**Requesting and Presenting the Ritualist, Proficiency and Emeritus Awards**

Qualification:

* Brethren qualified prior to June 2015; the District Lecturer (DL) identifies individuals that are currently qualified to receive each award.
* Brethren qualifying after June 2015; an individual must be a Brother in good standing and meet the requirements outlined on the Proficiency Passport for each new or subsequent degree. A completed Proficiency passport form must be submitted with requests.

Requesting and Processing Awards:

* All requests must be from the District Lecturer, approved by the Grand Lecturer, and sent to Grand Lodge for processing.
* Approved request forms:
	+ For the initial request, the DL may complete the Group Ritual Award Request document for his entire district.
	+ After the initial request, the DL must do individual requests using the Ritual Award Request form
* All Ritual Award Requests are approved by the Grand Lecturer and submitted to the MWGM and Grand Secretary
* Recipients have the proper notation made on their MORI record
* Award items, proper neck ribbon and medallion (1st award only) are issued to the District Lecturer or GL Officer that will preside over the presentation.

Presentation Venues:

* Presented at special gatherings of Masons to include Schools of Instruction, District Meetings, Annual Degree Competition, and Annual Communications.

Presenters:

* A Grand Lodge Officer or District Lecturer should preside over the award presentation.
* Any Grand Lodge Officer or District Lecturer can present the award.
* At the request of the recipient, the presiding officer may allow the award to be presented by a family member (in a non-tiled meeting) or another Mason.

Award Presentation:

* Recipients are identified and asked to be present at the appropriate venue
* Following the opening of the event, the recipients are recognized and asked to come to the front of the room or other place of prominence.
* A brief description of the award is given.
* The citation is read.
* The award(s) are presented
* The Recipient(s) are congratulated on their awards.
* Recipients return to their seat and the event continues.
* If multiple awards are presented at the same setting, they should be grouped by precedence; i.e. single degree Ritualists first, multiple degree ritualist second, Proficiency Men, then Emeritus Awards.
* For group presentations, the citation is read once for each group, each recipient is called by name and receives their award, applause is held until the last award is given for a group.
* At the discretion of the presenter, awards may be given individually and the citation read for each recipient.
* Whenever possible the presenter should personalize the presentation and call attention to special circumstances and achievement. E.g. Br Smith has been a Proficiency Man for over 20 years.
* Whenever possible Emeritus awards should be done at the Annual Communications and presented by the MWGM.

Samples of printed certificates are available in the District Lecturer repository. These can be printed and presented locally if desired. Upon request, Grand Lodge will print and provide a signed certificate for Emeritus Proficiency Men. Since these certificates are signed by the Grand Master, requests should be submitted at least 30-45 days in advance of the planned presentation date.

Sample Citations:

Ritualist Award:

To all who see these presents, greetings. In recognition of his dedication to the Craft and demonstrated mastery of our ritual, the Grand Lodge of Wisconsin hereby awards the Ritualist Award in the (Entered Apprentice/Fellowcraft/Master Mason) degree(s) to Brother (Full Name). Brother (name) this medallion and ribbon are symbols of ritualistic proficiency and reflect the highest standards of excellence. It identifies you as a learned expositor, teacher and mentor. Your attainment of this award is a testament to your fortitude and the effort you have put forth in service to our gentle craft. It sets the example for others to emulate.  This award reflects great credit upon yourself, your Lodge and Freemasons in the State of Wisconsin.  It is with great pride and heartfelt thanks that we present this award to you. You are authorized and encouraged to wear this award at all lodge functions and events.  Congratulations Brother (name) on this monumental achievement.

Proficiency Man Award:

To all who see these presents, greetings. In recognition of his dedication to the Craft and demonstrated mastery in all aspect of our ritual, the Grand Lodge of Wisconsin hereby awards the Proficiency Award to Brother (Full Name). Brother (name) this medallion and ribbon are symbols of ritualistic proficiency and reflect the highest standards of excellence. It identifies you as a learned expositor, teacher and mentor. Your attainment of this award is a testament to your fortitude and the substantial effort you have put forth in service to our gentle craft. It sets the example for others to emulate.  This award reflects great credit upon yourself, your Lodge and Freemasons in the State of Wisconsin.  It is with great pride and heartfelt thanks that we present this award to you. You are authorized and encouraged to wear this award at all lodge functions and events.  Congratulations Brother (name) on this monumental achievement.

Emeritus Proficiency Awards:

To all who see these presents, greetings. In recognition of his long standing dedication to the Craft and demonstrated mastery in all aspects of our ritual, the Grand Lodge of Wisconsin hereby awards the Emeritus Proficiency Award to Brother (Full Name) and recognizes him as a lifetime Proficiency Man. Brother (name) this medallion and ribbon are symbols of ritualistic proficiency and reflect the highest standards of excellence.  It identifies you as a learned expositor, teacher and mentor. The attainment of this award is a testament to your fortitude and the substantial effort you have put forth in service to our gentle craft. It sets the example for others to emulate.  This award reflects great credit upon yourself, your Lodge and Freemasons in the State of Wisconsin.  It is with great pride and heartfelt thanks that we present this award to you.  You are authorized and encouraged to wear this prestigious award at all lodge functions and events.  Congratulations Brother (name) on this monumental achievement.