



What you'll need...

Where you'll get it...

**What you'll need:**

District Deputy jewel of office.

Where you'll get it:

From your state deputy, at the installation ceremony this summer.

Note:

This applies to newly appointed District Deputies only. Reappointed District Deputies should already have their jewel of office. If you are appointed after the installation ceremony is held, your jewel will be mailed directly to you.

What you'll need:

District Deputy robe.

Where you'll get it:

From your predecessor.

Note:

If the robe is unsuitable for wear, you must return it to the Supreme Secretary at One Columbus Plaza, New Haven, CT 06510-3326, and request a Robe Form #588 from the General Office Department (Telephone: 203-752-4379). If you are a District Deputy for a newly created district, please request a robe as directed above. Robe forms will not be distributed before a district deputy is officially appointed.

What you'll need:

First Degree Ceremonial Book.

Where you'll get it:

From your predecessor.

Note:

All the first year District Deputies should obtain a First Degree Ceremonial Book from their predecessors. Your predecessor is considered to be the person who was assigned to your District number last year. If your predecessor does not have the book, please contact the Ceremonial Department at the Supreme Council Office, One Columbus Plaza, New Haven, CT 06510-3326. (Telephone: 203-752-4346).

What you'll need:

District Deputy Packets.

Where you'll get them:

From your state deputy.

Note:

Administrative and membership packets will be distributed at the organizational meeting for District Deputies. Programming packets will be mailed to your home address. If you are appointed after the organizational meeting, all packets will be forwarded directly to your home address.

What you'll need:

KofC Web Site Access for "Reports Online"

Where you'll get it:

Supreme Council Office – Available July 1st

Note:

Existing Accounts – If you've previously used "Reports Online", use the same username and password. Passwords expire every 90 days.

New Accounts – Effective July 2nd, the Web site will automatically generate a letter containing a personal invitation code along with the information you need to register your account.

Never Received an Invitation Letter – when this situation occurs, District Deputies need to contact the Customer Service Center at 800-380-9995 to request their Invitation Code.