STAR TRACKER CHECKLIST

DISTRICT DEPUTY CHECKLIST

2009-2010

COUNCIL NUMBER												
LOCATION												
DESCRIPTION	NOTE	DUE DATE							SUPREME COPY	STATE COPY	DIO DEP COPY	DD COPY
Form 185 - Report of Officers Elected	3	07/01/09										
Form 185 - Report of Officers Elected	2	07/01/09										
Form 365 - Service Program Personnel	1	08/01/09										
Form 1295 - Semi-Annual Council Audit		08/15/09										
Appointment of Round Table Coordinator		09/01/09										
Supreme Per Capita	1	10/10/09								n/a	n/a	
Supreme Catholic Advertising Fee	1	10/10/09								n/a	n/a	
State Per Capita	3	12/31/09							n/a			
State Charity Goal	3	12/31/09							n/a			
Form 1728 - Survey of Fraternal Activities	1	01/31/10										
Form 1295 - Semi-Annual Council Audit		02/15/10										
State Per Capita	2	03/01/10							n/a			
State Council Service Program Award		03/15/10							n/a			
State Family of the Year Nomination		03/15/10							n/a			
Supreme Per Capita	1	04/10/10								n/a	n/a	
Supreme Catholic Advertising Fee	1	04/10/10								n/a	n/a	
Round Table Activity Report		06/15/10										
Form SP-7 - Columbian Award Application	1	06/30/10										
Membership Gain (Net 5 Members or 5%)	1	06/30/10										
Insurance Gain (Net 3 Members or 2.5%)	1	06/30/10										
State Charity Goal	2	06/30/10							n/a			
Recruit at least one new member		06/30/10							n/a			
Active First Degree Team	3	N/A							n/a			
Seat One Delegate at State Convention	2	N/A							n/a			
Seat Two Deleagates at State Convention	3	N/A							n/a			

Note 1: Requirements for Star Council Award
Note 2: Requirement for Lone Star Award for Excellence (plus Star Council Award requirements)
Note 3: Requirement for Lone Star Award for Excellence with Distinction (plus Star Council Award requirements)