





ONLINE TOOLS AND REFERENCES District 10 Meeting – 2/9/24

Communication Tools:

GK's have access to a powerful e-mail tool on Member Management. Go to kofc.org, then click on Member Management, then choose Print Center (menu option on the top right), and then choose e-mail.

English | Español | Français Home | Contact Us | Logout

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

Find a Member by Last Name: Print this screen 

Officers Online | **Member Management** | **Council Administration** | **Print Center-MM**

Email Tool

Select the group(s) and/or role(s) to which you wish to send an Email:

Email Members

All Members

Email by Member Type:

Associate Members Insured Members

Email by Member Class:

Regular Members Honorary Life Members

Honorary Members

Email by Degree Status:

1st Degree Members 3rd Degree Members

2nd Degree Members

Email by Billing Status:

Dues are Current Knight Alert

First Notice Intent to Retain

Second Notice Members with Outstanding Balance

Email by Council Officers:

All Council Officers Advocate

Grand Knight Lecturer

Chaplain Warden

Deputy Grand Knight Inside Guard

Financial Secretary Outside Guard

Chancellor One Year Trustee

Recorder Two Year Trustee

Treasurer Three Year Trustee

Email by Program Personnel - Supreme:

All Program Personnel - Supreme Family Director

Program Director Membership Director

Faith Director Recruitment Committee 1

Vocations Chairman Recruitment Committee 2

Community Director Recruitment Committee 3

Life Director Retention Chairman

Health Service Insurance Promotion

Public Relations

Email by Program Personnel - Council:

All Program Personnel - Council

Email by State & District Personnel:

State Deputy District Grand Knights

District Deputy

From: Knights of Columbus Email <no-reply@kofc.org>

To:



Council Administration Tools:

When assigning Brother Knights to new Offices or Program Director positions, don't use paper forms or mail in PDF forms. Use Member Management instead and assign them in real time online:

Go to Kofc.org, and go to Member Management. Then go to Council Administration. Then choose either Council Officers (Current or Next Fraternal Year) or Service Program Personnel (Current or Next Fraternal Year). Updating these pages takes the place of forms 185 and 365 respectively.

IMPORTANT: District and State Officers do NOT get a report on this automatically when you have made changes, so go back to the Print Center when you have completed your changes to create the reports and then e-mail them to DD and State officers.

See a full tutorial here: <https://sabattuskofc.org/district-10-news>

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KNIGHTS OF COLUMBUS Find a Member by Last Name: [input] Go

Officers Online Member Management Council Administration Print Center-MM

Council Administration - Council Officers

Council Information

Council Officers Current & Next

Current year

Next Fraternal Year

Service Program Personnel Current & Next

Additional Positions

Member Interests

Parish List

Title List

Download Tools

BISHOP EDWARD C O'LEARY

Council Location: SA District: 010

1) Search for the Knight you want to assign here and click Search

3) Enter the date that the selected Knight will start his new role and click "Assign"

Choose a Role: Grand Knight

Search by Last Name: [input] Search

Enter Start Date: [calendar icon] MM-DD-YYYY Default is today's date

Choose Member: UNASSIGNED

Assign

2) Names matching your search will show up here. Highlight the Knight you want and move to step 3

| Officer Positions | Name | | |
|---------------------|-------------------------|---------|------------|
| Grand Knight | Michaud, Robert S | | |
| Financial Secretary | Bouffard, Daniel D | | |
| Deputy Grand Knight | Daigle, James R | | |
| Chancellor | Devoe, David W | | |
| Recorder | Jensen, Richard B | | |
| Treasurer | Labrecque, Brian M | | |
| Advocate | Michaud, Xavier R | | |
| Warden | Champagne, Donald R | | |
| Inside Guard | Ingalls, James Andrew | | |
| Outside Guard | Corkery, Joseph F | | |
| One Year Trustee | Bolduc, Michael R | | |
| Two Year Trustee | Tolini, Ronald W | | |
| Three Year Trustee | Michaud, Nicolas | | |
| Appointed Officers | Name Member# Start Date | | |
| Chaplain | UNASSIGNED | | |
| Lecturer | Michaud, Alexandre J | 5119773 | 07-01-2023 |

Submit Reset



Other District Tools, Tutorials, Calendar, and Upcoming Events:

A screenshot of a web browser displaying the website for Knights of Columbus - Sabattus, ME. The browser's address bar shows the URL "sabattuskofc.org/district-10-news" and is circled in red. The website header includes the organization's name, "Bishop Edward C. O'Leary Council #13181", and social media icons for Facebook, email, and a globe. A navigation menu shows "Home » District 10 News". The main content area is titled "District 10 News" and contains the following text:

This page is dedicated to District 10 for the Maine State Council. Check here for calendar updates and news for this District. If you have questions, please e-mail the District 10 District Deputy, Robert Michaud at: dd@sabattuskofc.org

Click on the links below for useful documents:

- To transfer a new member into your Council using Member Management, click [here](#).**
- To request for items to be listed in the Prince of Peace Church Bulletin, click [here](#).
- To request for items to be added to the Prince of Peace Parish calendar, click [here](#).
- The Baptism Presentation Script can be downloaded here: [Baptism Script](#)

Summer Meeting 2023 Information

- [District Meeting Notes – July 14, 2023](#)
- [Summer DD Meeting Notes](#)
- [Community Director Report](#)
- [Camp Tall Pines – Summer Camp Info](#)
- [Family Director Report](#)
- [Life Director Report](#)
- [Star Council Status – Final 2023 Report](#)

Winter Meeting 2023 Information:

- [Winter meeting notes – January 2023](#)
- [EFF Family Newsletter](#)



LLAR [COR Meeting Guidebook](#)

Howdy, Robert Michaud

Supreme – Fraternal Programs Reporting Form (need to log onto kofc.org, then go to “Forms”)
10784

Tutorial to update Program Positions (same method can be used to update Officers) using Officer’s Online. [Click here.](#)

[Sign In Sheet for Knights of Columbus Activities – Safe Environment Compliance](#)

[Star Tracker Spreadsheet](#)

K of C District 10

Today February 2024 Print Week Month Agenda

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----------------------|-----|-----|-----------------------|----------------------|-------------------------|-----|
| 28 K of C - Baby E | 29 | 30 | 31 | Feb 1 | 2 | 3 |
| 4 | 5 | 6 | 7 6pm K of C - Mon | 8 | 9 6:30pm District 10 | 10 |
| 11 | 12 | 13 | 14 | 15 5pm GK Meeting | 16 | 17 |
| 18 | 19 | 20 | 21 5pm GK Meeting | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | Mar 1 | 2 |

Events shown in time zone: Eastern Time - New York

Google Calendar



Membership and Recruiting Resources:

E-Membership:

The screenshot shows the website kofc.org/secure/en/joi... with the following elements:

- Navigation menu: CONTACT US, SAFE ENVIRONMENT PROGRAM, CAREERS, LANGUAGE, SIGN IN
- Logo: Knights of Columbus
- Buttons: JOIN (circled in red), DONATE, FOR MEMBERS
- Section: WHO WE ARE, WHAT WE DO, GET INVOLVED, NEWS HUB
- Headline: JOIN ONLINE FOR FREE!
- Text: As we continue to celebrate Blessed Michael J. McGivney's Beatification, please enter the Promo Code **BLESSEDMCGIVNEY** to join online for free. *
- Text: *Local council dues vary. ?
- Text: I am not located in USA or Canada >
- Section: YOUR INFORMATION
- Form fields: Title (Select Title), Name (First, Last), Suffix (Select Suffix), Email, Confirm Email



Check your Prospects Tab by going to Kofc.org and choosing the Prospects tab as shown. Click on each of the names shown to get their contact information. These are Knights that are currently e-Members but need to take their 1st-3rd Exemplification to become a Knight in your Council. Contact them and get to know them by inviting them to an upcoming event. Get them to an exemplification to have them join your Council. There are currently over 140 e-Members that are looking to join local Councils!

The screenshot shows the Officers Online interface for a user named Robert Michaud. The page includes a header with the Knights of Columbus logo and navigation links like 'CHANGE PASSWORD', 'LOGOUT', 'LANGUAGE: ENGLISH', and 'FAQ'. Below the header, there's a navigation bar with 'UPDATE YOUR PROFILE' and a home icon. The main content area is titled 'Officers Online' and shows the user's role as 'Grand Knight'. There are sections for 'Urgent Messages' with news about council levies and member management, and 'Supporting Applications' with icons for various services. At the bottom, a navigation menu highlights the 'Prospect' tab, which is circled in red. Below this, the 'Assigned' section displays a table of prospects.

| Council # | Assigned Date | Name | Member # | Entry Date | Ceremonial Date | Action |
|-----------|---------------|-------------------|----------|------------|-----------------|---|
| 13181 | 07/15/2023 | Kenneth E Boucher | 2879451 | 01/01/1990 | MM/DD/YYYY | Transfer Reject |



Reporting Tools:

For State Recognition, the State FIA form needs to be completed. Also, while it is a bit of duplication of effort, to get recognized by Supreme for Columbian Award, Founders Award, Star Council, etc., you need to also fill out the form #10784 at KofC.org. I recommend doing the more detailed one first – FIA at maineknights.com, and then using that info to populate the #10784. You will have to shorten your description for the form #10784 as the form accepts less information.

FIA Form – maineknights.com:

A screenshot of a web browser displaying the homepage of maineknights.com. The browser's address bar shows "maineknights.com" and is circled in red. The website has a dark blue background with white text. At the top, it says "MAINE KNIGHTS OF COLUMBUS" next to a small graphic of a ship. Below this, there are four main sections: "FEATURED", "CATHOLIC RESOURCES", "COUNCIL RESOURCES", and "KNIGHTS GEAR". The "COUNCIL RESOURCES" section is highlighted with a red arrow pointing to the "Faith in Action Form" link. The "KNIGHTS GEAR" section features the KofC logo and the text "Knights Gear". At the bottom of the page, there is a navigation bar with several links and a clock showing the time as 4:30pm.



Form #10784 – KofC.org – Forms:

KNIGHTS OF COLUMBUS

OFFICERS ONLINE

[CHANGE PASSWORD](#)
[LOGOUT](#)
[LANGUAGE: ENGLISH](#)
[FAQ](#)

[Home](#) | [UPDATE YOUR PROFILE](#)

Officers Online

Hi Robert Michaud | Last Login: 2/8/2024 at 3:37 pm Change Role: [Grand Knight](#)

Urgent Messages

JANUARY PER CAPITA LEVIES
 The Supreme Council levied per capita, Catholic Advertisement and Culture of Life assessments on January 1. The Council Billing Statements reflect the amounts levied for each council, and these are available under the Reports tab below. These statements can be viewed and downloaded by any officer that has access to Officers Online, when viewing council data.

MEMBER MANAGEMENT / MEMBER BILLING ISSUES
 We continue to experience instabilities with these applications that is causing various issues with our users. We are working to identify the problem and have this resolved as soon as possible. We thank you for your patience and understanding during this time.

UPDATE – Safe Environment Member Status Report
 The Safe Environment Member Status Report is once again available in Officers Online. Thank you for your patience as we are nearing the completion of the Order's migration to the new Praesidium Academy. We are working to have this report published daily (except weekends), which should be fully in place by Monday, December 11. Each day's report publishes the previous day's data. Should you become aware of any discrepancies in the report, please email the Office of Youth Protection at YouthLeader@KofC.org.

Maine
10
#13181 (Sabattus)

Supporting Applications

Officers Desk Reference

Office Of Youth Protection

Home Corporations

Member Management

By Laws Online

Knights Gear

Supplies Online

Membership
Reports
Forms
Publications
Prospect
Candidate

Search:

| Form Name | Form Number | Due Date | Print | Online |
|--|-------------|-----------|-------|--------|
| Food For Families Report Form | 10057 | 6/30 | | |
| Application for Appointment as Financial Secretary | 101 | As Needed | | |
| Nomination for Appointment as Financial Secretary | 103 | As Needed | | |
| Family of the Year | 10680 | As Needed | | |
| Ultrasound Initiative Guidelines and Application | 10716 | As Needed | | |
| Fraternal Programs Report Form | 10784 | As Needed | | |
| Fraternal Benefit Seminar Form | 11077 | As Needed | | |



Fraternal Programs Report Form

| Faith | Family | Community | Life |
|---|---|--|--|
| <input type="radio"/> Into the Breach | <input type="radio"/> Family of the Month | <input type="radio"/> Disaster Preparedness | <input type="radio"/> Christian Refugee Relief |
| <input type="radio"/> Pilgrim Icon Program | <input type="radio"/> Keep Christ in Christmas | <input type="radio"/> Free Throw Championship | <input type="radio"/> Silver Rose |
| <input type="radio"/> Build the Domestic Church Kiosk | <input type="radio"/> Family Fully Alive | <input type="radio"/> Soccer Challenge | <input type="radio"/> Pregnancy Center Support/ASAP |
| <input type="radio"/> Rosary | <input type="radio"/> Family Week | <input type="radio"/> Helping Hands | <input type="radio"/> Novena for Life |
| <input type="radio"/> Spiritual Reflection | <input type="radio"/> Consecration to the Holy Family | <input type="radio"/> Catholic Citizenship Essay Contest | <input type="radio"/> Mass for People with Special Needs |
| <input type="radio"/> Holy Hour | <input type="radio"/> Family Prayer Night | <input type="radio"/> Coats for Kids | <input type="radio"/> March for Life |
| <input type="radio"/> Sacramental Gifts | <input type="radio"/> Good Friday Family Promotion | <input type="radio"/> Global Wheelchair | <input type="radio"/> Special Olympics |
| <input type="radio"/> RSVP | <input type="radio"/> Food for Families | <input type="radio"/> Habitat for Humanity | <input type="radio"/> Ultrasound Initiative |
| <input type="radio"/> Other | <input type="radio"/> Other | <input type="radio"/> Other | <input type="radio"/> Other |



Stay on top of your progress by checking the Council Tracker Report – available on Maineknights.com or as e-mailed to you from the DD.

| 9/1/2023 | COUNCIL | | New Member Quota (McGivney) | Gain | Columbian Award SP-7 Due 30 June | Officers Report 185 Due 1 July | Director Report 365 Due 1 July | Sem Report |
|----------|---------------|--|-----------------------------|------|----------------------------------|--------------------------------|--------------------------------|------------|
| 10 | 106 | LEWISTON | 12 | 1 | | Y | Y | |
| 10 | 2358 | LISBON FALLS | 5 | 0 | | Y | | |
| 10 | 8742 | AUBURN | 5 | 0 | | Y | Y | |
| 10 | 10019 | LEWISTON | 7 | 0 | Y | Y | Y | |
| 10 | 12652 | LEWISTON | 5 | 1 | | Y | | |
| 10 | 13181 | SABATTUS | 5 | 1 | Y | Y | Y | |
| 10 | ROBERT | MICHAUD | 27 | 3 | council/ | | met star | |
| | | | 433 | 40 | district met | | council | |
| | | CRITICAL DATES | | | 50% of quota | | minimum | |
| | | | | | | | | |
| | | July 1 Council Per Capita Assessment levied by the State Council | | | | | | |
| | | July 1 Council Per Capita Assessment levied by the Supreme Council | | | | | | |
| | | July 1 Report of Council Officers (Form #185) | | | | | | |
| | | July 1 Service Program Personnel Report (Form #365) | | | | | | |
| | | July 10 Council Suspended, if April Catholic Advertising Fund is not paid | | | | | | |
| | | August 15 Semi-Annual Audit Report (Form #1295) | | | | | | |
| | | October 1 Catholic Advertising Fund levied by Supreme Council | | | | | | |
| | | October 10 Council Suspended, if July Catholic Advertising Fund is not paid | | | | | | |
| | | January 1 Council Per Capita Tax levied by the Supreme Council | | | | | | |
| | | January 1 Council Suspended, if July State Per Capita is not paid | | | | | | |
| | | January 10 Council Suspended, if October Catholic Advertising Fund is not paid | | | | | | |
| | | January 31 Annual Survey of Fraternal Activity Report (Form #1728) | | | | | | |
| | | January 31 Partnership Profile Report with Special Olympics (Form #4584) | | | | | | |
| | | February 15 Semi-Annual Audit Report (Form #1295) | | | | | | |
| | | April 1 Catholic Advertising Fund levied by the Supreme Council | | | | | | |
| | | April 10 Council Suspended, if January Catholic Advertising Fund is not paid | | | | | | |



Also, be sure to stay on top of your Council's Safe Environment Training. You can check the reports on kofc.org here:

KNIGHTS OF COLUMBUS OFFICERS ONLINE

CHANGE PASSWORD | LOGOUT
LANGUAGE: ENGLISH | FAQ

UPDATE YOUR PROFILE

Officers Online

Hi Robert Michaud | Last Login: 2/8/2024 at 4:06 pm | Change Role: Grand Knight

Urgent Messages

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Maine > 10 > #13181 (Sabbatus)

Supporting Applications

- Officers Desk Reference
- Office Of Youth Protection
- Home Corporations
- Member Management
- By Laws Online
- Knights Gear
- Supplies Online

Membership | **Reports** | Forms | Publications | Prospect | Candidate

Search:

| Report Name | Date | PDF | Excel |
|--|-----------|-----|-------|
| Membership Roster | 2/8/2024 | | |
| Membership Roster - January | 1/1/2024 | | |
| Membership Roster - July | 7/1/2023 | | |
| Safe Environment Member Status | 2/8/2024 | | |
| Safe Environment Participation Rate Report | 2/8/2024 | | |
| Safe Environment Council Compliance Report | 5/9/2023 | | |
| Council Billing Statement (Past) | 1/31/2024 | | |

Safe Environment Council Compliance Report

Report As Of Date: 05/09/2023

| Country | Jurisdiction | District # | Unit Type | Unit Number | Council Status | Circle Number | Circle Compliance | Audit Date | All SEP Roles Appointed | All SEP Roles Compliant | Maximum Roles Exceeded | Final Council Compliance |
|---------|--------------|------------|-----------|-------------|----------------|---------------|--------------------|------------|-------------------------|-------------------------|------------------------|--------------------------|
| US | ME | 18010 | council | 13181 | A | | No Circle Assigned | 2023-05-09 | FIA Compliant | Compliant | Compliant | Compliant |