



Knights of Columbus

State Leader Compliance Guide

For the 2021 – 2022 Fraternal Year

The following criteria must be met for a council to be Safe Environment compliant:

- 1) Email addresses are mandatory to appoint members into ALL roles that have safe environment requirements. Emails must be unique to the member, NOT gkcouncil123@XYZ.com to ensure that members retain credit for completing their training and background checks.
- 2) There must be a **Grand Knight** assigned via Form 185 through Member Management.
- 3) The council must have submitted Form 365 Report of Program Personnel or named program personnel via online Member Management. Watch this video to learn how to submit online:
https://players.brightcove.net/802593642001/y6FLila0f_default/index.html?videoId=6191938577001
- 4) On the 365 Report, there must be **three different members** assigned to:
 - a. **Program Director**
 - b. **Community Director**
 - c. **Family Director**

*Grand Knights may only hold **one** of the additional director roles listed above.
- 5) All roles above must complete the Safe Environment training. The **Community Director** and the **Family Director** must also provide consent for a background screening (criminal and motor vehicle records).
- 6) If the council sponsors a Squires Circle, that circle must be compliant for the council to be compliant. The following criteria need to be met for the circle to be compliant:
 - a. Form 468 must be submitted appointing counselors every year
 - b. One (1) **Chief Counselor** must be appointed
 - c. A minimum of one (1) **Adult Counselor** must be appointed
 - d. The circle must have a minimum of ten (10) **Squires**
 - e. For every additional ten (10) squires, there must be one (1) additional Adult Counselor
 - i. Example 1: 10-20 Squires must have 1 Chief Counselor + 1 Adult Counselor
 - ii. Example 2: 21-30 Squires must have 1 Chief Counselor + 2 Adult Counselors
 - iii. Example 3: 31-40 Squires must have 1 Chief Counselor + 3 Adult Counselors...et cetera
 - f. Chief Counselor and Adult Counselor(s) must complete training and provide consent to a background screening.

All members who have access to Officers Online may view the safe environment status of their council or jurisdiction each week on the Reports tab

Office of Youth Protection

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