



**Knights of
Columbus®**
Ohio
State Council



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Worthy Grand Knights, Financial Secretary and Membership Directors

To assist in expediting the processing of all Membership Documents, the Supreme Council accepts electronic submission of the paper Form 100 as an alternative to submitting via Officers Online candidate tab. Note, scan copies only, fax copies are not acceptable, since most are illegible.

When Sending From 100's please keep in mind the following:

- Submit the forms right after the member has received his Exemplification of Charity, Unity and Fraternity degree.
- Ensure the Form 100 is completed fully and legibly by the member, including member's name, address, birth date and signature.
- Both Grand Knight and Financial Secretary signatures **are required**.
- If a Form 100 has been emailed to the Supreme Council, you DO NOT need to mail in the original form.
- Form 100's must be signed by the member, if the form is not signed it can not be processed.
- Failure to complete the Membership Document properly causes delays in processing and possible returning of the form to the council for needed information.
- Documents submitted electronically should be sent to following email address:

Form100@ohiokofc.org

Preferred method of adding new members by using Officers Online and the Candidate tab by the Grand Knight and Financial Secretary. More information found at <https://kofcoho.org/membership/recruiting-tips/> bottom of page, under Video Resources section for Online Form 100 Candidate Tab FAQ and 4 minute Candidate Tab Training Video.

Fraternally,

Andrew Nuckols
State Growth Director



