

Travel Policy

(05/15/14) (revised 05/12/17)



Many adult advisors feel very strongly about the driving and travel of our members to their and other chapters, also that these policies should be enforced rigorously for the safety of everyone. Over my years as a DeMolay and Advisor, I have learned that we sometimes make rules that in the end are impossible to manage, which leads to very little visitation, and then we become afraid of ourselves yielding to nobody going anywhere. Therefore, in the interests of simplicity, clarity, and consistency for all members and advisors, the following policy takes effect immediately:

1. All DeMolay members, Advisors and adult drivers must follow the laws our City, State and Nation. Thus our Driving Policy is just that - the laws, rules and regulations of the State of Washington. These laws are our DeMolay "Driving Policy" and are primary to our "Travel Policy". Thus the Intermediate License Laws for Teen Drivers must be met first in all cases of our policies.
2. Separate from that is the "Travel Policy" which dictates who can go for what, where, when, why, and how.
3. Common Sense is the first guide in our Travel Policy.
 - 1) All vehicles used for transportation to and from DeMolay events and activities must meet the State mandated minimum requirements of Auto Insurance. We recommend all drivers should carry more than the state-mandated minimum insurance coverage's.
 - 2) All vehicles must have seat belts for each passenger and the driver.
 - 3) The vehicle must be in good working condition and provide for the safety of all passengers and the driver.
4. Risk Management is next in our Travel Policy.
 - 1) Parents/Guardians must know where their children are going, with who, what time, and how are they getting to and from the DeMolay event or activity.
 - 2) Chapter Advisors must know where their members are going, with whom, what time, and how are they getting to and from the event or activity.
 - 3) Parents/Guardians and Advisors need to be informed prior to the activity of transportation details and contact information, preferably in writing.
 - 4) The Chapter must have on file completed current Parental Consent/Medical Release forms for all members of the Chapter.
5. DeMolays, Squires, Sorority, Advisors and Guests traveling to another Chapter, Masonic Family Organization, State Event or other events and/or activities should do the following:

- 1) Discuss the details of the event and/or activity during a Chapter Meeting and Advisory Council Meeting and be noted in the written meeting minutes.
- 2) Decide in advance who the drivers will be, the time and local location for pick-up and drop-off, who is going, and the time of return.
- 3) A Registered Advisor should travel with the Chapter from the local meet-up location to the event/activity, attend and travel back with the Chapter.

6. If a Registered Advisor is not available to attend with the Chapter and all other procedures have been followed, then:

- 1) With the approval of his Advisory Council (Chapter Dad Advisor, Chairman, or by Council policy) and Parents/Guardians, a DeMolay who meets the "Driving Policy" (Intermediate License Laws for Teen Drivers) requirements may;

(One DeMolay)

- a) drive himself to and from a DeMolay event on condition that his Chapter Dad Advisor has contacted a responsible Advisor hosting the event (usually the Chapter Dad Advisor) and both agree

(+1 over 16 yrs)

- b) drive himself and another DeMolay who is over the age of 16 to and from a DeMolay event on condition that their Chapter Advisor has contacted a responsible Advisor hosting the event (usually the Chapter Dad Advisor) and both agree that the visiting DeMolays will be welcomed and supervised on arrival;

(+2 DeMolays)

- c) drive himself and other DeMolays to and from a DeMolay event on condition that there are at least two passengers with the driver at all times in the vehicle AND their Chapter Advisor has contacted a responsible Advisor hosting the event (usually the Chapter Dad Advisor) and both agree that the visiting DeMolays will be welcomed and supervised on arrival.

- 2) Chapter Advisory Councils may, at their own discretion, add to these requirements, as they deem necessary.

7. There are only two instances where #5 and #6 of this policy does not apply:

- 1) The four Elected State Corps Officers (State Master Councilor, Deputy State Master Councilor, State Senior Councilor, and State Junior Councilor) must have prior approval from the one of the State Dad Advisors for ALL travel in Washington State. All other travel for DeMolay purposes must be approved by the Executive Officer.
- 2) A Region Master Councilor must have prior approval from his Region Deputy for travel to DeMolay activities within Washington State on condition that their Region Deputy has contacted a responsible Advisor hosting the event (usually the Chapter Dad Advisor) and both agree that the visiting RMC will be welcomed and supervised on arrival.

8. No DeMolay and/or DeMolay Advisor may transport a Rainbow Girl or Job's Daughter without approval of the Parents/Guardians of the Rainbow Girl or Job's Daughter.

9. Washington DeMolay prohibits anything which might impact the ability of a driver to drive safely to include but not limited to, the use of alcohol, drugs such as marijuana, pain medications, and other prescription or non prescription medications, and/or excessive use of caffeine energy drinks, all of which might impact driving safely. The use of cell phones and/or texting is prohibited while driving, as well as strict compliance with the Washington State Intermediate License Laws for Teen Drivers and Laws for all Drivers.

10. No matter at what age, maturity and experience are known to make safer drivers. All drivers must have a safe driving record and exhibit safe driving habits. All drivers must insist all passengers wear seat belts. All drivers should carry more than the state-mandated minimum insurance coverage's. All vehicles must be in good working condition and provide for the safety of all passengers and the driver. Motorcycles, open-air off-road vehicles, and the open-back of pickup trucks may not be used to provide transportation for DeMolay functions; however when all the rules above are followed, an individual may use these vehicles to transport himself to and from an activity.

Jeffery A. Brunson
Executive Officer
WA DeMolay

Washington State Law - Intermediate License Laws for Teen Drivers

Drivers under 18 years old are issued an Intermediate Driver License and must follow these laws:

Driving with Passengers

- First 6 months: No passengers under 20 years old, except for immediate family members (spouse, child, stepchild, or siblings, both by birth and marriage).
- Next 6 months: No more than 3 passengers under 20 years old who aren't members of your immediate family.
- Nighttime driving: For the first 12 months, you can't drive between 1 a.m. and 5 a.m. unless with a Licensed Driver who is 25 years or older.
- No cell phones: You are not permitted to use wireless devices while driving, even with a hands-free device. This includes talking on cell phones and sending or receiving text messages. You may only use a wireless device to report an emergency.

Penalties for violations and accidents

First violation:

Passenger and nighttime restrictions will apply until you're 18 years old. DOL will send a warning letter to you and your parent/guardian for the following:

1. Get a ticket for violating the restrictions.
2. Get a ticket for violating a rule of the road.

Are involved in an accident where:

1. You get a ticket or are determined to have caused the accident.
2. No one involved in the accident receives a ticket.
3. The cause of the accident can't be determined.
4. Only your car was involved in the accident.

Second violation:

License suspended for 6 months (or until you're 18 years old, whichever comes first). DOL notify you and your parent/guardian before taking any suspension action.

Third violation:

License suspended until you're 18 years old. DOL notify you and your parent/guardian before taking any suspension action.

Once you have driven safely for 1 year the passenger and nighttime driving restrictions expire, but the other violations will apply until you're 18 years old.

How do police enforce the intermediate license laws?

They enforce them as a "secondary action." This means that if a teen driver is stopped for a traffic offense, the officer can cite the driver for any violations of intermediate license restrictions.

If I have a drug or alcohol-related offense or Minor in Possession (MIP), can I get my Intermediate Drivers License?

No, you'll have to wait until you're 18 years old if you're convicted of any of the following while you have an instruction permit:

- *Driving under the influence (RCW 46.61.502)*
- *Physical control of vehicle under the influence (RCW 46.61.504)*
- *Driver under 21 consuming alcohol (RCW 46.61.503)*
- *Alcohol or drug violations (RCW 46.20.265)*

If I have a license from another state, do the intermediate license laws apply to me?

Yes. A teen with a valid out-of-state license must get an Intermediate WA Drivers License and meet all the same requirements.

ZERO TOLERANCE POLICY (Revised 10-17-14)

“Washington DeMolay enforces a Zero Tolerance Policy with regard to the use of alcohol, marijuana, illegal drugs, and weapons of any kind at any DeMolay function. This policy applies to all DeMolay Members, Senior DeMolays, DeMolay Advisors, Parents, Youth Guests, and Adult Volunteers and Guests. Violations of risk management, youth protection, or prohibited substance policies will result in suspension or expulsion from DeMolay, its activities and functions.”

Zero Tolerance means exactly what it says. We will be proactive in this and all efforts to provide for the safety of our members. Parents who permit their children to participate in the activities of DeMolay have a right to expect us to strictly observe this standard of care whether a member, advisor or guest of DeMolay.

This policy demands adherence to the principles of common decency and common sense, and is in keeping with the ideals of the Order of DeMolay. All DeMolay Members, Senior DeMolays, DeMolay Advisors, Parents, Youth Guests, and Adult Volunteers and Guests should recognize that the foundation of this Policy is built upon the Seven Virtues of DeMolay.

The use or possession of alcohol, marijuana, illegal drugs, and/or the abuse of pain medications, over-the-counter or prescription drugs, and/or the excessive use of caffeinated energy substances, and/or other substances for non-medicinal purposes, during DeMolay activities and functions is strictly forbidden and explicitly not permitted.

Any weapon and/or item intended to be used as a weapon is not permitted as part of any DeMolay activity.

Violent and/or Sexually oriented videos, magazines, photographs, games or other media are not permitted as part of any DeMolay activity.

Any observance of violations to this Zero Tolerance Policy either witnessed, rumored, or suspected must be reported to the Chapter Dad Advisor and/or Advisory Council Chairman immediately. Actions requiring suspension or expulsion from DeMolay, its activities and functions must be reported in writing to the Executive Officer of Washington DeMolay with 24 hours of the incident.

Jeffery A. Brunson, Executive Officer
Washington DeMolay
October 17, 2014

DEMOLAY ADVISOR POLICY WHEN ATTENDING OTHER YOUTH EVENTS
(effective 9-11-16)

“Before attending any Masonic Youth Group event and/or activity, as a Certified DeMolay Advisor you need to declare who (which group) you will be attending said function as the designated Adult responsible for Youth Members. For example WA Cup, if you are bringing DeMolay Members and attending as their designated DeMolay Advisor, then you cannot ALSO be the designated Adult for either Rainbow Girls or Job's Daughters attending that event.



This policy is not meant to restrict anyone from attending anything; it is to allow all Adults to clearly state which Masonic Youth Group they are responsible for at that event and give 100% attention to those Youth and help them have the greatest experience possible. I am aware that this designation may change from event to event depending on which group you have committed to being the responsible Adult for and that this will take some pre-planning for you and each group.

Where as many of our DeMolay Advisors (including myself) wear several hats in the Masonic Family including but not limited to - Rainbow Advisory Boards, Rainbow Dad's, Job's Daughter CAV Adults, Masonic Lodge Officers, and as such attend various events and activities representing our organizations, but are also there as the designated Adult responsible for Youth attending in an official capacity (ie. a DeMolay Advisor taking DeMolay Members to an event).

Where as our Adult Advisor pool for all three youth groups has shrunk, we have seen more and more "dual & tri" Adults being responsible for Youth Members from multiple groups all at the same event. This has been a challenge for those running the event as well as those attending the event. I have been there in both capacities and know that is it tough to think like a DeMolay Advisor dealing with boys, and then having to switch over the brain to think like a Job's Daughter or Rainbow Adult dealing with the girls. While we all have similar rules and regulations, there are fundamental differences that go along with giving 100% attention to being a teacher, counselor, advisor, parent, and adult when talking to and about our three youth groups.

We can make this work as long as we work together for our Youth!

Jeffery A. Brunson, Executive Officer
Washington DeMolay
September 11, 2016

Washington DeMolay ~ Acronyms, Forms, and Deadlines

- ISC (International Supreme Council)
- DI (DeMolay International)
- WA DeMolay (Washington DeMolay) – referring to the State Chapter or State Organization.
- EO (Executive Officer) – the CEO of DeMolay in Washington State.
- AEO (Assistant Executive Officer) – works on projects as assigned by the EO
- SDA, ASDA (State Dad Advisor, Assistant State Dad Advisor) – works with the State Officers of the Washington State Chapter.
- SMC, DSMC, SSC, SJC (State Master Councilor, Deputy State Master Councilor, State Senior Councilor, State Junior Councilor) – these are the elected youth officers of the Washington State Chapter.
- GM (Grand Master) – highest elected office of Masonry in Washington or DeMolay International.
- ACR (Advisory Council Registration Form – Done annually by every Advisor) – done online through eScribe, then must be approved by the EO online through eScribe, and submitted by December 31st or the Advisor is removed and has to start the process over from the beginning. Each Chapter must have at least 3 Advisors who are Master Masons otherwise the Chapter is suspended from operation.
- AWA (Adult Worker Application Form) – Adults wanting to become an Advisor for DeMolay submit this form online through eScribe. Once they complete Advisor Training online through eScribe, then the form must be approved by the Executive Officer, and then DI. It currently takes approx 30-60 days for the background checks and approvals to become a DeMolay Advisor.
- WSPCH (Washington State Patrol Criminal History) – submitted to become an Advisor in Washington State.
- Incident Report Form (Completed with any incident immediately and submitted to the Chapter Chairman, then to the EO.)
- Form 10 (Reporting New Members to DI) – completed within 10 days of Initiation including \$35 per new member done online through eScribe.
- Form 11 (Reporting New Chapter Officers to WA DeMolay) – completed within 10 days of Installation – used for State Directory and contact information.
- Petition (also known as a Membership Application) – filled out completely by every candidate. Once received, Chapter has 30 days to Initiate.
- State Events:
 - Paintball (State Paintball) – held the 3rd Saturday in May.
 - WA Cup (Washington Cup) – statewide Softball/Kickball Tournament – typically held the 3rd or 4th Saturday in June/July/Aug.
 - DLC (DeMolay Leadership Conference) – a leadership and brotherhood summer camp – held for one week in July or August.

- WOFAB (Weekend of Family and Brotherhood) – a statewide Camping Trip – held the last weekend of July.
- GMC (Grand Masters Class) – a class of new members dedicated to the Grand Master of Masons – usually held on a Saturday convenient to the Grand Master in October/November.
- WSF (Winter Sports Fest) – statewide indoor/winter sports (may include Basketball, Volleyball, and Dodgeball Tournaments) – typically held the 4th Saturday in January.
- Leaders Ball (Statewide formal dance honoring the local and state leaders of Job’s Daughters, Rainbow Girls, and DeMolay) – held on a Saturday in February.
- WADA (Washington DeMolay Academy) – training and education for both the Chapter Councilors and Adult leadership – held the 2nd Saturday in October and March.
- Conclave or Convention (our statewide Annual Convention) – held Thursday to Sunday which includes the 4th Saturday of April.
- Awards/Honors: Award – is an achievement to be worked toward, a goal or a recognition to be earned. You can apply for an award. Honor– is granted without the recipient knowing about it until it is announced. DeMolay honors must be voted on by the International Supreme Council as a whole.
 - RD (Representative DeMolay) – highest self-achievement award earned by any DeMolay or Senior DeMolay
 - PMC-MSA (Past Master Councilor’s Meritorious Service Award) – the most prestigious award in all of DeMolay for a Past Master Councilor and was designed by our founder “Dad” Frank S. Land.
 - Merit Bars – specific awards earned by DeMolay members in various areas of life with five color levels (white, red, blue, purple, gold)
 - FMA (Founder’s Membership Award) – those who bring in 10 new members
 - BHK (Blue Honor Key) – those who bring in 10 new members
 - Chev (Chevalier) – highest honor given to DeMolays for extraordinary service
 - COH (Cross of Honor) – honor given to Advisors for extraordinary service who have served for at least 3 years
 - LOH / HLOH (Legion of Honor / Honorary Legion of Honor) – honor given for service to humanity – must be a Senior DeMolay over 25 yrs old (LOH) or Master Mason over 30 yrs old (HLOH).
- www.wademolay.org (Official website of Washington DeMolay) – The place to find everything including by not limited to: information on upcoming State Events, Region and Chapter news, Forms, State Calendar, location of Chapters, contact information, Registering for a State Event, leadership resources, etc...
- N2K, Need 2 Know, Need to Know Packet (all names for the packet of information and everything you need to know for a State Event.)