



**MINNESOTA KNIGHTS OF COLUMBUS
EXEMPLIFICATION REQUEST FORM**

**MUST BE SUBMITTED TO STATE DEPUTY
AT LEAST 90 DAYS PRIOR TO REQUESTED EXEMPLIFICATION**

DATE OF REQUEST _____ DISTRICT NUMBER _____ DIOCESE _____

HOST DISTRICT DEPUTY _____ PHONE _____

REQUESTED DATE OF EXEMPLIFICATION _____

LOCATION OF EXEMPLIFICATION – BUILDING, CITY, ADDRESS, DIRECTIONS, ETC.

DEGREES SCHEDULED	START TIME	STAFF REQUESTED
1 ST DEGREE	_____	_____

There should be at least 1½ - 2 hours between start of 1st and start of 2nd degrees

2 ND DEGREE	_____	_____
3 RD DEGREE	Immediately after 2nd	_____

The District Deputy is responsible for arranging the First Degree Team, please verify their availability before submitting this request.

The District Deputy must contact the Captain of the assigned staffs at least 5 days prior to the scheduled Exemplification to verify the following items:

- A. Program plan for the day
- B. Number of candidates expected
- C. Hall location and physical facility layout
- D. Equipment required
- E. Verify the 1st and 2nd Degree Staffs

Please have a check available for the Captain of the 2nd and 3rd Degree Staffs prior to the start of the Exemplification. The respective Captain will inform you of the exact cost upon arrival at the Exemplification site.

ALL REQUEST MUST BE APPROVED BY THE STATE DEPUTY

STATE DEPUTY

DATE

STAFFS ASSIGNED AND NOTICES MAILED

DATE