



**KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.



Sir Knight Duane Lord
Master

**Fourth Degree
Hennepin Province
Ohio District 3**

Sir Knight John Dattalo
Executive Secretary

**Knights of Columbus
Ohio District 3
Spring 2020 Fourth Degree Exemplification
June 13, 2020**

How to process a form 4 for an online Exemplification during the Covid-19 Pandemic.

- 1) If you already have a filled out form 4 skip to line 6.
- 2) If not, then the proposer will contact the Faithful Navigator and give him the Candidates information and give permission to sign the proposers name and to add his membership number.
- 3) The Faithful Navigator will call the Financial Secretary to determine if the candidate is in good standing. and will ask to sign the Financial Secretary name.
- 4) The Faithful Navigator will contact his Assembly officers and determine if this candidate will be accepted into the Assembly.
- 5) Once the candidate is approved, the Faithful Navigator will sign the Faithful Navigator & Faithful Comptroller portion of the form 4. (No digital signatures)
- 6) The Faithful Navigator will phone the candidate and review the form 4. Review the details of the upcoming virtual Exemplification and where and who (District Master information is) to send the check (\$50) to for the Exemplification fee, give him the information on the Assembly.
- 7) The Faithful Navigator will then ask permission to sign the applicant portion of the form 4.
- 8) The Faithful Navigator will scan (no pictures) the completed form 4 ad email to the District Master.
- 9) The District Master 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.
- 10) After the Exemplification, the District Master will take the scanned copies of all form4's and email them to the Supreme Master office and mail the Exemplification report and check to the Supreme Masters office.