



Knights of Columbus Fourth Degree Exemplification Saturday, October 23, 2010



ADDITIONAL ASSEMBLY INFORMATION

This supplements the Candidate Info sheet that was previously sent to the Navigators

Submissions

All paperwork including the Assembly Tally Sheet (available at www.vakofc.org), Form 4's and Assembly check for payment of all fees **must** be received by Tuesday, October 12th. Please allow sufficient time for mailing. All paperwork should be sent to:

Michael J. Diewald, PFN
Administrative Assistant
13403 Virginia Willow Drive
Fairfax, VA 22033-1233

Please send Mike an e-mail at ArlingtonAdmin@vakofc.org to advise that you have sent a package and by which method (i.e., regular mail, FedEx, etc.). This will allow us to track that everything is received.

Note: The Assembly check must be made payable to Isaias Alba III, Master, 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

Under the new Laws and Rules of the Fourth Degree, candidates must be in the Order at least six months prior to taking his Fourth Degree.

Waivers for proposed candidates with less than six months in the Order are extremely rare and must be approved by the Supreme Master and will be considered on a case by case basis. These must be justified in writing by the Navigator and endorsed by the District Master and the Vice Supreme Master before they will be sent to the Supreme Master. Examples include candidates who are in the military and going on active duty deployment or those in life threatening situations.

Picking up candidate packages and escorting candidates to the Degree

Navigators can pick up their candidate packages from 11:00 AM until 7:00 PM on Friday, October 22nd. Packages not picked up on Friday will be available from 8:00 AM until 10:00 AM on Saturday, October 23rd. Please note that only Navigators or their appointed representatives should be picking up candidate packages. Candidates should get their tickets from the Navigator after the Assembly has been checked-in. Thank you.

Each Assembly is responsible for:

- Reminding the candidates of the proper attire for the Degree. All candidates must wear a black tuxedo with a flat collar formal shirt (***NO RUFFLES OR WING COLLARS***), black bow tie and cummerbund, black socks and shoes. A candidate will not be allowed to participate in the events if there is any deviation to this dress code. Active duty Military may wear formal dress dining uniform. Policemen and Firemen may wear their dress uniform as well. See page 4 for more information.
- Distributing candidate tickets, banquet tickets, and ladies program tickets before 11:00 AM on Saturday. Please advise your candidates where they can pick up their tickets.
- Bringing their candidates to the Degree antechamber no later than 11:15 AM on Saturday, October 23rd.



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- If you have a candidate with a physical impairment requiring him to take the Degree by observation, please advise the Master's staff accordingly. Candidates will form at the antechamber no later than 11:15 AM; the Degree will start at 12:00 Noon and not end until mid-afternoon. Candidates with special medical requirements such as diabetes should be aware of this time restraint so medications and food might be consumed accordingly.

Cancellations and Additions

Cancellations received after Sunday, October 17th, will not receive any refunds as final hotel commitments will have been made.

While we will do our best to accommodate additions, banquet additions made after Tuesday, October 12th, may not be seated with the rest of the Assembly as table arrangements may have already been assigned. Please make sure that your candidates and other guests and members are aware of this.

Special Navigator Information

All Navigators attending the Exemplification should plan to attend in full regalia. As discussed at the Organizational Meeting, you will be asked to assist in the Exemplification as escorts for the candidates. This is a critical part of the new Exemplification and your role as an escort is an important one and your participation is greatly appreciated. You should plan to participate in a rehearsal on Friday evening at 7:00 PM. If you have not yet received your white cape, please borrow one from a PFN.

Navigators who can assist in the Sir Knight ceremony at the beginning of the Mass should identify themselves to the District Staff when picking up their packages.

Navigators should advise the District Staff at check in if they have priests who will be concelebrating the Saturday evening Mass. Note: Priests who wish to concelebrate must bring their own alb and stole.

Navigators should also plan to attend the District meeting on Sunday morning at 9:00 AM. The meeting should end no later than 11:30 AM.

Hospitality Rooms

There will be four (4) Hospitality Rooms available for rental. These rooms are available on a FIRST COME, FIRST SERVED BASIS (this includes payment of the charges). Keys for the rooms will be available after 12 Noon on Friday, October 22nd. The Assembly forwarding the check MUST identify the person who will pick up the keys for the room. No one will be given keys without the Navigator's approval. In addition, a contract will be required holding the Master harmless for any and all damages to the room as well as any incidental room charges. This contract must be signed by the Navigator paying for the room.

Room descriptions and prices are as follows (all rooms are on the eighth floor):

- Hospitality room with adjoining bedroom. The hospitality room is approximately the size of two regular bedrooms. The two night cost for this room is \$800.00
- Three adjoining bedrooms (820, 822 and 824) with the beds removed plus a sleeping room (821) across the hall. The two night cost of this arrangement is \$800.
- Three adjoining bedrooms (826, 828 and 830) with the beds removed plus a sleeping room (823) across the hall. The two night cost of this arrangement is \$800.
- Two adjoining bedrooms (816 and 818) with the beds removed plus a sleeping room (819) across the hall. The two night cost of this arrangement is \$700.



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Program and Mass Book Sponsorships

Assemblies wishing to sponsor the Mass Book, the Banquet Program Book, or both books should send a check to the District Master no later than September 30th. Sponsorship cost for each book is \$50.00. Please specify which book you want to sponsor. This sponsorship helps to keep other candidate costs at their current levels.

Note: The Assembly check should be made payable to Isaias Alba III, Master, Fourth Degree and mailed to 9310 Brian Run Lane, Springfield, VA 22153-1339.

Necrology

Every Assembly is asked to send their list of members who passed away since the October 2009 Exemplification to District Secretary Jack Michalski no later than September 30th at secretary@vakofc.org

Any deaths after September 30 should be sent immediately and will be included in the Mass program if it has not already been sent to the printer.

To ensure that no one is missed, please send an e-mail to the District Secretary even if you do not have any deaths to report.

Reminder of cutoff dates

- ASAP Hospitality Room reservations (first come, first served)
- September 30 Necrology to District Secretary
- September 30 Mass and Program sponsorships to District Master
- October 8 Hotel reservations (804-379-3800; \$92 plus tax per night)
- October 12 Candidate packages to the Administrative Assistant
- October 17 No refunds after this date

Fees:

All fees are to be paid to the Assembly and the Assembly must issue one check payable to Isaias Alba III, Master, Fourth Degree

The candidate fee is \$70.00. This fee includes the candidate's banquet ticket, social baldric, Fourth Degree Pin, U.S. Flag Pin, certificate, and processing fees.

There is no fee for Priests. However, Assemblies are asked to assume their cost of \$60.00.

The cost of additional banquet tickets is \$46.00. Menu selection must be indicated.

The cost of the Ladies Luncheon and Program is \$24.00. Please include the name of each lady on the tally sheet as this helps with check-in at the luncheon.

Schedule of Events:

Day	Time	Event
Friday	11:00 AM to 7:00 PM	Navigator check-in
Friday	Late Afternoon/Evening	Hospitality Rooms open
Saturday	8:00 AM to 10:00 AM	Navigator check-in
Saturday	No later than 11:15 AM	Candidates report to Antechamber
Saturday	11:30 AM ***	Ladies Program
Saturday	12:00 Noon	Exemplification
Saturday	4:30 PM ***	Mass -- all Hospitality rooms will close 20 minutes before Mass and remain closed during Mass
Saturday	7:00 PM ***	Doors open for banquet

*** Time subject to slight changes



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Color Corps Volunteers

Degree Team Captain Wayne Gretencord will be sending out an e-mail in the near future soliciting the assistance of Color Corps members for the Degree ceremony. As mentioned earlier, we ask that all Navigators assist as volunteers for the Exemplification. Practice for volunteers will commence at 7:00 PM on Friday evening with sword and service baldric only. No practice will be scheduled for Saturday morning. Volunteers must be in full regalia for the degree. Please encourage your members to assist.

Proper Attire

The following shows the official attire for Fourth Degree candidates and current Fourth Degree members. Candidates will receive their baldric, Fourth Degree pin, and a US Flag pin during the ceremony.



Questions and/or additional information

Please do not hesitate to contact District Master Isaias "Cy" Alba at Master@vakofc.org or at 703-455-6010.