

Faithful Navigator Startup Checklist

- ❖ **TODAY:** Claim ownership and gain access to your State email account (ex. 9999FN@GAKofC.org)
 - Set up forwarding if necessary
- ❖ **TODAY:** Confirm access to the Supreme website kofc.org
 - Confirm you have access to Officers Online
 - Bookmark:
 - KofC.org/forms
 - KofC.org/training
- ❖ **TODAY:** ★ File your forms 186 thru Member Management in Officers Online
- ❖ **TODAY:** Update the State Directory thru the GAKofC.ORG site
- ❖ **TODAY:** Appoint a liaison for each of your councils. This is not a ceremonial position – this person will be responsible for council updates, but most importantly recruiting new members
- ❖ ★ Complete filing your form 1315 Annual Assembly Audit Report due July 31st
 - Required for bonding of Faithful Comptroller
- ❖ Assign a Color Corps Commander; he must have the uniform, regalia, and be ready to lead. He must create a Color Corps team
- ❖ Sign up for the Fraternal Leader Advisory
- ❖ Attend either the North or South Council Officer's Meeting
 - This is geared toward all leaders, not just Councils
- ❖ Introduce yourself to your regional Marshal
- ❖ Plan your Assembly meetings
- ❖ Plan Color Corps Training – target 15 minutes per month
- ❖ Send your brief personal testimonial to the District Master
- ❖ Update your Assembly Bylaws
 - Online thru Officers Online; update after every election
- ❖ ★ Create a draft 2321 Civic Award Application for use as a roadmap for planning
- ❖ ★ Consider programs for the To Be A Patriot Application
- ❖ ★ Start your Recruiting **NOW** – your target is 7% growth. Work with your liaisons
- ❖ ★ Create and distribute a newsletter
- ❖ ★ Be sure to distribute the District Newsletter to all your members
- ❖ Consider creating a Uniform Assistance Program
 - This **MUST** be separate from other budget items and must not come from donations to patriotic programs
 - Recipients should be required to participate in Color Corps events – a certain number or percentage within a certain period, or the donation must be returned
- ❖ Take advantage of the Assembly Mutual Aid Program
 - Alert the District Master of all Color Corps requests so he can issue a Mutual Aid Request
 - Participate whenever possible in Mutual Aid Requests from the District Master
- ❖ **Forms and dates – available online at [Assembly Forms | Knights of Columbus](https://www.kofc.org/en/for-members/resources/assembly-forms.html) (<https://www.kofc.org/en/for-members/resources/assembly-forms.html>)**
 - When you submit a form, send a copy to the Vice Supreme Master (Dbarton4221@gmail.com), the District Master (gadistrictmaster@gakofc.org), and your Marshal. Keep a copy in the Assembly File
 - ★ **1315 Annual Assembly Audit Report – Due 7/31.** Email Original To: Supreme Master (SupremeMaster@kofc.org); send copies to: Vice Supreme Master

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- (Dbarton4221@gmail.com), the District Master (gadistrictmaster@gakofc.org), and your Marshal. Keep a copy in the Assembly File
- ★ 2321 Civic Award Application – **Create this draft version in August for planning purposes**
 - Suggested programs by Supreme:
 - Memorial Chalice – honors fallen Knights
 - New Sword – honors Past Faithful Navigators and fallen Knights
 - Military Seminarian Fund – support for seminarians committing to serve as military chaplains
 - Warriors to Lourdes – every \$3,00 raised sends a warrior to Lourdes
 - Corporate Communion – within reach of every Assembly at every parish
 - ★ 1728 Assembly Annual Survey of Fraternal Activity – **Due 1/31**. Submit this online. After submitting, download a copy and send to the Vice Supreme Master (Dbarton4221@gmail.com), the District Master (gadistrictmaster@gakofc.org), and your Marshal. Keep a copy in the Assembly File
 - ★ TBP-1 To Be a Patriot Award Entry Form – **Due 4/30**. Email (**NOT USPS MAIL**) to the District Master (gadistrictmaster@gakofc.org) and your Marshal. Keep a copy in the Assembly File
 - ★ 2321 Civic Award Application – **File in April; due 6/30**. Send to Department of Fraternal Mission (fraternalmission@kofc.org); send copies to the Vice Supreme Master (Dbarton4221@gmail.com), the District Master (gadistrictmaster@gakofc.org), and your Marshal. Keep a copy in the Assembly File
 - ★ 186 Report of Officers Chosen for the Term– **Immediately following your elections in May; due 6/30**. File thru Member Management in Officers Online. After submitting, download a copy and send to the VSM (Dbarton4221@gmail.com), the District Master (gadistrictmaster@gakofc.org), and your Marshal. Keep a copy in the Assembly File
 - 1728A Survey of Fraternal Activity Individual Member Worksheet – filled out by individual members; submitted to the FN at Assembly meetings
- ❖ Start planning for your elections in January
 - You need to accept nominations in three meetings prior to your elections.
 - Elections must be done in May
 - Most assemblies take nominations in February, March, and April, and hold the election in May
 - ❖ Forms and Dates for the State Convention – **Strive to complete these in January**
 - Create and submit your ad for Knightlife
 - Most importantly – make sure your assemblies include any deceased members in the Necrology reports submitted by your councils
 - ❖ Training
 - Faithful Navigator Training:
https://goto.webcasts.com/starthere.jsp?ei=1727503&tp_key=0a5870ae26
 - Assembly Officer Training
https://goto.webcasts.com/starthere.jsp?ei=1727506&tp_key=c485a11485
 - ❖ Resources – Supreme Website kofc.org
<https://www.kofc.org/en/for-members/anniversary.html?colorblock-tabs=assembly-resources>
 - ❖ Patriotic and Assembly Resources – Supreme Website kofc.org
<https://www.kofc.org/resources/officer-resources/administration/officer-leader-resources/#tabset=tabset-sticky-tab&tab=tab-block-31742>

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Georgia Assemblies Patriotic and Civic Programs

- Assisted living homes support
- Cemetery cleanup
- Christmas Wreath sales
- Corporate Communion
- Flag Day ceremonies
- Flag replacement
- Flag retirement
- Get out the vote
- Medal of Honor character development – <https://www.cmohs.org/>
- Memorial Chalice – honors fallen Knights
- New Sword – honors Past Faithful Navigators and fallen Knights
- Singing of National Anthem at the Atlanta Braves Game
- Honor Guard / Color Guard Events:

Catholic School graduation	Minor league baseball
Color Guard presentation Community hero night	Parades / marches (see Patriotic and Significant Dates section)
Eucharistic community processional march	Special Olympics
Funerals	Etc.

- Veteran / Active Military Support:

Airport USO	Military Chaplains Fund
Chalices for active Chaplains	Military Seminarian Fund
Christmas baskets	Support homeless veteran shelters
Feeding homeless veterans	Support veteran hospitals
Frontline Faith	Warriors to Lourdes
Honoring parishioners who are veterans	Wheelchairs for veterans
Meals for active soldiers training in GA	Wreaths Across America
Bunkers in Baghdad (providing golf equipment for soldiers)	Mardi Gras Dinner & Dance to support local VA Hospital
Guitars for Veterans (emotional support & rehab)	Treat the Troops care packages, (cookies, candy, cards, etc.)

Also refer to form 1953 – Fourth Degree Program Manual (**no longer in print**): [Program Manual.pdf](https://www.gakofc.org/images/stories/Program%20Manual.pdf)
(<https://www.gakofc.org/images/stories/Program%20Manual.pdf>)

Patriotic & Significant Dates

Presidents' Day – Third Monday in February	Patriot Day – September 11
St. Patrick's Day – March 17	Constitution Day – September 17
Armed Forces Day – Third Saturday in May	POW / MIA Day – Third Friday in September
Memorial Day – Last Monday in May	Veteran's Day – November 11
Flag Day – June 14	Pearl Harbor Day – December 7
Independence Day – July 4	Christmas – December 25

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Assembly Forms w/ Links

Form Number / Name	Web Link
30 – Knights of Columbus Charter	https://files.kofc.org/download/assets/Charter+Constitution+Laws+2025/fb91ee58f7be11f09f41965f5e1b9ba4
808 – Drill Manual	https://files.kofc.org/download/assets/Fourth+Degree+Color+Corps+Drill+Manual/51bd6b2eadf811f091466e3b113c73bb
1350 – Laws and Rules of the Fourth Degree	https://files.kofc.org/download/assets/Laws+And+Rules+Governing+The+Fourth+Degree/9bfd6a90adf811f0a4d542598250f84a
1953 – Fourth Degree Program Manual (no longer in print – link is to GA KofC archive)	https://www.gakofc.org/images/stories/Program%20Manual.pdf
2863 – Refund Support Vocations Program (RSVP)	https://www.kofc.org/en/resources/faith-in-action-programs/faith/rsvp/2863-rsvp-refund-app-fillable.pdf
10190 – Faithful Comptroller's Handbook	https://files.kofc.org/download/assets/Faithful+Comptrollers+Handbook/0abe8e60adf811f08ab03abbc0062135
10325 - Method of Conducting Assembly Meetings	https://files.kofc.org/download/assets/Method+Conducting+Assembly+Meetings/b5a59792adf811f09089b64d383b474a

Georgia Links

Site Name	Web Link
Georgia Knights of Columbus Website	https://www.gakofc.org/
Georgia Fourth Degree Website	https://www.gakofc.org/4th-degree
Georgia Fourth Degree Resources	https://www.gakofc.org/4th-degree/fourth-degree-resources