



SWEETHEART PROGRAM GUIDE



Northern California DeMolay Association
34400 Mission Blvd. Union
City, California 94587
Toll-Free: (800) 439-6232
Email: office@norcaldemolay.com
Website: www.norcaldemolay.com

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INTRODUCTION

Much is expected of a Sweetheart, therefore, all young ladies aspiring to run for Sweetheart should make it their first priority to read this guide and become familiar with the Sweetheart Program Policies and Procedures. This guide is intended to be a tool to assist Sweethearts, Princesses, Little Sis, DeMolays and Advisors to have a better understanding concerning the selection and role of a Sweetheart on the Chapter, Division and Jurisdiction levels. However, it is important to note that while this resource serves as a guide for the Sweetheart Program, it is governed by the jurisdiction policies. Thus, the materials contained within are overseen by the Jurisdiction Sweetheart Advisor and the Executive Officer of Northern California DeMolay.

Sweethearts can be an important and fun part of the DeMolay program. They must be able to work well with the DeMolays, the Advisory Council and other fellow Masonic Youth Orders. A cooperative attitude, flexibility, and a friendly personality are very important. An enthusiastic Sweetheart can make all the difference in the success of a chapter. The young ladies that the DeMolays are seeking will attend and promote activities and motivate other young ladies to support the chapter and the organization.

Sweethearts act as a liaison between the Chapter and the local Assemblies and Bethels. We hope that you will devote the required time and effort to this experience. A Sweetheart's enthusiasm must always be evident while conducting her duties and she always needs to be positive in her approach to all DeMolay matters.

As a Sweetheart, you represent DeMolay and must always conduct yourself in a manner above reproach. Your appearance, speech and conduct can never be questionable. People will be constantly watching your actions, so you must always act in a manner that merits the Honor, respect and admiration of everyone around you, especially that of the DeMolays. Remember that DeMolay honors all womanhood, therefore, it is always important to strive to be worthy of that honor.

Throughout this guide, there will be references to the Sweetheart; however, this guide applies to the Princesses and Little Sis' who serve as well. Unless those positions are referred to separately, the word "Sweetheart" refers to those who fill the Sweetheart, Princess and Little Sis positions. The policies stated within this guide apply only to currently installed Sweethearts/Princesses/Little Sis', whether they were elected or appointed, unless otherwise specified.

SWEETHEART PROGRAM ELIGIBILITY

A Sweetheart/ Princess candidate . . .

- ♥ must be at least 15 years old
- ♥ must be willing to invest the amount of time needed to perform the duties of her office. She should carefully consider her obligations before seeking candidacy.
- ♥ will be expected to comply with the dress code as outlined in the Appendix of this guide.
- ♥ must be an active member, with current dues paid, of Job's Daughters International or the International Order of Rainbow for Girls. If she will reach majority age during the course of her term, she is eligible to run and will be allowed to complete her term, if elected.
- ♥ cannot hold an office or title within the Grand Orders of either Job's Daughters International or the International Order of Rainbow for Girls. Additionally, a young lady may not hold the office of Miss California/Nevada Job's Daughters, Miss International Job's Daughters or Supreme Bethel Honored Queen. If appointed to any of these offices during her term as Sweetheart or Princess, she will need to step down.
- ♥ Unless approved by both Chapter Council, Job's Bethel Council, and/or Rainbow Advisory Council, a first time Honored Queen or Worthy Advisor may not serve as Sweetheart or Princess.

A Little Sis candidate . . .

- ♥ must be at least 13 years old and not yet 15 years old.
- ♥ must be willing to invest the amount of time needed to perform the duties of her office. She should carefully consider her obligations before seeking candidacy.
- ♥ will be expected to comply with the dress code as outlined in the Appendix of this guide.
- ♥ **need not be a member** of Job's Daughters International or the International Order of Rainbow for Girls. However, if she is a member of either order, she cannot hold an office or title within the Grand Orders of either Job's Daughters International or the International Order of Rainbow for Girls. Additionally, she may not hold the office of Miss California/Nevada Job's Daughters, Miss International Job's Daughters or Supreme Bethel Honored Queen. If appointed to any of these offices during her term as Little Sis, she will need to step down.

A Division Sweetheart candidate . . .

- ♥ **Recommended** that they be a Past Chapter Sweetheart
- ♥ You may not hold a line officer position, for the first time, in her Job's Daughters Bethel or Rainbow Assembly at the same time as being Division Sweetheart/Princess. If you hold an elective position in your Bethel or Assembly for the second or more time, you are eligible with the written consent of the Jurisdiction Sweetheart Advisor

A Jurisdiction Sweetheart candidate . . .

- ♥ Be at least 17 years old
- ♥ **Recommended** to be a Past Divisional Sweetheart/Princess or a Past Chapter Sweetheart/Princess who has completed all five LCC lessons and received her Lamp of Knowledge
- ♥ May not hold a line officer position in her Job's Daughter Bethel or Rainbow Assembly at the same time as being Jurisdiction Sweetheart/Princess

QUALIFICATIONS

Chapter Level Sweetheart/Princess

- ♥ Complete a Chapter Candidate Application Form (*see Appendix*) and submit to the Chairman of the Advisory Council by the deadline established by the Chapter.
- ♥ Meet and comply with the Sweetheart Program Eligibility guidelines.
- ♥ Attend the Election meeting.
- ♥ You may not run for Sweetheart/Princess if you are currently Sweetheart/Princess for another chapter, Division or Jurisdiction.
- ♥ You may run for consecutive terms of office. You can be Sweetheart or Princess more than one time.
- ♥ No Chapter may have more than one Sweetheart and one Princess at a time.
- ♥ Attend at least two Chapter meetings or activities of the Chapter in which you are interested in becoming Sweetheart or Princess.

Little Sis

- ♥ Attend at least two Chapter meetings or activities of the Chapter in which you are interested in becoming Little Sis.
- ♥ Complete a Little Sis Candidate Application (see appendix) and submit to the Chairman of the Advisory Council by the deadline established.
- ♥ Attend the Election Meeting.
- ♥ Meet and comply with the Sweetheart Program Eligibility guidelines.
- ♥ You may not hold the position of Little Sis in more than one Chapter at the same time, nor serve as Chapter, Division or Jurisdiction Sweetheart or Princess at the same time as being Chapter Little Sis.
- ♥ You may run for consecutive terms of office.
- ♥ No Chapter may have more than **three** Little Sis appointees at a time.

Division Level Sweetheart

Same as Chapter Level Sweetheart with the following exceptions:

- ♥ Complete a Candidate Application form for Divisional Office and submit to the NorCal Office.
- ♥ Be nominated by active proficient DeMolay Member from a Chapter within the Division,
- ♥ In order to be recognized as a Past Divisional Sweetheart, ***you must perform all the duties outlined in this guide and any other duty required of the Divisional Officers by the Jurisdictional Officers and Advisors.***

Jurisdiction Level Sweetheart/Princess

Same as Division Level Sweetheart with the following exceptions:

- ♥ Complete a Candidate Application form for Jurisdictional Office and submit to the NorCal Office.
- ♥ Be nominated by active proficient DeMolay Member from a Chapter within the Jurisdiction

DUTIES AND RESPONSIBILITIES

General Duties for All Sweetheart Program Participants

- ♥ Always be available to assist. Let members know that you are interested and want to be a friend to all.
- ♥ 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.
- ♥ Work together with the other elected officers to plan special events and activities. Use your initiative to help with fundraising, dances and other fun activities.
- ♥ Take care of the symbols of your office. This includes your crown, tiara and/or banner. If these are provided for you, they are to be turned over to your successor. If you lose or damage something, it will be your responsibility to repair or replace it.
- ♥ Promote the Sweetheart Program and its benefits to Job's Daughters and Rainbow Girls through Sweetheart Informationals.
- ♥ Review and understand the requirements for the Have-A-Heart Project, the Representative Sweetheart, and the Past Sweetheart Service Award (PSSA) and consider if you will work to attain them.

Chapter Level Sweetheart/Princess

- ♥ Get to know all of the Chapter Members by attending all meetings of the Chapter, their installation, and all Chapter activities which are proper to attend
- ♥ Act as a liaison between your Chapter and the Bethels and Assemblies in the area, by communicating their upcoming events and activities at each DeMolay meeting. Encourage members of Job's Daughters International and Rainbow for Girls to participate in DeMolay events and activities by attending local Bethel and Assembly meetings.
- ♥ With consultation of the Master Councilor and Advisory Council, plan at least one fun promotional activity and one community service and/or fundraiser during your term of office.
- ♥ If your Chapter has a Little Sis program, be a friend and mentor to the Chapter Little Sis. Help her to understand the Little Sis and Sweetheart Programs, encourage her to support the Chapter, and gain a better understanding of DeMolay and its lessons.
- ♥ Conduct at least one Sweetheart Informational during the course of the term.
- ♥ Encourage the Chapter to travel throughout the Jurisdiction. Anytime travel is required a Sweetheart/Princess should make every effort to travel with a Chapter Member to DeMolay activities.
- ♥ In order to improve your understanding of DeMolay and its lessons, complete LCC lesson #1 and work to complete the remaining four LCC Lessons. This will enable you to earn your DeMolay 'Lamp of Knowledge'.
- ♥ Check with your Master Councilor and Chapter Advisor for any duties, traditions or responsibilities that are unique to your Chapter.
- ♥ The Sweetheart is expected to install the Sweetheart/Princess for the next term. Memorize the ceremony so that you will make a good impression at the Installation.
- ♥ Learn the Sweetheart Crowning Ceremony and compete at PRIDE.
- ♥ The Chapter Sweetheart/Princess serves at the will and pleasure of the Chapter and its Advisory Council.
- ♥ All of these duties are required to be recognized as a Past Sweetheart.

Little Sis

- ♥ Get to know all of the Chapter Members by attending at least one meeting of the Chapter each month, their Installation, and all Chapter activities which are proper to attend.
- ♥ Assist the Chapter Sweetheart/Princess in all aspects of her responsibilities so that you may better understand the roles and responsibilities of the office, and to support the Chapter and its members.
- ♥ If you are a member of a Bethel and/or Assembly, encourage the members of Job's Daughters and Rainbow for Girls to participate in DeMolay events and activities by attending local Bethel and Assembly meetings. If you are not a member of one of these organizations, begin to explore them, as you will need to be an active

member in one of them to be a Sweetheart or Princess.

Division Level Sweetheart

- ♥ **Attend all Division and Jurisdiction activities where it is proper to attend.** Absences from these events must be approved by the Division Officer Coordinator and Jurisdictional Sweetheart Advisor.
- ♥ Visit all Chapters within the Division as required by the Division Officer Coordinator and Jurisdictional Sweetheart Advisor.
- ♥ Get to know and support all Chapter Sweethearts and Princesses within the Division.
- ♥ Encourage the creation of Sweetheart programs in Chapters which do not have them within your Division.
- ♥ Notify the Executive Director of any changes to the Chapter Sweethearts or Princesses during the course of your term to ensure all directories and mailings are accurate.
- ♥ Conduct at least two Division Sweetheart Informationals during the course of the term to show the young women within the Division the proper way to conduct one.
- ♥ Help the Chapter Sweethearts prepare Chapter Sweetheart Informationals and prepare for the Sweetheart Installation Ceremony for the next term. Offer to assist in the Chapter Sweetheart Installation, if requested.
- ♥ Provide a written quarterly State of the Division Report to the Jurisdiction Sweetheart and present it as required by the Jurisdiction Sweetheart Advisor.
- ♥ Be a liaison between the Jurisdiction Sweetheart and the Chapter Sweethearts within the Division.
- ♥ Assist the Jurisdiction Sweetheart in promoting her programs.
- ♥ Encourage Chapters to travel throughout the Division and Jurisdiction. Anytime travel is required, a Divisional Sweetheart should make every effort to travel with a Divisional Representative to DeMolay activities.
- ♥ Earn your DeMolay 'Lamp of Knowledge', and encourage the Chapter Sweethearts to do the same.

Jurisdiction Level Sweetheart/Princess

- ♥ Help to create, plan and execute the goals and objectives of the Sweetheart Program for the ensuing year.
- ♥ Develop and implement events and activities that help DeMolay support its commitment to the Jurisdiction philanthropy project.
- ♥ Establish fundraising activities to ensure financial obligations are met through the Jurisdiction Sweetheart Fund.
- ♥ Attend all jurisdiction meetings and activities where it is proper to attend.
- ♥ Visit all Divisions within the Jurisdiction as many times as possible throughout the year.
- ♥ Get to know and support all Division and Chapter Sweethearts/Princesses within the Jurisdiction.
- ♥ Notify the Executive Director of any changes to the Chapter or Division Sweethearts/Princesses during the course of your term to ensure all directories and mailings are accurate.
- ♥ Conduct at least two Jurisdiction Sweetheart Informationals during the course of the term to show the young women within the Jurisdiction the proper way to conduct one.
- ♥ Help the Division and Chapter Sweethearts prepare Chapter Sweetheart Informationals and prepare for the Sweetheart Installation Ceremony for the next term. Offer to assist in the Chapter Sweetheart Installation, if requested.
- ♥ Encourage Divisions and Chapters to travel throughout the Jurisdiction. Anytime travel is required a Jurisdiction Sweetheart/Princess should make every effort to travel with a Jurisdiction Officer to DeMolay activities.
- ♥ Represent the Jurisdiction of Northern California at outside Jurisdiction activities that you are required to attend.
- ♥ Assist the Division and Chapter Sweethearts/Princesses to complete the remaining four LCC Lessons in order to attain the 'Lamp of Knowledge' which provides additional understanding of DeMolay and its lessons.

ELECTION PROCESS

Chapter Level Sweetheart/Princess

- ♥ Candidate submits a completed 'Candidate Application Form' prior to established deadline.
- ♥ The Advisory Council reviews the form, considering candidate's age, background, and any other relevant qualifications. The Council may choose to allow or deny the application. In either case, the candidate will be notified in writing.
- ♥ Candidate whose application is allowed by the Council must seek out a chapter member to nominate her.
- ♥ Candidate must be available on the night of elections.
- ♥ After chapter members have nominated the candidates they wish to allow to run, nominations will be closed and the chapter will be called to recess for the purpose of meeting and questioning the candidates.
- ♥ Each candidate will be escorted into the chapter room individually and given an opportunity to speak or answer questions.
- ♥ After questioning, the chapter will be brought out of recess and the members will hold candidate elections following standard election procedures.
- ♥ Candidates for Sweetheart must indicate if they are willing to be Princess if they are not running uncontested and do not get the majority of votes.
- ♥ Chapters should disclose election results to the candidates after the chapter has been closed.
- ♥ The term of the Chapter Sweetheart/Princess will run the same as the term for the Chapter Officers, which is usually 6 months.

Little Sis

- ♥ The process is the same for the Little Sis as above, with the following exceptions:
- ♥ 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.
- ♥ If more than three candidates are running, the three receiving the majority of votes shall be declared a Chapter Little Sis.

Division Level Sweetheart

- ♥ The election process will follow the Divisional Officer election process which can be found at <http://www.norcaldemolay.com/resources>

Jurisdiction Level Sweetheart/Princess

- ♥ The election process will follow the Jurisdictional Officer election process which can be found at <http://www.norcaldemolay.com/resources>

SYMBOLS OF THE OFFICE

Chapter Level Sweetheart/Princess

Banners

- ♥ It is the responsibility of the outgoing Sweetheart to prepare the incoming Sweetheart, Princess, and 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 Sweetheart, Princess and Little Sis complete their term. Usually these banners are gifted to these young ladies after successful completion of their term, unless other arrangements have been made.
- ♥ Many Chapters have their own traditions and colors that they use, check with the Chapter Sweetheart Advisor about these traditions prior to making the banners.
- ♥ There is to be no special cording or lace included on the banner. Embroidery on the edges of the banner is acceptable.

Crowns/Tiaras

- ♥ The Chapter Sweetheart and Princess tiara is Chapter property and is passed on to the next Sweetheart and/or Princess. If a Chapter has a crown, (Pleasanton, Castro Valley, Valdo A Sei), when it breaks it must be replaced with a tiara.
- ♥ If a new Chapter tiara needs to be purchased, the funds are to be provided by the Chapter or Sweetheart Fund within the Chapter, and the purchase must be approved by the Jurisdiction Sweetheart Advisor.

Little Sis

Banners

- ♥ 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.
- ♥ The banners can be any color. There is to be no special cording or lace included on the banner. Embroidery on the edges of the banner is acceptable.
- ♥ Little Sis banners should match those of the Chapter Sweetheart/Princess

Crowns/Tiaras

- ♥ The Chapter Little Sis may wear a small tiara, no taller than 1 inch in height.

Division Level Sweetheart

Banners

- ♥ The banners for the newly elected Division Sweetheart and Princess will be handled by the person designated by the Jurisdiction Sweetheart Advisor. This is done to ensure consistency amongst all of the Divisions across the Jurisdiction.
- ♥ The Division is responsible for reimbursing these costs to the Jurisdiction upon submission of receipts.
- ♥ Banners are therefore, property of the Division until the Sweetheart and Princess complete their term. Usually these banners are gifted to these young ladies after successful completion of their term, unless other arrangements have been made.
- ♥ The color for the banner is white with the lettering to match the Divisional colors. All other aspects of the banner are chosen at the discretion of the Jurisdiction Sweetheart Advisor, with the assistance of the Jurisdiction Sweetheart, Jurisdiction Princess.

SYMBOLS OF THE OFFICE (CONTINUED)

Tiaras

- ♥ The Division Sweetheart and Princess tiaras are handled by the Jurisdiction Sweetheart Advisor. This is done to ensure consistency amongst all of the Divisions across the Jurisdiction.
- ♥ The Division is responsible for reimbursing these costs to the Jurisdiction upon submission of receipts. Tiaras are therefore, property of the Division until the Sweetheart and Princess complete their term.

Jurisdiction Level Sweetheart/Princess

Banners

- ♥ The banners for the newly elected Jurisdiction Sweetheart and Princess will be handled by the person designated by the Jurisdiction Sweetheart Advisor.
- ♥ The Jurisdiction Sweetheart Fund will cover the cost of these banners. Banners are therefore, property of the Jurisdiction until the Sweetheart and Princess complete their term. Usually these banners are gifted to these young ladies after successful completion of their term.
- ♥ The color for the banner is determined by the incoming Sweetheart/Princess. However, all aspects of the banner are subject to approval by the Jurisdiction Sweetheart Advisor.

Crowns

- ♥ The Jurisdiction Sweetheart and Princess crown is Jurisdiction property and is passed on to the next Sweetheart and Princess.
- ♥ If a new crown or tiara needs to be purchased, the funds are to be provided by the Jurisdictional Sweetheart Fund and the purchase must be approved by the Jurisdiction Sweetheart Advisor.

Notes:

- ♥ The Sweetheart and Princess of the same Chapter, Division and Jurisdiction should have matching banners, with the widths and colors to be approved by the Chapter, Division and Jurisdiction Sweetheart Advisor, as appropriate.
- ♥ The Sweetheart and Princess of the same Chapter, Division and Jurisdiction should have matching tiara/crown, with the height and size to be approved by the Chapter, Division and Jurisdiction Sweetheart Advisor, as appropriate.

INSTALLATION

Installation is the same whether a Sweetheart/Princess/Little Sis is at the Chapter or Division.

- ♥ The retiring Sweetheart is responsible for memorizing the Crowning Ceremony in preparation for Installation. A retiring Chapter Sweetheart is responsible for asking the Division or Jurisdiction Sweethearts and Princesses for assistance during the ceremony. For information on the Crowning Ceremony, please refer to the Appendix of this guide.
- ♥ To ensure a respectful and dignified ceremony, take the time to practice not only the ritual, but also the proper placement of all paraphernalia prior to the Installation.
- ♥ Retiring Sweethearts and Princesses will have their own regalia removed during the crowning ceremony before the new Sweetheart and Princess are crowned.
- ♥ Once the crown and banner have been removed from the retiring Sweetheart and/or Princess, **they are not to be worn by them again.** As Past Sweetheart, there are other forms of regalia she can wear; however, it will never be the crown or banner.

Note: The outgoing Sweetheart and Princess are expected to install her successor; however, exceptions may be made by the Advisory Council, Division or Jurisdiction Sweetheart Advisor.



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APPENDIX



DRESS CODE

General

- ♥ A Sweetheart is under constant observation and must always conduct herself in a lady-like manner. Her dress needs to be appropriate for the event and DeMolay decorum. It is her job to present a shining image of DeMolay and herself, and how she dresses will determine that image.
- ♥ The DeMolay members are proud of their Sweethearts and always want them to look their best at all types of functions. In addition, as members of Rainbow for Girls and Job's Daughters International you are a part of the Masonic Youth Orders and are representing your organization, as well as, DeMolay.

Formal Attire

Installations, Balls, Dances, Public Formal Ceremonies

- ♥ Full length, properly fitting, formal with crown and banner
- ♥ Slits can be no higher than the knee and the back can be no lower than the natural bra line
- ♥ Proper undergarments including slips will be worn
- ♥ Shoes will be appropriate to the occasion – no slippers, boots, athletic shoes or flip flops

Business Attire

Chapter Meetings, Workshops, Dinners, Business Meetings

- ♥ Properly fitting business pant suit, dress or skirts that are no shorter than knee length, with crown and banner
- ♥ Slits can be no higher than the knee and the back can be no lower than the natural bra line
- ♥ Proper undergarments including slips will be worn
- ♥ Shoes will be appropriate to the occasion – no slippers, boots, athletic shoes or flip flops

Casual Attire

Movie Nights, Picnics, Work Parties

- ♥ Properly fitting casual slacks or shorts that are mid-thigh length or longer
- ♥ Full length tops, no bare midriffs and no visible undergarments
- ♥ Proper undergarments will be worn and shoes will be appropriate to the occasion

Sports Attire

Sports Tournaments, Swim Parties, Beach Party

- ♥ Properly fitting jeans with no holes, shorts that are mid-thigh or longer
- ♥ Full length tops, no bare midriffs and no visible undergarments
- ♥ Swimsuits are to be one piece or a tankini style
- ♥ Proper undergarments will be worn and shoes will be appropriate to the occasion

Appropriate Appearance

- ♥
- ♥ Make up and jewelry should be appropriate to the occasion
- ♥ Jewelry will not be worn in any body piercing except the ear. Maximum of two earrings in each ear
- ♥ No visible piercing, except in the ear. No visible tattoos or body markings.

All female guests should be encouraged to follow these guidelines.

CROWN AND BANNERS

General

- ♥ The crown and banner are symbols of your office. It is important, therefore, to know how to properly display and care for them.
- ♥ Always remember you are a representative of your Chapter, Division or Jurisdiction as well as a representative of Job's Daughters International and/or Rainbow for Girls.
- ♥ Not only do your actions reflect who you represent, but your appearance is an important aspect of your responsibility of your office.
- ♥ You show respect for your office and the members selection of you by taking care of the symbols of your office. When you make it a point to always look the absolute best you can, you encourage the DeMolay members to do the same.

Wearing your Crown and Banner

Along with following the dress code guidelines outlined previously, here is some additional information about wearing your crown, tiara or banner:

- ♥ Crowns, tiaras, and banners are only worn with formal or business attire.
- ♥ A banner must be worn with a crown or tiara, one cannot be worn without the other
- ♥ For your safety, crowns, tiaras and banners are not to be worn while traveling in a vehicle.
- ♥ Regalia can be worn to Job's Daughters and Rainbow events only if the Sweetheart/Princess or Little Sis are there representing the DeMolay Chapter.
- ♥ If in doubt about whether visiting as a representative of DeMolay or your own organization (Job's Daughters International or Rainbow for Girls), always default to representing your home organization. As a courtesy, you should ask the Bethel Guardian or Mother Advisor if wearing your regalia is appropriate.
- ♥ Sweetheart pins, DeMolay pins or other promotional pins may be worn on the banner. However, long dangling jewelry, medals or other honors that hang down and interfere with the banner cannot be worn. Please remember to use proper judgment and good taste to not overload the banner with items that may detract from you and your office. *No more than 4 pins should be on the bottom of the banner.*

Cleaning and Care

Banners

- ♥ Just like any other articles of clothing your crowns and banners must be taken care of to look nice. Do not put your banner in the washing machine! Take it to the cleaners every couple months, especially before large events such as PRIDE, Grand Master's Class and Installation. This way you will look your absolute best, especially at important key events.

Crowns

- ♥ Your crown can be cleaned by using lemon juice or a mild soap partially mixed with water and a small toothbrush.
- ♥ Be sure to store the crown in a proper crown box, when not in use. This will keep it protected from possible breakage.
- ♥ Do not loan it to anyone else to wear or play with. Again, it is the symbol of your office and is a special privilege only for those who are elected to wear it.

CROWNING CEREMONY

This is the required crowning ceremony for Sweethearts, Princesses and Little Sis'. In order to ensure the proper dignity and respect are given, please take the time to memorize the following words and practice the placement of the paraphernalia in advance.

Preparation for the Ceremony

- ♥ Select a few young ladies that can assist during the ceremony. Traditionally, the first to be asked are the Division or Jurisdiction Sweethearts or Princesses.
- ♥ Take a few moments to clean and wash the crown, this way the new Chapter Sweetheart and Princess are receiving a sparkling crown that they can be proud to wear.
- ♥ Ensure that chairs are easily available in the Chapter Room during Installation so that the set up for the Crowning Ceremony is smooth. Ensure that the new banners have been placed in a central location that is easy to get to and that they have pins to secure them once placed on the young ladies during the ceremony.
- ♥ Check with the Master Councilor to ensure that he knows where to escort the incoming Sweetheart/Princess/Little Sis.
- ♥ Check with the Councilors to ensure that they know where to escort the newly installed Sweetheart/Princess/Little Sis.

Crowning Ceremony Instructions

- ♥ After the Installing Team retires, the Retiring Sweetheart with the help of her assistants will place the chairs in the front of the East with enough room to stand/walk behind. The new banners should be draped on the back of the chairs or placed on the steps of the East for easy access.
- ♥
- ♥ When inviting Past Sweethearts to assist the Installing Sweetheart may use this phrase,
" Will all past Sweethearts of _____ Chapter please join me in the East"

Crowning Ceremony

- ♥ After the Installing Team retires, the Retiring Sweetheart and her assistants will place the chairs in the front of the East with enough room to stand/walk behind. The new banners should be draped on the back of the chairs or placed on the steps of the East for easy access.
- ♥
- ♥ The Retiring Sweetheart will then take the chair closest to the South. The assistants will remove the Retiring Sweetheart's crown and banner.
- ♥ Once removed, the Retiring Sweetheart should stand and place her crown and banner on the chair that she occupied.

CROWNING CEREMONY

“Brother Master Councilor (and Brother Senior Councilor), you will present the Sweetheart (and Princess) elect west of the altar.”

(Master Councilor takes the Sweetheart and Princess on each arm and escorts them west of the altar, then takes one step back.)

“Miss _____ (and Miss _____) as (a) supporter(s) of this chapter these young men have Honored you, and placed their confidence in you, by electing you to serve as Sweetheart(s) of _____ Chapter. Before being installed we ask that you make a public declaration.” (Installing Sweetheart will walk to the east side of the altar.)

“Please, place your right hand over your heart and repeat after me”

“As a Sweetheart I promise to uphold all traditions of the chapter and to create new ones with the Master Councilor. I promise to support and represent this Chapter and their activities to the best of my abilities. I promise that I will act as liaison and promote the growth of all three Masonic Youth Orders by supporting and encouraging their activities. I promise that I will be a role model for all young women and this program. I promise that I will be polite and respectful to the chapter members and the Adults. And I promise that I will uphold the Cardinal Virtues of Filial Love, Reverence for Sacred Things, Courtesy, Comradeship, Fidelity, Cleanness and Patriotism. I promise to fulfill these declarations to the best of my abilities.”

(Quietly) “You may drop your hand.”

(Installing Sweetheart returns to the east, and stands next to the chairs. Installing Sweetheart may invite past Sweethearts to assist. (See Above)

“Brother Master Councilor (and Brother Senior Councilor) you will escort these Sweetheart(s) to the east”. (Master Councilor returns to his seat in the East, Senior Councilor returns to his seat in the West.)

“Miss _____ (and Miss _____), We are confident that you will carry out your duties with the grace and beauty befitting a Sweetheart in the Northern California DeMolay Association.”

(Place Banner and step behind the chair.

“As I Place (crown on) this crown upon you, keep in mind the promises you have just made.”

(Face the side of the girls and say)

“Both the crown and banner you now wear are symbols of the member’s trust and confidence to you. Strive to wear them with the dignity and Honored they deserve. May your memories in DeMolay last you a lifetime.”

(Escort girls to the podium, rap three times)

“I take pleasure in introducing Miss _____, Sweetheart, Miss _____ Princess, and Miss _____ Little Sis of _____ Chapter.”

- ♥ After introductions, the Chapter Councilors should escort the Sweetheart and Princess to their respective places in the Chapter room.
- ♥ At this time, if the Retiring Sweetheart will be presented with a Past Sweetheart Pin, the Chapter Advisor or designate will present it.
- ♥ After presentations, the Chapter officers will retire as usual.

SWEETHEART INFORMATIONAL STANDARDIZATION

In effort to help provide better quality Sweetheart Informationals for Northern California DeMolay, we are providing tools to be used to standardize the process. In this packet you will find, a sample invitation, pre-planning guidelines, what should be included in a binder, points of discussion, and ideas of fun activities for the Informational.

Pre-Planning Guidelines

- ♥ This part is just as important as the informational itself and should be handled at least 6 weeks prior to your event. In order for this to be successful, you must publicize the event as much as possible.
- ♥ Send out a mailing to local Bethel Guardians and Mother Advisors
- ♥ Visit Bethels and Assemblies on their meeting night
- ♥ Create binders of information they can take home
- ♥ Find Location
- ♥ Review the information that you are presenting
- ♥ Plan for a fun activity

Sweetheart Binder Contents

A Sweetheart Informational contains a lot of information that can sometimes be overwhelming especially to someone who has never attended before. A complete binder can become a great resource for a young lady who may be interested in becoming a Sweetheart, as it can provide immediate answers to any questions she may have.

- ♥ Sweetheart Program Guide
 - Sweetheart Application
 - Little Sis Application
 - How to Make a Banner
 - Proper Care of Regalia
 - Past Sweetheart Service Award Application
 - Representative Sweetheart Information
 - Pink Honor Key Application
- ♥ Sweetheart Guidelines (Overview)
- ♥ Copy of Term Calendar
- ♥ Roster of the Chapter
- ♥ Medical Release Form (Turn into the Sweetheart Advisor)
- ♥ NCDA Calendar (Website)
- ♥ List of Divisional Officers (Website)
- ♥ List of Jurisdictional Officers (Website)
- ♥ Sweetheart Leadership Camp Information
- ♥ Leadership Correspondence Courses

SWEETHEART INFORMATIONAL STANDARDIZATION (CONTINUED)

Points of Discussion

- ♥ Basics of the Sweetheart Program
 - What is a Sweetheart?
 - What is your purpose?
 - Main Duties
 - Qualifications
 - How do I become a Sweetheart?
- ♥ Why should I be Sweetheart?
 - Especially for this Chapter?
- ♥ How do I balance both DeMolay and my Bethel/Assembly?
- ♥ Resources Available
 - Sweetheart Advisor
 - Division Sweetheart and Princess
 - Jurisdiction Sweetheart and Princess
- ♥ Election Process
- ♥ Protocol with your Chapter
 - Do you attend Advisory Council meetings?
 - Do you assist in planning events or making phone calls to the members?
 - Do you bring refreshments to the meetings?
 - Do you have a fundraiser for the Sweetheart budget?

Ideas for Fun Activities

Play a Game

That give the girls a chance to get to know each other better
That test their knowledge of the program

Do a Craft

Build of the night's theme or the next holiday coming up
Create gifts for an upcoming event or for a giveaway
Make thank you/birthday cards for Chapter use

Bring in a Guest Speaker

Etiquette
Make-Up Tips (Mary Kay, Avon, etc.)
Public Speaking (Toastmasters)
Scrapbooking (Creative Memories)

Your informational doesn't always have to be held during a chapter meeting. Hold yours before a chapter event, such as their next bowling or movie night. Take a few hours to become familiar with the girls, teach them a little about the program, and then go hang out with the guys.

SWEETHEART ADVISORS

The success or failure of the Sweetheart Program is not only based on the enthusiasm and commitment of the young ladies who participate, but also the support and encouragement of the Advisors. As a Sweetheart, Princess or Little Sis, it is important to utilize the Advisors as a resource in order to achieve your ultimate goals in supporting the Chapter, Division, and/or Jurisdiction.

Sweetheart Advisor Eligibility

- ♥ It is recommended that the Sweetheart Advisor be a female member of the Chapter Advisory Council or an acknowledged female Advisor within the Division.
- ♥ If a Sweetheart Advisor is not designated then responsibility falls to the Chapter Advisor to oversee the Sweetheart Program.
- ♥ Due to the age requirements of the Sweetheart Program, a Sweetheart Advisor should be at least 25 years of age. Exceptions may be made with approval of the Jurisdiction Sweetheart Advisor.

Duties and Responsibilities

- ♥ The primary role of the Sweetheart Advisor is to be an advisor. This means to support and encourage the young ladies while ensuring their duties and responsibilities are met. This does not mean that the Sweetheart Advisor is to do the work for them.
- ♥ Always be available to assist. Let the Sweetheart and Princess know that you are interested and want to be a support whenever needed.
- ♥ The Sweetheart Advisor should attend all Advisory Council and/or Divisional meetings and report on the status of the program.
- ♥ The Sweetheart Advisor should serve as a chaperone at all activities and events that the Sweetheart and/or Princess attend. If the Sweetheart Advisor is unavailable, it is up to the Sweetheart and/or Princess to secure a chaperone. If necessary, the Sweetheart Advisor can assist with this process.
- ♥ Work vigorously to enhance the membership of DeMolay in addition to encouraging participation in the Sweetheart Program.
- ♥ Act as an adult liaison between the Job's Daughters Bethel's and Rainbow for Girls Assemblies in the area, by communicating upcoming events and activities, when appropriate.
- ♥ Serve as an advocate for the girls in the Sweetheart Program when amongst other adults and advisors.
- ♥ Assist the Sweetheart and Princess in completing any remaining LCC Lessons in order to achieve the 'Lamp of Knowledge', which provides additional understanding of DeMolay and its lessons.
- ♥ Be available to assist the Sweetheart in preparing for Installation. This includes the assembly of new banners, cleaning the crowns and assisting with memory work and Installation practice.



SWEETHEART PROGRAM GUIDE

FORMS





Chapter Candidate Application Form

I wish to be considered as a candidate for the following office: _____ CHAPTER

Sweetheart Princess

PLEASE COMPLETE THE FOLLOWING SECTION -PRINT ALL INFORMATION

NAME: _____ NICKNAME: _____

ADDRESS: _____

CITY: _____ ZIP: _____

BIRTHDATE: _____ AGE: _____ DO YOU DRIVE? Y / N

HOME PHONE: _____ CELL PHONE: _____

EMAILADDRESS: _____

BETHEL and/or ASSEMBLY: _____

PLEASE LIST THE OFFICES YOU HAVE HELD IN RAINBOW OR JOB'S DAUGHTERS:

WHAT SCHOOL DO YOU ATTEND? _____ GRADE: _____

PLEASE WRITE ON A SEPARATE PAPER, A BRIEF ESSAY ON WHY YOU WOULD LIKE TO BE SWEETHEART OR PRINCESS FOR THIS CHAPTER:

Check all that you have completed:

- | | |
|---|---|
| <input type="checkbox"/> L.C.C.(Lessons 1 2 3 4 5) | <input type="checkbox"/> Lamp of Knowledge (LoK) |
| <input type="checkbox"/> Sweetheart Leadership Conference (SLC) | <input type="checkbox"/> Representative Sweetheart (RS) |
| <input type="checkbox"/> Pink Honor Key (PHK) | <input type="checkbox"/> Have-A-Heart Project |
| <input type="checkbox"/> Past Sweetheart Service Award (PSSA) | <input type="checkbox"/> Past Sweetheart Service Award (PSSA) |

PARENTAL APPROVAL SECTION

We approve of our daughter seeking further service to DeMolay and pledge our support.

Parent or Guardian _____ Date _____

APPLICANT SECTION

I have answered the above questions to the best of my ability. I agree to cooperate with the Chapter, Division and Jurisdiction to improve the interest of The Order of DeMolay should I be elected to serve as Sweetheart or Princess.

Applicant _____ Date _____

ADVISORY COUNCIL APPROVAL SECTION

I have verified that all of the requirements have been met, and have checked with her Bethel Guardian and/or Mother Advisor to confirm that her dues are current.

Advisory Council Member _____ Date _____

Please submit the completed form to the Chairman of the Advisory Council.



Little Sis Candidate Application Form

PLEASE COMPLETE THE FOLLOWING SECTION -PRINT ALL INFORMATION

CHAPTER _____

NAME: _____ NICKNAME: _____

ADDRESS: _____

CITY: _____ ZIP: _____

BIRTHDATE: _____ AGE: _____ DO YOU DRIVE? Y / N HOME

PHONE: _____ CELL PHONE: _____ EMAIL ADDRESS: _____

_____ ARE YOU AFFILIATED WITH A BETHEL and/or

ASSEMBLY? Y N

IF SO,WHICH BETHEL and/or ASSEMBLY: _____

PLEASE LIST THE OFFICES YOU HAVE HELD IN RAINBOW OR JOB'S DAUGHTERS:

WHAT SCHOOL DO YOU ATTEND? _____ GRADE: _____

ON A SEPARATE PAPER, PLEASE WRITE A BRIEF ESSAY ON WHY YOU WOULD LIKE TOBE LITTLE SIS FOR THIS CHAPTER:

PARENTAL APPROVAL SECTION

We approve of our daughter seeking further service to DeMolay and pledge our support.

Parent or Guardian _____ Date _____

APPLICANT SECTION

I have answered the above questions to the best of my ability. I agree to cooperate with the Chapter, Division and Jurisdiction to improve the interest of The Order of DeMolay should I be elected to serve as Sweetheart or Princess.

Applicant _____ Date _____

ADVISORY COUNCIL APPROVAL SECTION

I have verified that all of the requirements have been met, and have checked with her Bethel Guardian and/or Mother Advisor to confirm that her dues are current.

Advisory Council Member _____ Date _____

Please submit the completed form to the Chairman of the Advisory Council.

Pink Honor Key



BACKGROUND: The Northern California DeMolay Association has long recognized the contributions made by the members of Job's Daughters International (JDI) and the members of the International Order of the Rainbow for Girls (IORG) to the Order of DeMolay. One of the largest contributors has been the assistance given in obtaining new members. Many members of the Order presented their petitions due largely to the encouragement of some such young lady's participation in DeMolay activities. In order to present a visible recognition of this contribution, the Northern California DeMolay Association has authorized a "Membership Award", to be known as the PINK HONOR KEY. Recognizing active members of JDI and IORG who have been responsible for the submission of petitions for membership to the Order of DeMolay and which have resulted in the initiation of new members.

ELIGIBILITY REQUIREMENTS: In order to be eligible for the Pink Honor Key, a young lady must meet the following requirements:

- Be an active member, in good standing, of either JDI or IORG.
- Present at least five (5) petitions for membership in the Order of DeMolay.
- The Initiatory Degree must have been conferred upon the five petitioners.

QUALIFICATION REQUIREMENTS: In order to qualify for the Pink Honor Key, the following requirements must be met:

- Each petition submitted must have the eligible girl's name recorded in the upper right corner.
- After five (5) petitions have been presented, and the petitioners have been initiated, the girl may be nominated for the Pink Honor Key by completing this nomination form.
- If two or more Chapters are involved, the Chapter Advisor or Chairman of each chapter must approve the nomination form.
- The approved nomination form must be submitted to the Jurisdictional Office for processing.

PRESENTATION OF AWARD: Following receipt by the Executive Officer of a properly completed and approved Pink Honor Key Nomination Form, the Pink Honor Key will be forwarded to the Chapter Advisor who should arrange for a public presentation of the award. The members of the recipient's Bethel or Assembly should be invited to attend the presentation.



Nomination form for the Pink Honor Key



This Chapter wishes to designate:

_____		_____	
<i>Chapter Name</i>		<i>Name (print)</i>	
_____		_____	
<i>City</i>		<i>Address</i>	
_____		_____	
<i>Bethel and/or Assembly</i>		<i>Zip</i>	

The young lady listed above has been responsible for securing five (5) petitions, which have resulted in the following new members being initiated into DeMolay:

	<u>Name of Member</u>	<u>Chapter</u>	<u>Initiatory Degree Date</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

To the best of my knowledge, these members have been reported on FORM 10's to the International Supreme Council, and to the Northern California DeMolay Association. The proper fees have been paid, and the above information is correct and accurate.

_____	_____	_____
<i>Chapter Advisor</i>	<i>Chapter Chairman</i>	<i>Date</i>

Upon completion, mail to: Northern California DeMolay Association
34400 Mission Blvd.
Union City, California 94587



Past Sweetheart Service Award Application



Name: _____ Chapter: _____

The Advisory Council should consider the performance of this applicant in the following areas. Except where minimum qualifications have been listed, the Advisory Council should use their best judgment in determining whether the performance deserves the recognition of the Award. This application and essay must be post marked no later than 10 days after the installation in which the applicant has retired. *(You may attach additional sheets of paper if more space is needed for responses)*

Attendance at Bethel and/or Assembly Meetings

What percentage of your Bethel and Assembly meetings did you attend? _____
(Must be seventy-five percent to qualify, no unexcused absences allowed)

Attendance at DeMolay Chapter Meetings, Installations, and Activities

What percentage of meetings of the DeMolay Chapter did you attend? _____
(Must be at least seventy-five percent of the chapter meetings to qualify, no unexcused absences allowed)

Promotion of the Chapter and Activities

How many meetings of Bethels or Assemblies, other than your own, to promote DeMolay did you attend? _____
(Must list three to qualify)

Which Bethels or Assemblies were these and when did you visit?

_____ Date of Visit _____
Bethel/Assembly

_____ Date of Visit _____
Bethel/Assembly

_____ Date of Visit _____
Bethel/Assembly

_____ Date of Visit _____
Bethel/Assembly

_____ Date of Visit _____
Bethel/Assembly

Promote Membership

Did you actively seek to enhance the Membership of DeMolay, Job's Daughters and Rainbow Girls? _____

Please explain how you did this: _____

How many new members were initiated for which you were primarily responsible? _____

Did you receive your Pink Honor Key? _____

Sweetheart Term *(3 out of 4 must be yes to qualify)*

Did you complete at least one LCC during your term? _____

Did you hold a Sweetheart informational? _____

Please explain the event: _____

Did you attend SLC or participate in additional leadership training during your term? _____

Please explain what leadership training you participated in:

Did you participate in Chapter communications, by submitting an article to the Chapter Newsletter or participate in the Chapter phone tree? _____

Please explain how you participated with Chapter communication:

Plan Joint Activities *(Must have at least one event to qualify)*

List the joint activity or activities that you planned and conducted that involved DeMolay and at least one other Masonic Youth Organization.

Event #1 _____ Date _____

Circle which Masonic Youth Organizations were present:

DeMolay Job's Daughters Rainbow for Girls Pythagorean Knights

Explain activity: _____

Event #2 _____ Date _____

Circle which Masonic Youth Organizations were present:

Explain activity: _____

Fundraisers *(Must have at least one to qualify)*

List the fundraiser or fundraisers that you planned and conducted.

Fundraiser #1 _____ Date _____

Explain activity: _____

Fundraiser #2 _____ Date _____

Explain activity: _____

Essay

Attached the required essay (*minimum of 750 words*) to this application answering the prompt: **“How I have supported my DeMolay Chapter through the Sweetheart program this term.”**

APPLICANT SECTION

I have completed the above requirements to the best of my ability.

Applicant

Date

ADVISORY COUNCIL APPROVAL SECTION

The Advisory Council of this Chapter has approved this application and we request that the Past Sweetheart Service Award be forwarded to the Northern California DeMolay office for presentation.

Sweetheart Advisor

Date

Chapter Advisor/Advisory Council Chairman

Date

Upon completion, mail to: Northern California DeMolay Association
34400 Mission Blvd.
Union City, California 94587