

(Type or Print legibly)

# MEMBERSHIP CONSERVATION REPORT



Council: \_\_\_\_\_  
District: \_\_\_\_\_

Page: \_\_\_\_\_ of \_\_\_\_\_  
Date: \_\_\_\_\_

	Date of Last Billing	No. Months	Name	Address	Telephone	Membership #	Committeeman Making Contact	Payment Received	Reason
1									
	Remarks & Comments								
2									
	Remarks & Comments								
3									
	Remarks & Comments								
4									
	Remarks & Comments								
5									
	Remarks & Comments								

- Upon completion: Attach respective 1845's.
1. **Must include FS, DD, Retention Chairman and GK Signature**
  2. Mail original of this form to the **State Retention Chairman**
  3. Keep a file copy for the Council's records

On my honor as a Catholic gentleman, I do swear that the information shown above is correct to the best of my knowledge.

Form – TX1845A (Rev July 2017)

\_\_\_\_\_  
Financial Secretary Signature

\_\_\_\_\_  
Retention Chairman Signature

\_\_\_\_\_  
Grand Knight Signature

\_\_\_\_\_  
District Deputy Signature

See reverse for instructions

## TEXAS MEMBERSHIP CONSERVATION REPORT

### DISTRICT DEPUTY CHECK LIST: COMPLETION OF FORMS –

NUST BE COMPLETED BY DD TO BE VALID

FORM 185	COMPLETED?	YES ___ NO _
FORM 365	COMPLETED?	YES ___ NO _
LIST RETENTION CHAIRMAN?		YES ___ NO _
FORM 1295	COMPLETED?	YES ___ NO _
1295 LIST DELINQUENT MEMBERS		YES ___ NO _

1. Form TX-1845A **Texas Membership Conservation Report** is in compliance with the Supreme Council's requirement whereas "the committee member will provide a written report of his findings to the Grand Knight". The committee member referenced here is a member of the Council Retention Committee appointed by the Grand Knight. (refer to Step #3 of the PROPER BILLING PROCEDURES in the Financial Secretary handbook).
2. A member of the Retention Committee must contact the delinquent member in person, explaining his benefits and attempting to save the member. Financial difficulty is not a valid reason for suspension.
3. Councils having incomplete audits or not submitting an audit for the past two consecutive and most recent audit periods CANNOT suspend a member.
4. Councils not submitting their Form 365 (Service Program Personnel Report) with a copy to the State Office CANNOT suspend a member.
5. Councils having submitted their Form 365 but failing to identify a council Retention Chairman CANNOT suspend a member.
6. Councils that have been suspended for failure to pay their Supreme Per Capita assessments CANNOT suspend a member.
7. Form 1845 (Notice of Intent to Suspend) must be signed by the council Grand Knight, the council Financial Secretary, and the council retention Chairman before submitting it to the Supreme Council Membership Records department. A copy must be submitted to the District Deputy and the State Retention Chairman.
8. Form TX-1845A (Texas Membership Conservation Report) must be signed by the council Grand Knight, the council Financial Secretary, the council Retention Chairman, and the District Deputy before submitting it to the State Retention Chairman. A copy must be submitted to the District Deputy. (Note: This report is not mailed to the Supreme Council)

<b>STATE RETENTION CHAIRMAN</b>	
Dennis Trainor 9911 Sunstone Point Dr Rosharon, Tx. 77583	(713) 376-1945 (c)  <a href="mailto:kcdennist@yahoo.com" style="color: blue; text-decoration: underline;">kcdennist@yahoo.com</a>