



# 2011 - 2012

## Chapter Recognition Program

(Chapter of Excellence & Chapter of the Year)

Mark L. Rauschenberger  
Executive Officer – Illinois DeMolay  
Effective 7/1/2011

# THE INTERNATIONAL SUPREME COUNCIL ORDER OF DEMOLAY

Mark L. Rauschenberger  
Active Member  
Executive Officer in Illinois



4681 Appell Lane  
Cherry Valley, IL 61016-9132  
Office: 815-312-0981  
E-mail: EO@ILDeMolay.org

Greetings Advisors, Master Councilors and DeMolays,

DeMolay is much more than bi-weekly meetings and presentation of our public and private ceremonies. It is a program of service, social, and athletic events with the aim of developing the leadership skills of our members through planning and executing activities which interest the Chapter's membership.

The Chapter Recognition program has been designed to recognize the Chapters in Illinois DeMolay that has worked to elevate their Chapter program to be the best, well rounded Chapter in Illinois DeMolay.

The Recognition Program is designated in two levels:

- **Chapter of Excellence:** This first step provides criteria for annual and term planning that recognizes excellence in delivering the DeMolay program.
- **Chapter of the Year:** This competition among Illinois DeMolay Chapters will seek out and identify the one Chapter who excels beyond all others. To be considered for the Chapter of the Year, a Chapter must first qualify as a Chapter of Excellence.

The goals of the Chapter Recognition Program will be measured from July 1, 2011 to June 26, 2012 with recognitions being made at the annual Illinois DeMolay Conclave.

Every Chapter is expected to work toward becoming a Chapter of Excellence and compete for Chapter of the Year. The winners will be our members as they will have active DeMolay activities and see they are part of the Premier Youth Program in America, DEMOLAY!

Good luck!!

A handwritten signature in black ink, appearing to read 'Mark Rauschenberger'.

Mark Rauschenberger  
Executive Officer – Illinois DeMolay

## **Illinois DeMolay Chapter of Excellence**

The Illinois DeMolay Chapter of Excellence is built around the following seven (7) criteria:

- 1) Term Planning
- 2) Membership
- 3) Degrees/Ritual
- 4) Activities
- 5) Communication
- 6) State Events
- 7) Advisory Council

### **Term Planning**

Chapters must submit to the Executive Officer Chapter no less than two (2) term plans per year. These must be post marked within 10 days of the Chapter's Installation of Officers.

The term plan should include, but not limited to:

Installation of Officers

Stated Meetings

State Events

Chapter Activities (must include at least 2 of the following)

- Social
- Civic Service
- Fund Raising
- Masonic Service
- Athletics

DeMolay Holidays (Obligatory Days, DeMolay Month)

### **Membership**

#### **New Member Growth:**

Chapters qualifying as a Chapter of Excellence are required to achieve 12 points in membership growth from July 1, 2011 to June 30, 2012 of the current year. Points are per the guidelines of the Past Master Councilor Meritorious Service Award.

3 points for each new member 12-14 years of age

2 points for each new member 15-20 years of age

## **Degrees / Ritual:**

Chapters must Obligate candidates on both the Initiatory & DeMolay Degree at least once during each of (2) terms between July 1-June 26 of the current program year. The Master Councilor presiding over the obligating of the candidate must recite the obligation from memory (not reading from the ritual).

## **Activities:**

All DeMolay Obligatory Days must be observed. Only ONE Obligatory Day per term may be observed during a Stated Business Meeting. For terms which include March, Chapters must perform at least 3 items from the DeMolay Month Award requirements.

Chapters must plan and execute an event to raise funds to be donated to the Kanes for Kiddies program. Chapters must sign up for the Relay for Life program.

Chapters are to plan and carry out at least two (2) activities in each of the following areas during the program year:

- Social
- Civic Service
- Fund Raising
- Masonic Service
- Athletics

(You may not use State events to cover a category. For example, Basketball Weekend cannot be counted as the athletic activity but Chapter basketball practices will satisfy as an athletic activity.) In addition to stated/special meetings, a Chapter qualifying as a Chapter of Excellence must include at least two DeMolay activities per month which may include obligatory days and state events.)

## **Communications:**

Chapters are to distribute a Chapter newsletter, maintain a website (or Facebook site) or use DeMobile to improve communications. Chapter websites must be up to date quarterly and newsletters must be distributed at least 4 times per year. DeMobile must be used once per month. The Executive Officer must be included in any Chapter newsletters.

A Chapter **MUST** schedule a time, and show, at least one vignette of the Youth Protection video twice during the year (during different terms of office). Note the date/location and which section you will be showing on the Term Plan and document in the Chapter's stated meeting minutes.

## **State Events**

Chapters must send members (non-State Officers or staff) to attend at least 4 of the following 5 Illinois DeMolay events:

- Brotherhood Day
- FallFest
- Basketball Weekend
- Sports Rally
- Conclave
- Basic Training or IDU

Chapters qualifying as a Chapter of Excellence are required to participate in at least 1 athletic competition (Basketball, Dodgeball, Sports Rally or the DeMolay International Bowling Tournament) or 1 team or individual ritual competitions at Illinois DeMolay FallFest Ritual Competition.

## **Advisory Council**

Chapters must submit all reports (ACR's, Form 10, Form 11's, Insurance Premiums, Chapter Financial Report and Event Registrations) on time to Illinois DeMolay.

Chapters must register one (1) new Advisor to the Advisory Council or hold an Advisor recruitment event.

## **Submission and Review**

Chapter of Excellence criteria will be evaluated from July 1, 2011-June 26, 2012. Completed forms are due to the Executive Officer by June 26, 2012.

## **Illinois DeMolay Chapter of the Year**

The Chapter accumulating the most points from July 1 to June 26 of the current program year will be designated the Illinois DeMolay Chapter of the Year.

Chapter of the Year will only be awarded to the one winning chapter. No runner up, 3rd and 4th place awards will be presented.

To qualify for Chapter of the Year, a Chapter must have met the minimum criteria for Chapter of Excellence.

The points shall be accrued as follows:

### **PART 1 – Membership Growth**

- 30 points per new member ages 12-14 from July 1 to June 30
- 15 Points per new member ages 15-20 from July 1 to June 30
- 10 Point BONUS per member initiated over previous year total

### **PART 2 – Awards**

- PMC - MSA First Letter (submitted within 10 days of installation) – 25 pts
- PMC - MSA Final Letter (submitted within 10 days of outgoing installation) – 25 pts
- PMC - MSA – (awarded) 75 pts
- Representative DeMolay (awarded) – 50 pts
- Illinois DeMolay Grand Ritualist Award – 50 pts
- Illinois DeMolay Junior, Senior, and Master Ritualist Award – 50 pts
- Illinois DeMolay Heritage Award (awarded) – 10 pts
- LCC - 5 points per person per lesson. (*Limit of 5 lessons per DeMolay, Sweetheart, Sweetheart Court, Advisor per year.*)
- Lamp of Knowledge – 10 points for each person earning

### **PART 3 – Communications**

- Chapter Web presence (Website, Facebook, etc.) - 100 Pts
- Chapter use of DeMobile (1 message sent per month) – 100pts
- Chapter Newsletter (authored primarily by chapter members) – 10 pts. per issue (Limit 1 per month or 120 pts.)

## **PART 4 – Chapter Operations & Activities**

- Chapter Term Plan submitted to members, advisors, and Executive Officer – 100 pts per term (200 pts. max)
- Chapter develops and receives Advisory Council approval for a term budget for each term and submits to Executive Officer – 100 pts per term (200 pts max)
- Chapter establishes the 5 Standing Committees. No single DeMolay may chair more than one committee and Master Councilors may not chair any committee and committees must be 1 member or more. (10 pts for each committee. Bonus 20 pts if all five standing committees are assigned.)
- Submit Chapter activities to State Website calendar at least 60 days prior to event – 10 pts per item (60 Pts. Max)
- Follow and submit for the DeMolay Month Outstanding Chapter Award (Form submitted to DeMolay International, copy to the Executive Officer) (100 Pts.)
- Advisor Recruitment – 25 pts per new Advisor (75 Pts max)

## **PART 5 – State Activity Participation**

Attendance at State Weekends (5 pts per DeMolay/Sweetheart/Sweetheart Court member per event. Limit of 50 points per event.)

### **Events include:**

- Basic Training and/or IDU (combined attendance)
- Basketball Weekend
- Sports Rally
- Brotherhood Weekend
- Conclave
- Six Flags Masonic Youth Day
- Fall Fest

### **Ritual Competition – Must achieve minimum score**

Participate/qualify in an individual competition at FallFest – 5 pts per person

Participate/qualify in a team competition at FallFest – 10 pts per team

Max 100pts for individual and team competitions

### **Ritual Supremacy**

- 1st Place 50 pts
- 2nd Place 30 pts
- 3rd Place 20 pts
- 4th Place 10 pts

### **Athletic Supremacy**

- 1st Place 50 pts
- 2nd Place 30 pts
- 3rd Place 20 pts
- 4th Place 10 pts

### **Athletics**

20 Pts per event (Events: Basketball Weekend, Dodgeball, SportsFest at Conclave. *Note: SportsFest only applies to Chapter team competition and contingent on the criteria below*).

- No duplication of players is allowed to qualify for points in this category.
- No composite teams allowed for points in this category.
- Only state sponsored athletic events are included

20 pts for competing in the DeMolay International Bowling Competition

20 pts for competing in the DeMolay Postal Rifle Match

## **PART 6 - Charity**

To qualify for Illinois DeMolay Chapter of the Year, the Chapter must achieve the Kanes for Kiddies minimum financial goal. (*Goals are based on \$25 per "active" member as reported at Conclave plus total new members joined from Conclave up to October 1 of the program year*)

### **Kanes for Kiddies (November to January)**

50 pts if minimum goal achieved (chapters must achieve and submit on time, the financial goal set based on active membership).

10 BONUS points will be awarded for every \$50 raised above your Chapter's financial goal for.

### **Charity Challenge**

10 BONUS points for every \$50 raised for the Illinois DeMolay State Charity Challenge (Relay for Life)

## **Submission and Review**

Chapter of the Year Form must be submitted (postmarked) to the Executive Officer by June 26, 2012.

## Illinois DeMolay Chapter of Excellence (COE) 2011-2012 Chapter Application

Chapter: \_\_\_\_\_ Program Year: July 1, 2011 to June 30, 2012

Advisor Completing Application: \_\_\_\_\_

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

	<b>YES</b>	<b>NO</b>
<b>Criteria 1 – Term Planning</b> <ul style="list-style-type: none"> <li>• Two completed term plans were submitted to the Executive Officer.</li> </ul>		
<b>Criteria 2 – Membership (Must answer YES to both)</b> <ul style="list-style-type: none"> <li>• Membership Growth: 18 points earned?..... <input type="checkbox"/> YES <input type="checkbox"/> NO <i>3 pts for each 12-14 yr old joined</i> <i>2 pts for each 15-20 yr old joined</i></li> </ul>		
<b>Criteria 3 – Degrees/Ritual (Must answer YES to both)</b> <ul style="list-style-type: none"> <li>• Obligating 1 new member per term (2 total): Achieved?..... <input type="checkbox"/> YES <input type="checkbox"/> NO</li> <li>• MC Obligating from memory: Achieved?..... <input type="checkbox"/> YES <input type="checkbox"/> NO</li> </ul>		
<b>Criteria 4 – Activities (Must answer YES to all)</b> <ul style="list-style-type: none"> <li>• All Obligatory Days observed?..... <input type="checkbox"/> YES <input type="checkbox"/> NO</li> <li>• 2 or less observed at stated meetings?..... <input type="checkbox"/> YES <input type="checkbox"/> NO</li> <li>• Two of each event type (1 per term)?..... <input type="checkbox"/> YES <input type="checkbox"/> NO</li> </ul>		
<b>Criteria 5 – Communications (Must answer YES to both)</b> <ul style="list-style-type: none"> <li>• Newsletter sent every 1-3 months, Website FaceBook or use of DeMobile?..... <input type="checkbox"/> YES <input type="checkbox"/> NO</li> <li>• 2 vignettes of youth protection shown?.... <input type="checkbox"/> YES <input type="checkbox"/> NO</li> </ul> Vignette 1 shown: _____ Date: _____ Vignette 2 shown: _____ Date: _____		
<b>Criteria 6 – State Events</b> <ul style="list-style-type: none"> <li>• Members sent to 4 State Events? <i>(May not include State Officers or State Staff)</i></li> </ul>		
<b>Criteria 7 – Advisory Council (Must answer YES to both)</b> <ul style="list-style-type: none"> <li>• All reports submitted on time?..... <input type="checkbox"/> YES <input type="checkbox"/> NO</li> <li>• 1 new advisor or recruiting event?..... <input type="checkbox"/> YES <input type="checkbox"/> NO</li> </ul>		

*Sections with multiple criteria requires a yes answer to both/all to mark X under "YES" in the criteria box on the right.*

Send completed forms to Illinois DeMolay • 4681 Appell Ln • Cherry Valley, IL 61016  
**DUE: June 26, 2012**

## Illinois DeMolay Chapter of Year (COTY) 2011-2012 Score Sheet & Nomination

Chapter: \_\_\_\_\_ Program Year: July 1, 2011 to June 30, 2012

Advisor Completing Nomination: \_\_\_\_\_

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

### General Criteria

To qualify for Chapter of the Year chapter must answer yes to the following questions:

- I. Has the Chapter earned "Chapter of Excellence"?.....  YES
- II. Has the Chapter has achieved its goal in Kanes for Kiddies?.....  YES

	<b>TOTAL POINTS EARNED</b>
<p><b>PART 1 - Membership Growth</b></p> <p>Total New Members (ages 12-14)..... _____ x30= _____</p> <p>Total New Members (ages 15-20)..... _____ x15= _____</p> <p>Past year membership total: _____</p> <p><b>BONUS:</b> 10 points per member initiated over previous year total:..... _____ x10= _____</p>	
<p><b>PART 2 - Awards</b></p> <p>PMC-MSA 1<sup>st</sup> Letter Submitted..... _____ x25= _____</p> <p>PMC-MSA Final Letter Submitted..... _____ x25= _____</p> <p>PMC-MSA Awarded..... _____ x75= _____</p> <p>Representative DeMolay Awarded..... _____ x50= _____</p> <p>ID Grand Ritualist earned..... _____ x100= _____</p> <p>ID Jr, Sr or Master Ritualist earned..... _____ x50= _____</p> <p>Lamp of Knowledge earned..... _____ x10= _____</p> <p>Illinois DeMolay Heritage Award earned.... _____ x10= _____</p> <p>LCC – 5 pts per person per lesson..... _____ x5= _____ <i>Limit 5 lessons per person per year</i></p>	
<p><b>PART 3 - Communications</b></p> <p>Chapter Web presence (site/Facebook, etc.). _____ x100= _____</p> <p>Chapter use of DeMobile (1 per month)..... _____ x100= _____</p> <p>Chapter Newsletter per issue..... _____ x10= _____ <i>Limit 1 per month. Authored primarily by Chapter Members</i></p>	

**TOTAL  
POINTS  
EARNED**

For Chapter: \_\_\_\_\_

**PART 4 – Chapter Operations & Activities**

# Term plans submitted to members, advisors,  
and Executive Officer (200 pts max). \_\_\_\_\_ x100= \_\_\_\_\_

# Chapter Term Budgets submitted to Advisory  
Council and E.O. (200 pts max)..... \_\_\_\_\_ x100= \_\_\_\_\_

# Chapter Mandatory Committees Formed \_\_\_\_\_ x10= \_\_\_\_\_  
10 pts per standing committee per term  
*Enter number of terms committee was formed*

**Term 1**

**Term 2**

\_\_\_\_\_ Sick Committee

\_\_\_\_\_ Sick Committee

\_\_\_\_\_ Entertainment

\_\_\_\_\_ Entertainment

\_\_\_\_\_ Auditing

\_\_\_\_\_ Auditing

\_\_\_\_\_ Finance

\_\_\_\_\_ Finance

\_\_\_\_\_ Membership

\_\_\_\_\_ Membership

**Committee Bonus** if all 5 functioning: (20 pts)..... \_\_\_\_\_

# Chapter activity dates sent to include on  
ID Website (60 pts max)..... \_\_\_\_\_ x10= \_\_\_\_\_

Submitted DeMolay Month Award to DI: (100pts) ..... \_\_\_\_\_  
*Copy sent to Executive Officer*

# of new Advisors since 7/1 of last year..... \_\_\_\_\_ x25= \_\_\_\_\_  
(75 pts max)

**PART 5 – State Activity Participation**

**# Attending State Weekends**

# Basic Training & IDU (50 pts max)..... \_\_\_\_\_ x5= \_\_\_\_\_

# Basketball Weekend (50 pts max)..... \_\_\_\_\_ x5= \_\_\_\_\_

# Sports Rally Weekend (50 pts max)..... \_\_\_\_\_ x5= \_\_\_\_\_

# Brotherhood Day (50 pts max)..... \_\_\_\_\_ x5= \_\_\_\_\_

# Conclave (50 pts max)..... \_\_\_\_\_ x5= \_\_\_\_\_

# Six Flags Youth Day (50 pts max)..... \_\_\_\_\_ x5= \_\_\_\_\_

# Attending FallFest (50 pts max)..... \_\_\_\_\_ x5= \_\_\_\_\_

**Ritual Competition**

# Individuals participate/qualify in FallFest.. \_\_\_\_\_ x5= \_\_\_\_\_

# Teams participate/qualify in FallFest..... \_\_\_\_\_ x10= \_\_\_\_\_  
(Max points in ID Ritual Comp is 100)

Participate in Heartland Ritual Tournament or other  
national ritual tournament (50 pts)..... \_\_\_\_\_

**TOTAL  
POINTS  
EARNED**

**PART 5 – State Activities (continued)**

**Ritual Supremacy**

Total points earned for place finished: ..... \_\_\_\_\_

1<sup>st</sup> place = 50 pts      3<sup>rd</sup> place = 20 pts  
 2<sup>nd</sup> place = 30 pts      4<sup>th</sup> place = 10 pts

**Athletic Competition**

*# teams formed by Chapter to compete at state tournaments*  
*Score # teams x 20 pts per event. See rules for which*  
*State competitions count and how to count teams.*

Event 1: \_\_\_\_\_ x20= \_\_\_\_\_

Event 2: \_\_\_\_\_ x20= \_\_\_\_\_

Event 3: \_\_\_\_\_ x20= \_\_\_\_\_

Event 4: \_\_\_\_\_ x20= \_\_\_\_\_

**Athletic Supremacy**

Total points earned for place finished: ..... \_\_\_\_\_

1<sup>st</sup> place = 50 pts      3<sup>rd</sup> place = 20 pts  
 2<sup>nd</sup> place = 30 pts      4<sup>th</sup> place = 10 pts

**DeMolay International Competition Bonuses**

20 points BONUS for Bowling Comp. .... \_\_\_\_\_

20 points BONUS for Rifle Match. .... \_\_\_\_\_

**PART 6 – Charity**

**Kanes for Kiddies – Chapter MUST achieve minimum goal**

50 points if minimum goal met ..... \_\_\_\_\_

**10 BONUS** points for every \$50 raised over your goal:

Amt. Raised \$ \_\_\_\_\_ / Goal: \$ \_\_\_\_\_ ..... \_\_\_\_\_

**Charity Challenge**

10 points for every \$50 raised ..... \_\_\_\_\_

Amt. Raised \$ \_\_\_\_\_ / 50 = \_\_\_\_\_ x10

**TOTAL POINTS EARNED:**