

the Double Eagle

THE VALLEY OF PHILADELPHIA



the Scottish Rite of Freemasonry



in the Cradle of Liberty since 1857

Honorable Mention- "Brother Franklin Award" – 2005-06-11-13

October 2019

Fall Reunion Opening Meeting Master Traveler, 4° & Master of the Ninth Arch, 13° Friday, October 18, 2019

Our 2019 Fall Class Honoree:

Ill. Jeffrey S. Greene, 33°

Past Most Wise Master & Past Commander in Chief

The Valley of Philadelphia is both pleased and proud to name our 2019 Fall Class in honor our Illustrious Brother Jeffrey S. Greene, 33°, Past Commander in Chief.

Jeffrey Scott Greene was born in Philadelphia on October 30, 1954 to Robert R. and Sarah L. (Adams) Greene. He is a graduate of Olney High School and furthered his education at Temple University from which he earned a Bachelors of Music Education. He also earned a Masters of Homeland Security from Saint Joseph's University.

Jeff and Lady Maureen reside in Philadelphia and are the parents of a son, David. He is a retired Philadelphia Police Officer.

Our Class Honoree is a member and Past Master of Joseph H. Brown Lodge No. 751. He served his Lodge as Worshipful Master in 1996 & 1997. He is a dual member of Hackenburg-Mt. Moriah Lodge No. 19.

Illustrious Bro. Jeff served the Grand Lodge of Pennsylvania as a District Deputy Grand Master from 1998-2003 and as an Aide to the Right Worshipful Grand Master. He is also a Vice President Emeritus of the Pennsylvania Masonic Foundation for Children.



In the Scottish Rite, he was a member of the Valley's Spring Class of 1991. He served Kilwinning Chapter of Rose Croix, 18° as Most Wise Master in 2012-13. Due to the untimely passing of Ill. Clayton H. Melson, 33° MSA, while in office, Bro. Greene, then First Lieutenant Commander ascended to acting Commander in Chief. He was elected to that office at the preceding Annual Meeting and served

as Commander in Chief of Benjamin Franklin Consistory, 32°, 2017-2019. Our Illustrious Brother still serves the Valley of Philadelphia as a member of Finance Committee and as Chairman of the Scholarship Committee

He was coroneted a Sovereign Grand Inspector General, 33° Honorary Member of the Supreme Council at the Annual Session of the Supreme Council held at Cleveland, Ohio in 2012. In May of this year he was awarded with the Daniel D. Tompkins Award for Distinguished Service from the Supreme Council.

In the York Rite, Jeff was exalted in Melita Royal Arch Chapter No. 284. The Chapter has since merged and is now known as Temple Melita Royal Arch Chapter No. 183. He was greeted in Joppa Council No. 46 Royal & Select Master Masons and knighted in Mary Commandery No. 36. He is also a member of Girard Mark Lodge No. 214.

His other Masonic memberships include LuLu Shriners of which he is a Past President of the Northeast Shrine Club, the Pennsylvania Masonic Shield & Square Club of which he is also a Past President.

Congratulations Ill. Jeff on this distinguished honor!

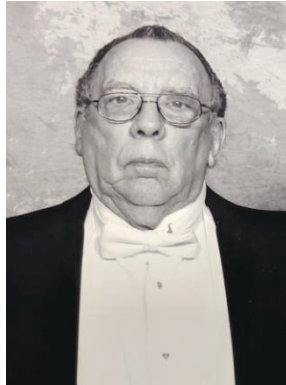
Not Just Masons, Scottish Rite Masons

IN MEMORIAM
ILL. RAYMOND R. BARKER SR., 33° MSA

The Valley of Philadelphia is sad to announce the passing of Ill. Raymond R. Barker Sr., 33° MSA, Past Most Wise Master. Illustrious Brother Barker passed on August 6, 2019.

Raymond Robert Barker was born on August 28, 1928 in Philadelphia to Raymond D. and Florence (Schweneeman) Barker. Our Brother was a graduate of Sharon Hill High School and attended Temple University.

Illustrious Bro. Ray resided at the Masonic Village at Lafayette Hill with his wife, Pat. They are the parents of four children; sons Edward, Franklin and Raymond Jr. and daughter, Florence. They have eight grandchildren and several great grandchildren. Our Illustrious Brother was a member of St. Clements Episcopal Church of Philadelphia.



Our Brother made his living as a transmission supervisor for news radio station, KYW-AM 1060. If you were ever an avid listener you've no doubt heard, 'and our engineer is Ray Barker.' Following his retirement he joined the staff of the Grand Lodge of Pennsylvania F.&A.M.

Bro. Raymond was made a Mason in 1949 in Robert A. Lamberton Lodge No. 487. He served the Lodge as Worshipful Master in 1978 and 1979 and as Secretary for many years. He also served several local Lodges as their Tiler.

He completed the Degrees of the Ancient Accepted Scottish Rite in the Valley of Philadelphia in the Fall of 1979. He served as Most Wise Master of Kilwinning Chapter of Rose Croix, 18° in 1987-88 and in the appointed line of Benjamin Franklin Consistory, 32° as Master of Ceremonies. Bro. Barker received the Meritorious Service Award at the 1997 Annual Convocation of the Pennsylvania Council of Deliberation. He was coroneted an Honorary Member of the Supreme Council, 33° in 2005 at Grand Rapids, Michigan. The Valley's Fall Class of 2008 was named in his honor.

In the York Rite, Raymond was exalted in Columbia Royal Arch Chapter No. 91 in 1951. He served his Chapter as Most Excellent High Priest in 1998 and as Secretary from 1999 to 2001. He was greeted in Philadelphia Council No. 11, R.&S.M.M. in 1952 and later transferred his membership to Joppa Council No. 46, where he served as Thrice Illustrious Master in 1996-1997. Sir Knight Barker was knighted in Mary Commandery No. 36, Knights Templar in 1951 and served the Commandery as Eminent Commander in 1983 and 1986. He was also Mary's Recorder for many years.

Bro. Barker was a member and Past Master of Girard Mark Lodge No. 214. He was a Past Sovereign of Philadelphia Conclave, Red Cross of Constantine, a member of Philadelphia Priory No. 12, Knights of the York Cross of Honor and the Royal Order of Scotland.

Our Illustrious Brother will be warmly remembered and sadly missed.

IN MEMORIAM
*Farewell My Brother,
You've gone to meet your God.*

Thomas J. Jardine
Fall Class 1985
Past Thrice Potent Master 1991-92

Stanley P. Polekoff, MSA
Affiliated 2010
Past Thrice Potent Master 1976-77
Past Commander-in-Chief, 1980

Elmer H. Booz, Jr.
Spring Class 1998

Benjamin F. Brooks
Spring Class 1956

Richard B. Corbit Sr.
Spring Class 1980

John R. Davis
Fall Class 1966

I. Milo Eisenhart
Fall Class 1995

Edward W. Frederick
Spring Class 1990

Richard J. Ruggeri
Affiliated 2014

Edward B. Russell
Spring Class 1949

James M. Sienkiewicz
Fall Class 1997

Edwin W. White
Spring Class 1975

Charles T. Williams
Spring Class 1969





We've heard and seen the advertisements all over the Northern Masonic Jurisdiction from our Supreme Council, "*Not Just a Mason, a Mason.*" It's catchy. It's exciting and reminds each and every one of us of the pride and commitment we feel in our hearts and souls to be members of the Masonic family.

Moreover, it is not just being a Mason that fulfills our lives, but it's being a Scottish Rite Mason, particularly in the Valley of Philadelphia! What a fantastic time to be part of "our Valley's family." And we ARE a family. We care for, look after and support each other. What an incredible feeling of Brotherhood and assurance.

Welcome to the kick-off Reunion for our Fall 2019 Class! To our new Scottish Rite members in this class – we are very excited to have YOU amongst us!! Enjoy the degrees and their symbolism, the multitude of events and the fellowship in our Valley. To our existing Valley of Philadelphia members; welcome back! It's always great to see and be with each of you. We will be conferring two degrees at this Reunion, the 4° and the 13°. The Lodge of Perfection officers are also working on refining the 14°; Grand Elect Mason, which we will be performing in November.

We have many exciting events coming up in the next few months and this Scottish Rite year; so please watch for advertisements in our Double Eagle magazine, our Valley's website and popular social media pages. We would be honored to have each of you join us! Please share our incredible organization with your friends and Brothers in your Lodges and appendant bodies.

The Valley of Philadelphia will also be assisting in hosting a special charity outreach during months of October and November by partnering with **Philabundance** to help those in need. Please watch for the announcements on our website and social media and food collection stations in the Masonic Temple.

As we say, the Valley of Philadelphia Scottish Rite is Pennsylvania Freemasonry's Best Experience. We really mean it. Embrace everything we have to offer.

I look forward to seeing each of you all at our Reunions and upcoming events!

Sincerely and fraternally yours,

Rick S. Freedman, 33°
Thrice Potent Master



I hope everyone had a safe and happy Summer. Wow – since our last Reunion, it was a busy and exciting time for the Valley of Philadelphia!

The summer started with the Council of Deliberation meeting, and our Valley receiving two awards. The Valley won both the Ill. Orville Kimmel, 33° Award for highest percentage of new members for the year and the Deputy's Award for the highest attendance (by membership). Brothers Kenneth Shinn, 32° and Frank Lorine, 32° were announced to receive the Meritorious Service Award (MSA) in 2020, while Brothers Nicholas Vettese, 32° and Mark O'Fee, 32° received their MSA's at the banquet. The HGA video of the "Introduction to the Valley," which was written by Brother Lawrence Hicks, 32° and starred members of the Valley, was also premiered at the banquet. The pinnacle of the event was a talk by Congressional Medal of Honor recipient and Illustrious Sammy L. Davis, 33°, and was followed by him personally presenting the new Defender of Peace and Freedom pin to the veterans (including those from the Valley) at the banquet. I will be presenting the pin to Valley veterans at the November Reunion.

The summer excitement continued with the Valley's Annual Family Picnic. It was held at Mermaid Lake for the first time and was a huge success. Our thanks to all the DeJoinville Council, Princes of Jerusalem for their hard work in providing us a wonderful afternoon of brotherhood and great food. We all owe a huge "Well Done" to the Sovereign Prince, Joseph Calabrese, 32° MSA.

The Supreme Council also met this summer in Milwaukee. Along with the 33° candidates and their wives, I wanted to thank all the Illustrious Brothers and their wives that traveled to attend the General Meeting and the conferral of the 33°. I want to congratulate our new Illustrious Brothers Yasser Al-Khatib, 33° MSA, Norman Greene, 33° MSA, Douglass Hocker, 33°, Jon Solheim, 33° and Thomas Wible, 33° MSA. I also want to congratulate Illustrious Yasser Al-Khatib, 33° MSA on receiving the Sovereign Grand Commander's Medal of Distinguished Service in recognition of his co-founding of the Hauts Grades Academy. Finally, we all should congratulate our own Illustrious Brother Robert J. Bateman, 33° RWPGM for being appointed the new Supreme Council Deputy for the State of Pennsylvania.

The summer concluded with our Secretary sending you all our first "Summer Newsletter." I know many of you were surprised and confused when it did not look like a Double Eagle. It is part of our effort to find more efficient and effective means to communicate with you, the membership.

By the time you have received this Double Eagle, we will have already held our Valley Officer's Training Seminar. At the seminar I presented my Vision and Focus Areas for the Officers of the Valley. Here is a summary of some of what I presented:

Continued →

Our Priorities:

- “Make our Valley an organization that people WANT to be a part of”
- “Be the BEST VALLEY, by learning from others”
- “Commit to be the BEST MASONS- to each other and the community
- “Investment in the future of our Valley”

Initiative Areas:

- Strengthen Membership Retention and Development
- Expand Degree Programs
- Make Masonic Education one of our cornerstones
- Improve the effectiveness of Valley Communications
- Focus the Charity and Almoner Programs
- Revitalize the Family Life Program

The leadership is committed to the success of the Valley of Philadelphia, but here is what we NEED YOU TO DO-

- VOLUNTEER to be a part of the Valley! Join a degree team, stage crew, wardrobe committee or a Line sponsored charity event.
- BECOME A LODGE AMBASSADOR! We will help you be a success at promoting Scottish Rite Masonry and the Valley at your Lodge.
- UPDATE YOUR PROFILE on the NMJ Website! We can't communicate with you if we have bad contact info.
- TALK TO US! Your Commander in Chief, 1st Lt. Commander, the 2nd Lt. Commander and the Line Officers want to hear your feedback and ideas.

How do you figure out how to do some of those things?- ASK me, ask one of the Officers or CALL THE VALLEY SECRETARY.

I am truly looking forward to my term as your Commander in Chief and making you proud to be a member of the Valley of Philadelphia.

Sincerely and Fraternaly,
Ill. Gerard (Gerry) Sealy, 33°
Commander in Chief



Ladies of the Valley

What Would It Have Been Like To Be A Suffragist in 1919 And Fighting For Your Right To Vote?

Come to the Valley's October Reunion and hear Alice Paul, suffragist and women's activist, recount her efforts to that led to the successful adoption of the 19th Amendment to Constitution in 1920. She endured hunger strikes and incarceration to fight for your right to vote. Later she drafted and introduced the Equal Rights Amendment in 1923, which has been re-introduced to Congress at every session since 1982-perhaps she will inspire you to question, "Why it has never gotten out of Committee?"

Meeting Notice
Friday, October 18, 2019

Philadelphia Lodge of Perfection, 14°
Ill. Rick S. Freedman, 33°
Thrice Potent Master



The Evening's Agenda

- 6:30 – 7:30 PM- Dinner in the Grand Banquet Room**
- 7:30 –7:45 PM- Presentation of the MSA Scottish Rite Caps, 33° Scottish Rite Caps and 33° Jewels**
- 7:45 PM-Candidate Orientation in the Benjamin Franklin Room**
- 8:00 PM-Open Philadelphia Lodge of Perfection, 14°**
- 8:05 PM- Presentation of the 4° Master Traveler (video)**
- 8:45 PM-Presentation of the 13°, Master of the Ninth Arch**
- 9:30 PM- Close Philadelphia Lodge of Perfection, 14°**

All times are approximate

Brethren Take Notice!

Please take note of the later starting time for the dinner.

Also, the Brethren are asked to be sure to bring your Scottish Rite Dues Card with you to this meeting. We are going to try scanning the cards into the system to credit your record for the degrees witnessed. This will help to eliminate the passport stamping lines.

Parking

Remember Brethren: The parking validations sold at our Reunion meetings are for the Convention Center Parking Facility, 1324 Arch Street only. The validations are active from 3:00 P.M. until midnight.

Dinner Menu

Friday, October 18, 2019
Served Buffet Style

- Venetian House Salad**
- Roasted Parsley Potatoes**
- Mediterranean Vegetable Medley**
- Grilled Flank Steak w/ Corn Relish**
- Chicken Marsala**
- Pasta Primavera**
- Lemon Cream Cake**
- \$20 per person**

Gluten-Free and Vegan Dishes available with advanced notice.

Thank you for making your dinner reservation by the Thursday, October 10th deadline. Reservations can be made by mail, by calling 21-563-1814, by email to valleyofphiladelphia@outlook.com, or through the Valley's Facebook group-'Valley of Philadelphia Ancient Accepted Scottish Rite-Members Only!'. Also if we have your current and correct email address you'll receive a notice via Constant Contact that will allow you to pay for your dinner ticket with your credit or debit card. Recommenders are reminded to check with your Candidate to be sure he has called in to register his attendance.



You might have heard last fiscal year the Children's Dyslexia Center did not meet its financial obligation; thanks to the support from the Corporate Office we were allowed to remain open and continue to help children learn to live with Dyslexia. This year we must raise enough money to cover last year's debt, this year's budget and assessment if we are to remain open.

I would like ask everyone to be charitable and support our Scottish Rite Charity by following the motto: "not just a man but a mason." Show how charitable Masons are by supporting the Children's Dyslexia Center of Philadelphia. **Please consider giving a tax deductible gift of any size to the Children's Dyslexia Center now and in the future.**

Your Tax Deductible Contributions can be made by sending checks or money orders to: Joseph Calabrese, 3958 Rowena Drive, Philadelphia, PA 19114. For credit cards go to <http://www.childrensdyslexiacenters.org/donate/> **MUST SELECT PHILADELPHIA, PA at the drop down. If your do not check Philadelphia donations will not go to our Center.**

You can also help the Center financially by attending or supporting our fund raisers. I have listed below a number of fund raisers we have currently coming up in the near future:

Chances to win The Ultimate Philadelphia Sports Fan. Winner will receive Two Season Tickets to every major sport event (210 pairs of tickets). Tickets are on sale now for \$20.00. Contact Tom Wible, 215-219-9839, any Parent or Board member for tickets.

Want a night out? Why not join us on October 25, 2019 for Bingo at 4400 Magee Avenue, Philadelphia, PA. Cost of admission is \$30. For tickets contact Joe Calabrese by emailing him at jcal49@verizon.net.

Like eating out? Consider going to our Dine Arounds. Restaurants and dates will be listed as soon as we have them available.

Questions about the Center, Events or Tickets? Please contact Tom Wible, 215-219-9839 or email Tomwible48@gmail.com.

Thomas H. Wible, 33° MSA
Chairman
Philadelphia Children's Dyslexia Center
Board of Governors



My Dear Brethren:

At our recent Valley Officer's Training Conference, my presentation was on our Valley's website (philascottishrite.org) and the website of the Supreme Council (scottishritenmj.org). I was surprised to learn how many of our Brethren had no idea that our Valley has a site and of those who've never visited it.

Our site while most informational also has a downloadable petition for you to present to that Masonic friend who is interested in Scottish Rite membership. The site also contains our Valley's member handbook, our Valley Officer's Manual and flyers for all of our upcoming activities and events.

If you've yet to register an account with the Supreme Council's website, may I suggest that you do so soon? By doing that you will have access to the message boards, trivia quizzes, to register to attend the next biennial meeting of the Supreme Council (I'll bet you didn't know 32° Brethren are welcome to attend? You are! Everything but the 33° presentation), email newsletters, the Masonic Marketplace which features many great items for you to purchase or have custom made. Also by registering you will be able to update your telephone number and email address plus confirm your status as a Veteran of our U. S. Armed Forces. If you are a Vet and haven't registered yet, you may miss out on the new *Ill. Sammy L. Davis, 33° Defender of Peace and Freedom* certificate and pin. Our Commander in Chief will be presenting the pin at our Saturday, November 16, 2019 meeting. I can't wait to receive and begin wearing mine!

Speaking of November: It is my understanding that there may be some confusion among the Craft. Our Saturday, November 16th meeting is not a one day class but rather a continuation of the Fall Reunion which begins on Friday, 18 October.

I want to take this moment to thank all of you who've paid your dues. If you haven't paid yours yet, soon you will receive your second notice for dues. Our annual third notice will go after the holiday season and with it you can expect to be contacted by our Membership Retention Committee until your dues are paid. As always, we do not want to lose one single member! If you're having difficulty paying your dues, call me at 215-563-1814 and let's talk about it. We can work out a plan to help you retain your membership in the Valley if you wish to do so. Remember, *we will strive to be a fraternity that fulfills our Masonic Obligation to care for our members.* That's you my Brother!

Steven A. Morrison, 33° DSM
Valley Secretary





***2019 Fall Reunion
Saturday, November 16, 2019
Masonic Temple, One North Broad Street, Philadelphia, PA***

***Honoring Illustrious Jeffrey S. Greene, 33°
Past Most Wise Master & Past Commander in Chief***

Schedule of the Day

- 8:00 A.M. Registration and Continental Breakfast – Lower Level Banquet Room**
- 9:00 A.M. Open Philadelphia Lodge of Perfection – Gothic Hall
Presentation of the 14°, *Grand Elect Mason***
- 9:45 A.M. Education Moment: Review of the 13th and 14th Degrees**
- 10:00 A.M. Open DeJoinville Council, Princes of Jerusalem
Presentation of the 15°, *Knight of the East***
- 10:45 A.M. Close DeJoinville Council, Princes of Jerusalem – BREAK**
- 11:00 A.M. Open Kilwinning Chapter of Rose Croix
Presentation of the 18°, *Knight of Rose Croix, H.R.D.M.***
- 11:50 A.M. Close Kilwinning Chapter of Rose Croix**
- 12:00 P.M. Lunch – Lower Level Banquet Room**
- 1:00 P.M. Open Benjamin Franklin Consistory – Gothic Hall
Presentation of the 32°, *Sublime Prince of the Royal Secret***
- 2:30 P.M. Presentation of the *Defender of Peace & Freedom* pins to Veterans**
- 3:00 P.M. Conclusion of Reunion**

There will be no charge for Breakfast, but Lunch tickets will be \$20. Reservations are required by Thursday, November 8th. Please call the Scottish Rite Office to reserve your meal at 215-563-1814 or email to valleyofphiladelphia@outlook.com

Annual Valley Holiday Party
6 to 10 PM, Saturday, December 7, 2019
Fairway Ballroom, Springfield Country Club
400 W. Sproul Road, Springfield, PA 19064



Share in the spirit of the Holiday Season with your Valley Brethren and their Ladies. The evening begins with the Social Hour at 6 PM. A buffet dinner follows at 7. DJ music will provide the background for the evening and if you want to hit the dance floor after dinner. The party will conclude at 10 PM.



No tickets will be sold at the door! Tickets must be purchased in advance from the Valley office. The cost per person is \$45. Make your check payable to 'Scottish Rite Bodies' and send it to the Scottish Rite Office, Masonic Temple, One North Broad Street, Philadelphia, PA 19107-2520. Be sure to put 'Holiday Party' on your check's memo line.

Order your tickets now and avoid the Holiday Rush.
We hope to see you and your significant other there!

Ill. Bro. Morrison: Please send me _____ tickets for the Valley's Holiday Party at the Springfield Country Club on Saturday, December 7, 2019. My check in the amount of \$_____ made payable to 'Scottish Rite Bodies' is enclosed.

NAME _____

TELEPHONE _____

EMAIL _____

Complete and mail promptly to:
Scottish Rite Office, Masonic Temple
One North Broad Street, Philadelphia, PA 19107-2520

Bringing a Helping Hand to the Community

On Saturday, November 9, 2019, our Sovereign Prince, Bro. Joseph W. Calabrese, 32° MSA and the other Officers of DeJoinville Council, Princes of Jerusalem, 16° will be helping out from 10 AM until 1 PM, at 'Aid for Friends,' 12771 Townsend Road, Philadelphia, PA 19154.

Any Valley Brother that would like to join the Princes in their charitable effort is welcome to do so. If you plan to help out, please arrive at the location at 9:45 AM.

They will be preparing meals for the elderly and shut-ins. If you're interested please contact our Sovereign Prince, Bro. Joe Calabrese at jcal49@verizon.net.

Not to be out done,
Our Grand Elect Masons have a worthy
Charitable effort going on this Fall too,

VALLEY OF PHILADELPHIA, AASR
PHILADELPHIA LODGE OF PERFECTION
2019 CHARITY OUTREACH



BENEFITING

PHILABUNDANCE

Driving hunger from our communities

Please Bring Canned or Boxed Items to
Our Upcoming Valley Reunions:

*** Friday, October 18th ***
*** Saturday, November 16th ***

Food donations will also be collected at the Masonic Temple throughout the months of October and November for all Masonic body assistance

MOST NEEDED FOOD ITEMS:

PEANUT BUTTER & JELLY
 CANNED SOUP & STEW
 CANNED TUNA & MEAT
 BOXED JUICE
 BOXED NON-REFRIGERATED MILK
 BREAKFAST CEREALS & BARS
 RICE & WHOLE GRAIN PASTA

Questions? Please contact Rick Freedman, 33°, TPM
RSFreedman80@gmail.com or (215) 768-8811

Congratulations to our Thrice Potent Master, Ill. Rick S. Freedman, 33° on bringing this idea and opportunity for every Valley member and Brethren of other bodies to get involved in bringing the message that Freemasonry cares about our communities.

Brethren, efforts like these can also assist us in recruiting Brethren to membership in the Scottish Rite. Let your respective Blue Lodges know what's going on in the Valley of Philadelphia.

ANCIENT ACCEPTED
SCOTTISH RITE OF FREEMASONRY
MASONIC TEMPLE
ONE NORTH BROAD STREET
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ALLEGIANCE

The Bodies of the Scottish Rite sitting in the Valley of Philadelphia, State of Pennsylvania, acknowledge and yield allegiance to the Supreme Council, Thirty-third Degree, Ancient Accepted Scottish Rite of Freemasonry for the Northern Jurisdiction of the United States of America, whose Grand East is in Lexington, Massachusetts and whose Officers include:

ILL.: DAVID A. GLATTLY, 33°
Sovereign Grand Commander

ILL.: ROBERT J. BATEMAN, 33° RWPGM
*Active Member of the Supreme Council
Deputy for Pennsylvania*

www.scottishritenmj.org

www.pacod.us

The Double Eagle

Valley of Philadelphia, A.A.S.R.
Ill.: Steven A. Morrison, 33°, DSM, Editor

Unless otherwise stated, The Double Eagle will be published 6 times per year; March, April, May, October, November and December. Articles to be included in The Double Eagle, are always welcome, and should be typed, or written legibly, signed and dated by the author with proper credits, if applicable, and sent to the following address no later than the first day of the month preceding the month of publication.

Scottish Rite Bodies
One North Broad Street, Philadelphia, PA 19107-2520
Tel. 215-563-1814 Toll Free: 866-834-3432
valleyofphiladelphia@outlook.com

www.philascottishrite.org