

Sample

Level 1 Communications Plan

Council: _____

Communication Program Elements:

Council Communications	Extended Communications
Target Audience	
Officers and Members of the Council	District Deputy Manitoba State Supreme Diocesan Association Parishioners Parish Priest Other Parish Organizations Neighbouring Councils: Neighbouring Parishes: Local Community
Communication Methods	
Phone Committee Email Listing Council Bulletin Officer Meetings General Meetings	State & Supreme Forms District Meeting Emails to other GKs Diocesan Website Our Council Website Posters / Flyers Pulpit Speech Church Bulletin Announcements (Both Churches) Regular meetings with Pastor and neighbouring Pastor. Representation on Parish Council

Timetable:

June

Grand Knight to make the following appointments (Org Chart - attached):

- Reports Chairman – responsible for submitting all State & Supreme Reports
- Bulletin Editor – responsible for Monthly Bulletin / Newsletter
- Phone Committee Chairman & Captains – responsible for phone communications to all council members.
- Webmaster – responsible for updating and maintaining website information

August -

Reports Chairman, Bulletin Editor, Phone Committee Chairmen prepare annual plan and be prepared to work the plan September 1.

Grand Knight to plot meeting schedule on Council planning calendar.

September – Implement the communications plan.

Grand Knight – Annual Communications Plan

Appoint Reports, Phone Committee and Bulletin Chairmen - June

Attend the following meetings as scheduled:

Monthly Team of Officers Meeting, Council General Meetings.

District Deputy Meetings – as scheduled.

Diocesan Meetings – as scheduled.

Parish Council Meetings – as scheduled.

Prepare monthly Grand Knight's Report for Bulletin.

Reports Chairman – Annual Communications Plan

Submit the forms on time as listed below.

Report to Council (monthly) on the status of the plan – i.e date the Report was submitted, submit the Council Copy to Recorder for files.

Due Date	Form #	Report Name
July 1	185	Report of Officers Chosen
August 1	365	Service Program Personnel
August 15	1295-2	Semi-Annual Audit
January 15	SO-2	Report of Deceased Members
January 31	1728	Annual Survey of Fraternal Activity
January 31	FT-1	Free Throw Championship Participation
January 31	4001	Substance Abuse Awareness Poster Contest Participation Form
February 15	1295-1	Semi-Annual Audit
March 1	SO-7	Voting Delegates
April 1	STSP	State Council Service Program Awards Entry
April 1	SO-11	Application for Trillium Award
June 30	2630	Annual Report of K of C Round Table
June 15	SO-6	Rose Program
June 30	SP-7	Columbian Award Application
15th of Following Month	1993A	Family of the Month

Bulletin Editor – Annual Communications Plan

All Reports of officers for the Monthly Bulletin are due the date of the General Meeting. Reports are to be submitted electronically. Monthly Bulletin will be printed (or sent out electronically) by the last day of every month. Exceptions are December, July and August. Prepare Church Bulletin announcements – Parish Awareness Campaign – September 1 & January 1.

Report to Council (monthly) on Status of reports received from officers and Chairmen, expenses and Bulletin circulation.

Phone Committee Chairman – Annual Communications Plan

Select or confirm names of Phone Committee Captains. Divide the list of names – no more than 10 members per phone captain. Publish the phone list and make it available to Phone Committee Captains and all Council Officers. Update the phone list as required throughout the year.

Regular Reminders – monthly meetings, Other Reminders – (Special Events, Funerals, etc..) as required and directed by Grand Knight.

Report to Council (monthly) on phone messages relayed, revisions to phone list, update on membership / news from members.