



## **New Chapter Start-Up Guide**

*Thank you for your interest in starting a DeMolay Chapter!*

Since 1919, DeMolay has worked to help young men become leaders in their communities, states, and nations. We proudly count heads of government, business leaders, military heroes, educators, astronauts, athletes, and award-winning entertainers and broadcasters among our alumni. Each of these individuals was influenced by the mentorship of DeMolay Advisors and the organizations that sponsored their Chapters during their youth.

**"IN THE STORY OF YOUR SUCCESS,  
THIS IS CHAPTER ONE..."**

The steps outlined in this guide satisfy the statutory requirements of DeMolay International to establish a new Chapter. If the Chapter will be the first in the jurisdiction of a Grand Lodge, we must receive a letter of support from the Grand Lodge prior to establishing the Chapter. Keep in mind that the ultimate decision on whether or not a Chapter will be formed belongs to the Executive Officer of DeMolay in the particular jurisdiction, and he may add additional requirements to those included below.



*In January of 1956, Dad Land was recognized by the City of Kansas City as a "Citizen Extraordinary" in recognition of his civic and charitable works around the world. DeMolay Chapters are encouraged to make a positive impact on their communities. **From 2016 to 2018, DeMolays made a charitable impact of \$2.3 Million on their communities.***

## STEP 1: THE SPONSORING BODY

The first step in sponsoring a DeMolay Chapter is to determine the organization that will provide ongoing support, mentorship, and resources for the Chapter and its members. It is not enough to simply provide a place for meetings. DeMolay is based upon the principle of positive relationships between DeMolays and their mentors. The program only works when dedicated adults provide their most valuable resources – their time and talent – to assist our young men in crafting their DeMolay Experience. Any organization may apply to sponsor a DeMolay Chapter by submitting a ***Resolution of Sponsorship*** and accompanying fee to the Executive Officer for the Jurisdiction.



*This photo is from the first initiation class of Mother Chapter, Order of DeMolay. DeMolay was founded in 1919 by Frank S. Land in Kansas City, MO after he met a young man named Louis Lower, whose father had recently passed away. Land realized that many young man like Lower were in need of mentorship and guidance. With 8 of Louis' friends, they began working to start a club, which eventually became the Order of DeMolay, and has provided mentorship and guidance to young men like Louis for more than 100 years.*

**STEP 2:** THE ADVISORY COUNCIL

The Executive Officer will appoint an Advisory Council of adults who have completed DeMolay's training requirements. Each Executive Officer will determine the minimum number of Advisors necessary for the Council, but at least three of the members must be Master Masons in good standing. The Executive Officer will also appoint a Chairman and Chapter Advisor for the Council. The Chairman must be a Master Mason. All Advisors must be over the age of 21.

Once the Advisors have been identified, they must complete DeMolay's Advisor training prior to appointment. The training program consists of an application, criminal background and motor vehicle record check, and an online training course in youth protection and DeMolay basics. The entire process is completed online, and can be found on ***www.DeMolay.org***.



## STEP 3: ★ ★ ★ ★ ★ ★ ★

### LETTERS TEMPORARY

Once the Resolution of Sponsorship has been completed and the Advisors are trained and appointed, the Grand Master of DeMolay will order Letters Temporary to be issued. This document allows the Advisors the right to elect the first youth members of the Chapter and make arrangements for the first initiation ceremony. The Chapter will operate under Letters Temporary until it obtains at least 15 members and has demonstrated to the Executive Officer that it has a high likelihood of success.



## STEP 4: ★ ★ ★ ★ ★ ★ ★

### SELECTING & ELECTING THE FIRST MEMBERS

Once the Executive Officer has received the Letters Temporary, he will direct the Advisory Council to meet and elect the first youth to be members of the Chapter. Prospective members must submit a Petition for Membership and be voted upon by the Council. Minutes must be taken recording the names of those who petitioned as well as whether or not they were elected.



STEP 5:

## THE FIRST CHAPTER MEETING

At the same time the Council is recruiting and electing the first members, they should work with the Executive Officer or his designee to schedule a date for the initiation of the first members of the Chapter, as well as the installation of the Advisory Council. With the Executive Officer's approval, this could also include the installation of the first officers of the Chapter if they have already been determined.

This first meeting will require the assistance of one or more Chapters to perform the Degrees, and should be made a special occasion. Your Executive Officer can offer tips and advice for planning this event. The members of the sponsoring body, parents of the members, and any other adult who may be interested in supporting DeMolay should be invited to attend.



*The most important goal of the Order of DeMolay is to provide young men with quality mentorship to help them become the best person they can be. The relationships that form between advisors and members in DeMolay are a vitally important part of the DeMolay Experience.*





## STEP 6: DEVELOPING A CALENDAR

Starting a Chapter doesn't end with initiating the first members. They should be immediately involved in developing the calendar for *their* Chapter. The first few meetings of the Chapter may need to be more focused on scheduling and preparing for a variety of events and activities rather than on memorizing ritual. Your Executive Officer, other Chapters, and the Service & Leadership Center can provide you with examples of term and annual calendars.



*DeMolay Chapters participate in a wide range of activities. The most important thing when planning your Chapter's calendar of events is to find what your members and their friends enjoy doing. Having lots of different fun events helps to engage all of your members and their friends in the chapter.*



## STEP 7: KEEP GROWING!

The next step is to keep growing – and not just in numbers! Keep growing the relationships formed between the young men and Advisors, between the Chapter and the community, and between the Chapter and supporting organizations. Most importantly, keep challenging the Chapter to have a varied program of activities that challenges them to grow personally.



# SOME THINGS TO CONSIDER

Beyond these administrative steps, there are some operational considerations. There is no such thing as “DeMolay in a Box.” Creating a Chapter takes commitment and effort by those who wish to see it succeed. DeMolay International provides training, materials, and support for these efforts, but it is impossible for us to send you “ready-made” Advisors or a group of young men who magically appear in regalia already knowing the ritual and protocols of the organization.

What does it take to have a successful start of a Chapter? First and foremost, it takes adults who are willing to give their time, talent, and treasure to support our young men. Our experience shows that in the vast majority of cases, Chapters fail – or don’t even get off the ground – due to adults who don’t realize the commitment necessary to truly be mentors for our young men.

Beyond having adults who are willing to be present for activities, it takes adults who are truly willing to be present for our young men. Simply being in the building, or even in the room, may not be what your guys will need from you in that moment. DeMolay is about learning through relationships and mentoring. This requires actively engaged adults who are willing to spend time learning with, and from, our young men, not just those who want to hand over a key with a reminder to turn off the lights and take out the trash.

**Looking for More Information? Start Here!**

**[WWW.DEMOLAY.ORG](http://WWW.DEMOLAY.ORG)**

**[WWW.BEADEMOLAY.ORG](http://WWW.BEADEMOLAY.ORG)**

**[WWW.ESCRIBE.DEMOLAY.ORG](http://WWW.ESCRIBE.DEMOLAY.ORG)**

# Resolution of Sponsorship

Please check one of the following:

- ☐ Petition for Letters Temporary *(Letters Temporary issued for new Chapter)*
- ☐ Application for Reinstatement *(no Letters Temporary issued – for chapters inactive for 5 years or less)*
- ☐ Resolution of Sponsorship **only** reflecting a change in the Sponsoring Body *(no Letters Temporary issued to Chapter)*
- ☐ Resolution of Sponsorship for Pilot Program

To the Grand Master and Members of DeMolay International.

Brethren:

Be it resolved that, \_\_\_\_\_  
*(Full name of Sponsoring Body)*

located at \_\_\_\_\_  
*Address City State ZIP*

which is: 1) A recognized Masonic Body chartered by the, \_\_\_\_\_  
*(Name of Grand Body)*  
 or 2) A Body composed exclusively of Freemasons,  
 or 3) An Advisory Council selected by the Executive Officer of the Jurisdiction.

Wishing to exert our best endeavors to promote and diffuse the principles of the DeMolay International, we are desirous of sponsoring a Chapter to be named: \_\_\_\_\_ Chapter of DeMolay International,  
*(Must not be named after a living person)*  
 to be located at: \_\_\_\_\_ in the Jurisdiction of: \_\_\_\_\_  
*(City) (State or Province)*

On behalf of the Advisory Council and the members of such Chapter, it is promised that if Letters Temporary are granted, said Chapter will be supported and maintained under the By-laws and the Rules & Regulations of DeMolay International and that the authority of DeMolay International will be recognized and its allegiance maintained.

We nominate and recommend as members of the Advisory Council for said Chapter the persons listed on the attached certification, all of whom are Advisors in good standing with DeMolay International.

Wherefore, we respectfully request that you grant to this petitioner, acting as a sponsor, Letters Temporary for said \_\_\_\_\_ Chapter of DeMolay International and attach hereto, remittance in the amount of

☐ **\$250** *(Letters Temporary for new chapter)*

☐ **\$25** *(Reinstatement of a chapter)*



\_\_\_\_\_  
*Presiding Officer*

\_\_\_\_\_  
*Sponsoring Body Secretary*

\_\_\_\_\_  
*Mailing Address of Secretary*

By virtue of my signature, I approve of this request and give my approval of the aforementioned Sponsoring Body and accordingly request that the intent of this Resolution of Sponsorship be granted..

\_\_\_\_\_  
*Executive Officer of the Jurisdiction*