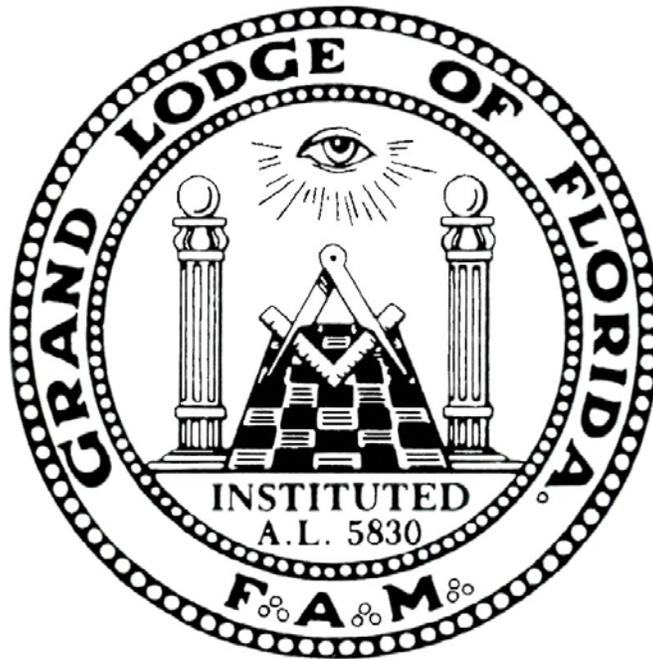


The Most Worshipful Grand Lodge
of
Free and Accepted Masons of Florida



COMMITTEE PROGRAMS

2016 – 2017

“Building Today for a Stronger Fraternity Tomorrow”

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CHILD ID COMMITTEE PROGRAM 2016-2017

My Brothers:

I would like to take this opportunity to congratulate you on your appointment and look forward to an enjoyable year. Also, to say thank you to everyone for their hard work on the Florida Masonic Child ID Program. Without your help, we would not be able to provide FREE child identification kits to hundreds of thousands of families.

The Grand Lodge of Free and Accepted Masons of the State of Florida initiated the Florida Masonic Child ID Program in 1997 and each year has reinforced its goal to provide parents/caregivers with state of the art Child ID and child safety information.

One and all know and understand the importance of safeguarding our youth. A Child ID kit provides a parent/caregiver the capability to equip law enforcement with vital information to assist their efforts when searching for a missing person. It contains up-to-date quality photos, medical information, physical characteristics, and contact information. The digital fingerprints can be used to help locate a missing person in a variety of ways including licensing, registrations, certifications, employment, and law enforcement.

A Child ID event is one of the most important and useful public relations activities available to the Fraternity. Events educate the public about the Fraternity's commitment to charity. They display community involvement and assist in the membership process. At a Child ID event, professionals, young adults, and their families witness Masonry and can learn about the Fraternity through a learned Brother who can talk comfortably with others.

A few years ago, the Florida Masonic Child ID Program Facebook page "Florida Masonic Child ID Program," and website www.flmasonicchild.org were created and implemented to assist the various Districts to discuss ideas and ask for help. But above all, these sites have proven to expand the program by increased exposure with the public and organizations that are committed to child safety. Participation from the Zone and District Committeemen is required for these sites to continue to be successful.

The 2016 goals for the Florida Masonic Child ID Program are:

1. 100% District Participation
2. A standardization of the program
3. An affordability for every Lodge/District
4. Provide a superior product

For our program to continue its success, we need to continue our fundraising as it is important to the growth and quality of the program. The logo pins, ties, and scarves have been a tremendous source of funds, and we will continue to promote them. Over the last few years, Committeemen were successful in identifying suppliers of quality refurbished equipment that can be of great assistance to a Lodge or District starting a Child ID Program. Any and all fundraising ideas are welcomed and encouraged.

Without our Brothers, their families, and friends who donate their time and resources, the Florida Masonic Child ID Program would not be the success it is today. Every Lodge can get involved by promoting upcoming events in their trestleboards, by having the Child ID Program at their Lodge events, or volunteering for an event. Lodges and Districts support each other and welcome assisting with new Child ID Programs.

I want to thank M.:W.: Stanley L. Hudson for the opportunity to serve him and our Fraternity as the 2016 State Chairman. I thank the Zone Chairmen, District Chairmen, and Volunteers for their support and dedication.

Sincerely and fraternally,

W.: Michael R. Gambarrotti
State Chairman, Child ID Committee

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COMMITTEE ON WORK PROGRAM 2016-2017

R. : W. : Jeffrey L. Miller, P.D.D.G.M.
State Chairman 2016-2017
Committee on Work

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To: District Deputy Grand Masters
Zone Chairmen, Committee on Work
District Instructors
Worshipful Masters of the Particular Lodges

Congratulations Brethren, on your appointment this year. It is always an honor to be offered an appointment and asked to serve our Grand Master and the Craft, and I am proud that each member of the Committee on Work was found worthy of this important task.

As the State Chairman, I am committed to including each and every member of this committee in everything that we do. With the support of our Grand Master, we will discuss everything that is on our agenda for the coming year and make recommendations as proposed and voted by the committee. We will work with the Grand Master to make this year as rewarding and as enjoyable as we possibly can.

Zone Chairmen: The Zone Chairmen have each been selected for their past experience and the recommendations of Brothers from their Districts and Zones and I am very proud to be able to work with them. Each Zone Chairman will be responsible for overseeing the “Open Books School of Instruction” that are held within his Zone. He will recommend to the Grand Master particular members to be the Primary or Secondary Designee to assist with the responsibility of opening the safes in his Zone. These Zone Chairmen will communicate with the District Instructors from their Zones and will be their primary source of information regarding instructions and for the answers to any Ritual questions that may arise. It is imperative that each Zone Chairman study the work and ascertain that only the proper Ritual is being taught according to the various adopted books that are at everyone’s disposal.

District Instructors: The honor of being asked to serve as a District Instructor should never be taken lightly. There are few Brothers who possess the qualifications that are necessary to be considered for this honor, and many of these Brothers are asked to serve more than just one year. This group of Brothers is selected by the Grand Master, but will be supervised by the Committee on Work. Each District Instructor should develop a relationship with every Lodge in his District, as well as with his Zone Chairman. It is his responsibility to gain the confidence of the various Lodge Officers to enable him to be invited into each of his Lodges in order to assist with the Ritual Instructions, and to only teach the adopted work. The main goal of every District Instructor should be to improve the Ritual Work of each and every Lodge in his District.

Training: Every member of the Committee on Work and each of the District Instructors will be requested to attend a full day of Ritual Instruction that will be held in or near Ocala during the month of June. This day long training session will include the process for Open Books, exemplifying each of the Three Degrees, balloting, basic Ritual for Lodge Meetings, and any other items as requested. Questions will be welcomed and many of the attendees will be asked to participate. The Committee will also meet with the incoming District Instructors on Tuesday afternoon during the Grand Lodge Session in order to discuss the required reports and hand out any supplies for the upcoming year.

Schools of Instruction: At this time we have thirty (30) Districts that maintain a safe containing the Esoteric Work. Each Zone Chairman will select Primary and Secondary Designees to assist him with the responsibility of properly opening these books in the Districts within his Zone. These designees will represent the Zone Chairman as requested to open their safe and allow their members greater access to our Ritual Work. Each District Instructor works with his Zone Chairman or the Primary/Secondary Designee at these Open Book Schools. It should be the goal of every member of this committee to open these safes and expose the membership to our Ritual as often and regularly as possible. In every instance the Open Books must be requested by the Zone Chairman and approved

by the Grand Master or State Chairman of the Committee on Work, should the Grand Master grant such authority. Each Worshipful Master should stress the importance to his Officers and membership in attendance at these Open Book Schools. District Instructors are encouraged to invite some of the Brethren present to exemplify a Degree or any portion of a Degree during these schools using the book as a guide. Each District Instructor will also conduct various Schools of Instruction without the Open Books as District wide schools, Lodge schools, or instruction for individual Brothers. Each District Instructor will maintain a record of these instructions and report on a regular basis to their Zone Chairman and they will be required to compile these and report to the State Chairman. The Ritual Work has always been considered an important part of Masonry and every Brother should put forth the effort to properly learn the work so their Lodges are able to perform the various Rituals at a respectful and admirable level.

Proficiency Cards: Proficiency Cards will be awarded to members that display proficiency in our Ritual per the Digest of the Masonic Law of Florida, Regulation 37.16. Each District Instructor will be allowed to request Proficiency Cards up to the level of the card that he personally possesses, with the exception of a “Gold” card. Zone Chairmen will also be allowed to request Proficiency Cards, and all “Gold” cards must be tested and requested by them. In order to request a new or renewal card they will notify the Vice Chairman of the Committee on Work with the information required and the card will then be returned to the person requesting it to allow for a proper presentation of the Proficiency Card to the qualified Brother. The Vice Chairman will send regular reports notifying Grand Lodge Staff to update the member’s records.

Memorial Service: The Digest of Masonic Law states that the Committee on Work will conduct appropriate memorial ceremonies. Due to this, it is the honor of the Committee on Work Sub-Committee for Memorial Services to conduct a Memorial Service prior to each Grand Lodge. This Memorial Service will be held on Sunday, May 28, 2017, immediately following the Church Service. Eulogies for some select members will be delivered and a tribute offered for all members deceased during this Grand Lodge Year. The District Deputy Grand Masters will each place a rose on the Altar in memory of their deceased Brothers. A separate report of the sub-committee for this service will be prepared and read during the Grand Lodge Session.

The Actual Past Master Mason Degree: The Committee on Work is required to have a Sub-Committee on the Actual Past Master Mason Degree, and is required to confer this Degree at each Grand Communication. This Degree will be conferred during the 188th Grand Communication on Monday, May 29, 2017, in the Grand Lodge Room. The fee for this Degree will be ten dollars and a sign-up table will be located in the lobby to allow for easy and quick registration. Every Past Master and Worshipful Master that receives this Degree will be given a card and certificate of attendance. The Grand Secretary’s Office and the Committee on Work will have these prepared and signed prior to the Degree for each of the current Worshipful Masters. This will allow them to be presented immediately following the Degree. Anyone receiving the Degree that does not receive their card or certificate that evening should be able to pick it up on the following day, or they will be mailed to them as soon as possible. A separate report of this sub-committee will also be prepared and presented during the Grand Lodge Session.

Ritual Competition: It is the decision of the Grand Master that Ritual Competition will again take place during the upcoming year. Ritual Competition will be done at the Zone level, with Lodge teams and District teams both allowed. District Instructors will not be allowed to compete on a team, as we feel they should apply themselves as a coach and spokesperson. The scores will all be tallied and the highest scoring team will be crowned the State Champion. All competitions will be scored by three (3) members of the Committee on Work, or approved alternates. Ties will result in multiple winners, except for the “State Champion” traveling trophy. There will be a tiebreaking procedure for this award established prior to competition that would not require teams to compete again. Lecture Competition will also resume in the same manner as before with all participants competing during the Zone competition and the highest scores will be receiving awards and recognition during the Grand Lodge Session.

Fraternally,

R.: W.: Jeffrey L. Miller, State Chairman, Committee on Work

R.: W.: Larry W. Thomas, Vice Chairman, Committee on Work

**FRATERNAL ADMINISTRATIVE ENDOWMENT FUND (F.A.E.F.)
COMMITTEE PROGRAM 2016-2017**

R.: W.: Lawrence A. Williamson
State Chairman 2016-2017
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To: District Deputy Grand Masters
Zone Chairmen and District Committeemen
Worshipful Masters of the Particular Lodges
All Masons in Florida

My Brothers:

As we enter the 2016 Grand Lodge Masonic Year our challenges are the same as they were 23 years ago when this program was founded. In 1993 the Corporate Board changed the employee retirement program for Grand Lodge that existed and found that there was a surplus in the accounts and established what we know today as the Fraternal Administrative Endowment Fund (FA-100).

Article XV, Constitution

Section 11. *There is hereby established a Grand Lodge Fund to be designated the Grand Lodge Administrative Endowment Fund of The Most Worshipful Grand Lodge of Free and Accepted Masons of Florida. Said fund is hereby designated and dedicated as a Sacred Trust Fund, the principal amount whereof shall not be expended for any purpose or purposes whatsoever save for investment and reinvestment. The income therefrom may be expended for the use of the Administrative Budget of The Most Worshipful Grand Lodge of Free and Accepted Masons of Florida. All monies received from the Grand Lodge proportion of the Perpetual Membership Program in excess of the current per capita shall be paid into this fund. (1993)*

The FA-100 or Fraternal Administrative Endowment Fund is often confused with MH-100 or the Masonic Home Endowment Fund. MH-100 is a program that supports our Masonic Home and is truly important but is totally separate. Of equal importance is the FA-100 in ensuring that our Grand Lodge can provide quality support to Florida Masonry.

The Fund above was started with an initial investment of **\$87,000.00** as a trust fund account that, through the years with donations along with good investments, has grown a surplus to help with the budget of The Grand Lodge of Florida and its operating expenses. The purpose of the Fraternal Administrative Endowment Fund (FA-100) is to raise funds for Grand Lodge, so the fund investments will eliminate the need for the Per Capita Tax to all Lodges, but as we have seen with diminishing membership and rising expenditures we have had to increase this tax and the need for the fund will continue until a time when we can comfortably do without it.

In simple terms, like a business Grand Lodge is our home office, and the Lodges are separate branch offices that operate to promote our organization and carry our message into the communities throughout the state. Like all our Lodges we have established budgets and operating expenses. As shown in the annual budget for Grand Lodge our operating expenses are approximately **\$1,600,000.00** which range from day to day office expenses, employee salaries, Grand Lodge Communication expenses, travel, administrative programs, building maintenance, along with a myriad of other budgeted items. Each year with the decrease in membership through the Lodges, we have seen a need to transfer on average **\$100,000.00** or more in funds from the account to cover costs not covered by the budgeted amounts we receive through the Per Capita Tax charged on each member. Raising our Per Capita Tax has helped, but we continue to have a shortfall each year and with declining numbers our income will again fall well short of our annual budget for Grand Lodge.

This year we will continue with one of the primary means of creating funding for this endowment. As in recent years, we have been making special neckwear designed by the Grand Master available to the Craft. It has been established that with a **\$50.00** donation Brothers would receive a tie and funds would go to support the FA-100 Program. With a purchase the Brother shows his support of the program as well as his support for the Grand Master by wearing his tie. This program, if promoted and supported with the assistance of all the Brothers, yearly nets proceeds of approximately **\$25,000.00** and with other donations the potential is around **\$40,000.00** for the year.

We will explore other fundraising ideas that will provide a means of financial support for the FA-100 Program, as well as revisit past means of fundraising such as pins, tux button cover sets, and cummerbund sets. We will evaluate the various ideas presented by committeemen and Brothers throughout the year to help build the endowment fund for the future. Individual donations accepted will still be our main focus to ensure the Brothers understand the importance of maintaining our Fraternal Endowment Fund to eliminate the Per Capita Tax.

District Deputy Grand Masters: This year each District Deputy Grand Master is encouraged to promote the FA-100 Program and the need for additional funding through donations as well with the sale of the Grand Master's Ties and other opportunities that we introduce. The District Deputy Grand Master will ensure that his District Chairman tracks and turns over all monies received throughout the year. A form will be provided at the Grand Communication to indicate how many items he will initially require and for tracking purposes. He will subsequently follow an established practice if he requires more items as the year progresses. It is critical that protocol be followed to allow for accountability and to ensure that adequate supplies are available.

The District Deputy Grand Masters should encourage the Lodges and the Brothers of his District to set aside funding in their budgets for the Fraternal Administrative Endowment Fund as well as encouraging individual Brothers to assist where possible. As other programs throughout the year will be put into the budget for funds from each Lodge, please don't forget a provision for this special program and place a special emphasis on the aspect of the program and what it entails. Funding from donations should far exceed any monies derived from the neckwear portion of this initiative.

Zone Chairmen: Your responsibility is to coordinate the efforts of the District Chairmen and District Deputy Grand Masters to ensure a smooth flow of information pertaining to funding and inventory accountability. See that the DDGM for each District gives you the Brother's contact information that will be representing his District. Also, ask that these Brothers to advise you of any and all donations to the Fraternal Administrative Endowment Fund (F.A.E.F.) so that proper documentation and recognition can be given to the Zone, District, Lodge, and Brother. You will report directly to the State Chairman to ensure this system performs efficiently and all donations are received and documented so we can provide an informative report to our Grand Master and all the Brothers of our great Fraternity.

District Chairmen: Work with your Zone Chairman and District Deputy Grand Master; seek their support and visit the Lodges in your District. It is your responsibility to educate the Brothers about this program and of its importance to our Fraternity. Education is the key. Brothers want to know what and why they are donating to a program that many of them aren't familiar with. Many Brothers do not know much about the Fraternal Administration Endowment Fund or its purpose. On your visits to the individual Lodges, encourage each Lodge to put the FA-100 Program in their budget. Push and promote the ties as well as any other item that is presented by this program. Ask for a donation at the end of your presentation. Please make sure to advise your District Deputy Grand Master and Zone Chairman of any and all donations.

Worshipful Masters: Consider having a fundraiser to support the Fraternal Administrative Endowment Fund (F.A.E.F.) in your Lodge or make it a charity one month. Have a talk or use one of your monthly educational talks to explain the purpose of this program. I know you hear a lot of talk about donating money to all the activities we support; however, would our philanthropy be of the same quality without our Grand Lodge support and administrative assistance? Give the FA-100 Program a high priority and include it in your annual budget.

Brothers All: In Summary, as we established the Per Capita Tax we acknowledge that each year Brothers gladly and humbly support our respective Lodges by paying our annual dues. These dues afford us a safe haven, a Lodge to call home, a place to have fellowship with our Brethren. The Per Capita Tax is no less than our dues to our Grand Lodge, so that it can function and support the Craft; for with no Grand Lodge there can be no Craft and without the support of the Craft, there can be no Grand Lodge.

Once this fund reaches its goal, these administration costs could be funded from investment income provided by this endowment fund. This would allow the current Per Capita Tax to be kept in **your** Lodge and we would reduce the importance of this program as it would be self sustaining. Consider making a donation today, or provide something in your will that would help Grand Lodge when you're gone. Your help and commitment will make this work and our Fraternity will be better for your efforts. We are all in this together and our future relies on us to provide a stable financial environment for years to come.

**Please make sure all checks are made out to The Grand Lodge of Florida and in the note section write Fraternal Administrative Endowment Fund (FA-100) so Grand Lodge can properly account for the donations.*

Please don't hesitate to contact me if I can be of assistance to you in anyway.

Fraternally,

R. :. W. :. Lawrence A. Williamson
State Chairman

**GRAND MASTER'S CHARITY FOR 2016-2017
THE MASONIC HOME OF FLORIDA**

To: Elected Grand Lodge Officers
District Deputy Grand Masters
Zone Chairmen and District Chairmen
Worshipful Masters of Particular Lodges

My Brothers:

This Grand Lodge Masonic Year 2016-2017, our Grand Master, M.:W.: Stanley L. Hudson, has chosen "The Masonic Home of Florida" as his Grand Master's Charity. For over 95 years, our Fraternity has taken the charge to insure a place of relief for those Brothers and their families that may be in need. From what started out as the Southland Hotel almost a century ago has transformed, through hard work, financial support, and planning, into a five star facility that is today one of the finest Masonic Homes in North America and a beacon of pride for Florida Masons. This year by participating in the Grand Master's Charity fundraising campaign for the Masonic Home of Florida, you can help support this decades old Masonic endeavor.

Committee Mission Statement and Goals:

It is the Mission of this Committee to create and facilitate a simple fundraising program model that can be used as an effective means to generate a revenue stream to help with the financial operation of our Masonic Home. This fundraising program model will utilize our collective talents, skills, and resources to establish a long-lasting foundation for our beloved Masonic Home.

District Deputy Grand Masters:

Congratulations, the Grand Master has chosen you as his representative in your District. Your leadership and perspicacity is paramount for our philanthropic undertaking to support our Masonic Home. The District Chairmen you have appointed and his activities are of great importance. He will be your voice of the Grand Master's Charity Committee for your District. Please encourage him to keep a clear line of communication with the Zone Chairman who environs your District. Familiarize yourself with the Florida Statutes Chapter 496 (Solicitation of Funds) and Florida Statutes Chapter 849, Section 0935, and our requirements to comply with Florida State Law. Work with your District Chairmen and Particular Lodges to help them understand our accountabilities respective to these statutes. It would also be prudent that you know which Lodges in your District are registered under Florida Statutes Chapter 496 and which Lodges have not registered. When you start your Lodge visitations, please stress the simple fundraising program that the Grand Master's Charity Committee has developed for our Masonic Home of Florida. The Grand Master's Charity Committee, Zone Chairman, and/or I (State Chairman) are at your disposal and are there to help you reach our Grand Master's goals in your District. Please do not hesitate to call upon us for assistance.

Zone Chairmen:

You were appointed and entrusted by the Grand Master to manage the activities, and promote the desideratum of raising essential capital for our Masonic Home within all the Districts in your Zone. Your participation and involvement is consequential to this committee's success. Your understanding of the Florida Statutes Chapter 496, Florida Statutes Chapter 849, Section 0935, and working knowledge of IRS charitable contributions tax requirements is essential. Zone Chairmen should establish a working relationship with the District Deputy Grand Masters within their Zone jurisdiction and assist them as needed. Ask the District Deputy Grand Masters for the contact information for the District Chairmen they appointed to the Grand Master's Charity Committee. Establish a line of communication with the District Chairmen in your Zone. Your attentive leadership will help the Grand Lodge and our Grand Master's Charity Committee to insure success.

District Chairmen:

The District Deputy Grand Master of your District has appointed you to represent him in your District. Your position comes with great responsibility for this committee. You are the voice of this committee to the Particular Lodges. Work with the Worshipful Masters and Craft to instruct them about their fundraising for the Grand Master's Charity, our Masonic Home. Create an open line of communication with your Zone Chairman. Your understanding of Florida Statutes Chapter 496 (Solicitation of Funds), Florida Statutes Chapter 849, Section 0935, and working knowledge of IRS charitable contributions tax requirements is also essential. As you visit the Particular Lodges in your District, please stress to the Craft the simple fundraising program that the Grand Master's Charity Committee has developed for our Masonic Home of Florida. As an appointed member of the Grand Master's Charity Committee, always keep your Zone Chairman informed of any activity within your District. The Zone Chairman is there to help you serve the District Deputy Grand Master who appointed you. We as committee members must always insure that we are following the letter of the law when dealing with gaming laws. If you are not sure about something, please call upon the Zone Chairman and/or me (State Chairman) for assistance.

Worshipful Masters:

You have a very important role in leadership in all the activities for our Grand Master's Charity Committee, for the Craft is at your will and pleasure. Your participation will provide authority and set the tempo for your Lodge. Please work with the Grand Master's Charity District Chairman to foster a climate of partnership. If your Lodge has eager Brothers, please consider allowing these Brothers to assist the District Chairman with his duties appointed him by your District Deputy Grand Master. If you ever have any questions pertaining to our Grand Master's Charity or its responsibilities, please feel free to contact your Zone Chairman and/or I (State Chairman) for assistance. We as Masons all have the same goal, which is to support our Masonic Home of Florida's solvency.

Finally, Brothers, I am extremely proud to be on this committee with all of you diligent and accomplished Brothers. I encourage all of you to be the leaders that I know you are, by creating conditions that cause an environment of cooperation through vision and teamwork. Together we will continue this successful endeavor to support the long tradition of care and high standards of our Masonic Home.

Sincerely and Fraternaly,

R. : W. : Steven B. Walden, P.D.D.G.M.
State Chairman, Grand Master's Charity Committee

**LET YOUR PENNIES MAKE GOOD CENTS (L.Y.P.M.G.C.)
AND
MH-100 COMMITTEE PROGRAMS 2016-2017**

To: District Deputy Grand Masters
Zone Chairmen, District Committeemen
Worshipful Masters of the Particular Lodges

L.Y.P.M.G.C. PROGRAM

The "Let Your Pennies Make Good Cents" Program began in 1958. It was created with the intention of every Brother donating a penny a day, to be deposited in an Endowment Fund with the principal never to be touched. The interest from this money would be utilized for the operation of the Masonic Home, which is one of only twenty homes with a FIVE STAR facility rating in Florida, and thereby ensuring the residents of the Home an exceptional quality of life, which they so justly deserve. I am confident that any Brother who visits our Masonic Home will consider his "pennies" well spent, and will be very proud of our beautiful facility and the comfortable, secure environment that has been created for our Brothers and Sisters.

We voted to increase the voluntary donation to \$7.30 per member to support this Endowment Fund. Please take the time to remind and encourage all Brothers to participate and support this program and contribute the full \$7.30. The Brothers who do not or cannot attend Lodge should be notified of the importance of supporting this program. Ask the Lodges in your Districts to put a reminder in the trestleboard explaining the importance of this program.

Please ensure that our Lodge Secretaries include the L.Y.P.M.G.C. in their quarterly reports to the Grand Secretary in a timely manner as required, so he is able to keep track of the monies received for this program. Also, we need the continued presentation of various awards that are presented to the Lodges that contribute at least \$7.30 per member. For the Brothers who do contribute the full \$7.30, including all Perpetual Members, the Lodge Secretaries should remember to affix the gold foil seals to their membership dues cards. Submission of the monies raised must be sent in quarterly. 100% of the funds raised for this program are not discretionary and therefore, are not to be used for any other Lodge expenditures. It would be un-masonic to do so.

I am confident that with the support of the District Deputy Grand Masters, the Zone Chairmen, and the District Chairmen, the Lodges will step-up to the challenge of 100% participation in support of this very worthy program making this a very successful year.

One last point, once the Lodge Secretaries, District Chairmen, Zone Chairmen, and I receive the quarterly L.Y.P.M.G.C. Detail Reports from our Grand Secretary, our work should have already been accomplished. Be proactive, not reactive to these reports. I hope you will call on me for assistance at any time. Working together as a team, we will achieve our goals.

MH-100 PROGRAM

The Masonic Home operates on a budget funded by interest income from our Masonic Home Endowment Fund, Inc. Because of inflation and variations in the stock market, we need to ensure that this investment is large enough to support the Home during hard times. The Masonic Home Administrator, Mrs. Lisa Tsotsos, and her excellent staff, have earned the highest rating possible (5 STAR) from the State of Florida Regulatory Inspectors. Our Masonic Home depends on the Endowment Fund for its existence and for the welfare of its residents and for maintaining this high quality of care. These residents, worthy Brothers, their wives, and/or their widows, are the same each of us promised at our Sacred Altar to contribute to their relief. Financially, in order to stay ahead or at least keep up with the increasing cost of living and inflation, it is necessary that we continue to procure donations for the Endowment Fund. This can be accomplished in various ways.

The District Deputy Grand Masters should become thoroughly familiar with the MH-100 Program and during each of his visits should, in the absence of the District Chairman, promote the MH-100 Program. Another recommendation is at the beginning of the 2016 Masonic Year correspondence, which could include a flyer and a letter, can be sent to each of the Particular Lodges. The letter should contain a request for each Lodge to contribute at least \$100.00 to the MH-100 Program. (An excellent time to present this donation is when the Grand Master makes his Official Visit in your District.) The District Chairmen could also include in this correspondence any ideas for programs he may have to obtain donations, providing the programs are within our Masonic guidelines. The District and Zone Chairmen should work together closely to organize fundraisers and to obtain donations, either large or small. To encourage further participation in the MH-100 Program, the Grand Lodge recognizes donations in the following manner:

\$100 Donation = MH-100 Club Level – Bronze Lapel Pin and Certificate
\$200 Donation = Ambassador Club – Red Enamel Lapel Pin and Certificate
\$500 Donation = Gold Club – Gold Lapel Pin and Certificate
\$1,000 Donation = Grand Master’s Club – Blue Enamel Lapel Pin and Certificate

Donations are cumulative and will be recorded by the Grand Lodge Office. As donations increase to the next level, the award for that level will be presented. For the highest per capita donation, one Lodge in each District and one Lodge statewide will be recognized at our Grand Communication in 2017 for their contributions. It is my goal to work closely with each Zone Chairman, and I expect each Zone Chairman to work with their respective District Chairmen, in order to provide an accurate accountability to our Grand Lodge.

Other donations to the MH-100 Program can be made “in honor of” or “in memory of” someone special as an expression of appreciation. Members of a Particular Lodge may compile their donations to purchase a membership in the MH-100 Club to express their appreciation of a deserving Brother.

Although the initial idea of this Committee was to solicit \$100 donations, it must be stressed that any amount received will help the bottom line. Whether the contribution is \$1 or \$100, it will help our Home.

Remember Brothers, all contributions to the MH-100 or the Masonic Home Endowment Fund, Inc., are TAX DEDUCTIBLE.

So let’s get together and raise some money for our Masonic Home. As State Chairman, I am at your service and ready and willing to help you make this Committee a success. I will be in touch with you and I hope you will call on me for assistance at anytime.

Respectfully submitted,

R. :. W. :. John F. Wermann
L.Y.P.M.G.C. and MH-100 State Chairman, 2016-2017
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MASONIC EDUCATION PROGRAM FOR 2016-2017

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State Chairman, 2016-2017
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To: District Deputy Grand Masters
Zone Chairmen, District Committeemen
Worshipful Masters of the Particular Lodges

Congratulations Brethren, on your respective appointment and election this year.

It is an honor to serve our Grand Master and the Craft and I want to thank him for my appointment to this important committee. The Masonic Education Report forms are available on the Grand Lodge website and will also be provided to each Lodge by the District Chairmen for Masonic Education.

District Deputy Grand Masters:

Our Grand Master has selected you to represent him in your District to ensure his programs and Committees succeed and prosper. This is a great responsibility that you have accepted. Do not choose lightly when you appoint your District Committeemen for Masonic Education. They must understand that they have accepted a WORKING position that requires active, ongoing communication with ALL the Lodges in your District throughout the year. They must have experience in how to be a good leader of a Lodge. Offer your aid and support to help arrange the District Masonic Education Workshops. When you make your visits to each Lodge in your District, please stress the importance of Masonic Education and ensure that each Lodge uses the Lodge System of Masonic Education for all candidates during the Degree process. Encourage each Lodge in your District to establish a Lodge Masonic Education Committee and have your District Committeeman contact each Worshipful Master to obtain the name and contact information of each Lodge's Masonic Education Chairman. Ensure that your District Chairman works with each Lodge to help them attain the Masonic Education Award at the end of the year.

Zone Chairmen:

Our Grand Master selected you to work with each District in your Zone and ensure the Masonic Education Program for this year succeeds. Contact the District Deputy Grand Masters in your Zone and ask them for the name and contact numbers for the District Chairmen they have appointed for this program. Offer your assistance and support to the District Chairman and DDGM. Work with each of them to create a Zone Masonic Education Workshop. This workshop will provide focus on Lodge Mentoring and address any suggestions the Brothers might have to improve the Masonic Education Program. You will encourage the Brethren in your Zone to use the Education Booklets from Grand Lodge, to take the Master Mason Examinations and complete the Lodge Officer Correspondence Courses. Influence each Lodge to stress the importance of continuing education for our Lodge Officers. You will grade the Lodge Officers Training Course Exams and forward the results to Grand Lodge. Forward any information you may learn which you feel will help the other members of our Committee. You will ensure that the Quarterly Reports and the Year End Report are filed in a timely manner.

District Committeemen:

This is a very important position in the system of Masonic Education. You will schedule a separate visit to each Lodge in your District and address Masonic Education at that visit. You will be familiar with all

the Masonic Education Reports and criteria for earning the Masonic Education Achievement Award. Stress the importance of filling out and submitting the various Masonic Education Reports in a timely manner and inquire if they need assistance with the reports and/or Masonic Education in general. You will grade each Master Mason Exam and then send the information to the Worshipful Master, the Zone Chairman, and Grand Lodge to receive a Certificate to present to the Brothers who passed those exams.

You will create a District Masonic Education Workshop. This workshop can explain all the information that Grand Lodge offers, review the Masonic Education Reports the Lodges are required to submit; review the criteria required for each Lodge to achieve the Masonic Education Achievement Award; complete Master Mason Exams; and address Lodge Mentoring. You will review all Masonic Education Reports submitted by the Lodges and address any problems noted before forwarding the reports to the Zone Chairman. During this year be proactive; ensure that each Lodge follows the requirements per Regulation 37.18 of the Digest of the Masonic Law relating to instruction of a Brother before and after conferring each Degree. Confirm that the Worshipful Master has appointed a Lodge Mentor's Committee as described in U.C.B. 10.05 in Chapter 24.05 of the Digest of the Masonic Law of Florida. You will ensure that all Committee Reports are submitted to the Zone Chairman in a timely manner.

Worshipful Masters:

As the Worshipful Master of your Lodge, one of the most important goals you should strive to achieve is to help ALL of your members grow and learn through Freemasonry. Encourage all members of your Lodge to attend the District and Zone Masonic Education Workshops. Complete the Quarterly Masonic Education Report (ME-Q) and send those reports to your District Chairman in a timely manner. This will advise Grand Lodge how to best serve the Craft in this area. Appoint a Chairman for Masonic Education in your Lodge. Empower the Chairman to work with the members to ensure your Lodge achieves the Masonic Education Achievement Award at the end of the year. Review with your Lodge Chairman and Officers of your Lodge and its use of the Lodge System of Masonic Education for each candidate during the year. The appointment of a Lodge Mentor's Committee, as described in U.C.B. 10.05 in Chapter 24.05 of the Digest of the Masonic Law of Florida, is of utmost importance. Encourage your members to complete the Master Mason Exams in your Lodge. Establish the trend that each Officer from Senior Deacon up should complete at least one Lodge Officer Training Course Module per year. It is your responsibility to fill out the ME-1A Masonic Education Achievement Award Report at the end of your year and forward it to your District Chairman. Do not hesitate to contact your District Chairman for assistance with Masonic Education.

Fraternally,

W. : Martin J. Grossman
State Chairman, 2016-2017

**MASONIC EDUCATION COMMITTEE
ACHIEVEMENT AWARD CRITERIA GUIDELINES FOR 2016**

1. LODGE SYSTEM OF MASONIC EDUCATION - 5 POINTS MAXIMUM MANDATORY.

Lodges are required to use the Lodge System of Masonic Education and the Mentor's Manual as per Grand Lodge Regulation 37.18. The Eight Masonic Education Booklets in this series and a Masonic Etiquette Booklet are available from the Grand Secretary's Office. (Booklets GL-200 through GL-208). These booklets are the basis of Masonic Education for all candidates receiving the Three Symbolic Degrees of Freemasonry. They can also be used by the Particular Lodges for education of all the Brethren. If a Lodge has no candidates during the year, use of the Mentor's Manual as an educational tool during the year will qualify for the points in this section.

NOTE: Grand Lodge Regulations require that it be recorded in the Lodge Minutes when a candidate has received the Masonic Education from the Mentor's Manual and the Masonic Education Booklets for each Degree.

2. ZONE CHAIRMAN MASONIC EDUCATION WORKSHOP - 5 POINTS FOR EACH OFFICER & 2.5 POINTS FOR EACH ADDITIONAL LODGE MEMBER ATTENDING WORKSHOP – 20 POINTS MANDATORY.

As a minimum the following must attend one Zone Masonic Education Workshop during the year: The W.M., S.W., and J.W., plus the S.D. or J.D. of the Lodge. A proxy for one of the required Officers may be used. That proxy must be any one of the other Elected or Appointed Officers of the Lodge. The proxy will be allowed **ONLY** due to illness or unpreventable family or business requirements. All Officers and members of the Lodge are encouraged to attend and participate in this program. If Lodge Officers and members of the Lodge attend a workshop in another District, the home District Chairman must be notified of the date and the attendees. The attendance of the noted Officers above will be required to meet the 20 Mandatory Points.

3. MASONIC LEADERSHIP TRAINING COURSE – 5 POINTS FOR EACH DESIGNATED OFFICER ATTENDING – 10 POINTS MANDATORY – 2.5 POINTS FOR EACH ADDITIONAL OFFICER ATTENDING AND 1 POINT FOR EACH ADDITIONAL MEMBER ATTENDING.

The Masonic Leadership Training Chairman will hold two Masonic Leadership Training Courses. One shall be held prior to Grand Lodge and one after Grand Lodge. (Announce date, time, and location) The **S.W. and J.W. must attend** one of these seminars for their Lodge to receive the points. The attending of the S.W. and J.W. will be required to meet the 10 Mandatory Points.

NOTE: The S.D. may be the proxy for one of the Wardens.

4. DISTRICT SCHOOL OF MASONIC EDUCATION – 1 POINT FOR EACH SCHOOL ATTENDED – 4 POINTS MINIMUM – MANDATORY.

At least one of the Lodge Officers shall attend a District School of Masonic Education. The W.M., S.W., J.W., S.D., J.D., S.S., J.S., the Lodge Mentor or Lodge Chairman for Masonic Education. The Lodge should **not** schedule one particular Brother to attend all schools of Masonic Education unless this Brother is qualifying to become a Lodge Mentor or Lodge Chairman for Masonic Education. (1 Point for any other Brother attending)

5. GRAND LODGE COMMUNICATION – 1 POINT FOR EACH OFFICER ATTENDING 1 POINT MINIMUM – MANDATORY.

Lodges must be represented by one of three Principal Officers of the Lodge (W.M., S.W., J.W.). Proxies are **not** permitted. A report of actions and activities during the Grand Lodge Communication **must be given** at the next Stated Meeting of the Lodge.

6. MONTHLY MASONIC EDUCATION PROGRAM – 1 POINT FOR EACH MEETING – 5 POINTS MINIMUM – MANDATORY.

Hold a Masonic Education Program with the materials provided in the Lodge System of Masonic Education of The Grand Lodge of Florida. The material must be Masonic Education in nature and not Ritual Work. These monthly programs are to be given during the Stated Communications. You can also have open family/friends programs or fellowship functions with another Lodge, to promulgate Masonry and to the non-mason as well, such as “Bring a Friend Night,” “Open Lodge to the Community,” “Patriotic Days Highlighting Masons,” “Flag Presentation,” etc... to mention a few. They should be recorded in the Minutes.

7. APPOINTMENT OF LODGE MENTOR – 5 POINTS MANDATORY – 2.5 POINTS FOR ADDITIONAL MENTORS

A Lodge Mentor is appointed to assist the Lodge with the Masonic Education Program for candidates. His duty is vital to the growth of the candidate in Masonry, and is in charge of mentoring the candidate as prescribed in the Lodge System of Masonic Education from the minute his petition is accepted through his first anniversary.

8. APPOINTMENT OF LODGE MASONIC EDUCATION CHAIRMAN – 5 POINTS MANDATORY.

A Masonic Education Chairman is appointed to assist the Lodge with Masonic Education. He is in charge of imparting knowledge to the members and Officers of the Lodge concerning Master Masons Examination, use of the Digest of Masonic Law, Lodge Officers Training Course, Masonic Leadership Training for Lodge Officers, and Masonic Education Workshops. He is to assist the Worshipful Master and Secretary with the timely reporting of all the information requested on the Annual and Quarterly Masonic Education Forms sent to the District Chairman. He will be wise to work hand in hand with the District Chairman of Masonic Education who will be willing to assist him in any capacity for the betterment of the Fraternity. He should encourage all the Officers and members to participate in the Lodge Officers Training Course Modules to improve their knowledge in properly managing the Lodge. The Lodge Masonic Education Chairman must obtain a Purple Proficiency Card certifying he is qualified to be a Lodge Masonic Education Chairman.

9. GRAND LODGE REPORTS – 5 POINTS MANDATORY.

All Annual and Quarterly reports due to the Grand Secretary and to any Grand Lodge Committee **must be** submitted on time to receive these points.

10. WIDOWS NIGHT PROGRAM – 5 POINTS PER EVENT.

This is an activity conducted by the Worshipful Master or a Lodge Committee. Lodges are encouraged to hold this social event on a regular yearly schedule and the month of January is highly recommended after the installation of Lodge Officers. At this event, the newly installed Worshipful Master should introduce himself and the succeeding Officers to the Widows of the Lodge. This event should be exclusively to honor the Widows and they should be presented with a Widow’s Pin and Certificate, ask if they want to remain on the mailing list of the Lodge, and remind them of our commitment to our

Brothers' Widows. Further, this event should be well attended by the members of the Lodge and their spouses to show our affection for our Widows.

11. MASTER MASON EXAMINATION I, II, III – 1 POINT FOR EACH EXAMINATION – NO MAXIMUM POINTS.

One (1) point for each examination taken and passed by a Master Mason. Lodges should encourage all Master Masons to continue their education by participating in these educational examinations. All examinations are open book type examinations using the Masonic Digest. This teaches the Master Mason how to use the Digest of Masonic Law as well as instructing him in Masonic Law, thereby allowing him to obtain further light in Masonry. A score of 90% is required and is easily obtained. These examinations may be administered by the Worshipful Master, the Lodge Masonic Tutor, or the District Chairman of Masonic Education. The District Chairman could set up a group session in different Lodges where discussion and information could be exchanged. The District Chairman will grade these examinations.

12. LODGE OFFICERS TRAINING COURSE MODULES (CORRESPONDENCE COURSE) – 1 POINT FOR EACH MODULE COMPLETED – NO MAXIMUM POINTS.

One point for each Module completed and passed by a Master Mason. Each Module is designed to inform the Master Mason of Masonic Law and procedure. Each segment refers to a different section of the Masonic Digest. As he progresses through the three modules, he will also be instructed in the Mentor's Manual, Masonic Etiquette, Masonic Education Booklets, and other Masonic Publications. This will give him further knowledge of Masonry and the workings of the Lodge. It is excellent material for the Mason passing through the chairs on his way to the East. All grading of these examinations will be conducted by the Zone Chairman.

13. LODGE OFFICERS MEETING – 2 POINTS FOR EACH QUARTERLY MEETING – 1 POINT FOR EACH OTHER MONTHLY MEETING – W.M., S.W., J.W., SEC., S.D., & J.D. MUST BE PRESENT – 16 POINTS MAXIMUM.

Lodge Officers should meet at least quarterly during the Masonic Year. The Worshipful Master must schedule one meeting right after his election and before installation. At this meeting, the Worshipful Master reveals his Appointed Lodge Officers. Mandated Standing Committees in Section 10.01 of the Uniform Code of By-Laws which consist of Finance, Vigilance, Petitions, Masonic Education, Board of Relief, Charity, Lodge Property, and any other Committee mandated by the Lodge By-Laws, a Lodge Mentor, a Lodge Masonic Education Tutor, reveals his budget, the schedule for the Lodge, and presents his plans for the ensuing year. He solicits input from the Officers insuring them they are part of a team. Accepting any input is his prerogative. The other monthly meeting should be before a Stated Communication when the Master is informed of all the business that will be brought to the floor. Having all Officers present at these meetings insures knowledge and continuity in governing of the Lodge.

14. MASONIC HOME BOARD MEETING – 1 POINT EACH VISIT – NO MAXIMUM.

Any of the three Principal Officers or a Brother of the Lodge who attends a Masonic Home Board Meeting or Pre-Board Meeting. A report must be made of the visit at the next Stated Communication of the Lodge. It is permissible to have the Officer or member's wife or lady accompany him.

15. D.D.G.M. OFFICIAL VISIT – 5 POINTS PER VISIT.

A minimum of 40 Master Masons or 25% of the Lodge membership attend when the District Deputy Grand Master makes his official visit to the Lodge. (Visitors count). The points are awarded for a Tyled Meeting or an open meeting with family and friends attending. It must be an Official Visit.

16. GRAND MASTER’S DISTRICT OR REGIONAL MEETING – 1 POINT FOR EACH ELECTED OFFICER WHO ATTENDS – 3 POINTS MAXIMUM.

The three Principal Officers of the Lodge shall attend the Official Visit of the Grand Master. Proxies will be allowed ONLY due to illness or unpreventable family or business requirements.

17. VISITATION AT ANOTHER LODGE – 1 POINT FOR EACH VISITATION – 3 POINTS IF W.M., S.W., AND J.W. ATTEND TOGETHER. PROXY ALLOWED FOR ONE OFFICER – MAXIMUM 3 POINTS PER VISIT.

Only the W.M., S.W., and/or J.W. can get credit for a visitation. Only one point or three points can be earned per visit. If one of the Principal Officers of the Lodge attends, there must be three other Master Masons from his Lodge, visiting with him, to earn one point. If two of the Principal Officers attend, there must be at least two other Master Masons from their Lodge, visiting with them, to earn three points. If all three Principal Officers attend, they earn three points. Not one point for each Brother visiting. A joint meeting with another Lodge will count. **NOTE:** Attendance at a District or Regional Meeting does not count under this section; see number 16.

18. STATED OR CALLED COMMUNICATION – 5 POINTS MAXIMUM.

One point for each meeting where at least 40 Masons or 25% of the Lodge membership attends. This includes any meeting when the Lodge is officially open. Visitors may be counted as well as the number of Brothers attending joint meetings with other Lodges. One point awarded for each meeting, not the percentage of members or one for each member attending.

19. READING & DISCUSSION OF MASONIC DIGEST AND OR LODGE BY-LAWS – 1 POINT FOR EACH EVENT.

Lodges are encouraged to gather their Officers and members for the purpose of reading and discussing the Masonic Digest to stay current with changes enacted at each Grand Lodge and to ensure their Lodge By-Laws stay current and update their By-Laws if required.

20. LODGE LIBRARY – 5 POINT MAXIMUM.

To qualify, the Lodge is required to create a library at the Lodge, which will house books, audio and videotapes, magazines, and other publications on Masonic topics. A Lodge Librarian should be appointed to oversee the operation of the library and to inform the Brethren of new materials acquired; to identify other publications that the Lodge may obtain and encourage their use. Once the library is established, members should inform the Librarian of the new materials or books that may be of interest to the Brethren. One point for an existing library that is being used; one point for adding new material, one point for the appointment of a Lodge Librarian, and five points for starting and using a new library.

MASONIC EDUCATION ACTIVITIES ACHIEVEMENT AWARD 2016 POINT RECORD REPORT

DISTRICT _____ LODGE _____ No. _____

This form is to be used to report your Lodge Masonic activities for 2016. Enter the points earned for each activity in the spaces indicated. Enter a '0' for no points earned. A minimum of 70 points is required for this award, including the mandatory points as outlined below. The Worshipful Master must send this form to the District Chairman of Masonic Education regardless of whether the Lodge qualifies with a minimum of 70 points or not.

PROGRAM REQUIREMENTS	MANDATORY	POINTS
1. LODGE SYSTEM OF MASONIC EDUCATION	5 PTS MAX REQ	
2. ZONE MASONIC EDUCATION WORKSHOP	20 PTS REQ	
3. MASONIC LEADERSHIP TRAINING	10 PTS REQ	
4. DISTRICT MASONIC EDUCATION WORKSHOP	4 PTS REQ	
5. GRAND LODGE COMMUNICATION	1 PT REQ	
6. MONTHLY MASONIC EDUCATION PROGRAM	5 PTS REQ	
7. APPOINTMENT OF A LODGE MENTOR	5 PTS REQ	
8. APPT OF LODGE MASONIC ED CHAIRMAN	5 PTS REQ	
9. GRAND LODGE REPORTS	5 PTS REQ	
10. WIDOWS NIGHT		
11. MASTER MASON EXAMNS I, II, III		
12. LODGE OFFICERS TRAINING COURSE MODULES		
13. LODGE OFFICERS MEETING	16 PTS MAX	
14. MASONIC HOME BOARD MEETING		
15. D.D.G.M. OFFICIAL VISIT		
16. GRAND MASTER'S DISTRICT MEETING	3 PTS MAX	
17. VISITATIONS AT ANOTHER LODGE		
18. STATED OR CALLED MEETING ATTENDANCE	5 PTS MAX	
19. READING & DISCUSSION OF MASONIC DIGEST & BYLAWS		
20. LODGE LIBRARY	5 PTS MAX	
TOTAL POINTS		

OUR LODGE NEEDS: AWARD TAB PLAQUE AWARD TAB and EXTENSION PLAQUE

COMMENTS:

WORSHIPFUL MASTER _____ DATE _____

DISTRICT CHAIRMAN _____ DATE _____

ZONE CHAIRMAN _____ DATE _____

FORM ME-1A (Submit to the District Masonic Education Chairman NO LATER than DECEMBER 15)
(Report due to Zone Chairman by January 5, State Chairman by January 15)

MASONIC EDUCATION
 LODGE OFFICERS TRAINING COURSE REPORT

DISTRICT NUMBER _____

ZONE _____ YEAR _____

Please TYPE or PRINT the requested information and send this form to the Grand Secretary's Office and a copy to the Worshipful Master and District Chairman. (Do not send answer sheets.) Certificates will be prepared and returned for immediate presentation.

MODULE 1 MODULE 2 MODULE 3

LODGE NAME/NUMBER	BROTHER'S NAME/GL NUMBER	OFF.	LESSON GRADES								AWARD		
			1	2	3	4	5	6	7	AVG.	CERT	CARD	

Zone Chairman _____

Date Taken: _____

Date Submitted to GL: _____

Address to send Certificates: _____ City State Zip: _____

MASONIC EDUCATION ACTIVITIES QUARTERLY REPORT

Lodge: _____ No: _____ District: _____ Zone: _____ Quarter: _____ Year: _____

For Evaluations of performance Please check the following values in the provided boxes:
Below Expectations - check (1). Meets Expectations - check (2). Exceeds Expectations - check (3).

1. Lodge Masonic Education First Quarter Only (unless Lodge did not submit first quarter).

- a. Has the Lodge a plan for Masonic Education? Yes No
- b. If 'No', why not? (please explain) _____
- c. Does the Master need assistance in making a plan? Yes No
- d. Are Masonic Education events being recorded in the minutes of the Lodge? Yes No
- e. If 'No', why not? (please explain) _____
- f. Does your Lodge use the Lodge System of Masonic Education, as prescribed in GL-200 Instruction Booklet? Yes No
- g. Does your Lodge record compliance in their minutes? Yes No

2. District and Zone Masonic Education Workshop For This Quarter

- a. Has your District or Zone Chairman on Masonic Education held a Workshop in the last quarter in your District? Yes No - Zone? Yes No If 'No' on both go to 3.
- b. How many members of your Lodge attended either Masonic Education Workshop?
District Workshop _____ Zone Workshop _____
- c. Check the Brothers attending the Masonic Ed. Workshops:
 W.M. S.W. J.W. Treas. Sec. S.D. J.D. S.S. J.S.
 Chairman Masonic Education Mentor
- d. Was the material used in the training beneficial to you? Yes No
If 'No', why not? _____
- e. Rate the information received (1) (2) (3) (See top for value.)
- f. How would the attendees rate the instructor? (1) (2) (3) (See top for value.)
- g. What material would you like to see used in these workshops? Please list on additional paper?
- h. Would you like to write a test or lesson for this program? Yes No
- i. Would you be interested in being a member of this committee? Yes No

3. Lodge Mentor This Quarter

- a. Has the Master appointed Lodge Mentors as needed depending on the number of candidates it has going through the Degrees? Yes No
How many Candidates? _____ How many Mentors? _____
- b. Please check any of the material that has been personally completed by the Lodge Mentor.
 MM I MM II MM III LOTC Mod I LOTC Mod II LOTC Mod III
- c. How does the Mentor think the Mentoring Program is working out?
 (1) (2) (3) (see top for values)
- d. Please, give suggestions on how to improve the program in your Lodge: _____
- e. Is the Lodge Mentor reporting to the Lodge Chairman of Masonic Education so he can in turn report compliance of Reg. 37.18 and see that they are recorded in the minutes of the Lodge?
 Yes No

4. Lodge Masonic Education Chairman This Quarter

- a. Has the Master appointed a Lodge Masonic Education Chairman? Yes No
- b. Please check any of the material that has been personally completed by the Lodge Chairman of Masonic Education.
 MMI MM II MM III LOTC Mod I LOTC Mod II LOTC Mod III
- c. Is the Chairman using open discussions with material from the Digest of the Masonic Law of Florida and the Particular Lodge By-Laws at each Stated Communication? Yes No
- d. Is the Chairman of Masonic Education reporting compliance of Reg. 37.18 and seeing that it is recorded in the minutes of the Lodge? Yes No
- e. Please give suggestions on how to improve the program in your Lodge _____

- f. How many candidates have gone through this program in the last quarter? _____
- g. Have any candidates failed to stand proficiency within 60 days of receiving the degrees?
 Yes No If 'Yes', how many? _____
- h. Have your candidates rate the system? (1) (2) (3) (See top for value.)

5. Lodge Masonic Education this Quarter

- a. How many members of your Lodge have taken MM I, MM II, or MM III in this quarter?
 MM I _____ MM II _____ MM III _____
- b. How many members of your Lodge have taken Lodge Officers Training Modules in this quarter? Module I _____ Module II _____ Module III _____
- c. Please check the material that is in possession of the Lodge Chairman of Masonic Education and Lodge Mentor(s).
 - i. Mentors Manual
 - ii. Lodge System of Masonic Education Booklets GL-200–GL-208
 - iii. Florida Masonic Monitor
 - iv. Digest of the Masonic Law of Florida

6. Lodge Officers Meeting this Quarter

- a. Did the Lodge Officers have Officers meetings during this quarter? Yes No
 If 'Yes', when _____, _____, _____ If 'No', why Not? _____
- b. Which Officers attended the Officers meetings?
 W.M. S.W. J.W. Treas. Sec. S.D. J.D. S.S. J.S.
 Chairman Masonic Education Mentors

7. Visitations to another Lodge this Quarter

- a. Has the Lodge attended another Lodge this quarter? Yes No,
 If 'No', why Not? _____
- b. Are there plans to attend another Lodge within the next quarter? Yes No
 If 'No', why Not? _____

Completed By: (Name) _____
 (Lodge Office held) _____
 (Date) _____

Form ME-Q (due to District Chairman by 3/31, 6/30, 9/30, 12/15)
 (due to Zone Chairman 10 days after receipt by District Chairman)
 (due to State Chairman 10 days after receipt by Zone Chairman)

Masonic Education
Scope of Work

There are many different opinions as to what Masonic Education should be. The range is wide and varied, and there is no real focus on any one part of this complex interpretation. We must **NOT** confuse Masonic Education as is related to this committee, by promoting Trivia, History (other than that in the list below), Masonic anecdotes, MSA Short Talk Bulletin, Articles written in Masonic Bulletins, Newspapers, Magazines, Books, Periodicals, Pamphlets, or Internet, etc... Therefore, in order to clear the intent of this committee, to eliminate any confusion, the work of this committee shall be directed to every aspect of educating the Lodge as promulgated by the Lodge System of Masonic Education, adopted in 1954 Proceedings and revised in 1979. The material to be used shall be strictly those furnished by The Grand Lodge of Florida with the exception of those, which pertain to the Esoteric & Ritual Work, which are entirely in the purview of the Committee on Work. The list below will cover all materials available for Masonic Education.

GL 200 Instruction Booklet	Item No. 1200
GL 201 Instruction Booklet No. 1	Item No. 1201
GL 202 Instruction Booklet No. 2	Item No. 1202
GL 203 Entered Apprentice Booklet	Item No. 1203
GL 204 Instruction Booklet No. 3	Item No. 1204
GL 205 Fellow Craft Booklet	Item No. 1205
GL 206 Instruction Booklet No. 4	Item No. 1206
GL 207 Master Mason Booklet	Item No. 1207
GL 208 Masonic Etiquette	Item No. 1208
GL 209 Allied Masonic Groups & Rites	Item No. 1209
GL 210 Handbook of Lodge Officers	Item No. 1210
GL 215 Secretary's Administrative Guide	Item No. 1215
GL 216 Digest of Masonic Law	Item No. 1216
GL 217 Mentors Manual	Item No. 1217
GL 218 Worshipful Master's Program Book	Item No. 1218
GL 219 Masonic Leadership Training Manual	Item No. 8033
GL 706 Freemasonry Pamphlet for Non-Masons	Item No. 1706
Lodge Officers Training Course Module I	Item No. 1230
Lodge Officers Training Course Module II	Item No. 1231
Lodge Officers Training Course Module III	Item No. 1232
Master Mason Examination I, II, III	Item No. 1028
Master Mason Examination Blank Answer Sheets	Item No. 1028
Secrets of Freemasonry	Item No. 1080
For The New Mason Q & A	Item No. 8006
For The New Mason Helpful Hints	Item No. 8010
Freemasonry – A Way of Life	Item No. 8007
Conscience and the Craft	Item No. 8008
Questions and Answers on Perpetual Membership	Item No. 1091

The above list may be amended from time to time, as deemed necessary.

THE SYSTEM OF MASONIC EDUCATION MENTORING

1. The candidate or candidates meet with the LODGE MENTOR before receiving the Entered Apprentice Degree and is given the First Lecture from the MENTOR'S MANUAL (Chapter 2), Instruction Booklet No. 1. He is to then take the GL-201 Exam on his own.
2. After receiving the Entered Apprentice Degree, he meets with the LODGE MENTOR and receives the Second Masonic Education Lecture from the MENTOR'S MANUAL (Chapter 3), Instruction Booklet No. 2, the Entered Apprentice Booklet along with the GL-202/GL-203 Examinations and Answer Sheets. (These Exams and Answer Sheets will be turned over to the Lodge Chairman of Masonic Education for grading, then to the Worshipful Master for his perusal who will turn it over to the Secretary for filing.)
3. After receiving the Fellow Craft Degree, he meets with the LODGE MENTOR and receives the Third Masonic Education Lecture from the MENTOR'S MANUAL (Chapter 4) and Instruction Booklet No. 3, the Fellow Craft Booklet along with the GL-204/GL-205 Examinations and Answer Sheets. (These Exams and Answer Sheets will be turned over to the Lodge Chairman of Masonic Education for grading, then to the Worshipful Master for his perusal who will turn it over to the Secretary for filing.)
4. After receiving the Master Mason Degree, he meets with the LODGE MENTOR and receives the Fourth Masonic Education Lecture from the MENTOR'S MANUAL (Chapters 5, 6, 7, 8 and 9). He is given the Instruction Booklet No. 4, the Master Mason Booklet along with the GL-206/GL-207 Examinations and Answer Sheets. (These Exams and Answer Sheets will be turned over to the Lodge Chairman of Masonic Education for grading, then to the Worshipful Master for his perusal who will turn it over to the Secretary for filing.)

The Masonic Education Booklets are to be taken home by the Brethren for study. They should be encouraged to return to their Lodge Mentor with any questions they may have. Candidates should also be advised that the Masonic Education Booklets may be read by their family members, which should clarify any misunderstandings concerning the secrecy of his instructions. Further assistance may be obtained by contacting your District, Zone, or State Masonic Education Chairman.

** Ensure that the Lodge Chairman of Masonic Education is reporting all activity in compliance with Reg. 37.18 and that they are recorded in the Minutes of the Lodge.

MASONIC LEADERSHIP TRAINING PROGRAM 2016-2017

To: District Deputy Grand Masters
MLT Zone Chairmen
MLT District Committeemen
Worshipful Masters of Particular Lodges

My Brothers:

Congratulations on your appointments. You have been chosen because you are a leader among Masons and I applaud each of you for your dedication and devotion to our Craft. Brothers like yourselves are the reason our Fraternity has remained so strong through the years. Because of your zeal and devotion to our Fraternity, you have been chosen to serve the Craft.

I am calling upon that zeal and devotion that you have to assist your Grand Lodge in educating our future leaders of this great Fraternity. This may prove not to be an easy task, but with the leadership qualities you have shown and the MLT Manual, I have the utmost confidence that WE as a TEAM can accomplish this task and help to ensure the strength of our Fraternity.

You are not just limited to your Lodge, District, or Zone. If a fellow Chairman needs assistance, we should ever be ready to help, aid, and assist to ensure the success of our Committee. You were chosen as a LEADER!

The Masonic Leadership Training Program now begins its seventh year. The program has been overwhelmingly embraced by the Craft. This started as a five year program, but in the last four years we have come a long way in mapping out its future goals. A curriculum outline has been created that provides guidelines for future training and development and is highly recommended to be followed in order not to short change any Brother in his Masonic Education. Several power point presentations have been created and made available to the leaders of this program with more in the pipeline. This Committee is extremely important to the future of our Fraternity. Please assist The Grand Lodge of Florida in leading our Brothers and Fraternity into the future.

To All Master Masons:

As Master Masons you entered our Fraternity seeking fellowship, knowledge, self-improvement, community involvement, and love of God and Country. This Masonic Leadership Training Program will lead you to achieve all those goals and more. Your **participation** in this program is earnestly recommended, as it will help you in assisting your Lodge, District, and Grand Lodge in the discharge of all the duties and responsibilities towards your fellow Masons, but more importantly, your spiritual growth in helping others will help humanity.

To All Worshipful Masters:

As Worshipful Master of your Lodge, you are responsible for the Masonic well being of all your members. You are required:

- To impart knowledge
- To assist them in the building of their Masonic Edifice
- To conduct all Lodge business as prescribed by Grand Lodge and the good rules of propriety
- To be involved in the Community in which your Lodge resides
- To ensure a legacy of leadership will follow for years to come
- To create an atmosphere of Brotherly Love and Affection in your Lodge and truly be your Brother's Keeper

Your duty to this program is vital to the future of our Lodges. Your participation will show by example your dedication to its success. It is necessary that you bring along with you the Lodge Officers and as many Brothers as possible who are interested in the well-being of their Lodge and their Fraternity.

The participation of your Lodge in this Program will ensure growth, stability, and leadership. Please take advantage of the program presented in your Zone. Education is Power and Enthusiasm is the Switch.

To All District Deputy Grand Masters:

In your capacity as District Deputy Grand Master, you are required to make many appointments, all of which should be well qualified to perform their duties. Remember that these appointments need to execute different responsibilities with different demands for different purposes. So choose well, my Brothers, as your appointments will directly reflect on your leadership ability.

As you are responsible for all your appointments, make sure they are carrying out their responsibilities in the discharge of their office. These appointments are not like some commercial products where you *sell it and forget it*. Your reputation and position will suffer greatly if your appointments are taken as trivial and inconsequential, for such I assure you is not the case.

Therefore, study your appointments and recommendations well, my Brothers, and make sure you find the very best talent your District can offer to make your appointments. We are not looking for advancement of unqualified friends; we are looking for the promotion of well qualified Masons who are willing to give of their time and talent to benefit the entire Craft.

To All District Committeemen:

You have been selected by your District Deputy Grand Master to this important position because of the skills, knowledge, and leadership you have shown in your District. This Committee will require all of these traits in order for you to discharge the duties required of this Committee. Remember, your District Deputy Grand Master has appointed you after careful consideration of your qualifications, and it is hoped that you will fulfill your duties to the best of your ability.

As the Chairman of this important Committee in your District, you are to be constantly promoting this program by exerting its importance to the well-being of every Brother (and Lodge) who will benefit from participating in the Masonic Leadership Training Program.

You need to be in touch with your Zone Chairman, who will inform you of the upcoming Zone events so you can communicate them to the Lodges in your District. You should be aware of Brothers in your District who are knowledgeable in Fraternal Matters and recruit them to participate in this Program, and recommend them to your Zone Chairman or District Deputy Grand Master. We are looking for Brothers who have the time, love, and dedication to assist Grand Lodge in implementing their programs. Remember to recommend only those who are worthy and well qualified.

Notify your Zone Chairman by email (**with a copy to the State Chairman**) of all scheduled MLT Seminars at the District and Lodge levels to include: 1. Date and Time; 2. Location of Training; and 3. The Lesson Number(s) to be presented.

Make a report of all District and Lodge level training with the following information and any other comments or recommendations you may deem appropriate to the Zone Chairman no more than 5 working days from the meeting date. Use the MLT Workshop Sign In Sheet (MLT-1), and the MLT Comment Sheet (MLT-3) to prepare your reports. Summarize the following information utilizing the MLT Workshop Attendance by Lodge (MLT-2) and the MLT Lesson Critique Summary (MLT-4) in the appropriate spaces. Include a Completion Letter for all Brothers completing all 15 lessons, listing their name, member number, station held, and Lodge name and number.

Be prepared to assist the Zone Chairman in the discharge of his duties by assisting him in any capacity in order to have a successful Zone presentation to all the Brothers participating in the Masonic Leadership Training Program at the Zone level.

To All Zone Chairmen:

It is essential that you envision what this program can do for our Fraternity in order for you to be able to describe it to the Craft in detail. It is just as important that you select the presenters with as much care as you would use in the care of a small child.

Develop and present training that meets the minimum requirements in knowledge for the Lodge Officer in Lodge management. Utilize the Masonic Leadership Training Manual to prepare Lesson Guides and Power Point Presentations. Subjects must include, but are not limited to:

1. Lodge Officer Training
2. Worshipful Master Duties
3. Planning Your Year
4. Becoming the Worshipful Master
5. Running Your Lodge
6. Lodge Committees
7. Petition and Investigations Committees
8. Communications
9. Finances & Budgets
10. Membership
11. Lodge Renewal
12. Ritual
13. Service
14. Event Organization
15. Additional Programs

It is very important that the Curriculum Outline be followed using the time suggested for each lesson.

All completed Lesson Plans and Power Point Presentations will be forwarded to the State Chairman for review and approval.

When this material is properly presented, it could make the difference between a well operated Lodge with plans and goals and a misguided Lodge with no plans and goals. It can make a difference with Lodge Officers that are aware of their duties and responsibilities and those that fly by the seat of their pants from meeting to meeting. You can make a difference with Officers that will understand that empowering those behind him with knowledge, duty, and responsibility is the greatest legacy they can leave for their Lodge.

As you present this program, make sure that you use all of the proper logistics, not what is easier for you, but what is better for your Zone. If more than one Zone Meeting is needed to better serve all of the Districts in your Zone, then proceed to do so. Remember, this program has been designed to assist the Craft, and your Grand Lodge Officers are dedicated to serving the Craft, as they are our most valuable resource.

Notify the State Chairman by email of all scheduled MLT Seminars at the Zone, District, and Lodge levels to include: 1. Date and Time; 2. Location of Training; and 3. The Lesson Number(s) to be presented.

Make a report of all Zone Meetings with the following information and any other comments or recommendations you may deem appropriate and forward a copy to the State Chairman no more than 10 working days from the meeting date. Use the MLT Workshop Sign In Sheet (MLT-1), and the MLT Comment Sheet (MLT-3) to prepare your reports. Summarize the following information utilizing the MLT Workshop Attendance by Lodge (MLT-2) and the MLT Lesson Critique Summary (MLT-4) in the appropriate spaces.

MLT-2 Attendance by Lodge:

1. Numbers of the Zone, Districts
2. Meeting Date and Lesson Numbers presented
3. Name(s) of the Facilitator(s) and Location of Training
4. List, by District, each Lodge Represented
5. List by Lodge each Lodge Officer attending
6. List by Lodge each additional Brother attending

MLT-4 Lesson Critique Summary:

1. Numbers of the Zone and Districts attending
2. Name of Instructors and Location of the Training
3. Date and Lesson Numbers covered
4. Time Started and Ended
5. Total number of Participants and number of Critiques returned
6. In the “Comments By Trainer” section list:
 - a. How many MLT District Chairmen were present and their names
 - b. Names of all Presenters and their Topics
 - c. How many DDGM’s were present from your Zone and their names
 - d. Your Comments and Recommendations for future training

Annotate the “MLT Report Card” for only those lessons that a Brother actually attended. Notify the State Chairman when all 15 lessons have been completed with the date, name, position, and Lodge of the Brother completing the training (**Completion Letter**). Prepare a spreadsheet to keep track of the status of the Brothers. This should include the Brother’s name, member number, District, date given completion certificate, Lodge receiving plaque, year plate, and date when Primary Officers completed all 15 lessons.

To The State Chairman:

You should attend and assist in the coordination of the Zone/District Seminars so you can participate whenever feasibly possible. Assist as required in preparing the agenda for the seminars and selecting the proper topics for them to present. Pay particular attention to the logistics of the seminars, keeping in mind that it should be made easy for the participants, not the presenters, District, Zone, or State Chairman.

Ensure that the “MLT-2 Attendance by Lodge” and the “MLT-4 Lesson Critiques Summary” reports are properly completed and pass them on to the Grand Master and Elected Grand Line Officers (D.G.M., S.G.W., J.G.W.).

Evaluate presentations in content and their presenters in the different Zones/Districts; make recommendations for improvements to the Zone Chairmen, and forward a copy of evaluations to the Grand Line Officers.

Report on all Zone and District Seminars across the state to the Grand Master and Grand Line Officers. Reports are to be made September 1, January 1, and May 15. This report should be comprehensive, taking into account all logistics, programming content, presentations, evaluations, and recommendations for improvement of this program.

Provide an appropriate Certificate of Completion and special MLT lapel pin for all Brothers who have completed all 15 course training requirements. Ensure that entry is made into each Brother’s Masonic History. Notify the Grand Master of all Brothers completing the training to see if he wants to personally present the certificates to the Brothers. Provide an info copy to each Elected Grand Line Officer. Keep a file of all Brothers completing the training by date, name, position, and Lodge.

Originally the awarding of the MLT plaques were accomplished at Grand Lodge Communications based on the Grand Lodge Masonic Year. Awarding the plaques based on the Grand Lodge Year has a pitfall where a Worshipful Master who does not ensure his Officers have completed the MLT lessons could be awarded the plaque for his year. Likewise, a Worshipful Master that ensured compliance may not receive the plaque for his year.

Therefore, the awarding of the plaque will be based on the Lodges' Masonic Year instead of the Grand Lodge Year.

As part of your duties, you should always keep your eyes open for Brothers that are excelling in this program as presenters and keep the Grand Line Officers informed of such Brothers and encourage them to get involved.

To All:

For years the Craft has been asking for a better program and Grand Lodge has heard the request of the Brothers and responded with the MLT Manual which lays out what is necessary for a Lodge to be successful. Let's take it out there and share this useful knowledge with the Craft.

I must remind you that reporting to the Grand Lodge Officers is extremely important as this is the only way we will continue to improve on this program in a timely manner so that no Brother will feel that their labors are in vain and that the programs are faulty and not worthy of their time and attention.

In closing my Brothers, I, your humble servant, am here for you; so please do not hesitate to contact me for any questions or assistance you may require.

Remember one thing: we will only succeed if we FUNCTION AS A TEAM!

Fraternally and respectfully submitted,

R. : W. : Frank E. Kleese, Sr., State Chairman
Masonic Leadership Training Committee

Attachments:

MLT Curriculum Outline

MLT-1 Sign In Sheet

MLT-2 Attendance by Lodge

MLT-3 MLT Comment Sheet

MLT-4 Lesson Critique Summary

Completion Letter sample

Curriculum Outline

I. Lodge Officer Training (2 hours)

- A. Tyler: Duties and Requirements
- B. Chaplain: Duties and Requirements
- C. Marshal: Duties and Requirements
- D. Junior Steward: Duties and Requirements
- E. Senior Steward: Duties and Requirements
- F. Secretary: Duties and Requirements
- G. Treasurer: Duties and Requirements
- H. Junior Warden: Duties and Requirements
- I. Senior Warden: Duties and Requirements

II. Worshipful Master Duties (1 hour)

- A. Powers and Prerogatives
- B. Prohibitions
- C. Duties and Responsibilities
- D. Installation Check List
- E. How to be a Good Leader
- F. Training Your Officers

III. Planning Your Year (1 hour)

- A. Why Planning is Important
- B. The Eight-Step Planning Process
- C. How to Establish Your Goals and Objectives

IV. Becoming the Worshipful Master (1 hour)

- A. Preparing for Your Year
 - 1. Prior to Installation
 - 2. Installation
 - 3. After Installation
- B. Leading Your Lodge
- C. Time Management
- D. Planning Your Year
 - 1. The 8 – Step Process
- E. Publications

V. Running Your Lodge (3/4 hour)

- A. Putting Your Team Together
- B. Committees
- C. Setting the Officers to Work
- E. Trestleboard

VI. Lodge Committees (20 minutes)

- A. Appointment
 - 1. Lodge Officers
 - 2. Standing Committees
 - a. Finance Committee
 - b. Vigilance Committee
 - c. Petitions Committee
 - d. Masonic Education Committee
 - e. Board of Relief
 - f. Committee on Charity
 - g. Committee on Lodge Property
 - h. Other Committees

VII. Petition and Investigation Committees (1/2 hour)

- A. Secretary's Responsibilities
- B. Worshipful Master's Responsibilities
- C. Petition and Investigation Procedures
 - 1. Petitions Committee
 - a. Duties and Responsibilities
 - b. Procedures
 - 2. Receiving the Petition
 - 3. Investigation Committee
 - a. Duties and Responsibilities
 - b. Committee Makeup
 - c. Determining Eligibility
- D. Balloting

VIII. Communications (3/4 hour)

- A. Types of Communications
- B. Lodge Newsletter
- C. Trestleboards
 - 1. How to Make Your Trestleboard More Interesting
 - 2. Trestleboard Appearance
 - 3. Getting Organized
 - 4. The Worshipful Master's Message

IX. Finances & Budget (1 hour)

- A. How to Organize Resources
- B. How to Stay Within Your Budget
- C. Dues and Dues Collection
- D. Investment
- E. How to Prepare Your Budget
 - 1. Resources
 - 2. Fixed Cost or Non-Discretionary Expenses
 - 3. Project and Program Choices
 - 4. Matching Program Costs and Available Resources
 - 5. Alternative Means of Program Funding
 - 6. Finalizing the Plan
- F. Finances
 - 1. Check Past Records
 - 2. The Lodge Budget
 - 3. Lodge Maintenance
 - 4. Sample Budget
- G. Lodge Funds and Property

X. Membership (3/4 hour)

- A. Masonic Recruiting
- B. Motivating Factors
- C. Recruiting New Masons
- D. Prospective Lodge Members
- E. An Effective Masonic Recruiter
- F. "Who Are the Masons?" Meetings

XI. Lodge Renewal (1/2 hour)

- A. Ten Steps to Lodge Renewal
 - 1. Plan, Program, Prepare
 - 2. Attract New Members
 - 3. Spice Up Lodge Meetings
 - 4. Family Involvement
 - 5. Community Involvement/Visibility
 - 6. Fundraisers
 - 7. Membership Retention/Utilization
 - 8. Publicize Your Lodge
 - 9. Lodge Appearance
 - 10. Ritual

XII. Ritual (1/2 hour)

- A. Another Reason for Good Work
- B. Importance of Backups
- C. Practicing and Performance
- D. Recognition
- E. Tools of Proficiency
- F. Activities to Improve Lodge Work
- G. Grand Lodge Ritual Publications
- H. Planning Forms
 - 1. Entered Apprentice Degree
 - 2. Fellow Craft Degree
 - 3. Master Mason Degree

XIII. Service (1/2 hour)

- A. Community Service
 - 1. Lodges: A Community's Focal Point
 - 2. Members Feel Pride
 - 3. Why Connect with Your Community
 - 4. Involvement with Schools
- B. Fraternal Service
 - 1. Philanthropies of Allied & Appendant Bodies
 - 2. Service Activities

XIV. Event Organization (3/4 hour)

- A. General Guidelines
- B. Event Planning Form
- C. Eight Areas of Lodge Work
- D. Grand Lodge Planning Publications
- E. Establishing Goals
- F. Planning for Success

XV. Additional Programs (3/4 hour)

- A. Mentoring Assignments
- B. Grand Lodge Activities
- C. Fellowship
 - 1. Friends and Fellowship
 - 2. What Contributes to Fellowship
 - 3. Importance of Family
 - 4. Courtesies Promoting Fellowship
 - 5. Fellowship Related Activities
- D. Masonic Funerals
- E. Courtesies to Past Masters
- F. Relations with the Grand Line Officers

MASONIC LEADERSHIP TRAINING COMMENT SHEET

Zone: _____ **Lessons:** _____ **Date:** _____

1. Did you enjoy the overall training? Yes ____ No ____ Somewhat _____
2. Was it: Too Long? ____ Too Short? ____ About Right? _____
3. On a scale of 1 to 5 (with 5 being the highest), how would you rate this training? _____
4. Would you recommend this training to your Lodge Officers? Yes ____ No ____ Maybe _____
5. Do you feel the “presenters” knew their subject matter? Yes ____ No ____ Somewhat _____

6. What do you feel was the most valuable/interesting part(s) to you as a Lodge Officer?

7. What topics do you feel were not beneficial or relevant to your training as a Lodge Officer?

8. What additional topics, as a Lodge Officer, would you like to see covered?

9. What would you recommend to improve this training program?

10. Additional comments:

**MASONIC LEADERSHIP TRAINING
LESSON CRITIQUE SUMMARY**

Zone: _____ **Districts:** _____

Instructor: _____

Location: _____

Date: _____ *Lesson Nos.* _____ Training Started: _____ Ended: _____

Number of participants: _____ Number of critiques returned: _____

1. Did you enjoy the training? Yes: _____ No: _____ Somewhat: _____ .
2. Was it too long? _____ Too Short? _____ About Right: _____ .
3. On a scale of 1 to 5 (5 being highest) How would you rate the training?: AVERAGED = _____ .
4. Would you recommend this training to your Lodge Officers? Yes: _____ No: _____ Maybe: _____ .
5. Do you feel the presenters knew their subject matter? Yes: _____ No: _____ Somewhat: _____ .
6. What do you feel was the most valuable/interesting part(s) to you as a Lodge Officer?:
7. What topics do you feel were not beneficial or relevant to your training as a Lodge Officer?
8. What additional topics, as a Lodge Officer, would you like to see covered?
9. What would you recommend to improve this training program?
10. Additional Comments:

COMMENTS BY TRAINER:



December 29, 2015

To: Grand Lodge of Florida

VIA: R.:W.: Frank Kleese, State Chairman, Masonic Leadership Training

FM: W.: C. Edward Constant, Zone 3 Chairman, Masonic Leadership Training

Subj: MLT Course Completion Certification

The following Brothers have completed all 15 lessons of the Masonic Leadership Training as of September 20, 2014, as reported by Brother Randy Bolen, District 13, MLT Chairman:

District 13, Zone 3

<u>Name</u>	<u>Member No.</u>	<u>Office</u>	<u>Lodge</u>
Kenneth Allen	1234567	S.D.	Cabul Lodge No. 116
Gregory Jasmin	7654321	J.W.	Cabul Lodge No. 116
Joseph Arms	1234567	P.M.	Hastings Lodge No. 183
Matthew King	7654321	J.D.	Cabul Lodge No. 116

I **certify** that the above Brothers have completed all 15 lessons in the Masonic Leadership Training Program.

Certified by,

Attested by,

W.: C. Edward Constant
Zone 3 Chairman
Masonic Leadership Training

R.:W.: Frank E. Kleese, Sr.
State Chairman
Masonic Leadership Training

MASONIC YOUTH ACTIVITIES COMMITTEE PROGRAM 2016-2017

Brothers, this is one of the most important committees we can be selected for. Your diligence and dedication to your duties on this committee will help with the future of our Fraternity and the Allied Bodies. In the past years we have made giant strides in supporting our youth but there is still work to be done. You have been selected for this committee because of your past support of our Youth Programs and we hope you will continue to do so in future years. You are a committee of one.

The adult leadership of DeMolay, Rainbow for Girls, and Job's Daughters of the State of Florida are all on board and anxious to receive help and support from the Grand Lodge Masonic Youth Activities Committee. The leadership of the Youth Groups are strong in their commitment to their organizations and deserve and desire all the support we can give them.

DISTRICT COMMITTEEMEN:

Each District Committeeman will be responsible for visiting each Masonic Youth Organization at least twice during his term. A report (see attached form) will be sent to the Zone Chairman and District Deputy Grand Master within five days of the end of the month the visit(s) was made. At a minimum we need to find out what we can do for each group. For example, if they need additional leaders, we need to help them find those leaders. If they have a need for members, we need to help them with programs to enlist new members. If they are short of help and/or funds, we need to contact the Lodges and ask for their support.

When the DDGM makes his official visit to each Lodge, the District Committeeman should make a presentation encouraging the Lodge to have at least one Youth Night where they give recognition to each group (DeMolay, Rainbow Girls, Job's Daughters, Boy Scouts, Girl Scouts, ROTC, etc.) for their achievements. Additionally, it should be stressed that our Youth Groups teach good morals and that we need to work hard to let more young people get involved, so the moral fiber of our country can be strengthened. (I've often heard it said that DeMolay is where the future of Masonry lies. Maybe some will become Masons, but the most important thing is the moral fiber of our country!) If the growth that we expect in DeMolay comes to fruition, we need many more Lodges to sponsor DeMolay Chapters; it will be the responsibility of the Committeemen to find those Lodges that are willing and able to sponsor a Chapter.

ZONE CHAIRMEN:

Each Zone Committeeman will be responsible for visiting each Masonic Youth Organization at least twice during his term. The Zone Chairmen will be responsible for reviewing each District Report and passing it on to the State Chairman within ten days of each month. He will work with the District Committeemen to accomplish whatever it takes to help fulfill the legitimate needs of our Youth Groups. He will also work with the DDGM to help our Youth Groups with their needs. When forwarding the District Reports, the Zone Chairman will report on his contact(s) with the DDGM and the result thereof.

GENERAL INFORMATION:

1. **MASONIC YOUTH ASSOCIATION, INC.:** As you are no doubt aware, the Masonic Youth Association, Inc., is a 501(c)(3) Corporation. Incorporated under the Laws of the State of Florida as a Charitable Corporation, all contributions are tax deductible. Since its inception, this association has helped to support state associations of our Masonic Youth. All Lodges, Appendant Bodies, clubs and groups, as well as each of us individually, are encouraged to contribute and support this worthwhile organization in every way we can.
2. **BOY SCOUT, EAGLE SCOUT, GIRL SCOUT, SILVER AWARDS, AND ROTC:** A Grand Lodge Certificate may be presented to the recipients of these honors. When possible, these certificates should be presented in the Particular Lodge during a Special Communication or it would also be appropriate to suspend Labor during a Called or Stated Communication for this program and ceremony.

It is also suggested that you find out from your local Scout Masters when they have their “Court of Honor” and attend the ceremony for the purpose of presenting the awards. Certificates should be presented by the District Deputy Grand Master or Zone or District Chairmen of the Masonic Youth Activities Committee. Certificates are available from the State Chairman.

3. **YOUTH RECOGNITION AWARD:** Each Particular Lodge should plan a night with the Youth Group: Rainbow Girls, Job’s Daughters, DeMolay, Boy Scout, Girl Scout, ROTC, Little League, etc. Ask them to present to the Lodge a program of their own and then present them with a Grand Lodge Certificate of Recognition. A Particular Lodge may want to present that Youth Group with a donation which would be appropriate and most certainly appreciated. A Grand Lodge Certificate of Appreciation is also awarded to that Particular Lodge having the program. Number one above could be combined with this part of the program.
4. **YOUTH ACTIVITIES SCHOLARSHIP AWARD:** A scholarship in the amount of \$500.00 will be awarded to a member of each Masonic Youth Group. The recipient will be chosen by their State Leaders according to their guidelines. These scholarships will be presented at our Annual Communication in 2017.
5. **GRAND MASTER’S YOUTH AWARD:** A certificate and pin will be presented to the outstanding member in each DeMolay Chapter, Rainbow Assembly, and Job’s Daughters Bethel for the 2016 year. This presentation should be made by the District Deputy Grand Masters or the State, Zone, or District Chairmen of the Masonic Youth Activities Committee whenever possible. We strongly urge that these presentations be made during an Open Meeting, such as an Installation of Officers. The order form is included in this packet.
6. **ADULT LEADERS RECOGNITION:** The Adult Leaders of our Youth Groups do not belong to and work with these organizations for any fame or glory, but do it because they want to make a difference and enjoy working with our young people. Our Youth Groups have their own ways to recognize and reward our Adult Leaders and all are deeply appreciated. As a Mason, we should recognize them and present them with Certificates of Appreciation for their individual efforts. This should be done in their Particular Lodge or Chapter by the appropriate representative.
7. **MASONIC LODGES OR BROTHERS RECOGNITION:** Lodges and Brothers should be encouraged to take an active part in the sponsorship and support of our Youth Organizations. Many individual Lodges or Brothers go above and beyond in their efforts to support our Youth without being on an Advisory Board or connected in some manner with the Youth Organizations. It should be encouraged by the District and Zone Chairmen to recognize those individual Lodges and Brothers that make a difference in the youth of today by their support and contributions to the Fraternities. A Certificate of Appreciation can be presented to worthy Brothers and Lodges as desired.

CONCLUSION:

My Brothers, the youth of today will be the future of our country. The more we help mold the good morals for America’s youth, the better off is our country’s future. Our Masonic Youth Organizations are our best tool to have an impact on that future. Your work to help DeMolay, Rainbow for Girls, and Job’s Daughters grow and prosper is extremely important.

Fraternally,

W. : Wilbur D. “Gus” Green, State Chairman
Masonic Youth Activities Committee

ZONE CHAIRMAN MONTHLY REPORT TO STATE CHAIRMAN

District: _____

Zone: _____ Zone Chairman: _____

Due to State Chairman by the 10th of the month.

Lodge Name & Number:	Youth Group Sponsored:	Boy Scout Award:	Girl Scout Award:	Youth Recognition Award:	Grand Master's Award:	Adult Leader Recog:	Describe Any Other Special Project:

Please have the enclosed report form completely filled out and in my hands by the 10th of each month for the previous month's activities within your Zone. If there is nothing to report, so indicate and send the same. You will be responsible for the timely accumulation of information onto the report form I have provided for you and that report forwarded to me once a month.

Send the report by mail to me: P.O. Box 488; Silver Springs, FL 34489-0488 or E-mail: ggreen200809@gmail.com

If you need to talk to me by phone, please call: W.: Wilbur D. "Gus" Green, Chairman, (352) 625-3625.

Youth Chairman Contact Sheet

Zone Chairman: _____

Zone: _____

District	Zone	Youth Chairman	Address	Home Phone	Cell Phone	E-mail

Youth Groups within District

District	Zone	Group	Lodge Sponsor	Contact	Phone	E-mail

The Youth Chairmen should provide the State Chairman their contact information and Youth Groups for the Zones and Districts by July 1, 2016. Mail or E-mail information to W. Wilbur D. "Gus" Green, Chairman, Masonic Youth Activities, P.O. Box 488; Silver Springs, FL 34489-0488, or E-mail: ggreen200809@gmail.com or (352) 625-3625

The Most Worshipful Grand Lodge of Free and Accepted Masons of Florida

Stanley L. Hudson
Grand Master

1680 SW Cefalu Circle
Port St. Lucie, FL 34953-4728
Res. (772) 336-0438
Mbl. (772) 418-1061
Email: shudson34953@gmail.com

Boy Scout, Girl Scout Gold and Silver
Award will be the same.

SCOUT AWARDS SAMPLE PRESENTATION OR PROGRAM

This may be used for both Boy and Girl Scouts!

On behalf of The Grand Lodge of Florida and the 40,000 Masons in Florida, I take great pride and honor in endorsing the Grand Lodge Certificate of Recognition now presented to you. May it be a constant reminder to you of your personal achievement and the satisfaction of a job well done.

The Masons of Florida are acutely aware, and recognize, that your generation will one day lead our nation in many fields of endeavor and we have complete faith in your ability to do so. We have every reason to believe that in your hands our great nation will continue to lead the nations of the world in its quest to keep the light of knowledge and freedom burning brightly.

May you continue to excel in all your endeavors just as you have learned to do in Scouting. Always remembering as you continue life's journey, what you learn today, you will use tomorrow.

My most sincere congratulations!

Sincerely,

Stanley L. Hudson
Grand Master

cc: Wilbur D. "Gus" Green, Chairman, M.Y.A.C.

The Most Worshipful Grand Lodge of Free and Accepted Masons of Florida

Stanley L. Hudson
Grand Master

1680 SW Cefalu Circle
Port St. Lucie, FL 34953-4728
Res. (772) 336-0438
Mbl. (772) 418-1061
Email: shudson34953@gmail.com

For use with Eagle Scout Award.

On behalf of The Grand Lodge of Florida and the 40,000 Masons in Florida, I extend my sincere congratulations upon your recent achievement. It is with great pleasure that I present to you this Grand Lodge Certificate of Recognition as a visible token of your obtaining the rank of EAGLE SCOUT.

May it be a constant reminder to you of the Masonic Fraternity's appreciation and interest in you and all the youth of our great country, for the future of our country is in your hands.

It is with great pride that Florida Masons promote the youth of not only this great state, but also throughout the nation. We are especially proud of those who distinguish themselves in the achievement of high honors in all youth organizations.

You have, by your zeal and perseverance, earned the high rank and decoration of EAGLE SCOUT in the Boy Scouts of America. Only a few young men ever earn such an honor. You have learned your lessons well. May you continue to achieve plateaus of leadership throughout your lifetime.

My most sincere congratulations!

Sincerely,

Stanley L. Hudson
Grand Master

cc: Wilbur D. "Gus" Green, Chairman, M.Y.A.C.

"Building Today for a Stronger Fraternity Tomorrow"

GRAND MASTER’S YOUTH AWARD - 2016

It is the desire of the Grand Master that all Chapters, Assemblies, and Bethels designate one of their outstanding members each year to receive this award. A certificate and pin will be presented to the recipient by the Grand Master or his representative.

All Chapters, Assemblies, and Bethels can submit one member’s name to receive this prestigious award from the Grand Master of Masons in Florida.

We strongly urge that this presentation be made at an open meeting such as an Installation of Officers.

Please complete the form below and return to the Grand Secretary’s Office no later than December 1, 2016, to have the certificates ready for the 2017 Installation.

Mail/Fax form to: Grand Lodge of Florida
 P.O. Box 1020
 Jacksonville, FL 32201-1020
 Fax: (904) 632-3865
 ATTN: Grand Master’s Youth Award

OUR NOMINATION FOR THE GRAND MASTER’S YOUTH AWARD

(Please type or print neatly)

Name _____

Chapter/ _____
Assembly or Bethel

Please mail the certificate and pin to:

Name _____

Address _____

City/State/Zip _____

Person Recommending Award:

Name _____

Phone Number () _____

**2016 ADULT LEADERS
RECOGNITION FORM**

A special certificate recognizing our Adult Leaders from the Grand Lodge has been prepared to distinguish the men and women who are actively working with our Youth Groups each year.

Please type or print the full name of each Adult Leader you have on your Council or Board below and return to the Grand Secretary, P.O. Box 1020, Jacksonville, FL, 32201, ATTN: M.Y.A. Comm. Forms should be completed and mailed by December 1, 2016, to have the certificates ready for the 2017 Installation.

Chapter/Assembly or Bethel

Name _____

City: _____ (please print neatly or type)

Name _____

Information of Person Completing Form (certificates will be mailed to this person):

Name _____

Date _____

Address _____

City/State/Zip _____

Phone Number (_____) _____

MEMBERSHIP DEVELOPMENT COMMITTEE PROGRAM 2016-2017

To: Elected Grand Lodge Officers
District Deputy Grand Masters
Zone Chairmen and District Committeemen
Worshipful Masters of Particular Lodges

Brethren, clearly we have failed to set the Craft to work with proper instruction for their labor. We bring a new Brother into the Fraternity and then fail to provide him with proper Masonic Education. In some instances we fail to even make our new Brother feel like he is a part of the Lodge. In so doing we reduce Freemasonry to being just another club of which to pay dues.

My Brothers, setting the Craft to work means far more than simply Initiating, Passing, and Raising candidates. It implies that the Lodge is a dynamic rather than a static entity. We need to encourage our new Brothers to take an active roll in the Lodge. This doesn't mean that he should be thrown into a chair. But that he should be encouraged to take part in an activity that is suited to his character and to his abilities. Look for things he can take part in and then encourage him to do so.

Remember, when a Brother feels like he is a part of the Lodge he will place a greater value on his membership and be more likely to attend and become an active and productive member of the Lodge. Think about it Brothers, each one of us have certain things that we are good at and enjoy doing.

Some of us are good with our hands and would be well suited at doing repairs around the Lodge or maybe helping one of our older Brothers or one of our widows by doing a needed repair around their house; others enjoy cooking and could assist the Junior Warden and Stewards in the kitchen; a Brother good at writing could assist in the publication of the Lodge Trestleboard; and others might be good at fundraising.

The point is we cannot expect a new Brother, or any Brother for that matter, to sit on the sideline, listening to the same boring business, meeting after meeting. Without a purpose they will sooner or later ask themselves why they even come to Lodge, and finding no answer, will stop attending. In the Master Mason Degree each one of us were seeking further light.

Masonic Education can include films, videotapes, slide presentations, Masonic plays, re-enactments, or even planned debates; and the Brothers present should be encouraged to take an active part in them by asking questions and making comments.

My Brothers, we need to ask ourselves what can we do to make our meetings more attractive to the membership and what will encourage our inactive Brothers to again attend the meetings as they once did.

Some things that we might try are: Ask those who attended at one time why they stopped. I bet the answer you get the most will be that the meetings were boring and if the Master didn't put you to sleep, the Secretary did, or meetings were too long.

Because there is one thing that is for sure, if we keep doing what we are doing we will keep getting what we are getting. My Brothers, I believe that good attendance is a natural result of stimulated interest and stimulated interest is a natural result of preparation, planning, and execution. Getting our Brethren back into the Lodges will not happen overnight. It will take time and word of mouth.

Time takes care of itself, my Brothers, but word of mouth can only come from you taking an active part and going out and talking to the Brothers not sitting in Lodge with you tonight, and letting them know what is going on in their Lodge.

Remember this my Brothers, enthusiasm is contagious. So please be enthusiastic. It makes a difference.

Word will spread about the enjoyment of returning to Lodge, increased attendance feeds on itself and above all Freemasonry's light will burn brighter because of the good work and fellowship at your Lodge. When the Brother in your Lodge enjoys coming to Lodge and the word starts to spread about what is going on there you will attract new members.

It is my sincere belief that membership holds the key to the future of Freemasonry in each and every one of our Lodges. It will not grow by itself. You hold the future of our Fraternity in your hands.

Fraternally,

R. : W. : Jimmie G. Boone, Sr., Chairman
Membership Development Committee
203 Conner Lane
Jacksonville, FL 32211
(90r) 588-5238; jgb182@gmail.com

PERPETUAL MEMBERSHIP COMMITTEE PROGRAM 2016-2017

To: Elected Grand Lodge Officers
District Deputy Grand Masters
Zone Chairmen and District Committeemen
Worshipful Masters of the Particular Lodges

Brethren:

The Perpetual Membership is an endowment program for your Lodge. Perpetual Membership affords a Brother an opportunity to remain an active supporter of his Lodge long after he has been called to the Celestial Lodge above. The funds provided by your Perpetual Membership will keep your Lodge on solid financial ground from now on. This, we hope is the aim of all Master Masons.

The Committee's first objective is to increase Perpetual Membership in all Lodges. Next, we need to encourage all Perpetual Members to keep their Perpetual Membership up-to-date at the current level of their Lodge dues.

The regular Perpetual Membership is 20 times your Lodge dues.

Gold Perpetual Membership is 25 times your Lodge dues.

Platinum Perpetual Membership is 50 times your Lodge dues.

- Encourage your Particular Lodges to purchase Memorial Perpetual Membership to honor your deceased Past Masters. They can also honor any Brother with an Honorary Perpetual Membership or any non-Mason with a Perpetual Friend Membership.
- Encourage all Lodges to participate in the Perpetual Membership Program and provide them examples of the financial advantages of promoting Perpetual Membership in their Lodge.
- Encourage your Lodges to purchase a Perpetual Friend Membership for their wives, to honor them for the support they give to their husbands while he attends the numerous Masonic activities he is required to attend. This can be promoted as a "Love your Wife, Love your Lodge" campaign that will provide additional funds for the Perpetual Membership Program.

The District Deputy Grand Masters are encouraged to appoint a Brother to this Committee who has purchased his Perpetual Membership and who can and will promote the Program. To all Zone and District Committeemen, I look forward to working with you for a productive and successful year to increase the funds for the Perpetual Membership Endowment Program.

To all the Brethren: I encourage you to follow our Most Worshipful Grand Master's lead in "*Building Today for a Stronger Fraternity Tomorrow.*"

Fraternally,

R. : W. : Floyd Horton, State Chairman
Perpetual Membership Program
5975 Born Drive
Pensacola Florida 32504-6345
Res: (850) 474-0036
Cell: (850)208-1146
E-mail: fhorton33@yahoo.com

PUBLIC EDUCATION AND CITIZENSHIP COMMITTEE PROGRAM 2016-2017

*An investment in knowledge pays the best interest.
Bro. Benjamin Franklin*

*The first requisite of a good citizen in this Republic of ours
is that he shall be able and willing to pull his weight.
Bro. Theodore Roosevelt*

The Public Education and Citizenship Program for 2016-2017 remains essentially unchanged from that propounded over the past several years.

- A. The significant changes come in the introduction of more direct involvement of District Committeemen and Zone Chairmen in assisting the State Chairman to collect data about Lodge involvement in the program. To this end, **each District Committeeman shall submit to the Zone Chairmen** a quarterly report detailing activities in his District. In turn, **each Zone Chairman shall submit to the State Chairman** a digest of those reports. Appropriate reporting forms are included in the program book.
- B. Zone Chairmen are strongly encouraged to maintain regular, direct contact with each District Committeeman and to visit Lodges in their Zone.
- C. The State Chairman will, from time to time, communicate with Zone Chairmen, and when necessary, with District Committeemen to provide guidance with the program, to answer questions posed, and to encourage Zone, District, and Lodge participation.
- D. **The Annual Report required of each Worshipful Master** (form included in the Program Book) will be submitted to the **State Chairman no later than midnight, February 1, 2017, as an attachment to an email message sent to Bro. Oscar Patterson at opatters@comcast.net. A copy should be sent to the Zone Chairman**
- E. District Committeemen are strongly encouraged to place into the hands of each Worshipful Master in their District a hard copy of the program and reporting forms AND to maintain regular communication with them, provide assistance and guidance, and facilitate the submission of necessary reports in a timely manner.
- F. **The success of the Public Education and Citizenship Program depends on the dedication and hard work of the District Committeemen who have direct, personal contact with each Lodge in their District both during the D.D.G.M. Official Visit and through regular communication with sitting Masters.**
- G. Marked changes in deadline dates and methods for submission of reports and scholarship applications are noted in the program for 2016-2017. Please mark those dates on your calendar and keep the Masters of all Lodges informed of deadlines and reporting methods.

Public Education

Public education in our state and nation has but one intent; the preparation of the next generation of citizens and leaders. To accomplish this task, we have established twelve aspects to a successful educational program which are based soundly on the Seven Liberal Arts and Sciences promulgated by our great Fraternity.

- a. To ask questions and to be creative in the utilization of the answers received;
- b. To be able to read, write, and speak with some level of distinction;
- c. To be able to understand and utilize numerical data;

- d. To understand history and its consequences;
- e. To understand the scientific method and its application in our world;
- f. To make ethical choices and assume responsibility for those choices;
- g. To hear and see more through the artistic experience;
- h. To understand the world beyond our own senses and borders;
- i. To develop sequential learning and the imagination that generates great discoveries;
- j. To develop a grasp of technological developments and their applications;
- k. To be able to see the world and to understand what we see without bias or prejudice;
- l. To understand that changes come through innovation and through new ways of seeing.

To accomplish those goals in Florida, “the Grand Master may appoint a Committee on Public Education and Citizenship. This Committee shall make such studies, prepare such material and conduct such programs of instruction and dissemination of information in regard to public education and citizenship as shall be authorized and directed by the Grand Master.” (R. 13.20)

Early in our history, when illiteracy was the norm and the people mostly agrarian laborers, there were no public institutions dedicated to improving the lot of the people and providing a solid future for coming generations. Freemasonry led the way during those ages in developing a competent working class capable of independent thought and action. Masons of previous generations established schools—Bro. Benjamin Franklin and the University of Pennsylvania come readily to mind—or otherwise worked to enhance educational opportunities.

However we elect to assist those engaged in this process, we, as Masons, can still make a significant impact on future generations by supporting public education and championing the cause of our public school systems at this point in our history.

Citizenship

The basic principles of American Citizenship are simple:

- a. Life, liberty, and the pursuit of happiness are privileges that people are born with and that cannot be taken away.
- b. Equality under the law requires that all people be treated equally without regard to any external factor.

To further these principles, it is essential that our citizens, especially our students, undertake the study of the following:

1. The basic principles of American citizenship to include life, liberty, and the pursuit of happiness;
2. Equality under the law;
3. Recognize that citizens have worked and still work to defend American principles;
4. Understand that being an American is defined by the shared basic principles of the republican form of government;
5. Know what the term “Republican form of government” means and how we are a constitutional republic with a representative democracy;
6. Understand that the American people come from different ethnic origins and different countries, but are united as Americans by our basic principles.

The Link

The link between education and citizenship is clear. It is through our system of public education that current and new citizens develop their ideas about our republic, our way of life, our concept of plain dealing, and truth, and above all, our ability to imagine and then realize our plans.

To enhance the relationship between public education and citizenship your Grand Lodge has created this program and, through the Public Education and Citizenship Committee, we will realize our goal: an educated, literate citizenry prepared to participate fully in American life.

The program detailed below has five parts: Scholarships, Adopt-A-School/Teacher, Good Citizenship, I Love America, and JROTC. All Lodges in the State of Florida are encouraged to participate in one or more of these activities. Complete details are provided in the program and additional information may be obtained from the State Chairman for Public Education and Citizenship.

Each Lodge that engages in one or more of these activities **is strongly encouraged to utilize the media to publicize their activities.** Florida Masonry must make the public aware of our contributions to our educational system and to the development and maintenance of Good Citizenship.

The Program

The **Public Education and Citizenship Program** encourages local Lodges to establish or renew connections with high school advisors and teachers to keep them informed of the scholarship program and other educational opportunities. Local Lodges are also encouraged to establish and maintain regular contact with Scout and other youth leaders in the community to include JROTC instructors, 4-H leaders, PAL coaches, Explorer counselors, and other youth advocates. When a scholarship is presented, an award made, or youth recognized for Good Citizenship, we strongly encourage the Lodge to send a representative to the school's awards night or to the organization sponsoring the activity to make the presentation on behalf of the local Lodge and The Grand Lodge of Florida. The impact of personal contact with teachers, administrators, students, the students' parents, and the public cannot be overemphasized.

1. Public education has, in Florida and most other states, seen a steady erosion of financial and community support for its programs while experiencing new, complicated requirements for student achievement and accountability. To offset this reduction in funding, the **Adopt-A-School/Teacher Program** is in place and will continue.
2. **The Good Citizenship Program** for middle school students dovetails with Florida's public education requirement that 7th grade social studies classes include the "Bill of Rights" in the curriculum.
3. **The I Love America Program** for public schools involves the presentation of a U.S. Flag that has flown over our nation's capital as well as patriotic speaker and an award to the author of the best essay.
4. **Outstanding JROTC Cadet** enables Lodges that participate in this program to establish contact with all JROTC senior military instructors and NCOs at the high schools in their jurisdiction and to recognize outstanding JROTC cadets by requesting that military instructors select an "Outstanding" cadet. The Lodge will present the selected cadet with an appropriate certificate recognizing his/her accomplishments and, if desired, a \$100 award. The certificate and award should be presented during the JROTC unit's Annual Award Ceremony.

*****In the past it was recommended that Lodges award U.S. Savings bonds to certain individuals as part of these activities. Considering recent changes in the manner by which savings bonds are purchased and presented, we now recommend that if a Lodge desires to make a monetary award, it be in the form of a check. Lodges participating in the Public Education and Good Citizenship Program should include these items in their annual budget.**

As we make these presentations; as we support our local schools and teachers; as we recognize students for their accomplishments; and as we work to instill in the next generation the ideals of good citizenship, we serve the Craft. **These events present us with an exceptional opportunity to further public knowledge through the media of our Fraternity, its foundation, its goals, and the reasons that it has existed since time immemorial.**

The program outlined above is in the hands of the local Lodge and Brethren. Your Grand Lodge can provide assistance and materials, but only you can provide the motivation and implement the plans. Only you can make

contact with local teachers, present scholarships to deserving students, and further the cause of Freemasonry in your community.

Fraternally submitted,

Bro. Oscar Patterson, III, State Chairman
Public Education and Citizenship
248 Patrick Mill Circle; Ponte Vedra Beach, FL 32082
(904) 955-9175; opatters@comcast.net

Public Education and Citizenship Program Suggested Activities

- District Committeemen shall encourage Lodges to qualify for the Public Education and Citizenship Award. This encouragement should be given during the D.D.G.M. visits. The award is presented by the Grand Master at Grand Lodge.
- District Committeemen should endeavor to conduct one (1) Public Education and Citizenship Workshop in their District. The Zone Chairman will assist the District Committeeman upon request and the State Chairman is available for advice and guidance.
- A list of special speakers should be maintained by each District Chairman to assist his Lodges in planning and carrying out Public Education and Citizenship focused programs and events.
- A list of films or videos which may be used in public presentations is available upon request.
- Local Lodges may hold special meetings to honor community leaders, educators, police, fire fighters, emergency responders (EMT), Boy Scouts, and Girl Scouts. Certificates of Appreciation, Eagle Scout, and Gold and Silver Girl Scout awards are available through Grand Lodge. **Submit requests for these Grand Lodge certificates to the State Chairman at least one month prior to presentation (form in program book).**
- Local Lodges should establish a strong connection with the senior military instructor at high schools' Junior Reserve Officers Training Course (JROTC). Sometimes, when it proves difficult to gain admission to a school, working through the senior military instructor can solve the problem. As part of this connection, the Lodge may recognize an outstanding JROTC cadet each year by presenting them a certificate and a \$100.00 check funded by the local Lodge. **JROTC certificates should be requested from the State Chairman at least one month prior to presentation (form in program book).**
- Local Lodges should have Masonic Youth Groups bring a program to a Stated Communication. It is preferable to do this during an Open Meeting where non-Masonic guests such as parents are welcome. DeMolay, Rainbow Girls, and Job's Daughters have impressive programs.
- Local Lodges should, as part of Masonic Education as well as Public Education/Citizenship, consider including issues of community interest such as crime prevention, health care, and the responsibilities of citizenship. Almost all public agencies—Sheriff's Offices, Fire Departments, Social Services, Senior Centers, Health Departments, and so forth, have individuals ready and prepared to make presentations upon invitation.
- Local Lodges desiring to present Grand Lodge Certificates should contact the State Chairman one month prior to the presentation to obtain the certificate properly signed with the Grand Lodge Seal.

Masonry has a long tradition of contributing directly to the public welfare. To this end, we can promote Citizenship through the Local Lodge by:

- Volunteering time to participate in community projects such as removing graffiti, clean up and beautification projects, neighborhood watch programs, and assisting with senior citizen groups or youth activities;
- Attending and/or participating in various public activities such as Memorial Day, Veterans' Day, President's Day, Flag Day, Independence Day (July 4th), Constitution Day, and other such observances. Many of our Brothers are veterans and the presence of a Lodge at a "Massing of the Colors" can be impressive;
- Conducting an Open Meeting during Americanism month and feature The Traitor Play or a special speaker;
- Consider offering the Lodge Building for community activities such as voting, blood drives, and other related activities. Those in your community who supervise these activities will be able to determine if your Lodge meets their requirements.

When a Lodge participates in a Public Education and/or Citizenship activity, it is worth the effort to submit a brief newspaper article and accompanying photograph to your local media and *The Florida Mason*. Let the public know what we, as Masons, are doing in our community. Please send a copy of all news releases and published articles to the State Chairman.

The Public Relations and Publicity Committee is ready to assist with publicizing information about Lodge events if provided the opportunity and given sufficient notification.

**PUBLIC EDUCATION AND CITIZENSHIP
SCHOLARSHIP PROGRAM
TEN (10) \$1,000 SCHOLARSHIPS**

Each Lodge in the State of Florida is hereby encouraged to establish a strong connection with local public schools and inform them of the **Public Education and Citizenship Scholarship Program**. This may be done by establishing contact with the local superintendent and, through that office, the principals. Individual Lodges may also establish contact directly with high school principals in their community and, through them, school guidance counselors. The guidance counselor is the individual who coordinates information about scholarship opportunities. Lodges are further encouraged to **submit brief news items to local media promote this scholarship program**. A sample of a recently published article is available from the State Chairman.

THE PROCESS

(Sample cover letter to be sent to superintendents, principals, guidance counselors and applicants after initial contact.)

Name, Title
Organization
Address

Dear (appropriate title):

On behalf of the Public Education and Citizenship Committee and our Grand Lodge Officers, I would like to thank you for your interest in our Statewide Essay Program. Attached you will find the Essay Program Rules and Guidelines as well as the Scholarship Application for the year 2016-2017.

This year there will again be ten (10) \$1,000 scholarships awarded to students throughout the State of Florida who participate in this program. All details and instructions necessary to participate are given in the Rules and Guidelines (attached).

Freemasonry is committed and dedicated to the principle of Public Education for everyone. Since at least the Middle Ages, the Fraternity has maintained as a core value and goal education as a means of establishing true equality among men.

The Masonic Fraternity is a broad based, worldwide group of extremely dedicated men who contribute over three million dollars (\$3,000,000) DAILY to charities. These include, but are by no means limited to, Shrine Hospitals, Aphasia clinics, nursing homes and orphanages, and clinics for the hearing and visually impaired, as well as research on heart disease.

The formal records of our Society date back to the early 18th Century. Today there are more than four million (4,000,000) Brothers worldwide. Masons were, originally, stonemasons and craftsmen who built the beautiful, monumental cathedrals that mark the European continent. They were called freemasons because they were highly skilled, well-educated craftsmen who enjoyed the right to travel freely and to participate in an early form of democratic governance.

Masonic history is replete with notable leaders in all fields. George Washington, Andrew Jackson, Franklin D. Roosevelt, Harry S. Truman, and Gerald Ford were members. Albert Einstein, Rudyard Kipling, John Wayne, and Ernest Borgnine were also Brothers. There are currently about 40,000 Masons in Florida who come from all walks of life.

We are not a religious organization, but we do require a belief in a Supreme Being or Deity. We strongly believe in and support individual, political, and religious freedom, as well as the right of any human to seek education and live a fulfilling existence. We offer this Scholarship Program as part of our well-grounded, ancient, and continued commitment to Public Education.

On behalf of all Florida Masons, I sincerely appreciate your participation in this scholarship program and wish you success in all your future endeavors.

Sincerely,

Dr. Oscar Patterson, III, State Chairman
Public Education and Citizenship Committee
The Grand Lodge of Florida

PUBLIC EDUCATION AND CITIZENSHIP
STATEWIDE ESSAY PROGRAM

RULES AND REGULATIONS:

- Eligibility:** All Graduating High School Seniors in the State of Florida **who will be attending a STATE OF FLORIDA SUPPORTED INSTITUTION (college, university, community college, technical college, or other such institution of higher education governed by the Florida State Board of Regents or the Florida Department of Education)** during the following term (semester or quarter). The applicant must enter the school within one semester/quarter (excluding summer sessions) after having been awarded the scholarship.
- Requirements:** An essay of no less than 1,000 words or more than 1,250 words on the topic “**Why Education is Important**” and a completed **Scholarship Application form**. All work must be original and the essay becomes the property of The Grand Lodge of Florida.
- Deadline:** **January 20, 2017**. The application and essay must be received by the State Chairman no later than midnight on January 20, 2017. Any applications and essays received after that date will be returned.
- Submission:** **Send essay and application as a Word file or pdf file attached to an email message. Send to Dr. Oscar Patterson, III, at opatters@comcast.net. In the subject line enter “Grand Lodge Scholarship Application”**
- Purpose:** To continue Freemasonry’s support of the youth in our society and to reinforce our belief in the Public School Systems in our nation.
- Information:** Scholarship checks will be made payable to the institution designated by the recipient and placed into an account for the sole purpose of the recipient’s use. If not utilized within one semester/quarter (excluding summer sessions), the scholarship will be withdrawn and added to the following year’s program.
- Essay Format:** The essay submitted should conform to the **Format Guide**. Please refer to the following pages for the application and guidelines on essay preparation. It is critical that all essays submitted contain the proper content—the topic is “**Why Education is Important**”. Essays will be judged based upon **adherence to format, content, grammar, spelling, syntax, punctuation, and other such aspects.**

**PUBLIC EDUCATION AND CITIZENSHIP
STATEWIDE ESSAY PROGRAM
FORMAT GUIDE**

1. The essay should be typed using Times New Roman type case.
2. Type size should be 12 pt.
3. The essay, including the cover page, should be double spaced with no additional spaces between paragraphs.
4. The essay should be typed using standard indentation at the beginning of each paragraph.
5. The standard margin should be one inch (1 in.) top, bottom, left, and right.
6. The essay should have a cover page. Centered on the cover page, top to bottom and between the margins should be the following: title of essay, author's full name, name of school at which currently enrolled.
7. Pages should be numbered beginning with the title page as page 1. Page numbers should be in the upper right corner of each page.
8. Each page should contain a header, also in the upper right, which contains the author's last name. Should the title page be separated from the essay, this will provide for immediate identification. If MS Word is used to prepare the essay, the inclusion of a header and page number may be preset. Refer to MS Word Help for instructions on the use of headers.
9. **The exact word count should be included at the end of the essay. The essay should be no less than 1,000 words nor more than 1,250 words in length.** If the author utilizes MS Word, the word count may be printed automatically. Refer to MS Word Help for directions.
10. The essay will be judged based on content, grammar, spelling, syntax, punctuation, and other such aspects of proper language usage and essay construction as well as adherence to format.
11. It is strongly recommended that the author ask a member of the school's English faculty to review the essay for format, style, content, and construction prior to submission.

ADOPT-A-TEACHER/ADOPT-A-SCHOOL

The **Adopt-A-Teacher or Adopt-A-School** activity enables Lodges to directly support public education in their community. There are more schools than Lodges, so Lodges are encouraged to rotate this program among the various schools in their District. The program is most effective at the elementary school level though middle schools and high schools should not be excluded.

Once the Lodge selects a teacher at a particular school or a particular school, the Lodge should meet with the school's principal (for either aspect of the program) and explain the Adopt-A-Teacher and Adopt-A-School Program. The Brothers who attend this meeting should be prepared to answer questions about Freemasonry as well as the Public Education and Citizenship Program.

A **Certificate of Adoption** with the appropriate seals and signatures of the Grand Lodge noting that the said Lodge has adopted a particular school or teacher for the purpose of volunteering their help, aid, and assistance in the education process will be presented to the school by the Lodge. This certificate should be presented at a school function or in an Open Lodge Meeting. It should be appropriately framed for display in the school's office.

Please submit requests for certificates to the State Chairman one month prior to the presentation. The required application is included in the program book.

Lodge involvement in the **Adopt-A-Teacher/Adopt-A-School** program may include but is not limited to:

- Partnership programs
- Volunteer time as a chaperon for field trips (may require a background check)
- Assist with sporting events (ticket taker, score keeper, etc.)
- Donate and plant trees and/or shrubs on school property and/or assist with maintenance
- Sponsor student participation in The Special Olympics or other such activities
- Provide a list of Lodge members who will participate in Career Days, speak on patriotic topics, or present a program
- Be a reader for elementary students (may require a background check)
- Be a tutor or mentor for a student (may require a background check)

For the **Adopt-A-Teacher/Adopt-A-School** Program, there are several ways to identify and select the school or teacher to adopt. A Brother may nominate a teacher or a school; nominations may be solicited from principals or other school administrators as well as from teachers; or a careful perusal of local media stories about education may suggest an adoptee.

When a Lodge participates in the **Adopt-A-Teacher/Adopt-A-School Program**, that Lodge should utilize local media outlets and *The Florida Mason* to properly publicize this community activity.

Today's students are tomorrow's leaders. It is our responsibility as Freemasons to assist with their intellectual and moral development. The **Adopt-A-Teacher/Adopt-A-School** Program serves to reduce the "mysterious" aspect of Masonry. As students, teachers, and administrators see that our members are their neighbors and colleagues, the reputation of Freemasonry will only be enhanced.

Good Citizenship Program for 7th Grade
(This program comes to us from W. Allan Krueger)

The state agency responsible for public education requires that 7th grade Social Studies classes include a study of The Bill of Rights as part of the standard curriculum. Reports from throughout the State of Florida indicate that the approved textbooks barely cover the subject and do not provide our students with a full understanding of and appreciation for this most important document.

A Lodge may participate in this program by establishing contact with principals and teachers at schools that include the 7th grade. When contact is established and the program is explained, the Lodge provides to the school a copy of a poster that covers The Bill of Rights. A copy of this poster may be found at the end of the Public Education and Citizenship Program. The Lodges may copy the poster or that may be done by the school. It should be printed front-to-back and given to each student in the 7th grade Social Studies class. During the classroom discussion of this important document, the students could take notes on their copy of the poster and the teacher is able to use it as a graphic instructional tool. The students keep the poster with their notes for future reference. **A COPY OF THE BILL OF RIGHTS SUITABLE FOR PRINTING IS AVAILABLE FROM THE STATE CHAIRMAN UPON REQUEST.**

Lodges may elect to partner this program with the **Adopt-A-Teacher/Adopt-A-School** Program and offer the services of a Brother who is well versed on The Bill of Rights as a guest speaker to explain one of the most important documents in United States history.

I LOVE AMERICA PROGRAM
(This program comes to us courtesy of Lantana Lodge No. 372)

- Obtain a U.S. Flag that has flown over the U.S. Capital. This can be done through your local U.S. Senator's Office.
- Establish contact with school officials at the system or school level and explain the **I LOVE AMERICA PROGRAM** and the impact it can have.
- Explain the essay part of the program and encourage teachers and principals to distribute information about the program to all students in the Fall.
- Identify the guest speaker for the event.
- Meet with local school officials and set a date and time for the program during the month of October. Contact may be made with a senior Military Instructor since his/her program tends to focus on this theme and these individuals have more flexibility in allowing guests to attend their classes and make presentations.
- Publish information about the **I Love America Essay. Each Lodge may establish its own rules and deadlines for submission of the essays. These rules MUST be published so that all students in the school selected are able to participate.**

NOTE: Should the Lodge elect to focus this program on one specific grade, it is best to include all sections of that grade in that school. It is strongly recommended that essays be submitted at least two (2) weeks prior to the presentation and that at least three (3) Brothers serve on the committee to select the winner.

- Confirm the speaker, date, time, and location of the event.
- Work with Brothers in the Lodge to organize the event.
- Conduct the program.
- Recommended program format:
 1. Opening and Pledge of Allegiance;
 2. Comments from school representatives/teacher;
 3. Master of Ceremonies introduces member of the sponsoring Lodge and the Guest Speaker. He also thanks the for school for participating in the project

4. Master of Ceremonies presents the U.S. Flag and announces the winner of the essay part of the program. Lodges may present a check for \$100 to the winner.
(In previous years it was recommended that a U.S. Savings Bond be presented. The process used to obtain such a bond has changed drastically so it is recommended that the Lodge consider presenting a check instead.)
- Lodges should present an appropriate memento or certificate to the essay winner and to the school, in addition to the U.S. Flag.

Essay Evaluation: Individual Lodges may establish their own criteria for judging essays. It is recommended that the essays be no less than 500 words or more than 750 words in length. The essays should be judged by at least three Brothers. Essays should focus on the topic **“Why I Love America.”**

I LOVE AMERICA ESSAY AWARD

Date: _____

Lodge Name: _____ Number: _____

Location of Award: _____

Name of School

Address

City

Zip

Presented by: _____

Presented to: _____

Name of Essay Winner

Flag Presented to: _____

Name of School

Name of Principal

Lodge members who plan to attend:

Submitted by: _____

Name

Address: _____

Street Address

City

State

Zip

Submit the completed form at least one month prior to the presentation as an attachment to an email sent to: Dr. Oscar Patterson, III, at opatters@comcast.net. In the subject line please place "I Love America."

JROTC OUTSTANDING CADET AWARD

This program recognizes outstanding high school students enrolled in Army, Navy, Air Force, or Marine JROTC units in our public schools. The award is given on the recommendation of the military instructors at the respective high schools. The award recognizes a consistent high degree of merit and accomplishment in terms of leadership, education, and general excellence in the JROTC program, the academic program, and other activities.

The process:

- Lodges should establish contact with the Senior Military Instructor at all high schools in their area that have a JROTC program. This should be done early in January. Explain the program to the Instructor and send him several copies of the nomination form.
- Provide the Senior Military Instructor with the name, address, email address, and phone number for the Brother responsible for this activity.
- Request that the Senior Military Instructor return the completed nomination form to the selected Brother no less than three (3) weeks prior to the JROTC unit's annual awards program.
- Coordinate with the Senior Military Instructor to have at least one Brother attend the annual awards program and make the presentation.
- Request JROTC Outstanding Cadet certificates from Grand Lodge by sending completed form to the State Chairman one month prior to the presentation.
- Make the presentation.
- Submit press releases to local media, *The Florida Mason*, and State Chairman.

JROTC OUTSTANDING CADET NOMINATION
(To be submitted to the local Lodge by the Senior Military Instructor)

PLEASE TYPE

Date of Submission: _____
Month, Day, and Year

Sponsoring Lodge: _____
Lodge Name Lodge Number

Name of Cadet Nominated: _____
Last First Middle Initial

Cadet's Rank and Assignment: _____
(Example: Sergeant, Squad Leader)

Cadet's Year in School (check one): 9th _____ 10th _____ 11th _____ 12th _____

Name of JROTC Unit: _____

Name of High School: _____

Address: _____
Street Number and Name City State Zip

Senior Military Instructor's Name: _____

Senior Military Instructor's Rank: _____

Instructor's Signature and Date: _____

Day Month Year

Lodges should submit the completed form to the State Chairman at least one month prior to presentation so that a proper certificate may be prepared. Send the form as an attachment to an email to opatters@comcast.net.

In the subject line enter "JROTC Outstanding Cadet."

PUBLIC EDUCATION AND CITIZENSHIP AWARD 2016-2017

EACH LODGE SHOULD COMPLETE THIS REPORT AND SUBMIT IT DIRECTLY TO THE STATE CHAIRMAN NO LATER THAN FEBRUARY 1, 2017. Presentations will be made at the 2017 Grand Lodge Communication. **NOTE:** Every Lodge that accumulates at least **100 points** will receive a plaque or tab for outstanding service to PUBLIC EDUCATION AND CITIZENSHIP. Multiply the point value of each event by the number of events in order to determine the total for each category. Total all categories to determine the Grand Total. Ask your District Chairman, Zone Chairman, or District Deputy Grand Master for assistance.

ALL LODGES SHOULD FILE A REPORT REGARDLESS OF THE NUMBER OF POINTS ACCUMULATED.

THIS REPORT IS TWO (2) PAGES IN LENGTH. PLEASE SUBMIT BOTH PAGES WITH THE PROPER SIGNATURES BY THE DEADLINE NOTED.

ACTIVITY	Points	Number Of Events	Total Points
1. Grand Lodge Certificates of Appreciation to deserving recipients for civic service, public education, and citizenship.	5		
2. Presentation of at least one \$100.00 cash scholarship/award to a deserving student or students. This can be a single or cumulative donation.	5		
3. Assist municipality or county in non-partisan voter registration and promotions.	5		
4. Use of the Lodge by Scouting groups, senior citizen organizations, or non-Masonic groups.	5		
5. Conduct a family program in the Lodge with a public official as the guest speaker.	5		
6. Sponsor a party or visitation to a children's home, a home for the elderly, a VA nursing home, or other such facility.	5		
7. Donation of \$50.00 or more to the Public Education and Citizenship Plaque Fund or Special Project Fund.	5		
8. Donation of \$75.00 or more for a Grand Lodge billboard to support the Grand Lodge Publicity Committee or the erection of a Masonic roadside sign.	5		
9. Sponsor a youth group, Scout group, little league team, DeMolay, Rainbow, or Job's Daughters.	10		
10. Present the Flag Folding Ceremony at a meeting of an appropriate organization and present a U.S. Flag.	10		
11. Present a JROTC cadet with the Outstanding Cadet Certificate and monetary award.	10		
12. Submit appropriate articles and photographs to local media outlets and <i>The Florida Mason</i> for all activities. Documentation of publication required.	10		
13. Participate in the Adopt-A-Teacher/Adopt-A-School project as described.	50		
14. Participate in Good Citizenship Program for 7 th grade, present posters, give a talk on The Bill of Rights.	25		
15. Participate in the I Love America Essay project and Flag Presentation.	25		

16. Participate in a District Public Education/Citizenship Workshop.	5 pts. per Brother attending		
17. Other community service projects or activities (describe on attached sheet).	5		
GRAND TOTAL POINTS			

Lodge Name: _____ No. ____ District _____ Zone _____ City _____

Worshipful Master: _____ Phone: _____

Secretary: _____ Phone: _____

Submit completed form to: Bro. Oscar Patterson, III, State Chairman, as a Word document or PDF file attachment to an email sent to opatters@comcast.net.

Deadline: February 1, 2017. In the subject line please place “Public Education/Citizenship Annual Report.”

**PUBLIC EDUCATION AND CITIZENSHIP
QUARTERLY REPORT—WORSHIPFUL MASTER**

**TO BE SUBMITTED BY WORSHIPFUL MASTER TO
THE DISTRICT COMMITTEEMAN
ON APRIL 1, JULY 1, OCTOBER 1, AND JANUARY 1**

1st Quarter ___ 2nd Quarter ___ 3rd Quarter ___ 4th Quarter ___

1. List the Public Education/Citizenship activities engaged in during the quarter by your Lodge. Please include date and locale.

2. Does your Lodge present Lodge funded scholarships? YES _____ NO _____

3. Has your Lodge established contact with public education officials in your area as well as JROTC Instructors and youth organization leaders? YES _____ NO _____

4. Has your Lodge submitted press releases for Public Education/Citizenship activities in which you engaged? YES _____ NO _____

5. What assistance may the District Committeeman, Zone Chairman, or State Chairman provide that would enhance your Public Education/Citizenship program?

Lodge Name: _____ No. _____ District _____ Zone _____ City _____

Worshipful Master: _____ Phone: _____

Secretary: _____ Phone: _____

Please submit the completed form to the District Committeeman on the dates indicated. Committeeman contact information may be obtained from your DDGM. Submit the completed form as an attachment to an email message. In the subject line enter “Public Education/Citizenship Quarterly.”

**PUBLIC EDUCATION AND CITIZENSHIP
QUARTERLY REPORT—DISTRICT COMMITTEEMAN**

**TO BE SUBMITTED BY THE DISTRICT COMMITTEEMAN TO
THE ZONE CHAIRMAN ON
ON APRIL 15, JULY 15, OCTOBER 15, AND JANUARY 15**

1st Quarter ___ 2nd Quarter ___ 3rd Quarter ___ 4th Quarter ___

1. List the Names and Numbers of the Lodges that engaged in Public Education/Citizenship activities in your District during the quarter and indicate the activity.

Lodge Name and Number

Activity and Date

2. Does each Worshipful Master have a copy of the Committee Program to include the awards criteria and reporting form? YES _____ NO _____
3. Did you offer your assistance to each Worshipful Master? YES _____ NO _____
4. Do Lodges in your District award Lodge funded scholarships? YES _____ NO _____
If Yes, how many? _____ List their names and numbers.
5. List the Names and Numbers of those Lodges in your District that established contact with public education officials, JROTC Instructors, and youth activities leaders during the quarter.
6. List the names and number of Lodges in your District that submitted press releases for Public Education/Citizenship activities during the quarter.
7. How many Lodges in your District submitted a Quarterly Report? _____ List names and numbers.
8. What assistance may the Zone Chairman or State Chairman provide that will aid you in the execution of the Program and your District Activities.
9. Did you conduct a District Workshop during the quarter? YES _____ NO _____
If yes, date _____

District Committeeman: _____ District _____ Zone _____

Date: _____

Submit the completed report to the Zone Chairman. See Grand Lodge Directory for contact information.

**PUBLIC EDUCATION AND CITIZENSHIP
QUARTERLY REPORT—ZONE CHAIRMAN**

**TO BE SUBMITTED BY THE ZONE CHAIRMAN TO
THE STATE CHAIRMAN ON
ON APRIL 20, JULY 20, OCTOBER 20, AND JANUARY 20
1st Quarter ___ 2nd Quarter ___ 3rd Quarter ___ 4th Quarter ___**

1. List the Names and Number of the Lodges in your Zone that engaged in Public Education/Citizenship activities during the quarter.

Lodge Name and Number

Activity and Date

2. How many Lodges in your Zone award Lodge funded scholarships? _____ List them by names and numbers.
3. List the names and numbers of Lodges in your Zone which established contact with public education officials, JROTC Instructors, and youth organization leaders.
4. Have Lodges in your Zone submitted press releases for Public Education/Citizenship activities in which they engaged? YES _____ NO _____
How many? _____ If yes, list their names and numbers.
5. List Districts that held workshops during the quarter. _____
6. How many District Committeeman presented copies of the Program to Worshipful Masters?

7. How many District Committeemen submitted the Quarterly Report? _____
8. What assistance may the State Chairman provide that will assist you in the execution of the Program and your Zone activities.

Zone Chairman: _____ Zone _____

Date: _____

Submit the completed report to the State Chairman at opatters@comcast.net.

APPRECIATION CERTIFICATE REQUEST

Submit request to the State Chairman one month prior to presentation.

Type of Certificate:

Community Leader _____
Educator _____ (not Adopt Teacher/Adopt School)
Law Enforcement _____
Firefighter _____
EMT _____
Other First Responders _____
Boy Scout _____
Girl Scout _____
Eagle Scout _____
Appreciation _____
Other (specify) _____

DATE SUBMITTED: _____

Lodge Name and Number: _____

Date of Presentation: _____

To be presented by: _____

Submitted by: _____

Address to mail certificate: _____

Worshipful Master: _____

Name

Signature

Submit one month prior to presentation. Send as an attachment to an email message to: Bro. Oscar Patterson III, at opatters@comcast.net. In Subject Line please put "Certificate Request."

PUBLIC RELATIONS AND PUBLICITY COMMITTEE PROGRAM 2016-2017

“Building Today for a Stronger Fraternity Tomorrow”

A Favorable Reputation is our Most Valuable Asset

A favorable reputation does not evolve because we serve a noble cause or because we are an established organization. It does not just appear because we are wealthy in material assets, influential in community, or are the world’s oldest and largest Fraternity. A favorable reputation can be created by successfully communicating to others our virtues of Brotherly Love, Relief, and Truth. The plan, the projects, and the process in achieving this goal are what make a public relations program! Our public relations program can affect our Fraternity’s personality and public image. It is an individual and collective responsibility of everything we do, say or promote, or that happens to us which affects our public image as well as our internal and external relations.

How the PR Industry of Yesteryear Compares with Today

In just a decade, aspects of the public relations field have become unrecognizable. At the turn of the century, PR practitioners were faxing pitches and mailing press kits. Today they’re tweeting pitches and emailing virtual press kits.

The Public Relations and Publicity Committee wishes to form a collaborative effort between Grand Lodge, Zones, Districts, and your Lodge by providing resources and ideas in communications. We will utilize The Grand Lodge of Florida’s website as a contact information center as well as for approved media releases.

Goals for 2016-2017:

1. Work with Grand Lodge on Developing Web Based Public Relations Distribution Network
2. Streamline Public Communication Tools and Stories for News and Social Media Release
3. Develop Media Press Kit for Grand Lodge
4. Maintain the *THE FLORIDA MASON* magazine
5. Maintain the “E-News” (electronic) newsletter to supplement information as distributed by The Grand Lodge of Florida between the issues of *THE FLORIDA MASON*
6. Provide Zones and Districts an avenue for developing sustained PR Programs

We look forward to working with those committeemen who have volunteered this Masonic Year to promote our time honored Fraternity.

Fraternally,

W. Otto Thiergart, State Chairman
Home: (850) 456-7949; Cell: (850) 426-0609
Email: ottothiergart@gmail.com

PR Forward

Brethren:

The purpose of our program is an informative process of our fraternal organization. It is not intended to be a means of advertising for membership; however, the exposure of purpose may stimulate in some men the idea of kinship they have been seeking.

Public relations activities advise the public of the nature of our organization; what we have done and what we are doing in making this a better world in which to live. It should inform Community Service Organizations, Corporate Sponsors, Business/Professional Organizations, and Educational Institutions of the nature of Freemasonry and what public activities we are involved in.

It is emphasized, however, that we do not engage in publicity stunts, bizarre activities to secure attention, or do anything which is undignified, contrary to Masonic Law or custom or which would tend to bring discredit to the Craft.

Newspapers, radio stations, television stations, and social media are always on the alert to report events that are taking place and the activities of persons and groups. When the program has been decided, a public relations officer or committee should be appointed by the Worshipful Master or other governing Officers, depending on the nature of the effort.

The Masonic Public Relations Officer and Committee should be selected with care. The Officer should be well qualified in the use of the English language; have a pleasant personality; know how to talk with people; have an adequate educational background; be a person of sound judgment; and have some knowledge of the communication field.

Initially the Masonic Public Relations Officer should study and consider the objective of the Craft in the area being served. He must be completely informed as to the projects and programs planned with other community groups so that all efforts will be blended properly.

There is no substitute for personal contact. Keep in mind the standard business dress and grooming convey a professional message as to who you are and what you represent. Each editor, etc., should be contacted with the view of getting acquainted, telling him of our objectives, and listening carefully to his point of view and his requirements such as deadline dates, format, policy, etc.

PR What Makes News

Local Masons, Eastern Star, Rotary, Lions, Elks, Kiwanis, Knights of Columbus, etc., are having events and activities that can make the news. The limitations on space the news media can give to social, fraternal, and religious news competes with everything else. Your "edge" is to know what the editors are looking for and give it to them in time and a format which meets their requirements.

The target area to focus on is to publicize your Lodge to the community at large. This is a potential list of events for your consideration, when possible include a picture:

- Election and Installation of Lodge Officers
- Masonic Service Awards
- Masonic Lodge Anniversaries
- Grand Master's Visitations
- Community Assistance and Involvement, Child ID
- Recognition of Citizenship, Youth Groups, and Community Leadership
- Scholarship to a Deserving Youth

- Cornerstone Ceremonies
- Community Health and Safety Fairs

The following are some ideas that usually warrant space in many of the news media:

1. New or Unusual Approaches to publicize annual or routine items.
2. Human Interest Angles: Everyone appreciates stories of warmth, humor, and unusual events of other people's lives...especially if it involves youth, the elderly, the community, or deserving people.
3. Look for "news hooks" in your stories: This might be a single facet that makes your news story different from all the others. Examples include any first; a program designed to accomplish a unique purpose; unusual participation or involvement of people; a new twist to your story theme; onetime only events never done before; and something that affects the majority of the people.
4. A flair for the dramatic: The story, unto itself, might be less than exciting, but its history, background, environment, concept, application, or potential may make the news.
5. Initiating or providing support to: elements of prime importance to your community such as pollution control, youth activities, charities, crime prevention, health and educational activities, urban development, self-help, or locally oriented programs for community betterment: all have news potential.

PR Material Preparation

The best Public Relations Campaigns are the ones that don't look like a campaign at all, they are masqueraded as New Events and News Stories. Do not put the organization in the headline, you want the spot light to be on the benefit of the reader. When you start actual work, you will find that your material will fall into three general categories: news releases of things to come; news reports of past events; and past or present reports relating to persons.

Here are some general rules that should be observed in preparing the material:

1. The material should always be submitted in writing. There may be exceptions, of course, an e-mail article with or without a photo is common communication to specific departments in the media today.
2. When an article is written it should be typed, double-spaced, on one side of the paper, and with wide margins. This makes easier reading and the margins will enable the editor to make additions and changes on the face of the document rather than having it retyped for the printer. The easier you make it for the editor and the least amount of changes he must make, the more likely he is going to accept and use the item. 8 ½ x 11 paper is customary.
3. All names must be spelled correctly. This is not only necessary for correct identification of the person, but it is bad public relations for the person who reads his misspelled name in a publication. If the editor gets too many complaints about the material, he will be inclined to throw all the material he receives from you in the waste paper basket.
4. All dates, addresses, and description of places should be correct. This is especially true in reporting coming events. There is nothing more frustrating than to hear of a coming event, make a note of it, and then make an effort to attend, only to find that you have been given the wrong date or the wrong address.
5. Bear in mind that editors prepare most material far in advance of the date of publication. The announcement of future events should be sent in time so the editor has time to include it.
6. Reports of past events should be sent in as soon as possible irrespective of the deadline dates of the publication. Material that arrives after all space has been allocated sometimes never appears in print.
7. When a news release is sent to a large newspaper or organization it should be addressed to a specific person or department in order to receive prompt attention and to insure that it will not be lost by being transmitted from department to department.
8. Your release should clearly contain the name, address, and telephone number of the person who is sending the article, as well as the person the article is about.
9. Whenever possible, it is advisable to send pictures of persons or events. Photos make your article more attractive and more likely to be accepted. For example, if the article deals with a colonial play, a picture

of one of the actors dressed in colonial attire will make it more likely that the story will be accepted and used. A picture is worth a thousand words. Again e-mail may be the standard used to contact and convey your news release.

10. Never apologize for sending your article. If this is necessary, it is best that the article not be presented at all. Remember it's the news media's decision to use it or not.
11. Keep a copy of all correspondence sent to anyone. Should a dispute arise later as to any mistake having been made, it will help determine who made the mistake.
12. Be cooperative at all times with those who are sent news. Never get angry if the story is not used; you never know the actual circumstances at the time the article is received. Bear in mind that you have a great deal of competition for the space. If after a few tries without success, it might bode well to drop over for a friendly visit with the editor. You might diplomatically inquire about the material sent and ascertain if there was something wrong with it. Bear in mind that the editor wants material, he needs material, he needs help to operate, and that you are not asking for any favor but merely to learn in what way you have failed to fit into his requirements.
13. In sending items to radio and television stations, being brief is of the essence. You may have to write and rewrite the item so that there is not one unnecessary word or statement. The shorter it is the better and the more likely it will be accepted and used.
14. Prepare your article in a form that it can be used "as is" or with very few corrections. Rarely will a story be accepted if it needs a major overhauling.
15. For example, if you send a news article advising the editor of a program with a speaker, be sure you cover at least the name of the group sponsoring the meeting; the address of the organization or of its officers; the specific place where the meeting is to take place; the specific date and hour of the meeting; the name of the speaker; the identity of the speaker; and the title or subject of his talk.

CONCLUSION

We hope that this program will be helpful in getting you started. We don't expect that you are going to go right out and be a professional overnight. Over a period of time, if you try to adhere to the main principles here and learn through your own experience, you will succeed. Once you formulate a set procedure, the amount of time you put in on publicity projects will be greatly reduced. When your news release does not appear don't be discouraged. Please try to consider the limitations and problems that can occur on the media end. Keep in mind that newspapers want to help, but the volume of possible news stories can be restrictive.

Maintain copies of your clippings in a special notebook so that at the end of your year, you can show you results. Plan ahead. Try to get news items appearing on a monthly basis. Tell your story. Express yourself proudly about your Lodge's accomplishments, and most importantly strive to enhance the image of the Masonic Fraternity through your diligent work. Keep your Masonic Lodge informed of articles as they appear in the local news publications. Above all, remember you are the representative of your Fraternity with obligation to such. Think before you act and have fun.

Respectfully submitted,

W. : Otto Thiergart, State Chairman
Public Relations and Publicity Committee
9195 Gulf Beach Highway
Pensacola, FL 32507
Home 850-456-7949; Cell 850-426-0609

WILLS AND GIFTS COMMITTEE PROGRAM 2016-2017

My Brothers:

One of the most satisfying things that we can do as Masons is to leave a legacy for someone or something we care deeply about. Over the years many Brethren and friends have included a charitable provision in their wills or made a direct cash donation to our Masonic Home of Florida, their Lodge, or one of the youth organizations. The results of those gifts have allowed us to influence the lives of many of our fellow Brethren, Widows, or youth within our community.

The Wills and Gifts Committee is primarily charged with ensuring a sound financial future for our Masonic Home by educating both Masons and non-masons alike in the various estate planning vehicles available. There are several categories of gift giving available to anyone who wishes to make a donation to our Masonic Home.

Bequest Gifts: For many of us a charitable bequest is the easiest and best way to make a gift to our Masonic Home. By means of your will or other estate plan, you can name the Masonic Home as the beneficiary of a portion of your estate or of particular assets in your estate. Giving by bequest costs nothing now, yet it may give you a great deal of satisfaction to know that your future gift will live on.

Charitable Gift Annuities: These gift annuities will provide you (and/or someone you designate) with income for the rest of your life, avoid capital gains tax, and leaves a lasting gift to our Masonic Home. A portion of this income stream may be tax-free and you will receive a charitable deduction for the value of your future gift to the Masonic Home. Our Grand Lodge has created a brochure entitled "The Charitable Gift Annuity Program" that will help educate potential donors about the advantages of utilizing this gifting strategy. We have also gathered a list of Brothers that are willing to speak to potential donors on an individual or group basis to provide further information regarding this program. You may contact me directly or a Zone Chairman in order to arrange for an educational workshop in your area.

Outright Gifts: These gifts include one-time or ongoing donations of cash or other assets that you wish to donate to the Masonic Home. Typically these gifts have favorable tax advantages associated with them which may be received right away.

Donating Online: You can make a donation today by visiting the Masonic Home of Florida's website and click on the "Donate Now" icon. You may choose to contribute to several of our recognition programs on behalf of yourself, your Lodge, or a loved one. If you shop online through Amazon, you can sign up for their Amazon Smiles Program and designate one of the Florida Masonic Charities to receive 0.05% of your purchase.

In order to assist in making decisions regarding planned giving, Grand Lodge has developed a brochure entitled "A Guide to Wills & Trusts in Florida." The District Committee Chairmen should obtain an ample supply to disseminate among their individual Lodges. The District Deputy Grand Master's selection of an attorney or estate planning professional to present the program is encouraged. Also, Grand Lodge can assist you in contacting an attorney, within the Fraternity, who is willing to assist Masons and non-masons in making charitable bequests to the Masonic Home.

It is important to note that non-members of the Fraternity, once having become familiar with the benevolent nature of our Masonic Home, made a number of large bequests over the years. Thus, you may wish to discuss our Masonic Home and its accomplishments at Open Meetings, emphasizing that it is only the interest derived from the Endowment Fund which funds our Masonic Home's Annual Budget. Perhaps of equal importance is the fact that our Masonic Home, unlike many charitable facilities, has no corporate sponsors, nor does it receive any Federal or State assistance.

In addition to the above, in an effort to provide for greater outreach for this program, it is my hope that information regarding wills and gifts will be made available to each District Deputy Grand Master for distribution to each District Committeeman. It is my intention to make distribution to each Zone Chairman as well. The more information that is out there, the greater the chances for positive response.

We would like to thank, in advance, those members of the Fraternity and non-members who have found it in their heart to ensure a sound financial future for our Masonic Fraternity by making charitable gifts and bequests in the course of their estate and tax planning.

Fraternally,

R. : W. : Jeff Foster, State Chairman
1091 Three Forks Court
Saint Augustine, FL 32092
(904) 940-9875 (H); (904) 814-3931 (Mobile)
foster904@gmail.com