

2011-2012 Dates to Remember!

- July 1: Appoint council scrapbook chairman. Details on page 36.
- August 1: Form 365 - Report of Directors due to Supreme.
- August 15: Semiannual Council Audit - Report due to Supreme. Form is in Supreme forms book or online at www.kofc.org. **Per Supreme guidelines, if you do not submit your audit, you will not be allowed to suspend or withdraw members.**
- September: Appoint local Essay Contest Chairman. Details on page 25.
- November: Appoint local chairman for Free Throw Contest and order Free Throw T-Shirts.
- November: Conduct local Tootsie Roll Drive for the intellectually disabled.
- December 1: Council History Worksheet due, forms are located on pages 50 and 51.
- January: Hold local Free Throw Contest. Contact the State Youth Director for details.
- January: Elect delegates to the state convention at monthly meeting. Delegates are reported on the meal ticket order form found on page 29.
- January 8: JFK Knight of the Year Applications due Application and details are on page 30 and 31.
- January 8: SD Family of the Year Application due Application and details are on pages 30 and 32-33.
- January 31: Proceeds and report for Tootsie Roll Drive for the intellectually disabled. This form is located on page 27.
- January 31: Bids for the 2017 convention site are due to State Deputy Terry Schweitzer.
- January 31: Fraternal Survey due to the Supreme Council. Form is in Supreme Council forms book.
- January 31: Resolutions to be acted on at the state convention are due to State Advocate Al Arendt. See pages 54-55.
- February: District Free Throw Contest. (Time and place will be announced by your district deputy)
- February 1: State Council Per Capita Tax and Ceremonial Assessment due to State Secretary.
- February 15: Essay Contest entries due to Pat Powers. Details on page 25.
- February 15: Semiannual Council Audit - Report due to Supreme. Form is in Supreme forms book. **Per Supreme guidelines, if you do not submit your audit, you will not be allowed to suspend or withdraw members.**
- February 28: Outstanding Activity applications due. Applications are in this book on pages 52 and 53.
- March: State Free Throw Contest in Chamberlain. Time and location to be announced. Call State Youth Director for details.
- March 8: Elite Council Award Application due. Details and application are on page 37.
- March 15: Requests for State Tootsie Roll Money are due to State Deputy Terry Schweitzer. Be sure to limit these requests for those that qualify for the intellectually disabled restrictions.
- March 29: Founder's Day. This is the birthday of the Order. Plan a special celebration: a Mass, a degree work or other activity.

- April 1: Deadline for discounted meal tickets. See page 29.
- April 15: Deceased member names are due to Pat Powers. See page 58.
Deadline for purchasing meal tickets in advance. See page 29.
- April 27-29: State Convention at Spearfish.
- May 15: IRS form 990-N. This is a filing requirement for most small tax exempt organizations. All councils and assemblies should be aware of this.
- June: Elect next year's council officers.
- July 1: Supreme form 185, Report of Council Officers due. Send copies to the Supreme Council, the State Deputy, the District Deputy, and to the Administrative Assistant. It is extremely important to get this form to these people on time.
- As required: Student Loan - Application. Eligibility, application forms and addresses are located on pages 21 through 24.
- New Council Development information located on pages 3 and 4. You may contact the membership chairman for details. See page 6 for contact numbers.
- Degree Exemplification-see page 45 - 49 for tentative schedule and supporting materials.
- Submit information on members whose spouses have passed away. See page 59.

UPCOMING CONVENTIONS	
<u>State Convention</u>	<u>Supreme Convention</u>
2012: Spearfish	2011: Denver, CO
2013: Huron	2012: Anaheim, CA
2014: Aberdeen	2013: San Antonio, TX
2015: Watertown	
2016: Mitchell	

Notes of special dates for your council: