

# SPONSORING DEMOLAY



## IN GEORGIA

What your Masonic group needs to know

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## Making A Difference

*A hundred years from now, it will not matter  
how big my bank account was,  
the type of house I lived in,  
or the kind of car I drove.  
But the world may be different,  
because I was important in the life of a boy.*

Since the days of the colonies, Masons in America have been active in “making a difference.” Whether it was playing a leading role in organizing the colonists to gain their independence, setting up a government based on a set of checks and balances that would become the envy of the world, or tending to the needs of abandoned, burned or crippled children, traditionally Masons have been “doers” in their communities—making a difference now, while always looking to the future.

It is precisely those qualities—present day undertakings done with a vision for the future—that make the sponsorship of DeMolay chapters in communities across Georgia a perfect fit for a group of Masonic “doers.”

Never before have young men had so many options for spending their time and energy. Never before have there been as many opportunities for a young man to become engaged in activities that will be detrimental to himself, his family and his community.

The Order of DeMolay offers a young man opportunities to gain valuable experience and have fun while he learns leadership skills, teamwork, and develops positive and productive character traits to guide his future. Key to providing young men in the community with these opportunities through DeMolay is the sponsorship of a Masonic group and the involvement of individual Masons (“doers”) as advisors.

This publication will answer many of the most frequently asked questions about DeMolay sponsorship and provide a general blueprint for getting a Chapter started. Traditionally, a blueprint and some general guidance is all a true group of Masonic “doers” has needed to make lasting impressions on lives, and indeed, on the world.

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## The Masonic/DeMolay Connection



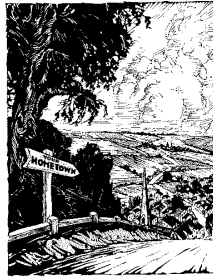
Every DeMolay chapter must be sponsored by a recognized group of Masons. Most often, that “group” is a Blue Lodge, a Scottish Rite or York Rite body, a Shrine Temple, unit or club, or some similar Masonic body.

This tie to the Masonic fraternity didn’t just happen. The founder of the Order of DeMolay, Frank S. Land, was himself a Mason who went on to be the Imperial Potentate of the Shrine of North America. As a young man working on the staff of the Scottish Rite Temple in Kansas City, Missouri, Land hired a teenager by the name of Louis Lower to perform odd jobs around the building. Lower’s father had died some time before and he was working to help support the family. During a conversation one day, Lower told Land that he missed having the guidance and direction that a father would provide.

As the discussion continued, Lower said he had friends, many of whose fathers died in World War I. He said they also wished they had someone they could go to for guidance. As a result of the conversation, the man and the teenager decided to investigate the possibility of starting a club for young men that would meet in the Scottish Rite Temple, with Land as their advisor. After some research and discussion the “club” was named the Order of DeMolay. After the club began to grow in membership and more people heard of it, there were inquiries about starting DeMolay chapters in locations outside of Kansas City. The decision was made to require a Masonic body to sponsor a DeMolay chapter to ensure that the DeMolay members would have a place to meet and upright, dependable, consecrated and caring men to guide, supervise and assist them in their activities.

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# The Path to Sponsorship



## The Decision

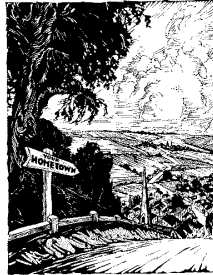
The decision by a Masonic group(s) to sponsor a DeMolay chapter should only come after a period of serious thought and discussion by the group. In other words, the decision should not be made lightly. The decision should be made with the intent of maintaining the Chapter for the long term. Opening a DeMolay chapter with a “we’ll give it a try” attitude is not the way to go. The attitude must be “We’ll get 110% behind this chapter and make it successful!”

For, in sponsoring a DeMolay chapter, a Masonic body is pledging to assume several on-going responsibilities to aid in the successful operation, growth and further development of the Chapter. Included in its responsibilities, the Masonic group agrees to provide the Chapter with a place to hold its regular meetings and other activities that require a gathering place, at no charge. It also agrees to ensure that the DeMolay chapter has an Advisory Council to provide the adult supervision and guidance that the DeMolay members need. The Advisory Council should consist of between six and ten interested adults (for the Pilot Chapter Program the minimum number of advisors is two). The Chairman MUST be a Master Mason and as many of the other advisors as possible should be Master Masons and/or Senior DeMolays (DeMolay members over the age of 21). The sponsoring body also agrees to maintain an involvement with the chapter in a number of different areas and to provide assistance to the chapter, according to needs of the chapter at the time. Those areas of assistance and involvement include, but are not limited to, earnest and faithful physical, verbal, moral and financial support of the projects, programs and activities of the chapter. It is important to note that the Masonic body’s pledge of support by its sponsoring body must be continuous, regardless of what other commitments the Masonic body has made outside its sponsorship of the Chapter.

It is not uncommon for two or more Masonic groups to jointly sponsor a single DeMolay Chapter. While this option is attractive in that it “spreads the burden” of sponsorship, it does not relieve any of the sponsoring bodies from the commitments they have made to the Chapter as sponsors.

A well thought-out decision to sponsor a DeMolay chapter, backed-up by a commitment on the part of the entire membership of the sponsoring organization(s) are critical first steps on the path to sponsorship.

## The Path to Sponsorship



### The Commitment

The next step on The Path to Sponsorship of a DeMolay chapter is making the formal commitment to sponsor. That step is taken by each sponsoring organization passing a “Resolution to Sponsor” the DeMolay chapter. A copy of the official Resolution to Sponsor is available online on the DeMolay International (DI) website ([www.demolay.org](http://www.demolay.org)).

This step converts the sponsoring organization(s) pledge to support the Chapter into formal commitments and begins the formal process of getting the Chapter organized.

Passage of a Resolution to Sponsor also commits all sponsoring organizations to put the chapter start-up process in “high gear.” Once the Resolution to Sponsor is approved by the Executive Officer, the chapter’s “Letters Temporary” may be issued by DeMolay International. A fee must accompany the submission of the Resolution to Sponsor. The fees will be outlined later in this publication.

### Getting the Chapter Organized

As quickly as possible after passage of the Resolution to Sponsor, the Chairman of the Advisory Council and the Chapter Dad must be elected and must begin providing leadership to the organizational effort. Among the first orders of business is the registration of the members of the advisory council with the state and international DeMolay offices. Following their registration, they must undergo a full-day training program to help them understand the basic structure and organization of each level of the organization.

Advisors who will be focusing on specific areas of the chapter’s activities, projects and programs--such as athletics, civic service, ritual, etc.--should be appointed and should begin learning about what is expected of the Advisor that holds their position. This should go on even as the advisors are assisting with the overall chapter organization effort and the recruitment of new members,

Start-up materials--brochures, petitions for membership, orientation materials, video tapes, etc—to aid in acquainting prospective members and their parents with DeMolay are available directly from the DeMolay & More Store in the DI website.

At this point in the organizational effort, the membership recruitment process should begin in earnest and a target date (within three months of the date the signed Resolution to Sponsor is submitted) should be set for initiating the first 15 members of the chapter—the chapter’s charter class.

# The Path to Sponsorship



## Providing the Foundation

Obviously young men are essential to building and maintaining a DeMolay Chapter. However, equally essential are the advisors. Here's why.

It is a requirement that an advisor be present at every function of a DeMolay chapter. No advisor, no function. Therefore, if 100 members of the local DeMolay chapter were standing outside their meeting hall, ready to hold a chapter meeting and no advisor was present, no meeting (or any other DeMolay activity for that matter) could be held. That says a lot about the importance of each and every advisor. Committed, caring, active and involved advisors are absolutely essential to building a strong and active chapter.

To say the advisors are an integral part of "the foundation" of the chapter is no understatement. Of course, it takes both DeMolay members—young men—and advisors working in partnership to make things happen in DeMolay. However, generally the growth and strength of a DeMolay chapter can be traced directly to the strength, interest and motivation of the chapter's advisory council.

The advisors of a chapter are recommended by the presiding officer of the sponsoring body to the Executive Officer of the International Supreme Council for the jurisdiction. The actual appointment of advisors is made by the Executive Officer.

The appointment of an advisor is made for one year. However, the same advisor may be reappointed in subsequent years. Without adequate, motivated adult leadership a chapter will soon dwindle into a "does nothing" chapter. When that happens, if it continues to be the case for very long, it is only a matter of time before the chapter goes out of existence.

An advisor is a man who has said, "Yes, I'll . . .

- Give some of my time to build leaders and good citizens,
- Help stimulate constructive thought,
- Help teenagers adjust to today's life,
- Expand, develop and encourage the area of the Chapter's program assigned to me,
- Help my community benefit from the presence of a DeMolay chapter."

## **Providing the Foundation** (continued): **Advisory Council Training, Structure and Duties**

### **Training**

As is the case in most any new undertaking, new Advisors have plenty of questions—questions about chapter governance and general operation, questions about lines of authority and project and program planning, about risk management and questions about how certain pieces of the program fit together. To answer these questions, DeMolay International has developed the DeMolay Advisor Development (DAD) training program.

During this training, advisors learn the answers to many of the questions most frequently asked by new advisors. This is a mandatory course for new advisors. At the end of the course, the new advisor has a much better perspective on DeMolay in general, and his role in it.

### **The Chairman**

The Chairman provides the guidance and wisdom to mold the members of the advisory council into an effective team. He is the primary interface between the DeMolay chapter and its sponsoring body (ies.) He must determine the needs of the chapter and the advisory council and ensure that advisors are assigned to address those needs in an efficient and timely manner. He also must provide general supervision to the work of the other advisors. The chairman also works with the other members of the council to ensure that all jurisdictional and international DeMolay reports and requirements are met. The chairman is the chosen leader of the advisors and to be successful he must fulfill his responsibilities with diligence.

If the chairman is organized and effective, his spirit and drive will spread among the other advisors and the council will be a success—in turn, the Chapter will be successful also.

### **The Chapter Dad**

The importance of the Chapter Dad cannot be overemphasized. The success of the Chapter depends more on this individual than on any other single member of the advisory council. The Chapter Dad is the primary liaison between the advisory council and the chapter. The leadership he exemplifies will be a determining factor in the enthusiasm and motivation of the chapter members, and thus will weigh heavily on the progress and success of the chapter.

Much is asked of the Chapter Dad. But his reward can be a place of true and on-going respect in the hearts of the chapter members.

The Chapter Dad normally:

- Attends all chapter meetings and functions,
- Advises the chapter members on decorum and conduct,
- Sees that the regulations of DeMolay are properly followed,
- Represents the advisory council before the chapter,
- Helps the members learn how to govern themselves,
- Helps the councilors plan their activity programs for the chapter.

The Chapter Dad also assists the chairman in coordinating the various tasks being performed by other council members.

## **Providing the Foundation** (continued): **Advisory Council Structure and Duties**

### **The Membership Advisor**

The constant replenishment of members is needed in any organization. However, it is particularly critical in an organization such as DeMolay. Because DeMolay members “age out” or become Senior DeMolays, at the age of 21, the advisory council knows that the longest that member can be involved with the chapter as an “active DeMolay” (a DeMolay member under the age of 21) is until he turns 21. However, as young men age, they become involved in other activities—college, the military, an occupation, etc.—and because of that, some members of the chapter may not remain active participants in the programs and projects of the chapter until they turn 21. That makes the need for a constant infusion of new members of the chapter even more critical.

The Membership Advisor ensures that an aggressive, on-going membership program is planned and executed by the chapter. Other duties that fall to this advisor include planning membership contests, supervising the chapter’s new member orientation program and keeping the chapter’s need for new members on the minds of Masonic organizations in the area. This advisors efforts show up in the chapter’s growth.

### **The Ritual Advisor**

The development and coaching of the chapter’s degrees and other ceremonies is delegated to the Ritual Advisor.

The Order of DeMolay has two very impressive degrees that comprise the induction into the organization. These various speaking parts in these ceremonies are intended to be given from memory. To accomplish the intended degree of competence requires a memorization effort on the part of the members, combined with practice and coaching from the Ritual Advisor. Therefore, it is essential that the Ritual Advisor be fully familiar with the ceremonies of DeMolay and how they should be presented.

Patience, understanding and an ability to stimulate the best efforts from young men are qualities this advisor should possess. The Ritual Advisor’s reward comes in knowing that the best possible presentation of the ceremonies of DeMolay has been made—a presentation of which the Chapter members and advisors can be proud.

### **The Awards Advisor**

The Awards Advisor must be completely familiar with the various honors and awards that are available to DeMolay members, advisors and others. This advisor should constantly encourage all associated with the chapter to strive to achieve the awards that have been designed to aid in the chapter’s overall growth and progress. The Awards Advisor should establish a system of record keeping ensuring that those who are eligible to receive awards do, indeed, receive them and that the chapter has a record of the member’s accomplishment.

Seeing that requirements are met and that high standards are maintained makes this a very important position on the advisory council.

## **Providing the Foundation** (continued): **Advisory Council Structure and Duties**

### **The Social Advisor**

A carefully planned and executed social program for the chapter is an important part of DeMolay. In the teenage years, a calendar of social events helps maintain the interest of the young men who are members of the chapter, while helping them develop their social skills. This important area of the overall DeMolay program requires an advisor who enjoys social occasions and who knows how to assist the young men in planning successful social activities.

### **The Athletics Advisor**

Needless to say, the athletics advisor's position is one that should go to a man who enjoys sports. He need not be an expert at sports, rather one who can coordinate, advise and to some extent "coach." Among the duties of the Athletic Advisor are to:

- Promote the chapter's athletic program,
- Advise the chapter's sports committees,
- Arrange competitions between the chapter and other chapter or local teams,
- See that instructions and coaching are available to the chapter's teams,
- Learn the rules of the games for which the chapter has teams,
- Encourage all members to participate in the sports program, regardless of ability.

The Athletics Advisor is an interesting and important position on the advisory council—a job requiring time, patience and enthusiasm.

### **The Civic Service Advisor**

The Civic Service Advisor plays an important role in building the chapter's image in the community by bringing the resources of the chapter to bear on projects of benefit to the community. It is the duty of the Civic Service Advisor to help the chapter members learn the importance of serving the needs of the community and to position the chapter as a credit to the community in which it is located. This advisor must be "tuned in" to the community and must have the ability to advise the chapter's civic service committee on how to initiate projects to address needs that are identified.

### **The Scribe Advisor**

An important position in any organization is that of secretary, or as he is known in the DeMolay chapter, the Scribe.

The Scribe Advisor assists and supervises the chapter Scribe and Treasurer. He ensures that accurate records are kept, that bills against the chapter are paid on time, that all fees due the chapter are collected, that all reports that are the responsibility of the Scribe are made, that all correspondence and petitions are properly handled and that supplies necessary to the handling of the business of the chapter are kept on-hand.

The close and active involvement of this advisor in the day-to-day business of the chapter is crucial to keeping record-keeping and financial difficulties to a minimum.



## 10 Steps to a DeMolay Chapter

1. **Contact the Georgia DeMolay Office (Executive Officer) (404) 876-8872.**
  - a. Set up a planning and strategy meeting for prospective advisors to meet with a representative of the state DeMolay organization.
2. **Secure a sponsoring body for the Chapter.**
  - a. Sponsoring *body must*:
    - be an organization composed of Master Masons, such as a Blue Lodge, York or Scottish Rite body, Shrine Temple or Club, Grotto, etc.
    - pass a Resolution of Sponsorship indicating its support for the Chapter.
    - agree to:
      - 1) provide the Chapter a meeting place at no cost to the Chapter;
      - 2) ensure that an active and involved Advisory Council is seated to supervise the activities of the Chapter and to provide guidance to its members;
      - 3) provide on-going support, guidance and assistance to the Chapter.
3. **Form an Advisory Council.**
  - a. Minimum of 6 members (2 for Pilot Chapter) Chairman must be a Master Mason
  - b. Complete and submit Adult Worker Profile forms on each new advisor;
  - c. Schedule and hold a DeMolay Advisor Development (DAD) class;
  - d. Submit an Advisory Council Registration form to Georgia DeMolay with fees.
4. **Select A Chapter Name** (Cannot be named for a living person.)
5. **Petition for Letters Temporary**
  - a. Forward Letters Temporary Petition to Executive Officer with appropriate fee.
  - b. Apply to the I.R.S. for a Tax Identification Number. (Form SS-4)
6. **Establish Chapter Membership Fee**
  - a. Membership fee is one-time fee for "life membership"--no annual dues allowed.
  - b. Minimum fee allowed, \$25.00 for each new member, which goes to DeMolay International to register the new member.
  - c. Recommended "Life Membership" fee: most GA chapters charge around \$50
7. **Recruit Charter Membership Class**
  - a. Minimum of 15 in charter membership class (may be in increments)
  - b. No Masonic affiliation required
  - c. Candidates must: --be between 12 and 21 years old; --believe in God.  
--be of good character and reputation. --petition the Chapter
8. **Select Chapter Officers**
  - a. **Officers** may be elected by candidates or appointed by advisory council
9. **Initiate First Class(es) and Institute Chapter**
  - a. Schedule special program to initiate class and institute chapter.
  - b. Invite local Masonic leaders, local dignitaries and news media
  - c. File Form 10s with international and state DeMolay offices within 10 days of initiation.
10. **Set Meeting Days; Adopt By-Laws and GO!**

###

## **Georgia Proposal for Pilot Chapters**

### **Overview:**

DeMolay International, under the direction of then Grand Master Greg Klemm, held a weekend brainstorming weekend in March of 2001 to discuss and design ways of bringing DeMolay forward. A number of Adult and DeMolay leaders converged on the headquarters office to talk about the past, the present and the future.

During the course of that weekend the attendees were divided into four groups. Each of the groups had the same list of goals but were not told how to go about accomplishing those goals or given priority on how they should proceed. At the end of the conference each group made a presentation of ideas, thoughts and concepts that DeMolay should consider in the future.

One of those concepts was to change the chapter format and make it easier and less restrictive to start new chapters in areas where the DeMolay requirements and parameters had not been successful or could not be successful. Three of the four groups discussed this concept in detail and gave it a high priority for continuing development. A number of those attending continued that discussion, have met occasionally and concluded a program needed to be put together.

Grand Master Fred Welch appointed a committee which met prior to the August 2003 Board Meeting and came up with a basic plan and called it the New Chapter Pilot Program. The intent was to take the program to a number of jurisdictions and fine tune it for presentation to the other jurisdictions should they have some interest. The committee presented a request to the Board of Directors in August and it was approved by the Board for implementation. The presentation piece the board approved follows this outline. The initial request was from nine jurisdictions; two more were added after the presentation was made to the Board. The program is based upon a five year waiver.

The Grand Master appointed a committee to look into the program further and to develop presentation pieces for distribution to those jurisdictions approved in the program. The Regional Conferences were held in the fall and the Service & Leadership Staff and the Elected Line Members made a presentation on the program explaining the objectives and goals. At the November Board Meeting requests came in from approximately 25 additional jurisdictions and they were approved for the same waiver.

The concept has been well received out in the field. The input and ideas coming forth from jurisdictions have been tremendous. It becomes important to denote that the feedback lends itself to the committee's original agreement that the program needed to start out in basic form so the jurisdictions could adapt the concept to their advantage and use their strengths to implement it in a positive and effective manner.

The program has not been distributed since the November board meeting because the input from the regional conferences was so vast. The New Chapter concept is being left to the jurisdictions for interpretation and development with the vision that a couple years down the line the concept can be better defined and put in concrete terms for implementation.

## **Introduction:**

The following concepts will be considered (but not limited to) for the program:

Program is for new or restarted chapters

Lower minimum number of members to start the chapter

Sponsorship can include civic, social or fraternal groups approved by the Executive officer

Chapter names to include the words “DeMolay Leaders”

Reduced language for the induction ceremony and the opening of the business meetings

Chapter officers to be more representative of corporate/civic organizations

Chapter committee structure simplified

DeMolay Youth Protection and Risk Management policies would remain in effect without change

A pathway to becoming a full-fledged chapter will be provided

## **Program Detail:**

**-The Program is geared toward new or restarted chapters.**

This waiver program is to start new chapters or reinstate old chapters who have been closed to due lack of available advisors and/or members. Existing chapters who are in the process of closing and want to reactivate under these guidelines will need to close the chapter and apply for a reinstatement in order to become eligible for this waiver.

This waiver is not intended or designed to eliminate or change the existing chapter structure. Chapters will not be converting from the traditional structure to a DeMolay Leaders program.

**-Lower minimum number of members to start the chapter**

The Minimum number of DeMolays to start a chapter will be five; the minimum number of advisors will be two.

**-Sponsorship can include civic, social or fraternal groups approved by the Executive officer**

DeMolay Leader chapters can be formed under the usual process or through other organizations. It is strongly recommended and encouraged that if a Masonic sponsoring body is available and wants to assist and develop the chapter they be encouraged to sponsor the chapter. If no Masonic organization has the ability to sponsor the chapter then you are encouraged to find other civic and fraternal organizations that can help grow and sustain a chapter.

**-Chapter names to include the words “DeMolay Leaders” or .....”Pilot Chapter”**

We believe that the message we wish to send in this new chapter concept is leadership. Therefore, each chapter is *encouraged* to name their chapter with the words “DeMolay

Leaders” included in the chapter name. Examples would include “DeMolay Leaders of Waycross” or “John Wesley Jones DeMolay Leaders”. No requirement exists that a chapter must use “DeMolay Leaders” as their title. The other option in this instance is that chapters operating under this program could utilize a name such as “Lakeland Pilot Chapter” or “John Wesley Jones Pilot Chapter”.

**-Chapter Officer Names are to remain as the basic traditional DeMolay offices**

Chapter Officers will be the Master Councilor, Senior Councilor, Scribe, and Treasurer. They will all be elected, and the Scribe and Treasurer can serve as one officer with both titles if needed. The term of office will run six months, and at the end of that term, the outgoing Master Councilor will be known as a Past Master Councilor of DeMolay.

**-Chapter committee structure is simplified**

There will be no committee structure due to the size of the chapter. If the Chapter President wishes to appoint committees he can do so.

**-DeMolay Youth Protection and Risk Management Policies would remain in effect without change.**

All adult leaders under this waiver will have all the requirements that adult leaders do under the traditional DeMolay format. They will be required to pass background checks, complete DAD training and be approved by the Executive Officer. The Chapter Chairman and Chapter Dad are not required to be a Master Mason, a Senior DeMolay or a man.

**-Reduced Language for the induction ceremony and the opening of a business meeting**

The traditional full form ritual used by DeMolay chapters will not be used. A reduced version of the ritual will be developed. Chapter initiation will be short and limited and may at the discretion of the Executive Officer be reduced including the obligation. A shortened induction ceremony is attached. *The Executive Officer will determine the method of initiation and how this procedure will be implemented in relation to a regular chapter structure in each jurisdiction.*

## Chapter Start-Up Costs: An Overview

Chapter start-up costs are broken down into three categories—administrative fees; new member recruitment and education/advisory council organization/education materials; and chapter paraphernalia.

Administrative fees include the fees payable to DeMolay International for the issuance of the chapter's Letters Temporary.

**Total administrative fees: \$100.00**

New member recruitment and education/advisory council organization and education materials include items designed to recruit and educate new members for the chapter, as well as materials to aid the advisory council members in understanding how to plan aspects of the chapter's program and minimize legal liability for the chapter and its advisors. The materials needed include each of the following items which can be purchased directly from the DeMolay & More Store:

Membership Planning Guides	New Member Orientation Kit
Chapter Program Planning Guides	Youth Protection Program Kit
DeMolay Leaders' Resource Guides	Proficiency Cards
Petitions for Membership	Public Ceremonies Books
Parents Guide to DeMolay Booklets	DeMolay Ritual Books
Membership Recruitment Brochures	

Chapter paraphernalia includes the clothing and furnishings needed to conduct the degrees and the business of a DeMolay chapter. When previously issued equipment is available, the Associated DeMolay Chapters of Georgia will provide paraphernalia such as officers' robes and DeMolay Degree costumes, a Bible, a ballot box, an altar cloth, candle stands for use at the altar, etc., that have been returned by chapters that have ceased to need them or have closed. With some "sprucing-up" these materials will serve the new chapter well while reducing the number of items that must be purchased new. Many times, new chapters use equipment provided by Georgia DeMolay to get started, then begin purchasing their own new equipment and returning their originally issued equipment to benefit another start-up chapter. Should a new chapter elect to purchase all new equipment, robes and costumes, the total cost to acquire the needed items could go above \$5,000, depending on the quality and source of the equipment.

*A check in the amount of \$100, to cover the administrative fees outlined above must be included when the Resolution to Sponsor is submitted to the Georgia DeMolay office. The fee should be made payable to DeMolay International.*

When the chapter has grown to a size of at least 25 members on its roll, it will be considered to be fully chartered. A \$100.00 fee is assessed by DeMolay International to cover the costs of preparation of the chapter's official charter document. This fee has not been included in the fees noted above since it is not considered a "start-up" cost.

###

SOW A THOUGHT, YOU REAP A DEED.

SOW A DEED, YOU REAP A HABIT.

SOW A HABIT, YOU REAP A CHARACTER.

SOW A CHARACTER, YOU REAP A DESTINY.



## DEMOLAY SPONSORSHIP

*Isn't it time your group "made a difference" in your community?*

# REQUEST TO PROCEED LETTER

**Date:** \_\_\_\_\_

**To:** Executive Officer  
Georgia DeMolay

**From:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject:** Formation of a DeMolay Chapter in the \_\_\_\_\_ area:

Please take this letter as an official request by the members of the Masonic body(ies) listed below to be contacted by a representative of the Associated DeMolay Chapters of Georgia to discuss establishing a DeMolay chapter for the benefit of young men in our area.

List interested Masonic group(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We have reviewed in detail the information contained in the publication **SPONSORING DEMOLAY IN GEORGIA** and understand the expectations of a sponsoring body of a DeMolay chapter. We are ready to meet with representatives of the Associated DeMolay Chapters of Georgia to get the formation process underway.

We are also committed to handling the formation in a timely manner, so as to have the Chapter fully operational within six months of the filing of our application for Letters Temporary. We have identified at least six Masons and/or Senior DeMolays who are interested in serving on the Advisory Council for the chapter. We would like to receive a Resolution to Sponsor, Adult Worker Profile questionnaires, Advisory Council Registration forms and a Petition for Letters Temporary.

Our primary contact for the organizational process is: \_\_\_\_\_  
Address \_\_\_\_\_  
City/state/zip \_\_\_\_\_  
Telephone ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

I make this request as presiding officer of \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Signature Title  
\_\_\_\_\_  
Print Name Telephone Number

**Return To:**  
Georgia DeMolay 1690 Peachtree Street, NW Atlanta, GA 30309