

Worthy Sir Knights and Brothers All,

As previously published, the next Fourth Degree Exemplification will be on May 3, 2014 at St. John the Evangelist Catholic Church in Waynesville, hosted by The Great Smoky Mountain Assembly No. 3001, Maggie Valley. The details are published in this newsletter and the Tar Heel Knight. All the information and requirements are now on the State website (www.kofcnc.org) un-

der the "4th Degree" section. I ask that Assemblies with candidates use the new purple form 4, not the blue one. Please remember that all Observers and/or their guests must pay for their luncheon by going through their Assembly and do so by the due date. Everyone attending the exemplification must complete and submit the Dress Code Form (Candidates and Observers).

November 15, 2014 will be the Major Exemplification (weekend) at the Sheraton Imperial in Durham. Same hotel as last October. More details will follow soon.

Never let a candidate take his degree alone. What kind of a message does this send to the candidate????

"Do not wait. Recruit candidates now." This is a less expensive way for a Third Degree brother to become a member of the Patriotic Arm of the Order and do it in just one day. The six month waiting period has been eliminated by Supreme. Once a Brother becomes a Third Degree Knight, he can immediately become a member of the Fourth Degree.

Sir Knights with regalia – please make every effort to attend all exemplifications as a member of the Color Corps, properly dressed. If you don't have regalia, see if you can borrow from another Sir Knight or your Assembly. If you can't, attend anyhow. It is important that the candidates see that we are proud to have them join our ranks and we are behind them 100%.

The May State Convention is just around the corner and I am asking all Sir Knights with regalia to be a part of the Color Corps for the Convention Mass on Saturday, May 17th. This is Armed Forces Day, a perfect time for the Patriotic Arm of the Order to come out in full force. Last year we had 47 Sir Knights in the Honor Guard. Let's surpass that number this year.

It is now time for Assemblies to be thinking about who will be the next Assembly Officers for the fraternal year of 2014 / 2015. As soon as elections are held, there are two things the Navigator / Comptroller must do.

- 1. Go on the State website (<u>www.kofcnc.org</u>), under the "4th Degree" section and fill out the directory form.
- 2. Go to the Supreme website (<u>www.kofc.org</u>) and complete Form 186 Report of Officers Chosen for the Term.

It can be done online or download and do it manually. Please send the VSM and me a copy. I can assure you that I, the Marshals, and District Secretary Bill will be reminding you. During the fraternal year, there may be changes to the list of Officers. If so, do steps 1 and 2 again, with just the changes.

Continued on Page 2



### District Master's Message Continued from Page 1

### Dates for various Assembly Forms and Due Dates:

- 1. 6/30 RSVP and Plaque Application Form 2863A
- 2. 6/30 Civic Award Application Form 2321
- 3. 6/30 To Be a Patriot Award Entry Form Form TBP-1
- 4. 7/1 Report of Officers Chosen for the Term (100% participation) Form 186
- 5. 7/1 Fourth Degree Directory Form, as mentioned above (**100% participation**) State website (<u>www.kofcnc.org</u>)
- 6. 8/1 Annual Assembly Audit Report (100% participation) Form 1315

Holy Week is just around the corner with Easter Sunday on April 20th. Many will be traveling to spend Easter with friends and family. Anne and I wish all a very Blessed and uplifting Holiday and if you are traveling, may your trip be safe and uneventful.

Fraternally,

District Master SK Dave Onofrio, PSD

God Bless You, God Bless Our Church, and God Bless America!





### **State Chaplain Visitations**

It is now ten (10) months since my appointment as your State Chaplain (7 years as your NC District Friar) and I thought I'd take this opportunity to give you a progress report on my visitations across NC and those Council's that requested assistance. Grand Knights will recall that in our January mid-year meetings I was very serious about my support in helping Councils across the state in their recruitment and membership efforts to bring new members into our Order. To date I'm happy to report that the response has been most gratifying. Here's a snapshot of those Councils that stepped up to the plate.

Holy Angels Council #11406, Mt. Airy – On the weekend of 9 & 10 November a membership drive was conducted with a net increase of six(6) Knights. Two new members, two transfers and two reactivations. Since that visit the Grand Knight reported that the attendance at Council meetings has now doubled to the point of the need for a larger meeting place. That's a very good problem to have and very pleased that the Council is now on the road in making progress.

**St. Leo's Council #2829, Winston-Salem** – On the weekend of 31 January & 1 February a "Retreat Day" was conducted with forty-two (42) men in attendance. An excellent response that included the neighboring Hickory Council #6451. This was the first retreat conducted and 3 weeks following this event I returned to welcome four (4) new members to the Council.

**St. Julia's Council #13532, Siler City** – On the weekend of 15 -16 March a membership drive was conducted that added a remarkable twelve (12) new members (signed Form 100's) in additional to fourteen (14) asking for additional information! An impressive accomplishment by a Council that set a modest quota of only six (6) new members!

Future dates on the calendar:

**St. Elizabeth's Council #11966, Boone** – On the weekend of 5 & 6 April a recruitment / membership drive is scheduled at all masses.

**Sacred Heart Council #12537, Southport** – On 9 & 10 April a "Day of Recollection" is scheduled for the men of the parish.

**St. Francis Council #12610, Mocksville** – On the weekend of 7 & 8 June a recruitment / membership drive is scheduled at all masses.

**Belmont Abbey College Council 9148** – A work in progress and as we share this news we plan to reactivate soon in what will be our second NC college council.

In retrospect, I enjoy the visits to parishes as your chaplain but my support is only as good as those Council's that request my assistance. Please spread the word and don't hesitate to contact me. Looking forward to hearing from you in the future.

Happy Easter & Vivat Jesus,



Fr. Bill Lesak North Carolina State Chaplain & District Friar





Worthy Masters and All Sir Knights:

Once again my thanks to all the Assemblies in our Province that completed and forwarded their Fraternal Activity Report to Supreme, myself and the District Master. However, there are still 30 Assemblies that have not done so – 18 in Florida, 8 in Georgia and 4 in South Carolina. Faithful Navigators and Comptrollers please check your files and make sure your Assembly is not one of the 30. Congratulations to the Districts of North Carolina and Puerto Rico for having 100% compliance in reporting. I would like to report next month that the DeSoto Province is at 100% compliance.

On March 1, 2014, an Exemplification was held at Saint Sylvester Catholic Church in Gulf Breeze, Florida, where 66 men including one priest became Sir Knights. As always, the Degree Team did an excellent job. An Exemplification took place on March 15, 2014, at Fort Bragg, North Carolina where 60 new Sir Knights were welcomed including three Priests. The Exemplification was held in the Major Watters Center on the Base. We were honored to have our Supreme Knight and Supreme Master for the Degree. A great program, including tours of local museums and of the Base itself were provided by the members of the new Assembly instituted that weekend. I commend the North Carolina Exemplification Team and the Color Corps provided by the new Assembly for a job well done. All attending were impressed.

The next Exemplifications are scheduled for April 5, 2014 in Indialantic, Florida and April 15, 2014 in Macon, Georgia. We are hoping for large classes for both Exemplifications.

Biennial Meetings will be taking place in all the Districts throughout the Order during the months of March and April. I am sure your District Master provided you the time, date and location of your District Biennial Meeting. I hope that all Assemblies realized the importance of this Meeting and have sent or will be sending Delegates accordingly and have forwarded resolutions and suggestions for growth in our Order and especially the Fourth Degree. During this meeting three names will be forwarded for consideration for the next two year term of the District Master. A candidate must have given his permission before his name is given for consideration. Specific information regarding the suggested names will be forwarded to my attention within two weeks of the Meeting by the District Master. The final selection for District Master will be made by the Supreme Master. It is important to remember that his selection can be from the three names forwarded to him or from other sources. Appointment of the District Master will become effective on September 1, 2014, provided final decisions have been completed in the selection process. Notification of the appointment will be made by the Supreme Master.

The Supreme Convention will take place August 5-7, 2014, in Orlando, Florida. The Fourth Degree will participate in the daily Masses at the Convention and provide watch at the Adoration Chapel throughout the Convention. Volunteers will be needed for these events and possibly other assignments. Please bring your Color Corps regalia with you if you wish to participate. You will not need to bring your sword. Delegates and non-delegates are encouraged to bring Color Corps regalia and join in the action. A list of volunteers will be generated at a later date. Please have your regalia in good repair!

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### Vice Supreme Master Message Continued

As one of the five coordinators for the Military Chaplain Fund Program, I am proud to report that we have collected a total of \$696,572.65 nationwide thus far. June 30, 2014, will be the end of the third fraternal year in the five year program. I am asking for a big push in donations by May 31, 2014, so that my final report to Supreme will help in making us that much closer to the goal of \$1,000,000.00. I truly believe we can end this Program by the end of the next fraternal year if all give just a little bit more to help the many Seminarians currently in the Program and those who will be entering it in the future. I would like to see the hometown of all these Seminarians be posted with their picture, name and address of the Seminary they are attending so they could become beneficiaries of the RSVP Program. These Programs go hand and hand with our support of Vocations. I am encouraging each Assembly, Council, Auxiliary and individual member to consider making a donation. Checks should be made payable to "Knights of Columbus Charities" and write "Military Chaplains Fund" on the memo line of the check. Mail to

Gary L. McLain, Vice Supreme Master, 36 Currant Avenue, Middleburg, FL 32068. Should you have any questions, do not hesitate to contact me at <a href="mailto:garymc36@comcast.net">garymc36@comcast.net</a> or (904) 406-2718.

Joan and I wish all a very blessed Easter.



Fraternally,

SK Gary L. McLain, PSD Vice Supreme Master, DeSoto Province





**SATURDAY, MAY 17, 2014** 



### **ONE NATION UNDER GOD**

As we approach Flag Day this year it is with great pride that the 4th Degree Knights of Columbus of North Carolina are asking all Brother Knight their family and friends to meet in Raleigh on June 14th across from the State Capital building next to the Legislative Building at 2:00 pm and recite the Pledge of Allegiance as a united assemblage of citizens and Brother Knights. This event should serve as a kickoff for your local Assemblies to then carry out some type of ceremony at each Assemblies Church's facility.

Over the past several months I have given several suggestions on different types of events that could be held to observe this national day of honoring our flag. I hope by now you have a plan in place or at least have spoken on planning an event within your Assemblies and Parishes to honor our Flag this year.

There are several rules that should be observed in the manner of delivering Pledge of allegiance to the flag. For the average citizen the Pledge of Allegiance to the Flag should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform, men should remove any non-religious headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute.

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.





# 2014 North Carolina Fourth Degree Regional Exemplification May 3, 2014

Hosted By: The Great Smoky Mountain Assembly No. 3001, Maggie Valley

Where: St. John the Evangelist Church: 234 Church St. Waynesville, NC 28786

Exemplification Time: 12 Noon sharp! Candidates should arrive no later than 9:30 AM and dressed as explained on the attached "Exemplification Dress Code Form"

**Observers:** You should also be dressed in the official uniform of a Sir Knight, as explained on the Dress Code Form. You also must complete the Dress Code Form and submit with you luncheon fee.

**Luncheon:** Immediately following the Exemplification at approximately 3:00 PM – <u>Please advise if there are any Dietary Restrictions!</u>

### **FEES & PAYMENTS**

Candidates fee is \$70.00. He will receive a social baldric, Fourth Degree lapel pin, one luncheon ticket, and a Fourth Degree certificate. This fee is governed by Supreme.

Observer and Guest fee will be \$18.00 and it will cover one luncheon ticket.

The Master must have the name and Assembly number of all observers and the name of all guests.

All checks must be from the Assembly and **made payable to <u>"Master's Fund"</u>**. There will be no personal checks accepted. <u>DO NOT mail cash!!</u>

**Candidate and Guest** money, completed form 4, and the completed Exemplification Dress Code Form must be sent in together no later than April 19, 2014. No refund requests will be accepted after that date.

**Observer and Guest** money and completed Exemplification Dress Code Form must be sent in by the same date.

If the form 4 is not complete, it will not be accepted. See attached example of a completed form 4.

Send to District Master SK David L. Onofrio, 601 Parker Street, Fuquay Varina, NC 27526

If you are planning on staying overnight, there are some Hotels and Motels in the area that you should be able to use.

"Do not wait. Recruit candidates now." This is a less expensive way for a Third Degree brother to become a member of the Patriotic Arm of the Order and do it in just one day.



### May 3, 2014 Waynesville Exemplification

# The following "Exemplification Dress Code Form MUST BE COMPLETED, SIGNED, AND SUBMITTED WITH EACH CANDIDATE'S COMPLETED FORM 4

Appropriate Dress for Candidate and/or Observers is Black Tuxedo, Plain White Tuxedo Pleated Shirt (with lay down collar - NO wing tips allowed), Black Bow Tie, Black Shoes, Black Socks, Black Cummerbund. Observers must also wear their social baldric and the PG-113 lapel pin, not the flag lapel pin.

Candidate will receive his Social Baldric and Fourth Degree pin in the Ante-Chamber after registering with the District Secretary.

Clergy to wear their "Blacks" or cassock.

Active Duty Military may wear their Class A or Dress Uniform instead of the Black Tuxedo. You also have an option of not wearing the baldric with your dress uniform.

### No weapons, concealed or otherwise, are permitted!

Attach lower portion to candidate's completed Form 4 and send to the District Master

I fully understand the above requirements and must be in the appropriate dress to be eligible to take my Fourth Degree. I am to report to the District Secretary's Registration Desk no later than 1 hour prior to the published start time of the Exemplification *(9:30AM to 10:00 AM is recommended).* 

Print Full Name of Candidate or Observer			
Signature	Date		
Please indicate whether you are staying for luncheon	YES	NO	
Will you be bringing a guest for the luncheon	YES	NO	
Print Full Name of Guest			
Please advise if there are any Dietary Restrictions!			

### No refund requests will be accepted after April 19, 2014

ASSEMBLY OFFICERS: THIS FORM MUST BE COMPLETELY FILLED OUT AND SIGNED BY THE CANDIDATE AND ATTACHED TO THE CANDIDATE'S FORM 4. BOTH MUST BE SUBMITTED, TOGETHER, TO THE DISTRICT MASTER ALONG WITH A CHECK FROM THE ASSEMBLY MADE OUT TO THE "MASTER'S FUND".



	PLEASE	PRINT	CB 1
FOURTH DEGREE MEMBERS KNIGHTS OF A SOCIETY OF CATHOLIC MEN	SHIP DOCUMENT COLUMBUS	MEMOR RISHIP NUMBER	1234567
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# Sample - Form 4



# One Nation Under God Designated Flag Flying Days from the U.S. Flag Code

New Year's Day, January 1
Inauguration Day, January 20
Martin Luther King Jr.'s birthday, (third Monday in January)
Lincoln's Birthday, February 12
Washington's Birthday, (third Monday in February)
Easter Sunday (variable)
Mother's Day, (second Sunday in May)
Peace Officers Memorial Day, May 15 (half-staff all day)
Armed Forces Day, third Saturday in May
Memorial Day (half-staff until noon), the last Monday in May

Flag Day, June 14
Independence Day, July 4
Labor Day, first Monday in September
Patriot Day, September 11 (half-staff all day)
Constitution Day, September 17
Columbus Day, (second Monday in October)

olumbus Day, (second Monday in October Navy Day, October 27

Veterans Day, November 11
Thanksgiving Day, (fourth Thursday in November)
National Pearl Harbor Remembrance Day, December 7 (half-staff all day)
Christmas Day, December 25



The Official Publication of the 4th Degree, Knights of Columbus, of North Carolina



### MEMBERSHIP in the Fourth Degree

The life blood of any organization

Without bringing in new members, what happens? How long can the same men continue doing each program over and over again? How long can the same men continue as the officers over and over again? How long can the same men march in parades over and over again? I think you get my point. We are all getting older and many cannot do all the things or be as involved as they used to, no matter how dedicated and devoted to the Order and the Fourth Degree they are. Even if you have a large number of members in your Assembly, it doesn't matter. There are so many ways the VISIBLE ARM of the Order can get involved, but we can't if we don't ask more brothers to join the Fourth Degree and become active. Notice the key words – become active.

I don't know about you but I'm proud to be a member of the largest Catholic, Family, Fraternal, Service Organization in the World. I'm proud of all that we stand for and do throughout our Church, Communities and our Countries. I'm proud of the common bond we share – Our Faith. I'm proud to call each and everyone of you – My Brothers.

If you share this pride, then let's, together, do something about it. Let's share this feeling with others and ask them to join us. We have so many brothers who have not taken the step to become a part of the Patriotic Degree. They just need a nudge and a reminder of what we stand for.

In these economic times, they may feel they cannot afford to spend the money for a tuxedo and an entire weekend at a hotel. That's where we can help.

As you know, the Fourth Degree does have Regional Exemplifications. They are on a Saturday and you come and go the same day. The cost to a candidate is \$70 and the cost of a tuxedo.

There are a few J C Penny stores that still offer a discounted price for the proper tuxedo attire that makes up the official uniform of a Sir Knight. This is not a corporate program and entirely up to the store manager. He may tell you it's a corporate program, but it isn't.

KC Formalwear - this is located at the State Fairgrounds but do not wait until Sept or Oct. to go there. Late Sept they prepare to move out to make room for the State Fair. Oct. is the State Fair. Start now!!!! The owner is Kenneth Carter - his phone number is 919-345-0157 and his email is <a href="mailto:kcarter3131@yahoo.com">kcarter3131@yahoo.com</a>. He is located in one of the enclosed buildings. He will work with you and can even ship to you. To give you an example, I bought a tuxedo shirt for \$5.

Another place to get a Tux is Formalwear Outlet in Hillsborough. They have a package of a complete Tux (jacket, pants, shirt, bow tie, cummerbund, studs, & cufflinks) for \$95 + tax. Just have members tell them they are Knights. 415 Millstone Drive Hillsborough, NC 27278

Now for the correct formal wear for each of you:

Black Tuxedo (normally this would be the "after 6" version) - no tails, just a straight bottom cut jacket with normal lapels. Plain white tuxedo shirt - pleated and with a straight collar (no wing tip collars). Black bow tie. Tuxedo studs an cuff links (these are the round black ones). Black cummerbund (no vests). Black socks and shoes.

Dave Onofrio, District Master



# Knights of Columbus District of North Carolina Programs

The following programs are considered as District wide.

Military Chaplain Scholarship Fund – To support priestly vocations for the military. This is reserved exclusively for seminarians who will, once ordained, serve both their home diocese and the Archdiocese for the Military Services, USA, as a uniformed chaplain. The goal is to have each State, combined with the Fourth Degree District, raise a minimum of \$4000 per year over a five year period. Checks are to be made payable to "Knights of Columbus Charities" with the notation "Military Scholarship" in the memo area and mailed to:

Gary L. McLain, VSM 36 Currant Avenue Middleburg, FL 32068

Wounded Warrior Fund – Run through the Military Order of the Purple Heart, we raise money to send all of the Wounded Warriors, in the Military Hospital at Camp Lejeune Marine Base, home for the Holidays. This is a 501c3 non-profit organization and your contributions are tax deductible. 100% of the money is used to send them home. This program has been approved by Supreme Master Dennis Stoddard. Checks are to be made payable to "M.O.P.H." with the notation "Wounded Warrior Fund" in the memo area and mailed to:

Robert J. Singer, FVSM, FDM, PSD 2506 Canal Drive Wilson, NC 27896-1326

VAVS (Veterans Assistance Volunteer Service) – This encompasses so many activities in support of our Veterans and it is only limited by your imagination. SK Tom DuPree is our representative for this extremely valuable program and has implemented several ways we can help and work with our Veterans. One such activity was the collection, at the Fourth Degree Exemplification, of specific items that are needed at the VA Medical Centers in NC. Please contact Tom, find out what he has already set up and volunteer. Tom is always looking for more ideas.

Tom DuPree, North Carolina District VAVS Representative VA

<u>twdupree@aol.com</u>

H- 919-577-6901 or C- 919-302-5550



# **Knights of Columbus District of North Carolina Programs**

"One Nation Under God" Pledge Program – It calls for all assemblies in each U. S. state to gather at the state's capital city on Flag Day, June 14th, to conduct a flag ceremony and recite the Pledge of Allegiance each year. Every Assembly should plan and event in their community for Flag Day. Assistant District Marshal Paul Spire is heading this up for the District.

Contact Paul at: <a href="mailto:pspire@hotmail.com">pspire@hotmail.com</a>

Patriotic Coupon Program — All we are asking you to do is to save all the national product unexpired or expired coupons and send them to Joe Bailer. He is working with his contacts at Fort Bragg to distribute these coupons to military families in the U.S. and overseas. This doesn't involve any manual labor (except using a pair of scissors) and would mean so much to many military families. There is no reason you can't get your Assemblies and Councils involved immediately, at little or no cost.

### **Contact info:**

Joe Bailer 3717 Colorado Drive Hope Mills, NC, 28348-2106 910-424-4880, No email



# 60th Anniversary "Under God" 1954 - 2014



### Veterans' Affairs and VAVS

Greetings Faithful Navigator and Sir Knights,

Vivat Jesus! As we continue our journey through Lent, please take a few minutes of your valuable time to remember our Veterans and their families. They have made many sacrifices for us and in defense of our Country.

VRQ (Veterans Restoration Quarters) ABCCM established this facility in July of 2002. Today they provide more than 225 beds for the Asheville homeless men. Of that 145 beds are reserved for our Veterans. Plus, 16 beds are for emergency shelter. Fifty rooms (50) are reserved for Wounded Warriors. The VRQ is the 3rd largest independent Veterans home in the U.S. and boast of an 88% success rate in giving our Veterans a new start; placing men in the community, in better health, with job training, a positive psychological attitude and a renewed spiritual outlook toward his new future.

"Shelter Our Veterans" Program: Contributions toward our goal of \$25,000 to replace the roof over the kitchen, dining hall, reception area and classrooms continues to grow. At time of printing, we have contributed \$7,769.00. I respectfully request that each Brother Knight consider making a personal donation in addition to your Assembly donation. Hopefully, your Assembly has already donated their fair share. If not, please make sure each Assembly does so immediately.

It has been recently said that only two entities have ever offered their lives for you. First, Jesus Christ offered his life to save your soul. Second, the American soldier offered his/her life to save your freedoms.

Your donations are tax exempt. Send your check to:

SK Colin Jorsch, NC State Secretary 5500 Hartfield Ct. Fayetteville, NC 28311-0295

Make check payable to...VRQ—Veterans Restoration Quarters In memo: "Shelter Our Veterans"/Assembly #

Quarterly Reports: For the months of Jan—March 31st-- due April 15th. Guidelines for this report were given to each GK at the Mid-year meetings.

Information needed: Date – Event--# of Knights participating—in kind contribution amount—benefit for the Veterans

Report sent to: SK Tom DuPree 2419 Hidden Meadow Dr. Fuquay-Varina, NC 27526 or email <a href="mailto:twdupree@aol.com">twdupree@aol.com</a> with cc. to your FN.

National Veterans Wheel Chair Games: August 11-18, 2014 Games will be in Philadelphia, PA The Durham VA and the Salisbury VA will be sending teams. Funds are needed to provide air transportation roundtrip and hotel accommodations. Hotel accommodations are \$188.25 per night times 7. Airfare from RDU is \$268. and Charlotte is around \$300. Please consider supporting these special Veterans by making a contribution. For more information contact me at <a href="twdupree@aol.com">twdupree@aol.com</a>

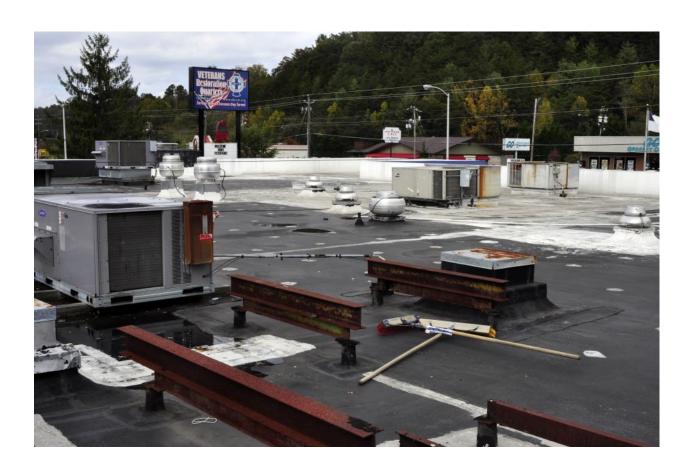
**Budget 2014-2015:** FN and Trustees, as you prepare your Assemblies' budget for the coming year, please consider making a line item in your budget for the following: 1) Wheel Chair Games 2) USO 3) Winter Coats for Veterans (new) 4) Wounded Warriors. Gift cards, from grocery stores, restaurants and movies can always be used by the Medical Centers in support of the Veterans. Volunteers are always needed at the VA Medical Centers, USO and retirement communities. Go Volunteer! Your life will be much happier!



SK Thomas W. (Tom) DuPree, Jr. NC State and District Veterans Affair and VAVS Representative







This is the roof at the Veterans' Restoration Quarters (VRQ)



The Official Publication of the 4th Degree, Knights of Columbus, of North Carolina



### Supreme Advocate's Office - Friday, March 28, 2014 Important Tax Information for KofC Councils and Assemblies

As you know, the Knights of Columbus, including all subordinate councils, assemblies, and chapters (collectively referred to as councils), is a tax-exempt organization, recognized by the Internal Revenue Service as a fraternal benefit society under Section 501(c)(8) of the Internal Revenue Code. Notwithstanding our tax exempt status, each council is required by law to file an annual informational tax return with the Internal Revenue Service.

Most councils will file the IRS Form 990-N electronic postcard (also known as the e-postcard). If your council's gross receipts are more than \$50,000 but less than \$200,000 and its total assets are less than \$500,000, you will need to file a Form 990-EZ. If your council's gross receipts are more than \$200,000 and its total assets are more than \$500,000, you will need to file Form 990.

### Deadline to file annual return (all forms)

Each council must file its own tax return; there is no group or consolidated Form 990 filing. The returns must be filed by the fifteenth day of the fifth month following the end of the council's annual accounting period. For example, if your council's accounting period ends December 31, you must file a tax return by May 15 of the following year; if your council's accounting period ends June 30, you must file a tax return by November 15.

### Need more time to file a Form 990 (paper forms only)?

If you need more time to file your council's informational return, you must file a request for an extension at least one month before the due date. For example, if your council's accounting period ends December 31, you must file a request for an extension no later than April 15; if your council's accounting period ends June 30, you must file a request for an extension no later than October 15. Federal law imposes a penalty of \$20 per day, up to a maximum of \$10,000, for incomplete or late filings, unless you can show reasonable cause. You may download the form for requesting an extension from the IRS website:

http://www.irs.gov/pub/irs-pdf/f8868.pdf

### Where to file

The Form 990-N (e-postcard) can only be filed online and you may do so by using the link below. Go to the link below and click "FILE YOUR E-POSTCARD;" you will arrive at the site where you can access and file the Form 990-N:

http://nccs.urban.org/

All paper returns should be sent to:

Internal Revenue Service Center Ogden, UT 84201-0027

### The website will not allow me to file a Form 990-N

If your council has recently been reinstated with the IRS or if your council is a new council, the filing system may not allow you to file a 990-N for your first year. A council cannot file a Form 990-N unless it is on the Supreme Council's Group Exemption List, which is updated annually by the Knights of Columbus Legal Department. If you are unable to e-file, please contact the Legal Department by email at

tax.ein@kofc.org.

### Forms and Other Information Available on IRS Website

Forms 990-EZ and 990 are available in the forms directory on the IRS website:

http://apps.irs.gov/app/picklist/list/formsPublications.html;jsessionid=mXrFTNd5imPYNv53RNwukQ ? indexOf-

<u>FirstRow=0&sortColumn=sortOrder&value=990&criteria=formNumber&resultsPerPage=25&isDescending=false</u>

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### From the Supreme Advocate

We suggest you visit the IRS home page for tax-exempt organizations. It is an excellent resource for council officers who have questions or need information regarding their federal tax obligations:

### http://www.irs.gov/charities/index.html?navmenu=menu1

We also suggest you visit the IRS web page explaining the annual electronic filing requirement for small exempt organizations:

http://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-(e-Postcard)

More information is also available on the Knights of Columbus website. Sign in under "Officers" and look for the box titled "Support Materials" at the right side of the page. By clicking on the icon next to "Form 990 Information" you will access a detailed memorandum on tax compliance, along with attachments.

### Conclusion

In addition to the annual filing requirement, each council is also responsible for conducting its affairs in a manner that is consistent with what is expected of tax-exempt organizations. Failure to do so may result in a council losing its tax exempt status.

If you have questions relating to your council's tax reporting obligations, please contact the Knights of Columbus Legal Department by email at tax.ein@kofc.org.





### Inspirational Thought For The Month



Twenty years from now you will be more disappointed by the things that you didn't do than by the ones you did do, so throw off the bowlines, sail away from safe harbor, catch the trade winds in your sails.

Explore, Dream, Discover. —

Mark Twain



# When You Meet A Veteran...















Just Say...

Thank You!!