

Executive Officer Briefing April 17, 2016 - Vol. 2 Issue 25

Conclave is less than 3 Days away, are you ready?

You are one of the key leaders in your Chapter! We need you to share the information here with the members and advisors of your Chapter. It is our desire to ensure frequent communications are taking place throughout the jurisdiction. Thank you for your effort in accomplishing this important mission. If you have feedback please share it with us at any of the options at the bottom of this email and we will endeavor to make it happen.



DeMolayland Conclave 2016

Please Read...Please Read...Please Read!

As we have done for several years now, we have put together a note with all the ins and outs of conclave for everyone to read ahead of their arrival.

You will find information from Dad Brunson and the Convention staff about virtually every activity that will happen while at convention. Please take the time to read it and prepare yourself and your Chapter for all the fun you will have while attending Convention this year. Just [click here](#) for a PDF file that you can read or download to share with those in your Chapter.



DeMolayland Conclave 2016

Do you need a school letter for your members...

Since Spring Break is different all around the state, some of our members will be missing school to be in attendance. We realize that not all schools are aware of who we are and what we do, so we have made available a letter that any of your members can take to their school to explain their absence. If you [click here](#) you can download a pdf copy of the letter to be used for this purpose. Hopefully this will make the whole process of missing a couple days of school a little less complicated.



DeMolayland Conclave 2016 Packing List

Do you know what to pack for Conclave...

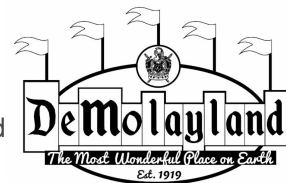
Since Conclave is an over night event and full of different events and activities we thought it would be a good idea to give you some guidance on what to bring with you so you will be covered for each part of the convention. [Click here](#) for a packing list or you can go to the state website and download a copy.



Conclave 2016 Schedule

Download the complete schedule...

If you are looking for a downloadable schedule for this year's DeMolayland Conclave you can get one from the state website or by [clicking here](#). It is a PDF file that you can share with parents and Chapter members as needed. It will tell you the dress code for all events as well.



Military Tribute at Conclave Banquet

Do you have any Chapter members to be included...

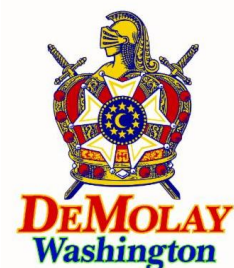
We are going to have a military tribute at Conclave once again this year to celebrate our brethren and family that have served our great nation. If you have Chapter Members who have joined the military this past year please make sure they are included in our tribute by contacting [Dad Will Hart](#) ASAP! If you aren't sure if we have your members names identified already please [click on this link](#) to see who we have included on our list.



Reminder About Medical Release Forms

All youth must have one regardless of age...

Just a quick reminder that all of our youth (under 21) must have a Medical Release (MR) Form on file with their Chapter and provided for all State Events when attending. This includes Special MR forms for events like Conclave and DLC where unique forms are used for those specific events.



Note that even if the youth is 18 or older, a MR Form is still needed! This includes all youth participants who are guests of DeMolay (ie, prospects, Squires, Jobies,

Rainbow, etc). However, anyone over 18 can sign their own MR Form if they wish, but we need to keep one on file since we are responsible for their care while they with us until the age of 21. Our insurance company and lawyers are very clear that in DeMolay (and our guests), you are not 18 until you turn 21.

State Paintball 2016

May 21st @ KC Crusaders...

For all you fans of Paintballing, the State Paintball Event is back. To be held at KC Crusaders again this year in South Prairie. The cost will be \$28 per person, the same as last year. Be sure to get your Chapter registered by May 11th to ensure your place in all the fun. If you have questions you can contact the event chairman [Luke Walker](#). So start your planning now and come join what is sure to be an awesome day of fun, including a new camo contest.



DeMolay Swag at Convention

Bring money if you want to get some...

Again this year at Conclave we will have a DeMolay Store with new items available, and some old ones too. If you liked the board shorts from last year, we are bringing those back again, along with the new beannies. Additionally we will have a bunch of new merchandise from the DI eStore with the new "stars" logo on them. If you need rituals, pins or other swag we will have them as well. So be sure to bring extra cash if you want to get your **#demolayswag on**.



Attention Councilors and Chapter Dad's

Two items you need to do something about...

1) All **State Official Visits for your Chapter for the 2016-2017 Term** are posted on the online State Calendar. You will have two Chapter OV's between this Conclave and next Conclave. PLEASE look at the dates designated for your OV's and let us know if you will have any issues with the dates selected. We want to start the next year off with you onboard and ready to roll. Leadership requires planning and you are vital in this process for success!



2) Shortly after you check in at Conclave on Thursday, each Chapter Master Councilor and Dad Advisor will be handed a Chapter Evaluation by the EO. We need you to help form the basis of the State Officers focus for the coming months. Gather your Councilors, Chapter Dad and Chapter Chairman in the "Hang-Out" room for a quick sit-down. This should take no more than 10-15 minutes to complete if you work together. **You will not be allowed to get any room keys until this Evaluation form is filled out completely, honestly, with thoughtful comments, and**

Membership Focus includes getting them Registered

Reporting new Initiates...

As many of you heard at our last WADA we are now reporting new initiates a little different than we used to. Instead of sending any paperwork to the State office or to DI office, you will now enter all the info directly into the eScribe system and have it processed by DeMolay International. You can [Click Here](#) to be taken to the system, where you can login and enter the details for your new initiates. You will also need a PayPal account or an electronic payment option ready when you do or you will not be able to complete the registration process. If you have any questions you can contact [Dad Gross](#) with your question and he will get you an answer or walk you through the process as needed.

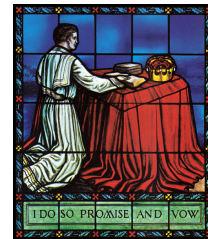


All Members Must Be Proficient Now

In order to hold office or vote, you must be proficient...

Reminder to everyone, effective January 1, 2016, all members must be proficient in order to hold an Elected Office and/or Vote. This is applicable to Chapter, Region and State Offices.

With State Conclave right around the corner it will be important for all members to get proficient in order to have a say in your elected state officers. You will have a chance to get proficient at Convention and Dad Brunson gave several ways to help each of our members with that task at WADA.



If you have questions about how this should be handled you can contact your Region Deputy or the Jurisdiction Office for answers.

Be Sure to Begin Planning for DLC 2016

DLC 2016 will be held July 24th - July30th...

DLC 2016 is now on the calender. Please make sure to start putting your plans together for how to get as many of your members there as you can. The dates are [July 24-30, 2016](#) and will be held once again at Camp Shepard, near Enumclaw, WA.

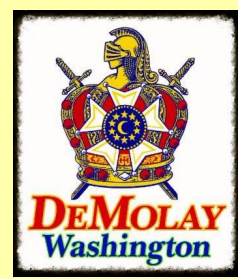
The cost this year will be **\$350** per person for everything and there will be a number of new things for those who have been before, so we encourage you to consider coming back for a new experience. So be talking with your local lodges and anyone else who can help you send as many boys as you can to help your chapter grow. If you have any questions please visit the DLC website at www.pnwdlc.org for much more information and registration options.



Are all the Leaders in your Chapter on our Mailing List?

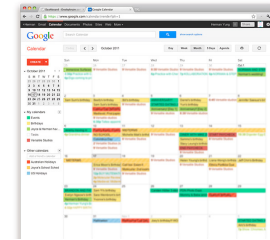
Please check with all your leaders...

Every two weeks we send out this EO Briefing to make sure that everyone is up to speed with all the latest and greatest info that we have to share. Your Chapter Chairman, Dad Advisor, and Councilors should be receiving this at a minimum. As time goes by please be sure to check with your fellow leaders and make sure everyone is receiving it. If you need someone added they can email the office or go to the [website](#) and click the link to be added to our [electronic mailing list](#).



WA DeMolay Online Calendar - *The right spot to find a date...*

Is your Chapter or Region holding an event or activity that you want others to attend? **Well then, that requires advertising, right?** Let us help you promote your events. First, use the "[Calendar Event Submittal Form](#)" on the Website. This will get your date booked and posted on the WA DeMolay State Event Calendar. **Second, email us a flyer** (PDF or JPEG) of the event including the Who, What, Where, When, Why, and How much. We will post it on the State Website, Facebook and other social media outlets. Send it to - office@wademolay.org. Then check out your flyer in the new Chapter and Region sections of the Website! **Go to Calendar**



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Our work and our people are regularly recognized as the best DeMolay has to offer.

Give us a call today!

STAY CONNECTED

