



Knights of Columbus

Fourth Degree

FR. HENRY MILLER ASSEMBLY, No. 2308
8650 North Shannon Road
Tucson, Arizona 85742-9331

John H. Reddin Province

Fourth Degree Exemplification

Letter of Instruction



1. GENERAL INFORMATION:

- The Exemplification for the Knights of Columbus Fourth Degree will be held on April 12th, 2008, at The Holiday Inn Palo Verde, 4550 South Palo Verde Blvd., Tucson, AZ 85714-1995, (website <http://www.holidayinntucsonairport.com>) [Email: holidayinntucson@jgh.com] phone 520-746-1161, FAX 520-746-0036.
- **The Class Honoree will be Former Arizona District Master James L. Maino**
- **DEADLINE FOR RESERVATIONS FOR THIS DEGREE IS MARCH 29th, 2008. LATE FEE \$100.00**



- The dress for the exemplification for Candidates and Sir Knights will be the black tux, white shirt (**NO FRENCH COLLARS, PLAIN LAY DOWN COLLAR ONLY!** SEE PICTURE!), Black Shoes, and black bow tie, but no Knights of Columbus Jewels. Members of the Armed Forces may wear their full dress uniform in lieu of tuxedo. Priests may wear Clerical Garb with Collar.

Tuxedos for the Tucson Area are available at:

Tuxedos on Broadway, 2644 East Speedway Phone: 520-325-9936
Rentals start @ \$40.00. Sales: Used wool start @ \$150.00, New wool @ \$320.00 and New Polyester @ \$200.00

OR

Top Hat Formal Wear, 2435 East Broadway Blvd. Phone: 520-624-6644 10% Discount on new tuxedos (Coat, Pants, Shirt, Bowtie, Cummerbund, White pocket square, cuff links & studs for \$290.00 {Normally \$320.00,} Used from \$190.00) Rentals are similar to above. These two outlets have different styles of tuxedos and one may fit an individual better than the other. **Check them both out. Please remind anyone buying a Tuxedo that Wool will stand up better for Color Corps use.** There are several other Tuxedo places such as the House of Lords that also provide discounts for Knights of Columbus members.

- Dress for the banquet will be formal wear with the ladies wearing evening dress suitable for the occasion.

2. HOTEL RATES:

- The Holiday Inn Palo Verde, 4550 South Palo Verde Blvd., Tucson, AZ 85714-1995. Singles or Doubles \$75.00 plus taxes per night. Upgrade Suites are available for \$95.00 per night. **Call the hotel direct at 520-746-1161 before March 28th, 2008 to insure these rates. Please inform them you are with the Knights of Columbus to receive this special rate. Hospitality rooms are also available.**


3. RECRUITMENT AND WAIVERS:

- Faithful Navigators are encouraged to visit councils and start recruiting as many Third Degree Knights as possible that have been in the Order for one year or more.
- **WAIVERS:** Waivers may be asked for Knights with less than one year, but at least six months. All requested waivers must be submitted in writing to the Master of the Arizona District using the waiver form available at www.kofc2308.org.

Please Note: The Supreme Master requires a minimum of thirty days prior to the Exemplification date to approve waivers. If you have a candidate who will have less than one year from his FIRST DEGREE DATE, then his form four and assembly check must be **received by the Fr. Henry Miller Assembly #2308 NOT LATER THAN March 10th, 2008, for processing.** No waivers will be approved for candidates with less than six months in the Knights, except for priests, active duty military scheduled for overseas shipment and candidates' with life threatening illness. All requests for waivers must provide justification of the candidates' worthiness.

• 4. CANDIDATES APPLICATION (FORM 4)

PLEASE PRINT IN CAPITAL LETTERS


FOURTH DEGREE MEMBERSHIP DOCUMENT
KNIGHTS OF COLUMBUS
 A SOCIETY OF THE BROTHERHOOD OF SAINTS AND BARONS

MEMBERSHIP NUMBER 1234567

NAME: Goodknight Iam		INITIAL: A.	RANK / TITLE: _____	
STREET: 123 My Street		CITY: Anytown,	STATE / PROVINCE: AZ	COUNTRY / POSTAL CODE: 85742-1234
PHONE: 520-555-5555	DATE OF BIRTH: 3/23/23	MARITAL STATUS: M	1 ST DEGREE DATE: 1-25-99	COUNCIL NO.: 12345
CITIZEN OF WHAT COUNTRY? USA		BY BIRTH OR NATURALIZATION? Birth	IF NATURALIZATION HAVE FINAL PAPERS BEEN RECEIVED? X	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
IF YOU WERE PREVIOUSLY INITIATED IN THE FOURTH DEGREE, GIVE:				
INITIATION	TERMINATION	ASSEMBLY NUMBER	CITY	STATE/PROV.
REASON FOR TERMINATION		ASSEMBLY	CITY	STATE/PROV.
I HEREBY DECLARE THAT THE ABOVE IS TRUE AND CORRECT AND THAT I AM A PRACTICAL CATHOLIC IN COMMUNION WITH THE HOLY SEE. <i>Ima B. Goodknight</i> 1/5/2004 <small>SIGNATURE OF APPLICANT DATE</small>		I CERTIFY THAT THE APPLICANT IS A THIRD DEGREE MEMBER IN GOOD STANDING IN 12345 His City, AZ COUNCIL NO. 1/6/2004 DATE <i>His Signature</i> <small>SIGNATURE OF FINANCIAL SECRETARY</small>		
FAITHFUL NAVIGATOR <i>F.N. Our Assembly</i> 1/10/2004 <small>DATE</small>		REFERRED FEES OF \$ _____ APPLICANT INITIATED AT _____ DATE _____ <small>Signature of Master (required for new members only)</small>		
FAITHFUL CONTROLLER <i>I. Certify All Is Correct</i> 1/10/2004 <small>DATE</small>		_____ <small>Signature of Master (required for new members only)</small>		

SUPREME SECRETARY COPY

EXAMPLE FORM 4

- All Form 4's are to be filled out properly. **ALL ITEMS SHOWN ABOVE ARE REQUIRED!** (**Rank or Title** is only for Priests or Military)
- TYPE or PRINT LEGIBLY IN CAPITAL LETTERS all required information.
- All required signature blocks must be completed prior to forwarding the Form 4's with **Supreme Secretary and Master's COPIES ATTACHED**. Assemblies are to keep their copy and return the Financial Secretary copy to the council.
- **INCOMPLETE FORMS WILL BE RETURNED FOR CORRECTION.**
- Candidate Fees are \$70.00, which includes **JUST ONE BANQUET TICKET**, a Social Baldric, and a Fourth Degree Lapel Pin. Fees for Priest Candidates including the above are \$50.00. **CANDIDATES MUST COMPLETE BOTH A FORM 4 AND A REGISTRATION FORM.**
- **Assemblies take care of Priest Fees and accommodations.**
- **PLEASE NOTE:** Send properly completed Forms 4's with candidate fees with checks made payable to **FR. HENRY MILLER ASSEMBLY #2308**, as shown on the Registration Form. **All checks must be sent so as to arrive no later than March 29th, 2008.**

5. LADIES LUNCHEON AND BANQUET TICKETS:

- Ladies Luncheon Tickets are \$25.00 per person. **Candidate's fees do not include the cost of any Ladies Luncheon tickets.**
- Banquet Tickets are \$40.00 per person. **Candidates with spouses or guest attending must pay the \$40.00 for spouse/guest.**

• 6. MASS:

- Mass will be celebrated in the Hotel Hall at 4:00PM. Everybody is invited to Mass. If a Priest would like to concelebrate Mass please ask them to bring alb and stole and inform the Arizona District Master at 8524 West Dahlia Drive, Peoria, AZ 85381-1828.

7. Tickets:

- All orders for Banquet & Ladies Program Tickets must accompany a completed attached Registration form for ordering tickets.
- Make checks payable to **FR. HENRY MILLER ASSEMBLY #2308** and mail check & Registration form to Reservations Chairman: PFN Larry A. Kiser, 4816 West Snow Leopard Drive, Tucson, Arizona 85742-9531.
- Make additional copies of the ordering forms as needed.
- Tables for seating arrangements for the banquet will be by earliest date received. Assemblies will be seated together as much as possible. **ANY LATE REGISTRATIONS WILL BE SEATED AT AVAILABLE SPACES AND NO EFFORT WILL BE MADE TO SEAT THEM WITH THEIR ASSEMBLIES!!**
- **March 29th, 2008, is the cut-off date** for Banquet & Ladies Luncheon tickets.
- **NO REFUND OF ANY CANDIDATE'S, LADIES LUNCHEON OR BANQUET FEES, FOR ANY REASON AFTER March 29th, 2008.**

8. **TENTATIVE** AGENDA: Check registration desk for final agenda

Friday

- 2PM to 5PM: Hotel Check-In. Registration of Sir Knights and Candidates.
Visit Hospitality Rooms
- 6PM to 9PM: Bar-B-Q with all of the fixings @ Council 1200 hosted by Archbishop Daniel J. Gercke
Assembly #16. Bar opens @ 4PM. Happy Hour 4PM to 6PM. Details will be on Website
<http://www.kofc2308.net/index.htm>

Saturday

- 8AM to 10AM: Continued Registration of Sir Knights and Candidates.
- 9:00AM: Honor Guard Competition.
- 10:30AM: Candidates report to candidate's room to sign the registration book and receive any final instructions.
- 11:30AM: Ladies Program.
- 11:30AM: Candidates procession with Honor Guard to main ballroom. (Sir Knights in Ballroom)
- 12:00 Noon: Exemplification Fourth Degree.
- 3:00PM: Knighting Photo Session. (May be sooner if exemplification is over).
- 4:00PM: Mass.
- 6:00PM: Social Cash Bar.
- 7:00PM: Banquet.

Sunday

- 9:00AM District Meeting.
- 12:00 Noon: Hotel Check-Out.



Knights of Columbus
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 April 12th, 2008
 Location: Holiday Inn Palo Verde
 Tucson, Arizona

ADVERTISING CONTRACT

<u>Size of AD</u>	<u>Cost/AD B&W</u>	<u>Cost/AD Color</u>	<u>Selection</u>
Full Page	\$100.00	\$200.00	_____
Half Page	\$60.00	\$130.00	_____
Qtr. Page	\$35.00	\$95.00	_____
Patron AD (1 Line)	\$3.00	N/A	_____

Council / Assembly: _____ Number _____

Individual: _____

Business: _____

Street: _____

City: _____ State: _____ Zip: _____

Authorized Person: _____ Phone: _____

Email: _____

PLEASE ATTACH A COPY OF YOUR AD (ELECTRONIC FORM, {MICROSOFT PUBLISHER PREFERRED}), COMPLETED PATRON FORM AND YOUR PAYMENT BY MARCH 12TH, 2008. (ELECTRONIC COPY OF AD MAY BE EMAILED TO larrykiser@comcast.net)

MAKE CHECK PAYABLE TO:

FR. HENRY MILLER ASSEMBLY #2308

Mail To: SK Larry A. Kiser, PFN
 Reservations Chairman
 4816 West Snow Leopard Drive
 Tucson, AZ 85742-9531
 520-744-1690
 Email: larrykiser@comcast.net

Deadline: March 12th, 2008



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Patron Advertising Form

COUNCIL OR ASSEMBLY AND # _____

SUBMITTED BY: _____

STREET: _____ CITY: _____

STATE: _____ ZIP: _____

Please print name

Cost: \$3.00 per name

Example SK Larry & Pat Kiser

1. _____
2. _____
3. _____
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14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

MAKE CHECK PAYABLE TO: FR. HENRY MILLER ASSEMBLY #2308

MAIL THIS FORM AND CHECKS TO:

SK Larry A. Kiser, PFN
 Reservations Chairman
 4816 West Snow Leopard Drive
 Tucson, AZ 85742-9531
 520-744-1690
 email: larrykiser@comcast.net

Deadline: March 12th, 2008 Reproduce as necessary.

Shirt Order Form

PERSONALIZED AT NO EXTRA CHARGE IF ORDER IS
RECEIVED BY MARCH 1ST, 2008.

There will be a \$10.00 Charge per shirt if order is
RECEIVED AFTER MARCH 1ST, 2008



**4TH Degree Exemplification
April 12, 2008**

SK JOHN DOE



Shirt Pocket

Cost is \$30.00 for sizes Small through Extra Large, \$33.50 for XXL and \$37.00 for 3XL. Sizes to 6XL available. Shirts are Port Authority K500P with pocket Pique Knit 65/35 Poly/cotton. Colors Available: Black, Burgundy, Dark Green, Navy, Red, Royal Blue, White.

Please print name as it is to appear on shirt

1. _____ Size _____ Color _____ Cost _____
2. _____ Size _____ Color _____ Cost _____
3. _____ Size _____ Color _____ Cost _____
4. _____ Size _____ Color _____ Cost _____
5. _____ Size _____ Color _____ Cost _____
6. _____ Size _____ Color _____ Cost _____
7. _____ Size _____ Color _____ Cost _____
8. _____ Size _____ Color _____ Cost _____
9. _____ Size _____ Color _____ Cost _____
10. _____ Size _____ Color _____ Cost _____

TOTAL COST _____

Make Check Payable to: Fr. Henry Miller Assembly #2308
Mail This Form & Check To:

PFN Larry A. Kiser
Reservations Chairman
4816 W Snow Leopard Dr
Tucson, AZ 85742-9531