



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



**Virtual Exemplification of the Fourth Degree  
Saturday, February 20, 2021**

Alexander E Tennant, Master  
6400 N Cicero Ave, Apt 505  
Lincolnwood, IL 60712  
alexandert@kinsalecg.com  
630-501-7597 (cell)

December 14, 2020

To: Faithful Navigators and Comptrollers  
Grand Knights and Financial Secretaries

**SUBJECT: VIRTUAL FOURTH DEGREE EXEMPLIFICATION ON FEBRUARY 20, 2021**

As Master of the Northern Illinois District, I am proud to announce a Virtual Fourth Degree Exemplification on **Saturday, February 20, 2021 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 Father O’Callahan Assembly #2174, Ted Wolski, 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 ***Alexander Tennant, Master***

## **Deadlines**

Candidate reservation, form 4, copy of members traveling card and registration fees must be received no later **Saturday, February 6, 2021.**

Observer's reservation and a copy of members traveling card must be received no later **Saturday, February 6, 2021.**

Candidate names will be listed in the program/ad book if received before **Saturday, February 6, 2021.**

Ad book submissions need to be received by **Saturday, January 9, 2021.**

## **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 Alexander Tennant - 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 9:00 am, candidates and observers will be able to join the 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. The virtual conferencing will log the amount of time each participant was present.

**Additional Information**

<b>Master Fourth Degree</b>	<b>Host Assembly Contact</b>
Alexander E Tennant	Ted Wolski – FN #2174
6400 N Cicero Ave, Apt 505	19 Cour LeRoux
Lincolnwood, IL 60712	Palos Hills, IL 60465-2407
alexandert@kinsalecg.com	tedster26@comcast.net
630-501-7597 (cell)	708-803-6364 (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,

*Alexander E Tennant*

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 February 6, 2021 registration deadline.

Cell phone screen sizes are too small to support any virtual conferencing.

- 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. As a reminder, only 4<sup>th</sup> degree members and candidates can view the exemplification.



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



Alexander E Tennant  
 6400 N Cicero Ave, Apt 505  
 Lincolnwood, IL 60712  
 alexandert@kinsalecg.com  
 630-501-7597 (cell)

**Virtual 4<sup>th</sup> Degree Exemplification**  
**Saturday February 20, 2021**

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

**Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**MEMBERSHIP NO.** \_\_\_\_\_ (Provide a copy of your card – do not enlarge)

**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!

Worthy Master - Please make reservations as follows:

<b>Candidate</b> (Initiation fee)	<b>\$50.00</b>	<b>\$10.00</b> (late fee) *	\$ _____
<b>Priests Only</b> (Initiation fee)	<b>\$30.00</b>		\$ _____
<b>Sir Knights, as Observer</b>	Free	<b>\$10.00</b> (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:**  
**Alexander Tennant - Master**

To avoid the late fee, the reservation must be received by Saturday **February 6, 2021**

**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:**  
**Alexander E Tennant - Master, 6400 N Cicero Ave, Apt 505, Lincolnwood, IL 60712**

**Only one candidate or Observer per form**



# Knights of Columbus

Joliet Assembly #0204

Fourth Degree

Chartered August 16, 1960

November 1, 2020

Re: 2021 Exemplification Souvenir Program

Dear Faithful Navigator,

This year 2020 has been a challenge for all of us and it looks like 2021 may be the same, but we still need to plan and move forward. The upcoming 4<sup>th</sup> degree exemplification scheduled for February 2021 will take place whether it is in person or virtual degree. We will still have a souvenir program book as a keepsake for our new Sir Knights.

**Here are the guidelines we will be using this year:**

## Supreme Council Rules

We cannot accept advertisements from  
Outside insurance - Investment type companies - Political ads

***Ad size: 1/4 page - \$25.00, 1/2 page - \$50.00, 3/4 page - \$75.00, Full page - \$100.00***

All ads must be submitted with a copy of your Assembly Souvenir Program Agreement sheet filled-out with name, telephone number of contact person. Enclosed is sample copy of a souvenir program agreement that Joliet Assembly uses. Your assembly **should** produce your own Assembly souvenir program agreement.

If you or an advertiser is running the same ad as 2020 please forward a copy of that ad along with the page number from 2020 book on a new Assembly Souvenir Program sheet.



Joliet Assembly will take credit (profit) for any ad submitted on a Joliet Assembly Souvenir Program Agreement or sent in piecemeal with no Assembly Souvenir Program Agreement included.

All assemblies must submit ads with payment via Assembly Check and spread sheet listing ad cost and ad size. Checks should be payable to "Joliet Assembly 0204"

*Ads', souvenir program agreement sheets must be received by*

*5pm, Saturday, January 9, 2021*

*It is your responsibility to have them in on time.*

*Any ads received after this time/date may or may not make the book, if they do they may be down sized/up sized (ad price will reflect ad cost that is charged to your assembly) to balance the book (book must have even number of pages) and will be subjected to a 10% late fee payable to the Joliet Assembly, late fees will be deducted from your assembly's profit checks mailed in March of 2021*

Vivat Jesus,

Timothy J. Cosgrove, FC, PFN  
1026 Stonegate Road  
New Lenox, IL 60451  
815-483-0548  
[sox1985@att.net](mailto:sox1985@att.net)

Cc: , Master

Souvenir Program Agreement  
Knights of Columbus - Joliet Assembly #204

117<sup>th</sup> Annual Fourth Degree Exemplification  
February 2021

**ADVERTISEMENT COST:**

FULL PAGE (5 1/2 x 8 1/2) \$100.00

3/4 PAGE (5 1/2 x 6 1/4) \$75.00

1/2 PAGE (5 1/2 x 4 1/4) \$50.00

1/4 PAGE (5 1/2 x 2 1/4) \$25.00

Please circle choice

**FORWARD CHECKS AND ADS TO:**

Knights of Columbus Joliet Assembly  
C/o Tim Cosgrove  
1026 Stonegate Road  
New Lenox, IL. 60451

815-483-0548

Sox1985@att.net

**MAKE CHECKS PAYABLE TO:**  
**K of C JOLIET ASSEMBLY #0204**

**Due Date: January 9, 2021**

**PRINT OR TYPE MESSAGE, BUSINESS CARD (DO NOT STAPLE) OR REPRODUCIBLE AD**

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**ADVERTISER'S NAME (please print)**

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**ADVERTISER'S MAILING ADDRESS AND TELEPHONE NUMBER (please print)**