



Virtual Supreme Council Meeting
August 3-4, 2021
Delegate Registration

The Supreme Secretary has designated each Immediate Past State Deputy (IPSD) as his representative to register his State Council's delegation for the 2021 Virtual Supreme Council Meeting.

Credentials

The credentials for the 139th Supreme Convention will consist of an Excel document, based on the delegates elected at each state convention. The Excel document, referred to as the Excel Credential Document, will be distributed to the IPSD for registration at the Delegation Gathering Site of each jurisdiction. Verification of a delegate's ability to be registered and seated for the meeting will involve the presentation of a valid membership card to the IPSD. The customary individual delegate credential will not be produced for the Virtual Supreme Council Meeting.

Registration Process

- The General Office Department will send the Excel Credential Document to the IPSD for registration and verification of delegates.
- On Tuesday, August 3, the IPSD will register each delegate by evaluating their membership card and confirming their phone contact and email address. The phone, email and membership number of each delegate shall be included in the Excel Credential Document and the following information about delegates should be included as well:
 - If they are seated as the delegate, mark YES
 - Alternate information should replace the original delegate on the excel document, and their attendance should be marked as YES
 - If a position is vacant, mark NO
 - For all delegates, indicate if they are participating at the Delegation Gathering Site or from home.
 - Permission from the Supreme Secretary, for a Delegate to participate from home, must be obtained prior to August 3, or the position must be recorded as vacant
- Once the delegate is registered, the necessary delegate packet should be presented to the delegate, and he can be admitted to the Convention Proceedings.

Roll Call

The IPSD must email the updated Excel Credential Document to ConventionDelegates@kofc.org.

- To ensure proper credential reporting, all delegates must be reported before the start of the Opening Mass, 6:30 pm (ET) on Tuesday, August 3
- The action of emailing the list on August 3, will affirm the States' list for the roll call

Remuneration

Mileage and per diem for delegates attending the 139th Supreme Council Meeting:

- Delegates participating from the jurisdiction's designated site will be reimbursed mileage (1 way) and the per diem of \$400 for 3 days (\$1,200 in total)
- Delegates approved to participate from home will receive no mileage and per diem of \$400 for 2 days (\$800.00 in total)
- Payment is made in the Delegates native currency, using a conversion rate set on July 1.
- The State Deputy, IPSD and delegates from jurisdictions outside the United States and Canada are paid by EFT or wire transfers. Delegates from the United States and Canada will receive a check mailed to their home address.