

D2 Forms Guide

The following table defines the **When Due**, **Where to Send** and **Who to Copy** for all required forms –

Supreme Forms

Rev. 1.1

Form ID	Date Due	Description	Where to Send	Who to Copy	Notes
100	At completion of Exemplification	Membership Application	Membership@kofc.org	SD, FA, DD, CVP, & GK	Also used for Transfers & Demographics
185	June 30	Officers Chosen for Term	AddressChange@kofc.org	SD, DD, CVP, & GK	Re-submit for any changes during term
365	August 1	Service Personnel	fraternalservices@kofc.org	SD, DD, CVP, & GK	Re-submit for any changes during term
1295	Feb. & Aug. 15	Semiannual Council Audit	council.accounts@kofc.org	DD, CVP & GK	
1728	January 31	Annual Fraternal Activity	fraternalservices@kofc.org		
SP-7	June 30	Columbia Award	fraternalmission@kofc.org		

For complete list of State Forms and details see:
<https://www.californiaknights.org/state-forms/>

Chapter Forms

Form ID	Date Due	Description	Where to Send	Who to Copy	Notes
Council Report	Third Sat. of each odd month	Council Activities & Accomplishments	Chapter Secretary	DD & GK	Hardcopy to be turned in to VP at Chapter Mtg
Sick & Deceased	Third Sat. of each odd month	Report on Council's deceased and sick	Chapter Secretary	DD & GK	Hardcopy to be turned in to VP at Chapter Mtg

SD = State Deputy state.deputy@californiaknights.org

DD = District Deputy of record for your district go to your district page for his email.

CVP = NorCal Chapter 1 Vice President: vicepresident@norcalknights.org

GK = Grand Knight of record for each specific council.