



SUPREME COUNCIL

Knights of Columbus



NOTICE OF INTENT TO ESTABLISH A COLUMBIAN SQUIRES CIRCLE

To the Committee on Charters, Supreme Council, Knights of Columbus:

_____ Council/Assembly No. _____, Knights of Columbus of the City of _____, Diocese of _____, State/Province/Jurisdiction of _____ hereby makes application:
 for a Charter for a Circle of Columbian Squires
 to reinstitute _____ Circle No. _____

This application has been approved by a majority vote of the members present at a regular meeting of the council/assembly on _____ (Date)

The council/assembly will assume direct responsibility for the proper conduct of the circle and for the enforcement of the laws pertaining thereto and that the council/assembly will provide now and for the future a sufficient number of its members as counselors for the proper supervision of the circle.

The name, address and telephone numbers of the Proposed Chief Counselor are:

Name _____ Member No. _____ Home Telephone _____
Street Address _____ Business Telephone _____
City _____ State/Province _____ Postal Code _____ E-mail Address _____

The council/assembly will provide necessary facilities for circle meetings and activities.
 The tentative date set for the institution/investiture ceremony of the circle is: _____

Signed: _____
Grand Knight/Faithful Navigator

Date: _____

STATE DEPUTY/MASTER STATEMENT

I hereby certify that I received the above application of Council/Assembly No. _____ for a Charter for a Circle of Columbian Squires on the _____ day of _____, 20____; and I hereby _____ the same.
approve or disapprove

Dated this _____ day of _____, 20_____.

State Deputy/Master

COMMITTEE ON CHARTERS

Approval is hereby granted to organize and institute a Circle of Columbian Squires under the sponsorship of the council/assembly listed above. Assistance and material to organize said circle will be provided by the Supreme Council Department of Fraternal Services and the State Squires Committee.

Signed: _____
Supreme Secretary

Date: _____



POINTS OF INFORMATION

- This Notice of Intent to Establish a Columbian Squires Circle should be completed after the council/assembly has voted favorably to sponsor a circle.
- The State Squires Chairman should be advised of the application in order for arrangements to be made for the proper initiation of the members.
- If reinstating a circle, complete the top part of this form and forward it directly to the Supreme Council Department of Fraternal Services.
- If instituting a new circle, complete the top part of this form and forward this form to your State Deputy/Master for approval. The State Deputy/Master must forward the approved application to the Committee on Charters at the Supreme Council office. If he does not approve the application, it must be returned to the grand knight/faithful navigator of the council/assembly that made the application.
- Upon receipt of this form at the Supreme Council Department of Fraternal Services, a Columbian Squires New Circle Development Kit will be forwarded to the Proposed Chief Counselor.
- If instituting a new circle, a Notice of Institution (Form #460-NC) should be completed immediately following the charter investiture and forwarded along with a minimum of 10 membership documents (Form #280) to the Supreme Council Department of Fraternal Services. The Supreme Secretary will assign a number for the new circle and grant approval for a name selected by the circle.
- If reinstating a new circle, the only forms needed to be submitted to the Supreme Council Department of Fraternal Services are this Form #457 and, after the investiture of new members, a minimum of 10 Squires membership documents (Form #280).
- Following institution or reinstatement, the circle will be placed on active status and an Organizational Kit will be sent, at no charge to the circle, from the Supreme Council office to the circle's chief counselor. This kit contains basic circle materials, including a gavel, notary and bursar records and counselor, officer and committee chairmen handbooks. A "Squire Advancement Program" kit will also be sent to the chief counselor.
- Newly instituted circles will receive their charters approximately four weeks after being placed on active status. Each charter will be sent to the respective sponsoring council's/assembly's grand knight/faithful navigator for presentation to the circle.