DeMolay Leader's Resource Guide

Jacques DeMolay

DeMolay Leader's Resource Guide

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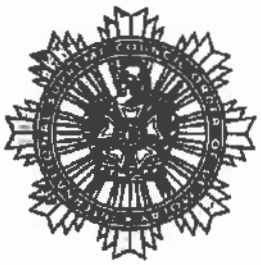

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DeMolay Leader's Resource Guide

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Frank S. Land
Founder

A DeMolay's Code of Ethics

A DeMolay serves God.
A DeMolay honors all womanhood.
A DeMolay loves and honors his parents.
A DeMolay is honest.
A DeMolay is loyal to ideals and friends.
A DeMolay practices honest toil.
A DeMolay's word is as good as his bond.
A DeMolay is courteous.
A DeMolay is at all times a gentleman.
A DeMolay is a patriot in peace as well as war.
A DeMolay is clean in mind and body.
A DeMolay stands unswervingly for the public schools.
A DeMolay always bears the reputation of a good and law-abiding citizen.
A DeMolay by precept and example must preserve the high standards to which he has pledged himself.

Your First Duties

Your First Duty as a member of DeMolay is to get involved! One often hears that you get out of life what you put into it. The same is true of your association with DeMolay.

Jump in with both feet! Stand up in your Chapter and volunteer to be on a committee. Ask to take charge of a special project for the Chapter such as coordinating a dance, a car wash, or even a movie night at someone's home.

Your Chapter can provide you with the help to get started off on the right foot. Just step up, ask how you can get involved, or suggest some activity you particularly enjoy as an event the Chapter should try as a whole. How about hiking, Go-Kart riding, or the formation of a computer club.

The opportunities in DeMolay are endless. You can accomplish most anything you like, but your first duty is to get involved!

You will also be asked as part of your first duties as a member to share DeMolay with two other deserving young men (your friends perhaps!) within your first year of membership.

It is also important to memorize your obligations in the initiatory and DeMolay degrees as soon as you have received them. This requirement may be different from jurisdiction to jurisdiction so check with Chapter members for specific requirements and assistance.

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INTRODUCTION
The Leader's Resource Guide

Leadership. Teamwork. Brotherhood. Challenge. Tradition. Excellence. You have discovered the Order of DeMolay. Throughout your association with DeMolay, you will be part of the fun, excitement, pride and prestige associated with the premier leadership training organization for young men.

This DeMolay Leader's Resource Guide will help you enjoy your lifelong DeMolay responsibilities. This guide is filled with dates and data, facts and figures, notes and ideas. However, your primary resource will be your Chapter members and dedicated members of the adult leadership team and enthusiastic Chapter leaders who stand ready to help you.

Of course, the latest edition of the Statutes of the International Supreme Council and the guidelines set forth by the Executive Officer for your state or jurisdiction are the final word on any policies and procedures. Consult these sources for additional information.

There is so much to learn. There is much to do. With your dedication and leadership, DeMolay will continue to provide a positive fraternal experience for you and other young men . . . the future leaders of our society.

WHAT IT MEANS TO BE A DEMOLAY

The Order of DeMolay has taken the virtues and best values from ancient chivalry and translated them into modern concepts and uses. The purpose is to make you a better son today and a better leader, father and citizen tomorrow.

DeMolay supports the home, the public schools and the free practice of religion. Today's DeMolay program builds leaders — young men who:

- See themselves honestly.
- See what they want in life and set goals.
- Are strong enough to follow through on a plan.
- Express themselves sincerely.
- Plan ahead for their activities.

As a DeMolay, you will receive the benefits of tradition, fraternalism, social involvement, athletic teamwork, leadership and a worldwide network of friends with a common bond —benefits you will enjoy for the rest of your life.

Best of all, you will control your own destiny as a Chapter member. You, and young men like you, will run the Chapter, including social, athletic, civic and fund-raising activities. Along the way, you'll discover things about yourself that you'll use the rest of your life.

You will learn to look at your DeMolay membership card as a passport to a worldwide brotherhood. A new world of responsibility, challenge and fun is open to you.

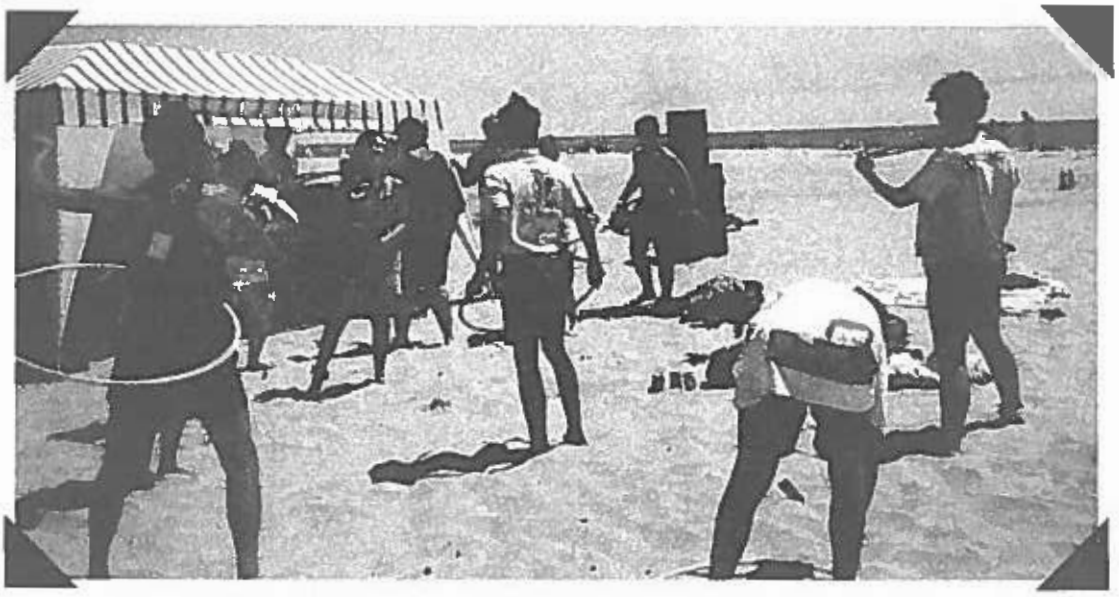
CHAPTER ONE

Welcome to the World of DeMolay

1

- Your Role in DeMolay
- How Parents Can Help
- History, Heritage and Traditions
- An International Program


DeMolay



CHAPTER ONE
Welcome to the World of DeMolay

Welcome to one of the world's greatest success stories. The Order of DeMolay is the premier leadership training organization for young men between the ages of 12 and 21. This is your guidebook. It contains basic knowledge about the fraternity, "how-to-do-it" suggestions...and a personal record section in this Chapter. Complete the record section, and you'll have a permanent history of you own DeMolay success story!

DeMolay was founded in 1919 in Kansas City, Missouri. The original group of nine young men has grown to more than 1,000 Chapters and 1,000,000 young men have enjoyed the DeMolay experience. Today, DeMolays know that wherever they travel, they will not be far from a DeMolay Chapter.

You are a member of DeMolay for life. From the time you joined through age 20, you are considered an Active DeMolay. At age 21, you become a Senior DeMolay. Then you may continue to benefit from DeMolay by becoming a member of the International DeMolay Alumni Association . . . or by becoming a Chapter Advisor.

DeMolay truly will benefit you the rest of your life, but never more than right now . . . as you enter manhood. This is a critical time in your life . . . a time for celebration in nearly every culture . . . and a time for exploration in every young man.

Strong new feelings of independence and self-determination well up inside a young man between 12 and 21 years of age:

- A need to test boundaries . . . and abilities.
- A time to think about destiny . . . and dignity.
- A time to take charge of one's own fate.
- Young men need to have fun and socialize with others.

At the same time, young men like you have a growing appreciation for things outside yourself . . . things that are bigger and stronger than yourself . . . things like family, country, school and your own religious beliefs. Likely you're also feeling a need to give of yourself to a group of your peers . . . young men just like you . . . to achieve something together.

This combination of independence and fraternalism is at the heart of the International Order of DeMolay. DeMolay believes that:

- Every individual is unique and important.
- Young men will think and act seriously and responsibly, if given a chance.
- Young men must be involved in the decisions that affect them.
- Young men need to share experiences, but in a structure where each one can learn responsibility and develop his own style . . . at his own pace.
- Young men need to have fun and socialize with others.

YOUR ROLE IN DEMOLAY

Some famous men have benefitted from involvement in DeMolay, including Gary Collins, Paul Harvey, John Wayne, Walt Disney, Dan Rather, and many others. At a critical time in life, each one of these men (and thousands of other great leaders) shared the values, dedication and self-enrichment that are part of the Order of DeMolay. And, all shared in its fun.

This has led many to ask over the years, "Does DeMolay lay the foundation for such greatness, or does it just attract those destined for greatness?" Either way, isn't it something you'd like to be associated with?

DeMolay strongly encourages original thinking, creative planning, responsible decision-making and cooperative action. DeMolay provides you with the atmosphere that gives you the chance to succeed...as well as the freedom to make mistakes and learn from them.

To benefit fully, you must be prepared to participate and be involved, because, as a DeMolay, you will become part of a very special organization. You will have a unique opportunity to experience a variety of activities, in ways that are simply not possible in your normal school, club, church and family life. For example:

Athletics — In addition to fun and good physical conditioning, these activities are a great way to learn teamwork, patience, and the value of competition and sportsmanship. Ask a member of your Chapter for information on sports currently offered by your Chapter.

Social — DeMolay has frequent casual and formal parties and dances. They provide a great chance to entertain a girl friend, or to meet new people.

Community Service — DeMolay provides a chance to return something to your community. Whether it is helping a needy family, or making an ill child's dream come true, DeMolay gives you opportunities you won't find in other organizations.

Self-Expression — There are many opportunities in DeMolay to develop creative and editorial writing, speech and dramatic skills, as well as other artistic talents or creative interests.

Ceremonies and Observances — Unlike any other youth organization, DeMolay provides a chance to share in inspirational and meaningful ceremonies that build a foundation of moral and spiritual values that will last a lifetime. DeMolay also has special observances called "Obligatory Days" that give young men time to mark important aspects of personal, family and community life.

Chapter Meetings — At the regular Chapter meetings you will be involved in the business of a DeMolay Chapter. You'll discuss ideas and be heard on any issue that comes before the Chapter. These meetings often include educational programs, social activities and the initiation of new members.

Leadership in the Chapter — You also will have the opportunity to be a Chapter leader. You may serve as an appointed or an elected officer. You'll learn to lead by experience, developing skills in human dynamics, time management, budgeting, parliamentary procedure, effective communication, working by committee and leading others by your own example.

Ritual — The DeMolay Ritual is another important way to participate in our fraternity. The Ritual makes us special. While other youth groups may have ceremonies, none is more beautiful or as impressive as those you will find in DeMolay. You will have a chance to participate in the performance of ceremonies for others, so that the special lessons they teach can be passed on to the newest members of your Chapter.

Whether you want a speaking or nonspeaking part, a big speech or a small supporting role, there is something for everyone in the DeMolay ceremonies. It takes a dedicated group of officers and members to perform our ceremonial degrees in a topflight manner. That special brand of teamwork is a common quality in many DeMolay Chapters.

Working with Adult Volunteers — Masons and other adult volunteers serve as "Advisors" to each DeMolay Chapter. You will have the opportunity to work with these community leaders, and to interact with them as they work with your Chapter and help with Chapter activities. They provide their talent and experience to help you and other young men in DeMolay learn by experience. Some may also bring with them the principles and traditions of Freemasonry, upon which our Order was founded. Many advisors are former members. Because of their dedication and devotion to the fraternity, they are now giving some of their time to today's DeMolays.

INTRODUCING DEMOLAY TO OTHERS

DeMolay has survived the Great Depression, World War II, the Korean and Vietnamese conflicts, and the Persian Gulf war. DeMolay also weathered the anti-establishment mood of the '60s which took its toll on all fraternal, social and civic organizations, and will continue to thrive in the future as long as we believe we have something worthwhile to contribute to today's young men. Today's members believe in it strongly and are proud to pass membership on to their friends. You probably know a friend who would enjoy DeMolay, maybe two. Ask them to join the fun!

THE IMPORTANCE OF RECRUITMENT

Since the Order of DeMolay's active membership is limited to young men who are at least 12 years of age and who have completed the 7th grade or between 13 and 21 years of age, we must keep recruiting new members to replace those who move on. That is why every DeMolay should make it a goal to recruit at least two new members within a year of joining DeMolay.

DeMolay is very selective about those whom we recruit, we are looking for young men who are just like you, and who are:

- At least 12 years of age and who have

completed the 7th grade or between the ages of 13 and 21 years.
- Of good moral character.
- Express belief in a Supreme Being.
- Strong enough to look honestly at themselves.
- Brave enough to make a choice and stick with it.

SHARE DeMOLAY WITH YOUR FRIENDS

You probably had many reasons for joining DeMolay, but likely you joined because a friend was already in the Chapter, you joined to make new friends, or you joined at a parent's urging.

The future of your Chapter depends on recruiting members who share your interests. It is easier to recruit young men with whom you already have a bond. This includes your friends from:
- School.
- Scouting.
- Church or synagogue.
- Your neighborhood.
- Your family, etc.

Tell them what you've done as a DeMolay. Tell them about the sports greats, the movie stars, and the famous leaders from all walks of life who experienced what you are experiencing now. Show them the difference DeMolay has made for you.

A good way to get started is to find out when your Chapter is holding its next Prospect Party or Bring-a-Friend Night. To find out more about these events, ask your Chapter Advisor or refer to the DeMolay Membership Planning Guide and Idea Book. It's available from the DeMolay and More Store.

MAKE NEW MEMBERS FEEL WELCOME

New member orientation is every member's responsibility. Introduce yourself. Ask questions about the new member's interests. Read a biography about him at a Chapter meeting. Include a photo of him in your Chapter's newsletter. In general, make him feel welcome and glad that he's a DeMolay.

DeMolay has a great member orientation program available. This program is video-based and is designed to be shown in segments as a young man proceeds down the path of prospect to candidate, candidate to initiate, initiate to full fledged member. If you have not seen this program ask your advisor about it.

EARN HONORS AND AWARDS

Everyone likes to feel that his or her efforts and accomplishments on behalf of some purpose or goal are appreciated. Everyone also likes to receive recognition for these efforts. To fill this need, the International Supreme Council (ISC) has provided numerous honors and awards to officially recognize these services and achievements.

In an age where competition is vital — and recognition is rare — DeMolay honors and awards are extremely important in Chapter activities. Each member and Advisor should make himself fully aware of the honors and awards which are available. Here's the difference between an honor and an award:
- An individual may not apply for an honor. The ISC votes on and approves all Honors.
- An individual may apply for, and must work for, an award. An award is granted for a job well done at any time of the year.

Since DeMolay has many honors and awards, proper record keeping is important so that the Chapter has an accurate account of those which have been granted. Many Chapters have an Awards Advisor who keeps the proper records.

DeMolay honors and awards are divided into the following categories, listed according to who is eligible for each one:

1. **ACTIVE DeMOLAYS:**
   - Blue Honor Key (Award)
   - Degree of Chevalier (Honor)
   - Distinguished Service Award (Award)
   - 18 different Merit Bars (Awards)
   - Founder's Membership Award (Award)
   - Lamp of Knowledge Certificate (Award)
   - Medal of Heroism
   - Medal for Saving a Human Life
   - Officer's Service Certificate (Award)
   - Past Master Councilor's Meritorious Service Award (PMC-MSA) (Award)
   - Past Illustrious Knight Commander's (PIKC) Meritorious Service Award (Award)
   - Representative DeMolay (Award)
2. **SENIOR DeMOLAYS:**
   - Representative DeMolay (Award)
   - Active Legion of Honor (Honor)
   - Blue Honor Key (Award)
   - Degree of Chevalier (Honor)
   - 10-25-50-60-65-70-75 Year Pin (Awards)
   - Representative DeMolay (Award)
   - Zerubbabel key (Award)
3. **ADVISORS:**
   - Advisor's Honor Key (Award)
   - Active or Honorary Legion of Honor (Honor)
   - Advisor's Service Certificate (Award)

- Cross of Honor (Honor)
- Guild of the Leather Apron (Award)
- Zerubbabel Key (Award)

4. **MASONS:**
   - Active or Honorary Legion of Honor (Honor)
   - Zerubbabel Key (Award)

5. **MOTHERS' CLUB MEMBERS, PARENTS' CLUB MEMBERS, NON-MASONIC ADVISORS, MEMBERS OF THE ADULT LEADERSHIP TEAM AND ANYONE ELSE:**
   - Certificate of Appreciation (Award)
   - Hats Off Award (Award)
   - Medal of Appreciation (Award)
   - Award of Appreciation (Award)
   - Lamp of Knowledge Certificate (Award)

A brief description of each of these DeMolay honors and awards can be found in Chapter 7.

EXPERIENCE LEADERSHIP OPPORTUNITIES

One of the greatest tributes to the Order of DeMolay is the great number of leaders who have come through our ranks. From lawmakers, to journalists, to Hall of Fame athletes, many of the people who make things happen started to make it happen while they were DeMolays.

Our goal for every member is to get him involved, and to be responsible for some activity or function. That goal is at the heart of DeMolay's leadership training opportunities. Every member is encouraged to take advantage of them.

ATTEND LEADERSHIP CONFERENCES

Every summer, a number of Leadership Training Conferences are held throughout the United States. Every moment of these four-day to week-long conferences is focused on making you a better leader.

These conferences are sponsored by states, jurisdictions and DeMolay regions. They are open to DeMolays who are serving in leadership positions or who are potential leaders. The conferences are designed so everyone holds a leadership position at least once during the week.

The purpose of these programs are to:

- Stimulate and develop leadership qualities.
- Inform conferees about DeMolay programs.
- Establish and foster new friendships among DeMolays from different jurisdictions, and
- Have fun!!!

At the beginning of the conference, the large number

THE DEMOLAY LEADERSHIP CORRESPONDENCE COURSE (LCC)

Course #1: Basic DeMolay Knowledge
Reference Material Needed: The DeMolay Leader's Resource Guide.
Course #2: Administration and Governance
Reference Material Needed: The DeMolay Leader's Resource Guide and ISC Statutes.
Course #3: History and Heritage
Reference Material Needed: Hi, Dad!
Course #4: Advanced DeMolay Knowledge
Reference Material Needed: The DeMolay Leader's Resource Guide, the ISC Statutes and Hi, Dad!

This advanced course will definitely challenge the student's knowledge of DeMolay. It covers basic DeMolay knowledge, administration and governance, history, and all aspects of the Order of DeMolay.

Course #5: Leadership Participation.

Reference Material Suggested but Not Required: The DeMolay Program Planning Guide and the DeMolay Membership Planning Guide and Idea Book.

The first assignment choice is to put on an activity for the Chapter, such as a dance. The student must document all phases of planning and budgeting for the event, carry out the event, and submit a detailed account of the activity to the DeMolay Service and Leadership Center.

The second choice is to put on a membership campaign for the Chapter which results in recruiting at least one new member. This project may take the form of a rush party or whatever the student wishes. However, this must be a formal campaign involving the entire Chapter. Upon completion of the membership drive, the student will submit a detailed account of all planning and activities involved in the campaign.

Two Ways You Can Enroll in the Leadership Correspondence Course, Today!

1. To enroll in the Leadership Correspondence Course, please complete the application found in Chapter 9. Then mail the detachable form, along with a check or money order payable to the Order of DeMolay, to the DeMolay Service and Leadership Center. Call 1-800-DEMOLAY for current LCC pricing and pricing of reference materials.
2. You also may order the Leadership Correspondence Course and reference materials by telephone. Call 1-800-DEMOLAY and have your VISA or MasterCard ready.

of DeMolays who attend are organized into groups of 12 or fewer people, and the program begins. As the conference progresses, general sessions, Chapter meetings and athletic events help bring the groups together and form a cohesive bond that will last long after the conference has ended.

See your Executive Officer or Chapter Advisor about an application. The conference cost is published each year. It includes food, lodging, and usually a resource notebook and T-shirt. If you need financial assistance, be sure to talk to your Executive Officer or Chapter Advisor about finding a sponsor. Often Masonic groups, such as Blue Lodges and High Twelve Clubs, have scholarships available.

TAKE THE LEADERSHIP CORRESPONDENCE COURSE (LCC)

DeMolays, advisors, parents, sweethearts and friends are encouraged to take a set of five very enlightening courses that make up what we call the Leadership Correspondence Course. The LCC is designed to provide an overall picture of DeMolay and is available from the DeMolay Service and Leadership Center.

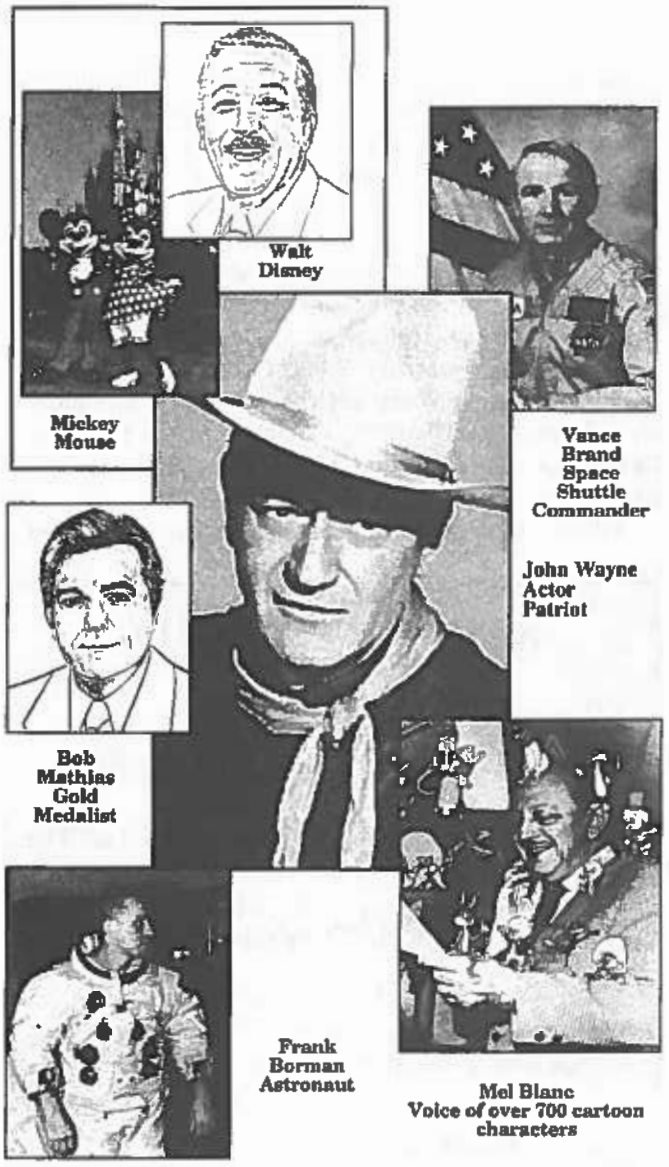
Take a look at what the course is all about in the "Leadership Correspondence Course Overview" on the previous page. Courses 1, 2, 3, and 4 have all "true and false" and "multiple choice" questions. Course 5 is an activity. Here's what you and others will receive after completing different courses:

- *Course #1* — Everyone receives a certificate. Active DeMolays also receive a white Merit Bar.
- *Courses # 2-5* — DeMolay students receive a new Merit Bar in a color corresponding to the particular course.
- *Following Course #5* — Everyone may purchase the prestigious "Lamp of Knowledge" pin from the DeMolay and More Store.

AIM FOR THE DEMOLAY HALL OF FAME

Someday you, too, may be honored in the DeMolay Hall of Fame. The DeMolay Hall of Fame is our way of recognizing Senior DeMolays who have contributed to society or added to the improvement of our quality of life. The first group was inducted on December 13, 1986. Among the members of the DeMolay Hall of Fame are:

Walt Disney	Disney Enterprises
John Wayne	Oscar-winning film star
Col. Frank Borman	Astronaut and businessman
Fran Tarkenton	Football Hall of Fame
Reubin O. Askew	Governor of Florida
Walter "Red" Barber	Pioneer sportscaster
John Cameron Swayze	TV and radio newsman
Harmon C. Killebrew	Baseball Hall of Fame
John Steinbeck	Nobel Laureate and Pulitzer Prize Winning Author
Burl Ives	American Folk Singer Described as a National Treasure
Gary Collins	TV star
Tom Osborne	National Champion College football coach



Mel Blanc	The voice of Bugs Bunny and others
Elmer Lower	Past President of ABC News
Henry "Scoop" Jackson	U.S. Senator
Bob Mathias	Two-time Olympic decathlon champion and only Active DeMolay to win an Olympic gold medal
Vance Brand	Astronaut and space shuttle commander
James "Nick" Rowe	Prisoner of war in Vietnam for five years; author

HOW PARENTS CAN HELP

Speaking of dedication and devotion, parents are very interested in a son's activities . . . and they're often willing to help. In today's society, children go to school, parents go to work, and activities often are youth-centered or parent-centered, not family-centered like many DeMolay activities. DeMolay provides a unique opportunity for parents to take an active and involved role with their son by becoming involved with his Chapter in some way.

Therefore, one of your first duties is to share DeMolay with your parents. Because you'll be spending a lot of time with your DeMolay friends and at activities, there are some things parents will want to know . . .

About Your Fraternity — Feel free to share this Leader's Resource Guide with your parents, especially this Chapter and Chapter 3. They're anxious for you to have fun, to learn leadership and have enriching experiences.

About Your Safety — Parents always are concerned about your personal safety whenever you participate in activities outside the home — particularly physical abuse, alcohol abuse and drug abuse. Let them know that DeMolay has taken some important steps to select and train adult leaders who are committed to providing a safe program consistent with the values of DeMolay.

We also have created a Youth Protection Program to help young men, like you, recognize and protect themselves from inappropriate adult behavior, to resist peer pressure to use drugs and alcohol, and how to better communicate openly with parents. Every DeMolay Chapter in the United States has one of these Youth Protection Kits. If you have not yet been shown these videos, ask for a time to be set up when you and your parents can see them.

About Their Roles in DeMolay — Parents often are willing to help. Asking them to assist in your activities is a great way for them to see your fraternity "up close." It's also a great way to get the extra hands you need for a successful fund-raising activity, charitable project and more.

Share our list of "What Parents Can Do for a DeMolay" with these special adults in your life. Also share the information in Chapter 3. You and your Chapter can benefit significantly by introducing your parents to DeMolay.

WHAT PARENTS CAN DO FOR A DEMOLAY

1. Support your involvement in DeMolay.
2. Encourage your participation in meetings and activities.
3. Foster teamwork — an important social skill for success in the world of work.
4. Ask your parents to participate in activities and fund-raising events. Their support will prove invaluable.
5. Get them involved with a Mothers'/Parents' Club or as a member of a DeMolay Adult Leadership Team. Read more about it in Chapter 3.

AN INTERNATIONAL PROGRAM

When you joined the Order of DeMolay, you may not have realized that it's an international fraternity with Chapters in many other nations. The Order of DeMolay, or DeMolay International, is governed by an International Supreme Council. The ISC provides standardization, rules, regulations and programs for all DeMolay Chapters. It consists of noted leaders in the national Masonic community and men with life-long experience in the Order of DeMolay.

The ISC is responsible for the programs, honors and awards, leadership training opportunities and all other facets of the fraternity. The ISC also is responsible for keeping membership records, and handling promotion and public relations for the fraternity.

The ISC supplements local leadership with the assistance of a full-time staff at the International DeMolay Service and Leadership Center in Kansas City, Missouri.

A leader in your state or jurisdiction, called the Executive Officer, is responsible to the ISC to see that all Chapters conform to established procedures and rules.

THE INTERNATIONAL DEMOLAY SERVICE AND LEADERSHIP CENTER

Located in Kansas City, Missouri, the Service and Leadership Center houses the professional staff and operations of the fraternity. This International DeMolay Service and Leadership Center is the headquarters of our worldwide brotherhood. Various items of historical interest are on display, and visitors are welcome. The International DeMolay Hall of Fame is located there — a proud testimony to the tradition of excellence we share in the Order of DeMolay.

Supreme Council and DeMolay Service and Leadership Center operations are financed primarily through the sale of supplies, investment income and grants from the DeMolay Foundation. Contributions provide remaining operating income which is used to support DeMolay Publications, leadership training opportunities, the Leadership Correspondence Course, and a variety of other programs.

Staff members at the Service and Leadership Center are responsible for implementing ISC programs and policies. Members of the professional staff also work with ISC committee members and other volunteers to provide the highest quality programs and services for DeMolays.

In addition, staff members maintain information on DeMolay Chapter activities and keep the names, addresses and membership records on every DeMolay. Using modern management information systems, they update records and data on Chevaliers, Legion of Honor recipients, Advisors, the Order of Knighthood, as well as recipients of the Blue Honor Key, Cross of Honor and Medal of Heroism.

Other functions include processing Advisor and membership registrations, and issuing Membership Patents and Letters Temporary for new and reinstated Chapters.

The Service and Leadership Center staff assists Executive Officers, their jurisdictions, DeMolay Chapters and members in maintaining the growth and development of DeMolay. The many services offered include organizing leadership training opportunities, assisting with DeMolay Advisor Development Programs, providing membership program ideas, public relations ideas, suggested Chapter projects and guidelines for organizing adult leadership teams. The staff also provides various forms and other supplies necessary to operate a Chapter.

Additionally, the Service and Leadership Center houses the DeMolay and More Store. It's the only authorized source of DeMolay jewelry, supplies, clothing and promotional materials for all Chapters. A catalog of supplies is available on request. Call 1-800-DEMOLAY for your catalog, or to place an order with your VISA or MasterCard. Use the $5.00 discount certificate located in Chapter 9 of this book to help purchase a DeMolay "Leader's Pack," all the resource material you'll need to make you successful.

THE INTERNATIONAL DEMOLAY CONGRESS

The International DeMolay Congress gives Active DeMolays a chance to meet on an international level, as well as to exchange ideas with the ISC. The first one was held in 1967. The Congress is composed of two delegates from each jurisdiction who are selected by the Executive Officer. The purpose of the Congress is:

1. To act as an educational forum for Active DeMolay participants and provide insight into the ISC operations.
2. To give ISC members a chance to hear the ideas of Active DeMolays.

THE DEMOLAY FOUNDATION

Founded in 1948, the DeMolay Foundation is responsible for fund-raising activities. The Foundation is a tax-exempt body governed by a volunteer Board of Trustees. It provides educational materials, scholarships and leadership training. These programs directly benefit DeMolays and DeMolay Chapters.

By donating to the Foundation Senior DeMolays, friends of DeMolay and others concerned with the future of the Order of DeMolay can ensure that future generations will enjoy the positive benefits of DeMolay. Supporters can donate to the DeMolay Foundation in a variety of ways. For more information, contact the International DeMolay Foundation office at the DeMolay Service and Leadership Center.

THE INTERNATIONAL DEMOLAY ALUMNI ASSOCIATION

Originally founded in 1929, the International DeMolay Alumni Association provides Senior DeMolays and other friends of DeMolay with an opportunity to remain involved with DeMolay. It also extends the bonds of fraternalism throughout their lifetimes.

Reorganized in 1984, the Alumni Association is open to any male over the age of 21 who believes in the future of DeMolay. Local Alumni Associations assist Chapters and reinforce the concept that membership in DeMolay is a lifetime opportunity. In 1986, the first local Alumni Association chartered under the reorganized Alumni Association program was established in Sarasota, Florida.

HISTORY, HERITAGE AND TRADITIONS

The Order of DeMolay has a proud heritage. It all began with Frank S. Land whose life was so closely

1919–1920 1920–1931 1932–1948 1948–Present

Official DeMolay Emblems throughout the years. All emblems, except our current one are obsolete.

woven together with our history that there isn't enough room here to relate all of the details. His biography, "Hi, Dad!," paints a stirring portrait of this great man of vision. The book is available from the DeMolay and More Store.

"Dad" Land, as he came to be called, founded the Order of DeMolay in March 1919 in Kansas City, Missouri, as a result of his association and friendship with young Louis Lower. Louis' father had died, leaving the young man without a father figure in his life. Dad Land, a compassionate, serious, up-and-coming community leader, took the time to listen to Louis, to learn about his dreams and to help him.

Frank S. Land
Founder
The Order of DeMolay

In the meantime, he learned that others like Louis sought companionship, leadership, inspiration and competition. He thought about forming an organization to help young men, and asked Louis to invite some friends to a meeting.

Louis and eight friends first met with Dad Land in the Kansas City Scottish Rite Temple. Dad Land was employed there as the Social Service Director. It was natural, then, for the group to identify itself in some way with the Fraternity of Freemasonry.

But the fledgling group needed its own identity . . . and its own name. After Dad Land related the story of Jacques DeMolay, the group decided to name itself for this historical figure connected with Masonry.

The original group of nine young men were Louis G. Lower, Ivan M. Bentley, Edmund Marshall, Gorman A. McBride, Jerome Jacobson, William W. Steinhilber, Elmer Dorsey, Clyde C. Stream and Ralph Sewell. As they made plans to form their new organization, Dad Land asked them to invite more friends to the next meeting. Thirty one young men came to the second meeting.

During the second meeting, Dad Land suggested they think about the organization's name once again. The group decided on the "DeMolay Council." Each member took an Obligation to their new organization on a Bible Dad Land received for perfect Sunday school attendance.

Louis Lower was the first to take the Obligation. Gorman A. McBride was elected President; Lester

THE STORY OF JACQUES DEMOLAY

The namesake of the Order of DeMolay was born in Vitrey, Department of Haute Saone, France in the year 1244. At the age of 21, DeMolay joined the Order of Knights Templar.

The Knights Templar was an organization sanctioned by the Roman Catholic Church in 1128 to guard the road between Jerusalem and Acre, an important port city on the Mediterranean Sea. The Order of Knights Templar participated in the Crusades, and earned a name for valor and heroism.

With many nobles and princes sending their sons to join the Knights Templar, the Order also became very wealthy and popular throughout Europe.

In 1298, Jacques DeMolay was named Grand Master of the Knights, a position of power and prestige. As Grand Master, however, Jacques DeMolay was also in a difficult position. The Crusades were not achieving their goals. The non-Christian Saracens defeated the Crusaders in battle and captured many vital cities and ports. The Knights Templar and the Hospitalers (another Order of Knights) were the only groups remaining to confront the Saracens.

The Knights Templar decided to reorganize and regain their strength. They traveled to the island of Cyprus, waiting for the general public to rise up in support of another Crusade.

Instead of public support, however, the Knights attracted the attention of powerful Lords, who were interested in obtaining their wealth and power. In 1305, Philip the Fair, King of France, set about to obtain control of the Templars. (They had been accountable only to the Church.) To prevent a rise in the power of the Church — and to increase his own wealth —he set out to take over the Knights Templar.

The year 1307 saw the beginning of the persecution of the Knights. Jacques DeMolay, along with hundreds of others, were seized and thrown into dungeons. For seven years, DeMolay and the Knights suffered torture and inhuman conditions. While the Knights did not bend, Philip managed to force Pope Clement to condemn the Templars. Their wealth and property were confiscated and given to Philip's supporters.

During years of torture, Jacques DeMolay continued to be loyal to his friends and Knights. He refused to disclose the location of the funds of the Order, and he refused to betray his comrades. On March 18, 1314, he was tried by a special court. As evidence, the court depended on a forged confession, allegedly signed by DeMolay.

Jacques DeMolay disavowed the forged confession. Under the laws of the time, the disavowal of a confession was punishable by death. Another Knight, Guy of Auvergne, likewise disavowed his confession and stood with him.

King Philip ordered them both to be burned at the stake that day, and thus the story of Jacques DeMolay became a testimonial to loyalty and friendship.

Pennington, Vice-President; Louis G. Lower, Secretary; John Miller, Treasurer; and Clyde Stream, Sergeant-at-Arms

Early Years of the Order of DeMolay

At an April 1919 meeting, officers' titles were changed from President to Master Councilor, Vice-President to First Warden, Secretary to Scribe and Sergeant-at-Arms to Sentinel. A Second Warden was added, and Averill Tatlock filled that position.

The matter of sponsoring the organization was brought before the Scottish Rite Bodies of Kansas City. Adoniram Lodge of Perfection decided to sponsor DeMolay and appointed the first Advisory Council. The members were Chairman John H. Glazier, Frank S. Land, Percy A. Budd, Frank A. Marshall, Arthur A. Metzger, Fred O. Wood, Leon Thalman, W.P. Osgood, Raymond M. Havens, Frank I. Buckingham, Ellis R. Jones and Alex McDonald. All were active workers in the Scottish Rite Bodies, and nearly all were 33° Masons.

All the members of DeMolay at that time attended Central High School in Kansas City, Missouri. At one of the meetings, a proposal was presented, referred to a committee, studied and brought back to the group as a whole, that the membership in DeMolay be limited to 75 members. The members discussed it and passed the action unanimously.

At this point, Dad Land got up from the rear of the room, came forward and asked to be heard. He pointed out how selfish they were. He noted that if this many young men at one high school were interested in belonging to an organization like DeMolay, then certainly others with similar interests in high schools throughout the city would like to join. He said that DeMolay should not be an exclusive organization. If it was good for one young man, it must be good for all. "To become big, we must be big," he said.

One member made a motion that the matter be reconsidered. A new vote was taken. The DeMolays unanimously decided that no membership limits would be set. Dad Land's speech was an important catalyst. Within a year's time, Mother Chapter had grown to 2,000 members.

WRITING THE RITUAL

Soon after the first meeting, in the spring of 1919, Dad Land asked a close friend and a leading Mason to write a ritual. The Man was Frank A. Marshall, an editorial writer for the Kansas City Journal.

Dad Land provided the philosophy and principles to be embodied in a ritual, and Dad Marshall supplied the imagination and writing ability. The result was the

Author of DeMolay Ritual, Frank A. Marshall

Initiatory Degree and the DeMolay Degree. The Ritual is ageless, taking the principal points of a good life and a good character and presenting them in a meaningful way. Ritual presentations were first used in 1919, and today they remain basically the same. They are used in every DeMolay Chapter in the United States.

The first use of Chapter officers, as they are known today, was on September 16, 1919. Averill C. Tatlock was Master Councilor; Harry A. Carpenter, Senior Councilor; and Louis G. Lower, Junior Councilor.

The first group initiated into DeMolay.

These titles, and the expanded number of officers, was the direct result of the DeMolay Ritual written by Frank A. Marshall. The Ritual was completed and used as degree work for the first time at the Scottish Rite Temple in Kansas City on September 27, 1919. At the regular DeMolay meeting on December 2, 1919, Louis G. Lower, the first DeMolay, was elected Master Councilor. He was installed December 23, 1919.

A GROWING ORGANIZATION

In November 1919, the name of the organization was changed officially from the DeMolay Council to the Order of DeMolay. With the growth of Mother Chapter, DeMolay's fame was spreading.

A prominent Mason from Nebraska, Zoro D. Clark, came to Kansas City, saw the work and activities of the organization, and decided that he wanted DeMolay established in his home state. On May 8, 1920, an initiation team from Mother Chapter went to Omaha and instituted the second Chapter in the world. Soon, Masons in other communities in Nebraska, Missouri and the surrounding states were asking for Chapters. By March 1922, DeMolay Chapters had been established in 39 of what were then the 48 United States, as well as in the District of Columbia.

A SHORT HISTORY

Organizations, like people, measure their lives by milestones. In the history of DeMolay there are several important dates and occasions that helped us accomplish what we have to date. In DeMolay, our history is our heritage. We build for tomorrow on the contributions of

A SHORT HISTORY

1244	Birth of Jacques DeMolay.
1298	Jacques DeMolay named Grand Master of the Knights Templar.
1314	Jacques DeMolay burned at the stake for his fidelity.
1890	Frank S. Land born in Kansas City, Missouri, on June 21.
1914	Dad Land takes job in Scottish Rite Employment Division.
1919	Dad meets with Louis Lower and his friends where the idea for a "club" for young men is born on February 19.
1919	The young men choose the name DeMolay Council for their "club" on March 24.
1919	First meeting of the DeMolay Council in Kansas City, Missouri, organized by founder, Frank S. Land. Ritual written by Frank A. Marshall. Name officially changed to the Order of DeMolay.
1920	Second Chapter organized in Omaha, Nebraska.
1921	First meeting of the Grand Council of the Order of DeMolay (later named the International Supreme Council). Masonic endorsement of DeMolay.
1924	First Leadership Training Camp (later named Leadership Training Conferences)
1924	Representative DeMolay Program begun as a competition.
1925	Formation of the Legion of Honor.
1928	DeMolay offices move in January to a private residence at Armour and Warwick Boulevard.
1929	Founding of the International DeMolay Alumni Association (reorganized in 1984).
1930s	DeMolay Leadership Camps held.
1933	Franklin D. Roosevelt named first Honorary Grand Master of DeMolay
1935	Representative DeMolay Award redesigned as a self-evaluation award.
1936	Degree of Chevalier approved (first Ritual written without Frank Marshall).
1937	First presentation of the "Founder's Cross" (total of 135 presented). Original DeMolay Hall of Fame started by Frank S. Land.
1946	Order of Knighthood debuts.
1948	Formation of the DeMolay Foundation. Dad Land designs current DeMolay pin/emblem.
1958	DeMolay moves to the 4th floor of the Phillips Petroleum Company building at 201 E. Armour Boulevard in Kansas City . . . a building which would eventually become the fraternity's international headquarters.
1959	Dad Frank S. Land dies on November 8.
1963	International Supreme Council revives the Leadership Training Conference Program.
1967	DeMolay Congress meets for 1st time.
1969	50th Anniversary Celebration. DeMolay marathons become popular.
1971	The Founder's Membership Award is established.
1986	Hall of Fame Reorganized - 1st Local Alumni Association Chartered. - Service & Leadership Center Dedicated.
1988	New 5 Course Leadership Correspondence Course introduced.
1992	1st Sr. DeMolay elected President of The United States. (William J. "Bill" Clinton).
1994	75th Anniversary of The Order of DeMolay.

yesterday. These events in our proud history are the important events in the tradition of excellence of DeMolay. The past is truly the prologue.

Grand Council is Formed

As interest in DeMolay spread, Dad Land, as Advisor of Mother Chapter, answered many requests for information and authority to start Chapters. A temporary organization was formed to handle the numerous requests, and a Constitution, Statutes, printed Rituals and other forms were prepared.

Original Grand Council, Dad Land, 3rd from left, front row.

A special meeting of the temporary organization was held at the Baltimore Hotel in Kansas City on November 20, 1920. There were 13 on this original Grand Council. Eleven were members of the Mother Chapter Advisory Council, and the other two were Alexander G. Cochran and Harry L. Salisbury of St. Louis.

In March 1921, the Grand Council of the Order of DeMolay for Boys was formally organized and held its first session. Alexander G. Cochran was its first Grand Master. John H. Glazier, Mother Chapter Advisory Council Chairman, served as Deputy Grand Master. Dad Land was Grand Scribe. A total of 19 Masons were listed on the Grand Council by the end of the first session.

Members of the Grand Council and initiatory teams from Mother Chapter soon were traveling back and forth across the country instituting Chapters. Most of these new membership classes were quite large. On February 12, 1923, Templar Chapter in Pittsburgh, Pennsylvania, initiated 1,099 new members — the largest class in DeMolay history. Initiations and ceremonies took place in all sorts of locations, including the Metropolitan Opera House stage in New York City.

By the fall of 1920, Mother Chapter had developed many activities for its members. Some say that Mother Chapter's outstanding baseball teams had a lot to do with its growth. A DeMolay Marching Unit and a 100-piece band kept DeMolays busy and attracted more young men to membership.

By the end of 1921, Dad Land realized he had to devote full time to this fledgling new organization or step down. The decision was easy. As Grand Scribe, he became a full-time DeMolay employee. In June 1922, he persuaded a young accountant from Kansas City Southern Railroad to join him as a member of the professional DeMolay staff. The young man was Charles A. Boyce, who served faithfully as an assistant to Dad Land and DeMolay until his death in June 1968.

Masonry Endorses DeMolay

As DeMolay Chapters grew in numbers and strength, the organization as a whole grew in prestige, and with greater prestige interest developed in the Masonic fraternity. Official recognition and approval by Masonic groups was desired by Dad Land. The first major organization to give its seal of approval and endorsement to DeMolay was the General Grand Chapter of Royal Arch Masons. In September 1921, a proposal presented by General Grand High Priest Frederick W. Craig was passed urging Royal Arch Chapters to foster the DeMolay movement in their Jurisdictions. In early 1922, the Wisconsin Chapters of Royal Arch Masons endorsed DeMolay, and many other Grand Chapters did likewise.

DeMolay / Masonic Emblem

Also during 1922, the Grand Master of the Grand Lodge of Mississippi issued a notice that all lodges were encouraged to sponsor DeMolay Chapters. The Grand Chapter of Royal Arch Masons and the Grand Commandery of the Knights Templar of Mississippi did likewise. Thus, the official support of DeMolay by Freemasonry, which began in 1921, culminated in February of 1963 when a Declaration of Principles was signed by the leaders of Freemasonry. A new Declaration of Principles was signed by the leaders of Freemasonry in 1994 to show their continued support for DeMolay. All Grand Lodges in North America (US/Canada/Mexico) signed as did Carribean Grand Lodges.

Establishing Traditions

In 1922, the Grand Council approved many actions and programs we're still familiar with today. These include adoption of a uniform set of bylaws for Chapters, a majority service and the requirement that school books be placed on the altar with the Bible.

Also in 1922, the Grand Council adopted the following Obligatory Days for DeMolay Chapters — Patriots Day, Parents' Day, DeMolay Day of Comfort, Devotional Day and Educational Day.

Grand Scribe Frank S. 'Dad' Land presented a list of 52 Chapters requesting Charters. These Chapters, located all across the United States, were instituted prior to the first session of the Grand Council. Active Membership in the 52 Chapters on January 31, 1921, was 3,336.

At the second Grand Council Meeting in March 1922, it was reported that 404 DeMolay Chapters were in operation. Chapters were operating in 39 states, as well as in Manitoba Canada, Puerto Rico and the Philippines.

By the third Grand Council session in March 1923, DeMolay Chapters were established in every state except Maine, Vermont and Rhode Island. At that time, 68,629 DeMolays belonged to 667 Chapters.

Four honorary Grand Masters of DeMolay have been named during the organization's history. The first was President Franklin D. Roosevelt in 1933; the second was President Harry S Truman in 1945; the third was John G. Diefenbaker, the Prime Minister of Canada, in March 1958; and the fourth was President Gerald R. Ford in 1975.

During the early years, another important distinction that might come to someone connected with DeMolay was the Founder's Cross. This award was a personal recognition by Dad Land to those whom he desired to honor for special service to the Order of DeMolay. Only 135 were presented between 1937 and Dad Land's death in 1959. The Founder's Cross is now officially retired.

The provision for constituting Grand Councils of DeMolay in other countries of the world was established at the 1948 session, but was not exercised until March 20, 1959, when a covenant was signed

Dad Land presenting Franklin D. Roosevelt with his Honorary Grand Master Collar, 1937.

to establish the Australian Grand Council. This international development caused the formal changing of the name in March 1954 from the Grand Council to the International Supreme Council of DeMolay.

Throughout the Order's history, many prominent Masons as well as business and professional men have held ISC membership. Periodically and usually in the spring or summer, ISC members gather to view the progress and programs of the Order and ensure future growth. They receive no compensation other than the self-satisfaction and pride of making a contribution towards maintaining the organization.

Charles B. McFee, Jr., of Asheville, North Carolina, was the first Senior DeMolay appointed as a Deputy in 1937 to serve the state of North Carolina. He was elected an active member of the Grand Council in 1938.

The second Senior DeMolay to be appointed a Deputy of the Grand Council was J. Chris Nungesser of New Orleans, Louisiana, in 1938. He was elected an active member at the 1939 session. Since these two, many Senior DeMolays have been elected to the ISC. Walter C. Ploeser of Missouri was the first Senior DeMolay to be elected Grand Master of the Order. He served during 1952-53.

Today, the ISC continues to serve as the governing body of the Order of DeMolay. A Grand Master and four other elected officers lead the Council.

Any changes to the DeMolay Statutes must be considered and approved by the ISC and/or its Board of Directors. In addition, the ISC is the authority on all matters relating to Chapters, advisory councils, members, charters, finances, rituals, disputes, appeals and complaints.

One of the most important ISC duties is planning for the future. Through careful study and discussion, the Supreme Council assures that DeMolay will continue to be the "Cornerstone of The Next Generation."

YOU AND DEMOLAY

After reading about your role in DeMolay and its impressive history, you've probably discovered that you'll be more active than you've ever been . . . in a very worthwhile organization. And you'll love it.

DeMolay believes you can't fully experience life from the sideline. In every endeavor, from athletic events, to committee involvement, to civic activities, you'll be encouraged to participate — to share in the thrill of a project's success, as well as the character-building experience of discovering how something could have been done better.

You'll experience remarkable mental, physical, social and spiritual development. It will become second nature for you to:

- Evaluate needs.
- Develop a plan, and then . . .
- Accomplish your goals.

Whether it's operating a Chapter, participating in ceremonies or serving your community, you'll learn how to establish and achieve your goals. You'll use these skills someday to plan a career and to live a rich, fulfilled adult life.

One of the great things about DeMolay is that your achievements and accomplishments are recognized all along the way.

The goal of DeMolay is to recruit good young men, between the ages of 13 and 21 years, and help them to become better adults and citizens. To do this, DeMolay encourages you at every turn to take responsibility. Experience has proven that this works to everyone's advantage:

For You, in addition to developing your skills, you will have the pride of knowing you have helped build something bigger than yourself.

For the Order of DeMolay, the payoff is that your involvement will help make a better DeMolay Chapter.

You will determine what your Chapter is to become. This will begin with the responsibility of recruiting new members and voting on Chapter officers. It will extend to your committee and Ritual work. And it can continue as far as you want it to go — all the way to becoming a Chapter officer yourself, or participating in leadership training opportunities, attending state conclaves or becoming active at the jurisdictional and national levels.

MY PERSONAL DeMOLAY HISTORY

Name _____

Home Address _____

City _____

State, Jurisdiction, Province, etc. _____

Chapter Name: _____

Location: _____

DeMolay Sponsors #1 _____ #2 _____

Masonic Sponsor _____

Date and Location of Initiatory Degree _____

Master Councilor Conferring Degree _____

Obligation Proficiency Date _____

Date and Location of DeMolay Degree _____

Master Councilor Conferring Degree _____

Obligation Proficiency Date _____

Majority Certificate Issued: _____

OFFICES I HAVE HELD

Office	Date of Term	Office	Date of Term

CONCLAVES ATTENDED

Date	City	Presiding Officer

MERIT BARS RECEIVED

MERIT BARS	Date Earned 1st Award White	Date Earned 2nd Award Red	Date Earned 3rd Award Blue	Date Earned 4th Award Purple	Date Earned 5th Award Gold
ATHLETICS					
ATTENDANCE					
CIVIC SERVICE					
CONCLAVE					
CORRESPONDENCE COURSE					
FINE ARTS					
FUND RAISING					
INSTALLING					
JOURNALISM					
MASONIC ATTENDANCE					
MASONIC SERVICE					
MEMBERSHIP					
MERIT					
PRIORY					
RELIGION					
RITUAL					
SCHOLASTICS					
VISITATION					

MY DeMOLAY DISTINCTIONS

Honors and Awards	Date Received
Leadership Correspondence Course	1 2 3 4 5
Founders Membership Award	
Blue Honor Key	
Representative DeMolay Award	
Degree of Chevalier	
Legion of Honor Degree	
Other	

MY RECORD OF OBSERVANCE OF OBLIGATORY DAYS (WRITE "YES" OR "NO" IN ALLOTTED SPACES.)

	Year 19	Year 19	Year 19	Year 19	Year 19	Year 20	Year 20	Year 20
Education Day								
Parents' Day								
Day of Comfort								
Devotional Day								
Patriots' Day								
My Government Day								
Frank S. Land Memorial Day								

MY ACCOMPLISHMENTS TOWARD THE REPRESENTATIVE DEMOLAY AWARD

1. Education:
   a. Grades for year _____ _____ _____ _____ _____

   School activities and offices:

   _____

   _____

   _____

   _____

2. Employment:

   _____

   _____

3. Reading:

Title	Author

4. Self-Expression:
   a. Articles written (school, paper, Chapter newsletter, etc.)

   _____

   _____

   _____

   _____

   b. Debates, speech contests

   _____

   _____

c. Passed Proficiency of Both Obligations _____

5. Physical Activities (what, when, how often):

a. Outdoor sports _____

_____

_____

b. Indoor sports _____

_____

_____

6. Manual Skills (handicraft in wood, metal, etc.):

_____

_____

7. Religious Life (Sunday school, church, synagogue or temple, choir, etc.):

_____

_____

_____

8. DeMolay Activities (committees, jurisdictional offices, etc.):

_____

_____

_____

_____

_____

_____

9. Citizenship (prominent citizens):

a. People I respect for service to the world:

_____ _____

_____ _____

_____ _____

b. People I respect for service to the country:

_____ _____

_____ _____

c. People I respect for service to the state, jurisdiction or province:

_____ _____

_____ _____

d. People I respect for service to the local community:

_____ _____

_____ _____

CHAPTERS VISITED

Date of Visitation	Name of Chapter	City and Number of Miles Away	Master Councilor

TROPHIES AND AWARDS

Event	City	Date	Achievement

MY RECORD OF SERVICE ON DEGREE TEAMS

Part Taken	Date

MY DEMOLAY FRIENDS

Name	Address	Telephone Number

MY DEMOLAY FRIENDS
(continued)

Name:	Address:	Telephone Number:

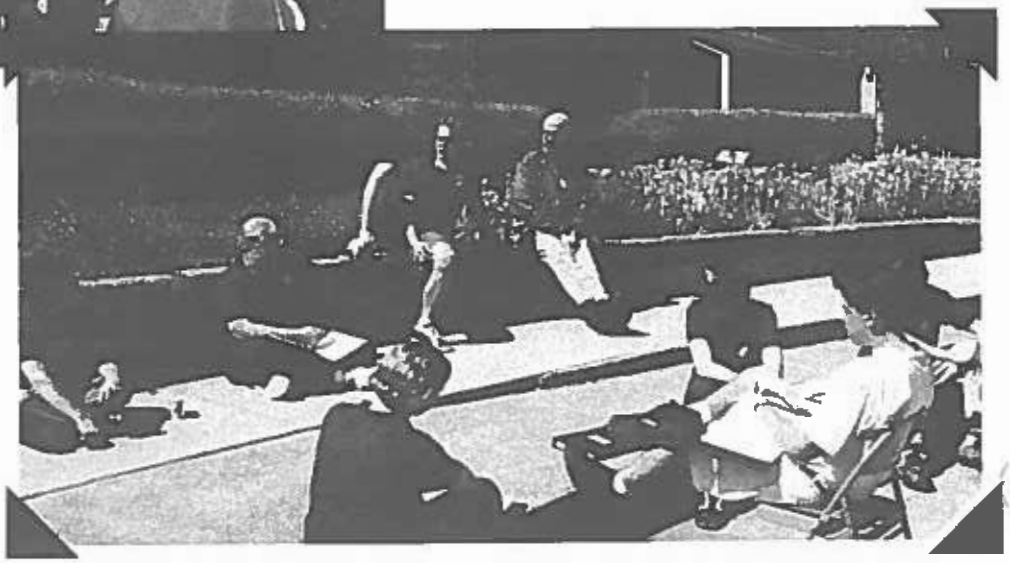
CHAPTER TWO

Program Planning: The Key to Success

2

- Program Planning
- General Activity Ideas
- Obligatory Days
- Activities Supporting the Cardinal Virtues
- Installations
- Jurisdictional Activities


WANNA 'PLAY?



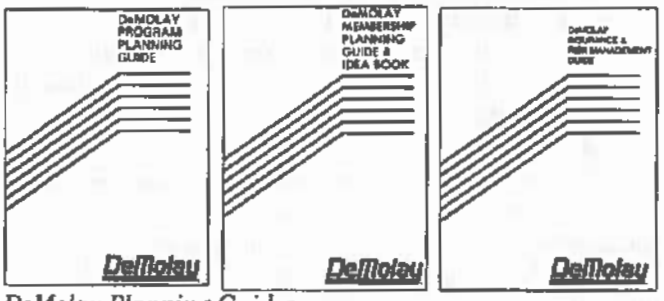
CHAPTER TWO
Program Planning: The Key to Success

DeMolay provides a fraternal environment where young men can grow, mature and develop into responsible adults with good moral character. The Order's Seven Precepts are the philosophy behind DeMolay's program planning efforts:

- Filial Love (Love of Parents).
- Reverence for Sacred Things (Reverence for God, and respect for the opinions and beliefs of others).
- Courtesy.
- Comradeship.
- Fidelity (Faithfulness).
- Cleanness, and
- Patriotism.

You'll see that philosophy in operation when you carry out traditional program planning related to the fraternity's Obligatory Days, the Cardinal Virtues, DeMolay Month and Week, installations and jurisdictional activities. You'll also see that underlying philosophy in new programs created by the International Supreme Council (ISC) to meet the needs of today's young men. One such program is our Youth Protection Program.

The Youth Protection Program consists of a comprehensive screening and training program for adult volunteers, plus a booklet entitled "What You Should Know" and a video. The booklet discusses child abuse, myths and facts, danger signals and alcohol and drug abuse. It tells young people how to be assertive when facing these dangers, and it provides toll-free hotline numbers.



DeMolay Planning Guides

Programs like these are available through the DeMolay and More Store at the DeMolay Service and Leadership Center. The printed materials and videos help Chapters easily conduct program presentations.

Members of DeMolay govern and direct their own program activities with the assistance of their adult advisors, based upon ISC program planning requirements and local customs and needs. Through DeMolay program planning, young men:

- Become familiar with leadership techniques and how to apply them in Chapter and real-world settings.
- Develop civic awareness and responsibility, and
- Develop social skills and gain acceptance in an atmosphere of fun and companionship.

PROGRAM PLANNING

STARTING SMART

Program planning gives the Chapter a blueprint for action. A well-organized plan helps Chapter members and adult volunteers plan their time more efficiently. Program planning should generally be done on a full-year basis. Specifics should be handled on a term-by-term basis.

Before planning the program year, every Chapter, every Councilor and every Advisor should have a copy of the *DeMolay Program Planning Guide*. The Planning Guide, along with the very informative video, "DeMolay Chapter Program Planning", are available from the DeMolay and More Store at a very nominal cost.

By the first part of December each year, a successful DeMolay Chapter should finalize the next year's program. All officers, members and Advisors should pool their ideas and suggestions for the year's program planning. If more DeMolays contribute, the Chapter will produce broader and more interesting programs. The following steps will help you create a successful term program:

MEMBERS' INTEREST SURVEY SHEET

To help the Councilors plan the Chapter's activities for the coming year, please fill out the form below. Show your interests in each area by putting a check mark in front of the items that interest you in each category. (NOTE: There is also room available for you to provide any other suggestions you might have.)

PLEASE PRINT

1. ATHLETICS	2. CIVIC SERVICE	3. ENTERTAINMENT	4. MISCELLANEOUS
——Softball	——Aid in United Fund Drive (or other charity)	——Special trips to Business Firms	——Fund-raising (such as Candy or Light Bulb Sales)
——Bowling	——Conduct Safety Drive	——Sweetheart Dance	——Computer Club
——Basketball	——Visit V.A. Hospital	——Films or Videos at Meetings	——Car Wash
——Other Suggestions: _____	——Food Baskets for Needy Families	——Prospect Party	——Newspaper
_____	——Environment (Clean Parks)	——Speakers after Meetings	——Booth at Fair
	——Other Suggestions: _____	——Family Picnic	——Other Suggestions: _____
	_____	——Game Night	_____
		——Other Suggestions: _____	Name _____
		_____	

Step 1: Survey Chapter Members

Chapter members, not just the Councilors, are the ones who must support activities and projects, so everyone's ideas are very important. The role of the Councilors is to interpret and carry out the desires and interests of Chapter members.

We suggest that you use a survey form (sample above) to find out what activities will interest Chapter members. This is only a suggestion. Tailor this Survey Sheet to get the information you want in order to match activities to your local situation and customs.

Step 2: Appointment of Committees

Appoint an overall Program Planning Committee composed of the Master Councilor, Senior Councilor, Junior Councilor and Chapter Advisor, as well as committees for all regular activity areas. Also appoint an Advisor to work with each activity committee.

The first task of each committee should be to choose a chairman and schedule a meeting. Activity committees need to set a date to study the information on the completed survey sheets. The Program Planning Committee needs to set a date to hear reports from the activity committees.

Step 3: Committee Meetings

At the first meeting, activity committee members should analyze the survey sheets to determine which events to hold. Equal consideration should be given to the suggestions written in the spaces provided.

When deciding on events, these committees should be sure to recommend activities that are: (1) interesting to all, (2) cover the entire term and (3) are within the ability of the Chapter, both physically and financially.

Remember that some activities are suitable only for a small group, while others (such as community service) require the support and participation of nearly all Chapter members to be successful.

Activity committees also need to consider the cost for any events they recommend. All recommendations should be accompanied by a committee's best estimate of the cost breakdown for each event. A final budget is developed later.

In proposing an activity to the Program Planning Committee, each activity committee should indicate the month it recommends the event take place as well. For example, Social Committee recommendations might include:

October	-	Installation
November	-	No social event
December	-	Christmas caroling
January	-	New Year's party
February	-	Sweetheart Dance
March	-	DeMolay Month/Week
April	-	Prospect party

After reviewing the interest of members, selecting activities, determining financial and physical capabilities, and choosing tentative dates, individual committees are ready to propose activities to the overall Program Planning Committee for the Chapter's upcoming program year.

Step 4: Gathering Special Information

While individual committees are working on recommendations, the overall Program Planning Committee also should be gathering the information it will need for its planning session.

First, the planning committee needs to gather information about the members from Chapter record cards and membership application files. The committee will want information on members ages, grade levels in school, and favorite activities and interests.

Second, the committee needs to check school and community calendars to make sure that activities don't conflict with athletics, SAT exams, or regularly-scheduled community activities, and local, national and religious holidays. Then decide well in advance when to hold initiations, visitations, and all other activities and events.

In addition, the committee should keep the following DeMolay dates in mind:

1. Dates of all Obligatory Days described later in this Chapter.
2. Dates of Leadership Training Conferences.
3. Dates of inter-Chapter events.
4. Dates of Chapter annual events.
5. State activity registration deadlines, and deadlines for ISC and jurisdictional competitions.
6. Dates of the upcoming jurisdictional conclave and other functions.
7. Dates of the annual International Supreme Council Session and DeMolay Congress (DeMolay Convention).

STEP 5: GENERAL MEETING

When these committees have finished their work, a general meeting of the Program Planning Committee, the chairman of the activity committee and the Chapter Advisor should be held. Activity committee chairmen should explain their ideas and how recommended events will fit the Chapter's program for the coming term. Councilors can discuss possible difficulties with recommendations, particularly if they conflict with one another.

The Actual Planning Session

At this meeting, the term program should be committed to paper. This final meeting should be attended by the original four members of the Program Planning Committee. You also may want to include the Scribe in this meeting to assist with note-taking. Since the final schedule will be completed by this group, no one else needs to be present unless his presence is vital for the successful completion of the committee's work.

In this meeting, the Program Planning Committee should no longer be concerned with gathering of statistics or other information. With all the facts in hand, the committee now needs to discuss and determine the Chapter's term program and budget. The following materials will be needed to accomplish the task:

1. All committee reports.
2. Facts gathered by the Program Planning Committee.
3. A current year's and next year's calendar.
4. A large work sheet showing the months of the term.
5. Monthly calendar work sheets.
6. Ruler, pencils, and paper.
7. A large table on which to work.
8. If available, a computer calendar.

TYPICAL PROGRAM OF A CHAPTER

January

1. Begin plans for prospect party and March initiation class.
2. Install new officers and have awards night.
3. Begin making plans for DeMolay Month/Week (March).
4. Have an athletic event with a nearby Chapter.
5. Publish the monthly newspaper.
6. Make a visitation to another Chapter.

February

1. Bowling and basketball. Award trophies.
2. Finalize plans for March DeMolay Month/Week.
3. Elect the Chapter Sweetheart and crown her at the Valentine Dance.
4. Plant a memorial tree on the Masonic Temple grounds on George Washington's birthday and observe Patriot's Day.
5. Exemplify the degrees before a Masonic group.
6. Publish the monthly newspaper.
7. Hold a Father-Son Banquet.
8. Collect books and magazines for the Masonic Home or other local charity.

March (DeMolay Month!)

1. Publish the monthly newspaper.
2. Plan a Devotional Day observance for the Sunday nearest March 18.
3. Participate in DeMolay Month/Week with a proclamation by the mayor and an event for each day of the week.
4. Have an initiation during DeMolay Month/Week named in honor of the head of the sponsoring body or other Masonic official.
5. Have a Representative DeMolay ceremony.
6. Start making plans to attend either the National Softball or Basketball Tournament.

April

1. Hold an April Fool's party and dance.
2. Publish the monthly newspaper.
3. Help with a civic cleanup/fix-up week.
4. Begin softball league play.
5. Initiate a "Say No to Drugs" program or Students Against Drunk Drivers (SADD) program.

6. Sell candy or light bulbs for money-raising project.
7. Clean up Temple grounds.
8. Make a visitation to another Chapter.
9. Begin plans to hold a prospect party.

May

1. Finalize all plans for summer activities.
2. Publish the monthly newspaper.
3. Plan a special activity for the mothers and attend church in a group.
4. Begin volleyball, badminton and tennis play.
5. Hold a hayride party.
6. Plan a family picnic with father-son ball game and contests.
7. Hold a prospect party.
8. Observe Parents' Day (Between May 1 and June 21).
9. Sign up for a Leadership Training Conference.

June

1. Install new officers.
2. Publish the monthly newspaper.
3. Hold an outdoor initiation.
4. Hold Chapter swim party.
5. Plan a special Fathers' Day affair.
6. Participate in conferral of the Chevalier Degree.
7. Begin practice for Jurisdictional competitions at conclave.
8. Hold a car wash to raise money.
9. Have a beach party or hot dog roast.
10. Have a career guidance program on selecting a college.
11. Help repair and fix up the public playgrounds.
12. Participate in National Softball Tournament.

July

1. Publish the monthly newspaper.
2. Plan a trip somewhere for 2-3 days.
3. Have a watermelon feed.
4. Hold informal Friday night get-togethers at various members' homes for the rest of the summer.
5. Stage a golf tournament.
6. Plan a weekend camping trip.
7. Hold a barbecue with prospective members attending.
8. Observe My Government Day.
9. Begin laying plans for the fall months.

August

1. Publish the monthly newspaper.
2. Attend the Jurisdictional conclave.
3. Make a final big push for membership applications for September initiation.
4. Hold an ice cream social.
5. Stage another car wash to raise money.
6. Make a visitation to another Chapter for an outdoor get-together.
7. Make plans for a fall fund-raiser to benefit a local charity.
8. Begin planning and advertising for a fall Alumni/Senior DeMolay Homecoming Day.

September

1. Confer Initiatory Degree.
2. Have a back-to-school dance.
3. Begin checking new freshmen classes at high school for prospective members.
4. Publish the monthly newspaper.
5. Have each member bring canned food to the first meeting and every one thereafter until Thanksgiving (to make up food baskets).
6. Begin practice for the International DeMolay Postal Rifle Matches.
7. Conduct a Chapter ping-pong tournament (double elimination).
8. Observe Educational Day during the month or at any other time convenient for the Chapter.
9. Get bowling teams organized.

October

1. Make suitable progress for December initiation.
2. Make plans for observing Frank S. Land Memorial Day, November 8.
3. Hold a bowling night and submit team scores to the International Postal Bowling Tournament.
4. Give Representative DeMolay applications to all eligible members not already working on this Award.
5. Host the annual Halloween party.
6. Put canisters out for a local charity drive.
7. Hold an aluminum can drive to raise money.
8. Publish the monthly newspaper.
9. Hold a reunion for Senior DeMolays and Alumni members from your chapter — maybe a Homecoming Day or Past Master Councilor Night.

November

1. Begin taking Christmas tree orders.
2. Show football films at one meeting and have a career guidance speaker at another.
3. Have an informal Thanksgiving dance for college members.
4. Make and give food baskets to needy families.
5. Observe Frank S. Land Memorial Day (November 8).
6. Make plans for Christmas parties — one for ill children and one for the Chapter.
7. Draw up schedules for the basketball league

and begin practice.
8. Fire official targets for the International DeMolay Postal Rifle Match and send to the National Rifle Association, Washington, D.C.
9. Pass out handbills urging citizens to vote in elections.
10. Publish the monthly newspaper.

December

1. Start basketball games.
2. Hold an initiation to finish up any balance on yearly membership goal.
3. Plan outings for January and February.
4. Sell Christmas trees.
5. Sell Christmas candy, nuts and decorations.
6. Observe DeMolay Day of Comfort by holding a fund-raiser to benefit a local charity.
7. Hold Christmas party for ill or underprivileged children in the afternoon with Chapter party that night.
8. Go caroling with Job's Daughters or Rainbow Girls (or both!).
9. Play in district basketball tournament.
10. Publish the monthly newspaper.
11. Be sure all initiates for the year have been reported on Form 10s.

STEPS IN COMPLETING THE PROGRAM

You're now at the point where you can develop the Chapter's program. There are six basic steps that need to be followed:

Step 1

First, list on your calendar all the events over which you have no control:

1. Obligatory Days.
2. Election date for Chapter officers.
3. Installation dates.
4. Known Jurisdictional dates (conclaves and conventions, for example).
5. Annual Chapter events.
   a. Meetings.
   b. Social events.
   c. Fund-raising events.
   d. Masonic service projects.
   e. Others (including International DeMolay Convention).
   g. Monthly Advisory Council meetings.
   h. School and community events, SAT exams, and local, national and religious holidays.

Step 2

List membership plans. Indicate prospect parties or other membership plans, and link these plans with scheduled Initiatory or DeMolay Degree dates.

Step 3

List events that the special committees recommended. You should also take the miscellaneous items from the survey and include the appropriate items in the Chapter program. Be careful not to schedule too many activities.

Step 4

With activities and programs listed by months, you are ready to develop each month on a daily basis. Select the day of the month for each item to be scheduled, if possible. REMEMBER: Take careful note of school dates, and local, national and religious events and observances so conflicts with selected dates are minimized.

Step 5

With all the activities listed on the calendar, evaluate the program. Look for any months that have either too many or too few activities. Think about the total number and types of activities planned, and their distribution through the months

Check to see that your program fulfills the requirements for the Past Master Councilor's Meritorious Service Award (PMC-MSA). Add any needed activities that will improve your basic plan and bring you within PMC-MSA guidelines.

Step 6

At this point, you can transfer the monthly events from the calendar to a list. Remember, the calendars are valuable in visualizing your program and should not be eliminated, since they will help you in the long run.

Annual planning is done very much like term planning, although in somewhat less detail. A similar program needs to be developed on a 12-18 month basis. Each Junior and Senior Councilor should be working on plans for their terms as Master Councilor. This means there should be 12 to 18 months of planning going on at all times.

STEPS IN BUDGETING

One final phase of the Program Committee's job remains — budgeting for the programs that have been planned. In this phase, you must estimate the expenses and income the Chapter can anticipate. This must be done for each term program. The following steps will aid you in your budgeting phase:

Step 1

List the cost of every item proposed, month by month. Remember your fixed expenses!

Rent (monthly)
Office supplies (monthly)
Conclaves or conventions
Leadership Training Conference attendance
Newspaper
Installation
Jurisdictional activities

Estimated costs on all the activities suggested by the committees will be listed in their reports. You will have to figure the expenses on all events which were not previously budgeted and add this to the total.

Step 2

List the income you expect from each event. Fund-raising, new members and other income such as interest on savings accounts should be included. The expense and income figures should be itemized and totaled on a term basis. Be certain that you have enough income to cover expenses.

Step 3

See if your budget balances and the Chapter can finance the program you have planned. If you do not have sufficient income for the program, you must do one of the following:

1. Increase your income, or
2. Decrease your expenses by substituting less expensive events or eliminating events entirely.

THE PROGRAM YEAR

Your program year — committed to a list like the "Typical Program of an Active Chapter" which appears in this section — becomes your program plan. It's the year-round plan of one of the most successful Chapters in DeMolay.

However, this is only a guideline. Your plan should reflect your Chapter's personality, needs and traditional observances. To help with planning, take a look at the following information on General Activity Ideas, and ideas related to Obligatory Days, the Cardinal Virtues, DeMolay Month and Week, Installations and Jurisdictional Activities.

GENERAL ACTIVITY IDEAS

Fund-Raising Ideas

Take a look at the following fund-raising ideas. Then have fun and be creative!

The back-to-school dance is just one of several types of dances that can be held with an admission charge.

Food sales are always popular. Many Chapters have a perpetual aluminum can drive going on where special containers are placed at strategic points (by apartment buildings or on street corners) where cans may be deposited regularly.

A Waiters' Club has been a successful event for some Chapters. It is also an excellent means of obtaining favorable publicity for the Chapter. The group serves local dinners. A uniform of some type is usually worn (dark trousers, white shirt, black bow tie, and short waiter's coat which has a DeMolay emblem on it).

Here are some ideas that Chapters have turned into successful fund-raisers:

Rummage sales
Booths at the county fair
Recycling drives (newspaper, aluminum cans, glass)
Back-to-school dances
Sales of candy, fruit cakes, citrus fruits, nuts, other foods and bake sales (check health laws)
Candy sales (Christmas, peanut brittle and nuts)
Serving dinners
Chili, spaghetti or hamburger suppers
Light bulb sales
Concerts
Magazine subscription sales
Sales of Christmas trees, wreaths, decorations, cards or wrappings
Sales of all-occasion cards, personalized stationery, paper napkins
Scrap metal drives
Circuses
Auctions
Sales of calendars, clothes, brushes
Car washes
Business guides

Civic and Other Activity Ideas

Some suggested civic or community activities include:

1. Sponsor a blood drive.
2. Aid in Fund drive for some charity campaign.
3. Have an auto or boating safety booth at the county fair.
4. Build or help maintain a public playground (repair, paint and clean up).
5. Place a safe-driving exhibit at some prominent place in school.
6. Help in a "Get-out-the-Vote" campaign. Hand out a flyer that looks like this:

Exercise Your Right to Vote
_____Chapter
Order of DeMolay

7. Set up a refreshment stand at a rest stop on a major highway during a holiday weekend.
8. Conduct a traffic safety drive.
9. Take down campaign posters after an election.
10. Plant trees in some park, school or other public grounds. Plant memorial trees.
11. Aid in city beautification (through cleaning up, painting, repair or planting flowers).
12. Purchase a needed piece of equipment for a local hospital.
13. Put on special holiday programs at Masonic homes, hospitals, rest homes or children's centers.
14. Collect clothes, magazines and books for distribution to the needy in different places.
15. Adopt a bed at a cerebral palsy center or similar place and provide the occupant with special gifts on holidays.
16. Volunteer help to the Red Cross or civic authorities in time of disaster (fire, flood, storm, tornado, civil defense, searches).
17. Give baskets of food, clothing and presents to needy families (at Thanksgiving, Christmas, Easter, and any other time they are needed).
18. Collect furniture, food and clothes for a family whose home has burned.
19. Contribute athletic equipment or other aid to local youth groups.
20. Sponsor children's sports teams.
21. Provide ushers or parade guards at public events.
22. Distribute drug education material.
23. Provide volunteer help at a local hospital.
24. Provide outings for underprivileged or mentally or physically handicapped children.
25. Sponsor a discussion or forum on teen suicide or alcohol and drug abuse.

Public Relations Activity Ideas

Some suggested ways to impress young men with DeMolay are:

1. Have a special meeting or buddy night for prospective members.
2. Invite a selected group of non-DeMolays to some of the Chapter's social functions.
3. Invite non-DeMolays to all open ceremonies.
4. Wear your DeMolay pin, DeMolay T-shirts and other DeMolay-specific items as often as possible.
5. Issue press releases to local papers with photographs of any of the Chapter's service, athletic and social activities.

The following are some public relations activities for the Chapter to help relations with parents:

1. Father-son breakfasts or dinners.
2. Parent-son breakfasts or dinners.
3. Family potluck dinners and picnics.
4. Mother's and Father's Day events.
5. Certificate of Appreciation to mothers or parents.
6. Invitations to all open ceremonies and activities.
7. Sending official "Thank You Notes" after some service has been done for the Chapter.

Masonic Service Activity Ideas

1. Conduct an annual membership class named for the presiding officer of your Chapter's sponsoring body and/or a class in honor of the Grand Master of the Grand Lodge or other grand body.
2. Hold a Masonic or sponsor's night in honor of the sponsoring body. One or both degrees should also be conferred in this case. (Oftentimes, suggestions 1 and 2 are combined.)
3. Hold a joint DeMolay-Masonic religious service.
4. Send special invitations to sponsoring body officers and members to attend Chapter meetings and other functions (including dances, Chevalier investitures, etc.)
5. Usher or provide other services at Masonic functions.
6. Offer aid in civic or charitable services being conducted by Masons, like a contribution to the Masonic Home.
7. Recognize any Masons attending Chapter meetings or other functions.
8. Ask permission to exemplify degree work, or some other DeMolay program, at Masonic meetings.

Advisors can contribute a lot to good Masonic relations by:

1. Visiting their Masonic organizations frequently.
2. Mentioning DeMolay often at Masonic meetings.
3. Informing the Masonic brethren about the principles and value of DeMolay by giving concrete examples of accomplished deeds.
4. Helping the Chapter obtain outstanding Masonic leaders for speakers, visitations, etc.

Senior DeMolay Night Activity Ideas

A Senior DeMolay Night promotes interest and enthusiasm on the part of Senior DeMolays. It also promotes a spirit of appreciation among Active DeMolays. And it's a great way to get Senior DeMolays

and Past Master Councilors involved with the Chapter.

Plan this program at least six months in advance to assure good attendance by Senior DeMolays. Choose an appropriate date — perhaps a date that coincides with the Chapter's anniversary or — or a date convenient to the Chapter in October. Be sure to coordinate this with your local DeMolay Alumni Association.

The following suggestions will help you establish a plan for a Senior DeMolay or Alumni Night in your locality:

1. Search Chapter records. Locate Senior DeMolays through every possible resource.
2. Prepare a history of your Chapter from its beginning, emphasizing the activities of Senior DeMolays — especially those who will be present for the occasion.
3. Plan your program so that it has plenty of energy, similar to the festive mood associated with high school, college or university homecomings.
4. Prepare publicity for local newspapers, radio and television stations, giving detailed reports on Senior DeMolays to be honored.
5. Prepare a special letter of invitation to each Senior DeMolay. Make the letter brief but appealing. When a Senior DeMolay sends his regrets, read his letter to those in attendance if appropriate. DO NOT LIMIT your invitations to former members of your local Chapter. Include others in the community who were DeMolays in other Chapters.
6. The program may be a dinner meeting, a special open meeting, an initiation dedicated to the Senior DeMolays as a group, or in honor of an outstanding Senior DeMolay.
7. If you plan a dinner meeting, seat each Senior DeMolay with an active DeMolay. Make everyone feel welcome. Ask them to tell about their accomplishments through the years, including their occupation. If the program is in the form of an initiation, a group of Senior DeMolays may be asked to exemplify either or both degrees with the approval of the Advisory Council.
8. Make a special effort to recognize any 10- 25- 50- or more, year DeMolays. Request certificates and pins from the DeMolay and More Store and present them at this event.

Chapter Anniversary Ideas

It's important to observe Chapter anniversaries in some special way. Often this event can be held in conjunction with Senior DeMolay or an Alumni Homecoming Night.

Initiations, banquets and dances also are popular events to help commemorate the Chapter's institution. Make a special effort to have the Chapter history printed in local newspapers, and try to list names of Senior DeMolays who are now prominent citizens in the community.

Chapters always are coming up with good anniversary ideas, such as weekend trips, a fishing derby, checkers or chess tournaments, or video presentations. It is particularly important that Chapter activities be timely and up-to-date. And they will be when Chapter members plan them.

Career Guidance Activity Ideas

As you plan the rest of your Chapter's activities, schedule a career guidance program into the master plan. Begin by asking the Advisory Council to organize a Career Education Committee. Members of this committee should include leaders in the local business community who are willing to lend their experience, advice and guidance to Chapter members. They can be very helpful, but respect their time.

Career Guidance Programs get positive results when they are well-organized. By having a diversified program, members will participate in this important aspect of their lives. Some ideas for programs include:

1. Inviting a speaker to discuss his career.
2. Showing a videotape or film about a particular career, or
3. Visiting an office or a college campus.

Don't limit your Chapter's opportunities! Have a variety of topics because no one knows where anyone will wind up. At the end of every session, try to have a round table discussion about the program to find out how members enjoyed the activity.

Drama and Speech Club Activity Ideas

Drama Clubs provide skits, one-act plays and major plays to entertain members or parents, as well as raise money for projects. Short programs also can be presented to civic groups.

Speech Club activities include youth speakers' bureaus, debate groups, and oratorical contests. Special debate programs can be presented at meetings of civic groups.

Social Activity Ideas

Dances will be the most common social activity planned by the Chapter. Using specific themes stimulates interest and involvement. Here are a few ideas:

1. **Food dance**: every member bring a food item to be placed in a basket for needy families.
2. **Pigskin prom**: given during football season with appropriate decorations.
3. **Halloween dance**: everyone comes in costume with the usual Halloween games and contests.
4. **Music video**: everyone brings their favorite music videos.
5. **Air band contests or lip synch contests.**
6. **Star look-alikes**: where everyone dresses up like a favorite TV or movie star.

A Chapter can hold many different kinds of parties with or without dates. Some of these are a backwards party (with invitations, costumes, stunts and refreshments done backwards). Progressive game parties, theater parties, skating parties and beach parties are also popular.

Parties can be held just for DeMolay members, or with the members' fathers attending. These can feature father-son athletic competitions or action-adventure movies.

The range of social events is limited only by your imagination. Here are more examples:

hayride	hot dog roast	fish fry
treasure hunt	ice cream social	picnic
Halloween party	hike	barbecue
steak fry	carnival	sleigh ride
Hawaiian luau	theme dance	pie throw

OBLIGATORY DAYS

The International Supreme Council Statutes state: "The following days are fixed as special ceremonial days, and their observance is **obligatory** for all members of DeMolay unless prevented by unavoidable circumstances." Seven such days are listed: Devotional Day, Patriots' Day, DeMolay Day of Comfort, Educational Day, Parents' Day, My Government Day, and Frank S. Land Memorial Day.

Sometimes an Executive Officer will establish a different month or day for an obligatory observance, so it will fit better into local and jurisdictional customs. This is permissible under ISC Statutes. The following are descriptions of each Obligatory Day with suggestions for related activities.

Devotional Day

On the Sunday nearest to March 18, it is the duty of Chapter members to attend church or synagogue/ temple as a group at which a special service has been arranged. The religious creed of a DeMolay is his own, and he is encouraged to follow its teachings. Experience shows that many clergy enthusiastically cooperate with DeMolay in arranging a program suitable for this day.

The sponsoring body may appreciate being invited to participate in the observance. For example, DeMolays and Masons might meet at the Masonic Temple or another convenient place and proceed in a body to the church. The Chaplain is usually in charge of the arrangements for this observance:

1. The services could be conducted either wholly or partially by DeMolay officers, with DeMolay talent furnishing the music, such as a quartet or soloists.
2. In the event of an evening meeting, use the Nine o'clock Interpolation.
3. Ask a minister to build a service around the Seven Cardinal Virtues of DeMolay.
4. If a participating DeMolay is preparing for the ministry, try to arrange for him to provide the sermon or a short address on "The Principles and Teachings of DeMolay."

Patriots' Day

On a day convenient to the Chapter during February, each Chapter should arrange a special Patriots' Day meeting featuring the nation's great patriotic events and the great patriots who participated in them. The Standard Bearer usually directs this observance. Other suggestions include:

1. Having a local historian or someone from the public library speak on the topic at the Patriots' Day meeting.
2. Having Chapter members present short talks on famous patriots who were Masons at a sponsoring body event.
3. Sending "care packages" to Chapter members serving as today's patriots in the armed services.
4. Having the Seventh Preceptor get a film or video documentary on patriotism to show at the meeting.

Day of Comfort

This special day should be held during the Thanksgiving-Christmas season on a day convenient to the Chapter. On DeMolay's Day of Comfort, every member of DeMolay should make an effort to visit the sick and carry words of comfort to those who are

confined. Don't limit this activity to visiting just friends, but extend it to everyone — especially those who may not have friends. The Almoner should be responsible for planning this observance.

As part of your Day of Comfort observance, it is strongly recommended that your Chapter hold a fund-raising event to aid the less fortunate. Other suggestions include:

1. Preparing food baskets for the needy.
2. Adopting a family in need at Christmas and sponsoring their entire holiday celebration — complete with tree, lights, dinner, presents, Santa, etc.
3. Singing Christmas carols at a home for the aged.
4. Holding a canned food or clothing drive and donating these items to a local "families in need" type of agency.

Educational Day

On Educational Day, a day convenient to the Chapter, it's the duty of each Chapter to arrange a program emphasizing the value of an education, and the fact that we see the public schools as a particular bulwark of our liberty. The public schools are considered the foundation of democracy. The Junior and Senior Stewards may be assigned to make the plans for this day, such as:

1. Arrange with the Superintendent of Schools to take a definite part in National Education Week.
2. Arrange a talk by a prominent educator to discuss the importance of education in modern society.
3. Hold a Teacher's Night — perhaps a dinner early in the school year for the principal, and some junior and senior high school teachers. This event will foster understanding and cooperation between these important educators and DeMolay members. The Advisory Council should invite the superintendent and principal. Teachers should receive an invitation signed by DeMolays in their classes. In small high schools, all teachers may be included.

Parents' Day

Because the home and love of parents are essential to building good citizens, DeMolays should give special emphasis to Parents' Day, which is observed on a day between May 1 and June 21. It's the duty of every DeMolay to give to his parents some memento or perform some act that shows appreciation for all that his parents have done and are doing for him. It's also the duty of each Chapter to invite parents to a special meeting where they are suitably recognized. The observance of Parents' Day is often under the direction of the Preceptors who might:

1. Arrange an afternoon program, with a short address, and present a flower to parents who attend. Make a concerted effort to see that the parents of DeMolays and prospective members are present.
2. Hold a party to bring the parents of all members together informally. Have a committee of DeMolays act as hosts. Take care to make introductions so guests will enjoy the informal gathering. In small Chapters, the party might be held in a DeMolay's home.
3. Arrange for an evening event with dinner and music by Chapter groups or individuals. The program might include a welcome by the Master Councilor, comments by the Chapter Advisor or a member of the Advisory Council, and a presentation of merit bars or other awards.
4. Arrange for a special Mother's Day event where the flower talk might be performed.

My Government Day

Observed during the month of July, My Government Day is designed to explain the government of the country, state, province or community in which the Chapter is located. The Orator and the Marshal may be in charge of plans like these:

1. Ask a qualified speaker to talk on the operation of government.
2. Arrange spending the day with city or county officials.
3. Tour the city hall and attend a city council meeting.
4. Recognize a government official, and present him or her with a plaque or certificate.

Frank S. Land Memorial Day

Schedule a convenient day near November 8, the day on which our founder died, to memorialize and pay tribute to Frank S. Land, Founder of the Order of DeMolay. On this day, Chapters are encouraged to carry out a special fund-raising effort and donate the proceeds to a Masonic or DeMolay charity. Other activities might include:

1. A special memorial service for Dad Land and any members, Advisors, parents or friends of DeMolay who passed away in the past year.
2. A fund-raiser with monies going to the Frank S. Land Scholarship Fund or some other worthwhile cause.

3. A special initiation and DeMolay Degree with a class of candidates in honor of Dad Land.
4. Make presentations of "Hi, Dad!" to local school and public libraries, members and Advisors, Senior DeMolays and others.

DeMOLAY MONTH/DeMOLAY WEEK AND ACTIVITIES IN SUPPORT OF OUR CARDINAL VIRTUES

DeMolay Chapters around the world celebrate the month of March as International DeMolay month. International DeMolay Week is the week which includes March 18, the official anniversary date of the founding of DeMolay. DeMolay week runs from Sunday to the following Sunday.

DeMolay Month and particularly DeMolay Week is a time when Chapters all across the country and around the world celebrate our brotherhood and the feeling that comes from belonging to such a unique and special fraternity. It is a time when all Chapters and members should do their very best to publicize DeMolay in every way possible. It is a time to share the fraternity with others by holding special degree classes in honor of ourselves.

DeMolay Month and Week are the single most important public relations opportunities of the year. Therefore, many of your activities should be aimed at catching the attention of the general public.

To assist you in your DeMolay Month and DeMolay Week efforts, the Service and Leadership Center often provides a DeMolay Month/Week packet to your Chapter Advisor well in advance of March so you can plan ahead for activity and public relations success. These DeMolay Month/Week packets contain a list of suggested activities and a public relations and membership recruitment flyer from the DeMolay and More Store.

Each Chapter should try to obtain a civic proclamation declaring or proclaiming knowledge and recognition of DeMolay Month and Week. Proclamations are readily given out to DeMolay groups by town mayors, city and county councils, city administrators, chambers of commerce and other official agencies or individuals at all levels of government. DeMolay jurisdictions usually seek to have a proclamation signed by the state governor. Contact your state or jurisdiction Master Councilor or your Executive Officer to see what plans they have at that level.

ORGANIZING DeMOLAY MONTH/WEEK ACTIVITIES

DeMolay Month and DeMolay Week activities are held in celebration of our fraternity and our Seven Cardinal Virtues. An event or activity should be scheduled to celebrate each virtue:

- Filial love (love of parents)
- Reverence for sacred things
- Courtesy
- Comradeship
- Fidelity (faithfulness)
- Cleanness, and
- Patriotism

Traditionally, Chapters have held events on every day of DeMolay Week. However, in our fast-paced world where things are continually eating away at our time, Chapters may spread out their activities over the entire month of March.

To have a successful DeMolay Month/Week, you should begin planning at least three to four months in advance, and have plans completed by your first meeting in February. Take a look at the list of "101 DeMolay Month/Week Activities" list for suggestions.

Some of the steps in the DeMolay Month/DeMolay Week planning process include:

1. Organize a committee. This committee generally is composed of the Councilors, a DeMolay Week/Month chairman, a public relations or publicity chairman, the Chapter Advisor and any other DeMolay adult workers who may

serve in some special capacity or have some special talent to bring to the committee.

2. Complete the plan and put it in writing. Then distribute it to all Chapter members and DeMolay adults.
3. Order any promotional materials from the DeMolay and More Store in early February to assure delivery well in advance of the date needed.
4. Distribute a copy of your plans to the news media about three weeks prior to DeMolay Month/Week. Your detailed plans will allow them to select the activities which will have the greatest news value to them (i.e., a meeting with the city council, the mayor, etc.). Then invite media representatives to attend any public functions they deem newsworthy, and arrange for photo or video session time whenever possible.
5. Obtain a proclamation early enough to meet local newspaper deadlines to increase the chance of getting a story and photo.

101 DeMOLAY MONTH/WEEK ACTIVITIES

(In Celebration of Our Cardinal Virtues)

Filial Love

1. Perform the Flower Talk.
2. Host a dinner for parents.
3. Hold a special meeting to honor parents.
4. Have a DeMolay "Parent of the Year" banquet.
5. Use certificates available from the DeMolay and More Store to recognize parents.
6. Hold a free car wash for parents.
7. Have a father and son breakfast.
8. Tell your parents how important they are to you.
9. Sponsor a special tour for parents to a local art museum.
10. Take the time to get to know your parents better.
11. Have the Chapter raise funds to take parents out on the town (dinner, theater, etc.)
12. Hold a babysitting/child care night for younger brothers and sisters. This will allow for a "Parents' Night Out."
13. Clean your house.
14. Plan and execute a DeMolay family activity (picnic, tour, etc.)

Reverence for Sacred Things

15. Attend church as a Chapter.
16. Donate time to a local church, temple or synagogue.
17. Provide DeMolay church bulletins, covers or inserts to local houses of worship, along with "DeMolay in a Nutshell" brochures.
18. Invite a local clergyman to speak at a Chapter meeting.
19. Provide transportation for elderly people to the church of their choice.
20. Hold a discussion on the merits of differing beliefs.
21. Provide refreshments after a local service.
22. Ask a local clergyman to deliver a sermon based on the Seven Cardinal Virtues of DeMolay.
23. Take it upon yourself to learn something about another culture or religion and report back to the Chapter.
24. Donate time, food or clothing to a local mission for the needy.
25. Act as ushers for church.
26. Form a DeMolay/Rainbow Girls/Job's Daughters choir to sing at church.
27. Purchase flowers for a Sunday church service.
28. Have a DeMolay read a selected passage at a local worship service.

Courtesy

29. Have a guest speaker attend a meeting and speak on good manners.
30. Hold a dinner to thank your sponsoring body.
31. Strive to improve your own personal manners.
32. Visit a retirement center or senior citizen home.
33. Do something nice for your Advisors.
34. Sponsor a free auto safety inspection at school.
35. Work toward improving Masonic relations in your Temple.
36. Tell your friends and family how important they are to you.
37. Offer assistance to another service group and their charity.
38. Prepare and present a class on "Good Manners" to a local elementary school.
39. Hold a canned food drive.
40. Hold a prospect party to recruit help for the Adult Leadership Team.
41. Help a small Chapter plan a prospect party.
42. Send corsages and boutonnieres to teachers with a "DeMolay in a Nutshell" brochure and a "Thank You."

Comradeship

43. Hold a Brotherhood Dance and invite other Chapters.
44. Host a Brotherhood Weekend and go camping.
45. Help another Chapter put on Degrees.

46. Take yourselves to the movies.
47. Have an Honors and Awards Night.
48. Host a "Templewide" Dance to celebrate the comradeship of the Masonic family.
49. Organize a skating party.
50. Go bowling as a Chapter.
51. Host a "lock-in."
52. Visit another Chapter.
53. Give DeMolay and More Store gift certificates.
54. Write to a Chapter in another state or country.
55. Host a Senior DeMolay and Alumni party.
56. Learn more about DeMolay by signing up to take the Leadership Correspondence Course.
57. Tell someone about the Brotherhood we share in DeMolay.

Fidelity

58. Hold a special class of Degrees.
59. Perform a ceremony for your sponsoring body.
60. Hold a round table discussion on what our Virtues mean.
61. Have the current Chapter officers and members raise money and donate a new banner, Bible or something else to the future members of the Chapter!
62. Invite Senior DeMolays and Alumni to perform the DeMolay Degree.
63. Host a Past Master Councilor Night.
64. Review and refresh yourself in the proficiency of your Obligations.
65. Get a local government official to proclaim DeMolay Month/Week.
66. Bring in a new member.
67. Publicize DeMolay at every opportunity.
68. Have the Chapter participate in a fundraising event to benefit and support the operations of the DeMolay International Service and Leadership Center.
69. Donate a copy of Hi, Dad! to a local library.
70. Hold a fund-raiser for the Chapter.
71. Set up a DeMolay information booth at a mall.
72. Learn a public ceremony, such as the Flower Talk, Ceremony of Light, etc.

Cleanness

73. Scrub the Masonic Temple from top to bottom.
74. Clean a city park.
75. Have all Chapter members wear shirts and ties to school one day.
76. Clean your room!
77. Provide for the upkeep, cleaning and repair of the Chapter robes, altar cloth, etc.
78. Work in your yard.
79. Offer to clean up after a Lodge function.
80. Adopt a highway!
81. Wash city police cars or fire trucks.
82. If need be, keep your language in check.
83. Start a recycling program at school.
84. Plant a tree for the environment.
85. Offer to do yard work for an elderly person.
86. Hold an environmental awareness day at school.

Patriotism

87. Present an "Outstanding Citizen" certificate available from the DeMolay and More Store.
88. Donate one or more flags.
89. Hold a memorial service.
90. Ask your mayor or other government official to speak at a meeting.
91. Clean a veterans' cemetery.
92. Personally read a book about one or more of America's patriots.
93. Visit a veterans' hospital.
94. "Take over" city government for a day.
95. Host a government awareness day at school.
96. Recognize a local veterans' group.
97. Have a military speaker at your chapter.
98. Have a member sing or play the National Anthem at a sporting event.
99. Write to members of the Chapter who may be serving in the armed forces.
100. Present the "colors" at a local high school basketball game or other sporting event.
101. Visit your state capitol.

INSTALLATIONS

OPEN INSTALLATION

An Open Installation ceremony is an occasion when the people of the community have an opportunity to observe DeMolay and form opinions concerning the Order and a particular Chapter. For this reason, every effort should be made to have the ceremony well-planned so all events will take place smoothly to the best advantage of the Order.

INSTALLING OFFICERS

The installing officers should be selected well enough ahead of time so they will have adequate time to prepare for the event. Be sure all arrangements are understood concerning the order of events on the program before the night of the installation.

OFFICERS TO BE INSTALLED

Ensure that all new officers are well informed about what to do, where to be and when, as well as on their

parts in the installation. Have some substitutes available in case an officer should become ill the night of the installation. Empty officer chairs will leave a bad impression.

Program

A printed or copied installation program should be furnished to all guests. The program should include a schedule of events, a list of the installing officers, a list of officers to be installed, and the names and titles of the Chapter Advisors. Also, list the sponsoring body and the name of the presiding officer.

If you have a Mothers'/Parents' Club or Adult Leadership Team, list the officers. Include the Chapter Sweetheart's name and any acknowledgements. Give special thanks or acknowledgement to the Executive Officer or his representative for the district.

MUSIC

Make an effort to have an organist or pianist provide music for the installation. Music adds a great deal to the effectiveness of the ceremony.

MOTHERS'/PARENTS' CLUBS OR ADULT LEADERSHIP TEAMS

Make advance plans with the Mothers'/Parents' Club or Adult Leadership Team members to provide suitable refreshments for a reception following the installation.

PUBLICITY

Consult Chapter 6 in this handbook about the best means of obtaining adequate publicity on the installation in local news media. Try to place a picture of the new officers in the local newspaper.

INVITATIONS

Often people can be persuaded to come for the installation by means of personal invitations. These can either be a printed card, a personal letter or a phone call. Personal invitations should be extended especially to Masonic leaders, civic officials and leaders, school superintendents and principals.

ENTERTAINMENT

Some type of program besides the actual installation should be included in the events of the evening. This can be musical or other entertainment, a reception, and/or a dance.

CHAPTER ROOM

Make sure the room is ready before the first guest arrives. It's normally a good idea to have the first guests sit as near the East (front) as possible so latecomers may be seated with minimum confusion. See that plenty of seats are available and instruct Chapter members to vacate their seats if there is not enough seating for guests.

INTRODUCTIONS

Introductions of guests are an important part of developing a favorable impression of DeMolay in the minds of people present. They should be carried out with speed and accuracy. Each jurisdiction may differ somewhat in the order of those to be introduced, but it is important that the Master Councilor be familiar with what will take place. The following are general categories of persons who should be recognized, either at their seat or by being conducted to the East.

1. Active DeMolays — Jurisdictional officers, district officers, officers from other Chapters.
2. DeMolay leaders — ISC Members, the Executive Officer, staff members, district deputies, governors, Advisors, Mothers' or Parents' Club officers.
3. Masonic dignitaries — Grand Master of the Grand Lodge, presiding officers of Masonic bodies and other visiting Masons.
4. Parents of principal Chapter officers.
5. Visiting dignitaries from Rainbow Girls and Job's Daughters.
6. Any other guests who should be recognized (mayor, school principal.)

OTHER CEREMONIES

An opportunity should never be lost to make presentations such as merit bars, certificates, Hats Off Awards, Blue Honor Keys and others before a gathering of the general public. Other items like the recognition pin, Chevalier, majority service and Legion of Honor ceremonies are adequately covered in the *Monitor of Ceremonies of the Order of DeMolay*. However, be mindful of the length of presentations.

The Monitor of Ceremonies has been published by the ISC to provide a convenient and accurate reference for all public ceremonies. Members and Advisors both are entitled to purchase copies of the Monitor.

The Monitor contains the following ceremonies: Visitation Ceremony (of the Executive Officer), Nine O'Clock Interpolation, Installation of Officers, Majority Service, Recognition Pin Presentation, Representative DeMolay Ceremony, Chevalier Degree, Legion of Honor, Memorial Service, Funeral Service, Flower Talk, Ceremony of Light, Cross of Honor Investiture and Installation of the Advisory Council.

INSTALLATION CHECKLIST

Preparing for the Installation

( ) Set a date.
( ) Choose a location.
( ) Do a budget.
( ) Select and invite participants.
( ) Plan refreshments and reception.
( ) Plan activity after installation.
( ) Rehearse officers
( ) Other _____
( ) Check equipment and robes.
( ) Order flowers.
( ) Select other ceremonies.
( ) Write and print program.
( ) Meet with Chapter Advisor and other Councilors.
( ) Rehearse installing team
( ) Send news release.

Installation Night

( ) Officers early.
( ) Room set up.
( ) Equipment out.
( ) Pictures.
( ) Greet special guests.
( ) Distribute flowers.
( ) Reserve seats.
( ) Other _____

Installation Ceremony

( ) Installing team enters.
( ) Opening.
( ) Actual Installation
( ) Introductions, presentations.
( ) Other _____
( ) Closing.

After the Installation

( ) Refreshments, reception.
( ) Clean up.
( ) Return paraphernalia.
( ) Write "Thank You's"
( ) News release and photo.
( ) PMC-MSA letter.
( ) Have a successful term!
( ) Other _____

JURISDICTIONAL ACTIVITIES

The programs planned on the jurisdictional level are very important for the growth of DeMolay. Remember that the Executive Officer is the authority for your jurisdiction and all plans for jurisdictional activities must be approved by him. Here are some jurisdictional activities your Chapter may become involved in:

Leadership Training Conferences

In the late 1920s and early 1930s, DeMolay Leadership Camps were very popular. In 1963, the ISC revived the Leadership Camp program and later renamed it the Leadership Training Conference (LTC) program. Today, this program of summer conferences, many of which go by different names, provides the highest quality leadership education available through DeMolay.

Leadership Training Conferences are designed in particular for young men above the minimum membership age. They offer each DeMolay a chance for real "hands on" experience.

Athletic events and brotherhood activities highlight the positive growth experience at each LTC. Every DeMolay should try to attend at least once!

Adult Volunteer and Advisor Workshops

Many jurisdictions have recognized the value of workshop programs for adults involved with DeMolay, as well, and are instituting them. No one plan will fit the needs of every jurisdiction exactly in an organization as widespread as DeMolay. DeMolay training and education are necessary to maintain active DeMolay Chapters which offer their members the best experience. Competent leaders in every jurisdiction can be utilized to train people locally.

The goal of a training program is to promote better Chapters and provide a full DeMolay experience for members and adults! The result is the increase of DeMolay know-how which, when put into action, will result in good, all-around Chapters. A secondary result nearly as important as the first, is that the leaders of the Chapters will get to know each other better, and positive relationships will develop between Chapters.

District Activities

District competitions may be held in order to select representatives for entry into jurisdictional competitions such as degrees and open ceremonies, oratorical contests, and athletic tournaments. These

competitions help increase the speed and efficiency of competitions held at jurisdictional conclaves.

Another district activity involves area Chapters working closely with the Executive Officer's district representatives in order to establish other DeMolay Chapters in or near communities that are large enough to support one.

Conclaves or Conventions

Jurisdictional conclaves or conventions are considered by many DeMolays to be the highlight of the DeMolay year. They are usually two to four day events held at varying locations around your state or jurisdiction, and almost always at a college campus or nice hotel so the facilities are excellent! Swimming pools, food, dances, competitions and fun highlight these special DeMolay activities. Plan on attending!

Miscellaneous Events

All types of DeMolay activities, such as joint initiations, social affairs, fund-raising projects and civic services, also are recommended to be carried out on a district and jurisdictional basis. The more Chapters united in a common task, the better the story you will have to present to newspapers, and radio and television stations. This, in turn, results in the general public being better informed about the Order of DeMolay.

CHAPTER THREE

Who Makes It Work

3

- The Officers of a Chapter
- Effective Adult Volunteers and Their Roles
- Executive Officers, the International Supreme Council and Its Structure

CHAPTER THREE
Who Makes It Work

You've heard it before. It takes teamwork to succeed . . . in the game, on the job and in life. No one can do everything all by himself. The same is true for your DeMolay Chapter. In fact, it takes more than one team of willing workers behind every successful Chapter — the members, the Chapter officers, a variety of adult volunteer groups, your Executive Officer and the International Supreme Council (ISC).

OFFICERS OF THE CHAPTER

Just as every DeMolay is in a position to learn to be a leader, every DeMolay Chapter needs leaders to function and prosper. Each Chapter has four elected officers — the Master Councilor, the Senior Councilor, the Junior Councilor and the Treasurer — who must work together to make the Chapter successful.

The first three are elected by the Chapter members for a term, usually six months, as stated in the Chapter's bylaws. The Treasurer is elected at the last election of the DeMolay year, and shall serve for the ensuing DeMolay year.

The Scribe is appointed by the Advisory Council. The Master Councilor appoints the remaining 18 officers who serve at his pleasure. These appointed officers are:

Senior Deacon	Junior Deacon
Senior Steward	Junior Steward
Chaplain	Almoner
Marshal	Standard Bearer
Orator	Seven Preceptors
Sentinel	Organist (optional)

To be elected to the office of Master Councilor, a member must have served as Senior Councilor or Junior Councilor, except when the Advisory Council believes that the best interests of the Order will be served by the election of another member. Naturally, this qualification for the office of Master Councilor does not hold true in the formation of a new Chapter. Each officer must be an active member of the Chapter. In some jurisdictions, officers must meet additional Chapter or jurisdictional requirements.

Unless otherwise directed by an Executive Officer, to be eligible to vote in an election or on regular Chapter business, or to hold an office, a member must have qualified for, and received, his Obligation Card. This means he must "prove up" or memorize his vows as a DeMolay.

Chapter elections are held using written ballots. The member receiving the majority of the ballots cast (not counting blank ballots) is the winner. Officers either must be installed at the same meeting at which they are elected or within 45 days of their election.

Since each office is a position of responsibility, absence by any officer from three consecutive Chapter meetings, without being excused by the Chairman of the Advisory Council, may result in that officer's dismissal.

Any officer may resign. The resignation of any officer also may be demanded, and his office made vacant, by a resolution of the Chapter adopted in proper form. A resolution of this nature must be made at one regular meeting, and considered and sustained by the affirmative vote of three-fourths of the members present at the next stated meeting. This action must be approved by the Executive Officer of the jurisdiction.

When a vacancy occurs in the office of Master Councilor or Senior Councilor, the next lower elective officer in order of rank, who is willing to accept the vacant office, automatically succeeds to it. If a vacancy in an elective office is not filled by automatic succession, a regular election must be held after the members have been given two weeks written notice. Other officer vacancies are filled by appointment.

THE MASTER COUNCILOR

The Master Councilor holds the same position as the president does in other organizations. He is the top-ranking youth leader of the Chapter. The members of the Chapter look to him as an example of leadership and character.

The Master Councilor must be enthusiastic and dedicated to the Order and to the Chapter. (You'll be surprised how much the members mirror the attitudes and actions of the Master Councilor.) He should be cheerful, fair, sympathetic and democratic in carrying out his job. He should show faith in the members to get the job done in an outstanding manner — and he must recognize them openly when they accomplish it.

It is very important that the Master Councilor involve all the members of the Chapter. Very often, asking the advice and help of a member can awaken an undiscovered interest and expose an unexpected talent.

The Master Councilor must always strive for excellence. To do this, he should know and understand each Chapter member. A good Master Councilor knows that each person is unique, and that each has his own interests and desires. To be effective, the Master Councilor must try to assign each individual a specific responsibility. He should also make an effort to let each member feel that he is important to the overall success, and the overall excellence, of the Chapter.

The Master Councilor's leadership challenges begin even before he is installed. They begin when he is required to outline a program of activities for his term. The program should contain specific events for the following:

- membership recruitment
- conferring of degrees
- social activities
- at least one fund-raising activity
- one civic service project
- visitations
- special activities (pay particular note of any Obligatory Days falling during the term).

Just as he helps members to set and achieve goals, the Master Councilor should set goals of his own. One of these should be to earn the Past Master Councilor's Meritorious Service Award (PMC-MSA). The PMC-MSA was designed by Dad Land to stimulate good planning and overall Chapter operating efficiency. This award gives the Master Councilor a good incentive to make his term successful. The award must be applied for by letter of intent, which must be sent to the Executive Officer, or his designated representative, within 10 days of the Master Councilor's installation. A standard letter for PMC-MSA application can be found in Chapter 9.

A well-organized Chapter will already have a general program outline for the entire DeMolay year. If this is the case, the Master Councilor simply needs to fill in the details to finalize the program for his term. All planning for the program should be worked out in cooperation with the other officers, the Chapter, the Advisors and any special committees.

Once formulated, the term program should be duplicated and distributed. If there is interest in computers within the Chapter, an ambitious Master Councilor could copy his calendar and program onto a disk for use in personal computers if programs are compatible or translatable.

The Master Councilor is only limited by his own imagination. But, no matter how he presents his program, the critical thing to remember is the importance of communicating effectively with the Chapter members. They can't be expected to participate if they don't know what's happening. The Master Councilor can make his term more successful — and his job a lot more fun — if he knows how to communicate!

An early task for the Master Councilor will be to select appointed officers. Personal feelings probably cannot be completely put aside, but the Master Councilor is responsible for placing the capabilities and qualities of each member ahead of any personal considerations. It will make the Master Councilor's job easier if he is working with self-starters rather than people who need to be pushed to do the job. The Chapter Advisor and other members of the Advisory Council can give valuable assistance in these selections.

The Master Councilor must also appoint the Membership, Entertainment, Auditing, Sick and Finance Committees. He can also appoint any other committees which he thinks are needed. A good policy is to have enough committees so that every Chapter member serves on at least one. The Master Councilor is an ex officio member of all committees, but he should let each one do its job and not try to take on the work himself.

The progress of each committee should be closely checked during its first few weeks. If the members are not doing their jobs, reassign the responsibilities.

The following are the specific duties the ISC expects Master Councilors to fulfill:

It is the duty of the Master Councilor to see that:

1. a. the Statutes are fully observed by the Chapter.
   b. accurate records are kept and just accounts rendered.
   c. all reports and remittances to the Supreme Council are made at the time required, and
   d. initiations are held at least once in his term of office.

2. He presides at meetings of the Chapter. If absent, the next ranking officer will preside.
3. He may call a special meeting of the Chapter, and must do so, if requested, pursuant to the provisions found in the Statutes.
4. He is required to appoint officers as set forth in the Statutes.
5. He is required to appoint standing committees and other special committees.
6. He ensures the observance of Obligatory Days during his term of office.
7. He performs all other duties appropriate to his office and those assigned to him by the Statutes, the bylaws of the Chapter, the Supreme Council or the Executive Officer of his jurisdiction.

In addition, the Master Councilor also should carry out the following responsibilities:

1. Maintain a cooperative relationship with all Advisors. They should be friendly and open with one another. The Master Councilor should remember that Advisors are available to aid and counsel him, not to do his work for him.
2. Motivate his Chapter to share DeMolay by recruiting new members. This is critical to the future of the Chapter and a real measurement of the success of the Master Councilor's term.
3. Attend all Chapter activities — social, service or others. Remember that the Master Councilor sets the example for all members.
4. Be thoroughly familiar with ISC Statutes and Chapter bylaws. See that they are fully observed.
5. Appoint investigating committees for membership applications and present their reports, along with the applications, in open meeting. This work should be spread around so all members will have an opportunity to serve on such a committee. At the same time, the Master Councilor must be firm in his requirements and be prepared to replace committee members if they are not reporting in a timely manner.
6. Have his portion of the Ritual committed to memory and ensure that all his officers do likewise.
7. Initiate, during his term, his pro-rata share of the Chapter's new member goal.
8. Present a planned program to Chapter members listing all dates and events scheduled for his term. Remember, this must be completed before installation if applying for the PMC-MSA.
9. Hold at least one social, civic and fund-raising activity during his term of office.
10. Be prepared to appear in public before different groups. When doing so, the Master Councilor should remember that he embodies the entire Order of DeMolay.

Upholding the laws and regulations of the Supreme Council and the Chapter is a duty that should not be passed over lightly. Each Master Councilor needs to take this part of the office seriously. His respect for these laws and regulations will be imitated by the members. On the other hand, if the Master Councilor flaunts a law or regulation, it becomes a bad example that other members are apt to imitate.

To preside successfully at meetings, *the Master Councilor must understand parliamentary procedure.* Parliamentary procedure serves two important purposes:

1. It serves as a fair and just method of transacting business and conducting meetings; and
2. It provides for the transaction of a maximum amount of business in a minimum amount of time.

Rules for parliamentary procedure can be found in *Robert's Rules of Order.* (This is a handy book to keep in the Chapter library.) But don't become bogged down with procedure. It's just a tool to help make your meetings more productive.

If the Chapter has an efficient and dependable Scribe, then the Master Councilor will not need to worry about reports or remittances to the Supreme Council. However, knowing when reports are due, and if they have been submitted, is just as important as the other duties of the Master Councilor. (This is especially true when it comes to promptly submitting Form 10s.)

Leadership is not a reward, it is an ongoing challenge! The Master Councilor of any Chapter must always remember that he is in a position of trust and responsibility.

An appeal on any decision of the Master Councilor may be taken to the Advisory Council which will make a ruling. A decision can be further appealed to the Executive Officer of the jurisdiction, then to the Grand Master of DeMolay and finally to the ISC.

THE SENIOR COUNCILOR

The Senior Councilor is the second in command of a Chapter. In most cases, the Senior Councilor is working toward the position of Master Councilor for the next term. ***A good Senior Councilor must be prepared, and ready at all times, to assume the duties and responsibilities of the Master Councilor if necessary.***

The Senior Councilor should take it on himself to support the Master Councilor to the fullest extent possible in all Chapter undertakings.

It is recommended that the Senior Councilor be delegated as the supervisor of one-half of the Chapter's committees. In this way, he can be a tremendous aid to the Master Councilor in seeing that all committees are functioning and performing their duties satisfactorily. This is an excellent means of acquainting the Senior Councilor with all facets of the Chapter's organization.

It is suggested that the Senior Councilor be responsible for fund-raising activities and encouraging members to attend meetings.

Since one key aspect of the Senior Councilor's duties is to plan for his term as Master Councilor, it is advisable for him to:

1. Attend a Leadership Training Conference during his term to prepare him for his duties as Master Councilor.
2. Plan to submit his PMC-MSA letter of intent within 10 days of his installation as Master Councilor.

THE JUNIOR COUNCILOR

The Junior Councilor is the third in command of a Chapter. He must be prepared to assume the duties and responsibilities of the Senior Councilor if necessary.

The Junior Councilor has clearly defined duties: assist with or take charge of the Chapter membership recruitment and member orientation programs and when appropriate to the situation, provide for the coaching of new initiates in their examination queries and answers. Naturally, the larger the Chapter, the more help the Junior Councilor will need to fulfill this duty.

Just as the Senior Councilor might supervise half of the Chapter's committees, the Junior Councilor might coordinate the other half of the committees.

It is strongly recommended that the Junior Councilor attend a Leadership Training Conference to prepare for his future responsibilities.

Also, as a senior officer of the Chapter, the Junior Councilor should help in every way to assist the Master Councilor.

THE TREASURER

In many Chapters, this position is combined with that of the Scribe.

As his title suggests, the primary function of the Treasurer is to keep an accurate account of all income and expenditures of the Chapter. Specifically, the ISC Statutes outline the following duties for the Treasurer:

1. The Treasurer shall keep an accurate account of all his receipts and payments, which shall show separately the funds belonging to the Chapter and the payments from Chapter funds, and those collected for and belonging to the ISC, and payments to the ISC.
2. He shall carefully prepare numbered vouchers and make payments only by checks, signed by the Treasurer or Master Councilor and countersigned by a member of the Advisory Council (or signed by himself and two members of the Advisory Council) after authorization at a regular business meeting of the Chapter. No payments should be made without Chapter authorization. However, funds belonging to the ISC do not require Chapter authorization.
3. He shall, at the last meeting of the DeMolay year, make a report of his official acts during the year.
4. At the expiration of his term of office he shall deliver all money and other property of the Chapter in his possession to his successor, or to such other persons as the Advisory Council may direct.
5. He shall perform all duties appropriate to his office, and those assigned to him by the Statutes, the bylaws of the Chapter, the ISC or the Executive Officer of his jurisdiction.

SCRIBE

The Scribe of a DeMolay Chapter is a vital member of its leadership team. The success of a Chapter will be greatly influenced by the conduct of the Scribe. He should realize not only the compliment that was paid to him in selecting him as Scribe, but also the importance of this responsibility.

The Scribe is appointed by the Advisory Council. Since the importance of the office is so great, the Advisory Council should take care to select a hard worker for this job. He should be accurate, dependable, and above all, a self-starter. He may be an active DeMolay or a Senior DeMolay. Sometimes, a member of the Advisory Council is selected to fill this post. When an active DeMolay is selected, a Scribe Advisor usually is also named to counsel the Scribe.

To assure a healthy succession of Scribes, many Chapters appoint a "Scribe-to-be" as an assistant Scribe so he can become thoroughly familiar with the duties and methods of the job. Attendance at a Leadership Training Conference is highly recommended.

The Scribe normally is appointed for a one-year term to coincide with the calendar year. A Scribe may be removed from office at any time by the Advisory Council for neglect or failure to carry out his duties promptly and accurately.

The Scribe keeps all the minutes, records, and financial information for the Chapter. To help him — and the Advisory Council — a uniform accounting system has been developed for all DeMolay Chapters. This system assists in maintaining an accurate record of finances and membership. The material for such a system is available from the DeMolay Service and Leadership Center.

This system contains:

- a Chapter account book in which to record receipts and payments.
- Scribe's and Treasurer's receipt books.
- monthly financial report blanks, and
- member's record sheets.

The member's record sheets provide spaces for a complete DeMolay history of each member. They are simple and easy to use, and contain spaces for membership information and initiation records, offices held, payments made, honors and awards, and dates of majority.

The system provides a readily-available reference on any member.

SPECIFIC DUTIES OF THE SCRIBE

Initiation — One of the most important duties of a Scribe is the proper reporting of new initiates to the Service and Leadership Center. All candidates receiving the Initiatory Degree must be reported to the DeMolay Service and Leadership Center on the standard Form 10. The ISC-required membership fee must be included for each new member listed on the Form 10. This membership fee provides the new initiate with lifetime membership in the International Order of DeMolay. He also receives a membership card and a copy of the *DeMolay Leader's Resource Guide.*

A member is not officially registered on ISC records until he has been reported on a Form 10. If both the Initiatory and DeMolay Degrees are not conferred at the same time, or within 10 days of one another, then the Initiatory Degree must be reported immediately on a Form 10, accompanied by the membership fee. When the DeMolay Degree is given at a later date, those candidates receiving it must be reported again on another Form 10.

The Form 10s come in triplicate. The original (on white paper) should be sent to the DeMolay Service and Leadership Center. The first copy (on yellow paper) is sent to the Executive Officer, and the third copy (on pink paper) is retained in the Chapter files.

A membership certificate will be issued to a member when the Scribe reports that he has received the DeMolay Degree. Members will not receive their patents if the Scribe has been negligent in reporting the conferring of the degrees. Form 10s are available without cost from the DeMolay Service and Leadership Center. All Scribes should be certain there is an adequate supply available at all times.

Chapter Rosters — Upon receipt of a Form 10 reporting a new initiate, the Service and Leadership Center provides the Chapter an updated Chapter Roster listing all current members and Advisors. Proper filing of these reports along with copies of Form 10s, Advisor registrations and other forms will help your Chapter have accurate and up-to-date records.

Senior Member Certificate — A form for ordering Senior DeMolay Certificates is available from the DeMolay Service and Leadership Center. These certificates are free. Use this form to order the majority certificates for all those who will reach 21 during the coming year. The certificate attests to the 21-year-old member's retirement in good standing from the Chapter.

If a certificate has not been ordered by the time the last order form is sent in, it can be requested by letter to the Service and Leadership Center.

If you have an Alumni Association in your area, try to involve them in a Majority Service, presenting the Majority Certificate to the new Senior DeMolays.

Mailing Addresses — The Scribe should also be alert to advise all DeMolays, honor men, Chevaliers, Senior DeMolays and others that it's important to keep the DeMolay Service and Leadership Center informed of address changes. Many Senior DeMolays lose touch with DeMolay because they forget to keep their addresses current and on file with the Service and Leadership Center.

All general correspondence with the Supreme Council should be addressed to:

DeMolay Service and Leadership Center
10200 North Executive Hills Blvd.
Kansas City, Missouri 64153

To speed a reply, please include the date, your name, your membership or Advisor identification number, your complete address and your Chapter name and location.

Officer's Certificate — Upon request and remittance of a nominal fee, a Scribe may order an Officer's Service Certificate.

Remittances — The Statutes provide that all purchases of books, supplies and other merchandise from the DeMolay Service and Leadership Center and the DeMolay and More Store may be sent only if the order is accompanied by full payment.

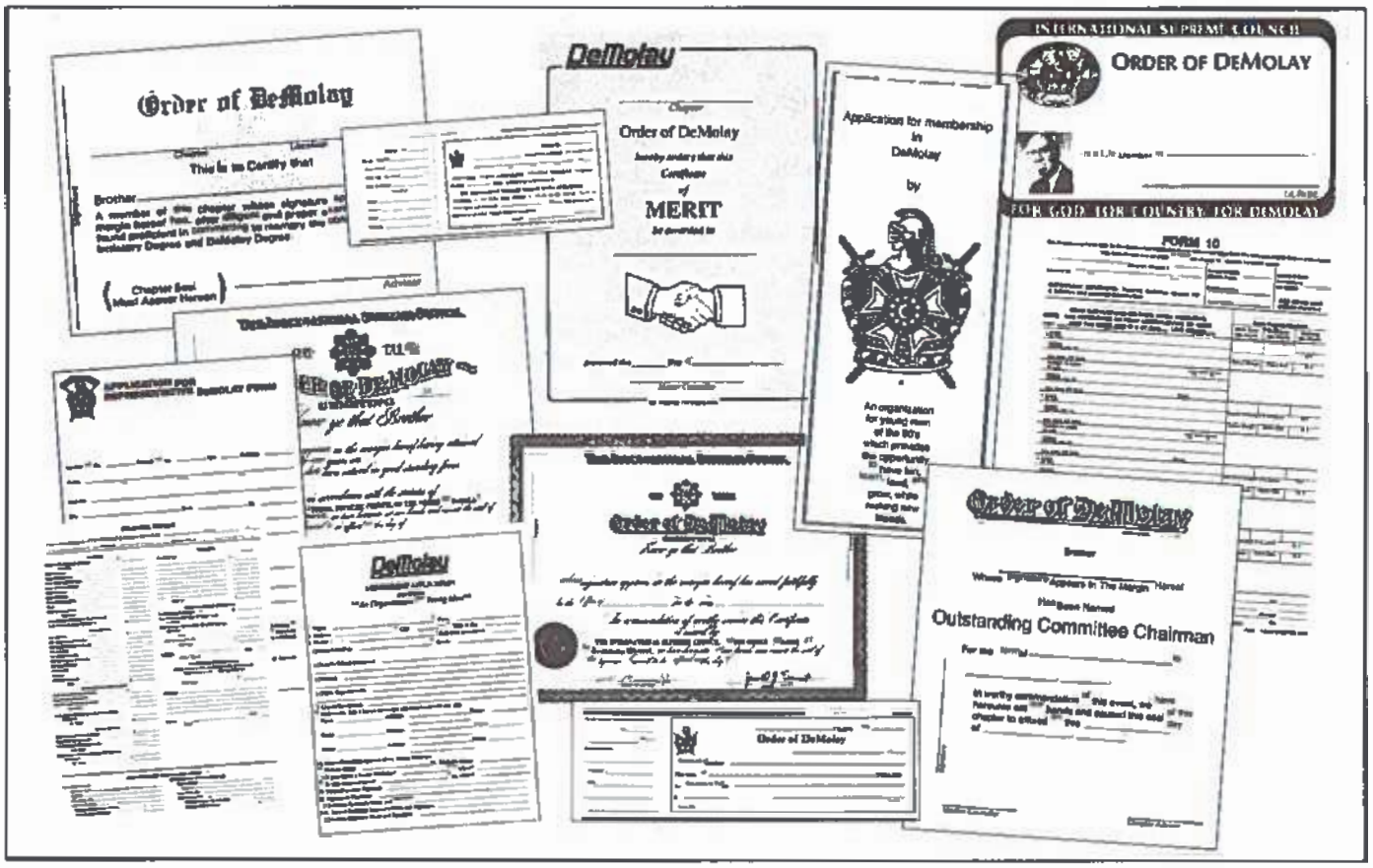
All checks and money orders should be made payable to the International Supreme Council of the Order of DeMolay or to the DeMolay and More Store, as appropriate. All should bear the name of the bank on which the check is drawn and have all required signatures. Currency should not be sent. VISA and MasterCard orders may be placed by calling toll free, 1-800-DEMOLAY.

Duplicate Certificates — The Scribe usually handles the task of ordering any duplicate cards, Senior DeMolay Certificates or membership patents from the Supreme Council for Chapter members. The member's name, his identification number, his Chapter and its location should be furnished along with the proper remittance for each one ordered, if there is a charge.

Minutes — The Scribe is responsible for keeping a complete and accurate record of the Chapter's business meetings. If possible, minutes should be typed. The minutes should include all essential matters brought before the Chapter, such as names of officers presiding, reports of committees, motions carried or lost, names of candidates elected or rejected, candidates receiving degrees, bills approved for payment and all other information which is of value or should be of record. Many Scribes are maintaining minutes on computer diskette for compact storage and record keeping. Scribes' minute books are available from the DeMolay and More store.

Inventory — The Statutes specify that the Scribe is responsible for keeping an accurate inventory of all Chapter property. A special inventory list is available from the Service and Leadership Center. The Scribe should make an inventory at least once each year and provide a report to the Advisory Council. Likewise, an inventory should be made at the conclusion of a Scribe's term of office, and the new Scribe should check to be sure he is not charged with property that has been lost or worn out. A Ritual Record Book also should be kept up to date.

Financial Reports — An important part of the Scribe's duties is connected with financial matters. He collects all Chapter dues and initiation fees, and must account for ISC money separate from Chapter money. Reports to the Advisory Council should show the



status of these funds. In like manner, the Scribe is responsible for seeing that all fees due the ISC are paid on time.

There are many benefits to requiring the Scribe to keep accurate financial records and make timely reports:

1. It will keep the Scribe's record of receipts and payments up to date.
2. It will insure that the Chapter treasury has the proper amount of money due to the ISC at all times.
3. It will simplify the preparation of reports, and help promote prompt return/submission.
4. It will enable the Advisory Council to compare income with the Chapter budget and, if necessary, make changes that will prevent the Chapter from going into debt.

Chapter Seal — Every Chapter should have a seal to use on official documents. It should be kept by the Scribe. Seals may be used by a Chapter whether it is operating under Letters Temporary or a Charter, after it has been instituted by the Executive Officer of the jurisdiction. The seal should bear the name and location of the Chapter, and the date of institution. Chapter seals may be ordered from the DeMolay and More Store.

Transfer and Affiliation — Another function of the Scribe is to handle the transfer of members to other Chapters and affiliation of members from other Chapters. Presently, a Transfer Certificate is needed to effect a transfer of membership from one DeMolay Chapter to another. These forms are available on request from the DeMolay Service and Leadership Center.

The Transfer Certificate is used by a member who wishes to maintain his membership in his Chapter until he has been elected to membership by another Chapter. This one-page form includes information on the member's degrees and the fees he has paid. The bottom portion of the certificate tears off, so it can be returned to the Chapter from which the member is transferring. The Scribe must be sure to complete the transfer or affiliation by reporting it to the Supreme Council on a Form 10 as a status change.

Miscellaneous — The Scribe should have a supply of Proficiency Cards on hand at all times. These cards should be issued to a member after he has received his degrees and has shown proficiency on his Obligations. The cards can be ordered from the DeMolay and More Store. A beautiful proficiency lapel pin is also available for order.

When the Chapter writes its bylaws (in accordance with the Statutes), the original copy should be kept by the Scribe with the other valuable papers of the Chapter. An accurate record of any changes or additions should also be kept.

Keep extra copies of the ISC Statutes on hand for use by Advisors and officers. (Remember, the Statutes may be revised annually.) Copies are obtainable from the DeMolay and More Store at a nominal cost.

Since the Scribe orders all supplies and awards for the Chapter, it is his responsibility to see that they are ordered in ample time for presentation. He should also see that all communications, especially those from the Supreme Council, are brought before the Chapter members to keep them interested and fully aware that they belong to an international organization.

Failure To Make Report — A Scribe who becomes lax and fails to make Form 10 reports on time should read the Statutes. They state that when any reports become three months delinquent, the Chapter will be temporarily suspended. After a Chapter has been temporarily suspended for three months, its Charter, or Letters Temporary, will be forfeited.

The Scribe's Calendar — The Scribe should develop a calendar or checklist indicating important "to do" items. Monthly responsibilities include issuing monthly financial reports, seeing that minutes of Chapter and Advisory Council meetings have been taken, and mailing Chapter meeting notices.

Other items to be included are making the Annual Financial Report, paying jurisdictional per-capita insurance, checking the Chapter inventory, seeing that membership and other awards are presented, verifying current Chapter Rosters and submitting the Annual Advisor registration.

Chapter Supplies — At all times, the Scribe should have all supplies that are essential to the efficient operation of the Chapter. The items listed below are those which are essential. Reorders should be made when the Chapter's stock is low, and not when the supply is exhausted. In the same manner, orders for awards should be made well in advance of planned presentation ceremonies.

1. Reports of Initiates (Form 10).
2. Applications for Representative DeMolay Award.
3. Mothers' and Parents' Club Certificates of Appreciation.
4. Senior DeMolay Certificates.
5. Miscellaneous certificates.
6. Membership Applications
7. Transfer Certificates.
8. Monthly Financial Reports.
9. Proficiency Cards.

10. Cash Receipts.
11. Ritual Receipts.
12. ISC Statutes.
13. DeMolay Leader's Resource Guide.
14. DeMolay Leader Pack.
15. Monitor of Ceremonies.
16. Ritual of Secret Work.

All supplies can be obtained from the DeMolay Service and Leadership Center and the DeMolay and More Store. - (Note: RD forms must be obtained from your Executive Officer or his representative.)

APPOINTED OFFICERS

As we mentioned, Chapters may have 18 officers who are appointed by the Master Councilor and serve at his pleasure. The Master Councilor should work with his Advisors to assign responsibilities to each of these officers. This will ensure their involvement in the Chapter activities and make them a part of its decisions. For example:

Almoner — Under the jurisdiction of the Master Councilor or the Advisory Council, the Almoner shall distribute the charity funds of the Chapter, as collected by passing the box of fraternal assistance at specific meetings of the Chapter as the Master Councilor directs. The amount collected shall be applied first to the relief of a distressed worthy member, or the relative of one, and if there be none, then to the relief of some needy deserving person or persons.

COMMITTEES

Each committee should represent a cross-section of the ages of the Chapter members in order to allow for a variety of ideas and thoughts. To be effective, each committee should meet at least once between Chapter meetings. In addition to the Senior Councilor and Junior Councilor, an Advisor should be assigned, if available, to assist each committee.

Committee reports in Chapter meetings should be brief. (Properly functioning committees are the secret to having short business meetings.) A good plan involves having committee members take turns in giving the committee's report instead of having the Chairman give it every time.

If a committee thoroughly examines all the pros and cons of any question or proposal, and has a complete report ready to give in the meeting, then the business portion of the meeting can be very brief. If a committee fails to carry out its duties, the Master Councilor should appoint a new committee.

The following committees are recommended for every Chapter. (The first five are required by ISC Statutes:)

1. ***Membership***
   a. At least three members and one Advisor.
   b. Organizes membership programs.
   c. Arranges programs for prospective members.
   d. Contacts candidates concerning degrees.
   e. Works with the Junior Councilor to handle the orientation of new members.
2. ***Entertainment***
   a. Five members.
   b. Arranges entertainment for such events as meetings, dinners, dances and public ceremonies.
3. ***Finance***
   a. Has a minimum of three members.
   b. Considers the income and financial obligations of the Chapter.
   c. Prepares and submits a budget to the Advisory Council. (This budget becomes effective when approved by the Advisory Council.)
   d. Works closely with fund-raising projects.
4. ***Auditing***
   a. Consists of three members and one Advisor.
   b. Examines the books of the Scribe and Treasurer and reports to the Advisory Council and Chapter at the next stated meeting.
5. ***Sick***
   a. Visits all sick Chapter members reported to the Scribe or in open Chapter.
   b. Reports the results of these visits.
   c. Makes recommendations that cards of good wishes or flowers be sent, as deemed appropriate.
6. ***Publicity and Chapter Newspaper***
   a. Handles all Chapter publicity.
   b. Publishes a regular Chapter newsletter or newspaper.
   c. Arranges visitations to other Chapters.
7. ***Obligatory Observances***
   a. Plans programs for the Chapter to observe all Obligatory Days.
8. ***Masonic Relations***
   a. Arranges to exemplify the degrees before Masonic groups.
   b. Looks for ways for the Chapter to be of service to the sponsoring body.
   c. Invites Masons to Chapter meetings and other functions.
9. ***Athletics***
   a. Organizes the Chapter athletic teams.
   b. Encourages competition with other Chapters.

c. Plans athletic events.
d. Insures that every member participates in some sport.

10. ***Civic Service***
    a. Plans all civic service projects undertaken by the Chapter.
11. ***Fund Raising***
    a. Plans and coordinates all fund-raising projects.
12. ***Education and Career Guidance***
    a. Obtains special speakers on career guidance.
    b. Arranges for trips and tours of vocational interest.
    c. Administers any scholarships given by the Chapter.
13. ***Awards***
    a. Promotes the earning of awards such as the Founder's Membership Award, Blue Honor Keys, merit bars, and Representative DeMolay Awards.
14. ***Leadership Training Conference***
    a. Encourages attendance by leaders and future leaders.
    b. Communicates conference dates to the members.
    c. Locates sponsors for those wishing to attend.
    d. Makes sure individual applicants complete all applications and submits them on time.
    e. Coordinates logistics of attendance.
15. ***Jurisdiction Programs***
    a. Coordinates with the Jurisdiction regarding upcoming events and communicates them to the members.
    b. Arranges for Chapter members to attend jurisdictional activities.

Another committee often used is an Executive Committee consisting of the principal officers and a few other Chapter members. This committee establishes Chapter policies and programs, with the approval of the Advisory Council.

DEMOLAY ACTIVITIES

DeMolay is well-known as an exciting and fun organization. DeMolay offers a variety of activities, depending upon the locale and Chapter preferences. The activities can usually be divided into:

1. Civic or community service.
2. Fund-raising.
3. Social.
4. Athletic.
5. Obligatory Days.
6. Others, such as ceremonies, newspaper, etc.
7. Jurisdictional activities.

All activities depend on the members for their vitality, and all offer you the opportunity to learn, share with others and express your leadership skills.

LEADERSHIP TRAINING OPPORTUNITIES

DeMolay offers a variety of opportunities to learn to be a better leader. While they are recommended for all active DeMolays, they are especially important to any Junior Councilor or Senior Councilor before they assume their responsibilities as Master Councilor.

EFFECTIVE ADULT VOLUNTEERS AND THEIR ROLES

At about 12 or13 years of age, young men begin to develop a desire to be responsible for their own actions. During the years that follow, a young man's friends usually will have more influence on him — good or bad — than his parents, ministers or teachers.

DeMolay serves a valuable function by providing an environment where young men can find both the independence and the fraternalism that they desire. A key part of this environment is the DeMolay adult worker. Competent and qualified adult volunteers are important to DeMolay —to give guidance, assistance and supervision to DeMolay members as they learn leadership skills and have fun with good friends.

DEMOLAY VOLUNTEERS MAKE THE DIFFERENCE

The strength and growth of any DeMolay Chapter can be traced directly to the strength and interest of each Chapter's adult volunteers. Without adequate adult guidance, a Chapter will too often flounder, and finally cease to function. At the same time, you and other young men in your Chapter must be allowed to make mistakes, so that you can learn together.

The DeMolay members must be involved in the decision-making process for the Chapter to be

successful. The effective adult volunteer knows that young men will be much more excited about supporting something which they help develop. The greater
the sense of ownership, the more involved and enthusiastic the Chapter members will be.

This perspective on the young men is a fundamental principle of the Order of DeMolay. It translates into statements like these:

1. Every DeMolay is unique.
2. Young men must be involved in decisions that affect them.
3. The organization must be flexible.
4. DeMolay offers many opportunities to learn and grow.
5. DeMolay is a youth-centered world.
6. DeMolays must take advantage of these opportunities.
7. Members must assume a major role in planning and carrying out actions.
8. Rewards and recognition are within everyone's reach.
9. DeMolays have responsibilities.
10. Happiness can be found in helping others.
11. DeMolay is an investment in the future.

Keeping the perspective on the young men will help adult leaders to understand that young people don't think of time, for example, in the same way that adults do. Appreciating this helps to understand why young men do not immediately see the "pay off" of many DeMolay activities. DeMolay adult workers should understand that they can't motivate young men. Motivation must come from within one's self.

QUALITIES WE LOOK FOR IN ADULT VOLUNTEERS

Some adults click in their relations with DeMolays. Others never seem to be effective. What makes the difference?

Over the years, we have found that the following qualities in an adult volunteer help to build the relationship that is needed for a successful Chapter:

1. Youth-oriented — young at heart, but not necessarily young in years.
2. Able and willing to communicate with young people.
3. Positive role model — whose way of life is consistent with the ideals and teachings of DeMolay. Although no one is perfect, all must recognize the influence adults have over the young people entrusted to them.
4. Resourceful and creative — able to help DeMolays acquire resources needed to achieve individual and Chapter goals, even though monies may be limited.
5. Challenging and inspiring — able to encourage young people to set higher goals, to help them understand that people who apply themselves are capable of improving.
6. Enthusiastic — spark the enthusiasm that exists in all young men, and infect them with enthusiasm for DeMolay and service to others.
7. Willing to learn as well as teach — Adults can learn much from young people if they take time to listen and seek understanding.
8. Team-oriented — willing and able to work effectively with others.
9. Consistent — Young people quickly detect inconsistency between words and actions.
10. Patient and understanding — "Practice makes perfect," and some people require more practice than others. Patience and encouragement, rather than anger and frustration, will motivate young men to "try again."
11. Trusting — able to project confidence in a young man's ability to "do the job" and conduct himself honorably.
12. Secure in job, finances, with time to invest.
13. Willing to share life experiences with the young men of DeMolay . . . or just "be there" to talk when needed.

Volunteers with prior DeMolay experience can make immediate contributions as members of the Advisory Council or Adult Leadership Team. However, a connection with DeMolay or the Masonic fraternity is not necessarily required. Chapters are willing to work with parents of DeMolays, teachers, community leaders and others who want to accept specific assignments. Any qualified adult who wants to work with young people can make a sizeable contribution to DeMolay.

Again, an adult volunteer is a role model for each DeMolay. . . and one of the best that he has today. They must remember the DeMolay's perspective: making sure that the model they give him is worthy of his imitation.

THE DEMOLAY ADULT RECRUITMENT PROGRAM

To assist DeMolay Chapters with adult recruitment, the Service and Leadership Center has a "DeMolay Adult Recruitment Program." This program provides Chapters with a professional, video-based sales tool to recruit and train the best volunteers possible to provide DeMolays with mature, experienced adult leadership.

The program offers an assortment of resources, including a Presentation Leader's Guide, adult recruitment booklets to hand out to prospective volunteers, an 18-minute "Invest in DeMolay" video and a set of transparency masters.

The aim of this program is to inspire qualified, caring adults to become members of a DeMolay Adult Leadership Team. To find out more about this program or to order the Adult Recruitment Program kit, call toll-free 1-800-DEMOLAY.

HOW ADULTS CAN GET ACTIVELY INVOLVED IN DEMOLAY

DeMolay International is committed to helping Chapters and jurisdictions recruit and train advisors and volunteers. The more qualified adults we recruit, the more young people we will be able to get involved in DeMolay Chapters. If someone you know, is not now working actively with a DeMolay Chapter and would like to, contact a local Chapter representative or call the Service and Leadership Center at (816) 891-8333.

Here are some ways adults can become involved with a DeMolay Chapter:

1. By attending an activity with the Chapter to become better acquainted with DeMolays and other members of the Adult Leadership Team.
2. By committing to one year of service. You'll be pleased to know that involvement in DeMolay is not a lifetime commitment.
3. By determining a specific duty that matches their interests. They will enjoy the DeMolay experience when assigned a job that is consistent with their background, training and interests. A list of typical volunteer positions follows below. Your Chapter may also have other needs for volunteers.
4. By completing a DeMolay Adult Worker Profile Form. This form is designed to show that all of our adults possess the qualities to work with young people.
5. By attending an orientation session for new Advisors and volunteers.
6. By participating in the DeMolay Advisor Development Program. This is a formal training program that prepares Advisors and volunteers to be effective in advising a DeMolay Chapter.
7. By asking to help.

The Adult Leadership Team should constantly review and evaluate its performance. Outstanding Advisors and volunteers will be invited to serve the Chapter an additional year.

All adult volunteers should take advantage of the opportunities to learn self-improvement and team-building skills that DeMolay continually provides. They help make a person a better and more effective team member.

TYPICAL ASSIGNMENTS OF DEMOLAY ADVISORS OR VOLUNTEERS

There are plenty of opportunities for service to go around. DeMolay tries to recruit enough qualified adult volunteers so tasks can be equitably divided. Chapters are successful when adult volunteers are involved and accept responsibility for assignments.

There are many important adult volunteer positions where special expertise is needed:

1. Chairman of the DeMolay Advisory Council.
2. Chapter Advisor.
3. Membership recruitment and retention.
4. Membership development and education.
5. Sports and athletics.
6. Community service.
7. Social and recreational.
8. Fraternal relations.
9. Fund-raising.
10. Awards and recognition.
11. Ceremonies.
12. Chapter administration.
13. Transportation.

Two of these positions are critical — Chairman of the Advisory Council and Chapter Advisor. The Chairman is responsible for recruiting and building a winning Adult Leadership Team —a team that supports Chapter Activities and works closely with members to achieve their personal goals. The importance of the Chapter Advisor cannot be overstated. This Advisor is responsible for attending all Chapter meetings and functions, and seeks help and cooperation from other members of the Adult Leadership Team when needed.

The typical positions we mentioned aren't the only areas where adults can share their expertise. In many cases, Chapters define additional areas of responsibility according to the nature of the activities in which the Chapter is involved.

The Adult Leadership Team

The ISC Statutes mandate that all Chapters have an Advisory Council with trained and registered Advisors. Although Adult Leadership Teams are not provided for by ISC Statutes, they broaden the base of support for DeMolay Chapters, expand the scope of communications and further involve parents and other qualified adults with DeMolay.

ADVISORY COUNCILS

Each DeMolay Chapter must have an Advisory Council consisting of three or more Master Masons in good standing. Senior DeMolays who are not Master Masons, but are recommended by the sponsoring organization, also are eligible to serve as members of an Advisory Council and may act in any capacity except that of Chairman.

Also, men who are not Masons or Senior DeMolays may serve on Advisory Councils, if recommended by a sponsoring organization and approved by an Executive Officer. Non-Masonic and Non-Senior DeMolay Advisors must successfully complete a DeMolay adult worker training program prior to Advisory Council appointment. Non-Masonic and Non-Sr. DeMolay Advisors may not act in the capacity of Chairman or Chapter Advisor. Non-Masonic and Non-Sr. DeMolay Advisors shall take a pledge of secrecy prescribed by the ISC. Non Masonic and non Senior-DeMolay advisors may visit tiled Chapter meetings and attend functions only within the jurisdictions of Executive Officers permitting such advisors.

Appointment and Registration of Advisory Councils

Advisory Council members may be recommended by the sponsoring body of the Chapter, but their appointment will be made by the Executive Officer of the jurisdiction.

The term of office is one year. No magic number of Advisors ensures success, but certainly exceeding the minimum of three required by the ISC will make things easier on all the Advisors. Regardless of the number of Advisors on the Council, the important thing is to see that the responsibilities and duties are divided. Everyone should share the load, and each should know his responsibilities.

An Executive Officer may appoint a person as a member of an Advisory Council only after reviewing the person's completed DeMolay Adult Worker Profile Form and reappoint after obtaining verification that the individual being re-appointed has completed the required DeMolay Adult Worker Training (DAD) Program.

The DeMolay Adult Worker Profile Form was designed to show that DeMolay's adult volunteers possess the qualities to work with and be responsible for young people who want to improve themselves.

The DeMolay Advisor Development (DAD) program is a formal training program that provides Advisors, members of the Adult Leadership Team and others with the "basics of DeMolay" and better prepares them to work with today's young people.

Every Advisory Council member must be registered each year on the Advisory Council Registration (ACR). All Advisors, including reappointed and new Advisors, should be listed on the form with correct mailing addresses and all required signatures. The Advisory Council Registration is approved with the Executive Officer's signature.

Advisory Council Registrations should be returned promptly. During the year, new Advisors should be reported to the Service and Leadership Center by using a Supplemental Advisory Council Registration form (Available on request from the DeMolay Service & Leadership Center.) The Executive Officer has the authority to remove any Advisory Council member who does not, or will not, perform his duties, with or without cause, if in his opinion, the good of the order will be served.

Each member of an Advisory council takes a vow of allegiance to the ISC and the Executive Officer. An optional ceremony is available for installing Advisory Council members and is located in the Monitor of Ceremonies.

Duties of the Advisory Council

The Advisory Council should meet at least once a month to carry out its duties, with a full record of the transactions at each meeting being made. The Advisory Council must govern the activities of a Chapter in accordance with ISC Statutes, and the orders or edicts of the Executive Officer.

An Advisory Council also has the power to remove any Chapter member from membership if the member is guilty of violating DeMolay law, is not of good morals or if his conduct is unworthy of a member of the Order of DeMolay. This power can be exercised only after notice of such action is sent to the Executive Officer of the jurisdiction and after regular charges are served on the member in question.

There are specific procedures which must be followed in such cases. The Statutes contain precise information on the procedures to be used. Due process and the rights of every individual must be respected.

The penal jurisdiction of an Advisory Council includes all members of its own Chapter wherever residing, and the members of any other Chapter if they reside closer to its place of meeting than to that of the Chapter in which they hold membership. In places where more than one Chapter exists, such Chapters shall have concurrent penal jurisdiction over all DeMolays who are not members of any of them. When a member has been suspended for cause, the Chapter to which he belongs has exclusive penal jurisdiction over him.

Any member of the Advisory Council who is present may exclude any DeMolay, Senior DeMolay, Master Mason, or any other person from a Chapter meeting or meetings, or from any other function held under the sponsorship or control of the Chapter, if the presence of the person is objectionable or detrimental to the peace and harmony of the Chapter or its members.

GENERAL RESPONSIBILITIES

The Advisory Council as a whole has certain responsibilities that it must carry out to become an effective unit. They are:

1. ***Organizes*** — Selects a Chairman and a Chapter Advisor and divides up the duties and responsibilities among the Council members.
2. ***Meets Monthly*** — And keeps records of all the meetings.
3. ***Provides Guidance to the Chapter*** — Helps the Chapter run itself; but does not run the Chapter.
4. ***Regulates the Chapter*** — Sees that the Chapter operates within the Statutes of the Supreme Council, and that all the policies and regulations of the Executive Officer are followed and enforced.
5. ***Checks the Chapter Budget*** — Keeps close scrutiny on the finances of the Chapter to ensure proper fiscal management.
6. ***Selects the Chapter Scribe*** — Sees that a responsible young man is selected to keep the Chapter minutes and other vital records essential to the healthy operation of the Chapter.
7. ***Secures Medical Release Forms*** — To allow for proper care in case of emergencies, the Council should obtain a medical release form from the parents of each member.
8. ***Oversees Insurance and Risk Management Program*** — Insures that all activities are safe. Makes sure that your Chapter has made its insurance payments to the Service and Leadership Center so that the Advisory Council is properly insured against liability or any other potential problem that may arise in the course of normal Chapter activities.
9. ***Insists on Growth and Expansion*** — Does not let the members lose sight of the need for a vigorous membership program, and sees that Chapter members participate in other ISC, jurisdictional and inter-Chapter activities

While these are general responsibilities of the Advisory Council, there are other specific duties and responsibilities to which every Advisor on the Council should adhere. These include:

1. Making an effort to attend as many Chapter and jurisdiction meetings and social activities as possible. Advisor's presence will instill a feeling of confidence among the members that they are truly interested in their work and that they are serious in purpose to help them.
2. Chaperoning parties, dances and other social activities of the Chapter.
3. Attending all Advisory Council meetings. All Advisors are an integral part of the successful operation of the Chapter.
4. Makes the members of the Chapter feel glad to be with them. The interest and friendship of an adult can be a precious thing to a young man.
5. Does not hesitate to fill any Advisor's position as needed. Even though they may be assigned some specific specialty that interests them more, they shouldn't hesitate to fill any other place needed in order to get the job done.
6. Keeps DeMolay visible in the Masonic community. Whenever and wherever they can, talks about DeMolay activities and reminds Masons of the important job being done to mold the character of the young men of DeMolay.

ADVISORY COUNCIL MEETINGS

The Chairman of the Advisory Council should call monthly Advisory Council meetings and conduct them in a businesslike manner for a threefold purpose:

First: The Advisory Council will be a role model for the Chapter. Each Advisor should set the example that he wants the members to emulate. A Chapter Advisor is in a difficult position when he encourages the DeMolays to hold businesslike meetings if the example set by the Advisory Council is poor. DeMolays frequently do as the Advisors do, rather than follow what they say. If your Council conducts important business in a haphazard fashion, then the Master Councilor naturally could assume he should follow the lead of his Advisors.

Second: An efficiently-managed Advisory Council is in a better position to attract new members. As with the DeMolay Chapter, potential members are attracted to the efficient, successful Council rather than to a second-rate Council with poor organization. Everyone wants to belong to a first-rate organization. A person who considers his time valuable would rather become associated with an efficient group of men who take their responsibilities seriously. Certainly the task

of working with young men as an Advisor must be considered a very serious responsibility. A man attending his first DeMolay Advisory Council meeting would like to find an effective team of Advisors who know what they are doing and who know how to work with a DeMolay Chapter.

Third: The efficiently run Advisory Council demands less of each member. A cooperative venture on the part of a dozen men, each knowing what the other is doing and each performing his task, is less demanding of an individual's leisure time than the one or two-man Council that tries to do everything. As the efficient Advisory Council attracts more men, it demands less of each man's time and energy. Efficiency results in savings, and many hands make lighter work for each.

Meetings should be held once each month on a regular date, so that the Advisors can reserve that time period in advance. Also, every Advisor should be sent a reminder notice (an inexpensive postcard sent by the Secretary of the Council will do the job), or receive phone call reminders.

To make meetings effective, agendas should be followed, and basic parliamentary procedure used. The following is a recommended order of business:

1. Roll call.
2. Reading of the minutes from the previous meeting.
3. Handle any business arising from the minutes.
4. Reading of communications.
5. Discussion of Bills.
6. Reports:
   a. Adult Leadership Team (Parents' Clubs, etc.)
   b. Master Councilor
   c. Chapter finances (Scribe's Report)
   d. Chapter Advisor's Report
   e. Other Advisors' Reports
7. Discussion of unfinished business.
8. New business.
9. Good of the Order.

Minutes must be kept. As the Chapter's minutes provide a historical record for the Chapter, so the Advisory Council minutes should provide a similar record for the Council.

The report from the Adult Leadership Team or Parents' Club, Master Councilor and Scribe should be in writing and attached to the minutes. Motions and business should be correctly recorded.

If the Chairman adheres to his agenda and directs discussion according to parliamentary procedure, all members will have an opportunity to express themselves, and group decisions can be made more easily. Time will be used more economically, and the time saved can get your members home earlier, or be used for a social period after the meeting is adjourned. Shorter meetings and early adjournments make happier and more efficient Council members.

Informal social gatherings can help immeasurably in building friendly cooperation, permitting the Council to work together toward the common goal — advising a progressive and healthy DeMolay Chapter.

Although all members of the Advisory Council must be Master Masons, Senior DeMolays or other appointed and registered adults, it is permissible to encourage other qualified adults to assist with Chapter activities. Some Advisory Councils will invite non-Masonic adults to their meetings to give reports on their areas of activity. (A non-Masonic assistant to a well-organized Council and Chapter may become sold on the job being done and decide to join a local Masonic lodge.) Many Advisory Councils will invite Master Councilors and Scribes to attend to present their reports.

FINANCES AND OTHER FUNCTIONS

Under normal circumstances, a DeMolay Chapter is self-supporting. The sponsoring body usually does not assume any direct financial responsibility for the Chapter. However, the Advisory Council does assume the responsibility of controlling and supervising Chapter finances so that the Chapter will not go into debt.

The Advisory Council should frequently check the Scribe's and Treasurer's financial reports. A Chapter must not be allowed to acquire debt. It is mandatory that the money come first, and then needed or desired items may be purchased.

Contributions from the sponsoring body (as well as from individuals) and revenue from profit-making activities are the usual sources of money beyond fee collections. An active and interested Adult Leadership Team also can lend great support to money-making projects.

The Advisory Council is responsible for overseeing the Chapter's finances according to the statutes. All funds collected for the ISC, such as initiation fees, belong to the ISC and must not be used for any other purpose. These funds must be retained in the Chapter treasury and paid to the ISC by the dates required in the statutes. The Scribe and Treasurer should keep a separate account of these funds.

All Chapter expenditures must be evidenced by receipts and paid by check. Each check must be signed by the appropriate individuals in accordance with the

ISC Statutes. All expenditures, except those funds payable to the ISC, must be approved by vote of the Chapter.

No Chapter funds can be loaned, but surplus funds can be invested in stocks, bonds, money market funds or other properly-secured investments if a Chapter votes to do so. Each separate investment must then be approved by a two-thirds vote of all members of the Advisory Council, and the investment must be subject at all times to the control of the Executive Officer.

A budget for a Chapter is usually prepared by the finance committee and presented to the Advisory Council for approval. It becomes effective when approved, but the Advisory Council must still approve each expenditure included in the budget when it occurs. The Advisory Council also has the authority to modify the budget allotments in accordance with the increase or decrease of Chapter revenue. The expenditure of a Chapter's yearly funds should be apportioned among the terms of the Master Councilors.

The only gift that an Advisory Council can authorize a Chapter's funds to be spent for is a PMC jewel or pin. No other gifts or presents can be bought with Chapter funds for anyone. The Advisory Council must secure permission from the Executive Officer before making any solicitations of funds from any persons who are not members of the Chapter.

The Advisory Council also approves the auditing committee's report on the Treasurer's and Scribe's books.

When a Chapter falls three months behind in forwarding its fees to the Supreme Council, it shall be automatically temporarily suspended. A Chapter temporarily suspended may hold meetings and conduct activities for the purpose of raising funds, but shall not function otherwise as a Chapter. The Charter of any Chapter temporarily suspended shall be automatically forfeited if the period of suspension exceeds three months.

The Scribe of a Chapter has the responsibility of making all the reports of a Chapter to the Supreme Council. He is appointed by the Advisory Council and generally serves for one year following his appointment. He may be removed at any time by the Advisory Council for failure, or neglect, to perform his duties accurately and promptly.

The Advisory Council should take special care to select a Scribe whose experience has taught him the necessity of keeping records accurately and making reports promptly. Changes in the position of Scribe should be made as seldom as possible.

ADVISORY COUNCIL ASSIGNMENTS

The Chairman of the Advisory Council is the key man in the overall functioning of the Advisory Council. He is the presiding officer of the Council. He delegates the work of the Advisory Council to the various members and is responsible for overseeing their performance. In delegating responsibilities to Advisors, the Chairman must see that each job is clearly defined, and that overlapping of responsibilities is minimized. In addition to the Chapter Advisor, the following Advisory Council positions should be considered:

Assistant Chapter Advisor
Ritual Advisor
Financial Advisor
Membership Advisor
Awards Advisor
Public Relations Advisor
Activities Advisor
Athletic Advisor
Representative DeMolay Advisor
Community Service Advisor
Fund-raising Advisor
Insurance & Risk Management Advisor
Social Advisor
One of these Advisors might also serve as Council Secretary.

As a Chapter becomes more active, and has more men available to be Advisors, other areas of responsibility can be assigned. Sometimes, there will not be enough men to fill all the jobs, so some Advisors may need to handle two or more functions.

DUTIES OF INDIVIDUAL ADVISORS

Chairman — The Chairman of a DeMolay Advisory Council can be compared to the coach of a sports team. He must provide the cohesiveness to mold the team of Advisors into a winning combination. He assembles the most competent persons possible on the Council. Specifically, the Chairman:

1. Calls and conducts the regular monthly and special Advisory Council meetings and coordinates the efforts of the Council.
2. Contacts the jurisdiction staff, as required, relative to policy or problems of proper conduct and procedures.
3. Acts as liaison between the sponsoring body and the Advisory Council.
4. In cooperation with the presiding officer of the sponsoring body, makes certain a full complement of Advisors is on the Council.
5. Provides a liaison between the Chapter and the

Adult Leadership Team.

6. Prepares an agenda in advance for Advisory Council and/or Adult Leadership Team meetings.
7. Checks with Advisors to be sure various responsibilities are being performed, and locates replacements as necessary.
8. Works with the Chapter Advisor, Scribe and Scribe Advisor to see that all reports are filed on time.
9. Provides training for new adult volunteers.
10. Stays posted on all ISC programs and suggestions, and those arising in his own jurisdiction, so he can inform other adults.
11. In conjunction with the Council, makes policy decisions concerning the Chapter, in accordance with ISC rules and regulations and the Executive Officer.

Chapter Advisor — One of the most important tasks of the Advisory Council is the selection of the Chapter Advisor (Chapter Dad). The success of the Chapter depends more on the Chapter Advisor than any other factor. His leadership among the DeMolays, time devoted to them and interest in DeMolay are important points for ensuring a strong and progressive program.

The Advisory Council members should look long and hard at one another and choose the Council member who has the best qualities for a good Chapter Advisor. He is the administrative officer for the Chapter, but more importantly, he is looked upon by the members of the Chapter as a friend whom they respect and with whom they can share life's challenges.

The Chapter Advisor should be young at heart if not in years. All the administrative ability in the world will be useless unless he also possesses the knack of being a friend to a young man who is approaching adulthood.

A Chapter Advisor should serve in that capacity for one or two years before being replaced. There are two reasons for this suggestion:

1. The Chapter Advisor's job is one that takes a lot of time, energy and, often, personal expense. It may be an imposition to ask one man to make the same sacrifices for more than two years; and
2. A man in the same position for a long time may become stale or burn out.

A new Chapter Advisor brings in new ideas. Providing more men the opportunity to serve as Chapter Advisor also avoids the pitfalls of becoming a one-man Chapter. Naturally, exceptions to the rule exist. Sometimes one man may remain Chapter Advisor for several years. However, disaster can then occur if anything happens to the Chapter Advisor. It is much better for the future growth of the Chapter to bring in new Chapter Advisors on a regular basis. This provides a constant pool of talent and develops a corps of trained adult volunteers. The more adults working for a Chapter, the healthier the Chapter will be.

Generally, the Chapter Advisor:

1. Attends all Chapter meetings and other functions. If he is unable to attend, he insures that some other Advisory Council member attends in his capacity.
2. Sees that the Chapter is conducted in an orderly manner and in accordance with ISC Statutes, the edicts of the Grand Master, and Executive Officer, and the directions of the Advisory Council.
3. Keeps a file of bulletins and other communications received from the ISC and brings their contents to the attention of the Chapter members and the Advisory Council.
4. Doesn't try to do all the work himself. He seeks the help and cooperation of other adults interested in DeMolay.
5. Acts as spokesman for the Advisory Council before the Chapter.
6. Safeguards Chapter finances and sees that the budget approved by the Advisory Council is followed.
7. Has Chapter members do most of the governing and physical work of the Chapter. Like all good Advisors, he suggests and leads, but doesn't command and drive. He remembers the Chapter belongs to the DeMolays.
8. Sees that the Chapter's program is planned generally a year ahead and always a term in advance. These plans include the following objectives:
   a. Recruiting new members.
   b. Maintaining the interest of old members.
   c. Accomplishing the purposes of DeMolay in character development.
   d. Keeping records accurately and make reports promptly.

To attempt to list all the specific duties that fall under the supervision of the Chapter Advisor would take a Chapter by itself, but to give some general direction, the following are noted:

1. Sees that membership applications are received and acted upon in accordance with ISC statutes.
2. Insists that the Ritual is strictly followed as prescribed by the ISC, and that it is committed

to memory and effectively presented.

3. Sees that each new member has the opportunity and help to learn his Obligations.
4. Finds opportunities to confer the degrees before Masonic organizations, and invites Masons, the candidate's parents and other qualified adults to attend Chapter initiations.
5. Encourages the earning of merit bars, the Representative DeMolay Award, the Blue Honor Key and other individual recognitions.
6. Insures that the Chapter observes Obligatory Days.
7. Encourages Chapter members to submit articles to the *Chapter* and jurisdictional publications.
8. Insures the Chapter's program is well-balanced between social, civic, fund-raising, athletic and other activities.
9. Sees that adequate publicity is given to the Chapter.
10. Plans to have a job in the Chapter (on a committee or other responsibility) for each member.
11. Keeps DeMolays aware that they are guests in the lodge room or temple and should conduct themselves as such. Prevents any scuffling or other activity that is liable to cause damage to lodge property.
12. Insures that the Chapter has an effective planned membership program and, working with the Membership Advisor, makes sure that all members of the Chapter are involved in membership recruitment.
13. Helps maintain correct addresses and advises the Service and Leadership Center of any changes.

The job of Chapter Advisor is not an easy task. If done properly, it takes an immense amount of time and effort. Usually some of the duties are handled by special Advisors in order to lighten the load of the Chapter Advisor.

Each Advisory Council should work out its own plan for Advisor responsibilities. No two Chapters will have exactly the same conditions and circumstances. Remember, the whole idea behind having special Advisors or an Adult Leadership Team to assist Advisors is to lighten their workloads and bring more adults into active DeMolay work. This increases their interest in the Order and its program and also ensures that every possible DeMolay program is carried out with maximum benefits derived.

Be sure a committee of active Chapter members works with any specially-appointed Advisor. DeMolays must always know that it is their Chapter and they are running it rather than simply being the tools of the adult Advisor. Everything will usually run smoothly if each Advisor remembers that his job is to counsel and advise, not to do or direct.

The following are other suggested Advisory responsibilities:

Assistant Chapter Advisor — Planning for the future, replacement and training are just as important in the Order of DeMolay as in any other organization. With this thought in mind, appoint a member of the Advisory Council as the Assistant Chapter Advisor. He can be a great source of assistance to the Chapter Advisor. At the same time, he can prepare for eventual service in that position.

The Assistant Advisor:

1. Assists the Chapter Advisor in any way possible.
2. Takes the Chapter Advisor's place when he is absent.
3. Learns all he can about the job of the Chapter Advisor.

Ritual Advisor — Ritual sets DeMolay apart from all other youth organizations and keeps it in a class by itself. Surveys of new DeMolay initiates indicate that this statement is valid. When asked "What has impressed you most about DeMolay?", many new initiates said it was the Ritual work. (Ranking behind this answer were fun, fraternalism, and the efficiency and seriousness of the Chapter meetings.) With this knowledge, you can readily understand why it is important to have a good man filling the position of Ritual Advisor for the Chapter.

DeMolays can be outstanding ritualists. DeMolays have the intelligence, education and inherent ability to do well. The Ritual Advisor's job is to turn this potential into an active force. The below guidelines should be followed:

1. The latest ISC edition of the Ritual must be followed to the letter. No deviations — not even the slightest — should be suggested or sanctioned.
2. The manner of presentation should be emphasized first, with the costumes, lighting and setting receiving secondary consideration.
3. All of the degree work must be given from memory.
4. Insists on good posture from all officers, whether sitting or moving.
5. Use musical accompaniment for degrees.
6. Schedule regular degree team practices, and

set a standard that the Chapter members must meet and maintain.

7. Have at least one alternate for as many parts as possible.

Emphasizes the importance, to the degree team, of making the best possible impression upon new candidates. This impression has a direct influence on the degree of involvement that a new member will want to have in your Chapter.

The fastest way to improve your Chapter's Ritual work is to insist that all work be performed from memory. If an officer does not care enough to learn his part, he should not have the honor of holding an office, appointed or elected. A strong step is to require all elected officers to prove proficiency in their particular part of the Ritual before being installed.

Set a goal for the Chapter, like winning the Jurisdictional championship in a particular degree. An incentive helps the members work a little bit harder. So settle for nothing but the best in your Ritual efforts, and you will have a Chapter that has all its new members saying that they were greatly impressed by the DeMolay Ritual.

An easy method which may be used to check on opening or closing proficiency is to have all elected and newly-appointed officers step up into their new offices the meeting after election. In this manner, the new officers will learn the opening and closing before their installation. This is also a good time to call in Chapter Ritual books to account for them, and then reissue them.

Each Chapter must have some method of issuing Ritual books. Rituals are ISC property and must be surrendered on request. A record-receipt book is offered for this purpose.

Scribe and Financial Advisor — Since the position of Scribe in a DeMolay Chapter is such a crucial one, most Advisory Councils have found it to the Chapter's advantage to designate a Scribe Advisor to counsel the Chapter Scribe. He advises the Scribe and Treasurer in performing their duties.

Generally, the Scribe or Financial Advisor does the following:

1. Sees that the Chapter maintains a sound financial condition.
2. Ensures integrity of the Life Membership trust account.
3. Countersigns Chapter checks.
4. Oversees Chapter fund-raising projects.
5. Sees that all ISC reports are filed promptly and accurately.
6. Advises the Chapter Treasurer in maintaining his records.
7. Sees that the Chapter maintains a prescribed minimum bank balance.

The Financial Advisor must take particular care to see that Life Membership funds of the Chapter are properly safeguarded in a trust fund. Normally, the Executive Officer of the jurisdiction will have prescribed a standard plan for all Chapters to follow. If not, a plan should be worked out in the Advisory Council and forwarded to the Executive Officer for approval. A good Scribe or Financial Advisor has saved many Chapters from serious problems.

Membership Advisor — Membership is one of the most important functions of any DeMolay Chapter. Without constant replenishment of members, a Chapter will become defunct. Therefore, the Chapter must have a workable membership program under the guidance of a competent Membership Advisor. The Membership Advisor should become thoroughly familiar with the ISC's *DeMolay Membership Planning Guide and Idea Book* and seek ways to adapt its programs to his own Chapter.

The Membership Advisor should report to the Advisory Council at its regular meeting on the progress of the membership efforts. Whenever possible, visual aids, such as videos should be used to help members learn how to sell membership.

Duties of the Membership Advisor include:

1. With the Master Councilor , Jr. Councilor and or the Chapter's Membership Chairman, lays out a definite program to seek new members.
2. Promotes ISC membership programs.
3. Obtains the names of prospective members, utilizing every available source such as school officials, church leaders and leaders of other activities involving teenagers.
4. Maintains a supply of the *DeMolay Membership Planning Guide and Idea Book.*
5. Provides incentives to generate excitement among Chapter members.
6. Insures that initiations are held frequently enough that candidates do not have a long wait after turning in their membership applications.

Too frequently, Chapter member development activities will stop with a signed membership application. Many new members lose interest because they feel neglected. All too often, less attention is paid to a young man after he is initiated. A good orientation and education program can ensure his involvement and continued enthusiasm. The DeMolay Member Orientation program is explained in detail in Chapter 5: Membership. Some ideas include:

1. Make use of DeMolay International's Member Orientation program.
2. Use the buddy system, big brother system or committee system of orientation.
3. Teach the Obligations and explain the lessons they impart.
4. Hold instruction on "DeMolay-isms": Chapter customs, kneeling, raps, Chapter activities, etc.
5. Put every new member to work on a committee.

Awards Advisor — Awards and honors play a large role in DeMolay. It is just human nature to desire recognition for a job well done. DeMolay members growing into their manhood are no exception. Several awards and honors have been established; all are designed to motivate, reward and recognize achievement. An Awards Advisor has the important job of coordinating and promoting awards within the Chapter.

The Awards Advisor should be sure that each member's records carry full details on the honors and awards that each has earned and received. He should also be thoroughly familiar with the various awards and honors available from the ISC.

High standards must always be maintained for awards. We must insist on a commitment to excellence. The Advisor's responsibility is to see that all requirements are met and that an individual has truly earned an award before it is granted or recommended.

Public Relations Advisor — The Public Relations section will relate several ideas for this Advisor, but generally, he:

1. Insures that a Chapter publicity committee keeps the local newspapers, radio and TV informed with pictures and news of Chapter activities.
2. Assists and advises on the Chapter publication.
3. Makes use of ceremonies and Chapter events to inform the community about DeMolay, its programs and its purposes.
4. Sees that a historical record of the Chapter is kept from year to year.
5. Encourages Chapter members to submit articles to the jurisdictional publication.
6. Utilizes every opportunity for the Chapter to be of service to any Masonic group, the community, any church or charitable organization.
7. Works with the sponsoring body to provide information to the Chapter about Masonry.

Representative DeMolay Advisor — Many Chapters appoint a special Representative DeMolay Advisor. The duties of this Advisor are:

1. Implements a planned program that will progressively advance members toward qualifying as Representative DeMolays.
2. Makes sure a candidate is qualified before signing and submitting the Representative DeMolay Evaluation Form.
3. Arranges for presentation of the award using the official Representative DeMolay Ceremony.

It is useful to have special Representative DeMolay meetings to promote the program. These brief meetings should be held prior to, or immediately following, the regular Chapter meetings. (Meeting at other times increases the time demand for Chapter members and may not be possible.)

Since this is such a large task, many times a Representative DeMolay Advisor will appoint Representative DeMolay counselors or big brothers who have already earned the award. These young men can give support and guidance to the applicants.

Activities Advisor — This job may be broken down into Athletic, Social, Fund-Raising, Civic Service and Obligatory Day Advisors. Each Chapter may divide the duties to fit its needs and the available manpower.

The Chapter on programming provides a basic outline to assist in planning events and projects for your Chapter. Every Advisor must remember that an event is of, by and for the Chapter members. As in all things, the Advisor guides and advises. Advisors encourage leadership and active involvement in organizing projects.

The Master Councilor and other leading members of the Chapter can be prompted to think about or consider a project. In Chapter projects, the Advisor's role is behind the scenes, making sure the little things don't escape attention. In many ways, the Advisor organizes the organizers.

Athletics Advisor — Obviously, this Advisor should enjoy sports. He need not be an expert, but rather one who can coordinate and advise. Expanding and promoting sports programs is part of his job, and great care should be taken to include all age levels and the interests of each Chapter member.

His duties would include that he:

1. Aids the Chapter in selecting sports for programming.
2. Advises the appointed Chapter committee in organizing the sport.
3. Assists in finding suitable competition.
4. Encourages all Chapter members to participate.
5. Provides instruction where needed; either by himself or another who is proficient in the sport such as a school coach, Senior DeMolay, etc.

6. Encourages older members or Senior DeMolays to coach teams.
7. Makes himself and members aware of all rules of the sport, its playing, and eligibility. Checks school, AAU and other governing bodies for rules.

Surveys of young men have shown that outdoor activities are the most popular type with sports such as swimming, softball, and basketball being the favorites. A Chapter must have a year-round athletic program if it hopes to be successful in retaining the interest of its members. Many of the members will possibly express no athletic interest at first because they have never been involved in school athletics.

However, these members are the ones who especially need to participate because they usually have no other source of organized team activity.

Learning to work as a member of a sports team helps to teach a person cooperation, patience and the value of getting along and working with other people. Athletics is not merely a physical exercise . . . it can teach many other valuable lessons.

Like any other phase of Chapter activity, the athletic program will need to be well-organized and have capable persons coordinating and overseeing the competitions. It is necessary that state and local scholastic rules be observed by all teams so as not to endanger the athletic standing of any member of a DeMolay team, with his school.

It is recommended that the various competitions not only be carried out among Chapter members, but also on an inter-Chapter and jurisdictional level. The planning areas for any athletic competition can be divided into six categories, as follows:

1. Eligibility
   a. Must be a DeMolay in good standing.
   b. Must be physically capable of participating in a particular sport.
   c. Must know if his participation on a DeMolay team will endanger his eligibility for any school involvement in the same sport.
2. Safety
   a. Contact the Service and Leadership Center to request a copy of the *Insurance and Risk Management Guide*. This will aid you greatly when planning safe sporting events.
3. Facilities
   a. Availability
   b. Convenience
   c. In good, safe condition
4. Equipment
   a. Deciding whether each participant or the Chapter furnishes equipment.
   b. Adequate equipment for each individual's safety.
   c. See that the proper equipment is on hand for a scheduled contest.
5. Officiating
   a. Arranging for enough qualified officials for any contest.
   b. Insuring that officials are well-versed in the proper rules.
6. Scheduling
   a. Fixing a convenient time and place for all competitions.
   b. Notifying everyone of the time and place.
   c. Making postponement arrangements in case of bad weather.
   d. Taking care of any travel involved.
7. Awards
   a. Giving suitable recognition such as trophies or other prizes to all competition winners.
   b. Good sportsmanship awards should also be considered in addition to competition winners.

Naturally, your locality will have a great influence on the type of sports selected. However, no reason exists for a Chapter to not have a sport that every member enjoys. Rifle, basketball, bowling and softball teams are especially recommended for every Chapter because they are sports in which an International DeMolay competition is held each year. An entry fee is required for all ISC sports competition. More information is available from the Service and Leadership Center.

Insurance and Risk Management Advisor — Risk management is a method to address potential safety concerns in order to protect DeMolays and Advisors from potentially dangerous situations. Simply put, heightened awareness of potential dangers will lead to a decrease in the likelihood of those dangers occurring. NOTE: A sample DeMolay Release and Consent Form is located in the forms section in the back of this book.

Chapters must guard themselves against possible lawsuits resulting from injuries received by any member during an athletic event or any DeMolay activity. The ISC annually obtains secondary liability and medical insurance which covers Chapters under its jurisdiction. The cost of this is prorated, and each Jurisdiction is billed annually.

DeMolay International has issued an *Insurance and Risk Management Guide* to all Chapters. If your Chapter does not have a copy of the guide or the yearly informational update, you may obtain them

by calling the DeMolay and More Store at 1-800-DEMOLAY.

It should also be the duty of the Insurance and Risk Management Advisor to see that the youth protection program is shown to all new members and adults as well as on a periodic basis to everyone.

Social Advisor — The Social Advisor has the responsibility to see that the Chapter's social calendar is of interest to all age groups.

This Advisor:

1. Assists with chaperons, discipline and general planning.
2. Guides committees in areas of budgets, types of events, etc.
3. Allows the members' desires to be the guide.

It's important to remember fun events don't have to be expensive. Well-planned and well-executed events are enjoyable, regardless of the cost!

Fund-Raising Advisor — A good Chapter program requires careful planning and budgeting of finances. It is often hard work to provide a Chapter with sufficient operational funds. The financial side of any organization has its problems, and it will take a very good Advisor to encourage activity in this field.

The general duties are:

1. Helps select fund-raising activities.
2. Aids committee in planning the event.
3. Encourages everyone to participate.
4. Requires reporting so that an event is properly handled.
5. Sees that the income will be proportional to the effort involved.

Special care must be taken that any fund-raising project is not in conflict with state, province or local law, or Masonic rules or tradition. Remember, too, that in compliance with the ISC Statutes, it is necessary to obtain the permission of the Executive Officer before any solicitation of funds is made outside the Chapter membership.

Some suggestions to consider when planning any fund-raising programs are:

1. Pick an activity which fits the season.
2. Be sure the activity does not conflict with any other important event.
3. Allow plenty of time to properly publicize the event. A minimum of two months is recommended.
4. Inject novelty into your events to help distinguish them from similar ones.
5. Spend considerable time in planning good publicity.You can make no sales unless people know about the activity.
   a. Be sure all Chapter members are well informed about details of the event and are spreading the word.
   b. Use every available means of publicity — local newspapers, radio, DeMolay publications, posters, etc.

Community Service/Civic Service Advisor — Encourages support for DeMolay by showing your Chapter's interest in community service projects. The Advisor for this area of activity should keep abreast of all possible service projects and community requirements.

A brief outline of the job includes:

1. Being aware of civic projects the Chapter may participate in.
2. Helping in the selection of projects.
3. Aiding in planning — well before the project takes place.
4. Promoting a project each term.

Community Service activities generate good will and favorable public relations for the Chapter and the Order. People judge an organization by its deeds, and are influenced in their opinions when these deeds help other people.

Service to the community, like taking down old election posters, helping with city beautification, etc., sends a positive message to the citizens. Such service makes people feel that DeMolay is helping them personally. This helps spread the word that DeMolay is an organization that spends part of its time and energy helping others.

Obligatory Days Advisor — A Chapter requires coordination to be sure that the seven Obligatory Days are well planned. Many Chapters appoint an Advisor to handle this coordination. For details on the timing and suggested activities for each of these days, see the previous Chapter.

Others — Some Chapters also have Advisors for such areas as transportation, visitations, special events, camping trips, stamp collection, ham radio groups and academics.

PARENTS' AND MOTHERS' CLUBS

Early in the history of DeMolay, the Order provided a way for parents of members to become associated with the organization. The interest of the parents in the well-being of their sons inspired the idea of organizing mothers into an active unit. Through the years, the parents' groups have proved to be a source of strength for the Chapters and a real addition to DeMolay's adult leadership team.

Today, Mothers' and Parents' Clubs combine the energies and talents of both mothers and fathers, as well as guardians and step-parents. Working together, these parents can be tremendous help to the Advisory Council and to the Chapter itself.

The purposes of parents' groups are to cooperate with and assist the Advisory Council of the Chapter in promoting the growth of the Chapter and its members, and to serve the Chapter and strengthen the interest of each member in DeMolay.

Each club is subject to the authority of the Advisory Council. The clubs should understand this important policy. The harmonious relationship between the Chapter and the parents' groups depends on the club operating under this condition.

The club's contact with the Chapter will be between the Chairman and the President of the club. The activities of a club should be defined and mutually agreed upon by the Advisory Council.

Parents' Clubs can, and do, furnish many things for the Chapters which the Chapter would not be able to provide for itself. Some clubs raise money to send DeMolays to state conclaves, Leadership Training Conferences and similar activities. They can be instrumental in finding new members for Chapters, encouraging attendance and seeing that appropriate entertainment is provided after Chapter meetings.

Parents' Clubs are usually happy to arrange for food and refreshments after Chapter meetings, as well as for social activities. These social gatherings have a great influence on the Chapter members and their families. Often, these activities provide opportunities for members to bring their friends into the DeMolay circle of friendship.

Before taking any steps to organize a Mothers' or Parents' Club, organizers must secure the approval of the Advisory Council. Mothers, fathers, relatives, step-parents or guardians of DeMolays are eligible to join. Some Chapters have Adult Leadership Teams that combine much of what Advisory Councils and Parent's Clubs do.

Organizing a Club

The following are suggested steps for organizing a Mothers' Club or Parents' Club as part of the DeMolay Adult Leadership Team:

Step 1 — Arrange for a Meeting

1. Discuss your plan with the Advisory Council Chairman.
2. Obtain the names and addresses of the members from a Chapter roster
3. Decide on a time and place for a meeting.
4. Invite all prospective club members to this first meeting with a letter, post card or telephone call. A letter is the most effective method. Following the letter, call a day or two before the scheduled meeting time. Try to have at least five potential club members present.
5. Invite the Chairman of the Advisory Council or the Chapter Advisor to attend. He can explain the need for a club and how it can benefit the Chapter.
6. Enlist the support of the mothers or parents of the principal Chapter officers (Master Councilor, Senior Councilor, Junior Councilor).

Step 2 — The First Meeting

1. The organizer should briefly explain the purpose of the meeting.
2. The groups should elect a temporary Chairman, who takes the names of those present and minutes of the meeting.
3. The Chairman of the Advisory Council or the Chapter Advisor, if present, should be invited to speak. He will explain how a club could benefit the Chapter. A thorough explanation of the club should be given.
4. If at least five people become members, arrange a time and place for the next meeting. Strive for a larger attendance.

Step 3 — The Second Meeting

1. The temporary Chairman calls the meeting to order.
2. A President, Vice-President and Secretary or Secretary-Treasurer are elected.
3. The temporary Chairman turns the meeting over to the President. Any minutes taken of this meeting, and the previous meeting should be turned over to the Secretary.
4. Bylaws should be drawn for submission to the Advisory Council for approval. After approval, they should be adopted by the Club as soon as possible. The Club is now organized and may begin to function. The meeting may be adjourned until the next regular or special meeting, as provided for in the bylaws.

Step 4 — Ongoing Meetings

1. Call the meeting to order.
2. Read the minutes.
3. Hear reports of officers, the Advisory Council, standing committees and special committees.
4. Conduct miscellaneous business and decide on bills.
   a. Handle unfinished business
   b. Discuss new business.
5. Adjourn.

Functions of a Parents' or Mothers' Club

Once organized, a Parents' or Mothers' Club may undertake many projects with the prior approval of the Advisory Council. Usually, when a club is initially organized, the Advisory Council will outline the areas in which the Club can operate without coming to them each time for approval. Here are examples of how a Parents' Club can provide service to a Chapter:

1. Encourage DeMolays to attend Chapter meetings. Divide the following responsibilities equally among committee members:
   a. Calling Committee: A DeMolay should know the meeting nights. However, urging him to attend with a personal phone call on the day before a meeting will have a positive effect. The President of the club might arrange for an award for the committee member who succeeds in getting the most Chapter members to attend the meetings.
   b. Transportation: Occasionally provide meeting transportation for DeMolays.
2. Stimulate interest in other activities.
3. Purchase several items for a Chapter to make the members' experience more enjoyable:

Chapter regalia	Athletic equipment
Past Master Councilor jewels	Table top games
	Personal computer
Banner	Coffeemaker
Storage cabinet	Filing cabinet
Flags, flag stands	TV and VCR
Trophy case	

4. Clean and repair the Chapter robes.
5. Assist with members' expenses for conclaves and Leadership Training Conferences.
6. Sponsor medals or awards for local or jurisdictional competitions.
7. Serve refreshments and provide entertainment at regular meetings. New DeMolays and their parents often are impressed by what they have seen and heard in the Chapter room. Increase this enthusiasm by introducing them to the social aspects of DeMolay. Post-initiation celebrations are a good time for the group to invite the parents of the new DeMolays to be members of the club.

   Refreshments and entertainment are especially important after the installation of officers. Guests may be invited, and many DeMolays will bring their friends. In addition to some usual form of entertainment, a dance for members and their guests might be nice. Be sure to schedule one at every installation.
8. Arrange for activities outside the Chapter — a father-son banquet, mother-son banquet, family night, picnics, dances and athletic events.
9. Promote membership by urging the Chapter members to invite eligible friends to a DeMolay meeting, encouraging DeMolays to win awards for securing membership applications and discussing DeMolay with friends or coworkers who have sons eligible to join.
10. Pay special attention to a DeMolay who might be living away from home or who is in the Armed Services.
11. Help when adversity, accident or death strikes a DeMolay home.
12. Assist with money-making projects. To be successful, the club must work on a variety of projects. Generally, the group determines which are the most worthwhile projects in their locality.

ONGOING ADULT VOLUNTEER TRAINING

Nothing can replace personal experiences, but several tools are available to aid the DeMolay adult worker:

1. ***Leadership Correspondence Course*** — A course designed to teach the basic programs and regulations of the Order of DeMolay.
2. ***DeMolay Leader's Resource Guide*** — The basic information text for all DeMolay programs, with "how-to-do-it" information, and facts and details about the Order.
3. ***The ISC Statutes*** — The ISC rules and regulations under which DeMolay Chapters are required to operate. Advisors must have an intimate knowledge of these statutes and their applications.
4. ***Special Mailings*** — Materials mailed throughout the year to assist Chapter operations and provide ideas for DeMolay adult volunteers are always worthwhile.
5. ***Audiovisual Programs*** — Several programs useful in training are available from the Service and Leadership Center. See the Chapter on programming or call 1-800-DEMOLAY for more information.
6. ***The DeMolay Advisor Development (DAD) Program*** — The best Advisor Adult/Volunteer education program available in DeMolay. This program focuses on knowledge and leadership skills proven to be effective in advising a DeMolay Chapter. All "Advisors" must complete

this program prior to reappointment.

The basic program contains eight modules, and each part of the program requires involvement by everyone attending. The program will help build strong relationships with DeMolays, and it will help DeMolay adult workers organize their time and that of other DeMolay leaders.

A successful adult volunteer will spend time and effort supporting a DeMolay Chapter. Their reward will be the satisfaction of knowing that the young men appreciate what they are doing for them.

ISC STRUCTURE

When the Order of DeMolay began, it expanded so rapidly that Dad Frank S. Land realized the need to establish a governing body to supervise the Order. The Grand Council of the Order of DeMolay was organized to oversee the policies and activities of all Chapters, and to ensure consistency of operation across the country.

INTERNATIONAL SUPREME COUNCIL

When the Order of DeMolay expanded beyond the borders of the United States of America, the Grand Council was renamed "The International Supreme Council (ISC)." Today, the ISC continues to serve as the governing body of the Order of DeMolay. A Grand Master and four other elected officers provide leadership for DeMolay International.

Any changes in DeMolay Statutes must be considered and approved by the ISC or DeMolay's Board of Directors. In addition, the ISC is the authority on all matters relating to Chapters, Advisory Councils, members, charters, finances, Rituals, disputes, appeals and complaints.

One of the most important duties of the ISC is planning for the future. Through careful study and knowledgeable discussion, the ISC assures that DeMolay will continue to be the "Cornerstone of the Next Generation".

MEMBERS

Since the very start of the Grand Council, later the International Supreme Council, the titles of Deputy Member and Active Member have been used in regard to membership on that Council.

Originally, members who were assigned a jurisdiction were referred to as the "Active Member for _____." The others were considered at-large members. To distinguish the two categories of Active Member, the title of Executive Officer was adopted for an Active Member of the ISC who was in charge of a jurisdiction.

Deputy membership on the ISC is given to individuals who actively work for DeMolay in some extraordinary way.

There also are Emeritus and Honorary classifications of ISC membership. Emeritus membership is granted to Active Members of the ISC who turn 75 years of age. At times, the ISC elects distinguished, qualified persons to become Honorary members.

JURISDICTIONS

DeMolay is organized into jurisdictions, which may be either entire states or parts of states, provinces, territories or countries. Each jurisdiction has its own Executive Officer.

The Executive Officer is the ISC's official representative in all DeMolay affairs in that jurisdiction. He possesses and may exercise within his jurisdiction the authority needed to promote the interest of the Order, except for actions prohibited by the Statutes, or by order of the ISC or the Grand Master. The Executive Officer must sanction or approve:

- The establishment of new or reinstated Chapters.
- Appointments of all Advisory Council members.
- Chapter bylaws.
- Recommendations for the granting of Charters.
- Changes in sponsoring bodies, Chapter names and Chapter locations.
- All appendant organizations, including Legion of Honor Preceptories, Chevalier Courts, Alumni Associations, state DeMolay organizations, Knighthood Priories, Parents' Clubs, jurisdictional or district organizations and all other organizations. And,
- All functions not provided for in the ISC Statutes.

The Executive Officer of each jurisdiction also has the authority to appoint a staff and assign subdivisions of his jurisdiction to the supervision of a staff member. These appointments are at the Executive Officer's discretion. They normally are granted to increase leadership and reduce travel in the jurisdiction.

Appointed staff members usually supervise certain Chapters in a county or other subdivisions, and are required to visit and inspect all Chapters in their area at regular intervals. These staff members may or may not be ISC members. They may serve as personal representatives of an Executive Officer.

The Structure of DeMolay

DeMolay and Who Makes It Work

The DeMolay Chapter	Chapter Level Adult Leadership Team	DeMolay Jurisdictional, State and International Leadership Team	Jurisdictional, State, National and International Adult Leadership Team
Members of DeMolay	Interested Adults	DeMolay Jurisdiction or State Officers	Jurisdictional or State Staff
Committees	Parents' Clubs	State Master Councilor and his elected or appointed officers	Executive Officer
Chapter Officers	Chapter Advisor	International Congress Secretary	Grand Secretary / ISC Staff
Junior Councilor	Advisory Council Chairman / Sponsoring Body	International Master Councilor	Grand Master and his elected or appointed officers
Senior Councilor	Advisory Council	International DeMolay Congress	ISC Board of Directors
Master Councilor			International Supreme Council
Chapter			

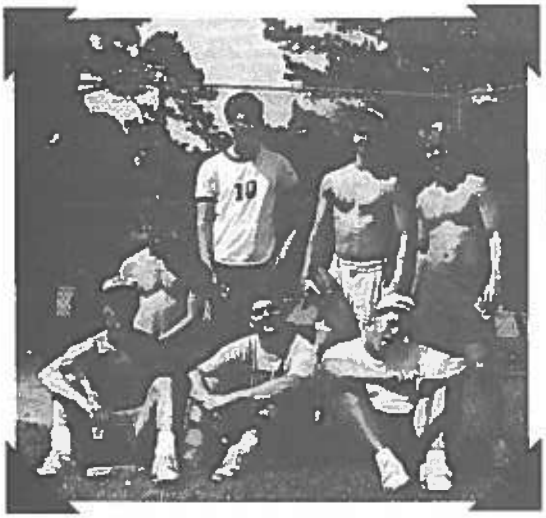
Note: The order of the above structures Does Not necessarily denote communications line or chain of command.

CHAPTER FOUR

Your DeMolay Chapter

4

- General Information
- Procedures
- Ritual and Ceremonies



CHAPTER FOUR
Your DeMolay Chapter

A major part of your DeMolay experience will center around the operation of your Chapter. This part of your *DeMolay Leader's Resource Guide* is devoted to providing you with basic information on your Chapter and how it operates.

Three other publications are "musts" to operate your Chapter and carry on DeMolay traditions in an appropriate way — the *ISC Statutes, The Ritual of Secret Work of the Order of DeMolay* and the *Monitor of Public Ceremonies.* As time goes by, your DeMolay brothers and Advisors will help you learn of these traditions, and they'll become an important and memorable part of your life.

GENERAL INFORMATION

The following background information lays a foundation for operating your Chapter and properly conducting yourself as a member of DeMolay.

DEMOLAY YEAR

The DeMolay fiscal year is January 1 through December 31.

CHAPTER BYLAWS

Each Chapter must adopt uniform bylaws as set forth in the ISC Statutes. Additional bylaws may be adopted by the Chapter if they are consistent with ISC Statutes and approved by the Executive Officer of your jurisdiction.

INITIATION AND AFFILIATION FEES

In their bylaws, all Chapters must establish an initiation fee and an affiliation fee. These fees cannot be less than the amount specified in the ISC Statutes. The Executive Officer in your jurisdiction may have specific requirements and guidelines for establishing your initiation fee.

It is mandatory that each DeMolay Chapter establish a Life Membership Plan for all initiates. The initiation fee your Chapter establishes should take into account the fee due to the ISC, plus an adequate amount to be set aside and withdrawn annually by the Chapter for general fund use. This provides the benefit of life membership to the new member and financial security for the Chapter.

All sums prepaid under the Life Membership Plan must be deposited, by the Chapter, in a savings account or trust fund and paid in accordance with the fund plan approved by the Executive Officer.

Within 10 days after conferring the Initiatory Degree, the Scribe of the Chapter must submit the appropriate initiation fees set by and due to the ISC to the Service and Leadership Center. This amount covers all Degree fees, your membership patent, permanent membership card, the *DeMolay Leader's Resource Guide* and any other benefits prescribed for initiates by ISC Statutes.

PATENTS

Membership patents (certificates) are issued by the DeMolay Service and Leadership Center when a new member's name is reported on a Form 10 for both the Initiatory and DeMolay Degrees. The patents are forwarded to the Chapter Advisor or Scribe for presentation.

MEMBERSHIP CARDS

A permanent membership card is issued to each new member after he is reported to the DeMolay Service and Leadership Center on a Form 10. The cards are mailed directly to the new member. They are accompanied by a *DeMolay Leader's Resource Guide* and a DeMolay and More Store catalog.

QUORUM

Eight or more members must be present to transact the business of the Chapter.

BUYING PRESENTS

With one exception, the funds of the Chapter cannot be used to purchase presents for retiring officers or distinguished brethren, or to give presents to new members.

With the approval of the Advisory Council, a Chapter may present a Past Master Councilor's Jewel or Pin to a retiring Master Councilor whose service record as Master Councilor has been outstanding. The Past Master Councilor's Jewel or Pin may not be awarded to any Past Master Councilor who has failed

to confer the Initiatory and DeMolay Degrees at least once during his term of office. If the Master Councilor's term is interrupted by service in the armed forces of his country prior to actually complying with the above, then he'll be considered in full compliance and will be entitled to a Past Master Councilor's Jewel or Pin.

WEARING THE EMBLEM

A DeMolay should take pride in wearing the emblem of our Order. Any member of a Chapter seen wearing the official emblem of the Order in any place where he would not take his mother or sister will be subject to discipline for conduct unbecoming a member of the Order of DeMolay. No member of the Order is permitted to wear or use any jewel or emblem except those duly authorized.

It's forbidden to use any word, figure, letter, title, emblem or symbol to denote rank in, or connection with, the Order of DeMolay in any written or printed document not DeMolay in its character and purposes. It's also forbidden to use any such word, figure, letter, title, emblem or symbol for business or advertising purposes in any business, employment or avocation not DeMolay in its purpose, or not connected with DeMolay.

In other words, do not use the emblem for any purpose without written permission of the Grand Secretary. To obtain permission, send a letter of explanation to the DeMolay Service and Leadership Center, and send a copy to your Executive Officer.

ROBES AND REGALIA

No Chapter is permitted to appear in public in DeMolay robes, except at the funeral of a member of the Order, in observance of an Obligatory Day, at a public installation of officers or by permission of the Executive Officer of the jurisdiction.

No Chapter may grant, loan or allow the use of its regalia, or other paraphernalia used in the work of its Degrees or ceremonies, for non DeMolay purposes. No newsletter, notice, communication, newspaper or other publication of DeMolay or of any group or organization in any way connected with DeMolay shall contain any advertising of jewels, emblems or designs relating to the Order of DeMolay which are not authentic, up-to-date, genuine and approved by the ISC as being presently official and correct.

ALCOHOL AND CONTROLLED SUBSTANCES

Spending Chapter funds to purchase any liquor or controlled substances, or serving any such substances at any Chapter meeting or any public or social function held in the name of the Chapter or under its auspices or control, is strictly prohibited.

Any member or officer who permits intoxicating liquors or controlled substances to be sold, distributed or used at any DeMolay function or meeting, or who has in his possession or distributes such substance at any DeMolay conclave, function or meeting, shall be subject to the provisions of the ISC Statutes.

ATTENDANCE

A last-minute, hastily-thrown-together meeting will result in confusion, disinterest and poor attendance. Plan your meeting and your program well in advance. Appoint a Reception Committee to meet and greet every member as he comes through the door. If necessary, have some name tags made up and pinned on every member, Advisor and guest so no one is embarrassed at not knowing each person.

The Membership Committee might want to appoint a secret handshaker before each meeting. This will encourage friendly and open fellowship. People like to be appreciated. The tenth person to shake the hand of the secret handshaker could be given a prize. This encourages members to shake hands and introduce themselves.

Also try appointing a committee to capture and bring one or more non-attenders to each meeting. You can use a Transportation Committee to pick up members before a meeting. Be aware of current insurance regulations through your Advisors and Executive Officer.

It pays to advertise, and the best advertising is free. DeMolay activities make good news copy. Keep the press, television, cable stations. DeMolay BBS (Electronic Bulletin Board System) and radio informed of your activities.

Use the mail or phone for making the direct contact to announce your meetings. If Chapter members have personal computers that can be linked by modems, use computer and community bulletin boards to remind members and Advisors about Chapter meetings and activities. Make use of the DeMolay Electronic Bulletin Board System (BBS) @ (816) 891-0058. Drop a card to absent members before the next meeting. Have a speaker for your program on a regular basis. If your treasury can afford it, an occasional professional entertainment act will never fail to "pack them in" for the meeting.

PROCEDURES

Chapter meetings should be the best-run and best-planned of any DeMolay activity because basically the same procedure is used for each meeting. Each of these very special sessions reflects our tradition and pride.

But Chapter meetings also should reflect the

character of each Chapter. For this reason, it is critical that every member regularly attend meetings.

THE CHAPTER ROOM

The meeting room should be properly set up ahead of the scheduled starting time. It is best to have a special committee to handle this task. Many Chapters assign their Seven Preceptors and Stewards to this committee.

Chapter officers should make it a point to arrive at the meeting place well ahead of the scheduled meeting time.

ENTERING CHAPTER MEETINGS

A member attending a meeting of his own Chapter should check with the Sentinel stationed just outside the Chapter room door and receive the Word of the Day. This word is selected by the Chapter Advisor and communicated to the Sentinel before the opening of Chapter. When the Word of the Day is collected inside the Chapter room, the members will rise one at a time and whisper the word to a Deacon.

DECORUM

Members attending meetings or other Chapter functions in a Masonic building are guests and should conduct themselves accordingly. Whether you are attending your own Chapter meeting or visiting another Chapter, be sure to act with the maturity and common sense expected of all DeMolays. As a guest in a Masonic Temple, or any public facility, your actions will reflect on all other DeMolays in your Chapter.

If your Chapter requires a certain dress code for members attending Chapter meetings, you must abide by it. If you are visiting another Chapter, respect its dress code.

The Sentinel will not admit members while the Chapter is being opened on either the Initiatory or the DeMolay Degree. Members arriving after the Chapter has opened, must receive permission to enter. Then go to the altar and give the "step," "sign" and "token" if the Chapter is opened on the Initiatory Degree, or the "sign" only if the Chapter is opened on the DeMolay Degree. The Master Councilor will return it. The Sentinel will let the member know which Degree the Chapter is working on.

After the Chapter is opened, members should remain seated and maintain silence unless the member is called upon to speak or the member desires to speak to the Chapter. If a member desires to speak, he should rise and wait to be recognized by the Master Councilor before speaking.

The following system of gavel raps is used:

- Two raps cause the officers to rise.
- Three raps cause everyone to rise.
- One rap seats everyone or calls them to order.

Officers or members rise and face the Master Councilor when he addresses them. They do not salute him with the sign of the Degree.

During prayers, all members should kneel in unison, with the Chaplain, on the left knee (as described on the next page) facing the altar. Advisors, visiting adults and Senior DeMolays should remain standing. After the Chaplain says "Amen" at the close of the prayer, all members should respond "Amen."

While the Chapter is in session, a member does not pass between the altar and the East except when the Ritual requires him to do so. This is a longtime custom and part of our traditions.

If a member needs to leave the Chapter room while the Chapter is in session, he should rise and wait until recognized by the Master Councilor and then request permission to leave. When permission to leave is granted, he should approach the altar, give the step, sign and token if on the Initiatory Degree, or sign only if on DeMolay Degree, and turn and leave from the Chapter room.

ABSENCE OF OFFICERS

In the absence of the Master Councilor, the Senior Councilor or Junior Councilor shall conduct the meeting. In the absence of other officers, the Master Councilor will appoint a member to fill the position for that meeting or occasion.

OPENING YOUR CHAPTER/ CONDUCTING BUSINESS

SAMPLE ORDER OF BUSINESS

1. Opening.
2. Call Roll of officers.
3. Reading of minutes of previous session.
4. Almoner's report.
5. Treasurer's report.
6. Sickness and distress.
7. Reading of communications.
8. Reports of committees on applications for membership.
9. Balloting for candidates.
10. Bills against the Chapter.
11. Reports of committees.
12. Unfinished business.
13. New business.
14. Good of the Order.
15. Closing.
16. Entertainment and refreshment.

A Chapter must open on both the Initiatory and DeMolay Degrees to conduct the Chapter's business

unless a member present has only received the initiatory degree in which case business will be conducted on the initiatory degree. Use the "Sample Order of Business" as a guide to conduct your Chapter's business.

If only the Initiatory Degree is being conferred, and no business is to be transacted, it is not necessary to open on the DeMolay Degree.

KNEELING

A member kneels on the left knee, right elbow resting on the right knee, forehead resting in the cup of the right hand, left hand cupped around the front of the right elbow.

YOUR RIGHT TO VOTE AND SPEAK

Every member of a DeMolay Chapter has the right to speak on any issue facing the Chapter. Unless otherwise directed by a jurisdictional Executive Officer,to vote, you must have received your Proficiancy Card. It attests to the fact that you have proved proficiency in the obligations, examination queries, grips, words and signs of the Order. You will be required to demonstrate your proficiency to the satisfaction of the Chapter members in an open Chapter meeting, and they will vote on your performance. A majority vote is needed for approval. Other requirements may apply in cases of voter eligibility. It is best to check with your local Chapter officers for requirements.

PARLIAMENTARY PROCEDURE

All DeMolay Chapters are to conduct their business meetings using parliamentary procedure, as described in *Robert's Rules of Order*. This exact procedure ensures fairness in discussions, voting and meeting decorum.

While *Robert's Rules of Order* is complex, it is not necessary to know all about the subject. It is important, however, that every member know the proper way to make a motion, to second a motion, to participate in discussion or to reintroduce a topic.

All Chapters should hold periodic parliamentary procedure workshops. Use the "Basic's at a Glance" on the next page as your guide to help you.

COMMITTEE REPORTS

A DeMolay Chapter should have many committees. The planning, coordination and discussion of activities and programs should be completed by committees made up of two to five members. The committees, working with an Advisor, should complete all research into programs, costs, arrangements, etc., and report their findings to the Chapter with a recommendation for action. Committee reports are received at stated meetings. They should be short, simple and prepared in advance, with a copy given to the Scribe to be attached to the Minutes.

ALMONER'S FUND

Many Chapters have an Almoner's Fund to provide charitable relief to a distressed or ill member or his family. Members should donate to the Almoner's Fund when the "box of fraternal assistance" is passed at meetings and public ceremonies. The Almoner usually collects and distributes these monies.

PAYMENT OF BILLS

All bills against the Chapter should be paid promptly. It is important that no expense be made in the name of the Chapter unless it has been duly authorized by approval of the Chapter and the Advisory Council. Bills should be presented to the Scribe, and he will read them to the members during the business meeting. All bills must then be approved by majority vote of the Chapter.

MINUTES

The official minutes of Chapter meetings are taken by the Scribe. All resolutions and motions should be recorded in full, and the final actions on those motions should be reported. All visitors who speak to the Chapter should be noted in the minutes, and the attendance record of officers also should be kept. Summaries of committee reports and appropriate remarks may also be recorded. Minutes should not include jokes, controversy, arguments or the Scribe's personal opinions.

ELECTION OF CANDIDATES

Young men who are 12 years old and who have completed the 7th grade or are between the ages 13 and 21 are eligible to apply for DeMolay membership. Before their membership applications are presented to the Chapter, the application form must include signed recommendations. A prospect may be recommended for DeMolay membership in one of three ways:

1. With the signatures of two DeMolays (the "first-line signer" and one other DeMolay), plus the signature of a Master Mason in good standing — a total of three signatures.
2. With the signature of a Senior DeMolay plus the signature of a Master Mason in good standing — a total of two signatures — or
3. With the signature of someone who is both a Senior DeMolay and a Master Mason in good standing — one signature.

Every application must be presented according to guide lines found in the ISC statutes.

Unless directed otherwise by a jurisdictional Executive Officer, election for the Degrees or for affiliation takes place only at a previously announced

PARLIMENTARY PROCEDURE
THE BASICS AT A GLANCE

TO DO THIS:	YOU SAY THIS	May you interrupt the speaker	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be re-considered?
ADJOURN	"I move that we adjourn"	NO	YES	NO	NO	MAJORITY	NO
CALL INTERMISSION	"I move that we recess for..."	NO	YES	NO	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	"I rise to a question of privilege"	NO	NO	NO	NO	NO VOTE	NO
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	"I move to table the motion"	NO	YES	NO	NO	MAJORITY	NO ①
END DEBATE AMENDMENTS	"I move to the previous question"	NO	YES	NO	NO	2/3	YES ②
POSTPONE DISCUSSION FOR A CERTAIN TIME	"I move to postpone the discussion until..."	NO	YES	YES	YES	MAJORITY	YES
GIVE CLOSER STUDY OF SOMETHING	"I move to refer the matter to committee"	NO	YES	YES	YES	MAJORITY	YES ③
AMEND A MOTION	"I move to amend the motion by..."	NO	YES	YES ④	YES	MAJORITY	YES
INTRODUCE BUSINESS	"I move that..."	NO	YES	YES	YES	MAJORITY	YES
The motions listed above are in order of precedence... Below there is no order...							
PROTEST BREACH OF RULES OR CONDUCT	'I rise to a point of order"	YES	NO	NO	NO	NO VOTE ⑤	NO
VOTE ON RULING OF THE CHAIR	'I appeal the chair's decision"	YES	YES	YES	NO	MAJORITY	YES
SUSPEND RULES TEMPORARILY	'I move to suspend the rules so that..."	NO	YES	NO	NO	2/3	NO
AVOID CONSIDERING AN IMPROPER MATTER	'I object to consideration of this motion"	YES	NO	NO	NO	2/3 ⑥	YES ⑦
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	'I call for a division" or "Division!"	YES	NO	NO	NO	NO VOTE	NO
REQUEST INFORMATION	'Point of information"	YES	NO	NO	NO	NO VOTE	NO
TAKE UP A MATTER PREVIOUSLY TABLED	'I move to take from the table..."	NO	YES	NO	NO	MAJORITY	NO
RECONSIDER A HASTY ACTION	'I move to reconsider the vote on..."	YES	YES	YES ⑧	NO	MAJORITY	NO

Notes:

①Affirmative votes may not be reconsidered.

②Unless vote on question has begun.

③Unless the committee has already taken up the subject.

④Unless the motion to be amended is not debatable.

⑤Unless the chair submits to the assembly for decision.

⑥A 2/3 vote in negative is needed to prevent consideration of main motion.

⑦Only if the main question has not been debated yet.

⑧Unless the motion to be reconsidered is not debatable.

meeting of the Chapter. At the election meeting, the election is conducted in accordance with local Chapter, jurisdiction or Masonic tradition. Review the "Sample Election Procedures" for more information.

RITUAL

DeMolay Ritual sets our fraternity apart from all other youth organizations and keeps it in a class by itself. DeMolay Ritual also is the single element that is most impressive to a new member.

The DeMolay Ritual is a sequence of inspirational, meaningful ceremonies that build a foundation of moral and spiritual values which will last a lifetime.

Ritual excellence is of the greatest importance. There should be no deviation — not even the slightest in the exemplification of the Initiatory and DeMolay Degrees.

Each jurisdiction should have a Ritual Director, and each Chapter should have a Ritual Advisor.

SAMPLE ELECTION PROCEDURES

Name of Applicant

The Master Councilor reads the name of the applicant and the facts set out in his application. He may ask for "favorable or unfavorable" comments from any of the brothers present who may wish to share information about the candidate or his qualifications for membership.

The Balloting Procedure

Every Chapter should conduct its balloting according to the following procedure unless there is a jurisdictional procedure or local Masonic tradition which is followed:

The Master Councilor says:

"Brother Senior Deacon, you will prepare the ballot."

The Senior Deacon places all white balls and black cubes in the proper compartment of the ballot box, making sure there are enough of each to meet demands.

The Senior Deacon then presents the ballot box to the Junior Councilor (who goes by way of the North side of altar), the Senior Councilor and the Master Councilor in regular order, each of whom makes the proper inspection to satisfy himself the ballot is properly prepared.

After inspection, the Master Councilor announces:

"Brethren, we are now about to ballot on the membership applications of _____ (full name of each applicant) for the Degrees of DeMolay. The report of the committee is favorable (or unfavorable, as the case may be). Remember that white balls elect and black cubes reject. Be careful of your ballot and vote for the good of the Order."

-OR-

"We are now about to ballot on the petition of Brother _____ for membership in this Chapter by affiliation. The report of the committee is favorable (or unfavorable, as the case may be). Remember that white balls elect and black cubes reject. Be careful of your ballot and vote for the good of the Order."

The Master Councilor casts his ballot. Then the Senior Deacon presents the ballot box to the Senior Councilor and then the Junior Councilor at their respective stations.

Then the Senior Deacon votes before placing the ballot box on a separate stand by the Northwest corner of the altar. The Senior Deacon then stands halfway between the altar and the station of the Senior Councilor and faces West. There he should inspect the obligation card of each member balloting.

As soon as the Senior Deacon is in position, the Chapter members, starting with the Scribe in the Southeast corner of the room, proceed to vote by forming a line, regardless of rank, and approaching the altar from the West.

As soon as all the members on the South side of the room have voted, all members on the North side form a line, regardless of rank, starting with the East end of the room. The Master Councilor has the Junior Deacon relieve the Sentinel so that he can vote. After casting his ballot, the Sentinel returns to his post.

The Master Councilor then inquires:

"Have all members voted who are entitled to vote?"

He pauses a moment for reply. If there is no response, the Master Councilor says:

"All having voted, I declare the ballot closed"

(sounds gavel). "Brother Senior Deacon you will take charge of the ballot."

The Senior Deacon presents the ballot box to the Junior Councilor and the Senior Councilor for inspection, proceeds to the station of the Master Councilor and places the ballot box on the Master Councilor's station.

The Master Councilor then inspects the ballot, and if no more than one black cube appears, says:

"I declare _____ duly elected to receive the Degrees of DeMolay in this Chapter."

If two or more black cubes appear, and the vote is on more than one applicant, the Master Councilor says:

"It will be necessary to take a separate ballot on each applicant."

Then these ballots are taken. If two black cubes appear on the vote concerning one applicant, the Master Councilor says:

"The application of _____ shall lie over until the next stated meeting."

When three or more black cubes appear on the vote concerning one applicant, the Master Councilor says:

"I declare the application of _____ for the Degrees of DeMolay in this Chapter to be duly rejected."

In case the petition is for affiliation, the Master Councilor says:

"I declare Brother _____ duly elected to membership in this Chapter by affiliation" (and other statements similar to the ones above if two or three black cubes appear).

Election Requirements

In the first instance, a collective ballot may be taken if there is more than one applicant to be balloted on. If no black cubes appear, the applicant or applicants shall be declared elected. If any black cubes appear, there must be a separate ballot on each application. If no black cubes appear, or only one appears, the applicant shall be declared elected. If two black cubes are cast against any applicant, the ballot shall not be declared, but shall lie over until the next stated meeting when another ballot shall be taken.

Except where provided, an applicant shall be declared elected unless three or more black cubes appear on this second ballot. An unfavorable report by an investigation committee or any of its members or an objection to a petitioner by any member of the Chapter before a ballot is taken on his application, shall be referred to the Chapter Advisor or, in his absence, to a member of the Advisory Council who is present. The Advisor has the power to defer the consideration of an unfavorable report or objection until it has been considered and acted upon by the Advisory Council, who shall decide whether or not an unfavorable report or objection shall of itself constitute a rejection.

When the Chapter has ordered a ballot, the presiding officer has no right to stop or postpone it based on someone's private request. The member who desires postponement must move to postpone the ballot and give the reasons, and the Chapter will then vote to determine whether to postpone or not.

After a candidate has been elected and before he has received any of the Degrees, there can be a written objection signed by three members of the Chapter. The objection must be considered by the Chapter and voted on. If the objection is sustained by one-third of the members present, the Degrees cannot be conferred and the candidate will stand rejected. But after a candidate has received any Degree, objections can only be sustained by regular trial before the Advisory Council.

The Advisory Council of a Chapter has the authority to declare an applicant elected or rejected if, in their opinion, the best interests of the Order will be served. If the applicant is to be declared elected, before a Degree is conferred the Chairman of the Advisory Council must report the action to the Executive Officer, who may either approve or disapprove.

Remember that the balloting must be conducted in such a way that a person's vote remains secret. Speed in balloting also is essential to keep from prolonging the proceedings.

Every jurisdiction should have a competition to select champion Initiatory and DeMolay Degree teams. All Chapters should emphasize the awarding of the Ritual Merit Bar to develop, expand and sustain interest in DeMolay Ritual. Likewise, all Chapters should participate in local, jurisdictional and regional Ritual competitions.

RITUAL PRESENTATION

The beauty of our Ritual is in the manner of presentation. Gorgeous settings, splendid lighting effects and costly regalia do much to enhance the conferring of a Degree, but unless the Ritual is presented to the candidate in a careful, concise, natural and graceful manner, the entire process becomes mechanical and the desired effect is lost. Each word and action should touch the heart and awaken a new sense of duty in the minds of all listeners, especially the candidates.

The Ritual of the Order of DeMolay is its soul, for included in the Degrees and ceremonies are the history, tradition, moral code and lessons for living that distinguish our great Order. Each officer or Degree team member is one to whom we are entrusting the most powerful and valuable tool we possess for teaching our truths and thereby assuring our future. The manner in which you use our Ritual may shape a life or destroy an image; therefore, every Ritualistic performance is serious business and worthy of your finest effort.

The young men of DeMolay often have hazy or indistinct conceptions of what a good Ritual presentation should be, especially if they have not seen one before. With proper guidance from Advisors, Senior DeMolays or older DeMolays, an individual can learn a great deal to help him develop a sense of confidence in speaking before a group and performing in other leadership roles.

Virtually every member of a DeMolay Chapter has the ability to present Ritual work in an outstanding manner. Proper education in Ritual early in your DeMolay career is the first step. Practice and a serious attitude can make every Degree conferral a special event.

THE IMPORTANCE OF MEMORIZATION

All Ritual work is to be memorized, and it is the duty of each Degree team member to learn his part. ***This rule is unchangeable and there are no exceptions.*** Reading Ritual is simply not done.

There are as many ways to memorize as there are individuals who learn the Ritual. Here is one way which is organized, systematic, easy and effective.

Before you begin, you must put to rest the lame excuse that there are people who cannot memorize. The following method has been used successfully by DeMolays of all intellectual levels and by some with learning difficulties and handicaps. Motivation and determination, coupled with a systematic approach, produces amazing results.

PRELIMINARY STEPS TO MEMORIZING

Read through your part several times before attempting to memorize it. On the second reading, stop at every word that is unfamiliar to you, either because of its meaning or pronunciation. Look it up in the pronouncing glossary of the Ritual, or in a dictionary. ***To perform DeMolay Ritual work well, you, the performer, must understand what you are saying.*** There is no other way to impart the meaning of what is written. One cannot teach Ritual to others unless he first understands it himself.

Once this understanding is achieved, read through the part, paying particular attention to the punctuation. Periods, commas, semicolons, dashes and other punctuation marks are signposts that direct one to his destination: proper interpretation and presentation.

The next step is to read the other parts in the ceremony to understand how your role fits in with the overall picture, and how its interpretation can clarify the lesson to be taught. Now you are ready to begin memorizing. Here's how:

1. Start with the first few words or a phrase of the first sentence and repeat it to yourself several times. Then add the remainder of the first full sentence. Or, if the sentence is quite long, add another phrase to the preceding one until the sentence is completed.

Practice by reading, and then looking away from the text and saying it. Now repeat the sentence aloud five times perfectly in succession. When this has been accomplished, move on to the next sentence and repeat the process.

2. When the second sentence has been said aloud five times perfectly in succession, go back and add the first sentence to it and repeat both aloud five times perfectly in succession. Repeat this process of memorization, addition and review until the entire part has been memorized. Once the work has been learned in this fashion, and the entire part

repeated aloud five times perfectly in succession, it will remain in your conscious or subconscious memory for years.

The most recent edition of *The Ritual of Secret Work of the Order of DeMolay* and the *Monitor of Ceremonies* should be your constant companions in preparing any Ritual part. Always begin by reading the general instructions at the front of each of these books. After you have read and understood the general instructions, read the specific instructions at the beginning of each ceremony. They are organized in this manner:

- A brief statement of how the ceremony is to be used.
- A paragraph outlining the required parts to perform the ceremony.
- A paragraph outlining the required paraphernalia.
- A paragraph outlining optional paraphernalia.

THE IMPORTANCE OF DETAIL

Your attitude must be appropriate. Your robe must fit just so. Your hair must be combed neatly. Your entire appearance must be one of dignity, so that when you enter the Chapter room, you will carry the grace of a good actor.

You must speak in a full and loud voice with a slow, continuous flow of words, as though speaking from the heart, looking directly into the eyes of the candidates with a clear purpose: to impart the message of DeMolay. Correct posture and attitude give poise. Officers should sit up straight, with their feet flat on the floor. These small details make a successful presentation of a Degree.

PARENTS TO WITNESS DEGREES

An ISC statute allows parents or guardians the opportunity to witness their son or ward proceed through the Degrees of DeMolay. Others may be admitted at the discretion of a jurisdictional Executive Officer.

This statute requires a "pledge of secrecy" to be given and received back from non-Masonic individuals who choose to witness their son (or ward) proceed through our Degrees.

Having parents witness our Degree work is all the more reason to sharpen our performances.

INITIATORY DEGREE

First impressions are lasting. What a candidate hears, sees and experiences at the time of his initiation has a direct bearing on his future participation in the Chapter.

The Initiatory Degree is the introduction to the Order and the candidate's first exposure to Ritual. The fact that at the conclusion of the ceremony a new member has been added to the rolls of the Chapter is

GENERAL SUGGESTIONS ON RITUAL

1. No member or officer of the Chapter may pass between the altar and the East, except where the floor work, as described in the Ritual, requires it. A member or officer who wants to go to the other side of the room, must go by way of the West.
2. No member or visitor may enter or leave the Chapter room during the opening and closing ceremonies. Also, the Sentinel should tell anyone who arrives after the Initiatory Degree opening has begun to wait until the Chapter has been opened on this Degree, and then the person will be admitted. Any DeMolay who arrives after the opening of a degree should go to the altar and give the proper sign(s) when admitted. The same process should be followed if a DeMolay wishes to be excused before the meeting is closed. The *Ritual of Secret Work* has a fuller explanation of the late-arrival procedure.
3. When a member wants the Master Councilor to recognize him, the member should rise and wait to be recognized. No salute or sign is given.
4. All meetings, whether open or private, require giving the Nine O'Clock Interpolation at the proper time. The Nine O'Clock Interpolation may also be given on other occasions when circumstances are appropriate to the nature of the ceremony. If your Chapter closes a few moments after 9:00 p.m., it is acceptable to use the Nine O'Clock Interpolation as the closing prayer.
5. All candidates must go to the altar and have them kneel for the Obligation. If your class is too large to conduct all of them through the work, you may seat all except a few candidates for everything, except the Obligation.
6. General tips for excellence in Ritual:
   - Use musical accompaniment for Degrees.
   - Schedule regular Degree team practices.
   - Try to have at least one alternate for every part, and if the Chapter is large enough, have a full second Degree team and use them occasionally.
   - Use appropriate Degree robes or costumes.

but a by-product of the purpose of conferring the Degree. That purpose is to explain the philosophy and lessons for living which are contained in the Ritual and which guide us as DeMolays.

The Initiatory Degree is written in lecture style, but it should be conferred with enthusiasm by each Officer. The Ritualists should be trained to speak clearly, and with correct pronunciation and expression. They should be able to impress candidates with their earnestness and sincerity rather than dramatic acting. They must speak slowly, calmly and loudly enough so that every word may be heard. A word unheard is lost, and the Ritual has no words that can be lost without loss of effectiveness.

DEMOLAY DEGREE

The DeMolay Degree was written in a different vein than the Initiatory Degree. It is intended to be dramatic, within reasonable limits. Over-acting makes the Ritualist conspicuous at the expense of the Ritual, and is as great a fault as under-presenting.

The DeMolay Degree includes archaic language and is filled with many words which may be unfamiliar to the average DeMolay. But remember that it does not contain a single word which has no meaning or relation to every other word. It is critical that you present the Ritual clearly, since it contains many sentences whose whole meaning is lost if every word is not heard. The setting of the DeMolay Degree is adaptable to the circumstances of nearly any Chapter, as far as physical accessories are concerned. But the essence of this, and all other Degree work, is effective speaking and action, which are within the potential of all Chapters.

OFFICERS AND MEMBERS OF A DEGREE TEAM

It is an honor to be an officer or a member of a Degree team. If an officer feels that his Ritualistic work is merely part of the duties of his office, he will fall short of his opportunity.

The selection of the members of the Degree team should be a major consideration of the Master Councilor. Personal friendships should not enter into the selection of team members. The primary judgment should be based on interest, enthusiasm and ability.

REHEARSALS

The officers and members of a Degree team should have regular rehearsals. Many Chapters have an Advisor assigned specifically to work with the Ritual program and to give instruction in Ritualistic work. Seek his advice and coaching.

If your Chapter does not have an Advisory Council member talented in this area, perhaps an older DeMolay or a Senior DeMolay who has this interest and ability can coach the team. A Chapter may also find someone among the Masonic Ritualists to assist with Ritual coaching.

It is best to select a certain part of the work to concentrate on at each rehearsal. Also it is often helpful to have rehearsals to practice just the lines, or words, of the ceremony before adding the floor movements.

ENTRANCE AND EXIT OF OFFICERS

The entrance and exit of Chapter officers are important matters, and the instructions in the Ritual must be followed. The officers must walk in a dignified and unhurried manner.

ROBES

It is not essential to use robes when conferring The Initiatory Degree or during Chapter meetings. However, there may be much greater interest if you use robes.

FURNITURE

Purchase or make your own Preceptor stands. Cover your altar with a large white altar cloth, draping it in large folds to form beautiful lines. Place flowers on and around it to add to the beauty of the work. Arrange seven candlesticks to form a circle or shield about and to the East of the altar. See the Ritual of Secret Work for a diagram on the placement of the candlesticks. In other words, try to make the entire setting a picture that will impress the candidates with the teachings of the Ritual.

For information or pricing on Chapter robes, candlesticks or other paraphernalia, call 1-800-DEMOLAY.

OBLIGATIONS

All members of the Chapter must memorize the Obligations of the Initiatory and DeMolay Degrees unless otherwise directed by a jurisdictional Executive Officer.

The Junior Councilor usually instructs and coaches new initiates in their Obligations. He does this by setting a time and place for coaching, and by keeping in touch with all members who have not memorized the Obligations. The Junior Councilor should have a permanent record book to keep the names of those who are working on their obligation proficiencies.

No member may hold office or vote in elections or on membership applicants unless he possesses an Obligation Card unless this specific requirement is waived by the Executive Officer. Obligation cards can be ordered from the Service and Leadership Center. They are issued as certification that the member is proficient in the Obligations.

CHAPTER MUSIC

Music has a definite place in all Ritual work. If skillfully handled, music will enhance the beauty of each ceremony. Take care to eliminate any pause or break in tempo at the end of a sentence where a musical selection follows. At the close of the musical selection, the next speaker should immediately begin his lines so there will be no awkward pause.

The selection of music is at the discretion of the Chapter. Remember, the music used should add to the Degree and not detract from it or overpower it, either by volume or the type of music selected. The *Ritual of Secret Work* indicates several places in the Initiatory Degree where music would be appropriate.

Many Chapters use pre-recorded tapes and or compact discs very effectively. They have queued the tapes to the Degree length so that the music is appropriate to the section of the Degree being presented. Compact discs are very easy to queue to an exact piece of music.

If you have questions regarding Ritual, contact your district or jurisdictional Ritual Advisor or your Executive Officer.

CHAPTER FIVE

Membership

5

- The Importance Of Membership
- Recruitment (How To...)
- Growth Equals More Fun!
- Starting New Chapters


CONCLAVE

CHAPTER FIVE
Membership

New members are the lifeblood of every DeMolay Chapter and the Order of DeMolay as a whole. That's why every member should make it a goal to bring in at least two new members within his first two years — one to replace him and one to help the Chapter grow. That's the subject of the following section on "Recruitment."

Keeping members and insuring that DeMolay is a friendly, fun, helpful and successful experience for them also is important to Chapter stability and growth. It's a well-known phenomenon —happy "customers" usually don't say too much about their experiences, but unhappy ones will complain to anyone who'll listen, including strangers, about a bad experience. That's why this Chapter also includes a section on "Orientation" — to help new members make friends and get involved fast!

Once your Chapter gets membership recruitment and orientation in hand, your Chapter may be in a position to help start a new Chapter or reinstate an old one. You'll find more information in the last section of this Chapter on "Starting New Chapters."

RECRUITMENT

The main job in obtaining new members is selling the Order of DeMolay in general and your Chapter in particular. You don't have to be the greatest salesman in the world to sell DeMolay. The product is good enough, the benefits are easily demonstrated, and we have something that young men — as well as their parents, brothers and sisters — can visualize, sample, feel and enjoy in the process of being sold on DeMolay.

But, like all sales presentations, you must put your best foot forward. To assist you in your recruitment efforts, the Service and Leadership Center has an extensive list of membership recruitment resources available to individuals and Chapters. These resources include "how-to" booklets and videos, brochures, pamphlets, handouts and more brochures!

There's also an excellent and detailed *DeMolay Membership Planning Guide and Idea Book* — a must for every Chapter library. This publication explains how to run various membership recruitment campaigns. It takes the reader through the "Seven Steps of Selling Membership in DeMolay," and it has over 50 proven ideas submitted by DeMolays and DeMolay Chapters to assist in your efforts.

The *DeMolay Membership Planning Guide and Idea Book* can show you:

- How to earn a Founder's Membership Award or Blue Honor Key by learning the "one-on-one" sales approach.
- How your Chapter can conduct a large or small "prospect party."
- How you can make up your own "special team" or "hit squad" approach, or
- How you can have fun and get new members all at the same time with the wacky "10 Most Wanted" approach.

RECRUITMENT TIPS

The following are some tips to aid you in being successful when talking with candidates and/or their parents. There is also an outline for conducting a prospect party. On your mark, get set, grow!

1. ***Have and show a positive attitude.*** Think positively about DeMolay and about yourself. Don't talk about the negative aspects of DeMolay or your Chapter (If there are any). If you can't say something good about someone or something, keep quiet.
2. ***Look sharp.*** Dress appropriately. Nice slacks, a dress shirt and tie never hurt anybody! Just use common sense and dress for the occasion. It is all a part of pride. You're selling a first-class youth organization. Be proud of it!
3. ***Be organized.*** Know what you are going to say and be prepared to say it in a logical, progressive presentation. You have to assume that your prospect knows nothing about DeMolay. Take a look at the "Sample Questions and Answers." This outline covers most of the questions people ask about DeMolay.

SAMPLE QUESTIONS AND ANSWERS

What is DeMolay?
- A fraternal organization.
- Young men who are at least 12 years of age and who have completed the seventh grade or are 13 through 20 may join.
- Must believe in a Supreme Being, otherwise religion is your own choice.
- No hazing or similar activities.
- Goal is to help good young men be better.
- Wholesome activities.
- Helps the community.
- Fun.

Who was Jacques DeMolay?
- A man who set an example of devotion to friendship and loyalty.
- Last leader of a group of crusading knights known as the Knights Templar.
- Burned at the stake in Paris in 1314 because he would not betray his friends or the trust they had placed in him.

When did DeMolay start?
- In 1919 in Kansas City, Missouri.
- Locally (your Chapter) in _____.
- Have had over one million active and senior members (many famous).

How did DeMolay start?
- Fatherless young man - Louis Lower.
- Frank S. Land helped him form a club.
- Grew rapidly throughout U.S. and Canada and is world-wide today

What does DeMolay do?
- Charitable events.
- Other community projects.
- Leadership training.
- Family/social activities.
- Athletics.
- Dances.
- Trips.
- Conclaves and conventions.
- Ritual performance/presentation skills.

Why should a young man join DeMolay?
- Associate with other fine young men.
- Participate in fun activities.
- Wholesome surroundings, opportunity to grow.
- Develop leadership skills.
- Apply for DeMolay scholarships.

What does it cost to join DeMolay?
- Each Chapter decides.
- Lifetime membership.

How often do DeMolay Chapters meet?
- Regular meetings (weekly or every two weeks).
- Special meetings as necessary.

What is initiation like?
- A serious and educational ceremony.
- Must memorize some things, but not to worry!

THE MEMBERSHIP COMMITTEE

Hit and miss solicitation of new members will not achieve the membership results you want. Organization and strategy are the keys to any successful Chapter membership program. Therefore, a Membership Committee is one of the standing committees required by ISC Statutes. Appointed by every Master Councilor to handle this important task, the committee must exert every effort to obtain new members.

GETTING ORGANIZED

Eligibility of Candidates — Any young man who has passed his 12th birthday and has completed the seventh grade or who has passed his 13th birthday and has not yet reached his 21st, who is of good moral character and who expresses a belief in a Supreme Being is eligible to become a member. Membership is **NOT** limited to the sons or relatives of Masons. Make sure everyone in your Chapter knows all of this information.

Membership Applications — To apply for membership in a DeMolay Chapter, prospects complete a DeMolay Membership Application. Applications are available at no cost from the Service and Leadership Center. Every Chapter should have a supply for its members and Advisors, and for upcoming membership events.

Finding Prospects — The best way to start your membership drive is to find the names of all those young men who are eligible. In small towns, members of a Chapter will be fairly certain they know everyone who's DeMolay age in the community. In large communities, no one knows everyone who might be eligible. That's why it's good to use a systematic

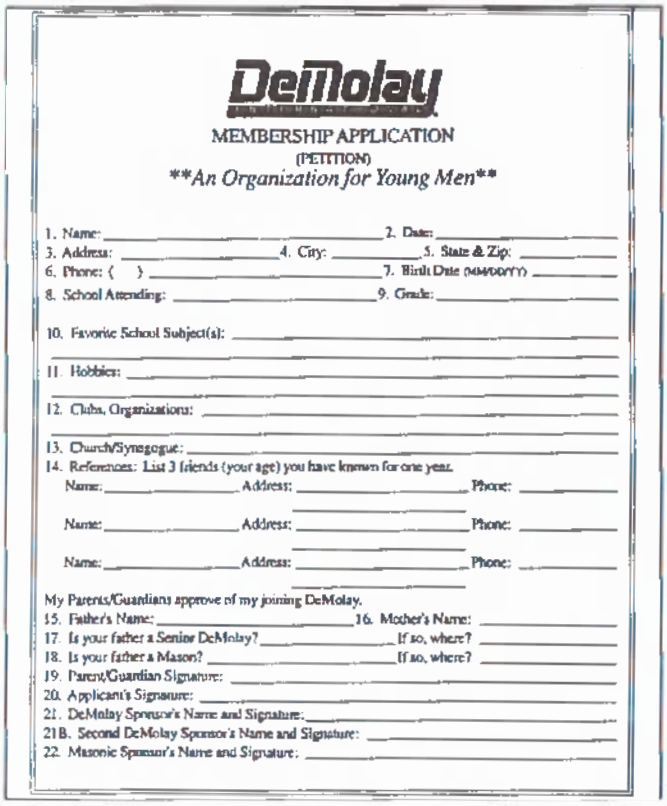
process to obtain prospect names. The following is a brief list of possible sources to contact for names:

1. New Chapter initiates.
2. Current Chapter members.
3. Senior DeMolays.
4. Master Masons.
5. Adult Leadership Team members.
6. Junior and senior high school principals.
7. School teachers.
8. High school yearbooks.
9. Scoutmasters.
10. YMCA secretaries and youth directors.
11. Your clergy or Sunday School teachers.

You can contact secretaries of local Masonic bodies to review their membership rolls for members who have DeMolay-age sons. Masons who employ teenagers are other sources.

Eleven and Twelve-year-olds are a future source of prospective members. When you find their names, don't skip them. These younger boys will be flattered by the attention of older members. By attending some meetings where Chapter activities are explained, they undoubtedly will be anxiously awaiting the time which they may join. Make a notation to contact them at a later date.

Immediately after initiating a group of candidates, have each new member write down the names and



DeMolay

MEMBERSHIP APPLICATION

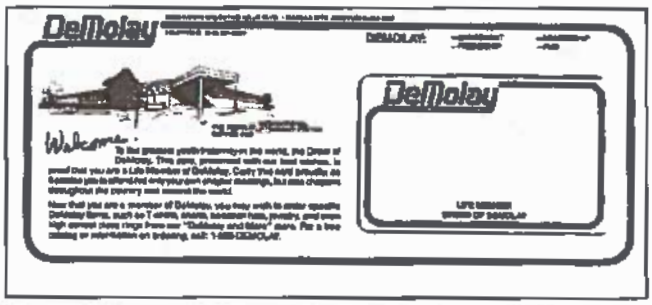
(PETITION)

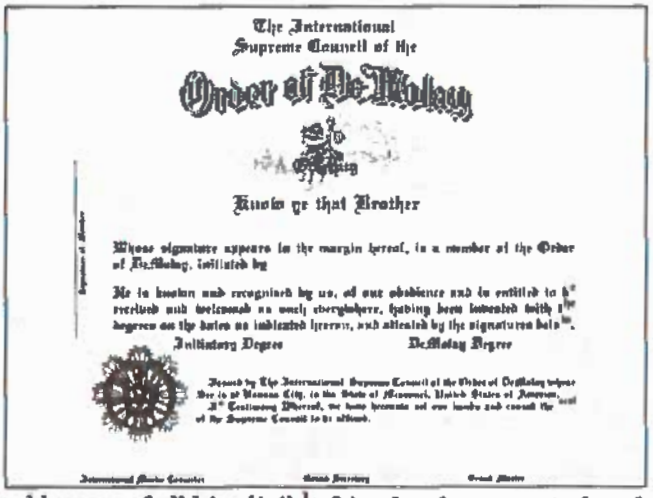
An Organization for Young Men

1. Name: _____ 2. Date: _____
3. Address: _____ 4. City: _____ 5. State & Zip: _____
6. Phone: ( ) _____ 7. Birth Date (MM/DD/YY) _____
8. School Attending: _____ 9. Grade: _____
10. Favorite School Subject(s): _____
11. Hobbies: _____
12. Clubs, Organizations: _____
13. Church/Synagogue: _____
14. References: List 3 friends (your age) you have known for one year.
    Name: _____ Address: _____ Phone: _____
    Name: _____ Address: _____ Phone: _____
    Name: _____ Address: _____ Phone: _____

My Parents/Guardians approve of my joining DeMolay.

15. Father's Name: _____ 16. Mother's Name: _____
17. Is your father a Senior DeMolay? _____ If so, where? _____
18. Is your father a Mason? _____ If so, where? _____
19. Parent/Guardian Signature: _____
20. Applicant's Signature: _____
21. DeMolay Sponsor's Name and Signature: _____
21B. Second DeMolay Sponsor's Name and Signature: _____
22. Masonic Sponsor's Name and Signature: _____





The International
Supreme Council of the
Order of DeMolay

Know ye that Brother

Whose signature appears in the margin hereof, is a member of the Order of DeMolay, initiated by

He is known and recognized by us, of our obedience and is entitled to be received with welcome as such everywhere, having been intented with the degrees on the dates as indicated herein, and attested by the signatures below.

Initiatory Degree DeMolay Degree

addresses of all his eligible friends who are not already DeMolays.

Contact older members of the Chapter from time to time to be sure they have given you all the prospect names they know. Also take time in a Chapter meeting every three or four months to have everyone write a prospect list. This will help locate any new prospects that have recently moved and live near a member. Don't forget to ask your Chapter members to solicit names from adult friends.

Progress Report — The Executive Officer of each jurisdiction receives a monthly Membership Status Report (MSR) listing the accumulated initiates for the year in each Chapter. This report reflects only initiates reported on Form 10s.

Follow-Up — After a membership campaign successfully ends:

1. Report new members to DeMolay International on Form 10s.
2. Make a follow-up list of those remaining from the original prospect list who did not submit an application. Contact these prospects again in the future.
3. Review the campaign, candidly discussing its weaknesses as well as its successes.
4. Have the Chapter's best membership recruiter talk to the Chapter or prepare a tip sheet on the

secrets of his success.

5. Recognize the newest member who brings in the most new members. This shows the other new members the importance of recruitment.
6. Begin planning the next campaign.

SPECIAL RECRUITMENT EFFORTS

The Prospect Party

Holding a large prospect party can be exciting for everyone in the Chapter and a great boost to the membership. But to get the most out of it, the Membership Committee needs to start planning 8 to 12 weeks ahead. The following checklist should help you keep on track:

1. Set membership goals (100 names will yield 20 prospects).
2. Set a date and place (make sure it doesn't conflict with school events, vacations, exams).
3. Call a "names meeting" to obtain names from committee members.
4. Announce the date, place and time to the Chapter.
5. Send invitations/letters (10-14 days before the event).
6. Arrange for food/refreshments.
7. Arrange for entertainment/videotapes.
8. Arrange for brochures, pens, pencils, name badges, etc.

DeMolay

(Date)
Dear

The Order of DeMolay wants to give you a chance to do things you like to do, with people you like. A chance to call your own shots, and organize and enjoy activities that are bigger and better than you could organize by yourself. And a chance to have fun.

There are thousands of DeMolays across the United States and around the world just like yourself, ready to share their friendship, fellowship, and experience with you.

We, the members of _____, Chapter, have prepared an evening especially for you in order to provide an opportunity
to explain the various activities that DeMolay has to offer you and your friends.

It will be at_____(time) on _____(date) at _____location.

Should you require any further information, or require transportation to or from the meeting please phone either of the numbers below. We have plenty of drivers available.

Also should you wish to bring one or more of your friends with you, please feel free to do so. They are more than welcome.

See you on _____(date).

Sincerely,
(signature)
John Jones
New Members Chairman (or MC)
Phone:_____
For information:
(Name)_____ (Name)_____
New Member Advisor New Member Vice-Chairman
Phone:_____ Phone:_____

DeMolay

(Date)
Dear _____:

Where are tomorrows leaders?

One of them might be in your home today; your son, - (sons name).

How can you help prepare him for leadership? What can you do to mold his character and skills to help him be a responsible, caring adult:?

Give him the opportunity to join the Order of DeMolay. DeMolay is an international organization which promotes good citizenship and develops leadership and character. Since it's founding in 1919, DeMolay has helped shape the lives of more than one million young men including Walt Disney, President Bill Clinton, Walter Cronkite, and John Wayne.

Membership is open to young men from thirteen to twenty-one years of age. These are important years during which permanent standards of character and ideals of citizenship are developed. The group a young man associates with during these years is one of the greatest influences in his life. In DeMolay your son will be with the best young men in the community.

They will ask him to promise and work to be a better son, to serve God and his country. As a DeMolay, your son will be expected to be courteous and considerate with his fellow men, to honor women, to be faithful to his ideals, to practice tolerance, and to fulfill all his obligations as an upright and public-spirited citizen.

DeMolay is not a substitute for home, church, or school. It is a most effective program and organization for physical, mental, moral, and social development. Participation in Chapter discussions, on committees, in civic, social, and athletic events, and many other activities, provides training of immediate use and of great value for the future.

As you probably know, young men you son's age want to be personally responsible for their own actions. As far as possible, the Chapter members conduct the business of their Chapter. Adult guidance and suggestions are provided by the advisory council.

We know that you want your son to associate with only the most positive group available. DeMolay is that group. Your son can obtain his life membership in DeMolay for just $____. An informational pamphlet on the International Order of DeMolay is enclosed for your review.

If you want your son to be in DeMolay or you have any further questions we can answer, please notify me or any member of the Advisory Council.

Cordially Yours,
(signature)
Chapter Advisor
Phone:_____

9. Make phone calls five days prior to the meeting.
10. Make reminder calls the night before.
11. Hold the party.
12. Arrange interviews.
13. Keep a list for follow-up.

Take a look at the sample letters of invitation to a prospect party and to parents of a prospect. Use these for reference. It's a good idea to include one of the membership promotion brochures from the Service and Leadership Center with the letter. The letter should be sent at least two weeks in advance of your prospect party. You can draft a similar letter to the parents of the prospect if you are planning for them to attend the program.

Also take a look at the "Sample Prospect Party Program." It will give you an idea of what to do. Adjust the program to suit your Chapter's needs and resources. If possible, plan a dinner as part of your program. The "Sample Prospect Party/Agenda" indicates how long each section of the program might

be. It's only a guideline. Remember to keep your program long enough to cover the subject, but short enough to be interesting. The prospect's first impression will be a lasting one.

REMEMBER: Be honest! Be sincere! Be enthusiastic! MOST IMPORTANT: Make sure your program is carefully planned so everything will flow smoothly. At all times, make sure the prospect feels

SAMPLE PROSPECT PARTY PROGRAM/AGENDA

The Prospect Party Program is usually presented prior to some Chapter activity which allows the prospects the opportunity to get better acquainted with Chapter members they may not know. A swim party or renting out the high school gym are popular activities.

WELCOME (3 minutes):
Hello everyone. My name is _____, and I am the _____ of _____ Chapter. We're glad you are here. Please ask questions. DeMolay is, above all, a large circle of friends. Later you will receive a membership application . . . but now I'd like to introduce _____ who is our Chapter's _____ .

WHAT DEMOLAY IS (2 minutes):
DeMolay is a club, a fraternity, friends who like to do things together for the common good. For some members, DeMolay is the center of their social life. For others, it is a diversion from school-sponsored activities. It is a service organization, and an active social group. DeMolay is what you and I make of it. The video you are about to see depicts all this and more.

SHOW APPROPRIATE A/V (10 minutes)
- Chapter produced video or slide show
- A video from DeMolay International
- Etc.

DEMOLAY TODAY (3 minutes):
Summarize the video. Explain that each Chapter is unique because it is run by its members. Today, DeMolay is international in scope. Wherever you go, you will find a DeMolay. Since 1919, there have been over a million DeMolays, and many Senior DeMolays still work with the organization and proudly wear the emblem of a DeMolay.

PRESENT BRIEF DEMOLAY HISTORY (3 minutes)
- See history & heritage section in Chapter One.

ACTIVITIES (4 minutes):
Discuss Chapter social activities. Include civic service and Obligatory Days. Be sure to include dances and conclave.

ATHLETICS (4 minutes):
Briefly discuss the Chapter athletic program, local-Chapter competitions and state championships. Show off any Chapter trophies with pride and enthusiasm!

FUND-RAISING (3 minutes):
Explain the different types of Chapter fund-raising efforts and their importance.

ORGANIZATION (3 minutes):
Explain the organization, how the Advisors function and why the Masons sponsor DeMolay.

AWARDS AND HONORS (2 minutes)
Show and briefly describe some of the awards and honors available to all members.

OUR PURPOSE, THE SEVEN CARDINAL VIRTUES, THE RITUAL (3 minutes):
The purpose of the Order of DeMolay is to take good young men, and to make them better. We accomplish this through leadership training and through practicing our Seven Cardinal Virtues. These virtues are the basis of our Ritual, which is a unique and special part of the Order of DeMolay. Explain the Seven Cardinal Virtues: filial love, reverence for sacred things, courtesy, comradeship, fidelity, cleanness and patriotism.

There are two initiation ceremonies. They are presented from memory by Chapter members. These are serious ceremonies that teach important lessons anyone, who chooses to, can live by. The 2nd Degree, or ceremony, is a dramatic representation of the story of Jacques DeMolay, acted out entirely by the Chapter members.

MEMBERSHIP APPLICATION PROCEDURE (5 minutes):
Hand out applications and pens. Explain the life membership program. Review the basic requirements to join. Explain the need for references and sponsors.

Emphasize that you need not be the relative of a Mason. Explain that the visitation, if any, is an interview that helps the Chapter to get to know the applicant better as well as giving the prospective member and his family the opportunity to find out more about the Chapter. Explain balloting procedures and the target date for initiation.

BENEFITS OF JOINING (2 minutes):

Reinforce the selling points of DeMolay and your Chapter in particular. Remember to mention our fun activities, leadership training and good reputation. Stress the personal invitations they received — they were recommended for membership in the Chapter.

REFRESHMENTS AND ACTIVITIES:

Prospects:

Be sure the prospect gets to the refreshments first. Take this opportunity to reinforce the personal invitation to join. Send prospects home safely and at a reasonable hour.

Parents:

At some point during the evening, usually after the DeMolay history, have someone escort parents to a separate room and discuss the following topics with them:

1. **Explain what the prospects are being told.** Make sure that the parents know that they have been separated for the purpose of open discussion.
2. **Discuss the Purpose of DeMolay** — to make good young men into better citizens, sons, and people in general. We are not rehabilitators or babysitters. We teach leadership, tolerance and comradeship. DeMolay is, above all, a character-building organization. Show the Legacy of DeMolay or some other video.
3. **Cover Chapter Activities.** Briefly explain the activities, athletics, fund-raising and competitive programs. Emphasize planning and leadership training.
4. **Describe the Advisory Council** — who makes up the Council and what its function is. Also mention the Adult Leadership Team or Parents' Club.
5. **Cover Sponsorship of DeMolay** — who and what the Masons are, why they sponsor the Chapter and what their connection is with DeMolay.
6. **Describe the Ritual and Cardinal Virtues.** Briefly explain to them and, if time is available, present the Ceremony of Light for illustration. Be sure that an active DeMolay demonstrates the Ritual work. It is important that the parent imagine his/her son performing the Ritual.
7. **Talk about the application procedure,** the benefits of life membership, insurance, scholarships, etc., and then rejoin the group for refreshments.

welcome and important. Give him V.I.P. treatment. Have name tags for each prospect and parent. Make sure a Chapter member greets each prospect at the door, serves as his host for the evening, and introduces him to every Chapter member.

Have each prospect complete an information card. This card should state name, address, age, telephone number, special remarks and the names of his friends whom he would like to see join DeMolay. Refer to this card in your follow-up. Visit those who did not sign an application during your prospect party. Within a few days after the party, go in teams of two to the prospects' homes. Be courteous and dress neatly. Take a DeMolay video, publications, applications and brochures with you.

Special Membership Classes

The special membership class concept honors various branches of Masonry. Appreciation classes, held on a local or jurisdictional level, accomplish two things. First, they allow the Order of DeMolay to pay tribute to particular Masons and to Masonry in general, without which DeMolay may not exist. Second, they provide an ideal opportunity for Chapters to add to their membership, and become stronger and more active.

Special classes have been — and continue to be — tremendously successful. The competition, the uniqueness of each class and the excitement they generate make special classes an opportunity that every Chapter should explore.

These classes are not difficult to arrange. However, like the prospect party itself, they do take proper planning and execution to be successful.

Chances are that your Chapter has had a class in the past. If so, your challenge will be to make your next class even bigger and better than previous ones. You also will find that Masonic leaders will be eager to help you implement this class in your area because it contributes to their desire to see DeMolay grow and prosper.

Choose an appropriate name for each class to help stimulate interest. Many Chapters have found it helps good Masonic relations to name classes in honor of the head of their sponsoring body, the Grand Master of the

Grand Lodge (also done on a jurisdictional basis) or some other outstanding Masonic leader.

Set a class membership goal. Don't make the number too large to reach. Your Chapter will lose interest in a campaign goal it can't possibly attain. However, the number should be large enough to be worthwhile.

When it comes to the actual solicitation, the best results are usually obtained by having a team competition of some sort. Awarding tangible prizes to the best team works better than having each Chapter member work alone.

Team Competition

Organize the Chapter into teams based on some sport, such as basketball or baseball. Suppose a basketball theme has been selected. Teams consist of five or less members each, and a captain is selected. An official scorekeeper is named, and two points are credited to each team for every application secured. Scoring should be kept up to date for each Chapter meeting and posted in a prominent place. Choosing a name for each team helps to make the competition fun and builds team pride.

Hold a kickoff meeting. Inform the teams about campaign rules and hand out an ample supply of blank membership applications to each team. Stress the importance of calling on the prospects and their parents more than once. Remind the teams to visit the prospects first and then the parents. Visits should be made by two team members. It is always harder to say "no" to two persons than to one.

Hold a prospect party. At the prospect party, either of the various membership teams can be assigned particular prospects, or they may be turned loose to work on any of the prospects. Prospects who do not sign up at the party or do not show up should be assigned to a team for further follow-up. Some Chapters prefer to divide the list evenly among the teams, but whatever method is used, an accurate record should be kept and posted of those contacted and the results.

Visit parents. After making the initial visit with the prospective member, visit with his parents. Give them some informational material about DeMolay. If enough Advisors are available, having one of them accompany the soliciting team of two can be a positive help in securing new members. The Advisor can be especially useful in persuading the parents to encourage their son to join DeMolay.

Some Chapters invite prospective members to a dance or some other Chapter social affair. Extra care and attention should be given to those prospects who are the leaders and will influence others by their action.

MEMBERSHIP AWARDS

The Service and Leadership Center gives automatic awards to DeMolays who bring in one, three, five or multiples of 10 new members. Remember that in addition to your special campaigns, individuals are eligible for the Founder's Membership Award for five applications and the Blue Honor Key for ten applications.

Use your imagination! The scope of awards is unlimited. Local merchants might be willing to donate swimsuits, sport shirts or other merchandise to use as prizes. But if you have a team campaign, provide a special reward for the winning team, as well as special recognition for the outstanding individual membership recruiters.Rewards help motivate membership teams and individuals to make their best efforts. Here are just a few your Chapter can offer:

1. A tie tack.
2. A DeMolay hat.
3. A ticket to a special banquet (paid for by the Chapter).
4. A DeMolay key chain.
5. A copy of the book, "Hi, Dad! ".
6. A DeMolay sweatshirt.
7. Cufflinks.
8. Two tickets to some big sporting or other entertainment event for five or 10 petitions.
9. A DeMolay pin or jacket for 10 petitions.
10. A steak and beans dinner on the Chapter, with all members getting a specified number of applications enjoying a steak and the rest beans.

VISITATION OR INTERVIEW PROCESS

The *ISC Statutes* contain information on for interviewing applicants for membership. In small Chapters, the interview ordinarily is not a difficult matter, since the applicants usually are already well-known in the community. The following plan is well-suited for use in larger cities and may be adapted to the needs of a small community.

If applicable to your Chapter's situation, the Master Councilor appoints a committee to review each applicant. . . and answer any questions he or his parents may have.

A Visitation Questionnaire Form should be used as the guideline for the interview. These forms are available from the Service and Leadership Center. This is also an opportunity for the applicant and his parents to become better acquainted with some of

the people from the Chapter.

It is important for the team to convey a first-class image. Be prepared to answer any questions concerning DeMolay in general and your Chapter in particular. Call ahead to set up an appointment.

Remember to be diplomatic about your manner of getting to know the prospect. Start a general conversation and weave any questions in as you go along. Be sure to cover all the areas listed on the form.

It is important to learn about the applicant's home, school and social life. If he is also employed, find out how this will affect his participation in the Chapter. Remember to emphasize the positive aspects of our Order.

Return the visitation questionnaire form, with the membership fees collected, to the Chapter as soon as possible after the visit. We want to convey to new applicants how important they are to DeMolay. Therefore, we don't want to delay the joining process any longer than necessary. The following letter might be sent to each committee member:

DeMolay

Dear Brother:

You are hereby appointed to the Interview Committee, on the Application for Membership in this Chapter, for _____ (name) who resides at _____(address).

The telephone number is _____

Instructions

1. You are assigned the duty of interviewing the applicant and inquiring into his reputation.
2. Please answer to the best of you ability all of the questions on the visitation questionnaire you have regarding our prospect.
3. Make an appointment by phone before calling on he and his family as it will make them feel more comfortable and often saves a trip.
4. Before calling on anyone, review the visitation questionnaire carefully.
5. Remember to be friendly in your manner of interview.
6. Return your report promptly and do not fail to report in some way at the appointed time.
7. Your report is due on _____(date). Please send it to me so that I can receive it by _____ or earlier, if possible.

Sincerely,
(signature)
Master Councilor

The various questions for the interview are:

1. ***Home Life*** — Do his parents approve of his desire to be a member of the Order? Are they agreeable to his spending at least one night a week at Chapter functions? What home duties does he perform? Has he ever been arrested? If so, when and for what? What church, if any, does he attend? Etc. Make a written report here, giving your general opinion of the applicant to become a member of the Chapter.

2. ***Social Life*** — Does the applicant take pride in his appearance? Do you feel that he would be a credit to the Chapter? Do you feel that he will endeavor to uphold the high standard of membership? What sort of entertainment does he prefer? In what sort of athletic activity does he engage? Does he play a musical instrument? If so, what instrument does he play? What other clubs or fraternities does he belong to? Does he drink or use drugs?

3. ***School/Employment Record*** — What grade is he in school? Has he ever been suspended or expelled from school? Is he prone to break school rules or destroy property? What school activities does he engage in? How long has he been employed in his present position? Give the name of his supervisor. Does his employer consider him ambitious and making satisfactory progress? Does he assume responsibility willingly?

MEMBERSHIP GROWTH

Every Chapter loses a percentage of its members each year through transfers, members reaching majority and inactive status. Normally only 40% - 60% of the members on a Chapter's roster will participate actively in Chapter affairs. Not only must such losses be replaced if DeMolay is to remain strong, but additional members must be added if DeMolay is to grow.

That's why membership growth depends on your recruitment efforts continuing throughout the year. It is not enough to hold just one prospect party each term, or to conduct one class per year. Membership programs must be a combination of classes, prospect

parties and personal contact with potential members every month, all year long.

The most important thing about any membership campaign is enthusiasm and zeal among the Chapter members to go out and make new friends. Making new friends is what membership recruitment is. Without a strong spirit, no campaign can succeed. One or two members can supply the spark to ignite the whole Chapter with enthusiasm.

We briefly mentioned several ways to conduct a membership drive in this Chapter. You can come up with many other good ideas like these:

- One Chapter contacted a local cable TV group and developed their own cable access show about teens.
- Another Chapter set up an employment bureau, with its Advisor's help, for teens. Prospective member names could be gotten from those who attended.
- Still another Chapter made 11" x 14" posters saying "Is your son a DeMolay?" with the Scribe's telephone number at the bottom. These signs were placed in store windows.
- The head of the sponsoring body of one Chapter sent a special letter to all Lodge members. The letter asked them to turn in a membership application from a young man they knew. A membership application was printed on the back side of the letter.

Many ways exist to bolster membership, but the important thing is to get new members. Remember, without them, your Chapter and DeMolay as a whole will perish.

ORIENTATION OF NEW MEMBERS

Finding a prospective member, introducing him to DeMolay and securing his application begins his DeMolay career. Ensuring that he is a successful, active member is by product of a good orientation program.

The key to any successful Chapter is its program and having members learn about the organization they belong to is the absolute first part of a good Chapter program.

It is a well known fact that any organization is only as good as its members. Effective and committed members are well informed about the organization they represent and therefore will keep the foundation of that organization firm. So it is with DeMolay. Well informed DeMolays keep the foundation firm in each Chapter and in so doing, help keep the future bright for the Order of DeMolay. Because DeMolay International recognizes the importance of the DeMolay member, they developed a program that is designed to help each member, new or old, become a committed, effective, and well informed member and leader.

The DeMolay Member Orientation Program is the first component of a multi phase comprehensive education program for DeMolay. This program is video based and created for ease of use.

If your Chapter doesn't have an Orientation Committee, you should form one for your next group of initiates. You'll notice what a difference it makes in the kind of Chapter members they become.

The International DeMolay Congress strongly recommends that each Chapter use the Member Orientation program. In fact, the following suggestions have been drawn from the recommendations made by the DeMolay Congress:

1. Make each new member feel welcome. He is the future of your Chapter. Get to know him and make him feel that his joining is one of the best things to happen to your Chapter. He'll respond with dedication and enthusiastic support.
2. Usually, the Junior Councilor assists with orientation. Older Chapter members, called Big Brothers or Orientation Coaches, can be assigned by the Master Councilor to one of the initiates. The Big Brother's responsibility is to see that his candidate ultimately becomes an active and interested new member in the Chapter.
3. The Orientation program takes the candidate from the time the Chapter knows about him until he becomes an active member.

TIPS FOR AN ORIENTATION PROGRAM

Organize your orientation program so that the new members are busy in their orientation class while the Chapter is having its business meeting or are in between or getting ready for degrees. It is important that the instructor is well-versed in all points to be covered and capable of answering any questions that may be asked. Here are some tips to help you with your orientation program:

1. Practice prior to the actual presentation. There are instructions on the video and in the Program Leaders Guide.
2. Meet in a convenient, well-ventilated place.
3. Appoint a responsible and well-prepared orientation chairman.

When the Chapter Scribe has informed the candidate of his election and the Master Councilor has made assignments to the Orientation Coaches or Big Brothers, each Orientation Coach makes his first contact with the candidate by inviting him to the first orientation session. Usually, this session is held prior

to the conferral of the Initiatory Degree. When the candidate arrives, he is greeted by his Orientation Coach and taken to the room where the session will be held. The candidate is then introduced to the person who conducts the session.

The presenter shows the first video segment and explains the history of the Order and the Chapter to the new member. He outlines the duties of the officers, Advisory Council or Adult Leadership Team, and committees. He also tells the new members about the conduct and dress expected at meetings and Chapter activities. Finally, he explains what to expect at the Initiatory Degree.

After the degree, each Orientation Coach introduces his initiate to every Chapter member and tells him the time and place of the next orientation session. The second session is held after the Initiatory Degree and before the DeMolay Degree. Again a segment of the video is shown and the candidate receives a review and explanation of the initiatory degree and is told of the DeMolay degree.

The Orientation Chairman then:

1. Explains DeMolay structure at all levels — ISC, Executive Officer, International Congress, etc.
2. Explains Chapter customs — etc.
3. Explains what to expect at the DeMolay Degree.
4. Informs the new members about various Chapter committees etc.

The next session is held after the DeMolay Degree has been conferred. It is conducted in a similar manner to the other sessions.

Throughout this orientation, the initiate's Orientation Coach is extremely important. The Orientation Coach should have completed the DeMolay Leadership Correspondence Course and be familiar with the *DeMolay Leader's Resource Guide* and the *ISC Statutes*. He should make sure the initiate:

1. Shows up for his degrees.
2. Attends Chapter meeting and orientation sessions.
3. Participates in all Chapter activities.
4. Meets all of the Chapter members and adult volunteers.
5. Understand what the Obligations mean.
6. Knows about the Leadership Correspondence Course, Leadership Training Conferences, and other DeMolay educational and leadership programs.
7. Understands the importance of membership recruitment.
8. Develops a real and permanent interest in the Chapter, its activities and its ideals.

Periodically review the progress of a new member and answer these questions about him:

1. Is he attending meetings?
2. To what committee is he assigned?
3. Does he seem happy to be there?
4. Does he attend Chapter activities?
5. Has he brought in any new members?
6. Does he have the potential to be an officer?

Parents are interested in their son's organization and deserve an orientation, as well. Make sure you:

1. Invite them to attend open ceremonies and the Degrees of their son.
2. Inform them about DeMolay. (Use brochures.)
3. Make them feel welcome.
4. Inform the new member's parents about the Parents' Club, or Adult Leadership Team.

Setting Up an effective orientation program in your Chapter will pay dividends in terms of increased attendance, new activities and greater fellowship.

STARTING NEW CHAPTERS

Let's suppose that you are in a community that has no DeMolay Chapter. Realizing DeMolay's potential value to the young men in your area, you desire to start a Chapter. Or maybe your community had a DeMolay Chapter in the past and you wish to revive or reinstate it. How do you go about it? What is the procedure?

Establishing a DeMolay Chapter is a very important undertaking, and must be done properly to insure the best possible future success and operation. Once the interest in establishing a DeMolay Chapter exists, the Executive Officer of the jurisdiction must be contacted for approval. He will then provide the proper procedures to be followed in accordance with the policies of that particular DeMolay jurisdiction. The approval of your Executive Officer must be obtained before any work can begin to establish a DeMolay Chapter. Normally, the Executive Officer utilizes personal representatives (with various titles such as District Governor, Administrator, etc.) who act in his behalf in providing the necessary information and assistance in establishing a new or reinstated

DeMolay Chapter.

A new Chapter is defined as one which is established in a community (or part of a city) where there has never been a DeMolay Chapter, or where there has not been a DeMolay Chapter for a minimum of five years. A reinstated Chapter is one which is formed in a community where a Chapter was in existence and operating within the past five years.

A basic step-by-step procedure for establishing a new or reinstated Chapter exists, and there are additional sources of information to assist you. These include discussions or correspondence with the Executive Officer (or his appointed representatives in the area) and visiting other DeMolay Chapters to observe and discuss problems and procedures.

STARTING A CHAPTER

The following steps are general and designed to cover most situations. A special set of New Chapter Start-Up Kits have been produced by the ISC. They give full details and step-by-step instructions on how to proceed in organizing a new Chapter or reinstating an old one. These kits are available for the asking from the Service and Leadership Center.

Step 1—Securing a Sponsoring Body.

The first step in establishing a DeMolay Chapter, after speaking to the Executive Officer, is to find a sponsoring body. A sponsoring body can be any organization composed exclusively of Master Masons, i.e. a Blue Lodge, York Rite body, Scottish Rite body, Shrine Temple, Grotto, High Twelve Club, a National Sojourners Chapter, etc.

If no such organization is available in a given locality, a group of Masons may form a club to act as sponsor for the Chapter, subject to the approval of the Executive Officer. Joint sponsorship may be undertaken by two or more Masonic groups such as two Blue Lodges in the same city or adjacent cities, a Royal Arch Chapter and a Blue Lodge, or any other combination. However, generally it is better to have just one Masonic organization as the sponsor.

The Service and Leadership Center has some aids available to help in locating a Masonic sponsor for a DeMolay Chapter. These include special promotional pamphlets. Videocassette programs also are available to help you communicate the message of DeMolay.

Once the sponsoring body is obtained, it officially passes a Resolution to Sponsor a DeMolay Chapter, and executes the printed resolution of sponsorship and petition for letters temporary included in one of the New Chapter Kits. By agreeing to sponsor a DeMolay Chapter, the officers and members of the Masonic organization accept the following responsibilities:

1. Providing a proper place for Chapter members to meet.
2. Supplying and maintaining an active Advisory Council of three or more Master Masons.
3. Supervising the Chapter through an Advisory Council.
4. Guiding the development of the Chapter and its members.
5. Assisting the Chapter whenever and however needed.

After passing the Resolution to Sponsor, the sponsoring body nominates a minimum of three men to be appointed by the Executive Officer to serve on the Advisory Council of the new Chapter. The Advisory Council Registration Form included in the Chapter Start-Up Kit is used for this purpose. The appropriate Advisor fee must accompany the filing of the form as must a completed DeMolay Adult Worker Profile form. The duties of the Advisory Council are described in detail elsewhere in this Guide.

Each member of the Advisory Council must be a Master Mason in good standing, a Senior DeMolay or a qualified adult. If he is a Mason, he does not necessarily need to be a member of the sponsoring body. Appointments to the Advisory Council are made by the Executive Officer, usually in consultation with the sponsoring body. The Advisory Council term of office is one year. The Advisory Council selects its Chairman and Chapter Advisor, and appoints a Scribe for the Chapter. (Normally, a Scribe Advisor is also assigned from the Council.) Each of the other Advisors is given a responsibility (e.g. Ritual, Membership, Athletics, Social Activities).

Step 2 - Selecting a Chapter Name.

No DeMolay Chapter can be named for a living person. Many new Chapters are named for the city or geographic area in which they are located. If this is a second Chapter in a city where the city name has already been used, then consideration could be given to names of outstanding deceased Masons of the community or historic names. A name should be carefully selected for permanency.

Step 3 - Petitioning for Letters Temporary.

Upon forming an Advisory Council, the sponsoring body then forwards the resolution of sponsorship and Petition for Letters Temporary, to the Executive Officer for his approval, along with the the Advisory Council Registration.

If the Executive Officer approves the request, he forwards the documents to the Service and Leadership Center. A nominal fee must accompany the Petition for

Letters Temporary.

Upon receipt of the approved Petition for Letters Temporary, the ISC authorizes the Executive Officer to provide for the initiation of 15 or more new members to form the Chapter. Each Advisory Council member listed on the Advisory Council Registration Form will receive an Advisor's Card and be placed on the mailing list to receive special Advisor mailings from time to time.

When the Letters Temporary are issued, they are sent to the Executive Officer. He will retain them until the Chapter is ready for institution. The Chapter will receive the Letters Temporary upon institution, and will work under that authorization until a Charter is issued.

The ISC may grant a permanent Charter if it is satisfied with the progress of a Chapter operating under Letters Temporary. Letters Temporary status is limited to eight months, but may be extended by official request.

Step 4—Insurance and Tax Exemption.

Prior to initiating the first class, you will need to request that your Executive Officer add the Chapter to the rolls of Chapters covered under the DeMolay International insurance program. In addition, you will need to obtain a Tax Identification Number from the Internal Revenue Service prior to opening any bank accounts. This Tax ID Number may be obtained by filing an SS-4 form with the IRS. (The SS-4 is available from the IRS or from an accountant.)

Step 5 - Instituting the Chapter.

Selecting Members — A minimum of 15 members is required to establish a new Chapter. A member must have passed his 12th birthday and have completed the 7th grade or have passed his 13th birthday and not yet have reached his 21st birthday. The Advisory Council selects and approves the membership applications for the initial class. Often a new Chapter will have DeMolays transfer from other Chapters to become a part of the instituting group.

Whenever a new Chapter is instituted, think beyond the minimum initial class of members and be sure there is a sufficient supply of prospective members to sustain the Chapter.

The Advisory Council may use any method it chooses in obtaining the initial group of candidates. One of the most successful ways is to have meetings of eligible young men and their parents to explain the purpose and activities of DeMolay. Videotapes are available for this purpose.

At these meetings, point out that the DeMolay initiation and program does not contain nor condone any hazing, violence or use of controlled substances. Also give a complete explanation of the fees required to be a member and the program of activities that the Chapter will carry out.

Choose high school leaders and sell them on joining the Chapter. In turn, they can sell the idea of membership to their friends far easier than an adult can. A story in the local newspaper also can be effective. (For details on this and other public relations tools, see the Chapter on Public Relations.)

NOTE: Do not limit your recruiting to the sons of Masons. Make it perfectly clear to the general public that **DeMolay is open to all eligible males of good character who believe in a Supreme Being and who have passed their 12th birthday and completed the 7th grade or who have passed their 13th birthday but have not yet reached the age of 21.**

The next step is to initiate the first class of members and begin the Chapter activities and functions. The meeting place should already have been selected. In most cases, the sponsoring body understands that furnishing a meeting place free of charge is an inexpensive way of rendering a valuable service to the Chapter. If it is necessary to rent a meeting place, care should be taken that the rental charge is not in excess of an amount that the Chapter can pay without seriously affecting its chance of survival.

Initiation Fee — All candidates must pay the initiation fee before receiving the degrees. All Chapters are required to operate on a Life Membership Plan. This fee must include the amount due to the ISC for each initiate, plus the lifetime fees and dues that remain with the Chapter. In many jurisdictions, a standard fee is established for all Chapters by the Executive Officer. Be sure to check with your Executive Officer before establishing the Life Membership fee for your Chapter.

Initiation of the First Class — Arrangements should be made for an active Chapter to send its degree team to initiate the members of the Charter class. Obviously, a full degree team, presenting the entire Ritual ceremony from memory, is desirable and impressive.

Immediately following the initiation, and not more than 10 days later, the initiates must be reported to the Service and Leadership Center on Form 10s, accompanied by the ISC fee for each initiate.

Selection of Chapter Officers — The first set of Chapter officers may either be selected by the Advisory Council or elected by the candidates. When

the candidates know each other well, it is probably best to have them elect their own officers.

Banquets, dances and other social affairs are often held to celebrate the initiation of the first class of a Chapter. However, some new Chapters wait for such open functions until the installation of officers.

An open installation of officers is recommended for introducing the new DeMolay Chapter to your community. Here again, it is best to have another Chapter or the jurisdictional officers do the installing, although the Advisors may do it if necessary. Many Chapters precede the installation with a family dinner. They follow it with refreshments for all and a dance for the DeMolays and their guests.

Chapter Bylaws — Each Chapter must adopt bylaws as set forth in ISC Statutes. Additional bylaws may be adopted by the Chapter if they are consistent with ISC Statutes and approved by the Executive Officer.

Supplies — The following supplies are considered essential for the proper and efficient functioning of any DeMolay Chapter:

1. Ten copies of the Ritual.
2. Five copies of the *Monitor of Ceremonies.*
3. Fifty paper membership cards.
4. Fifty Proficiency Cards.
5. Crown of Youth.
6. Altar cloth.
7. Bible.
8. Supply of *Leader's Resource Guides.*
9. Supply of *Program Planning Guides, Membership Planning Guides and Insurance and Risk Management Guides.*
10. Robes. (Some Chapters no longer use robes.)
11. DeMolay Degree costumes.
12. A copy of DeMolay's Youth Protection Program.
13. A DeMolay Member Orientation Program Kit.

Some of these items may be obtained from the Executive Officer, but the Service and Leadership Center is the official distributor of DeMolay supplies. A current copy of the DeMolay and More Store catalog is included in one of the Chapter Start-Up Kits, and extra copies can be ordered free of charge. A full line of DeMolay Chapter supplies, as well as DeMolay jewelry and wearing apparel, also are available through the DeMolay and More Store. All items are high quality, and members will be proud to wear them.

Chapter Operations — If you have completed the before mentioned steps, your DeMolay Chapter is in existence and operating. A Chapter must have constant and dedicated attention and interest from the Master Masons who are its sponsors, as well as those who are filling adult leadership positions, if it is to survive and prosper.

Take full advantage of all the publications and services available from the Service and Leadership Center, as well as the advice and counsel of your Executive Officer and his representatives. Don't hesitate to contact any of them if you need information and assistance.

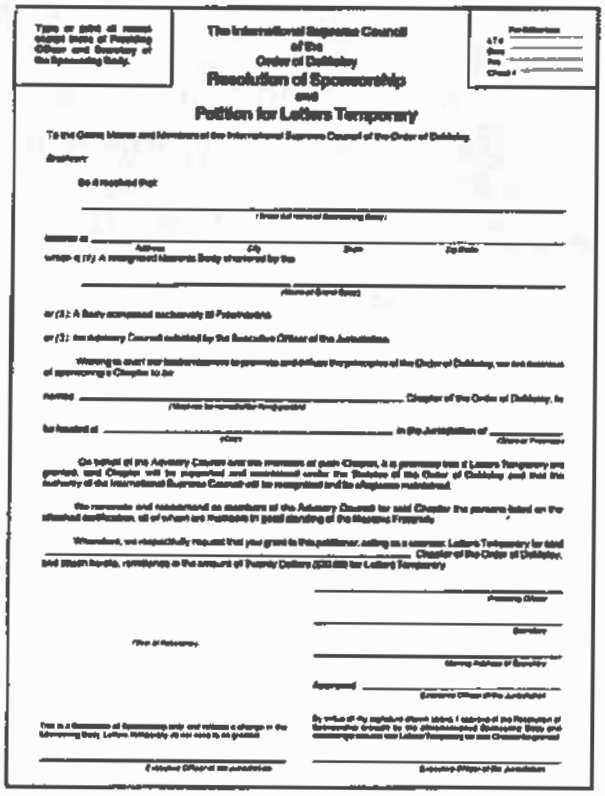
REINSTATING A CHAPTER

The procedure for reinstating a DeMolay Chapter is very similar to that for forming a new Chapter. A Chapter may be reinstated under its former name and Charter if it has been forfeited for less than five years. The reinstatement fee prescribed by the ISC Statutes must accompany the Application for Reinstatement. The fee provides for basic supplies such as the current *DeMolay Leader's Resource Guide, ISC Statutes,* brochures and membership applications.

A reinstated Chapter also must qualify for chartering by reaching a minimum of 15 members on the roster. The Chapter may then operate under its reinstated Charter.

CHECKLIST FOR ORGANIZING A NEW CHAPTER

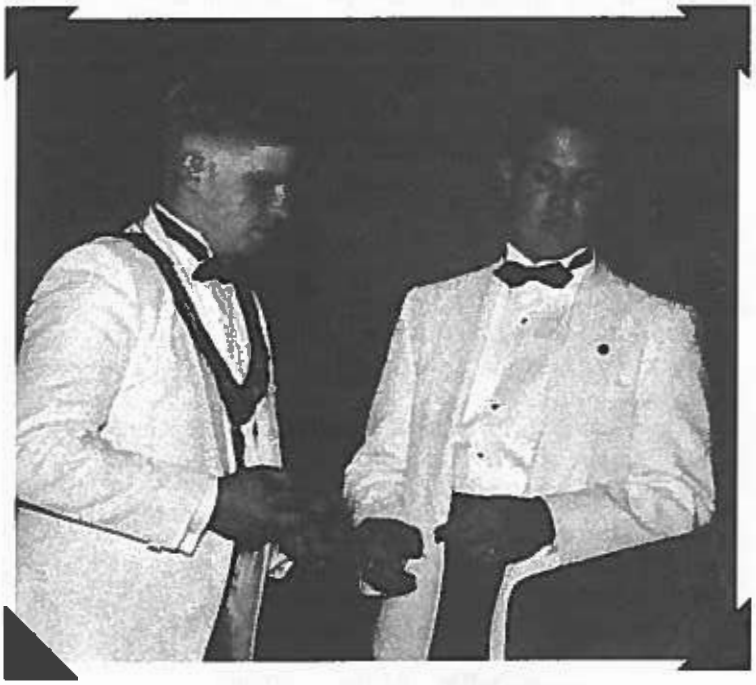
___ Contact the Service and Leadership Center and request a New Chapter Information Kit.
___ Talk with the Executive Officer or his personal representative about establishing a DeMolay Chapter.
___ Find interested Masons and conduct an informational program.
___ Secure a sponsoring body and have it pass a Resolution to Sponsor.
___ Select an Advisory Council and follow registration guidelines found in the *ISC Statutes.*
___ Select a Chapter name.
___ Fill out the Resolution of Sponsorship and Petition for Letters Temporary.
___ Forward the Advisory Council Registration and Resolution of Sponsorship and Petition for Letters Temporary to the Executive Officer of the jurisdiction, along with a check to cover all fees. (If the Executive Officer approves, he forwards papers to the Service and Leadership Center for processing.)
___ Look over material and publications received and order any additional supplies needed.
___ Establish an initiation fee.
___ Make sure your Chapter is added to the insurance roll.
___ Obtain your Tax Identification Number.
___ Organize a membership drive for an initial class of members.
___ Sign up and approve initial applicants.
___ Initiate first class.
___ Report new initiates to the ISC on Form 10s.
___ Select and install the first set of Chapter officers.
___ Adopt a set of Chapter bylaws.
___ Proceed to operate the Chapter in accordance with *ISC Statutes* and jurisdictional policies.
___ Request the Charter.


The International Supreme Council of the Order of DeMolay
Resolution of Sponsorship and Petition for Letters Temporary

CHAPTER SIX
Communications

6

- Public Relations
- Newsletters
- The DeMolay Electronic Bulletin Board Service B.B.S.
- Media Communications
- Other Public Relations and Marketing Opportunities



CHAPTER SIX
Communications

PUBLIC RELATIONS

On a personal level, good public relations means living up to and practicing DeMolay teachings in all of your actions . . . and it means talking about the benefits of DeMolay to others. On a Chapter level, it means planning and carrying out a communications program that will help your Chapter grow, prosper and succeed.

Good public relations is everything you do to communicate a positive image of DeMolay. The image you portray to your many "publics" will determine, to a great extent, the success and reputation of your Chapter and the Order of DeMolay. A good image will attract and encourage outstanding young men to join DeMolay.

If you can answer "yes" to the following questions, your Chapter already has a good public relations program going for it:

- Do you ever see or hear about your Chapter on television?
- Do you "post" information about your Chapter and its activities on local community electronic bulletin board systems? How about on DeMolay International's BBS (816) 891–0058)?
- Does every teacher and student at your school know that your Chapter exists?
- Can you remember the last time you read about your Chapter in the local newspaper?
- Does your Chapter have its own weekly radio or television show on a community access station?
- When you mention DeMolay, do people recognize the name?
- Do Chapter members, adult volunteers, the Masonic family and others receive timely communications about Chapter events?
- Do community leaders, the media, civic organizations and local officials know about DeMolay and what you're doing?

As you can tell from the questions above, your Chapter has more than one kind of "public." And there's more than one way to communicate with them.

To lots of people, the term "public relations," means "the general public." Actually there really isn't a "general public." If there were, you would have only one kind of music, only one newspaper, only one TV channel, only one political party, only one style of clothing, only one kind of cereal, etc.

Your Chapter has several publics — both internal and external. External publics are groups of people outside your organization whom you look to for support and good will. Those groups include potential members, teachers, local officials, community leaders, potential contributors to a charitable project, newspaper readers, television viewers, etc.

Just as important to the success of your Chapter are its internal publics — Chapter members, their parents, adult volunteers and members of the Masonic family.

Here are some of your important "publics" and the impact that a good public relations or communications program will have on them. The first three are internal. The last two are external.

- **Chapter Members** — Newspaper and television coverage will make your members proud of their organization. A good newsletter will help them feel involved. Altogether, good internal public relations will help retain members and keep them active.
- **Parents** — Your newsletter, parent-son events, the Flower Talk and Ceremony of Light will help parents of members and potential members appreciate the value of DeMolay. You want their good feelings because, in many cases, parents underwrite the cost of joining and other costs. Parents also can support your Chapter as volunteers. They'll help keep attendance up when they know about meetings and events. And supportive parents will "spread the good word" about DeMolay to parents of potential members.
- **Masons** — A Masonic body sponsors your Chapter and provides a meeting place. Find

every opportunity to let your sponsoring body know you appreciate it — help them maintain the Temple, hold a "Sponsor Night," support their causes, send them a newsletter, recognize them publicly, send personal invitations to your important events, etc. "Word of mouth" is the best kind of advertising, so Advisors should visit Masonic bodies often and mention DeMolay at every opportunity.

- **Masonic-Related Organizations** — Job's Daughters and Rainbow Girls are a great source of support for your activities. And their brothers and boyfriends are a good source for prospects. Send a newsletter to keep them informed about DeMolay happenings, invite them to attend your events and honor their leaders — it adds up to good public relations.
- **Potential Members** — Reach potential members — your most valuable external public — by word of mouth, posters, billboards, parades and exhibits, dances and parties for members and nonmembers, brochures, fund-raising projects, special events and media coverage. Who wouldn't want to join such a popular organization!
- **Other External Publics** — Who else outside of DeMolay and Masonry do you want to reach . . . and why? How will you reach them? Community leaders, local officials, school officials and business leaders have something to offer to your Chapter. Create a favorable image by planning activities to honor them. Invite them to your public ceremonies. These groups and others are interested in your Chapter's community service and charitable activities. Enlist media help to make sure they know about your good deeds.

Again, if your Chapter — and DeMolay — are to succeed, you must earn the support, understanding and favorable impression of your many publics. How do you do it? Put some of the following "how-to's" into action.

YOUR CHAPTER'S COMMUNICATIONS PROGRAM

Your Chapter newsletter, media relations efforts, and other marketing and public relations projects all work together to create a positive response to DeMolay. Getting these all together and focusing them on the right publics is part of your Chapter's communications program. To have a good one, your Chapter needs a committee and a plan.

Start with a Committee

Designate one member of the Chapter to serve as chairman of the Chapter's communications committee. He should be outgoing and enthusiastic, and have good speaking and writing skills. He also should have organizational and management skills, because he will have to set deadlines, coordinate people and projects, and handle follow-up activities.

A typical committee might include your Chapter newsletter editor, someone to handle media contacts and someone to coordinate special promotions, such as exhibits, floats in parades, window displays, etc. In fact, the person in charge of DeMolay Week/Month could be your special events coordinator, since that one event often is a Chapter's major public relations activity.

An Advisory Council member who's knowledgeable about the media and public relations can lend valuable assistance. Or you might look outside the Chapter for advice. A local media, public relations, advertising or marketing professional might be willing to help your Chapter with its program. Contact people like these through businesses or professional associations.

Planning Your Program

The first step is to determine your goals and objectives:

- What you are trying to accomplish and why?
- Who are the key publics you want to reach?
- What do you want to tell them?
- How will you communicate your message? Will it be a newsletter to your internal publics, news releases and story suggestions to the media,or brochures for your marketing promotion efforts? You decide.

After you've made those decisions, you'll need to complete a deadline schedule and assign responsibilities. Use the "Sample Communications Planning Guide" as an example.

CHAPTER NEWSLETTERS

Likely your newsletter is the Chapter's major communication with all its "internal publics" — Chapter members, parents, Masons and Masonic-related organizations. In fact, a Senior DeMolay and Chapter Dad has said, "All Chapters should have a newsletter. Period." There are five major goals for an effective Chapter publication:

1. To inform members about upcoming events and activities.
2. To report about past events.
3. To report news about the members of the Chapter.
4. To notify members about stated meetings.
5. To recognize members for their accomplishments or efforts — first-line signers on membership applications, members who make straight A's in school, etc.

SAMPLE COMMUNICATIONS PLANNING GUIDE			
Project	**Audience/Mailing List**	**Begin/End Dates**	**Person Responsible**
January newsletter	Chapter members Alumni/Senior DeMolays Adult Leadership Team Leaders of Sponsoring Body Job's/Rainbow officers Media list	Nov. 15 - Dec. 19	Craig P. and staff
News releases on officers installed in January	Sponsoring body newsletter Job's/Rainbow newsletter Media list — major newspaper, community newspapers only	Mail January 10	Matt S.
Support January Membership Drive!			
• Direct mail letter/brochure	Masonic family	Mail December 27	Jon McG.
• Posters at mall, schools, libraries, fast food outlets	Potential members	Place by January 2	David L.
• Promote charitable works	Media list	Mail December 3	Matt S.
• Try to get Master Councilor and Senior DeMolay on radio talk show	Radio personality list	Late Dec./early Jan.	Matt S.
Start Planning Promotion for DeMolay Month/Week	Entire Communications Committee and DeMolay Month/Week Chairman	January 15	Matt S. and Doug R.
February newsletter	Chapter members Alumni/Senior DeMolay Adult Leadership Team Leaders of Sponsoring Body Job's/Rainbow officers Media list	Dec. 15 - Jan. 17	Craig P. and staff

The appearance and quality of your Chapter's publication will determine how well it will be read. Your Chapter newsletter can be great looking, informative, fun and easy to produce. Personal computers are readily accessible to nearly everyone in schools, offices, public libraries and "computer time-share suites." Chances are you have one yourself.

With a computer, you can produce readable two-column and three-column formats like the examples you see.

PRODUCING YOUR NEWSLETTER

Does your Chapter already have a newsletter, or are you planning to start one soon? In either case, it's a good idea to ask your contacts at local newspapers, advertising agencies or company communications departments to advise you on how to improve or start your Chapter newsletter. They'll provide you with good advice on producing a nice-looking, readable publication.

Getting Started

Good organization, a simple format, good content,

SAMPLE NEWSLETTERS

and a regular publication and mailing date are the most important qualities of a good newsletter. Here are a few tips to help you get started:

Budget. To plan your newsletter budget, you'll need to decide on how many copies you want to print, how many pages your newsletter will have, and how much you must spend on photos, postage and printing costs. Multiply that by the number of issues you plan to mail each year to create your annual budget.

Editor. The editor is the head staff person. You'll want someone who writes fairly well, has a good command of grammar and punctuation, and has a good feeling for what would be interesting to members. The editor also manages the budget, and assigns writing and other tasks to staff members.

Title. Some Chapters hold a contest to name the newsletter. Another way is to "brainstorm" for ideas.

Nameplate or "Flag." Your newsletter name should be the most outstanding feature on the first page of every issue. Decide on the artwork to present the name attractively. The volume number, issue number and publishing date appear under the nameplate.

Format. A simple two-column or three-column format is the most readable. You can enhance your newsletter's format in several ways:

- Use computer type fonts to set off your stories with boldface headlines.
- Add interest with cartoons, drawings or other artwork, like the DeMolay clip art in the back of this book.
- Outline stories with boxes or highlight with boldface type to draw attention to important information.
- Use photos if possible.

Composition. Composition includes getting the information, writing the stories, designing a page layout, and typing or inputting stories and artwork into the layout. Decide who will serve as staff members to handle these tasks, and what their assignments are. See "Sample Story Ideas" for suggestions.

Reproduction. After you have finished your original, how will you reproduce your newsletter? Small printers or "quick printers" are a good choice if you use photographs or colored ink in your newsletter. Perhaps a printer will donate paper and printing services, or charge a reduced fee. An office copier often is the least expensive and easiest way to print your newsletter.

Distribution. Some Chapters hand out the newsletter at the first meeting of the month. A better

SAMPLE STORY IDEAS

1. **Announcements of upcoming events.** Let Chapter members know what is being planned for their benefit. The coming activities should

sound fun and interesting. Generate interest in your members — and give them as many details as possible.

2. **Report on past events.** Let Chapter members who missed the event see what they missed out on. Also let the Chapter members who did participate see their names in print.
3. **Feature International Supreme Council items and programs.** Some of these articles could include the Representative DeMolay program, the Leadership Correspondence Course, merit bar program or other awards.
4. **Include jurisdictional and district program announcements.** Write a feature article on the yearly convention. Announce the dates of district meetings or events.
5. **Include general interest items.** Reviews of movies, music, video games, concerts or sporting events are always popular.
6. **Feature members.** Include a story about the newly elected Master Councilor, recognize first-line signers, or introduce new members with a special feature. Outstanding participation by members in church, school, community or sports activities also would be interesting.
7. **Fill in the blanks with "fillers."** No newsletter has just the right amount of "copy" to fill its columns. If you're short of material, include articles on the PMC-MSA, leadership camps and conferences, available honors and awards, a biography of a famous Senior DeMolay, a historical fact or two, etc.

idea is to mail you newsletter to members, Advisors and other people who support your Chapter. Your news will reach more people, and your Chapter will have better participation in events and meetings.

Be sure to put the head of your sponsoring body on your mailing list. Jurisdictional and District Officers, the Executive Officer, and the Service and Leadership Center also should receive a copy of your publication. You also may want to include Rainbow or Job's Daughters officers, as well as the Master Councilors of surrounding DeMolay Chapters.

Investigate the various methods of mailing the publication with your local post office. First class mail is the fastest but most expensive method. If you mail 250 copies or more, it would pay to apply for a third class mail permit. The post office also will advise you on how to fold your newsletter.

Handy Clip Art and Mailing Labels

The clip art located in back of this book will add visual interest to your newsletter. Additional clip art is available at no cost from the Service and Leadership Center. If you use a computer desktop publishing program to produce your newsletter, you also can order a diskette of the DeMolay emblem and other official logos that have been scanned into a graphics file. If you're "on-line" with the DeMolay BBS you can download graphics directly into documents or into a graphics file.

The Service and Leadership Center also can provide you with mailing labels and current address information. There is a small fee for this valuable service. Contact the DeMolay and More Store for more information.

MEDIA COMMUNICATIONS

Your newsletter is your most important internal communications tool. But media communications may be your most important external communications tool. Both print and broadcast mediums can help produce name recognition and positive feelings for DeMolay.

MEDIA INVENTORY

An important first step in your media communications program is to develop a media list. Perhaps your local United Way agency or Chamber of Commerce will share its media list with you. Or you can do your own media inventory. Survey all the media opportunities available in your community. Then select the ones that can help you reach your audiences.

Ultimately your list should include complete address and telephone information, plus contact names. Update the list about every six months, because people get promoted and change jobs.

Before you phone or meet your contact for the first time, read the publication or watch the station. If you show some savvy about what your contact publishes or broadcasts, and match your activities to those needs, you have a good chance at coverage.

You may never have heard of some of the items listed in the "Sample Media Inventory." With some detective work you may discover several different kinds of media outlets for your communications efforts.

SAMPLE MEDIA INVENTORY

Print

- Daily newspapers
- Weekly newspapers
- Neighborhood shoppers
- Coupon papers
- Monthly newspapers
- School newspapers
- Local Masonic publications
- Other _____

Television

- Network affiliates
- Local Public Television outlet

- Community access channel
- Local cable access
- Other _____
- School channels

Radio

- Local commercial stations
- Public radio station
- Cable radio
- Campus radio stations
- Other _____
- Community access radio

Other

- Computer bulletin boards
- Daily school announcements
- Church bulletins
- Other _____

BROADCAST AND PRINT OPPORTUNITIES

TELEVISION

At one time, the local affiliate of a major network was your only access to television coverage. Often a noon "talk show" or the last 30 seconds of a newscast was all the time the station could devote to community projects or "feel-good" photo opportunities. You can imagine the competition for this time.

Because television is a visual medium, you increase your chance of accessing this time if you can propose a visually interesting idea along with your news release or fact sheet.

Think about what a camera operator (and the viewing public) might "see":

- DeMolays taking handicapped children to a circus.
- DeMolays collecting coats and gloves for the station's "Winter Warmth" drive?
- DeMolays performing a flag ceremony at a cemetery on Veterans' Day.

Good visual ideas like these will improve your chance at television news coverage. If your event is covered on television, be sure everyone is wearing DeMolay apparel so viewers can see that you belong to DeMolay.

Many communities also have other kinds of television stations. Cable companies have community access channels. These channels air programs created by individuals and organizations. Most will even help you produce your show. If you contact your cable station well ahead of time, perhaps your Chapter could schedule air time during DeMolay Month/Week to show a DeMolay video. Use the station's character generator to follow the video with DeMolay contact information on the screen.

Cable companies also have community bulletin board channels where you may be able to list Chapter activities and contact information.

City hall, the local library or your school may have its own closed-circuit television channel. If they can provide the right audience for you, it might be worth your effort to discuss how you can work together.

RADIO

In addition to commercial stations, there are growing opportunities to air audio community access programming over locally operated cable systems. While this opportunity is just beginning to grow, take advantage of local radio talk shows on commercial stations. Some talk shows "specialize" in community events and activities. Use talk shows like these to promote fund-raisers, community service projects and DeMolay Week/Month activities.

How about proposing a weekly radio or television show about teens in your community? You could highlight school athletes, local bands or DeMolay. You could have your own teen-produced and teen-directed radio talk show or a music and talk show. How about a "Teens Today" weekly television show? You could feature local teen events, give out S.A.T. test help, etc. If you have the manpower, and if any of these broadcast outlets has an appropriate audience for you, your Chapter could gain some important visibility.

NEWSPAPERS

What kind of information will newspapers run? The best advice is to review the coverage they give other organizations. If your activities and events are similar, definitely call your contact person and follow up with a news release, fact sheet or photo idea—well in advance. Here are some story ideas that may make the news:

- ***New Chapter Officers*** — Send a news release, along with a head and shoulders photo of the new Master Councilor, to the teen section or community section of your local daily. Also send it to local weeklies, shoppers' guides and Masonic publications. (Find out more below about writing a news release and submitting a photo.)
- ***Charitable Activities*** — Send a fact sheet or news release to print and broadcast media. Be sure to include descriptions of photo opportunities. Don't worry about sending a photo. In most cases, the media prefer to handle their own photography.
- ***New Ventures*** — Is your Chapter starting a job referral service for teens, an environmental project, a grammar or math hotline, or other ongoing community project? New ventures like these often are the kind of "good news" the media are looking for. Handle the announcement

with a news release or fact sheet, and possible photo opportunity description.

- ***Successful Teens*** — Has a DeMolay member received a high honor? Does he have a history of service and academic success to back it up? He may be a candidate for a feature in newspaper youth pages, feature pages, family living sections or community news sections. You may want to submit a head and shoulders photo along with a cover letter, fact sheet and brief biographical sketch.
- ***Proclamation Signing*** — Government officials sign hundreds of proclamations a year. Many large media outlets decide not to report any of them because they couldn't run stories on them all. However, community newspapers might run a photo, a news release and a copy of the proclamation. If a DeMolay Month/Week proclamation is on your agenda, contact these publications in advance to see if they will cover the event.

WRITING A NEWS RELEASE

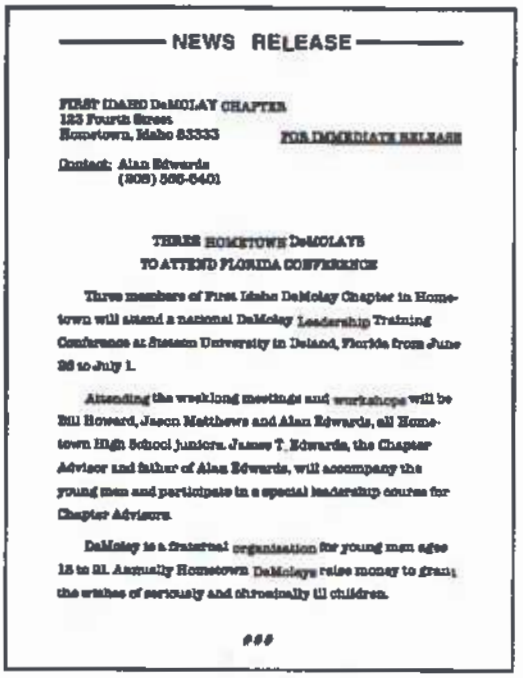
A written news release, preceded or followed by a telephone call to your contact, is the professional approach to media relations.

News releases are very helpful to small publications. Some community weeklies, shoppers' guides and neighborhood newspapers may run virtually all the information in a news release — especially if it announces new officers, a public event, a spaghetti fund-raiser, Christmas tree sale, etc.

News releases also provide background information to daily newspapers and broadcast news departments. These larger media outlets will handle their own follow-up or reporting if they choose to do a story. Because television is a visual medium, always include a description of the video opportunity.

The following tips will help you prepare your news release:

1. Make sure your story answers the basic journalistic questions — who, what, where, when, why and how.
2. Be sure your message is newsworthy. Read the publications, listen to the radio, and view television news and talk shows. If your story seems similar to the kind of material used, there's a good chance your news will be used, too.
3. Submit your information well in advance — up to three weeks in advance if possible.
4. Check and double check all the information, spelling of names, etc.
5. Be brief. Avoid opinionated language and flowery prose. A news release usually runs between one and two pages long.



NEWS RELEASE

FIRST IDAHO DeMOLAY CHAPTER
123 Fourth Street
Hometown, Idaho 83333

FOR IMMEDIATE RELEASE

Contact: Alan Edwards
(208) 555-6401

THREE HOMETOWN DeMOLAYS
TO ATTEND FLORIDA CONFERENCE

Three members of First Idaho DeMolay Chapter in Hometown will attend a national DeMolay Leadership Training Conference at Stetson University in Deland, Florida from June 26 to July 1.

Attending the weeklong meetings and workshops will be Bill Howard, Jason Matthews and Alan Edwards, all Hometown High School juniors. James T. Edwards, the Chapter Advisor and father of Alan Edwards, will accompany the young men and participate in a special leadership course for Chapter Advisors.

DeMolay is a fraternal organization for young men ages 12 to 21. Annually Hometown DeMolays raise money to grant the wishes of seriously and chronically ill children.

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6. Write in the present and future tenses. Old news is dead news. If the media wishes to cover your function, they will decide. Your job is to inform them in advance.
7. Write in inverted pyramid style, placing facts in descending order of importance. If editors need to cut information, they "cut from the bottom." End every news release with a position statement similar to the one below. It identifies who you are:

   The Order of DeMolay is a fraternal organization for young men between the ages of 12 and 21. There are approximately 800 DeMolay Chapters in the United States. More than one million young men have joined DeMolay, including Walter Cronkite, President Bill Clinton Willard Scott and Walt Disney. For more information about the local DeMolay Chapter, contact (name, address, phone).
8. Place photo or video opportunity suggestions following the body of your release. The media will contact you if they want to send a photographer or camera crew.
9. Type your release error-free! Take a look at the sample. It's typed double-spaced, with contact information (including telephone number) at the

top. Also put a release date or "For Immediate Release" at the top. Margins should be at least 1" wide.

Handle fact sheets in a similar way. However, type fact sheet information in a single-space outline style, with double spacing between items. Use the basic journalistic questions as your guide.

Whenever you meet personally with the media, or if someone contacts you about on-site coverage, be sure to dress appropriately and respond helpfully.

Sending Photographs — Most larger newspapers will only use submitted head and shoulders shots of individuals. They take their own photos if they plan to include one with coverage. Smaller newspapers may accept a posed photograph. If you have a chance to submit a photograph, follow these guidelines:

1. Submit glossy photos in sharp focus. Either 5" x 7" or 8" x 10" can be used. Check with your newspaper for the preferred size.
2. For head and shoulders shots, type a label with the subject's name address and telephone number. Also include a line relating the photo to your news release, such as "New DeMolay Master Councilor."
3. For larger group photos, type the information on a piece of plain white paper. Identify people from left to right. Include as many of the basic journalistic facts as possible. Also include contact information. Tape the information on the back of the picture.
4. Never write directly on the front or back of a print, and never use a paper clip.

OTHER PUBLIC RELATIONS AND MARKETING OPPORTUNITIES

There are many other important ways to publicize DeMolay. The traditional car washes, city-wide dances and posters in store windows provide great one-on-one communications opportunities. Here's a list of public relations and marketing ideas that can benefit your Chapter:

Posters — Local retail businesses generally are willing to allow you to post information on upcoming events. Posters are frequently used for fund-raising events which you want the public to support, such as spaghetti suppers, car washes or flea markets. Another popular use of posters is during DeMolay Week.

Posters should be prominently placed in locations like libraries, barbershops, churches, schools, community bulletin boards at shopping malls, recreational centers or any public place that may be frequented by prospective members.

Put a contact name and phone number on the back of each poster, as well as the date the poster should be taken down. A statement like "Please leave up until March 24" will insure that your poster is not thrown out prematurely. Keep a list of the locations of all of your posters, and take them down on the final date with a word of thanks to the business.

Window Displays — Attractive window displays in local shopping centers and downtown areas are a very effective way of publicizing your Chapter during DeMolay Week (or any time of the year). Contact the store manager about a month in advance of your display.

Marquees — Many community shopping centers, banks, motels and bowling establishments have marquees to announce local events. Permission to promote DeMolay Month/Week or other very special events should be obtained from the management of the establishment at least two to three months in advance.

Local Plant, Company, Church or Club Publications — These publications are interested in news about the activities of their employees or members (and their families). They are also a great source of publicity for your Chapter's events and DeMolay Week.

Outdoor Advertising — Outdoor billboards are perhaps one of the best forms of publicity. However, billboard space sometimes is difficult to obtain because of the costs associated with designing and installing a 24-sheet poster. Short of paying for it, the easiest way to obtain space is to cultivate a contact within an outdoor advertising company, perhaps a Senior DeMolay or a Mason. You also may contact a local member of the Outdoor Advertising Association of America, Inc. to discuss obtaining free space, or write to the association at 24 West Erie Street, Chicago, IL 60610.

Direct Mail and Postcards — Direct mail letters are very useful when contacting a special segment of your many publics. A mailing to the local Masonic Lodge members might be appropriate before a Masonic appreciation night. Letters to prospective members are another form of direct mail publicity.

Like stories written for the media, letters should be brief and concise. The shorter the letter, the better the chances it will be read. Postcards are very handy tools to remind people about an upcoming meeting or event. They also are a good way to let members know they were missed at a stated meeting.

Community Information Guides — In many cities and towns, the local Chamber of Commerce or other groups will publish annual community information

booklets. These are distributed by local businesses and by mail to new members of the community. Find out if such publicity is available in your community and who publishes it. Try to get your special events or unusual projects listed, as well as information about DeMolay and your Chapter.

Yearly Directories — In many communities, a local group sponsors a directory of phone numbers and services. These directories often list community organizations, the dates they meet and a name of a member to contact for information. If your community has such a directory, be sure your Chapter is included.

Display Advertising — Many Chapters have found that the purchase of a full- or half-page advertisement in the local newspaper is extremely worthwhile. Contributions from sponsors can pay for the cost of the ad. Use display ads to publicize DeMolay Week, a membership campaign or a special event. Plan this project early and have the material to the newspaper at least two weeks to a month before publication. Be sure to send a thank-you note to all the sponsors along with a copy of the advertisement.

Letters to the Editor — The "letters to the editor" section of daily and weekly newspapers is often the most-read section. A well-written letter describing a civic service project of the Chapter is just one of many examples of an appropriate letter to the editor. This is another form of free publicity which will enhance the public image of DeMolay. Don't use it too often as it will dilute the effect (and probably not get printed).

Public Speakers — Rotary Clubs, Lions Clubs and other organizations are constantly looking for good speakers. If a member of your Chapter is an experienced and competent public speaker, let local groups know he is available. Have your Chapter Advisor and/or Ritual Advisor review the speech prior to its presentation.

Fact Sheets — Fact sheets are a valuable source of information for the media, speakers and other contacts unfamiliar with DeMolay. They can be used to accompany news releases, business letters, etc. Usually written in outline form, fact sheets contain background information on the organization:

- History
- Goals and purpose
- Leadership and structure
- Size and membership
- Activities
- Local Chapter information

Exhibits — Exhibits are portable displays placed at conventions, conferences and seminars. Fairs, exhibitions, career days, shopping mall promotions and other similar events are good exhibit locations for your Chapter. Exhibits also are popular at DeMolay state conventions to show off the activities of your Chapter, district or region. Don't overlook exhibiting at state meetings of Masonic-related groups. Audiovisual programs and brochures for your exhibit are available from the Service and Leadership Center.

News Kits — A news kit is a collection of related material distributed to the media in order to maximize publicity potential for special events. Your Chapter could use a news kit for the really big and unusual events. Compiled neatly in a folder, the kit should contain:

- An official announcement of the event
- A news release
- An official program
- History of the event
- Background information on your Chapter and DeMolay
- Fact sheet
- Biographies of speakers and excerpts of their speeches
- Pictures of speakers
- List of honored and famous guests
- Details of the highlights of the event

A news kit would be especially appropriate if your Chapter were to undertake a large project to raise funds or hold an Anniversary celebration.

Brochures, Clothing, Pins, Decals, Etc. — The DeMolay and More Store has many items you can use to publicize DeMolay and your Chapter. Consult the latest catalog. Anything worn or displayed with the name "DeMolay" on it will help your publicity efforts and give someone the opportunity to ask, "What is DeMolay?"

DEMOLAY MONTH/WEEK — All Chapters are urged to observe this important anniversary in March each year. It's the international celebration of the founding of the Order of DeMolay, as well as the single most important public relations opportunity of the year. All of your DeMolay Week activities should be aimed at catching the attention of the public. More

THE DEMOLAY INTERNATIONAL

BULLETIN BOARD SYSTEM

(816) 891–0058

The future is now...Join us!

information on this event appears in Chapter 2

Nearly everyone seems to be on-line these days. The Internet, the World-Wide Web, Prodigy, Comp-u-serve and other on-line opportunities, the advent of "E-Mail" and the accessability and affordability of P.C.s have sparked a new revolution in the way in which we

communicate. DeMolay is right in step with technology and has its own bulletin board system.

- **Would you like to communicate with DeMolays, Advisors, and other in DeMolay from other cities? Other States? Other Countries?**
- **Gather Membership Ideas**
- **Find out about upcoming events**
- **Communicate directly with the Service and Leadership Center**
  - **Your Executive Officer**
  - **The International Master Councilor**
- **Send and receive private E-Mail**

BBS ACCESSIBILITY:

The BBS is available 7 days a week, 22 hours a day. Initially, 3 phone lines are available. We are looking into 800 lines and hooking to the Internet. Call the DeMolay Service and Leadership Center to find the current and best way to call.

OBJECTIVE:

To provide DeMolay leaders, at all levels, with a tool to exchange ideas, share information, improve communications and assist in the management of their jurisdiction and Chapters. Not to mention the fun of personal "E-Mail" and a lot of other features!

AUDIENCES:

Anyone may access the DeMolay Bulletin Board. The availability of most of the features would be limited, through security to members and active volunteers of DeMolay.

CONFERENCES AVAILABLE:

Listed below are the conferences currently available. A conference is an opportunity for DeMolay leaders to communicate with one another and share ideas and information. Also, DeMolay members and Advisors will have access to national leaders such as the International Master Councilor, International Congress Secretary, the Grand Master, and Region Representatives. Besides that, each jurisdiction has its own conference so you can check and see what,s going on across town or on the other side of the state! You can list your own upcoming dance or Chapter installation or some other important Chapter event!

Available Conferences:

Private E-Mail	General Public Messages
Grand Master Forum	IMC & ICS Forum
ISC Members Forum	ISC Elected Line Members
DeMolay ISC Board Members	Executive Officer Forum
Regional Resource Team	Membership Forum
Alumni Assoc. Forum	D & M Store Specials
Region 1 News & Information	Region 5 News & Information
Region 2 News & Information	Region 6 News & Information
Region 3 News & Information	Region 7 News & Information
Region 4 News & Information	Region 8 News & Information
S & L Cntr. Coming Attractions	Questions to the S & L Cntr.

And All DeMolay Jurisdictions

FUTURE EXPANSION IDEAS:

The BBS is very flexible and can be used in a variety of different ways.Listed below are just some ideas of future enhancements. For other enhancements, just use your imagination.

- **Electronic Filing of Form 10's**
- **LCC Registrations**
- **D & M Store Orders**
- **Periodic Surveys**
- **Interactive Educational Courses**
- **Gateway to the Internet**
- **"Live" Moderated Conferences**

DEMOLAY BULLETIN BOARD SYSTEM GUIDELINES:

1. All Boards except Private E-Mail are PUBLIC FORUMS. This means that anyone whose security allows them access to a particular board may read all messages even if addressed to someone else.
2. If you would like to have PRIVATE DISCUSSIONS please do so, but keep them in Private E-Mail. A word about privacy. Even though others may not read Private E-Mail messages unless addressed to them, the Sysop periodically monitors all messages both private and public.
3. Please help keep the boards from being littered with old messages. After reading your messages, please "KILL" them. Messages that have not been "killed" will be removed after 30 days.
4. You are responsible for the messages you send. You can be held legally liable for what you say in your messages.
5. Chain letters, illegal material, threats, and obscene material are not allowed on these boards. Material in violation of federal, state, and local law is not allowed. Other offensive materials such as bigotry, hate, and racism will not be permitted. If you see any of these, please notify the Sysop. All use of the DeMolay BBS should be in keeping with the Seven Cardinal Virtues of DeMolay: Filial Love (Love of Parents), Reverence for Sacred Things (Reverence for God and respect for another persons' opinions and beliefs), Courtesy, Comradeship, Fidelity (Faithfulness), Cleanness, and Patriotism. Messages that violate any of the above will be deleted and the sender may lose BBS privileges or possibly termination of BBS membership.
6. DeMolay International, its staff and volunteers, accept no liability for the integrity of information placed on the BBS and are not responsible f or any messages unless posted by the Service and Leadership Center.
7. Be courteous. Discussions sometimes generate disagreements. Please act in a polite manner and refrain from insulting others. Attack the argument NOT the person. Be tolerant and respectful of other members.
8. Uploading illegal software is not permitted. Files containing copyrighted or patented materials are not allowed and will be removed.

SOME FINAL THOUGHTS

One of the best tools for a successful Chapter communications program is a running record of what has been accomplished and how it was done. A Chapter scrapbook with pictures, articles, etc., will tell part of the story. A notebook with copies of news releases and other correspondence will tell the rest.

Although no publicity campaign ever is 100 percent successful, aim high when organizing your publicity program. Try for television coverage or a radio interview. Provide local editors with more stories and information than they can possibly use. Make "DeMolay" a household word in your community.

CHAPTER SEVEN

Honors and Awards

7

- Active DeMolays
- Senior DeMolays
- Advisors
- Everyone

CHAPTER SEVEN
Honors and Awards

Everyone likes to receive recognition. To fill this need, DeMolay has provided numerous honors and awards for the official recognition of service and achievements.

This Chapter lists and briefly describes each award, honor or other form of recognition. It's important to remember that there is a difference between an award and an honor:

- **An award** — is an achievement to be worked toward, a goal or a recognition to be earned. You can apply for an award.
- **An honor** — is granted without the recipient knowing about it until it is announced. DeMolay honors must be voted on by the ISC as a whole.

There are honors and awards for Active DeMolays, Senior DeMolays, Advisors and anyone else who provides special service to a DeMolay Chapter.

ACTIVE DeMOLAYS

PAST MASTER COUNCILOR'S MERITORIOUS SERVICE AWARD

One of the most prestigious awards in all of DeMolay, the Past Master Councilor's Meritorious Service Award, was designed by our founder, "Dad" Frank S. Land.

The award itself is an attractive gold-colored medal and is granted without charge. Qualifying for the PMC-MSA is an exercise in good program planning. The following requirements must be fulfilled for qualification:

1. Prior to his installation, the Master Councilor must memorize and show proficiency in his portion of the Ritual.
2. Before his installation, he must present and distribute a printed planned program to all Advisors and Chapter members. All events and dates planned for his term of office should be listed in printed form.
3. At the beginning of his term (and within 10 days of his installation), the Master Councilor must send a letter to the Executive Officer or his representative. The letter must:
   - State his intent to qualify for the award.
   - State his plans for a successful term.
   - State that Ritual work has been memorized.
   - Include a copy of his printed term plan or program.
   - Include any other information that may be important.
   - Be countersigned by the Chapter Advisor.

Prior to completing his term, the Master Councilor must fulfill the following:

1. Exemplify both degrees of the Order, along with his degree teams, from memory, at least once during his term of office.
2. Initiate his pro-rata share of the Chapter's membership goal during his term, or the Chapter must initiate its total Chapter membership goal during the year that begins with his installation.
3. Hold at least one social, civic, Masonic service, athletic and fund-raising activity in the Chapter.
4. Observe each Obligatory Day that falls during his term.
5. Establish a program that increases or maintains a high level of attendance at Chapter meetings.
6. Submit all Form 10s, reporting new initiates during his term of office to the Service and Leadership Center with full payment, within 10 days following initiation.
7. See that all of the Chapter's required reports reach the Service and Leadership Center before the delinquent date, if the due date falls in his term.

At the close of his term, the Master Councilor must submit a letter to the Executive Officer, or the person designated to administer this program, summarizing his term and explaining the items listed previously. In the letter, he must analyze his program, explaining the results of each activity and any changes that were made. The final letter must contain a statement of confirmation from the Chapter Advisor and must be sent within 10 days of the end of the Master Councilor's term.

REPRESENTATIVE DEMOLAY AWARD

The Representative DeMolay Award is the highest self-achievement award Active and Senior DeMolays can earn. It's a self-assessment program where you progress toward goals you set for yourself. You complete a detailed survey of your interests, achievements, general knowledge and habits.

The Representative DeMolay Award is a revealing study of the type of person you are. You rate your progress in the fields of mental, physical, social, economic and spiritual development. You evaluate your own status, and you analyze your own strengths and weaknesses. The Representative DeMolay Award tells the world that you have already established a list of definite accomplishments.

"Dad" Land said it was his dream that every DeMolay should be a Representative DeMolay. The Representative DeMolay Program was first established in 1924, and for many years was a competition to select outstanding DeMolays. In 1935, the program was redesigned to fill a growing need for self-evaluation by every DeMolay.

DeMolay initiation ceremonies provide great inspiration. However, DeMolay precepts and standards must become part of a person's thoughts and actions in everyday life. Character is the automatic reaction of an individual, in both thought and action, to everything that occurs during his waking hours. Character cannot be taught from books. It must be developed by experience. The Representative DeMolay Program furthers the DeMolay purpose of developing and improving character.

The Representative DeMolay Program also includes official activities involving the whole Chapter, as well as activities affecting large or small groups of DeMolays, or individual members.

A DeMolay must have a minimum of six months membership by the time he files his Representative Demolay Application Form. He must also have earned his Obligation Card. An application form can be found in Chapter 9 of this book.

While answering questions on the final form, a DeMolay analyzes his thoughts and actions, and can readily evaluate them to see if they are appropriate. When completed, the final form must be signed by the Chapter Advisor or Representative DeMolay Advisor. Then it should be forwarded to the Executive Officer or his designated representative. Content, neatness, spelling and grammar are considered when the final form is graded. Each area of qualification is reviewed to indicate the applicant's strengths and weaknesses.

THE REPRESENTATIVE DEMOLAY "FINAL" APPLICATION FORM

Here's a closer look at some of the subjects covered on the Representative DeMolay "Final" Application Form:

Self-Expression — In this section, you document your experience in self-expression. Examples include being an officer with a speaking part, presenting committee reports, debating and participating in a DeMolay forum, mock legislature or court.

Hobbies — Hobbies aid the development of character and personality. This requirement says the DeMolay has developed an interest outside of himself. It demonstrates his desire for independence, a sense of personal responsibility and pride in one's accomplishments.

Physical Activities — Physical activity is vital to healthy growth. Opportunities are available to any member, including sports activities offered by the Chapter.

Religious Activities — Although this requirement is left up to the individual, the Representative DeMolay Advisor should encourage the Chapter's program, to help all members to have a well-balanced religious life.

DeMolay Activities — Active and interested DeMolays can fulfill this requirement easily. With a little extra effort, a member can attain high offices and honors.

Citizenship — It is important for every DeMolay to become a public-spirited citizen, willing to contribute time and effort to promote the public welfare. Many of the official activities of the Chapter will contribute something to this purpose. Each member should be

informed about current public and civic events. Emphasis should be placed on the importance of maintaining our democratic form of government, appreciating the Constitution of the United States, and maintaining competent and unprejudiced courts.

Civics — Civics should not be confused with citizenship. Knowledge of government, and how it works, may be used to the advantage of the community. Discussion of the duties of elected and appointed officials will be helpful in citizenship training.

REPRESENTATIVE DEMOLAY ADVISOR AND BIG BROTHER

Many Chapters appoint a special Representative DeMolay Advisor. He can provide a great support for the Representative DeMolay applicant by setting up special classes, following progress and arranging for proper presentation of the award.

Each Representative DeMolay pledges to help at least one other DeMolay earn this award each year. The Representative DeMolay Advisor appoints the new awardee as a Big Brother who helps another member earn a Representative DeMolay award. A special dinner or event for each set of Big and Little Brothers who have accomplished their task adds enthusiasm to the program.

PRESENTATION CEREMONY FOR THE AWARD

The Representative DeMolay Ceremony should be performed for each member who receives the award. This impressive ceremony will inform the community about the purposes of DeMolay. It is important to convince school superintendents, principals, ministers, editors and other community leaders to attend. Also invite members of your sponsoring body. Attending this ceremony will increase their interest in DeMolay. Invite parents of prospective members or the general public, too.

Announcing ceremony dates at the beginning of the year will encourage candidates to complete their records. The Representative DeMolay Ceremony also may be combined with the presentation of other awards.

MERIT BARS

Merit Bars primarily are awards that recognize DeMolays for achievement in some phase of Chapter activity. Religion and scholastics are the two exceptions. Merit Bars are awarded to individual members on the recommendation of the Awards Advisor. The Advisory Council makes the final decision about whether an individual has met the requirements for each bar.

Each Merit Bar is produced in five colors. Each color designates the number of times a DeMolay has received a bar in that category. The color designations are:

1st award - White
2nd award - Red
3rd award - Blue
4th award - Purple
5th award - Gold

Each time a DeMolay achieves the next award in a category, he turns in his present bar and receives the next higher award (the next color). As a result, at no time would he display more than 18 bars.

Most Chapters have a "Merit Bar Bank" administered by the Awards Advisor. The bank is a depository for merit bars turned in by older members as they progress to different colored bars. For example, a member who earns a red athletics bar would turn in the white one. The white one, in turn, would be presented to a Chapter member earning his first athletics award. New Merit Bars must be purchased from the DeMolay and More Store.

It is best to present the Merit Bars to the awardees at a ceremony. The names of the recipients also should be published in the local and/or Chapter newspaper. Here are the basic requirements for earning each of the Merit Bars:

Athletic — For participating in a Chapter's athletic program a full year, with a minimum of six game competitions in one or more sports.

Attendance — For perfect attendance at regular meetings for one year in a member's Chapter or, if

away from home, for the same number of meetings at another Chapter. Make-up meetings counted toward the Attendance Bar may not be used to fulfill the requirements of the Visitation Bar.

Civic Service — For 10 hours of service on behalf of the Chapter, without financial remuneration to the individual or the Chapter, in three different civic service projects.

Conclave — For attending three state, jurisdiction or provincial conclaves as a participant or visitor.

Fine Art — For membership in a DeMolay musical group, with a minimum of six performances, or for participating in a minimum of two Chapter theatrical performances.

Fund-Raising — For working on at least three different fund-raising projects for the Chapter, for a total of 20 hours, without direct financial remuneration to himself.

Installing — For participating in six Chapter installation ceremonies as a member of the installing team.

Journalism — For serving as a Chapter newspaper staff member for one year, during which a minimum of six issues were published and forwarded to the Service and Leadership Center.

Correspondence Course — For successful completion of each lesson of the five-part Leadership Correspondence Course. This bar is automatically sent to the individual member on completion of the course.

Masonic Attendance — For bringing 10 different Master Masons in good standing to a DeMolay Chapter meeting. The awardee must list each Mason and have the list confirmed by both the Master Councilor and the Chapter Advisor. In order for the visits to count toward the award, which is limited to one bar a year, the visiting Masons may not be an Advisor of any Chapter.

Masonic Service — For participating in three different Chapter Masonic service projects, for a minimum of 10 hours without payment to either the individual or Chapter.

Membership — For being the first-line signer on three membership applications of individuals who subsequently are initiated in the Chapter.

Merit — For contributing 20 hours of service to DeMolay in an area not covered by another bar without payment to the individual or the Chapter.

Priory — For being a member in good standing of a Priory for a minimum of one year and for attending two-thirds of the Priory functions. The Priory must have held a minimum of six activities other than regular meetings. The bar may be ordered by Priory Advisors.

Religion — For not missing a regular weekly religious service for one full year.

Scholastic — For maintaining a "B" grade average (or equivalent) for one full year of school.

Visitation — For six visitations at regular Chapter meetings of Chapters other than one's own, or for a total traveled distance of 150 miles one way.

Ritual — For sustained and UNUSUALLY HIGH-QUALITY WORK in the performance of DeMolay Ritual parts with a minimum of 125 points earned according to the ISC point scale. Points usually are based on the number of lines in a part. Points are awarded each time that part is given (see chart). Contact the Executive Officer for more information on jurisdictional guidelines. Because memorization may not assure impressive delivery, the applicant may be denied the bar because of poor delivery. This action would need to be approved by the Awards and/or Ritual Advisor. The following outline is the ISC scale for earning points. REMEMBER: these are only point scales for achieving Ritual merit bars.

Initiatory Degree	**Points**
Master Councilor	40
Marshal	25
Senior Councilor	20
Senior Deacon	20
Junior Councilor	20
Chaplain	10
Preceptors	15
Senior Steward	5
Junior Steward	5
DeMolay Degree	
Master Councilor	35
Jacques DeMolay	50
Master Inquisitor	45
Junior Inquisitor	25
Orator	25
Senior Inquisitor	10
Guy of Auvergne	5
Senior Guard	5
Marshal	5
Lord Constable	5
Representative DeMolay Ceremony	
Chancellor	50
Herald	5

Majority Service	
Master Councilor	25
Senior Councilor	10
Junior Councilor	20
Chaplain	5
Flower Talk	40
Ceremony of Light	30

MEMBERSHIP AWARDS

Membership awards are given for securing new DeMolay initiates. The ISC grants these awards automatically. First-line signers may claim the same new members to earn the Membership Merit Bar, Founder's Membership Award and Blue Honor Key. Membership awards are earned in the following order:

#1 Lapel Pin — It's exciting to sign up your first new member. The #1 lapel pin recognizes this important achievement.

Merit Bar — The Membership Merit Bar, mentioned in the previous section, is granted for being the first-line signer on membership applications of three initiates.

Founder's Membership Award — This award is granted to a DeMolay who is the first-line signer on his first five membership applications.

Blue Honor Key — The Blue Honor Key is awarded to an active or Senior DeMolay for being the first-line signer for 10 new members initiated by the Chapter. These 10 membership applications do not have to be secured for any one class or in any one year. An active member who secures fewer than 10 applications before he reaches his majority may complete the

requirements list after he reaches majority. Additional Blue Honor Keys, with stars to designate each multiple of 10 new members secured, are also granted.

OFFICER'S SERVICE CERTIFICATE

A DeMolay who serves efficiently as a Chapter officer may, upon recommendation of the Chapter Advisor, obtain a Service Certificate.

This award is signed by the Grand Secretary and the Grand Master and is suitable for framing. It designates the office held, the term, the year and the name of the Chapter. See the current DeMolay and More store catalog for prices.

LIFE SAVING MEDAL

This life saving medal which was approved at the 1969 ISC Session, may be granted in cases where a DeMolay has performed an act that resulted in the saving of a human life. Recommendations are made by the Advisory Council and must be forwarded to the Executive Officer for his approval. The recommendation is acted on by the ISC or its Board of Directors.

MEDAL OF HEROISM

The Advisory Council may nominate a DeMolay who has performed an act of heroism for this honor. Nominations for this medal are made through the Executive Officer of a jurisdiction. Nomination forms are available from the Executive Officer or the Service and Leadership Center. Newspaper clippings and other substantiating material should be included according to the instructions on the form.

In considering this nomination, the ISC requires that the act of heroism be one in which the nominee was in danger of losing his own life. Many nominations have been submitted for this coveted award, but fewer than 150 have been granted since the Medal of Heroism was created in 1925.

CHEVALIER

The Degree of Chevalier is the highest honor that an active DeMolay can receive. This honor also may be granted to a Senior DeMolay. The Degree is a citation for outstanding and marked DeMolay activity and labor. The nominee must be a minimum of 17 years of age on January 15th of the year nominated, and have been a member in good standing for at least two years as of that date.

The degree cannot be applied for, and the nomination is made without the knowledge of the DeMolay to be honored. The unanimous vote of the ISC at its regular Session is required to elect a nominee.

Recommendations are made by Advisory Councils to the Executive Officer of the jurisdiction. Nomination forms are available from the Executive Officer. The nominations must be received by the Executive Officer's deadline. Each year a nomination fee is established by the Grand Secretary. The fee covers processing and regalia. Submit fee with completed nomination form to the Executive Officer.

The regalia is distributed by direction of the Executive Officer. The Chevalier ring is available from the DeMolay and More Store and is not included in the nomination fee. Details on ordering the ring are included with the notification sent to the nominee who has been elected to receive the Degree. The investiture ceremony must take place within one year from the date of election.

PAST ILLUSTRIOUS KNIGHT COMMANDER MERITORIOUS SERVICE AWARD

The Past Illustrious Knight Commander Meritorious Service Award was established to encourage greater efficiency and progress in a Priory's program. More information and requirements are available from a Priory Advisor or Executive Officer.

DISTINGUISHED SERVICE AWARD

The ISC established the Distinguished Service Award in the fall of 1959. In some jurisdictions, this award is known as the "DeMolay of the Year" award. The purpose of the award is to recognize one DeMolay in each jurisdiction for outstanding service, to others, in his home, school, church, Chapter, community and country.

The Chapter's Advisory Council members select one or more members of the Chapter whom they believe worthy of this recognition. Adult leaders in the community then are asked to evaluate the nominee's performance in various areas.

When all of the endorsers' recommendations have been returned to the Chapter, the Advisory Council selects one Chapter member as its nominee for the Distinguished Service Award and sends the nomination to the Executive Officer. The Executive Officer also has the privilege of making a personal nomination. Nominations may be made twice each year.

After receiving the nominations from all the Chapters, the Executive Officer selects one of the DeMolays for the Distinguished Service Award.

The medals given in connection with the award are outstanding in appearance. Presented at a dinner, a gathering or at a conclave, they are an excellent way to recognize a DeMolay before the citizens of your community and jurisdiction.

SENIOR DeMOLAYS

Senior and active DeMolays alike may receive the Representative DeMolay Award, Blue Honor Key and Chevalier Degree described previously. A Senior DeMolay also is eligible for 10, 25, 50 and other year pins indicating life long membership and the following forms of recognition.

ZERUBBABEL KEY

This award encourages establishing new Chapters or reinstating forfeited Chapters. The individual chiefly responsible for organizing a new or reinstated Chapter may be recommended for the Zerubbabel Key. Only one key is granted for each new or reinstated Chapter.

Every nomination for the Zerubbabel Key must be approved by the Executive Officer of the jurisdiction in which the Chapter is located. The key should be awarded within one year of the institution of the Chapter. The Service and Leadership Center will send the recommendation form for the granting of a Zerubbabel Key.

LEGION OF HONOR

The Legion of Honor is the highest honor conferred by the ISC. It's conferred on a Senior DeMolay for outstanding leadership in some field of endeavor or for success in fraternal life, including adult service to DeMolay. Nominees must be over 25 years of age before January 15.

No one may apply for this distinction, and a nominee, or the membership of a Chapter, must have

no knowledge of the recommendation by the Advisory Council. Failure to observe secrecy in making this nomination subjects the nominee to the penalty of not being considered.

Nomination forms are available from the Executive Officer. The nominations must be received by the Executive Officer's deadline. Each year a nomination fee is established by the Grand Secretary. The fee covers processing and regalia, but does not include the ring available from the DeMolay and More Store. The fee is submitted with the completed nomination form to the Executive Officer.

If approved by the Executive Officer, the nomination will be referred to the ISC, whose unanimous vote is required to receive this honor.

HONORARY LEGION OF HONOR

The ISC may confer this honor on a Mason over 30 years of age who has performed unusual and meritorious service on behalf of DeMolay, or who has evidenced a spirit of cooperation and appreciation for the Order of DeMolay. He does not have to be a Senior DeMolay. No one may apply for the distinction. Nominations for the Honorary Legion of Honor are handled in the same manner as Legion of Honor nominations. A ring is also available.

ADVISORS

ADVISOR'S HONOR KEY

An Advisor's Honor Key is an award granted to the Chapter Advisor or another member of the Advisory Council on the following conditions:

1. Form 10s, Advisory Council Registrations, the Annual Financial Report and other required reports are submitted by established deadlines during the calendar year.
2. The net membership must exceed the previous calendar year's net membership.
3. Initiates must exceed majorities for the calendar year.
4. After yearly reports have been processed, the Service and Leadership Center sends nomination forms to Advisory Council Chairmen of Chapters fulfilling the first three conditions. The form must be completed and returned to the Service and Leadership Center.

If the same individual receives more than one key, a star is added to the background of each successive key. Only one key can be awarded to a Chapter in each DeMolay year.

CROSS OF HONOR

An Advisor who wears the Cross of Honor has received a distinctive honor that can only be given by the ISC to a member of an Advisory Council or a personal representative of an Executive Officer. It denotes three or more years of conspicuous meritorious service to a Chapter or jurisdiction, and exceptionally outstanding efforts on behalf of DeMolay. Since females may serve on an Executive Officer's staff, this is the only DeMolay honor which may be granted to a woman.

Recommendations are made by the Advisory Council to the Executive Officer, who nominates individuals for this honor. Nomination forms are available from the Executive Officer, who must receive them by his deadline. Each year a nomination fee is established by the Grand Secretary. The fee covers processing and regalia. The fee is submitted with the completed nomination form to the Executive Officer. He forwards the nomination to the ISC, whose unanimous vote at the annual Session is required to grant the honor.

ADVISOR OF THE YEAR (GUILD OF THE LEATHER APRON)

The Advisor of the Year honor is designed to give singular recognition to a DeMolay Advisor who in the past year has made outstanding contributions to the growth and success of the Order. The Advisor is one who should exemplify the ideals and precepts of the Order of DeMolay in his daily life as well as in his work with the young men in DeMolay. Selection of the Advisor of the Year is at the discretion of the Executive Officer of each jurisdiction.

EVERYONE

Several forms of recognition are available for anyone who has provided service to the Chapter. Among them are:

THE CERTIFICATE OF APPRECIATION AND OTHER CERTIFICATES

A Certificate of Appreciation may be given at any time during the year. These certificates are available from the DeMolay and More Store, which completes the certificate, attaches a seal and sends it to the Chapter for presentation. A formal presentation should be planned and all DeMolay parents invited. Many other certificates are available. Check the listing in the DeMolay and More Store catalog.

HATS OFF AWARD

The Hats Off Award may be presented to anyone rendering outstanding service to a Chapter. It consists of a lapel pin, a card and a certificate. The set may be purchased through the DeMolay and More Store. Many Chapters have a dinner in connection with the presentation, or the presentation may be made at an open ceremony such as an installation. Chapters may give as many Hats Off Awards as they wish and are the sole judges of who receives them. Often the award is used to cite a community leader.

MEDAL OF APPRECIATION

A Chapter may recommend any person over 21 years of age for the DeMolay Medal of Appreciation in recognition of outstanding service to DeMolay. The nominee can be a man or a woman and does not need any Masonic affiliation. Nominations may be made at any time. Forms may be secured from the Service and Leadership Center.

The nomination form must be forwarded to the Executive Officer and, if approved by him, will be forwarded to the Grand Secretary. The Chapter pays the cost of this medal.

MISCELLANEOUS AWARDS

Many Chapters establish local or Chapter awards which often become some of the most prized by DeMolays and adult volunteers alike. Some examples of such awards are:

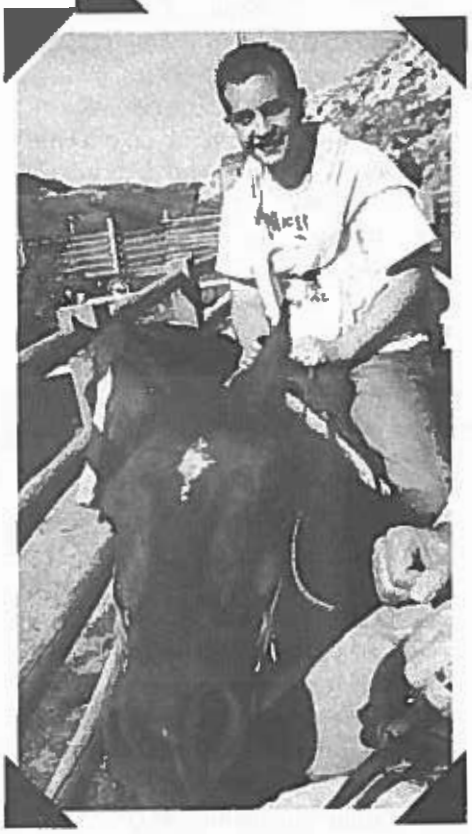
-DeMolay of the Term
-Ritualist of the Month
-Advisor of the Term
-Parent(s) of the Year
-Etc.

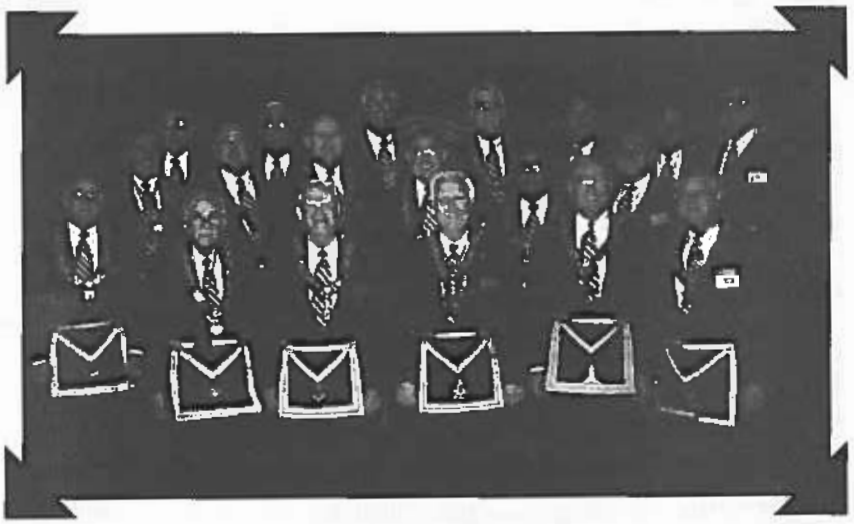
CHAPTER EIGHT

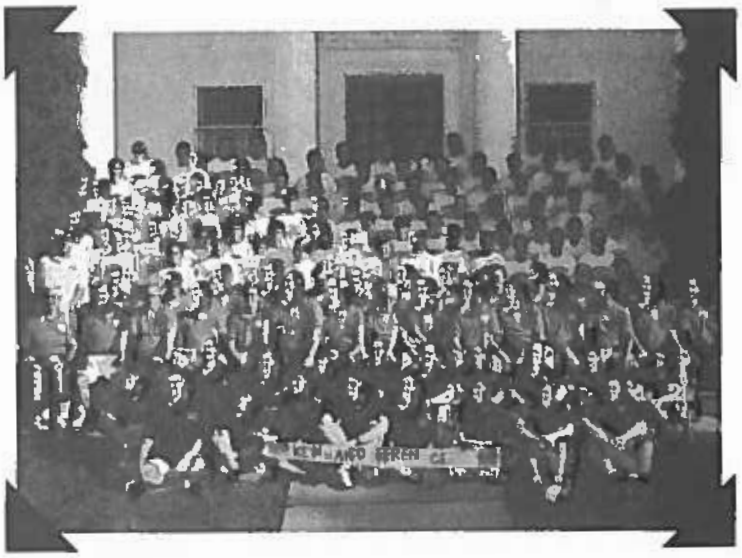
Appendant Organizations

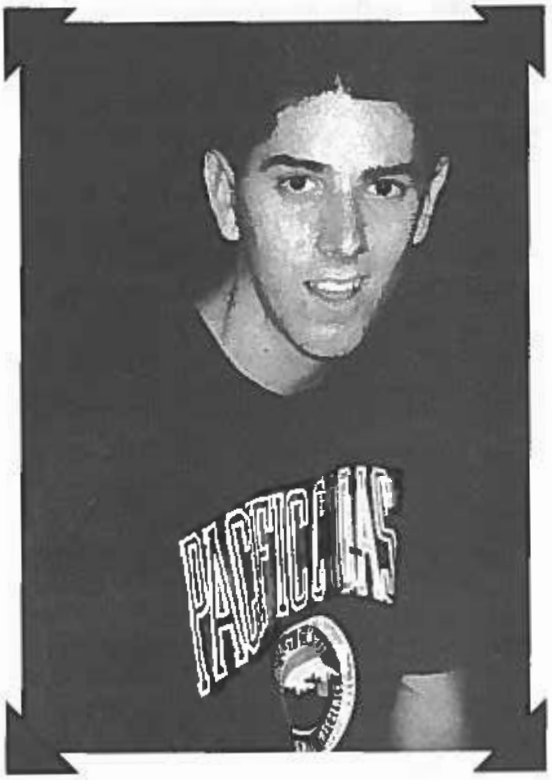
8

- Alumni Associations
- Chevalier Courts
- Legion of Honor Preceptories
- Knighthood Priories








PACFICLAS

CHAPTER EIGHT
Appendant Organizations

Since 1919, the Order of DeMolay has helped shape the character of more than one million members. During that period, members have found their own ways to stay involved and to give something back to the Order.

To do this, they have formed several organizations which are available to active and Senior DeMolays. Together, they offer a variety of programs to assist your Chapter and jurisdiction. The following pages describe some of the better-known of these organizations.

ALUMNI ASSOCIATIONS

Today, more than ever, the Order of DeMolay depends on the support and leadership of alumni and friends. As the Order faces the challenges of the future, the leadership of Senior DeMolays and friends will become increasingly important.

The International DeMolay Alumni Association was formed in 1984. It has become the vehicle for alumni involvement and leadership for close to 5,000 life members. As the official organization of Senior DeMolays and friends of the Order, the Alumni Association offers a special way to lend support to the mission, purpose and principles of the Order of DeMolay.

The key to alumni involvement is the local association program. International DeMolay Alumni Association members are coming together in different communities to enjoy the brotherhood of DeMolay and at the same time give something back to an organization that has given so much to them.

The Alumni Association's goal is to provide an opportunity for each alumnus to get involved to some extent. Level of involvement is a personal decision. But, if an alumnus can be involved in one project, once a year, he will make a difference in the life of a young man.

The long-term success of DeMolay depends on our ability to develop a network of alumni into a strong foundation. The International DeMolay Alumni Association is organized to be that strong foundation, the basis upon which we will build and expand in the future.

Bright Past—Shining Future

DeMolay has made a significant impact on the lives of thousands of young men, and in turn they have responded by significantly adding to our quality of life through their professional and career accomplishments. They have brought honor to themselves and to the Order of DeMolay.

The list of prominent Senior DeMolays includes astronauts, governors, congressmen, generals, inventors, entertainers, ambassadors, writers, athletes and major corporation executives. Some outstanding DeMolay alumni include:

Walter Cronkite (Journalist)
Walt Disney (Cartoonist)
Gary Collins (Television Star)
Bob Mathias (Olympic Champion)
John Steinbeck (Author)
Frank Borman (Astronaut)
Reubin Askew (Governor)
John Wayne (Actor/Patriot)
U.S. Sen. Mark Hatfield (US Senator)
Dan Rather (Television News Anchor)
Mel Blanc (Voice of Bugs Bunny and 100s of other cartoon characters)

John Cameron Swayze (Journalist)
Willard Scott (Television Star)

The International DeMolay Alumni Association is committed not only to recognizing the achievements of our already successful alumni, but also to recognizing the next generation of leaders who are currently developing their skills in DeMolay.

Alumni started the International DeMolay Hall of Fame, and it continues to be sponsored by the International DeMolay Alumni Association. The Hall of Fame spotlights our bright past and will be the showcase for our shining future.

ANNUAL MEMBERSHIPS

Annual memberships in the association are available under a program designed for those brothers who prefer to pay an annual fee rather than a lifetime fee. An annual member receives a membership card and all editions of the *Alumni Association Newsletter*. The *Newsletter* will keep you up to date on DeMolay, fellow DeMolay alumni members and the DeMolay Alumni Association. More importantly, an annual member is eligible to become involved in a local alumni association. Call 1-800-DEMOLAY for information.

Both the *Newsletter* and local associations are designed to strengthen the bond of brotherhood within the Alumni Association.

LIFE MEMBERSHIPS

A life member of the Alumni Association does not pay an annual membership fee. Life members receive a hand-embossed membership certificate, card, lapel pin and all editions of the *Alumni Association Newsletter*. Life members also are welcome to become involved in a local association. Call 1-800-DEMOLAY for life membership information.

ALUMNI TRUST FUND

The interest income from the Alumni Association Trust Fund is used to promote the Order of DeMolay, to organize local alumni associations, and to provide increased educational opportunities for the young men of DeMolay.

CHEVALIER COURTS

A Court of Chevaliers may be formed with the authorization of the Executive Officer on either a jurisdictional, regional or Chapter level.

The Court must be made up entirely of Chevaliers. All Chevaliers should be active, in that they have participated in their last observance and have mailed the required observance report to the Service and Leadership Center.

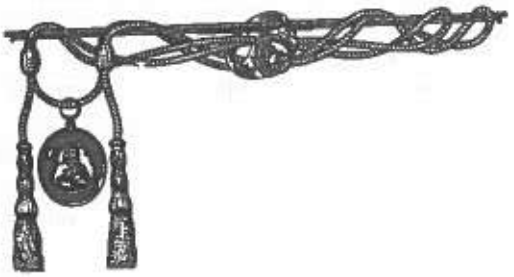
The Court may elect the following officers:

Commander
Commander in the West
Commander in the South
Marshal
Chaplain
Secretary

The function of the Court is to confer the Degree of Chevalier on those named by the ISC and to aid in all areas where DeMolay may be furthered through the participation of Chevaliers. In receiving the Chevalier degree, all Chevaliers have been obligated to perpetual service to DeMolay, and they should keep this uppermost in mind.

The following are examples of areas where a Court may work:

1. Sponsor and maintain an annual Chapter Membership Contest and assist with jurisdictional membership programs.



2. Conduct installations when needed.
3. Assist in the judging of ritual, athletic or similar competitions.
4. Promote better understanding of the Order through presentations of history and ideals on the Chapter level.
5. Be active in the area of extension, so that new Chapters may be formed and membership increased.
6. Assist and encourage visitations among DeMolay Chapters.
7. Help out at jurisdictional conclaves and conventions.

The Court should plan an annual observance and invite all the Chevaliers within its area of responsibility.

Sample bylaws for Chevalier Courts are found in the appendix of the *ISC Statutes*.

LEGION OF HONOR PRECEPTORIES

The Legion of Honor was founded for the purpose of bringing together a select few out of the millions who have knelt at the altar of DeMolay. Legion of Honor recipients must have actively demonstrated outstanding leadership in some field of endeavor, whether it be in a civic, professional, fraternal or spiritual arena. It consists of men who can be implicitly relied upon, as the years pass, to aid young men in carrying the ideals of DeMolay into every walk of life.

The Legion's mission is to consecrate the hearts and minds of its members to an unfaltering belief in God, support of the public schools, and defense of the rights of all.

A DeMolay legionnaire can be of great assistance to the Order. His leadership is needed to guide the young men of today who are learning those teachings that have helped guide his life. One man alone may falter, but, united, legionnaires can expand and extend their abilities, interests and leadership, building a foundation of service and accepting the responsibilities of tradition.

Legionnaires throughout DeMolay have been united in Preceptories, carrying out their responsibilities by extending their leadership to DeMolay. All members of the Preceptory must be legionnaires, either active or honorary. Each legionnaire should be a participating member, and have observed last March 18 and mailed his required observance report to the Service and Leadership Center.

The Preceptory may elect the following officers:

Dean
Vice-Dean
Secretary
Treasurer
Chaplain
Sergeant-at-Arms

The function of the Preceptory is to assist the Executive Officer in conferring the Legion of Honor Degree on those elected by the International Supreme Council and to help the Executive Officer in any other manner he might desire.

A Preceptory may develop a program and dinner for the annual observance on March 18, and carry out some of the following activities to aid DeMolay, provided clearance first has been obtained from the Executive Officer. Members may:

1. Assist the Executive Officer in ways such as finding Advisors, and planning and promoting a successful conclave.
2. Serve as Advisors when needed and officially register as such.
3. Aid Chapters with membership programs, sponsor activities, and encourage and support Leadership Training Conferences.
4. Help DeMolays find summer and regular employment.

A Preceptory may be formed in the following manner:

1. Gather a group of interested Legion of Honor members.
2. Request the authorization from the Executive Officer to organize, noting those interested in joining.
3. When authorized, elect officers as listed previously.
4. Plan a program of activities.

A Preceptory should establish a meeting schedule which includes the annual observance on March 18. The pride and honor of being a legionnaire can best be shown in service to the Order.

Sample Preceptory bylaws can be found in the appendix of the *ISC Statutes.*

KNIGHTHOOD PRIORIES

The Order of Knighthood is an appendant organization of older DeMolays. The Knighthood program is for active DeMolays between 17 and 21 years of age who are organized into a subordinate unit known as a Priory with its own officers and ritual.

The Order of Knighthood made its debut in 1946, when it's ritual was exemplified before the Grand Council, now known as the International Supreme Council.

Through the years, the activities of the Knights have consisted of social and educational programs geared to older DeMolays, with a special emphasis on career planning and coed activities.

The official name of the Order of Knighthood is the Chivalric Knights of the Holy Order of the Fellow Soldiers of Jacques DeMolay. It is not an honorary degree or award, but a working body whose purpose is to extend fellowship and serve the Order of DeMolay. The main functions of a Priory are to:

1. Extend and assist the Order of DeMolay and its Chapters.
2. Maintain the active interest of older DeMolays.
3. Provide an interesting program for the Priory members.
4. Above all, to provide and maintain a proper example for all DeMolays.

The officers of a Priory are:

Illustrious Knight Commander
Squire Commander
Page Commander
Registrar
Senior Deacon
Junior Deacon
Prior
Preceptor
Sacristan
Standard Bearer
Sentinel

Some of the services that may be provided by a Priory include:

1. Conducting the Majority Service.
2. Conducting memorial services.
3. Assisting with jurisdictional activities.
4. Serving as coaches, umpires or referees in athletic events.
5. Participating in Masonic service projects.

To encourage greater efficiency and progress in a Priory's program, the Past Illustrious Knight Commander Meritorious Service Award was established. If you are interested in organizing a Priory, contact your Executive Officer for guidelines in your jurisdiction.

CHAPTER NINE

DeMolay and More Store Other Important Facts and Information

9

- DeMolay and More Store, Plus a $5.00 Discount Coupon
- Suggested Medical Release and Consent Form
- Representative DeMolay Application Form
- Leadership Correspondence Course Enrollment Form
- PMC-MSA Application Letter
- Camera Ready DeMolay Artwork


CAR WASH

CHAPTER NINE
DeMolay and More Store and Other Important Information and Facts

DEMOLAY AND MORE STORE

The DeMolay and More Store is the name of the retail outlet of the DeMolay Service and Leadership Center. It gives DeMolays, Advisors, Parents and other friends of DeMolay the opportunity to obtain a wide variety of official items bearing the emblems and logos of the Order of DeMolay. The DeMolay and More Store also sells officially licensed products of the Order of the Rainbow for Girls and products for many other Masonically affiliated organizations. A catalog may be obtained on request.

RAINBOW

No other retail or wholesale jewelers are authorized to sell DeMolay jewelry or any other DeMolay item. This is a protection against manufacturers of poor quality merchandise. It insures that all DeMolay Chapters will have the opportunity to deal fairly for materials and goods needed.

DeMolay pins, sweetheart pins, medallions, bumper stickers, T-shirts, emblems and a full line of contemporary clothing are just a few of the items available.

The DeMolay and More Store also offers a full line of items for other organizations within the Masonic family. Fraternal supplies such as flags, ballot boxes, Bibles, altar cloths, gavels, banners, ball caps, special order jewelry, and a lot more is now available, call: 1-800-DeMolay for details.

MISSION STATEMENT

Our goal is to provide fast, accurate and efficient service to our customers while maintaining quality and value.

THANK YOU . . .

Your purchase of items from the DeMolay and More Store is a great way to support the programs and activities of DeMolay and Rainbow.

SERVICE STANDARDS

To provide the best customer service possible, the DeMolay and More Store has established the following service standards:

1. All orders must be processed and shipped within 48 hours.
2. We will notify customers when they are placing the order if any part of the order has to be back-ordered.
3. The 1-800-DEMOLAY line will be responded to within four rings.
4. All phone messages will be responded to within 24 hours

except on weekends and holidays. This includes messages left on the answering machine.

5. All customer complaints will be responded to within 24 hours.
6. We will process requests for catalogs within 24 hours.
7. All orders will contain a customer feedback card addressed to the Executive Director of DeMolay International.
8. Any time a customer is placed on hold, a conscientious effort will be made to keep that time to a minimum.
9. The store will have someone present and answering phones from 8:00 a.m. to 4:30 p.m. Central Time, Monday through Friday, with only exception being holidays.
10. All non-customer calls will be routed to office lines.
11. All customers will be dealt with courteously, regardless of the complaint, problem or nature of the call.
12. All correspondence will be responded to within five working days.
13. All jurisdictional requests for consignments must be shipped and received one week before the event or activity.
14. All merchandise will be packed to ensure that damage does not occur during transit.
15. Items on the priority inventory list will never be below minimum balance as required by program or customer demand.
16. All credit card orders must be verified before merchandise is shipped.
17. A packing slip must accompany each order.

ORDERING INFORMATION

All merchandise ordered must be accompanied by full prepayment, or the order will not be accepted. Visa or MasterCard may be used.

All orders should be sent to the DeMolay and More Store, 10200 N. Executive Hills Blvd., Kansas City, MO 64153. Or you may call 1-800-DEMOLAY toll-free and use an approved credit card. Orders also may be sent to the store by fax. The fax number is 1-816-891-9062.

Special order items for Christmas must be ordered by October 1 to insure delivery.

Shipping

As we mentioned in the service standards, our goal is to have all stock orders shipped within 48 hours of receipt of order. Most DeMolay and More Store items are delivered via regular UPS so we can track your order better. **UPS will not ship to post office boxes.** Our service is even faster when you choose:

- Next Day Air
- Express Mail
- 2nd Day UPS
- Other options — please call.

There is an additional charge for all shipping other than regular UPS or 1st Class mail. Alaska and Hawaii customers must include the 2nd Day UPS charge.

Questions and Comments

All questions and comments should be directed to the DeMolay and More Store at the Service and Leadership Center, or call 1-800-DEMOLAY and speak with one of our customer service representatives.

(clip coupon here)

$5.00 OFF! $5.00 OFF! $5.00 OFF!
THE DEMOLAY LEADER'S PACK

Clip out this coupon and send it to The DeMolay and More Store. You'll receive $5.00 off your purchase of The *DeMolay Leader's Pack*! Check your DeMolay and More Store Catalog for details, current price information and ordering instructions. The *DeMolay Leader's Pack* contains all the resources a DeMolay and or a DeMolay Leader should have.

Name _____

Membership Number _____

Chapter _____

Street Address _____

City, State ZIP _____

Daytime Telephone (____) _____

This coupon only redeemable at the DeMolay and More Store in Kansas City, via US mail. (The coupon must be sent in with order.)

1-800-DEMOLAY

MEDICAL RELEASE AND CONSENT FORM

Jurisdiction: _____ **Chapter Name:** _____

1. I, the undersigned Parent or Legal Guardian of _____, do hereby give my consent and permission for him/her to participate in _____. I understand all activities and events of any duly chartered Chapter, Order of DeMolay, of the Jurisdiction of _____, including any activities or events conducted at the state or jurisdictional level, or by the International Supreme Council, Order of DeMolay; WITH THE FOLLOWING EXCEPTIONS: (State on line below. If none, write NONE.)

_____

2. In the event of any injury or illness to the above named minor, I, the undersigned Parent or Legal Guardian, hereby authorize any adult DeMolay Advisor in attendance to secure, and any physician in attendance to provide, such emergency medical treatment as shall be deemed necessary by those present; including but not limited to hospitalization, injections, anesthesia, surgery, x-ray, blood, and medications. I understand that every reasonable effort shall be made to contact me prior to medical treatment.

3. The above named minor is subject to the following medical problems, and/or is receiving treatment under the supervision of proper medical authorities as follows: (State on the line below. If none, state NONE.):

_____

4. Neither DeMolay International nor the jurisdiction of _____, Order of DeMolay, maintains any medical insurance for its members. I understand that we will be responsible for any and all costs of medical treatment incurred by or on behalf of _____. My family health insurance carrier and policy numbers are as follows:

_____	_____	_____
Insurance Company Name	Policy Number(s)	Policy Holder's Name

5. I, the undersigned Parent or Legal Guardian, AND the undersigned Youth (legal minor), do hereby agree that we will abide by the Statutes, rules, regulations, and edicts of the International Supreme Council, Order of DeMolay, and its duly authorized representatives. We agree that if in the opinion of any DeMolay Advisor that if either of us should be removed or asked to leave any DeMolay activity for violation of the same, that the undersigned Parent or Legal Guardian will immediately take the necessary action to cause the transportation of violator from the activity site at the expense of the undersigned Parent or Legal Guardian.

6. We hereby agree to release and hold harmless the International Supreme Council, Order of DeMolay, the Grand Master of DeMolay International, and its members together with the Executive Officer, staff members, and Advisors of _____ jurisdiction, Order of DeMolay, from any and all claims or cause of action which the undersigned has or may have. This specifically includes any and all plans which arrive out of the attendance at _____ event, including transportation to and from said event.

7. IN THE EVENT OF AN EMERGENCY, AND THE UNDERSIGNED PARENT OR GUARDIAN CANNOT BE REACHED, THE UNDERSIGNED PARENT OR GUARDIAN HEREBY AUTHORIZES THE FOLLOWING PERSON TO ACT ON THEIR BEHALF:

Name: _____ Phone: (____) _____

Address: _____ Relationship: _____

_____

8. Parent or Legal Guardian: Please provide the following information about yourself:

Your full name:_____

Street & Mailing Address: _____
(if different)
City/State/ZIP: _____

Telephones: (Home) (____) _____ (Work) (____) _____

Relationship to Youth: _____

9. If youth's address is different than Parent or Legal Guardian, please state on lines below. (If SAME, write SAME.)

_____

_____

_____

_____ _____
Signature of Parent or Legal Guardian Signature of Youth (legal minor)

THE DEMOLAY LEADERSHIP CORRESPONDENCE COURSE

The DeMolay Leadership Correspondence Course (LCC) is really five separate courses. They have been designed to give a better over all picture of DeMolay. Call for current course costs. (PLEASE NOTE THAT ALL COURSES MUST BE TAKEN IN CONSECUTIVE ORDER. THEREFORE, A STUDENT MAY SIGN UP FOR ONLY ONE COURSE AT A TIME. NO TESTS WILL BE RETURNED TO STUDENTS.) If there is need to retake a course, there will be a retake fee. Upon the successful completion of the first course, the student will receive a certificate. Active DeMolays will also receive a white merit bar. Upon completion of each additional course, the "DeMolay" student will receive a new merit bar in a different color, corresponding to the particular course being taken. Upon completion of the fifth course, ALL STUDENTS (Advisors, Sweethearts, Parents and Friends) will receive notice that they are eligible to purchase from the DeMolay and More Store, the very prestigious "LAMP OF KNOWLEDGE" lapel pin.

To enroll in the Leadership Correspondence Course, please complete the application below and include a check, money order, or credit card information. Call 1-800-DEMOLAY for pricing information.

You may also enroll via the **1-800-DEMOLAY** phone line.

APPLICATION FOR ENROLLMENT

Name _____ Chapter Name _____

Address _____ City _____ State _____ Zip Code _____

Member or Advisor ID# _____ Chapter ID# _____

When signing up to take a course, please be sure to indicate if you are taking the course for the first time (1st), or if you are retaking the course (R)

	(1st)	(R)
Course #1 - Basic DeMolay Knowledge	_____	_____
Course #2 - DeMolay Administration	_____	_____
Course #3 - History and Heritage	_____	_____
Course #4 - Advanced Knowledge	_____	_____
Course #5 - Leadership Participation	_____	_____

Check One:

DeMolay	_____
Advisor	_____
Sweetheart	_____
Parent	_____
Friend	_____

Check One:

_____Check/Money Order
_____Master Card
_____Visa
$_____
Amount Enclosed

Name on Card: _____
Account # of Card _____
Expiration Date on Card _____
Signature _____

Representative DeMolay Award Application Form

Member I.D. No. _____ Chapter I.D. No. _____ Age ____ Birthdate _____

Name _____
First Middle Last

Address _____

City _____ State _____ Zip _____

Initiatory Degree Date _____ DeMolay Degree Date _____

Chapter _____ Location _____

Approve _____
Chapter Dad Advisor, RD Advisor, or Chairman

Address _____

City _____ State _____ Zip _____

To be eligible for the Representative DeMolay recognition, you must have been a DeMolay for a minimum of six (6) months, passed both of your obligations and have compiled a satisfactory record of DeMolay activities. Those over 21 years of age are eligible, provided they continue to show an active interest in DeMolay.

Have this application approved by your Chapter R.D. Advisor, Chapter Dad Advisor, or Advisory Council Chairman. Send it along with the regalia fee to your Executive Officer. Call your Executive Officer for R.D. fee information.

Send this form to your state office, Executive Officer or his representative. Do Not send this to DeMolay International.

Your Representative DeMolay final form should be returned to you within two weeks. The fee submitted covers the cost of the lapel pin, wallet card, certificate, forms and postage.

PAST MASTER COUNCILOR'S MERITORIOUS SERVICE AWARD

LETTER OF INTENT

DATE:_____

Jurisdictional Executive Officer
Jurisdictional Awards Director

Dear Sir:

This letter is to inform you of my intent to qualify for the Past Master Councilor's Meritorious Service Award.

Upon my honor as a DeMolay, I certify that I have memorized ALL of my portion of the ritual prior to my Installation, and that all information contained in this application has been reviewed and approved as indicated by the signatures below.

Enclosed you will find a copy of the Program for my term of office as approved by my Advisory Council. I certify that the enclosed Program was distributed to ALL members of my Chapter prior to my Installation.

I further state that I have read and understand ALL of the requirements for the PMC-MSA, and have included with this letter ALL of the information required for my participation in the PMC-MSA Program.

The beginning and ending dates for my term of office as well as my full name, mailing address, zip code and telephone number are printed below.

Fraternally,

_____
Master Councilor (Elect)

_____Chapter

NAME:_____Telephone:_____

ADDRESS:_____City:_____ZIP:_____

BEGINNING DATE OF TERM:_____ENDING DATE OF TERM:_____
(If exact date is not know, please approximate)

APPROVED BY:

_____DATE:_____
Signature of Chapter Chairman

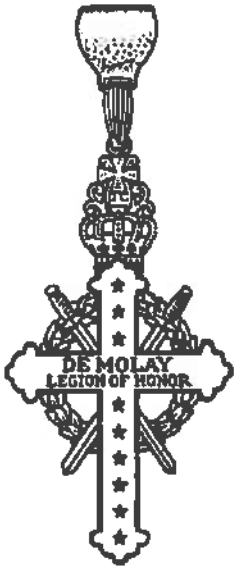
_____DATE:_____
Signature of Chapter Advisor

Enclosures:

CHEVALIER

CROSS OF HONOR

LEGION OF HONOR



USE THIS CAMERA-READY ART IN YOUR DEMOLAY PUBLICATIONS

USE THIS CAMERA-READY ART IN YOUR DEMOLAY PUBLICATIONS

OFFICIAL DEMOLAY EMBLEM

COMBINATION DEMOLAY MASONIC EMBLEM

USE THIS CAMERA-READY ART IN YOUR DEMOLAY PUBLICATIONS

ALUMNI EMBLEM

MOTHER'S SISTER'S SWEETHEART'S EMBLEM

INTERNATIONAL SUPREME COUNCIL EMBLEM

KNIGHTHOOD EMBLEM

USE THIS CAMERA-READY ART IN YOUR DEMOLAY PUBLICATIONS

NEWS RELEASE

From DeMolay - The Fraternity of Young Men.

Note:
May be used as art to accompany article

For More Information Contact:

Name: _____

Address: _____

_____

Telephone: _____

FOR IMMEDIATE RELEASE

MEMBERSHIP APPLICATION
(PETITION)
An Organization for Young Men

1. Name:_____ 2. Date:_____
3. Address:_____ 4. City:_____5. State & Zip:_____
6. Phone: ( )_____7. Birth Date (MM/DD/YY)_____
8. School Attending:_____ 9. Grade:_____

10. Favorite School Subject(s): _____
_____
11. Hobbies: _____
_____
12. Clubs, Organizations:_____
_____
13. Church/Synagogue:_____
14. References: List 3 friends (your age) you have known for one year.
Name: _____Address:_____Phone:_____
_____
Name: _____Address:_____Phone:_____
_____
Name: _____Address:_____Phone:_____
_____

My Parents/Guardians approve of my joining DeMolay.
15. Father's Name:_____16. Mother's Name:_____
17. Is your father a Senior DeMolay?_____If so, where?_____
18. Is your father a Mason?_____If so, where?_____
19. Parent/Guardian Signature:_____
20. Applicant's Signature: _____
21. DeMolay Sponsor's Name and Signature: _____
21B. Second DeMolay Sponsor's Name and Signature: _____
22. Masonic Sponsor's Name and Signature: _____

Your Life Membership Fee of:_____must accompany this application

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