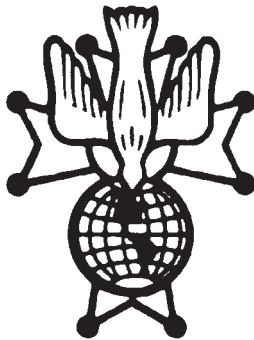


For those whose commitment is unwavering.

FOURTH DEGREE PROGRAM MANUAL



PROGRAM MANUAL



**KNIGHTS OF COLUMBUS
SUPREME COUNCIL
NEW HAVEN, CONNECTICUT**

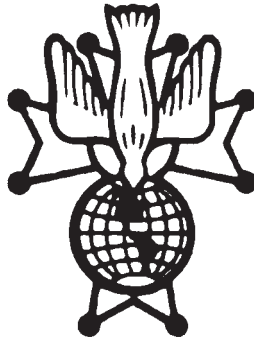
FORWARD

Each and every citizen of every nation must consider himself personally engaged in a continuing, day-to-day effort to create a better understanding and appreciation of his country's ideals. What to do and how to do it often escapes us. Yet millions of citizens, each day of their lives, are helping by thoughtful words and deeds to stimulate pride in their heritage, understanding of their way of life and knowledge of their basic form of government. In short, they are promoting patriotism.

This Fourth Degree Program Manual outlines ways by which assemblies or individuals can take part in the preservation and the perpetuation of freedom. Every individual man, woman and child; company; union; religious, civic, fraternal and patriotic organization has a part to play. Learn what you can do in the name of patriotism and do it — every day!

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FOURTH DEGREE PROGRAM MANUAL

PATRIOTISM

The Fourth Degree of the Knights of Columbus was established on Feb. 22, 1900, on the principle of patriotism — love for and devotion to one's country — and Fourth Degree Knights focus the majority of their activities on this principle. Yet, it should be remembered that the Fourth Degree is an important part of the Knights of Columbus, a Catholic, family, fraternal, service organization. Nurturing a spirit of fraternalism within your assembly is a vital aspect of the work of the Fourth Degree. There are several ways that fraternalism can grow and spread among your fellow Sir Knights.

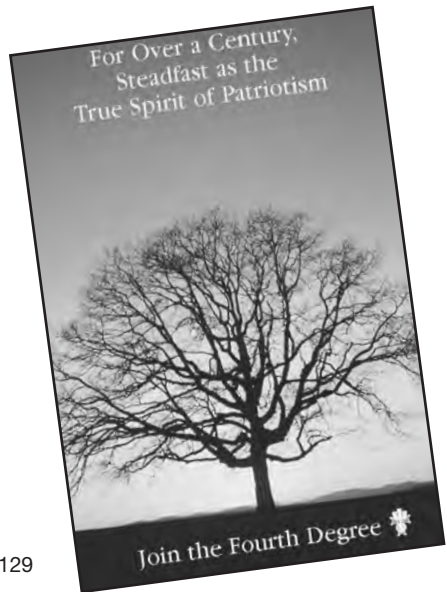
MEMBERSHIP RECRUITMENT

Fourth Degree members compose a brotherhood united in their dedication to patriotism enlightened by the Catholic faith. The patriotic spirit of every Knights of Columbus member can be enhanced if he chooses to join the Fourth Degree. To effectively celebrate and perpetuate patriotism, the Fourth Degree always needs additional members. While it may be unrealistic to expect every Third Degree member to be a Fourth Degree member also, it is always important to encourage Third Degree Knights to take the patriotic degree of the Order. Several membership recruitment tools and incentive awards programs are offered to help Fourth Degree members recruit new Sir Knights.

RECRUITMENT MATERIALS

Taking the Fourth Degree is a logical step for any Knight interested in demonstrating his national pride and reaching his fullest potential. However, as in any recruitment situation, you must approach prospects and convince them of the benefits of joining. A series of Fourth Degree promotional materials is available to help you recruit new members.

A poster (#4129) is available proclaiming the Fourth Degree's "Spirit of Patriotism." A second poster (#4136) and a brochure (#4135) both encourage Third Degree Knights to join the



#4129

Fourth Degree. Assembly members should display the posters in their council's home or meeting place and distribute the flyer to council members eligible to take the Fourth Degree. An excellent time to distribute the brochure is immediately following a Third Degree exemplification. The "Guide to Fourth Degree Membership Recruitment" (#4155) offers tips on recruiting Third Degree members into the Fourth Degree. These items are all available in quantity at no charge from the Supreme Council Supply Department.

Recruiting Sir Knights means convincing an eligible man that to be a Fourth Degree member is to be even more than the concerned and active Catholic gentleman he has been. It is "To Be a Patriot." You can outline for prospects what is involved in being a Fourth Degree Knight using the Supreme Council production, *To Be a Patriot*. This 12-minute introduction to the Order's patriotic degree is available in VHS videocassette, on a free-to-keep basis from the Supreme Council Department of Fraternal Services.

Show *To Be a Patriot* to Third Degree Knights as part of your membership recruitment efforts. Include a showing of the production at assembly meetings or open house events. To obtain a copy of the production, contact the Supreme Council Department of Fraternal Services, 1 Columbus Plaza, New Haven, CT 06510-3326 at least four weeks in advance of your intended show date.

COLUMBIAN SQUIRES

Today's youth, the leaders of tomorrow, are looking for a challenge, for responsibility, for faith and trust. They need older role models from whom they can learn and after whom they can pattern their lives. As Knights of Columbus, it is our responsibility to provide young people with the means and opportunity to become effective leaders involved in meeting the challenges of our times.

Assemblies can help give direction to young Catholic men by sponsoring a Columbian Squires circle. As the official youth organization of the Knights of Columbus, the Columbian Squires should receive primary consideration in any assembly youth program. When you sponsor a Squires circle, assembly members serve as

counsellors in order to draw out the leadership talent of the circle's young men. The satisfaction the counsellors receive from seeing Squires develop into mature, responsible Catholic leaders makes every effort on behalf of the Squires worthwhile.



The institution of a new Squires circle, or the reactivation of a previously existing one, is a relatively simple process. First, obtain the approval of your assembly. Second, recruit a team of counsellors. Third, recruit young men to be members of the circle. Basic requirements are at least one enthusiastic, dedicated counsellor and 10 young men of Squires age. The official age range for Squires membership is 10 to 18 years old.

If your assembly is interested in circle sponsorship, contact your state squires chairman or the Supreme Council Department of Fraternal Services for more information. The entire process of instituting a circle — from obtaining assembly approval through the investiture ceremony and installation of circle officers — can take as little as four to six weeks. Begin the process today by writing the Department of Fraternal Services for a Columbian Squires Inquiry Kit.

PLAN A PROGRAM CALENDAR



Prior planning prevents poor performance. Each faithful navigator should sit down with his team of officers soon after election. At this meeting a calendar of events for the fraternal year should be developed. Evaluate your assembly's effectiveness and accomplishments during the last few years. Build on your successes and try to strengthen

weak areas. When scheduling your events, consult with the local district deputy and grand knights to determine conflicts and discover opportunities to tie in to council events. Publicize your program calendar and use it as your guide for the coming year.

MONTHLY ASSEMBLY BULLETINS

Every assembly should publish a monthly newsletter or bulletin to keep members informed. A regular assembly bulletin accomplishes a great deal for the group in gaining support for activities and stimulating interest in the patriotic degree. Be sure the district deputy and the grand knight of each of your councils is on your mailing list.

To get started on issuing a news bulletin, appoint an editor to take charge. He should have a good sense of organization, administration and a flair for news. He will be responsible for getting the newsletter out to the membership on a timely basis and his duties may include assigning members to obtain items of interest, overseeing the layout of the publication and possibly soliciting advertisements. Consult the *Getting Your Message Across* booklet (#2235) for ideas on newsletters and rules governing the use of the emblem. A clip art gallery is included on the Order's Web site at **www.kofc.org**.

You will undoubtedly find that the most important aspect of the assembly bulletin is the information it includes. It should be up-to-date, and of interest to your membership. The following list of possible features may be beneficial to you in determining what should be included in your publication:

- Top priority should be given to announcements of planned assembly events, followed by special notices on assembly business such as dues, elections, etc.;
- A regular column by the faithful navigator provides a place to highlight important news and give credit for outstanding member achievement;
- A faithful friar's column for comment on pertinent matters;
- Reports from various activity chairmen on scheduled events;
- A column on patriotism;

- Excerpts from speeches of visiting dignitaries, etc.;
- A calendar of upcoming events for members' quick reference;
- A listing of birthdays and anniversaries.

Once you decide on what to put in your bulletin, you must decide how to present it. When designing a format for your news, keep in mind the following points:

- A single, mimeographed or printed sheet is the simplest format;
- To produce a more elaborate newsletter, consider adding pages, color, graphics and using a more sophisticated printing process and photographs;
- Your choice of format should depend both on your budget and the volume of news available;
- Some assemblies finance their entire publication by accepting carefully chosen advertisements. Experience shows that ads taken out for the entire fraternal year for a flat fee are preferable to ads issued monthly. It allows the editor to know in advance how much money he has to operate with so he can plan accordingly.

KNOW YOUR COMMUNITY NIGHT

Provide an interesting social and educational evening which will more fully acquaint members and invited guests with their community's history and future by conducting a "Know Your Community" Night. The purpose of the program is to foster pride in the area and to help produce better citizens with a deeper understanding of their community's problems. In addition, the program is aimed at encouraging constructive contributions to the welfare of the community.

This program may be used as an "open house." Because of its educational value, invitations should be sent to the assembly's Columbian Squires, Scouts or other assembly-sponsored youth groups.

PROGRAM: After a special committee has been appointed, the date, place and time of the "Know Your Community" program should be decided. This affair should be strictly informal. Invited speakers

may be presented individually or as a panel. Individually, each may be given a certain time limit to speak, followed by a short question-and-answer period. If presented as a panel, they should be given a limited time to present their subjects. After all have spoken, the question-and-answer period begins.

SPEAKERS: Speakers may be drawn from the assembly members and assigned subjects if desirable. However, to add authority to the speakers' subjects, it is often better to invite various organizational representatives to address the gathering. Speakers should be given no less than one month to accept the invitation and to prepare their subjects. Formal invitations should be sent with a request for early acceptance or rejection.

SUGGESTED SUBJECTS: Consider inviting a historian to outline the founding of the community and historical places of interest. Or perhaps contact the community historical society or other community or state/provincial organizations interested in such matters.

Consult your Chamber of Commerce, Board of Trade or other comparable group for a speaker on the community's industry, commerce and business status. A local priest, your faithful friar or someone appointed by your local Ordinary could speak on the religion in your community.

To discuss your community's development geographically — past, present and future — contact your City Development or Planning Commission. Or ask your community's chief executive for a representative to discuss this subject.

PUBLICITY: Announce your activity in local church bulletins and newspapers to develop interest in your assembly as an action-oriented community group. Prepare and distribute a brief press release at least a week in advance for local media.

CONDUCTING THE KNIGHTS OF COLUMBUS ESSAY CONTEST

Take part in the Knights of Columbus Essay Contest on "The Responsibility of the Catholic Citizen in a Free Society." The essay contest is open to all students graduating from Catholic elementary schools (8th graders) and Catholic high schools (12th graders).

Participants prepare compositions based on a theme taken from Church writings. Essays should be between 500 and 750 words in length. The deadline for receiving completed essays is March 30, and judging should be completed by assembly appointed judges during April. Winners should receive their awards either at graduation, at an awards ceremony or a similar function arranged by the school and sponsoring assembly. Judging is done on a 100-point scoring system. Certificates for first, second and third place winners, and certificates of participation for all entrants are included in the Essay Contest kit #(EA-KIT). It is recommended that assemblies consider monetary awards in the range of \$100 to \$350 in Savings Bonds or the cash equivalent to the first place winner.

The following general outline should be used in sponsoring the program:

- Essays must reflect the assigned theme and topic, and be submitted by the published deadline.
- Essays must be the student's original work.
- Essays must be typed on 8 1/2" x 11" paper, one side, double spaced, with one-inch margins.
- Essays must be between 500 and 750 words long.
- The student's name should appear only on the official Knights of Columbus Essay Contest entry form which should be stapled to the essay.
- All entries become the property of the Knights of Columbus and will not be returned.
- Judges will be selected by the sponsoring Knights of Columbus council, assembly or circle. Assembly members, clergy, civic officials and/or members of the community may serve as judges.
- Essays will be judged on a 100-point scoring system:
 - 20 points: Overall impression — How well does the essay describe the role of a Catholic society?
 - 40 points: Content — How clearly is the theme presented?

40 points: Grammar/style — How well is the essay written with respect to sentence structure and paragraph construction, spelling, creativity, imagination and development of the topic in a compelling style?

WRITE YOUR REPRESENTATIVE

“Why should I write to my representative? He’s not going to listen to me...my letter won’t count.”

These and similar arguments have been around for years, helping to discourage and defeat innumerable patriots and worthwhile efforts. Maybe every letter will not succeed. But, the accumulation of mail from many concerned citizens will effectively communicate to the representatives. Send them a message!

Simple but important points on how to make your letters influential have been suggested by **LIBERTY LOBBY (300 Independence Avenue SE, Washington, DC 20003)**.

1. **USE PROPER ADDRESS AND SALUTATION.** Whenever writing, be sure you use proper titles and send the letter to the right address.
2. **IDENTIFY YOURSELF.** Increase your influence by identifying yourself as a constituent, a voter, a taxpayer, an active citizen and a member of the Knights of Columbus. Remember too that when writing to representatives not your own, be sure to mention any connections (family, friends, business interests, etc.) in their state or district.
3. **BE FRIENDLY.** Letters from thoughtful friends or undecided voters have more influence than letters from implacable enemies. Leave name-calling and threats to the other side. Rest assured that you will not intimidate your elected representative.
4. **ADDRESS ONE SUBJECT PER LETTER.** Don’t indulge in long letters rambling over many subjects. It is better to write several different letters on respective issues.

5. **BE NEAT.** Type your letter. If voicing the opinion of your membership, type the letter on official assembly letterhead. If you want a reply, your address must be complete and legible on the letter as well as on the envelope.
6. **BE BRIEF.** Letters have a much better chance of being answered fully and promptly if they are **short**. A brief opening, two or three paragraphs on the subject and a short close should suffice. Never go over one full page.
7. **KNOW YOUR SUBJECT.** Know why you are “for” or “against” a particular piece of legislation. Identify it by bill number, if possible, unless it has been widely publicized by a particular name. If an amendment would make the bill acceptable to you, describe the change you would like to see adopted and why.
8. **BE SPECIFIC.** Mention specific arguments, rather than generalities. Being specific forces a specific reply. Ask “will you support such-and-such a bill? If not, will you please explain why?” Often, this will cause your representative to consider an issue seriously for the first time.
9. **ADD WEIGHT TO YOUR LETTER.** If you are writing as a representative of your assembly, say so in the letter. Another good way to add weight to your letter is to write a letter to the editor of the local paper, and enclose a copy of it with your letter to the representative. This will let him or her know that you are trying to influence other voters as well.
10. **NO “FORM” LETTERS.** “Form” letters, or letters copied from “sample” letters, show that you are not interested enough to take the time to learn firsthand about the issue and write your own feelings on it. Your representative is interested in how **you** feel. Never mention another person or group as the source of your ideas. This offers the representative the opportunity to avoid the issue by attacking the source instead. Avoid group letters or petitions. Never send a copy alone, but “cover” it with an original letter or note referring to the copy enclosed.
11. **ASK FOR A REPLY.** If no reply is necessary, say so. If you want a reply to a specific question, ask for it. It never hurts

to try to get a commitment from your representative, but don't be disappointed if he avoids committing himself in advance of a vote. He may be honestly undecided and in need of more time to consider. You can take advantage of his indecision as an opportunity to write again on the same subject, bringing up new arguments.

12. **WRITE OFTEN AND URGE OTHERS TO WRITE.** Two or three letters a month are not too many. You can cover more subjects that way, and if you keep them brief, each letter will only take a few minutes of your time. Urge your fellow Knights to write also.
13. **KEEP WRITING.** Don't get discouraged!
14. **A PAT ON THE BACK.** When your representative votes "right," give him a hearty "thanks" and a "keep up the good work," even if he or she usually votes wrong. This is important, because the "other side" will be trying to get him to change his vote at the same time.

GOVERNMENT OPERATIONS

Who is your mayor, city or town council representative, city manager, city clerk — and what are his or her duties? How does the way he or she conducts municipal affairs affect you and your family?

Many people are not quite sure of the answers to some of these questions. Why not sponsor a "Government Officials" Night to clear up any confusion on the subject.

The primary idea behind such an event is to educate the members while providing an interesting assembly activity. To organize the program, invite a number of municipal, state or federal officers or employees to appear at one or more assembly gatherings to tell what they do in their official capacities and what use the average citizen may make of the service they render.

If only one evening is to be devoted to this project, your mayor may be invited, with his or her city clerk, chairpersons of various municipal boards, plus one or more members of the city council or the board of aldermen. Perhaps you might decide to experiment a

bit and invite only one or two of the top echelon officials for the first event. If the idea catches on, you can proceed at will with other groups or departments. Simply attempt to coordinate the most interesting and informative program possible.

SUGGESTIONS: Following are a few items which will help to ensure the success of your assembly's programs:

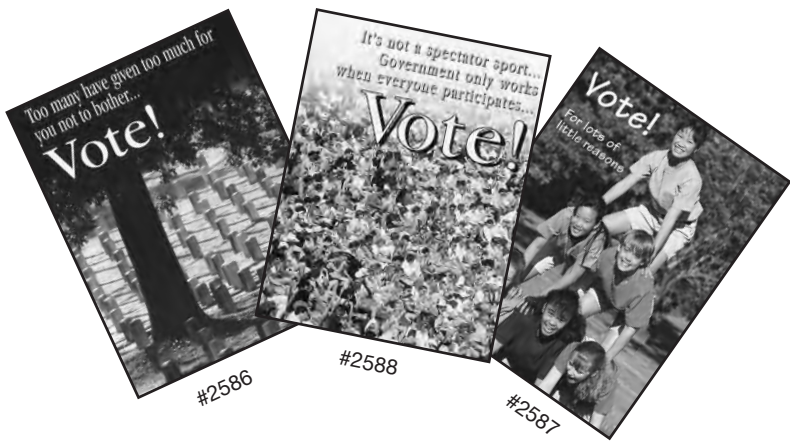
1. Be sure that the invitations to speak contain exact information as to the date, time and place of the event, and are sent at least four weeks in advance. Don't forget to tell each speaker how long he or she is to speak — and just what phase of his or her work should be covered in the speech.
2. If you choose to invite the public to the event, publicize it in advance. If you expect heavy attendance, issue tickets. Make them available only for the number of people that can be comfortably and safely accommodated in the provided quarters.
3. Avoid political party lines and inferences. Invite your speakers purely on the grounds of what position they hold — as long as they are included in the particular government set-up which is being discussed.
4. Be sure your master of ceremonies is kept-up-to-date on the program. Whenever possible, the master of ceremonies should be a member of the organizing committee, to guarantee his familiarity with the speakers and all issues involved. Be sure that he has the opportunity to meet all of the speakers in advance of their presentation to the audience. Make sure he makes his remarks brief. The audience is there to hear the speakers. Avoid a confusion and embarrassment which occurs when speakers are announced for incorrect topics. Give your master of ceremonies a complete and accurate list of speakers and their topics.

GET OUT THE VOTE

Voting is the right and responsibility of every citizen. Although the opportunity to help determine how a town or a nation will be

governed should be viewed as a privilege, people unfortunately often look at voting as a chore and of little consequence. This is an attitude we must combat.

Conduct a public awareness campaign about the importance of every citizen exercising his or her right to vote. A series of unique "Vote" posters is available from the Supreme Council office. Display the posters throughout your community in the weeks prior to a local, state or national election to remind the voters of their duty. The posters are available free of charge from the Supreme Council Supply Department, 1 Columbus Plaza, New Haven, CT 06507-0901.



There are many ways for people to register to vote. Check with your local registrar of voters or similar organization to find out how people (especially those who are homebound or otherwise unable to move easily about) can register. Help these people get to registration sites well in advance of elections. At your next assembly meeting, check to see how many members are not registered to vote then offer to assist them in registering. Also, help those people who qualify (including out-of-town students, the homebound, etc.) to apply for absentee ballots.

A voter registration drive might be something your assembly may want to consider if many of the adults in your area are unregistered. Check with the election commission, the local major parties, or other groups like the League of Women Voters to get information on what sort of drive is needed. Often the parties are

especially helpful, but be careful about consulting only one. Frequently the parties only try to register groups they think will be favorable to them. If the party that dominates the legislature has just come out in favor of cutting unemployment insurance benefits, for example, you may find that party unwilling to provide you with much information about a neighborhood where many factory workers are out of a job.

Hosting a seminar for community members on how to vote is a great way to make people more familiar and comfortable with voting procedures and to encourage them to participate. Work with your state/provincial and local officials on getting sample ballots and educating the public on using the voting machines. Display a sample ballot and instructions on how to vote in the assembly's meeting place, the parish hall bulletin board and any other spots accessible to the public.

On voting day itself many people, especially the elderly and the incapacitated, have trouble getting to the polls. To help these people, consider providing election day rides. Put up signs throughout your assembly's area (stores, churches, meeting halls, senior centers) offering a ride to the polls and providing two or three phone numbers voters can call to arrange for a time. Consider taking out an ad in local and parochial newspapers, and/or in your parish bulletin advertising the service. Check any convalescent homes, retirement centers, etc. in the neighborhood. If you already conducted a voter registration drive, contact people you helped then to be sure they have a way to the polls. Parish and service organizations may be helpful in locating people needing transportation.

Organize volunteers from your assembly who are willing to act as drivers. Make sure that these volunteers are scheduled to cover as much of the day as possible. Try to arrange schedules so drivers can pick up as many participants as they can comfortably accommodate during each trip. At the polls the driver should drop off his passengers and make specific arrangements on where he will meet them to return to their homes. Drivers should also periodically contact a central assembly "dispatch" location to check on cancellations and late requests for rides.

CHALICE PROGRAM

Each assembly should have a memorials committee to coordinate the assembly's response to the death of a member or one of a member's family. A strong show of fraternal spirit by the assembly when someone dies is among the most meaningful gestures you can make.



The primary responsibility of the memorials committee is to attend wakes and funerals of Knights and their family members. The committee should present a “Resolution of Condolence” certificate (#1494, English, French and Spanish, 25¢ each) to the family of the deceased and offer any assistance the assembly can provide.

A program to memorialize a Sir Knight who passes away is the Chalice Program. Through it, the assembly purchases a chalice and donates it to a priest, bishop or local church in the name of the deceased. A special “In Memoriam” certificate (#1455, 25¢ each) announcing the donation is available from the Supreme Council Supply Department for presentation to the family. In addition, distinctive 24 karat gold-plated chalices featuring the Fourth Degree emblem, to be donated in a Sir Knight's honor, can be purchased from the Supply Department.

The Chalice Program is a beautiful and lasting way to pay tribute to a Sir Knight who has passed away. It will offer great comfort to the family members of a deceased Sir Knight that a chalice presented for use in offering the holy sacrifice of the Mass has been given in the name of their loved one.

ORGANIZE A PARADE

If your community sponsors parades to mark your nation's patriotic holidays, make sure that your assembly's color corps or other representatives take part and are a visible presence. If your commu-



nity allows holidays to come and go without a celebration, your assembly can take steps to see that this does not happen in the future. Organize a parade of your own for everyone in town to enjoy and participate in.

Organizing a parade may seem to be an awesome task, but in reality, your assembly members should have no problem conducting one. Some things to remember:

- Set a parade date, time, route and meeting place. Obtain all necessary permits and traffic assistance from the police, fire or other appropriate departments. Extend invitations to all clubs, schools and organizations in the area.
- Arrange for a prominent citizen to serve as Parade Marshall.
- In most cases, rain doesn't have to stop you. Rain may dampen your hair, but not your spirits. An alternative to parading through the rain is to schedule your parade for the morning, with an afternoon time set in case of rain. It rarely rains the entire day.
- Encourage the use of floats, decorated cars and trucks in the parade. These vehicles can be decorated with flags, crepe paper, etc. Cars should be convertibles if possible.
- Hold at least one full dress rehearsal for the color corps at least one week prior to the parade. Be sure all members possess appropriate regalia, free of extra embellishment, in good

condition. Practice all maneuvers that will be required.

- Make the parade open to both children and adults. Parades are fun for everyone.
- Encourage those not marching in your parade to come out as spectators. Everyone can join in the event by cheering along the route.
- Invite the local television station and print media to cover the event.
- A successful parade should always end with some sort of refreshments provided for the marchers. A table of snacks and drinks should do the trick.
- Be sure to take pictures of the parade for the assembly scrapbook.

DISPLAY THE FLAG

Your nation's flag is a representation of the country's people and their ideals and goals. Flying the flag shows your respect for the nation and all it stands for. Fourth Degree assemblies should be leaders in performing and promoting this simple yet effective act of patriotism. The flag should be displayed at all assembly meetings and functions.

Set an example by displaying the flag every day of the year that weather permits — not only national holidays. The home of every Fourth Degree Knight should feature a national flag flying outside.

The Supreme Council Supply Department has United States, Canadian, Papal and Knights of Columbus flags available (#PG-198, #PG-199, #PG-200 and #PG-218). Flag kits contain flag, flagpole and brackets for mounting. Flags make excellent awards for assembly-sponsored programs, to help encourage display of the flag within your community. Consult the official Knights of Columbus Promotional Catalog (#4230) for a complete listing of flags and accessories offered.



Assemblies should also promote proper flag etiquette. For U.S. citizens, a flyer, “Rules for displaying the flag of the United States” (#1536), lists and illustrates the rules governing the display of the flag. A similar flyer, “The Canadian Flag” (#1667) explains the history of Canada’s standard and the rules to be observed when flying the flag. Both these flyers are available from the Supply Department in quantity at no charge. They should be used for general distribution to citizens, to encourage them to display the flag often and properly.

STREET OF FLAGS

What a truly amazing sight it would be if every home on every street of your community displayed the country’s flag on national holidays or other civic observances. This is not such an unusual idea,

nor is making it reality such a monumental undertaking. The “Street of Flags” program has been successfully accomplished in many communities throughout the Order. It can be done in yours as well.

On each holiday or civic observance, the sponsoring assembly promotes the display of the national flag on one particular street in the community. For example, Labor Day is observed in the United States on the first Monday in September. On that holiday, all families living on “Maple Street” will be asked by the assembly to display the U.S. flag. The next holiday is Columbus Day in October. On that day, flying the flag will be promoted not only on “Maple Street” but also on “Elm Street.” Each holiday, a different street is added to the program until all streets in the community are participating. To ensure the success of the program, a dedicated committee should be appointed.

A program as grand as the “Street of Flags” program needs a comprehensive public relations campaign behind it. Newspapers, neighborhood weeklies, radio and television could all be used to promote the program. After a couple years, the program should become self-promoting. The media will be eager to draw attention to such a unique display of community and national pride.

After the holiday, assemblies should arrange to recognize the families who joined the “Street of Flags” program. Present them with “Patriotic Service Award” certificates (United States — #839, English; Canada — #839C, English or #839F, French; Mexico — #839M, Spanish; Philippines #839P, English). The certificates are 25¢ each and may be ordered from the Supreme Council Supply Department.

FLAG DAY

In many countries, the national flag is a symbol of the ideals and history of the country itself. That is certainly true in the United States, where the flag stands for freedom, strength and democracy.

To honor the flag and all it represents, June 14 each year is designated Flag Day. On this day, American citizens proudly display the flag and honor their heritage. To enhance their tribute to

the flag, all U.S. citizens should participate in the “Pause for the Pledge” program as part of their Flag Day observances.

“Pause for the Pledge” asks every person to stop whatever he or she is doing at 7 p.m. EDT on Flag Day to say the “Pledge of Allegiance.” The program is coordinated by the National Flag Day Committee and has long been supported by the Knights of Columbus, particularly in the state of Maryland. It is a perfect activity to be promoted by Fourth Degree assemblies in the U.S. Publicize the “Pause for the Pledge” each year within your community and be sure to take a moment at precisely 7 p.m. EDT on Flag Day to say the Pledge. For more information about the program, contact the **National Flag Day Foundation, 418 South Broadway, Baltimore, MD 21231. Phone (410) 563-FLAG.**

To assist in promoting the “Pause for the Pledge,” assemblies should distribute the “Pledge of Allegiance” flyer (#995), available at no cost from the Supreme Council Supply Department. The flyer supplies the text of the Pledge of Allegiance and explains the role the Knights of Columbus played in having the words, “under God,” added to the Pledge.

CELEBRATE PATRIOTIC HOLIDAYS

Several days each year are set aside for observances of a nation’s ideals, history and heroes. These patriotic holidays call for united celebrations by a nation’s citizens. The Fourth Degree of the Knights of Columbus should be at the forefront of such celebrations.

The following is a list on some of the important patriotic holidays in the United States, Canada and the Philippines for which Fourth Degree assemblies should plan commemorative programs:

UNITED STATES

- Presidents’ Day — Third Monday in February
- Memorial Day — Last Monday in May
- Flag Day — June 14
- Independence Day — July 4

- Columbus Day — October 12 (Observed on second Monday in October)
- Veterans' Day — November 11

CANADA

- Victoria Day — First Monday preceding May 25
- Canada Day — July 1
- Remembrance Day — November 11

PHILIPPINES

- Independence Day — June 12
- Philippine National Heroes Day — Last Sunday of August
- Bonifacio Day — November 30
- Rizal Day — December 30

VETERANS' ASSISTANCE

Perhaps no single group of citizens is more deserving of our attention than service members and veterans of the armed forces. There are many ways your assembly can be of assistance to these heroes.

- Aid the families of service men and women during times of deployment and after.
- Volunteer at veterans hospitals and health care facilities. In the United States, the Veterans Administration Voluntary Service (VAVS) coordinates volunteer efforts at all of the United States' veteran facilities. All types of volunteer services are needed — from program planning to visiting veterans. Contact the **Veterans Affairs Voluntary Service Office (167), Department of Veterans Affairs, 810 Vermont Ave., NW, Washington, DC 20420** for more information about local health care centers or about the VAVS in general.
- Send Christmas cards and other greeting cards to veterans in the hospital and to service members stationed around the

nation or the world.

- Assist local veterans in finding employment. Remember — “Your best bet is to hire a vet.”
- Honor the military in your community with special ceremonies. Thank them for what they’ve done for your country and present them with “Patriotic Service Award” certificates (United States #839 — English; Canada #839C — English, #839F — French; Mexico #839M — Spanish; Philippines #839P — English), available from the Supply Department at a cost of 25¢ each.
- Place the national flag at the graves of deceased military veterans, particularly those who were members of the Knights of Columbus.

OTHER ACTIVITIES

- Publish a tour book of religious and historical landmarks in your area — the first settlement, the site of the first Catholic Mass, first parochial school or school building, missionary churches, significant monuments, historic homes, etc.
- Display and distribute patriotic materials at fairs, rallies and school- or church-sponsored events.
- Distribute flags that can be attached to automobile antennas on national holidays.
- Contribute religious history books to parochial school libraries, public libraries or church libraries.
- Establish a “heritage” committee in your assembly. The chairman of the committee should be a member who is especially adept at gathering historical facts, interesting anecdotes and stories about the history of the assembly and its members. A column of such stories might be included in the assembly’s newsletter.
- Urge young people to interview older relatives, such as their parents and grandparents, even great-grandparents. There is a great deal of history to be learned from their memories about growing up during the Depression, the World Wars,

etc. The insights of men and women who experienced these events must not be lost because no one asked to hear them.

- Present flags to churches, public and parochial schools, the local library, law enforcement center or town hall.
- In the United States, say the “Pledge of Allegiance” after the opening prayer at every assembly meeting.
- Donate to historical shrines in your area.
- Promote interest in all historic events being conducted in your area, state or province.
- Donate books, records, filmstrips and other educational materials about local or national history to private and public schools, libraries or other institutions.
- Sponsor a program about the lives and contributions of famous men and women in history. Concentrate on those who had a significant impact on your community or region.
- Take a more active role in preserving the older buildings and homes in your community. Contact your local historical society for information on how you can get involved in the campaign to preserve the past.
- Award special scholarships or certificates of recognition for students of history and civics to local students.
- Encourage the publication of articles or pamphlets on your community’s history and its progress.
- Sponsor a Mass of Thanksgiving.
- Sponsor guided trips for the Columbian Squires, Boy Scouts and other youth groups to historical monuments within your state or province.
- Conduct a program of public education on the role Catholics have played in the history of the country.
- Colorful United States flag posters (#994) are available in

reasonable quantity at no charge from the Supreme Council Supply Department. These posters can be framed for presentation to schools, homes and local businesses.

- If you live in the United States, take a fresh look at America's most cherished documents — the Declaration of Independence, the Constitution and the Bill of Rights and the Federalist Papers. Encourage other Sir Knights to do the same. A reproduction of the Declaration of Independence is available through the Supreme Council office. This reproduction can be framed and presented to schools, other civic organizations or businesses in your community. Single copies are available at no charge from the Supply Department. When ordering, please specify item #1583.
- Display the “Knights Love America” and the “Knights Love Canada” decals (#1509 and #1599 respectively). Both decals are 3" by 3" in size and printed in gold, red, blue and white. Each features the Order’s emblem and the Fourth Degree emblem. Price: 25¢ each.

PATRIOTIC MATERIALS

The Supreme Council office has available a number of items not previously described that will be of assistance to assemblies in the United States in promoting patriotism. All materials should be ordered directly from the Supply Department.

FLAG POSTERS — Attractive 11" by 14" posters of the United States flag, with the words, “This is our flag, be PROUD of it” are available in reasonable quantities at no charge. Suggested for use in schools, offices and homes, the full-color posters are effective reminders of the nation’s most recognizable symbol of freedom. Posters are printed with the emblem of the Knights of Columbus and the Fourth Degree emblem. When ordering, please specify #994.

FLAG FLYER — An informational flyer for use in promoting the flag of the United States. One side of the flyer features the article, “Hello, Remember Me?” which seeks to arouse individual pride in the flag. The reverse side includes an essay entitled, “Can We

Wave the Flag Too Much?" urging every family to proudly display the flag on holidays and other appropriate occasions. Item #1615, available at no charge.

FLAG HISTORY FLYER — A popular flyer that describes the history of the U.S. flag. Item #1582, available at no charge.

GREETING CARDS

When your assembly wants to express its best wishes, its thanks or its sympathy to a Sir Knight, a relative or a member of the community, Fourth Degree greeting cards offer the perfect vehicle. A series of attractive, colorful cards is available from the Supreme Council Supply Department. The cards are appropriate for Fourth Degree members to send to anyone who has been important to their assembly.

The following cards are available: Birthday card (#757-4); Sympathy card (#1932-4); Get Well card (#1483-4); Anniversary card (#1484-4); Thank You card (#2007-4); Congratulations card (#2087-4).

All greeting cards measure 5¼" by 4¼" and come with a plain white envelope. Cards are priced at 25¢ each and are offered in English, French and Spanish.

Help foster a sense of fraternalism, acknowledge the important occasions in the lives of your members and recognize the contributions of people outside your membership by sending Fourth Degree greeting cards.

CERTIFICATES

To recognize the efforts of members of your assembly or your community who are working to further the principles of the Fourth Degree, an excellent assortment of colorful and attractive certificates is available from the Supreme Council Supply Department. Certificates are 8½" by 11" in size. All certificates should be ordered by the faithful navigator or the faithful



comptroller on the official Requisition Form #1. A sample copy of any certificate is available upon request.

PATRIOTIC SERVICE AWARD — For presentation to members of your assembly or your community who conduct or participate in patriotic programs — display of the flag, veterans’ assistance, etc. Space provided for faithful navigator’s signature. Certificate is available with United States flag (#839, English), Canadian flag (#839C, English or #839F, French), Philippine flag (#839P, English) or Mexican flag (#839S, Spanish). Price: 25¢ each — vertical.

FAITHFUL FRIAR CERTIFICATE OF APPRECIATION — “In gratitude for his priestly dedication.” Space provided for signature of faithful navigator. Item #1441. Available in English, French and Spanish. Price: 25¢ each — horizontal.

CHARTER MEMBER CERTIFICATE — “This is to certify that _____ is a Charter Member of _____ Assembly of the Fourth Degree of the Knights of Columbus.” Signatures of the supreme knight, supreme secretary and supreme master appear. Space provided for signature of faithful navigator.

Item #1456-4. Available in English, French and Spanish. Price: 25¢ each — vertical.

FOURTH DEGREE EXEMPLIFICATION CERTIFICATE — “To certify that Worthy Sir Knight _____ received the honors of the Fourth Degree of the Knights of Columbus.” Signature of supreme master appears. Space provided for signature of master. Item #1467. Available in English, French and Spanish. Price: 25¢ each — vertical.

SUPREME ASSEMBLY CERTIFICATE OF MERIT — Presented to past faithful navigator “in grateful recognition of his leadership.” Bears signatures of supreme knight, supreme secretary and supreme master. Item #1470FN. Available in English, French and Spanish. Price: 25¢ each — horizontal.

RESOLUTION OF CONDOLENCE — For presentation to the families of deceased Sir Knights. Space provided for the signatures of the memorial committee. Item #1494. Available in English, French and Spanish. Price: 25¢ each — vertical.

YEARS OF SERVICE — Awarded by the assembly to a member for “years of loyal and faithful service.” Space provided for signature of faithful navigator. Item #1495. Available in English, French and Spanish. Price: 25¢ each — horizontal.

AWARD OF MERIT — Presented in “grateful recognition and appreciation of faithful and exceptional services to the Fourth Degree of the Knights of Columbus.” May be presented to members of the assembly or to friends of the Order meriting recognition. Space provided for signature of faithful navigator, program chairman or other assembly official. Item #1900. Available in English, French and Spanish. Price: 25¢ each — horizontal.

ASSEMBLY ANNIVERSARY CERTIFICATE — Those assemblies celebrating their twenty-fifth, fiftieth, seventy-fifth or one hundredth anniversary will receive an anniversary certificate from the Supreme Council office. The certificate is inscribed with the assembly name and anniversary number and bears the personal signature of supreme master. These certificates are forwarded from the Supreme Council Department of Fraternal Services automatically approximately one month prior to anniversary date to the assembly's master. Upon receipt of the certificate, the master will arrange for appropriate presentation. In addition, assemblies planning celebrations for other anniversaries can arrange for certificate to be sent. Request certificate in writing from supreme master's office and provide assembly name and number, anniversary number and date of anniversary. Item #1980. Available in English, French and Spanish. Price: \$1.00 — vertical.

CERTIFICATE HOLDERS — Attractive red leatherette folders for horizontal and vertical certificates are available from the Supreme Council Supply Department. Each holder has the Fourth Degree emblem embossed in gold on the front cover. Item #1570-4. Price: \$1.75 each. Specify vertical or horizontal.

CERTIFICATE FRAMES — Unbreakable leatherette frames are available from the Supreme Council Supply Department. The frames may be used with any vertical or horizontal 8½" by 11" certificate. Complete with easel back and provisions for hanging. Black with gold accents. Item #1973. Price: \$1.75 each.

IDENTIFICATION NAME BADGES/DECALS

Do you go out of your way to make new members feel welcome and help everyone make friends within the assembly? Perhaps you should consider beginning or reviving the practice of having everyone wear some sort of identification badge during meetings. In this manner, the members will come to know one another. This is espe-

cially beneficial to the new member in the assembly who does not know too many people. You will help create an atmosphere filled with fraternity and friendliness.

A Fourth Degree “My Name Is” adhesive badge may be ordered from the Supreme Council Supply Department. These badges (#1515-4) are available at a cost of 7¢ each.

In addition, attractive, colorful foil Fourth Degree emblem decals are offered by the Supply Department. They come in three sizes: small decals (#1507), 4" square, are available for 40¢ each; large decals (#1507L), 13" square, are available for \$1 .50 each and; extra large decals (#1507XL), 16" square, are available for \$3.50 each. Use the decals on windows, doors, signs and other places to identify the Fourth Degree.

TO BE A PATRIOT AWARD

The dictionary defines a patriot as one who “loves his country and zealously supports its authority and interest.” Flying the flag, singing the national anthem, taking an active interest in the history and destiny of one’s country . . . these are some of the ways we show our love of and respect for our country. There are other ways, though, and they are what the Fourth Degree awards program, “To Be a Patriot,” is all about.



To Be A Patriot Award

COMPETITION: Competition to determine the best patriotic programs during a given fraternal year will be held on the district and provincial levels of the Fourth Degree. To enter the competition, each assembly must submit a report describing their single best patriotic activity to the master by June 1. The master will then judge the entries and select the top activity in his dis-

trict. District winners must then be submitted to the vice supreme master by June 30.

Vice supreme masters will then review the top programs from each of the districts in his province and select the very best patriotic program. This entry must then be submitted to the Supreme Council office by July 15, where it will be reviewed by a committee appointed and overseen by the supreme master and supreme knight. The top three patriotic activities will be chosen for international “To Be a Patriot” honors.

AWARDS: An impressive trophy will be presented to each of the top three assemblies chosen as international winners in the “To Be a Patriot” program. Attractive plaques will be prepared and forwarded for presentation to the provincial winners.

GUIDELINES: The award is based upon a single patriotic project or activity conducted by an assembly during the July 1 — June 30 fraternal year. The programs will be reviewed according to the following criteria:

- Does the program truly exemplify the virtue of patriotism?
- How many members participated in the program? What percentage of the entire membership participated?
- What were the benefits of the program? How did the program affect the community at large?
- How original was the program?
- How was the program publicized and how effective was the publicity?

“To Be a Patriot” guidelines (#TBP-1) and application form (#TBP-2) are included in the *Assembly Report Forms Booklet* (#325) and are also available from the Supreme Council Supply Department.

CIVIC AWARD

AWARD REQUIREMENTS: Assembly must report at least four patriotic programs conducted by the assembly within the July 1 — June 30 fraternal year. Programs must be patriotic in nature to qualify. The Civic Award application form (#2321) is found in the *Assembly Report Forms Booklet* (#325). The completed application must reach the Supreme Council office by June 30.



Winners of the Patriotism Award will be named on or about October 1 of each year. Personalized award certificates will be forwarded to the master for presentation to the assembly at appropriate ceremonies.

REFUND SUPPORT VOCATIONS PROGRAM (RSVP)

The future of the Church is inextricably linked to the future of religious vocations. The Church depends for its life on the men and women who hear and heed God's call to religious life. The present and predicted future shortage of priests, nuns and religious affects every Catholic and should be of vital concern to us all.

In order to foster an open, accepting attitude concerning vocations among K of C members and families, the Refund Support Vocations Program (RSVP) was instituted. The program is one every assembly should undertake.

RSVP works by involving members of an assembly personally in the lives of specific seminarians or postulants as they pursue their vocations. The seminarians and postulants receive much-needed financial and moral support while the Knights and their families learn about Church vocations from those preparing to follow the Lord in the priesthood or religious life. It is hoped, in fact, that involvement in RSVP will cause many sons and daughters of Columbian families to consider the priesthood or religious life.



In practice, RSVP is an uncomplicated program. Interested assemblies “adopt” one or more seminarians or postulants, and provide them with financial support, moral support or both. At the end of the fraternal year, the Supreme Council Vocations Committee refunds \$100 for every \$500 given to the “adoptees.” Those who choose to provide substantial moral support to seminarians or postulants will receive a special plaque award.

For the purpose of RSVP refunds and awards, “seminarians” are defined as those enrolled in first formation programs for priesthood (minor seminary, college seminary or theological seminary programs). “Postulants” are defined as men or women enrolled in first formation programs for religious life (postulancy, novitiate). This applies also to secular institutes. Programs for deacons or for continuing education of priests or religious are not included in RSVP.

REFUND REQUIREMENTS: The following requirements must be met by an assembly in order to qualify for refund:

- Payment must be made from assembly funds to an individual seminarian or postulant (not to a general fund) for some vocations-related expense in the amount of \$500 per individual.

- The minimum \$500 must be given within the limits of the July-June fraternal year.
- A postulant or seminarian need not be from the locality. He or she can be adopted by an assembly regardless of his or her place of residence.
- In order to qualify for a refund, an assembly must submit the “Refund Support Vocations Program (RSVP) Refund/Plaque Application” (#2863) to the Supreme Council Vocations Committee after April 1 and before June 30. Form #2863 is found in the *Assembly Report Forms Booklet* (#325). **Copies of the canceled checks (both front and back sides) must be attached to this form.**

PLAQUE REQUIREMENTS: In the face of rising costs of tuition and living, the financial support provided through RSVP is very important. However, it is second to the moral support aspect of the program. Money is good, people are better.

For the plaque award to be significant and support the guidelines of the program, it must represent ongoing and substantial contact with the adopted seminarian or postulant and active interest in the vocations efforts of the local parish. Therefore, the minimum requirements for the plaque award are:

- Donate \$500 per seminarian or postulant.
- Write at least four letters during the year to the seminarian or postulant.
- Make personal contact, if possible, through visits to the seminarian or postulant at his or her residence or at the assembly meeting place.
- Cooperate with the local parish in celebration of vocations events, or other vocations initiatives.
- Submit the “Refund Support Vocations Program (RSVP) Refund/Plaque Application” (#2863) to the Supreme Council Vocations Committee after April 1 and before June 30. Form

#2863 is found in the *Assembly Report Forms Booklet* (#325).

- Both sections 1 and 2 must be completed to be eligible for the plaque award.

IMPORTANT ADDRESSES/SUPPLIES

To order items from the Supreme Council office or Supply Department, use the following addresses:

Knights of Columbus
Supreme Council
1 Columbus Plaza
New Haven, CT 06510-3326

Supply Department
Knights of Columbus
78 Meadow St.
New Haven, CT 06519

Please use a Requisition Form (#1) when ordering all items

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Knights of Columbus
FOURTH
DEGREE
Patriotic degree of the Order.