Our Lady of Lourdes Council #11809

Event proposal process and forms

DISCUSSION:

A Knights of Columbus council survives and thrives based on the programs and activities supported by the members. The Knights of Columbus organization encourages Faith In Action activities in the four program areas of Faith, Family, Community and Life, and recognizes councils with achievements in those areas with the Columbian Award.

Council activities should be planned, conducted and evaluated to ensure they meet the specific goals and adhere to the standards of Charity, Unity and Fraternity desired for all activities associated with the Knights of Columbus.

No individual member is authorized to commit council financial, manpower or other resources to the parish or any other person or organization. All council resource commitments SHALL be approved by the council membership following the council by-laws.

Below is the process to be followed for activities done under the cognizance and responsibility of Council #11809.

1. The initiator shall attend, physically or virtually, the Officer meeting prior to the membership meeting to make the officers aware of the event, OR have a qualified designee attend. Preliminary questioning and discussion by the officers should clarify and focus the event proposal for the members' consideration. The officers should not approve or deny the event before the membership is allowed to consider the event.
2. The initiator shall complete the event proposal form prior to the Officer meeting. The form shall be completed and reviewed at an officer meeting at least 6 weeks prior to the event.
3. The Brother Knight that is the initiator of the event shall follow the Parliamentary Procedure during a council meeting by making a simple motion to conduct the event.
4. The council membership should determine the action to be taken relative to the event. See the Subsidiary Motions from The Guidelines for Council Meetings ("Guidelines").
5. Should the council approve an event, a chairman shall be appointed. Should a committee be required, they shall be appointed by the Grand Knight, per the Guidelines. The chairman or committee chairman shall brief the council officers and members periodically. All contact between the chairman and parish staff shall be documented.
6. Council expenditure approval limits per the Council by-laws.
7. All written communications outside the council membership SHALL use the Communications Single Point of Contact as a conduit.
8. The chairman is responsible to ensure compliance with all parish permits, forms, processes, as well as Knights of Columbus by-laws.
9. Facilities request forms SHALL be reviewed and approved by the Grand Knight prior to submittal to the parish business manager.

Process approved by Council Officers signing below:

Grand Knight Carl Jarvis _____ Deputy Grand Knight Jacob Kluch _____

Financial Secretary Ron Rinder _____ Treasurer Mike Ward _____

Chancellor Bob Binder _____ Recorder _____

Advocate Dennis Dionne _____ Warden Joe Kowalkowski _____

Trustee John Heep _____ Trustee Greg Jude _____

Trustee Don King _____

Knights of Columbus council #11809
Event proposal Form

Name of Event:	
Date:	
Time:	
Location:	
Event description: (FiA group)	
Life:	**Community:**
Faith:	**Family:**
Single event or Recurring?(list dates, times)	
Open to: Council, Auxiliary, Parish, Community	
Fees charged:	
Human resources required (total manhours)	
For Setup	
For Conduct	
For Food Service (certified food handler)	
For Cleanup	
For Other (describe)	
Financial resources required (total $)	
For Consumables	
Other $ resources required	
Is this included in the budget?	**YES – amount budgeted? Actual CYTD**
If NO, approval by council required	**Officers YES NO Members Yes No**
Parish resources to be used	
Kitchen	
Rooms	
Staff	
Communications plan to SPOC?	