

Requirements for the

# Past Master Councilor's Meritorious Service Award



Northern California

DeMolay

PMC- MSA

*(Past Master Councilors Meritorious Service Award)*

## **BACKGROUND and PURPOSE**

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

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

“Dad” Frank S. Land, the Founder of DeMolay, designed the PMC-MSA. He recognized the tremendous advantage gained by the Master Councilor 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 M.C. has gone a long way in achieving goals he has set.

Our policy here in Northern California is to have every incoming Master Councilor apply for the PMC-MSA. This would insure that each and every Chapter has a planned program of activities, and the Chapter members are aware of the programs of the Chapter. With this goal in mind, the following information is provided so that every Councilor is fully aware of the requirements and procedures to apply for and qualify for the PMC-MSA. Read carefully, as the requirements are very strict and will be fully enforced in order to maintain the high standards of this award program.

## **HOW TO APPLY**

You should understand that since this award recognizes proper advance planning, your initial entry into the program must reflect your planning and the development of a well-rounded term program for the chapter.

**INITIAL LETTER OR FORM:** The copy of the PMC-MSA Letter of Intent" which is attached to this packet, covers two areas. First, it serves as your approval as Master Councilor-Elect by your Advisory Council and/or other adult leadership. Secondly, it also serves as the First (or Initial) Letter for the PMC-MSA Program. Once you have completed the four pages attached, you have done the

most important step in applying for the PMC-MSA. Be sure all required signatures are obtained prior to submitting the form, as it will be returned to you if it has not been properly completed.

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UPDATED: **June 2013**

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**SECOND (or FINAL) LETTER:** At the completion of your term as Master Councilor, you'll need to submit a letter, outlining your term and covering in detail how you met each requirement. We have not included a sample letter for this part of the requirement as it is felt that it's better for you to submit your thoughts in your own style. The vital thing is that you cover each and every requirement in sufficient detail so that those reviewing your letter will know whether you satisfied that particular requirement. See the section marked as "Common Problems" and the "Checklist for Final Letter" to be sure that you have covered each item. As was noted in the First Letter, please be certain to have all required signatures, as your Final Letter cannot be accepted unless it has been properly approved.

## **REQUIREMENTS**

Let's look now in detail at the actual requirements for the PMC-MSA in Northern California DeMolay.

### **INITIAL ENTRY INTO PMC-MSA PROGRAM**

Prior to your Installation as Master Councilor, you'll want to carefully review the following material to be certain you have planned to meet each of the requirements. To re-cap those requirements, they are:

- A. Memorize the Master Councilor's entire portion that appears in the Ritual.
- B. Print and distribute your program for the term (must be photocopied, or otherwise reproduced in multiple copies and distributed to the entire membership and the Advisory Council).
- C. Submit your First Letter, which must be signed by any two (2) of the three (3) positions shown.

### **TO BE COMPLETED PRIOR TO SUBMISSION OF SECOND LETTER**

- A. See that throughout the term, all Officers present all ceremonies from the Ritual from memory.
- B. Have conferred both degrees from memory during your term as Master Councilor or while serving as Senior or Junior Councilor.
- C. Hold at least one activity in each of the following areas:
  - 1. Social
  - 4. Masonic Service

2. Civic
3. Fund Raising
5. Athletic

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- D. You must initiate half of your Chapter's yearly membership goal of 12 during your term. However, you may still be eligible if you initiate AT LEAST ONE-FOURTH of the Annual Goal, and the other THREE-FOURTHS of the goal is met in the term immediately following yours. (*See further explanation of this important requirement in the "Checklist for the Final Letter"*)
- E. The Master Councilor must establish a program, which increases or maintains a high level of attendance at Chapter Meetings. (*This should be covered in detail in your Final Letter - include a listing of attendance by meeting to verify that this requirement has been met*).
- F. See that all Form 9's reporting new initiates reach the Northern California Office within the 10-day requirement
- G. Provide for the observance of each Obligatory Day that falls within your term.
- H. Provide for the showing of one of the eight scenarios of the DeMolay International DVD on "Youth Protection" at least once during your term of office.
- I. Community Service is vital to DeMolay so each Master Councilor is expected to hold some type of community service project to provide good Public Relations. Explain in detail in your Final Letter.

## **SUBMITTING FINAL LETTER**

For the Final (or Second) Letter, you need to cover the following:

- A. Submit a complete explanation of the items above (A-G).
- B. Make an analysis of your printed program, explaining results of each activity.
- C. Provide an explanation of any program changes that were made.

## **APPROVAL OF FINAL LETTER**

Your Final (or Second) Letter must be dated and signed by you and the following individuals who by signing are recommending that the PMC-MSA be granted. (No final letters will be accepted unless the following signatures are included)

**Chapter Advisor (with date signed)**  
**Chairman of the Advisory Council (with date signed)**

**BE PROMPT** - - your Final Letter must be presented to your Chapter Advisor or Chairman within ten (10) days after the Installation of the new Officers. (It is recognized that to obtain Advisory Council approval will require an additional time period - so plan ahead!)

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**CHECKLIST FOR FIRST LETTER**

- \_\_\_\_\_ You must enclose a copy of your term program with the copy of your PMC-MSA Initial Letter. In this material, you certify that you have distributed copies of your term program to your Chapter members.
- \_\_\_\_\_ You certify that you have memorized all portions of the Ritual prior to your Installation.
- \_\_\_\_\_ Be sure to indicate when your term began and when it will end.
- \_\_\_\_\_ Please be certain your name, address and telephone are typed or printed so they can be read.
- \_\_\_\_\_ You'll need to have the copy of your First Letter signed and dated by those individuals indicated on the form. If you cannot obtain the necessary signatures, be sure to explain.
- \_\_\_\_\_ The copy of your First Letter along with any other supporting data MUST be submitted to your Advisory Council within ten (10) days after your Installation. (It is understood that to obtain the necessary signatures may extend this time period, but you must begin the process by submitting the form within the 10-day period.)

**CHECKLIST FOR FINAL LETTER**

- \_\_\_\_\_ Statement that ALL ceremonies from the Ritual were given from memory by ALL Officers during your term.
- \_\_\_\_\_ Indicate which degrees you conferred either as Master Councilor during your term or as a Councilor leading up to your term. What is needed here is an indication that you personally have conferred both degrees.
- \_\_\_\_\_ Statement that you held at least one activity in each of the following areas:
  - \_\_\_\_\_ Social Event
  - \_\_\_\_\_ Fund Raising
  - \_\_\_\_\_ Civic Activity
  - \_\_\_\_\_ Athletic
  - \_\_\_\_\_ Masonic Service

\_\_\_\_\_ Listing by degree date of all new members initiated during your term as Master Councilor. You must initiate at least ONE FOURTH of your Chapter's yearly membership goal. (For example, if your Chapter yearly goal is 10, you must initiate at least 2 in order to stay in the PMC-MSA Program. If your Chapter then initiates 8 additional members in the term immediately following yours, you are then eligible for the PMC-MSA.

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### **CHECKLIST FOR FINAL LETTER (Continued)**

\_\_\_\_\_ Statement concerning Chapter Attendance - include a listing of attendance by meeting to show overall participation at meetings.

\_\_\_\_\_ You must see that all Form 9's are filed within ten days.

\_\_\_\_\_ You must observe all Obligatory Days falling in your term and include in your re-cap, a statement of how each Obligatory Day was observed.

\_\_\_\_\_ You must indicate when during your term that the I.S.C. "Youth Protection Video" was presented.

\_\_\_\_\_ You **MUST** include a COMPLETE AND IN DEPTH ANALYSIS of your term explaining the results of each activity. Include any newspaper clippings about your *term (or photocopies)*.

\_\_\_\_\_ You **MUST** explain any changes made in your term AND WHY these changes were made.

\_\_\_\_\_ Your Final Letter **MUST** be signed and dated by the Chapter Advisor, the Chairman of the Advisory Council.

### ***NO REPORTS WILL BE ACCEPTED WITHOUT THE NECESSARY APPROVALS.***

\_\_\_\_\_ Your Final Letter **MUST** be submitted to your Advisory Council within ten (10) days following the Installation of your successor. (It is understood that additional time may be needed to obtain all of the necessary approvals.)

\_\_\_\_\_ Your Final Letter should be sent (*after all approvals are obtained*) to:

**Northern California DeMolay  
34400 Mission Blvd., Union City, CA 94587**

## **COMMON PROBLEM AREAS**

\*\* Forms and letters are sent to the wrong address. All correspondence dealing with the PMC-MSA Program should be sent to the DeMolay Office in Union City. (**Address is: 34400 Mission Blvd., Union City, CA 94587**)

\*\* Membership is a key aspect of this program. You will NOT receive the PMC-MSA if you do not initiate at least ONE FOURTH the Chapter's Yearly Membership Goal.

\*\* Proper signatures are not obtained.

\*\* Be sure that your FIRST or FINAL letters are submitted on time as the PMC-MSA may NOT be granted to you if the applications are submitted late.

*NORTHERN CALIFORNIA DeMOLAY*

PMC-MSA

LETTER OF INTENT

Northern California DeMolay  
34400 Mission Blvd.  
Union City, CA 94587

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

This letter and form 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, 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 date my term began and will end (use the approximate date of the END of your term if the exact date is not known at this time) as well as my full name, mailing address, zip code and telephone number is printed below.

Fraternally,

\_\_\_\_\_  
*Master Councilor-Elect*

\_\_\_\_\_ Chapter

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

TELEPHONE NO: \_\_\_\_\_  
CITY: \_\_\_\_\_

ZIP: \_\_\_\_\_ TERM BEGAN: \_\_\_\_\_ TERM ENDS: \_\_\_\_\_

**APPROVED BY:**

\_\_\_\_\_ DATE \_\_\_\_\_ DATE \_\_\_\_\_  
*Advisory Council Chairman* *Chapter "Dad" Advisor*

\_\_\_\_\_ DATE \_\_\_\_\_  
*Ritual Advisor*

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**(To be completed by the Master Councilor-Elect)**

**SECTION I - INSTALLATION**

**A.** The following active DeMolays have been elected or appointed to serve in the office indicated for the ensuing term. (Scribe appointed by Advisory Council)

Sr. Councilor _____	Scribe _____
Jr. Councilor _____	Treasurer _____
Sr. Deacon _____	Almoner _____
Jr. Deacon _____	Sentinel _____
Sr. Steward _____	1st Preceptor _____
Jr. Steward _____	2nd Preceptor _____
Marshal _____	3rd Preceptor _____
Chaplain _____	4th Preceptor _____
Orator _____	5th Preceptor _____
Std. Bearer _____	6th Preceptor _____
	7th Preceptor _____

The above individuals have passed their DeMolay Degree proficiency and are proficient in the ritual of Opening and Closing the Chapter. Preceptors are to be proficient in the Initiatory Degree Preceptor parts.

**B.** Members of the Installing Team will be:

Chapter

Installing Officer _____	_____
Sr. Councilor _____	_____
Jr. Councilor _____	_____
Marshal _____	_____

Chaplain \_\_\_\_\_  
Senior Deacon \_\_\_\_\_  
Guest I.O. \_\_\_\_\_

C. The Host for the Installation will be: \_\_\_\_\_

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D. Have you sent a written invitation to the Presiding Officer of your Sponsoring Body? Does he plan to attend? \_\_\_\_\_ Please list his name and title \_\_\_\_\_

E. Have you sent a written invitation to the Executive Officer, the N.C.D.A. Officers and other key leaders?

F. PLEASE ATTACH a list of all other dignitaries who have been invited.

G. PLEASE ATTACH a copy of the budget for the Installation Ceremony and Reception.

H. PLEASE ATTACH a seating chart as well as the Order of Escort.

I. PLEASE ATTACH a list of anticipated presentations. I understand that no other presentations will be allowed without the Chapter Advisor's approval.

J. PLEASE ATTACH a copy of the proposed Installation Program.

K. I also understand that the Advisory Council of my Chapter must approve any plans for any party following the Installation.

L. I understand that a Form 11 should be submitted within ten (10) days of my Installation.

## SECTION II - CHAPTER OPERATIONS

A. The following Obligatory Days, as required by the Rules & Regulations of DeMolay International, have been planned along with suitable activity for the dates shown below:

<u>EVENT</u>	<u>DATE</u>	<u>PROJECT LEADER</u>	<u>ADVISOR</u>
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Devotional Day: \_\_\_\_\_  
(Sunday nearest March 18)

Patriots Day: \_\_\_\_\_  
(A convenient day in February)

Educational Day: \_\_\_\_\_  
(A day convenient to the Chapter)

Day of Comfort: \_\_\_\_\_  
(A day near Thanksgiving or Christmas)

Parents Day: \_\_\_\_\_  
(A day between May 1 and June 21)

My Government Day: \_\_\_\_\_  
(A convenient day in July)

Frank S. Land Day: \_\_\_\_\_  
(A day near November 8)

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**B. What type of activities have been planned for the following:**

ATHLETICS: \_\_\_\_\_

SOCIAL: \_\_\_\_\_

FUND RAISING: \_\_\_\_\_

COMMUNITY (Civic) SERVICE: \_\_\_\_\_

SERVICE TO SPONSORING BODY: \_\_\_\_\_

CHARITABLE SERVICE: \_\_\_\_\_

**C. What plans have been made for:**

N.C.D.A. Convention: \_\_\_\_\_

DeMolay Leadership Conference: \_\_\_\_\_

Chapter Visitations: \_\_\_\_\_

DeMolay Month: \_\_\_\_\_

DeMolay Education: \_\_\_\_\_

New Member Orientation: \_\_\_\_\_

L.C.C.: \_\_\_\_\_

RD: \_\_\_\_\_

Merit Bars: \_\_\_\_\_

Youth Protection Program: \_\_\_\_\_

**D. What plans have you made for communications between yourself and the members of your Chapter? (telephone, website, text messages, newsletter; etc.):**\_\_\_\_\_

\_\_\_\_\_

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**E. What plans have you made to acquire new members for your Chapter?**\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**F. Have you personally participated in the preparation of the budget (copy attached) so that you are fully aware of the Chapter's financial obligations, income, etc?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**G. Have you scheduled ritualistic practice sessions for your Chapter?**\_\_\_\_\_

**H. Have you completed the L.C.C.?**\_\_\_\_\_ **Which courses?**    1    2    3    4    5

**I. Have you received your Representative DeMolay Award?**\_\_\_\_\_

\_\_\_\_\_  
(Date of Installation)

\_\_\_\_\_  
(Signed by Master Councilor-Elect)