

## Comptroller Information and Procedures



*Knights Of Columbus*

**Fourth Degree**

**Saint Junipero Serra Province  
Southern California District**

***Exemplification Class of  
FDM Bernie Gardner (Deceased)***

**Honoring: PSD Steve Bolton**



**Saturday February 28. 2026  
St. Gregory the Great Catholic Church  
11451 Blue Cypress Dr. San Diego, CA 92131**

**NOTE- This is a NEW Fourth Degree Program after 22 FEB 2025. Please read ALL detail provided in this document.**

Due to expected attendance at this event, deadlines will be enforced.

**No candidate registrations or meal requests will be accepted PAST specified closing dates for candidate applications and banquet attendance.**

Comptrollers are responsible for ensuring completed information is entered, collecting the Form 4's and fees from the candidates and providing information to the District Master.

**Form 4:** Use MOST CURRENT PDF FORM 4 (provided with information package)  
PREFERRED- Use Single Page PDF FORM 4 provided.  
(Multipage form may be used- Only TOP PAGE of form is needed for registration)

**PLEASE PRINT LEGIBLY and gather ALL SIGNATURES**

**Incomplete forms will be returned and will delay the registration process for candidates.**

**Candidate**

**Proposer** (include proposer membership # and ASM #)

**Faithful Navigator**

**Comptroller**

**Council Financial Secretary**

Please EMAIL a legible scanned copy with ALL SIGNATURES in PDF FORM to  
[rene.trevino@californiaknights.org](mailto:rene.trevino@californiaknights.org)

## Comptroller Information and Procedures

**PICTURES FROM YOUR CELL PHONE WILL NOT BE ACCEPTED!**

An actual scanner or use of scanner app on your smartphone (i.e. Genius Scan) will create acceptable PDF copies of forms for emailing to the District Master.

**SCANNED CANDIDATE FORM 4 SHOULD BE EMAILED BEFORE FRIDAY FEBRUARY 20, 2026, TO ENSURE INCLUSION IN REGISTRATION PROCESS.**

### MAIL COPIES AND PAYMENT (CHECK) TO DISTRICT MASTER

Be sure to list Assembly Number on the FORM 4 and CHECK.  
By whichever method is used, the Form 4 and check must be received by  
**5:00 PM FRIDAY FEBRUARY 20, 2026.**  
(contact MASTER for special circumstance exception if needed)

Please notice fee adjustment, authorized by Supreme Board of Directors (Jan 2024):

**Fees: \$90.00 for candidates, and Deacons  
\$45.00 for Priests or Religious Brothers (paid by Assembly)**

#### Electronic List of Candidates:

Send THE PROVIDED Excel list of candidates to the Master with each candidate's membership and council number, noting whether each candidate will be attending the dinner.

USE the provided EXCEL Worksheet to enter all of your candidates.

\*\*\* PLEASE DO NOT MODIFY THE FORMATTING OF THE EXCEL SHEET \*\*\*

Enter data into the cells as formatted.

Email this file along with scanned, completed Form 4's from the candidates to:

[rene.trevino@californiaknights.org](mailto:rene.trevino@californiaknights.org)

in Subject Line INCLUDE >> "ASM ##### FEB 28, 2026 Exemplification Registration"

If possible, send FORM 4s (scanned and emailed) as soon as possible before mailing originals.

All fees must be submitted by Assembly check made payable to **RENE TREVINO** - and mailed with the original Form 4's to:

**13419 Nokoni Dr. Poway, CA 92064**

**(DO NOT include "Master", DM or any other title on the check!)**

\*\*\* DO NOT SEND DOCUMENTS VIA SIGNATURE REQUIRED FOR DELIVERY \*\*\*

\*\*\* FORM 4'S AND FEES MUST BE RECEIVED BY FRIDAY FEBRUARY 20, 2026 \*\*\*

## **Comptroller Information and Procedures**

**IF YOUR CANDIDATE(S) REQUIRE SPANISH TRANSLATION PLEASE  
CONTACT THE MASTER: [rene.trevino@californiaknights.org](mailto:rene.trevino@californiaknights.org)**

**This is intended to have candidates and their ladies experience the full event and Fourth Degree Sir Knight activities. Candidates and ladies are to be encouraged to attend from registration through the vigil mass to experience as much as possible about the Fourth Degree.**

**COMPTROLLERS** will assist with their candidate check-in on Saturday February 28, 2026.

Please Arrive no later than 11:00 AM for Comptroller orientation in the indicated registration Room. Here you will receive check-in sheets for signing in your PRE-REGISTERED candidates. You will also receive:

- 1 Fourth Degree lapel pin for each PRE-REGISTERED candidate
- Fourth Degree certificate for each PRE-REGISTERED candidate (to be given after ceremony).

Instructions will be provided for you to follow for candidate sign in for your Assembly.

### **DINNER Banquet Information**

**\*\*\* CANDIDATE BANQUET TICKET IS INCLUDED WITH REGISTRATION FEE \*\*\*  
(non-refundable; non-transferable)**

The Comptroller orders tickets for their Assembly members, candidates and guests to attend the banquet. Collect the funds from the members or candidates.

- Use the order form provided to calculate and remit payment for all tickets, registration fees, donations with an Assembly check.

### **ADDITIONAL BANQUET MEALS:**

There will be optional dinners available for: ADULTS \$30 (older than 14 yrs)  
Children \$18 (6 – 14 yrs).

NOTE – Child plate for <6 yrs are no charge but **STILL MUST BE PRE ORDERED**>

Please pre-order all meal requests.

Purchase of meals on the day of the event **LIKELY WILL NOT BE AVAILABLE**. Please use the provided worksheet to accurately **ORDER** the number of lunches to be purchased at the event if you choose to use this option.

Please be sure to be **ACCURATE** when considering **EXTRA BANQUET TICKETS** and also **VERIFYING CANDIDATE ATTENDANCE** at the banquet.

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- CANDIDATE ONLY is provided 1 BANQUET TICKET included with registration.
- If CANDIDATE does not wish to attend banquet, registration is still \$90.00. (unused candidate tickets are not refundable or transferrable).
- If Candidate wishes to have SPOUSE or *additional* family members attend, a separate ticket must be ordered using the Assembly worksheet. The extra \$30.00 per ticket will be calculated for Assembly Total on worksheet.
- PLEASE indicate ALL food avoidances or dietary requests on the form provided

Reminder: Each candidate staying for the banquet will receive one Banquet ticket. Only those candidates who indicate on REGISTRATION they are staying will receive a ticket.

Remember to indicate on form IF candidate will be staying for banquet (yes / no)

### Dress Code: Candidates as described below:

Dark Blue, Grey or Black business suit (Slacks and sport coats are not acceptable), white dress shirt with lay down collar (no collar buttons); tie; dark socks; and dress shoes. Or 4<sup>th</sup> Degree Uniform



### Dress Code Exceptions (for candidates)

Military—Dress Uniform or dark suit  
Police and Firemen—Formal Dress Uniforms or dark suit  
Priests—Regular Clerical Dress  
Seminarians—Dark Suit and Tie or Seminarian Collar with Black Suit