



# Knights of Columbus Fourth Degree Exemplification Saturday, May 22, 2010



## ADDITIONAL ASSEMBLY INFORMATION

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

### Submissions

All paperwork including the Assembly Tally Sheet (available at [www.vakofc.org](http://www.vakofc.org)), Form 4's and Assembly check for payment of all fees must be received by Wednesday, May 5, 2010. 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](mailto: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. You may want to consider mailing via a traceable method in case a problem arises. Note: The Assembly check must be made payable to Richard G. Head, 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, a candidate 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 2:00 PM to 7:00 PM on Friday, or from 9:00 AM until 11:00 AM on Saturday in the Governor room in the hotel. Each Assembly is responsible for:

- Reminding the candidates of the proper attire for the Degree. All candidates must wear a Black single breasted 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. Police and Fire personnel may wear their Dress Uniform as well.
- Distributing candidate tickets, banquet tickets and ladies program tickets before 11:00 AM on Saturday. Distributing the Ladies program tickets is critical as a ticket will be required and candidates may not leave the antechamber once the Degree starts.
- Bringing their candidates to the Degree Antechamber by 11:15 AM on Saturday, May 22.
- If you have a candidate with a physical impairment requiring him to take the Degree by observation, please advise the Degree Team Marshal accordingly. Candidates will form at the antechamber at 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.



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### **Special Navigator Information**

All Navigators attending the Exemplification should plan to attend in full regalia. As with the October Exemplification, 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.

### **Program Book Sponsorships**

Assemblies wishing to sponsor the Banquet program book should send a check to the District Master no later than May 5th in order to meet the printing schedule. The cost is \$50.00. Note: The Assembly check should be made payable to Richard G. Head, Master, Fourth Degree and mailed to 13406 Tipple Point Road, Midlothian, VA 23114-5556. This sponsorship helps to keep other candidate and guest costs at their current levels.

### **Hospitality Rooms**

Hospitality rooms will be available and must be arranged through the Master. There are four rooms available. Each room consists of a large entertainment area and an attached bedroom. The rate for two nights is \$450.00.

These rooms are available on a FIRST COME FIRST SERVED BASIS (this includes payment of the charges). Keys for the rooms will be available from the Master's staff after 12 Noon on Friday, May 21st. 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.

Note: Your Assembly check to reserve a Hospitality Room should be made payable to Richard G. Head, Master, Fourth Degree and mailed to 13406 Tipple Point Road, Midlothian, VA 23114-5556 as early as possible.

### **Reminder of cutoff dates**

May 5	Candidate packages to the Administrative Assistant
May 5	Program Book sponsorships to District Master
May 7	Hotel reservations (540-786-8321; reservation code "KOC4"; \$79 plus tax per night.)
May 16	No refunds after this date

### **Hotel Info:**

Fredericksburg Hospitality House and Conference Center  
2801 Plank Road  
Fredericksburg, VA 22401  
(540) 786-8321

### **Fees:**

All candidate and guest fees are to be paid to the Assembly and the Assembly processes one check payable to Richard G. Head, Master, Fourth Degree.

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

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

### **Banquet:**

Cost: \$38.00 (each candidate receives his banquet ticket as part of his fee). The cost of additional banquet tickets is to be paid to the local Assembly. The entree will be a combination Roasted London Broil and Boneless Breast of Chicken. The meal will include salad, vegetable, starch, rolls, dessert and beverage.



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### **Ladies Program:**

Cost: \$24.00 (will include lunch and a program). The lunch will be a plated Grilled Chicken Salad served on a Bed of Mixed Greens, rolls, dessert and beverages.

### **Schedule of Events:**

<b>Event</b>	<b>Time</b>
Candidates Report to Antechamber	11:15 AM ***
Ladies Program	11:30 AM ***
Exemplification Start Time	12:00 Noon ***
Doors open for banquet	5:30 PM ***
Banquet begins	5:45 PM

\*\*\* All times subject to change as the schedule is finalized

**Please note that at this time, we do not have a Mass scheduled. If we are able to arrange one, the time schedule will be adjusted accordingly.**

### **Payment Reminders:**

The Assembly check for candidates, additional banquet tickets and ladies luncheon tickets is made payable to Richard G. Head, Master, Fourth Degree and mailed to:

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

The Assembly check for Program Book Sponsorships and Hospitality Rooms is made payable to Richard G. Head, Master, Fourth Degree and mailed to:

Richard G. Head, Master  
13406 Tipple Point Road  
Midlothian, VA 23114-5556

### **Color Corps Volunteers**

Wayne Gretencord will be sending out an e-mail in the near future soliciting the assistance of Color Corps members for the Degree ceremony. Practice for volunteers will commence on Friday evening with sword and service baldric only. No practice will be scheduled for Saturday morning. Due to the changes in the Exemplification, no one will be allowed to participate in the Color Corps unless they attend the Friday evening practice. Volunteers must be in full regalia for the Degree. Please encourage your members to assist.

### **Questions and/or additional information**

Please do not hesitate to contact District Master Richie Head at Master@vakofc.org or at 804-378-5301.



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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.

**OFFICIAL REGALIA DRESS – MEMBERS  
PICTORIAL VIEW**



Black Tuxedo



White Pleated Tuxedo  
Shirt with a Straight  
Collar With Studs and  
Cuff Links



Cummerbund



Social Baldric



4th Degree  
Lapel Pin

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Lay down collar  
Use this one

Winged-tip  
Not allowed