Comptroller Information and Procedures

	Knights Of Columbus **Fourth Degree** **Saint Junipero Serra Province** **Southern California District** ***Exemplification Class of*** ***The Ascencion of Jesus*** Honoring: **Sir Knight, Exemplar Emeritus** **Frank Marsh**	

Saturday May 04, 2024
St. Bruno Catholic Church
15740 Citrustree Rd. Whittier, CA 90603

Candidate Processing Information

Comptrollers are responsible for ensuring completed information is entered, collecting the Form 4's and fees from the candidates and providing information to the District Master.

Form 4: Use MOST CURRENT PDF FORM 4 (Refer to additional instructions)
PREFERRED- Use Single Page FORM 4 provided.
(Multipage form may be used- Only TOP PAGE of form is needed for registration)

PLEASE PRINT LEGIBLY and gather ALL SIGNATURES

- **Candidate**
- **Proposer (include proposer membership # and ASM #)**
- **Faithful Navigator**
- **Comptroller**
- **Council Financial Secretary**

Please EMAIL a legible scanned copy with ALL SIGNATURES in PDF FORM to
master@socalfourthdegree.org

PICTURES FROM YOUR CELL PHONE WILL NOT BE ACCEPTED!

An actual scanner or use of scanner app on your smartphone (i.e. Genius Scan) will create acceptable PDF copies of forms for emailing to the District Master.

Be sure to list Assembly Number on the FORM 4 and CHECK.
By whichever method is used, the Form 4 and check must be received by
5:00 PM TUESDAY APRIL 30, 2024.
(contact MASTER for special circumstance exception if needed)

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Please notice fee adjustment, authorized by Supreme Board of Directors (Jan 2024):

Fees: **$90.00 for candidates, and Deacons**
$45.00 for Priests or Religious Brothers (paid by Assembly)

Electronic List of Candidates:

Send THE PROVIDED Excel list of candidates to the Master with each candidate's membership and council number, noting whether each candidate will be attending the dinner.
USE the provided EXCEL Worksheet to enter all of your candidates.
*** PLEASE DO NOT MODIFY THE FORMATTING OF THE EXCEL SHEET ***
Enter data into the cells as formatted.

Email this file along with scanned, completed Form 4's from the candidates to:

master@socalfourthdegree.org.

in Subject Line INCLUDE >> "ASM #### MAY 04, 2024 Exemplification Registration"
If possible, send FORM 4s (scanned and emailed) as soon as possible before mailing originals.

All fees must be submitted by Assembly check made payable to ROARK GALLOWAY - and mailed with the original Form 4's to:

24536 Watt Road, Ramona, CA 92065-4159
(DO NOT include "Master", DM or any other title on the check!)

***** DO NOT SEND DOCUMENTS VIA SIGNATURE REQUIRED FOR DELIVERY *****

*** * * FORM 4'S AND FEES MUST BE RECEIVED BY TUESDAY APR. 30, 2024 * * ***

IF YOUR CANDIDATE(S) REQUIRE SPANISH TRANSLATION PLEASE CONTACT MASTER: master@socalfourthdegree.org.

This is intended to have candidates and their ladies experience the full event and Fourth Degree Sir Knight activities. Candidates and ladies are to be encouraged to attend from registration through the vigil mass to experience as much as possible about the Fourth Degree.

EVENTS:

Late Morning Light Meal – candidate Assembly provides this support

Please be sure candidates and any Assembly Members attending have a late morning snack or small meal at about 10:30AM in the parking area with your Assembly as the lunch meal will be served after exemplification events (approximately 2:30 PM).

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COMPTROLLERS will assist with their candidate check-in on Saturday 04 MAY 2024.

Please Arrive no later than 9:15 AM for Comptroller orientation at 9:30AM in the indicated registration Room. Here you will receive check-in sheets for signing in your PRE-REGISTERED candidates. You will also receive:

1 social baldric for each PRE-REGISTERED candidate
1 Fourth Degree lapel pin for each PRE-REGISTERED candidate
1 Fourth Degree certificate for each PRE-REGISTERED candidate (to be given after ceremony).

Instructions will be provided for you to follow for candidate sign in for your Assembly.
You will also be guided on instructing candidates what to do with pin and baldric.

Ladies Event Information

While Candidates will be participating in the EXEMPLIFICATION, their ladies who are present will have a program of fellowship, learning about the Fourth Degree Patriotic Program and Knights of Columbus.

Ladies Event tickets are $15.00 each.

FAITHFUL NAVIGATORS and COMPTROLLERS: Please honor these new LADIES by having your own Assembly bring 2 gifts or gift-baskets for opportunity prizes during their event.
PLEASE participate in welcoming new Ladies to your Assembly family.
All gift baskets will be available for ladies to select from during their gathering event.

Assemblies are invited to PLEASE provide additional cash and / or door prizes, gift basket donations.

LUNCH Banquet Information

Banquet: **Cost (EXTRA TICKETS FOR GUESTS):**
$30.00 for Saturday MAY 04, 2024 2:45 PM (preceding Mass)

***** CANDIDATE BANQUET TICKET IS INCLUDED WITH REGISTRATION FEE *****
(non-refundable; non-transferable)

The Comptroller orders tickets for their Assembly members, candidates and guests to attend the banquet. Collect the funds from the members or candidates.

- Use the order form provided to calculate and remit payment for all tickets, registration fees, donations with an Assembly check.

Please be sure to be ACCURATE when considering EXTRA BANQUET TICKETS and also VERIFYING CANDIDATE ATTENDACE at the banquet.

- CANDIDATE ONLY is provided 1 BANQUET TICKET included with registration.

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- If CANDIDATE does not wish to attend banquet, registration is still $90.00. (unused candidate tickets are not refundable or transferrable).
- If Candidate wishes to have SPOUSE or *additional* guest attend, a separate ticket must be ordered using the Assembly worksheet. The extra $30.00 per ticket will be calculated for Assembly Total on worksheet.
- Banquet Program will have AD BLOCKS available to purchase ($50) for participating Assemblies as part of the program. Donations from these sales will be used to help fund Military Seminarians
- PLEASE indicate ALL food avoidances or dietary requests on the form provided

Reminder: Each candidate staying for the banquet will receive one Banquet ticket. Only those candidates who indicate on REGISTRATION they are staying will receive a ticket.

Remember to indicate on form IF candidate will be staying for banquet (yes / no)