

# COMMUNITY SERVICE AWARDS



- DeWitt Clinton Award
- Jacob Morton Award
- Grand Lodge Certificate of Appreciation For Excellence in Service to the Community

**Contains Award Requirements, Applications, Presentation Program Recommendations and Public Relations Materials and suggestions**

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# GENERAL

The Grand Lodge Award program for Excellence in Community Service is intended to recognize individuals and organizations, including Masonic related, for service to their respective communities.

The **DeWitt Clinton Award** is given to Non-Masons or Non-Masonic organizations that have demonstrated **exceptional** VOLUNTARY service to their community.

The **Jacob Morton Award** is given to Masons or Masonic Organizations under the same criteria as that for the Dewitt Clinton Award.

These two are the highest awards given by Grand Lodge and are intended to be given for truly outstanding service.

For those individuals and/or organizations, including Masons, who do not meet the highest criteria necessary for a DeWitt Clinton or Jacob Morton award, but who deserve recognition from Grand Lodge, the **Grand Lodge Certificate of Appreciation for Excellence In Service to the Community** has been established. This is a new award.

In general, the service rendered for all of the awards should **not** be related to that specified in the charter of an organization to which the Nominee belongs.

For example, the Lions Club gives vision services to needy persons in the community. That is what they are *supposed* to do under their charter and thus the local chapter or individual member would NOT be eligible for a DeWitt Clinton Award but would be eligible for other EXCEPTIONAL work that they do in the community. However, if their vision services work is noticeably above what is called for in their charter, they could be considered for the **Grand Lodge Certificate of Appreciation for Excellence In Service to the Community**.

Not many will pass the stringent requirements for a DeWitt Clinton or Jacob Morton award but many will, and should be, nominated for the Grand Lodge Certificate.

Nothing in this document should be construed as preventing a Lodge or District from giving an award to deserving community members or Masons who do not meet these requirements except that such awards can NOT refer to being from Grand Lodge. Should the Committee reject any nomination, it is strongly suggested that the Lodge or District give their own award. Such local awards are encouraged.

# DESCRIPTION OF AWARDS

## DeWitt Clinton Award

The **DeWitt Clinton Award** recognizes *exceptional* voluntary community service by non-Masonic organizations or individuals. Such service is to be one which exemplifies concern for the well-being of the community. The service provided should assist in freeing the community from concern affecting the safety and/or welfare of its citizens.

Nominations will not be considered for this award if the Community Service performed is in any way related to the nominee's current job description. In such cases, the nomination should be submitted for the Grand Lodge Certificate.

## Jacob Morton Award

The **Jacob Morton Award** recognizes *exceptional* voluntary community service by a Master Mason or a Master Mason Lodge. Such service is to be one which exemplifies concern for the well-being of the community. The service provided shall be one that assists in freeing the community from concern affecting the safety and/or welfare of the citizens and is of a nature that goes beyond what is expected of a Mason or Masonic organization.

Nominations will not be considered for this award if the Community Service performed is in any way related to the nominee's current job description. In such cases, the nomination should be submitted for the Grand Lodge Certificate.

## Grand Lodge Certificate of Appreciation For Excellence In Service to the Community

This award recognizes distinguished and/or outstanding voluntary service to the Community by members of the public, voluntary community organizations, Masons or Masonic Lodges above what is expected of them by the respective charters of any organization to which they belong although such service can be within the general auspices of the organization.

Samples of the Awards can be found in **Attachment IX**.

# NOMINATION PROCESS

1. A sample Nomination form is shown as **Attachment I** to this document. It may be photocopied in order to maintain a supply on hand or additional copies may be downloaded from the Grand Lodge web site. ([www.nymasons.org](http://www.nymasons.org))
2. All Nomination Forms must be signed by both the Master and Secretary of the Lodge with the Lodge Seal affixed then submitted to the District Deputy Grand Master (DDGM) for his review and recommended approval.
  - a. If the DDGM recommends that the award be approved he will sign the Nomination Form in the appropriate place and forward it to the Chairman of the Community Services Committee.
  - b. If the DDGM finds the nomination unwarranted he will return the Nomination Form to the Lodge explaining why it is being returned and what needs to be done to make the nomination acceptable.
3. The Nomination form and any supporting documents should be sent to the Chairman, Community Service Committee via the fastest manner possible. In order to expedite the approval process, it is permissible to convert the Nomination Form and supporting documents to a PDF file (**see Attachment X**) and email them to the Chairman. In such cases, an original nomination form bearing the proper raised Lodge seal must be mailed to the Chairman and must be received by him before a final decision is made.
4. Upon receipt of the Nomination Form from the DDGM the Chairman of the Community Services Committee will distribute a copy of the nomination to all committee members, normally via E-mail.
5. Each Community Services Committee member, after careful review will submit his vote to the Committee Chairman to either approve or disapprove the nomination.
6. The Chairman, after counting the votes will notify the DDGM and the Master of the Lodge as to whether the nominee has been approved to receive the award or disapproved. If the Committee disapproves the nomination, the appeal process as shown in **Attachment II** MUST be followed.
7. Upon confirmation that the award has been approved, the DDGM and/or Master of the Lodge may commence making plans for the presentation. See **Attachment VI** for suggestions

# BASIC GUIDELINES

## **Nominations will not be considered unless:**

1. The nomination is submitted on the approved Nomination Form contained with these instructions. Outdated Nomination Forms will be returned without action by the Committee.
2. The Nomination Form has been signed by:
  - a. The Master and Secretary of the Lodge and the Seal of the Lodge is affixed.
  - b. The DDGM recommending his approval.
3. The Committee is given a minimum of 30 days to review the nomination and, if approved, submit it to Grand Lodge for preparation of the appropriate certificate.

The Nomination Form properly sealed with the Lodge Seal and signatures, properly completed should be mailed to:

Jordan Kaplan  
Community Service Committee  
PO Box 281  
Glen Cove, NY 11542-0281

Note: Nomination Forms and documentation will be accepted via email however final approval will not be granted until the original signed and sealed Nomination Form is received by the Chairman, Community Service Committee.

For additional information, contact the Chairman by E-mail at:

[Jkappiano64@aol.com](mailto:Jkappiano64@aol.com)

## **AWARD PREPARATION**

**Upon confirmation that the award has been approved, the Chairman of the Community Services Committee will perform the following actions:**

1. Arrange for the Grand Secretary's office to prepare the appropriate certificate.
2. Review the certificate to ensure that it has been properly signed by both the Grand Master and Grand Secretary and that the Grand Lodge Seal has been affixed.
3. Sign the Certificate as the Community Service Committee Chairman.
4. Enclose the certificate and narrative of the DeWitt Clinton or Jacob Morton Biography if appropriate in a stiff backed envelope (to prevent folding), addressed to the Lodge Secretary or DDGM as appropriate. (In the case of the Grand Lodge Certificate of Appreciation for Excellence in Service to the Community there will, of course, be no biographies.)
5. Mail the envelope to the either the DDGM or Lodge Secretary.

# POST APPROVAL PROCESS

**Upon receipt of the envelope from the Chairman, Community Services Committee the DDGM or Lodge Secretary will:**

1. Review the contents to ensure that everything is correct and that both articles are enclosed. If not, the Chairman Community Service committee must be notified immediately.
2. Notify the Master of the Lodge that the certificate has been received.
3. The DDGM or Master of the Lodge will commence making plans for the presentation. Remember that it is the **HONOREE'S** function.
  - a. A presentation date should be established that is convenient for the Honoree.
    - 1) A Press Release should be issued (Attachments III through VI) as appropriate.
    - 2) Invitations should be given to the Honoree, his family and nearby Lodges.
    - 3) Local politicians and the clergy should be invited.
  - b. Catering should be arranged.
  - c. More detailed suggestions can be found **in Attachment VI.**

## **NOTE:**

1. The certificate should be placed in a properly matted frame prior to the presentation. The DeWitt Clinton, Jacob Morton and Grand Lodge Certificate of Appreciation for Excellence in Service to the Community awards are Grand Lodge awards and their presentation reflects upon the reputation of Grand Lodge and your Lodge, as well.
2. Copies of the DeWitt Clinton or Jacob Morton brochure, as appropriate, should be made, folded and handed out at the presentation. These are shown as **Attachment VII** for the DeWitt Clinton Award and **Attachment VIII** for the Jacob Morton Award.

# Attachment I



Grand Lodge of Free and Accepted Masons of the State of New York

## Community Services Committee

Nomination for:

- \_\_\_\_\_ DeWitt Clinton Award (Non-Masons or Non-Masonic Organizations Only)
- \_\_\_\_\_ Jacob Morton Award (Masons, Masonic Lodges or Districts Only)
- \_\_\_\_\_ Grand Lodge Certificate of Appreciation for Excellence In Service to the Community

The awards authorized by the Community Service Committee recognize distinguished or outstanding VOLUNTARY community service by an organization or individual whose actions exemplify a shared concern for the well-being of Mankind and a belief in the worldwide Brotherhood of Man. To qualify, the nominee must be distinguished for outstanding contributions of time, skills and/or financial support given freely toward truly significant endeavors in the interest of the community. Voluntary service which is undertaken in order to enhance a nominee's business interest will generally not be considered.

\_\_\_\_\_  
Name of the person or organization being nominated. Show the name as it is to appear on a certificate if approved.

If Masonic related, state the affiliation: \_\_\_\_\_ Brother Mason \_\_\_\_\_ Masonic Organization \_\_\_\_\_ Other Masonic Affiliation

**A complete narrative explaining why an award should be given MUST be attached.**

Submitting Lodge, Name and Number: \_\_\_\_\_

Secretary's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number and Email Address: \_\_\_\_\_

Secretary's Signature: \_\_\_\_\_ Master's Signature \_\_\_\_\_  
(Rubber stamped signatures will not be accepted)

District Deputy Grand Master's Approval: **Yes No**

District Deputy Grand Master's Signature \_\_\_\_\_

Lodge Seal

Mail to: RW Jordan I. Kaplan, Chairman  
Community Service Committee  
PO Box 281  
Glen Cove, NY 11542-0281

## Attachment II

### Community Service Committee Decision Appeal Process

Not all Nominations are approved therefore, it is mandatory that the DDGM or Master should not make any announcement pertaining to the presentation of the award until the Chairman notifies the DDGM or Master of the approval of the committee. A premature announcement of the award presentation may well cause embarrassment to the Grand Lodge, DDGM, Lodge, Brother Masons and especially the recipient.

Should a nomination not be approved or approved for the **Grand Lodge Certificate of Appreciation for Excellence in Service to the Community** instead of a **Dewitt Clinton Award** or **Jacob Morton award**, the decision of the Committee may be appealed **only** by using the following process *and in the strict order given*:

1. By the **Lodge Master** directly to the Chairman, Community Service Committee requesting reconsideration and supported by additional documentation. If the nomination is still rejected or the award status lowered and the Master wishes to appeal,
2. Then an appeal by the **DDGM** along with his statements giving the reasons for reconsideration will be accepted. If the status has not then changed,
3. Then to the **Chairman, Community Involvement Umbrella Committee** for his consideration. If the decision is still unchanged and the Lodge wishes to pursue, then to the,
4. **Senior Grand Warden** for his consideration. If still unchanged,
5. Then to the **Grand Master**.

# Attachment III Sample Press Release

(DeWitt Clinton Award)

## For Immediate Release:

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

Masons to give Award to \_\_\_\_\_  
(Name of recipient)

The \_\_\_\_\_ Lodge of Free & Accepted Masons in  
(Lodge Name)  
\_\_\_\_\_, has announced that they will present the  
(City / State)

## DeWitt Clinton Award to:

\_\_\_\_\_ of \_\_\_\_\_ in a ceremony to be held  
(Name of Recipient) (Recipient's organization)

on \_\_\_\_\_ at \_\_\_\_\_.  
(Date and time of ceremony) (Address of Ceremony)

DeWitt Clinton was the creator of the Erie Canal, Mayor of New York City, Governor of New York State and a noted Mason. The Award is given to volunteers who have made a notable contribution to the citizens of their community. It is the highest award given by the Grand Lodge of Free and Accepted Masons of the State of New York for voluntary community service.

\_\_\_\_\_ is being recognized for his/her \_\_\_\_\_  
(Recipient's Name)

\_\_\_\_\_  
(Short description of what this person has done.)

The public is invited to attend this ceremony. Light refreshments will be served.

For more information about this ceremony or Masonry in the community,

Contact \_\_\_\_\_. (Insert local contact info)

# Attachment IV Sample Press Release

(Jacob Morton Award)

## For Immediate Release:

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

Masons to give Award to \_\_\_\_\_  
(Name of recipient)

The \_\_\_\_\_ Lodge of Free & Accepted Masons in  
(Lodge Name)  
\_\_\_\_\_, has announced that they will present the  
(City / State)

## Jacob Morton Award to:

\_\_\_\_\_ of \_\_\_\_\_ in a ceremony to be held  
(Name of Recipient) (Recipient's organization)

on \_\_\_\_\_ at \_\_\_\_\_.  
(Date and time of ceremony) (Address of Ceremony)

Jacob Morton was an early Nineteenth Century Grand Master of Masons who did much to develop Masonry into the brotherhood that exists now.

The Award is given to Masons who have made a notable voluntary contribution to the citizens of their community. It is the highest award given by the Grand Lodge of Free and Accepted Masons of the State of New York for voluntary community service.

\_\_\_\_\_ is being recognized for his/her \_\_\_\_\_  
(Recipient's Name)

\_\_\_\_\_  
\_\_\_\_\_  
(Short description of what this person has done.)

The public is invited to attend this ceremony. Light refreshments will be served.

For more information about this ceremony or Masonry in the community,

Contact \_\_\_\_\_. (Insert local contact info)

## Attachment V

### Sample Press Release

(If issued after the event)

FOR IMMEDIATE RELEASE

Contact: Name of your contact  
Phone: His telephone number

Masons of \_\_\_\_\_  
Lodge of District)

\_\_\_\_\_  
(Your City – Current Date)

Masons from the **(name of your District or Lodge)** held their annual Awards Ceremony on **(date)** at **(name and address of the lodge building or other venue)** to express their appreciation to members of the community and deserving Masons who have exemplified the tenets of Free Masonry – voluntary service to the community and mankind. The **(name or District of Lodge)** is composed of Masons from **(name the territory)**.

Present at the awards ceremony **was (were) (notables from the community, politicians, and clergy)**.

Other awards were given to **(names of honorees, titles of awards and reasons the Awards were given.)**

The ceremony was presided over by **(DDGM's or Master's name)** and had **(number in attendance)** members of the public and Masons in attendance who heartily applauded the service given by these very deserving servants of our community.

The Masons of **(use same name of Lodge or District as above)** enjoy this annual event which allows them to recognize volunteers in the area who make a difference on a daily basis.

#### NOTES:

- a. This Press Release should always be double spaced.
- b. The Contact name and telephone number is usually, but not always, the Lodge Secretary.

## **Attachment VI**

# **Sample Presentation Program**

Any award program should be held in a Public meeting and should be designed to maximize favorable publicity for Masonry. In this regard, Lodges and/or Districts should consider some or all of the following guidelines. While it is recognized that travel distances may be prohibitive. It must be remembered that award ceremonies are an ideal event in which to get favorable publicity.

1. Each Lodge and/or District should have a designated experienced Mason responsible for the coordination of award ceremonies as the publicity derived through these functions is invaluable.
2. It is suggested that, wherever possible, award presentations be held at a public meeting, on a weekend, and en masse for the District for maximum attendance. Of course, local modifications to these suggestions will probably be necessary. Not all of these suggestions will pertain to all Lodges or Districts.
  - a. Designate a District or Lodge Award Program Chairman.
  - b. No information is to be released until approval of the award is received from the Community Service Committee.
  - c. Invite the honoree's family and the others identified by the honoree.
  - d. Invite all officers and brothers. Pack the house with Masons. This is your chance to show Masonry to the general public.
  - e. Invite the local press WITH their photographer. Newspapers often do not want photographs taken by other than their own photographers.
  - f. All Masons are to wear the apron and jewel of their highest office.
  - g. "Special" Masonic public rituals should be explained such as the titles, Grand Honors and gavel instructions.(see public installation booklet)
  - h. Make it clear that this is an ANNUAL event even though this may be the first one held.
  - i. Explain who DeWitt Clinton or Jacob Morton was in their capacity as Americans and Masons. For the Grand Lodge Certificate of Appreciation for Excellence in Service to the Community it should be explained that this award, given by Grand Lodge is a high and distinct honor.
3. Recognizing that geography may prohibit a District-wide ceremony, in those cases, attempts should be made to band several Lodges together for the ceremony but under the auspices of the District Chairman in order to maintain continuity.

4. Be careful to never use Masonic jargon. As an example, the general public does not know what a “jewel” is. If asked, it is an emblem of the brother’s office.
5. Be sure to have PETITIONS readily available. Have Masonic brochures readily available as you would for Brother Bring a Friend Night. If you have such a night scheduled, be sure to mention it.
6. After the function is held, be sure to issue a post-function Press Release, **Attachment V**. Many local newspapers want these to be hand delivered.

## Attachment VII

### DeWitt Clinton Biography



DeWitt Clinton (March 2, 1769 – February 11, 1828) was an early American politician. Born in Little Britain, New York (near Newburgh), the son of James Clinton, he was educated at what is now Columbia University. He became the Secretary to his uncle, George Clinton, who was the Governor of New York. Soon after, he became a member of the Anti-Federalist Party. DeWitt Clinton was a member of the New York State Legislature from 1797 until 1802. He then became elected to the U. S. Senate. Unhappy with living conditions in newly built Washington, D. C., he resigned his Senate seat in 1803 to become the Mayor of New York City. He served in that capacity from 1803-1807, 1808-1810 and 1811-1815.

Clinton was Grand Master of Masons of the State of New York from 1806 to 1819 serving as Grand Master longer than any other Mason.

In 1812 Clinton ran for President of the United States as a candidate of the Federalists and anti-war Republicans. He was defeated by James Madison.

Clinton was able to accomplish many things as a leader in civic and State affairs, such as improving the New York public school system, encouraging steam navigation and modifying the laws governing criminals and debtors.

In 1817, DeWitt Clinton became the Governor of New York until 1823. While governor he was largely responsible for the creation of the Erie Canal. He imagined a Canal from Buffalo to Albany, a distance of nearly 400 miles. In 1817 he persuaded state law makers to provide 700 million dollars for the construction of a canal 363 miles long and 40 feet wide, and 4 feet deep.

In 1825, when the Erie Canal was finished, Governor DeWitt Clinton opened it, sailing in the packet boat Seneca Chief along the Canal into Buffalo. After sailing from the mouth of Lake Erie to New York City, he emptied two casks of water from Lake Erie into New

York Harbor celebrating the first connection of waters from east to west in the ceremonial "Wedding of the Waters."

The Erie Canal played a big role in New York and made boomtowns out of Buffalo, Rochester, Syracuse, Rome, Utica and Schenectady. It made an immense contribution to the wealth and importance of New York City and New York State. Nevertheless, its impact went much further-as it increased trade throughout the nation by opening eastern markets to Midwest farm products and encouraged Western immigration.

Clinton died at the age of 59 and was interred in the Greenwood Cemetery in Brooklyn, New York.

**[follows: Clinton summary for program cover, etc]**

DeWitt Clinton  
New York State Legislature, 1797-1802  
United States Senator, 1802-1803  
Mayor of the City of New York, 1803-1815  
Governor of New York State, 1817-1828  
Grand Master of Masons in the State of New York, 1806-1819

**[follows: blurb for award letter/presentation]**

DeWitt Clinton (1769-1828) was a man who dedicated his life to service, both as a political leader in the early days of New York State, and in his tenure as Grand Master of Masons from 1806-1819. Clinton's political service included the establishment of public education; the advocacy of the abolition of slavery; and support of programs that encouraged application of new technologies, notably steam navigation and the creation of the Erie Canal System. The Dewitt Clinton award is presented to people outside the Masonic world whose activities in community service demonstrate principles and practices held in high esteem by Freemasons, as embodied by the example set by our Brother, Dewitt Clinton.

## Attachment IX Jacob Morton Biography



Jacob Morton was born in 1756 to a family of New York's mercantile class. He received his Master of Arts from Princeton in 1778. He became clerk of the Common Council and later Inspector of Health. He was major general of the 1<sup>st</sup> Division, N.Y. militia for 30 years, and served as an officer in the American Revolution. Washington and Lafayette were frequent visitors to his home in lower Manhattan.

Morton was raised in St. John's Lodge, New York, sometime before 1779. He became Master of that Lodge in 1788. Grand Master Livingston appointed him Grand Secretary in that same year, and Morton served three years in that capacity. In 1789, he was marshal of the parade at the installation of George Washington as President of the United States, and stood alongside Grand Master Robert R Livingston as the oath of inauguration was sworn on the Bible of St. John's Lodge. Morton was elected Senior Grand Warden in 1792 and Deputy Grand Master in 1795 - a position he held for six years. When Livingston became minister to France in 1801, Morton succeeded him as Grand Master of the Grand Lodge of the State of New York and served until 1805, when he was succeeded by Grand Master DeWitt Clinton. Clinton and Morton remained strong allies in Masonry and in public life. They worked together to establish the first free school in 1806, and Morton supported DeWitt Clinton in the efforts to construct the Erie Canal.

The first of several distinctive historical phases into which the first 150 years of the Grand Lodge of the State of New York may appropriately be divided was an era of construction, beginning in 1781 and ending in 1820 or shortly thereafter. This period of almost forty years witnessed the laying of those broad and deep foundations on which New York Masonry has been building ever since and on which it securely rests today. Except for William Cook, who served merely through the preliminary stages of organization, the Craft throughout New York State had, during all that time, but three Grand Masters - Chancellor Livingston, Jacob Morton and DeWitt Clinton.

General Morton was first of a long line of Grand Masters who have attained - who have been required to attain - the highest office by virtue of persistent and successful labor in the everyday tasks. As Deputy Grand Master under Livingston, for six years he performed innumerable duties of the Grand Mastership itself; this was simply because his illustrious superior officer was unable to give them personal attention. Afterward he served for five years as Grand Master, in name as well as in fact. Thus for more than a decade, when navigation was peculiarly hazardous and difficult, General Morton's hand was on the helm.

Morton's primary success as Grand Master came in working to incorporate the "country" lodges - those lodges located outside of New York City - in the workings of the Grand Lodge and in Masonry across the state. Morton insisted on the attendance of proxies from the country lodges at the quarterly communications of the Grand Lodge, and he

suggested the appointment of "Inspectors," a role later to be fulfilled by District Deputies, to maintain open communication between the Grand Lodge that was located in the city and lodges across the state.

Inclusiveness, communication and dedication to service to his fellow Masons and to the communities they serve were watch words for our Brother's life.

Jacob Morton died in December of 1836.

**[follows: Morton summary for program cover, etc]**

Jacob Morton

Master, St. John's Lodge No. 1, 1788

Grand Secretary, Grand Lodge of New York, 1788-1792

Marshal of the Day, Inaugural Parade for George Washington, 1789

Senior Grand Warden, Grand Lodge of New York, 1792-1795

Deputy Grand Master, Grand Lodge of New York, 1795-1801

Grand Master of Masons in the State of New York, 1801-1805

# DeWitt Clinton Masonic Award for Community Service

PRESENTED TO

**Angelo Catalano, Chair**

*Francis X. Pendi Nassau County  
Firefighters Museum and Education Center*

*in recognition of outstanding service to the community  
which exemplifies the ancient Masonic teachings of concern  
for the well-being of Mankind and of belief in the  
worldwide brotherhood of Man.*

*Given under the Seal of the Grand Lodge*

*Grand Master of Masons in the State of New York*

*Deputy Grand Master*

*Grand Secretary*



*A Distinguished Community Leader  
Mayor, City of N.Y.; N.Y. State Regent -  
N.Y. State Legislator - Governor of N.Y.  
and U.S. Senator.*

GRAND MASTER OF MASONS IN THE STATE OF NEW YORK  
1806-1819



March 11, 2007

# Jacob Morton Masonic Award for Community Service

Presented to:

**John H. Smith**

*In recognition of outstanding service to the community  
which exemplifies the ancient Masonic teachings of concern  
for the well-being of Mankind and of belief in the  
worldwide brotherhood of Man.*

*In testimony whereof, we have affixed  
our signatures and the Grand Lodge Seal.*



*A Distinguished Community Leader*  
GRAND MASTER  
1801 - 1806

*Master St. John's Lodge, No.1*  
1788 - 1789

*Grand Secretary*  
1788 - 1791

*Senior-Grand Warden*  
1792 - 1794

*Deputy-Grand Master*  
1795 - 1801



*Grand Master of Masons in the State of New York*

*Chairman*

*Grand Secretary*

*March 11, 2007*

# *Grand Lodge Certificate of Appreciation*

*for Excellence in Service to the Community*

*presented to:*

**John S. Smith**

*in recognition of exceptional service to the community  
which exemplifies the ancient Masonic teachings of concern  
for the well-being of Mankind and of belief in the  
Worldwide brotherhood of Man.*

*In testimony whereof, we have affixed our signatures and the Grand Lodge seal.*

*Chairman*

*Date*

*Grand Master of Masons in the State of New York*

*Grand Secretary*



## Attachment X

PDF maker programs can be downloaded from the following sites:

<http://www.win2pdf.com/> (Free)

<http://www.pdf995.com/> (Free)

<http://www-pdfcreator.com/> (A charge of approximately \$30.00 but the best and easiest to use)

In general, these programs place an additional option in your Printer dialogue box allowing you to either print the document to your printer or to “print” it to a PDF file.

In the case of supporting documents that you prepare with your Word Processing program (usually Microsoft Word), when you key on “File” then “Print” in Microsoft Word the dialogue box allows you to either print to an actual printer or “print” to a PDF file. If you select PDF, you are actually creating a PDF document which you would then save as such in addition to saving the document as a DOC file in Microsoft Word. You then would have two documents – a PDF file and a Word document. When you append the PDF file as an attachment to your email, the recipient can NOT make changes to it.

This process can also be used for the Nomination form. In this case, you would scan the form and save it as a JPG file. Then open the JPG file and print it. The dialogue box will then allow you to “print” it to a PDF file.

These two PDF files can then be appended to an email addressed to the Chairman, Community Services Committee and sent to him and the nomination will be considered as long as the Chairman subsequently receives the original documents via mail.