

FORM 4 "FILLABLE" APPLICATION INSTRUCTIONS:

My Brother Knights and Sir Knights:

We have come a long way over the last Fraternal Year and reached our district goal for membership, but not without the help from each of you. With the help of the new electronic Form 4 that is 100% fillable we have been able to move documentation along in an extremely fast fashion.

Our District Master indicates that a Faithful Navigator has the power to accept an application, add his name electronically to the Form and forward to me for processing. Supreme is loving this form because they can read all info without questioning signatures and other info that has not been clearly filled out.

With this said, I am asking **ALL Form 4's** be electronically filled out and forwarded to me when completed. My assistance is always available. Two areas that seem to be missed on many of the forms I received in the past is that the Membership Number and Email addresses are missing. If you do not know where to enter this info, first look in the upper right corner of the form. This is where that Membership Number should go. As far as the email address, this is located in the blank area just above the name of the candidate. First Degree dates can be acquired from the FS of your council by looking at the Council Roster.

Here are the instructions to follow. Please reference these or call me with your questions.

1. Download the file.
2. Save file from your Download folder
3. Always make a copy of this file for your use.
4. Rename your copy -- Example (**McCann App.pdf**)
5. Open file with Acrobat
6. Move to area that needs to be edited and type in information
7. Save file and **send to FS** for his electronic signing. (**Remember Membership # and Email Address**)
8. **FS then sends to the Assembly's FC** for approval **with a check from Applicant.**
9. Assembly FN and FC should type in information, Proposer name, Assembly number and Membership Number and forward to me for processing. Format for Dates 6/23/21 do not use (-) or (.)
10. This process of filling out everything electronically is acceptable by our State Master, Glenn Camley, PSD and Supreme
11. Save a copy for your records. (All signatures can be done electronically)
12. Send Completed forms and checks to me for processing.

SK, Edward McCann, PSD

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Secretary to the District Master

4th Degree District of New Hampshire

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