

Online Exemplification Procedure v5

Ohio State Council, Knights of Columbus

Effective: 6/1/2020

If there are any questions or concerns, please contact Jim Maslach, State Warden at 440-785-9838 or kofcjk@gmail.com.

PURPOSE

The purpose of this procedure is outlining the method to register, take and report for an online Exemplification of Charity, Unity and Fraternity.

FOR NEW MEMBERS OR TRANSFERRING E-MEMBERS

Remember, E-MEMBERS are already members of the Knights of Columbus. When they take their Exemplification, they are transferring from the STATE COUNCIL to a LOCAL COUNCIL.

1. **NEW MEMBER** completes Form 100 and submits to Council or **E-MEMBER** completes the online membership application and submits to Supreme.
 - a. If **E-MEMBER**, the Online Membership Director will forward the contact information to the appropriate council if indicated on the application. If there is no council, the OMD will contact the State Officer to determine the best council for said **E-MEMBER**. The **E-MEMBER**'s information is sent to the council (GK & FS).
2. Council Admission Committee contacts and talks with the **NEW MEMBER** or transferring **E-MEMBER**. This can be over the phone or an online meeting.
3. Upon approval of the Admission Committee, the Council votes on the **NEW MEMBER** or transferring **E-MEMBER** being accepted into the Council. This can be via phone, email or online meeting.
 - a. If from Part 1a and the council rejects the **E-MEMBER**, the GK or FS MUST go back into Officers Online on the Prospect tab, find the **E-MEMBER** and REJECT him. A reason for the rejection is **REQUIRED**.
 - b. The OMD will return to 1a status and go with another council, if applicable.
4. Once the council approves the **NEW MEMBER** or transferring **E-MEMBER**, the GK, FS or other council designee sends the candidate the link to the online Exemplification Registration page (<http://www.kofcoho.org/exemplification-registration/>).
5. **NEW MEMBER** or transferring **E-MEMBER** completes and submits the Registration Page
 - a. When registering, the:
 - i. **NEW MEMBER** must click on "No Degree – I am becoming a Knight."
 - ii. **E-MEMBER** must click on "Online Member – I am joining a council."
 - b. The **NEW MEMBER** or **E-MEMBER** must complete the registration page including the Constitutional Roll and Promises. The Roll can be signed with an electronic pen on a tablet or via mouse.
 - c. The system will save the completed registration and send an email to State Warden or other state designee.
 - d. The system will automatically forward the Exemplification GoTo Meeting link to the **NEW MEMBER** or transferring **E-MEMBER**.
6. Execute the online exemplification.
 - a. If a live degree, the team will present using GoTo Meeting.
 - b. If a Hispanic degree, use the video provided by Supreme.
7. Upon completion of the degree, the State Warden or other appointed designee will complete the Form 450 and submit to Supreme, State and GK/FS per normal procedure.
8. GK, FS or other council designee updates the **NEW MEMBER** or transferring **E-MEMBER** information:
 - a. Completes the Form 100 with the dates, ensures all signatures and the proper check boxes are complete and send to Supreme via form100@kofcoho.org.
 - b. If the GK or FS has access to ONLINE FORM 100 via www.kofc.org, they can update the members records directly and can then be done.

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FOR ADVANCING MEMBERS OR PRIESTS

1. **ADVANCING MEMBER** or **PRIESTS** receives from the GK, FS or other council designee the Exemplification Registration Link (<http://www.kofcoho.org/exemplification-registration/>).
2. **ADVANCING MEMBER** or **PRIESTS** completes and submits the Registration Page
 - a. When registering, the:
 - i. **ADVANCING MEMBER** must register as "1st/2nd Degree – I am advancing to the 3rd Degree"
 - ii. **PRIESTS** must register as "Priest – I am taking my degree in observation."
3. The system will automatically forward the Exemplification GoTo Meeting link to email address entered by the registered.
4. **ADVANCING MEMBER** or **PRIESTS** attends the Exemplification on selected date and time.
5. Team performs the online exemplification.
6. Upon completion of the degree, the State Warden or other appointed designee will complete the Form 450 and submit to Supreme, State and GK/FS per normal procedure.
7. GK, FS or other council designee updates the **ADVANCING MEMBER** or **PRIESTS** information:
 - a. Completes the Form 100 with the dates, ensures all signatures and the proper check boxes are complete and send to Supreme via form100@kofcoho.org.
 - b. If the GK or FS has access to Member Management via www.kofc.org, they can update the members records directly and can then be done.

FOR OBSERVERS

1. **OBSERVERS** that are watching the degree in observation receive from the GK, FS or other council designee the Exemplification Registration Link (<http://www.kofcoho.org/exemplification-registration/>).
2. **OBSERVER** completes online registration and selects Exemplification date and time.
3. The system will automatically send the confirmation message with the GoTo Meeting link.
4. Attend the Exemplification on selected date and time.
5. Team performs the online exemplification.