



SASKATCHEWAN STATE EXEMPLIFICATION VIDEO PROCEDURAL DOCUMENT

As per requested by Supreme council, the Saskatchewan ceremonial team has prepared a video of the Exemplification.

- A. Why did a ceremonial team from Saskatchewan prepare a video of the Exemplification?
 - a. Although we have access to the Supreme Exemplification video, we feel that the ceremonial, exemplified by own team members and to our own candidates would make it more personal for members and candidates.
- B. Intended purpose of video:
 - a. For local councils conducting the exemplification of new members.
 - b. As a review of the principles of the Order by third degree members.
 - c. As a model for councils preparing their Exemplification team.
- C. Accessing the video
 - a. Access to this video will be restricted to third degree members in good standing.
 - b. To gain access to the video, eligible members will be provided with a designated link.
- D. Procedure for conducting the exemplification using the video:
 - a. Receiving council must approve the candidate at a council meeting.
 - b. Candidate completes and signs the Form 100.
 - c. Candidate reads and/or has read to him the Constitutional Roll.
 - d. Candidate signs the Constitutional Roll.
 - e. The KofC field agent is informed of the time and location of the Exemplification.
 - f. In the presence of his recruiter or a third degree member, the candidate watches the Exemplification video.
 - g. During the viewing of the video, the third degree member:
 - i. Has the candidate make the required promises.
 - ii. Invests the candidate with the rosary and the emblem of the Order.
 - h. The third degree member informs the receiving council that:
 - i. The candidate has viewed the video, made the promises, and completed and signed the Form 100 and Constitutional Roll.
- E. Council Processing of Candidates:
 - a. Councils record their members using the following standard methods:
 - i. **New Members** – The “Candidate” tab in Officers Online can be used by the GK or FS to report that a new member has watched the 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.
 - ii. **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.



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- iii. **Advancing Members** – Members advancing from 1st or 2nd degree to the 3rd degree can be updated in the Member Management Application. Alternatively, the 2nd and 3rd degree dates can be reported to Membership. Records@kofc.org using a form 100.
- F. **Dues Collection** – Dues and initiation fees are regulated and collected at the council level.
- G. **Membership Card** – Membership cards are distributed by the Financial Secretary once he is satisfied that the council records are in order.