

DeWitt Clinton Masonic Community Service Award Nomination Procedures and Presentation Program

Nomination Procedures:

1. Select a worthy recipient- a non-Masonic organization or individual who by their **voluntary** service to mankind qualifies to receive this esteemed award.
2. Fill out the required nomination form and carefully prepare the write up, which will explain why the organization or person being nominated should receive this award. Have 2 or 3 others read the write up. They may have suggestions to improve it.
3. Discuss the write up and the nomination with our District Deputy Grand Master (DDGM) and get his impression of the nomination. If the DDGM concurs, submit the nomination to him for his official review and approval.
4. If the DDGM approves the nomination he will submit it to the Chairman of the Community Services Committee. If he does NOT approve the nomination it will be returned to the Lodge Secretary or whomever submitted the nomination.
5. Upon receipt of the nomination by the Chairman of the Community Service Committee he will notify the author of the nomination and advise him to do **NOTHING** concerning the presentation until he receives notification that the award has been **APPROVED**.
6. Each Committee member will then review the nomination and will vote to approve **OR** disapprove the presentation of the award.
7. When all votes are received (approximately 10 days after the nomination is received) the Chairman will notify the person submitting the nomination of the committee's decision. The Chairman will follow up with a letter, copy to the DDGM.

Presentation Program.

1. Upon conformation that the DeWitt Clinton Award will be present to the nominee, the Master of the Lodge will appoint a special committee to plan the presentation.
2. Notify the recipient and arrange a mutually convenient date and location for the presentation ceremony. Obtain a list of family, friends and associates the recipient would like to receive an invitation to the ceremony.
3. Invite the DDGM, Staff Officer and other Grand Lodge Officers that would be interested in attending.
4. Prepare a press release, describing the award and send to the local newspaper. Enclose a photo of the recipient and be sure to answer the questions: **WHO** is receiving the award? **WHAT** is being presented? **WHEN** is the presentation going to be made? **Where** is the ceremony going to be held, include times? **WHY** is the recipient receiving this award?
5. Invite other Master Masons, organizations, local clergy and civic officials to attend.
6. Make careful arrangements for the presentation ceremony. Follow the rules of etiquette. In the presentation ceremony include an: explanation of the Award, why it is named for DeWitt Clinton, why it is presented by the Masonic fraternity and a short but informative history of Masonry. Finally, insure the certificate is attractively **FRAMED** before it is presented.
7. Arrange for photographs to be taken of the ceremony and have a press release ready if requested.