



Youth Protection and Risk Management Program

DeMolay's goal is to help young men grow and prosper through their teen years so that they may develop into successful and responsible adults. DeMolay members experience a wide variety of activities while they learn leadership, responsibility, civic awareness and important life-skills. In order to be successful, DeMolay leaders must provide an environment that is safe and supportive; filled with quality role models and positive experiences.

Youth protection is of paramount importance to DeMolay. Recognizing that this commitment requires sustained vigilance, DeMolay has continued to develop and enhance its efforts to protect youth, regularly consulting with experts from law enforcement, child safety, psychology, and other disciplines to ensure its efforts consistently evolve along with the ever-changing awareness of the dangers and challenges facing youth.

DeMolay has partnered with the Boy Scouts of America to produce a DVD to enhance our Youth Protection Program. It is broken down into two modules. "***A Time To Tell***" is for audiences 14 years of age and younger and "***Personal Safety Awareness***" is for audiences 15 years of age and older. The modules portray the three R's of Youth Protection that we want all of our members to learn:

- **Recognize** situations that place youth at risk of being molested, how child molesters operate and that anyone could be a molester.
- **Resist** unwanted and inappropriate attention. Resistance will stop most attempts at molestation.
- **Report** attempted or actual molestation to a parent or other trusted adult. This prevents further abuse and helps protect other children.

The two distinct Youth Protection Programs for viewing and discussion by participants can be accessed via eScribe under Resources/Videos/DeMolay Youth Protection. These programs are not intended to be completed in a single session with members. Neither is the video portion of the program intended to be viewed without discussion. Each is designed to be a unique 30-minute topic. Participants will get the greatest benefit from the content of this program when one situation at a time is viewed and discussed, with additional material being saved for later sessions. Copies of the youth protection "Discussion Guides" can be found on the MA DeMolay website (www.MADeMolay.org) under Members Area/Resources (Downloads) Page/Guidance and Other Miscellaneous Documents.

Chapters should present the Youth Protection Video to each of the two DeMolay age groups at least twice annually and provide a written statement of compliance each year as part of their mandatory Annual Report to DeMolay International via eScribe.

Chapters should also document the specific video Chapter(s) presented; attendance of those present (DeMolays, Advisors, and guests); and date that the video was shown

A similar Youth Protection Program and video developed by the Boy Scouts of America entitled “***It Happened to Me***” is available for members of the Squires Program. The intent of the video is to develop communication between parent and child about personal safety decisions made by the child—but with help from parents or other trusted adults. The core message for children is contained within the “Four Rules of Personal Safety,” presented in the video.

- 1) Check first with a parent or other trusted adult before I change plans, go anywhere, or accept anything from anyone.
- 2) Go with a friend to be safer and to have more fun. For Cub Scouts, the friend should be a parent, other trusted adult, or older child approved by the parents.
- 3) It is my body and I have the right to say no to anyone who tries to touch me in places covered by my swimming suit or to do things that I think are wrong.
- 4) Tell a trusted adult anytime I am hurt, scared, or made to feel uncomfortable.

While these rules are specifically intended to protect children from sexual abuse, the advice to seek help from trusted adults is applicable to many problems that children confront. This video should be shown once a year. In doing so, the Squire Manor must send a letter to the parents making them aware of the viewing of this video. Parents are strongly encouraged to be present during the viewing of the video. If a parent is not present, then a waiver form must be filled out, explaining that the Squire has permission to view the video.

➤ [Squires Youth Protection Video](#)

DeMolay takes a multi-layered approach to youth protection: local selection of adult volunteers with the support of the national organization; education and training, and clear policies such as no "one on one" activities and immediate reporting of any concerns.

I. Purpose

DeMolay is committed to ensuring the safety and security of DeMolay youth participants through dedicated youth protection practices and a strong youth protection policy. DeMolay’s commitment to the protection of youth helps ensure a safe and positive place for DeMolay members to learn, grow, and become the best possible leaders. DeMolay’s goals for its youth protection program include:

- Providing a safe and positive environment for youth participants and other DeMolay participants and stakeholders
- Instilling confidence in DeMolay parents, advisors, volunteers, youth, and the community that DeMolay is a safe and protective environment
- Educating and providing resources about strong youth protection practices

II. Program Objectives

1. Provide a healthy environment for youth and eliminate any incidences of child abuse in DeMolay.
2. Demonstrate DeMolay's resolve to protect the rights of young people to live and mature normally in a nurturing environment.
3. Encourage DeMolay members and adults to report any situations that might result in child abuse.
4. Ensure that only appropriate adults are involved in the organization.
5. Ensure that DeMolay members model appropriate behavior and encourage them to seek help when needed.
6. Reinforce and strengthen the Youth Protection Program in all jurisdictions and chapters.
7. Maintain the reputation of DeMolay and retain community support.
8. Identify organizations and agencies that can provide publications, materials and/or services to DeMolay members or adults.
9. Serve as a model among youth-serving organizations for youth protection efforts.
10. Contribute to a nationwide network of adults who are concerned about youth protection issues.

III. Guidelines and Policies

1. *Parental Involvement*

Parents should be notified of all official DeMolay activities. These communications may be verbal, in writing, via phone, email or other electronic means. Communications should always include the date, location, beginning and ending times for the activity, and contact information for the DeMolay advisors or volunteers who will be in attendance. Parents are always welcome and encouraged to participate in DeMolay activities.

2. *Visual Access*

Advisor and adult volunteers should avoid being isolated with individual DeMolay youth. If a conversation between an adult and a DeMolay youth needs to be held in confidence, the adult should select an area where the conversation cannot be overheard, but is in the visual range of others, such as an outdoor clearing, or a windowed room with an open door. Rooms with closed doors, closed tents, motor homes, vehicles or other secluded locations where there is no visual access to others should be avoided.

3. *Two-Deep Leadership*

At least two DeMolay advisors or volunteers must be in attendance on all DeMolay trips, outings and chapter activities.

4. *Rule of Four*

For all DeMolay programs and activities, no fewer than four individuals (at least two adults) should be in attendance. The purpose of this rule is to ensure that in the situation where an incident occurs, one party can stay with the injured party while the other two go for help.

5. *Advisor to Youth Ratio*

At least two DeMolay advisors or volunteers must be in attendance at all DeMolay programs and activities. For groups of 10 or fewer DeMolay youth, two advisors or volunteers are required. For groups of greater than 10, one additional advisor or volunteer is required for every 10 additional youth.

6. *No Unauthorized Ceremonies or Organizations*

Only ceremonies published in the DeMolay Ritual, or the Monitor of Ceremonies, or those approved in writing and in advance by the Executive Officer, may be performed. "Secret" activities, unofficial organizations and unsanctioned ceremonies outside of DeMolay are not authorized by DeMolay International and are not permitted as part of any DeMolay activity.

7. *Hazing and Bullying are Not Permitted*

Any intentionally harmful behavior directed toward a specific youth or group of youth meant to cause physical danger, intimidate, cause emotional or psychological harm or discomfort, or cause isolation, humiliation or ridicule is prohibited, whether by DeMolay advisors or adult volunteers, or by DeMolay youth. This includes forced consumption or use of any substance, physical force or brutality in any form, confinement, exposure to the elements, sleep deprivation, online humiliation and any other activity that is not consistent with the authorized activities and principles of DeMolay.

8. *Respect of Privacy*

Adult volunteers must respect the privacy of DeMolay members in situations such as changing clothes or taking showers and intrude only to the extent that health and safety requires. Adult volunteers must also protect their own privacy in similar situations. Adult volunteers must always change clothes and shower separately from DeMolay members.

9. *Separate accommodations*

Adults must sleep in separate quarters from youth except in extreme emergencies when the health or well-being of the DeMolay may be at risk. Do not house DeMolay members with adult volunteers (other than their own parents) or house younger DeMolay members with significantly older DeMolay members. Always attempt to house youth members with other youth of the same or similar age.

10. *Drugs and alcohol*

The use or possession of mind-altering substances, including alcohol or illegal drugs, or the abuse of over-the-counter or prescription drugs, or any other substance for non-medicinal purposes by DeMolay advisors or adult volunteers, or by DeMolay youth is prohibited during DeMolay activities. Additionally, energy drinks containing stimulants such as caffeine, ginseng, and guarana are prohibited at DeMolay activities due to potential adverse medical consequences.

11. *Illicit media*

Sexually oriented videos, magazines, photographs, games or other media are not permitted as part of any DeMolay activity.

12. *Physical violence or contact*

- Slapping, spanking, corporal punishment and similar behaviors, or the possession of weapons at DeMolay activities by DeMolay advisors or adult volunteers or by DeMolay youth is prohibited.
- Adults will avoid unnecessary physical contact with DeMolay members, such as (but not limited to) placing hands on legs, tickling, wrestling, and patting backsides/buttocks.
- Touching or exposure of an area typically covered by a bathing suit, by advisors or adult volunteers or by DeMolay youth is prohibited. This includes patting another person's buttocks, skinny dipping, or "mooning" others.

13. *Blindfolding*

Hoodwinks or blindfolds are prohibited in all DeMolay ceremonies.

14. *Proper attire required*

Adults must not permit activities involving group nudity, such as "skinny dipping", or public exposure, such as "mooning", etc.

Activities of organizations such as Squires, the Court of Chevaliers, LOH Preceptories, Representative DeMolay clubs and the like must meet the same standards of conduct as a DeMolay Chapter.

IV. Activities Requiring Special Approval or Consideration

1. *Photography & Videography*

DeMolay advisors and adult volunteers are prohibited from taking photographs or videos of DeMolay youth for personal use or for posting on personal social media sites. Photographs and videos of DeMolay activities must be representative of the values of the organization and should not be taken or published without the written permission of the DeMolay youth pictured, or the permission of their parents if they are minors (*see Appendix for sample Photo Release Form*),

2. *Activities in Private Homes*

Activities involving DeMolay advisors or adult volunteers and DeMolay youth in private homes should not be conducted without the prior approval of the chapter's Advisory Council and notice and written permission from all parents or legal guardians. During these activities, all DeMolay youth protection provisions, including two-deep leadership, must be followed.

3. *Overnight Trips or Activities*

Any overnight trips or activities require written approval from each DeMolay youth's parent or legal guardian and can never be held in the residence of a DeMolay advisor or adult volunteer.

DeMolay advisors and adult volunteers may never stay in rooms with youth who are not their children.

4. *Transportation*

In most situations, DeMolay youth are responsible for arranging for their own transportation to and from DeMolay activities. However, in some situations, a DeMolay adult volunteer may provide transportation for DeMolay youth. In these situations, an adult volunteer may drive a few DeMolay

youth home. When the second-to-last DeMolay youth has been dropped off, the last youth should call his parents or legal guardians to notify them of his expected arrival time.

5. *Discipline*

Discipline used in DeMolay should be constructive and reflect DeMolay's commitment to teach and emulate respect and responsibility. Corporal punishment is never permitted.

6. *Intervention*

When an adult observes another adult volunteer or significantly older DeMolay relate to an active DeMolay in a manner that is not clearly objectionable, but possibly may be misconstrued as abuse or harassment, he or she should respectfully warn the observed person to avoid conduct that may be misunderstood and should then alert the Advisory Council Chairman of the occurrence.

7. *Co-ed activities*

Co-educational activities require adult volunteers of both sexes, separate accommodations for male and female participants, and guidelines that clarify standards of conduct.

V. Reporting

If a DeMolay member or youth involved in a DeMolay activity complains or comments about an experience he or she has had with an adult that may suggest or infer physical abuse, sexual molestation, or any other type of inappropriate activity, the youth should be taken seriously. Adult volunteers should remember that the youth is not likely to articulate his or her concern in an adult manner. It may take the form of declining to associate with a particular adult for no apparent reason or abruptly leaving the activity. If anyone has any reason to suspect, or directly knows that an abuse occurred, it should be immediately reported to the Advisory Council Chairman. He, in turn, will notify the Executive Officer.

1. *Abuse Definition*

DeMolay defines abuse as any action, inaction, or event that endangers or injures the physical, psychological, or emotional well-being of a DeMolay youth.

2. *Disclosed, Suspected or Actual Abuse or Injury*

Any time an incident of abuse or injury is disclosed, alleged or occurs, or if a concern about the potential for abuse or harm arises, the DeMolay advisor or adult volunteer who identified the situation will:

- Call 911 or notify the local child protection agency
- Notify the parents or legal guardians of all youth involved, as directed by the authorities
- **Notify the jurisdiction's Executive Officer within 24 hours, and provide a written report documenting the situation and all factual information and allegations.**

The Executive Officer will:

- Notify DeMolay International and the Advisory Council or Sponsoring Body, as appropriate
- Place the alleged perpetrator, if they are a DeMolay advisor or adult volunteer, on leave from DeMolay programs and activities pending the completion of an investigation
- Notify the appropriate insurance provider

All reported suspicions and incidents will be reviewed by DeMolay to determine whether further action needs to be taken, whether current policies and procedures need to be revised to prevent similar

future occurrences, and whether additional training or learning opportunities could prevent or reduce the likelihood of similar incidents in the future.

3. *Additional Resources*

In some instances, DeMolay advisors or adult volunteers may hesitate to make a report because they feel that they lack sufficient information, or they do not fully understand the situation. It is important to remember that making a report only requires suspicion, and not proof. For guidance about making a report and what to expect, DeMolay advisors and adult volunteers may choose to reach out to an external hotline for confidential guidance, such as the *Child help* hotline at (800) 422-4453.

VI. **Advisor Selection Process**

The key to the success of any youth program is the quality of its adult leadership, and DeMolay is no exception.

- An adult volunteer is any adult who is involved in DeMolay activities in any meaningful way, whether assisting, teaching, coaching, transporting, or providing assistance to a DeMolay Chapter under the supervision of a registered advisor.
- An advisor is special type of adult volunteer who has received DAD Training and is registered through DeMolay International. Only advisors are approved to supervise DeMolay members at DeMolay activities.

DeMolay's screening process is designed to maintain the high quality of our adult volunteer leaders and to eliminate applicants who do not meet our leadership standards. The primary purpose of our screening process is to improve the safety of our youth members.

1. *Application Process* (<https://demolay.org/front-page/be-a-demolay-volunteer/>)

To become a DeMolay Advisor, each applicant is subject to a rigorous screening process that requires a background check to ensure that each advisor is suitable to be working with youth. The applicant must first register as a new Advisor online via <https://escribe.demolay.org/signup> . Once registered, you will be tasked to go through online DeMolay Advisor Training. This program reviews procedures and policies that highlight the value of risk management and make DeMolay a safe and empowering environment for young men.

All applicants for DeMolay advisor or adult volunteer positions must then complete and submit an on-line written application and registration form, which must be submitted to the Executive Officer and DeMolay International headquarters. All applicants must provide references, including contact information for any DeMolay chapters with which the applicant was previously associated. Additionally, each applicant must grant DeMolay permission to conduct a criminal history background check and pay any cost associated with the background check.

2. *Training and Education*

All applicants must complete the Adult Worker Training Program as well as any other continuing education required by the Executive Officer or DeMolay International.

3. *Criminal History Background Check*

DeMolay requires that all adult volunteers are background screened in four criteria

- 1) The National Sex Offender coordinated by the United States Department of Justice

- 2) A Criminal (Felony/Misdemeanor) Check
- 3) A Social Security Trace
- 4) Motor Vehicle Registration Check

DeMolay does not allow any individual to volunteer if they have been convicted of a Class A/First Degree Felony; are listed as an offender in the National Sex Offender Registry; or are fraudulent in their application for volunteering.

DeMolay applicants and volunteers are subject to a criminal history background check when they begin working with DeMolay, and periodically thereafter. Any current employee or volunteer must self-disclose convictions that occur during their service to DeMolay no later than three business days of the conviction. DeMolay requires criminal history background checks between each individual's fourth and fifth year of service at DeMolay. Additionally, DeMolay will run approximately 50 random criminal history background checks per year.

4. *Advisor Selection Criteria*

Applicants for advisor or adult volunteer positions will be evaluated based upon the following criteria:

- An applicant must truthfully and accurately complete the advisor selection process required by DeMolay International.
- An individual who has a history of sexual crimes, child abuse, sexual molestation of children, or convictions for any crime in which children were involved is disqualified from working with DeMolay in any way.
- An individual who has pending charges against him/her involving children is disqualified from working with DeMolay in any way.
- An individual who has a history of violence or sexually exploitive behavior is disqualified from working with DeMolay in any way.
- An individual who was terminated from a paid or volunteer position due to misconduct with a child is disqualified from working with DeMolay in any way.

The conviction for a crime unrelated to the applicant's responsibilities for DeMolay will not automatically result in disqualification from service as a DeMolay advisor or adult volunteer and is ultimately at the discretion of the Executive Officer, who may consider other factors when evaluating criminal history records. The totality of the record, including the recency of the offense, the completeness of the available information, and the nature of the offense, will be considered when determining whether an applicant should be disqualified. *Any decision regarding applicants or volunteers deemed ineligible for positions at DeMolay will be documented and kept on record.*

5. *DeMolay Advisor Status*

Applicants cannot serve as DeMolay advisors, or volunteer in DeMolay programs or activities until they have undergone all the above listed processes and have received an acceptance letter and advisor card from DeMolay International.

6. *Annual Renewal Criteria*

DeMolay requires each adult worker, or volunteer who is an advisor, to renew his or her registration materials annually in order to qualify for reappointment to service in succeeding years. Reappointment is not automatic and is at the discretion of the Executive Officer. Both periodic and random background checks are performed on each adult worker by DeMolay International. With this system, it is possible that one adult could be checked every year, after the initial screening is conducted. Any adult worker accused of a crime of violence, molestation, harassment, exploitation, physical, emotional or sexual abuse, or any other crime against children will be immediately removed from service as a certified adult worker.

INSURANCE AND RISK MANAGEMENT

INSURANCE

DeMolay 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 section is not to describe in detail all aspects of the insurance coverage, rather, to provide you with a general understanding of the type of insurance that is purchased. Specific questions about the type or extent of insurance coverage should be directed to the Executive Officer or the DeMolay Service and Leadership Center.

- DeMolay International does not insure the property of any jurisdiction or individual chapters including chapter equipment, lodges, or chapter meeting places.
- DeMolay provides only limited medical insurance for its members. The member and his parents' insurance is always expected to cover the loss.
- 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).
- DeMolay insurance applies only to liabilities incurred in connection with DeMolay events. The importance of recognizing a DeMolay event is simply to ensure that our insurance carrier is satisfied that any incident involving DeMolays, Advisors or adult volunteers was in conjunction with a DeMolay event. Therefore, it is essential that every event be reflected in the minutes of the chapter/Advisory Council and is documented as far as beginning and ending time and participants.

The insurance purchased by DeMolay is subject to a deductible. 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.

- ❖ Chapters should complete a "Certificate of Insurance Request" (<https://demolay.org/certificate-of-insurance-request>) and forward it through the Executive Officer to DeMolay International.

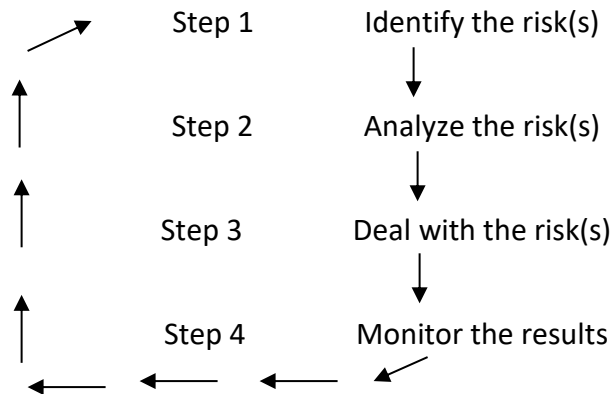
INSURANCE COVERAGE

- ❖ Only general liability insurance is provided as part of the DeMolay insurance coverage. Even with limited coverage from DeMolay, volunteers, and members still could be named in a lawsuit. DeMolay International recommends all volunteers speak with their insurance agent/broker about adding a Personal Umbrella Policy to his/her Homeowners or Renters insurance.
- ❖ DeMolay policies do not cover automobile accident damage. No one should drive if they do not have insurance. DeMolay does not have an official age restriction for drivers but recognizes that Executive Officers or other volunteers within a jurisdiction may set a stricter policy regarding the age of drivers for DeMolay Activities.

RISK MANAGEMENT

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.

The Risk Management Process



RECOMMENDATIONS 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 and advisory council 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 a Release and Consent form (as appropriate)** 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 registration form and updated credentials as documented in the DeMolay International eScribe database.*** 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.

INCIDENTS & REPORTING PROCEDURES

Even with a good risk management program, accidents do occur. Once an accident occurs, there are several steps that should immediately be followed. They are as follows:

- A. 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.
- B. 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.
- C. 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.
 - a. WHEN did the occurrence happen?
 - b. WHERE did the occurrence happen?
 - c. WHAT HAPPENED: Property Damage? Injury to a person?
 - 1) WHO was involved? Us? Them?
 - 2) LAW ENFORCEMENT CALLED? If so, Who?
 - 3) Include photos

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. Please complete an incident report form (Attached) 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.

- D. 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.

- E. Reportable occurrence. Any event where there is potential bodily injury or property damage exceeding \$100.00 must be reported.

Reporting Procedure

- 1) 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.
- 2) Advisory Council Chairman or Chapter DAD. Report to your Executive Officer.
- 3) Executive Officers. Report to the DeMolay International Service and Leadership Center.
- 4) DeMolay International Service and Leadership Center. Report to the proper party representing our national liability insurance policy.
- 5) 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.
- 6) 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 Deputy Executive Officer. 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.

- 7) 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.
 - 8) 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.
- F. 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 or the Executive Officer. This includes a copy of any insurance reports or notices that you receive.
- G. 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.
- H. 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.

Attachments (sample letters/forms)

- Letter to parents regarding presentation of youth protection video
- Photo Release Form
- Incident Report Form
- Release Consent Form



Date _____

Dear Parents,

DeMolay's goal is to help young men grow and prosper through their teen years, so that they may develop into successful and responsible adults. DeMolay members experience a wide variety of activities while they learn leadership, responsibility, civic awareness and important life skills. In order to be successful, DeMolay leaders must provide an environment that is safe and supportive...filled with quality role models and positive experiences.

DeMolay International has a history of being proactive in its youth protection program. DeMolay has partnered with the Boy Scouts of America to come out with a new DVD to enhance our Youth Protection Program. It is broken down into two modules. "A Time To Tell" is for audiences 14 years of age and younger and "Personal Safety Awareness" is for audiences 15 years of age and older. The modules portray the three R's of Youth Protection that we want all of our members to learn:

Recognize situations that place youth at risk of being molested, how child molesters operate and that anyone could be a molester.

Resist unwanted and inappropriate attention. Resistance will stop most attempts at molestation.

Report attempted or actual molestation to a parent or other trusted adult. This prevents further abuse and helps protect other children.

We would like to invite you to attend the presentation of this program with your son. It will be shown after our chapter meeting on (date). If you choose to not have your child view this material, please contact either the Chapter Advisor (name) at (telephone number) or myself at (telephone number).

Sincerely,

NAME
Advisory Council Chairman
CHAPTER NAME



Photo Release Form for Minors (if under 18)

DeMolay (d/b/a Massachusetts DeMolay and/or DeMolay International) has my permission to use my or my child's photograph publicly to promote the organization. I understand that the images may be used in print publications, online publications, presentations, websites, and social media all in accordance with the Youth Protection Policy of the organization.

I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Parent/Guardian's signature: _____ Date _____

Parent/Guardian's Name (print): _____ Phone No. _____

Child's Name (print): _____

Photo Release Form for Adults

DeMolay (d/b/a Massachusetts DeMolay and/or DeMolay International) has my permission to use my photograph publicly to promote the organization. I understand that the images may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Signature: _____ Date _____

Print Name: _____ Phone No. _____

Massachusetts DeMolay

INCIDENT REPORT FORM

This form should be completed all injuries, accidents, or other significant incidents at MA DeMolay Sponsored events. Any injury requiring medical attention should ALWAYS be reported. Local Chapters may use this form or one of their own design. Please be as detailed and complete as possible in filling in this form. A copy of this form should be submitted to Massachusetts DeMolay, and one kept for your Chapter's records.

Date of Incident _____ Time of Incident _____ Event _____

Location of Incident _____

Description of Incident _____

(use additional pages if necessary)

Youth Present

Name	Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Adult Supervision Present

Name	Address	Telephone
_____	_____	_____
_____	_____	_____

Other Witnesses to Incident

Name	Address	Telephone
_____	_____	_____
_____	_____	_____

Disposition *(list treatment or first-aid administered, administrative action taken, referrals for care, etc.)*

REPORTER INFORMATION

Name _____

Address _____

Telephone _____ E-Mail Address _____

Signature _____ Date of Report _____

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 _____ Relationship _____

Address _____

Telephone (Home) _____ (Cell) _____

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): _____ (Cell): _____

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)

Revised February 4, 2019