

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 the requirement in parentheses. 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.

The due Date for the Application Form, with supporting documentation to DDGHP/Elected Officer, is the first day of February.

Chapter Name _____ No. _____

High Priest _____ Secretary _____

For the Capitular Year ending December 31, _____

Category One - Administrative (must meet at least 4 requirements in this category)

1. ___ Open Installation of Officers **(Attach a copy of the installation of officers program)**
2. ___ Properly maintain the electronic membership database for the Chapter.
3. ___ Nominate a Companion for the Joseph Samuel Murrow Award of Merit. **(Attach Nomination)**
4. ___ Nominate a Companion for the General Grand Chapter Bronze Medal _____
(Attach Nomination)
5. ___ All installed officers are Perpetual Life Members of General Grand Chapter Royal Arch Masons, International. **(Copy of life membership application or life member card)**
6. ___ Publish a Chapter calendar of events. **(Attach)**
7. ___ Prepare a Chapter Budget. **(Attach)**
8. ___ Phone or email membership about upcoming Chapter events. **(Attach)**

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 the 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 the Chapter is opened ritualistically. **(Chapter Register Book)**
4. ___ Have a meal before a meeting with enough members to open. **(Photo or Chapter Register Book)**
5. ___ Have at least one member participate in a RARA event.

Category Two Items completed _____

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

1. ___ Open and Close the Chapter in ritualistic form for at least four Stated Convocations during the year (General Laws, Article 10, Section 16). **(Meeting Minutes)**
2. ___ All installed officers show proficiency in the Opening and Closing of the Chapter. **(MEGHP Official Visit or DDGHP Official Visit)**
3. ___ Host a School of Instruction led 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 requirements in this category)

1. ___ Hold educational presentations on at least four occasions during the 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. ___ The 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 _____ **(Date - Meeting Minutes)**
3. ___ Host a Regional Chapter Festival _____ **(Date - DDGHP verification)**
4. ___ Give a program to promote York Rite and Capitular Masonry in the Blue Lodge _____ **(Date)**

Category Five Items completed _____

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

1. ____ Confer a Chapter degree during the year. At the conferral, a majority of the speaking parts must be conferred by members of the Chapter. Conferrals at Festivals may be counted toward this requirement.
_____(Date - DDGHP verification)

2. ____ Exemplify at least two 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
_____(Date - 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 _____