



Instructions for Sponsors Regarding Northern District Candidates Only

The July 11th Exemplification of the Fourth Degree will be held OnLine much the same as the May 23rd Provincial Exemplification that involved the states of California and Nevada.

The instructions below will pretty much follow the same procedures we did for the May 23rd Exemplification. However, don't assume your memory is in tip-top shape, take the opportunity to read each of the following:

- Have your Assembly's Comptroller assess your supply of Form 4s.
- It is the responsibility of the Comptroller to inventory, keep track of, and order Assembly supplies when they are needed, not when you suddenly discover you've run out and have to go borrow some.
- If you are lacking in current paper hard copy Form 4s, order them from Supreme Supply. They are free and you only pay for shipping.
- The digital (PDF) computer fillable copy of the Form 4 will be available and sent out with these instructions.
- Start recruiting candidates from the Councils that feed your Assembly. District Deputies, it is your duty and obligation to notify the Grand Knights and Financial Secretaries of the Councils under your care of this event.
- Get the Form 4s filled out with all entries needed made and ALL signatures secured.
- As before, all completed Form 4s are to be submitted to the Assembly the candidate(s) is/are joining.
- The Navigator of the Assemble will take possession of the Form 4s and have the Assembly vote on the Candidates.
- After the voting, Navigators are asked to retain the Form 4s until ALL of the Exemplification checks are submitted.
- The Exemplification fees for this July 11th Exemplification will be:
Candidates: \$50.00
Clergy: \$25.00
- When that decision is made to accept the candidates, an Assembly officer will contact all of your Candidates and advise them to submit their Exemplification fees to the Assembly. The checks will be made payable to the Assembly the candidates is joining.
- It is strongly recommended that you do not forward the invitation to a candidate until you have the Form 4 in your hand. In your instructions to the candidate, stress the fact that they should register only one time and if an error is made, they should contact YOU for any corrections. Upon your request, the State Training Chairman will cancel the incorrect

registration and issue the candidate a new invitation directly.

- At the same time, the Assembly officer will forward to the candidate(s) e-mail addresses the e-mail for them to register for this Online event but only after you read the following instructions and directive.
- Please be definitive in advising them they must retain the confirmation in order to attend and to not launch the Join command until the session is about to start. It is not necessary for them to email the State Training Chairman telling him they are going to attend.
- If you want to reduce issues at the end of the session, brief the candidate on his
 - a. District name (Northern, Central, Southern, Nevada)
 - b. Assembly number and name to aid in correct registration. You would have been shocked to know how many candidates did not know either what District they were in or what Assembly they were joining.
- If you intend on allowing candidates to attend by phone call only or if they view the session with another candidate, **the system will not acknowledge their attendance and they will get an automated email 24 hours after the event that says the following...**

“Our records indicate you did not attend the session. If you did attend the exemplification, you will need to contact your District Secretary to discuss the circumstances in order to be credited with attending. They are the only persons who can assist you. Here are their contact email addresses.

Northern District: Ed Blake eblake1172@att.net .

- As in the past, the Assembly will deposit ALL Candidates’ checks into their bank account and write ONE CHECK made payable to SK T.W. Starkweather, Master and send the check with the processed Form 4s to the District Secretary whose information is shown below.

SK Ed Blake, District Secretary
1172 N. Hillview Dr
Milpitas CA 95035-3307
Hm: 408-263-0247 ~ Mobile: 408-205-6651
eblake1172@att.net

- As the Exemplification date approaches, the District Secretary will send out reminders and directives to all Assemblies so that the Candidates will be properly reminded and any questions, concerns, or issues can be addressed well in advance.
- The preferred cutoff date for receiving Form 4s at the District Office will be Wednesday, July 8th.
- The District Secretary is all too aware that there are certain Assemblies who have extreme difficulties with punctuality in business matters.