

Nevada Grand Officers' Handbook

2011-2012



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Personal Profiles (see Page 63) are ONE-Page biographies of yourself, to be shared with all Grand Officers, Deputies, Directors, Advisors, the SRD and SI. They can be cute, serious, decorated or not - but they need to share with us information about yourself we may not otherwise know – How large is your family? Were you born here or in some other interesting place? Will you be continuing with college after high school? Do you work? What is important in your Rainbow life? Please don't limit yourself to this format - but glean from it the basics of what we would like to know about you! **Bring 50 3-hole punched copies to Leadership! PLEASE DO NOT USE GLITTER ON YOUR PAGES!**

This Handbook should be tabbed, marked in, and dog-eared with your responsibilities and deadlines and brought to Leadership and EVERY Grand Officer Meeting.

2011-2012 Printed for:

Grand Officers, Grand Deputies, Directors of: Grand Officers, Grand Representatives, Grand Line Projects;
posted on the website following Grand Assembly

Dear Nevada Grand Officer:

CONGRATULATIONS on your 2011-2012 Grand Officer appointment and welcome to Nevada's Grand Family - whether you are a brand new Grandie or returning as a "veteran" Grand Officer! Your Directors, your Grand Deputies and I are each looking forward to the excitement, joys and challenges we will face together during the next year. Being a Nevada Grand Officer provides many opportunities to meet new people around our State, in other Grand jurisdictions, and to make our Rainbow Dreams become reality. From me and from every adult working with Nevada Rainbow, you can expect support and encouragement, friendship and love, confidence and trust, and all the energy necessary to make this year one of the outstanding moments of your life. FROM you, we expect equal amounts of respect and trust. And, we expect you to work diligently at your responsibilities knowing our adults and I are here to **help** you - not to do your work!

While you are serving as a member of the 2012 Grand Family, we expect your best - toward your Sisters, toward your Assembly as a whole, toward adults (including your parents), toward everyone you come in contact with. We are confident you will be the epitome of a Grand Officer AND a proud member of Nevada Rainbow. Please remember, you can not continue as a Grand Officer if you fail to remain active and responsible in your assembly! You arrived at this point with their assistance - and its incumbent upon you to return the positive energy!

Again this year, we will hold Grand Officer/Grand Representative meetings prior to EACH Saturday OFFICIAL FUNCTION (including Receptions) and at Rainbow Camp unless otherwise noted on your calendar. A tentative schedule will be available with the Official Visit Calendar. YOUR attendance and participation in Grandie Meetings is expected. Please arrive **in** appropriate attire prepared to participate. While we will have some meetings to review and practice ritualistic and floor work, Grandie meetings are primarily to provide you with information and for you to have a chance to raise questions, concerns, enlist the assistance of your fellow Grand Officers on projects you/your assembly are working on, etc. Please come prepared.

This Handbook has been developed over the years, revised many times, and will continue to be revised EACH year to provide us with the best working document. Many of this year's revisions are the result of your input during Grand Officer Leadership Weekends. READ IT -- EVEN IF YOU WERE A GRAND OFFICER LAST YEAR -- THERE MAY BE NEW INFORMATION IN IT - OR SOMETHING YOU JUST MISSED LAST YEAR! HIGHLIGHT YOUR DEADLINES; REFER TO THEM OFTEN; AND MEET THEM. THIS MANUAL IS MEANT TO WRITE IN - FEEL FREE! For example, note the dates you met deadlines, sent letters, made dress payments. You will **not** be asked to return this document at the end of the Grand Year....but I may want to see it periodically just to be sure you are using it!

Grand Officers often have questions about expectations and time tables. This book will help resolve some of those concerns. It was designed to give you a clear understanding about what it means to be a member of Nevada's Grand Family, what is expected of you, and what you can expect of me and our adult leaders. Refer to it often; if information needs to be added, jot it down and send it to me for inclusion in next year's handbook. Your continued input is needed to make Nevada Rainbow the best it can be.

Please remember that you ASKED for a Grand Office and, in that process, renewed your vow to live as a Nevada Rainbow Girl -- 24/7.. not just while at Rainbow meetings and functions. Behavior that does not meet the standards for Nevada Rainbow Girls will result in the loss of this appointment. Nevada Rainbow has a no-tolerance policy regarding drugs, alcohol, tobacco, etc.

Joanie Jacka, Supreme Inspector

This year:

- **GRANDIE LEADERSHIP WILL BE THE August 12-14 - - IN RENO.** It is mandatory. Grand Line Officers will need to arrive by noon on Friday, August 12th ; all others will be expected at **8 am on Saturday** - having had a healthy breakfast; Leadership is over by noon on Sunday - make your travel arrangements accordingly. Additional information will be available as we get closer to your special weekend.
- The first Official Visit will be hosted the GWA's Assembly; it is **mandatory and will be in Boulder City.**
- The GWA's Reception will be the last official function of the year (hopefully early in May), and her homecoming; **it is mandatory.**
- Combined receptions for last year Grand Officers will be hosted by the Officers' Assembly --- but ONLY if the Officer has participated in both local and statewide functions - at the level expected of a Nevada Grand Officer; please remember - though a date may appear on our calendar, receptions must be voted on by the members of the Grand Officer's Assembly. *Based on our experience in 2011, we may well schedule more than one reception in a single day to conserve both on expenses to the assemblies and travel expenses to attendees.*
- Responsibilities and deadlines change from year to year; please review this handbook carefully to determine yours;
- **BASED ON YOUR INPUT, GRAND OFFICERS ARE EXPECTED TO COMPLETE — AND TURN INTO THEIR MOTHER ADVISORS — AT LEAST THE EQUIVALENT OF TWO HOURS OF SERVICE HOURS PER WEEK (8 HOURS PER MONTH).** So at the end of the Grand Year, each Grand Officer should be reporting at least 96 hours of service (8 x 12) If you are attending school away from your home Assembly, attend the meetings of Assemblies in your new area and join in their fun and service projects as well. You will be WELCOMED!
- UNLESS otherwise noted, Saturday events begin at 4:00 pm with the Grandie meeting, dinner at 5:00 pm and the meeting immediately following dinner.
- UNLESS otherwise noted, Sunday morning events will begin with breakfast at 9:00 am. This will allow for easier and earlier traveling arrangements. DO NOT make return flights before mid-afternoon on Sunday.
- **Please remember your continuing commitment to increase your Proficiency Level by at least one degree - through 4th Degree - each year - AND, once proficient, we expect you to remain proficient at each level!**
- **This year's corps of Grand Officers** will again start pretty small and MOST will be jeweled officers AND Grand Representatives
- Representatives - Your first priority will be to contact your counterparts in other jurisdictions - before you actually do, for example, your Grand Bow project.
- Grand Line Officers will each be JUNIOR members of the Grand Executive Board and will be assigned to a specific adult to provide assistance to her -- as well as attendance at required meetings (one at Leadership and one at Camp).

WHAT IT MEANS TO BE A NEVADA GRAND OFFICER

You have **applied for – and been “hired”** to fulfill the responsibilities of a Nevada Grand Office for the 2011-2012 Grand Year. Each office brings with it special responsibilities and, of course, special opportunities to create a memorable year. **NOW IS THE TIME** to be sure you understand what you need to do to make this a successful year - a year filled with your Rainbow Dreams, a year you will remember with fondness, and a year you and your Sisters will be proud of. Rainbow is a GIRLS' organization. That means girls need to assume appropriate leadership roles and responsibilities, working cooperatively with adults. To be successful, everyone will need to pitch in to get the tasks finished. I guarantee our adults will not be “helping” if you are not doing **your** share of **your** jobs!!!

In general, be an exemplary Rainbow Girl:

- Renew your commitment to support Nevada Rainbow and your own Assembly right now - not one month before GO recommendations are due next spring or just before they vote on your reception! **Rainbow is a 24-7 commitment** just like other important aspects of our lives!
- Be as active as possible, whether you live at home or away at school.
- Continue to encourage girls to join Rainbow. **If you never sponsor a new member - who will? Whose job is that?**
- Support your Pledge Group with 100 percent of your energy - these girls are anxious to become Rainbow Girls. They want and need to see you and to get to know you. *At 8, they don't have the tools to make that happen -- you do!* **If your Assembly has a Pledge Group, you are expected to be at EACH of their meetings – put them on your calendar and participate 100%.**
- Continue to provide service to your community and report those hours timely to your Mother Advisor or her designated adult. *(More important than personal recognition is the recognition received by your assembly and by Nevada Rainbow when we demonstrate the number of hours of service provided in our communities. Don't be shy! And, don't assume because you are a Grand Officer that you don't need to do or to turn in those hours! For many years, you as a group have agreed to provide minimally 96 hours per year.)*
- Understand and support what Rainbow stands for.
- Work with the adult leadership team for the common good of our Order.
- Set a positive example: be on time; be courteous and respectful to others; send thank you notes when appropriate and cheerfully follow the established dress code. When you see a need to modify the dress code, raise the issue at the next Grand Officers' meeting. Have your Rainbow Smile and your Rainbow Hat securely in place **AT ALL TIMES.... 24-7!**
- RESPOND** to emails - so the sender knows you received the message.

As a Nevada Grand Officer you should be an example to your Rainbow sisters, not only in your ritualistic work, but in every aspect of your life. The example you set will have an impact on the younger girls, and, in turn, will impact the future of Nevada Rainbow. Avoid situations where you may be involved with, exposed to, or even associated with alcohol, drugs or tobacco. If this situation occurs at a Rainbow event, immediately speak to the adults in charge. Our concerns are for the physical safety and mental well-being of our Sisters. Because these things are inappropriate and may well be illegal, we want to be sure we maintain a **zero-tolerance** level regarding them..... again - this is **24-7!**

A Grand Officer who marries, decides to co-habitate with a boyfriend, or becomes pregnant during the year must resign her appointment immediately. Paid fees and dress payments are not reimbursed; Grand Officer pin deposits will be reimbursed **ONLY** upon the timely return (30 days) of those pins, in good condition, to the Supreme Inspector. While the mascot is not to be returned, the mascot bag must be returned.

If you are unable to fulfill your commitment for this year, you must return your pin, mascot bag, and any other materials specific to your appointment to the Supreme Inspector. Your title will then revert to what it was prior to this appointment: i.e., Past Worthy Advisor.

Your Assembly will depend on you now more than you may realize. You will serve as an example for the younger girls and may be asked to work with your Mother Advisor and adults in planning Assembly events. Remember that without your Assembly and the support of its adult workers, you would not have the opportunity to serve as a Nevada Grand Officer. Assisting your Assembly and its adults is one way to express appreciation for their continued support of your efforts and dreams.

Being a Grand Officer means others will be looking to you as an example of the BEST Nevada Rainbow has to offer. Make them proud. ***Your Assembly, adult workers and even Past Grand Officers will use YOU as a yardstick to measure how well Nevada Rainbow is doing. Make sure "we" continue to get high marks!***

RESPONSIBILITIES OF A NEVADA GRAND OFFICER

ATTENDANCE: Grand Officers are required to attend ALL practices, sessions and special events at next year's Grand Assembly. There are exceptions regarding attending specific sessions but those circumstances must be discussed with the Supreme Inspector at least two months prior to Grand Assembly. If you are unable to attend Grand Assembly, you WILL be asked to relinquish your office.

It is mandatory for Grand Officers to attend the following:

- ✓ The Grand Officer Leadership Weekend (noted at the beginning of this Handbook and documented on the application you and your parents signed prior to this appointment)
- ✓ Founder's Day Celebration with your Assembly (July);
- ✓ Rainbow Camp which will include Rainbow Sunday (2nd weekend in March in Tonopah). As a Rainbow Girl, you must attend church services on this weekend. If you must be excused because of a work schedule or a prior commitment with your parents, please discuss these matters with your Grand Deputy AND Supreme Inspector prior to Camp. If you are attending school out-of-state, make every effort to participate in Rainbow Sunday in that area; at a minimum, attend church;
- ✓ All Official Visits AND the Reception in the spring. *(This has consistently been the decision of the Grand Officers at Leadership.)*
- ✓ ALL Meetings and functions of your local Assembly;
- ✓ The Mystic Banquet (November) if you are a Master of the Grand Cross of Color, and the Grand Cross luncheon/degree at Grand Assembly.

Over the past several years, we have combined some of the Grand Worthy Advisor's Official Visits in an effort to decrease the number of times you will be asked to travel, and to accommodate the needs of smaller assemblies. The Official Visit itinerary is distributed early in the Grand Year. Please check your schedules at school and work. Then, place the Official Visit calendar in the front of this handbook (**and** on your personal calendar/phone) so it is easily available for your reference. Note the times of each event - and the grandie meeting. **INVITE your Assembly members to travel with you, following the established driving guidelines. Younger girls and adults enjoy travel -- make them part of your plans.**

The Grand Worthy Advisor depends upon each of you to make this year a successful one for the entire state. Assemblies appreciate and depend on your support for their projects including their Official Visit.

Like a puzzle - **you** are an important and necessary part of the Grand Family and of Nevada Rainbow!

Excuses: If you are unable to attend any official function, you need to be excused (for example, your sister's wedding, your prom, SAT tests, etc.). A single email to the SI, the Director of Grand Officers, the Director of Grand Representatives if you are a Grand Representative, and your Grand Deputy must be received PRIOR to event, preferable a week prior. **State** the reason you will not be able to join us ...(for example, your sister's wedding, your prom, SAT tests, etc.). If you were an employee, your employer would not tolerate a message that said "I won't be at work on Wednesday."

Do not rely on our memories or answering machines to record your efforts to be excused. Put your request in writing! Explanations after the fact will be considered un-excused absences, except when extenuating circumstances exist. *You will want to participate fully in the events of this Grand Family - the friendships that last a life time exist between Rainbow Sisters.* **If we have not heard from you, we expect you will be joining us;** if you aren't present, we will be calling your mom to be sure you are OK.

Your participation this year will have a direct influence on future appointments. Lack of participation will not be rewarded by appointments that have greater responsibilities and recognition.

If you need assistance making **housing arrangements**, call the Grand Officers in that area at least one week in advance. They will be happy to *help you find* a Rainbow family with whom you can stay. Nevada Rainbow girls (almost) never need to pay for a hotel room when traveling in this State. Though the accommodation may be a blanket and pillow on the couch - it is better than a lonely and expensive hotel room!

Grand Officers who choose to attend school out-of-state must inform the Supreme Inspector prior to the beginning of the school year. When the Grand Officer is "home" for holidays and other school breaks, she should make every effort to participate with her local Assembly, as well as attend any official functions which may be scheduled during this time. While attending school out-of-state, please also observe Rainbow Sunday and Founder's Day with an Assembly in your new area if possible, or by attending Church as required. If you hold a Grand Cross of Color and are unable to attend a Grand Cross function (mid-November) at home, make every effort to break bread with another recipient of the Grand Cross wherever you are.

While at school, WRITE or email your assembly on a REGULAR basis. They will be missing you!



email is your friend!!! Even when you are away at school, you ARE a Rainbow Girl!

DEADLINES exist for each of us and they will continue to exist throughout our lives, regardless of what paths we may follow. Rainbow is no different. We have, however, tried to establish deadlines that are reasonable for Grand Officers to work within, yet provide the adults who need your report, for example, ample time to help you with the finishing touches so you can be your very best! ***Please have your tasks completed on or before these dates.***

If you are unable to meet a deadline, please contact your Director **AND** the Supreme Inspector prior to the deadline to discuss an extension or an alternative solution.

A detailed listing of specific deadlines follows in both the "Special Responsibilities of Your Grand Office" and "Deadlines" sections. Review these dates carefully and frequently. Your cooperation is expected - and will be appreciated by all! *(If you detect a conflict in the printed deadlines, please bring it to the SI's attention so it can be corrected and an appropriate one established.)*

RESPONSIBILITIES: Some of the items you will need to complete this year are:

- Re-payment of Grand Officer presentation money, pin deposits, and mascot expenses to your Assembly; your Mother Advisor has the exact amount you owe; see below.
- Payment of Grand Officer dress deposit (minimally \$75) due at our **Leadership Weekend** and final payment due no later than **October 1**. Failure to meet financial responsibilities - or to negotiate a payment plan with the Supreme Inspector, is unacceptable.
- Ritualistic work related to your Grand Appointment. Learn it now and EAGERLY accept opportunities to fill in both at your own Assembly and when visiting.
- Quilt square design for the Grand Worthy Advisor's quilt. Those who miss the established deadlines will be assessed \$25 – no questions/excuses! **No one will be reminded/nagged or harassed to get her square done – you will get a bill from the SI if your square is not turned in on time.** (Squares can be completed professionally for a lot less.)
- Reports related to your Grand Appointment.
- Leadership roles in either the Grand Officer Leadership Weekend or at Rainbow Camp.
- Pass down items for next year.

FINANCIAL RESPONSIBILITIES

Being a Grand Officer also requires a financial commitment from you. There are certain expenses you will be expected to meet during the year. While we are constantly looking for ways to keep these expenses as low as possible, you may want to start saving now so you will be prepared as the deadlines approach.

This list will give you a basic understanding of the anticipated expenses of a Grand Officer. Share this information with your parents now so they aren't surprised as the year progresses. It is our intention to collect fees, like your presentation fee, once -- and only once! We want to avoid "please bring \$\$ for so-and-so's gift" during the year. **You are expected, however, to have more than a few pennies for each coin march – if that means giving up your daily Starbucks for the weekend – feel free We have a coin march for a reason – the Statewide Service Project.** This is a great example-setting moment for younger girls.

Grand Officer Dress -----	\$150.00
Dress Fitting Deposit-----	(refundable) \$30.00
Shift Material -----	(Estimate) 30.00
Hoop (one-time expense)-----	40.00
Pantaloons (depending on your design) -----	15.00
Hair piece (one-time expense)-----	50.00
Grand Officer Presentations-----	40.00
Grand Officer Pin Deposit (per office) ** -----	15.00
<i>----- (returned when pins are returned after majority; REPLACEMENT pins are \$15 each)</i>	
Mascot (2012)-----	Paid by NOAH
Mascot bag (depending on your design) -----	5.00
Traveling Dress Material (Optional/Estimate)-----	50.00

GRAND ASSEMBLY EXPENSES

Registration.....	\$15.00
Hotel Expenses (varies) (Estimate)	110.00
Picture package (Estimate)	8.00
Grand Cross Luncheon (for those with the degree) (Estimate)	20.00
General Banquet (Estimate)	25.00
Practice Lunches (Sat and Tues) (Estimate for each)	15.00
Monday Lunch (Estimate)	15.00
Other Meals (Estimate)	60.00
Transportation.....	varies
Secret Sister Gift Exchange.....	10.00

If you are simply unable to meet certain financial obligations/deadlines, but ARE prepared to meet every other responsibility of your Grand Office, please contact the S.I. privately to discuss options for assistance in meeting financial obligations. Lack of funding should not be the reason for any girl to stop being involved in Rainbow if she is able to commit to a life of active service.

DRESS FITTING DEPOSIT: To help “us” be more attentive to scheduling and keeping appointments with our Dressmaker, a \$30 deposit will be collected from each Grand Officer - through your Pins/Presentation fees collected from your assembly at Grand Assembly. This fee is based on \$10 per fittings / three fittings per dress. Mrs. Buchanan keeps an accurate record of the appointments you schedule for your fittings in the spring – and your fees will be reimbursed based on your timely participation in scheduling individual fittings - and **keeping those appointments - always with the proper undergarments and shoes in hand!**

For appointments you make/keep - you will be reimbursed the fee; for those you make/don't keep, cancel less than 24 hours, don't have the proper undergarments/shoes, etc - Mrs. B gets the fee! Your cooperation and timeliness will be “rewarded” by the return of your fees....and appreciated by all of us who end up having to follow up with your responsibilities! Please remember, spring fittings **MUST** happen – just as your school finals and other scheduled events – it is your responsibility to establish your priorities - in concert with what Mrs. B needs of you. Taking a weekend off because “school is finally over” or some other reason when Mrs. Buchanan needs to see you is unacceptable!!!

A letter explaining the purpose of this deposit will be mailed to your parents shortly after Grand Assembly.

ETIQUETTE FOR A NEVADA GRAND OFFICER

PERSONAL PRESENTATION: As a Grand Officer, you represent Nevada Rainbow to all with whom you come in contact. You reflect the teachings of Rainbow through its lessons and the skills you have attained. Exemplify them at all times.

- ☑ Sit gracefully AND quietly. Do not visit *during* meetings. Keep your feet flat on the floor, knees together; sit straight and tall. This does not necessarily mean your back doesn't touch the chair back. With practice you will always sit with grace. Sitting properly not only makes it easier to sit through long meetings with less strain and discomfort, it's healthy and helps us pay attention! Of course, crossing the ankles is OK, but NEVER cross your legs when sitting in any Rainbow Assembly Room.
- ☑ Walk and stand like you have a book balanced on top of your head. Your eyes should be forward, head up, shoulders square. Keep your arms relaxed at your side, slightly elevated over your hoop. Do not press down on your hoop. Do not swing your arms or put them at your back. Do not touch your backside! Do not walk with your shoulders! Practicing this style of walking will help you “float” across the Grand Assembly floor.
- ☑ When standing, your hands always belong at your sides – not crossed in front or behind your body, not twisting and moving – just at your sides quietly.
- ☑ Bow from the waist, with your head following the natural flow of your body movement - don't keep your head up to “look” at the person you are escorting - or something else. Keep your arms to your sides.
- ☑ **SMILE!** Being on the floor, either during a Grand Session or for escort at an Official Visit, is fun! Keep a smile on your face and everyone will know you are having a great time. A smile is a gift that costs nothing; share it GENEROUSLY with everyone!



- 🚫 AVOID catching “grandie-itis” . . . its a horrid condition that occurs when a Grand Officer’s head and attitude swell so much she forgets both her sisters and her responsibilities. It is treated with immediate response from one’s adults and is usually a rather unpleasant experience and, unfortunately, is very contagious once it starts!
- 🚫 **Be sure you have money for EVERY coin march** -- it is unacceptable for you to not support either your local assembly or the GWA’s statewide service project by not participating. If you find yourself penniless at that meeting - be sure you ask a member of our adult leadership team for a little help. Having money means having it readily available where you are seated -- you can not get up and wander around during Official Visits to retrieve what you need from wherever you stashed it....

GENERAL MANNERS

- ✿ Be polite and respectful, regardless of your mood. Like smiles, respect is contagious. Lets all catch it!
- ✿ Be friendly to everyone. When attending Rainbow functions, do not visit only with those you know. Make an effort to mingle with all the girls and adults. When a meal is served, join the GWA at the head table, and bring younger girls with you if there is room - or sit at their table and engage them in active discussions about Rainbow. Be sure to compliment the Mother Advisor, Grand Deputy and other adults who have worked hard to make your visit special. **DO NOT LEAVE THE FUNCTION WITHOUT THANKING AN ADULT!**
- ✿ Avoid cliques. Grand Officers have an opportunity to become friends with all Rainbow members and adults.
- ✿ Exemplify and promote positive attitudes. When problems arise, speak directly to the one with whom there seems to be a concern or with your Mother Advisor or Grand Deputy. Under no circumstances should you broadcast the specifics of such conversations with others. Leave these frustrations off your “FaceBook” or other Internet chat sites.
- ✿ Give praise when praise is due. A POSITIVE word from a Grand Officer about a job well done will long be remembered and appreciated, and will have a positive impact on the recipient’s self-esteem and confidence. Please remember, if you have nothing positive to say, say nothing at all. Grand Officers are not responsible for correcting or critiquing the work or performance of others....whether they are girls or adults! (NOT YOUR JOB!!)
- ✿ Be attentive to the activities of the meeting; be courteous to those who have worked hard to make this a pleasant experience for you and the other guests. Visit with others before and after the meeting - - not during the meeting.
- ✿ If asked by your Mother Advisor or Grand Deputy to assist a younger officer, do so with grace and understanding. AGAIN, remember, unless you are specifically asked to assist another, "it's not your job..." to provide instruction.
- ✿ When attending a practice at your own assembly, at an assembly where you will be filling an office as a guest, or at Grand Assembly, pay attention, be attentive, and give your adult instructor the same respect you give to me! Don’t disrupt the adults giving instruction - even when you know your work! Set a good example for the other girls.
- ✿ If it is unavoidable for you to arrive late at an official function, enter the Assembly room in the appropriate manner (see Ritual) and quietly take the first available seat in the West. Leave your belongings outside, including your mascot. You may join the other Grand Officers only during escort by stepping into the line at the appropriate time or during the Coin March.
- ✿ Exercise good table manners: place your napkin on your lap; ask for things to be passed to you; say "thank you" and "you're welcome;" and never place your elbows on the table!
- ✿ Gum and food are not allowed in any Rainbow Assembly Room, even during practices.
- ✿ Offer to help — clear the tables, wash a few dishes, move chairs, etc. Remember what your grandmother used to say — many hands make the task lighter for all!

Specific Guidelines for attending MASONIC YOUTH FUNCTIONS (DeMolay or Job’s Daughters) in this or any jurisdiction:

- 🚫 WHEN ATTENDING DEMOLAY FUNCTIONS, REMEMBER you are there representing Nevada Rainbow - in both your dress and your behavior. Therefore, our dress guidelines apply within

reason. As a Grand Officer, you are not expected to attend a formal dance in a hoop skirt - however, a long dress, in appropriate colors, with appropriate straps, etc., is expected. Your prom dress may not be the best choice!

- ☛ If you are participating in a DeMolay function that requires a costume of some type, remember the general guidelines of good taste and choose accordingly. When in doubt, ask an adult - before you make your selection!
- ☛ When attending DeMolay functions, you must have a **female chaperone ARRANGED BEFORE YOU ARRIVE AT THE EVENT. IF YOU DON'T HAVE A CHAPERONE pre-ARRANGED, YOU MAY NOT ATTEND A DEMOLAY FUNCTION/EVENT.** A female chaperone is likely one of our female adults who has completed her Adult Worker Profile and is recognized as a chaperone – a girl who took her majority “last year” is not a female chaperone yet; your mom can be your chaperone, but unless she has completed an Adult Worker Profile, she can not chaperone others!
- ☛ Please also remember, no one under the age of 21 may attend a DeMolay ritualistic meeting; membership in the Order of Eastern Star (at 18, for example) does not automatically grant admission to such events.
- ☛ Nevada Rainbow will comply with the guidelines established for other Masonic Youth Groups in terms of attendance. **If you leave an event, even to go to your vehicle without a chaperone, you may not re-enter the event.**
- ☛ Nevada Rainbow Girls must NEVER be in a room with DeMolay Members without a female adult advisor present, preferably her female adult chaperone. Be careful not to put adults in a jeopardy position.
- ☛ No alcohol, drugs or tobacco are allowed in the possession of, or consumed during events/functions by either youths or adults.

TRIP ETIQUETTE

(Offered as a state-wide plan by Boulder Assembly #8)

Before You Leave Home:

- ✓ Make sure your parents know where you are going and when you will return. Get a signed consent form from them.
- ✓ Pack as lightly as possible. EVERY girl does not need to bring a radio, hair dryer, etc.
- ✓ DO pack a sleeping bag, pillow, and towel if you are staying at a home; it is best to ask your hostess prior to packing if such items would make it easier to be her guest.
- ✓ It is best to have a bag for all of your items; it keeps them together, tidy, and you will have less lost items.

When You Meet Your Driver:

- ✓ BE ON TIME!! Earlier is better. Road trips need that “buffer time” (weather, traffic, road construction, etc.) to ensure we arrive on time.
- ✓ Accept any seat in any car with grace--not sitting beside your BEST friend may give you an opportunity to know another sister better.
- ✓ Hand your driver a contribution for gas. It costs about \$70 - \$100 in gas to drive (round trip in a minivan or SUV) to Tonopah from anywhere in our state, and twice that to the far end of the state from your location. Figure out your portion. Do not be shy about asking your adult for some guidance on this.
- ✓ Give your driver your signed permission slip.

When traveling:

- ✓ Be aware that your driver has to concentrate. Keep your voice at “indoor” speaking levels.
- ✓ Consider your driver’s taste in music, and ask before you play her radio/CD player. Again, the volume level should be conservative.
- ✓ If it is a long trip, your driver may appreciate a little pleasant conversation to help pass the time. He/she gets bored, too.

- ✓ Help navigate, especially in the city.
- ✓ Traveling is NOT a time for napping - by the passengers OR the driver! Use this time productively - visiting, working on Ritual work, discovering Nevada's rich history.....

When staying in someone's home:

- ✓ Always ask permission to use their things.
- ✓ Accept food or drink graciously – remember your hosts have purchased them with you in mind.
- ✓ Keep noise levels at a minimum.
- ✓ Always thank your host BOTH in person as well as with a written note when you leave.
- ✓ You should always leave that home just as you found it (ask if there is a clean set of sheets and make the bed after your use - depositing the “dirty” sheets in the laundry room with your wet towels, clean up trash, check the bathroom for long hairs that belonged to someone in your party, dispose of feminine hygiene products appropriately, etc.)
- ✓ Rinse your toothpaste out of the sink and empty the trash in the rooms you used.

When staying in a hotel:

- ✓ Accept your room assignment graciously; all your friends are nearby. Would you like someone to refuse to room with you?
- ✓ Do not lose the keys--place them in your purse or tote bag. DO NOT CLOSE THE ROOM DOOR WITHOUT CHECKING FOR THE KEYS.
- ✓ When visiting, getting ice, etc., never leave the room in your sleepwear or barefooted. Swimsuits must have cover-ups. Ask a buddy to go with you, and inform an adult of your destination.
- ✓ Keep your room door locked AT ALL TIMES. Never open the door without asking “who is it?” and checking the peep hole. (You WILL be tested on this)
- ✓ Keep noise levels at a minimum, especially when in the hallways. “Lights out” time means all is quiet.
- ✓ Tip your hotel maid at least \$1 PER girl EVERY day. Remember that shifts change and tipping at the end of your stay may well not get your generosity to the one who cared for your room the most. Place this cash in a place where the staff will understand it is meant for them.... on the mirror, on the desk where your attendant is identified by a small note, etc.
- ✓ When you arrive in your hotel room, UNPACK your suitcases and put your clothes in the drawers and in the closet (that's why hotels have such accommodations). Then, stow your suitcase in the corner, out of the way.
- ✓ Pick up your belongings EACH morning so your room attendant can actually clean your room. Hotel Management will not allow staff to move your personal items - so if your room is a mess, your room will not get cleaned.

When you get back home:

- ✓ Thank your driver for his/her time driving.
- ✓ Take care to gather ALL of your belongings--no one wants to deliver stray items to you later.
- ✓ Help to clean up EVERY BIT of trash inside the car, even if it is not your trash. (Candy wrappers, cups, cans, sacks, programs, etc.) Just like a home, you should leave a car AT LEAST as clean as when you found it.
- ✓ You might consider talking with your assembly about washing your driver's car as a “thank you” for their time and trouble the following weekend, or any other time.

WHEN traveling by plane, etc.

- ✓ Tip the car shuttle driver, the Sky Cap, etc... anyone who handles your bags at least \$1 per bag -- EACH time.
- ✓ Pack cosmetics, lotions, etc in Zip Lock bags -- if something spills or leaks, you won't ruin everything in your suitcase - and your mother will be very appreciative.

START each trip with multiple \$1 bills so you are prepared!!!

MISCELLANEOUS

- Do not take pictures when the Bible is open, except during Installation.
- All ritualistic prayers, as well as those presented at special occasions (blessing before a meal), are followed with "Lord, help us to keep our promise." Pray SLOWLY so God hears every word.
- When retiring for presentations, do so quietly, quickly, and in an orderly fashion. Re-enter the Assembly Room quickly so there is minimal delay to the function.
- Do not applaud when attending a Rainbow Church Service, including the Vespers Service at Grand Assembly. A solo or a special presentation is part of the service. If you want to express your appreciation, do so in person after the service.
- Respond to special invitations as quickly as possible, especially if the invitation includes a meal. Likewise, call the hostess immediately if you later become unable to attend a function you earlier indicated you would attend.
- SEND thank you notes and notes of appreciation generously and timely. Whenever you are a house guest, leave a thoughtful note behind thanking your hostess for her courtesies. She will appreciate your thoughtfulness and you won't need to worry about her address, buying stamps, or forgetting to mail a note!
- If you are attending school out-of-state, be sure to send holiday greetings and other letters to your Assembly throughout the year. Your Sisters will be delighted to hear from you and to learn of your new experiences and you will appreciate news from your sisters while you are away.

WHEN YOU ARE THE CENTER OF ATTENTION

There will be times during this Grand Year when you will be the center of attention! You may be asked to speak at your local Assembly, to participate in a Grand Chapter or Grand Lodge function, or to represent Nevada Rainbow in some other unique way. **As a Grand Representative, you may be asked to speak at a Grand Assembly session -- Be prepared to present your BEST!**

- ❑ Prepare your remarks in advance - they need to be approved by the Supreme Inspector and/or your Grand Deputy, depending on the invitation. One of the best mottos of Rainbow Girls is "WRITE, REVISE, MEMORIZE.....and in a pinch, improvise!" Start with: Thank you _____, (something like) Distinguished East, friends... on behalf of our Supreme Inspector and Grand Worthy Advisor, it is a pleasure to be with you"
- ❑ Always end messages with an appropriate thank you for the invitation to attend - and for any courtesies that have been extended, i.e. breakfast, housing, friendship.
- ❑ When appropriate, feel free to add a poem or dialogue from a famous person; however, be sure to give credit to the original author. DO NOT use a poem or someone else's writing as your entire presentation - we came to hear your thoughts and ideas. A good rule of thumb is that your message needs to be at least equal to the length of the message you are quoting, unless, of course, your quote is a sentence or two!
- ❑ Know in advance how to greet the honored guests at the function. For example, if you are at a Rainbow meeting, begin your comments with the appropriate recognition of those in attendance: "Supreme Inspector, Grand Worthy Advisor, honored East/distinguished guest, Rainbow Sisters, and friends....." OR "Worthy Advisor, Mother Advisor, Rainbow Sisters....."
- ❑ Speak clearly, slowly, and loud enough for all to hear and understand your message.
- ❑ Make eye contact with the audience.

LOOKING LIKE A NEVADA GRAND OFFICER

Do you remember the FIRST Grand Assembly you attended and how impressed you were with the appearance of the Grand Officers? They all looked so beautiful "floating" across the Grand Assembly room floor. They had a distinct "look" of pride and confidence. NOW is your opportunity to carry on this outstanding Nevada tradition and to be that example. **Always be "dressed - pressed - and ready to go" which includes clean!!! Be sure your DRESS is clean – put our nose on it!**

With rare exception, if you are required to wear a formal, that means a formal with hoop, pantaloons, hair piece, Grand Officer pins and Grand Cross (if you are a Master). [Exception: last year Grand Officers may choose a more "adult" straight long dress for their reception, within the guidelines of Rainbow – not too tight, not too revealing, not too slit - and **with undergarments, including hose....** appropriate to the dress.] The honoree may wear a reasonable, special hairstyle. Do not wear your pin-on at your reception... just your Grand Officer pin and Grand Cross.

DRESSES: Be sure each of your formals is the right length: no more than one inch from the floor. Ballet and tea-length dresses are not formal length and should not be worn at formal Rainbow occasions. You may wear these dresses to "short-dress" functions.

Formal dresses must have straps at least one inch wide, or three spaghetti straps on each shoulder. Strapless dresses are inappropriate at Rainbow functions. Dresses made to be worn off-the-shoulder are acceptable if the edge of the dress shoulder rests where your arm and shoulder meet. TEST the shoulder support of your dress and how low the bodice is cut by bowing - will more of your anatomy show than most of us want to see? If so, make some alterations. . . . Cleavage at Rainbow is not a good thing! Make the necessary adjustments before someone like the SI gasps.....its much easier! If you need to continually "hike" up the bodice of your dress to keep your cleavage in – its cut too low - consider an enhancing ruffle. Halter dresses are acceptable if the halter is WIDE and SECURE! Please also watch to ensure the underarm area fits close to your body so there is no peek-a-boo or fall-out disaster waiting to happen!

Formal dresses must be in pastel, primary colors, or white. Formal dresses may not be black, brown, burgundy, dark blue or a fabric which looks black from a distance (watch the velvets).

When wearing a **hoop slip**, make sure the hoop is not over extended and the bones do not show through the skirt fabric. Many hoop skirts are made with ruffles over the hoops; you may want to place a net overskirt on top of your hoop if the bones show. Be sure your slip is clean - the underside shows from the back every time you bow AND when you are sitting in a bow station on the floor! In your spare time, it is a wise investment to make a waist band for your slip and secure it with a button and button hole... then that little string can't come untied or break! OR remove the draw string from the waist of your hoop, and replace it with elastic and a button/button hole. Your slip now has a skirt looking waist and is much more secure than a drawstring which can (Oh, I think I will die from embarrassment!) come untied at the most inopportune times!

Pantaloons must always be worn under hoop skirts. Pantaloons need not be expensive, fancy or even cute. They may not be pajama bottoms or sweat pants! Pantaloons are ankle-length. Pantaloons are undergarments! DO NOT arrive or leave a function wearing a t-shirt and pantaloons - that is tantamount to a t-shirt and your panties! A SHIFT with or without PANTALOONS is acceptable attire at these times.

For "regular" (short dress) meetings, a dress or skirt and blouse is appropriate. You may wear dark colors (black, brown, burgundy, dark blue) for these occasions, observing the 50 percent rule - no more than 50 percent of your attire should be black/dark. You may wear our blue or purple Nevada Rainbow polo shirt, tucked in, with a khaki or denim skirt of appropriate length and appropriate shoes – with nylons.

Follow the Nevada dress code found under separate tab in this handbook AND ensure your short dresses are at least as long as your finger tips when standing! Again, at home, bow as your mom stands BEHIND you. If she GASPS, go back to the closet and try again! Your dress is too short - your blouse shows too much cleavage - your skirt and blouse don't meet showing more bare skin - etc!

Please check the tightness of your skirt – if it clings to your body or you need to tug it down every time you sit/stand or bow - - - try again! AT ALL TIMES, all clothing should be clean, PRESSED and in good repair, without tears, missing buttons, pinned shoulders, **odors**, etc. Put your nose to the underarm of the garment you are about to put on - and take a big breath . . . You will know if the garment needs to be laundered/cleaned before you wear it!! If your cotton type garments continue to have an underarm odor, spray that area with WHITE VINEGAR prior to laundry--- it neutralizes offensive odor without leaving you smelling like a salad!!

SHOES: At Leadership 2008, the Grand Officers agreed that a Sketchers or Champions brand shoe is the appropriate Grand Officer shoe. In Sketchers, there is an embossed one and a plain one which were approved. Regardless of the brand, the shoe needs to have a WHITE sole, no sparkley; and they need to offer arch support. On-line, you may need to order a full size smaller. Payless has Champions for about \$25. Most Sketchers can be washed in the washing machine. If utilizing the Internet, the site is www.Sketchers.com. “Bikers Pacifica” is the embroidered style.

HAIR: A good "rule of thumb" regarding your hair is: Grand Officers should wear their hair up whenever in formal attire or at Grand Assembly practices or sessions. This includes initiation, installations, official visits, receptions, presentations at Grand Chapter or before your sponsoring Chapter or Lodge. Probably the "best" hairpiece currently available is the "shake and bake" hairpiece. If you need to purchase one, several order forms from different companies are in the back of this handbook - or check with a Past Grand Officer with similar hair color to see if she will “lend” you hers. As a side note: hair basically should be ONE color; obvious stripes or patches of “contrasting” colors are not acceptable. One of the goals here is to be uniform in our basic appearance - as a group. If you choose to experiment with hair color during the year, remember your hairpiece - which you will wear nearly every month of the year. It needs to MATCH your hair – a blonde hairpiece on darker hair is - tacky - to say the least!

Consider the length hair needs to be to wear a hairpiece. Please wait until after Grand Assembly to explore a shorter hair length, and then be sure it will be long enough for a hair piece by the August official visits.

MAKE UP: Moderate amounts of make up provide a finishing touch for all women. Do not overdue! Except at Grand Assembly, nail length, nail polish and nail decoration can be worn; at Grand Assembly, only extremely moderate, very light pinks or natural nail color may be worn.

Grand Officers agreed (in 2008 and subsequent years) NO visible facial piercings are acceptable at ANY Grand Assembly in any jurisdictions. Stud-type nose jewelry is “ok” at our Official Visits and Receptions *provided it is not offensive to anyone!!! At your Reception, you may want to NOT wear any facial piercings - you are the center of attention and they do glitter in photos!* At Leadership 2011, Grand Officers agreed that ONLY at regular Rainbow meetings/events (that is not an “official” event), girls do not need to cover a tattoo that is smaller than silver dollar size – UNLESS an adult asks her to. If asked (even once) to cover this tattoo, she will gladly cover it this and at every future event.

UNDERGARMENTS: In two words: WEAR THEM! Be sure you are wearing appropriate length and color nylons; knee-high or thigh-high nylons are acceptable under hoop skirts because you will also have pantaloons on; suntan and beige are acceptable colors. Also, ensure you have the proper bra for the dress; it is very unattractive to see bra straps hanging out of a dress or blouse or to watch someone constantly adjusting her clothing because of improper under garments. Do not wear dark undergarments with a white or pastel gown. Look in a full-length mirror to see if your undies can be seen through the waist gathering in your hoop slip.

GRAND OFFICER "PARAPHERNALIA"

Grand Officer Pins (and your GWA pin and Proficiency pin) are worn on the left, above your heart on the pin-on the GWA will make for you. Traditionally Grand Officers don't wear all their other pins, but store them on their "brag" rag/ribbon. Wear your Grand Officer pin with pride to EVERY Rainbow meeting; check it occasionally to be sure the clasp functions properly. Contact the Supreme Inspector immediately if you loose your pin; replacement pins cost \$15.00 per pin; checks are to be made payable to Nevada Grand Assembly. Store your pins with your Grand Cross and other Rainbow paraphernalia – and everything you need for every meeting will be in the same place....consistently!

Grand Cross Medallion: If you are a Master of the Grand Cross of Color, ensure the ribbon is clean, pressed, and in good repair. (A safety pin "clasp" is not acceptable.) Do not place anything on the ribbon other than the medallion. Wear your Grand Cross Medallion at all Rainbow functions, that is, meetings (formal or otherwise), Official Visits, receptions in this or any jurisdiction, when visiting a Lodge or Chapter meeting representing Rainbow. Tuck it inside your blouse when going to and from Rainbow meetings. Do not take your Grand Cross to Camp. It should not be worn to practices, fun activities, etc.

Mascots have traditionally been a part of Nevada Grand Assembly and "expect" to be taken as Grand Officers travel. Don't be guilty of "mascot-abuse." Transporting your mascot ultimately is your responsibility - not your Trailer's (and not your mom's)! YOU will be doing the bowing if you forget your mascot!

Grand Officer Handbooks are to be READ and referred to often. It has most of the answers you will need to be successful this year. Place it in your mascot bag so it is with you when you travel. Jot down things you need to remember to do or to ask about. Note in this book things you would like to have changed during the next Grand Year and return those notes/pages to the Supreme Inspector by April 15th.

When traveling in Nevada, check the guidelines in our **Dress Code** in this handbook. Traveling in pants is acceptable, provided this privilege is not abused.

When planning travel to another jurisdiction, determine the appropriate dress code for that jurisdiction. (See also "Visiting Other Jurisdictions".) If you are unable to determine what clothing is acceptable when arriving or departing another jurisdiction, travel in your Grandie shift.

PREPARING FOR NEVADA GRAND ASSEMBLY

Making our Grand Assembly successful requires the respect, support and energy of all Nevada Rainbow girls, especially the Grand Officers.

- **Respect** each other and our adult workers by being on time to Sessions and practices. On time at Grand Assembly means being in line 15 minutes prior to the practice or Session. Jeweled Grand Officers should have their jewels on; Grand Representatives should have their State flags when necessary. You all should have made the necessary restroom stop!
- **Support** each other by accommodating, within reason, the needs of others. Share space in the Grandie dressing room and rest rooms, etc. Clean up any "mess" you make, and help those around you do the same.
- **Energize** each other by ensuring you and your room mates get plenty of rest and healthy meals. Consuming inordinate amounts of candy and soda pop and surviving on two or three hours of sleep each night will not make this a very pleasant experience!

Make a daily shower schedule - so everyone showers EVERY day (and not just at Grand but every day of one's life!!) and then stick to it. If Suzie takes the first shower, she must be the first up and in the water; she then calls Betty to take the next shower, etc.... Procrastination will not work if you are all to get showered -- and not showering is not an option -- eww!!

Learn your ritualistic parts NOW, remembering you should be prepared to fill your station at any time during the year. If you are asked by the Supreme Inspector to participate in other Grand Assembly ceremonies (i.e., Majority) learn this memory work as soon as you receive it. Officers who have not proven their memory work to their Assembly, Grand Deputy and/or a Director will not fill their offices at Grand Assembly. NO EXCEPTIONS!

Grand Lecturer, Grand Editor, Grand Bow Officers, Grand Flag Bearers, Grand Representatives and others who have special speeches, reports and tributes must have their materials approved and memorized.

The Grand Representatives must submit their report in DRAFT to the Director of Grand Representatives PRIOR to February 1 and must meet with her at Rainbow Camp to finalize the report. Thereafter, these reports are to be memorized – so any time you are called upon to give your report - in front of your assembly, to a Director, your Grand Deputy, or the SI, you should be prepared! All other special presentations are due (in draft) as identified in your “responsibilities” section according to the specific deadlines noted with each officer's duties. APPROVED REPORTS MUST be given to the Supreme Inspector for inclusion in the Grand Assembly Script - this is the Grand Officer's responsibility - not our Directors'!! **There are no exceptions to this requirement - unless extenuating circumstances creating the delay are considered prior to the deadline by the appropriate Director/Supreme Officer.** Once a Representative report is finalized and approved, three (3) typed copies are to be delivered to the Director of Grand Representatives at the established deadline. Three copies of Representative reports are needed so the Grand Worthy Advisor will have one for her scrapbook; one will be retained by the Director for our historical records, and one will be available for prompting. Reports must be typed in BLACK in a “normal” 12-pitch font, double spaced, and presented on white 3-hole punched paper. Cute, script or colored fonts for this kind of report are nearly impossible to prompt from and will not be accepted. NOTE: A three-minute speech typically looks like three double-spaced typed pages of information.

Speeches at Grand Assembly often generate feelings of anxiety or fear - be prepared by knowing your materials! Do not introduce yourself; the GWA has already done so. Do not add "respectfully submitted" to your report and do not spend inordinate time thanking your Assembly or Advisory Board for their assistance and support; your appreciation should be expressed by your actions (all year) and in person at your Assembly's Meetings.

DRESS REQUIREMENTS AT GRAND ASSEMBLY

- ⊗ Pants will not be worn in the Grand Assembly Room, by either Rainbow Members or female adults beginning with Friday afternoon's practice!
- ⊗ Grand Officers will wear their shift, pantaloons, hoops and hairpieces to all practices. Wearing hoops during practices assists those helping with floor work. Because you will be wearing your shift for long periods of time, it should be made in a comfortable style; mini-skirts and crop-tops are not acceptable; a cut-out back, provided your undergarments do not show, is acceptable.
- ⊗ GRANDIE DRESSES ARE A SURPRISE!
- ⊗ Each Grand Officer's dress is to be ready to wear PRIOR to your arrival at Grand Assembly, which simply means you need to have met your fitting schedule with the Dressmaker; typically Mrs. Buchanan will deliver dresses to Grand Assembly.
- ⊗ Shoes are to be CLEAN, white, approved shoes, noted above which have been "broken-in."
- ⊗ Pantaloons must be worn under Grand Officer dresses. You may want to enhance one pair, or make a special pair, to participate in the Grand Officers' Pantaloon Contest. Pantaloons are ankle-length - they do not drag on the floor or ruffle over the top of your shoes. *Because pantaloons are undergarments, you should wear a clean pair every day!!!*
- ⊗ Jewelry is limited to your Grand Officer Pin and ONE small pair of stud-type earrings, one small ring per hand. If you are a Master of the Grand Cross, your Grand Cross will be worn to all Grand Assembly Sessions. Do not wear watches, necklaces or bracelets.
- ⊗ Hairpieces are worn at all times - beginning with Friday's practice. The Grandie Party and Fun Night are great times to let your hair down!

General Dress Guidelines for Grand Assembly

Practices - Grandie shift, pantaloons, hoops, hairpieces, appropriate shoes, hose.

Grandie Party - Casual clothing which may include (nice looking) shorts, jeans, sandals; no hairpieces!

Grand Cross Degree

- If you are receiving the Grand Cross, a Rainbow-appropriate formal of your choice.
- If you are observing the Service, a short or long dress of your choice.
- If you are participating in the Grand Cross Banquet as a bread server or giving a tribute, a short light colored dress, white shoes; robes will be provided.

Vespers Service

- If you are taking part in the Service, a long pastel formal (or other attire if directed by Grand Chaplain and the Supreme Inspector – often time our Grand Cross robes are used so a long dress is not required).
- If observing the Service, your Grandie shift, without pantaloons; or a short dress.

Luncheons - Grandie Shift with or without pantaloons, depending on your choice of hose.

Grand Banquet - this year's Grand Officer Dresses.

Grand Installation - a FRESH, long Rainbow-appropriate dress with hoop, hairpiece, etc.

MUSIC SELECTIONS

If you are responsible for suggesting music for an escort, presentation, retiring march, etc., please listen to the words carefully AND provide them to the Director of Music prior to finalizing your selection. Many lyrics can be obtained via the Internet at sites like these:

www.lyricshq.com/search.shtml

www.roughstock.com/cowpie/songs

While lots of popular songs are fun to listen to and enjoy, the lyrics may not be appropriate for Rainbow presentation. **Mrs. La Rue is the final authority** regarding music. It is not a debatable issue!

GRAND OFFICER APPOINTMENTS

GRAND OFFICER APPOINTMENTS are truly the most difficult decisions made by the Supreme Inspector and those who assist in this task. EVERY appointment is equally important - no Grand Office is "better" than another. Team work is the foundation of Nevada Rainbow. Each Grand Officer has unique talents to bring to the appointment given. She will then have unique responsibilities as she carries out the duties of her office. While only one appointment can be made each year as the Grand Worthy Advisor - or Grand Faith - or Grand Representative of some special state, each member of our Grand Family plays an important role. The honor is in receiving an appointment, not the specific appointment received. You are encouraged to make your appointment this year one "everyone" will want to be in future years. Please remember, there are many jobs to be done - and you have been selected to do a specific job for a specific year – do your very best at all times! ***Bloom where you are planted*** – you just might enjoy your new spot in our Rainbow Garden.

Rainbow is a girls' organization. As such, girls are the primary work force in Nevada Rainbow. Take this honor and responsibility seriously . . . and others will be happy to help.

Many factors are taken into consideration by the Supreme Inspector when making Grand Officer appointments. Listed below are but a few:

- ✓ Continued active support of your local Assembly and all of its projects reflected in your Service Hour reports.
- ✓ Continued effort to promote our Order and to bring in new members.
- ✓ Your ability to exemplify Rainbow teachings through dignity, gentleness, honesty, humility, kindness, poise and service.... on a **24-7** basis.
- ✓ Continued demonstration of ritualistic proficiency.
- ✓ Continued positive interactions with and respect for adults.
- ✓ Support of the Grand Worthy Advisor's statewide service project.
- ✓ Attendance at mandatory events such as Rainbow Camp/Rainbow Sunday, Founder's Day, Official Visits and Grand Officer/Grand Representative meetings.
- ✓ Ability to meet deadlines in a pleasant and positive manner, including Grand Officer financial obligations.
- ✓ Continued interest in your educational and/or career goals.

It is important for returning and new Grand Officers to understand the criterion on which appointments are made. Noted below are those factors.

Eligibility:

- ✍ For Assemblies with two terms per year, must have completed (or nearly) her term as Worthy Advisor prior to Grand Assembly;
- ✍ For Assemblies with three terms per year, must have completed her term as Worthy Advisor prior to Grand Assembly. (Therefore, the first-time Worthy Advisor installed in May or June will, under normal circumstances, not be considered for recommendation by her Advisory Board until the fall.)
- ✍ Must not have reached her 20th birthday prior to or on to June 15th.

- ✍ A Rainbow Member who will not have an opportunity to serve as Worthy Advisor may be appointed as a Grand Representative, Grand Flag Bearer or specialty officer such as Lecturer, Historian, or Editor upon recommendation by her Advisory Board.
- ✍ Continuing Grand Officers may exercise the Last Year Covenant which will allow them to take their last Grand Office when approaching their 19th birthday, rather than their 20th birthday. That form is included in the Grand Officer package.

Recommendation Procedure:

- ✓ *Application Forms are included in each current Grand Officers' Newsletter in January. The Mother Advisor will provide other eligible Rainbow Members with a "Grand Appointment Request/Recommendation Form" in January. Completed forms, including the applicant's confidential, sealed letter to the Supreme Inspector, must be returned to the Mother Advisor by the date established on the form.*
- ✓ *The Mother Advisor will complete her portion of the "Form" prior to the appropriate Advisory Board Meeting.*
- ✓ *At the Advisory Board meeting, the Board and Grand Deputy will review the information contained on each "Request Form" and will complete the Advisory Board Recommendation portion.*
- ✓ *The Mother Advisor will attach her letter to the Supreme Inspector reflecting the Advisory Board recommendation and her personal perceptions, recommendations, experiences with this Assembly Member.*
- ✓ *The "Form" and the Mother Advisor's letter will be forwarded to the Grand Deputy by the date established on the form.*
- ✓ *The Grand Deputy will add her letter to the Supreme Inspector reflecting her personal perceptions, recommendations and experiences with this Assembly Member.*
- ✓ *This "package" will be submitted to the Supreme Inspector, by the date established on the form.*
- ✓ *The Supreme Inspector will consider this "package," her personal experiences with this individual, and those of the Directors if the Member is currently a Grand Officer, and any other input available when making appointments.*

Advisory Board Members are directed to "vote" on each recommendation on its own merit. If the Advisory Board's recommendation varies significantly from that of the Grand Deputy, the Grand Deputy will advise the Board at the time of their consideration. Final decisions regarding Grand Officer appointments lie with the Supreme Inspector.

Advisory Board Members who are related in any way to Members being considered will be excused from that portion of the Board Meeting wherein their relative is considered. If a Member's relative serves as the Mother Advisor, the Chairman of the Board will write her letter of recommendation. If a Member's relative serves as the Grand Deputy, he/she will not provide a recommendation regarding this girl; another member of the Board should supply the second letter.

Discussion regarding Advisory Board recommendations by Advisory Board Members or Rainbow Members may cause the forfeiture of the appointment. Be responsible in this area and STOP the chit-chat about future appointments.

GIRLS WHO MISS THE DEADLINES ESTABLISHED IN THE APPLICATION PROCESS WILL NOT BE CONSIDERED FOR A GRAND APPOINTMENT IN JUNE - UNLESS SOME UNCONTROLLED, LIFE-THREATENING TRAGEDY OR CRISIS CAUSED THE DEADLINE TO BE MISSED. *If this is the case, call the Supreme Inspector immediately to advise that a problem exists.*

GRAND APPOINTMENT REQUEST / RECOMMENDATION FORMS will be emailed to each current Grand Officer with the appropriate Grand Officer Newsletter; they are also available on our website. It is, however, important to have an idea of what your Advisory Board and I are looking for as we complete our portion of the forms.

Your Advisory Board will be asked to complete this information:

- # Service Hours since last Grand Assembly*
- # Petitions submitted since initiated*
- # of Service Bars earned since last Grand Assembly*

Attendance - Since last Grand Assembly, this member has attended (circle one in each category):

Assembly Meetings	All	Nearly All	Some
Assembly Projects and Activities	All	Nearly All	Some
Assembly Practices	All	Nearly All	Some
Other Assemblies' Meetings/Installations (local)	All	Nearly All	Some
Rainbow Sunday	Attended	Excused	Unexcused
Rainbow Camp	Attended	Excused	Unexcused
Founder's Day Activities (last year)	Attended	Excused	Unexcused
Grand Assembly	Attended		Did not Attend
Grand Assembly Sessions in other Jurisdictions _____			(specify)

Grand Representative; Grand Flag Bearer; Specialty Officer (lecturer, editor, etc.)

Grand Floor Officer; Grand Line Officer

****If the Advisory Board would support an appointment of this member as Grand Worthy Advisor, attach a separate letter indicating a commitment of time, energy and funds (i.e., contributions to GWA Service Project, Official Visit, Reception/Homecoming, etc.), on behalf of the Assembly and the Advisory Board.**

Grading Scale

RITUALISTIC PERFORMANCE: A rating of "5" reflects letter perfect ritualistic performance by this officer given reasonable notice to fill an office. As members progress through the Line, it is expected they will memorize their work and present it in a near-perfect manner. Reality reminds us, however, that not everyone has a photographic memory.

FLOOR WORK: A rating of "5" reflects an Officer who has obviously attended practices and paid attention, even when other officers were performing. She is now able to accomplish any officer's floor work with ease and comfort.

COOPERATION: A rating of "5" reflects an Officer who makes herself available to assist equally with "important" and menial tasks. A "5" indicates this Officer assists by filling vacancies - and - washing dishes!

ONLY MOTHER ADVISORS, ASSISTANT MOTHER ADVISORS AND GRAND DEPUTIES MAY SCORE "DEPENDABILITY" AND "ATTITUDE."









DEPENDABILITY: A rating of "5" reflects an Officer who signs up for an activity and then shows up, on time, at the appointed place, without several reminders. It also reflects an Officer who says "I'll get back to you...." and DOES.

ATTITUDE: A rating of "5" reflects an Officer who cheerfully and graciously cooperates and demonstrates dependability. A high rating here indicates this Officer always has her "Rainbow Smile" on at projects, demonstrating encouragement, humility, kindness and consideration to all others.

SPECIAL RESPONSIBILITIES OF YOUR GRAND OFFICE

All Grand Officers share some basic responsibilities; others have been assigned additional duties based on the appointment. Listed below is a guideline of Grand Officers' specific duties. Additional tasks may be assigned throughout the Grand Year and may be changed from year to year at the discretion of the Supreme Inspector. ALL GRAND OFFICERS WILL ASSIST WITH LEADERSHIP RESPONSIBILITIES AT RAINBOW CAMP AS ASSIGNED BY THE DIRECTOR OF RAINBOW CAMP, in coordination with the GWAA. ALL GRAND LINE OFFICERS WILL ALSO SERVE ON THE GRAND EXECUTIVE COMMITTEE.

GENERAL GUIDELINE TO DETERMINE WHO YOU SHOULD CALL FIRST FOR ASSISTANCE:

-  If your question or task is related to money - the Supreme Inspector - she signs checks!
-  If you are a Grand Officer or Grand Flag Bearer and your question or task is related to floor work - the Director of Grand Officers.
-  If you have a question regarding ritualistic work of any kind - your Grand Deputy, the Director of Grand Officers or the Supreme Inspector.
-  If you are working on a speech or presentation of some type and need assistance, your Grand Deputy, any Director or the Supreme Inspector. All speeches must be approved.
-  If you are a Grand Representative, the Director of Grand Representatives.
-  IF YOU ARE CONFUSED - CALL THE Supreme Inspector — SHE WILL ASSIST YOU OR DIRECT YOU TO THE APPROPRIATE DIRECTOR!
-  Because most Grand Officers also have Grand Representative responsibilities, questions and deadlines related to your Grand Representative appointment should be directed to Mrs. Harms; other matters should be addressed with Mrs. Sakelarios.
-  Question about music – ask Mrs. La Rue – her decisions are FINAL!

Please note, calling “first” does not mean you continue to call adults until you get the answer you want....

GRAND WORTHY ASSOCIATE ADVISOR – your southern liaison is Brooke T

During the Grand Year, the GWAA is: (PLEASE NOTE THESE ARE NEW AND EXPANDED DUTIES)

- **Responsible for finding creative ways to love and nurture (and therefore RETAIN) new members, i.e. develop a format for a new members sleepover – where we transform our new members into Rainbow Girls; develop a Big Sister Program; develop a system whereby assemblies follow up with girls who have been absent for a while; make it a big deal to dine with new members at all official events.**
- **Responsible for some great event which culminates the year with a special “by invitation only” kind of tea or other dress-up event which celebrates members who joined since last Grand Assembly; this may fit nicely into reception weekends, north and south. See “In the spring” notes below.**
- **Responsible for all Grand Officer presentations at Official Visits, Receptions and Grand Assembly. She will purchase or make these gifts with the funds collected through the Grand Officer Presentation fund, based on an approved budget submitted to the Supreme Inspector by Leadership Weekend. She will present her receipts to the Supreme Inspector prior to reimbursement or distribution of additional funds. See "Grand Worthy Associate Advisor, Draft Budget" which follows. Receipts received more than 2 weeks after Grand Assembly will not be honored.**
- **The Presiding Officer at the Mystic Banquet in the fall and Grand Cross Banquet at Grand Assembly (provided, of course, that she is a Master of the Grand Cross of Color).**
- **Responsible for transporting, distributing, and collecting Grandie Songbooks at all Official Visits.**
- **Responsible for selecting the song appropriate to the occasion/guest and starting the singing. Singing all #2 songs (for example) on a specific day resolves lots of confusion.**
- **Responsible for the design and construction of the GWA's quilt. She will**
 - Design a quilt which measures at least 86" x 86". ...about 50 squares are needed

-Submit the tentative design of the quilt to the SI **prior to Grand Officer Leadership in August.**

-Hand deliver quilt squares and instructions to Grandies, etc. either at Grand Officer Leadership (or the FIRST Official Visit if Leadership is in July); the SI will assist in mailing to others who may not be in attendance.

In 2011-2012, we will start with 26 Grand Officers - with a potential of picking up 3-4 more in the fall.

Squares are to be given (at least) to the adults noted below

1. Supreme Officer
2. State Rainbow Dad
3. TEN Grand Deputies
4. Director of Grand Officers
5. Director of Grand Representatives
6. Director of Proficiency North
7. Director of Proficiency South
8. Director of Pledge
9. Director of Membership North
10. Director of Membership South
11. Director of Information Technology
12. Director of Tours
13. Director of Publications
14. Director of Grand Line Officer Projects
15. Director of Rainbow Camp (*if other than Mrs. Koscik, Grand Deputy*)
16. Director of Grand Cross of Color Team (Ms. Shawn Doyle)
17. Director of Grand Assembly Paraphernalia Team
18. Director of Music
19. Director of Service
20. Grand Assembly Board of Directors (Mrs. Jacka will do this square)

At the beginning of this year, prepare an Excel-type document with each girl/adult name and the date the square is delivered and returned. That way, you know at a glance when squares are still missing. Based on the calendar, we will establish a “due date” for squares at an official function, rather than rely on mailing. Please note it is not your job to remind/nag Grand Officers to turn in their completed quilt squares. If they miss the deadline, they will be charged. You will, however, need to be much more tolerant and coaxing to our adults!

Officer/Adult	Date Distributed	Date Returned	Date Reminded	Date \$25 fee charged
Grand xxxx	Aug 11, 2008	Oct 1, 2008		
Supreme Inspector	Aug 11, 2008		October 1 October 10	November 1 (shame on her!!!)

- Enlist additional assistance from other Grand Officers and adults as needed to finalize the quilt. There are businesses who will do the quilting, backing, etc. for a fee if necessary. For example: in the north, Creative Monogramming (about \$15 each)
- Collect these quilt squares by the established date.
- Complete the Grand Worthy Advisor's Quilt by April 1.
- Note: using 1/4 inch batting renders a quilt suitable for wall hanging and display.

October

With the Director of Rainbow Camp,

- Select a theme for the weekend which can be incorporated into a flier and published with the Oct/Nov and Dec/Jan Newsletters
- Design activities consistent with the selected theme for Saturday morning, which must be flexible enough to be moved to Saturday afternoon should we be faced with inclement weather issues.
- Purchase and prepare (with the advice and approval of the Director of Rainbow Camp) the items needed for your portion of Camp: ie: name tags, decorations, the warm/fuzzy wall poster, etc. Such approved expenses will be reimbursed at Camp by the Director of Rainbow Camp, upon presentation of receipts. You are encouraged to be frugal in your choices as most of these items are throw away items, although the expenses typically end up being approximately \$150.00. Many of the needed supplies, such as foam for name tags, etc., are already available from the Director of Rainbow Camp. (These expenses, of course, do not include those necessary for our afternoon craft activities.)
- As soon as the Director of Rainbow Camp receives the assemblies' registration information she will provide you the names and ages of the girls who will be attending so that name tags and groups can be organized.

At Rainbow Camp, the Grand Worthy Associate Advisor will:

- Facilitate the activities for **Saturday's morning program events and activities**. Afternoon organizational responsibilities such as announcements, etc. are the responsibility of the GWA. Please remember, Pledge Girls ALWAYS need to eat first.

In the Spring – new for 2012

In an effort to focus more on RETENTION of new members, we want to make one's first year as a member of Nevada Rainbow more note worthy and worthy of celebration. To that end, the GWAA will

- Organize a Membership Celebration, one to be held in the north and one in the south – where ONLY girls who joined Rainbow since LAST Grand Assembly may attend (if their first-line signer is eligible to attend will be discussed later)
- Make this “the event of the year” for these girls – that is, an elegant celebration rather than a pizza party, kind of event – a “by invitation only” event she attends with her Grand Deputy.
- Submit these plans first to the Director of Line Projects and the SI for refinement, embellishment, etc. The event is probably a simple lunch and a program of some type... about 1.5 hours....
- Because this is a “first,” lots of brain storming and ideas need to be explored. Once the plan is settled, it is to be shared statewide; you will attend at least the event in your geographic area; your liaison will attend and facilitate the plan in her geographic area. (If time permits, scheduling these as pre-reception events might minimize time and expenses.)

At Official Visits, the Grand Worthy Associate Advisor will:

- ✍ Be the spokesperson for the Grand Officers at all official functions, bringing thanks to the hosting Assembly(ies) for refreshments and hospitality, noting the efforts that went into their successful function and congratulating the Assembly (ies) officers regarding their ritualistic work. These remarks should be the first ones made when the Worthy Advisor announces "Good of the Order"; she will then facilitate the announcements of other Grand Officers – **noting that Grand Hope and Grand Charity have already had a sales booth – they do not need to sell again!!!**
- ✍ Prepare a formal presentation by the Grand Officers for the Grand Worthy Advisor, including a simple formation in the Assembly Room, a song (if you wish), and a short, memorized, thoughtful, encouraging message on behalf of the Grand Officers for the first Official Visit and for the GWA's Reception/Homecoming.

- ✍ May do so "on behalf of the Grand Officers" without formation, music, etc. at subsequent Official Visits where presentations are made. Please remember a presentation SHOULD NOT be made at each weekend event!
- ✍ At Official Visits, ensure that Grand Officer presentations are done immediately following a presentation by the Assembly/Sister Assembly.

At Receptions for last year Grand Officers:

- Organize/purchase a meaningful (token) gift for these girls from the GWAA presentation fund. In 2005 and 2006 engraved picture frames were given – and very well received; in 2008, scrapbook binders were decorated for each honoree; 2009 saw hand made necklaces for each girl; 2010 Grandies received fuzzy blankets specific to their taste; 2011 was celebrated with hand crafted small hope chests.
- **At the GWA's reception**, collect the specialized chair backs used all year for the GWA Mom and GWA Dad – give these to the SI; she will convert them into pillows for you to present to the parents at Grand Assembly – don't forget a card that the girls can sign.

At Grand Assembly, the Grand Worthy Associate Advisor is responsible for presentations to the:

- ✍ Supreme Inspector and State Rainbow Dad on **Sunday Evening**.
- ✍ Parents during the Parents Ceremony on Sunday Evening. (estimate approximately 150)
- ✍ ALL Deputies and Directors, Grand Executive Committee, advisors, etc (together) at the **Monday afternoon** session. (Usually 30 - confirm this plan with the SI BEFORE Grand.)
- ✍ Grand Assembly Committee and Adult Workers (together) at the **Monday evening** session. (Estimate - 20 to 30 Grand Assembly Committee Members, etc.)
- ✍ Parents of the GWA at the **Tuesday Morning** session – note pillows above made out of their chairbacks
- ✍ GWA (immediately following the GWA's Assembly/Sister Assembly presentation) on **Tuesday morning**.
- ✍ The specific sessions are to be confirmed with the Supreme Inspector prior to completion of the Grand Assembly Script (May 1st)
- ✍ will ensure presentation formations at Grand Assembly are:
 - Compatible with the Grand Worthy Advisor's overall theme for Grand Sessions.
 - Made through simple floor designs and formations, utilizing the East as the focal point. Simple props such as ribbons which embellish the design may be used. Please remember circles, squares and triangles are easy to make and identify; stars are very difficult! The gentlemen will clear the floor prior to all presentations so you may utilize the entire space.
 - Designed in a manner which will allow Grand Officers to easily and gracefully negotiate their way back to their stations when the formations and presentations are finished. While the Grand Officers may retire briefly prior to presentations, they do not retire at the conclusion of this time.
 - Easy to learn; you may want to make simple maps and have them available to Grand Officers at Saturday's practice.
 - All formations must be reviewed and approved by the Director of Grand Officers by **May 1st**. This information must be given to the Supreme Inspector for inclusion in the Grand Assembly script.
 - Gift information (for the script so others can ensure you are prepared when its time for the presentation) must be submitted to the SI with music and formation information (May 1st).

Music for presentations must approved by the Director of Music by May 1st, burned to a CD and given to the Sound Crew at Friday's practice, using single CD clearly marked:

GWAA Presentation CD

Sunday Night – Track 1: *"Title of song"* – Presentation to SI and SRD – continue music as needed while Grandies reform for next presentation.

Monday Afternoon – Track 2: *"Title of song"* -- Presentation to

Monday Evening – Track 3: *"Title of song"* -- Presentation to ...

Tuesday Morning – Track 4: *"Title of song"* -- Presentation to

NOTE: Because only a very small portion of any song is played, selecting a single song for each sessions is more than adequate. Additionally, any special instructions such as “start music at 35 seconds” need to be noted. **This information, along with specific information about presentation gifts is to be submitted to the SI for inclusion in the script – by May 1.**

GWAA BUDGET

There are a variety of expenses you oversee during this Grand Year. The funds to cover these expenses are generated by the Grand Officer Presentation money collected at Grand Assembly. Please remember, receipts must be presented to the Supreme Inspector; if it is easier, she will have a check issued in advance for the initial expenses and then provide for reimbursement of additional expenses as they occur.

THE RULE: no receipt - no refund - no exceptions.

AND, all receipts must be received within two weeks after the close of Grand Assembly.

Below is a draft budget to use as a guide. Please create a budget for this year and submit it to the Supreme Inspector **by Leadership**. Carefully consider what might be given as gifts and the related expenses prior to estimating what to allocate to these areas. Include those ideas with your draft budget to refresh your memory as the year progresses.

Total Funds Available - 26 Grandies x \$40.00 = \$1,040.00

(More funds may be available in the fall if additional Grand Officers are appointed.)

Expenses

(Proposed gift)

GWA's Installation Gift	estimate \$ 50	-----
GWA Quilt	estimate \$200	-----
Official Visit Presentations to GWA, SI, SRD (required at first and last OV's)		-----

Grand Assembly Presentations

- Supreme Inspector
- State Rainbow Dad
- Grand Deputies, Directors, Advisors, GEB
- Grand Worthy Advisor's family (pillows – which are no expens)
- Parents (approx 150 - 200)
- Grand Assembly Committee, Adult Workers
(approximately 30 gifts x ??)

Last Year Grand Officer Receptions - 6 in 2012

Unanticipated expenses

Total Expenses

<no more than collected>

Please discuss all concrete ideas with the Supreme Inspector; consider Grand Officer pictures, home made cookies, etc. for adults, rather than “dust collectors.”

Grand Hope/Charity Fund Raising

Grand Hope and Grand Charity are always going to be selling something – for a specific cause. Prior to each Official Visit, each should work with the hosting Grand Deputy to set up a table in the area near our meal. Each should display her products there, be prepared to sell them, and/or take orders. If her trailer is ‘old’ enough, she can *sometimes* help with this task – but remembers, she is a trailer, not a slave!!! When products are displayed in this manner, these officers will not be called upon during “Good of the Order” to again sell.

CHARITY - your southern liaison is Mallory C

Project information, etc. is submitted first to the Director of Grand Line Officer Projects, then to the SI with amendments, enhancements, etc. as agreed to. **Plans must be discussed in advance with your Grand Deputy -- she is not out-of-the-loop just because you also have a Director.**

During the Grand Year, Charity will

- ⊗ Take roll, which includes the reporting of Service Hours, at all Official Visits and give this listing to the Supreme Inspector prior to the beginning of the event.
- ⊗ Be responsible for a state-wide fund raising; some years there is a specific item that we need to purchase or paid for; other years, these funds offset our printing costs, etc. A plan for this project is due to the Supreme Inspector AND the Director of Grand Line Projects by **Leadership Weekend** for approval. Be creative, trying not to duplicate efforts of previous years. When projects are not repetitive of the previous year, more excitement is generated - and funds are easier to raise.
- ⊗ Provide information to all Assemblies regarding the first project, after approval, in the October/November Newsletter AND IN ALL ISSUES OF REFLECTIONS. Follow-up on this or other projects must be included in each newsletter.

- ⊗ Prepare a report for Grand Assembly reflecting the results of the project; this report must be submitted to the Supreme Inspector **ONE MONTH PRIOR TO YOUR RECEPTION - with the exception of final financial information.**
- ⊗ Be responsible for all aspects of the Grand Officers' presentation to the GWAA at her reception, ie, message, card, etc.
- ⊗ Act as the Grand Officers' spokesperson at official functions in the absence of the Grand Worthy Associate Advisor (see specific guidelines above).

At Rainbow Camp, Charity is the primary “vendor” allowed (we sometimes have products from our Pledge Members); she will

- ⊗ Organize and operate the “Grand Charity Sweet Shoppe” by soliciting donations and/or purchasing candy/treats/snack selections. A variety of chocolate and no-sugar treats has been successful in the past as it offers a treat for all: fruit snacks, soft pretzels, trail mix.
- ⊗ Price individual items (nothing less than 25 cents), maintain the cash box, and provide the Supreme Inspector with all funds and accounting on Saturday evening.
- ⊗ When organizing, remember to start with some change, to have at least one adult from your assembly AND the Director of Grand Line Projects who will help during camp, to make a wall sign and price indicators, and to have sufficient supplies to sell.

At Camp 2000, Grand Charity sold

3 boxes (10/box) Hersheys variety packs @ .75
 M&M Mini tubes @ .50
 3 bags each of Hershey Kisses & Huggs with cards @ .50
 Mixed candies in bags @ .50 (see contents below)
 30 red licorice ropes @ .25
 1 box (36 count) Skittles @ .25
 1 jar (172 count) Now & Laters @ 3/.25
 1 case Brach Fruit O's @ 3/.25
 3 bags caramel apple suckers @.25

The Mixed Candies in bags were made up of Hershey Kisses, Mixed Miniatures, Classic Caramels, Reeses Mini Cups, York Peppermint Patties, Tootsie Rolls and Jolly Ranchers.

The Jr. Past Grand Charity should be available and excited about assisting in this project – ask her.

At Grand Assembly, Charity will

- ⊗ Present her memorized fund raising project report of at least two minutes duration.

HOPE - your southern liaison is Ashley M

(Project information, etc. is submitted first to the Director of Grand Line Officer Projects, then to the SI with amendments, enhancements, etc. as agreed to. **Plans must be discussed in advance with your Grand Deputy -- she is not out-of-the-loop just because you also have a Director.**)

During the Grand Year, Hope will

- Plan and organize two state-wide scholarship fund raising projects. Plans will be discussed and approved at Leadership Weekend with the Supreme Inspector and the Director of Grand Line Projects.
- Provide information to all Assemblies regarding the first project, after approval, in the October/November Newsletter AND IN ALL ISSUES OF REFLECTIONS. Follow-up on this or other projects must be included in each newsletter.
- Assist in the distribution of scholarship information and forms to Assemblies, utilizing the regular Emailing of Newsletters as a means of distributing information.
- Prepare a report regarding scholarship fund raising activities for Grand Assembly; this report must be submitted to the Supreme Inspector **ONE MONTH PRIOR TO YOUR RECEPTION - with the exception of final financial information.**

At Grand Assembly, Hope will

- Present her memorized report of at least two minutes duration regarding the scholarship fund raising projects. This report will focus on the success of each, the participation of the local Assemblies and adults;
- Announce the recipients of this year's scholarship awards. (The adult Scholarship Committee is responsibility for determining awards.)

FAITH - your southern liaison is Michelle B

Project information, etc. is submitted first to the Director of Grand Line Officer Projects, then to the SI with amendments, enhancements, etc. as agreed to. YOU must include your own Grand Deputy in all stages of planning. **Plans must be discussed in advance with your Grand Deputy -- she is not out-of-the-loop just because you also have a Director.**

In the past, the GEB has authorized spending levels for recruitment/retention kinds of activities. Based on the re-assigned duties of Grand Faith and GWAA, a new allocation of funding will be determined as the needs of the year are identified by the GWAA and Grand Faith. Essentially, the GEB has approved : - one statewide in Fall and one in Spring -- we will pay \$10 of the cost for each new member in the fall, initiated at or after Grand or who are currently a Pledge member; we will pay \$10 of the cost for each new member in the spring initiated after January 1 or who is a Pledge Member.

During the Grand Year, Faith will

New for 2012: Faith's responsibility will be RECRUITMENT of new members so her focus will be on girls who want to join Rainbow; the GWAA will be responsible for RETAINING them.

- Develop and conduct **at least three statewide membership drives** consistent with the three terms most assemblies have. She will submit plans to the Supreme Inspector and the Director of Grand Line Projects by the Leadership Weekend for approval, having first discussed them with her Grand Deputy.
- Coordinate her recruitment efforts with the Directors of Membership when they are aware of public opportunities for recruitment, i.e. Back to School Nights, etc. Work with your Director regarding these membership drives to ensure assembly Faiths are prepared to do their job of nurturing new members. The Faiths of each local assembly should be encouraged to participate actively in these events; utilizing our Rainbow Reflections Newsletter is a great communication tool; additionally, the SI is happy to send periodic blasts to the Mother Advisor/Grand Deputy of each assembly for your counterparts.
- Will have an article encouraging gaining and retaining new members **in each newsletter AND IN ALL ISSUES OF REFLECTIONS.**
- Prepare a report regarding her project for Grand Assembly; this report must be submitted to the Supreme Inspector for inclusion in the Grand Assembly script **ONE MONTH PRIOR TO YOUR RECEPTION - with the exception of final financial information.**

At Grand Assembly, Faith will

- Present her memorized report of at least two minutes duration regarding membership activities. This report will focus on the number of new members initiated since last Grand Assembly. It will recognize those Assemblies who participated in the membership drive; no reference will be made to Assemblies which did not participate.
- Make appropriate congratulatory comments and present the "Girls of the Year for Membership" awards.
- **Will work with her Grand Deputy to ensure a female adult from her assembly is prepared to stay with and care for (entertain) the candidates on Sunday afternoon of Grand Assembly**

when they are not eligible to attend the closed portion of that session, and again on Monday morning prior to their initiation.

- Meet with the her Director and the candidates to prepare them for Initiation. She will stay with the candidates on Monday morning until “moments” prior to “line up.”
- Will introduce the new Sisters by name and assembly after their initiation.

RECORDER

During the Grand Year, the Recorder will

- Present the annual membership report and appropriate message of encouragement which will accompany the report.
- Submit her message to the Supreme Inspector by APRIL 15 for approval and inclusion in the Grand Assembly script.
- Prepare the Grand Banquet introductions based on the Grand Officer Personal Pages distributed at Grand Officer Leadership. This introduction list will include the names of those being escorted, the escorts, and comments and will be submitted to the Supreme Inspector by May 1.
- (NEW in 2008-09) **Work with the Assistant Mother Advisor of each assembly to count the collections from the Coin March – which means she needs to SIT with the AMA during and after the coin march.** This will ensure the Worthy Associate Advisor is available to continue with the balance of the meeting and not interrupted with money matters.

At Grand Assembly, the Recorder will

- Collect all typed speaking parts given during Grand Assembly Sessions which are not already in the Grand Assembly script (excluding Grand Representative Reports).
- Copy the "Grand Recorder Check List" which follows this section and utilize it during Grand Assembly.
- Keep accurate minutes of each Session, by keeping accurate notes in her copy of the GWA's script book, particularly regarding awards, etc. An adult will be asked by the Supreme Inspector to provide assistance to the Recorder during Grand Assembly. Note: if a message is in the script, an additional copy does not need to be maintained by the Recorder.
- Operate the "lost and found department" during Grand Assembly. These announcements can be personalized and creative.
- Present the annual membership report and her memorized message of at least two minutes noted above.

Grand Recorder's CHECK LIST

Grand Recorder should copy this page and use it during Grand Assembly to ensure she gathers the materials she will need to complete her responsibilities after Grand Assembly

_____ Vespers Service Program

_____ EXTEMPORANEOUS Remarks by Dignitaries. If someone brings greetings without benefit of prepared text, make note of the individual and the basic theme of the message if the message is not already in the Grand Assembly script.

(individual/title)

Introductions (other than those included in the Grand Worthy Advisor's manuscript)

(individual/title)

_____ Awards by Grand Assembly (check with the Supreme Inspector)

_____ Awards for Grand Assembly entertainment - take careful notes!!

_____ NOAH Awards

_____ Majority Degree Recipients - most are listed in the script; make note of additions.

_____ Other special announcements, awards, ceremonies, dedications, events...

_____ Grand Installation Officers (from program)

BE SURE THE PROGRAMS YOU ATTACH AS REFERENCE REFLECT ACCURATE (CORRECTED) INFORMATION. WHEN GUESTS ARE SPEAKING FROM PREPARED TEXT, TRY TO OBTAIN IT.

TREASURER - VACANT

During the Grand Year, the Treasurer will

- # Prepare the annual financial report, utilizing information provided by the Board of Director's adult treasurer, Mrs. Morehead, and the Supreme Inspector, and an appropriate message of encouragement which will accompany the report.
- # Collect funds, such as dress payments, and write appropriate receipts, as requested by the Supreme Inspector.
- # Submit her report to the Supreme Inspector by APRIL 15 for approval.
- # (NEW in 2008-09) Work with the Grand Treasurer and the Assistant Mother Advisor of each assembly to count the collections from the Coin March. This will ensure the Worthy Associate Advisor is available to continue with the balance of the meeting and not interrupted with money matters.)

At Grand Assembly, the Treasurer will

- # Present the summarized annual financial report (provided by the SI) and her memorized message of at least two minutes' duration noted above. (The financial report with thousands of numbers, obviously, does not need to be memorized.)

CHAPLAIN

During the Grand Year, the Chaplain will

- ✓ Invoke an appropriate MEMORIZED, original blessing prior to all meals at official functions, which will be MORE than 2-3 sentences.
- ✓ Work with the SUPREME INSPECTOR and your GRAND DEPUTY to organize and participate in our Sunday morning church service (which is also Rainbow Sunday) at Rainbow Camp. The hosting Assemblies will be responsible for the printing of the prepared program. **See specific itemized task list below at "Establishing the participants for Rainbow Sunday"**

Establishing the participants for Rainbow Sunday:

- The Grand Chaplain**, pursuant to her Grand Officers' Handbook, will work with the **Grand Deputies of the Hosting Assemblies** to organize and participate in our Sunday morning church service (which is also Rainbow Sunday) at Rainbow Camp.
- The Grand Chaplain and the Grand Lecturer**, with these Grand Deputies' guidance, will establish the theme (or message to be shared) for Rainbow Sunday.
- The Grand Chaplain** will assist the Hosting Grand Deputies with the format of the ceremony, will provide the **invocation and the message**. **The Grand Chaplain's message** will be 3-5 minutes long.
- The Grand Chaplain** will select complimenting scripture readings for other participants to read.
- The Grand Chaplain** will work with the **Director of Music** to establish appropriate musical selections and accompaniment.
- The Grand Chaplain** will work with the Grand Worthy Advisor to ensure the GWA can prepare her welcome comments consistent with the "theme."
- The Grand Chaplain** will ensure all sections of the service are provided to the Hosting Grand Deputies, based on the dates they determine are necessary for printing, etc.; **the hosting Assemblies** will be responsible for the preparing and printing program.
- The Grand Chaplain** will work with the Hosting Grand Deputies to identify and inform the Worthy Advisors from each of the Hosting Assemblies (and others as needed) that they will be responsible for reading specific Scriptures during the Service. **The Grand Chaplain** is responsible for selecting these passages, ensuring they fit the occasion and the message, obtaining approval of the Hosting Grand Deputies, providing them to the Deputy responsible for the script, and providing same to the participants IN ADVANCE of Rainbow Camp. **The Grand Chaplain** will submit the entire text of the Scripture, not just the reference.

- The Grand Lecturer** will bring a 3-5 minute message during Rainbow Sunday Service at Rainbow Camp which is consistent with the approved theme noted above. She will submit her message to the designated Grand Deputy for approval and inclusion in a script book. Her message is to be positive, uplifting and inspirational, tantamount to that message we would hear in Church. It should enhance and/or respond to the message given by the Grand Chaplain.
- The GWA** will prepare and submit the **Welcome to Rainbow Sunday message** and the **Collection Message** which will speak to the statewide service project to the designated Hosting Grand Deputy.
- The Grand Worthy Advisor** will she will assist the Supreme Inspector with other announcements and presentation of Grand Cross and Adult Service Awards.
- The State Rainbow Dad** will be asked, by the **Grand Chaplain**, to give the **benediction**.

Providing simple, inexpensive table decorations

- ✓ Providing simple programs
- ✓ Providing collection containers (baskets)

At Grand Assembly, the Chaplain will

- ✓ Invoke an appropriate MEMORIZED blessing prior to all meals at official functions.
- ✓ Plan the **Vespers Service held during Grand Assembly** and will submit this plan to the Supreme Inspector by April 1 for approval. Her plan will be consistent with the section below entitled "**Establishing the participants for the Grand Assembly Vespers Service.**"
- ✓ Help create a "master" program binder with each participant's part in it for use at the podium. Each section of the Service must be approved by the Supreme Inspector by **May 15th**.
- ✓ Ensure all participating in the Service are aware of the dress requirements, the time of practice (as designated by the Supreme Inspector), etc. A quick walk-thru and mike check with each participant is all that is necessary.
- ✓ Enlist the assistance of the girls in your Assembly to distribute Vespers Programs at the doorways prior to the service

Establishing the participants for the Grand Assembly Vespers Service:

- The Grand Chaplain**, pursuant to her Grand Officers' Handbook, will organize and participate in our Sunday morning church service, Vespers, at Grand Assembly.
- The Grand Chaplain and the Grand Lecturer**, will establish the theme (or message to be shared)
- The Grand Chaplain** will provide the **invocation and the message**. **The Grand Chaplain's message** will be 3-5 minutes long.
- The Grand Chaplain** will select complimenting scripture readings for other participants to read.
- The Grand Chaplain** will work with the **Director of Music** to establish appropriate musical selections and accompaniment.
- The Grand Chaplain** will ensure all sections of the service are provided to the SI; **you and your Grand Deputy are** responsible for the preparing and printing program; reasonable expenses will be reimbursed upon receipt of your receipt by the SI. Approximately 200 one-page programs are necessary. Programs **MUST** contain the words to musical selections to be sung by the group.
- The Grand Chaplain** will work with her Grand Deputy and the SI to identify and inform the Worthy Advisors from others assemblies that they will be responsible for reading specific Scriptures during the Service. **The Grand Chaplain** is responsible for selecting these passages, ensuring they fit the occasion and the message, obtaining approval of her Grand Deputy, and providing same to the participants **IN ADVANCE** of Grand Assembly. **The Grand Chaplain** will submit the entire text of the Scripture, not just the reference to the SI for the script.
- The Grand Lecturer** will bring a 3-5 minute message during Vespers which is consistent with the approved theme noted above. She will submit her message to her Grand Deputy for approval and the SI; the SI will include it in a script book. Her message is to be positive,

uplifting and inspirational, tantamount to that message we would hear in Church. It should enhance and/or respond to the message given by the Grand Chaplain.

VESPERS SERVICE *SAMPLE PROGRAM*

A planned service following this BASIC outline is due from the Chaplain to the SI by April 1; Vespers should be at least 20 minutes and not more than 30 minutes from the time officers enter and leave the Assembly Room.

Introduction of a guests and participants
Invocation Grand Chaplain

Hymn - one we all know
Scripture Reading(s)
Message Grand Chaplain
Response to the Message Grand Lecturer
Hymn
Benediction Grand Chaplain

The service should also include music (hymns sung by all or musical presentations by a soloist(s) and may include other additional sections, i.e., scripture reading).

Once the Chaplain's message is approved, she will transmit it to the Grand Lecturer so she can prepare an appropriate response.

DRILL LEADER

During the Grand Year, the Drill Leader will

- ✓ If one is appointed, work with the Honorary Drill Leader to ensure the Grand Officers are "lined up" at all official functions in a timely manner. (When no HDL is appointed, Grand Faith is the GDL's partner for march-ins, etc.)
- ✓ Work with (Honorary Drill Leader or G. Faith) and the Director of Grand Officers to develop the Grand Officers' march-in formation, appropriate to the music and theme selected by the Grand Worthy Advisor. All information regarding formations/music/designs/props, etc., must be approved by the Director of Grand Officers by January 1 and submitted to the Supreme Inspector no later than April 15 for placement in the Grand Assembly Script.
- ✓ Add information regarding these formations to the GDL/GHDL pass-down binder.

BOW OFFICERS

During the Grand Year, each Bow Officer will

- Develop an ASSEMBLY Service project of at least 50 hours **based on the information provided in your current Grand Officer application**. Such projects, when possible, may represent some aspect of the Officer's Station. Grand Bow Projects will include the Officer's local Assembly and neighboring Assemblies, depending on the scope of the project. This project **must not** interfere with the Assembly's term service project, compete with the GWA's statewide service project, or raise funds.
- Obtain the approval of her Grand Deputy and Advisory Board to ensure the project does not conflict with other Assembly projects/commitments.
- These projects should not require more than 50 hours of combined effort (girls and adults).
- Submit the plan to the Director of Grand Officers by Leadership Weekend for approval. Because each Officer submitted a proposed plan in her Grand Officer Application, the Grand Deputy and the

Advisory Board should have plenty of time to considered this project between Grand Assembly and Leadership. If changes occur to the proposed project, it is the officer's responsibility to immediately notify the Director of Grand Officers regarding these changes.

- MUST advise the SI and EACH Director of the specific date of the planned project and enlist their assistance in the project. If these adults are unavailable, re-scheduling is unnecessary and inappropriate, but these adults must be invited to participate. Reports must be finished and submitted to the Director of Grand Officers and the SI within 30 days of project completion (based on the submitted plan). All projects must be completed no later than January 1 - therefore the FINAL submission date for all reports is January 30th. (These new dates should work well for most girls' winter break!)

NOTE: Service hours earned during Grand Bow Service Projects may not be counted toward another service project such as the Grand Worthy Advisor's Service Project. However, Service Hours earned during Grand Bow Service Projects, as with all other service hours, should be recorded in the Assembly's records for each member who participated.

- Be prepared to fill her station anytime she is requested to do so by her local Assembly or while visiting. This means her initiation lecture will be memorized and ready for presentation at all times.

NOTE: Grand Religion will be prepared to invoke the blessing prior to meals at Official functions, in the absence of the Grand Chaplain.

At Grand Assembly, each Bow Officer will:

- Present her (approved) memorized TWO MINUTE service project report which describes the project, who participated, the hours of service provided and the experience gained. These reports will not make apologies or give thanks to specific individuals who participated. NOTE: A 2-minute speech looks about like two pages of typed information when it is double spaced. Time your report to ensure you meet these requirements.
- If agreed to, wear the pre-made skirts in the color of their office, along with a white top purchased from the Grand Dress Maker (additional expense involved for the top).

MUSICIAN AND CHOIR DIRECTOR

During the Grand Year, the Musician and Choir Director will

- **Together** be responsible for writing the songs for the Grandie Songbook to be used at all Official Visits. Words should be written to familiar tunes; favorite songs from childhood may be included and are often better choices than current tunes some (adults) don't know well enough to recall without accompaniment. All songs and music must be approved by the Director of Music, by July 15th. Following approval of the songs, type and send to the Grand Confidential Observer and Grand Outer Observer for inclusion in the Songbooks by the first Official Visit - usually early August. Since leadership is in August and we anticipate our first OV also in August - time will be important.

DO NOT DEVIATE from this pagination and be sure to make the notes below in **bold!**

GWA	page 1	
Supreme Inspector	page 2	
Past Supreme Deputies	page 3	
GWAs in other jurisdictions**	page 4	
PGWA	page 5	
GRAND OFFICERS	page 6	(label it but leave it BLANK to hold the spot)
Grand Assembly Board of Dir	page 7	introduced from sidelines
Grand Deputies/Directors	page 8	introduced from sidelines
State Rainbow Dad	page 9	
Past Grand Officers	page 10	

Past Grand Deputies	page 11	introduced from sidelines
Fraternal Dignitaries**	page 12	introduced from sidelines
Girls of the Year	page 13	
Grand Choir Members	page 14	
Worthy Advisors	page 15	
Mother Advisors	page 16	introduced from sidelines
Past Worthy Advisors	page 17	
Past Mother Advisors	page 18	introduced from sidelines
Fun Songs		

**One or two is sufficient in these categories.

- ⊗ The Musician and Choir Director may review earlier Grandie Songbooks for ideas and may re-use popular songs from earlier years.
- ⊗ The Choir Director will introduce the members of the Grand Choir at Official Visits when requested to do so by the presiding Worthy Advisor. In her absence, the Musician will make these introductions. Be prepared by having a list of the Grand Choir Members with you, knowing which girls belong to which assemblies and therefore would most likely be present, and introducing yourself to them.
- ⊗ If the Musician is a musician by training, she will be prepared to play the piano during Official Visits when the Assembly does not have either an adult or a member responsible in this area.
- ⊗ **NEW for 2011-2012** – The Grand Musician and Choir Director will work with the Director of Music to select 10-12 songs appropriate for the Grand Choir to sing at Grand Assembly. These songs are to be sung:
 - ❖ Sunday - 4:30 - to purge the assembly
 - ❖ Sunday - 6 pm - as a break to formal escort
 - ❖ Sunday - 6:30 pm - at the end of escort
 - ❖ Monday - 8 30 am - to purge assembly
 - ❖ Monday - 10:30 - before memorial
 - ❖ Monday - 2:30 after thanking Sound, First Aid, etc
 - ❖ Monday 3:30 - after G. Faith's report
 - ❖ Monday evening -- they sit with their assemblies
 - ❖ Tuesday - 9:15 after GWA report
 - ❖ Tuesday 9:40 - purge assembly room
 - ❖ Tuesday 10:30 - more purging!!!
- ⊗ Once these songs are approved, make sufficient copies of music for the Grand Choir and four adults; take these practice copies to Rainbow Camp for Grand Choir practice. Submit the receipt to the Supreme Inspector for reimbursement. The Grand Choir Members should take these songs home to practice for the next several months. When possible, a CD for each Grand Choir member to take home is a great practice tool.
- ⊗ Organize Grand Choir practices throughout the year AND at Rainbow Camp. **NEW** - work with the Director of Music to have a Grand Choir practice prior to an official function in the north and in the south in the spring.

Grand Assembly Talent Show

For several years now, a simple, non-competition talent show has been offered at Grand Assembly, with miscellaneous types of 3-minute entertainment presentations spread across most sessions. The Music Team - slash - Talent Scouts will:

- ⊗ Encourage girls (and adults) to participate as single or group talent at Grand Assembly, understanding such talent is not judged or rewarded other than with appreciation.

- ⊗ Prepare articles for every issue of Rainbow Reflections providing the guidelines (and application form) for participation. Applications will be submitted and reviewed at Rainbow Camp with the SI.
- ⊗ Conduct simple auditions at Rainbow Camp (therefore no applications can be processed after Rainbow Camp so early advertisements of this event are crucial.
- ⊗ Prepare simple introductory comments for each act which the SI will enter into the Grand Assembly skit at appropriate times.
- ⊗ **Confirm with each participant that they are indeed prepared to continue with their talent presentation at Grand - all plans must be final and submitted to the SI by May 1. Specific songs to be sung, specific words to skits, etc must be presented before any act can be entered into the script. It is the responsibility of the Music Team to secure and transmit this information to the SI and Director of Music.**

At Grand Assembly,

- ⊗ The Musician will play during opening, initiation, closing and at all other times possible; if she does not play the piano, she will work with the Director of Music to accomplish this end.
- ⊗ The Choir Director will direct the Grand Choir in all performances at Grand Assembly.
- ⊗ Both will participate at the Grand Choir practices on Sunday preceding the opening of Grand Assembly and at other times the Choir is together to practice throughout the year.
- ⊗ Both will have a token gift for each member of the Grand Choir. Both will give appropriate messages of appreciation and encouragement to the choir members throughout Grand Assembly, remembering these are usually younger Rainbow Girls who will need lots of TLC and attention.

OUTER OBSERVER AND CONFIDENTIAL OBSERVER

During the Grand Year, the Outer and Confidential Observers will

- ✓ Together be responsible for designing and producing covers for the Grandie Songbook which will be used at all Official Visits; the cover design and budget must be approved by the Supreme Inspector by July 15 so the books can be compiled at or before Leadership.
- ✓ Together are responsible for copying and compiling the Songbook with songs written by the Musician and Choir Director. The finished Songbooks must be delivered to the GWAA at Leadership.
- ✓ Submit receipts and a copy of the approved budget for the Grandie Songbooks to the Supreme Inspector for reimbursement at Leadership.

BE SURE TO CHECK WITH THE Supreme Inspector BEFORE CATEGORIZING AND ARRANGING SONGS AND SONG BOOKS — THE ORDER OF INTRODUCTIONS MAY CHANGE SLIGHTLY FROM YEAR TO YEAR.

40 Song books that are ½ page size	_____
Decorating supplies	_____
Photocopying (40 copies x approximately 17 pages)	_____
Miscellaneous (please itemize)	_____
TOTAL	\$ _____

At Grand Assembly, the Outer AND Confidential Observers are

- ✓ Responsible for all jewels during Grand Assembly Sessions. They will ensure each officer has her jewel on prior to march-in and that the jewels are returned to them when EACH Session is recessed. This can be easily accomplished if each officer is responsible for the officers lined up at one doorway.

CO - HISTORIANS

During the Grand Year, the Co-Historians will

- ❑ Continuously be preparing their report which will be given during Grand Assembly by taking photographs, making notes about events, gathering information.
- ❑ Present an outline of what they hope to accomplish to the Director of Publications by September 1.
- ❑ Accept and be financial responsible for one of Nevada Grand Assembly's digital cameras – returning same in excellent condition to the Director of Publications at the GWA's Reception.
- ❑ Present their draft **digital** report to the Director of Publications by May and their introductory comments to the SI by May 1

At Grand Assembly, the Co-Historians will

- ❑ Present their report in a format approved by the Director of Publications.
- ❑ Present their historical "pass down" binder to the new Historian, along with helpful hints regarding this position.

LECTURER

During the Grand Year, the Lecturer will

- ✱ Bring a message during Rainbow Sunday Service (which will be during Rainbow Camp), working with the Chaplain to determine the general message of the service. **See Grand Chaplains specific task list above.**
- ✱ Bring additional messages during other special functions when requested to do so by the Supreme Inspector;
- ✱ Prepare and submit an inspirational message to the Grand Editor/Director of Publications for inclusion in EACH Rainbow Reflections
- ✱ Present her draft message to the Supreme Inspector for inclusion in the Grand Assembly script by APRIL 15.
- ✱ All presentations are to be original - do not re-tell a heart wrenching story! You have a captive audience – make them think about and respond to your messages!

At Grand Assembly, the Lecturer will

- ✱ Present her memorized lecture of at least two minutes duration during the Monday night Session or another Session at the direction of the Supreme Inspector.
- ✱ Participate during the Vespers Service at Grand Assembly - see related section of the Chaplain's responsibilities. **See Grand Chaplains specific task list above.**

EDITOR

During the Grand Year, the Editor will

- 🕒 Compile the Rainbow Trails for this year based on data from last year's Grand Assembly Sessions; the Director of Publications will assist the Editor.
- 🕒 Refer to the "Grand Editor Timetable/Procedures" following this section.
- 🕒 Prepare a report with a positive message for presentation at Grand Assembly; this report will be submitted to the Supreme Inspector for inclusion in the Grand Assembly script by APRIL 15.
- 🕒 Solicit, on a regular basis, articles from each assembly, each Grand Officer, the Si and the Directors and others as needed for inclusion in the Rainbow Reflections Statewide Newsletter. This newsletter is published and hand delivered three times: at the last official function in the fall, at Rainbow Camp, and through registration at Grand Assembly.
- 🕒 Utilize the assistance of the Director of Publications and will forward a draft copy of Rainbow Reflections to her at least 10 days prior to the anticipated delivery date. Copies that can not be delivered in person will be given to the SI for mailing, i.e., specific dignitaries, an assembly who may not have attended the last fall official visit, etc.

- Confirm with the Supreme Inspector the number of copies needed for EACH publication, based on assembly membership.

TIMETABLE / PROCEDURES FOR RAINBOW TRAILS

(itemized below and are not included in the "Deadlines" section.)

NOTE: When the Grand Editor and Director of Publications do not live in the same geographic areas, it is the Grand Editor's responsibility to make appointments with her Director when she is in the north for official functions to be sure she is completing her task correctly and timely.

Date Activity

August 1 Request a copy of the minutes from the previous Grand Assembly Session from the Supreme Inspector; ensure completeness; should include Grand Installation minutes; review for accuracy and completeness and forward to Director.

Work with Mrs. Bunch to match photos to the Grandie list; make individual arrangements for photos of girls where photo are missing or who are appointed in the fall; forward to the Advisor.

October 1

Draft a letter to Assemblies requesting Assembly reports for the just-passed summer term; forward it by email to the SI for inclusion in the next Adult Newsletter. Repeat this process with a slightly different message prior to each newsletter.....a complete Trails requires lots of gentle nudging to get the information needed.

November 1

Distribute Rainbow Trails ad forms to Assemblies/adults/others - through the newsletters. Develop an incentive program for the sale of ads; have the plan approved by the Director of Publications prior to distribution. Instruct Assemblies to return ads and payment as they are received. Forward ads and monies to Director on a weekly basis.

January 15

The Director of Publications will obtain bid from printing companies for the cost of printing a specific number of Rainbow Trails (this number is based on paid registrations at Grand Assembly from the Supreme Inspector)

--request written response from the company(ies);

--include a copy of last year's Rainbow Trails so the company clearly understands the task.

February 1

Request cover design from the Grand Worthy Advisor. Advise the GWA her submission should be returned to you by March 1. This sketch must be to scale but must be clear and clean. The sketch should include the wording she wants which will later be done by typesetting or lettering.

February 1

Send letters to Assemblies (THROUGH THE ADULT NEWSLETTER) requesting Assembly reports for the just-passed fall term; forward to Advisor.

March 1

The Rainbow Trails cover design is due today from the GWA.

Send letters to Assemblies (THROUGH THE ADULT NEWSLETTER) requesting Assembly reports for the term in progress; forward reports and photos to Advisor. Final due date for these reports TO the Director is April 1st.

Mail letters to the following requesting photos and their message for Rainbow Trails, with an April 15th

due date:

GWA *

Supreme Inspector **

Worthy Grand Matron / Worthy Grand Patron

Most Worshipful Grand Master

* The Grand Worthy Advisor should also be asked for a color photo in her NEW dress; Rainbow Trails message; photos of the Nevada Delegation at Supreme Assembly, California Grand Assembly, and other visitations to Grand Jurisdictions, Leadership Day, Rainbow Camp, etc. These materials are due to the Director by April 15th.

** Include in the Supreme Inspector's letter a request for a photo; Rainbow Trails message; the Mother Advisor/Worthy Advisor list from the previous calendar summer/fall and current winter terms; the in-memoriam list from last Grand Assembly; and Grand Choir lists for inclusion in Rainbow Trails, Grand Cross Designees for the current year; any changes to Sister Assemblies and/or the Assembly directory; a current list of Grand Officers; anything special she would like to have included in this publication. These materials are due to the Director of Publications by April 15.

March 1

Send NOAH a request for their ad.

April 1

ASSEMBLY REPORT INFORMATION DUE TODAY. Contact the Assembly's Grand Deputy if you do

not receive an Assembly's report for each term; work with Mrs. Bunch to send those messages b email.

April 15

Information noted above is due from the Supreme Inspector and the GWA; forward all information to the Director of Publications TODAY.

April 15

Grand Editor report due to the SI for review AND inclusion in the Grand Assembly script.

APRIL 20

ABSOLUTE DEADLINE FOR ALL MATERIALS — NO EXCEPTIONS!

I

Director of Publications WILL TRANSMIT ALL MATERIALS TO THE PRINTER.

Take a bow for a job well done!

Tasks Related to the publication of Rainbow Reflections

September

Solicit, (THROUGH a request to the SI for an e-mail request to the Mother Advisors and others) articles for the November edition

October

Compile the publication; forward it to your Director for review;

Work with Mrs. Buchanan regarding printing of Reflections, based on her schedule and availability for reproduction in the agreed upon quantity; (one copy per member + one copy per Advisory Board Member); whenever possible, we are trying to use our website as the distribution point.

Take it to the last fall official visit and distribute it to each assembly (through the Mother Advisor) who will sign for her copies, and individuals as designated by the SI

Provide remaining copies to the SI for mailing

Submit your receipt for copies for repayment to the SI

January/February

Repeat this process for the Rainbow Camp Edition

April/May

Repeat this process for the Grand Assembly Edition

At Grand Assembly, the Editor will:

- Present her memorized report (2-3 minutes) which will reflect both her experience producing Rainbow Trails and Rainbow Reflections.
- Will maintain a pass down binder reflecting her efforts and those of previous Editors, specifically regarding the Reflections project.

FLAG BEARERS (are also Grand Representatives)

Your **Advisor for the year is Mrs. LeAnn Cox, Grand Deputy, Reno Assembly #1**; she is available **to help** you organize your materials so you are fully prepared before both Rainbow Camp and Grand Assembly, and to help you tally ballots while at Grand Assembly.

During the Grand Year, each Flag Bearer will:

- Fill her station, whenever asked, giving the standard tribute.
- Prepare an original tribute of at least two minute's duration to her flag. These reports must be submitted to the Director of Grand Officers and the Supreme Inspector for approval by December 1.

Prior to Rainbow Camp

- Organize Assembly entertainment and awards at **Rainbow Camp**. These plans must be approved by **your Advisor** by January 1st. Such plans include compiling a listing of Rainbow-appropriate songs for lip sync entertainment and props to be used by assemblies, or Rainbow-appropriate skits "campfire" style. Your Advisor will assist with the Director of Music to ensure all music is approved **PRIOR** to Rainbow Camp. **The Director of Pledge will select appropriate music for these girls and will provide that to the combined groups prior to Camp so they are prepared.**
- Once approved, the Flag Bearers will make individual CDs for assemblies to use during their practice time.
- Prepare a "script" which must be approved by your Advisor for use during your presentation at Camp.
- Ensure that each assembly is rewarded in some way for their participation in the lip sync contest.

Prior to Grand Assembly

- Organizing Assembly entertainment for Grand Assembly, including introductions, judging and presentation of awards. The Flag Bearers may utilize hats or other easy costume effects during their entertainment introductions. Their introductory comments, in script format, will have a theme. The script will be approved by the Advisor, and provided to the Supreme Inspector by **APRIL 15** for inclusion in the Grand Assembly script. **UNLIKE** Rainbow Camp, awards are limited at Grand Assembly - every assembly, for example, does not win an award for their presentation.

- The “script” will be written in a stand-alone manner; that is, the Supreme Inspector needs a script that allows for movement of entertainment segments, not one that must flow continuously from one assembly to the next. Assemblies are often moved around in their presentation time when the script is finalized, based on when Representatives and others may be giving special reports. **TEN introductory scripts must be prepared.**
- Publish the COMPETITION JUDGING SCHEDULE noted below. Changes to this schedule are only permitted based on Mrs. Cox’s approval.
- For Grand Officer competitions, each Flag Bearer will give out THREE sets of ballot slips to adult advisors or those who are at Grand Assembly on Friday and Saturday during practice times. Announcement of these winners is most appropriate at Fun Night which allows time for Grandies to decorate their doors, for example, and for judges to do their work. Changes to this process are only permitted based on Mrs. Cox’s approval.
- FOR ALL OTHER COMPETITIONS, the Flag Bearers will distribute SEVEN sets of three ballot slips (for various competitions) to adults and out of state guests. Calculation sheets for each category will be used to determine winners. Please use this proven process: 11 categories, 4 ballots each; mixed up and divided into sets of 3 ballots. The 28 sets of 3 ballots were divided into 4 packets of 7 for each of the Flag Bearers to distribute. If this process is increased, it just needs to be increased to odd numbers.
- Ballots need to include information about where and when the ballots need to be turned in, i.e. “please return this completed ballot to the Recorder’s Desk by 12:30 pm on Monday...”
- Prior to Grand, prepare award certificates on card stock for 1st, 2nd, and 3rd place winners in all categories. Use a Sharpie pen to complete the names of the winners; Sharpie ink won’t smear, etc.

SAMPLE VOTING CARD (ASSEMBLY ENTERTAINMENT)

Please cast your ballot for the Assembly whose entertainment was BEST OVER ALL. All votes are weighted - that is, please note “5” for the group you feel did the best job in THIS category; cast “3” points for your second choice; and “1” point for your third choice in THIS category.

This Ballot must be returned to the Records Desk and placed in the (name of container) by (day and time). Thank you for participating with us.... the Grand Flag Bearers

_____ 5 points; _____ 3 points; _____ 1 point

3rd place: _____ Assembly #
2nd place: _____ Assembly #
1st place _____ Assembly #

Assembly Banners

3rd place: _____ Assembly #
2nd place: _____ Assembly #
1st place: _____ Assembly #

Grand Officers' Pantaloons - Mrs. Bunch will flash these on the backdrop... (judging must be completed by Monday Morning so the pantaloons can be removed from display - Grandies will wear their pantaloons following lunch)

3rd place - Grand _____ (name) _____
2nd place - Grand _____ (name) _____
1st place - Grand _____ (name) _____

Grand Officers' Mascots

3rd place - Grand _____ (name) _____
2nd place - Grand _____ (name) _____
1st place - Grand _____ (name) _____

Grand Choir Mascots

3rd place - _____ (name) from _____ Assembly
2nd place - _____ (name) from _____ Assembly
1st place - _____ (name) from _____ Assembly

Personal Page Baskets

3rd place - _____ (name) Personal Page to:
2nd place - _____ (name) Personal Page to:
1st place - _____ (name) Personal Page to:

TUESDAY MORNING

Grand Representative Reports:

3rd place: _____ Grand Representative of _____
2nd place: _____ Grand Representative of _____
1st place: _____ Grand Representative of _____

Assembly Entertainment

3rd place: _____ Assembly # _ who performed to _____
2nd place _____ Assembly # _ who performed to _____
1st place _____ Assembly # _ who performed to _____

At the Grandie Party: announcements related to Visors, Pin-ons, hair bows, door decorations....

At Grand Assembly, each Flag Bearer will:

- Carry her flag during the Sunday evening Session when she will present her memorized flag tribute.

REPRESENTATIVES

NOTE: Your title is the "**Grand Representative OF...**" not "to." Always use the full title, without abbreviating "Representative." Your title is not "Grand Rep to...."

Immediately following our Grand Assembly:

- ✓ The Director of Grand Representatives prepares the Commission Certificates for all jurisdictions to which Nevada appointed Representatives.

- ✓ The Certificates are signed by the Grand Worthy Advisor and the Supreme Inspector; each certificate contains the name, address and phone number of Nevada's Representative, along with the name, address and phone number of Nevada's Director of Grand Representatives.
- ✓ The certificates are mailed by our Director to the Directors in each jurisdiction, along with a congratulatory letter to the new Grand Representative.

During the Grand Year, each Nevada Grand Representative will:

- ☑ Receive a Commission from her jurisdiction (through our Director) indicating her official appointment to represent that jurisdiction from the Director of Grand Representatives, following the same process as noted above. Confirmation that contact has been made with your counterpart(s) is due to the Director of Grand Representatives NO LATER than November 1.
- ☑ Contact our Director of Grand Representatives if questions arise regarding her responsibilities.
- ☑ Contact the Director of Grand Representatives, the Director of Grand Officers AND the SI when she is unable to attend an official function.
- ☑ **Contact the Director of Grand Representatives by November 1 if she does not receive her official Commission, or if she has difficulty reaching her counter-part to establish a relationship.**
- ☑ Correspond with her counterpart as soon as her name and address are received, utilizing the Grand Officer Questionnaire compiled at Leadership '98. In this handbook, maintain a copy of all letters and e-mails sent to your counterparts - so if there is a question that "we" have not met our obligations, "we" will be able to clarify our attempts to contact another jurisdiction.
- ☑ Report in writing to the Director of Grand Representative by NOVEMBER 1 regarding her effort and any response from her Grand Representative; this is not a lengthy report, but should reflect an effort to begin a relationship with her counterpart. This report can be transmitted by mail or e-mail. If no response has been received, our Director of Grand Representatives is prepared to assist at this point.
- ☑ Establish a good pen-pal relationship with her counter part over the year in order to provide ample information when its time to finalize interesting and informative Grand Representative reports. Grand Representatives should utilize all means of effective communication in this endeavor: mail, e-mail, fax, telephone, send pictures, visit, etc.
- ☑ Share information with her representative about her own Assembly and its traditions, Nevada Grand Assembly, about Nevada and the town she lives in, about school activities, etc. Ask this information of her counterpart. Send a picture of herself and her Assembly. Review "Report Guidelines" when exchanging information. Exchange programs from Rainbow activities such as installations. Be creative and interesting.
- ☑ **Invite and encourage her Representative to attend Nevada Grand Assembly.** Indicate to her that her share of a four-girl room and her registration will be paid by Nevada Grand Assembly and that she and your assembly are looking forward to sharing a great experience with her.
- ☑ **Make every effort to attend Grand Assembly in her jurisdictions.**
- ☑ Inform the Grand Worthy Advisor, Director of Grand Representatives and Supreme Inspector of all major events occurring in her state; this information will then be included in the Grand Worthy Advisor's newsletter. Grand Representatives with west-coast states will work with the Grand Worthy Advisor and the Director of Grand Representatives and the TOUR DIRECTOR to organize a Nevada delegation to visit that jurisdiction's Grand Assembly or official functions whenever possible. All Representatives are encouraged to travel to their jurisdiction if possible. Review "Visiting Other Grand Jurisdictions" in this handbook prior to traveling.
- ☑ Prepare a written, draft report regarding the activities of her jurisdiction and submit it to the Director of Grand Representatives by February 1, regardless of whether or not that Grand Assembly has taken place. This report can be transmitted via mail or e-mail - but must reach the Director by February 1.
- ☑ Meet with the Director of Grand Representatives IN PERSON at Rainbow Camp to finalize this report, to review the level of completeness, grammar, theme, etc.
- ☑ FINAL REPORTS, utilizing the typing guidelines, are due to the Director of Grand Representatives by April 15.

- 📌 All reports must be memorized; the Director of Grand Representative will expect to hear these memorized reports anytime she is “near” you following May 1st. BE prepared.

NOTES:

- 📌 Grand Representatives who meet the deadlines established above, who participate fully with their own assembly, and who travel during the year with the Grand Family will be considered, though an application process, for special speaking parts during Grand Assembly, i.e., majority and special ceremonies, thus recognizing commitment and hard work.
- 📌 Grand Representatives who do not meet the established reporting deadlines will not present their report at Grand Assembly; they will remain on the sidelines during reports (Leadership ‘98 decision). Exceptions to this policy will be considered on a case-by-case basis and allowed only by the Director of Grand Representatives and the Supreme Inspector when extenuating circumstances exist.
- 📌 While not all reports can be in final form by the established deadlines (i.e., California Grand does not occur until after most of these dates), reports can be nearly completed and turned in by the dates noted above.

At Grand Assembly, each Grand Representative will:

- ✍️ Carry her State flag(s) during pre-determined Sessions:
- ✍️ Present her memorized report regarding Rainbow in her jurisdiction.
- ✍️ Wear a costume or use paraphernalia representing unique characteristics of her jurisdiction, ensuring it is Rainbow-appropriate. Costumes are to be low cost and easy to transport and use.
- ✍️ Introduce her counter-part in her report if she is attending Nevada Grand Assembly.
- ✍️ Be a gracious hostess if her counter-part is able to attend Nevada Grand Assembly. Assist her with registration and room reservations. She will include her in all activities during Grand Assembly. During practices and other times when she is unable to be at her side, she will be sure her Assembly tends to their guest's needs. Include her in meal plans and plans for extra curricular activities. She will be sure she, her family or her Assembly is able to meet her guest's transportation needs once in Nevada. *Nevada Rainbow will pay registration and housing (based on four girls to a room) for all representatives to Nevada.*

Representative Report Guidelines – see later section entitled regarding questions.

- Representatives are required to speak one minute per state; if they traveled to one (or more) of their states, they are entitled to an additional state.
- Select a “theme” for your report: cute? third person? animated? reporter format?
- Identify the State(s) represented and the name of your counterpart; introduce her at the podium if she is present.
- Time permitting, include some personal information about your Representative such as her age, grade in school, years in Rainbow, offices held in her Assembly, etc.
- Discuss the size of Rainbow in her State.
- Discuss the traditions (hoops/hairpieces/mascots, camp, leadership opportunities, election versus appointment of grand officers, etc.) and other unusual topics and special projects.
- Discuss the Grand Worthy Advisor's service or fund raising projects.
- Share briefly about your visit to her State if you attended her Grand Assembly Sessions
- DO NOT discuss your Representative's boyfriend, grades in school, her favorite sport or music group!

At Leadership 2011, we will again discuss the acceptable format for representative reports, having experienced the following basic written format at this Grand Assembly:

Page 1 – establish your “cute character”...

Page 2 – facts about state #1 (not necessarily IN character so the audience can understand your message)

Page 3 – facts about state #2 (not necessarily IN character so the audience can understand your message)

Page 4 – can return to “character” to wrap up the report

It is hoped that by breaking up written reports in this format that a historical file about New Hampshire, for example, can be created over the course of a couple years.

Representative Report Format: All reports are to be presented in triplicate on 3-hole punched white paper (or emailed in an appropriate format) to the Director of Representatives within the established time frame.

- ✓ Typed in BLACK, double spaced, 12 pitch;
- ✓ Have a 1 inch margin on each side, top and bottom;
- ✓ Typed in a traditional font such as ‘courier’ - cute fonts and colors are too difficult to prompt from.

- ✓ A three-minute report looks about like three pages of information.

Be creative when developing your report. Please remember: if each report follows this exact outline, we will be sleeping by the time we hear the third one! Keep our attention! Be interesting and informative!

PERSONAL PAGES

At Grand Assembly, each Page will

- Be assigned special tasks. These may include prompting during ritualistic work, assisting Outer and Confidential Observers in proving the Assembly, handling traveling mikes, etc.
- Assist her assigned officer whenever possible.

*** PLEASE REMEMBER, ALL REPORTS MUST BE MEMORIZED ***

DEADLINES

JULY – PRIOR TO LEADERSHIP

Outer Observer, Confidential Observer

- Submit plans/budget for Grandie songbooks to the Supreme Inspector

Musician, Choir Director

- Submit songs for the Grandie songbook to the Director of Music
- Make “draft” copies of approved songs for the Grand Officers to practice at Leadership
- Immediately following Leadership, forward the typed/approved songs to Grand Confidential and Grand Outer Observer for copying and collating in the EXACT order described in this handbook

AT (or before) LEADERSHIP WEEKEND

ATTENDANCE FOR ALL GRAND OFFICERS AND GRAND REPRESENTATIVES IS MANDATORY

- INITIAL DRESS PAYMENT OF \$75 OR MORE IS DUE AT LEADERSHIP. IF THIS OBLIGATION CAN NOT BE MET AT THIS TIME, THE OFFICER MUST DISCUSS A PAYMENT PLAN WITH THE S.I.
- ORGANIZED MEALS FOR THE WEEKEND (Saturday lunch and dinner, Sunday breakfast) - cost \$10
- ALL projects will be discussed.

Confidential Observer, Outer Observer

- Copy and compile Grandie Songbooks, immediately following this weekend so they are ready for the first Official Visit
- Deliver to the completed song books to the GWAA at the first Official Visit. Submit expense receipts to the SI.

WAA

- Submit budget for presentations to the Supreme Inspector

Charity

- Submit plans for statewide Fund Raising Projects to the Supreme Inspector AND the Director of Line Projects

Hope

- Submit plans for two scholarship fund raising projects to the SI and Director of Line Projects

Faith

- Submit plans for three **membership drives** (recruitment) to the Director of Grand Line Projects AND the Supreme Inspector.

Bow Officers

- Submit plans for Grand Bow Service Projects to the Director of Grand Officers; plans should have received pre-approval from the Officer's Grand Deputy and Advisory Board

WAA

- Submit tentative design for GWA's quilt to SI.
- Provide quilt squares and instructions for the Grand Worthy Advisor's quilt to those listed in her "Responsibilities" section to the SI for distribution with the Oct/Nov Newsletters

SEPTEMBER 1

Co-Historians

- ☐ Submit an outline of anticipated project to Director of Publications and SI for discussion/approval; this plan includes a budget presentation, if expenses are anticipated.

SEPTEMBER 15

Lecturer

- ☐ Submit an inspirational (1 page) message to the Supreme Inspector for inclusion in the October/November Grand Officers' Newsletter; all text must be ORIGINAL

OCTOBER 1

ALL

- ☐ FINAL DRESS PAYMENT (TOTAL OF \$150) MUST BE MADE TO THE SI. IF YOU ARE EXPERIENCING DIFFICULTY WITH THIS REQUIREMENT, PLEASE SPEAK TO THE SI NOW.
- ☐ GWAA to work with Director of Rainbow Camp regarding theme, flier, etc.

LAST FALL OFFICIAL VISIT

- ☐ Submit **completed quilt squares** to GWAA; hereafter, each Grand Officer will be charged \$25 and her square will be completed for her.

NOVEMBER 1

WAA

- ☐ Ensure all quilt squares have been returned. Begin sewing!

Representatives

- ☐ Confirm with the Director of Grand Representatives that you have received the Commission from your State and that you have begun to build a relationship with your counter-part.

DECEMBER 1

Flag Bearers

- ☐ Submit draft copy of two minute tribute to her flag to the Director of Grand Officers and the Supreme Inspector.

JANUARY 1

WAA

- ☐ Submit suggested gift ideas for her gift to Supreme Inspector

Drill Leader

- ☐ All information regarding formations/music/designs/props, etc., must be submitted to the Director of Grand Officers for approval and submitted to the Supreme Inspector no later than April 15th for placement in the Grand Assembly Script.

Bow Officers

- ☐ Grand Bow Service Projects MUST BE COMPLETE. **Completed Bow Reports** are due to the SI within 30 days after completion of the project....no later than January 15th.

Flag Bearers

- ☐ Submit CAMP entertainment plans and proposed songs for lip sync to your Advisor, Mrs. Cox.

JANUARY 15

Chaplain

- ☐ Submit tentative plans for the Rainbow Camp Church Service to the SI

Choir Director

- Submit list of at least 12 songs to the Director of Music for approval which the Grand Choir will sing at Grand Assembly

FEBRUARY 1

Representatives

- Submit DRAFT reports to the Director of the Grand Representatives, following appropriate guidelines

Choir Director

- Copy approved music for Choir Practice at Camp; submit receipt to Supreme Inspector for reimbursement.

Editor

- Draft report for Grand Assembly due to SI

RAINBOW CAMP ** March, SECOND WEEKEND**

Chaplain and Lecturer

- See detailed task list in Chaplain's responsibility section of this Handbook

Musician, Choir Director

- With the Director of Music, and the Grand Musician, organize and conduct a 1-2 hour practice for Grand Choir during Saturday afternoon time - BRING THOSE COPIES OF MUSIC! *In 2008, the Director of Music produced CDs for most members of the Grand Choir to take home to listen to and sing with.*

Representatives

- Work on finalizing reports with the Director of Grand Representatives - IN PERSON

APRIL 1

WAA

- Complete GWA's quilt

Charity

- Work with SI regarding the gift for the Grand Worthy Associate Advisor

Chaplain

- Submit tentative plans for the Vespers Service to the SI following the detailed task list in this handbook

APRIL 15

ALL

- Submit suggestions/revisions/input regarding this Handbook to the Supreme Inspector

Charity (actually 1 month prior to your reception....)

- Submit report regarding statewide fund raising project to SI for inclusion in the Grand Assembly script

Hope (actually 1 month prior to your reception....)

- Submit report regarding Scholarship Project to the SI for inclusion in the Grand Assembly script

Faith (actually 1 month prior to your reception....)

- Submit report regarding new member activities to the SI for inclusion in the Grand Assembly script

Recorder

- Submit membership report and personal message to the SI for inclusion in the Grand Assembly script

Treasurer - vacant

- Submit financial report and personal message to the Supreme Inspector

Co-Historians

- Submit DRAFT of their report to the SI for inclusion in the Grand Assembly script

Lecturer

- Submit lecture which will be presented at Grand Assembly to the SI for inclusion in the Grand Assembly script
- Submit draft response message for Vespers to the Supreme Inspector

Editor

- Submit positive message to be given at Grand Assembly to SI for inclusion in the Grand Assembly script

Representatives: FINAL report in the appropriate format is due to the Director of Grand Representatives; the report must now be memorized as it is written.

MAY 1

WAA

- Submit Grand Assembly presentation plans/formations/music, etc to the SI for inclusion in the Grand Assembly script

Flag Bearers

- Finalize plans for Grand Assembly entertainment and submit introductory comments to the Supreme Inspector.

Choir Director, Musician

- Confirm with each participant in the Grand Assembly Talent Show that they are indeed prepared to continue with their talent presentation at Grand - all plans must be final and submitted to the SI.

Editor

- FINAL report for Grand Assembly due to SI

GWA Reception

ALL mandatory attendance

- CLEAN** Mascots Bags will be returned to the Supreme Inspector.
- Voting on the new State Rainbow Dad occurs at this event.

ALL GRAND OFFICERS ARE TO "PROVE" THEIR RITUALISTIC AND MEMORY WORK BEFORE THEIR ASSEMBLY PRIOR TO GRAND ASSEMBLY. EACH GRAND OFFICER SHOULD WORK WITH HER GRAND DEPUTY AND MOTHER ADVISOR TO SELECT AN APPROPRIATE MEETING *** in April *** FOR THIS TO BE ADDED TO THE WORTHY ADVISOR'S AGENDA.

GRAND OFFICER NEWSLETTER DEADLINES are two weeks prior to August 1, October 1, December 1, February 1, and April 1. All Grand Line Officers and the Lecturer must have a submission for each newsletter to the Supreme Inspector. Other than the Grand Worthy Advisor and the Grand Lecturer, messages should be limited to ½ page which can be re-formatted to the "attachments" page of the Grand Officers' Newsletter.

All other Grand Officers are encouraged to submit an article, request for help, information that needs to be shared (like flag bearer information), greetings to your Rainbow Sisters, experiences as you travel to another jurisdiction, etc. within these deadlines.

RAINBOW REFLECTIONS NEWSLETTER: All Grand Officers will participate with the Grand Editor by providing relevant and news-worthy articles for Rainbow Reflections. When writing these articles, one must remember this publication is distributed to EVERY Nevada Rainbow Girl and often times shared with other jurisdictions.

Grand Line ----- EVERY ISSUE
All JEWELED OFFICERS ----- Fall Issue
Officers AND Reps ----- Camp Issue
Bow Officers ----- Grand Assembly Issue - with a brief review of their Bow Project

VISITING OTHER ASSEMBLIES IN NEVADA

SIMPLE driving instructions - if there is an easier route or a better way to explain – please advise the SI so next year’s directions are more clear.

To the Charleston Temple: 632 East Charleston Boulevard.

From the airport, take Interstate 215 to Interstate 15 North; exit on Charleston Boulevard East; go past Las Vegas Boulevard.

From Reno: Take US 95 South/East to I-15 South; exit at Charleston Boulevard; turn left on Charleston; go past Las Vegas Boulevard.

To the Mesquite Temple

From the airport, take I-215 to I-15 North to US 95 North/West; exit on Rancho; turn left on Rancho and left on Mesquite.

From Reno: Take US 95 South/East; exit on Rancho; turn right on Rancho; turn left on Mesquite.

To the Boulder Masonic Temple

901 Arizona Street, Boulder City. Proceed to Boulder from Las Vegas, into what appears to be downtown Boulder City. Arizona Street turns to the right; the Temple is on the right.

To the Sparks Temple - 2425 Pyramid Way

From the airport, take US 395 North to I-80 East (Reno/Sparks exit) bearing right; exit at Pyramid Way. Bear left under the overpass and travel north about 2 miles to York Way (also a stop-light intersection). The Temple is at the (left hand) corner of Pyramid and York.

From I-80 (Winnemucca, Fernley, or other points); exit at Pyramid Way; turn right at the stop light and proceed as above.(emergency Temple number: 356-6340)

To the Kerak Temple

From the airport, turn right out of the airport on Terminal Way to Mill Street; turn right and continue on Mill Street to Rock Boulevard; turn right; proceed to Edison Way and turn left; the Kerak Temple is on the left.

From I-80 (Winnemucca, Fernley, or other points); exit at Mill Street, heading left or east; continue on Mill Street to Rock Boulevard; turn right; proceed to Edison Way and turn left; the Kerak Temple is on the left.

To the Reno (Peckham) Temple -601 West Peckham Lane

From the airport, stay off the freeway - leave the airport on Plumb Lane; stay on Plumb Lane to Virginia Street; turn left (or south); proceed to Peckham (intersection with The Atlantis - visible foot walk overhead); turn right on Peckham; the Temple is about 3/4 mile to the west on the right.

From Carson City or points south: When on the freeway, exit US 395 North at Moana; turn left (west) at Moana and go to Virginia Street; proceed as above. (When using the Moana exit, you are actually traveling beyond the Temple then backtracking.) When not utilizing the freeway, travel north on South Virginia Street to Peckham (intersection with the Atlantis on the right); turn left and proceed as above.

From I-80 and points north, stay on the freeway, through the I-80 / US 395 Interchange (spaghetti bowl) headed south (that is the "to Carson City" direction) to the Moana exit; exit turning right on Moana to Virginia Street, proceed as above, turning right on to Peckham....

To the Carson City Temple

From US 395 proceed through Carson to the (stoplight) intersection of Washington and Carson Street. The Temple is a long, yellow building on the south east corner.

To the Winnemucca Temple

Proceed through Winnemucca to Baud Street. The Temple is on the corner about 2 block east of main street.

(As you read through these directions, please enhance or add to them as necessary and send those corrections to the Supreme Inspector; thanks.)

VISITING OTHER JURISDICTIONS

When visiting another Jurisdiction's Grand Assembly, contact the Supreme Inspector and the Director of Grand Representatives for information they may have regarding the traditions of that state. If you are unable to determine exactly what to wear to certain functions, be sure to pack a suitable short dress and a long dress. It is always appropriate to wear your hair piece, pantaloons and hoop, consistent with Nevada's tradition.

In all cases, remember that you represent Nevada's Grand Family during your entire stay. If you are concerned regarding activities, stay within the guidelines for our state and you should be comfortable. For example, we do not allow boys in or around Rainbow housing; we do not wear pants into the Assembly Room; we maintain dignity and decorum at all times; etc. Set a good example so others from our State will be invited back.

Be sure to take FIVE token gifts (usually something "Nevada" is a good option for the following: Supreme Officer, Current GWA, Current Rep of Nevada, NEW GWA, NEW Rep of Nevada. If this is "your state" you may purchase a current mascot from the SI for the NEW Representative.

If you are staying in someone's home, remember to leave a gracious thank you note and perhaps a token gift of your appreciation for their hospitality.

INTERNATIONAL ORDER OF THE RAINBOW FOR GIRLS STATE OF NEVADA

CLOTHING GUIDELINES (revised 10/96 - reviewed at Leadership each year)

One of the benefits of Rainbow is to help our members mature into beautiful, responsible young women, prepared to meet challenges with dignity, grace and poise. The following guidelines are to help our members make appropriate choices, based on the activities they will participate in.

“A dress code is a presentation of who we are.” 1997-98 Grand Officers

“We, as Grand Officers, need to understand our clothing guidelines and the reason for them: we need to help our adults adhere to the clothing guidelines, first through our own compliance, and second with the younger members by helping them make good selections.” 2007-08 Grand Officers

Grand Officers are reminded it is not their job to enforce or even bring to a girl’s attention that she may not be in compliance. Such concerns should be directed privately to the Mother Advisor or Grand Deputy. There may be extenuating circumstances to the issue that others may not be aware of which caused the non-compliance.

REGULAR MEETING

Acceptable: Short dress, skirt and blouse or sweater, vests; dresses of tea-length or high-low length. Blue Nevada Rainbow polo shirt (tucked in) with khaki skirt or denim of appropriate length.

Not acceptable: Mini skirts, jeans, pants, split skirts; tank tops, bare midriff tops; Grandie shifts (except during practice).

Acceptable: Nylons of a color or shade appropriate to the outfit; tights provided one's outfit is not head-to-toe black. Striped or patterned tights appropriate to the outfit (2003 Grandie Leadership decision).

Not acceptable: Jet black hose, if it causes the outfit to be head-to-toe black.

Acceptable: Shoes appropriate to the outfit. Open toed shoes with strap on the back (heel) are ok.

Not acceptable: Tennis shoes, beach sandals, Birkenstock-style sandals or shoes, boots with anklets. Ankle socks over nylons (1997 Leadership decision)

Acceptable: Proper undergarments, pantyhose.

Not acceptable: Thigh high, knee high or ankle stockings, fish net stockings.

NOTE: While individuality is certainly encouraged, so too is moderation. Girls are encouraged to limit, for example, the number and colors of hair (i.e., striping, exaggerated hair colors like green), the number of visible earrings, etc.).

LENGTH TEST

(1) Is the skirt as long as your finger tips when standing straight? It's long enough!

(2) When bowing from the waist, are your undergarments visible, or do you need to hold your skirt - or shirt - down in the back? If so, it's too short!

(3) After you have dressed for a function, bow with your mother behind you and in front of you - if she gasps - go back to the closet and find something a little longer or that shows less chest!

FORMAL MEETINGS

Examples: Installation, Initiation, Open meetings, Formal Escort, Receptions, Eastern Star or Masonic functions when Rainbow Girls are being honored.

Acceptable: Floor length dresses, no more than one inch from the floor (with one's shoes on).

Not acceptable: Tea length or hi-low hem dresses.

Acceptable: COLORS: Pastels or jewel colors, designs which contain black outlines, eyes, noses, etc. are acceptable using discretion and moderation.

Not acceptable: All black* or fabrics which appear black from a distance. Brown, navy and other dark colors if these are the predominate colors. *Supreme Assembly 1996 ruled no jurisdiction will allow all black formal wear.

Acceptable: Small crinoline slips.

Acceptable: Gowns with hoop skirts with ankle-length pantaloons.

Not acceptable: Pajama bottoms, jeans, sweat pants worn as pantaloons.

Acceptable: Shoes: white or colored matching the dress; flats, heels, ballet slippers.

Not acceptable: Black flats or heels; beach type sandals; tennis shoes; shoes that "flap" when walking.

Acceptable: Proper undergarments of appropriate color, nylons. Knee-high nylons are acceptable when worn with pantaloons.

Not acceptable: Dark undergarments with light colored or white dresses.

Gowns must have sufficient number or width of shoulder straps to provide adequate support for the bodice. A single spaghetti strap (1/4") is not sufficient, whereas a combination of three spaghetti straps on a single side probably is. Bodices with one shoulder bare are acceptable, provided adequate bodice support is available on the other shoulder.

Grand Officers will wear dresses with hoops at all official functions, except her OWN Reception, at which time she may wear a "more adult" dress, provided it is not extremely tight, an inappropriate color, nor with a large slit. (1997 Leadership decision)

Low-cut bodices or ones that do not fit close to the chest are unacceptable as they reveal way too much body when we bow!

JEWELRY

Acceptable: Earrings that have up to a two-inch dangle or hoop from the bottom of one's earlobe to the bottom of the earring **anytime except at Grand Assembly for Grand Officers**

Acceptable: Single Stud earrings

Leadership 2010: After a lengthy (and cooperative) discussion about Tattoos – these are the current guidelines for ALL Nevada Rainbow and will be added to our official Clothing Guidelines. These guidelines are presented to be respectful of our younger members, prospective members and their parents. No disrespect would ever want to be projected. Tattoos:

· **At formal events**, tattoos must be cover BEFORE you enter the building, not in the bathroom with young girls (and adults) watching!

· **At short dress, fun and casual functions**, the size, intensity of colors, and nature of design determine whether or not a tattoo must be covered. Tattoos that reflect violence, death, drugs, alcohol, race, sexism or subject matter in these areas must be covered.

· **At short dress, fun and casual functions**, tattoos may be uncovered if the main component of tattoo only is up to silver dollar size – excluding minimal trailing decoration.

In all cases, if one's Grand Deputy asks a member to cover a tattoo it will be covered immediately. After

the meeting/event, the member and the Grand Deputy may discuss the situation that necessitated the request.

Earring gages, ear jewelry – gages must be plugged flesh colored – applies to all at all Rainbow events. Grandies dressed as Grandies may only wear a single stud in each ear – regardless of the occasion. At regular meetings, again the Deputy will ask (any) girls to remove multiple earrings if there is a valid reason for doing such.

Page 16 for facial piercings...if it's a formal function – the rules applies to all, regardless of their status as a Grand Officer or not.

Low rise jeans show way too much bootie and panties – do the OMG test on your jeans... We will have these matters on our Rainbow camp Grandie Meeting agenda.

PRACTICES

Acceptable: Jeans without holes.

Not acceptable: Tattered and torn jeans.

Acceptable: Blouse, t-shirt, sweatshirt.

Not acceptable: Tattered and torn items, t-shirts and sweatshirts with offensive messages printed on them.

Acceptable: Shorts, provided they are golf or walking length; split skirts, walking length

Not acceptable: Short shorts.

Acceptable: Tennis shoes, sandals, etc.

Not acceptable: Bare feet!

Acceptable: Leggings as PART of an outfit - are pants; leggings are casual attire and may not be worn to meetings. (added 8/08)

FUN ACTIVITIES

Examples: Picnic, bowling, group shopping, craft party, etc. Note: When attending a social function representing Rainbow, the Mother Advisor will assist the girls in determining the appropriate style of dress, for example, a DeMolay Dance, serving at a Masonic/Eastern Star dinner, etc.

Acceptable: See "regular Meeting" and "formal meeting" guidelines depending on the activity.

Acceptable: Jeans, shorts, etc., appropriate to the activity, weather, location.

Not acceptable: Tattered and torn clothing, short shorts.

Acceptable: Tennis shoes, sandals appropriate to the activity, weather, location.

Not acceptable: Bare feet except at the pool/beach

Acceptable: Swim wear that is modest, not revealing or seductive. Two-piece swim wear may be worn provided it follows these guidelines.

Not acceptable: String bikinis, thong swim wear, t-shirt and shorts in the pool. Please note: Nevada Rainbow adults will enforce swim wear guidelines - regardless of where the swimming activity occurs, provided it is at Rainbow function. Added by the 2007-08 Grand Officers: If it ties with a string - it can not be worn. Wearing a one-piece or tankini are good options. Coverups are excellent at all water events.

ADULTS

Adults are encouraged to participate in these dress guidelines, serving as examples to our younger members. Business or professional attire is certainly appropriate, with the exception of solid black, pants or split skirt outfits for women.

Adult women, while prohibited by Supreme from wearing solid black gowns, may use discretion in their formal attire. Many beaded tops, for example, contain minimal black accents.

Gentlemen are encouraged to observe moderation in their dress. Jeans (other than dress/slack jeans) should be reserved for "fun activities." Jackets and ties should be worn appropriate to the activity and weather. Docker-type slacks and Nevada Rainbow Polo shirts are acceptable for many Rainbow meetings.

When participating in Crowning Ceremonies, many Lodges request formal attire. When attending formal Rainbow meetings, suits, dress slacks with sweater, jacket and tie, or tuxedo are appropriate.

TRAVELING WITHIN NEVADA

Often times, in Nevada we must travel long distances. When it is impractical and uncomfortable to travel in a short dress, casual attire appropriate to the weather is acceptable. Upon arrival at the Temple, travelers should proceed IMMEDIATELY to the restroom/dressing room, changing clothes quickly. Likewise, when preparing to leave (after refreshments), travelers may change into their casual clothes IMMEDIATELY before leaving the Temple.

For safety reasons, changing at the Temple is preferable to changing in a gas station restroom, rest area or car.

TRAVELING TO OTHER JURISDICTIONS

Nevada Rainbow members and adults are asked to observe the dress code of other jurisdictions, including traveling attire, when visiting. For example, when attending many Grand Assembly, ladies are asked to arrive at the hotel/registration location in a short dress. If you need guidance in this area, please contact the Supreme Inspector.

NEVADA TRADITIONS

- Grand Officers must always wear hoop skirts with pantaloons at formal occasions; other members should observe the traditions of their own Assembly. For example, in some Assemblies hoop skirts are only worn after one is elected to the line; other Assemblies don't wear hoop skirts to Initiation, etc.
- Grand Officers must wear their hair up when wearing formal attire.
- Only current Grand Officers may wear hairpieces.
- Bars, pins, awards, etc. are worn to all "short dress" meetings on a "brag ribbon" within the traditions of the Assembly.
- When wearing formal attire, Grand Officers wear only the pin(s) of their Grand appointment, their Proficiency Pin, and the GWA's pin, over the heart, on the left side on the pin holder designed by the GWA.
- Each Master of the Grand Cross should wear the Grand Cross medallion to Rainbow functions, removing it or tucking it into one's blouse/shirt when in public (traveling to and from meetings).
- Sashes for Grand Officer Trailers and Personal Pages are worn at Grand Assembly and official functions and at other times within the traditions of the Assembly.
- Sashes are to be NO wider than 4 inches (including all ruffle and decoration - not 4 inches plus ruffle and decoration) and are to fit (end) about a hand width below the natural waist of the girl wearing the sash. Remember these are sashes - not shawls or complete garments!

When questions about these "Clothing Guidelines" arise, members should direct them to the Mother Advisor, Grand Deputy or Supreme Inspector. In fairness to all, Assemblies will not adopt Clothing Guidelines or dress codes more restrictive than these.

Excerpts from the 2008 Mother Advisor Handbook NEVADA RAINBOW DRIVING POLICY

(June 1998) This policy is reviewed annually by the Grand Officers at their Grand Officer Leadership Weekend.

Seat belt use is mandatory for the driver and all passengers. Girls under the age of 12 and/or smaller in stature are encouraged to ride in the back seat in cars with passenger- side air bags. No one will transport more passengers than he/she has seat belts available. The use of seatbelts is required

by law and is not negotiable.

Drivers on any designated Rainbow trip or when transporting Rainbow Girls are participants in the “**NO PHONE ZONE**” program. **Much of this will become Nevada LAW in January 2012.**

While driving on any Rainbow event, no driver may text.

While driving, both youth and adult drivers are encouraged to use a blue-tooth or hands-free phone system when phone conversations are absolutely necessary. Viable solution include: driver must find a safe place to stop the car to have a phone conversation, ie grocery store parking lot; utilize a passenger to communicate such important information, ie, we are stuck in traffic and will be arriving safe but 20 minutes late.

Drivers will utilize a designated passenger in one car to call and converse with the designated passenger in another car in the caravan.

Designated drivers are encouraged to collect all but one cell phone, all iPods and electronics from all passengers and secure them within the car (back seat tote bag, trunk, etc) during the length of the trip – to encourage interaction among the passengers while on a Rainbow road trip, rather than allowing everyone to be “wired” into their own electronic world. The designated cell phone should be with the designated passenger, and is probably most effective if it is the driver’s phone which contains the cell numbers of other drivers in the caravan.

ASSEMBLY FUNCTION: An activity or event approved by the Advisory Board or its designee (Mother Advisor) for Assembly attendance/participation to which the girls and adults will travel and attend as an organized group. Appropriate adult chaperoning is required for Assembly functions.

Example: Assembly A was invited to attend Assembly Z’s Installation; the Advisory Board of Assembly A approved this as an “assembly function” and adults were organized as drivers and chaperones.

NON-ASSEMBLY RAINBOW ACTIVITY/EVENT: An activity or event sponsored by another Assembly which has not been “endorsed” by the “visiting” assembly’s Advisory Board as an Assembly Function.

Example: Assembly A was invited to attend Assembly Z’s Installation; the Advisor Board of Assembly A was unable to organize adult drivers and chaperones; this activity now becomes a Non-Assembly Rainbow activity.

WHO CAN DRIVE?

Any time there are sufficient adults (Advisory Board Members and parents) to drive all the girls to a Rainbow Function (identified above) girls are to be passengers in those vehicles. Grand Officers are encouraged to make their personal schedules accommodate such travel plans so they are not driving independently to “Assembly Functions.”

A Rainbow Girl who is a LICENSED, INSURED DRIVER (16-18) may transport other Rainbow Girls to Rainbow Functions:

Within the geographic area of her Assembly with the written permission of the driver’s and the passenger’s parents/guardians.

Example: Licensed and insured Rainbow Girls from Carson Assembly can transport girls within Carson City and Reno; licensed and insured Rainbow Girls from Boulder Assembly can transport girls within Boulder City and even to Las Vegas, but not to Pahrump. Generally speaking, a geographic area would be within about a 15 mile radius. Advisory Boards are encouraged to delineate the geographic area of their Assembly for this purpose.

Outside the geographic area of her Assembly if she is at least 18 years old and has written permission from both hers and her passenger(s) parents.

added 8/07 at Grand Officers’ Leadership: Geographic area means the general Reno/Sparks/Fernley/Carson City areas in the north; Las Vegas/Henderson/Boulder City in the south.

A Rainbow Girl who is a licensed, insured driver may transport other Rainbow Girls to non-assembly activities/events only under written agreement of both the driver's and the passenger's parents/guardians.

Example: A Grand Officer may take her Trailer to visit another local Assembly - just because they want to visit - provided both sets of parents have given permission.



Whenever several cars from an Assembly are traveling to a special event, i.e., Rainbow Camp or Grand Assembly, they will travel together, each keeping track of who is at the front and back of the caravan. Groups are encouraged to establish specific rendezvous points for refreshment, rest, etc., i.e., the McDonalds in Hawthorne. All cars should leave the rendezvous point together after such breaks.

When traveling, girls and adults assigned to specific cars remain assigned to that car until the end of the trip.

Example: Mary, Jane and Alice are going to Camp in Mrs. Blue's car. They remain "assigned" to Mrs. Blue's car until they return home. Girls shall not rotate through cars during the course of a Rainbow trip - because the potential for "losing" a girl ". . . because we thought she was with someone else. . . ." is too great.

When traveling as a larger group, TWO copies of the girls' and adults' permission slips and emergency numbers should be available - one in the driver's possession, and one in the possession of the Mother Advisor (or Advisory Board designee).

Rainbow trips begin as the group departs the Temple or other meeting place and end when the group returns to the Temple or rendezvous place. Behavior during Rainbow trips should be consistent with the expectation of Rainbow girls and adults at any other function.

Example: Mrs. Service picks Mary, Jane and Alice (with seat belts on, and little Alice in the back seat) at the Temple in Fernley and takes them Rainbow Camp in Tonopah. The trip begins as they leave the Temple and ends when they return to the Temple and Mary's, Jane's and Alice's parents meet them at the Temple after a great Camp experience. Mary, Jane, Alice and Mrs. Service had a great time because they behaved like Rainbow girls and adults should.



When reimbursement for gas expense is pre-authorized by the Board and the Assembly members, payment is made by the Treasurer, by check, upon presentation of paid gas receipts by the organized drivers at the Rainbow meeting following the trip.

Each girl and adult traveling with the Assembly, along with her current medial release form and a listing of emergency numbers, will give the Mother Advisor (or the designated adult) a sealed envelope, with her name on the outside, containing a list of ALL medications she is currently taking. It is important for the Mother Advisor to have complete information available if a medical emergency arises while the girls are away from home. AT THE END OF THE TRIP the unopened envelopes are returned to each girl. Girls and adults must understand the information contained in the envelope remains unopened and confidential unless a medial emergency exists and it is needed by a treating physician.

Example: Mother Advisor Smith is taking Mary, Jane and Alice to Winnemucca for an Official Visit; Mary, Jane and Alice have their mothers sign their medical releases and prepare a listing of emergency numbers (i.e., doctors' numbers, numbers where the parents can be reached while they are traveling); Mrs. Smith also completes this form and places all these forms in her purse. [In case of an emergency, police officers will look in Mrs. Smith's purse and find what they need to have!] These girls and Mrs. Smith also place individual sealed envelopes containing a listing of all (if any) medications they may be taking. Mrs. Smith attaches these to medical releases and adds them to her purse.

Result: A safe trip is enjoyed by all; the girls are returned home safe and happy to their parents; Mrs. Smith hands each one back her unopened envelope - a level of confidence has been reached by both the girls and the Mother Advisor.

Same story - unfortunate situation. Mother Advisor Smith and these girls head to Winnemucca and have a minor accident which required general observation in an emergency room by the attending physician. Mrs. Smith gives the doctor the medical releases; she has the emergency numbers for each girl readily available and makes the necessary calls home to the parents, assuring them everyone is ok. Mrs. Smith also has the sealed envelopes and provides one to the doctor as this girl may have a minor concussion and he may need to know she takes a particular kind of medication to determine if her reaction is to medication or the bump on her forehead.

Result: A trip which had an unfortunate “bump” in it turned out ok because the needed information was available to the attending physician; the Mother Advisor could easily reach the parents; and trust was maintained as confidential information remained confidential.



Nevada Rainbow’s insurance coverage is a “secondary” insurance. In the case of an accident, the driver/passenger insurance is the primary carrier; Rainbow’s insurance is activated only after the primary carrier has met its full obligation.

The Nevada Rainbow Driving Policy has been written to provide clear guidelines for the girls and adults throughout our State. If there are areas of this policy that do not work, written suggestions should be sent to the Supreme Officer so the policy can be revised.

Guidelines for Grandie Profiles - exchanged at Grand Officer Leadership Weekend

The purpose of these pages is to share information with each other and with your Deputies and Directors. They will be compiled and distributed at Grand Officer Leadership in July. You will want to keep them handy - and in your Rainbow scrap book to enjoy for years to come. You should prepare 50 copies.

DO:

- ✓ Start with a header which indicates your name and title.
- ✓ Write in complete sentences, utilizing good grammar and punctuation; all pages must be typed.
- ✓ Provide BRIEF information about your Rainbow life, i.e., when you were initiated and into what assembly;
- ✓ Feel free to identify your earlier appointments and some comments about those experiences, i.e., Representative of xxx where you were able to attend their Grand Assembly;
- ✓ Provide a little information about your family, i.e., parents' names, siblings' names/ages, clever anecdotes about your family - sixteen dogs, lived in the same house since you were born, etc....
- ✓ Describe your hobbies and the things in life that make you happy, etc.
- ✓ Discuss briefly what you would like to do with your current Grand Appointment;
- ✓ Sign your page, note your address and other ways we can reach you: e-mail; fax; phone, etc.
- ✓ Feel free to organize this page in a style that reflects your style – don't feel compelled to follow this "list."
- ✓ Use some clever pre-printed paper or decorate your page to reflect your office.
- ✓ Make 50 copies and bring them 3-hole punched to the LEADERSHIP.....if for some reason you will not be attending, mail them to Mrs. Jacka sufficiently early that they will be available at the right time! If you are not present, we will mail your set to you after the weekend.

DON'T

- List every office you ever held in your assembly;
- Use more than one page - use glitter;
- Be lazy and miss this opportunity to get to know your sisters (and adults) better!

Memorial Service (Revised 2007 by Ms. York; revised from 2009 script)
MEMORIAL TAKES 17-20 MINUTE

Memorial Service



(Soft Rap to seat the Grand Choir)

GWA

The Parable of Immortality

I am standing by the seashore.
A ship at my side spreads her white sails to the morning breeze
and starts for the blue ocean.
She is an object of beauty and strength,
and I stand and watch until at last she hangs like a peck of white cloud
just where the sun and sky come down to mingle with each other.
Then someone at my side says - 'There she goes!

Gone where?
Gone from my sight - that is all.
Her diminished size is in me, not in her.

And just at the moment when someone at my side says - 'There she goes! ',
there are other eyes watching her coming,
and other voices ready to take up the glad shout - 'Here she comes!'

Our Memorial Service pays tribute to our Sisters and Brothers who have left this mortal life since last Grand Assembly. The messages given by our officers speak to the seasons of one's life and represent the voyage from this life into eternal life.

There will be no movement in the Grand Assembly Room during the Memorial Service.

NO RAP BY GWA

Sisters and friends, we have assembled today in a sisterhood of sorrow. Some of our members, who were with us one year ago, in all the happiness of youth, have since passed from our earthly vision.

We saw not the lift of the curtain,
Nor heard the invisible door
As they passed where God's problems uncertain
Will follow and vex them no more.

True in our youth, we do not often think of this solemn change. Yet occasionally, we must stop and stand in awe, as one of our sisters answers the final call. It is then that we think of this hour and realize that, sooner or later, it must come to us also.

Sister Grand Recorder, (who stands upon being addressed) please read the names of our sisters and brothers who have answered the Master's call.

Grand Recorder reads the names and their affiliation; she remains standing.

Grand Recorder

>>>

GWA:



(ONLY JEWELED OFFICERS)

Sister Grand Worthy Associate Advisor, what is the hour?

Each of these sisters sit after their message.

GWAA

It is the evening of life, when the sun has set at the end of the journey for some of our beloved sisters and brothers. It is the hour when they behold the Rainbow of Promise which our Heavenly Father has given to them.

GWA: What are we reminded of at this hour?

GWAA

We are reminded of the fact that, for some, life is shorter than for others. We understand that:

These sisters and brothers have traveled the pathway before them and
Have passed through the rainbow and maze.
They have labored their last in our Assembly.
They have heard the clear call of the Master.
Their journey on Earth is now done.
Come higher, enter my kingdom,
For them, life and joy have begun.

GWA: Sister of Grand Hope, what is the season?

GRAND HOPE

It is the beautiful springtime when the buds burst forth in all their glory, symbolizing the fact, that these sisters and brothers, who have gone on before us, are God's buds of promise, gone to serve Him in the springtime of life. It is the season,

When Hope comes and with whisper sweet,
Tells of that land far away,
Where the sun shall never set,
In the land of eternal day.

GWA: Sister of Grand Charity, what is the task?

GRAND CHARITY

Our task is to be charitable at all times, in the hope that God's eternal charity shall overcome all our faults, what they may be. God is good and will hear our plea. He will guide us over the troubled sea.

GWA: Sister of Grand Faith, what do you know of the voyage upon which our sisters and brothers have entered?

GRAND FAITH

Our sisters' and brothers' ship silently slipped away,
Across that shadowy, unknown sea.
The mists have hidden their snow white sails
From the sight of their loved ones - you and me.
Their ship will never be seen again,
Nor lie at anchor near this fair shore.
We have no charts of their late voyage;
We will watch and wait a little while.
We know but this - they will come no more,
'Til the Harbor Master sets us free.
Then with our freight of Hope and Faith
We, too, will sail over the unknown sea.

GWA: In commemoration of the transition of our sisters and brothers from this life to that life beyond the veil, and in memory of their labors among us, Sister Grand Chaplain, Grand Hope and Grand Charity, you will drape our sacred Altar.



(Rap the Assembly up)

**SOUND BOOTH
MONDAY MORNING CD**

TRACK 22 - Draping of the Altar –

Grand Charity, carrying the Altar cloth, now steps to the north of the Altar while Grand Hope steps to the south; they do not leave their stations until the Grand Chaplain passes by Grand Charity. The Grand Chaplain, who left the East when Grand Hope and Grand Charity were given the above instruction, steps to the West of the Altar to lift the Bible in order for the Altar to be draped. The Chaplain enters the Altar by walking to the West and entering from between Immortality and Fidelity's stations. All three should arrive at the Altar at the same time.

The Grand Chaplain lifts the open Bible and holds it while, together, Grand Hope and Grand Charity drape the Altar. After centering the cloth on the Altar, they drop their hands and then pull the drape through with one smooth motion. When the cloth has been spread, Grand Chaplain replaces the Book on the Altar. Grand Hope and Grand Charity back straight out so they are standing equal to (in line with) Grand Love and Grand Service and the Grand Chaplain backs out to stand between Grand Immortality and Grand Fidelity, but outside the bow. Chaplain stands behind Grand Immortality.

GWA

We pause for a moment with reverent breath to speak of that angel whom mortals call Death.

Sisters Grand Love, Religion, Nature, Immortality, Fidelity, Patriotism, and Service. What have you to offer in memory of our sisters and brothers who were with us yesterday, but have now departed this life. I cannot say, I will not say, that they are dead.

The Grand Bow Officers, taking their flower tributes with them, move in front of their pedestals, Grand Love through Grand Immortality leaving by the right and Grand Fidelity through Grand Service leaving by the left side, to stand within a few steps of the Altar. Grand Service has the traveling mike and hands it to Love. Each officer speaks her tribute then lays her flower on the Altar with Grand Love beginning on HOPE's and ending on CHARITY'S. The Bow forms with the RED flower on the left when viewing from the East)

GRAND LOVE

There is no death!
The stars go down to rise upon some fairer shore,
And brighten Heaven's golden crown,
They shine forever more.

GRAND RELIGION

There is no death!
The dust we tread shall change beneath the summer showers
To golden grain or mellowed fruit
Or rainbow tinted flowers.

GRAND NATURE

There is no death!
The leaves may fall and flowers may fade and birds take wing,
They only wait through wintery hours
The coming of the spring.

GRAND IMMORTALITY

There -- is -- no -- death!
An Angel form walks over the earth with silent tread.

He bears our best loved ones away,
And then we call them dead.

GRAND FIDELITY

And ever near us the unseen,
The dear immortal spirits' soul and breath.
For all the boundless universe
Is life -- there is no death.

GRAND PATRIOTISM

Some call it death, this slipping away of earthly moorings,
And drifting with the ebbing tide away,
But it is only the passing through the shadows
Into a life of endless day.

GRAND SERVICE

They shall all bloom in fields of light
Transplanted by God's care,
And saints upon their garments white,
These sacred blossoms wear.

The Grand Bow Officers return to a position behind their pedestals as if to take their seats. Grand Service keeps the microphone.

GWA

Beyond the Rainbow's farthest end there lies
A land that's always filled with love and light,
Where shadows never fall and dim the skies;
For in this lovely land, there is no night.
In this celestial place of joy and peace,
There is no time or space, no doubt or fear;
For those who come to it, all troubles cease,
All worldly difficulties disappear.
And though the loss of loved ones and friends
Brings sorrow and is hard for us to bear,
If we could see beyond the Rainbow's end
We know that we would find them waiting there
In that celestial dwelling place above -
The land of peace and joy, of light and love.

Officers, I bid you rise and together let us gather around our sacred altar where our departed sisters knelt in taking the Obligation that bound them to us in one great sisterhood.



GWA RAPS THE ASSEMBLY UP

The GWA gives three raps. The Grand Officers form a cross. Leaders of the four arms of the cross should arrive at the Altar at the same time. The Musician gives three chords: #1 to prepare; #2 to kneel on the left knee; and #3 to lower the right knee.

SOUND BOOTH MONDAY MORNING CD TRACK

GWA: Sisters, let us bow our heads in prayer.

GRAND CHAPLAIN

Father, beside this sacred Altar, where our departed sisters and brothers knelt, we re-dedicate our lives anew to Thee and to Thy service. We pray that only the good deeds of our sisters and brothers may be recorded with Thee, and that all short comings shall be forgotten. Bless, we pray Thee, bless these parents and families. Bless the assemblies whose ranks are broken. Give us faith anew, and cause us to look to Thee for help and strength to overcome all earthly sorrows. All of these petitions we make in Thy Holy Name. Amen.

ALL: Lord, help us keep our promise.

**SOUND BOOTH
MONDAY MORNING CD
TRACK**

**GWA's nod and return to their stations. NOTE: Girls will remain kneeling throughout solo; all stand at a specified time and return to their stations - hopefully as the music ends!
Officers start to return to their stations at 2:28**

**NO RAP BY GWA TO SEAT MEMORIAL OFFICERS.
Closing the Bible follows immediately.**

Close Bible

GWA

Sister of Grand Hope, you will close the Bible.
Hope attends Altar WITHOUT giving the sign.

Paraphernalia Committee - turn off altar light and discretely "open" the doors and arches IF THEY WERE CLOSED AFTER ESCORT.



GWA SEATS ASSEMBLY

**CEREMONY FOR SERVICE TO RAINBOW
PERFORMED AT OFFICIAL FUNCTIONS AT
RECIPIENTS' ASSEMBLY *** THREE IN 2011-2012**

GWA: Ceremony for Service to Rainbow Honorees
(Soft Rap)

Today we are gathered to honor and pay tribute to these special adults who have given outstanding service to the International Order of the Rainbow for Girls.

Sister Grand Recorder, you will read the names of the adults who have been recommended for the Adult Service Award.

Grand Recorder: Read only the names of those who are present.

GWA: Sister Grand Drill Leader, you will conduct these guests who are to be honored into the Grand Assembly Room and seat them East of Grand Charity's station.

☐ Grand Drill Leader proceeds to the door of the Preparation Room and escorts the members of this group into the assembly room, to the east of Charity's station - in the same place the Initiates sit. The Grand Drill Leader is seated to the east of this group - as in Initiation.

☐ Page to Sound should have a portable mike, moving NOW to standing behind each bow officer as she speaks.

GWA: My friends, today we have come together to express to you our appreciation for your service to the International Order of the Rainbow for Girls. You each have a special interest in our Order and you have shown that interest through your continued service and dedication. The Supreme Assembly of our Order has chosen this Special Service to Rainbow Recognition as a way to honor you and to thank you.

Our founder, the Reverend W. Mark Sexson, found inspiration in the beautiful colors of the Rainbow. The meaning of each color and the station it represents is important to every girl who is initiated into our Order. Today, we pause to share their significance with you.

Sisters of the Color Stations, you will share the meaning of your station with our honored guests.

☐ Upon being addressed, the Bow Officers rise together.

Love: My station is Love and its color is red. At this station, we are taught the importance of showing love to others. Through love, we can make this a better world in which to live.

Religion: My station is Religion and its color is orange. This station teaches us the importance of knowing God, being identified with some church and making religion a part of our every day life.

Nature: My station is Nature and its color is yellow. At this station we learn it is important to spend time in God's beautiful out of doors.

Immortality: My station is Immortality and its color is green. The lessons at this station teach us that death will come to all persons, and, even though our body may die, our soul will live forever.

Fidelity: My station is Fidelity and its color is blue. Here we are taught to be loyal to our friends and all things which are positive and good.

Patriotism: My station is Patriotism and its color is indigo. At this station we are taught the importance of respecting our flag and the laws of our country.

Service: My station is Service and its color is violet. Service is the foundation of our Order and emphasizes the importance of providing unselfish acts of service to our home and community.

(Bow Officers are seated at Love's nod; Page to Sound returns to her position.)

GWA: We have been reminded of the lessons taught by our color stations. Whenever you see a Rainbow in the sky, may you be reminded of these lessons. May you also remember the Rainbow Girls in our assemblies and throughout our Order. It is for them that you have given so freely of yourselves.

SI: Today is a very special time for the members of Nevada Grand Assembly. We are happy to present you with this Service to Rainbow Recognition Medallion. It is given in a recognition for the service you have unselfishly given to your assembly and to the International Order of the Rainbow for Girls. As a parent, grandparent, legal guardian and friend of our Order, we recognize and appreciate your interest in the young ladies of our communities, helping them to lead better lives, become better citizens, become leaders themselves and to be of service to others.

Sister Grand Drill Leader, you will conduct our guests to the Grand East.

My friends, I invest you with the Service Medallion which represents your service to Rainbow. Wear it with pride and may it ever be a symbol of the service you give to the International Order of the Rainbow for Girls. (SI will invest each designee with Award.)

GWA:

Sister Grand Chaplain, you will lead us in prayer.

GWA Raises the Assembly

Grand Chaplain and SI step forward to form the triangle; the Sign is NOT given.

Grand Chaplain:

Our Father, we thank you for these friends and for the service they have given to the International Order of the Rainbow for Girls. Because of their willingness to work for our Order and to give us their love and support, we are better able to understand and live our teachings. We pray your special blessings on each of these recipients this day. May we always remember our lessons, especially that of service and may we all continue to serve You and the world around us. Amen.

Lord help us keep our promise.

GWA: Sister Grand Drill Leader, you will seat our guests in the Grand Assembly Room.

☐ Grand Drill Leader returns these guests to the chairs they were in, to the East of Grand Charity.

ORDER FORM
Grand Officer "Shake and Bake" Wiglet

Enclosed please find a swatch of my hair (cut from the back, underside) for use in matching a rosette (shake-n-bake) hairpiece, along with my check for \$45 which will cover the cost of the hairpiece, tax, shipping and handling.

Please mail my product to:

(Name)

(Street)

(City) (State) (Zip)

If you have questions or need additional information, please feel free to call me at

_____.

Thank you.

Mail

- ✓ This form
- ✓ Sample of your hair (in a baggie, scotch taped to a piece of white paper)
- ✓ Your check for \$45 (which includes shipping, etc.)

TO:

California Merchandising
2520 S. Fairview Street, Unit #A-1
Santa Ana, CA 92704.
800-262-9447 *(information, cost, etc. verified as of 6/11)*

(For use by Nevada Grand Officers)

Rainbow Wiglet Order Form
(used by Washington-Idaho Grand Officers)

Ship to:

Name: _____

Address: _____

City: _____ **Zip Code** _____

Phone #: _____ **Cell (Optional):** _____

Please include a hair sample 2” or longer

Cost: \$45.00

Wiglets will be shipped directly to the person on the order form.

Make Checks or Money Orders payable to:

Ginny Docker
1415 12th Ave SE
Puyallup, WA 98372

Home Phone: 253-841-9696

Cell: 253-332-5508

Email: ginny_docker@msn.com (there is an under score between ginny and docker)

(information confirmed 6/11/09-jej)

A third, recently-explored option is also available... on line - so may limit your choices in colors: at <http://www.wigdeals.com>

Order the "Grace" by Easihair. The price in January 2009 was \$52.90, including shipping; arrival was 3-days.

Grand Representative Report Questions

These questions are a good starting point when gathering information about your Counterpart's jurisdiction.

- When and where is your grand assembly?
- How long does it last?
- What are the principle activities of your grand assembly?
- How many assemblies are in your grand jurisdiction?
- What is the total membership in your grand jurisdiction?
- Do you have a state paper? What is it called? How often is it published?
- Does you Grand Worthy Advisor have a state wide service projector projects?
- Does you Grand Worthy Advisor wear a crown? If so, is it a crown of her choice or is it passed on?
- Who is eligible to be a grand representative?
- Do all your grand representatives give their own report at grand assembly?
- If not, what kind of report is given and how?
- Do the grand representative perform as a group any other time than grand assembly?(example:- district meetings, special days)
- Do all the grand representatives participate in any organized drill? If yes, could you send a copy or a description?
- What is the membership of your own assembly?
- Do your officers all wear gowns?
- Are they all the same style?
- Are they all the same color? If so what color?
- Do you have OPEN installations of officers?
- Who are the installing officers?
- What are the principle money-making projects in your assembly (Please go into detail)?
- What are some interesting social activities your assembly had participated in (Please go into detail)?
- What are the principle service projects of your assembly?
- Who is the sponsoring body of your assembly?
- Do they contribute toward the finances of the assembly?

2011 GRAND ASSEMBLY DATE

September 2010

NOT ALL THE 2011-12 DATES ARE NOT YET AVAILABLE – HOWEVER, JURISDICTIONS TYPICALLY CHOOSE THE SAME WEEKEND, YEAR TO YEAR, FOR THEIR GRAND ASSEMBLY.... THIS WILL BE PUBLISHED WHEN THE UPDATED INFORMATION IS RECEIVED.

<u>STATE</u>	<u>PLACE</u>	<u>CITY</u>	<u>DATE</u>
Alabama	Abba Shrine	Mobile	July 7-10, 2011
Alaska (49 th)		Juneau	June 13-16, 2011
Arizona	Holiday Inn-Airport	Tucson	June 22-24, 2011
Arkansas	University of Central Arkansas	Conway	July 14-17, 2011
California	Fresno Convention Center	Fresno	April 2-5, 2011
Colorado	Radisson Hotel/Convention Ctr	Longmont	June 10-12, 2011
Connecticut	Holiday Inn	Waterbury	March 18-20, 2011
Florida	Innisbrook Golf Resort	Palm Harbor	June 25-28, 2011
Georgia	Macon City Center	Macon	June 30-July 3, 2011
Hawaii	Scottish Rite	Honolulu	June 24-26, 2011
Illinois	Hilton Hotel	Springfield	July 7-10, 2011
Indiana	Holiday Inn Conference Center	Columbus	July 14-16, 2011
Iowa/Minnesota	Airport Holiday Inn	Des Moines	June 16-18, 2011
Kansas			July 7-10, 2011
Kentucky			June 17-19, 2011
Louisiana (85 th)	Shreveport Convention Center	Shreveport	June 5-8, 2011
Maine	Husson University	Bangor	May 27-29, 2011
Maryland	Marriot's Hunt Valley Inn	Hunt Valley	March 17-20, 2011
Massachusetts	Plymouth Memorial Hall	Plymouth	June 24-25, 2011
Michigan	Masonic Pathways	Alma	June 22-25, 2011
Mississippi		Tupelo	June 8-12, 2011
Missouri	Holiday Inn University Plaza	Springfield	June 26-28, 2011
Montana	Holiday Inn	Bozeman	June 19-21, 2011
Nebraska	Doane College	Crete	June 10-12, 2011
Nevada	Texas Station	Las Vegas	June 19-21, 2011
New Hampshire	Marriott	Nashua	July 1-3, 2011
New Jersey	Parsippany Hilton	Parsippany	Aug. 12-14, 2011
New Mexico	Albuquerque Airport Grand Hotel	Albuquerque	June 15-17, 2011
New York	Honor's Haven Resort	Ellenville	April 7-10, 2011
North Carolina	Raleigh North Hilton	Raleigh	June 26-28, 2011
North Dakota/South Dakota			July 14-17, 2011
Ohio (80 th)	Kenyon College	Gambier	July 7-10, 2011
Oklahoma	University of Oklahoma	Norman	May 28-30, 2011
Oregon	Pendleton Convention Center	Pendleton	June 23-25, 2011
Pennsylvania	Jaffa Shrine Center	Altoona	July 22-24, 2011
Rhode Island	Crowne Plaza	Warwick	July 8-10, 2011
South Carolina	Scottish Rite Center	Columbia	June 23-26, 2011
Tennessee (82 nd)	Cool Springs Marriott	Franklin	June 25-28, 2011
Texas	Waco Convention Center	Waco	June (23)-26, 2011
Vermont	Vermont Technical College	Randolph Center	July 22-24, 2011
Virginia	Ramada Plaza Richmond West	Richmond	June 25-27, 2011
Washington/Idaho	Sundome	Yakima	July 8-10, 2011
West Virginia	Scottish Rite Learning Center	Charleston	July 7-9, 2011
Wisconsin	McKinely Masonic Center	Milwaukee	July 15-17, 2011
Aruba			
Australia, NSW	Blacktown RSL Club	Blacktown	May, 2011
Australia, QNSL		???	October 28-30, 2010
Bolivia			
Brazil, Parana			
Brazil, Sao Paulo			
Canada	Burlington Holiday Inn & Conf.	Burlington, ON	August 4-6, 2011
Philippines	every 2 years	Los Banos, Laguna	May 27-29, 2011
2012 SUPREME CONVENTION	Grand Amway	Grand Rapids, Michigan	