



WORTHY SUPREME KNIGHT:

Date: _____

I am applying for appointment as Financial Secretary of my council.

Council Number: _____ Council Location: _____
City/Town State/Province

Full Name: _____ Membership Number: _____

Address: _____

City: _____ State/Province: _____ Postal Code: _____

Phone numbers: _____
Home Business Cell

E-mail address _____

1. I am on Supreme Office records as a member of Council Number: _____
(Officers must be recorded members of the council in which they hold office.)

2. I am in good standing. Yes No
If No, explain: _____
(Good standing means all council and other charges paid to end of past quarter year.)

3. I am a Third Degree member. Yes No
If No, explain: _____
(Section 92 of the Laws requires officers to be in Third Degree, but permits officers of a new council to be in First Degree temporarily. If you are not in Third Degree today, explain above.)

4. Date of Birth: Month: _____ Day: _____ Year: _____

5. My educational background is: _____

6. I have served in the following offices of our Order:

(Office)	(No. of Yrs)	(Office)	(No. of Yrs)
_____	_____	_____	_____
_____	_____	_____	_____

7. I currently hold the following COUNCIL OFFICE, from which I hereby resign immediately, if appointed Financial Secretary by the Supreme Knight: _____

8. My present major gainful occupation is (please indicate if retired):
Titles, duties or retired: _____
Name of employer: _____
Address of employer: _____

9. *I know I cannot be engaged in any way in the sale of personal accident, sickness, hospitalization, disability income or life insurance. If I become so engaged while Financial Secretary, I will inform the Supreme Knight immediately. (A member so engaged is not appointed or retained as Financial Secretary.)
**Statement 8 does not apply in Cuba, Guatemala, Panama, Canal Zone, Virgin Islands, Poland and Philippines.*

10. I have had the following training or experience in accounting or bookkeeping:

11. I have had these other experiences which might also help as Financial Secretary:

12. Yes No If appointed Financial Secretary, I agree without reservation to fulfill all duties of that office in accordance with the laws of the Order.

13. Yes No I understand that in my role as Financial Secretary I may obtain member's personal information which I pledge to maintain as confidential and only use for the business of the Order.

14. Yes No I understand that if appointed Financial Secretary such appointment shall be for a period of three years with my performance in office subject to review before reappointment shall be made.

Applicant's Signature _____ Date _____

Forward to: Knights of Columbus, Financial Secretary Department, 1 Columbus Plaza, New Haven, CT 06510-3326
or Fax to (203) 752-4566.



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

NOMINATION FOR APPOINTMENT

AS FINANCIAL SECRETARY

NOTE: The Financial Secretary:

1. Shall be a Third Degree Member.
2. Shall be appointed by the Supreme Knight, for a three-year term with performance subject to review before reappointment.
3. Shall be at least 21 years of age.
4. Shall not hold a license or be engaged in the sale of life or health insurance.
5. Shall not hold another officer position within the council.
6. Shall not have a criminal record.

DATE: _____

WORTHY SUPREME KNIGHT:

I submit the following member for your consideration in appointing the Financial Secretary of

Council Number: _____ Council Location: _____
City/Town State/Province

MEMBER NOMINATED

Full Name: _____ Membership Number: _____

Address: _____

City: _____ State/Province: _____ Postal Code: _____

IS HE IN GOOD STANDING IN COUNCIL?	IS HE NOW THIRD DEGREE MEMBER?	WAS HE EVER F.S., TREAS, OR K.C. INS. AGT? #	DOES HE SELL LIFE OR HEALTH INSURANCE?
Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>
Dues paid to: _____ DATE	If NO when will he receive Third Degree? _____ DATE	#If YES, what office did he hold? _____ OFFICE	*May not hold a license or be engaged in the sale of life or health insurance.

* This question does not apply in Cuba, Guatemala, Panama, Canal Zone, Virgin Islands, Poland or Philippines.

EMAIL

Grand Knight (signature) _____
STREET CITY STATE/PROV ZIP/POSTAL

WE, THE COUNCIL BOARD OF TRUSTEES, CONCUR WITH THE NOMINATION OF THE GRAND KNIGHT:

Trustee for One Year (signature) _____

Trustee for Two Years (signature) _____

Trustee for Three Years (signature) _____

Forward to: Knights of Columbus, Financial Secretary Department, 1 Columbus Plaza, New Haven, CT 06510-3326
 or Fax to (203) 752-4566.



DATE: _____

Worthy Supreme Knight:

The following evaluation of Financial Secretary is hereby submitted.

Council Number: _____ Council Location: _____
City/Town State/Province

Financial Secretary's Name: _____ Membership Number _____

The Financial Secretary's current major occupation is: _____

(Place a check (✓) in appropriate box)

	Excellent	Good	Fair	Poor
1. Bills members on time and in the proper manner. Mails membership cards promptly. Follows procedures for NOTICE OF INTENT TO SUSPEND.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Attends regular meetings, special meetings and First Degrees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All books and records available and in good condition for semi-annual audits by trustees. Available to answer questions during audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Promptly mails all required forms (membership documents, Officers Report, Fraternal Survey, etc) to proper persons.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperates fully with all council officers and chairmen.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Promptly draws orders on the treasurer for payment of bills levied against the council. Turns all funds collected over to the treasurer for deposit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Complies with all confidentiality and data management requirements of Supreme Council.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Reviews monthly council statements and semi-annual membership rosters with the council and grand knight.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Rating of his overall attitude and efficiency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RECOMMENDATION:

We hereby recommend the reappointment of Brother _____

We do not recommend the reappointment of Brother _____

Trustee for One Year _____
Signature Required Date

Trustee for Two Years _____
Signature Required Date

Trustee for Three Years _____
Signature Required Date

Grand Knight _____
Signature Required Date

District Deputy _____
Signature Required Date

State Deputy _____
Signature Required Date

Forward to: Knights of Columbus, Financial Secretary Department, 1 Columbus Plaza, New Haven, CT 06510-3326
or Fax to (203) 752-4566.