

**APPLICATION TO SEEK THE OFFICE OF
JURISDICTION CONGRESS SECRETARY
SOUTHERN CALIFORNIA JURISDICTION, ORDER OF DEMOLAY**

**This application and all accompanying materials must be in the Jurisdiction office no later than
2:00 P.M. June 1.**

Full Name _____ Chapter _____

Date of Birth _____ Age _____ Home # _____

e-mail _____ Cell # _____

Home Address _____

City _____ Zip Code _____

Do you have a reliable form of transportation? (circle one) YES NO

What is the average drive time from your home to the DeMolay Center in Anaheim? _____ mins.

Put an "X" on the lines that apply. If the question does not apply write "N/A"

Education

____ I am ____ I am not currently attending school Name of school _____

Current grade/year _____ GPA _____ Major _____

Employment

____ I am ____ I am not currently working Employer _____

Position _____ Average # of hours worked/week _____

Are you able to arrange your schedule to accommodate DeMolay activities? ____ Yes ____ No

Skills

It is essential in the performance of this position that you have a working knowledge of computer programs. Mark all that you have ability to working with.

Microsoft Word ____ Publisher ____ Photo Editing Program ____

DeMolay History

Put an "X" next to the offices, honors, and awards that apply.

- | | |
|----------------------------------|---|
| ____ Past Master Councilor | ____ Chevalier |
| ____ PMC-MSA | ____ Current District President |
| ____ LCC Last section completed | ____ Past District President |
| ____ Representative DeMolay | ____ Current Illustrious Knight Commander |
| ____ Founders Membership Award | ____ Past IKC |
| ____ Blue Honor Key | ____ Other (Please Specify Below) |
| ____ Distinguished Service Award | _____ |

Duties and Responsibilities

I understand that should I be elected to the office of Jurisdiction Congress Secretary of Southern California, I will be expected to do the following:

- 1) Oversee and execute either directly or indirectly, with the assistance of the Jurisdiction Dad, all activities, events, and enjoined or reasonably assumed responsibilities of the office.
- 2) Be responsible for writing articles and taking pictures for the Preceptor and for its timely publication and distribution via electronic media and mailing.
- 3) Represent the Jurisdiction and the Order, in the absence of the Jurisdiction Master Councilor, and Deputy Master Councilor by speaking publicly at any and all events, which are deemed appropriate by the Executive Officer.
- 4) Follow the edicts and orders of DeMolay International, the Executive Officer, and the Jurisdiction Dad.
- 5) Perform any portion of ritual from memory *only!*
- 6) Arrange my schedule to be able to attend as many events as possible but in such a manner that does not violate my obligations to my family, my employer, or my education.
- 7) Represent DeMolay, whether attending a DeMolay function or non-DeMolay event, by conducting myself in a manner that accurately reflects the bulwarks, precepts, and purposes of the order. This includes prohibiting the use of alcohol or drugs and if I turn 21 during my term I will not consume alcohol. Respectful language and respectable behavior are mandatory at all times.
- 8) Communicate and meet with the Jurisdiction Dad regularly and the Executive Officer as requested.
- 9) Travel regularly to chapter and league events and meetings.
- 10) Travel to the International Supreme Council Sessions and represent the Jurisdiction as a delegate if requested by the Executive Officer.

If, in the judgment of the Executive Officer, I fail to meet any or all of the duties and responsibilities outlined above, or any such other duties that are hence expressed to me by either the Executive Officer or Jurisdiction Dad, I understand that I may be removed from office.

What must accompany this application?

- 1) A black and white picture of the candidate preferably 3x5 and available for electronic transmission. Photos greater than 4x6 are not acceptable. This picture will be included in the Conclave program.
- 2) The first set of campaign materials intended for use following candidate announcements. (If this application is being submitted in advance of the June 1 deadline, campaign materials can follow this submission as long as those materials are received by the June 1 deadline).
- 3) A signed copy of the "Campaign Rules and Acknowledgement" form.
- 4) An essay between 200 and 300 words explaining why you want to be SCJ Congress Secretary. This *will not* be included in the Conclave program.
- 5) Produce a one page article describing an event; including at least two pictures in the article.

Campaign Rules and Acknowledgment

Rule #1- Remember we are all brothers

- 2) The Director of Campaigns must approve all campaign materials, **in advance**. Only properly submitted materials will be reviewed for approval.
- 3) There will be windows opened to allow for the submission of campaign materials. Materials *may not* be submitted between windows for approval. All submissions must be in the Director of Campaigns possession or Jurisdiction office **no later than 2:00 P.M. of the last date of the window**. Late submissions will not be accepted. The submission windows are as follows:

Now until June 1— July 1- July 8

Materials may be submitted physically or electronically. They will be returned or commented on by the same method in which they were received. **Remember- Submitted does not mean approved.**

- 4) The use of defaming or inflammatory language during private conversations or public speeches is not acceptable. It is better to emphasize your strengths than it is to concentrate on your brother's weaknesses.
- 5) You will be required to submit your nominator's nomination speech, nomination acceptance speech, and Conclave candidate speech in advance. ***Substantive deviation from the submitted speeches is unacceptable.*** The speeches must be in the Director of Campaigns possession or Jurisdiction office **no later than 2:00 P.M. of the 15th of July.**
- 6) You will be required to submit a Conclave Program article. This article will be due to the Jurisdiction Dad no later than **August 1**. The article should be 300-400 words in length. This is a forum for you to express thanks, ideas, campaign themes, etc.
- 7) DeMolay conduct and appearance are required at all times.
- 8) You may not spend more than \$400 in total on your campaign materials. A list and receipts for all materials and services will be provided at the request of the Director of Campaigns. If services, etc. are rendered at no charge that would normally have a cost, a fair market value of those supplies or services must be used in calculating final expenses.

I understand that before and during the campaign it is my responsibility to notify the Director of Campaigns of any material changes to my personal data since the submission of this application.

I understand that violation of any of the above campaign rules may result in my disqualification for candidacy or election.

Prior to running for office, a candidate interview will be required. Candidacy is definite only upon verbal or written notice of approval from the Executive Officer. Until such notification is secured, I understand that I am only an applicant at this time and as such under no circumstance am I to announce, imply, or in any way give notice of my candidacy to anyone, in advance of the official announcement of candidates. **Violation of this rule will result in my immediate disqualification as a candidate.**

My parents or guardian approve of my candidacy as indicated by their signature found below.

Signature of Applicant _____

Date: _____

Signature of Parent/Guardian _____