K of C Meeting Date_____ Business Meeting Agenda

1- (**1**) Call meeting to order. Time _____   # Attended: _____
2- Call for Warden to close chamber doors and have guards assume their positions
3- Call for Warden's validation of membership cards.
4- (**4**) Brothers let us invoke the Devine Blessing by reciting the Lord's Prayer (Typicall call on Chaplin
5- (**3 ---1**) Pledge Allegiance to the Flag (Have the Warden lead this)
6- (**2**) Call on Recorder for Roll call of Officers.
7- Call on Recorder to read last month's meeting minutes. Get minutes approve minutes.
8- Chaplin Report: _____
9- Chancellor's Report _____
10- Admissions Chairman's report.
11- GK Report:
        a- Special thanks to: (Take the time to thank and recognize individuals for specific contributions).
        b- _____.
        c- _____.
        d- _____.
        e- _____.
12- Call for the Treasure's report: _____.
13- Ask Recorder for the reading of all new bills submitted and then hand over to Trustees for their review.
        a- Get Trustees recommendation for bills.
        b- If favorable ask for a motion to get bills paid.
14- Call for FS Report: _____.
15- Call for Chairman's report: (You may have more than one Chairman and each should be called)
    _____.
16- Call for any unfinished business:
        a- _____
        b- _____
        c- _____
        d- _____
17- Call for new Business:
        a- _____
        b- Any other business? _____

18- Lectors Report: _____
19- Call for the "Good of the Order": ** Does anyone know of any members in distress or need to be put on our prayer list? _____
20- Optional: 50/50 drawing. Winner _____   Present: Yes __   No __
21- Close meeting with Prayer (**4 ---1**)

Key: Numbers in parentheses indicate the # of Gavel raps. When you see a (# --- #) The first # is at the opening of that item and the last # is at the end of that item.