

CHAPTER 7

MISCELLANEOUS INFORMATION AND INSTRUCTION

ANNUAL REPORT

The Supreme Assembly's Annual Report is available electronically to the Mother Advisor of each Assembly at all times; it must be completed at the end of the calendar year. It is her responsibility to see that the Report is completed correctly and timely; the Grand Deputy will gladly assist in this process.

Annual reports must be completed on the Internet and then copied in TRIPLICATE ensuring the following:

- Names and addresses are complete and accurate.
- A check made out to the Supreme Assembly is attached representing the fees calculated automatically by the Supreme Annual Report.
- A check is made out to Nevada Grand Assembly representing \$10 per member; this increase in per capita is effective with the 2008 membership reports, pursuant to action taken by the Grand Assembly Board of Directors in January 2008.
- CHECKS must have two signatures.

Two copies of the Annual Report are to be transmitted, with the checks, to the Assembly's Grand Deputy by January 15. The Grand Deputy will review the Report for accuracy and forward it to the Supreme Officer by January 22. The Supreme Officer will mail all Nevada Assembly Reports and their checks to Supreme Assembly. The third copy of the Report is to be retained with the Assembly's records, indefinitely.

WITH the Annual Report, please attach the Grand Cross of Color and Adult Service Award recommendation form, along with a check made out to the Supreme Officer (PERSONALLY). The Supreme Officer will endorse these checks and issue her personal check to Supreme. The fee for Grand Cross is \$20 per candidate.

With the Annual Report, each Assembly will transmit to the Supreme Officer the following documentation:

- The December bank statements from all Assembly accounts
- The Financial Statement (See Sample Financial Statement, this Chapter)
- Inventory Listing of changes to the inventory only
- Audit Statement
- Assembly budget for upcoming year

If Annual Reports are not returned by the Supreme Officer timely, late fees are imposed by the Supreme Assembly. These fees will be assessed to each Assembly causing the lateness.

DUES DELINQUENCY - FIRST NOTICE

- Completed and mailed on July 1 by the Recorder to members whose dues have not been paid for the current calendar year, following review of the records by the Mother Advisor.
- Retention: Once the member's dues are either paid or her membership is suspended (in September) if copies of this notice have been retained, they may be destroyed.

DUES DELINQUENCY - SECOND NOTICE

SAMPLE LETTER

*Assembly (name), #____
International Order of the Rainbow for Girls
(city, state)
(date)*

Dear _____:

We have not received your reply to our previous letter regarding your Assembly dues for this year.

You are again reminded that when a member fails to pay her dues by July first, the Recorder shall immediately notify her of this delinquency. If her dues remain unpaid, a second notice will be sent. This constitutes the Assembly's second notice regarding your delinquent dues.

If it is necessary for the Assembly to send a third notice regarding this matter, a report must be made to the Assembly and the member will automatically be suspended. The Uniform Code of By-laws of the International Order of the Rainbow for Girls, Section 27, Re-in statement of members, states in part:

"Payment of dues before the end of the year in which a member is suspended automatically restores a delinquent member to active membership."

We are hopeful you will bring your dues current and return to active membership with the members of our Assembly.

Please feel free to call our Mother Advisor, Mrs. _____, at (telephone) if you care to discuss this matter further.

In Rainbow Service,

_____, Recorder

- The Recorder, with the Mother Advisor's assistance should draft a letter, similar to this, and mail it on August 1 to those members whose dues have not been paid for the current year and who has already been sent the "First Notice."
- Retention: Once the Member's dues are either paid or her membership is suspended, any copies of this notice may be destroyed.

NOTICE OF SUSPENSION

- This is the third and final notice to a member regarding her delinquent dues.
- It is to be completed and mailed to the member on September 1.
- Notice of Suspensions must be retained in the Assembly records, indefinitely

*When issuing a Notice of Suspension, be sure to affix the Assembly seal after the Recorder and the Mother Advisor have signed it.

MERIT POINT SYSTEM

When a girl becomes a member of Rainbow, she is expected to actively participate in the Assembly activities. To encourage, recognize and reward this participation, she earns "points" which are recorded by an adult. As she accumulates points, she is rewarded with various items of recognition, the most noticeable being her Merit Bars, Pot of Gold, Wreath and, in some Assemblies, perfect attendance pins. The girls are encouraged and expected to display (by wearing) these awards each meeting.

MERIT BADGE: This is the first award earned by a new Rainbow member. It is earned by memorizing the Obligation, **having an understanding** of the *Book of Traditional Work*, and by being able to respond to the "Faith" questions and giving the Signs and Passes. (8/96) Depending on the traditions of each Assembly, it is acceptable for new members to either recite the Obligation at the altar during a meeting or to recite it only to the Mother Advisor or her adult designee. The Signs and Passes, and question responses may be discussed privately between the new member and the Mother Advisor/adult designee, that is not in front of the Assembly membership. (8/96)

RED MERIT BAR: This Merit Bar is earned by memorizing and reciting the American's Creed (found in the Ritual) to the Mother Advisor/her adult designee, and earning 100 points (described below).

OTHER MERIT COLOR BARS (6): These Merit Bars are awarded, in order, by earning an additional 100 points for each bar.

POT OF GOLD: The Pot of Gold is awarded after all other Merit Bars and an additional 100 points are earned.

WREATH: The Wreath is awarded after the Pot of Gold by correctly answering 20 specific questions about Rainbow's history and traditions. These questions are administered by the Mother Advisor or her adult designee within the traditions of the Assembly (i.e., publicly or in private.) (8/96)

PERFECT ATTENDANCE BAR(S): These awards are earned for perfect attendance for one year, which must be verified through the roll book. A perfect attendance bar may be awarded when the member has three or fewer excused absences which have been made up through her attendance at another Assembly's meeting; attendance must be verified.

Following is a list of activities by which members can earn points:

Attending regular Assembly meetings (each) - 5 points

Attending Assembly practices (each) - 5 points

Ritualistic performance (per term)

Memorization - 5 points

Floor Work - 5 points

Delivery - 5 points

Rainbow Sunday Attendance - (see note) 10 points

Founder's Day Attendance - (see note) 10 points

Visiting other Assemblies

In town - 10 points

Out of town, less than 50 miles - 20 points

Out of town, over 50 miles - 30 points

Attending all Sessions of Nevada Grand Assembly, Supreme Assembly, or Grand Assembly in another Jurisdiction (points can be pro-rated) - 100 points

Substituting for an officer and providing that ritualistic part, by memory - 10 points

Donating refreshments for an activity or meeting - 10 points

Loyalty and dependability, per term - 10 points

Committee Chairperson of Assembly activity - 20 points

Committee Member of Assembly activity - 10 points

Attending and assisting at fund-raising projects - 10 points

Preparation, participation and clean up at Assembly event, per hour - 10 points

Recorder, per term - 50 points

Treasurer, per term - 50 points

Musician, per term - 50 points

Church attendance (with proof of attendance) - 10 points

Dues paid prior to January 1 - 10 points

Submitting completed Petition for Membership - 25 points

Bringing an Eastern Star, Mason or Majority Member to a meeting - 10 points

If an Assembly has a major event which requires a great deal of work, the Chairperson may be given up to 50 points for a job well done; girls working on this project may be awarded additional points as well. These awards are made at the discretion of the Mother Advisor and Assistant Mother Advisor.

After girls earn their Merit Bars, Pot of Gold, and Wreath, they may be awarded additional Service Charms or Pins, by vote of the Assembly. Typically, each additional Service Award represents an additional 500 points. These extra awards can take the form of charms for a bracelet, tac pins, etc.

NOTE: If unexcused from Rainbow Sunday or Founder's Day celebrations, ten points will be deducted for each unexcused absence. These two events are mandatory for all Rainbow members. Family vacations, for example, are excusable absences, while

visiting with girlfriends is not an acceptable reason for not participating in these special occasions. (8/96)

PETITIONS FOR MEMBERSHIP

NOTE: See Sample Petition for Membership, Chapter 8.

Petitions for membership are first presented to the Advisory Board for review. The Chairman will assign two members of the Board to assist the Assembly members in conducting their interview or home visit with the candidate and her parents. Those who have signed the petition may not be part of the Visitation Committee.

The Petition, with a check for the initiation fees and dues, is then transmitted to the Mother Advisor who, with the Worthy Advisor, determines which Assembly members will participate on the Visitation Committee. The family visit is scheduled when the candidate and her parents are available. Rainbow members participating in visitations should wear appropriate "short" dress clothing and present the very best "first impression" to the candidate.

The Visitation Committee must meet with the petitioner after her petition is read in the Assembly, before it is balloted upon.

Once the visitation is completed, each member of the Visitation Committee will sign the petition and return it to the Mother Advisor.

Those participating in the interview process should be knowledgeable about Rainbow, Freemasonry, the Order of Eastern Star, etc. in order to respond to questions from the candidate or her parents.

International Order of the Rainbow for Girls

- A Rainbow girl should have a belief in God. Rainbow is not a religion; it does not offer salvation. Through Rainbow activities, members of all religions may meet together, working toward making the world a better place for all.
- Rainbow encourages its members to be religious; it does not dictate a religion. It encourages and rewards regular attendance at a church of the member's choice.
- Rainbow is not a secret society. It does not hide its existence. Rainbow Assemblies meet in local Masonic Buildings; they list the date and time of their meetings publicly, etc.
- Rainbow" is a term recognized by Rainbow members. Girls can identify their "sisterhood" with others through Rainbow.
- Rainbow encourages freedom of thought and freedom of belief. It accepts girls from different religious backgrounds and teaches tolerance.
- Rainbow meetings are opened and closed with prayer, emphasizing that no one should begin any important undertaking without seeking God's guidance.
- Rainbow uses the King James Version of the Holy Bible; a Rainbow History section has been added to this publication.

- Rainbow members are encouraged to practice the Golden Rule - do unto others as you would have them do unto you.
- Rainbow Girls help those less fortunate, regardless of race, creed or color. They supply food baskets, help with athletic and school programs, and raise funds to benefit many fields of research such as Blind Children's Learning Center, Scottish Rite Children Language Disorder Clinics, Canine Companions for Independence, Make-a-Wish Foundation, Guide Dogs for the Blind, Duchenne Muscular Dystrophy Research.
- Rainbow Girls also help each other as there is need, as well as those in their communities who may be less fortunate or who may have been stricken with tragedy.
- Rainbow promotes patriotism and a love of Country and Flag.
- Rainbow Members learn love through service, along with morality, spirituality, humility and charity.
- Rainbow grants many scholarships to Rainbow members entering or continuing their college education. Additionally, many Masonic scholarships are available to members.

Our Masonic heritage:

- Freemasonry is not a religion or a cult. It does not take the place of Church, Chapel, Synagogue or other places of worship. It is a Fraternity dedicated to the welfare of those in need.
- Freemasonry sponsors and supports great charities, most without cost to the beneficiaries and without regard to race, creed, color or ethnic origin, such as
 - Shiners Hospital for Crippled Children and Burn Unit
 - Scottish Rite Children's Hospitals
 - Scottish Rite Foundation scholarship aid programs
 - Knights Templar Eye Foundation
 - Royal Arch research in hearing difficulties programs
 - Cryptic Masons research in arteriosclerosis
 - Grand Lodge college scholarship funds
 - State and National disaster relief funds
 - National Masonic Foundation for Prevention of Drug and Alcohol Abuse Among Children
 - Children's Miracle Network
 - Care of elderly Masons, widows, wives and members of Grand Lodges and the Order of the Eastern Star in Masonic Homes
 - Care of Children in Masonic Homes
 - Sponsorship of wholesome youth organizations for young men and women: Rainbow for Girls, Job's Daughters, DeMolay
- Masonry is a society of friends.
- It has a beautiful system of morals taught through symbolism.
- It is a prime creator and protector of religious, political and social freedoms.
- Many Masons have been President: George Washington, James Monroe, Andrew Jackson, James Polk, James Buchanan, Andrew Johnson, James Garfield, William

McKinley, Roosevelt, William Taft, Warren Harding, Franklin Roosevelt, Harry S. Truman and Gerald Ford.

- Sam Houston, Irving Berlin, John Wayne, Gene Autry, Roy Rogers, Will Rogers and Jessie Helms were also Masons.
- Dr. Norman Vincent Peale was an ordained Methodist Minister; Bishop Carl J. Sanders, United Methodist Church; Dr. James P. Westberry, Editor of the Baptist publication "Sunday;" Rabbi Seymour Atlas, retired from Beth Judah Temple in New Jersey; Donald W. Monson, Rector of St. Michaels and All Angel's Episcopal Church in Phoenix, Arizona; Reverend Ashley Paul Reece, Sr., Kenwood Heights Christian Church in Louisville, Kentucky; Forrest D. Haggard, Pastor of the Overland Park Kansas Christian Church, Disciples of Christ; Reverend Lou Lightfoot, Pastor of East Dayton Baptist Church in Dayton, Kentucky; and Father Robert Flores, Catholic Priest in Houston Texas were all Masons
- The "G" in the square and compasses stands for God and geometry. The five points of the Eastern Star (head two hands and two feet) are also known as the "Star of Incarnation" with the downward point representing that moment when God came down from Heaven and was made incarnate by the Holy Ghost.
- "Incarnate" is defined by Webster's Dictionary as "endowed with a human body, personified to (1) give bodily form to and (2) be the type or embodiment of." The downward point represents the star seen in the East by the Wise Men (hence the Eastern Star) pointing to the place of Jesus' birth. The 5 pointed star on the Congressional Medal of Honor, like the Order of the Eastern Star symbol, is inverted; there is no satanic implication in either.

Through Masonic support,

- Thousands of young people have received educational scholarships.
- Countless burn victims have been cared for without charge in Shiner's burn institutes.
- Free medical care has been provided to thousands of children at Masonically-sponsored Crippled Children's Hospitals.
- Children across the country have learned to communicate because of the services of the Scottish Rite's Childhood Language Disorders Centers.
- Major improvements have been made in the treatment of schizophrenia, thanks to the medical studies and research funded by Scottish Rite Masons.
- Thousands of Americans have had their eye sight restored or their vision improved, without charge, because of committed Masons.

PREPARING FOR AN VISITATION WITH A PROSPECTIVE RAINBOW MEMBER AND HER PARENTS

These suggestions and guidelines should be studied by all who participate on Visitation Committee. Well informed representatives of Rainbow promote a better understanding of our Order to the future member and her parents. Visitation Committees can conduct a well organized and informative interview when they are prepared.

- Introduce yourselves and give a brief history of your involvement with the Assembly. For example, Susie Rainbow is serving as Faith and will be Worthy Advisor in 14 months; she has been a member of this Assembly for three years. Mrs. Rainbow is a member of the Advisory Board and has been working with this Assembly for six years; her daughter is currently a Grand Representative.
- Entertain a limited amount of "small" talk to ease the tension of a new situation.
- Ask if the potential member knows other members in the Assembly.
- Indicate the Assembly has received the Petition for Membership and the anticipated date of initiation. Remind the parents a written notice will be sent to their daughter regarding the date of her initiation.
- Give some historical information about Rainbow:
 - Founded in Oklahoma in 1922 by Reverend W. Mark Sexson, Past Grand Master
 - Reverend Sexson founded Rainbow so that young girls would have an opportunity to learn about fraternal life, could receive training in personal development, could learn to give of themselves, and could make friends with other girls with the same high standards, goals and moral values.
- Discuss what Rainbow teaches:
 - Service to others;
 - Love of home, parents and family;
 - Patriotism and love of one's country;
 - A concept of the higher things of life;
 - A belief in the existence of a Supreme Being and the greater truths of the Holy Bible;
 - To seek dignity of character and effective leadership;
 - Cooperation.
- Affirm the only conditions which must be met by each member are a belief in a Supreme Being and good moral standards.
- Explain the parents' responsibilities when their daughter joins Rainbow. For example, assist her in getting to and from meetings and activities on time; compliance with the established dress code; some expenses; etc.
- Encourage the parents (grandparents and legal guardians) to attend their daughter's initiation and all other Rainbow functions. Explain that only PARENT, grand parents and legal guardians, and affiliated persons can attend Rainbow. Siblings (over the age of about 3) are not able to attend.
- Explain the purpose of the Rainbow Ritual. Indicate that, as parents, they may read the Ritual. As officers, Rainbow members are expected to memorize their particular ritualistic parts. Parents can help with this process.
- Ensure the parents that Rainbow girls are always chaperoned at Rainbow functions; Rainbow is a safe place to be.

- Explain the basic duties of the officers and adults in the Assembly.
- Indicate Rainbow is a non-profit charitable organization accredited with the Internal Revenue Service as a 501c3 as of January 2007.
- Indicate Rainbow is an international organization.
- Rainbow is a girls' organization, supported by adults, committed toward service to the community. Discuss the Assembly's current service project and the Grand Worthy Advisor's Service Project.
- Discuss why Assemblies must raise funds for other than service projects: pay the rent, per capita tax to Supreme and Grand Assembly, other expenses found within the Assembly budget.
- Discuss some of the fun projects the Assembly has enjoyed in the past and those being planned this term.

Close the meeting by explaining

- The meeting dates and times of your Assembly.
- Where the Assembly meets.
- The dues.
- What the candidate and her parents should wear to her initiation.
- How to contact the Mother Advisor if she has questions between now and the date of her initiation.

SAMPLE BUDGET FOR ASSEMBLY #__

A budget is to be drafted in the fall of each year, preferably in November. The Budget Committee should be composed of at least the Line Officers and two members of the Advisory Board, including the Mother Advisor. All Assembly members should be encouraged to participate in this process.

A budget is a working document, amenable to changes and adjustments throughout the year. It is a tool which helps a group determine its financial condition throughout the period.

When preparing a draft budget, it is necessary to review and consider

- The current year's budget
- The Assembly's check book to determine what expenses may not have been addressed by last year's budget
- The location of Grand Assembly in the upcoming year. Most Assemblies have greater expenditures in this budget area every other year because of the need to travel
- The number of girls who may be eligible for a Grand Officer appointment, if the Assembly assist with certain of each Officer's expenses, i.e., some Assemblies pay one-half the cost of each Grand Officer's dress.

ESTIMATED EXPENSES

Rent (12 months x 2 meetings, plus 2 practices per term)	\$660.00
Installation Rent (3 @ \$27.50)	82.50
Installation expenses for the Worthy Advisor (3 @ \$100)	300.00
Hope-reimbursement for refreshments, decorations, paper goods (3 @ \$10 per term)	30.00
Faith - decorations, etc (3 @ \$5 per term)	15.00
Faith's Tea expenses and postage (3 @ \$20 per term)	60.00
Recorder and Treasurer Supplies	15.00
Postage	15.00
Printing (term calendars, membership roster, etc.)	5.00
Official Visit	30.00
Grand Officer Fund (books, PGO pins, misc.)	125.00
Grand Officer Reception(s)	30.00
Grand Cross Medallions (@ \$20 each)	40.00
Faith's Bible (1 per term)	33.00
Service bars, charms, etc.	75.00
Lambskin Aprons, Handbooks, etc	15.00
Park Rental, Founder's Day Picnic	10.00

Sample Budget for Assembly #____, page 2

Per Capita Taxes - Supreme Assembly	49.00
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Per Capita Taxes - Nevada Grand Assembly (calculated: \$10 for 20 members)	140.00
Grand Assembly Expenses	195.00
(calculated: Grand Officer Dress Allowance	75.00
Assistance for Member's Room Expense	120.00
Miscellaneous	30.00
TOTAL	\$1,959.50

ESTIMATED INCOME

Dues (\$10 x 23 Members)	230.00
Initiation fees (\$5 x 10 new members this year)	50.00
Hot Dog & Pepsi Booth (\$85 x 3 days)	255.00
Spaghetti Dinner (Spring project)	350.00
Fireworks Sale (Summer project)	1,479.00
Rummage Sale (Fall project)	300.00
TOTAL	\$2,664.00

SAMPLE FINANCIAL STATEMENT 200x

A Financial Statement reflects the actual income and expenses of the Assembly. It is prepared by the Advisory Board at the end of the calendar year and transmitted with a copy of the December bank statements for all Assembly accounts to the Supreme Officer with the Annual Report.

RECEIPTS

Dues	\$112.50
Initiation Fees	30.00
Coin March	68.85
January WA Project	312.35
May WA Project	244.72
September WA Project	314.50
Grand Assembly	
Rooms, Registration & Meals	1,067.14
Donation for Grand Expense	150.00
Service Projects	161.86
Miscellaneous:	
Reimbursement, Advisory Board gift for GWA	46.07
Savings Transfer for Grand Assembly Expenses	800.00
Donation - Grand Chapter OES	76.00

Supplies		28.00
	TOTAL	\$3,411.99
DISBURSEMENTS		
Supreme Annual Dues		74.00
Nevada Grand Assembly		
Grand Assembly Annual Dues		231.00
Grand Assembly Registration and Meals		462.50
Grand Assembly Rooms		914.36
Transportation and gas to Grand Assembly		900.60
Fund Raiser for Grand Assembly		24.00
Grand Choir Aprons ³		5.00
	subtotal	\$2,641.46
Supplies		
Supreme Assembly		57.10
Assembly Supplies		144.01
New Crown		65.00
Nevada Grand, Initiation Booklets		11.00
	subtotal	\$277.11
Miscellaneous		
Flowers		18.55
Grandie's Gifts		59.03
Official Visit Gifts		45.00
GWA Service Project		50.00
Dress Deposit for Grandie		50.00
Rent		40.00
New Check Order		19.38
Bad Check		7.50
	subtotal	\$289.46
Money Making Project		50.00
Charity (Estaral, Safe Ride Project)		153.96
	TOTAL	\$3,411.99

CHECKING ACCOUNT balance as of (date) in account # (number) at (bank name and branch) \$x,xxx.xx

SAVINGS ACCOUNT balance as of (date) in account # (number) at (bank name and branch) \$x,xxx.xx

OTHER ASSETS: TOTAL CASH ASSETS \$X,XXX.XX

SAMPLE -- MINUTES OF AN ASSEMBLY MEETING

NOTE: This is offered as a guideline for Assembly Minutes. The Recorder's Adult Advisor should review these materials with the Recorder, upon the Recorder's election, and counsel her in ways that will ensure the activities of the Assembly are recorded

clearly and accurately. While the Recorder is encouraged to be creative and interesting in her writing style, the Minutes are the Assembly's permanent record.

When recording motions, the Recorder should note: "The Assembly approved, by vote, a motion to" or wording equally clear that a formal motion was introduced and approved by vote.

(date)

The above meeting was opened in Ritualistic form with Worthy Advisor _____ presiding. The following were introduced:_____

NOTE: When reading these minutes at the next meeting, it is acceptable for the Recorder to say "Introductions were made" without re-reading the entire list THOUGH the list must be created in the Minute Book.

The Roll Call was taken. The Minutes from the (date) meeting were read and approved (or corrected). The Treasurer's Report was given.

Under Unfinished Business, the Assembly discussed ... (projects, activities, status reports, reports of committees, business discussed at an earlier meeting, etc.

Under New Business, the Assembly discussed ... (upcoming projects and events, election of officers, etc.)

Under Miscellaneous Business . . .

- Bills and Correspondence: Bills should be read into the record. Items which were approved through the budget do not need to be approved again. Expenses not included in the budget, or which may exceed the budgeted amount, require a vote by the membership.
- Happiness and thoughtfulness; sunshine and rain, Etc....
- The Petition for Membership for _____ was read and referred to an Visitation Committee.
- The Petition for Membership of _____ was approved by ballot.
- Initiation was held for _____.

Good of the Order

- Coin March - be sure to identify what the Coin March was for and how much was collected each week.
- Birthdays, etc.

There being no further business, the meeting was closed in Ritualistic form. Refreshments were enjoyed in the Dining Room.

Respectfully submitted, _____, Recorder _____, Worthy Advisor

SAMPLE -- TREASURER'S REPORT FOR _____ ASSEMBLY # ____

A Treasurer's Report should be offered by the Assembly Treasurer at least once each month. A simple recording of the receipts and disbursements, such as this sample report, can be used. This information should also be reviewed monthly by the Advisor Board. This document also becomes helpful during budget preparation and auditing procedures.

As of (date) , the checking account had a balance of \$.

We had the following disbursements (use the back of this page if necessary):

(check #)	\$. TO	(payee)	FOR
	(amount of check)		(reason check written)
_____	\$. TO	_____	FOR _____
_____	\$. TO	_____	FOR _____
_____	\$. TO	_____	FOR _____
_____	\$. TO	_____	FOR _____
_____	\$. TO	_____	FOR _____

For a TOTAL DISBURSEMENT OF: _____

We had the following income (use the back of this page if necessary):

\$. FROM	_____	FOR _____
\$. FROM	_____	FOR _____
\$. FROM	_____	FOR _____
\$. FROM	_____	FOR _____

For a TOTAL INCOME OF: _____

SUMMARY:

As of (date) , the checking account has a balance of \$ _____
the savings account has a balance of \$ _____
for a total balance of \$ _____

Respectfully submitted,

_____ Treasurer, _____ Assembly # _____

SERVICE HOURS

When members join Rainbow, each dedicates herself to a life of Service to her Assembly and to her community. Members are recognized for devotion to Rainbow and to the community in two ways.

The first method is by rewarding "points" which are given for contributions to the Assembly. It is the Assistant Mother Advisor's job to keep track of points. Merit Service Bars are awarded for points earned.

Service hours are recognized for gifts of time and effort toward others who may benefit from these gifts. Payment may not be accepted by a member for service provided, either as money or as an exchange of one service for another. For example, babysitting in exchange for someone sewing a dress is not service. Members give of themselves to others who may be less fortunate, or in need of assistance, and in return, the member receives a feeling of good will and appreciation. Service hours are earned when assistance is provided to other non-profit organizations.

When fulfilling family duties and responsibilities, girls are not earning service hours. Family duties and responsibilities may include babysitting younger siblings, elderly relatives, cousins, helping with household chores, etc. Reward for these efforts is the love and support of our family.

Service hours are submitted to a designated adult in the Assembly; she, in turn, compiles this information and submits it to statewide Chairperson for Service for an annual tabulation toward the state-wide goal of service, a by-word of all Rainbow girls.

Each Rainbow girl is responsible for keeping an accurate account of the hours she provides in service to her community and to her Assembly. Some Assemblies do this by placing a note in the "Service Box" at the Worthy Associate Advisor's station prior to the meeting, or by announcing the number of hours of service provided between meetings and the service itself as part of roll call. Non-Assembly service hours require some form of verification that the service was rendered, such as a note from the person receiving the gift of time and effort. Rainbow members should follow the specific reporting guidelines in this area from their own Assembly.

Attached is an example listing of some activities which are considered service in the Rainbow tradition, divided into two major classifications: Rainbow/Fraternal and Non-Rainbow. Rainbow girls are encouraged to discuss their particular service efforts with the Mother Advisor if there are questions regarding how to record or verify her efforts.

Rainbow members are encouraged to provide service each day. It is not difficult to find opportunities of service. Service is one of the most important lessons our Order teaches.

RAINBOW / FRATERNAL SERVICE

- Fund raising projects to earn money for annual Grand Assembly expenses. This does not include expenses for your Assembly to attend Grand Assembly; it would include time spent selling products for Grand Charity and Grand Hope, for example
- Fund raising projects for Rainbow scholarship programs
- Working on decorations for Grand Assembly
- Special projects designated by the Supreme Officer including, but not limited to making corsages, assisting with Rainbow Trails by selling advertising or coloring covers, helping with hospitality bags for dignitaries at Grand Assembly and other tasks as requested
- Working on the Grand Worthy Advisor's statewide service project
- Working on floats and other projects which promote Rainbow
- Attending installations of other fraternal groups
- Entertainment; making and serving refreshments
- Attending or assisting with Eastern Star or Masonic Services

NON-RAINBOW SERVICES

For your church (*Church **attendance** is not considered Service hours; Church attendance is recognized and rewarded with points toward with Merit Bars.*)

- Preparing for, assisting, or teaching Sunday School or other church-sponsored classes
- Babysitting for church activities, without compensation
- Choir practices and performances at services
- Camp counselor or aid (8 hours per day maximum)
- Bible school assistance
- Attendance at seminars, teachers' training, church activities

For your community

- Collecting canned goods for the community chest/food distribution center
- Collecting funds/goods for charitable organizations
- Volunteering at a hospital or nursing home, such as Candy Striping
- Making tray decorations for hospitals, nursing homes, meals-on-wheels, etc.
- Babysitting for non-related families, without compensation
- Elder sitting with non-related sick or elderly people. This could include reading to them, playing cards, visiting.
- Shoveling sidewalks after winter storms, yard clean-up projects, such as raking leaves and pulling weeds
- Clean up at a local park

For your school - *Service hours are not awarded for participation in school projects where grades will be given, or when working on special projects for a teacher or coach.*

- Tutoring a student, without compensation
- Assisting a teacher whose class, sport, or activity you have no participation in.

Some form of verification is necessary for all non-Rainbow/Fraternal service hours.

SPECIAL DISPENSATIONS

A Special Dispensation must be requested by the Mother Advisor or the Grand Deputy from the Supreme Officer. Such requests must be initiated at least two weeks prior to the action requested. In Nevada there is no fee for a Dispensation.

Once granted, the Special Dispensation certificate must be physically present where the action takes place and should be attached to the minutes of that meeting by the Recorder. The Dispensation may be read into the minutes; usually it is easier for the Worthy Advisor to simply state, "The Assembly has received a Dispensation to conduct at this meeting." For example, conduct an Open Meeting, ballot and initiate at the same meeting, etc.

When the Special Dispensation relates to the changing of time or day of Assembly Meetings, each member should be advised, and a vote of the Members will be required prior to the action.

A Special Dispensation is necessary when:

- An Assembly hosts an "open" meeting.
- A special meeting is held for Balloting or the Degrees.
- A special election is held due to a vacancy in the Line.
- The Assembly changes its meeting date or place for a single occasion.
- The election of officers is conducted other than at the first meetings in January, May and September, or out-of-time which is more than 30 days beyond the date of elections.
- A meeting is cancelled or postponed because of weather.
- Anything that is "different" than the normal course of business for an assembly.

A Special Dispensation, approved by the Supreme Officer, is necessary when:

- The Assembly desires to perform ritualistic work before an Eastern Star Chapter or Masonic Lodge.
- A potential member of the Advisory Board has not yet reached 24 years of age.
- The Worthy Advisor-elect and Mother Advisor are daughter and mother.
- Any other unique occurrence is anticipated which may need special consideration.

A Special Dispensation is NOT necessary:

- To cancel a meeting provided the Assembly will hold the requisite 16 meetings per year (Supreme Statutes).
- For the Official Visit of the Grand Worthy Advisor.

SUGGESTIONS FOR MEMBERSHIP ACTIVITIES

Obviously a great measure of our success is in initiating new members. Equally important, however, is seeing those members take their Majority Degree, having been active members of our Assemblies for several years.

There are a variety of new-member or prospective-member activities used by Assemblies across our State. If you have discovered one that works particularly well for your group, please send the details to the Supreme Officer for incorporation in updated versions of this Handbook.

Faith in each assembly, as in Grand Assembly, is primarily responsible in areas of recruitment and retention of members.

A Faith Tea has often been successful, although it could also be called a dinner, a luau, swim party, etc. The basic idea is to promote interest in joining our Order. Be sure to invite girls' parents to the get-together.

Send invitations to your event. Be sure to indicate when and where the event will be. Note the event will start at a certain hour; invitations which read "2 to 4 pm" will have stragglers coming in long after lots of fun and information have been shared.

Be sure you designate certain officers and adults to greet guests upon their arrival.

After some fun activities consistent with the theme of the event, have some structured time when the officers discuss their roles and some of the projects the Assembly is planning. Allow time for the Mother Advisor to bring some brief remarks. You may want one of your Grand Officers to share the history of Rainbow with the group. Other topics you may want to briefly discuss are:

- Installations
- Grand Assembly
- Grand Officers
- Grand Cross of Color
- our Ritual
- what Rainbow means to a girl
- a life of service
- life long friendships
- Rainbow FUN
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Be sure to "whet" the appetite so your guests will want to join. Don't overwhelm them with too much information or too many titles!

After your event, it is very important to follow up with the guests and their parents. Invite the girls to complete a petition and to participate in other "open" functions until the girls are initiated.

Participation and support of Grand Faith's new member events, both in the north and south of our State, are important and are meant to assist each local assembly with their membership goals.

NEVADA RAINBOW DRIVING POLICY

(June 1998) This policy is reviewed annually by the Grand Officers at their Grand Officer Leadership Weekend. **This document is posted on our Nevada Rainbow website, 1/09**

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.

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.

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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.

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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.

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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.