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* REVISED 4/11
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CONSTITUENT FOREST ADMINISTRATION

A. General

1. Acceptance, Respect, and Cooperation - We cannot weld dissenting factions or create harmony in a sea of discontent without three basic ingredients: Acceptance, Respect, and Cooperation.

Too much emphasis cannot be given to the urgent need of your wholehearted cooperative effort if progress is to be shown. Generally speaking, pride must be developed in our Fraternity. We must develop cooperation and foster understanding among our members; improve our stature and public image and demonstrate by our actions that the members’ confidence is deserved and that promoting the fraternity for the benefit of all is the only interest. Only in this manner can we be accepted.

You cannot demand respect. You must earn it by the following actions: (1) act like a Mason—proud of your affiliation; (2) minimize personalities when giving considered options; (3) by example, develop a pride of organization in all the Constituent Forest Officers. Lead with suggestions and help in preparing agenda and proper protocol. Help keep them from looking foolish or incompetent; (4) help the Officers with dissenting factions in the Forest by getting the parties together and discussing their opposing opinions face to face; (5) develop a spirit of cooperation between the current Officers and Past Officers of the Forest. In this manner only, can you gain respect.

Cooperation will be realized by having a good understanding among all concerned as to motives, the approach to problems, and goals. All efforts should be coordinated to effectively promote membership with interesting programs. Impressive ceremonies designed to develop pride in our fraternity gain public recognition with earned publicity, and stimulate more Cedar participation in civic affairs.

2. Annual Reports - this is a very important item of business. It is required to be in the Supreme Forest Office by February 1st. The Supreme Forest Office must do many hours of detailed work after these returns are filed. The business of the Supreme Forest is actually impeded by late reports.

These returns are the permanent records of the Supreme Forest and should be absolutely correct and completely filled in.

Failure to return this Annual Report as prescribed may cause suspension of a subordinate Forest.

Budget your receipts to take care of the assessment on time without inflicting this year's obligation on next year's Grand Tall Cedar.

The instructions for preparation of the Annual Report are found in the Scribe Guidelines.

3. By-Laws

a. The Grand Tall Cedar and Scribe shall be in possession of a copy of the By-laws of the Forest. Each officer should thoroughly study the By-laws and be completely familiar with the Forest and Officers duties and responsibilities. Outmoded sections should be changed. If it is discovered that the Forest is working without By-laws, the Grand Tall Cedar or DDSTC shall obtain a copy of sample By-laws supplied by the Supreme Forest and have the Forest adopt them until the Constituent Forest can furnish By-Laws for approval.

(1) Each Constituent Forest By-laws provides a means of accommodating change. When changes are proposed, care should be taken to assure that the procedures outlined in the existing Constituent Forest's By-laws are strictly adhered to. Within ten days after the Constituent Forest properly enacts the changes, the Scribe shall send three (3) copies of the changes, along with three (3) copies of the current complete By-laws to the Supreme Forest
Office. It should be noted that the By-laws changes enacted do not become effective until approved and recorded by the Supreme Scribe. This generally requires sixty days. Plan accordingly.

(2) Many times the Supreme Scribe determines the proposed changes can be approved without sending them to the Parliamentarian for review. If that is the case, you should receive the approved changes rather quickly. If it is determined that the Parliamentarian should review the proposed by-law changes, the Supreme Forest Office will place a copy of the current By-laws with changes thereto in a file. The original changes and a copy of the current By-laws will be forwarded to the Parliamentarian.

(3) The Parliamentarian, will judiciously review the proposed changes. Those that comply with the Supreme Forest Constitution and By-laws will be approved. Those that conflict with the Supreme Forest Constitution and By-laws will be so noted and, if possible, an alternative suggested accomplishing the apparent objective. This review will be completed and the results forwarded to the Supreme Forest Office.

(4) The effective date will be indicated on the changes, the Supreme Forest seal affixed, and the Supreme Scribe will sign the approval. The approved changes will be forwarded under cover letter to the Forest Scribe with a copy to the District Deputy Supreme Tall Cedar.

b. The Forest By-laws on file in the Supreme forest Office are the official By-laws Constituent Forest and shall prevail over all other versions.

4. Communications - All communications to the Supreme Forest from the Grand Tall Cedar, Scribe, and/or other Constituent Forest Officers should include a copy to the District Deputy Supreme Tall Cedar (DDSTC). Excluded would be normal reports of a strictly routine nature to and from the Supreme Forest Office and Supreme Forest Officers. All communications from Supreme Forest Officers and Committee members to the Forest should follow this same procedure. Help make everyone's job easier by informing all those affected by any communication.

5. Insurance Procedures

a. The Supreme Forest strongly suggests that every Forest obtain liability insurance for all Forest activities.

b. For activities to benefit the Muscular Dystrophy Association, contact your local MDA office to see if liability insurance can be obtained through MDA.


7. Questions on Legality - When any question of legality arises, the Grand Tall Cedar should first consult the By-laws of the Forest. He should then consult the Constitution and By-laws of the Supreme Forest. If still in doubt, contact the District Deputy Supreme Tall Cedar.

8. Petitions for Initiation or Affiliation should be submitted on a standard petition form.

B. Planning

1. Ceremonials

a. District – Holding a District Ceremonial some time during the year is encouraged.

b. Forests - Each Forest shall hold or take active part with another Forest in at least one (1) ceremonial meeting each year and at such meeting the ritualistic work of the Order shall be rendered in full form.
c. Prologue and Royal Court - Where Forests have no Prologue and Royal Court Degree Teams, they are encouraged to form the same or solicit another Forest to perform the full form Ceremonial. If no teams are available, the Grand Tall Cedar, Senior Deputy Grand Tall Cedar and Junior Deputy Grand Tall Cedar should be able to recite the Short Form Ritual to candidates without using or reading from the Ritual.

d. A Full Form Ceremonial is recommended. Encourage Degree Teams by allowing them to perform even for one candidate. They spent a lot of time memorizing the work--"If they don't use it, they lose it."

e. Suggestions to the Grand Tall Cedar - Find some members who work with their hands and let them build scenery, paint a portable backdrop, collect costume jewelry and place it in a specially designed box carried by two guards in the Royal Court Degree. Find an electrician and let him build spotlights with dimmers. Basically, have your degree team encompass more Cedars than just those involved with the Ritual. Above all, use your Forest publication to give thanks and praise to each person involved in any way with a full form ceremonial. Don't take the members for granted. If you have a band, put music into your work but a record player will do very nicely. Have someone learn the secret work and be prepared to deliver it if the District Deputy is unavailable. Make it a part of the full form ceremonial. Keep any distraction away while the ceremony is taking place. There shall be no smoking allowed. Remember, the candidate might have been exposed to only Blue Lodge ritual, so he is not expecting nor will he be impressed or encouraged if he is not shown the courtesy that he has paid for and is entitled to. In most cases, he was asked to join; he didn't ask.

f. Sidonian Degree - If stunts are to be performed, be sure that this Degree is not prolonged. In large classes, a few candidates may be selected to represent the whole class. No prospective Cedar of status in public or Masonic life will be subjected to being dressed for the Sidonian Degree. Each candidate's age and physical condition must be considered. Nothing should be done to the candidate which would cause embarrassment, be demeaning, be vulgar, etc.

g. Quality - The best Ceremonial sessions are those which provide the most real entertainment and the fewest possible delays and dry business.

h. Supreme Forest Officer as a Speaker - In presenting the Supreme Tall Cedar or other Supreme Forest Officer to address the Brethren, care shall be taken not to embarrass him by asking him to speak after the Sidonian Degree has been started. The Supreme Tall Cedar or ranking Supreme Forest Officer should talk immediately after the Royal Court Degree, never after the Sidonian Degree.

i. Welcome Packet - A packet is provided for each Forest to present to each initiate. The packet includes:

1. Welcome letter from Supreme Tall Cedar
2. Insurance brochures for all Supreme Forest policies
3. Travel Club instructions and application
5. Tall Cedar Brochures
6. Tall Cedar Decal

In addition to this packet provided by the Supreme Forest, each Forest is encouraged to include the following items:

1. Forest Notice (e.g., Newsletter, Bulletin)
2. TCL Pin
3. Unit flyers for various Forest Units (e.g. Color Guard, Clowns, Rangers, etc.)

Take an early opportunity to provide the new member with a basis for a sense of PRIDE in the Tall Cedars.
2. Installation of Officers- Unless arranged beforehand, the District Deputy Supreme Tall Cedar shall install the Officers of the Constituent Forests for the ensuing year. The District Deputy Supreme Tall Cedar shall memorize and be thoroughly familiar with the ritual. He should oversee the scheduling of installations to ensure no date duplication. The District Deputy Supreme Tall Cedar must attend all installations, even if another qualified Tall Cedar has been previously approved by the DDSTC. A Meeting between the DDSTC, installing officer, and Forest officers should be held to assure a smooth installation and to review the following:

a. Installing Marshal
b. Escorts
c. Incorporation of presentation of gifts
d. Assembly of those to be installed
e. Open or closed installations
f. Invitations to dignitaries
g. Reception, dance, and/or entertainment
h. Refreshments, etc.
i. Installing officer (District Deputy Supreme Tall Cedar or his approved designee)
j. Installation committed to memory
k. Formal attire
l. Jewels, pyramids, etc., for both incoming and outgoing officers
m. Dispensation, if needed
n. Honorary memberships
o. An agenda for the evening

3. Meeting Notices - whatever your Forest calls it: newsletter, meeting notice, trestle board, or bulletin; it has several purposes. It announces the time, date, place and program for a particular meeting. That's the main purpose but...it must do more! It must create a desire for the Brethren to attend a particular meeting. Yes! It must educate, inform, and provide an incentive for members to attend.

Too many meeting notices are so cluttered with lists of committees, Past Grand Tall Cedars, and trivia that there is no room for the Grand Tall Cedar to include a message. It is well for all Grand Tall Cedars to pay more attention to the design and layout of their meeting notices. Try to avoid "sameness." Be creative! Make the meeting notice attractive, but use it to create the interest and desire of the members to be a part of the brotherhood of your Forest. Make it appealing, so they will look forward to receiving each issue. Keep it in good taste. Use it to accord public recognition for accomplishments of members.

Listing the names and addresses of sick and shut-in members in meeting notices is a good way to show your concern for the well-being of the members and will serve as a gentle reminder to the other members to visit, call or send notes and cards.

List the names of the new members. Everyone likes to see his name in print. New members will also get the necessary exposure by at least their name being listed.

Of course, printing and mailing costs for meeting notices is an expensive item. You can't go overboard! It might be an economic necessity that all of the covers for your meeting notices be the same for the whole year and that it is cheaper to have them all printed at once. But, then, it is all the more important that you plan the inside even more carefully.

Above all, be positive, not negative; be optimistic, not pessimistic. Don't use the bulletin to cry the blues, to berate members for not attending or to complain because too few members were at the meeting. If you let it be known that the meetings are so uninteresting that practically no one attends, you are certainly not going to get more attendance. Rather, play up the good points. Tell them what success you had so they will want to come and not miss out on interesting meetings.
4. Petitions for Dispensation
   a. The Petition for a Dispensation is required for:
      (1) A change in the place, date or time of a Constituent Forest meeting.
      (2) Participation as a Forest in a parade or other similar public function.
   b. The request is prepared by the Constituent Forest Scribe and sent to the District Deputy
      Supreme Tall Cedar at least fifteen (15) days prior to the date being considered.
   c. The District Deputy Supreme Tall Cedar will review the request and consider it with
      regard to the Supreme Forest Constitution and By-laws and any special requirements of
      the Grand Lodge. If the request passes these tests, it should be approved, unless
      otherwise objectionable.
   d. If not approved, a letter of explanation and the rejected request shall be returned to the
      Forest within five (5) days of its receipt.
   e. If the request is approved, all copies will be signed and dated by the District Deputy
      Supreme Tall Cedar. The original will be forwarded to the Forest, the District Deputy
      Supreme Tall Cedar will retain one copy, and a copy will be forwarded to the Supreme
      Forest Office.

5. School of Instruction - Each District Deputy is required to establish a School of Instruction.
   All officers, both elected and appointed, as well as any members aspiring to office, are
   encouraged to attend. This can be done either on a District or a Constituent Forest level;
   whichever would be the more convenient for all concerned.

6. Tall Cedar-at-Sight - before approaching a prospective candidate for the Degree of Tall
   Cedar-at-Sight, the approval of the Supreme Forest Board of Directors must be secured.
   Applications for this purpose may be secured from the Supreme Scribe.
   This application must be submitted in to the Board of Directors, through the Supreme Scribe. A
   check for $250.00 payable to the Supreme Forest must accompany the application. Careful
   attention should be paid to Article VIII of the By-laws of the Supreme Forest prior to submission of
   the request. Remember, NO contact with the proposed Tall Cedar-at-Sight candidate may be made
   until the Board of Directors approves the application. The application should be submitted at least
   90 days prior to the proposed conferral date.
   It is important to note that this Degree is only to be conferred upon prominent Masons for
   outstanding service in Masonry or in the public, national or international affairs of our Country. For
   example, a Grand Master of a state is a qualified candidate for this Degree. A public official such as
   a governor, senator or judge, who has an outstanding record of public service, would also qualify.
   A recipient of the Tall Cedar-at-Sight will neither be exposed to nor witness the Sidonian Degree
   on the day he is made a Cedar-at-Sight unless his permission is first obtained. In which case he
   may only witness the Sidonian Degree.

7. Tall Cedar Week - The purpose of Tall Cedar Week is to familiarize Master Masons and the public
   with the objectives, goals, and activities of Cedarism. Tall Cedar Week is the week in which the
   18th day of March falls. Tall Cedar Week must have considerable advance planning.

8. Visitations by Supreme Forest Officers
   a. Communications - All invitations to Supreme Forest Officers from the Constituent Forest will
      be made to the requested Supreme Forest Officer with a copy to the District Deputy. Such
invitations shall be made as early as possible, but not later than August 1st for visitations during the ensuing year.

On many occasions Supreme Forest Officers are unaware of functions that they might attend. A letter of invitation to the District Deputy Supreme Tall Cedar, Regional Director, Supreme Treasurer, Supreme Scribe, Junior Deputy Supreme Tall Cedar, and/or Senior Deputy Supreme Tall Cedar, as well as the Supreme Tall Cedar, is recommended.

b. Arrangements - All visitations by Supreme Forest Officers should be coordinated with the District Deputy Supreme Tall Cedar. He should consult with the Grand Tall Cedar of each Forest in his District to determine at which social events the Forest has arranged for Supreme Forest representation. The Grand Tall Cedar and District Deputy Supreme Tall Cedar should meet and prepare a press release and distribute it to the news media in advance of any Supreme Forest Office visitation. They also should arrange for lodging, directions, tickets, dress, remarks, requirements, names, and titles of all dignitaries to be present, and the provision for aids of guest(s).

c. Reception - The Grand Tall Cedar shall be in attendance at all functions in his Forest, especially when the Supreme Tall Cedar, the Senior Deputy Supreme Tall Cedar, the Junior Deputy Supreme Tall Cedar or a representative of the Supreme Tall Cedar is making a visitation. When such visit is made to his Forest, the Grand Tall Cedar, in conjunction with the District Deputy, should:

   (1) Ensure arrangements are made to greet him or them upon arrival.
   (2) In advance of their visit, ensure all reservations are in order including parking and lodging.
   (3) Check that proper seating arrangements have been provided.
   (4) Make any introductions to other dignitaries in attendance such as Grand Lodge Officers, etc.
   (5) Develop an agenda and provide a copy for the Supreme Forest Officer. Supreme Forest Office no later than December 15th. Failure to do so will result in no Forest information in the Roster Book.
A. PURPOSE:

The purposes of Tall Cedar Week are: (1) To familiarize Master Masons and the public with the objectives, goals and activities of the Tall Cedars. (2) To celebrate the founding of the Tall Cedars of Lebanon on March 18, 1902.

B. SUGGESTIONS FOR WEEK PRIOR TO TALL CEDAR WEEK:

Have your Governor, Mayor, County Executive, Local Representative designate Tall Cedar Week and sign a proclamation supplied by the Supreme Forest.

Contact Newspapers, Radio and/or Television Stations to be present at the signing of the proclamation. Submit written articles and photos to your local newspapers. Also, submit articles and photos of other events held in proclaiming Tall Cedar Week, to your local newspaper. Don't forget to tell them it's our Birthday.

Contact local businessmen and ask to use display cases and/or windows for displaying articles such as Unit uniforms, pyramids, Forest and Unit trophies, our charitable objective "muscular dystrophy" items, previously signed proclamations and photos if available, and any other public relation articles to be used in proclaiming Tall Cedar Week.

C. SUGGESTION FOR TALL CEDAR WEEK:

Start or end with a church service.

Visit the local hospitals, retirement and Masonic homes. Have your Units entertain; band, chanters, clowns, etc. Visit with Masonic Youth groups such as DeMolay, Job's Daughters, Rainbow For Girls, or Triangles.

Visit the local Blue Lodges, perhaps plan a combined dinner with them, secure films from the Supreme Forest Office or the Tall Cedar Foundation and tell about our organization and our charitable objective.

Hold a District Ceremonial preceded by a street parade, followed by a dinner, dance, stage show, or a combination.

Hold a sporting event at your local High School or College, secure the support of the P.T.A. or the faculty of the school.

Hold an event with proceeds designated to muscular dystrophy and invite prospective members to attend or assist.

There are many things that can be done during Tall Cedar Week, but you are the only one to get the ball rolling.

"PLAN NOW" ********** "DON'T WAIT"
SUPREME FOREST OFFICER'S VISITATION
(A CHECK LIST)

The term Supreme Tall Cedar used below is equally applicable if the Senior Deputy Supreme Tall Cedar, Junior Deputy Supreme Tall Cedar, Supreme Scribe, or Supreme Treasurer, is the distinguished guest.

Preliminary Preparations

Correspondence with The Supreme Tall Cedar:

___ Obtain confirmation of the Supreme Tall Cedar's visit in writing.
___ Inform the Supreme Tall Cedar of the program and meeting format, i.e., closed, open, mixed group, etc.
___ Obtain the Supreme Tall Cedar's and/or District Deputy's approval of your plan.
___ Determine who will be in the Supreme Tall Cedar's party and make appropriate provisions for them.

Transportation

___ Determine how the Supreme Tall Cedar will travel and the time he expects to arrive.
___ If the Supreme Tall Cedar is driving, provide adequate directions to the destination and provide him the names and telephone numbers of contacts.
___ Determine where and when the Supreme Tall Cedar will be able to get his automobile refueled and serviced before departure from your area.
___ When the Supreme Tall Cedar arrives by air, appoint someone to meet his plane and provide transportation to and from the meeting place as well as back to the airport for departing the area.

Accommodations

___ Determine if the Supreme Tall Cedar will remain in your area overnight. If so, make reservations and provide accommodations for him and his party. These should be complimentary, if possible.
___ Determine if the Supreme Tall Cedar's wife will accompany him. If so, make arrangements for her to meet wives of Forest members.
___ Determine if the Supreme Tall Cedar will return home immediately following the meeting. If so, provide for his pre-meeting comfort, i.e., a place to rest, review notes, clothing change, etc.
___ Appoint some brother to assist the Supreme Tall Cedar and see that he is properly introduced and transported as necessary. After the meeting is over, see that he gets to his car, motel, or plane. DO NOT say goodnight at the Forest door and leave him alone; he is an Honored Guest of the Forest and District.

Meals and Refreshments

___ If the plans include a dinner before the meeting, inform the Supreme Tall Cedar beforehand of the time, the place, and the dress. The Forest should provide complimentary dinner tickets.
___ If the Supreme Tall Cedar is expected to share in other meals such as a fellowship breakfast, lunch, picnic, etc., advise him early so that he may arrange to be present and have proper dress.
___ Inform the Supreme Tall Cedar if refreshments will be served following the meeting. He believes in post-meeting fellowship.
Publicity and Attendance

__ Prepare proper notices of the meeting and distribute them through the Forest and Lodge bulletins, announcements, and/or the local news media.

__ Contact the local radio and television to establish a live interview.

__ Make use of an available photo and biographical sketch of the Supreme Tall Cedar. This can be obtained from the Supreme Forest Office.

__ Request telephone committees to contact all members and attendees of the Forest, informing them of the Supreme Tall Cedar's scheduled official visit.

__ Extend invitations to the neighboring Forests and Districts to attend.

__ Send invitations or notices of the Forest meeting to the other Supreme Forest Officers.

__ Have a photographer present. Send the pictures to the local newspapers. Advise the Supreme Tall Cedar and guests that photographs will be taken.

The Meeting Place

__ Make sure that it is adequate and clean.

__ Make certain that there is sufficient seating available.

__ Have a lectern available of adequate height and proper lighting.

The Traditional Meeting

__ Have the program for the evening worked out in detail.

__ Have an advance copy of the agenda prepared and provided to the Supreme Tall Cedar.

__ Inform the Supreme Tall Cedar as to who shall be the presiding Officer if the function is a District Ceremonial and also, if any Masonic or other dignitary will be present.

__ If the Supreme Tall Cedar's visit is at a regular or special meeting, limit all business to that which is absolutely necessary.

Entrance of the Supreme Tall Cedar

__ Review the latest instructions concerning protocol for presentations.

__ Alert the members of your presentation committees to be in attendance and prepared for the meeting.

__ Stress the desirability of brief introductions.

__ Clear all announcements, comments, etc., before the Supreme Tall Cedar rises to speak. No one should speak or make announcements after the Supreme Tall Cedar's remarks.

Post-Meeting Follow-up

__ A post-meeting letter of thanks to those who helped in the planning or implementation of the visit is strongly recommended. Tell those who have worked how much their efforts have been appreciated. This includes all Supreme Forest Officers, also. Pay the Craft their wages.
A. General

1. Introduction - This section is intended for the use of all Constituent Forest Officers. It is particularly oriented to the Grand Tall Cedar, Senior Deputy Grand Tall Cedar, and the Junior Deputy Grand Tall Cedar. Looking to their year of service as Grand Tall Cedar, both the Senior and Junior Deputies should use this section as a planning tool in their preparation.

You will have the rest of your life to look back on your year as Grand Tall Cedar. You will want to remember it with a sense of satisfaction and accomplishment; as a product of your very best efforts.

2. Knowing People

a. General – One of the basics of good management is knowing the people with whom you work. The Tall Cedars of Lebanon of North America is no exception.

b. Know Your Members – You were elected by a majority of those present at the election. What about the members? The activities of your Forest should be enjoyed by all who attend and participate. What about the members? Are the programs and activities of the Forest those that will capture the interest and participation of a majority of members?

c. Know Your Fellow Officers – A team effort by all the Officers of the Forest will make a strong organization. Dissension can be disastrous. Early communication and understanding by each Forest Officer is very important. Continual communication of plans and programs to the other officers prevents the feeling of being left out and not a part of the planning.

d. Know the Officers of Other Forests – Success of Forest functions and activities could well be enhanced by the participation of Tall Cedars from other Forests. When first elected to a Forest office, one of your first actions should be to become acquainted with the Officers of other Forests in your District and/or local area. As the years progress, a closer relationship, inter-Forest visitations, and joint schedule development could well lead to a significantly improved program for your Forest.

e. Know Your District Deputy – The Grand Tall Cedar, his Officers and the District Deputy STC should be a team, working hand in hand for the betterment of the Forest in particular, and the District in general. To accomplish this, there are certain obligations to and requirements of each other. The information below is provided to promote a better understanding of the links between each Forest and the District Deputy.

   (1) The District Deputy STC is:

      (a) The personal representative of the Supreme Tall Cedar, with certain specific designated powers to act for the STC within his District.

      (b) The direct representative between each Forest in the District and the Supreme Forest, keeping this relationship on a harmonious basis, and keeping an open line of communication at all times.
(c) The designated “overseer” of all meetings, programs, activities and progress of the Forests in his District. As such, the District Deputy is required to:

- Visit as many Forest meetings as possible, observing the conduct of the meeting.
- Submit a report to the Supreme Forest after each visitation.
- Periodically inspect the minutes and books of each Forest
- Submit annual and semiannual narrative reports on the District & each Forest to the STC.
- Coordinate all visitations by Supreme Forest Officers (STC, SDSTC & JDSTC SS & ST)
- Approve (or disapprove) a Forests Petition for Dispensation to hold a Forest Meeting in a place other than the specified meeting place; or to participate in a public function such as a parade or ceremony. The Petition must be submitted to the District Deputy at least 15 days before the event.
- Meet with the Senior Deputies in June to review and coordinate their schedules for the coming year. Submit a consolidated District schedule to the Supreme Forest by September1st.
- Correct any Tall Cedar errors or problems in the District through Masonic or Tall Cedar means, reporting to the STC only if further action is necessary.

(2) In addition to the above, the District Deputy shall:

(a) keep the Forests advised of Supreme Forest and District news.
(b) conduct several Schools of Instruction for the Forest Officers during the year.
(c) present the Secret Work at all ceremonials Another qualified Tall Cedar may present the Secret Work, if approved in advance by the District Deputy.
(d) Install the Forest Officers for the ensuing year. A qualified Tall Cedar may serve as the Installing Officer, if approved in advance by the District Deputy.

(3) For his part, the Grand Tall Cedar shall:

(a) keep the District Deputy advised of Forest plans and activities, including visitations by Supreme Forest Officers.
(b) use the District Deputy as his liaison to the Supreme Forest.
(c) call on the District Deputy for answers, solutions and advice.
(d) encourage his Officers to attend the Schools of Instruction.
(e) Officer Capability – Why did you become an officer in your Forest? Was it because you wanted to be a PGTC or because you liked Cedarism and wanted to help it grow and prosper?
(f) Poor officers hurt a Forest for years. Carefully screen your candidates for Junior Deputy.
B. Grand Tall Cedar.

1. Say “NO” To Status Quo – Organizations thrive on new ideas. Ideas should be implemented as evolutionary changes, not revolutionary upheavals. Evolutionary changes such as adding a softball game to a picnic, changing the fall dance to a Halloween party, organizing a trip and other ideas are interest-generating. Try something new! Find out what your members want to do and try it!! Try to have something for everyone. Most people enjoy doing different things. The same schedule each year will fail to generate the enthusiasm necessary for a successful year. Survey your members and aides in advance. Get their suggestions. Then have the foresight and courage to start something new. Don’t depend on what Past Officers say or did. This is your year of service. Ask for advice, then, you make the final decision.

2. Good Fellowship – There is a big difference between good fellowship and levity. Too frequently the good fellowship of a Forest meeting is spoiled because of levity, horseplay, laughter or chatter on the sidelines. A Grand Tall Cedar has a deep responsibility to maintain proper decorum and solemnity in the Forest. It is a responsibility he owes to his members, Officers, and, of course, to the candidate. This is especially true during the conferral of Degrees, but it is also a fact of life in the conduct of Forest business. Distractions caused by sideline conversations or laughter detracts from the dignity of the Forest room and irritating to the brethren. How are you going to face this problem? If you planned properly, it won’t happen. It is going to take a lot of tact and leadership to see that the brethren get their moneys worth. But remember, we were born, grew, and exist on Fun, Frolic, and Fellowship.

3. The Ladies – If your Forest has a Ladies Auxiliary (Cedarettes, Rangerettes, ec) it will be well to work closely with them.

4. Enthusiasm – Everyone likes people who are optimistic and enthusiastic. Instill enthusiastic support and cooperation among the Officers and members. To do this, you must possess enthusiasm. Presiding Officers too often lose their enthusiasm when things don’t go just right. They tend to give up easily. You must learn quickly to expect reverses of various kinds during your term as Grand Tall Cedar. You may have committee officers and other individuals who will let you down. There are Grand Tall Cedars who started their year with great expectations, but after a few disappointments, they became discouraged and gave up on practically all their plans. They just drifted through the remainder of their term with nothing to look forward to but getting through with an unpleasant year. If you are prepared for the buffeting and hard knocks along the way, you will not let problems dampen your enthusiasm and your determination.
5. Leadership—“The precious ingredient or quality that can make the difference between average results and outstanding results in motivating people—is leadership.”

(Read this several times during your term of office.)

There comes a time during any undertaking when you should pause and survey your course. You should take a look at yourself, your Forest, and your course where you have been, and where you are going.

a. Am I providing the dynamic leadership that makes for success, or am I letting my Forest down aimlessly.

b. Do I have a positive and forward-looking attitude that will attract the support of others?

c. Am I willing to work?

d. Am I enthusiastic, and do I instill enthusiasm in others?

e. Do I use intelligence and imagination in setting up an active and interesting program?

f. Do I give all I have to the responsible job of Grand Tall Cedar?

g. Am I well informed in Tall Cedarism and committed to its advancement?

h. Am I well informed in my own Forest? Do I know which committees are doing a good job, and am I taking corrective steps where committees are not functioning properly?

i. Do I adopt realistic goals and formulate plans for their accomplishment?

j. Do I ask the officers and members for their opinions to enlist their cooperation?

k. At this point in my year as Grand Tall Cedar, do I have a sense of accomplishment or do I find it necessary to make excuses to myself and to others.

After answering these questions in your own mind, do you feel that you have measured up to what your Forest has a right to expect of you? You are the promoter, the director of everything that you wish to accomplish during your brief term. Your brethren will look to you to initiate activity.

As their leader, you must use intelligence and imagination to put work on the trestle board for them to perform. If the Grand Tall Cedar falters, there will be confusion among the workmen.

A leader must have that extra quality of aggressiveness. He must remember that enthusiasm begets enthusiasm, and he must demonstrate an attitude of quite assurance that instills confidence.

Attitude often spells the difference between success and failure.

If a Grand Tall Cedar exhibits an attitude of defeat, he is licked before he starts. If he thinks in small or is willing to settle for merely holding the line, he can expect failure. A leader must be willing to set the pace for all who follow his lead; he must be willing to work harder and longer than anyone else; and he must convince his followers that they can succeed by following him.
The Supreme Forest can only advise, try to inspire, or stimulate interest and activity, sometimes however it is the Grand Tall Cedar who has to provide the leadership in his Forest, and it is in the local Forest that Tall Cedarism will either prosper or falter. The degree of success is directly related to the leadership of the Grand Tall Cedar and the interest and activity he can instill in his Forest. Undoubtedly you will be disappointed at times when you try to stimulate activity and get little or no response—just as the Supreme Tall Cedar is sometimes disappointed with the response he gets. Nevertheless, it is important that you don’t become discouraged and give up. Only by realizing the full responsibility of your job and persevering can you succeed.

C. Program Planning:

1. General

   a. The Grand Tall Cedar should plan the program of the Forest with assistance as he deems necessary. It should be presented to the Executive Committee of the Forest before it is implemented. No Forest is a one-man show. Only with the cooperation and help of the Executive Committee can a successful year be achieved.

   b. It is imperative that meetings start on time and finish at an early hour. Long drawn-out meetings have a tendency to keep the members away. Make meetings interesting; plan in advance. Do not wait until the meeting night.

   c. Planning for the year as Grand Tall Cedar should begin when one is elected Junior Deputy Grand Tall Cedar.

2. Goals – “Before you can score, you must first have a goal.” Greek Proverb

   As in any endeavor, you must establish goals, not “pie in the sky”, but goals that can be realistically and logically achieved. What do you want to accomplish as Grand Tall Cedar? Where do you want your Forest to be at the close of your year of service? Do you know the answer?

   During your years of preparation as Junior and Senior Deputy, these questions should be foremost in your mind. Early in the year you serve as Junior Deputy, you should establish your goals. If your Grand Tall Cedar dose not work with you, seek out Past Officers and members to help you lay out your plans.

   a. An outstanding goal to work for is The William Burrows Memorial Award that recognizes superior performance on the part of Constituent Forest Officers.

      Forests qualifying for this award for the first time will be presented an appropriately engraved plaque, suitable for display. Continued excellence in subsequent years will be recognized by the issuance of attractive medallions designed for placement on the plaque.

      All Forests are eligible for consideration in this program provided they meet the prescribed performance norms or requirements.
Another Goal should be the Grand Tall Cedar Proficiency Certificate.

(1) This certificate is provided by the Supreme Forest upon recommendation of the District Deputy Supreme Tall Cedar. In order to qualify, the District Deputy must observe and judge the Grand Tall Cedar proficient by completion of the items listed below from memory without aid or assistance or a written ritual. The qualifying items are:

(a) Opening the Forest
(b) Receiving dignitaries
(c) Balloting
(d) Closing the Forest
(e) Full-Form Ceremonial or Short-Form Ceremonial

(2) When so qualified to the satisfaction of the District Deputy STC, he will advise the Supreme Forest Office by letter. The letter will note the dates of proficiency, how examined (whether in a closed examination, School of Instruction, or actual meeting) and to what extent proficiency was completed (excellent or good)

Here are just a few other ideas that you might like to consider as Goals:

* Increase attendance
* Better ritualistic work
* Improve the program of Tall Cedar Education
* Better fellowship and more social activity
* Stimulate individual involvements
* Improve meeting notices and communications
* Better liaison with other Masonic Bodies and youth groups
* More activities for the ladies
* More concern for the ones suffering from sickness and distress
* Hospital visits
* Closer attention to visiting Brethren
* Improve the Forest fiscal condition
* Concern for the widows and orphans
* Stemming the flow of suspensions for non-payment of dues
* Emphasis on public relations
* Inter-Forest visitations
* Tall Cedar Foundation award

Of Course, anything new and different invites criticism and opposition. From the Massachusetts York Rite Bulletin, we have borrowed “Twenty Retorts Which Will Kill Progress” (with slight editorial changes):

* “It won’t work in our Forest.”
* “We’ve tried that before.”
* “It’s too radical a change.”
* “It isn’t in the budget.”
* “We don’t have time.”
* “It’s not practical.”
* “Don’t be ridiculous.”
* “It doesn’t fit in our program.”
* “We’ve never done it before.”
* “Our Forest is too small for that.”
* “It’s too progressive for us.”
* “Let’s get back to reality.”
* That’s not our problem.”
* “Why change? We’re getting along O.K.”
* “We’re not ready for that.”
* “Can’t teach an old dog new tricks.”
* “The Past Grand Tall Cedar would never do that”
* “We did alright without it.”
* “Let’s try it next year after some study.”
* “Has any one else tried it?”

Guidelines for GTC, SDGTC, & JDGTC
04/11
3. Calendar – In preparing a Calendar for your year, start early. Start by listing all of your Forest Meeting dates; the dates of the Supreme Forest session; the dates of the meetings of your District; Masonic observances; National Holidays. State Holidays, Religious Holidays Regular Meetings of the Forest or other Forests in the District; Supreme Forest seminars; Schools of Instruction; Tall Cedar Week; etc.

Now you are ready to pencil in the stated meetings, conclaves, reunions, assemblies of the concordant and appendant bodies in the areas. By now, you will see that the calendar is filling up fast. You will start to realize where some of the conflicts will be and where the blanks are for you to schedule your officers and committee meetings and Special Communications. You should also be getting some good ideas of the “themes” you will want to emphasize at your meetings. Special Forest anniversaries should also be noted on the calendar. (5th, 10th, 20th, 25th, 50th, 75th, 100th, Anniversaries of the Charter of the Forest are usually excuses for gala celebrations. Don’t overlook them!)

Many Forests “go dark” during the summer months, either because so many members are on vacation or because it is hot. We hear that some Forests are considering “going dark” during the coldest winter months to conserve fuel. Yes! Weather is a definite consideration in your planning. Many Forests equipped with air conditioning find no reason to close down in the summer months.

It’s always difficult to regain momentum after a Forest has had a vacation. These are thoughts that need to be discussed periodically to find out what best fits the needs of your Forest. You’ll want to get these things settled before you plan your year. Summer is a good time to review your successes or failures and adjust your calendar for the balance of the year.

4. Scheduling – Each District Deputy Supreme Tall Cedar will request all Senior Deputy GTCs in his District to provide him with a copy of the Forest’s proposed schedule for the next year. Theses schedules, including requests for Dispensations, should be discussed, and if required modified to prevent multiple functions on one night. The Junior Deputy Grand Tall Cedars should be encouraged to attend as a means of their Cedar education.

The District Deputy should prepare a consolidated schedule for the District and provide a copy to the Supreme Forest by September 1st.

Visitation requests for Supreme Forest Officers should be as early as possible. Requests from the Junior Deputy Grand Tall Cedar are recommended. Requests for Supreme Forest Officers attendance, not previously arranged, should be submitted to the District Deputy by the Senior Deputy at the planning meeting. The District Deputy should sent all Supreme Forest Office requests to the Supreme Tall Cedar by August 1st. Each Forest is responsible to follow this request with a letter to the Supreme Forest Officer listing all of the details, a copy of which should be provided to the District Deputy.

5. Conduct of Meeting;

a. Before the meeting, check with the Scribe to see that you know everything that is coming up for consideration and that both of you know the order of business you will follow. Check with the person or persons who set up the Forest hall to see that everything is in place. It is embarrassing and an unnecessary waste of time, for example, to find that the ballot box is still in the closet when it comes time to ballot.
b. Agenda—The Grand Tall Cedar shall prepare an agenda for each meeting or social event and furnish copies to all who are taking key parts. Provide a copy of the agenda to your Tall Cedar Foundation Trustee, District Deputy Supreme Tall Cedar and the ranking Supreme Forest Officer present. Others may be provided copies.

c. Decorum—The Grand Tall Cedar should instruct the Forest Officers in proper decorum at meetings, Ceremonials, parades, and social events. **Do not** cross legs while presiding. No officer should cross his legs while in the chair. No officer should smoke during the meeting.

d. Planning Your Meetings – Here are some ideas and suggestions for planning your meetings for your year of service as Grand Tall Cedar. The success a presiding officer will achieve can often be gauged by his plans. A GTC who enters his year without any plans cannot hope to accomplish much. One very efficient brother had his year planned twelve month before his installation. However, schedules should not be so rigid that they cannot be changed should circumstances warrant. It often helps to set specified, announced goals for the year.

Examples of such goals might be:

1. Build membership.
2. Officers report at least 15 minutes before opening time.
3. Start on time.
4. Have something special at every meeting when there is no Degree work.
5. Confer impressive Degrees.
7. Built a reputation as a friendly Forest.
8. Close at a reasonable hour.
9. Foster good fellowship during the refreshment period.
10. Reduce suspensions.
11. Have a charity project for the Tall Cedar Foundation.

6. Teamwork is essential. You might call a planning session where you could get together with the officers, Past Grand Tall Cedars, and active members to discuss plans for the coming year. Discuss the goals and ask for the suggested new ones, as well as ideas on improving your meetings. Make them feel this is a part of their program, for it really is; its for the good of the whole Forest.

In planning your meetings, try something new. What works for one Forest may or may not work well for another Forest. One of the most illogical statements heard in our Fraternity today is the often-repeated statement: “We’ve always done it that way.” There may be a reason why we’ve always done some things the way we have, but wouldn’t it be more logical to say: “We do it that way because we have not found a better way.” There must be a better way for many of the things that we have always done that way. This does not mean that we should attempt all kinds of questionable schemes that may harm our Fraternity more than they help. But, on the other hand, if you think of something that you believe will improve your meetings, attendance, etc, then try it.
a. Start on Time—It is imperative that meetings should start on time and finish at an early hour. Long, drawn out meetings have a tendency to keep members away.

b. Make meetings interesting—plan in advance—do not wait until the meeting night.

c. Memorize Work—The Officers and Degree teams shall memorize their parts and have rehearsals prior to Ceremonials.

d. Holy Bible—The Holy Bible must be displayed at all meetings of the Forest.

e. Charter—In order for the Forest to hold a meeting, a Charter must be present. It must be on display in view.

f. Flag—The flag of our country is required at every Forest meeting. The flag will always be stationed at the right of the speaker, platform or at the floor level.

7. Junior/Senior Deputy Nights – A night should be set aside each year for the Junior and Senior Deputies to conduct a Forest meeting. Some Forests provide an opportunity for each Deputy to conduct a meeting; in others, the two Deputies conduct a joint meeting.

When these nights are held, the Deputies should contact the other Deputies in their District and general area. This contact might well be verbal or written but should be a definite invitation. An invitation should also be directed to the Supreme Forest Deputies. The Senior and Junior Deputy Supreme Tall Cedars should receive their invitation very early to permit proper scheduling.

In conjunction with the planning for this evening, some of the considerations should be:

a. Dinner

b. Program for the evening

c. Token of appreciation (gift)

d. Entertainment

e. Refreshments after

8. Lodge Meetings – The Grand Tall Cedar should:

a. Not schedule events on regular meeting nights of Lodges in the area.

b. Encourage Forest Officers to announce or bring attention to Lodge activities.

c. Arrange to present programs at Lodge meetings.

9. Membership – To reverse the trend of a loss of members takes the combined efforts of all Tall Cedars to push membership. Each Forest should appoint a Membership Committee. Give a few minutes to talk membership in each meeting. Advertise other Forest meetings. Visit your neighboring Forests and they will visit with you. The success of any year depends a great deal on a dedicated group of Grand Tall Cedars. Public Relations is a must. Create an image of good in your Forest area and cause Masons to want to join. Remember, everyone likes and wants to be associated with a winning team.
Have interesting Ceremonials. Do not neglect the Prologue and Royal Court. Encourage a Degree team. The candidates’ first impression is going to be the Prologue and Royal Court Degree. If the work is sloppy, you are off to a bad start. In the Sidonian Degree, follow instructions.

Encourage Blue Lodge visitations – Chanters and Bands can entertain at the Masonic Lodges. Recognition of awards to the first line signer on petitions should be given in your own Forest. Many Forests present a dinner, free tickets, or other small tangible gift for one, two, three, and four or more petitions; the value of the award being dependent on the number of petitions. Five or more petitions afford Supreme Forest Key Club Membership.

Have a Reception Committee in the Forest. Before a closed meeting or a Ladies’ night, contact the new member by a personal letter or phone call. At the meeting, see that they are introduced and become part of the family.

Set up a balanced social program of meetings and Ladies’ nights. A Cedar’s wife who likes your affairs can influence many of her friends into getting their husbands to join. Do not price your members away by having all social affairs in a high-priced bracket.

Have an active Retention Committee. Do not wait until December to contact members who are in arrears? Start in January to get them in good standings.

10. Attendance – Attendance at your meetings is a good barometer of how well you are doing. The effective Grand Tall Cedar will use every trick in the book to get a good turnout at his meetings. You should keep a record of attendance at each meeting. If the attendance is low, it would be well for you to study the reasons. What was the competition? The weather? Was the meeting notice one that would inspire members’ to attend? Was the previous meeting too long? Was there a good program? All of these are, or could be, factors in WHY attendance might have been low.

Then on the other side of the coin…what if the attendance was higher than usual? You can study the reasons for that, too. It’s not necessary to use gimmicks to get the members out to meetings…but a meeting must have something to offer. A well-planned program is definitely one of the key factors. Attractive meeting notices will create advance interest.

11. Involvement – How many of your members are actually involved in Forest activities? It’s a very small percentage of the total membership…right? Probably one of the biggest problems you face is HOW to get more of the membership involved. If you can do that, you can improve the attendance, improve the interest, improve the good fellowship, and increase the feeling of brotherly love and affection. It’s well worth the effort, but it will take a lot of prior planning, coordination and hard work. NOW is the best time to start working on it.

Study the membership roster. You’ll find that there are the old faithfuls who are always available. They won’t be a big problem because you know you can keep them active (But don’t ignore them!) Then there are those who are so active in other Masonic bodies that they don’t have time for Forest activities. Your best approach for these Brethren is to play on their interests. You might keep them in mind when you get ready to appoint your committees. They’d be ideal to appoint as liaison to the body with which they are active.

You’ll find some members who are in business…keeping their noses to the grindstone. They are so absorbed with making a buck they don’t seem to have time for anything else. Don’t overlook them! Play on their egos! Ask them for advice. Let them know that the Forest needs their talents. These
“busy” people are the ones who can do the best job on audit committees, finance committees, budget committees and the like. Don’t be afraid to use them! Don’t hesitate to get them involved.

Even the housebound member is a potential for involvement. You might be surprised at how many of them would jump at the chance to do something useful. One Forest uses shut-in-members to make regular phone calls to other shut in-members, widows, and those on the sick list. Another Forest has a shut-in-member who serves on their telephone committee, calling members before each meeting, to remind them of it. He’s involved. He inspires others to get involved. He’s a working part of the Forest. With a little imagination, you can find useful work for all kinds of special cases. How about someone to help the Scribe by addressing and mailing the meeting notices or someone to research the old records for preparing a Forest history? Take advantage of the skills of the retired members. The more you know about the Members of the Forest, the more you can get accomplished. There is always something that needs to be done around the Forest hall…painting, cleaning, repairing, plumbing, picture framing, cabinet work, electrical work, and carpeting. You just might have someone in your Forest with skills to take care of some of those things. Assign a new member to a committee. Don’t assume he’ll ask for the job. Introduce him To a Unit Head and he’s ready to go.

12. Inter-Forest Visitation – The Grand Tall Cedar should encourage inter-Forest visitation within the District and stress that this is not limited to Officers.

13. Liaison with Other Bodies – Nothing is more frustrating than planning a meeting for a special event and learning too late that one of the other Masonic bodies or affiliated groups has something scheduled for the same time. That’s going to cut down on the attendance at your meeting and dilute its effectiveness. “Harmony being the strength and support of all institutions…” we must remember that we are not in competition. We must work together. But how can you avoid such conflicts? There are several ways and it is going to be up to you to find the way that will best fit into your Masonic community. All of them, however, revolve around the basic premise of keeping open the lines of communication.

One system that works well in some communities is for the leaders of the various bodies to get together once a month to discuss plans for the next two months. Another system that can be considered is to appoint contact men to serve as liaison with the other organizations, using Brethren who belong to those bodies. In some places, it has been found that the use of a Masonic Activities Calendar eliminates or reduces the majority of conflicts.

Bat the idea around! Talk it over with some of the Past Grand Tall Cedars. But, whatever you do, don’t wait until you have been installed to come up with a plan. You’ll just find that you missed the boat…it will be too late!

14. Youth Involvement – The vitality of youth and the experience of Masonry are the two inseparable elements that have made the Order of DeMolay, Job’s Daughters, Rainbow Girls, and Triangle successful. Much remains to be done for and with the youth. Your Forest should consider some of the following areas of involvement:

a. Installations – Invite them to act as an Honor Guard for the Installing Officers and the officers to be installed. Invite them to act as escorts or ushers for all who attend the Forest installations. The Forest may in turn volunteer to form an Honor Guard or act as escorts or ushers at an Installation.
b. Dinners – “Masonic Youth Nights” host a dinner in honor of any of the Masonic Youth Groups; DeMolay, Job’s Daughters, Rainbow Girls, and Triangle. Invite the presiding Officers of each of the youth groups to present a short, 3-5 minute, talk on their organization. The Forest, in turn, may present a program about Tall Cedarism to the youth; however, conclude the program with some “fun” entertainment.

c. Athletics – Challenge a Youth Group to a three-game bowling tournament with the Forest providing the refreshments. Plan an annual baseball game.

d. Work Projects – The Order of DeMolay, recognizing the debt that DeMolay has to the Fraternity, will award to a young man in DeMolay a Masonic Service merit bar. DeMolays earn this merit bar by participating in three different Masonic service projects with a minimum of ten hours without financial remuneration to either individual or Chapter. The Job’s Daughters, Rainbow and Triangle have similar projects.

15. Honorary Membership – Each Forest is permitted by the Supreme Forest Constitution and By-laws to confer an Honorary Membership on Tall Cedars of other Forests. This provides excellent recognition to those who are of assistance to the Forest. An Honorary Member does not pay dues, receive a membership card, have a right to vote, nor hold an office.

16. Committees – Frequent references have been made to committees. You’ll find that some are required by your By-Laws. Some are selected for specified terms but most are appointed by the Grand Tall Cedar and serve “at his will and pleasure.”

For a committee to be effective, it must have a specific and useful purpose, prescribed duties, and a requirement for accomplishment. It must be a “working tool” of the Forest. Committees are accountable to, operating under guidelines of, and supervised by the Grand Tall Cedar. However, the committee must do the job.

Many Grand Tall Cedars have found that by using committees, they are able to accomplish a great deal more and are able to get more members involved in Forest activities. It only takes a little imagination and some good planning to see how committees can help you. Of course, when you appoint a committee, you must expect every member of that committee to function. It might take some shuffling to get the right people on the right committee to insure harmonious accomplishments and coordination with the activities of related Committees.

In studying the meeting notices of Forests a wide variety of committees have been found. They are listed below. Perhaps there are some that you might like to use.

<table>
<thead>
<tr>
<th>Anniversary Observance</th>
<th>Entertainment</th>
<th>Refreshments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio Visual</td>
<td>Finance</td>
<td>Relief/Charity</td>
</tr>
<tr>
<td>Audit</td>
<td>Forest History</td>
<td>Retention</td>
</tr>
<tr>
<td>Birthday</td>
<td>Forest Picnic</td>
<td>Tall Cedar Foundation</td>
</tr>
<tr>
<td>Building &amp; Grounds</td>
<td>Liaison with other bodies</td>
<td>Telephone</td>
</tr>
<tr>
<td>Bulletin</td>
<td>Music</td>
<td>Visitation of the sick</td>
</tr>
<tr>
<td>Bulletin Mailing</td>
<td>Program</td>
<td>Widows</td>
</tr>
<tr>
<td>By-Laws</td>
<td>Public Relations</td>
<td>Youth Activities</td>
</tr>
<tr>
<td>Community Charity</td>
<td>Publication</td>
<td></td>
</tr>
<tr>
<td>DeMolay</td>
<td>Reception &amp; Welcoming</td>
<td></td>
</tr>
</tbody>
</table>
There are probably others that might fit your needs. Choose the ones you want to use, jot down the purpose and duties, and then list the potential members for each committee. Contact them and let them know they are needed. You’ll be surprised how few will turn you down. If they do, find out where they would like to help the Forest. You can find a job for everyone.

It takes planning! And the time to plan is NOW!

17. Units – Units can be a vital force in the Forest. They are the “glue” which most times are the uniting force of many Forest. Below are listed some of the units which are active in many Forest.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Department</th>
<th>Unit</th>
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<tbody>
<tr>
<td>Aide Corps</td>
<td>Degree</td>
<td>Retirees Club</td>
</tr>
<tr>
<td>Band</td>
<td>Drum &amp; Bugle Corp</td>
<td>Sidonian</td>
</tr>
<tr>
<td>Chaplains Corp</td>
<td>Past Officers Club</td>
<td>Tuxedos</td>
</tr>
<tr>
<td>Clowns</td>
<td>Provost Guard</td>
<td></td>
</tr>
<tr>
<td>Color Guard</td>
<td>Provost Guard</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rangers</td>
<td></td>
</tr>
</tbody>
</table>

18. Public Relations – Publicity is a must. Use the newspapers, radio and television, if possible. You can get publicity through parades held during Forest, District, or area ceremonials. Take part in community services and parades. Your Chanters can help by appearing at local church services and singing for the ladies’ organizations. Work with youth organizations: DeMolay, Job’s Daughters, Rainbow Girls, and Triangle etc. Even consider sponsoring a scout troop or a youth sport team. It’s a great source of publicity. See the Public Relations section for more details.

Use as many pictures as you can in the newspaper with accompanying stories to tell the public about activities.

a. Installation of officers for the next year.

b. Fund raising projects for charity.

c. Work with youth groups.

d. Any community project of public good.

19. Fiscal Responsibilities – As a Grand Tall Cedar, you will be the steward of the Forest’s money. Whether or not you have a budget committee, you can tell approximately what the Forest’s income will be, and what it will cost to run the Forest. You must make every effort to keep expenses within income. If your Forest expenditures exceed the income, there are only two solutions. Either you must reduce expenditures or you must raise dues. This is a problem that plagues many Grand Tall Cedars. Use of good business principles is the only solution.

Whatever you do to raise money, keep in mind that no activity may be in conflict with the laws, rules, regulations and edicts of the Grand Lodge within which your Forest is located.

There are many legitimate fund raising techniques. They give the members a chance to work together to a goal. Use a legitimate plan.

20. Considerations

a. The memorized dialogue in the Tall Cedars of Lebanon Ritual is not long nor is it a laborious task to commit to memory.
b. The Junior Deputy Grand Tall Cedar shall begin memorizing his work immediately upon his election to office.

c. Memorizing the work and conducting a meeting with decorum and polish does not conflict with our principle of Fun, Frolic, and Fellowship. Fun and Frolic can be injected at most points of our meetings. The Fellowship should always be prevalent and apparent. The use of an agenda, learning proper protocol, and conducting a meeting with dispatch enhances our great Fraternity, reflects on the Grand Tall Cedar’s planning, and certainly makes a lasting impression on the candidates.

d. Have an active Retention Committee all year. Take an active interest organizing this campaign and if others fall down, be ready to push it. Give it the thought an executive should, and then seek cooperation to carry it through. Membership and Retention Committees should be reporting through the Grand Tall Cedar to the Scribe for his reports.

e. Tall Cedar Foundation activities should be inserted where and when possible.

f. Special Affairs such as trips or football games should be planned well in advance of the calendar date.

g. The District Deputy shall present the secret work, following the Royal Court Degree at ALL Ceremonials in his district. Another qualified Tall Cedar may present the secret work if approved in advance by the District Deputy.

21. Publication and Scrapbook – Each Forest is eligible to compete in the Supreme Forest Contests for Publication (Bulletin, Newsletter) and Scrapbook. However, only with advance planning can either of the contests be won.

22. Scribes – One of a Grand Tall Cedar’s greatest assets is a competent and loyal Scribe. A good Scribe is always helpful to the Grand Tall Cedar, and does not try to “run the Forest.” Most Scribes have been in office for years and can lend invaluable assistance to the Grand Tall Cedar. If a Grand Tall Cedar is weak, the Scribe may tend to run the Forest.

There are many ways a Scribe can be helpful to the Grand Tall Cedar. When the Scribe receives correspondence, he should notify the Grand Tall Cedar as soon as possible. The meeting night may be too late to discuss some types of correspondence such as demits, for example.

Several days before the meetings, the Scribe should inform the Grand Tall Cedar of business to come before the meeting. The Grand Tall Cedar should contact the Scribe for this information if the Scribe does not initiate the action.
A. General

1. General - The Scribe of a Constituent Forest should be the stable force in the Forest. He should be
the one source for accurate up-to-date information on the members and administrative activities of
the Forest. He should be of SERVICE to the entire membership. He should be responsive to the
Executive Committee and the Grand Tall Cedar. He should assure that all Supreme Forest requests
are answered in a timely fashion.

One of the Grand Tall Cedar's greatest assets is a competent loyal Scribe. A good Scribe is always
helpful to the Grand Tall Cedar when he does not try to "run the Forest." Most Scribes have been in
office for years and can lend invaluable assistance to the Grand Tall Cedar.

There are many ways a Scribe can be helpful to the Grand Tall Cedar. For example when the Scribe
receives correspondence, he should notify the Grand Tall Cedar. The meeting night may be too late
on some types of correspondence such as demits.

Before the meeting, the Scribe should inform the Grand Tall Cedar of business to be considered at
the meeting, such as Committees to be appointed.

2. Duties and Responsibilities - The duties and responsibilities of the Scribe vary depending upon the
size of the Forest and the local requirements. However, many of the functions are consistent in all
Forests. To assist new Scribes and those who want to "check themselves out" a list on pages 5-9 is
offered. This identifies, on a month-to-month basis, those actions that are basic to the Scribe
activities of most Forests.

3. Supreme Forest Office - The Supreme Forest Office implements administrative requirements of the
Supreme Tall Cedar, Supreme Scribe, and the Supreme Forest Board of Directors. The Supreme
Forest Office has a staff to perform these functions and be of SERVICE to all Tall Cedars. The
interaction of the Supreme Forest Office and Constituent Forest Scribes is particularly important.
Most of the information required can only be obtained from the Constituent Forest, for which the
Scribe is the administrative spokesman.

The Supreme Forest Office is the cogwheel that functions only from the cogs of the Constituent
Forest wheels. It has no other purpose than to keep the wheels moving in harmony. The Scribe,
whose work is done cheerfully, unselfishly, and promptly, is the most important factor in Cedarism
to keep the contact of those wheels in good order. The future of Cedarism is largely in his care.

B. Helpful Hints to Constituent Forest Scribes

1. General - A Scribe, by experience, should be and usually is familiar with the working of all units and
elements of the organization. In any executive quartette he should be able to harmonize wherever
needed. His office is important as an assist to maintain a continuous program of organization from
one administration to another.

2. Membership Records - It is urgent and important that the Supreme Forest Office be notified
immediately of a change of address, demit, death, suspension, reinstatement and new members
initiated on a Forest Activity Report form (FAR) in order that an accurate record of your Forest
Membership Records can be maintained. It is also important that you keep the Supreme Forest Key
Club Records up to date.

3. Initiation Fees - The Supreme Forest By-laws requires the Scribe to report to the Supreme
Forest Office within ten days the initiation, affiliation and/or reinstatement of a member
using the FAR form. Be sure to include the $4.00 fee for each new member, affiliation,
and/or reinstatement. Do not hold these until the end of the year. Other than the fee of
$250.00, there is no initiation fee on members who are made Tall Cedar-at-Sight.

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4. Membership Cards & Dues - Mail dues notices promptly in advance of the New Year. Mail follow-up dues notices. Do not allow a half-interested member the excuse of not receiving a statement. Approach the dues question periodically with a businesslike statement of the member's indebtedness.

   a. Dues Cards - Each Constituent Forest is provided with dues cards from the Supreme Forest Office each year based on the Forest membership at the time of printing. They require the Scribe's signature. For a large Forest membership, a signature stamp is suggested. Blank dues cards will be provided for others who become members. Impress on the member who loses his card of his responsibility to find it, if possible, so it will not fall into stray hands.

   b. Billing - Dues payable notices are attached to the Dues Card form. Two follow-up notices are also printed. It is suggested this notice be sent in October of each year. Follow-up notices for those not paid are to be sent in January and April. If not paid, the amount due is to be added to the subsequent year's notice in October.

   c. Collection - The collection of dues is the responsibility of the Scribe of the Forest.

5. Reinstatements - Insist that your Forest have an active Retention Committee all year. Take an active interest organizing this campaign; where others fall down, be ready to push it.

6. Meeting Notices - Seek to interest talented members in preparing attractive publications for your Forest that can be kept within your budget yet will draw interest in your meetings. In many instances, the regular publication of the Forest is the main tie that keeps the membership together. Be certain to mail them to the members in time to be most effective. Adhesive mailing labels are available from the Supreme Forest Office at cost.

7. Records - The business records of most Forests are satisfactory--some are excellent. The Supreme Forest has not recommended any particular system. Your system, if it meets your needs showing your transactions in detail whereby it can be audited, should be sufficient if kept up-to-date. You should be alert at all times to changes of address on your membership rolls. Be ever mindful that your members are your principal assets. See the Section on Constituent Forest files for additional information.

8. Election Return - These returns are due by December 15th. Use the forms provided by the Supreme Forest Office so that a roster of Constituent Forest Officers may be prepared and distributed in time to be useful. Be sure to include the schedule and place of your regular meetings. One election return missing means an incomplete roster. Be careful to furnish accurate addresses, telephone numbers, zip codes and Supreme Forest computer numbers. The District Deputy Supreme Tall Cedar at the Installation of Officers also requires a copy of the return. The Supreme Forest Office should be notified as soon as possible when any elected Forest Officer changes during the year.

9. Life Memberships - A Forest Life Membership Certification Form from you must be sent to the Supreme Forest Office with the report of a new Life Member. A Life Membership Certificate is available from the Supreme Forest for a nominal fee.

   Annual Reports - The Annual Report is a very important item of business that is required to be in the Supreme Forest Office by February 1st. It is a permanent record of the Supreme Forest, so please be accurate. The Supreme Forest Office must do many hours of detailed work after these reports are filed. The business of the Supreme Forest is actually impeded by late reports.

   "Total Membership as reported on last Annual Report" means to use total membership as of December 31st as shown on the previous year's report. The Supreme Forest Office enters this number in red. It may not be changed.
a. Tall Cedar-at-Sight and Masonic Home residents are the only members exempt from per capita tax.

b. Honorary Members should NOT be included in your total Forest membership.

c. Dual members should be included in your Forest membership.

d. The per capita tax is figured on your total membership minus the Cedar-at-Sight and Masonic Home members. While no per capita tax is due for them, they are included in your numerical total of membership. Make note in your annual report of the number of members made Cedar-At-Sight during the year. Members in arrears, but not suspended by vote of the Forest, are to be included in your total membership. Honorary memberships can only be given to members of another Forest, and as they pay dues elsewhere, they do not pay dues for your Forest and should not be included in your membership totals. Budget your receipts to take care of the per capita tax on time without inflicting this year's obligation on the next year's Grand Tall Cedar.

11. Pyramid Orders - Full information about prices of pyramids and tassels are on the Pyramid Order Form. Be sure to specify the size of Pyramid, as well as the correct style. Send your remittance with the order. Remember--it takes up to eight weeks to complete the orders.

12. Demit - Any Tall Cedar in good standing (dues paid for current year) may request to sever his membership. If his request is to resign, demit, quit, or any other variety of terms, the request is to be handled as a request for demit.

13. Death of Member of Supreme Forest - The Supreme Forest Office should be notified within 5 days when a Supreme Forest member dies. A condolence letter will be sent to the widow or next of kin from the information contained in the form. An annual report is made and a memorial service conducted based on the information received. You may also want to consider a Memorial Letter from the Tall Cedar Foundation.

14. Blank Forms - A supply of blank forms are sent to each new Scribe upon request. If you need additional forms, a request will receive prompt attention from the Supreme Forest Office. If you have any inquiries or suggestions to make, they will be welcomed at the Supreme Forest Office.

15. Change of Meeting Place Date or Time (Dispensation) - Notify your District Deputy Supreme Tall Cedar whenever the place, date and/or time of your regular meetings is changed. A Dispensation Form is required. Be certain to plan your schedule to permit approval by the District Deputy Supreme Tall Cedar in time to effect the dispensation requested.

16. Forest By-Laws - A copy of each Constituent Forest's By-laws is required to be on file in the Supreme Forest Office. Any changes to Constituent Forest By-laws, approved by the Forest, must be forwarded to the Supreme Forest Office for approval. Changes become effective only when approved by the Supreme Forest. Be sure to schedule changes to allow for Supreme Forest approval before the desired effective date.

17. Tall Cedar-at-Sight - A potential candidate for Tall Cedar-at-Sight should be considered carefully. Nothing may be said to the potential candidate until the Supreme Forest Board of Directors approves the application. A fee of $250.00 is payable to the Supreme Forest Office with the application for making a Cedar-at-Sight. Be sure to consider all the By-laws that concern a Tall Cedar-at-Sight.

18. Jewels - Constituent Forest jewels are available from the Supreme Forest Office. Approximate delivery is three weeks after receipt of order.

19. Welcome Packet - A packet of information is provided by the Supreme Forest to be presented to each initiate. It contains a letter of welcome from the Supreme Tall Cedar, information on the Tall Cedar-at-Sight, and other pertinent information.
Cedar Foundation, the Travel Club, Tall Cedar Insurance, a current copy of the Cedar Digest, and a Tall Cedar decal.

The Scribe must order the number of packets required from the Supreme Forest Office in adequate time (at least 15 days) to receive them for presentation to the candidates.

Take an early opportunity to provide the new member a basis for a sense of PRIDE in the Tall Cedars.

The Forest should add to the Welcome Packet information that identifies each unit, its leader, his address, telephone number, when the unit meets, and the meeting place.

A copy of the Forest publication (newsletter, bulletin, etc.) should also be included in the Welcome Packet.

20. Money Responsibilities - The Scribe is responsible for the receipt of all monies received by the Forest. This includes dues, functions, etc. These funds are to be carefully recorded on a Folio. The Forest Scribe should sign this Folio as accurate. The Treasurer should sign as a receipt for the Scribe, and for verifying accuracy.

21. Minutes - Each meeting of the Forest and the Executive Committee meeting of the Forest should be properly recorded. Minutes should be speedily prepared after the meetings so items of importance are not inadvertently neglected.

The District Deputy Supreme Tall Cedar is required to review Forest minutes at least once each year; the cooperation of the Scribe is necessary.

22. Paying Bills - Approval to pay the just debts of the Forest is necessary for the Treasurer to write a check for payment. In some Forests, budgeted items are automatically approved for payment. Executive Committee approval is required for some. Forest approval is necessary in few instances.

Most Forests require a voucher properly prepared and signed by the Grand Tall Cedar and the Scribe in order that the Treasurer may write a check. It is generally prepared in two parts, one for the Scribe, and one for the records attached to the invoice that is given to the Treasurer.

23. Service Certificate (50, 60, 70 Year Members) - A certificate of recognition and lapel pin is provided for each Master Mason who has been a Tall Cedar for fifty (50), sixty (60), and seventy (70) years. The Scribe must submit a request on forms provided by the Supreme Forest Office. A Supreme Forest Officer or the DDSTC will, when possible, present them. Should a particular person or officer be required, a cover letter stating the preference should accompany the request form.

C. Constituent Forest Files

1. General - Each Forest Scribe should maintain an adequate set of files to provide the information required by the Supreme Forest, Grand Tall Cedar, Constituent Forest Executive Committee (Board), and other Tall Cedars requiring the same.

2. The following information should be maintained for each member:

   a. Initial petition
   b. Dues record
   c. Life Membership information
   d. List of appointments and/or offices held
   e. Any awards
   f. Correspondence copies to and from member
   g. A copy of any demits, suspension, reinstatement, etc.
   h. Other pertinent member and related data
3. Administrative Files - The following list defines some of the files which each Scribe should consider maintaining. The list is neither necessarily complete nor mandatory. It should be used as a guide.

<table>
<thead>
<tr>
<th>FILE TITLE</th>
<th>REMARKS</th>
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<td>ACTIVITIES</td>
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<td>AWARDS - 25 Year Pin</td>
<td>List of Names and Dates</td>
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<td>- 50 Year Pin &amp; Cert.</td>
<td>List of Names and Dates</td>
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<td>- Key Club</td>
<td>List of Names and Dates</td>
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<tr>
<td>BANK</td>
<td>File for Statements and other information</td>
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<tr>
<td>BANQUET</td>
<td>File for each event</td>
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<tr>
<td>BILLS</td>
<td>Hold file for next Exec. or Regular Meeting</td>
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<tr>
<td>BY-LAWS</td>
<td>Approved Copy</td>
</tr>
<tr>
<td>CEDAR-AT-SIGHT</td>
<td>List of Names and Dates</td>
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<tr>
<td>CORRESPONDENCE</td>
<td>General - Outgoing - Incoming</td>
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<tr>
<td>DELINQUENTS</td>
<td>List of members to Retention Committee</td>
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<tr>
<td>FOREST ACTIVITY REPORTS</td>
<td>Scribe copy</td>
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<tr>
<td>FORMS - IRS Tax Form 990</td>
<td>Blank forms and stationery by type</td>
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<td>(Keep at least 7 years)</td>
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</tr>
<tr>
<td>INSURANCE</td>
<td>All related documents</td>
</tr>
<tr>
<td>LIFE MEMBERS</td>
<td>List of Names and Dates</td>
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<tr>
<td>MEMBERSHIP LIST</td>
<td>For use in preparing Forest Activity Reports</td>
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<td>- From Supreme Forest Office</td>
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<tr>
<td>MIDWINTER CONFERENCE</td>
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<tr>
<td>NEWSLETTER ARTICLES</td>
<td>For future reference</td>
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<tr>
<td>PRINTING</td>
<td>Stationery, tickets, envelopes, post cards, etc.</td>
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<tr>
<td>PYRAMIDS</td>
<td>Copies of orders</td>
</tr>
<tr>
<td>RENTAL AGREEMENTS</td>
<td>All related documents</td>
</tr>
<tr>
<td>REPORTS</td>
<td>Copies of all Supreme Forest Reports</td>
</tr>
<tr>
<td>TALL CEDAR FOUNDATION</td>
<td>General correspondence</td>
</tr>
<tr>
<td>TCF LIFE MEMBERS</td>
<td>List of Names and Dates</td>
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<tr>
<td>TRIPS</td>
<td>Each one independent file</td>
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</table>

**SCRIBE ACTIVITY LIST**

**JANUARY**

1. Get the books from the Treasurer and Trustees and turn over to the auditors with the Scribes books by the 10th of the month.

2. Update the name and address roster with a copy to the Editor in time for the February mailing. (Copies for handout at the January Executive Meeting are optional.)

3. Send the Forest Activity Report with all name and address corrections and other Roster changes to the Supreme Forest by the 5th of the month along with a check for $4.00 for each new and reinstated member.

4. Complete the annual report and send it to the Supreme Forest Office no later than February 1st. Include payment to the Supreme Forest for the per capita tax and to the Tall Cedar Foundation for the Assessment.

5. Prepare copies of the annual report and give to the GTC for the previous year. Also give a copy to the GTC, SDGTC and JDGTC.
6. Prepare the December Regular and Executive Committee Meeting Minutes. Send copies to GTC, SDGTC, JDGTC. (The previous year's GTC is optional.)

7. Prepare a card with the names of those who passed away the previous year: Include the initiation date and date of demise of each. (If a memorial service is held at the January meeting.)

8. Turn over to the Treasurer all money by the end of the month. (Transfers should be made during the month if the amount is sufficient. Attend and participate in the Midwinter Conference.

9. Apply for the bulk-mailing permit from the Post Office for mailing of the monthly publication by the 5th of the month. (This is recommended if the membership exceeds 200.

10. File the FICA, Federal and State withholding reports, if applicable.

11. Attend and participate in the Midwinter Conference.

FEBRUARY

1. Prepare the January Regular and Executive Committee Meeting Minutes. (Copies to GTC, SDGTC, and JDGTC are optional.)

2. Turn over to the Treasurer all money on hand by the end of the month.

3. Send the name and address corrections to the bulletin Editor in time for the next month's mailing.

4. Send the Forest Activity Report to the Supreme Forest by the 5th of the month along with a check for $4.00 for each new and reinstated member.

MARCH

1. Prepare the February Regular and Executive Committee Meeting Minutes. (Copies to GTC, SDGTC, and JDGTC are optional.)

2. Send the Forest Activity Report to the Supreme Forest by the 5th of the month along with $4.00 for each new and reinstated member.

3. Turn over to the Treasurer all money on hand by the end of the month.

4. Review the computer list of Supreme Forest members, make any corrections on the Forest Activity Report forms and return both to the Supreme Forest Office by May 1st.

5. Send the name and address corrections to bulletin Editor in time for the next month's mailing.

APRIL

1. Prepare the minutes for the March Regular and Executive Committee Meeting. (Copies to GTC, SDGTC, and JDGTC are optional.)

2. Turn over to the Treasurer all money on hand by the end of the month.

3. Send the name and address corrections to the bulletin Editor in time for the next month's mailing.

4. Send the Forest Activity Report to the Supreme Forest by the 5th of the month along with a check for $4.00 for each new and reinstated member.
5. Assist the Treasurer to complete the income tax form 990-T and file it with IRS by May 15th. Make a duplicate copy and send it to the Supreme Forest Office.

6. File the FICA, Federal and State withholding reports, if applicable.

**MAY**

1. Prepare the April Regular and Executive Committee Meeting Minutes. (Copies to GTC, SDGTC, and JDGTC are optional.)

2. Send the Forest Activity Report to the Supreme Forest by the 5th of the month along with a check for $4.00 for each new and reinstated member.

3. Turn over to the Treasurer all money on hand by the end of the month.

4. Send the name and address corrections to the bulletin Editor in time for the next month's mailing.

5. Attend and participate in the convention.

**JUNE**

1. Prepare the May Regular and Executive Committee Meeting Minutes. (Copies to GTC, SDGTC, and JDGTC are optional.)

2. Send the Forest Activity Report to the Supreme Forest by the 5th of the month along with a check for $4.00 for each new and reinstated member.

**JULY**

1. Turn over to the Treasurer all money on hand by the end of the month.

2. Send the Forest Activity Report to the Supreme Forest by the 5th of the month along with a check for $4.00 for each new and reinstated member.

3. File the FICA, Federal and State withholding reports, if applicable.

**AUGUST**

1. Turn over to the Treasurer all money on hand by the end of the month.

2. Update the Forest Name and Address Roster and have copies for September Executive Committee Meeting.

3. Send the name and address corrections to the bulletin Editor in time for the next month's mailing.

4. Send the Forest Activity Report to the Supreme Forest by the 5th of the month along with a check for $4.00 for each new and reinstated member.

5. Confer with the SDGTC regarding the pyramids to order for the incoming and outgoing

6. Inventory other pyramids on hand to determine if any are needed for the coming year.

7. Obtain from the Treasurer a check for the Scribe for the petty cash bills the Scribe has incurred from the period of July thru August if no Executive meetings are held during the summer.
SEPTEMBER
1. Prepare the June Regular and Executive Committee Meeting minutes. (Copies to Officers, GTC, SDGTC, and JDGTC are optional.)

2. Send Forest Activity Report to Supreme Forest by the 5th of the month along with $4.00 for each new and reinstated member.

3. Turn over to the Treasurer all money on hand for deposit by end of the month.

4. Send name and address corrections to bulletin Editor in time for the next month's mailing.

5. Confer with SDGTC regarding pyramids to order for the incoming and outgoing officers.

6. Inventory other pyramids on hand to determine if any are needed for the coming year.

OCTOBER
1. Prepare the September Regular and Executive Committee Meeting Minutes. (Copies to Officers, GTC, SDGTC, and JDGTC are optional.)

2. Turn over to the Treasurer all money on hand by the end of the month.

3. Send the Forest Activity Report to the Supreme Forest by the 5th of the month along with a check for $4.00 for each new and reinstated member.

4. File the FICA, Federal and State withholding reports, if applicable.

NOVEMBER
1. Prepare the October Regular and Executive Committee Meeting Minutes. (Copies to Officers, GTC, SDGTC, and JDGTC are optional.)

2. Send the "Returns of Election" Report to the Supreme Forest within 7 days after election with copy to the DDDSTC.

3. Send dues notices to all members about ten days before the meeting.

4. Send the Forest Activity Report to the Supreme Forest by the 5th of the month along with a check for $4.00 for each new and reinstated member.

5. Send the name and address corrections to the bulletin Editor in time for the next month's mailing.

6. Turn over to the Treasurer any money on hand by the end of the month.

7. Write personal notes to these members due for suspension by December 31st, advising them of this impending action. Send the notices certified mail with return receipt requested.

8. Order letterhead paper for next year's officers.

DECEMBER
1. Prepare the November Regular and Executive Committee Meeting Minutes. (Copies to GTC, SDGTC, and JDGTC are optional.)

2. Send final check to the Tall Cedar Foundation with a breakdown of amount, i.e., donations, roses, shamrocks, etc., being sure check is received by the 15th of the month.
3. Obtain from the Treasurer a check for the per capita tax per member as of December 31st.

4. Obtain from the Treasurer a check for the TCF assessment per member minus the number of TCF Life Members. Only active and living members count toward credit. (No Cedarettes, or other nonForest persons.)

5. Turn over to the Treasurer any money on hand by the end of the month.

6. Bring all necessary Pyramids, Jewels, etc., to the regular meeting for the installation presentation.

7. Obtain a check from the Treasurer for the Scribe’s salary. (If paid annually.)

8. Send the Forest Activity Report to the Supreme Forest by the 5th day of the month along with a check for $4.00 for each new and reinstated member.

9. Prepare a card with the names of those who passed away the previous year. Include the initiation date and date of demise of each. (If a memorial service is held in December.)

10. Send a request for dispensation to the DDSTC listing all proposed regular meeting dates and locations (if other than charter meeting place).

11. File the FICA, Federal and State withholding reports, if applicable.
Complete monthly for any activity and forward to: Supreme Forest TCL, 2609 N. Front St., Harrisburg, PA 17110

FOREST ACTIVITY REPORT

Report, month of __________________________ Year __________ Forest No. __________

Please type or print all information.

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Scribe
04/11
COMPUTER PROCEDURES FOR MEMBERSHIP LIST MANAGEMENT

A. FOREST ACTIVITY REPORTS

1. General Rules and Procedures

a. The Forest Scribe will report all membership activity in his Forest during the month on the Forest Activity Report forms. These forms should be filled out after the last day of the month. The white copy must be sent to the Supreme Forest Office and the yellow copy retained for his records. Please note: the forms are self-carbonized and require typewriter or ballpoint pen. **If there is no activity during the month, no report is necessary.**

b. All reports must contain the Forest name and number.

c. Each member of the Forest has been assigned a unique nine-position data processing number. The first three digits are the Forest number and the next six digits the members roll number within the Forest. For each new member entering the Forest, the Scribe will assign a local Forest number in sequence. This must be a unique number; it cannot be a duplicate. Previously used numbers MUST NOT be reassigned to another member. However, if a reinstatement or reaffiliation occurs, the Scribe should use the previously assigned number.

d. The member's name should be as complete as possible. Please furnish the entire first name and middle initial (or first initial and middle name if member goes by same). All names should be recorded in this sequence: Last name (and Sr., Jr., III, etc., if applicable), first name, middle name or initial. **IMPORTANT:** always record the complete name in the same manner. The name as well as the member number must accompany all membership activity.

e. Fill in as much of the information requested as you have available.

f. All dates recorded must be in the numeric designation for month, day, and year: i.e. 12/07/78. **DO NOT USE:** Dec 7, 1978, 7 Dec. 77, etc.

2. FIELD ENTRIES

a. **New Members** – To add a new member to your Roster, assign the next available number, a member number. Precede number with zero's; code an "X" under the "NEW" column. Record his initiation date in the Initiation Date field and record his current mailing address in the address section. Be careful to place the last and first names (with middle name or initial) as required. fill in as much information as possible.

b. **Suspension** - If a member has been suspended for unmasonic conduct or reasons other than non-payment of dues, enter the date in the Suspension field and an "X" in the "MISC" column.

c. **Dual Membership** - To record any affiliation of a Tall Cedar who is a member of another Forest and will thus become a dual member of the Forest, enter the date of affiliation in the Dual Membership Date field and a "2" in the "MISC" column. In addition, for any dual affiliation, enter a number, include a full name, give the initiation date; and enter the current mailing address.

d. **Demit** - If a member has demitted from the Forest, enter the date the Forest voted to grant the demit in the Demit Date field, and an "X" in the "MISC" column. Remember, resignations are not permitted, they are acted on as a request for demit.

e. **Affiliation by Demit** - To record any affiliation into the Forest enter the date of the affiliation in the Affiliation Date field and an "X" in the "MISC" column.
In addition enter as new (Code an "X" in the NEW column), assign the next available number (or old number if a former member) and current mailing address.

f. Reinstatement - When a member has been reinstated (not affiliated by Demit), enter the date of Reinstatement in the Reinstatement Date field and an "X" in the "MISC" column.

For reinstatement of any member, the Scribe must record this as a "NEW" transaction. (Code an "X" in the "NEW" column). Enter the member number, full name, reinstatement date, and current mailing address.

g. Suspended for Non-Payment of Dues - If a member has been suspended for non-payment of dues, enter the date of suspension in the Suspended for Non-payment Dues Date field and enter an "X" in the "MISC" column.

h. Deceased - If a member is deceased, enter the date of death in the Deceased Date field and a "7" in the "MISC" column.

i. Name Correction - To correct the spelling of a member's name or to report a legal name change, enter the name that is being corrected. Place an "X" in the Name Correction column.

j. Change of Address - To correct a previously reported address, enter the member's name and ONLY the part of the current mailing address which changed in the address section. Place an "X" in the Address Change column.

k. Special Remarks – Attach a memo to the Activity Report form to make a special note of any member that the Scribe is not able to report in the other sections.

l. Remember to always include the Member Number and the entire member's name when reporting membership activities.

m. When making corrections to any initiation date on file, do not code this member as New again. Enter the member's name and the initiation date in the correct manner in the proper field. Attach a memo indicating that the transaction is a change of initiation date.

n. When the number of activity transactions exceeds one page, use additional pages as needed.

B. COMPUTER OUTPUT

1. Automated Dues Invoices/Dues Cards - Will be produced annually from the computer records of Forest membership data. When the Scribe receives the membership's Dues Cards, it is imperative that he reviews them carefully and if there are missing members, complete the entries on the Forest Activity Report forms. Be certain to consider these as "NEW" and complete the appropriate blocks.

2. Annual Validation List

   a. Each year a list of all the members of the Forest will be prepared in alphabetical sequence. Each Scribe should review the list, make corrections to it, and return the list to the Supreme Forest Office within 30 days of receipt.

   b. It is important that each Scribe verify the following items:

      Name: Spelling - suffix
      Address: Spelling - Street, Route #, State, Zip Code
      Title: Highest Forest Title earned
      TCF Life: Tall Cedar Foundation Life Member "M"
      TCL Life: Life Member of your Forest "M" or Cedar-at-Sight "S"
Mail Codes:
1. Active Member
2. Dual Member
3. Active member with address outside USA
4. Active member with an address from which mail has been returned as not able to be forwarded

3. Supreme Forest Members List
   a. The Scribe will be provided a list of all members of the Supreme Forest each year.
   b. The list should be reviewed by the Scribe and modified as follows:
      (1) Correct addresses, titles, and all other data
      (2) Delete those not members of the Supreme Forest.
      (3) Add those not on the list who are members of the Supreme Forest.
   c. One copy containing all of the corrections must be returned to the Supreme Forest Office within 10 days of receipt.
   d. Make sure that the listing of Supreme Forest Members is accurate and up-to-date.
   e. Your accuracy and cooperation will help the Credentials Committee to have an accurate list for the Convention.

C. MEMBER MAILING LABELS - As a service to each Forest, the Forest Scribe may request pressure sensitive labels from the Supreme Scribe. These will be provided on a cost basis. The labels will be provided in ZIP CODE sequence or in alphabetical sequence by member name as requested. These labels can be ordered.
### D. STANDARD POST OFFICE STATE CODES

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TREASURERS & TRUSTEES

A. Treasurer’s

1. Overview - The Treasurer is the fiscal officer of the Forest. He receives all monies from the Scribe, giving a due and proper receipt for the same. He pays all bills of the Forest that are approved for payment by the Forest, Executive Committee or the Grand Tall Cedar. A report should be rendered at each meeting of the Forest, or when directed by the Grand Tall Cedar, of the financial condition of the Forest. The books of the Treasurer must be open for inspection at all times to members of the Forest.

2. Receipts from the Scribe - All monies due the Forest, for any purpose, are received by the Scribe. The Scribe should prepare a Folio that individually lists all the receipts. This Folio should be totaled each month and presented to the Treasurer. The Treasurer signs the Folio, as a receipt for the Scribe, after insuring the totals are correct.

3. Paying Bills - Approval to pay the just debts of the Forest is necessary for the Treasurer to write a check. In some Forests, budgeted items are automatically approved for payment. The Treasurer must insure that he has the authority, per the Forest's by-laws, before he writes any checks to draw funds on the Forest's General Treasury.

4. Vouchers - Most Forests require a voucher, properly prepared and signed by the Grand Tall Cedar and the Scribe, before the Treasurer is authorized to write checks. Generally, there should be two copies of each voucher, one for the Scribe and one to be attached to the invoice.

5. Signing Checks - Most Forests require more than one signature per check. These usually include the Scribe or Grand Tall Cedar in addition to the Treasurer. In order to make the Treasurer’s job just a little easier and to insure that enough authorized people to sign checks are available, the Senior and Junior Deputies' signatures could be used in the absence of the Grand Tall Cedar. Remember that the bank has to be aware of exactly who can sign checks.

6. Bookkeeping - A complete set of records (books) must be kept to record each specific receipt and expense. General categories of expense used by most Treasurers include Administrative, Fraternal, Social, Charitable, and miscellaneous.

7. Reports - These should be made to the Forest and the Executive Committee at each meeting. The totals of available funds are all that are required to be read unless specifics are requested. A report might well consist of the opening balance, a total of all checks written, a total of all receipts, and the closing balance. Additionally, the Treasurer is required to provide a report of the Forest's financial condition to the Supreme Forest, as a part of the Annual Report.

8. Audit - An annual audit of the books of the Treasurer is required. Detailed and accurate record keeping by the Treasurer and the Scribe will help the audit committee to complete this task easily.

9. Budget - The Treasurer should assist the incoming Grand Tall Cedar and other Officers to present a Budget if called for in the By-laws of the Forest. He should, if possible, give a budget status when requested by the Grand Tall Cedar and/or the Executive Committee.

B. Forest Trustees

1. The Constituent Forest Trustees shall:

   a. The Trustees shall invest all moneys placed in their hands by the Forest for that purpose. All investments will be made in the name of the Trustees of the respective Forests. They shall make no investments, without approval of the Forest, and then only in such securities as are allowed by
law for the investment of trust funds. They shall have no power to alter, change or dispose of any investments or securities without the sanction of the Forest, except in case of emergency.

b. The Trustees shall have charge of all securities and investments of the Forest, in the respective Funds under their control, collect the income, interest and dividend thereof, and pay the same over to the Scribe at the next Stated Meeting after it shall have been collected, taking his receipt therefore.

c. The Trustees shall make a full and separate annual report at the first Stated Meeting after December 31st, detailing the activities and financial status of all properties in their care and recommend necessary action to maintain the financial stability of the Forest.

d. They will take charge of all books, accounts, papers and other property of the Forest pertaining to this office and will deliver them to their successor when duly qualified to receive them.
A. General

1. Background – The Tall Cedar Foundation is a subsidiary of the Tall Cedars of Lebanon of North America, which deals directly with our national charitable undertaking, endeavoring through medical research to find a cause and ultimate elimination of muscular dystrophy and related neuromuscular diseases.

Beginning in 1951, the Tall Cedars of Lebanon became the first organization to offer continuing financial assistance to the Muscular Dystrophy Association. This support has continued down through the years. But, as much as we do, ever-increasing amounts are demanded each year, as the needs of the afflicted continue to grow.

The Tall Cedars of Lebanon assumed sponsorship in 1977 of the essential clinical fellowship grants of the Muscular Dystrophy Association. Funds raised throughout the year by the Tall Cedars support this vital post graduate program which trains qualified physicians to diagnose muscular dystrophy and related neuromuscular diseases, and to treat patients afflicted with these disorders.

To qualify for a one-year Tall Cedars of Lebanon Clinical Research Fellowship, applicants must have a medical degree or its equivalent; have completed their medical residency; be working on the staff of an MDA clinic; and intend to specialize in the diseases covered by the MDA programs.

2. Purpose – The purpose of the Tall Cedar Foundation is to initiate and stimulate means of raising monies to support the “Tall Cedars of Lebanon Clinical Research Fellowship” program. Funds raised throughout the year by the Tall Cedar Forests are paid into the Tall Cedar Foundation. At the beginning of the year, the Supreme Tall Cedar and the Board of Directors of the Tall Cedar Foundation together agree on a goal for that year. The Tall Cedar Foundation Board of Directors, through the Tall Cedar Foundation Trustees for each District work together with each Forest to raise the funds to meet our goal. We participate in the MDA Telethon each Labor Day. The Supreme Tall Cedar and Foundation Chairman attend the Labor Day Telethon. We must forward our total contribution to MDA by the last banking day of that year.

All monies earned by the Forests on behalf of muscular dystrophy research must be contributed to the Tall Cedar Foundation either by sending a check directly to the Supreme Forest Office or by submitting a signed Muscular Dystrophy Fund Raising Activity Report (Direct Contribution Form.) See page 10.

3. Organization
   a. Tall Cedar Foundation Board of Directors – The business and affairs of the Tall Cedar Foundation are managed by a Board of Directors, all of whom are members of the Supreme Forest. The Directors are appointed to serve for one year or until their successor or successors are appointed by the Supreme Tall Cedar.

   b. Officers of the Tall Cedar Foundation Board of Directors – The Supreme Tall Cedar-elect shall appoint one Director from each existing Region of the Tall Cedars of Lebanon and three additional Directors; one designated as Chairman, one as Secretary, and one as Treasurer. Any one of the Directors may also serve as Vice-Chairman. The Board of Directors of the Supreme Forest Tall Cedars of Lebanon must approve all Board members.

   c. Tall Cedar Foundation Trustees – The Supreme Tall Cedar-elect appoints a Supreme Forest member to serve as Tall Cedar Foundation District Trustee in each of the Districts established by the Tall Cedars of Lebanon. The term of appointment is one year.
The Tall Cedar Foundation Trustee is the means by which each Forest communicates with the Tall Cedar Foundation Board of Directors and vice-versa. He has such duties as are formulated by the Tall Cedar Foundation Board of Directors.

d. Forest MD Chairman – Each Grand Tall Cedar should appoint a member of his Forest to serve as the Forest MD Chairman. His duties include, but are not limited to, development and implementation of programs, projects, and materials, which will:

1. Provide monetary contributions to the Tall Cedar Foundation.
2. Coordinate Forest activities with the local MDA Chapter.
3. Together with proper Forest officers (Grand Tall Cedar, Scribe and/or Treasurer) prepare all the necessary forms, requests and reports.

B. Certificates

1. Life Membership
   a. Tall Cedars – A Life Membership in the Tall Cedar Foundation is $75.00. A pin, a wallet card, and a certificate will be given to the contributor. See 11 & 12.
   b. Non-Members – A Life Membership in the Tall Cedar Foundation for non-members, e.g., wives, Cedarettes, youth, organizations, etc., is $100.00. A pin and a certificate will be given to the contributor. See pages 11 & 13.

2. Certificate of Contribution – The Tall Cedar Foundation issues a Certificate of Contribution for amounts of $25.00 and up. This certificate can be utilized by the Forest to recognize contributions made to our charitable undertaking by members, non-members and other organizations. Individual contributions of $50.00 or more may receive a pin in addition to the Certificate of Contribution. See pages 11 & 14.

3. Memorium Letter – When donations are sent to the Tall Cedar Foundation in memory of a dedicated member or friend, a letter is sent to the designated survivor to advise them of the gift. A card to the donator acknowledging receipt of the donation will also be sent. A minimum contribution of $10.00 is required. If the deceased has no family, only a card to the contributor acknowledging receipt of his donation will be sent. See pages 11 and 15.

4. Certificate of Appreciation – A Certificate of Appreciation is available for the purpose of recognizing businesses and persons other than Tall Cedars for participating in a Forest’s Tall Cedar Foundation undertakings. Requests for a Certificate of Appreciation should be submitted to the Tall Cedar Foundation Board of Directors, through the Tall Cedar Foundation District Trustee, for approval. See page 16.
C. Special Fund Raising Projects and Activities

1. Roses Against Dystrophy – Accepted as a National Program in 1979. To be offered for a donation on street corners and at special affairs of the Forest. See page 19.
   
   a. Order before October 1st. Send order to the Supreme Forest Office.
   
   b. Order will be shipped as soon as supplies are received.
   
   c. Promote the Rose Program throughout the year.
   
   d. To qualify for the Rose Award, have money in the Supreme Forest Office prior to October 15th. Otherwise, have money in by December 15th.
   
   e. All Rose donations must be forwarded to the Supreme Forest Office to receive Award credit.

2. Special Events

   a. Any special event held to raise money for muscular dystrophy, which is advertised as such to the general public, 100% of the profits of such event must go to the Muscular Dystrophy Association, either through the Tall Cedar Foundation or as a Direct Contribution made to the local chapter. Events advertised as a fundraiser to benefit MDA and Forest activities, 51% of profits must go to MDA.

   b. Such donations must be completed within ten (10) days of the fund raising event. A sample form for the transmittal of money to the LOCAL chapter of the Muscular Dystrophy Association is found on page 10.

3. Muscular Dystrophy Association (MDA) Summer Camps – MDA provides the facility for the campers, obtains the helpers and plans the programs for the campers. MDA, in most areas, is understaffed during these busy activity times.

   We, the Tall Cedars of Lebanon of North America, can help. Contact your local MDA Chapter and ask how your Forest can assist. For example, opening day of the camping session is usually very hectic. Patients arriving at different times; Camp Assistants arriving at odd times; assigning living space; assigning Camp Counselors; getting set up, etc. Use this day to your advantage. Offer to be responsible for that day’s evening meal. Do it with a flourish. Have your clowns there. All kids love clowns. Have some music, or put on a little show, magic, whatever. Start the camping session with a bang. You’ll profit as much, or more, than they will.

4. Shamrock Program – Prior to Saint Patrick’s Day, kits are furnished by the Muscular Dystrophy Association through your local MDA Office, at no cost to the Forest, and consist of shamrocks, shamrock pins, posters, and canister.

   Contact businesses in your area and ask them to participate with your Forest in this program. The idea is for a $1.00 donation the donator’s name will be placed on a shamrock and hung in the place of purchase.
5. **Canister Program** – A canister has been designed especially for the Tall Cedars. These canisters are available from your local MDA office. MDA can help you in your efforts to place these canisters in shopping malls, food stores, convenience stores, drug stores, etc.

Try to get started early so as to establish your base with the businesses to escape the major drive later in the year by the competition for money as the Labor Day Telethon approaches.

This project is designed to obtain public money.

D. **Awards**

1. The following system has been established to grant recognition to Forests for their annual contribution to the Tall Cedar Foundation in support of our charitable undertaking. Awards are based on the total **opening** membership for the year, i.e., membership as of January 1st.

   To qualify for an award, a Forest must contribute the amount listed by **December 15th**. Contributions received after the 15th deadline will be credited to the next year.

   Those Forests qualifying will be recognized at the Convention following the year in which the award is earned. A list of award winners will be published in the Cedar Digest.

   a. Poster Child Award – To the Forest contributing $45.00 per member or a total contribution of $40,000.

   b. Supreme Tall Cedar Award – To the Forest contributing $35.00 per member or a total contribution of $30,000

   c. Jerry Lewis Award – To the Forest contributing $23.00 per member or a total contribution of $20,000.00.

   d. Emerald Award – To the Forest contributing $15.00 per member or a total contribution of $15,000

   e. Diamond Award – To the Forest contributing $9.00 per member or a total contribution of $10,000.00

2. **Rose Award** – To the Forest selling the largest quantity of roses for the given year. To be eligible for this award, rose payment must be in the Supreme Forest Office by October 15th of the year. The Rose Award is presented at either the Midwinter Conference or the Annual Convention, the year following.

E. **Forest Obligation**

1. The following criteria will be utilized in determining the amount of a Forest’s obligations (Assessment).

   a. The closing membership totals, as reflected in the Supreme Forest Annual Report, will be used to determine the amount of Assessment money necessary to be sent to the Tall Cedar Foundation.
b. A credit of the Annual Assessment will be given for each Life Membership held by a living member in good standing in the Forest.

c. The assessment will not be included for credit to the Forest for their award.

F. Forest MD Chairman

1. General – The Forest MD/Tall Cedar Foundation Chairman shall:

   a. implement projects approved by the Forest, the District and the Tall Cedar Foundation Board of Directors.

   b. coordinate all Tall Cedar Foundation activities with the Forest.

   c. Control transactions between the Forest and the Tall Cedar Foundation Trustee

   d. Certificates

      (1) For each certificate required, prepare a Certificate Request Form (see page 11) by typewriter or neatly and clearly printed.

      (2) Be sure to check the amount of contribution on the Certificate Request Form.

         Minimum contributions: Memoriam Letter $10.00
                                     Certificate of Contribution $25.00
                                     Certificate of Contribution with pin $50.00
                                     Tall Cedar Foundation Life Membership $75.00
                                     TCF Life Membership – non-member $100.00

      (3) Forward to the Supreme Forest Office. Be sure to include checks payable to: TALL CEDAR FOUNDATION

      (4) Upon receipt of the requested certificate(s), assure their accuracy.

      (5) Arrange for the presentation of the Certificate of Contribution or Tall Cedar Foundation Life Membership at an appropriate meeting or social event of the Forest.

2. Rose Program

   a. Act as Rose Program Chairman

      a. Coordinate the Rose Program at functions of the Forest involving the general public, i.e., Pancake Days, Fairs, etc., and during the Labor Day Weekend in conjunction with the Muscular Dystrophy Association’s Annual Telethon.

3. Annual Report
a. The Annual Report is prepared by the Scribe of the Forest in accordance with the direction on page 4, Section E, Forest Obligation.

b. The Scribe will forward the completed report with one copy to the Supreme Forest Office no later than January 31st of the following year.

G. Procedures

1. Board of Directors

   a. The first meeting of Board of Directors will be held during the Midwinter Conference in January. All other meetings will be at the call of the Chairman or on order of the Supreme Tall Cedar, directed to the Chairman. They shall develop long range plans, mid-range programs, and implement short-range projects on a national scope.

   b. Each project approved for implementation shall include a fully documented explanation of the project. This shall include, but not be limited to:

      (1) Goals
      (2) Costs
      (3) Credit for awards
      (4) Recommended promotional procedures
      (5) Implementation and operation plans

   c. The minutes of the Board of Directors shall be provided to the Board of Directors of the Supreme Forest, the Foundation’s Board of Directors and the Foundation Trustees.

   d. They shall review the Tall Cedar Foundation Trustee Report and respond to any question posed.

   e. Each Foundation Director shall be required to provide a written report of Regional activities at each Board Meeting

   f. The Foundation Regional Directors shall, by December 1st, make a recommendation to the Foundation Chairman for the Forest MD Chairman of the Year and the Tall Cedar Foundation Trustee of the Year. The nominees should have been outstanding in several aspects of his conduct and efforts during his service as Chairman or Trustee.

      (1) The recommendation shall be in narrative form and cover at least the areas specified on pages 8 and 9.

      (2) The Foundation Board of Directors shall consider all recommendations submitted and any other candidates, which may be worthy of consideration and shall vote at the December meeting to determine the recipients.

      (3) The name of the recipient of the MD Chairman of the Year will be forwarded to Annapolis Forest so that the award will be prepared for presentation. The Tall Cedar Foundation Chairman of the previous year and the Immediate Past Supreme Tall Cedar will present the Award at Midwinter Conference.
(4) The name of the recipient of the Trustee of the Year will be forwarded to the Supreme Forest Office so that the award will be prepared for presentation. The Tall Cedar Foundation of the previous year and the Immediate Past Supreme Tall Cedar will present the Award at Midwinter Conference.

2. Tall Cedar Foundation Trustee

   a. General: The TCF Trustee shall:

      (1) be the coordinator of all action between the Tall Cedar Foundation Board of Directors and the Forests within his District.

      (2) provide each Forest all information pertaining to the Tall Cedar Foundation national projects.

      (3) be the coordinator of any District Tall Cedar Foundation projects; assisting Forest Grand Tall Cedar and be the coordinator between the Supreme Forest Office and the Forest Tall Cedar Foundation Chairman.

      (4) keep the District Deputy Supreme Tall Cedar apprised of all activities pertaining to the Tall Cedar Foundation and his District.

      (5) provide the Tall Cedar Foundation Chairman with a quarterly Trustee Report for each Forest with a copy to the assigned. (See page17) It should include any suggestions or questions pertaining to the Tall Cedar Foundation.

      (6) provide all books and records to successor.

   b. Automated Accounting – The TCF Trustee shall:

      (1) review the Tall Cedar Foundation computer report provided for the Forests in the District.

      (2) verify with the Forest Tall Cedar Foundation Chairman.

      (3) assure overall accuracy of the automated report. Notify the Supreme Forest Office of discrepancies.

H. Supreme Forest Office

1. General

   a. Maintain an automated system to record and report the contributions to the Tall Cedar Foundation. See page 18 for an explanation of the Income Codes.

   b. Distribute the computer report to the Chairman or Scribe with a copy to each Trustee and Regional Director in September and December.

2. Certificates
a. Receive the Certificate Request Form and record receipt.

b. Prepare the type of Certificate indicated on the request.

c. Forward the Certificate requested to whomever is indicated on the request form. If a Memoriam Letter, forward to the name and address provided on the request form.

d. Tall Cedar Foundation Life Membership Certificate:

   Member – Certificate, Life Membership wallet card and Membership pin.

   Non-member – Certificate and Pin

e. If a Certificate of Contribution is $50.00 or more, include the proper pin.

3. Foundation Awards

a. Determine qualifications for awards after December 15th.

b. If qualified:

   (1) Send letter to Forest’s Past Grand Tall Cedar with copies to the Tall Cedar Foundation Chairman, Tall Cedar Foundation Trustee, and current Scribe.

   (2) Place order for appropriate awards for presentation at a Forest meeting.

   (3) Provide the Board of Directors of the Tall Cedar Foundation, the Board of Directors of the Supreme Forest, and the editor of the Cedar Digest with a list of those who qualify for awards.

I. Forest MD Chairman of the Year Award

The “Howard Doak, III, Memorial Award” for the Forest MD Chairman of the Year is made possible by Annapolis Forest No. 126 in memory of Howard “Oaky” Doak, an MD patient sponsored by Annapolis Forest for many years. Oaky made a lasting impression on everyone who had the opportunity to meet him. This award will insure that the inspiration, outlook and hope for the future that Oaky believed in will remain alive throughout the Cedar Kingdom. The Foundation is thankful to Annapolis Forest for making this award possible.

1. Requirements – the following are the requirements to qualify a Forest MD Chairman for the “MD Forest Chairman of the Year Award” given at the Midwinter Conference.

   a. Provide monetary contributions raised by the Forest to the Tall Cedar Foundation or Direct Contributions to local MDA Chapter.

   b. Coordinate with the District Trustee on Forest activities with the local MDA Chapter.

   c. Together with proper Forest officers (Grand Tall Cedar, Scribe and or Treasurer) prepare all the necessary forms, requests and reports.
d. Participate with District Trustee in developing and implementing District MD projects.

e. Speak at each Forest meeting, informing members of Tall Cedar Foundation matters.

f. Write an article for his Forest’s communication pertaining to MD.

g. Submit end of year report in narrative form through District Trustee to Regional Director.

2. Recommendations

   a. The Regional Director shall, by December 1st, make a recommendation in writing for Forest MD Chairman of the Year. The Cedar nominated should have been outstanding in several aspects of his conduct and efforts during his service as Forest MD Chairman.

   b. The recommendation shall be in narrative form and cover at least the areas specified above.

J. Tall Cedar Foundation Trustee of the Year Award

1. Requirements — The following recommendations are made as requirements to qualify a Tall Cedar Foundation Trustee for the “Trustee of the Year” award at the Midwinter Conference. This award will be known as the “Harry E. Thoms, Jr., Memorial Award.”

   a. Presents regular Trustee reports to the Tall Cedar Foundation Chairman.

   b. Assistance with program planning to Forests in the District.

   c. Effective presentation of Tall Cedar Foundation materials.

   d. Effective motivation given to Forest members in the District.

   e. Attendance and support of Tall Cedar Foundation at Midwinter Conference Seminar.

   f. Attendance and support of Tall Cedar Foundation at Annual Convention.

   g. Special achievements during the year.

2. Recommendations

   a. The Regional Director shall, by December 1st, make a recommendation in writing for Tall Cedar Foundation Trustee of the Year. The Trustee nominated should have been outstanding in several aspects of his conduct and efforts during his service as Trustee.

   b. The recommendation shall be in narrative form and cover at least the areas specified above.
TALL CEDAR FOUNDATION
DIRECT CONTRIBUTION TO MDA REPORT

DATE: ____________________

TO: TALL CEDAR FOUNDATION, 2609 N. FRONT STREET, HARRISBURG, PA 17110

FROM: ________________ FOREST NO. ________ SIGNATURE: _______________________________

ON __________, THE FOREST CONDUCTED, ON BEHALF OF MDA, THE FOLLOWING FUND RAISING EVENT:

DATE

________________________________________________________________________________________

________________________________________________________________________________________

THE SUM OF $ _________ WAS GIVEN TO MDA.

SIGNATURE OF MDA REPRESENTATIVE: _______________________________ DATE __________

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

WHITE COPY - Tall Cedar Foundation
CANARY COPY - MDA National Office, 3300 East Sunrise Drive, Tucson, AZ 85718-3208
PINK COPY - MDA Representative receiving check
GOLDENROD COPY - Scribe of the Forest
TALL CEDAR FOUNDATION
REQUEST FORM

Submitted by: ___________________________ Forest # _____

CERTIFICATE OF CONTRIBUTION
(allow 4 weeks for delivery)

☐ $25. or more  ☐ $50. or more  ☐ Pin required? ($50 minimum)

Make Certificate in name of: ___________________________

Send to: ___________________________________________

________________________  __________  __________  __________
Address   City   State   ZIP

LIFE MEMBERSHIPS
(allow 4 weeks for delivery)

☐ Tall Cedar - $75.  ☐ Non-member - $100.  ☐ Pin required?

Make Certificate in name of: ___________________________

Send to: ___________________________________________

________________________  __________  __________  __________
Address   City   State   ZIP

MEMORIUM DONATION
($10. minimum)

☐ In memory of Tall Cedar ___________________________ Forest # _____

☐ In memory of non-member

Surviving family: ____________________________________

________________________  __________  __________  __________
Address   City   State   ZIP

Donated by: ________________________________________

________________________  __________  __________  __________
Address   City   State   ZIP
Tall Cedars of Lebanon
of North America

TALL CEDAR FOUNDATION

this is to certify that
Tall Cedar

is hereby proclaimed a
Permanent Contributing Member
of the
Life Membership Fund

Supreme Tall Cedar

Foundation Chairs
Tall Cedars of Lebanon of North America

TALL CEDAR FOUNDATION

this is to certify that

is hereby proclaimed a Permanent Contributing Member of the clinical research program to find a cure for muscular dystrophy

Supreme Tall Cedar

Foundation Chairman

Foundation Secretary
Tall Cedars of Lebanon
of North America

TALL CEDAR FOUNDATION

CERTIFICATE OF CONTRIBUTION

The Tall Cedar Foundation hereby gratefully acknowledges and accepts a contribution to our charitable undertaking — finding a cure for neuromuscular diseases.

Foundation Chairman

Supreme Tall Cedar

Date
Ruth Miller  
226 Union Road  
Millerstown, PA 17000  

A donation to the Tall Cedar Foundation, in memory of Robert Miller, has been received from:  

Cedar Forest No. 222  
555 Hilltop Rd.  
Cedartown, NJ 08055  

This donation will be used in the Tall Cedars continuing support of research to find a cure for the thousands of children and adults afflicted with muscle diseases.  

On behalf of the Foundation, our deepest sympathy to you and your family.  

Sincerely,  

NORMAN L. CLARK, CHAIRMAN  
Tall Cedar Foundation

---

Tall Cedars of Lebanon of North America  
2609 North Front Street, Harrisburg, Pennsylvania 17110  

June 20, 2003  
Cedar Forest No. 222:  
The Tall Cedar Foundation gratefully acknowledges receipt of your donation in memory of Robert Miller.  
The family will be notified of this donation.  
Tall Cedar Foundation  

The official registration and financial information of the Tall Cedar Foundation may be obtained from the Pennsylvania Department of State by calling toll-free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement.
Tall Cedars of Lebanon
of North America
TALL CEDAR FOUNDATION

is Presented This
Certificate of Appreciation
in Recognition of Outstanding Service

ATTEST:

SUPREME TALL CEDAR

FOUNDATION CHAIRMAN
TALL CEDAR FOUNDATION TRUSTEE REPORT

FOREST NAME ____________________________ NO. ________ DISTRICT NO. _________

Does Forest have a Tall Cedar Foundation Chairman? Yes _____ No _____

Is Forest Tall Cedar Foundation Chairman active? Yes _____ No _____

Is Forest assisting local MDA Chapter with projects? Yes _____ No _____

Is Forest assisting anyone afflicted with muscular dystrophy? Yes _____ No _____

Does Forest TCF Chairman give reports at stated meetings? Yes _____ No _____

Does Forest TCF Chairman contribute news articles? Yes _____ No _____

Does Forest participate in District activities? Yes _____ No _____

Does Forest pay TCF Assessment from their General Treasury? Yes _____ No _____

How does Forest support the TCF Programs: Excellent ______ Average _______ Poor ______

Forest’s Award Goal: Diamond ____ Emerald ____ Jerry Lewis ____ STC ____ Poster Child ____

Projects in action:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

General evaluation of Forest Program in support of the Tall Cedar Foundation:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Date: ________________________________ Tall Cedar Foundation Trustee

Forests Award Goal: Diamond ____ Emerald ____ Jerry Lewis ____ STC ____ Poster Child ____
TALL CEDAR FOUNDATION TRUSTEE REPORT INSTRUCTIONS

A. General

1. This report is required quarterly and is due 10 days after the end of March, June, September, and December.

2. The report is a summary of the Forest activity during the quarter and activities that involve the entire District.

3. The report is to be prepared in three parts. The original is to be sent to the Tall Cedar Foundation Chairman. One copy should be sent to the Forest MD Chairman or Grand Tall Cedar and one copy to the Foundation Regional Director.

B. Preparation/Instructions

1. Enter the Forest name, number, and District number.

2. Mark the Yes or No space following each question and complete the blanks as requested.

3. Provide a narrative summary of any projects in action by the Forest for the benefit of the Tall Cedar Foundation.

4. Provide an evaluation of the program of the Forest in general terms. Include any suggestions pertinent to the improvement of the TCF program of the Forest.
<table>
<thead>
<tr>
<th>ACCOUNT #</th>
<th>DESCRIPTION</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>4110 – APPEAL</td>
<td>Appeal Letter</td>
<td>Yes</td>
</tr>
<tr>
<td>4111 – ALCC</td>
<td>Appeal Letter Credit Card</td>
<td>Yes</td>
</tr>
<tr>
<td>4115 – ASSESS</td>
<td>Assessment</td>
<td>No</td>
</tr>
<tr>
<td>4120 – CANISTER</td>
<td>Canisters</td>
<td>Yes</td>
</tr>
<tr>
<td>4125 – CC</td>
<td>Certificate of Contribution</td>
<td>Yes</td>
</tr>
<tr>
<td>4130 – GC</td>
<td>General Contribution</td>
<td>Yes</td>
</tr>
<tr>
<td>4135 – LM</td>
<td>Life Membership</td>
<td>Yes</td>
</tr>
<tr>
<td>4136 – Bequests</td>
<td>Estate Bequests</td>
<td>Yes</td>
</tr>
<tr>
<td>4140 – ML</td>
<td>Memorial Letters</td>
<td>Yes</td>
</tr>
<tr>
<td>4141 – APRONS</td>
<td>Rose Aprons</td>
<td>No</td>
</tr>
<tr>
<td>4144 – PINS</td>
<td>Pin replacement cost</td>
<td>No</td>
</tr>
<tr>
<td>4147 – BEARS</td>
<td>Holy Bears</td>
<td>No</td>
</tr>
<tr>
<td>4150 – MDCC</td>
<td>Convention Guests contribution</td>
<td>Yes</td>
</tr>
<tr>
<td>4155 – ROSES</td>
<td>Roses</td>
<td>Yes</td>
</tr>
<tr>
<td>4160 – SHAMROCK</td>
<td>Shamrocks</td>
<td>Yes</td>
</tr>
<tr>
<td>4165 – SPEC</td>
<td>Special Activities</td>
<td>Yes</td>
</tr>
<tr>
<td>4170 – PAPER</td>
<td>Donation from Bulletin</td>
<td>Yes</td>
</tr>
<tr>
<td>4210 – DC/CAN</td>
<td>Direct Contribution to MDA for Cannisters</td>
<td>Yes</td>
</tr>
<tr>
<td>4220 – DC/GEN</td>
<td>Direct Contribution to MDA</td>
<td>Yes</td>
</tr>
<tr>
<td>4230 – DC/LOCK</td>
<td>Direct Contribution to MDA for Lock-ups</td>
<td>Yes</td>
</tr>
<tr>
<td>4240 – DC/ROSES</td>
<td>Direct Contribution to MDA for rose money over and above the amount due the Foundation</td>
<td>Yes</td>
</tr>
<tr>
<td>4250 – DC/SHAM</td>
<td>Direct Contribution to MDA for Shamrocks</td>
<td>Yes</td>
</tr>
<tr>
<td>4270 – DC/ROSE</td>
<td>Direct Contribution to MDA of rose money due the Foundation</td>
<td>No</td>
</tr>
<tr>
<td>5200 – EXPCONT</td>
<td>Expenses contributed to the Forest</td>
<td>Yes</td>
</tr>
</tbody>
</table>
THE HISTORY OF THE TALL CEDAR ROSE

The main objective of the Tall Cedars is the fight against muscular dystrophy. One of our many fund raising projects is the Rose Program. In 1979, Essex Forest No. 8 started the Rose Program as a new fundraiser for the Tall Cedars. “Roses Against Muscular Dystrophy!” was accepted as a national program and offered for a donation on street corners and at special affairs of the Forests. This program remains much the same today.

Over the years, the Rose has become the signature of a Tall Cedar, and the Tall Cedars’ purpose to find a cure for muscular dystrophy. We wear the rose as a reminder of our commitment to be there for the Kids to the end.

So, be proud when you wear this rose and join in the fun, frolic and fellowship of Tall Cedarism and the fight against muscular dystrophy.
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Policy and Protocol

A. Banquets and Functions

1. Seating at the head table will be from the center outward. The highest ranking Supreme Forest Officer, Grand Master of the State, and host Forest Officer will be seated to the right and left of the centerpiece with others seated in descending order alternating from left to right. Officers of the host Forest will be seated between Supreme Forest Officers. Officers of the host Forest will be seated between Supreme Forest Officers. Ladies accompanying the Officers will be seated next to their escort separating the men, however, a lady should not be placed on the end. Where an officer is alone, this separation of ladies and men will naturally require modification accordingly.

a. The following depict alternate seating arrangements.

Seating No. 1 - with one Supreme Forest elected officer, Master of Ceremonies and Chaplain.

<table>
<thead>
<tr>
<th>J</th>
<th>D</th>
<th>SF</th>
<th>MC</th>
<th>S</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>L</td>
<td>L</td>
<td>D</td>
<td>L</td>
<td>L</td>
</tr>
<tr>
<td>G</td>
<td>A</td>
<td>A</td>
<td>S</td>
<td>A</td>
<td>O</td>
</tr>
<tr>
<td>T</td>
<td>D</td>
<td>D</td>
<td>T</td>
<td>D</td>
<td>F</td>
</tr>
<tr>
<td>C</td>
<td>Y</td>
<td>Y</td>
<td>C</td>
<td>Y</td>
<td>C</td>
</tr>
</tbody>
</table>

Front

Seating No. 2 – with Master of Ceremonies seated at a table on the floor.

<table>
<thead>
<tr>
<th>J</th>
<th>D</th>
<th>SF</th>
<th>S</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>L</td>
<td>L</td>
<td>D</td>
<td>L</td>
</tr>
<tr>
<td>G</td>
<td>A</td>
<td>A</td>
<td>S</td>
<td>A</td>
</tr>
<tr>
<td>T</td>
<td>D</td>
<td>D</td>
<td>T</td>
<td>D</td>
</tr>
<tr>
<td>C</td>
<td>Y</td>
<td>Y</td>
<td>C</td>
<td>Y</td>
</tr>
</tbody>
</table>

Front

Seating No. 3 – with District Deputy Supreme Tall Cedar being the ranking officer and Master of Ceremonies seated at the head table.

<table>
<thead>
<tr>
<th>C</th>
<th>J</th>
<th>D</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>L</td>
<td>L</td>
<td>D</td>
</tr>
<tr>
<td>A</td>
<td>A</td>
<td>A</td>
<td>G</td>
</tr>
<tr>
<td>P</td>
<td>D</td>
<td>D</td>
<td>T</td>
</tr>
<tr>
<td>L</td>
<td>Y</td>
<td>Y</td>
<td>C</td>
</tr>
</tbody>
</table>

Front
Seating No. 4 – with Master of Ceremonies and Constituent Forest Officers.

<table>
<thead>
<tr>
<th>T</th>
<th>J</th>
<th>S</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>L</td>
<td>L</td>
<td>D</td>
</tr>
<tr>
<td>E</td>
<td>A</td>
<td>A</td>
<td>G</td>
</tr>
<tr>
<td>A</td>
<td>D</td>
<td>D</td>
<td>T</td>
</tr>
<tr>
<td>S</td>
<td>Y</td>
<td>Y</td>
<td>C</td>
</tr>
</tbody>
</table>

Front

Seating No. 5 – where there are several Supreme Forest Officers seated at the head table(s).

<table>
<thead>
<tr>
<th>From center to right</th>
<th>Head Table</th>
<th>Front center to left</th>
</tr>
</thead>
<tbody>
<tr>
<td>STC</td>
<td>Host Grand Master</td>
<td>GTC</td>
</tr>
<tr>
<td>Lady</td>
<td>Lady</td>
<td>Lady</td>
</tr>
<tr>
<td>SDGTC</td>
<td>Between STC &amp; GTC</td>
<td>SDSTC</td>
</tr>
<tr>
<td>Lady</td>
<td>Lady</td>
<td>Lady</td>
</tr>
<tr>
<td>JDSTC</td>
<td>Guest Speaker</td>
<td>JDGTC</td>
</tr>
<tr>
<td>Lady</td>
<td>Lady</td>
<td>Lady</td>
</tr>
<tr>
<td>Supreme Treasurer</td>
<td>As directed by GTC</td>
<td>Host DDSTC</td>
</tr>
<tr>
<td>Lady</td>
<td>Lady</td>
<td>Lady</td>
</tr>
<tr>
<td>Supreme Scribe</td>
<td>Scribe</td>
<td>Lady</td>
</tr>
<tr>
<td>Lady</td>
<td>Lady</td>
<td>Lady</td>
</tr>
<tr>
<td>Host SD</td>
<td>Treas.</td>
<td>Lady</td>
</tr>
<tr>
<td>Lady</td>
<td>Lady</td>
<td>Lady</td>
</tr>
<tr>
<td>Etc.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: This last couple on both sides will exchange seats, so that the man will be seated on the end.

This list can be cut off at any couple to start a second head table (starting from the center out to the right and left). This second table shall be at a lower level than the main head table. The number of people at a head table is optional, so that any additional visiting elected and appointed Supreme Forest Officers may be included in the seating arrangement.

If there is no second head table, place the visiting Supreme Forest Officers and Forest Officers at tables near the head table.

The Chaplain can be seated at any table close to the head table and called to the podium to perform his duties.

b. This diagram will be used as a pattern for setting up a head table or other seating arrangement where honored guests will be highlighted. Substitution to the shown positions will be made on the basis of the protocol sequence in Section 1 – Introductions, General. If the Supreme Tall Cedar is not present, the next ranking Supreme Forest Officer, Senior Deputy Supreme Tall Cedar, Junior Deputy Supreme Tall Cedar, Supreme Scribe, Supreme Treasurer, Supreme Director of that Region or the Host District Deputy Supreme Tall Cedar, will be substituted for the Supreme Tall Cedar and balance will be maintained according to their protocol alternating right and left.
c. When more Supreme Officers and Committee members are present than can be accommodated at the head table, a table or tables prominent to the total gathering and near the head table will be provided for these guests. Officer of the host Forest should be seated at this table (s) so that the fellowship between the Supreme Forest Officers and the host Forest members will continue in the same manner as at the head table.

d. When the Host Grand Master is in attendance, he will be seated next to the Supreme Tall Cedar where the Grand Tall Cedar is shown on the seating diagram. Balance of the head table arrangement will be adjusted accordingly.

e. There will be a space appropriately set-off at the center of the head table for the speakers. This can be done with a lectern, flowers, etc.

f. The presiding District Deputy shall be consulted for modification of the seating arrangement.

g. At social affairs of the Forest, introductions should be limited to the head table(s), Host District Deputy, Past Supreme Tall Cedars, Supreme Directors, Supreme Treasurer, Supreme Scribe, Junior Deputy Supreme Tall Cedar, Senior Deputy Supreme Tall Cedar, Supreme Tall Cedar, and Grand Master. With the permission of the ranking Supreme Forest Officer:

(1) Others may be introduced to fit time and tradition.

(2) The sequence of introductions may be modified. However, remarks must follow the procedure in the Ritual Manual.

2. Introductions will be made in the same order as at a meeting. Standing honors will be reserved for the highest-ranking Officer of the Supreme Forest and of the Grand Lodge. Introductions will be prior to any speeches, welcoming address excepted.

a. The Officer’s lady companion will be presented immediately before introduction of the Supreme Forest Officer. She will be appropriately referred to as his wife, friend, etc., and introduced by her first name unless formality is advisable. The lady shall be on the officers left side as they are conducted into the room and to their seats.

b. Presentation of Supreme Forest Officers as a means of starting the festivities (optional) will be in accordance with “The Order of Introductions” as established by Annual Session, made part of the Supreme Forest By-laws and included in the Ritual Manual.

B. Other

1. Protocol Policies

a. This section covers protocol policies that are general in nature.

b. The location of a guest speaker on a program will be at the discretion of the ranking Supreme forest Officer. This applies to all affairs.

c. Invitations to Supreme Forest Officers will be submitted directly to them in writing with a copy to the District Deputy.
d. The host Forest will be responsible for arranging overnight accommodations for Supreme Forest elected Officers unless requested not to do so.

e. The host Forest shall provide a welcoming committee:

   (1) To make sure the Supreme Forest Officers have clear directions.

   (2) To greet them on their arrival making sure accommodations are in order.

   (3) To accompany the Supreme Forest elected Officers to the affair, assuring they are not left alone.

f. The Supreme Chief Ranger will be consulted on proper arrangement when the Supreme Tall Cedar or his designee is invited to participate in a parade or other public display of Tall Cedarism. The Supreme Chief Ranger will, in fact, be the Marshal of such an event.

g. Officers shall not cross their legs while seated in the position of GTC, SDGTC, JDGTC, Scribe, Treasurer, Chaplain, Preceptor, Guide, Sentinel or other pertinent officer.
FLAG ETIQUETTE

Many Americans get confused when trying to follow Congress's instructions relative to paying proper respect to the flag of our country. Periodically, Congress endeavors to reduce the complexity of its instructions in order to ease this confusion. The 94th Congress passed Public Law 94-344 on July 7, 1976, to clarify some misunderstanding in the public's interpretation of the law regarding flag etiquette. The changes in the Law 94-344, which require our attention immediately, are as follows:

The Flag is to be placed on the speaker's right at ALL times regardless of whether the flag is on a raised platform with the speaker or is on the floor with the audience.

It is the universal custom to display the national flag from sunrise to sunset on buildings and on stationary flagstaffs in the open all days that weather permits, but especially on national and state holidays and other days that may be proclaimed by the President of the United States. The United States flag may be displayed 24 hours a day if properly illuminated during hours of darkness.

Laws have been written to govern the use of the flag and to insure a proper respect for the Stars and Stripes. Custom has decreed certain other observances in regard to its use. The following encompasses some - but not all - of the rules for flag display.

The National Flag should be raised and lowered by hand. Do not raise the flag while it is furled. Unfurl, then hoist quickly to the top of the staff. Lower it slowly and with dignity. Place no objects on or over the flag. A speaker's table should never be covered with the flag.

When displayed in the Forest (or on a platform in a church), the flag should be placed on a staff at the Grand Tall Cedar's (or clergyman's) right; other flags, at his left.

When it is to be flown at half-mast, the flag should be hoisted to the peak for an instant and then lowered to the half-mast position; but before lowering the flag for the day, it should again be raised to the peak. By half-mast is meant hauling down the flag to one-half of the distance between the top and the bottom of the staff. On Memorial Day, display it at half-mast until noon only; then hoist it to the top of the staff.

When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.

When the flag is displayed in a manner other than by being flown from a staff, it should be displayed flat, whether indoors or out. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, i.e., to the observer's left. When displayed in a window, it should be displayed in the same way, i.e., with the union or blue field to the left of the observer in the street. When festoons, rosettes or drapings are desired, bunting of blue, white and red should be used, but never the flag.

When carried in a procession with another flag or flags, the Stars and Stripes should be either on the marching right, or when there is a line of other flags, in front of the center of the line.

When a number of flags of states or cities or pennants of Societies are grouped and displayed from staffs with our National Flag, the latter should be at the center or at the highest point of the group.
When the flags of two or more nations are displayed they should be flown from separate staffs of the same height, and the flags should be approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in the time of peace.

The flag should never be displayed with the Union down except as a signal of dire distress.

Do not use the flag as a portion of a costume or athletic uniform.

Do not embroider it upon cushions or handkerchiefs nor print it on paper napkins or boxes.

When the flag is in such a condition, through wear or damage, that it is no longer a fitting emblem for display, it should be destroyed in a dignified way, preferably burning.

There are many do's and don'ts of Flag Etiquette. It behooves each Tall Cedar to set the proper example for others to follow, both within and without Masonry.
Public Relations

A. Introduction

There can be little argument that the continued existence of the Tall Cedars of Lebanon may be directly traced to its unique ability of being able to provide Master Masons with a more enriching and fulfilling life. Couple this with the commitments of Cedars and it is quite probable that our fraternity will continue to exist for another hundred years!

After 100+ years as a Fraternity, we must seriously question whether the ensuing years will witness a Masonic organization with strength in members or a fraternity that exists simply to serve a few.

If we were to reflect on the history of Cedarism and its accomplishments and disappointments, the most obvious setback would be the clear lack of ongoing initiatives and programs to advance and promote the many assets of Cedarism. In 2010, the Supreme Forest Board of Directors made a sustained effort to strengthen our membership.

The Board of Directors has embarked upon a program that, with the support and coordination of all the Constituent Forests, will bring a greater and more recognizable identity for all Tall Cedars, particularly in their respective communities. Given the support of our fraternity's officers and members, the results of implementing this program will be swift and perpetual.

The purpose of this section is not to thrust a set of mandates and edicts on our Constituent Forests; but rather, it is intended to offer the Forests the means by which to generate a greater awareness of their activities and contributions to their community, not to mention the commitment of supporting the fight for a cure for neuromuscular diseases. It is anticipated that the successes of a stronger community recognition for the Constituent Forests will translate itself into a perpetual membership program for all of Cedarism.

B. Media

1. Working with your local Media - the first pledge in the program must begin with the development of close working relationships with local media. Grand Tall Cedars should be encouraged to either appoint a public relations committee or work directly with representatives of the local media. There are many approaches that can be used to identify themes of interest to the communications community, which will be discussed in greater detail later in this manual. But, one thing of importance that needs to be stressed, at this point, involves one segment of the local media - weekly newspapers.

   All too often, weekly newspapers are overlooked as a source of public recognition. And yet, it is these newspapers that afford us the greatest opportunities to spread the word of Cedarism. The publishers and editors of these newspapers are receptive and enthusiastic about reporting the activities, services and contributions of Cedarism.

2. Subjects of interest to the Media - One of the most newsworthy items that is often encouraged by editors is the attendance by local residents at national forums. This would include the Tall Cedars’ Annual Convention and Midwinter Conference. Grand Tall Cedars or their publicity chairman should provide their local media with the names of persons attending these two functions as well as brief summaries of the purpose and programs for each.

   In the case where a member is to receive special recognition at the national level such as the installation to an appointed Supreme Forest office at the Midwinter Conference, a special news release should be issued commemorating the individual's accomplishment.
It is likely that some Forests may resist any public relations activity on the basis that they do not possess the means by which to prepare or issue a news release.

Public Relations is not a science. It is, simply put, the communicating of Forest activities and purposes. It is as easy to receive as are the newsworthiness of Forest programs and contributions to the community.

It is recommended that a most suitable alternative to a news release is the use of a photograph and caption. A brief sentence or two describing the facts may accompany a photo illustrating the event. There are many newspapers that prefer a photo-caption to a news release.

Another opportunity for public exposure from participation at a national event can be radio or television talk shows. By personally visiting the hosts of these programs and, as with the earlier discussion of news release content, by outlining the objectives of the convention, the roles and the members of the local Constituent Forests will be known and respected in their own neighborhoods. Appearances on these shows may occur either before or after the Convention, Midwinter Conference, etc.

Continuing with ideas meriting local exposure, we cannot overlook the newsworthiness of a Supreme Forest Officer visitation - particularly the Supreme Tall Cedar. Again, this reporting can be in the form of a news release or photo-caption with the visiting dignitary and the local Constituent Forest Officers.

Other events that lend themselves to provide articles of local interest include Tall Cedar Week, Municipal or State proclamation signings, the Chapel of Four Chaplains ceremonies, and the like. Activities occurring at the Forest level and of interest to local media may include the reporting of new members accepted during a ceremonial.

3. Feature Articles - Considerable emphasis has been devoted to promoting current activities of Cedarism and the Constituent Forests. But, another possibility for creating a better understanding of our fraternity can be the development of feature articles on certain segments of our past and present.

Frequently, the editors of Sunday feature sections of newspapers are seeking information on issues of unique or special interest to their readers. It is suggested that the Constituent Forests can gain major publicity offering such subjects as a history of the Tall Cedar Room at the George Washington Masonic National Memorial, our support of the Muscular Dystrophy Association, etc.

A wealth of background information and photos for these and other interesting subjects may be obtained by contacting the Supreme Historian or the Supreme Forest Office.

Finally, do not overlook any participation or support of a Constituent Forest with a youth group such as the DeMolay, Rainbow Girls, or Job's Daughters. These programs are very newsworthy and of special interest to a very diverse and significant segment of the community.

4. Sample News Releases are but a small sampling of the types of news releases that can be relied upon by the Constituent Forests to use with the local media. Support for this type of activity may also be gained by working closely with the District Deputies and Foundation Trustees, or by contacting the Supreme Forest Public Relations Chairman for assistance.
C. Tall Cedar Foundation

Perhaps, if there is one subject which affords Cedarism the single most interesting subject for publicity it would be our 50+ years of support of the Muscular Dystrophy Association (MDA) and the fight against muscle diseases. In fact, this entire manual could be devoted to identifying specific items for publicity of Cedarism's role in this humanitarian endeavor.

Since its association with MDA in 1951, the Tall Cedars have been involved in a number of various support activities for muscular dystrophy victims. These include the Muscle Disease Institute, the Jerry Lewis Tall Cedars Summer Camp Program and research fellowships.

Today, Cedarism has at its disposal a very unique opportunity that will generate a greater public awareness of their support of MDA at the point of actual involvement and work - the Constituent Forest.

We are all aware of the tremendous public recognition of MDA and the Jerry Lewis Labor Day Telethon. It is time that Cedarism take advantage of this established position and use it to "open the doors" in making the public aware of our efforts in support of MDA. The change will hopefully result in gaining the attention of the Constituent Forests for their specific programs and fund raising successes.

To achieve this, the process is very simple, but yet effective. Instead of the Constituent Forests forwarding the proceeds of their support activities to the Tall Cedar Foundation, these funds are donated directly to the local MDA office. The local office, in turn, will tabulate these contributions annually and advise MDA Headquarters of the totals.

The total funds contributed at the local level are augmented by the Tall Cedar Foundation with the annual assessments of the Constituent Forests and reported as a sum total during the Labor Day Telethon. With respect to Forest contributions for recognition with the various Tall Cedar Foundation awards, i.e. Poster Child Award, etc., all contributions made to the local MDA office are included. The only change is that rather than the Forests forwarding the proceeds of their fund raising activities to the Foundation, they can now be paid directly to the Muscular Dystrophy Association at the local level.

It is this process, we hope, that will generate greater publicity for the Constituent Forests and, at the same time, increase our membership.

The local MDA offices operate under a nationwide communications network that places major emphasis at the local level. By working closely with the staff of these offices, the Constituent Forests will become a more identifiable entity to the local media.

With the use of public check presentations or a Tall Cedar Day at the local summer camp or assisting at a local telethon, the activities of Cedarism will become more widely recognized. In effect, the Tall Cedars will be using the communications base established by MDA to build and perpetuate its own public relations program.

D. Other Assistance

1. General - Many times, when asking the news media to publicize a Tall Cedar meeting or event, back up material is needed. Be familiar with Tall Cedar facts, history, and the Tall Cedar Foundation. Be prepared to furnish the information to the media people.

   If material is needed, contact the Supreme Forest Office and ask for assistance. Brochures and Cedar Digests are available for membership programs.
E. Conclusion

It is clear that for any public relations, communication or membership program to be effective, it must begin at the grassroots and develop itself. The cooperation and support of the Constituent Forests is essential for this type of activity to be successful throughout Cedarism. But, by the same token, the direct benefactors of the program will be the Constituent Forests and their members and families.

As the specific working mechanism of this program develops and becomes finalized, the District Deputy Supreme Tall Cedar and Tall Cedar Foundation Trustees will be called upon to begin working with the Forests in their districts to have the program implemented. It must be pointed out, however, that the participation by the Constituent Forests is voluntary. The program is designed only to bring a long overdue recognition to those who have committed themselves to the advancement of our fraternity and charitable endeavors. Their families, friends and community through the local media will now witness the efforts of the Constituent Forests in a greater public awareness of all Tall Cedars.

Our history books tell us that the Greek philosopher Socrates was a great man who gave advice to the people and the people responded by poisoning him. This public relations approach is designed not to force a specific set of ideas and programs on our Constituent Forests. Rather, it is intended as a sharing of ideas for all Tall Cedars who believe that it is time for Cedarism, particularly at the local level, to receive the recognition it so rightly deserves.

*   *   *   *   *   *   *   *

*   *   *   *   *   *   *   *
SAMPLE STANDARD NEWS RELEASES

For your convenience, the following standard releases have been developed for use in your area on the occasion of the official visit of the Supreme Tall Cedar. Blank spaces should be filled in and proper paragraphs chosen. The entire release should be typed in double-spaced form. The necessary number of copies should then be made for distribution to the area newspaper editors.

If desired or thought advisable, the releases may be prepared and mailed from the Supreme Forest Office. A determining factor is whether or not the newspaper editor would be more or less receptive to releases from the local or the Supreme Forest level.

(FIRST) OFFICIAL VISIT RELEASE

FOR IMMEDIATE RELEASE Contact: __________________________
                                      (Name)
                                      __________________________
                                      (Telephone)
                                      __________________________
                                      (Date)

________________________________, Supreme Tall Cedar, Supreme Forest, Tall Cedars of Lebanon of North America, will make an official visit to District (Forest) or (Districts, as appropriate) (Number or Numbers) on (Day) (Month) (Date) at (Time) (AM or PM).

The Supreme Tall Cedar will be officially received by (Name of District Deputy or Deputies), District Deputy (or Deputies) for (enter as appropriate: the ____th District), and (Name of Grand Tall Cedar for Host Forest), Grand Tall Cedar of (Name of Host Forest).

NOTE: Dependent upon whether the reception of the Supreme Tall Cedar is to be a closed meeting or take the form of an open function, Paragraph 'A' or Paragraph 'B' will be used. Paragraph 'A' pertains to reception in a closed meeting; Paragraph 'B' pertains to an open function.

(PARAGRAPH A) These District and local Officers will be joined by members of (Name of Host Forest) and other Tall Cedars of District (Number) in giving a warm welcome to Mr. _______________ their Supreme Tall Cedar, at (Name of Forest), (Name of City or County), on (Day), (Evening or proper time of day).

(PARAGRAPH B) These District and local Officers will be joined by Tall Cedars of the (Number) District, their wives, families, and friends in a private, social reception to honor the Supreme Tall Cedar at (Place where reception is to be held, location and room, if any), on (Day) (indicate evening, afternoon, or morning), at (indicate time and AM or PM).

In addition to the Supreme Tall Cedar, special guests will be (List Supreme Forest Officers in order of rank and their position, followed by local political or religious figures of note to be present.)

(Name of Speaker or Entertainment Group) will present (Description of entertainment; example: talk, etc.), which will be the highlight of this affair, (NOTE: If the Supreme Tall Cedar speaks, enter his name in the first blank space and, if available, the title of his talk in the last blanks.)
(SECOND)

FOR IMMEDIATE RELEASE

Contact: __________________________

(Name)

(Telephone)

(Date)

While the following release has been prepared on the occasion of the election of the Supreme Tall Cedar, the same format may be used to announce the election or appointment of Constituent Forest Officers.

NEWS RELEASE
(BIOGRAPHICAL)

__________, has been elected Supreme Tall Cedar during ceremonies at the ___ annual meeting of the Tall Cedars of Lebanon of North America in ______________. He will assume office January 1, ____.

As Supreme Tall Cedar, ____ will be the highest elected officer of the Tall Cedars of Lebanon and will serve as Chairman of its Board of Directors. He will also head the organization's charitable undertaking, the Tall Cedar Foundation which expresses itself publicly through its support of the Muscular Dystrophy Association and the Jerry Lewis Labor Day Telethon.

The Tall Cedars of Lebanon is a Masonic affiliated organization with thousands of members in Forests located throughout North America. Since 1951, the Tall Cedars has provided continued financial support to the Muscular Dystrophy Association (MDA). It has the distinction of being the first organization to offer financial support to MDA.

(INsert BIOGRAPHY)

(THIRD)

FOR IMMEDIATE RELEASE

Contact: __________________________

(Name)

(Telephone)

(Date)

Nearly 1,000 Tall Cedars from throughout the Eastern United States and Canada will meet at the for the Masonic organization's annual Midwinter Conference January. Highlighting the activities will be the installation of ____________ of _________________ as Supreme Tall Cedar of North America.

The Conference will bring together officers and members from the more than ____ Forests of the Tall Cedars of Lebanon. The delegates will participate in a number of seminars designed to provide a familiarization on materials for the programs to support the policies and initiatives of the organization.
Representing local _________ Forest Number ___ will be, _________________. Also _______________ of ____________ Forest will be installed as _______________.

As Supreme Tall Cedar, ______ will be the highest elected officer of the Tall Cedars of Lebanon and will serve as Chairman of its Board of Directors. He was elected Supreme Tall Cedar during ceremonies at the ___ Annual Convention of the organization held last May in

The Tall Cedars of Lebanon is a Masonic affiliated organization with thousands of members in Forests located throughout North America. It expresses itself publicly through the support of the Muscular Dystrophy Association (MDA) and the annual Jerry Lewis Labor Day Telethon. Since 1951, the Tall Cedars has provided continual financial support to MDA and has the distinction of being the first organization to provide financial support to MDA.

In addition to _________________, all others elected and appointed Supreme Forest Officers will be installed in public ceremonies on ________________ evening.

(FOURTH) - PHOTO CAPTION

______________ (left), Grand Tall Cedar of ____________ Forest Number ___, today presented a check in the amount of $____ to the ______ Office of the Muscular Dystrophy Association (MDA). Accepting on behalf of the MDA was_______________________.

(The local MDA office staff may be called upon for assistance in the development of a full news release or media contacts for this type of contribution.)

(FIFTH)

FOR IMMEDIATE RELEASE    Contact: __________________________
                                  (Name)
                                  (TelephoneNumber)
                                  (Date)

The following release announces the presentation of a Diamond Award for outstanding contribution to the Tall Cedar Foundation. However, it can also be used to announce other awards or special recognitions received by a Constituent Forest.

______________ Forest Number ___ of ______________ was honored today during the Annual Convention of the Tall Cedars of Lebanon for its support of the Tall Cedar Foundation. The Convention was held on May ____, ______ in ____________________________________________.

The Forest contributed $_______ representing more than $____ per member. It marked the consecutive year that ______ Forest received the "_________ Award" for contributing in excess of $ per member.
The Tall Cedars of Lebanon is a Masonic affiliated organization with thousands of members in Forests throughout North America. It expresses itself publicly through support of the Muscular Dystrophy Association (MDA) and the annual Jerry Lewis Telethon.

The award was presented to the Grand Tall Cedar __________ by Supreme Tall Cedar __________ during ceremonies at the __________ Convention Hall. __________ Forest has more than __________ members from __________, and __________ Counties.
A. Administration

1. Awards
   
   a. Grand Tall Cedar of the Year
      
      (1) Prior to the end of the year, candidates for Grand Tall Cedar of the Year may be nominated by the District Deputies, Junior Deputy STC, Senior Deputy STC, the Supreme Forest Board of Directors and the Tall Cedar Foundation Board of Directors.

      (2) The Supreme Tall Cedar will review the recommendations and shall make the final selection.

      (3) At the Annual Convention, the current Supreme Tall Cedar and the immediate Past Supreme Tall Cedar shall present the award.

   b. District Deputy Supreme Tall Cedar of the Year
      
      (1) Prior to the end of the year, candidates for District Deputy STC of the Year may be nominated by the Junior Deputy STC, Senior Deputy STC, the Supreme Forest Board of Directors and the Tall Cedar Foundation Board of Directors.

      (2) The Supreme Tall Cedar will review the recommendations and shall make the final selection.

      (3) At the Annual Convention, the current Supreme Tall Cedar and the immediate Past Supreme Tall Cedar shall present the award.

2. Board Notes - Board Notes is provided as an information link between the Supreme Forest and the individual Tall Cedar and are published in the Cedar Digest.

3. Cedar Digest Articles - The District Deputy Supreme Tall Cedar and Grand Tall Cedar shall promote reporting of outstanding events to the Cedar Digest.

4. Certificates for Grand Tall Cedar
   
   a. Grand Tall Cedar Recognition Certificate - This certificate is provided by the Supreme Forest to the District Deputy Supreme Tall Cedar when the election returns are received from the Forests in his District. They are to be presented by the District Deputy Supreme Tall Cedar at the installation of officers or at the first meeting of the year.

   b. Grand Tall Cedar Proficiency Certificates

5. Events of the Supreme Forest - District Deputies STC are encouraged to promote and participate in all Supreme Forest activities.
   
   a. Midwinter Conference, held each year in January. Included in the activities are seminars, work sessions, the installation of Supreme Forest Officers, and general Fun, Frolic, and Fellowship.
b. Annual Session and Convention, held each year in May and/or June. Included is the transaction of Supreme Forest business, election of officers, annual parade, and many other events.

c. Tall Cedar Week:

   (1) Week in which the 18th of March falls

   (2) Commences with the Annual Wreath Laying at the tomb of George

d. Chapel of Four Chaplains – Legion of Honor

6. Supreme Forest Competitions - There are several Supreme Forest contests or competitions which are open to all Tall Cedars and/or Forests.

   a. Key Club
   b. Scrapbook Contest
   c. Publication Contest
   d. Clown Competition
   e. Balloon Competition
   f. Bowling Tournament
   g. Golf Tournament
   h. Drill Competitions – Color Guard Competitions
   i. Tall Cedar Parade
   j. William Burrows Memorial Award
k. Member Awards - Membership awards will be presented to the Forests that attain the highest rating and the second highest rating in the following categories. Forests must be chartered for at least two years before qualifying.

   (1) **Percentage** of increase over the closing number of members from the preceding year.

   (2) **Number** of members increase over the closing number of members from the preceding year.

   A plaque will be presented by the Supreme Forest to first and second place rated Constituent Forests in each category.

m. Tall Cedar Foundation Award Program

7. **HELPFUL HINTS**

   a. **Titles** - Supreme Forest officers are addressed as “Supreme”, not “Grand”. The leader of our Fraternity is the "Supreme Tall Cedar". Do **NOT** address him as the Supreme Grand Tall Cedar.

   b. **Ritual**

      (1) Each Grand Tall Cedar, Senior Deputy GTC, & Junior Deputy GTC has been provided a copy of the Ritual Manual, which are the property of the Supreme Forest. These are to be passed down, as you go through the chairs.

   c. **Constituent Forest Manual**

      (1) Each Forest has been provided five copies of the Constituent Forest Manual (Whitebook), which are the property of the Supreme Forest. These are placed in the care of the Scribe to distribute.

      (2) If a Forest is unable to locate five copies, additional books may be purchased from the Supreme Forest Office.

      (3) Additional personal copies may be purchased from the Supreme Forest Office.

   c. **Request Form** - It is used by the Scribe to order items from the Supreme Forest Office

8. **Organization of the Supreme Forest:** The body of CEDARISM numerous individual Forests. Once a year, their Grand Tall Cedar, Scribe and Past Officers become delegates to the Annual Session of the Supreme Forest and, during that Supreme Forest Session, transact the necessary business to assure the effective operation of Cedarism. A key action taken is to elect a Supreme Tall Cedar and other Supreme Forest Officers who provide the leadership and direction of Supreme Forest activities consistent with the laws, customs, and usages of the Fraternity.

   Over a period of years, laws enacted at the Annual Session have resulted in the establishment of Supreme Forest Committees, which performed specific functions on behalf of all the Forests, and in their best interest. The members of the Supreme Forest Committees are appointed by, and serve at the pleasure of, the Supreme Tall Cedar.

   Also, over the years, the Forests have been formed into geographical districts with each headed by a District Deputy Supreme Tall Cedar. Traditionally, the District Deputy has
served to carry out laws, programs, and administrative matters between the Supreme Forest and the Forests in his district.

The Supreme Forest is and must be the only true and legitimate source of Tall Cedar authority. It is the supreme and sovereign Tall Cedar authority: executive, legislative and judicial. Its powers are inherent and subject only to such limitations, which are imposed by the Ancient Landmarks of Freemasonry or by the law of the land.

This means the Supreme Forest is the power by which local Forests exist, not alone in the sense that it issues their Charters, but also that it brings to each Forest the strength of the whole Craft. It is the guarantee of Tall Cedar regularity; without it, each Forest would fall a victim to its own local conditions.

Further, it means that the Supreme Forest is a center of distribution through which the general Craft can render service to each individual Forest or member, an agency through which the means and ability of all are brought to meet the needs of each. It is the custodian and preserver of our traditions, our customs, our ritual, and other great and rich inheritances from the past.

9. Tall Cedar Foundation – The Tall Cedar Foundation is a subsidiary of the Tall Cedars of Lebanon of North America that deals directly with our national charitable undertaking – endeavoring through medical research to find a cause and ultimate elimination of muscular dystrophy and related neuromuscular diseases. See Tall Cedar Foundation Section for further details.
10. HISTORY OF TALL CEDARISM

Before going into the history of Tall Cedarism, a quote the Preamble of our Constitution, which is not only adequate, but sometimes fills a need for those men who are our brothers through the great Masonic fraternity in which we progressed from the apprentice, fellow craft, and Master Mason Degrees.

“It is to promote wider acquaintance and friendship among men already bound together by fraternal vows: To perpetuate itself as a fraternal and social organization, and to provide for its orderly government.”

In the good book it states, “In the beginning”, and thus it is with the Tall Cedars of Lebanon – there was a beginning, just how and where is a moot question and a lot of it is conjecture, but some facts do come out of the wood (Cedar Wood, that is.)

Apparently it all started in 1843 with some very energetic and imaginative Master Masons who dreamed up the idea of a Tall Cedar Degree, and in those days the degree was called “The Ancient and Honorable Rite of Humility.” The name “Tall Cedar Degree” does not reveal itself other than the possibility of a somewhat shorter title than the aforementioned, and this was to remain as such until we adopted the title of “Tall Cedars of Lebanon of the United States of America” upon incorporation in 1902.

Most are quite familiar with the feeling that when a group of men get together in the true spirit of comradeship that at these times fun, frolic, and fellowship of some nature will evolve around such a meeting.

That is true of the Master Masons of yesteryears and the Master Masons of today, and that is what the Tall Cedars of Lebanon is all about.

Tall Cedarism really started way back before radio, television, movies, telephone, automobiles and those things that make our lives more enjoyable today, and helped fill the voids that occurred in the “Good Ole Days”, or so it seems by today’s standards.

It was some time around 1846, after the meetings of the Grand Lodge and some of the Blue Lodges in the Pennsylvania and New Jersey area that they would have the Tall Cedar Degree performed, and from what I can gather, it was a form of hazing in which the candidates for the degree were gotten from those willing to receive it, and it was put on by those who had already received the degree. However, there was a great lapse of time and nothing was heard about this degree until the early 1850’s when a Dr. Thomas J. Corson from the New Jersey area started conferring the degree as he had received it in Philadelphia.

As well known, around that time the only means of travel was the horse and buggy, and the train, so this degree was not performed often. But rest assured, whenever they had a good gathering of Master Masons, the Tall Cedar Degree was put on. It was always so much clean fun to see someone get the works, even as it is today. Some “Old Timer” spoke of a jury of men being housed in the hotel in a town in New Jersey, that the Tall Cedar Degree was to be performed. The Deputy Sheriff being a Mason took those that were also Masons to see it performed, and after it was over, brought them back to the hotel. It must have been really something to go to all that trouble.
Upon the death of Dr. Corson in 1879, Dr. Stevens, who organized the first regular degree team and went to several cities and towns throughout the New Jersey area performing the work, continued the Tall Cedar Degree.

It seems that Glassboro, New Jersey, was the focal point for performance of the Tall Cedar Degree, for whenever they had enough candidates the work was put on. In 1887 Dr. Stevens and his degree team came to the town and conferred the degree on Frank W. Bowen and Orlando M. Bowen, and thirteen other candidates. The names of these brethren are mentioned because they were part of the charter group that formed the Tall Cedars of Lebanon. Even today, the Pitman Masonic Club in Pitman, New Jersey is where the 34th degree is performed, and perhaps is the aftermath of the Tall Cedar Degree.

In a similar manner as the 34th degree is now conferred, at Pitman Masonic Club, on May 24, 1901, fifty-four Master Masons who had received the Tall Cedar Degree met in Glassboro, New Jersey, to watch and confer the degree on 53 candidates from Glassboro, Clayton, Williamstown, Manuta, Woodbury, and Philadelphia, with the following as officers:

- Grand Mogul: Frank W. Bowen
- Vice-Mogul: Jacob Bibo
- Treasurer: T. C. Allen
- Secretary: Dr. F. A. Stanger
- Conductor: S. Stanger Iszard
- Assistant Conductor: Charles W. Wood
- Inside Announcer: W. H. Jones
- Outside Announcer: B. T. Ferrell
- Preparer of Forest: Bresier Westcoat, Jr.
- Chaplain: Rev. John H. Algar

The officers’ titles are mentioned to give you an idea of what comprised a Tall Cedar Degree team. The library of the Grand Lodge of Pennsylvania has a manuscript in its archives written in 1864 by Brother William H. Adams, Grand Secretary of the Grand Lodge, recording the secret work, and a description of the degree.

Four Master Masons who received the Tall Cedar Degree later became Supreme Tall Cedars – they were Frank W. Bowen and Orlando M. Bowen in 1887, David H. Lukens in 1888, and John S. Broughton in 1889. The above brethren, along with several others (fifteen in all, charter members of our organization) assembled in the State Capitol of New Jersey, in the City of Trenton, on March 18, 1902, for the purpose of establishing a fraternal order to be known as the Tall Cedars of Lebanon of the United States of America, for fun, frolic, and fellowship. These brethren felt that since this form of friendship and sociability occurred so infrequently and had very little form, that by incorporating they could eliminate the haphazard, disorganized methods of conferring the Tall Cedar Degree, and thus stabilize and preserve a worthwhile ceremony.

In the Prologue and Royal Court we have one of the most beautiful ritualistic works, and are indeed thankful to Rev. George S. Gassner, who was instrumental in making up the ritual. It comes directly from the first book of Kings, Chapter 5, verses 1 through 10; and the second book of Chronicles, Chapter 2, verses 8 and 9. Of the two passages, the first book of Kings, Chapter 5, is more specific. It revolves around the building of the Temple of Jerusalem, and that King Solomon had to rely on the help of King Hiram of Tyre, who sent his “Hewers of Wood” into the forests of Lebanon to
strike down and shape the tall cedars for use in the Temple, thus the Tall Cedars of Lebanon have a biblical background, and the performance of the Tall Cedar Degree in the Blue Lodges, at the conclusion of their meetings, brings us closer to our Masonic forbearance.

Thus, from March 18, 1902 to 1971, we are known as the Tall Cedars of Lebanon of the United States of America. However, on November 13, 1971 in our 70th year of existence, we instituted a Forest in Canada, and became known as the Tall Cedars of Lebanon of North America. While our strength of membership lies in the eastern section of the United States, we are slowly expanding westward.

All down through the years the Tall Cedars of Lebanon had in one way or another, on occasion, contributed to worthy causes. However, they really became of age when they decided, “no organization could continue to prosper unless it had a definite uplifting objective for the benefit of humanity”. These were the remarks of the Most Worshipful Grand Master Harry Campbell of Washington, DC in 1933. After years of investigation and research, in 1951 they found not only a worthy cause but also one that desperately needed support – Muscular Dystrophy. Up until 1972 we supported the Metabolism Unit on the tenth floor of the Research Center in New York City, through our contributions and life fund memberships in the National Charitable Objective.

When the Metabolism Unit of the Research Center was closed in 1972 the Supreme Forest was advised that the Muscular Dystrophy Association and the Muscular Dystrophy Association of America were going to submit monies in the form of research grants to various universities and colleges in the search for a cure of muscular dystrophy, and they would welcome our support in this endeavor. It was decided that the Tall Cedars of Lebanon of North America would become a part of this project with the Jerry Lewis Tall Cedar Day Camp in the summertime. Thus, while one aspect of our National Charitable Objective faded away, another came into the fore with the possible findings of a cure for this dreaded disease through the new project, and to provide for a little bit of fun for these children in the summertime.

The Tall Cedars of Lebanon assumed sponsorship in 1977 of the essential clinical fellowship grants of the Muscular Dystrophy Association. Funds raised throughout the year by Tall Cedars support this vital postgraduate program, which trains qualified physicians to diagnose muscular dystrophy and related neuromuscular diseases, and to treat patients afflicted with these disorders.

To qualify for a one-year Tall Cedars Clinical Fellowship, applicants must have an M.D. degree or its equivalent; have completed their medical residency; be working on the staff of an MDA clinic; and intend to specialize in the diseases covered by MDA’s programs.

Should you meet a Cedar wearing a pyramid upon his head, greet him for he is always glad to extend to you the hand of friendship, for he carries in his heart compassion, friendship, and love of his fellow man – that is why he is a Tall Cedar. (Written by the late J. Edward Bullen, Past Grand Tall Cedar, Baltimore No. 45, Supreme Historian – 1970 thru 1975)
RULES FOR THE SIDONIAN STUNT TEAM COMPETITION

Organization

The District Competition will be arranged by the District Deputy for his District. The Regional Competition will be arranged by the Regional Director and the North American Competition will be arranged by the Supreme Sidonian.

Each Chairman will:
   a. Arrange for three judges and two alternates from non-participating Forests, all of which will not be officers, (elected, appointed or past). If this is not possible judges must be approved by the Captain of the competing teams. Prior to the competition, the Chairman will select three judges, but not disclose them to anyone. All five will judge the competition then the Chairman will count only the pre-selected judges scores.
   b. Arrange for a meeting place, as convenient to all as possible.

Entry Fees

Each Forest intending to participate will send a non-returnable entry fee of $10.00 made payable to the Supreme Sidonian and forwarded ten (10) days prior to the competition to the respective District Deputy. Each District winner will also send a non-returnable entry fee of $10.00 payable to the Supreme Sidonian and forwarded ten (10) days prior to the competition to the Regional Director. Each Regional winner must send a returnable entry fee of $25.00 to the Supreme Sidonian ten (10) days prior to the North American Championship date. This also includes the defending North American Champion. The fee will be returned when the team appears and competes in the North American Championship. Those who do not appear forfeit the fee.

Awards - North American Championship Competition

The winning team shall receive:
   a. The traveling Championship Trophy (to be returned at the next North American Competition).
   b. A trophy to be retained by the Forest (presented at the next North American Competition).
   c. A jacket patch for each member of the Team (not to exceed 10, if possible).
   d. Cash prize as determined by the Supreme Sidonian and Deputy Supreme Sidonian.

The second place Team at the North American Championship shall receive:
   a. A trophy to be retained by the Forest.
   b. Cash prize as determined by the Supreme Sidonian and Deputy Supreme Sidonian.

Regional Competition

The winning team, providing they compete in the North American Championship Competition, will receive at that Competition:
   a. A trophy to be retained by the Forest.

All expenditures must come from entry fees that will be handled by the Supreme Sidonian.

Dates of Competition:

   • Districts – must be held prior to March 15.
   • Regionals – must be held prior to April 15.
   • North American – will be held during the Annual Convention.
CANDIDATES - Each Team will bring the number of candidates that it expects to use in its stunt, no one stunt will have more candidates than Teams competing in the Competition. Each Team will exchange candidates; no Team will use its own candidate. If no candidates are available any member of a Forest’s Team may serve as a candidate. Remember no Team will use its own candidate, but each Team shall be responsible for any adverse action by a candidate they provide.

ALLOTTED TIME FOR STUNT - Each Team will be allotted fifteen minutes to perform their stunt. Measured from the start to the finish of the actual presentation. The time to be kept by the Competition Chairman who will promptly stop the act at the end of fifteen minutes. Each Team exceeding fifteen minutes will be disqualified from the competition.

No Team shall exceed thirty minutes in total set-up performance and clean up. Each Team participating shall have a spokesman, preferably the Chief Sidonian or Team Captain who will report to the Competition Chairman before the meeting opens for the purpose of drawing to determine in what order his Team will present their act, exchange candidates and for the acceptance of the judges.

PROHIBITED STUNTS: The judges will disqualify Any Team presenting anything of an indecent, immoral or obscene nature, or on a subject likely to offend the sensitivities of most people. Proven to be under the latter classification is the subject of childbirth and that subject is declared Taboo. In addition any conduct unbecoming a Master Mason will not be permitted. So Brothers, govern yourselves accordingly. The use of fireworks or electricity, other than for sound effects is also declared Taboo. In the presentation of any act or stunt in any competition it is forbidden to use any solids or liquids or any substance of any kind that will temporarily or permanently stain or discolor rugs, walls or garments or other personal property or realty. These restrictions are to be observed regardless of suggested use in the Sidonian Manual. The decision of a majority of the official judges shall be final.

SCORING: The maximum score attainable by any Team from one judge shall be 50 points. The judges will allot points up to the maximum indicated in each category by the following schedule:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Efficiency</td>
<td>15</td>
</tr>
<tr>
<td>Surprise, Fear or Annoyance by Candidate</td>
<td>10</td>
</tr>
<tr>
<td>Climax Attainment</td>
<td>15</td>
</tr>
<tr>
<td>Audience Reaction</td>
<td>10</td>
</tr>
</tbody>
</table>

EFFICIENCY: Means smoothness, perfection and expertness in operating and staging the stunt, proof of preparation and rehearsal. Efficiency should be downgraded if restriction is ignored, gags don’t go off, or where carelessness is exhibited or necessary precautions are not taken for the protection of the candidate or the audience from harm.

SURPRISE, FEAR OR ANNOYANCE SHOWN BY THE CANDIDATE: This must be carefully observed to determine whether or not it is genuine. It is not improper for a team to coach their candidate to expedite the performance of the stunt, and it is impossible to prevent a Team from telling their candidate to feign indignation or surprise. This task of discerning genuine surprise, fear and annoyance, is for the judge to decide.

ATTAINMENT OF A CLIMAX OR HIGH POINT: Means the build up of action or humor in a rising scale of force and interest, resulting in almost explosive response.

AUDIENCE REACTION: Is that spontaneous reaction shown by laughter, enjoyment, attention and delight exhibited by the audience during, as well as at the conclusion of, a stunt. This scoring should not be based on the amount of applause, as there may be a greater number of members present from one Forest than the other. Remember the ultimate and overall objective of an act is the entertainment it produces. How the audience showed their pleasure throughout the entire performance should be evident before the final applause.
JUDGING: At no contest will the judges sit together, but will seat themselves at different vantage points around the room, they will each do their own scoring and will not collaborate. After marking and totaling each score sheet they will turn it over to the official in charge who will check and total the scores. After each competing Team is judged the Chairman shall pick up the score sheet from each judge. The grand total of points each Forest received from all three judges shall determine the winner of each contest. In the case of a dispute, objection or should any judge, Competition Chairman, District Deputy or Supreme Forest Officer, believe a stunt to be indecent, immoral, obscene, or offending he shall collaborate with the judges and a decision of the majority shall be final.

DEFENDING CHAMPION: The defending North American Champion is automatically eligible for the North American Competition and does not need to compete at the District and Regional Competitions. They must pay the $25.00 registration fee for the North American Championship. Overall participation in this contest shall signify acceptance of its rules and conditions. No rules of this contest are intended to abrogate the authority of the Supreme Tall Cedar, nor the Constitution and By-laws of the Supreme Forest.

RULES AND REGULATIONS CONCERNING SIDONIAN COMPETITION:

a. The district winner must compete in the regional competition to be declared the district champion.
b. The regional winner must compete in the North American competition to be declared the regional champion.
c. In case the first place winner cannot compete the second place team will be asked to compete on the regional or North American level.
d. In case of ties, the most points accumulated by a Forest under EFFICIENCY on the score sheet will be declared the winner.
e. A second place trophy will be awarded to the second place team at the North American Championships.
f. Any Forest using a skit consisting of bowel movement, urination, or any other body extraction of such will be disqualified.
SCORE SHEET-SIDONIAN STUNT TEAM

DATE: ___________________________

FOREST: ___________________________

STUNT: ____________________________

<table>
<thead>
<tr>
<th></th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFFICIENCY</td>
<td>15</td>
</tr>
<tr>
<td>SURPRISE, FEAR OR ANNOYANCE OF CANDIDATE</td>
<td>10</td>
</tr>
<tr>
<td>CLIMAX ATTAINMENT</td>
<td>15</td>
</tr>
<tr>
<td>AUDIENCE REACTION</td>
<td>10</td>
</tr>
<tr>
<td>TOTAL</td>
<td>50</td>
</tr>
</tbody>
</table>

COMMENTS:

(JUDGE DO NOT SIGN THIS SHEET)
CLOWN COMPETITION RULES

A. First, second and third place awards will be made as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whiteface Clown</td>
<td>Character Clown</td>
</tr>
<tr>
<td>*Auguste Clown</td>
<td>Individual Skit</td>
</tr>
<tr>
<td>Hobo Clown</td>
<td>Group Skit</td>
</tr>
</tbody>
</table>

1. Clowns will be grouped and presented for judging according to the category they wish to enter. A clown may enter only one category. As each clown enters the judging area, his name and unit will be recorded and a number assigned. Judges will know the individual by number only.
2. Clowns will walk into the prescribed area and do a complete turn-around so they may be viewed from all sides. All Clowns in the same category will line up at one time so the judge can get a clear view of that group.
3. Judging will be based on wardrobe, make-up, facial expression, gestures, etc. Contestants are not permitted to talk except when spoken to by an official.
4. Hand carried or pulled props may be utilized during this competition but will not be judged.
5. A clown must be in wardrobe and complete make-up, which includes basecoat and coverage of all exposed areas of neck and ears. Make-up to be powdered down.
6. The guidelines from the wardrobe and make-up section will apply.

*When making up Auguste Clown be sure to remember that the Auguste Clown is different from the Whiteface Clown in as much as there is more flesh tone showing. A hobo clown does not have to have all exposed areas of neck and ears covered.

B. Best Unit Skit

1. Each unit participating in this event will be allowed only ONE (1) skit, with a maximum time limit of ten (10) minutes. Each unit will be allowed three (3) minutes to set up their props and three (3) minutes to remove the same. These times are in excess of the ten (10) minute skit time. Units not using props will be allowed only the ten (10) minutes skit time. A warning will be given two (2) minutes before the allotted time has expired. Units will be penalized three (3) points for each one-half (1/2) minute or any part thereof, with disqualification after one (1) minute in excess time of skit presentation.
2. The host will provide a minimum skit area of 15’X 20’. The size of the area will be specified on the competition flyer. (This area will be marked before the event starts.)
3. Each unit skit must consist of two (2) or more clowns in appropriate wardrobe for the skit.
4. The use of explosive devices, water props and slapstick comedy are helpful criteria for good skits. Each skit must always be in good taste as children are in attendance at every performance. Crowd appeal and laughter will sway the judges, so govern yourself accordingly.
5. The participating unit must restore the skit area to its original condition as soon as the skit is completed within the three (3) minute time limit.
6. Confetti may be used in skits and it may be tossed into the crowd if necessary. The area where confetti lands need not be cleaned up immediately after the skit, however; the unit must sweep the area after all skits have been completed.
7. Any skit that causes an injury to any spectator will automatically disqualify the unit from skit competition.
8. All dress-up animal skits – must remember – children are present and act accordingly.

B. Make-up and Wardrobes

1. Make-up to be complete. The areas of flesh around the ears and back of neck are as important to the clown image as his face and throat areas.
2. Make-up should compliment the character being portrayed and should not distract from the overall effect.

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3. No rubber ears, Halloween type eyeglasses or nose and glass combinations will be permitted.
4. No masks or partial masks permitted.
5. Gloves are required of all white-face and Auguste Clowns. Hobo clowns may wear gloves. If worn, they should help to portray the shabby image of the sad, sorrowful and head-in-clouds character.

C. Individual Skit

1. This category is designed to eliminate the problems of judging individual clowns.
2. The category will comply with all general rules and hand carried props, gimmicks, and all related materials are to be used and will be helpful in this category.
3. There will be a two (2) minute set up time, two (2) minute breakdown, and four (4) minutes allowed for the skit, all of which are to be completed by the individual clown.
4. A warning will be given one (1) minute before allotted time has expired. Individual will be penalized three (3) points for each fifteen (15) seconds, or any part thereof, with disqualification after one (1) minute in excess of skit presentation.

GENERAL RULES

A. Conduct and discipline

1. The promotion and advancement of Tall Cedar Clowning is the uppermost reason for participation in the fellowship and competition at these events. For this reason, conduct of all individuals and units must be consistent with specified Tall Cedar conduct.
2. While each individual must govern himself, it becomes necessary that each unit head assist by governing the conduct of his members. Any conduct that would bring unfavorable criticism upon the Tall Cedar, a clown unit or clowning in general would result in an entire unit being disqualified from competition.

B. In particular, members will refrain from:

1. Drinking any intoxicating beverages immediately before or during any parade, performance or public event while in wardrobe.
2. Wearing any wardrobe or using equipment or props that would prove offensive to the general public.
3. Using any obscene gestures or language while appearing in wardrobe, make-up or uniform.
4. Impersonating any female or minority groups (except skit competition.)
5. Abusing spectators by subjecting them to practical humiliating jokes or by squirting or shocking them.

C. All participants to remain in full wardrobe until competition is completed.

D. ALL PARTICIPANTS WILL BE RESPONSIBLE FOR HIS OWN MAKE-UP!!

1. Any participant may have help with outlining only.
2. Participants must make-up at place of competition.
3. All participants must be responsible for their mirror.
4. Violations of this section will mean disqualification from competition.

E. Judges shall serve no more than two (2) consecutive years. However, after a one (1) year interim, a judge may again serve as above. There shall be a minimum of three (3) judges.
## CLOWN COMPETITION
### INDIVIDUAL SCORE SHEET

**DATE** ___________________________ **CLOWN NUMBER** ___________________

### MAKE-UP (FACE)

<table>
<thead>
<tr>
<th>(5)</th>
<th>BASE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Is make-up evenly applied?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(6)</th>
<th>EYES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Does design highlight eyes?</td>
</tr>
<tr>
<td>b.</td>
<td>Does color highlight properly?</td>
</tr>
<tr>
<td>c.</td>
<td>Is the design evenly applied?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(7)</th>
<th>MOUTH:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Does the design compliment the mouth?</td>
</tr>
<tr>
<td>b.</td>
<td>Does the color compliment the mouth?</td>
</tr>
<tr>
<td>c.</td>
<td>Is mouth expression appropriate to the overall character?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(8)</th>
<th>HIGHLIGHTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Do markings add to the facial expression?</td>
</tr>
</tbody>
</table>

### WARDROBE

1. **HATS AND/OR WIG:**
   a. Does it fit the character? | (5) ________ |

2. **COSTUME:**
   a. Does the costume fit the character? | (10) ________ |
   b. Is it appealing to look at? | (5) ________ |
   c. Is the costume clean? (except Hobo) | (5) ________ |

2. **SHOES:**
   a. Do the shoes fit the character? | (5) ________ |

### PRESENTATION

1. **Appeal** | (10) ________ |
2. **Projection** | (5) ________ |

**TOTAL** (100) ________

### COMMENTS:

7

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CLOWN COMPETITION
SKIT SCORE SHEET

DATE: _________________________________
FOREST: _____________________________

PRESENTATION (25) ____________

PROFESSIONALISM (20) ____________

PROMPTNESS (10) ____________

CROWD APPEAL (20) ____________

TOTAL (75) ____________

COMMENTS:

8

Competitions & Awards
4/11
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE:</td>
<td>_________________________________</td>
<td></td>
</tr>
<tr>
<td>FOREST:</td>
<td>_______________________________</td>
<td></td>
</tr>
<tr>
<td>PRESENTATION</td>
<td>(25)</td>
<td>_________</td>
</tr>
<tr>
<td>PROMPTNESS</td>
<td>(10)</td>
<td>_________</td>
</tr>
<tr>
<td>CROWD APPEAL</td>
<td>(25)</td>
<td>_________</td>
</tr>
<tr>
<td>TOTAL</td>
<td>(60)</td>
<td>_________</td>
</tr>
</tbody>
</table>

COMMENTS:
BALLOON COMPETITION

A. Competition will be held at the discretion of the Supreme Chief Clown and the host Forest in conjunction with, but not conflicting with, Clown Competition.

1. Contestants will not be required to be in makeup to compete.

2. All entries that are made within the fifteen (15) minute period will be judged, whether they are a one balloon or multiple balloon entry.

3. Contestant will supply balloons for their use and the balloons may not be inflated before the Competition.

4. Fifteen (15) minutes will be allowed each contestant. Upon completion of entries or designated time period, contestant will depart until judging has been completed.

5. No glue or other devices may be used to hold unit together.

6. Artwork may be added for expression or definition of character.

7. All entries will be identified by a number only. Assembly and judging will be monitored by the Supreme Chief Clown and two representatives from the host Forest. After judging, the room will be open for public viewing.

8. Awards will be presented for 1st, 2nd, and 3rd place.
1. Is the balloon sculpture recognizable as an object or character? __________
2. Are proportions uniform and fit the design? __________
3. Does the unit stay together? __________
4. Does the unit show good planning/preparation? __________
5. Is the color scheme pleasing? __________
6. Does the artwork improve the sculpture? __________
7. Is the unit original or unique? __________
8. Does the sculpture have eye appeal? __________
9. Degree of complexity. __________
10. Judges overall rating. __________

TOTAL __________

Score each phase 1 to 5 points.
Total possible score – 50 points.
TALL CEDAR PARADE RULES (AT CONVENTION)

1. Cedar units must be 100% Cedars (unless otherwise specified).
2. Guest units have membership requirements only to the extent they are self imposed.
3. Collections by units while marching in the Annual Convention Parade are prohibited.
4. The first division line-up shall include automobiles with the Supreme Tall Cedar, Board of Directors, Supreme Tall Cedar Aides, Distinguished Guests, and their spouses. The balance of the 1st Division and its proper alignment is the responsibility of the Supreme Tall Cedar in conjunction with the Parade Features Committee and Supreme Chief Ranger.
5. The parade shall be held on Saturday beginning not later than 12 Noon, weather permitting.
6. The rules governing the parade are as follows:

GENERAL PARADE RULES

Rule 1. – Any unit or feature suggesting or implying any indecencies or politics, scattering of water in any manner, distributing samples or souvenirs, displaying commercial advertisements (unless specifically approved by the Supreme Tall Cedar prior to the day of the parade) is absolutely prohibited and any infraction of this rule will cause the entire Forest to be eliminated or withdrawn from the Parade. Examples of above: crude impersonations of the female sex by lack of attire, over developed bosoms, necessity of shot-gun weddings, etc. IF IN DOUBT CONTACT THE SUPREME CHIEF RANGER PRIOR TO THE DAY OF THE PARADE FOR CLEARANCE

Rule 2. – To prevent any lull in the parade, all movements must be forward. Maneuvering is allowed within a unit providing that said unit moves in a forward direction and in no way hinders the forward progress of the unit directly behind. THIS RULE WILL BE STRICTLY ENFORCED IN THE JUDGING AND REVIEWING AREAS. WHENEVER THE FORWARD MOVEMENT OF PARADE DOES STOP, UNITS CAN PERFORM WHERE THEY ARE WAITING—PROVIDED THEY IMMEDIATELY RESUME THEIR FORWARD MARCH WHEN THE PARADE BEGINS AGAIN. It is mandatory that all units maintain a cadence between 110 and 120 steps a minute. All non-Cedar units must be informed of these rules. Failure to comply with these rules will create great hardship upon the other units in the parade and require disciplinary action by the Parade Marshal of that Division.

Rule 3. – All units shall continue to parade after passing the Judging and Reviewing Stand Areas until they arrive at the place officially designated by the Supreme Chief Ranger to disband. Under no circumstances are members of any unit to return to the Judging or Reviewing Stand Areas. Should there by any infraction of this rule the said members unit will be disqualified from competition. Unit members may return to view the parade at any other location. This rule shall be strictly enforced.

Rule 4. – Individuals, groups or vehicles shall not leave the line of march except for reasons of health, neither shall paraders or occupants of vehicles engage with or intimidate any spectator (whether a Tall Cedar or not) along the parade route.

Rule 5. – 5 points shall be deducted from the judge’s averaged score for any unit who is not entered in the proper class. The unit will then be placed in the correct class. The deadline for class change will be 4:00 P.M. on the day before the parade. The Grand Tall Cedar or his Parade Marshal can make the class change.

Rule 6. – Small Forests not having enough men to parade can have their officers ride in a car or cars with the name of the Forest thereon. They shall furnish their own transportation.

Rule 7. – Horses may be entered in the Parade, provided the Supreme Chief Ranger is notified at least three weeks prior to the Convention. Horseshoes must be covered with suitable rubber soles and units must have a clean-up detail following the horses. The clean-up units will place the defecation in suitable containers. Horsemen must be experts to prevent any mishap.
Rule 8. – All children under the age of ten years may be allowed to participate in the parade but NOT IN ANY MARCHING UNIT. This rule is applied to protect the health of the child and is not an imposition to any one unit.

Rule 9. – In passing the Judging and Reviewing Stand Areas, suitable commands of either “EYES RIGHT” or “EYES LEFT”, as are required, shall be given. Color Guards and Ranger Units will use salute as has been adopted. IF IN DOUBT, CONTACT SUPREME CHIEF RANGER PRIOR TO THE DAY OF THE PARADE for clearance and notification of judges.

Rule 10. – The American flag will not be permitted in the Parade without an armed guard. This rule shall be strictly enforced.

Rule 11. – All scoring shall be on the 100 point system.

Rule 12. – Dark glasses are permitted to be worn in the line of march, if in the discretion of the unit head they are required. No unit will in any way be penalized because its members need to wear dark glasses.

Rule 13. – All Tall Cedar Units entered in Parade shall be comprised of Tall Cedars and Masonic Blue Lodge members in good standing.

RULES OF ELIGIBILITY FOR UNITS TO COMPETE FOR AWARDS:

Rule 1.- Tall Cedar Bands: Tall Cedar Bands must consist of 90% Tall Cedars.

Rule 2. – To compete for Drum and Bugle Corps awards: unit must consist of 90% Tall Cedars.

Rule 3. – To compete for Clown Unit awards: A Clown Unit must consist of at least 4 Tall Cedars, unless said unit shall enter a float which may use less. A Clown Unit entering a float shall inform the Parade Features Committee to ensure proper judging as a Clown Unit and not as a float. A Clown Unit is a group of Tall Cedars performing as individuals or in two’s or three’s with no single climax.

Rule 4. – To compete for Comic Stunt Units: The Stunt Unit must consist of at least 4 Tall Cedars unless said unit shall enter a float, which may use less. The Stunt Unit entering a float as a part of their stunt shall inform the Parade Features Committee to ensure proper judging of the unit as a Stunt Unit and not as a float. A Stunt Unit is a unit performing as a complete unit towards a single climax on the same theme.

Rule 5.- To compete for Ranger Awards:
   A. – Class A units shall consist of 10 or more Tall Cedars.
   B. – Class B units shall consist of 9 or less Tall Cedars.

Rule 6.- All members in Units under this rule shall be Tall Cedars.
   A. Miscellaneous Marching Units—which shall include any other marching group that does not qualify as Rangers, Color Guards or Tuxedo unit.
   B. Miscellaneous Musical Units—which shall include any musical group that does not qualify as a Marching Band or Drum and Bugle Corps.
   C. Miscellaneous Mobile Units—which shall include such units as decorated automobiles that are not entered as floats, midget or odd vehicles that are not entered as part of a Comic Stunt, etc.
   D. Mounted Horse Unit.
   E. Antique and Classic vehicles entered in the parade for competition shall be owned and operated by Tall Cedars.

Note: Sufficient description of the above units must be given to the Parade Features Committee in order that they may be entered in the correct category.
Rule  7. – To compete for Color Guard Awards:
   A. Color Guards must consist of no less than four (4) Tall Cedars in uniform or tuxedo. All Color Guards (not bearers) must be armed with either Rifles, pistols, sabers or swords.

Rule  8. – To compete for Miscellaneous Musical Award as Chanters.
   A. The Chanter group shall consist of no less than six (6) Tall Cedars who shall be judged solely for their musical ability and general appearance. Method of parading shall be at the will of the unit.

Rule  9. – To compete for Tuxedo unit awards:
   A. Tuxedo units must consist of no less than six (6) Tall Cedars who shall be attired in tuxedos and shall wear such accessories as are normally required in the correct usage of tuxedos. All members of the unit shall be attired in the same color tuxedos. Canes, if desired, may be used as part of the attire. Other units such as greeters, skin-sizzlers, Prologue and Royal Court teams which shall be attired in uniform type jackets or suits shall be judged as a Miscellaneous Marching unit.

Rule 10. – To compete for the Miscellaneous Float Awards:
   A. All floats shall be constructed and populated by Tall Cedars and/or Cedarettes of the Forest presenting the float. For safety—No smoking shall be allowed on the float. Care should also be exercised in the construction of the float in regards to its usage on the parade route.

Rule 11. – To compete for the Muscular Dystrophy Float Award:
   A. All Muscular Dystrophy floats must, in some way, portray the theme of our national charitable objective. All MD Floats shall be constructed and populated by Tall Cedars and/or Cedarettes of the Forest presenting the float. For safety—NO smoking shall be allowed on the floats. Children, 10 years of age and older, are permitted on floats to assist in presenting the TCF theme.

Rule 12. – To compete for Motorcycle/ATV Awards, all units shall consist of 4 or more Tall Cedars.
   A. Class A units shall use cycles under 50cc displacement.
   B. Class B units shall use cycles between 50 and 200 cc displacement.
   C. All cycles over 200 cc displacement.

SPECIFIC REGULATIONS FOR UNITS:

Rule  1. – When a Color Guard does not have a Commanding Officer, as such, the guard bearing the National Colors shall give all commands and assume the responsibility of the conduct of the unit.

Rule  2. – Ranger Units shall be allowed to pass thru the Judging and Reviewing Areas in any appropriate military formation. Note: Officers and guidon bearers shall not be counted as members of the Ranger Unit.

JUDGING AND SCORING PROCEDURES OF THE PARADE:

Rule  1. – The judges, who shall be hired by the Supreme Chief Ranger upon approval of the Supreme Forest Board of Directors, shall be professionally qualified for the judging of units assigned to them by their Chief Judge. They shall remain strictly impartial and their decisions shall be final. They shall judge under our rules, regulations and scoring system as herein described. Each unit’s score shall be recorded on a separate scoring sheet. No one may communicate with the judges except officials working for the Supreme Chief Ranger and the Parade Features Committee.

Rule  2. – All units shall be judged in the proximity of the Assigned Judging Area. All Forests shall be alerted at least 100 feet before they enter the Judging Area. This is the responsibility of the Parade Features Committee.
SCORING VALUES FOR PARADING UNITS AND NUMBER OF AWARDS IN EACH.

Color Guards—Flag Etiquette, 20 points; Parade Courtesy, 20 points; General Appearance, 20 points; Marching Technique, 40 points.

Marching Bands—Ensemble, Intone and Balance, Technique, Range and Rhythm, 80 points; General Effect and Appearance, 10 points; Marching Ability, 10 points.

Drum and Bugle Corps—Ensemble, Intone and Balance, Technique, Range and Rhythm, 80 points; General Effect and Appearance, 10 points; Marching Ability, 10 points.

Clown Unit—Make-up, 30 points; Costume, 20 points; Performance, 30 points; Overall Appearance, 10 points; Props, 10 points.

Comic Stunt Units—Efficiency, 40 points; General Effect, 40 points; General Appearance, 20 points.

Rangers—General Personal Appearance, 20 points; Marching Ability, 40 points; Execution of Commands, 20 points; Military Bearing, 20 points.

Miscellaneous Marching Groups—General Personal Appearance, 50 points; Marching Ability, 30 points; General Public Effect, 20 points.

Miscellaneous Musical Groups—Ensemble, Intone and Balance, Technique, Range and Rhythm, 80 points; General Public Effect, 10 points; General Appearance, 10 points.

Kilty Bands—Musical Ability, 50 points; General Appearance, 20 points; Marching Ability, 20 points; General Public Effect, 10 points.

Mobile Units—General Appearance, 50 points; Preparation of Entry, 30 points; General Public Effect, 20 points.

Chanters—Singing Ability, 80 points; Appearance, 10 points; General Effect, 10 points.

Antique and Classic Automobiles—General Appearance, 50 points; Preparation on Entry, 30 points; General Public Effect, 20 points.

Tuxedo Units—General Personal Appearance, 50 points; General Effect, 20 points; Parading Ability (Marching and Decorum), 30 points.

Muscular Dystrophy Floats—Originality, 30 points; General Appearance, 20 points; Preparation, 20 points; Presentation of Theme, 30 points.

Miscellaneous Floats—Originality, 30 points; General Appearance, 20 points; Preparation, 30 points; Presentation of Theme, 20 points.

Motorcycles—General Appearance, 30 points; Handling and Riding Ability, 50 points; General Effect, 20 points.

Mounted Horse Units—General Appearance, 30 points; Handling and Riding Ability, 50 points; General Effect, 20 points.

Cedarettes—Military Marching—General Appearance, 40 points; Marching Ability, 40 points; General Effect, 20 points.

Cedarettes Miscellaneous—General Appearance, 50 points; General Effect, 50 points.
Cedarettes Clown Unit—General Appearance, 50 points; General Effect, 50 points. (Compete under Rule 3.)

Cedarettes Comic Stunt Unit—General Appearance, 50 points; General Effect, 50 points. (Compete under Rule 4.)

Guest Bands—Judged under Marching Bands.

High School Bands—Judged under Marching Bands.

PRESENTATION OF AWARDS:

An award will be presented for all floats entered.

Parade awards and Drill Competition awards will be presented by the Supreme Tall Cedar and other Supreme Forest members during the reception for the Supreme Tall Cedar on Saturday evening. The Grand Tall Cedars of the Forests to receive the awards or their proxies shall be present to receive them. They shall be near the stage in order to expedite the presentations.

AMENDING OF THESE PERMANENT CONVENTION PARADE RULES AND REGULATIONS:

These Permanent Parade Rules have been created by the Parade Features Committee as a guide to all Forests who enter into the Annual Parade of the Supreme Forest Convention. They are at all times subject to change as existing conditions may warrant and have in no way been written to hamper any Forest from being able to participate. Changes shall be presented to the Parade Features Committee for review and subsequent submittal to the Board of Directors for approval. All requests for changes to these permanent rules shall be presented in writing to prevent any errors or misunderstandings.

At the Supreme Forest Board of Directors meeting November 5, 1988, it was voted and approved to present the awards on a basis of (1) award for each three participants in each category except for floats which will be awarded on the basis of (2) for three participants in each category.
1. A Judge will stay until all awards are made.

2. A room across the street from the Judging Area will be provided to the judges to total scores and list the winners of the parade.

3. Judges should arrive two hours ahead of time for the Drill Competition and check with the Supreme Chief Ranger and Parade Features Chairman. Score sheets should be made up according to the scoring values listed in the Parade Rules approved by the Parade Features Committee.

4. A list of the winners in the parade will be posted at Convention Hall as soon as possible after the parade.

5. Awards will be added for Color Guard Competition for both Ladies and Men.

6. Every unit entered will receive an award. (9/00)

DRILL COMPETITION RULES

1. Drill Area – Sixty (60) feet by forty (40) feet – Boundary and center of floor will be marked.

2. Music Used for Routine – Must be in the form of a cassette tape. If desired you can provide your own band. All arrangements must be cleared through the Supreme Chief Ranger prior to the performance.

3. Drilling Time:
   A. Men and Women Drill Teams Military and Non-Military
      (1) Maximum time on the drill floor is 5 minutes.
      (2) Minimum time on the drill floor is 4 minutes
      (3) Time begins when the first person crosses the drill floor boundary line (excluding the Captain). Timing ends when the last person crosses the drill floor boundary line (excluding the Captain) for the entire presentation.

   B. Men and Women Color Guard Units
      (1) Maximum time on the drill floor is 2 minutes.
      (2) Minimum time on the drill floor No minimum time needed
      (3) Time begins when the first person crosses the drill floor boundary line (excluding the Captain). Timing ends when the last person crosses the drill floor boundary line (excluding the Captain) for the entire presentation.

4. Judges Warning - A whistle or some form of notification may be given when minimum time has expired.
5. Penalties - Men and Women, Military and Non-Military Drill Teams and Color Guard Units
   A. The following penalties will be used for all categories listed.
      1. Crossing the boundary line during the drill (1 point)
      2. Dropping equipment or article of uniform (1/10 point)
      3. Flag code violation (2 points)
      4. Exceeding the maximum drill time (1 point)
      5. Under the minimum drill time (1 point)

6. Drill Courtesy - At one point during your drill routine, proper etiquette and drill courtesy should be exemplified the Supreme Chief Ranger or Deputy. The Drill Units will exit the drill area at the direction of the Supreme Chief Ranger, or his Deputy.

7. Minimum Requirements:
   A. Men and Women/Military and Non-Military – The number of participants should be no less than 6 (including the Captain).
   B. Color Guard Units – The number of participants should be no less than 4.

8. Drilling Criteria:
   A. Military Units – Equipment may be carried, including rifles, sidearm, sabers and swords. Maneuvers are made up of ranks and files, turn and breaks, military bearing and conduct. No pikes or silks should be carried. At no time should any equipment be tossed or thrown during the presentation.
   B. Non-Military – Equipment may be carried, including rifles, sidearm, sabers, swords, pikes and silks. Routine is carefully choreographed to give a general effect of repertoire and showmanship with the ability to have military maneuvers and conduct.
   C. Color Guard – See the attached criteria or contact the Supreme Chief Ranger for a copy.

9. Special Notes:
   A. No team will be allowed to practice on the drill floor prior to the competition.
   B. All teams participating will return to the drill floor under the direction of the Supreme Chief Ranger or his Deputy for the presentation of awards.
   C. A schedule of appearance will be posted.
COLOR GUARD CRITERIA

The purpose of this code is to establish a set of rules and regulations for the use of all Tall Cedar Color Guard Units. This is relative to the display of the American Flag, U.S. Flag, U.S. Colors, Canadian Flag as well as flags of other countries. Please note that reference to the American Flag hereafter shall also include the Canadian Flag as well as the flags of other countries.

This code confines itself to consideration of the American Flag, and the relationship of other flags, pennants, banners, guidons, personnel and equipment as defined herein. The code is concerned only with the items and/or incidents relative to flag etiquette with regard to proper respect at all times to the American Flag. It does not concern itself with the other captions such as Marching and Maneuvering, General Effect, etc. Use of this code shall not be used to violate any national or state laws.

Violations of this code may be noted and is authorized to assess a penalty by any assigned Competition Judge, Chief Judge or his alternate. All such assessments shall carry a mandatory penalty of two (2) points.

- Any number of American Flags may be carried by a color guard, provided they are properly guarded, regardless of the number of stars in the Union. Also provided that the most recent of these American Flags be carried at the point of honor, on the marching right of all other flags.
- There will be no side stepping of the American Flag. This recommendation is made to avoid controversy over the direction of motion and possible "trailing" violations that could arise and complicate the Judge's task. The American Flag will NOT backward march.
- Any piece of material carried on a pike, staff, or otherwise aloft will be considered as a flag, and must show the proper respect to the American Flag. Authorized and Unauthorized Staff Heads
- All American flagstaffs must have a staff head. No American flagstaff should bear any staff head other than a conic spear or those officially authorized by the Army (eagle, acorn, ball, spear) or by the Navy (gilt star, gilt lance, gilt ball, flat truck).
- Fringe on the American Flag is permitted, and need not necessarily be gold in color. No streamer, banner, and other material can be attached to the pike, pole, or finial piece of the American Flag. The only exception being of the standard cord, which may be used, or when black crepe streamers are ordered by the President of the United States.
- For indoor and outdoor competition, a color guard must carry at least two (2) authorized weapons, and a minimum of two (2) flags, i.e., an American Flag and an Organizational Flag. It is not necessary for the guard to remain intact, so long as one authorized weapon guards the American Flag. The maximum distance between the American Flag and the guard is two (2) thirty-inch (30") paces. The direction of motion need not be the same. The American Flag is properly guarded, regardless of their relative positions, as long as the guard is within the allowable distance. Authorized weapons will be known as, rifles or simulated rifles, side arms, sabers and swords. Simulated rifles are to conform to outward appearance of military rifles, past or present, although sight and sling are optional.
• Bayonets may or may not be used. Minimum size of the American Flag shall be three (3) feet by five (5) feet. Minimum length of swords and/or sabers shall be twenty-four (24) inches. NO flag shall be larger in size than the American Flag.

• The position of the American Flag relative to the other flags should be such that no flag is to the immediate front of the American Flag unless it renders the proper salute (dipping the flag). The immediate front is the infinite path through which the American Flag can pass safely without contact.

• There will be NO flag to the 180-degree front of the American Flag, facing in the same banner direction (“trailing”).

Carriage and Position of the American Flag

• The American Flag shall be at all times carried aloft and free. When moving into position prior to presenting the colors, it is permitted to carry all flags at order arms until the team is ready to make their presentation. If ceiling height is a factor check with the presiding commander.

• The American Flag shall never be dipped in any direction, or to any person.

• The bearer of the American Flag, while in possession of the American Flag, shall never engage in any dance or theatrical steps. The American Flag shall never be permitted to touch the ground.

• Flags may be aligned in any order of prominence, provided that the American Flag shall always be provided with its proper place and accorded the proper respect.

• The American Flag must be guarded at all times by one authorized weapon. The directional front of the weapon bearer need not be the same as that of the American Flag. At no time shall another piece of equipment pass between the guard and the American Flag unless the person carrying that piece of equipment qualifies as a guard. The American Flag bearer shall not be armed while in possession of the American Flag.

• Headgear is required as part of the uniform for all members of the unit
DISTRICT DEPUTIES

PERSONAL REPRESENTATIVES OF THE SUPREME Tall CEDAR

District Deputies have the most important appointed Office in the Supreme Forest. It is your responsibility to receive and apply certain delegated powers from the Supreme Tall Cedar. If problems occur that you cannot resolve, you should contact the Supreme Tall Cedar or the Supreme Forest Office.

Your responsibility is to thoroughly know your duties and be familiar with the White Book and the Supreme Forest By-Laws, which should be with you at all meetings.

District Deputies should wear their tux to all regular meetings.

You are expected to attend all Forest meetings in your District, if possible. If not possible, you should delegate a person to cover for you. (PDDSTC or PGTC)

You should review the agenda and suggest revisions if necessary. Each Forest should have an Agenda at all meetings.

Make sure the Charter and Bible is displayed.

Make sure the Guide has the visitors fill out name cards and that they are in proper order for introduction. District Deputies must assure all titles are properly written for presentation.

The District Deputy must introduce all visiting Supreme Tall Cedars above his title.

He should fill out a DDSTC Report and Evaluation Sheet. Congratulate the GTC after the meeting, and discuss future improvements, then sent the report to the Supreme Tall Cedar, Grand Tall Cedar and Supreme Forest Office no later then the 15th day of the ensuing month.

As District Deputies, you **SHOULD** memorize the Secret Work for Installation of new members, the Installation of Forest Officers and the Welcome for Supreme Forest Officers.

You should install the incoming Officers for the New Year or approve the incoming Grand Tall Cedar’s request to have somebody else do the Installation.

You should examine the Scribe and Treasurer books during the year to verify they are being kept in good order and sign accordingly. (This is not an audit)

The District Deputies should have a set of By-Laws from each Forest in his District.

You should hold Schools of Instruction during the year to develop uniformity in all the Forests. The Grand Tall Cedar should memorize his work. All Elected and Appointed Officers should attend.

Encourage the GTC to hold Prologue & Royal Court and Sidonian Degree during yearly meetings and have refreshments after the meetings.

DDSTC - 4/11
You should send a schedule to the District Deputies in your Region of all Forest meetings in your District. It is very important that you send a copy to all the Supreme Forest Line Officers. Encourage all Forest Officers and members to visit other Forests in and outside of the District.

Check each Forest to make sure the Ritual Book and the White books are being passed on to the incoming Officers each year.

Attend your Officers, Past Officers meetings in your District.

District Deputies should receive all Senior Deputy Grand Tall Cedars’ incoming schedule by July 1st.

As a District Deputy you are required to make Semi-Annual Reports every six months and submit them by July 15th, and January 15th. These reports are to be sent to the Supreme Tall Cedar and the Supreme Forest Office, and as District Deputy, you should keep a copy. These reports should be in narrative form and include remarks about the condition of the Forest and an analysis of the following items:

1. Potential
2. Compatibility
3. Cooperation
4. Ritual
5. Organization
6. Family Support
7. Leadership ability
8. Performance
1. **BOARD NOTES** - A copy of the Board Notes is provided to each Grand Tall Cedar and District Deputy who is required to report on these notes to each Forest as soon as possible, but not more than 30 days after receipt. This may be accomplished in many ways. The following are recommended in the priority listed below:

   a. Make a report at the Forest meeting.
   b. Meet with the Forest Officers.
   c. School of Instruction.

2. **DUTIES OF A DISTRICT DEPUTY SUPREME TALL CEDAR**

   A District Deputy STC is appointed by the incoming Supreme Tall Cedar to be his personal representative in the District in which his Forest is assigned. He shall be the direct representative between each Constituent Forest in the district and the Supreme Forest, keeping this relationship on a harmonious basis, and keeping an open line of communication at all times. He shall perform such duties as are assigned to him by the Supreme Tall Cedar and/or the Board of Directors of the Supreme Forest and the duties as outlined in the Supreme Forest Constitution & By-laws and this manual.

   The duties of a District Deputy include a wide variety of responsibilities, powers, and activities. To discharge them with credit to himself and honor to the Fraternity, he must have a fundamental grasp of Masonic principles and jurisprudence, and a ready familiarity with the records of the most recent Supreme Forest Annual Session.

   While the District Deputy is the personal representative of the Supreme Tall Cedar, only a few of the powers and authority of the office of Supreme Tall Cedar stand delegated to him. Whenever he exercises any other powers it is by direction of the Supreme Tall Cedar, and those powers are only for the task immediately at hand. The distinction between the two offices is, therefore, fundamental: the Supreme Tall Cedar possesses his powers always and under all conditions; the District Deputy receives delegated powers from the Supreme Tall Cedar only for the occasion and then acts in the Supreme Tall Cedar's name.

   The District Deputy is required to examine the books and records of the Constituent Forests to see if they are properly kept, calling in professional assistance for such work if it is necessary when approved by the Supreme Tall Cedar. If inaccuracies or irregularities are discovered, they must be removed before he gives his official approval. If a Forest persists in irregularities, he must report the condition to the Supreme Tall Cedar.

   If he discovers any Tall Cedar error or problem in his District, he is to endeavor to correct it immediately to arrest the same by Masonic or Tall Cedar means, reporting it, if necessary, to the Supreme Tall Cedar. He is not required to report each and every detail of District affairs to the Supreme Tall Cedar, or he will be adding to, rather than subtracting from, the already heavy burdens of the Supreme Tall Cedar.

   The District deputy should be proficient in the Tall Cedar Foundation programs and activities and be prepared to fill in for the District’s Foundation Trustee in his absence.

   The jewel of a District Deputy is presented to him at the Installation; it must be returned to the Supreme Forest Office or to his successor at the end of his term.

   The District Deputy shall present the secret work following Royal Court Degree at ALL ceremonials in his district. Another qualified Tall Cedar may present the secret work if approved in advance by the District Deputy Supreme Tall Cedar.
3. EXPENSE REPORTS - Allowable expenses as established by the Board of Directors are the same for all elected and appointed Supreme Forest Officers.

Actual expenses will be paid upon approval of the Supreme Tall Cedar and/or the Board of Directors when transportation other than your personal vehicle is required, such as train, airplane or bus. However, special approval by the Supreme Tall Cedar must be obtained first before using alternate transportation. Expenses incurred by the District Deputy Supreme Tall Cedar for bull roasts, ladies' nights, dances and other social events unrelated to an official Forest function, are not generally considered Supreme Forest business and therefore, are generally considered non-allowable expenses. Expenses incurred in any way with the home Forest of the District Deputy are not allowable. All expenses must be listed on a Supreme Forest Business Expense Report. Receipts and explanations should be attached for information. The report should be typed or very neatly printed. Where possible, all expenses should be accumulated for the month and forwarded by the last day of the month.

District Deputies should forward their expense reports, along with their Visitation Reports, to the Supreme Scribe. Expenses will not be approved unless accompanied by the Visitation Report.

4. LEGAL QUESTIONS - When any question of legality arises, the District Deputy Supreme Tall Cedar should consult the By-laws of the Forest and the Constitution and By-laws of the Supreme Forest. If he is still in doubt, he should contact the Supreme Tall Cedar, Supreme Scribe or Supreme Forest Office.

5. INSTALLATION OF OFFICERS – Prior to the Installation of Officers the District Deputy should receive a copy of the Election Return. Unless arranged beforehand, the District Deputy Supreme Tall Cedar shall install the Officers of the Constituent Forests for the ensuing year.

6. OFFICERS AND PAST OFFICERS ASSOCIATION - The District Deputy Supreme Tall Cedar shall encourage and assist in the formation of an Officers and Past Officers Association, within his District, and promote the Supreme Forest program.

7. SCHEDULE PLANNING - Each District Deputy Supreme Tall Cedar will request all Senior Deputy GTCs in his District to provide him with a copy of the Forest’s proposed schedule by May 1st for the next year. These schedules should be discussed and approved, and if required, modified to prevent multiple functions on one night. The Junior Deputy Grand Tall Cedar should be encouraged to attend as a means of expanding their Cedar education.

Visitation requests of Supreme Forest Officers should be as early as possible. Requests from the Junior Deputy Grand Tall Cedar are recommended. Requests for Supreme Forest Officers attendance, not previously arranged, should be submitted to the District Deputy by the Senior Deputy at the planning meeting. The District Deputy should send all Supreme Forest Officer requests to the Supreme Tall Cedar-elect by August 1st. Each Forest is responsible to send a letter of request directly to the Supreme Forest Officer listing all of the details, a copy of which should be provided to the District Deputy.

The District Deputy should prepare a consolidated schedule for the District and provide a copy to the Supreme Forest Office and the Supreme Tall Cedar-elect by September 1st.

8. SPECIAL ACTIVITIES – From time to time, the District Deputy may be called upon to assist the Forest with Public Relations and other special events.

9. TALL CEDAR-AT-SIGHT - The Supreme Scribe will send a copy of each approved request for a Tall Cedar-at-Sight to the District Deputy. The District Deputy should be an integral part of this action and, when possible, be consulted prior to submission to the Supreme Forest.
10. VISITATIONS BY SUPREME FOREST OFFICERS - The District Deputy Supreme Tall Cedar, being a direct representative of the Supreme Tall Cedar, should be in attendance at all functions in his District when the Supreme Tall Cedar, the Senior Deputy Supreme Tall Cedar, the Junior Deputy Supreme Tall Cedar, the Supreme Scribe or the Supreme Treasurer is making a visitation. He should; 1) be available to greet him or them upon arrival; 2) in advance of their visit, he should make sure that all reservations are in order including parking and lodging; 3) check that proper seating arrangements have been provided; 4) make any introductions to other dignitaries in attendance such as Grand Masters, Grand Tall Cedars, etc.; 5) check the agenda before the meeting to determine that all introductions are in order and secure a copy for Supreme Forest Officers; 6) assure that all of the items on the Supreme Forest Officers Visitation Check List have been completed. All visitations by Supreme Forest Officers shall be coordinated by the District Deputy Supreme Tall Cedar. He shall consult with the Grand Tall Cedar of each Forest in his District to determine at which social events the Forest desires Supreme Forest representation. All invitations from the Constituent Forests in his District should include a copy to the District Deputy Supreme Tall Cedar. Such invitations to the Supreme Forest Officers should be made by August 1st for visitations during the ensuing year. This permits such requests to be included in the annual visitation calendar of the Supreme Forest Officers.

11. VISITATIONS TO CONSTITUENT FORESTS - The District Deputy Supreme Tall Cedar shall visit each Forest in his District when in session, and see that the work is performed according to the Laws and Usages of the Order. If it is not possible for the DDSTC to attend a meeting of the Forest, he should designate a Past District Deputy STC or a Past Grand Tall Cedar to fill in for him and make a report to the District Deputy STC.

a. Reports - Immediately following each visit, but not later than the 15th day of the ensuing month, he shall send as directed by the Supreme Tall Cedar a full account of his visit. He shall report at once, in writing, to the Supreme Tall Cedar and Supreme Scribe any infraction or violation of the Laws and Regulations of the Supreme Forest by a Constituent Forest in his District. He shall assist the Supreme Tall Cedar by all means in his power in the institution of new Forests and in promoting the growth and propagation of the Order in his District.

b. Inspect Minutes - He shall inspect the minutes and all records of the Forest, noting same on minutes, including date of inspection, and sign his name so it will not be necessary to go back further than the date of the last inspection.

c. Inspect By-laws - He shall inspect the By-laws of each Forest. If it is discovered that the Forest is working without By-laws, request sample By-laws from the Supreme Forest and have the Forest adopt same with any necessary additions or modifications. Send three copies to the Supreme Scribe for approval.

d. Annual Reports By Constituent Forests - He shall see that each Forest in his District files its annual report with the Supreme Scribe on or before January 31st.

12. YOUTH PROGRAMS – Forests should have programs for participation by Tall Cedars and youth organizations such as DeMolay, Job’s Daughters, and Rainbow Girls. Some suggested programs are: breakfasts, dances, basketball games, baseball games, beauty pageants, etc. The Forest Officers and the District Deputy STC Should visit youth meetings when sponsored by a Forest or when a Forest is a part of said meeting.

13. SCHOOL OF INSTRUCTION - The District Deputy is required to conduct several sessions of a "School of Instruction" for the Forest officers in his district. This will develop throughout the Cedar Kingdom uniformity in the exemplification of the official Tall Cedar Ritual.

a. Every six months, the District Deputy STC will document the activities of each of the Forests in his district. It should be in narrative form and particularly define the condition of each Forest. This report should contain an analysis of each of the officers of each Forest with regard to the following:

1. Potential  
2. Compatibility  
3. Cooperation  
4. Ritual  
5. Organization  
6. Family support  
7. Leadership ability  
8. Performance

An analysis of the Forest in general. What are the strong points, the weak points, emphasis of the Forest, financial stability, and its MDA (TCF) commitment.

b. The report will be prepared in three parts. One copy will be retained by the DDSTC, the original to the STC, and one copy will be forwarded to the Supreme Scribe not later than the 15th of July and January.

c. The Supreme Scribe will review the reports, take any action necessary and retain a copy of this report. The Supreme Tall Cedar will review the reports, take any action required, and forward the report to the Senior Deputy STC, who, after review, will forward the report to the Junior Deputy STC.

"BE FIRM - BE FAIR - BE DEDICATED"

15. **CEDAR PROFICIENCY CERTIFICATE** – This certificate is provided by the Supreme Forest upon recommendation of the District Deputy STC. In order to qualify, the District Deputy must observe and judge the Grand Tall Cedar proficient by completion of the items listed below from memory without aid or assistance of a written ritual. The qualifying items are:

a. Opening the Forest  
b. Receiving dignitaries  
c. Balloting  
d. Closing the Forest  
e. Full-Form Ceremonial or Short-Form Ceremonial

When so qualified to the satisfaction of the District Deputy, the District Deputy will advise the Supreme Forest Office by letter. The letter will note the dates of proficiency, how examined (whether in a closed examination, School of Instruction, or actual meeting) and to what extent proficiency was completed (excellent or good).
DDSTC REPORT PREPARATION INSTRUCTIONS

A. GENERAL INSTRUCTIONS
   1. This report should be prepared each time the District Deputy Supreme Tall Cedar visits a Forest meeting.

   2. The Supreme Forest Office shall supply the Report form. Reports may be electronically generated and forwarded to the appropriate Supreme Forest Officer as advised by the current Supreme Tall Cedar.

B. COMPLETION INSTRUCTIONS
   1. Enter the District number, date of report, Forest name, number, type of meeting, date and time of activity, and location of the same.

   2. If the Prologue and Royal Court Degrees are portrayed, enter in the blank the rating that most descriptively defines the portrayal. Use the ratings recommended.

   3. If the Sidonian work is performed, enter in the blank the rating that most clearly defines the performance.

   4. If entertainment is provided, enter in the blank the rating that most appropriately defines the performance.

   5. Enter the number of members attending the Forest, the number of candidates initiated, and the number of visitors in attendance, add these two figures and insert the sum in the total attendance field.

   6. Evaluate the eleven items listed by making an "X" in the appropriate block.

   7. Enter all general comments, being as specific as possible. Be sure to enter the details on any problems that exist.

   8. Evaluate the general condition of this Forest and list any actions recommended. As a minimum, consider:
      a. Finances
      b. General interest and support
      c. Past Officers’ interest and support
      d. Monthly bulletins
      e. Social activities
      f. Youth program
      g. Blue Lodge relations
      h. Participation in District programs
      i. Inter-Forest relationships
      j. Supreme Forest interest
      k. Meeting attendance
      l. Membership growth
      m. Fun, Frolic & Fellowship

   9. Be sure to examine the minutes of the Forest on at least one unannounced occasion during the year. Note date and sign the last set of minutes reviewed.
SCHOOL OF INSTRUCTION

1. Purpose
   a. To develop throughout the Cedar Kingdom a uniformity in the exemplification of all official Tall Cedar ritual.
   b. To properly instruct the elected Officers of the Constituent Forests in the proper delivery of all memorized Tall Cedar dialogue.
   c. To develop a uniform decorum in the presentation and reception of visitors, distinguished guests and Supreme Forest Officers.
   d. To communicate to Forest Line Officers information from the Board of Directors and the Tall Cedar Foundation.
   e. To provide an open forum for discussion of Supreme Forest matters as well as District and Forest programs and problems.

2. Conduct
   a. The School of Instruction should be conducted by the District Deputy.
   b. The District Deputy may, if he so desires, appoint an assistant for the School of Instruction in his District. The assistant shall come under the supervision of the District Deputy.

3. Functions
   The School should encourage the development of expressive material for continuity and uniformity in all Constituent Forests by the following means:
   a. Organize the elected Officers in the District in such a manner as to study, discuss, and exemplify the memorized material of all Cedars of Lebanon.
   b. Develop a list of responsibilities for Officers, both elected and appointed. Enlighten the Officers as to their tasks and responsibilities.
   c. Discuss the various types of programs, entertainment, audiovisuals, stunts, etc.
   d. Prepare and use an agenda and budget. Show the officers how to prepare an agenda and what should be incorporated in the plan.
   e. Enlist group efforts in possible solutions to such problems as calendar events, conflict of interest, localities, timing, progress, and District Ceremonials.
   f. Be on the alert for cases of non-cooperation and discuss the problem and possible solutions.
   g. Develop committee programs for membership, retention, community projects, Tall Cedar Week, and news releases to local newspapers as well as the Cedar Digest. Have the Grand Tall Cedars go over their committee programs and bring in the Chairmen for discussion and direction.
   h. Instruct the officers in the use of committees for maximum efficiency. Give direction; plan; provide procedures, goals, and objective; then let them "GO".
   i. Emphasize the need for leadership, planning, and any other pertinent material that is conducive to Forest/District development and advancement.
   j. Discuss the actions of the Board of Directors.

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k. Complete the District School of Instruction form and forward it to the Supreme Forest Office within five days of the school.

4. Schedules of Meetings
   a. Sessions should be held at least five times per year in the months of January, March, May or June, September, November, and other months as can be scheduled. Monthly would be most desirable.

   b. Sessions should be held at a common meeting place, one that is conducive to practice and learning.

   c. Direct means of communication must be maintained relative to the place of meeting and the material to be covered.

5. Suggested agenda and instruction for each month

   a. January
      (1) Exemplify opening/closing all Forests
      (2) Conducting a general meeting
      (3) Balloting procedures
      (4) Protocol - Visitors - SF Officers
      (5) Program/Social Hour
      (6) Discuss future activities
      (7) Inter-District visitation
      (8) Tall Cedar Week

   b. March
      (1) Reinforce opening/closing
      (2) Agenda refinement
      (3) Reinforce general meeting
      (4) Candidates
      (5) Secret Work
      (6) Preliminary convention planning
      (7) District Ceremonial/Sidonian
      (8) Social affairs
      (9) Senior Deputy GTC re

   c. May
      (1) Review, opening, problem spots, closing
      (2) Recap convention
      (3) Summer activities/visitations
      (4) Sport Shirt Nights

   d. September
      (1) Review opening/closing
      (2) General meeting/balloting
      (3) Fall Ceremonial/Secret Work
      (4) Prologue and Royal Court/Sidonian
      (5) Senior Deputy GTC submit proposed program
      (6) Junior Deputy GTC rehearse opening/closing
      (7) Request for SFO for the next year (final date)
      (8) Recap Convention

   e. November
      (1) Prepare Installation of Officers
      (2) Agenda Preparation
      (3) General Meeting
      (4) Memorial Services
      (5) Review past year
      (6) Senior Deputy GTC rehearse opening/closing
      (7) Suggestions for improvement next year

6. District Deputy Supreme Tall Cedar Requirements

   a. Conduct of Officers - The District Deputy Supreme Tall Cedar should make suggestions for the good of Tall Cedarism and the conduct of Officers and members. He should impress upon the officers that it is his duty to handle all violations of the Supreme Forest Constitution and By-laws. He should also direct their attention to the Directives issued by the Supreme Tall Cedar.

   b. Introductions - The District Deputy Supreme Tall Cedar should instruct Grand Tall Cedars to carefully study the instructions for Officers of Constituent Forests and on the proper methods of introductions (see Ritual).

   c. Originality - The District Deputy should encourage originality in the preparation of meeting notices. He should announce activities of other Forests in the District.
d. Notices of Meetings and Bulletins - The name of the District Deputy Supreme Tall Cedar must be in all Forest bulletins in his District. Bulletins should be sent out at least fourteen days before the meeting. Bulletins should also be forwarded to the Supreme Forest Office, all elected Officers of the Supreme Forest, the District Deputy Supreme Tall Cedar, and other Forests in the District, thereby encouraging visitations among the Forests.

e. Conduct of Forest Meeting

(1) Agenda - The District Deputy Supreme Tall Cedar shall instruct Grand Tall Cedars to prepare an agenda for each Forest meeting or social event and to furnish copies to all who are taking key parts as set forth in the Grand Tall Cedar and Constituent Forest Officers Guidelines.

(2) Decorum - He shall instruct the Officers in the proper decorum at meetings, ceremonials, parades, and social events.

(3) Start on Time - It is imperative that meetings start on time and finish at an early hour. Long, drawn-out meetings have a tendency to keep the members away. Make meetings interesting—plan in advance—do not wait until the meeting night.

(4) Memorize Work - The Officers and Degree Teams shall memorize their parts and have rehearsals prior to ceremonials.

(5) Holy Bible - The Holy Bible, National Flag, and Forest Charter must be displayed at all meetings.

f. Tall Cedar Public Relations - Publicity is a must! Use the newspapers, radio and television, if possible. You can get publicity through parades held during Forest, District, or area Ceremonials. Take part in community services and parades. Your Chanters can help by appearing at local church services and singing for the ladies' organizations. Work with youth organizations: DeMolay, Job's Daughters, Rainbow Girls, etc. Even consider sponsoring a Scout Troop or a youth sport team, it's a great source of publicity. See the Public Relations section of the Manual for more details on public relations.

Use as many pictures as you can in the newspaper with accompanying stories to tell the public about your activities.

(1) Installations of Officers for the next year  
(2) Fund raising projects for charity  
(3) Work with youth groups  
(4) Any community project of public good

g. Service of Supreme Forest Committee - Explain the functions of the Supreme Forest Committees, which can be of direct service, and encourage willing and intelligent cooperation with the Committees. Particularly stress the assistance that can be offered by the Membership Committee. They are ready to render assistance upon request.

h. Program - The program of the Forest should be initially planned by the Grand Tall Cedar. With the cooperation and help of the Executive Committee, the most successfully year can be achieved.

i. Appointments - Impress upon the Officers of each Forest that the success and prosperity of the individual Forest depends, in a large measure, upon the ability and devotion of its Grand Tall Cedar and, to that end, suggest the encouragement of members who possess such ability to become interested in the work of the Forest.
7. Considerations
   
a. The memorized dialogue in the Tall Cedars of Lebanon ritual is not long nor is it a laborious task to commit to memory.

b. The Junior Deputy Grand Tall Cedar shall begin memorizing his work immediately upon his nomination and election to office.

c. Memorizing the work and conducting a meeting with decorum and polish reflects positively on our principle of Fun, Frolic, and Fellowship. Fun and frolic can be injected at most points of our meetings, and the fellowship is always prevalent and apparent. The use of an agenda, learning proper protocol, and conducting a meeting with dispatch enhances our great fraternity, reflects on the Grand Tall Cedar's planning, and certainly makes a lasting impression on the candidate(s).

d. Membership and Retention Committee should be reporting back through the Grand Tall Cedar to the District Deputy Supreme Tall Cedar.

e. Tall Cedar Foundation activities should be inserted where and as often as needed.

f. Special Affairs such as trips or football games should be planned well in advance of the calendar date.

g. Tall Cedar Week, which occurs during the week of March 18th, must have considerable advance planning.