



**The Oklahoma District
Our Lady of Guadalupe Province
Fourth Degree, Knights of Columbus is sponsoring a
4th Degree Exemplification
on January 23, 2021.
This will be a Virtual Exemplification
by Zoom video conference**

**The Exemplification is being held in Honor of
First Responders and Veterans**

EXEMPLIFICATION INFORMATION:

DATE:

Exemplification to be held on Saturday, January 23, 2021, at 10:00 AM.

REGISTRATION DEADLINE:

Closing date for **registration** will be **Saturday, January 16, 2021**, for submission of all Form 4s, fees and notifications of Candidates attending.

Collection of forms & fees will be made by contacting me because I need to send out a Zoom invitation a week before. These forms & fees can be delivered by Navigators, Grand Knights and/or their staff.

For submission of Form 4 and fees, mail to:

Oklahoma District Master Rick Miller, PGK, PFN

3914 Galway CT

Shawnee, OK 74804

Phone: 580.320.0715

Email: rickstonewall@gmail.com / Phone: 580.320.0715

**NO CANDIDATE FORMS WILL BE ACCEPTED AFTER
JANUARY 16, 2021.**

FEES

Cost per candidate - **\$50.00.**

I will issue a **4th Degree certificate**, a **social baldric** and a **4th Degree pin** at a later date, when you will be Knighted – preferably at your 4th Degree Assembly meeting, or a social function with your family present.

PLEASE MAKE CHECKS PAYABLE TO: “OK District Master Rick Miller”

On the check memo line please include: OK Jan 23

TIME:

This virtual exemplification **will begin exactly at 10:00 AM on January 23, 2021.** You **MUST log-in beginning at 9:00AM, no later than 9:45 AM** because I will be checking you in before the event. No one will be admitted in after we begin.

REQUIREMENTS OF A FOURTH DEGREE CANDIDATE

Candidates must be a Third-degree Knight in good standing with their Council. **Only Fourth Degree Sir Knights can attend the Exemplification** online as observers. **Your Form 4 must be completely filled out and MUST have all required signatures.** Groups of candidates and Fourth Degree Knight observers are allowed to sit in together, so long as all involved are practicing socially distance guidelines.

CANDIDATE DRESS CODE

Since this is an online event – there is no official dress code, outside of at least **your Sunday best**. Candidates will only be visible on the Zoom screen.

ADDITIONAL INFORMATION

There will be **no Holy Mass or banquet** after the Exemplification.

For any questions you may contact me via text at 580.320.0715 or email me at rickstonewall@gmail.com, I will respond as soon as possible.



The following information is from:

OUR LADY OF GUADALUPE PROVINCE
David Roewe, PSD, Vice Supreme Master
Texas, Oklahoma
5/29/2020

Candidate Instructions for Virtual 4th Degree
Exemplification:

If you have recruited a candidate for the 4th degree, please make sure he understands the following prior to the scheduled Exemplification.

- 1 week prior to the exemplification, phone your Faithful Navigator and make sure he has completed the form 4 and forwarded the form to the District Master.
- Phone your candidate and ask him to download the “Zoom meeting” app to his Ipad, laptop or PC. Phones are to small and may not be adequate for this purpose.
- Ask him if there are any questions, he has prior to the Exemplification. Remind him of all the programs and activities of the Assembly he is joining and make plans to take him to his first meeting as we are able.
- Make sure he has mailed the Exemplification Fee to the District Master.
- Ask him to prepare for the Exemplification by participating in the Exemplification in a quiet room where he can have privacy and is able to be engaged in the Exemplification (no outside distractions). Let him know this will last 90-120 minutes, so be prepared to be in his private location for that length without a break.
- Let him know when he logs into Zoom meeting site, he is to opt for the audio only, do not turn on the video portion of the site.
- The District Master will send the link to the meeting in advance, make sure your candidate received the link.
- We are asking that the candidates log in at least 30 minutes early so we can get an accurate roster for the Exemplification.
- A report will be generated at the end of the call with the names and duration of each person on the call, So, your candidate needs to be on the call until the end.

How to Process a Form 4 for an online Exemplification during the Covid-19 Pandemic:

If you have recruited a candidate for the 4th degree, please handle the Form 4 in the following manner.

- Phone your Faithful Navigator and give him complete information over the phone or via email so he can complete the form 4. Complete means, Full name, address, council number, membership number, phone number, DOB, Parish, 1st degree date. Give the Faithful Navigator permission to sign your name and add your membership number to the proposer portion of the form 4. Give the Faithful Navigator the name and phone number of the councils Financial Secretary.**
- The Faithful Navigator will call the Financial Secretary of the candidates' Council to determine the standing of this candidate in the 3rd degree council. If this member is in good standing, the Faithful Navigator will ask the FS if he can sign the FS portion of the Form 4.**
- The Faithful Navigator will then contact his Assembly's officers via phone, email or conference call to vote on the candidate, ask any questions, and determine if this candidate will be accepted into the Assembly.**
- Once the candidate is approved, the Faithful Navigator will sign the Faithful Navigator & Faithful Comptroller portion of the Form 4. (No digital signatures)**
- The Faithful Navigator will phone the candidate and review the Form 4, review the details of the upcoming virtual exemplification from date, what platform that will be used, how to connect, how much the cost of the Exemplification and where and who (District Master) to send the check for the Exemplification fee to, give 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.**
- The Faithful Navigator will then ask permission to sign the applicant portion of the Form 4.**
- Lastly, the Faithful Navigator will scan the completed Form 4 and email it to the District Master.**
- The District Master will contact the candidate and review the information on how to connect to the exemplification and use the Form 4 to track those attending the online Exemplification**
- After the Exemplification, the District Master will take the scanned copies of all Form 4's and email them to the Supreme Masters office and mail the Exemplification Report and check to the Supreme Masters office.**