



Major Degree Request

Texas State Council
Knights of Columbus

See Page 2 for Set Up
and Expense Requirements

(For use of Second & Third Degree)

To: Clarence A. Fey
State Ceremonial Chairman
16739 Henderson Pass
San Antonio, TX 78232
3210-402-0084
Email: cfey@swbell.net

District Deputy: _____
Street: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

**This form can be downloaded from the Texas State council Web Site. After completing, please email to:
Clarence Fey [cfey@swbell.net]**

Request is made herewith to hold the exemplification of the _____ Degree

by District No. _____. I would like to schedule this for _____ (date) at _____ (time)

The council most likely to host this is (name & number) _____

located at (Street Address, City & Zip) _____

This council has agreed to pay all the degree team expenses as outlined on reverse of this form. I have been assured that _____ candidates will be present for the exemplification, and understand that a minimum of 25 First Degree members are qualified at least seven days prior to the exemplification date, otherwise I shall notify you at once to postpone the degree to a later date. The Host Council and I wish to suggest the use of the Degree Team from _____. We have made initial contact with them and they are available.

Host Grand Knight

Host District Deputy

Email: _____

Email: _____

Phone: _____

Phone: _____

Do Not Write Below This Line

Approval for this Degree is granted; the individual listed below will be considered in charge of the Exemplification. The District Deputy making this request is to arrange and notify him of the time and place for a meeting prior to the Degree, and both will accept this assignment in accordance with the "Ceremonial Guide Lines" set forth in the State Council's Membership Program for this current year.

Approved by: _____
(State Deputy) (Date)

Degree Team: _____

ASSIGNEES

Conferring Officer:

Degree Team Captain:

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Email: _____

Email: _____

Major Degree Check List for
Set Up and Team Expenses

Team Charges: For not more than 16 Team Members

1. \$250.00 for the first 100 miles plus meals and insurance.
2. \$1.00 per mile one-way above 100 miles, plus hotel rooms for no more than 8 rooms, with two men per room. Under 100 miles is not considered an overnight trip.

Council Chamber Set Up Requirements:

1. Main council chamber will accommodate at least _____ persons, made up of _____ candidates and _____ members.
2. The Antechamber will adequately accommodate _____ candidates.
3. Coordination with Degree Team Captain was made on _____ to ascertain prop requirements outlined per schedule below.
4. We have assured the Degree Team that all facilities will be prepared for this exemplification as outlined per the specification that will be mailed to ou upon approval of the degree request.
5. All First Degree candidates have been properly notified by use of the card designed for this purpose mailed on _____
6. The Propose and/or Sponsor of each candidate has been contacted to be present for these degrees on _____
7. The Banquet and/or Dinner for all guests (ladies included) will begin at _____, which has been predetermined to begin no less than two hours following the conclusion of the degree.
8. Degree Team prop list: (for proper set up see diagram in the specification)
 1. Staff
 2. Inside Guard
 3. Outside Guard
 4. Members
 5. Choir or cassette machine
 6. Chairs for candidates
 7. Picture of Columbus
 8. Vacant Chair for D.P.
 9. Robed Guards (two at each door)

It is suggested that every Degree be held in Honor of a Distinguished Member of the Order or Your Parish Community. Every Member of the Degree Class should be so notified as well as the Honoree. A Certificate or Plaque presented to the Honoree is appropriate and most appreciated. Please indicate the Honoree for this class.