



Knights of Columbus
Georgia State Council
PO Box 82268
Conyers, GA 30013
January 2012



To: All Grand Knights

SUBJECT: Georgia State Council Annual Meeting Requirements

The 110th Annual Meeting and Convention of the Georgia State Council will be held in Augusta, Georgia, on May 18, 19, & 20 2012. Each Council, prior to the annual meeting, must meet the following provisions of our State by-laws.

1. Per Capita Tax

The State by-laws (Art. XI, Sec. 1&2), require each Subordinate Council to pay per capita tax on its membership "...in accordance with the membership report forwarded by the Supreme Secretary to each Subordinate Council and State Council as of January 1st of each year." The tax is set at \$8.50 for the current year and is due to the State Secretary by April 19, 2012. The tax, for newly formed Councils, shall be one-twelfth (1/12) of the annual per capita tax per month, based on the remaining full months of the fraternal year **from the date a new council is instituted**. To meet this deadline, the process of reporting on membership and remitting the amount due will proceed as follows:

The Per Capita tax is calculated based on the Supreme Council membership status (excluding disabled and honorary life members) as of January 1, 2012. The State Secretary will forward a letter to each Financial Secretary, not later than January 20, 2012, listing the membership numbers used to determine the amount due and the per capita tax due. A check for the amount of the per capita tax, **plus any other outstanding amount owed to the State Council**, made payable to **Georgia State Council, Knights of Columbus**. Payment must be received by the State Secretary no later than April 19, 2012, or the council will face suspension.

The third copy is retained for Council records. **The filing of this report is the duty of the Financial Secretary, but the final responsibility for completion rests with the Grand Knight.**

2. Delegates and Alternates

To enable the Committee on Credentials to comply with Art. VIII, Sec. 2 of the State by-laws, each Council must submit a report to the State Secretary certifying the names of the Grand Knight Delegate, Past Grand Knight Delegate and their alternates **whom are elected** to represent the Council at the Annual Georgia State Council Meeting. Certification forms for Delegate credentials are included for completion and **must include the Council Seal on each copy.**

For All Seasons

Two (2) copies should be sent to the **State Secretary** to be received no later than April 19, 2012, one (1) copy goes to **each Delegate and Alternate**, and one (1) copy is retained for Council records. Prompt attention to this request will provide the time required to prepare the Delegate **check in list and travel and per diem checks for delegates**.

NOTE: Non-compliance with all or any part of items 1 and 2 above will place your Council in violation of Art. VI, Sections 1 and 2 and will keep the names of your Delegates or Alternates from being placed on either the temporary or permanent roll of the members of the State Council and they shall not be entitled to representation in the State Council.

3. Resolutions

Art. X, Sec. 2 provides that all resolutions to be presented at a meeting of the State Council, which involve a change or an amendment in the Rules and Laws of the Order of the State By Laws, shall be submitted in writing, in **duplicate**, to the State Secretary at least 30 days before the opening day of the State Council Meeting. Therefore, the State Secretary must receive all resolutions no later than April 19, 2012.

4. Reports

Art. X, Sec. 1 of the State by-laws state that "All reports to be made at the State Council Meetings by the State Officers, District Deputies, Grand Knights, and State Council Committees shall be in writing, and a copy must be furnished to the State Secretary at the time of presentation." Typewritten reports are preferred.

5. Disabilities Drive

The annual Disabilities Drive Report Form and check must be sent to the Secretary of:

Columbian Charities of Georgia Inc.

Mr. Thom Mead – 1102 Craddock Way - Macon, Georgia 31210

Thom@registerdata.com

Forms received by April 19, 2012 will be considered for the Disability Drive achievement awards.

6. Necrology Report

The form must be filled out completely up to and including the list of **deceased members and deceased spouses since our last annual meeting (May 2011)** for compiling the Necrology Report for the Convention Memorial Mass. Note: Please wait until April 15 to complete this report. The deadline for the Necrology Report is **April 30, 2012**.

7. 2011-2012 State Charities Benefit Drive

Enclosed you will find separate and complete instructions for filing the applications for funding for the 2012-2013 State Charities Benefit Drive.

8. Nominations. Enclosed you will find separate and complete instructions for submission of your nominations for the following:

- A. Georgia State Knight of the Year
- B. Georgia State Family of the Year
- C. Georgia State Council Service Program Awards
- D. Ladies Auxiliary of the Year

Please review this information with your Financial Secretary. If I can assist you in any way, please feel free to contact me at 404-313-5208 or exec.secretary@gakofc.org.

For All Seasons
Ronald E. Rigby
Executive Secretary

DELEGATE CERTIFICATION FORM

In accordance with Chapter II, Section 12 (a) of the Charter, Constitution and Laws of the Knights of Columbus, this is to certify that the following members have been duly elected as delegates to represent our Council at the Georgia State Council Annual Meeting and Convention for the year 2012.

(DUE TO STATE SECRETARY NO LATER THAN APRIL 19, 2012)

Delegates:

Grand Knight _____
(Name of current Grand Knight - an automatic delegate)

A Past Grand Knight _____
(Name of an elected Past Grand Knight of Council and of Georgia Jurisdiction. If none, any elected Third Degree member)

Alternates:

Grand Knight Alternate _____
(Name of an elected third degree alternate representative)

Past Grand Knight Alternate _____
(Name of an elected third degree alternate representative)

Certified By:

Financial Secretary

Recorder

Date

Council No.

Council Seal

Distribution:

2 copies - State Secretary PO Box 82268 Conyers, GA 30013

1 copy- Each Delegate and Alternate Delegate

1 copy- Council File

Persons with Intellectual Disabilities Drive Report

The Georgia Association of Retarded Citizens (ARC) was established in 1953. Their purpose was to provide programs, equipment, and monetary donations to the very needy physically or mentally challenged citizens of Georgia.

In 1976, The Georgia State Council, Knights of Columbus established a 50-50 Tootsie Roll program to further support the huge need to neighboring council communities and families. This proceeds split was modified at the 100th Annual Meeting in Savannah, GA.

The Persons with Intellectual Disabilities (Tootsie Roll) Drive now returns 60% of the funds collected by the councils directly to the **council-designated physically or mentally challenged organizations recipients**. The State 40% is used to support state programs, areas with no local councils, and severe cases of emergency need.

Council Number _____ **Council Location** _____

- a. Gross funds collected \$ _____
- b. LESS cost of supplies, promotions, etc. \$ _____
- c. NET (Make check payable to Columbian Charities of Georgia, Inc.) (a-b) \$ _____
- d. Council designated charities portion (60%).....(0.6 x c) \$ _____

Please Issue Columbian Charities Check(s) to council-designated charities as follows:

RECIPIENTS NAME	AMOUNT
1.	\$ _____
2.	\$ _____
3.	\$ _____
4.	\$ _____
5.	\$ _____
6.	\$ _____
Total to council-designated charities:	\$ _____

Council Financial Secretary **Date** **Make sure you include TAX ID #**

Send the original of this form and the council check for the amount on line (c) above to:
Thomas Mead
VP/Secretary
Columbian Charities of Georgia
1102 Craddock Way
Macon, GA 31210
Distribution:
 Copy – Robert H. Mitchell 5020 Magnolia Bluff Drive Sandy Springs, GA 30350
 Copy – Knights of Columbus, Georgia State Council P O Box 82268 Conyers, GA 30013
 Copy – Council Files



Knights of Columbus

Georgia State Council

PO Box 82268
Conyers, GA 30013



Necrology Report for Council Number: _____.

Enter the names of Brother Knights who have passed away since the 109th Annual Meeting of the Georgia State Council (May 14– 15, 2011). Indicate the highest office the brother held in the order (e.g. PGK, PFN, FDD, PSD, etc.). (Please Print Legibly!)

Please wait until April 15 to submit this report.

(REPORT DUE NOT LATER THAN APRIL 30, 2012)

Name	Highest Office Held:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

Mail Completed Form to:
 Knights of Columbus
 Sanford B. Hillsman (229-639-1684)
 State Secretary
 2516 College Park Lane
 Albany, GA 31705



Knights of Columbus
Georgia State Council
PO Box 82268
Conyers, GA 30013



MEMORANDUM FOR All Grand Knights

Subject: Application, Criteria, and Requirements for Requesting Funding from the State Council Annual Charities Benefit Drive

On January 22, 1993, the Executive Committee of the Georgia State Council of the Knights of Columbus approved the State Deputy's Advisory Board's recommendation that any organization wishing to be a recipient of the Georgia State Council Annual Charities Benefit Drive must submit an application and a financial statement of need for consideration by the State Council Charities Committee. The enclosed application, criteria, and requirements are hereby provided for your action to that end. You may duplicate these documents as necessary.

Please bear in mind that this application is for the drive to be held in 2013. The recipients of the proceeds from the current drive were approved during the proceedings of the 109th Georgia State Council Annual Meeting held in Savannah in May 2011.

It is anticipated that more than one council may desire to nominate the same organization. Only one financial package need be prepared and submitted by the nominated organization. Other Grand Knights, upon learning that a financial package and nomination is already being prepared, need only advise the State Deputy, on their council letterhead, that their council endorses the nomination of that organization, as submitted by the original council. Please include the number of the council submitting the original financial statement. Each council endorsement will be provided to the State Charities Committee.

A council may nominate more than one organization for consideration. Each nomination must include the financial statement and endorsement from the Grand Knight. All requests must be submitted by the local council to the State Secretary, to be received ***No Later than April 19, 2012*** for delivery to the State Charities Committee.

Using this procedure we will most effectively exemplify the first principle of our Order—***Charity!***

For All Seasons

Sanford B. Hillsman

State Secretary

For All Seasons



Knights of Columbus

Georgia State Council

PO Box 82268
Conyers, GA 30013
January 2012



THE GEORGIA STATE COUNCIL CHARITIES BENEFIT RAFFLE

The Knights of Columbus is a Catholic, Family, Fraternal Service organization of Catholic men numbering more than 1.8 million in more than 14,000 councils throughout North and Central America, the Philippines, the Caribbean, Poland and Guam. Founded in New Haven Connecticut in 1882 by Father Michael J McGivney, The Knights of Columbus endeavor to promote Catholicism and to provide financial assistance to those in need.

Each year the Georgia State Council of the Knights of Columbus conducts a statewide Charities Benefit Raffle. A percentage of the money raised by each council in this Raffle is donated back to a charitable organization designated by that council. After the prize money has been distributed the remainder of the money is distributed in equal portions to charities selected by the Georgia State Council at its Annual Meeting. Councils are invited to nominate charities to the State Charities Committee, which makes recommendations of recipients to the Georgia State Council.

REQUIREMENTS

To be considered for funding:

- The policies and goals of the organization must be consistent with Roman Catholic teaching.
- The organization must demonstrate financial need.
- The organization must be dedicated to the work of the Gospel; high priority will be given to groups which minister to the poor, the disabled, the sick, clergy and religious, youth, and pro-life activities.

GUIDELINES FOR NOMINATION FOR STATE PORTION OF FUNDS

- All requests must be submitted through a local council.
- All requests must be submitted by the local council to the State Charities Committee Chairman, to be received **by April 19, 2012**, for delivery to the State Charities Committee.
- All requests must be submitted on the form provided.

For All Seasons

- All requests must include a financial statement from the organization.
- The organization's mission statement and synopsis of how the organization intends to use the money must be included.
- Funding is for one year only. A new request must be submitted each year.



Knights of Columbus
 Georgia State Council
 PO Box 82268
 Conyers, GA 30013
 January 2012



**GEORGIA STATE COUNCIL ANNUAL CHARITIES BENEFIT
 DRIVE**

APPLICATION FOR STATE FUNDING

Date _____

Program Name _____

Mailing Address _____

Director _____ Phone _____

Council submitting request _____

Grand Knight's name _____ Grand Knight's phone _____

Each application must include:

1. A financial statement for the organization's current fiscal year.
2. The organization's mission statement, including all goals.
3. Synopsis of how the funding will be used.
4. EIN if the organization has paid employees _____
5. TIN if the organization is non-profit _____
6. Copy of license if required to perform the stated activity of the organization.

Send to:

State Charities Committee Chairman
 Stan Rapciewicz (770-888-2423)
 6045 York Ridge Drive
 Alpharetta, GA3005



Knights of Columbus
 Georgia State Council
 PO Box 82268
 Conyers, GA 30013



2011-2012 STATE CHARITIES BENEFIT DRIVE REPORT

At the 2011 Georgia State Council Annual meeting in Savannah, GA, the delegates approved no charities as the recipients for the 2011-2012 Charities Drive. Therefore the states portion will go to Columbian Charities of Georgia.

Councils will use this form to report the funds raised, and to designate the charities to receive the council's portion of the funds raised.

Council Number _____ Council Location _____

REPORT OF CHARITIES DRIVE

Gross Funds Collected\$ _____

(Make check payable to "Knights of Columbus Georgia State Council" for amount above)

Funds Eligible for Council @ ____% of above amount\$ _____

RECIPIENTS OF COUNCIL PORTION

1. Leave the Council Portion with the State\$ _____

Please issue State Council check(s) as follows:

2. \$ _____

TAX ID # _____ (REQUIRED)

3.

.....\$ _____

TAX ID # _____ (REQUIRED)

 Date

 Financial Secretary

Send Original Form, Check & Tickets To:
 Mr. Patrick Barnes (770-922-7293)
 3790 Clubhouse Lane SE
 Conyers, GA 30094



Knights of Columbus

Georgia State Council



MEMORANDUM FOR All Grand Knights

Subject: Georgia State Knight of the Year program

The following rules and regulations govern the Georgia State Knight of the Year program.

1. Eligibility. Any Third Degree member of a council in the Georgia jurisdiction who has been a member of the Order for at least one year is eligible for nomination as the Georgia State Knight of the Year.
2. Method of Nomination. Local councils will submit narrative typed nominations of at least 100 words but no more than 500 words. One copy of each nomination will be mailed to:

Monsignor Joseph Corbett State Chaplain 2401 Lake Park Drive SE Smyrna, GA 30080	Reverend Ray Levreault Associate State Chaplain 523 Ward Street Douglas, GA 31533
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3. Narrative. Your council's entry must include the Knight's name, age, council number, present position in the council, and the reasons for nomination. It should include involvement with family, church, community, youth, and council, with special emphasis on present and past achievements. Support of council and parish activities, as well as participation in those activities, should be demonstrated.
4. The nomination must be signed by the Grand Knight and the Council Chaplain or parish pastor.
5. Judging. The State Chaplain and Associate State Chaplain will serve as the selection committee, calling on others as needed to review the candidates and confer on the selection in total secrecy.
6. The award will be presented at the Georgia State Council Annual Meeting Banquet. The selected Knight need not be present at the banquet.
7. Deadline for Submission. All submissions must be postmarked on or before April 14, 2012. All nominations postmarked after that date, or received after April 19, 2012 will be rejected.

For all Seasons

Sanford B. Hillsman

State Secretary

For All Seasons



Knights of Columbus

Georgia State Council



MEMORANDUM FOR All Grand Knights

Subject: Georgia State Family of the Year Program

The following rules and regulations govern the Georgia State Family of the Year program.

1. Eligibility. Eligibility for the Georgia State Family of the Year program are the same as for the Order's Family of the Year program as stated in the Family of the Month forms booklet distributed to all councils at the beginning of the fraternal year.
2. Method of Nomination. Local councils need only complete the Family of the Year form in the forms booklet. Additional paper is permissible, as necessary. Photographs, newspaper articles, letters of commendation, or other special exhibits may be included. Mail nominations to:

Mr. Richard G. Sisko
State Deputy
20 Fairway Ridge Drive
Johns Creek, GA 30022
3. Format. Your council's entry must be completed on the Family of the Year Form available in the 2011-2012 Council Family of the Month booklet, or on-line at <http://www.kofc.org/un/eb/en/officers/forms/council.html>. Follow the instructions provided on that form.
4. Judging. The State Deputy will serve as the selection committee, calling on others as needed to review the candidates and confer on the selection in total secrecy.
5. The award will be presented at the Georgia State Council Annual Meeting Banquet. The selected family need not be present at the banquet.
6. The family selected as the Georgia State Council Family of the Year will be submitted to the Supreme Council for consideration as the International Knights of Columbus Family of the Year.
7. Deadline for Submission. All submissions must be received by April 19, 2012 or postmarked on or before April 14, 2012. Nominations not meeting these criteria will be rejected.

For all Seasons

Sanford B. Hillsman
State Secretary

For All Seasons



Knights of Columbus

Georgia State Council



MEMORANDUM FOR All Grand Knights

Subject: Ladies Auxiliary of the Year Award

Please deliver the enclosed letter to your respective ladies Auxiliary President as soon as possible.

The only criterion for selecting the Ladies Auxiliary of the Year for the Georgia State Council is how well the work of the auxiliary complements and supports the council's activities. Your endorsement of their application is required.

For All Seasons

Sanford B. Hillsman
State Secretary

For All Seasons



Knights of Columbus
Georgia State Council
PO Box 82268
Conyers, GA 30013



To: Ladies Auxiliary Presidents of Georgia Knights of Columbus Councils

Re: Ladies auxiliary of the Year

Again this year the Georgia State Council of the Knights of Columbus will honor the Ladies Auxiliary of the Year. The award will be presented at the Georgia State Council banquet in Augusta, Georgia on May 19, 2012.

Method of Entry: To enter your auxiliary for consideration, you need only provide the following on your auxiliary letterhead, or plain bond paper. The criterion for judging is how well an auxiliary's works complement and support the council's activities.

Describe each of your auxiliary's activities and how they contribute to your council's service programs in the areas of church, community, family, council, youth, and pro-life.

List each of your activities separately.

Entries should be type written.

Include photos, news clippings, and other supporting documentation you deem necessary. The auxiliary president and the associated Grand Knight must sign the entry.

Submit entries to: Mark Hofmann (770-504-0557)
State Warden
231 Issac Head Road
Jackson, GA 30233-3428

All submissions must be postmarked on or before April 14, 2012. All nominations postmarked after that date, or received after April 19, 2012, will be rejected. If you have any questions, you may contact Mark Hofmann via e-mail at markkofc@yahoo.com, or by phone at 770-504-0557.

For All Seasons
Sanford B. Hillsman
State Secretary

For All Seasons



Knights of Columbus Georgia State Council



MEMORANDUM FOR All Grand Knights

Subject: Georgia State Council Service Program Awards

The following rules and regulations govern the Georgia State Council Service Program Awards.

1. Eligibility. All service programs conducted between April 8, 2011 and April 14, 2012 are eligible for consideration. This time frame allows submission of programs conducted since the last cut-off date prior to the 2011 Annual Meeting.
2. Method of Nomination. Local councils need to complete the "State Council Service Program Award Entry Form," #STSP, found in the council forms booklet and online at www.kofc.org. Attach all supporting documentation; i.e., pictures, newspaper articles, letters, church bulletins and other publicity to the form #STSP. Mail nominations to:

Anthony Riviere, PGK
State Program Director
570 Lakeview Terrace, SE.
Mableton, GA. 30126
3. The Grand Knight must sign all entries and a copy must be sent to the State Deputy. If only one copy of supporting documentation is available, include it with the submission to the State Program Director. It is preferred that all entries be typewritten, but that is not necessary to be considered. Ensure all paperwork is clearly legible.
4. Judging. The State Program Director will appoint a committee responsible for reviewing all program entries and determining the winning program in each of the six service program areas.
5. The awards in each program area will be presented at the Georgia State Council Annual Meeting Banquet. The selected family need not be present at the banquet.
6. The six programs selected as the Georgia State Council Service Programs will be submitted to the Supreme Council for consideration as the International Knights of Columbus Service Programs.
7. Deadline for Submission. Entries may be submitted throughout the year; however, all submissions must be postmarked on or before April 14, 2012. All nominations postmarked after that date, or received after April 19, 2012, will be rejected.

For All Seasons

Sanford B. Hillsman

State Secretary

For All Seasons



THIS REPORTING FORM MUST BE COMPLETED BY EACH COUNCIL AND FORWARDED TO THE STATE COUNCIL.
(A SEPARATE REPORTING FORM SHOULD BE COMPLETED FOR EACH PROGRAM CATEGORY.)

CATEGORY (MARK ONE):

- | | |
|------------------------------------|-----------------------------------|
| <input type="checkbox"/> CHURCH | <input type="checkbox"/> FAMILY |
| <input type="checkbox"/> COMMUNITY | <input type="checkbox"/> PRO-LIFE |
| <input type="checkbox"/> COUNCIL | <input type="checkbox"/> YOUTH |

FROM: GRAND KNIGHT: _____ **TELEPHONE NUMBER:** _____

E-MAIL _____

COUNCIL NAME _____ **NUMBER:** _____

LOCATION: _____
(TOWN OR CITY) (STATE OR PROVINCE)

Project Title: _____

Date Project Conducted: _____

Purpose of Activity: (In the space provided below, describe in one sentence the purpose of this activity. This section must be completed.)

Number of council members participating in project: _____

Percentage of council members participating in project: _____

Number of man hours expended in project: _____

Chairman's Name: _____ **Telephone Number:** _____

Mailing Address: _____

E-mail Address: _____

(continued on reverse)

MAIL ORIGINAL TO: State Deputy or State Program Director

COPY TO: Council File

Available in electronic format at www.kofc.org



PENNIES FOR HEAVEN

DATE	COLLECTED	SPECIAL GIFT	TOTAL
JULY			
AUGUST			
SEPTEMBER			
OCTOBER			
NOVEMBER			
DECEMBER			
JANUARY			
FEBRUARY			
MARCH			
APRIL			
MAY			
JUNE			

COUNCIL # _____

ADDRESS _____

FINANCIAL SECRETARY _____

Note: Send form with check to PO Box 82268 Conyers, GA 30013
 Submit Quarterly at a minimum

Copy: Dale Hall, Chairman daleh11@yahoo.com