

**Grand Chapter of Royal Arch Masons of Oklahoma
Clarence Brain Chapter Award of Excellence
Application Form**

Must complete 4 of 6 categories to qualify as a Chapter of Excellence. For those items requiring documentation, refer to requirement in parenthesis. The form with documentation will be presented to your DDGHP, unless he is a member of your chapter, then it will be approved by an elected Grand Chapter Officer.

Due Date for Application Form, with supporting documentation to DDGHP/Elected Officer: March 20, 2019

Chapter Name _____ No. _____

High Priest _____ Secretary _____

For the Capitular Year ending December 31, 2018

Category One - Administrative (must meet at least 5 requirements in this category)

1. Open Installation of Officers _____ (**Attach copy of installation of officers program**)
2. Submit four quarterly reports and annual return to Grand Secretary by the prescribed deadlines (General Laws, Article 10, Section 18) _____
3. Properly maintain the electronic membership database for the Chapter _____
4. Nominate a Companion for the Joseph Samuel Murrow Award of Merit _____ (**Attach Nomination**)
5. Nominate a Companion for the General Grand Chapter Bronze Medal _____ (**Attach Nomination**)
6. All installed officers are Perpetual Life Members of General Grand Chapter Royal Arch Masons, International _____ (**Copy of life membership application or life member card**)
7. Publish a Chapter calendar of events _____ (**Attach**)
8. Prepare a Chapter Budget _____ (**Attach**)
9. Phone or email membership about upcoming Chapter events _____

Category One Items completed _____

Category Two – Participation (must meet 3 requirements in this category)

1. Dias officers attend Grand Chapter Convocation _____ (**Grand Chapter Credential Committee**)

2. All elected officers attend at least 4 stated convocations, when Chapter is opened ritualistically _____ (**Chapter Register Book**)
3. Have at least 5% of your Chapter membership (excluding officers) attend at least 4 stated convocations, when Chapter is opened ritualistically _____ (**Chapter Register Book**)
4. Include a meal at meetings _____
5. Have at least one member participate in the Autism Walk or another RARA event _____

Category Two Items completed _____

Category Three – Ritualistic Proficiency (must meet 3 requirements in this category)

1. Open and Close Chapter in ritualistic form for at least four Stated Convocations during year (General Laws, Article 10, Section 16) _____ (**Meeting Minutes**)
2. All installed officers show proficiency in Opening and Closing Chapter _____ (**MEGHP Official Visit or DDGHP Official Visit**)
3. Host a School of Instruction lead by a Custodian of the Work or their designee _____ (**Meeting Minutes**)
4. Open Chapter in ritualistic full form at least one Stated Convocation during the year _____ (**Meeting Minutes**)

Category Three Items completed _____

Category Four - Education (must meet at least 2 requirement in this category)

1. Hold educational presentations on at least four occasions during year. These presentations may be held at Stated Convocations, Special Convocations, or open meetings. Appropriate examples include lectures, discussions, study groups, orientation for new members, table Chapters, etc. _____ (**Meeting Minutes**)
2. Host a Table Chapter _____ (**Event Program**)
3. Complete one section (Mark Master, Past Master, Most Excellent Master, Royal Arch) of the Capitular Masonry Education Course as a Chapter _____ (**Meeting Minutes**)

Category Four Items completed _____

Category Five – Membership Recruitment (must meet at least 2 requirements in this category)

1. Total number of Exaltations and Reinstatements during the year is at least one-tenth of the number of Chapter members at the beginning of the year _____ (**Attach annual report generated by Chapter Membership Database**)
2. Host an Open House to the Public _____ (**Meeting Minutes**)
3. Host a Regional Chapter Festival _____ (**DDGHP verification**)
4. Programs to promote York Rite and Capitular Masonry in the Blue Lodge _____

Category Five Items completed _____

Category Six – Degree Conferrals (or Exemplifications) (must meet at least 1 requirement in this category)

1. Confer at least two of the four Chapter degrees during the year. At each conferral, a majority of the speaking parts must be conferred by members of the Chapter. Conferrals at Festivals may be counted toward this requirement _____ (**DDGHP verification**)
2. Exemplify at least three of the four Chapter degrees at Stated Convocations during the year. At each exemplification, the speaking parts may be read but must be filled by members of the Chapter _____ (**Meeting Minutes**)

Category Six Items completed _____

Clarence Brain Award of Excellence Application completed by:

(Name) (Phone) (Date)

District Deputy Grand High Priest or Elected Officer use only:

Date received: _____

Approved _____ Denied _____