

**COUNCIL 112**  
GK Charles McGee  
11 Appleton Street  
Concord, NH 03301



**District DD13**  
DD Brian LaValley

January 06, 2023

This form was simplified in order that your council may quickly complete the following requirements that are due immediately upon receipt and **NO LATER than March 31, 2024**. PLEASE honor this deadline.

☐ **STEP ONE:** Your council's Per-Capita Assessment is based on the reported membership on file at Supreme as of January 1, 2024. This assessment is based on total membership minus all Honorary Life Members and Disabled Members. **The State Council per capita rate is \$5.20. The per capita rate for College Councils is \$0.00.**

**Council No. 112:** Total Members: 143, Honorary Life: 55, Disabled: 0, **Total Assessable Members: 88**

Please make out a check payable to **NH State Council** in the amount of **\$457.60** and make a note on the memo line **NHSC STATE PER CAPITA - Cat. 101**

☐ **STEP TWO:** It is your council's responsibility to carry a liability insurance policy for protection from the risk that it or its members may be sued and held legally liable for something such as injury or negligence during council related activities. Furthermore, all council events taking place on Diocese of Manchester property must understand the Roman Catholic Bishop of Manchester (RCBM) policy relating to the use of its facilities by non-profit organizations that are not sponsored by the parish, school, or diocesan institution. See the RCBM web site for the document "SHORT TERM USE OF DIOCESAN FACILITIES BY OTHERS". Your council may choose either to participate in a group policy available through the NH State Council **OR** it may subscribe to its own policy.

**PLEASE Check either YES or NO**

☐ **YES.** Add my council to the group policy offered through the NH State Council at **\$2.45 per member: Total Members: 143** minus (Honorary 6 + Honorary life 55 + Disabled 0 + Inactive 7)= **75 Members at \$2.45 per member = \$183.75**

Please make out a **SEPARATE** check payable to **KofC NH State Council** for this amount and make a note on the memo line: **NHSC Group Liability Insurance - Cat. 26**

☐ **NO, Council \_\_\_\_** will be covered by its own qualified liability insurance policy.

☐ **STEP THREE:** Please verify your council's **DELEGATES ATTENDING THE STATE CONVENTION**. Print all attending Delegates in the space provided. Changes after **March 31, 2024**, may delay the issuing of Per Diem.

<b>DELEGATES of RECORD</b>		<b>(Print <u>attending</u> Delegates)</b>	<b>Business Sessions Attending</b>
DELEGATE NO. 1	<<<None Provided>>>	_____	<input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
DELEGATE NO. 2	Roger LaFluer	_____	<input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
ALT. DELEGATE NO. 1	Warren Perry	_____	<input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
ALT. DELEGATE NO. 2	Jim Preisendorfer	_____	<input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun

☐ **STEP FOUR:** Mail this form and (both) checks **BEFORE March 31, 2024** to:

Mark Messier, NH State Council Secretary, 32 Fox Hill Road, Belmont, NH 03220

**Questions? Call (603) 520-5548 or email** Messiermw@hotmail.com

**Thank you for all that you do throughout the fraternal year!**