



DEMOLAY
FLORIDA

Nov 15th,2017

Greetings on behalf of your Conclave Committee!

We are looking forward to an exciting time at Mini Conclave -a new location, new opportunities to increase our knowledge of our Order and trying something different. Out with the old and in with the new. There will be new Leadership Courses, Team Building events, Socials, Sports and Ritual Competitions to name just a few and getting reacquainted with old friends and making new ones.

I am so honored to work with this incredible Team who has come together with these new programs all designed to increase your knowledge and awareness in this Awesome Order.

Enclosed is your packet for registration. Please make sure to read over the information that has been included.

**Please note the registration packet for Mini Conclave must be received
no later than Dec 26th, 2017.**

I will be sending out a schedule of events in advance around the 1st of Jan.
(Please note this will be a work in progress.)

Please keep in mind in order to stay in compliance with the hotel's contract there will be a **\$25.00 late fee per person** if reservations are made after that date. If you have any questions please feel free to call or email me.

**Please feel free to email the completed packet to angelwatcher7@aol.com.
(Packet must be received no later than Dec 26th, 2017.)**

All forms must be completed by Chapter Advisors.
No personal Check will be accepted, only Chapter checks.
We are looking forward to seeing all of you in Kissimmee for
Mini Conclave 2018.

Athena Mock
Conclave Director
205 Tangelo Ave, Fern Park, Fl. 32730
407-923-7132



THE DUTIES AND RESPONSIBILITIES OF A CHAPTER ADVISOR AT CONCLAVE

1. To know the whereabouts of every member of their delegation or Chapter at all times.
2. To see that the elected or appointed delegates attend **ALL** business sessions.
3. To see that all members attend J.B.U. classes or Ritual and/or Sports Competition if not engaged in some other Chapter activity.
4. To attend as many J.B.U. classes or competitions as possible in order to be able to advise new members or first time attendees which will be the most advantageous for them to attend.
5. To sit down with **everyone** who is going to attend Conclave from their Chapter and read all the Rules of Conduct and Dress Code for attendees at Conclave.
6. After check-in at Conclave, inspect rooms and turn in room inspection sheets. Check on your member's rooms from time to time to make sure they are abiding by the Conclave Rules and adhering to Curfew.
7. In the event the Advisor in Charge must leave the Conclave venue for any reason, they must appoint someone to be in charge of the Chapter during their absence. The Conclave Office needs to be informed who the Advisor in Charge will be prior to leaving the venue.

**Remember, you are an Advisor to all DeMolay's,
Not just those from your chapter. Act accordingly.**



**FLORIDA DEMOLAY
GENERAL CONCLAVE INFORMATION**

PLEASE READ THE ENTIRE PACKET

Enclosed in this packet are the necessary forms for Conclave, Ritual, Sports and Sweetheart Registration. Please look over all information and retain these forms for future use. Also included are general information sheets that you may find useful in planning for your Chapter's attendance at Conclave. If, for any reason, you do not receive all of the necessary forms or need additional forms, please do not hesitate to contact the Conclave Director or the Executive Staff for additional forms.

Forms included:

1. Duties and Responsibilities of a Chapter Advisor
2. General Conclave Information Sheet
3. Conclave Information and Price Sheet
4. Conclave Registration Form
5. General Conclave Rules, Dress, & Regulations.
6. Conclave Packing & Check List
7. Medical Release Form
8. Medication Usage Form
9. Ritual Registration Form
10. Sports Registration Form (Rules also)
11. Chapter Conduct Advisor Registration
12. Please Read The Following
13. Sweetheart Packet
14. Certification of Election Form
15. Delegate Certification Form

Please complete and return the enclosed forms for the events that you will be participating in. Be sure to return the forms to the person that the form designates. **Please use the Medical Release Form for all attending Conclave.** All forms should also include the fees by a Chapter check and the forms should be signed by the Advisor in Charge.

It is our sincere desire to provide the most complete and efficient system for registration and operation of the Florida DeMolay Conclaves and we will always do our best to handle your needs in an efficient and expedient manner. Please make note of my email address also. Thank you for your support and we look forward to seeing you at Conclave.

Alex Siew
State Master Councilor

Athena Mock
Conclave Director
angelwatcher7@aol.com
407-923-7132

FLORIDA DeMOLAY

The 2018 Summer Conclave will be held Jan 13th-15th-2018, at the

Radisson Resorts Orlando Celebration

2900 Parkway Blvd Kissimmee FL 34747 407-396-7000

CONCLAVE INFORMATION AND PRICE SHEET

PLEASE READ ALL INSTRUCTIONS BEFORE FILLING OUT THE FORMS

By now all Chapters should have received all information that is necessary to enter all phases of competition at Conclave. If you need any additional forms please feel free to duplicate them as needed.

All prices are per person.

FULL STAY: 2 Nights, Dinners, 1 Breakfasts,	Sunday Night (1Night 2 Meals) (Dinner and Breakfast)
1 to a room.....\$275.00	1 to a room.....\$165.00
2 to a room.....\$175.00	2 to a room.....\$ 150.00
3 to a room.....\$145.00	3 to a room.....\$ 100.00
4 to a room.....\$135.00	4 to a room.....\$ 85.00
COMPETITION ONLY FEE \$25.00	EXTRA BANQUET TICKETS \$30.00
GUESTS (REGISTRATION ONLY) \$10.00	
Friday - Room Only \$100.00	
Rainbow & Job's Daughter same rates as DeMolay	

All registrations **must** be made through Florida DeMolay –
Direct Reservations to the hotel will **NOT** be allowed.

If you have members who are participating in a specific activity, such as sports or ritual competition, and are not staying for the entire Conclave, they may be registered under the competition only category and pay only that fee. **They may not stay at another hotel or with a friend and may not be a voting delegate**; they may only attend the activity they have registered for on that day only and then leave the area.

The Conclave Director will help in finding roommates for any members or advisors. If you do not have enough members to fill a room, contact other Chapters in your area for assistance.

An Advisor and DeMolay sharing a room is "**STRICTLY PROHIBITED**" and will not be allowed, unless by special dispensation from the Executive Officer.

There must be one Advisor from each Chapter for every 10 DeMolay's and one approved Female Chaperon for every two Sweethearts registered. Chaperons may not room with the Sweetheart during Conclave. Other Female Guests under the age of 21 must have one Chaperon per 3 female guests and need not be registered in the same room. All Female Chaperons must have the approval of your Advisory Council and the Director of Ladies Activities.

**Registration forms must be received by Dec 26th,2017
postmarked by Dec. 22nd, 2017, (may be emailed)**

Please return the completed forms
along with a Chapter Check (no personal checks) for the full amount to:

Athena Mock
Conclave Director

205 Tangelo Ave
Fern Park, Fl. 32730

angelwatcher7@aol.com
407-923-7132

Florida DeMolay Conclave Registration

Chapter _____ City _____

In each block below register 1, 2, 3, or 4 people for each room. Designate the number of days and the class. CLASS DESIGNATIONS: D-DeMolay; A-Advisor; C- DeMolay Candidate
 S-Sweetheart; SC-Sweetheart Chaperone; G-Guest (including Wives, mothers and all other Guests).

# OF NIGHTS	NAME	CLASS	YOUTH AGE

# OF NIGHTS	NAME	CLASS	YOUTH AGE

REGISTRATION FOR COMPETITION ONLY:

FINANCIAL SECTION:

Staying for full Conclave:

Number roomed	1	in a room	_____ x \$ _____ = \$ _____
Number roomed	2	in a room	_____ x \$ _____ = \$ _____
Number roomed	3	in a room	_____ x \$ _____ = \$ _____
Number roomed	4	in a room	_____ x \$ _____ = \$ _____

Staying for One Night:

Number roomed	1	in a room	_____ x \$ _____ = \$ _____
Number roomed	2	in a room	_____ x \$ _____ = \$ _____
Number roomed	3	in a room	_____ x \$ _____ = \$ _____
Number roomed	4	in a room	_____ x \$ _____ = \$ _____

Number registered for Competition Only _____ x \$ _____ = \$ _____

Number for Extra banquet Tickets _____ x \$ _____ = \$ _____

TOTAL AMOUNT OF CHECKS _____

MAKE CHAPTER CHECKS PAYABLE TO FLORIDA DeMOLAY

Advisor in Charge _____ Phone or Email _____

Florida DeMolay General Conclave Rules, Dress, & Regulations

One of the best, most pleasant events of the DeMolay year are our Conclaves. Everyone will have a much more enjoyable time if we all obey a few ground rules.

Our Statutes prohibit behavior likely to bring disrespect upon the ORDER OF DeMOLAY and conduct unbecoming that expected of a member of our Order. Additionally, the laws of the host city, the State of Florida and the United States, are to be obeyed at all times by everyone attending Conclave.

The following general rules are for the protection of everyone at Conclave.

1. Our Statutes prohibit possession, use or consumption by DeMolays at Conclave of beer, liquor, or controlled substances, including but not limited to cannabis, hallucinogens, or other substances defined as "Controlled" by Florida law. We have zero tolerance to a breach of these rules.
2. NO TOBACCO PRODUCTS. The use of any tobacco products, cigars, cigarettes, snuff, or chewing tobacco, will not be allowed by any DeMolay during Conclave or at any sanctioned DeMolay function.
3. For your own protection and the protection of others, possession of firearms, fireworks, or other explosives, switchblade knives and other like item or materials are prohibited.
4. No DeMolays are allowed on the floor where Sweethearts are housed.
5. Dress for the evening meals will be shirt and tie. Coats will be optional.
6. Shirt and tie are required for all Delegate Sessions and the General Opening. Dress for the Banquet is formal or semi-formal.
7. Swimming suits are not allowed in the Hotel Lobby. .
8. No Sweethearts or female guests are allowed on the floor where DeMolays are housed.
9. Any damage to the hotel room will be billed to the persons registered in the room.
10. Room occupants are responsible for all incidental charges such as telephone calls out of the hotel, special TV charges, etc and will be paid at the time of checkout from the hotel.
11. Anyone observing a breach of these rules shall immediately report the activity to the Conduct Room.
12. All individuals registered at Conclave, **MUST** be registered with the Chapter in their area. If you are registering with another Chapter, it **WILL** require the approval of the Chapter that you are registering with **AND** the Chapter that is closest to you.
13. DeMolay's allowed to drive to Conclaves **MUST** turn in the keys of their vehicles to their Advisor in charge upon arrival.
14. All registrations must be made through Florida DeMolay – no direct reservations to the hotel will be allowed.
15. No skateboards, roller blades or roller skates will be allowed.

In the event that the Conduct Committee determines that a breach of these rules has occurred in any area at Conclave, all persons involved will be subject to being immediately sent home. Provided, that if the event is an isolated occurrence and no actual or constructive knowledge of the breach of infraction can be attributed to all persons in the area, only those involved in the event will be sent home. If a person(s) are sent home, his/her parents are responsible for all transportation charges and will be immediately advised of the reason for the individual's expulsion from Conclave. No refund will be made to those persons sent home.

I have read the above rules and regulations and agree to abide by them.

Advisor in Charge _____
Date _____

CONCLAVE PACKING & CHECK LIST

In the past, there have been problems with some individuals attending our Conclaves for the first time not being properly prepared. This list is enclosed in your Chapter's packets and should serve as a guide in assisting your DeMolays to prepare for their stay at Conclave. Please make copies and distribute among your DeMolays going to Conclave.

- _____ 1. Medical Release Form
- _____ 2. Toothbrush and Toothpaste
- _____ 3. Deodorant and Shaving Gear
- _____ 4. Swimming Suits
- _____ 5. "T" Shirts and Shorts
- _____ 6. Sneakers
- _____ 7. Extra Underwear
- _____ 8. Dress Shirts and Neck Ties
(REQUIRED for evening meals AND Delegate Sessions)
- _____ 9. Dress slacks and dress shoes
- _____ 10. Sport Coat and/or suit
(REQUIRED FOR Banquet, optional for evening meals)
- _____ 11. Sports and Dress socks
- _____ 12. Note Pad, Pen and Pencil
- _____ 13. Extra Spending Money
(enough for snacks, lunches and souvenirs)
- _____ 14. Proficiency Card
(REQUIRED to compete in Ritual and Sports competitions – not required for new members Initiated at Conclave)
- _____ 14. Hawaiian attire if you have it
- _____ 15. Talent for the Talent Show!!! Prizes for the top three talents.

FLORIDA DeMOLAY MEDICAL RELEASE
AND CONSENT FORM

NAME _____

ADDRESS _____

CITY _____ ZIP _____

I hereby promise to conduct myself in a responsible manner and abide by DeMolay rules and regulations; and to follow all the rules and regulations of this DeMolay event. If I do not abide by this promise, I will be subject to being returned home immediately at my expense and no refunds will be given for any fees paid. In consideration of Florida DeMolay accepting this registration, I shall indemnify and hold harmless Florida DeMolay, DeMolay International and all Affiliated Organizations from and against any and all penalties, losses, costs, damages, suits, judgments, claims, demands, expenses and liabilities of any kind or nature whatsoever, arising directly or indirectly out of or in connection with my attendance at this DeMolay event.

(Participant's Signature)

(Date)

CONSENT AND RELEASE

I, the undersigned Parent or Legal Guardian of the above identified minor, do hereby give my consent and permission for him/her to participate in all activities and events conducted by Florida DeMolay, DeMolay International and all Affiliated Organizations. I agree to release and hold harmless Florida DeMolay, DeMolay International, all Affiliated Organization, and their members, advisors, and officers, from any and all claims or cause of actions, which the undersigned has or may have. In the event of injury or illness of the above named minor, I hereby authorize any adult advisor in attendance to secure, and any physician to provide, such emergency treatment as may be deemed necessary by those present including but not limited to hospitalization, injections, anesthesia, surgery, diagnostic radiology, blood transfusions and medications. I understand that reasonable efforts shall be made to contact me prior to medical treatment.

Florida DeMolay should be aware that this minor has experienced problems with the following:

<input type="checkbox"/> Appendicitis	<input type="checkbox"/> Ear Trouble	<input type="checkbox"/> Frequent Colds	<input type="checkbox"/> Rheumatic Fever	<input type="checkbox"/> Convulsions
<input type="checkbox"/> Epileptic Seizures	<input type="checkbox"/> Heart Trouble	<input type="checkbox"/> Sinus Trouble	<input type="checkbox"/> Cramps in Water	<input type="checkbox"/> Fainting
<input type="checkbox"/> Hernia	<input type="checkbox"/> Throat Infection	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Allergies	<input type="checkbox"/> Fatigue
<input type="checkbox"/> Other _____				

(Parent or Legal Guardian signature)

(Date)

I may be reached at the following numbers.

HOME () - _____ WORK () - _____ OTHER () - _____

MEDICAL INSURANCE INFORMATION

Insurance Carrier: _____ Policy Holder: _____

Policy/Group Number: _____

For Emergency Authorization Contact: _____

Telephone Number: _____

**FLORIDA DeMOLAY
MEDICATION USAGE/DOSAGE FORM**

NAME _____

DATE _____

NAME OF PRESCRIPTIVE MEDICATION _____

HOW PROVIDED: LIQUID ___ TABLET ___ CAPSULE ___ POWDER ___ OTHER _____

COLOR OF MEDICATION _____ SHAPE _____

STRENGTH OF MEDICATION _____

PURPOSE OF MEDICATION _____

DO YOU HAVE ANY ALLERGIES _____

DATE MEDICATION STARTED _____

PHONE NUMBER(S) OF PARENTS/GUARDIAN - HOME _____

WORK _____

DOSAGE INFORMATION:

DOSAGE _____

TIMES OF DOSAGE _____

DAYS OF DOSAGE _____

SELF MEDICATED _____ ADULT/ADVISOR TO PROVIDE _____

LOCATION OF MEDICATION WHILE AT CONCLAVE _____

**NAME OF ADULT/ADVISOR APPROVED TO GIVE MEDICATION TO THE DeMOLAY,
ADVISOR, OR FEMALE GUEST NAMED ABOVE:**

PARENT/GUARDIAN SIGNATURE _____

**PLEASE MAKE SURE THAT THE INFORMATION ON THIS FORM IS THE SAME AS THE
INFORMATION ON THE MEDICATION BOTTLE LABEL.**

**This form should be filled out in it's entirety for each medication that a DeMolay, Female Guest, or
Advisor may be taking.**

**(Please feel free to make as many copies of this form as are needed for your Chapter to attend
Conclave.)**

DeMOLAY MINI-CONCLAVE 2018
OLD SOUTH TOURNAMENT
RITUAL REGISTRATION FORM

(Please type or print neatly)

Chapter _____

City _____

Individual competition are \$5.00

Team \$10.00

Champion Division \$10.00

Ritual fees are nonrefundable if a no show occurs for the competition*

Advisor In Charge: (Name of Advisor attending Conclave)

Name: _____

Phone Number: _____

Mail Entry Form to: Athena Mock 205 Tangelo Ave Fern Park, Fla. 32730

Email to: angelwatcher7@aol.com 407-923-7132

Forms must be received by Dec 26th, 2017

The following Old South Tournament Evaluators from our Chapter will be attending Conclave and will be available to evaluate the Ritual Competition:

List O' Competitions Mini-Conclave 2018

Individual DeMolay Degree

Master Inquisitor
Senior Inquisitor
Junior Inquisitor
Jacques DeMolay
Geoffrey de Charney
Orator

Ind. DeMolay Degree (Champions)

Master Inquisitor
Senior Inquisitor
Junior Inquisitor
Jacques DeMolay
Geoffrey de Charney
Orator

Recognition Pin Presentation Ceremony (Team)

Cross of Honor (Team)

Exam Queries

Exam Queries (Champions)

Flower Talk

Flower Talk (Champions)

Ceremony of Light

Ceremony of Light (Champions)

Individual Preceptors

1P
2P
3P
4P
5P
6P
7P

Individual Preceptors (Champions)

1P
2P
3P
4P
5P
6P
7P

Knight of Rose

Priory Princess Investiture

DeMOLAY MINI - CONCLAVE
****** 2018 ******
STATE SPORTS COMPETITION REGISTRATION FORM

Chapter: _____ City: _____

List the number of competitors in the blank for each competition. After which enter the amount of the event and extend the total. **Sports fees are not refundable if a no show occurs for that competition.**

EVENT:	# ENTERED/ENTRY FEE/TOTAL FEE (Per Person or team)	CONTESTANTS NAME (Use reverse side for additional names)
Doubles Eight Ball Pool	_____ x \$15.00 = _____	_____
Basketball (Team Entry)	_____ x \$30.00 = _____	_____
Flag Football (Team Entry)	_____ x \$30.00 = _____	_____
Chess	_____ x \$ 3.00 = _____	_____
Darts	_____ x \$3.00 = _____	_____
Total Monies Submitted:		\$ _____

Make Checks payable to: Florida DeMolay.

Mail Entry Form and check to:
 Athena Mock
 205 Tangelo Ave
 Fern Park, Fl 32730
 Or Email to: angelwatcher7@aol.com

All Entry Forms and Checks MUST be received by Dec 26th,2017

Bowling Tournament – Bring Scorecards (certified by Chapter Advisor or his designate) to Conclave to enter competition.

CONDUCT COMMITTEE INFORMATION

Please take note that this form **must** be completed and returned with the Conclave Registration Form indicating which Advisor from your Chapter will serve as a member of the Conduct Committee. Any registration form that is received without this information will be returned to you by the Conclave Director. This information is **REQUIRED** to be completed by every Chapter attending Conclave.

CHAPTER _____ CITY _____

The following Advisor(s) will be our Chapter's representative on the Conduct Committee and agrees to work with the Director and Assistant Director of Conduct at Mini Conclave 2018.

(Name)

We ask that you please provide us the name of a DeMolay from your Chapter who will be attending Conclave, is over the age of 17, and whom you think is mature enough to work with the Conduct Committee. This information is voluntary, but we would like to have several DeMolays recommended from throughout the state.

CHAPTER _____ CITY _____

The following DeMolay is being recommended by our Chapter to work with the Conduct Committee at Mini Conclave 2018.

(Name)

PLEASE TAKE NOTE OF THE FOLLOWING

There will be a cancellation fee of **\$25.00** for any person who is registered to attend Conclave and does not show **and** no one else takes their place. The reason for this fee is due to the fact that prior to our arrival at the hotel, we have already given the hotel a guaranteed number of persons for our meal functions and we will be charged for those meals.



Sweetheart, Court, Ladies and Female Guest Registration

This form is for to allow the State Sweetheart Committee and Director of Ladies activities to know what ladies that are attending Mini Conclave.

Chapter: _____

Chapter Sweetheart and Court

Title	Name	Chaperone

Female Guest

Name	Title	Chaperone (if needed)

Female Chaperone

Name	Phone Number

Certification of Election Form

(To be mailed within 24 hours following Election)

Chapter: _____ Date of Election: _____

Please complete all information on this form. Use full first, last names and middle initials.
Please bring completed form to Conclave and turn into the Conclave office.

The following DeMolays have been elected to serve this Chapter for the next term of office from
_____ to _____.

Master Councilor

Name _____

Address _____

City/Zip _____

Phone (____) _____

Junior Councilor

Name _____

Address _____

City/Zip _____

Phone (____) _____

Chairman

Name _____

Address _____

City/Zip _____

Phone (____) _____

Chapter Information

Meeting
Place _____

Chapter
Meeting Nights _____

Meeting
Address _____

City
& Zip _____

Of Current Active Advisors _____

Senior Councilor

(____) _____

Scribe

(____) _____

Chapter Dad

(____) _____

Installation Information

Date
& Time _____

Location _____

Meeting Time _____

of Current Members _____

Florida DeMolay Delegate Certification

The voting Delegates at Conclave will receive a different Name Tag so please fill out the following and return with your Registration.

The following are Voting Delegates of _____ Chapter

Please Print

Name

Office

Advisor in Charge

E-Mail