

SAINT JUNIPERO SERRA PROVINCE

EXEMPLIFICATION OF THE FOURTH DEGREE



Saturday May 15th, 2021 1:00 PM

at St. Philip the Apostle Church, 7100 Stockdale Hwy, Bakersfield, CA 93309.

\$50 Brother Knights \$25 Clergy

The registration process is this:

- Email a scanned fully filled out Form 4 to Master Dwight Wilson jayvalleyview@gmail.com Include the candidates email address!
- The candidate will receive an email containing his registration link.
- The candidate will register, it is important that they know what assembly they are joining and that they belong to the **Central District**.
- The Faithful Comptroller will mail the original Form 4 and payment to:

Master Dwight J. Wilson
6443 Houston Ave
Hanford, CA 93230

- Candidate attends Exemplification.
- Candidate is Knighted by his Faithful Navigator at his first meeting, or by myself during one of my visits.

Once the original Form 4 and payment has been received the candidate will be processed through Supreme. **This must be done before May 12, 2021.**

. It is important for the Candidates to know that this is not an open Exemplification, and must be viewed in private. Any Sir Knights that wish to observe the Exemplification must email me directly for a guest link. I wish all the Candidates well, feel free to contact me with any questions you may have.

Semper Paratus,

Dwight J. Wilson
Master Central District
St. Junipero Serra Province



May 15, 2021 Exemplification of the Fourth Degree

Instructions to
Navigators and Comptrollers

The following is presented below to instruct the Navigator and the Comptroller how to process a form 4 for an online Exemplification during the Covid-19 Pandemic. This In Person and Online Exemplification will take place on **Saturday, May 15, 2021** starting at 1:00 PM.

If you, or one of your members, have recruited a candidate for the 4th degree, please handle the Candidate's registration in the following manner making sure to follow all steps to the letter. Please observe deadlines.

Throughout these instructions, we will be referring to the Form 4 paper, hard copy, version and the Form 4 digital version

- Sponsors will meet with their candidate, or, if this not possible, will phone the candidate and obtain the required information over the phone or via email so the Form 4 can be completed. If this can be done safely in person, all the better.

- Complete means:

Candidate's Full name
address
City and state and zip code
council number
membership number (one of the most forgotten fields)
home phone number
mobile phone number
e-mail address
date of birth
citizenship status
Parish he attends
1st degree date.

- The Sponsor will sign his name at the designated area, date the entry and provide his membership number.
- If the filling out of the Form 4 is being done in person, the candidate will sign his name in the designated area. Otherwise, the sponsor will get the Candidate's permission to sign his name for him.

- During the signup process, the Sponsor will inform the Candidate of the following:
 - a. What District he is in (Northern, Central, Southern, Nevada)
 - b. What is the Assembly NAME and NUMBER he is joining
 - c. The District name and Assembly number are used in the online registration process.
- The Sponsor will then get in touch with the Candidates' Financial Secretary so that he can ascertain and verify that the Candidate is a member in good standing.
- If this verification process takes place in person, the Financial Secretary will fill in the areas he has responsibility for, sign and date the Form and return it to the Sponsor.
- The Sponsor will then get the Form to the Navigator that the candidate is joining so that the Assembly can vote on accepting the Candidate.
- When the vote has been taken, the Navigator will advise the Candidate what amount he should make his check out for and either mail it to the Navigator or give it to the Sponsor.
- The Exemplification Fees for this Exemplification will be:
 - Candidates: \$50.00
 - Clergy: \$25.00 paid by the Assembly the Clergy member is joining.
- If the Form 4s are collected via digital means, the Navigator or Comptroller in turn will call the Financial Secretary of the candidates' council to determine the standing of this candidate in the 3rd degree council if this has not been done already.
- If the conversation with the Financial Secretary is conducted over the phone, and it is determined that this member is in good standing, the Navigator or Comptroller will ask the Financial Secretary if he can sign the Financial Secretary's portion of the Form 4.
- The Navigator or Comptroller will then contact the Candidate and provide him the information on the assembly that includes programs, regular activities, honor guards, yearly dues, how the councils and Assembly work together in a Patriotic way.
- He then will let the candidate ask any questions he has on the assembly or exemplification. Whatever questions cannot be answered by the Navigator or Comptroller are to be directed to the District Secretary.
- The above two points are very important so that the Candidates has some semblance of not just what he is joining but has some contacts he can go to for in iries. hese oints will o e later in these instr tions.

- The Navigator/Comptroller will then place the Candidates names in nomination to be accepted as members of the Assembly.
- Upon recording the results of the vote, the Navigator/Comptroller will advise the Candidates to remit the Exemplification Fee made payable to the Assembly he is joining.
- As the Exemplification Fee checks come into the Assembly, they will be deposited into the Assembly's checking account and ONE check will be written for the total amount and sent along with the Form 4s to the District Office
- At this time in the registration process, the Navigator/Comptroller will issue to the candidate the registration e-mail where he can register online. But before doing this, READ THE FOLLOWING.
- It is strongly recommended that you do not forward the invitation to a candidate until you have the Form 4 in your hand. In your instructions to the candidate, stress the fact that they should register only one time and if an error is made, they should contact YOU for any corrections. Upon your request, the State Training Chairman will cancel the incorrect registration and **issue the candidate a new invitation directly.**
- Please be definitive in advising them they must retain the confirmation in order to attend and to **not launch the Join command until the session is about to start.** It is not necessary for them to email the State Training Chairman nor the District Secretary telling them they are going to attend.
- If you want to reduce issues at the end of the session, brief the candidate on his
 - a. District name (Northern, Central, Southern, Nevada)
 - b. Assembly number and name to aid in correct registration.
 - c. You would have been shocked to know how many candidates did not know either what District they were in or what Assembly they were joining.
- If you intend on allowing candidates to attend by phone call only or if they view the session with another candidate, **the system will not acknowledge their attendance and they will get an automated email 24 hours after the event that says the following...**

“Our records indicate you did not attend the session. If you did attend the exemplification, you will need to contact your District Master to discuss the circumstances in order to be credited with attending. He is the only persons who can assist you. Here is his contact email addresses.
 Master Central District Dwight Wilson jayvalleyview@gmail.com
- After all the above has been accomplished, the Navigator or Comptroller will scan the completed Form 4 and email it to the Master Central District along with ONE Check made payable to SK Dwight Wilson, Master and send to:



Instructions for Sponsors Regarding Central District Candidates

The May 15, 2021 Exemplification of the Fourth Degree will be held In Person and Online that involves the states of California and Nevada.

The instructions below will pretty much follow the same procedures we did in previous Exemplifications:

- Have your Assembly's Comptroller assess your supply of Form 4s.
- It is the responsibility of the Comptroller to inventory, keep track of, and order Assembly supplies when they are needed, not when you suddenly discover you've run out and have to go borrow some.
- If you are lacking in current paper hard copy Form 4s, order them from Supreme Supply. They are free and you only pay for shipping.
- The digital (PDF) computer fillable copy of the Form 4 will be available and sent out with these instructions.
- Start recruiting candidates from the Councils that feed your Assembly. District Deputies, it is your duty and obligation to notify the Grand Knights and Financial Secretaries of the Councils under your care of this event.
- Get the Form 4s filled out with all entries needed made and ALL signatures secured.
- As before, all completed Form 4s are to be submitted to the Assembly the candidate(s) is/are joining.
- The Navigator of the Assemble will take possession of the Form 4s and have the Assembly vote on the Candidates.
- After the voting, Navigators are asked to retain the Form 4s until ALL of the Exemplification checks are submitted.
- The Exemplification fees for this May 15th Exemplification will be:
Candidates: \$50.00
Clergy: \$25.00
- When that decision is made to accept the candidates, an Assembly officer will contact all of your Candidates and advise them to submit their Exemplification fees to the Assembly. The checks will be made payable to the Assembly the candidates is joining.
- It is strongly recommended that you do not forward the invitation to a candidate until you have the Form 4 in your hand. In your instructions to the candidate, stress the fact that they should register only one time and if an error is made, they should contact YOU for any corrections. Upon your request, the State Training Chairman will cancel the incorrect registration and **issue the candidate a new invitation directly.**

- At the same time, the Assembly officer will forward to the candidate(s) e-mail addresses the e-mail for them to register for this Online event but only after you read the following instructions and directive.
- Please be definitive in advising them they must retain the confirmation in order to attend and to not launch the Join command until the session is about to start. It is not necessary for them to email the State Training Chairman telling him they are going to attend.
- If you want to reduce issues at the end of the session, brief the candidate on his
 - a. District name (Northern, Central, Southern, Nevada)
 - b. Assembly number and name to aid in correct registration. You would have been shocked to know how many candidates did not know either what District they were in or what Assembly they were joining.
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“Our records indicate you did not attend the session. If you did attend the exemplification, you will need to contact your District Secretary to discuss the circumstances in order to be credited with attending. They are the only persons who can assist you. Here are their contact email addresses.

- As in the past, the Assembly will deposit ALL Candidates’ checks into their bank account and write ONE CHECK made payable to SK Tim Fukuda, Master and send the check with the processed Form 4s to the District Secretary whose information is shown below.

Master Dwight J. Wilson
 6443 Houston Ave
 Hanford, CA 93230
 E-Mail: jayvalleyview@gmail.com

- As the Exemplification date approaches, the Master Central District will send out reminders and directives to all Assemblies so that the Candidates will be properly reminded and any questions, concerns, or issues can be addressed well in advance.
- The preferred cutoff date for receiving Form 4s at the District Office will be Wednesday, May 12, 2021.
- The Master Central District is all too aware that there are certain Assemblies who have extreme difficulties with punctuality in business matters.