

# VALLEY MEMBERSHIP ACHIEVEMENT PROJECT (VMAP)



## • 2018 WORKBOOK •

REVISED: 11/01/2017

Valley of \_\_\_\_\_, \_\_\_\_\_

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

# VALLEY MEMBERSHIP ACHIEVEMENT PROJECT (VMAP)

## MISSION STATEMENT

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The Valley Membership Achievement Project (VMAP) is a grassroots-developed project with the mission and goal of helping each Valley ensure that every Scottish Rite Brother is provided with the best possible member experience and value for his membership.

## VMAP 2018 OVERVIEW

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**Dear Brethren,**

*Welcome to the Scottish Rite Valley Membership Project, also known as **VMAP**, for 2018!* VMAP was created entirely by Scottish Rite Brethren and is designed to provide every Scottish Rite candidate, member, and leader 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.

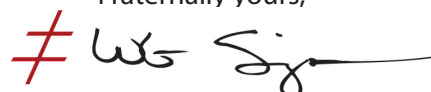

VMAP is now in its fourth year of execution and has been refined and improved over that time based on suggestions and feedback from Brethren and Valleys who have participated and attended Scottish Rite Regional Leadership Workshops. The biggest refinement to VMAP for 2018 is the check boxes have been removed from all mandatory and optional activities, requiring Valley to write in how they completed an activity, and the VMAP Enrollment Form has been separated from the Workbook and does not require a Deputy or SGIG signature.

VMAP in 2018 works the same way as in the past, with Valleys first deciding to participate, then submitting an Enrollment Form, then going through the workbook to deciding what activities to undertake to help the Valley and Brethren, and then executing specific activities that cover the full spectrum of the Scottish Rite experience. It is important to note that VMAP is still NOT a contest or competition between Orients or Valleys, NOR is it a "report card." VMAP is simply an opportunity for each participating Valley to challenge itself to be a more vibrant and engaged version of itself through self evaluation.

Participating in VMAP is a Valley decision and is strictly voluntary; however, we sincerely hope each and every Valley will choose to participate. Feedback received consistently indicates that every Valley that reported embracing VMAP, experienced marked increases in participation and enthusiasm. Feedback shows that participation in VMAP will ultimately improve a Valley, as well as, enrich and enhance the overall Scottish Rite experience of 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 your participation and achievements in VMAP for 2018!

Fraternally yours,

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

# HOW TO COMPLETE VMAP

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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. 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. Valley Leadership & Management**
- 11. Valley Organizations**

Each specific subject area contains mandatory tasks 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. Valleys can also write in related optional tasks and any activities undertaken by a Scottish Rite Club will be credited to their parent Valley. Valleys that complete all mandatory and the minimum required number of optional tasks in each subject area will earn the VMAP Achievement Award. Likewise, any Valley that completes and turns in a VMAP Workbook, and has Positive Membership with Death statistics removed, will also earn the VMAP Achievement Award.

To complete the VMAP Workbook, either write or electronically fill in the blank spaces provided after every task describing how and what the Valley did to complete the task and what lessons the Valley learned in completing the task. Near the end of the year, sign and mail or email the completed VMAP Workbook to the Grand Executive Director.

# 1. MEMBER RETENTION / ENGAGEMENT

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- 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 individual 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. Include information on how to be reinstated in the future with the exit interview.
- 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.
- J. Valley has a defined program to contact Scottish Rite members moving into the Valley's area.
- K. Valley promotes activities via social media platforms.
- L. Valley utilizes automated calling systems to inform members of meetings and other upcoming Valley events.
- M. Valley sends out a postcard (electronic or paper) during a member's birthday month, inviting him to the next meeting/event. Target communication method based on member's primary preferred contact.
- N. Valley supports an amnesty program for reinstatement of suspended members operated in accordance with Supreme Council *Statutes*.
- O. Valley establishes a structured member participation incentive program (i.e., 3-5-7 club, Knights of Double Eagle, etc.)

P. A list of “lost” members is distributed to the Valley membership for assistance in locating those members.

Q. Other (please describe): \_\_\_\_\_  
\_\_\_\_\_

R. Other (please describe): \_\_\_\_\_  
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## VMAP Task Completion Summary

### 1. Member Retention / Engagement

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

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#### 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.

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**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.**

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

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**AREA 1: ADDITIONAL TASKS (6)**

**1—Task Letter** \_\_\_\_

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**2—Task Letter** \_\_\_\_

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**3—Task Letter** \_\_\_\_\_

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**4—Task Letter** \_\_\_\_\_

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**5—Task Letter** \_\_\_\_\_

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**6—Task Letter** \_\_\_\_\_

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## 2. SCOTTISH RITE EDUCATION—MEMBERS

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**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.
- K. Valley supports member education to distant members via technology (Skype, Facebook Live, Google Hangouts, etc) with the permission of the SGIG/Deputy.
- L. Other (*please describe*): \_\_\_\_\_  
\_\_\_\_\_
- M. Other (*please describe*): \_\_\_\_\_  
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# 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.

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### AREA 2: ADDITIONAL TASKS (6)

1—Task Letter \_\_\_\_

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2—Task Letter \_\_\_\_

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**3—Task Letter** \_\_\_\_\_

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**4—Task Letter** \_\_\_\_\_

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**5—Task Letter** \_\_\_\_\_

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**6—Task Letter** \_\_\_\_\_

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### 3. MEMBERSHIP RECRUITMENT

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- 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. Please submit a copy of the Valley's Incentive Project along with this completed workbook.
- H. A Mentor is assigned to each Candidate when the petition is accepted. The Mentor will keep in touch with Candidate prior to, during and after the reunion, and will spend 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.
- N. Valley develops a formal program/packet to be used by Lodge Ambassadors/Representatives for Membership Recruitment.
- O. Valley petition for membership includes the following fields: primary phone, email address, social media contacts.

- P. Other (*please describe*): \_\_\_\_\_  
\_\_\_\_\_
- Q. Other (*please describe*): \_\_\_\_\_  
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# 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.**

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

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### AREA 3: ADDITIONAL TASKS (7)

**1—Task Letter** \_\_\_\_\_

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**2—Task Letter** \_\_\_\_\_

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**3—Task Letter** \_\_\_\_\_

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**4—Task Letter** \_\_\_\_\_

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**5—Task Letter** \_\_\_\_\_

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**6—Task Letter** \_\_\_\_\_

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**7—Task Letter** \_\_\_\_\_

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## 4. NEW MEMBER ENGAGEMENT

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- 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 and has an official review and response program.
- 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.
- K. Valley creates a special "Fresh Perspective Committee" made up of new and inactive members with the stated goal of resolving existing Valley issues.
- L. Each Reunion class selects, plans and conducts a project or event as a group.
- M. Valley provides each Reunion class with a "yearbook" of their class with pictures and information about each member.
- N. Valley posts pictures and short bios of all new members in the Valley following the reunion.
- O. Valley posts the Scottish Rite Creed in a conspicuous location in the Valley facilities.

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\*VMAP Best Practice

- P. Other (*please describe*): \_\_\_\_\_  
\_\_\_\_\_
- Q. Other (*please describe*): \_\_\_\_\_  
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# 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.**

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

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### AREA 4: ADDITIONAL TASKS (7)

**1—Task Letter** \_\_\_\_

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**2—Task Letter** \_\_\_\_

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**3—Task Letter** \_\_\_\_\_

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**4—Task Letter** \_\_\_\_\_

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**5—Task Letter** \_\_\_\_\_

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**6—Task Letter** \_\_\_\_\_

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**7—Task Letter** \_\_\_\_\_

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## 5. REUNION EXPERIENCE

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- I. A recognition or achievement ceremony is held honoring new Valley members with at least one of the following: a Valley certificate, a cap, 14° ring, or permanent member name badge, with their name, year of joining, valley name, etc.
- 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. Whenever possible, involve family and friends in the presentation ceremony.\*
- I. Valley holds reunions in areas away from the Valley's primary facilities.
- J. Valley shows a membership video during reunion. These are available on the Supreme Council website.
- K. Valley invites all members of a class to a special patent signing ceremony to provide all members of the class an opportunity to sign each other's patents.
- L. Other (*please describe*): \_\_\_\_\_  
\_\_\_\_\_
- M. Other (*please describe*): \_\_\_\_\_  
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\*VMAP Best Practice

# VMAP Task Completion Summary

## 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, 14° ring, or permanent member name badge, with their name, year of joining, valley name, etc.

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

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### AREA 5: ADDITIONAL TASKS (5)

1—Task Letter \_\_\_\_

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2—Task Letter \_\_\_\_

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**3—Task Letter** \_\_\_\_\_

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**4—Task Letter** \_\_\_\_\_

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**5—Task Letter** \_\_\_\_\_

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## 6. SCOTTISH RITE EDUCATION—CANDIDATES

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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.\*
- G. Candidates are provided with a packet explaining available Scottish Rite resources and benefits. This can include, but is not limited to the Supreme Council website and social media, *The Tyler’s Place* podcast information, Master Craftsman education program, etc.
- H. Other (please describe): \_\_\_\_\_  
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- I. Other (please describe): \_\_\_\_\_  
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\*VMAP Best Practice

# 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.

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### AREA 6: ADDITIONAL TASKS (4)

1—Task Letter \_\_\_\_

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2—Task Letter \_\_\_\_

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3—Task Letter \_\_\_\_

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4—Task Letter \_\_\_\_

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## 7. PHILANTHROPY

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

**Accomplish ANY three (3) 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.
- E. Valley invites a RiteCare SRCLP recipient, parent or clinic staff member to speak at the reunion or other Valley event.
- F. Valley utilizes “Amazon Smile” or other similar corporate donor programs to raise funds for affiliated 501(c)(3) charities.
- G. Valley appoints a fund-raising committee or officer who works with the Orient or Regional Supreme Council Development Officer to support Scottish Rite Philanthropies.
- H. Other (*please describe*): \_\_\_\_\_  
\_\_\_\_\_
- I. Other (*please describe*): \_\_\_\_\_  
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# 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.).

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### AREA 7: ADDITIONAL TASKS (3)

1—Task Letter \_\_\_\_\_

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2—Task Letter \_\_\_\_\_

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3—Task Letter \_\_\_\_\_

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## 8. PUBLIC IMAGE

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**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 four (4) 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.
- F. Valley has a Youth Outreach Committee to support local Masonic and Non-Masonic Organizations.
- G. Valley has a recognition event for new Eagle Scouts.
- H. Valley has a specific role and job description for a Public Relations Officer, which may include managing contacts with local media to promote Valley activities.
- I. Valley has a defined social media/marketing committee.
- J. Valley maintains a "Speakers Bureau" program that offers educational talks, on Masonic or non-Masonic topics, to local lodges upon invitation.
- K. Valley holds public events, of a Masonic or non-Masonic character, or open houses, tours, etc. to introduce the public to Scottish Rite.
- L. Valley joins, as an organization, the local Chamber of Commerce, or other similar associations.
- M. Valley performs public Masonic ceremonies or plays upon invitation for Masonic or non-Masonic groups.
- N. The Valley participates in local community events (county fairs, parades, etc) as Scottish Rite Masons.  
(Note: Appearing in regalia/uniform must be approved by SGIG/Deputy.)
- O. Other (please describe): \_\_\_\_\_  
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- P. Other (please describe): \_\_\_\_\_  
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\*VMAP Best Practice

# VMAP Task Completion Summary

## 8. Public Image

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

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

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### AREA 8: ADDITIONAL TASKS (4)

1—Task Letter \_\_\_\_

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2—Task Letter \_\_\_\_

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**3—Task Letter** \_\_\_\_\_

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**4—Task Letter** \_\_\_\_\_

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## 9. DEGREE CONFERRAL PROFICIENCY

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**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/Committee 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.
- N. Degree team from the Valley travels to another Valley to present a degree.
- O. Other (*please describe*): \_\_\_\_\_  
\_\_\_\_\_
- P. Other (*please describe*): \_\_\_\_\_  
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# 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.

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AREA 9: ADDITIONAL TASKS (3–7, DEPENDING ON SIZE) | VALLEY SIZE: \_\_\_\_\_

1—Task Letter \_\_\_\_\_

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2—Task Letter \_\_\_\_\_

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3—Task Letter \_\_\_\_\_

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**4—Task Letter** \_\_\_\_\_

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**5—Task Letter** \_\_\_\_\_

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**6—Task Letter** \_\_\_\_\_

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**7—Task Letter** \_\_\_\_\_

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# 10. VALLEY LEADERSHIP & MANAGEMENT

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**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.
- H. Valley develops and maintains a 5-year strategic plan (submission of plans with VMAP submission would be greatly appreciated).
- I. Valley maintains a list of duties, job descriptions, and expectations, for committees.
- J. Valley conducts a yearly VMAP review and develops plan for future improvement.
- K. Other (*please describe*): \_\_\_\_\_  
\_\_\_\_\_
- L. Other (*please describe*): \_\_\_\_\_  
\_\_\_\_\_



# VMAP Task Completion Summary

## 10. Valley Leadership & Management

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

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### AREA 10: ADDITIONAL TASKS (5)

1—Task Letter \_\_\_\_

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2—Task Letter \_\_\_\_

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3—Task Letter \_\_\_\_

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4—Task Letter \_\_\_\_

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5—Task Letter \_\_\_\_

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# 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:**

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

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## 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.

[illegible]

# VMAP WORKBOOK SUBMISSION

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## Dear Brother Sizemore:

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

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Signature of Valley VMAP Chairman  
or Point of Contact\*

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Date / telephone number / email address

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Signature of Valley Venerable Master

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Date / telephone number / email address

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Signature of Valley Secretary

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Date

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Signature of Valley Personal Representative

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Date

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Signature of SGIG or Deputy

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Date

**\* The Valley VMAP Chairman or Point of Contact cannot be the Valley Secretary or Personal Representative except in Valleys with fewer than 150 members.**

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 and best practices on the activities undertaken, are extremely valuable pieces of information that will be shared with other Valleys. By submitting your workbook you are helping to improve VMAP for every Scottish Rite Mason.

For electronic submissions, please save your workbook with the file name: 2018\_VALLEYNAME\_VMAP and email the file to the Grand Executive Director at [Grandexec@scottishrite.org](mailto:Grandexec@scottishrite.org). The submission signature page can either be signed using electronic signatures, or printed out and signed, and either scanned and emailed, or mailed to the Grand Executive Director.

## Please mail workbooks and/or signature pages to:

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

# VMAP RECOGNITION & AWARDS

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## VMAP Valley Enrollment Recognition:

- Valley VMAP Certificate of Participation (*first-time participants*)
- VMAP Challenge Coin for all top-line signers of a new petition, or Brethren responsible for the reinstatement of a member

## Valley Submission of their Completed VMAP Workbook:

- Congratulatory Letter from the Sovereign Grand Commander
- 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

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



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