



# Knights of Columbus Fourth Degree Exemplification Saturday, April 13, 2024



## ADDITIONAL ASSEMBLY INFORMATION

### This supplements the Candidate Information Sheet

#### Submissions

All paperwork, including the Assembly Tally Sheet, completed Form 4's (**without detaching any copies: all four copies must accompany the submission**), and Assembly check for payment of all fees **must** be received by Saturday, March 30, 2024. Please allow sufficient time for mailing. All paperwork should be sent to:

Guillermo Giandoni  
Master, Virginia District  
12802 Valleyhill Street  
Lake Ridge, VA 22192

This address is being used as a drop for our Administrative Assistant, Patrick Suess, as he will be in the process of moving.

Please send Patrick an e-mail at [adminassistant@vakofc.org](mailto:adminassistant@vakofc.org) and advise him that you have sent a package and by which method (i.e., regular mail, FedEx, etc.). This allows us to track everything sent to us. **DO NOT USE "REQUIRE A SIGNATURE" SERVICE** (suggest Priority Mail as this has a tracking with the service and has better security in the mailbox vice FEDEX dropping off on the front porch).

Note: One Assembly check for the entire amount for all candidate fees and additional luncheon tickets, and ladies program tickets must be made payable to Guillermo Giandoni, Master, Knights of Columbus Fourth Degree.

Candidates will be accepted on a "first come, first served" basis. All paperwork must be completed, and a check received from the Assembly before a candidate is added to the list. Assemblies are strongly encouraged to make an early submission and then follow-up with a second submission if there are additional candidates.

#### Waivers

All applications (Form 4) for non-U.S. citizens must be reviewed by the Master as soon as they are approved by the Assembly. To facilitate the process, please send an electronic copy and not the original application. Do not wait to submit the Form 4 with the total package, but submit it as soon approved.

#### Picking up candidate packages and escorting candidates to the Degree

Navigators can pick up their candidate packages from 4:30 PM until 6:00 PM on Friday, April 12<sup>th</sup>, at the hotel or from 8:30 AM until 9:30 AM on Saturday, April 13<sup>th</sup>, at St. Edwards Council.

Please note that only Navigators or their appointed representatives should be picking up candidate packages. Candidates must get their tickets from the Navigator or designated representative after the Assembly has been checked in. When checking in, Navigators should bring with them a copy of their final tally sheet. This will assist in reconciling any differences in candidate, luncheon, or monetary totals. Navigators should also have an Assembly check made payable to the Master, as noted above, for any additional funds owed, or for the purchase of additional luncheon tickets, pending availability.

#### Each Navigator is responsible for:

- Ensuring all Form 4's (complete without detaching any copies), tally sheets, and Assembly checks are complete and accurately filled out.



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- Reminding and ensuring the candidates and observers are in the proper attire for the Degree.
  - Candidates for the Fourth Degree will wear a black, dark grey, or dark blue suit with a plain white shirt and basic/conservative style tie. Both jacket and pants must be dark in color. Brown, green, or other color suits are not authorized.
  - Candidates should not wear any pins on their jacket lapels. The social baldric and PG-113 pin will be provided to candidates during the ceremony.
  - Priests should be dressed in clerical attire.
  - Deacons may wear clerical attire as allowed by diocesan guidelines.
  - Active-Duty Military may wear their Class A or dress uniform.
  - Policemen and Firemen may wear their dress uniform.
  - Sir Knights attending the Exemplification as observers should wear the Official Regalia Dress (ORD) or, if not yet purchased, may wear a black, dark grey, or dark blue suit with a plain white shirt and conservative style tie. Brown, green, or other color suits are not authorized. The social baldric should be worn under the jacket but in front of the tie. All Sir Knights, observers, or color corps members will wear the official Fourth Degree pin (PG-113). No other pin will be worn.
- Registering and picking up candidate and participant tickets. This should be done immediately upon arrival and distributed to candidates and participants before 11:15 AM on Saturday. Please advise your candidates where they can pick up their tickets.
- Bring candidates to the Degree chamber entrance no later than 11:15 AM on Saturday, April 13, 2024. If you have a candidate with special needs requiring him to take the Degree by observation, please advise the Master's staff accordingly.
- Candidates will form outside of the chamber no later than 11:15 AM. The Degree will start at 12:00 PM and not end until approximately 2:00 PM. Candidates with special medical requirements such as diabetes should be aware of this time constraint, so that medications and food might be consumed accordingly.
- Ensure that Candidates have in their possession a Third Degree membership card for admittance into the Chamber, know the name and number of their Assembly, and have a cell phone number for the FN or other Point of Contact.
- Ensure all Assembly observers have a Third and Fourth Degree membership card in their possession for admittance into the chamber.

### **Cancellations and Additions**

Cancellations received after Saturday, April 5th, will not receive any refunds as final commitments will have been made. While we will do our best to accommodate additions, any additions made after April 5<sup>th</sup> cannot be assured of a luncheon ticket.

### **Special Navigator Information**

**All** Navigators are expected to attend the Exemplification in Official Regalia Dress and participate as an escort. This is a critical part of the Exemplification and your role as an escort is an important one, and your participation is required and greatly appreciated. A rehearsal will be conducted at 9:30 AM on Saturday. You are expected to attend and participate even if your Assembly does not have candidates. I understand that all Navigators will not have the Official Regalia Dress, so if there are Sir Knights in your Assembly that can fill in for you as an escort, their participation will be most appreciated.

### **Exemplification Sponsorships**

As we have done in the past, we will be offering a combined sponsorship opportunity. This will include sponsorship of the Joint Master/Assembly hospitality room and a listing in the Exemplification luncheon program book. No individual hospitality rooms are planned for this Exemplification. The hospitality room



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will be available for snacks and beverages on Friday evening at the hotel. The cost of the combined sponsorship is \$100.00. Assemblies are strongly encouraged to participate in this sponsorship opportunity.

**PLEASE NOTE** that sponsorship payments will be addressed in a separate e-mail to the Navigators and Comptrollers. Please **DO NOT** send these payments to the Administrative Assistant.

### **Luncheon**

The luncheon after the Exemplification will start after the ladies finish their activity. At this Exemplification luncheon we will be reading the Fourth Degree Necrology. Navigators, please plan on attending and staying through the luncheon.

### **Reminder of Cutoff Dates**

NOW ..... Recruit  
 March 30<sup>th</sup> ..... Candidate packages to the Administrative Assistant  
 April 5<sup>th</sup> ..... Hotel reservations  
 April 5th ..... Absolutely no refunds after this date

### **All fees are to be paid to the Assembly and the Assembly must issue one check payable to Guillermo Giandoni, Master, Knights of Columbus Fourth Degree.**

The candidate fee is \$70.00. This fee includes the candidate's banquet ticket, social baldric, Fourth Degree Pin, certificate, and processing fees. The cost for Priests is \$60.00. We encourage Assemblies to assume the costs for their Priest candidates. Although Supreme does not charge a fee for Priests, the \$60.00 cost includes the Priest's luncheon ticket, social baldric, Fourth Degree Pin, and certificate. The cost of additional luncheon tickets is \$30.00 per ticket. The Ladies Program is \$20.00. Ladies will also need to purchase a luncheon ticket for \$30.00.

### **Color Corps Volunteers**

District Marshal Greg Murray will be sending out an e-mail soliciting the assistance of Color Corps members for the Degree ceremony. All Navigators are expected to serve as Candidate Escorts for the Exemplification. Practice for Navigators and volunteers is scheduled for Saturday at 9:30 AM. Volunteers must be in the Official Regalia Dress for the Degree. Please encourage your members to attend.

### **Schedule of Events:**

| Day      | Time                   | Event   |
|----------|------------------------|---|
| Friday   | 4:30 PM to 6:00 PM     | Navigator check-in at hotel                         |
| Friday   | 4:30 PM to 11:00 PM    | Hospitality Room open                               |
| Saturday | 8:30 AM to 9:30 AM     | Navigator check-in at St. Edwards Council           |
| Saturday | 9:30 AM                | Navigator and Candidate Escort rehearsal            |
| Saturday | No later than 11:15 AM | Candidates report to Chamber                        |
| Saturday | 11:00 AM               | Ladies Program begins at La Quinta Hotel and Suites |
| Saturday | 12:00 Noon             | Exemplification begins                              |
| Saturday | 2:15 PM (approx.)      | Luncheon begins                                     |
| Saturday | 5:00 PM                | Optional - Mass at St. Edwards Catholic Church      |

### **Questions and/or additional information**

District Master Guillermo Giandoni - [Master@vakofc.org](mailto:Master@vakofc.org) or (571) 221-1842  
 District Secretary Richie Head - [Secretary@vakofc.org](mailto:Secretary@vakofc.org) or (703) 963-8282  
 Administrative Assistant Patrick Suess - [adminassistant@vakofc.org](mailto:adminassistant@vakofc.org)