

4th Degree Standard Exemplification Guidelines for 2024

These guidelines are being provided to assemblies who desire to host a 4th degree exemplification. Ceremonials instill the message of the principles of our Order. It is important for continuity to be maintained to enhance a candidate's experience. Areas of the 4th degree that is consistent as much as possible for exemplifications include: start times, costs, treatment of dignitaries, state officers, degree team members, candidates, protocol, etc.

Guidelines allow for a hosting Faithful Navigator, their respective assembly representatives, or District Marshal to prepare for any 4th degree to be held on a date that has been approved by the District Master through the Ceremonials Director, Vice Supreme Master and Supreme. An assembly should **NOT** confirm a date or facility's use before the exemplification date has been confirmed as being available on the State Calendar by the District Master. Remember these are guidelines and may be adjusted during a fraternal year to meet the needs of a parish's varying circumstances. Assemblies should make an effort to follow as closely as possible the guidelines.

Included with these guidelines is a shortened checklist for simplicity and to ensure that the topical areas have been covered by a hosting assembly.

Remember it is important to keep in contact with the District Master who is ultimately responsible for the hosting of a 4th Degree Exemplification. Hosting a Patriotic Degree involves many parts and of the utmost importance is the fact that a team is needed. Their schedules must be a priority since this involves an entire team of people and not just an individual.

CHECKLIST PATRIOTIC DEGREE

- ___ Request date for hosting exemplification from District Master 150 - 180 days prior to desired date as requests need to be made through the State Ceremonials Director involving the state calendar, District Master, Vice Supreme Master and Supreme.

- ___ Contact made by Faithful Navigator of the assigned member of District Master's Registrar, District Marshal, and Patriotic Degree Team Captain.

- ___ Work with the District Master/Registrar by providing information to develop a degree announcement letter that includes: date, times, location, keynote speaker, ladies entertainment, appropriate dress for candidates and 4th Degree members: Black or dark (blue or grey) business suit with black socks and black shoes, white dress shirt (no button-down collars or French cuffs) and tie. A black tuxedo is optional but if worn, it must be worn with a white pleated tuxedo shirt with a lay-down collar (**no ruffles or French collars**) a black bow tie and cummerbund (**no vests**). We are honored to have active-duty Military personnel and encourage them to wear their dress uniform.

The approved letter will be forwarded to assemblies/councils and districts at least 90 days prior to exemplification via e-mail or by U.S. mail. A second e-mailing will be made approximately 30 days prior to the exemplification.

- ___ Mailings of degree notice is to be handled by the 4th Degree Executive Secretary and District Marshal's via e-mail.

- ___ Invitations as guests shall include:
 - _ Vice Supreme Master, District Master, State Deputy, and Elected State Officers to include the IPSD, 4th Degree Team Members, Class Honoree, Others as noted by the Master or Faithful Navigator

- ___ Ladies Entertainment: Determine venue, location and transportation needs as applicable.

- ___ Master's Registrars will provide a name tag, 4th Degree membership card, degree certificate and holder for each candidate attending exemplification.

- ___ Review with assigned Registrar member the program book and any solicited advertisements before it is printed. Master's Registrars prints the program book and solicits FN input for review and District Master's approval.

- ___ FN should be available for weekly conference calls with Registration Team and District Master at a minimum of 3 weeks prior to Exemplification for review of the size of the class, registration set-up, number of banquet attendees and day of registration coordination.

- ___ Provide food during registration process for candidates and members present.

Provide registration table and additional Registration Team workspace for:
 Collection of fees as applicable for candidate exemplification & guest banquet tickets
 Space for Registration Team to complete computer paperwork for degree

Provide an assembly member at registration table to assist with host assembly registrations

Provide two assembly members to hand out New Sir Knights Certificates and New Sir Knights Assembly and Financial Secretary copies of Form 4's

Provide space for a chamber & ante-chamber and assist degree team with setup as needed

At Mass, provide for the arrangement of:

Celebrant, Eucharistic ministers, Readers, Honor Guard, Choir, Organist as needed

Banquet – Head Table

Yes No

Class honoree

Speakers (if applicable), i.e. Vice Supreme Master, District Master, Keynote, State Deputy, etc.

PATRIOTIC DEGREE EXEMPLIFICATION SAMPLE SCHEDULE

<u>FOURTH DEGREE</u>	<u><i>Saturday</i></u>	<u><i>Sunday</i></u>
REGISTRATION	12:30 – 2:00 P.M.	11:30 – 1:00 P.M.
CANDIDATES TO ANTE CHAMBER	2:15 P.M. – 2:45 P.M.	1:15 P.M. – 1:45 P.M.
FOURTH DEGREE	2:45 P.M. – 4:30 P.M.	1:45 P.M. – 3:30 P.M.
MASS	5:00 P.M. – 6:15 P.M.	4:00 P.M. – 5:15 P.M.
Knighting Reenactment	6:15 P.M. – 6:45 P.M.	5:15 P.M. – 5:45 P.M.
SOCIAL/BANQUET	Social and banquet immediately following Mass	
LADIES ENTERTAINMENT	2:00 P.M. – 4:30 p.m.	1:00 P.M. – 3:30 p.m.

Dependent on **Mass** start times, use the appropriate day schedule, i.e. **5:00 PM** is a **Saturday** schedule and **4:00 PM** is a **Sunday** schedule. Adjustments may be made to accommodate a parish Saturday or Sunday mass schedule that may be different or at the request of the pastor.

THE DISTRICT MASTER IS TASKED WITH THE RESPONSIBILITY OF THE EXEMPLIFICATION OF THE 4TH DEGREE. IF ANY OF THE STATED CONDITIONS, INCLUDING START TIMES, CANNOT BE MET, THE HOST FAITHFUL NAVIGATOR MUST CONTACT THE DISTRICT MASTER AND/OR HIS REGISTRAR TO GAIN APPROVAL OF ANY DEVIATIONS BEING REQUESTED. THIS CAN BE EITHER AT THE TIME OF THE REQUEST OR AT LEAST FORTY-FIVE (45) DAYS PRIOR TO THE 4TH DEGREE.

GENERAL GUIDELINES

HOST ASSEMBLY

1. Assemblies wishing to host a Patriotic Degree exemplification are to provide the District Master a date(s) for the exemplification. The Master will review the date(s) with the State Ceremonial Director for the State Calendar. Requests should be made at least **150** to **180** days prior to the desired date(s). This allows the Assembly enough time to implement the necessary tasks involved with hosting an exemplification and for the requested date provided to the District Master to be submitted for approval by Supreme via the Vice Supreme Master.
2. Once the District Master approves the invitation letter, the District Master's Executive Secretary or District Marshal's will e-mail the approved letter announcing the exemplification, that includes the Registration and Program Booklet forms at least **NINETY (90)** days prior to the event. (**Refer Attachments A, B, C**) The hosting assembly should contact the assigned Registrar for the Exemplification to obtain the operational procedures in place for the hosting of a Patriotic Degree Exemplification.

It is **important** that a posted E-mail version of the exemplification letter and coinciding forms be sent to the State Webmaster, Steve Stank at stevestank@aol.com, for placement on the state website and 4th Degree web page. When mailing the exemplification letter announcement, it is to include, at a minimum, copies to the following:

- a. Vice Supreme Master, District Master & State Officers
 - b. District Marshals/DD's & FN's/GK's within a 100-mile radius
 - c. 4th Degree Team Captain
 - d. Ceremonials Director
 - e. State webmaster – stevestank@aol.com
3. **INVITATIONS**
The District Master's Executive Secretary is to ensure an invitation is sent to the Vice Supreme Master, State Deputy, all Elected State Officers, including the Immediate Past State Deputy, Ceremonials Director and the Patriotic Degree Team Captain and his team. The banquet meal is normally compensated at the discretion of the Master for these guests with the Assembly assuming the cost for Class Honoree and the Patriotic Degree Team Captain and his team. Included with the invitation is a copy of the letter. (**Refer Attachment A,B,C**) Invited guests are **still required to RSVP** at least **seven (7)** business days prior to the exemplification or they may be assessed a banquet fee. (**Refer Protocol Attachment E**)

IF COMPLIMENTRY BANQUET TICKETS ARE A HARDSHIP FOR ANY ASSEMBLY, CONTACT THE DISTRICT MASTER. IT IS NOT THE INTENTION OF THE DISTRICT MASTER FOR ANY ASSEMBLY TO INCUR EXCESSIVE COSTS AS A HOST ASSEMBLY FOR A PATRIOTIC DEGREE

4. **LADIES ENTERTAINMENT**

“No fund-raising raffles or cost to the ladies should be incurred during the provided entertainment unless it has been previously approved by the District Master.” The State Ladies Auxiliary is a resource that is available to assist with ideas for ladies’ entertainment. (Refer to the State Directory for contact information) Information as to the type of “**ladies entertainment**” is to be “**Included in the Invitation letter**” that announces the exemplification to allow for spouses of candidates and/or members, to plan their day accordingly.

5. Faithful Navigator or his representative will contact the Patriotic Degree Team Captain by phone, e-mail, or letter to learn of his needs for the exemplification and offer assistance.

6. **FEES**

A registration fee of \$70.00 to \$90.00 will be charged to each candidate’s assembly to cover the cost of the fee assessed by Supreme for each candidate, the 4th degree social baldric, 4th degree lapel pin and (1) one banquet ticket. The candidate’s lady and family members will be charged a separate predetermined fee for the banquet as agreed upon by the Master and Faithful Navigator. No other charges (except for a cash bar or tip jar) will be collected from a candidate. *The registration fee is the same whether or not the candidate remains for the banquet or not. Banquet fees are non-refundable after the cutoff date unless circumstances arise beyond the control of the payee.*

7. **HOSTING ASSEMBLY RESPONSIBILITIES:**

a. Read and comply with the Guidelines for a Registration Table. (**Attachment D**)

b. Provide for a quiet and secure location for the Master’s 4th Degree Registration Team. Responsibility for hosting all Patriotic Degrees is vested with the District Master. For that reason, assemblies will need to be in contact with the Master’s 4th Degree Registrars. The Registrar’s are responsible for collecting fees and the registration process, printing of exemplification certificates and 4th degree membership cards. They are also able to provide Assemblies necessary information and direction for being a host assembly of a Patriotic Degree Exemplification on behalf of the District Master.

c. Provide an ante-chamber of a necessary size to accommodate the number of candidates. Ideally space size should be approximately three to five square feet per candidate. Ensure that there are no seating or other obstructions in the ante chamber.

d. Provide a chamber for the exemplification of the degree that is of adequate size but not overly large and it should be devoid of extraneous stored items.

e. Assist the Patriotic Degree Team Captain and team members, as necessary, in the setup of the chamber. It is of the utmost importance to begin an exemplification on time. The Captain of the Patriotic Degree Team has the responsibility of clearing the chamber and preparing it for the degree.

f. Provide a room suitable for the banquet. If a head table is not set up for honored guests, provide seating at assigned tables near the podium for ease of those guests who are to be recognized and who may be asked to speak. A patriotic theme should be utilized with the use of red, white, and blue table coverings, etc. If a head table

is used, a patriotic theme should be consistent with the other table decorations.

- g.* Identify a Class Honoree and provide a biography to the assigned Registrar for the Program booklet. The selection of Class Honorees may be a living or deceased Knight, a family member of a living or deceased Knight or a member of a Catholic religious order whether or not a Knight.
- h.* Identify a Guest or Keynote Speaker. If there is an outside speaker at a banquet, the speaker must be Catholic and approved by the District Master.
- j.* A conference call is completed each week at a minimum of three weeks prior to an exemplification and the FN or his designee should be a participant in this call to discuss the particulars of the degree.
- k.* FN is to provide a member of his assembly to the Registrar' at the registration table to assist with the registration of the hosting assembly's candidates and member attendees.

ATTACHMENT A – SAMPLE EXEMPLIFICATION NOTIFICATION LETTER



John H Reddin Province
Colorado District Assembly
SK Dave Davis
District Master
4630 S. Galapago St.
Englewood, CO 80110

The Master of the Colorado District, Dave Davis, is honored to host an Exemplification of the Patriotic Degree on Saturday February 4, 2023 at 178 S 6th Ave, Brighton, CO 80601. The Assembly will take all steps necessary to ensure applicable COVID requirements of Adams County are met for cleaning, social distancing and masks if needed. Candidates who have achieved their Knighthood Degree and whose application has been approved by the Assembly are invited to be elevated to the Patriotic Degree. Families are welcome and encouraged to attend the Mass and banquet. Mass will be held following the exemplification at St. Augustine Catholic Church. This Mass fulfills your Sunday obligation.

Exemplification Location: Parish Life Center across the Street from St. Augustine Church.

SCHEDULE OF EVENTS (subject to change)

Registration, Coffee, and Snacks	11:30 AM - 1:00 PM
Candidates in Antechamber	1:15 PM - 1:45 PM
Ladies Entertainment	1:00 PM - 3:30 PM
Exemplification and Knighting	1:45 PM - 3:30 PM
Celebration of Mass	4:00 PM - 5:00 PM
Reenactment of Knighting after Mass	5:00 PM - 5:30 PM
Social	5:30 PM - 6:00 PM
Banquet	6:00 PM

Banquet Location: Columbian Home Event Center, located at 11th and Bridge in Brighton.

Fourth Degree members are encouraged to attend. Sir Knights with the Fourth Degree uniform are asked to participate in the Honor Guard for the Exemplification and Mass.

Sponsors and Faithful Navigators should accompany their candidates. **Do not allow a candidate to attend the degree alone.**

Candidates must have a current third-degree membership card in their possession as it will be checked. The celebration of Mass is an essential part of the degree. All candidates and families are encouraged to participate.

DRESS:

Dress for candidates and 4th Degree members: Black or dark (blue or grey) business suit with black socks and black shoes, white dress shirt (no button-down collars or French cuffs) and tie. A black tuxedo is optional but if worn, it must be worn with a white pleated tuxedo shirt with a lay-down collar (**no ruffles or French collars**) a black bow tie and cummerbund (**no vests**). We are honored to have active-duty Military personnel and encourage them to wear their dress uniform.

REGISTRATION:

Fourth Degree Membership (Form 4)

The Registrar must receive a completed **Form 4 Fourth Degree Membership Document** for each candidate. (An electronic Form 4 is available on <https://www.coloradokofc.org/wp-content/uploads/2021/06/FORM-4-FILLABLE.pdf>

*****Important:** Be sure Form 4 includes:

1. New member's membership number & signature
2. Proposer signature & membership number
3. Certification by Financial Secretary of the applicant's council
4. Faithful Navigator & Faithful Comptroller signature of Assembly he is joining.

Do not remove any pages from Form 4 prior to the exemplification. The Registrar will return these completed pages to a representative of the Assembly at the completion of the exemplification.

Registration Deadline

Registration for candidates must be mailed to the Registrar no later than **January 20, 2023**. E-mail registrations must be submitted by **January 27, 2023**. Even though copies of checks and Form 4s have been submitted electronically, the hard copies must be presented at the time of registration.

Faithful Navigators (or their designee) **MUST** pre-register all Candidates and send in payment, making note of any special needs required.

Registrations received after the deadline will be accommodated on a space available basis with every effort made to meet that accommodation.

To assist in the ease of registration, each Assembly submitting candidates should have a single point of contact for the Assembly regarding their candidates and associated paperwork. There may also be special pandemic conditions imposed on the Exemplification that will have to be communicated. When submitting Form 4s and associated paperwork, please submit the contact person's name and contact information.

COSTS:

Candidates

\$50.00 – fee for candidates attending **virtually** for St. Augustine Catholic Church exemplification, includes social baldric and lapel pin. Fee must accompany completed **Form 4 Fourth Degree Membership Document** and sent to registrar by date indicated. Those attending virtually must live more than an hour drive from where the live exemplification is taking place.

\$70.00 – fee for candidates attending **live** at St. Augustine Catholic Church: includes social baldric, lapel pin and banquet ticket. Fee must accompany completed **Form 4 Fourth Degree Membership Document** and sent to registrar by date indicated.

Late Fees

A late fee of **\$10 per candidate** will be assessed to the Assembly for each candidate registered after the deadline.

Payments

All checks payable to **MASTER OF THE DISTRICT** need to be mailed with completed **Form 4** and **registration form** to the Registrar no later than **January 20, 2023** or presented at the time of Registration.

For Priests:

- If attending a Banquet after having been exemplified in to the Fourth Degree, the gaining Assembly picks up the tab for the banquet.
- If attending a Banquet as a member of the hosting Assembly/Council, the hosting Assembly picks up the tab.
- If attending a Banquet but is not a member of the Knights of Columbus but is a Priest in residence at the hosting Assembly/Council, the hosting Assembly picks up the tab.
- If attending a Banquet and is a member of a non-hosting Assembly/Council the Hosting Assembly may charge the visiting Priests non-hosting Assembly/Council for the cost of the banquet.
- If attending a Banquet and is NOT a member of the Knights of Columbus and is NOT in residence at the hosting Assembly/Council the Hosting Assembly may charge the visiting Priests home Assembly/Council for the cost of the banquet.

- ❖ Faithful Navigators (or their designee) MUST pre-register all Candidates and send in payment, making note of any special needs required.
- ❖ Upon the completion of the Exemplification, members of the Assemblies who have had Candidates exemplified need to pick up from the Registrar the Assembly and Financial Secretary copies of the completed Form 4s for their new Sir Knights.
- ❖ **Assemblies and Councils are invited and encouraged to submit advertisements for the commemorative Program Book.** Please see attachment titled "Program Booklet Advertising" for details on cost and where to submit the advertisements.

Fraternally,

Dave Davis

Dave Davis, District Master
Colorado District
John H Reddin Province

Bob McLaren

Bob McLaren, Faithful Navigator
Assembly 2616
Brighton Colorado

Attachments: • Registration Form • Program Booklet Advertising Form

Registrar Information:

**Registrar CO K of C 4th Degree
Dick Callaway
2291 Coyote Creek Dr
Fort Lupton CO 80621**

[Use this email for communicating with the Registrar: DM.Registrar.CO.KofC.4th@gmail.com](mailto:DM.Registrar.CO.KofC.4th@gmail.com)

ATTACHMENT B - SAMPLE REGISTRATION FORMS



John H Reddin Province
Colorado District Assembly

LIVE Registration Form

Assembly Number and Name: _____

Assembly Contact: _____

Any Special Needs: _____

Initiation fee: \$70.00 per candidate (including Deacons), covers cost of baldric, lapel pin and banquet ticket for candidate. \$50.00 per candidate, if attending virtually, covers cost of baldric and lapel pin.

Cost of the banquet: \$25.00 for each guest age 12 and older. Children age 5 to 11 - \$15.00. Children under 5 are free. **Banquet fee for Guests is non-refundable after the deadline date.**

Please use one line per person attending 4th Degree.

Submit each candidate's COMPLETED Form 4 with registration.

Form 4 must be filled out with the following information: candidate's membership number, signatures of the candidate and proposer, certification by Financial Secretary of candidate's council and signatures from Faithful Navigator and Faithful Comptroller.

Please ensure a member of the candidate's Assembly meets with the Registrar to pick up the Assembly and Financial Secretary copies of the new candidate's Form 4 after the Exemplification.

Candidate Name (Print clearly, please!)	Membership #	Adult Guests	Children 5 to 11	Under 5	Ladies Program
Guest Name (Print clearly, please!)		Adult Guests	Children	Under 5	Ladies Program



John H Reddin Province
 Colorado District Assembly
VIRTUAL Registration Form

Assembly Number and Name: _____

Assembly Contact: _____

Location Attending: _____

Remote location candidates must be checked in by 1:00 pm and seated, ready for antechamber instruction by 1:45 pm.

\$50.00 per candidate, if attending virtually, covers cost of baldric and lapel pin.

Please use one line per person attending 4th Degree.

Submit each candidate's COMPLETED Form 4 with registration.

Form 4 must be filled out with the following information: candidate's membership number, signatures of the candidate and proposer, certification by Financial Secretary of candidate's council and signatures from Faithful Navigator and Faithful Comptroller.

Assembly and Financial Secretary copies of the Form 4 will be sent to the candidates Assembly after the Exemplification.

Candidate Name (Print clearly, please!)	Membership #

Total Virtual Candidates _____ X \$ 50.00 = \$ _____
Total Amount Enclosed \$ _____

Mail all registration forms, completed Form 4 applications, and checks payable to "MASTER OF THE DISTRICT" to the Registrar by **January 20, 2023**.

Or email scanned copies of this form, all Form 4s and checks to the Registrar by **January 27, 2023**. However, the originals of these previously emailed forms and checks MUST be received at the registration desk before candidates can be checked in.

Registrar Information:
Registrar CO KofC 4th Degree
Dick Callaway
2291 Coyote Creek Dr
Fort Lupton CO 80621

Use this email for communicating with the Registrar: DM.Registrar.CO.KofC.4th@gmail.com

ATTACHMENT C SAMPLE PROGRAM BOOK ADVERTISEMENT



John H Reddin Province
Colorado District Assembly

Program Book
CO KofC 4th Degree
Registrar Information:

Registrar CO KofC 4th Degree
Dick Callaway
2291 Coyote Creek Dr
Fort Lupton CO 80621

Program Booklet Advertising Form
Deadline January 27, 2023

For Assembly 2616 Hosted Exemplification on Saturday February 4, 2023

Please email your "**Camera Ready**" artwork to DM.Registrar.CO.KofC.4th@gmail.com and send your check payable to **Master of the District** and program book form to:

Mail to: **Program Book CO KofC 4th Degree**
Dick Callaway
2291 Coyote Creek Dr
Fort Lupton CO 80621

Preferred method: e-mail digital versions of ad or photo as Word, Power Point, or JPG document email to: DM.Registrar.CO.KofC.4th@gmail.com.

PDF documents are acceptable but may not look as good in the program book.

Assembly/Council Name and Number: _____

Contact Person: _____

Phone / email: _____

	This Exemplification Only	All Exemplifications For the Next year
Full Page (5"x 8")	\$ 50.00	\$ 250.00
Half page (5"x 4")	\$ 25.00	\$ 125.00
Quarter Page (2.5" x 4")	\$ 15.00	\$ 75.00

Deadline: January 27, 2023

ATTACHMENT D

REGISTRATION TABLE GUIDELINES - PATRIOTIC DEGREE

EVERY REGISTRANT AND MEMBER MUST READ, UNDERSTAND AND COMPLY WITH THE FOLLOWING GUIDELINES:

1. **EVERY** Knight is to be informed that cell phones are to be **turned off** before entering the Exemplification's ante-chamber and chamber. It is preferred that a candidate or members cell phone is left in their vehicle. Anyone that absolutely requires a cell phone to remain on, should keep it in the silent mode. Alternatively, leave the cell phone with an assigned contact. That contact will be able to notify the member or candidate in the degree in the event of an emergency. If an emergency notification is required in the chamber, a candidate should make it known to the Degree Marshall of the emergency.
2. Pictures and Videos are **NOT** allowed to be taken of the Exemplification chamber or of the Exemplification itself. Violators of this rule will be confronted and required to delete all photographs and/or videos.
3. Every candidate will be checked for possession of a **THIRD DEGREE** Membership Card. Other member Sir Knights will be checked for a Fourth Degree membership card.
4. **NO MEMBER**—especially **HOST ASSEMBLY MEMBERS** is to leave the chamber during the degree. If you cannot stay for the entire degree – **DO NOT ENTER.**

ANY questions concerning a Patriotic Degree **MUST** be discussed with the District Master and/or Patriotic Degree Team Captain.

ATTACHMENT E PROTOCOLS

Protocol is a basic common courtesy. Special rules have been established pertaining to proper conduct in handling certain situations. Where there is no specific rule governing a situation, you will not go wrong by employing common courtesy. A guest at your assembly should be treated with great respect. Anticipate and attend to the needs of your special guest and always show thanks and appreciation for their presence.

Invitations

Guests should be sent proper invitations in writing that is at least six (6) weeks before the event. A proper invitation to guests should be sent via US Postal Service rather than e-mail. The invitation should contain the following:

- a.* Invitation should be sent in the name of and signed by the Faithful Navigator although replies may be directed to a chairman or committee member.

- b.* Invitation should provide the guest with the timing, agenda, dress, and any other special expectations. It is embarrassing for a guest to appear only to find out that he is the only one at the head table not in a tuxedo or the only one wearing one; and

- c.* The District Marshal is a special representative of the District Master and should be invited to all exemplifications. His schedule may not permit him to attend in which case he should notify the FN prior to exemplification.

Guest Accommodation

All guests should be greeted by the Faithful Navigator. Courtesy dictates the Faithful Navigator be assisted by someone who would take care of the guests' hats and/or coats, someone to introduce them to others in attendance and someone to accompany them. Guests, including the District Marshals should not be left talking to themselves. They may not know many at the host assembly and therefore should not be left alone for any period of time. Various people in attendance should be made aware of the guest or dignitary's presence so that they may converse and keep company with them during their visit.

Speakers

Whoever is setting up the banquet should decide in advance those who may want to speak and notify them that they are speaking. In setting up the banquet, do not ask an invited guest to speak unless he has been forewarned. Many times, a Faithful Navigator, committee chairman or a Master of Ceremonies will approach a guest just before or during a program and ask if they want to speak. It gives the impression that they would prefer he did not speak but if he wanted to do so, they would permit it.

This does not preclude that a State Officer speaks as they should always be given an opportunity whenever they appear at a function. If several are present at the same function, it may be necessary to call on the senior ranking officer only to speak though all should be recognized and accorded the proper respect.

Banquets

A State Officer, District Deputy, Priest, or special guest should be accorded due recognition of the office or position he holds. He should always be seated in a place of honor that is commensurate with his position. A District Marshal should always advise the Faithful Navigator when he will be attending an exemplification. He should never appear unexpected.

A posting of colors should occur at a banquet and all present should recite the Pledge of Allegiance or have the playing of the national anthem. During the Pledge of Allegiance or national anthem all in attendance, including the head table or guests, stand facing the flag, with their hand over their heart. Those in civil or military uniform should salute. At a program or banquet, the invocation, is then led by a Priest if one is present and is should always the first order of business.

Head Tables

The use of a Head Table is left to the discretion of the assembly hosting the event. Should a Head Table be utilized, seating is usually arranged by the highest ranking official from the middle out to either end. Guests are introduced from the right toward the middle and then from the left toward the middle, excluding speaking members at the head table. The wives of all those seated at the head table should also be included at the dais. At a speaking program, guests are introduced from the lowest rank up to the speaker of the occasion. In the event multiple State Officers or ranking persons attend a function, not all of them have to be seated at a Head Table. Those not seated at the head table will be dispersed at tables designated for them. Placards should be made up that denotes the dignitary and seat location.

If a head table is not being utilized for honored guests, the hosting assembly will make arrangements for seating at assigned tables near the podium for ease of those guests who may be asked to speak.

Persons introduced from the audience for recognition, should be ranked from the top down as opposed to speakers who appear from the lowest up. The following priority list should apply for speaking programs and seating arrangements:

- a. Clergy
- b. Knights of Columbus (in ranking order)
- c. Civic dignitaries and other fraternities, i.e. Lions, Elks, Moose, etc.

When an introduction is conducted widows of a Past State Deputy is made first and followed by the introduction of the Past State Deputies.

When more than one Priest is present and a speaker does not wish to mention each by name, he should say "Rev Monsignori" or "Rev Fathers." Never use "Reverend Clergy" unless clergymen of different faiths are present.

ATTACHMENT F

Order of Procession

During various functions, the State Warden is tasked with the responsibility of ensuring the proper order of dignitaries for any processions. At 4th Degree events, this task falls to the District Marshall at the direction of the District Master. When a Knights of Columbus dignitary is not wearing their cape and chapeau, they and their spouse would proceed through the 4th Degree Honor Guard from the lowest ranking official to the top official. Generally, the suggested order of procession into the church for Mass for a Patriotic Degree function would be as follows:

Mass

- a.* Assembly Officers
- b.* District Marshals
- c.* State Council Officers
- d.* District Master
- e.* Vice Supreme Master
- f.* State Deputy

ATTACHMENT G
4th Degree Registrar Database Procedures

1. Candidates, Deacons, and Priests are identified separately on the “List of Candidates” worksheet in the Registrar’s database. Any Deacon at the exemplification should have their assembly pay his initiation fee and any Priest should have his assembly pay his banquet fee.
2. **Costs Concerning Priests:**
 - a. If attending a Banquet after having been exemplified in to the Fourth Degree, the gaining Assembly picks up the tab for the banquet.
 - b. If attending a Banquet as a member of the hosting Assembly/Council, the hosting Assembly picks up the tab.
 - c. If attending a Banquet but is not a member of the Knights of Columbus but is a Priest in residence at the hosting Assembly/Council, the hosting Assembly picks up the tab.
 - d. If attending a Banquet and is a member of a non-hosting Assembly/Council the Hosting Assembly may charge the visiting Priests non-hosting Assembly/Council for the cost of the banquet.
 - e. If attending a Banquet and is NOT a member of the Knights of Columbus and is NOT in residence at the hosting Assembly/Council the Hosting Assembly may charge the visiting Priests home Assembly/Council for the cost of the banquet.
3. On the guest sheet, it is one line per check or cash transaction. The only name needed is individual picking up or paying for banquet tickets.
4. If the candidate pays for guest banquet tickets and exemplification fee in one check, the guest count is included on the candidate list sheet only. If the candidate writes one check for the exemplification and another for guest banquet tickets, then there will be an entry for the candidate on both the candidate sheet and the guest sheet.
5. Each line in the sheet represents only one check. However, a check may be entered on multiple lines. So, if one check is written for two candidates, the same check number is entered on both candidate lines. The sum of all lines with the same check number must equal the amount of the check.
6. Cash transactions are recorded with a check number of “Cash.” Later the host assembly will take the cash and write a check to the Master for the amount of the cash. After that is done, all “cash” transactions have the word “Cash: replaced with the check number of the assembly’s check.”
7. Banquet tickets must be numbered and handed out in sequence. This permits easy cross checking of banquet receipts to banquet attendees.
8. The Assembly must have its comptroller and check signers at the exemplification as the Assembly will receive all cash collected and will write a check to the District Master for the amount of cash collected. The Master will provide a check to the Assembly to cover its portion of all banquet tickets.

9. The host Assembly will be responsible for ensuring that each Assembly with candidates going through the exemplification receives the Assembly and Council copies of the Form 4 at the banquet.
10. Have each candidate's registration packet put together (paper clipped) **BEFORE** start of registration. Make sure there is one packet per candidate. Order the packets by name, by Assembly, including at a minimum:
 - a. List issues with registration materials – missing information/signatures on Form 4
 - b. Form 4
 - c. Check
 - d. Banquet ticket(s) for candidate and pre-registered guests
 - e. Name tag
11. For banquet tickets not associated with a candidate, have packets of guest tickets already prepared. (Could/should be in envelopes with purchaser's name)
12. Have three registration lines
 - a. Pre-registered candidates (probably at least two stations)
 - b. Walk-in candidates
 - c. Banquet tickets only (does not include pre-purchased candidate and guest banquet tickets)
13. When candidate checks in:
 - a. Deal with any registration issues – fix the Form 4
 - b. Collect money if needed
 - c. Give the candidate his name tag
 - d. Send candidate to banquet ticket sales if he wishes to purchase additional walk-up banquet tickets
14. When someone checks in for the banquet:
 - a. If they are pre-registered and pre-paid, give them the prepared envelope/packet
 - b. If they are pre-registered but need to pay, get a check/cash, give the purchaser the tickets and put the check/cash into the envelope. Enter payment information into computer later.
 - c. If they are walk-ups, take payment and give them tickets with the next highest numbers
15. In a separate area, the registration team and computer will be set up. Packets from checked-in candidates will be provided to the registration person from time to time during the registration process. This will permit Master time to sign completed Form 4's before going to ante-chamber.
16. While candidates are in ante-chamber and then chamber for the exemplification, all registration materials will be completed, money collected will be reconciled, checks written, and supreme forms completed.