

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

	<ul style="list-style-type: none"> <li>• Supreme Assembly (every two years)</li> <li>• Attend summer Grand Assembly and NH State functions</li> </ul>
August	<ul style="list-style-type: none"> <li>• Send Second Notice of delinquent dues by 8/15</li> <li>• Organize information for Grand Year plans, i.e. Official Visitations, projects, and Grand Assembly Contests</li> <li>• Attend summer Grand Assembly and NH State functions</li> </ul>
September	<ul style="list-style-type: none"> <li>• Review Grand Year plans at first stated meeting</li> <li>• Plan two initiations for term (mock or combined with another Assembly)</li> <li>• Plan membership, charity, service, fund-raiser for Assembly and fun projects for term</li> </ul>
October	<ul style="list-style-type: none"> <li>• Attend Grand Officers' Day</li> <li>• Reminder to Grand Cross of Color Members of Observation (include holders of GCC from Sponsoring Bodies)</li> </ul>
November	<ul style="list-style-type: none"> <li>• Advisory Board member recommendations approved by Supreme Deputy/Inspector due 11/1. Send to Worthy Matron of Sponsoring Body thereafter for final signature/approval</li> <li>• Grand Cross of Color observation (Sunday nearest 11/15)</li> <li>• Send Suspension Notices for delinquent dues (names to be read aloud and recorded in the minutes at the first meeting in November) *These notices <b>must</b> 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</li> <li>• Invite GCC Members to December Advisory Board Meeting to vote on recommendations for Grand Cross</li> <li>• Submit Applications for GWAA, approved by Mother Advisor, to Supreme Deputy/Inspector postmarked 12/1</li> </ul>
December	<ul style="list-style-type: none"> <li>• Assembly Election of officers</li> <li>• Select Grand Cross Designates (voted on by holders of Grand Cross only regardless of age)</li> <li>• Assembly vote for Suspension of all non-paying members</li> <li>• Complete Year-end reports and write checks to Supreme Deputy/Inspector (Supreme amount is listed on form; Grand Assembly is \$5 per member)</li> <li>• Audit financial records of Assembly (CC: Assembly Grand Deputy and Supreme Deputy/Inspector) due 12/31</li> <li>• Select Mother Advisor and Chairman of the incoming board at Advisory Board meeting prior to 12/31</li> <li>• Approve Installation plans for Worthy Advisor-elect</li> <li>• Assembly dues due 12/31. Hand out Dues Cards, which are on the Supreme Assembly website in the downloadable documents area.</li> </ul>

## HANDBOOK REFERENCES

Please refer to the Advisor Handbook for the following topics:

- Mother Advisor Roles and Responsibilities
- Advisory Board Roles and Responsibilities
- Advisor Board Approval Form
- Advisory Board Worksheet for Worthy Advisor-elect
- Financial Information
- Annual Reports and Donations
- Dues Delinquency
- Driving and Liability
- NH I.O.R.G. Policies

Please refer to the Points Program Handbook for the following topics:

- Points Program
- Special Awards
- Demerit System
- Service Hours Program
- Supreme Assembly Service/Membership Recognition Incentive
- Rand Cross of Color and Service Recognition Award Qualifications

Please refer to the Line Officer Handbook for the following topics:

- Duties and Responsibilities
- Order of Business for Stated Meeting
- Introductions
- Special Dispensation
- Application for Membership
- Interview Committee
- Elections
- Installation Program Details

Please refer to the School of Instruction Handbook for the following topics:

- Set up, Opening and Closing
- Balloting
- Initiation
- Installation

The Majority Association of the Grand Assembly of the Grand Jurisdiction of New Hampshire, International Order of the Rainbow for Girls, is comprised of Rainbow Girls who have obtained their Age Majority at the age of twenty (20) or twenty-one (21) (with extension) or obtained their marriage majority and were in good standing. Majority Members of the International Order of the Rainbow for Girls are entitled to attend closed meetings of the Order, even if they are not a member of sponsoring organizations or a parent or legal guardian of a current member.

**Mission Statement:** To provide continuous organizational and fiduciary support to the active members of the International Order of the Rainbow for Girls and to act as a leadership resource to both the active members and to the advisors of the Order.

**Goal:** To assist the local assemblies in raising funds for the Grand Worthy Advisors charity; to mentor the active membership of the Order; to provide the means to complete various projects; to maintain those provisions through monetary donations; and to assist the Supreme Deputy/Inspector in upholding the values and virtues of the Order.

The Majority Association of New Hampshire is dedicated to helping our Rainbow Girls reach their full potential in Rainbow, in school, and throughout their lives. In an organization where service is the principal key to success, it is a Majority member's responsibility to give back what they have been given and to continue their service in order to help the Order and its members thrive.

1. A Majority Service shall be held at the last meeting in December of each year if candidates are eligible and wish to receive at their subordinate assembly. This is to grant the Majority to all members in good standing as of December 31<sup>st</sup> of that year, who have either been married or have attained the age of twenty (20) years prior to January 1<sup>st</sup> of the following year.
2. Girls who qualify to receive their majority may choose to participate in the Majority services at Grand Assembly rather than in her home Assembly. Local Assemblies will hold a Majority Degree in December for any members wishing to receive it at that time.
3. Read sections 29, 30 and 31 of the Statutes.

Majority age and Majority marriage certificates can be obtained from Supreme Assembly. The Mother Advisor may issue a Majority Certificate to a former member of the Assembly who never received her certificate or who has lost the certificate. Membership must be verified. If the request comes from a former member of some other Assembly, the former member should contact the current Mother Advisor of her home Assembly. If the Assembly is no longer active, she should contact the Supreme Assembly office in McAlester Oklahoma.

If you are a former Rainbow Girl, and would like more information, or would like to help members of New Hampshire Rainbow reach their full potential, please contact the Coordinator of the Majority Association at [majority.nh@gmail.com](mailto:majority.nh@gmail.com).

New Hampshire Rainbow has been fortunate to have an active Pledge and Sparkle program for over 20 years. The focus of the group is to gain the attention of girls aged 4 – 11 and have them become involved in some level of the Rainbow experience. We have found that this age group is often looking for organizations, such as Rainbow, to join and become active in. By creating and maintaining a Pledge/Sparkle organization in your community, you are guaranteeing the survival of the Rainbow Assembly for years to come.

### **What is the Rainbow Pledge / Sparkle Program?**

- The Rainbow Pledge (for ages 6 – 11) and Rainbow Sparkle (for ages 4 – 6) program is a service and social organization for girls in our community. It is associated with the International Order of the Rainbow for Girls, which is an International organization for girls 11 to 20 years old.
- The Rainbow Pledge and Sparkle program allows girls to be of service to others, which will bring the girls a genuine feeling of accomplishment and that they will discover the meaning of true happiness by helping others.
- The program is designed to be a confidence builder. Members will learn how to accept responsibility and how to be both an effective leader and a dependable follower. They will have the opportunity to learn how to speak effectively and to listen carefully.
- Several activities during the year will be held with the Rainbow Girls with the hope that, on a member's 11<sup>th</sup> birthday\*, a Rainbow Pledge will decide to continue her service activities by becoming a Rainbow Girl.
- The Rainbow Pledge and Sparkle program has no membership fees or dues. However, we may ask occasionally for assistance with an activity to act as a chaperone or to provide transportation or refreshments. Parents, grandparents, and legal guardians are welcome and encouraged to attend all Rainbow Pledge/Sparkle meetings.
- \* Note Girls are now able to join NH Rainbow as early as age 10, especially if they are well acclimated to Rainbow as a Pledge Girl. It is encouraged if the family and the girl appears "ready for Rainbow" to allow her to petition at age 10.

### **What will a girl gain from this program?**

- She will learn the importance of being of service to others, to accept responsibility, and to develop her own leadership abilities. She will also have the opportunity to meet and develop friendships among girls her own age.

### **Where and when do Pledges and Sparkles meet?**

- Most groups meet at the same time and location as their Rainbow Assembly so they can learn by seeing the older girls in their normal meetings. Often, the Rainbow Assembly will open their business portion to the Pledge/Sparkle group so all activities can be easily coordinated. Other groups have chosen to hold meetings on weekends or at other times to better suit the needs of the girls involved or the availability of advisors to help with the group.

### **What do Pledges and Sparkle groups do at their meetings?**

- Depending on the size of the group and the ages of girls involved, some groups will have a formal meeting, complete with ritual (read, not memorized) and a business meeting. The formal meeting is normally followed by some type of craft or fun activity. During the meetings, the girls decide what types of activities they would like to do (both fun and service focused) and then work with the advisors to carry those plans out. We do encourage the girls to be involved in their communities on a regular basis to continually reach out for new members.

- The Pledge and Sparkle Ritual can be obtained by contacting the Grand Coordinator of Pledges or via Supreme Assembly.

### **How do I start a Pledge or Sparkle Group?**

If there is an existing Rainbow Assembly, the easiest way to create a Pledge/Sparkle group is to do the following:

- Find two advisors that will coordinate the activities of the girls and act as their Pledge Mom and Associate Pledge Mom during the meetings and activities
- Create a membership campaign for the group. This can be as simple as finding girls in the Assembly who have younger sisters, cousins, friends as well as relatives and friends of the sponsoring bodies. Once you have 2 – 3 girls, the group is ready to start.
- To start, you will need to determine when and how often you will meet. If you would like to hold a “formal” meeting as mentioned earlier, you will need the following supplies:
  - Bible (this can be a small bible that the girls can use to open during the meeting)
  - Altar cloth (not required)
  - Jewels for the officers (not required...there are many options for creating these)
  - Gavel (for the Pledge Sister)
  - Small American Flag (for the opening ceremony to carry during the opening ceremony)
  - Ritual (these can be photocopied by the Pledge Mother and handed to the girls)
- Once you are ready to begin meeting, a few ideas you may want to consider are:
  - Have the Rainbow Girls initiate the new Pledges/Sparkles into the group (Ritual is available from the Grand Coordinator of Pledges)
  - Conduct a joint meeting with Rainbow
  - Introduce an Eastern Star Grandmother program that allows Eastern Star members to become mentors to the Pledges/Sparkles
  - Develop a fundraising activity (breakfasts, dinners, bake sale, etc) to purchase supplies and assist in paying for other activities
  - Meet up with other Pledge/Sparkle groups for activities
  - Develop a “points” program similar to the Rainbow Girls that rewards the girls for their participation in the group and in activities. These can be awarded at the Rainbow Installations or at a special time during the year specifically for the Pledges / Sparkles
- If you are not so fortunate to have an active Rainbow Assembly in your area, you may still start a Pledge / Sparkle program which can be an easy way to eventually get a Rainbow Assembly going down the road. To start a group, you can simply follow some of the options above and encourage a close by Rainbow Assembly to help when able. Members of Eastern Star and Masonry can be great groups to support the program and drive membership. Keep in mind that the group is designed to introduce young girls and their family to the wonderful fraternal organization we belong to. The program should always maintain a level of fun, friendship and service.

## NEW HAMPSHIRE GRAND ASSEMBLY

New Hampshire Grand Assembly is held annually during the summer months (generally Fourth of July weekend).

The Mother Advisor is responsible for making housing arrangements for the girls in her Assembly. The Grand Officers will be assigned to rooms together by the Supreme Deputy/Inspector. All other girls stay in groups by Assembly.

The Mother Advisor and Advisory Board are responsible for the behavior and discipline of the girls at the times during Grand Assembly. The following rules should be observed:

- Do not take food into the Grand Assembly room
- Do not chew gum while the Grand Assembly is in session
- There is NO flash photography while the Bible is open (except for the official photographer)
- Adults should stay with their girls during sessions
- Adults should sit to the rear of the Grand Assembly room sections. Girls should sit up front.
- Do not leave the Grand Assembly room while the Grand Assembly is in session unless absolutely necessary
- Girls must be chaperoned at all times during and outside of Grand Assembly sessions
- Current dues cards must be brought to Grand Assembly
- The voting delegates for the office of Grand Worthy Associate Advisor of each Assembly are:
  - Worthy Advisor
  - Worthy Associate Advisor
  - Charity
  - Past Worthy Advisors who have not reached the age of 20/21. If the Worthy Advisor, Worthy Associate Advisor or Charity cannot attend, a proxy will be allowed, provided proper forms are completed prior to registration.
  - **PLEASE NOTE:** Proxies are only allowed if there is a girl installed in the Top 3 Offices who cannot be present at the time of elections.
- The following dress code must be honored by girls and adults:
  - Rainbow Casual for all sessions (no pants, skorts, or shorts)
  - When meetings are not in session, casual clothing will be permitted however there should be NO bare feet in the halls or lobby. Cover-ups must be worn over swimsuits.



## NEW HAMPSHIRE GRAND ASSEMBLY CHECKLIST

Preparation for Grand Assembly is not an easy task. This checklist was designed to help you pull together all those last-minute things.

Every item listed below should be turned into the Rainbow Registration desk and it will be forwarded to the correct area. Make sure that everything you turn in is clearly marked with your Assembly name and number to get proper credit. Please refer to this Handbook or check with your Assembly Grand Deputy if you have any questions about the various rules and forms:

- Membership Count: Jan - Dec of previous year (Number of members initiated from Grand Assembly to Grand Assembly)
- Majority Forms
- Any 3-Year Bibles for presentation (with recipient's name and initiation date)
- Grand Assembly Registration Form (if not already turned in by 5/15)
  - **Please Note:** These forms can be emailed in advance to the Grand Assembly Coordinator at [grandassembly.nh@gmail.com](mailto:grandassembly.nh@gmail.com)
- Emergency Information and Health Form for Adults and Members
- All Grand Worthy Advisor Special Projects
- All Grand Assembly Projects
- Any Supreme Merit Award Forms
- McAlester Award Form
- Drill Contest Form
- Scrapbook Form
- Travel Award Sheets
- Soda Tabs to be weighed
- Voting Delegate Form
- Grand Representatives: Reports, Mascots, Costumes and/or other special projects
- Grand Officers: Mascots, Gowns, Shoes, and all Grand Officer regalia belonging Grand Assembly

### IMPORTANT:

- **ALL FUNDS**, including Grand Assembly Registration, GWA Annual Donations, Insurance, Grand Assembly Program Book Ad Sales, GWA fundraising money, etc., **MUST** be turned in to the GEC Treasurer by **Friday Afternoon Registration prior** to Grand Assembly Afternoon Session start (at 2 pm).
- Checks should be made payable to the order of *NH Grand Assembly*.
- If funds are not turned in by 2pm, the Assembly will not be able to complete the Grand Assembly registration process. **\*\*NOTE:** This means that the Assembly will not be able to compete in Grand Assembly projects, contests, and the Assembly voting delegates will not be able to vote at Grand Assembly.

Please see [www.nhrainbow.org](http://www.nhrainbow.org) for the Grand Assembly Forms.

## GRAND WORTHY ADVISOR HOST ASSEMBLY - RESPONSIBILITIES

The office of Grand Worthy Associate Advisor, and then the Grand Worthy Advisor, is an exciting one, both for the girl and for her Assembly. You, by having one of your members elected to this office, have the privilege of helping her lead NH Grand Assembly as the head of our state. With this privilege come many responsibilities and duties. The following information is designed to help keep you on track for the next two years so they will be cherished memories for all.

- **Fundraising:** The Assembly can plan to help the GWAA with some of her costs for mascots, bags, etc. It is never too early to start working on fund-raising for these expenses.
  - Outline a fund-raising calendar now. Don't wait until you need the money as spur of the moment fund-raisers never work.
  - Some assemblies also send announcements to their sponsoring bodies about the election of the GWAA from your Assembly. Many times, these bodies will make a monetary donation to help defray expenses.
- **Be PROUD of your GWAA/GWA!** The work is hard, but have pride in your GWAA/GWA and her accomplishments. She has worked long and hard for your Assembly as well as Grand Assembly in order to be where she is today. Please keep an upbeat attitude and do everything in your power to help her have two successful years!

### Responsibilities:

- Support the GWA during her year by attending all state events, participating in all contests, and supporting her charity. The more you participate, the more fun you will have!
- Take down the decorations after the close of sessions on Sunday at Grand Assembly (the year your member is installed as GWA). Arrange for transportation of the Grand Assembly paraphernalia to the Scottish Rite warehouse in Nashua.
- Plan the Grand Officer Reception. This is usually 2 to 3 weeks after Grand Assembly. The adults of the Assembly need to start making preliminary plans several months ahead of time. As soon as the GWA-Elect has revealed her theme, you can meet with the girls and start making concrete plans for this event. There is an outline provided for you in this book.
- **Financially responsible for:**
  - All costs associated with Grand Officer Reception (including decorations, invitations, food, entertainment, etc)
  - All costs associated with meals, rehearsals, transportation, and decorations for Grand Officers Day
  - All costs associated with Homecoming (including decorations, invitations, food, entertainment, etc)
  - Assisting in fundraising for GWA year
  - Assisting the GWA with anything she need during her Grand year if requested to do so by the GWA
- **Grand Officers Day:**
  - Provide meals and possibly transportation for the Grand Officers/Grand Adults at Grand Officer Day rehearsals.
  - Help the GWA with her decorations and refreshments for this day. The GWA makes the decisions as to what she wants and then the Assembly should help her accomplish her goals.
  - Clean up after the event.
- **Homecoming:**

- The Assembly is responsible for planning Homecoming for the GWA. This is usually a week or two prior to Grand Assembly. There is also an outline for this event provided in this book.
- **Grand Assembly:**
  - Help the GWA with her decorations, centerpieces, and table favors, etc. for Grand Assembly. The Assembly should meet with her in September to set up a schedule for work meetings to accomplish these tasks. Everything should be completed by June 1.
  - Transporting and setting up the Grand Assembly paraphernalia for Grand Assembly weekend and decorating for the Banquet.
    - The pedestals, chairs, stations, and arches should all be cleaned and repainted if necessary prior to this date.
    - The Assembly is able to start setting up the Grand Assembly room on Wednesday before Grand Assembly. The majority of the decorating in the Grand Assembly room should be completed on Thursday by 10:30 AM.

## GRAND WORTHY ADVISOR HOST ASSEMBLY – GRAND OFFICER RECEPTION

- Make up invitations using the Grand Worthy Advisor's theme with the following information:
  - Date
  - Time
  - Location
  - Dress
  - If there will be a meal or light refreshments, etc., and
- Give the invitations to the Grand Worthy Advisor to put in her Grand Officer Bags and to put in the folders for Mother Advisors, Grand Deputies, and Coordinators.
- Send invitations to the sponsoring bodies and to Worthy Grand Matron, Worthy Grand Patron, Grand Master, and DeMolay. You will need approximately 55.
- Create a program book for the Reception and a registration table with signup sheets. Make sure they write down any visitors that need to be introduced clearly with their correct title(s). These will all be given to the Worthy Advisor prior to beginning the program.
- **Opening:**
  - START ON TIME (Have Worthy Advisor of Home Assembly run Reception)
    - Actual program should last at least 1 hour, not more than 1 ½ hours, then refreshments or meal. There should be no charge to the attendees.
  - Have a short welcome speech (for any visitors explain the raps of the gavel)
  - You may have girls from the Assembly act as escorts
- **Introductions:**
  - Introduce Supreme Deputy/Inspector
  - Introduce Past Supreme Deputy/Inspector
  - Have the Grand Representatives line up outside the Assembly room and announce them one by one with name and states, and any other title they may have (like you do for officers being installed at installation). Have a designated seating area for them.
  - Have the Grand Officers line up outside the Assembly room (same as above). Introduce them with all titles, starting with State Dad, State Mom working backwards to GWA. Also need designated seating area for them.
- **Regular introductions:** (behind the bow and to the East) NO SIGN OF RAINBOW GIVEN AS IT IS AN OPEN EVENT
  - Past Grand Worthy Advisors
  - Jr. & Sr. Grand Executive Committee (not previously introduced)
  - Grand Deputies
  - State Master Councilor/Executive Officer of DeMolay
  - Worthy Grand Matron/Worthy Grand Patron of Grand Chapter, OES
  - Heads of Masonic Bodies (York Rite, Scottish Rite, Bektash, etc.)
  - Grand Master of Grand Lodge
  - May introduce Heads of GWA's sponsoring bodies from their seats
- **Remarks:**
  - GWA should have someone from her charity there to speak. Make sure they have all equipment they need (projector, projector screen, etc.)
  - Have "Honored Station" and other Grand Officers speak about their projects
  - Ask Supreme Deputy/Inspector to speak.
  - Ask GWA to speak.
  - Ask for DeMolay to speak
  - Ask WGM & WGP to speak

- Ask the Heads of Masonic Bodies to speak
- Ask the Grand Master to Speak
- **Closing:**
  - Have some sort of entertainment. It can be a skit about the GWA and/or her theme done by the girls. You can have regular entertainment if you rather or both.
  - Present GWA with a gift from the Assembly
  - Short thank you and invite everyone downstairs for refreshments.

## GRAND WORTHY ADVISOR HOST ASSEMBLY – HOMECOMING

- Usually a more "fun" and casual event than the Reception.
- Invitations should be sent out six weeks ahead to:
  - Supreme Deputy/Inspector
  - Mother Advisor of each Assembly
  - Grand Deputies, Coordinators
  - GEC/Jr. GEC Members
  - Grand Officers
  - Grand Representatives
  - Worthy Grand Matron and Worthy Grand Patron of Eastern Star
  - State Master Councilor and Executive Officer of DeMolay
  - Grand Master of Grand Lodge
  - Your Assembly's sponsoring bodies.
- Make sure to include the date, time, location, dress, and meal or refreshments (you may choose which to do but no fee should be charged).
- Make up a printed program for the day to go along with the GWA's theme. Have a registration table or some way to acknowledge distinguished guests for introductions later.
- **Opening:**
  - START ON TIME - Have Worthy Advisor of Home Assembly run the event
  - Have a short welcome speech.
  - Introduce GWA and escort her to the East
- **Program:**
  - The event should last at least 1 hour, not including refreshments
  - Have a skit depicting GWA's term and can also include her previous Rainbow career.
  - Be creative and have fun with this event. Make sure all who participate speak loudly and clearly so the audience can hear as well as the GWA.
  - You may also have other entertainment or play a trivia game about the GWA's term or whatever you wish.
  - Present GWA with a gift from the Assembly
- **Introductions from the sidelines (applause only):**
  - Supreme Deputy/Inspector (ask to speak)
  - Grand Officers/Representatives
  - Any distinguished guests from sponsoring orders (ask to speak)
  - Ask GWA to speak
- **Closing:** Adjourn for refreshments/meal

## FINANCIAL RESPONSIBILITIES OF THE GWA, GWAA, AND GRAND ASSEMBLY

- **Grand Worthy Advisor:**
  - The purchase of Crown and Gavel
  - Most Supreme Assembly expenses
  - Banquet centerpieces for Grand Assembly
  - Banquet favors for Grand Assembly
  - Speaker favors for Grand Assembly
  - Introduction favors for Grand Assembly
  - Decorations for Grand Assembly/GO Day
  - Out-of-state and in-state travel expenses
  - Any personal printing and mailing expenses not already taken care of by NHGA
  - Grand Officer Gown
  - Expenses for Grand Officer Holiday Party gifts for GO/GR
  - Crying towels for Grand Assembly
  - Traveling Dignitaries Gifts
  - Gifts for GO, State Parents, Supreme Deputy/Inspector for Saturday Banquet
  
- **Grand Worthy Associate Advisor:**
  - Most Supreme Assembly expenses
  - Props/production for skit for Grand Assembly
  - Out-of-state and in-state travel expenses
  - Mascots, Bags, Folders, Corsages, theme-based GR Sashes/pins, banks for Grand Officers/Representatives
  - Installing Suite gifts
  - Grand Officer Gown
  - Traveling Dignitaries Gifts

### **Grand Assembly will pay for:**

- NH Grand Assembly allocates \$500.00 for each year as GWAA/GWA to defray the cost of materials (Your home Assembly or Sponsoring Orders may donate to your Grand Year as well to help defray costs)
- Grand Officer Sweatshirts (if requested)
- Invitations for Grand Assembly Installation and for Grand Assembly (Grand Year). Invitations will be done by the Supreme Deputy/Inspector (unless the GWA or Assembly chooses to take on responsibility)
- Installation Programs
- Supreme Assembly expenses (gowns, banquet, luncheon, Grand Cross and registration) for the Acting Supreme Officer or Page. Travel expenses, hotel, tours and other meals not listed are the responsibility of the Acting Supreme Officer or Page.
- The GWA's stay at her Grand Assembly in a two-person room with the GWAA (the GWAA is only responsible for room cost based on four-person room)
- One out of state Grand Jurisdiction of the GWA choice up to \$500
- GWA Pins (money from pins sold must be turned into Grand Assembly in a timely manner so that profit of pins sold can go towards the GWA Charity)
- GWA T-shirts (money from shirts sold must be turned into Grand Assembly in a timely manner so that profit of shirts sold can go towards the GWA Charity)
- Grand Officer Retreat- a limit of \$20 per Grand Officer is paid toward the activity.
- Full page ad in Grand Assembly Program Book (inside cover) for GWA from GWA parents

- Printing of five Grand Assembly podium books (East Page, Musician, West, GWA, and Registration Desk)
- Drill props for Grand Assembly/GO Day (within reasonable expense)
- Expenses for Grand Officer Holiday Party



## GRAND ASSEMBLY – EMERGENCY MEDICAL FORMS

An Emergency Medical Form must be completed on a yearly basis for each member of the Assembly. The form should then be kept by the Mother Advisor, who should carry them at all times during Rainbow Events. No girl should attend a function if she has not turned in her completed form.

Please see the [www.nhrainbow.org](http://www.nhrainbow.org) website for the Emergency Medical Form for Girls and Adults.

## GRAND ASSEMBLY – VOTING DELEGATES

Election for the office of Grand Worthy Associate Advisor will be held each year at Grand Assembly at the designated time. Those running for the office will be announced by the Supreme Deputy/Inspector earlier in the year.

**Eligibility:** Those eligible to vote are Rainbow Girls in good standing that hold the office of:

- Charity
- Worthy Associate Advisor
- Worthy Advisor
- Past Worthy Advisor ages 20-21 at the time elections are held
  - Members who are Past Worthy Advisors who are participating in the Majority Ceremony at Grand Assembly are eligible to vote for the candidates for Grand Worthy Associate Advisor at that Grand Assembly, but cannot vote at the next Grand Assembly.
- NOTE: Proxies are only allowed if there is a girl installed in the Top 3 offices who cannot be present at the time of elections.

**Voting Registration:** The Mother Advisor of each Assembly must complete a "Voting Delegates Registration Form" to be handed in at Registration before the beginning of sessions on Friday afternoon.

**Procedure:**

- Prior to Saturday morning sessions, a separate seating area will be sectioned off in the Grand West for the total amount of voting delegates (not Grand Officers or Grand Pages) per the Voting Delegate Forms received.
- Prior to the beginning of elections, the GWA will ask for all voting delegates (including Grand Representatives) that are not Grand Officers or Grand Pages on the Grand Assembly Room floor to move to the Grand West to the sectioned area.
- Members of the Grand Executive Committee assigned to election process will then hand out ballots and pens to the voting delegates when the ballot has been declared opened by the Grand Worthy Advisor.
- Votes are collected and tabulated by the members of the Grand Executive Committee assigned to the voting process. A majority is required for election (half of voting members plus one)
- **NOTE:** There is to be absolutely **NO** discussion regarding the candidates or the vote prior to Grand Assembly and the Saturday morning Session. Any Rainbow Girls found to be campaigning or discussing their vote, will not be allowed to vote at the Saturday morning Session. Any candidate found to be campaigning will be asked to remove her name from the ballot and may be subject to lose her Grand Office.

Please see the [www.nhrainbow.org](http://www.nhrainbow.org) website for the Voting Delegates Form.

### Drill Competition

Every year each Assembly is invited to take part in the **Grand Assembly Drill Competition**. Please keep these rules and guidelines in mind while creating your drill and remember to have fun. Girls need to work together as a team. Girls need to have rules and guidelines explained to them, preferably by the Mother Advisor who is there to guide them when they have any questions. If there are any questions feel free to contact the Supreme Deputy/Inspector or Grand Worthy Advisor.

#### **RULES:**

- The march/drill is to either start from your stations and end outside the Assembly room OR begin outside the Assembly room and end behind the Bow;
- The Assembly room floor will be set up for a regular meeting;
- The march/drill should represent one that your Assembly would do as an opening or closing march/drill in your Assembly. It is meant to be fun, or what you might see in a fun meeting rather than a meeting where Initiation is taking place;
- There should be no Gymnastics such as cartwheels, somersaults, rolling on the floor, etc.;
- Simple dance moves are acceptable; however, this is **NOT** a dance competition. Simple movements such as waving of arms /hands, simple side steps and simple leg kicks, backwards marching steps are allowed. Excessive dancing such as line dances, break dancing, or 'booty-shaking' will **not be permitted**;
- You **MUST** use a "Rainbow appropriate" song. If it has a hidden meaning or suggests something inappropriate **DO NOT USE IT** (even edited versions);
- Songs must be no longer than 5 minutes in length;
- Up to 3 songs may be mixed together to make the 5 minute song, but no more than that;
- Drill songs must be turned into the Supreme Deputy/Inspector by **June 1** for approval;
- Drill CD must be in possession of the Grand Assembly Music DJ no later than the beginning of **Friday Afternoon Sessions** to assure it functions on the equipment.

#### **DRESS:**

- You may wear gowns or khaki's, dress pants, and similar shirts/tops;
- Remember the same rules apply as at any other event - **NO** bellies, cleavage, or underwear showing;
- Simple appropriate costumes may be worn that may go with the theme of the song and can be in any color;
- Simple make-up and/or hair pieces are allowed, but should be **tasteful**. Again, refer back to the fact that this is what you would do for a Fun Rainbow Meeting Drill;
- You may use props but do not go overboard. They should be simple but captivating.

#### **ELIGIBILITY:**

- This is a drill for girls. Girls are Rainbow Girls (ages 11-21 includes girls that may have just received Majority at Grand Assembly session that day) and Pledges ages 6-11. For safety reasons, Sparkles are not allowed to participate with the Assembly;
- Pledges and Sparkles may participate with other Pledges and Sparkles from around the state in their own drill;

- Do not plan on having advisors participate. Only in case of emergency (such as a girl in the competition becoming ill on the day of the competition and unable to perform) can an adult be allowed to step in and perform, and this only with permission of the Supreme Deputy/Inspector

### **JUDGING:**

You will be judged on the following:

- Originality - how original and creative are your drill moves and marching ideas- ingenuity of your presentation (20 Points)
- Appearance – how well kept and coordinated does your entire Assembly look in your gowns, clothes, costumes (20 Points)
- Posture - how your group as a whole carry themselves throughout the entire drill/march performance, do they act as a team and present a unified group working together (25 Points)
- Performance - square corners, precision (in-sync) moves, use of marching lanes, enthusiasm, smiling, etc. (35 Points)

Any Drill Contest submitted that does not follow these rules will be disqualified.

Judging will be done by out of state GWA's and Grand Representatives. They will receive instruction on the rules prior to the Drill Competition. An Adult of the Grand Assembly of NH will review the rules and guidelines with the judges to ensure they understand the scoring. A scoring sheet will be supplied to the judges. It will be their choice as to their interpretation of the rules. Their decision is final.

If your Assembly wishes to participate in this contest, please fill out the Grand Assembly Drill Contest Form and turn it in at the registration desk when registering on Friday afternoon at Grand Assembly.

Please see the [www.nhrainbow.org](http://www.nhrainbow.org) website for the Grand Assembly Drill Contest Form.

### **Scrapbook Contest**

Each Assembly is allowed to submit one scrapbook for judging. Please keep these rules and guidelines in mind while creating your book and remember to have fun. Girls need to work together as a team. Girls need to have rules and guidelines explained to them, preferably by the Mother Advisor who is there to guide them when they have any questions.

### **RULES:**

- It should prominently display the Assembly's name on the front cover to assist with judging;
- The book must be on the display table no later than the beginning of Friday Afternoon Sessions at Grand Assembly. If it is not there by then it is not eligible for an award;
- Once the Scrapbook is on the table it may not be removed until the end of all sessions;
- The size of the Scrapbook should be average /standard size. No poster board size scrapbooks will be allowed;
- The Scrapbook should tell the story of your Assembly for that year so that your Assembly's history and memories of the past year is preserved and can be shared with Alumni and future members for years to come;
- The Scrapbook should be done by the Girls/Pledges in your Assembly. Adults may guide the girls, showing scrapbook techniques, helping to purchase supplies, but the girls should do the bulk of the work.

- The Scrapbook should be neat and presentable and account for the full year of the Assembly's events and memories, both local and statewide. It should include, but is not limited to, installations, initiations, projects, programs, invitations, favors, or other events;
- Scrapbooks done online by a third party or publishing company (such as online photo album printing) will not be allowed. Computers may be used to print items to be inserted in the pages, but a Scrapbook done online through a third party will be disqualified.

Any Scrapbook submitted that does not follow these rules will be disqualified.

Judging will be done by out of state GWA's and Grand Representatives. They will receive instruction on the rules/guidelines. An Adult of the Grand Assembly of NH will review the rules and guidelines with the judges to ensure they understand the scoring. A scoring sheet will be supplied to the judges. It will be their choice as to their interpretation of the rules. Their decision is final.

If your Assembly wishes to participate in this contest, please fill out the attached form and turn it in at the registration desk when your Assembly checks in on Friday afternoon at Grand Assembly.

Please see the [www.nhrainbow.org](http://www.nhrainbow.org) website for Scrapbook Contest Form.

## GRAND ASSEMBLY – SATURDAY AWARDS BANQUET

The Saturday Awards Banquet at Grand Assembly is an exciting and fun time for all as it is when we announce our award winners for the year and the new slate of Grand Officers and Grand Representatives. Below is a list of the awards that can be given out at Grand Assembly, dependent on the theme of each year, for your reference:

- Tabs for Shriners
- Scrapbook
- GA Program Ad sales
- Majority Awards
  - TeleRainbow Sales amount raised for weekend
  - GWA Gavel Plaque
  - GWA-elect Scholarship presentation
- Scholarship money
- Travel Award (Girls/Adults)
- Membership Awards
  - Girl bringing in most members
  - Assembly with most increase in membership
- Drill Competition
- Grand Assembly Registration
  - On time or earlier
- Ritual Comp awards
  - Pledge category
  - Category- 1-2 year members
  - Category – 3-4 year members
  - Category- 5 years and up members
  - Category – Grand Officer
  - Super Seven (if applicable)
- Grand Representative Awards
  - Best Costume
  - Best Report
  - Best Project
- GWA projects
  - Honored Station
  - Best overall OV
  - GWA's Leading Lady (Rainbow Girl NOT a Grand Officer)
- Supreme Deputy/Inspector Awards (depending on the year):
  - Mother Advisor/Grand Deputy Team Award
  - Best Sisterhood – Girl/Assembly
  - Spirit of Sisterhood
  - Best Communication/News/Publicity
  - Best Ritual/Floor work
  - Assembly of the Year
  - Advisor of the Year
  - White Bibles for perfect attendance
  - McAlester Lifetime Achievement Award

## GRAND ASSEMBLY – GRAND OFFICER APPLICATIONS

All Past Worthy Advisors, as well as those who will be installed as Worthy Advisor, Worthy Associate Advisor or Charity prior to Grand Assembly are eligible for a Grand Office. Special circumstances by Supreme may allow for the Sister of Hope to be eligible, but there is no guarantee.

A completed Grand Officer Application Form, signed by the member's Mother Advisor, the member's parent and/or legal guardian, and the member wishing to be considered for a Grand Office, and a sealed letter from the member to the Supreme Deputy/Inspector must be received no later than April 1.

Please read and discuss the "Responsibilities of a New Hampshire Grand Officer" section prior to submitting an Application for a Grand Office.

All members who are eligible and wish to be considered for a Grand Office must be present at Grand Officer Tryouts. Any member unsure of their availability for the next year due to school or extracurricular activities may still tryout, but are required to inform the Supreme Deputy/Inspector of any uncertainty at Grand Officer Tryouts, and then of a final decision on or by May 15 if they are not able to occupy a Grand Office. Informing the Supreme Deputy/Inspector of any school or extracurricular activity will not affect the member and the Grand Office that they may be considered for.

Any Application received later than April 1 will not be considered or acted upon.

Please see the [www.nhrainbow.org](http://www.nhrainbow.org) website for the Grand Officer Application.

## GRAND ASSEMBLY – GRAND WORTHY ASSOCIATE ADVISOR APPLICATION

Eligibility for application for the office of Grand Worthy Associate Advisor includes, but is not limited to, the following:

1. You must be at least 16 years of age and at least in your Junior Year in High School prior to the application deadline of December 1;
2. You must have actively served and are in good standing of the International Order of the Rainbow for Girls in NH for 4 years prior to the application deadline of December 1;
3. You must have received a Past Worthy Advisor jewel, by the requirements as stated in the Mother Advisor's Handbook, by the time of announcement by your Supreme Deputy/Inspector;
4. You must have been installed in at least two Grand Offices prior to the application deadline of December 1, and must have shown that you have fulfilled and will fulfill any Grand Office requirements to the high standard as written in the Grand Officer Handbook and expected by the Supreme Deputy/Inspector.

Those applying for the office of Grand Worthy Associate Advisor, and their parent(s), will be required to meet with the Supreme Deputy/Inspector after the application deadline of December 1 but prior to the announcement of candidates to discuss time allotments, expectations, and financial obligations that accompany the election to this Grand Office.

*(adopted GEC 10/2009)*

- Election to the Grand Officer of Grand Worthy Associate Advisor and Grand Worthy Advisor will have a financial impact. Although many assemblies are willing to assist with the costs associated with these Grand Offices and Grand Assembly allocates \$500.00 to the Grand Worthy Associate Advisor and \$500.00 to the Grand Worthy Advisor, this does not defray the costs of traveling, materials, or other necessary items.
- Applying for the Grand Office of Grand Worthy Associate Advisor is a two-year commitment to New Hampshire Rainbow. As it is with any substantial commitment to a job or organization, any member applying for the Grand Office should understand that they will need to prioritize their responsibilities and, in some cases, make certain sacrifices (i.e. relationships, school activities, etc).
- The Supreme Deputy/Inspector understands that any member of the International Order of the Rainbow for Girls will have school commitments that may conflict with the dates of required events a Grand Worthy Associate Advisor and Grand Worthy Advisor should attend, but there are many dates of events that the Supreme Deputy/Inspector cannot reschedule.
- Absolutely **NO** discussion or campaigning concerning your Application for Grand Worthy Associate Advisor is allowed. Campaigning for the office of Grand Worthy Associate Advisor is considered as 1.) Sending written communications (letters, emails, text messages) promoting an applicant or 2.) Verbally promoting an applicant by talking about that applicant to other members or asking who other members may vote for to converse about an applicant.
- Any member or adult volunteer advisor aware of campaigning by any applicant will report the indiscretion to the Supreme Deputy/Inspector, who will remove the applicants name from consideration. Only an applicant's parent(s)/legal guardian(s), Mother Advisor, and Supreme Deputy/Inspector should be made aware of an applicant's decision to run from



the Office of Grand Worthy Associate Advisor until it is formally announced by the Supreme Deputy/Inspector. Please read and complete the application in full. The deadline of December 1 will be strictly adhered to.

Please see the [www.nhrainbow.org](http://www.nhrainbow.org) website for the Grand Worthy Associate Advisor Application.