


49th International Congress'



**Plan to Grow our
Brotherhood Beyond Borders**

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March Incentives

Between March 1st – 31st, 2016, the special edition *DeMolay Untied* shirt will be available to *First Line Signers of new members in March for **FREE!**



*Limit of one shirt per person while supplies last

Not only will that be available but in the publication of the Yearbook at the DeMolay International Session in San Diego, all those who join in March and their First Line Signers will be specially recognized.

Discussion Points with a Prospect

Below is a list of facts about DeMolay that may help you describe DeMolay to a future member or their parents. These are just suggestions; feel free to discuss whatever you would like to when talking to a future member or their parents.

Early History

- The Order of DeMolay was founded in March 1919 in Kansas City, Missouri by a Scottish Rite Mason, Dad Frank S. Land. Dad Land met a young man named Louis Lower who he learned had lost his father. Dad Land wanted to help Louis so he asked him to invite some friends to a meeting of a new organization they would create.
- At that first meeting, Louis and eight of his friends met with Dad Land. At the Scottish Rite Temple where they met, there was a picture of the last Grand Master of the Knights Templar, Jacques DeMolay, and the young men asked Dad Land about the picture. He explained the story of Jacques DeMolay, and the young men decided to name their organization after this historic figure and his connection to Masonry.

Chapter Leaders

- The Chapter is run by the young men, with adult advisors there to supervise the leader of the Chapter is the Master Councilor, or President, and then there is the Senior and Junior Councilor that act as Co-Vice Presidents.

The Seven Precepts

- The Order of DeMolay has seven cardinal virtues or values that will help us to live better lives.
- Filial Love: love and high respect for our parents
- Reference for Sacred Things: belief in a supreme being
- Courtesy: being kind to all
- Comradeship: brotherhood, lasting friendship
- Fidelity: remaining loyal and faithful to one another and our word
- Cleanness: clean thoughts, words, and actions
- Patriotism: being a standup citizen

Obligatory Days

- The Order of DeMolay has seven Obligatory Days, or ceremonial days
- Patriots' Day: a special meeting in observance of patriotism
- Devotional Day: having a devoted day to celebrate our faiths/beliefs
- Day of Comfort: giving to and visiting those less fortunate; helping in any way
- Parents' Day: an individual effort from each member to show appreciate to his parents
- My Government Day: special explanation of how the local/nation government work
- Educational Day: special program which emphasizes the importance of education
- Frank S. Land Memorial Day: special meeting or event to pay tribute to Dad Land

Famous DeMolays

- Walt Disney: cartoonist, Disneyland, Mickey Mouse
- John Wayne: actor in almost 200 movies
- Mel Blanc: voice actor, Bugs Bunny
- Mark Calaway: Wrestler, "The Undertaker"
- Terry Bradshaw: Football player
- Neil Armstrong: Astronaut, one of the first men on the moon
- Walter Cronkite: Newscaster, "The most trusted man in America"

Civic Service

- Giving back to the community
- Volunteering at a local soup kitchen, Adopt-a-Highway, participating in community events

Chapter Activities

- Playing sports
- Having lock-ins
- Camp outings
- Movie nights
- Fundraising events
- Dances with girl organizations
- Whatever the prospect enjoys

Working with the Schools

Give Hope...

Enthusiasm & Positivity

- Take part in as many of the school's "charitable drives" as you can. (For example: collect box tops for education if the school is collecting them).
- Be a positive role model for the students. When at events, check in with them, talk, and make sure to connect with them.
- Make sure to express your excitement and positivity to the teachers and staff of the school. At the same time, make sure to show gratitude for their continued support.
- Constantly show your willingness to help and your interest in the betterment of the school.
- Have a great outlook, work hard, show school spirit and demonstrate teamwork. If you have fun, so will the students and staff!

Give Time...

Communication & Dedication

- Make sure to create a core of people that you can stay in constant communication with, (administration, faculty members, custodial members, and members of the student council)
- Schedule time on your calendar to talk with your contacts at the school. In times of events; once a week and during time when there is nothing going on, make sure to contact them at least once a month.
- Make sure to check the school calendar frequently. You do not want to schedule on top of already planned school events.
- Do not fall out of contact. If you schedule an appointment, keep it. If you are supposed to make a phone call, make it. If you receive an email, answer it. Show your dedication through your communication.

Give Direction...

Mentor kids & Help Teachers

- When you are working with the school, make sure to take time to help the younger students and let them help you. When they can help you, it gives them the opportunity to feel wanted and important. This will encourage them to want to join DeMolay.
- The Middle school students will look up to you and will want to help you. Even when they seem to be in the way, encourage them and teach them by letting them help.
- Give ideas to the students for fundraising and service projects.
- Sometimes, teachers can seem confused by us wanting to help. Explain to them what our organization teaches. Explain to them that we value the school system and ask them to look for kids that they think would enjoy an organization like ours.
- Make sure to show gratitude to the teachers with thank you cards, flowers during DeMolay month, and snacks for their break room. Don't forget to include the rest of the school staff members.
- Whenever you are setting up an event, make sure that the teachers have to do as little as possible. You want them to know this event is something you are doing for the school and make sure it's not a hassle for them.

Give Support...

Donate, Plan & Lead projects

- Make sure to lead the way with projects that are helpful to the school. Make sure to take part in all of their planned projects.
- Make sure to help with the planning and to give better ideas when they will be helpful to the school.
- Always ask if you can include the school in projects you are doing outside of the school. Let them know that they are important to you outside of the events at the school.
- We all plan and take part in community service projects. When you collect items for those who are in need, ask the councilors at the school if they know of any students that could use them before taking them to the action center.

- Always keep the school in the back of your mind. There is an abundant amount of service you can do to help the local schools. Take part in open houses, back to school nights and any other functions where you can advertise DeMolay.
- Keep in touch with afterschool program leaders and see if you can help.
- Doing all of this will help students, the school, and it will help DeMolay.

Relay for Life...

Use Relay to get into schools

- The Relay for life program is a great way to introduce us to the schools. 1 in 6 people have been impacted by cancer and it is a great service project for schools to take part in.
- Use the program that is available through the Executive Officer. Also, use resources that we are a youth partner with American Cancer Society for Relay for Life.
- Make a plan before you contact the school. Present your plan to the school Councilors, the Assistant Principal and the Principal.
- After your presentation make a plan to come back to set up dates. Do this soon so it does not get forgotten by the administration. *School calendars fill up fast*
- Plan and stay in communication with the school administration, the student council, any after school program and the custodial staff. These individuals will help advertise the event and help make it successful.
- The most important thing to remember is to *plan, stay on task, and communicate*. See the your project is a success and leave a good impression on the school.

School Drives...

Fundraising & Charitable Drives

- Take part in all of the charitable drives that the school has going on. Help promote all fundraisers.
- This helps the school and shows that DeMolay is willing to support them in their activities.
- The more help you give the school, the more they will want to help you.

- This gives you an opportunity to help those in need, to help your school, and to do the things that we should be doing as DeMolays.
- Take part in fundraising and helping the school with activities that raise funds and awareness.

BE A MENTOR...

Set an example and let the students follow

- Teach them the value of advertising and ask them to help. Give them a job so they can take part in whatever the event is.
- Teach them the value of time management. Show them how things can get done effectively and have them work alongside you at activities.
- Teach the importance of organization.
- Always follow through and show the students and the staff that you, as a DeMolay, are an asset to the school and to the activities they are having. Make sure you let the students know that they can be an asset in our organization as well.
- Have the students and teachers take part in the planning and staffing. The more involved they are, the more interested they will become in what takes place outside of their school.
- Mentoring, teaching and including others is always important if you want them to remain interested in what you have to offer.

BE A TEAM PLAYER...

Show others what it means to work together

- Get the job done by being dedicated to the group and by working hard.
- Show your commitment to the cause by listening to everyone's ideas.
- Do not be shy. Make sure to share your ideas with the group and be accepting of the ideas of others.
- When someone has an idea that you don't like but know that it won't hurt...work hard to make it happen.

- Be the *hardest* worker in the room. Set an example and show what DeMolay is all about.
- All of this is important to your ultimate goal...helping others, making the students and staff want you to be there and in the end, the teachers will want their students to learn what you have brought from DeMolay. This all leads to membership success!

Always be advertising...

Be consistent in all that you do through sharing DeMolay

- Constantly wear DeMolay apparel. Be a proud “billboard” of the organization to gain interest.
- Always engage those around you. You should always be sharing with others what DeMolay is and the opportunities they would have if joining.
- Be aware of every opportunity that allows you to advertise DeMolay.
- Carry an application and information with you at all times. This will not only help you explain but will show the parent/adult that we are a professional and fun organization.
- Always try to Observe Obligatory days through school. This will show our local community our shared values we have for our schools.
- Live each day as a virtuous young man. You should truly live DeMolay by the precepts which is the ultimate form of advertising.

Getting Involved with your Community

1. Make sure that you understand the importance of getting involved with your community, and what this entails -working with the Mayor and your city; working hard on Community Service and getting your name out there. Your community is the key to membership and a great relationship to have. Once you have built a relationship with the people who work hard in your community, you have opened doors for membership and promotion.
2. Have a solid plan to follow because you want the community to know what you can do and what you will do for them. Once you start any project or line of communication, there is no stopping. You must follow through.
 - Have a step by step outline of what you wish to achieve.
 - Have a detailed contact list.
 - Make a calendar with your goals and of when you want to have completed certain things. Make sure to go over schedules if you plan to have any administrators, city workers or the Mayor involved.
 - Present your entire plan to your Chapter for approval.
3. How do you plan to bring this to your Mayor? How do you plan on putting all of your great ideas into action?
 - Email or call your Mayor: have a professional email saying that you have interest in working with the city for DeMolay (*explain what DeMolay is*) and ask for an appointment.
 - Many times a follow up call is needed. When you talk to the Mayor, be courteous, be mindful of what they are expressing, be specific and detailed, be prepared to answer questions.
 - Recruit Chapter Members, Advisors, and State Officers for help during this appointment to help you explain what you want done, when you want to do it, and why.
 - Have all of your plans, DeMolay Information they may want/need, and anything extra material, such as contact information, ready so you will be prepared to present it. Make sure to go over this with an advisor as they may have some helpful advice. Make sure to “practice” or go over the information you will be presenting.

4. Take Action!

- Once everything is approved, it's time to move forward with the plan.
- Make sure to follow your plan fully so that you accomplish everything you wanted. (This will also make your Community trust DeMolay and it will show the Mayor that you follow your plans to make things happen.)
- Invite the Mayor and local Government to events, always keep in contact and maintain that relationship you worked so hard to get.
- Honor the Mayor or even an outstanding local government official for the observance of "My Government Day". This is one way to make your observance of Obligatory Day while showing your Mayor that you respect, honor, and are thankful for their work in the community.
- Ask for a proclamation to get your Chapter/State DeMolay Day in your city. If you can have the Mayor (or administrator) visit your meeting or Installation, they should always be impressed by the way we handle things in a formal meeting. When they can't attend the Chapter, make it a point to go to a city council meeting.

If you follow this step by step guideline on "How to Get Involved with Your Community," you should see much improvement in your local public efforts that will help your membership grow.

Keys to having a successful prospect party

1. Make sure you have already voted in the Chapter to have a Prospect party and understand who your audience will be. If you are throwing a Prospect party at a middle school, for example, you need to remember that these will be the much younger members. No matter whom the audience, you need to plan accordingly.
2. Make sure to have your plan in place and people available to help. You will be held responsible for the outcome so you'll want to ensure that you have people in place that will work hard, care about the outcome, and will follow through until the end.
3. After assembling a committee, it's time to plan the event.
 - Event dates and times
 - Who will be invited to this particular event?
 - Where will the event be held?
 - Make sure to secure the location for the date and time that you would like to have the event. Remember to be flexible and know that your first date choice may not always be available.
 - What are the specific rules of the venue – questions like can food be served, clean up, is security required, how much will it cost you to hold the event there, etc.
 - Advisor coverage – You must have advisors to have the event. Make sure you have advisors that are able to help on the day of the event and with some of the planning before the event. You will also need to get approval from the Chapter Chairman, Chapter Dad and in some instances, from the Executive Officer.
 - What will be the focus – Is it a dance? A game night? A field day? A movie night? A lock-in, etc.
 - After figuring out what the event will be, you will need to figure out what items will be needed for the event, what type of staff will be needed, if food or refreshments will be served, etc. You will want to be very thorough because this is how you will figure a budget. A budget is necessary to plan any successful event.

4. After all of the details are planned, you will need to present the idea and details to your Chapter. Make sure everyone understands the work that will be required and what is expected of them.
5. Come up with a cool name for your event because “cool sells!!”
6. Make some intriguing invitations. You will need to make some that can be mailed out and handed out personally. You will also need to make some that can be sent out electronically. Remember to include invitations and stamps in your budget.
7. Get the invitations in the mail!! Remember that almost everyone has more than one schedule to work around in their home and everyone always seems to be busy. If you can, you need to get invitations out 6 weeks before the event and then advertise constantly and consistently. Use social media, visit meetings so you have a lot of support, and send reminders to those you invited.
8. Make sure that through all of this you stay in constant contact with your committee and your advisors. Make sure they know how things are progressing and what you are working on to make the event a successful one. ***Do not hesitate to ask for help*** and always offer to help if you are available to do so.
9. Right before the event:
 - The week before the event make sure you get with your committee and iron out all the final details, anything you have not already talked about along the way. Make sure they know what they are responsible to bring, what their duties are, etc.
 - Stay in contact with your committee, your advisors, and any staff that you may have to confirm will still be there.
 - If it's possible, the day before the event is a great time to make sure you have as much as possible set up and ready to go. You want to make sure your event starts on time and is impressive to potential new members.
 - On the day of the event make sure you have a lot of applications and info flyers printed and available, make sure you have pens and sign in sheets for visitors. The sign in sheets should ask for name, phone and email so you can get in touch with these people if they don't fill out an application at the time of the event.

- During the event have a video available of all that DeMolay has to offer, have a short informational talk and answer any questions from parents and from the prospective members. Make sure you talk to parents about the benefits for their son and when talking to the guys make sure to talk about all the fun that can be had while they work on things that will benefit them in the long term. The prospective members will want to hear more about fun and the parents will want to hear more about scholarship opportunity, etc.

MOST IMPORTANT: HAVE A GREAT TIME, SHOW THE PROSPECTIVE MEMBERS A GREAT TIME AND BE PROUD OF THE WORK YOU HAVE DONE!

**After the event, follow up with all prospective members and their parents who left their info on the sign in sheet, all those who filled out an application and make sure you get them to the very next meeting! This is so important to never leave anyone who is interested waiting. (If you can hold a special meeting to get them obligated, do it!)

**Don't forget to send Thank you notes to anyone who donated materials, funds and/or their time to help you!

Good Luck and have a great Prospect Party!

Prospect Party Planner

Name of event: _____

Date & Time of Event: _____

Location of Event: _____

Cost to attend: _____

Contact person for Location: _____

Committee Chair: _____

Committee Members: (List below)

Lead Advisor: _____

Additional Advisors: (List below)

Who will be invited: (List below)

Who will work on invitations and contacts: _____

Will refreshments be served: _____

What will the refreshments be: _____

Cost for Refreshments: _____

Who will be responsible for refreshments: _____

**Make sure receipts are turned in for refreshments

What Materials will be needed? (BE SPECIFIC)

Cost for Materials: _____

Is there any Staff needed: (DJ's, Security, wait staff, etc.)

Cost for Staff: _____

Who will be responsible for getting the staff?

Who will be in charge of promoting and Advertising:

Cost for promotion: _____

Set up Crew: (List below)

Clean up Crew: (List Below)

Who will be talking about DeMolay and setting up the info table, handling the applications, and sign in sheet? (List below)

Who will be in charge of thank you cards that need to be sent out?

Who will be in charge of contacting potential members and anyone who filled out the sign in sheet?

Total Budget of Event:

Total Spent:

Summary/details of Event:

Things that worked well & should be kept the same:

Improvements for next time:

Misc. Notes:

**Attach all receipts, special instructions, notes from staff, etc.

Missouri DeMolay – Membership Joining Ceremony - Preparation

3 STEP PROCESS

I. Obtain Prospect information

1. Select Schools to obtain lists of male students.
2. Contact the appropriate person to provide the students' names, addresses and telephone numbers via EXCEL spreadsheet.
3. Obtain prospects from members, advisors, parents, friends, Masonic organizations, other local youth groups, etc.

II. Prepare for Event, Contact and Invite Prospects through their Parents

1. Obtain site location. (i.e. Lodge Hall, Scottish Rite, Shrine, York Rite, Country Club). Advertise the event. See Sample.
2. Set date (Sunday at 2 p.m. or later works well) – plan this date to be within two weeks of the date the Parents receive the letter.
3. Prepare Prospect letter to Parents. See Sample letter in Word format that can be modified for your use.
4. Mail letters to Prospects' Parents. Do it yourself or use a mailing service that will copy letters, fold and stuff envelopes, address envelopes, stamp and mail.
5. Follow up with Parents.
6. Phone calls to the Parents or use automatic phone system (four days before and one day before the event), to remind them about the Joining Ceremony. See Sample message for the follow up phone calls.

III. Joining Ceremony and Implementation

1. Prepare the facility for the event and arrive at least one hour before the start time. Have plenty of seats for everyone.
2. Provide light snacks for everyone (i.e. cookies, chips, vegetables, and drinks).
3. Play slide show of DeMolay events, with appropriate music, as Prospects and Parents arrive.
4. Greet everyone and make them feel welcome and comfortable.
5. Have Prospects and Parents complete a Membership Application for DeMolay before the Program begins. Make sure to obtain email addresses for the Prospects and Parents.
6. **START ON TIME!**
7. Conduct Program and Joining Ceremony. See Outline.
8. Follow up after the event with each and every new DeMolay and their Parents and get them involved in the Chapter. Communicate weekly with all DeMolays, Parents and Advisors.
9. Complete and send Form 10s to DeMolay International and Missouri DeMolay.
10. Conduct a D.A.D. Program for all new Parents. DeMolay Youth Protection and Education are key to a Chapter's success.



Dear Parent,

Your son has been invited by our organization for membership in the Order of DeMolay.

DeMolay is a wholesome youth fraternity designed to help young men learn business and social skills while having lots of fun and building lasting friendships. In DeMolay your son will learn things like budgeting, organization, public speaking, and communication skills. Integrity, responsibility, honesty, patriotism, respect for parents and diligence are all traits that are nurtured, encouraged and held in high esteem in DeMolay. There is a one time – lifetime membership fee for joining of \$xx.

You and your son are invited to our **“DeMolay Joining Ceremony”** on Sunday, _____, 2015, beginning at 2:00 p.m., where you and your son will learn about DeMolay and become part of this premier International Youth Organization.

Membership in DeMolay is an honor, as we require that a young man be recommended and of good morals and character.

Warmest regards,

Chapter Advisor
(636) DEMOLAY
(636) 336-6529

State Website / DeMolay International Website

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Missouri DeMolay – Membership Joining Ceremony – Phone Message

Phone calls to the Parents or use of an automatic phone system (four days before and one day before the event) are a must to remind the Parents and Prospects about the Joining Ceremony.

Here is a sample message. Fill in the details for your event.

“This message is a reminder about the DeMolay Joining Ceremony at the _____ Masonic Lodge Hall on Sunday, _____. Please arrive by 2:00 p.m. We look forward to sharing this great opportunity with you. For further information, please call _____ at (____) ____-____. Missouri DeMolay . . . Building tomorrow's leaders with character and integrity today. See you there.”

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Missouri DeMolay – Membership Joining Ceremony - Program Outline

Welcome

Introduction of Speakers and Program

Explain the Order of DeMolay and opportunities – Use PowerPoint and photographs on big screen for better presentation (10-15 minutes)

Eligibility

Wholesome and Fun organization for the entire Family

Opportunities for Parent involvement

History of the Order of DeMolay

Specific Chapter History

Job's Daughters and Rainbow Girls

Chapter Meeting dates

Scholarships for DeMolays

Leadership Opportunities for DeMolays

Community Involvement

Charities

Meetings/Initiations/Installations

State and District Conclaves

Leadership Training Conference

Fundraisers/Finances/Budgeting

Character Building

DeMolay Makes a Young Man better

Questions and Answers

Joining Ceremony – (Perform at least 8 Man Initiatory Degree). All Degree work is preferred. Short Form per the Ritual: “Procedure For Obligating New Members” may also be used.

Reception

Provide Rituals and written materials, including Chapter Roster and Meeting Information for the new DeMolays to take with them. Also, consider providing a Chapter shirt to the new DeMolays. Make sure that you get the new DeMolays involved in the Chapter immediately. Assign a Ritual part for them to learn and a committee to work on in the Chapter.

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DeMolay Membership Application
(Please Print)

Name: _____

Address: _____

City: _____ **State & Zip:** _____

Phone: (____) _____ **Birthdate:** _____

Alternate Phone: (____) _____

Email: _____

Parent's Email: _____

School Attending: _____ **Grade:** _____

Clubs & Organizations: _____

My parent's/guardians approve of my joining DeMolay.

Father's Name: _____

Mother's Name: _____

Is your father a Senior DeMolay? _____

Is your father a Mason? _____

Applicant's Signature: _____

Parent/Guardian Signature: _____



How to Work with your

Sponsoring Body

1. Building a positive relationship with your sponsoring body and with the other organizations that meet in your Lodge will help your Chapter grow. Your sponsoring body has a vested interest in your Chapter and they want to see you succeed. You should also have the desire to help them succeed as well. Once you have built a relationship with the people in your Lodge and in your surrounding Masonic family, work hard to keep it and build upon it. It might not be obvious to you, but you have just opened more doors for membership and promotion.
2. Offer them help - never shy away from an opportunity to give back to your sponsoring body because they are a part of what makes everything possible. Offer to clean the Lodge and the surrounding area, help at dinner servings, or even performing a ceremony for their members. By doing all of these things it will just add to that relationship and make it that much more rewarding.
3. Ask them for help. See if there are any fundraising, community service, or Masonic service that the Chapter can partake in. Ask them when you can use the Lodge for prospect parties, induction ceremonies, and open houses to bring in interest for the Chapter.

Remember: Your Sponsoring body is not just useful for a building/meeting place and funds. They want to see Chapter growth. We can do so much for them and they can do so much for us. When we do great work, they want the young men in their family to join and share an influence in their community circle which leads to promotion of the Chapter and of DeMolay. If we work with them for the good of the Order, they are willing to help us and allow us to use their Lodge building for prospect parties and events. All of this helps and it's a great way to build great and lasting relationships with our Masonic family and mentors.

