



**Knights of Columbus
Northern Illinois District – Marquette Province**



**Virtual Exemplification of the Fourth Degree
Saturday, November 7, 2020**

Garry R Daly, Master
619 Birchwood Dr
North Aurora, IL 60542-1027
grdaly@sbcglobal.net

August 16, 2020

To: Faithful Navigators and Comptrollers
Grand Knights and Financial Secretaries

SUBJECT: VIRTUAL FOURTH DEGREE EXEMPLIFICATION ON NOVEMBER 7, 2020

As Master of the Northern Illinois District, I am proud to announce a Virtual Fourth Degree Exemplification on **Saturday, November 7, 2020 from 10:00 AM to 12:00 noon**. Because of the current coronavirus pandemic, we are advised by the Supreme Council and the State Governor to NOT hold public group events, therefore we will be conducting a “virtual” Fourth Degree Exemplification.

The Host Assembly is Andrew D Mitchell Assembly #215, Kirk Reinhart, Navigator and Co-host Assembly is Father Mazzuchelli Assembly #192, Thomas Willison Navigator.

All Assemblies in the Northern Illinois District are invited to participate in this Exemplification.

Enclosed you will find the instructions on how to complete and process a Form 4 for each candidate (if one has not already been processed) and instructions on what to do on the day of the exemplification, including how to access the video/phone conference.

Please forward this information to every member of your Council and Assembly. It is recommended that small groups of fourth degree members and candidates gather in a council or parish hall that has a good internet or WIFI system and project the video conference on a large screen or TV.

At the conclusion of the exemplification, the Faithful Navigator of each new Fourth Degree member will be mailed the social baldric, Fourth degree lapel pin, a new member certificate and holder. Per the enclosed instructions, the Faithful Navigator will be authorized to Knight the new member at such time that it is safe to gather.

We are in very challenging times, but we all need to do our part to continue to move forward. Only through the efforts of each assembly in the District, can we grow our membership and make this Exemplification a great success. Let us set a record for Sir Knights joining our ranks and help a brother Knight complete the process. “NOW IS THE TIME FOR THE FOURTH DEGREE”.

Candidate Eligibility

A candidate for the Fourth Degree must be at least 18 years old, a third-degree member in good standing with his council and a practical Catholic in union with the Holy See. A current signed Third-Degree Membership Card will be verified by the Faithful Navigator.

Costs

- Candidates: On time registration fee \$50.00
- Priests ONLY: On time registration fee \$30.00
- Sir Knight Observers: On time registration is free.

All candidates will receive a Social Baldrick, 4th Degree Pin, Certificate, and copy of the Program Book. **A Reservation Form is required for all candidates and observers.** No refunds on fees if not used.

All Late registrations incur a \$10.00 Late Fee. Make all checks payable to *Garry Daly, Master*

Deadlines

Candidate reservation, form 4, copy of members traveling card and registration fees must be received no later **Saturday, October 24, 2020.**

Observer's reservation and a copy of members traveling card must be received no later **Saturday, October 24, 2020.**

Candidate names will be listed in the program/ad book if received before **Saturday, October 24, 2020.**

Ad book submissions are due by **Friday, October 9, 2020.**

Submitting Registration Material

Please return the Entire Form 4 (**Do NOT remove the FS or Assembly copies**), the reservation form, the copy of the members traveling card, along with payment to the Master.

Observers will need to submit only the reservation form, and the copy of the members traveling card to the Master.

Everyone will need a reservation form with a valid email address to receive the link for the degree.

If anyone writes a check for someone else, PLEASE make sure to note on the memo line who the payment is for. ALL checks must be payable to Garry Daly - Master.

Assemblies: When you issue a check for a candidate, a separate check is required for each Candidate and / or reservation with the name of the person shown on the check.

Agenda

At 9:30 am, candidates and observers will be able to join the Webex virtual exemplification. This will allow the District Secretary to take a roll call of the candidates.

During the brief interlude prior to the exemplification, the program book/ad book will be displayed on the screen.

At 10:00 am, the exemplification will begin.

As a reminder, candidates are to stay connected for the entire degree. Webex will log the amount of time each participant was present.

Additional Information

Master Fourth Degree
Garry Daly
619 Birchwood Drive
North Aurora, IL 60542
grdaly@sbcglobal.net
630-301-2680 (cell)

Host Assembly Contact
Kirk Reinhart – FN #215
1852 Meridian Rd
Ashton, IL 61006-9720
kirk.reinhart@sonoco.com
815-453-2559 (cell)

Host Assembly Contact
Thomas Willison – FN #192
1130 Arapaho Dr
Freeport, IL 61032
tomwillison3@gmail.com
815-275-7111 (cell)

My staff and I are ready to assist each Assembly as necessary to make this an incredibly SPECIAL DAY for our new Sir Knights. Should you need additional information or clarification on any matters, please contact me.

Fraternally Yours,

Garry R. Daly

Master 4th Degree
Northern Illinois District
Marquette Province

Recruiter Instructions for Candidates of the Virtual Fourth Degree Exemplification

If you have recruited a candidate for the Fourth degree, you have the responsibility to guide your candidate through the exemplification process:

- Two weeks prior to the exemplification, the recruiter should contact their Faithful Navigator of the assembly to verify he has:
 - A completed Form 4 with all the necessary signatures
 - A copy of the candidates traveling card
 - A reservation form for the candidate that is legible and complete (including the email address)
 - Forwarded the form 4 along with the registration form, and a copy of the members traveling card to the District Master well before the October 24, 2020 registration deadline.
- Contact your candidate and ask him to download the “Cisco WebEx Meetings” app to his tablet or computer (not cell phones) from <https://webex.com/downloads.html> or the Apple App Store or Google Play Store for tablets. The State Website <https://www.illinoisknights.org> has further instructions on installing and testing the WebEx Application.

Cell phone screen sizes are too small to support Webex.

- Ask your candidate if he has any questions prior to the Exemplification. Remind him of all the programs and activities of the assembly that he is joining and make plans to take him to his first meeting as soon as we are able to meet.
- Also ask the candidate to prepare for the exemplification by participating 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 about **90 - 120 minutes**, so be prepared to be in his private location for that length without a break. As a reminder, that although families can view the Exemplification of Charity, Unity and Fraternity, that privilege has not been extended to the 4th Degree Exemplification. It is only for the Candidate and current members.
- The District Secretary will send the link to the meeting a few days in advance, make sure your candidate receives the link.
- We are asking the candidates to 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.

After the Exemplification is completed, the District Master will distribute the social baldric, lapel

pin, certificate, and program booklet to the Faithful Navigator of his new assembly. The Faithful Navigator will present the social baldric, lapel pin, certificate, and with the permission of the District Master, Knight the new member into the order. The District Master may choose to attend as many assembly meetings as possible to achieve this goal.

Processing Form 4's for Online Exemplification during the Covid-19 Pandemic

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

- Contact 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, email address, DOB, Parish, and First-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 council's Financial Secretary.
- The Faithful Navigator will contact the Financial Secretary of the candidates' council to determine the candidates standing in the Third-degree. 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 contact the candidate to:
 - Review the Form 4
 - Review the details of the upcoming virtual exemplification, the platform that will be used
 - How to connect to the virtual exemplification
 - The cost of the exemplification fee and where to send the check for the fees (District Master)
 - Provide the candidate information on the assembly, including programs, regular activities, honor guards, yearly dues, along with how the councils and Assembly work together in a Patriotic way.
 - Ask the candidate if he has any questions on the assembly or the exemplification.
- The Faithful Navigator will then ask permission to sign the applicant portion of the Form 4.

- Lastly, the Faithful Navigator will mail or deliver the completed Form 4, reservation form, and copy of the members traveling card along payment to the District Master.
- The District Master or the District Secretary 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 send all Form 4's (Supreme copy) and the exemplification report to Supreme.

Observer Instructions for the Virtual Fourth Degree Exemplification

- All observers will need to complete a reservation form to observe the degree. The reservation form along with a copy of the members traveling card must be sent to the District Master before the reservation due date to avoid a late fee of \$10.00.
- The District Secretary will send the link to the meeting a few days before the exemplification. Be sure your reservation form is legible, and you have a valid email address. You will also need to download the Webex software (see recruiter instructions). As a reminder, only 4th degree members and candidates can view the exemplification.



Knights of Columbus
Fourth Degree - Northern Illinois District of Marquette Province



Garry R Daly, Master
 619 Birchwood Dr
 North Aurora, IL 60542-1027
 grdaly@sbcglobal.net

Virtual 4th Degree Exemplification
Saturday November 7, 2020

Name: _____ **E-mail address:** _____
 (Please Print Clearly) (Please Print Clearly)

Address: _____ **Phone Number:** _____

City: _____ **State:** _____ **Zip Code:** _____

ASSEMBLY NO. _____ **COUNCIL NO.** _____

NOTE:

All information for the Exemplification (including the link) will be forwarded by the District Master or District Secretary to the above email address a few days before the exemplification. Be sure that the email address and the rest of the information is legible and clear! Everyone will need to download the Webex software before the degree (see recruiter instructions).

Worthy Master - Please make reservations as follows:

Candidate (Initiation fee)	\$50.00	\$10.00 (late fee) *	\$ _____
Priests Only (Initiation fee)	\$30.00		\$ _____
Sir Knights, as Observer	Free	\$10.00 (late fee) **	\$ _____

*Late reservation (paid by assembly) **Late reservation (paid by individual)

CHECK NUMBER _____ **Total Amount** \$ _____

ALL RESERVATIONS MUST BE ACCOMPANIED BY A CHECK, PAYABLE TO:
Garry R Daly - Master

To avoid the late fee, the reservation must be postmarked by Friday [October 24, 2020](#)

CANDIDATES: SUBMIT THIS FORM, PAYMENT, A COPY OF YOUR CURRENT TRAVEL CARD, AND A COMPLETED FORM 4 TO THE ASSEMBLY YOU WILL JOIN.

After they approve and sign the form, the Assembly will forward the complete packet as below.

Sir Knights and Assemblies: Mail forms with check to:
[Garry R Daly - Master, 619 Birchwood Dr., North Aurora, IL 60542-1027](#)

[Only one candidate or Observer per form](#)



Knights of Columbus



Andrew D. Mitchell Assembly # 215, Dekalb, IL
Father Mazzuchelli Assembly # 192 Freeport, IL

August 1st, 2020

Re: Fall 2020 DeKalb/ Freeport Exemplification Program/Ad Book

Andrew D. Mitchell Assembly #215 and Father Mazzuchelli Assembly # 192 will be co-hosting the Marquette Province of the Northern Illinois District One Fourth Degree Exemplification ceremony to be held virtually on Saturday, November 7th. Each year, the exemplification draws a number of Knights of Columbus members from the Rockford Diocese and surrounding areas of northern Illinois and southern Wisconsin.

Each year, we print program booklets, to be distributed to our members attending the Exemplification. The booklets, in addition to providing information on the event, also include ads from our Knight of Columbus Councils and Assemblies, and commercial enterprises, who might be interested in targeting the Knights of Columbus audience for new or sustained business. Our ads are reasonably priced – from \$100 for a full-page ad; \$50 for a half page add; \$25 for a quarter page add. Even though this will be a virtual event, we are planning on printing around 200 books to be delivered after November 7th to all Knights of Columbus participants that day.

If you are interested in placing a full, half, or quarter page ad in our program booklet, please fill out the attached contract application and submit it per the form's instructions. Since the Knights of Columbus owns the nation's premier insurance company, we are not allowed to accept requests for ads from insurance/investment companies or independent agents.

Please note all ads must be received by Friday, October 9th, 2020 to allow enough time for printing. If you have questions, please contact Kirk Reinhart or Tom Willison at the phone number or email address listed below.

Fraternally,

Kirk Reinhart

Faithful Navigator
Andrew D. Mitchell Assembly # 215
(815) 453-2559
kirk.reinhart@sonoco.com

Tom Willison

Faithful Navigator
Father Mazzuchelli #192
(815) 275-7111
tomwillison3@gmail.com



Knights of Columbus

Andrew D. Mitchell #215
Dekalb, Illinois 60115



2020 Fall Exemplification Advertisement Book Contract

NAME OF ADVERTISER _____ DATE _____

CONTACT PERSON _____ SIGNATURE _____

ADVERTISER'S ADDRESS _____

CITY & STATE _____ ZIP CODE _____

TELEPHONE # _____ CELL # _____ E-MAIL _____

ASSEMBLY SOLICITING AD _____ NUMBER _____

PLEASE NOTE: WE CANNOT ACCEPT ADS FROM ANY OUTSIDE INSURANCE COMPANIES, OR INDEPENDENT AGENTS, PER THE KNIGHTS OF COLUMBUS' SUPREME COUNCIL'S RULES.

FOLLOWING ARE ADVERTISEMENT RATES:

REGULAR FULL PAGE.....8x5..... \$ 100.00

HALF PAGE4x5..... \$ 50.00

QUARTER PAGE.....4x2-1/2.... \$ 25.00

PLEASE SUBMIT ALL ARTWORK IN **ELECTRONIC FORMAT**, IF POSSIBLE. FILES SHOULD BE SUBMITTED IN HIGH RESOLUTION (300 dpi) JPG OR PDF FORMAT. IN SOME INSTANCES, CAMERA READY ART MAY BE SUPPLIED. PLEASE CONTACT KIRK REINHART AT 815-453-2559 OR [KIRK.REINHART@SONOCO.COM](mailto:kirk.reinhart@sonoco.com) WITH ANY QUESTIONS REGARDING ART SUBMISSION.

MAIL ADS, CONTRACTS AND CHECK TO:

ANDREW D. MITCHELL ASSEMBLY #215, PROGRAM BOOKLET
c/o KIRK REINHART
1852 MERIDIAN RD
ASHTON, IL 61006
815-453-2559
kirk.reinhart@sonoco.com

SUBMIT ALL ARTWORK BY E-MAIL TO:

kirk.reinhart@sonoco.com

PLEASE ENCLOSE YOUR CHECK, WITH THIS CONTRACT, PAYABLE TO: **ANDREW D. MITCHELL ASSEMBLY #215**
(DATE RECEIVED BY COMPTROLLER _____)

ALL ADS MUST BE RECEIVED NO LATER THAN **FRIDAY, OCTOBER 9, 2020.**

NO AD WILL BE ACCEPTED UNLESS PAYMENT HAS BEEN RECEIVED PRIOR TO OCTOBER 9, 2020.