

# **THE DMC-MSA**

## **IN PENNSYLVANIA**

PRESENTED BY  
THE INTERNATIONAL  
SUPREME COUNCIL  
ORDER OF DeMOLAY



**GUIDELINES  
FOR THE  
PAST  
MASTER  
COUNCILOR'S  
MERITORIOUS  
SERVICE  
AWARD**



The PMC Meritorious Service Award was originated by the Founder of the Order of DeMolay, "Dad" Frank S. Land. He recognized the tremendous advantage gained by the Master Councilor in having a pre-planned program for his term of office. When such a program has been planned and distributed to the Chapter membership in printed form, the Master Councilor has gone a long way in achieving goals he has set.

While the newly elected Master Councilor is the only one qualified to apply for and achieve the award, he cannot do it alone. The requirements can only be met through the combined efforts of the entire Chapter. The Master Councilor must provide the leadership to inspire his fellow DeMolays toward a well-rounded program.

"Dad" Land wrote the qualifications for the award and designed the jewel which is now proudly worn by those who have accomplished success in their term as Master Councilor. We hope that you will qualify for this coveted award. These guidelines have been created to help you.



All 3 Councilors should play a key role in program planning, acting on suggestions from the members, with the advice and assistance of the Chapter Advisor. Follow these steps for success:

### Gather information

- A. Survey Chapter members
  - What current Chapter programs are popular?
  - What new activities would members like to try?
- B. Appoint committees to investigate new activities suggested and make recommendations to the Councilors.
- C. Check community and school activities for conflicts.
- D. Make a list of annual and monthly events
  1. DeMolay International
    - a. Activities
    - b. Membership programs
    - c. Obligatory Days
  2. Pennsylvania DeMolay
    - a. Athletic Tournaments
    - b. State Membership Classes
    - c. Convention
    - d. Key Man Conference
    - e. Other State activities
  3. Nation and Community
    - a. Holidays
    - b. School breaks
    - c. Anniversary celebrations
    - d. Proms, plays, and other school events
  4. Your Chapter

- a. Stated meetings
- b. Advisory Council meetings
- c. Councilors' meetings
- d. Social
- e. Civic and Masonic Service
- f. Athletic
- g. Entertainment
- h. Fund Raising
- i. Other events

### Program Planning

- A. Make up a calendar using the information gathered.
- B. Analyze your basic program for:
  1. Placement of dates during the month
  2. Variety
    - a. In event type
    - b. In age appeal
- C. Correct any shortcomings
  1. Be sure of a balanced program
  2. Verify you have all activities needed to qualify for the PMC-MSA.
- D. Make your budget in light of the activities planned.





\*\*\* Check the box by each requirement as you complete it. \*\*\*

**1. Initial Letter** – *Within 10 days of your Installation, you must send (emailing it as an attachment is recommended) a letter to the Director of the PMC-MSA program. The letter must include:*

- A statement of your intent to qualify for the Award.
- A description of your plans for a successful term.
- A statement certifying that you have memorized your portion of the Opening and Closing Ritual prior to taking office.
- A copy of your term plan/program, which must be distributed to all members and Advisors prior to your Installation.
- Any additional information you deem important.
- The counter-signature of your Chapter Advisor.
- Full contact information where the Director of the PMC-MSA Program can correspond with you regarding your award application.
- Please make sure that you and your Chapter Advisor sign the letter.

**Send your letter to:**

"Dad" Rick S. Freedman  
Director of the PMC-MSA Program  
639 Old Orchard Rd  
Cherry Hill, NJ 08003  
RSFDeMolayISC@aol.com

**2. Term Activities** – *During your term of office, you must meet all of these requirements. Be sure to refer to this list when completing your term plan:*

- Confer the Obligating Ceremonies from memory, at least once.
- Induct at least enough new members to meet your term goal (see chart on next page).
- Hold at least one social, civic service, Masonic service, athletic, and fund-raising activity in the Chapter.
- Observe each Obligatory Day falling within the term (see chart on next page).
- Establish a program that increases or maintains a high level of attendance at Chapter meetings.
- See that all Form 10's, reporting new members inducted during your term of office, are submitted to PA DeMolay, with payment, within 10 days of induction or obligation.
- See that all of the Chapter's required reports and payments are submitted to PA DeMolay on time, for due dates falling within your term of office.

**3. Final Letter**– *Within 10 days of your successor's Installation, you must submit a final letter to the Director of the PMC-MSA Program, detailing the success of your term of office. It must include:*

- A summary of your term, detailing how you met each of the requirements in item 2, above.
- An analysis of your program, explaining the results of each activity held, and noting any changes made to the previously submitted term plan.
- Any other information you deem necessary.
- A statement signed by your Chapter Advisor, confirming the details of your report and your qualification for the Award.
- Please make sure that you and your Chapter Advisor sign your letter.



# THE PMC-MSA MEMBERSHIP GOALS

Every Master Councilor who wishes to earn the Meritorious Service Award is responsible to see that a certain number of new members are inducted into the Chapter during his term of office. In Pennsylvania, the PMC-MSA Membership Goal is separate from your Chapter's annual membership goal.

Your PMC-MSA term membership goal is based on the total number of members in your Chapter. Ask your Chapter Advisor to provide you with this number, based on the total number of members on December 31 of the previous year, or get your current goal at <http://www.pademolay.org/news/membershipstandings.html>

If your Chapter's total membership is:	... then your term membership goal is:
20 or Fewer	2
21 or More	3

To qualify for the MSA, your Chapter must induct the required number of new members *during your term*. Additional new members inducted by your predecessor or your successor do **NOT** count toward your term goal.

# THE PMC-MSA OBLIGATORY DAYS

To qualify for the MSA, you must provide for the observance of any Obligatory Days falling within your term of office. Talk with your Chapter Advisor or see the DeMolay Leader's Resource Guide for ideas about observing these special days. Exact requirements for the Obligatory Days, with their acceptable observance dates, are prescribed by DeMolay International's Rules and Regulations, Section 323.

Obligatory Day	Observance Date(s)
Devotional Day	A day in the week that includes March 18
Patriot's Day	Any day in February
Day of Comfort	A day between November 15 and December 31
Educational Day	Any day in September
Parents' Day	A day between May 1 and June 21
My Government Day	Any day in July
Frank S. Land Memorial Day	A convenient day near November 8

## Good luck in your term of office!

For more tips on term planning for the PMC-MSA, visit <http://www.pademolay.org/resources/competitionsandawards/awards.html>



The PMC-MSA program is financially underwritten by the generosity of the **Tall Cedars of Lebanon.**

In Pennsylvania, an official of the Tall Cedars will participate in the presentation of these awards.

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