

JOSEPH WARREN DISTINGUISHED SERVICE MEDAL

As Master, it is your privilege and pleasure to recommend a Brother of your Lodge to receive the Distinguished Service Award. It is your responsibility to make sure that any worthy Brother of your Lodge is recommended for this Award. The recommendation of any Brother for this award is solely your responsibility; it can not be delegated to the Secretary or a Past Master.

This Recommendation is a PRIVATE letter to the Grand Master. No other Brother may be aware of this recommendation, particularly the prospective recipient of this award. Failure to adhere to this confidentiality has led the recommendation not to be granted.

- This award is given for exemplary service and distinguished service to the Fraternity, the community AND the member's house of worship. The Distinguished Service Medal should never be taken lightly. If it becomes commonplace or watered-down, it will lose its significance. The recipient of the Joseph Warren Medal must be considered truly deserving! The confidential letter to the Grand Master should outline the specifics of the nominee's contributions:
 - Lodge (BE SURE of his Masonic Record!!)
 - Other Masonic Bodies (*e.g.*, Grand Lodge, York Rite, Scottish Rite, Shrine, *etc.*)
 - Any involvement in DeMolay and/or Rainbow

- Church / Mosque / Synagogue or other house of worship
- Community efforts (*e.g.* elected or appointive office, youth programs, Rotary)

The SIMPLEST rule of thumb is to provide as much information as possible so that Brethren who may not know the nominee as well as your Lodge does can reach an agreement with your assessment of his contributions to the Fraternity. Sometimes your request will be down-graded from the Distinguished Service Medal to a Certificate of Merit if there is not enough justification.

The District Deputy Grand Master will be required by the Grand Master to offer a confidential recommendation on the award of this medal. Therefore, before sending the nomination to the Grand Master, the Lodge Master may consider requesting the District Deputy Grand Master to review the nomination. The District Deputy may be able to offer suggestions that would strengthen the presentation of the nomination.

Once you have submitted your letter of recommendation to the Grand Master, NEVER follow up on the status of the possible medal presentation.

Your District Deputy Grand Master will advise you if he is in receipt of the Distinguished Service Medal. If granted, the family can be contacted so that the presentation can be made with his family and friends present.



JOSEPH WARREN DISTINGUISHED SERVICE MEDAL

Sample Letter of Recommendation

M.W. Tubal Cain, Grand Master
186 Tremont Street
Boston, MA 02111

Dear Brother Cain:

As Master of Hiram Lodge, A.F. & A.M., I am pleased to nominate Bro. Hiram A. Biff to receive the Distinguished Service Medal by our Grand Lodge. No other person is aware of this recommendation to you.

Bro. Biff has been an exemplary Mason to every member of Hiram Lodge. Bro. Biff has not presided in the East of our Lodge because he is content to, as he says, "spread the Light of Freemasonry into our Community of Tyre." Bro. Biff has gone above and beyond the call of duty in operating our Hospital Equipment program. Bro. Biff has frequently given of his time to bring hospital equipment to the needy of our community at virtually all hours of the day.

Bro. Biff has not limited his Masonic contributions to our hospital equipment program. He has organized a monthly community supper open to all in Tyre. These suppers are of no charge to the attendees. He is also an active player with the local chapter of the American Red Cross and serves as our Blood Chairman organizing Town Blood Drives with Town Hall. He also serves as a Deacon in his Church. Bro. Biff has visited each and every Brother in the hospitals in our area for the past 22 years. Bro. Biff has effectively served as our Lodge's ambassador to the community of Tyre for 22 years, ever since he was raised on June 1, 1977.

Bro. Biff maintains strong contacts with our widows. He coordinates the members into shoveling teams that will clear the driveways and walkways of our widows. Bro. Biff has recently begun to organize a Hiram Lodge scholarship program that will recognize outstanding students and the "Teacher of the Year." I hope that you will recognize Bro. Hiram A. Biff with the Joseph Warren Medal for Distinguished Service.

Fraternally,

Solomon, House of David
Master