



John H Reddin Province Colorado District Assembly

SK Dave Davis District Master
4630 S. Galapago St.
Englewood, CO 80110

June 8, 2021

The Master of the Colorado District, Dave Davis, is honored to host an Exemplification of the Patriotic Degree on Saturday September 11, 2021 at St Patrick Roman Catholic Church, 6455 Brook Park Dr, Colorado Springs, CO 80918. The Assembly will take all steps necessary to ensure applicable COVID requirements of El Paso 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. Mass will be held following the exemplification at St Patrick Roman Catholic Church. This Mass fulfills your Sunday obligation.

SCHEDULE OF EVENTS (subject to change)

Registration, coffee and food	12:00 PM - 1:00 PM	Rosary	4:00 PM – 4:20 PM
Candidates in Antechamber	1:15 PM – 1:45 PM	Celebration of Mass	4:30 PM - 5:30 PM
Exemplification and Knighting	1:45 PM - 3:30 PM	Pictures, Reenactment of Knighting	5:45 PM - 6:15 PM

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. The celebration of Mass is an essential part of the Degree and all Candidates and families are expected and encouraged to participate.

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.

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. (Download an electronic Form 4 at <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 Forth Degree Team 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 **August 27, 2021**. E-mail registrations must be submitted by **September 3, 2021**. Even though copies of checks and Form 4's have been submitted electronically, the hard copies must be presented at the time of registration.

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

Registrations received after the deadline will be accommodated on a space available 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 at St. Patrick and virtually: includes social baldric and lapel pin. 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 **August 27, 2021** or presented at the time of Registration.

Faithful Navigators (or their designee) MUST pre-register and send in PAYMENT for all **Candidates** 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 4's 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

Mark Allen

Mark Allen, Faithful Navigator
Assembly 3049
Colorado Springs, CO

Attachments:

1. Registration Form
2. Program Booklet Advertising Form



John H Reddin Province
Colorado District Assembly

Registration Form

Assembly Number and Name: _____

Assembly Contact: _____

Location Attending: _____

Remote location Candidates must be checked in by 1:30 pm and seated, ready for antechamber instruction by 1:45pm.

\$50.00 per Candidate, covers cost of baldric and lapel pin.

Please include **separate checks** for each Candidate! Please use one line per Candidate attending 4th Degree. Current 4th Degree Knights attending the exemplification do not need to register.

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 Comptroller.

Please ensure a member of the Candidate's assembly meets with the Master's Administration Team 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 #

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 **August 27, 2021**.

Or E-mail scanned copies of this form, all form 4's and checks to the Registrar by **September 3, 2021**. However, the originals of these previously E-mailed forms and checks **MUST** be presented at the registration desk before Candidates can be checked in.

Registrar Information:

Registrar CO KofC 4th Degree
Ray Meadows
6630 Buffalo Dr.
Colorado Springs, CO 80918
Registrar.CO.KofC.4th@gmail.com



John H Reddin Province
Colorado District Assembly

Program Book
CO KofC 4th Degree
Ray Meadows
6630 Buffalo Dr.
Colorado Springs, CO 80918

Program Booklet Advertising Form Deadline August 27, 2021

For Assembly 3049 Hosted Exemplification on Saturday September 11, 2021

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

**Program Book
CO KofC 4th Degree
Ray Meadows
6630 Buffalo Dr.
Colorado Springs, CO 80918**

Preferred method: E-mail digital versions of ad or photo as Word, Power Point, or JPG document to Program.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
<input type="checkbox"/> Full Page (5"x 8")	\$ 50.00	\$ 250.00
<input type="checkbox"/> Half page (5"x 4")	\$ 25.00	\$ 125.00
<input type="checkbox"/> Quarter Page (2.5" x 4")	\$ 15.00	\$ 75.00

Deadline August 27, 2021