

VALLEY MEMBERSHIP ACHIEVEMENT PROJECT (VMAP)



• 2016 WORKBOOK •

REVISED: 12/14/2016

The Supreme Council, 33°
Ancient & Accepted Scottish Rite of Freemasonry
Southern Jurisdiction, U.S.A.

VALLEY MEMBERSHIP ACHIEVEMENT PROJECT (VMAP)

2016 OVERVIEW

Dear Brethren,

*Welcome to the Scottish Rite Valley Membership Project also known as **VMAP!***

VMAP was created entirely by the Scottish Rite Brethren who attended and participated in the 2014 Scottish Rite Regional Leadership Workshops and is designed to provide every Scottish Rite candidate, member, and leader in the Southern Jurisdiction with a useful working tool for planning and promoting a well-rounded series of Valley activities to engage and involve every member in the life and work of their Valley. In other words, VMAP is designed to help every Valley provide its members with a superior Scottish Rite experience.

VMAP is now in its second year of execution. Over 90 percent of all Scottish Rite Valleys participated in VMAP in 2015. While the 2015 VMAP efforts were very successful, the 2016 VMAP Workbook is not significantly changed. That said, attempts were made to include suggestions and feedback received directly from Valleys that implemented VMAP in 2015. Further refinements in VMAP are anticipated in 2017 and beyond based upon feedback and inputs provided by attendees at the 2016 Workshops. VMAP 2016 essentially works the same way as VMAP 2015, with Valleys first deciding to participate in VMAP and then executing it by completing Specific Activities in 11 separate Subject Areas that cover the full spectrum of the Scottish Rite experience.

As with VMAP 2015, Valleys that elect to participate in VMAP 2016 will receive a certificate of participation. Valleys that complete and turn in their VMAP Workbook at the end of the year will receive a congratulatory letter from the Sovereign Grand Commander, which is new for 2016. Valleys that reach specific thresholds in each of the 11 separate Subject Areas will receive a VMAP achievement plaque (for the first year of this achievement only) or a brass plate engraved with the year for subsequent achievements. These Valleys will also receive VMAP Achievement lapel pins for each named participating member in the Valley.

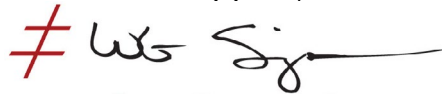

It is important to note that VMAP is **NOT a contest or competition** between Orients or Valleys and it runs for 12 months at a time, aligned with the calendar year. VMAP is an opportunity for each Valley to challenge itself to be a more vibrant and engaged version of itself each year.

The VMAP Enrollment Form, indicating a Valley's pledge to participate in VMAP, must be completed and mailed or emailed to the House of the Temple by **February 29, 2016**. Likewise, VMAP Workbooks must be filled out, signed, and mailed or emailed to the House of the Temple by **January 31, 2017**.

Participating in VMAP is a Valley decision and is strictly voluntary. We sincerely hope each and every Valley will choose to participate. Even if a Valley cannot accomplish enough events to meet Valley Achievement thresholds, participation in any aspect of VMAP will improve that Valley, as well as enrich and enhance the overall Scottish Rite experience for every Valley member. VMAP will make your Valley stronger, more successful, and provide an enhanced Scottish Rite experience and value for your members.

We greatly look forward to receiving your Valley's VMAP application to participate in 2016!

Fraternally yours,

W. G. Sizemore II, 33°
Grand Executive Director

VMAP ENROLLMENT FORM

Dear Brother Sizemore:

Please enroll the Valley of _____, in the Orient of _____, in the Valley Membership Achievement Project (VMAP).

We have reviewed the requirements and are prepared to take positive steps to improve the Valley's overall membership experience!

Valley VMAP Chairman or Point of Contact* Date / telephone number / email address

Valley Venerable Master Date / telephone number / email address

Valley Secretary Date

Valley Personal Representative Date

SGIG or Deputy Date

*** The Valley VMAP Chairman or Point of Contact cannot be the Valley Secretary or Personal Representative.**

Please email this page to Grandexec@scottishrite.org or print and mail it to:

Grand Executive Director
The Supreme Council, 33°
1733 16th Street NW
Washington, DC 20009-3103

HOW TO COMPLETE VMAP

The degree work, education, and member activities of the Ancient & Accepted Scottish Rite represent the heart, soul, and product of our great International body of Freemasonry. Therefore, every brother has a right to expect that the purpose of the Scottish Rite is carried out to the fullest extent possible by each Valley, and with the quality expected of an enlightened Masonic Fraternity.

The intent of VMAP is to help each Valley carry out its service to the Scottish Rite by providing the very best experience for its members. VMAP requirements, detailed throughout this workbook, are broken into the following 11 specific Subject Areas which cover the full scope of the Scottish Rite experience:

- 1. Membership Retention / Engagement**
- 2. Scottish Rite Education for Members**
- 3. Membership Recruitment**
- 4. New Member Engagement**
- 5. Reunion Experience**
- 6. Scottish Rite Education for Candidates**
- 7. Philanthropy**
- 8. Public Image**
- 9. Degree Conferral Proficiency**
- 10. Officer Responsibilities & Engagement**
- 11. Valley Organizations**

Each specific subject area details the number and scope of items required to earn the VMAP Achievement Award. There are one or two mandatory tasks in each specific subject area followed by a series of optional tasks from which each Valley is asked to choose and complete a specific minimum number of these tasks. These mandatory and optional tasks are designed to challenge a Valley, its members, and leaders to excel across a broad spectrum of Scottish Rite related subjects but are not to be interpreted literally. It is not expected that a Valley will earn the VMAP Achievement Award in the first year of its participation. It might take a Valley several years or longer to earn this achievement.

To complete the VMAP workbook, simply check the box corresponding to each task your Valley has completed, fill in the blank spaces describing how and what the Valley did to complete this task, and what lessons the Valley learned in completing the task. If your Valley completed tasks related to a VMAP subject area that is not listed or is over the requisite number of tasks, please use the space provided on p. 35 for further explanation. Near the end of the year, name your completed VMAP workbook file "2016_VALLEYNAME_VMAP" and email it to the Grand Executive Director. The workbook may be printed out and mailed, but electronic submissions are preferred.

SPECIFIC SUBJECT AREAS & MANDATORY/OPTIONAL TASKS

- 1. Membership Retention / Engagement**
- 2. Scottish Rite Education for Members**
- 3. Membership Recruitment**
- 4. New Member Engagement**
- 5. Reunion Experience**
- 6. Scottish Rite Education for Candidates**
- 7. Philanthropy**
- 8. Public Image**
- 9. Degree Conferral Proficiency**
- 10. Officer Responsibilities & Engagement**
- 11. Valley Organizations**

1. MEMBER RETENTION / ENGAGEMENT

- I. Establish a structured Membership Retention Team (MRT) within the Valley.
- II. The Valley maintains 95% or more of members' primary phone numbers in Sentinel OR increases the percentage of primary numbers in Sentinel by 10% from the previous year.
- III. The Valley maintains 95% or more of members' email addresses in Sentinel OR increases percentage of email addresses in Sentinel by 10% from the previous year.
- IV. The Valley maintains an up-to-date website or Facebook page (current with calendar, contact information, etc.), and

Accomplish ANY six (6) of the following:

- A. Contact members by letter, social media, email, phone, or in person every six (6) months (birthday, anniversary, etc.).
- B. A list of delinquent members is distributed to the MRT no later than July 1st each year.
- C. The Valley provides a reporting form or process for each member of the MRT to ensure monthly communication with the office regarding the status of dues-owing members.
- D. A list of delinquent members is again distributed to the MRT no later than October 1st.
- E. Personal calls are made by the MRT during October and November with a reporting mechanism to the Valley to report results and status of delinquent members.
- F. Valley Secretary or representatives follows up with personal calls to all delinquent members during the month of December.
- G. Conduct an exit survey for departing (e.g. suspended) members.
- H. The Valley sends some form of newsletter at least twice per year.
- I. The Valley has a five (5) percent decrease in Suspension for NPD from the previous year.

VMAP Task Completion Summary

1. Member Retention / Engagement

I. Establish a structured Membership Retention Team (MRT) within the Valley.

II. The Valley maintains 95% or more of members' primary phone numbers in Sentinel OR increases the percentage of primary numbers in Sentinel by 10% from the previous year.

III. The Valley maintains 95% or more of members' email addresses in Sentinel OR increases percentage of email addresses in Sentinel by 10% from the previous year.

IV. The Valley maintains an up-to-date website or Facebook page (current with calendar, contact information, etc.).

AREA 1: ADDITIONAL TASKS (6)

1—Task Letter

2—Task Letter

3—Task Letter

4—Task Letter

5—Task Letter

6—Task Letter

2. SCOTTISH RITE EDUCATION—MEMBERS

Masonic or other appropriate education programs are presented at or in conjunction with every stated communication of the Valley, and

Accomplish ANY six (6) of the following:

- A.** Valley members are individually and currently enrolled in the Master Craftsman: The Symbolic Lodge program.
- B.** Valley members are individually and currently enrolled in the Master Craftsman: Scottish Rite History and Ritual program.
- C.** Valley members are individually and currently enrolled in the Master Craftsman: Scottish Rite Philosophy program.
- D.** The Valley offers and conducts a Master Craftsman group study program for its members.
- E.** Valley members are individually enrolled in the College of the Consistory.
- F.** The Valley maintains its own functioning College of the Consistory.
- G.** The Valley has an Education Committee that plans, directs, and carries out education programs.
- H.** The Valley maintains a Library and has a Library Committee that expands its holdings each year.
- I.** Masonic education is presented via papers, essays, speeches, or guided discussions at the Valley's stated communications.
- J.** Scottish Rite education programs for members on the themes and lessons of the Scottish Rite Degrees are conducted in break-out sessions during Valley Reunions.

VMAP Task Completion Summary

2. Scottish Rite Education—Members

Masonic or other appropriate education programs are presented at or in conjunction with every stated communication of the Valley.

AREA 2: ADDITIONAL TASKS (6)

1—Task Letter

2—Task Letter

3—Task Letter

4—Task Letter

5—Task Letter

6—Task Letter

3. MEMBERSHIP RECRUITMENT

- I. **Personal calls or contacts inviting prospects to join are made by the Valley Membership Team prior to every Reunion.**
- II. **Valley has a structured contact and reinstatement program for previous members suspended for NPD, and**

Accomplish ANY seven (7) of the following:

- A. The Valley has developed a Membership Recruitment Organization including, at a minimum, a named Valley Chairman and a named Lodge Representative in each Lodge that meets regularly within the Valley's geographic area.
- B. The Valley maintains a list of Master Masons raised in the last five (5) years in its prospective member database, and makes the same available to its Valley Membership Team prior to each Reunion.
- C. The Valley has a process in place to maintain a list of non-Scottish Rite Masons in its database for a period of not less than four years.
- D. Invitations to join are mailed to prospects from the Personal Representative, Valley Secretary, or Valley Membership Chairman prior to every Reunion.
- E. At least one Scottish Rite Friends Night is conducted by the Valley prior to each Reunion.
- F. The Valley has a job description for Top Line Signers.
- G. The Valley offers tangible incentives to Top Line Signers of multiple petitions (such as free dues, points toward perpetual memberships, room & board, etc.). Please submit a copy of the Valley's Incentive Project along with this completed workbook.
- H. A Mentor is assigned to each Candidate during the Reunion who joins and spends substantial personal time with the Candidate during the Reunion experience.
- I. Top Line Signers always offer to personally pick up, deliver, and return Candidates to their homes and can also serve as Candidate Mentors during the Reunion the Candidates attend.
- J. The Valley Secretary mails follow-up letters of regret to prospects who do not accept an invitation to join.
- K. The Valley invites previously suspended members for NPD to a special event(s) each year.
- L. The Valley has a 5% increase in new member initiations from the previous year.
- M. The Valley has a 5% increase in Reinstatements from the previous year.

VMAP Task Completion Summary

3. Membership Recruitment

I. Personal calls or contacts inviting prospects to join are made by the Valley Membership Team prior to every Reunion.

II. Valley has a structured contact and reinstatement program for previous members suspended for NPD.

AREA 3: ADDITIONAL TASKS (7)

1—Task Letter

2—Task Letter

3—Task Letter

4—Task Letter

5—Task Letter

6—Task Letter

7—Task Letter

4. NEW MEMBER ENGAGEMENT

- I. **The Valley establishes a policy to maintain regular, targeted communication with new members (beyond dues notices) for a period of three years.**
- II. **All new members have email addresses, mailing addresses, primary phone number, and home Lodge information entered in Sentinel, and**

Accomplish ANY seven (7) of the following:

- A. The Valley conducts post-Reunion surveys of new Valley members.
- B. Special invitations are mailed or emailed to new members informing them of stated communications, upcoming Temple events, etc.*
- C. Form a Degree Team for a Degree not presently being conferred.
- D. A Degree has been conferred within the last twelve (12) months by a team composed of New Members (<3 years from joining).
- E. Members of the immediate previous Candidate Class are specifically invited to attend the next Reunion and are given the opportunity to interview and learn about all Valley organizations.*
- F. The Valley assigns a task, committee position, or volunteer role to every new Master of the Royal Secret.
- G. The Valley conducts special Class Reunions for past Reunion Classes, providing recognition, activities, and participation opportunities alongside the current Reunion Class.
- H. Present positive post-Reunion impressions via reporting of new classes in Sentinel within one week of each Reunion to expedite delivery of new member package and Scottish Rite Journal.
- I. The Valley creates an orientation packet that includes, but is not limited to, a directory of Valley Officers, calendar of events, regalia suppliers, web/social media information, checklist of volunteer opportunities, and Reunion Class directory.
- J. The Valley holds a Patent presentation for New Members.

*VMAP Best Practice

VMAP Task Completion Summary

4. New Member Engagement

I. The Valley establishes a policy to maintain regular, targeted communication with new members (beyond dues notices) for a period of three years.

II. All new members have email addresses, mailing addresses, primary phone number, and home Lodge information entered in Sentinel.

AREA 4: ADDITIONAL TASKS (7)

1—Task Letter

2—Task Letter

3—Task Letter

4—Task Letter

5—Task Letter

6—Task Letter

7—Task Letter

5. REUNION EXPERIENCE

- I. A recognition or achievement ceremony is held honoring new Valley members with at least one of the following: a Valley certificate, a cap, or 14° ring.
- II. Each Reunion consists of the following key elements: Formal Openings/Closings, Degree Conferrals, Degree Education, Social Time as a Group Activity, and

Accomplish ANY five (5) of the following:

- A. At least one Valley Reunion each year must consist of more than one day.
- B. A social event is provided before or during each Reunion to encourage Brethren to come together in fellowship.
- C. Music is an integral part of a good impression, and is included in Degree presentations.
- D. Each Candidate writes a personal response to the legacy question as traditionally required by the 5°, and returns the same to the Class Directors or Education Committee before the close of the Reunion, and the response is kept in their member file.
- E. Each Candidate writes their own moral testament concerning religion, politics, and Masonry as required in the 30°, and returns the same to the Class Directors or Education Committee before the close of the Reunion, and the testament is kept in their member file.
- F. The Valley Membership Committee, Class Directors, and Education Committee are actively engaged with Candidates throughout the Reunion experience.
- G. The Valley officially registers ALL Reunion attendees.
- H. The Valley conducts a 14° ring presentation ceremony.

VMAP Task Completion Summary

5. Reunion Experience

I. A recognition or achievement ceremony is held honoring new Masters of the Royal Secret with at least one of the following: a Valley certificate, a cap, or 14° ring.

II. Each Reunion consists of the following key elements: Formal Openings/Closings, Degree Conferrals, Degree Education, Social Time as a Group Activity.

AREA 5: ADDITIONAL TASKS (5)

1—Task Letter

2—Task Letter

3—Task Letter

4—Task Letter

5—Task Letter

6. SCOTTISH RITE EDUCATION—CANDIDATES

Candidates are provided break-out sessions during Degree weekends in which themes and meanings of individual Degrees are more fully explained and discussed, and

Accomplish ANY four (4) of the following:

- A. Candidates are presented a written history of the Valley.
- B. Candidates are provided an introduction to the Scottish Rite outlining its history, themes, Degrees, and its relationship to Blue Lodge Masonry prior to the Reunion in which they join.
- C. Candidates are presented *A Bridge to Light* by the Valley at the Reunion in which they join.
- D. Candidates are presented *Morals and Dogma* by the Valley at the Reunion in which they join.
- E. Candidates are provided an interest and expectations survey.
- F. The Valley establishes and maintains a “passport” program, encouraging members to see all twenty-nine (29) Degrees.

VMAP Task Completion Summary

6. Scottish Rite Education—Candidates

Candidates are provided break-out sessions during Degree weekends in which themes and meanings of individual Degrees are more fully explained and discussed.

AREA 6: ADDITIONAL TASKS (4)

1—Task Letter

2—Task Letter

3—Task Letter

4—Task Letter

7. PHILANTHROPY

The Valley Conducts fundraising programs for Orient or Valley specific charities (i.e. scholarships, RiteCare Scottish Rite Childhood Language Program, etc.), and

Accomplish ANY two (2) of the following:

- A. The Valley participates in the *Celebrating the Craft* webcast.
- B. The Valley maintains a donor recognition program for Orient and Valley-specific charities.
- C. A report on Valley philanthropies is given at a minimum of one stated meeting per year.
- D. A presentation on Valley philanthropies is given to new members at during each reunion.

VMAP Task Completion Summary

7. Philanthropy

The Valley Conducts fundraising programs for Orient or Valley specific charities (i.e. scholarships, RiteCare Scottish Rite Childhood Language Program, etc.).

AREA 7: ADDITIONAL TASKS (2)

1—Task Letter

2—Task Letter

8. PUBLIC IMAGE

- I. The Valley submits at least one news item for inclusion in Supreme Council publications annually.
- II. The Valley participates in at least one public service project per year, and

Accomplish ANY two (2) of the following:

- A. The Valley participates in a JROTC/ROTC award program.
- B. The Valley holds a community recognition program for teachers, first responders, veterans, etc. (who are not necessarily members).
- C. The Valley offers to provide a Degree Team to assist Blue Lodge ritual ceremonies upon invitation.
- D. The Valley submits information on events or philanthropies to local news organizations at least once a year.
- E. The Valley creates a video on Scottish Rite history, philanthropies, or other interest item at least once a year for use in recruitment of new members, fundraisers, and/or member engagement.

VMAP Task Completion Summary

8. Public Image

I. The Valley submits at least one news item for inclusion in Supreme Council publications annually.

II. The Valley participates in at least one public service project per year.

AREA 8: ADDITIONAL TASKS (2)

1—Task Letter

2—Task Letter

9. DEGREE CONFERRAL PROFICIENCY

The Valley performs at least five (5) of the Degrees from the 4th through the 32nd in a stage or Lodge setting each year with accuracy and effectiveness, and

Accomplish a number of the following based on Valley size. Valleys with <350 members complete ANY three (3), Valleys with 350–1,000 members complete ANY five (5), Valleys with more than 1,000 members complete ANY seven (7):

- A.** Add one new Degree per year to the Reunion
- B.** The Valley performs a minimum of twelve (12) Degrees of the Rite each year with accuracy and effectiveness.
- C.** The Valley performs a minimum of eighteen (18) Degrees of the Rite each year with accuracy and effectiveness.
- D.** The Valley performs all twenty-nine (29) Degrees of the Rite each year with accuracy and effectiveness.
- E.** The Degree production program has a Valley Supernumerary Department providing volunteers for a range of non-speaking parts (guards, knights, crowds, etc.) in Degrees.
- F.** Degrees not conferred are communicated either by memory or are delivered extemporaneously by Brethren well studied in the lessons of the Degrees.
- G.** The Degree production program includes a Valley Wardrobe Department whose purpose is to keep the paraphernalia properly stored, in good repair, and replaced as needed.
- H.** Acting classes are offered to Degree participants.
- I.** The Degree production program includes a vocal and instrumental music department that provides a range of appropriate music for Degree conferral and offers a volunteer pool for talented Members.
- J.** A Valley Technology Department exists or is created that provides for quality sound, lighting, and equipment upgrades as needed for the enhancement of the Degrees.
- K.** All character parts exemplified in Degrees conferred by the Valley are memorized and/or augmented by audio recordings (e.g. prologues, ancient law givers, charges, etc. may be amplified off stage).
- L.** An individual Blue Lodge or Valley Organization has formed a Degree Team for a non-performed degree and performed it in the last 12 months.
- M.** The Valley has a special recognition program for outstanding degree support and/or performance.

VMAP Task Completion Summary

9. Degree Conferral Proficiency

The Valley performs at least five (5) of the Degrees from the 4th through the 32nd in a stage or Lodge setting each year with accuracy and effectiveness.

AREA 9: ADDITIONAL TASKS (3-7, DEPENDING ON SIZE) | VALLEY SIZE:

1—Task Letter

2—Task Letter

3—Task Letter

4—Task Letter

5—Task Letter

6—Task Letter

7—Task Letter

10. OFFICER RESPONSIBILITIES & ENGAGEMENT

The Presiding Officers of all Valley Bodies officially open their respective Bodies at each Reunion, and

Accomplish ANY five (5) of the following:

- A.** The Valley maintains a list of duties, job descriptions and expectations for each elected officer.
- B.** The Valley maintains a list of duties, job descriptions and expectations for each appointed officer.
- C.** The Valley Officers plan and conduct the statutorily required annual Feast of Tishri.
- D.** The Valley Officers plan and conduct the statutorily required annual Feast of Remembrance & Renewal.
- E.** The Valley Officers plan and conduct the statutorily required annual Feast of Kadosh.
- F.** The Valley Officers plan and conduct the statutorily required Feast of Consistory.
- G.** The Valley Officers perform the statutorily required ritual openings as stated in the Statutes for all Valley Bodies.

VMAP Task Completion Summary

10. Officer Responsibilities and Engagement

The Presiding Officers of all Valley Bodies officially open their respective Bodies at each Reunion.

AREA 10: ADDITIONAL TASKS (5)

1—Task Letter

2—Task Letter

3—Task Letter

4—Task Letter

5—Task Letter

11. VALLEY ORGANIZATIONS

The Valley has a minimum number of the following organizations in place and working based upon the following Valley membership sizes: <50 members = 3; 50–100 members = 5; 101–250 members = 10; 251–550 members = 15; >551 members = 20:

Banquets & Dining	Membership
Blue Lodge Degree Team	Military Veterans Liaison
Buildings & Grounds	Motorcycle Club
Business & Professional Men's Group	Museum & Archives
Call a Brother (Brother to Brother)	Peer-to-Peer Contact/Mentoring
Childcare During Reunions	Personnel & Records
Cigar Club & Events	Photography
Class Reunions for Prior Classes	Public Relations/Public Image/Valley Brand Mgmt.
Class Roll Directors	Rainbow for Girls Advisory Board Members
College Fraternity Liaison	Reunion Transportation
College Music Clubs	Rose Croix Memorial & Remembrance
College of the Consistory Campus	Scottish Rite Clubs
Credential & Registration	Service Knights
Degree Communications	Skeet/Trap Shooting Club
DeMolay Scottish Rite Chapter Dads	Sojourners Contact Group
Education and Rite Nite Committee	Speaker's Bureau
Masonic & Scottish Rite Education	Special Productions
Entertainment	Stage & Properties
Esotericists/Esoteric Forum	Supernumerary
Estate Planning	Temple Greeters
Friends & Family Entertainment	Top Line Signers Club
Golf Clubs/Sponsored Tournaments	Tour Guides
Hobby Nights	Wardrobe
Hunting Clubs	Web/Podcasting
Innkeepers	Widow's Outreach
Internet Club	Knights of the Double Eagle
Job's Daughters Associate Bethel Guardians	Tough Mudder Team(s)
Knights of St. Andrew	Grand Commander's Fellows
Spouse's Association	Other:
Library Committee/Volunteers	
Lodge Representatives	
Makeup	
Masonic Music/Musicians Club	
Masonic Youth Group Sponsor/Liaison	
Media Production	

VMAP Task Completion Summary

11. Valley Organizations

The Valley has a minimum number of the following organizations in place and working based upon the following Valley membership sizes: <50 members = 3; 50–100 members = 5; 101–250 members = 10; 251–550 members = 15; >551 members = 20:

Valley Membership Size: _____ ; **Number of Organizations:** _____. **Please describe below.**

ADDITIONAL NOTES AND COMMENTS

Please use this space to explain tasks your Valley completed for any of the different VMAP subject areas that were over the requisite amount or not already listed in this workbook.

VMAP WORKBOOK SUBMISSION

Dear Brother Sizemore:

Having accomplished the tasks indicated by checkmarks and explanations throughout this workbook, the Valley of _____, in the Orient of _____, respectfully submits the attached workbook and information.

Valley VMAP Chairman or Point of Contact* Date / telephone number / email address

Valley Venerable Master Date / telephone number / email address

Valley Secretary Date

Valley Personal Representative Date

SGIG or Deputy Date

*** The Valley VMAP Chairman or Point of Contact cannot be the Valley Secretary or Personal Representative.**

Submission of VMAP workbooks, regardless of the number of tasks completed, is a crucial step in the continued development and success of VMAP. Lessons learned by Valleys on the activities undertaken, best practices that can be shared with other Valleys, and general feedback on which activities are done the most vs done the least are all valuable pieces of information. By submitting your workbook you are helping to improve VMAP for every Scottish Rite Mason.

For electronic submission: This workbook has been developed as a fillable PDF form to allow electronic submission. After filling out the workbook by checking the appropriate boxes and filling out the corresponding explanatory sections, please save your workbook with the file name 2016_VALLEYNAME_VMAP. Please email the file to the Grand Executive Director at Grandexec@scottishrite.org. The submission signature page can either be signed using electronic signatures, or by printing out just the signature page and either scanning or mailing it to the Grand Executive Director. Non-electronic submissions will still be accepted, but use of the fillable PDF is preferred.

VMAP RECOGNITION & AWARDS

VMAP Valley Participation Recognition:

- Valley VMAP Certificate of Participation
- VMAP Challenge Coin for all top-line signers of a new petition, or being responsible for reinstatement of a member

Valley Submission of Completed VMAP Workbook:

- Valley VMAP Letter of Achievement
- VMAP Lapel Pin for each named participating Valley member

VMAP Valley Achievement Award:

- Valley VMAP Letter of Achievement
- VMAP Plaque of Scottish Rite Excellence (one-time award)
- VMAP Date Plate for each subsequent year of VMAP Achievement Award recognition

FURTHER VMAP INSTRUCTIONS

Thank you for participating in the **Valley Membership Achievement Project!**

Please mail or email this completed, signed, workbook to:

Grand Executive Director
The Supreme Council, 33° or Grandexec@scottishrite.org
1733 16th Street, NW
Washington, DC 20009-3103



The Supreme Council, 33°
Ancient & Accepted Scottish Rite of Freemasonry
Southern Jurisdiction, USA