

## SOUTH DAKOTA KNIGHTS OF COLUMBUS 2026 CONVENTION CHECKLIST

**For Your Action: Being Prepared is to have fun.** This checklist is meant to ensure your council is fully engaged to send qualified Delegates and avoid acts of omission - leaving no stone unturned, ready to conduct the business of the Order.

Convention dates are April 24-26, 2026, in Pierre SD. The State Convention is usually the last full weekend in April.

**GRAND KNIGHTS:** Delegate Convention Registration / Meal Order Form. Registration begins early February after hotel menu and meal prices have been finalized. This year, Grand Knights are credentialing their delegates to the State Council to represent the council. Submit the registration on-line and send the form with council check to State Treasurer by April 1 for early bird meal rates. See item 10.

### All Delegates:

Hotel Reservations: Call the hotel directly to make your reservation in early February. Contractual deadline for reserved rooms for the “KofC block” of rooms is 23 March! See item 8.

### On-Site Check in:

**State Secretary's office by 1:00 p.m. April 24<sup>th</sup>.** Pick-up convention binder, meal tickets, etc.

**Host Council** for name tags and program agendas

Attend opening ceremonies Friday afternoon, business sessions and other meetings throughout the duration of the convention.

Hotel room check-in is 4:00 pm. Upon arrival, arrangements have been made to facilitate luggage holding in the Indoor Garden Courtyard aka **Hospitality Area** near the pool.

### Dress Code:

- Business Meetings/Luncheons; Business Casual attire. No Jeans or shorts, Council Shirts and slacks preferred.
- Clergy Banquet (Friday night). Men: Semi-Formal attire: suit coat, tie, slacks. Women: Cocktail Dress or equivalent
- State Dinner (Saturday night). Men Business or Formal attire: Formal Tuxedo, dinner jacket or suit with appropriate tie, slacks, & shoes. Women: Formal dress
- Fraternal Activities/Socials. Tasteful leisure attire after formal banquets/dinners have concluded.

Make all checks payable to: **SD KNIGHTS OF COLUMBUS**

Checklist items:	Deadline	Point of Contact
1. <b>State Per Capita Assessment</b> was sent to the Financial Secretary's October 2025. Please submit remittance upon receipt. Non-payment places council <b>in arrears</b> and precludes attendance at the state convention.	January 31	State Secretary
2. <b>Future State Convention Bid.</b> Submit a Letter of Intent to the State Deputy if your council desires to bid for future state convention. Prepare lively sales pitch for the convention.	January 31	State Deputy
3. <b>Tootsie Roll Order.</b> All orders and reports of Tootsie Roll Drive donations are reported via on-line form with checks sent to Point of Contact on the form.	February 15	Intellectual Disabilities Dir
4. <b>Current Membership.</b> Ensure membership roster is current. Status of membership on March 1 is used for membership awards at the state convention.	February 15	Membership Office at Supreme
5. <b>Award Nominations</b> All State Convention related forms are under the <b>Forms</b> tab on the state website: kofcsd.org.	<b>February 15</b>	<b>Submit electronically to:</b>
<b>JFK Knight of the Year.</b> Submit nomination electronically	<b>February 15</b>	State Secretary
<b>Family of the Year.</b> Submit nomination on Supreme form	<b>February 15</b>	State Warden
<b>State Council Program Awards (aka Outstanding Activity)</b> Nomination uses the Supreme form.	<b>February 15</b>	State Program Director
<b>Lifetime Achievement.</b> Nominate Knights with exemplary dedication of their lives to the Order and Church.	<b>February 15</b>	State Chaplain

<b>McGivney Award.</b> Nominate your council Chaplain for the sustained support and guidance they have provided to the Order and the Church.	<b>February 15</b>	State Deputy
<b>6. Resolutions.</b> Submit all draft state level resolutions electronically to the State Advocate.	March 15	State Advocate
<b>7. Convention Reports.</b> All District Deputy, all Activity Directors, Chairmen, and State Officer reports for the State Convention book. Electronic report is <b>limited to one page</b> , single spaced, 12 font. Share successes!	March 15	Administrative Assistant
<b>8. Hotel Reservation Deadline March 23, 2026.</b> “Knights of Columbus” contracted room rate expires.	March 22	<b>Pierre Ramkota</b> <a href="tel:6052246877">(605) 224-6877 – call early</a>
<b>9. Future State-Wide Events / Fund Raisers.</b> Submit a letter of intent if your council wishes to host a 2026-2027 state-wide tournament / fund raising / faith-based event.	March 27	State Deputy
<b>10. Convention Registration / Meal Order.</b> Grand Knights: register your delegates and submit the meal order form and check. Please use online form, send council check with copy of registration.	<b>Early Bird -</b> <b>April 1</b> April 15	State Treasurer
<b>11. Donations to State Council</b>	<b>April 1</b>	<b>State Secretary</b>
Bishop’s Burse	Please use new on-line pdf form. <b>SD Donation Form</b>  One check can now support one or multiple program areas. Fill out form and write one check for total donation.	
Clergy Days Meal		
Culture of Life fund		
Discernment / Vocations		
McGivney Camp Fund / Youth Activities		
Student Loan Fund		
House of Mary Shrine		
<b>12. Deceased Knights Report.</b> Financial Secretaries: report names of deceased Knights from your Council since the previous convention.	April 15	Vocations Director <b>Deceased Knight Report</b>
<b>13. Self-Nomination to the Supreme Convention.</b> Are you interested in attending? Review the requirements now, talk with your Grand Knight & self-nominate if interested.	April 15	State Deputy & Ceremonials Director
<b>14. On Site Check In.</b> Please arrive early and check in before the Opening Ceremony.	April 24	Both State Secretary office and Host Council desk
<b>15. District Deputy displays.</b> Check in with State Warden where displays are to be set up.	April 24	State Warden
<b>16. Special Project Fund Raffle Tickets.</b> Write a check and bring all tickets, sold and un-sold.	April 24	Family Director
<b>17. Pennies 4 Change.</b> <i>Fill the wheel barrel over the top!</i> Checks and Bills - always welcome! Ode to the Mr Lincoln	April 25 Banquet	Host Council – benefitting the SD KC Foundation
<b>18. Review State Convention website</b> for more detailed information such as the draft agendas, Proposed Resolutions, Shirt Orders, Supreme Delegate Nomination Form	Now	<a href="https://kofcsd.org/state-convention/">https://kofcsd.org/state-convention/</a>

Notes:

1. Use the **SD State Directory** (password protected) should you need to mail forms and checks by specific deadlines. Each form listed above is on the SD KofC website (kofcsd.org) and is linked to the new state officer emails by position not by their name.
2. The US Post Office no longer posts mail the day it is received. Postal Centers are out of state and postal delays are being experienced. Therefore, please utilize on-line submittals and emails, etc. to send nominations and requested information. When directed, print your email/forms and submit it with any checks, by mail to the Point of Contact, the earlier the better to be received at the latest - April 15.
3. Please do not make checks out to individuals. Address all checks payable to **“SD Knights of Columbus.”** Any questions? Please contact the individual in charge of the program or contact anyone on the State Council.