

ADVISOR HANDBOOK



MISSION STATEMENT

To help young girls through their teen years so that they can grow and mature into responsible young women and the leaders of tomorrow. It is our hope that Rainbow “gets girls ready for life” by providing a safe and supportive environment with qualified adult advisors, who can provide a positive experience in which these girls can build their self-esteem and confidence. This program is dedicated to the education, training, and protection of our Adult Leaders in our Rainbow Organization.

YEARLY CALENDAR AT-A-GLANCE

January	<ul style="list-style-type: none"> • Annual Reports, with Assembly Roster and Audit (due 1/15 to Supreme Deputy/Inspector) • Grand Cross of Color and Special Recognition Award recommendations due 1/15 to Supreme Deputy/Inspector • Installation of Officers and Advisory Board Members • Plan two initiations for term (standard, mock or combined with another Assembly) • Plan membership, charity, service, fund-raiser for Assembly and fun projects for term • Tax Documentation for the prior year to the GEC Treasurer by 1/31
February	<ul style="list-style-type: none"> • Statewide Adult Meeting • Annual Donations to GEC Treasurer by 3/1 • Notification for Grand Officer tryout for those eligible • Hand out Ritual Competition parts • Hand out Grand Officer Application to those eligible • Hand out Grand Representative Application to those interested • Hand out Scholarship Applications (with a letter of recommendation from the Mother Advisor attached). • Hand out Grand Assembly forms (due to Grand Assembly Coordinator by 5/15) • Hand out Grand Assembly Program Ad forms (due by 5/15)
March	<ul style="list-style-type: none"> • Mother Advisor follow up on all applications and handouts from State Board Meeting
April	<ul style="list-style-type: none"> • Grand Officer Application to Supreme Deputy/Inspector due 4/1 • Grand Representative Application to Coordinator of Grand Representatives due 4/1 • ALL: Rainbow Sunday (Sunday nearest to 4/6); Worthy Advisor selects church to attend with Mother Advisors approval • Scholarship Application to Supreme Deputy/Inspector due 4/15
May	<ul style="list-style-type: none"> • Assembly Election of Officers • Approve Installation plans for Worthy Advisor-elect • Send letters to members who obtained their majority - option to receive degrees at Grand Assembly • Reports from local Assemblies re: Grand Honored Station activities due 5/15 (if applicable) • Hand in Grand Assembly Forms to Coordinator by 5/15 • Hand in Grand Assembly Program Ad Forms by 5/15 • Send to Supreme Deputy/Inspector names of first and second line signers on petitions from July to June Grand term
June	<ul style="list-style-type: none"> • Hand in funds for ALL Grand Assembly Fundraisers to GEC Treasurer by 6/1 • Installation of Officers • Final preparations for Grand Assembly Contests
July	<ul style="list-style-type: none"> • Send Notification of delinquent dues by 7/1 • Attend Grand Assembly (see checklist)

	<ul style="list-style-type: none"> • Supreme Assembly (every two years) • Attend summer Grand Assembly and NH State functions
August	<ul style="list-style-type: none"> • Send Second Notice of delinquent dues by 8/15 • Organize information for Grand Year plans, i.e. Official Visitations, projects, and Grand Assembly Contests • Attend summer Grand Assembly and NH State functions
September	<ul style="list-style-type: none"> • Review Grand Year plans at first stated meeting • Plan two initiations for term (mock or combined with another Assembly) • Plan membership, charity, service, fund-raiser for Assembly and fun projects for term
October	<ul style="list-style-type: none"> • Attend Grand Officers' Day • Reminder to Grand Cross of Color Members of Observation (include holders of GCC from Sponsoring Bodies)
November	<ul style="list-style-type: none"> • Advisory Board member recommendations approved by Supreme Deputy/Inspector due 11/1. Send to Worthy Matron of Sponsoring Body thereafter for final signature/approval • Grand Cross of Color observation (Sunday nearest 11/15) • Send Suspension Notices for delinquent dues (names to be read aloud and recorded in the minutes at the first meeting in November) *These notices must be sent CERTIFIED, RETURN RECEIPT REQUESTED. No girl is to be removed without the green card. Green card must be attached to Annual Report if suspended for non-payment of dues • Invite GCC Members to December Advisory Board Meeting to vote on recommendations for Grand Cross • Submit Applications for GWAA, approved by Mother Advisor, to Supreme Deputy/Inspector postmarked 12/1
December	<ul style="list-style-type: none"> • Assembly Election of officers • Select Grand Cross Designates (voted on by holders of Grand Cross only regardless of age) • Assembly vote for Suspension of all non-paying members • Complete Year-end reports and write checks to Supreme Deputy/Inspector (Supreme amount is listed on form; Grand Assembly is \$5 per member) • Audit financial records of Assembly (CC: Assembly Grand Deputy and Supreme Deputy/Inspector) due 12/31 • Select Mother Advisor and Chairman of the incoming board at Advisory Board meeting prior to 12/31 • Approve Installation plans for Worthy Advisor-elect • Assembly dues due 12/31. Hand out Dues Cards, which are on the Supreme Assembly website in the downloadable documents area.

MOTHER ADVISOR ROLES AND RESPONSIBILITIES

The Mother Advisor is the liaison and spokesperson between members of the Assembly and the Advisory Board. The Assembly Members will take their concerns and successes to her: she will present them to the Advisory Board for assistance or resolution.

Term: The Mother Advisor serves the Assembly typically from her installation in January through the installation of the new Mother Advisor (at least one year).

Eligibility: Mother Advisors should be at least twenty-five (25) years of age. Parents or guardians of Rainbow Girls are eligible to serve as Mother Advisor after serving two (2) years on an Advisory Board. It is highly suggested that Mothers of current Worthy Advisors do not serve as Mother Advisor during that term: allow for the Assistant Mother Advisor to take on the position of Mother Advisor during that term.

Roles and Responsibilities:

- Provide a positive and caring example to the Assembly Members through her own life.
- Confer with the Worthy Advisor regarding all meeting business a few days prior to the scheduled meeting
- Attend all Assembly meetings, ensuring appropriate Ritual performance and memorization (she should set a good example by memorizing her part), the proper conduct of business, that guests have been vouched for, that proper titles are used in introductions, etc. Should she need to be absent from an Assembly Meeting, she will select the Assistant Mother Advisor, a past Mother Advisor, or a past or present Grand Deputy to fill in her position
- Encourage active participation by each Rainbow member, timely payment of dues, bills, and timely deposit of funds, etc. She will enlist the assistance of other Advisory Board Members in this area as needed
- Maintain dignity and decorum during Assembly meetings and visitations. There is a time and a place to "let your hair down". Choose those times carefully
- Assist the Worthy Advisor in preparing the term calendar and her specific agenda for each meeting
- Ensure the Worthy Advisor and other officers are prepared for meetings and events. She will attend, or designate another Advisory Board Member to attend in her absence, each project and activity
- Maintain control over the Traditional Work and will work with the Worthy Advisor, Faith, and new members when they are memorizing these parts
- Ensure members wear their Lambskin Aprons on Rainbow Sunday
- Ensure members and visitors do not enter or retire from the Assembly during any Ritual work. The Confidential Observer will be instructed not to respond to an alarm at the door during such times
- Ensure the "old" Advisory Board anticipates those activities and items which will need approval prior to the first meeting of the "new" Board after their installation. For example, some sponsoring Chapters or Lodges will host their Official Visit in January or early February and may want the assistance of the Assembly Members; the "old" Board must approve such activities as the "new" Board has no authority until they are installed
- Prepare the year-end annual reports and Grand Cross recommendation forms required by Supreme Assembly. Specific instructions are detailed later in this Handbook
- Attend all training and workshop opportunities for adult leaders

- Order supplies needed for the Assembly from Supreme Assembly and ensure these bills are paid promptly
- Bring to the Board meeting for discussion all applications for GWAA, Grand Officers, and Grand Representatives
- Keep your Grand Deputy completely informed of all that goes on within your Assembly. This includes copying them on any and all e-mails and correspondence. She should also meet monthly with the Grand Deputy
- Work with the Worthy Advisor on an appropriate communication strategy for the member, parents and Board Members.
- Ensure that only the adult she has asked to serve as the Prompter has a Ritual open during meetings
- Be at the Temple at least 30 minutes prior to the meeting to be sure that the girls have set up the Assembly room properly and all necessary paraphernalia are placed correctly
- Be available prior to each meeting to answer any last-minute questions or concerns
- See that all adhere to the NH Dress Code policy and other NH Policies
- Ensure that Assembly Members are properly chaperoned at all times. When traveling this means one adult to each six (6) girls, and if traveling that each Member has a seat belt to wear
- Contact new initiates prior to their initiation to ensure they have received their Notice of Election and are prepared for their initiation. She will invite the candidate's parents to attend with their daughter (remembering to mention that only parents and/or guardians, grandparents, and members of Eastern Star, members of Amaranth, and Masons may attend)
- Attend Grand Assembly if at all possible
- There may be occasions which require the Mother Advisor's immediate action. Mother Advisors are cautioned to make decisions for the welfare of the entire Assembly, not a chosen few using her best judgment.
- Without a Special Dispensation from the Supreme Deputy/Inspector, a mother and daughter may not serve in the East at the same time.

Further Roles and Responsibilities:

- Be alert for new ideas for service, fundraising and fun projects for the members; check local newspaper for the "volunteers needed" column
- Ensure two initiations are conducted each term from memory. If no candidates are available, a dignified, Ritual "mock" initiation will be held
- Request Special Dispensations as necessary in a timely manner from the Grand Deputy
- Be familiar with the Majority Degree and present it when appropriate. Be sure Members receive their Majority Certificate
- Hold a rehearsal prior to the first meeting to give the girls walk through instructions, such as: for Hope to properly open and close the Bible, Drill Leader on how to do introductions and present the Flag. Proper decorum and posture during meetings. Instruct the Bow on proper way to enter and leave their stations
- Provide all forms necessary for girls to attend Grand Assembly in NH and other Jurisdictions

Eligibility:

- Pursuant to the **Statutes of the Supreme Assembly: *Pertaining to Subordinate Assemblies, Section 4, Paragraph 1: Advisory Board, Composition of:*** “There shall be an Advisory Board in each Assembly consisting of not less than seven (7) members and not more than fifteen (15) members. The minimum number of members may be reduced to five (5) upon approval of the Supreme Inspector/Deputy of the jurisdiction. He Advisory Board must be composed of Majority Members, no less than two (2) Master Masons, two (2) members of the Order of the Eastern Star, Order of the Amaranth, Order of the White Shrine of Jerusalem, or non-affiliated spouses of members of the Sponsoring Orders, and the Parents, Grandparent, and Legal Guardians of active or Majority Rainbow members at the discretion of the Supreme Inspector/Deputy for a board with a minimum membership of seven (7). These minimums may be lowered for a board composed of Majority Rainbow members with a minimum membership of five (5) to one (1) Master Mason and two (2) of the Order of the Eastern Star, Order of the Amaranth, Order of White Shrine of Jerusalem or non-affiliated spouses of Majority Rainbow members or non-affiliated spouses of members of our Sponsoring Orders, and the Parents, Grandparents, and Legal Guardians of active or Majority Rainbow members at the discretion of the Supreme Inspector/Deputy”
- Pursuant to the **Statutes of the Supreme Assembly: *Pertaining to Subordinate Assemblies, Section 3, Paragraph 2: Advisory Board, Eligibility for Membership:*** “A person must be at least twenty-one (21) years of age and no longer have active membership in a youth Order to serve on an Advisory Board.”
- Pursuant to the **Statutes of the Supreme Assembly: *Pertaining to Subordinate Assemblies, Section 4, Paragraph 3: Advisory Board, Composition of:*** “There shall be no more than two (2) members of an immediate family on any Assembly’s Advisory Board without approval of the Supreme Inspector/Deputy. If the total Advisory Board membership has been lowered to five there shall be no more than two (2) members of the immediate family serving, and the other three (3) members shall not be members of the immediate family”

Term: Advisory Board members serve for a full calendar year. All Board members are installed at the January Installation or (within 30 days) at a regular meeting of the Assembly if unable to attend installation.

- Five members are considered a quorum regardless of total membership of board. No meeting can be held without the Mother Advisor and/or Chairman or their representative being present.
- Advisory Board members and other adults associated with our Order are expected to set good examples for our Rainbow members in their everyday life and especially in their unique relationships with our girls. Recalling the charge at installation, "do not take a step you would not have them follow," will help tremendously.

Expectations:

- Demonstrate positive attitudes toward the girls and each other at all times
- Comply with the applicable dress code provided elsewhere in this *Handbook*

- Abide by the same moral code and rules required of the girls
- Refrain from smoking in cars or rooms where there are girls. At Temples, hotels, etc., Advisory Board members are encouraged not to smoke near a door or entrance
- Discussions, recommendations, votes, etc., held at Advisory Board meetings are the "intellectual property" of that body; no further discussion of these matters should occur outside these meetings except with the Assembly's Grand Deputy or the Supreme Deputy/Inspector. Advisory Board members should not return home to discuss these matters with a spouse, friends, or daughters. The Mother Advisor is responsible for transmitting information as needed to the Assembly from the Advisory Board.

Board Organization:

- As soon as the Advisory Board has been selected by the head of the Sponsoring Body, the Supreme Deputy/Inspector must approve the members of the Advisory Board. Their membership is confidential until approved. It may then be announced at the next meeting of the Sponsoring Body or Assembly.
- Once approved by the Supreme Deputy/Inspector, the new Advisory Board will hold an organizational meeting in December. This organizational meeting will be to review all old business and approve any new upcoming business for the Assembly, including, but not limited to, events and projects for the Assembly. The Chairman of the old Advisory Board will call this organizational meeting to order.
- The old Advisory Board should review any and all plans for Installation and the plans and responsibilities of the Worthy Advisor-elect in order to make her term of office successful. The Board Member in charge of Points should announce any service hours outside of Rainbow that have been submitted, and the old Board will vote on the Blue Merit Bar for the members eligible.
- After all old business and miscellaneous business is discussed, the Chair of the old Advisory Board will declare a recess. This recess can also allow the Masters of the Grand Cross of Color of that Assembly, not limited to only members of the Board, to vote on the new recipients who are eligible for the Grand Cross of Color.
- The Chairman of the old Advisory Board will reconvene the meeting with both the members of the old and new Advisory Board present.
- The new Advisory Board will review the "Advisory Board Rules and Guidelines" with the help of the Grand Deputy. The old Chairman will preside over the meeting until the election of a new Chairman by secret ballot has been completed. It is always good to rotate this position year to year between the board members.
- The new Chairman will then preside over the remaining elections/appointments and until the conclusion organizational meeting. The new Advisory Board will then elect its Secretary, Treasurer, Mother Advisor (done by secret written ballot), and Assistant Mother Advisor.
- No further business should be discussed other than setting the date for the January Advisory Board meeting after the Advisory Board is installed at the Installation.

Attendance: An Advisory Board shall meet once each month; however, special meetings may be held as necessary. Advisory boards are encouraged to establish a consistent meeting time, date, and location.

- Attendance at Assembly meetings and involvement in the Assembly's activities is crucial to sound decision making, particularly when acting on important recommendations. Therefore, it is important for Advisory Board members to attend all Advisory Board meetings and the majority of Assembly meetings. Each Advisory Board member should consider this commitment when accepting an appointment. When it is unavoidable for a Board member to be absent from an Assembly meeting, the member should notify the Mother Advisor. Likewise, if the Advisory Board member must miss an Advisory Board meeting, a similar call should be made to the Advisory Board Chairman.
- The Secretary should record attendance at the Assembly meetings openly through roll call.

Duties and Responsibilities:

Board members should:

- Attend all Board meetings and the majority of the Assembly meeting per year
- Be present at as many meetings as possible
- Contribute to sound decision making
- Demonstrate a positive attitude not only to the girls, but to each other at all times
- Comply to the same NH I.O.R.G policies, such as dress code, alcohol and substance abuse, smoking and Internet as listed in this Handbook
- Abide by the same moral code and rules required by the girls
- Do not divulge any discussions from Board meetings outside of the Board
- Remember that the Mother Advisor is the person responsible for conveying Assembly information from the Board to the Girls.
- A Rainbow Assembly should have **minimal** adult intervention
 - Be a resource to the girls
 - Act if needed for legal and business purposes to help the Assembly run efficiently
 - Demonstrate cooperation with the Mother Advisor and with each other
- Consider and approve the Worthy Advisor-Elect's term projects and calendar prior to installation, including general installation plans, fun, fundraising, and service projects. These plans will have been first discussed and agreed to by the Mother Advisor with whom the Worthy Advisor-elect will be serving.
- An Advisory Board member should never correct, either privately or publicly, the Ritual work or behavior of a Rainbow member. Information of this nature should be addressed privately with the Mother Advisor. It is her responsibility to resolve such matters with the girls.

Advisory Board members are to assist the Mother Advisor and, in turn, the Assembly any way possible. Such as:

- Serving as members of an "Interviewing/Welcome" Committee
- Assist the Assembly Recorder to ensure the Assembly's records are in order and meeting minutes are properly made, etc.
- Maintain the girls' service hours and points
- Act as prompter when requested to do so by the Mother Advisor (Only one Advisory Board member should act as prompter, and should only prompt when a girl looks in their direction for assistance). Only ONE Ritual should be open in the Assembly during a meeting
- Help with transportation needs. All passengers must wear a seat belt (this is the law)

The Secretary should keep minutes of each Advisory Board meeting, with copies sent to Advisory Board members and the Grand Deputy prior to the next meeting. The Secretary should read them at the beginning of the next meeting so they may be voted into the official records of the Board.

The Chairperson should remind all Board members and the Grand Deputy of Advisory Board Meetings. The Chairperson should also call for any special meetings needed. The Chairperson is responsible to ensure that all adults that will be driving girls provide proof of insurance each January. The Chairperson presides over all Advisory Board meetings.

Advisory Board Officer	Responsibilities
Mother Advisor	<ul style="list-style-type: none"> • Chief officer of the Assembly • Primary contact between the Advisory Board and the members of the Assembly • Oversees meetings and activities, mentors the girl and advise /guide them any time needed, and is the much needed liaison between the board and the girls.
Chairperson	<ul style="list-style-type: none"> • Chief source of support and help for the Mother Advisor • Work with the Mother Advisor at all times • Develops agenda for the Advisory Board meeting (with input from the Mother Advisor) • Presides over those meetings • Ensure all Board members fulfill their own individual responsibilities.
Secretary	<ul style="list-style-type: none"> • Helps with clerical duties of the Assembly • Responsible for handling correspondence for local, Grand Assembly • Sends out reminder notices and minutes from the Board Meetings • Keeps records of the Assembly including dues and delinquency notifications • Writes out Assembly orders • Keeps track of income of the assembly <ul style="list-style-type: none"> • Must work closely with the Treasurer to make sure all books are in proper order
Treasurer	<ul style="list-style-type: none"> • Assures all bills are paid and that income is deposited in a timely manner • Gives the Secretary Treasury receipts upon receiving money to be deposited • Must work closely with the Secretary to make sure all books are in proper order • Reads Treasurers Report at each meeting
Ritual Prompter	<ul style="list-style-type: none"> • Must be proficient with the ritual and floor work of the assembly • Attend rehearsals as well as meetings • Assist girls with learning what parts • Do not prompt unless the girl looks for assistance • Only upon request of the Mother Advisor (or member directly) should Ritual Prompter correct girls in regards to her performance at a meeting • Provide report back to the Mother Advisor about girls needing 'extra help' and encouragement

Project Advisor	<ul style="list-style-type: none"> • Assist in guiding girls through filling out Project Planner, implementation and completion of a project • Help girls define their project and its scope, set objectives, develop plan • Work closely with the girls • Monitor progress toward completion • Keep Mother Advisor aware of project planning at all times.
Awards/Points Advisor	<ul style="list-style-type: none"> • Carefully monitor each girls progress in earning merit bars <ul style="list-style-type: none"> • Too large of a task for the Mother Advisor • Highly encouraged for this to be a separate job • Keep close watch on the Assembly activities and the attendance of the girls • Keep track of the girls performance on Ritual and on Projects so proper points are awarded • Assist with any end of Grand term contests for Grand Assembly.
Transportation	<ul style="list-style-type: none"> • 'Chief of transportation' • Does not mean they are responsible to transport all girls to all activities • Organizes who can drive girls to events when requested to do so by the Mother Advisor • Make sure each advisor on the Board has insurance on their vehicle, as no girl should be driving with an uninsured driver (unless it is a relative).
News/Publicity	<ul style="list-style-type: none"> • Responsible for publicizing events via written and internet publishing capacities • Reports on activities • Develops advertisements • Maintain an up-to-date media contacts list • Act as a media spokesperson
Pledge/Sparkle	<ul style="list-style-type: none"> • Organizes the events for the girls 4-6 and 6-11 years old • Ensure advisor coverage for their meetings • Report back to the Advisory board on progress in the Pledge and Sparkle program.

ADVISORY BOARD APPROVAL FORM

This form must be filled out and signed by the Mother Advisor of each Assembly. It is then given to the Worthy Matron or Worshipful Master of the Assembly's sponsoring body for approval and signature. It must be received by the Supreme Deputy/Inspector by December 1.

Please see the www.nhrainbow.org website for the Advisory Board Approval Form.

ADVISORY BOARD WORKSHEET FOR WORTHY ADVISOR-ELECT

The Worthy Advisor-Elects first meeting with the Advisory Board should be one (1) month prior to the Election month and should include:

- Plans for all activities of the term
- Service Projects
- Fun Activities
- Fundraising Project
- Membership Project
- Approval of Installing Suite (girls install girls, adults install adults)
 - Installing Officer
 - Installing Worthy Advisor (optional)
 - Installing Marshal
 - Installing Chaplain
 - Installing Recorder
 - Installing Mother Advisor/Advisory Board
- Carry-Ins (optional)
- Invitations
- Program and Cover, including, but not limited to:
 - Theme
 - Motto
 - Colors
 - Bible Verse
 - Mascot
 - Other items

The Worthy Advisor-elects final meeting with the Advisory Board should be during the month of Election and should include:

- Review and finalize all plans, including Officer List

Explain that as Worthy Advisor, she **MUST** do the Traditional Work from memory to receive her Past Worthy Advisor's Jewel. So as not to put anyone in an awkward position, the Supreme Deputy/Inspector recommends that all officers who will have Ritual work memorize the Ritual work prior to the Installation. It is the responsibility of the Advisory Board to assist the Mother Advisor and members in learning their work.

FINANCIAL INFORMATION

- All checks should be signed by someone other than the Mother Advisor.
- Checks should only be written by request of the Mother Advisor or when voted on at a meeting and then given to the Treasurer by the Recorder.
- An Audit Committee must complete an audit of the accounts in December each year. The Audit Committee, appointed in January of the ensuing year, should consist of three (3) members of the Advisory Board, preferably not the Mother Advisor, Treasurer, or Recorder Advisor. If there is a change in Mother Advisor, Recorder, or Treasurer midyear, it is advisable to do an audit at that time to resolve any unanswered questions before the new officers take over.
- A copy of the final year-end audit must be sent to the Supreme Deputy/Inspector and GEC Treasurer within 30 days of the audit being completed.
- Money earned for Special Projects should be included in the Assembly account but earmarked for the specific use, such as:
 - Grand Assembly expenses
 - Grand Worthy Advisor's charity
 - Scholarship funds, etc.
- Projects designated for the state service project should be sent immediately after projects are completed to the GEC Treasurer and made payable to "NH Grand Assembly".
- All funds earmarked for Grand Assembly projects MUST be turned in by June 1 or the Assembly will not be able to complete Grand Assembly Registration.
- The Mother Advisor and Treasurer are also responsible to send a check for NH Grand Assembly's liability insurance by March 31 of each year to the GEC Treasurer. This liability insurance covers all functions inside and outside of the Masonic Temple for NH Rainbow.
- The Year-end for NH Rainbow Grand Assembly is June 30. All tax forms or documents must be given to the GEC Treasurer by January 31 for the prior year.

Please see the www.nhrainbow.org website for the Assembly Year-End Audit Form.

ANNUAL REPORTS AND DONATIONS

Each Mother Advisor is required to submit electronically their Annual Report for the current year and the Grand Cross of Color Designates Recommendation Form on or near December 31, and the Assemblies are required to make their "Annual Donations".

- Read the Annual Report **carefully** and make sure the numbers from Supreme match the numbers on your last year's Annual Report.
- Complete the report providing all information requested, including dates, bank account numbers, and balances.
- Include a list of your membership, including birthdates, date of initiation, and date of demit if appropriate.

Be sure all information is complete and correct before you submit the Annual Report online. You must print off **three** (3) copies of the Annual Reports, and Grand Cross/Service to Rainbow forms.

Send the following to the Supreme Deputy/Inspector by January 15:

1. Copy of report for Supreme Assembly including check for per capita tax (amount listed on form) per girl as of December 31 and fee per initiate (amount listed on form) for the year. Make check payable to: *Supreme Assembly*. Please make notations on all checks as to their purpose
2. Copy of report for Supreme Deputy/Inspector, including check for state per capita tax of \$5.00 per member as of December 31. Make check payable to: *New Hampshire Grand Assembly*
3. Grand Cross of Color Designate Recommendation Form and Service to Rainbow Form with check for \$15.00 (or designated fee per Supreme Assembly) per designate made payable to: *New Hampshire Grand Assembly*
4. File the third copy and keep with the Assembly records. This third copy is for the Assembly to keep for records.
5. Check and double check for accuracy
6. Include a copy of your Assembly roster and a copy of your Assembly Year-end audit to the Supreme Deputy/Inspector with your Annual Report

If you have issues or questions while completing your annual reports, please contact your Grand Deputy or the Supreme Deputy/Inspector. The Supreme Assembly office in McAlester, OK should **not** be contacted with questions regarding the audit.

The following is a list of donations and explanation of the funds. These donations are due no later than March 1 of each year. If you need assistance regarding the submission process, please contact the Supreme Deputy/Inspector or Grand Deputy.

- **Grand Worthy Advisors Fund:** The money donated to this area is used by the Grand Worthy Associate Advisor and the Grand Worthy Advisor to help with their day-to-day expenses during their Grand terms. Each year \$500.00 is given to the Grand Worthy Advisor and \$500.00 is given to the Grand Worthy Associate Advisor.
- **Grand Assembly Fund:** The money donated to this area is put in the general fund to help pay for the "running" of Grand Assembly. This fund is also used for paying the day-to-day bills, such as copying, awards, office supplies, general paraphernalia, etc.

- **Scholarship Fund:** Monies donated to this area are used in helping NH Rainbow Girls in continuing their education. Please notate how you want the breakdown of this money as we now have two different scholarship funds: The one handled by Grand Lodge and the Robbin and Alan Grill Scholarship Fund.

Please send them directly to the GEC Treasurer. All checks should be clearly marked and made payable to: *New Hampshire Grand Assembly* (You may write one check as long as you send an itemized breakdown).

DUES DELINQUENCY

- On July 1, a notice of delinquency should be mailed by the Assembly to members whose dues have not been paid for the current calendar year, following a review of the records by the Mother Advisor. A copy of this letter should be retained by the Assembly until the dues are paid in full.
- By August 15, a second notice should be sent, upon approval of the Mother Advisor, to those members whose dues still have not been paid for the current year and who have received a previous notice. A copy of this letter should be retained by the Assembly until the dues are paid in full.
- By November 1, a notice of suspension should be completed and mailed, upon approval of the Mother Advisor, to any member who has received the first two notices and has still not paid her dues in full.
- This notice must be sent certified mail; signed receipt requested and signed by the Mother Advisor and Recorder.
- The Assembly seal should be affixed to the notice after it has been signed. No Assembly may remove a member from their books without the returned receipt card (which must accompany the annual report for any members being suspended).
- Notice of suspensions must be retained in the Assembly records indefinitely.
 - Note: If the first notice is returned to you with no forwarding address and you know of no other way of contacting this person, the following shall apply: The member is automatically suspended with a vote of the Assembly in December. The envelope that references "No Forwarding Address" should be attached to the Annual Report.

Please see the www.nhrainbow.org website for the Sample Dues Delinquency Notices.

DRIVING AND LIABILITY

- Any girl under the age of 18 is not permitted to transport other Rainbow Girls who are not family members to any function or meetings.
- Grand Officers are allowed to transport other Grand Officers with the expressed permission of the Grand Officers' parents.
- Forms are available for download on the nhrainbow.org website and should be kept on file for reference.
- All Advisory Board Members or Adult shall provide Proof of Insurance to the Chairman. Anyone who does not produce Proof of Insurance will not be allowed to transport the girls.
- Out of State and Out of Country Travel will require that an adult of at least 25 years of age chaperone. Girls are **not** permitted to travel out of state or out of the country without proper adult supervision and the proper forms. Please advise your Grand Deputy and Supreme Inspector/Deputy that you will be visiting Rainbow out of state or out of the country.
- The State will not mandate that a Male Advisory Board member not transport a girl alone, however, we strongly suggest that you address this issue on a local level with a vote of your Advisory Board.
- Youth Protection guidelines ideally request two advisors to transport girls in or out of state, but if a second advisor cannot go, then one advisor per car is permitted. There are forms available for a parent to sign allowing for one advisor per car.

Please see the www.nhrainbow.org website for the Driver and Rider Agreement Form and Out of State/Country Permission Form.

Formal Dress

- Gowns must have straps (spaghetti straps are acceptable in New Hampshire; for out-of-state, check with Supreme Deputy/Inspector) and be floor length
- Open or lace-up backs that are open below the normal bra line are **not acceptable**
- Dresses made to be worn off the shoulder are acceptable if the edge of the dress shoulder rests where your arm and shoulder meet
- Formal dresses may not be black or brown (except for banquets and dances)
- **Strapless** dresses are **never appropriate** at Rainbow Functions

Semi-Formal Dress

- Same as above but dresses may be knee length or longer

Semi-Casual Dress

- A skirt, dress, or khaki skirt and white shirt (no writing or designs unless it is the Rainbow shirt)
- Skirts or dresses must reach below your fingers when arms are at your sides
- No more than 50 percent of your attire should be black or brown

Rainbow Casual

- Khaki or brown pants (no jeans) or appropriate length shorts
- White top (no writing or designs unless it is the Rainbow shirt) or GWA t-shirt
- Navy blue over shirt or Grand Officer/Grand Representative sweatshirts (no regular sweatshirts)
- **Grand Officer Sweatshirts** may **not** be worn when you are a jeweled officer or are being introduced. You may wear them when sitting on the sidelines.

Casual Dress

- Outdoor or messy activities etc. This allows for jeans and footwear of your choice.
- May be specific to type of activity: business casual such as a dress, skirt, nice slacks with blouse or dress shirt allowed

Basic Rules

- No mid-drifts (showing belly)
- No excessive cleavage or low open backs
- No Strapless dresses

Shoes

- Formal, semi-formal, and semi-casual should be dress shoes of your choice.
- Wear only white or silver shoes with white gowns.
- **No** blinking shoes or noisy, floppy shoes.
- **No** sneakers, flip-flops, or fuzzy slippers (slippers are for bedtime!).
- Flat, soft-soled shoes (not tennis shoes) are appropriate for officers during meetings.
- For Rainbow casual and casual, it is okay to wear sneakers.

Hair

- For formal or semi-casual dress (except banquets, dinners, and dances), Grand Officer's and Grand Representative's or jeweled officers should wear their hair up or may wear down as long as done **neatly** .

Undergarments

- Be sure you are wearing appropriate 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 undergarments.
- Do not wear dark undergarments with a white or pastel gown.
- If your gown is not lined be sure you are wearing a petty coat or slip.

Makeup

- Moderate amounts of makeup can provide a finishing touch for all women. Do not over do! It should be natural or soft colors.

Jewelry

- Again, moderation is always good. Do not wear every earring, necklace, or bracelet you own. When in white gowns or formal attire for meetings, studs **only** may be worn in your ears. At all Rainbow functions, you must remove facial piercings and limit earrings to two per ear.

Sweaters or Shawls

- If cover-ups are to be worn over a gown or dress, they must be dressy. A plain cardigan sweater or dressy jacket is fine (no hoods).
- No sweatshirts, button up blouses, or pull over shirts are allowed with dresses. This applies to formal, semi-formal, semi-casual, and Rainbow casual dress.

Dress Code for Men

- **Formal or semi-formal:** tux or suit
- **Semi-casual:** shirt and tie, no suit coat required
- **Rainbow casual:** same as everyone else
- **Casual:** same as everyone else

Grand Officers:

- Be sure to bring your mascots to all events and meetings when introductions will be done. Also wear your crown if your office requires one. Always bring a white gown when visiting other Assemblies in case you are needed to fill in for initiation at the last minute.

Grand Representatives:

- Be sure to wear your sashes and bring your mascots to all events and meetings when introductions will be done.

When Traveling Out-of-State

- Remember FIRST and FOREMOST that you are a member of the International Order of Rainbow for Girls and will conduct yourself in a manner that will not bring any discredit to the Order. Always inform the Supreme Deputy/Inspector where and when you will be traveling.
- When traveling out-of-state, jeans of any kind (skirts, jumpers, pants, shorts, and shorts) are not permitted. Dress slacks, dress shorts, and Capri pants may be packed. These

items ARE NOT to be worn in or around the Grand Assembly area. Casual wear is for sightseeing, etc. ONLY.

- Going to the pool? Be sure you bring an appropriate “cover-up” and footwear to wear to and from the pool area.
- Gowns, gowns and more gowns! Same rules that apply in New Hampshire – NO BLACK shall be worn, no strapless, or open back gowns may be worn for any sessions. Please be sure that your hair is up and off your neck.
- Check with the Supreme Deputy/Inspector about crowns (if applicable) and mascots before traveling. Some states do not allow these.
- NEVER discuss an out-of-state function in a negative manner. You never know when someone may be listening and pass on what you said. Keep in mind that every place is different and that’s what makes visiting so much fun!
- Pay attention during sessions or meetings. Be respectful to those who are running the meeting or speaking.
- If you are the Grand Worthy Advisor or are the Grand Representative to the state you are visiting, please be prepared to speak on behalf of New Hampshire Rainbow. Please prepare a BRIEF, yet enthusiastic speech. This is to be approved by your Assembly Grand Deputy or the Supreme Deputy/Inspector prior to you leaving. Grand Representatives, it is always nice to bring gifts from New Hampshire to your counterpart and new appointee. Grand Worthy Advisors should bring a gift for the Grand Worthy Advisor and the Supreme Officer.

The International Order of the Rainbow for Girls is very sensitive to the responsibility we have to all youth, specifically those involved in Rainbow, and we always want to make sure they are provided a safe environment when they meet. We are always concerned for the safety of all our young people during Rainbow meetings and other group activities. Our adult leaders must always strive to act in a responsible manner to meet all our youths' needs. To meet this goal, NH Rainbow has set in place the following Youth Protection Policy. Our Policy is derived from Policy and Guidelines that were adopted by Supreme Assembly on July 23, 2004:

The following is a summary of the rules each Assembly shall be following and our jurisdiction shall be providing for its adult workers:

- Adult Worker Profile Forms shall be filled out by each board member upon being assigned to the Advisory Board. All forms shall be turned into the Coordinator of Safety and Security for NH Rainbow no later than January 31
 - Background check forms shall be completed by each board member upon being assigned to the Advisory Board. These forms shall be updated every third year. Forms shall be submitted, with fee, to the Treasurer of the GEC no later than January 31
 - NH Rainbow will provide initial Advisor Training to all board members. Each advisor must complete the training within six (6) months of being placed on a board (online or in-person training is available)
 - NH Rainbow shall provide yearly training for all adult workers. Training program shall be a comprehensive program
 - Subordinate assemblies are encouraged to hold their own program at least once a year that focuses on topical issues such as prevention of child abuse, alcohol and drug abuse, youth suicide, internet safety, teen dating violence, adolescent health risks, street safe protection, and other related issues
 - Responsibility to report: Know your state requirements, become familiar with our statewide reporting form, be aware of comprehensive lists of organizations that can be contacted on state and national levels should abuse be suspected or known
 - All adults must comply with the policies regarding Child Abuse, Alcohol and Substance Abuse, Cohabitation, Smoking, Internet Safety, Anti-Harassment, Mental Health and Suicide Awareness
1. Keep in mind that our Rainbow Organization believes in trusting individuals first and foremost, but if the case shall arise that one of the youth in our jurisdiction complains of alleged abuse, we find it best to have a policy in place shall a circumstance arise. This policy serves the dual purpose of protecting our youth as well as providing protection to our adults from any unfounded allegations.

Each Assembly must encourage the use of the following guidelines:

1. Advisory Board shall authorize all Rainbow events
2. Secret activities are prohibited
3. Emphasize 'two deep' ratio – if possible always travel or be at an event with two adults together with a girl or girls
4. For Transportation, written permission/parental consent is suggested for non-related girls with adults
5. No Corporal punishment, demeaning discipline, verbal abuse

6. No physical punishment, harassment, or hazing is allowed in Rainbow
7. One on one activity between adults and girls is discouraged. If necessary, meetings shall be held in open areas in full view of others
8. Privacy shall be respected except in the situations where health and safety take precedence
9. Parents shall be encouraged to participate in all Rainbow activities
10. Advisors shall not share sleeping quarters with girls, unless member of their own family; if situation necessitates, shall have parental written permission
11. Never allow for girls to leave with someone you do not know- call a parent if you have questions
12. In times of custody disputes over girl- be sure you know who is entitled to transport the girl
13. Never leave girls alone to wait for their transportation to arrive.
14. Escort girls and adults to cars – there is safety in numbers
15. Always be sure an advisory board female stays outside the door with the candidate
16. If a girl becomes ill and leaves the meeting early, send an adult female advisor out with her

Do remember that necessary situations do arise and common sense must prevail – adjust accordingly.

Please see the www.nhrainbow.org website for the Adult Worker Profile, the Disclosure/Release (Background Check) Form, and the Youth Protection Incident Report Form.

The Grand Assembly of NH mandates that these procedures shall be followed when reporting violations and/or suspected abuse:

Important: This procedure shall be followed whenever any adult is informed of an action that could adversely affect the welfare of a Rainbow Girl. The incident could involve her family, her friends, or her acquaintances. It could involve girls, boys, or adults.

Examples of abuse may include, but are not limited to:

- Harassment
- Neglect
- Supplying alcohol to under-aged youth
- Supplying Drugs to any youth
- Exposure to inappropriate activities
- Physical or emotional abuse

Reporting Requirements in NH (RSA 169-C: 29) “Child Protection Act”:

- Applies to any physician, surgeon, county medical examiner, psychiatrist, resident, intern, dentist, osteopath, optometrist, chiropractor, psychologist, therapist, registered nurse, hospital personnel (engaged in admission, examination, care and treatment of persons), Christian Science practitioner, teacher, school official, school nurse, school counselor, social worker, day care worker, any other child or foster care worker, law enforcement official, priest, minister, or rabbi or any other person having reason to suspect that a child has been abused or neglected
- If a child tells you that he or she has been hurt or you are concerned that a child may be the victim of any type of abuse or neglect, you must call the Division for Children, Youth and Families (DCYF).
- NH Statute **requires any person** with reason to suspect a child has been abused or neglected **must report** that suspicion **immediately** to DCYF.
- If you have reason to suspect a child has been abused or neglected, **contact DCYF** by telephone at 1-800-894-5533 or 603-271-6556 from **8:00 AM to 4:30 PM, Monday through Friday**.
- Proof of abuse and neglect **is not required to make a report**.
- **Reports** of abuse and neglect concerns **are confidential and can be anonymous**. If you give your name, please know NH Statutes do not allow DCYF to release it to anyone. DCYF will not reveal your name unless you agree or a court orders DCYF to do so. If the family being investigated asks for DCYF records, staff must remove the name of the person who made the report. However, if the case ever goes to court, a judge may request identifying information.
- **Call your local police department** with urgent child abuse or neglect reports **during DCYF non-work hours** (between 4:30 PM and 8:00 AM or on weekends and holidays).

When you contact DCYF you will be asked for some information. You may not have all the answers. Just tell them what you know regarding:

- The name, address, sex, and estimated age of the child and any other children at the home
- The names, addresses, and telephone numbers of the adults who are responsible for the child

- The full nature and extent of the child's injuries, maltreatment, or neglect
- Any information about previous injuries, abuse, maltreatment or neglect
- How great a risk you believe this may be to the child
- How you learned of this situation
- Any action that has been taken to treat or assist the child
- Any other information that could be helpful in determining the cause of the injuries
- A written report may be requested by DCYF within 48 hours.

Sometimes, people are unsure if a situation is abusive. Even if you are in doubt, call. DCYF has extensive experience in child protection. DCYF may find no abuse or neglect has taken place but may still offer assistance to the family.

AS SOON AS POSSIBLE:

1. Write down a detailed account of the report or observed incident including exact words/gestures
2. Obtain an incident report form from the MA
3. If the MA is not available (or is involved in the incident) obtain form from the Chairperson or Grand Deputy
4. Fill out form to the best of your ability. Try to complete each area, even if you put down "n/a" or "don't know" as answer

ACTION:

1. Discuss the form with the MA or Chairperson/Grand Deputy and then notify the Supreme Deputy/Inspector or Inspector that a report has been made (NOTE: The discussion must be held in strict confidence. Any type of abuse that is suspected or known shall be called into local law enforcement agency)
2. If accused individual is a regular attendee at a meeting or a Board member, inform them that they must be removed from the Board until the situation is resolved, and that they are not to attend meetings/events or be in contact with the members until the situation is resolved. Final decision on involvement and attendance will be made after resolution of the problem
3. Course of action is decided:
 - Talk to the girls' parent, but with two advisors present
 - Talk with the girl, but have two advisors present
 - Talk with local resources (i.e. School, church)
 - Talk with local law enforcement agencies
 - Talk with the Department of Child/Youth Family Services
 - If course of action decided upon includes local law enforcement or DCYF, the person filing the report shall be the one to make the call
 - The MA or Chairperson/Deputy shall be present as a witness when the call is made
 - Be sure to write down the name of the person you spoke to and the date and time of the call
4. Notify Chairperson and Grand Deputy that an incident report form has been filed. Details of the report will not be included in the notification
5. Send completed Incident Report Form and all other, future, pertinent information along with any supporting information/copies to the Supreme Deputy/Inspector for secure filing
 - No copies are to be kept at the meeting place or with individuals
 - Originals of the log (sequence of events) shall be kept by the individual making the report, with copies sent in timely fashion to the Supreme Deputy/Inspector/Inspector

- The Supreme Deputy/Inspector /Inspector may, at her discretion, notify the sponsoring body that an incident report form has been filed. If needed the Supreme Worthy Advisor is notified of any incident affecting the girls in the jurisdiction. If the situation warrants parents should be notified so that they are aware proper steps are taken to assure safety of the girls in the Assembly

Please see the www.nhrainbow.org website for the Youth Protection Incident Report Form.

Any girl or adult who suspects the use of drugs or alcohol at any local or state function should report the offense immediately to their Mother Advisor, a member of the Sr. Grand Executive Committee, a Grand Deputy, the Supreme Deputy/Inspector, or other appropriate advisor present.

Any person arriving at a Rainbow function obviously under the influence of drugs or alcohol will be requested to leave the premises **immediately**.

The use of drugs and/or alcohol by either adults or members is strictly prohibited at any local and state functions. This **includes** the use of drugs and/or alcohol by either adults or members while representing New Hampshire Rainbow at any out of state function.

Repercussions will be as follows:

Members (under 21 years of age):

- As both alcohol and drugs are illegal for this age group, the use of either will not be tolerated and action will be taken as follows:
 - Immediate dismissal from function
 - Dismissal to be followed by a meeting with at least one member of the Grand Executive Committee, the Mother Advisor of the member's Assembly, the member involved, and at least one parent/guardian. At this time, appropriate actions will be discussed and administered.

Adults (over 21 years of age)

- Although legal, drinking and being under the influence of alcohol will not be permitted at any Rainbow function (even in the privacy of a personal or hotel room, if an overnight function). This does not set an appropriate example for Rainbow Girls and adult advisors are there as a chaperone for the members. If at a function for Eastern Star or Masonry where there may be alcohol served, advisors are asked to use their best judgment in the presence of Rainbow Girls if not a chaperone of said Rainbow Girls, or to refrain entirely while a chaperone of Rainbow Girls.
- After immediate dismissal from the function, a private meeting will be established with the Supreme Deputy/Inspector, at least one member of the GEC, and the offender.
- In the case of a member or adult being arrested and charged with an alcohol or illegal drug offense, they will be immediately suspended from Rainbow pending a court decision. If convicted in a court of law, they will receive an immediate expulsion from the Order.

This is **not** a ruling of the Supreme Assembly but of the Supreme Deputy/Inspector and the Grand Executive Committee in New Hampshire in order to secure and protect the welfare of the members of the New Hampshire Grand Jurisdiction.

(Revised 2008)

Smoking and vaping is not permitted at any local or state Rainbow function by members or advisors. Rainbow girls and adult advisors are not allowed to smoke or vape while attending a Rainbow function or during transportation to and from said function.

If an advisor must smoke or vape at a Rainbow function, or at a function where they are a chaperone of Rainbow Girls, they will be asked to keep at least 20 feet from any entrance or exit or to refrain from smoking or vaping entirely while the function is in progress.

This is **not** a ruling of the Supreme Assembly but of the Supreme Deputy/Inspector and the Grand Executive Committee in New Hampshire in order to secure and protect the welfare or the members of the New Hampshire Grand Jurisdiction.

(Revised 2017)

NH I.O.R.G. POLICIES – COHABITATION

No Rainbow Girl will be allowed to remain active while cohabitating with a male or female with which they are engaged in a sexual relationship. This activity is a choice of a mature adult and not of a girl (Uniform Code of By-Laws, Section 30, p.42).

Residences where an active Rainbow Girl may be housed with males and females other than a relative (i.e. co-ed dormitories, co-ed apartments) are recognized and permitted **only** if the Rainbow Girl is **not** engaged in a sexual relationship with a male or female within the same residence.

Pursuant to NH Law RSA 457A, NH Rainbow recognizes that civil union are legal and thus same gender couples have the same rights, privileges, obligations, and responsibilities as married couples. Partners in civil union are therefore entitled to the same rights as spouses in marriages.

All adults in an advisory capacity, whether married, single, divorced or in a civil union should use discretion in their personal relationships and keep their personal lives private. Any adult found to boast or flaunt their cohabitation in a way that would be detrimental to the members of the NH International Order of the Rainbow for Girls (counteracting the teachings of Rainbow) will be asked to remove himself or herself from an advisory capacity.

This is **not** a ruling of the Supreme Assembly but of the Supreme Deputy/Inspector and the Grand Executive Committee in New Hampshire in order to secure and protect the welfare or the members of the New Hampshire Grand Jurisdiction.

(Revised 2008)

No Rainbow Girl will be allowed to remain active if she becomes pregnant, except in the case of legally proven rape or incest (Uniform Code of By-Laws, Section 30, p.42). If the same Rainbow Girl has a miscarriage or abortion of the fetus, she will still be required to demit from active status. Becoming pregnant is a choice of a mature adult and not of a girl (Uniform Code of By-Laws, Section 30, p.42).

Based upon the approval of the Supreme Deputy/Inspector, with input from the Mother Advisor and Advisory Board members of the members' home Assembly, it will be decided whether a girl is to remain active or expelled from the Order depending on the circumstances by which she became pregnant. This decision shall be based on the years of active service of the member.

NH Rainbow recognizes that a mature female adult may become pregnant using scientific advances in medicine such as artificial insemination or In-Vitro Fertilization or that a mature female or male adult may adopt a child nationally or internationally regardless of marital status. Therefore, all adults in an advisory capacity, whether married, single, divorced or in a civil union should use personal discretion in deciding to serve the International Order of the Rainbow for Girls should they make the decision to become pregnant or to adopt a child.

Based upon the approval of the Supreme Deputy/Inspector, with input from the Mother Advisor and Advisory Board members of the Majority members' home Assembly, it will be decided whether a Majority Rainbow girl is to be allowed to participate in local or state Assembly events or degrees depending on the circumstances by which she became pregnant after she attained her Majority. This decision shall be based on the years of active service of the Majority member and the years of service after attaining her Majority.

This is **not** a ruling of the Supreme Assembly but of the Supreme Deputy/Inspector and the Grand Executive Committee in New Hampshire in order to secure and protect the welfare of the members of the New Hampshire Grand Jurisdiction.

(Revised 2008)

No New Hampshire Rainbow girl will be allowed to post non-Rainbow appropriate photos or use non-Rainbow appropriate language on their website (My Space, Facebook, Twitter, Instagram, Snapchat, etc.). There shall be no derogatory remarks about Rainbow or any Rainbow Girl. Any Rainbow Girl found to have written or shared inappropriate or verbal material or media on any internet website will be reprimanded and face possible suspension from the International Order of the Rainbow for Girls.

Inappropriate written or verbal material or media includes, but is not limited to: Abusive language (swearing, name-calling, etc), Malicious remarks about an individual or group, Prejudiced remarks about an individual or group, Threats (of abuse or otherwise), Videographic or Photographic Nudity, Videographic or Photographic Destruction, Videographic or Photographic Abuse, or other offensive material or media that can be construed as harmful to themselves and to others and would defame the International Order of the Rainbow for Girls.

Currently, this policy extends to Grand Officers, however, each Mother Advisor and Advisory Board member is highly encouraged to speak to their Assemblies and discuss the policy as well as use their discretion in similar incidents in their local Assembly.

This is **not** a ruling of the Supreme Assembly but of the Supreme Deputy/Inspector and the Grand Executive Committee in New Hampshire in order to secure and protect the welfare or the members of the New Hampshire Grand Jurisdiction. The Supreme Deputy/Inspector and the Grand Executive Committee do **not** expect the Mother Advisor and Advisory Board to police these websites, but to ask their members to remove inappropriate conduct if it is brought to their attention.

(Revised 2008)

YOUTH PROTECTION

Mission: To create an understanding of Rainbow's position on child maltreatment, and how the I.O.R.G. Youth Protection Policy and practices support our youths' wellbeing.

I.O.R.G. is committed to ensuring the safety of our members by establishing this over-arching policy stating that child maltreatment in all its forms is unacceptable and will not, under any circumstances, be condoned within our organization.

Accepted April 10, 2014 by the Supreme Executive Board of the International Order of the Rainbow for Girls.

Adult Worker Profile Forms:	<ul style="list-style-type: none"> • Filled out by each board member, and any person in advisory capacity to the girls • Submitted to Safety and Security Chairperson
Background Check:	<ul style="list-style-type: none"> • Authorization filled out by each new board member, and any person in advisory capacity to the girls • Updated every fifth (5th) year • Submitted with fee to GEC Treasurer
Advisor Training:	<ul style="list-style-type: none"> • Each advisor must complete within 6 months of being placed on a board. • Update Training on the anniversary of their fifth (5th) year as Advisor
Yearly Training:	<ul style="list-style-type: none"> • Subordinate assemblies are encouraged to hold their own training once a year on topical issues • Advisors are required to attend at least one Statewide Board Meeting per year
Responsibility to Report:	<ul style="list-style-type: none"> • Know State requirements and reporting form • Be aware of organizations (state and national) should abuse be suspected or known
Adherence:	<ul style="list-style-type: none"> • To all policies regarding Child Abuse, Alcohol and Illicit Drug use, Cohabitation, Smoking, Internet Safety, Anti-Harassment

Guidelines:

- Advisory Board should authorize all Rainbow events
- Secret activities are prohibited
- Emphasize 'two deep' ratio – if possible always travel or be at an event with two adults together with a girl or girls
- For Transportation written permission/parental consent is suggested for non-related girls with adults
- No Corporal punishment, demeaning discipline, verbal abuse

- No physical punishment harassment, or hazing is allowed in Rainbow
- One on one activity between adults and girls is discouraged. If necessary - meetings should be held in open areas in full view of others
- Privacy should be respected except in the situations where health and safety take precedence
- Parents should be encouraged to participate in all Rainbow activities
- Advisors should not share sleeping quarters with girls, unless member of their own family; if situation necessitates should have parental written permission
- Never allow for girls to leave with someone you do not know- call a parent if you have questions
- In times of custody disputes over girl- be sure you know who is entitled to transport the girl
- Never leave girls alone to wait for their transportation to arrive.
- Escort girls and adults to cars – there is safety in numbers
- Always be sure an advisory board female stays outside the door with the candidate. If a girl becomes ill and leaves the meeting early, send an adult female advisor out with her

Modules to Complete:

- Module I: *Where We Stand, and Why*
- Module II: Maltreatment and Prevention
- Module III: Relationship and Situational Safety
- Module IV: Taking Action: Responding and Reporting
- Module V: Assessing the Situation
- Module VI: Prevention and Risk Management
- Module VII: Leader Responsibility