



John H Reddin Province Colorado District Assembly

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

April 5th, 2021

The Master of the Colorado District, Dave Davis, is honored to host an Exemplification of the Patriotic Degree on Saturday, June 5, 2021 at St. Francis Cabrini Church, 6673 W. Chatfield, Littleton CO 80128. The Assembly will take all steps necessary to ensure applicable COVID requirements of Jefferson 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 and banquet. Mass will be held following the exemplification at St Francis Cabrini Catholic Church. This Mass fulfills your Sunday obligation.

SCHEDULE OF EVENTS (subject to change)

Registration, coffee and food	11:30 AM. - 1:00 P.M.	Celebration of Mass	4:15 P.M. - 5:15 P.M.
Candidates in Antechamber	1:10 P.M. - 1:30 P.M.	Reenactment of Knighting	5:15 P.M. - 5:45 P.M.
Ladies Entertainment	1:00 P.M. - 3:15 P.M.	Social	5:45 P.M. - 6:15 P.M.
Exemplification and Knighting	1:30 P.M. - 3:45 P.M.	Banquet	6:15 P.M.

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, Mass, and banquet.

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. The celebration of Mass and the banquet are essential parts of the degree and all candidates and families are expected and encouraged to participate in both.

Ladies Entertainment: While Sir Knights are attending the exemplification and the candidates are being exemplified, the host assembly will be providing entertainment for the ladies in attendance. The ladies auxiliary will be providing bingo, games, and fellowship.

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. (An electronic Form 4 is available on www.coloradokfc.org/colorado-4th-degree/).

*****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 and guests must be mailed to the Registrar no later than **MAY 21, 2021**. E-mail registrations must be submitted by **May 28, 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. Banquet fees received become non-refundable after the deadline date.

Faithful Navigators (or their designee) **MUST** pre-register and send in payment for all Candidates, Guests and Ladies Entertainment, 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 Exemplanation that will have to be communicated. When submitting Form 4s and associated paperwork, please submit the contact person's name and contact information.

Special Requests

Special dietary needs need to be noted on registration meal requests.

COSTS:

Candidates

\$70.00 - fee for candidates attending live: includes social baldric, lapel pin and a banquet ticket. Fee must accompany completed Form 4 "Fourth Degree Membership Document" and sent to the registrar by date indicated.

\$50.00 – fee for candidates attending virtually: includes social baldric and lapel pin. Fee must accompany completed Form 4 "Fourth Degree Membership Document" and sent to registrar by date indicated.

Guests and other Attendees

\$30.00 – fee for each member, spouse and adult guest attending banquet. Include payment for guests and other attendees with registration and send to registrar by the deadline date indicated. Priests are not charged for the Banquet.

\$15.00 – fee for each child, ages 5-11 attending banquet. Under 5 is free.

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 **May 21, 2021** or presented at the time of Registration. Banquet fees received become **NON-REFUNDABLE** after deadline date.

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

Upon the completion of the Exemplanation, 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

Ken Sharp

Ken Sharp, Faithful Navigator
Assembly 2813
Littleton, CO 80128

Attachments:

1. Live Registration Form
2. Virtual Registration Form
3. Program Booklet Advertising Form



John H Reddin Province Colorado District Assembly

LIVE Registration Form

Assembly Number and Name: _____

Assembly Contact: _____

Any Special Needs: _____

Initiation fee: \$70.00 per candidate (including deacons), covers cost of baldric, lapel pin and banquet ticket for candidate. \$50.00 per candidate, if attending virtually, covers cost of baldric and lapel pin.

Cost of the banquet: \$30.00 for each guest age 12 and older. Children age 5 to 11 - \$15.00. Children under 5 are free. **Banquet fee for Guests is non-refundable after the deadline date.**

Please include **separate checks** for each candidate! Please use one line per person attending 4th Degree. Knights attending the exemplification but not staying for the banquet 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 #	Adult Guests	Children 5 to 11	Under 5	Ladies Program
Guest Name (Print clearly, please!)		Adult Guests	Children	Under 5	Ladies Program

Total Candidates _____ X \$70.00 = \$ _____

Total Banquet Adult Guests _____ X \$30.00 = \$ _____

Total Children 5 to 11 Attending _____ X \$15.00 = \$ _____

Total Amount Enclosed \$ _____



John H Reddin Province
Colorado District Assembly

VIRTUAL Registration Form

Assembly Number and Name: _____

Assembly Contact: _____

Location Attending: _____

\$50.00 per candidate, if attending virtually, covers cost of baldric and lapel pin.

Please include **separate checks** for each candidate! Please use one line per person attending 4th Degree.
Knights attending the exemplification but not staying for the banquet 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 **May 21, 2021.**

Or E-mail scanned copies of this form, all form 4's and checks to the Registrar by **May 28, 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

Dave Petteys

9483 Sori Ln

Highlands Ranch, CO 80126

Registrar.CO.KofC.4th@gmail.com



John H Reddin Province
Colorado District Assembly

Program Book
CO KofC 4th Degree
Dave Petteys
9483 Sori Ln
Highlands Ranch, CO 80126

Program Booklet Advertising Form Deadline May 21, 2021

For Assembly 2813 Hosted Exemplification on June 5, 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, Dave Petteys, 2813 Sori Ln, Highlands Ranch CO 80126

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 2020-2021 Fraternal 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 5/28/2021