



Knights of Columbus

Robert J. Charpentier
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July 1, 2017

MEMORANDUM

TO: Host District Deputy, Grand Knight AND Diocesan Administrator

FROM: Robert J. Charpentier, State Ceremonials Chairman

SUBJECT: Major Degrees

Dear Brother Knights;

The attached information is supplied for your use in hosting the Major Degree Exemplification scheduled in your area. This information should be shared with all Knights that have a major role in hosting this degree.

1. **SAMPLE LETTER** - This letter should be sent three to four weeks prior to the Degree. You may send this letter as early as you feel necessary. Please make sure you send the letter to all persons indicated on the **TO** line of the letter. Send a digital copy (not a scanned or printed copy) of the original document (preferably in Microsoft Word or Adobe PDF) to the state webmaster at webmaster@louisianakc.org for posting to the website.

2. The attached **CHECK LIST** is provided to assist you and the host council in conducting your Major Degree.

3. The expense report should be filled out and sent, to me, as soon as possible after the degree. **Please note:** Only the Elected State Officers, State Membership, and State Program Director may be included as guest. All others that plan on eating lunch shall pay no more than \$6.00. This includes **District Deputies, Diocesan Administrators, Grand Knights and members with current traveling cards.** All members desiring to gain entrance to the degree must present a current, signed traveling card. No exceptions.

4. Use only the attached sign-up sheets for registration of candidates. I must receive the original sign-up sheet. If the host council requires a copy, it is their responsibility to make a photocopy for their records. I will summarize the sign up list and

send the host District Deputy a list of candidates, by council, for your use in completing the form #450 which must be completed for all major degrees. I will also provide each Financial Secretary and Grand Knight represented by a candidate at the degree.

PLEASE NOTE: THE SIGN-UP SHEET MUST BE PROVIDED TO ME AT THE CONCLUSION OF THE DEGREE, IF I AM IN ATTENDANCE, OR TO MY DESIGNEE IF I AM UNABLE TO ATTEND. ABSENT MY PRESENCE OR MY DESIGNEE, THIS SIGN-UP LIST MUST BE MAILED TO ME NO LATER THAN ONE WEEK AFTER THE DEGREE. PLEASE ENSURE THAT EVERY CANDIDATE PRINTS THEIR NAME IN THE PROPER AREA OF THE SHEET. COUNCIL NUMBER AS WELL AS MEMBERSHIP NUMBER ARE A MUST.

5. If needed, I will contact the Host District Deputy, Host Grand Knight and or the Diocesan Administrator, in order to schedule a site visit to ensure that the facilities meet the requirements as set forth by the Worthy State Deputy. At that "Walk Through" I will also answer any questions concerning the exemplification. This will happen at least one week in advance of the degree.

6. **The host council is responsible for providing guards which are posted at all Exits from the council chambers. Guards are also required as Inside and Outside Guards at the Anti-Chamber.** Please plan accordingly to have the required number of council members to fill these positions.

7. If you have any questions regarding your duties as Host District Deputy, Host Grand Knight, or Host Diocesan Administrator, please contact me by e-mail at bobby.charpentier@gmail.com, or by phone at (985) 232-3487. Please leave a voice mail if you do not personally reach me.

Fraternally,

Robert J. Charpentier
State Ceremonials Chairman