



# DEMOLAY

## MICHIGAN

## "EFFICIENCY" PROGRAM 2015 – 2016

### **READ THE FOLLOWING CAREFULLY. . .**

This program is an official program for the Order of DeMolay in the Jurisdiction of Michigan. Each Chapter will be judged by whether or not it has completed the things essential to accumulate competitive points by participation. **This program is given to every Chapter, large or small, in the Jurisdiction of Michigan and is mandated by the Executive Officer that all Michigan DeMolay Chapters participate. This program will run from December 1, 2015 through June 30, 2016.**

### **HOW TO PARTICIPATE. . .**

Careful consideration shall be given to the selection for your Chapter's "EFFICIENCY" program chairman, whom can either be a DeMolay, Senior DeMolay, or an Advisor. It will be the "EFFICIENCY" program chairman's responsibility to fully understand this program, his specific duties and how it will help your Chapter.

### **THE "EFFICIENCY" PROGRAM CHAIRMAN'S DUTIES CONSIST OF THE FOLLOWING. . .**

- 1) To consult with your Chapter Master Councilor and Chapter Dad Advisor and see that provisions are made in your Chapter Calendar for the activities that are encouraged in this program.
- 2) To submit to the "Director" of the "EFFICIENCY" program prior to the deadline of the tenth (10<sup>th</sup>) day of each month, the "EFFICIENCY" Program Report for the previous month.
- 3) Simply fill in the points claimed and send in the monthly "EFFICIENCY" Program Report following its completion. Be sure to double check the form for its completeness. Please verify the correctness of all forms for which you claim points.
- 4) **NOTE:** The claimed points that your Chapter submits will be verified by the "Director" of the "EFFICIENCY" program. All forms can be mailed by USPS (snail mail), email, or by website submission. All forms must be submitted by the 10<sup>th</sup> of each month. Chapters whose forms are submitted late (or post marked after the due date of the 10<sup>th</sup>, will not receive the "100 On Time Bonus Points".

# “EFFICIENCY” PROGRAM 2015 – 2016

## **“EFFICIENCY” PROGRAM GUIDELINES AND RULES. . .**

- ❖ The “EFFICIENCY” program is divided into two (2) terms, one for each Master Councilor, to aid them in planning their Chapter activities and events for their term in office.
  - **FALL TERM** December 1, 2015 through February 29, 2016
  - **SPRING TERM** March 1, 2016 through June 30, 2016
  - This program has a form that shall be submitted for each month (excluding July 2014) due by the 10<sup>th</sup> day of the month for the previous month.
    - Example: January report is due on the 10<sup>th</sup> day of February
    - Example: June report is due on the 10<sup>th</sup> day of July
  - **All “EFFICIENCY” program forms must be submitted by July 10, 2016 to be considered for points.**
  - Points must be tallied at the bottom of each sheet
  - **This program works on the honor system**
  - Honest mistakes will be corrected and the chairman in your chapter for this program will be notified of any adjustments made
  - **Obvious attempts to defraud the program will result in a forfeiture of all points received by your chapter for that month**
  - To claim points for an event, your Chapter **must be represented by a minimum of one (1) DeMolay member and one (1) Advisor. Only DeMolay members and Advisors will count for points.**
  -

## **“EFFICIENCY” PROGRAM SPECIFIC GUIDELINES. . .**

The “EFFICIENCY” program forms must be COMPLETELY filled out

- 1) Points must be tallied
- 2) Your Chapter name and date submitted must appear at the top of this form
- 3) Your writing must be legible
- 4) The "Efficiency" program report forms must be submitted to...
  - a. Sending your form thru the USPS (snail mail)
    - I. For all snail mail submissions, please send your form to  
**Raymond C. Lemons**  
**Michigan DeMolay**  
**3420 West Road**  
**Trenton, MI 48183-2323**
  - b. Scan and email your Chapter forms to 'Dad' Raymond Lemons at [raymond.lemons@gmail.com](mailto:raymond.lemons@gmail.com)
  - c. The form can also be found by going to [www.michigandemolay.org](http://www.michigandemolay.org) and clicking on the **EFFICIENCY PROGRAM** link.

## “EFFICIENCY” PROGRAM 2015 – 2016

5) The following forms **MUST** be sent to 'Dad' Raymond C. Lemons as indicated on the form:

- "Advisory Council Meeting Summary" Form
- "Chapter Outstandings Report" Form
- "State Outstanding Sportsman" Form
- "State Outstanding Ritualist" Form
- "State Outstanding DeMolay" Form
- "State Outstanding Advisor" Form
- "PMC-MSA Letter Of Intent" Form
- "PMC-MSA Letter Of Intent - Budget" Form
- "PMC-MSA" Summary Letter Form

### “EFFICIENCY” PROGRAM SPECIFIC GUIDELINES (CONTINUED) . . .

- 6) A running point tally will be updated for all Chapters by the 20<sup>th</sup> of each month on the Michigan DeMolay website [www.michigandemolay.org](http://www.michigandemolay.org)
- 7) Disparaging remarks about another chapter's standing in this program on "Facebook, Twitter, email or other social media" will result in disciplinary action, by the State Advisory committee as appointed by the Executive Officer.
- 8) This program is designed to foster a friendly state of competition between Chapters and encourage your Chapter to grow stronger and do better.

### “EFFICIENCY” PROGRAM RULES. . .

- ✓ Points will be awarded for the following:
  - a. Only one (1) Business meeting per month
  - b. Only one (1) Initiatory Degree meeting per month
  - c. Only one (1) DeMolay Degree meeting per month
- ✓ An Initiatory Degree or DeMolay Degree can be performed with or without a candidate, so long as it is performed in full and not part of a practice or "School of Instruction".
  - a. All ritualistic parts **MUST** be performed from memorization and NOT READ.
  - b. If a visiting Chapter (or DeMolays from various visiting Chapters) composes more than half (or 50%) of the speaking parts for the home Chapter degree, the home Chapter shall not claim points for staging that degree.
  - c. A **PROSPECT** is defined as "a young man between the ages of 11 years and 20 years who attends a Chapter "Prospect Party".
    - i. A Prospective member can only be counted for points on two (2) "Prospect Party" events, by then, your Chapter should have encouraged him to have submitted a petition to become a member of your Chapter.
- ✓ **If you need to contact 'Dad' Raymond C. Lemons about this program with concerns or questions, you may contact him by telephone at 1-(734)-552-3125**

#### **NOTE:**

**All participating Chapters will come out winners.**

**This program is a key to a very successful term, and by participating, you will be taking that first step toward being a well rounded and successful Chapter.**

# "EFFICIENCY" PROGRAM 2015 – 2016

DECEMBER 1<sup>ST</sup> THROUGH DECEMBER 31<sup>ST</sup>, 2015

CHAPTER NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

One Hundred (100) 'On Time Bonus Points' will be awarded if this "Efficiency Program" report is received by "Dad Lemons" on or before the Due Date of February 10, 2016.

\_\_\_\_\_ **100 POINTS**

Our Chapter Monthly Financial Report was made during our Business Meeting of the Chapter or at the Advisory Council Meeting during the Month of December 2015.

\_\_\_\_\_ **25 POINTS**

Our Chapter submitted the "December 2015 Advisory Council Meeting Report" to 'Dad' Raymond Lemons no later than February 10<sup>th</sup>, 2016. no later than February 10<sup>th</sup>, 2016.

\_\_\_\_\_ **50 POINTS**

(You must use the "Advisory Council Meeting Report" on Page No. 5)

Our Chapter filed all "FORM - 10's" to Michigan DeMolay and within ten (10) days of the member's Initiatory Degree and/or DeMolay Degree during the Month of December 2015.

\_\_\_\_\_ **200 POINTS**

This form must be electronically submitted to "MichiganDeMolay.org"

This December 2015 Efficiency Report was verified by:

Check One:  Chapter 'DAD' Advisor  Chapter Advisory Council Chairman

\_\_\_\_\_ **50 POINTS**

→ Send this "Efficiency Program" form (snail mail or electronic media) by the post marked due date deadline of FEBRUARY 10, 2016, to ..

Raymond C. Lemons  
Michigan DeMolay  
3420 West Road  
Trenton, MI 48183-2323

\_\_\_\_\_ **TOTAL  
POINTS  
CLAIMED**

# MICHIGAN DeMOLAY

## ADVISORY COUNCIL MEETING SUMMARY

### FOR DECEMBER 2015

CHAPTER NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

LOCATION: \_\_\_\_\_

**ATTENDANCE INFORMATION:**

**ADVISORS. . .**

- Chairman
- Chapter "DAD" Advisor
- Financial Advisor
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**DeMOLAYS. . .**

- Master Councilor
- Senior Councilor
- Junior Councilor
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**OTHERS. . .**

- Worshipful Master
- Senior Warden
- Junior Warden
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**GENERAL INFORMATION:**

- Were the minutes of the previous Advisory Council read ?     YES     NO
- Was the monthly Financial Report given ?     YES     NO
- Were any applications for DeMolay membership approved ?     YES     NO
- Did Chapter Councilors give reports ?     YES     NO

**INFORMATION TO BE COMPLETED FOR FEBRUARY & AUGUST MEETING ONLY:**

- Was a new term program presented ?     YES     NO
- Was a new term budget presented ?     YES     NO
- Were Chapter Councilor Candidates interviewed ?     YES     NO

**COMMENTS, QUESTIONS AND/OR REQUESTS:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SUBMITTED BY (PRINT): \_\_\_\_\_ TITLE: \_\_\_\_\_

**This "ADVISORY COUNCIL MEETING SUMMARY" report must be sent in no later than MARCH 10<sup>th</sup>, 2016 to...**

**Raymond C. Lemons  
 Michigan DeMolay  
 3420 West Road  
 Trenton, MI 48183-2323**

# "EFFICIENCY" PROGRAM 2015 – 2016

JANUARY 1<sup>ST</sup> THROUGH JANUARY 31<sup>ST</sup>, 2016

CHAPTER NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

One Hundred (100) 'On Time Bonus Points' will be awarded if this "Efficiency Program" report is received by "Dad Lemons" on or before the Due Date of February 10, 2016. \_\_\_\_\_ 100 POINTS

Our Chapter Monthly Financial Report was made during our Business Meeting of the Chapter or at the Advisory Council Meeting during the Month of January 2016. \_\_\_\_\_ 25 POINTS

Our Chapter submitted the "January 2016 Advisory Council Meeting Report" to 'Dad' Raymond Lemons no later than February 10<sup>th</sup>, 2016. (You must use the "Advisory Council Meeting Report" on Page No. 7) \_\_\_\_\_ 50 POINTS

Our Chapter filed all "FORM - 10's" to Michigan DeMolay and within ten (10) days of the member's Initiatory Degree and/or DeMolay Degree during the Month of December 2015. \_\_\_\_\_ 200 POINTS  
This form must be electronically submitted to "MichiganDeMolay.org"

This December 2015 Efficiency Report was verified by:  
Check One:  Chapter 'DAD' Advisor  Chapter Advisory Council Chairman \_\_\_\_\_ 50 POINTS

→ Send this "Efficiency Program" form (snail mail or electronic media) by the post marked due date deadline of FEBRUARY 10, 2016, to .. \_\_\_\_\_ TOTAL POINTS CLAIMED  
Raymond C. Lemons  
Michigan DeMolay  
3420 West Road  
Trenton, MI 48183-2323

# MICHIGAN DeMOLAY ADVISORY COUNCIL MEETING SUMMARY FOR JANUARY 2016

CHAPTER NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

LOCATION: \_\_\_\_\_

**ATTENDANCE INFORMATION:**

**ADVISORS...**

- Chairman
- Chapter "DAD" Advisor
- Financial Advisor
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**DeMOLAYS...**

- Master Councilor
- Senior Councilor
- Junior Councilor
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**OTHERS...**

- Worshipful Master
- Senior Warden
- Junior Warden
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**GENERAL INFORMATION:**

- Were the minutes of the previous Advisory Council read?     YES     NO
- Was the monthly Financial Report given?     YES     NO
- Were any applications for DeMolay membership approved?     YES     NO
- Did Chapter Councilors give reports?     YES     NO

**INFORMATION TO BE COMPLETED FOR FEBRUARY & AUGUST MEETING ONLY:**

- Was a new term program presented?     YES     NO
- Was a new term budget presented?     YES     NO
- Were Chapter Councilor Candidates interviewed?     YES     NO

**COMMENTS, QUESTIONS AND/OR REQUESTS:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SUBMITTED BY (PRINT): \_\_\_\_\_ TITLE: \_\_\_\_\_

**This "ADVISORY COUNCIL MEETING SUMMARY" report must be sent in no later than FEBRUARY 10<sup>th</sup>, 2016 to...**

**Raymond C. Lemons  
 Michigan DeMolay  
 3420 West Road  
 Trenton, MI 48183-2323**

# "EFFICIENCY" PROGRAM 2015 – 2016

FEBRUARY 1<sup>ST</sup> THROUGH FEBRUARY 29<sup>TH</sup>, 2016

CHAPTER NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

One Hundred (100) 'On Time Bonus Points' will be awarded if this "Efficiency Program" report is received by "Dad Lemons" on or before the Due Date of MARCH 10, 2016. \_\_\_\_\_ 100 POINTS

Our Chapter Monthly Financial Report was made during our Business Meeting of the Chapter or at the Advisory Council Meeting during the Month of FEBRUARY 2016. \_\_\_\_\_ 25 POINTS

Our Chapter submitted the "February 2016 Advisory Council Meeting Report" to 'Dad' Raymond Lemons no later than MARCH 10<sup>th</sup>, 2016. (You must use the "Advisory Council Meeting Report" on Page No. 9) \_\_\_\_\_ 50 POINTS

Our Chapter filed all "FORM - 10's" to Michigan DeMolay and within ten (10) days of the member's Initiatory Degree and/or DeMolay Degree during the Month of FEBRUARY 2016. This form must be electronically submitted to "MichiganDeMolay.org" \_\_\_\_\_ 200 POINTS

This FEBRUARY 2016 Efficiency Report was verified by:  
Check One:  Chapter 'DAD' Advisor  Chapter Advisory Council Chairman \_\_\_\_\_ 50 POINTS

→ Send this "Efficiency Program" form (snail mail or electronic media) by the post marked due date deadline of MARCH 10, 2016, to . . \_\_\_\_\_ TOTAL POINTS CLAIMED  
Raymond C. Lemons  
Michigan DeMolay  
3420 West Road  
Trenton, MI 48183-2323



# MICHIGAN DeMOLAY ADVISORY COUNCIL MEETING SUMMARY FOR FEBRUARY 2016

CHAPTER NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

LOCATION: \_\_\_\_\_

**ATTENDANCE INFORMATION:**

**ADVISORS. . .**

- Chairman
- Chapter "DAD" Advisor
- Financial Advisor
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**DeMOLAYS. . .**

- Master Councilor
- Senior Councilor
- Junior Councilor
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**OTHERS. . .**

- Worshipful Master
- Senior Warden
- Junior Warden
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**GENERAL INFORMATION:**

- Were the minutes of the previous Advisory Council read ?     YES     NO
- Was the monthly Financial Report given ?     YES     NO
- Were any applications for DeMolay membership approved ?     YES     NO
- Did Chapter Councilors give reports ?     YES     NO

**INFORMATION TO BE COMPLETED FOR FEBRUARY & AUGUST MEETING ONLY:**

- Was a new term program presented ?     YES     NO
- Was a new term budget presented ?     YES     NO
- Were Chapter Councilor Candidates interviewed ?     YES     NO

**COMMENTS, QUESTIONS AND/OR REQUESTS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY (PRINT): \_\_\_\_\_ TITLE: \_\_\_\_\_

**This "ADVISORY COUNCIL MEETING SUMMARY" report must be sent in no later than MARCH 10<sup>th</sup>, 2016 to...**

**Raymond C. Lemons  
Michigan DeMolay  
3420 West Road  
Trenton, MI 48183-2323**

# "EFFICIENCY" PROGRAM 2015 – 2016

**MARCH 1<sup>ST</sup> THROUGH MARCH 31<sup>ST</sup>, 2014**

CHAPTER NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

One Hundred (100) 'On Time Bonus Points' will be awarded if this "Efficiency Program" report is received by "Dad Raymond Lemons" on or before the Due Date of APRIL 10, 2016. 100 POINTS

Our Chapter Monthly Financial Report was made during our Business Meeting of the Chapter or at the Advisory Council Meeting during the Month of March 2016. 25 POINTS

Our Chapter submitted the "MARCH 2016 Advisory Council Meeting Report" to 'Dad' Raymond Lemons no later than April 10<sup>th</sup>, 2016 50 POINTS  
(You must use the "Advisory Council Meeting Report" on Page No. 11)

Our Chapter filed all "FORM - 10's" to Michigan DeMolay and within ten (10) days of the member's Initiatory Degree and/or DeMolay Degree during the Month of March 2016. 200 POINTS  
This form must be electronically submitted to "MichiganDeMolay.org"

Our Chapter's new "Spring Term Officers" was submitted on the "FORM-11" 200 POINTS  
This form must be electronically submitted to "MichiganDeMolay.org" within ten (10) days following your chapter's Election of Officers

Our Chapter's new Master Councilor submitted his "PMC-MSA Letter of Intent" for his "2016 Spring Term" to 'Dad' Raymond Lemons before April 10<sup>th</sup>, 2016. 150 POINTS  
(You must use the "PMC-MSA Letter Of Intent" form on Page No. 12)

Our Chapter's new Master Councilor submitted his "PMC-MSA Letter of Intent - BUDGET" for his "2016 Spring Term" to 'Dad' Raymond Lemons before April 10<sup>th</sup>, 2016. 150 POINTS  
(You must use the "PMC-MSA Letter Of Intent - Budget" Report on Page No. 13)

Our Chapter's retiring Master Councilor submitted his "PMC-MSA Summary Letter" for his "2015 Fall Term" to 'Dad' Raymond Lemons before April 10<sup>th</sup>, 2016. 150 POINTS  
(You must use the "PMC-MSA Summary Letter" Report on Page No. 14)

Our Chapter's newly elected "Chapter Outstandings for 2015 - 2016" forms were completed and sent to 'Dad' Raymond Lemons before April 10<sup>th</sup>, 2016. 250 POINTS  
**NOTE: You must use the following forms to claim points. . .** MAXIMUM

"Chapter Outstandings Report Form" (Page 15) = 50 points

"Chapter Outstanding Sportsman" Form (Page 16 thru 18) = 50 points

"Chapter Outstanding Ritualist" Form (Page 19) = 50 points

"Chapter Outstanding DeMolay" Form (Page 20 thru 22) = 50 points

"Chapter Outstanding Advisor" Form (Page 23) = 50 points

This March 2016 Efficiency Report was verified by: 50 POINTS  
Check One:  Chapter 'DAD' Advisor  Chapter Advisory Council Chairman

→ Send this "Efficiency Program" form (snail mail or electronic media) TOTAL  
by the post marked due date deadline of APRIL 10, 2016, to .. POINTS  
**Raymond C. Lemons** CLAIMED  
**Michigan DeMolay**  
**3420 West Road**  
**Trenton, MI 48183-2323**

# MICHIGAN DeMOLAY ADVISORY COUNCIL MEETING SUMMARY FOR MARCH 2016

CHAPTER NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

LOCATION: \_\_\_\_\_

**ATTENDANCE INFORMATION:**

**ADVISORS. . .**

- Chairman
- Chapter "DAD" Advisor
- Financial Advisor
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**DeMOLAYS. . .**

- Master Councilor
- Senior Councilor
- Junior Councilor
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**OTHERS. . .**

- Worshipful Master
- Senior Warden
- Junior Warden
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**GENERAL INFORMATION:**

- Were the minutes of the previous Advisory Council read?     YES     NO
- Was the monthly Financial Report given?     YES     NO
- Were any applications for DeMolay membership approved?     YES     NO
- Did Chapter Councilors give reports?     YES     NO

**INFORMATION TO BE COMPLETED FOR FEBRUARY & AUGUST MEETING ONLY:**

- Was a new term program presented?     YES     NO
- Was a new term budget presented?     YES     NO
- Were Chapter Councilor Candidates interviewed?     YES     NO

**COMMENTS, QUESTIONS AND/OR REQUESTS:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SUBMITTED BY (PRINT): \_\_\_\_\_ TITLE: \_\_\_\_\_

**This "ADVISORY COUNCIL MEETING SUMMARY" report must be sent in no later than APRIL 10<sup>th</sup>, 2016 to...**

**Raymond C. Lemons  
 Michigan DeMolay  
 3420 West Road  
 Trenton, MI 48183-2323**

# MICHIGAN DeMOLAY PMC-MSA LETTER OF INTENT

CHAPTER NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

TO: Dad Raymond C. Lemons, Executive Officer - Jurisdiction of Michigan DeMolay

I am intending to qualify for the "Past Master Councilor's Meritorious Service Award", during my term in office as Master Councilor.

1. I have memorized all of the Master Councilor's portion of the Ritual.
2. I am enclosing a copy of the printed program from my Chapter's term.
3. I will provide for membership growth during my term.
4. During my term as Master Councilor;
  - ✓ I will have a Social Service, Civic Service, Masonic Service, and a Fund Raising Project.
  - ✓ Provide for the observance of every Obligatory Day in my term.
  - ✓ See that all "FORM - 10's" reporting all new initiates for the Initiatory and DeMolay Degrees are submitted to Michigan DeMolay within the ten (10) day requirement.

**CHECK ONE:**

**FALL TERM** (September 2015 thru February 2016)       **SPRING TERM** (March 2016 thru September 2016)

CHAPTER INSTALLATION DATE (MONTH / DAY / YEAR): \_\_\_\_\_

MASTER COUNCILOR NAME (PRINT): \_\_\_\_\_

MASTER COUNCILOR SIGNATURE: \_\_\_\_\_

MC's STREET ADDRESS (PRINT): \_\_\_\_\_

MC's CITY (PRINT): \_\_\_\_\_ MC's ZIP CODE (PRINT): \_\_\_\_\_

MC's PHONE No. {HOME} (WITH AREA CODE): \_\_\_\_\_ {CELL} \_\_\_\_\_

MC's EMAIL ADDRESS: \_\_\_\_\_

CHAPTER 'DAD' ADVISOR NAME (PRINT): \_\_\_\_\_

CHAPTER 'DAD' ADVISOR PHONE {HOME} (WITH AREA CODE): \_\_\_\_\_

{CELL} (WITH AREA CODE): \_\_\_\_\_

CHAPTER 'DAD' ADVISOR SIGNATURE: \_\_\_\_\_

**This "PMC-MSA Letter Of Intent" form must be sent no later than APRIL 10<sup>th</sup>, 2016 to...**

**Raymond C. Lemons  
Michigan DeMolay  
3420 West Road  
Trenton, MI 48183-2323**

# MICHIGAN DeMOLAY PMC-MSA LETTER OF INTENT - BUDGET

CHAPTER NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

CHECK ONE:

FALL TERM (September 2015 thru February 2016)       SPRING TERM (March 2016 thru September 2016)

CHAPTER INSTALLATION DATE (MONTH / DAY / YEAR): \_\_\_\_\_

MASTER COUNCILOR NAME (PRINT): \_\_\_\_\_

MASTER COUNCILOR SIGNATURE: \_\_\_\_\_

CHAPTER 'DAD' ADVISOR NAME (PRINT): \_\_\_\_\_

CHAPTER 'DAD' ADVISOR SIGNATURE: \_\_\_\_\_

<u>PROPOSED CHAPTER BUDGET</u>	
<b>CHAPTER INCOME:</b>	
	FUND RAISING =
	INITIATION FEES =
	GIFTS =
	OTHER INCOME =
	<b>TOTAL INCOME =</b>
<b>CHAPTER EXPENSES:</b>	
	PROSPECT PARTIES =
	FUN EVENTS =
	MICHIGAN AND ISC FEES =
	OTHER EXPENSES =
	<b>TOTAL EXPENSES =</b>
	<b>NET GAIN / LOSS =</b>

**This "PMC-MSA Letter Of Intent" form must be sent no later than APRIL 10<sup>th</sup>, 2016 to...**

Raymond C. Lemons  
Michigan DeMolay  
3420 West Road  
Trenton, MI 48183-2323

# MICHIGAN DeMOLAY PMC-MSA SUMMARY LETTER

CHAPTER NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

TO: Dad Raymond C. Lemons, Executive Officer - Jurisdiction of Michigan DeMolay

As per the "By-Laws, Rules and Regulations" of DeMolay International, on page 10 of the "Appendix".

I qualify for the "Past Master Councilor's Meritorious Service Award" for completing the following during my term in office as Master Councilor.

- 1) I have memorized all of the Master Councilor's portion of the Ritual.
- 2) As Master Councilor, my Chapter exemplified both degrees from the Ritual of Secret Work from memory.
- 3) My Chapter initiated at least four (4) new members during my term of office.
- 4) My Chapter held at least one (1) Social, Civic, Masonic Service, Athletic and Fund Raising Activity during my term of office.
- 5) During my term as Master Councilor, I have provided for the observance of every Obligatory Day in my term.
- 6) I verified with my Chapter 'DAD' Advisor that all "FORM - 10's" reporting all new initiates were submitted to Michigan DeMolay and DeMolay International Office within the ten (10) day requirement.
- 7) See attached letter summarizing my term, explaining the items listed above, and the results of all activities.
- 8) Attached is a letter of confirmation from the Chapter 'DAD' Advisor that the retiring Master Councilor has completed the requirements of the PMC-MSA,

CHECK ONE:  FALL TERM (September thru March)       SPRING TERM (March thru September)

CHAPTER INSTALLATION DATE (MONTH / DAY / YEAR): \_\_\_\_\_

MASTER COUNCILOR NAME (PRINT): \_\_\_\_\_

MASTER COUNCILOR SIGNATURE: \_\_\_\_\_

MC's STREET ADDRESS (PRINT): \_\_\_\_\_

MC's CITY (PRINT): \_\_\_\_\_ MC's ZIP CODE (PRINT): \_\_\_\_\_

MC's PHONE No. {HOME} (WITH AREA CODE): \_\_\_\_\_ {CELL} \_\_\_\_\_

MC's EMAIL ADDRESS: \_\_\_\_\_

CHAPTER 'DAD' ADVISOR NAME (PRINT): \_\_\_\_\_

CHAPTER 'DAD' ADVISOR PHONE {HOME} (WITH AREA CODE): \_\_\_\_\_

{CELL} (WITH AREA CODE): \_\_\_\_\_

CHAPTER 'DAD' ADVISOR SIGNATURE: \_\_\_\_\_

**This "PMC-MSA Letter Of Intent" form must be sent no later than APRIL 10<sup>th</sup>, 2016 to...**

**Raymond C. Lemons  
Michigan DeMolay  
3420 West Road  
Trenton, MI 48183-2323**

# MICHIGAN DeMOLAY CHAPTER OUTSTANDINGS REPORT FORM

CHAPTER NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

CHAPTER INSTALLATION DATE (MONTH / DAY / YEAR): \_\_\_\_\_

## OUR CHAPTER OUTSTANDING DeMOLAY IS:

NAME (First, Middle, Last): \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE No. {HOME} (WITH AREA CODE): \_\_\_\_\_ {CELL} \_\_\_\_\_

## OUR CHAPTER OUTSTANDING RITUALIST IS:

NAME (First, Middle, Last): \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE No. {HOME} (WITH AREA CODE): \_\_\_\_\_ {CELL} \_\_\_\_\_

## OUR CHAPTER OUTSTANDING SPORTSMAN IS:

NAME (First, Middle, Last): \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE No. {HOME} (WITH AREA CODE): \_\_\_\_\_ {CELL} \_\_\_\_\_

## OUR CHAPTER OUTSTANDING ADVISOR IS:

NAME (First, Middle, Last): \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE No. {HOME} (WITH AREA CODE): \_\_\_\_\_ {CELL} \_\_\_\_\_

SUBMITTED BY: CHAPTER 'DAD' ADVISOR OR ADVISORY COUNCIL CHAIRMAN:

NAME (PRINT): \_\_\_\_\_ TITLE (PRINT): \_\_\_\_\_

NAME (SIGNATURE): \_\_\_\_\_

**This "Chapter Outstandings" form must be sent no later than APRIL 10<sup>th</sup>, 2016 to . .**

**Raymond C. Lemons  
Michigan DeMolay  
3420 West Road  
Trenton, MI 48183-2323**

# MICHIGAN DeMOLAY STATE OUTSTANDING SPORTSMAN QUESTIONNAIRE

## INTENT OF AWARD:

This award will recognize the individual that best exhibits athletic talent in a variety of DeMolay and other sports programs, displays leadership among his team members and peers in athletic tournaments, exemplifies the seven cardinal virtues of our Order, and displays the true meaning of sportsmanship, both on and off the field.

## NOMINATING PROCEDURES:

The following procedures are to be followed in selecting a Chapter Outstanding Sportsman for your Chapter.

- 1) The Chapter selects by paper ballot without nominations, who in the opinion of his brothers, best exemplifies the intent of this award. Remember, this is not a popularity contest.
- 2) The ballots are collected by the Chapter Advisory Council and the results are not made known to the Chapter at that time.
- 3) The announcement must be made at your Chapter's Spring Term Installation. Your Chapter Outstanding Sportsman must then complete this "State Outstanding Sportsman Questionnaire", must secure signatures of the Chapter 'Dad' Advisor, your Chapter Advisory Council, and then send the **form to 'Dad' Raymond C. Lemons no later than April 10<sup>th</sup>** following your Spring Term Installation. Late "Questionnaire" forms will not be considered.
- 4) The State Athletic Board will review all Chapter nominations submitted and elect the "State Outstanding Sportsman". The announcement of the "State Outstanding Sportsman" will be made at Michigan DeMolay Conclave.
- 5) In filling out the "State Outstanding Sportsman Questionnaire" form, include both State and Chapter events as well as both team and individual events. Your Chapter Outstanding Sportsman may want to include photo copies of his awards and certificates. Letters of recommendation from coaches, advisors, parents, etc., must be sent to 'Dad' Lyester Billhymer with this "State Outstanding Sportsman Questionnaire".
- 6) **This "STATE OUTSTANDINGS SPORTSMAN QUESTIONNAIRE" MUST be sent to 'Dad' 'DAD' Raymond C. Lemons no later APRIL 10<sup>th</sup>, 2016 following your Chapter Spring Term Installation, to...**

**Raymond C. Lemons  
Michigan DeMolay  
3420 West Road  
Trenton, MI 48183-2323**



# MICHIGAN DeMOLAY STATE OUTSTANDING SPORTSMAN QUESTIONNAIRE

Immediately following the announcement of your Chapter Outstanding Sportsman at your Chapter Spring Term Installation of Officers, he should complete this questionnaire in its entirety, secure the signatures of the Chapter Dad Advisor and Chapter Chairman of the Advisory Council. and send it to 'Dad' Raymond C. Lemons, no later than APRIL 10th following your Chapter Spring Term Installation. If additional space is required, please use additional paper.

CHAPTER NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

CHAPTER INSTALLATION DATE (MONTH / DAY / YEAR): \_\_\_\_\_

## **OUR CHAPTER OUTSTANDING SPORTSMAN IS:**

NAME (First / Middle / Last): \_\_\_\_\_

DeMOLAY's BIRTHDATE (Month / Day/ Year): \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE No. {HOME} (WITH AREA CODE): \_\_\_\_\_ {CELL} \_\_\_\_\_

Email: \_\_\_\_\_

## **DeMOLAY INFORMATION REQUIRED:**

DeMolay Sports you have participated in: \_\_\_\_\_

\_\_\_\_\_

DeMolay Sports Awards you have received: \_\_\_\_\_

\_\_\_\_\_

Chapter Offices held: \_\_\_\_\_

\_\_\_\_\_

Other DeMolay achievements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **GENERAL INFORMATION REQUIRED:**

List what you consider to be some of your best achievements / improvements in your sports activities this past year: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**[STATE OUTSTANDING SPORTSMAN QUESTIONNAIRE CONTINUED ON NEXT PAGE 31](#)**

# MICHIGAN DeMOLAY STATE OUTSTANDING SPORTSMAN QUESTIONNAIRE

CHAPTER NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

CHAPTER OUTSTANDING SPORTSMAN NAME :

(First / Middle / Last): \_\_\_\_\_

**GENERAL INFORMATION REQUIRED (continued):**

State what you consider to be the most important aspects of good sportsmanship: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION:**

School Name: \_\_\_\_\_ Grade Point Average: \_\_\_\_\_

List school sports you have participated in (List sport and year played): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List school sports awards you have received (List sport and year played): \_\_\_\_\_

List all athletic scholarships received: \_\_\_\_\_

List all Honors, Awards (other than sports) you received / participated in school and/or college:

\_\_\_\_\_  
\_\_\_\_\_

**MISCELLANEOUS:**

List any participation in organized activities outside of DeMolay and school (i.e., church groups, etc.): \_\_\_\_\_

List any positions of leadership associated with these groups: \_\_\_\_\_

**CERTIFICATION:**

The Advisory Council of \_\_\_\_\_ Chapter, approves the DeMolay listed on this form as their Chapter Outstanding Sportsman and certifies the information herewith submitted as accurate:

**PERSON TO CONTACT FOR ADDITIONAL INFORMATION:**

CHAPTER 'DAD' ADVISORS NAME (PRINT): \_\_\_\_\_

CHAPTER 'DAD' ADVISORS NAME (SIGNATURE): \_\_\_\_\_

DATE SIGNED (Month / Day/ Year): \_\_\_\_\_

PHONE No. {HOME} (WITH AREA CODE): \_\_\_\_\_ {CELL} \_\_\_\_\_

Email: \_\_\_\_\_

**This "STATE OUTSTANDING SPORTSMAN QUESTIONNAIRE" form MUST be sent to 'Dad' Raymond C. Lemons no later than April 10<sup>th</sup> following your Chapter Spring Term Installation, to...**

**Raymond C. Lemons  
Michigan DeMolay  
3420 West Road  
Trenton, MI 48183-2323**

# MICHIGAN DeMOLAY STATE OUTSTANDING RITUALIST QUESTIONNAIRE

CHAPTER NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

CHAPTER INSTALLATION DATE (MONTH / DAY / YEAR): \_\_\_\_\_

**OUR CHAPTER OUTSTANDING RITUALIST IS:**

NAME (First / Middle / Last): \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE No. {HOME} (WITH AREA CODE): \_\_\_\_\_ {CELL} \_\_\_\_\_

DeMOLAY's BIRTHDATE (Month / Day/ Year): \_\_\_\_\_ Age (on August 14, 2016) \_\_\_\_\_

**\*\*Note: DeMolay member must not have reached his twenty-first (21<sup>st</sup>) birthday on or before August 14<sup>th</sup>, 2016 (the last day of Conclave 2016), to be eligible to compete for the State Outstanding Ritualist competition.**

Email: \_\_\_\_\_

CHAPTER OFFICES HELD (Past and Present): \_\_\_\_\_

STATE OFFICES HELD (Past and Present): \_\_\_\_\_

DeMOLAY HONORS AND AWARDS RECEIVED (Include Heartland Ritual Tournaments): \_\_\_\_\_

Will your Chapter Outstanding Ritualist compete in the State Outstanding Ritualist competition? (CHECK ONE)  YES  NO

**PERSON TO CONTACT FOR ADDITIONAL INFORMATION:**

CHAPTER 'DAD' ADVISORS NAME (PRINT): \_\_\_\_\_

CHAPTER 'DAD' ADVISORS NAME (SIGNATURE): \_\_\_\_\_

DATE SIGNED (Month / Day/ Year): \_\_\_\_\_

PHONE No. {HOME} (WITH AREA CODE): \_\_\_\_\_ {CELL} \_\_\_\_\_

Email: \_\_\_\_\_

This "STATE OUTSTANDINGS RITUALIST QUESTIONNAIRE" form **MUST** be sent to 'DAD' Raymond C. Lemons no later than April 10<sup>th</sup> following your Chapter Spring Term Installation, to . . .

Raymond C. Lemons  
Michigan DeMolay  
3420 West Road  
Trenton, MI 48183-2323

**\*\*Revision No. 1 - 01/18/2016**

# **MICHIGAN DeMOLAY**

## **STATE OUTSTANDING DeMOLAY QUESTIONNAIRE**

### **FOR THE "RALPH DAWSON AWARD"**

#### **Background, Rules and Regulations:**

Dad Ralph Dawson, a Senior DeMolay from Flint Chapter, and Dad Harold F. Koch, a Past Executive Officer of Michigan DeMolay, founded Michigan's Outstanding DeMolay program in 1953 to select the Outstanding DeMolay of Michigan. Dad Dawson was a Past Master Councilor, a Chevalier, a Legionnaire, a member of the DeMolay Foundation of Michigan, a 33<sup>rd</sup> Degree Scottish Rite Mason, and a Past Commander of Detroit Commandery No. 1 Knights Templar.

This program continues to be underwritten through the sponsorship of the Christian Youth Committee of Detroit Commandery No.1 Knights Templar. Chapter Outstanding DeMolay are recognized at their March Chapter Installations with a certificate and a medal.

A select committee of distinguished Knight Templar members review the "State Outstanding DeMolay Questionnaire" forms, awarding points in several categories, and makes the final selection. The announcement and presentation of the impressive "Ralph Dawson Trophy" is made at the annual Michigan DeMolay State Conclave.

#### **The Following Steps Are Required In The Selection Of The Chapter Outstanding DeMolay:**

Paragraphs 1, 2, and 3 are to be read by an Advisor to the Chapter at a business meeting no less than sixty (60) days prior your Chapter Spring Term Installation of Officers.

1. Without nominations being made, each voting member of your Chapter shall cast a written ballot for the brother, who, in his opinion, should be honored as the Chapter Outstanding DeMolay. The DeMolay selected by the Chapter must be under twenty-one (21) years of age on the date of the Chapter's balloting. Serving State Councilors are ineligible at the Chapter level. Former holders of the Ralph Dawson Trophy are ineligible at either level. Foremost consideration must be given to Chapter activities during the last year. Consideration should also be given to service to Michigan DeMolay, attitude, leadership, character, reputation and all around development. This award must NOT be merely a popularity contest. The young man designated must be sincerely, unselfishly, and honestly striving to build his Chapter in every way.
2. The ballots are to be collected by an Advisor and the results are NOT to be made known at that time. The Advisory Council, meeting in a closed session, will consider the vote of the Chapter, and after careful deliberation, select the member best qualified and most deserving as outlined above.
3. The announcement of the Chapter Outstanding DeMolay is to be made at the Chapter Spring Term Installation of Officers. At this Installation, the newly designated Chapter Outstanding DeMolay shall be invested with the certificate and medal of the Ralph Dawson Outstanding DeMolay program. Credit is to be given to Detroit Commandery No.1 Knights Templar, for their sponsorship of this program.
4. Chapters participating in this program should request the certificate and medal in a sufficient time, from the Executive Officer for Michigan DeMolay, for presentation at the Chapter Spring Term Installation of Officers.
5. The recipient should be given the attached State Outstanding DeMolay questionnaire immediately. It should be completed neatly and thoroughly. The judges will have very little or no knowledge of the individual beyond what appears on the questionnaire form. Supplementary lists of accomplishments may be attached, but quantities of clippings, letters, certificates, etc., are discouraged.
6. The completed questionnaire form must be returned to your Chapter 'Dad' Advisor for his certification.

**The "STATE OUTSTANDING DeMOLAY QUESTIONNAIRE" form MUST be sent to 'DAD' Raymond C. Lemons no later than April 10<sup>th</sup> following your Chapter Spring Term Installation, to . . .**

**Raymond C. Lemons  
Michigan DeMolay  
3420 West Road  
Trenton, MI 48183-2323**

# MICHIGAN DeMOLAY STATE OUTSTANDING DeMOLAY QUESTIONNAIRE

CHAPTER NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

CHAPTER INSTALLATION DATE (MONTH / DAY / YEAR): \_\_\_\_\_

## OUR CHAPTER OUTSTANDING DeMOLAY IS:

Name (First / Middle / Last): \_\_\_\_\_

DeMolay's Birthdate (Month / Day/ Year): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone No. {Home}: ( \_\_\_\_\_ ) \_\_\_\_\_ {Cell}: ( \_\_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

Initiatory Degree Date (Month / Day/ Year): \_\_\_\_\_

DeMolay Degree Date (Month / Day/ Year): \_\_\_\_\_

Chapter Offices Held: \_\_\_\_\_

Served as Chapter Master Councilor \_\_\_\_\_ Terms (List time periods): \_\_\_\_\_

Served on the following Chapter Committees (\* Asterisk those you chaired) \_\_\_\_\_

Number of DeMolay Merit Bars earned \_\_\_\_\_

Number of DeMolay Petitions you are the 1st line signer on: \_\_\_\_\_

Check all the following that apply, that you have earned:

- |   |   |
|---|---|
| <input type="checkbox"/> Representative DeMolay Award                               | <input type="checkbox"/> Chapter Outstanding Ritualist    |
| <input type="checkbox"/> Founder's Membership Award                                 | <input type="checkbox"/> State Outstanding Ritualist      |
| <input type="checkbox"/> Blue Honor Key Award                                       | <input type="checkbox"/> Chapter Outstanding Sportsman    |
| <input type="checkbox"/> Completed 1 <sup>st</sup> Leadership Correspondence Course | <input type="checkbox"/> State Outstanding Sportsman      |
| <input type="checkbox"/> Completed 2 <sup>nd</sup> Leadership Correspondence Course | <input type="checkbox"/> Certified Junior Ritualist       |
| <input type="checkbox"/> Completed 3 <sup>rd</sup> Leadership Correspondence Course | <input type="checkbox"/> Certified Senior Ritualist       |
| <input type="checkbox"/> Completed 4 <sup>th</sup> Leadership Correspondence Course | <input type="checkbox"/> Certified Master Ritualist       |
| <input type="checkbox"/> Completed 5 <sup>th</sup> Leadership Correspondence Course | <input type="checkbox"/> Certified Grand Master Ritualist |
| <input type="checkbox"/> Past Master Councilor's Meritorious Service Award          |   |

Prior Year(s) you were selected Chapter Outstanding DeMolay (if applicable): \_\_\_\_\_

DeMolay Leadership Conference(s) you have attended (year and location) : \_\_\_\_\_

Heartland Ritual Championship(s) entered (List Years): \_\_\_\_\_

Appointed State Offices held (List Office and Year): \_\_\_\_\_

Conclaves attended (List Years): \_\_\_\_\_

Winterfests attended (List Years): \_\_\_\_\_

*Continued On Page 22*

# MICHIGAN DeMOLAY STATE OUTSTANDING DeMOLAY QUESTIONNAIRE

CHAPTER NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

## OUR CHAPTER OUTSTANDING DeMOLAY IS:

Name (First / Middle / Last): \_\_\_\_\_

Member of \_\_\_\_\_ DeMolay Chapter.

For The Following Items, List Only Those Since 12 Years Of Age:

### Home Life:

Duties Fulfilled: \_\_\_\_\_

Hobbies and Interests: \_\_\_\_\_

Employer and How Long: \_\_\_\_\_

Other: \_\_\_\_\_

### Religion:

Attends Church or Temple: \_\_\_\_\_

Detail Participation (Member, Youth Group, Choir, Usher, Lay Leader, etc.): \_\_\_\_\_

### Education:

School (Name) : \_\_\_\_\_ City: \_\_\_\_\_

Class Of: \_\_\_\_\_ Cumulative Grade Point Average: \_\_\_\_\_

Member Of School Honor Society: \_\_\_\_ Yes \_\_\_\_ No

Activities (Group Names, Years, Responsibilities, Recognition): \_\_\_\_\_

List Any Other Activities The Selection Committee Should Be Aware Of On An Attached Sheet To This "State Outstanding DeMolay Questionnaire" Form.

## CERTIFICATION

This Is To Certify That The Above Information Is Complete And Accurate

\_\_\_\_\_  
Chapter Outstanding Signature      Date

\_\_\_\_\_  
Chapter 'DAD' Advisor Signature      Date

The "STATE OUTSTANDING DeMOLAY QUESTIONNAIRE" form **MUST** be sent to 'DAD' Raymond C. Lemons no later than April 10<sup>th</sup> following your Chapter Spring Term Installation, to . . .

Raymond C. Lemons  
Michigan DeMolay  
3420 West Road  
Trenton, MI 48183-2323

# MICHIGAN DeMOLAY STATE OUTSTANDING ADVISOR QUESTIONNAIRE

CHAPTER NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

CHAPTER INSTALLATION DATE (MONTH / DAY / YEAR): \_\_\_\_\_

**OUR CHAPTER OUTSTANDING ADVISOR IS:**

NAME (First, Middle, Last): \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE No. {HOME} (WITH AREA CODE): \_\_\_\_\_ {CELL} \_\_\_\_\_

Email: \_\_\_\_\_

**PERSON TO CONTACT FOR ADDITIONAL INFORMATION:**

NAME (First, Middle, Last): \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE No. {HOME} (WITH AREA CODE): \_\_\_\_\_ {CELL} \_\_\_\_\_

Email: \_\_\_\_\_

**NAME OF PERSON SUBMITTING THIS FORM (if different from above):**

NAME (First, Middle, Last): \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE No. {HOME} (WITH AREA CODE): \_\_\_\_\_ {CELL} \_\_\_\_\_

Email: \_\_\_\_\_

The "STATE OUTSTANDING ADVISOR QUESTIONNAIRE" form **MUST** be sent to 'DAD' Raymond C. Lemons no later than April 10<sup>th</sup> following your Chapter Spring Term Installation, to...

Raymond C. Lemons  
Michigan DeMolay  
3420 West Road  
Trenton, MI 48183-2323

# “EFFICIENCY” PROGRAM 2015 – 2016

APRIL 1<sup>ST</sup> THROUGH APRIL 30<sup>TH</sup>, 2016

CHAPTER NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

One Hundred (100) ‘On Time Bonus Points’ will be awarded if this “Efficiency Program” report is received by “Dad Lemons” on or before the Due Date of MAY 10, 2016.

\_\_\_\_\_ **100 POINTS**

Our Chapter Monthly Financial Report was made during our Business Meeting of the Chapter or at the Advisory Council Meeting during the Month of APRIL 2016.

\_\_\_\_\_ **25 POINTS**

Our Chapter submitted the "APRIL 2016 Advisory Council Meeting Report" to 'Dad' Raymond Lemons no later than MAY 10<sup>th</sup>, 2016.

(You must use the "Advisory Council Meeting Report" on Page No. 25)

\_\_\_\_\_ **50 POINTS**

Our Chapter filed all "FORM - 10's" to Michigan DeMolay and within ten (10) days of the member's Initiatory Degree and/or DeMolay Degree during the Month of APRIL 2016.

\_\_\_\_\_ **200 POINTS**

This form must be electronically submitted to "MichiganDeMolay.org"

This APRIL 2016 Efficiency Report was verified by:

Check One:  Chapter 'DAD' Advisor  Chapter Advisory Council Chairman

\_\_\_\_\_ **50 POINTS**

→ Send this “Efficiency Program” form (snail mail or electronic media) by the post marked due date deadline of MAY 10, 2016, to ..

Raymond C. Lemons  
Michigan DeMolay  
3420 West Road  
Trenton, MI 48183-2323

\_\_\_\_\_ **TOTAL  
POINTS  
CLAIMED**



# MICHIGAN DeMOLAY ADVISORY COUNCIL MEETING SUMMARY FOR APRIL 2016

CHAPTER NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

LOCATION: \_\_\_\_\_

**ATTENDANCE INFORMATION:**

**ADVISORS. . .**

- Chairman
- Chapter "DAD" Advisor
- Financial Advisor
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**DeMOLAYS. . .**

- Master Councilor
- Senior Councilor
- Junior Councilor
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**OTHERS. . .**

- Worshipful Master
- Senior Warden
- Junior Warden
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**GENERAL INFORMATION:**

- Were the minutes of the previous Advisory Council read?     YES     NO
- Was the monthly Financial Report given?     YES     NO
- Were any applications for DeMolay membership approved?     YES     NO
- Did Chapter Councilors give reports?     YES     NO

**INFORMATION TO BE COMPLETED FOR FEBRUARY & AUGUST MEETING ONLY:**

- Was a new term program presented?     YES     NO
- Was a new term budget presented?     YES     NO
- Were Chapter Councilor Candidates interviewed?     YES     NO

**COMMENTS, QUESTIONS AND/OR REQUESTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUBMITTED BY (PRINT): \_\_\_\_\_ TITLE: \_\_\_\_\_

**This "ADVISORY COUNCIL MEETING SUMMARY" report must be sent in no later than MAY 10<sup>th</sup>, 2016 to...**

**Raymond C. Lemons  
Michigan DeMolay  
3420 West Road  
Trenton, MI 48183-2323**

# "EFFICIENCY" PROGRAM 2015 – 2016

**MAY 1<sup>ST</sup> THROUGH MAY 31<sup>ST</sup>, 2016**

CHAPTER NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

One Hundred (100) 'On Time Bonus Points' will be awarded if this "Efficiency Program" report is received by "Dad Lemons" on or before the Due Date of JUNE 10, 2016. \_\_\_\_\_  
**100 POINTS**

Our Chapter Monthly Financial Report was made during our Business Meeting of the Chapter or at the Advisory Council Meeting during the Month of MAY 2016. \_\_\_\_\_  
**25 POINTS**

Our Chapter submitted the "MAY 2016 Advisory Council Meeting Report" to 'Dad' Raymond Lemons no later than JUNE 10<sup>th</sup>, 2016. \_\_\_\_\_  
(You must use the "Advisory Council Meeting Report" on Page No. 27) **50 POINTS**

Our Chapter filed all "FORM - 10's" to Michigan DeMolay and within ten (10) days of the member's Initiatory Degree and/or DeMolay Degree during the Month of MAY 2016. \_\_\_\_\_  
This form must be electronically submitted to "MichiganDeMolay.org" **200 POINTS**

This MAY 2016 Efficiency Report was verified by:  
Check One:  Chapter 'DAD' Advisor  Chapter Advisory Council Chairman \_\_\_\_\_  
**50 POINTS**

→ Send this "Efficiency Program" form (snail mail or electronic media) by the post marked due date deadline of JUNE 10, 2016, to . . \_\_\_\_\_  
**Raymond C. Lemons**  
**Michigan DeMolay**  
**3420 West Road**  
**Trenton, MI 48183-2323**  
**TOTAL POINTS CLAIMED**

# MICHIGAN DeMOLAY ADVISORY COUNCIL MEETING SUMMARY FOR MAY 2016

CHAPTER NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

LOCATION: \_\_\_\_\_

**ATTENDANCE INFORMATION:**

**ADVISORS. . .**

- Chairman
- Chapter "DAD" Advisor
- Financial Advisor
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**DeMOLAYS. . .**

- Master Councilor
- Senior Councilor
- Junior Councilor
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**OTHERS. . .**

- Worshipful Master
- Senior Warden
- Junior Warden
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**GENERAL INFORMATION:**

- Were the minutes of the previous Advisory Council read ?     YES     NO
- Was the monthly Financial Report given ?     YES     NO
- Were any applications for DeMolay membership approved ?     YES     NO
- Did Chapter Councilors give reports ?     YES     NO

**INFORMATION TO BE COMPLETED FOR FEBRUARY & AUGUST MEETING ONLY:**

- Was a new term program presented ?     YES     NO
- Was a new term budget presented ?     YES     NO
- Were Chapter Councilor Candidates interviewed ?     YES     NO

**COMMENTS, QUESTIONS AND/OR REQUESTS:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SUBMITTED BY (PRINT): \_\_\_\_\_ TITLE: \_\_\_\_\_

**This "ADVISORY COUNCIL MEETING SUMMARY" report must be sent in no later than JUNE 10<sup>th</sup>, 2016 to...**

**Raymond C. Lemons  
 Michigan DeMolay  
 3420 West Road  
 Trenton, MI 48183-2323**

# "EFFICIENCY" PROGRAM 2015 – 2016

JUNE 1<sup>ST</sup> THROUGH JUNE 30<sup>TH</sup>, 2016

CHAPTER NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

One Hundred (100) 'On Time Bonus Points' will be awarded if this "Efficiency Program" report is received by "Dad Lemons" on or before the Due Date of JULY 10, 2016. \_\_\_\_\_  
100 POINTS

Our Chapter Monthly Financial Report was made during our Business Meeting of the Chapter or at the Advisory Council Meeting during the Month of JUNE 2016. \_\_\_\_\_  
25 POINTS

Our Chapter submitted the "MAY 2016 Advisory Council Meeting Report" to 'Dad' Raymond Lemons no later than JULY 10<sup>th</sup>, 2016. (You must use the "Advisory Council Meeting Report" on Page No. 29) \_\_\_\_\_  
50 POINTS

Our Chapter filed all "FORM - 10's" to Michigan DeMolay and within ten (10) days of the member's Initiatory Degree and/or DeMolay Degree during the Month of JUNE 2016. \_\_\_\_\_  
200 POINTS  
This form must be electronically submitted to "MichiganDeMolay.org"

This JUNE 2016 Efficiency Report was verified by:  
Check One:  Chapter 'DAD' Advisor  Chapter Advisory Council Chairman \_\_\_\_\_  
50 POINTS

→ Send this "Efficiency Program" form (snail mail or electronic media) by the post marked due date deadline of JULY 10, 2016, to .. \_\_\_\_\_  
TOTAL  
POINTS  
CLAIMED  
Raymond C. Lemons  
Michigan DeMolay  
3420 West Road  
Trenton, MI 48183-2323

# MICHIGAN DeMOLAY ADVISORY COUNCIL MEETING SUMMARY FOR JUNE 2016

CHAPTER NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

LOCATION: \_\_\_\_\_

**ATTENDANCE INFORMATION:**

**ADVISORS. . .**

- Chairman
- Chapter "DAD" Advisor
- Financial Advisor
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**DeMOLAYS. . .**

- Master Councilor
- Senior Councilor
- Junior Councilor
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**OTHERS. . .**

- Worshipful Master
- Senior Warden
- Junior Warden
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**GENERAL INFORMATION:**

- Were the minutes of the previous Advisory Council read?     YES     NO
- Was the monthly Financial Report given?     YES     NO
- Were any applications for DeMolay membership approved?     YES     NO
- Did Chapter Councilors give reports?     YES     NO

**INFORMATION TO BE COMPLETED FOR FEBRUARY & AUGUST MEETING ONLY:**

- Was a new term program presented?     YES     NO
- Was a new term budget presented?     YES     NO
- Were Chapter Councilor Candidates interviewed?     YES     NO

**COMMENTS, QUESTIONS AND/OR REQUESTS:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SUBMITTED BY (PRINT): \_\_\_\_\_ TITLE: \_\_\_\_\_

**This "ADVISORY COUNCIL MEETING SUMMARY" report must be sent in no later than JULY 10<sup>th</sup>, 2016 to...**

**Raymond C. Lemons  
 Michigan DeMolay  
 3420 West Road  
 Trenton, MI 48183-2323**