

# Application for Appointment as Financial Secretary

## WORTHY SUPREME KNIGHT:

I am applying for appointment as Financial Secretary of my council.

Council Number: \_\_\_\_\_ Council Location: \_\_\_\_\_  
City/Town State/Province

Full Name: \_\_\_\_\_ Membership Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone numbers: \_\_\_\_\_  
Home Business Cell

E-mail address: \_\_\_\_\_

1. I am on Supreme Office records as a member of Council Number: \_\_\_\_\_  
(Officers must be recorded members of the council in which they hold office.)

2. I am in good standing.  Yes  No

If No, explain: \_\_\_\_\_  
(Good standing means all council and other charges paid to end of past quarter year.)

3. I am a Third Degree member.  Yes  No

If No, explain: \_\_\_\_\_  
(Section 92 of the Laws requires officers to be in Third Degree, but permits officers of a new council to be in First Degree temporarily. If you are not in Third Degree today, explain above.)

4. Date of Birth: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

5. My educational background is: \_\_\_\_\_

6. I have served in the following offices of our Order:

(Office)	(No. of Yrs)
_____	_____
_____	_____
_____	_____
_____	_____

7. I currently hold the following COUNCIL OFFICE, from which I hereby resign immediately, if appointed Financial Secretary by the Supreme Knight: \_\_\_\_\_

8. My present major gainful occupation is (please indicate if retired):

Titles, duties or retired: \_\_\_\_\_

Name of employer: \_\_\_\_\_



9. \*I know I cannot be engaged in any way in the sale of personal accident, sickness, hospitalization, disability income or life insurance. If I become so engaged while Financial Secretary, I will inform the Supreme Knight immediately. (A member so engaged is not appointed or retained as Financial Secretary.)  Yes  No  
*\*Statement 9 does not apply in Cuba, Guatemala, Panama, Canal Zone, Virgin Islands, Poland and Philippines.*

10. I have had the following training or experience in accounting or bookkeeping:  
\_\_\_\_\_

11. I have had these other experiences which might also help as Financial Secretary:  
\_\_\_\_\_

12.  Yes  No If appointed Financial Secretary, I agree without reservation to fulfill all duties of that office in accordance with the laws of the Order.

13.  Yes  No I understand that in my role as Financial Secretary I may obtain member's personal information which I pledge to maintain as confidential and only use for the business of the Order.

14.  Yes  No I understand that if appointed Financial Secretary such appointment shall be for a period of three years with my performance in office subject to review before reappointment shall be made.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Forward to:** Knights of Columbus  
Financial Secretary Div.  
P.O. Box 554  
Elmsford, NY 10523-9906

Alternatively you may email this application to [financial.secretary@kofc.org](mailto:financial.secretary@kofc.org) OR fax to (203) 752-4113.