



John H Reddin Province Colorado District Assembly

SK Roger Muller District Master
3800 W. 5th St.
Greeley, CO 80634-1629

November 21, 2019

The Master of the Colorado District, Roger Muller, is honored to host an Exemplification of the Patriotic Degree on Saturday, February 22, 2020 at the Immaculate Heart of Mary Catholic Church, 11385 Grant Drive, Northglenn, CO 80233. Candidates who have achieved their Knighthood Degree and whose application has been approved by the Assembly are invited to be elevated to the Patriotic Degree. Families are welcome and encouraged to attend the mass and banquet. Mass will be held following the exemplification at Immaculate Heart of Mary Catholic Church. This Mass fulfills your Sunday obligation.

SCHEDULE OF EVENTS

Registration, Coffee and food	11:30 A.M. – 1:30 P.M.
Ladies Entertainment	11:30 A.M. – 4:30 P.M.
Candidates in Antechamber	1:45 P.M. – 2:30 P.M.
Exemplification and Knighting	2:30 P.M. – 4:30 P.M.
Celebration of Mass	5:00 P.M. – 6:30 P.M.
Reenactment of Knighting after Mass	
Social	6:30 P.M. – 7:00 P.M.
Banquet	7:00 P.M.

Fourth Degree members are encouraged to attend. Sir Knights with the Fourth Degree Uniform are asked to participate in the Honor Guard for the Exemplification, Mass and banquet.

Dress for candidates & 4th Degree members: Black or dark (blue or grey) business suit with black socks and black shoes, white dress shirt (no button down collars or French cuffs) and tie. A black tuxedo is optional. But, if worn the tuxedo is worn with a white pleated tuxedo shirt with a lay-down collar (**no ruffles or French collars**) a black bow tie and cummerbund (**no vests**). We are honored to have active duty Military personnel and encourage them to wear their dress uniform.

Sponsors & Faithful Navigators should accompany their candidates. Do not allow a candidate to attend the degree alone. Candidates **must have a current third degree membership card in their possession** as it will be checked. The celebration of Mass & the banquet are essential parts of the degree and all candidates and families are expected and encouraged to participate in both.

Ladies Entertainment: The entertainment will start when candidate registration opens. Ladies are welcome to join the hosting auxiliary whenever their Knight comes to register. The auxiliary will provide lunch during candidate registration that will be salads and dessert. This will be followed by Kathy McGovern speaking on the history of holy week and that will be followed by some prize winning games. The program will conclude in time for a break and time to freshen up for the mass at 5PM.

COST: \$70.00 - fee for candidates: includes social baldric, lapel pin and a banquet ticket. Fee must accompany completed Form 4 "Fourth Degree Membership Document" and sent to registrar by date indicated.

Candidate's Guests and other Attendees

\$25.00 – fee for each member, spouse and adult guest attending banquet. Payment for guests and other attendees are to be included with registration and sent to registrar by the deadline date indicated. Special dietary needs need to be noted on registration meal requests. Banquet fees received are **NON-REFUNDABLE after** deadline date.

\$20.00 – fee for each priest attending the banquet. It is suggested that Assemblies should pay for any priest's banquet cost.

\$10.00 – fee for each child, ages 5-11 attending banquet. Children under 5 are free.

All checks payable to "MASTER OF THE DISTRICT" and sent with completed **Form 4** and **Registration Form** must be received by the **Registrar no later than February 15, 2020.**

*****Important:** Be sure Form 4 includes: new member's membership number & signature

1. proposer signature & Assembly number
2. has been certified by Financial Secretary of the applicant's council, and
3. signed by both **Faithful Navigator & Faithful Comptroller** of Assembly he is joining
4. **Leave Form 4 intact. Do not** remove any pages from Form 4, as host assembly will return completed Assembly and Financial Secretary copy to a representative of assembly at the exemplification.

Faithful Navigators (or their designee) MUST register and send in PAYMENTS for all Candidates and Guests. Please register for the **Ladies Entertainment** and make note of any special dietary needs. Include **separate checks for each candidate!**

Because we expect a large number of candidates, all **Form 4's** (not scanned or digital) and all checks payable to **Master of the District** must be received by the registrar by February 15 or the registration will be considered late – no exceptions.

Registrations received after the deadline will be accommodated on a space available basis with every effort made to meet that accommodation. **A LATE FEE of \$10 per candidate will be assessed to the Assembly for each candidate registered after the deadline.**

To assist in the ease of registration, each Assembly submitting candidates should have a single point of contact for the Assembly with regard to their candidates and associated paperwork. When submitting Form 4's and associated paperwork, please submit **contact person's name and contact information.**

Upon the completion of the Exemplification a member of the candidate's assembly **needs** to meet with the 4th Degree registrar to pick up the Assembly and financial Secretary copies of the Form 4's for their new Sir Knights.

Assemblies and Councils are invited and encouraged to submit advertisements for commemorative Program Book. Please see attachment titled "Program Booklet Advertising" for details on cost and where to submit.

Fraternally,

Roger Muller

Roger Muller, District Master
Colorado District
John H Reddin Province

Ken Allscheid

Ken Allscheid, Faithful Navigator
Assembly 1966
Westminster, CO 80234

Attachments:

1. Registration Form
2. Program Booklet Advertising Form



John H Reddin Province
Colorado District Assembly

Registration Form

Assembly 1966, Northglenn, February 22, 2020 Deadline February 15, 2020

Assembly Number and Name: _____

Assembly Contact: _____

Any Special Needs: _____

Initiation fee: \$70.00 per candidate (including deacons), covers cost of baldric, lapel pin and banquet ticket for candidate.

Cost of the banquet: \$25.00 for each guest age 12 or older, children age 5 to 11 - \$10.00 each, under 5 are free. The \$20 banquet fee for priests should be paid by the assembly. **Banquet fee is non-refundable after deadline date.**

Please include **separate checks for each candidate!** Please use one line per person attending 4th degree. Knights attending the exemplification but not staying for the banquet do not need to register.

Submit each candidate's COMPLETED Form 4 with registration.

Form 4 must be completely filled out with the following information: candidate's membership number, signatures of the candidate and proposer, certification by Financial Secretary of candidate's council and signatures from Faithful Navigator and Comptroller of the Assembly he is joining.

Candidate Name	Membership #	Adult Guests	Children	Under 5	Ladies Program
Guest Name		Adult Guests	Children	Under 5	Ladies Program

Total Candidates _____ X \$70.00 = \$ _____

Total Banquet Adult Guests _____ X \$25.00 = \$ _____

Total Priests Attending _____ X \$20.00 = \$ _____

Total Children 5 to 11 Attending _____ X \$10.00 = \$ _____

Total Amount Enclosed \$ _____

Mail all registration forms, completed **Form 4's** applications and checks payable to "**MASTER OF THE DISTRICT**" to the **Registrar**. Because we expect a large number of candidates, all **Form 4's** (not scanned or digital) and all checks payable to **Master of the District** must be received by the Registrar by **February 15, 2020** or the registration will be considered late – no exceptions.

Any e-mailed forms and checks will be considered preliminary and the registration incomplete until the Registrar receives the actual Form 4 and payment.

Please ensure a member of the candidate's assembly meets with the Master's Admin Team to pick up the Assembly and Financial Secretary copy of the new candidate's **Form 4**.

Registrar Information:

Registrar CO KofC 4th Degree
Dale Hutchinson
8095 S. Grand Baker Way
Aurora, CO 80016

Registrar.CO.KofC.4th@gmail.com



John H Reddin Province
Colorado District Assembly

Program Book
CO KofC 4th Degree
Tim Kearns
9190 Lookout Mountain Court
Colorado Springs, CO 80924

Program Booklet Advertising Form Deadline February 8, 2020
For Assembly 1966 Hosted Exemplification on February 22, 2020

Please email your "Camera Ready" artwork to Program.CO.KofC.4th@gmail.com and send your check payable to **Master of the District** and program book form to:

Program Book, CO KofC 4th Degree, Tim Kearns, 9190 Lookout Mountain Court, Colorado Springs, CO 80924

Preferred method: E-mail digital versions of ad or photo as Word, Power Point, or JPG document to Program.CO.KofC.4th@gmail.com. PDF documents are acceptable but may not look as good in the program book

Assembly/Council Name and Number: _____

Contact Person: _____

Phone / email: _____

	This Exemplification Only	All Exemplifications 2017-2019 Fraternal Year
<input type="checkbox"/> Full Page (5"x 8")	\$ 50.00	\$ 250.00
<input type="checkbox"/> Half page (5"x 4")	\$ 25.00	\$ 125.00
<input type="checkbox"/> Quarter Page (2.5" x 4")	\$ 15.00	\$ 75.00

Deadline 2/08/2020