

CHAPTER ADMINISTRATION HANDBOOK

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DEMOLAY INTERNATIONAL
N O R T H E R N C A L I F O R N I A

Chapter Administration Handbook

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Forward

This handbook is provided by Northern California DeMolay to assist advisors and Chapter leaders in handling the day-to-day administration of a DeMolay Chapter. The manual frequently refers to the Chapter "Scribe" who should be appointed by the Advisory Council to perform most, if not all, of these functions.

However, all Chapter advisors, especially the Chapter "Dad" and Chairman, and the Chapter Councilors should be familiar with the details of this handbook.

Other resources that will supplement this handbook are:

- The Leader's Resource Guide
- The Rules and Regulations of DeMolay International
- The Policies of Northern California DeMolay
- The By-laws of your Chapter

If the Chapter does not have a Scribe, the Advisory Council and Chapter leadership should designate someone or a team of people to insure the proper administration of the Chapter.

Duties of the Scribe

1. He shall record all the transactions of the Chapter. This includes minutes of all Chapter meetings and installations.
2. He shall read and maintain all communications sent to the Chapter, such as installation invitations, activity flyers, newsletters, etc.
3. He shall collect all fees and pay the same immediately to the Treasurer and take his receipt. *(In some Chapters, the Scribe and Treasurer positions are filled by the same person.)*
4. He shall see that all members receiving the Initiatory Degree and DeMolay Degree are reported to Northern California DeMolay in a proper and timely manner.
5. He shall make report of all status changes in the membership of the Chapter including address changes, transfers, and affiliations.
6. He shall see that all members proving their proficiency in performing the obligations of the Order are properly reported.
7. He shall give notices of meetings as provided by the Rules & Regulations and the Chapter By-laws.
8. He shall perform all duties appropriate to his office, and those assigned to him by the Rules and Regulations, the By-laws of the Chapter, DeMolay International, the Executive Officer of the jurisdiction, or the Advisory Council of the Chapter.
7. At the expiration of his term of office he shall deliver all

New Member Reporting

FORM 9 REPORTING

One of the most important duties of a Scribe is the proper reporting of new Chapter initiates to DeMolay International. In Northern California, all candidates receiving the Initiatory Degree are to be reported on the standard Form 9. For each new initiate listed on the Form 9, the proper membership fee is to be attached. The membership fee is listed on the Form 9.

When Northern California DeMolay receives the Form 9, a Form 10 will be automatically generated and forwarded to DeMolay International with the appropriate fee. The Scribe does not send a Form 10 to DeMolay International to report a new member or the conferral of a DeMolay Degree. **Please note that you can submit a Form 9 on-line at: norcaldemolay.com**

A member is not officially registered on the records of DeMolay International until he has been reported to Northern California DeMolay on a Form 9. If both the Initiatory and DeMolay Degrees are not conferred the same evening nor within 10 days of one another, then the Initiatory Degree must be reported immediately on a Form 9 and accompanied by the membership fee. When the DeMolay Degree is finally given at a later date, those candidates receiving it must be reported again on a Form 9.

A patent of membership cannot be issued to a member until he is reported as having received the Initiatory Degree and the DeMolay Degree and all his fees have been paid. Some members fail to receive their patents because the Scribe has been negligent in reporting the conferring of the DeMolay Degree. Patents are sent to the Chapter Advisor once the Form 9 and appropriate fees are received.

DeMolay International will provide the Chapter with a revised official chapter roster after each transaction.

Form 9's are available without charge from Northern California DeMolay, and all Scribes should be certain there is an adequate supply available at all times.

A sample Form 9 can be found on page 15.

Steps in Completing a Form 9

1. Print or type all necessary information on the Form 9, following the instructions on the reverse side of the form.
2. Attach a Chapter check for the amount of the membership fee. Make the check payable to Northern California DeMolay.
3. Make a copy of the report for your Chapter records.
4. Mail the Form 9 and appropriate fees to:

Northern California DeMolay
4631 Nevin Avenue
Richmond, CA 94805

OR: Submit Form 9 online

FORM 9 TIPS

1. Regardless of how a new member completes his application, always make certain that you ask for his full legal name, including his first, middle, and last name. Use his full complete name on the Form 9. When the Form 9 is submitted with a nickname or incorrect spelling of a name, that member's patent, membership card, and records will show his name incorrectly.
2. All DeMolay Chapter checks should have two signatures.
3. Type or print the information and be sure that all data is legible.
4. Try to complete the Form 9 on the evening of the Degree, if possible. It is important that new members are reported as soon as possible.

Reporting Changes

FORM 10 REPORTING

In Northern California DeMolay, a Form 10 is used to report an address change or the death, suspension, transfer, affiliation, expulsion, suspension, reinstatement, or resignation of a member. These actions are referred to as a status change.

A Form 10 is not used to report new members. New members are reported on a Form 9 as indicated on the previous page.

The Form 10 comes in a set of three forms. The original (*on white paper*) should be sent to DeMolay International. The first carbon copy (*on pink paper*) should be retained by the Chapter for its files, and the second carbon copy (*on yellow paper*) should be sent to Northern California DeMolay.

The addresses for DeMolay International and Northern California DeMolay are found on page 11 of this handbook.

There are no fees required when reporting a status change.

DeMolay International will provide the Chapter with a revised official chapter roster after each transaction.

A sample Form 10 can be found on page 17.

Steps in Completing a Form 10

1. Print or type all necessary information on the Form 9, following the instructions on the reverse side of the form.

2. In reporting a status change, the I.D. number of the member is very important and special care should be taken in reporting the correct I.D. number. The I.D. number can be found on the official chapter roster provided by DeMolay International.

3. Place the appropriate status code in the box titled "Status Change":

Death D
Transfer T
Affiliation A
Expulsion E
Suspension S
Reinstatement Re-in
Address Change AC
Resignation R

4. When reporting a Transfer, the name of the Chapter from which the member is transferring should be placed in the grey box below the Status Change box and to the right of the parent information section.

5. When reporting a Resignation, a letter signed by the resigning member must accompany the form. When reporting an expulsion, a letter signed by the Executive Office must accompany the form.

6. For your convenience, you may send both the white and pink copy to Northern California DeMolay and the original will be forwarded to DeMolay International.

Form 11 And Form 12 Reporting

FORM 11 REPORTING

It is important that Northern California DeMolay, jurisdictional and divisional officers, and other Chapters are able to contact your Chapter leaders on a regular basis. Therefore, it is important that a record of their current addresses and phone numbers be on file for your Chapter.

It is the Scribe's duty to see that a Form 11 is completed and sent to Northern California DeMolay immediately following the installation of your Chapter officers, and whenever changes in Chapter leadership may take place.

It is necessary to report the full name, address, and telephone number of the Councilors, Chapter Dad, Chairman of the Advisory Council, Parents Club President, Sweetheart, and Senior Miss. Also indicate whether these leaders have completed the L.C.C., R.D., or attended D.L.C., if applicable.

List the meeting place and night of the Chapter, the name of the sponsoring body, and the date of the next installation of the Chapter.

Mail, fax, or e-mail the Form 11 to Northern California DeMolay. No fee is required with this form. Keep a copy for Chapter records.

A sample Form 11 is provided on page 19.

Please note that the Form 11 can be submitted online at: norcaldemolay.com

FORM 12 REPORTING

A Form 12 is used to report members of the chapter who have proved their proficiency in performing both the obligations of the Order.

The Form 12 was implemented in 1997. If your Chapter has not submitted a Form 12, you will use the Form to report all of the members of your Chapter who have completed their proficiencies.

This may take some research on your part. Work closely with the Chapter Advisor.

List all the members who have completed their proficiencies in the space provided.

Complete the Form 12 in the same manner as members complete their proficiencies subsequently.

Mail, fax, or e-mail the form to Northern California DeMolay. No fee is required. Keep a copy for Chapter records.

Information from this report will be used to determine eligibility for Jurisdiction and Division elections, tournaments, and activities.

A sample Form 12 is provided on page 21.

Please note that the Form 12 can be submitted online at: norcaldemolay.com

Record Keeping

MINUTES

It is the Scribe's responsibility to keep a complete and accurate record of the business meetings of the Chapter. They should be in typewritten form. The minutes should include all essential matters brought before the Chapter, such as names of officers presiding, reports of committees, motions carried or lost, candidates' names presented, names of candidates elected or rejected, candidates receiving degrees, bills approved for payment and all other information which is of value.

A sample Minute Form is provided on page 37. Loose Leaf Scribe's Minute Books and refills can be purchased from the DeMolay and More Store.

ATTENDANCE REGISTER

It is important to keep track of attendance at all regular, stated, and special meetings of the Chapter, including installations.

If another officer, such as the Sentinel, has not been assigned the duty, the Scribe should make sure that the Attendance Register is placed outside of the door to the chapter room before each meeting.

A sample Attendance Register Sheet is provided on page 25. Loose Leaf Attendance Registers and refills can be purchased from the DeMolay and More Store.

OBLIGATION CARDS

The Scribe should have a supply of obligation cards on hand at all times. These cards are issued to a member after he has passed his examination on the obligations after receiving the degrees.

The cards can be ordered for a nominal cost from the DeMolay and More Store.

Members should be reminded they cannot vote in elections or on new members, or participate in most jurisdiction activities and competitions unless they have a valid obligation card.

APPLICATIONS FOR MEMBERSHIP

The Scribe is responsible for maintaining an adequate supply of membership applications and make them available to the members. Membership applications are available for no charge through the DeMolay and More Store. The Scribe is also responsible for receiving completed applications from the members and reading them at the meeting of the Chapter. The Scribe should keep the applications on file in the Chapter records.

A sample application is on page 23.

NEW MEMBER VISITATION FORMS

The Scribe is responsible for maintaining an adequate supply of Visitation Forms for the Chapter's use when visiting a new applicant. These forms are available from Northern California DeMolay. The Scribe is also responsible for seeing that the Visitation Form is collected and provided to the Master Councilor during the Chapter meeting.

A sample visitation form is on page 47.

MEMBER RECORD SHEETS

The Scribe should keep a record on each member of the Chapter, listing their contact information, important dates, membership information, offices, awards and honors, and applications secured. This is important for issuing awards and honors and for general Chapter information. The Scribe may want to set up a similar file on a computer data base program.

A sample Member Record Sheet is on page 35.

MEDICAL RELEASE AND CONSENT FORMS

The Scribe should have a current completed Medical Release and Consent Form for each member of the Chapter. The form contains important medical authorization, health information, and contact information that is essential in the event of an accident or injury. These forms should be completed by prospects, girls, and other non-members under 21 years old.

It is recommended that the Chapter have two copies of each form, one for Chapter files and one for a book that can be taken to every activity.

A sample form is on page 31.

CHAPTER BYLAWS

Chapter Bylaws, in accordance with the Rules and Regulations, should be kept by the Scribe with the other valuable papers of the Chapter. An accurate record of any changes or additions should also be kept.

INVENTORY

The Rules and Regulations specify that the Scribe is responsible for keeping an accurate inventory of all Chapter property. The Scribe should make an inventory at least once each year and make a report to the Advisory Council. Likewise, an inventory should be made at the conclusion of a Scribe's term of office, and the new Scribe should check to be sure the property has not been worn out or lost.

CHAPTER SEAL

Every Chapter Should have a seal for use on documents issued, and it is kept by the Scribe. The seal should bear the name and location of the Chapter and the date of institution. Seals may be ordered from the DeMolay and More Store.

TRANSFERS OF MEMBERSHIP

Another function of the Scribe is to handle all records and forms involving the transfer of a member. Once a Chapter has voted to accept a member's request to transfer from another Chapter, the transfer is reported on a Form 10.

Place all of the information of the transferring member on the Form 10 and place a "T" in the "Status Change" box. Place the name of the Chapter that the member is transferring from in an available space near the status change box.

Transfer of membership within the jurisdiction of Northern California is normally only acceptable in the following situations:

1. A member permanently relocates to a place closer to another chapter by at least 10 miles than he is to his home chapter.
2. The member's home chapter has ceased to function as a chapter (i.e., hold regular meetings).

Transfers under other situations is acceptable only if approved by all Advisory Councils involved. This approval must be obtained in writing prior to any action being taken on the application.

DUAL MEMBERSHIP/AFFILIATION

Dual memberships, called "affiliations" are handled much like transfers. Once the Chapter votes to affiliate a member, the affiliation must be reported on a Form 10.

Place all of the information of the affiliating member on the Form 10 and place a "A" in the "Status Change" box.

Dual membership is acceptable in the same situations as a transfer plus following situations:

A member is temporarily (estimated for at least six months or for at least three months a year) closer to another chapter by at least 10 miles than he is to his home chapter. (i.e., attending college or regularly spending summers with another parent or relative.)

Affiliation or dual membership under other situations is acceptable only if approved by all Advisory Councils involved. This approval must be obtained in writing prior to any action being taken on the application.

RESIGNATION

A member who wishes to be dropped from the records of his Chapter and from the records of DeMolay International, can do so by requesting that such action be taken. This request should be made in writing with copies to the Executive Officer.

After the the request is received, the Scribe should report the action on a Form 10. Again, place all of the necessary personal information in the space provided, and place an "R" for "resignation" in the status change box. The resignation letter must be attached to the Form 10 in order for it to be processed.

DEATH, SUSPENSION, REINSTATEMENT OR EXPULSION

In the event of death, suspension, re-instatement, or expulsion of a member, the Scribe must report such action on a Form 10.

Following the directions on the back side of the form, place all the necessary personal information in the space provided, and place the appropriate code in the status change box.

Communications

READING AND MAINTAINING CORRESPONDENCE

The Scribe should keep all communications received by the Chapter and read them at the Chapter meetings. Communications should then be filed accordingly. This correspondence includes letters, invitations, newsletters, and flyers.

LETTERS AND CORRESPONDENCE

The Scribe is responsible for communicating with Northern California DeMolay and other Chapters. It is recommended that the Chapter have letterhead and envelopes printed for such correspondence.

MEETING NOTICES

The Scribe should send notices to all members and Advisors reminding them of stated and special meetings. This notice can be a letter, postcard, e-mail, or a combination of all. See the samples on page 33.

NEW MEMBER LETTERS

The Scribe should notify an applicant when he has been elected to membership in DeMolay, informing him of the date of his initiation. The Scribe should also send letters to members who have not received the DeMolay Degree when one is scheduled.

It is recommended that a letter be sent to the parents of the new members. Sample new member and parent letters are provided on pages 39-41.

CHAPTER NEWSLETTER

If there is not another member already assigned, the Scribe should prepare a monthly newsletter or bulletin to be mailed to all Chapter members and Advisors advising them of upcoming events and important dates.

MAINTAINING AN ACCURATE DATA BASE

The Scribe should keep accurate records of the current addresses and phone numbers of all members, advisors, and volunteers. A roster of all members and Advisors is sent to the Chapter by DeMolay International each time a Form 10 is processed.

Using a personal computer and a data base software program, the Scribe can make effective use of the chapter roster for mailings and publications. The roster from DeMolay International does not contain offices, and phone numbers, so the Scribe will want to supplement the mailing list with this information.

When the Scribe is aware of an address change, a Form 10 should be submitted. Place the name, identification number, and new address of the member in the space provided. Place the code "AC" in the status change box.

Finances

THE SCRIBE'S ROLE IN FINANCES

A large part of the Scribe's duties is connected with financial matters.

He collects all Chapter dues and membership fees, revenue from activities, and all other money the Chapter may receive. He then gives the money to the Treasurer and receives back from the Treasurer a receipt.

In some Chapters, the Scribe and Treasurer positions are filled by the same person. In this case, it is very important for the Scribe to keep careful records of all financial transactions.

In like manner, the Scribe is responsible for seeing that all fees due to DeMolay International and Northern California DeMolay are paid on time.

The Scribe should make certain that all checks of the Chapter have two signatures. Normally, the checks are signed by one DeMolay (*Treasurer, Master Councilor*) and one Advisor (*Financial Advisor, Chapter Dad, Chairman*).

A monthly report of the chapter finances should be made to the Chapter at the regular stated meeting of each month. The report should list all revenue and expenses since the last report and should list the balances of all chapter accounts.

This report should be prepared by the Treasurer. The Scribe may be responsible if the Chapter does not have a Treasurer or someone else designated to do this.

A sample report can be found on page 36.

SMALL PICTURE OF THE FINANCIAL REPORT

THE ANNUAL FINANCIAL REPORT

The Advisory Council of a Chapter may elect to have the Scribe prepare or assist in the preparation of the Financial Report.

A financial report is required each year of every Chapter. The report is to be completed and submitted to Northern California DeMolay by March 1st of the year following the year of the report.

The report details the receipts and disbursements of a Chapter, plus the balance of all checking, savings, and investment accounts of the Chapter.

The information on the report should be accurate. The Chairman of the Advisory Council must sign the form. Copies of all year-end bank statements must accompany the report.

A copy of the Financial Report is on page 27.

Working on the World Wide Web

Northern California DeMolay maintains a World Wide Web site to make a Scribe's work easier and more efficient. If you are online you can accomplish the following:

1. **Nor-Cal DeMolay Schedule** - The latest information on upcoming events. Check this before every Chapter meeting to make sure you have the most current information.
2. **N.C.D.A. Activities** - Get specific information on upcoming activities and complete online registration for certain events.
3. **Membership Ideas & Information** - Look up the latest membership statistics, plus review helpful tips on prospect parties, degrees days, and new member orientation. It's important to check the membership statistics and first line signer information. If your records differ from the listings, contact the office. This either means the Form 9 has not been processed or has not been received.
4. **Awards Program Information** - Gain access the R.D. preliminary form, all the L.C.C. courses, download the forms for the P.M.C.-M.S.A., fill out Chapter of the Year reports and review the latest Chapter of the Year Standings
5. **Nor-Cal DeMolay Roster** - The complete contact information of chapter, division, and jurisdiction leaders are at your finger tips, as well as chapter meetings nights, directions to Chapter meeting locations, and much more!
6. **Chapter Administration** - Fill out Form 9's, Form 11's, Form 12's, Supply Order Forms.
7. **Alumni Association Homepage** - Join the Nor-Cal DeMolay Alumni Association for free, find out who's meeting and where, and everything else that is happening with the "old guys."
8. **Nor-Cal Download Center** - Download DeMolay emblems, all the forms your chapter needs, sample agendas, Installation programs, Committee rosters, etc.
9. **DeMolay Foundation Information** - Download scholarship applications, review the latest scholarship recipients, and make donations online.
10. **Register for Events** -Registration for almost all of the N.C.D.A. events is available online.
11. **Complete the L.C.C.** - Either download the L.C.C. tests in PDF, or submit the complete lessons right online. You can also order reference material to ensure speedy delivery.
12. **Send E-Mail to the Nor-Cal Office** - Save time and postage, e-mail the office with questions, information, ideas, etc.

Like many web pages, this site will be improved from time to time and the information above may change. A special area has been created just for Chapter Scribes and Scribe Advisors which draws from many of these areas and contains all the necessary information you will need to do your job.

Northern California DeMolay Web Site
www.norcaldemolay.com

Northern California E-Mail Address
office@norcaldemolay.com

Ideas for an Effective Scribe

CREATE A MEMBERSHIP OR "MARKETING" PACKET

Create a Membership Packet and make it available to the members. The packet could be an envelop containing a membership application, DeMolay brochures and pamphlets, a chapter roster, calendar, newsletter, etc. In most Chapters when a members ask the Scribe for an application, that is all they get. Having these packets will not only impress your members, but make it easier for them to recruit new members.

CREATE AN ORGANIZED FILING SYSTEM

If your Chapter records have been stored in an old briefcase or box, maybe you could create a neat, professional filing system. Create files for chapter communications and important papers. File all membership applications alphabetically, or perhaps by year with copies of the Form 9 and the Visitation Form for each group of applications.

CREATE A WEB PAGE FOR YOUR CHAPTER

Create bulletin boards, schedules, and rosters on your Chapters Web Page. Web Pages allow the Scribe to communicate effectively with members and advisors. The uses of a Chapter Web Page are limited only to your own imagination!

Contact Information

Northern California DeMolay publishes a Roster each year containing important addresses and phone numbers, Chapter contacts and meetings nights, and directions to all Chapter meeting places. The Scribe should maintain a current copy of the Roster.

Northern California DeMolay

4631 Nevin Avenue

Richmond, CA 94805

(510)236-7165 *voice* (800) 439-6232 *toll free voice* (510) 237-3041 *fax*

office@norcaldemolay.com *e-mail address*

www.norcaldemolay.com *web site*

DeMolay International

10200 N. Ambassador Drive

Kansas City, MO 64153-1367

(816) 891-8333 *voice* (816) 891-9062 *fax* (800) DEMOLAY *DeMolay & More Store*

demolay@demolay.org *e-mail*

www.demolay.org *web site*

Supplies and Resources

The Scribe must maintain a adequate supply of the following resources at all times:

- ___ Form 10's
- ___ Form 9's*
- ___ Form 11's*
- ___ Form 12's*
- ___ Scribe's Minute Book
- ___ Loose Leaf Minute Forms
- ___ Attendance Register
- ___ Loose Leaf Attendance Register Forms
- ___ Receipt Books
- ___ Membership Applications
- ___ New Members Visitation Forms
- ___ Members Record Sheets
- ___ Obligation Cards
- ___ Medical Release and Consent Forms*
- ___ Chapter Seal
- ___ Chapter Letterhead and Envelopes
- ___ Postage Stamps
- ___ Rules & Regulations of DeMolay Int.
- ___ Leader's Resource Guide
- ___ Current DeMolay and More Store Catalog
- ___ Supply Order Forms*
- ___ L.C.C. Enrollment forms

The Scribe may also want to keep a supply of the following resources:

- ___ Bound Account Book
- ___ Blank Financial Reports*
- ___ Notorial Seals
- ___ Certificate Folder for Blank Certificates
- ___ Merit Bar Record Books
- ___ L.C.C. Applications
- ___ Representative DeMolay Applications*
- ___ Pink Honor Key Request Forms*
- ___ P.M.C.-M.S.A. Applications*
- ___ Membership Recruitment Brochures
- ___ Program Planning Guide
- ___ Membership Planning Guide
- ___ Risk Management Guide
- ___ Installation Planning Guide*
- ___ Mothers' and Parents' Club Guide
- ___ Youth Protection Video and Booklets
- ___ *Hi, Dad!*
- ___ *Life and Times of Jacques DeMolay*
- ___ Return Address Stamp
- ___ DeMolay Cards and Envelopes

* Only available from Northern California DeMolay.

Supplies and resources can be ordered from Northern California DeMolay by submitting a Supply Order Form by regular or electronic mail. A sample Supply Order Form is provided on page 35.

Most supplies can be purchased from the DeMolay and More Store (except those with an *).

Annual Chapter Financial Report

Northern California DeMolay

Due by March 1, 2001

CHAPTER NAME _____

CITY _____

CHAPTER TAX ID NO. _____

For the fiscal year ending December 31, _____

1. RECEIPTS DURING THE FISCAL YEAR		2. DISBURSEMENTS DURING THE FISCAL YEAR	
Transfers from other Accounts	\$ _____	For Activities	\$ _____
From Interest on Checking	\$ _____	For Insurance	\$ _____
From Activities	\$ _____	For Membership Fees	\$ _____
From Donations	\$ _____	For Rent	\$ _____
From Membership Fees	\$ _____	For Supplies, Printing, & Postage	\$ _____
From Miscellaneous	\$ _____	For Miscellaneous	\$ _____
TOTAL RECEIPTS	\$ _____	TOTAL DISBURSEMENTS	\$ _____

3. CHECKING ACCOUNT: _____

	Account Number	Name of Bank
Beginning Balance on January 1st of the Fiscal Year:	\$ _____	
Ending Balance on December 31st of the Fiscal Year:	\$ _____	(Year-end statement must be attached)

4. LIFE MEMBERSHIP TRUST ACCOUNT: _____

	Account Number	Name of Bank
Beginning Balance on January 1st of the Fiscal Year:	\$ _____	
Plus deposits made during the Fiscal Year	\$ _____	
Plus interest earned during the Fiscal Year	\$ _____	
Less Transfers to Other Accounts	\$ _____	
Ending Balance on December 31st of the Fiscal Year:	\$ _____	(Year-end statement must be attached)

5. OTHER ACCOUNT: _____

	Account type (Savings, CD, Investment)	Account Number	Name of Bank
Beginning Balance on January 1st of the Fiscal Year:		\$ _____	
Plus deposits made during the Fiscal Year		\$ _____	
Plus interest earned during the Fiscal Year		\$ _____	
Less Transfers to Other Accounts		\$ _____	
Ending Balance on December 31st of the Fiscal Year:		\$ _____	(Year-end statement must be attached)

6. OTHER ACCOUNT: _____

	Account type (Savings, CD, Investment)	Account Number	Name of Bank
Beginning Balance on January 1st of the Fiscal Year:		\$ _____	
Plus deposits made during the Fiscal Year		\$ _____	
Plus interest earned during the Fiscal Year		\$ _____	
Less Transfers to Other Accounts		\$ _____	
Ending Balance on December 31st of the Fiscal Year:		\$ _____	(Year-end statement must be attached)

Additional accounts should be listed on the reverse side.

7. FINANCIAL STATUS OF THE CHAPTER

Balance in Checking Account	\$ _____
Balance in Life Membership Trust Account	\$ _____
Balance in all other Accounts (including any listed on back)	\$ _____
Total in All Accounts	\$ _____
Less unpaid bills of the Fiscal Year	\$ _____
Total Net Worth at the end of the Fiscal Year	\$ _____

CERTIFICATION: I certify that the above financial report reflects a true and accurate summary of the financial position of this Chapter as verified by the annual audit of the books, and includes all bank accounts and other assets of the Chapter.

ADDITIONAL ACCOUNTS

List any accounts not listed on the front page.

OTHER ACCOUNT: _____
Account type (Savings, CD, Investment) Account Number Name of Bank

Beginning Balance on January 1st of the Fiscal Year:	\$ _____	
Plus deposits made during the Fiscal Year	\$ _____	
Plus interest earned during the Fiscal Year	\$ _____	
Less Transfers to Other Accounts	\$ _____	
Ending Balance on December 31 st of the Fiscal Year:	\$ _____	(Year-end statement must be attached)

OTHER ACCOUNT: _____
Account type (Savings, CD, Investment) Account Number Name of Bank

Beginning Balance on January 1st of the Fiscal Year:	\$ _____	
Plus deposits made during the Fiscal Year	\$ _____	
Plus interest earned during the Fiscal Year	\$ _____	
Less Transfers to Other Accounts	\$ _____	
Ending Balance on December 31 st of the Fiscal Year:	\$ _____	(Year-end statement must be attached)

OTHER ACCOUNT: _____
Account type (Savings, CD, Investment) Account Number Name of Bank

Beginning Balance on January 1st of the Fiscal Year:	\$ _____	
Plus deposits made during the Fiscal Year	\$ _____	
Plus interest earned during the Fiscal Year	\$ _____	
Less Transfers to Other Accounts	\$ _____	
Ending Balance on December 31 st of the Fiscal Year:	\$ _____	(Year-end statement must be attached)

Submit this form by the due date listed at the top of the front page to:

Northern California DeMolay
4631 Nevin Avenue
Richmond, CA 94805

For assistance in completing this form, call:

(510) 236-7165
or
(800) 439-6232 (toll free)

REMEMBER TO INCLUDE COPIES OF THE YEAR-END STATEMENTS OF ALL ACCOUNTS

CHAPTER MEETING NOTICES

One of the most important functions of a Scribe is to notify members of Chapter meetings. Here is a sample of what can be done.

If a data base is kept of all members and advisors, this can easily be accomplished with a form letter on any word processing program.

If a letter is used, it should be printed on chapter stationery and mailed in a chapter envelop.

LETTER STYLE

May 25, 2001

Brother James Cook
3223 Main Street
Richmond, CA 94805

Dear Brother Jim:

The Stated Meeting of Richmond Chapter Order of DeMolay will take place on Monday, June 9, 2001 at the Richmond Masonic Center at 7:30 p.m.

The Chapter Master Councilor and members would like you to be there as we will be discussing many of our plans for the summer including the Honor Court Beach Party, the DeMolay Leadership Conference, and the Softball Tournament.

Remember that the dress code for the meeting is business attire: dress pants, dress shirt, tie, and dress shoes.

If you need a ride to the meeting, please call our Master Councilor, Brother Alan Smith, at (510) 555-5555. He will be glad to help you with transportation.

We have a great summer coming up and we hope you are going to be a part of it!

Sincerely,

Brian Jones
Chapter Scribe.

OTHER FORMATS AND STYLES

This same information can be sent by way of a postcard which might be less expensive or even by electronic mail on the internet if the Scribe maintains a current listing of Chapter email addresses.

CHAPTER MINUTE FORM

Chapter Order of DeMolay
_____, California

The Stated (Special) meeting of _____ Chapter, Order of DeMolay was opened at _____ p.m. on the Initiatory Degree and _____ p.m. on the DeMolay Degree on _____, 200__. Brother _____ was in the East, Brother _____ in the West, and Brother _____ in the South.

Members of the Advisory Council present were: Chairman _____, Chapter Advisor _____, and Dads _____.

Officers and members present were as per the register.

Visitors present, introduced and greeted were: _____.

The minutes of the previous meeting(s) were: read (or/and) corrected; and adopted.

The Almoner reported a total of \$_____ in the Almoner's Fund.

Since the last Treasurer's Report, the The Chapter has received \$_____ from all sources, and spent \$_____, leaving a balance of \$_____ on _____, 200__.

Bills against the Chapter totaling \$_____ were read and included:

_____.

It was moved by Brother _____ and seconded by Brother _____ to pay the bills if found correct. The motion passed (was defeated.)

All communications received by the Chapter were read and included: _____.

Applications for Membership were received from: _____.

The Master Councilor appointed a Visitation Committee to visit the applicants and prepare a report for the next meeting.

The Master Councilor gave Reports of Committees on Applications for Membership of the following whose petitions were read for a second time: _____.

A ballot was taken on the following applicants: *(indicate whether the ballot was elected, rejected, held over to the next meeting.)* _____.

CONTINUED ON THE BACK

The Master Councilor called for reports from Committees:

The Master Councilor declared the Chapter open for unfinished business which included:

The Master Councilor declared the Chapter open for new business which included:

Reports and announcements under Good of the Order included:

No further business appearing, the Master Councilor closed the Chapter according to the Ritual at _____ p.m.

Respectfully submitted,

Approved by:

Scribe

Master Councilor

NEW MEMBER LETTER

May 25, 2001

Mr. James Cook
3223 Main Street
Richmond, CA 94805

Dear Jim:

Congratulations! At the last meeting of Richmond Chapter Order of DeMolay, you were elected to membership in DeMolay - one of the premiere youth organizations in the world!

We have scheduled your initiation ceremony for Monday, June 21, 2001 at 7:30 p.m. The ceremony will take place at the Richmond Masonic Center, 2001 Main Street, Richmond. Please invite your parents to join you for your initiation ceremony. The ceremony should last until about 9:30 p.m. Refreshment will be served afterwards.

When you arrive, you and your parents will be provided with an orientation explaining more about DeMolay and what is involved in the initiation ceremony.

Since this is an important occasion, the dress code for the evening is business attire: dress pants, dress shirt, tie, and dress shoes. Some of our members wear dress coats or suits if they own them.

If you need a ride to the ceremony, please call our Master Councilor, Brother Alan Smith, at (510) 555-5555. He will be glad to help you with transportation.

DeMolay is a great organization and we are glad that you are going to be a part of it!

Sincerely,

Brian Jones
Chapter Scribe

NEW MEMBER PARENT LETTER

May 25, 2001

Mr. & Mrs. James Cook
3223 Main Street
Richmond, CA 94805

Dear Mr. and Mrs. Cook:

At the last meeting of Richmond Chapter Order of DeMolay, your son was elected to membership in DeMolay - one of the premiere youth organizations in the world!

We have scheduled his initiation ceremony for Monday, June 21, 2001 at 7:30 p.m. The ceremony will take place at the Richmond Masonic Center, 2001 Main Street, Richmond. We always encourage the parents to attend the initiation ceremony. The ceremony should last until about 9:30 p.m. Refreshment will be served afterwards. We hope you can attend.

When you arrive, you and your son will be provided with an orientation explaining more about DeMolay and what is involved in the initiation ceremony.

Since this is an important occasion, the dress code for the evening is business attire: dress pants, dress shirt, tie, and dress shoes. Some of our members wear dress coats or suits if they own them.

If your son needs a ride to the ceremony, please call our Master Councilor, Brother Alan Smith, at (510) 555-5555. He will be glad to help you with transportation.

DeMolay is a great organization and we are glad that your son is going to be a part of it!

Sincerely,

Brian Jones
Chapter Scribe.

PLEASE ANSWER THE FOLLOWING QUESTIONS:

What do you like to do in your spare time? (*hobbies, activities, etc.*) _____

What activities do you take part in and out of school? (*youth groups, clubs, etc.*) _____

Do you have a regular job? _____ **If yes, where?** _____

How many hours per week do you usually work? _____

In what kind of social, athletic, civic, and charitable projects do you like to participate? _____

Why do you want to join DeMolay? _____

Report of the Visitation Team: _____

VISITATION TEAM INFORMATION

1. Team should consist of at least three DeMolays and one advisor.
2. Both pages should be completed in full by the applicant.
3. Present this form to the rest of the Chapter and ballot on the petition.

Signed by the Team:

Member: _____

Member: _____

Member: _____

Advisor: _____

IMPORTANT DATES:

Petition Received: _____

Fee Collected: _____

First Reading: _____

Visitation Questionnaire Completed: _____

Elected by Chapter: _____

Initiatory Degree Conferred: _____

Initiatory Degree Form 9 sent: _____

Obligation completed: _____

DeMolay Degree Conferred: _____

DeMolay Degree Form 9 sent: _____