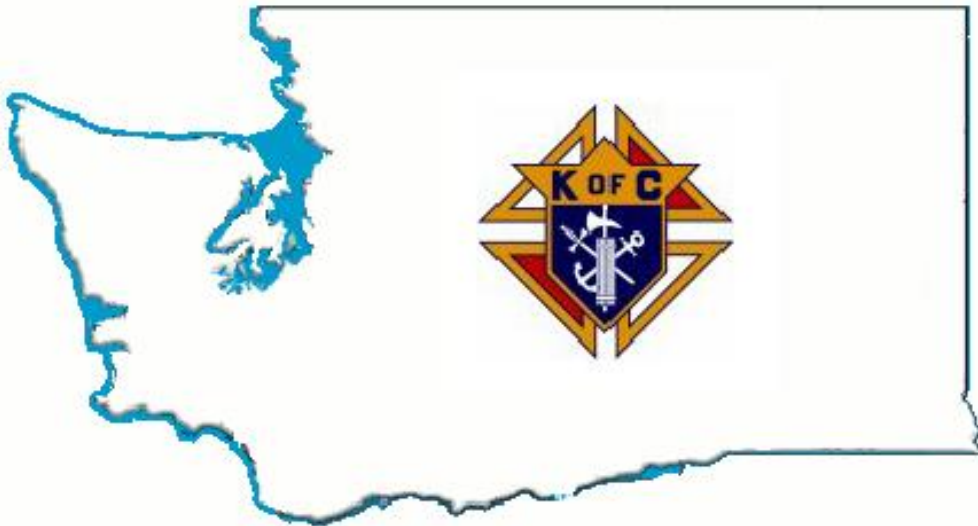


Knights of Columbus

WASHINGTON STATE COUNCIL

ADMISSION (FIRST) DEGREE TEAM CEREMONIAL COMPETITION



Participation, Prerequisites, Schedule,
Evaluation, Reports, Notification
and Recognition

Washington State Council

ADMISSION (FIRST) DEGREE TEAM CEREMONIAL COMPETITION

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Washington State Council

ADMISSION (FIRST) DEGREE TEAM CEREMONIAL COMPETITION

PART I - General and Overview

1. General. Most often, the first exposure a new member has with our Order is his first degree exemplification. His perception, good or bad, of the exemplification and the ceremonialists will remain with him throughout his years with the Order. This “First Impression” influences the new member’s participation in council activities and whether he would encourage others to join our Order. The importance of professional exemplifications and dedicated ceremonialists cannot be overemphasized.

2. Sponsorship and Contest Levels. The Washington State Council sponsors a First Degree Team Ceremonial Competition. The ceremonial competition will consist of three levels, district, regional and state. The 1st Level - District, will select a team that will represent the district and advance to the second level competition. The 2nd Level - Regional, will select a team to represent each of the five regions and advance to the third and final level of competition. The 3rd Level - State, will select 'The Best of the Best' First Place in the First Degree Team Ceremonial Competition in Washington and recognize the individual team members, by their position, with the highest scores.

3. Evaluators (Judges) and First Degree Team Ceremonial Competition Evaluation Form. The evaluator (judge) at the 1st Level - District competition, is the district deputy. The State ceremonial director will appoint four panels, one for each of the four regions, of experienced ceremonialists to be the evaluators (judges) for the 2nd Level - Regional competition. The state officers will be the evaluators (judges) for the 3rd Level - State competition. The Washington First Degree Team Ceremonial Competition evaluation form at Appendix B1 will be used in all three levels of competition.

4. Participation and Prerequisites. The ceremonial contest is open to all certified first degree teams in the Washington State Jurisdiction. The team and individual team members may be certified concurrently with the 1st Level - District evaluation. All teams and team members must be certified to participate at the 2nd and 3rd levels.

5. First Degree Ceremonial Books. All councils previously issued a set of First Degree Ceremonial books were automatically issued, in mid-December 2005, a set of five burgundy color cover books, dated June 10, 2005. They may also use the Large Print First Degree Ceremonial books, also with a burgundy color cover, dated October 26, 2010. Councils that do not have the June 10, 2005 First Degree Ceremonial books will submit Requisition for First Degree Ceremonials, form 532, to the Supreme Secretary with a copy to the state ceremonial director.

6. Memorization Requirements and Grading. For all three levels of competition, **all parts must be completely memorized.** The ceremonialists will neither read from nor use the first degree ceremonial book 'burgundy book' nor the large print first degree ceremonial book during the exemplification. A team prompter may be used. Grading on memorization for each team member will be based on the First Degree Ceremonial Book, dated June 10, 2005.

a. The grading of the team will begin with the warden’s rap on the chamber door for admission, refer to the First Degree Ceremonial book, dated June 10, 2005 page 12, section 'IN CHAMBER' and continue until the top of page 28 at the first set of 'Three raps'.

b. Memorization. Memorization is mandatory and is a key to an effective delivery. Memorization allows the degree officer to deliver the eloquent words with heartfelt conviction and greatly impresses the candidates and members. The evaluators must use the ceremonial book to verify the presenter is delivering the lines as written.

c. Effectiveness. The degree officer must have the ability to inspire the candidates through a strong soliloquy and have a stage presence; pauses, allow the message to sink in. True expression sounds like the deliverer is speaking the word from his heart.

Revised 7/1/2016

d. Expression and Gestures. Gestures and facial expression help deliver, to the candidates, an important message. A pause to reflect for a moment is extremely important to the overall presentation. Does the deliverer project his part?

e. Voice Quality. A presenter with the skill, eloquence and power of a public speaker. How well were the lessons delivered to the candidates? Was it inspiring or monotone? The voice of the deliverer must be free from defect and an expressive inflection is essential. All in the chamber need to hear.

f. Scoring Range. Scoring: 10 (highest) to 0 (lowest)
Score – Narrative memorization.

10 Perfect. Unable to improve. Did not miss or replace a word. Was never prompted

9 Outstanding. Forgot one word or replaced one word. Was never prompted.

8 Excellent. Forgot or replaced two words. Was never prompted.

7 Good. Forgot or replaced three words or forgot a phrase. Was prompted once.

6 Above Average. Forgot or replaced four words or forgot a couple of phrases. Was prompted twice.

5 Average. Forgot or replaced five words or forgot a couple of phrases. Was prompted three to four times.

4 Below Average. Forgot his lines and had to be prompted many times.

3 Acceptable. Forgot his place, after a couple of repeated prompting continued, but still had to be prompted.

2 Poor. Forgot his place even after prompting. Had to refer to the book.

1 Unacceptable. Read his part poorly.

7. Robes or Business Suits with Ceremonial Degree Baldrics. The team ceremonialists shall wear either robes and designated jewels of office or business suits with the ceremonial degree baldric and designated jewels of office. The aides to the warden, banner bearer and his guards of honor and inside guard shall wear the same attire as the team ceremonialists.

a. Ceremonial robes or business suits with the ceremonial baldric are required to be worn at each level of the competition. It is **prohibited for the team to mix robes and business suits**. Whether the team wears robes or business suits with ceremonial baldrics will not influence the grading.

8. Chamber and Props. The council chamber arrangement, as illustrated at Diagram "A" at page 6 and the checklist printed at Checklist "B" of Props Necessary for the First Degree at page 7 of the First Degree Ceremonial Book, dated June 10, 2005 or the illustrated Diagram "A" at page 7 and the checklist on page 8 of the Large Print First Degree book dated October 26, 2010 will be used to grade the proper arrangement of the chamber and the completeness of the props necessary for the exemplification.

a. The borrowing of props will not influence the grading. The completeness and condition of the props will influence the grading. The use of either taped/CD music or a choir will receive the same consideration in grading.

9. Recognition and Awards. Teams and individual team members will be recognized at all levels for participating in the ceremonial competition.

PART II - 1st Level - District

1. General. All councils are encouraged to establish a first degree team and participate in the ceremonial competition. The grand knight will notify the district deputy that his council's first degree team will participate in the 1st Level - District competition. The grand knight will select the exemplification's honoree and complete the Honoree Scroll. The candidates, not the stand-ins, the grand knight, and the team members will sign the scroll prior to presentation to the honoree.

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2. Participation and Prerequisites. The ceremonial contest is open to all officially certified first degree teams in the district. If the degree team is not certified prior to the contest, it may be certified at the same degree at which the team is evaluated.

a. If the team is certified concurrently with the evaluation, the state ceremonial director must receive notification from Supreme of the council's team certification prior to advancing to the 2nd level - Regional. If the team certification is not received in time for the 2nd Level - Regional competition, the district's first runner-up team will participate at the 2nd Level - Regional competition.

b. All team members must be certified for the position in which they are performing. If a team member is not certified, the district deputy may certify the member concurrent with the evaluation. The team members must be members, in good standing, of the council for which the team is certified at the time of District and Regional competition.

3. Schedule and Location. This level of competition will be conducted in August, September, and October. The council will, in coordination with the district deputy, schedule the date, time and location of the evaluation of the council's first degree team. Under no circumstances will a 1st Level - District evaluation be conducted after October 31.

4. Candidates and Attendance. It is preferred that the evaluation of the team be performed with candidates during an actual exemplification. If, however, the council is unable to have candidates for the team's evaluation, they may use stand-ins (members who have already received their first degree). The grand knight should encourage maximum attendance by the council's membership at the competition to both welcome the candidates to our Order and support the council's degree team.

5. Evaluator (Judge). The district deputy is the sole evaluator (judge) for the 1st Level - District competition. If the district deputy is a member of a council's first degree team, he will request an adjacent district deputy or a former district deputy from his district to evaluate the team of which he is a member. He will also notify, either by phone or by email, the state ceremonial director and indicate who will be the evaluator (judge) for his council's team.

6. Evaluation and Selection. The district deputy will use the First Degree Team Ceremonial Competition evaluation form at Appendix B, which is online at the Washington State Council webpage. If required, he will make the necessary copies. If the council does not have a certified first degree team, the team may be certified concurrently with the evaluation. The Notice of Certification of First Degree Team, form 543, will be prepared by the district deputy and submitted to the Supreme Secretary with a copy to the State ceremonial director.

7. Expenses. There will only be the normal expenses to the council for the conduct of the exemplification, such as the candidates' kits if actual candidates participate. If stand-ins are used, there should be no expense for the council.

8. Reports. The district deputy will, after evaluating the first degree teams in his district, forward, by mail or send an email, to the state ceremonial director a copy of all Washington First Degree Team Ceremonial Competition evaluation forms. The district deputy will ensure the council grand knight completes and signs the Council First Degree Exemplification Report, form 450C and that the grand knight mails it to Supreme, Ceremonials Department, One Columbus Plaza, New Haven, CT 06510-3326, with copies to his district deputy and the State Deputy.

a. The district deputy will transcribe the information from the First Degree Team Ceremonial Competition evaluation form to the district deputy's degree exemplification report form #450. He will then submit form #450 to supreme in accordance with prescribed requirements.

b. The district deputy will submit a letter or send an email to the state ceremonial director announcing the first degree team elected to participate at the 2nd level - regional competition.

c. If the district deputy certifies the team concurrently with the evaluation, he must immediately submit the notice of certification of first degree team, form 543 and provide a copy to the state ceremonial director.

- d. If the district deputy certifies a team member concurrently with the evaluation, he must immediately submit the first degree certificate and certification cards form 543-nc 3/95 and provide a copy to the state ceremonial director.

9. Notification. The district deputy will notify all councils in his district as to which team was selected as the district finalist.

10. Recognition. The district deputy will present the Certificate of Appreciation Form #1579 to each member of the teams that competed in the 1st Level - District, except the team that is advancing to the 2d Level - Regional competition.

PART III - 2nd Level - Regional

1. General. The Washington State jurisdiction, for the purpose of the first degree team ceremonial competition, will be divided into four regions. The regional subdivisions and the locations will be the same as the annual Regional Meetings conducted in December and January. The 3rd Level Regional Meetings normally are:

Eastern Washington, normally Spokane, Regional Meeting, third Saturday in December

Central Washington, normally Yakima, Regional Meeting, third Sunday in December

Northwest Washington, normally Everett Seattle area. Regional Meeting, first Saturday in January

Central western Washington, normally Olympia Bremerton area, Regional Meeting, first Sunday, in January

The 3rd Level Regional Meetings may also be held in January and would be:

Eastern Washington, normally Spokane, Regional Meeting, first Saturday in December

Central Washington, normally Yakima, Regional Meeting, first Sunday in December

Northwest Washington, normally Everett Seattle area. Regional Meeting, second Saturday in January

Central western Washington, normally Olympia Bremerton area, Regional Meeting, second Sunday, in January

The grand knight will select the exemplification's honoree and complete the Honoree Scroll. The candidates, not the stand-ins, and the team members will sign the scroll prior to presentation to the honoree.

2. Participation, Prerequisites and Substitute Ceremonialist. All degree teams that were selected to represent their district will participate in the 2nd Level - Regional competition. All team members must be certified for the position in which they are performing. Further, they must be members, in good standing, of the council for which the team is certified at the time of this level competition.

- a. A substitute ceremonialist from a different council within the district, certified for the same position, may be used in this level of competition if the member of the regional finalist team is unable to compete because of an emergency. If a substitute ceremonialist must be used, the grand knight or his district deputy must immediately notify the state ceremonial director. The grand knight or his district deputy must state the reason for the substitution. He will also provide the names of the team members. The use of substituted ceremonialists may be significantly reduced if all councils recruited, trained and had certified backup team members and rotate them frequently.

- b. To determine the score the substitute ceremonialist is to be assigned, the state ceremonial director will average the score of each evaluator of the other team members and assign it as the score of the substitute ceremonialist. The substitute ceremonialist shall not receive a higher grade than the original team member received at the 1st Level - District competition. The state ceremonial director will then determine the team's final grade. He will provide the teams' scores to the state deputy for review and action.

3. Schedule and Location. This level competition will be conducted in November. The evaluation will be conducted at the council's normal meeting facility. If the facility is not conducive for conducting the exemplification, the grand knight must immediately notify the State ceremonial director and recommend an alternate site.

The State ceremonial director will, in coordination with the council, schedule the date, time, and location of the evaluation. This evaluation will normally be scheduled during an actual exemplification by the council. Under no conditions will a 2nd Level - Regional evaluation be conducted after November 30.

4. Candidates and Attendance. There will be a minimum of five candidates and/or stand-ins for this evaluation. It is preferred that the evaluation be performed during an actual exemplification with candidates. If, however, the council is unable to have candidates for the evaluation, the council must use enough stand-ins to bring the total number to the required five. At least one week prior to the degree, the grand knight will inform the State ceremonial director as to the number of candidates or if the degree will be conducted with stand-ins.

The grand knight should encourage maximum attendance of the council's membership to both welcome the candidates to our Order and support the council's degree team.

5. Evaluators (Judges). The State ceremonial director will appoint four panels of three (3) evaluators (judges) each. Each panel will perform in one of the four (4) regions, northwest, west/southwest, central, and eastern. The evaluators (judges) selected will be experienced ceremonialists, for example, they will be third degree Conferring Officers (CO), Presenter of the Fraternal Charge (PFC), or experienced first, second, third or fourth degree ceremonialists, etc. A minimum of two (2) of the three (3) judges will perform the evaluation of all first degree teams in their assigned region.

6. Evaluation and Selection. The special panel of evaluators (judges) will be provided with the First Degree Team Ceremonial Competition evaluation form prior to each evaluation. This form is at Appendix B and on the State's webpage. The evaluators (judges) will evaluate all teams selected for this level of competition. The evaluators (judges) will independently evaluate each team. The evaluators (judges) will not discuss their grading with the other evaluators (judges) or with any other individual.

The completed evaluation sheet will be mailed or emailed directly to the State ceremonial director. He will review the forms for completeness and total all the evaluators' team total scores. He will report the first place team in each of the four regions to the State Deputy for final approval.

7. Expenses. There will only be the normal expenses of conducting the exemplification, such as the candidates' kits if actual candidates participate. If stand-ins are used, there should be no expense for the council.

8. Reports. After discussions with the State Deputy, the State ceremonial director will list the first and second place teams for each region. If for any reason the first place team is unable to participate at the 3rd Level - State competition, the second place team will compete. The second place team will be announced only if and when it replaces the first place team.

a. The district deputy will ensure the council grand knight completes and signs the Council First Degree Exemplification Report, form 450C and that the grand knight mails it to Supreme, Ceremonials Department, One Columbus Plaza, New Haven, CT 06510-3326, with copies to his district deputy and the State Deputy.

b. The district deputy will transcribe the information from the First Degree Team Ceremonial Competition evaluation form to the District Deputy's Degree Exemplification Report Form #450. He will then submit form #450 to Supreme in accordance with prescribed requirements. The district deputy will complete the District Deputy's Degree Exemplification Report Form #450 on the team and submit it to Supreme in accordance with prescribed requirements.

9. Notification. The State ceremonial director will, in writing, notify the grand knight of the councils that were selected to advance to the 3rd Level - State competition. The state ceremonial director will also notify the district deputies.

10. Recognition. The state ceremonial director will forward, to the appropriate district deputies, Certificates of Appreciation, Form #1579, signed by him for each team member who participated in the regional competition, except the team that is advancing to the 3rd Level - State competition. The district deputies will present these certificates at the council's earliest convenience.

The teams that are selected first place in each region will be presented a Certificate of Appreciation, Form #1579, signed by the State Deputy, following the evaluation at the 3rd Level - State.

PART IV - 3rd Level - State

1. General. The regions for this level of competition will be the same as prescribed for the 2nd Level - Regional competition. One degree team will represent each of the four regions: the northwest, west/southwest, central, and eastern regions.

a. The state ceremonial director will coordinate with the regional meeting host grand knight to determine the location of suitable rooms to be used as the chamber and anti-chamber. He will, at least two weeks prior to the scheduled evaluation, inform the degree team's grand knight of the location of the Regional Meeting, rooms to be used as the chamber and anti-chamber, the time the team can arrange the chamber and conduct a rehearsal, the name and phone number of the host grand knight, and other appropriate information.

b. At least one week prior to the evaluation, the grand knight will inform the State ceremonial director as to the number of candidates or if the degree will be conducted with stand-ins.

c. The grand knight will select the exemplification's honoree and complete the Honoree Scroll. The candidates, not the stand-ins, and the team members will sign the scroll prior to presentation to the honoree.

2. Participation, Prerequisites and Substitute Ceremonialist. The five regional first place teams will participate in the 3rd Level - State competition.

a. All team members must be certified for the position in which they are performing. The team members must be members, in good standing, of the council for which the team is certified at the time of the competition.

b. A substitute ceremonialist from a different council within the district, certified for the same position, may be used in this level of competition if the member of the regional finalist team is unable to compete because of an emergency. If a substitute ceremonialist must be used, the grand knight must immediately notify the state ceremonial director via email, copy to state deputy, stating the reason for the substitution. He will also provide the names of the team members. Failure to timely notify the state ceremonial director will result in the team not receiving the team average score. The use of substituted ceremonialists may be significantly reduced if all councils recruited, trained and had certified backup team members and rotate them frequently.

c. To determine the score the substitute ceremonialist is to be assigned, the State ceremonial director will average the score of each evaluator of the other team members and assign it as the score of the substitute ceremonialist. The substitute shall not receive a higher grade than the original team member received at the 2nd Level - Regional competition. The State ceremonial director will then determine the team's final grade.

3. Schedule and Location. The evaluation during this level will be conducted in December and January in conjunction with the Regional Meetings. The degree exemplification will be the first activity scheduled on the Regional Meeting's agenda. Following the exemplification, the team members and candidates will be invited to attend the remaining sessions. The evaluation will be conducted at the below cited four Regional Meeting site. The 3rd Level Regional Meetings normally are:

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Eastern Washington normally Spokane, Regional Meeting, third Saturday in December

Central Washington normally Yakima, Regional Meeting, third Sunday in December

Northwest Washington normally Everett Seattle area. Regional Meeting, first Saturday in January

Central western Washington normally Olympia Bremerton area, Regional Meeting, first Sunday, in January

The 3rd Level Regional Meetings may also be held in January and would be:

Eastern Washington normally Spokane, Regional Meeting, first Saturday in December

Central Washington normally Yakima, Regional Meeting, first Sunday in December

Northwest Washington normally Everett Seattle area. Regional Meeting, second Saturday in January

Central western Washington normally Olympia Bremerton area, Regional Meeting, second Sunday, in January

4. Candidates and Attendance. There will be a minimum of five candidates and/or stand-ins. It is preferred that the evaluation be performed during an actual exemplification with candidates. If, however, the council is unable to have candidates for the evaluation, they must use enough stand-ins to bring the total number to the required five. The region's district deputies are encouraged to bring candidates from their districts.

- a. The candidates, following the exemplification, are invited to attend the Regional Meeting. The Regional Meeting attendees will observe at least one of the four finalists perform an exemplification. The attendees will be provided an opportunity to welcome the candidates to our Order and support the region's first place degree team.
- b. These exemplifications will also serve as an excellent training vehicle for the council officers and provide increased visibility and recognition of these four finalists.

5. Evaluators (Judges). The state officers are the evaluators (judges) for the 3rd Level - State competition.

6. Evaluation and Selection. The state officers will evaluate the five state finalists. The state officers will be provided with the evaluation forms prior to each evaluation. The evaluation will be conducted in conjunction with the four annual Regional Meetings. When evaluating the teams, the state officers will independently evaluate each team giving a team total score and each ceremonialist a grade. Immediately following the evaluation, the completed First Degree Team Ceremonial Competition evaluation form will be given directly to the state ceremonial director.

- a. If a state officer is on a degree team or if the degree team is from the state officer's council, he will not judge that team. He will, however, judge all the other teams. The state ceremonial director will average the score of the other state officers and assign it as the score of the non-grading state officer and determine the team's final grade.
- b. If a state officer is unable to attend a Regional Meeting, the state ceremonial director will average the score of the other state officers and assign it as the score of the non-grading state officer and determine the team's final grade.
- c. The State ceremonial director will report the relative standing of the five teams that were finalists and the ranking of the ceremonialists to the State Deputy for final approval.

7. Expenses. There will be minimal expense to the council for participation in the 3rd Level - State competition. The expense will include the team travel to the Regional Meeting site, which is normally selected for its centralized location. The team members and candidates are invited, as guests of the Washington State Council, to remain for lunch and the Regional Meeting.

8. Reports. The state ceremonial director will receive all the First Degree Team Ceremonial Competition evaluation forms from this level of competition. He will compile the team grades and report his computations to the State Deputy. After discussions with the State Deputy, the State ceremonial director will take action to have the 'rotational award' engraved and the first place council's award prepared for presentation at the State Convention. He will also prepare the appropriate Certificates of Appreciation, Form #1579.

a. The district deputy will ensure the council grand knight completes and signs the Council First Degree Exemplification Report, form 450C and that the grand knight mails it to Supreme, Ceremonials Department, One Columbus Plaza, New Haven, CT 06510-3326, with copies to his district deputy and the State Deputy.

b. The district deputy will transcribe the information from the First Degree Team Ceremonial Competition evaluation form to the District Deputy's Degree Exemplification Report Form #450. He will then submit form #450 to Supreme in accordance with prescribed requirements. The district deputy will complete the District Deputy's Degree Exemplification Report Form #450 on the team and submit it to Supreme in accordance with prescribed requirements.

9. Notification. The state ceremonial director will notify the finalists of the 2nd Level - Regional competition. This notification will indicate the date, time, and location of the Regional Meeting. A copy of this notification will be sent to the district deputy and all state officers.

10. Recognition and Awards. At the state level competition, the State Deputy will sign and present a Certificate of Appreciation to each team member who participated in the competition. The certificates will be presented at each of the Regional Meetings following the evaluation of the team.

a. In addition to the Certificates of Appreciation presented at the Regional Meetings, there are two other categories of recognition, which will be presented at the Washington State Council's Annual Meeting (State Convention). The State Deputy, at the Men's Award Luncheon at the State Convention, will present these awards.

b. The first category is the Washington State Council 'Best of the Best rotational award'. The council will retain the 'rotational award' until the following State Convention.

c. The second category is the Washington State Council's First Place Award, which will be presented to and retained by the first place council. In addition to the first place award, Certificates of Appreciation for the winning council's grand knight, deputy grand knight, the chancellor, financial secretary, warden and inside guard will be presented. The grand knight of the winning council will also receive a Certificate of Appreciation. If the team members are not present at the State Convention, the Certificates of Appreciation will be given to the grand knight for presentation at an appropriate council function.

d. The third category is the Washington State Council's Award to recognize the individual team member who received the highest grade for his performance in his position. There will be five special awards presented, one for each of the graded positions, grand knight, deputy grand knight, chancellor, financial secretary and warden.

Washington State Council

ADMISSION (FIRST) DEGREE TEAM CEREMONIAL COMPETITION

EVALUATION AND SELECTION LEVELS

<u>ACTIVITY</u>	1st LEVEL DISTRICT	2nd LEVEL REGION	3rd LEVEL STATE
Participation	All councils in district	District finalists	Four regional finalists
Ceremonial	First Degree Ceremonial dated October 26, 2010	First Degree Ceremonial dated October 26, 2010	First Degree Ceremonial dated October 26, 2010
Prerequisites	Team may be certified concurrent with evaluation Members may be certified concurrent with evaluation member must be member of council	Team must be certified Members must be certified in position May use substitute only in case of emergency	Team must be certified Members must be certified in position May use substitute only in case of emergency
Memorization	All parts must be completely memorized	All parts must be completely memorized	All parts must be completely memorized
Prompter	May use team prompter	May use team prompter	May use team prompter
Time frame	Aug through Oct	Nov and Dec	Dec and Jan
Date	Determined by council	Determined by state ceremonial director	As scheduled by state deputy
Location	Council facility	Council facility	Regional Meeting site
Candidates	Actual and/or stand-ins	Actual and/or stand-ins (minimum of 5)	Actual and/or stand-ins (minimum of 5)
Honoree	Selected by grand knight Candidates, team members, and grand knight sign Honoree Scroll	Selected by grand knight Candidates, team members, and grand knight sign Honoree Scroll	Selected by grand knight Candidates, team members, and grand knight sign Honoree Scroll
Attendance	Council members	Council members	Regional Meeting attendees

OVERVIEW (continued)

ACTIVITY	1st LEVEL DISTRICT	2nd LEVEL REGION	3rd LEVEL STATE
Evaluators (Judges)	District deputy	Four panels selected by ceremonials chairman, team of three judges (COs, PFCs, etc.)	State officers
Evaluation form	Washington First Degree Evaluation Form (appendix B1)	Washington First Degree Evaluation Form (appendix B1)	Washington First Degree Evaluation Form (appendix B1)
Expenses	None to council Minimal to state certificates	None to council Minimal to state travel of judges, certificates	Minimal to council team travel to site Minimal to state noon meal for team certificates and award
Reports	Washington First Degree Evaluation Form (appendix B1) District Deputy's Degree Exemplification Report #450-NC Degree Team Certification Form 543-NC First Degree Certificate and Certification Cards Form 543-NC	Washington First Degree Evaluation Form (appendix B1) District Deputy's Degree Exemplification Report #450-NC N/A N/A	Washington First Degree Evaluation Form (appendix B1) District Deputy's Degree Exemplification Report #450-NC N/A N/A
Notification	District deputy will notify councils on districts finalists	State ceremonials director will notify district deputies and grand knights on regional finalists	State ceremonials director will notify district deputies and grand knights on state finalists
Recognition and Awards	District deputy will sign and present a Certificate of Appreciation, Form #1579 to members of all teams that participated, except the team that is advancing to the 2d Level - Regional competition.	State Ceremonial director will sign and forward Certificates of Appreciation, Form #1579 to district deputies for presentation to all participating teams except the team that is advancing to the 3rd Level State competition.	State deputy will present two awards to the grand knight of the first place team at State Convention. State deputy present individual award for best ceremonialist. State deputy will present to each first place team member and the grand knight a Certificate of Appreciation.