

2014

EDNELAVE



Brandon L. Thorne
State Master Councilor
2013-2014

Brian S. Noble Executive Officer

June 1, 2014

Dear Advisor:

Welcome to the start of the Conclave season!

This year, the State Officers have chosen "Hunger Games" as the theme of Conclave 2014. It will be an exciting time and we will be able to serve our communities through donations to local food banks.

It is important to wrap up our year and to launch our new year with a great, fun event. But it is also important to remember those less fortunate than ourselves. So join us as we survive "Hunger Games" and stamp out hunger!



Look through this guide, I'll bet there is something of interest to everyone from the Master Councilor to the newest member!

Nichols College again plays host to DeMolay and we will be joined by our brothers from all over New England and even some guests from farther afield.

I'll see you on August 8th!

Brandon L. Thome

"May the odds be ever in your favor..."

Brandon L. Thorne State Master Councilor

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Schedule of Events

Friday, August	t 8,	2014
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Time	Event	Location
2pm - 6pm	Conclave Check-In	Shamie Quad
2pm - 5pm	Rock Wall	Athletic Center
2pm - 5pm	DeMolay Store	Shamie Hall
2pm - 5pm	DeMolay Lounge	Shamie Hall Common Areas
	Video Games	Common Areas
3pm - 4pm	Whiffle Ball	Shamie Hall
3pm - 5pm	Ritual Tournament • Preceptors • Magnificent 7 • Flower Talk Davis • Ceremony of Light • Mother's Watch	Fels Student Center Fels 215 Fels 215 Fels 323 Fels 322 Fels 322
4pm - 5pm	Flag Football	Shamie Quad
5pm - 6pm	Dinner	Dining Hall
5:30pm - 8pm	DAD I Training	Fels Student Center 323
6pm - 6:30pm	Advisors Meeting Conclave Overview (All Advisors and	Dining Hall e asked to attend.)
6pm - 6:45pm	Initiatory Degree Dress: Business Casual (DeMolay Polo & Khakis) Degree Team Dress: Jacket & Tie Degree Team & Candidates: Please arrive by 5:45pm	Athletic Center Upper Gym
6pm - 7:30pm	Adam Carroll Presentation For graduating high school seniors and current college students only	Daniels Auditorium
7pm - 7:45pm	DeMolay Degree	Athletic Center Upper Gym



Athletic Center Upper

Gym

Friday, August 8, 2014 (continued)

Time Event Locat

8pm

Conclave 2014
Opening Session

(Dress: Business Casual)

- Opening Ceremony
- Welcome by State Master Councilor
- Reception of Guests

Business Session

- Roll Call of Chapters
- Nomination of Elected State

Officers

Meet the Candidates

• Town Hall Meeting

Conclave Updates

• Remarks by State Master Councilor • Remarks by

Executive Officer

· Remarks by Director of

Conclave

9:30pm - 1am

Volleyball Tournament

Athletic Center

9:30pm - 11pm

DeMolay Store

Shamie Hall

Saturday, August 9, 2014

Time Event Location

7:30am Reveille

Dress Code for Day: Conclave T-

Shirt

8am - 8:45am Breakfast Dining Hall

8am - 8:45am Polls Open Dining Hall

Each Chapter Receives 5 Delegates Obligations Cards Are Necessary to

Vote

9am - Noon Jazzman's Café Open Fells Student Center



Saturday, August 9, 2014 (continued)

Time	Event	Location
9am - 9:30am	Conclave Session Congress Legislation Review Presentation of New Programs Initiatives Committee Reports Announcement of the 2014-2015 State Suite	Daniels Auditorium
9:35am - 10:20am 10:25am - 11:05am		Daniels Auditorium
	Ages 12-15: Social Media Smarts Ages 12-15: Easy Eats After School	Fels Lounge Fels 323
	Ages 16-20: Adam Carroll Daniels NH DeMolay Ritual Instruction Etiquette	Auditorium Fels 215 Fels 322
10:25am - 11:05am	Advisors Meeting (All Advisors Asked to Attend.)	Dining Hall
11:15am Noon - 1pm	Tug of War Competition Lunch	Football Field Dining Hall
1pm - 4pm	The Conclave Hunger Games See Hunger Games Schedule for Locations & Times	
1pm - 5pm	DeMolay Store	Shamie Hall
2pm - 4pm	 2014 Ritual Competition Preceptors Magnificent 7 Flower Talk Ceremony of Light Mother's Watch 	Fels 215 Fels 215 Fels 323 Fels 322 Fels 322
4:30pm - 5pm	State Officers Pie Throw Includes auction to throw a Boston Master Councilor!	Shamie Quad Cream pie at the State
5:30pm	Dinner	Dining Hall



Saturday, August 9, 2014 (continued)

Time	Event	Location	
6:45pm - 7:45pm	Conclave Session • Aleppo Shrine Presentation • Awards Presentations — Conclave Awards — Ritual Competition — Membership • Massachusetts DeMolay Slide Show	Daniels Auditorium	
7:45pm - 9pm	Conclave Hunger Games Grand Finale	Athletic Center Upper Gym	
9:30pm - 11:30pm	Conclave Evening Events		
	Volleyball Tournament Athletic Center ConclusionOpen Gym Athletic Center		
	Video Games	Shamie Hall	
9:45pm - 11:45pm	DeMolay & More Store	Shamie Hall	
11:30pm - 12:15am	DeMolay New Year Make Your Own Ice Cream Sundae	Dining Hall	
Sunday, August 10, 2014			

Time	Event	Location	
7:45am	Interfaith Worship Service	Fels Lounge	
8am - 8:45am	Breakfast Dining Hall		
9am	Conclave Session Reconvenes Dress: Jacket & Tie Upper Gym Reception of MW Harvey J. Waug Introductions Memorial Service Presentations of Awards Brian K. Flight Memorial Flower Telegraphs Ceremony of Light State Champion	er Talk Champion	



Sunday, August 10, 2014 (continued)

- Carl J. Ludwig Athletics Trophy
- Recognition of 2014 Honorees
- Chevaliers, Cross of Honor & Legion of Honor
- DeMolay of the Year
- Advisor of the Year
- Presentation of the Fred K.

Bauer Award

- Presentation of Scholarship Awards
- Report of the 2013-2014 State Master Councilor
- Retirement of the 2013-2014 State Suite
- Installation of 2014-2015 State Suite
- Remarks by 2014-2015 State Master Councilor
- Remarks by Executive Officer, Brian Noble
- Remarks of the Grand Master of Masons in Massachusetts, MW Harvey J. Waugh

12pm	Conclave Luncheon	Dining Hall
1:10pm	Checkout Begins	Shamie Hall



Electronic Registration



Introduction

This year, DeMolay will be using technology to make the registration process as easy as possible. All selections of classes, activities, competitions, etc. will be all done ahead of time. Money will be collected negating the need to bring checks and too much cash with you to Conclave.

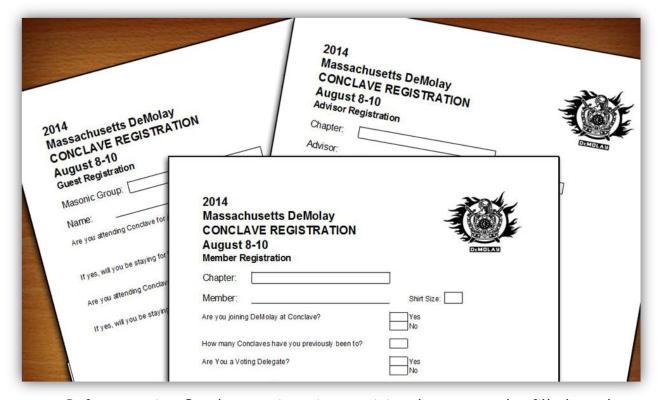
Chapters should have one Advisor handle the online registration process. First, the Advisor should register on the system so that he will have the ability to edit and submit the registrations for the entire chapter.

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Step 1: Filing out the Forms



Before starting Conclave registration, activity sheets must be filled out by every attendee from your Chapter. These sheets will tell detail which activities each attendee wants to participate in throughout the weekend.

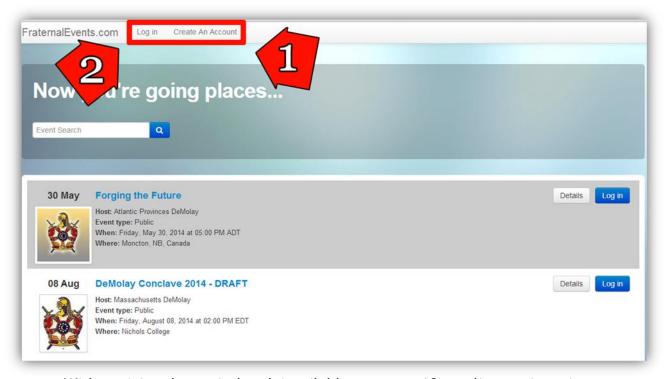
Member Activity Form: http://mademolay.org/ss/files/misc/Conclave%20Memeber%20Activity%20Form.pdf
Advisor Activity Form: http://mademolay.org/ss/files/misc/Conclave%20Activity%20Form.pdf
Guest Activity Form: http://mademolay.org/ss/files/misc/Conclave%20Guest%20Activity%20Form.pdf

Conclave Health Forms are to be completed by all attendees and delivered to the check-in desk at Conclave. The forms are not necessary for the online registration process but MUST BE PRESENTED AT CONCLAVE WHEN CHECKING IN.

Conclave Health Forms: http://mademolay.net/ss/files/misc/Conclave%20Medical%20Release%202014.pdf



Step 2: Sign Yourself Up



With activity sheets in hand (available on page 10), online registration can begin. Go to the website live.fraternalevents.com and log in.

- 1. To create an account, click *Create An Account* (turn to page 11).
- 2. If you already have an account, click Log In (skip to page 12).

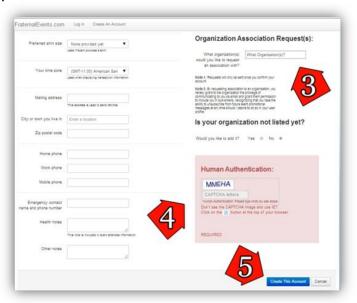


Account Creation



You have clicked *Create An Account*. Fill in your information for your personal account.

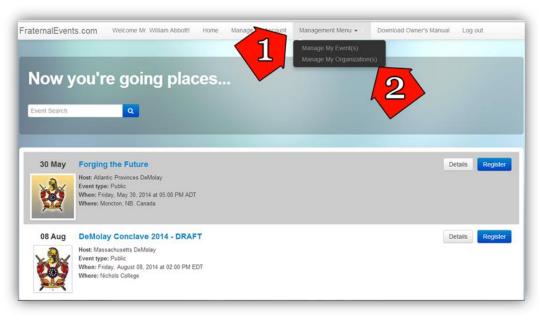
- 1. The minimum requirements are your first and last name.
- 2. Use the email you check most regularly, as this email address will be used to send updates and alerts.



- 3. Select your jurisdiction.
- 4. Perform the standard security measure for the website.
- 5. Click *Create This Account* and you have made your account! You must wait to be authorized to join your jurisdiction's group. (Authorization can take up to 24 hours.) Once authorized, you will be automatically placed into your respective Chapter. Notification will be sent via email when this happens.

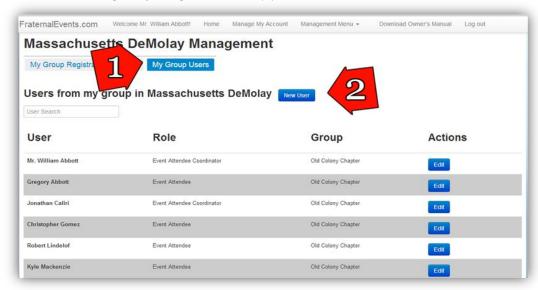


Step 3: Sign Up Your Chapter



You now have an account and have been registered. You must make sure that every member and advisor is in your Chapter's group. Here is how you check:

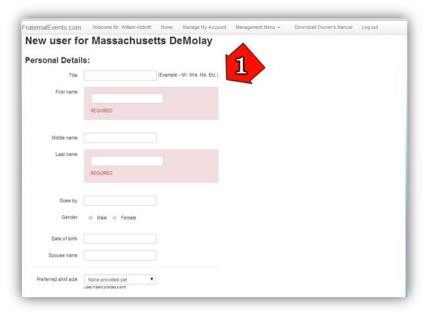
- 1. Click Management Menu to open the drop down.
- 2. Click Manage My Organization(s).



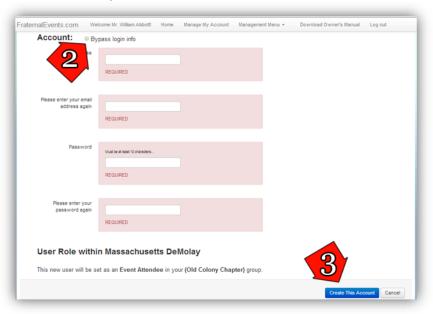
- Click on My Group Users to see everyone that has an account within your Chapter. Use this screen to check and make sure everyone in your Chapter has an account. Create an account for anyone that is not listed from your Chapter.
- 2. To create an account, click **New User**. (If everyone is listed, skip to page 15).



Create a New User



1. The minimum requirement for an account is the full name of the individual. It is recommended to complete the additional information, to create a smoother process later.

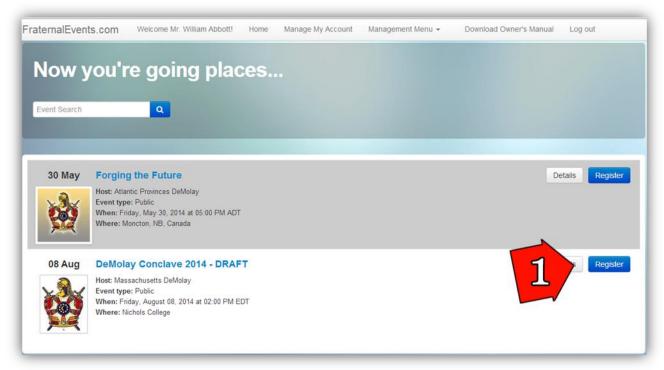


- 2. To give the individual access to their own account, add their email and a password. For the sake of time, click *Bypass login info* and leave these sections blank.
- 3. Once all the information has been filled in, click *Create This Account*.

Repeat these steps until everyone is listed in your Chapter's group. Click *Home* to begin registration for Conclave.

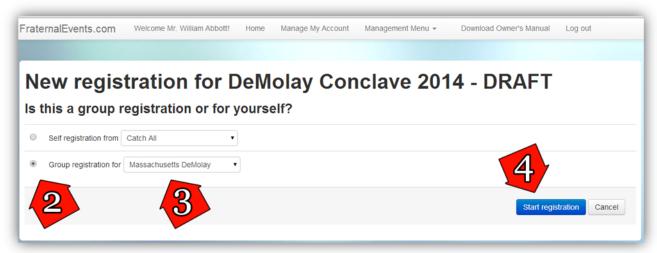


Step 4: Register Your Chapter for Conclave!



Once everyone is in the system, it is time to register for Conclave!

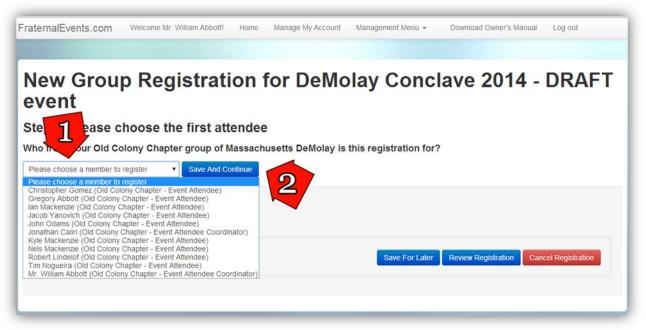
1. From the *Home* page, find the DeMolay Conclave 2014 event, and click *Register*.



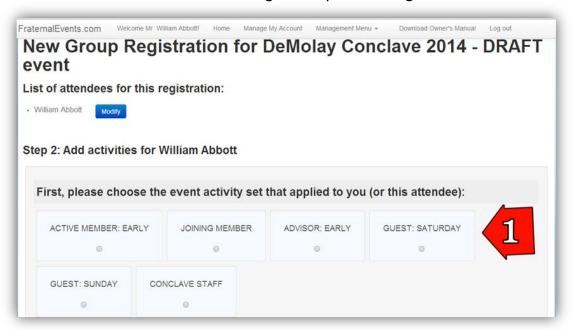
- 2. There are two options: self or group registration. Since you are registering the whole Chapter, click *Group registration*
- 3. Select the dropdown option for *your jurisdiction*.
- 4. Click Start registration.



Select a Member or Advisor to Register



- 1. Using the dropdown list, select a person to register.
- 2. Click Save And Continue to begin that person's registration.



 Choose the type of attendee. Attendees from your Chapter fall in to one of three categories: Active Member, Joining Member, or Advisor. Any person registering before July 7th will say "EARLY." After July 7th, all attendees will say "LATE."

CONCLAVE .14



Selecting the activities for a Member or Advisor



1. Choosing one of the attendee types will cause a dropdown of all available activities for that type. Each list will have some activities that are mandatory and some that are optional.

The next page will display which types of activities appear for each group along with which ones are mandatory and which are optional.



Types of Activities for Attendees

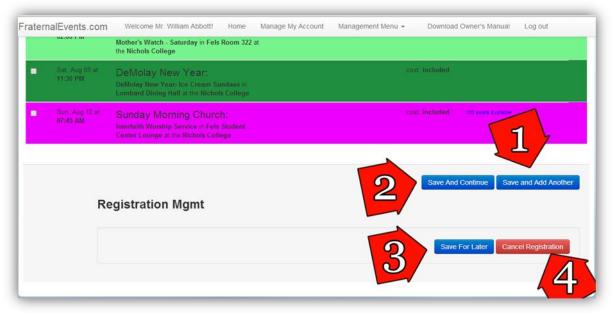
MEMBER		JOINING MEMBER		ADVISOR	
Blue	Voting Delegate or non-voting MANDATORY	Blue	Joining Member MANDATORY	Blue	Advisor MANDATORY
Green	Friday Ritual Competition OPTIONAL	Green	Friday Ritual Competition minus preceptors OPTIONAL	Pink	Taking DAD I Training? OPTIONAL
White	Adam Carroll Keynote Speech MANDATORY	White	Adam Carroll Keynote Speech MANDATORY	Red	Helping with Bridge Duty? OPTIONAL
Orange	Educational Classes MANDATORY	Orange	Educational Classes MANDATORY	Dark Green	DeMolay New Year OPTIONAL
Green	Saturday Ritual Competition OPTIONAL	Green	Saturday Ritual Competition minus preceptors OPTIONAL	Purple	Sunday Morning Faith Service OPTIONAL
Dark Green	DeMolay New Year OPTIONAL	Dark Green	DeMolay New Year OPTIONAL		
Purple	Sunday Morning Faith Service OPTIONAL	Purple	Sunday Morning Faith Service OPTIONAL		

GUEST: SATURDAY		GUEST: SUNDAY	
Blue	Guest	Blue	Guest
	MANDATORY		MANDATORY
White	Adam Carroll Keynote	Purple	Sunday Morning Faith Service
	Speech		OPTIONAL
	MANDATORY		
Yellow	Are they staying for lunch?	Teal	They are attending the Sunday
	OPTIONAL		Conclave Session
			MANDATORY
	•	Yellow	Are they staying for the Banquet?
			OPTIONAL

NOTE: You should not be registering anyone for Conclave Staff. Those that are signing on as Staff will do so on their own.



Submitting a Member or Advisor Registration



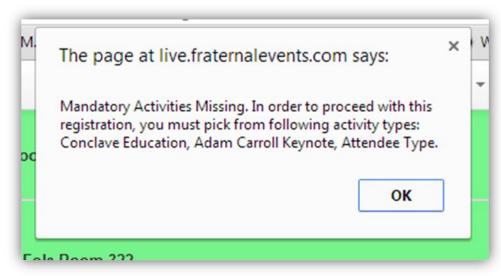
Now that all the activities have been filled out for the first attendee, there are four options: Save And Continue, Save and Add Another, Save For Later, and Cancel Registration.

- 1. Select **Save and Add Another** to continue registering attendees.
- 2. Once all attendees are registered, click **Save and Continue**.
- 3. If you want to suspend your registration and return to it later, click **Save** For Later.
- 4. To delete the current registration and start over, select *Cancel Registration*.





Submitting a Member or Advisor Registration (continued).

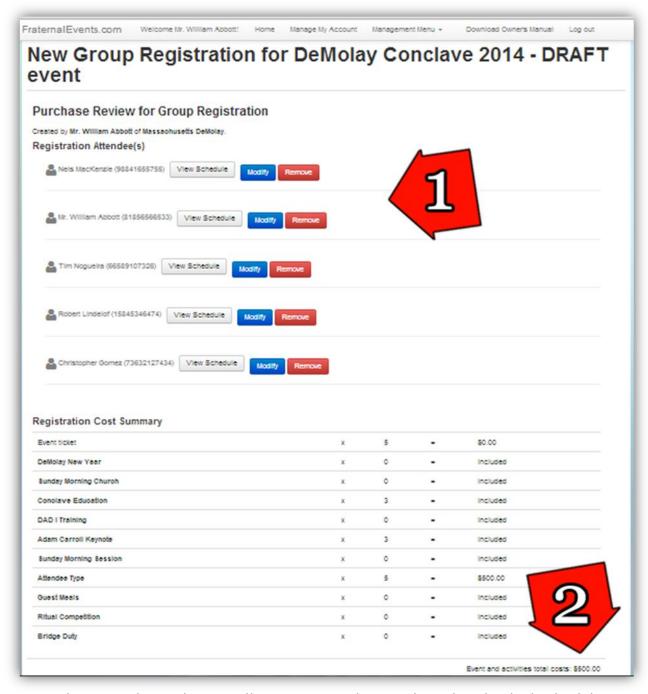


If Save and Add Another, Save and Continue, or Save For Later are clicked without a mandatory activity being selected, then this message will appear. Simply fill in the mandatory field to continue.

Click **Save and Continue** once all attendees are registered to move to the Review Page (page 21).



Review Your Registration

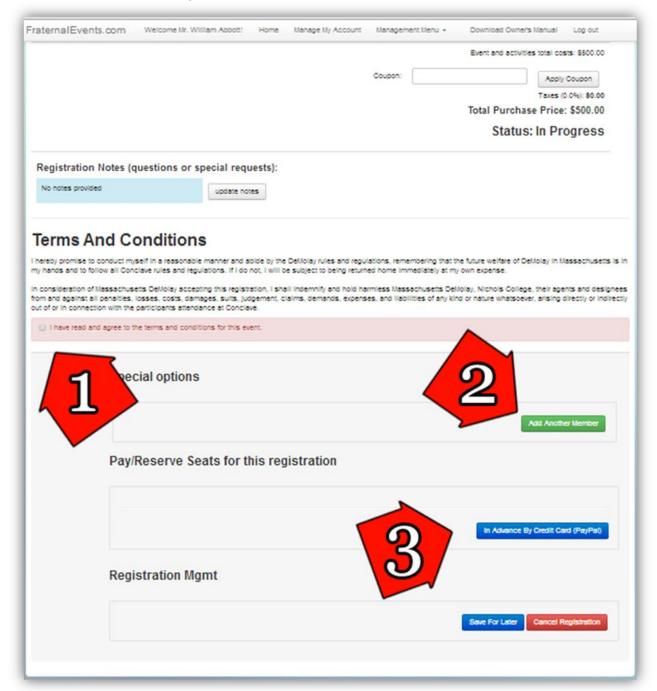


This page shows the overall registration along with each individual schedule.

- 1. Review each person's individual schedule. If something is amiss, click *Modify* and return to that person's activity list to make the change.
- 2. This number is the total cost for your Chapter. Scroll down the page to finalize registration.



Finalize and Pay for Conclave



- 1. You must agree to the *Terms and Conditions*.
- 2. If an attendee was forgotten, click *Add Another Member* to return to the member selection page.
- 3. Once satisfied with the registration, click *In Advance By Credit Card* (*PayPal*). A PayPal account is not required to pay for Conclave.

And you are done! Congratulations!



FAQs

- Q: I'm in the middle of registering my Chapter for Conclave and cannot find one of my members or advisors names in the predetermined list, where are they?
- A: Chances are they do not have an account in the registration system. At this point, you want to click *Save for Later* at the bottom of the page and then create an account for that person. You can do that by following the instructions under "Sign Up Your Chapter" on page 13.
- Q: I clicked **Save for Later** and cannot find the registration I already started. How do I get back to that registration?
- A: Quite easily! From any page click *Management Menu* and then *Manage My Organizations*. From this page, you can see your partial registration for Conclave 2014. Click *Complete* to continue your registration.
- Q: What kind of notes or special requests are you looking for in the *Registration Notes* section?
- A: This section can be used to request specific rooming assignments, health concerns beyond the normal medial health release form, etc.
- Q: How do I pay without a PayPal account?
- A: On the PayPal page there will be two options on the right; pay with a PayPal account and pay with a debit/credit card. Choose the second option and fill out the information.
- Q: What is Bridge Duty?
- A: Bridge Duty is when an advisor is stationed in the main lobby of Shamie Hall. They are accessible to any DeMolays in case they have questions about the schedule, their rooms, etc. Shifts are two hours long and run from the beginning to the end of Conclave. Bridge Duty is a crucial part to the Conclave program to provide on-guard advisors ready to react and be helpful.



Fighting Hunger at Conclave

The Goal: In spirit of the Hunger Games trilogy, the membership of Massachusetts DeMolay will compete to fight hunger at Conclave and all around Massachusetts.

Before Conclave: In the months leading up to Conclave, the State Officers are asking each Chapter to raise monetary donations towards a hunger-based charity. The charity will be decided at Conclave by the winning district. The charity picked will be one that is based in the hometown of a Massachusetts Chapter. The State Officers' goal is to reach \$1,500 by Conclave!



At Conclave: The seventeen Chapters across the jurisdiction will be split up into twelve districts and pitted against each other in a series of mental and physical challenges. A few lucky finalists will enter the Grand Finale on Saturday night to represent their district and DeMolay. By the end of Conclave on Saturday, only be one district will become victorious (don't worry; no harm will befall the rest).

<u>What Do To Now:</u> Start raising funds! The more we are able to raise as a jurisdiction, the better job we can do to stamp out hunger in Massachusetts.



DIRECTIONS TO NICHOLS COLLEGE CAMPUS

Nichols College, 124 Center Road, Dudley, Massachusetts 01571

From Points North: Take I-290 to Auburn, where I-290 becomes I-395 South.* Follow to Exit 4B (Sutton Road/Oxford center). Turn right off ramp and stay in the right lane. Go straight through the light at Oxford center (Cumberland Farms on right). Follow straight past light for 0.8 miles and take a left onto Dudley Road (produce stand is on the right). Follow this road for 3.7 miles, staying straight through a four-way stop sign. Dudley Road becomes Dudley/Oxford Road at the town line. Bearing right at the fork (pond on your right), continue on Dudley/Oxford Road for 2 miles through two stop signs, then straight onto the Nichols campus.

From Points East & West: Take the Mass Pike to Exit 10 in Auburn and get on 395 South. Follow directions from above*.

From Points South: Take I-95 North to I-395 North to Exit 2, (Webster) and turn left off the ramp. Go through the first set of traffic lights. Follow Route 12 South (Route 12 will turn left through Webster center). Continue through Webster center. After the railroad tracks, continue straight into Dudley. You will come to a set of lights with Schofield Avenue on your left. Route 12 will bear off to the left, but stay straight on Route 197 - do not turn left. Route 197 is also Main Street in Dudley. Stay straight on Main Street (Rt. 197) until you reach a set of lights next to Cumberland Farms. Turn right directly after Cumberland Farms onto Airport Rd. Follow Airport Road and bear right at the Webster-Dudley Golf Course. Take the first left onto Center Rd and proceed directly onto the Nichols campus.

CHECK IN:

Registration from 2:00 until 6:00 P.M.

PAYMENT:

All Conclave Registrations should be paid in full in advance of Conclave by July 7, 2014. \$100.00 per person. Late Registration starting July 8, \$130.00 per person.

KEY DEPOSITS:

There is a \$20.00 key deposit (payable in cash). The money will only be refunded when the key is returned during check-out after the Sunday banquet.

Housing will be two or three persons to a room. There are private bathrooms in each room.

LINEN:

We will <u>NOT</u> be providing, nor will we have available any linen. Please bring your own sheets, pillows, pillow cases, blankets, towels, etc. How about a sleeping bag?



THINGS TO BRING:

- Suit coat, tie, dress shoes (required)
- Casual clothes, socks, sneakers, jeans, gym shorts, DeMolay T-Shirts, etc.
- Linens, towels and toilet articles
- Frisbees, cards, chess, video games, etc.
- Radios, IPods, Xboxes, Wii's, MP3 players, TV's, Computers are OK (all at your own risk)

Should I bring extra money?

Yes, there will be a Conclave Store and Snack Bar. It will be open throughout the weekend.

Meals:

Six meals are included: Friday night dinner, three meals on Saturday (Saturday night ice cream sundaes too!) and two meals on Sunday (includes the banquet). Conclave concludes on Sunday following the dinner and check-out (1:10 P.M.)

PLAN ON:

Saturday afternoon- full athletic facilities, basketball, volleyball, track & field, tug-of-war and more!

Workshops and seminars on Saturday morning....Entertainment, movies and awards on Saturday night.

The dorms and most of the meeting facilities are air-conditioned and wireless internet exists all over campus.

ADAM CARROLL KEYNOTE SPEAKER:

Adam Carroll's session is open to the public. Advisors, DeMolays, Masonic Youth, and families who are not registered for Conclave are welcome to attend Adam Carroll's keynote speech on Saturday morning. Guests may stay for Saturday lunch if they would like. Tickets for Saturday lunch are \$10.00.

SUNDAY PROGRAM:

Sunday's program is open to the public. Advisors, DeMolays, parents, siblings, etc. and others who have not registered for Conclave but wish to join us for the Sunday program may join us at beginning of with the Worship Service. They may stay for the entire Sunday program including the banquet. The tickets for the Banquet are \$15.00 (\$10.00 for under 18 or for active DeMolays and Rainbow members) and may be purchased through the office by calling 617-426-6040 x4231 or email conclave@mademolay.net. A lunch swipe ticket is required to enter the cafeteria.



DON'T MISS THE GREATEST EVENT OF THE DEMOLAY YEAR!

The 2014 Massachusetts DeMolay Conclave will be held on <u>August 8, 9, & 10</u> at Nichols College in Dudley. Cost for the weekend is only \$100.00 per person. Highlights of the weekend include:

DeMolay Brotherhood!! Six Meals and Two Nights Housing **Preceptor's Competition Movies and Computer Games** Track and Field Events **DeMolay Education Recreation Facilities** Flower talk Competition **Election of State Officers State Chapter Meeting Annual Interfaith Worship Service** Advisor's Program **Chapter Competition Volleyball Competition** Tug of War Competition **Workshops and Seminars DeMolay Store Entertainment** Installation of State officers ...and much, much more!!!

Where else can you get so much for so little? Plan now to attend. Registration forms are available on line at www.mademolay.org. Plan to have at least 5 Members and Advisors in attendance from your Chapter!

The public is invited to attend the Annual Worship Service and Installation of State Officers on Sunday. Invite your family, friends, sponsors, Rainbows...

REGISTER BY JULY 7, 2014

Conclave 2014 - BE THERE!



MASSACHUSETTS DEMOLAY

www.mademolay.org
186 Tremont Street
Boston, Massachusetts 02111-1095
617-426-6040 x4231
617-982-7094

For Assistance in Registration: Email: info@mademolay.org Or Call 617-982-7094