

**SOUTH DAKOTA KNIGHTS OF COLUMBUS
CONVENTION CHECKLIST**

**PLEASE SEND THE FOLLOWING TO :
State Secretary Gerald Dvorak, 406 Mulligan Circle, Hartford, SD 57033**

1. Contributions to the Bishop's Burse by April 15th. Use the form in this book to accompany funds.
2. Return a check for the State Per Capita tax by January 31st as outlined in a letter to your Financial Secretary. Grand Knights please refer to your Financial Secretary for the amount to send in. Please send this amount soon after you receive the billing statement so that we may have time to post and credit it to your council.
3. A check for the voluntary donation Respect Life fund of \$1.00 per year per member by April 15th or report amount donated locally for that purpose. Use the form in this book to accompany funds.
4. JFK Knight of the Year nominations **postmarked by February 15th**. Use the form provided in this book.

Note: Make all above checks payable to **SOUTH DAKOTA STATE COUNCIL KNIGHTS OF COLUMBUS** and mail to:
State Secretary Gerald Dvorak, 406 Mulligan Circle, Hartford, SD 57033

**PLEASE SEND THE FOLLOWING TO:
State Program Director Ray Pierson, 4904 E Mangrove St, Sioux Falls, SD 57110**

5. Family of the Year nominations **postmarked no later than February 15th**. Use the form provided in this book.
6. OUTSTANDING ACTIVITY ENTRY FORM for judging purposes, must be sent to State Program and must be **postmarked no later than February 28th**.

**PLEASE SEND THE FOLLOWING TO:
Administrative Assistant Doug Chilson, 1921 Iowa Ave SE, Huron, SD 57350.**

7. District Deputy and all Activity Director and chairman reports which will be included in the State Convention book should be sent in **no later than March 25th**. Send only one page and don't double space unless absolutely necessary.

**PLEASE SEND THE FOLLOWING TO:
State Deputy Pat Powers, 800 W Elm Ave, Flandreau, SD 57028**

8. If you desire a portion of the state share of the Intellectually Disabled (Tootsie Roll) money for your local area use, you must submit your request by **March 15, 2018**, for consideration.
9. If your council wishes to bid for the **2018** bowling, golf, or any other state-wide tournament/event, send a letter stating this prior to **March 31, 2018**.
10. If your council wishes to bid for the 2023 State Convention, you must send your Letter of INTENT to: State Deputy Pat Powers, **postmarked prior to January 31, 2018**.

SEND THE FOLLOWING TO THOSE INDICATED BELOW:

11. Resolutions to be acted on at the convention should be sent to State Advocate, Joe Lux, 1435 Germond St, Hot Springs, SD 57747, and should be **postmarked no later than January 31, 2018**.
12. Names of members of your Council who have passed away since the past convention should be sent to Joe Cudzilo, 2409 E Stanton Dr, Sioux Falls, SD 57103 by April 15th. See page 58 in this book.
13. Funds raised for the STUDENT LOAN FUND are to be sent to:
Student Loan Administrator Doug Chilson, 1921 Iowa Ave SE, Huron, SD 57350.

14. ESSAY CONTEST entries must be sent to Bruce Sparks, PO Box 442, Armour, SD 57313, **postmarked no later than February 15th**. Details are in this book.
15. All delegates should be registered at the State Secretary's office before 1:00 p.m. April 27th. Delegates or Alternates are asked to be present for opening ceremonies that day and throughout the duration of the convention. Delegates are reported to the state when the meal ticket order form is submitted.
16. Bring your council SCRAPBOOK to the State Convention and turn it in at the State Secretary's office by **Saturday 8:30 am**.
17. Make sure all your changes in membership are reported on a Form 100 to the Supreme office by February 15th or sooner, so they will appear on the March 1st membership status report. State membership awards are based on the membership status as of March 1 each year and the membership report from the Supreme council is used for that purpose.
18. Bring any orders or any changes in orders for the upcoming year Tootsie Roll drive concerning Tootsie Rolls, aprons, and posters to the convention and turn them in to Intellectually Disabled Chairman Dan Johnson.
19. Forward the State Convention Delegate and Meal Ticket form to the person listed on the form. April 1st is the deadline for discount prices. April 15th is the absolute deadline.
20. Convention dates are April 27-29, 2018 in Spearfish, SD.
21. Typically, the first convention items are the Family Hour of Prayer followed by the opening ceremonies. These are important parts that prepare participants for a wonderful convention experience. While the State Convention is for business, it is also a time foster new friendships, catch up with acquaintances, and have some fun. It is highly suggested that you devote the time to arrive in time to be registered with both the State Council and the host council in order to attend the Family Hour of Prayer and the opening session.
22. Previous convention critiques by the delegates have mentioned dress code. Suggested dress code is: Clergy Banquet – Men (suit coat & tie), Women (dress). State Dinner – Men (Formal tux or dinner jacket with appropriate tie), Women (elegant dress). Other luncheons and meetings – Men and Women (business casual). Jeans and shorts are appropriate attire for socializing in the evening after the previously mentioned activities have concluded.
23. Return your proceeds and report with requests for distribution of local share to the Intellectually Disabled Fund (Tootsie Roll Program) by January 30th. The report will be sent to you by the State Chairman during the year. If this report is not received back by March 1st, your local share may revert to the State Council for distribution. Mail fund drive proceeds and distribution forms to: Greg Delaney, 119 Homestead Ln, Yankton, SD 57078.
24. If your council received Star Council or Columbian Awards for the previous Fraternal year, please bring your plaque to the State Secretary's office by Saturday 8:30 AM.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE
INDIVIDUAL IN CHARGE OF THE PROGRAM

or WRITE or CALL:

State Deputy Pat Powers
800 W Elm Ave
Flandreau, SD 57028
605-997-3091