



Knights of Columbus Fourth Degree

Junipero Serra Province ~ Central California District

Sir Knight Roman Bejarano, Master

Exemplification to be held at Saint Jude Parish,

303 Hillcrest Ave, Marina CA 93933

February 27, 2024

Dear Worthy Sir Knights and my Brothers:

As Master of the Central California District, **Saint Jude Parish** it is my pleasure to invite your Assembly's participation for the Marina Exemplification scheduled for Saturday April 13th, 2024. The **Santa Rosalia Assembly #77** will be hosting this event at the Saint Jude Parish, 303 Hillcrest Ave, Marina, CA 93933. This Exemplification's honoree is **Rev. Cornelius "Scott" McCarthy**.

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 & lunch 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.

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 Marina at the Saint Jude Parish! If you have any questions, please contact the District Secretary!

Sincerely and Fraternaly,

Roman Bejarano
Master Central California District
skrb@sbcglobal.net
[\(559\) 288-5675](tel:5592885675)

Donald Champ
Secretary Central California District
donaldchamp@msn.com
559-816-6223

Letter from Central District Master Roman Bejarano



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Tentative Schedule

Saturday, April 13, 2024

10:30 AM TO 11:00 AM	Faithful Comptrollers Report to the District Secretary
11:00 AM TO 11:30 AM	Information Table – (Information only, no tickets distributed)
11:30 AM TO 12:30 PM	Candidates Registration
12:30 PM TO 1:30 PM	Lunch
1:30 PM TO 2:00 PM	Honor Guard Assemble for Instructions
2:00 PM TO 2:45 PM	Candidates Assemble in Ante Chamber
2:45 PM TO 4:15 PM	Exemplification of the Fourth Degree
4:15 PM TO 4:45 PM	Honor Guard Assemble for the Mass
5:00 PM TO 6:00 PM	Mass – Saint Jude Church
6:00 PM	Dinner Banquet

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 March 29th, 2024**

Candidates and Sir Knights will be turning into the Assembly their Luncheon and Dinner Banquet ticket requests. The Ticket Order Form is where your final numbers are to be entered.

Include an **Assembly check made payable to Master Roman Bejarano** and mail to SK Donald Champ by April 3rd, 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.

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.

Candidates and Sir Knights will be turning into the Assembly their Luncheon and Dinner Banquet ticket requests. You will need to track if the candidate is attending the dinner 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 Roman Bejarano and mail to SK Donald Champ to be received by April 3, 2024.**



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Ticket Sale Deadline: April 3, 2024

Assembly Ticket Order Form (Comptroller Use ONLY)

Assembly Name: _____

Assembly #: _____

Assembly Contact: _____

Contact's Phone Number: _____

- Checks to be made payable to Master Roman Bejarano
 Mail check (this Assembly Check should only include the funds for tickets, Luncheon and Dinner Banquet)
 and this form to:

Sir Knight Donald Champ
PO Box 502
Lemoore, CA 93245-0502

Reservations by phone or email.

Questions to SK Donald Champ – 559-816-6223
donaldchamp@msn.com



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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 Luncheon before Mass and a Dinner Banquet after Mass. You are welcome to order tickets for your guests to attend the luncheon and 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 April. 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: \$ 70.00
(includes Supreme Registration Fee, Social Baldrick, Fourth Degree Lapel pin)
- As a gift from the Master, you will receive a non-transferable dinner 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 whether you are attending the Luncheon and/or if your Spouse/Guest will be attending the Luncheon \$10 each, include with your payment.
- Also inform your Assembly if your Spouse/Guest will be attending the Dinner Banquet \$35 each, include with your payment.

Luncheon – Saturday 12:30 PM - \$10.00 and Dinner Banquet – Saturday 6:00 PM – \$35.00

Extra Tickets (Not Candidates). The Master gifts a dinner banquet ticket to the Candidates. Additional Banquet tickets may be ordered through the Comptroller of your Assembly. Tell your Assembly the number of Tickets and for which event. Contact your Assembly for information about the Luncheon and Dinner Banquet Tickets may be combined into one check.

Miscellaneous Tips and Information

- 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 by
Wednesday, April 3rd, 2024



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Exemplification Candidate Ticket Order Form

Please Print Legibly

Candidate: _____

Spouse or Guest: _____

<u>Ticket Type</u>	<u>#</u>	<u>Price</u>	<u>Amount</u>
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Banquet See Below*

<i>Candidate</i>	_____ @ Comp.	\$ <u>0.00</u>
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Sir Knights and Spouses / Guests	_____ @ \$35 ea.	\$ _____
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Luncheon Head Count	_____ @ \$10 ea.	\$ _____
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Total meals _____	Total due: \$ _____
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Make check payable to: _____ Local Assembly

Send check to: _____ Include with Form 4 Application to Assembly