

MI FORM – 1
(Rev 4 dtd 11/1/2007)

INSTRUCTIONS FOR COMPLETION

The newly revised MI Form-1 has many new features, but is basically the same form and the same format that has been in use for many years. This form can be completed A. *while opened* on the website...OR...B. it can be printed and completed as a blank form. Note: RED data entry points are “*required activities*”...these will only print in *red* on a color printer.

- If A. (while opened), begin by placing an “x” in the box at the top of the form for the quarter being reported, and hit “enter”. The “x” will show up in the box.
- Enter the “Council #, District # and Diocese on the lines provided.
- Go to “Church Activities” section. Enter the date/s each event was held and the # of times the event was held. If more room is needed go to page 2, “Church Activities” section and enter additional data. Please be certain that the number of activities entered corresponds with the specific dates of the activities entered.
- Continue to “Community, Family, Council and Youth Activities” sections and continue to enter data reflecting council activities for the quarter.
- All sections will automatically tally all totals of “# of Times” column entries on both page 1 and page 2 and all page 2 totals will carry to page 1.
- When complete, double check your work and be certain that the data you want is the data that is showing up on the form. Make changes as necessary.
- Print the form (form can also be saved electronically).
- Grand Knight “MUST SIGN” the form next to the “Grand Knight” space on the form.
- If eMailing a copy to the DD and the DPD, please remember that a “signed” copy must also be mailed or faxed to the DD for his further “signed” approval prior to forwarding the final approved form to the Diocesan Program Director.
- KEEP A SIGNED COPY FOR YOUR COUNCIL RECORDS

- If “B” ...print and complete as a blank form, begin by printing the form.
- Write in all of the information in each section, as has been the practice with previous MI Form 1 documents.
- Where there are “0”s already printed in the “Page 2 Total” and “Total (Church, Community, Family, Council and Youth” lines, cross out the “0” and enter your actual totals. Total your Page 2 totals first (if using a page 2) and enter that data in the correct box before totaling the Page 1 and Page 2 totals.
- Review all of the data entered to make certain it is correct. Make changes as necessary.
- Sign the form next to the “Grand Knight” space provided. Mail signed copies to District Deputy and DPD.
- District Deputy to review in detail and if correct, sign/approve and forward approved copy to DPD.

NOTE: ONLY THE DATA FROM THE DD’S APPROVED FORM WILL BE ENTERED INTO THE DISTRICTS SUMMARY SHEETS FOR SUBMISSION TO THE DIOCESAN PROGRAM DIRECTOR. A FORM SUBMITTED BY A COUNCIL, BUT NOT APPROVED BY AND FORWARDED BY THE DISTRICT DEPUTY WILL NOT BE CONSIDERED SUBMITTED UNLESS ACCOMPANIED BY A WRITTEN EXPLANATION FROM THE DD AND THE DPD TO THE STATE PROGRAM DIRECTOR.

Questions regarding this form, or the instructions for completing this form should be directed to the State Office via eMail (if possible). They will be routed to the correct individual and a reply will be forthcoming.