

2018-2019 Chapter Excellence Award Program

Suggested Step-By-Step for Worthy Matrons

1. Review the guidelines and recommended activities in this document **well before you are installed as Worthy Matron**. (This document is available on the website: www.ohiooes.org. Click on Member Resources, then go to Programs.)
2. Use the lists of suggested activities to help you plan your year. (Note: Lists of activities implemented by other chapters can be found on the Grand Chapter website, along with other resources.)
3. Appoint a Chapter Excellence chairperson or committee. Explain your plans to them and ask them to monitor your chapter's progress, report to the chapter, collect the required documentation and assemble the report.
4. Remember that activities from the 2017-2018 chapter year, completed **on or after June 1, 2018** may be included in your report.
5. **Use the portfolio provided by the Worthy Grand Matron for your report and documentation.** Your pages should be three-hole punched and inserted into the spine of the portfolio.
6. **Organize** your report as follows:
 - a. First Page -- Application Form signed by the secretary and bearing the Chapter seal. Your DGM also is required to review your report and sign this page.
 - b. Second page -- **insert** the page of recommended activities for **Section A**; **CIRCLE** the activities in Section A that your chapter has completed.
 - c. Third Page -- Follow the Section A page with a page containing **NARRATIVE DESCRIPTIONS** of each activity.
 - d. Next Pages -- Follow the narrative description page(s) with the requested **DOCUMENTATION** for each completed item. These pages should be in the proper order and labeled with the letter and number of the suggested activity.
 - e. **FOLLOW THE SAME PROCESS WITH SECTIONS B, C, AND D.**
7. **Be sure that the Name/Number of your Chapter and your District number are on the COVER of the folder provided for this application.**

8. **Submit the completed application folder to your DGM by June 15, 2019.**

NOTE: Some chapters use tabs or color coding of the four sections, which is very helpful to the reviewing committee.

Questions regarding this award program should be directed to
Marilyn Braatz at 614-579-5845 or mgbraatz@gmail.com.

Grand Chapter of Ohio
Chapter Excellence Guidelines for 2018-2019

The Grand Chapter of Ohio Chapter Excellence Awards Program is designed to recognize Chapters that strive to follow the values and teachings of our beautiful Order. The program also serves as a guide to help Chapters improve and grow. **Please read the instructions carefully, as well as instructions for documentation of recommended activities in sections A, B, C, and D.**

Chapters will be eligible to receive this award by pursuing and *successfully* completing a **minimum of three achievements or recommended activities in EACH program area on the attached list. An activity cannot be cited in more than one category**, i.e., if a charity project is also a social event, it can be listed only in one area. To allow for creativity, Chapters may submit one alternate activity that is not on the list, under the “Other” category. (For ideas, consult resources on the Grand Chapter website, www.ohiooes.org and the General Grand Chapter booklet, *Cultivating Grass Roots For Growth*.)

Please note that achievements and activities cited are to be based on the Chapter’s FISCAL Year (June 1, 2018 – May 31, 2019).

Chapters completing the minimum requirements for the first time will be awarded a walnut sounding block with the Chapter name on an engraved plate. A silver “Chapter Excellence Award” plate will be awarded to Chapters completing a minimum of three activities in each program area. Chapters **exhibiting extraordinary excellence** may receive a gold “Outstanding Chapter” award plate. A certificate of recognition will be presented to the Worthy Matron(s) of each Chapter qualifying for an Excellence Award. Chapters receiving the award for the fourth time will be awarded an acrylic block with a silver or gold plate.

Review of Chapter applications and selection of recipients is the responsibility of the Line Grand Officers, together with the Membership and Public Relations Committee. The number of awards at each level will vary, at the discretion of the review committee.

Chapter Excellence Award silver and gold winners will be recognized at the 2019 Grand Chapter session. The list of recipients also will be posted on the Grand Chapter web site. Descriptions of selected achievements, activities and/or projects also will be posted on the web site, so that other Chapters can learn from these practices of excellence.

A. Charity and Service

Complete three or more of the following activities:

1. Sponsor at least one Emerald charity project for your community;
documentation should include detailed description of activity and Chapter involvement. Making a monetary donation only does not qualify.
2. Provide financial/material assistance to a member in need;
explanation does not need to include name of member assisted, but should provide the nature of the assistance. Remitting dues does not meet this criteria.
3. Sponsor a Chapter scholarship; *documentation must include **scholarship guidelines**, name of recipient(s), date awarded, and amounts provided.*
4. Remember your shut-ins/hospitalized members with cards, gifts, visits;
document with dates of visits and members involved.
5. Actively sponsor or participate as advisors/board members for a Masonic youth group (Rainbow, Job's Daughters, DeMolay);
*Note: Sponsorship is not just making a donation. **Provide names of members who are involved as advisors or board members.***
6. Increase (over the previous year) total donations to Grand Chapter Charities;
for documentation, use the District Charities reporting forms for comparison (both for 2018 and for 2019 time frame); the required sunshine collections at Installation and Inspection may be included.
7. Host (at no charge) the Installation reception or other event of the Lodge that shares your building; *provide date and details of this activity.*
8. Show report of individual chapter member volunteer activities in civic/community/ church organizations by at least five chapter members;
provide list of at least five members, with approximate number of hours and nature of volunteer activities.
9. Other (limit to one additional activity in the area of charity and service).

B. Social Activities and Fellowship

Complete three or more of the following activities:

1. Collaborate with another Masonic group in or near your meeting place to host a dinner out for members and guests; for documentation, *provide date and details of the event, how publicized and who/how many attended.*
2. Attend a community event/activity as a group (at least five members), such as a local high school play or concert, sporting event, etc.; *for documentation, provide date and details of the event, how publicized and who/how many attended.*
3. Sponsor a social event for your members, not on a meeting night, such as a group tour/visit to a museum or theater production, picnic at the zoo, mystery trip, etc. with attendance of five or more members; *provide date and details of the event, how publicized and who/how many attended.*
4. Host a Friendship Night/Sister Chapter Night with at least one other Chapter in your District or Region; *provide date and details of the event, along with attendance figures for all Chapters involved.*
5. Hold a Chapter visitation night at a Masonic Youth Group meeting (Rainbow, Job's Daughters, or DeMolay) with at least seven members in attendance; *provide date and type of meeting attended (Installation, Initiation, etc.) along with names of members attending.*
6. Sponsor a special project for members who are parents with young children, such as a movie night at your meeting place or baby-sitting for a parents night out or so they can go Christmas shopping; *documentation should include date, how publicized, and details of activity.*
7. Plan entertainment and/or social activities (not just refreshments) before or after at least three meetings during the year; *document with dates and details of each activity.*
8. Collaborate with your Masonic Lodge to co-host a widows' luncheon; *document with date and details of event, with particular attention to OES involvement in planning and implementation.*
9. *Attend a statewide OES social event as a group (at least five members), such as Charities Extravaganza, OES Home Day, WGM/WGP Reception, Ohio/Michigan Night, Tri-State, or Multi-State events; provide date and details of the event, how publicized and who/how many attended.*
10. Other (limit to one additional activity to promote social activities and fellowship).

C. Ritual Quality and Officer Excellence

Complete three or more of the following activities:

1. Install a full corps of officers (no pro tems); *documentation may include your installation program and/or a copy of the minutes.*
2. Elect or appoint to a floor office at least one member who has never been an officer before, or within the last five years; **for documentation, provide names and dates of past offices, if applicable.**
3. Regular officers' attendance rate at all meetings (stated and special) averages 90 percent; *for documentation, provide data by meeting.*
4. Register at least 8 members at a Fall EOp#2 (formerly called the Big School); *for documentation, provide names of members in attendance, date and location.*
5. Register at least 8 members at the Fall or Winter District Educational Opportunities under the direction of the Deputy Grand Matron (EOp#1, #3); *for documentation, provide names of officers/members in attendance for EACH EOp, along with date and location.*
6. Hold a special officer's practice (not on a meeting night) before your first initiation; *for documentation, give dates of practice and first initiation.*
7. Complete your Inspection without use of Rituals (your regular officers); *for documentation, include a copy of the Inspection Report with the proper notation by the inspecting officer.*
8. Send at least one chapter member to the Grand Chapter Ritual Competition (September 2018 session); *for documentation, provide name of member and station performed in the competition.*
9. Register at least 5 chapter members to attend 2018 Grand Chapter session (not just installation); *for documentation, provide name and titles of those who attended; dates and Grand Chapter sessions/events attended.*
10. Other (limit to one additional activity that promotes ritual quality and officer excellence).

**EOp #1 -- Fall EOp by the DGM
EOp #2 -- Fall EOp by Grand Officers
EOp #3 -- Winter EOp by the DGM**

D. Membership and Public Relations

Complete three or more of the following activities:

1. Initiate more new members than the previous year; *for documentation, provide copy of the Recapitulation Form (goldenrod) for both years (June 1, 2017 - May 31, 2018 and June 1, 2018 - May 31, 2019).*
2. Record fewer suspensions than the previous year; *for documentation, provide copy of the Recapitulation Form (goldenrod) for both years (June 1, 2017 - May 31, 2018 and June 1, 2018 - May 31, 2019).*
3. Plan and hold an orientation program or get-acquainted activity for new members; *for documentation, provide date and nature of activity, and who attended (i.e. new members, petition signers, assigned mentors, general membership).*
4. Reinstate at least one former member who has been suspended for two years or more; *for documentation, provide name of member, date of suspension and date of reinstatement, or use Star Tracker printout for that member.*
5. Host or co-host a friendship night or open house for non-members, in your Masonic building; *documentation should include date, and details of the event, how publicized and who/how many non-members attended.*
6. Send at least two news releases to local or fraternal newspapers; *provide samples of news releases and clippings.*
7. Create/publish/maintain a Chapter newsletter (at least three issues per year); *provide copies of at least three issues; if done more than three times, provide dates of additional issues.*
8. Create/maintain a Chapter page on the Grand Chapter Web site (www.ohiooes.org) and update it at least three times during the year; *for documentation, provide a printout of home page and **list dates of updates.***
9. Overall attendance of your own members is at least 10 percent of the membership (based on per capita); *provide per capita information and number of members attending each meeting by date.*
10. Have at least one member qualify for a Rob Morris Award or bar (notification received from General Grand Chapter during the 2018-2019 chapter excellence year); *for documentation, provide name of member(s) and date notification received.*
11. Other (limit to one additional activity that promotes membership or public relations).

Grand Chapter of Ohio
Chapter Excellence Awards for 2018-2019

APPLICATION FORM

Use this form as the first page of your application.

Name/Number of Chapter: _____

District: _____ Region: _____ Team: _____

Name of person preparing Chapter Report: _____

E-mail: _____ Phone No. _____

Name of 2018 Worthy Matron: _____

E-mail: _____ Phone No. _____

Name of 2019 Worthy Matron: _____

E-mail: _____ Phone No. _____

(Since the activities spanned both terms, a certificate will be presented to each WM.)

I attest that the information and activities described on the following pages occurred on the dates indicated.

Chapter Secretary: _____
(signature)

Number of members in chapter _____ (chapter seal)
as of May 31, 2019: _____

Address: _____

E-mail: _____ Phone No. _____

I attest that, to the best of my knowledge, the information and activities described on the following pages occurred in this Chapter during the 2018-19 Fiscal Year.

Team Deputy Grand Matron: _____
(signature)

2019 Survey
Chapter Excellence Awards Program
Grand Chapter of Ohio

Each chapter is asked to complete this survey to help us continue to evaluate the effectiveness of the Chapter Excellence Awards Program, and gather ideas for improving our membership and public relations efforts in Ohio.

Chapter Name and #: _____ **District:** _____

Name/title of member completing this survey:

Has your chapter participated in the Grand Chapter Chapter Excellence Program before? _____ Yes _____ No

(If yes, please indicate years of participation):

_____ 2013 _____ 2014 _____ 2015 _____ 2016 _____ 2017 _____ 2018

If yes, who was responsible for assembling your Chapter Excellence report?

_____ Worthy Matron _____ Secretary _____ Past Matron
_____ Committee of Members _____ Other

(If other, please explain) _____

Do you use the Chapter Excellence guidelines as a planning tool for your chapter?

_____ Yes _____ No

Have the recommended activities helped your chapter increase: (check all that apply)

- | | |
|---|-----------------------------------|
| _____ charitable involvement | _____ attendance by members |
| _____ social activities within the chapter | _____ petitions for membership |
| _____ fellowship with other chapters | _____ visibility in the community |
| _____ improved relationships with Masonic lodge(s) | |
| _____ officer quality | |
| _____ officer commitment and attendance | |
| _____ knowledge of and support for Masonic youth groups | |

Things I like about the Chapter Excellence Awards Program are:

Things I would like to change about the Chapter Excellence Program:

If you have not participated in the the past, do you plan to do so in the future?

____ Yes ____ No

If not, why? _____

Please include this completed survey with your 2019 Chapter Excellence Report, or mail to: Marilyn Braatz, 6802 Morningstar Loop, Westerville, OH 43082.

Thank you for helping us evaluate and improve this important program of the Membership and Public Relations Committee. If you have questions, please contact:

Jennifer Pietrowski, Chairman
Membership/PR Committee
(614) 296-0567
jpietrowski@att.net

OR

Marilyn Braatz, Coordinator
Chapter Excellence Program
(614) 579-5845
mgbraatz@gmail.com