



## DEMOLAY INTERNATIONAL PAST MASTER COUNCILOR'S MERITORIOUS SERVICE AWARD (for Master Councilors installed after September 1, 2019)

Success of DeMolay is directly tied to a strong Chapter program. The Past Master Councilor's Meritorious Service Award provides a roadmap in helping a Master Councilor achieve his goal of providing quality program throughout his term. The Master Councilor is expected to submit the Letter of Intent within 10 days of his Installation as Master Councilor. Upon completion of the term, he will summarize the results and submit a Final Letter to the Executive Officer. Achieving or not achieving this award will be reviewed as to the totality of the term. Failure to achieve a specific goal may not necessarily disqualify a Master Councilor from earning the PMC-MSA.

### QUALIFICATIONS FOR THE PMC-MSA

A candidate for the PMC-MSA will be reviewed based on the following objectives:

- ◆ **Ritual:** It is expected that a Master Councilor deliver his portion of the ritual ceremonies from memory. A Master Councilor must give from memory the following:
  - Opening & Closing from the ritual used by the Chapter (Standard Ritual or ID Basic Chapter Ritual)
  - Obligate a new member using the ID Basic Chapter Ritual -or- conferring the full Initiatory & DeMolay Degrees (all sections) from the standard ritual.
  - 9 O'clock Interpolation.
- ◆ **Membership Recruiting:** MC must plan an event specifically to invite prospective members to attend. This event must include a prospect and parent orientation during the event.
- ◆ **Membership Growth:** A Master Councilor must initiate at least the number of new members equal to the number of months in his term.
- ◆ **Conferral of Degrees:** A Master Councilor must obligate one candidate on both the Initiatory & DeMolay Degree at least once during his term.
- ◆ **Obligatory Days:** All Obligatory Days must be observed. Only **ONE** Obligatory Day may be observed during a Stated Business Meeting. Terms that include the month of March must also observe DeMolay Month.
- ◆ **Activities:** A Master Councilor must have a minimum of 1 activity in each of the following areas:  
Social • Civic Service • Fund Raising • Masonic Service • Athletic  
(You may not use State events to cover a category. For example, Basketball Weekend cannot be counted as the athletic activity but Chapter basketball practices can.) In addition to stated/special meetings, a term must include **at least two** DeMolay activities per month which may include obligatory days and state events.
- ◆ **Promoting Chapter Participation:** A Master Councilor should develop a program for maintaining a high level of attendance at Chapter meetings & events. This should include ways to communicate with all members to promote upcoming activities.
- ◆ **Youth Protection:** A Chapter **MUST** schedule time, and show the Youth Protection video during the term. Note the date/location and which section you will be showing on the Term Plan.
- ◆ **Approval:** Your term plan must be approved by the Advisory Council and distributed to the members and Advisors prior to your installation.



**PMC-MSA PRELIMINARY LETTER OF INTENT**

**Chapter:** \_\_\_\_\_ **Chapter #** 14  
**Master Councilor:** \_\_\_\_\_ **Member ID Number:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
 \_\_\_\_\_ **Installation Date:** \_\_\_\_\_

*This letter of intent (pages 2 & 3 of this packet) is to be submitted to the Executive Officer within 10 days after your installation as Master Councilor.*

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**SECTION 1 – RITUAL**

	<b>YES</b>	<b>NO</b>
Have you given the Master Councilor’s Ritual from memory before the Chapter Advisor or his representative?		
If NO, what sections are you able to give from memory?		

\_\_\_\_\_  
Advisor’s Signature Verifying Completion

\_\_\_\_\_  
Print Advisor’s Name

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**SECTION 2 – MEMBERSHIP RECRUITING**

	<b>YES</b>	<b>NO</b>
Do you have a prospect event planned for your term?		
What is your event and how you are planning to get prospects to attend.		

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**SECTION 3 – MEMBERSHIP GROWTH**

	<b>POINTS</b>
How many points do you think you will receive toward your membership goal? (minimum 10 points)	

\* \* \* \* \*

**SECTION 4 – CONFERRAL OF DEGREES**

	<b>YES</b>	<b>NO</b>
Do you affirm that you will personally obligate at least one new member into the Order of DeMolay?		

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**SECTION 5 – CHAPTER ACTIVITIES**

	<b>Social</b>	<b>Civic Svc</b>	<b>Fund Raise</b>	<b>Mas. Svc</b>	<b>Athl-etic</b>	<b>Other</b>
How many Chapter activities are planned in your term?						

	<b>TOTAL</b>
What are the total number of activities (including state activities) you have planned? <i>(Should be minimum of 12 for a six month term.)</i>	

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**SECTION 6 – OBLIGATORY DAYS**

<b>Obligatory Day</b>	<b>Date</b>	<b>What is planned?</b>
DeMolay Month (if in term)	MARCH	

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**SECTION 7 – CHAPTER PARTICIPATION**

Describe what you will do to help promote member attendance at meetings/events.

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**SECTION 8 – YOUTH PROTECTION**

	<b>DATE</b>	<b>TOPIC</b>
What date will Youth Protection Training take place and which video segment will you be showing?		

\* \* \* \* \*

**SECTION 9 – APPROVALS**

\_\_\_\_\_ /\_\_\_\_/\_\_\_\_      \_\_\_\_\_ /\_\_\_\_/\_\_\_\_  
 Master Councilor Signature      Date      Advisory Council Chair      Date

Mail completed letter of intent and copy of Term Plan **within 10 days** after the Installation to:  
**Illinois DeMolay, PMC-MSA • 1104 Campbell St • Joliet, IL 60435-6806**



**PMC-MSA FINAL LETTER – TERM REVIEW**

**Chapter:** \_\_\_\_\_ **Chapter #** 14  
**Master Councilor:** \_\_\_\_\_ **Member ID Number:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
 \_\_\_\_\_ **Installation Date:** \_\_\_\_\_

*This Final Letter (pages 4 & 5 of this packet) is to be submitted, along with your written review, to the Executive Officer within 10 days after your outgoing installation. Achieving or not achieving this award will be reviewed as to the totality of the term. Failure to achieve a specific goal may not necessarily disqualify a Master Councilor from earning the PMC-MSA.*

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**SECTION 1 – RITUAL**

	<b>YES</b>	<b>NO</b>
Were you able to open/close your Chapter and obligate a candidate using either ID short form or the full form Ritual from memory? If not, explain.		

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**SECTION 2 – MEMBERSHIP RECRUITING**

	<b>Attend</b>	<b>Joined</b>
How many prospects attended your prospect event? How many joined?		

On a separate sheet of paper, describe your prospect event. How did you promote the event to recruit prospects? What would you do differently?

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**SECTION 3 – MEMBERSHIP GROWTH**

Number of new members initiated during your term.	
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**SECTION 4 – CONFERRAL OF DEGREES**

	<b>#</b>
How many candidates did you personally obligate during your term?	

List the names of the Brothers you obligated:
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**SECTION 5 – CHAPTER ACTIVITIES**

	<b>Social</b>	<b>Civic Svc</b>	<b>Fund Raise</b>	<b>Mas. Svc</b>	<b>Ath-letic</b>	<b>Other</b>
What were the total number of CHAPTER activities in each of the following categories:						

What is the total number of activities (including state activities) the Chapter had during your term?	<b>TOTAL</b>
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On a separate sheet of paper, select two CHAPTER activities you feel worked well and two activities you felt did not work well. For those that worked well, why do you feel they were successful? For those that did not work well, what would you change if the Chapter were to do the event again?

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**SECTION 6 – OBLIGATORY DAYS**

On a separate sheet of paper, list the Obligatory Days (DeMolay Month if term included March) and the events you had. Were the events well attended? If not, why do you feel they were not? If your term included DeMolay Month, send a copy of the Proclamation or the letter you wrote requesting a Proclamation from your town? Describe the activities you conducted over DeMolay Month.

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**SECTION 7 – CHAPTER PARTICIPATION**

On a separate sheet of paper, describe what you did to maximize the participation at your events. How did you communicate to your members about the events? What worked and what should the next Master Councilor do differently? State of you feel the events were attended “Below Average”, “Normal”, or “Above Average”.

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**SECTION 8 – YOUTH PROTECTION**

	<b>DATE</b>	<b>TOPIC</b>
What date did the Youth Protection program be conducted? What was the topic shown?		

\* \* \* \* \*

**SECTION 9 – APPROVALS**

*Complete sections 1-8 above and attach the written report for sections 2, 5, 6 and 7.*

***I hereby certify that the information included in this report is true and accurate and submit my name for consideration for the DeMolay International Past Master Councilor’s Meritorious Service Award.***

\_\_\_\_\_ /\_\_\_\_/\_\_\_\_      \_\_\_\_\_ /\_\_\_\_/\_\_\_\_  
 Master Councilor Signature      Date      Advisory Chair or Chapter Advisor      Date

Mail completed “Final Letter” **within 10 days** after the outgoing Installation to:  
**Illinois DeMolay, PMC-MSA • 1104 Campbell St • Joliet, IL 60435-6806**

You will receive confirmation from the Executive Officer of the outcome of your application for the PMC-MSA.