



Knights of Columbus Fourth Degree Exemplification Saturday, October 29, 2022



ADDITIONAL ASSEMBLY INFORMATION

This supplements the Candidate Information sheet

Submissions

All paperwork including the Assembly Tally Sheet (attached and available at www.vakofc.org), completed Form 4's (**without detaching any copies, all four copies must accompany the submission**), and Assembly check for payment of all fees **must** be received by Friday, October 21, 2022. Please allow sufficient time for mailing. All paperwork should be sent to:

Jeff Befumo, PFN
Administrative Assistant
16933 Four Seasons Drive
Dumfries, VA 22025

Please send Jeff an e-mail at adminassistant@vakofc.org and advise him that you have sent a package and by which method (i.e., regular mail, FedEx, etc.). This allows us to track everything sent to us. **DO NOT USE "REQUIRE A SIGNATURE" SERVICE** (Suggest Priority Mail, this has a tracking with the service and has better security in the mailbox vice FEDEX dropping off on the front porch.)

Note: One Assembly check for the entire amount for all candidate fees and additional luncheon tickets, and ladies' program must be made payable to Guillermo Giandoni, Master, Knights of Columbus 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

All applications (Form 4) for non-U.S. citizens must be reviewed by the Master as soon as they are approved by the Assembly. To facilitate the process, send an electronic copy, not the original application. Do not wait to submit the Form 4 with the total package, but submit it as soon approved.

Picking up candidate packages and escorting candidates to the Degree

Navigators can pick up their candidate packages from 5:00 PM until 6:30 PM Friday October 28th, 2022 at the hotel or from 8:00 AM until 11:15 AM on Saturday, October 29th, at All Saints Catholic Church. Please note that only Navigators or their appointed representatives should be picking up candidate packages. Candidates must get their tickets from the Navigator or designated representative after the Assembly has been checked in. When checking in, Navigators should bring with them a copy of their final tally sheet. This will assist in reconciling any differences in candidate, luncheon, or monetary totals. Navigators should also have an assembly check made payable to the Master, as noted above, for any additional funds owed or for the purchase of additional luncheon tickets, pending availability.

Each Navigator is responsible for:

- Ensuring all Form 4s (complete without detaching any copies), tally sheets, and Assembly checks are complete and accurately filled out.
- Reminding and ensuring the candidates and observers are in the proper attire for the Degree. Candidates for the 4th Degree will wear a dark black, grey, or blue suit with a plain white shirt and basic/conservative style tie. Both jacket and pants must be dark in color. Brown, green, or other color suits are not authorized.
- Candidates should not wear any pins on their jacket lapels. The social baldric and PG-113 pin will be provided to candidates during the ceremony. Priests should be dressed in clerical attire. Deacons may wear clerical attire as allowed by diocesan guidelines. Active-Duty Military may wear their Class A or dress uniform. Policemen and Firemen may wear their dress uniform.
- Sir Knights attending the Exemplification as observers should wear the Official Regalia Dress (ORD) or, if not yet purchased the ORD, may wear a dark black, grey, or blue suit with a plain



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white shirt and conservative style tie. Brown, green, or other color suits are not authorized. The social baldric should be worn under the jacket but in front of the tie. All Sir Knights, observers or color corps members, will wear the Fourth-Degree pin, the PG-113. No other pin will be worn. Military, Policemen, and Firemen may wear their dress uniform.

- Registering and picking up candidate and participant tickets should be done immediately upon arrival and distributed to candidates and participants before 11:30 AM on Saturday. Please advise your candidates where they can pick up their tickets.
- Bring candidates to the Degree chamber entrance no later than 11:30 AM on Saturday, October 29th, 2022. If you have a candidate with special needs requiring him to take the Degree by observation, please advise the Master's staff accordingly.
- Candidates will form outside of the chamber no later than 11:30 AM; the Degree will start at 12:30 PM and not end until mid-afternoon. Candidates with special medical requirements such as diabetes should be aware of this time constraint, so medications and food might be consumed accordingly.
- Ensure that Candidates have in their possession a 3rd degree membership card for admittance into the Chamber and know the name and number of their Assembly and FN or Rep cell phone #.
- Ensure all Assembly observers have a 3rd and 4th degree membership card in their possession for admittance into the chamber

Cancellations and Additions

Cancellations received after Friday October 21st, 2022 will not receive any refunds as final commitments will have been made. While we will do our best to accommodate additions, luncheon additions made after October 21st cannot be assured a luncheon ticket.

Special Navigator Information

All Navigators are expected to attend the Exemplification in Official Regalia Dress and participate as an escort. This is a critical part of the Exemplification and your role as an escort is an important one and your participation is required and greatly appreciated. A rehearsal will be conducted at 9:30 AM on Saturday. You are expected to attend and participate even if your Assembly does not have candidates. I understand that all Navigators will not yet have the Official Regalia Dress; if there are Sir Knights in your Assembly that do and can fill in for you as an escort, their participation will be most appreciated.

Hospitality Rooms

No individual hospitality rooms are planned for this Exemplification. A combined hospitality room will be available for snacks and beverages on Friday evening at the hotel. Assemblies are asked to contribute \$25.00 to help offset the cost of the hospitality room.

Program Book Sponsorships

Assemblies are requested and strongly encouraged to sponsor the Exemplification Program Book. Sponsorship cost is \$75.00. Please send a check to the District Master no later than 12 October 2022.

Both the Program Book Sponsorship and Hospitality Room Assembly check should be made payable to Guillermo Giandoni., Master, Knights of Columbus Fourth Degree and mailed to 12802 Valleyhill St., Woodbridge, Virginia 22192, no later than October 21st. This should not be part of your Exemplification package and should not be mailed to the administrative assistant.

Luncheon

The luncheon after the Exemplification will start sometime after the ladies return from their tour. At this Exemplification luncheon the Districts Necrology will be read. Navigators, please plan on attending and staying through the luncheon.



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Reminder of cutoff dates

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| ASAP | Recruit |
| October 15th | Hotel reservations |
| October 21st | Candidate packages to the Administrative Assistant |
| October 21st | Program and hospitality sponsorships to District Master |
| October 21st | Absolutely no refunds after this date |

Fees:

All candidate fees are to be paid to the Assembly and the Assembly must issue one check payable to Guillermo Giandoni, Master, Knights of Columbus Fourth Degree. The candidate fee is \$70.00. This fee includes the candidate's banquet ticket, social baldric, Fourth Degree Pin, certificate, and processing fees. The cost for Priests is \$60.00. We encourage Assemblies to assume the costs for their Priest candidates. Although Supreme does not charge a fee for Priests, the \$60.00 cost includes the Priest's luncheon ticket, social baldric, Fourth Degree Pin, and certificate. The cost of additional luncheon tickets is \$25.00 per ticket. The Ladies Program with special activity and lunch is \$50.00 or for luncheon only \$25.00.

Ladies program will be on a separate flyer. It is requested that any Lady attending the ladies' program and exemplification luncheon and wish to receive updated information on the program and tour provide to the Master's wife her email maryanngiandoni@gmail.com. Master's wife will provide updates and information to the ladies through their email prior to the exemplification.

Color Corps Volunteers

District Marshal Phil Kennedy will be sending out an e-mail soliciting the assistance of Color Corps members for the Degree ceremony. All Navigators are expected to serve as Candidate Escorts for the Exemplification. Practice for Navigators and volunteers is scheduled for Saturday at 9:30 AM. Volunteers must be in the Official Regalia Dress for the Degree. Please encourage your members to assist.

Schedule of Events:

| Day | Time | Event |
|----------|------------------------|---|
| Friday | 5:00 PM- 6:30 PM; | Navigator check-in at hotel |
| Friday | 5:00 PM – 11:00 PM | Hospitality Room open |
| Saturday | 8:00 AM to 11:30 AM | Navigator check-in at All Saints Church |
| Saturday | 9:30AM | Navigators report to Chamber for escort rehearsal with District Marshal |
| Saturday | No later than 11:30 AM | Candidate report to Antechamber |
| Saturday | 11:15 AM | Ladies gather at All Saints Church |
| Saturday | 12:30 PM | Exemplification |
| Saturday | Start 2:30-3:00PM | Luncheon |
| Saturday | 5:00PM | Mass at All Saints Church (regular parish Mass) |
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Questions and/or additional information

Please do not hesitate to contact District Master Guillermo Giandoni, at Master@vakofc.org, at 571-221-1842(C), or the District Secretary, Brian Ripple at Secretary@vakofc.org or at (540) 797-5823 or Jeff Befumo, PFN, Administrative Assistant, 16933 Four Seasons Drive, Dumfries, VA 22025, adminassistant@vakofc.org