



## July 11th Exemplification of the Fourth Degree

### Instructions to Navigators and Comptrollers

The following is presented below to instruct the Navigator and the Comptroller how to process a form 4 for an online Exemplification during the Covid-19 Pandemic. This Special Online Exemplification will take place on Saturday, July 11, 2020 starting at 2:00 PM.

If you, or one of your members, have recruited a candidate for the 4th degree, please handle the Candidate's registration in the following manner making sure to follow all steps to the letter.

Please observe deadlines. We do not appreciate the last minute louie's who seem to always show up at these events.

Throughout these instructions, we will be referring to the Form 4 paper, hard copy, version and the Form 4 digital version

- Sponsors will meet with their candidate, or, if this not possible, will phone the candidate and obtain the required information over the phone or via email so the Form 4 can be completed. If this can be done safely in person, all the better.

- Complete means:

Candidate's Full name  
address  
City and state and zip code  
council number  
membership number (one of the most forgotten fields)  
home phone number  
mobile phone number  
e-mail address  
date of birth  
citizenship status  
Parish he attends  
1st degree date.

- The Sponsor will sign his name at the designated area, date the entry and provide his membership number.
- If the filling out of the Form 4 is being done in person, the candidate will sign his name in the designated area. Otherwise, the sponsor will get the Candidate's

permission to sign his name for him.

- During the signup process, the Sponsor will inform the Candidate of the following:
  - a. What District he is in (Northern, Central, Southern, Nevada)
  - b. What is the Assembly NAME and NUMBER he is joining
  - c. The District name and Assembly number are used in the online registration process.
- The Sponsor will then get in touch with the Candidates' Financial Secretary so that he can ascertain and verify that the Candidate is a member in good standing.
- If this verification process takes place in person, the Financial Secretary will fill in the areas he has responsibility for, sign and date the Form and return it to the Sponsor.
- The Sponsor will then get the Form to the Navigator that the candidate is joining so that the Assembly can vote on accepting the Candidate.
- When the vote has been taken, the Navigator will advise the Candidate what amount he should make his check out for and either mail it to the Navigator or give it to the Sponsor.
- The Exemplification Fees for this Exemplification will be:  
Candidates: \$50.00  
Clergy: \$25.00 paid by the Assembly the Clergy member is joining
- If the Form 4s are collected via digital means, the Navigator or Comptroller in turn will call the Financial Secretary of the candidates' council to determine the standing of this candidate in the 3rd degree council if this has not been done already.
- If the conversation with the Financial Secretary is conducted over the phone, and it is determined that this member is in good standing, the Navigator or Comptroller will ask the Financial Secretary if he can sign the Financial Secretary's portion of the Form 4.
- The Navigator or Comptroller will then contact the Candidate and provide him the information on the assembly that includes programs, regular activities, honor guards, yearly dues, how the councils and Assembly work together in a Patriotic way.
- He then will let the candidate ask any questions he has on the assembly or exemplification. Whatever questions cannot be answered by the Navigator or Comptroller are to be directed to the District Secretary.

- The above two points are very important so that the Candidates has some semblance of not just what he is joining but has some contacts he can go to for inquiries. These points will come up later in these instructions.
- The Navigator/Comptroller will then place the Candidates names in nomination to be accepted as members of the Assembly.
- Upon recording the results of the vote, the Navigator/Comptroller will advise the Candidates to remit the Exemplification Fee made payable to the Assembly he is joining.
- As the Exemplification Fee checks come into the Assembly, they will be deposited into the Assembly's checking account and ONE check will be written for the total amount and sent along with the Form 4s to the District Office
- At this time in the registration process, the Navigator/Comptroller will issue to the candidate the registration e-mail where he can register online. But before doing this, READ THE FOLLOWING.
- 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.**
- 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 nor the District Secretary telling them 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.
  - c. 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](mailto:eblake1172@att.net) .  
Central District Daniel Beck [KofCdanjr@comcast.net](mailto:KofCdanjr@comcast.net) .  
Southern District Bill Schafer [skbschafer@yahoo.com](mailto:skbschafer@yahoo.com) and  
Nevada District Tom Edwards [tomgarvin2@gmail.com](mailto:tomgarvin2@gmail.com) .”

- For those of you who were not involved with the May 23<sup>rd</sup> Exemplification, each candidate has to register using his OWN E-MAIL address. He cannot piggyback on someone else’s e-mail address. Be advised that when a candidate joins the Exemplification, his arrival time and departure are recorded.
- After all the above has been accomplished, the Navigator or Comptroller will scan the completed Form 4 and email it to the District Secretary along with ONE Check made payable to SK T.W. Starkweather and send to the Northern California District Secretary:

SK Ed Blake, Northern California District Secretary  
1172 North Hillview Dr  
Milpitas CA 95035-3307

Hm Ph: 408-263-0247 ~ Mobile: 408-205-6651  
E-Mail: [eblake1172@att.net](mailto:eblake1172@att.net)

Respectfully submitted,

*SK Ed Blake  
Northern California District Secretary  
1172 North Hillview Dr  
Milpitas CA 95035-3307*