

Conference Schedule

Saturday, September 24

9:00 - 9:30	Registration
9:45 - 10:00	Welcome - Orientation
10:00 – 10:50	The Four Pillars of the New DeMolay
11:00-12:15	When Dissipation Turns to Consternation
12:30 - 2:00	Luncheon & Hotel Check-In
2:00 - 2:40	You Make the Call—Scenarios for the Real Life Chapter
2:45 - 3:25	Can You Hear Me Now?
3:30 - 4:10	Youth Protection
4:25 - 5:10	An Advisor’s Appetizer: Grilled EO
6:00 - 7:00	Dinner
7:00 - 7:45	E-Mail is Sooooo Last Week: Communicating via the Social Media
8:00 - 8:45	Panel Discussion: Fundraising.
9:00 - ?	Advisors' Adult Social (Media) Activity

Sunday, September 25

8:00 - 8:45	Breakfast
9:00 - 9:45	All DeMolays Have Needs, But Some Are Special
9:45 -10:15	Hotel Checkout
10:15 - 11:00	Closing the Sale: the Big Challenge of Membership Development
11:00 - 11:45	Advisors: We Need Them. How to Get Them. How to Keep Them.
11:50-12:35	LTC
12:40 - 2:00	Lunch and Final Remarks

When “Dissipation” Turns to Consternation

Here's what we know:

- ✓ DeMolay ritual was written (all but a few words here and there) in 1919.
- ✓ DeMolay ritual was written at a level of language ranging from somewhat to considerably higher than that used by today's middle school and early high school students.
- ✓ Understanding the ritual would make it easier to for DeMolays learn it and for advisors to teach it.

Let's try a little quiz:

Match the words in the left column with the synonym in the right column.

_____ A. dissipation	1. allegiance
_____ B. emulation	2. copying
_____ C. effeminate	3. Interjection
_____ D. fealty	4. sissified
_____ E. interpolation	5. licentiousness

Are the synonyms any better?

Now, how about a little exercise:

Turn the following passage from the Legion of Honor Investiture into language you think the average DeMolay in your Chapter would readily understand:

This citation is not necessarily a reward for DeMolay labor. Your zeal and interest in the welfare of the Order of DeMolay is accepted fact. Your designation to be exalted to the highest honor within the gift of the International Supreme Council comes as a recognition of the leadership you are manifesting in some worthwhile endeavor though it may be in an obscure field of service. We present each one of you to the world as an exemplar and an exponent of the Order of DeMolay.

The DeMolay Initiatory Degree, a Modern Take

Prepared by Dad Ken Northrup for Mass. DeMolay Congress, 2009

Original language in italics, translation in Boldface

MC: Brother Scribe, are there any in waiting to be initiated into our Order?

MC: Brother Scribe, do we have any candidates to join our Order?

Scr: Brother Master Councilor, there are in waiting several strangers who desire to desire to become friends and Brothers in our work.

Scr.: Brother Master Councilor, there are several guys who want to become friends and Brothers with us in DeMolay.

*MC: **

MC: Brother Marshal, you will repair with the Stewards...(Stewards Rise)...and prepare the candidates.

MC: Brother Marshal, take the Stewards and get the candidates ready.

Marshal and Stewards make their ways to the Altar, facing East. SS and JS simultaneously give the step, sign and token to the MC, who returns the gesture.

Marshal and Stewards, in a triangle, head to the Northwest door ...

Mar: My friends, I have been directed by the Master Councilor to prepare you for the ceremony of initiation. I wish to make it very clear, before you are admitted to the Chapter room, that nothing will occur during the ceremony in the form of levity or which will excite your mirth. You must approach the door of our Chapter in a serious frame of mind realizing that the solemn purpose of all our ceremonies is to impress upon your minds great truths of right living to aid you in deserving the good opinion of all right-thinking men.

Mar.: My friends, the Master Councilor of this Chapter has asked me to get you ready for this initiation. Don't worry – this ceremony is serious and we won't do anything to make you uncomfortable. We ask you to take the ceremony seriously, too, because we will show you that we believe in living the right way and earning the respect of others in our community.

Before you knock at the door of our Chapter room, I must ask of you certain questions, upon your answers to which your admission will depend.

Before we let you into the Chapter Room, I need to ask you some questions to make sure you want to be here:

Do you assert upon your honor that you are not prompted to seek admission to our Order by idle curiosity?

Are you asking to join just because you're curious about DeMolay?

Do you assert upon your honor that you are not inspired by an unworthy desire to be exclusive by belonging to a secret order?

Are you asking to join just because you want to feel cool and want to be part of DeMolay because others think it's a secret club?

Do you declare upon your honor that your only purpose is to join with your fellows in trying to make each other better and to do good?

Do you believe that we're all in it together, and that we should help each other to be the best we can be?

Do you declare upon your honor that you will faithfully follow all instructions given to you, keep all secrets entrusted to you, and work loyally with us in carrying out our purposes, when I assure you upon my own honor that nothing will be asked of you contrary to the demands of honor, justice, and patriotism?

I promise that we won't ask you to do anything that's not honorable or right. Do you in turn promise that you'll follow the rules, keep the secrets we'll tell you, and join us in our commitment to mutual improvement?

Do you declare upon your honor that you will obey and uphold the laws of your city, state and country, and the Bylaws, Rules and Regulations of DeMolay International, and any Chapter of the Order of DeMolay of which you may become a member?

Do you promise that you'll be a law-abiding citizen, and that you'll also follow the rules of DeMolay in this chapter or at any DeMolay event?

Your answers being satisfactory, I will recommend your admission to the Master Councilor of our Chapter. Brother Stewards, you will take charge of the candidates.

Thanks, guys, for your answers. It looks like we're in sync, so I'll go tell the Master Councilor that we're ready to proceed. Brother Stewards, hang with the candidates for now.

Mar: Brother Master Councilor, the candidates have answered in the proper manner the essential queries and are now prepared for initiation.

Mar.: Brother Master Councilor, the candidates aced the entrance exam.

MC: *It is well.*

MC: **Cool.**

MC: *

SS: **

SD: *Brother Master Councilor, the candidates are in readiness.*

SD: **Brother Master Councilor, it's show-time.**

MC: *Brother Senior Deacon, you will take charge of the candidates.*

MC: *Brother Senior Deacon, go get them..*

SD moves to the Northwest door ...

SD: **

SD opens the door ...

SD: *Brother Stewards, who are these who knock at the door of our Chapter room?*

SD: **Brother Stewards, are these the guys?**

SS: *They are strangers who desire to become friends and Brothers in our work.*

SS: **They're the ones. They don't know too much right now, but they want to learn more and become members of our Chapter.**

SD: *You will enter.*

SD: **Come on in.**

SD: *My friends, your desire to join us in our labors in behalf of clean and manly living has already made you friends. If, after fuller explanation of our purposes, you still desire to unite with us, we shall be happy to greet you in the closer circle of our membership.*

SD: **You've already made friends here by telling the Marshal that you believe in the idea of helping one another to be better men through clean and honest living. I'm going to tell you a little bit more about our values – if you still like what you're hearing, then we'll be happy to complete your initiation.**

The great aim of our Order is to teach and practice the virtues of clean upright, patriotic, and reverent living as the best preparation for the manhood we are approaching. We are earnestly striving to be better sons, better Brothers and better friends, that when we reach the years of manhood we may be better men. Do you desire to dedicate yourselves to these ideals of good sonship and good citizenship?

The main idea in DeMolay is to teach and live the values of cleanness, honesty, patriotism and reverence – they'll make us better men as we enter adulthood. We really want to become better sons to our parents and better friends and brothers to each other so that we'll learn to be better citizens and better men in adulthood. Do you agree to work on becoming a better son and a better citizen?

SD: Then I will conduct you to the Master Councilor who will instruct you more fully in the purposes of our Order.

SD: Good. I'll bring you to the Master Councilor who will fill you in on the details.

SD and Stewards bring the candidates to the East.

SD: Brother Master Councilor, I present those who were strangers but are now friends and who desire to be joined to us in the comradeship of our Chapter.

SD: Brother Master Councilor, these guys are worthy of our friendship and are interested in joining this Chapter.

MC: My friends, I welcome you to this Chapter and trust that you will find both pleasure and profit in your fellowship here. The Senior Deacon has outlined briefly the purposes of the Order. We claim no superiority over those outside our circle but believe that we can be of aid to each other by counsel and assistance in living lives that will repay in some measure the sacrifices our parents have made for us, in our homes, in serving God, and in planning for the heritage of the citizenship that awaits us. Do you still desire to join with us in this work and to extend to all you Brothers the same aid and counsel they extend to you?

MC: My friends, I welcome you to this Chapter with the hope that you'll have fun here as well as learn something worthwhile. The Senior Deacon told you a little more about DeMolay's values. No, we don't think we're better than non-DeMolays. Instead, we come together so each of us can learn from one another and start to repay our parents for the hard work they've put in to make sure that we succeed in life. Do you still want to work with us to help one another become the best men possible?

MC: Then you will be conducted to the Altar where you will take upon yourselves pledges to which you cannot be false without the basest dishonor which would deserve the contempt of all good men.

MC: Then the Senior Deacon will take you to the altar to take a solemn oath which you must consider unbreakable.

SD and Stewards conduct the candidates to the west side of the Altar, facing East.

MC: *Brother Senior Councilor, you will call the Officers to line.*

MC: Brother Senior Councilor, have the officers line up for the oath.

SC: * ... ** ... ***

MC: *My friends, you will kneel on both knees. You will place your right hand on the Holy Bible or on the shoulder of the one in front of you. You will say "I" ...Speak your name...and repeat after me.*

MC: My friends, kneel down on both knees. Place your right hand on the Holy Bible. Say, "I." ... Say your full name ... and repeat after me.

MC: *In the presence of God/ and with my right hand upon his Holy word, / on my honor / as one who holds his pledged word sacred, / do solemnly promise / that I will keep all the secrets / entrusted to me by this Order.*

MC: In the presence of God / and with my right hand upon his Holy word, / on my honor / as one who keeps his promises, / do solemnly promise / to keep all of the secrets / that I learn in DeMolay.

I promise that I will / that I will henceforth honestly and earnestly / strive to be a better son / than I have ever been before, / doing all in my power / to repay the love and care / my parents have devoted to me.

I promise that I will / try to be a better son / than I have ever been before, / and I will do my best to repay my parents / for their support for me.

I promise / that I will live a clean and moral life, / keeping my body free from dissipation / and my mind free from the uncleanness / that defiles and debauches youth.

I promise that I will / live a clean and moral life, / doing nothing that would weaken my body / or corrupt my mind.

I promise / that will love and serve God / as a devout worshipper / at the shrine of faith / and that I will serve my fellowmen / in the spirit of the universal brotherhood.

I promise that I will / be loyal to God and his teachings, / and that I will treat others with respect and comradeship.

I promise / that I will give to my country / an unswerving allegiance, / defending her honor with my life if need be, / her flag, my flag, / and her cause, my cause, / and that I will obey the laws / of my city, state and nation.

I promise that I will / be a true patriot for my country; / that I will answer her and defend her when called; / and that I will always follow / the laws of my city, state and nation.

I promise / that I will combat every agency / that is hostile to my country's highest good / and that I will consecrate my utmost endeavors / to the defense of civil, / religious / political and intellectual liberty, / holding the public school / to the cradle of American liberties / and freedom of conscience, / an American's precious blessing.

I promise that I will / oppose treason and lawlessness / and I will defend civil, / religious, / political, / and intellectual freedom, / realizing that the public schools / are the teachers of those freedoms.

I promise / that I will revere the memory of Jacques DeMolay / who gave up his life / rather than betray his brethren / and the trust they reposed in him, / and never willingly or knowingly / will do anything / which would unfit me / for the commendation of all good men.

I promise that I will / always remember Jacques DeMolay / who gave up his life / rather than betray his comrades / or their trust in him, / and I will never / be guilty of doing anything / to lose the respect of others.

I promise / that I will be ever loyal / to be Brother of this Order; / that I will never cheat or wrong him ; / that I will seek to aid him / in time of trouble and need; / and will always remain silent / if I cannot speak a good word for him / in the presence of the uninitiated.

I promise that I will / be loyal to my fellow DeMolays; / that I won't cheat or wrong them; / that I will always help them if needed; / and that I'll never say anything bad / about a fellow DeMolay / to anyone else not a member.

I promise / that I will honor womanhood; / that I will never be guilty / of defaming the character of any woman; / nor will I permit harm / to come to the sister or mother / of a member of this Order / if it is in my power to prevent it.

I promise that I will / honor womanhood; / that I will not hurt any woman / in any way, / or allow the sister or mother / of a DeMolay / to be harmed if I can prevent it.

So help me God!

So help me God!

MC: *You will arise. You will seal your vows by kissing the Holy Bible.*

MC: Please stand up and then seal your promises by kissing the Holy Bible.

MC shakes the hand of each candidate and says ...

MC: *I now extend to you the right hand of comradeship.*

MC: Welcome, brother.

MC returns to the East ...

MC: *

Officers break shield and resume their stations ... Deacons come to the each and stand about 3 feet apart, facing each other. Deacons illustrate the step, sign & token and the handshake as the MC explains them ...

MC: *I will now instruct you in the secrets of our Order which are few in number, but which you have just sworn you will not disclose outside the Chapter. The step is made by placing the left foot in advance of the right, as though about to greet someone. The sign is made by extending the right hand forward, as though about to grasp him by the hand. The token is made by extending the left hand forward shoulder high, as though about to place it on the shoulder of the one greeted.*

MC: I'll now teach you our secrets, which you just promised not to disclose to anyone outside of DeMolay. The "step" is made by placing your left foot forward, like you're about to start walking toward someone. The "sign" is made by holding out your right hand, like you're about to shake someone's hand. The "token" is made by holding out your left hand as though about to pat someone on the shoulder.

The word of emulation is – DeMolay

The word of emulation is – "DeMolay."

MC: *The grip of the Order is given by taking the hand in a casual manner and pressing the thumb sharply between the thumb and first finger twice, then once immediately afterwards.*

MC: The secret handshake is given by grasping the right hand in a normal handshake, then pressing your thumb sharply between the other's thumb and first finger twice, then one more time.

MC: *The step is emblematic of our eagerness to greet a friend or welcome a stranger. The sign typifies the clasp of friendship and the helping hand of assistance. The token is the brotherly hand we would place upon the shoulder of one who sorrows.*

MC: The “step” represents our willingness to make friends. The “sign” represents a friendly handshake or an offer to help out. The “token” is the comforting hand we’d lay on the shoulder of someone who’s upset.

MC: The word of emulation is the name of the great hero and martyr whose name we have taken and teaches us to emulate his heroic example.

MC: The word of emulation is the name of the great hero whose name we’ve taken as our own. It reminds us to be true to his heroic example.

MC: The grip alludes to the three principal Officers of a Chapter, also to our duties to God, our parents and our country and to the wisdom of the ancient injunction that we should think twice before speaking once.

MC: The secret handshake represents the three Councilors of the Chapter. It also refers to our duties to God, to our parents and to our country. It also reminds us that we should always think twice before we speak once.

MC: The sign of distress is made by crossing the arms across the chest and should only be given in time of distress.

MC: The sign of distress is made by crossing the arms across the chest. It should only be given if you’re in trouble.

MC: The Brother going to aid of a Brother in need should say, “Are you in trouble?” The Brother should reply, “I am a DeMolay.”

MC: A DeMolay responding to the sign of distress should ask, “Are you in trouble?” The DeMolay in need should reply, “I am a DeMolay.”

MC: And now my Brothers, I will place you in the charge of the Senior Deacon who will conduct you on a journey which will symbolize the labor of a day in the pathway of human life.

MC: And now, my brothers, it’s time for you to take an imaginary trip through life – a journey from childhood to old age and the important lessons of life.

MC: I place in your keeping this symbolic Crown of Youth which you will wear until you exchange it for the Crown of Manhood.

MC: I place in your keeping this Crown of Youth, which represents your current position in the journey through life. As you mature you will exchange it for the symbolic Crown of Manhood.

MC: *You are starting from the East, emblematic of the morning of life. Ere you reach the symbolic South, emblematic of the noon of day and the manhood years of life, you will be instructed in the seven cardinal virtues of our Order. I commend you to the preceptors in charge of the seven symbolic jewels in the Crown of Youth and may God speed and guard you on your way.*

MC: You are starting this journey from the East, which is where the sun rises and a day begins. The East also represents the early years of life. You will eventually reach the South, which stands for the middle of the day and full manhood. But before reaching the South you will learn about the seven life virtues that DeMolay holds most important. These virtues will be explained by the Preceptors, who will symbolically add each of these virtues to your Crown of Youth. Listen well and be safe on your journey.

1P: *I place in the Crown of Youth the jewel of filial love. No virtue so becomes the young man who passed the protected years of child and boy. It has been inculcated by poets and prophets, teachers and philosophers, ever since God Himself wrote on the tablets of stone the command: "Honor thy father and thy mother." We have reached the age when we are prone to forget the sacrifices our parents have made for us, when possibly we are ashamed to display the affection that all right-thinking sons feel in their hearts. We are eager to enter upon the loving, mother-loving, father-loving young man, gratefully remembering the debt he can never repay, but striving to pay it in thoughtful consideration, courtesy, affectionate and dutiful obedience. May this jewel in the Crown of Youth never be tarnished by disobedience or selfish neglect, but grow brighter as the years go by.*

1P: I place in the Crown of Youth the jewel of filial love, which is love and respect for our parents. Your parents raised and cared for you. Now you are old enough to appreciate what they did for you, and we believe that you should show that appreciation. After all, God himself issued the commandment, "honor thy father and thy mother." We're getting older and more independent now, but we shouldn't forget the sacrifices our parents have made. We should take the time to thank them and show affection for them. There's nothing shameful in showing the world that you love and respect your parents. You can never totally repay what your parents have done for you, but the time to start making payments is now.

2P: *I place in the Crown of Youth the jewel of reverence for sacred things. As we are all sons of earthly parents, so are we the children of the Universal Father. My Brothers, in our Chapter we teach no religious creed. Your religious opinions are your own. But we do earnestly enjoin upon you the sacredness of faith, the beauty of humble reliance on the goodness of God. Let us strive to be true to this universal sonship. The world respects most of all the young man who has strong religious convictions and who has the courage of a high moral standard based on a profound acknowledgment of the fact that from God all earthly blessings flow. I enjoin upon you to delight in the companionship of the devout, not only to frequent the holy places of worship but to carry their teachings into your daily lives. May this jewel shine brighter and brighter unto the perfect day.*

2P: I place in the Crown of Youth the jewel of reverence for sacred things. We're all God's children, but we don't teach any particular religion in DeMolay. Your religious opinions are your own. But we still think that you should take the time to learn about your faith and worship God as you believe. We believe that we should respect the religious beliefs of others, even if we don't share those beliefs. The world respects a young man who follows his convictions and leads a moral and upright life. We encourage you not only to attend religious services, but to live your life according to the teachings of your faith.

3P: I place in the Crown of Youth the jewel of courtesy. Our mystic sever are not enough to include all the cardinal virtues that round out and complete a human character, but certainly courtesy cannot be omitted from the list – courtesy toward our parents, courtesy toward the stranger, courtesy toward the aged, courtesy toward all women, courtesy toward our friends and all with whom we come in contact. We are all guilty of the fault of reserving our greatest politeness for friends and even strangers and laying aside in the home that refinement and consideration which are the foundation of the social graces. No man, young or old, is really refined who is not courteous and whose courtesy is not natural instead of being artificial and assumed.

3P: I place in the Crown of Youth the jewel of courtesy. We were only able to select seven virtues to highlight as part of the Crown of Youth, but we couldn't omit courtesy from the list. We believe in courtesy toward our parents, courtesy toward a stranger, courtesy toward women, and courtesy toward all people we meet, young or old. We must remember that sometimes we're more polite to strangers than we are to our own family and friends; instead we should be courteous at all times to all people, and that's part of becoming a better man.

4P: I place in the Crown of Youth the jewel of comradeship. To be a friend tried and true is to display a virtue which adorns our humanity. History is glorified by the friendships of David and Jonathan, of Damon and Pythias, and other historic comrades. But history has not volumes large enough to record the names of the unknown millions of friends who were true and faithful unto death. Their heroic loyalty glorifies our human nature and sets an example worthy of our emulation. No man, young or old, can enjoy a higher honor than to be valued as a friend and trusted as a Brother. The Crown of Youth is not complete without the jewel representing this splendid virtue.

4P: I place in the Crown of Youth the jewel of comradeship. Comradeship is a mixture of friendship and faithfulness, and is demonstrated throughout history by famous friends like David and Jonathan, the Lone Ranger and Tonto, and Batman and Robin. But even though there are famous friendships, there have been millions of friends who were true and faithful to one another until death. One of the best things that can happen to you is to share a deep and lasting friendship based on trust and honesty.

5P: *I place in the Crown of Youth the jewel of fidelity. We have taken upon our lips the name of a great hero and martyr of history who gave up his life rather than betray a trust reposed in him. We may never be called upon to face such a trial as he endured, but we may be called upon to give our lives in defense of our country, and even to sacrifice them to save a human being. But far this side of these great crises, we are called upon every day to be faithful to trusts reposed in us, faithful to ideals we have professed, faithful to our friends, faithful to obligations we have assumed. You know that the young man whose word is as good as his bond, who can be absolutely relied upon to fulfill his promises, if humanly possible, enjoys the esteem and confidence of all men. I commend to you this virtue and urge you not to lose sight of its vital importance merely because you are not called upon to face some great drama of sacrifice.*

5P: I place in the Crown of Youth the jewel of fidelity. We named this organization after Jacques DeMolay because he sacrificed his life instead of betraying his comrades. We might never be called to make the ultimate sacrifice for our friends or our country, but that doesn't mean that we don't have daily opportunities to be faithful to our beliefs, faithful to our friends and family, and faithful to our promises. To be a man who is honored and respected, you must show faithfulness to others and demonstrate everyday that you're someone who keeps his word.

6P: *I place in the Crown of Youth the jewel of cleanness – cleanness in thought, word and deed. We all abhor the foul-mouthed, the obscene, the dissipated and the immoral young man, who anticipates the years of his manhood by indulging in habits which leave him weakened in body, enfeebled in mind and debased in heart and soul. But we must guard against the more insidious faults which lead imperceptibly to these great moral sins. Let us guard our tongues from taking the name of God in vain, against irreverence of all kinds, against the lesser oaths that lead to blasphemy, against the cheap vulgarity of unclean jests. Let us guard our bodies from all those milder dissipations which retard their development and impair their strength, holding them as the heritage of the future, a sacred trust not to be betrayed. Let us above all guard our hearts from that uncleanness which the Psalmist had in mind when he prayed: “Create in me a clean heart, O God.” A clean mind in a clean body is the best equipment for the clean manhood upon which clean citizenship depends.*

6P: I place in the Crown of Youth the jewel of cleanness – cleanness in thought, word and deed. No one likes a potty-mouth or a strung-out druggie or a steroid junkie or a liar. We need to be mindful of our words and our actions so we don't give others a bad impression of us, or do anything to weaken or harm our bodies. It's not always easy – we have to recognize the minor slips which can, over time, slide us into trouble. The Psalmist said in the Bible, “create in me a clean heart, O God.” A clean mind in a clean body is the best equipment for the clean manhood upon which clean citizenship depends.

7P: *I place in the Crown of Youth the jewel of patriotism. Thousands of young men hardly older than ourselves have proved their heroic devotion to their country by offering their lives in defense of its honor. Many of them have made the supreme sacrifice and have helped win the blessings which we now enjoy. In all the crises of the nation's history, youth has risen up as its defender. In your very veins flows patriotic blood. But let me urge upon you this thought: that there is a patriotism of peace as well as heroism of war and that good citizenship is the only opportunity peace affords for the display of this virtue. We are on the threshold of the duties and responsibilities of manhood and I commend to you most earnestly the virtue of good citizenship – that patriotism which will make you live worthily for your country as well as die bravely for it if the need shall come.*

7P: I place in the Crown of Youth the jewel of patriotism. Thousands of young men just like us have served their country in the military to defend its honor and promote its ideals. Many of them were killed while defending our way of life. Our country's youth has always responded to that call to service, and it always will. But there's also another kind of patriotism, and that's good citizenship. Good citizenship is vital whether our country is at war or at peace, and every day gives us opportunities to display that patriotism through civic responsibility.

JC: *My Brothers, you are at the symbolic South, emblematic of the mid-hour of rest, refreshment and meditation, when you pause and contemplate the labors of the half-completed day. Bu in a more vital sense, the South is emblematic of the noon of life, when you approach the years of manhood – when half your years lie behind you and half before. Theoretically you have toiled zealously in the practice of the virtues enjoined upon you by the custodians of the seven symbolic jewels in the Crown of Youth. As the meridian hour of the day reminds the toiler that the labor of the afternoon must still be performed, so at the South you are to pause and reflect upon the solemn tasks of the manhood that awaits you.*

You will now be conducted to the West, where you will receive further instruction.

JC: My Brothers, you have arrived in the South. It is symbolic of midday and your adulthood years. By the time you reach full manhood you should have already been practicing the virtues the Preceptors have just explained to you. But you've still got the rest of your life, so take a moment to assess how you've lived it, and what changes you need to make as you continue the journey of life. You will now receive further instruction in the West.

SC: *My Brothers, the West is symbolic of the setting sun and the eve of life, emblematic at once of the end of the day's toil and of the closing years of your earthly pilgrimage, the night that is to be followed by the day that shall never end. Do not think that is untimely to impress upon the minds of those who are just beginning the journey of life the twilight and evening years. For thought the morning sun is still far from the zenith and the meridian sun is East of South, the wisest young man is he who looks well to the ending of the journey as well as to its beginning. When you reach the evening of your lives, may you be able to look back upon a long and happy journey,*

filled with memories of duties well performed, the Western sky glowing with the promise of the everlasting morning. You will now be conducted to the East for final instruction.

SC: My Brothers, the West represents the end of the day, the setting of the sun, and the final years of your earthly life. We're still a long way from old age, but it's smart to think about the future as you're progressing through the present. Plan for the future, so that when you've reached the evening of your life, you can look back on it with pride and good memories of an upright life. You will now receive final instruction in the East.

MC: My Brothers, you have now completed the symbolic journey and now I receive back from you the Crown of Youth which I trust you have worthily worn.

In a few short years, you will lay it aside for the Crown of Manhood whose brightness will depend upon the fidelity of your stewardship as wearers of the Crown of Youth. You will later have conferred upon you the DeMolay Degree.

MC: My Brothers, you have now finished your journey and you've returned with a Crown of Youth that's now complete with these seven important virtues. I hope you've listened to the Preceptors. In a few years you'll enter into full manhood, and your success as a man will depend on how well you've learned these lessons while symbolically wearing this Crown of Youth.

MC: Brother Senior Deacon, you will escort the new Brothers to seats.

MC: Brother Senior Deacon, please offer our new brothers seats in the Chapter room.

MC: *

You Make the Call

Scenario 1

The following hand-written note is real. It was written by the members of an LTC Chapter who had spent three days watching the members of their Advisory Council apparently snipe at each other. The sniping was play-acting, to set up an event planned for Wednesday dinner-time. The reaction was real.

Over the past few days here we have noticed the tension between the staff and its ruining the experience. The experience here is supposed to be an exciting one but with the fighting going on its ruining our anticipation on this week. Also, its altering our view on Demolay and its leadership roles as an advisor. Demolay teaches us to deal with our problems in a responsible manner. The LTC staff this year has taught us many great lessons during the classes. The leadership during the stocks, so we feel that the problems should get solved. And we should all act like the brothers like frank's and pictured us to be.

Thank you

Think about your Chapter. Do the young men ever hear discord among the advisors? What's their reaction? Is their private reaction different? What does it make you want to do when you get home? What, if any changes, should have been made in the way the LTC staff went about preparing for the activity that engendered this note?

Scenario Two:

Your Chapter is very young, very inexperienced, and very resistant to the ritual part of DeMolay. They're great at car washes, camping trips, game nights, and eating pizza, though. What do you do?

Can You Hear Me Now?

Can you hear me now?
 Communication from the receiving end

Hearing and Listening

- Hearing is mechanical.
- Listening is mental.
- Listening modes: different ways in which we receive oral communication, depending on our self-awareness or agenda: *competitive, passive, or active*

Listening Modes

- Competitive or Combative Listening agenda: to "win"
- Passive or Attentive Listening agenda: to understand and help – ineffective without taking action
- Active or Reflective Listening agenda: to understand and help – most effective mode for advisors

Shifting Listening Modes

- Observe the speaker's facial expression and body language.
- Consider who else is present.
- Consider any relevant background information you may have.
- Trust your instinct and experience to know when to shift from "regular" conversation to active listening.

What is active listening?

- Paying attention
- Showing your attention
- Reflecting what is said to you
- Responding to the message

Paying attention

- Look directly at the speaker.
- Put aside distractions.
- Observe the speaker's body language.

Showing your attention

- Nod occasionally.
- Smile and use other facial expressions when appropriate.
- Maintain "open" posture.
- Encourage the speaker with brief comments such as "I see," and "Yes."

Reflecting what is said

- Paraphrase without judgment.
- Ask questions to clarify specific points.
- Summarize the speaker's comments.

Responding to the message

- Provide sufficient privacy for the speaker to feel comfortable.
- Allow the speaker to finish without interruption.
- Be honest but respectful.

Thank you for listening.

- Summary
- Questions?
- Comments?
- Suggestions?

Listening Modes

Competitive or Combative Listening

This type of listening occurs when the receiver may be more interested in promoting his or her point of view instead of considering the speaker's thoughts. When this occurs, the listener may look for breaks in the conversation so he or she can deliver his or her own points of view, perhaps attacking any points they may not agree with; hence combative listening. In such cases, the listener may only be pretending to pay attention to the speaker, while actually formulating what they need/want to say next. Unfortunately, as this happens, the listener is often more involved in formulating their argument or rebuttal than in listening, which so often results in confused communication.

Passive or Attentive Listening

This type of listening occurs when the listener is sincerely interested in both hearing and understanding the message that is being spoken to them. This listener is actively listening; however. The problem occurs when this good listener fails to take action (does not verify all he or she is told); and hence is passive.

Active or Reflective Listening

This type of listening occurs when the listener is genuinely interested in the speaker's message. He or she sincerely wants to know what the speaker thinks, how the speaker feels, and what the speaker wants, and is active in confirming that he or she understands all of this before reacting. This listener is very effective and will take the time to verify the message by repeating it to the speaker. Clearly, this type of listening is most effective and highly recommended for optimal results.

Take the time now to consider what kind of listener you are and consider how you can improve your listening skills. You may want to make notes throughout the day after you meet with coworkers, detailing your listening experience. Next, assign a level that reflects how effective you think your listening was in each situation (with 1 being the lowest score; 10 being the highest). Try this for one week. At the end of the week, take a few minutes to ponder your findings and give yourself an overall weekly score.

Lastly, write down where and what you think you could have done better. For instance, did you actively listen, but forget to verify or reaffirm all you were told? Or, were you put on the spot and, because of such, listened in a combative or competitive way, thinking of your point of view as the speaker worked to convey his or her thoughts to you?

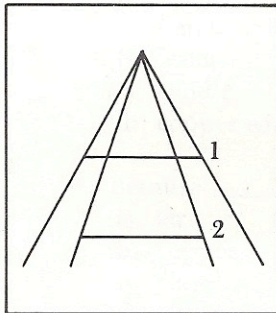
These negative listening modes can be easily changed and in the coming articles in this four-part series on listening, we provide more detail about how to do this and more. In the next articles, we will explore the most common listening hurdles and how to overcome them, we will discuss theories of communication, and we will complete the series by providing proven tips and techniques that you can use to become a more effective listener.

Directions: Look at the illustrations below. I'm going to make a statement about each illustration. Listen to each statement, look at the illustration, and then decide whether the statement is true or false. Circle T if the statement is true. Circle F if the statement is false. If you circle F, correct the statement and then write the correct statement on the blank line. Be careful! Your eyes will play tricks on you!

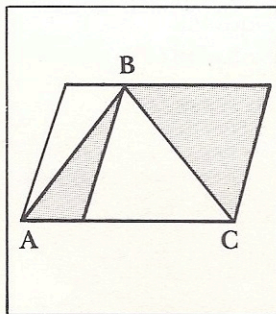
For example: Look at illustration 1. Let's say you hear the statement, "Line 1 is longer than line 2." The statement is false. The illustration is an optical illusion. Since the statement is false, you should write "Line 1 is as long as line 2" on the blank line.

(Write the statement on the blank line)

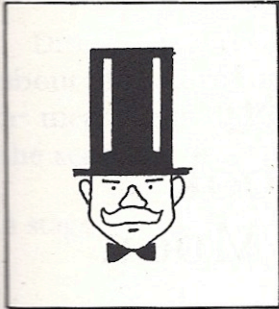
1. T F



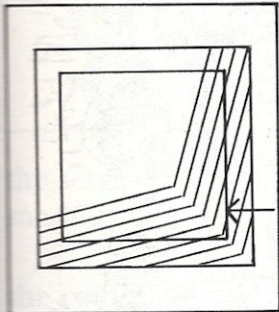
2. T F



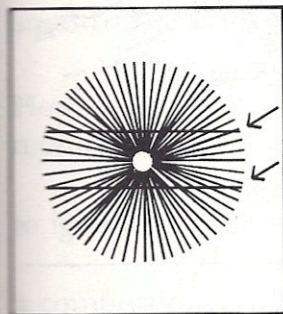
3. T F



4. T F



5. T F



Adapted from "Intermediate Listening Comprehension by
Patricia Dunkel and Phillis L. Lim

Financing the Fun-Raising

Fund raising is probably one of the most important items on any non-profit group's agenda. For several reasons:

1. Non-profit the groups always need a way to make money to keep their group running.
2. There is always a need for money to do the activities that the group wishes to do.
3. There are many, many charities that need help, monetarily and service wise.

Fund raising not only obtains monies for your group and/or charity it also gets your group's name out in the public eye and community and gives you the chance to promote membership, along with leadership and FUN!

At any fund raiser you should always have petitions and information about your group. You should also have a planned prospect party/function in the near future that you can invite and promote to any interested people.

The key ingredient to anything and everything is adult participation. Even though DeMolay is the young men's organization in order for things to run smoothly we need the adult participation. The adults are what and who allow the young men to be able to do some of the major fund raisers and go to events. Adults are needed to drive and guide the young men in the correct direction for many things.

There should be a Chairman of the specific fundraiser that they are working on that is a young man and there should be an adult advisor assigned to that young man to help if he needs guidance. The chairman then can assign other committees.

This is an example of a committee chart for a Pancake Breakfast Fund Raiser:

Pancake Breakfast Fundraiser

Chairman:

Committee Members: (however many you may need or want)

- | | |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |

Ticket Selling:

- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |

Purchasing of Food:

- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |

Setup: (This could also include taking of tickets)

- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |

Cooking:

- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |

Serving:

- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |

Clean up:

- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |

A person could serve on more than one committee but should not be on all of them as some of them overlap each other. The chairman can help out with each committee but should also delegate responsibility. The key to success and not being overwhelmed by a project is to delegate, then trust the person that you delegate a project to but verify! Follow up with each thing that you delegate and make sure that follow through has happened.

Key Words:

Delegate

Trust

Verify

Follow up

Follow through

This goes for the Chairman of the Committee and for the Adult Advisor assigned to be the chairman's sounding board or guide.

If this is done correctly than a project or fund raiser has very little chance of failing because everything will have been done and followed through.

Some fundraisers that have worked or are unique and can be tried out for “something different”

Car Wash with a twist

Goal: Participants get at least 20 people to pledge ten cents per car that is washed the day of the car wash. For their donation they receive a coupon for a free car wash on the day of the event.

The day of the car wash an accurate count of the number of cars washed is kept. Anyone that comes to get a car washed that hasn't pledged anything is asked for a donation or a sign is put up that donations are being accepted.

As little as ten cents a car times twenty cars times ten participants could net well over \$1000 if a little over half the people that pledge come and get their car washed. You can also accept donations from anyone that just stops by the car wash.

Mile of Dollar Bills

This takes some work with a city or town that is willing to allow you to set up along a mile long stretch of road or a ½ mile on both sides of the road. You don't want the road to be a high speed road but then again you don't want it to be to slow a road. You will need approx. 100 stakes, 6000 feet of twine, 12,000 paper clips or tape and 12,000 copies of a dollar bill printed out on computer paper. If this is promoted correctly it could make over \$10,000.00. It would work well to have a charity that could use a large donation and then split it 50/50 between your organization and the charity or 75/25 with 75% going to the charity. The stakes will be the biggest out lay of cash but you could sell advertising for each stake on the day of the event. Sell the advertising for \$10.00 to \$25.00 each and then you will have added poster board and pens to your start up investment. Sell each of the 100 stakes and you will have an extra \$2500.00. Keep in mind you will also have to have someone with very good hand writing to print up the posters for the ads.

If there is a problem with getting the mile long stretch of road (or half mile) a booth can be set up with a white board. You can still have a 50 foot area with twine and dollar bills hung up and then each hour update your white board with how many feet you have collected. You could also sell sponsorship for each hour that you have the booth open, for the same \$25.00.

Auction of young people for yard work clean up or other chores

Do the auction at an Eastern Star or Masonic function. Offer up the young men to do yard work... raking leaves etc. Specify a specific weekend date that the particular young man will be available and let the bidding begin or offer the young men at a set price, (so much an hour for four hours.)

Community Cleanup

Another free fundraiser is a community cleanup - also known as a trash bag fundraiser, performs a valuable community service while also providing a significant revenue opportunity. Organizing a community cleanup project is a way to raise funds and send a positive message about your group at the same time.

This can be done as a one day or weekend event. Here your group's participants solicit pledges from the usual people - family, friends, and neighbors. Have local businesses donate trash bags and recruit parents and relatives with trucks to haul what you collect.

Pledges are tied to a specific goal, such as the number of pounds of trash collected or the number of miles of road cleaned of debris. You'll need to create a one-page overview of your cleanup program and a pledge signup sheet.

It works best if your overview specifies a suggested range for donations, say anywhere from a penny to a dime a pound for a large project. An amazing amount of garbage can be collected from a local stream or illegal dumping area, so it's not a bad idea to also put a maximum limit on a pledge amount of \$20.

If 50 participants, each of whom has five pledges of a penny a pound, and if you collect a ton of garbage, your group will raise \$100 per participant or \$5,000.

That's not bad money for a fast fundraiser! You'd be surprised at how easy it is to collect a ton of garbage.

Mega Yard Sale

A big yard sale is another easy fundraiser to pull off. It's short in duration, usually just a Saturday sale with some prep time the night before.

Choose a nice high-visibility location like a school or church parking lot. Advertise in the local paper and put up signs for people that drive around on Saturday mornings looking for bargains.

Group your items together by category - kids clothes, tools, toys, books, pictures, music, etc. Place general price signs around items instead of pricing everything individually.

For example, "\$5-\$10 Tools" or "Books: \$1-\$3" are signs that allow people to haggle and help you avoid putting price stickers on hundreds of items.

Resources are needed most for helping to sell. Recruit outgoing types who can be enthusiastic about these odds and ends. Make it a fun time with some helium balloons for small children and have coffee and doughnuts available for adults. Homemade cookies and brownies for sale could also add to the revenue.

Tables could also be sold to others outside your group for \$25.00 to \$50.00 each.

If you attract enough shoppers along with enough donations, you can raise as much as \$500 or more.

Parking and Other Things

If you have a large sporting/speedway/or fairgrounds near you another good fundraiser is to go to the owner or manager of said venue and ask if there is a need for parking attendants, ticket takers, or anything to do with help. Many places will pay non-profit groups to do this. For instance NH Motor Speedway pays any non-profit group to park cars, take tickets, man concession stands. If you have 50 people parking cars at 7.50 an hour for 8 hours on the day of the event that is 3000.00 for one day of work.

Focus on Fundraising:

Seasonal Fundraising Events

by Deane Brengle

Next time you're casting about for a new fundraiser, look to your calendar for inspiration. Calendar related occurrences and events like changing seasons and holidays can provide excellent opportunities for fundraising.

Here are some ideas for seasonal fundraising events:

January

Calendar Sales
 Super Bowl Party
 Winter Carnival
 Snow Man Contest
 Martin Luther King Day Celebration

February

Ground Hog Day Celebration
 Valentine's Day Dance
 Valentine's Day Flower Sales
 Valentine's Day Candy Sales

March

Mardi Gras Day Party
 St. Patrick's Day Party
 Oscar Party
 Spring Car Wash

April

April Fool's Day Party
 Easter Candy Sales
 Easter Flower Sales
 Spring Flower Sales

May

Kentucky Derby Party
 Mother's Day Flower Sales
 Memorial Day Flower Sales
 Memorial Day Flag Sales

June

Flag Day Sales
 Fathers' Day Sales
 Summer Pool Party

July

4th of July Flag Sales
 Refreshment/Food Booths

August

Back to School Supply Sales
Refreshment/Food Booths
End of Summer Party

September

Back to School Dance
Back to School Supply Sales

October

Sweetest Day Candy Sales
Sweetest Day Flower Sales
Halloween Party
Oktoberfest
Halloween Candy & Pumpkin Sales

November

Thanksgiving Turkey Raffle
Sadie Hawkins Day Dance

December

Christmas Tree/Wreath Sales
Santa Visits/Cards
Christmas Bazaar
Gift Wrapping Service
New Year's Eve Baby-sitting

These are just a few ideas. There are many more ideas and websites on the internet:

Fundraising Resources

Fund \$ Raiser Cyberzine <http://www.fundraiser.com/index.html>
Has many ideas and helps

Do it Yourself Fundraiser <http://www.fundraising-ideas.org/DIY/>
Also has many ideas and helps.

Doing a search on line for free fundraising ideas will get you many sites and ideas that are unique or different from your everyday bake sale and car wash.


Last rule of thumb:

When doing the budget for a fund raiser: Estimate high for your expenses and low for your income. That way you will end up covering your expenses and still make some money.

Fundraiser Budget Worksheet

<u>Expenses:</u>			<u>Anticipated</u>	<u>Actual</u>
Food and Drink:	cost	quantity	(anticipated)	(actual)
Item _____	_____	X _____ =	_____	_____
Item _____	_____	X _____ =	_____	_____
Item _____	_____	X _____ =	_____	_____
Item _____	_____	X _____ =	_____	_____
Item _____	_____	X _____ =	_____	_____
Item _____	_____	X _____ =	_____	_____
Total Food and Drink:			_____	_____
Location Fee			_____	_____
Audio Visual Equipment			_____	_____
Transportation Costs			_____	_____
Security Detail			_____	_____
Decorations			_____	_____
Publicity			_____	_____
Materials/Supplies			_____	_____
Other Costs: (prizes, raffles)			_____	_____
	_____		_____	_____
	_____		_____	_____
	_____		_____	_____
Total Cost:			_____	_____
 <u>Revenue:</u>			(anticipated)	(actual)
Number of Participants			_____	_____
Charge for Participation			_____	_____
Total Income for Participation			_____	_____
 Donations			_____	_____
 Other Revenue:			_____	_____
	_____		_____	_____
	_____		_____	_____
Total Revenue:			_____	_____
 Total Profit:			_____	_____

All DeMolays Have Needs: Some Are Special




**DeMolay
Members with
Special Needs**

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Who are they?

- Kids with Challenges:
 - Physical Challenges
 - Cognitive Challenges
 - Emotional Challenges
- Our Kid' s Friends
- Our Friend' s Kids




Why are we discussing this?

- So that we can better understand and provide for their needs



Where are they coming from?


- All races
- All socio-economic groups
- All religions



- *Advances in medical science*
- *In our schools* (IDEA and No Child Left Behind)


Greater Acceptance by society

- Last Great Civil Rights Movement



Do we want them???

- They are Kids
 - They are kids with challenges but they are still kids
- The Kid always comes first
 - They are kids with challenges
 - They are not challenged kids



■ **What are the challenges?**

PHYSICAL CHALLENGES

■ **COMMUNICATION:**

- SEEING - HEARING - SPEAKING

- AUGMENTATIVE DEVICES



PHYSICAL CHALLENGES

MOBILITY CHALLENGES

■ **CRUTCHES**

■ **WALKERS**

■ **WHEELCHAIRS**



SEVERE PHYSICAL CHALLENGES

■ **TOILETING**

■ **J-TUBE FEEDING / SOFT BLENDED**


■ **OXYGEN**

■ **ALLERGIES**

■ **MEDICATIONS**




COGNITIVE DELAYS

- RIGHT FROM WRONG THEORY
- Will DeMolay improve the young man?
 (Mission Statement)
- Where do you draw the line? 

Emotional Challenges


The Spectrum (in a nutshell)

- Before we start: REMEMBER
 - Every kid is different:
 - Some have severe challenges
 - Some have moderate challenges
 - Some have many challenges
 - Some have few challenges



Emotional Challenges

The Spectrum


- Autism is one of the five pervasive developmental disorders (PDD), which are characterized by widespread abnormalities of social interactions and communication, and severely restricted interests and highly repetitive behavior.
- A lot of big words, Please explain! 

Emotional Challenges

The Spectrum

■ Autism is a disorder of neural development characterized by:


- impaired social interaction
- and communication,
- and by restricted and repetitive behavior.



Emotional Challenges

The Spectrum

■ A disorder of neural development, is an impairment of the growth and development of the brain or central nervous center




Emotional Challenges

The Spectrum

■ Impaired Social Interaction


- Kids with autism lack the intuition about others that many people take for granted




Emotional Challenges

The Spectrum

- COMMUNICATION
 - Autistic kids are less likely to make requests or share experiences




Emotional Challenges



The Spectrum


- Restricted and Repetitive behavior
 - **Repetitive movement**, such as hand flapping, making sounds, head rolling, or body rocking.
 - **Compulsive Behavior** is intended and appears to follow rules, such as arranging objects in stacks or lines.
 - **Restricted behavior** is limited in focus, interest, or activity, such as preoccupation with a single television program, toy, or game.

Emotional Challenges




The Spectrum


- What does this mean to us?
 - Through no fault of their own, many people with autism find themselves socially isolated.
- *We create opportunities to meet new people, make friends and learn new social skills.*

Every Kid is Different 

- Regardless of their challenges
Physical * Cognitive * Emotional
- We will learn more from them, than they will learn from us

DeMolay Members with Special Needs 

- The Million Dollar Question
- Do we want them???

DeMolay Members with Special Needs 

- SO THERE MUST BE QUESTIONS

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Advisors – Getting Them; Keeping Them

9/21/11

ADVISORS

Where to Get Them; How to Keep Them

Adapted from a DI Advisor Recruitment Presentation

ADVISORS: HOW TO GET THEM; HOW TO KEEP THEM

- Teachers, Educators, Counselors
- Clergy Persons From All Religions
- Military Servicemen, Laborers, Line Workers
- Businessmen, Lawyers, Doctors, Nurses
- Boy Scout and Other Youth Group Leaders
- Policemen, Firefighters, EMT's
- Athletes, Entertainers, Politicians

9/21/11

ADVISORS: HOW TO GET THEM; HOW TO KEEP THEM

- Men & Women
- Fathers, Mothers, and Adult Brothers and Sisters of DeMolays
- Senior DeMolays, Majority Rainbows and Job's Daughters, Wives of Advisors
- Masons, Eastern Star Members, Amaranth Members, Other Masonic Family Members
- Who else? Let's talk about it.

ADVISORS: HOW TO GET THEM; HOW TO KEEP THEM

- What are the qualifications to be one?
 - Be 21 or older
 - Complete D.A.D. Training
 - Undergo background check
 - Be approved by Advisory Council and Executive Officer

9/21/11

ADVISORS: HOW TO GET THEM; HOW TO KEEP THEM

- Characteristics of a good advisor
 - Enthusiasm
 - Positive Mental Attitude
 - Good citizenship
 - Being a Good Role Model
 - Listening Skills
 - A Young Attitude, if Not a Young Body.
 - The Ability To Communicate With Young People
 - Willingness To Make a Difference for Our Future Leaders

ADVISORS: HOW TO GET THEM; HOW TO KEEP THEM

- How do we keep them?
 - Educate, Educate, Educate!!

Advisors are people, too. They like to learn new skills. They like to sharpen the old ones.

9/21/11

ADVISORS: HOW TO GET THEM; HOW TO KEEP THEM

- How do we keep them?
 - Weekend "Get Away" Seminars
- You're here, aren't you.

ADVISORS: HOW TO GET THEM; HOW TO KEEP THEM

- How do we keep them?
 - "Advisor's Night Out"
- Some of you are from Connecticut. How does that work for you?
- For all of you: how did last night's social activity go over?

9/21/11

ADVISORS: HOW TO GET THEM; HOW TO KEEP THEM

- How do we keep them?
- Continued Recognition
 - LOH, COH, etc.
 - What does your Chapter do?

ADVISORS: HOW TO GET THEM; HOW TO KEEP THEM

- How do we keep them?
- What else? Your turn.



Insurance & Risk Management Guide

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Chapter 1: Introduction—the Risk Management Process

DEFINITION OF LUCK: *When opportunity meets preparation.*

As the definition of luck quoted above indicates, good things usually do not just happen. This is true in risk management. As we are all aware, there are always plenty of "opportunities" for accidents to occur. This is true for every aspect of a DeMolay chapter's activities. It is only through proper "preparation" that we are able to react to the "opportunity" and turn it into a safe activity for our young men.

The primary goal of this Risk Management Guide is to provide general information to DeMolay Advisors working directly with DeMolay chapters and to aid and assist them in managing a DeMolay program that creates a safe environment for our members. Through proper "preparation", we can help insure this will occur. This preparation is called "risk management".

"Risk management" is a term that will appear throughout this manual. Risk management is nothing more than a method to address potential safety concerns in such a way as to protect both our DeMolays and Advisors from potentially dangerous situations. Simply put, heightened awareness of potential dangers will lead to a decrease in the likelihood of those dangers occurring.

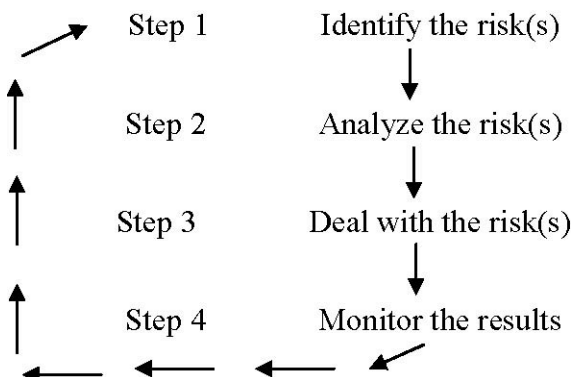
This Risk Management Guide does not attempt to detail every area of potential concern. This is not meant to be an overly technical guide, but rather a practical, common sense guide to address potential areas of concern that may arise when operating a DeMolay chapter.

Throughout this Risk Management Guide, reference is made to a typical DeMolay chapter. However, the Risk Management Guide itself is equally applicable to all DeMolay entities including chapters, priorities, districts, regions, or jurisdictions.

Traditionally, DeMolay chapters have approached events with a variety of priorities or concerns. Those priorities have included things such as budgetary constraints (i.e., can we make money at the event?), and the level of success (i.e., will the event be fun?). The purpose of this Risk Management Guide is to suggest that risk management or safety considerations be added as a priority in the planning process.

Outlined below (Figure 1) is a diagram which shows the four steps that are involved in implementing a successful risk management program. If you employ this process when planning each event for your chapter, you will be better able to recognize potential risks and deal with them accordingly.

Figure 1 The Risk Management Process



The risk management process is simple to apply. For example, take a typical DeMolay event: A midnight bowling party. By implementing the four-step risk management process referred to in Figure 1, we will see how easy it is to make risk management a priority.

Step 1 IDENTIFY THE RISK(S)

In a typical midnight bowling party, there are several potential risks. For example, transportation to and from the bowling alley is a potential problem. Additionally, there is always a concern of property damage while at the bowling alley. Finally, given the late hour, you should be concerned about the ending time for your event. These risks should be identified by the Advisory Council prior to the event.

Step 2 ANALYZE THE RISK(S)

Each of the potential risks described in the preceding section should be discussed or analyzed at either the Advisory Council meeting or the chapter meeting. Don't be afraid to involve DeMolays in the process of analysis. Some of the risks are more likely to occur than others (i.e., a traffic accident is more likely to happen than property damage to the bowling alley itself). Therefore, once the potential risks have been identified, your analysis should focus on the proper method of dealing with each of these risks. From this analysis you should have a plan which will minimize the potential risks.

In analyzing the potential risks associated with any event, you should keep in mind not only the likelihood of the risk to occur, but the potential severity. Some risks are not very likely to occur, but the results would be devastating. In that situation, you must use extreme caution to avoid the possibility of that event occurring. In the midnight bowling party example, an automobile accident could have a potentially devastating effects both on the DeMolay chapter and the young people involved in the potential accident. Therefore, in planning the bowling party, you must take whatever steps are necessary to insure safe transportation for the DeMolay chapter.

Step 3 DEAL WITH RISK(S)

Once you have identified the potential risks, you must design a plan as to how you can minimize those risks. As indicated in the preceding section, these risks must be analyzed both in terms of the likelihood of their occurrence, as well as the severity.

The transportation risk is probably the most likely to occur. You should have a preconceived plan on how to transport your members to and from the bowling alley. Make sure that the drivers and vehicles are safe, and that you are not exposing your members to any undue risks in transporting them to or from the bowling alley. Make sure that the members will get home at a reasonable time and that the parents will know when to expect their child home.

The property damage to the bowling alley is probably the least of your risks. Proper supervision and instruction will prevent property damage from occurring. You can accomplish this by

making sure that an appropriate number of Advisors are at the activity.

Finally in analyzing the risks, the late hour the event is occurring should also be considered. You should ask questions such as: Are your drivers well rested? Do you have a definite ending time? Do the parents know the DeMolays will be out and when to expect them to return home? These are all concerns that should be addressed and dealt with.

Step 4 MONITOR THE RESULTS

After the event is over, re-evaluate the event from all aspects. You typically do this in any event. If the goal of the event was to raise money, when the event has concluded you will balance the receipts versus the expenses. Likewise, monitor the results of every event from a risk management standpoint. Review the event to make sure that there were no undue risks to which your members were exposed. By monitoring the results in this manner, you will complete the risk management process. This will necessarily involve returning to Step 1) "Identify the Risk(s)".

As Figure 1 indicates, risk management is an ongoing process. Applied correctly, it need not be time consuming, nor unduly burdensome. It should however, be done in connection with every DeMolay activity. If you keep in the mind the simple four-step approach for every event, the purpose of this Risk Management Guide will have been met.

There are a few considerations that should be kept in mind when planning any event. While this list is not meant to be comprehensive, these are considerations that should be examined in the planning process of each and every event, from events as simple as going out for pizza after a meeting, and as complex as planning and executing a Conclave.

SUGGESTIONS FOR BETTER RISK MANAGEMENT

- 1) All events should have a definite starting and ending time. This will assist in increasing all participants' knowledge as to what is expected. Parents and Advisors will know to plan their time accordingly and when to expect the event to end.
- 2) Keep parents informed. Parents and legal guardians should be kept informed of the activities of a chapter. This may be done in many ways. It can be done orally, simply through telephoning the parents to let them know what is going on. It also may be appropriate to start a chapter newsletter and detail the chapter's events in that publication. Parents should be invited to events and asked to help supervise where appropriate.
- 3) Keep records of events. In the chapter minutes, there should appear a reference to all authorized chapter events. Those minutes should describe the event and the relevant details (starting and ending times), as well as a list of participants.
- 4) Keep in mind the age of the participants. Your activities should be planned so that they are appropriate for age and skill of the young men in your DeMolay chapter. The things that may be appropriate for 19 year olds are not always appropriate for 13 year olds. When overnight stay is involved, it is a good idea to select roommates of approximately the same age.
- 5) Use the Release and Consent form. (See Chapter 4 regarding the appropriate form.) Although no Release and Consent form will totally protect you or your DeMolay chapter, a release form, properly used, can have many benefits. It will help keep the parents and DeMolays advised of exactly what events are going to take place. It will help set the expectations of the participants. A Release and Consent form will also provide you with valuable medical and insurance information about the DeMolay participant.
- 6) Make sure there is proper supervision for each event. Consider the age and skills of the participants as well as the number of participants. You should make sure that there is adequate supervision, both in terms of the number of Advisors present and the skill level of the participants.
- 7) All registered adult workers must have on file a properly completed DeMolay Adult Worker Profile form. Additionally, if parents, members of the sponsoring body, or any other adult volunteers are regularly working with the DeMolay chapter, they too should be asked to complete the DeMolay Adult Worker Profile form.

- 8) Your Advisors should be "DAD" trained. All Advisors of your DeMolay chapter, together with any other adults who regularly work with the DeMolay chapter, should take the DAD training program. This program should be offered in your jurisdiction on a regular basis. It provides valuable information for Advisors. It is also a good idea to repeat the DAD training program at regular intervals.

MOST COMMONLY ASKED QUESTIONS

1. **Who can be a DeMolay Advisor?** Any Senior DeMolay, Master Mason, or the father, mother, stepfather, stepmother, or guardian can be a DeMolay Advisor. In addition, the Statutes of the International Supreme Council have been changed to allow for Executive Officers to make provisions for including other non-Masonic Advisors on a DeMolay Advisory Council. These provisions are in effect in every jurisdiction, and if you have any questions about whether an individual may serve on a DeMolay Advisory Council, you should contact your Executive Officer. Non-Masonic Advisors can not be a Chairman of an Advisory Council.
2. **Can older DeMolays assist in supervision?** The answer to this question is yes, but only in very limited situations. It is natural for younger DeMolays to look up to older DeMolays for guidance and leadership. You, as an Advisor, may find ways to better supervise your chapter with the assistance of these older DeMolays. This is perfectly acceptable. However, it is not acceptable for older DeMolays to be responsible for discipline or put in a position where they alone are responsible for supervision. Use of older DeMolays in a supervisory capacity is only permissible where there are qualified DeMolay Advisors present. Qualified DeMolay Advisors will have the primary supervisory responsibility.

CHAPTER 2 AREAS OF CONCERN

A. AUTOMOBILE TRAVEL

We all know that in this country, there are some 40,000 traffic deaths each year. Based upon present DeMolay membership, we can expect that between seven and ten of these deaths will be active DeMolays.

In addition, there are over 1.5 million automobile related injuries each year that are serious enough to require medical attention. They range from minor cuts and bruises to permanently disabling injuries. Based upon present DeMolay membership, we can expect that between 250 and 300 of those so injured will be DeMolays.

Statistically, few of these deaths and injuries will occur at DeMolay functions. Most of the deaths and injuries that happen to young adults occur when adult supervision is not present. However, within our organization, there have been serious auto accidents. Therefore, we cannot assume that it will never happen to us or those in our charge.

Most of our local DeMolay Chapters will, from time to time, have activities and events that will require automobile transportation. Further, the primary way most of our members reach an activity, including jurisdiction meetings, is by automobile.

In an organization such as ours, unless we arrange it, most transportation to and from our stated meetings is provided by the members themselves or by members' parents. For the most part, how this is done is completely beyond our control.

However, if we arrange for transportation to and from a stated meeting, or if we arrange for transportation from a gathering point to and from a special function or activity, our organization may be held liable for any resulting transportation related injury. The most common example of such an injury is one received in an automobile accident.

Most of the private automobile transportation that will be arranged for members at the chapter level will be made with and through chapter Advisors and parents of our members. In some cases, it may even be made with members and their own or family's automobile.

There is no simple solution to meeting this potential risk. Often, we may not know who the driver will be or what automobile will be involved until very close to the activity. There are, however, reasonable steps that can be taken in regard to automobile travel that reduce the potential risks.

- 1) Avoid the use of unsafe drivers, regardless of age. We can not expose our DeMolays to unsafe driving habits or unsafe drivers. We can not condone individuals driving who exhibit a pattern of unsafe driving. You should not allow drivers who "hot rod", or race or otherwise drive in an unsafe manner.
- 2) You should not allow DeMolays to be transported in vehicles that are obviously unsafe. For example, if a vehicle has bald tires it is visibly unsafe; do not allow its use in any DeMolay activity.

- 3) Make sure the method of transportation is reasonable. Do not overload vehicles or use vehicles that are inappropriate. For example, do not put more people in the vehicle than is reasonably allowed. Do not transport people in vehicles that are not meant for transportation (i.e., the back of a pickup truck).
- 4) Make sure all traffic and safety laws are being obeyed. Encourage your drivers to have all passengers of the vehicles wear seat belts. Follow the local traffic laws in all respects.
- 5) Be aware of extraneous factors such as weather and traffic conditions. It is better to cancel or postpone an event, or to be late for an event than to embark on a trip that will be unsafe.
- 6) Make sure that your drivers are in an appropriate condition to drive. Make sure your drivers are well rested and able to drive in a safe manner. Consider making arrangements so those who will be driving the next day will be given an opportunity to get adequate rest, so that they will be properly prepared to make the drive home.
- 7) Consider traveling as a group. Although in some states it is illegal to "caravan", there is nothing wrong with driving in a group. By doing this, if one of the vehicles breaks down, there will be others on hand to lend assistance.

MOST COMMONLY ASKED QUESTIONS

- 1. Who can drive?** Our national insurance policy does not set a minimum age for those who are able to drive to and from DeMolay activities. Anyone is allowed to drive that has a valid driver's license and is a safe driver. You may want to try and encourage parents or Advisors to do the majority of the driving, especially on long trips. Some jurisdictions may set special limitations on the age of drivers who are allowed to drive to DeMolay events. The reasons for these special limitations vary, and include recognition of local laws, regulations, and driving customs. You should check the INSURANCE UPDATE to see if your jurisdiction places any special restrictions on the age of drivers. If you have any questions about the age of drivers who are allowed to drive to DeMolay events, please check with your Executive Officer.
- 2. Do I need to do anything with the driver information on the DeMolay Adult Worker Profile form?** You should review the information when the profile is submitted. This is part of evaluating whether a driver is a "safe" driver. That information is just part of the analysis in determining who is an appropriate driver for your DeMolay chapter.
- 3. Do I need to do a driver's record check?** It is a useful tool in determining whether a driver is safe, but is not mandatory. Accidents can happen at any time and unsafe drivers are not necessarily discovered by such a check. While none of us can predict when an accident will occur, common sense says that we should make sure that the drivers are safe.
- 4. If there is an accident, who's insurance will pay?** DeMolay's insurance is secondary only. We expect the drivers to be insured and their insurance will be primary.

DeMolay, as an organization, does not provide any physical damage insurance for vehicles of volunteers. This means simply that Advisors or volunteers, such as parents or Masonic sponsors, who drive will have to rely on their own insurance if their vehicle is damaged during the trip.

B. ATHLETIC EVENTS AND SPORTS

Athletics and sporting events are some of the most common and popular activities that DeMolay has to offer. Virtually every DeMolay has engaged in athletics and sporting events. Although the likelihood of severe injury in sporting events is not as probable as other activities (i.e., a car accident), there is a greater likelihood of minor injuries occurring.

The most single common source of reported occurrences submitted to DeMolay insurance are injuries associated with athletics and sporting events. In response to the frequency of claims, our insurance company has, from time to time, placed restrictions on the types of events in which we, as DeMolays, may participate. Each year, an "INSURANCE UPDATE" will be produced and distributed to each and every DeMolay chapter. In this "INSURANCE UPDATE", you will find a list and description of approved and prohibited activities. These are changed each year to reflect the underwriting standards of our current insurer. Please refer to this list when reviewing potential athletic and sporting events. We must follow these guidelines strictly. If you have any questions about their operation or implementation, contact your Executive Officer or the DeMolay International Service and Leadership Center.

The definition of "approved" and "prohibited" activities varies from year to year depending on the insurance coverage in place. Some years, there may be no list of "approved" activities, but rather, all activities will be approved other than those that are specifically prohibited. Insurance companies evaluate our loss history in determining whether to specify a list of "approved" activities. We must rely on your common sense and experience in deciding whether an activity is appropriate for a DeMolay event. Just because an activity is not specifically "prohibited" in the "INSURANCE UPDATE", do not automatically assume that is appropriate for a DeMolay event.

In planning and organizing athletic and sporting events, there are a few steps that can be taken which will help insure safe and fun events. They are as follows:

- 1) **Rules.** You should have a definite set of rules for each athletic or sporting event. These rules should be prepared in advance and made known to your members. These rules should seek to insure the safe conduct of the event. The rules should be prepared recognizing the ages of the participants, the degree of their skill, and the ease of understanding. The rules need not be in writing, but they should be communicated to your members.
- 2) **Supervision.** You should make sure that each and every sporting or athletic event is properly supervised. Sometimes more than one Advisor is required. Judge each event based upon the number and age of the participants and the likelihood of injury.
- 3) **First Aid Kits.** Depending on the event, you may want to have a first aid kit available. The necessity for this will depend on the event itself and the likelihood of injury.

- 4) **Use the Release and Consent Form.** If you are going to engage in a long-term event, such as a softball league, it is especially appropriate to use the Release and Consent form. As indicated before, this will help keep the parents advised as to what is going on and let the DeMolays know what is expected. It will also provide you with valuable information in the unlikely event that an injury would occur. (See Chapter 4)
- 5) **Safety Equipment.** Make sure appropriate safety equipment is available. Some events, such as canoeing and boating, will require the presence of safety devices such as life preservers. Make sure appropriate safety devices are available for all participants.
- 6) **Instruction.** Some events, by their very nature, will require instruction by qualified individuals. Examples are archery and any type of events involving the use of firearms. If appropriate, have a qualified, experienced instructor available to assist your members in the safety aspects of the event.
- 7) **Equipment.** Some events require special equipment. Make sure that proper and safe equipment is available. For example, if you are playing basketball, tennis shoes are required rather than street shoes. If you are playing broom ball, participants should wear a helmet.
- 8) **Location.** Make sure the location is appropriate for the event. Some events will require a field, while others will require indoor courts. Make sure your event is being conducted in a location appropriate for the event.
- 9) **Common sense.** As an Advisor, you must use your common sense in deciding what athletic activities are appropriate for your DeMolay chapter. This will involve consideration of the age and skill of your chapter, together with the adult supervision that can be provided. Keep in mind that even though an accident may be unlikely, if it should occur, it may have a potentially devastating impact on you, your DeMolay chapter, and the individual injured. Make sure the events that you plan are safe for all involved.

MOST COMMONLY ASKED QUESTIONS

1. **How do I get an event approved?** Contact your Executive Officer and he will file the request with the appropriate person. Do not engage in any event that is not approved until you receive official notice that the event has been classified as "approved".
2. **What if an event is neither "approved" or "prohibited"?** If an event is neither "approved" or "prohibited", contact your Executive Officer. Your Executive Officer will check with the appropriate representative to find out which category the event will be placed. Again, you should not engage or commit to an activity until you receive permission from your Executive Officer.

3. **Are there events that are approved, but only under certain conditions?** Yes. This information is contained in the "INSURANCE UPDATE". You should be aware that restrictions on events changes from year to year and thus, consult your most recent "INSURANCE UPDATE".
4. **Are prospects covered by our insurance while participating in an athletic or sporting event?** The answer to this question depends on the type of insurance coverage that is being considered. Refer to Chapter 5 "Insurance Information" for general description of the insurance coverage in effect at any given time. In addition, the yearly "INSURANCE UPDATE" will contain a description of the types and limits of the insurance coverages provided during the given year. Generally, there is liability insurance provided for any participant in a DeMolay activity, regardless of whether that participant is a DeMolay or a prospect, or Advisor. There is, under some circumstances, medical insurance for injuries incurred during the event. However, this insurance is very limited. It is always expected that a DeMolay's or his parent's medical insurance will be primarily responsible for all medical bills. The same is true for prospects or any others attending an event.
5. **Can Advisors, sweethearts, or parents participate in an athletic or sporting event?** Yes. However, care should be taken to make sure that the event is being run in a safe manner. You must also keep in mind the age of the participants and the nature of the event. An Advisor or sweetheart should not participate if their participation will increase the likelihood of an injury.
6. **Do we need licensed umpires or referees?** No. However, the referees and umpires should be qualified and familiar with the sport in question. They should also be advised of the rules and help enforce them.
7. **Is it permissible to engage in "prohibited" activities if additional insurance is purchased?** NO!! The prohibited activities list applies to all DeMolay activities regardless of whether you have purchased special insurance or not. If the event is prohibited, you may not engage in the event under any circumstances, regardless of whether you have insurance with other sources.

C. YOUTH PROTECTION

DeMolay International has produced a Youth Protection program specifically designed to reduce the potential of drug, alcohol, and child abuse. Every chapter should have in its possession a current copy of the Youth Protection Program. This program consists of various educational materials, video tapes and written materials. If you do not have a copy of this Youth Protection Program, contact your Executive Officer or the DeMolay International Service and Leadership Center.

The Youth Protection Program is designed to address many issues including the risk management aspects of youth protection. If you have any questions about risk management as it applies to youth protection, contact your Executive Officer or the DeMolay International Service and Leadership Center.

The Youth Protection Program is designed to be shown to every DeMolay and every adult working with DeMolay. It should be shown as often as possible to everyone who comes in contact with a DeMolay chapter including all DeMolays, all Advisors, Masonic sponsors, and parents. It is also appropriate for other youth groups such as church groups, Boy Scouts, etc.

There are a few simple rules which will help implement the Youth Protection Program as it applies to the risk management process.

- 1) Make sure all DeMolays are shown the Youth Protection Program. All existing DeMolays should be shown the program immediately. In addition, immediately after initiation, all new members should be shown the Youth Protection Program.
- 2) All Advisors and adult volunteers should be shown the Youth Protection Program. All registered Advisors must have viewed the Youth Protection Program. In addition, any adult who comes into contact with the DeMolay chapter, with any regularity, should be shown the Youth Protection Program. DeMolay recommends that as many people as possible be shown this program.
- 3) Do not room Advisors with DeMolays. It is inappropriate to have Advisors and DeMolays rooming together on overnight stays. Likewise, you should try and avoid rooming older DeMolays with younger DeMolays. You should try to have roommates approximately the same age.
- 4) Employ the two deep advising concept. This concept provides that at least two adults should accompany the chapter on all trips, outings, and activities. Some activities may require more than two adults.
- 5) Implement the safety rule of four. This rule requires that no fewer than four individuals (including at least two adults) go on all outings and trips. With the safety rule of four, if an accident occurs, one person can stay with the injured and two can go for help.
- 6) No hazing or unauthorized initiation activities are allowed. Only those official initiation proceedings defined in the International Supreme Council Statutes or the authorized ritual of DeMolay are allowed.
- 7) Follow the reporting procedures and guidelines contained in the Youth Protection Program. The Youth Protection Program contains explicit and detailed reporting procedures and guidelines for dealing with our youth. All Advisors and adult volunteers should be familiar with these guidelines and follow them.

MOST COMMONLY ASKED QUESTIONS

1 **Does the Youth Protection Program cost anything?** Each chapter was provided with a copy of the Youth Protection kit free of charge. If additional or replacement copies are desired, they may be purchased by calling 1-800-DEMOLAY.

2 **How often should the Youth Protection Program be utilized?** Every existing DeMolay should be shown the Youth Protection Program as soon as possible. Thereafter, when a young man joins DeMolay, he should be shown the Youth Protection Program. In addition, any new adult volunteer coming into contact with the chapter should view the adult portion of the Youth Protection Program. Every DeMolay Advisor must have participated in the program. It is also a good idea to have any adult who may come in contact with your DeMolay chapter to view the program.

3 Are DeMolay Adult Worker Profiles forms part of the Youth Protection Program?

Yes. Every Advisor is required to have on file at the DeMolay International Service and Leadership Center a completed and approved DeMolay Adult Worker Profile form. In addition, any adult (parents, Masonic sponsor, or any adult volunteer) who is going to be serving as an Advisor on a regular basis, should complete and forward to his Executive Officer a DeMolay Adult Worker Profile form.

4 Is it necessary that all adults working with a DeMolay chapter have on file a DeMolay Adult Worker Profile form?

Any Advisor who is duly registered on the Advisory Council Registration form must have on file a DeMolay Adult Worker Profile form. In addition, jurisdictional staff and International Supreme Council members must also complete and file the DeMolay Adult Worker Profile form. Other adult volunteers should be encouraged to complete and file the form also.

5 Do new Advisors have to complete the DeMolay Adult Worker Profile? Yes. Every person who is an official "Advisor" must have on file a completed DeMolay Adult Worker Profile form before becoming an Advisor.

6 Is there really a need for a "Youth Protection Program" in DeMolay? Yes, DeMolay has designed its Youth Protection Program to protect its members, and an important part of that program is the DeMolay Adult Worker Profile form. It is therefore absolutely necessary that the Youth Protection Program is implemented as written by all parties involved in DeMolay, including both the DeMolays themselves and Advisors.

D. EVENTS FOR WHICH A FEE IS CHARGED

Public events for which a fee is charged present special risk management concerns. A good example of this type of activity is a dance that is open to the public, and for which an admission fee is charged. Those attending are paying patrons!

Always remember that the law requires a higher standard of care toward paying patrons than it does toward non-paying guests or our own members. Great care must be exercised at all such events to eliminate or reduce anything that could be a source of injury to someone attending the event. There are a few simple rules that can help prevent accidents in these type of events.

- 1) Always make sure the location is appropriate for the event. One of the primary concerns with any public event for which a fee is charged is the appropriateness of the place where the event is to be held. For example, if you are going to hold a spaghetti dinner at the Masonic lodge, you should ensure that the building itself is in a safe condition. Are the sidewalks shoveled and free of ice? Are the steps and entrances safe for those who will be coming and going? Are there any unusual hazards in the lodge such as loose carpeting or a slippery floor? Are there any unusual risks that must be warned against?
- 2) Check with both state and local entities for public liability insurance requirements. Some entities such as state and local government will require that the user of a facility file proof of insurance, commonly called a "certificate of insurance". The requirements for obtaining a certificate of insurance is explained in more detail in Chapter 5. You may obtain a certificate of insurance by contacting your Executive Officer.

- 3) Is a "special event policy" necessary? If the activity is going to be held away from your regular meeting place, and involves paying patrons as well as building and contents liability, you may need to consider the purchase of a special events policy. This policy would be purchased through a local insurance agent. Before doing so, check with your Executive Officer and discuss with him the event itself and the insurance needs.

If the activity is going to be held away from your regular meeting place, you should check both local and state requirements for public liability insurance. You then should coordinate with your Executive Officer on DeMolay coverage. The coverage that DeMolay carries was never intended to provide coverage for a large commercial activity with paying patrons held away from your regular meeting place.

If the activity is going to be held away from your regular meeting place, you should check with the owner of the facility to determine your potential liability for the building and its contents. The coverage that DeMolay carries was never intended to provide building and contents coverages outside your regular meeting place and in most cases will be substantially inadequate.

If the activity involves paying patrons, questions may arise as to building and contents liability. In the event, the chapter may want to consider purchasing a "Special Events Policy" through a local insurance agent. Before doing so, coordinate with your Executive Officer, who may establish certain coverage minimums and conditions on the event. The Executive Officer will then forward the request to the DeMolay Service and Leadership Center. (See Chapter 5 for details).

MOST COMMONLY ASKED QUESTIONS

- 1 **How do I obtain a "certificate of insurance"?** A certificate of insurance may be obtained by contacting your Executive Officer. See Chapter 5 for details.
- 2 **What type of insurance does DeMolay provide with respect to public events for which a fee is charged?** The type of insurance provided by DeMolay is detailed in Chapter 5, as well as the "INSURANCE UPDATE". DeMolay provides a policy of comprehensive liability insurance. DeMolay does not provide property insurance coverage for buildings or property which DeMolay utilizes. See Chapter 5 and the "INSURANCE UPDATE" for specifics.
- 3 **Are there any activities, which would constitute public activities for which a fee is charged, which are not allowed?** This is a difficult question to answer. Generally, the answer to the question depends extensively on the type of activity that is being considered. Typical activities, such as a spaghetti dinner or pancake breakfast, are generally acceptable. Even though they are acceptable, you should take care to insure that the location is suitable. Other public activities, such as rock concerts or sporting events, may or may not be acceptable depending on the circumstances. For any of these types of unusual activities, make sure your Executive Officer is kept advised of the activity and obtain his permission to hold the activity.

E. PROHIBITED ACTIVITIES

DeMolay is governed by the Statutes of the International Supreme Council. These Statutes set the guidelines by which all DeMolays, Advisors, and International Supreme Council members are governed.

The Statutes of the International Supreme Council contain certain prohibitions, such as prohibitions against the use of controlled substances. The Statutes also set certain minimum standards for membership, both for DeMolays and Advisory Councils. These provisions should be followed closely.

In addition, there are certain other activities, which by their very nature, can not be tolerated. The following is a list of prohibited activities:

1. Drugs and Alcohol. Drugs and alcohol can not be tolerated in any form at any DeMolay event. Use of drugs or alcohol can not be allowed before, during, or after any DeMolay event. This prohibition includes all controlled substances and applies to both DeMolays and Advisors.
2. Sexual contact. Sexual contact of any kind is not allowed at any DeMolay activity. This includes heterosexual or homosexual contact.
3. Fireworks or firecrackers. These are not allowed by either DeMolays or Advisors. If fireworks or firecrackers are discovered at a DeMolay event, they should be confiscated.
4. Certain sporting events. See the "INSURANCE UPDATE" for specifics. These activities will vary from year to year depending on the underwriting standards of our insurance carrier.
- 5) Owned vehicles. No DeMolay organization of any kind may own a vehicle. Ownership is prohibited by the Statutes of the International Supreme Council. Additionally, there is no insurance for vehicles owned by a chapter or jurisdiction.
- 6) Hazing or an unauthorized initiation. Hazing or an unauthorized initiation is not allowed. Any type of an initiation not specifically allowed either by the Statutes of the International Supreme Council or an authorized ritual are not allowed.
- 7) Pornography. No viewing or possession of pornographic materials can be allowed at any DeMolay event or in connection with any DeMolay activity. Pornographic materials should be confiscated upon discovery.

In addition to the above enumerated prohibited activities, there are many other activities which, by their nature, are inappropriate for DeMolay activities. Every activity must be judged in light of the purposes of DeMolay and the seven cardinal virtues. If you have any questions about a specific event, contact your Executive Officer or the DeMolay International Service and Leadership Center.

MOST COMMONLY ASKED QUESTIONS

1 **Is there insurance coverage for incidents involving the use of alcohol?** Probably not. See Chapter 5 and the current "INSURANCE UPDATE" for the specifics of DeMolay's coverage. Most insurance policies contain exclusions for incidents involving the use of alcohol. A typical exclusion would not provide coverage for bodily injury or property damage for which any member may be held liable by causing or contributing to the intoxication of any person, furnishing alcoholic beverages to those under the legal drinking age, or violating any statute or ordinance relating to sale or distribution of alcohol. Assume that there is no insurance coverage for these types of activities.

2 **If I confiscate alcohol at a DeMolay event, should it be returned upon completion of the event?** No. It is unlawful for those under the age of 21 to possess alcohol. You should not return the alcohol to any minor. Either destroy the alcohol or turn it over to the minor's parents.

3 **What should I do if a DeMolay is caught in possession of a prohibited substance (drugs, alcohol, and fireworks)?** The disciplinary procedures of DeMolay are contained in the Statutes of the International Supreme Council. Consult with your Executive Officer or other person in charge of the event and discuss the appropriate disciplinary proceedings. Any discipline should be carried out in conjunction with the guidelines contained in the Statutes of the International Supreme Council.

4 **What should I do if I have knowledge of a DeMolay or Advisor engaging in prohibited activities?** Immediately report the incident to your Executive Officer. He will then take charge and decide what action should be taken.

CHAPTER 3 INCIDENTS & REPORTING PROCEDURES

Even with a good risk management program, accidents do occur. This chapter will provide you with the basic steps on how to handle an accident and how to report an incident.

Once an accident occurs, there are several steps that should immediately be followed. They are as follows:

- 1) Take care of any injuries. Clearly, your first obligation is to care for any injured person, regardless of whether the person is a DeMolay, Advisor, guest, or an innocent third party. This care may involve medical assistance or notifying the authorities or both. We, as DeMolays and Advisors, must take the necessary steps to prevent further harm from occurring.
- 2) Where appropriate, notify the authorities. If an injury or accident has occurred, it may be appropriate to notify the authorities. This will depend on what the event is, and whether there is personal injury or property damage. We must govern ourselves with the reporting obligations imposed by the laws of your state or jurisdiction.
- 3) Gather the basic facts. In order for your Chapter DAD, Advisory Council Chairman, Executive Officer, DeMolay Service & Leadership Center, or DeMolay's insurance carrier to evaluate an occurrence, it is necessary that certain basic information about the occurrence be obtained.

- 1 WHEN did the occurrence happen?
- 2 WHERE did the occurrence happen?
- 3 WHAT HAPPENED: Property Damage? Injury to a person?
- 4 WHO was involved? Us? Them?
- 5 LAW ENFORCEMENT CALLED? If so, Who?

Remember that you are not an investigator, nor should you try to be one. If you know any of the parties involved, and you probably will, you will most likely be biased. That an accident happened, or that somebody was injured, will be fact. Who, if anybody, was at fault, is YOUR OPINION. DeMolay is not initially interested in assessing who is at fault. You should simply gather the facts so that all responsible parties will be aware of what occurred. Make use of the Report Form contained in the Appendix of this guide. Please complete the form with the facts of the accident. At a later time, you may be asked for your opinions as to what occurred, however, during the initial investigatory stage just report the facts.

- 4) Do not encourage a claim. Just because something has happened, someone has been hurt, or property has been damaged, it does not automatically follow that we are liable. Liability can be created because someone has volunteered it. For example, after an automobile accident, people often have great sympathy for those who are hurt, even to the point of expressing fault where fault did not exist. Resist making any statement concerning liability at the accident scene.

Liability can be created inadvertently. Say a minor in our charge is hurt at an activity. A parent may assume that because it was our activity, we will automatically "take care of it". If we expect a family's medical insurance coverage to be primary, and we do, we must clearly communicate this to the parents before anything happens! The best opportunity to do this is through the proper use of a Release and Consent form. By doing this, the parents will know that they are expected to be responsible if an accident should occur.

5) Reportable occurrence. Any event where there is potential bodily injury or property damage exceeding \$100.00 must be reported. You should use the Report Form found in the Appendix of this manual to gather the basic facts and report them in accordance with the following outline (Figure 2).

Figure 2 Reporting Procedure

- A) Chapters. DeMolay members, chapter Advisors, and Advisory Council members should report all occurrences to their Advisory Council Chairman or Chapter DAD. If they are not available, contact your Executive Officer.
- B) Advisory Council Chairman or Chapter DAD. Report to your Executive Officer.
- C) Executive Officers. Report to the DeMolay International Service and Leadership Center.
- D) DeMolay International Service and Leadership Center. Report to the proper party representing our national liability insurance policy.
- E) District Officers (such as District Deputy or District Governors). If your Executive Officer has designated an Advisor or Advisors with the title and authority of District Deputy, occurrences happening at the chapter level should also be reported to this Officer, usually with a copy of what is transmitted to the Executive Officer.
- F) Major Damage or Major Injury. In the event of major property damage loss, very serious injury, or death, your Executive Officer should be notified by telephone immediately.
- G) Unavailability of Executive Officer. If in the event of major damage or major injury and immediate notification to the Executive Officer by telephone is not possible or cannot be completed, immediate notification should then be given to the District Deputy. If he too is unavailable, then give immediate notice by telephone to the DeMolay International Service and Leadership Center in Kansas City at (816) 891-8333. Alternatively, you may fax a copy of the Reporting Form to the DeMolay International Service and Leadership Center at (816) 891-9062.
- H) Notification to Masonic Body. If the occurrence happens on Masonic property, there may be concurrent liability on the part of that Masonic body. The Advisory Council Chairman should give ORAL NOTIFICATION to that Masonic body. A record should be made of the date, time, and to whom such a report was made. This information should then be provided to your Executive Officer.

- 1) Jurisdiction or Local Chapter Policies. In addition to the national DeMolay policy, there also may be in effect a local or a jurisdictional insurance policy. These may be purchased by local DeMolay foundations, local chapters, local Lodges, or any entity connected with DeMolay. You should follow the same reporting procedures outlined above, except also notify your local insurance agent or other representative of the local or jurisdictional insurance company. You should also notify your Executive Officer and the DeMolay International Service and Leadership Center of the existence of any local or jurisdictional insurance policy. You should provide them with the name of the insurance carrier, the policy number, the name and address of the local agent, and the appropriate adjuster.

- 6) Keep a copy of all documents. You should keep a copy of all documents regardless of whether you are Chapter Dad, Chairman of the Advisory Council, District Deputy or Governor, or the Executive Officer. This includes a copy of any insurance reports or notices that you receive.

- 7) Insurance investigators. In the course of any investigation, it is possible that you will be contacted by an insurance investigator. This investigator may or may not represent DeMolay or DeMolay's insurance carrier. If you are contacted by an insurance investigator or non-law enforcement person asking questions about the occurrence, you should contact your Executive Officer before speaking to that investigator. Your Executive Officer will contact the DeMolay International Service and Leadership Center and determine whether the investigator is representing DeMolay and DeMolay's interests.

- 8) Legal Action. If you are served with any type of legal document, immediately notify your Executive Officer and proceed according to his instructions. If your Executive Officer is not readily available, contact the DeMolay International Service and Leadership Center in Kansas City at (816) 891-8333 and ask for the Executive Director, or in his absence, some other director level employee. In addition, if you have a fax machine, you may fax a copy of any legal document to the DeMolay International Service and Leadership Center at (816) 891-9062.

MOST COMMONLY ASKED QUESTIONS

1. **If we are sued, will DeMolay provide me with a defense?** DeMolay purchases insurance which covers all DeMolays, Advisors, and volunteers. For details of that insurance, See Chapter 5 and the "INSURANCE UPDATE". Generally, the insurance provides coverage for all accidents. Under no circumstances does the insurance provide coverage for any intentional acts. This includes things such as physical or sexual abuse, or providing drugs or alcohol to minors. Insurance policies, by their very nature, cover only accidents, never intentional acts.

2. **How much detail should be included in the Reporting Form?** You should include as much detail as is necessary to convey what occurred. Keep in mind that you should report all the facts of the occurrence. Try to avoid any opinions or conclusions drawn from the facts. While these may be important later, they will simply confuse the issue during the initial report.

3. **Should I cooperate with the police in their investigation of an accident?** Yes. You must cooperate with the police during their investigation of an incident. However, if you are contacted by an insurance company investigator, law firm representative, or private investigator, you should refer them to your Executive Officer. You are under no obligation to cooperate with them, without first determining who they are and who they represent.

CHAPTER 4 RELEASES AND CONSENT FORMS

Release and consent forms play a very valuable role in a proper Risk Management program. In the Appendix of this manual, you will find a suggested Release and Consent Form for use at your events and activities.

DeMolay International recommends that the Release and Consent Form be used in all major events. Events where this form would be proper would be Conclave, ski weekends, sports weekends, any event involving overnight stay, or out of town travel. In addition, they should be used for any event which is unusual or where there may be a risk of injury. In your analysis of the risks involved with every activity, you should consider whether it would be appropriate to use a Release and Consent form.

In many events, it will be very helpful to have every person who joins your DeMolay chapter immediately fill out a Release and Consent form. This form should have medical authorization language allowing you to seek medical treatment if the parents are not available. If these forms are kept in a book and brought to all DeMolay activities, it may be useful in obtaining medical treatment should an accident occur.

There is no magic language to be contained in a Release and Consent form. In the Appendix of this guide is a suggested form, however, as the laws of every jurisdiction vary in regard to the legality and effect of releases, you may want to have the form reviewed by a local attorney in your state.

There are several purposes of the Release and Consent forms. First, they allow you to identify the risk involved in the particular activity. By having the parent and DeMolay sign the form, you also advise them of the activities being participated in and the potential risk. Thus, all participants will be aware of what to expect.

Second, by having the parent and DeMolay sign the form, you gain their consent for the activity. This can be very important, especially when an overnight stay is involved.

Third, any Release and Consent form should involve identification of the DeMolay and parent's medical insurance provider. As indicated in other sections of this guide, DeMolay provides only very limited medical insurance. The personal medical insurance of the DeMolay's parent is always primary and should always be the insurance relied upon. Therefore, it is important that this insurance be identified so that it may be utilized at the appropriate time. The Release and Consent form will thus contain valuable information regarding the appropriate medical insurance.

It is suggested that the Release and Consent form be made part of the registration form for all major events. If you make it part of your conclave registration, for example, the participants will naturally fill it out. The same is true with regard to other events.

If you have any questions about the proper use of the Release and Consent form, consult your Executive Officer or the DeMolay International Service and Leadership Center.

MOST COMMONLY ASKED QUESTIONS

1. **Will a Release and Consent form prevent DeMolay from being sued?** This question is very hard to answer, as the laws of every state differ. Generally, a minor can not validly enter into a release, but the release may be binding on the parents. The purpose of the form is not so much to insulate DeMolay from suit as it is to gain the consent and approval of the DeMolay and his parent for the activities involved.
2. **Does the signature on the Release and Consent form have to be notarized?** No. However, some states do require notarized signatures. If you have a question, check with your state. In addition, we should not allow any signature to be forged.
3. **Do both parents have to sign the Release and Consent form?** No. However, the parent or legal guardian should sign the form in the appropriate place.
4. **How long should you retain the form after each event?** The forms should be maintained as part of your records. They may be destroyed after ten years.
5. **Can someone register for an event without a completed Release and Consent form?** You should refer the decision on this matter to your Executive Officer. Generally, the decision as to whether or not to allow a DeMolay to participate in the event without a Release and Consent form is a discretionary one. It is suggested that if the DeMolay is allowed to register without a signed Release and Consent form, then the parents should be called and oral consent be obtained and noted on the form. This would require that the form be read to the parent and the parent acknowledging he/she heard it and agreed to it. The DeMolay can then sign it.
6. **Does a DeMolay who is still an active DeMolay but has reached his jurisdiction's legal majority need to have his parents sign the Release and Consent form?** This is discretionary. It is recommended that all DeMolays, including those of legal majority, have their parents sign the form. If you have questions about this, refer them to your Executive Officer.
7. **Do Advisors need to complete the Release and Consent forms?** It is recommended that all participants, including Advisors and other adults, who will be present, complete the form.
8. **How often should the Consent/Medical Release form be updated?** The requirements vary from state to state with regard to the updating of a consent/medical release form. Some states recommend that they be completed every year, while in other states, consent/medical release forms is valid for much longer. Check with your Executive Officer to determine whether there are any specific procedures that have been established in your jurisdiction.

CHAPTER 5 INSURANCE INFORMATION

DeMolay International purchases insurance to cover itself against various risks. No insurance policy covers every risk. Every insurance policy contains exclusions and conditions which define the limits of the insurance contract. The purpose of this chapter is not to describe in detail all aspects of the insurance coverage. The purpose is, rather, to provide you with a general understanding of the type of insurance that is purchased. If you have any specific questions about the type or extent of the insurance that is in existence at any given time, you should consult the "INSURANCE UPDATE", contact your Executive Officer or the DeMolay International Service and Leadership Center.

DeMolay International purchases insurance to cover its physical property, including the DeMolay Service and Leadership Center and the other properties owned by DeMolay. DeMolay does not seek to insure the property of any jurisdiction or individual chapters including chapter equipment, lodges, or chapter meeting places.

DeMolay International also maintains a Directors and Operators insurance and Workers' Compensation insurance. Again, this does not cover jurisdiction associations or local chapters.

DeMolay International provides only limited medical insurance for its members. The member and his parents' insurance always is expected to cover the loss. Refer to the "INSURANCE UPDATE" for specifics regarding the limited medical insurance provided.

DeMolay purchases comprehensive general liability insurance to cover the liability of its members and Advisors. This liability insurance applies only to accidents. It never applies to intentional destruction of property or intentional injury to person(s). For specifics of the comprehensive general liability insurance, see the "INSURANCE UPDATE", contact your Executive Officer, or the DeMolay International Service and Leadership Center.

DeMolay insurance applies only to liabilities incurred in connection with DeMolay events. It is impossible to define exactly what a DeMolay event is, and is not necessary that we attempt to do so in this document. The importance of recognizing a DeMolay event is simply to insure that our insurance carrier is satisfied that any incident involved DeMolays, and DeMolay Advisors or adult volunteers in conjunction with a DeMolay event. Therefore, in previous sections of this guide, it has been suggested that every event be reflected in the minutes of the chapter, and documented as far as beginning and ending time and participants. This will allow us to prove, if questioned, that the incident involved was a DeMolay event.

DeMolay insurance has historically been affected by loss history and underwriting guidelines. Underwriters for our various insurance carriers have, in past years, refused to write insurance for us or have placed severe limits on the types of activities that could be conducted. The result of this has been this Risk Management Guide which has attempted to provide some guidance which will limit our risk and loss history. By following the suggestions and recommendations in the Risk Management Guide, DeMolay will be able to reduce its loss exposure, promote safety among its members, and insure the availability of insurance in future years.

The insurance purchased by DeMolay International is subject to a deductible. Thus, you should

refer to the current "INSURANCE UPDATE" for details about the amount of the deductibles and when it applies.

Certificates of insurance are often requested by public agencies, such as universities and colleges. A certificate of insurance is simply a document proving that DeMolay carries insurance, and indicates the limits of that insurance. Your Executive Officer has been provided with the INSURANCE UPDATE and a copy of the declaration sheet for the DeMolay insurance. This declaration sheet may be useful in providing proof of insurance and in many situations, will be adequate instead of a certificate of insurance.

APPENDIX

INCIDENT REPORT FORM

INCIDENT INFORMATION

Date of Incident _____ Time of incident _____

Location of incident _____

Description of incident _____

(Use additional pages if necessary)

DeMolays present

NAME	ADDRESS	TELEPHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Advisors present

NAME	ADDRESS	TELEPHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Witnesses to incident

NAME	ADDRESS	TELEPHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____

REPORTER INFORMATION

Name _____	Address _____
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Telephone _____	Date of report _____
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RELEASE AND CONSENT FORM

Jurisdiction: _____ Chapter Name _____

- 1) I, the undersigned Parent or Legal Guardian of _____, do hereby give my consent and permission for him/her to participate in _____. I understand all activities and events of any duly chartered Chapter, Order of DeMolay, of the Jurisdiction of _____, including any activities or events conducted at the state or jurisdictional level, or by the International Supreme Council, Order of DeMolay; WITH THE FOLLOWING EXCEPTIONS: (State on line below, if NONE, write NONE.)

- 2) In the event of injury or illness to the above named minor, I, the undersigned Parent or Guardian, hereby authorize any adult DeMolay Advisor in attendance to secure, and any physician in attendance to provide, such emergency medical treatment as shall be deemed necessary by those present; including but not limited to hospitalization, injections, anesthesia, surgery, x-ray, blood, and medications. I understand that every reasonable effort shall be made to contact me prior to medical treatment.

- 3) The above named minor is subject to the following medical problems, and/or is receiving treatment under the supervision of proper medical authorities as follows: (State on the line below, if NONE state NONE):

- 4) Neither DeMolay International nor the jurisdiction of _____, Order of DeMolay, maintains any medical insurance for its members. I understand that we will be responsible for any and all costs of medical treatment incurred by or on behalf of _____. My family health insurance carrier and policy numbers are as follows:

Insurance Company Name	Policy Number(s)	Policy Holder's Name
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- 5) I, the undersigned Parent or Legal Guardian, AND the undersigned Youth (legal minor), do hereby agree that we will abide by the Statutes, rules, regulations, and edicts of the International Supreme Council, Order of DeMolay, and its duly authorized representatives. We agree that if in the opinion of any DeMolay Advisor that if either of us should be removed or asked to leave any DeMolay activity for violation of the same, that the undersigned Parent or Legal Guardian will immediately take the necessary action to cause the transportation of violator from the activity site at the expense of the undersigned Parent or Legal Guardian.

- 6) We hereby agree to release and hold harmless the International Supreme Council, Order of DeMolay, the Grand Master of DeMolay International, and its members together with the Executive Officer, staff members, and Advisors of _____ jurisdiction, Order of DeMolay, from any and all claims or cause of action which the undersigned has or may have.

This specifically includes any and all plans which arrive out of the attendance at _____ event, including transportation to and from said event.

- 7) IN THE EVENT OF AN EMERGENCY, AND THE UNDERSIGNED PARENT OR GUARDIAN CANNOT BE REACHED, THE UNDERSIGNED PARENT OR GUARDIAN HEREBY AUTHORIZE THE FOLLOWING PERSON TO ACT ON THEIR BEHALF:

REPORTER INFORMATION

Name _____	Address _____
Telephone _____	Relationship _____

- 8) Parent or Legal Guardian: Please provide the following information about yourself:

Your full name: _____
Street & Mailing Address: _____
(if different)
City/State/Zip: _____
Telephones: (Home): _____ (Work): _____
Relationship to Youth: _____

- 9) If youth's address is different than Parent or Legal Guardian, please state on lines below. (If SAME, write SAME.)

Signature of Parent or Legal Guardian

Signature of Youth (legal minor)

