

COLUMBIAN SQUIRE  
COUNSELOR TRAINING

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# INTRODUCTION

## CONGRATULATIONS!

YOU ARE THE CHIEF COUNSELOR OR A COUNSELOR OF A CIRCLE SPONSORED  
BY A COUNCIL OR ASSEMBLY!

## NOW WHAT??????

NEW OR A “SEASONED” COUNSELOR, WE THINK THIS TRAINING WILL ASSIST  
YOU IN THE PERFORMANCE OF YOUR DUTIES.

# INTRODUCTION

FIRST!!!!!!

IT IS THEIR CIRCLE

ASSIST THEM, GUIDE THEM, TEACH THEM & ALWAYS BE THERE FOR THEM

BUT

GIVE THEM AS MUCH AUTONOMY AS THEIR AGE CAN HANDLE

WE “TEACH” LEADERSHIP BY THEIR INVOLVEMENT

# INTRODUCTION

RESPONSIBILITY WITH APPROPRIATE  
(SUPERVISED) AUTHORITY

BREEDS

CONFIDENCE

WHICH

WILL PRODUCE LEADERS

# COUNSELOR DUTIES (OVERVIEW)

- LIAISON BETWEEN COUNCIL AND CIRCLE
- COMPLIANCE TO SUPREME & DIOCESE YOUTH PROTECTION REQUIREMENTS (IF CHIEF COUNSELOR, ASSURES ALL COUNSELORS COMPLY)
- PROVIDES ADULT SUPERVISION TO SQUIRES
- ASSURES REPORTS ARE SENT TO SUPREME, STATE & SPONSORING COUNCIL AND ASSEMBLY
- SIGNS ALL CHECKS ISSUED BY CIRCLE, IF NECESSARY

# COUNSELOR DUTIES (OVERVIEW)

- PROVIDES GUIDANCE TO SQUIRES IN THE FOLLOWING:
  - SPIRITUAL REQUIREMENTS (MINIMUM OF FOUR)
  - SERVICE REQUIREMENTS (MINIMUM OF FOUR)
  - CIRCLE REQUIREMENTS (MINIMUM OF FOUR)
  - MEMBERSHIP REQUIREMENTS (MINIMUM OF FOUR)
  - SQUIRE ADVANCEMENT PROGRAM
  - STATE PROGRAMS (INCLUDING, STATE PROJECT, STATE CONVENTION)

# YOUTH PROTECTION

WE, AS COUNSELORS, ARE ENTRUSTED WITH THE WELFARE OF YOUTH;  
BOTH A PRIVILEGE AND A RESPONSIBILITY.

ASSISTING YOUNG BOYS & MEN GROW AS CATHOLICS, HOPEFULLY AS  
KNIGHTS IS THE REWARD.

OUR RESPONSIBILITY TO THEIR WELFARE IS PARAMOUNT.

NO KNIGHT SHALL BE A CHIEF COUNSELOR OR COUNSELOR IN THE  
SQUIRE PROGRAM WITHOUT ADHERENCE TO SUPREME & DIOCESAN  
REQUIREMENTS.

BECOME FAMILIAR WITH THE YOUTH PROTECTION  
POLICIES/DOCUMENTS LISTED.

**STATE REQUIREMENTS ARE LOCATED AT:** <http://keepkidssafe.pa.gov>



# YOUTH PROTECTION

## SUPREME DOCUMENTS

- <http://www.kofc.org/un/en/resources/service/youth/youthprotection.pdf>
  - **COMPUTER VERSION OF YOUTH PROTECTION HANDBOOK**
- [http://www.kofc.org/un/en/resources/members/Safe Env Guide Youth%20Leader Layout.pdf](http://www.kofc.org/un/en/resources/members/Safe_Env_Guide_Youth%20Leader_Layout.pdf)
  - **LATEST YOUTH LEADER INFORMATION BOOKLET**
- [http://kofc.org/un/en/membership/safe\\_environment/index.html](http://kofc.org/un/en/membership/safe_environment/index.html)
  - **YOU SHOULD BECOME ENROLLED IN THE ABOVE ONCE YOU COMPLETE FORM 468 & 4348**
- [http://www.kofc.org/un/en/resources/members/Safe Env Guide Squire Parent Layout.pdf](http://www.kofc.org/un/en/resources/members/Safe_Env_Guide_Squire_Parent_Layout.pdf)
  - **YOU SHOULD BE AWARE OF THE ABOVE & SHARE WITH SQUIRES & THEIR PARENTS**

# YOUTH PROTECTION

## DIOCESAN REQUIREMENTS

**(SINCE EACH DIOCESE UPDATES AS THEY DEEM NECESSARY, ONLY THE DIOCESE WEB SITE IS LISTED. PLEASE REVIEW APPROPRIATE SITE FOR “YOUTH PROTECTION”)**

- ARCHDIOCESE OF PHILADELPHIA <http://archphila.org/home.php>
- DIOCESE OF ALLENTOWN <http://www.allentowndioocese.org/>
- DIOCESE OF ALTOONA-JOHNSTOWN <http://www.ajdiocese.org/>
- DIOCESE OF ERIE <http://www.eriercd.org/>
- DIOCESE OF GREENSBURG <http://www.dioceseofgreensburg.org/Pages/default.aspx>
- DIOCESE OF HARRISBURG <https://www.hbgdiocese.org/>
- DIOCESE OF PITTSBURGH <http://diopitt.org/>
- DIOCESE OF SCRANTON <http://www.dioceseofscranton.org/>

# FORMS

ALL FORMS MAY BE FOUND AT: <http://kofc.org/un/en/officers/forms/circle.html>

## **MOST IMPORTANT FORMS & WHY**

### **1. FORM 468 - COLUMBIAN SQUIRES OFFICERS & CHAIRMEN**

1. DESIGNATES THOSE SUBJECT TO YOUTH PROTECTION TRAINING
2. ASSURES LINES OF COMMUNICATION
3. FORM MUST BE SENT TO SUPREME & STATE SQUIRE CHAIRMAN

### **2. FORMS 247-NC-1 & 2 – SEMIANNUAL CIRCLE STATUS & AUDIT**

1. ASSURES CIRCLE FINANCIALS ARE SOLID & PER CAPITA IS MET
2. ASSURES CIRCLE FINANCES ARE COVERED BY SPONSORING COUNCIL FS OR ASSEMBLY COMPTROLLER BOND
3. FORM MUST BE SENT TO SUPREME & STATE SQUIRE CHAIRMAN

### **3. FORM 1728C –ANNUAL SURVEY OF FRATERNAL ACTIVITY**

1. ASSURES CIRCLE ACTIVITIES ARE INCLUDED SUPREME REPORTING
2. A REQUIREMENT FOR THE CORPS d'ELITE AWARD
3. FORM MUST BE SENT TO SUPREME & STATE SQUIRE CHAIRMAN

# AWARDS

## TYPES OF AWARDS

### *CIRCLE AWARDS*

SUPREME

STATE

### *INDIVIDUAL AWARDS*

SUPREME (SQUIRE ADVANCEMENT PROGRAM)

STATE

# CIRCLE AWARDS

## SUPREME

FORM 278-NC – CORPS d'ELITE

- DUE DATE – TO SUPREME NO LATER THAN 30 JUNE
- REQUIREMENTS:
  - FORM 468 COMPLETED AS REQUIRED
  - PER CAPITA PAID
  - FORM 1728C COMPLETED
  - CONDUCT & REPORT FOUR ACTIVITIES IN EACH OF THE SQUIRE PROGRAMS, SPIRITUAL, SERVICE, CIRCLE, MEMBERSHIP
  - NET GAIN OF TWO NEW MEMBERS

# CIRCLE AWARDS

## SUPREME

FORM 279-NC – BROTHER BARNABAS

- DUE DATE – TO SUPREME NO LATER THAN 30 JUNE
- ONLY 25 AWARDED ORDER WIDE
- REQUIREMENTS:
  - SINGLE, MAJOR EVENT OF CIRCLE
  - DETAILED REPORT
  - SUPPORTING DOCUMENTATION

# CIRCLE AWARDS

## STATE

### ***SAINT JUDE PLAQUE***

- DUE DATE – MONEY TO STATE CIRCLE NO LATER THAN 15 JUNE
- REQUIREMENTS:
  - *\$100*: AWARD AND/OR GOLD PLAQUE LABEL WITH DATE
  - *\$250-\$499*: RED PLAQUE LABEL WITH DATE
  - *\$500 OR MORE*: BLUE PLAQUE LABEL WITH DATE
  - *\*TOP DONOR*: BLUE PLAQUE LABEL WITH DATE AND RECOGNITION FOR BEING TOP DONOR

# CIRCLE AWARDS

## STATE

### ***ESTO DIGNUS AWARD***

- DUE DATE – TWO WEEKS PRIOR TO STATE SQUIRE CONVENTION
- REQUIREMENTS:
  - THIS IS A CIRCLE AWARD BASED ON INDIVIDUAL SQUIRE ACHIEVEMENT
  - MINIMUM OF 50% OF INDIVIDUAL SQUIRES WITHIN A CIRCLE ACHIEVING A SQUIRE ADVANCEMENT PROGRAM LEVEL



# INDIVIDUAL AWARDS

## SUPREME

SQUIRE ADVANCEMENT PROGRAM (SAP)

(SEE FOLLOWING SLIDES)

## STATE

### ***SQUIRE OF THE YEAR***

- DUE DATE – SQUIRE MAY BE NOMINATED EACH QUARTER – NOMINATIONS CLOSE MARCH 31
- REQUIREMENTS:
- THE NOMINEE MUST BE A COLUMBIAN SQUIRE IN PENNSYLVANIA
- THE NOMINEE MUST COMPLETE ONE SERVICE, ONE SPIRITUAL, AND ONE CIRCLE ACTIVITY **RECOGNIZED** BY HIS LOCAL CIRCLE WITHIN THE QUARTER.
- THE NOMINEE MUST RECRUIT ONE NEW SQUIRE WITHIN THE YEAR.
- STATE OFFICERS MAY NOT BE NOMINATED BASED ON THEIR STATE CIRCLE ACTIVITIES.

# SQUIRE ADVANCEMENT PROGRAM

## SUPREME PROGRAM FOR INDIVIDUAL SQUIRES

ASSISTS IN A SQUIRE'S GROWTH, DEVELOPMENT OF LEADERSHIP SKILLS AND KNOWLEDGE OF OUR ORDER

- ALL LEVELS MUST BE CERTIFIED
- FIVE LEVELS OF ACHIEVEMENT
  - FIRST LEVEL
    - PAGE REQUIREMENTS
      - A SQUIRE IN GOOD STANDING FOR A MINIMUM OF TWO MONTHS
      - COMPLETE TWENTY-FOUR (24) PAGE ACHIEVEMENTS
      - MINIMUM OF FOUR (4) IN EACH OF THE FOUR (4) CATAGORIES

# SQUIRE ADVANCEMENT PROGRAM

## (CONTINUED)

- FIVE LEVELS OF ACHIEVEMENT (CONTINUED)
  - SECOND LEVEL
    - SHIELD BEARER REQUIREMENTS
      - REGULAR ATTENDANCE AT CIRCLE & COMMITTEE MEETINGS & ACTIVITIES FOR A MINIMUM OF SIX MONTHS
      - COMPLETE TWENTY-FOUR (24) SHIELD BEARER ACHIEVEMENTS
      - MINIMUM OF FOUR (4) IN EACH OF THE FOUR (4) CATAGORIES
      - MUST MEET ALL REQUIRED IN EACH CATAGORY

# SQUIRE ADVANCEMENT PROGRAM

## (CONTINUED)

- FIVE LEVELS OF ACHIEVEMENT (CONTINUED)
  - THIRD LEVEL
    - SWORDSMAN REQUIREMENTS
      - REGULAR ATTENDANCE AT CIRCLE & COMMITTEE MEETINGS & ACTIVITIES FOR A MINIMUM OF NINE MONTHS
      - COMPLETE SIXTEEN (16) SWORDSMAN ACHIEVEMENTS
      - MINIMUM OF FOUR (4) IN EACH OF THE FOUR (4) CATAGORIES
      - MUST MEET ALL REQUIRED IN EACH CATAGORY

# SQUIRE ADVANCEMENT PROGRAM

## (CONTINUED)

- FIVE LEVELS OF ACHIEVEMENT (CONTINUED)
  - FOURTH LEVEL
    - LANCER REQUIREMENTS
      - REGULAR ATTENDANCE AT CIRCLE & COMMITTEE MEETINGS & ACTIVITIES FOR A MINIMUM OF ONE YEAR
      - COMPLETE SIXTEEN (16) LANCER ACHIEVEMENTS
      - MINIMUM OF FOUR (4) IN EACH OF THE FOUR (4) CATAGORIES
      - MUST MEET ALL REQUIRED IN EACH CATAGORY

# SQUIRE ADVANCEMENT PROGRAM

## (CONTINUED)

- FIVE LEVELS OF ACHIEVEMENT (CONTINUED)

- FIFTH LEVEL (SUPREME INVOLVEMENT AFTER COMPLETION)

- BODY OF CHRIST REQUIREMENTS

- SQUIRE FOR A MINIMUM OF TWO YEARS
- COMPLETE SIXTEEN (16) BODY OF CHRIST ACHIEVEMENTS
- MINIMUM OF FOUR (4) IN EACH OF THE FOUR (4) CATAGORIES
- MUST MEET ALL REQUIRED IN EACH CATAGORY

“THE NAME BADGE FOR A “SQUIRE OF THE BODY OF CHRIST” SHOULD BE ORDERED, AT NO CHARGE, FROM THE DEPARTMENT OF FRATERNAL SERVICES, WHICH WILL HAVE THE SQUIRE’S SPECIAL NAME BADGE PREPARED AND FORWARDED TO THE STATE DEPUTY FOR PRESENTATION.....” SAP COUNSELOR GUIDE Page 8

# SQUIRE ADVANCEMENT PROGRAM

## (CONTINUED)

### ❖ SUPREME ADVANCEMENT PROGRAM PRESENTATION

❖ PRESENTATION MAY BE DOWNLOADED AT THE BOTTOM OF PAGE LISTED BELOW

❖ <http://kofc.org/un/en/squires/advance.html>

### ➤ STATE SQUIRE ADVANCEMENT PROGRAM COORDINATOR

➤ RAYMOND J. NEWCOMER

724-859-2841

RJDNEW@VERIZON.NET

# STATE CONVENTION

## GENERAL INFORMATION

- **HELD ON A WEEKEND**
- **ALL CIRCLES & SQUIRES MAY ATTEND & ARE ENCOURAGED TO DO SO**
- **TWO SQUIRES FROM EACH CIRCLE ARE VOTING DELEGATES**
- **CONVENTION COST IS OFFSET BY ADS IN THE CONVENTION BOOKLET**
  - **TWO SQUIRES TO A ROOM**
  - **\$100 IN ADS PAYS FOR A ROOM (2 SQUIRES OR 1 COUNSELOR)**
  - **NO LIMIT IN ADS PROCURED BY A CIRCLE**
- **AN OPPORTUNITY FOR SQUIRES & COUNSELORS THROUGHOUT THE STATE TO:**
  - **REPORT ON THEIR ACHIEVEMENTS**
  - **SHARE IDEAS**
  - **BECOME A STATE OFFICER**
  - **RECEIVE TRAINING**



# STATE PROJECT

## SAINT JUDE CHILDREN'S RESEARCH HOSPITAL

- SIMILAR TO ARC FOR THE KNIGHTS
- MONEY RAISED BY INDIVIDUAL CIRCLES
- MONEY COLLECTED SENT TO STATE CIRCLE
- CHECK PRESENTED BY STATE CIRCLE TO A SAINT JUDE CHILDREN'S HOSPITAL REPRESENTATIVE ON BEHALF OF ALL SQUIRES IN THE STATE

# FUND RAISING

**TO SUPPORT CIRCLE'S VARIOUS ENDEAVORS & TO DECREASE ANY BURDEN ON THE SPONSORING COUNCIL/ASSEMBLY, CIRCLE FUND RAISING CAN BE EFFECTIVE**

**SEVERAL SUGGESTIONS FOLLOW (NO COST)**

➤ **MANY RESTAURANT CHAINS OFFER INCENTIVES**

➤ **HOSS'S, APPLEBEE'S, CHILI'S, T.G.I.F'S & MORE**

➤ **BOSCOV'S**

➤ **"FRIENDS HELPING FRIENDS" OCTOBER EVENT**

➤ **SAVE AROUND COUPON BOOKS**

➤ <http://www.savearound.com/>

# HELPFUL SITES

❖ SUPREME WEB SITE (SQUIRE SECTION)

❖ <http://kofc.org/un/en/squires/index.html>

❖ STATE WEB SITE (HIT SQUIRE TAB)

❖ <http://pakofc.us/>