

## **Retention Procedures Flow Chart**

1. Is the member a practical Catholic as understood by the Church?

**YES**

**NO**

Have member or pastor write a statement of non-Catholicity and forward with Form #100 to Supreme. This drop will not count against quotas.

2. Is the member physically able to work or earn an income?

**YES**

**NO**

Get doctor signature on Form #1831. "Application for Relief from Payment of Council Dues and Supreme per capita" Provides exemption from dues and per capita charges from State and Supreme. Must be renewed each year

3. Is the member financially able to pay dues?

**YES**

**NO**

Council should consider using charity fund money to cover the dues for this member until he is once again employed or has an income. May ask the member to work at a fundraising activity.

4. Was the member given proper orientation, training and guidance?

**YES**

**NO**

If he is willing to start over, assign him to a committee, assign a mentor and have frequent contact with him. Make sure he is on the mailing list for council newsletters and other notices. Pursue his reasons for leaving.

5. Is the member a regular attendee at meetings or helps with activities?

**YES**

**NO**

Find out why he doesn't attend meetings or help with activities. Did he feel welcome at meetings and was he called to help with activities? Make everyone feel welcome at meetings & events. Avoid the cliques. Have a calling committee for different activities.

6. Does the member have Knights of Columbus Insurance?

**YES**

**NO**

Notify your field agent regarding the status of this member and solicit his assistance in retaining him as an active member. As an inactive insurance member, he loses certain benefits of membership.

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7. Does the council have the member's correct address or phone number?

YES

NO

If unable to locate because of no current address or phone, use computer Web based sites to assist. [Superwhitepages](#), [Dex](#), [zabasearch](#), [Spokeo](#), [thepublicrecords.com](#), [peoplelookup.com](#), [intelius.com](#), and [searchbug.com](#). Contact proposer for more information and use contact information from admissions committee questionnaire.

8. Is the council certain the member is living if they have had no contact?

YES

NO

If you suspect the member may be deceased, but have no contact. Go to web site [rootsweb.com](#) and enter his social security number if known, or full name & allow the site to search for a match. If it finds a match, it will also give you the information regarding the death.

9. Is the member living in proximity of the council?

YES

NO

If the member has moved away from the area, forward his address to a field agent or financial secretary living in the new location. Go to [KofC.org](#) web site and click on find a council or find an agent. Contact State Retention Chairman for additional assistance.

10. Is the member without a felony charge punishable by prison time?

YES

NO

If member has been charged with a felony crime, it may be cause for dismissal from our ranks. Check with the parish priests or council chaplain. Also, verify that the policy of our Order is being followed. A legitimate suspension because of a felony will not affect quota.

11. Does he have or is he close to having 25 years service and 65 year old?

YES

NO

If member has 25 years or more of continuous service and is 65 he is eligible for honorary membership, at 70, he is eligibility for honorary life. Always check the service and age data before suspending a member. If less then this, you then must consider alternatives.

12. Is there anything else we can do to prevent this suspension?

YES

NO

Follow suspension procedures as published in the Financial Secretary's Handbook. Thanks for all you did to prevent even one member from leaving our Order!

13. Did you save this member?

YES

NO

Good Work! Thank you for your efforts!

We know you gave it your best!!! Thank you.