

# Missouri DeMolay - Membership Joining Ceremony - Preparation



## 3 STEP PROCESS

### **I. Obtain Prospect information**

1. Select Schools to obtain lists of male students.
2. Contact the appropriate person to provide the students' names, addresses and telephone numbers via EXCEL spreadsheet.
3. Obtain prospects from members, advisors, parents, friends, Masonic organizations, other local youth groups, etc.

### **II. Prepare for Event, Contact and Invite Prospects through their Parents**

1. Obtain site location. (i.e. Lodge Hall, Scottish Rite, Shrine, York Rite, Country Club). Advertise the event. See Sample.
2. Set date (Sunday at 2 p.m. or later works well) – plan this date to be within two weeks of the date the Parents receive the letter.
3. Prepare Prospect letter to Parents. See Sample letter in Word format that can be modified for your use.
4. Mail letters to Prospects' Parents. Do it yourself or use a mailing service that will copy letters, fold and stuff envelopes, address envelopes, stamp and mail. See [www.advancemailing.com](http://www.advancemailing.com).
5. Follow up with Parents.
6. Phone calls to the Parents or use automatic phone system (four days before and one day before the event), to remind them about the Joining Ceremony. See Sample message for the follow up phone calls.
7. Provide transportation for Parents and Prospects, if necessary.

### **III. Joining Ceremony and Implementation**

1. Prepare the facility for the event and arrive at least one hour before the start time. Have plenty of seats for everyone.
2. Provide light snacks for everyone (i.e. cookies, chips, vegetables, and drinks).
3. Play slide show of DeMolay events, with appropriate music, as Prospects and Parents arrive.
4. Greet everyone and make them feel welcome and comfortable.
5. Have Prospects and Parents complete a Membership Application for DeMolay before the Program begins. Make sure to obtain email addresses for the Prospects and Parents.
6. **START ON TIME!**
7. Conduct Program and Joining Ceremony. See Outline.
8. Follow up after the event with each and every new DeMolay and their Parents and get them involved in the Chapter. Communicate weekly with all DeMolays, Parents and Advisors.
9. Complete and send Form 10s to DeMolay International and Missouri DeMolay.
10. Conduct a D.A.D. Program for all new Parents. DeMolay Youth Protection and Education are key to a Chapter's success.