

**SOUTH DAKOTA KNIGHTS OF COLUMBUS
CONVENTION CHECKLIST**

**PLEASE SEND THE FOLLOWING TO :
State Secretary Terry Schweitzer, 611 4th Ave W, Mobridge, SD 57601-2014**

1. Contributions to the Bishop's Burse. Use the form in this book to accompany funds.
2. Return a check for the State Per Capita tax by January 31st as outlined in a letter to your Financial Secretary. Grand Knights please refer to your Financial Secretary for the amount to send in. Please send this amount soon after you receive the billing statement so that we may have time to post and credit it to your council.
3. A check for the voluntary donation Respect Life fund of \$1.00 per year per member or report amount donated locally for that purpose. Use the form in this book to accompany funds.
4. Return your proceeds and report with requests for distribution of local share to the Intellectually Disabled Fund (Tootsie Roll Program) by January 30th. The report will be sent to you by the State Chairman Dwight Gutzmer during the year. If this report is not received back by March 1st, your local share may revert to the State Council for distribution.
5. JFK Knight of the Year nominations **postmarked by January 1st**. Use the form provided in this book.

Note: Make all above checks payable to **SOUTH DAKOTA STATE COUNCIL KNIGHTS OF COLUMBUS** and mail to:
State Secretary Terry Schweitzer, 611 4th Ave W, Mobridge, SD 57601-2014

**PLEASE SEND THE FOLLOWING TO:
State Program Director Jim Burdick, 17367 Sherry Ln, Redfield, SD 57469**

6. Family of the Year nominations **postmarked no later than January 1st**. Use the form provided in this book.
7. OUTSTANDING ACTIVITY ENTRY FORM for judging purposes, must be sent to State Program Director Jim Burdick, 17367 Sherry Ln, Redfield, SD 57469 **postmarked no later than February 28th**.

**PLEASE SEND THE FOLLOWING TO:
Administrative Assistant Doug Chilson, 1921 Iowa Ave SE, Huron, SD 57350.**

8. District Deputy and all Activity Director and chairman reports which will be included in the State Convention book should be sent in **no later than March 25th**. Send only one page and don't double space unless absolutely necessary.

**PLEASE SEND THE FOLLOWING TO:
State Deputy Terry Andersen, 513 N Washington Ave, Madison, SD 57042-1632**

9. If you desire a portion of the state share of the Intellectually Disabled (Tootsie Roll) money for your local area use, you must submit your request by **March 15, 2011**, for consideration.
10. If your council wishes to bid for the **2011** bowling, golf, or any other state-wide tournament/event, send a letter stating this prior to **March 31, 2011**.
11. If your council wishes to bid for the 2016 State Convention, you must send your Letter of INTENT to: State Deputy Terry Andersen, **postmarked prior to January 31, 2011**.

SEND THE FOLLOWING TO THOSE INDICATED BELOW:

12. Resolutions to be acted on at the convention should be sent to State Advocate, Al Arendt, 105 Eagle Dr, Pierre, SD 57501, and should be **postmarked no later than January 31, 2011**.
13. Names of members of your Council who have passed away since the past convention should be sent to Pat Powers, 800 W Elm Ave, Flandreau, SD 57028 by April 15th. See page 58 in this book.

14. Funds raised for the STUDENT LOAN FUND are to be sent to:
Student Loan Administrator Doug Chilson, 1921 Iowa Ave SE, Huron, SD 57350.
15. ESSAY CONTEST entries must be sent to Pat Powers, 800 W Elm Ave, Flandreau, SD 57028, **postmarked no later than February 15th**. Details are in this book.
16. All delegates should be registered at the State Secretary's office before 1:00 p.m. May 6th. Delegates or Alternates are asked to be present for opening ceremonies that day and throughout the duration of the convention. Delegates are reported to the state when the meal ticket order form is submitted.
17. Bring your council SCRAPBOOK to the State Convention and turn it in at the State Secretary's office by **Saturday noon**.
18. Make sure all your changes in membership are reported on a Form 100 to the Supreme office by February 15th or sooner, so they will appear on the March 1st membership status report. State membership awards are based on the membership status as of March 1 each year and the membership report from the Supreme council is used for that purpose.
19. Bring any orders or any changes in orders for the 2011 Tootsie Roll drive concerning Tootsie Rolls, aprons, and posters to the convention and turn them in to Intellectually Disabled Chairman Dwight Gutzmer.
20. Convention dates are May 6-8, 2011 in Pierre, SD.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE
INDIVIDUAL IN CHARGE OF THE PROGRAM

or WRITE or CALL:

State Deputy Terry Andersen
513 N Washington Ave
Madison, SD 57042-1632
605-480-2802