



## NEW Process for reporting Honor Guard/Color Corps Events



Worthy District Marshals,

The District Master, as you know, provided the following guidance for the submission of Honor Guard Sign-in-Sheets:

**“All Honor Guard sign-in sheets from all the District Marshal assigned assemblies should still go to the District Marshal to be collated and sent to the Executive Secretary at the end of each month.**

**Email is: [exec.sec.co.kofc.4th@gmail.com](mailto:exec.sec.co.kofc.4th@gmail.com)**

**Change in Sign-In Sheets requirement: You will receive some sign-in sheets that are typed up. That has been to you to do or make sure it was done by the Color Corp Commander of the assembly or you could do it yourself. It is nice to have it done that way for the purpose of recognizing individual Honor Guard members but so far, that has not been done, so I am dropping the requirement. I think it has discouraged the reporting of the Honor Guard activity. I am only really interested in the date, location, and purpose of the Honor Guard. I am also interested in the assembly number and how many from a given assembly participated in the event.”**

As lead Marshal, here is my advice for best practices for Sign-in-Sheets: The Marshal/Navigator/Color Corp Commander in charge of the Honor Guard/Color Guard for the specific event is responsible for providing the Sign-in-Sheet. **SIGN IN SHEETS GO TO THE DISTRICT MARSHAL FOR HIS REVIEW.** On a monthly basis the District Marshal will forward the Sign-in-Sheets to the Executive Secretary and provide a copy to the District Master. The Sign-in-Sheet at a minimum will contain: 1) Date, 2) Location and 3) Purpose of the Honor Guard. Additionally, The District Master is interested in the assembly number(s) and how many members from a given assembly participated in the event.”

While it is not required, the name and contact information of Color Corps Members is very useful. Marshals could use this information to reach out to individual Color Corps members for support; when we need to form an Honor Guard for a short/no notice District wide event, when time constraints preclude sending the request through WFN or CCC communication channels or when Navigators send out request for support to the Marshal.

To capture the above information SK Dan Rolenc has added a modified sign-in-sheet to the DOCSMP.com web page. utilize this link: <https://docsmp.com/signinsheets.htm>

Let me know if you have any questions. Thanks for your support.

Fraternally,



Bob

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