



# *Iowa State Council Knights of Columbus*

[www.iowakofc.org](http://www.iowakofc.org)

Host District Deputy, Grand Knight and Financial Secretary  
Re: Formation and Knighthood Ceremonial Guidelines

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## District Deputy Responsibilities

1. Submit Exemplification Request Form 60 days in advance. Form is on the Iowa K of C Website.
2. Arrange with assigned team captain any special requests
  - a. It is customary to meet the team prior to the ceremony and treat them to a nice meal.
3. Heavily promote the scheduled degree with area councils.
4. Work with GK and FS prior to or the day of the degree for payment of the degree. (See Expenditure Guidelines)
5. Submit a 450 Report to Supreme and the State immediately following the degree.
6. Dress code is the Red DD robe for the Knighthood ceremony.

## Grand Knight Responsibilities

1. Arrange a room suitable in size to accommodate the degree.
2. Windows and doors to be covered.
3. Three sign-in sheets for candidates to sign in on with their name and council number. One for host DD and one for the CO. One sheet needs to be printed.
4. Have two long tables, a pitcher of water with glasses. The lights need to be dimmed.
5. Dress code for all council officers and council members is a dress shirt and slacks. No t-shirts, shorts and tennis shoes.

## Financial Secretary

1. Have the checkbook available to pay the team the day of the ceremony.
2. Work with the DD and GK on ceremony expenditures.
3. It is the responsibility of the (Host) Financial Secretary to process all forms and information relating to the degree. This includes sending the proper paper work and information (the member's name and membership number) to all councils with candidates who participated in the degrees.

## Expenditure Guidelines currently in effect for the State.

1. The Host District(s) Councils will be responsible for paying the degree work and all other expenses incurred. It is suggested that costs be apportioned to each council in the district(s) fairly in relation to their council membership. i.e., a council with 200 members should be accountable for more actual costs than a council with 40 members. This understanding of payment will be part of scheduling of the degree.
2. Districts may be combined to assist with expenses. This may be assigned by the Ceremonials Chairman or mutually agreed upon by District Deputies.
3. Crucifix distributions at the formation ceremony are furnished at no charge from Supreme when the CO submits a 450 report for the ceremony.
4. An assessment of \$6.00 per candidate receiving the Knighthood (3<sup>rd</sup>) Degree will be charged to the host council and paid to the degree team for medallions.
5. For candidates coming from outside the Host District(s), a maximum assessment of \$15 per candidate will be charged for participation in the degree(s).
6. The cost for the Degree Team is \$75, which covered equipment and robe maintenance)
7. **Please pay the degree team captain on the day of the degree.**

***BE COURAGEOUS***



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The host district will be responsible for the cost of the actual degree work. If a meal is offered (and this is encouraged), any charges if made must be separate from degree work billing.

If there are any questions, comments, and/or concerns, please feel free to contact us-

John Beckman, Ceremonial Chairman, 402-681-0786

Pat O'Keefe, Ceremonial Director, 515-490-6052

VIVAT JESUS!

***BE COURAGEOUS***