

## **HONORS INSTRUCTIONS**

- 1] A NOMINEE FOR A DeMOLAY HONOR MUST NOT BE AWARE OF THE HONOR NOMINATION. IF HE IS, THE NOMINATION WILL BE REJECTED.
- 2] FULLY COMPLETE NOMINATION FORM AND PA ADDENDUM. THESE DOCUMENTS SHOULD BE NEATLY PRINTED, PREFERABLY TYPED.
- 3] BE CERTAIN THAT THE CHAPTER ADVISOR & CHAIRMAN BOTH SIGN THE NOMINATION FORM. THE EXECUTIVE SECRETARY WILL SECURE THE REMAINING SIGNATURES. LEAVE SIGNATURE BLANK IF THE CHAPTER ADVISOR OR CHAIRMAN IS THE NOMINEE.
- 4] FOR CHEVALIER NOMINATIONS, BE CERTAIN THAT THE NOMINEE MEETS THE REQUIRED CRITERIA: 17 YEARS OF AGE; A MEMBER OF DeMOLAY FOR TWO YEARS AS OF JUNE 15 OF THE YEAR OF NOMINATION; AND WHO HAS PERFORMED IN A MERITORIOUS WAY ON BEHALF OF THE ORDER OF DeMOLAY.
- 5] FILE NOMINATIONS W/ EXECUTIVE SECRETARY AT 1244 BAINBRIDGE ROAD, ELIZABETHTOWN PA 17022 BY FEBRUARY 15.
- 6] NOMINATIONS WILL BE REJECTED IF INSURANCE FEES, DUE MARCH 15 OF EACH YEAR, ARE NOT SUBMITTED ON TIME.
- 7] NOMINATIONS WILL BE REJECTED IF THE ANNUAL FINANCIAL REPORT, DUE MARCH 15 OF EACH YEAR, IS NOT SUBMITTED ON TIME AND FULLY COMPLETED WITH ALL REQUIRED ATTACHMENTS.
- 8] QUESTIONS SHOULD BE DIRECTED TO DAVE BERRY, EXECUTIVE SCERETARY AT 1-800-266-8424, EXT 4.