THE PMS-MSA IN PENNSYLVANIA

GUIDELINES FOR THE PAST MASTER SQUIRE MERITORIOUS SERVICE AWARD

V2 2026

THE PMS-MSA GET THIS!

The Past Master Squire Meritorious Service Award was originated to recognize the tremendous advantage gained by the Master Squire in having a pre-planned program for his term of office. When such a program has been planned and distributed to the Manor membership in printed form, the Master Squire has gone a long way in achieving goals he has set.

While the newly elected Master Squire 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 Manor. The Master Squire must provide the leadership to inspire his fellow Squires toward a well-rounded program.

"Dad" Land, the founder of DeMolay, designed the jewel, which is now proudly worn by those who have accomplished success in their term, either as Master Councilors or as Master Squires. We hope that you will qualify for this coveted award. These guidelines have been created to help you.

THE PMS-MSA PLAN FOR SUCCESS!

The Master, Senior and Junior Squires should all play a key role in program planning, acting on suggestions from the members, with the advice and assistance of the Manor Advisor. Follow these steps for success:

Gather Information

A. Survey Manor members
   - What current Manor programs are popular?
   - What new activities would members like to try?

B. Appoint committees to investigate new activities suggested and make recommendations to the Manor officers.

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 & Manor
      a. Stated meetings
      b. Advisory Council meetings
      c. Councilors' & Squire Officers' meetings
      d. Other Local Masonic Group schedules
      e. Social
      f. Civic and Masonic Service
      g. Athletic
      h. Entertainment
      i. Fundraising
      j. 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 the activities you need to qualify for the PMS-MSA.

D. Make your budget in light of the activities planned.

THE MSA MSA EASY As 1, 2, 3!

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

*** * * All correspondence should be sent via email * * ***

1. Initial Letter—within 10 days of your Installation, you must email a letter to the Director of the Squire 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 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 Manor Advisor.
- ☐ Full contact information, including email address, where the Director of the Squire MSA Program can correspond with you regarding your award application.
- ☐ Please make sure that you sign and date your letter. (No digital signatures.)

Email your letter to:
"Mom" Tammy Freedman
Director of Squire MSA Program
momtjfdemolay@gmail.com
Do NOT send via USPS.

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 Obligation from memory at least once during your term.
- ☐ Induct at least two (2) new members into your Manor.
- ☐ Hold at least three (3) meetings of the Manor.
- ☐ Celebrate the Squire Obligatory Days that fall within your term.
- ☐ Conduct a Manor social event.
- ☐ Participate in an event with another DeMolay entity (Manor, Chapter, Chevalier Courts, Legion of Honor Preceptories, or other) of your own planning and execution or theirs.
- ☐ Participate in a community involvement event.
- ☐ Conduct one (1) MRE—Membership Recruitment Event per 6 month term.

The last four requirements must be completed separately; you may not use one event to satisfy more than one requirement.

3. Final Letter —Within 10 days of your successor's Installation, you must submit a final letter to the Director of Squire MSA Program, detailing the success (or downfalls) of your term of office. Remember that even unsuccessful events are learning lessons and should not be omitted from your final letter. 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 that you deem necessary.
- ☐ A statement signed by your Manor Advisor and Squire Mentor, confirming the details of your report and your qualifications for the Award. If your Manor does not have a Squire Mentor, please explain in your letter.
- ☐ Please make sure that you sign and date your letter. (No digital signatures.)

You've Got This!

THE OBLIGATORY DAYS

To qualify for the Past Master Squire—MSA, you must provide for the observation of any Obligatory Days falling within your term of office. See below or talk with your Manor Advisor for ideas about observing these special days. These Obligatory Days are specific for Pennsylvania as no DeMolay International guidelines have yet to be set.

Foundations Day—March 1—31st: Foundations Day celebrates Truth. It is a day to recognize the truth in oneself and the skills that are needed in the future in order to build a firm foundation for becoming a strong and self sufficient adult. Programs may include lessons on sewing or doing basic clothing repairs, balancing a checkbook, balancing a budget, cooking a meal, handling basic home repair tools, vehicle maintenance, etc.

Celebrating Heroes—May 1—31st: Celebrating Heroes Day celebrates Justice. It is a day to recognize those in our community who fight for the justice and peace that benefits us all. Programs may include recognizing military veterans or first responders by inviting them to a meeting and presenting them with certificates of honor, a dinner, or similar, laying memorial wreaths at the final resting places of fallen Masonic, DeMolay or other military heroes, volunteering at local veterans centers, etc.

Day of Learning—September 1—30th: Day of Learning celebrates Wisdom. It is a day to recognize the public school system, educators and learning what we did not know before. Programs may include recognizing our own educators who have made a difference in our lives, a program provided about the local school district, college/university/trade school , or a community member who provides a program on a topic outside the school's curriculum (genealogy, local history, technical skills, etc.).

Day of Giving Back—Dec 1—31st: The Day of Giving Back allows us to show our commitment to the future of our community. It is a day to assist or recognize those in our communities who make a difference in the lives of others and make our hometowns better for their efforts. Programs may include community service, charitable donations, or meetings celebrating others who have answered the call to public service.

The Squire—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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Good luck in your term of office!