

## Little Sis Program Eligibility

- A Little Sis candidate(s) must be 14 - 16 years of age.
- A Little Sis candidate(s) does not need be members of the International Order of Jobs Daughters or International Order of Rainbow for Girls.
- A Little Sis candidate cannot hold an office or title within the Grand Orders of either International Order of Jobs Daughters or International Order of Rainbow for Girls. Additionally, a young lady may not hold the office of Supreme Worthy Advisor, Supreme Bethel Honor Queen or Miss International Jobs Daughters in their respective Orders. If appointed to any of these offices during her term as Sweetheart or Princess, she will need to step down.

## Qualifications

1. Any young lady may submit a Little Sis Candidate Application Form to be allowed to serve as Chapter Little Sis, as long as the Little Sis Program Eligibility guidelines outlined above are met. All Little Sis Candidate Application Forms are subject to the approval of the Advisory Council.
2. She may not have turned over the 16 years of age prior to her application; otherwise she will be recommended to participate with the Chapter as a Chapter Sweetheart or Princess.
3. She must have completed or be taking LCC Lesson #1. It is recommended that additional LCC Lessons be completed to learn additional information about DeMolay and its history.
4. She must attend at least two Chapter meetings or activities of the Chapter in which you are interested in becoming Little Sis.
5. She may not hold the position of Little Sis in more than one Chapter at the same time, nor may she serve as Chapter, Division or Jurisdiction Sweetheart or Princess at the same time as being Chapter Little Sis.
6. There is no term limits for Chapter Little Sis. A current Chapter Little Sis may participate again subject to the approval of the Advisory Council.

## Election Process

1. A Chapter must first vote to determine whether or not they would like to have a Chapter Little Sis. If the Chapter determines that they would like to support the Little Sis Program, they can have up to three Little Sis's.
2. A Little Sis Candidate Application Form must be submitted to the Chairman of the Chapter Advisory Council as per the individual Chapter guidelines.

3. The Advisory Council will determine whether or not to accept the Little Sis Candidate Application Form. The Advisory Council will consider age, background, and any other qualifications of the candidate in deciding whether or not to accept the Little Sis Candidate Application Form. If the Advisory Council does NOT accept the Little Sis Candidate Application Form, the candidate will be notified by the Chapter Advisor or Chapter Sweetheart Advisor and will not be allowed to participate as Little Sis for the upcoming term.
4. All candidates who have had their Little Sis Candidate Application Form accepted by the Advisory Council must then be nominated by a Chapter Member at the stated meeting at which the election of officers is held.
5. On election night, the Chapter will recess for this order of business. The sponsoring Chapter Member will read their Little Sis Candidate Application Form immediately before escorting the candidate into the Chapter Room. The Chapter Members may choose to ask questions of each candidate prior to voting.
6. If the Chapter chooses the young ladies eligible for Little Sis may be elected by unanimous ballot. If the motion for a unanimous ballot does not pass, a ballot must be taken for each young lady and upon receiving the simple majority will to be allowed to serve.
7. If three or more candidates are running, the three receiving the majority votes shall be declared the Chapter Little Sis's.
8. The term of the Chapter Little Sis will run the same as the term for the Chapter Officers, which is usually 6 months.
9. The Chapter Little Sis serves at the will and pleasure of the Chapter and its Advisory Council.

## Preparation and Installation

### *Banners*

- It is the responsibility of the outgoing Sweetheart to prepare the incoming Little Sis banners. If you need information on how to do this, please refer to the Appendix for additional details.
- The Chapter or Sweetheart Fund within the Chapter is responsible for covering the cost of these banners.
- Banners are therefore, property of the Chapter until the Little Sis completes their term. Usually these banners are passed onto the next Little Sis.
- The banners are comprised of a simple 3 in. white ribbon or fabric with the lettering to match the Chapter colors. There is to be no special cording, lace or other fancy accessories included on her banner.

### *Crowns/Tiaras*

- The Chapter Little Sis does not wear a crown or tiara.

### *Installation*

- The Chapter Little Sis is not installed. However, upon completion of the Crowning Ceremony the newly installed Sweetheart should take the time to introduce the Chapter Little Sis to those in attendance.

### Duties and Responsibilities

The Chapter Little Sis is to:

1. Get to know all of the Chapter Members.
2. Attend at least one meetings of the Chapter each month, including their installation.
3. Always be available to assist. Let members know that you are interested and want to be a friend to all.
4. Assist the Chapter Sweetheart in all aspects of her responsibilities in an effort to better understand the roles and responsibilities of her office, as well as support the Chapter and its members.
5. Work together with the Chapter Sweetheart to plan special events and activities. Go out of your way to use your initiative in helping with fundraising, dances and other fun activities.
6. Attend all Chapter activities at which it is proper to attend.
7. Work vigorously to enhance the membership of DeMolay by promoting DeMolay to young men who you feel would make good members. Keep a supply of membership literature and have an active member follow up on your recommendations.
8. If she is a member of a Bethel and/or Assembly, encourage the members of Job's and Rainbow to participate in DeMolay events and activities by attending local Bethel and Assembly meetings.
9. Work to complete the remaining four LCC Lessons in order to achieve the 'Lamp of Knowledge', which provides additional understanding of DeMolay and its lessons.
10. Take care of the symbols of your office. This includes your banner. If these are provided for you by the Chapter, they are to be turned over to your successor. If you loose or damage something, it will be your responsibility to repair or replace it.