



FINANCIAL SECRETARY TRAINING (Includes Faithful Comptrollers)

Covering Fulfilling the Duties & Responsibilities using Member Management/Billing

Dates: Saturday, October 6, 2018

Location: Knights of Columbus Museum
One State Street
New Haven, Connecticut

Agenda

- 9:30 AM – Registration (*Museum may not be open prior*)
- 10:00 AM Training
- 12:00 Noon – Lunch (approx.)
- 2:30 PM - Conclusion

Cost: \$5.00 per person – to offset cost of lunch.

If you plan to attend one of these training sessions, please RSVP to
Robert Goossens, PSD at bob.goossens@kofc.org

Space is limited, so please RSVP at least 5 days prior to date of the session so that accommodations can be made for seating, lunch and internet access.

Feel free to bring your lap top to training – access to Internet will be provided.