

**RULES FOR**  
***THE ROBERT CLAIBORNE WILSON AWARD***  
**THE GRAND CHAPTER**  
**ROYAL ARCH MASONS IN VIRGINIA**



**SIXTH EDITION – NOVEMBER 2014**

**Chapter:** \_\_\_\_\_ **Number:** \_\_\_\_\_

**General Instructions**

This award is designed to assist High Priests and Chapter Officers in preparation for the coming year, and as a reference during the year. Using the award in this way will make your Chapter healthy and encourage member participation. It is important for Excellent Kings and Scribes to examine these criteria and use them to plan for their year. It is critical for incoming High Priests to have a plan, hopefully based on these guidelines, and that they refer to these guidelines during the year to modify their plan.

The criteria for the award is subject to revision during the next few years. It is important that you use the criteria for the current year that can be found on the Grand Chapter web page.

Comments about the criteria and suggestions for revision are encouraged and should be sent to the Robert Claiborne Wilson Award Committee through the Grand Secretary's Office.

## I. ACTIVITIES THE CHAPTER MUST ACCOMPLISH

A. The High Priest has Certificate of Qualification

Certificate Number \_\_\_\_\_ dated \_\_\_\_\_

B. The King has Certificate of Qualification

Certificate Number \_\_\_\_\_ dated \_\_\_\_\_

C. The Scribe has Certificate of Qualification

Certificate Number \_\_\_\_\_ dated \_\_\_\_\_

D. The Secretary has submitted all monthly and other reports required by  
the Grand Chapter. YES \_\_\_\_\_

E. The Chapter has made a recommendation for the DDGHP to be  
appointed for the ensuing Capitular Year. YES \_\_\_\_\_

F. The High Priest, King and Scribe (a minimum of 2) were present at the  
Official Visit of the Grand High Priest to the District. YES \_\_\_\_\_

G. Name of the representative at the Grand Convocation  
Companion \_\_\_\_\_

H. An Annual audit of the records has been performed. YES \_\_\_\_\_

**II. RITUAL** (pertains to the opening/closing of chapter and degree work)

A. Chapter has accomplished the following:

1. Each member that attends the William B. Millican School (25 each) \_\_\_\_\_

(List names on separate sheet & attach)

2. Each member attending a regional school conducted by the Grand Lecturer or Assistant Grand Lecturer (10 each) \_\_\_\_\_

(List names, dates and regional school attended on separate sheet & attach)

3. Each member attending a district school (5 each) \_\_\_\_\_

(List names, dates and district school attended on separate sheet & attach)

B. Chapter Lecturer who is not the High Priest (10) \_\_\_\_\_

Companion \_\_\_\_\_

C. Chapter member can take the following part, including any floor work

(Use additional pages if necessary) (Points are for each Companion)

**1. Mark Master**

Right Worshipful Master Companion \_\_\_\_\_ (20) \_\_\_\_\_

Senior Deacon Companion \_\_\_\_\_ (10) \_\_\_\_\_

Other Speaking Parts Companions \_\_\_\_\_ (5 each) \_\_\_\_\_

**2. Past Master**

Right Worshipful Master Companion \_\_\_\_\_ (20) \_\_\_\_\_

Senior Deacon Companion \_\_\_\_\_ (10) \_\_\_\_\_

First Speaker Companion \_\_\_\_\_ (10) \_\_\_\_\_

Second Speaker Companion \_\_\_\_\_ (10) \_\_\_\_\_

Other Speaking Parts Companion \_\_\_\_\_ (5 each) \_\_\_\_\_

**3. Select Master**

King Solomon Companion \_\_\_\_\_ (10) \_\_\_\_\_

Captain of the Guard Companion \_\_\_\_\_ (10) \_\_\_\_\_

Hiram King of Tyre Companion \_\_\_\_\_ (10) \_\_\_\_\_

Principle Conductor Companion \_\_\_\_\_ (10) \_\_\_\_\_

Other Speaking Parts Companions \_\_\_\_\_ (5 each) \_\_\_\_\_

**4. Royal Master**

Principal Conductor (HA) Companion \_\_\_\_\_ (10) \_\_\_\_\_

Captain of the Guard Companion \_\_\_\_\_ (10) \_\_\_\_\_

Other Speaking Parts Companions \_\_\_\_\_ (5 each) \_\_\_\_\_

**5. Most Excellent Master Degree**

Right Worshipful Master Companion \_\_\_\_\_ (10) \_\_\_\_\_

Other Speaking Parts Companions \_\_\_\_\_ (5 each) \_\_\_\_\_

**6. Royal Arch Degree**

High Priest Companion \_\_\_\_\_ (10) \_\_\_\_\_

King (White Lecture) Companion \_\_\_\_\_ (10) \_\_\_\_\_

Captain of the Host Companion \_\_\_\_\_ (10) \_\_\_\_\_

Principal Sojourner Companion \_\_\_\_\_ (10) \_\_\_\_\_

Other Speaking Parts Companions \_\_\_\_\_ (5 each) \_\_\_\_\_

D. Each degree that is conferred/exemplified by members of this Chapter  
(5 each degree) \_\_\_\_\_

(List degrees and dates on a separate sheet of paper and attach)

E. Chapter has conducted the Memorial Service (10) \_\_\_\_\_

**TOTAL POINTS FOR SECTION II (200 Minimum) \_\_\_\_\_**

### III. MASONIC EDUCATION

A. Chapter Education Officer, who is not the High Priest

Companion \_\_\_\_\_ (10) \_\_\_\_\_

B. Each program presented at a Chapter meeting (10) \_\_\_\_\_

(List program, presenter and date on a separate sheet of paper)

C. Chapter presented a program or conferred a degree at another Chapter and had at least 5 members in attendance. (20) \_\_\_\_\_

(List Chapter visited, program/degree conferred and members attending on a separate sheet of paper and attach)

D. Chapter member who has completed the Leadership Course this year.

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ (10 per member, Max 30) \_\_\_\_\_

**TOTAL POINTS FOR SECTION III**

**(70 Minimum)** \_\_\_\_\_

### IV. ADMINISTRATION

A. Each Officer attending Grand Convocation (10 each, Max 80) \_\_\_\_\_

(List officer station i.e. High Priest)

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_  
5. \_\_\_\_\_ 6. \_\_\_\_\_  
7. \_\_\_\_\_ 8. \_\_\_\_\_

B. Each Officer attending the Grand High Priest's Official Visit to the district (exclusive of the High Priest, King and Scribe) (10 each, Max 40) \_\_\_\_\_

(List officer station i.e. COH, PS, RAC, GM3, GM2, GM1)

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

C. Chapter officially received the DDGHP (5) \_\_\_\_\_

Date of visit \_\_\_\_\_

D. Attendance at each Convocation

- 1. 20 or more Attendees # \_\_\_\_\_ (30 each, Max 90) \_\_\_\_\_
- 2. 15 – 19 Attendees # \_\_\_\_\_ (20 each, Max 40) \_\_\_\_\_
- 3. 10 – 15 Attendees # \_\_\_\_\_ (10 each, Max 30) \_\_\_\_\_

E. Chapter officially received the Grand Line Officer Area Representative (5) \_\_\_\_\_

F. Chapter officially received the District Education Officer (5) \_\_\_\_\_

G. Chapter made planned and announced visits to other Chapters with at least 4 members (10 each, Max 30) \_\_\_\_\_

(List Chapter, date visited and members attending on a separate sheet of paper)

H. Exaltations during the year (10 per exaltation) \_\_\_\_\_

(List Candidates and dates Exalted on a separate sheet of paper and attach)

I. Restorations during the year (10 per restoration) \_\_\_\_\_

(List on a separate sheet of paper)

J. Affiliations during the year (5 per affiliation) \_\_\_\_\_

No credit for Chapter Consolidation (List names on separate sheet of paper)

**TOTAL POINTS FOR SECTION IV (90 Minimum) \_\_\_\_\_**

**V. CHARITY, FAMILY AND COMMUNITY SERVICE**

A. An Alzheimer’s Program was presented (20) \_\_\_\_\_

Date of program \_\_\_\_\_

B. Chapter attended a place of worship as a body (10) \_\_\_\_\_

Place of Worship \_\_\_\_\_ Date \_\_\_\_\_

C. Chapter hosted a family event (25) \_\_\_\_\_

Date of program \_\_\_\_\_

D. Chapter attended a Masonic Youth Organization meeting with a minimum of 4 members (20 each, Max 40) \_\_\_\_\_

(List organization and members present on a separate sheet of paper)

E. Chapter made a donation to a Masonic Youth Organization (MYO)

(5 each, Max 15) \_\_\_\_\_

(Jobs Daughters, Rainbow Girls, DeMolay –pageant, books, etc.) Name organization

1. MYO \_\_\_\_\_ 2. MYO \_\_\_\_\_

3. MYO \_\_\_\_\_

F. Chapter presented scholarships (25 points per \$100, Max 100) \_\_\_\_\_

Name of Recipient \_\_\_\_\_ Amount \_\_\_\_\_

Name of Recipient \_\_\_\_\_ Amount \_\_\_\_\_

Name of Recipient \_\_\_\_\_ Amount \_\_\_\_\_

Name of Recipient \_\_\_\_\_ Amount \_\_\_\_\_

G. Chapter has made a donation to the Alzheimer’s Research Fund (10) \_\_\_\_\_

H. Chapter participated in community oriented public service program (Maximum of 2 programs, to include the Alzheimer’s Walk)

1. \_\_\_\_\_ Date \_\_\_\_\_ (25) \_\_\_\_\_

2. \_\_\_\_\_ Date \_\_\_\_\_ (25) \_\_\_\_\_

**TOTAL POINTS FOR SECTION V (30 minimum)** \_\_\_\_\_

**VI. MEMBERSHIP DUES**

A. Based on Total Membership (including Honorary, Veterans, and LMIP):

1. 100% of membership is current as of end of September (50) \_\_\_\_\_  
(December 31 of previous year if Chapter collects dues on a calendar year basis)

2. Less than 5% owes one year (20) \_\_\_\_\_

3. Less than 10% owes one year (10) \_\_\_\_\_

B. Each new perpetual member # \_\_\_\_\_ (5) \_\_\_\_\_

**TOTAL POINTS FOR SECTION VI** \_\_\_\_\_

**TOTAL POINTS FOR WILSON AWARD** \_\_\_\_\_

# of supporting pages attached \_\_\_\_\_

## CERTIFICATION

Chapter \_\_\_\_\_ No. \_\_\_\_\_

District \_\_\_\_\_

Date \_\_\_\_\_

I certify on my honor as a Royal Arch Mason that the information herein provided is correct and that

(Please check one)

The Chapter has satisfactorily completed all requirements for the Robert Claiborne Wilson Memorial Award.

An application for waiver is attached. It clearly explains why certain specific requirements should be considered for exemptions and excused during this award period.

\_\_\_\_\_  
High Priest

**Seal**

Attest: \_\_\_\_\_  
Secretary

The High Priest or Secretary must present this application to the District Lecturer for his review and recommendation **NO LATER THAN SEPTEMBER 30** of each Capitular Year.



# AVOUCHMENT

This report is certified by:

**District Lecturer Date Received, Date sent to DDGHP, & Selection**

\_\_\_\_\_  
Date received                      Date sent to DDGHP                      Selected statement (1, 2, or 3)

District lecturer signature \_\_\_\_\_

**District Deputy Grand High Priest Date Received, Date sent to Grand Secretary, & Selection**

\_\_\_\_\_  
Date Received                      Date sent to GS                      Selected statement

District Deputy Grand High Priest Signature \_\_\_\_\_

NOTE: Choose one of below for your statement:

[1] I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE CHAPTER NAMED HEREIN HAS SATISFACTORILY COMPLIED WITH THE SPECIFIED REQUIREMENTS AND MET OR EXCEEDED THE CONDITIONS FOR THE ROBERT CLAIBORNE WILSON MEMORIAL AWARD. I STRONGLY RECOMMEND THAT SUCH AWARD BE GRANTED.

OR

[2] I HAVE CAREFULLY REVIEWED THE ATTACHED WRITTEN REQUEST FOR WAIVER WHICH APPLIES TO SECTION(S) NOTED. THE RATIONALE CITED IS SOUND. THE CONDITIONS DESCRIBED ARE ACCURATE. THE REASONS PROVIDED INDICATE THAT THERE IS SUFFICIENT MERIT TO WARRANT FAVORABLE CONSIDERATION. I RECOMMEND THAT AN AWARD BE GRANTED.

OR

[3] I HAVE CAREFULLY REVIEWED THE ATTACHED REQUEST FOR WAIVER WHICH APPLIES TO SECTION(S) NOTED. ALTHOUGH THE CONDITIONS DESCRIBED ARE ACCURATE, I DO NOT BELIEVE THAT THE REASONS PROVIDED FOR NON-COMPLIANCE ARE SUFFICIENTLY STRONG OR EXTRAORDINARY TO WARRANT GRANTING AN AWARD AT THIS TIME.

The application form, with the Certification and Avouchment sections completed, together with any request for waiver **MUST** be submitted to the Grand Secretary, 500 Masonic Lane, Suite C, Henrico, VA 23223 no later than OCTOBER 15<sup>TH</sup> of each Capitular year, **OTHERWISE IT CANNOT BE CONSIDERED.**