

Attention All Worthy District Deputies

With the appointment of SK Tim Fukuda as our new District Master, SK Don Snow as the new Senior District Marshal, and SK Michael Jones as the new District Secretary, we are re-sending the **September 26th** Exemplification Packet and Instructions to assist you and the sponsors in processing Candidates for the Provincial wide Fourth Degree that will take place on Saturday, September 26, 2020 because the start time has changed. The information packet has been updated to reflect the change in the administration's contact information of the District.

The Exemplification will now begin at **1:00** PM NOT 10:00 AM as originally planned. This Exemplification is being sponsored by the Southern California Master SK Ray Forgette. It is open to all Assemblies within the Districts of the St. Junipero Serra Province and the United States.

The attached instruction and packet is for you the Navigator and Comptroller and a separate copy for the Sponsors. It is your responsibility to see that they are distributed to the respective members, Assembly officers, and sponsors.

It is imperative that instructions be followed to the letter. We learned quite a bit from the previous Exemplifications and one of the major problems was that people were either not reading the instructions, following instructions, were taking their own shortcuts, or a combination of the three.

If you have any questions, you are to get them to me first. If I can't answer them, I'll forward them up the chain of command for review and response. My contact information is shown below.

Michael Jones, District Secretary  
9570 Castledale Ct  
Elk Grove CA 95758  
916-698-0001 ~ [mjones53@comcast.net](mailto:mjones53@comcast.net)

**DO NOT SEND ANY REPLIES TO EITHER Former Master T.W. Starkweather or Former District Secretary Ed Blake, they are no longer in the picture.**



## September 26th Exemplification of the Fourth Degree

### Instructions to Northern California 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 Special Online Exemplification will take place on Saturday, September 26, 2020 at 10:00 AM PDT.

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. We do not appreciate the last minute louie's who seem to always show up at these events.

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 zipcode  
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 inquiries. These points will come up later in these instructions.
- 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 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. A list of the contact information for the respective District Secretaries will follow.

- For those of you who were not involved with the previous Exemplifications, each candidate has to register using his OWN E-MAIL address. He cannot piggyback on someone else's e-mail address. Be advised that when a candidate joins the Exemplification, his arrival time and departure are recorded.
- After all the above has been accomplished, the Navigator or Comptroller will scan the completed Form 4 and email it to the District Secretary along with ONE Check made payable to SK Tim Fukuda, Master and send to the Northern California District Secretary:

SK Michael Jones, District Secretary  
9570 Castledale Ct  
Elk Grove CA 95758  
916-698-0001 ~ mjones53@comcast.net

Respectfully submitted,

*SK Michael Jones, Secretary  
9570 Castledale Ct  
Elk Grove CA 95758  
916-698-0001 ~ mjones53@comcast.net*



## Instructions for Sponsors Northern California District Candidates Only

The September 26<sup>th</sup> Exemplification of the Fourth Degree will be held OnLine much the same as the May 23<sup>rd</sup> and July 11<sup>th</sup> Provincial Exemplifications that involved the states of California and Nevada. Date and time of the Exemplification, Saturday, September 26, 2020, beginning at 10:00 AM PDT.

The instructions below will pretty much follow the same procedures we did for the previous Exemplifications. However, don't assume your memory is in tip-top shape, take the opportunity to read each of the following:

- 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 September 26<sup>th</sup> 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.
- 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 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.

Michael Jones, District Secretary  
9570 Castledale Ct  
Elk Grove CA 95758  
916-698-0001 ~ [mjones53@comcast.net](mailto:mjones53@comcast.net)

- As the Exemplification date approaches, the District Secretary 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, September 23<sup>rd</sup> .
- The District Secretary is all too aware that there are certain Assemblies who have extreme difficulties with punctuality in business matters.

Spouse Pamela

Cell Phone 650-771-2872

CFB 1

E-Mail Addr tommiller@sonic.net

PLEASE PRINT



FOURTH DEGREE MEMBERSHIP DOCUMENT  
KNIGHTS OF COLUMBUS  
A SOCIETY OF CATHOLIC MEN

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IN  
U.S.A.

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MEMBERSHIP NUMBER 4338084

1	LAST NAME Miller, Thomas E		FIRST NAME		MIDDLE INITIAL		TITLE	
	STREET 238 Sycamore Street, San Carlos, California 94070		CITY		ST / PROV		POSTAL CODE / COUNTRY	
2	HOME PHONE 650-631-1341		DATE OF BIRTH 12/26/1947		MARITAL STATUS M		1st DEGREE DATE 6/29/2009	
	COUNCIL NO. 15923		BY BIRTH OR NATURALIZATION? Birth		IF NATURALIZATION HAVE FINAL PAPERS BEEN RECEIVED?		YES NO	
3	CITIZEN OF WHAT COUNTRY? USA		ASSEMBLY NUMBER		CITY		ST/PROV.	
	DATE OF INITIATION		DATE OF TERMINATION		CITY		ST/PROV.	
4	REASON FOR TERMINATION		NEW OR PRESENT		CITY		ST/PROV	
	PARISH St. Luke		NUMBER 76		San Mateo		CA	
5	I HEREBY DECLARE THAT THE ABOVE IS TRUE AND CORRECT AND THAT I AM A PRACTICAL CATHOLIC IN COMMUNION WITH THE HOLY SEE.		FORMER		CITY		ST/PROV	
	SIGNATURE OF APPLICANT Tom Miller		DATE 5/6/20		I CERTIFY THAT THE APPLICANT IS A THIRD DEGREE MEMBER IN GOOD STANDING IN		FOSTER CITY, CA	
6	SIGNATURE OF PROPOSER Joseph J. Kruttschnitt		DATE 5/7/20		COUNCIL NO. 15923		LOCATION FOSTER CITY, CA	
	PROPOSER MEMBER NUMBER (REQUIRED) 3824223		SIGNATURE OF FINANCIAL SECRETARY George Arackaparambil / RD		DATE 5/7/20		SIGNATURE OF FINANCIAL SECRETARY	
7	FAITHFUL NAVIGATOR Erik E. Doran / RD		DATE 5/7/20		RECEIVED FEES OF \$		DATE	
	FAITHFUL COMPTROLLER Paulo Dyer		DATE 5/7/20		APPLICANT INITIATED AT		DATE	
8		Signature of Master (required for new members only)						

Master Copy



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**FOURTH DEGREE MEMBERSHIP DOCUMENT**  
**KNIGHTS OF COLUMBUS**

A SOCIETY OF CATHOLIC MEN

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MEMBERSHIP  
NUMBER

**NEW MEMBER**

RESTORATION

TRANSFER

HONORARY MEMBERSHIP

HONORARY LIFE MEMBERSHIP

DATA CHANGE

SUSPENSION \_\_\_\_\_ reason \_\_\_\_\_

DEATH \_\_\_\_\_ mo day yr \_\_\_\_\_

1	LAST NAME	FIRST NAME	MIDDLE INITIAL	TITLE	
	STREET	CITY	ST / PROV	POSTAL CODE / COUNTRY	
	HOME PHONE	DATE OF BIRTH	MARITAL STATUS	1st DEGREE DATE	COUNCIL NO.

2	CITIZEN OF WHAT COUNTRY?	BY BIRTH OR NATURALIZATION?	IF NATURALIZATION HAVE FINAL PAPERS BEEN RECEIVED?	YES	NO
	IF YOU WERE PREVIOUSLY INITIATED IN THE FOURTH DEGREE, GIVE:				

3	INITIATION	TERMINATION	ASSEMBLY NUMBER	CITY	ST/PROV.
	DATE OF				

REASON FOR TERMINATION

PARISH

I HEREBY DECLARE THAT THE ABOVE IS TRUE AND CORRECT AND THAT I AM A PRACTICAL CATHOLIC IN COMMUNION WITH THE HOLY SEE.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF PROPOSER \_\_\_\_\_ ASSEMBLY \_\_\_\_\_

PROPOSER MEMBER NUMBER (REQUIRED) \_\_\_\_\_

ASSEMBLY	NUMBER	CITY	ST/PROV
NEW OR PRESENT			
FORMER			

I CERTIFY THAT THE APPLICANT IS A THIRD DEGREE MEMBER IN GOOD STANDING

IN \_\_\_\_\_ COUNCIL NO. \_\_\_\_\_ LOCATION \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE OF FINANCIAL SECRETARY \_\_\_\_\_

5	FAITHFUL NAVIGATOR _____ DATE _____
	FAITHFUL COMPROLLER _____ DATE _____

RECEIVED FEES OF \$ \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT INITIATED AT \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
Signature of Master (required for new members only)