



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



INFORMATION FOR CANDIDATES, GUESTS, AND CURRENT FOURTH DEGREE MEMBERS

Date: Saturday, April 13, 2023

Locations:

Exemplification:

St. Edwards Council 6546
2700 Dolfield Drive
North Chesterfield, VA 23235

Hotel/Lodging:

A block of rooms has been reserved at the La Quinta Inn and Suites located at 1301 Huguenot Road, Midlothian, VA 23113. Please call the hotel at (804) 794-4999 for your reservation. The room rate is \$149.00 plus taxes. **Make sure to ask for the Knights of Columbus rate. The cutoff date for reservations is April 5, 2024, so please reserve your room early.**

Making a room reservation is optional. Candidates and Sir Knights do not have to reserve a room at the hotel and may drive down to the Exemplification that morning and return home after the Exemplification luncheon.

Eligibility:

Candidates must be a Third Degree Knight in good standing. All applications (Form 4) for non-U.S. citizens must be reviewed by the Master once they are approved by the Assembly. To facilitate the process, you may send an electronic copy and hold the original until you submit your complete package.

Candidates requiring special arrangements are to be identified when their application is submitted. Special needs include diabetics, candidates in wheelchairs, etc. We will make special arrangements for them to take the Degree, if necessary. The Assembly must escort those with special needs and stay with them until they are ready to be moved into the Exemplification Chamber.

Fees:

The candidate fee is \$70.00. This fee is set by Supreme and includes the social baldric, Fourth Degree pin, certificate, luncheon ticket, and processing fees. All candidates will pay their fees to the local Assembly. The Assembly will write a single check to the Master.

Priests:

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.

Fourth Degree Dress Code:

- **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 (no bowties). 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.



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- **Active-Duty Military** may wear their Class A or dress uniform.
- **Policemen and Firemen** may wear their dress uniform.
- **Fourth Degree Sir Knights** should wear the Official Regalia Dress, or they may also wear a black, dark grey, or dark blue suit with a plain white shirt and basic/conservative style tie (no bowties). Both jacket and pants must be dark in color. 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 will wear the Fourth Degree PG-113 pin. No other pin will be worn.

Membership Cards:

Candidates ***must*** be in possession of their Third Degree membership cards. All observers attending the Exemplification will need to present their current Third **and** Fourth Degree membership cards. Honorary and Honorary Life membership cards are not acceptable for admittance to the Exemplification.

Luncheon:

The luncheon will be served at St. Edwards Council 6546 following the Exemplification. The cost is \$30.00 per person. The candidates' luncheon is covered by their Exemplification fee. The cost of additional luncheon tickets is also to be paid to the local Assembly for inclusion on the tally sheet. The luncheon will be buffet style. There will be a program during the luncheon to include the reading of the Fourth Degree Necrology.

Ladies Program:

Ladies are encouraged to attend the Ladies program and the Exemplification luncheon. The program will be held at the hotel and will start at 11:00 am. The program will be "A Ladies Tea Party". The cost for the program is \$20.00. Please see the separate flyer for details.

Cancellation Policy for all Events: No refunds AFTER Friday, April 5, 2024.

Exemplification Mass:

This is no separate Mass held as part of this event. St. Edwards does have a 5:00 pm Mass for those who wish to attend before they go home.

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
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



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Special Notes:

- All reservations for candidate tickets and extra luncheon tickets ***MUST*** be made to the local Assembly and all payments made to the Master on an Assembly check.
- Tickets ***MUST*** be presented for admission to luncheon.
- A hospitality room will be open at the hotel on Friday evening.

Candidates and Members:

Please confirm with your Faithful Navigator or Assembly representative when and where you should meet to get your tickets for the Exemplification and luncheon, as well as the time and location from where you will be escorted to the Degree.

All candidates must know the name and number of their new Assembly.

Candidates should also have the cell phone number of their Navigator or Assembly Representative. **It is also recommended that the Navigator or Assembly Representative has each candidate's cell phone number.**

Note that all candidates need to report to the antechamber no later than 11:15 AM and show a current Third Degree membership card.

Candidates requiring special arrangements or accommodations are to be identified when their application is submitted. Additionally, please advise the Master's staff when checking in. Candidates will form at the antechamber no later than 11:15 AM. The Exemplification will start at 12:00 Noon and not end until approximately 2:00 PM. Candidates with special medical requirements such as diabetes should be aware of this time restraint, so medications and food might be consumed accordingly prior to the start of the Exemplification. The Assembly must provide a Sir Knight to escort those with special needs and stay with them until they are ready to be moved into the Exemplification Chamber.

Questions and/or additional information

Please contact your Faithful Navigator first if you have questions or need additional Information.

You may also to contact District Master Guillermo Giandoni at Master@vakofc.org or at (571) 221-1842, or District Secretary Richie Head at Secretary@vakofc.org or at (703) 963-8282 if you are not able to contact your Navigator.

NAVIGATORS: PLEASE FILL IN YOUR NAME AND PHONE NUMBER AND PROVIDE THIS INFORMATION TO ALL CANDIDATES AND OTHERS WHO WILL BE ATTENDING THE EXEMPLIFICATION.

Navigator Name: _____

Navigator Phone Number: _____