

# FS-101

## Member Management Training for Financial Secretaries and Faithful Comptrollers



### Session Agenda

FS Responsibilities vs. those of GKs and Treasurers

Online introduction to Member Management  
Council Information  
Member Management  
Member Billing/Receipts  
Retention  
Financials Sub-System

Q&A time for specialized or advanced training (send topics by July 25th)

**Date: Saturday, July 27, 2019**

**Time: 8:30 a.m.— 12:00 Noon**

**8:30 a.m. Hospitality**

**9:00 a.m. Session begins**

St Christopher Hall  
11331 Stewart St, El Monte  
Bring your laptop; WiFi available

Our Chapter will be hosting another FS -101 Supreme Member Management Training for Financial Secretaries and Comptrollers. Grand Knights, Treasurers, and other interested council members or other chapters' financial secretaries are also welcome to attend to see how a council's or assembly's membership and financial records can be maintained through this system.

**To prepare for set-up and hospitality, please RSVP to: Dale Pittman, State Trainer, at [training@kofc-sgvchapter.org](mailto:training@kofc-sgvchapter.org)**