



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



**Virtual Exemplification of the Fourth Degree
Saturday, May 15, 2021**

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

March 1, 2021

To: Faithful Navigators and Comptrollers
Grand Knights and Financial Secretaries

SUBJECT: VIRTUAL FOURTH DEGREE EXEMPLIFICATION ON MAY 15, 2021

As Master of the Northern Illinois District, I am proud to announce a Virtual Fourth Degree Exemplification on **Saturday, May 15, 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 St. Elizabeth Ann Seton Assembly #2410, Juan Huerta, 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, May 1, 2021.**

Observer's reservation and a copy of members traveling card must be received no later **Saturday, May 1, 2021.**

Candidate names will be listed in the program/ad book if received before **Saturday, May 1, 2021.**

Ad book submissions need to be received by **Friday, April 16, 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

Master Fourth Degree	Host Assembly Contact
Alexander E Tennant	Juan Huerta – FN #2410
6400 N Cicero Ave, Apt 505	926 Edward St
Lincolnwood, IL 60712	Wheeling, IL 60090-4504
alexandert@kinsalecg.com	huerta926@yahoo.com
630-501-7597 (cell)	847-344-9517 (home)

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:

- Approximately 16 days 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 along with payment.
 - A copy of the candidates traveling card (i.e. membership 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 **May 1, 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, Date of Birth (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 with 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 4th 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 4th Degree Exemplification
Saturday May 15, 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:

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:
Alexander Tennant - Master

To avoid the late fee, the reservation must be received by Saturday May 1, 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

St. Elizabeth Ann Seton Assembly #2410
Arlington Heights, Illinois 60004-6204



February 18, 2021

Dear Faithful Navigator and Faithful Comptroller,

St. Elizabeth Ann Seton Assembly #2410 will be hosting the upcoming Marquette Province Northern Illinois District One, Fourth Degree Exemplification Ceremony, to be held on May 15, 2021 virtually.

The Assembly has a number of advertisement slots available to be sold for the Exemplification Program Booklet (see the attached contract, price sheet and options). We will print approximately 200 to 250 booklets, depending on the number of candidates for exemplification. For each ad brought in by one of your members you will receive as a rebate, a portion of its cost to be used for your social or charitable programs. The amount will be dependent on the program booklet's profitability.

Those of you who are business owners, or who are in a position to influence your employer's advertising placements, are urged to consider placing an ad in our program booklet at our very reasonable rates as listed on the enclosed price sheet. Advertisements in past program booklets included those for parishes, retirement communities, accountants, lawyers, medical and dental practices, restaurants, caterers, printers and pro-life organizations. However please note: we cannot accept ads from any outside insurance/investment companies or independent agents per the Supreme Council's rules.

If you would like to place an ad, submit all artwork in electronic format if possible. Files should be submitted in high resolution (300dpi) JPG or PDF format. In some instances, camera ready art may be supplied. Please contact Brian Shefveld deerfield@minutemanpress.com with any questions regarding art submission. You may E-mail the artwork and signed contract form to: Mike Bryscan at mbryscan@hotmail.com; however, we must receive payment before any ad is accepted. Make payment to: Seton Assembly #2410 – Program booklet, c/o Mike Bryscan, 1223 S. Wellington Ct., Buffalo Grove, Illinois 60089. For further information, you may contact either of us using the below contact information. The deadline for ad submission is April 16, 2021; however, we encourage everyone to submit their ads earlier, if possible, to allow sufficient time for ad layout and proofs.

Fraternally,

Robert J. Koscielniak

Program Booklet Chairman
(847) 840-1174
mcsinc12@comcast.net

Mike Bryscan

Program Booklet Chairman
(224) 217-2413
mbryscan@hotmail.com



Knights of Columbus
St. Elizabeth Ann Seton Assembly #2410
 Arlington Heights, Illinois 60004-6204

2021 Spring 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/INVESTMENT COMPANIES, OR INDEPENDENT AGENTS, PER THE KNIGHTS OF COLUMBUS' SUPREME COUNCIL'S RULES.

FOLLOWING ARE ADVERTISEMENT RATES:

REGULAR FULL PAGE (B&W).....8x5..... \$ 100.00
 HALF PAGE (B&W)4x5..... \$ 50.00
 QUARTER PAGE (B&W).....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 BRIAN SHEFVELAND, E-MAIL; deerfield@minutemanpress.com, WITH ANY QUESTIONS REGARDING ART SUBMISSION.

MAIL ADS, CONTRACTS AND CHECK TO:

SUBMIT ALL ARTWORK BY E-MAIL TO:

SETON ASSEMBLY #2410, PROGRAM BOOKLET
C/O MIKE BRYSCAN
1223 S. Wellington Ct.
Buffalo GROVE, IL 60089
(224) 217-2413
E-mail mbryscan@hotmail.com

mbryscan@hotmail.com

PLEASE ENCLOSE YOUR CHECK, WITH THIS CONTRACT, PAYABLE TO: SETON ASSEMBLY #2410
 (DATE RECEIVED BY COMPTROLLER _____)

ALL ADS MUST BE RECEIVED NO LATER THAN 5:00 pm FRIDAY, APRIL 16, 2021.

NO AD WILL BE ACCEPTED UNLESS PAYMENT HAS BEEN RECEIVED PRIOR TO APRIL 16, 2021.