



The International Order of the  
**Rainbow for Girls**

*GoRainbow.org*

GRAND OFFICER  
HANDBOOK

2016-2017

OREGON JURISDICTION  
IORG

*Rainbow Gets Girls Ready for Life!™*



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## **ASSEMBLY OBLIGATIONS - REMEMBERING “YOUR ROOTS”**

- Be an example to the members of your Assembly by your appearance, attitude, friendliness, commitment and Ritual work.
- Be a consistent supporter of your Assembly in all respects. Your appointment as a Grand Officer is not just yours, but is an Assembly appointment, as well. Let your sisters in your Assembly know you are still one of them by showing your interest - participate in activities and show your individual interest in each of them.
- Attend Assembly meetings on a regular basis. If you are away at college, be sure you visit the local Assembly nearest to you when possible. Arrive at meetings early/offer to assist in set-up/ socialize.
- Attend all Assembly activities. If away at school, keep in touch and let them know you are thinking of them.
- Be prepared to share your travel experiences at meetings if called upon. Be thoughtful, brief and positive. Enjoy the “fun” of your travels with them. If reporting on an out-of-jurisdiction event, include the service project, and interesting tidbits. Be sure to offer to answer any questions. Remember to stand tall, smile and be gracious and friendly. Always respond to the Worthy Advisor requesting by “Worthy Advisor, I would be pleased (or happy) to report on ...”

## **IMPRESSION**

Everyone likes to be associated with pleasant people. Did you know that others form an opinion of you within the first 20 seconds after they meet you? How you feel about yourself influences others opinion about you. Obviously if we feel better about ourselves and the people we are associated with, our appearance will indicate that we are proud of the way we look, act and dress. Take pride in yourself.

## **ATTITUDES**

- Don't get Grandie-itis - don't let you're appointment go to your head and never treat any of your Rainbow sisters as though you are more special than them.
- Always cheerfully support the Grand Worthy Advisor in any manner requested. If you feel something you are asked to do is unreasonable or something you don't think you should do, you should go directly to your Mother Advisor or the Director of Grand Officers.
- The following is a list of some qualifications your Advisory Board may have considered when they reviewed your application for a Grand Office. So remember, these are the qualities that got you where you are today:

- |   |  |
|---|--|
| ❖ Ritual work; Memorization/Delivery                                | ❖ Initiative/Resourcefulness   |
| ❖ Floor work/How you carry yourself                                 | ❖ Creativity   |
| ❖ Honesty/Integrity/Judgment  | ❖ Pride in your appearance; Compliance with the Dress Code                                 |
| ❖ Ability to follow instructions                                    | ❖ Assembly Support: attendance/participation in meetings and projects                      |
| ❖ Ability to work/get along with peers                              | ❖ Application and perseverance – do you apply yourself and “stick with it”; follow-through |
| ❖ Ability to respect and work with adults                           | ❖ Punctuality  |
| ❖ Speaking ability/one-on-one, and in/before small and large groups | ❖ Acceptance of responsibility   |
| ❖ Ability to be a listener  | ❖ Coordinating with others   |
| ❖ Enthusiasm and cheerfulness                                       | ❖ Maturity/ability to cope in unusual situations   |
| ❖ Personality and friendliness                                      |  |
| ❖ Sincerity and kindness  |  |

## BEHAVIOR

As a Grand Officer you are the Rainbow girl who must uphold the highest standard of your organization; it is not a pass to be anything less. It makes no difference whether this is your first year, or another year for you as a Grand Officer. You are expected to maintain the example of Oregon Rainbow. Remember, even when you are not on “Rainbow duty,” you should utilize the qualities exemplified in Rainbow.

**The Net:** Let’s take a moment to address all that fun on your computer. It is never ever appropriate to post messages, photos, displays, activities or conversations on Internet spaces that are Rainbow inappropriate. Watch your language! If you are participating in inappropriate behavior, you should immediately stop. Not only is it inappropriate in “real life,” it can be dangerous. If you receive any inappropriate material from a Rainbow member, you should not respond, but bring this to the attention of your Mother Advisor, who will discretely deal with this. It may seem odd to you at this time in your life to know that your Internet trail can follow you for many years to come, but it will.

**Unbecoming Behavior Under Supreme Bylaws:** Behavior Unbecoming a Rainbow member is set forth in the Uniform Code of By-Laws, Section 30. Please be in compliance with these Bylaws, and make sure you do not find yourself in any violation.

Serious infractions of unbecoming behavior may result in removal of office by the Supreme Deputy, Mrs. Rollman. Please remember your obligation as a member of Rainbow and more particularly as a Grand Officer.

## CONDUCT AT ALL EVENTS

- **Be attentive.** Remember: those who are in charge have spent a lot of hard work in preparation and execution of their event, and you are to extend to them the courtesy you would want extended to you if you were in charge.
- **No visiting/chatting, writing notes or drawing during the event.** Someone’s eyes are always on you. Back to making the proper impression.

- **No cell phone use** of any kind once you arrive at the event. If you have communication via phone that is do-or-die, then you need to address this before you come into the building, or after you have left the event – do not take “time out” to go outside and use your phone. If you need communication with a parent or advisor about pick-up or drop-off plans, make these arrangements in advance and stick with the plan. If you have planned properly, there are very few times when it should be necessary to change the plan. **Note:** “Leaving the event” means when you have left the building - not when you have left the Assembly room and are still in the building, such as in the dining room. It is **not OK** to have cell phones in your pantaloons or tucked into your bodices. Remember ... be courteous and attentive when you are at events.
- **Never chew gum or candy at an event.** If you need to freshen your breath, try to use the strips that melt in your mouth, but if you need a mint or if you should need a cough drop, please use discretion.
- **Remember - we do not “date” on Rainbow time or at Rainbow events.** Remember - we do not “date” on Rainbow time or at Rainbow events. Analyze what your priorities are and stick to them. Don't try to tackle too much at once and kill two birds with one stone by having your significant other tag along on a Rainbow event as it doesn't honor either relationship. There should be a firm separation between your Rainbow life and your dating life just like it was a job. When you are at any event representing Rainbow leave your significant other at home so you can stay focused on the work at hand.

## DRESS CODE

### Body Piercings and Tattoos:

At all Masonic functions you are required to remove **all** body piercings (except the two in each year you are allowed) **prior to arriving** at the event. Even if you think your piercing is not noticeable, it is.

If you have any body tattoos, they can be covered during the year with an unobvious patch or band-aide at Rainbow events, but it is preferred that you use tattoo cover-up make-up (see further). However, at all Masonic family functions you are required to use tattoo cover-up make-up over your tattoo. This make-up is most commonly purchased at bridal stores. You cannot use theater cover-up make-up, as it does not stay on the skin long enough to be effective for the duration of an event.

If you choose to deviate from this rule, you may be taken aside sometime during the event for resolution of non-compliance.

You are considered on Rainbow Grand Assembly duty from the time you arrive in Pendleton on Wednesday until you leave on Sunday morning. Please remember these rules regarding the body piercings and tattoos apply the entire time you are in attendance at Grand Assembly (the hotel, at all events in any location, free time) not

just only at the Convention Center. You will not be present on the Grand Assembly floor if you choose to be out of compliance with this rule.

### **Hair:**

Be a classy Grand Officer. If you should color your hair, please note that Grand Officers may only have hair that is of a natural color, as well as no bright red or yellow. This would mean that you may not have hair that may be (examples only, not meant to be inclusive of the only colors not allowed) purple, blue, green, orange, lavender-you know what we mean.

As a part of your team appearance as a Grand officer, you must wear your hair up with a hairpiece at all formal events. You may not wear bangs with your hairpiece, but during the year you may have a small braid with a section of your hair that is tucked under your hairpiece. You may not have any flyaway hair, or “wispsies” hanging out of any part of your hair. Plan ahead about creating this look – be sure you always have product and hairpins to keep your hair in check.

Short hair: Must be shorter than the nap of your neck.

You may wear combs with your hairpieces, but they should be with flowers or ribbons, and compatible with your dress. Pencils, balloons, chopsticks, etc. are not appropriate. The only exception: Theme-oriented events in which you have been invited to participate.

You may **not** remove your hairpiece until you have left the event and are on your way home. Your image as a Grand Officer should be maintained until that time.

During the year as you represent Oregon Rainbow as a Grand Officer, you are required to wear your hair up with your hairpiece at the following functions:

- Official Visits and/or Grand Officer Receptions
- Installations
- Meetings
- All Masonic Family Events. Exceptions may be those events such as out-of-door picnics, etc. Check with the Director of Grand Officers or Grand Worthy Advisor prior to the event if you should have any questions (again, 48-hours advance) prior to the event.

You may wear your hair down at Assembly projects (*i.e.*, bake sales, car washes, mystery types, and other casual events). If you wear your hair down, it must be in a neat and fashioned manner and away from your face.

Rosette and modified rosette wiglets may be worn. No “rat’s nest” wiglets.

The Oregon Dress Code is attached. Helpful rules and tidbits are also set out on pages following this section. If you are in doubt about any aspect of the dress code, you should call your Mother, Grand Deputy, Director of Grand Officers, or the Supreme Deputy. Also the general rule to follow is if you don't know and it may be questionable, DON'T DO IT. If you are not following the Dress Code, you will not be treated as a Grand Officer. Mother Advisors and Grand Deputies are instructed not to escort you, but to introduce you from the sidelines if you are not in compliance with the dress code.

Being dressed in compliance with the Oregon Dress Code does not require a closet full of clothes, it just requires buying wisely. Rainbow traveling can be hard on formals. Select your formal fabric carefully. The easier it is to care for, the more you will enjoy wearing the dress.

About your outfits:

- ❖ Be sure to have clean, pressed garments, either washed or dry cleaned and steamed or ironed
- ❖ Hang clothes up and away – don't dump them on the floor, bed, etc.
- ❖ Keep a needle and thread handy in case of needed mending

**Your Grand Officer Travel Dress:** Be sure you keep your Grand Officer travel dress clean and pressed. Do not to leave your travel dress on the floor of any room - always pick it up and hang it promptly. Please don't "wad-up" your dress. Your travel dress will see a lot of wear this year, so keep it in good condition.

**"On-The-Road" Attire:** Grand Officers may wear slacks and Rainbow appropriate tops when traveling. Your slacks must have no tatters, holes, patches, writing or hand drawing on them, must be worn at the waistline, and must not be "skinny" pants. You may wear shoes that are considered "pant shoes" or Tom's, but you may not wear any type of tennis shoes or boots.

**Grand Assembly Dress:** Your dress for Grand Assembly will cost \$150.00. All checks should be made payable to Oregon Grand Assembly and deposited with the Director of Grand Officers. Payment of at least one-half (\$75.00) of your dress must be made at Grand Officer Retreat in August. The other half of your dress payment must be made on or by the Grand Worthy Advisor's reception (the first Saturday in October). Payments will not be accepted at any other events, but payments can be mailed to the Director of Grand Officers at the address in the Oregon Roster. If for any reason you leave your Grand Office at any time during the year, there is no refund of Grand Assembly dress money.

You will be measured for your Grand Assembly dress at Grand Officer Retreat. If you are not in attendance at retreat, it is your responsibility to contact the Director of Grand Officers, as soon as you know you will not be attending, to arrange a time to be measured for your dress. **It is imperative that you wear the proper undergarments and the proper hoop width when being measured, as well as when being fitted.** Many times we have experienced the dresses do not fit because of one of these

issues. There will be a bodice fitting for the dress during the fall, the specific time to be announced each year. If you are not in attendance, it again is your responsibility to see that you contact the DOGO to arrange an alternate time convenient to the seamstress. There will be a final full fitting at the last Official Visit in May, and presuming your dress is “good to go,” you may take it with you then. There will be a follow-up pick-up time at a designated location during the first weekend in June. If your Mother Advisor or a designated advisor is unable to pick up your dress at the designated time/location on that weekend, the cost of mailing the dress will not be paid for by the Director of Grand Officers, and prior arrangements will have to be made for its delivery.

There are two instances which may delay or jeopardize your receiving your dress: non-compliance with payment of the dress, and/or noncompliance with making sure you have been measured by the seamstress and you have attended the fittings.

**Your “Special” Formals For Reception, Etc.:** It is the decision of each District/Assembly (whichever it is in your own District) of whether a special formal may be work for your Grand Officer Reception and installations. Please note if you are allowed to wear a special formal for your reception, or at installations or other designated events, Grand Officers do not wear formals with trains. Your formal should always be of even length and 2” from the floor.

**Lingerie:** It goes without saying that you should **always** wear appropriate lingerie. Be sure you always wear a good fitting bra – either regular or strapless. Bras which do not fit properly will cause you to have difficulty in standing tall and walking properly without upper body swaying or that bouncing. Straps must always be hidden under your dress; it is not acceptable to have clear plastic straps showing.

**Nylons:** Nylons are encouraged, but not required. Whatever the occasion or dress code. Nylons provide a polished, dressed-up look. Nude or tan nylons are encouraged with long dresses or shorter dresses, or other hose may be worn, such as tights or patterned hose. The “no leggings under dresses” rule continues, as those are too casual for a “dress” occasion.

**Hoops:** Oregon Grand Assembly does not keep a supply of hoops, and each Grand Officer will need to obtain her own. Hoops should be kept in good, clean condition and carefully taken care of. Hoops can be washed by removing the bones and washing them in the washer, or by leaving the bones in and washing them in the bathtub. Make sure there are no bones sticking out of your hoops when you are getting ready for an event, and check your hoop periodically to make sure it has not lost its circular shape. Come to all events with a proper hoop.

When wearing your hoop you should be aware of where your hoop is at all times – are you running into someone or knocking something down? Is it popping up? Do not try to fit into too small of spaces, causing your dress (and hoop) to pop up and get out of control. You should always be in control of your hoop. Practice is the key. Hoops should never be “played with.” Don’t mess with it, jerk it around or be swirling. When you are walking your hoop should maintain its circular form and should be smooth

looking. When you sit in your hoop, you should be sitting at the edge of your seat, and you should make sure your hoop is under control – it should not be over someone else's hoop or sticking out but should be lying in front of you. Most of the chairs you will sit in will have arms and you will need to position yourself when you sit in the chair to accomplish the smooth look of the hoop. If you are sitting properly, when you all stand for escort or when one of you stands alone, the hoop should simply drop to its circular form without any popping up or pushing on the person next to you. If you need to turn around and bend over to pick up something near or in a seat next to you, bend at your knees and then lean over. This will prevent your hoop from sticking out.

Judy Jones has graciously offered to make hoops for Oregon Rainbow. The price of a hoop is \$65. This is an excellent option to purchasing a hoop, as it will be well made and last. Mrs. Jones may be reached at [jjones61@msn.com](mailto:jjones61@msn.com).

**Pantaloon:** Pantaloon are required to be worn if you are wearing a hoop. Your pantaloons should be 2" - 3" above the ankle – no calf length or shorter pantaloons. You may be creative in adding accents and in choosing appropriate fabric for your pantaloons. They can be very interesting and fun, but should always be in good taste. Be sure your use fabric for your pantaloons that is not see-through. Have fun with your pantaloons – you may want them to reflect your office, frilly, glamorous, theme-oriented, or just fun. **No pajama bottoms or khaki pants.**

**Shoes:** Your shoes under your travel dress should be **clean**, solid-colored, dress low-heeled or flat shoes. Please don't push the envelope on this. We see your shoes and dirty unmaintained shoes can ruin a whole look.

**Grand Assembly Shoes:** The ONLY sanctioned Grand Assembly shoes are either ballet shoes (with leather soles, not the cheap slipper ones) or Tom's (not Bob's or any other knockoffs). Don't push the envelope on this as we are now off carpet and on the actual flooring. You will not step on to the floor if you do not have appropriate shoes. They will be checked at Grand Assembly.

**Dress Bag:** Your formal will last longer and look much nicer if you carry your formal in a dress bag. Be sure to clearly identify your dress bag. **Remember: Bring your Grand Assembly dress to Grand Assembly in a dress bag that is not clear.**

### **"THE WALK"**

Always wanted to know that secret of "gliding" as a Grand Officer? Well, here's how that happens.

You should stand straight, with your shoulders back, and your hands at your side. This will in most circumstances mean that you will be "sucking in" your stomach, as well. The secret is to walk heel/toe, and heel/toe on the ball of your foot, and to take small steps. Make your turns on the rolling of the ball of your foot; it's best to give a slight hesitation at the corner to give your hoop a chance to "catch up" before you make the turn. Your upper body does not move. Do not sway. Do not walk too quickly. You can accomplish this walking with practice, and more practice.

Walking like a Grand Officer is not just for Grand Assembly, and you should practice to be an expert at this walk, so it becomes second nature for you to walk in this manner at all events.

THE FINAL MESSAGE: THERE IS ALWAYS SOMEONE OBSERVING YOU; RISE TO THE OCCASION.

## ESCORT AND INTRODUCTION

### VISITATIONS AND EVENTS

When you are visiting an Assembly meeting or when you are attending an Official Visit/Grand Officer Reception or any Masonic event, you should arrive and **be ready** 30 minutes before the scheduled start of the event - making yourself available to visit and mingle with those attending, so-called “working the room.” If you need to dress, refresh your hair and check your appearance - arrive earlier. This is not the time to be exclusive to visiting with other Grand Officers.

Always be sure you are courteous, have a friendly, welcoming smile, a kind greeting and some engaging conversation. Remember, you are representing Oregon Rainbow and we all want to make the best impression possible.

You should never leave an event early. More specifically, it is extremely disrespectful and rude to leave an official visit/grand officer reception before the end of the event – there have been cases recently where Grand Officers have left this event at the “break” between the two events. Put yourself in the shoes of the Grand Officer being honored, and think about how you would feel.

**Before ... that escort:** You should be seated in the designated area for Grand Officers, but this can change by preference of the Assembly. You should be ready in your seat for the event to begin about 5 minutes before the start, and ...

- Sit up straight at the edge of your chair (because when you do, your feet will be flat on the floor and you will never have to worry about crossing your legs or your ankles).
- Hands in your lap.
- Hoop under control – not over or under someone else’s hoop, no popping up and no laying over the back of the seat.
- You may wear your Grand Officer sweatshirt before the event begins but when you decide to take your seat, you should take off your sweatshirt before you sit down – this eliminates all the fuss over getting it off for escort. If you customarily get cold during events, you may want to consider wearing a camisole under your dress, and/or warmer pantaloons.
- Absolutely no gum.

- And again absolutely no talking – it’s easy to get caught up in talking to your neighbor, but no visiting.

## **ESCORT AND INTRODUCTION**

You may want to make yourself familiar with how escort and introduction works. Don’t “zone out” during escort and introduction. You need to “snap-up” and look good and be thinking about your posture, your walking, your corners, and when to “group-up” for ascending to the East. Be thinking.

Be sure in your walking that you have your hands at your sides and you are standing up straight with your shoulders back, and chin and eyes up. You should absolutely never have your hands in front of you holding on to a bone in your hoop, or your hands down to the side “pushing” your shirt along. When you are turning the corners, stop with one foot on the inside of the corner, rotate on the ball of that foot at the corner, and bring your outside foot around to begin the walking after the turn. Don’t be in a hurry so that you swing your hoop.

You will usually be seated as the Grand Officer group on the Southeast (Hope) side of an Assembly room for Official Visits and Receptions. If an Assembly requests you sit at another place in the room, be accommodating and flexible. You should sit in the order of your offices, as this makes it easier for the Grand Worthy Advisor to introduce you under the escort. A Note: If “chatting” among officers becomes an issue, the order of the officers seating will be changed.

**Actual Escort Procedure:** Presiding Officer requests you to stand. You will then stand; the Drill Leader/Marshall will approach you, and bow to you. You will respond bowing back in unison to the Drill Leader. Please Note: While you are standing waiting for the Drill Leader to approach, there should be no “messaging” with hoops. You should all be able to stand and not fuss with jerking your hoops around, if you have seated yourselves properly to begin with. *Please see the Hoop section.*

You follow the Drill Leader, in single file, to the West. At this time you form either one or two lines for presentation – use your judgment about the spacing and the ability to allow enough space between yourselves and the audience for movement. You should not have more than 10-12 Grand Officers in a row, depending on your space. The ranking Grand Line Officer will figure this out before the event begins - where the split will be - and you will stick with it. After you are lined up in the West in your rows (facing North/Charity), you turn to your right in unison and face the East. The “key” to turning is to turn when the Grand Officer next to the Drill Leader/Marshall turns.

After presentation in the West, follow the Drill Leader around to the Northeast corner at which time each group of three will break away from behind the Drill Leader by taking the following action – in unison: The three of you will turn right, take two steps forward, turn left, and position yourselves centered with the Drill Leader. You will slightly bow together and approach the East. (The next group of three should advance to the Drill Leader, and make the same actions, as introduction of the last of the three ahead is nearing. There should never be a big line waiting that has already bowed to

the Drill Leader.) Depending on the style of the East, you may all three stand next to each other in the East and approach the Grand Worthy Advisor, one at a time, or you may each have to approach separately for introduction (waiting on steps). After you have been introduced you should proceed back down the steps in the East (closest to the podium), across the front (if the Bible is closed) and go to the position in front of the Drill Leader station; you will wait there while the next Grand Officer is introduced. After the introduction of the next Grand Officer you return to the designated seating section on the Southeast side. If the Bible is open on the Altar, after you have been introduced, you should pass down the steps, near the podium, as noted above, and stay to the north side of the room, passing on the south side of the line of march to clear the Grand Officers who are awaiting introduction – going back to the Southeast side of the room to your seat. The last Grand Officer to be introduced should remain standing with the Grand Worthy Advisor until after Grand Honors are given. If there are Grand Officers, other than the last one next to the Grand Worthy Advisor, who are still traveling around the room to their seat, the Presiding Officer, should not direct Grand Honors to be given until the last moving officer is in the southeast at her seat. After Grand Honors are given, the last Grand Officer should return to her seat. Be sure you all bow in unison after Grand Honors, and say thank you – it is not necessary to yell; a more sincere thank you works best.

When you are introduced in the East: As your name and title are announced, on the word “grand” you should slightly bow and bring it up as your office is announced. Remember to take your time and not rush around when you are being escorted. Everyone wants to see your smiling and friendly faces. Escort and introduction can be tricky, and requires everyone paying attention to what is going on.

**Late Arrival:** Should you have the unfortunate luck of arriving late at an event, you should come in at an appropriate time and take a seat on the sidelines in the West. If you arrive before escort, the Drill Leader will pick you up where you are standing, and will escort you either before or after the Grand Officer section. You should “hook-on” to the end of the line, regardless of your office. Never “scoot” down the sidelines for the Drill Leader to pick you up. Stand up and wait at your seat.

If you should be asked to introduce yourself, you should use the following format:

Susie Rainbow, Grand Faith and Grand Representative to Alaska and Nebraska. Do not shorten Grand Representative to Grand Rep – ever.

You will not be escorted at any event, or possibly not even introduced at any event, if you are not wearing a floor-length dress (you should actually be wearing your travel dress, in nearly every circumstance). The only time you may be escorted or introduced without wearing a floor-length dress is if you are at a Masonic event, and it is outdoors in a park-like setting at which everyone would be dressed accordingly. Be sure to check with the Director of Grand Officers or Grand Worthy Advisor if you need direction regarding alternate dress. Please don't decide to wear alternate attire and ask forgiveness after the fact. If you are not sure - call, text or e-mail - 48 hours in advance - for the answer.

## COMMUNICATIONS

- You will be receiving communications this year via mail and e-mail. When you receive a communication, PLEASE READ THE ENTIRE COMMUNICATION AND RESPOND TO ALL QUESTIONS, as required. Be prompt in your response.
- You must respond to all communication from the Director of Grand Officers. If you receive a communication from the DOGO, you need to respond even if the answer is yes – just a simple OK or “got it” to let the DOGO know you received her e-mail and read it.
- Notes of regret that you will not be available to attend an event are encouraged.
- Thank you notes should be sent always. If you stay overnight at an advisor’s home, you should leave a thank you note or write a note when you return home letting the advisor know you appreciate them opening their home to you. A thank you for a gift should always be sent, and in a prudent timeframe. It is also thoughtful to just send a thank you to someone who has gone out of his or her way for you, or done something thoughtful to make your life more pleasant.
- Any communication sent out in your official Grand Officer capacity **must** have prior approval of the Supreme Deputy.
- If you move during your grand Officer year, you need to timely send your change of address to the following:
  - ✓ Supreme Deputy
  - ✓ Grand Worthy Advisor
  - ✓ Director of Grand Officers
  - ✓ Oregon Rainbow Journey Editors
- And those business cards: Please be sure you give the full title of your office and your representative states. You should not use the abbreviation “rep,” and try not to abbreviate your states – I know you have long titles to please make the best decision for the impression you will be leaving with your business card.

## DEADLINES

DON'T FORGET TO REMEMBER!

A deadline is: A date or time before which something must be done. It is specifically the time after which “it” will not be accepted.

As a Grand Officer you will have many deadlines this year, from any or all of the following:

Grand Worthy Advisor  
Supreme Deputy  
Director of Grand Representatives  
State Miss Service

Grand Worthy Associate Advisor  
Director of Grand Officers  
Editors of the Oregon Rainbow Journey

Please be sure:

- To review your Grand Representative packet from Mrs. Hardin regarding your Grand Representative deadlines.
- To send in your service hours periodically to the State Miss Service – don't wait until we are nearing Grand Assembly.
- To send in your Travel Requirement Logs, signed by your Mother Advisor, to your Grand Deputy (**before** the reporting dates of January 1, 2015 and June 1, 2015)

It is your responsibility to meet all deadlines. This means, clearly, that it not the responsibility of a parent, Mother Advisor, other advisor or another girl.

Planning your time is the key. Although it may be tempting, do not procrastinate. Work done at the last minute usually results in a poor, sloppy and/or incomplete job.

It is extremely frustrating (and does not create goodwill) when a person requests something from you under a deadline, and you choose to be uncooperative.

Time spent in chasing down Grand Officers who have missed deadlines, is time that could be better spent.

### **FUND RAISING FOR THE STATE SERVICE PROJECT**

It is part of your obligation and commitment as a Grand Officer (and also part of your Grand Officer Contract) that you support and participate in fund raising for the State Service Project. We are a service-oriented organization. Remember ... if you are at an Assembly event, when you arrive and there is time, you can ask the Mother Advisor for permission at announcements to present your State Service Project raffle, etc. Many Mother Advisors do allow fund raising for the State Service Project at their Assembly events. Supporting the State Service Project may also include a hands-on activity, community outreach and/or assisting at events. You must turn in all funds collected for the service project to the Grand Treasurer at the last OV/GOR if you wish them to be included in the announcement of funds raised at Grand Assembly. If you do not turn in money at the last OV/GOR, more than likely your name will be read followed by no donation. You can continue to fund raise after the last OV/GOR but your funds collected up to that date should be submitted to the Grand Treasurer at that time. If you continue to collect, and raffle, you will be given full credit for your total on the records of the Grand Year even though it may not be the same total announced at Grand Assembly.

## MASCOTS

Each year the Grand Worthy Advisor selects a mascot for Oregon Rainbow - your traveling companion for the year. It is fun to dress your mascot depicting your office, or your mascot's name. Make sure you dress your mascot for the mascot costume competition at Grand Assembly.

## TRAVEL AND OVERNIGHT LODGING

**Riding Together:** It is still the rule that Rainbow girls (except for actual sisters) may not travel together to or from an event without an adult driver. The only exception to this rule is when we may be traveling on a road trip in a caravan, and then prior approval must be obtained from our Supreme Deputy, Mrs. Rollman. She is the only person who can make an exception to this rule.

**Motel/Hotel Accommodations:** If you are on an overnight Rainbow trip, make your plans for overnight accommodations prior to your departure. If this is a group event, contact the Oregon Tour Director or group leader to assure there is a place for you to stay with the group. This should be done as promptly as possible from the time you receive notice of the trip. You should never assume there is space for you to stay. Non-related adult females should never sleep in the same room with a youth member. This is a youth protection issue.

**Sleepovers at a Lodge:** If there is a sleepover at a Lodge, you should not assume your hosts will be expecting you to stay if you are attending the day event earlier. You should follow the same guidelines as if you were staying at a motel/hotel, and reply as promptly as possible from the time you receive notice that you will be attending the sleepover. Be sure you have arranged for a chaperone if your advisor is not staying the night at the Lodge with you. In a sleepover situation – like at a Lodge – the female adults should be in another room or at least separated from the girls, if in a large room. This, again, is a youth protection issue.

**Staying at a Private Home:** If you are staying at a private home overnight, be sure you have a space to stay that is with a female chaperone, and away from any male adult or youth that may reside at the home (separate bedroom with door or if with a group of girls, together in the same room). You must be considerate of the family and their schedule. Be sure to take extra steps to always be wearing proper attire (no tight clothing).

### General Information

- Always notify your Mother Advisor in advance of taking an overnight trip.
- Take along all necessities when staying overnight – see packing list in your Grand Officer notebook. Be sure to bring nightclothes that provide a cover up – such as the popular t-shirt and sleep pants.
- If younger girls are present at your overnight trip, be sure to set an example and interact with them – do not exclude them. You should watch the topics of your

conversations, your language and actions, and act like a young lady. And yes, you should have fun!

- Always get enough sleep – even at least a couple of days before going on your overnight trip – and always make sure you eat on your trips. If you are on a trip where food is provided (such as an event out of jurisdiction where you do not have choices of meals), be sure you eat something at each meal.
- A thank you note should always be given to your hosts upon your departure, or immediately after your arrive home, if you stay in a private home. If you have stayed at an overnight sleepover at a Lodge and there was a chaperone provided for you, a thank you should also be sent to that chaperone.

Remember: Do not keep others waiting; be early rather than late; pick up after yourself and do not make mess while you are staying

If you are traveling, whether inside jurisdiction or outside of jurisdiction, you should always participate in every activity planned for the trip. Someone has spent time in arranging activities for you to enjoy, or just having down time together, and you should always participate with your group – it is not OK to separate from the group – either by yourself, or with another person on the trip.

### **RECEPTION SPEECH**

You should not procrastinate on the preparation of your reception speech. The speech should be written in advance, reviewed and revised, and reviewed with your Mother Advisor. You should plan enough ahead so that your speech is memorized. It is not the standard of a Grand Officer to read her reception speech. After all, it is no surprise that that day is coming when you will have the opportunity to address Oregon Rainbow with your own thoughts.

Guidelines for your speech:

- ❖ It should be about 2-3 minutes in length.
- ❖ Be original - there is no one like you; your speech should be a reflection of you.
- ❖ Memorize your speech (there is nothing more unimpressive than a Grand Officer who says in her speech Rainbow has taught her how to memorize - then she reads her speech - the end impression is that your speech must not be that important to you).
- ❖ Practice in front of the mirror.
- ❖ Do not procrastinate and then end up with an inadequate or sloppily written speech or delivery. Yes, everyone can tell when that happens!
- ❖ Be sure you have your speech approved by your Mother Advisor and Grand Deputy – at least a week or two in advance.

- ❖ You may introduce your family and invited guests that have come to share this event with you – it is not a part of the 2-minute speech, but may be either at the beginning or end of your speech. Check with your Mother Advisor about these introductions. Some Districts do and some don't.
- ❖ There should be **no thank yous**.

## **GRAND CROSS OF COLOR**

All Grand Officers who are Masters of the Grand Cross of Color should wear the medallion to all Masonic functions. Do not wear your Grand Cross medallion outside. Make sure your ribbon is in good condition; new ones can be purchased from Supreme Assembly (contact your Mother Advisor).

According to the Gold book of Instruction, *“When worn, it shall not have charms, bars, etc., attached in any manner. It is not worn in public.”* So remember to tuck that medallion in when you are outside if you have not already taken it off.

The Grand Cross ceremony is held each year at Grand Assembly. The Grand Cross Mystic Banquet is held each year on the Saturday closest to November 15<sup>th</sup>. If you are a Master of the Grand Cross, you should attend these events. If you do not attend the Mystic Banquet – remember, it is an obligation broken.

If you travel to another jurisdiction and you are a Master of the Grand Cross, you should attend their banquet. Be sure to take your Grand Cross card and medallion with you, as you will need to have this verification you are a Master.

## **RESIGNATION/CONFLICTS**

**Resignation:** If you should find it necessary to resign your Grand office, you must send a letter to the Supreme Deputy, Mrs. Rollman, with a copy to the DOGO. If you find yourself considering a resignation, please review your situation, discuss it with your Mother Advisor, and make a decision that is right for you and fair to Oregon Rainbow, remembering your commitment as a Grand Officer.

If you resign or are removed from your Grand Office, you must immediately return all Grand Assembly materials entrusted or given to you: Your name badge, Grand Officer notebook, and all Rainbow-related correspondence, including all correspondence from your Grand Representative counterpart.

If you resign or are removed from office, you will not receive refund of any funds paid on your Grand Assembly dress, nor will you receive a dress, and all fees paid on your behalf at Grand Officer Retreat for gifts, scrapbooks, etc. will not be refunded to you.

**Conflicts/Attendance at Required Events:** All Grand Officers should attend required events as noted in the Rainbow calendar, or as you may be notified during the year by the Supreme Deputy, Grand Worthy Advisor or Director of Grand Officers. Being a Grand Officer will sometimes require you to make serious considerations about your priorities, and to review your obligation and commitment to Oregon Rainbow. Choices

may be difficult, but you should remember that you may have to sacrifice fun activities to fulfill your obligation. Actions speak louder than words. Your presence, with a good attitude, indicates your interest and pride in your office and Rainbow. If you have made every attempt possible to plan to attend a required event and are unable to attend, you should contact your Mother Advisor, **and** either the Grand Worthy Advisor or the Director of Grand Officers immediately upon making that decision, to let them know why you should not be expected. E-mails contacting the Grand Worthy Advisor and Director of Grand Officers are acceptable, provided they are sent at least seven days before the required event. If you have a crisis arise the week of an event, you should call the Grand Worthy Advisor or Director of Grand Officers as soon as possible. Even if an event does not require your attendance, as a Grand Officer you should make every effort to attend all events. Be respectful of notifying the Grand Worthy Advisor if there is an important up-coming event (even if it is not required), that you will be unable to attend. You will not be excused from an event if you do not contact the appropriate people as indicated herein - it is your obligation to do so – not your parent or your Mother Advisor.

Remember, the more you participate, the more you will be a part of the group, will have more fun, and will have a great year. Each year is a once-in-a-lifetime year.

Once in a lifetime events, such as a one-time special family event, your senior prom, SAT tests, graduation, senior party, a special birthday, should not be sacrificed. Please notify your Mother Advisor and the Director of Grand Officers, in advance, to discuss your conflict. Let's face it, as much as we don't like it – everyone talks – and to act on the temptation to “call in with an excuse” when you actually do not have a conflict, is rude, jeopardizes your integrity, and it reflects poorly on you. You would be surprised how your fellow Grand Officers are more offended by this than adults.

Serious infractions of guidelines may result in removal of office by the Supreme Deputy, Mrs. Rollman. Please remember your commitment you made when you signed your contract at Grand Assembly as we began this year together.

## SONGS FOR STATEWIDE INITIATION AND CLOSING

### ***My Faith Looks Up To Thee***

*(Sung after Faith says "What you see ...")*

My Faith looks up to Thee,  
Thou Lamb of Calvary, Savior Divine  
Now hear me while I pray,  
Take all my sins away  
Oh, let me from this day, Be wholly Thine

### ***Have Thine Own Way***

*(Sung as Faith takes Candidates to Altar)*

Have Thine own way Lord,  
Have Thine own way  
Thou art the potter, I am the clay  
Mold me and make me, after Thy will  
While I am waiting, yielded and still

## **NEARER, MY GOD TO THEE**

*(Sung softly after Worthy Advisor says "Arise my Sister" at the Altar)*

Nearer my God to thee, Nearer to Thee  
E'en though it be a cross that raiseth me  
Still all my song shall be, Nearer, my God to Thee  
Nearer my God to Thee, Nearer to Thee

## **BOW STATION SONGS**

*(Sung Before Each Lecture)*

### **Love**

Love is the pulse that warms us all day  
through  
Shown by the RED ray of our Rainbow hue  
Love dwelling in our homes, Love for our  
friends;  
Love which makes the rosy glow at  
Rainbow's end

### **Religion**

From the heart of God above  
Comes the ORANGE hue so bright  
And our souls would rise in love  
Toward religion's gift of light

### **Nature**

Golden YELLOW is the sunshine of each day  
Beauty grows in flowers bright, and in  
songs gay;  
In the fluttering Butterfly,  
In the clouds drifting through the sky,  
Nature gives to each girl some of her  
treasures

### **Blest Be The Tie That Binds**

Blest be the tie that binds,  
Our hearts in Rainbow love,  
The fellowship of kindred minds  
Is like to that above

### **Immortality**

In the ages long ago, and in the future yet  
to be  
GREEN light of everlasting life, Reveals  
Immortality

### **Fidelity**

Truth and Faith and Honor make fidelity;  
BLUE light of devotion asks our loyalty

### **Patriotism**

America we hail, thou land of patriots true  
We give our pledge to always serve  
The RED, the WHITE, the BLUE

### **Service**

Thus all our Rainbow dreams, Help us each  
day, it seems  
While on the Rainbow trail for service stand  
When VIOLET shadows fall, Rainbow girls  
hear the call,  
Come maiden each and all, Give us your  
hand

### **Official Rainbow Song**

I give my heart and my hand, To you Rainbow mine  
Knowing that I understand – Your teachings so divine  
I give them not for today, But my pledges are for always  
May your colors keep glowing, For I'm ever knowing,  
That Rainbow you'll always be mine

## RITUAL

You should start NOW – IMMEDIATELY – to learn all of your parts.

**Initiation:** Your part should first be memorized word perfect, and then you may start to emphasize and put feeling into your part. You should end up with a part that is memorized and delivered with all sincerity – as though you were speaking with another person, like sharing something special. You are not just giving your lecture to the candidates, but every person in the Assembly room will be listening to you sharing your lesson. Be proud of your lecture and what you have to share with the Assembly. You should not speak too quickly, and you should make sure you have clear enunciation and pronounce all words correctly. If you have concerns about some of the words in your lecture, you should consult your Mother Advisor.

You should take it upon yourself to be sure you fulfill the requirement that you have your part memorized before each statewide event by reciting your part to your Mother Advisor. This proactive step is for initiations held at DJR in March and at Grand Assembly in June.

**Other Ritual Memorization:** If your Grand Office requires you to learn more than the initiation lecture – such as opening, closing, the memorial service – you should also recite these parts to your Mother Advisor in advance of the upcoming event. Memorial service is only given at Grand Assembly, but the opening and closing, of course, will also be at the initiation at DJR in March.

**Procrastination:** Remember – as with everything – don't procrastinate. Remember to learn your part(s) early, make it your own by adding your personal feelings, and deliver your part with all sincerity. If you begin too late to memorize your part, then you will not have the opportunity to "make it your own" and you will end up with a lecture that is poorly given and unmemorable, and not the impression or reflection you wanted to leave on the candidate or those in the Assembly room.

Our Rainbow Ritual was written in 1922 – over 85 years ago. It is a book of traditions that is treasured by every Rainbow girl and majority member. The Ritual lessons guide us through our daily life, and reinforce the choices we make every day.

## GRAND OFFICER JOB DESCRIPTIONS

### GRAND WORTHY ADVISOR (“GWA”)

Your position is to be the leader of the team – but not the dictator. Remember:

- You hold this wonderful position for a year, but your legacy, and the role you choose as GWA will follow Oregon Rainbow for years to come.
- Be respectful to your Grand Officers in your attitude, talking and general interaction with them – you know that Golden Rule. Your officers are looking to you, and will pick up your attitude, so always be the example you want them to be and to follow.
- At all events, be inclusive of all members of Rainbow; remember to look around for Rainbow members, Pledge members, prospects and Grand Officers who might not seem to be part of the group – talk with them and pull them into the group. Of course one of the best ways to accomplish this is to get them to talk about themselves – being a good listener is always an asset. Be sure everyone feels a part of a team.
- When traveling in a group, make sure everyone is included in group activities – meals, swimming, or any other events. Even if it is not an event that you would wish to participate in yourself – like spending down time at the swimming pool or game time – it is important to participate with the group and not split the group into parts – be sure to always be a good sport. Make sure everyone is enjoying the traveling, and make sure that all younger members are included in activities to have a good time.
- Circulate at events and visit with everyone. Do not exclude yourself and stay in a small group of your friends. (*See the Section on Visitations/Visits*)
- Be sure to arrive and be ready to go 1 hour before the event. (*See the Section on Visitations/Events*)
- Make a list of items you need to when attending events and make sure you have them before you leave home – including your dresses, undergarments, speeches, greetings, some introductions tid-bits (quotes). Be sure to also remember your raffle items and raffle tickets, as well as your containers, and possibly change. It's a good idea to travel with an introduction script, an installation script, and a Ritual. Be prepared!!
- When attending events and on trips collect items for your scrapbooks (programs, invitations, maps, miscellaneous decorations, etc.). Also be sure to take photographs for the scrapbooks. Give all the items and photos to the GWAA in a timely manner so she may work during the year on your scrapbooks – don't wait until toward the end of the year. You may not receive the type of scrapbooks you were expecting if you procrastinate or don't follow through with collecting items and photos.

- Make a list of the items you need to have completed before the end of the year in preparation for the May Coordinators' Meeting and Grand Assembly. Schedule out the list over the year so it's not a panic situation and last minute before Grand Assembly.
- You have a dedicated column for your article in the Oregon Rainbow Journey. Be sure to submit your articles by the deadlines requested by the Grand Editors. An additional "wrap-up" article should also appear in the Fall issue after your GWA year is completed.
- Remember – delegation is a very useful thing, and if you delegate projects to your Assembly, your District, or a Committee, don't micromanage them. Be confident you have chosen the right people for the job. You should, however, make sure to check on the final decisions to confirm you approve and are happy with the "plan." It can be a wonderful experience to work with the girls in your Assembly and District – they are your "home" group, and the more you participate together and make sure to include them in your GWA experience, the more they will be excited about your year and give you their best.
- Check the GWA Timeline as provided to you by the DOGO to make certain you are meeting deadlines to make your term less stressful and more fun.

#### **GRAND WORTHY ASSOCIATE ADVISOR/SEC**

- Remember to "keep ahead" of your obligations in your contract.
- Work with and support the GWA.
- Prepare a presentation for Grand Officer Retreat for your GWA year plans (theme, mascot, colors, symbols, service project, hands-on service project, motto, Bible verse). You should have a first and second choice of developed plans with one or two back-up ideas.
- Projects/Items to do during your Grand Worthy Associate Advisor year should include:
  - Prepare an addendum for the GWA Reception, and be sure to include all Grand Officers. At the end of the Addendum you should present the GWA with a gift from money collected from the Grand Officers at Grand Officer Retreat.
  - Throughout the year when traveling to out-of-state events, you should collect a small amount of money from each of the travelers and purchase a small gift/memento from the trip. At Grand Assembly there will be a "travel addendum" to present the travel gift. You should have everyone who traveled to these out-of-state events either stand at their places or gather on the floor for this short addendum/presentation.

- ❑ Make, or arrange to have made, the quilt for the GWA showing each officer's name and office.
  - ❑ Make scrapbooks for the GWA. The GWA should be collecting items and photos for you throughout the year, and you should also collect items if you are at events. If you don't get items in a timely manner from the GWA, you should ask for them. There is not enough time at the end of the year to complete the scrapbooks, and they need to be worked on during the year. There is customarily more than one scrapbook – one follows the Grand Year from Grand Installation to the last event (usually the Grand Master's Installation in June), and blank pages for Grand Chapter and Grand Assembly. The individual Grand Officer, State Mother Advisor and State Rainbow Dad pages may be placed in one of the Grand Year scrapbooks, or may be placed in a separate scrapbook by themselves.
  - ❑ Purchase the GWA's hope chest – staying within the budget stated in the Grand Worthy Associate Advisor contract. The invoice for the hope chest is submitted to the Adult Treasurer for reimbursement.
  - ❑ Prepare an addendum for Grand Assembly – be sure to include all Grand Officers. The completed scrapbooks, quilt and hope chest are presented at this addendum.
  - ❑ Regarding the All-Membership Banquet: The Grand Worthy Associate Advisor is the emcee of this banquet on Thursday night at Grand Assembly, and she prepares a Welcome to be reviewed by the Director of Grand Officers. The Grand Worthy Associate Advisor is responsible for gathering unusual or unique information about each Grand Officer that is not in the Grand Officer's biography in the Oregon Rainbow Journey, which everyone has already read. This responsibility can be made easier by gathering information during the year. The order for escort at the All-Membership Banquet is opposite order, with the GWA entering last. The Grand Worthy Associate Advisor also must ascertain the escort for each Grand Officer. The State Mother Advisor and State Rainbow Dad may be seated at the head tables with the dignitaries, or may be escorted before the escort of the Grand Officers.
- Planning for the Grand Worthy Associate Advisor's Installation and Year:
  - ❑ Decide and purchase travel dress material. Remember to have this approved by Mrs. Rollman. Make sure this is material you truly love, as you and your Grand Officers will be wearing this fabric for the whole year. You will receive reimbursement from your purchase of the fabric as your Grand Officers purchase their material.
  - ❑ Decide and make arrangements for making the centerpieces for the tables at the New Grandie Luncheon – probably a head table for eight and five to six rounds. Your parents, Mother Advisor, Grand Deputy and Mrs. Rollman will be included in this luncheon. You are encouraged to assign this task to someone

you trust as you will be in session Friday morning during the set-up time, and your mom might not want to miss any portion of the session. Perhaps your Advisory Board would be a good outlet for assistance.

- ❑ Create the new Grand Officer Notebooks for the new Grand Officers. You are encouraged to provide a packet to the Grand Deputies and Mother Advisors so they have the same information.
  - ❑ A crown floral wreath for the outgoing GWA needs to be prepared and brought to Grand Assembly. It is nice to have it designed with the outgoing GWAs colors and flowers in mind.
  - ❑ All Grand Assembly decorations remain the same for the Grand Installation, and should not be altered or removed in any way; the thought being we are enjoying our last event at that particular Grand Assembly before embarking on a new year together.
  - ❑ Decide on carry-ins for the Installing Officers and the new Grand Officers. These can be as simple as carrying their new mascots for the new Grand Officers, or something else you choose.
- Check the GWAA Timeline as provided to you by the DOGO to make certain you are meeting deadlines.

### **GRAND CHARITY/SEC**

- Work with and support the GWA.
- When the GWA and Grand Worthy Associate Advisor are busy, absent, or otherwise engaged, it will be your responsibility to make sure that the Grand Officers are aware of what is going on and are where they should be. This includes, but is not limited to, working with the Grand Officers at an event when instructed to do so by the Director of Grand Officers or the GWA.
- Collect and prepare scrapbooks for the Supreme Deputy during the Grand Year. Scrapbooks should include at least one that follows the Grand Year from Grand Installation to the last event (usually the Grand Master's Installation in June), and blank pages for Grand Chapter and Grand Assembly. The individual Grand Officer, State Mother Advisor and State Rainbow Dad pages may be placed in one of the Grand Year scrapbooks, or may be placed in a separate scrapbook by themselves. If you are unable to attend events, you should be sure to have someone collect items for you. There is not enough time at the end of the year to complete the scrapbooks, and they need to be worked on during the year.
- Prepare and execute an addendum for the Supreme Deputy to be done at Grand Assembly, and be sure to include all Grand Officers. At the end of the Addendum you should present the Supreme Deputy with a gift from money collected from the Grand Officers at Grand Officer Retreat.

## **GRAND HOPE/SEC**

- Work with and support the GWA.
- Work with Grand Faith to prepare and execute an addendum for the State Mother Advisor and State Rainbow Dad to be done at DJR in March, and be sure to include all Grand Officers. At the end of the Addendum you should present the State Mother Advisor and State Rainbow Dad with a gift from money collected at the Grand Officers at Grand Officer Retreat.
- Work with Grand Faith to collect and prepare scrapbooks for the State Mother Advisor and State Rainbow Dad. These can be done individually with each Grandie having one of the adults assigned to them, or together to make two exactly the same scrapbooks. You, along with the State Mother Advisor and State Rainbow dad should be collecting items and photos throughout the year. If you can't be at an event, be sure to have someone collect items for you. If you don't get items – ask for them. Scrapbooks should include at least one that follows the Grand Year from Grand Installation to the last event (usually the Grand Master's Installation in June), and blank pages for Grand Chapter and Grand Assembly. If you are unable to attend events, you should be sure to have someone collect items for you. There is not enough time at the end of the year to complete the scrapbooks, and they need to be worked on during the year.
- Work with Grand Faith to prepare and execute an addendum for the State Mother Advisor and State Rainbow Dad to be done at Grand Assembly, and be sure to include all Grand Officers. At the end of the Addendum you should present the State Mother Advisor and State Rainbow Dad with their scrapbooks.

## **GRAND FAITH/SEC**

- Work with and support the GWA.
- Work with Grand Hope to prepare and execute an addendum for the State Mother Advisor and State Rainbow Dad to be done at DJR in March, and be sure to include all Grand Officers. At the end of the Addendum you should present the State Mother Advisor and State Rainbow Dad with a gift from money collected at the Grand Officers at Grand Officer Retreat.
- Work with Grand Hope to collect and prepare scrapbooks for the State Mother Advisor and State Rainbow Dad. These can be done individually with each Grandie having one of the adults assigned to them, or together to make two exactly the same scrapbooks. You, along with the State Mother Advisor and State Rainbow dad should be collecting items and photos throughout the year. If you can't be at an event, be sure to have someone collect items for you. If you don't get items – ask for them. Scrapbooks should include at least one that follows the Grand Year from Grand Installation to the last event (usually the Grand Master's Installation in June), and blank pages for Grand Chapter and Grand Assembly. The individual Grand Officer, State Mother Advisor and State Rainbow Dad pages may

be placed in one of the Grand Year scrapbooks, or may be placed in a separate scrapbook by themselves. If you are unable to attend events, you should be sure to have someone collect items for you. There is not enough time at the end of the year to complete the scrapbooks, and they need to be worked on during the year.

- Work with Grand Hope to prepare and execute an addendum for the State Mother Advisor and State Rainbow Dad to be done at Grand Assembly, and be sure to include all Grand Officers. At the end of the Addendum you should present the State Mother Advisor and State Rainbow Dad with their scrapbooks.

### **GRAND RECORDER/SEC**

- The Grand Recorder is responsible for keeping a full and accurate record of the proceedings of Grand Assembly. The record is submitted to the Supreme Deputy after Grand Assembly to be included in the archives of Oregon Grand Assembly.
- The Grand Recorder also keeps track and presents all announcement requests at Grand Assembly, as well as the lost and found items. These should be interesting and fun.
- It is the duty of the Grand Recorder to assist the Adult Editor in editing, printing and distributing the Oregon Rainbow Journey publication. She submits an article for every edition of the paper and reports on various receptions, official visits, etc. She also actively encourages other Rainbow Girls to submit articles for publications.
- The Grand Recorder gives a report at Grand Assembly which becomes part of the Grand Assembly Official Records for the year. The Grand Editor is responsible for working with the Adult Grand Editor regarding this report. The report should be submitted to the Director of Grand Officers, the Adult Grand Editor, Grand Secretary and the Grand Worthy Advisor prior to June 1<sup>st</sup>. The Grand Editor report should contain awards for articles and participation in the Oregon Rainbow Journey.

### **GRAND TREASURER/SEC**

- The Grand Treasurer reports are given at Grand Assembly and are a part of the Grand Assembly Official Records for the year. They should be carefully read for accuracy. The Grand Treasurer may be called upon to pro-tem an initiation part, if necessary, at the statewide initiation in March.
- The Grand Treasurer has a key financial responsibility for checks and balances on the money received for the state service project. \*GT at each event receipts the money in and tracks contributions by event (i.e. auction, mad hatter tea), group (i.e. state service team), assembly and grand officer as applicable for her report. (Using a carbonless triplicate receipt book is recommended) \*Original receipt stays with Grand Treasurer for her report. \*Yellow receipt goes to the donor. \*The money and pink receipt goes to GWA's Designated Adult for deposit. The Designated Adult double counts and certifies amount received and sends verification of the deposit

to the GWA, GT, MA and GD. \*The GT is to do periodic cumulative reports verified by Designated Adult and sent to the GWA, MA, and GD (Oct 20, Jan 20, April 20 and June 1) \*Remind all Grand Officers that all money collected to date should be turned in at the last OV to be included in the GA preliminary report.

- \*June 1 is the preliminary report of the Assemblies and Grand Officers which will be read at Grand Assembly.
- The Director of Grand Assembly will identify two adults to work with the Grand Treasurer at Grand Assembly session to assist in receipting in money.
- Duties at Grand Assembly:
  - The Director of Grand Assembly will arrange a table for you in the Hospitality Room to take all cash/checks that the grand officers have collected since the last OV, if necessary.
  - Tips for receipting money at events where there is a large volume of money *i.e.*, GWAR, last OV, GA.
    1. Pack a box of envelopes, a calculator and have access to a laptop.
    2. Have an adult assistant.
    3. When you receive money have the donor count it and writes her name and total on the envelope and then have your adult assistant count the money and write the amount and the adults name on the envelope.
    4. All checks are also verified that they are made payable to “Evergreen Assembly.”
    5. The GT verifies there are two matching totals and names have to be on each sealed envelope turned in and a receipt is generated. Yellow to the donor. Pink is stapled to the envelope for deposit.
    6. When it is quiet or after the event the white receipts can be used to log into the Treasurer's report.

#### **GRAND CHAPLAIN**

- Plan a Vespers Service at Grandie Retreat on Sunday morning. The Chaplain will provide the invocation and the message (3-5 minutes long) and lead in the benediction. The Chaplain will select readings, songs and participants.

Sample itinerary: Intro Guests/Participants, Invocation, Song (one well known), Inspirational Reading, Message, Song, Benediction

- Responsible for finding creative ways to love and nurture (and therefore RETAIN) new members, *i.e.*, develop a format for a new members sleepover – where we

transform our new members into Rainbow Girls; develop a Big Sister Program; develop a system where by assemblies follow up with girls who have been absent for a while; make it a big deal to dine with new members at all official events.

- Responsible for some great event which culminates the year with a special “by invitation only” kind of tea or luncheon event which celebrates members who joined since last Grand Assembly; this may fit nicely into the final reception of the year

### **GRAND DRILL LEADER**

It is the job of the Grand Drill Leader to learn to walk “the Walk” and to make every effort to conduct her floor work with decorum and dignity. It is her responsibility to positively know the name and title of every dignitary which they may be called upon to introduce at any statewide event (*i.e.*, Most Worshipful Grand Master, Worthy Grand Matron of the Grand Chapter of Oregon, Order of the Eastern Star, Grand Royal Matron of the Grand Court, Order of the Amaranth, etc.).

The Grand Drill Leader obeys all commands of the GWA in assisting her in the opening and closing ceremonies of each Grand Assembly session. She will consult work with and execute the drills under the advisement of the Instructor of the Drills. They will be an example of the grace and beauty of life.

### **GRAND BOW**

- Grand Love is the leader of the Grand Bow; other Bow officers take their direction for when to stand/sit and when to get in/out of the bow from Grand Love. All movements should be in unison, and no Bow officer moves until Grand Love moves. So be sure to pay attention to the activities on the Grand Floor.
- Learn your Ritual initiation part in a timely manner. There are two scheduled Grand Initiations: Statewide in March and Grand Assembly in June. You should recite your initiation part to your Mother Advisor approximately a week prior to each scheduled initiation. Be sure to keep reviewing your part in the “off-season” to keep on top of it so that when the initiation comes it won’t be a crisis for you to be ready.
- At Grand Assembly the Grand Officers also perform the Memorial Service. Be sure to memorize your part in this service prior to scheduled practices, and recite it to your Mother Advisor, especially approximately a week before you leave for Grand Assembly.
- Remember to sit toward the edge of your chair, keeping your feet flat on the floor at all times. It can be difficult to sit for long period of time, but there should be no movement in the Grand Bow (this includes staring up in the air, yawning, shifting, hand movement, and gawking around) that is distracting. When you are standing at your station be sure you are standing up straight, shoulders back, chin and eyes up, and hands at your side. When performing your Ritual work, be sure you are also standing up straight, shoulders back, and your eyes on the candidate. During

initiation when you are holding your ribbon for the candidate, be sure to pick up the ribbon with your right hand, hold the part of the ribbon with the “hook” in your right hand, and part of the ribbon in your left hand at a slightly lower angle – your hands being in front of you, waist level, at approximately 10” apart.

- No talking or “eye” talking in the Grand Bow.

#### **GRAND MUSICIAN/EDITOR**

- The Grand Musician provides music for all statewide events. She should make sure that the music selections (including those specifically set out during initiation as provided above) are appropriate and well prepared. The Grand Musician should work closely with the adult Director of Music and the adult Grand Choir Accompanist.

#### **GRAND CHOIR DIRECTOR/HISTORIAN**

- The Grand Choir Director should work closely with the adult Director of Music to make sure there is theme-oriented, and harmonious music at Grand Assembly. The Grand Choir Director is also responsible for the Grand Choir music book covers to be given to the Grand Choir members, and works with the Adult Grand Choir Director regarding the choir robe overlay.
- The Grand Choir Director is responsible for inciting enthusiasm and spirit at Grand Assembly through cheers and chants with the Grand Choir while teaching and emulating propriety whenever the bible is open and throughout Friday night session.
- The Grand Choir Director is responsible for the Historian Report which becomes part of the Grand Assembly Official Records for the year. It should recap the history of the GWA, and the history of her Assembly. It should be about 4-5 minutes. The report should be reviewed with her Mother Advisor, and the Mother Advisor will then forward the report along to the Grand Deputy, who will forward it on to the Director of Grand Officers, Grand Secretary and the Grand Worthy Advisor prior to June 1<sup>st</sup>. The Grand Historian should memorize her report and recite it to her Mother Advisor prior to Grand Assembly.

#### **GRAND OUTER OBSERVER/SEC AND GRAND CONFIDENTIAL OBSERVER**

Organizing Assembly entertainment for Grand Assembly under the advisement of the Director of Entertainment, including introductions, judging and presentation of awards. The Observers may utilize hats or other easy costume effects during their entertainment introductions. Their introductory comments, in script format, will have a theme.

The script will be approved by the Director of Entertainment and provided to the Director of Grand Officers and Grand Worthy Advisor **MAY 1** for inclusion in the Grand Assembly script.

The “script” will be written in a stand-alone manner; that is, a script that allows for movement of entertainment segments, not one that must flow continuously from one assembly to the next. Assemblies are often moved around in their presentation times, based on when Representatives and others may be giving special reports. **Three introductory scripts must be prepared.**

Publish the **COMPETITION JUDGING SCHEDULE** noted below. Changes to this schedule are only permitted based on The Director of Entertainment’s approval.

Prior to Grand Assembly, prepare award certificates on card stock for 1st, 2nd, and 3rd place winners in all categories. Use a Sharpie pen to complete the names of the winners; Sharpie ink won’t smear, etc.

### **STATE EXECUTIVE COMMITTEE (“SEC”) YOUTH MEMBERS**

- Youth members of this Committee are: Grand Worthy Advisor (Ex-Officio), Grand Worthy Associate Advisor, Grand Charity, Grand Hope, Grand Faith, Grand Recorder, Grand Treasurer, and Grand Outer Observer.
- The SEC Youth members meet with the Adult SEC members as directed throughout the year. The SEC makes jurisdictional policy that is binding to local assemblies and advisory boards.
- The SEC Youth members are responsible for the awards at Grand Assembly. These should be thought out in advance and a list of what you plan to present at each session should be provided to the GWA by June 1<sup>st</sup>. You should meet with the DOGO at the last OV/GOR in May to plan your ideas for awards and certificates. Prior to that meeting a member of the Committee should check with the GWA on awards she might require you to do or to avoid. Some ideas include Best Assembly Look-A-Like Fabric, Best Wavers, Most Attentive During Initiation, and similar. Make award certificates BEFORE you arrive at Grand Assembly so all you have to do is fill in names.
- The State Executive Committee Youth Members are also responsible for working with the DOGO and the Chairman of Meals to make sure that the ice cream social on Wednesday night of Grand Assembly provides ice cream and an activity engaging to the members.