

Rush Party Set Up

Step 1:

Set up a list of Prospective Members, Names addresses, phone #, Parents name, etc.

- 1) By referrals from members
- 2) By outside referrals
- 3) By buying names from a supplier
- 4) Etc.

Remember, you don't need to know if your friend is willing to join at this time, to give us his name. That is what the Rush Party is for. All you have to do is vouch for him that he may be worthy member.

Step 2:

Plan a function that will incorporate not only having Fun, but an opportunity to explain to the prospective Member and his Parents, the basic fundamentals and organization of DeMolay, like a bowling night, Pizza feed or a family picnic. Make sure you have the members take a part in the information portion. Reporting on things like, the history of the Order, the fun activities that you do and all the rest of the things about your Chapter.

Step 3:

At least 2 weeks in advance send out formal invitations to both the prospective members and their parents (see sample letters). Then follow up a week in advance to make sure that they received the letter and if they are also able to attend. This call also provides an opportunity to give them directions and set up transportation if needed.

Step 4:

Arrive at least a half an hour early before the function to set up and make sure you have everyone prepared to do his presentation. This also gives you an opportunity to be there in case any of the prospective members show up early. Once they arrive, welcome them and keep them occupied with some type of refreshment and casual conversation. Remember they are the reason for this function so make them feel like they are special. **Make sure you start on time!**

Step 5:

Conduct the information session in three parts.

- 1) Welcome and information
 - a) History of the Order (either by a live person or by a Video)
 - b) History and brief rundown about your Chapter
- 2) Breakout session (separate session with parent)
 - a) Send the Advisors with the parents into another room to talk about what the parents need to know, i.e. Insurance, Youth Protection, money outlay for functions, such as Conclave/Convention, and responsibility of the parents to

their sons and what they could volunteer for to help with. Everything the parents want to hear as well as answer any questions they have.

- b) The Prospective members are then left with the rest of the Chapter, and the Chapter presenters, to tell them about the fun things that they do, the girls' organizations and everything else that young people want to hear. This is also the same time that you can show them part of what it means to be in DeMolay by helping them plan a function that they may be interested in doing. You will take them from the brainstorming aspect, where they narrow it down to one function to be planned, to the actual planning of the function with the end result to be put on that Terms Calendar.
- 3) You bring the parents and their Son together. You have one of the prospective members explain the process and the planning stages of the function that they planned to the parents. This gives them an opportunity to be part of the Chapter right away and provides some insight to the parents' on one aspect of the program that their son will be involved in. You then rap it up by explaining this and ask if they have any additional questions. At that time you hand out a petition to them and assign someone to help them fill it out. At this time also you will inform them of next scheduled Degree night to see if that presents any problems for them to be there or not.

You should never do a Rush party without doing something Fun afterwards. It is not necessary to involve the parents in this but it may be a better way to show them how much fun it is if they are part of the functions.

*We usually have an overnight; video games, movies, etc. at our Masonic Hall, then wake up the next day and do the initiation for the candidates.

I PROMISE THIS PROGRAM WORKS IF YOU FOLLOW IT EXACTLY!!!

OUTLINE for RUSH PARTY

(Make 2 copies--one for yourself and one for the Advisor)

NAME OF PROJECT: _____ **DATE OF PROJECT:** _____

WHAT: (Brief description of project): _____

WHERE: (include address) _____

I have checked and it is available. _____

WHO: How Many DeMolay/Sorority Needed? _____

What specifically are they expected to do? _____

Number of Advisors needed? _____

Who? _____

Drivers needed? Yes ___ No ___ Who? _____

Have they agreed? _____

COST: Will charge _____ Will it come out of GAF? _____

Gross profit expected: _____ Expenses to be deducted from gross profit:

(Itemize everything needed + approximate cost. Use another sheet of paper if necessary)

EXPECTED	ACTUAL
Gross Profit: \$ _____	\$ _____
Minus	Minus
Expenses: \$ _____	\$ _____
Equals	Equals
Net Profit: \$ _____	\$ _____

PUBLICITY: How are you going to be sure everyone knows about your project and participates in it?

Announce it at meetings? Yes _____ No _____

Meeting Dates: _____

Sign up sheet? Yes _____ No _____

I WILL CALL EVERY MEMBER AND ADVISOR: Yes _____ No _____

If yes by when: _____

Send Notices: Yes _____ No _____
(include postage in the expenses)

Put in newspaper? Yes _____ No _____

Invitations needed? Yes _____ No _____

I have gotten the addresses that I need: _____

Notices or other printing? Yes _____ No _____

I have checked for the most inexpensive place and it is: _____

Tickets needed: Yes _____ No _____

How many? _____

When must I take the sample to have them printed: _____

I WILL NEED TO HAVE EVERYTHING ABOVE APPROVED BY THE ADVISOR/ADVISORY COUNCIL AT OUR _____ MEETING IN ORDER TO HAVE IT DONE ON TIME.

Special things that need to be done for this project to be a success:

What am I going to do if obstacles occur with my project --for example a car wash and it rains, etc.

Money turned in for which fund? _____

All moneys are turned in to the Chapter plus receipts for expenses so we can plan for future projects.

Project Debrief:
