



## Past Master Councilor Meritorious Service Award

### General Information:

The PMC-MSA was designed by Dad Land primarily to stimulate greater over-all efficiency in chapter operation. While the newly elected Master Councilor is the only one qualified to apply and achieve the award, he cannot do it alone. The requirements can only be met through the combined efforts of the entire chapter. It is the Master Councilor; however, who must provide the leadership skills and incentives which will stimulate and inspire the chapter to success.

### Applying for the PMC-MSA (Use PMC-MSA checklist attached to make sure all items are completed)

#### A. Prior to the installation of his term:

The Master Councilor elect must fulfill the following requirements to qualify for this award:

1. He must complete the Representative DeMolay and Leadership Correspondence Course section 1 and 2.
2. He must memorize the Master Councilor's portion in the *Ritual of Secret Work*.
3. He must present prior to his installation in printed form a planned program listing all events and dates planned for the term (Note: changes to the calendar are permitted as the term progresses.)

#### B. At the beginning of his term but no later than 10 days after his installation, the new Master Councilor must send a letter to the District Governor stating his intent to qualify for the PMC-MSA. (Note – this letter must be in the hands of the District Governor for his signature within the ten day time period! He will then forward this letter to the Director of PMC-MSA.)

The following items are to be included with the Letter of Intent form:

1. The Master Councilor's plan for a successful term. This needs to include strategies to ensure the chapter members can perform the Secret Work of their offices from memory, strategies for increasing membership, a list of the obligatory days that fall within the term, and an outline for a program which increases or maintains a high level of attendance at Chapter meetings.
2. A copy of the term calendar. This needs to include the dates for the following activities: Initiations, Social, Civic, Masonic, Athletic, Obligatory Days, and Fund Raising. (Single sheet only no copy of calendar pages)
3. A copy of a Term Budget.

The Letter of intent form used to apply for the PMC-MSA is included in the packet and at <http://www.ohiodemolay.org/honors-awards>

#### C. During the term

The Master Councilor must fulfill the following requirements prior to the completion of the term:

1. All ritual ceremonies from the Ritual of Secret Work must be given by memory and both Degrees of the Order are conferred.
2. Initiate at least 6 new members.
3. Hold at least one – social, civic service, Masonic service, athletic, and fund raising activity during the term.
4. Provide for the observance of each Obligatory Day which falls within the term of office.
5. Establish a program which increases or maintains a high level of attendance at chapter meetings.
6. All Form 10's must be reported with full remittance to the DeMolay Service and Leadership Center, and to the Ohio DeMolay Director of Membership within 10 days following the Initiatory or DeMolay Degrees.

#### D. At the close of the term

The applicant must complete the Letter of Completion no later than **ten days** after the end of the Master Councilor's term. Attached to the letter needs to be a detailed summary that includes a description of each event, how many attended the event, the outcome of the event and the reason for outcome, and an explanation for any changes to the term plan. Events that need summarized include the Social, Civic Service, Fund Raising, Masonic Service, Athletic, and Obligatory Days. A summary also needs to be completed that describes the program for attendance at Chapter meetings and its effectiveness.

The Letter of Completion and the summary needs to be signed by the Chapter Dad and sent to the District Governor. (Note – this letter must be in the hands of the District Governor for his signature within the ten day time period! He will then forward this letter to the Director of PMC-MSA.)

The Letter of Completion template is included in the packet and at <http://www.ohiodemolay.org/honors-awards>

#### E. Application Review

1. After applications are signed by the District Governor they will be reviewed by the Director of PMC-MSA.
2. Applicants will be informed of results on:
  - a. May 15 each year for all applications received by April 1 of the same year
  - b. October 15 each year for all applications received by September 1 of the same year
3. Those who are awarded the PMC-MSA on May 15 will be presented their award at Conclave of that year. Those who are awarded the PMC-MSA on October 15 will be presented their award at Winterfest of that year.

## PMC-MSA CHECKLIST

### Prior to Your Installation:

- Complete the Representative DeMolay.
- Complete the Leadership Correspondence Course section 1 and 2.
- Memorize all Master Councilor ritual work as verified by district governor.
- Create a list of the obligatory days you need to observe during the term.
- Develop strategies to ensure the chapter members can perform their offices from memory.
- Develop strategies for increasing membership.
- Create an outline for a program which will increase or maintains a high level of attendance at Chapter meetings.
- Print and distribute a term calendar that includes the dates for the following activities: Initiations, Social, Civic, Masonic, Athletic, Fund Raising, and Obligatory Days.
- Develop a Term Budget.
- Submit PMC-MSA Letter of Intent to the District Governor. (**Note – this letter must be in the hands of the District Governor for his signature within the ten day time period!**).

### During your term:

- Give all ritual work from memory.
- See that both degrees are conferred at least once during your term.
- Initiate the program to increase or maintain attendance at chapter meetings.
- Hold at least one activity for each of the following:
  - Social
  - Civic Service
  - Fund Raising
  - Masonic Service
  - Athletics
- Initiate a minimum of 6 new members.
- Provide an activity for each Obligatory Day that fall in your term.
- See that all Form 10's are submitted on time.

### At the conclusion of your term:

- Submit the Letter of Completion to the District Governor **within ten days of your outgoing installation.**
- Summarize the following events by explaining the event, the successes, and areas for improvement and attach to the Letter of Completion:
  - Social
  - Civic Service
  - Fund Raising
  - Masonic Service
  - Athletics
  - Obligatory Days
  - The program for attendance at Chapter meetings.

Questions regarding the requirements or forms should be directed to:

Allen Kiger  
Director of PMC-MSA  
2690 Spring Grove Avenue  
Lancaster, Ohio 43130  
[allenkiger@gmail.com](mailto:allenkiger@gmail.com)  
740-403-8851

**PAST MASTER COUNCILOR'S MERITORIOUS SERVICE AWARD**

(This document has fillable sections that can be completed in Adobe Reader and then printed for signatures. If printing a blank form please print neatly.)

**LETTER OF INTENT**

Dear District Governor,

This letter is to inform you of my intent to qualify for the Past Master Councilor's Meritorious Service Award.

Upon my honor as a DeMolay, I certify that I have memorized my entire portion of the ritual prior to my installation. I have also completed my Representative DeMolay on \_\_\_\_\_, and LCC section 1 and 2 on \_\_\_\_\_. I further acknowledge that all information contained in this application has been reviewed and approved as indicated by the signatures below.

Enclosed you will find a plan for a successful term that includes strategies to ensure the chapter members can perform the Secret Work of their offices from memory, strategies for increasing membership, a list of the obligatory days that fall within the term, and an outline for a program which increases or maintains a high level of attendance at Chapter meetings.

Enclosed you will find a copy of the Term Plan for my term of office as approved by my Advisory Council. I certify that the enclosed Term Plan was distributed to ALL members of my Chapter prior to my Installation.

Enclosed is an outline for a program which will increase or maintains a high level of attendance at Chapter meetings.

I further state that I have read and understand ALL of the requirements for the PMC-MSA, and have included with this letter ALL of the information required for my participation in the PMC-MSA Program.

The beginning and ending dates for my term of office as well as my full name, mailing address, zip code and telephone number are printed below.

Fraternally,

\_\_\_\_\_  
Master Councilor (Elect)

Beginning date of term: \_\_\_\_\_ Ending date of term: \_\_\_\_\_  
Chapter Name & Location: \_\_\_\_\_  
DeMolay Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
E-mail: \_\_\_\_\_

I, the Chapter Advisor for the above named chapter, have reviewed and that the Advisory Board has approved this Intent Letter for the PMC-MSA.

\_\_\_\_\_  
DATE: \_\_\_\_\_  
Print & Signature of Chapter Advisor

I, the District Governor, have reviewed and approve this Intent Letter for the PMC-MSA.

\_\_\_\_\_  
DATE: \_\_\_\_\_  
Print & Signature of District Governor

Forward all documentation after signature by District Governor to:

Allen Kiger  
Director of PMC-MSA  
2690 Spring Grove Avenue  
Lancaster, Ohio 43130  
[allenrkiger@gmail.com](mailto:allenrkiger@gmail.com)  
740-403-8851

**PAST MASTER COUNCILOR'S MERITORIOUS SERVICE AWARD**

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**LETTER OF COMPLETION**

Dear District Governor,

This letter is to inform you that I meet all the requirements to qualify for the Past Master Councilor's Meritorious Service Award. The following information is an explanation of my activities during my term.

**Please Print Neatly**

Beginning date of term: \_\_\_\_\_ Ending date of term: \_\_\_\_\_  
 Chapter Name & Location: \_\_\_\_\_  
 DeMolay Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

I performed from memory (without using written notes or book) \_\_\_\_\_ (number of) meetings.

Our chapter performed from memory (without using written notes or book) initiations on the following dates:

Dates of DeMolay Degree	# of candidates receiving degree

Our Chapter held the following Activities

Attach detailed summary of each activity. The summary needs to include a description of event, how many attended, the outcome of event and the reason for outcome.

Event Type:	Event Name:	Event Date:
Social		
Civic		
Fund Raising		
Masonic Service		
Athletic		

Our Chapter observed the following Obligatory Days

Attach detailed summary of each Obligatory day observed. The summary needs to include a description of event, how many attended, the outcome of event and the reason for outcome.

Obligatory Day	Event Time Frame:	Event Date:
Frank S. Land Day	Near November 8 <sup>th</sup>	
Day of Comfort	Near Thanksgiving or Christmas	
Patriots Day	In the month of February	
Devotional Day	Sunday nearest March 18 <sup>th</sup>	
Parents Day	Between May 1 and June 20 <sup>th</sup>	
Government Day	In the month of July	
Educational Day	In the month of September	

Attached is a summary of the program to increase or maintains a high level of attendance at Chapter meetings. The summary includes a description of the program and the outcome of the program.

I, the Past Master Councilor for the above named chapter, confirm that the requirements for the PMC-MSA have been met by me and the Chapter

DATE: \_\_\_\_\_

Print & Signature of Past Master Councilor

I, the Chapter Advisor for the above named chapter, confirm that the requirements for the PMC-MSA have been met by this DeMolay and Chapter.

DATE: \_\_\_\_\_

Print & Signature of Chapter Advisor

I, the District Governor, confirm that the above named DeMolay and Chapter have met the requirements for the PMC-MSA and that I have received this letter and documents within 10 days of the above named DeMolay's term completion.

DATE: \_\_\_\_\_

Print & Signature of District Governor

Applicants will be informed of results on:

May 15 each year for all applications received by April 1 of the same year

October 15 each year for all applications received by September 1 of the same year

Those who are awarded the PMC-MSA on May 15 will be presented their award at Conclave of that year. Those who are awarded the PMC-MSA on October 15 will be presented their award at Winterfest of that year.

**Forward all documentation after signature by District Governor to:**

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