



## Honors & Awards



## Honors & 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 section 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, Adult Volunteers and anyone else who provides special service to a DeMolay Chapter.

## Honors & Awards | 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.

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### Representative DeMolay Award



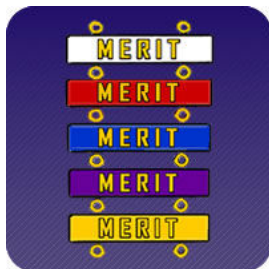
The Representative DeMolay Award is the highest self-achievement award Active and Senior DeMolays can earn. It's a self-assessment program where you progress toward goals you set for yourself. You complete a detailed survey of your interests, achievements, general knowledge and habits.

"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.

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### 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.

The categories in which Merit Bars are awarded through DeMolay International are *athletic, attendance, civic service, conclave, fine art, fund-raising, installing, journalism, correspondence course, masonic attendance, masonic service, membership, merit, priory, religion, scholastic, visitation and ritual*.

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### Membership Awards



Membership awards are given for securing new DeMolay initiates. DeMolay International 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.

- **#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 is granted for being the first-line signer on his first five membership applications of three initiates.
- **Founders 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.

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### 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.

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### Life Saving Medal



This life saving medal, which was approved at the 1969 DeMolay International 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 DeMolay International or its Board of Directors.

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### Medal of Heroism



The Advisory Council may nominate a DeMolay who has performed an act of heroism for this honor. Nominations for his 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, DeMolay International 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.

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## **Degree of 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 16 years of age, with Executive Officer approval, 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 nominations made without the knowledge of the DeMolay to be honored. The unanimous vote of DeMolay International 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 investiture ceremony must take place within one year from the date of election.

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## **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.

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## **Distinguished Service Award**



DeMolay International 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 worth of this recognition. Adult leaders in the community then are asked to evaluate the nominee's performance in various areas.

When all of the endorser's 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 a year.

After receiving the nominations from all the Chapters, the Executive Officer selects one of the DeMolays for the Distinguished Service Award.

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## Honors & Awards | Senior DeMolays

Senior and Active DeMolays alike may receive the Representative DeMolay Award, Blue Honor Key and Chevalier Degree described in the Active DeMolay section. A Senior DeMolay is also eligible for 10, 25, 50 and other year pins indicating lifelong 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 the Zerubbabel Key.

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### Legion of Honor



The Legion of Honor is the highest honor conferred by DeMolay International. 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 15th of the nominating year.

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 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 DeMolay International, whose unanimous vote is required to receive this honor.

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### Honorary Legion of Honor



DeMolay International 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 this distinction. Nominations for the Honorary Legion of Honor are handled in the same manner as Legion of Honor nominations. A ring is also available.

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## Honors & Awards | Adult Volunteers

### 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:

- Form 10's, Advisory Council Registrations, the Annual Financial Report and other required reports are submitted by established deadlines during the calendar year.
- The net membership must exceed the previous calendar year's net membership.
- Initiates must exceed majorities for the calendar year.
- After yearly reports have been processed, the Service & 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 & 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 DeMolay International 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.

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 DeMolay International, whose unanimous vote at the annual Session is required to grant the honor.

### Guild of the Leather Apron | Advisor of the Year



The Advisor of the Year honor is designated 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.

# Honors & Awards | Everyone

Several forms of recognition are available for anyone who has provided service to the Chapter.

## Certificate of Appreciation & 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 and volunteers invited. Many other certificates are available. Check the DeMolay & More store for all the available certificates.

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## 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 & 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 of officers. 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.

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## 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 & 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 for the cost of the medal.





NAME: \_\_\_\_\_

CHAPTER: \_\_\_\_\_

DATE: \_\_\_\_\_

## MERIT BAR RECORD

Fill out this form and give it to your Awards Advisor or Chapter Dad. This guide is intended to aid each DeMolay in preparing and submitting requests for Merit Bars. Merit Bars are awards that recognize DeMolays for achievement in some phase of Chapter activity. They are awarded 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. For more information, consult the *DeMolay Leader's Resource Guide*, contact a member of your Advisory Council or contact your Executive Officer. Presentation of Merit Bars and Awards will be made during Public Installation's whenever possible. Be sure to submit this form by the deadline designated by your chapter's Awards Advisor.

	White (1st Award)	Red (2nd Award)	Blue (3rd Award)	Purple (4th Award)	Gold (5th Award)
Athletics					
Attendance					
Civic Service					
Conclave					
Correspondence Course					
Fine Arts					
Fund Raising					
Installing					
Journalism					
Masonic Attendance					
Masonic Service					
Merit					
Petitions (Membership)					
Priory					
Religion					
Ritual					
Safe Driving					
Scholastics					
Visitation					

## RITUAL MERIT BAR

The following outline is the DeMolay International scale for earning points.

Points are awarded each time a part is performed.

<b>Initiatory Degree</b>		<b>DeMolay Degree</b>	
Master Councilor	40	Master Councilor	35
Marshal	25	Jacques DeMolay	50
Senior Councilor	20	Master Inquisitor	45
Senior Deacon	20	Junior Inquisitor	25
Junior Councilor	20	Orator	25
Chaplain	10	Senior Inquisitor	10
Preceptors	15	Guy of Auvergne	5
Senior Steward	5	Senior Guard	5
Junior Steward	5	Marshal	5
		Lord Constable	5
<b>Ceremony Of Light</b>	30		
<b>Flower Talk</b>	40		
<b>Majority Service</b>		<b>Representative DeMolay (RD) Ceremony</b>	
Master Councilor	25	Chancellor	25
Senior Councilor	10	Preceptor	15
Junior Councilor	20	Inquisitor	15
Chaplain	5	Herald	5

## MERIT BAR DESCRIPTIONS

	As detailed in the DeMolay Leader's Resource Guide
Athletic	For participating in a Chapter's athletic program for a 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 for 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.
Correspondence Course	For successful completion of each lesson of the five-part Leadership Course
Fine Arts	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 & Leadership Center.
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

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 inducted into 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.
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 DeMolay International 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.
Safe Driver	yearly clean driving record
Scholastics	For maintaining a "B" grade point 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.

OFFICE USE ONLY	Issue Date:	Return Date	Rating/Score
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## REPRESENTATIVE DEMOLAY EVALUATION FORM

*Please print*

Full Name \_\_\_\_\_ Chapter Name \_\_\_\_\_  
 Member ID Number \_\_\_\_\_ Chapter Number \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone Number (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Congratulations! You have taken the first step toward becoming a Representative DeMolay, which is one of the most challenging awards a DeMolay can earn. The form itself is not challenging to fill out. It is challenging to be completely honest about yourself when you are working on the form. *Remember, that honesty is the key!* The purpose of this evaluation is to help you discover those areas in which you have strength and also those that you should strengthen. This is why you are required to give a Personal Rating in each area to become a Representative DeMolay.

You do not have to be a Master Councilor or have the Blue Honor Key to receive the Representative DeMolay Award. However, you will not receive the Representative DeMolay Award if you are not honest and thorough when reporting your DeMolay accomplishments.

### INSTRUCTIONS

- 1.) Use a computer or PRINT in Black or Blue Ink. Forms written in pencil or another color ink will be returned.
- 2.) Any statements or other material attached with this form should be stapled or fastened to it with a clip, and no attachment materials should be larger than 8 ½ x 11 inches.
- 3.) Copies may and should be submitted in place of originals, as no materials will be returned to the applicant.
- 4.) A Senior DeMolay who submits this form should answer all questions applicable to him. In addition, he should attach a brief statement showing what services he has rendered to the Order since receiving his majority. These services may be to his home Chapter or in some larger relationship, such as jurisdictional staff.
- 5.) All requests meeting the Advisory Council's approval should be signed by the appropriate Advisors and mailed to: **Washington DeMolay Office**
- 6.) If the original form is spoiled, a duplicate may be obtained from the Awards Director.
- 7.) When the Representative DeMolay is granted, the regalia will either be sent to your Chapter Advisor for presentation or will be reserved for presentation at a time and place designated by the Executive Officer (such as a jurisdictional event).
- 8.) Mail this form flat – Do not fold.

## FILIAL LOVE

*“...that love which existed before we were born, has remained with us all our life through, and will follow us even beyond the grave.”*

### HOME RELATIONSHIPS

*A DeMolay should have an attitude of thoughtfulness and cooperation in the home and display it in his home relationships.*

A. Who is currently living in your household? List their names and relation to you:

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B. What duties around the home are you regularly responsible for? (i.e. car care, yard work, farm duties, contribute money to support of home, care of brothers and/or sisters, cleaning of your room, emptying garbage, chores, etc.)

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C. Home Letter. A letter or statement MUST BE ATTACHED from one or both parents or guardian to cover this. If your parent(s) or guardian feel your home relations have become more satisfactory since becoming a DeMolay, their letter should state why they think so such as improved courtesy and cooperation in the home or increased familial responsibility.

D. I would rate myself in this area as:

☐ Excellent ☐ Above Average ☐ Average ☐ Fair ☐ Needs Improvement

## REVERENCE FOR SACRED THINGS

*“A young man crossing the threshold of DeMolay for the first time professes a deep and abiding faith in one living and true God.”*

### RELIGIOUS IDEALS

*A DeMolay should appreciate the importance of religious ideals and the value of the Holy Place of Worship, both to society in general and as a means of cultivating and expressing religious ideals in his own life.*

A. What has influenced you in determining your religious beliefs?

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B. To what, if any, church do you belong/attend? \_\_\_\_\_

C. State the approximate number of times you have attended during the past year:  
Regular Worship Services \_\_\_\_\_ Sunday School \_\_\_\_\_ Youth Group \_\_\_\_\_

Other religious services (state what) \_\_\_\_\_

D. Describe your religious participation (usher, choir, offices, conferences, retreats, youth society, volunteer work, church groups, etc.) \_\_\_\_\_

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E. Approximately how much time do you spend each week reading the Bible or other religious writings? \_\_\_\_\_

F. Letter from a Religious Leader. A letter or statement from your religious leader may be attached to aid in the evaluation of this form. If your religious leader feels that your devotion to God has improved or deepened as a result of your membership in DeMolay, his/her letter should state so.

G. I would rate myself in this area as:

☐ Excellent ☐ Above Average ☐ Average ☐ Fair ☐ Needs Improvement

### **ENVIROMENTAL PRESERVATION**

*A DeMolay should have an appreciation of nature and an understanding of the importance of a clean and healthy environment.*

A. Explain briefly why you think nature preservation is important:

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B. In what ways does nature relate to God and the DeMolay precept of Reverence for Sacred Things? \_\_\_\_\_

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C. What activities do you participate in to ensure that the environment will be clean and healthy for future generations? \_\_\_\_\_

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D. I would rate myself in this area as:

☐ Excellent ☐ Above Average ☐ Average ☐ Fair ☐ Needs Improvement

## **COURTESY**

*“...a courtesy that transcends friendships, a courtesy which reaches to the stranger, to the aged, to all men.”*

### **SELF MASTERY**

*A DeMolay should be able to demonstrate habits of self-control. In this section, you and your Chapter Advisor should together rate you in each area:*

A. How well do you control your temper, and in what ways do you think you can improve?

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B. My Chapter Advisor and I rate myself in this area as:

☐ Excellent ☐ Above Average ☐ Average ☐ Fair ☐ Needs Improvement

C. How would you rate your cleanness of speech (freedom from profanity) and how could you improve the quality of your spoken words? \_\_\_\_\_

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D. My Chapter Advisor and I rate myself in this area as:

☐ Excellent ☐ Above Average ☐ Average ☐ Fair ☐ Needs Improvement

E. How courteous are you to family and friends (including Chapter members and Advisors) both in private and public settings? \_\_\_\_\_

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F. My Chapter Advisor and I rate myself in this area as:

☐ Excellent ☐ Above Average ☐ Average ☐ Fair ☐ Needs Improvement

G. Open Letter: A letter or statement from a member of your family OTHER THAN your parents or guardians (such as grandparents, brother or sister, aunt or uncle, neighbor, etc.) may be attached to aid in the evaluation of this form. You can also ask another Chapter member or DeMolay to write a letter for you. If this person feels that you have become more courteous since joining the Order of DeMolay, the letter should state how so.

### **RESPECTING WOMANHOOD**

*A DeMolay should value women and demonstrate his respect for them through his words and deeds. In this section, you and your Chapter Advisor should rate you in each area:*

A. How well do you treat your mother, grandmother, sister(s), and other female family members? How highly do you speak of them to others? Why? \_\_\_\_\_

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B. My Chapter Advisor and I rate myself in this area as:

☐ Excellent ☐ Above Average ☐ Average ☐ Fair ☐ Needs Improvement

C. How well do you speak of women in general, both in private and public settings?

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D. In what ways do you feel that women are degraded in our society? If so, what do you do to prevent that from occurring? \_\_\_\_\_

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E. My Chapter Advisor and I rate myself in this area as:

☐ Excellent ☐ Above Average ☐ Average ☐ Fair ☐ Needs Improvement

## COMRADESHIP

*“As long as we remain faithful to these pledges, as long as there is an Order of DeMolay — we are one.”*

### **CHAPTER ACTIVITY**

A DeMolay should participate in the activities of the Order, not only in the business meetings of his Chapter, but the social events, both at the Chapter and jurisdictional level. It is not necessary to have held an office in the Chapter to be eligible for the Representative DeMolay award. Some DeMolays, particularly in large Chapters, have rendered most helpful and loyal service in many ways without ever holding office. No DeMolay will be awarded the Representative DeMolay award unless the answers show that he may be said so to be genuinely interested in the work of DeMolay.

A. When did you join the Order of DeMolay? \_\_\_\_\_

B. How many of your Chapter's meetings did you attend last year? \_\_\_\_\_

C. What percent was this of the meetings held? \_\_\_\_\_

D. Have you passed both obligations in open Chapter? \_\_\_\_\_ If so, when? \_\_\_\_\_

E. List the Chapter offices you have held and the number of times you have held them:

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F. List the committees you have served on, projects managed, events planned, in DeMolay

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G. List the ritual parts you have given from memory in the Initiatory Degree:

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H. List the ritual parts you have given from memory in the DeMolay Degree:

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I. List the public ceremonies you have given from memory: \_\_\_\_\_

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J. Does your Chapter have a Merit Bar Program? \_\_\_\_\_ If so, please state the number of each merit bar you have received next to the appropriate category:

Athletics		Fund-raising		Merit	
Attendance		Installing		Priory	
Civic Service		Journalism		Religion	
Conclave		Masonic Attendance		Ritual	
Correspondence Course		Masonic Service		Scholastics	
Fine Arts		Membership		Visitation	

K. How many petitions for membership have you first line signed? \_\_\_\_\_

Have you received the Founders Membership Award? \_\_\_\_\_

How many Blue Honor Keys have you received? (include stars) \_\_\_\_\_

L. Have you attended a Leadership Conference? \_\_\_\_\_ If so, where? \_\_\_\_\_

Have you completed or enrolled in the Leadership Correspondence Course? \_\_\_\_\_

What course are you working on currently? \_\_\_\_\_ All five complete? \_\_\_\_\_

Have you read the book "Hi Dad"? \_\_\_\_\_

M. I would rate myself in this area as:

☐ Excellent ☐ Above Average ☐ Average ☐ Fair ☐ Needs Improvement

### **TEAM SPORTS**

*A DeMolay should be interested in physical activities and actively participate in them, not only to ensure physical fitness but also to develop teamwork and leadership skills.*

A. Have you actively participated in at least one sport involving team play, such as football, softball, soccer, and the like? \_\_\_\_ If so, what? \_\_\_\_\_

B. On what teams, organized or unorganized, have you played during the previous two years (school, church, civic, work-related, etc.)? \_\_\_\_\_  
Year \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. What, if any, letters, honors, awards, leadership positions, etc, have you obtained for any of the above activities? \_\_\_\_\_  
\_\_\_\_\_

D. Letter from coach. A letter or statement from your coach(s) may be attached to aid in the evaluation of this form. If your coach(s) feels that your spirit of teamwork has improved as a result of your membership in DeMolay, his/her letter should state so.

E. Press notices, photographs, of your participation may be attached to aid in the evaluation of this form, but are not required. Submit copies of any originals.

F. I would rate myself in this area as:

☐ Excellent ☐ Above Average ☐ Average ☐ Fair ☐ Needs Improvement

### **SOCIAL ACTIVITIES**

*A DeMolay should participate in a variety of social activities that provide wholesome recreation, in both DeMolay and non-DeMolay settings. Such activities include involvement in local, national, and international organizations, as well as informal group activities such as clubs, teams, school clubs, and the like.*

A. To what organizations other than DeMolay (i.e. Boy Scouts, Junior Achievement, FFA, 4-H, etc.) do you belong to? \_\_\_\_\_  
\_\_\_\_\_

B. Of those listed above, which organizations' meetings do you attend regularly? \_\_\_\_\_  
\_\_\_\_\_

C. What informal social activities do you regularly participate in? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. I would rate myself in this area as:

☐ Excellent ☐ Above Average ☐ Average ☐ Fair ☐ Needs Improvement

### **INTERNET ACTIVITIES**

*A DeMolay should be a well-rounded individual including technological abilities. The internet has changed the way we process things, communicate, and interact as a society.*

A. Do you have a favorite website or sites you visit often? Please list them: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Do you have a personal website? If so, what is it? \_\_\_\_\_

C. Do you play online games with friends or other people? Why or Why not?

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D. Do you prefer to play alone or with friends when it comes to video, computer, or online games? Why?

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E. How many hours a day would you say you spend on the internet? (This includes email, messaging, gaming, blogging, chatting, etc.) \_\_\_\_\_ Is that too much time? Why or Why not?

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F. I would rate myself in this area as:

☐ Excellent ☐ Above Average ☐ Average ☐ Fair ☐ Needs Improvement

## **FIDELITY**

*“A DeMolay can never justly be false to his vows, his promises, his friends, his God.”*

### **CAREER/FUTURE GOALS**

*A DeMolay should give careful attention to his career and future goals as he decides which activities to participate in throughout his life.*

A. What career(s) are you most interested in? \_\_\_\_\_

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B. What about that career or those careers interest you? \_\_\_\_\_

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C. What or who has influenced you the most in determining your future goals?

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D. What are your future goals other than those relating to your chosen career?

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E. I would rate myself in this area as:

☐ Excellent ☐ Above Average ☐ Average ☐ Fair ☐ Needs Improvement

**MANUAL SKILLS**

*A DeMolay should have a fair degree of skill with his hands, either in mechanical work, construction, or the arts.*

A. What have you done to demonstrate your ability to repair, assemble, or maintain in proper working order some piece of machinery? Examples include, but are not limited to: automotive repair, computer assembly, audio installation, etc.)

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B. What have you done to demonstrate your ability to use tools in a proper manner toward the completion of some construction project? \_\_\_\_\_

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C. What have you done to demonstrate your ability to create works of art?

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D. Photographs or other reproductions of your work may be attached to aid in the evaluation of this form, but are not required.

E. I would rate myself in this area as:

☐ Excellent ☐ Above Average ☐ Average ☐ Fair ☐ Needs Improvement

### **FINANCIAL RESPONSIBILITY**

*A DeMolay should have responsible spending habits and develop the necessary skills to handle his personal financial matters.*

A. Do you keep a record of your expenditures? \_\_\_\_\_

Do you regularly plan your expenditures? \_\_\_\_\_

Do you execute your plan reasonable well? \_\_\_\_\_ Why or Why not? \_\_\_\_\_

\_\_\_\_\_

B. Are you currently employed? \_\_\_\_\_ If so, where? \_\_\_\_\_

Do you maintain a checking account? \_\_\_\_\_ A savings account? \_\_\_\_\_

Do you live at home with a parent(s) or guardian? \_\_\_\_\_ Somewhere else? \_\_\_\_\_

Are you much in debt? \_\_\_\_\_ If so, do you have a plan to get out of debt? \_\_\_\_\_

C. If you are employed, what percent of your income do you-

Save \_\_\_\_\_ Invest \_\_\_\_\_ Spend for recreation \_\_\_\_\_

Use for self-support (clothes, food, school expenses, gas, car ) \_\_\_\_\_

Contribute to the support of your own home? \_\_\_\_\_

***(Total should be 100%)***

D. I would rate myself in this area as:

☐ Excellent ☐ Above Average ☐ Average ☐ Fair ☐ Needs Improvement

## **CLEANNESS**

*“Only in cleanness can a DeMolay rightly be representative of the pureness of our teachings.”*

### **HEALTH EDUCATION**

*A DeMolay should have adequate knowledge of the rules for good physical health and hygiene and practice them regularly.*

A. Name four (4) things that are beneficial and harmful for your physical and mental health.

Beneficial:

Harmful:

1) \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

4) \_\_\_\_\_

B. What is your opinion of the use of drugs and alcohol and their effects upon the human body, mind, and behavior? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C. Habits- Provide information about your habits regarding each of the following:  
Sleep – How many hours of sleep do you average each night? \_\_\_\_\_ Week? \_\_\_\_\_  
Bathing – How often do you bathe? \_\_\_\_\_  
Teeth – How do you care for your teeth? \_\_\_\_\_

D. What have you learned about venereal diseases and how to prevent their transmission?

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E. I would rate myself in this area as:

☐ Excellent ☐ Above Average ☐ Average ☐ Fair ☐ Needs Improvement

### **PHYSICAL FITNESS**

*A DeMolay should be in good physical condition and participate in activities to ensure he is getting the desired amount of exercise.*

A. Do you currently have a job that requires physical activity? \_\_\_\_\_  
If “yes” please describe the nature of your job: \_\_\_\_\_

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B. Do you participate regularly in outdoor activities such as running, camping, cycling, hunting, fishing, swimming, skiing, etc.? \_\_\_\_\_ If “yes”, please list any you have participated in during the past year: \_\_\_\_\_

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C. What individual sports have you participated in competitively during the previous two years such as golf, track and field, tennis, bowling, etc.? Please list the year of participation.

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D. What, if any, diet and exercise program do you follow?

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E. How would you describe your general physical condition?

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F. What is your - Age? \_\_\_\_\_ Weight? \_\_\_\_\_ Height? \_\_\_\_\_

G. Press notices, photographs, etc. of your participation may be attached to aid in the evaluation of this form, but are not required. Submit copies of any originals you wish to keep.

H. I would rate myself in this area as:

☐ Excellent ☐ Above Average ☐ Average ☐ Fair ☐ Needs Improvement

## **PATRIOTISM**

*"...each day affords new opportunities to stand as good and upright citizens in behalf of that beloved banner and our hallowed land."*

### **EDUCATION**

*A DeMolay should not only be eager to better himself through education but should also receive a deeper appreciation of the role that the public school system serves in our country, providing a foundation upon which useful citizenship will be built in future years.*

A. Are you currently attending school? \_\_\_\_\_ If so, where? \_\_\_\_\_  
What is the year of the class (or grade) you are currently? \_\_\_\_\_  
What, if any, school do you plan to attend next year? \_\_\_\_\_

B. What was your grade point average in school - last semester? \_\_\_\_\_ last year? \_\_\_\_\_  
What honors or awards have you received as a result of your scholastic achievement?  
\_\_\_\_\_

C. What clubs, groups, or societies have you participated in at school during the past year?  
(i.e. student council, Spanish club, honor society, yearbook staff, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Letter from teacher. A letter or statement from one of your teachers may be attached to aid in the evaluation of this form. If your teacher feels that your study skills and/or academic performance have improved as a result of your membership in DeMolay his/her letter should state so.

E. Report Card. If you were in school during the past year, a copy of your report card **MUST BE ATTACHED** to this form for it to be considered complete.

F. I would rate myself in this area as:

☐ Excellent ☐ Above Average ☐ Average ☐ Fair ☐ Needs Improvement

### **CITIZENSHIP**

*A DeMolay should conduct himself in such a way as to be thought of as a good citizen of this country and community. This includes following the laws of his city, state, and nation, always giving dedicated, thoughtful service toward the public good.*

A. Have you ever been arrested or ticketed by law enforcement? \_\_\_\_ If “yes”, please list the date(s) and circumstances for the infraction(s).

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B. What community project have you participated in to benefit the community? Examples include adopt-a-highway, planting trees, street cleaning, etc.

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C. What person in your city, state, or nation do you most admire, and what has he or she done for you to consider him/her a good citizen? \_\_\_\_\_

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D. I would rate myself in this area as:

☐ Excellent ☐ Above Average ☐ Average ☐ Fair ☐ Needs Improvement

### **CIVIC DEVELOPMENT**

*“A public-spirited citizen should be willing to render such public service as in his power”*

A. Who is the President of the United States? \_\_\_\_\_

Who is the Governor of your State/Province? \_\_\_\_\_

Who is the Mayor of your City or town? \_\_\_\_\_

B. List the three branches of government and how they work to benefit one another.

\_\_\_\_\_



\_\_\_\_\_

\_\_\_\_\_

**Explanation:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Name one State Senator and one State Representative:

\_\_\_\_\_

D. What does it mean when someone says they are Democratic or Republican?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Which of the following is not a Constitutional Amendment?

- ☐ Right to Bear Arms      ☐ Right to a Speedy Trial      ☐ Freedom of Religion  
☐ Freedom of Speech      ☐ Right to Remain Silent      ☐ Separation of Church & State

F. Which Constitutional Amendment means the most to you and why?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G. What piece of legislation would you put forth to become law if you could and why?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. What is the importance of voting for our President, Senators, etc.?

\_\_\_\_\_  
\_\_\_\_\_



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D. I would rate myself in this area as:

☐ Excellent   ☐ Above Average   ☐ Average   ☐ Fair   ☐ Needs Improvement

**SELF EXPRESSION**

*The First Amendment to the United States Constitution guarantees to every citizen freedom of speech, and a DeMolay should take opportunities to responsibly exercise that right.*

A. What have you done to develop your ability to speak in public?

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B. In what situations, circumstances, or ceremonies have you spoken publicly during the previous two years such as student council, oratorical contests, debate, radio broadcasts, etc.?

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C. What are some other ways you show self-expression?

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**WHAT HAS DEMOLAY DONE FOR YOU?**

To answer this question properly, you **MUST** attach to this form an essay describing what benefits you have received through your involvement with the Order of DeMolay. This essay will provide valuable evidence of the importance of the Order of DeMolay because of its influence upon the lives of young men. To answer this question, your essay should show, in some detail, the influence that the Order has had on your life, including your ideals of moral conduct, assuming responsibility, and improvements in your home life. Your essay may be written in the form of a story or a theme, but remember that the longer your essay is, the more detail will be available for consideration by the evaluator of this form.

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I, \_\_\_\_\_, hereby certify on my honor as a DeMolay, that the facts given in this form and accompanying documents presented by me are true and accurate and that all statements given by others attached to this record are, to the best of my knowledge true and accurate. If granted this distinction, I furthermore pledge on my honor as a DeMolay that I will continue to the best of my ability put the ideals of DeMolay into practice in my daily life; each year hereafter I will endeavor to help at least one DeMolay to qualify as a Representative DeMolay and should I feel I have proven myself unworthy of this honor, I will, of my own initiative, voluntarily return the insignia of this distinction to the Advisory Council and/or Executive Officer of the jurisdiction in which I reside or to the Grand Secretary at DeMolay International Service & Leadership Center.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

### ***Advisory Council***

The Advisor Council approves and submits this record on behalf of this Chapter for consideration and commends the above named DeMolay as one who would, in all respects, reflect credit upon the Order as a Representative DeMolay if his qualifications, as set forth, should be deemed sufficient to merit that distinction. This applicant has filled out this form to the best of his ability to show that he is a well-rounded individual and should be considered representative of DeMolay in this Chapter.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
Chairman of the Advisory Council / R.D. Advisor Chapter Advisor

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_



## Past Master Councilor Meritorious Service Award

### “A DeMolay Leader’s Key to Success”

-Background and Purpose

- PMC-MSA Checklist

-Requirements - Step-by-Step Guide to PMC-MSA Success

- How to Apply
- Your Letter of Intent
- To be Completed During Your Term
- Your Final Letter
- Submitting Your Final Letter

-Sample Letter Of Intent

-Sample Final Letter

-Common Problem Areas

-Checklist for Term Planning

## **Background and Purpose of the PMC-MSA**

Nearly every member of the Order of DeMolay has the ambition of serving his Chapter as Master Councilor. When this goal is within sight as you move up through the Councilor chairs, you should set another goal – that of earning the Past Master Councilor's Meritorious Service Award.

While the newly elected Master Councilor is the only one who is qualified to apply and earn the award, he cannot do it alone. The requirements can only be met through the combined efforts of the entire Chapter. The Master Councilor must provide the leadership and incentive to inspire and motivate the members of his chapter toward a well-rounded program and the over-all efficiency of Chapter activities.

The PMC-MSA program was created by the founder of DeMolay - Dad Frank Sherman Land. He recognized the tremendous advantage gained by both the Master Councilor and the Chapter in having a pre-planned program for his term of office. When such a program has been planned and distributed to the Chapter membership in printed form, the Master Councilor has gone a long way in achieving the goals he has set.

The goal of Washington DeMolay is to have every incoming Master Councilor apply for and earn the Past Master Councilor's Meritorious Service Award. This would insure that each and every Chapter has a planned program of activities, and the Chapter members are aware of and involved in the program of the Chapter.

The following information is provided so that every Councilor can be fully aware of the requirements and procedures to apply for and qualify for the PMC-MSA. Every Councilor owes it to his Chapter and its future and to himself to take the initiative to earn the PMC-MSA. Read the requirements carefully; they are very strict and will be fully enforced in order to maintain the high standards of the award program.

The following is a step-by-step guide to assist the Councilor in qualifying for and earning his Past Master Councilor's Meritorious Service Award.



# Master Checklist

## Past Master Councilor Meritorious Service Award

### • Prior to Installation:

- Memorize Master Councilor's Ritual \_\_\_\_\_
- Print and Distribute the Term Program \_\_\_\_\_

### • First Letter

- Send in your Letter of Intent within 10 days of Installation to:
  - o Washington DeMolay Office \_\_\_\_\_
- Letter should contain:
  - o Statement of Intent to Qualify \_\_\_\_\_
  - o Statement that Ritual work is Memorized \_\_\_\_\_
  - o Copy of Printed Term Program \_\_\_\_\_
  - o Copy of Chapter Term Budget \_\_\_\_\_
  - o Listing of Chapter Officers \_\_\_\_\_
  - o Dates of beginning and end of Term \_\_\_\_\_
  - o Name of your Chapter \_\_\_\_\_
  - o Your name, address, phone, email address \_\_\_\_\_
- Letter of Intent must be counter-signed by
  - o Chapter Dad Advisor \_\_\_\_\_
  - o Chairman of Advisory Council \_\_\_\_\_

### • Complete During Term

- All ceremonies are given from memory \_\_\_\_\_
- Confer both degrees during your term \_\_\_\_\_
- Hold at least one activity in each of the following:
  - o Social \_\_\_\_\_
  - o Civic Service \_\_\_\_\_
  - o Fund Raising \_\_\_\_\_
  - o Masonic Service \_\_\_\_\_
  - o Athletic \_\_\_\_\_

- Initiate your pro-rata share of the Chapter's Annual membership goal \_\_\_\_\_
  - Chapter Goal \_\_\_\_\_
  - Pro-Rata Share of Goal \_\_\_\_\_
  - Total Initiated \_\_\_\_\_
- Be a First Line Signer on petition of one new member initiated during your term \_\_\_\_\_
- A majority of Chapter members present at
  - Meetings \_\_\_\_\_
  - Activities \_\_\_\_\_
- Form 10's are submitted on time \_\_\_\_\_
- All required forms/fees are submitted on time to:
  - DeMolay International \_\_\_\_\_
  - Washington DeMolay \_\_\_\_\_
- Observe all Obligatory Days falling during your term \_\_\_\_\_
- Present Youth Protection Video Program during term \_\_\_\_\_

• **Final Letter**

- Submit complete recap and explanation of term Program, analyzing chapter meetings and activities \_\_\_\_\_
- Provide an explanation of any program changes \_\_\_\_\_
- Have your final letter countersigned by:
  - Chapter Dad Advisor \_\_\_\_\_
  - Chairman of Advisory Council \_\_\_\_\_
- Mail your Final Letter within 10 days after the Installation of your immediate successor as Master Councilor to:
  - Washington DeMolay Office \_\_\_\_\_



# Requirements

## The Step-by-Step Guide to Success

The following is a step-by-step guide to follow in qualifying for and earning your Past Master Councilor Meritorious Service Award.

### **Step 1: To be completed Prior to Installation:**

Since the PMC-MSA recognizes proper advance planning, your initial entry into the program must necessarily reflect your advance planning and program development.

- Memorize all of the Master Councilor's part that appears in the Ritual of Secret Work.

This includes: Opening, Closing, 9 O'clock Interpolation, Initiatory and DeMolay Degrees – including obligations.

- Print and distribute your program for the term.

This must be reproduced in sufficient quantity so that all members, advisors, Sorority, Squires, parents, Region Deputy and Representative, and the jurisdiction office receive copies. A variety of formats are acceptable – calendar pages, month and date listings. The exact format is up to you. However, be certain to clearly designate all Obligatory Days, activity events, meeting dates, Advisory Council meetings, Squire and Sorority Meetings (if applicable), Fund Raising events, and important Region and State DeMolay events. In addition to the required distribution list, it might be well advised to send copies of the term program to your jurisdiction and region officers and Deputy, other chapters in your region, and member organizations of your local Masonic family (especially your local

Rainbow Assembly, Job's Daughters Bethel, and your sponsoring body).

Keep in mind that your term program includes a listing of Chapter Officers – elected and appointed – and term budget.

In planning the Chapter term program, follow the Chapter Program Planning Guide for Washington DeMolay.

### **Step 2: First Letter – Letter of Intent**

NOTE: Your first letter or your letter of intent must be forwarded to the Washington DeMolay Office within ten (10) days of your installation.

- Send your letter of Intent to the Washington DeMolay PMC-MSA Advisor:

Washington DeMolay Awards Team  
c/o Washington DeMolay Office  
1111 A Street, Suite 1919  
Tacoma, WA 98402  
253-380-8193  
office@wademolay.org

- The Letter of Intent should contain the following:
  1. A written statement of intent to qualify for the award.
 The critical parts of your Letter of Intent are:
  1. Your name, mailing address, phone number, and email address (if applicable).
  2. Your Chapter name and location.
  3. The date of your installation.
  4. The expected date when your term will end.
- 2. A listing of all Chapter officers – elected and appointed – and advisors.
- 3. A copy of your term budget.
- 4. A written statement that the Ritual Work has been memorized, counter-signed by the Chapter Dad Advisor.
- 5. A copy of Printed term program.
- 6. All of other information you deem appropriate. This might include such things as a Chapter Mailing Roster, a copy of the installation program, etc.
- Your Letter of Intent must be counter-signed by the Chapter Dad Advisor and Chairman of the Advisory Council. Their signatures indicate not only knowledge of your intent to qualify for and earn the PMC-MSA, but also their endorsement of your term calendar as complying with the requirements of this award.

### **Step 3: To be Completed During Your Term**

- See that throughout the term, all ceremonies from the Ritual of Secret Work are given from memory.
  - Confer both degrees during your term as Master Councilor.
  - Hold at least one activity in each of the following areas:
    1. Social
    2. Civic Service
    3. Fund Raising
    4. Masonic Service (preferably your sponsoring body)
    5. Athletics
  - Initiate your pro-rata share of the Chapter's annual membership goal. (i.e. – if the Chapter goal is 12 and your term is 6 months, your share is six.)
- If in doubt about your annual Chapter membership goal, check with your Region Deputy or the Washington DeMolay Office. Even if you are unable to initiate your pro-rata share of the Chapter's membership goal, you may still be eligible to qualify for PMC-MSA.
- If you initiate at least one new member during your term and the balance of the Chapter's annual membership goal is initiated during the term of your immediate successor as Master Councilor, you will meet the membership requirement to earn PMC-MSA. To qualify for an extension on this requirement, submit your second or final letter with a



statement that you plan to meet the membership requirement during the term of your immediate successor. Final decision on whether or not to approve your PMC-MSA application will be held for a period of 10 days beyond the expiration of the term of your successor. You must supply the Washington Awards Director with written proof, that you met the membership requirement during your immediate successor's term of office.

- Be the first line signer on the petition/membership application of at least one member initiated during your term of office as Master Councilor.
- See that at least 8 of the officers' chairs are filled at each meeting, or that at least 50% of the Chapter's active membership is present.

The Master Councilor is responsible for establishing a program, which hopefully increases, but at the least maintains a high level of attendance at Chapter meetings and activities. This should be covered in detail in your second or final letter, including a listing by meeting and activity of the number of DeMolays and advisors attending.

- See that all Form 10's reporting new initiates and fees are mailed to DeMolay International Headquarters in Kansas City and to the Washington DeMolay Office within 10 days following the initiation. Additionally, see that any Advisor Certification Report or other required reports reach the DeMolay International Headquarter and Washington DeMolay office within prescribed timelines, if such reports come due during your term of office.

While the Master Councilor is not responsible for actually sending in Form 10s and reports, he is, nevertheless, responsible for seeing that they are submitted.

- Provide for the observance of all Obligatory Days, which fall during your term of office.
  - Patriot's Day
    - Observed: On a day convenient to the Chapter in the month of February.
    - Purpose: To highlight great patriotic events, themes, or individuals.
  - Devotional Day
    - Observed: The Sunday nearest March 18<sup>th</sup>
    - Purpose: To attend some church in a body to demonstrate a DeMolay's devotion to his God.
  - Parents' Day
    - Observed: On or between May 1 and June 20.
    - Purpose: A time for each DeMolay to pay special respect to his parents, showing his appreciation for their efforts on his behalf.
  - My Government Day
    - Observed: A day convenient to the Chapter in the month of July.
    - Purpose: To aid members in the understanding of national, state, or community government.
  - Education Day
    - Observed: A day convenient to the Chapter (usually during the school term).
    - Purpose: To emphasize the importance of education and our system of public schools.

- Frank S. Land Memorial Day
  - o Observed: A day convenient to the Chapter near November 8<sup>th</sup>
  - o Purpose: To pay tribute to the Order's Founder, "Dad" Frank S. Land, and DeMolay's Masonic heritage.
- Day of Comfort
  - o Observed: A day convenient to the chapter, either at Thanksgiving or Christmas time (November or December),
  - o Purpose: To extend aid and comfort to the distressed.

Note: The Executive Officer may, from time to time, establish dates for observing a particular Obligatory Day.

**DeMolay Month:** Once known as "DeMolay Week," DeMolay International several years ago expanded the celebration of the founding of DeMolay. While observance is not "obligatory" upon a chapter, a successful Chapter, under the leadership of a Master Councilor with a well-planned term program, will in some manner, or fashion, observe and celebrate the founding of DeMolay during the month of March each year. Typically, observances can range from activities highlighting some or all of the 7 Precepts of DeMolay to a single activity celebrating DeMolay. Usually, Devotional Day is held during a Chapter's celebration, but should not, in and of itself, constitute the Chapter's total celebration of DeMolay Month.

- See that the Youth Protection Video Program is shown to the Chapter Membership and Advisors at least once during your term of office.

Your Chapter should already have a copy of the Youth Protection Video. Check with your Chapter Dad. If your chapter does not have a copy, contact your Region Deputy or the Washington DeMolay Office for a copy.

#### **Step 4: Second Letter or Final Letter.**

- Your Final Letter should include the following:
  - A statement that you and all officers performed from memory all ceremonies from the Ritual of Secret Work. This statement must be counter-signed by the Chapter Dad Advisor.
  - A statement indicating which degree(s) you conferred either as Chapter Master Councilor during your term of office or as a Councilor prior to your term as Master Councilor. What is required is proof that you personally have conferred both degrees.
  - A statement that you held at least one activity in each of the following areas:
    - o Social
    - o Civic Service
    - o Fund Raising
    - o Masonic Service
    - o Athletics

- A listing by degree date of all new members initiated during your term as Master Councilor. Remember, you are expected to initiate your pro-rata share of the Chapter's annual membership goal. See discussion under Step 3.
  - A statement concerning Chapter attendance, including a listing of attendance by meeting and activity to show overall membership participation.
  - A statement that all Obligatory Days following during your term of office were observed. Include a short recap statement of when and how each Obligatory Day was observed.
  - A statement that all Form 10's and applicable Chapter reports were timely filed (within the required filing time frame or before the delinquent date, whichever comes first).
  - Include your mailing address, telephone number, e-mail address (if applicable), your chapter name and the beginning and ending dates of your term.
- Submit a complete and in-depth written recap and analysis and explanation of your term program. The eight items referred to in Step 3 should be included in your recap. Use your printed program as the starting point. Your analysis and explanation should include:
    - The results of each activity, including attendance.
    - Any changes made in your term calendar and why these changes were made. This includes changes in date, activity substitution, cancellations, or additions to the program.
  - Your Final Letter must be dated and signed by you.
  - Your final or second letter must be counter-signed and dated by your Chapter Advisor and Chairman of the Advisory Council, who by signing is indicating approval of your letter and recommending that the PMC-MSA be granted. No reports will be accepted without these endorsements.
  - Mail (post-marked) your second or final letter within 10 days after the installation of the new chapter officers. Be prompt.



# Common Problem Areas

- Membership is a key aspect of this program. You cannot receive the PMC-MSA if you do not initiate your pro-rata share of the Chapter's annual membership goal or see that the entire goal is met during the term of your successor as Master Councilor.
- All required signatures must be obtained. Without the signatures of the Chapter Dad Advisor and Chairman of the Advisory Council – indicating endorsement for you in receiving this award – the award cannot be granted.
- Time periods are important. If something happens that will prevent you from having your report(s) mailed (postmarked) within the required time frame, immediately contact the Washington Awards Director to advise him of the delay and reason for it and request an extension in the submission deadline.
- Obligatory Days are essential for earning the PMC-MSA. If Education Day was not held during the term previous to yours, you must include it during your term. While the required observance date is a day “convenient to the Chapter,” nevertheless, Education Day must be observed once each year.
- Participation is critical. Be certain to indicate the number of people (DeMolays, Advisors, guests) in attendance at each Chapter meeting and activity. The PMC-MSA is designed to show that your Chapter membership followed your leadership.
- Spell out your social, civic service, Masonic service, and athletic activities and their general success. Note: a failed chapter activity can count as long as you can evaluate the reason(s) for the failure and outline a strategy to insure its success in held again.
- The Chapter must work with you on Ritual. While there is basically no excuse for you not knowing your ritual work, sometimes a member or two (especially new members) have quite a time getting it all memorized. If you really want this award, get in there and do everything you can to help your officers know and perform their ritual with proficiency. Expectations are more easily met when you don't allow Rituals to be open during a meeting. Certainly by the end of the term, all officers should give ritual parts from memory. If, however, if the chapter is not completely successful in performing all ceremonies from the Ritual of Secret Work from memory, include in your final letter a statement signed by you and counter-signed by the Chapter Dad Advisor, explaining the reason(s) why all chapter ceremonies were not performed from memory.

Sample Letter

## LETTER OF INTENT

Date \_\_\_\_\_

Washington DeMolay Awards Director  
c/o Washington DeMolay Office  
1111 A Street, Suite 1919  
Tacoma, WA 98402

Dear Awards Director:

This letter is to inform you of my intent to qualify for and earn the Past Master Councilor's Meritorious Service Award.

I certify that I memorized my entire portion of the Ritual of Secret Works prior to my installation of \_\_\_\_\_ name \_\_\_\_\_ Chapter on \_\_\_\_\_ date \_\_\_\_\_.

All information attached has been reviewed and approved by my Chapter's Dad Advisor and the Chairman of the Advisory Council.

Enclosed you will find a copy of the Program Plan for my term of office. I certify that copies of this Program Plan were distributed to all Chapter members, advisors, and parents prior to my installation.

I further state that I have read and understand the requirements for the Past Master Councilor's Meritorious Service Award and have discussed them with my Chapter Dad Advisor. I have included with this letter all of the information required for my qualifying for and participation in the Past Master Councilor's Meritorious Service Award.

Fraternally,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Chapter Name

Name \_\_\_\_\_ please print name in full

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

Date Term Began: \_\_\_\_\_

Date Term Ends: \_\_\_\_\_

I certify that     Name of Master Councilor     has fully committed to memory the Master Councilor's portion of the Ritual of Secret Work.

His term Program Plan has been approved by the Advisory Council, and I recommend his qualification as a candidate to earn the Past Master Councilor's Meritorious Service Award.

\_\_\_\_\_  
Signature  
Chapter Dad Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Signature  
Chairman of the Advisory Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

Sample Letter

## FINAL LETTER

Date

Washington DeMolay Awards Director  
c/o Washington DeMolay Office  
1111 A Street, Suite 1919  
Tacoma, WA 98402

Dear Awards Director:

This letter outlines my term as Master Councilor of \_\_\_\_\_ Name \_\_\_\_\_ Chapter, and my qualification for the Past Master Councilor's Meritorious Service Award. My term ended on Date \_\_\_\_\_.

I have successfully fulfilled all requirements in qualifying for the Past Master Councilor's Meritorious Service Award, as follows:

1. All ceremonies from the Ritual of Secret Works were given from memory. (If not, explain why not).
2. Both Degrees were conferred, at least once, during my term. The following new members were initiated into the chapter on the following dates: (list by name, degree, and date conferred)
3. Our Chapter's annual membership goal is specify number. During my term, the Chapter initiated specify number. I met my pro-rata share. (If not, explain why and ask for an extension in order to qualify during the term of your immediate successor.)
4. All forms required by DeMolay International and Washington DeMolay, including Form 10's, were submitted prior to being delinquent.
5. During my term, the Chapter maintained a high level of attendance at Chapter meetings and activities. The following is a list of meetings and activities and the number in attendance:
  - (List by meeting, event, date, and attendance number.)
  - (If not, explain why not.)
6. The following is an analysis of my Term Program Plan, outlining all activities and explaining their success or failure, including changes, additions, substitutions, and deletions.

Fraternally,

\_\_\_\_\_  
Signature

Past Master Councilor, \_\_\_\_\_ Name \_\_\_\_\_ Chapter

Print Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

I hereby certify that the above statements made by Brother     Name     are true and accurate. I recommend that he be granted the Past Master Councilor's Meritorious Service Award.

\_\_\_\_\_  
Signature

Chapter Dad Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Signature

Chairman of the Advisory Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address



Sample

**ATTACHMENT TO FINAL LETTER**

A. Activities held during my term:

1. Social:
2. Civic Service:
3. Fund Raising:
4. Masonic Service:
5. Athletic:

B. Obligatory Days observed during my term:

- 1.
- 2.
- 3.
- 4
- 5.

C. The following is a listing of the variances from the printed Term Program Plan and explanations for the variances:

D. Submit a complete explanation on each of the items listed in Sections A, B, and C.

E. Analyze the Term Program, noting what worked and what didn't and why.

# CHECKLIST FOR TERM PLANNING

## Section 1: Installation

- The following DeMolays have been elected or appointed to serve as officers for the ensuing term. The Scribe is appointed by the Chapter Advisory Council.

- Master Councilor:
- Senior Councilor:
- Junior Councilor:
- Scribe:
- Treasurer:
- Senior Deacon:
- Junior Deacon:
- Senior Steward:
- Marshal:
- Chaplain:
- Standard Bearer:
- Orator:
- Almoner:
- 1<sup>st</sup> Preceptor:
- 2<sup>nd</sup> Preceptor:
- 3<sup>rd</sup> Preceptor:
- 4<sup>th</sup> Preceptor:
- 5<sup>th</sup> Preceptor:
- 6<sup>th</sup> Preceptor:
- 7<sup>th</sup> Preceptor:
- Sentinel:

- The above listed officers are proficient in the Ritual of the Opening and Closing Ceremonies and 9 o'clock Interpolation.

- The officers are proficient in their assigned ritual work for the Initiatory Degree and DeMolay Degree (4<sup>th</sup> Section).

- Members of the Installing Team will be:

- Installing Officer:
- Installing Senior Councilor:
- Installing Junior Councilor:
- Installing Chaplain:
- Installing Senior Deacon:
- Installing Marshal:
- Installing Musician:

- The Installation will be held:

Day:

Date:

Time:

Location:

- Name, address and phone number of the Presiding Officer of the Sponsoring Body for invitation to installation and contact during term on chapter meetings and activities.
- I have a copy of the State Directory for names and addresses of jurisdiction, region and chapter officers for mailing invitations and contact regarding chapter visitations and activities.
- Written invitations have been sent for the installation.
- Advisors and Parents have been contacted for the installation and any assistance needed.
- The chapter has ordered the PMC pin so that it can be presented at the installation.
- The following special features will be added to the installation program:
  - Ceremonies (Ceremony of Light, Flower Talk, Advisory Council installation, majority service, RD Ceremony):
  - Presentations:
  - Awards:
- Introductions will be handled by the Installing Officer. I have asked \_\_\_\_\_ to make a list of special guests at the installation and give then to the Installing Officer prior to the start of the installation.
- I have practiced introducing my family and close friends and members of the Advisory Council, Chapter Sorority, and/or Squires.
- I have prepared and practiced any special remarks about the term, chapter and my installation that I plan to give.
- Your installation program has been finalized and approved by your Chapter Dad Advisor.
- The Installation Program has been printed.

## **Section 2: Chapter Operations**

- The following Obligatory Days have been planned, with a suitable activity on the following dates:
  - Patriot's Day:
  - Devotional Day:
  - Parents Day:
  - My Government Day:
  - Education Day:
  - Frank S. Land Memorial Day:
  - Day of Comfort:
- Activities (specify type and date) have been planned for the following:
  - Social:
  - Civic Service:
  - Fund Raising:
  - Masonic Service:
  - Athletics:

- The following plans have been made for:
  - State Convention:
  - Chapter Visitations:
  - State Events:
  - Region Events:
  - DeMolay Month:
  - Councilors' Workshop:
  - Initiations:
  - Orientation of new Members:
  - LCC:
  - RD:
  - Merit Bars:
- The following plans have been made for communications with Chapter members, advisors, parents, Sorority, Squires and state, region, and local chapters.
  - Chapter Roster with addresses, phone numbers and e-mail addresses.
  - Chapter Web Page
  - Chapter Phone Tree
  - Chapter Newsletter
  - Other:
- The Chapter's annual membership goal is:
- My pro-rata membership goal is:
- Membership Plans:
- Plans for conferring Degrees:
  - Initiatory
  - DeMolay
  - Short Form
  - Grand Master's Class
  - Convention
  - Regional
  - Courtesy by other Chapters
- The Chapter Budget has been prepared and approved by the Advisory Council:
- Chapter Fund Raising projects have been developed and scheduled:
- I will prepare an agenda with the other Chapter Councilors and Chapter Dad Advisor prior to each meeting and will follow it during meetings:
- I have completed the Leadership Correspondence Course (LCC). If not, I will enroll and complete it.
- I have earned my Representative DeMolay Award. If not, I will earn it.