

# Past Master Councilor Meritorious Service Award Email Instructions

1. 10 Days post Installation.
  - a. Fill out Pre-Letter
  - b. A typed out list of the proposed Calendar in list format no full calendar pages
  - c. A copy of your budget
  - d. Additional info that you wish to include
  - e. Email to Chapter Dad or Chairman and cc [pmcmsa@scjdemolay.org](mailto:pmcmsa@scjdemolay.org) with the info in the email
    - i. Subject List " PMC-MSA Preliminary for \_\_\_\_\_ Chapter, \_\_\_\_\_ as Master Councilor, Term \_\_\_\_\_ Through \_\_\_\_\_ "
    - ii. "Attached is my letter of intent to go for my PMC-MSA Please sign and forward to the League Administrator."
  - f. Chapter DAD or Chairman will then forward to the League Administrator
    - i. "I have reviewed to Letter for intent. I hereby certify that the above named DeMolay has committed to memory all the ritual pertaining to the Master Councilor prior to his installation. I therefore request that you forward it to the Executive Officer."
  - g. The League Administrator will then review the info and forward to the Executive Officers at the following addresses. [pmcmsa@land.scjdemolay.org](mailto:pmcmsa@land.scjdemolay.org) with the statement.
    - i. "I have reviewed the information attached and find it in order."
2. 10 Days Post term or when all the necessary info needed for the PMC-MSA has been completed.
  - a. Fill out Post Letter Number 1 if you have Initiated 6 new member during you term or Post Letter Number 2 if you have not initiated 6 during you term. With recap pages and any additional information that you deem necessary and email it to your Chapter DAD or Chairman and cc [pmcmsa@scjdemolay.org](mailto:pmcmsa@scjdemolay.org) with the statement.
    - i. Subject List " PMC-MSA Post Letter for \_\_\_\_\_ Chapter, \_\_\_\_\_ as Master Councilor, Term \_\_\_\_\_ Through \_\_\_\_\_ "
    - ii. "Attached is the recap of my term of Month and year to Month and Year. I have met all the requirements for PMC-MSA. Or I have met All the requirement for PMC-MSA except for initiating 6 new members. Please review and forward to the League Administrator."
  - b. Chapter DAD or Chairman will then review the recap and forward on to the League Administrator stating in the email.
    - i. "I have reviewed the recap and agree with the info enclosed. Please review and forward to the EO for his consideration for the PMC-MSA."
  - c. League Administrator will then Review the info and forward to the EO at the following addresses. . [pmcmsa@scjdemolay.org](mailto:pmcmsa@scjdemolay.org) with the statement.
    - i. 'I have reviewed the PMC-MSA recap and find everything in order for the chapter to receive the honor.'

3. If Post letter 2 was used when the 12<sup>th</sup> member in a year from the date of installation has been initiated.
- a. Please forward Post Letter 3 to the Chapter DAD or Chairman and cc [pmcmsa@scjdemolay.org](mailto:pmcmsa@scjdemolay.org) for them to forward to the League Administrator.
    - i. Subject List " PMC-MSA 12 member letter for \_\_\_\_\_ Chapter, \_\_\_\_\_ as Master Councilor, Term \_\_\_\_\_ Through \_\_\_\_\_ "
    - ii. "Attached is the list of twelve new members since my installation as Master Councilor. This makes me eligible for my PMC-MSA please forward through the League Administer."
  - b. Chapter DAD or Chairman.
    - i. "I have reviewed the list and they have been initiated in the 12 Months since the Installation. Please forward to the EO."
  - c. League Administrator will then forward to [pmcmsa@scjdemolay.org](mailto:pmcmsa@scjdemolay.org).
    - i. "I have reviewed the list and he is now eligible for the PMC-MSA Award."