



## Knights of Columbus Fourth Degree

Junipero Serra Province ~ Central California District

Sir Knight James Hinojosa, Master

**Exemplification to be held at Holy Spirit Catholic Church**

**355 E. Champlain Dr., Fresno, CA 93730**

August 26, 2024

Dear Worthy Sir Knights and my Brothers:

As Master of the Central California District, Junipero Serra Province it is my pleasure to invite your Assembly's participation for the Fresno Exemplification scheduled for Saturday, October 26, 2024. The **Paul T. Pryor #2950** will be hosting this event at the Holy Spirit Catholic Church, 355 E. Champlain Dr., Fresno CA 93730. This Exemplification will be honoring the 100th Anniversary of John C. Dugan Assembly #46.

Enclosed is the event's packet that has been updated specifically for the Exemplification. **Please take time to review the entire packet carefully.** Then make copies and distribute as suggested. Please note the deadlines. They are more important than ever! **Ticket requests and distribution will be handled by each assembly.** Each Assembly will be collecting the individual checks from Candidates and Sir Knights for banquet tickets and candidate fees. Then the Assembly will write two checks, one for the banquet tickets and one for the application fees. Thank you in advance for your help in making our procedures work well and the 4<sup>th</sup> Degree Exemplification being the best ever!

It is important that all candidates receive the necessary information. Remind the Candidates of the **Mandatory Dress Code. Black Tuxedo or Black/Dark Suit with White Shirt and Dark Tie!** It is also necessary that both the Faithful Navigator and Faithful Comptrollers review the entire packet to assist in registration running smoothly.

Thank you for your recruiting efforts for this exemplification and all your hard work for our district! I look forward to seeing each of you and your new recruits in Fresno at the Holy Spirit Catholic Church! If you have any questions, please contact me!

Sincerely and Fraternaly,

James Hinojosa  
Master Central California District  
[James4kofc@gmail.com](mailto:James4kofc@gmail.com)  
559-647-2602

Joseph Hill  
District Secretary, Central California District  
[joseph.hill@kc9445.org](mailto:joseph.hill@kc9445.org)  
559-355-1897

Letter from Central District Master James Hinojosa



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**Tentative Schedule**

**Saturday, October 26, 2024**

|                     |  |
|---------------------|--|
| 8:00 AM – 9:00 AM   | <b>Master’s Breakfast</b> (Sir Knights, Candidates and Guest Ticket Needed)  |
| 9:00 AM – 10:00 AM  | <b>Information Church - Banquet Hall</b><br>(Information only, no tickets distributed)                                 |
| 9:00 AM – 9:30 AM   | <b>Master’s and Marshal’s Meeting – Banquet Hall</b>   |
| 9:30 AM – 10:00 AM  | <b>Exemplar Team and Color Corps</b>   |
| 9:00 AM – 9:30 AM   | <b>Comptrollers Report to District Secretary</b><br>(Tickets Distributed to Comptrollers)                              |
| 10:00 PM – 11:00 AM | <b>Candidates Registration</b><br>(Candidates to report to the Faithful Comptroller of your Assembly for registration) |
| 11:00 AM – 12:00 PM | <b>Master’s Lunch</b> (Sir Knights, Candidates and Guest Ticket Needed)  |
| 12:00 PM – 12:30 PM | <b>Color Corps &amp; Marshals Assemble – Ante Room</b>   |
| 12:00 PM – 12:30 PM | <b>Candidates Assemble – Ante Room</b>   |
| 12:30 PM – 1:00 PM  | <b>Candidates Instructions – Ante Room</b>   |
| 1:15 PM – 3:00 PM   | <b>Exemplification of the Fourth Degree – Banquet Hall</b>   |
| 3:45 PM – 4:00 PM   | <b>Color Corps Assemble for the Mass</b>   |
| 4:00 PM – 5:00 PM   | <b>Mass</b>  |
| 5:30 PM – 7:30 PM   | <b>Banquet Dinner- Tickets needed</b><br>(Doors open at 5:30 PM)   |

*Times subject to change. Rooms and final schedules will be announced the day of event.*



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Many Assemblies' hold an "**Information Night.**" This meeting is held prior to the Exemplification. During this meeting the dress code is modeled. Questions are answered and forms are reviewed for completion. This gives the Candidate confidence that he knows what to expect and has the opportunity to meet members of your assembly. Please try and schedule this important Information Night.

**Before the Exemplification / Paperwork for you to Submit, Other Tasks**

Once you collect the candidates Form 4's (and reviewed them for completeness) and have collected the initiation fee, you will need to prepare the **Comptroller's Electronic Candidate's List** . Start by alphabetizing your candidates then follow the sample and then email to the Master and the District Secretary, the same day you mail the completed form 4's. Remember to track which candidates will be attending the banquet. This must be submitted on the form and the Assembly will be distributing the tickets. **The Form 4's and Electronic Candidate List are due October 18, 2024**

Candidates and Sir Knights will be turning into the Assembly their requests for Breakfast, Lunch and Banquet Dinner tickets. The Ticket Order Form is where your **final numbers are to be entered.**

Include an **Assembly check made payable to Master James Hinojosa** and mail to SK Joseph Hill by October 18<sup>th</sup>, 2024. Remember to keep track as the Assembly will be distributing these tickets the day of the event. At this point, you should determine possible seating arrangements. It is the Assembly's responsibility to determine seating assignments. This is a wonderful opportunity since the Assembly knows who sponsored whom, etc.

The Banquet, as always, celebrates the culmination of the day's events! The Banquet Dinner is a formal event (Fourth Degree Uniform, or black tuxedo, or black or Dark Suit with white shirt and dark tie for men and semi-formal attire for the ladies). This elegant event is filled with guests from the Knights of Columbus State Offices.

Please encourage members of your Assembly and their guests to carpool to the event. This way, guests who are not admitted into the Exemplification can still attend the Mass and the Banquet Dinner.

Candidates and Sir Knights will be turning into the Assembly their Banquet Dinner ticket requests. You will need to track if the candidate is attending the banquet event though it is included in their application fee. **The Ticket Order Form (attached) is where your final numbers are to be entered. Include an Assembly check made payable to Master James Hinojosa and mail to SK Joseph Hill to be received by October 18, 2024.**



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**Ticket Sale Deadline: October 18, 2024**

**Exemplification: October 26, 2024**

Assembly Name: \_\_\_\_\_

Assembly #: \_\_\_\_\_

Assembly Contact: \_\_\_\_\_

Contact's Phone Number: \_\_\_\_\_

Assembly representative distributing \_\_\_\_\_

Banquet Dinner Tickets: \_\_\_\_\_

- Checks to be made payable to Master James Hinojosa
- Mail check (this Assembly Check should only include the funds for tickets) and this form to:  
**SK Joseph Hill**  
**257 Santa Ana Ave., Apt 105**  
**Clovis, CA 93612**

• **Questions to SK Joseph Hill – 559-355-1897**

**Master's Breakfast # \_\_\_\_\_ @ 0.00**

**Master's Lunch # \_\_\_\_\_ @ 15.00 \_\_\_\_\_**

**Banquet Dinner Tickets # \_\_\_\_\_ @ 45.00 \_\_\_\_\_**

**Total check amount: \$ \_\_\_\_\_**

**Reservations by phone or email.**

**Assembly Ticket Order Form (Comptroller Use ONLY)**



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### Candidate Information Flyer Part A

**Worthy Candidate**, Thank you for accepting the invitation to join the Fourth Degree! Membership in your local Assembly will be exciting! You will meet other Knights from surrounding councils and be in the patriotic as well as most visible component of the Knights of Columbus. To join the Fourth Degree, you must participate in the Exemplification, complete the required paperwork (details below), and pay the application fee. Your sponsor and your local Assembly will assist you. Assemblies are different than Councils. This Exemplification will have a Banquet after Mass. You are welcome to order tickets for your guests to attend the banquet. If you have questions, please ask. Welcome to the Fourth Degree!

#### **Candidate Registration Information**

Eligibility: All Third Degree Knights who are in good standing with their council are eligible to receive their Fourth Degree. Your Assembly will need your payment and paperwork by early June. See your sponsor for the exact date set by your Assembly.

Here are the steps in the process:

#### **Fill out a Form 4 completely and LEGIBLY**

REQUIRES a signature from your Council's Financial Secretary.

- **Write a check to the Assembly you are joining.**
- District Application Fee: \$ 90.00  
(includes Supreme Registration Fee, Social Baldrick, Fourth Degree Lapel pin)
- As a gift from the Master, you will receive a non-transferrable banquet ticket for your use at this Exemplification.
- Assembly Fees: Varies  
(your Assembly will let you know if there are fees for dues, badges, etc.)
- **Write your check made payable to your Assembly.**
- When you turn in your check, inform your Assembly if your Spouse/Guest will be attending the Master's Breakfast, Master's Lunch \$15 and Banquet Dinner \$45, include with your application.
- Your sponsor will submit your Form 4 with your fees to the Assembly.
- You should learn whom at the Assembly to contact with Exemplification questions.
- Your paperwork will be forwarded to the Master and the Exemplification Committee.
- You will receive the tickets, etc. at the Exemplification.

**Banquet Dinner– Saturday 5:30 PM – \$45.00 Extra Tickets (Not Candidates).** The Master gifts a banquet dinner ticket to the Candidates. Additional Banquet Dinner tickets may be ordered through the Comptroller of your Assembly. Tell your Assembly the number of Tickets for the event.

#### **Miscellaneous Tips and Information**

- Candidates should eat before the Exemplification. Once the Exemplification starts there is no break for food until after 4:00 p.m. Mass.
- The Exemplification Mass fulfills your Sunday Mass obligation.
- Work with your sponsor and your future Assembly to complete all paperwork neatly, accurately and within deadlines.
- Your check needs to be made to your Assembly.



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## Candidate Ticket Order Form

Please Print Legibly

Candidate: \_\_\_\_\_

Spouse or Guest \_\_\_\_\_

| Ticket Type                | #   | Price               | Amount                 |
|----------------------------|---|---------------------|------------------------|
| <b>Master's Breakfast</b>  |   |                     |                        |
| Candidate                  | <input style="width: 50px; height: 20px;" type="text"/> |                     | Free                   |
| Spouse / Guests            | <input style="width: 50px; height: 20px;" type="text"/> |                     | Free                   |
| <b>Master's Lunch</b>      |   |                     |                        |
| Candidate                  | <input style="width: 50px; height: 20px;" type="text"/> | @<br><b>\$15ea.</b> | \$                     |
| Spouse / Guests            | <input style="width: 50px; height: 20px;" type="text"/> | @<br><b>\$15ea.</b> | \$                     |
| <b>Banquet Dinner</b>      |   |                     |                        |
| Candidate                  | <input style="width: 50px; height: 20px;" type="text"/> | @<br><b>COMP</b>    | Total Due: From Master |
| Spouse / Guests            | <input style="width: 50px; height: 20px;" type="text"/> | @<br><b>\$45ea.</b> | \$                     |
| Total <b>Banquet</b> meals | <input style="width: 50px; height: 20px;" type="text"/> |                     | Total Due: \$          |

Make check **payable to:** \_\_\_\_\_ Local Assembly

Send check to: \_\_\_\_\_ Include with Form 4 Application to Assembly



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### **Worthy Sir Knights,**

You are invited to attend the Exemplification. Come and support your new Brother Sir Knights.

### **Event Information**

- Your request for Banquet tickets will be submitted to your Assembly.
- At the Exemplification your tickets will be distributed through your Assembly.
- Please submit your request to the Faithful Comptroller
- Contact your Faithful Comptroller for the exact due date of ticket reservations and fees
- Official Regalia Dress is required of all members for the entire day.

### **Recruitment**

It is essential that Sir Knights sponsoring new candidates assist with paperwork and providing information. All new candidates should feel welcome in all steps of the Exemplification.

Recruitment is what keeps the organization prosperous. Currently only 25% of Knights have a Fourth Degree. Help build your Assembly for the future and recruit!

### **Additional Ticket Information**

Banquet Dinner Tickets: Saturday, 5:30 P.M., \$ 45.00 per ticket

Master's Breakfast Ticket: RSVP

Master's Lunch Ticket: RSVP, Saturday, 11:00 A.M., \$ 15.00 per ticket

**\*\*Tickets may be ordered through the Comptroller of your Assembly\*\***

The Banquet Dinner, as always, celebrates the culmination of the day's events! The Banquet Dinner is a formal event (Fourth Degree Uniform, or black tuxedo, or black or Dark Suit with white shirt and dark tie for men and semi-formal attire for the ladies). This elegant event is filled with guests from the Knights of Columbus State Offices.



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## Guest Ticket Order Form

Please Print Legibly

Sir Knight: \_\_\_\_\_

Spouse or Guest \_\_\_\_\_

Guest Ticket Order Form

| Ticket Type                | #   | Price               | Amount  |
|----------------------------|---|---------------------|---|
| <b>Master's Breakfast</b>  |   |                     |   |
| Sir Knight                 | <input style="width: 50px; height: 20px;" type="text"/> |                     | \$ Free   |
| Spouse / Guests            | <input style="width: 50px; height: 20px;" type="text"/> |                     | \$ Free   |
| <b>Master's Lunch</b>      |   |                     |   |
| Sir Knight                 | <input style="width: 50px; height: 20px;" type="text"/> | @<br><b>\$15ea.</b> | \$  |
| Spouse / Guests            | <input style="width: 50px; height: 20px;" type="text"/> | @<br><b>\$15ea.</b> | \$  |
| <b>Banquet Dinner</b>      |   |                     |   |
| Sir Knight                 | <input style="width: 50px; height: 20px;" type="text"/> | @<br><b>\$45ea.</b> | \$  |
| Spouse / Guests            | <input style="width: 50px; height: 20px;" type="text"/> | @<br><b>\$45ea.</b> | \$  |
| Total <b>Banquet</b> meals | <input style="width: 50px; height: 20px;" type="text"/> | Total Due:          | <input style="width: 50px; height: 20px;" type="text"/> |

Make check **payable to:** Master James Hinojosa

Send check to: SK Joseph Hill; 257 Santa Ana Ave., Apt 105 Clovis, CA 93612