



# 2nd and 3rd Degree Request

## Texas State Council Knights of Columbus

See Page 2 for Set Up  
and Expense Requirements

(For use of Second & Third Degree)

To: Phillip E. Apgar  
State Ceremonials Chairman  
2908 Stanford Drive  
Flower Mound, TX 75022  
469-964-6358  
Email: skpa@tx.rr.com

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:  
Phil Apgar at: skpa@tx.rr.com**

Request is made herewith to hold the exemplification of a Major Degree by : \_\_\_\_\_  
(district no.) (date) (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 \_\_\_\_\_ candidates will be present.  
for the exemplification. 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

1. 2nd Degree Team is \$250.00 for the first 100 miles plus meal after the Degree. \$1.00 per mile one-way above 100 miles, plus hotel rooms for no more than four rooms, with two men per room. Contact Degree Team Captain to determine if mileage is applicable. Less than 100 miles is not considered an overnight trip. For an overnight degree, the host district deputy and the host council are responsible for supper, breakfast, and a meal following the degree for the degree team. The Conferring Officer's Expenses are paid by Supreme.
2. Contact the Council that will host the Degree and be sure facilities are adequate to host a degree. Also, make the Council aware of the cost of the Degree. The Degree Captain will verify these expenses with you.
3. Host Council must have Membership Medallions from Supreme. English 30630 and Spanish 30632. The cost can be added to Candidates Registration.
4. There is a sample registration form that State Ceremonial Chairman will furnish to you with instructions. Please furnish a copy to the Warden and Financial Secretary who have Candidates participating.
5. The Candidates must be identified with a ribbon or a nametag. Third Degree members must not be allowed to mingle with the candidates. Priests take the Major Degree by observation. Please let Degree Team and Conferring Officer know if there is a Priest taking the Degree.
6. Approximately two weeks before the degree contact the Conferring Officer for any questions or directions that he may need. You may also discuss who will do the Knighting Ceremony. District Deputies that will do the Knighting Ceremony must have a District Deputy Robe. You will also need to contact the Degree Team Captain to assist in any help that the Degree Team may need.
7. The Fourth Degree presence, in full Color Corp Regalia, will add to the beauty and dignity of the ceremony and this would be at the Mass before the degree.
8. Be sure to report to Supreme and State Council on Form 450 NC the report of your Degree. This form can be found on the Supreme Web Site under forms. Please populate the State Deputy (State Council) with email [skpa@tx.rr.com](mailto:skpa@tx.rr.com). You need to fill out a separate form for the 2nd and 3rd degree.
9. It is suggested that every Degree be held in Honor of a Distinguished Member of the Order or Your Parish Community.