



# 6<sup>th</sup> Texas District Newsletter (FCs)

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## Forms

As you know, there are only a few forms for FCs vs the ones for FSs. The complete list is [here](#). I will summarize these.

- The list of officers (186) should be submitted via Member Management in May or June after Assembly elections. The alternative form [here](#) should only be used if the FC cannot log into Officers Online. (More on that shortly.)
- The audit (1315) should be submitted by the end of July. Assemblies only have to do one a year whereas Councils do two.
- The survey of fraternal activity (1728) should be submitted in January covering Assembly meetings, fallouts, etc. that are not part of Council activities.
- To achieve Star Assembly, an Assembly needs to submit a To Be A Patriot Entry (TBP) by the end of May. You need not win the award, just submit an entry.
- The Civic Award (2321) is a simplified version of the SP-7 Councils submit. You only need to submit four patriotic line items of things your Assembly has done. Every Assembly should strive for this.
- Submit the RSVP form (2863) if you send a seminarian at least \$500. Assemblies get a rebate of \$100 per \$500 sent to a seminarian up to maximum of \$500 just like Councils do.
- The last two forms include one the Master submits and one that is meant to help gather information for the 1728, but it is not that helpful if you ask me.

That is it – three mandatory forms per year and three recommended but optional ones.

## Officers Online

All FCs (and FNs) should have access to Member Management and Member Billing as part of Officers Online, and should use them for managing their roster and dues.

Several FCs sent me something other than the 186 that can be generated in moments from Member Management.

Please let me know if you are not using MM/MB and I will help you get started.

## Asking a favor of you

I did not receive soft copies of any forms submitted this summer. If you have not already sent me your 186s and audits, please email me a copy of both. Thanks.

## Assembly balances at Supreme

The Assembly billing statement under the Reports tab in Officers Online will show a zero balance unless you owe them money. But if you scroll up to the detail section, it may show that you have a credit balance, indicated with CR.

When we order supplies now, we have to pay for them instead of the Assembly being billed. This causes credit balances to sit for ages, since very little at the Assembly level affects the balance other than transfers.

If you see a credit balance in yours, you can email [AssemblyCredits@kofc.org](mailto:AssemblyCredits@kofc.org) and ask that it be returned to your Assembly. If instead it shows you owe something, you should of course pay it.