



KNIGHTS OF COLUMBUS

MAKING A DIFFERENCE FOR LIFE

MEMORANDUM

TO: District Deputies
Grand Knights

FROM: Al Cala
Deputy Director of Membership Growth *AC*

DATE: February 8, 2016

SUBJECT: Helpful Email Address

In order to minimize errors and expedite all forms better, we are providing the following e-mail addresses so that you and/or your financial secretary may send to the appropriate departments. This list is not meant to be comprehensive, but only to highlight the most widely used forms. Deliveries to these addresses will minimize processing time and reduce forms being mishandled or lost:

<u>Star Council Forms</u>	<u>Description</u>	<u>Scan or Send to:</u>
Form 100	Membership Document	membershiprecords@kofc.org or membership@kofc.org
Form 1728	Fraternal Survey	fraternalservices@kofc.org
Form 365	Report of Service Personnel	fraternalservices@kofc.org or on FS Member Management
Form SP-7	Columbian Award Application	fraternalservices@kofc.org

<u>Other Council Forms</u>	<u>Description</u>	<u>Scan or Send to:</u>
Form 185	Council Officers	addresschange@kofc.org
Form 1295	Council Audits	council.accounts@kofc.org *
Form 2629 and 2630	Report of Round Table Coordinator and RT Report	councilgrowth@kofc.org
All Program forms	RSVP, Special Olympics, Food for Families, etc.	fraternalservices@kofc.org

***Notice the period between the words on this address only!**

<u>District Deputy Forms</u>	<u>Description</u>	<u>Scan & Send to: _____</u>
Form 133	Notice of Intent to form a New Council	councilgrowth@kofc.org
Form 136	Notice of Institution of a New Council w/ forms 100	councilgrowth@kofc.org
Form 450 & 450-C	Degree Exemplification Report**	ceremonials@kofc.org

****Any requests for degree books and videos and certification forms and reports should also be sent to the above address**

Lastly, remember to copy your **district and state** when sending these so as to keep them informed of your activity.

AC/kd