

ONTARIO COLUMBIAN SQUIRES
FRATERNAL PLANNER



ESTO DIGNUS - BE WORTHY



Prayer of Saint Francis

Lord, make me an instrument of your peace:

where there is hatred, let me sow love;

where there is injury, pardon;

where there is doubt, faith;

where there is despair, hope;

where there is darkness, light;

where there is sadness, joy.

O divine Master, grant that I may not so much seek

to be consoled as to console,

to be understood as to understand,

to be loved as to love.

For it is in giving that we receive,

it is in pardoning that we are pardoned,

and it is in dying that we are born to eternal life.

Amen.



Columbian Squires – Ontario Provincial Board

Esto Dignus - Be Worthy
www.ontariosquires.com

Worthy Columbian Squires,

Every group has leaders and followers. You can easily tell the difference between the two because the leader is one who is encouraging others and isn't afraid to challenge himself or others to achieve. He is usually the busiest, yet he's the one who always has time for others. A leader always tries to set an example. Being a leader means doing, not just talking because actions speak louder than words. All Squires assume a role of leadership when they are invested into the Columbian Squires, sometimes hesitant at first, then with more confidence as they become accustomed to their new roles and state of life as a Squire.

This book can be referred to as many things: it is a circle operations manual, leadership guide, and fraternal planner, but above all, this is a guide for your circle. The information contained in these materials is not meant to be all-inclusive, but rather to outline some of the basic components of the Squires program. The effectiveness of this information will depend upon the leadership, effort and abilities brought to the circle by each Squire himself.

Accepting the responsibility of being of service to others is the first step toward becoming a leader, learning how to use your responsibility wisely is the next step. This guide is only that – a guide. It cannot teach you patience, kindness, wisdom, or any of the other qualities of a good Catholic young man that each Squire strives to be. This guide can only point out some steps necessary to take on your journey of developing your leadership. Others can support you, within your circle, on your journey of becoming a strong leader, but no one can take the steps necessary for you. To become a leader is your choice and one that can only be made by you. Will you take on this task?

The Ontario Provincial Board will support you and your circle in every way. If you have any questions or concerns that arise throughout the fraternal year, or you are just looking for some extra guidance for your circle, please do not hesitate to contact the Provincial Chief Squire, State Squires Director or Area Chairmen.

The existence of the Columbian Squires organization is due to the vision of the Venerable Father Michael McGivney, the founder of the Knights of Columbus, and the experience and determination of Brother Barnabas McDonald, a Christian Brother, whose entire adult life was devoted to the welfare of young men. May we always look to their example and the example of the Youth Christ, on who we pattern our lives.

Esto Dignus!

Columbian Squires Ontario Provincial Board

Fraternal Planner Quick Guide

Key Contacts

Provincial Father Prior

fatherprior@ontariosquires.com

Provincial Chief Squire

provincialchief@ontariosquires.com

State Squires Director

statedirector@ontariosquires.com

Assistant State Squires Director

assistantstatedirector@ontariosquires.com

State Circle Contact for Forms

Narciso Rodrigues,

State Squires Director

statedirector@ontariosquires.com

Supreme Contact for Forms

Aaron Ferguson,

Program Associate

Aaron.Ferguson@kofc.org

Key Reporting Dates

Aug. 1 Circle Officers and Chairmen (#468)

Sept. 1 Semi-Annual Audit Report (#247)

Dec. 31 Active Circle Dues Payment

Jan. 31 Annual Survey of Fraternal Activity
(#1728-C)

Mar. 1 Semi-Annual Audit Report (#247)

May 1 Provincial Convention Award
Applications

Jun. 30 Corps D'Elite Award Application

Jun. 30 Brother Barnabas Award Application

Jun. 30 Refund Support Vocations Program
(RSVP)

All forms can be found at:
www.ontariosquires.com/forms

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Awards Checklist

Provincial Awards

To submit your applications email the State Circle Contact for Forms, your Area Chairman, your Grand Knight and your Circle File. The contact information for the State Circle Contact for Forms can be found under the key contacts section of the planner. All Provincial Award Applications are due **May 1st at 11:59pm**.

Circle of the Year

- Hold a monthly business meeting
- Host 4 Circle Pillar Events this year
- Host 4 Membership Pillar Events this year
- Host 4 Service Pillar Events this year
- Host 4 Spiritual Pillar Events this year
- Support a Seminarian this year
- Apply for the Corps d'Elite Award
- Apply for the Brother Barnabas Award
- Pay Annual Active Circle Dues to the Provincial Board
- Apply for each of the Pillar Awards
- Invest Squires (from June of last year to May of this year)
- Pay July Per Capita to Supreme (Due Oct. 10)
- Pay January Per Capita to Supreme (Due Apr. 10)
- Submit Circle Officers & Chairmen Form 468-NC (Due Aug. 1)
- Submit Circle Semi-Annual Audit Report (Jan. - Jun.) Form 247-NC (Due Sept. 1)
- Submit Circle Semi-Annual Audit Report (Jul.- Dec.) Form 247-NC (Due Mar. 1)
- Submit Annual Survey of Fraternal Activity Form 1728C (Due Jan. 31)

Squire of the Year

- Form submitted with why the squire is worthy of receiving the award

Counsellor of the Year

- Form submitted with why the councillor is worthy of receiving the award

Pillar Award

Circle, Membership, Service, Spiritual Pillars
Form submitted with:

- Number of Squires in attendance
- Number of Knights in attendance
- Short description of the event's purpose
- Describe the results of the event
- Photo of the event

Top Recruiter

An award given to the Squire who has recruited the highest number of new boys to join the Squires within the fraternal year.

Circle Growth Award

An award given to the circle who has had the highest number of new Squires join their circle within the fraternal year.

All forms can be found at
<https://www.ontariosquires.com/forms>

Supreme Awards

To submit, email your application to the Supreme Contact for Forms, the State Circle Contact for Forms, your Grand Knight and your Circle File. The contact information for the Supreme Contact for Forms and the State Circle Contact for Forms can be found under the key contacts section of the planner. All Supreme Award Applications are due to Supreme by **June 30th at 11:59pm.**

Corps d'Elite Award

This is a prestigious award given to circles who go above and beyond by meeting the following criteria:

- Submit Circle Officers & Chairmen Form 468-NC (Due Aug. 1)
- Host 4 Circle Pillar Events this year
- Host 4 Membership Pillar Events this year
- Host 4 Service Pillar Events this year
- Host 4 Spiritual Pillar Events this year
- Pay July Per Capita to Supreme (Due Oct. 10)
- Pay January Per Capita to Supreme (Due Apr. 10)
- Submit Annual Survey of Fraternal Activity Form 1728C (Due Jan. 31)
- Invest at least 2 new squires (by Jun. 30)

Brother Barnabas Award

This award recognizes the 25 best activities conducted by local circles internationally.

Complete form with the following:

- Project Title
- Date Project Conducted
- Purpose of Activity
- Number of circle members participating
- Total number of participants
- Percentage of circle members participating
- Number of man hours expended in project
- Funds raised
- Where the funds were donated
- Event chairman's name and phone number
- Description of the project

To help you keep yourself organized for the Brother Barnabas Award, there is a table below to keep track of your events' details so you won't have to try to remember later on. We recognize that not all criteria are present on the table, but these are the details to take note of at the event and later on fill in the form.

Project Title		
Date Project Conducted		
Purpose of Activity		
Number of Squires in Attendance		
Total Number of Participants		
Number of Man Hours in Project		
Funds Raised		
Event Details		

Event Organizer Guide

Location

For example, if your circle wants to go laser tagging, then your circle must decide where to go since there are many places that offer laser tag. But in the case of a fundraiser such as a dinner, the circle needs to be sure there is a large hall with a kitchen to cook.

Cost

Continuing with the example of laser tag, there would be a cost to play. But this isn't only applicable to fun events. If your circle wants to run a dinner, then someone has to buy the food and drinks, but this could also be offset by charging an admission fee. Budget out the costs at your circle's monthly business meeting so that you won't be going over the budget your circle made at the beginning of the year. An easy way to organize the cost would be:

Costs

Persons	Expected Attendance	Cost per Person	Total Cost per Person
Squires			
Counsellors			
Guests			
Total Costs			

Fees Charged

Guests			
Net Gain/Loss			

Not all events need to be a net gain. Charitable events may divert the fees charged directly to the supported charity.

Date and Time

People need to be notified in advance to schedule themselves to come to an event. Events should be planned ahead of time. Not only for attendance, but ensure where you want to host the event will have room set aside for your circle.

Pillar

Lastly, the event will fall under one of our 4 pillars, and the event should be written up for an award to give your circle the best shot at the awards!

Budget Organizer

The following is an easy way to organize your finances for the year. Though there are some recommendations for planning it out. Firstly, overestimate your expenses, this way if you spend more than anticipated it is covered in your budget. The best example of this are the active circle dues. If they are paid early, they only cost \$65, but if they are paid later in the year they go up to \$85. However, the opposite is also true, underestimate your income so that if you don't make as much as your circle was hoping, your budget will take it into consideration. Lastly, the final thing to consider is what your circle wants to accomplish. Does your circle want to generate funds by the end of the year? Run a deficit? Then budget each of your categories accordingly so that you plan to achieve your goal.

Expense

Active Circle Dues	\$85.-
Supreme Dues	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Income

Membership Fees	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Total Income	\$
Total Expense	\$
Net Profit/Loss	\$

Business Meeting Outline

One rap of gavel
(Chief Squire)

1. Call to Order

Squires, the circle will now be formed. All persons not qualified shall retire from the chamber. The sentry shall close the doors, and only those duly qualified shall be admitted.

Marshal, you will confer with the Bursar and advise if all present are qualified to remain.

(Marshal)

“Worthy Chief Squire, all persons are Columbian Squires duly qualified to form the circle.”

Two raps of gavel
(Chief Squire)

2. Opening Ceremony

Columbian Squires, tell me the motto of our Order.

(Squires)

“Esto Dignus - Be Worthy”

(Chief Squire)

What was the pledge you made when we admitted you into this honoured Order of the Columbian Squires?

(Squires)

“We promised to pattern our lives on that of the Youth Christ.”

(Chief Squire)

Let us pray to our Heavenly Father and His Blessed Mother for the grace to faithfully keep our pledge.

Four raps of gavel
(Father Prior)

3. Opening Prayer

“O Heavenly Father, help us to imitate our model, the Youth Christ, and like Him to advance in wisdom and age and grace before God and man.”

(Father Prior)

“O Mary, Queen of Virgins, preserve us from all stain of sin.”

(All)

“Amen.”

(All)

Recite *“Our Father”* and *“Hail Mary.”*

Two raps of gavel
(Chief Squire)

4. National Anthem

Please join in the singing of our National Anthem, *“O Canada.”*

(All)

Sing National Anthem.

Three raps of gavel
(Chief Squire)

5. Roll Call of Officers and Members

The notary will call the roll of officers. Officers, please stand until your name has been called.

One rap of gavel
(Chief Squire)

6. Reading of Minutes of Previous Meeting

Notary, read us the minutes of our previous meeting.

Are there any additions or corrections? If not, the minutes will stand approved as read or approved as corrected.

One rap of gavel

7. Reading of Applications for Membership

8. Father Prior's Report
9. Chief Squire's Report
10. Bursar's Report - Presentation of Bank Deposit Slips and Bank Balance
11. Notary's Report - Reading of Bills and Communications
12. Chief Counselor's Report
13. Semi-Annual Audit Report
14. Committee Reports and Sick Report
15. Unfinished Business
16. New Business
17. Father Prior's Summation

Two raps of gavel
(Chief Squire)

18. Closing Ceremony

Columbian Squires, the hour is at hand which parts us. Before we go, let us unite in prayer to our Blessed Mother, and beg the blessing of the Youth Christ.

Four raps of gavel
(Father Prior)

19. Closing Prayer

"O Mary, conceived without sin."

(Squires)

"Pray for us who have recourse to thee."

(Father Prior)

"O Divine Youth, You have said I am the Way, the Truth and the Life, show us the way, make known to us the truth, and lead us that we may be worthy of everlasting life with You in Heaven."

(All)

"Amen."

Two raps of gavel
(Chief Squire)

20. Adjournment

Squires, repeat our motto.

(Squires)

"Esto Dignus - Be Worthy."

(Chief Squire)

Keep the pledge until we meet again. I now declare this meeting adjourned. (one rap of gavel)

Gavel Signals

One rap - come to attention or adjournment

Two raps - stand

Three raps - be seated

Four raps - kneel in prayer

Goal Setting

Goal setting is important for anyone, and it's especially useful for your circle. One method of goal setting is SMART goal setting. SMART is an acronym to help define your goal. S stands for specific, M stands for measurable, A is for achievable, R is for relevance, and T is for time-oriented.

- S Specific** Your goal must be specific. An example of a vague goal is to recruit more squires. A specific goal would be to recruit 1 new squire for every squire in the circle, or any specific number.
- M Measurable** To determine if your goal is being achieved, you have to be able to measure them. In the example of recruiting more members, be sure to keep track of the new boys that join your circle.
- A Achievable** When your goal is unachievable, you'll never achieve it. If your circle says we want to recruit 100 new boys, everyone will lose motivation since it is very difficult. But with the example of 1 new squire for every squire in the circle, it's achievable and will motivate more squires to rally behind the goal as it's being achieved. Especially because it could be divided on each squire to recruit at least one new boy.
- R Relevance** Is the goal relevant to your circle? Membership is a relevant goal, to buy 100 chocolate bars, however delicious, isn't relevant . . . to most scenarios.
- T Time-Oriented** Your goal must have a deadline. The easiest deadline is to say by the end of the fraternal year. Though this may not be the best for all goals. In the case of recruitment, your goal may want to be set for the end of May since there is an investiture at convention.

Taking all of these points into consideration, a very strong goal would be:

Recruit 1 new squire for every squire in the circle by the end of May.

Overall:

Overall:

S	
M	
A	
R	
T	

S	
M	
A	
R	
T	

Overall:

S	
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Overall:

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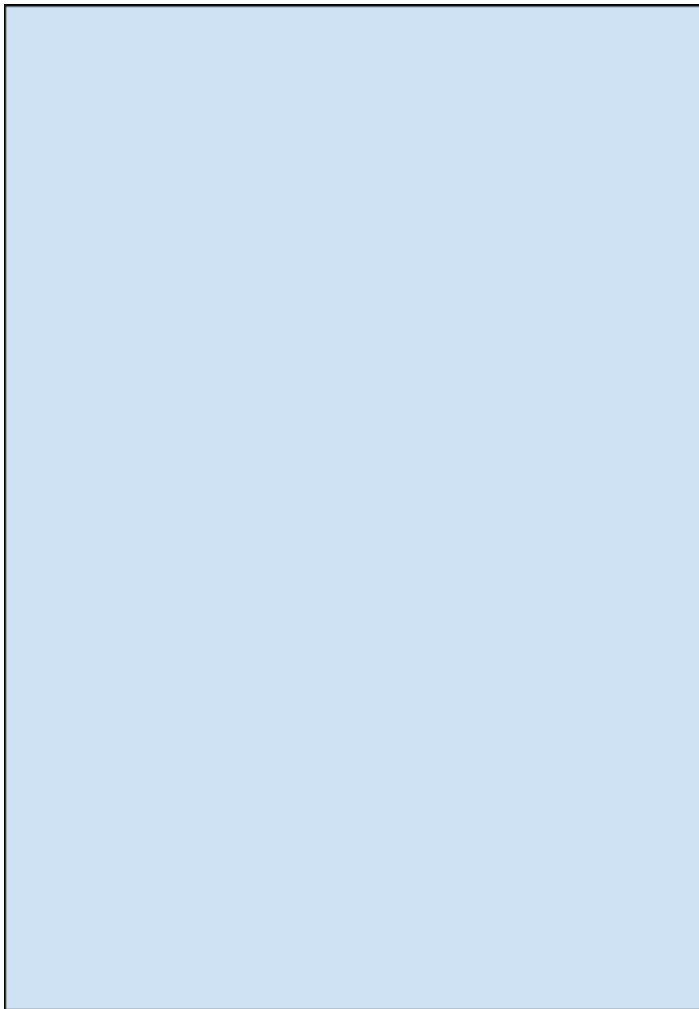
Overall:

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Overall:

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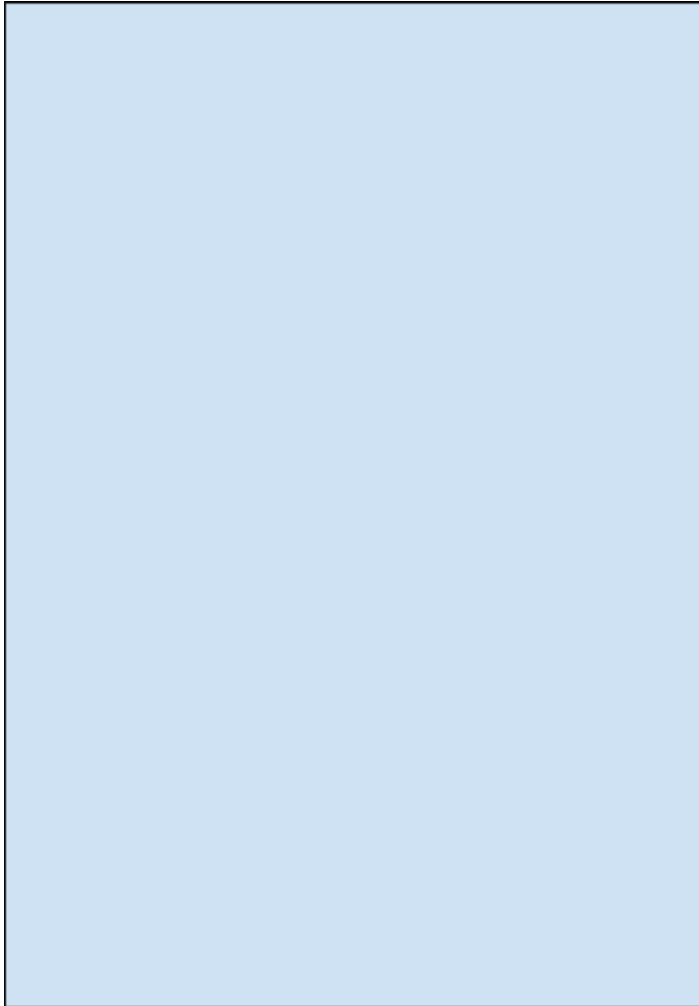
July 2021



Things to Accomplish

Plan Ahead
08/01 - Circle Officers and Chairmen (#468)

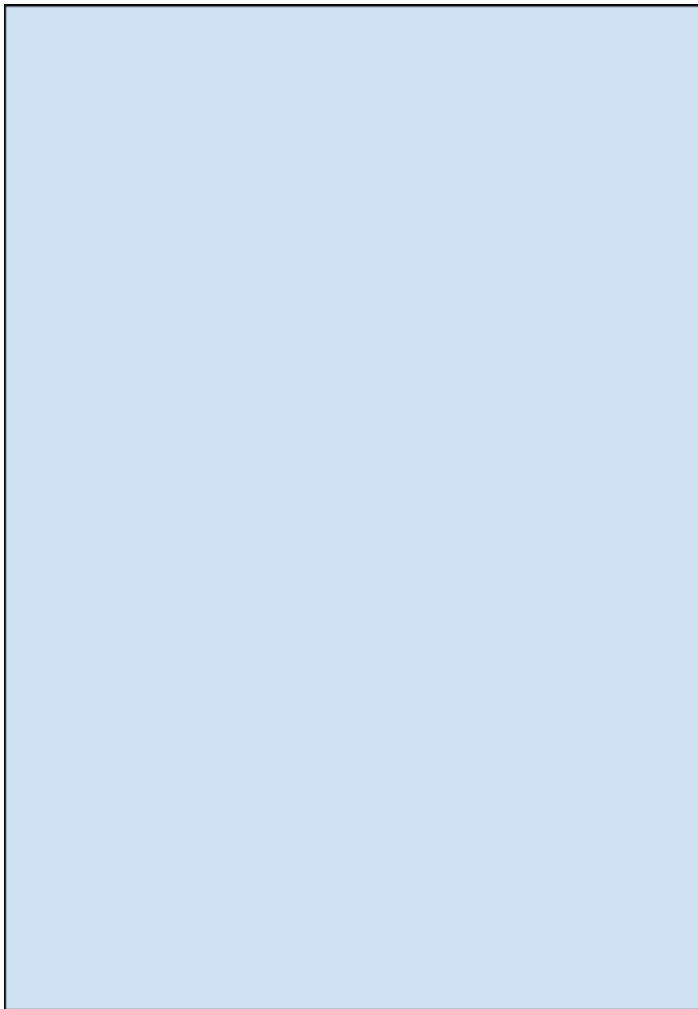
August 2021



Things to Accomplish

Plan Ahead
08/01 - Circle Officers and Chairmen (#468)

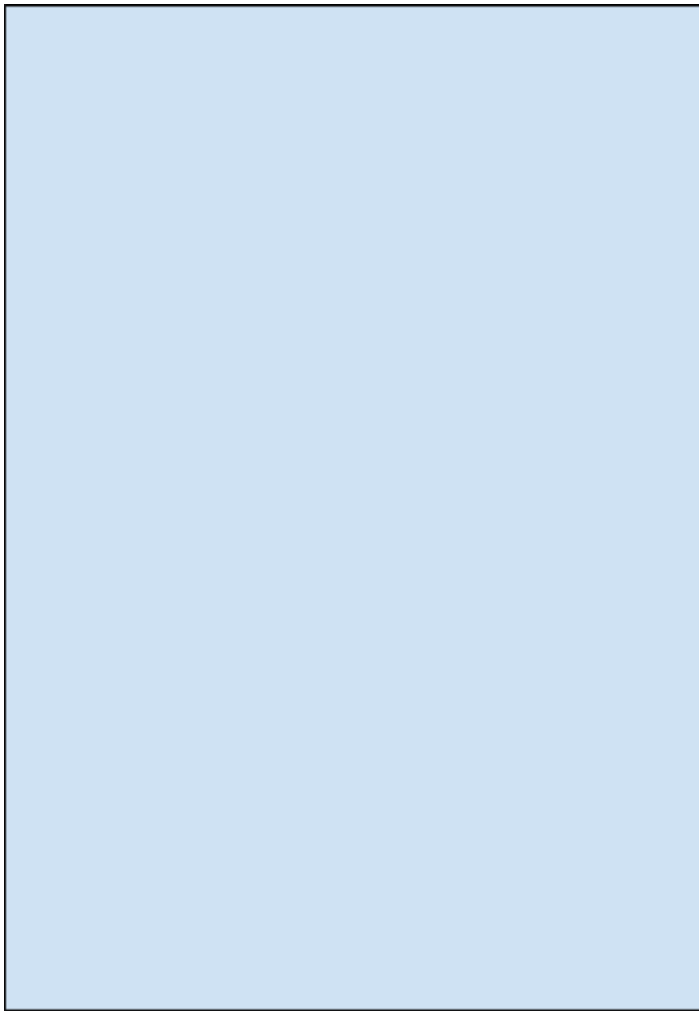
September 2021



Things to Accomplish

Plan Ahead
08/01 - Circle Officers and Chairmen (#468)

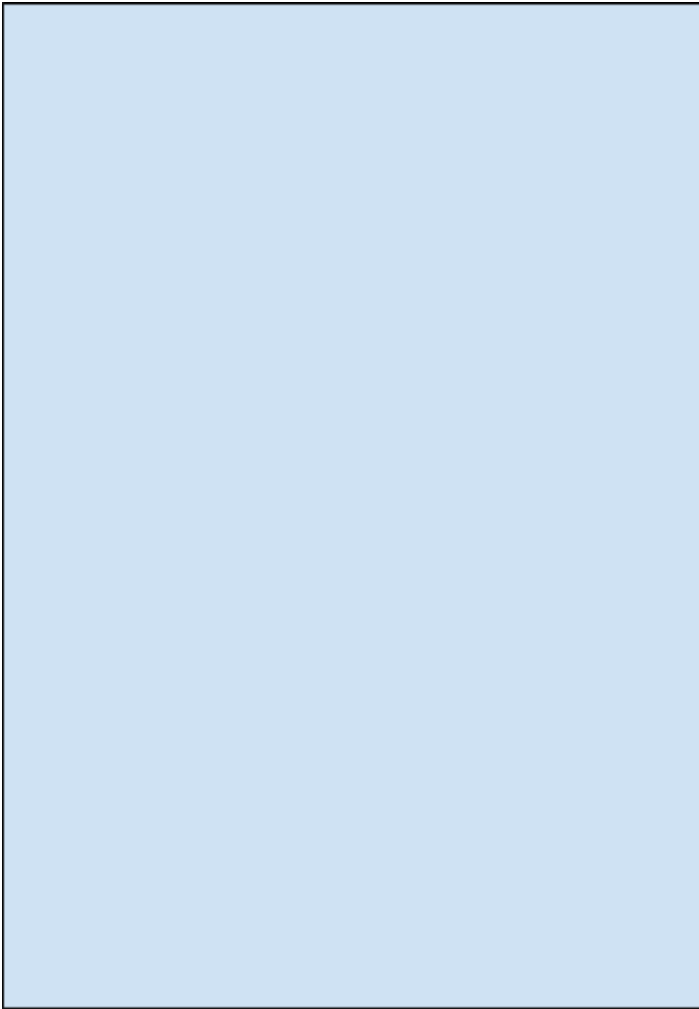
October 2021



Things to Accomplish

Plan Ahead
08/01 - Circle Officers and Chairmen (#468)

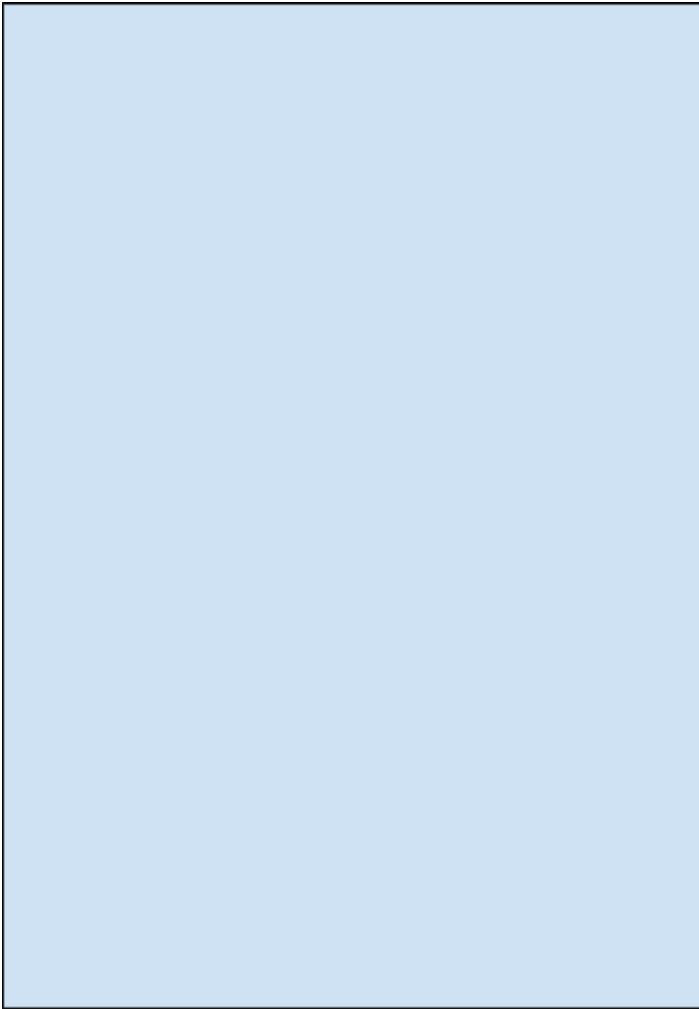
November 2021



Things to Accomplish

Plan Ahead
08/01 - Circle Officers and Chairmen (#468)

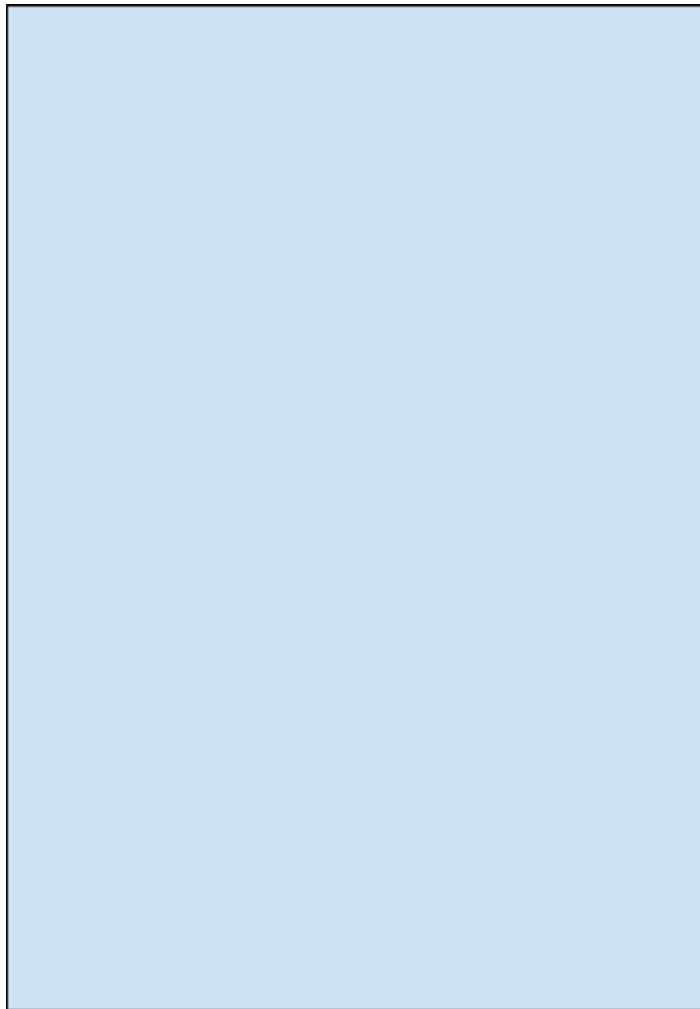
December 2021



Things to Accomplish

Plan Ahead
08/01 - Circle Officers and Chairmen (#468)

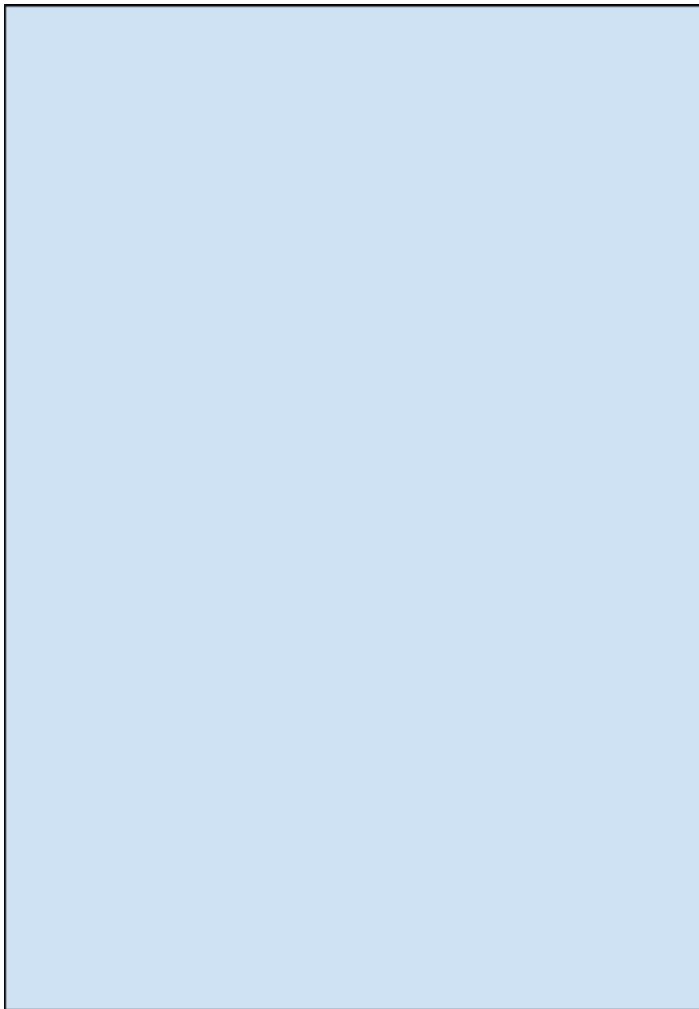
January 2022



Things to Accomplish

Plan Ahead
08/01 - Circle Officers and Chairmen (#468)

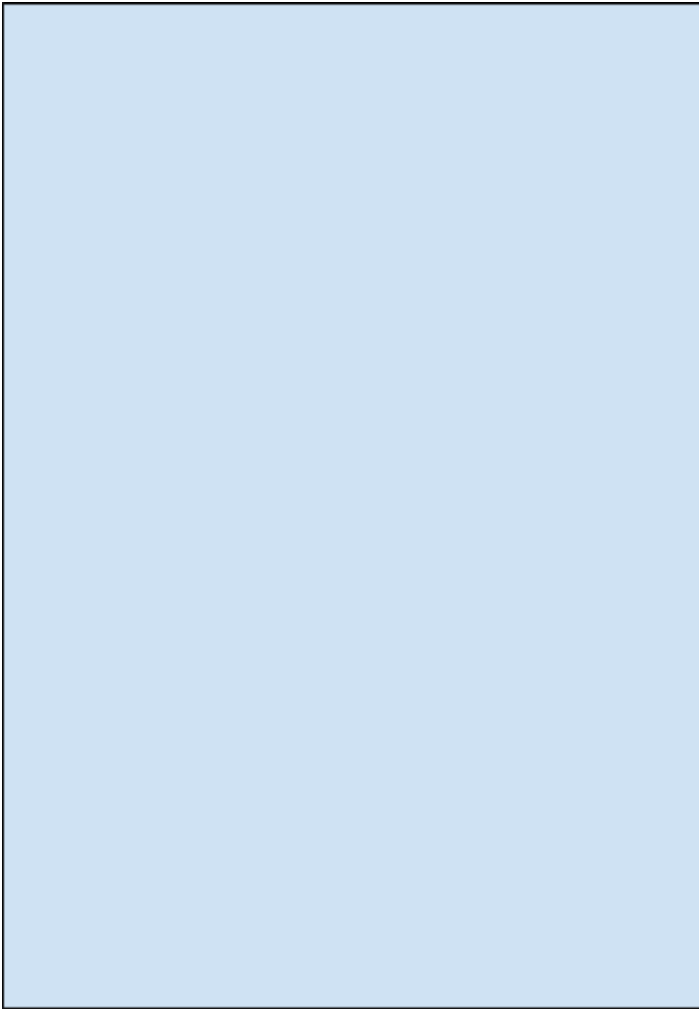
February 2022



Things to Accomplish

Plan Ahead
08/01 - Circle Officers and Chairmen (#468)

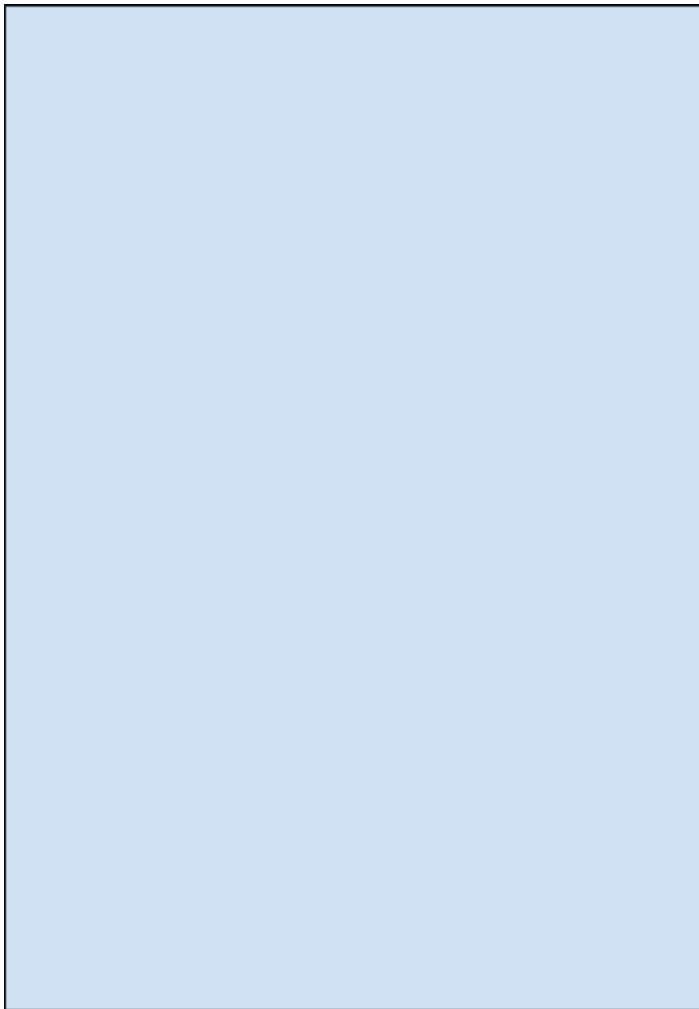
March 2022



Things to Accomplish

Plan Ahead
08/01 - Circle Officers and Chairmen (#468)

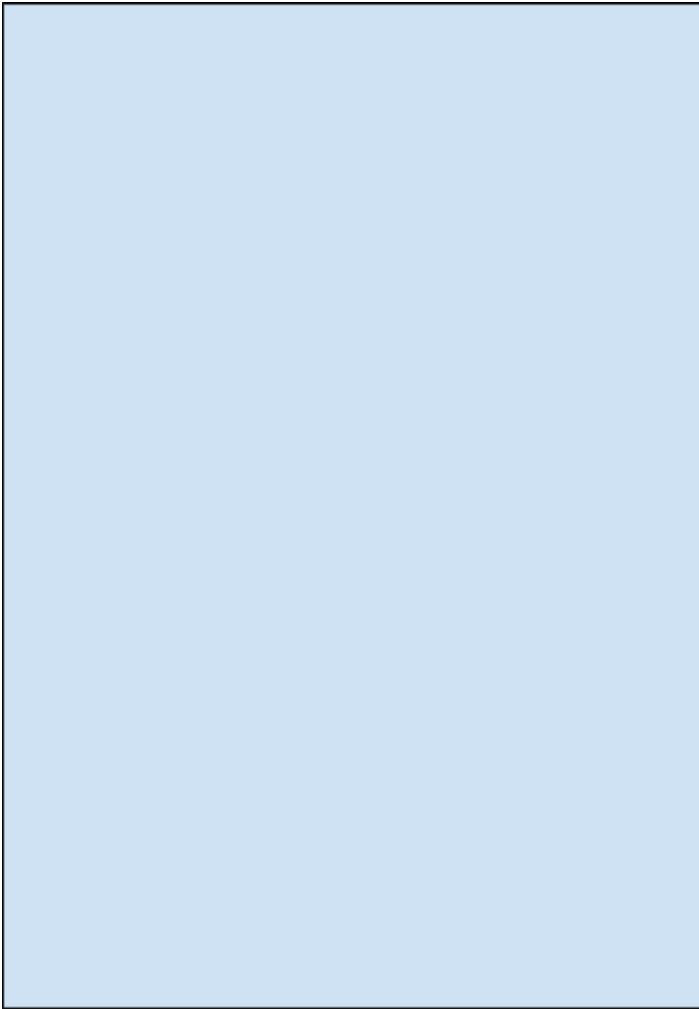
April 2022



Things to Accomplish

Plan Ahead
08/01 - Circle Officers and Chairmen (#468)

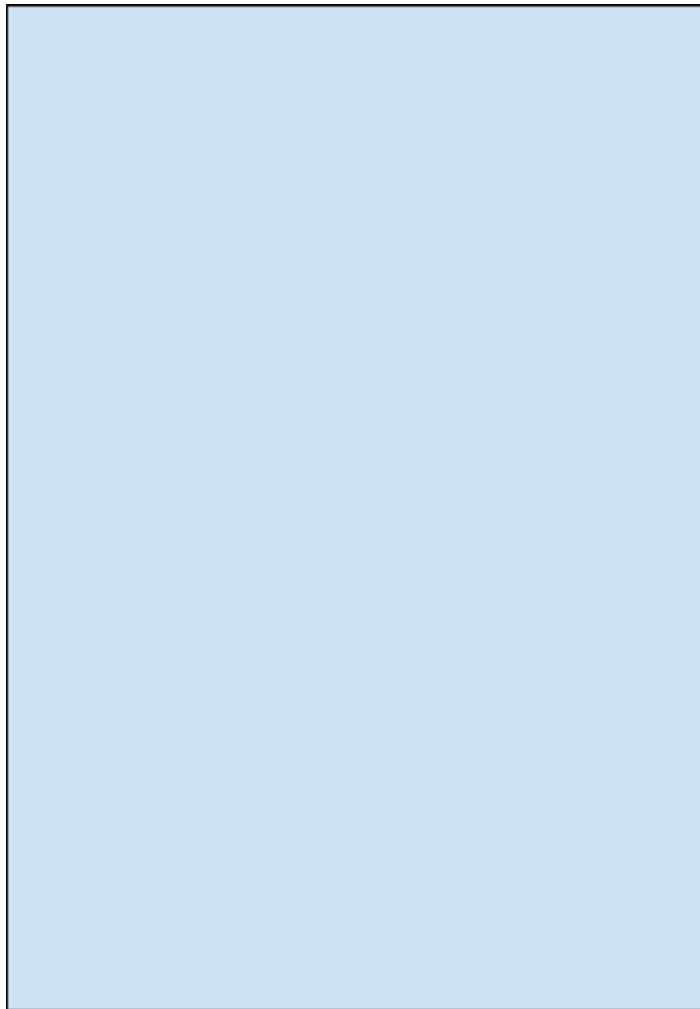
May 2022



Things to Accomplish

Plan Ahead
08/01 - Circle Officers and Chairmen (#468)

June 2022



Things to Accomplish

Plan Ahead
08/01 - Circle Officers and Chairmen (#468)

Duties at a Glance

Chief Squire (Elected)

- Sets circle goals
- Presides over meetings
- Appoints committees
- Ex-officio member, all committees
- Countersigns all checks (if applicable)
- Appoints marshal, sentry, arm and pole captains
- Responsible for petty cash
- Responsible for members' conduct

Deputy Chief Squire (Elected)

- In the chief squire's absence, assumes all responsibilities and duties of the chief squire
- Assists chief squire
- May be appointed special committees
- May act as arbitrator (dispute settler)

Notary (Elected)

- Submits Form #468 and membership documents to Supreme Office
- Keeps records of meetings
- Keeps meeting attendance records
- Responsible for communication

Bursar (Elected)

- Collects dues, initiation fees and other money
- Countersigns all checks (if applicable)
- Pays bills approved by circle
- Responsible for petty cash
- Deposits income (if applicable)
- Gives monthly financial report
- Issues receipts
- Distributes membership cards
- Maintains member ledgers
- Keeps accounts for circle

Marshal (Appointed)

- Maintains circle property
- Prepares meeting chambers
- Checks credentials
- Escorts visitors
- Maintains order

Sentry (Appointed)

- Guard chamber entrance during meetings, investitures

Arm/Pole Captain (Appointed)

- Assist marshal in his duties
- Lead candidates during investiture ceremonies

Committee Chairmen (Appointed)

- Select committee members
- Organize committee
- Delegate responsibilities
- Schedule activities for circle (minimum 4 per year)
- Make job assignments and set task deadlines for committee members
- Offer assistance and guidance to committee members

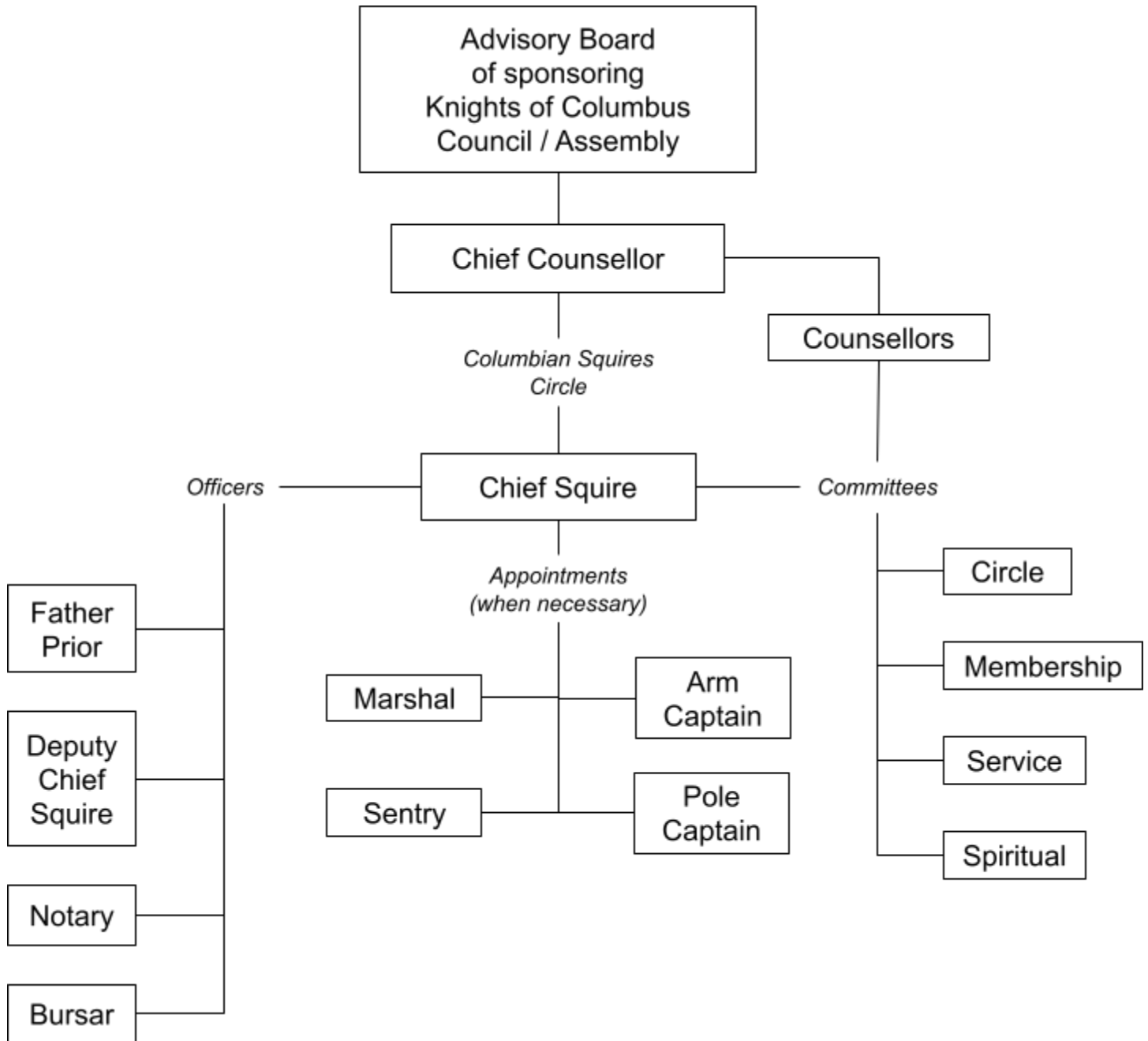
Chief Counsellor (Appointed)

- Supervises/advises officers
- Teaches leadership skills
- Supervises other counselors
- Trains other counselors
- Countersigns all checks with the chief squire and bursar
- Review officers' records
- Maintains liaison with the sponsoring council/assembly
- Recruits additional counselors

Father Prior (Appointed)

- Provides spiritual guidance and advice
- Serves as spiritual committee counselor

Columbian Squires Organizational Chart



Event Suggestions

The best way to get new ideas for your circle is through the Squires Compass newsletter that the Provincial Board sends out quarterly. But, these are some good ideas for your circle to have in your back pocket.

Circle	Membership
Pond Hockey Tobogganing Public Skating Video Game Night Movie Night Card and Board Game Night Making Valentines Card for the Widows of Knights Mother's Day Brunch Yard Sale and BBQ Beach Day Picnic Soccer Tournament Bowling Night Sports Night Christmas Gift Exchange	Laser Tag Basketball Tournament Gaming Tournament Christmas Potluck Christmas Caroling Pizza Party Parish Breakfast Open Gym Night New Years Party Movie Night Parish Membership Drive Escape Room Paintball Karaoke Trivia Night
Service	Spiritual
Squires Mass Parish Breakfast Snow Cleanup Event Park/Beach Clean up Senior Centre Visit Parish Barbecue Church Clean up Food Bank Volunteering Cemetery Clean up Car Wash Volunteering Volunteering at KofC Events KofC Banquet Setup/ Clean up Cleaning up Seniors Lawns Back-to-School Supply Drive Shopping for Seniors Event	Human Rosary Watch a Spiritual Movie Spiritual Retreat Prayer after Meetings Saint of the Month Daily Prayer Bible Study Teaching Mass 40 Days for Life Campaign All Day Confessions Considering the Priesthood (visit the local seminary and meet the seminarians, or have a seminarian/priest talk about his calling) Squires Mass (greeters, readers, altar boys, sitting together.)

Officer Recommendation

The officers within your circle and the provincial board have a lot of responsibilities and some prior experiences within or outside your circle would be useful for the officers to perform their tasks. To re-emphasize, these are recommendations for your executive officers, not requirements.

Chief Squire

- 2 years experience on executive
 - 1 year as Deputy Chief
- Organizational Skills

Deputy Chief Squire

- 1 year experience on executive
- Reliable
- Good communication skills

Notary Squire

- 1 year experience on executive
- Ability to collect and record information efficiently
- Organizational Skills
- Keyboard Skills

Bursar Squire

- 1 year experience on executive
- Strong abilities with numbers
- Organizational Skills

Marshal Squire

- Understanding of Squires Protocol
- Assertive tone

Sentry Squire

- Understanding of Executive positions

Committee Chairmen

- Assist executives in their tasks
- Understand your respective pillars



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Esto Dignus - Be Worthy

