

**127th EXEMPLIFICATION OF THE 4TH  
DEGREE**

**Saturday, February 2, 2019**

**Honoree**

**SK Joseph Salaiz,  
State Deputy**

Welcome to the Rohnert Park, CA Exemplification Information Packet.

Beginning on the next page, you will find the pertinent information relating to the day's events put into chronological order.

Please take the opportunity to read through all of these event notifications. If you have any questions, regardless of how trivial they may seem, you are encouraged to contact your regional District Marshal or the District Secretary whose information is provided below:

SK Ed Blake, District Secretary  
1172 N. Hillview Dr  
Milpitas CA 95035-3307  
E-Mail: [ebacal1172@att.net](mailto:ebacal1172@att.net)  
Mobile/Text: 408-205-6651

Toward the end of this packet, you will find the Ladies Event and Banquet Ticket Ordering page where candidates and members can order Ladies Event ticket(s) and Banquet ticket(s) for spouses, and guests.

Please note that candidates will receive a Banquet ticket at candidate registration. Candidates and attending members must order Ladies Event ticket(s) and Banquet Tickets for their spouses, family members, and guests.

Instructions for where to send remittance for Ladies Event and Banquet Tickets will be at the bottom of that page. Looking forward to seeing you on February 2, 2019 at:

Doubletree Inn  
1 Doubletree Dr  
Rohnert Park CA 94928-1336  
Ph: 707-584-5466

Instructions to Candidate follow on the next page

Candidate,

Please follow the instructions outlined below carefully. They are provided to assist you in completing your registration correctly and in a timely manner.

1. The candidate will contact the Comptroller of the Assembly he wants to join
2. He will obtain from the Comptroller, or any Fourth-Degree member, a Form 4
3. The candidate and his sponsor will fill out and sign the Form 4 in the designated areas.
4. A sample of what must be filled out and by whom follows on the next page.
5. The candidate will then present the Form 4 to his Council's Financial Secretary who will validate that the candidate is in good standing and date and sign where designated.
6. The candidate and/or his sponsor will present the candidate's completed Form 4 along with a check MADE OUT TO THE ASSEMBLY HE IS JOINING IN THE AMOUNT OF \$70.00 to the Navigator of the Assembly where he will be voted on for admission to the Assembly by the membership.
7. Once approved, the Navigator and the Comptroller will take ownership of the Form 4, sign the Form 4 at the designated areas, and process the Form 4 according to procedures.
8. The candidate at this time must decide if he wants to make a room reservation at the Doubletree Inn as well as whether to order banquet tickets and Ladies Event Luncheon tickets for his spouse/significant other/family members.
9. The preferred attire for the candidate will be a dark business suit (black, blue, dark gray), white dress shirt with lay down collar and no cufflinks, conservative (solid color-black, blue) tie, dark socks, shined black shoes.
10. We discourage all candidates from purchasing/renting a tuxedo.
11. Ladies may wear a cocktail dress or formal evening attire.
12. Candidates must report to their Assembly's Comptroller at 10:30 AM in the room to be designated at the hotel for registration, inspection, and instructions.
13. The candidate will have their 3<sup>rd</sup> Degree traveling card in their possession and make sure that card is signed by you, the candidate.

**PLEASE PRINT**



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

PRINTED  
IN  
U.S.A.

4 12/14

<b>1</b>	LAST NAME		FIRST NAME		MIDDLE INITIAL		TITLE					
	STREET		CITY		ST / PROV		POSTAL CODE / COUNTRY					
<b>2</b>	HOME PHONE		DATE OF BIRTH		MARITAL STATUS		1st DEGREE DATE		COUNCIL NO.			
	CITIZEN OF WHAT COUNTRY?			BY BIRTH OR NATURALIZATION?		IF NATURALIZATION HAVE FINAL PAPERS BEEN RECEIVED?		YES		NO		
<b>3</b>	IF YOU WERE PREVIOUSLY INITIATED IN THE FOURTH DEGREE, GIVE:											
	INITIATION		TERMINATION		ASSEMBLY NUMBER		CITY		ST/PROV.			
<b>4</b>	DATE OF		REASON FOR TERMINATION		ASSEMBLY		NUMBER		CITY		ST/PROV	
	PARISH		NEW OR PRESENT		FORMER							
		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		DATE								
		SIGNATURE OF PROPOSER		ASSEMBLY								
		PROPOSER MEMBER NUMBER (REQUIRED)										

**MEMBERSHIP NUMBER**

NEW MEMBER

RESTORATION

TRANSFER

HONORARY MEMBERSHIP

HONORARY LIFE MEMBERSHIP

DATA CHANGE SUSPENSION

DEATH

**Make sure to include membership # and check appropriate box on left**

\_\_\_\_\_ reason

\_\_\_\_\_ mo day yr

**These fields to be signed by Faithful Navigator and Faithful Comptroller**

FAITHFUL NAVIGATOR _____	DATE _____
FAITHFUL COMPTROLLER _____	DATE _____

**This area filled out by the District Master**

RECEIVED FEES OF \$ _____	DATE _____
APPLICANT INITIATED AT _____	DATE _____
Signature of Master (required for new members only)	



Northern California District West  
Junipero Serra Province  
Fourth Degree



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**127th Exemplification**  
**Honoree**  
**SK Joseph Salaiz, State Deputy**

Doubletree Inn  
1 Doubletree Dr  
Rohnert Park, CA 94928-1336

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**Exemplification Program**

**Friday February 1, 2019**

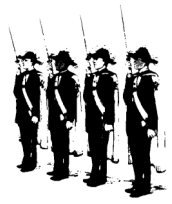
- 3:00pm – 6:00pm    **Exemplification Information Table** Hotel Lobby  
6:00 pm            Friday Night Welcome Gathering (**Details to follow**)

**Saturday, February 2, 2019**

- 7:00 am            **Master's Breakfast (Invitation Only)**
- Meeting is not open to the public.
  - See Exemplification Information Table for location.
- Marshal's No Host Breakfast**
- All Color Corps Commanders are required to attend.
  - Meeting is not open to the public.
  - See Exemplification Information Table for location.
- 8:30 am            **Color Corps Line Up** - for participating Assemblies.
- All Color Corps Members are asked to bring their Regalia.
- 9:00 am            **Color Corps Competition** – Everyone is invited to see our District Assemblies Color Corps in action. Location will be posted at the hotel and the Knights of Columbus Exemplification Information Table.
- 10:15 am           **Comptrollers Report to Registration** – Room location available at Exemplification Information Table
- 10:30 am           **Candidate Registration** – Room location available at Exemplification Information Table
- All candidates are to report to their Faithful Comptroller of the Assembly that they will be joining for appropriate registration procedures.
  - At the time of registration, each candidate will be given a name badge and all banquet/event tickets when they register with their Faithful Comptroller on the day of the event. Candidates will be inspected for proper attire. Faithful Navigators, Grand Knights and Comptrollers are responsible for informing candidates and other attendees about proper attire.
  - **Candidate Attire**
    - Lay candidates are now allowed to take their Forth Degree Exemplification in a business suit which, meets the following criteria:
    - The suit can be black, dark blue, or dark gray.
    - The shirt to be worn will be white, long sleeve, no cuff links, and have a laydown collar,



# Northern California District West Junipero Serra Province Fourth Degree



**NO BUTTON-DOWN COLLARS. Tie must be black, dark blue or the red Knights of Columbus tie.**

- Shoes will be black, shined, with plain dark socks.
- Military and First Responders may wear their dress uniform.
- Clergy are encouraged to wear their clerical attire.

**After registration** Candidates should have lunch and then report to the Assembly formation area for line up.

11:30 am Line up of Candidates

- The Exemplification ceremony will begin promptly at 12:30 PM.
- Any candidate who is late will not be admitted into the chamber once Exemplification starts.
- **A Lapel Pin and Social Baldric will be issued to each candidate, BUT NOT WORN, BEFORE THE CEREMONY.**

11:30 am Seating for Ladies Luncheon – All tickets must be purchased in advance using the ticket request form located at the back of this packet. All Ladies are encouraged to participate in the Ladies Event and Luncheon. Children are welcome.

12:30 pm Exemplification of the Fourth Degree

- Candidates not in proper attire will not be allowed in the chamber.
- No one will be admitted into the chamber once the ceremony has begun **without permission from the Master.**
- **The 4th Degree Lapel Pin and social baldric received earlier will be properly placed during the ceremony.**

4:00 pm Holy Mass

- Will be celebrated following the Exemplification and will be held in the same room where the Exemplification ceremony was conducted. Wives and guests are invited. Attending this Mass will fulfill your Sunday obligation.
- **PLEASE NOTE - ALCOHOL CONSUMPTION IS NOT PERMITTED PRIOR TO MASS.**

5:00 pm Assembly Hospitality Rooms – Many Assemblies will host a hospitality room for their candidates, wives, members and guests to meet for a social hour reception for the new Sir Knights.

6:30 pm No Host Social Hour –Ballroom.

7:00 pm Banquet- All Sir Knights may wear either the new uniform, black tuxedo, social baldric, black bow tie, black cummerbund; black shoes, black socks and pleated white tuxedo shirt or dark business suit as described earlier.

Ladies may wear comfortable appropriate evening attire

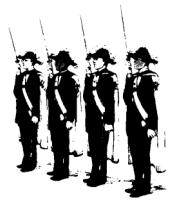
Military and First Responders may wear their Dress Uniform. Clergy are encouraged to wear their clerical attire.

Sunday, Feb. 3, 2018

8:30 am District Meeting - All Chair Officers, Comptrollers and Color Corps Commanders are required to attend this District Meeting. The location of the meeting will be available at the Exemplification Information Table in the hotel.



# Northern California District West Junipero Serra Province Fourth Degree



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## **Information and Deadlines – REVIEW ALL DATES**

**Deadline Date:** **Jan/10/2019** *Attention: Faithful Navigators*

### **Hospitality Suites:**

- Assemblies can host a hospitality room for their candidates, wives, members and guests to meet for a social hour reception for the new Sir Knights.
- **All reservations for hospitality rooms must be made through the Master before the deadline date. Assembly will guarantee payment by credit card at the time of registration to get their room key.**
- **If an Assembly does not show and they have made a reservation, they WILL BE BILLED by the Master.**

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**Deadline Date:** **Jan. 10, 2019** *Attention: Faithful Navigators, Grand Knights, Comptrollers, Candidates, All attendees*

### **Hotel room reservations:**

- Please make your hotel room reservations as soon as possible.
- Your reservation must be made by **Jan. 10, 2019** to avail of the special rate of **\$120.00 plus tax** per night for this event. Special rate is good only until close of business day, Jan. 10, 2019. **To receive this rate, you must mention that you are with the Knights of Columbus.**
- Reservations made **after Jan. 10, 2019** might not be eligible for the special rate and are subject to availability. As an incentive, normal room rates at the DoubleTree Rohnert Park are now at the \$250.00 - \$260.00 a night plus tax.
  - Call the Doubletree Hotel, (707) 584-5466 or 800-222-8733 to make your reservations.

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**Deadline Date:** **Jan. 25, 2019** *Attention: Comptrollers*

### **Candidate Registration:**

- Active 3rd Degree members in good standing. **(WAITING PERIOD HAS BEEN REMOVED)**
- Deadline for payments and forms is **Jan. 25, 2019**. **Do NOT wait until the last minute to submit Forms.**
- Checks and forms sent **after Jan. 25, 2019** might not be processed in time for the exemplification. **Your candidate might be moved to the next scheduled Exemplification if the paperwork is not received in time.**
  - **Checks for Form 4 Registration Fees, sent by the Assembly, should be made payable to SK TW Starkweather, Northern District Master.**
  - **Mail check and copies of all completed Form 4's as soon as possible to: SK Ed Blake, 1172 N. Hillview Dr, Milpitas CA 95035-3307**

### **Application:**

Form 4s to be provided by any 4th Degree Assembly, member, Grand Knight, Financial Secretary. Assembly Comptrollers are to assure adequate supply of Form 4s. If you're low or out, REORDER. They are free you just pay for shipping

### **Initiation Fee:**

\$70.00 per candidate (\$42.00 for Clergy). **Candidate's checks are made payable and sent to the Assembly they are joining. Make sure your Candidate DOES NOT send his Form 4 directly to the Master as it will be rejected.**

### **Other Cost:**

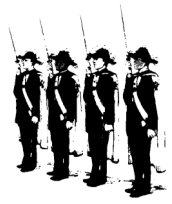
Hotel room cost, spouse/guest banquet ticket and Ladies Luncheon ticket, purchased by advance reservation.

### **General Information:**

- Tickets for the Ladies Luncheon Event and/or Banquet must be ordered using the ticket reservation forms.



# Northern California District West Junipero Serra Province Fourth Degree



- **Ticket forms and payments are due no later than Jan. 25, 2019. The sooner the better and the safer.**
- Requests for tickets made **after Jan. 25, 2019** might not be available for late ticket requests.
- **Banquet, Ladies Luncheon tickets and Ladies Event tickets for spouses and guests will be available from your Assembly's Faithful Comptroller or Faithful Navigator on the day of the event.**
- Faithful Navigators and/or Comptrollers are responsible for compiling luncheon and banquet reservations and submitting completed forms and payments made payable to SK T.W. Starkweather and mailed to District Secretary, SK Ed Blake.
- Ticket and reservation inquiries/requests on the day of the event must be submitted to the Faithful Navigator and/or Comptroller, who must consult with the Master and / or the staff regarding availability.

## Ladies Luncheon Event:

- Ladies Luncheon Event Ticket: \$35 – advance reservation required. More details to follow.

## Banquet:

- Banquet Ticket: \$45 – advance reservation required.
- **Candidates will receive all tickets from their Faithful Comptroller during the Exemplification candidate registration.**
- If you are a candidate and you have guests who wish to attend the banquet, please use the ticket request form to purchase additional banquet tickets which is located toward the back of this packet.

## Seating Arrangements:

- Banquet and Ladies Luncheon table assignments will be assigned.
- Members and guests who reserve before **Jan. 25, 2019** will be seated together, **if possible**.
- Attendees purchasing tickets late will be seated based on availability.

## Vegetarian Meals (Ladies Luncheon and/or Banquet):

- Faithful Navigators and/or Comptrollers are responsible for compiling special meal/vegetarian requests and submitting **in writing** those requests to Northern District Secretary **by Jan. 25, 2019**.
- Attendees with special meal requests will be given a "Special Meal Ticket", to be surrendered to the hotel staff before the meal is served.
- Meal substitution **is not allowed** during the event. Hotel staff is not allowed to change meal selection during the event.
- During the event, guests who have issues regarding meal selection will be referred to their Faithful Navigator and/or Comptroller.

**Final instructions MUST BE** given, **well in advance**, by Faithful Navigators and Comptrollers to candidates and all event attendees regarding:

- Registration
- Candidate / attendee attire
- Ladies luncheon-event tickets
- Banquet tickets
- Special Meal Requests



**Northern California District East  
Saint Junipero Serra Province  
Fourth Degree**



**127th EXEMPLIFICATION OF THE 4TH DEGREE  
Saturday – February 2, 2019**

Ticket Request Form - Computer Fillable

- **All Reserved Tickets Must Be Ordered and Paid For by January 25, 2019.**
- No meals will be ordered without payment. Meal substitution is not allowed during the event. Service staff is not allowed to change meal selection during the event.
- Candidates who paid the \$70.00 per candidate registration fee will receive **one banquet ticket** for the candidate's use. You can pick-up your ticket when you register with your Faithful Comptroller on the day of the event.
- If you are a candidate, **do not forget** to order Banquet tickets for your wife and other guests.

Assembly Number: \_\_\_\_\_ Assembly Name: \_\_\_\_\_ Council Number \_\_\_\_\_

Name: \_\_\_\_\_

Check (✓) your status:  Candidate  Member  Guest  Other: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

**Ladies Luncheon Event: Cost per ticket \$35.00 each**

	Attendee Name	# of Tickets	
1			
2			
3			

**Banquet tickets for spouse, significant other, guests @ \$45.00 @**

	Attendee Name	# of Tickets	Vegetarian Meal - check box, add #
1			
2			
3			
4			
5			

**Total Regular Meals:** \_\_\_\_\_ **Total Vegetarian Meals:** \_\_\_\_\_ **Total Amount Enclosed:** \_\_\_\_\_

Make checks for these reservations payable to: SK TW Starkweather, Northern District Master.

Mail this Reservation Form and checks to: **SK Ed Blake, 1172 N. Hillview Dr, Milpitas CA 95035-3307**