



Knights of Columbus

Fourth Degree
John H. Reddin Province
<http://www.az4thdegree.org>

17 November 2018

Dear Worthy Officers and Brothers All,

Please distribute this entire packet to all. Please actively recruit new members into the Fourth Degree.

The next scheduled Exemplification of the Fourth Degree will be in Yuma, AZ at the Hilton Garden Inn, 310 Madison Ave, Yuma, AZ 85364, Phone 928-783-1500 on Saturday, 17 November 2018. The class honoree is Sir Knight Edward "Ted" Nelson who served as a Navy Aviator during the Korean and Viet Nam wars.

The Exemplification will start at 10:00 AM. Following the ceremony, there will be a reenactment of the Knighting Ceremony for those who want to take photographs. During this period a ladies program will include a tour of the Arizona Historical Society, where a current exhibit of 66 portraits of America's warriors, painted by Pres. George W. Bush are on display. (Separate fee of less than \$10 is payable at the door).

Mass will be celebrated at 12:00 (Noon) and all Priests in attendance are welcome to concelebrate. A meal will follow.

One of the top Exemplification Teams in the entire order will present the degree ceremony. All Candidates must be in the traditional black tuxedo or a dark suit (black, dark grey or dark blue) white shirt, black shoes and conservative tie and pay the fees mandated by Supreme. Active Duty Military, Police and Firefighters are urged to wear their dress uniforms, and Priests their traditional dress. See the Letter of Instructions for more details.

Requirements: To be eligible for the Fourth Degree, candidates must have attained the Third Degree, and be in good standing.

Enclosed in this packet are the agendas for the Saturdays Exemplification activities: General Instructions, the Reservation Form.

Registered Knights will get a confirmation if they provide an email address that accepts email from azjhrpexecsec@gmail.com. DO NOT assume that you are registered. If you do not receive a confirmation, please call or email the Arizona District Master, for confirmation.

Please reproduce this entire packet and ensure that every candidate has a copy.

This letter; all forms and instructions; and additional information are available on the Master's Fourth Degree Web Site: <http://www.az4thdegree.org>

Sincerely and Fraternally,

Bryant Sayers
Arizona District Master



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08 September 2018

Fourth Degree Exemplification LETTER OF INSTRUCTION

1. Mandatory Dress

The mandatory dress for the exemplification for Candidates and Sir Knights will be one the following:

1. A **Dark Suit** (black, dark grey or dark blue), white shirt, black shoes and a conservative tie.
2. **Black Tuxedo**, pleated white shirt, black shoes, black bow tie and black cummerbund. The shirt must have a **PLAIN LAY DOWN COLLAR ONLY** as shown in the picture. **NO WING TIP COLLARS, VESTS, OR WAIST COATS ARE ALLOWED.**

Members of the Armed Forces, Police, & Firefighters may wear their full dress uniform in lieu of a tuxedo. Priests may wear Clerical Garb with Collar.

Dress for the luncheon guests will be church attire suitable for the occasion.

2. Recruitment


Faithful Navigators are encouraged to visit councils and start recruiting as many Third Degree Knights as possible or that will have their Third Degree by the Exemplification date. At every council meeting, there is time set aside for a Fourth Degree report. Grand Knights should allow the Faithful Navigator or a representative of the Assembly to speak and recruit at this time.

The Faithful Navigator or representative should walk the candidate through the registration process and hand this packet in its' entirety to the candidate to complete along with a Form 4.

3. Candidates Membership Application (Form 4)

PLEASE PRINT

1B 1A
CB 1

 **FOURTH DEGREE MEMBERSHIP DOCUMENT**
KNIGHTS OF COLUMBUS
A SOCIETY OF CATHOLIC MEN

PRINTED IN U.S.A. 4 7/11

MEMBERSHIP NUMBER **1234567**

LAST NAME KNIGHT		FIRST NAME JOHN		MIDDLE INITIAL		TITLE	
STREET 1234 S MAIN ST		CITY PHOENIX		ST / PROV AZ		POSTAL CODE / COUNTRY 85044	
HOME PHONE 480-555-5555		DATE OF BIRTH 10/16/1978		MARITAL STATUS M		1st DEGREE DATE 1/15/1997	
COUNCIL NO. 10062		CITIZEN OF WHAT COUNTRY? USA		BY BIRTH OR NATURALIZATION? BIRTH		IF NATURALIZATION HAVE FINAL PAPERS BEEN RECEIVED? YES <input type="checkbox"/> NO <input type="checkbox"/>	
DATE OF INITIATION		TERMINATION		ASSEMBLY NUMBER		CITY	
REASON FOR TERMINATION		NEW OR RESENT		14		PHOENIX	
PARISH CORPUS CHRISTI		FORMER				AZ	
I HEREBY DECLARE THAT THE ABOVE IS TRUE AND CORRECT AND THAT I AM A PRACTICAL CATHOLIC IN COMMUNION WITH THE HOLY SEE. <i>John Knight</i> 02/14/2013 SIGNATURE OF APPLICANT DATE		I CERTIFY THAT THE APPLICANT IS A THIRD DEGREE MEMBER IN GOOD STANDING IN 10062 PHOENIX COUNCIL NO. LOCATION		02/28/2013 DATE		<i>Rich Finnegan</i> SIGNATURE OF FINANCIAL SECRETARY	
SIGNATURE OF PROPOSER <i>Joseph Benedict</i> 14 10062 PROPOSER MEMBER NUMBER (REQUIRED)		RECEIVED FEES OF \$		DATE		APPLICANT INITIATED AT	
FAITHFUL NAVIGATOR <i>7. Dolan</i> 3/17/2013 DATE		APPLICANT INITIATED AT		DATE		Signature of Master (required for new members only)	
FAITHFUL COMPTROLLER <i>Herb Compton</i> 3/17/2013 DATE							

Supreme Secretary Copy

Example of properly filled out Form 4

All Form 4's must be filled out properly. Be sure the form has the candidate's **membership number** (top right hand corner) and **personal information**. Insure all blocks requiring signatures (**Applicant, Sponsor, Council Financial Secretary, Faithful Navigator, and Faithful Comptroller**) are completed. Rank or Title is for Priests or Military only. Please type or print legibly in **ALL CAPITAL** letters.

All required blocks must be completed before sending the Form 4's to the Master. Detach the Assembly's copy of the completed Form 4 and provide it to the Faithful Comptroller. Detach the Council's copy and provide it to the Financial Secretary. Send all other copies with the Registration form and payment to the Registration Chairman listed in this packet.

NOTE: Incomplete forms will need to be corrected ASAP.

Candidate Fees are **\$70.00** which includes one banquet ticket (mandatory and not refundable), a Social Baldric, and a Fourth Degree Lapel Pin. Fees for Priest Candidates including the above are **\$50.00**. Assemblies take care of (that is, pay for) Priest Fees and accommodations.

PLEASE NOTE: Send properly completed Forms 4's with candidate fees paid via checks made payable to *District Master Knights of Columbus*, shown on the Registration Form. All checks must be sent so as to arrive **NO LATER THAN 3 November 2018**.

4. Mass

Mass will be celebrated at 12:00 Noon. Everyone is invited to Mass. Priests who would like to concelebrate Mass should bring Alb & Stole, and inform the Arizona District Master in advance, per his contact information listed above.

5. Registration Form

The attached registration form at the end of this packet must be filled out completely and mailed along with full payment prior to **3 November 2018**. Registration forms may also be brought the day of the Exemplification. Please mark special needs access (wheelchair/walker) and/or dietary needs in the *Other Special Needs* box.

6. GENERAL INFORMATION:

Make additional copies of all Forms as needed. All documents included with this packet are available on-line at the Arizona Master's web site: <http://www.az4thdegree.org>. These forms can be downloaded, printed, and manually completed and may also be completed on-line using required publishing software. Instructions for electronically completing the Registration Form are posted to the web site. *Late registrations will be seated at available spaces and may not be seated with their Assemblies.*

NOTE: THERE WILL BE NO REFUND OF ANY PAYMENTS FOR ANY REASON AFTER 10 November 2018.

7. TENTATIVE AGENDA – 17 November 2018 Exemplification

Saturday

7:00 AM to 9:00 AM	Continued Registration of Sir Knights and Candidates.
9:15 AM	Candidates report to candidates' room to sign the registration log
9:30 AM	Candidates Process to main ballroom with Honor Guard (Sir Knights in
9:45 PM	Ballroom) Exemplification Fourth Degree
Following Exemplification	Knighting Re-enactment Photo Session immediately following the ceremony
12:00 Noon	Mass
10:00AM - 12:00 PM	Ladies Program (Arizona Historical Society, https://arizonahistoricalsociety.org/)
Following Mass	Luncheon



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17 November 2018

How to Register for the Fourth Degree Exemplification 17 November 2018, Hilton Garden Inn, 310 N. Madison Av, Yuma, AZ 85364

Please read and follow the below instructions carefully.

Third Degree Candidate Instructions

1. **Form 4** - You must have a completed & approved Form 4 processed through your gaining Assembly. Contact your gaining Assembly's Officers to ensure this has been done.
2. **Registration Form** - Complete the registration information to include personal data including special dietary needs and accessibility (wheelchair or walker).
 - a. Your banquet meal, and only yours, is included in the Candidate Registration Fee (\$100 for Candidates, \$70 for Priest Candidates).
 - b. Total all the charges and enter on the Grand Total Line.
3. **Payment**
 - a. If you are paying your Assembly to have them send payment on your behalf, you must make a copy of this completed form and give it to your Assembly. Enter ASSEMBLY WILL PAY in the block for Check Number on the original Registration Form sent to the Registration Chairman.
 - b. If you are paying directly, make your check payable to *District Master Knights of Columbus*. Write the check number in the "Check Number" block.
 - c. **Assemblies should pay all fees for their Priest Candidates!**
4. **Mail** - Mail your Form 4, the completed Registration Form, and check (if paying directly) as noted below.
Bill Neer
P.O. Box 31684
Tucson, AZ 85751

Sir Knight Instructions

1. **Registration Form** - Complete the registration information to include personal data including special dietary needs and accessibility (wheelchair or walker).
2. **Payment** – ALL SIR KNIGHTS ARE REQUIRED TO PAY THE \$10 REGISTRATION FEE!
 - a. If you are paying your Assembly to have them send payment on your behalf, you must make a copy of this completed form and give it to your Assembly. Enter ASSEMBLY WILL PAY in the block for Check Number on the original Registration Form sent to the Registration Chairman.
 - b. If you are paying directly, make your check payable to *District Master Knights of Columbus*. Write the check number in the "Check Number" block.
3. **Mail** - Mail the completed Registration Form, and check (if paying directly) as noted below.
Bill Neer
P.O. Box 31684
Tucson, AZ 85751

Additional Instructions

The hotel has reserved a small block of rooms for those of you who wish to stay the nights of 16 or 17 November at the reduced rate of \$114 per night. If you would like to reserve a room, call the hotel at 1-928-783-1500, tell them you are with the Knights of Columbus and the booking number is KOC18. Please make reservations early, as rooms will only be held for us until 3 November, at which time they will be released.



Knights of Columbus 4th Degree

John H. Reddin Province

Hilton Garden Inn, 310 Madison Ave, Yuma, AZ 85364

Registration Form

17 November 2018

This Registration Form including Letter of Instruction (includes proper dress) are available online at <http://www.az4thdegree.org>. If you received this form only, please go to the website to get the full information. Forms must be completed and mailed by 3 November 2018. No refunds will be issued after 10 November 2018. This form is fillable on your computer. This is the preferred method in order to ensure that the forms are legible. Include your email address in order to receive confirmation that you are registered. You may also include a self-addressed stamped envelope to receive confirmation.

**DO NOT ASSUME THAT YOU ARE REGISTERED UNLESS YOU RECEIVE A CONFIRMATION.
Please print name legibly as it will be used to fill out certificates & make name badges.**

Your Name: Title (Priest or Deacon):
First MI Last

Council Number: Council Name:

Assembly Number: Assembly Name:

Member Number:

Wife and/or Guest Full Name (If Attending)

Wheelchair Walker Other Special Needs (INCLUDING DIETARY)

Address:

City, State & Zip:

Daytime Phone: Evening Phone:

Email: PRINT IN CAPITAL LETTERS

	Priest Candidate	Third Degree Candidate	Sir Knight	Team Member	Total
Registration Fee:	\$50.00	\$70.00	\$10.00	N/A	
Banquet:	N/A	N/A	\$22.00	N/A	

Number of Guests: \$22.00 \$22.00

Check Number(s): **Grand Total:**

***Costs cover travel for degree team and hall rental ***

MAKE ALL CHECKS PAYABLE TO: **District Master Knights of Columbus**

Mail To: Bill Neer
P.O. Box 31684
Tucson, AZ, 85751