

5 Steps to the PMC-MSA

I. TO BE COMPLETED PRIOR TO INSTALLATION:

- A. Memorize all the Master Councilor's portion that appears in the ritual of Secret Work! (This is usually interpreted to be the opening and closing of a chapter and the 9 o'clock interpolation rituals.)
- B. Print and distribute your program for the term (must be copied, or otherwise reproduced in multiple copies and distributed to the entire membership).

II. FIRST LETTER: (Your first letter of intent must be sent within fifteen (15) days after your installation to your Executive Officer for his signed approval.)

- A. Send first letter of intent to your Executive Officer and State Awards Director.
- B. Letter should contain:
 1. Statement of intent to qualify for the award.
 2. Statement that Ritual Work has been memorized.
 3. Copy of printed term program.
 4. Your mailing address and the name and location of your chapter.
 5. All other information you deem important.
- C. First letter of intent must be signed by you and your Chapter Advisor.

III. TO BE COMPLETED PRIOR TO SECOND LETTER:

- A. See that throughout the term all ceremonies are delivered from memory.
- B. See that both degrees are conferred during your term as Master Councilor.
- C. Hold at least one activity in each of the following areas:
 1. Social
 2. Civic
 3. Fund Raising
 4. Masonic Service
 5. Athletic
- D. See that the chapter initiates their pro-rata share of the Chapter's PMC-MSA Membership Goal during your term, or initiates the total chapter PMC-MSA Membership Goal during the year which begins with your Installation. (Explanation is as follows: If the Chapter fails to initiate the specified pro-rata share of its PMC-MSA Membership Goal during a Master Councilor's term, and all other prerequisites for the PMC-MSA are met, the award will be held until one year from the date of said Master Councilor's Installation. If the total PMC-MSA Membership Goal is attained during that year, the individual shall qualify.)
- E. The Master Councilor must establish a program which increases or maintains a high level of attendance at Chapter meetings. (This program and its results shall be outlined in the final letter submitted the end of the term.)
- F. See that all Form 10's reporting new initiates are sent to DeMolay International within the 10 day requirement; also see that the Chapter's Advisory Council registration reaches headquarters before the delinquent date if the due date falls in your term.
- G. Provide for the observance of each Obligatory Day that falls during your term. (Note the list on pages 33 and 34 in the fifteenth edition of the DeMolay Leader's Resource Guide.)
- H. The Youth Protection Video must be shown to the membership during your term. There must be a letter sent to the Executive Officer stating that it was done.

IV. SECOND LETTER:

- A. Submit a complete explanation of the seven items above.
- B. Make an analysis of your printed program, explaining the results of each activity. (Include any newspaper clippings if available.)
- C. Provide an explanation of any program changes that were made.

V. CERTIFICATION:

A. Your final or second letter must be signed by you and your chapter Advisor who by signing is indicating his approval of your letter and recommending that the PMC-MSA be granted. (No reports will be accepted if this is not done.)

B. Be prompt, and send your final letter within ten (10) days after the next Master Councilor is installed to your Executive Office for his signed approval.

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B. Be prompt, and send your final letter within ten (10) days after the next Master Councilor is installed