

**COUNCIL RETENTION COMMITTEE** - for the year \_\_\_\_\_

*FILL OUT FORM and send to your BC & Yukon STATE RETENTION CHAIRMAN  
(or give to your District Deputy to forward on your behalf)*

Council: \_\_\_\_\_ Location: \_\_\_\_\_

GK Name: \_\_\_\_\_ FS Name: \_\_\_\_\_

RETENTION COMMITTEE: *should include, but is not limited to, the DGK (chair) and 3 Trustees*

Chairman	Phone & Email address
Member	Phone & Email
Member	Phone & Email
Member	Phone & Email
GK Signature	Date

**COUNCIL RETENTION COMMITTEE OBLIGATIONS**

Paragraph 3, on overleaf, explains the responsibilities of the Retention Committee. Namely, once the Financial Secretary has determined he has done all he can to retain a member, a Retention Committee member shall make personal contact with the delinquent member to discuss the situation and explore cooperative remedies. The Retention Chairman will then provide a written report to the Grand Knight.

Retention Committee members must do everything possible to protect the assets of the Council (the membership) and assist their brothers to remain members in good standing.

**The Retention Committee should also help prevent delinquency by proactively keeping in contact with members who are not active in the council and do not regularly attend meetings.**

Note: Submission of this form to the State Retention Chairman is a requirement that must be met each year. Without it, a "Notice of Intent" will not be processed by the State Council.

**RECOMMENDED CONVERSATION**

*between RETENTION COMMITTEE MEMBER and DELINQUENT MEMBER*

"I have been asked by our Grand Knight to let you know that you are in jeopardy of losing your membership in the Knights of Columbus for non-payment of dues. I would like to ask you to please consider that your membership in the Order is very important, not only to you, but also to your brothers. We consider ourselves a family so we are very concerned about the potential loss of a family member and we would like to know how to prevent losing you (pause for an answer).

"How can we help retain you as a member? (Pause for an answer).

"If you have come upon difficult times, please be assured that it happens to all of us and we would like to work with you to overcome the difficulty. If it is OK with you, I will ask our Financial Secretary to contact you and make arrangements that may maintain your membership (pause for an answer).

"Is there anything else you would like me know about your membership? (Pause for an answer).

"Thank you for your time, the Financial Secretary will get in touch with you soon".