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There are three elements of a Program Plan: The Calendar, The Budget, and a List of Committees and Project Leaders.

Elements of a Program Plan



◆ The Calendar

A listing of all the activities of the Chapter, including dates of jurisdictional and divisional activities. It is presented on a printed calendar.

◆ The Budget

An estimate of all the income and expenses of the Chapter during the Calendar period, including income and expenses from activities as well as expenses like rent, postage, supplies, and membership fees.

Frank S. Land Chapter
Order of deMolay
Term Budget

Item	Income	Expense
Temple Rent		\$300.00
Supplies		\$100.00
Insurance		\$ 50.00
Newsletter		\$150.00
Membership Fees	\$ 500.00	\$275.00
Treasr to Trust		\$200.00
Winter Carnival	\$ 300.00	\$125.00
Pancake Brkfst	\$ 400.00	\$275.00
Parking Lot Rent	\$1000.00	\$150.00
Spring Dance	\$ 250.00	\$150.00
Camping Trip	\$ 50.00	\$100.00
Donations	\$100.00	\$ 0.00
Bowling Night	\$ 0.00	\$100.00
Patriots Day	\$ 0.00	\$100.00
Demolay Week	\$ 0.00	\$200.00
Leader's Retreat	\$ 0.00	\$ 75.00
	\$2600.00	\$2200.00

Income over Expense: \$400.00

Frank S. Land Chapter Order of deMolay Committee & Project Leaders

- Sick Committee
Gene Timm, Chairman
Ron Howard
David Burd
- Membership Committee
Tony Davis, Chairman
Phil Blackstone
Troy Red
- Entertainment Committee
Terry Smith, Chairman
Phil Blackstone
Tim Shoe
- Project Leaders
Troy Red - Winter Carnival
Harry Crumb - Patriots Day
Ron Till - Pancake Breakfast
Gene Timm - Chapter of the Year Contest
Bill Herring - DeMolay Week
- auditing Committee
Bill Lake, Chairman
Tim Shoe
hector Chavez
- Finance Committee
Ron Till, Chairman
Harry Crumb
Bill herring

◆ Committee List and Project Leaders

A list of all standing committees and project leaders of activities and programs.

There are three types of events to include in the term calendar: meetings, Chapter activities, and activities of other Chapters, the Division, and Jurisdiction.

The Calendar



◆ Meetings

Begin planning the Calendar by scheduling:

- Chapter Meetings
- Advisory Council Meetings
- Councilor's Meetings
- Ritual Practices
- Degrees

◆ Chapter Activities

Always remembering that **Members Support What They Help Create**, lead the Chapter in a process of selecting activities for the term.

A successful program has a good balance of the following activities:

- Social/Fun Activities**
- Fund Raisers**
- Obligatory Observances**
- Civic Service and Charitable Projects**
- Sports Events**
- Masonic Service Projects**



◆ Jurisdiction Activities

Attending activities of other Chapters, Divisions, and the Jurisdiction can be a lot of fun for your Chapter.

Make sure you have a copy of the latest Jurisdictional Calendar so that you know what is happening around the Jurisdiction during the year.

Avoid planning activities on the same day as Ritual Tournaments, Degrees Days, and the Annual Convention.



Choosing Chapter Activities

It's very important to include Chapter members when choosing activities for the term.

Members who have helped decide which activities to plan will be more supportive than if they were just told what the Chapter would be doing.

◆ Have a Program Planning Party!

Get the Chapter members together one night, have pizza and sodas, and brainstorm activities for the term.

Follow the process below in brainstorming and selecting activities.

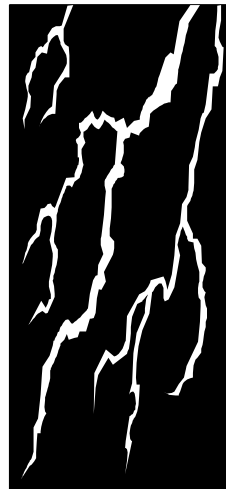
Avoid having the planning party in conjunction with other activities. Make planning the term the focus for the evening. Make it fun, too.

◆ Brainstorm Activities

Brainstorming can be a lot of fun and if you follow a few simple guidelines, everyone will be able to participate and you'll get a lot of great ideas!

Gather the members in a room with an easel pad or large paper to write on in the front of the group. Brainstorm activities by category (Social, Fund Raising, Sports, Civic Service, Masonic Service, Obligatory Days.)

Spend just five minutes on each category. You'll be surprised how many great activities you'll come up with.



Remember these important brainstorming guidelines:

Every idea is a good idea.

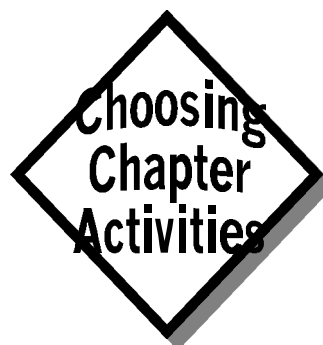


Don't make comments on anyone's idea.



Have a leader to write the ideas down on an easel pad or large paper.





♦ Select the Activities

When you are done brainstorming you should have a long list of activities in each category.

Decide how many activities in each category you will include in the Program Plan.

Choose the top activities in each category to fill out that number.

For example: If the decision was to have four social activities, have the members rate or prioritize the activities on the brainstorming list and pick the top four.

The recommended number of activities per term is as follows:

- 4 Social/Fun Activities
- 2 Fund Raising Activities
- 1 Masonic Service Project
- 1 Civic/Charitable Project

1						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1999

Once you have selected all the dates, place them on a calendar as shown above.

♦ Select the Dates

The date of an activity can make the difference between success and failure.

Be very careful when selecting dates for activities.

Steps to selecting the right dates:

1. Place all of your Chapter Meeting dates, Councilor's Meetings, Ritual Practices, and Degrees on the calendar first.
2. Place all Jurisdictional dates available.
3. Place Obligatory observance as close as possible to the suggested date.
4. Avoid all major community activities: county fair, graduation, major holidays.
5. Consider the weather, season, availability of sites, transportation, and other details of the activity that could affect the date.



1. Schedule all Meetings

- Chapter Meetings
- Advisory Council Meetings
- Councilor's Meetings
- Degrees
- Ritual Practices

2. Choose Chapter Activities

- Have a Program Planning Party
- Include all Chapter members.
- Brainstorm ideas for Activities
- Select Activities from the Brainstorm List

3. Set Dates for Activities

- Place meetings first.
- Place Jurisdictional dates.
- Schedule Obligatory dates.
- Avoid major community event and holiday.
- Consider the season, weather, and availability of sites

4. Put all Dates on a Printed Calendar

- Put date on a calendar that can be used by Chapter members for their awareness and use for other dates as well.

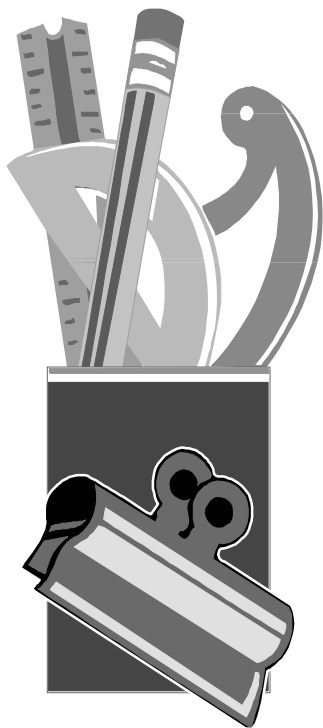
A term Budget is an estimate of the income and expenses that the Chapter will have during the term.

The Budget consists of operating expenses, expenses and income from the activities that you have planned, and perhaps some miscellaneous income and expenses, like donations or gifts.

Work closely with the Chapter Advisor or an Advisor that he may suggest in preparing the budget.



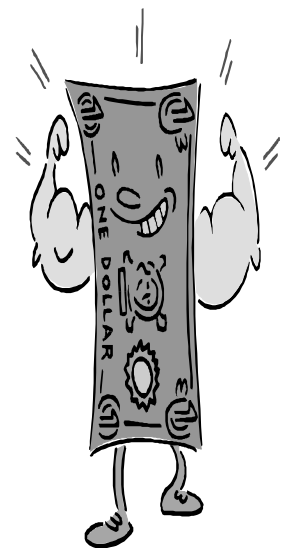
BUDGET



◆ Operating Expenses

Begin creating your budget by listing all of the operating expenses of the Chapter which should include:

1. **Temple Rent:** this is normally paid to the sponsoring body or the organization that owns or manages the Masonic Temple in which you meet.
2. **Supplies:** Stationery, Letterhead, envelopes, pens, registers, Chapter seal, obligation cards, Rituals, Monitor of Ceremonies, handbooks and guides.
3. **Postage:** for Chapter mailings, newsletters, post cards, announcements, flyers.
4. **Printing:** copying meeting agendas, the program plan, activity plans, and printing the Chapter newsletter.





◆ Budget for Activities

Estimate the income and expenses involved in each of the activities you have planned for the term calendar. Make sure that the estimate is as realistic as possible.

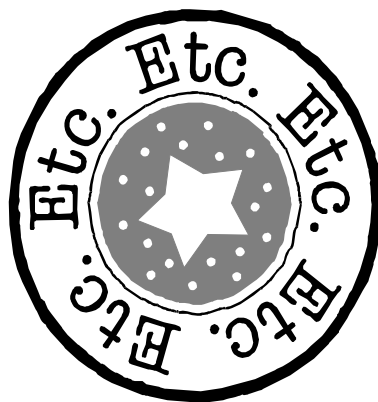
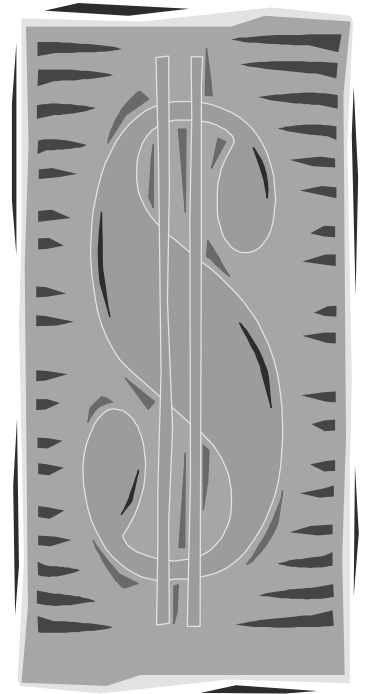
Use past performance of similar activities to make the estimates.

◆ Membership Fees

Your Chapter has an established membership fee. It is usually about \$50.00.

When a new member pays the fee, \$25.00 goes to the DeMolay International with the Form 10. Also, \$5.00 is sent to Northern California DeMolay.

Depending on your Chapter's fee, there may be money left over that stays in the checking account or general fund to be used at the Chapter's discretion.



◆ Miscellaneous income and expenses

There are bound to be other expenses and income to place on the budget. Check past program plans and ask Advisors what these items might be.

Items might include: donations, gifts, interest on savings accounts or investments.

**Frank S. Land Chapter
Order of DeMolay
Term Budget**



<u>Item</u>	<u>Income</u>	<u>Expense</u>
Temple Rent		\$300.00
Supplies		\$100.00
Postage		\$100.00
Printing		\$150.00
Membership Fees	\$ 500.00	\$275.00
Winter Carnival	\$ 300.00	\$125.00
Pancake Brkfst	\$ 400.00	\$275.00
Parking Lot Fund Raiser	\$1,000.00	\$100.00
Spring Dance	\$ 250.00	\$150.00
Camping Trip	\$ 50.00	\$100.00
Bowling Night	\$ 0.00	\$100.00
Patriots Day	\$ 0.00	\$100.00
DeMolay Week	\$ 0.00	\$200.00
Leader's Retreat	\$ 0.00	\$ 75.00
Donations	\$ 100.00	\$ 0.00
Totals	\$2,600.00	\$1,950.00

Income over Expense: \$650



BUDGET

1. Budget Operating Expenses

Temple Rent
Supplies
Postage
Printing

2. Budget Chapter Activities

Income estimated from the activity
Expenses estimated for the activity

3. Budget Membership Fees

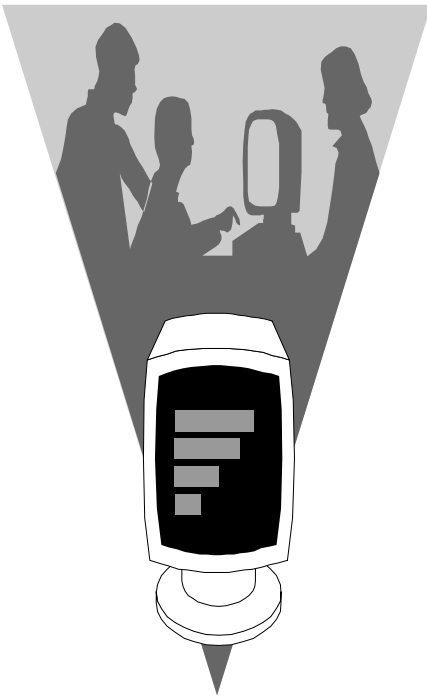
Estimate the number of new members for the term
\$25.00 to DeMolay International. Remainder to your
Chapter Account.

4. Budget Miscellaneous Items

Donations
Gifts
Interest on Accounts

A Master Councilor cannot do everything himself during a term. Appoint committees and committee chairmen to take on programs of the Chapter.

Make sure that goals are established for each committee.



◆ Standing Committees

There are five standing committees outlined in the Statutes of DeMolay International. Each committee should have a Chairman and at least one other member and an Advisor. The Master Councilor is a member of all committees:

- Entertainment Committee
- Finance Committee
- Auditing Committee
- Membership Committee
- Sick Committee

◆ Other Committees

You may want to appoint other committees for the term as well. Each committee should have at least a Chairman and an Advisor. These committees could include:

- DeMolay Week Committee
- Chapter of the Year Committee
- Awards Committee
- Refreshments Committee
- Ritual Committee





◆ Appoint Project Leaders

Appoint a project leader for each activity of the term. Survey the Chapter members to determine who is interested in serving as the Project Leader for an activity.

Meet with the project leaders soon after the installation to make sure that they are aware of the goals of the activity.

Have them work out a detailed budget of the activity.

Also have them prepare a timeline and check list for accomplishing the activity.

Stay in communication with your Project Leaders at all times so that you are aware of what progress is being made.



1. Appoint Standing Committees

Entertainment Committee
Finance Committee
Auditing Committee
Membership Committee
Sick Committee

2. Appoint Other Committees

3. Appoint Project leaders



◆ Use the Checklist

Use the check list that follows as a guide through the Program Planning process.

Before you put your Program Plan in final form, go through the check list and mark off all of the items that have been completed.

If there are items on the check list that you have not completed, add them in if they are necessary.

◆ Get Approval from the Chapter and the Advisory Council

You will be expected to present the Program Plan to the Advisory Council at least one month before the Installation Date.

You should get the Chapter's input on the Program before then so that you are confident that the plan you are presenting is the "Chapter's" Program Plan.

It would be helpful to show the Program Plan to a Chapter Advisor and perhaps a few other Advisors to get their input before the Advisory Council meeting that you present the Program Plan.



Master Check List

1. Calendar

Schedule all Meetings.

Chapter Meetings

Advisor Council Meetings.

Councilor's Meetings.

Degrees

Ritual Practices

Choose Chapter Activities

Have a Program Planning Party

Include all Chapter members.

Brainstorm ideas for Activities

Select Activities from the Brainstorm List

Set Dates for Activities

Place Meetings first.

Place Jurisdictional Dates.

Schedule Obligatory Dates.

Avoid mayor community event and holiday.

Consider the season, weather, and availability of sites

Put all Dates on a Printed Calendar

2. The Budget

Operating Expenses

- Temple Rent
- Supplies
- Postage
- Printing
- Insurance
-

Chapter Activities

- Income estimated from the activity
- Expenses estimated for the activity

Budget Membership Fees

- Estimate number of new members for the term
\$25.00 to the International Supreme Council

Budget Miscellaneous Items

- Donations
- Gifts
- Interest on Accounts

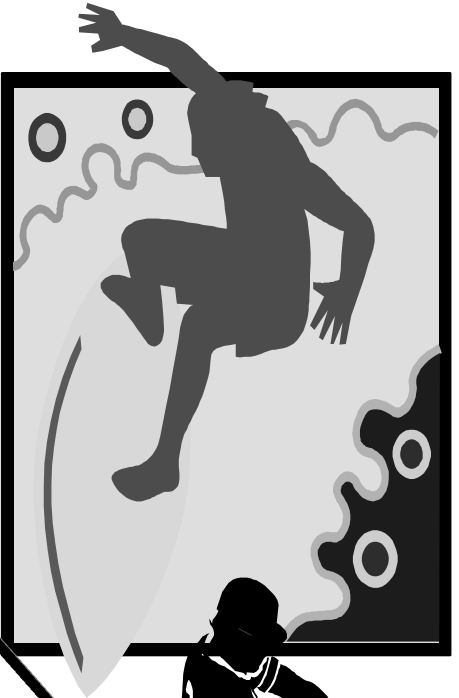
3. Committees and Project Leaders

Appoint Standing Committees

- Entertainment Committee
- Auditing Committee
- Finance Committee
- Membership Committee
- Sick Committee

Appoint Other Committees

Appoint Project leaders



Frank S. Land
Chapter

Program Plan

January-June
2001



Frank S. Land Chapter
Order of DeMolay

David A. Smith
Master Councilor

Scott R. Meadows
Senior Councilor

Brian J. King
Junior Councilor

Meeting Nights

First and Third Mondays
7:30 PM

Advisory Council Meetings

Second Mondays 7:00 PM

Councilor's Meetings

Sundays Before Stated Meetings
2:00 PM

January

2001

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3 Councilor's Meeting 2:00 PM	4 Chapter Meeting 7:30 PM	5	6	7	8	9
10	11 Advisory Council Meeting 7:00 PM	12	13	14	15	16 Winter Carnival and Dance 5:00 - MID
17	18 Chapter Meeting 7:30 PM	19	20	21	22	23
24	25	26	27	28	29 York Rite Workshop Shawnee, OK	30
31						

February

2001

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
Councilor's Meeting 2:00 PM	1 Patriot's Day Dinner 6:00 Chapter Meeting 7:30 PM	2	3	4	5	6
7	8 Advisory Council Meeting 7:00 PM	9	10	11	12	13 Valentines Dance Midwest City
14	15 Chapter Meeting 7:30 PM Initiatory Degree	16	17	18	19	20
21	22	23	24	25	26	27
28 Pancake Breakfast 8:00 AM						

March

2001

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
Councilor's Meeting 2:00 PM	1 Chapter Meeting 7:30 PM	2	3	4	5	6
7	8 Advisory Council Meeting 7:00 PM	9	10	11	12	13
14 Church Service 7:00 AM	15 Chapter Meeting 7:30 PM DeMolay Degree	16 Visit to City Hall 4:00 PM	17 Volunteer Day Red Cross Center	18 Clean Central Park 4:00 PM	19 Chapter Anniversary Celebration 7:00 PM	20 Family Picnic 11:00 AM
D e M o l a y W e e k - 8 2 n d A n n i v e r s a y						
21	22	23	24	25	26	27
28	29 Ritual Practice 7:00 PM	30	31			

April 2001

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1	2	3
4 Councilor's Meeting 2:00 PM	5 Chapter Meeting 7:30 PM	6	7 Education Day at Butte College	8	9	10 Frank Marshall Ritual Tournament
11	12 Advisory Council Meeting 7:00 PM	13	14	15	16	17 Spring Dance 8:00 PM
18	19 Chapter Meeting 7:30 PM Initiatory Degree	20	21	22	23	24
25	26 Ritual Practice 7:00 PM	27	28	29	30	

May 2001

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2 Councilor's Meeting 2:00 PM	3 Nomination of Officers Chapter Meeting 7:30 PM	4	5	6	7	8
9	10 Advisory Council Meeting 7:00 PM	11	12	13	14	15 Water Ski Party, Lake hefner
16 Ritual Practice for Conclave	17 Chapter Meeting 7:30 PM DeMolay Degree	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2001

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2	3	4	5 Parking Lot Rental Day 7:00 AM
6 Councilor's Meeting 2:00 PM	7 Elections of Officers Chapter Meeting 7:30 PM	8	9	10 High School Graduation	11	12
13	14 Advisory Council Meeting 7:00 PM	15	16	17	18 End of Term Camping Trip 10:00 AM	19
20	21 Chapter Meeting 7:30 PM	22	23	24	25	26 Installation of Officers 8:00 PM Practice 4:00 PM
27	28	29	30			

Frank S. Land Chapter
Order of deMolay
Term Budget

<u>Item</u>	<u>Income</u>	<u>Expense</u>
Temple Rent		\$300.00
Supplies		\$100.00
Postage		\$100.00
Printing		\$150.00
Membership Fees	\$ 500.00	\$275.00
Winter Carnival	\$ 300.00	\$125.00
Pancake Brkfst	\$ 400.00	\$275.00
Parking Lot Fund Raiser	\$1,000.00	\$100.00
Spring Dance	\$ 250.00	\$150.00
Camping Trip	\$ 50.00	\$100.00
Bowling Night	\$ 0.00	\$100.00
Patriots Day	\$ 0.00	\$100.00
DeMolay Week	\$ 0.00	\$200.00
Leader's Retreat	\$ 0.00	\$ 75.00
<u>Donations</u>		
Totals	\$2,600.00	\$1,950.00

Income over Expense: \$650.00

Frank S. Land Chapter
Order of deMolay

Committees & Project Leaders

Sick Committee

Gene Timm, Chairman
Ron Howard
David Burd

auditing Committee

Bill Lake, Chairman
Tim Shoe
Hector Chavez

Membership Committee

Tony Davis, Chairman
Phil Blackstone
Troy Red

Finance Committee

Ron Till, Chairman
Harry Crumb
Bill herring

Entertainment Committee

Terry Smith, Chairman
Phil Blackstone
Tim Shoe

Project Leaders

Troy Red - Winter Carnival

Harry Crumb - Patriots Day

Ron Till - Pancake Breakfast

Gene Timm - Chapter of the year Contest

Bill Herring - DeMolay Week