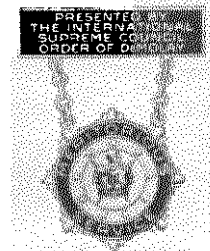


PAST MASTER COUNCILOR'S MERITORIOUS SERVICE AWARD



BEFORE THE TERM

(The items in parentheses will assist you in accomplishing the various tasks)

- Complete or begin your Representative DeMolay. (LCC 1 & 2 Highly Recommended)
(Representative DeMolay Form)

- Memorize and show proficiency in the Master Councilor's portion of the ritual (this includes Opening and Closing, Initiatory Degree, and Fourth Section in the DeMolay Degree).
(Ritual: What and Why? and Memorizing: Learning The Part outlines Included)

- Survey the Chapter to see what activities they would like to have during the term.
(Member Interest Surveys)

- Plan your term as Master Councilor.
(Term Planning Outline Included)

- Establish Chapter Committees (Auditing, Entertainment, Fundraising, Membership, and Sick are the committees required by DeMolay International)
(Functions of Committees Outline and Committee Meeting Report Included)

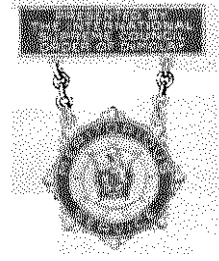
- Set Chapter and Personal Goals to accomplish during the term
(Goal Setting and Team Work Outlines Included)

- Plan your Installation as Master Councilor.
(Installation Planning Guide Included)

- After your Chapter Elections, mail a completed Officers Address Report to:

- Complete a PMC-MSA Letter of intent and mail it to: _____
(PMC-MSA Letter of Intent Form Included) _____

PAST MASTER COUNCILOR'S MERITORIOUS SERVICE AWARD



DURING THE TERM

(The items in parentheses will assist you in accomplishing the various tasks)

- Exemplify both degrees of the Order, along with your degree team, **from memory**, at least once during your term of office.

- Induct at least 6 new members during your term of office.
(Membership 4x4 Plan Included)

- Hold at least one of each of the following activities:
 - SOCIAL
 - CIVIC (COMMUNITY) SERVICE
 - MASONIC SERVICE
 - ATHLETIC
 - FUND-RAISING**(Activity Planning outline Included. Also use pages 30-33 in your *DeMolay Leader's Resource*.)**

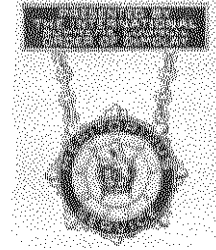
- Observe each Obligatory Day (and DeMolay Week) that falls during your term of office. **(For more information use pages 33-37 in your *DeMolay Leader's Resource Guide*.)**

- Establish programs that increase or maintain a high level of attendance at Chapter Meetings.
 - Effective Chapter Meetings **(Chapter Meetings & Agenda Outline Included. Stated Meeting Order of Business and Agenda Item Included.)**
 - Chapter Newsletters
 - Email/Post Card Notice about Chapter Meetings and Activities

- Submit all Form 10s, reporting new members during your term of office to your Executive Officer with full payment, within 9 days following the induction.

- View the Youth Protection Video and submit form to your Executive Officer. **(Youth Protection Certification Form Included)**

PAST MASTER COUNCILOR'S MERITORIOUS SERVICE AWARD



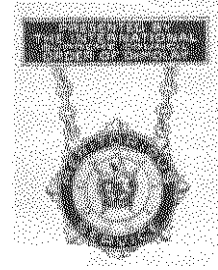
AFTER THE TERM

(The items in parentheses will assist you in accomplishing the various tasks)

Within 10 days after the end of your term as Master Councilor:

- Complete and submit a PMC-MSA Letter of Completion/Supplementary Form
(PMC-MSA Letter of Completion/Supplementary Form included)
- Continue to support the Chapter
- Mentor the Councilors and New Members
- Chair events etc....

PAST MASTER COUNCILOR'S
MERITORIOUS SERVICE AWARD
LETTER OF INTENT



Executive Officer:

DATE: _____

Dear Sir:

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

Upon my honor as a DeMolay, I certify that I have memorized my entire portion of the ritual prior to my installation, also have completed my Representative DeMolay on _____, and that all information contained in this application has been reviewed and approved as indicated by the signatures below.

Enclosed you will find a copy of the Program for my term of office as approved by my Advisory Council. I certify that the enclosed Program was distributed to ALL members of my Chapter prior to my Installation.

I further state that I have read and understand ALL of the requirements for the PMC-MSA, and have included with this letter ALL of the information required for my participation in the PMC-MSA Program.

The beginning and ending dates for my term of office as well as my full name, mailing address, zip code and telephone number are printed below.

Fraternally,

Master Councilor (Elect)

*** PLEASE PRINT NEATLY***

Chapter Name & Location: _____

NAME: _____ TELEPHONE #: _____

ADDRESS: _____ CITY: _____ ZIP CODE: _____

BEGINNING DATE OF TERM: _____ ENDING DATE OF TERM: _____
(if exact date is not known, please approximate)

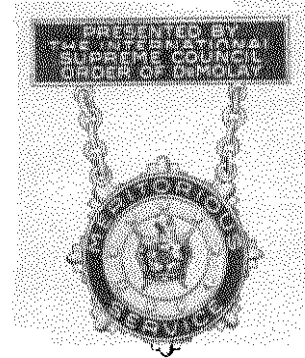
APPROVED BY:

Print & Signature of Chapter Chairman DATE: _____

Print & Signature of Chapter Advisor DATE: _____

Enclosures:

PAST MASTER COUNCILOR'S
MERITORIOUS SERVICE AWARD
 LETTER OF COMPLETION / SUPPLEMENTARY
 FORM



Executive Officer: _____

DATE: _____

INSTRUCTIONS: At the close of his term, the Master Councilor must submit a letter to the Executive Officer, or the person designated to administer this program, summarizing his term and explaining the items listed previously. In the letter, he must analyze his program, explaining the results of each activity and any changes that were made. The final letter must contain a statement of confirmation from the Chapter Advisor and must be sent within 10 days of the end of the Master Councilor's term.

*** PLEASE PRINT NEATLY***

Chapter Name & Location: _____

NAME: _____ TELEPHONE #: _____

ADDRESS: _____ CITY: _____ ZIP CODE: _____

BEGINNING DATE OF TERM: _____ ENDING DATE OF TERM: _____

This letter is to inform you that I meet all the requirements to qualify for the Past Master Councilor's Meritorious Service Award. The following information is an explanation of my activities during my term.

I PERFORMED FROM MEMORY (with out using written notes or book)

	Number of meetings
Opened meetings	_____
Closed meetings	_____

WE HELD DEGREES AS STATED BELOW:

Date(s) of Initiatory Degree _____

Date(s) of DeMolay Degree _____

Number of Candidates _____

WE HELD THE FOLLOWING ACTIVITIES

Attach detailed summary of each, (how many attended, description of event, outcome of event and reason for outcome).

Social: _____

Civic: _____

Fund Raising: _____

Masonic Service: _____

Athletic: _____

WE OBSERVED THE FOLLOWING OBLIGATORY DAYS

Attach detailed summary of each, (How many attended, description of event, outcome of event and reason for outcome).

OBLIGATORY DAY	DATE	MEMBERS ATTENDED
Frank S Land Day	_____	_____
Day of Comfort	_____	_____
Patriots Day	_____	_____
Devotional Day	_____	_____
Parents Day	_____	_____
Government Day	_____	_____
Educational Day	_____	_____
Other Pertinent Information:	_____	

SIGNATURE OF DEMOLAY: _____ **DATE:** _____

APPROVED BY:

_____ **DATE:** _____

Print & Signature of Chapter Chairman

_____ **DATE:** _____

Print & Signature of Chapter Advisor

Enclosures:

Revised 9/99