



Order of DeMolay  
Membership Handbook

# Introduction

Before implementing any one of the membership plans included in this manual it should be strongly stated that the best possible recruiting tool any chapter has is the chapter and its members. This may sound a bit simple so an explanation may be helpful.

An active chapter is going to generate a buzz around it. Members will talk to their friends and colleagues about the fun things they did and the great places they went. If a chapter has a dynamic and entertaining calendar with a healthy dose of generally fun activities and fund raisers (which can also be fun) then the enthusiasm that is generated by that well run and active chapter will make recruiting new members a snap.

Almost every chapter activity should be a prospect friendly event with some events set aside solely for members to indicate an added benefit to membership. Boys will join because they have fun with your members and the activities they participate in not because they like walking around in robes and reciting ritual. Obviously these are not things that should be ignored. But they are generally not reasons boys will join a chapter. Ultimately, boys will join because they are having fun and see another group of boys they want to get to know and have had fun with already.

Each of the programs in this manual assumes a strong chapter environment. Good advisors, even if it is only a few, and an active, well planned and well executed calendar, with dates and times that can be relied upon. This may sound like you have to have a large chapter in order to utilize any of these programs. Quite the contrary. Large chapters can definitely execute these programs but even the smallest chapter can implement the plans and get good results. The important factor is not the size of the chapter membership but the **consistent quality of the program**. If the chapter is planning and executing events well, the boys will get excited (even if your numbers are small) and talk about it to their friends and eventually invite them to attend another event where they can get better acquainted and get excited about your chapter. In other words, **if you build it they will come**.

Recruiting boys without having a solid chapter program in place can be harmful and counterproductive to your efforts. If you promise the moon to parents and boys and then don't deliver they will lose interest quickly and feel as if they have been tricked or misled. Having a six month advance calendar of activities planned and ready to go is a much better strategy than getting the boys in first and then hoping you can find something to do with them once they are there. First of all, it is a lot easier to recruit if you have something to invite them to that is fun. Secondly, it makes it easier to invite them to several events over time if they have already been planned, which is a part of most of the recruiting models we recommend. To ensure the events are activities they are interested in, **consult the members about their preferences and implement their ideas when possible**.

Ultimately, these membership programs may not be necessary for your chapter if you are doing everything right and getting in large numbers of new members on a consistent basis. But if you are doing that, you are probably running a very active chapter program... which supports everything stated above. But if you are interested in these programs it is probably because you are not getting the large numbers of new members you would like and are seeking some assistance. Use these plans to get your chapter focused on membership and as a starting point for your chapters recruiting efforts. You may want to continue one of these plans to keep you consistently focused on membership. But if you are running a top notch chapter program, your need for such assistance will soon fade because the boys won't be able to stop talking about the wonderful things they are doing at DeMolay and the members will continue to be drawn to your chapter for years to come.

## Creating a Useful General Perspective

***It is important to realize and accept that it is possible to do something you have always done and maybe even done well but if you do it with a different mindset, your actions will yield better results.***

It is very reasonable to assume that you do a reasonable job in managing your chapter. But reasonable is not the same as doing it well. Sometimes doing it well means gaining perspective about why you do something so that you can execute that procedure better and with a clearer understanding of why you do it at all.

There is a common belief that solutions to membership problems are complicated. In truth, the solution is actually simple. But it is probably accurate to say that the solution is not easy. It will indeed require some sustained effort on all of our parts. But in the end, if you adopt the attitudes and procedures recommended in this handbook, new membership as well as current member retention will eventually take care of themselves.

Let's face it. We have, over the last several decades, done very little to promote DeMolay in the community. Maybe it's shyness or maybe it is just an overriding sense that somehow self-promotion is not what we are all about. And it is a good sign that this general sense of discomfort with self-promotion is engrained in our DeMolay DNA. It shows that DeMolay itself is doing a good job of teaching that service for the purpose of serving others' needs and not our own, is worthy behavior in itself. And within our order this attitude should still be encouraged. But when it comes to promoting what we do and giving young men the opportunity to learn and experience what we do, this particular attitude has turned into our greatest failing.

There are no magic bullets that will solve our membership issues overnight. The truth is that expecting immediate results is another one of our failings. We live in an "I need it now" environment and our troubles in membership are indeed in need of immediate attention. But expecting rapid results causes us to look for short cuts to ease our current pain. But taking shortcuts in the long run, ultimately adds to our future problems. Quality and effectiveness will suffer greatly if we buy into the notion that we must solve this problem and solve it now with band aids and duct tape. This in turn will most definitely result in a lower quality young man which will do him no good and also reflect poorly on our order overall. At some point, if we cut out too much of what makes DeMolay "DeMolay", we may not have a DeMolay that we recognize or want in the future. A commitment to quality is our greatest asset to achieving success in our membership efforts.

For any plan that is executed in an effort to improve membership, it needs to be accepted that success will take time and that quality will always be at the heart of our endeavors. This does not mean that we should not expect results or anything less than our best efforts.

It simply means that **good results will take time and we need to be diligent in our efforts and patient in our expectations.**

### Avoid Analysis Paralysis

One of our greatest failings is that we devise a plan, think it through, come up with actions to take, and then rather than put those action into play, we try to figure out where every possible failure may come from and try to devise a method for overcoming our still imaginary and, as of yet, non-existent problem. This is a manifestation of a fear of failure. Additionally, nobody wants to waste his or her time. But none of this delaying and re-thinking does you any good. This does not mean you should not try to head off obvious problems in advance of their occurrence. Instead what this means is do something in a well-planned manner. Take action and see how it works for you. Assess your results and make adjustments where necessary and then do it again. The most important thing to do is *do something*. Take action and get started. **Don't become paralyzed by fear or over thinking. Become energized by taking a positive action now.**

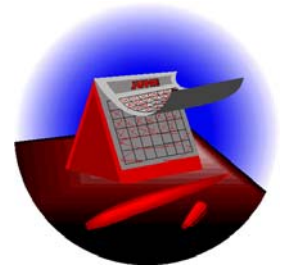


### The Three R's of Membership



### Three Simple Steps to a Better Recruiting Chapter

- 1) Pre-planned, printed, reliable, distributed, Six Month chapter calendar
- 2) Do the Investigations...always
- 3) Develop and Execute a New Member Orientation Program



# 1) The Six Month Calendar

## *Why Pre-Planned?*

Because it requires the chapter and its leadership to look ahead and prepare for the events. This helps to avoid cancelled events. It helps to avoid poorly executed events. Both of which can have a negative impact on the moral and recruiting power of your chapter.

## *Why Printed?*

- a. It gives the members something tangible to reference. A visual item that they can keep track of and look to for ideas and personal scheduling.
- b. It also gives them something to show their friends. If their friends see the calendar and see that a fishing trip is coming up, he might ask about it and the chapter's other activities.
- c. It's a reminder to ask friends who enjoy a particular activity to come along. If a member has a friend that really likes hiking, a hiking trip on the calendar might jog his memory to invite his friend.

## *Why Reliable?*

- a. As was mentioned in the introduction of this manual, who would invite a friend to attend an event that might not happen? They don't want to look foolish to their friends.
- b. Members of chapters who regularly cancel events don't stay members very long. There are plenty of organizations in the community that are executing events regularly and reliably to keep their interest. If DeMolay isn't one of them, they will probably not attend.

## *Why Distributed?*

What's the point of having a calendar if nobody has it in their hand to reference?

## *Why Six Month?*

- a. Allows you to look at the whole picture and see if there are any gaps or holes in activity for the chapter.

b. Gives you a point of reference in terms of time to plan the upcoming events. Sometimes time can get away from us and we lose sight of how close an event is or how long it might take to plan it. The Six Month calendar helps to reduce this problem.

***When making a calendar, get the members involved. People of all ages like to be consulted. If their ideas are brought into the calendar, they are more likely to support the project and attend the event with friends. People will support and nurture what they create.***

Ultimately the question that needs to be asked when developing the calendar is this...

***“Is it easier to explain DeMolay or is it easier to experience DeMolay?”***

Most people say it is easier to experience DeMolay. The calendar needs to be developed as a representation of the DeMolay experience both from a member’s perspective and a prospect. An effective calendar makes it almost unnecessary for a young man to have to explain DeMolay because he can simply invite his friends to experience it.

***How does the Six Month Calendar assist with the Three R’s?***

### **Recruiting New Members**

With a calendar of this caliber, it is easy for members to invite their friends to attend. This avoids the awkwardness that often comes with explaining DeMolay. The easier and more comfortable the members are the more likely they are to invite someone. But if the event is poorly managed, they will get an unfavorable impression of the organization and therefore may not be interested in joining. That is why all of the components of the calendar listed above must be applied.

### **Retaining Current Members**

As mentioned before, the members should be involved in the development of the calendar so they should support it. Only the members know what they are interested in. Advisors can offer suggestions of fun and useful projects that have been done in the past, but it up to the members to keep the momentum of the chapter moving forward with activities that matter to them.

### **Reactivating Members**

There is always a portion of your membership that fade into the background for one reason or another. If one of those reasons was poor execution of the basic chapter program (i.e. Calendar) then this might be a way to get them back. Sending them a letter saying that they

are missed along with a copy of the calendar might be the little push they were looking for to come back to the chapter that they saw a value in at some time in the past.

## **2) Doing the Investigation...always**



Read the section starting on page 34 regarding the importance of investigations.

The end result of a well executed investigation is that if you are able to make an impression on the candidate and three of his friends without him having to say more than he knows or making him feel uncomfortable.

Once the investigation is done and the candidate is in the chapter, tell him that the referrals he gave sounded like pretty good guys and ask him to invite “Billy” to the next fun event on your six-month calendar. In essence, you are creating a membership machine.

## **3) Create a New Member Orientation Program**

See Page 44 for a recommended but alterable New Member Orientation Program.

Ultimately this program is meant to show both the candidate/member and his parents that DeMolay is not only a fun organization but also a group that has its act together and cares about its members of whatever duration of membership. By making this impression through a professional and personalized set of actions, you are setting yourself above many other youth orders and showing the member and his parents that your chapter exemplifies what it claims to teach as it pertains to brotherhood, maturing, gaining useful experience, respect, and quality of execution and purpose.

In the end, as an organization, we need to execute or chapter programs with the understanding that we are a quality organization with a praiseworthy purpose. If we are not going to openly promote our organization to the public, the next best tool available to us is to be our own best examples of what we represent and do for the community.

There is a difference between acquiring members and attracting members. Acquiring a member means that someone has said yes to our efforts to recruit them. Attracting members means we are doing things so well that people will not only know of our efforts and purpose but that they will seek us out because we offer that which they desire most and we do it in a way that promotes and encourages high standards in a supportive, interactive and fun way.

# Chapter Prospect Party

## Basic Outline

Members of the chapter give you (the advisor) the names of 5 boys they can think of for consideration for membership.

## **Labor required:**

- 1) Leg work, contacts
- 2) Face to face discussions
- 3) Plan and execute meet and greet (prospect party)
- 5) Plan and execute or attend 2 fun chapter, district, or jurisdiction event coming soon

**Time Frame:** 2-3weeks from beginning to end

## Basic Game Plan

- 1) Gather all of the names from the membership of the chapter.
- 2) Plan a fun event or a standard “Prospect Party” with information and probably food. If food is served a fun activity may follow but not necessarily.
- 3) Have the member who is sponsoring the prospect follow up with a phone call or other contact and confirm prospect’s attendance.
- 4) Have the activity or meet and greet (prospect party)
- 5) Invite prospects to an upcoming fun chapter event
- 6) Have a fun event and invite them to another
- 7) Have/attend second fun event and sign petitions

The following set of actions can of course be modified to fit the chapter’s own unique conditions. However, certain items are **CAPITALIZED**, **in bold**, or *italic* and should not be modified from what is recommended. Each of these items is stated a particular way to create a desired affect.





# Taking Action



## **Action #1**

Make a list of all of the prospects you think you want to contact about this event. Member invites prospect and his parents to the “Prospect Party”. Get the address, e-mail, and phone number of the prospect.

## **Action #2**

Send a letter and a DeMolay brochure to the parents of the prospect. Include the DeMolay brochure. It should be informative enough for the time being.

## **Action #3**

Make sure the members who have prospects are regularly in contact with their prospect. Have them phone two weeks *and* one week before the event and confirm the prospect and their parents’ will be attending. It is important that the parents attend this initial meeting. On the one-week call confirm that they know where and what time the event is being held. Tell them that they are there as your guests and that you are looking forward to meeting them. It is a good thing to have the boys do this. But if the adults want to do it because the chapter is very young, that is fine.

## **Action #4**

At the meet and greet you serve a light meal and have a guest speaker explain DeMolay and answer questions. You can also show parts of the DeMolay video or use the disc.

## **Action #5**

When meet and greet is over you invite those boys and their parents in attendance to a **FUN** project or event within the next few days to one week (not weeks). A written invitation with pertinent information should be available at the event. Those very interested boys can of course sign petitions right then. Get phone numbers and e-mails but **DO NOT ASK THEM TO JOIN OR SIGN PETITIONS IF THEY DON’T ASK TO JOIN!**

## **Action #6**

Make phone calls and send out e-mails, several days in advance, to remind the prospects of the event coming up. Make sure you remind them of dress codes, if any apply.

## **Action #7**

Have a **CHAPTER** fun event and occasionally talk to the prospects and parents about DeMolay during and after the event. Make sure this is something that has a lot of participation and interaction among all in attendance; pool party, beach trip, indoor rock climbing, etc. If they want to join at the end, sign them up. If not, **DO NOT ASK THEM TO JOIN OR SIGN PETITIONS!** Invite them to another bigger event

on a chapter or larger scale. Also tell them that if they have any friends that they think would enjoy this sort of thing to invite them as well.

### Action #8

Make phone calls and send out e-mails, several days in advance, to remind the prospects of the event coming up. Make sure you remind them of dress codes, if any apply.

### Action #9

During this down time between events, the member who invited the prospect should be talking to his prospect and telling him all of the great things he has been doing with DeMolay and even inviting him to those other activities. The prospect may be willing to sign the petition earlier than the next event if he is having fun.

### Action #10

After the next event, ask them if they are having fun. (make sure they have actually had fun). At this point, if they say yes, have the Master Councilor or other senior member tell them-


*“I have discussed it with the other boys and they are interested in having you (THE PROSPECT) join the chapter. How do you feel about that?”*

**SAY IT JUST LIKE THIS OR SIMILARLY. DO NOT ASK THEM IF THEY WANT TO JOIN DEMOLAY!**

You might be inclined to do this after the first event. Each situation is different and there may be an opportunity to try this. If you think there is a reasonable chance the answer would be yes, then do it. The reason for the second, bigger event is to give the organization size, scope, and depth. If the prospects see several close together events, they will be more excited and therefore more likely to join. The two-event idea has worked with a measurable degree of success. But it doesn't mean one event won't be enough. Use your judgment in this process. The key here is- *don't ask questions you don't already know the answer to.*

### **Benefits**

- 1) Gets the DeMolay's friends involved with the chapter slowly and easily
- 2) Easy access and familiarity with prospects makes it comfortable
- 3) Gives the chapter and its advisors a systematic process for getting new members
- 4) Includes the DeMolays; gives a sense of ownership of the chapter and the process
- 5) You always know when your prospect party is going to be so you can plan and execute it well



Some thoughts

A chapter should be doing a prospect party *at least once in each term*. Put it on the calendar, plan for it, and execute it regularly.

It probably doesn't need to be said but it will be said now for the purpose of covering all the bases, you do not and should not wait for your prospect parties to invite boys to join your chapter. The process outlined here can, in essence, be done all the time. Take away the prospect party planning portion and you have a pretty good recipe for consistent and continuous recruiting. It's just that the prospect party gives the chapter a little more focus on membership at two specific times throughout the year.

Advisors should take the lead on this one in the beginning. But involve the boys as much as possible. The truth is that this is a program the boys can run pretty well on their own once they know what to do. They can even do the phone calling. So get them involved early and more involved as time goes on.

It shouldn't be lost on anyone reading this program outline that follow-up and event planning are two of the biggest parts of this process. It also requires a degree of forward planning and an active chapter program. If your chapter is not active with events, it will be hard to entice the prospects to keep coming back or to join.

***BE SURE TO READ THE SECTION STARTING ON PAGE 34 REGARDING THE APPLICATION AND INVESTIGATION PROCESS.***

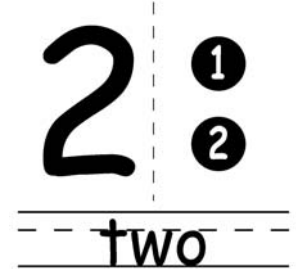
# “Just Two Boys” Program

## Basic Outline

Contact members of the local community and have them give you the names of the two best boys they can think of for consideration for membership.

### **Labor required:**

- 1) Leg work, contacts
- 2) Face to face discussions
- 3) Printing
- 4) Plan and execute meet and greet (prospect party)
- 5) Plan and execute or attend 2 fun chapter, district, or jurisdiction event coming soon



**Time Frame:** 2-3weeks from beginning to end

## Basic Game Plan

- 1) Think of all of the people, adults and teens that have regular contact with the age group you are looking for. 12-16 is the best range.
- 2) Approach these people one-on-one and ask them for just 2 boys or send out alternate letter and response card
- 3) Go back two to three days later or make follow up call after receiving response card in mail
- 4) Talk a bit and offer meet and greet invitation to the boys they thought of
- 5) Have the meet and greet (prospect party)
- 6) Invite prospects to an upcoming fun chapter event
- 7) Have a fun event and invite them to another
- 8) Have/attend second fun event and sign petitions

The following set of actions can of course be modified to fit the chapter’s own unique conditions. However, certain items are CAPITALIZED, **in bold**, or *italic* and should not be modified from what is recommended. Each of these items is stated a particular way to create a desired affect.

# Taking Action



## **Action #1**

Make a list of all of the people you think you want to contact about this program

Ex.- Coaches, clergy, teachers, family members, store owners that teens frequent, other youth group leaders, parents, neighbors, local politicians, etc.

## **Action #2**

Split the list up among the people who want to do the initial contacting. These people should be good conversationalists and have a good working knowledge of DeMolay. They can be DeMolays or advisors. DeMolays who can do this are probably the best option since the boys can be less threatening to the adults or kids they are talking to.

## **Action #3**

Personalize the fact and name sheet, meet and greet invitations, and event reminders for the chapter and events to follow. (Sample of each provided)

## **Action #4**

You should probably start this activity on a Monday. The timing for the remaining actions works well from this day. But try different days and see how well each works. The chapter will eventually find its way. Working backwards from the final action may help you to better pick a day to start.

*Do as many as you feel necessary in one or two consecutive days.*

Approach each of them individually and say something similar to this:

“My name is \_\_\_\_\_ and I am a member/advisor of \_\_\_\_\_ Chapter, Order of DeMolay. DeMolay is a fraternal organization for teenage boys. We’ve been around since 1919 and we have a variety of sporting and civic service activities as well as social, public speaking, and leadership programs. We even have scholarships to help our members attend college.

Right now we are looking to expand our local chapter and allow a few more boys to join our organization. And that’s what I wanted to talk to you about. We’re not necessarily looking for big numbers. But we are looking for quality for our membership. You work with boys in this age group all of the time. So I need your help.

I am talking to several people in the neighborhood and asking them for a favor. Here is a fact sheet about DeMolay. After reading the fact sheet, I want you to take the next couple of days and think of just two boys that you think are honest, hard working, good young men. Boys that you think will make something of themselves, benefit from our brotherhood, and contribute to our chapter and community. Write their

names down at the bottom of the sheet in the space provided. I don't need anything else but their names for now. When I come back I will ask you more about them but for now I just want you to write down their names. Would you be willing to do this?

(Reply)

I'll be back in a couple of days to talk to you more about this. If after reading the fact sheet, you have any questions, I will be happy to answer them when I come back. Is that OK with you?

**Alternate- Use alternate introductory letter (sample included) instead of face-to-face contact. Provide "DeMolay fact sheet with names" (included) or some other form for the names they suggest and a self addressed stamped envelope in the mailing and follow up by phone or face-to-face after it is received.**

### **Action #5**

**2-3 days later** you return to the people and ask them if they thought of anybody. They will probably have more questions. Answer any questions they have. Discuss each boy they think of. If they sound like boys you'd like to talk to, hand the person the two invitations you have brought with you. These invitations are to a meet and greet the following week.

"These sound like two very good candidates. Here are two invitations to a meet and greet next (day within 7 days of this contact). We'll be serving a light meal and explaining what DeMolay and our chapter do. Both the boys and their parents are invited. Would you mind delivering them to the boys you thought of or would it be OK if I gave them to them myself?"

(Reply)

(Either hand them the invitations for delivery or arrange a time to hand them to the prospects personally)

"I have a third invitation for you if you would like to attend as well. It would be my pleasure to have you learn more about our organization." (This invitation will be slightly different from the one being delivered to the prospect)

### **Action #6**

At the meet and greet you serve a light meal and have a guest speaker explain DeMolay and answer questions. You can also show parts of the DeMolay video or use the disc.

### **Action #7**

When meet and greet is over you invite those boys and their parents in attendance to a fun project or event within the next few days to one week (not weeks). Those very interested boys can of course sign petitions right then. Get phone numbers and e-mails but **DO NOT ASK THEM TO JOIN OR SIGN PETITIONS IF THEY DON'T ASK TO JOIN!**



### **Action #8**

Make phone calls and send out e-mails, several days in advance, to remind the prospects of the event coming up. Make sure you remind them of dress codes, if any apply.

### **Action #9**

Have a **CHAPTER** fun event and occasionally talk to the prospects and parents about DeMolay after and during the event. Make sure this is something that has a lot of participation and interaction among all in attendance; pool party, beach trip, rock climbing, etc. If they want to join at the end, sign them up. If not, **DO NOT ASK THEM TO JOIN OR SIGN PETITIONS!** Invite them to another bigger event on a chapter or larger scale. Also tell them that if they have any friends that they think would enjoy this sort of thing to invite them as well.

### **Action #10**

Make phone calls and send out e-mails, several days in advance, to remind the prospects of the event coming up. Make sure you remind them of dress codes, if any apply.

### **Action #11**

After the next event, ask them if they are having fun. (make sure they have actually had fun). At this point, if they say yes, have the Master Councilor or other senior member tell them-

*“I have discussed it with the other boys and they are interested in having you (THE PROSPECT) join the chapter. How do you feel about that?”*

**SAY IT JUST LIKE THIS OR SIMILARLY. DO NOT ASK THEM IF THEY WANT TO JOIN DEMOLAY!**

You might be inclined to do this after the first event. Each situation is different and there may be an opportunity to try this. If you think there is a reasonable chance the answer would be yes, then do it. The reason for the second, bigger event is to give the organization size, scope, and depth. If the prospects see several close together events, they will be more excited and therefore more likely to join. The two-event idea has worked with a measurable degree of success. But it doesn't mean one event won't be enough. Use your judgment in this process. The key here is- *don't ask questions you don't already know the answer to.*

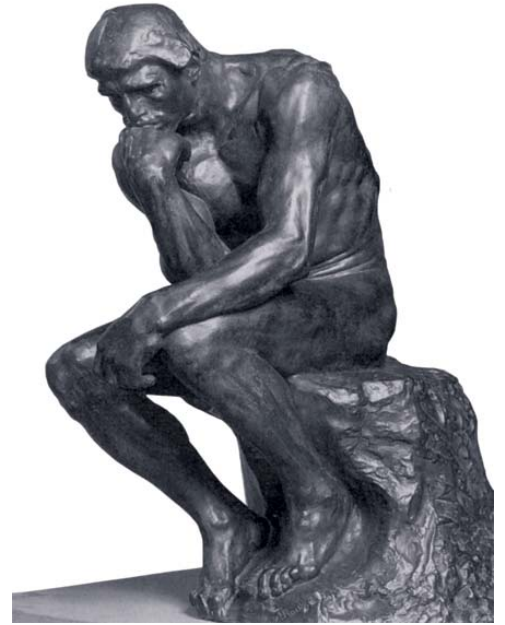
### **Benefits**

- 1) Gets DeMolay's name out in the community among people who have contact with youth
- 2) Methodology implies a desire for high quality young men
- 3) Creates an air of exclusivity and personal benefit to the prospects
- 4) Allows chapter to control number of prospects
- 5) Can be “turned on and off” as recruitment is needed
- 6) Includes the DeMolays; gives a sense of ownership of the chapter and the process

## Some thoughts

It shouldn't be lost on anyone reading this program outline that follow-up and event planning are two of the biggest parts of this process. It also requires a degree of forward planning. One of the diseases plaguing DeMolay currently is a lack of quality chapter events for the members to enjoy and the prospects to attend.

Do not undertake this program unless you are willing to commit to a significant level of follow-up and some very good chapter events.



***BE SURE TO READ THE SECTION STARTING ON PAGE 34 REGARDING THE APPLICATION AND INVESTIGATION PROCESS.***



(Alternate contact letter) *On chapter letterhead*

“My name is \_\_\_\_\_, I am \_\_\_\_\_ years old (only for MC or member) and I am a member/advisor/ Master Councilor of \_\_\_\_\_ Chapter, Order of DeMolay. DeMolay is a fraternal organization for teenage boys. We’ve been serving the community since 1919 and we have a variety of sporting and civic service activities as well as social, public speaking, and leadership programs. We also have several scholarships to help our members attend college.

Right now we are looking to expand our local chapter and accept, into our organization, additional young men from the community. And that’s why we are contacting you. We’re not necessarily looking for big numbers. But we are looking for quality for our membership. You are a well-respected member of the community, who works with boys in this age group frequently. So I need your help.

I am contacting several people in the community and asking them for a favor. I have included a fact sheet about DeMolay. After reading the fact sheet, I want you to take the next couple of days and think of just two boys that you think are honest, hard working, good young men. Boys that you think will make something of themselves, benefit from our brotherhood, and contribute to our chapter and community. Write their names down on the return card (or DeMolay fact sheet with names) provided and return it to us in the enclosed envelope. Please remember to provide your telephone number so that we can call you. I will contact you shortly thereafter and ask you more about your suggestions. But for now just write down their names.

I appreciate your assistance in this process. If you have any questions, please feel free to contact me at (Your phone #).

# The Order of DeMolay- A brief discussion

The Order of DeMolay was founded in 1919, in the aftermath of the First World War, to assist teenage boys in the neighborhood around Kansas City, Missouri, in their efforts to become honorable men of purpose and strength in their community. However, the precepts and teachings of the Order were so universal and rang so true in the minds of all good people that it quickly grew into an international organization of renown and respect.

"In reflecting on my 49 years of public service, I find that the precepts of the Order of DeMolay have been invaluable to me. This was particularly true the two times I was just a heartbeat away from the Presidency of the United States and faced very difficult decisions. My public life, as well as my private life, have been guided by the DeMolay vow - To love and serve God, my country, and my fellow man."

**-CARL B. ALBERT - Former Speaker of the U.S. House of Representatives**

DeMolay is non-denominational and values diversity and tolerance. For over 80 years, DeMolay has taught the precepts of Love of Parents, Faith, Courtesy, Comradeship, Fidelity, Cleanness, and Patriotism. Over that time, DeMolay has guided millions of teenage boys, not only to lives as respectable men of their community, but of success and fame in a variety of chosen fields. As service is an integral part of DeMolay, many go into professions of public service such as U.S. Senators, Representatives to Congress, the military, police officers, and fire fighters. DeMolay counts among its alumni countless local and national officials throughout its long history. Athletes, entertainers, and leaders of industry are also on the roles of DeMolay. But when they were here, they were simply brothers to each other who found value in what DeMolay had to offer.

"In today's society where there is so much violence and heartache, it's a gratifying feeling to know there is such a fine organization as DeMolay to look up to and lean on for guidance and support. I am proud to be a member!" **-FRAN TARKENTON- NFL Hall of Fame Quarterback, Successful Entrepreneur**

Local chapters participate in a variety of activities, all of which are planned, promoted, and executed by the young men of the Order with the assistance and guidance of adults called advisors. Activities include civic service projects, athletics, dances, outdoor activities and a whole host of other events planned and executed by the members. The members are the ones doing the work. The adults are there to support and supervise. This helps to build confidence and self-reliance in the young men of the Order. These traits, when cultivated properly, can result in confident and well-rounded adults.

"It seems that today, many young Americans flock to gangs. They are starved for a surrogate family. They don't have to be. In my generation, and in this one, there is DeMolay to funnel the energies of young Americans into building challenging, inspiring, rewarding and constructive lives for themselves. Young Americans, it's all here in DeMolay. Come and get it!" **-PAUL HARVEY- Radio Journalist**

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Name of Young Man



Name of Young Man

# The Order of DeMolay- A brief discussion

The Order of DeMolay was founded in 1919, in the aftermath of the First World War, to assist teenage boys in the neighborhood around Kansas City, Missouri, in their efforts to become honorable men of purpose and strength in their community. However, the precepts and teachings of the Order were so universal and rang so true in the minds of all good people that it quickly grew into an international organization of renown and respect.

*"I feel a great sense of obligation and gratitude toward the Order of DeMolay for the important part it played in my life. Its precepts have been invaluable in making decisions, facing dilemmas and crises. DeMolay stands for all that is good for the family and for our country. I feel privileged to have enjoyed membership in DeMolay." –Walt Disney*

DeMolay is non-denominational and values diversity and tolerance. For over 80 years, DeMolay has taught the precepts of Love of Parents, Faith, Courtesy, Comradeship, Fidelity, Cleanness, and Patriotism. Over that time, DeMolay has guided millions of teenage boys, not only to lives as respectable men of their community, but of success and fame in a variety of chosen fields. As service is an integral part of DeMolay, many go into professions of public service such as U.S. Senators, Representatives to Congress, the military, police officers, and fire fighters. DeMolay counts among its alumni countless local and national officials throughout its long history. Athletes, entertainers, and leaders of industry are also on the roles of DeMolay. But when they were here, they were simply brothers to each other who found value in what DeMolay had to offer.

*"In today's society where there is so much violence and heartache, it's a gratifying feeling to know there is such a fine organization as DeMolay to look up to and lean on for guidance and support. I am proud to be a member!" -FRAN TARKENTON- NFL Hall of Fame Quarterback, Successful Entrepreneur*

Local chapters participate in a variety of activities, all of which are planned, promoted, and executed by the young men of the Order with the assistance and guidance of adults called advisors. Activities include civic service projects, athletics, dances, outdoor activities and a whole host of other events planned and executed by the members. The members are the ones doing the work. The adults are there to support and supervise. This helps to build confidence and self-reliance in the young men of the Order. These traits, when cultivated properly, can result in confident and well-rounded adults.

*"It seems that today, many young Americans flock to gangs. They are starved for a surrogate family. They don't have to be. In my generation, and in this one, there is DeMolay to funnel the energies of young Americans into building challenging, inspiring, rewarding and constructive lives for themselves. Young Americans, it's all here in DeMolay. Come and get it!" -PAUL HARVEY- Radio Journalist*

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Name of Young Man



Name of Young Man

*(Should be printed on Chapter letterhead)*

Dear (Prospect's first name),

Congratulations! You have been recommended by someone who thinks well of you for consideration for membership into one of the finest young men's fraternal organizations in the world. For over 80 years, The Order of DeMolay has helped fine young men such as you to improve themselves through their membership and participation in our local, statewide, national, and international activities and events. Someone who knows you, maybe a pastor, coach, or teacher, thought well enough of you to recommend you for this honor.

DeMolay does have a selective membership structure and some simple criteria must be met in order to be considered for membership. You must be of good moral character and be recommended for membership by a current member of the Order. We have no specific religious affiliations. DeMolay accepts all faiths and strongly supports the notion of religious commitment and freedom.

DeMolay is controlled by its members. The members decide which programs and events they want to do. They plan, develop, promote, and execute these events with the assistance of the adult advisors. Events can include athletics, outdoor activities, dances, community service, parties, or whatever the members think would be fun. Through your participation in these activities you will learn skills that will help you for the rest of your life. But that is simply an added benefit to you as a member of our fine fraternity. The greatest benefit of all is the sense of brotherhood that is generated throughout our organization. A brotherhood that is available to you.

Past DeMolays include, in their youth, Walter Cronkite, Walt Disney, John Wayne, John Steinbeck and countless successful members of congress, the business community, entertainment, police and fire, and the military.

DeMolay teaches-Love of Family, Reverence for all that is Sacred, Courtesy, Comradeship, Fidelity, Cleanness, and Patriotism. DeMolay is a brotherhood of young men banded together to make each other better while at the same time, having more fun and making more friends than you might think possible.

**Show this letter to your parents!** It is meant to serve as an invitation to you and your parents to attend a **(social event here)**. This is an opportunity for you and your parents to meet members of the local chapter along with the adults involved. We will explain what DeMolay is and does. You will have an opportunity to ask questions and we will get a chance to get to know you better. The information about this event is listed below. Please consider our invitation seriously and respond to the contact person at the number listed. Hope to see you there.

Event Description

Time and date of event

Address

Contact person and phone number

*Brotherhood is what we are about.  
Leaders are what we build.*

# Masons, Sons, and Grand-sons

This seems like it should be obvious but it is amazing the number of Masons who have sons, grandsons, neighbors, and nephews of DeMolay age who have not gotten them into the Order. Sometimes it is because they are unaware of DeMolay and sometimes they just don't think about it. The purpose of this program is to make the local Masons aware of DeMolay's presence in their area or the neighborhood in which the young family member may live.

## Labor Required

- 1) Obtain lists
- 2) Print letter
- 3) Mail letter
- 4) Plan meet and greet (prospect party)
- 5) Plan and execute or attend 2 fun upcoming chapter, district, or jurisdiction events



**Time Frame:** 2-3weeks from beginning to end

## Basic Game Plan

- 1) Gather all of the names of the membership of the lodge.
- 2) Send a letter to the Master Mason inviting them and their family members to a meet and greet
- 3) Follow up with a phone call making sure of the invitation arrival and extending invite again
- 4) Have the meet and greet (prospect party)
- 5) Invite prospects to an upcoming fun chapter event
- 6) Have a fun event and invite them to another
- 7) Have/attend second fun event and sign petitions

The following set of actions can of course be modified to fit the chapter's own unique conditions. However, certain items are **CAPITALIZED**, **in bold**, or *italic* and should probably not be modified from what is recommended. Each of these items is stated a particular way to create a desired affect.



# Taking Action



## **Action #1**

Make a list of all of the Master Masons in your sponsoring body and surrounding lodges that do not have a DeMolay chapter.

## **Action #2**

Send invitation (sample included). Include “The Order of DeMolay- A Brief Discussion” (included) without the space for names to be filled in.

## **Action #3**

Follow up with a phone call to confirm receipt of the invite and to extend the invitation again.

You should probably start this activity on a Monday. The timing for the remaining actions works well from this day. But try different days and see how well each works. The chapter will eventually find its way. Working backwards from the final action may help you to better pick a day to start.

*Do as many as you feel necessary in one or two consecutive days.*

“Dad (brother) \_\_\_\_\_. I just wanted to make sure you were going to be able to attend our DeMolay chapter’s meet and greet on (Date). It’s going to be great! Plenty of food and we’re going to talk about what our local chapter has been doing lately. In fact, in the invitation we sent we suggested that you bring a young man, maybe your son, grandson, nephew or neighbor to come down and meet our members as well. How many do you think will be bringing?”

## **Action #4**

At the meet and greet you serve a light meal and have a guest speaker explain DeMolay and answer questions. You can also show parts of the DeMolay video, use the disc or put together a slide show of your own chapter’s events. The last of these is the best option.

You also point out two very important selling points.

- 1) This is an opportunity to spend more time with the young man they have brought (son, etc) to the meet and greet.
- 2) Point out to the Master as well as the other members that DeMolays very often do join the lodge that sponsored their chapter.

### Action #5

When meet and greet is over you invite those boys and their parents in attendance to a fun project or event within the next few days to one week (not weeks). **A written invitation with pertinent information should be available at the event.** Those very interested boys can of course sign petitions right then. Get phone numbers and e-mails but **DO NOT ASK THEM TO JOIN OR SIGN PETITIONS IF THEY DON'T ASK TO JOIN!**

### Action #6

Make phone calls and send out e-mails, several days in advance, to remind the prospects of the event coming up. Make sure you remind them of dress codes, if any apply.

### Action #7

Have a **CHAPTER** fun event and occasionally talk to the prospects and parents about DeMolay after and during the event. Make sure this is something that has a lot of participation and interaction among all in attendance; pool party, beach trip, rock climbing, etc. If they want to join at the end, sign them up. If not, **DO NOT ASK THEM TO JOIN OR SIGN PETITIONS!** Invite them to another bigger event on a chapter or larger scale. Also tell them that if they have any friends that they think would enjoy this sort of thing to invite them as well.

### Action #8



Make phone calls and send out e-mails, several days in advance, to remind the prospects of the event coming up. Make sure you remind them of dress codes, if any apply.

### Action #9

After the next event, ask them if they are having fun. (make sure they have actually had fun). At this point, if they say yes, have the Master Councilor or other senior member tell them-

*“I have discussed it with the other boys and they are interested in having you (THE PROSPECT) join the chapter. How do you feel about that?”*

**SAY IT JUST LIKE THIS OR SIMILARLY. DO NOT ASK THEM IF THEY WANT TO JOIN DEMOLAY!**

You might be inclined to do this after the first event. Each situation is different and there may be an opportunity to try this. If you think there is a reasonable chance the answer would be yes, then do it. The reason for the second, bigger event is to give the organization size, scope, and depth. If the prospects see several close together events, they will be more excited and therefore more likely to join. The two-event idea has worked with a measurable degree of success. But it doesn't mean one event won't be enough. Use your judgment in this process. The key here is- *don't ask questions you don't already know the answer to.*

## **Benefits**

- 1) Gets the local Masonic family involved with the chapter slowly and easily
- 2) Easy access and familiarity with prospects makes it comfortable
- 3) Don't have to overcome misinformation about Masonry
- 4) Allows chapter to control number of prospects
- 5) Improves Masonic relations
- 6) Includes the DeMolays; gives a sense of ownership of the chapter and the process



## **Some thoughts**

Advisors should take the lead on this one in the beginning. But involve the boys as much as possible. The truth is that this is a program the boys can run pretty well on their own once they know what to do. It is likely that the impact of their involvement with the lodge and its members may result in even greater success than the adults might achieve. They can even do the phone calling. So get them involved early and more involved as time goes on.

***BE SURE TO READ THE SECTION STARTING ON PAGE 34 REGARDING THE APPLICATION AND INVESTIGATION PROCESS.***



# “Who do You Know?” Program

## Basic Outline

Members of the chapter give you (the advisor) the names of boys they can think of for consideration for membership.

## **Labor required:**

- 1) Leg work, contacts
- 2) Face to face discussions
- 3) Printing
- 4) Plan and execute meet and greet (prospect party)
- 5) Plan and execute or attend 2 fun chapter, district, or jurisdiction event coming soon

**Time Frame:** 2-3weeks from beginning to end

## Basic Game Plan

- 1) Gather all of the names from the membership of the chapter.
- 2) Send a letter to the prospect inviting them to a meet and greet
- 3) Follow up with a phone call making sure of the invitation arrival and extending invite again
- 4) Have the meet and greet (prospect party)
- 5) Invite prospects to an upcoming fun chapter event
- 6) Have a fun event and invite them to another
- 7) Have/attend second fun event and sign petitions

The following set of actions can of course be modified to fit the chapter’s own unique conditions. However, certain items are CAPITALIZED, **in bold**, or *italic* and should not be modified from what is recommended. Each of these items is stated a particular way to create a desired affect.



# Taking Action



## **Action #1**

Make a list of all of the prospects you think you want to contact about this program. Have the members write 2 lists. One is of boys they know, want to get into DeMolay, and are comfortable talking to. The other is a list of boys they know, want to get into DeMolay, and aren't comfortable talking to. The same letter gets sent to all of the boys. The idea is to get them thinking about boys they know and want to get into DeMolay. They will be able to talk comfortably with the boys they know and the advisors or older DeMolays will handle the rest.

## **Action #2**

Send invite letter (sample included) with the DeMolay's name who suggested them in the letter. Include "The Order of DeMolay- A Brief Discussion" (included) without the space for names to be filled in.

## **Action #3**

Follow up with a phone call to confirm receipt of the invite and to extend the invitation again.

You should probably start this activity on a Monday. The timing for the remaining actions works well from this day. But try different days and see how well each works. The chapter will eventually find its way. Working backwards from the final action may help you to better pick a day to start.

*Do as many as you feel necessary in one or two consecutive days.*

Approach each of them individually and say something similar to this:

"My name is \_\_\_\_\_ and I am a member/advisor of \_\_\_\_\_ Chapter, Order of DeMolay. (DeMolay's name) said that you were the kind of young man we are looking to add to our chapter. Right now we are looking to expand our local chapter and allow a few more boys to join our organization. And that's what I wanted to talk to you about. We're not necessarily looking for big numbers. But we are looking for quality for our membership.

DeMolay is a fraternal organization for teenage boys. We've been around since 1919 and we have a variety of sporting and civic service activities as well as social, public speaking, and leadership programs. We even have scholarships to help our members attend college. But mostly we just have fun.

Now we don't just take anyone into our chapter so we're having a meet and greet (other social event) on (date). This is a chance for you and your parents to come down and see what we're all about and lets us get to know you a little better. But based on what (DeMolay's name) has said about you, you sound like the kind of guy we're looking for. Do you think you can make it (date) ?

#### Action #4

At the meet and greet you serve a light meal and have a guest speaker explain DeMolay and answer questions. You can also show parts of the DeMolay video or use the disc.

#### Action #5

When meet and greet is over you invite those boys and their parents in attendance to a fun project or event within the next few days to one week (not weeks). **A written invitation with pertinent information should be available at the event.** Those very interested boys can of course sign petitions right then. Get phone numbers and e-mails but **DO NOT ASK THEM TO JOIN OR SIGN PETITIONS IF THEY DON'T ASK TO JOIN!**

#### Action #6

Make phone calls and send out e-mails, several days in advance, to remind the prospects of the event coming up. Make sure you remind them of dress codes, if any apply.

#### Action #7

Have a **CHAPTER** fun event and occasionally talk to the prospects and parents about DeMolay after and during the event. Make sure this is something that has a lot of participation and interaction among all in attendance; pool party, beach trip, rock climbing, etc. If they want to join at the end, sign them up. If not, **DO NOT ASK THEM TO JOIN OR SIGN PETITIONS!** Invite them to another bigger event on a chapter or larger scale. Also tell them that if they have any friends that they think would enjoy this sort of thing to invite them as well.



#### Action #8

Make phone calls and send out e-mails, several days in advance, to remind the prospects of the event coming up. Make sure you remind them of dress codes, if any apply.

#### Action #9

After the next event, ask them if they are having fun. (make sure they have actually had fun). At this point, if they say yes, have the Master Councilor or other senior member tell them-

***“I have discussed it with the other boys and they are interested in having you (THE PROSPECT) join the chapter. How do you feel about that?”***

**SAY IT JUST LIKE THIS OR SIMILARLY. DO NOT ASK THEM IF THEY WANT TO JOIN DEMOLAY!**

You might be inclined to do this after the first event. Each situation is different and there may be an opportunity to try this. If you think there is a reasonable chance the answer would be yes, then do it. The reason for the second, bigger event is to give the organization size, scope, and depth. If the prospects see several close together events, they will be more excited and therefore more likely to join. The two-event

idea has worked with a measurable degree of success. But it doesn't mean one event won't be enough. Use your judgment in this process. The key here is- *don't ask questions you don't already know the answer to.*

## **Benefits**

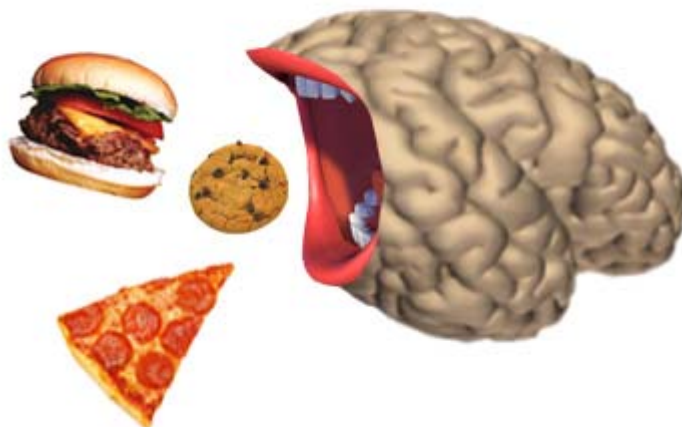
- 1) Gets the DeMolay's friends involved with the chapter slowly and easily
- 2) Easy access and familiarity with prospects makes it comfortable
- 3) Gives the chapter and its advisors a systematic process for getting new members
- 4) Allows chapter to control number of prospects
- 5) Can be "turned on and off" as recruitment is needed
- 6) Includes the DeMolays; gives a sense of ownership of the chapter and the process

## **Some thoughts**

Advisors should take the lead on this one in the beginning. But involve the boys as much as possible. The truth is that this is a program the boys can run pretty well on their own once they know what to do. They can even do the phone calling. So get them involved early and more involved as time goes on.

Just like in the "Just Two Boys" program, it shouldn't be lost on anyone reading this program outline that follow-up and event planning are two of the biggest parts of this process. It also requires a degree of forward planning. Do not undertake this program unless you are willing to commit to a significant level of follow-up and some very good chapter events.

***BE SURE TO READ THE SECTION STARTING ON PAGE 34 REGARDING THE APPLICATION AND INVESTIGATION PROCESS.***



*(Should be printed on Chapter letterhead)*

Dear (Prospect's first name),

Congratulations! You have been recommended by (Person's Name), for consideration for membership into one of the finest young men's fraternal organizations in the world. For over 80 years The Order of DeMolay has helped fine young men such as you to improve themselves through their membership and participation in our local, statewide, national, and international activities and events. (Person named above) thought well enough of you to recommend you for this honor.

DeMolay teaches-Love of Family, Reverence for all that is Sacred, Courtesy, Comradeship, Fidelity, Cleanness, and Patriotism. DeMolay is a brotherhood of young men banded together to make each other better while at the same time, having more fun and making more friends than you might think possible.

DeMolay is managed by its members. The members decide which programs and events they want to do. They plan, develop, promote, and execute these events with the assistance of the adult advisors. Events can include athletics, outdoor activities, dances, community service, parties, or whatever the members think would be fun. Through your participation in these activities you will learn skills that will help you for the rest of your life. But that is simply an added benefit to you as a member of our fine fraternity. The greatest benefit of all is the sense of brotherhood that is generated throughout our entire organization.

***A brotherhood that is available to you.***

DeMolay does have a selective membership structure and some simple criteria must be met, in order to be considered for membership. You must be of good moral character, be recommended for membership by a current member of the Order and profess a belief in a Supreme Being. We have no specific religious affiliations. DeMolay accepts all faiths and strongly supports the notion of religious commitment and freedom.

Past DeMolays include, in their youth, Walter Cronkite, Walt Disney, John Wayne, John Steinbeck and countless successful members of congress, the business community, entertainment, police and fire, and the military.

**Show this letter to your parents.** It is meant to serve as an invitation to you and your parents to attend a **(social event here)**. This is an opportunity for you and your parents to meet members of the local chapter along with the adults involved. We will explain what DeMolay is and does. You will have an opportunity to ask questions and we will get a chance to get to know you better. The information about this event is listed below. Please consider our invitation seriously and respond to the contact person at the number listed. Hope to see you there.

Time and date of event

Address

Contact person and phone number

***Brotherhood is what we are about.  
Leaders are what we build.***

*(Should be printed on Chapter letterhead)*

To the parents of (prospect's name),

Congratulations! Your son has been recommended by (Person's Name), for consideration for membership into one of the finest young men's fraternal organizations in the world. For over 80 years, The Order of DeMolay has helped fine young men to improve themselves through their membership and participation in our local, statewide, national, and international activities and events. (Person named above) knows your son and thought well enough of him to recommend him for this honor.

DeMolay teaches-Love of Family, Reverence for all that is Sacred, Courtesy, Comradeship, Fidelity, Cleanness, and Patriotism. DeMolay is a brotherhood of young men banded together to make each other better while at the same time, having more fun and making more friends than you might think possible.

DeMolay is managed by its members. The members decide which programs and events they want to do. They plan, develop, promote, and execute these events with the assistance of the adult advisors. Events can include athletics, outdoor activities, dances, community service, charity fund raising, or whatever the members think would be fun and worthwhile. Through his participation in these activities your son will learn skills that will help him for the rest of his life including team building, and public speaking skills. But those are simply added benefits to him as a member of our organization. The greatest benefit of all is the sense of brotherhood that is generated throughout our entire organization. *A brotherhood that is available to your son.*

DeMolay does have a selective membership structure and some simple criteria must be met, in order to be considered for membership. Your son must be of good moral character, be recommended for membership by a current member of the Order (which is why you are getting this letter), and profess a belief in a Supreme Being. ***We have no specific religious affiliations.*** DeMolay accepts and respects all faiths and strongly supports the precept of religious commitment and freedom.

**Your son has received a similar letter to this one.** It is meant to serve as an invitation to you and your son to attend a **(social event here)**. This is an opportunity for you to meet members of the local chapter along with the adults involved. We will explain what DeMolay is and does. You will have an opportunity to ask questions and we will get a chance to get to know you better. The information about this event is listed below.

Included with this letter is a brief description of DeMolay and some insight from a few of our more prominent alumni. Please take a moment to read it and consider what DeMolay might be able to do for your son. I hope you will consider our invitation seriously and respond to the contact person at the number listed. Hope to see you there.

Event description, time and date of event  
Address  
Contact person and phone number

Best regards,

(Chairman or Chapter Dad)

*Brotherhood is what we are about.  
Leaders are what we build.*



***VERY IMPORTANT  
READ THIS SECTION***



## **A brief discussion regarding the application and investigation**

When the application for membership is completed, there is a place for the applicant to write the names of three references, preferably peers. Discourage providing any names at all on the application at this time. Very often, chapters see this as a way to prospect for other new members. Do not look at it that way (yet) and do not describe it as such. Rather than ask him to fill out the names on the application, tell him you will get those from him later and to think of the names of three friends that will speak well of him. Then ask him for them when you do the actual investigation.

Example- (WRONG) “On the application, there is a place for you to write the names of three other boys (or people) that you know that might want to join DeMolay.

Example- (Correct)- “On the application, there is a place for you to write the names of three friends. Don’t worry about that right now, we will get those from you at your investigation. But think of the names of three friends that will speak well of you and have those names and phone numbers for us when we come out to meet you and your parents.”

### **DO THE INVESTIGATION!!!**

Bring his application with you on the investigation. At the end say- “Billy, this has gone very well. But we are very selective about who we let into our Order. You remember those names we talked about on your application? We need to get those from you now. Just the names of three friends who will be able to vouch for your good character. Can you please list their names and phone numbers on the application.”

The reason for approaching it this way is three fold.

First, in the beginning, he doesn’t know enough about DeMolay to be able to decide whether any of his friends would be interested in joining. So asking him if he knows someone who wants to join DeMolay is a question he can’t answer and it may make him or his parents uncomfortable.

Second, when the investigation committee calls the references and starts asking questions like “Is Billy someone that you feel is trustworthy and honest?” it will pique their interest

and they might ask Billy questions and eventually want to join, too. The applicant will probably get a phone call from the reference telling him you called. The prospect will tell the reference what he knows of DeMolay and without even knowing it, has already laid the groundwork for another prospect down the road.

Lastly, and most importantly, it makes an impression on the applicant, his parents, and those who are being contacted for information. In addition, this further impresses the applicant of how serious we take this process and ourselves. We claim to seek out the best of the best and yet it is sometimes the case that we just take anyone and this has led to problems in the past. The investigation process serves to offset that perception and really can help to weed out young men who are just not DeMolay quality.

**HAVE A DEMOLAY MAKE THE INVESTIGATION REFERENCE CALLS!!!**



Part 1-Candidate Visitation Questionnaire

**Investigation Team Information**

- 1) Known personal information (name, address, etc.) about the candidate should be filled out **before** the meeting.
- 2) Team should consist of at least three DeMolays and one advisor.
- 3) "Candidate Information" should be completed in a conversational fashion with the committee Chairman and members asking the questions and one member recording the answers.
- 4) Be sure to ask any additional questions the committee thinks are important and record the answers in the "Additional Information" section provided.
- 5) "Report of Investigation Committee" and "Committee Recommendation" sections should be completed *after* the committee has left the interview. All three DeMolays and the advisor provide their signatures and initials to accept or decline the candidate at the bottom of the report, on the lines provided.

**Candidate Information**

Name \_\_\_\_\_ Nickname \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Home Phone \_\_\_\_\_ School Attending \_\_\_\_\_

What do you like to do in your spare time? \_\_\_\_\_  
\_\_\_\_\_

What activities or clubs do you participate in at or outside of school, church, or your community?  
(Clubs, youth groups, sports, etc) \_\_\_\_\_  
\_\_\_\_\_

Do you currently have a job? (If yes, where) \_\_\_\_\_  
How many hours a week do you work? \_\_\_\_\_

Have you ever participated in civic service or charitable activities? (Park clean up, fund raising, etc.) \_\_\_\_\_  
If yes, what kind? \_\_\_\_\_  
\_\_\_\_\_

Why do you want to join DeMolay? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional information \_\_\_\_\_  
\_\_\_\_\_

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I hereby apply for membership in the Order of DeMolay and proudly proclaim that I believe in a Supreme Being.

Place of Worship (“none” is acceptable)\_\_\_\_\_

On my honor, I confirm that I have never been convicted of, pled guilty or *no lo contendere* (no contest) to a felony. Additionally, I know of no moral reason that would prevent me from being approved as a candidate for membership in The Order of DeMolay.

Below are the names and phone numbers of three local friends or family members between the ages of 12 and 18 who have known the candidate for at least one year and can vouch for his character and good standing in the community. The candidate understands that the committee will be contacting these individuals to verify information provided during this interview or to obtain additional information about the candidate.

Name	Phone #	Relationship (friend, cousin, etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Candidate’s Signature\_\_\_\_\_

## **Parental or Guardian Consent**

I approve of my son (or ward) becoming a member of The Order of DeMolay.

Signature #1\_\_\_\_\_ Signature #2 (if applicable)\_\_\_\_\_

**Report of the Investigation Committee** *(Do not complete the "Report" or "Recommendation" sections at the interview)*  
*To be completed following referral interviews*

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<b>Recommendation of the Committee</b> (Sign then initial your recommendation)	<b><u>Accept</u></b>	<b><u>Decline</u></b>
Committee Chair Signature _____	_____	_____
Committee Member _____	_____	_____
Committee Member _____	_____	_____
Advisor Signature _____	_____	_____

Part 2- Candidate's Parents Questionnaire and Information Sheet

**Fees Collected with Application?    Y    N**

To the investigation advisor:

The purpose of this portion of the investigation is to answer any questions the parents may have. It is also an opportunity to find out some information about the parents and encourage them to be involved in the chapter as a supporter or maybe an advisor.

- 1) The interview and questions should be asked in a conversational style with the answers being recorded on the lines provided.
- 2) The Advisor present should provide additional written materials to the parents and conduct "Parents Questionnaire" separate from candidate.
- 3) A printed copy of the chapter dress code, meeting nights, location, and any other chapter specific information of interest or benefit to a new member should be provided during this meeting.
- 4) If fees did not accompany the original application, collect fees at the conclusion of the interview.

**Questionnaire and Information**

**Do you have any questions about our chapter or our organization?** (This may take some time if the parents have many questions. If they don't have a lot of questions, you might offer up some background and general information to get the conversation started. Questions like- **"Are you familiar with the precepts of The Order of DeMolay?"**)

**Our meeting nights are \_\_\_\_\_.** **Our standard dress code for meetings is a shirt, tie, pants (No Jeans), and dress shoes. Will this be a problem?    Y    N** (provide info sheet here)

**We will try to provide transportation when possible, but in general we ask that the parents be available to transport their sons to and from events. Will this be a problem?    Y    N**

DeMolay does not align itself with any particular religious organization and no specific religious doctrine is taught in connection with our activities. In fact, further examination of your own faith and tolerance of others and their beliefs is a cardinal teaching of the Order. All we ask is that the members express a belief in a Supreme Being and encourage them to pursue and explore their own religious foundations. Is this condition acceptable to you?    Y    N

**Are you a Master Mason, member, or majority member of an affiliated or concordant body?    Y    N**

If "yes" please indicate affiliation

\_\_\_\_\_ Master Mason    Lodge # \_\_\_\_\_                      \_\_\_\_\_ Job's Daughters Bethel # \_\_\_\_\_

\_\_\_\_\_ Eastern Star    Chapter # \_\_\_\_\_                      \_\_\_\_\_ Rainbow for Girls Assembly \_\_\_\_\_

\_\_\_\_\_ Senior DeMolay Chapter Name \_\_\_\_\_

\_\_\_\_\_ Other    Specify \_\_\_\_\_

**I'm sure you can appreciate why we have to ask these next questions. Please don't take offense.**

**Has your son has ever been convicted of, pled guilty or *no lo contendere* (no contest) to a felony?    Y    N**

**Additionally, do you know of any moral reason that would prevent your son from being approved as a candidate for membership in The Order of DeMolay?    Y    N**

**Is there anything else you would like to know?**

**Tell the parents-** “**Last but not least** the investigation committee will make their report to the general membership

on \_\_\_\_\_ and \_\_\_\_\_’s application will be voted on by the chapter. Just a

**Date**

**Candidate**

heads up, we will be calling the references on the application and the parents of those referrals may call you to ask questions. I didn’t want you to be surprised by this. If you would like to see a list of the questions, I can provide them to you. Maybe you could even let the parents know we will be calling so it won’t seem so strange. If so, I can tell you who your son wrote down so you know who to contact. If \_\_\_\_\_ is approved, you will

**Candidate**

receive a phone call telling you when and where to be for the initiation. You are encouraged to attend the ceremony but out of respect for the members and in order to preserve the privilege and uniqueness of membership, attendance at the initiation is limited to parents and anyone over the age of 21 who is approved by the DeMolay Advisory Council.

Additional Notes \_\_\_\_\_

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## Reference Questionnaire (By Telephone)

Candidate's Name \_\_\_\_\_ Candidate's age \_\_\_\_\_

Referral's name, phone number, and age \_\_\_\_\_

Committee member calling referral \_\_\_\_\_

Date of Call \_\_\_\_\_ Start time of call \_\_\_\_\_ End time \_\_\_\_\_

**Ask to speak to the referral's parents before conducting interview if referral is <16.**

Mr./Mrs. \_\_\_\_\_ my name is \_\_\_\_\_ from the local DeMolay chapter, and (prospect's name) \_\_\_\_\_, with his parent's permission, has submitted an application to join our chapter and he has listed your son as one of his character references. Do you mind if I speak to your son and ask him a few questions about (prospect's name) \_\_\_\_\_? You are welcome to listen in if you like.

**(If it is the brother of the candidate do not ask this question.)**

**Thank you.**

Referral's parent may ask- *What's DeMolay?* We are a leadership development and character building organization for young men in their teens (and \_\_\_\_\_ with his parent's...)

*(Be sure to fill in candidate's name where appropriate before interview begins for ease of conversation.)*

How do you know \_\_\_\_\_ (School, church, etc)? \_\_\_\_\_

**(If it is the brother of the candidate do not ask this question.)**

How well would you say you know \_\_\_\_\_? Not well Casually Well Very Well

**(If it is the brother of the candidate do not ask this question.)**

How long have you known \_\_\_\_\_? \_\_\_\_\_

**(If it is the brother of the candidate do not ask this question.)**

How often do you see or talk to \_\_\_\_\_? \_\_\_\_\_

**(If it is the brother of the candidate do not ask this question.)**

Do you spend a lot of time together? Y N

What kind of friend (family member) has \_\_\_\_\_ been to you? Describe your friendship.

\_\_\_\_\_

(Age appropriate questions can be substituted. The following questions are generally, but not exclusively, for younger candidates and referrals. Use discretion and common sense when developing substitute questions for older candidates)

Is he honest and fair with his friends? Y N

Have you ever seen him do something that was good? Y N

Explain \_\_\_\_\_

Have you ever seen him be especially mean to someone?

Explain: \_\_\_\_\_

Would you feel comfortable lending him your bike or other important item for a while? Y N

If “no” Explain:

\_\_\_\_\_  
\_\_\_\_\_

If you had a pet and you went away for a while, would you feel comfortable letting him watch it while you were gone? Y N

If “no” Explain:

\_\_\_\_\_  
\_\_\_\_\_

Does he get along well with other people including adults? Y N

If “no” Explain:

\_\_\_\_\_  
\_\_\_\_\_

Have you ever seen \_\_\_\_\_ volunteer to help someone without being asked? Y N

What did he do?

\_\_\_\_\_  
\_\_\_\_\_

What would you say are \_\_\_\_\_’s best qualities? (prompt them if necessary)

\_\_\_\_\_  
\_\_\_\_\_

Is there anything else, good or bad, that you think we should know about \_\_\_\_\_?

Anything you say will be considered in our decision but will not be repeated to \_\_\_\_\_ unless you say it is OK.

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Can you think of any reason why we should not let \_\_\_\_\_ join our organization?

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**(If the referral has said mostly nice things about the candidate, ask him if it is OK for you to tell his friend that he spoke well of him)**

You have said some very nice things about \_\_\_\_\_ during our talk. Is it OK if I tell him that you spoke well of him? Y N

Thank you very much for your time. Have a good day.

Notes from interview- \_\_\_\_\_

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On my honor as a DeMolay, I attest that I have conducted the referral interview represented above. The information contained in this report is accurate and contains no intentional misrepresentations of the information provided by the person interviewed.

Interviewer's Name \_\_\_\_\_ Signature \_\_\_\_\_



# New Member Orientation Program

After the petition is approved (voted on) by the members

## **Two Letters Mailed to House:**

- 1) Letter congratulating petitioner on being voted to receive the degrees of the Order
- 2) Parent's letter of welcome (sent separately) with time, date, and location of initiation, dress code and brief explanation of the initiation itself

## **After the first degree packet includes:**

(Have this ready to hand to new member the same night as the initiation)

Proficiency printed out  
History of Jacques DeMolay book  
Chapter roster  
Chapter calendar  
Dress code for meetings, events, etc. and the various definitions for each (i.e. DeMolay Dress is...)  
Phone number of ritual advisor or ritual coach  
Letter of congrats from Chapter Master Councilor  
List of expectations including degree return expectations  
Petition with explanation about inviting friends to chapter events  
Medical release and insurance information request

## **After Second degree packet includes:**

(Have this ready to hand to new member the same night as the initiation)

Proficiency  
Resource guide (ISC may send this)  
Ritual  
Letter explaining rights of a full-fledged DeMolay (after second degree is returned)  
Petition  
List of merit bar qualifications  
Parents' letter regarding advisors and how to become one  
DeMolay Pin presented to member in front of chapter

**Combine Packet Info for degrees given at the same time.**