



The following is a Nomination Checklist for the Advisory Council and nominee to follow in preparing a nomination for the ***Distinguished Service Award***. While this checklist reflects the essential elements that must be included in the nomination, it in no way reflects a limitation on what may be included. Multiple references are welcome in each category, and additional supporting materials may be included by the nominee and the Council to round out the nomination portfolio:

Step 1: Select a Nominee

Your Chapter's Advisory Council may select an outstanding DeMolay for each six month term. Each nominee should be active in the basic areas listed below. The Advisory Council should formally act on the nomination, and include a signed [certification form](#) with the nomination.

Step 2: Gather Endorsement and Recommendation Letters

Letters explaining your nominee's activities and outstanding qualities in the following basic areas must be attached with the summary sheet. These letters should be from reputable persons of the community who know of the nominee's activities.

The nominee should provide contact information for these potential endorsers, and the Advisory Council should send letters ([see sample](#)) to them, requesting that they provide a letter of recommendation to the Council for inclusion in the DSA nomination. A completed nomination should contain *at least one* endorsement in each of these areas:

Area of Activity	Recommendations from ...	Letter Should Cover
Religious Life	Minister, Priest, Rabbi, Sunday School Teacher, or other religious leader.	Attendance, youth group activities, choir, camp, or other services rendered to his faith community, and general character.
Education	Teachers, Administrators, Coaches. High School and/or college.	Grade average, ability and effort, and honors earned. All clubs, school sponsored activities participated in, and general character.
Community	Civic leaders, organization advisors	All activities which provide services to the community, jurisdiction, or state. Also service to clubs like Boy Scouts, YMCA and other civic-type organizations.
Home	Parents and/or close family and friends	Describe regular home duties, attitude, cooperation. All special services and assistance to the family, and general character.
DeMolay	Chapter Advisor or other Advisors, Deputy Executive Officer, Executive Officers' Staff	All offices held and all honors and awards. Committee service, Chapter and state-wide service and honors. This area must be covered in great detail and should only contain DeMolay information. Give years applicable.
Other	Employers, other persons who can offer insight to the candidate	Employment record and any activity which falls under service to humanity and is not covered elsewhere.
Recommendation	Advisory Council Chairman	Appropriate remarks explaining reasons for selection and recommendation only.

Step 3: Complete the Summary

A summary (see sample) of the nominee's activities for the last four years must be included with all nominations. The more complete this summary is, the better the nominee's chances for selection.

Step 4: Enclose a Photo of the Nominee

A quality "head and shoulders" photo of the nominee should be included to be used in publicity.

Step 5: Send Nomination Material to the Executive Officer

Mail all materials in one envelope or package. Many nominations are bound in a three-ring binder or other attractive format. The completed portfolio should be sent to Pennsylvania DeMolay, 1244 Bainbridge Road, Elizabethtown, PA 17022