

HOW TO REACTIVATE A COUNCIL

or

How to move a Suspended Council Number to a NCD Target

	STEPS	NOTES
1	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. • See Guidelines in Step #1 Attachment.
2	ORDER A NEW COUNCIL DEVELOPMENT KIT	<ul style="list-style-type: none"> • Order NCD Kit for this Reactivation or NCD effort; • Allow two – three weeks for delivery;
3	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 that either “Reactivation of a Council” or “Moving a Council Number”; • Forward this to the State Deputy for his approval and signature;
4	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
5	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;
6	COMPLETE FORM 185 – ELECTION OF OFFICERS	<ul style="list-style-type: none"> • Hold election of Officers; • Complete form 185 – All Officers must be elected!
7	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>
8	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.
9	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 forgiveness of Supreme indebtedness;
10	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.
11	CLEAN UP ROSTER	<ul style="list-style-type: none"> • Plan on having 2 – 3 months to clean up old council roster; • Follow guidelines listed below.

NOTES ON HOW TO REACTIVATE A COUNCIL

STEP #1 – MEET WITH THE PASTOR

1. Call the pastor of the Church you are trying to reactivate the council & ask for an Appointment.
 - a. Prepare for the meeting with the pastor planning to bring information, brochures, etc.
 - b. Meet with the Pastor being cordial and attentive;
 - c. Address Pastor's concerns remembering not to answer anything that you are not 100% certain.
 - d. Positive aspects to stress during your meeting are:
 - i. KC Council will help enrich the men and families of the parish;
 - ii. Gives families of the parish an opportunity to be protected via our insurance program;
 - iii. Council will help facilitate men & families getting more active in their parish;
 - iv. A council will provide additional manpower and support of the parish;
 - v. Being part of the KC's and council will help men become better fathers, husbands, through the various programs in which they participate.
 - e. Plan to explain the aspects of forming a council (i.e., Membership Drive, Information Meeting, Election of Officers, etc.)
2. Record the Pastors comments and concerns (if any)
3. Set a time & schedule for a Membership Drive, and Information Meeting

STEP #2 – ORDER A NEW COUNCIL DEVELOPMENT KIT

1. A NCD Kit should be ordered for any Reactivation or NCD effort that is planned;
2. Note that a Kit might take 2 – 4 weeks to receive.
3. You might plan to have an extra NCD Kit on hand – information in the kit will help when meeting with Pastor.

STEP #3 – FILL OUT A NOTICE OF INTENT TO FORM A COUNCIL

1. The Form 133 - Notice of Intent to Form a Council can be downloaded from the Supreme Council Web Site. Enter in the Search Bar at the web page "Form 133" .
2. Down load a copy of this form. Do not submit an electronic version of this form.
3. On the top of the form, make certain that you include a note in BOKLD RED LETTERS what it is that you are doing – either reactivation of a council or moving a council number to a new location.
4. Remember the State Deputy MUST agree with what is being done. Forward a copy of this to the State Deputy for his approval.
5. After obtaining the State Deputy's approval & signature, forward a copy of this form to the Supreme Office Council Growth & Development. A letter of acknowledgement will be sent to you from them after their receipt.
6. Contact the General Agent or Field Agent to let them know what is going on in their area.

STEP #4 – CONDUCT A MEMBERSHIP DRIVE

1. You will need to know the following to determine the number of members you will need to recruit to facilitate this reactivation:
 - a. You need a **minimum of 30 Members** on the Council Roster before the Council can be reactivated or be moved to an NCD target.
 - b. Take the current suspended council roster and determine to the best of your ability which members on the roster will continue to remain on the roster as part of this effort. This can be done as follows:
 - i. Determine which of the members are current alive and living in the area/parish;
 - ii. Contact these members and let them know that the council is being reactivated.
 - iii. Remember, all members are still active Knights – even though their council is inactive.
 - iv. If there are members who can't be located or do not want to be part of this effort, DO NOT plan to drop these members yet (SEE STEP 11 -Clean Up Council Roster).
 - c. In conducting the Membership Drive, plan to need to recruit the needed number to make up the Minimum 30 members needed.
2. When conducting the Church Membership Drive, plan on recruiting a MINIMUM of 13 new members. These new members will probably be the Officers of the new council.
3. Invite the District Deputy, Field Agent and other Membership Support Team members to this Membership Drive.
4. As prospects are filling out Form 100's, make certain to inform them of date and time of the Information/Formation Meeting and First Degree.

STEP #5 – CONDUCT INFORMATION MEETING/FIRST DEGREE

1. Conduct the informational meeting with all your prospects.
2. Plan to invite District Deputy, Field Agent and other Membership Support Team members to the meeting.
3. Plan to contact the members on the suspended council roster – if appropriate to let them know what is happening.
4. Plan to explain the benefits of being a Knight of Columbus, and the workings of a council.
5. Plan to have a First Degree Team ready to administer the exemplification.

STEP #6 – COMPLETE THE FORM 185 – ELECTION OF COUNCIL OFFICERS

1. Hold an Election of Officers. This can be done after the First Degree or at a Formation Meeting conducted by the DD.
2. Complete the Form 185 – ALL Officers must be elected and completed on this form.
3. You may plan to hold the form to be submitted with all the other Reactivation Documentation.

STEP #7 – APPOINT A FINANCIAL SECRETARY

1. Have the council appoint a Financial Secretary.
2. Complete the Financial Secretary Application form (Form 101) and the Financial Secretary Nomination form (Form 103).
3. Note that the District Deputy or a “State Deputy appointed member” will act as the FS of this reactivated council until the appropriate officers have been elected and appointed. They would collect initiation fees, dues, etc until then.
4. You may plan to hold the form to be submitted with all the other Reactivation Documentation.

STEP #8 - COMPLETE FORM 365 – SERVICE PROGRAM CHAIRMAN

1. The newly established council will need a minimum of 4 Service Program Chairmen – Membership, Recruitment, General Program and Retention (usually the DGK).
2. Help the newly elected Grand Knight to appoint chairman for the council.
3. The new council should also consider filling the Chaplain and Insurance Promotion Chairman.
4. NOTE: It should be the goal to fill all program chairs.
5. You may plan to hold the form to be submitted with all the other Reactivation Documentation

STEP #9 – FORGIVE OLD COUNCIL INDEBTEDNESS

1. The council indebtedness to Supreme will be forgiven...
 - a. If State Deputy will write a letter to the Supreme Secretary asking for forgiveness and
 - b. In this letter, the State Deputy should also state that the state council will forgive the state indebtedness of this council.
2. If a new name and a new location being requested for this council reactivation, the State Deputy must also indicate his approval for this in his letter.
3. The letter should be submitted to Supreme with all the other Reactivation documentation

STEP #10 – SEND DOCUMENTS TO SUPREME

1. At this time, it is important to make certain all documents – form 100'2, 133, 185, 365, 101, 103 and the state deputy letter – are mailed to Council Growth and Development, Department of Fraternal Services, Knights of Columbus, One Columbus Plaza, New Haven, CT 06150-3326.
2. It should be noted that the Council Growth and Development Department should be informed of activities of this reactivation as this process is being worked. Keep them apprised of the activities with the appropriate contact in the Department of Fraternal Services.

STEP #11 – CLEAN UP ROSTER

1. It is important to know that you will need a **minimum of 30 Members** on the Council Roster before the Council can be reactivated. This might include members listed on the old council roster.
2. The council should try to locate all members that appeared on the roster informing the members of the recent council reactivation.
3. The reactivated council should plan to clean up the old council roster within the first 2 – 3 months after being reactivated. Supreme will allow 3 – 4 months for this process as long as you continue to keep them apprised of this effort. The suspensions at this time will not count against the council – but it will count against the state council as suspensions.
4. This is the suggested process that the council should be encouraged to follow:
 - a. Identify all possible Honorary or Honorary Life Members, fill out a form 100 on their behalf and forward that form to the Membership Department.
 - b. Identify deceased members, find out the date of death and complete a form 100 and submit that form to the Membership Department.
 - c. Contact the Honorary & Honorary Life members and all of the remaining members on the roster. Set up a time to visit with them to outline the vision and goal of the reactivated council. Encourage them to become active members of this council. Let them know of the meeting time and place.
 - d. If a member on the roster does not want to belong to the reactivated council, determine if they would want to transfer or leave the Order.
 - i. If they want to transfer, complete a form 100 facilitating the transfer;
 - ii. If they no longer want to remain in the Order, express regrets and tell the member they will be suspended.
 - iii. If the member is already “Inactive”, nothing more needs to be done.
 - e. If a member can not be found, process suspensions for these members. They will NOT count against the council – but will count against the state as a suspension.
5. Supreme will allow 3 – 4 months to clean up the roster – without having this count against the council – and as long as you let them know what is happening.

FINAL IMPORTANT NOTES

1. If this is a reactivation of an old number being moved to a new NCD target:
 - a. A new Charter can be issued. Remember that the charter members of the old council will remain on the charter – members from the new council can be included on the new council charter if asked.
 - b. Additionally, recognition to the DD or the member who was instrumental in re-activating this council can be obtained. The state deputy should ask for this and designate the member that should be recognized as the institution “lightening rod” for this reactivation.
2. Remember that Supreme will allow cleaning up old rosters within the first several months without causing penalty to the reactivated council. It will count against the state council’s numbers however.
3. Keep in contact with the Supreme Council NCD Contact letting them know what is going on.