



Final Letter Guidelines for the Past Master Councilor's Meritorious Service Award

In your final letter please include the following:

- Explain if each of the required types of events were held as scheduled. For each event, include 1-2 sentences indicating what you did best in planning and/or what you would improve if you could plan the event again
- Explain what was done to observe each Obligatory Day.
- Indicate the date of the 3 visitations to other chapters. "DeMolay Visitations" are defined as three (3) or more members and one (1) advisor visiting a stated or called business meeting or chapter installation. *
- Indicate if you met your initial membership goal.
 - If you did, explain any interesting strategies that helped you get new members, so we can share that with the rest of the state.
 - If you did not, explain what activities and plans were in place to help you meet the goal and why you think the goal was not met.
 - Not meeting the membership goal does not mean you are ineligible for the award. Your explanation of your efforts to achieve the goal will be used to determine your eligibility.
- Indicate that you performed the Initiatory degree Master Councilor ritual and the DeMolay degree Fourth Section ritual from memory at least once during your term of office.
 - This does not have to be done in your chapter. You could perform the parts in a degree performed with other chapters, as part of a mock degree for a Masonic body, or as part of a ritual competition, etc.
- Give your overall impression of your term. Was it as successful as you hoped? What did you do well? What could you have done better? What advice would you give your successor?
- The signature or email confirmation of your Chapter Advisor.

The final letter should be submitted to:

Dad Tom Sellers
thomas.sellers@gmail.com

*As amended at Conclave 2011