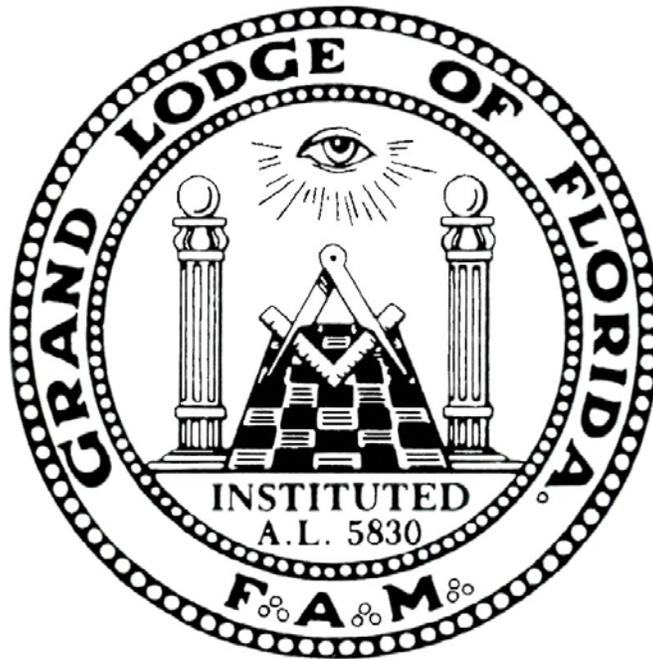


The Most Worshipful Grand Lodge  
of  
Free and Accepted Masons of Florida



COMMITTEE PROGRAMS

2017 – 2018

*“Bridging the Future”*

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## CHILD ID COMMITTEE PROGRAM 2017-2018

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 <http://flmasonicchildid.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 Chairmen and District Committeemen is required for these sites to continue to be successful.

The 2017 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.: Richard G. Hoover for the opportunity to serve him and our Fraternity as the 2017 State Chairman. I thank the Zone Chairmen, District Committeemen, and Volunteers for their support and dedication.

Sincerely and fraternally,

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

mgambarrotti23@gmail.com  
Mobile: 561-267-8577

## COMMITTEE ON WORK PROGRAM 2017-2018

R. . W. . Jeffrey L. Miller, P.D.D.G.M.  
State Chairman 2017-2018  
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 are 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 welcome 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:** After the rezoning and redistricting takes place, we will have twenty-nine (29) sets of books containing the Esoteric Work located throughout the twenty-eight (28) Districts. 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 of 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, 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 Chairman 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 the 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 27, 2018, 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 189<sup>th</sup> Grand Communication on Monday, May 28, 2018, 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 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

**ENDOWMENT PROCUREMENT COMMITTEE**  
**(Comprised of L.Y.P.M.G.C., MH-100, and Wills and Gifts)**

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.

The Craft voted to increase the voluntary donation to \$7.30 per member to support this Endowment Fund in 2009. 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 the 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 2017 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 individual 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 2018 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.

### WILLS AND GIFTS

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. : Rudin “Rudy” J. Boatright, State Chairman  
Endowment Procurement Committee  
491 Pine Eagle Drive  
Fleming Island, FL 32003  
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(M) 904-465-3899  
seadog41@bellsouth.net

**FRATERNAL ADMINISTRATIVE ENDOWMENT FUND (F.A.E.F.)  
COMMITTEE PROGRAM 2017-2018**

R.: W.: David A. Henderson  
State Chairman 2017-2018  
6200 6<sup>th</sup> Avenue South  
St. Petersburg, FL 33707

Res. (727) 345-6405  
Cell (727) 698-0736  
dahmason@aol.com

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 2017 Grand Lodge Masonic Year our challenges are the same as they were 24 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 XIV, 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, Inc. 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 an average of **\$100,000.00** or more in investment income 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 the proceeds 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 **\$20,000.00** 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, tuxedo 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 D.D.G.M. for each District gives you the Brother's contact information that will be representing his District. Also, ask that these Brothers 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. : David A. Henderson  
State Chairman

**GRAND MASTER'S CHARITY FOR 2017-2018  
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 2017-2018, our Grand Master, M.:W.: Richard G. Hoover, has chosen "The Masonic Home of Florida" as his Grand Master's Charity, specifically the Masonic Home Endowment Fund, Inc., a 501(c)(3) corporation. His thoughts inspire the similar words of Dorothy from the Wizard of Oz with the Phrase **"There is no Place Like our Home."**

For over 96 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 a children's home almost a century ago has transformed, through hard work, financial support, and planning, into one of the finest Masonic Homes in North America with a five star rating that Florida Masons can be proud of. This year by participating in the Grand Master's Charity fundraising campaign, you can help support Most Worshipful Grand Master Hoover, and our endeavors to make the Masonic Home of Florida a proud place of tradition for many more years to come.

Committee Mission Statement and Goals:

It is the Mission of this Committee to spread awareness of our Home and create and facilitate a simple fundraising program that can be used as an effective means to generate revenue to help with the financial operation of our Masonic Home. We want to encourage Lodges or individuals to establish fundraising activities specifically designed to raise funds for the Grand Master's Charity, as well as encourage individual donations by Lodges, Groups, or Brothers reminding them of our needs to generate funds to assist the already in place MH-100 Committee to establish a long-lasting foundation and base of operation for our beloved Masonic Home.

District Deputy Grand Masters:

Congratulations on your appointment as the Grand Master has chosen you as his representative in your District. Your leadership is paramount for our philanthropic undertaking to support our Masonic Home. The District Chairman you have appointed and his activities are of great importance as he will be the voice of this committee. Please encourage him to communicate with the Zone Chairman who overlooks your District. Become familiar 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. When you start your Lodge Visitations, please stress simple fundraising programs, as well as donations that can be utilized to raise funds for the Grand Master's Charity Committee and our Masonic Home of Florida.

Zone Chairmen:

You were appointed and entrusted by the Grand Master to manage the activities and promote the raising of essential capital for our Masonic Home within all the Districts in your Zone. Your participation and involvement is consequential to this committee's success. You will follow the same guidelines as the District Deputy Grand Masters and should establish a working relationship with each in their Zone and assist them as needed. Ask the District Deputy Grand Masters for the contact information of the District Chairmen they appoint to the Grand Master's Charity Committee and establish a line of communication with each 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. You are the voice of this committee to the Particular Lodges. Work with the Worshipful Masters and Craft to instruct them about fundraising ideas for the Grand Master's Charity, our Masonic Home. Encourage Lodges to have dinners, auctions, golf tournaments, walk-a-thons, or any other activities that may generate revenue as fundraisers. Your understanding of Florida Statutes Chapter 496 (Solicitation of Funds), Florida Statutes Chapter 849, Section 0935, and a working knowledge of IRS charitable contributions tax requirements is also essential. As you visit the Particular Lodges in your District, talk about fundraising ideas as well as encourage individual donations to the Grand Master's Charity, the 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.

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 establish activities to generate funds. 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 or me as State Chairman for assistance. We as Masons all have the same goal, which is to support our Masonic Home of Florida and its solvency.

Finally, Brothers, I am extremely proud to be on this committee with all of you. Success in this Grand Master's Charity Committee can be achieved by working together as a team. Our Masonic Home will prosper if we establish a committee with solid leadership, and a willingness to think out of the box on activities and fundraisers, as well as the ability to reach out to those inside our organization for donations and support. If we can attain what we set out to do our Masonic Home will thrive, because of the long tradition of care and high standards we have placed in supporting and making the Masonic Home of Florida the very best facility for our Brothers and Ladies.

Sincerely and fraternally,

R. : W. : Lawrence A. Williamson, P.D.D.G.M.  
State Chairman, Grand Master's Charity Committee

## MASONIC EDUCATION PROGRAM FOR 2017 – 2018

R. W. James W. McQuigg  
State Chairman 2017-2018  
(863) 465-8185  
jimbob336@embarqmail.com

336 Garfield Avenue NE  
Lake Placid, FL 33852

To: District Deputy Grand Masters  
Zone and District Committeemen  
Masters of the Particular Lodges

Congratulations my Brothers on your appointment and elections for this Masonic Year. It is an honor to work with and for you this year and I want to thank the Grand Master for my appointment to this most important Committee. The Masonic Education Report Forms that will be used for this year will be 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 great responsibility that you have accepted and your success, in part, will depend on those who you appoint to carry out the programs of the Grand Lodge. Do not choose lightly when you make your appointments, especially your District Chairman for Masonic Education. Your Chairmen must understand that they have accepted a WORKING POSITION that requires active, on-going communications with ALL the Lodges in your District throughout the year. They must meet the requirements for the position as set forth by the Grand Master and be willing to exert the effort required to obtain, review, and submit the required Grand Lodge reports. Your selection for this position should be at least a Worshipful Master or a Past Master who has the experience of how to be a good leader of a Lodge and maintain a good rapport with the Masters in your District.

You should lend your support and assistance in arranging the District Workshops and ensure that the Lodges submit the required Masonic Education reports to the District Chairmen. When you make your visit to each Lodge in your District, please stress the importance of Masonic Education. Ensure each Lodge uses the Lodge System of Masonic Education for all Candidates during the Degree process. Ensure that each Lodge establishes a Masonic Education Committee and have your District Committeemen contact the Worshipful Masters to obtain the name and contact information of their Lodge Chairman. Have your District Chairman work with each Lodge in the District to help them qualify for the Masonic Education Award at the end of the year.

### ZONE CHAIRMEN:

Our Grand Master has selected you to work with each District in your Zone and ensure the Masonic Education Program for this year is a success. Contact the District Deputy Grand Masters in your Zone and obtain the name and contact information for the District Chairmen they have appointed for this program. Ensure that the District Deputies and the District Chairmen know the requirements for submitting the required Masonic Education reports and offer your assistance and support to ensure their timely submission. You will encourage the Brethren in your Zone to use the Masonic Education booklets available from Grand Lodge, to take the Master Mason Examinations, and complete the Lodge Officers Training Course Modules. You will receive a copy of the Form ME-3, Master Mason Exam Completion Report from the District Chairman and maintain a record of those in your Zone who have completed each exam. You will grade the Lodge Officers Training Course Modules and forward the results on Form ME-4 to Grand Lodge with a copy going to the State Chairman. You will assist the District Chairmen in arranging District Masonic Education Workshops. Forward any information you may learn which will help other members of the Committee to the State Chairman. You will ensure that the Semi-Annual and Year End reports are received and filed in a timely manner.

### DISTRICT CHAIRMEN:

Being a Worshipful Master or Past Master and having taken the Master Mason Examinations you should be familiar with the Lodge System of Masonic Education and the importance of the position you have accepted to the success of the Masonic Education Program. You will schedule a separate visit to each Lodge in your District and address Masonic Education and its requirements at that Stated Communication. You will be familiar with all the Masonic Education reports and the criteria for achieving the Masonic Education Achievement Award. Stress to the Lodges the importance of filing the required reports on time and offer any assistance they may need with the reports and/or Masonic Education in general. You will grade the Master Mason Examinations and submit Form ME-3, Master Mason Exam Report, to the Grand Lodge, with a copy going to the State and Zone Chairman. You will receive the Certificate of Completion from Grand Lodge and arrange for the presentation to Brothers who have passed the examination.

You will create and present no less than two District Workshops during the year. One of these Workshops will be held between July 1<sup>st</sup> and December 31<sup>st</sup> with the other being held between January 1<sup>st</sup> and May 15<sup>th</sup> of each year. You are encouraged to hold additional Workshops during the year to help ensure that each Lodge has an opportunity to qualify for the Masonic Education Achievement Award. These Workshops 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 Examinations, and address Lodge Mentoring. You will review all Masonic Education Reports submitted by the Lodges and address any problems noted. Forward the reports to the Zone Chairman along with a report of your actions to correct any deficiencies you noted in the reports. During your year be pro-active; ensure that each Lodge follows the requirements per Regulation 37.18 of the Digest of the Masonic Law relating to instruction of a candidate 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 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 Masonic Education Workshops. Complete the Semi-Annual Masonic Education Report, Form MER-1 and MER-2, and send those reports to the District Chairman in a timely manner. This will advise the Grand Lodge how to best serve the Craft in your 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 the use of the Lodge System of Masonic Education for each Candidate during the year. The appointment of a Lodge 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 the Senior Deacon up should complete at least one Lodge Officer Training Course Module per year. It is your responsibility to fill out Form ME-1A, Masonic Education Achievement Award Report, at the end of your year and forward it to the District Chairman regardless if your Lodge has qualified or not. Do not hesitate to contact your District Chairman for assistance with any matters pertaining to Masonic Education.

Fraternally,

R. : W. : James W. McQuigg  
State Chairman 2017-2018

# Masonic Education Overview

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Masonic Education is an ongoing process whereby all Masons, throughout the world, further their knowledge about the Craft. It begins with education for candidates about the Three Symbolic Degrees, and it continues with instruction of Masonic history, tradition, philosophy, Masonic Law, Lodge administration, and procedures in the everyday management of the Lodges. My Brothers, the world over, you should have a working knowledge of these topics, not only as Lodge Officers, but as dedicated Masons. If not, now is the time to prepare yourself.

As Freemasons, one should always remember, "AN EDUCATED MASON IS A DEDICATED MASON." As we endeavor to educate more of our Brothers in Masonry, we will see that this is a true phrase. As they learn, they become more active and attendance increases and stronger bonds are developed between themselves. Even the most learned men learn something new each day. This keeps us interested and active. It will take work and dedication on our part, but the results will be very rewarding.



We would like to encourage the Lodges to use the many forms of Masonic Education lessons and publications available to them. Encourage the Brothers to learn to use the Masonic Digest, attend Schools of Instruction, become more active in Lodge functions and bring in qualified candidates. Let us encourage the Lodges to use Masonic Education materials such as Masonic History, Masonic Philosophy, and Masonic Etiquette in their monthly meetings. We should endeavor, in each of our Lodges, to work toward the Masonic Education Achievement Award. Every Florida Lodge should qualify for this award.

An excellent method to learn to use the Masonic Digest and Mentors Manual is to complete the three Master Mason Examinations, now offered online on the Grand Lodge Website. These examinations have proven very popular as they produce more friendships, more knowledge of Florida Masonry, better informed Brothers, and an increase in Lodge attendance. Get together some evening and try it; you'll like it. These exams will be graded by the District Chairman of Masonic Education.

Why is the Master called 'Worshipful Master' of a Florida Lodge? The term worshipful also means knowledgeable. It refers to one who has educated himself in and about the Craft Freemasonry. As a Freemason in your Particular Lodge, would you like to be an Officer, work your way around to become Master of the Lodge? If so, The Grand Lodge of Florida Masonic Education Program has prepared for you an outstanding tool with which you may become very 'knowledgeable.' It is called the "Lodge Officers Training Course" and any Master Mason may take it. It consists of Modules I, II, and III; each containing seven lessons. The lessons, of course, are open book type and are to be taken in a non-group environment by any Master Mason. The scoring for these exams will be graded by the Zone Chairman and all grades will be on file at the Grand Secretary's Office.

## **MASONIC EDUCATION COMMITTEE GOALS**

### **SCOPE OF WORK.**

This committee should be focused on promoting Master Mason Exams I, II, III, Lodge Officers Modules I, II, III, and any other specialized lesson that will promote Masonic Education such as lessons on how to use the Digest of the Masonic Law, balloting, investigation, fundraising, etiquette, and the all too important **Mentoring System**.

One of this committee's more important jobs is defining what is **NOT** Florida Masonic Education, which is too often given excessive attention within the Lodge, and is looked at at times as a nuisance, because all too frequently they are boring, delivered improperly, and have very little substance if any. The material that was most often used by Lodges consisted of Masonic History with a national and worldview as well as Masonic Trivia.

This approach did not teach our Craft about Florida Masonry, which is so essentially necessary to promote the better understanding of how the Craft works in our Jurisdiction.

Proper Masonic Education will eventually lead the recipient to broaden their views, to seek out further knowledge, and eventually be conversant in not only Florida, but also as National and World knowledge of the Craft. Florida Masonic Education touches on everything from history to the proper operation of the business and fraternal aspects of a Florida Lodge.

The System of Masonic Education is so designed that it will whet the appetite for knowledge of those that participate, encourage each Brother to continue to study the Tenants, Principles, Landmarks, Usages, Customs, and History of our time-honored Institution. Thereby building a strong foundation, on which each Brother can lay the Cornerstone of their Masonic Edifice and a better and greater future for him, his family, and his community.

Masonic Studies are never-ending studies that will lead all of those who participate to nobler deeds, higher thoughts, and greater achievements. For no sooner do we close one chapter, another one opens a greater and newer understanding of our previous views and knowledge of life's spiritual search of personal improvement. Therefore, we can safely say that Masonry is a University from which there are no graduates, for life is forever evolving and striving for self-improvement and perfection, which is a lifelong career.

### **GOALS – Lodge Level**

To promote the system of Masonic Education to all the Lodges in the state, with the assistance of the Lodge Masonic Education Chairman, which will be a qualified member of the Lodge to conduct Masonic Education as dictated by the guidelines of the Masonic Education System, including the Mentoring System, which every Worshipful Master is required to appoint in his Lodge.

Eventually there will be a certification like our Ritual Proficiency which will insure that those participating in leading the Lodge on this committee are sufficiently conversant with the materials necessary to promote the Masonic Education and Mentoring System.

It is the responsibility of the Worshipful Master, with the assistance of the Secretary, to file all Masonic Education reports to the District Chairman in a timely manner, as is required of all reports due Grand Lodge. They should gather information from the Brothers that may improve the presentations, lessons, booklets, etc....., and forward them to the District, Zone, and State Chairmen. The more information gathered the more comprehensive the presentations can be made to address the needs of the Craft.

### **GOALS – District Level**

The District Deputy is responsible for appointing a qualified Brother, who should be a sitting Master or Past Master of a Florida Lodge who has completed at least the Master Mason Examinations. As District Masonic Education Chairman he is to promote this important work in his District. The District Chairman will assist the Lodges in the District with all the information necessary to complete all required paperwork and promote a clear understanding, so all Lodges will use Masonic Education and qualify for the Masonic Education Award. The District Chairman

will create District wide workshops to promote Masonic Education. He will schedule no less than two workshops for the year with one being held between July 1 and December 31 and the other being held between January 1 and May 15 of each year. He is encouraged to hold additional workshops during the year to ensure that the Lodges in the District have an opportunity to qualify for the Masonic Education Achievement Award. He will also assist the Lodge Masonic Education Chairman in the performance of his duties.

The responsibilities of this Brother will be to review and send semi-annual and annual reports to the Zone and State Chairman as to the participation of the Lodges and where and how improvements need to be made. As well as annual reports from all Lodges in the District participating towards the Masonic Education Award, as well as a final report to the Zone Chairman, with a copy going to the State Chairman, of the conditions of the District and progress of the Committee itself within the District include suggestions on how to improve the material, forum, and delivery.

All reports from the District Chairman must be turned in to the Zone and State Chairman, in a timely manner, as is required of all reports due to the Grand Lodge.

### **GOALS – Zone Level**

The Zone Chairman, who will be a Master or Past Master or Past District Deputy Grand Master who has passed the Master Mason Exams and the Lodge Officers Training Courses, will assist all the District Chairmen in his Zone and, if necessary, further assist the District Chairman in the discharge of his duties as it relates to the Lodges. To see that all reports are turned in on a timely basis, by maintaining good communications with the District Chairmen and, if necessary, the Lodge Chairman, Worshipful Masters, and District Deputy Grand Masters, under his purview.

To compile all the reports from the District Chairmen in his Zone and forward them to the State Chairman in a timely manner as is required with all reports due to the Grand Lodge. To examine the District Chairman's suggestion in depth with open and frank discussions and to pass their report unimpaired as well as your personal opinions on to the State Chairman, on a quarterly, semi-annual basis, as well as the year end report. This Brother must have completed the Master Mason Exams, the Lodge Officers Training Course Modules, and the Masonic Leadership Training Course and be certified as proficient in the material to be presented, so that he can lead this important committee in a proper manner at the Zone Level.

### **GOALS – State Level**

To assist all Zone Chairmen and if necessary to further assist the District Chairman in the discharge of his duties as it relates to the Lodges. He is also to see that all reports are turned in on a timely basis by maintaining good communications with the Zone Chairmen and, if necessary, the District Chairmen, Lodge Committeemen and Worshipful Masters, and District Deputy Grand Masters.

To compile all the reports from the Zone Chairmen in the State and forward them in a timely manner as is required with all reports due to the Grand Lodge. To examine the Zone Chairman's suggestions in depth with open and frank discussions and to pass their report unimpaired as well as your personal opinions on to the Grand Lodge Officers on a quarterly basis, as well as the year end report for their review.

In addition, he will meet with the Grand Lodge Officers on a quarterly basis to update them on the status of the program, its successes and failures, and what needs to be enhanced or changed. Prepare a performance evaluation of the Zone and District Chairmen and any other such information as it may be deemed necessary to improve and execute this program. The goal will be to reach as many Masons as possible in the state with this program and improving their knowledge of Masonry.

This Brother must have completed the Master Mason Exams, the Lodge Officers Training Course Modules, and the Masonic Leadership Training Course and will be certified as proficient in the material to be presented, so that he can lead this important committee in the proper manner at the state level.

## THE SYSTEM OF MASONIC EDUCATION MENTORING

1. Candidates are to meet with the Lodge Mentor appointed by the Worshipful Master prior to receiving the Entered Apprentice Degree to receive the first Masonic Lecture from the Mentor's Manual, Chapter 2. (The Mentor should be familiar with this manual so as not to read it verbatim as this is boring to the candidate.)
  - At this time the Masonic Education Booklet GL-201, should be given to the candidate.
  - He may now take the GL-201 Examination which can be found on the Grand Lodge website.\*
2. Immediately after receiving the Entered Apprentice Degree, on the first night of instruction, the Lodge Mentor gives the second Masonic Education Lecture from the Mentor's Manual, Chapter 3.
  - The Brother will also be given the Masonic Education Booklet GL-202.
  - He may now take the GL-202 Examination which can be found on the Grand Lodge website.\*
  - The Entered Apprentice Catechism Booklet is given to the Brother at this time.
  - The Entered Apprentice Degree Booklet, GL-203 will also be given to the Brother.
  - He may now take the GL-203 Examination which can be found on the Grand Lodge website.\*
  - Catechism instruction for the E.A. Degree begins at this time with the Lodge Ritual Instructor.
3. Immediately after receiving the Fellow Craft Degree, on the first night of instruction, the Lodge Mentor gives the third Masonic Lecture from the Mentor's Manual, Chapter 4.
  - The Brother will also be given the Masonic Education Booklet GL-204.
  - He may now take the GL-204 Examination which can be found on the Grand Lodge website.\*
  - The Fellow Craft Catechism Booklet is given to the Brother at this time.
  - The Fellow Craft Degree Booklet, GL-205, will also be given to the Brother.
  - He may now take the GL-205 Examination which can be found on the Grand Lodge website.\*
  - Catechism instruction for the F.C. Degree begins at this time with the Lodge Ritual Instructor.
4. Immediately after receiving the Master Mason Degree, on the first night of instruction, the Lodge Mentor gives the fourth Masonic Lecture from the Mentor's Manual, Chapters 5, 6, 7, 8, and 9.
  - The Brother will also be given the Masonic Education Booklet GL-206.
  - He may now take the GL-206 Examination which can be found on the Grand Lodge website.\*
  - The Master Mason Catechism Booklet is given to the Brother at this time.
  - The Master Mason Degree Booklet, GL-207, will also be given to the Brother.
  - The Masonic Education Booklet, GL-208, Masonic Etiquette, will also be given to the Brother.
  - He may now take the GL-207 and GL-208 Examinations which can be found on the Grand Lodge website.\*
  - Catechism instruction for the M.M. Degree begins at this time with the Lodge Ritual Instructor.

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.

\*These Examinations are optional and should be graded by the Lodge Masonic Education Chairman. Form ME-6 should be utilized to establish a Masonic Education record in the Candidates Lodge Personal File and to assist the District and Zone Chairmen in their book keeping.

**MASONIC EDUCATION COMMITTEE  
ACHIEVEMENT AWARD CRITERIA GUIDELINES FOR 2017**

**1. LODGE SYSTEM OF MASONIC EDUCATION – 5 POINTS MAXIMUM – MANDATORY.**

- a. 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 as well as the Grand Lodge Website. (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.
- b. 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. DISTRICT SCHOOL OF MASONIC EDUCATION – 1 POINT FOR EACH SCHOOL ATTENDED – 4 POINTS MINIMUM – MANDATORY.**

- a. 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)

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

- a. Lodges must be represented by one of the 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 Communication of the Lodge.

**4. MONTHLY MASONIC EDUCATION PROGRAM – 1 POINT FOR EACH MEETING – 5 POINTS MINIMUM – MANDATORY – 24 POINTS MAXIMUM.**

- a. 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.

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

- a. 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 he 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.

**6. APPOINTMENT OF LODGE MASONIC EDUCATION CHAIRMAN – 5 POINTS – MANDATORY.**

- a. 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 Examinations, use of the Digest of Masonic Law, Lodge Officers Training Courses, 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 would 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.

**7. GRAND LODGE REPORTS – 5 POINTS MANDATORY.**

- a. All Annual and Semi-Annual Masonic Education reports due to the Grand Secretary and to any Grand Lodge Committee **must be** submitted on time to receive these points.

**8. WIDOWS NIGHT PROGRAM – 5 POINTS PER EVENT.**

- a. 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.

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

- a. 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.

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

- a. One (1) 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.

**11. LODGE OFFICERS MEETINGS – 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.**

- a. 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. He also appoints the 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 Committees 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.

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

- a. 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.

**13. D.D.G.M. OFFICIAL VISIT – 5 POINTS PER VISIT.**

- a. 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.

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

- a. 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.

**15. MASONIC LEADERSHIP TRAINING COURSE – 3 POINTS FOR EACH ELECTED OFFICER WHO COMPLETES THE ENTIRE COURSE – 2 POINTS FOR EACH APPOINTED OFFICER WHO COMPLETES THE COURSE – 1 POINT FOR EACH MEMBER WHO COMPLETES THE COURSE – 30 POINTS MAXIMUM**

**16. VISITATION TO ANOTHER LODGE – 1 POINT FOR EACH VISITATION – 20 POINTS MAXIMUM**

- a. Only one point can be earned per visit. **NOTE:** Attendance at a District or Regional Meeting does not count under this section; see number 14.

**17. STATED OR CALLED COMMUNICATION – 5 POINTS MAXIMUM.**

- a. 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.

**18. READING & DISCUSSION OF MASONIC DIGEST AND/OR LODGE BY-LAWS – 1 POINT FOR EACH EVENT – 12 POINTS MAXIMUM.**

- a. 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.

**19. LODGE LIBRARY – 5 POINT MAXIMUM.**

- a. 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 2017 POINT RECORD REPORT

DISTRICT		LODGE		No.	
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This form is to be used to report your Lodge Masonic activities for 2017. 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 and State 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. DISTRICT SCHOOL OF MASONIC EDUCATION	4 PTS MIN. REQ	
3. GRAND LODGE COMMUNICATION	1 POINT REQ	
4. MONTHLY MASONIC EDUCATION PROGRAM	5 PTS MIN.REQ	
5. APPOINTMENT OF LODGE MENTOR	5 PTS REQ	
6. APPOINTMENT OF LODGE MASONIC ED CHMN	5 PTS REQ	
7. GRAND LODGE MASONIC ED REPORTS	5 PTS REQ	
8. WIDOWS NIGHT PROGRAM		
9. MASTER MASON EXAMNS I, II, III		
10. LODGE OFFICERS TRNG. COURSE MODULES		
11. LODGE OFFICERS MEETINGS	16 PTS MAX	
12. MASONIC HOME BOARD MEETING		
13. D.D.G.M. OFFICIAL VISIT	5 PTS. PER OFFICIAL VISIT	
14. GRAND MASTER'S DIST OR REGIONAL MEETING	5 PTS MAX	
15. MASONIC LEADERSHIP TRNG COURSE	30 PTS MAX	
16. VISITATION TO ANOTHER LODGE		
17. STATED OR CALLED COMMUNICATION	5 PTS MAX	
18. READ & DISCUSS DIGEST OR BY-LAWS	12 PTS MAX MAX	
19. LODGE LIBRARY	5 PTS	
<b>TOTAL POINTS</b>		

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

DISTRICT _____  ZONE _____		GL MEMBER NUMBER	LODGE OFFICE	EXAM NO. (I, II, or III)	GRADE (MIN. 90%)	GRADED BY	CERTIFICATE
<b>MASTER MASON EXAMS I, II, &amp; III</b>  Please <u>TYPE</u> or <u>PRINT</u> the requested information and send this form to the Grand Secretary's Office, a copy to the Worshipful Master, and a copy to the Zone and State Chairman. (Do not send answer sheets.)  Certificates will be prepared and returned to the District Chairman for immediate presentation.							
LODGE NAME AND NUMBER	BROTHER'S NAME						

District Chairman \_\_\_\_\_

Date Exams Taken: \_\_\_\_\_

Date Submitted to GL: \_\_\_\_\_

Mailing Address for Certificates: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

MASONIC EDUCATION  
 LODGE OFFICERS TRAINING COURSE REPORT

DISTRICT NUMBER \_\_\_\_\_

ZONE \_\_\_\_\_ YEAR \_\_\_\_\_

Please TYPE or PRINT LEGIBLY the requested information and send this form to the Grand Secretary's Office and a copy to the Worshipful Master, State, 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 AND GL MEMBER 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 SEMI-ANNUAL REPORT MER-1  
FOR THE PERIOD NOVEMBER 1, 20\_\_\_\_ THROUGH April 30, 20\_\_\_\_**

**Lodge:** \_\_\_\_\_ **No.** \_\_\_\_\_ **Zone:** \_\_\_\_\_ **District:** \_\_\_\_\_

**1. LODGE PLANNING:**

- a. Did the Lodge have a Masonic Education plan at the beginning of the year?  YES  NO  
If no, has the Lodge requested assistance in Masonic Education from the District and/or Zone Chairman during the reporting period?  YES  NO  
If yes, did you receive the assistance needed to improve the Masonic Education program in your Lodge?  YES  NO

**2. CANDIDATES INFORMATION:**

- a. How many candidates were receiving instruction at the start of the reporting period? \_\_\_\_\_  
b. Were the candidates receiving the Lectures and GL Booklets as required by Reg. 37.18?  
 YES  NO  
c. How many have petitioned and been accepted by your Lodge during the reporting period? \_\_\_\_\_  
d. How many candidates failed to stand proficiency within 6 months of receiving the Degrees? \_\_\_\_\_

**3. MATERIAL ON HAND:**

- a. Does the Lodge have and maintain a Lodge Library?  YES  NO  
b. Does your Lodge have a supply of GL Booklets?  YES  NO  
c. Do your Masonic Education Chairman and Mentors have copies of the following:  
Mentors Manual  YES  NO  
Florida Masonic Monitor  YES  NO  
Digest of Masonic Law  YES  NO

**4. MASONIC EDUCATION COMMITTEE AND MENTORS:**

- a. Has the Master appointed a Lodge Masonic Education Chairman?  YES  NO  
b. Check the courses that the Chairman has completed to date:  
 MM I  MM II  MM III  LOTC Mod1  LOTC Mod 2  LOTC Mod 3  
 MLT  
c. How many mentors does the Lodge have? \_\_\_\_\_  
d. How many of the Mentors have completed the following to date:  
MM I \_\_\_\_\_ MM II \_\_\_\_\_ MM III \_\_\_\_\_ LOTC Mod 1 \_\_\_\_\_ LOTC Mod 2 \_\_\_\_\_  
LOTC MOD 3 \_\_\_\_\_ MLT \_\_\_\_\_

**5. WORKSHOP TRAINING:**

- a. Has the District Chairman for Masonic Education conducted a District Workshop during the reporting period?  YES  NO  
b. If yes (or in another District), Date of Workshop \_\_\_\_\_ Location \_\_\_\_\_  
c. How many of the Lodge members attended the Workshop? \_\_\_\_\_

**d. List the training that your Lodge Officers have completed to date:**

	<b>MM Exams</b>	<b>LOTC Modules</b>	<b>MLT Training</b>	<b>Sec/Tres Workshop</b>
<b>W.M.</b>	_____	_____	_____	_____
<b>S.W.</b>	_____	_____	_____	_____
<b>J.W.</b>	_____	_____	_____	_____
<b>SEC.</b>	_____	_____	_____	_____
<b>TRE.</b>	_____	_____	_____	_____
<b>S.D.</b>	_____	_____	_____	_____
<b>J.D.</b>	_____	_____	_____	_____

**PERSON MAKING THIS REPORT** \_\_\_\_\_

**ATTESTED BY WORSHIPFUL MASTER** \_\_\_\_\_

**DATE** \_\_\_\_\_

- Form must be submitted to the District Chairman by May 1
- District Chairman must submit report to Zone Chairman by May 15
- Zone Chairmen must submit report to State Chairman by June 1

**Please list any suggestions that you or your Lodge might have to improve the Masonic Education Program on a separate page and attach it to this report.**

**MASONIC EDUCATION SEMI-ANNUAL REPORT MER-2  
FOR THE PERIOD May 1, 20\_\_\_\_\_ THROUGH October 31, 20\_\_\_\_\_**

Lodge: \_\_\_\_\_ No. \_\_\_\_\_ Zone: \_\_\_\_\_ District: \_\_\_\_\_

**1. LODGE PLAN AND EXECUTION:**

a. Was your Lodge Masonic Education plan for this year successful? [ ] YES [ ] NO

If no, could the Masonic Education Committee have done anything to make it successful?

[ ] YES [ ] NO

If yes, please explain what could have been done: \_\_\_\_\_

**2. CANDIDATES INFORMATION:**

a. How many candidates did your Lodge process during the year? \_\_\_\_\_

b. Did the candidates receive the Lectures, GL Booklets and examinations as required by Reg. 37.12 and Reg. 37.18? [ ] YES [ ] NO

c. How many candidates failed to stand proficiency within 6 months of receiving the Degrees? \_\_\_\_\_

**3. MATERIAL ON HAND:**

a. Has the Lodge expanded the Lodge Library during the year? [ ] YES [ ] NO

b. Does your Lodge have a supply of GL Booklets? [ ] YES [ ] NO

b. Do your Masonic Education Chairman and Mentors have copies of the following:

Mentor's Manual [ ] YES [ ] NO

Florida Masonic Monitor [ ] YES [ ] NO

Digest of Masonic Law [ ] YES [ ] NO

**4. WORKSHOP TRAINING:**

a. Has the District Chairman for Masonic Education conducted a District Workshop during the reporting period? [ ] YES [ ] NO

If yes (or in another District): Date of Workshop \_\_\_\_\_ Location \_\_\_\_\_

How many of the Lodge members attended the Workshop? \_\_\_\_\_

Check the Officers that attended the Workshop:

WM \_\_\_ SW \_\_\_ JW \_\_\_ SEC \_\_\_ TRES \_\_\_ SD \_\_\_ JD \_\_\_ Mentor \_\_\_ ME Chair \_\_\_

**5. OTHER TRAINING:**

**a. List any additional training that your Officers completed during the reporting period:**

	MM I	MM II	MM III	LOTC Mod1	LOTC Mod 2	LOTC Mod 3	MLT
W.M.	_____	_____	_____	_____	_____	_____	_____
S.W.	_____	_____	_____	_____	_____	_____	_____
J.W.	_____	_____	_____	_____	_____	_____	_____
SEC.	_____	_____	_____	_____	_____	_____	_____
TRE.	_____	_____	_____	_____	_____	_____	_____
S.D.	_____	_____	_____	_____	_____	_____	_____
J.D.	_____	_____	_____	_____	_____	_____	_____
MENTOR	_____	_____	_____	_____	_____	_____	_____
ME CHAIR	_____	_____	_____	_____	_____	_____	_____

**b. How many of your Lodge members have completed the following during the year:**

MM I \_\_\_\_\_ MM II \_\_\_\_\_ MM III \_\_\_\_\_ LOTC Mod 1 \_\_\_\_\_ LOTC Mod 2 \_\_\_\_\_  
LOTC MOD 3 \_\_\_\_\_ MLT \_\_\_\_\_

**PERSON MAKING THE REPORT** \_\_\_\_\_  
**ATTESTED BY WORSHIPFUL MASTER** \_\_\_\_\_  
**DATE** \_\_\_\_\_

- Form must be submitted to the District Chairman by November 1
- District Chairman must submit report to Zone Chairman by November 15
- Zone Chairman must submit report to State Chairman by December 1

**Please list any suggestions that you or your Lodge might have to improve the Masonic Education Program on a separate page and attach it to this report.**

## 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 and 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.

## MASONIC LEADERSHIP TRAINING PROGRAM 2017-2018

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 eighth year. The program has been overwhelmingly embraced by the Craft. This started as a five year program, but in the last six 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 PowerPoint 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 toward 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 that 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 Brothers 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 and have completed all 15 MLT Lessons.

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 the District Chairmen, as presenters, are qualified to instruct only when they have completed all 15 MLT Lessons.

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 PowerPoint 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 and 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 PowerPoint 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 and 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

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 D.D.G.M.’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?

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

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

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

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10. Additional comments:

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**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, 2016

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 on September 20, 2016, 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>
<b>Kenneth Allen</b>	<b>1234567</b>	<b>S.D.</b>	<b>Cabul Lodge No. 116</b>
<b>Gregory Jasmin</b>	<b>7654321</b>	<b>J.W.</b>	<b>Cabul Lodge No. 116</b>
<b>Joseph Arms</b>	<b>1234567</b>	<b>P.M.</b>	<b>Hastings Lodge No. 183</b>
<b>Matthew King</b>	<b>7654321</b>	<b>J.D.</b>	<b>Cabul Lodge No. 116</b>

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 2017-2018**

My Brothers:

Your appointment to the Masonic Youth Activities Committee is a tremendous opportunity, not only for you to represent our Most Worshipful Grand Lodge of Florida to our youth members, but also because you can help bridge the gap between the youth and their sponsors. Yours will truly be the face of the Masonic Fraternity for these young people, providing the example that they will expect to see in their sponsoring bodies.

It is important to remember that our Masonic Youth Groups are not *Masonic-affiliated* organizations; rather, they are *Masonic-sponsored* organizations. There is **no requirement** for the youth members to join the adult organizations when they reach proper age. There may be an expectation, however, the decision of whether or not they join the adult organizations may well be determined by their personal interactions while active as a youth.

Always be mindful that today’s youth are the future leaders of our country, our communities, and our Fraternity. Being able to introduce this generation to Masonic Tenets will help build a foundation for a better society in the coming years.

Additionally, you will learn that many of the adult advisors/volunteers who work with the youth may not yet be Masonic. Your interactions can also serve as an opportunity to lead them to Masonic affiliation.

As members of The Grand Lodge of Florida Masonic Youth Activities Committee, we must all be in constant collaboration in supporting our youth; ours is never a committee of one. While we have committeemen on the State, Zone, and District levels, none is more important than the other; we meet on the level, act by the plumb, and part by the square. We are all in this together.

The adult leaders of Florida DeMolay, Florida Rainbow, and Florida Job’s Daughters will each receive a copy of this plan for their information and governance. I wanted to give them advanced notice of the program we are promoting, so that their local leaders may further communicate with our committeemen should they need assistance.

**Responsibilities of Masonic Youth Activities Committeemen**

District Chairman	Zone Chairman
<ul style="list-style-type: none"> <li>Attend Official Visits with the District Deputy Grand Master; provide a brief presentation regarding our Masonic Youth Activities Program (see talking points)</li> </ul>	<ul style="list-style-type: none"> <li>It is recommended that you visit each Masonic Youth Organization within the Zone (at least once during your term)</li> </ul>
<ul style="list-style-type: none"> <li>Visit each Masonic Youth organization within the District (a minimum of twice during your term)</li> </ul>	<ul style="list-style-type: none"> <li>Review monthly reports provided by the District Committee Chairmen, looking for correlations to your own observations. Clarify any vague or ambiguous points with the District Chairman and forward updated reports to the State Chairman</li> </ul>
<ul style="list-style-type: none"> <li>Prepare monthly reports of visitations, observations and calls for action, to be submitted to the Zone Chairman and D.D.G.M. by the 5<sup>th</sup> of the following month (i.e.: August visitation report is due by September 5<sup>th</sup>)</li> </ul>	<ul style="list-style-type: none"> <li>Prepare monthly reports of visitations, observations, and calls for action, to be submitted to the State Chairman and D.D.G.M.s within 5 days of receiving the District reports (i.e.: August District visitation report is due to you by September 5<sup>th</sup>; compiled District and Zone reports due to the State Chairman by September 10<sup>th</sup>)</li> </ul>

The purpose of our committee visitations is:

- We need to demonstrate our support to the youth.
- We need to be open to finding out how we may be of better assistance to our youth members.
- We need to provide an opportunity for our youth to learn more about Masonry and its Appendant Bodies.

As sponsors to these Masonic Youth Groups, we need to provide more than a building for them to meet. Granted, a meeting location is essential to their operation, but we also have a human interest towards their success. We have a responsibility to provide for them, to protect them, and to perpetuate their success. For example, if they need additional quality adult leaders, we need to help them seek out those leaders. If they have a need for youth members, we need to assist them in developing programs to promote their organization and recruit new members, possibly by requesting referrals from our own members. If they are short of funds, we need to network on their behalf, urging local Masonic Groups to consider providing financial support for their benefit.

This is why your continued communication and timely reports are so important.

### **Official Visits: Roles, Responsibilities, and Talking Points**

Official Visits to Lodges with the D.D.G.M.	Official Visits to the Youth Groups
<ul style="list-style-type: none"> <li>• Your role: Traveling Companion/Committeeman</li> </ul>	<ul style="list-style-type: none"> <li>• Your role: Masonic Liaison/Committeeman</li> </ul>
<ul style="list-style-type: none"> <li>• Your audience: Master Masons</li> </ul>	<ul style="list-style-type: none"> <li>• Your audience: Youth Members and Advisors</li> </ul>
<ul style="list-style-type: none"> <li>• Your presentation: Brief but thorough</li> </ul>	<ul style="list-style-type: none"> <li>• Your presentation: Fluid but comprehensive</li> </ul>
<ul style="list-style-type: none"> <li>• Talking Points (not limited to only these)</li> </ul>	<ul style="list-style-type: none"> <li>• Talking Points (not limited to only these)</li> </ul>
<ul style="list-style-type: none"> <li>▪ Introduce yourself and state your affiliation with your Lodge and any Masonic Youth Groups (if any)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Thank the Master Councilor (DeMolay), Honored Queen (Job’s Daughters) or Worthy Advisor (Rainbow) <b>by name</b> for the opportunity to visit his/her Chapter (DeMolay), Bethel (Job’s Daughters) or Assembly (Rainbow) and speak on behalf of The Grand Lodge of Florida</li> </ul>
<ul style="list-style-type: none"> <li>▪ Provide a brief introduction to Masonic Youth Groups (DeMolay, Job’s Daughters and Rainbow), their membership requirements and age limits</li> </ul>	<ul style="list-style-type: none"> <li>▪ Introduce yourself as a member of The Grand Lodge Masonic Youth Activities Committee and state your affiliation with your Lodge and any Masonic Youth Groups (if appropriate)</li> </ul>
<ul style="list-style-type: none"> <li>▪ Ask for any Mason to raise his hand if he knows a member of his family, community, church, etc., who meets these requirements and could benefit from membership</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ask for any adult volunteer to raise their hand if he/she was a member of the Masonic Youth Groups, or Boy/Girl Scouts, in his/her youth</li> </ul>
<ul style="list-style-type: none"> <li>▪ Laud our youth organizations as providing the foundation for their members to grow as the future leaders for our Fraternity and its sister organizations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Describe the Masonic recognition opportunities for their particular group (including Grand Master’s Youth Award, Youth Scholarship, Adult Recognition)</li> </ul>
<ul style="list-style-type: none"> <li>▪ Ask for any active or senior DeMolays who are members of the Lodge to rise for proper recognition (applause); mention that Florida DeMolay is currently trying to improve its alumni relations program</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ask the youth (generally; not binding) if they are considering joining the adult groups when they are of lawful age</li> </ul>
<ul style="list-style-type: none"> <li>▪ Encourage the Masons to visit a local Masonic Youth Organization to display their support</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provide a brief introduction to Masonic Organizations (Blue Lodge, Appendant Bodies and Ladies’ Organizations) – be sure to include a synopsis of membership requirements and minimum age requirements</li> </ul>
<ul style="list-style-type: none"> <li>▪ Note the importance of exposing the youth to Masonic Tenets through active participation as adult advisors and volunteers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Offer to serve as a Grand Lodge liaison, to provide for more effective communications between their organization and their sponsoring bodies</li> </ul>
<ul style="list-style-type: none"> <li>▪ Describe the recognition programs sponsored by the Masonic Youth Activities Committee, for non-Masonic youth groups (Boy Scouts and Girl Scouts)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Describe how this improved communication can help their group (new members, new adult advisors/volunteers, increased donations, etc.)</li> </ul>
<ul style="list-style-type: none"> <li>▪ Offer to stay behind after the meeting to answer questions about the youth groups or their locations throughout Florida</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ask to join the line of communication facilitated by the group (email distribution, Facebook group, etc.)</li> </ul>
<ul style="list-style-type: none"> <li>▪ Thank the R.: W.: D.D.G.M., the W.M., and the Craft for the opportunity to speak in support of our youth</li> </ul>	<ul style="list-style-type: none"> <li>▪ Thank the M.C., H.Q., or W.A. and the members of the organization for the opportunity to speak on behalf of The Grand Lodge of Florida</li> </ul>

As our youth groups recruit new members, the organizations themselves will grow in popularity and status. We will ultimately be calling on more of our Florida Lodges to sponsor youth organizations; it will be the responsibility of our Committeemen to facilitate these conversations; finding Lodges which are both willing and able to sponsor a new youth organization and communicating this willingness to the State Chairman so that appropriate arrangements can be made with the jurisdictional leaders of each organization.

During his presentation, at the approval and discretion of the D.D.G.M., the District Committeeman should encourage each Lodge to host a special presentation where they recognize the local youth groups in the community. Youth Groups appropriate for recognition include DeMolay, Rainbow Girls, Job's Daughters, Boy Scouts, Girl Scouts, JROTC, etc.

Additionally, it should be stressed that our Youth Groups teach good morals and that we need to work hard to encourage more young people getting involved.

And last, a conversation will be held between the State Chairman and District Deputy Grand Masters of Florida, requesting that attention be offered to the Masonic petition form (GL601), which asks:

- Have you ever been a member of the Order of DeMolay? What Chapter?
- Would you be interested in serving with one or more of our youth organizations?

This information could easily be captured and forwarded to the youth leaders – as appropriate – for additional program development.

### **Grand Lodge Support of Youth Activities**

#### **MASONIC YOUTH ASSOCIATION, INC.:**

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 leadership for our Masonic Youth Organizations within Florida. 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.

#### ***Benefitting Masonic Youth Members***

**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 2018.

**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 2017 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.

**DeMOLAY CHEVALIER AND RAINBOW GRAND CROSS OF COLOR RECOGNITION:** A Grand Lodge Certificate may be presented to the recipients of these honors. When possible, these certificates should be presented at a stated meeting of the Youth Organization where the youth to be recognize is a member, or in a 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 Masonic Youth Leaders when they present these honors, attending the ceremonies for the purpose of presenting these awards at that time. 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.

### ***Benefitting Masonic AND Non-Masonic Youth Members***

YOUTH RECOGNITION AWARD: Each Particular Lodge should plan a night with their local Youth Group: DeMolay, Job's Daughters, Rainbow, Boy Scouts or Girl Scouts, JROTC, Little League, etc. Ask them to present a program of their own to the Lodge 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 hosting the program.

BOY SCOUT EAGLE SCOUT OR GIRL SCOUT GOLD/SILVER AWARDS AND JROTC RECOGNITION: 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 Eagle Scout "Court of Honor," attending the ceremonies for the purpose of presenting these 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.

### ***Benefitting Masonic Youth Adult Advisors/Volunteers***

ADULT LEADERS RECOGNITION: The Adult Leaders of our Youth Groups do not belong to these organizations and do not work with them for any fame or glory. They 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; however, as Masonic sponsors, we should recognize these adult volunteers and present them with Certificates of Appreciation for their individual efforts. This should be done in their Particular Lodge or in a Chapter/Bethel/Assembly Stated Meeting by the appropriate representative.

### ***Benefitting Masons supporting the Youth***

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 and the future of our Fraternity. 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,

Bro. R. J. "Jody" Meguiar, State Chairman  
Masonic Youth Activities Committee  
(813) 766-8271  
jmeguiar@fldemolay.com

**Information on Masonic Youth Groups in Florida**

	<b>DeMolay International</b>	<b>Job's Daughters International</b>	<b>The International Order of the Rainbow for Girls</b>
<b>Emblem</b>			
<b>Target Demographic</b>	Young Men aged 12-21	Young Ladies aged 10-20	Young Ladies aged 11-20
<b>Tenets / Virtues</b>	Love of Parents, Reverence, Courtesy, Comradeship, Fidelity, Cleanness, & Patriotism	Faith, Patience & Reward, as outlined by the life of Job (Job 42:15)	Faith, Hope & Charity, through Love, Religion, Nature, Immortality, Fidelity, Patriotism, & Service
<b>Requirement for Membership</b>	Belief in a Supreme Being (no specific religion or creed), Good Character & Reputation	Belief in God, Good Character & Reputation	Belief in a Supreme Being (no specific religion or creed), Good Character & Reputation
<b>Masonic Relation Required?</b>	No; <i>Two active or Senior DeMolays, as well as a Master Mason, must sign each petition as sponsors</i>	Preferred, but not required; <i>If no Masonic relation can be identified through exhaustive search, petitioners may be sponsored by two Majority Members and a Master Mason</i>	No; <i>Two active or Majority Members, as well as a member of the sponsoring organization must sign each petition as sponsors</i>
<b>Organizational Honors for Youth Members</b>	<p><b>The Degree of Chevalier</b> is bestowed upon active or Senior DeMolays over the age of 17, for unusual meritorious service to the Order of DeMolay.</p> <p>The Cross of Honor and Legion of Honor are also bestowed by DeMolay's International Supreme Council, but for adult service, leadership, and influence.</p>	<p><b>No Honors for Youth Members.</b></p> <p>The Degree of Royal Purple is approved by the Supreme Guardian Council, to honor Majority Members who have been especially generous in dedicating their time and efforts to promoting their Bethels and Job's Daughters International.</p>	<p><b>Grand Cross of Color:</b> A designation given to girls and adults who have given exceptional service to an assembly of the International Order of the Rainbow for Girls.</p> <p>Traditionally Grand Cross is conferred upon a girl who is a Past Worthy Advisor and has served her assembly above and beyond what is expected.</p> <p>This is the highest honor that Rainbow can confer on a Rainbow Girl, Master Mason, Eastern Star, Amaranth, White Shrine of Jerusalem or Majority member of Rainbow.</p>
<b>Pledge Group?</b>	Yes – the Order of Squires for boys aged 9 to 11	Yes – the “Jobie to Bee” program for girls aged 7 to 10	Yes – the Rainbow Pledge group for girls aged 8 to 10
<b>Founder</b>	Frank S. Land	Ethel T. Wead Mick	Rev. W. Mark Sexton
<b>Founding Location &amp; Date</b>	Kansas City, Missouri 1919	Omaha, Nebraska 1920	McAlester, Oklahoma 1922

**Information on Awards presented by the Boy Scouts and Girl Scouts**

	<b>Boy Scouts of America Eagle Scout</b>	<b>Girl Scouts of America Gold Award</b>	<b>Girl Scouts of America Silver Award</b>
<b>Emblem</b>			
<b>Target Demographic</b>	Boy Scout Members over the age of 18 (so long as the requirements were completed prior to his 18 <sup>th</sup> birthday)	Girl Scout Senior Members (ages 15 or above)	Girl Scout Cadettes - between the ages of 11 – 14 (or in grades 6 – 8)
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Earn a minimum of 21 merit badges (13 of which are specifically required)</li> <li>• Demonstrate Scout Spirit, an ideal attitude based upon the Scout Oath and Law, service, and leadership</li> <li>• Complete an extensive project that the Scout plans, organizes, leads, and manages</li> </ul>	<ul style="list-style-type: none"> <li>• Complete two Girl Scout Senior or Ambassador Journeys; or complete one Girl Scout Senior or Ambassador Journey and have earned the Silver Award</li> <li>• Plan and implement an individual “Take Action” project that reaches beyond the Girl Scout organization and provides sustainable, lasting benefits to the girl’s larger community</li> </ul>	<ul style="list-style-type: none"> <li>• Complete a Cadette Journey prior to beginning their project</li> <li>• Once the journey is completed, girls must complete a 50-hour service project that is sustainable and educational</li> </ul>

## GRAND MASTER'S YOUTH AWARD - 2017

It is the desire of the Grand Master that all DeMolay Chapters, Rainbow Assemblies and Job's Daughters 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 are entitled to 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, 2017, to have the certificates ready for the 2018 Installation.

Mail completed form to: Grand Lodge of Florida  
ATTN: Grand Master's Youth Award  
P.O. Box 1020  
Jacksonville, FL 32201-1020

Fax completed form to: (904) 632-3865

Email completed form to: receptionst@glflamason.org

### NOMINATION FOR THE GRAND MASTER'S YOUTH AWARD

(Please type or print neatly)

Name of Nominee: \_\_\_\_\_

DeMolay

Rainbow

Job's Daughters

Name of Chapter, \_\_\_\_\_  
Assembly or Bethel

#### Please mail the certificate and pin to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

#### Questions about this nomination should be referred to:

Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Title: \_\_\_\_\_

**2017 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 Masonic 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, 2017, to have the certificates ready for the 2018 Installation.

- DeMolay Chapter       Rainbow Assembly       Job's Daughters Bethel

**Name of Chapter, \_\_\_\_\_  
Assembly or Bethel**

Name: \_\_\_\_\_

**Please mail the certificates to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Questions about this nomination should be directed to:**

Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Title: \_\_\_\_\_



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

**Richard G. Hoover**  
Grand Master

334 59<sup>th</sup> Lane S  
St. Petersburg, FL 33707-1616  
Bus. (727) 381-7378  
Mbl. (727) 409-6665  
Email: rhoover3@tampabay.rr.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 38,000 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.

You have my most sincere congratulations!

Sincerely,

**Richard G. Hoover**  
Grand Master

cc: R. J. "Jody" Meguiar, Chairman, M.Y.A.C.

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

**Richard G. Hoover**  
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334 59<sup>th</sup> Lane S  
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Bus. (727) 381-7378  
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Email: rhoover3@tampabay.rr.com

For use with Eagle Scout Award.

On behalf of The Grand Lodge of Florida and the 38,000 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.

You have my most sincere congratulations!

Sincerely,

**Richard G. Hoover**  
Grand Master

cc: R. J. "Jody" Meguiar, Chairman, M.Y.A.C.

*"Communication, Education, and Trust"*





## MEMBERSHIP DEVELOPMENT COMMITTEE PROGRAM 2017-2018

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

Brethren:

Although the heading for this page says Membership Development, I prefer to consider the tasks before us from a broader perspective, Masonic Development. It seems only logical that the two are inextricably connected. If we want to attract and keep new Masons we must offer a product that entices them to knock on the door and generates a desire within them to settle down, get comfortable, and remain once they have entered. We have to ensure that our Lodges are vibrant, dynamic entities, that our public image is one which is to be admired, and that we ourselves are just and upright men and Masons; not just members. To do that we will have to examine our Lodges, our community image, and ourselves so that we can correct any flaw, however slight, that might be holding Florida Masonry back. Masters, whether you and your Brethren want a cozy and casual Lodge, a semi-formal Lodge, or a Lodge of ceremonial excellence second to none, you must create a blueprint for that Lodge and a plan to achieve it. That plan has to include a recruiting program which will produce an adequate stream of petitioners with the target of “only the best” at the heart of the plan.

One colloquial definition of insanity is doing the same thing over and over again and expecting a different result. The problems we are facing in our Fraternity today aren't really that much different from the problems of ten or even twenty years ago. We are suffering from a declining membership, waning participation, and steadily shrinking bank accounts. Yet year after year we have attempted to overcome these difficulties with tepid enthusiasm and the same worn set of tools, yielding the same minimal successes. Year after year the same old remedies have been repeatedly suggested. We have tried Rusty Nail Degrees, telephone committees, waiver of unpaid dues, and cajoling to get those Brothers who have strayed from the Lodge back into the fold. We have tried Short of Time Degrees, bring a friend nights, and open houses to entice new petitioners. All of this with a disappointingly poor return on our investment.

I must be insane because once again this year I am going to suggest that each of us put the same set of tools listed above back in our toolboxes and try again, with a renewed vigor. But I am also going to suggest two new tools be tried, innovation and communication. In past years the flow of information and recommended actions regarding our challenges has been one way, top down. This year let us all be innovative and search for new and untried approaches to rebuilding the Fraternity. We need to have two way communication not only to share best our practices but to analyze our failures as well. We learn from both our successes and our shortcomings. Zone Chairmen, District Committeemen, Masters, and Brethren if you have a suggestion that might become a solution, please share it. No suggestion is too far fetched if it proves beneficial. I hope to pair your ideas with Zone Workshops covering recruiting, investigations, balloting, and other relevant topics.

M.:W.: Hoover has lined up a stellar team to serve as Zone Chairmen for Membership Development for 2017. District Deputy Grand Masters, I ask you to follow suit and appoint knowledgeable, competent, and enthusiastic Brethren as your District Committeeman. Please make your appointments as though the future of the Fraternity depends on it, because it very well may. I ask you to put aside appointments based on personal friendships, longevity, political correctness, or a “he did it last year” approach. Choose “only the best” for this most critical program.

Worshipful Masters please make both Membership Development and Masonic Development a priority in your Lodge. Appoint Petitions and Investigating Committees who will actually do the job expected of them. Do not let the Secretary's report that “the background check was clear” become a substitute for the vetting prescribed in the Digest of Masonic Law. Strive to have “only the best” in your corps of Mentors. Improve your Lodge image, both the premises itself and the demeanor and presentation of the Brethren. Take advantage of our excellent Masonic

Education resources. Be innovative in your meetings and programs; think outside the box but within the dignity of the Ritual and the authority of the Digest.

Be on the lookout for an innovative new program regarding re-recruiting some of our wandering Brethren back into the Lodge. M.: W.:. Hoover has some ideas on that subject that have the potential of producing outstanding results. Inasmuch as it is his plan I will leave the details for him to disclose when he feels the time is right to launch the initiative. I will say that it sounds promising to me.

The world is a much different place today than it was in 1717 but some basic human needs have remained the same. If we wish to take a leading role in fulfilling those needs we must reaffirm Freemasonry as the ultimate refuge of friendship, morality, and brotherly love.

Fraternally,

R.: W.:. Larry S. Lee  
State Chairman, Membership Development Committee  
3227 Castle Rock Circle; Land O Lakes, FL 34639  
[larryslee@yahoo.com](mailto:larryslee@yahoo.com)  
813-435-8073

## PERPETUAL MEMBERSHIP COMMITTEE PROGRAM 2017-2018

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

Brethren:

The Perpetual Membership Program continues to be one of the best endowment programs 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 should be the aim of all Master Masons.

The Committee's first objective is to increase Perpetual Membership in all Lodges.

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 Lodges to participate in the Perpetual Membership Program and provide them examples of the financial advantages of promoting Perpetual Membership in the Lodge.

Encourage your Lodge Secretaries to provide information and help to any Perpetual Member who purchased the Perpetual Membership at a much lower rate than the current Lodge Dues and **would like** to bring his Perpetual Membership up to the level of current Lodge Dues. This is strictly voluntary.

The District Deputy Grand Masters are encouraged to appoint a Brother to the Committee who has purchased a Perpetual Membership and who is willing to promote the Program. To all Zone and District Committeemen, I thank you for accepting this important position and look forward to working with you for a productive and successful year and to increase the funds in the Perpetual Membership Program.

To all Brethren: I encourage you to follow our Most Worshipful Grand Master's lead in "**Bridging the Future.**"

Fraternally,

R. : W. : Floyd Horton, State Chairman  
Perpetual Membership Committee  
5975 Born Drive  
Pensacola FL 32504-6345  
Res. (850) 474-0036 Mbl. (850) 208-1146  
E-Mail: fhorton33@yahoo.com

## PUBLIC EDUCATION AND CITIZENSHIP COMMITTEE PROGRAM 2017-2018

*Tell me and I forget.  
Teach me and I remember.  
Involve me and I learn.*  
Bro. Benjamin Franklin

*No nation can permanently retain free government  
unless it can retain a high average of citizenship.*  
Bro. Theodore Roosevelt

The Public Education and Citizenship Program for 2017-2018 remains essentially unchanged from that published last year.

- A. District Committeemen should maintain regular, direct contact with Worshipful Masters in their District and visit each Lodge on a regular basis.
- B. District Committeemen should place into the hands of each Worshipful Master in their District a hard copy of the program and the Annual Report Form and maintain regular communication with them, provide assistance and guidance, and encourage the submission of the Annual Report.
- C. District Committeemen should conduct a quarterly Public Education and Citizenship Workshop in their District to inform all Brethren of the scope of the program and encourage participation.
- D. District Committeemen should establish and maintain contact with each high school in their District and inform them of The Grand Lodge of Florida Scholarship Program as well as provide application forms and guidelines.
- E. Zone Chairmen should maintain regular, direct contact with each District Committeeman and visit Lodges in their Zone.
- F. The State Chairman will, from time to time, communicate with Zone Chairmen and District Committeemen to provide guidance with the program, to answer questions posed, and to encourage Zone, District, and Lodge participation.
- G. **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, 2018, as an attachment to an email message sent to W.: Oscar Patterson at [opatters@comcast.net](mailto:opatters@comcast.net). A copy should be sent to the Zone Chairman**
- H. **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.**
- I. District Committeemen and Zone Chairmen should mark their calendars to indicate the Annual Report due date, scholarship application due date, 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 were 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 – Brother 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 7<sup>th</sup> 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 a 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,

W.: Oscar Patterson, III, State Chairman 2017-2018  
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 programs to Stated Communications. 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, Presidents' Day, Flag Day, Independence Day (July 4<sup>th</sup>), 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 2017-2018.

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 18<sup>th</sup> 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 38,000 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, 2018**. The application and essay must be received by the State Chairman no later than midnight on January 20, 2018. 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 7<sup>th</sup> Grade**  
(This program comes to us from W. Allan Krueger)

The state agency responsible for public education requires that 7<sup>th</sup> 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 7<sup>th</sup> 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. 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 7<sup>th</sup> 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 can 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](mailto: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 the 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 the State Chairman.

**JROTC OUTSTANDING CADET NOMINATION**  
**(To be submitted to the 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): 9<sup>th</sup> \_\_\_\_\_ 10<sup>th</sup> \_\_\_\_\_ 11<sup>th</sup> \_\_\_\_\_ 12<sup>th</sup> \_\_\_\_\_

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](mailto:opatters@comcast.net).**

**In the subject line enter "JROTC Outstanding Cadet."**

## PUBLIC EDUCATION AND CITIZENSHIP AWARD 2017-2018

**EACH LODGE SHOULD COMPLETE THIS REPORT AND SUBMIT IT DIRECTLY TO THE STATE CHAIRMAN NO LATER THAN FEBRUARY 1, 2018.** Presentations will be made at the 2018 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 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 <b>Adopt-A-Teacher/Adopt-A-School</b> project as described.	50		
14. Participate in <b>Good Citizenship Program</b> for 7 <sup>th</sup> grade, present posters, give a talk on The Bill of Rights.	25		
15. Participate in the <b>I Love America Essay</b> 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		
<b>GRAND TOTAL POINTS</b>			

Lodge Name: \_\_\_\_\_ No. \_\_\_\_\_ District \_\_\_\_\_ Zone \_\_\_\_\_ City \_\_\_\_\_

Worshipful Master: \_\_\_\_\_ Phone: \_\_\_\_\_

Secretary: \_\_\_\_\_ Phone: \_\_\_\_\_

**Submit completed form to: W.: Oscar Patterson, III, State Chairman, as a Word document or PDF file attachment to an email sent to [opatters@comcast.net](mailto:opatters@comcast.net).**

**Deadline: February 1, 2018. In the subject line please place “Public Education/Citizenship Annual Report.”**

## PUBLIC RELATIONS AND PUBLICITY COMMITTEE PROGRAM 2017-2018

R. W. Howard W. Knapp, P.D.D.G.M.  
State Chairman 2017-2018  
7111 2<sup>nd</sup> Avenue South  
St. Petersburg, Florida 33707

727-643-0266  
hwknapp@tampabay.rr.com

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

Congratulations, Brethren, on your appointment this year. It is always an honor to be offered an appointment and asked to serve our great Fraternity. I entertain no doubt that you each will fulfill this important duty to the best of your ability and assist in bringing the activities and events of our Lodges, Districts, and Committees to the eyes of the general public. As State Chairman, I am committed to assisting each of you in the important task of “letting our light shine before men that they may see our good works.”

**Public Relations (PR)** is the practice of managing the spread of information between an organization and the public. (Wikipedia) PR is the art of managing perceptions with the public through strategic forms of communications.

Publicity is an act designed to attract public interest; *specifically*, information with news value issued as a means of gaining public attention or support.

### **Basic Steps for Successful PR:**

#### **Step 1: Identify a PR representative for the Lodge.**

Encourage the Master to assign a Lodge PR Committee and ask for monthly committee reports at business meetings. In the absence of an appointed PR person for the Lodge, the Master MUST assume this role, the Lodge’s health and success depend upon it.

#### **Step 2: Update your website.**

Unfortunately, it’s an all too common occurrence that visitors to websites encounter outdated material, difficulties with navigation, and poor layout. Make sure your site is not an offender of these faux pas that are sure to turn people off from the start. Also, be sure to include a “News and Events” section. This is a place to showcase Lodge press releases or Lodge news and events.

#### **Step 3: Introduce yourself to local media.**

In order to be successful in your public relations efforts, you must be familiar with all the local papers/media that cover your Particular Lodge.

These steps are just the tip of the iceberg for a PR Program, but they are a great place to start at low or no cost. Implementing strategic communication techniques will begin to boost your Lodge’s profile in the community.

### **Modes for Distributing Your News:**

#### **Websites:**

One very simple way to get “the word out” is via a well-run website. The two most important aspects of a successful website is that it be easy to navigate, and always current. Nothing will turn a person away from a website, perhaps permanently, is having information that is drastically out of date. Have a webmaster who is willing to make site updates weekly, if not daily. An easy to navigate website with a current calendar of events, contact information, and recent events will certainly draw interest and prospective members to your Lodge.

**Facebook:**

Start a Facebook page for your Lodge and be sure to maintain a “neutral” position concerning comments and posts. Remember that it is the LODGE that is speaking, not the person who set up the Facebook page. Facebook offers an opportunity to put larger numbers of photos up for viewing, whereas a website may become too cumbersome to navigate with large amounts of pictures. It also offers a chance for members to comment on the pictures, while a website doesn’t.

**Twitter:**

Twitter works well to update followers of things in a more immediate, real time nature.

**Email:**

Another great way to get your news and activities out to your membership is through email. Keep your membership informed of everything that is going on at your Lodge. For some homebound Brothers this may be the only way they get to enjoy what THEIR Lodge is doing.

**Newspaper Articles:**

This is a main mode of disseminating information to the public about the Lodge/Fraternity. Here is how to easily prepare and disseminate your article to the local papers:

1. Identify the Local Papers
  - a. Do a web search for local papers in your area
  - b. Go to a few local convenience stores and pick up a copy of the papers
  - c. Ask the members of the Lodge which local paper they read
2. Make an Email list of the papers in “Group” format
  - a. Send an introductory email to the papers and identify yourself as the PR person for your Lodge.
3. Take Pictures of Events
  - a. Take a number of good quality pictures of your Lodge or District Events
  - b. Choose one good picture to submit with the email article, being sure that the picture isn’t too large; 400K is a good size
  - c. Be sure to attach the picture because sometimes an embedded picture is hard or impossible for them to use
  - d. DO NOT send blurry pictures
  - e. List the persons in the picture from left to right and a “Photo By” notice if the photographer would like credit
4. Prepare your article
  - a. Be sure to keep the article short, concise, and informative
  - b. Always use spell check, and read it at least twice before hitting the ‘send’ button
  - c. If grammar is not your thing, have someone proofread it prior to sending
  - d. Be sure to list who you are and where you are located in the first sentence. Write a few sentences about your event or activity
  - e. If the article is for non-Masons/general public, end with a paragraph about who Masons are, what we do, and how does a person interested get more information
  - f. If the article is for Masons, leave the last paragraph off, as it would be unnecessary
5. Sending your article
  - a. Create a ‘Group’ News category in your email program
  - b. Select the Group
  - c. add a ‘subject’ line, example: “Press Release, XYZ Lodge”
  - d. Use Times New Roman 10pt font as this is the standard for media
  - e. In the body of the email, put FOR IMMEDIATE RELEASE, ARTICLE TITLE, DATE and CITY:
  - f. After sending the article to the media, also send it to the Lodge members (and to The Grand Lodge of Florida ENews and The Florida Mason, remember to remove the “non-Mason” paragraph before submitting to The Florida Mason
  - g. If using the ‘Forwarding’ option in your email program, remember to remove the “FW:” from the subject line and to remove the email header from the body of the message

**Warnings:**

As with anything there are some rules that need to be followed to avoid putting you or your Lodge in harm's way.

1. NEVER photograph children/minors without expressed written consent from a parent or guardian
2. NEVER show a photograph of Masons taking part in something that would be embarrassing to the Fraternity
3. NEVER allow Lodge or Masonic social media pages to get involved in political or religious arguments or debates
4. NEVER write articles endorsing a political candidate

**Conclusion:**

Freemasonry is a great Fraternity; it is up to us to get that word out to the public, as well as to our membership. If we let our light shine, our Lodges and our Fraternity will grow, that is for certain. Although Freemasonry is a great product, it won't sell itself. It is up to us to do the selling. Get the product out so the public can see it and they will 'buy' what we have to 'sell' and that is "Making Good Men Better," "Helping Build a Better Community," and "A Way of Life."

Fraternally and sincerely yours,

R. : W. : Howard W. Knapp, State Chairman  
Public Relations and Publicity 2017-2018