

## How to Send Forms and Followup with Issues regarding Forms

| Due Date | Form # | Form Name                           | State copies sent to     | Dept @ Supreme to send form | Supreme Council Contact for Resolving Issues                         |
|----------|--------|-------------------------------------|--------------------------|-----------------------------|--|
| 01-Jul   | 185    | Report of Officers Chosen for Term  | nyskofcforms@hotmail.com | Membership Records          | Virginia Mingarelli 203-752-4208 (fax 4113) membership@kofc.org      |
| 01-Aug   | 365    | Service Program Personnel Report    | nyskofcforms@hotmail.com | Fraternal Services          | Jack Leibowitz   |
| 31-Jan   | 1728   | Annual Survey of Fraternal Activity | nyskofcforms@hotmail.com | Fraternal Services          | 203-752-4245 (fax 4108)  |
| 30-Jun   | SP-7   | Columbian Award Application         | nyskofcforms@hotmail.com | "                           | fraternalmission@kofc.org  |
| 31-Dec   | 944A   | District Deputy Semiannual Report   | nyskofcforms@hotmail.com | "                           | "  |
| 30-Jun   | 944B   | District Deputy Semiannual Report   | nyskofcforms@hotmail.com | "                           | "  |
| 31-Jan   | 4584   | Special Olympics Partner Report     | nyskofcforms@hotmail.com | Fraternal Services          | Tom Milardo<br>203-752-4472 (fax 4108)<br>Thomas.Milardo@kofc.org    |
| 01-Dec   | 4567   | Soccer Challenge Report             | nyskofcforms@hotmail.com | Fraternal Services          | Edward Wezenski  |
| 31-Jan   | FT-1   | Free Throw Participation Report     | nyskofcforms@hotmail.com | "                           | 203-752-4703 (fax 4108)  |
| 01-Mar   |        | Essay & Poster Contests             | nyskofcforms@hotmail.com |                             | Edward.Wezenski@kofc.org   |
| 31-Mar   |        | Food for Families                   | nyskofcforms@hotmail.com | Fraternal Services          | Jason Porrello<br>203-752-4571 (fax 4108)<br>Jason.Porrello@kofc.org |
|          |        | Coats for Kids                      | nyskofcforms@hotmail.com | Fraternal Services          | Bob Ennis<br>203-752-4616 (fax 4108)<br>Robert.Ennis@Kofc.Org        |
| 15-Aug   | 1295-1 | Semiannual Council Audit            | nyskofcforms@hotmail.com | Council Accounts            |  |
| 15-Feb   | 1295-2 | Semiannual Council Audit            | nyskofcforms@hotmail.com | Council Accounts            | 203-752-4392 (fax 4103)<br>Council.Accounts@kofc.org                 |
|          | 450    | DD's Degree Exemplification Report  | nyskofcforms@hotmail.com | Ceremonials                 | Alan Zibluk  |
|          | 450C   | Council 1st Deg Exemplification Rpt | nyskofcforms@hotmail.com | Ceremonials                 | 203-752-4346 (fax 4662)<br>Alan.Zibluk@kofc.org                      |

If you believe the forms data in this workbook is inaccurate for your council and it has been at least a week since the form was submitted to Supreme, you are encouraged to please follow up with the appropriate personnel at Supreme as listed above to reconcile their records.

***Always send a copy of any forms to your District Deputy and keep one for your council records.***

***Please Do Not send copies of ANY forms to our State Deputy OR to the State Office!!!!***

**Send hard copies to: NYS KofC Forms 109 Caroline Ave Solvay, NY 13209**