



AWARDS ADVISOR HANDBOOK

Inspiring DeMolays to Earn Greatness Everyday

New York DeMolay
Updated 10/02/2020

Awards Advisor Handbook

One of the most important skills that we teach our youth is setting goals, working to achieve these goals, and being able to reflect upon the success of achieving goals. DeMolay teaches these skills through a well-rounded awards program that empowers our youth leaders to hone God-given skills, learn new skills, and push their own boundaries.

As an awards advisor you play three different important roles:

- (A) Motivator
- (B) Coach
- (C) Record keeper

To be successful in this role, we have developed this handbook to help you in this process.

Thank you to the Adult Education Task Force for their work on updating this!

“Dad” Mark Alvarado
“Mom” Maura Celentano
“Dad” Bryant Dorney
“Dad” Tom Perry
“Dad” Andrew Roberts

Thank you to Ohio DeMolay Leaders of Excellence for the use of their material in preparing this presentation.

Thank you to “Dad” Seth C. Anthony, Active Member for permission to republish his piece on DeMolay Keys.

This guide is evolving and if you have feedback or suggestions please let us know. We want these guides to be as helpful as possible!

Table of Contents

The Theory Behind DeMolay Awards	3
Sharing DeMolay: Membership Awards	5
Learning Like A DeMolay: The Leadership Correspondence Course	7
Leading Like A DeMolay: The PMC-MSA.....	8
Living Like A DeMolay: The Representative DeMolay.....	12
Living Like A DeMolay: Merit Bars	16
Ritual Points for Ritual Merit Bar	21
Annual Convention DeMolay Awards	23
Annual Convention Chapter Awards.....	23
Medal for Saving a Human Life and Medal of Heroism	24
Hats Off Award, Service Certificates & Chapter Specific Awards.....	25
Awards for Adults.....	26
Honors.....	27
Awards Ceremony.....	28
The Key To What? : A history and overview of Keys!	29
Showing Brotherhood With Awards	31

THE THEORY BEHIND DEMOLAY AWARDS

Everything we do in DeMolay is designed to promote the growth and development of our DeMolay youth leaders. Awards are no different.

It is human nature to desire to achieve to be better than before and to be recognized for success. Perhaps when you were younger you won athletic awards, or were placed on the Dean's List or the Honor Roll, or achieved something that gave you a sense of pride and accomplishment. The DeMolay awards program strives to do just that.

In DeMolay parlance there is a distinct difference between what we call an "honor" and what we call an "award." In the English language, we often treat these words as synonyms, but in DeMolay they have very specific meanings. An award is something that you work towards, has specific requirements and a clear process to earn the award. The way one earns the Representative DeMolay Award is the same from DeMolay to DeMolay. To earn the Lamp of Knowledge you need to complete all five Leadership Correspondence Course classes.

An honor, on the other hand, is something done without your knowledge and the basis for awarding it will differ from person to person. For example, the DeMolay Legion of Honor is awarded for outstanding service to humanity. A person honored with it may be recognized for their work in the field of education, another may be recognized for their service to youth, another may be recognized for what they do for geriatric care, another for helping to make sure all children have a great holiday season. The decision to designate a person to receive an honor is at the sole discretion of DeMolay International. It is important to note that asking for an honor automatically disqualifies you from consideration.

As an awards advisor you should be aware of the various awards provided by DeMolay and seek to encourage each young man to be working towards at least one award so they get the recognition for the work they are doing.

In running a well-organized DeMolay Award program you will enable DeMolays to learn several critical life skills including:

Planning: Each award requires that the DeMolay plan ahead in some way.

Participation: For successful people, life is not a spectator sport. By being involved in the awards program, a young person can see the benefits from engagement.

Perseverance: Each of these awards requires some level of sticking to something. Perhaps the Blue Honor Key requires perseverance to asking friends to join.

Exposure to New Ideas: The Merit Bar program has been credited with helping young people discover a new hobby, a skill set they did not know they had, and forming new friendships.

Self-Direction: For many youth they are used to having parents or teachers keep them on task. Did you do your homework? Did you wash the dishes? Did you brush your teeth? The DeMolay

awards program has a “choose your own adventure” aspect to it that enables a youth to be self-directed and hone those skills which will help them in adulthood.

Fun: The DeMolay Awards program, like everything in DeMolay, is FUN!

This seems like a tall order and New York DeMolay is here to help! In addition, other members of the advisory council are there to help you. So membership awards should be a tag team effort between you and the membership advisor. The PMC-MSA should be a partnership between you and the Chapter Advisor.

DeMolay awards can be categorized into four broad themes:

Sharing DeMolay: Bringing friends in to join DeMolay

Learning as a DeMolay: Using the Leadership Correspondence Course

Leading as a DeMolay: Leading your chapter and community.

Living as a DeMolay: Showcasing the values of DeMolay and improving yourself.

The young men will look to you to play three key roles:

- (A) Motivator
- (B) Coach
- (C) Record keeper

As a motivator, you will be there to help keep the DeMolay engaged. If you’ve ever run a 5K you know that around the fourth kilometer your legs may begin to hurt but there are people cheering you on. You will want to be there to motivate the young men. There is nothing so rewarding like seeing a young person achieve success!

As a coach, you will need to help the DeMolays think through their goals and how the awards work. For example, a young man who is one friend away from a Founder’s Membership Award may need help thinking about where to find the fifth member to earn the Founder’s Membership Award.

Finally, as a record keeper you will need to keep records of which young man won which award, or who qualified for various awards. We have some books and resource guides that will help you in that.

In the next section we are going to overview the most common awards that fall into these categories. If you have questions or concerns please let New York DeMolay know.

SHARING DEMOLAY: MEMBERSHIP AWARDS

Since 1919, DeMolay relies upon its members to grow and shape DeMolay by asking friends to join. We want to recognize those who have taken the time to ask their friends. Below are the awards we bestow on those who share DeMolay.

The #1 Pin: The #1 Pin recognizes a first line signer on a petition.

Strategy: The #1 Pin is a great goal to set for a new member of your chapter. As part of his new member orientation, the subject of asking a friend to join DeMolay should be discussed and the #1 Pin introduced. Sometimes a young man may not know where to start to look for a friend to join. It is helpful to suggest the three (3) character references he provided on his application to join, or to suggest friends from school, their religious group, neighbors, or people from their sports team. Helping the young men to think outside the box will help them e this recognition. It is also helpful to remind the members to invite friends to attend open social events and chapter get to know us nights.



The Ladies' #1 Pin: The Ladies' #1 Pin recognizes a young woman who has shared DeMolay with one of her friends.

Strategy: The #1 Pin is a great goal to set for a new member of your chapter. As part of his new member orientation, the subject of asking a friend to join DeMolay should be discussed and the #1 Pin introduced. Sometimes a young man may not know where to start to look for a friend to join. It is helpful to suggest the three (3) character references he provided on his application to join, or to suggest friends from school, their religious group, neighbors, or people from their sports team. Helping the young men to think outside the box will help them e this recognition. It is also helpful to remind the members to invite friends to attend open social events and chapter get to know us nights.

The Founder's Membership Award: The Founder's Membership Award recognizes a young man who has shared DeMolay with five of his friends.

The Pink Honor Key: The Pink Honor Key recognizes a young woman who has shared DeMolay with five of her friends.

Strategy: The Founder's Membership Award and the Pink Honor Key are a great goal to set for a DeMolay or Sweetheart who has achieved the #1 pin. They have succeeded in sharing DeMolay with one friend, of your chapter, now they need to replicate this four more times. Like with the strategy of the #1 pin, help the young person think outside the box, and people that they may know with whom they can share DeMolay. Research has shown that the sooner that a DeMolay or a sweetheart starts on this goal the faster they will achieve it.



The Blue Honor Key: The Blue Honor Key recognizes a young man who has shared DeMolay with ten of his friends.

Strategy: The Blue Honor Key requires twice the work of the Founder's Membership Award. We want to award more of these, and we know with motivation and working with the young men that we can get them to that point. As a young man ages his social circle also ages and changes. This means that there are more people who he now knows that he can share DeMolay with.

White Honor Key: The White Honor Key has changed over time, in its current incarnation, it is awarded to any active or Senior DeMolay who recruits three new advisors.

Strategy: The most immediate way a young man can earn this, is to have his parents or guardians become an advisor. As an awards advisor you may want to discuss this with his parents or guardians. We do not want to create a situation where the young man asks his parents to become an advisor and the answer is no. This is a relatively

new award and we look forward to DeMolays earning this.



LEARNING LIKE A DEMOLAY: THE LEADERSHIP CORRESPONDENCE COURSE

To provide members, advisors, and friends of DeMolay the opportunity to learn about our history, our tradition, and basic leadership skills, DeMolay offers the Leadership Correspondence Course.

There are five different quizzes on each of these topics. Each quiz features some multiple-choice questions as well as some true/false. After earning an 80% or more on each quiz the DeMolay earns a merit bar. If he completes all five he also earns the Lamp of Knowledge Lapel Pin.

Each chapter that successfully has a member complete the LCC set of quizzes, earns the New York DeMolay Lamp of Knowledge Honor Roll.

Strategies: There are several different ways to encourage members to complete the Leadership Correspondence Course.

Team Approach: Several chapters have LCC nights. The entire chapter sits down together, cracks open the DeMolay Handbook and they tackle the questions together. One brother looks up one answer, another brother looks up another.

Game Show Approach: Several Chapters play “DeMolay Jeopardy” with the LCC. Each question comes from the LCC and by playing the game the young men are certified as having completed the LCC the question came from.

Independent Study: Several chapters do the independent study approach. This involves a DeMolay working on their own. To be successful in this an Awards advisor should make sure the DeMolay has access to a Leader’s Resource Guide and a copy of “Hi Dad!” so they can answer questions. It’s best to stay in touch with the DeMolay and offer help along the way.

Have a Mentor: DeMolays learn best from other DeMolays. Having an older DeMolay mentor the newer DeMolays in earning the Leadership Correspondence Course will help to spur on more participation.



LEADING LIKE A DEMOLAY: THE PMC-MSA

Leadership planning is key to what we do in DeMolay. To encourage effective program planning, DeMolay's founder "Dad" Frank Sherman Land designed the Past Master Councilor's Meritorious Service Award (PMC-MSA).

The Past Master Councilor's Meritorious Service Award is administered by each jurisdiction on behalf of DeMolay International. Applications must be sent to the State Director of the PMC-MSA no later than 10 days after the installation, and a follow up letter must be sent no later than 10 days after the end of the term. It is the responsibility of the young man to make sure that this paperwork is sent out at the correct time. Sample letters for both the PMC-MSA and a term plan template may be found on the New York DeMolay website.

The program requires that the Master Councilor and Chapter plan a term that:

Host the following events:

- (A) Have a social event
- (B) Have a civic service event or project
- (C) Have a Masonic Service Event
- (D) Have an athletic event
- (E) Host a fundraiser that makes at least \$50

In addition, the Master Councilor must memorize his ritual.

The chapter must induct at least six members in his term.

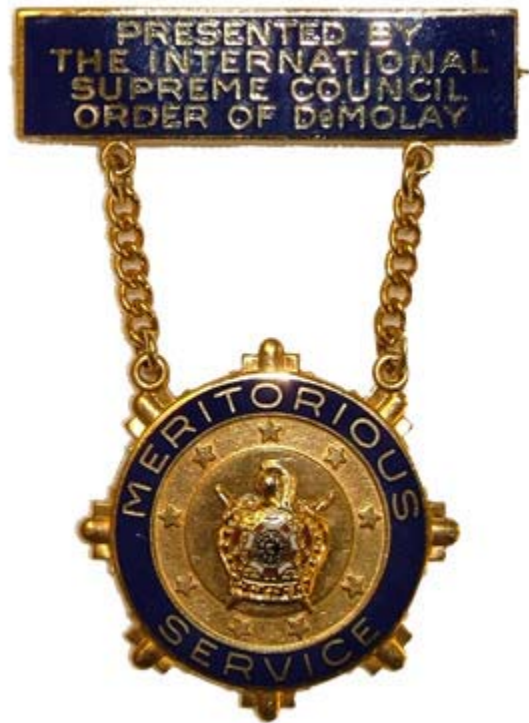
Develop a program to encourage participation.

The Master Councilor must Publish his term plan ahead of the term.

Meet with Chapter Advisor to get letter submission approved.

Send in a letter of intent to the New York DeMolay PMC-MSA Director within ten days of his installation.

Submit a follow up letter ten days after the completion of his term talking about successes and what could have gone better. Again meet with Chapter Advisor to get letter submission approved along with Chapter Advisor letter supporting the Master Councilor's efforts to achieve this award.



All 3 Councilors should play a key role in program planning, acting on suggestions from the members, with the advice and assistance of the Chapter Advisor. Follow these steps for success:

<p>Gather information</p> <p>A. Survey Chapter members</p> <ul style="list-style-type: none"> • What current Chapter programs are popular? • What new activities would members like to try? <p>B. Appoint committees to investigate new activities suggested and make recommendations to the Councilors.</p> <p>C. Check community and school activities for conflicts.</p> <p>D. Make a list of annual and monthly events</p> <ol style="list-style-type: none"> 1. DeMolay International <ol style="list-style-type: none"> a. Activities b. Membership programs c. Obligatory Days <p>Program Planning</p> <p>A. Make up a calendar using the information gathered.</p> <p>B. Analyze your basic program for:</p> <ol style="list-style-type: none"> 1. Placement of dates during the month 2. Variety <ol style="list-style-type: none"> a. In event type b. In age appeal 	<ol style="list-style-type: none"> 2. New York DeMolay <ol style="list-style-type: none"> a. Athletic Events b. State Membership Class c. Convention d. Lead Con e. Other State activities 3. Nation and Community <ol style="list-style-type: none"> a. Holidays b. School breaks c. Anniversary celebrations d. Proms, plays, and other school events 4. Your Chapter <ol style="list-style-type: none"> a. Stated meetings b. Advisory Council meetings c. Councilors' meetings d. Social e. Civic and Masonic Service f. Athletic g. Entertainment h. Fund Raising i. Other events <p>C. Correct any shortcomings</p> <ol style="list-style-type: none"> 1. Be sure of a balanced program 2. Verify you have all activities needed <p style="padding-left: 40px;">to qualify for the PMC-MSA.</p> <p>D. Make your budget in light of the activities planned.</p>
--	--

It's Easy As 1, 2, 3!

1. Initial Letter

Within 10 days of your Installation, you must send a letter to the PMC-MSA Director.

The letter must include:

- A statement of your intent to qualify for the Award.
- A description of your plans for a successful term.
- A statement certifying that you have memorized your portion of the Ritual prior to taking office.
- A copy of your term plan/program, which must be distributed to all members and Advisors prior to your Installation.
- Any additional information you deem important.
- The counter signature of your Chapter Advisor.
- Full contact information where the State Education Advisor can correspond with you regarding your award application.
- Please make sure that you sign your letter.

2. Term Activities

During your term of office, you must meet all of these requirements. Be sure to refer to this list when completing your term plan:

- Confer or see that both degrees are conferred at least once.
- Induct the required number of new members.
- Hold at least one social, civic service, Masonic service, athletic, and fund-raising activity in the Chapter.
- Observe each Obligatory Day falling within the term (see chart on next page).
- Establish a program that increases or maintains a high level of attendance at Chapter meetings.
- See that all Form 10's, reporting new members inducted during your term of office, are submitted to DeMolay International, with payment, within 10 days of induction or obligation.
- See that all of the Chapter's required reports and payments are submitted on time, for due dates falling within your term of office.

3. Final Letter

Within 10 days of your successor's Installation, you must submit a final letter to the State Education Advisor, detailing the success of your term of office. It must include:

- A summary of your term, detailing how you met each of the requirements in item 2, above.
- An analysis of your program, explaining the results of each activity held, and noting any changes made to the previously submitted term plan.
- Any other information you deem necessary.

- A statement signed by your Chapter Advisor, confirming the details of your report and your qualification for the Award.
- Please make sure that you sign your letter.

Membership Goal!

Every Master Councilor who wishes to earn the Meritorious Service Award is responsible to see that 6 new members are inducted into the Chapter during his term of office. To qualify for the MSA, your Chapter must induct the required number of new members *during your term*. Additional new members inducted by your predecessor or your successor do **NOT** count toward your term goal.

Obligatory Days!

To qualify for the MSA, you must provide for the observance of any Obligatory Days falling within your term of office. Talk with your Chapter Advisor or see the DeMolay Leader's Resource Guide for ideas about observing these special days. Exact requirements for the Obligatory Days, with their acceptable observance dates, are prescribed by DeMolay International's Rules and Regulations, Section 323.

Obligatory Day	Observance Date(s)
Devotional Day	A day in the week that includes March 18
Patriot's Day	Any day in February
Day of Comfort	A day between November 15 and December 31
Educational Day	Any day Convenient to the Chapter
Parents' Day	A day between May 1 and June 21
My Government Day	Any day in July
Frank S. Land Memorial Day	A convenient day near November 8

Strategy: The key to this is starting early. Ideally, the Senior Councilor should start his term planning no later than three months before his installation. New York DeMolay has several term planning resources on our website to help through this process. As an awards advisor, you will want to touch base with the PMC-MSA advisor to make sure that you have the ducks in a row. Finally, attention to detail is important. The PMC-MSA check list has a lot of a key things you will want to make sure you are doing.

LIVING LIKE A DEMOLAY: THE REPRESENTATIVE DEMOLAY

The Representative DeMolay Award is the highest self-achievement award Active and Senior DeMolays can earn. It is a self-assessment program where a DeMolay progresses towards goals you set for yourself. You complete a detailed survey of your interests, achievements, general knowledge, and habits.

The Representative DeMolay is a great way to gauge how a DeMolay measures up to the ideals and goals he has set for himself.

Statutorily, a young man must be a member six months before submitting his paperwork, but he can begin working on the application almost immediately. We have provided a word format for the file so you can easily add text and save it. We recommend email the most current copy to the DeMolay and to yourself in case the file goes missing.



This award means so much that DeMolay has written a special ceremony for the investiture of Representative DeMolays that is impressive and should be done to allow a young man's family to be there.

Strategy: Doing the Representative DeMolay has been compared to eating an Elephant:
(A) It takes a while
(B) You take a bite at a time
(C) It's better with friends
(D) A glass of milk and peanut butter help

You will want to work with the young men so they have plenty of time and are not rushing through the Representative DeMolay, and they do a little bit at a time. If there are several DeMolays working on it at the same time that is even better as it splits up the labor and the work needed.

You may also want to do sections out of order, perhaps focusing on the home and personal relationships first, or reviewing the physical development program and setting up goals or targets to meet to complete the Representative DeMolay.

MENTAL DEVELOPMENT

Part I: Education: You can help the DeMolays you mentor by discussing future plans for their education. You will also want to talk up their doing activities at school including both co-curricular

and extra-curricular activities. See also Part V for career. This could also springboard to college guidance and the scholarship offerings by DeMolay, Masons, Order of the Eastern Star, Amaranth and local lodges.

Part II: General Knowledge from Media: Young people are exposed to so much media that it is often difficult for them to keep track of everything they have read. The Representative DeMolay will ask them about several different areas. It may be a YouTube video, or a non-fiction book, an article in a magazine, or a reputable blog. One DeMolay made a comment “I am only reading this book so it counts for my Representative DeMolay, is that ok?” 100% If a DeMolay undertakes additional work or reading motivated by the Representative DeMolay program that’s 100% our goal. This section may also pair well with “Social Development” Part IV Citizenship.

Biography

Government

History

Science

Religion

Business/Economics

Psychology

Career

Sociology

Drama

Poetry

Philosophy/Ethics

Part III Current Events: News happens faster than ever, and there are multiple sources out there. Frequently having a DeMolay watch the major TV News Networks for a week, or reading a quality newspaper online or in print will help them dramatically with this section. Towards the end of the year, there is a lot of focus on “year in review” magazines or “the year’s top ten stories” these are also great resources for DeMolays.

Part IV: Nature: Chapters have successfully invited scientists and experts to come and visit their chapter, or to do a nature hike as an athletic event that helps with raising awareness of nature.

Part V: Career: A solid conversation about career possibilities is really critical for this conversation. This can be an outgrowth of the conversation around education. This is also a good springboard for encouraging conversations about internships and career mentorship.

Part VI: Technical knowledge: This could build off of the previous career conversation, but also could fit in well with the technology merit bar. You may want to consider having speakers about technical issues to come to the chapter to meet with the DeMolays.

PHYSICAL DEVELOPMENT

Part I: Physical Activity: Part I related to all types of physical activity including swimming,

organized sports, chores. Working on a robust chapter sports program will help foster this.

Part II: health and wellness and good physical habits: This is a good conversation to have about hygiene and good wellness activities.

SOCIAL DEVELOPMENT:

Part I: Home: This section requires a DeMolay to be involved in aspects at home. Some DeMolays have had success in keeping a chore log. The second part requires a parent to complete the section. Sometimes an honoree for the Representative DeMolay is held up because of this section. You may want to consider doing this section earlier in the process.

Part II Interpersonal relationships: This can be complicated. This section is a good place to discuss friendship and brotherhood.

Part III Self-expression: This section can also take time to work on to be able to write or other express themselves. You may want them to think about how to write and express their concerns.

Part IV: Citizenship: This section can be used well with current events. It may help for DeMolays to think about people they admire, or to research people that they may want to admire.

Part V: Financial Responsibility: This section requires some basic budget and understanding of finances.

EMOTIONAL DEVELOPMENT

Part I: Self-Mastery: At the heart of the Representative DeMolay is for a young person to know themselves, do they avoid swearing, do they accept responsibility, do they control their temper? This is a conversation you should have with an advisor and think about how you structure the conversation with giving examples and things to think about.

Part II: Self Concept: Self-esteem is incredibly important and helping the applicant work through how they think about themselves and having a positive mental attitude.

Part III: Coping Skills: There will come a time when everyone encounters a problem.

Part IV: Mental Health Awareness: Understanding mental health concerns and issues is important for proper development. This section could be a trigger for some youth, so discretion is encouraged.

Part V: Recreational habits: It's important for young people to develop an avocation, be it a personal entertainment, or creative interests. Think about the type of habits that young people should be developing.

SPIRITUAL DEVELOPMENT:

The spiritual section were vary based on each DeMolay and their religious beliefs. Some advisors encourage their DeMolay to talk to their faith leader to complete this section. Remember the religious beliefs and practices are the DeMolay's and the DeMolay's alone.

DeMOLAY ACTIVITIY

This section may be the easiest to help with providing information from their DeMolay experience so far.

GOOD LUCK

It was "Dad" Land's Dream that each DeMolay should be worthy to be called a Representative DeMolay. We know with great advising and mentoring more and more of our young men will have this great award!

LIVING LIKE A DEMOLAY: MERIT BARS

One of our goals is to make sure that our youth have the opportunity to become renaissance people and engage in a variety of different programs and ideas.

On the first issuance of a merit bar the honoree wears a white, on the second issuance they can wear a red, on the third blue, on the fourth purple and the fifth gold. As a matter of etiquette, one should not wear a white merit bar and a red, rather they should just wear the red.

Different chapters take different approaches on merit bars. Some chapters award the Merit Bar as soon as it is earned, so the young man gets the recognition instantly. Others hold off on Merit Bar until an installation. Still others present it as soon as it is earned and then recognize the awardees at an installation. You will want to discuss the approach on recognizing these accomplishments with the other members of the advisory council.



There are some bright line rules:

No double counting: Sometimes activities can feel like they can count towards two categories. For example, a Masonic Blood Drive to benefit the local hospital. The same hours cannot be used for both Civic Service and the Masonic Service Merit Bar. As awards advisor you will need to be the one to enforce that rule. It is possible, however, that the same activity could count in different ways. If you have a young man who has plenty of Masonic Service hours, but may be lacking the civic service hours that event could count towards his civic service merit bar, while a young man who has a lot of civic service may count it towards his Masonic Service.

Must have been while a member: Occasionally a young man will say “Oh I did 20 hours of service before I joined”. While commendable, for the DeMolay merit bar system that does not count.

Overall strategy:

When a young man joins DeMolay you will want to provide him a copy of the merit bar handbook, available via the New York DeMolay website. You will want to look at the interests the young man put on the application and see what his natural interests are and see how well you can align the merit bar to his already existing interests.

We know that peer to peer learning is critical for success and chapter may want to consider having a DeMolay who has earned a merit bar help to mentor other youth to earning one. In addition, as an awards advisor, you should be looking at Chapter Activities to see what activities can align with earning a merit bar.

Below are the merit bars as approved by DeMolay International, and a suggested strategy for each.

Athletics Awarded for participating in a Chapter's athletic program for one full year with a minimum of six game competitions in one or more sports. This includes bowling and rifle.
Strategy: Discuss with the athletics advisor, if there is one, about what type of sports may be occurring. Consider also adding a sports component after various games.

Attendance For perfect attendance at regular meeting for one year in a member's chapter, or if far away from home, for the same number of meeting of some other Chapter. Make-up meetings counted towards the Attendance Bar will not be used to fulfill the requirements of the Visitation Bar.

Strategy: Some chapters have developed an attendance chart to keep track and encourage members. As an advisor, when someone misses a meeting you may want to suggest other events they can attend to make up for it.

Civic Service A member must contribute ten hours of service on behalf of the Chapter without financial remuneration to the individual of the Chapter in three different civic service projects of the Chapter.

Strategy: As the chapter is planning community service activities remind the DeMolays that they can earn points for this. For other activities that they may be engaging in come up with an hour equivalence. (For example, one pound of food collected = 10 minutes)

Conclave For attending three state, jurisdictional, or provincial conclaves as a participant or as a visitor.

Strategy: Research which events are coming up that they can use to account for that.

Fine Arts For working in or on a musical group with a minimum of three performances or for participating in a minimum of two theatrical performances. These need not be DeMolay related.

Strategy: This is one of the awards that DeMolays may earn for work outside the chapter room. You may want to inquire of the members if they are in band, orchestra, choir or drama club.

Fund Raising Work on at least three different fund-raising projects for the Chapter, for a total of twenty hours, without direct financial remuneration to himself.

Strategy: When hosting a fundraiser remind the young men that this counts towards their merit bars.

Health & Fitness For completing one fitness goal, one nutritional goal and for participating in at least one sports or fitness activity within a period of one year. Goals are to be set by each individual with the approval of an advisor.

Strategy: New York DeMolay has developed a health and fitness goal form on the website, have

each member consider the goal they want to set for themselves.

Installing For participating in three Chapter installation ceremonies as a member of the installing team. This includes serving on a Representative DeMolay Installing team.

Strategy: Discuss with your regional director of ritual or the state ritual advisor having your Past Master Councilors serving on an advisory council.

Journalism For being a member of, or submitting to, a Chapter newspaper, public newspaper, electronic newspaper, web newsletter, web site, or any other form of published communication with at least six articles submitted and published, copies of which are forwarded to the Executive Officer of the Jurisdiction.

Strategy: New York DeMolay is always looking for content. After each event, have a DeMolay write up an activity or an event and email into New York DeMolay. New York DeMolay will also publish a wide variety of other content.

Correspondence Course The Leadership Correspondence Course is a five-course program, which is available in eScribe when you log into your profile with your email address as your username and your ID# as your password. Merit Bars are awarded on the successful completion of each course.

Strategy: See above on the Lamp of Knowledge.

Masonic Attendance Awarded to an active DeMolay who brings in three different Master Masons in good standing, to one of more DeMolay Chapter meetings. He may not be an Advisor of any Chapter or Jurisdiction. He must list each Mason and have the list confirmed by both the Master Councilor and Chapter Advisor. Limited to one bar per year. Merit Bar Descriptions

Strategy: This award may be difficult for some young men to earn as the number of Masons they know may not be that large. You can work with your Chapter Advisory Council Chairman to come up with a list of potential Masons a young man can invite to visit the chapter. This would be a good way to also have them work on their writing skills.

Masonic Service For participating in three different Chapter Masonic Service projects with a minimum of ten hours without financial remuneration to either individual or Chapter.

Strategy: Many hands make light work! Various Masonic organizations do a number of different service projects including blood drives, pasta dinners, pancake breakfasts. Keeping in contact with the organizations in your area and making the DeMolays aware. **

Merit For contributing twenty hours of service to DeMolay in an area not covered by another bar, with no financial remuneration to either individual or the Chapter.

Strategy: This award has the greatest amount of “wobble room.” It is important that you as an

awards advisor make clear what criteria earned someone this merit bar and make sure that you are equivalent for labor spent on it.

Membership For securing and being the First Line Signer for three membership applicants who are initiated into the Chapter.

Strategy: See the section above on Membership.

Patriotism: for completing one year of service in a military or military auxiliary organization such as: a branch of the Armed Services, Service as a Reservist in and of the Armed Services, ROTC, JROTC, or Civil Air Patrol.

Strategy: Monitor which members are involved in these branches and organizations and remind them that they qualify for this award.

Priory Be a member in good standing for a minimum of one year and attend two-thirds of the Priory functions. (Priory must have held a minimum of six activities other than regular meetings.)

Strategy: Currently priory is not meeting in New York. On written approval by the Executive Officer a young man may join a priory in another jurisdiction.

Religion For attending at least thirty regular weekly religious services per year.

Strategy: On this please consult with the parents of the DeMolay to see what would be appropriate and encourage their participation. **REMEMBER:** Different faith traditions have different understandings of what a weekly religious service is.

Ritual For sustained and usually high-grade work in either or both degrees with a minimum of 125 points earned according to the Supreme Council point scale. Points are awarded each time part is given.

Strategy: This requires close work with your ritual advisor to ensure young men have the opportunity to put on ritual, while also ensure the ritual work is high grade.

Safe Driver Each year, with a clean driving record, the member will earn the next level of the bar. An infraction can halt the earning of future colors, and a serious infraction could mean the loss of a color or colors, or the entire bar itself. The issue date of the license/permit would be the start date for determining the year of a safe driving record.

Strategy: This requires keeping track of who the drivers are in the chapter and reminding them to be safe.

Scholastics Maintain a “B” grade average (or equivalent) for one full year of school.

Strategy: Reminding DeMolays to do well in school is always critical. You may also want to

remind parents that the DeMolays are eligible for this award. Please note that this is a “B” average so a B+ can offset a B- and an A can offset a C. **Please do not collect report cards. Parents can certify the GPA.**

Technology Utilize technology in a way that is beneficial to your Chapter or Jurisdiction in an area not covered by another merit bar. Examples include: create a Chapter Facebook page, Twitter group, refurbish a computer for Chapter use, create a Chapter/Jurisdiction WEB page, arrange Video Game tournament that brings in new members (not just for fun), Video newsletter, etc....

Strategy: This is truly a “choose your own adventure” for this merit bar. If they are creating a facebook page, website, or other social media tool an advisor needs to have access as well.

Visitation For six visitations at regular Chapter meeting of a Chapter other than his own, or a total traveled distance of 150 miles (one way).

Strategy: This program relies on going and visiting chapters. It may be helpful to have a list of chapters near your chapter that the young men can visit.

RITUAL POINTS FOR RITUAL MERIT BAR

Initiatory Degree		Flower Talk	40
Master Councilor	40	Father's Talk	15
Marshal	25	Shield Talk	10
Senior Councilor	20	Historical Talk	10
Senior Deacon	20		
Junior Councilor	20	Majority Service	
Chaplain	10	Master Councilor	25
Preceptors	15	Senior Councilor	10
Senior Steward	5	Junior Councilor	20
Junior Steward	5	Chaplain	5

Cross of Honor Investiture

DeMolay Degree		Master Councilor	15
Master Councilor	35	Senior Councilor	5
Jacques DeMolay	50	Junior Councilor	5
Master Inquisitor	45		
Junior Inquisitor	25		
Orator	25		
Senior Inquisitor	10		
Geoffrey De Charney	5		
Senior Guard	5		
Marshal	5		
Lord Constable	5		
Ceremony of Light	30		

Representative DeMolay

Ceremony

Master Councilor (If all)			25
Master Councilor (If shared)			15
Senior Councilor			5
Junior Councilor			5

ANNUAL CONVENTION DEMOLAY AWARDS

At the annual New York DeMolay Convention, a number of awards are presented to individual DeMolays.

Calvin G. Bond Membership Award: This award recognizes a DeMolay who was the top first line signer from August 1st of the previous year to August 1st of the current year. The DeMolay must have been the first line signer on 3 or more petitions. Instituted in 1999, by “Dad” Bruce N. Hazard this award was named for Past Grand Master Calvin G. Bond.

Strategy: Chapters that have been successful at having young men earn this award do so by focusing on membership and encouraging the earning of Blue Honor Keys and Founder’s Membership Awards.

Order of York Rite Tribune: The Order of the York Rite Tribune is presented to an active DeMolay who manifests the values of DeMolay in love of family, reverence for sacred things, courtesy, comradeship, fidelity, cleanness and patriotism. He stands in defense of the DeMolays ideals of love of Country, Love of Home and love of God. The order is conferred in an impressive ceremony involving all four York Rite, The Grand Chapter of Royal Arch Masons, The Grand Council of Cryptic Masons, The Grand Commandery of Knights Templar, and the Grand Lodge of New York. Every Chapter in good standing has the right to make a nomination of an active DeMolay using the form found on the New York DeMolay website. The nominations are due by April 30 each year. Nominations are reviewed by past recipients and the top three are forwarded on to the Grand York Rite bodies for their selection.

This award is hyper-competitive, and a young man and his parents should not be informed of the nomination. The competitiveness of this award should not dissuade you from putting a young man forward.

NOTE: Past State Master Councilors, the sitting State Master Councilor and the sitting Deputy State Master Councilor are not eligible to be nominated.

Strategy: York Rite Tribunes show a deep passion for DeMolay as evidenced by their service to the Order and sharing DeMolay with their friends, a commitment to living the ideals of DeMolay outside the chapter room walls, and the spirit of brotherhood that animates all DeMolays. It is, at times, hard to capture how amazing our DeMolays are in writing. Starting early with the nomination and having multiple people review the document will help ensure that your chapter puts its best foot forward.

ANNUAL CONVENTION CHAPTER AWARDS

New York DeMolay has a number of awards that the Chapter can earn at the annual convention as well!

Chapter of the Year: The Chapter of the Year award is currently determined by a number of different score sheets and points that recognize a chapter for doing activities and events. Please refer to the COTY guidebook for information.

MW Carl J. Smith Most Improved Chapter Award: Instituted in 2002, and named for a dedicated Past Grand Master of New York, This award recognizes a chapter that has improved the most from year to year. It is selected by the State Advisory Council. In a case of a tie, the award goes to the chapter that inducted the most amount of members since the last convention.

Excelsior Membership Award: This award recognizes any chapter who has met their membership target in the previous calendar year.

Strategy: Reminding DeMolays about the membership goal and ensuring that there are enough degrees and other opportunities to join DeMolay will help ensure that your chapter earns this award.

LCC Honor Roll: This award recognizes a chapter who has had a DeMolay or Sweetheart earn the Lamp of Knowledge from Convention to Convention.

Strategy: Chapters who make the Leadership Correspondence Course a point of pride in their chapter have shown tremendous success in earning this award. Starting early by hosting LCC Nights and introducing the newest members to the LCC will ensure that your chapter receives this award.

Representative DeMolay Chapter Award: This award recognizes a chapter who has had one or more young men complete the Representative DeMolay from Convention to Convention.

Strategy: The most successful chapters at this highlight this award at their first meeting after convention and challenge their members to earn this. Starting early and working with the Chapter Members will ensure

MEDAL FOR SAVING A HUMAN LIFE AND MEDAL OF HEROISM

DeMolay International offers two awards related to saving a human life, one is the medal for saving a human life and the other is the medal of heroism. Briefly, the Medal for Saving a Human life is presented to an active DeMolay who saves the life of a human being. This could be saving someone from drowning, saving someone from choking. The Medal of Heroism is awarded for saving a human life with the additional qualifier that one's own life must have been at risk.

These medals are awarded at the sole discretion of DeMolay International. If you feel a member of your chapter qualifies for this award please consult with the Executive Officer to make sure the rules are followed.

We do want to make sure that our DeMolays are being safe and cautious. It is good to have a conversation with your DeMolays about general safety and if they see something call 911. One of the best ways we can equip DeMolays to be able to save someone's life is by having programs on CPR or how to use AEDs or bicycle safety.



HATS OFF AWARD, SERVICE CERTIFICATES & CHAPTER SPECIFIC AWARDS

DeMolay wants to recognize those who give us a helping hand as well as creating a culture of awards and recognition at the chapter level.

Hats Off Award: DeMolay International Offers the “Hats Off Award” as a way to thank a person who has done good work for the chapter, or the order. This award features a jaunty lapel pin in the shape of a top hat and is our way of saying “Thank you” and literally “Our hat is off to you!” This award may be given to any person either by a vote of the Chapter or the vote of the Advisory Council. This award may be purchased at the DeMolay store.

Service Certificates: New York DeMolay offers Service Certificates for various officer roles to recognize a young man who has served honorably in the office. Signed by the Executive Officer and the State Master Councilor these are a nice way to recognize a person who has worked hard.

Chapter Level Awards: Several chapters have created their own award systems. Perhaps awards for outstanding teachers, perhaps awards for a “rookie of the year” or “A DeMolay of the term.” These are great awards and a wonderful way to create a culture inside your chapter. Our advice to any chapter looking to do this is to make sure it is a written down criteria and a clear understanding of how these awards will be presented.

AWARDS FOR ADULTS

DeMolay has awards for adults as well.

Advisor's Honor Key: This key is awarded annually to a member of an Advisory Council of a Chapter that has met the following requirements: Form 10's, Advisory Council Registrations, the Annual Financial Report and other required reports are submitted by established deadlines during the calendar year. The Advisory Council should do a secret ballot to determine who should receive it.

Guild of the Leather Apron: Frequently called "The Advisor of the Year" This annual award recognizes an outstanding worker for DeMolay. Annually, nominations are solicited from every active DeMolay, Senior DeMolay, and registered advisor. These are due to the Executive Officer by April 30th of each year. These nominations are anonymized and presented to the Supreme Council Delegation and they select among the honorees. This is always a tough award to choose because of the sheer amount of hardworking adult volunteers. Nomination forms may be found on New York DeMolay's website.

Masonic, Amaranth, & Eastern Star Alumni Service Certificates: New York DeMolay has certificates that recognize our alumni who take on leadership roles within the various Masonic Orders. If you know of a Senior DeMolay or a Majority Sweetheart serving as a leader of a Masonic Group, please contact the Executive Officer of New York DeMolay.

Medal of Appreciation: If a person has rendered exceptional service to DeMolay, the advisory council may consider them for this award. A recommendation is made to the Executive Officer for his approval.

Zerubbabel Key: This award encourages establishing new Chapters or reinstating forfeited Chapters. The individual chiefly responsible for organizing a new or reinstated Chapter may be recommended for the Zerubbabel Key. Up to three Zerubbabel Keys may be granted for each new or reinstated Chapter. Each nomination for the Zerubbabel Key must be approved by the Executive Officer of the Jurisdiction in which the Chapter is located. The key needs to be awarded within one year of the institution of the Chapter.

Adults may also earn the Lamp of Knowledge, and Senior DeMolays may earn the Representative DeMolay.

HONORS

As mentioned earlier there is a difference between DeMolay awards and honors. An award has specific criteria and one that requires an application. Honors, on the other hand, are granted by DeMolay International based on the recommendation of the Executive Officer to DeMolay International. New York DeMolay has policy guiding the awarding of honors which may be found in the Standard Operating Procedures. As an awards advisor you may get questions about honors. Our effort here is to give a brief sketch of honors, but please direct questions to the Executive Officer.

Annually, the chapter advisory council should meet to discuss nominating individuals to the Executive Officer for the three honors bestowed by DeMolay International. It is important that utmost secrecy be maintained in this process and the nominee must not be informed about the nomination. If the Executive Officer approves, the nomination then goes to DeMolay International for approval under the statutes.

Chevalier: The Chevalier, meaning Knight in French, is awarded to an Active or Senior DeMolay for service to DeMolay. Statutorily you need to be 17 the year nominated.

Cross of Honor: The Cross of Honor is bestowed upon an advisor who has rendered exceptional service to DeMolay. Statutorily, an advisor must have served a minimum of three years.

Active Legion of Honor: DeMolay honors her illustrious alumni with the Legion of Honor. This honor is given for outstanding service to humanity. Statutorily, a Senior DeMolay must be 25 to be nominated for this honor.

Honorary Legion of Honor: Since our founding in 1919, DeMolay has enjoyed the solid support of the Masonic Fraternity. To honor those Master Masons who exemplify service to humanity, DeMolay bestows the Honorary Legion of Honor. Statutorily, a Master Mason must be 30 to be nominated for this honor.

Please note, there are some additional requirements if a person lives outside of New York, or was a DeMolay in another state. If you have questions you are not sure of please direct them to the Executive Officer.

AWARDS CEREMONY

Some chapters hold an annual awards ceremony, others do it as a part of their installation, others do it as part of their honors night. Holding an awards ceremony is a key part of the awards process and making it significant for the DeMolay. Regardless if it is part of an event or a standalone event the following are important steps:

- 1. Announce the event ahead of time:** This is important to ensure good attendance, as well as setting a deadline for when award applications are due to be presented.
- 2. Invite family and friends of the DeMolays, potential new members and members of the Masonic family.** Being able to celebrate your accomplishments with family and friends is critical, by inviting these friends and family members to join them this is a great way to do this.
- 3. Ritual Team if needed:** Ensure that if there is a ritual component that there is a competent team in place to present the awards. This generally applies to the Representative DeMolay. It should be done by an active DeMolay who has the part memorized.
- 4. Ensure that Awards are on Hand Before the Ceremony:** There's nothing worse than being told you are receiving an award, only to get an "IOU" instead. If there are awards you need make sure you order them in advance, so they have plenty of time to get there. Many chapters have "merit bar banks" that they use to upgrade and update merit bars.
- 5. Invite Parents to help Present Awards:** Inviting parents to join in the presentation of the award helps them to celebrate their offspring's success.
- 6. Think about Presentation Order:** Some chapters recognize each DeMolay and list each of their merit bars. So Br. John has the white LCC merit bar, the red civic service merit bar, and the purple installing bar. Br. Fred has the Red LCC merit bar, the blue installing bar, and the white Scholastics merit bar. Others will read off each of the merit bars and announce which DeMolays qualify for it. This decision is up to you.
- 7. Take Pictures!** It is important to take pictures to celebrate the successes of the DeMolays.
- 8. Press Release:** Make sure to issue a press release celebrating the success of the chapter.

THE KEY TO WHAT? : A HISTORY AND OVERVIEW OF KEYS!

As a DeMolay (or Advisor) you can earn several awards which are unique in name - specifically the Blue Honor, the Advisors Honor Key, and the Zerubbabel Key. These awards are designed as breast jewels, consisting of a ribbon with a small charm hanging from the bottom. What do all of these awards have in common? They are referred to as a "key;" but, they aren't in the shape of a key as we know it. So, why are they called that?

When DeMolay was founded in 1919 there was a specific piece of men's fashion that was all the rage - the pocket watch. Time keeping technology has a unique history, but to summarize, by the time our Order was founded, the height of this trend was the man's pocket watch. These watches were entirely mechanical, keeping time with a complex series of springs and gears. There were no batteries, no digital outputs, and they certainly would not have been comfortable to wear on a wrist. When you think about it, it's pretty amazing that man designed such precise mechanical means to keep track of the world, down to the second. But, how does this relate to the Key awards?

Since their first inception in the 16th Century, many clocks and watches required a little piece of metal to wind them using a small stem. These would be inserted into a hole on the timepiece and turned, just like a key in a lock. Hence, these little tools became known as watch keys. They remained common for clocks and watches up until the last quarter of the 19th Century, when other winding mechanisms were developed.

Often, watch keys were attached to a pocket watch chain and affixed to a piece of clothing. This served a two-fold purpose. First, it would "catch" the watch should a man have dropped it, thanks to the chain. Second, the chain provided a nice way to attach the key and keep it with the watch so it wouldn't be lost. Over time, men took to this fashion trend and watch keys started to become ornate pieces of jewelry all to themselves. As watch makers standardized their key sizes, jewelers were able to sell specially crafted keys on the secondary market as a luxury product, commonly made out of silver and gold. This gave way to the fashion trend we have today - watch keys as gifts and awards.

In the late 19th and early 20th Century, it became common for high schools and universities to award a watch key to their graduates. These could be very plain or very ornate, depending on the wealth of the institution. When schools stopped giving away the keys, the Greek letter system picked up the trend (which continues to this day for many fraternities and sororities.) Think of it as the first "rear window cling." A young man, fresh out of school, would wear his institution or fraternity's key with pride, giving him a way to discover other alumni throughout his travels.

Of course, DeMolay was (and has always been) a champion of education and a fraternal body. Since giving keys was a trend in schools and collegiate organizations (as well as business), it seemed only logical to give keys in recognition for achievements and as awards. Thus was born the Blue Honor Key, the Advisor's Honor Key, and the Zerubbabel Key. Other DeMolay awards have also appeared as keys in the past, including PSMC keys. By the time watch keys went out of

style, the dies for these awards had been long paid for, and they were ingrained in the DeMolay program.

Hence, today, we still give out these awards. In modern times, they are suspended from a breast ribbon; but, if you stumble across old versions of these jewels, you'll often find them loose, not being connected to anything. In the early days, they would have been presented and worn using a pin or on the traditional pocket watch chain. Attaching them to a ribbon is a more modern invention, implemented when the trend of watches fell out of style.

So, next time you wear a "key" award, realize you are continuing a trend that is close to two hundred years old!

SHOWING BROTHERHOOD WITH AWARDS

A well-run awards program is meant to encourage and promote **healthy** competition and being the best person the DeMolay can be. As advisors we need to make sure that everyone involved with our program is showcasing this ideal. Focusing on how a person can be better, or how a chapter can be better than it used to be is the key here. Fostering a culture of brotherhood and respect is key.

As an awards advisor you play a critical role in fostering this culture by your actions, how you promote the program, and how you speak about others. The elation of victory is an amazing feeling, but there are also emotions attached to not winning or achieving what you set out to do. For us, as adults, we have been through both enough that we know how it feels. For our young people, this may be a new experience for them.

In the 1980s there was a frequent saying at sweepstake contests: “Many will enter, few will win.” Yet, that should not discourage us from trying. Eunice Kennedy Shriver famously inspired the athletes she worked with by saying “Let me win, but if I cannot win let me be brave in the attempt.”

Some suggestions on how to navigate these, sometimes challenging, conversations:

1. Focus on the success the young person has done. This comes up with the awards we can only give one of. For example, a young person who comes up short on the Calvin G. Bond Award. This can be difficult, but focusing on all of the good the young man has done by sharing DeMolay, as well as focusing on the membership awards they have earned.

2. Set reasonable expectations: This requires a bit of a balancing act. We want to motivate our DeMolays to aim for the stars and to be the best they can possibly be. We also want to be upfront about the level of competition and avoid saying things like “Oh 100% you’re going to get this.”

3. Avoid negative or critical comments: There was a basketball coach who telling his players it didn’t matter, they weren’t going to win anyway. Or The fix was in, they couldn’t beat the other team. It turned out that the sports coach was trying to motivate the players by making them think they were the underdogs. It had the exact opposite effect; the team was demoralized, and they hated playing the sport. Sometimes we hear people make comments like “The judges were wrong; you should have won.” While it may help in the short term, it can have the direct opposite effect. In another jurisdiction, an advisor was bad mouthing the Executive Officer over a decision to award a PMC-MSA. This behavior is not healthy and in some cases may even violate youth protection standards and New York State bullying laws.

5. Come Up with a What’s Next: Edison allegedly said he did not fail 10,000 different times, he just found 10,000 ways that did not work. The key part is he dusted himself off and got to work. The same is true in DeMolay. When one project finishes, or one contest is done, find out what is next. Move on to the next thing. This is a valuable skill to learn in DeMolay as well as in Life.