

INTRODUCTION

Reporting Period, Deadline, & Results

- The reporting period of the COE program is from June 1 to May 31.
- Event reporting forms for the COE program are due no later than June 15 to the Director of Programs.
- COE Awards will be given at the annual Conclave of the State Association.
- Scoring based on the COE Criteria will be used to determine the Chapter of the Year Award, given at the annual Conclave of the State Association.

COE Levels

- The levels of the COE program are Gold and Silver.
- To qualify for any COE level, the chapter must meet Criterion 1- Membership.
- To qualify for the Silver Level, the chapter must meet five of the nine criteria.
- To qualify for the Gold Level, the chapter must meet eight of the nine criteria.

Chapter of the Year Scoring

- Scoring based on COE Criteria will be used to determine the Chapter of the Year.
- To qualify for the Chapter of the Year Award, the chapter must attain the COE Gold Level.
- For each criterion satisfied, the chapter will receive 100 points.
- Bonus points are available in some criteria for exceeding the requirements of the specific area.
- The chapter with the highest accumulated points will be named Chapter of the Year.

CRITERIA

Criterion 1- Membership

- Membership is a mandatory criterion.
 - The chapter will not qualify for any COE award without completing the requirements of this criterion.
 - The chapter will not qualify for the Chapter of the Year award without completing the requirements for the Gold Level of this criterion.
- Silver Level: The chapter must initiate 4 new members.
- Gold Level: The chapter must initiate 9 new members.
- **Required Documentation:** No additional documentation required; Form 10s will be used.
- Bonus Points for Chapter of the Year: 50 points for each new member initiated after the ninth new member initiated.
- **Bonus Documentation:** No additional documentation required; Form 10s will be used.

Criterion 2- Obligatory Day Observances

- Each of the seven annual Obligatory Days must be observed.
- **Required Documentation:** Event submission form must be submitted to the Director of Programs for each event.

Criterion 3- DeMolay Month

- One event for each of the seven precepts must be held during the month of March.
- The Reverence precept observance may double as the Obligatory Devotional Day (in Criterion 2).
- **Required Documentation:** Event submission form must be submitted to the Director of Programs detailing each observance.

Criterion 4- Program Planning

- All chapter Master Councilor terms must be planned to PMC-MSA guidelines.
- **Required Documentation:** Term plans must be submitted to the Director of Programs.
- **Alternate Documentation:** Preliminary PMC-MSA letter including term plans may be submitted per PMC-MSA guidelines.
- Bonus Points for Chapter of the Year: 100 points for each chapter Master Councilor that earns PMC-MSA.
- **Bonus Documentation:** No additional documentation required; PMC-MSA awards will be tabulated at the state level.

Criterion 5- Education

- Two members must earn the Representative DeMolay Award.
- Two members must earn the Lamp of Knowledge Award by completing all five parts of the Leadership Correspondence Course.
- **Required Documentation:** No additional documentation required; RDs and LCCs will be tabulated at the state level.
- Bonus Points for Chapter of the Year: 100 points for sending two members or one member and one advisor to the Georgia Leaders Academy.
- **Bonus Documentation:** No additional documentation required; registration forms for GLA will be used.

Criterion 6- Ritual

- The chapter must compete in one team event at the annual Tournament of Champions.
- Both degrees must be conferred once during each Master Councilor's term with at least 50% of the degree team consisting of members of the chapter.
 - At least one major part must be performed by the chapter in the Initiatory Degree. Major parts are: Master Councilor, Senior Deacon, or Marshal.
 - At least one major part must be performed by the chapter in the DeMolay Degree. Major parts are: Jacques DeMolay, Master Inquisitor, Junior Inquisitor, Orator, or Master Councilor (4th Section).
- **Required Documentation:** Event submission form must be submitted to the Director of Programs detailing Initiatory & DeMolay Degree dates. Advisor must certify that 50% of the team consisted of Chapter members and major parts were performed per the criterion's requirements. No additional documentation required for TOC events; competition results will be used.
- Bonus Points for Chapter of the Year: 50 points for each member attaining a Junior, Senior, or Master certification level offered by the Ritualist Examination Board.
- **Bonus Documentation:** No additional documentation required; REB awards will be tabulated at the state level.

Criterion 7- State Events

- The chapter must attend three state events.
- A minimum of three active DeMolays and one advisor must attend each event.
- State events are: Conclave, Holiday Formal, Tournament of Champions, Spring Jam, and the Grand Master's Class.
- **Required Documentation:** No additional documentation required; state event registration forms will be used.
- Bonus Points for Chapter of the Year: 50 points for bringing candidates to the Grand Master's Class or other statewide degrees.
- **Bonus Documentation:** No additional documentation required; initiates at statewide degrees will be tabulated at the state level.

Criterion 8- Sweetheart

- The chapter must elect a sweetheart.
- **Required Documentation:** No additional documentation required; Georgia Sweetheart Coordinator will be contacted.
- Bonus Points for Chapter of the Year: 50 points if the chapter Sweetheart runs for State Sweetheart.
- **Bonus Documentation:** No additional documentation required; Georgia Sweetheart Coordinator will be contacted.

Criterion 9- Public Relations

- The chapter must publish a monthly newsletter or maintain an active web site.
- **Required Documentation:** No additional documentation required; Georgia WebMaster will be contacted for web sites, Director of Programs should be included in the distributed of monthly newsletter.
- Bonus Points for Chapter of the Year: 50 points for publishing both a newsletter and web site.
- Bonus Points for Chapter of the Year: 25 points for each article submitted to a local third-party newspaper or publication, up to a maximum of 200 points.
- **Bonus Documentation:** Copies of published articles in third-party newspaper or publication must be submitted to the Director of Programs. No additional documentation required for publishing both a newsletter and web site.