

# **129th EXEMPLIFICATION OF THE 4TH DEGREE**

**Saturday, June 8, 2019**

**SK Nestor Barber  
Past Supreme Master, Past State Deputy**

Welcome to the San Jose, CA Exemplification Information Packet for Candidates.

On the following pages, you will find the pertinent information relating to the day's events put into chronological order. Please read them over carefully as it will be assumed that you have become familiar with their contents.

Please take the opportunity to read through all event notifications and the times they start. If you have any questions, regardless of how trivial they may seem, you are encouraged to contact your sponsor, 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: [eblake1172@att.net](mailto:eblake1172@att.net)  
Mobile/Text: 408-205-6651

Toward the end of this packet, you will find the Ticket Request page for ordering Ladies Event and Lunch/Banquet Tickets for spouses, and guests.

There is going to be a change from prior years. In the past, candidates were given a banquet ticket whether they wanted it or not. Consequently, there were some candidates who just skipped the banquet but failed to notify anyone that they were not attending. This meant that meals were served with no one to eat them costing the District unnecessary expenses.

The new policy is as follows: While a candidate is entitled to a banquet ticket, he will not automatically receive a Banquet ticket at the candidate registration unless he formally requests it on his Form 4 in writing. If a candidate accepts a banquet ticket and fails to attend, he will be liable to the District for the full cost of his banquet dinner.

What has not changed is that candidates and attending members must order Ladies Event ticket(s) and extra banquet tickets for their spouses, family members, and guests. And, if the people procuring these tickets fail to show, there will be NO

refunds.

Instructions for where to send remittance for Ladies Event and Banquet Tickets will be at the bottom of the Ticket Request page.

Looking forward to seeing you on the weekend beginning June 8, 2019 at:

Most Holy Trinity Parish  
2040 Nassau Dr.  
San Jose, CA, 95122  
Ph: 408-729-0101 ~ Fax: 408-258-4131

## **Instructions to Candidates follows below, please read carefully:**

Attention: Candidate and Your Sponsor,

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

1. A 3<sup>rd</sup> Degree Knight in good standing who wants to advance to the Fourth Degree will contact the Comptroller of the Assembly he wants to join
2. He will obtain from that Comptroller, or any Fourth-Degree member of that Assembly, a Form 4
3. An instruction is provided in this brochure to show what information goes where on the Form 4. Do NOT use the computer fillable example below as the submitting document. When filling in the Form, Please Print Legibly.
4. The candidate and his sponsor will fill out and sign the Form 4 in the designated areas.
5. The candidate or sponsor will then present the Form 4 to the candidate's Council's Financial Secretary who will validate that the candidate is in good standing and date and sign where designated and return it to the candidate/sponsor.
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. The Candidate will NOT send his check or Form 4 directly to the Master or the District Secretary. This must be stressed as it will delay his application process.

8. Once approved by the membership of the Assembly, 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.
9. The Assembly will gather together ALL of the Form 4s submitted to them, deposit ALL of the Exemplification fee checks into their Assembly account and then write ONE check payable to SK T.W. Starkweather, Master and submit it to the District Secretary
10. The candidate at this time must decide if he wants to order banquet tickets and Ladies Event tickets for his spouse/significant other/family members.
11. He will follow the instructions on the Ticket Request page and submit the filled-out page and proper payment to the District Secretary as instructed.
12. The preferred attire for the candidate can be a dark business suit (black, dark blue, or dark gray), white dress shirt with lay down collar, no cufflinks, conservative (solid color-black, blue) tie, dark socks, shined black shoes.
13. **We discourage all candidates from purchasing/renting a tuxedo.**
14. Ladies may wear a cocktail dress or formal evening attire for both the Ladies Luncheon Event and the banquet.
15. Candidates must report to their Assembly's Comptroller with their 3<sup>rd</sup> Degree traveling card in their possession and make sure that card is signed by them, the candidate, at 10:30 AM in the room to be designated at the parish for registration, inspection, and instructions.
16. It is emphasized that no alcoholic beverages will be consumed by either Candidates or Members on the day of Exemplification until AFTER the conclusion of the Holy Mass.

PLEASE PRINT



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

PRINTED  
IN  
U.S.A.

4 12/14

1	LAST NAME		FIRST NAME		MIDDLE INITIAL		TITLE				
	STREET		CITY		ST / PROV		POSTAL CODE / COUNTRY				
	HOME PHONE		DATE OF BIRTH		MARITAL STATUS		1st DEGREE DATE		COUNCIL NO.		
2	CITIZEN OF WHAT COUNTRY?			BY BIRTH OR NATURALIZATION?		IF NATURALIZATION HAVE FINAL PAPERS BEEN RECEIVED?		YES		NO	
3	IF YOU WERE PREVIOUSLY INITIATED IN THE FOURTH DEGREE, GIVE:										
	INITIATION		TERMINATION		ASSEMBLY NUMBER		CITY		ST/PROV.		
	DATE OF										
4	REASON FOR TERMINATION										
	PARISH										
	I HEREBY DECLARE THAT THE ABOVE IS TRUE AND CORRECT AND THAT I AM A PRACTICAL CATHOLIC IN COMMUNION WITH THE HOLY SEE.										
5	SIGNATURE OF APPLICANT		DATE		IN						
	SIGNATURE OF PROPOSER		ASSEMBLY		COUNCIL NO.						
	PROPOSER MEMBER NUMBER (REQUIRED)				LOCATION						

MEMBERSHIP NUMBER	
<input type="checkbox"/> NEW MEMBER	Make sure to include membership # and check appropriate box on left
<input type="checkbox"/> RESTORATION	
<input type="checkbox"/> TRANSFER	
<input type="checkbox"/> HONORARY MEMBERSHIP	
<input type="checkbox"/> HONORARY LIFE MEMBERSHIP	
<input type="checkbox"/> DATA CHANGE SUSPENSION	
reason	
<input type="checkbox"/> DEATH	mo day yr
CITY	
ST/PROV	
NEW OR PRESENT	
FORMER	
I CERTIFY THAT THE APPLICANT IS A THIRD DEGREE MEMBER IN GOOD STANDING	
DATE	
SIGNATURE OF FINANCIAL SECRETARY	

5	FAITHFUL NAVIGATOR		These fields to be signed by Faithful Navigator and Faithful Comptroller	DATE
	FAITHFUL COMPTROLLER			DATE
				DATE

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



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



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**129th EXEMPLIFICATION OF THE 4TH DEGREE**

**Saturday – June 8, 2019**

**SK Nestor Barber, Past Supreme Master, Past State Deputy**

**Most Holy Trinity Parish, 2040 Nassau Dr., San Jose, CA 95122-1748**

**Saturday, June 8, 2019**

- 7:00 am **Master's Breakfast (by Invitation only) ( Exemplars are included in invitation)**
- Parish Community Center
- 7:00am **Marshal's No Host Breakfast** Color Corps Commanders are required to attend.
- Parish Community Center
- 8:30 am **Color Corps Line Up** - for participating Assemblies in designated area
- 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 compete.
- 10:15 am **Comptrollers Report to Registration Room – Science Room #104**
- 10:30 am **Candidate Registration – Science Room #104**
- 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 tickets for Ladies Event, Luncheon and Banquet.**
- Candidates will be inspected for proper attire. Faithful Navigators, Grand Knights and Comptrollers are responsible for informing candidates and other attendees about proper event attire.
- **Candidate Attire**
    - Lay candidates *are now allowed* to take their Forth Degree Exemplification in a business suit that meets the following criteria:
    - The suit can be black, dark blue or dark grey.
    - The shirt to be worn will be white, long sleeve, no cuff links, and have a laydown collar, **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 Law Enforcement personnel may wear their dress uniform. (No firearms)
    - Clergy are encouraged to wear their clerical attire.
- After registration** **Candidate should have lunch and then report in the Assembly formation area for line up.**
- 11:30 am to 12:30 **Combined Luncheon for Candidates, Wives, Members and Guests – Parish Community Room**
- All tickets must be purchased in advance using the enclosed ticket request form found at the end of this packet.



# Northern California District East Saint Junipero Serra Province Fourth Degree



## 129th EXEMPLIFICATION OF THE 4TH DEGREE Saturday – June 8, 2019

- 1:00 pm **Ladies Event – Parish Community Room**
- 12:30 pm **Line up of Candidates – Ante-Chamber in Gym**
- The Exemplification ceremony will begin promptly at 1:30 PM.
- A Fourth Degree Lapel Pin will be issued, **BUT NOT WORN, BEFORE THE CEREMONY.**
- 1:30 pm **Exemplification of the Fourth Degree – Gym**
- 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 Social Baldric and 4th Degree lapel pin received earlier will be properly placed during the ceremony.
- 4:15 pm **Holy Mass – Most Holy Trinity Church**
- Wives and guests are invited.
  - Attending this Mass will fulfill your Sunday obligation.
  - **ALCOHOL CONSUMPTION IS NOT PERMITTED PRIOR TO MASS BY ANYONE.**
- 6:00 pm
- Fellowship and Mixer – Parish Hall.
- 7:00 pm **Banquet-** This will be the climax of the day.
- All Sir Knights may wear either dark suit, white shirt and tie as described earlier or black tuxedo, black bow tie, black cummerbund; black shoes, black socks and pleated white tuxedo shirt
  - Shoes will be black, shined, with plain dark socks.
  - Ladies may wear comfortable appropriate attire.
  - Military and Law Enforcement personnel may wear their Dress Uniform. Clergy are encouraged to wear their clerical attire.



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



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**129th EXEMPLIFICATION OF THE 4TH DEGREE**

**Saturday – June 8, 2019**

**Information and Deadlines**

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**Deadline Date: May 31, 2019**

**Attention: Comptrollers Candidate Registration:**

- Active 3rd Degree members in good standing. (WAITING PERIOD HAS BEEN REMOVED)
- CHECKS (FEES) FROM CANDIDATES SHOULD BE MADE PAYABLE TO YOUR LOCAL ASSEMBLY.
- CLERGY CANDIDATES' FEES ARE PAID BY THE ASSEMBLY THEY ARE JOINING
- Each Assembly will prepare a check with the total fees for all their candidates.
- Deadline for payments and forms is **May 31, 2019.**
- Checks and forms sent **after May 31, 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.

**Check from your Assembly is payable to SK TW Starkweather, Northern District Master.**

Mail check and copies of all completed application forms (Form 4) to **SK Ed Blake, 1172 N. Hillview Dr., Milpitas, CA 95035-3307 as soon as possible.**

**Deadline Date: May 31, 2019**    **Attention: Faithful Navigators, Grand Knights, Comptrollers, Candidates, All attendees**

**Application:**

Form 4 to be provided by any 4th Degree member, Grand Knight, Financial Secretary or call to request.

**Initiation Fee:**

**\$70.00** per candidate (\$42.00 for Clergy). Checks are payable to the Assembly you are joining.

- Candidates who paid this fee will receive a Social baldric, 4th Degree lapel pin and one banquet ticket for the candidate's use.

**Other Cost:**

Spouse/guest Lunch and Banquet ticket and Ladies Event ticket, purchased by advance reservation.

**General Information:**

- Tickets for the Ladies Event and/or Lunch & Banquet must be ordered using the ticket reservation forms.
- Ticket forms and payments are **due no later than May 31, 2019.**
- Requests for tickets made **after May 31, 2019** will be reviewed by the Master. Seats might not be available for late ticket requests.
- Banquet and Luncheon, Ladies Event tickets for spouses and guests will be available from your Assembly's Faithful Comptroller or Faithful Navigator after registration 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 to SK Patrick Melissare.
- 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.



# Northern California District East Saint Junipero Serra Province Fourth Degree



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## 129th EXEMPLIFICATION OF THE 4TH DEGREE Saturday – June 8, 2019

### Ladies Event:

- Ladies Event Ticket: \$15.00 – advance reservation required.

### Lunch - Banquet:

- Combined Lunch/Banquet Ticket: \$45.00 – advance reservation required. See Form at back of this packet.
- Candidates will receive their Lunch - Banquet, Ladies Event ticket from their Faithful Comptroller during the Exemplification candidate registration.
- If you are a candidate and you have guests who wish to attend the lunch -banquet, please use the ticket request form to purchase additional banquet tickets.

### Seating Arrangements:

- Luncheon will be open seating.
- Members and guests who reserve banquet tickets by **May 31, 2019** will be seated together, if possible.
- Attendees purchasing tickets late will be seated based on availability.

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

- Faithful Navigators and/or Comptrollers are responsible for compiling special meal/vegetarian requests and submitting **in writing** those requests to District Secretary by **May 31, 2019**.
- Attendees with special meal requests will be given a "Special Meal Ticket", to be surrendered to the service staff before the meal is served.
- Meal substitution is **not allowed** during the event. Service 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.

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### ***Deadline Date: May 31, 2019***

### ***Attention: Faithful Navigators, Grand Knights, Comptrollers***

Please remember and be attentive to the fact that these are YOUR candidates. How they remember the day they were Exemplified into the Fourth-Degree rests upon YOUR shoulders.

**Final instructions MUST BE** given by Faithful Navigators, Grand Knights and or Comptrollers to your candidates and all event attendees regarding:

- Registration
- Candidate / attendee attire
- Ladies Event tickets
- Lunch - Banquet tickets
- Meal selections
- Seating arrangements





Northern California District East  
Saint Junipero Serra Province  
Fourth Degree



129th EXEMPLIFICATION OF THE 4TH DEGREE  
Saturday – June 8, 2019 Ticket Request Form - Computer Fillable

- All Reserved Tickets Must Be Ordered and Paid For by **May 31, 2019**.
- For those who prefer to have lunch only and NOT attend the banquet, **please check the box below** and fill out form. The Lunch ONLY charge is \$15.00 per person.

Send in check  
for this amount

Please fill out the section below

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

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

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

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

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

Ladies Event: Cost per ticket \$15.00 each

	Attendee Name	# of Tickets	
1			
2			
3			

Lunch/Banquet 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**