



Knights of Columbus

Fourth Degree

John H. Reddin Province

<http://www.az4thdegree.org>

25 May, 2019

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 Tucson AZ at St. Thomas the Apostle Parish, 5150 N. Valley View Tucson, AZ 85718-6121, Phone 520-577-8780. The class honoree is Richard Tracy. A complete bio will be available at the exemplification.

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 self-guided tour of the Botanical Garden or the Mini Time Machine Museum. More information will be provided as time approaches.

Mass will be celebrated at 12:30 and all Priests in attendance are welcome to concelebrate. A luncheon 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 Fraternaly,

Bryant Sayers
Arizona District Master



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17 November 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 dress 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. 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. Signatures


There are numerous signatures required on the Form 4, both from Council and Assembly Officers, which may only meet once a month. It is important to start this process as soon as possible.

- a. Candidate's signature and membership number.
- b. Proposer's signature and membership number
- c. Council's Financial Secretary
- d. Receiving Assembly's Faithful Navigator
- e. Receiving Assembly's Comptroller

4. 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 | | <input checked="" type="checkbox"/> NEW MEMBER <input type="checkbox"/> RESTORATION <input type="checkbox"/> TRANSFER <input type="checkbox"/> HONORARY MEMBERSHIP <input type="checkbox"/> HONORARY LIFE MEMBERSHIP <input type="checkbox"/> DATA CHANGE <input type="checkbox"/> SUSPENSION _____ reason _____ <input type="checkbox"/> DEATH _____ mo day yr _____ | |
| 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 _____ NO _____ |
| IF YOU WERE PREVIOUSLY INITIATED IN THE FOURTH DEGREE, GIVE: INITIATION _____ TERMINATION _____ ASSEMBLY NUMBER _____ CITY _____ ST/PROV. _____ | | | |
| DATE OF _____ | REASON FOR TERMINATION _____ | | |
| PARISH CORPUS CHRISTI | NEW OR RESENT 14 | CITY PHOENIX | ST/PROV. AZ |
| I HEREBY DECLARE THAT THE ABOVE IS TRUE AND CORRECT AND THAT I AM A PRACTICAL CATHOLIC IN COMMUNION WITH THE HOLY SEE. | | | |
| SIGNATURE OF APPLICANT <i>John Knight</i> DATE 02/14/2013 | | I CERTIFY THAT THE APPLICANT IS A THIRD DEGREE MEMBER IN GOOD STANDING IN COUNCIL NO. 10062 LOCATION PHOENIX | |
| SIGNATURE OF PROPOSER <i>Joseph Benedict</i> ASSEMBLY 14 | | DATE 02/28/2013 SIGNATURE OF FINANCIAL SECRETARY <i>Rich Finnegan</i> | |
| SIGNATURE OF PROPOSER 10062 | | | |
| FAITHFUL NAVIGATOR <i>7. Dolan</i> DATE 3/17/2013 | FAITHFUL COMPTROLLER <i>Herb Compton</i> DATE 3/17/2013 | RECEIVED FEES OF \$ _____ DATE _____ APPLICANT INITIATED AT _____ DATE _____ <small>Signature of Master (required for new members only)</small> | |

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**. **Banquet tickets are priced separately**. The \$70 registration fee covers the fee paid to Supreme, 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. The Banquet tickets reimburse the host Assembly for their expenses providing a meal.

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 18 May 2019**.

4. Mass

Mass will be celebrated at 12:30. 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 18 May 2019. 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 18 May 2019.

7. TENTATIVE AGENDA – 25 May 2019

Saturday

| | |
|---------------------------|--|
| 7:30 AM to 9:15 AM | 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 Ballroom) |
| 10:00 AM | Exemplification Fourth Degree |
| Following Exemplification | Knighting Re-enactment Photo Session immediately following the ceremony |
| 10:00 AM-12:00 PM | Ladies Program (Either the Botanical Garden or Mini Time Machine Museum) |
| 12:30 | Mass |
| Following Mass | Luncheon (BBQ Brisket, baked beans and trimmings, catered) |



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<http://www.az4thdegree.org>

17 November 2018

How to Register for the Fourth Degree Exemplification

25 May, 2019, St. Thomas the Apostle Church 5150 Valley View Dr. Tucson, AZ, 85718

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. \$70 for Candidates, \$50 for Priest Candidates. Banquet tickets are \$20 each and should be included in the total amount submitted.
 - 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



Knights of Columbus 4th Degree

John H. Reddin Province
MSGR Don Hughes Assembly #2392

Registration Form

May 25, 2019

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 May 18, 2019. No refunds will be issued after May 18,2019. 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 | | |
| Banquet: | N/A | \$20.00 | \$20.00 | | |

| | | | | |
|---------------------------|----------------------|---------|---------|----------------------|
| Number of Banquet Guests: | <input type="text"/> | \$20.00 | \$20.00 | <input type="text"/> |
|---------------------------|----------------------|---------|---------|----------------------|

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

Email: azjhrpexecsec@gmail.com Phone: 520-307-1606