



Requirements for the
**Past Master Councilor's
Meritorious Service Award**



Effective: Sept 1 2016

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 in Ontario 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.

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 Ontario 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:

- Memorize the Master Councilor's entire portion that appears in the Ritual.
- 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.
- 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:
 - i. 1. Social
 - ii. 2. Civic
 - iii. 3. Fund Raising
 - iv. Masonic Service
 - v. Athletic
- d) You must initiate half of your Chapter's yearly membership goal of 10 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 10's reporting new initiates reach the DeMolay Canada 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:

- Submit a complete explanation of the items above (A-G).
- Make an analysis of your printed program, explaining results of each activity.
- 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!)

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 - Civic Activity
 - Fund Raising - 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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- ✓ Statement concerning Chapter Attendance - include a listing of attendance by meeting to show overall participation at meetings.
- ✓ You must see that all Form 10'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:

DeMolay Ontario
3188 Windwood Drive
Mississauga, On L5N 2N4

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 Mississauga. (Address is: 3188 Windwood Drive Mississauga, On L5N 2N4)

** 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.

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(SAMPLE LETTER !)

PMC-MSA
LETTER OF INTENT

Ontario DeMolay
3188 Windwood Drive
Mississauga, On L5N 2N4

DATE: March 27, 2016

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: _____
City: _____
Term Began: _____
Approved by: _____

Telephone No _____
Postal Code: _____
Term Ends: _____

Advisory Council Chairman

Chapter Advisor

Ritual Advisor

Date _____

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PMC-MSA Initial Letter Page Two
(To be completed by the Master Councilor-Elect)

SECTION I - INSTALLATION

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

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.

Members of the Installing Team will be: Chapter _____

Installing Officer	_____	Sr. Councilor	_____
Jr. Councilor	_____	Marshall	_____
Chaplain	_____	Senior Deacon	_____

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 _____

Have you sent a written invitation to the Executive Officer, the O.P.C. Officers and other key leaders? _____

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

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

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

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

PLEASE ATTACH a copy of the proposed Installation Program.

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

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

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PMC-MSA Initial Letter Page Three
(To be completed by the Master Councilor-Elect)

SECTION II - CHAPTER OPERATIONS

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

EVENT DATE	PROJECT LEADER	ADVISOR
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)	_____	_____

What type of activities have been planned for the following:

ATHLETICS: _____

SOCIAL: _____

FUND RAISING: _____

COMMUNITY (Civic)
SERVICE: _____

SERVICE TO
SPONSORING BODY: _____

CHARITABLE
SERVICE

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PMC-MSA Initial Letter Page Four
(To be completed by the Master Councilor-Elect)

What plans have been made for:

OPC. Convention:

DeMolay
Leadership
Conference

Chapter Visitations:

DeMolay Month:

DeMolay Education:

New Member
Orientation:

L.C.C.:

RD:

Merit Bars:

Youth Protection
Program:

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

What plans have you made to acquire new members for your Chapter?

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(To be completed by the Master Councilor-Elect)

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

Have you scheduled ritualistic practice sessions for your Chapter?

Have you completed the L.C.C.? Which courses? 1 2 3 4 5

Have you received your Representative DeMolay Award?

(Date of Installation) **(Signed by Master Councilor-Elect)**