

## Online Exemplification Process

On **Thursday, April 16th @ 8pm EDT**, the Supreme Council will host the first online Exemplification of Charity, Unity and Fraternity. This will be an English language ceremony. French and Spanish online ceremonies will be scheduled soon on dates yet to be determined.

### **Candidates must be invited to register:**

The Grand Knight or Financial Secretary must send registration invitations to all approved candidates for admission or advancement. We will help you with this by sending you another email that you must forward to your candidates. Simply use the red highlighted fields personalize it with the candidate's name, your council number, and your salutation. Add the candidate's email address, then hit send. That email will instruct the candidates on how to proceed and how to register for the ceremony. Invitations must be sent to the following:

- Approved\* new candidates
- Approved\* Online E-Members who are “transferring” into your council
- 1<sup>st</sup> and 2<sup>nd</sup> degree members advancing to the 3<sup>rd</sup> degree

\* Click here for guidelines on [approving the admission of candidates](#) by electronic voting.

### **Council Preparations for the Ceremony:**

- Create a list of all candidates that will be invited. You must have valid email addresses for each candidate; otherwise they cannot participate in the online ceremony.
- Obtain council approval for their membership.
- You may use the new “Candidate” tab in Officers Online to enter candidate data into the Knights of Columbus system before the ceremony. Candidates will not be processed at Supreme until after the ceremony when you record the actual exemplification date. More specifically:
  - **For New Members** – The “Candidate” tab in Officers Online can be used by the GK or FS to prepare a new candidate's record [watch training video](#). Optionally, have a completed form 100 ready for submission after the ceremony.
  - **Online Members** – Check to see if they appear in the council “Prospect” tab in Officers Online. If not, add them to the council's “Candidate” tab or have a completed form 100 ready for submission after the ceremony.
  - **Advancing 1<sup>st</sup> and 2<sup>nd</sup> Degree Members** – Nothing to prepare in advance. The council will be notified when action is needed.

### **Attending the Ceremony:**

- The candidate registration will capture their acceptance of the Constitutional Roll, and the Promises made during the ceremony.
- If the candidate is online during the complete ceremony, they will be reported to the council as having completed the ceremony.
- Each council will be responsible for reporting the new members as usual.
- The Supreme Council will mail a rosary and lapel pin to each candidate that completes the ceremony.
- Candidates that registered, but missed the ceremony, will be contacted if additional online ceremony opportunities arise.

### **Council Processing of candidates:**

After the ceremony, the Supreme Council will send each council a list of participating and non-participating members. To ensure that the correct members are processed for each council, we are asking **each council to record their members** using the following standard methods.

- **New Members** – The “Candidate” tab in Officers Online can be used by the GK or FS to report a new member [watch training video](#). The form 100 does not need to be submitted if the “Candidate” tab process is followed. If you are not using the “Candidate” tab process, a form 100 will need to be submitted in the usual manner.
- **Online Members** – If properly requested, the online member will appear in the council “Prospect” tab in Officers Online. If not, you can add them to your “Candidate” tab. In either case, a Ceremonial/Process date can be added to their record and clicking the “Process” button reports the new member.
- **Advancing Members** – Members advancing from 1<sup>st</sup> or 2<sup>nd</sup> degree to the 3<sup>rd</sup> degree can be updated in the Member Management Application. Alternatively, the 2<sup>nd</sup> and 3<sup>rd</sup> degree dates can be reported to [Membership.Records@kofc.org](mailto:Membership.Records@kofc.org) using a form 100.

Additionally, the following matters are handled by the Financial Secretary:

- **Dues Collection** – Dues and initiation fees are regulated and collected at the council level.
- **Membership Card** – Membership cards are distributed by the Financial Secretary once he is satisfied that the council records are in order.

Questions regarding this online event can be sent to [ceremonials@kofc.org](mailto:ceremonials@kofc.org).