

PROCEDURE FOR SUBMITTING APPLICATION FOR MEMBERSHIP DOCUMENT (FORM 4)

Application (Form 4) must be filled completely and correctly, as per the example page, all 27 lines must be completed.

Once all forms are completed, the Assembly will submit the Form 4s, registration, and an **Assembly check** made payable to: **George Martin, District Master**. **No personal checks will be accepted!** The exemplification registration form sent to the Faithful Navigator with the letter announcing the date and location of the exemplification must be completed and submitted with the Form 4s and the assembly check. It is preferable that the registration forms are typed.

Only Applicable for In-Person Exemplifications With a Banquet: Request for extra banquet tickets (assembly members and guests, candidate's spouse and family, or any guests) must be included on the registration form and will be packaged under the Assembly's name. The extra banquet tickets are \$20.00 each. The number of extra banquet tickets is important so that the host Assembly can properly prepare for the banquet.

The Faithful Comptroller **MUST** verify all information is correct and complete before submitting the forms to the District Master. **Only the Supreme Secretary's and Master's copies need to be submitted.** If you are using the electronic PDF Form 4, please send two copies.

Brother Knights, these few procedures if done correctly, will greatly improve the candidate registration process and will also help eliminate numerous phone calls to obtain missing information.

George Martin, District Master