

Instructions on Adding Events to Google Calendars (and reporting with the Form 450)

After logging into your Gmail account and opening your calendar, you should see the calendar you've been invited to update appear under the Other Calendars section ("A UT - Degrees" for District Deputies & District Wardens), but only after you provide me your Gmail account.

Note: Updating the calendar.google.com website is easier on a computer than a phone (and will match the pictures below), but using the **Google Calendar app** on your phone also works (and makes it *really quick and easy* to search for upcoming ceremonials and other state events).

My calendars

Karl VanMaren (sqrt4...

A UT - Degrees

To add a Ceremonial Degree the UT State Calendar, simply click on the date on your calendar to start.

NOTE: It will probably default to the last calendar you used, not the one you're thinking about, so do be careful about that. In the example below, it shows my calendar "Karl VanMaren (sqrt45)".

Monday, September 13 – Monday, September 13
Does not repeat Add time

[Find a time](#)

Add guests

Add Google Meet video conferencing

Add location

Add description or attachments

Karl VanMaren (sqrt45) ●
Free · Default visibility · Do not notify

More options Save

Click “Add Time” to specify the time.

Please resist the urge to use the “repeat” option. Keeping each calendar entry separate makes it simpler to adjust a particular day’s entry if any of the details change (or it needs to be marked canceled, or even deleted entirely).



Karl VanMaren (sqrt45)



A UT - Degrees

Click your name where the calendar icon is, and that will bring a drop-down box so you can choose the degree calendar “A UT - Degrees”.

This is **VERY IMPORTANT** (and has caused some confusion in the past), if it’s on YOUR calendar, the rest of the state can’t see it (only you will).

The TITLES need to follow a specific standard...it may not display everything in full, but will let you enter it. In this example, “Holladay” isn’t fully displayed, but it is there.

123-CUF, Live/English, Saint Vincent de Paul, Holla

STANDARD NAME: 123-CUF, TYPE/LANGUAGE, PARISH, CITY

For example: 123-CUF, Live/English, Saint Ambrose, Salt Lake City

- 123-CUF is for all the new combined exemplifications of Charity, Unity and Fraternity.
- TYPE – Live, Video, or Virtual. (**Live** is definitely the preferred way.)
- LANGUAGE – English, Spanish, Bilingual (English & Spanish)
- PARISH – At which parish is it being held? Or, in *rare* circumstances, what other location?
- CITY – What city is the parish in? (*Common or official names*, for example **Logan** or **Hyde Park** are both acceptable for Saint Thomas Aquinas.)
- If it’s not “123-CUF” it will be “4-PATRIOTIC” for the fourth degree.
- **Note:** We don’t include the word “Degree” or “Ceremonial” in the title; they’re all Degree Ceremonials and that’s the calendar they’re on.

Sep 13, 2021

to

Sep 13, 2021



All day

Does not repeat

If you forgot to set the time, go back and edit it, and uncheck “All Day” to see the time options.

The START TIME is the REGISTRATION TIME, usually about 30 minutes before the ceremonial to give people a chance to arrive and get settled. If it’s after Mass, could be as short as 15 minutes. Also, given the choice, specify the Mountain Time Zone.

Sep 13, 2021 6:30pm to 7:45pm Sep 13, 2021 (GMT-06:00) Mountain Time - Denver Time zone

All day Does not repeat ▾

In the example above, 6:30 PM for registration, 7:00 PM for the ceremonial, and it's done at 7:45 PM.

Do enter in the location. Be as specific as you can, including the church name and address.

 St Vincent de Paul Benvegnu Center, 1385 Spring Ln, Holladay, UT 84117, USA

Add in the details in the DESCRIPTION area. Description should include:

- Council information
- Point of Contact (POC) information (DD and/or council).
 - POC is someone who can answer questions in advance, AND the day of the ceremonial (for instance if they can't find the location).
- Registration & Start time.
- Other relevant information (e.g., basement, parish center, etc.).

 St Vincent de Paul Benvegnu Center, 1385 Spring Ln, Holladay, UT 84117, USA

 Add notification

 A UT - Degrees ▾ 

 Free ▾ Default visibility ▾ 

  | **B** | *I* | U |  |  |  | 

Council 54321

Contact DD Joe Knight, 801-555-1234, Joe.Knight@somewhere.com
6:30 PM Registration, 7:00 PM Ceremonial starts

Click "SAVE"

SAVE

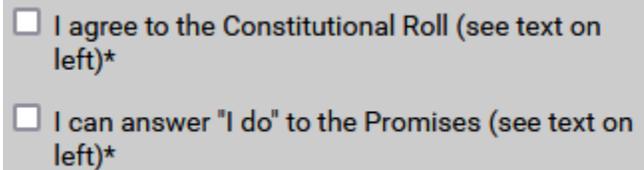
Note: Once you make the changes to the Google Calendar, it takes a while for the information to update on the state website (the delay varies), usually less than a day.

www.UtahKnights.org/state-calendar

Updates & Reminders for 2021-2022:

- **Supreme On-Demand Ceremonials**

- They're always available, so they're not on our calendar. www.KofC.org/Ceremonials has the invitations to send. The PDF is available in English, Spanish, and French.
- You absolutely DO want your candidates to register (and not just watch the video online), so they can virtually "sign the roll" and agree to the promises by checking those boxes on the registration page.



I agree to the Constitutional Roll (see text on left)*

I can answer "I do" to the Promises (see text on left)*

CANDIDATE INVITATION TO ON-DEMAND EXEMPLIFICATION

The On-Demand ceremony can be accessed by candidates online 24 hours a day. Other scheduled ceremonies are announced in the [Online Exemplification tab](#). Before inviting a candidate to participate in the On-Demand ceremony, make sure your council has completed their standard admissions process and has collected the information needed for his form 100. Councils must file a Form 100 for all candidates who complete an online exemplification.

ENGLISH INVITATION

SPANISH INVITATION

FRENCH INVITATION

- **Sample Titles**

- 123-CUF, Live/Spanish, Saint Jude Maronite Catholic Church, Taylorsville
 - 123-CUF, Live/Bilingual, Saint Mary of the Assumption, Park City
 - 123-CUF, Live/English, Saint Thomas More, Sandy
 - 123-CUF, Virtual/Spanish, District #6 Team
 - OK, but where is it? It's virtual, so the link will be in the description!
 - 4-Patriotic, Our Lady of Lourdes, Magna
 - Default is English and may be omitted.
 - 4-Patriotic, **Bilingual**, Our Lady of Lourdes, Magna (Assembly 3586)
 - Bilingual is assumed to be English/Spanish, specify languages in the description.
 - 123-CUF, Video/English, Saint Andrew, Riverton
 - **Please No!** Let's do the new ceremonial live (memorization isn't required)
 - 123-New, Live/Spanish, Saint Jude Maronite Catholic Church, Taylorsville
 - **No!** Not "123-New", use "123-CUF"
- **Start time is the REGISTRATION start time** (usually 30 minutes before the degree ceremonial starts). Since that's the time you want people there, let's make it easy to see that time on the calendar. If it's immediately following a Mass, put the typical Mass end time in for registration and allow 15-20 minutes to complete the paperwork.
 - **The "description" area should have a lot of useful information.**
 - Which council (or assembly) is hosting the degree?
 - Who is the Honoree?

- Who is the **point of contact** (POC)? Usually, you will list the Grand Knight (GK), with his mobile phone number & email address. The GK could delegate this to his council's ceremonials chairman, or another officer or member.
 - Reason: If someone wants to bring a candidate, or can't find the location, who should he contact/call?
- Who is the District Deputy? His name, phone number & email address are also useful if the primary POC is unreachable.
 - If there is a District Warden, feel free to list him and his contact information also (as a backup).
- Will there be refreshments?
 - Will there be a charge for the food/drink?
- **Where** is registration for the degree?
 - Is the chamber a different place?
 - Everyone can go to the registration area for check-in, observers can be directed to the chamber (church) from there.
- What language is the degree? English is the default, but can be specified for clarity.
 - Note: The Utah State Council bought headsets for use during ceremonials. The Degree can be English/Bilingual/Spanish with someone reading the Spanish language version live during the ceremonial for those who need it. ***This should be practiced in advance.*** Alternatively, as the 123 ceremonial is only 30 minutes, both could be held, one after the other, and there has been success alternating languages (read in English, then read the same section in Spanish)
- Anything happening after the ceremonial? For example, are you holding a council meeting?
- Be sure to include WHERE the degree is being held in the address field. The church address is the very minimum. If you know which building & room, include it (with the address, or in the description).
 - If people don't know where to find it, asking a parishioner "Where is Goslin Hall?" (it's over there, through the church) will be more useful than "Have you seen the Knights tonight?" (Yes, they're all over the place, I'm not sure where you should be.) "Where is the Benvegnu Center?" is a common question at Saint Vincent de Paul and one that's easily answered; and since there is a sign outside the building, people might just find it on their own even if they haven't been there before. Wandering around the Saint Vincent de Paul parish campus just looking for Knights is the least effective way to find them.

The reason it is important to enter things correctly?

- a) Searching the calendar for a particular degree is much faster than looking through months of information. Searching for "123-CUF" or "4-Patriotic" is an easy way to see what opportunities are coming up (for the particular degree you need), or information about one in the past.
- b) The "side calendar" on the UtahKnights.org website only has a little room for the title (and even that is sometimes cut off). Clicking an entry will show all the information, but you need to see enough to know which to click.

So, once you have the basic event details worked out (title, date & time, location), what's next?

Description/Notes:

Hosted by: Council #####.

Contacts: Council ##### GK Joe Knight (or Ceremonial Chairman) & DD (& DW); include phone numbers and email addresses with the contact's name and title.

Cancellation Policy? Will it be canceled if candidates aren't known XX days in advance?

Registration Location: Church Foyer

Honoree: Bishop Oscar Solis

Timeline:

0:00 AM Mass in church (as applicable, if following Mass)

0:00 PM Setup (10 minutes)

0:00 PM Registration (20-30 minutes)

0:00 PM Ceremonial Starts (35 minutes)

0:00 PM Refreshments (45-60 minutes) or other activity (e.g., Council Meeting).

Results? How many participated in the ceremonial? XX new Knights, etc.

FAQ:

1) Q: Why can I see it on my calendar by nobody else can?

- a. Chances are it is on YOUR calendar and not the state ceremonials calendar. Use your computer to edit/move it to the correct calendar. Clicking on the entry to see the details should show the calendar (and creator) at the bottom. You can't move it on your phone, but you can COPY it to the correct calendar, and then delete it from the other.



2) State Calendar Links? (Links are also at www.UtahKnights.org/Secrecy)

[A UT - Degrees](#)

[A UT - Events](#)

[A UT - Council Meetings](#)

[A UT - 4th Degree Events](#)

[A UT - Supreme Fraternal Leader Planner](#)

Note: These links open their respective Google calendar, with the option to add them to your calendar using the link in the lower-right corner:



3) Form 450?

- a. www.KofC.org/Forms has the PDF version (the online version was removed.)
- b. DD needs to submit it for **every** ceremonial in his district (**or delegate it to someone**). *Including ceremonials which he was unable to attend; even including those he didn't know about in advance.*
- c. Two ways to access the current Form 450 (with a revision date of 10/20 at the bottom)
 - a) www.KofC.org/Forms has it on the list of council forms.



#450

Degree Exemplification Report

PDF

N/A

As Needed

- b) www.KofC.org/oo has it in the FORMS tab of Officers Online.

Membership	Reports	Forms	Publications
District Deputy's Degree Exemplification Report		450	As Needed 

It starts off easy. Your membership number is on your membership card.

Jurisdiction: Utah District Number: 007
 Degree Date: 09/13/2021 Host Council Number: 13297
 Submitted by: Tim Soran, Jr.
 Title: District Deputy Membership #: ??

We're only using the new exemplification, so you should **"never"** need to check that it was a 1st/2nd/3rd degree. Just skip over those lines after selecting the first option and saying where it was held.

- Church = church (the place with the altar and the pews)
- Council Chamber = Where the council usually meets (can be a shared room)
- Other = Somewhere else (including virtually)

**Only submit one report per Degree.
DO NOT report multiple Degrees on a single form.**

Degree Exemplified (Check only one):

Exemplification of Charity, Unity and Fraternity
 Location: Church Council Chamber Other

Admission/1st Degree Team Council: _____
 Formation/2nd Degree Team Name: _____
 Knighthood/3rd Degree Conferring Officer Name: NO!

Honoree (If Designated): _____
 Total Number of Candidates: _____
 Length of Degree: _____

Candidate Details (for Exemplification of Charity, Unity and Fraternity only)			
New Members:	Priests:	Online Members :	Advancing Members:
_____	_____	_____	_____
Total Observers: _____			

Participating Councils – New Members Only

Council Number	New Members	Council Number	New Members	Council Number	New Members
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Honorees are great, especially if they're in attendance and you can speak to why they were selected. Or, just have the candidates sign a certificate for the honoree.

Total Number of Candidates is just that, how many were there getting the pin, rosary, and breaking the thread? This INCLUDES priests.

New members = Those who haven't joined before (not even online)

Priests = Priests receiving the third degree.

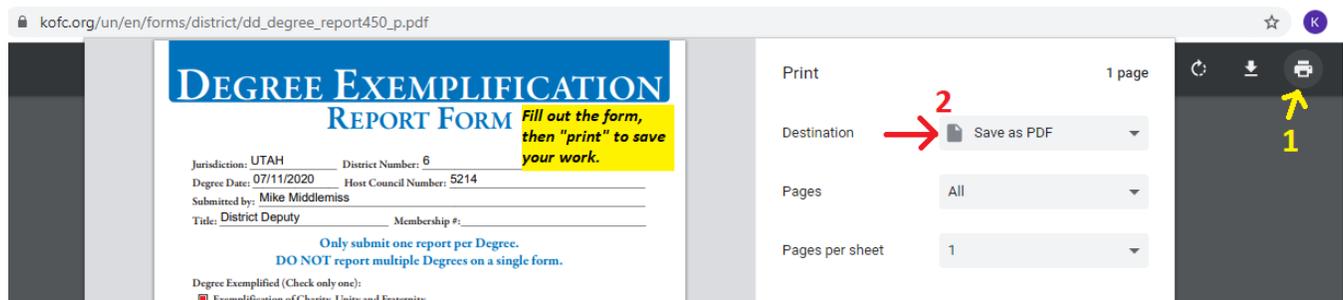
Online Members: Those who have joined online www.KofC.org/Join (even that same day)

Advancing Members: Those in your council who weren't third degree yet, and are advancing from first or second degree.

Length of Degree: If it's more than 35 minutes, you probably used more than one language.

Participating Councils – New Members Only: If you have men joining who didn't join online, and were completely new to the Knights, indicate which council(s) they joined and how many for each council.

Once you fill it out online, click the **PRINT** option and select the "**Save to PDF**" printer from the list of printers (see image below). This gives you a PDF with all the information in it (and you don't have to start with a PDF for this to work, it just happens that the blank form is a PDF).



Give it a memorable name (e.g., 123-CUF-DD6-Council-5414-Spanish-July-11-2020), in a location you can find it.

Then, simply open your email and attach the PDF file you "printed".

At the bottom of the Form 450 it shows where to send it to

Send To: ceremonials@kofc.org

cc: State Deputy State (Utah.State.Deputy.Forms@gmail.com)

Ceremonial Chairmen (sqrt45@gmail.com)

Note: If you have a **District Warden**, CC him on the email so that he knows you sent it, and can see how it is filled out.

THANK YOU!

Ceremonials are important – some would say now that this one is public, it's more important than ever! Scheduling, hosting, conducting, and reporting are all vital parts in the process and it won't happen without you.