

Massachusetts DeMolay

Chapter of the Year Program

How to compete:

The instructions are simple. To compete for the title of Massachusetts DeMolay Chapter of the Year, your Chapter must:

- Submit your Chapters Annual Report via escribe on time.
- Submit all ACR's via escribe on time.
- Submit Chapter Form 11 within 10 days of each installation.
- Attend Conclave at the end of the year
- Select an advisor to be in charge of submitting The COTY form each month and being the point of contact for the Massachusetts DeMolay COTY advisor(s).
- Complete Monthly COTY forms within 30 days of the end of each month with the exception of August and September which may be combined and reported by October 30th as well as June and July which must be submitted by July 31st so that the scores can be tallied for Conclave
 - Example: The form for February would be due by March 30th

Ways to Earn Points:

Chapters can earn points in any of the following categories for anything listed below that is reported on time using the Chapter of the Year Form.

Advisory Council

- Monthly Advisory Council Meeting

- New Advisors who completes the online advisors training program, submits a new advisor form, and is approved
- Chapter represented at the annual local or regional advisor conference

Awards

- Founder's Membership Award
- Blue Honor Key
- Leadership Correspondence Course
- Representative DeMolay
- PMC-MSA for either applying for or for receiving the award

Chapter Activity

- **Civic Service Project:** A project where the chapter receives no financial compensation for assisting others in their community. Examples include, but are not limited to: mowing grass, cleaning parks, washing police cars, and volunteering at a soup kitchen
- **Fund-Raising Events:** An event where the chapter raises funds for the chapter.
- **Athletic Activity:** Any chapter activity such as bowling, volleyball, miniature golf etc.
- **Masonic Service Project:** A project assisting one of the Masonic Bodies without financial compensation for the chapter. Examples include, but are not limited to: dinner service, cleaning lodge building, assisting in Masonic Lodge's Service Project
- **Visitation:** Visits to other DeMolay Chapters
- **Prospect Event:** An event that the chapter holds to try and bring in new members.
- **Social Activity:** This is any planned activity that is not a public event such as an installation, but does not fall under another category

****All activities must have at least 3 Chapter Members and 2 Advisors Present. Exceptions can be made for chapters with less than 3 regularly active members at the discretion of The Massachusetts DeMolay COTY Program Advisor(s) ****

Membership:

- A prospect attends an event
 - A Prospect is defined as “a young man between the ages of 11 years and 20 years”. Prospects can only be counted once per year.
- A new member is initiated and the Form 10 is filed within 10 days
- The Chapters overall membership growth since the previous year’s conclave.
 - This number is based on the total members the chapter has on the books and is a percentage.

Obligatory Days:

- Observance of an Obligatory Day
 - **Educational Day:** Observed any day that is convenient for the chapter
 - **Frank S. Land Memorial Day:** Observed on or near November 8th
 - **Day of Comfort:** Observed in November or December
 - **Patriot’s Day:** Observed in February or April
 - **Devotional Day:** Observed on a Sunday near March 16
 - **Parent’s Day:** Observed in either May or June
 - **Government Day:** Observed during the month of July

Public Ceremonies:

- Hold a Public Installation
- Hold a Majority Service, Flower Talk or Ceremony of Light

Ritual:

- Hold a ritual practice
- Hold an Initiatory Degree or DeMolay Degree. The degree can be performed with or without a candidate.
- Have a member of your chapter take part in a degree or installation at your chapter and perform the ritual for that position proficiently:
 - The parts that can receive points for the Initiatory degree include:
 - Master Councilor
 - Marshal
 - Senior Councilor
 - Junior Councilor
 - Senior Deacon
 - Preceptors
 - Senior Steward
 - Junior Steward
 - The parts that can receive points for the DeMolay Degree include:
 - Jacques DeMolay
 - Master Inquisitor
 - Senior Inquisitor
 - Junior Inquisitor
 - Geoffrey de Charney
 - Lord Constable
 - Marshal of the Commission
 - Senior Guard
 - Orator
 - The parts that can receive points for an Installation include:

- Installing Officer
- Installing Senior Councilor
- Installing Junior Councilor
- Installing Marshall
- Installing Chaplain
- Installing Senior Deacon

Social Media:

- Social Media post on Facebook or Twitter about an upcoming event
- Press Release for a Chapter event
- Monthly Newsletter

State Events:

- Chapter attendance with 3 members and 2 advisors
- Points will be awarded to Chapters for 1st, 2nd & 3rd place at State Competitions such as Dodgeball, Candlepin Bowling & 10 Pin Bowling

****Point values are not listed as they vary depending on different factors, such as, attendance, chapter size, distance traveled, and other circumstances****

**The final submissions for the year must be
completed by
July 31st!**

Additional points will be available at Conclave and do not need to be reported using the Chapter of the Year Form. They include, but are not limited to:

- Ritual Competition Winner
- Athletic Competitions: 1st, 2nd & 3rd
- Easter Eggs: Points may be awarded for secret handshake winner, trivia winners and more during Conclave.

Tips and Tricks:

- Shortly after Conclave each year, select a COTY Advisor to be responsible for documenting the Chapter's Progress and submitting the forms each month as well as being a point of contact for Massachusetts DeMolay's COTY advisors.
- Review the qualification requirements and the questions on the questionnaire. Address as many as possible in the creation of the term plans of the Master Councilors.
- **Do not procrastinate!** Many of the questions can be completed throughout the year, so don't wait until the last second to try to pull things together.
- Try not to double your work. If you compete in State Officer contests pertaining to publications, DeMolay week, obligatory days, visitations, etc., make sure that you make copies before you send them in for the State Officer contest.