

Introduction

Welcome, to the *DeMolay International*, **Chapter Activity Guide!** This Guide is presented to you, the DeMolay Chapter Advisor, as a tool to help make your job easier and more successful. Major areas of DeMolay importance: Social, Communication, Ritual, Leader Training, etc. are outlined where information is presented for a particular topic using the following categories:

- C TOPIC - What is the activity.
- C OBJECTIVE - Why is the activity done.
- C WHAT'S NEEDED - A list of the supplies, tools, facilities needed to successfully complete the activity.
- C TIME REQUIRED - A realistic guideline to help with planning and completing the activity.
- C HOW TO - Step by step instructions on how to carry out your plans.
- C ACTIVITY - Doing what you have planned.
- C REVIEW AND EVALUATION - Suggested criteria and methods of evaluating the success of the activity.

This guide is not intended to be the final word on DeMolay activities. Periodically, updates will be available which will supplement and grow this Guide so that it will continue to be a living resource for the chapter. Each new addition will come with a new Table of Contents and will mark which Topics are new. Put this Guide in a three-ring binder so that you can take the outlines out, use them, modify them to fit your own situation, and return them to the Guide. This book is designed to work like a "cookbook" and grow with you as your confidence and knowledge grow. Include ideas that you have and those that you get from other advisors. Don't forget to share your ideas with them too.

With this version of the **Chapter Activity Guide**, we have added an exciting new area called Meeting Activities! This area may very well become the bulk of the Guide. In this area, topics are provided which are intended to be used before, during, after, or in place of regular stated meetings. How does a chapter make every night it meets exciting, educational, and interesting for its members? Hopefully, you will find ideas in this section which will aid the chapter in doing just that.

The activities contained in this Guide are tried and true. Still, that does not mean that they will work for all chapters in all situations. You may have to modify some of them to suit your chapter's needs.

Now you have the tools. Use them and let them help you have an enjoyable experience as a DeMolay chapter advisor.

Acknowledgments

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Craig Bennett
Lance Braun
Mitchell Cross
Brian Golwitzer
Troy Hawkins
Keith Klein
James Kuester
David Poffenbarger
Jeff Sillito

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Introduction

Acknowledgments

Leader Training

- Planning a Chapter Installation
- Dealing with Difficult People
- Learning Delegation
- Team Building
- Cooperation and Teamwork
- Time Management
- Writing an Agenda

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- Chapter Ritual Team and Ritual Practices
- Let There Be Music
- Memorization Techniques

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How to Make a Budget

Meeting Activities

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 Making Chapter T-shirts or Posters
 Card Games
 Movie Night
 Hi-light Films
 Miniature Golf

Topic

Planning a Chapter Installation

Objective

Having a well planned and smooth running chapter installation is a great public relations project and also instills pride in your chapter officers.



What's Needed

1. Officers to be installed need to be qualified for their office and ritually proficient.
2. Review the "Monitor of Public Ceremonies" for the needed installing officers.
3. A location is needed for the installation, normally the chapter's meeting place.
4. Invitations to mail out ahead of time to announce the installation.
5. A printed program of the installation, listing the officer, installing team, advisors, etc.
6. Decorations or flowers for the chapter room and/or reception room.
7. Corsages for the councilor's mothers, chapter and state sweetheart and boutonnières for advisors, installing team, and state advisors.
8. Chapter regalia needed for opening a chapter.
9. Hostesses for the guest book and introduction cards, flower girl for pinning on flowers, and ushers for seating people, adding/removing chairs, as required.
10. If a reception and/or dance is planned, then sufficient food, drinks, and supplies will be required. For the dance, a DJ or music system is needed (see Chapter Lesson Plan for Dances).

Time Required

- C For planning an installation, you should start at least six months prior to the event.
- C Installation ceremony should not exceed 90 minutes.

How To

1. Six months prior to the installation, start traveling to other installations in your area. This will allow you to see what other chapters are doing so that you can improve upon things you like and not commit the mistakes others have made.
2. This is a chapter installation, not just the Master Councilor's, so the chapter should be working together to plan it.
3. Election and appointment of officers should be done far enough in advance so they can be ritually proficient in their new office prior to the installation.
4. Select and installing team far enough in advance that they have time to learn their ritual from memory.
5. Confirm the reservation for the location of the installation at least six months ahead of time.
6. Invitations should be mailed out six weeks prior to the installation.
7. Print a program listing the order of items for the installation, the officers to be installed, the installing officers, and the advisory council.

8. The invitation and program can be printed, or made with a desk top publishing program and taken to a copy shop.
9. Set up a budget for the installation so that expenses can be controlled.
10. Remember this is a chapter function and the incoming Master Councilor should not be paying for the costs.
11. A practice should be held prior to the installation so that everyone is familiar with what will happen at the event itself.
12. The day of the installation, have member and advisors arrive early to set up. This is also a good time to take photos of the officers.
13. Have a list of who is to get flowers.
14. Have introduction cards available near the guest book so that those that need to be introduced can fill out the card. These should include jurisdictional officers, jurisdictional advisors, Past Master Councilors, and heads of other Masonic organizations. Make sure that those cards get taken up to the East prior to introductions.
15. Start the installation on time.
16. Keep introductions, speeches, presentations, and thank you's short.
17. End the ceremony on time.

Activity

Assign committees for setup, cleanup, reception, and dance.

Review & Evaluation

1. Review the performance of the installing team.
2. Review the installation as a whole and recommend changes for the next term.



Topic

Dealing with Difficult People



Objective

To learn a few simple strategies for dealing with those whose behavior blocks the accomplishment of our goals.

What's Needed

Note pads and pencils for participants.

Time Required

A full exploration of what causes people to display unhelpful, obstructive, or even hostile behavior is the subject of lengthy study, and is thus way beyond what can be accomplished in this short discussion. Nevertheless, in approximately one hour or so, we can learn some helpful suggestions for dealing with difficult people.

How To

Explain what we are attempting to accomplish using the information provided in the "time required" and "objective" sections.

Listed below are some types of difficult people, the behaviors they exhibit, and some coping strategies. Go through each behavior type on the list using the following procedure:

- C Name and describe each type.
- C Have a participant illustrate the negative behavior that might be exhibited.
- C Describe and discuss coping strategies.
- C Ask the same participant to illustrate the negative behavior again and allow another participant to illustrate the coping strategies in response.
- C Solicit further discussion, questions, and comments.

Activity

The Basic Types

HOSTILE PEOPLE

Characteristics:

Need to control their world. Are aggressive. They throw tantrums, bully and intimidate people, and make biting remarks when they don't like how things are going.

Coping strategies:

- C Stand your ground. Don't retreat, but also don't fire back with the same hostile behavior. Express your feelings calmly. Plan on feeling anger, but don't give in to it.
- C Repeat back to them what they've said so they are put on notice that you have heard them. They might not like it if people remember what they say, and may back off.
- C If the remark they make is a sort of "sniping" where they make hurtful remarks without exposing all their feelings, ask them to explain what they mean. Do not continue the conversation until they do so.

- C If you are confronted with someone who is throwing a temper tantrum that will not quit, advise this individual that you refuse to deal with people under such circumstances, ask him or her to contact you when calm, and walk away.

INDECISIVE PEOPLE

Characteristics:

These people postpone important decisions, often in the hope that the need to make the decision will go away. They may also want to have all facts available and in perfect order prior to making the decision which usually creates unacceptable delays, wastes time, and can result in no decision ever being made.

Coping strategies:

- C Work to reduce the alternatives available to such people so as to simplify the decision and make it more difficult to postpone it.
- C Encourage a decision by asking the person directly what additional information is needed in order to enable him or her to make the decision. Get him or her to be specific about this.
- C Be willing to show support of the person who is to make the decision.

COMPLAINERS

Characteristics:

A complainer often recognizes real problems, but does not work to solve the problems. Instead this person continually gripes and points out how bad things are.

Coping strategies:

- C Listen to what the person has to say. Acknowledge that you understand what has been said, but don't agree. Then ask straight-forward questions of the person concerning how he or she would solve the problem. In other words, listen to the complaint only once, then participate only in discussions concerning how the problem might be solved.
- C Ask the person what result he or she wants, or what his or her desired outcome would be.

NEGATIVE PEOPLE

Characteristics:

This person obstructs problem-solving by pointing out something that is wrong with every proposed solution or idea. The most commonly heard words from this person are, "It won't work."

Coping strategies:

- C Emphasize the importance of generating ideas first and evaluating them later. Also emphasize the thought that you can always reject an unworkable idea but you cannot accept a good idea that got buried and lost.
- C Assure the negative person that an opportunity will be available to discuss concerns after you've heard all the ideas.
- C Try to make sure you are making optimistic, but at the same time, realistic statements.
- C Depending on the situation, you may need to take action on your own.

SILENT, UNRESPONSIVE PEOPLE

Characteristics:

These people volunteer nothing. If you ask for their comments, you often get a shrug of the shoulders or a grunt.

Coping strategies:

- C Realize that silence is a technique for getting people to participate, and if you have a need to fill all silence, deal with that need first.
- C Stare at the person in a friendly way when asking questions.
- C If you receive no response from someone, ask the person directly what this lack of

response means.

KNOW-IT-ALLS

Characteristics:

These people have a superior, condescending, or pompous attitude based on their belief that they have all the answers. While they might or might not have considerable knowledge concerning the issue under consideration, no one has the solutions to every problem. These people often enjoy using what knowledge they have or think they have to try to make others feel inferior and stupid.

Coping strategies:

- C Be sure you have examined and thought about the problem or issues so you can deal from a position of strength.
- C If you believe the person really does know what he or she is talking about, ask that person to explain how his or her ideas would work. Be prepared to respond with factual statements. Suggest the importance of seeking out others to be sure important ideas or facets have not been overlooked.
- C If the person really doesn't know what he or she is talking about, be prepared to state facts clearly and how you came by that information. Give this person an opportunity to save face when he or she is about to be proven wrong. It might be helpful to deal with this sort of person away from large groups as the embarrassment resulting from being shown to be wrong in front of a group might lead to additional negative behaviors.

Review & Evaluation

Conclude the session with a summary of the types and the coping strategies. Emphasize that this short seminar was not meant to create a "cook-book" of solutions for every difficult situation. Rather its purpose was to help clarify the problems people can cause through their difficult behavior patterns, and to suggest some coping strategies the participants can use in developing their own ways of the dealing with the difficult people they encounter.

Did those attending participate?

Were the examples they provided helpful? If the examples could have been better, consider how the presenter might better facilitate the creation of those examples next time. Did the discussion indicate that the participants grasped the concepts and that they will be able to try the coping strategies in real-life situations?



Topic

Learning Delegation

Objective

To demonstrate how and why a leader should delegate.



What's Needed

Have paper and pens available to take notes.

Time Required

This discussion should last from 15 to 30 minutes, depending on the amount of feedback you get from the members. Actual delegation of duties will require time enough to determine what items should be delegated, deciding who to delegate to and explaining what is needed to the person who will handle the delegated duties.

How To

Have the members sitting in a group.

Lead a discussion on delegation using the information below and get feedback from the members as their feelings about the different aspects of delegation.

Have one of the Chapter leaders delegate specific duties to one or more of the Chapter members.

Have the group re-assemble after the delegated duties have been performed to evaluate how the delegation of duties worked and if it could have been improved upon.

Activity

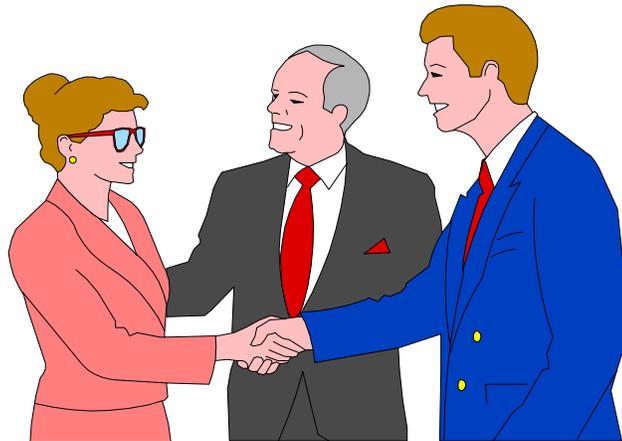
1. Delegation is the secret of a leader's sanity. No matter how good a leader you are, your responsibilities will always be greater than your personal capacity to carry them out.
2. The more that can be delegated, the more involvement you have in the program and the more time per individual to spend on quality and details.
3. The skill of delegation is knowing when and how to concentrate on those matters that are most important within the circle of the things that you handle yourself. Less important tasks can be delegated to others.
4. Six steps to successful delegation:
 - a) Pinpoint the task
 - b) Select the person
 - c) Make the assignment
 - d) Supply support
 - e) Check the program
 - f) Evaluate achievement
5. Five basic delegation situations:
 - a) Routine tasks
 - b) Tasks for which you do not have time
 - c) Problem solving

- d) Changes in your job emphasis
 - e) Capability building
6. How to delegate:
- a) Give him the facts about the job
 - b) Explain the relative importance of the job
 - c) Tell him with whom he is to deal
 - d) Prepare him psychologically
7. How to keep control when delegating:
- a) Examine results
 - b) Control by follow up
 - c) Progress reports

Review & Evaluation

After the discussion, the members should have a basic understanding of how to delegate. Make sure that there are no questions left.

After a leader delegates a job, he should check up to see what progress is being made, answer any questions from the person who the job was delegated to and examine and evaluate the final results. Constructive criticism can then be made if necessary.





Topic

Team Building

Objective

This short test will give you an idea of how you are rated as a team player and where you might need help to improve yourself as a member of a team. An exercise is also included to demonstrate how to work as a group.

What's Needed

Paper to write on and a pen or pencil will be needed for each member to participate in the test portion. For the expertise, you'll need room enough for the group to form in a circle.

Time Required

15 minutes should be enough for the written part of the test. This includes both taking the test and discussing it. For the exercise 30 minutes should be enough, as you'll want to do it at least twice.

How To

1. To find out how you rate as a team player, grade yourself on the FACTS of team work by indicating how often you behave as described:
4 = Usually
3 = Often
2 = Sometimes
1 = Seldom
2. Read the following questions to the group and have them write down their answer using the above numbers. Remind them to answer honestly, as they will be grading themselves and it is important to know how they rank.
____ Follow through. Do you return phone calls, keep commitments, do what you say you're going to do?
____ Accuracy. Do you pay attention to detail, check facts, proof your writing, rehearse presentations, seldom have "redos"?
____ Creativity. Do you approach problems positively, listen openly to new ideas, suggest different ways of doing things, offer specific ways you can contribute to the team?
____ Timeliness. Do you meet deadlines, arrive on time, speak succinctly, cluster questions for others, show respect for other people's time?

_____ Spirit. Do you pitch in to help, show appreciation for others, think win-win to manage differences, remain flexible in consensus decision making, celebrate with others or add humor or fun?

_____ TOTAL

3. Have the members total up their score.
4. Discuss the following scores with the group:

18-20	You are a great team player
15-17	You are an asset to the team but can improve
12-14	You are a positive member of the team but can improve
Below 12	You need to improve your skills in team playing

Activity

1. For the exercise, find space large enough so that the group can stand in a circle, facing inwards.
2. Have them move forward and extend both arms inward and grab hold of another person's hand, so that each person is holding one hand in each of their hands.
3. Advise them that they cannot let go of anyone's hand during the exercise.
4. The object is to work together as a team and unravel this human knot so that they are once again all standing in an unbroken circle, all without letting go of anyone's hand.
5. They will have to climb over and under each other, through legs and arms. Observe the team work taking place and if there is a leader to the activity.
6. Once they have done it once. Have them do it a second time and see if they can do it faster.

Review & Evaluation

Discuss ideas on how the members who had a low score on the written portion of the test can improve themselves and become better team players.

Discuss the human knot activity and how it demonstrates teamwork. Can the members learn better teamwork for chapter activities from these two activities? How?

Topic

Cooperation and Teamwork

Objective

Cooperation and teamwork is necessary for any organization to work. Leaders need to recognize the characteristics of effective teams and individual participants. Team leaders need to develop techniques that help the talents of the team members flourish. Special emphasis is placed on the importance of valuing the contribution of each member of the team.



What's Needed

A meeting room large enough for the group. A chalkboard, white board or easel pad and marker pens for writing down the important topics to be discussed.

Time Required

Discussion of the topic should take 30 minutes when you have participation from the members.

How To

Have the members sitting so that they can easily view the writing board.

Facilitate a discussion on cooperation and teamwork with the members using the ideas listed here.

On the writing board, write the word T-E-A-M-W-O-R-K vertically so that you can write out a short sentence using the letters from the word teamwork.

Discuss what each letter stands for and how it would relate to a DeMolay Chapter.

Talk about how cooperation and teamwork relates to sports, ritual, committee assignments.

Activity

Why are planning and creative use of team members essential strategies needed to develop a winning team?

How do a devotion to the greater good of the group, discipline to follow the rules but flexibility to improvise when necessary and the awareness of personal accountability by each team member relate to teamwork?

Why is it the team leader's job to keep the members challenged, motivated and working together?

Discuss how synergy can blend the talents of the team members into something greater than the sum of the individual contributors.

T stands for togetherness. To build togetherness eliminates blame

E stands for equality. Each team member is equal but has special talents.

A stands for attitude. Your true attitude comes out under pressure.

The team with extraordinary attitude often comes out ahead of

- the team with extraordinary talent.
- M stands for meshing. Meshing is utilizing the team members to take full advantage of skills and strengths.
 - W stands for "we versus I". The leader and the members must think of the team as "we not I".
 - O stands for organization. This is being on top of the details, the planning.
 - R stands for role playing. Team players need to submerge themselves into their role. This way, no matter what role they are in, the team will win.
 - K stands for kindred spirit. This refers to the rapport and sharing experience of an effective team. The brotherhood of a chapter that is working well together and cooperating.

Review & Evaluation

After the discussion, the members should be familiar with the importance of cooperation and teamwork within the chapter and how it relates to not just team sports but to all aspects of chapter activities.

End the review with a short discussion of this quote, "Are the softball players who are picked last just bad players, or are they bad players because they are picked last?"

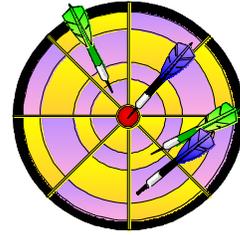


Topic

Writing an agenda.

Objective

- A To run effective, well paced meetings.
- A To insure that all necessary topics are covered and discussed.



What's Needed

1. Gather all topics to be discussed at the meeting.
2. Review the minutes of the previous meeting to see if there is any unfinished business that needs to be followed up on – any tabled motions or any business that was not completed.
3. Find out if you need reports given by other members and/or advisors and give them adequate time to prepare their report.
4. Write out the agenda items to be covered in the order to be covered.
5. Make copies of the agenda and pass them out to those who attend the meeting.

Time Required

Start gathering item for the agenda in time to write the agenda out and get it approved by your chapter advisor – usually 24 to 48 hours ahead of time.

How To

The type of meeting you are having will determine what kind of agenda you need. Stated meetings will require a detailed agenda so that all necessary business is covered. The Leader's Resource Guide has a sample Stated Meeting Agenda that can be copied. Degree meeting agenda can be fairly simple, listing the Opening, Name of Candidates, and then the Degrees to be conferred, and Closing. Committee meetings should also be run from an agenda, listing the topics the committee needs to cover.

Activity

Use the agenda and follow the order of business to run the meeting.

Review & Evaluation

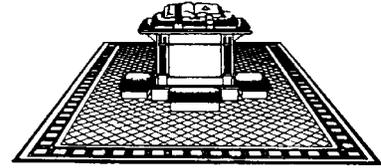
1. Determine whether all necessary business was listed on the agenda.
2. Determine if the agenda was followed.
3. If items were missing, make sure the next agenda is better researched to include everything.

Topic

Chapter Ritual Team and Ritual Practices.

Objective

1. To increase participation and enthusiasm in DeMolay members in Ritual.
2. To improve the quality of ritual in the chapter.
3. To enable the chapter to demonstrate its ritual proficiency in ritual competition.
4. To make a lasting impression on new initiates, public and quests of DeMolay.



What's Needed

1. Commitment on part of DeMolays to improve their ritual.
2. A Ritual Coach, who can be either a DeMolay or an Advisor. Instead of having many ritual chiefs, each telling everyone else how it should be done, one person should be clearly in charge.
3. Teamwork. Good ritual requires teamwork.
4. A place to practice. The chapter room would be best, but the social hall or other facility will do. If you doing an outdoor degree, then practice where the degree will be given.
5. Time. Good ritual also requires time. Teamwork is achieved, not in a few hours, but over the course of time. Time allows for everyone to know their part and fit into the grand plan as well as iron out any "bugs."

Time Required

It varies for the ceremony/degree being given. An installation practice can take a few hours early in the day of the installation; Opening and Closing an all morning practice followed up by "perfecting" at each meeting, or taking a meeting to practice; or a degree several practices over the course of time.

How To

1. It should be a chapter decision to have a ritual team. Discuss it and vote on it in chapter.
2. Hold tryouts or ask for volunteers. Just because DeMolay X learns a certain part, doesn't mean he should always thereafter have that part – or even that he wants to. Periodically ask for new volunteers or hold tryouts. This will keep DeMolays on their toes and make for a quality presentation.
3. Have a read through with only the speaking part. Discuss the meaning of the degree/ceremony; pronunciation; the relationship of one part to another. If it's the DeMolay Degree, this is the time to decide on characterization, theme, music, and costumes. The DeMolays will support what they help create.
4. Work on the delivery with each part. Ask the others present to constructively critique. You can also do this in groups such as the preceptors or Master Inquisitor and Jacques DeMolay.
5. Next, bringing together all parts – both speaking and non-speaking – practice floorwork. You will find this approach will make your ritual practice time more focused and productive. Finish up with a group critique.

6. Hold at least one start to stop – no interruptions – practice. Finish up with a group critique.
7. Hold a dress rehearsal just prior to the actual event, and don't forget to critique.
8. Once the team is up and going, hold periodic practices to keep the degree/ceremony sharp and meaningful.
9. One caution: Because of personal schedules not everyone will be at every practice. Don't worry! Work with those who are there. Also, have back ups just in case someone can't make the real presentation.

Activity

Ritual practices can be separate or a part of another activity. Practices really should be no more than three to four hours in length. Perhaps practice in the morning, then go out for pizza or another activity. On a chapter outing, such as a campout, take a few moments to have a "quick" practice; as you drive to an event/visitation practice in the car. Don't separate ritual from the rest of the DeMolay program. Look for ways to incorporate it and make it fun.

Review & Evaluation

A critical aspect of any ritual team is constructive criticism. After every practice, critique. After a "real" presentation, critique. Listen to the feedback from the audience. Take the criticism and discuss it as a team and work to improve the work.



Topic

Let There Be Music.

Objective

1. To add to the Ritual of DeMolay ceremonies and degrees.
2. To underscore the meaning of the ritual and serve to enhance the impact on the viewer.
3. To allow a chapter to put its own "stamp" on their ritual work.



What's Needed

1. A CD or tape player for use by the chapter for its ceremonies and degrees. A portable with good speakers works great.
2. Someone to be in charge of playing the music.
3. A collection of CD's and tapes for the chapter to use. This can be an individual or committee project to buy the CD's and then decide what to use where.

Time Required

Ongoing. Music is always changing. Periodically review what's available and update as needed. Don't be afraid to try something new.

How To

1. Assign a committee or individual member to be in charge of "music." He can also be the person who plays the music, but must also select the music for each ceremony/degree.
2. As a part of the ritual team process, discuss different selections and themes that will serve to underscore the message or the interpretation.
3. Have the CD/tape player set up prior to the ceremony/degree. Try it out. Make sure the music will not be too loud or too soft.
4. Be one step ahead in the ceremony or degree. Know exactly when to start playing. Have a "script" or ritual/monitor in front of you, so you can follow along, and cue the music at the right time.
5. Have what you are going to play lined up in order.
6. Make the mood of the music match the mood/tone of the ceremony/degree. For example loud, march-type music doesn't work for a prayer and a sad or somber tune doesn't work for a celebratory ceremony. Never use a vocal selection in the background as one is speaking. People either listen to the song or the ritualist, with the other being a distraction, lessening the impact of the ceremony/degree.
7. If it's dark in the room for the ceremony/degree; have a small flashlight so you can keep up.

Activity

Here are some suggestions:

Type	Title	CD/Album	Produced By
Prelude	Prologue	Hook Movie	Epic
Prelude	Backdraft	Backdraft Soundtrack	RCA
Prelude	The Land Race	Far and Away	Soundtrack MCA
Prelude	Main Title	Rocketeer Soundtrack	Hollywood Records
Background	Jurassic Park	Jurassic Park Soundtrack	MCA
March	Olympic Spirit	1988 Summer Olympics	Arista
March	Procession of Nobles	Orchestral Spectacular	Telarc
Background	Cora	Last of the Mohicans	Morgan Creek Records
March	'84 Olympics Theme	John Williams by Request	Polygram
March	Captain Blood	Hollywood's Greatest Hits I	Telarc
March	Main Title	Master of the Universe	Laser Video
Fanfare	Festive Overture	Symphonic Spectacular	Telarc
March	Theme from Last Starfighter	Fantastic Journey	Telarc
March	Song of Blacksmith	Cleveland Symphonic Winds	Telarc
Prep Altar	Excultate Justi	Empire of the Sun Soundtrack	Warner Brothers
Prep Altar	Fanfare of the Common Man	John Williams/Boston Pops	Phillips
Background	Theme from Dances w/ Wolves	Dances With Wolves	Epic
Background	Ness and Family	Untouchables Soundtrack	AM Records
March	Meyerbeer March	Weekend Classics	London
March	Grand March from Aida	Bernstein Encore Collection II	CBS Records
Background	Somewhere In Time	Somewhere In Time Soundtrack	MCA
Background	The Early Days/Star Trek IV	Born of the 4 th of July	Telarc
March	Coronation March	Pops on the March	Phillips
March	Star Trek IV	Star Tracks II	Telarc
DeMolay Degree:	Movie music makes great DeMolay Degree background music.		
	Lion in Winter		
	Terminator II		
	Dead Again		
	1492		
	JFK		
	Sleepers		
	Shawshank Redemption		
	Conan the Barbarian		

Review & Evaluation

Listen to feedback. Did the music enhance or detract from the ceremony/degree?
Is it time to try a new musical selection?

Topic

Memorization Techniques.

Objective

1. To increase participation and enthusiasm of DeMolay members in a fundamental part of the DeMolay program.
2. To enable members and chapters to properly and effectively present the ritual.
3. To enable members to come to a fuller understanding of the teachings of DeMolay.
4. To aid DeMolay members in personal growth and development.



What's Needed

1. A Ritual or Monitor of Ceremonies.
2. A Ritual coach – DeMolay or Advisor – to be of assistance to the learner.
3. Quiet, personal time for the memorization process.

Time Required

Memorization is a personal thing. It varies between individuals. Each DeMolay knows his learning curve. Start early; allow enough time. Don't save it for the last minute.

How To

1. Everyone can memorize. To often we wait to the last minute and then say we can't memorize because we can't commit a part to memory in 30 minutes or on the way to the meeting.
2. When assigned a part, first sit down with the ritual or Monitor of Public Ceremonies and carefully read it. What is being said? What is the purpose for this part? How does it fit into the rest of the ceremony? Also, ask yourself: Do I understand the meaning of every word and sentence? Can I pronounce every word correctly? If not, ask the Ritual Coach for assistance.
3. Look up the word in the glossary in the Ritual and Monitor. Do some research on the topic – such as Damon and Pythias, the Knights Templar, etc.
4. Next, in a quiet place, without distractions, for at least 30 minutes, begin learning your part phrase by phrase, sentence by sentence. Say the first phrase over and over again until its in your mind. Then add the next phrase – say it over and over again. Then add it to the first phrase, and say both together over and over again. Try doing it without the book. Two or three sentences in 30 minutes time period may not seem like much, but it is really quite a lot. It will take several session to learn even a basic part. Experts say if you can retain the memorized part in your memory for more than 30 minutes, it is there forever – but to keep it readily available you must keep it in the forefront of your thinking.
5. In between quiet memorization sessions, as you go about your daily routine, when you have a quiet moment, repeat to yourself what you have learned.
6. Once you have memorized it, keep going over it. Once or twice a day.

7. Once you feel comfortable with the part, start to work on word emphasis and hand/body actions. This is where you perfect your delivery so it is truly meaningful.
8. Ask the Ritual Coach or fellow DeMolay to watch you perform the part and ask for feedback. Listen to the comments and use them as a basis to strengthen and improve your work.

Activity

Demonstrate your skills with the part in a ritual practice or in the degree or ceremony.

Review & Evaluation

Meet with your Ritual Coach or a fellow DeMolay for feedback and tips. Following a delivery, critique yourself. How did it go? Did you forget anything? If you did, were you able to put the lesson to be taught into your own words? Did the meaning come through? Did I make a good impression on the candidate/chapter/fellow DeMolay/Masons/Guests?

Topic

Day of Comfort Obligatory Day Observance



Objective

Observe this Obligatory Day of bringing comfort to the less fortunate with the goal of significantly improving, even if only momentarily, the plight of those in need of comfort and support.

What's Needed

People, enthusiasm, leadership and, perhaps, some money. The Almoner could target fund raising toward this activity. The type of project chosen will govern the resources needed as well as the extent of the fund raising efforts.

Time Required

The event itself could take a full or half day. Preparation time and opening for the activity chosen will vary with the event.

How To

Suggestions:

Involve other parts of the Masonic Family in this activity - Eastern Star, Job's Daughters, Rainbow, Masons, or the community at large - FCA, Campus Life, Young Life, School or College Student Councils. Get other youth groups involved - Scouts, 4-H, Junior Achievement, etc.

Also look to work with Community Organizations - Rotary, Kiwanis, Jaycees, Lions Clubs, City Leadership groups.

Target Time:

Sometime around Thanksgiving or Christmas / Hanukkah / Kwanza observances to fulfill DeMolay Obligatory Day requirements. Keep in mind, however, many other organizations are also trying to help the needy - especially during the holidays - and agencies or homes or hospitals are grateful for year round assistance or especially at other than holiday times.

Activity

- C Visit Patients in homes or hospitals. The Chapter may target the very young or the very old. Pediatric or geriatric care facilities. Don't forget the Masonic Family, such as Shriner's hospitals, Scottish Rite Hospitals, Masonic Homes. Take something to give out. It does not have to be something major - a flower or a small toy.
- C Collect food for the needy or a local community kitchen, food pantry or food bank.
- C Volunteer to help in a community kitchen or food bank.
- C Volunteer at a day care or custodial care (older clients) center.
- C Visit and or entertain at an Older Americans Center.
- C Distribute food, clean blankets, coats, warm socks, clothing to the homeless.
- C Sponsor a bingo or a party at a center for confined elders or youth.

Review & Evaluation

Convene to discuss the importance of the event chosen and the necessity, as DeMolays, to observe such an Obligatory Day.

Topic

Patriot's Day Obligatory Day Observance

Objective

Observe the DeMolay precept of patriotism.



What's Needed

An appropriate number of people to handle the activity.

Time Required

This will vary greatly by the type of activity which is chosen.

How To

Suggestions:

- C Present a flag that has flown over the U.S. capitol to: a Boy Scout troop, library, school, city or county governmental body, etc.
- C Sponsor a patriotic speech competition, complete with prizes, of only DeMolays or open it to all young people.
- C Attend a fireworks display together as a chapter.
- C Put flags at patriotic memorial sites or on the graves of veterans.
- C Pay tribute to living veterans.
- C Sell flags for lawn display.
- C Have a patriotic speaker at a chapter function.

Activity

After settling upon an activity, make the appropriate plans and do the event. Have fun!

Review & Evaluation

Ask members how they felt the activity went. What could be done differently next time to improve or enhance the activity?

Topic

Frank S. Land Day Obligatory Day Observance

Objective

Observe the Frank S. Land memorial Obligatory Day.

What's Needed

An appropriate number of people to handle the activity.



Time Required

This will vary greatly by the type of activity which is chosen.

How To

Suggestions:

- A Present a copy of the book "Hi Dad" to a local public or school library.
- A Show the video "Dad" on a local community public access channel.
- A Honor a special "Dad" (a father) in the community for displaying qualities of Frank S. Land. This could also be a foster dad or a "Big Brother".
- A Have each member present a "Thank you" certificate to his father.
- A Honor the chapter "Dad" for his work with the chapter.

Activity

After settling upon an activity, make the appropriate plans and do the event. Have fun!

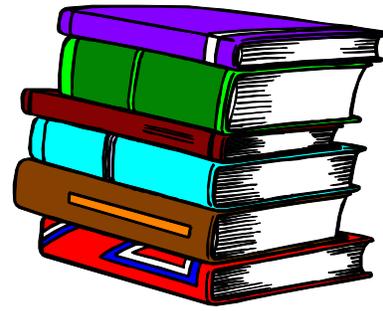
Review & Evaluation

Ask members how they felt the activity went. What could be done differently next time to improve or enhance the activity? Was the project well received?



Topic

Education Day Obligatory Day
Observance



Objective

Observe the DeMolay ideal of support
for public education.

What's Needed

An appropriate number of people to handle the activity.

Time Required

This will vary greatly by the type of activity which is chosen.

How To

Suggestions:

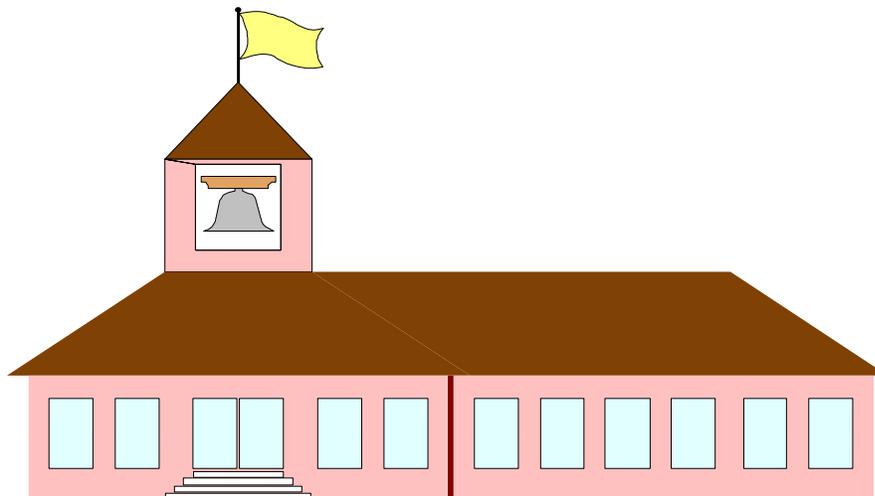
- C Have each chapter member present an apple to a favorite teacher.
- C Present a Certificate of Appreciation to an outstanding teacher.
- C Select a city/county wide "Teacher of the Year".
- C Have a member give a speech on supporting public education.
- C Have an educator give a talk on becoming a teacher.
- C Become teaching assistants for a day at a local day care center.

Activity

After settling upon an activity, make the appropriate plans and do the event. Have fun!

Review & Evaluation

Ask members how they felt the activity went. What could be done differently next time to improve or enhance the activity? Was the project well received?



Topic

My Government Day
Obligatory Day Observance.



Objective

To observe the "My Government Day" Obligatory Day in a manner that will bring positive attention to DeMolay in the community.

What's Needed

The activity planned will determine the number of members required and the amount of advance planning required to hold a successful event.

Time Required

The amount of time required is determined by the activity chosen. Some can be done quickly others require much more advanced planning and time commitment the day of the event.

How To

Plan activity in advance to determine the number of participants and budget.

Activity

Here are some suggestions:

1. Present a flag to the city or school or library. Obtaining one that has flown over the state capital adds special meaning to the presentation. One to two people are all that is required for this activity.
2. March in a Fourth of July Parade. Using as many chapter members as possible increases the effectiveness of this activity.
3. Take over the State House. Again, utilize the entire chapter membership.
4. Hold the observance at a patriotic statue in a park. As many members as you like can participate in this one.

Review & Evaluation

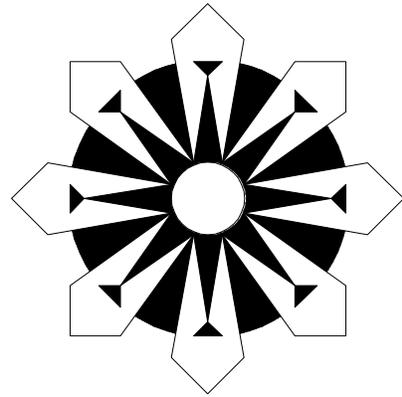
Critique the activity and lay the groundwork for future such activities.

Topic

Devotional Day Obligatory
Day Observance.

Objective

To observe the "Devotional Day" Obligatory
Day in a manner that will bring positive attention
to DeMolay in the community.



What's Needed

A church, mosque, synagogue, etc., that will agree to
allow participation in the religious services by the chapter.

Time Required

Dependent on the level of participation – ranging from conducting the entire service to participation in part of the service (entire service – requiring large numbers of participants – to reading scripture to playing the organ or singing a hymn – involving one or two people). You could also purchase altar flowers, give a flower to each lady present, or provide the refreshments for the social time following the service (coffee and doughnuts).

How To

Contact the church at least two months in advance and agree on the details of the chapter's participation. Next, assign committees to implement the plan. There may be some costs involved, so there should be budget considerations.

Activity

The day of the service be certain that all members participating arrive well in advance of the service so that they will be prepared to go when their activity begins.

Review & Evaluation

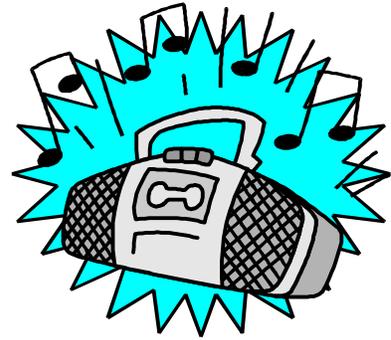
Critique the activity and lay the groundwork for future such activities

Topic

Holding a Chapter Dance

Objective

To hold a fun social event for chapter members. Various aged member have different objectives and interests in dances. Your chapter will want to consider which audience you want to focus your dance on. For example, what type music do you want to have? Your dance, besides being a fun social event, may be used as a fund-raiser, membership recruitment event, or sweetheart pageant.



What's Needed

Location: Where are you going to hold your dance? Does your temple have a social room or dining room that is adequate for a dance? If not, you may have to look at alternative locations, such as a church, Boys or Girls Club, YMCA, community center, etc. How much is your facility going to cost you? Is it convenient to your members and guests? What are the hours which the facility is available to you?

Theme: Pick a theme for your dance. While this is not required, it will aid greatly in planning and generate interest and enthusiasm for your event.

Music: What type of music do your members like to listen to? Does someone own suitable stereo equipment that you can use? Do you know a DJ?

Refreshments: One should make certain that there are ample liquids available at the dance for guests. People get very thirsty while dancing. What types of snacks go with your theme?

Time Required

In planning a dance you should allow at least 4 weeks minimum to properly prepare. This will allow time to arrange a site, get invitations out for proper notice, and decide upon decorations, refreshments, and music.

How To

0. Set a budget. How much money does the chapter have to spend throwing this party?
Allocate funds into the following categories:
 0. Facility Rental (may be zero).
 1. Decorations
 2. Refreshments
 3. Printing (for invitations and/or tickets)
 4. Advertisement (costs vary depending upon the type of publicity you choose)
 5. Entertainment (if you need to pay your DJ or rent equipment)
 6. Cleanup
1. Set a date and secure a facility. Determine when you want to have your dance and make certain that you have a facility available to you for the day and time that you desire. If you are using the temple, confirm, in writing, with the Master of the Lodge or the Chairman of the Temple Board, that you have permission to use the Temple on the day and time that you desire. If you are using another facility, again it is advisable to confirm any conversations you have had concerning day, time, and rental for the

- facility.
2. **Set Admission Price for Event.** Are you going to charge for admission? In order to hold the type of event you want, you may want or need to charge an admission fee or sell tickets in advance. Whether you need to charge a fee in order to cover your costs, you will want to consider charging an admission fee because people perceive things that cost as having greater value than those things that are free. As a minimum, estimate the number of people you anticipate will be in attendance, divide your total cost by your attendance estimate, and add 10% to 20% on top.
 3. **Invitations/Publicity.** This where you notify people about your dance. Remember to include: What, When, Where, Who, and How Much. That is, what is the event? -- A dance. When is it going to be held? -- Saturday, April 12, 8:00 p.m. to midnight. Where is it going to be held? -- Masonic Temple, 8th floor ballroom. Who is sponsoring the event? -- West City Chapter. How much does it cost? -- \$3 per person, \$5 per couple. Send invitations to your target audience and prospective guests. This list can include: members, other chapters, prospects, Job's, Rainbows, Masons, OES, school groups, etc. Besides direct mailings you may want to distribute flyers at school, church, Boy Scout meetings, etc. Remember, what your target is and to include your theme in your promotional material.
 4. **Secure your entertainment.** Make arrangements for your music or DJ. If you are having someone, agree to your date, length of service, and fee and confirm these arrangements in writing. Make certain you know how much time ahead of the start time the DJ will need to arrive in order to set up the equipment. Find out what support equipment will be needed, such as extension cords and tables ahead of time and make arrangements to provide these before the date of the event.
 5. **Plan your Refreshments.** Plan a menu/grocery list for you refreshments. What do you want to serve? Can you tie these to your theme? Make certain there are ample beverages. Depending on what is being served, may dictate whether the refreshments can be purchased in advance of the day of the event. Also, it is important to designate someone to be in charge of the refreshments during the event. This person should see that items such as ice, napkins, and cups are readily available for the guests.
 6. **Plan the decorations in accordance with the them for the event.** Keep in mind the constraints of the facilities and any house rules which may be in effect, such as no tape, or no colored crepe paper. Also, remember the budget. Tablecloths, candles, and crepe paper streamers can make a room quite festive for very little cost.
 7. **Plan for a setup crew and a cleanup crew for before and after the event.** Remember to shut down the party in ample time prior to when you must be out of your facility to send all the guests home and get the decorations down, refreshments cleared up, and the room cleaned and put back the way you found it. Designate someone to be the last one out of the building to check for last minute items that could have been left by guests or overlooked.
 8. **The night of the event designate someone to be in charge of collecting any admission fees at the door.** Be certain to have plenty of change on hand starting out to handle giving exact change to the early guests. Also, if a dress code is established for the event, the doorkeeper may also need to be asked to enforce this.

Activity

Hold the Event. The actual time of the event should go fairly smoothly if all of the above items have been considered and planned for. Be prepared for contingencies, such as drink spills, guests' rides not showing up on time, etc. Have fun!

Review & Evaluation

After the dance is over, get together and review the results. How did things go? How many people attended? Were there enough refreshments or too many? Did you get the crowd you were hoping for? Did they like the music selections? If not, you may want to consider a different DJ. Were there any unforeseen problems that can be avoided and planned for in the future? How did the finances come out? Did the event make or lose money? How soon should you try again? Consider ways to make your dance stand out from others in the area.



Topic

Attending sporting events



Objective

Your chapter will go to a professional, minor league, or college sports event.

What's Needed

A schedule for the team(s) you are interested in seeing.

Time Required

Choosing the team you want to see: 20 minutes

Getting tickets and preparing for the game: 4-8 weeks prior to the game date

How To

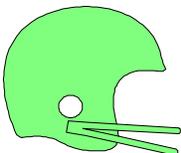
1. Get schedules for your home town teams.
2. Decide which game you want to see.
3. Call the ticket office to see if you can qualify for group rates.
4. Sometimes, to get group rates you must pay for the tickets in advance. If this is the case, you will need to make everyone confirm if they are going and collect their money in advance. If it is not necessary to pay for the tickets in advance, then just have everyone bring their money to the game.
5. Figure out how everyone will get to the game. You can designate a place to meet at the stadium, or you can carpool. It is usually better to carpool because you can make sure you all get there on time, and you can save money on parking fees.
6. A day or two before the game, the calling committee should call all the members to remind them of the plans.

Activity

Choosing the team you want to see and assigning a committee to take care of getting the tickets.

Review & Evaluation

- C Did the chapter have fun?
- C Do you want to go see a different sport?
- C Can you invite some prospects next time?



Topic

Organizing Chapter Sports Teams

Objective

Your chapter will organize a sports team and join a league

What's Needed

1. The equipment for the sport you choose.
2. Information about local leagues.

Time Required

Meeting to organize a team: 30 minutes
Joining a league: about 6-8 weeks before the league starts
Practice: Variable — as much or as little time as you want to spend
Games: Usually one or two a week



How To

1. Decide what kind of sport your chapter wants to play. Make sure you do not over extend yourself Remember that not everyone will be able to make it to every game, so be sure to pick a sport for which you have enough players and substitutes.
2. Contact your local parks and recreation, churches, etc. for information on leagues they have available. Additionally, most bowling allies have leagues going all year round. In cities, there are many sports clubs and arenas that have soccer leagues you can join.
3. Many leagues require a fee to join them. Find out how much it costs to enter a team, and either split that amount up between the members on the team or pay the fee out of chapter funds.
4. After you join a league, find out when all your games will be and put them on your calendar.
5. Find a place to practice, and do so as often as you wish.

Activity

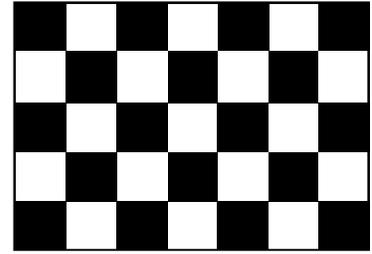
Analyze your members favorite sport. If feasible, play that sport. If not, find a sport that your chapter is large enough to play.

Review & Evaluation

1. Most importantly, the DeMolays should have enjoyed themselves. If so, consider joining another league in the same sport.
2. Do the DeMolays want to play a different sport for some variety?

Topic

Road Rules



Objective

1. Increase participation and enthusiasm of DeMolay members by doing one of their favorite things.
2. Travel is a means to attend events such as State Activities, Chapter Installations, Dances, Parties, Camp - outs, etc.

What's Needed

1. Number of persons to be transported
2. Auto, Van, Leased vehicle (i.e. Van, Bus)
3. Distance to be traveled.
4. Drivers - Recommend Advisors / parents as the major resource. An individual Chapter or Jurisdiction may have it's own rules as to who may drive to DeMolay events.
5. \$\$\$ -
 - C Some Chapters reimburse drives gas expense or a portion of same.
 - C Lodging / Registration expense
 - C Meal expenses
6. Directions - Maps with supplemental written directions should be provided to each driver.
7. Parental Releases: Have signed Release / Health form for each underage participant. A Health form should be filled out by all adults.

Time Required

1. Sign up Deadline for members attending with cash payment in advance.
2. Various Reservations, etc. in advance long enough to prepare itinerary.

How To

Plan an itinerary and distribute it to everyone. Include traveling rest stops, meals, lodging location, etc. Assure a definite start and stop time are cited in the official Chapter minutes.

Activity

Take your trip, follow your itinerary, and have fun!

Review & Evaluation

Hold a general discussion with the Chapter at the conclusion of the event. Discuss what they liked and didn't like. Ask how they would improve the event. Review cost, etc.

Topic

Overnights.

Objective

Hold a social event in a very relaxed atmosphere that allows the members to get to know each other better, have a good time, and introduce friends/non-members to the organization.



What's Needed

1. Place to meet and stay.
2. Food.
3. Activities (i.e.; pool, Ping-Pong, cards, board games, movies, etc)

Time Required

Start planning at least three to four weeks in advance. The event itself should run twelve to fifteen hours.

How To

1. Set a date and location.
2. Decide on source of funding (charge attendees or use chapter funds).
3. Who is invited? Members and their friends or others that are eligible to join.
4. Make sure that there will be enough adult supervision.
5. Make sure that there will be enough activities available that everyone is involved in something and no one is left sitting around being bored and doing nothing.
6. Who is going to bring the movies/video games/board games/cards/music?
7. Food – Very Important! What will there be to eat? Pizza, drinks, chips, cookies, etc.
8. Transportation – make sure sufficient transportation is arranged to get everyone to and from the event.

Activity

- A Make sure that the evening goes well and all have a good time. Strive for the prospective members to go away wanting to come back for more. Make sure everyone's conduct is appropriate, but don't be too overbearing.
- A At a given point during the overnight, get everyone together and give a formal explanation of DeMolay. Hand out petitions or information sheets. Make sure that before everyone leaves you have a name, telephone number, and address for each prospective member.
- A Make sure the clean up crew does a good job!

Review & Evaluation

The members should have left tired and have had a great time! You should also have a couple of people waiting to be initiated. An overnight can be one of the best ways to re-energize members and increase membership.

Topic

Mystery Trip.

Objective

Team building. Build trust and cooperation and show the result can be fun.



What's Needed

Transportation for participants. A place at destination to spend the night, preferably using sleeping bags.

Time Required

Two days, with overnight.

How To

With plenty of advance publicity and a comprehensive list of what to bring, announce to your members that there will be a Mystery Trip. Culminate in a city where there is an attraction young people would enjoy – sports team, large shopping mall, museum, etc. After a day at the activity, have a lock-in at an YMCA or Masonic Temple, and a dance with pizza, tacos, etc.

Activity

Take the trip! Have fun and make sure everyone arrives home safely.

Review & Evaluation

Review the attendance of the activity. Did the members like being surprised by the final destination and activity? Did they enjoy the activity selected? How were the sleeping and eating arrangements? Was everyone comfortable, well feed? Do the members want to do this again?

Topic

Virtual Reality Tournament.

Objective

Provide a competitive environment for the chapter, building upon members' interest in computer simulation games.



What's Needed

A virtual reality venue nearby.
Prize for the winning team.

Time Required

30 to 45 minutes.

How To

1. Depending upon the individual rules of the virtual reality venue, organize the chapter members into teams.
2. Decide upon the type and skill level for the competition of the combat machines.
3. Have each team choose colors.
4. Establish brackets for the number of teams competing. Typically, each competition will take 8 to 10 minutes.

Activity

Run competition based upon the brackets designed.
Be sure to arrange with the venue in advance to run the tournament during a set block of time.
Hold an appropriate and brief award presentation to the tournament winner.

Review & Evaluation

Review whether different battle machines or skill levels would add more excitement to the competition. How can the brackets or teams be organized differently to enhance participation? Look into inviting other chapters to compete, also.

Topic

Kidnap Breakfast.

Objective

An activity that is fun and honors an individual or group of individuals in a fun way.

What's Needed

Breakfast Site.



Time Required

Preparation a minimum of one week in advance.
Three hours for the event.

How To

1. An inside contact with the family, close friend of the honoree(s) is contacted to assist in the surprise event.
2. Without the knowledge of the "honoree(s)", select a morning convenient to the Chapter to hold the event.
3. Determine whether the Chapter or Parents Club will prepare the Breakfast or the honoree will be taken out to eat (cost should be considered)
4. Arrange for drivers to transport members to event site.
5. Have an appropriate plaque or certificate (homemade is best) prepared to present.

Activity

1. All members meet in a central location (maybe the Masonic Temple).
2. ALL MEMBERS caravan to the Honoree's home and assist in the "wake up" of the honoree (if there are more than one honorees, continue to caravan from one house to the next or split up into teams and reconvene at the breakfast site.
3. The honoree is not permitted to dress, but wears what they had on when awakened.
4. Everyone meets at the breakfast site and has breakfast, with the honoree receiving a free breakfast.

Review & Evaluation

Did everyone enjoy themselves? Should the Chapter make this an annual or even a semiannual event?

Should a variation be considered such as location of breakfast? A few ideas are an Advisor's or member's home, Masonic Temple, Park, Restaurant.

Topic

Making and Sending Invitations

Objective

To create invitations for effective communications.

What's Needed

Information on the event.

Time Required

10 to 30 minutes.



How To

1. Assemble all of the essential information on the event. You will need to know: what, where, when, why, and how.
2. Pick a form for the invitation. With today's computer equipment, one can readily design an invitation on a home computer and print it yourself. Specialty paper are available from suppliers, such as Paper Direct, to add color and graphics to the invitation. A scanner can be utilized with a computer to add a picture or graphic, or graphics can be added via available clipart. DeMolay logos are available to be downloaded from the BBS for use in your invitations. Of course, for a very formal, polished look, professionally printed invitations are still hard to beat, assuming you have the budget for them.
3. In composing the guest list for a DeMolay event, there are several individuals and groups who should be included or considered. For high profile events, such as installations, include the jurisdiction's Executive Officer, Master of the Lodge, Worthy Matron of the Eastern Star chapter, jurisdictional Master Councilor, and jurisdictional Sweetheart. For other chapter activities consider including invitations to other chapters, Job's Bethel, Rainbow assemblies, other jurisdictional officers, prospects, and parents clubs.
4. If it is important for planning purposes of the event to have a count on possible attendance, remember to include a contact name and telephone number for the guests to respond to. Include along with this the cut off date by which to respond.

Activity

Make your invitations and send out to your guests. Get ready for a great event!

Review & Evaluation

After each event, review the response received from the invitations sent. Do not be hesitant to experiment with styles and formats to attempt to attract attention to and stimulate interest in your event. A well thought out, creatively designed, and informative invitation can greatly enhance the success of the event.

INVITATION

Topic

Incorporating State and Area Calendars into Chapter activities.



Objective

Your chapter needs to consider other organizations calendar while planning yours to avoid possible conflicts.

What's Needed

1. Calendars from other youth groups, lodges, community groups, high schools, etc.
2. A blank calendar that you can fill in with planned events
3. A list of proposed events for your chapter (this should come from the Master Councilor's term plan)

Time Required

Obtaining other calendars:	about two weeks
Consolidating and compiling your calendar:	2-3 hours
When to make and finalize your calendar:	3-4 months before the beginning of the year or term

How To

1. Ask other organizations for a copy of their calendars. Remember to get more than just Masonic groups. If you are in a college town, you have to schedule your chapter events around home foot ball games. If a lot of your members work for the local professional baseball club, you need to avoid scheduling any chapter events during home stands. It is imperative that you obtain a copy of your area and jurisdictional (state) calendars so you can work those important dates into your calendar. Lastly, if you want to hold some of the events where you meet, ask the building manager or whoever is in charge of reserving the building for a calendar or list of dates that are already reserved.
2. After you have gathered all the other calendars, meet with the DeMolays in your chapter to plan your calendar. It is important to avoid scheduling conflicts with other groups for two reasons. First, it will assure that your members will be able to come. Second, other people will be appreciative that you did not plan an event on the same day they had on already scheduled. Ergo, they will be more likely to attend your event.
3. Pencil in all the other organizations dates on the blank calendar.
4. Take your proposed chapter calendar, and figure out the date that would work best for each event. Remember that the Obligatory Days need to be held at certain times of the year. Other events are more flexible.
5. After you have come up with your tentative calendar, send a copy of it to the other organizations immediately. Be sure to get a copy of the calendar to your state officers and Executive Officer's Staff as soon as possible. Additionally, you should reserve the building or place you will hold each event immediately. If there are no apparent conflicts, you can consider your calendar finalized.
6. Give each member and his parent(s) a copy of the calendar.
7. Be Courteous and considerate. If you later find out that your chapter's event conflicts with another, work with that group to see if one of you could change the date of your

event or if the two of you could combine your events.

8. If you have an important, big annual event make sure that you always have it the same time of year (e.g.. the last weekend of July) so that the other organizations in your area will not schedule any events that will conflict.

Activity

Have a few of the guys contact other organizations for their calendars. The Master Councilor should have his term plan ready before you can make this calendar.

Review & Evaluation

After each event, write out an evaluation. Record the attendance, positive and negative aspects, and whether everyone enjoyed it.

If an event was successful, schedule more events similar to it. Do not be afraid to try new ideas. Regardless of tradition, do not keep having an event if it is unsuccessful; members will lose interest in the chapter if they are bored at chapter functions.

This process should get easier every year. If it does not, concentrate on planning ahead and making sure that each Master Councilor has a strong term plan.



Topic

Telephone and Paging Service.

Objective

To establish a more effective means of communication.

What's Needed

1. Cellular phone.
2. Pager.
3. Phone list.

Time Required

Depends upon the length of the phone list. Typically, a pager requires about 5 minutes before you can actually reach the person you need to talk with.

How To

Cell phones – Fairly simple to use, direct dialing long distance calls and out of area calls can be costly. Cell phones offer an easy way to reach members to remind them of meetings or activities.

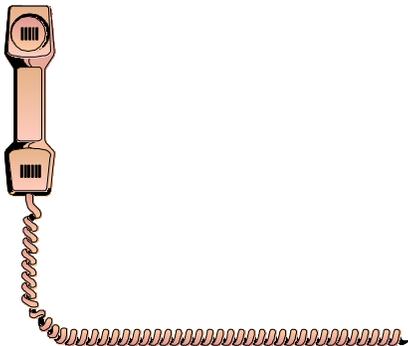
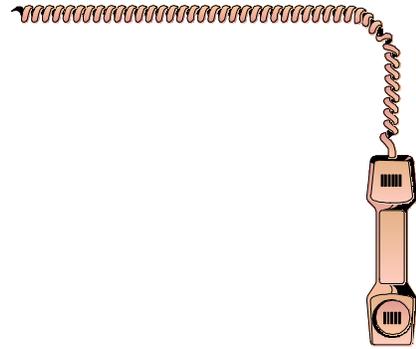
Pagers – Very affordable. Great way to remind members of meetings or activities by using number codes. That is, a system is set up where a code like 707 means "meeting tomorrow night" and other codes have other meanings for various chapter activities. Most pagers allow you to dial a specific person direct; however, with the growing demand some are using general numbers after which you can enter a PIN of the person you are trying to reach. Dialing carefully is important or the person you are trying to reach will not receive your page.

Activity

If you use this as a way of communication for the chapter make sure that everyone understands the system and the codes, if codes are used.

Review & Evaluation

Evaluate after each meeting whether or not the calling was effective by checking attendance.



Topic

Brainstorming Fund Raising Ideas

Objective

Sometimes, fund raising ideas become stale after using them time after time and new ideas are necessary. Sometimes, a new idea for fund raising can be a big boost to the income of the chapter. Brainstorming can generate these new ideas. Members will support what they help create, so they should be involved in the idea generating process.



What's Needed

A room large enough to accommodate all members that are participating and a chalkboard, marker board, or easel, along with a writing instrument, to list the ideas as members think of them.

Time Required

The brainstorming activity can be done on very little notice and a lot accomplished within a few hours. Additional work will have to be done on the final list of ideas to develop them but the actual brainstorming is completed in a fairly short time.

How To

1. Have the members all sit together., if possible they should be in a circle and all on the same level.
2. One member should be picked to be responsible for writing down all the ideas.
3. Everyone has ideas and must participate in the brainstorming, only one person speaks at a time.
4. No idea is good or bad while you are brainstorming - suspend any critical judgment. Once the brainstorming has ended, then the group discusses each idea and narrows the ideas down to one that the group wants to pursue. The QUANTITY of ideas is what counts with brainstorming, not QUALITY.
5. Focus on a single issue, such as fund raising ideas.
6. Everyone in the group throws out any ideas they have while the one person who was chosen, writes them down.
7. This allows the group to build on the ideas already given.
8. Set a time limit and stop once that is reached.
9. Read the master list of ideas out loud.
10. Go back and start discussing them -individually and either remove them from the list or keep them.
11. Once a final list of ideas has been adopted, assign the fund raisers to committees for implementation.

Activity

Brainstorming can generate more ideas than one person can by himself It provides a means for getting the most ideas in the shortest amount of time. A great number of ideas will increase the possibility of discovering good ones. Brainstorming involves all the members

who are present. Finally, it makes idea gathering more fun, interesting and stimulating.

Review & Evaluation

After a brainstorming session, review the final list of ideas and see how much better they are than just having one chapter member come up with ideas. Again, the members will support something that they had a hand in creating. Therefore, this is something that they want to do, not something that they have to do.



Topic

How to have a booth at a local fair

Objective

A booth at local fair can be either a fund raiser or it can be informational and in some circumstances both. It can get the name of DeMolay out in front of the general public and generate income at the same time. Local fairs usually have large amounts of people attending, and the more that see the name of DeMolay, the better your chapter will be.



What's Needed

You will need to find out what is supplied by the fair, such as tables, chairs, portable walls, etc. If they are not supplied, the chapter will have to do so. If it is a fund raiser booth, you'll have to have a sufficient supply of whatever it is you are selling. If it is informational, have plenty of hand outs available, as well as other audio visual displays.

Time Required

The time required for proper planning could take several months as it must start well before the start of the event itself. The chapter needs someone to make contact with the fair representatives and get the necessary information, as well as from any government agency involved. Then plans need to be made for the type of items to be sold or given away, the required materials and the work shifts. This should be a long range planning committee and cannot be done adequately in just a few hours.

How To

1. Start early to contact the fair for a booth. Most fairs are an annual event and have the same repeat users every year. Find out what is available in the way of booths, i.e. food sales, souvenir sales or informational hand outs.
2. If there is a fee to rent a booth, make sure that it is reasonable and can be off set with profit from the sales or if it is an informational booth, try to share the cost with Jobs Daughters, Rainbow or the Lodge.
3. If it is a food service booth, you may need to get additional permits from the local government, such as health permits, sales tax, etc. You'll have to check to see what is required.
4. Food service will require that you supply the necessary food items, the equipment to make and store it.
5. Souvenirs are often supplied by the fair for you to sell or you'll have to provide the items yourself.
6. Information hand outs on DeMolay will have to be provided by the chapter and a sufficient supply will be necessary. Other visual displays should be set up in the booth as well as video tapes of chapter activities or tapes available from the DeMolay and More store. Make sure that the hand out material has a name and address and phone number of a person to contact for additional information. Have membership applications available at the location.
7. If you are selling food or souvenirs, you should still have the chapter name displayed somewhere on the booth to identify it as a DeMolay project. Make sure that you have a sufficient amount of change available and that the money being taken in is kept in a

- safe place, with regular deposits of excess cash and checks being made to the bank.
8. Work crews will have to be assigned in shifts and advisors will also have to be at the location the entire time that the booth is open.
 9. Check to see if the fair requires any evidence of insurance or any special insurance rider adds to the policy. If so, you will have to notify your Executive Officer to get the required items. Make sure that this is done 3-4 weeks in advance.

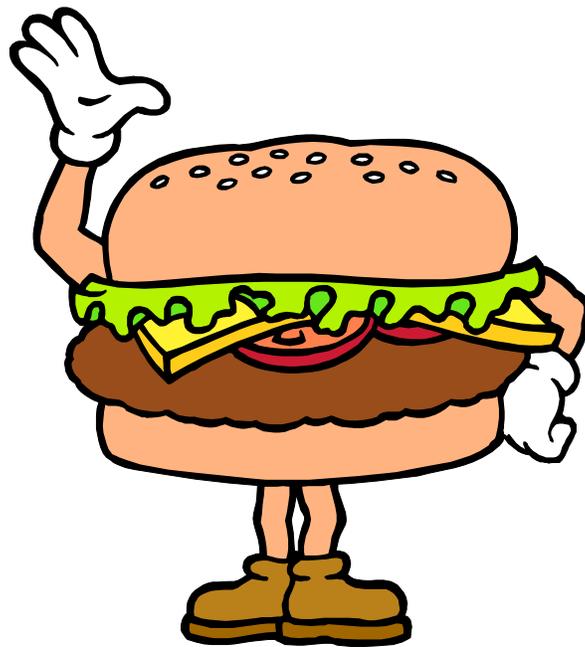
Activity

Most fairs are held on an annual basis and usually the same location. Find out who is running the fair so that you can make contact with the right person. This can be done usually through the Chamber of Commerce or local city or county government office.

Review & Evaluation

After the event is over, talk about the good and bad points of the event and whether or not it should be continued in the future. If there are some bad features, can they be changed and turned into good points? If not, should the event be done again?

What was the value to the chapter? Did you make a profit and if so, was it worth the effort? If you were giving out information, did the public receive a positive image of DeMolay?



Topic

How to plan a breakfast or dinner

Objective

A well planned and executed fund raiser breakfast or dinner can be very beneficial to a chapter and can raise needed funds, as well as introduce more people to DeMolay. Many chapters have an annual breakfast or dinner and constantly make money.



What's Needed

1. A location to hold the meal that is of sufficient size to hold the number of people that you plan on attending. In the case of a breakfast, you can hold it over several hours, you can clean up and reset the tables, thus allowing for more to attend. In the case of a dinner, you would only sell tickets to fill up the available seats.
2. One main cook in charge of the meal and several people willing to help out in the kitchen. Also, servers will be needed to get the food to the tables and make sure that everything is satisfactory and that coffee, etc. is in abundance.
3. A clean up crew to clean off the tables, wash the dishes and cooking utensils and clean up the dining room and kitchen after it is over. Check with the location to see what you will be responsible for. Most Masonic Temples have kitchens and dining rooms that will allow DeMolays to use them, If you can get the kitchen and dining room rent free, that's even better for your profit.

Time Required

The planning for the event will take several hours, unless this is an on-going annual event. You will need to decide on the cook, the advertising and tickets, the cost of the event, set up a budget, get the necessary work crews, etc. Usually breakfasts are spread over several hours, such as AM to Noon and dinners are at a specific time.

How To

1. Pre sale tickets to the event. This allows you to know how much food to buy and have available. Also, some tickets will not be used, thus giving you additional profit.
2. Attempt to get the food and necessary items bought either in bulk form to reduce the cost or have them donated. Several grocery markets will donate a certain amount of food to non-profit groups, as well as fast food restaurants.
3. Advertise the event well in advance, at a minimum of 30 days prior, flyers and announcements of the event should be out to the chapter members, advisors, other youth groups and the other groups meeting in the same temple or area.
4. The main cook will take charge of the kitchen and handle all the food preparation with the assistance of the kitchen help. Make sure they know when the food service is supposed to start.
5. Set up the dining room with the needed silverware, cups, glasses, napkins, salt and pepper, and any decorations.
6. Plan for a certain amount of sales at the door unless it was specifically stated in the advertising that no tickets would be sold at the door. Have sufficient food to cover the walk ins and have tickets and a sufficient amount of change for selling tickets.

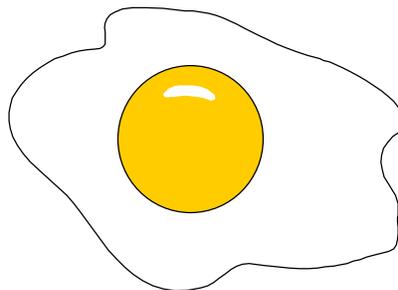
7. Have plenty of coffee, tea, milk, punch available and have servers checking to make sure that everyone has enough.
8. If tickets were used, make sure that the servers pick up the tickets and put them in a central location, so that you can keep track of the number of meals served, the number of tickets sold, etc.
9. Try to keep the menu fairly simple and also have it appeal to a wide audience of people. You'll do better with pancake and eggs for breakfast or spaghetti, roast beef, pizza for dinner than you would with fish or prime rib.
10. Servers should be available to pick up the used plates and clear the tables.
11. After the event, your clean up crew will be needed to clean the dining room and the kitchen.

Activity

Hold your breakfast or dinner. Work hard, be courteous to your guests and customers, and have fun!

Review & Evaluation

After the event, discuss any problems with the advertising, the set up, the food, service and cooking, and decorations, etc. This will allow you to be better prepared for the next one. Do a final budget with the actual figures and evaluate the income or loss and it's value to the chapter. Was the income worth the effort put out? Should the event be put on annually? Was the turn out and participation good or is there a way to make it better?

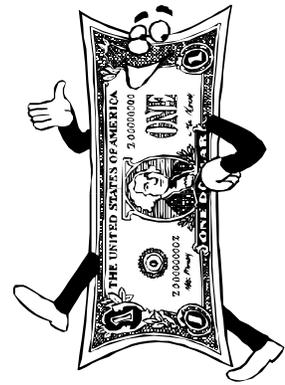


Topic

How to solicit funds

Objective

A chapter must survive on money either earned by the members or from donated funds. Solicitation of funds can be a touchy subject and sufficient planning and work must be done for it to be successful.



What's Needed

The Supreme Council Statutes require that all fund raisers be approved by the Executive Officer prior to being used. Make sure that he is contacted and given all the necessary information on the solicitation project prior to putting it into effect. Also, the local Masonic Code must also be observed by the chapters, so this must be researched also.

Time Required

Sufficient time should be set aside for the planning of the solicitation. If it is in letter format, a sample letter needs to be written and reviewed and changed until it will accomplish your goals. If you are having a speaker attend meetings of the various groups, that speech should be written out, reviewed and polished and memorized. You'll also need time to have the Executive Officer review everything and approve it prior to actually putting it into effect.

How To

1. Usually a solicitation of funds will be easier and more money raised if there is a specific reason for the use of the funds. A solicitation of funds for just normal operating funds is usually not very effective. If you have a need, such as sending members to a DeMolay Leadership Conference, to conclave, a regional ritual competition, sending your chapter's sports team to the national play-offs etc., you'll have better luck in raising money.
2. Decide who you are going to solicit the funds from. Most Masonic Codes prohibit the solicitation of the general public for funds, some require that you give them something of value for their donation. This group of the general public is not the best to approach. The Masonic groups should be your target group. Between your Sponsoring Body, the Masonic Lodges, York Rite, Scottish Rite, Shrine and the whole group of other Masonic bodies, you should have plenty of opportunities.
3. Solicitation can be done by mailing out letters to the heads of the various Masonic groups, stating the need for the funds and asking them to donate.
4. You can have a chapter representative attend a meeting of the Masonic groups and speak in person as to the need for the funds. This can be either an advisor who belongs to the group he is going to talk to or it can be a chapter member. Several groups have dinners prior to their meetings that you can speak at or they can call a recess in their meeting and invite you in to speak.
5. Any donations that are made, should be acknowledged by the chapter and an appropriate thank you returned to the group who made the donation.
6. Solicitation should be done on a limited basis, probably no more than once or twice, a year. You can solicit from different groups during different times of the year so that

you are not asking every group at the same time.

Activity

Review after each speaking engagement or each set of letters being mailed out to see if there was a worthwhile response. Make changes if necessary to the appeal letter or speech to reach your goal.

Review & Evaluation

After the entire project is over, evaluate whether or not it was worth the time, effort and expense to solicit funds.

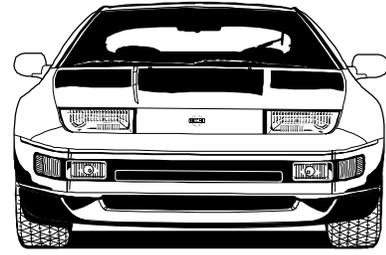


Topic

How to plan a car wash

Objective

Having a chapter car wash is an easy way for the chapter to raise money and it can also be a fun activity. The chapter can combine this activity so it is a fund raiser, a social activity and even a community service project.



Nissan 300 ZX 2-Door
shown with optional T-Bar roof

What's Needed

The chapter will need a location to hold the car wash. Also plenty of clean rags, sponges, buckets, paper towels, car wash soap, hoses, a water supply and, of course, plenty of members and advisors.

Time Required

Planning for the event should start about six months prior, so that you can be assured of a location and then have plenty of time to advertise it and sell tickets ahead of time. Getting a list of workers, assigning work shifts and getting either the members or advisors to bring the required items can all be done in a few hours.

How To

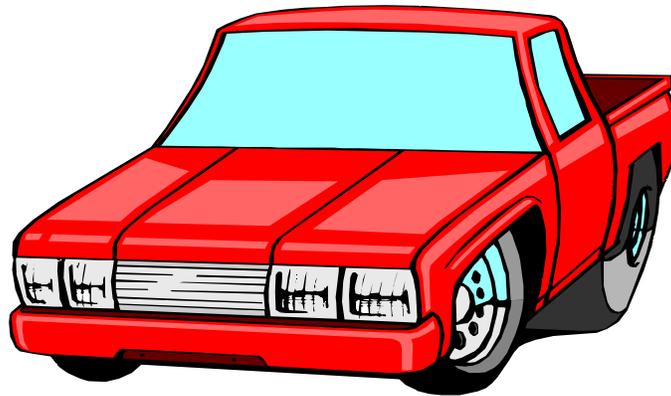
1. Select a date and a location for the car wash- Many Masonic Temples will allow you to use their parking lot, or gas stations will donate an area on their property, even some fast food type restaurants will allow you to use part of their parking lot.
2. Sale tickets ahead of time. The majority of these tickets will not be used and it is pure profit for the chapter. Advertise the car wash with flyers prior to the date and also at the location with large signs. Don't forget to use the words "DeMolay car wash" to help advertise your chapter also. Keep the price low, although you might want to charge one price for cars and a higher one for trucks or RVs. Have plenty of tickets and change available at the location to accommodate the general public.
3. You might to set up work shifts, so that no one works the entire length of the event. Make sure that you have enough members there to keep things moving. Keeping customers waiting will result in losing them. Have one area set up for the washing and another for the drying area. Allow only advisors to move the cars from one area to another or the car's owner, the DeMolays shouldn't be allowed to drive someone else's car.

Activity

Plan on having the event for about 4 hours. With pre-sold tickets and sales at the location, this should be plenty of time to make money for the chapter. This event can be turned into a community service project by volunteering to wash city, county, or state vehicles for free.

Review & Evaluation

After the event, discuss how it could be improved. Did you have enough materials to do the job, was there enough pre-sold tickets, was there enough members there to help? Was the income worth the work involved? If it was a community service project, did your chapter get recognition?



Topic

How to make a budget

Objective

A budget should be made for each chapter activity, as well as for the entire term. This will allow you to see how much money is needed for each activity and the term. A budget will allow you to see where the money is being made and how it is being spent.



What's Needed

You will need either the money figures from the previous activity or chapter term or the best estimates of the costs and income. Budgets should be written out and kept on file for the chapter and copies given to the Master Councilor, Committee Chairman, Chapter Dad and Treasurer.

Time Required

In completing an activity budget, the expenses need to be thoroughly researched so that nothing is left out. Once you have all the information, the budget can be made up in less than 30 minutes.

In completing a term budget, the fixed expenses and income need to be determined and all the individual activity budgets need to be completed. If you have all the information available, the term budget can be completed in about an hour.

How To

For an activity:

1. List the costs for a planned activity.
2. Include all costs, such as decorations, food, postage, printing, rent, and anything else that has to be paid for.
3. You will probably have to estimate how many people will attend in order to get a cost for the food and related items.
4. Add up all the costs and this will be your estimated expense for the activity.
5. Determine the income for the activity. This is usually what you will be charging the people to attend the activity, i.e., entrance fee, ticket price, donation, etc.
6. Use the same estimated number of people attending from Step #3 and multiply that by what you are charging to get a total estimated income.
7. Subtract your total expense from the total income. This gives you the bottom line. If the result is more than zero, you made money on the activity. If the result is zero, it was a break even event. If the result is a negative number, the activity lost money and the chapter has to make up the difference.
8. If the activity is to be a money maker, you need to adjust your income figure and the number of people attending so that the bottom line is greater than zero.
9. Some activities of the chapter are done to be either a break even event or a chapter pays event, but a budget should still be made.

For a chapter term budget:

1. Determine all fixed chapter expenses, such as rent, insurance, Jurisdiction and

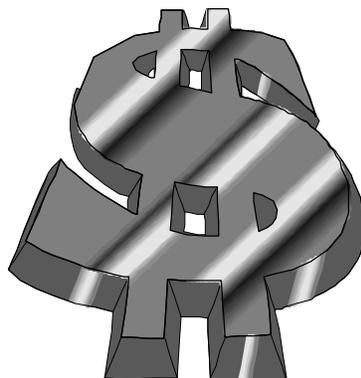
- International Supreme Council fees, printing, postage, office supplies, etc.
2. It is usually easier to determine this on a yearly basis. If the chapter term is normally 6 months, divided the total yearly fixed expenses by 2 to get the fixed expense for each term.
 3. Complete a budget for each activity that is Planned for that term.
 4. Add up all the fixed expenses and activity expenses, for a total term expense.
 5. Add up all the fixed income and activity income, for a total term income.
 6. Subtract the total term expense from the total term income to get your bottom line for the term.
 7. The chapter term bottom line figure needs to be above zero so that the chapter is not losing money. Additional fund raising activities may have to be added to the term calendar.

Activity

Budgets are important to the chapter so that the members and advisors know how much money is needed to run a chapter for each term. By having a budget, the chapter will know if it is earning enough money to cover the expenses. As most activity budgets will be based on estimated figures as far as some expense items and on the number attending, these can be updated to actual figures after the event and an actual budget should then be completed and kept on file.

Review & Evaluation

The term budget should be reviewed on a monthly basis to see if it is being followed and if any changes need to be made. Once the term is over, the term budget should be reviewed and adjustments made in the next term budget so that the chapter can achieve what it wants financially.



Topic

Birthday Parties

Objective

This activity will recognize individual chapter members and celebrate their birthdays.



What's Needed

1. Birthday card that is signed by all the chapter members.
2. Chapter roster from ISC that lists the chapter members and their birthday.
3. Cupcakes or birthday cake for refreshments.

Time Required

- C Roster can be checked at beginning of each month to see who has birthdays coming up. This only takes a few minutes.
- C Buy a birthday card and have all members sign it at a chapter meeting. This also only takes a few minutes.

How To

1. Have a member assigned to check the roster each month and make a list of members who have a birthday coming up.
2. Buy enough birthday cards for each member having a birthday.
3. Have the cards signed by all the members who are present.
4. Announce the birthdays and present the cards at the meeting.
5. Have individual cupcakes or a birthday cake for refreshments.

Activity

At one meeting per month, announce who is having a birthday and present the birthday cards.

Review & Evaluation

Review the program at least once a term to determine if members are enjoying it as whether it is being effective in increasing participation among the members.

Happy Birthday!

Topic

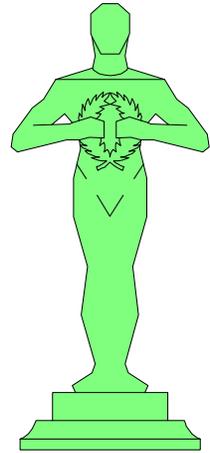
Awards Night

Objective

To recognize chapter members, advisors, and others with chapter level awards.

What's Needed

0. The award(s) to be presented.
 0. Trophies
 1. Plaques
 2. Certificates
 3. Hats-Off-Award
1. Notification to those receiving the awards so that they are present.
2. A specific date, time, and location to have the awards night.
3. A Master-of-Ceremonies to preside and give some background on the award and the recipients.
4. Invitations or notification to chapter members, advisors, parents, and others.
5. Refreshments can be served afterwards to enhance the social aspect.
 0. Cake and punch or coffee
 1. Ice cream and cookies



Time Required

- C Keep the program short and running smoothly.
- C The length of time will depend on the number of awards to be given.
- C If the program is to take place after a meeting, be organized and keep it short.
- C The program can take the place of a meeting.

How To

0. Most awards can be presented on an annual basis, but a program should be held at least once a term.
1. Special awards can be presented when necessary.
2. Get the awards. They will need to be ordered in advance. Have them engraved or printed ahead of time.
3. Set the date and time.
4. Notify the recipients and others of the time and place.
5. Determine if you want the awards to be presented in the chapter room or dining room.
6. Have the Master-of-Ceremonies start the program on time.
7. At the conclusion of the program, thank everyone for attending and invite to stay for refreshments if provided.
8. Socialize over refreshments.

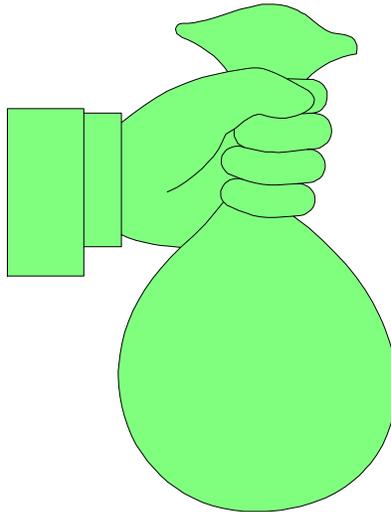
Activity

If the awards night is after a meeting make certain the meeting runs smoothly so that the awards program starts on time. If the program is to take the place of a meeting, make certain that advisors and members arrive early to set up.

Start on time! Make the awards presentations impressive. Presenting awards and recognizing individuals is a good way to increase participation in the chapter.

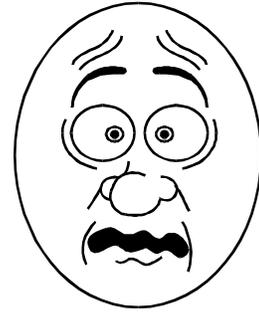
Review & Evaluation

Evaluate the program as to how it was conducted, the attendance and participation received, and what could be done to make improvements.



Topic

Hypnotist



Objective

- C Membership Retention
- C Public Awareness
- C Prospect Party
- C Fund Raiser

What's Needed

0. Contact Hypnotist
 - 0 Determine Price
 - 1 Find out what resources the hypnotist requires
1. Find an auditorium large enough for the expected audience size.
 - 0 Determine cost (if any)
 - 1 Find out what resources are available
2. Money
 - 0 To pay hypnotist, for auditorium rental
 - 1 Change for ticket booth and refreshment stand
 - 2 Determine the cost per ticket
3. Advertisement
 - 0 General public (newspapers, store windows)
 - 1 Other DeMolay Chapters
 - 2 Other Masonic bodies
 - 3 Prospects
4. Tickets
 - 0 Pre-sold
 - 1 At the door
5. Refreshments
 - 0 Change
 - 1 Drinks
 - 2 Food
 - 3 Plates, Napkins, Silverware
 - 4 Condiments
6. Pre-show entertainment
 - 0 Music
 - 1 Video (DeMolay video)
7. Audio and video equipment
 - 0 Public Address system
 - 1 CD or tape player
 - 2 video projector w/ screen

Time Required

- C Setup – 2 Hours
- C Show – 4 Hours
- C Cleanup – 2 Hours

How To

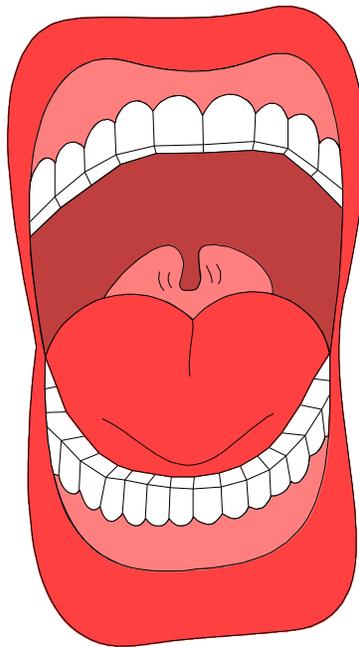
Prepare a script of for all aspects of the show. The script should include all starting and ending times, such as when to open doors or when to start the show. The script should also include the order of which remarks or introductions (if any) are made. All participants in the show should be willing to join in.
Have an action plan in case an emergency arises!

Activity

Follow the script and have fun!

Review & Evaluation

Comment and evaluations are a very useful tool in getting honest feedback. Discuss the activity as a whole with chapter members. Discuss what the members liked and disliked about the show, how they would change the negatives, and examine the



Topic

Guest Speaker

Objective

- C Membership Retention
- C Public Awareness
- C Prospect Party
- C Fund Raiser



What's Needed

0. Contact the speaker
 - 0 Determine the price charged to speak (if any)
 - 1 Find out what resources the guest speaker requires
1. Find an auditorium large enough for the expected audience size.
 - 0 Determine cost (if any)
 - 1 Find out what resources are available
2. Money
 - 0 To pay the speaker if necessary or for auditorium rental
 - 1 Change for ticket booth and refreshment stand
 - 2 Determine the cost per ticket
3. Advertisement
 - 0 General public (newspapers, store windows)
 - 1 Other DeMolay Chapters
 - 2 Other Masonic bodies
 - 3 Prospects
4. Tickets (if the event is being used as a fund raiser)
 - 0 Pre-sold
 - 1 At the door
5. Refreshments
 - 0 Change
 - 1 Drinks
 - 2 Food
 - 3 Plates, Napkins, Silverware
 - 4 Condiments
6. Audio equipment

Time Required

- C Setup – 1/2 hour
- C Speaker – 30 minutes to 1 hour
- C Cleanup – 1/4 hour

How To

0. Determine what topic the chapter members would like to hear about or someone they would like to hear from as a guest speaker.
1. Contact the individual the chapter would like to hear from or a local Toastmaster's Club to obtain a speaker. The club can provide a list of topics its members have prepared to give talks on.
2. Arrange for the speaker to arrive about 30 minutes before the time for them to speak.

This will allow for any last minute questions to be answered and for the speaker to get a feel for the room before having to speak.

3. Prepare an introduction for the speaker by either obtaining this information from the Toastmaster's Club or by asking the speaker questions about his/her background.
4. Plan for a refreshment and social time following the meeting.

Activity

If the guest speaker is to talk after a State Meeting, plan to have the meeting over with by a specified time so that others planning on attending can arrive just as the speaker is scheduled to begin talking. Also, plan for the speaker to arrive at a time such that he/she is not waiting during the entire meeting to begin the speech.

If this activity is being held in place of a meeting or as an event open to the public, see the comments under the Hypnotist activity to obtain more ideas and suggestions on how to coordinate the event.

Review & Evaluation

Comment and evaluations are a very useful tool in getting honest feedback. Discuss the activity as a whole with chapter members. Discuss what the members liked and disliked about the show, how they would change the negatives, and examine the positives.



Topic

Past Master Councilor's Night



Objective

To recognize and thank PMC's of the chapter

What's Needed

This is dependent upon the type of activity that is planned to recognize the PMC's. If awards are to be given they will need to be obtained in advance. Food for a reception following the meeting always adds a nice touch.

Time Required

Since there are many different ways of recognizing the PMC's at a meeting the time required is variable. If a simple awards type program is planned, allow for approximately 30 minutes. If the Initiatory and DeMolay Degrees are being put on as part of the program allow for 2 - 3 hours. These two examples probably define the range of time required for this type of program.

How To

Determine what type of activity to have to recognize the PMC's. Examples of things to do include:

- C Make a presentation to them of a certificate or plaque,
- C Have the PMC's put on the degree work,
- C Have each PMC speak briefly on an outstanding aspect from their term.

Contact the PMC's and invite them to the program. Let the PMC's know what is expected of them far enough in advance so that they are prepared, especially if they are to speak or actively participate in the program.

Activity

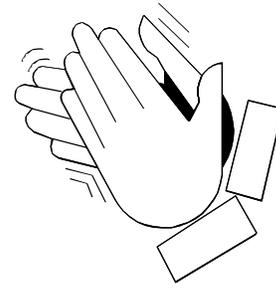
Recognition of PMC's will help to keep them involved and participating. Be certain to invite all PMC's of the chapter to attend and participate. Holding such an event annually or semi-annually will help keep the chapter's mailing records current and build a resource of people to call upon for special needs and events.

Review & Evaluation

Review the program with PMC's and members. Find out what they liked and disliked about the program and gauge their interest in future and other types of programs. By evaluating the activity afterwards it can help to keep the activity fresh and interesting.

Topic

Affiliate Group Recognition Night



Objective

To thank and recognize affiliate Masonic groups, which will often result in better support for the chapter from these groups.

What's Needed

- A Decide on what type of recognition will be given out, such as Certificates of Appreciation or Hats-Off Awards.
- A Determine how many groups are to be recognized and obtain a sufficient number of awards.
- A Arrange for light refreshments to be served after the presentations.
- A Invitations to be sent to the heads of the groups who are to be recognized, as well as to the chapter members and advisors.

Time Required

Planning for this activity should be easily accomplished within an hour. The activity length will depend on how many groups are being honored. Provide sufficient time for the presentation, the reason for the presentation, and a response time from the honoree. Finally, provide time for refreshments and socializing.

How To

1. Decide which affiliate groups are to be recognized. Consider the sponsoring body, York Rite, Scottish Rite, Eastern Star, Amaranth, Jobs Daughters and Rainbow, High Twelve, White Shrine, Grotto, and Shrine.
2. Select a date, time, and place for the activity. Notify the head of the body to be recognized no less than 30 days in advance.
3. Masonic bodies can be invited to attend the chapter meeting if one is held in conjunction with this activity, otherwise the presentation must be after the meeting. A special meeting for just holding the recognition ceremonies can be planned.
4. After the meeting serve refreshments.

Activity

Recognizing affiliated groups will help to insure their support of the chapter or even gain their support for it.

The Master Councilor should be prepared to talk about each group being recognized and why the chapter is making the presentation. Make the presentation and allow the recipient to talk.

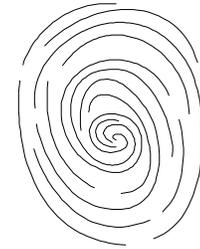
Close the meeting and invite everyone to participate in the social time and refreshments.

Review & Evaluation

Review the activity and discuss what could be changed for better attendance or to make a better meeting.

Topic

Murder Mystery



Objective

To act out a loosely scripted "mystery" and then to guess, "who done it"!

What's Needed

Go to a chain book store, toy store, game store, or card shop and buy a prepackaged murder mystery game.

Time Required

About 1 ½ hours.

How To

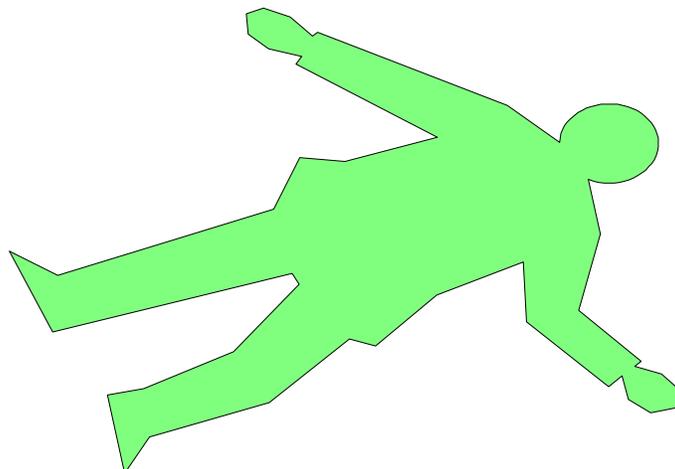
1. Read and follow the directions in the game. If you have additional people not needed in the "cast" or the game, they can have as much fun as the actors, since neither the actors nor the audience know "who done it."
2. This activity works well as a guy/gal, and/or adult/youth mixed activity.

Activity

Following the directions included with the game, play the game! Include refreshments either during or following the game. Having a social time following the game will give participants and audience members an opportunity to interact and discuss what transpired during the game.

Review & Evaluation

Ask around and determine whether the participants enjoyed the activity. Were there enough refreshments? What changes are needed to make the activity more enjoyable the next time around?



Topic

DeMolay Participation Poker

Objective

To encourage attendance at DeMolay functions.

What's Needed

Two or three deck of playing cards.



How To

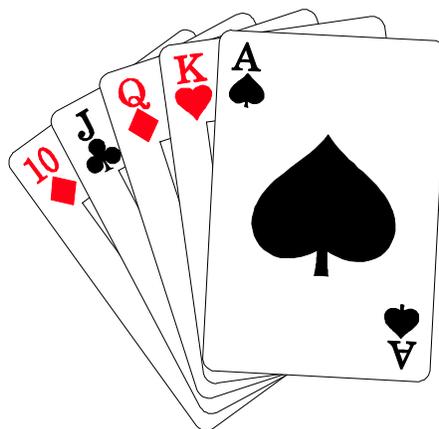
Determine whether a five or seven card poker hand is going to be used. Have the decks at each of the next five or seven designated events. At each of these designated DeMolay events, hand out a card to every participant at the event.

Activity

The game is to see who has the best five or seven card poker hand at the end of the fifth or seventh activity. By handing out the cards at the end of the events, it encourages participation in the events. At the end of the fifth or seventh event, award an appropriate prize to the member who has the best poker hand. Try to obtain donated prizes such as pizzas, athletic shoes, sports shirts, or music store gift certificates.

Review & Evaluation

Evaluate the activity to determine if it is encouraging increased participation at chapter events. Also, do members seem interested in participating in the game and "competing" to obtain the best hand? If so, repeat the activity as seems appropriate.



Topic

DeMolay capsule contest

Objective

To encourage member participation and attendance at chapter activities.



What's Needed

Small containers such as plastic Easter eggs.

How To

Each time a member completes a prescribed activity such as getting a petition, passing an LCC lesson, attending a meeting or special function, etc., his name is placed in a capsule.

Activity

In some predetermined time frame, annually, semi-annually, quarterly, draw capsules from a container. The names drawn win prizes.

The number of names drawn each time should be predetermined at the outset of the activity. Since each member receives a capsule every time he completes one of the designated activities, a member's name may be drawn more than once.

Try to obtain donated prizes, such as pizzas, athletic shoes, sports apparel, music store gift certificate, etc.

Review & Evaluation

Evaluate the activity to determine if the goal of increasing member participation in the designated activities is being achieved. Also, evaluate whether the members value the prizes they win. If not, perhaps the prizes need to be updated.



Topic

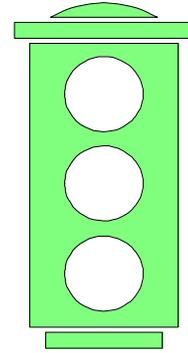
Car rally

Objective

To have a fun activity which also serves as a team building exercise.

What's Needed

An automobile and at least two participants per car.



Time Required

Three to four hours.

How To

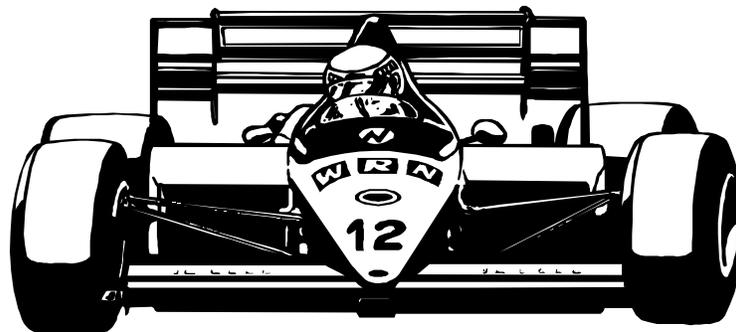
Approach a local car rally club and ask them to assist in planning a simple road rally. If a five check point rally is planned, a poker hand prize system can be employed whereby each team is given a playing card at each check point and the team with the best poker hand at the end of the rally is the winner.

Activity

This is NOT a race! In fact, exceeding the speed limit is not acceptable. This is a teamwork activity and the activity should be debriefed at the end to teach teamwork lessons.

Review & Evaluation

Was this an activity that interested the members and participants? Since at least one licensed driver is needed for each car this is a good older/younger member mixer or a good guy/gal activity.



Topic

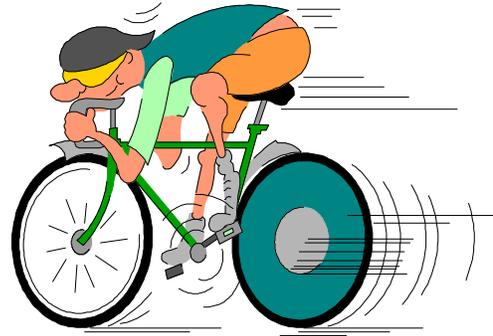
Bike rally

Objective

To have a fun activity which can also serve as a fund raising project.

What's Needed

A bicycle for every participant.



Time Required

Two to three hours.

How To

Layout a safe course which is of reasonable distance and difficulty. Take into consideration the average ages of the chapter members who will be participating.

Activity

Plan the trip. Consider all of the things that may be needed to successfully manage the project such as repair kits, first aid, water stations, and rest stops. Also, since this is an outdoor activity the weather will play a factor. Plan for contingencies. Whoever successfully transverse the course in the least amount of time is the winner. Try to obtain donated prizes. Since considerable effort can be expended by the members in completing the course, try to obtain prizes that will be highly valued by the membership. As a twist use this as a fund raiser by having members collect pledges for the number of miles they can complete.

Review & Evaluation

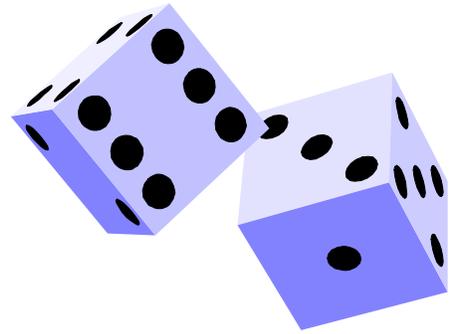
Was this an activity that interested the members and participants? What factors arose that were not thought of beforehand? How can this be made better?

Topic

Playing favorite board games

Objective

Engage all members in playing board games that were their favorites.



What's Needed

- C Board Games
- C Tables & Chairs or Pillows and Blankets
- C Refreshments
- C Background Music
- C Prizes

Time Required

How ever long the games take to play. Most often 90 to 120 minutes.

How To

1. Poll the members and find out what board games are their favorites.
2. Have members bring their favorite games from childhood.
3. Have members bring their favorite music.
4. Arrange for prizes for the winners. These can be food coupons from fast food restaurants or movie coupons or gift certificates from music stores.

Activity

Pick a comfortable place to play the games. Whether around a table or on the floor. Put on some background music. Have refreshments available and play the games. Award the game winners with the prizes available.

Review & Evaluation

Review the games and how long they take to play. Some games may take longer to complete than what is readily available on a meeting night. Changing the games can provide variety.

Topic

Sporting games a chapter can play



Objective

To bowl or play billiards, darts, ping pong, or miniature golf, or some other sporting game.

What's Needed

Find out the hours and availability of the facility. Along with the price per game if the facilities are not readily available at the temple or otherwise for free.

- C Bowling – Bowling alleys often schedule open bowling hours around the league schedules, so call to check times. Also, check shoe rental and game prices.
- C Miniature Golf – Find out the price per game and if the facility offers group discounts or specials.
- C Billiards – A table, stick, and balls. These can often be found at the temple or at the home of a member or advisor.
- C Ping Pong – A table, two to four paddles, and a ball. Again, these are often available at the temple.

Time Required

Any of these activities can take from 30 minutes to a couple of hours to play. Depending upon the number of people participating and the number of games played.

How To

1. Consider the amount of time available and the cost to play and decide how many games are to be played before starting.
2. The chapter can be divided into teams or compete as individuals against another. In a competition, best two out of three to determine a winner will often fill a couple of hours.

Activity

Play the game consider rewarding the winners with a pizza, ice cream, T-shirt after the game.

Review & Evaluation

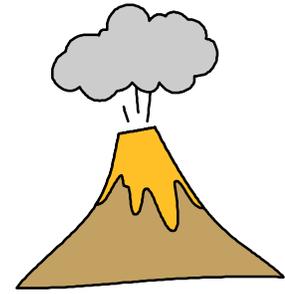
How long did it take to play the game? Did everyone participate? Was the cost reasonable?

Topic

Spontaneous Activity

Objective

Add mystery or intrigue to the chapter's activities by holding an event that the members don't know about in advance.



What's Needed

- C A list of activities which do not require a significant amount of preparation, such as bowling, movie, board game, etc.
- C A basket, hat, or jar, from which to draw slips of paper.

Time Required

- C Five minutes to determine the activity.
- C Allow about two hours for the activity itself.

How To

1. Announce that the chapter is going to have a Spontaneous.
2. Have a member draw an activity from the basket.
3. Do the activity drawn.

Another approach to this activity is to plan an activity for the members, such as a video movie party, paintball, or swimming and all the members are told is what type of clothes to wear. The members do not find out what the activity is until they arrive at the activity site.

Activity

Before instituting the Spontaneous achieve consensus that everyone will agree to participate in whatever activity is drawn. Prepare the basket of activities that can be done without advance preparation. Return the activity slip to the basket after it is drawn so that it will be available as an option in the future.

Review & Evaluation

Review the list of activities for their ability to be done with little preplanning. Also, be sure to keep the list current with members' interests.

Topic

Tricycle Race

Objective

To provide alternative athletic competition.

What's Needed

1. Enough tricycles to have races. The number of members will dictate how many are needed. Also, running the races in relay will reduce the number required.
2. An area to use as a course.
3. Prizes.



Time Required

30 to 60 minutes.

How To

Set the course, marked with a start and finish line or cones to define the path the racers are to follow.

Activity

Run the races. Conducting the event as a relay will also serve to build teamwork among chapter members.

Award prizes to the winners. These are best donated. Try to obtain items which are of interest to the chapter members, such as movie passes, music store gift certificates, sports apparel, etc.

Review & Evaluation

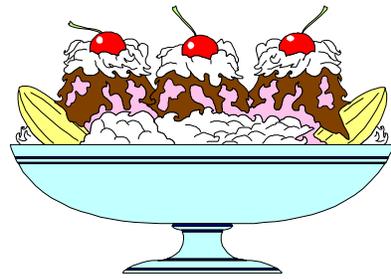
Did the members enjoy the event? Did they learn or demonstrate brotherhood and team building skills?

Topic

Progressive Desserts

Objective

Provide a post meeting activity that is new and fun.



What's Needed

1. Transportation for those present.
2. Pre-arranged sites (homes of Advisors/Parents/Masons/etc).
3. Menu (include needed utensils)
4. Donated desserts

Time Required

- C 1 Hour set-up time prior to the event
- C 1 Hour for the event

How To

At the conclusion of a Chapter meeting, leave as a group and drive to the Progressive Desserts night first prearranged site. Each DeMolay and Advisor will receive a utensil for eating dessert. They will then return to the car and proceed to the next site. There they will receive a second item for their dinner (perhaps a bowl or plate). Continue stopping at prearranged locations until dessert is served and the DeMolays are returned to the Masonic Temple (or use the Masonic Temple as the last stop and serve the dessert at the Masonic Temple).

Return all borrowed utensils after they are washed.

Activity

Drive, eat, and enjoy it.

Review & Evaluation

Discuss, with the Chapter, their opinion of the event. Contact the persons that acted as hosts and hostesses their opinion of the event.



Topic

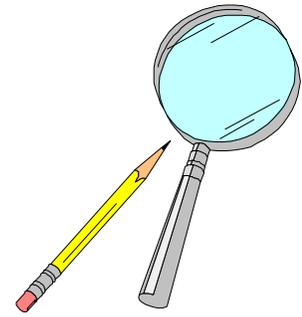
Scavenger Hunt

Objective

Provide a post meeting activity that is new and fun.

What's Needed

1. Transportation by adults for those present.
2. Pre-arranged lists of items to be collected.
3. Team assignments for each "car-load" of DeMolays taking part.
4. Designated geographical area assigned to each team.
5. Prizes



Time Required

1 to 1 1/2 hours to participate in the event.

How To

At the conclusion of a chapter meeting, announce teams that are to participate. Explain that a scavenger hunt is a fun event that is a contest between teams. Each team has an identical list of items they are to obtain from their area. They must not go to a friend or relative's house, nor may they receive more than one item from any one person. They operate under a time limit (usually 45 minutes to an hour) and must return to the starting point within the time frame or they are disqualified. The team that brings back the most items on their list wins a prize.

Activity

Drive away, meet new people, collect your items and have fun.

A spin-off of this is to collect canned goods for a food basket and give it away as a service project.

Review & Evaluation

Discuss with the chapter their opinion of the event.



Topic

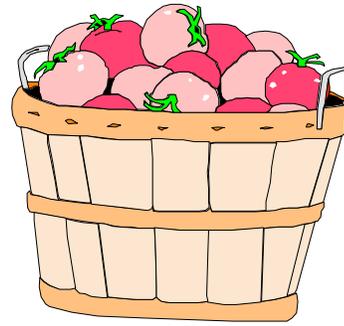
Working a local food kitchen

Objective

To provide support to a community food kitchen.

What's Needed

A list of area food kitchens and members willing to volunteer their time.



Time Required

Minimal time required to plan. The amount of time spent at the charitable activity is up to the members.

How To

This activity will require locating a convenient food kitchen and making arrangements for the chapter to work there.

Activity

1. Make a list of area food kitchens.
2. Find out time slots available and amount of time that will be required at the kitchen as well as personnel needs.
3. Coordinate time slots available with chapter schedule and decide when the chapter will participate.
4. Conduct the activity.

Review & Evaluation

Was the event a success? Do the members want to do this again? How could this event been better organized? Was the schedule selected appropriate?



Topic

Mystery Dinner

Objective

Provide a post meeting activity that others can attend for fun.

What's Needed

- C Dining room with tables and chairs.
- C A dinner menu made of strange names of items to be served for dinner.
- C Food, prepared by Moms or volunteers that are not part of the event.
- C Table service, etc. for a dinner.
- C Waiters/Waitresses to serve the dinner.
- C Clean up crew.



Time Required

1. 1 hour preparation.
2. 1 to 1/2 hours to participate in the event.
3. 30 minutes for clean up.

How To

After people are seated in the dining room, they are all given a menu and asked to order 3 items as their entree. The items all have predetermined "gag" names. There is no description of what the "gag" name really relates to. This includes silverware, plates, bowls, as well as food items, etc.

Serve the three items (no matter what they are) to each person. When they have finished their first "course) they order three additional items from the menu.

Continue until everyone has had all of their courses.

Activity

This may be a Fund Raiser or a Fun activity. Either way, be prepared to have some real food as well.

Review & Evaluation

Discuss, with the Chapter, Moms, and anyone else who may have been a part to the event. Consider this or a variation be done annually if it is considered successful.

Topic

Food baskets

Objective

To provide charitable assistance to local families.



What's Needed

Depending on how this event is organized, signs and flyers may be used to solicit food donations or some money to purchase extra items for needed families.

Time Required

This activity could easily be organized so as to require only a few minutes after several meetings.

How To

Decide what ought to go into a food basket. Non-perishable items are always good as a family might use them over a period of time. Foods that have solid nutritional value as opposed to "junk foods" should be stressed. A small amount of money such as \$20.00 might be included to allow a family to buy something special that they need.

Determine how you will secure food for the baskets. Possibilities include chapter funds, members/advisors bringing items to meetings, placing a barrel with a sign at the temple, etc. Determine how long this activity will be conducted - during the holiday season only, year around, etc.

Locate needy families. To do this, contact:

- C clergymen
- C civic organizations
- C Masonic organizations

Activity

Collect donations and food items. Make up the food baskets and distribute them. In some cases, the chapter might not make the actual delivery of the baskets, but rather might give them to a church that will see that they get to a needy family.

Review & Evaluation

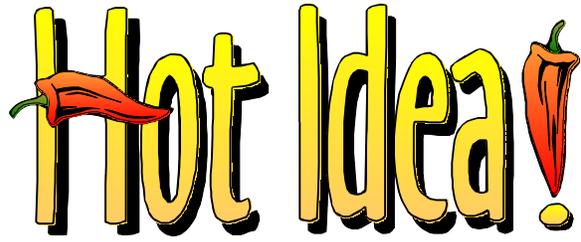
Were enough baskets secured? Are there more families that could be helped? Are there other sources of donations that could be solicited?

Topic

Fluffy Bunny.

Objective

A fun activity; can be coed to build spirit and camaraderie.



What's Needed

Marshmallows – large (the fluffies)
Pitchers of water, glasses
Floor coverings
Towels/bibs for "bunnies"

Time Required

30-45 min

How To

1. Team up in two's; best if male/female.
2. Call to order. Explain rules:
 - A Object – how many "fluffies" – marshmallows – can a "bunny" hold in his mouth.
 - A "Bunny" keeps hands behind his back, helper places fluffies into bunny's mouth one at a time. MC can call out numbers as fluffies are put into "bunny's" mouth.
 - A Bunny with most fluffies in mouth wins. This can also be a timed event.
 - A Awards for top three would add a touch, so too would be a receptacle for used fluffies.

Activity

1. Gather and distribute to all competitors the necessary materials to make the fluffies.
2. If it is not a contest, encourage everyone to get to work. Periodically have individuals show off their creations or progress.
3. If it is a contest, call the group to order, outline the rules. If you have written instructions pass them out and review them.
4. When time is up, have the participants call out how many fluffies they were able to manage. (Their partner, however, may want to do this for them.) If it's a judges event, decide on the winners and present the awards.
5. Thank everyone for their participation; thank those who helped out on the event.
6. Clean up.

Review & Evaluation

1. DeMolays/guests should have had fun and had the opportunity to challenge themselves.
2. Do DeMolays want to repeat program later next year?
3. Was there a good turn out from other participants?

Topic

The famous Jell-O Snarf Off.

Objective

A slightly messy, but fun activity for participants to sink their teeth into.
A great coed activity.

Jell-O

What's Needed

1. Jell-O
2. Big serving bowls to hold the Jell-O
3. Aprons, shower caps, blindfolds
4. Floor coverings
5. Towels

Time Required

30-45 min

How To

1. Team up in two's; best if male/female.
2. Call to order. Explain rules:
 - A Object – how much Jell-O can a Jell-O snarfer snarf when a Jell-O snarfer must snarf Jell-O.
 - A Each team member dons an apron (plastic is best); the snarfee also wears a shower cap and blindfold.
 - A Each team is given a serving bowl filled to the top with Jell-O. The snarfor serves with his/her hands the Jell-O to the snarfee who snarfs up the Jell-O.
 - A The snarfee must keep his/her hands behind his/her back during the snarf off.

Activity

1. Gather and distribute to all competitors their materials.
2. The two team members face each other with the bowl of Jell-O between them. When the MC yells "Go," the snarfor takes a hand full of Jell-O and serves it to the snarfee to snarf up using only his mouth. The process is repeated until all the Jell-O has been snarfed.
3. Whoever snarfs up their Jell-O the fastest is the winner.
4. Prizes are given for 1st, 2nd, and 3rd place.
5. Thank everyone for their participation; thank those who helped out on the event.
6. Ask everyone - including the snarfors and snarfees to help clean up.

Review & Evaluation

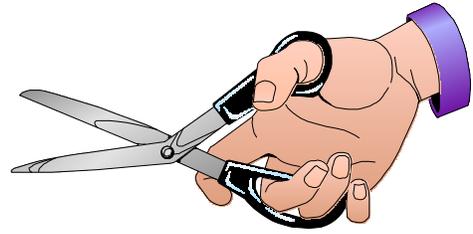
1. DeMolays/guests should have had fun and had the opportunity to challenge themselves.
2. Do DeMolays want to repeat program later next year?
3. Was there a good turn out from other participants?
4. Did the event generate enthusiasm?

Topic

Pumpkin Carving Contest.

Objective

A fun activity to build camaraderie, teamwork, and enthusiasm can involve all chapter members, advisors and guests either in pairs, teams or individually. This is a great coed activity.



What's Needed

1. One medium sized or large pumpkin per participant.
2. Carving tools for each group participant.
3. Tables and coverings.
4. Garbage cans and liners for pumpkin discard.
5. Aprons for carvers.
6. Marking pens for decorating.
7. Clock or stop watch.
8. Paper/pens for carving designs.

Time Required

45 minutes to one hour

How To

Decide on ground rules:

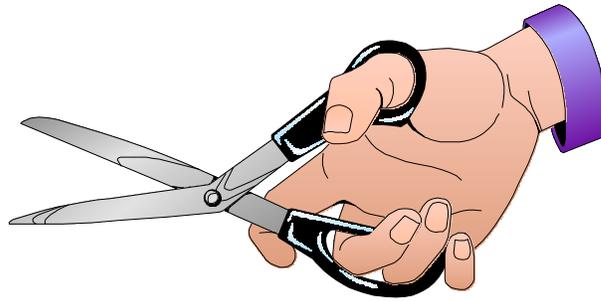
- A Theme – either everyone carves a set design (face, etc.) or use their imagination within a given theme or topic.
- A Use both hands, or two people each using one hand; or one blindfolded and carving, the other giving the instructions.
- A Is it to be judged? If so, what are the rules and what will be the winning designations: 1st, 2nd, 3rd, Honorable Mention; Best of Design, etc. If awards, then trophies or prizes.

Activity

Prior to:	Lay out pumpkins, tools, room set up. If you have trophies or prizes display them. Meet in advance with judges and brief.
5 min	After the regular meeting assemble in reception hall; Call to order; moderator (MC) outlines rules; Pass out and review instructions; Last call for participants – assign pumpkin and/or partners; Answer questions;
20 - 30 min	Carving;
10 min	Call time;
5 min	Judging and presentation of awards;
5 min	Thank all for participating; thank those who helped put on the event;
10 min	Clean up.

Review & Evaluation

1. DeMolays/guests should have had fun.
2. Do DeMolays want to repeat program later next year?
3. Was there a good turn out from other participants?
4. Did the event generate enthusiasm?



Topic

Make Chapter T-shirts or Posters.



Objective

A group, pair, individual activity that allows each to show creativity and have fun.

What's Needed

1. Solid colored T-shirt (or bring own) in either M, L, or XL sizes, depending on size of participants (usually $\frac{1}{2}$ L, $\frac{1}{4}$ XL, $\frac{1}{4}$ M). Can either charge for T-shirt or not. If it's a poster, then butcher paper or tag board. Must order in advance, so must plan ahead.
2. Permanent marking pens, iron-on emblems, glitter, sparkles, puff paint, tie dye.
3. Table/table coverings, papers on floor.

Time Required

- 5 minutes for Introduction and rules.
- 45 - 50 minutes for Creation.
- 5 minutes for Winners.
- 10 - 15 minutes for Cleanup.

How To

Decide on ground rules:

- A Theme – either everyone creates a set design (face, etc.) or use their imagination within a given theme or topic.
- A Use both hands, or two people each using one hand; or one blindfolded and the other giving the instructions.
- A Is it to be judged? If so, what are the rules and what will be the winning designations: 1st, 2nd, 3rd, Honorable Mention; Best of Design, etc. If awards, then trophies or prizes.

Activity

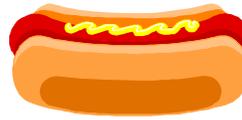
- A Layout the poster board or pass out T-shirts, and materials needed.
- A If it is not a contest, encourage everyone to get to work. Periodically have individuals show off their creations or progress.
- A If it is a contest, call the group to order, outline the rules. If you have written instructions pass them out and review them.
- A When time is up, have everyone show off their "creation." If it's a judged event, decide on the winners and present the awards.
- A Thank everyone for their participation; thank those who helped out on the event.
- A Clean up.

Review & Evaluation

1. DeMolays/guests should have had fun and had the opportunity to be creative.
2. Do DeMolays want to repeat program later next year?
3. Was there a good turn out from other participants?
4. Did the event generate enthusiasm?

Topic

Movie Night.



Objective

1. Increase participation and enthusiasm of the DeMolay members.
2. Provide a fun activity for members and prospects.

What's Needed

For attending a movie at a theater, you will need:

- A Transportation to and from,
- A An advisor to attend,
- A To pick a movie that is rated for the age group of the members,
- A Money to pay for tickets/snacks/drinks.

For a video movie, you will need:

- A A location that will be large enough for the size of your group,
- A A TV and VCR,
- A Video tapes rated for your age group,
- A An advisor to attend,
- A Refreshments.

Time Required

- A For movie theaters, you will need to decide where you want to go, determine the travel time to this location, as well as waiting in line to buy tickets/refreshments, and then add on the length of the movie – typically 2 to 2 ½ hours.
- A For video tapes, you will need time to pick out the desired video, rent it, gather refreshments, and travel to and from the location. Again, typical movie length is 2 hours.

How To

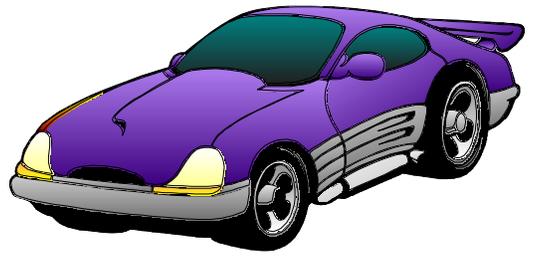
1. Decide whether the chapter is going to a theater or renting a video.
2. Arrange transportation to and from the viewing location, whether this be a theater, home, or temple.
3. If at a theater make certain that everyone has sufficient money to buy their ticket and snacks and gets inside the theater.

Activity

1. Promote the event in advance so that all members know about it.
2. Transport the members to the viewing location.
3. Watch the movie, eat refreshments and enjoy the movie.

Review & Evaluation

1. Review the activity to see that the location was suitable.
2. Review whether the choice of film was suitable.
3. Review the transportation arrangements.
4. Make adjustments where necessary.



Topic

Miniature Golf.

Objective

Provide a fun night out for the chapter members.

What's Needed

A convenient local miniature golf facility.
Prizes for the winning team.

Time Required

One to two hours.

How To

1. Divide the chapter members into four person teams.
2. Decide whether to play 18, 36, or 54 holes of golf.

Activity

Play according to course rules.

Review & Evaluation

Evaluate the number of holes played for the length of time for the activity.

