

Colorado DeMolay New Member On-boarding Process

Timeframe	Activity	Responsibility	Tracking
Upon Receipt of Petition	Chapter Master Councilor calls petitioner within 3 days of receipt	M.C.	Chapter Dad
Upon Acceptance as Member	Acceptance Notification		
	Master Councilor Contacts Petitioner of acceptance and welcomes him to the chapter	M.C. & Chapter Dad	Chapter Dad
	Chapter Dad calls new members parents and thanks them for allowing their son to join DeMolay, encourage their participation and fields any questions	Chapter Dad	Chapter Chairman
	State Master Councilor, State Dad and E.O. notified with 3 days of Petitioner notification of Acceptance	Chapter Scribe	M.C.
	SMC, State Dad and E.O. to call new member within 5 days of petitioner acceptance	SMC, State Dad, & E.O.	Executive Officer
	Send Letter of Acceptance to Candidate and Parents (see attached). To be sent within 3 days of acceptance of new member	M.C.	Chapter Dad
On the Day of his Initiation and Second Degree Conferral	Orientation Guide and Call from SMC		
	Orientation Guide given to our "New Brother"	M.C.	Chapter Dad
	Send Initiatory Letter (to Brother and Parents) put in the mail on day of initiation (If both degrees given send Combined Degree Letter)	M.C. & Chapter Dad	Chapter Chairman
	If degrees not given at the same time, be sure to send 2nd degree letter to Brother and Parents. Place in mail the night of 2nd degree	M.C. & Chapter Dad	Chapter Chairman
	Congratulations conveyed by SMC	SMC	State Chapter Dad
	Congratulations conveyed by State Chapter Dad	State Chapter Dad	Executive Officer
	Congratulations conveyed by Executive Officer	Executive Officer	Executive Officer
After 1st Attended Meeting	SMC or Designated State officer Follow-up: The SMC or designated State officer will call the new member and thank him for joining DeMolay and ask how he enjoyed his first meeting.	SMC or Designate	State Chapter Dad
End of Month 1	First Month Follow Up		
	Call from State Master Councilor	SMC	State Chapter Dad
	Send Colorado DeMolay Communication Letter (see attached) to new member and his parents	Executive Officer	Executive Officer
End of Month 2	Second Month Follow Up Visit from State Staff Member (i.e. State Officer, State Sweetheart, State Chapter Dad, Adult Staff Member or E.O.)	State Staff Member	Executive Officer
6 month Anniversary	Visit from State Master Councilor and Executive Officer 6 month anniversary gift presented in Chapter (i.e. Hats off Pin or certificate)	SMC & E.O.	Executive Officer

Membership Manual given to our new brother following completion of degrees