



KNIGHTS OF COLUMBUS

MEMORANDUM

TO: State Deputies

FROM: Patrick T. Mason
Supreme Secretary

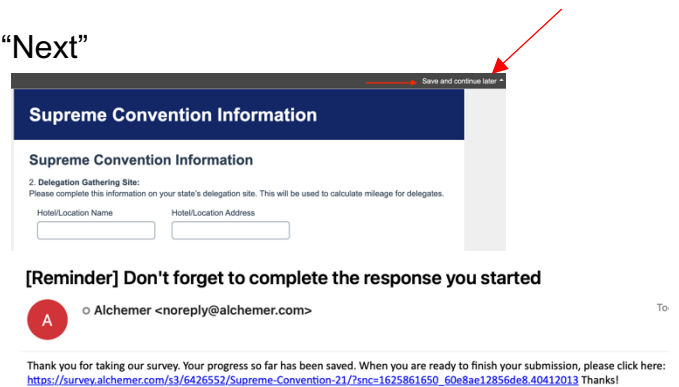
DATE: July 12, 2021

SUBJECT: 139th Supreme Convention

As we approach the 139th Supreme Convention, we request you to provide us with certain information that will help us in our preparations.

Please complete this [online form with pertinent information](#). You can save the form and make edits as needed. To do so, follow these steps:

1. Enter your Jurisdiction on Page 1 and click “Next”
2. On Page 2, you will see a black bar at the top and in the right-hand corner a button that says, “Save and continue later”. Click this drop down and enter your email address, then click save.
3. You will receive an email from “Alchemer” with a link to return to the form at another time. Please check your spam folder if you don’t receive this email right away.



The following should be completed by July 16, 2021:

Delegation Gathering Site – This information will be used to calculate the mileage for delegates. There is no need to email this information to the Supreme Secretary’s email box.

Shipping Information – Ideally your Delegation Gathering Site will hold materials we ship before you arrive, or you will need to provide us another shipping address.

K of C Tech Lead – This person will be responsible for ensuring a smooth technological presentation at your gathering site. State Deputies should appoint a “K of C Tech Lead” who will be available for any necessary practices, and to solve local tech issues during the sessions. We will be using the same broadcast

methods as last year. The Masses will be broadcast live on EWTN and the internet. The Awards session will be publicly broadcast on the internet. The Business session will require a login to access the secure video broadcast. Voting will be conducted, as needed, using the FLS telephone platform. The K of C Tech Lead will need to set up the local equipment, log into the necessary web pages, and manage the FLS dial in process. Additional information will be provided to your K of C Tech Lead, and all links will be available at kofo.org/convention at the time of the Convention.

Attendance numbers – Updated numbers will be needed by July 23rd. This information will help us provide the proper amount of materials for delegates, other brother Knights, and family members who will be present at the State Gathering Site.

The attached [Delegate Registration document](#) outlines the credentialing and registration process, which should be handled by the Immediate Past State Deputy. Please review this document with your Immediate Past State Deputy so that he is prepared to report before the designated time. The document also answers questions regarding the reimbursement of delegates.

The agenda is as follows. All times are EDT.

Tuesday, August 3

6:30 PM	Opening Mass
8:00 PM	Supreme Knight's Annual Report

Wednesday, August 4

10:00 AM	Modified Business Session
2:15 PM	Awards Session
3:00 PM	Memorial Mass

Finally, we will again be using the "Convention Web App" to provide Officer Reports to Delegates. This application is also a great way for delegates to interact through picture sharing and messaging, and we recommend you strongly promote its download and use by your delegates during the convention.

cc. Board of Directors
Fraternal Mission Directors