated leadership position.

How long do I have I have to complete the training and the authorization of the background check? What happens if I don't complete the requirements within that timeframe?

Members have **30 days** from the date on which his User ID and password are sent to him to complete the online training program and the background check authorization if applicable.

What should I do if I do not have Internet access to complete the online training?

Contact the Knights of Columbus Safe Environment Program Line at 203-800-4940 or email and request self-study workbooks. Complete and submit the attestation form included in the workbooks after finishing the self-study workbooks.

How do other members get trained on the Safe Environment program?

Grand Knights and Faithful Navigators can request self-study workbooks for others to complete the training. However, these members will not receive credit for completing the training and will have to complete it again if they are elected or appointed to one of the designated positions.
