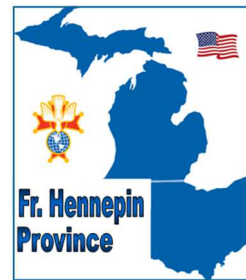


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Knights of Columbus

Fourth Degree

Fr. Louis Hennepin Province



December 2, 2019

Dear Sir Knights and Ladies,

I hope everyone had a blessed and safe Thanksgiving Day holiday. Now our thoughts turn to Christmas, the gift buying, the parties with family and friends, and the planning of the Christmas Day feast. We shouldn't forget those individuals who will not be able to spend time with their families and friends because they are serving their country all over the world, keeping us safe and for our freedom, that we sometimes take for granted. I ask that when you sit down at the Christmas dinner table that you include them in your prayers and ask God to keep them out of harms way.

Now let's talk about your New Year's resolution this coming year. How about becoming a sponsor to a new member for next year's Spring Exemplification? Ask one of your friends within your Council who you know is not a 4th Degree member about joining. Maybe he is just waiting for someone to ask him. And Faithful Navigators - how about making a concerted effort in getting your forms in on time? Plan about a month or two ahead by setting a date with your fellow officers and completing the forms listed below that will be required throughout next year.

- **Annual Fraternal Survey, Form 1728** – The form was updated last year and the majority of the Assemblies submitted the form on line. Even though Supreme has said that your District Master and VSM receive a copy, please copy us in your email to Supreme or send us a copy of the completed form in a separate email. The form is due by January 30th and is available electronically at www.kofc.org/forms. On-time submission is required for the “**Star Assembly Award**”.
- **To Be a Patriot, Form TBP-2** – Now is the time to start thinking about the submission of a project your Assembly has completed or is currently working on. Take the time to document the event on the form and provide photographs. This is a key factor in being a contender. The form has been updated and is available on the Supreme website at: https://www.kofc.org/un/en/forms/council/to_be_a_patriot_p.pdf. Submissions are due to your District Master by April 30th. On-time submission is required for the “**Star Assembly Award**”.
- **Officers Chosen, Form 186** – This form needs to be submitted to Supreme, preferably on line, before July 1st based on your elections held during the month of May. It can be submitted on line by the Faithful Comptroller through Member Management. Please make sure you send a copy to your District Master and your VSM. On-time submission is required for the “**Star Assembly Award**”.
- **Civic Award, Form 2321** – Supreme has updated this form this year and it can be retrieved by going to https://www.kofc.org/un/en/forms/.../civic_award2321_p.pdf. Upon completing the form, it should be emailed to: <https://www.fraternalmission@kofc.org>. It is recommended that both the FN and Commander complete this form, which is due to Supreme no later than June 30th. Again, please make sure you send a copy to your District Master and your VSM. On-time submission is required for the “**Star Assembly Award**”.

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- **Annual Assembly Audit, Form 1315** – The annual Assembly audit should be completed by the Trustees during the month of July. Please take the time to fill out the form accurately. Too many were returned this year due to errors. The completed audit is due to Supreme by August 1st. The form can be emailed to: <https://www.suprememaster@kofc.org> with a copy to your District Master and your VSM. On-time submission is required for the “**Star Assembly Award**”.
- **Assembly Newsletter or Bulletin** – Besides keeping your membership aware of the activities within your Assembly, it is a requirement for earning the **Star Assembly Award**. Please take the time to issue a newsletter or bulletin. Have your Commander, project chairmen and Friar send an article to you or your designated publisher. This doesn’t have to be a FN only task.
- **Star Assembly Award** - Supreme will review all Assemblies’ “**ON TIME**” form submissions (listed below) and determine if the Assembly has met their membership quota. The Master will be contacted by Supreme to verify that the prospective Assemblies have issued a monthly newsletter or bulletin to their membership. Based on the Master’s input, Supreme will send the award to the Master.
 - ✓ Fraternal Survey
 - ✓ To Be a Patriot
 - ✓ Officers Chosen
 - ✓ Civic Award
 - ✓ Annual Audit

Lady Susan and I would like to wish you and your families a very Merry Christmas and a healthy and blessed New Year.

Fraternally Yours and God Bless,

Clifford F. Wasmund

Vice Supreme Master