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DEMOLAY

INTERNATIONAL

DeMolay Chapter Start-Up Guide

Congratulations!



DeMolay International (DeMolay) is dedicated to preparing young men to lead successful, happy, and productive lives. While the brotherhood is INTERNATIONAL the connection begins at HOME, at the chapter level. While the benefit of DeMolay membership lasts a LIFETIME, the bonds of friendship, and the lessons of leadership that impact the future are built NOW. We commend your choice to give your valuable time and energy to lead and mentor our future leaders., and provide for them the exceptional and unique opportunity to belong to this international brotherhood. We understand that there are challenges to be met in the establishment of a new chapter, but the rewards are greater than you can imagine, and DeMolay will support you through this important and exciting process.



Secure Sponsorship

Step One toward instituting a new chapter, is securing sponsorship. A chapter may be sponsored by a recognized Masonic Body (lodge or appendant body), a formally or informally organized group composed exclusively of Masons, or an Advisory Council.

Joint sponsorship may be undertaken by two or more organizations or groups that will share these responsibilities.

To assume sponsorship of a DeMolay chapter, the sponsoring body agrees to:

1. provide a proper place for the chapter members to meet;



2. assist in the organization, development and maintenance of an active Advisory Council;
3. Assist in acquiring, maintaining and storing chapter regalia and supplies.

Resolution of Sponsorship

Step Two toward instituting a new chapter, is completing and submitting the [*Resolution of Sponsorship*](#) form to the Executive Officer (EO). This form serves to commit to DeMolay that the chapter has secured sponsorship, and to petition for *Letters Temporary* as explained in step three.

The form must include the current Letters Temporary fee at the time of submission. To complete the form, the chapter will declare the intended Chapter name.

The intended name may reflect the geographical location, or local community, but may instead otherwise reflect DeMolay and the

seven cardinal virtues. Chapters may be named in honor of individuals but not after living persons.

DeMolay members and prospective members should be included in the naming process. Chapter names are subject to final approval by the EO.

To successfully complete the form, these recommended Advisors must become certified with DeMolay through the Advisor Training Program, as described in step four. The position of Advisory Council Chairman must be filled by a Mason in good standing.

Letters Temporary

Step Three toward instituting a new chapter, is the processing and issuance of Letters Temporary. Upon receipt of the properly completed Resolution of Sponsorship, and all accompanying fees and documentation, the Grand Master and Grand Secretary will issue Letters Temporary for the proposed chapter, which is then sent to the EO for authorization at the Jurisdictional level. Letters Temporary officially acknowledge the recognized status of a chapter as one in the process of gaining a charter.

The EO will provide to the chapter authorization for the Advisory Council to select and obligate the founding members of the new chapter and proceed with the remaining steps.



Letters Temporary are issued with a Letters Temporary Start-Up Kit which includes information and materials to support the formation and running of the new chapter.

Establish Advisory Council

Step Four toward instituting a new chapter is the formation of a strong working Advisory Council.

The Advisors recommended in the Resolution of Sponsorship will form the backbone of a greater Advisory Council. Even though the minimum number of required Advisors are three, it is recommended that new chapters begin with at least five Advisors. There are no limitations to council size.

Who can serve on Advisory Council? Any Mason, Senior DeMolay, Parent, or other upstanding citizen may be recommended as an Advisor. They are not required to be members of the sponsoring body. All Advisors serve by appointment of the EO, who has absolute discretion over their service and tenure.

Successful Advisory Councils establish positions with roles and responsibilities among the council. Two required positions are those of the Chairman and the Chapter Advisor. The position of Chairman must be filled by a Mason in good standing. All other positions within the

Advisory Council have no such restrictions. All members of the Advisory Council have full voting rights.

How are Advisors appointed? All Advisors are approved through the EO.

1. Register with eScribe.

DeMolay has a paperless process for registration of all Advisors and new DeMolays. Access to the internet is required.

The Advisor Registration process is completed in the eScribe application.

It may be accessed from the following link:

eScribe.DeMolay.Org/SignUp.

Advisor Registration must be approved by the EO.

2. Complete online DeMolay Advisor Training.

Once you have established a login and password, you may access the online DeMolay Advisor Training by logging in to eScribe.DeMolay.Org and selecting the Advisor Training tab at the top of the screen.

This six module online training course is the only officially approved Advisor Training course for new and continuing Advisors. These six modules consist of an Advisor Training

program introduction, and modules on how DeMolay operates, the role of the Advisory Council, Risk Management & Youth Protection policies and procedures (two modules), and concludes with a summation of resources at the Advisors' disposal.



Each module is between five and 20 minutes in duration and concludes by the participant answering a set of questions. These questions are not ranked or scored,

but demonstrate understanding of the video contents and awareness of the related reference materials.

EOs may require additional in-person training to supplement the online course as a condition of Advisor certification in their jurisdiction.

3. Complete Advisor Application.

Upon completion of all required training, the Advisor Application must be submitted. It may be accessed at the following link:

DeMolay.Org/AdvisorApplication. Once completed and submitted, the application will be directed to the EO for approval.

4. Obtain application approval from the EO.

Upon approval, you will receive an email from DeMolay with direction to return to

eScribe and complete the final application process. A link will be provided in the email. Ensure that this important notification does not get sent to a spam folder, by adding support@demolay.org to your contacts list.

5. Finalize application by submitting for background check and paying the requisite fee.

There is a fee for the initial background check required for registration. The payment process is conducted via PayPal. A PayPal account is NOT REQUIRED to use this feature. Simply enter your payment information and it will be processed.



Advisor registration is renewable annually. Annual renewal DOES NOT require repeat of the online Advisor Training Modules. However, changes to youth protection policies, or procedural refreshers may be offered, or required, as needed. Maintenance of the background check is a mandatory part of the annual renewal process. The fee is waived for their first renewal.

Failure to complete the renewal process prior to January will require a NEW registration,

rather than renewal, necessitating the completion of all of the initial registration tasks, including the online training, and paying the fee for a new background check. Please keep this in mind and ensure that all new Advisors understand this process as well.

After payment is received and processed, there is a waiting time for the background check to be completed. This usually requires 10 to 15 business days, but may vary state to state. After your background check is processed, DeMolay will formally register you with your chapter.

6. Receive Registration Confirmation.

Upon completion of a background check (new Advisor OR renewing annual registration for a continuing Advisor) an official letter and current Advisor card will be mailed to the Advisor's home of record, granting official Advisor status under the By-laws of DeMolay International. Working with youth without an official card, is in violation of DeMolay International By-Laws.

Can I just "help out" without going through all of the official Advisor process?

In simplest terms, no. Adults who are "helping out" the chapter by chaperoning at events, driving groups of DeMolay to and from events, and participating directly with youth must be registered with DeMolay in an official advisory capacity.

Registration entitles an Advisor to receive DeMolay publications, deduct appropriate expenses as an Advisor from their income taxes (DeMolay is a 501(c)3 Charitable Corporation) and most importantly, it ensures that an Advisor is covered under DeMolay insurance. DeMolay requires that adult leaders, even those just “helping out” have met the full requirements of becoming an appointed Advisor. This is a protection for both our adult leaders and our youth members.

What does a DeMolay Advisor do? A successful Advisory Council is composed of adults who want to work together to provide a positive DeMolay experience for all members.

Among the duties of Advisory Council members is to govern the activities and operations of the chapter in accordance with International Supreme Council (ISC) Statutes and the orders or edicts of the EO. It is expected that Advisory Council members make an effort to attend as many chapter meetings and activities as possible, and attend all Advisory Council meetings.

Successful Advisory Councils encourage the participation of interested adults in areas of personal strengths, and chapter needs. Two required positions are those of the Advisory Council Chairman and the Chapter Advisor.

The Chairman calls, conducts and leads the Council Meetings and acts as a liaison between the sponsoring body and the chapter.

The Chapter Advisor is the administrative officer of the chapter, but more importantly, is the Advisor most responsible for the overall leadership of chapter members, and works to ensure chapter members do most of the governing and physical work of the chapter, developing character and leadership along the way.



There is no magic number for the “perfect” Advisory Council, but councils which embrace the participation and cooperation of many, will extend the long-term viability of the chapter. It will reduce the burdens on individual members, provide redundancy for responsibilities in times of challenge, and allow for a healthy turnover in leadership positions with experienced Advisors which is vital to the future growth of a chapter.

Other roles which may be filled by Advisors include, but are not limited to: Assistant Chapter Advisor, Ritual Advisor, Scribe/ Financial Advisor, Membership Advisor,

Awards Advisor, Public Relations Advisor, Activities Advisor, Fundraising Advisor, Program Advisor (such as a Sweetheart Advisor) More information about potential Advisory Council positions is available in the DeMolay Leader's Resource Guide available here: [Demolay.Org/LeadersResourceGuide](https://www.demolay.org/LeadersResourceGuide).



How can we encourage participation in Advisory Council? Advisor recruitment should be an ongoing and active process.

The strength and growth of any DeMolay Chapter can be traced directly to the strength and interest of the Chapter's adult volunteers. Without adequate adult guidance, a Chapter will too often flounder, and finally cease to function.

The first step in encouraging participation is to **ASK!** It seems obvious that parents, guardians and other adult family members of DeMolay should be encouraged to participate in the Advisory Council, but it can be a surprisingly overlooked resource. Parents are valuable to an Advisory Council, because their level of

investment is high and their potential contributions of time and talent are great. Parents of new members should be welcomed to the chapter, but also welcomed by the Advisory Council. Parents should be informed about the Advisory Council role within the chapter, how and where they may contribute, and how to become a DeMolay Advisor.

An Advisory Council, however, can rarely be successful long-term if reliant **ONLY** upon parents in Advisory positions. As chapter members relocate, or achieve majority, parents can lose interest. Chapters with high attrition can falter when the Advisory Council is composed primarily of parents whose participation is often directly linked to their child's participation.

A strong Advisory Council will seek balance with parent Advisors, Senior DeMolays, Masons, and members of Eastern Star, and other appendant organizations. Advisory Councils may also consider external colleagues and friends, mentors and role models who may have interest in working with the future leaders among today's youth. The DeMolay Leader's Resource Guide has excellent information on the traits and qualities required of successful adult volunteers. When choosing Advisory Council members, the most important consideration is to remember that Advisors are role models, and in speaking with adult Senior DeMolays, we have learned that their influence can be strong and lasting in a DeMolay's life.

We should all work to ensure that the role models we provide are worthy of their emulation.

Laws, Rules, and Practices

Step Five toward instituting a new chapter is the establishment of necessary laws, rules and practices for proper administration. Chapters are dependent upon having reliable operations which contribute to the chapter identity and support the smooth continuation of chapter business through generations. One of the first important decisions will be to establish a chapter meeting night.

Chapter Meeting Night. Selecting the schedule of meetings is important to the long-term success of a DeMolay chapter. A DeMolay chapter is required to have at least one stated meeting each month, and semi-monthly meetings are common. Most successful chapters meet on a weekly basis for various activities. The Advisory Council meets once per month at a separate time from the chapter.

Determine the day of the week that is best for most of the members, then select the meeting time, and then decide upon the number of meetings the chapter needs to hold each month. (New chapters often replace one formal meeting a month with a casual meeting used for ritual practice, DeMolay knowledge or prospective member events and activities.)

The Advisory Council should consult the

schedules of advisors, availability of a meeting place, as well as other potential conflicts for members or advisors due to external obligations, such as religious organizations, school programs (including athletics), and other local events or activities. Once selected, the chapter meeting may not change without a vote of the chapter and approval from the Advisory Council and the EO.



Chapter By-laws. At the heart of all laws, rules, and regulations must be chapter by-laws. Each chapter shall adopt uniform by-laws as set forth in the Rules and Regulations of DeMolay International. These by-laws should contain specifics dealing with the chapter, and should be provided to each new member for reference. By adopting by-laws, you will be establishing the day, time, and location of your chapter's regular meetings, and other basic

rules for the chapter. All complete by-laws and any changes adopted by the chapter members must be consistent with the aforementioned rules and approved by the EO. An advisor should be assigned to write the initial by-laws for the chapter. A template for Chapter by-laws can be downloaded using the following link:

Demolay.Org/ChapterBylaws.

Membership Fee. The council should establish a Life Membership Fee, which must be paid by all new members prior to their Induction/Initiation Ceremony. Life Membership fees vary. Consult with your EO on common practices for your jurisdiction. Some jurisdictions cover the fees of new members. Please contact the EO of your jurisdiction to see if this is the case.

Once your Chapter has obtained a Chapter ID number (Assigned by DeMolay International with the Letters Temporary) and you are registered as an Advisor, registering new Chapter members is easy. All registration is completed online using the DeMolay eScribe website at eScribe.DeMolay.org.

This website requires a login. Your initial login ID is your email address you used when you registered to be an advisor. Your default password is your DeMolay ID number. After first entry, you may go to your profile and update your password to your own personal one.



There is an online tutorial on how to register new members called "Registering New Members"

To begin registration:

1. Go to eScribe.DeMolay.org/Register.Members.
2. Under "Create Registration" (Yellow Heading, just left of the white box), click "DeMolay Registration (Form 10)"
3. Select Jurisdiction, using drop down menu, Select Chapter, using drop down menu, and then press the blue "Continue" button.
4. Select option you are entering new member for (i.e. "Initiatory and DeMolay Degree) and then press the blue "New" button
5. Now you can enter in the new member information. The new petition information layout coincides with the website layout for easy entry.

6. Once you are done entering all the information, click blue "Save" button in the upper right of the white information entry box.

Here are some links to help you with this task.

Printable DeMolay Tri-Fold Petition

DeMolay.Org/DeMolayPetitions

DeMolay Informational Brochure

DeMolay.Org/InformationalBrochures

DeMolay Informational Cards

DeMolay.Org/InformationCards

Chapter Necessities

Step Six toward instituting a new chapter is procuring the necessary regalia and supplies for chapter operation. Some are absolutely essential, and others are optional. Sometimes items can be substituted and some chapters choose to have some items locally made and these become items which contribute to a chapter's unique identity.

An advisor should be assigned the task of obtaining equipment for start-up. The sponsoring body should be consulted for assistance with procurement., and the EO should be contacted for information about availability of items retained by the jurisdiction, and preferred providers for items not offered at the online store at ShopDeMolay.Org.

Be An Advisor Brochure

Demolay.Org/AdvisorBrochure

All of these forms and more can be found at Demolay.Org/Resources/Forms/ .



The following items are required and necessary for start-up and initial operation:

- ◆ Altar Bible (May be purchased from the online store at DeMolay.Org/AltarBible)
- ◆ School Books (Any stack of books will suffice. Golden cord obtained at any craft store works well wrapped around the books. Material or manner is not prescribed but should allow for easy carrying.)
- ◆ Crown of Youth (May be purchased through the online store at DeMolay.Org/CrownOfYouth)
- ◆ Crown of Youth Jewels (For purchase, contact DeMolay International directly at 1-800-DEMOLAY)
- ◆ Nation's Flag



The following items are also necessary but a new chapter may operate in their absence until items can be obtained:

- ◆ Seven Candlesticks (There is no universal pattern for these. Any size will suffice. They should stand about chest level, on stands/pillars (wood/metal etc.). Candles can be electric, are the safest to use and last much longer without replacement. Do inquire of your lodge or meeting place as to rules and policies of open flame apparatus before choosing open flame candles. Insurance may preclude their usage.)
- ◆ Gavel

Other optional items include:

- ◆ Dress Officer Robes (Contact your EO to see if there are robes available in the jurisdiction. While robes are optional, they

are encouraged, as they add an element of group cohesiveness, and a unique public identity. Robes also serve to connect chapters with the history of DeMolay.)

- ◆ Altar Cloth (Contact your EO to see if there is an older altar cloth not being utilized before attempting to purchase. In the interim, any nice white cloth will suffice.)
- ◆ DeMolay Degree Costumes
- ◆ Ballot Box
- ◆ Marshal's Baton
- ◆ Chapter Banner
- ◆ Copies of Ritual (May be purchased through the online store at: DeMolay.Org/RitualBook and an electronic copy may be accessed through the DeMolay app which is downloadable to your device from Google Play or the iTunes/App store.)
- ◆ Copies of the Monitor of Ceremonies (available as a .pdf online at DeMolay.Org/MonitorOfCeremonies)



Membership

Step Seven toward instituting a new chapter is gaining members to meet the membership requirements to receive a charter. The minimum number of members for the establishment of a new chapter is 15.

DeMolay Candidates must fill out an Application for Membership (petition) and the Advisory Council must vote on the membership applications, following the procedure outlined by the EO.

Detailed information on how to run a membership recruitment drive is available from your EO; the following is a short outline of the process through Installation of Officers.

1. CONTACT INFORMATION.

- ◆ Obtain names and contact information for prospective members.
- ◆ Recommendations may be sought from:
 - ⇒ Local Masonic Bodies
 - ⇒ Start-Up Advisors/Members/Prospective Members
 - ⇒ School lists (where available by jurisdiction.)

2. CALENDAR PLANNING.

- ◆ Schedule and plan Prospect Event. This event should be informational and should



also provide prospects an opportunity for developing friendships.

- ◆ Schedule and plan Follow-Up Fun Event. This event should foster inclusion and develop friendships.
- ◆ Schedule and plan Induction/Initiation Ceremony, noting any formal or informal meetings between Prospect Event and Initiation Ceremony to which prospective members should be invited.

New members should be provided with an induction/initiation which is serious, and befitting the importance and gravity of the occasion. This ceremony can be arranged for conferral at your chapter's meeting location, or

you can arrange to take the candidates to another chapter's ceremony. Jurisdictional Officers may also be available to assist you with the ceremonies. It is recommended that you coordinate the initial Initiation Ceremony with your EO.



3. INVITATIONS.

- ◆ Invite prospects and parents to a prospect/informational party/fun event.
- ◆ Follow up prior to event with personal contact via phone or best available method to provide a contact point for questions.

4. PROSPECT EVENT.

- ◆ Conduct prospect event, including time for completing applications for membership.
- ◆ Convey information on follow-up events and ceremonies. If informal chapter meetings are scheduled within this time frame, prospective members and families may be included.

5. COMMUNICATION.

- ◆ Contact prospective members personally to encourage their attendance at the

subsequent events. This should be done by currently active chapter members when possible. Parents may be contacted separately by advisors for the same purpose.

6. INCLUSION.

- ◆ Conduct planned fun events and (optional) informal meetings and include prospective members and families in those activities.

7. INDUCTION/INITIATORY DEGREE

- ◆ Conduct Induction/Initiation Ceremony. (This process of step 1 through initiation may be repeated multiple times to gain sufficient membership.)



It is recommended that chapters incorporate a fun, social element to the events surrounding initiation. Special care should be made to give new members the opportunity to talk with and come to know their DeMolay brothers. Activities such as lock-ins, video game tournaments, board game marathons, bowling, batting cages, Frisbee football, skating, laser

tag, etc. have been utilized, but it may be as simple and informal as sharing a meal in fellowship. Current chapter members should be involved in the planning and execution of the social event, and it should reflect the values and interests of the chapter.



Initiation should not be undertaken without careful consideration of the orientation process to follow and the opportunity for new members to form bonds with their DeMolay brothers.

Contact information and chapter communication methods should be shared with new members and their families at the Initiation Ceremony event, so that they may be immediately included in subsequent chapter communications.

Current members (if available) should be assigned a mentor role with newly inducted members with the responsibility of fostering communication and inclusion. Advisors take on this role for the first initiation group to become chapter members.

8. ORIENTATION.

A well-thought out program of familiarizing new members with the procedures and traditions of DeMolay must be carried out during and soon after the Initiation Ceremony.

With the first Initiation of new members, the chapter may begin to conduct formal meetings, and officer assignments will need to be considered.

9. ELECTION/SELECTION OF OFFICERS.

DeMolay requires that members return their obligation to participate in the voting process, but for new chapters this requirement is waived to allow for member involvement in the election process of the new chapter officers. Chapter members should be able to indicate interest in the appointed offices they wish to hold., and Advisory Council makes all final decisions. This process differs from the normal election and selection processes of an established DeMolay chapter.

10. INSTALLATION OF OFFICERS.

Officers should be installed at a public ceremony. Contact your EO for assistance with an Installation Team. Invite Masonic bodies, friends and relatives to view and participate in the ceremony. Well executed installation ceremonies often serve as excellent events for prospective members to attend.

When the chapter has attained the required 15 members., it will be time to begin the process of instituting the chapter.

Instituting the New Chapter

(Becoming Official; Receiving the Charter)



Step Eight is the final step in the process of starting a new DeMolay chapter. With the membership requirement attained, it is time to apply for a Charter. In your Letters Temporary Start-Up Kit, you will find a Chapter Institution Form. Fill out this document and submit it to your EO. The EO will sign the form and forward it to DeMolay International. Once received, the "Temporary" chapter status gets updated to "Active" in eScribe, and the chapter has been officially instituted. Ceremonial recognition of the accomplishment is subject to the customs of the jurisdiction and at the discretion of the EO.

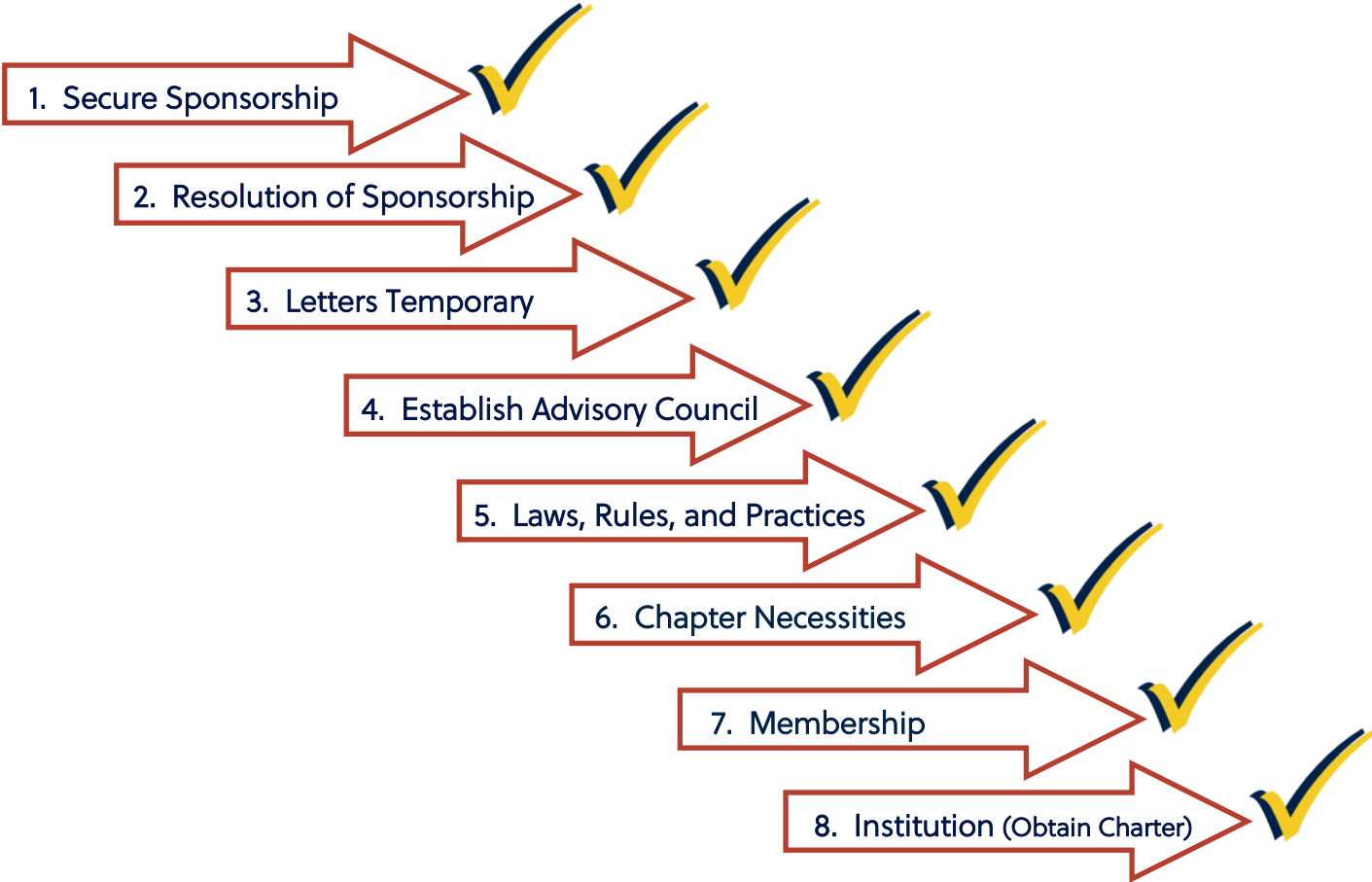
Congratulations on the successful institution of a new DeMolay chapter!

Will I automatically receive a formal presentation charter? No, not automatically. In fact, there isn't a requirement to get one, but it is an amazing keepsake for the chapter which will last for decades, and honor the origins of the chapter and the founding members who helped bring the chapter into existence. A formal presentation charter must be ordered separately. The order form is entitled "Standard Charter Order Form" and it is included in the Letters Temporary Start-Up Kit binder. It can also be downloaded from the DeMolay International website at:

DeMolay.Org/CharterOrderForm.

Charters are produced by a hand calligrapher and require a fee. Since these are done by hand, it is absolutely critical to make sure names are all spelled correctly and you haven't left anyone out (advisors and members). If there are mistakes, a new one will need to be re-ordered and additional costs will be incurred.

SUCCESS!



Congratulations!



The institution of a new DeMolay chapter is a challenging task, and the eight steps outlined in this guide will help you and your team of dedicated volunteers achieve success! Your hard work is an invaluable contribution to ensuring the longevity of our fine organization, and providing countless young men the opportunity to become a DeMolay. Never has such effort been so rewarding, as in the mentorship and leadership of future generations. DeMolay International thanks you for your contributions, and welcomes you to the greatest youth organization in the world!

"The specific [purpose] of DeMolay [is] the building of better sons, and in turn, better men and better leaders, which will lead to a better world tomorrow."

-Dad Frank S. Land