

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. For their efforts, the chapter will also receive a certificate recognizing their contribution for this achievement.

It is the Master Councilor; however, who must provide the leadership skills and incentives which will stimulate and inspire the chapter to success.

Application for the PMC-MSA

A. Prior to the installation of his term:

1. The Master Councilor elect must fulfill the following requirements to qualify for this award:
 - a. He must memorize the Master Councilor's portion in the *Ritual of Secret Work*.
 - b. He must prepare multiple copies of a printed calendar listing all events and dates planned for his term of office. (Note changes to the calendar are permitted as the term progresses.)

B. Within **10 days** after his installation, the new Master Councilor must send a letter to the Executive Officer stating his intent to qualify for the PMC-MSA. (**Note – this letter must be in the hands of the League Administrator for his signature within the ten day time period! He will then forward this letter to the Executive Officer.**)

1. The following items are to be included with the Letter of Intent:
 - a. The Master Councilor's plan for a successful term.
 - b. A copy of the term calendar. Single sheet only no copy of calendar pages
 - c. A copy of a Term Budget.
 - d. A statement that the ritual was memorized before installation.
 - e. Other information which the Master Councilor may deem important.
 - f. Signatures of the Chapter Dad and League Administrator.

2. A letter that is to be used to apply for the PMC-MSA is on the SCJ web site

During the term:

- A. Prior to the completion of the term, the Master Councilor must fulfill the following requirements:
 1. He must see that both Degrees of the Order are exemplified.
 2. All ritual ceremonies from the Ritual of Secret Work must be given by memory.
 3. The chapter must initiate its pro-rata share of its membership goal (6 new members). The Master Councilor can still earn the PMC-MSA if the chapter does not meet its membership requirements. During the next term, the chapter must initiate 6 new members **plus the number of new members** you also need. This is a total of 12 members for a 12 month period.
 4. He must hold at least one – social, civic service, Masonic service, athletic, and fund raising activity during his term.
 5. He must provide an activity for each Obligatory Day which falls within his term of office.
 6. He must establish a program which increases or maintains a high level of attendance at chapter meetings.
 7. All Form 10's must be reported with full remittance to the DeMolay Service and Leadership Center, and to the Jurisdiction Office within 10 days following the Initiatory or DeMolay Degrees.
 8. The Chapter's Advisory Council Registrations must be sent to the Jurisdiction Office **before** the delinquent date (December).
 9. He must show the YOUTH PROTECTION VIDEO at least once during his term (March or November).

At the close of the term:

- A. The applicant must submit a second letter to the Executive Officer summarizing his term. (The Letter(s) to be used is found on the SCJ web Site)

PMC-MSA CHECKLIST

Prior to Your Installation:

- ☐ Memorize all Master Councilor ritual work
- ☐ Print and distribute a term calendar
- ☐ Submit PMC-MSA application to the Executive Officer via the League Administrator
- ☐ Ritual Statement
- ☐ Copy of calendar
- ☐ Your mailing address and chapter's name
- ☐ Other information you deem important

During your term:

- ☐ Give all ritual work from memory
- ☐ See that both degrees are conferred at least once during your term
- ☐ 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
- ☐ Establish a program to increase or maintain attendance at chapter meetings
- ☐ Provide an activity for each Obligatory Day during your term

- ❑ See that all Form 10's are submitted on time
- ❑ See that all DeMolay International and SCJ reports are submitted on time
- ❑ Show the Youth Protection Video (March or November) during your term

At the conclusion of your term:

- ❑ Submit the final request for the PMC – MSA to the Executive Officer via the League Administrator **within ten days of your outgoing installation.**
- ❑ Review and recap of your activities
- ❑ Explain what was successful and what needed improvement
- ❑ Do you need more time for the membership requirement?

Past Master Councilor's Meritorious Service Award

- A. This is a complete recap of the term, including:
 - 1. Analysis of each activity, changes to the calendar, etc.
 - 2. Membership requirements.
 - 3. Attendance requirements.
 - 4. Ritual requirements.
 - 5. A statement of confirmation by the Chapter Dad
 - 6. Approval of the League Administrator.
- B. If you met all of the requirements for the PMC-MSA, then use the first letter. It must be received by your League Administrator within 10 days of your outgoing installation. This letter may also be sent before the end of the term, if all the requirements were completed so that the award could be made at the outgoing installation. Otherwise it **must be received by the League Administrator within ten days of the outgoing installation – no exceptions!**
- C. If you did not meet the membership requirements of 6 new members, but plan to help the next Master Councilor initiate 6 new members, plus the number of members for a total of 12 new members. Your League Administrator must receive this letter within 10 days of your outgoing installation. Use the second letter.
- D. A final letter stating that you completed the alternative membership requirement must be **received within 10 days of the date the requirement was met**. This means you have 10 days from the day the 12th new member is initiated.
- E. A recap follows the letters