



Program Planning Guide

INTRODUCTION

Challenge, tradition, competition, teamwork, adventure, learning, sharing, leadership, excitement, sports, social activities, community involvement, and making a difference in today's world are just some of the things that outstanding young men are interested in being a part of.

Program planning is the method through which your DeMolay Chapter can attract these outstanding young men and retain members and advisors.

The point: DeMolay needs to be the best!

In today's fast-paced world, young people have many opportunities to be involved in various activities. The truly outstanding young people choose to be involved in those activities that make maximum use of their limited time and resources. In order for your chapter to be competitive, it is important that it develop an ongoing program of activities which will interest the current members of your chapter as well as attract new members to guarantee its future.

This guide presents a series of basic concepts to assist you in the key elements of putting together an effective chapter program. Use it in conjunction with the DeMolay Membership Planning Guide and other available resource materials when putting together your yearly and term plans. Remember: DeMolay needs to be the best.

When developing a chapter membership program, you need to be able to sell a young man on DeMolay. The product you are selling is your chapter's program of activities. Again, you need to make sure it is well rounded and fun so everyone enjoys it. Think of the new members' interests as well as those of the chapter's veterans.

A saying you should keep in mind while developing your chapter program is: "Members support what they help create." In other words, the more members you involve in the chapter's program planning process, the more the members will want to participate in the activities planned. There is an "ownership". Make your members feel that they are part "owners", creators, or contributors to the overall chapter program. If you do this, you will see them more often.

DeMolay should be "the best show in town". All it takes is a well planned program of activities. The following pages are filled with ideas and suggested methods for you to use when developing your chapter's future programming.

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THE DEMOLAY PROGRAM PLANNING GUIDE

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THE PROGRAM PLANNING COMMITTEE

CONSISTS OF: Master Councilor, Senior Councilor, Junior Councilor, the Chapter Advisor, and the immediate Past Master Councilor.

Why these people?

1. The Master Councilor, because his term is the one which will be most directly affected by the program adopted.
2. The other two councilors, because they will soon be the Master Councilor and have an important stake in the future program of the chapter.
3. The Chapter Advisor, because his experience in DeMolay enables him to make important and useful suggestions. He is also responsible for the long range survival of the chapter.
4. The immediate Past Master Councilor, because we need to keep our experienced members involved. A recent Past Master Councilor has just gone through this process and will be able to give valuable input into planning.

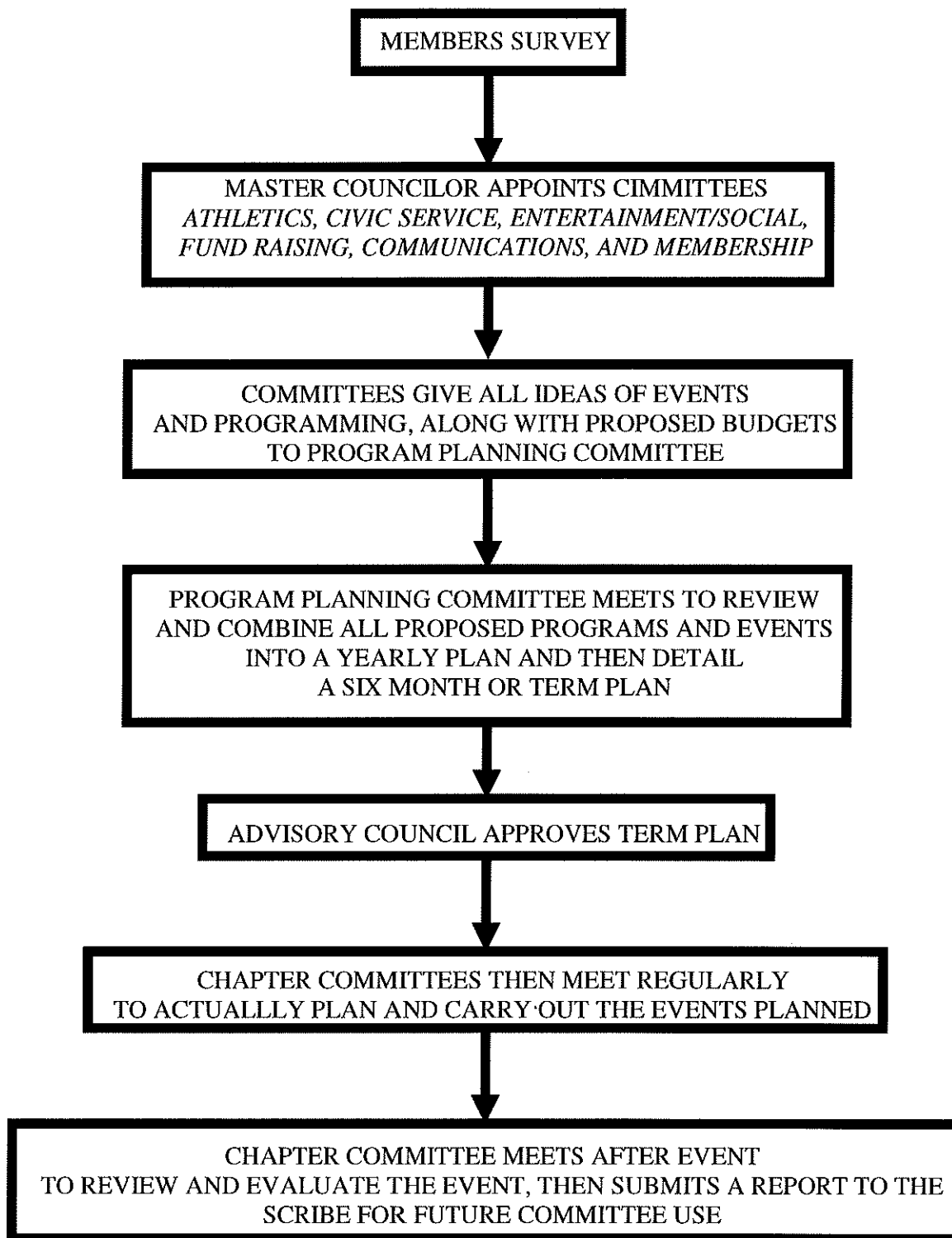
Remember:

The Advisor should suggest, urge, and advise – never dictate. The program decided upon must be one that the DeMolays want.

Gathering Information:

Prior to the Planning Committee's first meeting, a great deal of information must be gathered. This information will be needed at the planning session in order to develop a well-rounded program.

PROGRAM PLANNING FLOW CHART



SECTION 1

SURVEY OF CHAPTER MEMBERS

Why a survey? The chapter members are the ones who must support the activities and projects the chapter undertakes in the next year; therefore, their ideas will be very important. Members support what they help create! With these surveys, the Councilors are in a position to interpret the desires and interests of the chapter members.

MEMBERS' INTEREST SURVEY SHEET

The following is an example of a form which could be used to survey the chapter. The items which are on the form should reflect the chapter's activities for the previous year. Space should be provided for each member to make his own suggestions for possible new activities.

When your form is designed, be sure that the activities cover the entire year.

These survey forms should be filled out during a regular chapter meeting. Be certain that the members return the completed survey to one of the Councilors before leaving that evening.

MEMBERS' INTEREST SURVEY SHEET

In order to plan future programs in the best interest of the membership, we need to know what your general interests are and how you might best like to help in the actual operation of our chapter. Please supply us with the following information so that we can make sure your chapter is doing what you like to do.

GENERAL INTERESTS

1. What are your hobbies? _____
2. What sports do you like? (i.e. camping, softball, paintball, golf, swimming, volleyball, fishing, track, flag football, bowling, tennis, etc.) _____

3. What kind of entertainment do you like? (i.e. dances, speakers, field trips, films, visits to industries, board games, parties, reading, etc.) _____

4. What kind of subjects do you like to discuss? (I.e. politics, social problems, education, religion, science, people, music, etc.) _____

5. Tell us about any other interests you might have, or what you would like to see the chapter do. _____

CHAPTER ACTIVITIES

Put a check mark by those chapter activities that you like to help with.

Chapter Newspaper	_____	Community Projects	_____
Entertainment	_____	Planning & Fund Raising	_____
Public Speaking / Ritual Work	_____	Membership Committee	_____
Athletics	_____	Chapter Calling Tree	_____

YOUR RECOMMENDATION FOR NEW MEMBERS

This is very important. Please list the names, addresses, phone number, and email of at least two young men whom you think would make good members for our chapter.

_____	_____
Name	Name
_____	_____
Address	Address
_____	_____
Telephone	Telephone
_____	_____
Email	Email

Signed _____

SECTION 2

INFORMATION ON COMMITTEES (A HOW TO APPROACH)

If your chapter is going to have a good program, you must have active, functioning committees.

APPOINTMENT OF COMMITTEES

Your chapter will need six committees. If your chapter doesn't have the personnel to sustain six committees, then the Planning Committee will have to do some of this work in addition to its indicated duties.

On the survey sheet, six areas are focused on: (1) *ATHLETICS*, (2) *CIVIC SERVICE*, (3) *ENTERTAINMENT/SOCIAL*, (4) *FUND RAISING*, (5) *COMMUNICATIONS*, and (6) *MISCELLANEOUS*. The Master Councilor should appoint committees for the first five areas and a committee on *MEMBERSHIP*. The Advisory Council Chairman should see that an Advisor is assigned to work with each of these six committees. **REMEMBER!** *The committee Advisor should suggest, urge, and advise.*

When appointing committees it is good to remember that a chapter's committees are the training ground for the future Master Councilors. The following are some recommendations for committee appointments:

FUND RAISING – The chapter Senior Councilor should be in charge of seeing that there is enough money in chapter accounts to adequately provide for all budgeted expenses and programs during his term as Master Councilor.

MEMBERSHIP & RETENTION - The chapter Junior Councilor should be in charge of these two most important duties. It is vital to the chapter's future that it has a strong membership program and an equally strong, or stronger, retention program. The Junior Councilor will be Master Councilor in one year. He needs to concern himself with the future.

COMMUNICAIONS – This committee should be chaired by the Senior Deacon. He will soon be Junior Councilor and needs to learn responsibility and earn respect. What better way could this be done then giving him one of the most important committees in the chapter. If a chapter does not have a good communications network, it will not be able to succeed at much of anything. Good communications are a must!

COMMITTEE MEETINGS

The chairman of each of the six committees (*ATHLETICS*, *CIVIC SERVICE*, *EMERTAINMENT.SOCIAL*, *FUND RAISING*, *COMMUNICATIONS*, and *MEMBERSHIP*) should schedule a meeting time, place, and arrange for their respective Advisors to attend. At this meeting, the responses to the survey sheets are considered to determine what events the members want to have and to appoint members to committees they're interested in serving on. At this time, you may need to adjust committee membership and size.

ANALYZE EACH EVENT

Your committee needs to analyze each event. It must be remembered that some activities can only be participated in by a small number of members, while other activities, such as fund raising or social events can accommodate, and most of the time require the support and participation of nearly all the chapter members.

SELECT THE EVENTS

When each committee has determined the interest of the members, it should list each activity that the members wish to include in the chapter's program for the coming year. The committee should also indicate in which month the event should take place. **EXAMPLE:**

ENTERTAINMENT/SOCIAL COMMITTEE RECOMMENDATIONS:

January New Year's Party
February ... Sweetheart Ball
March..... DeMolay Week
April..... Membership Prospect Party (planned by the membership committee with
Entertainment Committee input)
May..... Hay Ride
June..... Beach Party
(and so on)

The committee should be sure that the events it recommends are:
Well rounded (of interest to all)
Cover the entire year (January through December)
Within the ability of the chapter, both physically and financially

FINANCES

Committees also need to consider the financial end of events. Why consider finances? The Program Planning Committee needs to know all of the COSTS involved in the proposed events and all the estimated REVENUE (INCOME) from fund-raising events so that it can make sure there will be enough money to finance each event planned.

The committee involved in planning and executing a particular event should formulate a budget and follow it.

BUDGETING

Each event that a committee proposes should be accompanied by an accurate cost breakdown. These cost figures should be in writing and as detailed as possible. These recommendations and cost figures are used by:

- The Program Planning Committee
- The actual committee which plans the particular event
- The advisory board for long term planning purposes

Example:

April	Membership Prospect Party	
	Temple – extra rent (in many cases, fees)	\$30.00
	VCR – Rental	\$15.00
	Refreshments:	
	Doughnuts – 4 dozen	\$22.00
	Soda – 48 cans	\$20.00
	Coffee – 30 cups	\$4.00
	(includes cream and sugar)	
	Rental of Membership Video	\$4.00
	Letterhead - \$0.10	\$10.00
	Envelopes - \$0.10	\$10.00
	Printing	\$4.00
	Postage	\$25.00
		<hr/>
	Total Estimated Cost	\$144.00*

* (This generally would be a maximum cost. If the rent is free, a VCR is borrowed, the Parents' Club furnishes the soda and cookies, and you have access to a copy machine, then the cost would be reduced greatly.) For a more detailed explanation of budgeting, see Section #6 (Budgeting).

FUNCTIONS OF COMMITTEES

(An agenda for committee chairmen to follow)

Committees are a very efficient method of effective chapter programming if their use is clearly understood. A few guidelines are outlined here for a committee to follow.

1. ANALYZE THE EVENT

- a. Survey all costs (budget)
- b. Detail ideas and plans
- c. Note possible problem areas
- d. Plan alternative courses of action

2. MAKE YOUR REPORTS TO THE CHAPTER (preliminary and final)

- a. Be concise and have them written out (see committee report form Appendix C)
- b. Explain the when, where, who, why and how of the event
- c. Be prepared to answer questions
- d. Be ready with alternatives
- e. Request the chapter to take action (vote)

3. EXECUTE THE PLAN

- a. Follow a time schedule
- b. Obtain adequate personnel
- c. Assign details to responsible people
- d. Inform the chapter members of their responsibilities connected with the event
- e. Hold deviations from the program plan and the budget to a minimum

4. SUPERVISE THE EVENT WHILE IN PROGRESS

5. FOLLOW UP ON DETAILS

- a. See that bills are paid
- b. See that agreements are met

6. MAKE YOUR RECAP REPORT IN WRITING

- a. Suggest improvements
- b. Include a financial report
- c. Give credit for work done

7. FILE THE REPORT WITH THE SCRIBE FOR FUTURE USE

(See Committee Report Form: Appendix C)

HOW TO RUN A COMMITTEE MEETING

1. Develop a written agenda (use “functions of committees” as a guide).
2. Define ahead of time the problem and objective of the committee – ask what is the situation and what is the committee supposed to accomplish.
3. Choose the meeting place – someplace accessible and relaxed for the best results.
4. Call the Meeting – Make sure all committee members know of the meeting and give them enough notice to reduce conflicts. **(Remember to notify your committee advisor.)**
5. Begin
 - a. Allow everyone to arrive and get a chance to “check in” (say hi and maybe chat for a few minutes)
 - b. Define objectives to the members
 - c. Set expectations for behavior – all work together, goof off later, ect.
 - d. Start the task
6. Set the place – see that the meeting moves along (not too fast, but also not at a boring pace either). Also, try to keep a logical progression towards the goal.
7. Intervene to focus on the task if the group wanders. It often happens that the group goes off on other subjects. Try to bring them back to the task at hand when this occurs.
8. Intervene once-in-awhile to summarize. This helps the group remember what it has done, and allows the people to focus on the remaining task.
9. Create breaks if the meeting lasts an hour or so.
10. Make sure decisions are made after all members of the group are able to discuss and try to influence each other. Make sure all members know what has been decided. Don’t push your own “wish” on the committee.
11. Announce when goals have been achieved – don’t allow the group to plod on after it has produced.
12. Thank and reward members who were the most helpful – we all like praise, and will work harder next time if our efforts are recognized.
13. If things need to be done before the next meeting, assign them or ask for volunteers. Often times nothing happens because everyone assumes someone else will do it.
14. Prepare a written committee report. (Appendix C)
15. Have refreshments or something fun to do to wrap-up. This way everyone leaves felling good and knowing his time was well spent, because he has accomplished something and had a good time.

SECTION #3

GATHERING INFORMATION

The Program Planning Committee must also gather information that it will need for the planning session. It is important for the committee to have information on its chapter members, the community, and other DeMolay activities that may affect your program. This information should be gathered while the six committees are preparing their recommendations.

MEMBERSHIP INFORMATION

The Program Planning Committee will need information about the members, such as average age and general interest patterns. This can be gathered easily from chapter members and petition files which the chapter should maintain for each member. The committee will want information covering the following areas:

- Age
- Grade or year in school
- Favorite activities (Members' Interest Survey Sheet will probably indicate this).

COMMUNITY INFORMATION

The following community information will be needed:

- Dates of important school events – proms, graduations, games, ect.
- Dates of community events – fairs, socials, ect.

The chapter events should not conflict with community and school events. In fact, the committee may wish to plan on participating in one or more of them. For example: Your community may have a Fourth of July celebration and fair that the chapter could have a booth at.

DEMOLAY RELATED INFORMATION

Keep the following DeMolay dates in mind:

1. Dates of all Obligatory Days
2. Dates of jurisdictional events such as conclave or convention and annual workshops
3. Dates of district or regional events (check with District Deputy / Representative / Governor)
4. Dates of chapter annual events, such as an annual Sweetheart Ball, anniversary observance or installation.
5. Dates of ISC (DeMolay International) events, such as:
 - a. DeMolay Leadership Conferences
 - b. Dates reports are due (I.E. Advisory Council Certification)
 - c. DeMolay Postal Rifle and Bowling Tournaments
 - d. DeMolay Membership Campaigns, Supreme Council Session, etc.
6. Other Masonic dates such as:
 - a. Girls group events
 - b. Sponsoring body events

SECTION #4

INFORMATION SHARING MEETING

FOR WHOM: Three Councilors
Immediate Past Master Councilor
Six Committee Chairman
Chapter Advisor

When the program Planning Committee has finished gathering information (Section 3), and the chairman of each committee (athletics, Civic Service, Entertainment / Social, Fund Raising, Communications and MEMBERSHIP) have prepared recommendations in writing, they should meet to discuss all facets of the chapter's overall program.

This time is for the committee chairman to explain their ideas to the Program Planning Committee and how their recommended events will fit into the chapter's program for the coming year. Budgets should also be covered at this time.

The Program Planning Committee can at this time discuss any difficulties they see in the chairmen's recommendations. This is the final step prior to the actual planning session.

SECTION # 5

THE PROGRAM PLANNING SESSION

THE PURPOSE

The purpose of this meeting is to commit the year's and next term's programs to a written format.

WHO ATTENDS

This final meeting should be attended by only the five members of the program Planning Committee: Master Councilor, Senior Councilor, Junior Councilor, the Chapter Advisor, and the immediate Past Master Councilor

THE WORK TO BE DONE

In this meeting, the Program Committee should no longer be concerned with the gathering of statistics or the accumulation of information. With all the facts in hand, the committee now discusses and determines:

1. A year's program for the chapter.
2. A detailed term program.
3. A budget for both the term and year's program.

TOOLS YOU'LL NEED

To accomplish the task, certain materials will be needed:

1. The six committee reports.
2. Facts gathered by the Program Planning Committee itself.
3. A current year's and next year's calendar.
4. A large year's work sheet showing the twelve months (Sample #1).
5. Ruler, pencils, and paper.
6. A large table to work on.

Sample No. 1 – YEAR’S WORK SHEEET

20XX PROGRAM

JANUARY	FEBRUARY	MARCH	APRIL
MAY	JUNE	JULY	AUGUST
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER

COMPLETING THE PROGRAM

You're at the point where you can develop the chapter's year-long program. There are six basic steps that need to be followed:

Step 1

List on your large calendar all required and annual events:

1. Seven Obligatory Days
2. Election date for chapter officers
3. Installation of officers
4. Known district dates
5. Known jurisdictional dates (conclave, ect.)
6. Annual chapter events
 - a. Meetings
 - b. Social events
 - c. Civic activities
 - d. Fund-raising events
 - e. Masonic Service projects
 - f. Initiations
 - g. Others
7. Advisory Council & Parents' Club monthly meetings should be listed
8. ISC events

STEP 2

List membership plans from the Membership Committee. Indicate prospect parties or other membership drive plans and link these plans with scheduled Initiatory or DeMolay Degree dates. At this time, you should also list ritual practices and an orientation schedule.

STEP 3

List the budgeted events the other five committees recommended. At this time, you should also take the Miscellaneous Items from the surveys and add the items which merit inclusion in the chapter program.

NOTE: This will take careful evaluation, for your calendar will begin to have some months that overflow with activities, thus requiring the committee to select and/or eliminate activities.

Step 4

With your activities and programs listed by months (work sheet1), you are ready to develop each month on a day-by-day basis (work sheet 2). Select the day of the month each item is to be scheduled. All other activities can be listed at the bottom of the calendar. The calendars are used to give a visual picture of your program.

REMEMBER! *Take careful note of your report on school dates and community events so you will have no conflicts with dates selected.*

STEP 5

With all these activities listed on the calendars, it is time to evaluate the program. Pay special attention to particularly for any months that are either short or overloaded with activities. Consideration should be given to the total number and type of activities planned and their distribution though the months. Keep in mind, also, the costs of the program in relation to your income. You should also be mindful of the age of your members. Not all activities are fun to all age groups. (I.E. Some 13 and 14 year olds don't like to dance yet!) So, alternate scheduled activities to make sure there is a good balance of programs.

Check to see that you program fulfills the requirements for the Past Master Councilor's Meritorious Service Award.

STEP 6

Your program should now be similar to the sample. *(See next page)*

Sample No. 1 – YEAR’S WORK SHEEET

20XX PROGRAM

JANUARY	FEBRUARY	MARCH	APRIL
<ul style="list-style-type: none"> • Advisory Council Meeting • Stated Meeting • Parents’ Club Meeting • Membership Info Party • State Meeting • Both Degrees • Chapter Newspaper • Civic Service Project – Safe Driving program • Bi-Monthly Newspaper 	<ul style="list-style-type: none"> • Stated Meeting • Patriots’ Day - <i>Obligatory Day</i> • Parents’ Club Meeting – <i>Obligatory Day</i> • Fund Raising Project • Advisory Council Meeting • Stated Meeting • Annual Sweetheart Ball • Sponsoring Body’s Installation 	<ul style="list-style-type: none"> • Stated Meeting – Election of Officers • Parents’ Club Meeting • Advisory Council Meeting • DeMolay Week - Devotional Day – <i>Obligatory Day</i> • Both Degrees • State Meeting • Rededication Ceremony • Bi-Monthly Newspaper 	<ul style="list-style-type: none"> • Installation of Officers • MC appoints Standing Committees • Advisor Council Meeting • Stated Meeting • Parent’s Club Meeting • Civic Service Project – Highway Litter Pickup • Stated Meeting • Membership Info Program
MAY	JUNE	JULY	AUGUST
<ul style="list-style-type: none"> • Advisory Council Meeting • Stated Meeting • Parents’ Club Meeting • Fund Raising Event • Stated Meeting – Dinner • Parents’ Day – <i>Obligatory Day</i> • Bi-Monthly Newspaper 	<ul style="list-style-type: none"> • Advisory Council Meeting • State Meeting – Special Program • Parents’ Club Meeting • Stated Meeting • Summer Membership Event • Annual School’s Out Dance • Masonic Service Event – Volunteer at Masonic Retirement Center 	<ul style="list-style-type: none"> • Stated Meeting • Parents’ Club Meeting • Family Fun Day – Picnic with parents vs. Youth Softball • Stated Meeting • My Government Day – <i>Obligatory Day</i> • Civic Service Project – Clean the Park after the fair • Advisory Council Meeting • Bi-Monthly Newspaper 	<ul style="list-style-type: none"> • State Meeting • Parents’ Club Meeting • Jurisdictional Conclave • Advisory Council Meeting • Stated Meeting • Fund Raising Event – Car Wash
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> • Advisory Council Meeting • Stated Meeting - Election of Officers • Parents’ Club Meeting • New Member Orientation • Senior DeMolay Homecoming Night • Both Degrees • Educational Day – <i>Obligatory Day</i> • Stated Meeting • Back to School Dance 	<ul style="list-style-type: none"> • Installation of Officer and Advisory Council • MC appoints Standing Committees • Stated Meeting • Parents’ Club Meeting • Membership Info Night • Stated Meetings • Masonic Service Project – Work at the Temple • Bi-Monthly Newspaper 	<ul style="list-style-type: none"> • State Meeting • Both Degrees • Parents’ Club Meeting • New Member Orientation • Advisory Council Meeting – Honors Nominations and Advisor Registration • State Meetings • Fund Raising Project – Concession at University Football Game 	<ul style="list-style-type: none"> • Advisor Council Meeting • Civic Project – Decorate Christmas Tree • Stated Meeting • Parents’ Club Meeting • Day of Comfort – <i>Obligatory Day</i> • Ski Trip • Stated Meeting – Gift Exchange • Annual Caroling Event • Bi-Monthly Newspaper

A detailed program should be developed for each term at least two months prior to its beginning. The following steps will aid you in this endeavor:

SPECIFIC STEPS IN TERM PROGRAMING

STEP 1

From your year's program, transfer each month's activity to a month's work sheet. Use one sheet per month. At this point you must select dates for each event, remembering to make certain you do not conflict with school, community, and other events.

STEP 2

Under each meeting night, list all the activities that must take place that evening.

1. Committee Reports
 - a. Progress Reports (at meetings in advance of final report)
 - b. Final Report (at the meeting just prior to the event)
 - c. Post event report
2. Committee Appointments
3. Other known business that needs to be handled
4. Entertainment or program (This develops interest and increases attendance.)
5. Indicate Parents' Club meeting night and program, if known.

A list of all new and old business should also be added prior to each meeting, so the meeting will run smoothly. (See Agenda Planning Meeting, Appendix A)

STEP 3

Do basic planning on all other events, listing as many details that are known at this time. Review the detailed program and adjust as needed. **REMEMBER!** Each term must be programmed in a similar manner.

SECTION #6

BUDGETING

There is one final phase to the Program Committee's job; budgeting for the program that has been planned. In this phase, you must estimate the expenses the chapter can anticipate from its programmed activities. This must be done for both term and yearly programs.

The following steps will aid you in your budgeting phase:

STEP 1

Take your detailed term program and list the cost of every item. Then, follow through with the balance of the year from your year's program. Remember your fixed expenses!

- Rent
- Office supplies
- Newspaper (if your chapter has one)
- Installation – flowers, PMC pin, ect.
- Etc.

Note: Estimated costs on all the activities suggested by the committees should be listed in their reports.

STEP 2

List the income you expect to receive from the following: Fund Raising, New Members, Interest on saving accounts, interest from a Life Membership trust account, etc. The expense and income figures should be itemized and totaled on a monthly basis. Be certain that you have enough income to cover the expenses of each month's program.

STEP 3

You should now total your monthly expenses and your income to see if your budget balances and the chapter can finance the programs you have planned. If you do not have sufficient income for the overall program, you must do one of the following:

1. Increase your income
 - a. Add another fund-raising project.
2. Decrease your expenses
 - a. Substitute less expensive events
 - b. Eliminate events entirely

SAMPLE BUDGET

BUDGET

MONTH: _____

INCOME

ITEM / DESCRIPTION	ESTIMATED INCOME	ACTUAL INCOME	+ / -
Holiday Candy Sale	\$175.00		
Candidates Initiation Fees	\$240.00		

INCOME TOTALS: \$415.00

EXPENSE

ITEM / DESCRIPTION	ESTIMATED ESPENCE	ACTUAL EXPENCE	+ / -
Rent	\$20.00		
Office Expense	\$10.00		
Chapter Newspaper (Paper only, machine use free)	\$5.00		
ISC Form 10 fee (6 @ \$25.00)	\$150.00		
Deposit Trust Account (6 @ \$15.00)	\$90.00		
Frank S. Land Day	\$35.00		
Candy Sale Prizes	\$26.00		
Flowers – Flower Talk	15.00		

EXPENSE TOTALS: \$351.00

Estimated Income	\$415.00
Estimated Expense	\$351.00
Estimated Net Total	+ \$64.00

Actual Income	
Actual Expense	
Actual Net Total	

APPENDIX A

AGENDA PLANNING MEETING

(Councilors' Meeting)

WHO ATTENDS:

This meeting is attended by:

- Master Councilor
- Senior Councilor
- Junior Councilor
- Scribe and Treasurer
- Chapter Dad Advisor
- (Assistant Chapter Dad Advisor, if you have one)

THE PURPOSE:

1. To review the upcoming activities as listed on your planned term program.
2. Discuss old business that must be presented at the next meeting.
3. Review the order of business, and discuss new business that is scheduled to come up (and that may come up from members.)
4. Review chapter's membership progress and plans for upcoming degrees.
5. Review proposals your committees should be ready to report on.
6. Review new members' progress in the chapter.
7. Review line officers' performance.
8. Generally discuss the chapter and its progress.
9. Study your term program for any adjustments it may need.
10. Review outstanding bills.

The order of business can be found in the DeMolay Leader's Resource Guide.

WHEN:

Two or three days before the chapter meeting.

HOW OFTEN:

Monthly, at least, and more often if you are just putting the program into effect or the members need extra guidance.

THE VALUE:

This meeting (two or three days before the first chapter meeting) each month will:

1. Smooth out the flow of business.
2. Shortens meetings.
3. Build *esprit de corps* (the spirit of a group that makes the members want the group to succeed) between the Councilors.
4. Strengthen relationship between Councilors and the Chapter Advisor.
5. Trains Senior and Junior Councilors.
6. Keeps everyone on top of things.

APPENDIX B

PAST MASTER COUNCILOR'S MERITORIOUS SERVICE AWARD (P.M.C. - M.S.A.)

The Past Master Councilor Meritorious Service Award was designed by Dad Land to stimulate greater overall efficiency in chapter operation. The award itself is an attractive gold and blue medallion jewel.

Every Master Councilor should strive earnestly to qualify for this coveted award.

Although the P.M.C. - M.S.A. is granted by the Supreme Council, the administration of this award is done on the jurisdictional level. Each jurisdiction has a jurisdictional staff member who processes all applications. This person reviews a P.M.C. - M.S.A. candidate's term plan and other pertinent information. After which, this person then would make a recommendation to the Executive Officer of that jurisdiction to accept or reject the candidate for the award. The Executive Officer then makes a final decision and forwards the required information to the Service and Leadership Center for processing. If the P.M.C. - M.S.A. is granted, it will be forwarded to the chapter advisor for presentation.

The Following are some requirements that may vary from jurisdiction:

The Master Councilor is required to:

- a. Memorize his portion of the ritual prior to his installation.
- b. Present in printed form a planned program listing all dates and events to be held during his term of office. (He must have multiple copies for distribution to entire chapter membership). This must also be done prior to installation.
- c. Forward the required two letters to the Executive Officer or his representative.
- d. See that degree teams exemplify both degrees of the Order from memory during his term of office.
- e. Have a planned public observance of all Obligatory Days that fall within his term.
- f. Hold at least one social, civic, and fund-raising activity in the chapter during his term of office.
- g. Be a first line signer of at least one petition during his term of office that results in one new member being initiated (or if unable to comply, give reason in final letter and evidence of other contributions to membership program.)
- h. Establish a program that increases or maintains a high level of attendance.
- i. All Form 10s covering initiates during his term of office must be reported to the Service and Leadership Center with full remittance within ten days following initiation. No designate will be considered whose chapter is delinquent in any reports to the Supreme Council.

Steps in obtaining the award should be directed to your jurisdiction's Executive Officer or his representative.

APPENDIX C

COMMITTEE MEETING REPORT

Name of Committee: _____

Chairman: _____

Place of Meeting: _____

Committee Members Present: _____

Others Present: _____

Purpose of Meeting: _____

Program Results & Decisions: _____

Other Business Discussed: _____

Committee Recommendations to Chapter: _____

Time and Place of next meeting: _____

Signed _____
Committee Chairman

APPENDIX D

OBLIGATORY DAYS

We mark the passing of time in our lives as we celebrate special days and dates. The DeMolay Special Ceremonial Days, known as Obligatory Days, are days on which we contemplated the richness of our heritage, a heritage sometimes threatened by our own indifference. Each and every chapter should take special care to plan and observe each of our Obligatory Days. Suggested activities for each day can be found in the DeMolay Leader's Resource Guide.

NOTE: International supreme Council Bylaws, Rules and Regulations state: *"The following days are fixed as special ceremonial days and their observance is obligatory for all members of DeMolay unless prevented by unavoidable circumstances."* An Executive Officer may change the date of any Obligatory Day.

FRANK S. LAND MEMORIAL DAY

Observance Date: A day convenient to the chapter near November 8th.

Purpose: To pay tribute to the Order's Founder, "Dad" Frank S. Land. (Hold a fund raising event with the proceeds going to a Masonic charity.)

DAY OF COMFORT DAY

Observance Date: A day convenient to the chapter, either at Thanksgiving or Christmas time.

Purpose: To extend aid and comfort to the distressed. (Hold a canned food drive.)

PATRIOTS' DAY

Observance Date: A day convenient to the chapter in the month of February.

Purpose: To highlight either great patriotic events, themes, or individual patriots.

DEVOTIONAL DAY

Observance Date: The Sunday nearest March 18th.

Purpose: Attend some church as a chapter as which a special service has been arranged.

PARENTS' DAY

Observance Date: On or between May 1st and June 20th.

Purpose: A time for each DeMolay to pay special attention to his parents, showing his appreciation for their efforts on his behalf.

GOVERNMENT DAY

Observance Date: A day convenient to the chapter in the month of July.

Purpose: To aid members in the understanding of national, state/provincial, or community government.

EDUCATIONAL DAY

Observance Date: A day convenient to the chapter in the month of September.

Purpose: To emphasize the importance of education and our system of public schools.

APPENDIX F

BUDGET

MONTH: _____

INCOME

ITEM / DESCRIPTION	ESTIMATED INCOME	ACTUAL INCOME	+ / -

INCOME TOTALS:

EXPENSE

ITEM / DESCRIPTION	ESTIMATED EXPENSE	ACTUAL EXPENSE	+ / -

EXPENSE TOTALS:			
------------------------	--	--	--

Estimated Income	
Estimated Expense	
Estimated Net Total	

Actual Income	
Actual Expense	
Actual Net Total	

APPENDIX G

AVAILABLE RESOURCES

PUBLICATIONS:

- The DeMolay Leader's Resource Guide (L.R.G.)
- The DeMolay International By-Laws, Rules, & Regulations
- The DeMolay Ritual of Secret Work
- The Monitor of Ceremonies
- DeMolay Membership Planning Guide & Idea Book
- "Hi Dad!" A book about the founder of DeMolay, Frank S. Land. This also contains a great deal of history regarding DeMolay in its early years.)
- "The Life and Times of Jacques DeMolay"
- Parents Club Guide
- The DeMolay Leader Pack:

An easy to use 3 ring binder containing all the materials necessary to be an effective DeMolay leader offered at a 20% savings.

Reference Material Included:

- The DeMolay Leader's Resource Guide
- ISC By-Laws, Rules, and Regulations – including updates
- "The Life and Times of Jacques DeMolay" Book
- Membership Planning Guide & Ideas Book
- Program Planning Guide
- Mothers' / Parents' Club Guide

Sample Promotional Materials That May Be Included:

- DeMolay Membership Application
- DeMolay in a Nutshell Cards
- DeMolay Sponsorship Cards
- "Story of His Success" Brochure
- Mini CD-ROM

Reference Material Included:

- The DeMolay Leader's Resource Guide
- ISC Bylaws, Rules, and Regulations – including updates
- "The Life and Times of Jacques DeMolay" Book
- Membership Planning Guide & Ideas Book
- Program Planning Guide
- Mother' / Parents Guide

NOTES

