

**State Officer  
Program Guide  
2009-2010**



Adam S. Ira  
State Master Councilor

## **A Note from your State Master Councilor**

My brothers, I have been elected by you to serve the state of Indiana and I realize the qualifications for this position. I will be the first to tell you that I am not a perfect person and that I am still learning daily how to do this job. I have had plenty of guidance from those who know how to make this organization successful, and I will continue to seek guidance until my term is over and I have served you to the best of my abilities. I ask for your cooperation with the state line for this year. We are doing some new things this term and they will not work without your cooperation. We may ask your chapter to do more work than has been asked of them previously, however the key to success is to work smarter, not harder. If you follow our guidance as I follow the guidance of my superiors, this year will be one for the record books. If we can get your chapters set on the right track early on in the term, then the rest of the year will be a piece of cake. We will not fizzle out. We will not die off and simply be a memory. We **WILL** make our come-back, whether it happens during this term or not, we **WILL** get stronger and make our presence known.

### **Goals for the Year**

- 1. Attain positive growth by Conclave 2010.**
  - This is not going to be easy. The number we will have to reach is 162 new members to reach positive growth to replace the members we will lose for the year.
- 2. Have each chapter attend 75% of all state activities.**
  - Again, this will not be easy but the more chapters we have at each event, the more successful they will be and therefore the more fun they will be for everyone!
- 3. Have 90% chapter attendance at Conclave and Congress.**
  - These are our 2 largest, most important events each year. It is essential that each chapter come to these events.
- 4. Have 75% of all Indiana chapters at Sport and Game Fest.**
  - Sport and Game Fest gets better each year, let's set the bar by which each Sport and Game Fest in the future must match this year!

## Membership Drive

We are approaching the membership drive for this term from a different perspective. A solid term calendar full of events for your chapter to participate in is essential for your chapter to thrive. If you have your objectives set far in advance, they are far easier to plan for, implement, and achieve. For this term we will strongly encourage each chapter to create term calendars for and with each of their Master Councilors. We want these calendars to be **FULL** of activities for your chapters to participate in. Any activity your chapter does is fun in one way or another. Even the most boring, grueling, or complicated task can be fun when you have the companionship of your brothers. No matter what you do, do it as a chapter and you will have fun in the fellowship of your brethren. Here is a list of suggestions for each month that you can put into your term calendars. Most of these events are perfect to bring your friends to and introduce them to DeMolay. Keep in mind that you can create your own events, these are simply suggestions.

### **August:**

**Conclave wrap-up pitch in dinner** - have slides with pictures from Conclave, invite parents give awards, get creative with this.

**Putt -Putt** – Head out to your local putt-putt course for a round of miniature golf with your chapter.

**Euchre tournament** – Offer prizes, this is an opportunity to teach those who don't know how to play! You can play a game of euchre any time!

**Clean up a local park** – Round your chapter up for a day of civic service at your local park, you can have a cook-out and games afterward!

**Rush party** – Hold an event to introduce prospective members to DeMolay, have video games, food, etc. Whatever you do make it fun, make sure parents are invited so they can learn about DeMolay from the advisors.

### **September:**

**Rifle tournament** – Bring your A game, there will be some stiff competition.

**Football party at your chapter** – Watch a game of good ol’ football, bring snacks! Set some games up like bean bag toss, ping pong, cards, etc.

**Magic: the Gathering tournament** – Set up a tournament at your chapter, make sure to set aside plenty of time though, when great minds meet the games are sure to last a while.

**Lock-in at the lodge/overnighter** – Have an overnigher at your chapter, the possibilities are endless. Set up some Rock Band, 360, Wii, board games, cards, you name it! No matter what you do you will have fun with your brothers!

**Board game/videogame tournament, then clean the lodge** – Host a game tournament, then when you are done clean the lodge up to get some Masonic service!

**Cookout at a local park** – Spend a day relaxing at your favorite park, invite your friends and family!

## **October:**

**Shrine Youth Costume Dance** – Come to the Shrine Youth Dance on Saturday, October 31<sup>st</sup>.

**Honors and awards night.** Details will be sent soon.

**Chateau trip** – Plan a trip to the Chateau in Bloomington with your chapter, make sure to check with Dad Koleszar for availability.

**Pumpkin carving night** – Have a night sometime in October where you invite friends and family to come to your chapter to carve pumpkins. Give prizes for creativity.

**Teacher appreciation dinner** – See the attached obligatory day suggestion for instructions on the teacher appreciation dinner.

## **November:**

**Frank S. Land Day** – See the attached obligatory day suggestion for Frank S. Land Day.

**Day of Comfort** – See the attached obligatory day suggestion for Day of Comfort.

**Ice skating/roller skating** – Call your local skating rink to make a reservation for your chapter to come skate!

**Monopoly/Risk tournament** – Make sure you reserve plenty of time for this tournament!

**Chapter visitation** – Call a neighboring chapter up and ask if you can make a visit!

## **December:**

**Day of Comfort** – You can hold this event around Thanksgiving/Christmas.

**Broom hockey** – Bring your kneepads and get your game face on for broom hockey!

**Christmas party/gift exchange** – Host a Christmas party at your chapter, invite friends and family!

**White elephant/gag gifts** – Host a white elephant gift exchange at your lodge!

**Ritual practice** – State Ritual will be just around the corner.

## **January:**

**Sport and Game Festival** – Get ready for the Third Annual Sport and Game Fest!

**Sledding** – Find a wicked slope and bring your chapter in for some sledding!

**Movie night at the chapter** – Rent a movie, pop some popcorn, and you are set! This is a very inexpensive option.

**Attend church together** – Call a local church and ask if your chapter can attend together!

**Bowling trip** – Call a local bowling alley and reserve some lanes for your chapter!

## **February:**

**Super Bowl party** – Host a Super Bowl party at your chapter! Give out prizes, have food and games!

**State ritual** – Win some medals!

**Sweetheart dance** – Getcha groove on at the Scottish Rite! Bring your date!

**Rock Band/ Guitar Hero night** - Go on tour at your chapter!

## **March:**

**Grand Master's class** – Study up on your parts, this is important! Bring a candidate!

**Congress** - Come vote for the SMC and SSH!

**Attend church with your chapter** - Call a local church and ask if your chapter can attend together!

**Shrine circus** – Come to the Shrine circus and sell some toys for charity while raising money for your chapter!

**Chateau trip** - Plan a trip to the Chateau in Bloomington with your chapter, make sure to check with Dad Koleszar for availability.

**NCAA bracket challenge** – Pick your teams! Watch the tournament!

**Donating a flag** – Donate a flag to a VFW, monument, courthouse, etc.

**Parent's night at lodge** – Invite your parents for a dinner in their honor, show off your achievements!

## **April: Basketball tournament** – April madness!

**Chapter visitation** – Call a neighboring chapter up and ask if you can make a visit!

**Rush party** – Hold an event to introduce prospective members to DeMoaly, have video games, food, etc. Whatever you do make it fun, make sure parents are invited so they can learn about DeMolay from the advisors.

**Movie night at the chapter** – Rent a movie, pop some popcorn, and you are set! This is a very inexpensive option.

## **May:**

**Beach volleyball tournament** – Let's try something new this year!

**Go on a short hiking trip** – Take a small hiking trip at a local forest, best done on the weekend.

**Chateau trip** - Plan a trip to the Chateau in Bloomington with your chapter, make sure to check with Dad Koleszar for availability.

**Lock-in at the lodge/overnighter** – Have an overnighter at your chapter, the possibilities are endless. Set up some Rock Band, 360, Wii, board games, cards, you name it! No matter what you do you will have fun with your brothers!

## **June:**

**Bowling Tournament** – You could have a bowling night at your chapter to practice for this tournament!

**Car wash** – Have a car wash to raise funds for your chapter, make sure to call and ask before you set up anywhere, even your lodge.

**Chateau trip** - Plan a trip to the Chateau in Bloomington with your chapter, make sure to check with Dad Koleszar for availability.

**Cookout at a local park** – Spend a day relaxing at your favorite park, invite your friends and family!

## **July:**

**Walk in a 4<sup>th</sup> of July parade** – Represent your chapter at a parade!

**My Government Day** – See the attached suggestion for My Government Day

**Ritual practice for Conclave** – Hold a practice night for ritual, have food and games afterward.

**Conclave** – Make sure to hold fundraisers before Conclave to make it more affordable for your chapter. The more of your guys that go, the more fun **everyone** will have.

## **School Organization Membership drive**

Some successful Chapters have a membership program where they target specific young men in their schools and community. They have Chapter members list the names of young men in their schools who are leaders in various organizations. They then mail a personalized letter to that young man and his parent(s) inviting them to an event with the Chapter. These young men may be class officers, involved in National Honor Society, or officers in various school groups or clubs.

If your Chapter has already developed a term calendar full of activities, I strongly suggest that you look into this next step. These young men are already working in leadership roles or may be looking for other opportunities to be a leader. With some hard work, your Chapter may be able to gather a few new members. Remember that each new member helps us grow our Chapters while providing endless possibilities for him to grow and develop.

If you would like to see a sample letter that may be sent, please contact Indiana DeMolay headquarters at [info@indianademolay.org](mailto:info@indianademolay.org) or at (317)536-8093.

All Chapters are strongly encouraged to work on this after they have setup their term calendar.



## RITUAL SUPREMACY PROGRAM

The purpose of this program is to encourage quality ritual at the chapter level. It is designed as a personal challenge for the young man involved. Each section is to be completed as a unit with all parts given for proficiency on the same day. Accuracy of the words will be the soul criteria for achievement and advancement. This program is designed as a tool to help chapters become better in the ritual of the Order of DeMolay. There are four levels to the program, with a distinctive lapel pin and certificate for each level. When the young man is ready to give his parts, he will need to make an appointment with the State Ritual Director or Executive Director of Indiana DeMolay. If a young man is judged to be proficient, the award will be presented at a chapter or state function that the DeMolay may be attending.

The goal of the program is that the public recognition will encourage the young man to seek the next level of proficiency until he attains Elite Master status.

Contacts:

**State Ritual Director**

Dad Joe Hoage  
(317) 408-3406  
[jbhoage@yahoo.com](mailto:jbhoage@yahoo.com)

**Executive Director**

Dad Jeff Koleszar  
(317) 536-8093  
[info@indianademolay.org](mailto:info@indianademolay.org)

## JUNIOR RITUALIST

1. Magnificent Seven
2. Junior Councilor
  - a. Opening
  - b. Closing
  - c. Initiatory Degree
3. Guy of Augverne

Proficiency Level - 95%  
Award - Lapel Pin and Certificate

## **SENIOR RITUALIST**

1. Junior Ritualist
2. Senior Councilor
  - a. Opening
  - b. Closing
  - c. Initiatory Degree
3. Chaplin
  - a. Opening Prayer
  - b. Closing Prayer
  - c. Nine O' clock Interpolation
4. Orator - Both Parts

Proficiency Level - 95%

Plus - Two Preceptors - Selected at Random - 90%

Award - Lapel Pin and Certificate

## **MASTER RITUALIST**

1. Senior Ritualist
2. Master Councilor
  - a. Opening
  - b. Closing
  - c. Initiatory Degree
  - d. Fourth Section
3. Marshal - Initiatory Degree
4. Master Inquisitor
5. Flower Talk

Proficiency Level - 95%

Plus - Two Preceptors - Selected at Random - 90%

Award - Lapel Pin and Certificate

## **GRAND RITUALIST**

1. Master Ritualist
2. Senior Deacon - Initiatory Degree
3. Jacques DeMolay
4. Ceremony of Light

Proficiency Level - 95%

Plus - Three parts selected at random - 90%

Award - Honor Key and Certificate

## DEMOLAY WEEK / MONTH CONTEST

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Chapters will be judged for the best overall DeMolay Week/Month Program. Trophies will be awarded at Conclave to the first, second, and third place winners.

To compete in the contest, you must complete the DeMolay Week Summary Sheet (included), describing your Chapter's specific activities, and include any materials that you deem may be of value in judging the Chapter's program (pictures, written materials, articles, etc). This additional verification material will count significantly in aiding the judges when determining a program winner.

The deadline for entering the contest is April 30, 2006. All entries must be postmarked on or before that date and received in the office no later than May 10, 2006.

Submitted materials will be returned once judging is completed.

**All materials must be submitted to:**

**Indiana DeMolay Headquarters  
P.O. Box 348  
Franklin, IN 46131**

## DEMOLAY WEEK CONTEST: Suggested Activities

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In order to aid in selecting activities for DeMolay Week, the following list was compiled. For additional suggestions see the *Leader's Resource Guide* or *Chapter Activity Guide*. These can be found at [www.demolay.org/resources/](http://www.demolay.org/resources/).

### Filial Love:

- Father and Son athletic competition
- Dinner at lodge for parents
- Reciting the Flower Talk to your mothers
- Reciting the Tribute to Fatherhood to your fathers
- Tell someone how much they mean to you
- Parent appreciation banquet
- Treat mom and dad to a movie

### Reverence:

- Go to church as a Chapter
- Donate altar flowers in memory of Frank S. Land
- After church, donate punch and snacks
- Hold a memorial service
- Donate bibles to a ministry

### Courtesy:

- Give a gift subscription of a magazine to a school library
- Visit shut-ins or the needy
- Have older DeMolays act as crossing guards at an Elementary School
- Bingo in a nursing home and maybe serve refreshments
- Assist in your local hospital

### Comradeship:

- Hold a Prospect Party
- Visit another DeMolay Chapter
- Attend a movie together
- Weekend at the Chateau
- *Invite a friend to join DeMolay!!!!*
- Hold a lock-in
- Guys night out

## **DEMOLAY WEEK CONTEST: Suggested Activities-Cont.**

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### **Fidelity:**

- Hold a Past Master Councilor's Dinner
- Hold a Majority Service
- Conduct an initiation
- Review obligations as a Chapter

### **Cleanness:**

- Wash cars for the local Police Department
- Clean the Masonic Temple
- Adopt a highway
- Clean a local park, statue, or monument
- Join a river watch

### **Patriotism:**

- Take over city hall for the day
- Present a U.S. flag to a local civic group
- Write letters to Chapter members in the military
- Get a Proclamation from the Mayor
- Visit a war memorial
- Register to vote if 18

# DEMOLAY WEEK CONTEST: Summary Sheet



Chapter Name: \_\_\_\_\_

Briefly describe the activities of each day. Be sure to indicate which virtue it represents and the number of people involved. If additional space is needed use additional sheets.

**Filial Love:** # Members involved: \_\_\_\_\_ Date: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

**Reverence:** # Members involved: \_\_\_\_\_ Date: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

**Courtesy:** # Members involved: \_\_\_\_\_ Date: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

**Comradeship:** # Members involved: \_\_\_\_\_ Date: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

**Fidelity:** # Members involved: \_\_\_\_\_ Date: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

**Cleanness:** # Members involved: \_\_\_\_\_ Date: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

**Patriotism:** # Members involved: \_\_\_\_\_ Date: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

Total Number of Activities: \_\_\_\_\_ Total # Members Involved: \_\_\_\_\_

**Approved as Submitted:**

Master Councilor: \_\_\_\_\_

Chapter Advisor: \_\_\_\_\_

# Obligatory Days – Big Seven Club

This year we will place special emphasis on the seven Obligatory days. These days are of great importance to the order of DeMolay, they serve as opportunities for every DeMolay to live up the seven cardinal virtues of our order. Attached are seven suggestions, one for each day. They are detailed plans for your chapter to follow in order to have a successful event for an Obligatory day. By no means are you required to follow these exact plans, we encourage you to get creative. If these suggestions do not fit your needs as a chapter, then by all means create your own event, but use these as an example to plan your own event. Refer to your Leaders Resource Guide for even more suggestions and information on the Obligatory days. Remember that Obligatory days exist for a reason as they are opportunities to learn even more about each precept and how they apply to the world we live in. They are also an opportunity for us to show the rest of the world that we live by this exclusive set of guidelines and that is what sets us apart from everyone else. Remember that each chapter that observes all of the Obligatory days will be included in the Big Seven Club and will receive special recognition for doing so.

## Frank S. Land Memorial Day

Schedule a convenient day near November 8, the day on which our founder died, to memorialize and pay tribute to Frank S. Land, Founder of the Order of DeMolay. On this day, Chapters are encouraged to carry out special fund-raising effort and donate the proceeds to a DeMolay charity.

### **Activity:**

Hold a bowl-a-thon to raise money in memory of Dad Land

### **Steps to take:**

- 1. Select a date and location. Contact the bowling alley to find out when they have open bowling lanes.
- 2. Set day near November 8<sup>th</sup> if possible, the day on which our founder died.
- 3. Pass out pledge sheets to all members
- 4. Reserve lanes with the bowling alley if necessary
- 5. Make sure members are getting pledges
- 6. Bowl, have fun, and raise money for charity

A sample pledge sheet is attached! Create your own or make copies for each member.

**Execution time line:**

By mid September discuss the plan of action and assign tasks within the chapter to get the event ready. Tasks to be assigned include:

- contacting bowling alley
- creating or printing the pledge sheets
- calling all members and Advisors to get them involved and participating

35 days prior to event: Reserve the lanes at your bowling alley.

30 days prior to event: Pass out pledge sheets. You will have until the day of the event to get donations

10 days prior to event: call members and remind them of the event. Also call the Bowling alley and confirm the date/lanes reserved.

3 Days Prior to Event: call the members once again to remind them to bring their Pledge Sheets and how much money they will need to bowl.

After the event, send a thank you letter to the bowling alley if they gave you discounted pricing for lanes, shoes etc.

**COLLECT ALL MONIES DUE!!!** Have the Chapter write one check to the charity.



# Day of Comfort

This special day should be held during the Thanksgiving-Christmas season on a day convenient to the Chapter. On DeMolay's Day of Comfort, every member of DeMolay should make an effort to visit the sick and carry words of comfort to those who are confined. The Almoner should be responsible for planning this observance.

**Activity:** To adopt a family in need for the holiday season.

## **Steps to take:**

1. Contact the Salvation Army and inquire about adopting a family to help out. This needs to be done by the end of Sept or the beginning of October to provide proper time to plan and execute this event. They will give details on the entire program.
2. Apply to sponsor a family. This is required by the Salvation Army.
3. Either arrange for a fund raiser to help raise money to pay for this activity or have each DeMolay and Advisor make donations. Your sponsoring Lodge, Eastern Star Chapter and other Masonic bodies may be approached and asked to help sponsor the family. The more involvement you have from others, the more funds may be used on the adopted family.
4. You will receive a needs list from the Salvation Army. Set a date with your Chapter and any other people or groups involved to shop for the family.
5. Contact the family or follow the Salvation Army's guidelines to make arrangements for presenting the donations to them.
6. Present the family with their items.

More than any other Obligatory Day, the Day of Comfort provides us with the chance to help others at a crucial time of year. Many Chapters have done this and there is no more gratifying feeling than being able to help a family enjoy a holiday that would otherwise be lacking in food or gifts.

# Education Day

One of the most important things you can achieve as a chapter is to receive support from the teachers in your community, because their students are your future members.

**Activity:** Each Chapter member invites one teacher for a dinner honoring them.

## Steps to take:

1. Organize a committee to plan and execute this event.
2. At least two months prior to the night you want to host the dinner you must discuss how to implement it with your chapter, such as date, time, and place. Make sure before you start planning that the night is available and doesn't interfere with any other event at your lodge. You can give presentations to the teachers or administrators, ceremonies such as the Ceremony of Light or Flower Talk are very good presentations to explain the values and purposes of DeMolay.
3. As soon as your date and time have been set, you must create invitations to give to your teacher or administrator. We strongly encourage you to personally deliver these invitations to your teachers. Make sure the invitation states clearly the following:
  1. Where the teacher is going.
  2. Where it is going to be.
  3. Why the teacher was chosen.
  4. Why we as DeMolays are recognizing them.
  5. And what will be happening at the dinner, such as ceremonies, presentations, awards, etc. We will provide a sample invitation but you must personalize it to your chapter. **DO NOT** simply make copies of the sample invitation, but put your chapter's name on it and most importantly give an address with directions on how to get there. Make sure to also include the menu on the invitation, as well as well as a dress code. Request an RSVP of **AT LEAST 2 WEEKS** so that you know what kind of turnout to expect.
4. Make sure you use the RSVPs you have collected to make a list of things to prepare for the dinner including:
  1. You have to buy more than enough food for the event.
  2. Make sure you have enough seating for the event.
  3. Make sure you have eating utensils, plates, and everything you need to have a successful dinner on hand and clean.
  4. Make sure the room is presentable, the cleanliness of your dining area reflects upon your chapter.
  5. We strongly encourage bulletins with an itinerary, remarks, a brief explanation of DeMolay, and anything else you want to publish in the bulletin.
5. Carry out the event.

# Patriots Day

On a day convenient to the Chapter during February, each Chapter should arrange a special Patriots' Day meeting featuring the nation's great patriotic events and the great patriots who participated in them. The Standard Bearer usually directs this observance.

## **Activity:**

Have a veteran speak at a Stated Meeting and dedicate that meeting to him/her.

## **Steps to take:**

- 1: Locate a veteran and ask if he or she would be willing to speak at a DeMolay meeting regarding his/her experiences. If you have trouble locating a veteran, contact your local Veteran's of Foreign Wars (VFW) and ask them for assistance.
- 2: When you find out what day he or she will be attending, make that meeting dedicated to Patriots Day.
- 3: Announce to all of your members that you will have a guest speaker, tell them the date, and encourage them to attend.
- 4: Send the speaker a short note explaining what time they need to arrive, how long they will have to speak, where the lodge is located, and other important details.

## **Execution time line:**

In early to mid January, determine who will be speaking or contact the Veteran of Foreign Wars for assistance. Let him/her/them know that you would like a speaker in February. You may have to explain that it's for a DeMolay Chapter and in honor of our Patriots. Take the opportunity to talk about DeMolay's cardinal virtues and focus on Patriotism.

20 days prior to the meeting: Remind all of your members that a veteran will be attending the meeting so they will be in attendance

5 days prior to the meeting: Call the speaker and make sure they are set for the event. Ask if they need directions or any other details.

2 days prior to the meeting: Remind all of your members once again that a veteran will be attending the meeting so they will be on their best behavior in honor of all veterans.

When the speaker arrives, introduce yourself and make sure everyone has a chance to meet him/her.

Work with your Advisors to determine in advance how you want to structure the meeting. Do you want to have him/her speak before you open? Will you have the speaker sit outside while you open and go through business before you get to Good of the Order? Your chapter may choose to have him/her speak before you open to accommodate his/her schedule.

Follow up:

After the meeting, send a thank you card to the speaker that's been signed by all in attendance. Also send a letter to the VFW thanking them for their help and their service to our country. This is a great way to get a little public relations in the community!

# Devotional Day

On the Sunday nearest to March 18, it is the duty of Chapter members to attend church or synagogue/temple as a group at which a special service has been arranged. The religious beliefs and creed of each DeMolay is his own, and he is encouraged to be a devout follower of its teachings. Observance of this day allows for an opportunity to publicly show our reverence of those personal beliefs.

Your Chaplin should be in charge of this event.

## **Activity:**

Attend a church service as a Chapter.

## **Steps to take:**

1. Find a Church. Consider going to the church of a Chapter member
2. Set the date – Remember, try and go near March 18<sup>th</sup>.
3. Call all members and advisors and let them know the date, time and place of the Church service.

## **Execution time line:**

30 days before event: Find a church and set the date

15 days before event: Call Church let them know you will still be in attendance.

Contacting the youth pastor may help with public relations and can help build a relationship that can benefit both groups. Call all members and advisors and give them all of the details.

4 days before event: Call members again to see if everyone has a ride or reaffirm where everyone will be meeting.

The day after the service, send a thank you card for having you at their service.

## **During the event:**

Make sure everyone dresses up nicely, is quiet during the service and pays attention. You may be asked to stand during the service, so it's important to look nice for the service.

# Parents Day

Because the home and love of parents is essential to building good citizens, DeMolays should give special emphasis to Parents' Day, which is observed on a day between May 1 and Jun 21. It is the duty of every DeMolay to give to his parents some memento or perform some act that shows appreciation for all that his parents have done and are doing for him. It is also the duty of each Chapter to invite parents to a special meeting where they will be suitably recognized. The observance of Parents' Day is often under the direction of the Preceptors.

## **Activity:**

Have a dinner dedicated to your parents. Your Parents should not be involved in this whatsoever. This should be a day of relaxation for them. You should cater to them and yes, pick up after them. Let's face it they have served and picked up for you your entire life.

## **Steps to take:**

1. Assign a committee to work on this activity!
2. Set a date for this dinner. Remember it should fall on a day between May 1 and Jun 21.
3. Determine where you will host it. Your Lodge may be the best solution but make sure it's available.
- 3: Set a menu; discuss what your Chapter would like to prepare for your parents. Find out what you need for this meal. Research where you can get all the supplies. Make a copy of the menu for each of your parents and in that menu tell them something that makes them special to you.

## **Execution time line:**

45 days prior to the dinner: assign the committee. Have them meet and determine the date, time, and location.

30 days prior to the dinner: send out invitations to your parents. Make sure to include the date, time, location, and all other details that they need to know.

20 days before the event: price supplies and determine approximate costs

15 days before the event: call the members and see who will be attending and how many parents/grandparents will be attending.

5 days prior to event: Buy food.

1 day prior to event: Set up the Event and call everyone again to make sure they are coming.

## **During the event:**

Make sure the parents sit, relax, and watch the boys work!

Have a program of some sort. Maybe each member can thank his parents for their support, a slideshow can be shown, or do something to make it special!

July 22, 2009

Dear Friend:

Congratulations! By receiving this letter, you have been chosen as a favorite teacher/administrator/clergy or public official by one of our members. As such, you are invited to a dinner in your honor at TIME on DATE. This will take place at the LOCATION. This is a casual affair that we hope you can attend.

DeMolay is a young man's organization that revolves around three basic "bulwarks"; religious liberty, civil liberty and intellectual liberty. We display schoolbooks in a place of honor during our meetings with the following phrase: "as a symbol of intellectual liberty and to remind us that the public schools are the foundation of our country's greatness". Around these "bulwarks" they practice seven cardinal virtues; love of parents, reverence, courtesy, comradeship, fidelity, cleanness, and patriotism. The evening's events will include three special presentations to help you understand the purposes of DeMolay.

When a young man joins DeMolay, he promises to live a clean life, to honor womanhood, to be a good citizen in his community, and to be a good son. Your impact on his life has prompted him to invite you to be a part of our celebration.

This invitation is open to you and the guest of your choice. You are a large part of our chapter's success and we want to show our appreciation. Please RSVP by responding to the young man or advisor that delivered this invitation. They will follow-up on DATE for final confirmation. Again, Congratulations! The receipt of this letter confirms the admiration of your students and their parents.

Sincerely,

Kirby Dunigan  
Chapter Advisor  
Chapter Name

# My Government Day

To be observed during the month of July, My Government Day serves to educate DeMolays about the government. A great idea for My Government Day is to present the mayor of your city with a certificate from your chapter.

**Activity:** Present the Mayor of your city or town with a “Public Official of the Year” Award.

## **Steps to take:**

1. At least 2 months prior to the presentation decide as a chapter when you would like to present the mayor with his/her certificate, keep a general time in mind, remember that mayor is a busy person and you have to fit into their schedule. Decide what you would like the certificate to be for, it could be for contributions to the Order of DeMolay, for service to the community, offering the support of your chapter for whatever the mayor may need, or simply congratulating the mayor on a successful term thus far.
2. Contact the Mayor’s office and notify them that you would like to present the mayor with an award. Work with them on the time and date. Ask where it would be best to make the presentation at: whether it is at your chapter, at the Mayor’s office, or even a park in front of a patriotic monument. If you present it at a park you may also have a cook out after the presentation. When the details are set proceed to step 3.
3. Notify your chapter about the details of the presentation. Create the certificate. It is best to create something professional with a frame. The frame is not necessary, but shows that you take pride in the certificate. If you need a sample certificate, please contact Indiana DeMolay headquarters at [info@indianademolay.org](mailto:info@indianademolay.org) or at (317) 536-8093.
4. Two weeks prior to the presentation, call the Mayor’s office to confirm the details and notify them that you are still going through with the presentation. Call the members of your chapter and remind them of the dress code, time, and place.
5. Present the certificate. This is good public relations for your chapter, so take pictures and submit a story to your local newspaper. Ask the mayor if he would like to speak to the members and educate them on how the local government works.