COLORADO MOTHER ADVISORS' NOTEBOOK



GRAND ASSEMBLY OF COLORADO INTERNATIONAL ORDER OF THE RAINBOW FOR GIRLS



MOTHER ADVISORS' NOTEBOOK

THIS MOTHER ADVISORS' NOTEBOOK IS CHECKED OUT TO A

MOTHER ADVISOR OR DISTRICT DEPUTY

This notebook should be kept current with updates that are distributed periodically. If the book is destroyed or lost and replacement becomes necessary, a replacement fee of \$25.00 will be assessed. If there is a change in Mother Advisor/District Deputy please be sure to pass this notebook on to the new MA/DD.

The Constitution and Uniform Code of By-Laws for Grand Assemblies, the Statutes of Supreme Assembly pertaining to Subordinate Assemblies, and the Uniform Code of By-Laws for Subordinate Assemblies shall supersede local Advisory Board or Sponsoring Body By-laws, Guidelines, etc.

The Constitution and Uniform Code of By-Laws for Grand Assemblies, the Statutes of Supreme Assembly pertaining to Subordinate Assemblies and the Uniform Code of By-Laws for Subordinate Assemblies are a must for each Assembly. Destroy old copies on receipt of new ones. They may be ordered from the Supreme Assembly.

THE RITUAL TAKES PRECEDENCE OVER THE GOLD BOOK.

All references to Statutes of Supreme Assembly, pertaining to Subordinate Assemblies, Uniform Code of By-Laws for Subordinate Assemblies and Constitution and Uniform Code of By-Laws for Grand Assemblies relate to 2018 revised edition

CURRENTLY, REFERENCE TO THE SUPREME OFFICER IN THIS MOTHER ADVISOR'S NOTEBOOK IS:

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COVENANT REPORTER

Appoint a Reporter

"The Covenant" is the official newsletter for Colorado Rainbow Girls and is available online at www.iorgcolorado.org, the Colorado Face Book Page and is sent via email to the Mother Advisors.

- Each Assembly is requested by Grand Assembly to appoint a Covenant Reporter.
 The girl is selected by the Advisory Board/Mother Advisor. She will serve for one full year from June to June.
- 2) The girl selected need not be a Past Worthy Advisor.
- 3) The girl selected should plan to attend Grand Assembly two years the first year in which she is selected and the second year at which time she will be introduced with all other Covenant Reporters.
- 4) Should a vacancy occur, the Advisory Board/Mother Advisor should select another girl to complete the term and inform the Supreme Officer of the change.

The Reports

- The Covenant Reporter is responsible for writing three reports to be published during the year of her appointment. It is important, therefore, that the Advisory Board/Mother Advisor select a girl who is interested in this type of writing, and who will be responsible for meeting the deadlines.
- 6) Covenant Reporters must submit their article to the Mother Advisor no later than:
 - a. August 25 covering May, June, July and August activities
 - b. December 30 covering September, October, November and December activities
 - c. April 25 covering January, February, March and April activities
- 7) Mother Advisors must submit the article to the Covenant Editor no later than: September 1st, January 5th, May 1st.
- 8) All Covenant reports must be clearly typed on the computer for e-mailing.
- 9) All reports must be proofread, approved and submitted by the Mother Advisor. Mother Advisors, please proofread for correct spelling of girl's names, punctuation, capitalization and sentence structure, etc. before submitting.

ASSEMBLY REPRESENTATIVES - Covenant Reporter - continued

- 10) Any girl may submit special articles in addition to the regular Reporter's article. These must follow the same procedures as above for submission by the Mother Advisor.
- 11) Pictures of events or members are welcome. Use will depend upon space available, timeliness, and quality of the photo. A MEDIA RELEASE FOR ANY GIRL(S) APPEARING IN PHOTO(S) MUST BE ON FILE BEFORE A PICTURE CAN BE PUBLISHED.
- 12) Reports should include Assembly activities that might be of interest to other Rainbow Girls, such as Assembly moneymaking projects, membership drives, fun projects, etc. and include information received from the Assembly Scholarship, Service and Membership representatives. The Reporters are encouraged to include information about special honors, outside Rainbow, when a member might receive school or civic recognition.
- 13) The Editor(s) may edit any submission as deemed necessary.
- 14) All girls are encouraged to submit ideas (approved by the Mother Advisor) that they feel would improve the Covenant. It is the Girls' newsletter, so it is important that it contain interesting information and enjoyable reading.
- 15) Reports and suggestions are to be e-mailed to the Covenant Editor with a follow-up to show the required Mother Advisor approval.

MEMBERSHIP REPRESENTATIVE

- 1) Each Assembly is requested by Grand Assembly to appoint a Membership Representative. The girl is selected by the Advisory Board/Mother Advisor. She will serve for one full year from June to June.
- 2) The girl selected need not be a Past Worthy Advisor.
- 3) The girl selected should plan to attend Grand Assembly two years the first year in which she is selected and the second year at which time she will be introduced with all other Membership Representatives.
- 4) Should a vacancy occur, the Advisory Board/Mother Advisor should select another girl to complete the term and inform the Supreme Officer of the change.
- It is the responsibility of the Membership Representative to promote the International Order of the Rainbow for Girls for the benefit of increasing membership. She should be instrumental in planning an Open Meeting or a Prospect Party and coordinating these efforts with the Mother Advisor and Advisory Board.
- 6) She should make herself familiar with both the Colorado and Supreme Assembly Membership Programs and encourage her Assembly's participation.
- 7) Communicate any successful projects to the Covenant Reporter and the Director of Membership Representatives.

SCHOLARSHIP REPRESENTATIVE

High School graduates who are members of the International Order of the Rainbow for Girls, and who plan to attend college in Colorado, may apply for the Rainbow Girls scholarship. To help keep the Scholarship available for all Rainbow Girls, Assemblies are encouraged to raise funds each year. The Adult Director of Scholarship is appointed each year and is available to assist the Assembly Scholarship Representative. She/he may contact the Assembly Scholarship Representative to offer assistance or give encouragement.

- Each Assembly is requested by Grand Assembly to appoint a Scholarship Representative. The girl is selected by the Advisory Board/Mother Advisor. She will serve for one full year from June to June.
- 2) The girl selected need not be a Past Worthy Advisor.
- 3) The girl selected should plan to attend Grand Assembly two years the first year in which she is selected and the second year at which time she will be introduced with all other Scholarship Representatives.
- 4) Should a vacancy occur, the Advisory Board/Mother Advisor should select another girl to complete the term and inform the Supreme Officer of the change.
- 5) It is the responsibility of the Scholarship Representative to plan and supervise, with the help of an adult, a fundraising project for her Assembly, with all funds to go to the State Scholarship Fund. The project must be approved by the Advisory Board.
- The check for the project(s) should be postmarked on or before APRIL 15TH OF EACH YEAR in order for the Assembly to receive credit during her year. Make the check payable to: Colorado Grand Assembly, I.O.R.G. In the lower left corner, indicate "Scholarship."
- 7) If the Assembly had a successful project for raising the money, the Scholarship Representative should write a short description of the project and share it with the Adult Director of Scholarship and the Covenant Reporter for inclusion in the Assembly's Covenant article.

SERVICE REPRESENTATIVE

- 1) Each Assembly is requested by Grand Assembly to appoint a Service Representative. The girl is selected by the Advisory Board/Mother Advisor. She will serve for one full year from June to June.
- 2) The girl selected need not be a Past Worthy Advisor.
- 3) The girl selected should plan to attend Grand Assembly two years the first year in which she is selected and the second year at which time she will be introduced with all other Service Representatives.
- 4) Should a vacancy occur, the Advisory Board/Mother Advisor should select another girl to complete the term and inform the Supreme Officer of the change.
- 5) It is the responsibility of the Service Representative to plan and supervise, with the help of an adult, a fundraising project for her Assembly, with all funds to go to the State Service Project Fund. The project must be approved by the Advisory Board.
- 6) The Grand Worthy Advisor will promote a State Service Project approved by the Supreme Officer and Grand Executive Committee.
- 7) The check for the project(s) should be postmarked on or before APRIL 15TH OF EACH YEAR in order for the Assembly to receive credit during her year. Make the check payable to: Colorado Grand Assembly, I.O.R.G. In the lower left corner, indicate "Service."
- 8) If the Assembly had a successful project for raising the money, the Service Representative should write a short description of the project and share it with the Adult Director of Service and the Covenant Reporter for inclusion in the Assembly's Covenant article.

SERVICE AWARD SYSTEM

Service hours are an important consideration in the nomination of Rainbow Girls to receive the Grand Cross of Color. Mother Advisors should encourage girls to keep track of their service hours whether or not a girl receives the points as outlined in the Service Award system. Mother Advisors shall notify their District Deputy with a girl's Service Awards sheets or a summary thereof to assist the District Deputy in his or her consideration. Service Awards Sheets may also be used to assist girls in completing applications for college scholarships as well.

Mother Advisors should encourage all girls of the Assembly to maintain a record of points earned for service to be turned in each term in order that they will be able to earn a complete badge of Color Bars, Pot of Gold and the Wreath.

The points must be turned in each term. An Advisory Board member should be appointed to help record the points and awards. Only THE MOTHER ADVISOR IS TO PRESENT THE AWARDS TO THE GIRLS AT INSTALLATION.

The badge and other Rainbow pins may be worn on "Brag rags" to Rainbow events. "Brag rags" are not to be worn by Grand Family Members at Grand Assembly.

- 1) ORDER OF EARNING COLOR BARS, POT OF GOLD AND WREATH:
 - a) The Merit Attendance Bar must be earned first. The Merit Attendance Bar is earned by attendance as outlined in the Merit Attendance Pin section of the point sheet. Girls shall notify their Mother Advisor of their attendance at a Sister Assembly regular meeting, Official Visit or Installation during the term those points are claimed. After the Merit Attendance Bar is awarded, any remaining points may be carried forward and applied to the earning of the Color Bars.
 - b) The Color Station lecture which corresponds to the Color Bar being earned must be given FROM MEMORY before the bar may be given.
 - c) The Color Bars do not have to be earned in the order of the stations but must be placed on the badge in order.
 - d) The Pot of Gold must be earned ONLY after all Color Bars have been awarded.
 - i. One hundred fifty (150) points must be earned for the Pot of Gold. At least 50 points must be for attendance at Rainbow meetings as outlined in the Service Bar portion of the point sheet. Points may be accumulated from previous terms after the last service bar is awarded.

SERVICE AWARD SYSTEM - continued

d)

- ii. In addition, a five hundred (500) word theme on, "WHAT RAINBOW MEANS TO ME" must be typewritten and submitted to the Advisory Board for their approval.
- e) The Wreath must be earned after completing the Badge. Points for Service are NOT required to earn the Wreath. The Wreath CANNOT be awarded in less than eight (8) months AFTER the Pot of Gold is awarded and is to be worn on the Badge directly under the Pot of Gold. The Wreath is earned by meeting the following requirements:
 - Give the Landmarks of the Order of the Rainbow for Girls from memory to the Advisory Board.
 - ii. Give Charity's initiation lecture from memory to the Advisory Board.
 - iii. Give all the Traditions as given by the Worthy Advisor during initiation from memory to the Advisory Board.
 - iv. Attendance at thirteen (13) meetings (your own Assembly, a Sister Assembly, or Official Visits) during eight consecutive months.
 - v. Participation in or attendance at two consecutive installations of your own Assembly.
 - vi. Be a first line signer on an application of a girl who is initiated into Rainbow within two years of earning the Pot of Gold.

Advisory Boards may set forth a policy whereby, after a girl has completed the Badge, she may continue to earn points for service to earn additional awards. The choice of such awards will be left to the discretion of the Advisory Board of the Assembly.

A complete Badge consists of: MERIT AWARD BAR, (TO WHICH ARE ATTACHED THE SEVEN COLORED BARS), THE POT OF GOLD, AND THE WREATH. No other pins or charms may be attached to the Badge.

There is no time limit on earning any part of the badge; however, the Wreath CANNOT be earned in less than eight months after the Pot of Gold has been awarded. Points may carry from one term to the next until the girl has earned each award providing the record is turned in to the Board Member keeping the file.

Points earned and on record may be transferred to another Assembly in case of demit. A copy of the record and a letter from the Mother Advisor should be given to the girl when she receives her demit. She must present the letter and the copy of file when she requests membership in a new assembly. This rule is approved by the Colorado Grand Executive Committee; and therefore, APPLIES TO COLORADO ASSEMBLIES ONLY. The member must be aware the other state may not accept Colorado records and transfer of points. For girls affiliating from another state, please check with the Supreme Officer on the transfer of points.

ASSEMBLY - POINT SYSTEM

<u>SECTION 1.</u> <u>MERIT ATTENDANCE PIN</u> (SECTION 1 APPLIES ONLY TO THE MERIT ATTENDANCE PIN. IF THE MERIT ATTENDANCE PIN HAS ALREADY BEEN EARNED, SKIP TO SECTION 2.)

The Merit Attendance Pin **can only** be earned for attendance at meetings as indicated below and requires girls to achieve **35** points. The Merit Attendance Pin must be earned first. After the required 35 points are met the girl may begin at once accumulating attendance points toward her Service (Color) Bars as defined in Section 2. SERVICE BARS.

Attendance at regular meetings in a term **(Maximum possible 6 mo. term = 24 points/Maximum Possible 4 mo. term = 16 points)	2 pts/mtg
Perfect Attendance at <u>all</u> meetings in a term additional	6 pts/term
Attendance at an Installation of own Assembly or Sister Assembly	5 pts/each
Attendance at an Official Visit of own Assembly or Sister Assembly	5 pts/each

SECTION 2. SERVICE BARS

In order to earn a Service Bar, a total of 50 points (using the list below) is required as well as the presentation of a Bow Station from memory. At least 10 points must be earned from the attendance requirements listed below and the remaining 40 points may come from the Service Awards List.

The attendance points earned for a Service Bar are from the following:

6 month term: Attendance at not less than 10 meetings	10 pts
4 month term: Attendance at not less than 7 meetings	10 pts
Attendance at an Official Visit of own Assembly or Sister Assembly	5 pts/each

Service Awards List

Additional 40 points comprised from the "Service for Awards" list below

Bring in a new member -1 st line signer (will receive upon initiation of the new	10 pts
member)	
Bring in a new member -2 nd line signer (will receive upon initiation of the new	5 pts
member)	
Reactivating a member of the Assembly	10 pts
Participation/attending all sessions of Grand Assembly (Can only be earned in the Jan-	15 pts
July term)	
Participation/attending all sessions of Supreme Assembly (Can only be earned in the	20 pts
July-Dec term)	
Participation/attending Schools of Instruction directed by the Ritualistic Director	10 pts
Attending an Installation of own Assembly or Sister Assembly	5 pts/each
Serving on an investigating committee	1 pt
Bringing a Sponsoring Body Member to a meeting who has not attended a	2 pts
meeting during that term	-
Dues paid by the first meeting in February	5 pts
Visiting another Assembly (Regular Meeting, Installation, or Official Visit)	2 pts
* Substituting in an office (no memory work) additional	1 pts
* Substituting in an office if work is memorized additional	3 pts
-	

ASSEMBLY - POINT SYSTEM - continued	
Participation in money making projects of own Assembly	2 pts/hr
Taking part in any planned Adult Masonic Family Activity	2 pts/hr
Opening your Bible every night	2 pts/term
Chairman of an Assembly Committee (To the satisfaction of the Mother Advisor)	10 pts/term
Serving on Assembly Committees (To the satisfaction of the Mother Advisor)	5 pts/term
Extra Service to the Mother Advisor (To the satisfaction of the Mother Advisor)	2 pts/term
Attending Church or Sunday School (may not exceed 10 pts per term)	1 pt/week
The following Points are earned per year June to June for conscientious and satisfactory performance of the Representative's responsibilities subject to Advisory Board approval:	
Covenant Reporter shall receive for each satisfactory article in the Covenant Service Representative Scholarship Representative Membership Representative receives points for the addition of membershipto	5 pts/article 15 pts/year 15 pts/year 15 pts/year
her Assembly as follows:	1 pt
1–2 initiates	3 pts
3-5 initiates	5 pts
5-9 initiates	20 pts
Over 10 initiates	
Participation in Assembly/Grand Assembly Service Projects as approved by the Advisory Board/Grand Executive Committee	2 pts/hr
Participation in Personal Service projects: The following may not exceed 10 points	2 pts/hr
per term (with no personal or financial gain) * Serving as a volunteer in church activities such as assisting in nursery, teaching Sunday school, working in the church library, singing in the church choir, etc. * Serving as a volunteer in school such as library assistant, peer counselor, etc. (serving in the cafeteria where you receive a free meal or credit as a Student Assistant does not qualify) * Serving as a volunteer in any hospital, nursing home, or state or local institution. * Entertaining residents and staff at nursing homes or orphanages	

PERFECT ATTENDANCE BARS

- 1) The Perfect Attendance Bar is awarded for perfect attendance at regular Rainbow meetings.
- Three (3) meetings may be missed during one year if the Mother Advisor is previously notified. However, these meetings <u>must</u> be made up by attending a regular meeting or an event of a sister Assembly or an event of the home Assembly with prior approval by the Mother Advisor.
- Perfect attendance is determined from the date of initiation to the girl's anniversary date. The bar is presented at the following installation. (EXAMPLE: If a girl is initiated in April of one year, her anniversary would be in April of the next year. The Perfect Attendance Bar would be awarded at the July installation).
- 4) The Perfect Attendance Bars may be earned from the first through the ninth year that a Rainbow Girl is active.

GRAND MASTER'S TROPHY

While the Grand Master's Trophy Award points are based on both Girl and Adult participation, many times the Adult portion is dependent upon the Girls turning in information on a timely basis for the Adult to be able to finalize and turn in necessary items on time as well. The following is a list of guidelines and point values to be used in determining the winner of the Grand Master's Trophy. Actual award may vary year to year depending on GWA projects.

As you will note, a value is given for each of the categories upon which the awarding of the Grand Master's Trophy is based, with the highest possible total points being 100. The Assembly with the highest points will be the winner of the trophy and will hold it for the ensuing year. At the next Grand Assembly, the trophy will again be awarded to the winning Assembly. This continues from one Grand Assembly to the next.

In the event of a tie, the Assembly with the highest number of points generated by those points earned by the girls shall be the winner.

Based on the point system below, the Grand Master's Trophy will be awarded every year.

CRITERIA	MAX. POINTS	EXPLANATION
MEMBERSHIP: One (1) point is awarded for each initiate up to a maximum of 10 for the period of June 1-May 31	10	Membership is always one of our top priorities. We cutoff the date as of 5/31 to have time to figure totals for this award.
SERVICE: State Service donations postmarked ON OR BEFORE April 15 th to Supreme Officer If GWA Service project does not include fundraising, One (1) point shall be awarded to the Assembly for their participation during the Official Visit. Four (4) additional points (up to 4 points) shall be awarded for the Assembly's participation in the State Service Project outside of the Assembly's OV	5	All Assemblies should participate in raising funds for the GWA State Service Project. In the event the State Service project does not include fundraising capabilities, the points shall be awarded based upon the Assembly's participation in the State Service Project. The Director of Grand Service shall coordinate with the Assembly Service Representative and the Mother Advisor prior to the Assembly's Official Visit for their participation.
SCHOLARSHIP: State Scholarship donation postmarked ON OR BEFORE April 15 th to Supreme Officer	5	All Assemblies should participate in raising funds for the state scholarship fund and encourage girls to apply to receive scholarships when eligible.
DRESS ORDERS: Order Forms emailed or postmarked ON OR BEFORE deadline set by the Dress Committee	10	Dresses for Grand Appointments: Dress Order Forms are to be sent to the address provided on the Grand Dress Form. This is the time we often find out Grand Family members will not be attending the Grand Assembly session. Please remember any Girl not attending GA or needing to resign her position must send a letter of resignation to the Grand Deputy. Please don't assume if a Girl is suspended as of 12/31 we will realize she has automatically resigned a Grand Family position. Remind us please.
DRESS PAYMENTS: Payments postmarked ON OR BEFORE deadline set by the Dress Committee	10	Dresses for Grand Appointments: Dress Payment Checks are to be sent to the address provided on the Grand Dress Form.

FINANCIAL REPORTS: Financial Statement Form and Annual Audit Review shall be submitted or postmarked ON OR BEFORE January 15th to the Supreme Officer	10	Financial Statement Forms and Annual Audit review period shall be January 1st through December 31st and will include an area to list the total actual income for the year so that the figures contained on the form coincide with the income reported on the Assembly's Annual Report. Additional time is being provided so that the Assembly Treasurer has an opportunity to reconcile the bank statements through December 31st. A copy of the financial report forms shall be attached and emailed to the Mother Advisor in December and also found as a fillable form on the Colorado IORG Website.
ANNUAL REPORTS: The Annual Report must be postmarked ON OR BEFORE January 5 th and sent to your District Deputy. District Deputy must submit the Annual Reports ON OR BEFORE January 15 th to the Supreme Officer.	15	If an Assembly does not have a District Deputy, the report shall be sent directly to the Supreme Officer. Meeting this deadline is imperative to meet deadlines of Supreme Assembly and avoid any penalties that may be assessed by Supreme Assembly.
COVENANT REPORTS: Report turned in to the Mother Advisor ON OR BEFORE August 25	2	In order to earn points for Covenant Reports, the report must be turned in to the Mother Advisor by the deadlines set forth and the Mother Advisor on time to the Covenant Editor.
COVENANT REPORTS: Report turned in to the Mother Advisor ON OR BEFORE December 30	2	Please help the Covenant be published quicker by editing your Covenant Reporters article for spelling, grammar and accuracy before it is sent to the Editor.
COVENANT REPORTS: Report turned in to the Mother Advisor ON OR BEFORE April 25	2	Same as above
REGISTRATION FOR GRAND ASSEMBLY: Received ON OR BEFORE deadline set by Registration Committee	10	Registration shall be submitted online and appropriate payments shall be sent to the Registration Chairman
ASSEMBLY PARTICIPATION at GWA Official Visit: 1 point per Official Visit for 1 Girl in attendance, 2 additional points for 3 or more Girls in attendance. Maximum 12 points	12	To encourage attendance of at least 1 Girl from your Assembly at an Official Visit of the GWA. The Host Assembly, GWA and GWAA are not to be included in the count.
ASSEMBLY PARTICIPATION at other GWA Events: 1 point per event for 1 Girl in attendance. Maximum 7 points	7	Attendance of at least 1 Girl from your Assembly at events listed on the GWA itinerary, i.e., School of Instruction, GWA Fun Events, etc. The Assembly shall receive ½ point for the attendance of the GWA and GWAA if they are the only member present from the Assembly.
Total Points	100	

DEMIT, AFFILIATION, MAJORITY AND EXPULSION

Demit

- 1. A Demit is good for the life of a girl; however, a girl can only visit an Assembly for six months from the date of the Demit. Any girl is entitled to a Demit provided they owe nothing to the Assembly and no charges of misconduct are pending against her. Additionally, Supreme Statutes authorizes the Supreme Officer to issue or deny a request to Demit, based on the best interest of the member.
- 2. In Colorado, Demits are generally issued when a Rainbow member and her family are relocating to another community, in this or another state. Demits may also be issued to members who are no longer abiding by the high moral standards of Rainbow (i.e. cohabitation or pregnancy, after discussion with the Supreme Officer).
- 3. If a Demit is requested for a reason other than relocation or cohabitation, the member making the request shall submit a letter to the Supreme Officer, stating her reason for requesting the Demit. This letter will assist the Supreme Officer in determining if the Demit is in the best interest of the girl making the request and the members of her Assembly. This letter may be emailed directly to the Supreme Officer, or it may be given to the Mother Advisor or District Deputy who will email it to the Supreme Officer within five (5) days of receipt. The Supreme Officer, or her designee, will review the request and respond to the member and the MA with her recommendation.
- 4. Updating the Membership Report. The Mother Advisor of the Assembly issuing the Demit must update the member's record on the Supreme Assembly website, ideally within seven (7) days of the Demit being issued. This ensures the member's records are current and may be easily updated upon her affiliation with her new Assembly. (Saving this until the end of the year can create unnecessary delays in the preparation of the Annual Reports for both Assemblies.

Affiliation

1. Girls, in good standing who are unaffiliated, will have to submit an application to an Assembly for membership. The Application for Affiliation will have to be voted on, in the usual manner. They must sign the By-laws but do not go through Initiation. Fees covering all Supreme and Grand Assembly per capita taxes for the current year should be paid by the Assembly issuing the Demit to the Assembly receiving the same. Payment of dues from girls affiliating shall be determined by the By-Laws of the new Assembly.

DEMIT, AFFILIATION, MAJORITY AND EXPULSION - Affiliation - continued

- 2. An Application for Affiliation is processed in the same manner as an Application for Membership:
 - The application is referred to the Advisory Board for approval.
 - If the Advisory Board approves the Application for Affiliation, it is referred to the Assembly for consideration during its next regularly scheduled meeting.
 - The Application for Affiliation is read to the Assembly under the appropriate order of business (Applications for Membership) and the Worthy Advisor establishes a visitation committee of at least 3 members (2 girls and 1 adult).
 - Prior to the next regularly scheduled meeting, the visitation committee will meet with the perspective member and her family and submit a written or oral report to the Mother Advisor.
 - If the applicant is recommended by the committee for affiliation, a ballot is held.
 - If the ballot is clear, the affiliation may proceed.
 - If the applicant is not recommended by the committee, the application is referred back to the Advisory Board.

Additional information on processing Applications for Membership may be found in the Supreme Statutes.

3. The desire of a member currently holding a Grand Appointment to demit and affiliate with another Assembly shall result in the loss of the Grand Appointment. The member may maintain her Grand Appointment upon approval of the new Assembly and the Supreme Officer.

Majority

- 1. When a member of the IORG reaches the age of twenty (20) or marries she automatically ceases to be a member and shall be placed upon the honor roll unless she has requested an extension to complete a term of office.
- Girls interested in receiving their Majority at Grand Assembly must ask the Mother Advisor to send a letter of request to the Supreme Officer at least two (2) months before Grand Assembly.
- Requests for duplicate Majority and/or Grand Cross of Color cards/medallions can be ordered through Supreme Assembly on the form contained in the Documents Section of GoRainbow.Org or the forms section of this notebook.

Expulsion

1. In the case of possible expulsion from the Order, refer to the Supreme Statutes, Uniform Code of By-laws, Section 30.

EXTENSION POLICY

Eligibility of Members Reaching Age Majority or Extended Age Majority to Fill out a Term of Office Per the Supreme Statutes Section 34A and 35A

Extension of Age Majority to fill out a Grand Office Term

A member can be recommended for a Grand Office/Grand Cross of Color Team position as long as she would be installed before her 20th birthday and the Supreme Officer approves her extended age of majority to fill out the term of her Grand Office. The member will receive approval for the extension along with the notification to appear for try-outs. If the extension is not approved, the Advisory Board will be notified. As an active member she would continue to pay dues to her local Assembly and be considered a voting delegate. At the completion of her term of office (Grand Assembly Session) she automatically ceases to be an active member and shall be placed upon the honor roll as a Majority member. She will then be eligible to receive her majority service ceremony at Grand Assembly or her local Assembly, if desired.

Extension of Age Majority until age 21 as GWAA

If a member has been granted an extension to her 21st birthday, under Supreme Statutes Section 34A, and is elected and installed as GWAA prior to her 20th birthday, she may be installed and complete her term of office as GWA, in accordance with the Supreme Statutes Section 35A.

Extension of Age Majority to fill out a Term of Office in a Local Assembly

In the case of a member desiring an age extension to fill out a term of office in her local Assembly (as Worthy Advisor) with the approval of the Advisory Board, she may request and shall be granted permission to pay her dues and continue to be an active member completing her term or office, or until her 21st birthday, (usually whichever comes first) with the approval of the Supreme Officer. As an active member she would be considered a voting delegate through the completion of her term or until her 21st birthday, whichever type extension was approved.

CODE OF CONDUCT FOR ACTIVE MEMBERS (GIRLS)

Grand Assembly of Colorado, IORG

Guests (youth) are also expected to follow this Code of Conduct when attending Rainbow functions.

The International Order of the Rainbow for Girls, including the Grand Assembly of Colorado, is dedicated to providing its members with a safe and encouraging environment, where members can develop skills and confidence in the areas of leadership and citizenship, while building lifelong friendships and having fun.

This Code of Conduct is modeled on the Supreme Assembly's Code of Conduct (for adult leaders) and is intended to establish consistent expectations for the members of the Order, as well as their quests.

Being a member of the International Order of the Rainbow for Girls is a full time commitment to the highest standards of character and conduct. As such, members agree to:

- Strive to do their very best at home, at church, at school, in their community, and at Rainbow.
- Respect themselves by refraining from:
 - o the use of alcohol, tobacco and drugs
 - inappropriate on-line activity, including: posting unkind words and gossip, cyberbullying, interaction with strangers and posting provocative photos
 - harassing, bullying and abusing others
 - o inappropriate physical or sexual contact
- Treat others with respect at all times (includes other members, guests, parents and adult volunteers) by learning and using appropriate ways to express themselves and listening to others:
 - Speaking respectfully and thoughtfully not interrupting others or using profanity
 - Avoiding behavior that violates the rights of others, especially behavior that is disrespectful of a person's gender, race, age, sexual orientation, religion, national origin, disability or appearance
 - o Being respectful of the personal space of others
 - Not damaging or stealing others' possessions or property
- Ensure the safety of themselves and those around them by:
 - Notifying designated adults, in advance if possible, of absences from Rainbow functions
 - Following safety guidelines established by the Assembly, Colorado Grand Assembly, and Supreme Assembly
 - o Reporting harassment, bullying, cyberbullying and abuse to designated adults.

CODE OF CONDUCT FOR ACTIVE MEMBERS – continued.

- Respect the Supreme Statues, Assembly By-Laws and Colorado Grand Assembly policies and guidelines, including the Dress Code.
- Accept responsibility for their actions, understanding that if their behavior at a Rainbow sponsored function does not meet these standards:
 - o the Parents/Legal Guardians will be notified
 - members may be required to immediately leave the function, regardless of the location of the function or where they live
 - if asked to leave the function, the Parents/Legal Guardians will be responsible for all transportation costs and will not be entitled to any refund of prepaid expenses

Signature of Rainbow Girl
Date:

It is suggested the Girl signs this Code of Conduct, keeping a copy for herself and also sign the Confidential Participant and Caregiver Information Form, Code of Conduct Section for the Assembly's records.

DRESS CODE

Why a Dress Code? Every organization, school and workplace has a dress code. As a member of Colorado Rainbow, you represent not only yourself, but also the organization in which you belong. Having and following a dress code allows someone in the community to see our organization in a positive light. Our dress code prepares our girls to understand the expectations of others, while dressing professionally.

One of the benefits of Rainbow is helping our members mature into beautiful, responsible young women prepared to meet challenges with dignity, grace and poise. The Colorado Dress Code is intended to help our members make appropriate clothing choices, based on the activities they will participate in as Rainbow Girls.

Please refer to the tri-fold pamphlet "Colorado Dress Code" (Revised April 25, 2020) in the FORMS section of the MA notebook or the resource section of Colorado IORG website.

OFFICERS AND MEETING INFORMATION SECTION

WORTHY ADVISOR AND OTHER OFFICERS

MEETINGS AND INSTALLATIONS

OFFICIAL VISITS

ORDER OF BUSINESS WITH COMMENTS

ELECTION OF OFFICERS - GUIDELINES AND SCRIPT

RECOMMENDED "ELEVATOR SPEECHES" ABOUT RAINBOW

WORTHY ADVISOR AND OTHER OFFICERS

THE RITUAL TAKES PRECEDENCE OVER THE GOLD BOOK.

- 1) ALL LINE OFFICERS (Worthy Advisor, Worthy Associate Advisor, Charity, Hope and all candidates for Faith) **must, prior to Installation**, appear before the Advisory Board at a regular or special meeting and give **ALL RITUALISTIC MEMORY WORK** for the office into which they will be installed.
- 2) The Worthy Associate Advisor must give the plans for her term as Worthy Advisor including her Installation; list of Appointed Officers; proposed fund raising, service projects and other activities to take place during her term. She cannot be installed as Worthy Advisor until all requirements are met to the satisfaction of the Board.
- 3) Appointed Officers should be asked to appear before the Advisory Board at a regular or special meeting to give <u>All RITUALISTIC MEMORY WORK</u> for the office into which they will be installed.
- 4) The Worthy Advisor-elect should confer with the Mother Advisor regarding installation plans for the term. (In January, the Mother Advisor-elect should meet with the Worthy Advisor-elect and the outgoing Mother Advisor.)
- A Worthy Advisor must preside at TEN (10) OUT OF TWELVE (12) MEETINGS OF A SIX (6) MONTH TERM OR SEVEN (7) OUT OF EIGHT (8) MEETINGS OF A FOUR (4) MONTH TERM, performing her duties, **including** initiation work and all Ritualistic work from memory, to the satisfaction of the Mother Advisor and Advisory Board to be given a Past Worthy Advisor's pin. Any exception to this rule must be submitted to the Supreme Officer for approval.
- Prior to each Rainbow meeting, the Worthy Advisor should confer with the Mother Advisor regarding the agenda, the need of substitute officers and introductions, including proper salutations. It is recommended that the Worthy Advisor and Mother Advisor discuss the agenda at least two (2) days prior to the meeting so that the meeting may start in a timely fashion. It shall be the Mother Advisor's responsibility to request substitutes, especially from another Assembly, and in doing so, shall speak with the Mother Advisor.
- 7) The Worthy Advisor should NEVER leave the East during a meeting, except as provided in the Ritual.
- 8) During a meeting, girls and adults should stand when addressing the Worthy Advisor, Mother Advisor, or the Assembly and be recognized prior to speaking.
- 9) In addition to the above, Assemblies should refer to its Traditions for other requirements for Worthy Advisors and other officers.

MEETINGS AND INSTALLATIONS

- Each Assembly should be certain they have current UNIFORM CODE OF BY-LAWS (SUPREME ASSEMBLY). Destroy old copies on receipt of new ones. They may be ordered from Supreme Assembly.
- Colorado Assemblies shall hold two regular meetings each month. At least one meeting must be ritualistic. The second meeting may be business, educational or service, or in other words, "informal" meetings, which be used to work on ritualistic work, proficiency, completion of service projects, Youth Protection, business that does not require a vote of the Assembly, and reading of applications, etc. When a quorum is not met, an informal meeting may be held. While important, "fun" meetings do not necessarily fall into this category. The minimum number of meetings per year for an Assembly may be 16 with the approval of the Supreme Officer. Any change in the regular schedule of meetings of any Assembly, with the exception of legal holidays, must be approved by obtaining a Special Dispensation from the Supreme Officer.
- 3) Colorado prefers a two-term year. The first election will be held the first meeting in January. To assure terms of equal length, the second election will be held the first meeting in July. Officers are to be installed within thirty (30) days of election. Exceptions should be approved by the Supreme Officer by special dispensation.
- 4) There shall be NO deletions or additions or any modifications to the Ritual at any meeting or Installation. This includes the use of flower girls, flag bearers, etc.
- During a meeting, girls and adults shall stand when addressing the Worthy Advisor, Mother Advisor or the Assembly. Adults shall be respectful and mindful to speak with the Mother Advisor prior to the meeting with any business the adult wishes to set forth to the Assembly so that it may be placed on the Worthy Advisor's agenda, if appropriate. Adults shall be mindful that only the Mother Advisor or her designate shall provide any direction to the girls. Girls shall be mindful during meetings to address adults with the appropriate salutations, i.e., Mrs. versus Miss.
- 6) When an Officer leaves her station during a meeting for such reason as an introduction or an award presentation, she continues to wear her Officer's badge. If the Officer leaves the Assembly room, then the badge is removed and left at the station.
- 7) EVERYONE assisting in Installation must be Majority members or members in good standing in one or more of our Sponsoring Orders, Past or Present Worthy Advisors. Past Worthy Advisors who have not attained their majority should be included whenever possible.

MEETINGS AND INSTALLATIONS - continued

- 8) In Colorado, Worthy Advisors may wear a small jeweled crown that has been approved by the Advisory Board. The presentation of the crown should be done in the East, at Installation, during the Good of the Order.
- 9) No pictures should be taken while the Bible is open at any meeting, except at Installations where they may be taken from a corner of the room with no movement around the Assembly room. At Installation, group pictures should be taken before or after the ceremony.

OFFICIAL VISITS

- Each Assembly will host Official Visits as scheduled by the Supreme Officer. Initiation *must* be exemplified. If *more than one* Official Visit per year is scheduled *and* there is not an active candidate, the Assembly may exemplify Balloting in the place of Initiation.
- Extend invitations to all Assemblies, the Assembly's sponsoring body, Eastern Star Chapters, Amaranth Courts, and Masonic Lodges in the area via email, Colorado IORG Facebook page and other appropriate Facebook pages. It is suggested invitations be extended to Masonic, Eastern Star or Amaranth dignitaries and Past Worthy Advisors in the area.
- A meal must be served prior to or after the meeting. This allows the Grand Worthy Advisor to visit with the members of the Assembly. If providing the meal is a hardship on the Assembly, a nominal fee, not to exceed \$5.00, may be charged to cover the cost of the meal. It is customary to compensate the meal for the GWA and Supreme Officer.
- 4) Under Good of the Order **ALWAYS** call on the Grand Worthy Advisor FIRST. Then, call on the Supreme Officer, the Grand Worthy Associate Advisor, the Grand Deputy, the District Deputy and others seated in the East who may wish to speak.
- 5) Be sure to consult with the District Deputy when planning the Official Visit. The Mother Advisor should coordinate a practice time to enable the District Deputy to attend and assist with the practice. Any practice is a good time to utilize the girls with leadership experience to assist with floor work, etc. If your Assembly does not have a District Deputy, please coordinate with the Grand Deputy when planning the Official Visit.
- The GWA may ask each Assembly to host events after their Official Visit. This is an opportunity for all girls to form new and strengthen old friendships. This event may, but does not have to include a sleepover. It is nice for the girls who are traveling long distances to have places to stay; so if a sleepover is not planned you might consider some of your girls offering their homes to those, who, for safety reasons should not travel long distances in the same day. The sleepover or the offering of accommodations can be offered for either Friday or Saturday night. Mother Advisors should refer and adhere to the Youth Protection Plan/Guidelines when planning any sleepover.
- 7) It is expected that the Assembly give a gift to the GWA at your Official Visit. If more than one Official Visit is scheduled in the year you may decide to "split" the amount you usually give and present ½ at each Official Visit, or you may decide to give a full gift both times. Please remember that in the case where the GWA is actually visiting your Assembly two times, she has expenses related to travel that encompass those visits. Gifts for the GWAA, Supreme Officer, Grand Deputy, and District Deputy, while appreciated, are optional.

OFFICIAL VISITS - continued

- 8) Official Visit meetings **MUST** start at 1:00 p.m. unless noted differently in the itinerary.
- 9) If an Assembly changes the date assigned for Official Visit, they will be assessed \$25.00. The exception would be severe weather conditions.
- 10) If the Assembly crown is the same size as the one worn by the Grand Worthy Advisor, out of respect, we ask that the Worthy Advisor refrain from wearing her crown at the Official Visit.
- In accordance with the Youth Protection program, adults should be cognizant of those girls who are changing by utilizing bathroom stalls or a separate area in which to change. If space allows, separate changing rooms may be made for adults and girls.

INTRODUCTIONS AT OV'S

1) Introductions shall be the modified introductions identified on the introduction cards. (See forms section) In the case of a special meeting, such as Homecoming, it is permissible to escort other special guests, such as Past Grand Worthy Advisors. Since we are using the modified version, there is no reason to split introductions.

ORDER OF BUSINESS WITH COMMENTS

Refer to the Order of Business in the Ritual,

Please review the following suggestions for conducting meetings. "Colorado-isms" are included.

ALWAYS GIVE ONE RAP OF THE GAVEL BETWEEN EACH ITEM OF BUSINESS.

1) OPENING OF ASSEMBLY

- a. When Officers enter and are standing behind the bow, take one step back and turn immediately after the Worthy Advisor says "Officers, assume...stations."
- b. Worthy Advisor does not rap after Confidential Observer reports. Please invite Outer Observer in, per Ritual, if you have one. Then present Rainbow Flag in southeast corner of Assembly Room and sing Rainbow Song.
- c. The Rainbow flag is placed in the Southeast near the wall. It is presented by the Drill Leader following Opening and before introductions. The Drill Leader picks up the Flag and carries it out on the floor to a point just in front of and south of the Drill Leader's station. After the Rainbow song is sung, the flag is returned to its place in the southeast.
- d. Read any Special Dispensations

2) INTRODUCTION OF VISITORS

- a. Instructions for Introductions are covered in the Ritual and Gold Book. Colorado allows using modified Introductions and cards are provided in the Forms section of this notebook for assistance.
- b. The Drill Leader will not return to her station after each group has been introduced. She will remain on the marching line in the East corner, on the side of the room in which she finished the last order and waits for her next instruction. Drill Leader returns to her station only after the last person has been introduced and seated.
- c. Correct wording for Introductions:

W.A. "Sister Drill Leader, you will present (<u>appropriate category</u>) for introduction."

Drill Leader (from back of the Bow with Guest) "Worthy Advisor I have the pleasure (or honor) of presenting (appropriate category)."

W.A. (extends a greeting) then says, "Sister Drill Leader, you will conduct (appropriate category) to the East for Introduction."

W.A. "I have the honor to introduce Sister (<u>name and title</u> using the appropriate salutations when introducing the guest, i.e., Mrs. versus Miss.) Please join me in greeting (<u>name</u>) with (<u>appropriate</u>) honors and a hearty welcome."

W.A. (after introduction), "Sister Drill Leader, (appropriate category) will be seated (in East or Assembly Room)."

ORDER OF BUSINESS Introduction of Visitors - continued

- d. Honors (signs) are given only to those escorted to the East and are NEVER given to those remaining on the sidelines for Introduction.
- e. All Rainbow titles held by a person are given at the time of Introduction, starting with the highest title (e.g.; District Deputy of District #___; Past Worthy Advisor of Assembly # .)
- f. A person should be introduced only once per meeting. It is not necessary to introduce dignitaries, Grand Family Members, Scholarship Representatives, Service Representatives, Membership Representatives and Covenant Reporters more than once during a Worthy Advisor's term. Modified introductions are used for Official Visits and can be used for regular meetings as well.
- 3. ROLL CALL
- 4. READ MINUTES OF PREVIOUS MEETING
 - a. Refer to the Gold Book "Reading of Minutes"
- 5. TREASURER'S REPORT
- 6. UNFINISHED BUSINESS
 - a. Worthy Advisor states "Under Unfinished Business, we have _____
 - b. After the item(s) are discussed, the Worthy Advisor will ask, "Is there further Unfinished Business?"
- 7. NEW BUSINESS
 - a. Election of Officers is held the first meeting in January and July if the Assembly is on 6 month terms and in January, May and September if the Assembly is on 4 month terms.
 - b. Any regular business not discussed at previous meetings.

8. MISCELLANEOUS BUSINESS

a. All bills must be approved for payment by the Advisory Board before being presented to the Assembly for a vote.

Bills--Worthy Advisor asks, "Sister Recorder, have we bills?"

It is then necessary to request a motion, second, discussion and vote, with results announced, "It has been moved and seconded that the bill(s) read will be paid. Is there any discussion? All in favor vote by the voting sign of the Order. Opposed, same sign. The motion has (has not) been carried."

CORRECT WORDING: "I MOVE"...**NOT**, "I MAKE A MOTION."
THE INDIVIDUAL SHOULD STAND WHEN MAKING THE MOTION.

ORDER OF BUSINESS - Miscellaneous Business - continued

- b. Correspondence
- c. Read requests for Demits
- d. Committee Reports: Proficiency; Ways and Means; Visitation of Other Assemblies; Covenant Reporter; Service, Scholarship or Membership Representatives; Illness and Distress, etc.

Committee reports may be in different order. There may be other committees that should be included. Always call on the Chairman or individual in charge of the committee. (See Gold Book, "Conducting Business" for proper committee report procedure)

9. RECEIVING APPLICATIONS

- a. After the application is read, an Investigating Committee composed of three (3) is appointed. Two (2) Rainbow girls and one (1) Member of the Advisory Board.) The Committee is instructed by the Worthy Advisor to make a visit to the applicant and her parents.
- b. Applications for affiliation are handled in the same way.

BALLOTING

a. Study the Ritual and Gold Book for instructions.

11. CONFERRING DEGREES

- a. Study the Ritual and Gold Book for instructions.
- b. All active Rainbow members shall recite the Obligation with the candidate during initiation. Adults shall stay silent.
- c. Retiring Colors by Bow Stations:
 - To get out of chairs, first four move to the right, last three to the left.
 - In bow formation, march to Altar until Love and Service are two steps away.
 - Stop.
 - Love and Service go get their colors and back up to the previous spot, then Religion and Patriotism, etc.
 - Everyone backs in unison keeping the shape of the bow.
 - Worthy Advisor raps to seat Bow Stations and Charity.
- d. The conclusion of the "Conferring of Degrees" includes the retiring of the colors from the Altar, covering of the Pot of Gold and turning off the signet. This will be done prior to any other ceremonies or business.

ORDER OF BUSINESS - continued

12. GOOD OF THE ORDER

- a. Rose Ceremony
- b. New members received by affiliation sign the By-Laws and are welcomed.
- c. Majority Service
- d. Coin march, door prize, birthday acknowledgements, etc.
- e. ALWAYS ASK, "Is there anything further to be said for the Good of the Order?"
- f. Worthy Advisor, "There will be an outgoing march." She may also announce refreshments are available, and the location.

13. FORMAL CLOSING

- a. Study the Ritual and Gold Book for instructions.
- b. While singing "Bless Be the Tie That Binds" replace "Christian Love" with "Rainbow Love".
- c. After Mother Advisor gives the Benediction she should nod. The Assembly does a slight bow after responding.

ELECTION OF OFFICERS GUIDELINES AND SCRIPT

According to Supreme Statutes:

- Elections must be held at the first regular meeting in January and July for 2-term years.
- In order to be eligible to vote or run for office, the current year's dues must be paid.
- If a girl enters the Line in any office other than Faith, she must be <u>elected</u> into that office; she may NOT be elected into the Line using acclamation.
- Before serving as Worthy Advisor or Worthy Associate Advisor, a girl must first be elected to and serve as Faith or Hope or Charity.

ELECTION OF OFFICERS - WORTHY ADVISOR'S SUGGESTED SCRIPT

WA: Elections.

WA: All members who have paid this year's dues will please stand, so we can count off and determine majority for elections.

(After the number of eligible votes has been determined, continue.)

WA:	Thank you, you may be seated.	
WA:	During elections, majority is based on one half of the eligible votes plu have members eligible to vote, so majority will be	s one. Tonight, we
WA:	I would like to appoint two tellers to count the votes. Sisters will you please serve as tellers? Mr./Mrs will you please observe the tellers?	, and _ and Mr./Mrs.

(One Teller and one adult should be seated at the Recorder's Desk; the other Teller and one adult should be seated at the Treasurer's Desk.)

WA: In Rainbow, it is presumed that girls elected to serve as Faith will automatically advance through the line. Therefore, it is not necessary to vote by written ballot for the offices of Worthy Advisor, Worthy Associate Advisor, Charity or Hope. Instead, we may vote by acclamation.

In a few minutes, I will ask for a nomination to elect each of these ladies to the next office in the line. A member should respond by nominating the member for election by acclamation to the specific office. A second is not needed, because this is not a motion; it is a nomination.

Once the nomination has been made, we will vote "yes" or "no" by a show of hands.

A "yes" vote by acclamation means you, as members, are willing to cast a show of hands for those who should progress to the next highest office.

A "no" vote during acclamation means you are voting for a written ballot for that office. It does not mean you want to vote against the girl running for that office.

WA:	Are there any questions about the process? (Once there are no questions remaining, continue.)
WA:	The Chair will entertain a nomination to elect to the office of Worthy Advisor by acclamation.
Memb	per : Worthy Advisor, I nominate to the office of Worthy Advisor by acclamation.
WA: _	has been nominated for election to the office of Worthy Advisor by acclamation. All in favor, signify by raising your right hand. (pause to allow members to vote) All opposed, raise your right hand. (pause to allow members to vote)
•	no" vote is given, a written ballot will be taken at this time; please refer to the election ss for Faith, found below, for further instruction. If the vote is clear, continue.)
WA:	you accept this office?
Office	er: Thank you, Worthy Advisor, I do – and I would like to thank the members of the assembly for their continued support (or some similar gracious comment).
•	eed with same wording as above for Worthy Associate Advisor, Charity and Hope to ected by acclamation)
WA: I	Faith must be elected by a written ballot. Sister Drill Leader, please distribute ballots to those who are eligible to vote in elections. Once the ballots have been distributed, Mrs. (Mother Advisor) will share with us who is eligible to run for the office of Faith. Then, we will vote by written ballot.
•	Please keep in mind that: votes should be cast using the girl's real name (not nick names); all votes will be read aloud; a blank vote is not considered a vote, therefore majority will be reduced by one; and illegal votes (votes for girls not eligible to run for this office) will be removed from consideration and will reduce the number needed for majority.
	Are there any questions before we continue?
	Has anyone who is eligible to vote not received a ballot?
	Mother Advisor, we would be pleased to hear from you at this time.
MA: 7	Thank you, Worthy Advisor. The eligibility criteria for the office of Faith are included in the Assembly's by-laws. The Advisory Board reviewed these criteria and determined that is/ and are eligible to run for Faith.

MA: The candidate/s and her parents have confirmed she is interested in running for this office.	
WA: Thank you, Mrs	
Are there any questions before we begin voting?	
(Once there are no questions remaining, continue.)	
There being no further questions, voters are asked to cast their vote on their ballot. There should be no discussion while the votes are being cast and collected.	
(After all have voted, the WA continues.)	
WA: Have all voted?	
WA: Sister Drill Leader, please collect the ballots and deliver them to one of the tellers.	
(The teller and her adult will count the ballots collected, to confirm all ballots have been cast. Then, the teller and her adult will (silently) review each ballot to determine if any illegal ballot have been cast.)	
WA: There were members eligible to vote; have all ballots been received?	
Teller: ballots have been received ballots are blank and ballots are in ineligible; therefore, a total of eligible ballots have been received, and majority (one half of the eligible ballots plus one).	is
WA: Please call the votes.	
(The Teller (girl) reads each ballot aloud; the other Teller repeats the name given and record the ballots on a sheet of paper by making a hash mark next to the candidate's name. The Teller does NOT report the number of votes as they are recorded. After all eligible ballots have been read; the Teller with the tally sheet approaches the WA and hands the tally sheet the WA and the MA.)	
Election Tellers' Report (Sample) Number of votes cast	
WA: I am pleased to announce that has received a majority vote and has been elected to serve as Faith. Do you accept this office?	l
(If a majority has not been reached: A majority has not been reached. So we will repeat the voting process. Sister Drill Leader, please distribute the ballots.)	

Officer: Thank you Worthy Advisor, I do – and I would like to thank the members of the assembly for their continued support (or some similar gracious comment).

(Treasurer and Recorder are elected in January and serve for a term of one calendar year.)

WA: We will now hold elections for the offices of **Treasurer** and **Recorder**. The Treasurer and Recorder each serve for one calendar year and may not serve in another elected office during that time. The Treasurer and the Recorder will be elected by separate written ballots.

WA: We will begin with Treasurer. The Chair will entertain nominations for the office of Treasurer.

(After nominations have been made, continue by asking each girl if she is willing to run for Treasurer. Once the candidates have confirmed their interest in running for election, continue.)

WA: Are there any questions before we begin voting?

(Once there are no questions remaining, continue.)

Treasurer. Do you accept this office?

There being no further questions, voters are asked to cast their vote on their ballot. There should be no discussion while the votes are being cast and collected.

(After all have voted, the WA continues.)

WA: Have all voted?

WA: Sister Drill Leader, please collect the ballots and deliver them to the tellers.

(Ideally, the Drill Leader will deliver the ballots to the other Teller. The teller and her adult will count the ballots collected, to confirm all ballots have been cast. Then, the teller and her adult will (silently) review each ballot to determine if any illegal ballots have been cast.)

WA: There were members eligible	to vote; have all ballots been received?
	ballots are blank and ballots are in eligible ballots have been received, and majority is ts plus one).
WA: Please call the votes.	
paper by making hash marks next to the ca	ne other Teller records the ballots on a sheet of andidate's name. The Teller recording the votes are been read, the Teller with the tally sheet hands
WA: I am pleased to announce that	has received a majority vote and has been

(If a majority has not been reached: A majority has not been reached. So we will repeat the voting process. Sister Drill Leader, please distribute the ballots.)

Officer: Thank you Worthy Advisor, I do – and I would like to thank the members of the assembly for their continued support (or some similar gracious comment).

(Proceed with the election of **Recorder** with same wording as Treasurer)

WA: The Chair will entertain a motion to destroy the ballots?

Member: Worthy Advisor, I move that the ballots be destroyed.

Second Member: Worthy Advisor, I second that motion.

WA: It has been moved and seconded that we destroy the ballots. All in favor, signify by raising your right hand (pause) All opposed, raise your right hand. (pause) Motion carried.

WA: Tellers and adults, thank you for your help. After you return the ballots to the Mother Advisor to be destroyed, please return to your seats.

RECOMMENDED "ELEVATOR SPEECHES" ABOUT RAINBOW

An elevator speech is like a short commercial; it is a clear and brief message that shares who you are, what you want, and how you can be beneficial.

We often talk about the importance of having an elevator speech about Rainbow, so we can clearly, quickly and consistently describe Rainbow and get girls and their parents interested in learning more about Rainbow. Unfortunately, sometimes we share too much information too fast, which can be overwhelming. This often leaves girls and adults with the impression that they don't have time or cannot afford to be involved in Rainbow.

This exercise came from the Jr. Grand Executive Committee retreat in the Jurisdiction of Nevada where the members of the committee discussed how to "sell" or at least get people interested in learning more about Rainbow in less than 60 seconds, like a commercial. Based on their discussion, they developed a recommended elevator speech for girls and separate elevator speech for adults. Both messages are short and focused, because these messages also focus on key words that are important to associate with Rainbow. The separate message for parents is intended to show the value of Rainbow membership to adults.

Using this as a guide, try this exercise with your Girls to see what they might come up with to make it their own.

RECOMMENDED ELEVATOR SPEECHES - continued

• Then, let them ask questions!!

 Recommended "Elevator Speech" for Girls to give to other Girls (possible members) Rainbow is a non-profit, youth group for girls ages 11-20. Focused on service. Rainbow teaches girls leadership and public speaking skills. I have been a member for (months/years). And, the most important thing I have learned is We have a fun/service/fundraising/membership event coming up, you should join us!
 Recommended "Elevator Speech" for Girls to give to Adults (parents, teachers, bosses, community leaders) Rainbow is a non-profit, Masonic youth group, for girls ages 11-20. Rainbow "Gets Girls Ready for Life" by teaching girls the importance of communit service, as well as leadership and public speaking skills. These experiences are great for resumes and college applications. Rainbow also awards scholarships each year! I have been a member for (months/years). Through Rainbow, I have had the opportunity to: (this coul include: fun, meet new people, travel, learn organizational skills, time management skills, memorization skills).
 Information to be shared at an upcoming event that they were invited to and may attend It is recommended saving some information about Rainbow until the event or a subsequent conversation. This includes: We have 2 meetings per month Our Assembly meets on the We also have fun activities, service projects and fundraising events to support or assembly expenses At our meetings, we wear short or long dresses and we have memorized ceremonie (This may be an opportunity to mention your Assembly's "dress closet")

MOTHER ADVISOR SECTION

MOTHER ADVISOR GENERAL INFORMATION

PROFICIENCY AND PROFICIENCY TEST

REPORTS AND RECORDS

- ANNUAL REPORT
- GRAND CROSS OF COLOR & SERVICE TO RAINBOW RECOMMENDATIONS

RECORDS RETENTION SCHEDULE

SPECIAL DISPENSATIONS

REQUEST FOR SPECIAL DISPENSATION - FORM

CALENDAR OF EVENTS FOR MOTHER ADVISORS

RAINBOW DAD

MOTHER ADVISOR GENERAL INFORMATION

- 1) Mother Advisor is elected each December as outlined in the Supreme Statutes. She is installed at the January Installation of Officers each year. She MUST be installed each year even though she may have served the previous year.
- The Mother Advisor shall attend all Assembly meetings; ensure appropriate ritualistic performance, the proper conduct of business and to see that guests have been properly vouched for. If the Mother Advisor is unable to attend an Assembly meeting she shall make arrangements for a female member of the Advisory Board to attend the Assembly meeting in her absence.
- 3) The Mother Advisor shall also attend all Advisory Board meetings and report to its members the progress on the girls' projects, upcoming projects and events, issues of concern, successes and all other matters concerning the girls.
- 4) The Mother Advisor shall attend all training and workshop opportunities for adult leaders, including Advisory Board Orientation, Adult Leadership and Youth Protection Sessions.
- 5) The Mother Advisor shall attend Grand Assembly and if eligible, the Mystic Banquet.
- 6) The Mother Advisor shall encourage active participation, timely payment of dues and fees of each Rainbow member. See that Annual Dues cards are issued.
 - 7) The Mother Advisor shall ensure the Dress Code is adhered to by all.
 - 8) Arrive at the Temple prior to Rainbow meetings early enough to ensure proper placement and care of paraphernalia and be available to answer last minute questions and concerns; the Mother Advisor is NOT responsible for setting up or cleaning up the Assembly room; that responsibilities belongs to the members of the Assembly, usually with the assistance of the Rainbow Dad and/or Advisory Board members (for the really heavy stuff).
 - 9) The Mother Advisor shall supervise the Assembly and the work done. She shall convey all instruction of the Advisory Board to the Girls. The Mother Advisor shall maintain the dignity and decorum of Assembly meetings and visitations.
 - 10) Ensure that the only Ritual open during meetings is the Mother Advisors.
 - 11) The Mother Advisor and Worthy Advisor NEVER leave the East during a meeting, except as provided in the Ritual.

MOTHER ADVISOR GENERAL INFORMATION - continued

- 12) The Mother Advisor shall request the District Deputy to attend the practices of the Assembly. In addition to the District Deputy, the Mother Advisor can request one "Ritual Assistant" who could assist the Mother Advisor and District Deputy with the Ritualistic Work, during a practice. This person would help identify corrections needed in floor work, memory work, correct pronunciation of words, etc. This assistant must be approved by the Advisory Board. The Ritual Assistant will be provided ONLY if the Mother Advisor requests it and will be for PRACTICE ONLY, not during a regular meeting or initiation. Any practice is a good time to utilize the girls with leadership experience to assist with floor work, etc. If an Assembly does not have a District Deputy, the Mother Advisor may coordinate with the Grand Deputy.
- 13) The Mother Advisor is the only person at Installation who shall distribute the Merit Award Bars earned by the girls. An Advisory Board member may be appointed to keep the records of the points earned and awards given.
- 14) The Mother Advisor must serve one full year fulfilling all duties to the satisfaction of the Advisory Board to be given a Past Mother Advisor's pin. Any exception to this rule must be submitted to the Supreme Officer for approval.
- 15) The Mother Advisor should confer with the Worthy Advisor-elect regarding Installation plans for the term. (In January, the Mother Advisor-elect should meet with the Worthy Advisor-elect and the outgoing Mother Advisor.) Assist the Worthy Advisor-elect in preparing the term calendar, which is to include Installation, meetings of the term, Fundraising & Service Events, and the Official Visit (based on the Official Grand Itinerary), Reading of Applications, Balloting and Initiation.
- 16) Assist other Line Officers-elect with their respective responsibilities, such as membership and fundraising.
- 17) Prior to each Assembly meeting, the Mother Advisor should confer with the Worthy Advisor regarding the agenda, the need for substitute officers and introductions, etc. We suggest that an agenda be completed, reviewed and discussed at least two (2) days prior to the meeting in an effort to ensure the meeting begins in a timely manner.
- 18) The Mother Advisor shall ensure the Worthy Advisor and other officers are prepared for meetings (ritualistic work is memorized and words are pronounced properly).
- 19) Ensure members and visitors do not enter or retire from the Assembly during ritualistic work; the Confidential Observer should be instructed (during practice times) not to respond to an alarm at the door during ritualistic work.

MOTHER ADVISOR GENERAL INFORMATION - continued

- 20) Contact each new initiate prior to initiation to ensure the Notice of Election was received and she is prepared for the Initiation; invite the candidate's parents, grandparents, and/or legal guardians to attend the Initiation, reminding them that at this time siblings may not attend the Initiation; inform the adults of the type of dress and shoes that are appropriate for the Initiation. Obtain a Media Release from the initiate.
- 21) Ensure appropriate chaperoning is provided at all Assembly functions; the Mother Advisor should attend as many events as possible, however, she is not obligated to attend EVERY event for the entire year.
- 22) Maintain membership data on the Supreme website, including new initiates, demits, affiliations, suspensions, and majority; ensure Majority Cards are issued to eligible members upon their 20th birthday or marriage.
- 23) Ensure the Assembly bills are paid, funds are deposited, correspondence handled, thank you notes sent; enlist the assistance of Advisory Board members with these tasks.
- 24) The Book of Traditional Instructions is to be kept, controlled and maintained by the Mother Advisor. She may loan it out to girls and adults as needed and she shall work with the Worthy Advisor, Faith and new members to memorize these parts. The BOOK OF TRADITIONAL INSTRUCTIONS IS NEVER TO BE COPIED. Teach by word of mouth. Ensure the Book of Traditional Instructions is not lost or copied (which is grounds for suspension or expulsion.) In the event the Book of Traditional Instructions is damaged or lost, the Mother Advisor shall make a request for a duplicate copy through the District Deputy. If damaged, the Mother Advisor shall provide the District Deputy with the damaged copy. The Assembly shall be responsible for the expenses of a duplicate Book of Traditional Instructions.
- 25) Girls interested in receiving their Majority at Grand Assembly must ask the Mother Advisor to send a letter/email of request to the Supreme Officer no later than April 15th.
- 26) Sample forms are contained in the forms section or throughout this MA notebook. The most up-to-date forms are available online at www.lorgcolorado.org.
- 27) Order supplies needed for the Assembly from the store at Grand Assembly or Supreme Assembly, ensuring bills are paid promptly.
- 28) Collect and maintain forms required by the Grand Assembly, such as Media Release Forms, Transportation Release Forms, Confidential Participant and Caregiver Information Form and/or miscellaneous Permission Forms.

MOTHER ADVISOR GENERAL INFORMATION - continued

- 29) Encourage members to wear their Lambskin Aprons on Rainbow Sunday, at Rainbow Funerals, for the laying of cornerstones at Masonic Temples, and any other event they deem necessary.
- 30) Visit other Assembly's meetings and Installations with Assembly members whenever possible and travel with Assembly members to Official Visits and other statewide events.
- 31) Ensure the "new" Board is aware of any activities and items which will need attention prior to the first meeting of the "new" Board following Installation.
- 32) The Mother Advisor shall be responsible for preparing and maintaining reports on behalf of the Assembly, including the year-end annual reports, Service to Rainbow Award and Grand Cross of Color recommendations using the on-line submission procedures of Supreme Assembly. She should also ensure the reports and necessary checks are prepared and submitted to the District Deputy by the established deadline. She should work with the Treasurer to see that the annual Financial Statement form is completed in a timely manner and reviewed by the Audit Committee as well as the Audit Review form and sent to the Supreme Officer by the established deadline.

PROFICIENCY

The composition of the Proficiency Committee should be two (2) to four (4) girls and one (1) adult. It is suggested that at least one of the members of the committee be a line officer. The Book of Traditional Instructions (needed for the proficiency test) is to be kept by the Mother Advisor. It may be loaned to other adults who are assisting with the instruction. The BOOK OF TRADITIONAL INSTRUCTIONS IS NEVER COPIED. Teach by word of mouth.

Each initiate is to be instructed in the Proficiency Test and should pass the examination within six (6) months of her initiation. Examination may be given at a meeting of the Assembly or given privately to the Mother Advisor.

The Proficiency Committee shall meet at a place designated by the Chairman of the committee.

The committee shall notify the Mother Advisor when proficiency has been completed. Proficiency Certificates are contained in the forms section of the notebook. Electronic and/or fillable forms are available upon request from the Supreme Officer or Grand Deputy.

The Proficiency Committee should explain and discuss with each class:

- 1) The Traditions so that there is a complete understanding of the usage and purpose of the Traditions.
- 2) The Dress Code
- Instructions for Balloting
- 4) Items as part of the Proficiency test.

PROFICIENCY TEST

- How many officers are required in the exemplification of Rainbow work?
 RESPONSE: 20
- 2) Name the officers in the order in which they appear in the Ritual.

 RESPONSE: Worthy Advisor, Worthy Associate Advisor, Charity, Hope, Faith,
 Recorder, Treasurer, Chaplain, Drill Leader, Love, Religion, Nature,
 Immortality, Fidelity, Patriotism, Service, Confidential Observer, Outer
 Observer, Musician and Choir Director.

PROFICIENCY TEST - continued

Which officers are elected?

RESPONSE: Worthy Advisor, Worthy Associate Advisor, Charity, Hope, Faith, Recorder and Treasurer.

Which officers are appointed?

RESPONSE: Chaplain, Drill Leader, Love, Religion, Nature, Immortality, Fidelity, Patriotism, Service, Confidential Observer, Outer Observer, Musician and Choir Director.

- 3) Give the Test Oath from memory.
- 4) Repeat the Rainbow Obligation and have an understanding of its meaning.
- 5) Name the contents of the Pot of Gold.
- 6) Describe the raps at the door and describe the official system of gavel raps.

RESPONSE: Two raps call the officers to their feet. Three raps call the Assembly up. One rap seats the Assembly or calls them to attention before the Assembly is opened. Four raps given on the door by the Outer Observer for members seeking admission is answered by the Confidential Observer giving three raps on the inside of the door.

7) Where is the Bible opened by the Sister of Hope?

RESPONSE: Ezekiel 1:28

8) Where is the Bible opened at night by each Rainbow Girl? RESPONSE: Ninth Chapter of Genesis

9) What signs are given to members of the Sponsoring Bodies?

RESPONSE: Rainbow Sign (Demonstrate Sign)

To Rainbow Girls?

RESPONSE: Rainbow Sign (Demonstrate Sign)

To Grand Officers?

RESPONSE: Grand Honors (Demonstrate Sign)

To Supreme Officers?

RESPONSE: Supreme Honors (Demonstrate Sign)

REPORTS AND RECORDS

ANNUAL REPORTS GRAND CROSS OF COLOR / SERVICE TO RAINBOW RECOMMENDATIONS

The Annual Report and the Grand Cross of Color/Service to Rainbow recommendation forms are available online via the Supreme Assembly "GoRainbow.org" website. The annual report season usually opens around December 15th and information should be completed on-line, printed, sent to your District Deputy with the appropriate checks and post-marked by January 5th. Please contact the Assembly Treasurer to obtain the required financial information <u>prior</u> to beginning the Annual Report.

To get started, the Assembly's Federal Identification Number is required. You will need to have the name and address of the newly elected Mother Advisor and Advisory Board Chairman as well as the list of names of the new (approved) Advisory Board members before you start this process.

Assembly financial information showing the cash balance of the treasury, gross receipts and investments (savings accounts) as well as banking information is required on the report as of **December 31**st. The *Cash Balance* on the annual report <u>should</u> tie into the Assemblies audited *Financial Statement Form*, which is a separate report.

Membership changes for gains (initiated, affiliated, reinstated) and losses (demits, suspension, expulsion or death along with majority by age or marriage) are completed in the database system. By keeping the database up to date during the year this process can be simplified. Reminder: Girls that have extended their majority age to complete their term of office or Grand office will not be listed as majority until the date of the majority extension or completion of office.

When all data has been input and reviewed print <u>three</u> copies of the Annual Report and the Grand Cross of Color recommendation forms. One copy is for the Assembly records, one is for Supreme Assembly and one copy is for Grand Assembly. All three copies are to be signed by the outgoing Mother Advisor and the Advisory Board Chairman. The seal of the Assembly should be on all copies. The copies (listed above) for Supreme and Grand Assembly, along with the Annual Report Fees Recap form and the Mother Advisor Identification form should be sent, along with the required checks, to your District Deputy and postmarked on or received by **January 5**th. The District Deputy after reviewing for accuracy is required to forward these reports on to the Supreme Officer no later than January 15.

If problems or questions are incurred during the annual report input, please contact the Supreme Officer prior to finalizing the report.

The fillable *Financial Statement Form* and *Annual Audit review* forms should be forwarded or printed and given to your Treasurer or designee for their use to complete this required form. The financial reporting period for this report should include Jan. 1 through Dec. 31. The report will not be due until January 15th to allow enough time to reconcile with bank statements.

ANNUAL REPORTS - GCC / STR Recommendations - continued

The Audit committee should be prepared to review the financial records itemizing all income and expenditures for all Assembly accounts including bank statements showing (1) the cash balance in the Treasury at the close of the fiscal year (cash and checking) or time of audit, (2) the gross income to the Assembly for the year, and (3) the total amount of investments owned by the Assembly (CDs, savings, etc.) are accounted for. They should also be aware of having 2 signatures on all expenditures as well as other criteria to be reviewed on the Audit review form.

The Annual Report Fees Recap is a useful form to be sure the checks and fees associated with the annual report are made payable to the correct entity and for the correct amounts. Please use this form to help you with deadlines and amounts required and return along with your annual report. You may also find it helpful to provide this form to the Treasurer or designee for their use in making sure the appropriate checks are submitted. This form will be sent to the Mother Advisor along with the reminder concerning the annual report yearly and a sample copy is included in the forms section of the MA notebook.

The Mother Advisor Identification Form is required annually with the Annual Report as well as any time there is a change in Mother Advisors. A MS WORD fillable form can be found in the Supreme GoRainbow.org website under Tools/Downloadable documents/Forms and a sample copy can be found included in the forms section of the MA notebook. A copy of the form will also be sent to MA's as part of the annual report email. This form is to be completed with information for the incoming Mother Advisor and should also list those who are authorized to charge for supplies on your assembly account with Supreme. Please make three copies and send two copies to your District Deputy with the annual report.

The Assembly Grand Cross of Color Committee should submit their recommendations to the Mother Advisor by December 20th. The Mother Advisor will use the narratives prepared by the committee to complete the Grand Cross of Color section of the online Annual Report. The Supreme Officer will review and approve the recommendations and notify the Mother Advisor of any changes. If the Assembly is eligible to recommend Grand Cross of Color designates but chooses not to do so, the Grand Cross of Color committee needs to submit a note, along with the annual report, indicating "NO GRAND CROSS OF COLOR RECOMMENDATION." Please include the year, Assembly Name & Number and signatures of the Members of the Committee.

If an Assembly has additional names your GCC selection committee/assembly would like to nominate for GCC (over the allotted amount earned), the Mother Advisor can submit the names and synopsis to the Supreme Officer on the *Consideration of Extra Nomination to the GCC* form. While the Supreme Officer has a limited allotment of recommendations, they may not always use all of them. Approval will be done on a case by case basis and the Assembly needs to understand these extra nominations may or may not be granted. If nominations are approved the Supreme Officer will notify the Mother Advisor. The Assembly would still be responsible for the GCC fee for each "extra" approved designate.

ANNUAL REPORTS - GCC / STR Recommendations - continued

The Service to Rainbow nominations follow guidelines as specified in the Statues and completion of the nominations are done in the same manner as the GCC recommendations on the online annual report. Extra nominations are allowed in the same manner as above for the GCC.

Annual Youth Protection training. Please forward a copy of all attendance forms for any Youth Protection training preformed with adults and/or girls that includes the name of topic, date of training and a list of attendees to the Supreme Officer by December 31st for their use in completing the Jurisdiction Youth Protection training.

REVIEW OF DEADLINES AND IMPORTANT INFORMATION (This information is also listed on the Annual report recap form.) All reports being on time is part of the criteria for the Grand Master's Award totals.

DEADLINES

An Assembly's (Grand Assembly copy and Supreme Assembly copy) and all forms related to the Annual report as listed above, with the appropriate checks must be postmarked or received by the District Deputy by **January 5th**. The District Deputy must forward the reports to the Supreme Officer no later than **January 15th**.

CHECKS (3 separate checks)

The <u>Supreme Assembly</u> Annual Report check is to be made payable to: **SUPREME ASSEMBLY**, **I.O.R.G.**

This check will include the \$20.00 Supreme Per Capita for each girl in good standing, PLUS \$2.00 for each initiate the Assembly has had during the year. A yearly fee of \$25.00 for downloadable forms will also be added to the total. This fee will be calculated on the online Annual report for you.

The **Grand Assembly** Annual Report check is to be made payable to:

GRAND ASSEMBLY OF COLORADO, I.O.R.G.

This check will include: (one check for all three amounts)

\$3.00 Grand Assembly per-capita fee per Girl in good standing

\$2.00 Insurance for each Girl in good standing

\$2.00 Insurance for Mother Advisor.

The <u>Grand Cross of Color/Service to Rainbow</u> check is to be made payable to: **GRAND ASSEMBLY OF COLORADO, I.O.R.G.**

The amount of this check is based the number of Grand Cross/Service to Rainbow recommendations you are submitting and will be calculated on the online Annual report form for each designate. Please indicate in the LOWER LEFT corner of the check: GRAND CROSS OF COLOR / SERVICE TO RAINBOW.

RECORDS RETENTION SCHEDULE

While it is important to retain the historical records of each Assembly, it is not necessary to indefinitely store every scrap of paper! Below is a general listing of records each Assembly should handle during the course of a year and a suggested retention schedule. If other records should be added to this schedule, please notify the Supreme Officer.

It is recommended by Supreme that all Assembly records and minutes be kept indefinitely. The reason for this is that your records of the Assembly are the only place that the Assembly's historical records are kept. The Supreme Office receives the annual report each year and any specific requests pertaining to the Assembly, such as name change and sponsor change, but no minutes or other historical records of offices held by girls are sent in and maintained by the Supreme Office. These are all kept at the Assembly and Grand Assembly level. Applications (Petitions) should be retained by the Assembly while the Girl is an active member and has been included in the Supreme Assembly's Membership database or initially recorded in the paper annual reports which were submitted to Supreme Assembly. It is recommended the Assembly retain applications/demits/petitions for affiliation prior to 2005 as they are not part of the Supreme database.

The purpose for keeping most records is for reference. For example, the forms used for last year's Grand Assembly registration may be helpful to the Advisory Board Secretary and others who will be assisting the Assembly registration this year, but keeping them for ten years is unnecessary!

CARE should be taken when transferring Assembly information from one Mother Advisor to another - particularly in light of the fact so much of our work is now done electronically. Some of these electronic records may also need to be transferred.

DESCRIPTION OF RECORD	RETENTION PERIOD
Assembly By-Laws Book which is signed by Initiates	. Indefinitely
Applications for initiation, demit, affiliation, notice of suspension	See above
Assembly recorders' books (minutes)	Indefinitely
Assembly treasurers' books	Indefinitely
Assembly annual report to Supreme Assembly	Indefinitely
Grand Cross listing/record	Indefinitely
Financial Statements	
Assembly Bank Statements	. 7 years per IRS
Treasurer's Receipts	. 7 years per IRS
Recorder's Orders	
Audit Reports	. 7 years per IRS
Advisory Board Minutes	. 5 years
Service Hour Reports	5 years
(May be helpful when the Advisory Board makes Grand Officer and Grand Cross recor	mmendations)
Assembly Calendars, Installation Programs etc	. 3 years
Inventory Reports	3 years
Grand Assembly Registration Forms	2 years
Purchase Orders for supplies	
YP paperwork	

RECORDS RETENTION SCHEDULE – continued

Correspondence such as Installation Invitations, etc. - one month following the event for reference; some of these items may be placed in the Assembly's scrapbook.

All financial records must be kept for seven years (per IRS) and can then be shredded. All documents with bank account information, insurance, Driver's license, names/addresses or other personal data should be shredded.

Records and supplies which should be destroyed by the Mother Advisor, District or Grand Deputy or Supreme Officer

- 1. OUTDATED Gold Books
- 2. OUTDATED Rituals
- 3. OUTDATED Supreme Statutes and By-laws

All charters of closed Assemblies should be returned to the Supreme Officer who will then return it to the Supreme Assembly office.

SPECIAL DISPENSATIONS

What is a dispensation?

A dispensation grants an exemption from a rule or requirement, such as the Supreme Statues, the policies established by the Grand Executive Committee, or the By-Laws of an Assembly.

Under what circumstances is a Special Dispensation requested?

According to the Supreme Statutes, no Assembly may transact any business, ballot, or elect Officers except at its regularly scheduled meeting place without first obtaining a Dispensation from the Supreme Officer and paying a \$1 fee to the Grand Jurisdiction. In Colorado, this \$1 fee is waived, because it is impractical to collect such a small fee. (It would cost more than \$1 to write, mail, process, and deposit the check.)

Additionally, the Uniform Code of By-Laws for Subordinate Assemblies indicates that all regular meetings must be held on weekdays or nights, unless permitted by a Special Dispensation from the Supreme Officer.

Additionally, Special Dispensations should be requested for the following:

- Holding a meeting a on day, at a time, or in a location other than the regularly scheduled meeting date, time, and location (generally included in the Assembly's By-Laws)
- Balloting and initiating in the same night (reserved for girls promoting from Pledge to Rainbow or from known Rainbow families)
- Conducting an informal meeting, such as an Open Meeting
- Allowing members to deviate from the Dress code during a regularly scheduled meeting, such as wearing costumes specific to the theme of the meeting or for Halloween, etc.
- Cancelling a meeting due to the lack of a quorum or due to inclement weather (blizzard, flooding, fire, etc.)
- Holding elections on a schedule other than that established in the Statutes. (6 month terms: the first meeting in January and July, 4 month terms: the first meeting in January, May and September)

There may be other situations for which a Special Dispensation would be necessary. If a situation arises that appears to deviate from the Statues, policies, or By-Laws, the Supreme Officer should be contacted to determine if a dispensation is appropriate.

Note: Special Dispensations are not required for Official Visits or for an Assembly meeting that is cancelled due to Grand Assembly. Because these events are part of the Grand Calendar, they are expected to occur.

SPECIAL DISPENSATIONS - continued

Who may request a Special Dispensation?

The Mother Advisor is responsible for contacting the Supreme Officer to request a Special Dispensation using the appropriate form. A copy of the request should also be sent to the District Deputy.

When and how should a Special Dispensation be requested?

Because a Special Dispensation grants permission, it should be requested before the deviation occurs. (Please ask permission, rather than forgiveness! It is the right thing to do, and it sets a much better example for our girls.) A Mother Advisor may request Special Dispensations prior to the start of each term, once the Advisory Board has approved the term calendar.

Occasionally, it is impossible to predict the need for a Special Dispensation, such as a no quorum meeting or a weather emergency. In these instances, the Mother Advisor should contact the Supreme Officer within 24 hours of the meeting to request the Special Dispensation.

Requesting a Special Dispensation is easy. The Mother Advisor should complete and email the Special Dispensation request form to the Supreme Officer.

What is done with Special Dispensation?

The Supreme Officer will transmit the Special Dispensation to the Mother Advisor, either by email, mail or in person. The dispensation should be read (if applicable) and placed in the Assembly's Minute Book and attached to the minutes of the corresponding meeting.

REQUEST FOR SPECIAL DISPENSATION

Grand Assembly of Colorado, IORG

Email request to Supreme Officer at least two weeks prior to date needed.

Today's Date		Assembly Name	and Number
Mothe	er Advisor	Phone Number	
-	ensation grants an exemption from a es established by the Grand Executive	•	•
Circle	# and complete all that apply and	l give reason belov	N:
1.	To change <u>date</u> of regular meeting (limit 1 time per term)	ng from	to
2.	To change time of regular meeting	ng from	to
	for the meeting on (date)		-
3.	To change <u>location</u> of regular me	eeting to	
	for the meeting on (date)		
4.	To ballot and initiate the same meeting (give meeting date)(Reserved for girls promoting from Pledge to Rainbow or from known Rainbow families)		
5.	. To conduct an informal meeting such as an Open Meeting on (date)		Meeting on (date)
6.	To cancel a meeting due to the la	ack of a quorum o	due to inclement weather
	(blizzard, flooding, fire, etc.) for r	meeting on (date)	
7.			
8.	To hold Installation of Officers la	ter than 30 days a	fter election of Officers (date of
	elections	date of Installation	
9.	To allow members to deviate from	m the dress code of	during a regularly scheduled meeting
	such as wearing costumes speci	fic to the theme of	the meeting or for Halloween, etc.
10.	Other:		
	eason(s) for Above:		
			* * * * * * * * * * * * * * * *
Ap	proved by Da	ate:	Dispensation sent

CALENDAR OF EVENTS FOR MOTHER ADVISORS

<u>DATE</u>	<u>ACTION</u>
January 5*	Mother Advisor completes on-line Annual Report via Supreme Assembly website. Submit to the District Deputy 2 signed copies of the Annual Report, Grand Cross of Color recommendations, with the Assembly seal and checks. (Note: one additional copy is to be retained for Assembly records)
	All Grand Family members need to have measurements taken preferably by a professional dressmaker usually done over Christmas break.
January 5*	Covenant Reports are due to the Editor. Mother Advisor forwards edited and <u>approved</u> report, preferably via e-mail. (Covenant Reporter must turn in to MA by December 30)
January 15*	Annual Report and Grand Cross of Color recommendation-checks and 2 signed copies are to be delivered to the <u>Supreme Officer</u> by the District Deputy.
January 15*	Financial Statement and Annual Audit review forms due to S.O.
February Date as Specified*	Order form and payment for dresses due for all Grand Appointments to the Director of Grand Dresses.
February 15	Applicants for GWAA and their parents have met with District Deputy.
March 1	Applications for GWAA are delivered to the Supreme Officer by District Deputy.
March Date as Specified	Grand Appointment recommendations due to Grand Deputy with copies to the District Deputy, if not submitted electronically.
April	Request for Majority at Grand Assembly due to Supreme Officer. (usually April, but at least 2 months prior to Grand Assembly)
April	Update Mother Advisors "Member Information Book". Have all parents review Confidential Participant and Caregiver Information forms, Adult Volunteers' review Adult Authorization for Medical Treatment and Release and Affirmation of Adult Driver License and Vehicle Insurance forms.
April 1	Completed Scholarship Applications are due to Mother Advisor, Distribute and collect all annual forms such as Permission Slips, Medical Releases, etc.

CALENDAR OF EVENTS FOR MOTHER ADVISORS

<u>DATE</u>	ACTION
April 15	Scholarship Applications are to be delivered to the Scholarship Committee President - Mother Advisor should follow up with a phone call or e-mail notice
April 15	Completed application for Grand Musician and Grand Choir Director are to be delivered to the Supreme Officer.
April 15*	Service and Scholarship monies due to the Supreme Officer.
April 25*	Covenant Reports are due to Mother Advisors. (covering January, February, March and April activities)
April Date as Specified*	Registration form and payment for Grand Assembly is due to Registration Chairman. Usually mid to late April.
May 1	Names and addresses are to be delivered to the Grand Deputy for Service Representative, Scholarship Representative, and Membership Representative and Covenant Reporter. Serve June to June.
May 1*	Covenant Reports are due to the Editor. Mother Advisor forwards approved report-preferably via e-mail (Covenant Reporter must turn in to MA by April 25)
June	 GRAND ASSEMBLY REMINDER LIST Traveling Awards – Grand Master Trophy, Leadership and Service Traveling plaque, Scholarship and/or Service Bears Majority Cards for those receiving Majority at Grand Initiation: Assembly By-Law book for signatures, Dues Card, Bag/Ritual or gifts for initiate Assembly Identifiers Centerpieces, Items for Service Project (changes year to year)
August 25*	Covenant Reports are due to Mother Advisors (covering May, June, July and August activities)
September 1*	Covenant Reports are due to the Editor. Mother Advisor forwards Approved report-preferably via e-mail (Covenant Reporter must turn in to MA by August 25)
November 15	Sponsoring Orders are to submit their recommendations for the incoming Advisory Board to the Supreme Officer.
November 30	Approval of incoming Advisory Boards by Supreme Officer.

CALENDAR OF EVENTS FOR MOTHER ADVISORS

<u>DATE</u>	ACTION
December 1	 Adult Youth Protection forms for new and returning adults: Baseline Adult Worker Profile (Completed once and updated online yearly) Adult media release (one time) Background screening through the Colorado Rainbow approved provider (Completed once and renewed every 4 years). Acknowledgement and Agreement to Code of Conduct (one time)
December 30*	Covenant Reports are due to Mother Advisors (covering September, October, November and December activities)
December 31	Completion of Organizational meeting of Advisory Boards.
Continuously	Enter new members in GoRainbow.org. Report new members, and first and second-line signers to the Supreme Officer (e-mail is okay).

* Denotes that this is part of the Grand Master's Trophy criteria. Note: This continues to be a "work in progress." If you see items that need to be changed or added, please advise the Supreme Officer or Grand Deputy. Thanks!

RAINBOW DAD

OFFICIAL TITLE: RAINBOW DAD(S)

- 1) May assist with set up and putting away of all paraphernalia required for the meeting.
- 2) Checks the dues cards of all visitors, if unknown. The dues cards of any late arrivals should also be checked.
- 3) Sits in a designated place near the door of the Assembly Room enabling him to help the Outer Observer guard the door. At the slightest noise, accompanies the Outer Observer to assume her station outside the door.
- 4) Is ready to assist with any sort of problem before, during or after the meeting.
- 5) Checks all trash containers and disposes of the trash in outside dumpster.
- 6) Before and after meetings, after making sure the lady's restroom is not in use, checks all restrooms to make sure they are in order and that all lights are on/off.
- 7) Stays at the meeting place with the Mother Advisor (or her designated female representative) until all girls have been picked up.
- 8) Makes certain the meeting place is completely secured and that all unnecessary lights are turned off, etc.
- 9) Must be willing to assist the Mother Advisor as requested.
- 10) If an Assembly has multiple Rainbow Dads, one shall be designated to be responsible for the Assembly's Emergency Preparedness Plan, in the Advisory Board Section of this notebook.

Mother Advisors, please make copies of these suggested procedures for each new Rainbow Dad.

ADVISORY BOARD SECTION

ADVISORY BOARD GENERAL INFORMATION

- ADVISORY BOARDS OVERVIEW
- EXPECTATIONS OF ADVISORY BOARD MEMBERS
- ADVISORY BOARD LEADERSHIP
 - ADVISORY BOARD CHAIRMAN
 - MOTHER ADVISOR
 - SECRETARY
 - TREASURER
- OVERVIEW OF THE ROLE OF THE DISTRICT DEPUTY
- ADVISORY BOARD MEETINGS
- ORGANIZATIONAL BOARD MEETING
- ADVISORY BOARD MEETING AGENDA /ITEMS AND TASK TIMELINES

DUTIES OF THE AUDIT COMMITTEE

ASSEMBLY EXPENDITURE OF FUNDS

GRAND CROSS OF COLOR / SERVICE TO RAINBOW RECOMMENDATION COMMMITTEE

GUIDELINES

- ALCOHOL
- TRAVEL
- ACCEPTANCE OF TRANSGENDER YOUTH INTO MEMBERSHIP
- COLORADO RAINBOW EMERGENCY PREPARDENESS PLANNING
- RAFFLES AND GAMES OF CHANCE/GRAND MASTER 1981 LETTER

ADVISORY BOARD GENERAL INFORMATION

ADVISORY BOARDS OVERVIEW

In the business industry, an Advisory (or board of advice) is a select group of people who provide advice and support to the owners of a business. An Advisory Board allows the owners or managers of the business to have access to an independent view and diverse perspectives, as well as a "safe" place to discuss issues of major significance. Remember this is the Girls organization - our job is teaching or empowering them to make the right decision as they grow towards being responsible adults.

Rainbow Advisory Boards are formed and function similarly. Advisory Boards are intended to bring together a group of diverse people with a shared interest in our Order and its members. Advisory Boards advise. They provide advice and support to the Mother Advisor and the members of the Assembly. Specifics regarding Rainbow Advisory Boards – their formation, authority, and duties – are included in the Supreme Statutes. Board members need to be willing to put the needs of each individual girl above the adult interest and be committed to resolving issues through discussion and compromise. This document conveys those requirements within the context of Colorado Rainbow.

Advisory Board members should attend Assembly meetings and functions as often as possible. The Board approves, supervises and chaperones all Rainbow activities. They must approve any person, not a member of the Board, who volunteers to act as chaperone or provide transportation. Any chaperone must be in full compliance with the requirements of the Youth Protection guidelines, abide by the Code of Conduct and that at least one (1) female certified chaperone shall be present at all Rainbow functions. Not only the requirements of the Youth Protection program (Code of Conduct), but also the laws and regulations of the State of Colorado must be adhered to for those events requiring transportation to and from the event.

How and when are Advisory Boards appointed?

Advisory Board members are appointed to serve a one-year term, which begins at the January Installation of Officers and ends the following year when the next Advisory Board is installed.

Sponsoring Orders are to submit their recommendations for the incoming Advisory Board to the Supreme Officer no later than November 15th of each year. The recommendation may include all or some of the current Board members, or it may recommend an entirely new roster of members. There are Youth Protection requirements that must be completed and submitted to the Supreme Officer at the time of recommendation. Currently the forms needed are:

- An adult profile form (Completed once and updated yearly)
- One time media release
- Background screening through the Colorado Rainbow approved provider (updated every 4 years)
- Acknowledgement and Agreement to Code of Conduct.

Following approval by the Supreme Officer and before December 31st, the incoming Advisory Board must convene for its organizational meeting. During this meeting, the incoming Board members elect a Chair, Mother Advisor, and Secretary for the upcoming year. They may also elect, by secret ballot without nomination, other officers they deem necessary. *For further information see Organizational Board Meeting section.*

ADVISORY BOARDS OVERVIEW -continued

Additionally, it is advisable to keep the membership of the incoming Advisory Board confidential until an announcement is made during the Assembly's first January meeting.

Who can serve on an Advisory Board?

All persons serving on an Advisory Board must be at least 21 years of age. Majority Rainbow members, Master Masons, and members of the Order of the Eastern Star, Order of the Amaranth, Order of the White Shrine of Jerusalem, non-affiliated wives of Master Masons (at the discretion of the Supreme Officer), parents, grandparents, and legal guardians of active or Majority Rainbow members are eligible to serve on an Advisory Board after their approval by the Sponsoring Order(s).

Who must be represented on an Advisory Board?

Each assembly must have an Advisory Board, consisting of not less than seven (7) members and no more than fifteen (15) members. An Advisory Board must be composed of no less than two (2) Master Masons and no less than two (2) members of Eastern Star, Amaranth, or White Shrine. The remainder of the members may be Majority members, parents, grandparents or legal guardians of active or Majority members. If possible, the number of non-Masonic members should not exceed the number of Masonic related members.

There are to be no more than two (2) members of an immediate family on an Advisory Board, without the approval of the Supreme Officer, and only one member of an immediate family may serve as an officer of the Advisory Board.

Can members be removed from the Board?

Yes, the Advisory Board serves at the pleasure of the Supreme Officer. If determined to be in the best interest of the Assembly and its members, the Supreme Officer has the authority to remove an individual or, if necessary, an entire Board.

Advisory Board members are expected to abide by the same standards that apply to Rainbow members; therefore, Board members may be removed from the Board for unbecoming conduct, such as but not limited to: involvement in the illegal or illicit sale or use of drugs or alcohol; arrest and conviction of a felony; cohabitation with one other than the member's spouse; pregnancy resulting from cohabitation with one than the member's spouse; and/or failure to abide by the Jurisdictional dress code. Although marijuana is legal in Colorado, its use is not permitted at any IORG activity and may be grounds for removal. Additionally, Advisory Board business is confidential and not to be discussed outside of the Advisory Board meeting or with non-Advisory Board members. Violation of this policy is grounds for removal from the Advisory Board.

EXPECTATIONS OF ADVISORY BOARD MEMBERS

"Do not take a step you would not have them (the girls) follow." These words from the Ritual reiterate the high moral standards Advisory Board members, as well as all adults associated with our Order are expected to set. It is important for Advisory Board members to appreciate the unique opportunity they have to advise and mentor our Rainbow girls. It is because of this unique relationship that adults must set good examples for our Rainbow members - not only in their Rainbow lives, but in their everyday lives.

EXPECTATIONS OF ADVISORY BOARD MEMBERS - continued

The Mother Advisor and Advisory Board shall have a general supervision over the Officer's performance of their duties and business of the Assembly. HOWEVER, ALL INSTRUCTIONS FROM THE BOARD SHALL BE CONVEYED TO THE GIRLS BY ONLY THE MOTHER ADVISOR. THE ADVISORY BOARD MEMBERS HAVE NO VOICE ON THE FLOOR OF THE ASSEMBLY NOR SHOULD THEY MAKE ANY CORRECTIONS TO THE GIRLS.

Board members are expected to:

- Abide by the same moral code and rules required of the girls
- Demonstrate positive attitudes toward the girls and each other at all times
- Maintain the confidential nature of Advisory Board meetings by not discussing Advisory
 Board business outside of the Board meeting, including with non-Board members, family
 members, parents or girls (Remember, Girls overhear your conversations)
- Attend Assembly meetings and activities, assisting in whatever way possible
- Assist the Mother Advisor in the performance of her duties
- Comply with the dress code for adults (found in the Colorado Dress Code)
- Be on the look-out for new and innovative ideas for fun Membership, Scholarship and Service Projects
- All LINE OFFICERS (Worthy Advisor, Worthy Associate Advisor, Charity, Hope and all candidates for Faith) must, prior to Installation, appear before the Advisory Board at a regular or special meeting and give All RITUALISTIC MEMORY WORK for the office into which they will be installed. At the same meeting, the Worthy Associate Advisor may give the plans for her term as Worthy Advisor including her Installation: list of Appointed Officers; and proposed fundraising, service projects and other activities to take place during her term. She cannot be installed as Worthy Advisor until all requirements are met to the satisfaction of the Board
- Appointed Officers should be asked to appear before the Advisory Board at a regular or special meeting to give All RITUALISTIC MEMORY WORK for the office into which they will be installed
- In the case of possible expulsion from the Order, an Advisory Board should refer to the Supreme Statutes, Uniform Code of Bylaws, Section 30
- The Advisory Board MAY suspend any American Rainbow Girl refusing to salute the American Flag, or give the Pledge of Allegiance at any Rainbow function. The girl should first be called to a Board meeting and asked to abide by the rules. Upon refusal, the action may be taken
- The Board shall approve all nominations for Grand Assembly Appointments as requested each year. Each girl recommended will need to sign a "Grand Family Commitment Letter".
 Any vacancy in an appointment during the year shall be filled by appointment of the Supreme Officer and might not be from the same Assembly as the original appointment
- Each Assembly's Advisory Board/Mother Advisor is asked by the Grand Assembly to appoint a Covenant Reporter, Scholarship, Membership, and Service Representative for one full year, from June to June, beginning at Grand Assembly. The girl selected should plan to attend Grand Assembly two years-the first year in which she is selected and the second year at which time she will be introduced. The girl selected need not be a Past Worthy Advisor. Should a vacancy occur, the Advisory Board/Mother Advisor should select another girl to complete the term and inform the Supreme Officer of the change

EXPECTATIONS OF ADVISORY BOARD MEMBERS - continued

- Girls interested in receiving their Majority at Grand Assembly must ask the Mother Advisor to send a request to the Supreme Officer at least 2 months prior to Grand Assembly
- As soon as it is known that a member of the Assembly intends to submit an application to be a candidate for GWAA, the Mother Advisor should notify the Advisory Board. It is important for the Board to vote to support the girl as a candidate

Attendance

Attending Advisory Board meetings as well as Assembly meetings and participating in the Assembly's activities is essential for Advisory Board members. These experiences provide information and insight that will be necessary when making decisions and recommendations on behalf of the girls. Ideally an Advisory Board member will attend all Advisory Board meetings and Assembly meetings. Each Advisory Board member should consider this commitment when accepting an appointment to serve on an Advisory Board.

To set a positive example and to be respectful of the girls, Advisory Board members should not participate in the Assembly meeting unless asked to do so by the Worthy Advisor or the Mother Advisor. Advisory Board members, as well as all adults in attendance, should refrain from chit-chatting during the Assembly's meetings. (If the girls aren't supposed to do it, the adults shouldn't either!)

When an Advisory Board member must miss a Board meeting, she/he should contact the Advisory Board Chairman, explaining the nature of the absence. When a Board member must miss a Rainbow meeting, she/he should contact the Mother Advisor.

Assist the Mother Advisor

Advisory Board members are expected to assist the Mother Advisor, and in turn the Assembly, throughout the year. Rather than waiting for the Mother Advisor to ask for assistance, Board members are encouraged to <u>offer</u> to assist with things such as:

- Assist in setting up and tearing down the Assembly Room for meetings
- Helping with transportation needs to meetings and events, both in town and out of town. Board members may assist the Mother Advisor in ensuring girls are appropriately chaperoned at all times. When traveling, a minimum of one (1) adult is required for each five (5) girls (or as directed for specific out-of-state travel). No adult male should ever travel alone with Assembly members, other than his own daughters/granddaughters, without a signed informed consent permission slip. Additionally, all laws must be obeyed including but not limited to seatbelt usage, child safety seats, and cell phones
- Assisting the Assembly Recorder and/or Treasurer, ensuring the Assembly's records are in order, meeting minutes are properly made, etc.
- At the request of the Mother Advisor, maintain the girls' service hours and attendance records and submitting reports to the Mother Advisor. The Mother Advisor is the only person who shall distribute the merit award bars earned by the girls
- Serve on the various committees established by the Assembly or the Board, such as Candidate Visitation Committees, Official Visit Committees, Budget Committee, Audit Committee, etc.

EXPECTATIONS OF ADVISORY BOARD MEMBERS - continued

- Assist with or chaperone Assembly events; the Mother Advisor does not, and often cannot, attend every event for the entire year
- Pursue opportunities to promote Rainbow and its successes with friends and co-workers who have relatives who may be Rainbow age, with community leaders, in the media, etc.
- Go to the Lodge/Temple, in the event a meeting must be cancelled (due to inclement weather, for example) to post notification or advise members and guests who many not have been notified of the cancellation; the physical safety and welfare of our members is always our first concern; we would not want a girl dropped off by her parents who were unaware of the cancellation.
- Assist the Mother Advisor if needed to ensure the Assembly bills are paid, funds are deposited, correspondence handled, thank you notes sent.
- Facebook administration.

Things to avoid

At no time should an Advisory Board member correct, either publicly or privately, the ritualistic work or behavior of a Rainbow girl. Concerns in these areas should be addressed privately with the Mother Advisor, who will then determine how to best address these with the girl.

Additionally, an Advisory Board member should never discuss Advisory Board business with Rainbow members. The Supreme Statutes are clear – all instructions from the Advisory Board shall be conveyed through the Mother Advisor to the Assembly. If an Advisory Board member is approached about something that was discussed during a Board meeting, she/he should refer the girl to the Mother Advisor.

Problems in an Assembly should FIRST be taken to the Mother Advisor by the girls and then following the Chain of command below if the problem cannot be resolved:

- 1 Mother Advisor
- 2 Advisory Board
- 3 District Deputy
- 4 Grand Deputy
- 5 Supreme Officer

ADVISORY BOARD LEADERSHIP

The current book consisting of the STATUTES OF SUPREME ASSEMBLY, UNIFORM CODE OF BY-LAWS, AND CONSTITUTION AND UNIFORM CODE OF BY-LAWS FOR GRAND ASSEMBLIES are a must for each Assembly. Destroy old copies on receipt of new ones. They may be ordered from Supreme Assembly.

The Supreme Statutes require that each incoming Advisory Board elect a Chairman, Mother Advisor and Secretary; the Statutes allow the election of other offices deemed necessary by the Advisory Board.

ADVISORY BOARD LEADERSHIP - continued

SUPREME STATUTES SHALL SUPERSEDE LOCAL ADVISORY BOARD OR SPONSORING BODY BY-LAWS, GUIDELINES, ETC. THE RITUAL TAKES PRECEDENCE OVER THE GOLD BOOK.

Assemblies have the duty to conform to the Uniform Code of By-Laws. Each Assembly shall fill in the blanks of the Uniform Code of By-Laws provided by the Supreme Assembly.

To comply with the Statutes of Supreme Assembly, Sections 3-9 should be reviewed for Selection of Advisory Boards, Board Officers, Committees and Meetings.

The new Board does not assume responsibility until they are installed at the January Installation of the Assembly (members not installed at the Assembly Installation, should be installed at the next Assembly meeting). Should a mid-term vacancy occur on the Advisory Board, the Advisory Board shall communicate with the Sponsoring Order regarding any replacements to seek approval and then the final approval of the Supreme Officer.

The Board should have and use an agenda for each of the meetings. (See Suggested Agenda below.) The agenda includes a report of the Assembly activity from the Mother Advisor.

Below is a general description of the leadership roles that generally exist for an Advisory Board.

ADVISORY BOARD CHAIRMAN

Who may serve as Chairman?

After serving as an active member of the Advisory Board for a minimum of two (2) years, a member may be elected to serve as Chairman. The two (2) year requirement may be waived by the Supreme Officer, if deemed to be in the best interest of the Assembly and Advisory Board.

What are the duties of the Chairman?

- Attend and preside at all Advisory Board meetings; if unable to attend a specific meeting, the Chairman will appoint another Board member to preside during that meeting. The Chairman does not vote except in the case of a tie
- Ensure all Board members and the Supreme Officer are informed of the date, time, and location of all regular scheduled Advisory Board meetings
- Schedule special meetings at the request of the Mother Advisor or a majority vote of the Board members
- Ensure the Board adheres to the rules of the Supreme, Grand and local Assemblies
- Ensure hands-on assistance is provided to the Mother Advisor for Assembly projects, events, travel, etc.
- Establish adult members of the Grand Cross of Color Committee, Budget Committee, the Audit Committee, and other committees as needed; ensure the committees perform their duties in a timely fashion
- Should attend as many Assembly meetings when possible
- Convene the organizational meeting of the incoming (new) Advisory Board with the old Advisory Board in December

ADVISORY BOARD LEADERSHIP - continued

MOTHER ADVISOR

Who may serve as Mother Advisor?

According to the Supreme Statutes, a woman who has actively served on the Advisory Board for a minimum of two (2) years may be elected to serve as Mother Advisor. She must be approved by the Sponsoring Order(s), selected as a Member of the Advisory Board, and elected by the Advisory Board to serve as Mother Advisor.

What are the duties of the Mother Advisor?

The Mother Advisor provides a positive and caring example to the members of the Assembly through her own life, as she serves as the liaison and spokesperson between the members of the Assembly and the Advisory Board. Assembly members may take their concerns and successes to the Mother Advisor, and she will present them to the Board for assistance, resolution or acknowledgement. Similarly, the Mother Advisor will convey all recommendations and guidance from the Board to the members of the Assembly.

Specific duties of the Mother Advisor include, but are not limited to:

- Attending all Assembly meetings, ensuring appropriate ritualistic performance, the proper conduct of business, that guests have been properly vouched for, etc.
- Attend all Advisory Board meetings and report to its members the progress on the girls' projects, upcoming projects and events, issues of concerns, successes, etc.
- Attend all training and workshop opportunities for adult leaders, including Advisory Board Orientation, Adult Leadership, and Youth Protection Session
- Attend Grand Assembly, and if eligible, the Mystic Banquet
- Encourage active participation, timely payment of dues and fees by each Rainbow member
- Issue Annual Dues cards upon payment of dues
- Maintain the dignity and decorum of Assembly meetings and visitations
- Ensure the Dress Code is adhered to by all
- Prior to each Assembly meeting, the Mother Advisor should confer with the Worthy Advisor regarding the agenda, the need for substitute officers and introductions, etc.
- Ensure the Worthy Advisor and other officers are prepared for meetings (ritualistic work is memorized and words are pronounced properly)
- Arrive at the Temple prior to Rainbow meetings early enough to ensure proper placement and care of the paraphernalia and be available to answer last minute questions and concerns; the Mother Advisor is NOT responsible for setting up or cleaning up the Assembly room; that responsibility belongs to the members of the Assembly, usually with the assistance of the Rainbow Dad and/or Advisory Board Members (for the really heavy stuff)
- Ensure members and visitors do not enter or retire from the Assembly during ritualistic work;
 the Confidential Observer should be instructed (during practice times) not to respond to an alarm at the door during ritualistic work
- Ensure that the only Ritual open during meetings is the Mother Advisors
- Contact each new initiate prior to initiation to ensure the Notice of Election was received
 and she is prepared for the Initiation; invite the candidate's parents, grandparents, and/or
 legal guardians to attend the Initiation, reminding them that at this time siblings may not
 attend the Initiation; inform the adults of the type of dress and shoes that are appropriate for
 the Initiation. Obtain a Media Release from the initiate

ADVISORY BOARD LEADERSHIP - Mother Advisor - continued

- Ensure appropriate chaperoning is provided at all Assembly functions; the Mother Advisor should attend as many events as possible, however, she is not obligated to attend EVERY event for the entire year
- Maintain membership data on the Supreme website, including new initiates, demits, affiliations, suspensions, and majority; ensure Majority Cards are issued to eligible members upon their 20th birthday or marriage
- Ensure the Assembly bills are paid, funds are deposited, correspondence handled, thank you
 notes sent; enlist the assistance of Advisory Board members with these tasks
- Assist the Worthy Advisor-elect in preparing the term calendar, which is to include Installation, meetings of the term, Fundraising & Service Events, and the Official Visit (based on the Official Grand Itinerary), Reading of Applications, Balloting, and Initiation.
- Assist other Line Officers-elect with their respective responsibilities, such as membership and fundraising
- Maintain control over the Book of Traditional Instructions and work with the Worthy Advisor, Faith, and new members to memorize these parts; ensure the Book of Traditional Instructions is not lost or copied (which is grounds for suspension or expulsion)
- Order supplies needed for the Assembly from the store at Grand Assembly or Supreme Assembly, ensuring bills are paid promptly
- Collect and maintain forms required by the Grand Assembly, such as Media Release Forms, Transportation Release Forms, and miscellaneous Permission Forms
- Encourage members to wear their Lambskin Aprons on Rainbow Sunday, at Rainbow Funerals, for the laying of cornerstones at Masonic Temples, and any other event they deem necessary
- Visit other Assembly's meetings and Installations with Assembly members whenever possible and travel with Assembly members to Official Visits and other State wide events
- Ensure the "new" Board is aware of any activities and items which will need attention prior to the first meeting of the "new" Board following Installation
- Prepare the Year End Reports including the Assembly financial information, Service to Rainbow Award and Grand Cross of Color recommendations using the on-line submission procedures of Supreme Assembly; ensure the reports and necessary checks are prepared and submitted to the District Deputy by the established deadline. Remember to see that the Financial Statement form is sent to the Supreme Officer
- The Mother Advisor must serve one full year fulfilling all duties to the satisfaction of the Advisory Board to be given a Past Mother Advisor's pin. Any exception to this rule must be submitted to the Supreme Officer for approval
- The Mother Advisor shall request the District Deputy to attend the practices of the Assembly. In addition to the District Deputy, the Mother Advisor can request one "Ritual Assistant" who could assist the Mother Advisor and District Deputy with the Ritualistic Work, during a practice. This person would help identify corrections needed in floor work, memory work, correct pronunciation of words, etc. This assistant must be approved by the Advisory Board. The Ritual Assistant will be provided ONLY if the Mother Advisor requests it and will be for PRACTICE ONLY, not during a regular meeting or initiation

ADVISORY BOARD LEADERSHIP - Mother Advisor - continued

In the absence of the Mother Advisor

If the Mother Advisor is unable to attend an Assembly meeting she shall make arrangements for a female member of the Advisory Board to attend the Assembly meeting in her absence.

SECRETARY

Any member of the Advisory Board may be elected to serve as the Secretary. The exception is that no two immediate family members may serve as Officers of the Board.

The Secretary is responsible for preparing the minutes from each Advisory Board meeting recording all actions of the Board.

- The Minutes are to be placed in a Binder or notebook and be available at meetings
- The Minutes should document all attendees of the meeting
- The Minutes should accurately reflect all items of business conducted at the meeting
- The Minutes should accurately document any actions/votes taken during the meeting
- The Minutes should record the reading and approval of the minutes of the prior meeting
- Should list all expenditures as having been approved by vote of the Board
- The approved Minutes must be signed by the Secretary and Chairman of the Board

She/he should work with the Advisory Board Chairman to ensure the minutes are distributed to Board members in a timely manner, ideally within 7 days.

In some Assemblies, the Advisory Board Secretary assists the Assembly Recorder with the performance of her duties; however, this can also be done by another Advisory Board member.

TREASURER

Any member of the Advisory Board may be elected to serve as the Treasurer. The exception is that no two immediate family members may serve as Officers of the Board.

The Treasurer is responsible for ensuring compliance with the Financial Policies established by the Grand Assembly, including timely depositing of funds received, timely payment of Assembly bills, maintaining paper records, and entering all financial transactions into a ledger. Additionally, the Treasurer is to provide monthly reports to the Advisory Board and the Assembly Treasurer.

- Financial audits of the Assembly are due January 15th to the Supreme Officer. The financial audits are to be completed using the "Financial Statement" form.
- All disbursements for Assembly expense payments must be made by Assembly check.
 Checks should be signed by the Mother Advisor and Treasurer, or other designated Board Member per two (2) signature policy.
- Submit Service and Scholarship donations to Supreme Officer by April 15th

OVERVIEW OF THE ROLE OF THE DISTRICT DEPUTY

As related to her/his local Assembly and its Advisory Board, the District Deputy is the Supreme Officer's representative. She/he has been appointed by the Supreme Officer to assist the Mother Advisor. In order to provide this assistance, the District Deputy needs to be informed regarding aspects of the Assembly, the Advisory Board, and the Sponsoring Body. The District Deputy will visit each Assembly in their District at least once per term. The District Deputy may attend any and all Board meetings. Should the Board require assistance in solving a problem or interpreting the work, the District Deputy should be invited to the meeting to discuss this. NEVER BYPASS A DISTRICT DEPUTY AND CONTACT THE GRAND DEPUTY AND/OR THE SUPREME OFFICER. IF THERE IS A PROBLEM CONTACTING THE DISTRICT DEPUTY, YOU MAY CONTACT THE GRAND DEPUTY FOR ASSISTANCE.

The District Deputy may:

- Assist the Mother Advisor in all Assembly practices as requested. However, it is strongly recommended she/he assist in any practice for the Assembly's Official Visit. Meet with the Mother Advisor to review the activities of the Assembly, any areas or members that may need special attention, etc.; provide assistance and instruction to the Mother Advisor regarding ritualistic work.
- Attend any Advisory Board meeting, observing the Board's guidelines regarding confidentiality, procedures, etc.
- Review Assembly End of Year Reports/payments for accuracy and forward to Supreme Officer.
- The District Deputy will recommend girls for the Grand Cross of Color Team.
- The District Deputy will assist in the selection for the Grand Commandery Rainbow Leadership Award and the Grand Council - Rainbow Service Award.

ADVISORY BOARD MEETINGS

When does the Advisory Board meet?

The Advisory Board meets monthly; however, special meetings may be held as necessary. Advisory Boards are encouraged to establish a consistent meeting date and time that is mutually convenient for the Advisory Board members. It is preferable that the Advisory Board meetings be held at the Lodge/Temple.

How many members constitute a quorum?

For Advisory Board meetings, five (5) members constitute a quorum, provided that the Chairman and the Mother Advisor, or their officially appointed representatives (who are also Board members) are present at the meeting. The presiding Officers of any of our sponsoring orders which sponsor an Assembly who are not already members of the Board, shall be Ex-officio, non-voting members of the Board. The Chairman of the Advisory Board does not vote except in case of a tie.

Who may attend an Advisory Board meeting?

The District Deputy, the Supreme Officer (or her designee), and/or the Grand Deputy, and presiding Officers of any of the orders which sponsor the Assembly may attend any Advisory Board meeting. Advisory Board meetings are closed; no one other than Advisory Board members (and those listed above) may attend unless specifically invited. Invited guests may only attend that portion of the meeting that pertains to their attendance. For example, the Officers-elect and their parents when presenting term information or performing their ritualistic work. When the girls have finished their presentations, they should be excused and the Board meeting may convene.

ORGANIZATIONAL BOARD MEETING

As soon as the incoming Advisory Board has been recommended by the Sponsoring Body and approved by the Supreme Officer, the new board will hold an organizational meeting. This meeting must be held prior to December 31st, in compliance with the Supreme Statutes.

This meeting is called to order by the current (outgoing) Advisory Board Chairman and both the retiring board and the new board should be invited to attend. Any current business of the board must be handled prior to elections. The current Board Secretary is responsible for preparing the minutes for this Board meeting.

The Advisory Board members will review the Advisory Board responsibilities and expectations, after which, the Board members present will elect a Chairman. The newly elected Chairman will preside over for the balance of the elections, which include the Mother Advisor and Secretary. Additionally, the Advisory Board will elect any other officer the Board determines are necessary, including, Vice Chairman, Treasurer and Assistant Mother Advisor.

Pursuant to the Supreme Statutes, the current (outgoing) Chairman will appoint tellers, who will count the ballots for each election; ballots will be counted in the same room as the Board meeting.) Nominations are made for each elected office. All elections must be by written ballot.

ORGANIZATIONAL BOARD MEETING - continued

The Advisory Board should also discuss who will have signature authority on the Assembly's checking and savings accounts during the upcoming year. No two family members may have signature authority on the Assembly's financial accounts, thus eliminating any potential conflict or the appearance of impropriety. Making this decision during the organization meeting will assist the newly elected Treasurer in updating bank records and signature cards.

NO other business may be conducted or transacted by the incoming Advisory Board until they are installed, because the current Board serves until the new Advisory Board is installed. The incoming Advisory Board will be installed during the Assembly's regular installation, which must be held within thirty (30) days of the Assembly's election (first) meeting in January.

Advisory Board members who are unable to attend the Assembly's Installation must be installed within 30 days of the Installation or relinquish the appointment to the Advisory Board. Board members may not attend an Advisory Board meeting until they have been installed for the current year.

A copy of the election results for all elected positions should be sent to the Supreme Officer after this meeting is concluded by the Board Secretary.

ADVISORY BOARD MEETING AGENDA / ITEMS AND TASK TIMELINES

The use of an agenda, as shown, will result in better organized and shorter meetings. Also, items of importance are not forgotten and need to layover for another meeting date if they are on the agenda. The Chairman may prepare the agenda but usually it is a duty given to the Board Secretary. Board members will contact the Secretary with items needing discussion which will be listed on the agenda. Prior to the date of the meeting, the Secretary will make certain the Chairman is aware of the agenda items. Copies of the completed agenda must be given to the Board members prior to the opening of each meeting (this may be done as they enter the meeting or emailed/mailed prior to the meeting).

Sample Agenda

The following items should be included in an Advisory Board agenda; however, the sequencing of the items may be revised to best meet the needs of the Board.

- 1. Call Meeting to Order
- 2. Opening Prayer
- 3. Approval of the minutes from the previous Advisory Board meeting Ideally, the minutes should be distributed electronically to the Advisory Board within one week of the meeting. This allows Board members to refer to the minutes between Board meetings. Electronic distribution prior to the next Board meeting eliminates the need to have the minutes read verbatim at the next meeting.

4. Mother Advisor's Report

This report should include a brief summary of the events since the last Board meeting, noting areas that need special attention or corrective action. It is not necessary to include every detail, as the Board members should have been at the event or at the Rainbow meeting when the girls reported on the event. The report should also include information about upcoming events, especially those that will occur before the next Advisory Board meeting. The Mother Advisor should note areas or activities where assistance is needed. If agreeable to the Mother Advisor and the Advisory Board, the Mother Advisor's Report can be distributed electronically prior to or during the meeting, so Board members can review and reference it. This may also assist the Secretary in the preparation of the meeting minutes.

- 5. Pledge Group Report
- 6. Committee Reports
- 7. Old Business (not already covered in the Mother Advisor's Report)
- 8. Correspondence
- 9. New Business (not already covered in the Mother Advisor's Report)

 Examples of New Business include, but are not limited to: approving presentations by the Officers-elect; determining girl's eligibility to run for Office; Grand Officer recommendations; and the appointment of the Grand Cross of Color /Service to Rainbow recommendation Committee by the Chairman. (See specifics of Grand Cross of Color appointments)

10. Applications for Membership

The adults who will assist with the visitation of the potential member should be determined at the Advisory Board meeting. This information will then be transmitted by the Mother Advisor to the Worthy Advisor, so she is prepared for the same selection process during the Assembly's meeting.

- 11. Review of the Treasurer's report and the Assembly's overall financial status. Presentation and Approval of Assembly Expense (Approval for most Assembly expense should be given before it occurs: however, there are expenses that might occur between meetings. This approves the cause of expense. The Assembly actually approves the payment of the bill). Prepare financial reports in December and submit the Supreme Officer; Submit Service and Scholarship donations to Supreme Officer by April 15th.
- 12. Date of next meeting
- 13. Adjournment

DUTIES OF THE AUDIT COMMITTEE

The purpose of an Assembly Audit is to compare the Assembly's record of deposits and checks written to the information in the Assembly's bank statements. This process is intended to verify that every check written was authorized by an order/warrant and that receipts match deposits as well as to review the list of other items on the audit review form.

This task must be completed annually because it is important that an Assembly's financial records reflect an accurate and trustworthy accounting of the funds involved in the operation of the Assembly. Please note: If the Mother Advisor changes during the course of the calendar year, an audit must be performed at that point in time for the protection of both the retiring Mother Advisor and the newly installed Mother Advisor. This audit information must be transmitted to the Supreme Officer within 30 days of the installation of the new Mother Advisor.

The Audit Committee shall audit the books of the Recorder and Treasurer in December. A report of the audit must be submitted on the Audit Report Form to the Supreme Officer. An Advisory Board may find it to beneficial to periodically audit the financial records of the Assembly throughout the year. Any member of the Advisory Board may call for an audit if they feel one is necessary. (See Financial Statement Form and Annual Audit Review forms in the FORMS section.)

ASSEMBLY EXPENDITURE OF FUNDS

Each Assembly must have at least one checking account at the banking institution of its choice. It is important to make timely deposits and keep a record of all banking activity, so that it may be accurately recorded.

For the protection of the Assembly and those who sign checks, it is the policy of Colorado Grand Assembly that all checks drawn on a subordinate Assembly be signed by two (2) authorized persons who are on the signature card of the financial institution.

Supreme Statues - Section 20 "Duties of the Treasurer"

"She shall pay out all monies by checks countersigned by the Mother Advisor." In accordance with the above Supreme Statute, the Mother Advisor must be one of the authorized signers on the checking account and must countersign each check issued. The other signer should be the Treasurer or authorized member(s) of the Advisory Board. Prudent to good business practices you may want to have additional person(s) authorized on the checking account in the event emergencies arise where obtaining one of these signatures might not be possible.

The Assembly may also implement such policies and procedures as necessary to assure that all withdrawals and expenditures of Assembly funds from any account or by use of a credit or debit card are authorized by two individuals.

During the annual organizational board meeting the Advisory Board should discuss who will have signature authority on the Assembly's checking and savings accounts during the upcoming year. No two family members may have signature authority on the Assembly's financial accounts, thus eliminating any potential conflict or the appearance of impropriety. Making this decision during the organization meeting will assist the newly elected Treasurer in updating bank records and signature cards.

GRAND CROSS OF COLOR / SERVICE TO RAINBOW RECOMMENDATION COMMITTEE

- 1. The Grand Cross of Color Committee shall be appointed by the Chairman of the Advisory Board in November/December. Only members of the Advisory Board who are Masters of the Grand Cross may be appointed to serve on the committee. The Committee shall meet in December of each year to select the Designates and report its selection to the Mother Advisor by December 20.
- 2. There shall be no less than three members serving on the Grand Cross Committee whose responsibility is making recommendation of those to receive the Grand Cross of Color Degree. One member is to act as Chairman.
- 3. In the event there are only two members of the Advisory Board who are Masters, the District Deputy shall act as the third member, IF the Deputy is a Master of the Grand Cross. If there are only two Board members that are Masters and the Deputy is NOT a Master, the Sponsoring Body may appoint a member of its Order who is a Master to serve on the Committee.
- 4. It is important that the Committee remember to keep its selection of Designates confidential. The Committee will report its decision to the Mother Advisor not the Advisory Board.
- 5. The Grand Cross Committee is to ask the Mother Advisor for her suggestions for Designates. In addition, the Committee may ask other Board members who are Masters, but are not serving on the Committee for their input.
- 6. Assemblies are entitled to designate one girl for every three initiates during the calendar year. The number of adults recommended may be equal to, or less than, the number of girls recommended, but may never exceed that number.
- 7. A Committee member should ask to be excused from the discussion of, or vote on, the recommendation of a family member,
- 8. Girls are recommended on the basis of service to their school, to community and to Rainbow. Adults are recommended on the basis of **their** service to Rainbow and must have worked a minimum of three years with an Assembly before receiving the Grand Cross of Color. Adults to be considered for this honor must be Majority members, Master Masons, members of the Order of Eastern Star, Order of the Amaranth, or Order of the White Shrine of Jerusalem. Majority members must be actively participating with an Assembly or be serving on an Advisory Board for at least two years to be considered for this honor. Adults who do not meet the requirements to receive Grand Cross of Color may be recommended to receive Service to Rainbow Award.
- 9. After the Grand Cross of Color Committee determines the designates, a brief narrative indicating why each person was chosen for the honor needs to be written and given to the Mother Advisor no later than December 20th. Each narrative should include the following:
 - a. Name and number of the Assembly
 - b. The date of the recommendation
 - c. The name of the designate
 - d. Signatures of the Grand Cross of Color Committee Members

GCC/STR RECOMMENDATION COMMITTEE - continued

- 10. The Grand Cross of Color Degree/Service to Rainbow is exemplified only at Grand Assembly.
- 11. The active Candidate for the Degree will be a Rainbow Girl selected in a random drawing.
- 12. The Grand Cross of Color medallion must remain on the blue ribbon as given to each Master. The Service to Rainbow medallion must remain on the violet ribbon as given to each designate. No other pins or ribbons may be attached to the medallion or ribbon. The Girls and Adults should be honored to wear the medallion at all Rainbow meetings or Installations and should be worn at all Mystic Feasts. As an alternative, Grand Cross of Color pins may be worn in place of the medallion.
- 13. The Grand Cross of Color membership card must be shown for admittance to any Mystic Feast or Degree Ceremony.
- 14. Grand Cross Designates not receiving the Degree at the Grand Assembly Session the year they receive the designation are eligible to receive the Degree at any future session. The notice of the designation from Supreme Assembly should be retained. Prior to the Grand Assembly Session at which the Designate wishes to receive the Degree, the Designate should ask the Mother Advisor of their Assembly to notify the Director of Grand Cross or the Supreme Officer, preferably six weeks prior to the session. The Director and/or Supreme Officer will need the name of the Designate, the Assembly name and number and the year of designation.
- 15. Designates unable to receive the Degree at Grand Assembly are eligible to attend the November 15th Grand Cross observance but must show their designation card from Supreme Assembly. These designates should be encouraged to receive the Degree at Grand Assembly as soon as possible.

GUIDELINES

ALCOHOL

If Rainbow Girls attend events where alcohol may be present, while it is never our intent to put the youth or our organization at risk, to minimize any risk, the reputation and well-being of the youth we serve, the following guidelines have been established. Alcohol will be served by only one person to adults over the age of 21. Colorado Rainbow youth members will be instructed to not touch any drink cups (serving or clean-up) for any guest. Adult advisors will be supervising the entire event with a watchful care that alcohol does not get into the hands of any of our youth. Further, it is not appropriate for the adults accompanying the Rainbow Girls to consume beer or other alcoholic beverages.

TRAVEL

Grand Assembly of Colorado has established Travel Guidelines in an effort to encourage safe, informed and responsible transportation to, from and during Assembly and/or Grand Assembly sponsored functions. The Grand Assembly of Colorado Travel Guidelines have been written to provide clear guidelines for the Volunteers and Participants throughout our State.

Travel begins as the individuals or group departs the Temple or other meeting place and ends when the individuals or group returns to the Temple, final destination or parent pick up venue. Behavior during travel should be consistent with the expectation of Volunteers and Participants at any other Colorado Grand Assembly or local Assembly sponsored function. When traveling to and from a function, the following requirements must be followed by Participants as well as Volunteers:

Required Information, Authorizations and Releases

All Participants or Volunteers should complete the following tasks prior to the time of travel to any Function:

- 1. Annually (each April) complete or update the youth Confidential Participant and Caregiver Information form that includes consent for participation, medical and transportation release information as well as current emergency contact information for each youth member to have on file in the Mother Advisor's "Member Information Book". It is strongly recommended that all Advisory Board members or other participating adults complete or update an Adult Authorization for Medical Treatment and Release form to have on file with the MA "Member Information Book" as well.
- 2. When transporting girls and/or adults it is recommended that current copies of the youth Confidential Participant and Caregiver Information and/or optional-Adult Authorization for Medical Treatment and Release forms be in possession of the driver for each person that is riding in their car. Further, when traveling as a larger group or caravan it is recommended copies of a complete set of the MA "Member Information Book" be in the possession of a designated adult of the group. Assemblies may choose to share the MA "Member Information Book" electronically on a file sharing services such as Dropbox or Google Drive, so it is easily accessible to all drivers. The original MA "Member Information Book" should remain on file with the Mother Advisor and/or member of the Advisory Board at all times.
- 3. Complete the *Affirmation of Driver License and Vehicle Insurance* form, as needed, and turn the completed form in to the Mother Advisor and/or Advisory Board.
- 4. Be in possession of a valid driver license and valid proof of insurance coverage at all times during the function, as applicable.

GUIDELINES - Travel - continued

General Guidelines

- 1. Seat belt use is mandatory for the driver of any vehicle and all passengers during the duration of travel. All girls <u>must</u> be properly fastened in the vehicle and there must be the proper number of restraints for the number of passengers. In addition to being a Grand Assembly of Colorado requirement, this is also a law in the State of Colorado and as a result must be adhered to.
- 2. Girls under the age of 12 and/or smaller in stature are encouraged to ride in the back seat in cars.
- 3. Participants are not permitted to travel alone, overnight with unrelated men without an adult female traveling on the same trip, in the same vehicle.

Cellular Telephone and Texting Guidelines

- 1. Colorado Revised Statutes prohibits texting or talking on a cellular telephone while driving, unless it is *absolutely* necessary, and only then if using a hands-free device, such as Bluetooth. If a Bluetooth device is not available, the driver of the vehicle should find a safe place to stop the car and make a call on her/his cellular telephone.
- 2. In the event of caravan travel, each car is encouraged to designate one passenger in each car to handle all communication between members of the caravan, in order to avoid any unnecessary driver distraction that can be caused by cellular telephones and texting. The designated passenger should ensure that she/he has exchanged telephone numbers with all other members of the caravan prior to departure.

<u>Guidelines on Providing Transportation to Functions</u>

- 1. Drivers and vehicle owners are encouraged to review the full Policy prior to executing this form, keeping in mind that: Colorado Revised Statutes and Colorado Grand Assembly require all drivers of any vehicles to, from or at a Colorado Grand Assembly sponsored function that transport participants or other volunteers have a valid driver's license. The same also require the owner of any vehicle registered to drive on public streets and for the purpose stated above to carry the proper liability insurance to cover damages of bodily injury to another party and property damage to other's property.
- 2. Participants are preferred to be passengers in vehicles operated by Volunteers when traveling to a Grand Assembly of Colorado or Assembly function.
- 3. When traveling in a caravan, girls and adults assigned to specific cars remain assigned to that car until the end of the trip.

ACCEPTANCE OF TRANSGENDER YOUTH INTO MEMBERSHIP

The International Order of the Rainbow for Girls (IORG) has a long and proud history of providing girls with an environment of safety and encouragement, where they can develop skills and confidence in the areas of leadership and citizenship while also enjoying themselves and having fun. With a focus of getting girls ready for life, IORG was at the forefront in implementing protective policies to prevent harm to our youth, and to provide them with guidelines about setting and keeping appropriate boundaries, respecting themselves and others, recognizing inappropriate behaviors, and knowing when to take action.

IORG recognizes that the inclusion of transgender youths has become a key issue across the United States, and provides the following guidance to our jurisdictions:

- Acceptance of transgender youth will be handled on a case-by-case basis, with the best interest and wellbeing of the child, family, and the members of the specific assembly remaining the top priorities.
- Recognizing that being different is often the basis for harassment or other abusive or
 offensive behaviors, the IORG reiterates our position of no tolerance for the
 maltreatment of any Rainbow Girl, and remains committed to ensuring a safe
 environment for all Rainbow Girls, volunteers, and guests. Any incident of
 discrimination, harassment, or abuse will be given immediate attention, and handled
 in the same manner as any other complaints of maltreatment.
- IORG maintains a no tolerance policy against all forms of maltreatment and remains committed to enforcing appropriate safeguards to ensure that girls are properly and safely supervised during all Rainbow activities and events.
- IORG does not entertain frivolous applications and, should an application for membership from a transgender youth be accepted, will take necessary means to determine whether the child is living culturally as a girl and is recognized by family, school, community, and medical providers.
- Any girl who has need for increased privacy, regardless of the underlying reason, will
 be provided with reasonable alternatives to the extent of the assembly's ability to do
 so for changing, sleeping arrangements, and other travel-related activities.
- As with other matters of privacy, assembly leaders are expected to maintain strict confidentiality regarding the child, the family, and the process of determination of a transgender youth.

Accepted by the Supreme Executive Board of the International Order of the Rainbow for Girls on November 19, 2015

COLORADO RAINBOW EMERGENCY PREPAREDNESS PLANNING

These procedures have been developed to ensure the safety and well-being of our members, adults, and guests. These procedures should be followed, to the extent possible, during all Rainbow events.

It is understood that no single procedure will work in every situation; therefore, the Advisory Board and Supreme Officer may modify these procedures, as needed, based on their members, meeting place, or situation. These procedures are in addition to the established Colorado IORG Youth Policy and Program, and should be used in conjunction with them.

Assembly Preparation

During April of each year, the Mother Advisor of each Assembly should update the Assembly "Member Information Book", which includes forms that are to be updated annually with emergency contact information, transportation and medical release for each member of the Assembly. She should also ask Advisory Board members or other participating adults if they wish to place an *Adult Authorization for Medical Treatment and Release* form on file or update a previous one already on file. The Mother Advisor should have this "Member Information Book" in her possession during all Rainbow events. If the Mother Advisor is unable to attend a Rainbow event, she should ensure the book is transferred or copies of the book to the designated adult for that event. At the end of the event, the book should be returned to the Mother Advisor. Per the travel guidelines, all event drivers should have a *Confidential Participant and Caregiver Information* form and/or optional *Adult Authorization for Medical Treatment and Release* form for each person in their car or a copy of a complete set of the Mother Advisor's "Member Information Book" either electronically or with them on all trips

Determine a designated meeting spot for members and adults if the Lodge building is evacuated. This location should be a safe, well-lit area, out of the way of the emergency personnel.

The Assembly should contact the building manager or association yearly to obtain contact information in the event of an emergency at the Lodge, both during regular business hours and after hours.

At the start of each term, the designated Rainbow Dad should review with the members and adults the appropriate exit routes from various areas of the Lodge, including but not limited to, the Assembly room, dining room, and entrance areas. The Rainbow Dad should also review the recommended path from the building to the designated meeting spots.

Additionally, the Rainbow Dad should also identify the location of the first aid kit and any other life-saving equipment, such as an AED, located within the building. If the Lodge doesn't have a first aid kit it is suggested the Assembly purchase one so it's accessible during events.

During emergency situations, the Rainbow Dad and other Masons (or designated individual) are responsible for directing emergency personnel. It is presumed that the Rainbow Dad, who may also be a Master Mason, will be familiar with the Lodge, specifically its address, cross streets, and best points of entry. This will allow other adults to focus on the members and guests.

EMERGENCY PREPAREDNESS PLANNING - Assembly Preparation - continued

A regular review will serve as a reminder of the importance of being prepared for emergency situations and ensure all members both old and new remain current on their knowledge of our evacuation procedures. It is further suggested that the Assembly should practice a yearly evacuation of the building and meeting at the designated location. It is through practice that Assemblies can validate their emergency response plans.

It is suggested that teams of Adults with appropriate training be built. For example, a care team with anyone medically trained, a security team with any former military or law enforcement etc.

Possible Emergency Scenarios

It's acknowledged that there isn't a perfect fitting policy for all Assemblies, so modification will be necessary and is encouraged. The more this is discussed and practiced, the better the policies and procedures become.

Building Evacuation

In the event of a building evacuation, everyone should calmly and quickly leave the building. Personal items should be left in the Assembly room – just as they should be when exiting a home, school, or workplace.

The Rainbow Dad (or designated individual) is responsible for calling 911, then enlisting the assistance of other adults in guiding the emergency personnel to the building and acting as the liaison between the first responders and the Assembly.

The Mother Advisor (or designated individual) is responsible for picking up the "Member Information Book" and the Rainbow Dad (or designated individual) is responsible for picking up the "Sign-in Book", which will identify those in attendance at that time.

The Mother Advisor or the Rainbow Dad should be last to leave the room, ensuring all the members and guests have exited first.

Once at the designated meeting spot, members and guests should assemble quietly. The Mother Advisor should verify a count of all members and guests being present.

The Mother Advisor should then report to the Rainbow Dad (or designated individual) that all are present and accounted for or that some appear to be missing. If anyone is missing that should be immediately relayed to the Rainbow Dad (or designated individual) and emergency personnel.

All members, adults, and guests will remain at the meeting point, until they have been given further direction from the Mother Advisor once receiving situational advice provided from the Rainbow Dad or emergency personnel.

EMERGENCY PREPAREDNESS PLANNING – continued

Medical Emergency

The following information does not replace certified first-aid training or the services of medical and emergency personnel.

In the event of a medical emergency, those nearest the patient will quietly and quickly move to the opposite side of the room, giving their attention to the Worthy Advisor or Mother Advisor. Do not attempt to move a stricken person unless his or her situation presents an immediate, serious hazard. The Mother Advisor should decide if the meeting should continue or if the room should be cleared to allow more privacy.

The Rainbow Dad (or designated adult) will work with those assisting the patient to determine if 911 should be called. In the absence of the Rainbow Dad, the Advisory Board Chairman or member of the Advisory Board is responsible for these duties.

In the event 911 is called, the room should be cleared immediately. During a medical emergency, it may be most appropriate to move everyone else to another area of the Lodge or Temple, rather than to evacuate outside the building. Rainbow Dads and Master Masons should assist with clearing the room and ensuring only those that are necessary remain. They should also assist with meeting and directing emergency personnel once they arrive.

If you called 911 or other local emergency assistance remain calm. Be ready to clearly state the proper address, location and phone number. You also might be asked to observe the patient and provide specific information about his or her condition. Do not hang up until so instructed by the dispatcher.

If the patient is a member, the Mother Advisor should immediately locate the member's medical release form, which should be maintained in the "Member Information Book" and provide it to the Rainbow Dad, who will then share it (or information on it) with those providing care.

Once the patient is being cared for by medical personnel, prepare to provide any information that may be important in treating the injury or illness, such as details of the emergency and medical history, including pre-existing medical conditions and drug allergies.

The Mother Advisor should then contact the member's parents (or adult's spouse/contact) to notify them of the medical emergency. They should explain the situation calmly and accurately and do not attempt to offer a diagnosis of the medical emergency. Tell the family which hospital the patient is being taken to and the nature of care being provided.

Regular CPR/First Aid training is recommended for adult leaders, or designated adults in the Assembly.

EMERGENCY PREPAREDNESS PLANNING - continued

Risk Assessment and Situational Awareness

"Situational awareness is being aware of what is happening around you in terms of where you are, where you are supposed to be, and whether anyone or anything around you is a threat to your health and safety."

Some Basic Tips:

- Greeting all unknown visitors or persons ensuring they have a reason to attend the Assembly
- Trust your feelings, if you see suspicious activity, let an authority know right away. (See Something, Say Something)
- Always be aware of your exits and have an exit strategy. Practice devising alternate methods of escape if your primary exit becomes compromised
- Checking Doors upon entering and leaving the Lodge building
- Escorting members and guests to and from their cars

Post Event Reporting or Event Reporting

The Mother Advisor (or her designate) will notify the Supreme Officer if an Assembly has had to evacuate a building during a Rainbow event or if 911 was called to respond to a medical emergency.

Based on the severity of the event, this contact may be made by phone, text or email. For example, evacuating a building due to a false alarm or something burning on the stove in the kitchen should be reported to the Supreme Officer by email or text. Calling 911 to respond to an emergency should be reported by phone, as soon as practical after the event.

In the absence of the Mother Advisor (or her designate), the Advisory Board Chairman or member of the Advisory Board is responsible for notifying the Supreme Officer.

Resources:

Red Cross – First Aid, CPR, AED training and certifications (redcross.org)

Colorado Division of Homeland Security (https://www.colorado.gov/dhsem)

Community Emergency Response Team – Volunteers learn basics about how to respond to a disaster or emergency in their community through training provided (Check local/regional websites for info)

Ready Colorado - Colorado's official source for homeland security and all-hazards preparedness information. (https://www.colorado.gov/dhsem/readycolorado-0)

US Homeland Security – DHS provides expert counsel and recommendations on protective measures that organizations of all sizes can implement to protect facilities and venues. (https://www.cisa.gov/active-shooter-preparedness)

RAFFLES/GAMES OF CHANCE

Rainbow Assemblies MUST follow the laws of the State of Colorado pertaining to raffles and/or games of chance. Any type of opportunity to "win" an item must be done by offering an opportunity that requires SKILL and <u>eliminate</u> any verbiage about CHANCE. This requires you to create a test of skill, whether it's determining the number of beans in a jar or something similar.

In the past we have been told that if you sell a piece of candy or some little token you can give the recipient a ticket at a "chance" for some larger item or for a "chance" to split a 50/50 money pot. In as recent as 2018 (after speaking to a representative from the Secretary of State's Office), it was found this is not true. **If you do not have a Gaming License, you cannot hold games of chance.** There are no exceptions to this rule. The penalties and fines are very stiff, and if your Assembly is having this type of raffle, you must discontinue this practice immediately. We know this has been a great way for Assemblies to make money for their Ways and Means projects; however, you must find an alternate way. One suggestion would be that you fill a jar full of candy corn, or beans, etc. and sell guesses. You can sell the guesses the same way you would have if selling tickets. Example: 1 guess for \$1.00 or 6 guesses for \$5.00. Then the person that guesses the closest amount would win the item or half of the money pot. If a person has to make guesses, then it is no longer considered a game of chance.

See letter below from 1981 Grand Master regarding Games of Chance

JOHN R WAGNER
GRAND MASTER
1130 PANORAMA DRIVE
COLORADO SPRINGS COLORADO 80904

December 1.1981

TO ALL GRAND LODGE OFFICERS, DISTRICT LECTURERS, WORSHIPFUL MASTERS AND SECRETARIES OF ALL LODGES, AND PRESIDING GRAND OFFICERS OF ALL ORGANIZATIONS, WHICH BY THEIR REGULATIONS INVOLVE THE MASONIC FRATERNITY:

I have had several requests for information concerning raffles or games of chance in the past two years and have informed the people that conducting games of chance without a license violates the laws of the government and conducting games of chance is against Masonic principle. Now, I have been informed that certain organizations, whose regulations involve the Masonic Fraternity, have engaged in or intend to engage in raffles or games of chance.

I refer you to the proceedings of the Grand Lodge of Colorado for 1975 and the edict issued by Most Worshipful Brother Clarence Hines. Jr., which was accepted as Masonic law and remains as such.

Following is the edict as issued:

"Edict: Any organization or its subordinate or constituent bodies whose laws or regulations involve or require participation of Master Masons in any manner, is not to originate, ,engage' in. or participate in any activity where monetary or other gain may be possibly forthcoming by purchase of tickets, scrip in any form, or by participating in games of chance. Exempted from this edict are door prizes where money is not expended for the purchase of a ticket or scrip; where the prizes to be awarded are donated without solicitation; or such prizes are furnished by the organization involved. Freemasonry has ever been an organization of high moral principles. In a society in which morals and personal ethics have been declining for many years, the Grand Lodge of Colorado has stood firm on all moral questions. While some forms of gambling have been legalized by the State of Colorado, they still remain contrary to established customs in this Jurisdiction. This fact has been shown by decisions of Grand Masters in the past."

It is disappointing to realize that we must periodically remind people of the Masonic Order or the associated bodies, Who have taken the obligations, based on morality, that are necessary to gain membership in these organizations, that conducting games of chance is illegal and against our principles. It is also disappointing that the officers of the organizations allow these things to happen.

I remind you that there are individuals who would take great delight in exposing to the public any act which would be damaging to the image of Masonry, no matter how insignificant the act may be, so once again, I ask you as I have been asking at virtually every visit that I have made: Consult your officers at the State level before engaging in anything that is questionable. Don't cause embarrassment for yourselves and your Fraternity.

APR 24 1983

Fraternally yours,

John R. Wagner Grand Master

GRAND ASSEMBLY SECTION

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APPOINTED GRAND OFFICERS

GRAND MUSICIAN AND GRAND CHOIR DIRECTOR

APPLICATION FOR GRAND MUSICIAN/CHOIR DIRECTOR - FORM

GRAND CROSS OF COLOR TEAM MEMBERS

GRAND REPRESENTATIVES

GRAND PAGES

GRAND CHOIR MEMBERS

GRAND FAMILY MEMBERS TRAVEL REMINDERS

GRAND FAMILY OBLIGATION

GRAND ASSEMBLY SESSION GENERAL INFORMATION

CANDIDATES FOR GRAND WORTHY ASSOCIATE ADVISOR

GWAA/GWA EXPECTIONS. REQUIREMENTS AND OTHER INFORMATION

ELECTION OF GRAND WORTHY ASSOCIATE ADVISOR

CANDIDATES FOR GRAND WORTHY ASSOCIATE ADVISOR QUESTIONNAIRE-FORM

GWAA SCHEDULE OF DUE DATES GWA SCHEDULE OF DUE DATES

ADULT GRAND COMMITTEES

- GRAND EXECUTIVE COMMITTEE
- DISTRICT DEPUTY
- DIRECTOR OF GRAND OFFICERS AND RITUALISTIC WORK
- DIRECTOR OF GRAND CROSS OF COLOR TEAM
- DIRECTOR OF GRAND REPRESENTATIVES
- DIRECTOR OF GRAND MUSIC
- DIRECTOR OF GRAND MEMBERSHIP AND MEMBERSHIP REPRESENTATIVES
- DIRECTOR OF GRAND SERVICE AND SERVICE REPRESENTATIVES
- DIRECTOR OF SCHOLARSHIP REPRESENTATIVES
- COVENANT EDITOR
- SUPREME MEMBERSHIP PROGRAM COORDINATOR
- ALL OTHER COMMITTEES AND TEAMS

GRAND APPOINTMENTS

- 1) Each Assembly shall be notified each year prior to Grand Assembly of the Grand Appointments the Assembly is entitled to for the coming year, i.e., Grand Officer, Grand Representatives, Grand Pages, and Grand Choir. Grand Pages shall also serve as Grand Choir members. The Grand Worthy Associate Advisor is entitled to notify the Mother Advisor of her Assembly of her selection of the girl she desires to serve as her Grand Page for her Grand Assembly session.
- 2) The Mother Advisor shall read the email regarding Grand appointments to the Advisory Board at the first meeting following receipt of the email. She should be prepared to suggest qualified girls to fill each appointment based on their Ritualistic work, leadership, dedication and devotion.
- 3) The decisions regarding Grand appointments are made by a vote of the Advisory Board, being assured the girls selected meet all of the qualifications.
- 4) After the vote by the Advisory Board, the Mother Advisor will submit the Assembly's nominations electronically by the deadline set forth in the email received from the Supreme Officer or Grand Deputy. The Mother Advisor shall acknowledge that the Assembly's nominations were approved by the Advisory Board and the girls' contact information is accurate and current. This also includes indicating if there are no recommendations to be made. All deadlines must be met to ensure the Assembly's appointments.
- 5) The Grand Deputy will share with the District Deputy the Assembly's nominations for Grand Officers and a reminder of girls who have received Grand Cross in order to assist the District Deputy with the District's Grand Cross of Color Team selections.
- 6) It is suggested that each Assembly pay half of the Grand registration and dress expense of the Grand Appointments for their Assembly. It is also suggested the expenses be paid by the girl up front and the Assembly reimburse the girl after meeting her obligation as a Grand Family member. The girls must have performed all duties of the office during the year and at Grand Assembly to be eligible for this reimbursement.
- 7) If a girl accepts a Grand Appointment, she must attend Grand Assembly the year in which she is installed and the following year, at which time she will perform all of the duties of said office.

APPOINTED GRAND OFFICERS

- 1) Grand Officers are responsible to the Supreme Officer and the Director of Grand Officers and Ritualistic Work for all matters pertaining to their office.
- Grand Officers must be Past Worthy Advisors or installed as Worthy Advisor or Worthy Associate Advisor at the first installation of the calendar year of the Assembly.
- Any girl recommended as a Grand Officer must be installed at Grand Assembly prior to her 20th birthday. (See Colorado Grand Assembly Extension Policy).
- 4) The appointment as a Grand Officer is for one full year. The girls selected must be willing to attend Grand Assembly the year they are recommended and installed, and the next year, at which time they will perform the duties of their office. In addition, girls may be asked to review and sign a commitment form, detailing the expectations of their Grand Officer position, including the attendance at a School of Instruction if one is held
- Grand appointments are expected during their term to attend one (1) Official Visit, in addition to their own Assembly's or one (1) special event of the Grand Worthy Advisor. Any difficulty in meeting this requirement shall be discussed with their respective District Deputy.
- A written report of each visit to the Assembly other than her own or the Grand Worthy Advisor's special event should be mailed or emailed by each girl to her District Deputy within one week of the visit. A copy of the report form is available in the forms section of the Mother Advisor's notebook.
- 7) The assignment of the Grand Office held by each girl is done by the Grand Executive Committee and the Supreme Officer. The girls recommended will attend a try-out during Grand Assembly, at a time and location announced. The girls must attend this try-out to be assigned an office. The girls recommended are asked to give memory work from the Ritual (their choice) and to walk a specified pattern in the try-out room. Each girl is scored on personal appearance, poise/posture, confidence, clarity and volume, pronunciation, expression, and memory work.

Following the try-outs, the Grand Executive Committee and Supreme Officer will meet in a private location to discuss the scoring and to make the final selections. The assignment will be done based on the girls' performance during the tryout for the year she shall serve as a Grand Officer. The Grand Executive Committee and Supreme Officer may consider those Grand Officer positions held previously by any girl when assigning a Grand Officer position. Please help each girl understand all positions are equally important.

8) Announcements for Grand Officer assignments for each girl shall be made prior to the Installation.

GRAND MUSICIAN AND GRAND CHOIR DIRECTOR

- Girls with musical talent are encouraged to try out for Grand Musician or Grand Choir Director. APPLICATIONS MUST BE SUBMITTED BY APRIL 15TH EACH YEAR. The application form must be signed by the Mother Advisor and the Chairperson of the Advisory Board. Applicants are notified by mail of the time and location of tryouts which are held at Grand Assembly.
- 2) Girls who try out for Grand Musician or Grand Choir Director do not have to be Past Worthy Advisors.
- 3) Any girl who participates in the tryouts must be installed at Grand Assembly before her 20th birthday if she is chosen as Grand Musician or Grand Choir Director. (See the Colorado Grand Assembly Extension Policy).
- 4) The selection as Grand Musician or Grand Choir Director is for one full year. The girls selected must be willing to attend Grand Assembly the year they tryout and are installed and the next year at which time they will perform the duties of their offices. The Grand Musician and Grand Choir Director prepare to perform the duties of their offices under the guidance of the Director of Music.
- 5) The Grand Musician and the Grand Choir Director Grand appointments are expected during their term to attend one (1) Official Visit, in addition to their own Assembly's or one (1) special event of the Grand Worthy Advisor. Any difficulty in meeting this requirement shall be discussed with their respective District Deputy.
- 6) A written report of each visit to the Assembly other than her own or the Grand Worthy Advisor's special event should be mailed or emailed by each girl to her District Deputy within one week of the visit. A copy of the report form is available in the forms section of the Mother Advisor's notebook.
- 7) At Grand Assembly each year, girls participating in the tryouts for Grand Musician and Grand Choir Director will perform before a panel of judges composed of people who are trained in music.
- 8) Girls trying out for Grand Musician must try out by playing the piano. One march and one hymn will be sent to the girls prior to Grand Assembly. In addition to playing the march and hymn, each girl will play a selection of her choice which should not exceed four minutes performance time.

GRAND MUSICIAN AND GRAND CHOIR DIRECTOR - continued

- 9) Girls trying out for Grand Choir Director should have experience performing with a vocal group. The girls can try out vocally, by playing piano, or by playing another musical instrument which they must provide. For those trying out vocally or on the piano, one hymn will be sent prior to Grand Assembly. In addition to performing that hymn, each girl will perform a selection of her choice which should not exceed four minutes performance time. Girls trying out on other musical instruments should perform two pieces. They should be prepared to demonstrate the beat patterns of 2/4; 3/4; 4/4; and 6/8 times. Girls will be judged for accuracy, technique, and appropriateness of the piece of the girl's choice. Consideration will also be given for personal appearance.
- 10) If an Advisory Board feels a girl who is trying out for Grand Musician or Grand Choir Director is also eligible for the Assembly's Grand Appointment that year, the Advisory Board should submit the girl's name and the girl should attend both tryouts.

APPLICATION FOR GRAND MUSICIAN/CHOIR DIRECTOR

Grand Assembly of Colorado IORG

Grand Music	eing considered for (check on ian Director	e):				
For Grand Musician	ONLY - I have studied piano	for years.				
For Grand Choir Dir	ector ONLY - I will try out by	r: (check one)				
Piano	I have studied piano fo	ryears				
Vocally	I have experience singir	ng with the following group(s):				
		· · · · · · · · · · · · · · · · · · ·				
Instrument What Instrument?						
Additional information	on regarding my musical abilit	y or experience:				
						
						
	* * * * * * * * * * * * * * * * * * * *	******				
Please Print						
		Phone:				
		Email:				
	& No	Age as of GA Installation 				
Approval:	Advisor					
Mother A	Advisor	Chairman – Advisory Board				
Return Form to Sup	reme Officer by April 15					

GRAND CROSS OF COLOR TEAM MEMBERS

- Grand Cross of Color Team Members <u>must</u> be Masters of the Grand Cross of Color.
 A Master is a member of the Grand Cross of Color who has received the Degrees as designated by the Supreme Assembly.
- Team members are recommended by the District Deputies to the Grand Deputy; at least one from each District.
- 3) Grand Cross of Color Team Members are responsible to the Grand Cross of Color Director(s) for all matters pertaining to their position.
- 4) Grand Cross of Color Team members need not be Past Worthy Advisors.
- 5) Any girl recommended to the Team must be installed at Grand Assembly prior to her 20th birthday. (See Colorado Grand Assembly's extension policy).
- The appointment as Grand Cross of Color Team member is for one full year. The girls selected must be willing to attend Grand Assembly the year they are recommended and installed and the next year at which time they will perform the duties of their offices. In addition, girls may be asked to review and sign a commitment form detailing the expectations of their position, including their attendance at a School of Instruction, if one is held.
- The assignment of the GCCT position held by each girl is done by the Directors of the Grand Cross of Color Team with the approval of the Supreme Officer. The girls recommended will attend a try-out during Grand Assembly, at a time and location announced. The girls must attend this try-out to be assigned a position. The girls recommended are asked to give memory work from the Ritual (their choice) and to walk a specified pattern in the try-out room. Each girl is scored on personal appearance, poise/posture, confidence, clarity and volume, pronunciation, expression, and memory work.

Following the try-outs, the GCCT Directors will meet to discuss the scoring and to make the final selections. The assignments will be done based on the girls' performance during the tryout for the year she shall serve as a Grand Cross of Color Team member, keeping in mind other positions she has previously held. Please help each girl understand all positions are equally important.

- 8) Announcements for Grand Cross of Color Team assignments for each girl shall be made prior to the Installation
- 9) Grand Cross of Color Team members are expected during their term to attend one (1) Official Visit, in addition to their own Assembly's or one (1) special event of the Grand Worthy Advisor. Team members may also be asked to participate at the mystic banquet in November. Any difficulty in meeting this requirement shall be discussed with their respective District Deputy.

GRAND CROSS OF COLOR TEAM MEMBERS - continued

10) A written report of each visit to the Assembly other than her own or the Grand Worthy Advisor's special event should be mailed or emailed by each girl to her District Deputy within one week of the visit. A copy of the report form is available in the forms section of the Mother Advisor's notebook.

GRAND REPRESENTATIVES

- 1) Grand Assembly asks local Advisory Boards to recommend Grand Representatives.
- 2) Those appointed need not be Past Worthy Advisors.
- 3) Grand Representatives are responsible to the Director of Grand Representatives for all matters pertaining to their position.
- 4) Any girl recommended as a Grand Representative must be installed at Grand Assembly prior to her 20th birthday. (See Colorado Grand Assembly's extension policy).
- The appointment as a Grand Representative is for one full year. The girls selected must be willing to attend Grand Assembly the year they are recommended and installed and the next year at which time they will perform the duties of their appointment.
- 6) Girls recommended for Grand Representatives should be asked for jurisdictional considerations to be included on the recommendation form submitted by the Mother Advisor/Advisory Board. Assignments will be made with these considerations in mind.
- 7) Announcements for Grand Representative assignments for each girl will be made prior to the Installation.
- 8) During the year while holding the position of Grand Representative, attend at least one OV, Installation or GWA event other than your Assembly. Of course, traveling to many Official Visits and other activities on the GWA's Itinerary is also encouraged.
- 9) In appointing a Grand Representative, the local Advisory Board should keep in mind the support the girl gives her own Assembly. She <u>will be required to correspond</u> with a girl from another jurisdiction and share information about Colorado Rainbow. She will be required to give a report, participate in a skit, or some other activity as determined by the Director of Grand Representatives at a Grand Assembly session.
- 10). When being introduced, Grand Representatives are required to refer to themselves as Grand "Representative" and NOT Grand "Rep". They are expected to know the jurisdiction(s) they are a representative to.
- 11) If a girl is able to travel to another jurisdiction, please remind her to email the Supreme Officer and the Director of Grand Representatives with her plans. Additionally, please have her email these adults the day of (or night before) her departure and the day she returns home (regardless of how late it is!). These adults will want to know that she is traveling and that her travels were safe! (If she encounters problems while traveling, she should contact these adults immediately, especially if she is traveling alone.)

GRAND REPRESENTATIVES - continued

12)	When visiting another jurisdiction, Grand Representatives should be prepared to bring greetings from Colorado Grand Assembly. Below is a basic outline of the greeting (message) that should be given FROM MEMORY when asked to do so. This is merely a guide; it should be modified to include updated information and to reflect the specifics of the experience at the Grand Assembly being attended.
	Grand Worthy Advisor (can insert 1st name), Supreme (Inspector or Deputy) Mrs, Distinguished Guests, Rainbow Sisters and friends,
	My name is I am the Grand Representative to in Colorado. It is my pleasure to bring greetings from our Grand Worthy Advisor, , our Supreme (Inspector or Deputy), Mrs, and
	all of Colorado Rainbow. I would like to thank you for the great hospitality I/we have enjoyed this weekend. I (if you are traveling with someone, identify them – my family and I, Mrs and I, the Colorado delegation and I) have really enjoyed attending your Grand Assembly Sessions. Everyone has been so friendly and we
	are so excited to be here to share our amazing Rainbow experiences.
	Our Grand Worthy Advisor,, was elected in June, and our Grand Year is just beginning. She has many exciting things planned in the next several months, including her service project and Grand Worthy Advisor Fun Events. Grand Assembly will be held on

GRAND PAGES

- 1) Grand Pages shall also serve as members of the Grand Choir.
- 2) If the GWAA is currently from your Assembly, PLEASE NOTE: It is special for her as Grand Worthy Advisor to have the personal Page of her choice for her session. Please be considerate and supportive, and list the Girl she prefers as the Grand Page from your Assembly.
- 3) Each Assembly is entitled to one Grand Page.
- 4) Those appointed need not be Past Worthy Advisors.
- 5) Any girl recommended as a Grand Page must be installed at Grand Assembly prior to her 20th birthday. (See Colorado Grand Assembly's extension policy).
- 6) The appointment as a Grand Page is for one full year. The girls selected must be willing to attend Grand Assembly the year they are recommended and the next year at which time they will perform the duties of their appointment.
- 7) During the year while holding the position of Grand Page, attend at least one OV, Installation or GWA event other than your Assembly. Of course, traveling to many Official Visits and other activities on the GWA's Itinerary is also encouraged.
- 8) Grand Pages are considered Grand Family Appointments and will be escorted, introduced and given honors with all other Grand Appointments.
- 9) Announcements of Grand Pages will be made prior to the Installation.

GRAND CHOIR MEMBERS

- 1) Grand Choir shall be made up from Grand Pages and Assembly members recommended by their Advisory Boards.
- 2) An Assembly is not limited to the number of girls nominated for Grand Choir, however each Assembly should recommend at least one (1) girl in addition to the Grand Page nomination.
- 3) Advisory Boards may recommend new members initiated during the year for Grand Choir. Those recommendations are due no later than April 1st prior to Grand Assembly.
- 4) It is preferable that girls recommended by the Advisory Boards have some singing ability, but do not have to be trained in voice.
- 5) The method of selecting the girls for this office is left to the local Advisory Board.
- 6) Grand Choir members need not be Past Worthy Advisors.
- 7) Any girl recommended as a Grand Choir member should serve at Grand Assembly prior to her 20th birthday. (See Colorado Grand Assembly's extension policy)
- 8) During the year while holding the position of Grand Choir Member, attend at least one OV, Installation or GWA event other than your Assembly. Of course, traveling to many Official Visits and other activities on the GWA's Itinerary is also encouraged.
- 9) The girls selected shall be encouraged to attend Grand Assembly the year they are recommended and should attend the next year at which time they will perform the duties of their appointment.
- 10) Grand Choir members are considered Grand Family Appointments and will be escorted, introduced and given honors with all other Grand Appointments.
- 11) Girls recommended as Grand Choir members may choose any formal that is consistent with Colorado's Dress Code to wear at Grand Assembly.
- 12) Announcements of Grand Choir members will be made prior to the Installation with the understanding others may be added throughout the year.

GRAND FAMILY MEMBERS TRAVEL REMINDERS

- 1) Grand Assembly of Colorado recommends, for the safety of all members and guests, that all State and Federal laws be observed while driving to and from any sanctioned Rainbow activity, including making sure there are the appropriate number of properly installed restraints for the number of seats and passengers.
- 2) Appropriate chaperones must accompany the girls when at an event. Please refer to the Youth Protection and Travel Guidelines for requirements.
- 3) Permission slips must be on file for each girl and include who is allowed to transport.
- 4) DO refer to the Colorado Dress Code (Revised April 25, 2020).
- 5) DO remember to wear name badge or identifier.
- 6) DO be seated in the East if asked to do so. It is an honor for the Worthy Advisor and her officers, and it is an honor for the Grand Family Member.
- 7) DON'T whisper or talk during the meeting. PLEASE AVOID TAKING NOTES DURING THE MEETING. Both are distracting to all in attendance and have a tendency to make the girls nervous.
- 8) DO enjoy being a member of the Grand Family. Encourage enthusiasm for Rainbow in Colorado. Share "YOUR" Rainbow!
- 9) Grand Family Members are encouraged, while traveling, to at all times promote membership for the International Order of the Rainbow for Girls.
- 10) Be prompt and courteous. Grand Family Members are representing Rainbow and first impressions are important.
- 11) Be mindful to RSVP accordingly, whether directly or through the Mother Advisor, for Official Visits and any other event(s).
- 12) If a girl is able to travel to another jurisdiction, please remind her to email her Mother Advisor and the Supreme Officer with her plans. Additionally, please have her email these adults the day of (or night before) her departure and the day she returns home (regardless of how late it is!). These adults will want to know that she is traveling and that her travels were safe! (If she encounters problems while traveling, she should contact these adults immediately, especially if she is traveling alone.)

GRAND FAMILY OBLIGATION

How exciting that you have been recommended by your Advisory Board or District Deputy for a Grand Family position. Every one of you makes Colorado Rainbow special and fun.

You have been chosen because of your dedication to Colorado Rainbow as well as your leadership qualities. We hope you will take your appointment with pride. Being a member of the Grand Family has many rewards. The more you put into your office, the more you will enjoy it, so we hope you will accept it with excitement and make it the best experience it can be.

Before you decide on accepting the appointment, we would like you to know what responsibilities go along with your honor

If you were recommended for a **Grand Officer or Grand Cross Team Member position** you will have the following obligations:

- 1. Attend the tryouts for the position that you were recommended for.
- 2. Attend Installation at Grand Assembly.
- 3. During the year while holding the position, attend at least one OV other than your own Assembly or one (1) special event of the Grand Worthy Advisor. Complete the Report of Visit Form (which will be included in your packet that you will receive at Grand Assembly) and email the report to your District Deputy within one week of that OV or the special event. Of course, traveling to many Official Visits and other activities on the GWA's Itinerary is also encouraged.
- 4. Attend the School of Instruction.
- 5. Attend the practice at Grand Assembly which is held on the Thursday prior to your Grand Assembly.
 - If your Assembly does not have a District Deputy, Grand Officers and Grand Cross of Color Team Members shall say their part to the Mother Advisor or the Grand Deputy, who will contact you before Grand Assembly.

If you were recommended as a **Grand Representative you will have the following obligations**:

- 1. Attend Installation at Grand Assembly.
- 2. During the year while holding the position, attend at least one OV, Installation or GWA event other than your Assembly. Of course, traveling to many Official Visits and other activities on the GWA's Itinerary is also encouraged.
- 3. Attend the School of Instruction, if possible.
- 4. Attend the practices at Grand Assembly which are usually held on the Thursday morning of your Grand Assembly.
- 5. Do all you can do to communicate with your Grand Representative counterpart and contact the Adult Director of Representatives if you need help.

GRAND FAMILY OBLIGATION - continued

If you were recommended as a **Grand Page or Grand Choir Member**, you will have the following obligations:

- 1. Attend Installation at Grand Assembly.
- During the year while holding the position of Grand Page or Grand Choir Member, attend at least one OV, Installation or GWA event other than your Assembly. Of course, traveling to many Official Visits and other activities on the GWA's Itinerary is also encouraged.
- 3. Attend the School of Instruction, if possible.
- 4. Attend the practices at Grand Assembly which are usually held on the Thursday afternoon of your Grand Assembly.

If you find that you cannot fulfill the obligation of the Grand Family appointment, you shall submit your resignation in writing to the Grand Deputy.

At Grand Assembly, your respective Directors will review and discuss the requirements of your Grand Family position. After the review, we would like you to acknowledge the acceptance of your position by signing a letter. We are looking forward to working with you during the next year.

GRAND ASSEMBLY SESSION GENERAL INFORMATION

- 1) Behavior problems involving members attending Grand Assembly, if unresolved by the Mother Advisor and/or Sentinels, shall be referred to the Grand Executive Committee and if necessary, the offending members may be sent home.
- 2) Each Assembly shall have the chaperones as designated in the Youth Protection Guidelines, including one for each five girls attending a Grand Assembly Session. It is recommended that the Mother Advisor not be considered in the count of one for each five. Chaperones must be over 21 years of age, approved by the local Advisory Board, and have completed the Adult Profile form, "Background Screening" and YP training modules 1-4 and considered an Approved Adult Worker as a minimum.
- 3) Greetings from presiding officers, welcomes and responses shall be limited to two (2) minutes.
- 4) The schedule and format of Grand Assembly shall be reviewed yearly and may be changed by the Supreme Officer.
- 5) All communications pertaining to the Grand Assembly session must be approved by the Supreme Officer.
- 6) The Annual Registration Fee shall be determined by the Registration Chairman and the Supreme Officer.
- 7) Courtesies for Grand Assembly Sessions extended to out of state Grand Worthy Advisors and Grand Representatives to Colorado will be:
 - a) Grand Assembly Registration Fee
 - b) Grand Assembly Banquet
 - c) Outing cost paid for our members
- 8) Supreme Officers, Supreme Inspectors, and Supreme Deputies visiting from other Jurisdictions will be guests of Colorado Grand Assembly during the session as determined by the Grand Executive Committee.
- 9) Girls attending Grand Assembly must stay in assigned housing.
- 10) If you need to contact the Grand Worthy Advisor for any <u>business</u> purpose, please see the Grand Deputy and she will relay your message to the Grand Worthy Advisor.
- 11) The registration packet for Grand Assembly will contain the Dress Code for Grand Assembly.
- 12) Traveling Awards shall be brought to Grand Assembly each year, which includes the Grand Masters Trophy (both pieces), the Grand Commandery Leadership Award, the Grand Council Public Service Award, the Scholarship and Service Bears.

GRAND ASSEMBLY SESSION GENERAL INFORMATION – continued

13) For Initiation you should bring the Assembly's By-Laws as well as a Dues Card for your new member, which shall be given to the Grand Deputy. If you have a bag, ritual, or other items you give the initiate(s), those can be given privately after the Initiation by members of your Assembly. Majority Cards should be given to the Supreme Officer.

LOCAL ASSEMBLY RESPONSIBILITIES WHEN HAVING A GWA OR GWAA:

- 14) School of Instruction: Traditionally the GWA's Assembly will be the host for the School of Instruction. Grand Assembly will pay for the lunch expense up to a pre-determined amount. The Advisory board will be responsible for providing and coordinating this meal.
- 15) The Assemblies of the Grand Worthy Advisor and the Grand Worthy Associate Advisor are responsible to assist with set up and the taking down of the paraphernalia. The Grand Worthy Associate Advisor-Elect's Assembly shall assist with the taking down of the paraphernalia after installation.
- 16) The Grand Worthy Advisor's Assembly will be responsible for the cost of the Grand Assembly program covers. Grand Assembly will provide the Assembly with an invoice.
- 17) Grand Assembly shall be responsible for registration fees of the Grand Worthy Advisor and her parents only. The Assembly may include the GWA and her parents on the Assembly's registration.

CANDIDATES FOR GRAND WORTHY ASSOCIATE ADVISOR

(Grand Worthy Associate Advisor Questionnaire should Accompany This Information)

If a girl in the Assembly is interested in running for the office of Grand Worthy Associate Advisor, the Mother Advisor should provide her and her parents with a copy of the requirements and expectations for both <u>GRAND WORTHY ASSOCIATE</u> <u>ADVISOR AND GRAND WORTHY ADVISOR</u>. The Mother Advisor shall inform the girl and her parents of the electioneering policy described below.

If, after reviewing these sections, the girl is still interested in being a candidate for the office of Grand Worthy Associate Advisor, the following requirements must be met:

- a) She must be a Past Worthy Advisor at the time of election for GWAA and have completed her Junior year in High School.
- b) If elected Grand Worthy Associate Advisor, she must be installed as Grand Worthy Advisor prior to her 20th birthday (or 21st birthday with the approval of the Supreme Officer).
- c) She must plan to serve RAINBOW ALMOST FULL TIME FOR TWO YEARS. The first year as Grand Worthy Associate Advisor and the second year as Grand Worthy Advisor.
- d) She cannot marry or cohabitate with a significant other while holding either office. Should she do so, she will be automatically removed from the office.
- e) She and her parents must be aware there will be expenses for which they are not reimbursed.
- 2) If the requirements are met and the parents approve, a copy of the "QUESTIONNAIRE FOR CANDIDATE FOR GRAND WORTHY ASSOCIATE ADVISOR" shall be issued by the Mother Advisor.
- 3) As soon as it is known that a member of the Assembly intends to submit an application to be a candidate for GWAA, the Mother Advisor should notify the Advisory Board. It is important for the Board to vote to support the girl as a candidate.
- The District Deputy should be contacted by the Mother Advisor as soon as it is known that a girl intends to submit an application. The Deputy will then arrange an appointment (prior to February 15th) to meet with the girl and her parents to discuss Grand Assembly expectations of the girl if elected, cost of the two years, etc. At this time the District Deputy will explain it is the responsibility of the applicant to request the items identified in e-f-g-h-i of Section 5 below but the items should be mailed directly to the District Deputy. Items a-b-c-d will be put together by the applicant. If an Assembly does not have a District Deputy, the Mother Advisor shall contact the Grand Deputy.
- 5) At the time of the visit by the District Deputy, she/he will pick up the application and items a-b-c-d identified below. Following the visit, the District Deputy will forward the application and all required items to the Supreme Officer NO LATER THAN MARCH 1st.

CANDIDATES FOR GRAND WORTHY ASSOCIATE ADVISOR - continued

Required Items:

- a) Letter signed by the girl's parents giving permission and support for their daughter to serve. The letter should include the girl's date of birth.
- b) Photo of applicant
- c) Copy of the girl's application (petition)
- d) Written theme 500 words or less (suggestion: use a "word count" word processing program.) Subject: "Why I want to be Grand Worthy Advisor"
- e) Letter from the Advisory Board Chairman on behalf of the Advisory Board stating their support
- f) Letter from the Mother Advisor
- g) Letter from the girl's Principal, Counselor, or College Advisor
- h) Letter from the girl's Minister, Youth Pastor or other Church Leader, or a short written essay entitled "How Rainbow's Lesson of Religion Influences My Life"
- i) Letter from the District Deputy
- The girl and her parents must meet with the Supreme Officer and Grand Executive Committee, in April, at a time and place set by the Supreme Officer. The purpose of this meeting is to discuss the requirements of the offices, expenses and expectations and to answer questions from she and her parents. In addition, she shall be required during the time of the interview session to recite a non pre-designated portion of the Ritual (Worthy Advisor' parts only) and/or parts from the Book of Traditional Instructions before the Committee as well as to answer interview type of questions from the Grand Executive Committee.
- 7) Following the interview, the application will be accepted or rejected by the Grand Executive Committee. The candidate(s) will receive written notice of her acceptance or rejection. If accepted, the applicant will be on the slate of candidates for election at Grand Assembly.
- 8) The Grand Worthy Associate Advisor usually advances to the office of Grand Worthy Advisor, but there can be times when this would not be true.
- 9) If selected to be a candidate for the office of Grand Worthy Associate Advisor, THERE CAN BE NO ELECTIONEERING BY THE GIRL, HER PARENTS, MEMBERS, OR ADULTS OF HER ASSEMBLY OR HER DISTRICT. Candidates will be disqualified if electioneering is confirmed.
- 10) In the case where a candidate previously ran for GWAA, and was not elected to the Office, chooses to run a second or third time, she may update her packet by resubmitting the following:
 - Written Theme 500 words or less. (Suggestion: use a "word count" word processing program.) Subject: "Why I Want To Be Grand Worthy Advisor"
 - Letter from the Advisory Board Chairman on behalf of the Advisory Board stating their support.
 - Letter from the Mother Advisor
 - Letter from the District Deputy

GRAND WORTHY ASSOCIATE ADVISOR / GRAND WORTHY ADVISOR EXPECTATIONS, REQUIREMENTS AND OTHER INFORMATION

1. EXPECTATIONS:

As GWAA:

- The Grand Worthy Associate Advisor must meet with the Supreme Officer & Grand Deputy at various times during the year as requested. Expense for travel to the meeting is the responsibility of the GWAA.
- All directives during the two years will come from the Supreme Officer, however, the GWAA reports directly to the Grand Deputy.
- The Grand Worthy Associate Advisor must attend ALL Official Visits. A written report of the Official Visits should be mailed or sent electronically to the Grand Deputy within one week of the event.
- Make every effort to communicate positively about Rainbow. Make it a point to meet EVERY GIRL AND THE ADULTS in each Assembly. Be aware of special talent during your visits and make a mental note of: speaking ability, musical ability, members with motivational attributes and include this information on Visit Reports
- NEVER CRITICIZE ANY WORK AT ANY TIME. Any negative remarks should be reported immediately to the Grand Deputy in order that resolution and correction might be achieved. Do not take notes during a meeting as it could be misconstrued.
- A written thank you should be sent within one week to those who have extended courtesies during Official Visits.
- Communication is KEY between the GWA and GWAA.
- All Official Rainbow Communication INCLUDING ANY POSTS ON SOCIAL MEDIA as GWAA must be submitted to the Grand Deputy and approved by the Supreme Officer prior to mailing OR POSTING. This includes preparation of Grand Assembly packets: letters to the Grand Family, letters to District Deputies, letters to Mother Advisors, letters to Adult Grand Appointments and flyers promoting the service and membership projects.
- During your year as GWAA, at times determined by the Supreme Officer, a
 meeting will be held to plan dates for Official Visits for the coming year. These
 dates will be published in your itinerary. The final draft of the itinerary cover
 page is due to the Grand Deputy for final approval. The GWAA designs the
 cover of the itinerary with ASSISTANCE of the Grand Deputy.
- Should a School of Instruction be planned, the date, time and place will be published in the itinerary. Traditionally your home Assembly will be the host for the School of Instruction. Grand Assembly will pay for the lunch expense up to a pre-determined amount. The Advisory board will be responsible for providing and coordinating this meal.
- Once a service project is chosen, obtain additional brochures for Packets.
 Details regarding the selection and planning of service project activities are indicated in Section 5 below.

1. EXPECTATIONS – as GWAA – continued

- During the year as Grand Worthy Associate Advisor, write speeches that are
 to be used during Official Visits during the year as Grand Worthy Advisor.
 These speeches are to be submitted to the Grand Deputy. Greetings to Jobs
 Daughters and DeMolay (whose sessions fall in June) must be sent to the
 Grand Deputy.
- GWAA selects an Installing Team with the approval of the Supreme Officer and Grand Deputy. This team must be made up of PGWA's, with the exception of Musician who may be an approved adult.

2. RESPONSIBILITIES:

As GWAA:

- The Grand Worthy Associate Advisor is the appropriate person to represent Colorado Rainbow in the event the Grand Worthy Advisor is unable to attend a designated function. This request will come from the Supreme Officer.
- The Grand Worthy Associate Advisor should attend as many Installations and special functions as possible
- You are encouraged to attend Supreme Assembly (in even years)

AS GWA:

- The Grand Worthy Advisor must meet with the Supreme Officer at various times during the year as she requests. Expense for travel to the meeting is the responsibility of the GWA
- All directives will come from the Supreme Officer. The GWA reports directly to the Supreme Officer.
- The Grand Worthy Advisor must make Official Visits as determined by the Supreme Officer during her year. A written report of each Official Visit should be sent to the Supreme Officer within one week of the event. She must also attend all activities listed in her itinerary.
- The Grand Worthy Advisor is the "Colorado Rainbow Ambassador" and will be the spokesperson to other Masonic Family groups. Speeches must be prepared and approved by the Supreme Officer. The following are anticipated events which will require participation by the GWA:
 - Jobs Daughters Grand Session in June
 - DeMolay Convention in June
 - Grand York Rite in September
 - Eastern Star Grand Chapter in September
 - Hi-Twelve International in October
 - Grand Cross of Color Mystic Feast in November
 - ESMRC Christmas Party sponsored by Colorado Tri-Youth
 - Grand Lodge of Masons in January
 - Amaranth Grand Court in February
 - Knights Templar Easter Sunrise Service in Denver in March or April
 - Grand Master's Brunch in March, April or May
 - ESMRC Senior Prom sponsored by Colorado Tri-Youth in May
 - Supreme Assembly Note: In even number years when Supreme Assembly is held, the GWA and the JPGWA are expected to attend.

3. COMMITMENT

- GWAA must plan to serve RAINBOW ALMOST FULL TIME FOR TWO YEARS. The first year as Grand Worthy Associate Advisor and the second year as Grand Worthy Advisor.
- Importance of deadlines; throughout the 2 years there are absolute deadlines you must meet. A schedule of due dates will be given to the GWAA, GWA and their respective parents. The Girls are expected to meet the deadlines with the assistance of their parents. Stipends and travel expenses will be held until deadlines are met.
- Dedication to Rainbow over other organizations and activities
- BFCL (BOY FRIENDS COME LAST)
- Attitude & Leadership

4. PARENTAL RESPONSIBILITIES & JOYS:

- During the next two years the parents conduct and personal appearance must be above reproach at all times. Refer to Colorado Dress Code
- Conduct and attitude of Parents They must be able to work with the Supreme
 Officer and Grand Deputy Their attitude and actions must be beyond
 reproach at all times.
- GWAA and Parents Must be present at Set up and Tear down at both Grand Assemblies.
- Absolutely NO RAINBOW COMMUNICATIONS including those posted on Social Media by Parents shall be done without prior approval from the Supreme Officer or Grand Deputy. This is important due to the Youth Protection Policy for media releases.
- Help with tracking of Attendance at OV's and GWA special events
- Proof read speeches, Covenant articles and any other written communication before it is sent to the Grand Deputy and Supreme Officer. Help see their daughter meets all deadlines.
- Backdrop Fabric backdrop will be provided. All decorations must be in place by a time specified by the Grand Planning Committee so that Assembly room set-up can be completed.

5. MEMBERSHIP, COVENANT, SERVICE AND SCHOLARSHIP

- Promote Membership by utilizing whatever Membership Program was selected for the current Grand Assembly year. The GWAA should create a Membership Program and also promote any Supreme Membership program that may be active during her term as GWA. She will need to suggest an Adult she feels she can work with to serve as the Director of Membership.
- Covenant article deadlines are to be met. GWAA submits articles to Grand Deputy and GWA submits to Supreme Officer. The 1st one is due immediately following Grand Assembly for approval.

5. MEMBERSHIP, COVENANT, SERVICE AND SCHOLARSHIP - continued

- The GWAA will submit to the Grand Deputy information on at least two Service projects that she would like to promote during her year as GWA. She will need to suggest an Adult she feels she can work with to serve as the Director of Service. The Grand Executive Committee will review and select one Service project. The organizations must be a 501(c)3 Corporations. It is preferable the organizations benefit children in some aspect and the majority of the funds donated would benefit the project and not administrative costs. Obtain brochures or written information about the organization for the GEC selection review. Once a project is chosen, obtain additional brochures for Packets. Submit dates and description of the Service activity for publication in the Itinerary. To assist you with the planning of the activities, planning worksheets will be included in your packet and will also sent to you via email. Submit (electronic) Activity Planner form as GWAA and update as needed and again as GWA at least two months prior to any planned Service activity.
- GWAA and GWA will need to be prepared to promote the State Scholarship Program.

6. PLANNING FOR YEAR

AS GWAA

The Grand Worthy Associate Advisor will begin at once to make plans for her year as Grand Worthy Advisor. All plans must be approved by the Supreme Officer. Plans are not to be discussed with others, especially the GWA, as you do not want to infringe on her year. A meeting should be scheduled with the Supreme Officer and Grand Deputy in the fall, to discuss some of the following items:

- Selection of THEME, MOTTO, SYMBOL, SCRIPTURE, COLORS, SONGS AND FLOWERS
- Gifts (optional) Example: Installing Officers, Session Mother Advisors, Session Sentinels, seat warmers, etc.
- Mementos to Worthy Advisors, Mother Advisor, District Deputies, Rainbow Dads at Official Visits
- Small gifts to new initiates (optional)
- Awards or recognitions in conjunction with a Membership Program
- Identifiers/Badges for Grand Family worn during year (optional)
- Itinerary (Paper stock)
- GWA Letterhead (Ink Color)
- Plans for Installation
- Speeches
- Inform your Mother Advisor by the end of the calendar year, if there is someone from your Assembly or District to serve as your Personal Page during your session as Grand Worthy Advisor
- At the next meeting with the Supreme Officer and Grand Deputy, be prepared to show samples of gifts and design for itinerary cover
- The Grand Worthy Associate Advisor should attend as many Installations and special functions as possible

6. PLANNING FOR YEAR - as GWAA - continued

- Grand Worthy Advisor Gift from the Grand Family Quilt The quilt squares and the letter requesting monetary contributions are sent by the GWAA and/or the Quilt Advisory Team after approval from the Grand Deputy. This is the gift for the GWA and the GWAA is responsible for all aspects of the quilt with the assistance of the Quilt Advisory Team. The design, colors and fabric are the choice of the GWAA however she should take into consideration the theme and colors of the term. The quilt should be self-funded and paid for by the monetary contributions sent in. If there are funds available after paying for the quilt the GWAA will decide how the remaining funds are given to the GWA. (She may either purchase an additional gift or present the remaining funds in cash). The GWAA will present the quilt at the Grand Assembly Session.
- Submit detailed outline (in electronic format) of any planned event (leadership, team building or fun) using the Activity Planner form. Promote event and update form as needed prior to the date of the event.

AS GWA:

The Grand Worthy Advisor will begin at once to make plans for her Grand Assembly session. All plans must be approved by the Supreme Officer. Schedule a meeting with the Supreme Officer and plan to attend a Grand Planning meeting in January, to discuss some of the following items:

- Back Drop (design, colors, etc.)
- Carry-Ins for Grand Family
- Optional activities at Grand Assembly. I.E: Competitions, Special Party theme, special activity with the Grand Officers and Grand Cross of Color Team, Special Music, and optional registration tote bags, Flag Tributes and Cavalcade, etc.
- Preference of initiation songs

Feb, March April & May continue planning for session on the following:

- Program cover (design, color, etc.): This is an expense of the Grand Worthy Advisor's Assembly
- Selection of Mother Advisors and Sentinels for sessions
- Selection of Welcome person & Inviting Marshal
- Script for session
- Invite representative from Service Organization to Formal Banquet
- Dedications, quotes special thank you and photo for GA Program

Finalize plans from the detailed Activity Planner forms (in electronic format) for any planned GWA itinerary event. Promote event and update the Activity planner form at least 2 months prior to the date of the event.

7. INCOME AND EXPENSES

The Grand Worthy Associate Advisor and Grand Worthy Advisor will receive stipends quarterly from the Grand Assembly of Colorado. The GWAA and GWA will receive \$62.50 per quarter for travel expenses. Checks will be issued only after the following requirements are met. The GWA and GWAA must submit to the Supreme Officer and Grand Deputy respectively the following:

- Report of Visit Form due within 1 week of visit
- Expense Report form showing a quarterly itemized listing of monetary gifts received, expenses, and mileage. (The accounting requested is for informational purposes only)

Due dates for these reports are as follows:

- June through August Due September 10th
- September through November Due December 10th
- December through February Due March 10th
- March through May Due June 10th
- The GWA will receive an additional \$100.00 per quarter for other expenses and will be reimbursed for required postage provided the report requirements are met.
- The GWA and JPGWA are expected to represent Colorado Grand Assembly at Supreme Assembly (in even years). This will be at your expense; however, there may be additional funds that the Grand Assembly of Colorado will have available to assist you with the expenses. These funds are received from donations and will vary from year to year. Grand Assembly will pay for the Supreme dress for the acting Supreme Officer or Supreme Page representing Colorado Rainbow at the Supreme Session.
- You and your parents must be aware there will be additional expenses for which you are not reimbursed.

All other expenses incurred during the two years are the responsibility of the GWA and GWAA and include but are not limited to the following:

AS GWAA

- All travel expenses (gas, hotels, etc.)
- Gifts, mementos, awards (Grand Assembly will reimburse up to \$100.00 towards a Membership Award) given as GWA
- Identifiers (Badges) for Grand Family (optional)

 given as GWA
- Decorations for Installation as GWA
- The cost of envelopes and printing the packet materials
- Itinerary printing (The cost of printing approx. 250 copies of the itinerary)
- Long white dress for the Grand Cross of Color Degree at Grand Assembly.
 (Will be worn at official appearances as GWA when representing Colorado Rainbow)
- Crown to be worn as GWA. Grand Assembly has a crown available for your use during your GWA year. If you would like to purchase your own crown as a memento for your year, you may do so, but it must be the official Rainbow crown and be ordered from Supreme Assembly

7. INCOME AND EXPENSES – continued

AS GWA

- All travel expenses (gas, hotels, etc.)
- Gifts (optional) Examples: Installing Officers, Session Mother Advisors, Session Sentinels, seat warmers, etc.
- Preparation of Backdrop and Assembly room decorations
- Carry-ins
- Long white dress for official appearances and Grand Cross of Color Degree at Grand Assembly.
- Optional Session items: Tote bags, Activity with the Grand Officers and Grand Cross of Color Team, optional prizes for contest(s).

8. EXPECTATIONS, DECISIONS AND DUTIES AS GWA

- All Official Rainbow Communication INCLUDING ANY POSTS ON SOCIAL MEDIA as GWA must be submitted and approved by the Supreme Deputy prior to mailing OR POSTING.
- The Grand Worthy Advisor must work with the Grand Dress Committee to choose appropriate dresses for her Grand Assembly session. Three (3) selections should be presented to the Supreme Officer by October 1.
- The Grand Worthy Advisor with the assistance of the Supreme Officer should choose a Christmas card, Holiday letterhead or Holiday Photo-card as soon they become available in the stores. The GWA will submit a Holiday message to be printed on the card or letterhead or short greeting for photo-card. After approval by the Supreme Officer, Grand Assembly will purchase and mail approximately 200 of these Christmas greetings from the Grand Assembly of Colorado, the Supreme Officer and the Grand Worthy Advisor. The GWA will help with prepare and distribute the GO/GCCT cards.
- Make every effort to communicate positively about Rainbow. Make it a point to greet EVERY GIRL AND THE ADULTS in each Assembly. Be aware of special talent during your visits. Make a mental note of: speaking ability, musical ability, members with motivational attributes and include this information on Visit Reports. You may want to utilize their talents at your Grand Assembly Session.
- NEVER CRITICIZE ANY WORK AT ANY TIME. Any negative remarks should be reported immediately to the Supreme Officer in order that resolution and correction might be achieved. Do not take notes during a meeting as could be misconstrued.
- A written thank you should be sent within one week to those who have extended courtesies during Official Visits.
- Communication is KEY between the Grand Worthy Advisor and Grand Worthy Associate Advisor.

9. EXPECTED CONDUCT

- She cannot marry while holding either office. Should she do so, she will be automatically removed from the office.
- Travel arrangements are to be made with the prior approval of the Supreme Officer. It is permissible to travel as the situation dictates. It is recommended that the GWA & GWAA be accompanied by an approved adult when traveling. The Grand Deputy, District Deputies, Mother Advisors and the Supreme Officer must be advised of travel plans, preferably one week in advance.
- The GWA & GWAA are the guests of the Assembly and will stay in the housing arranged by the Assembly or the District Deputy if the need arises.
- Be considerate of others by offering to share rides. Be prepared by considering one long dress, notebook, etc., as "carry with you" luggage. It is suggested that you have cash or credit card and cell phone when traveling.
- You should be aware of all Official Visits so please RSVP to the Mother Advisors even when no invitation is received.
- Conduct and Personal Appearance must be above reproach at all times. Refer to most current Colorado Dress Code.
- Girls (along with their parents) who do not comply with the information in the GWAA or GWA Expectations & Requirements will be called to a meeting with the Supreme Officer and Grand Executive Committee.

Statutes of Supreme Assembly, Uniform Code of By-laws - Section 30: Expulsion:

A member may be expelled from the Order for any conduct unbecoming a Rainbow Girl, including but not limited to the following: involvement in the use of any illegal or illicit drugs or alcohol; involvement in inappropriate or illicit Internet content, images, or innuendos; arrest and conviction of a felony; pregnancy, except in the case of a legally proven rape or incest; cohabitation – a choice to live as a mature adult, rather than as a Rainbow Girl. In order to assure due process before expulsion is enacted, the Advisory Board will conduct a thorough investigation of the charges to ensure their validity. The Supreme Officer will be advised in writing and must approve the proposed action. When expelled, the individual must be notified by certified mail and will be stricken from the records as a Master of the Grand Cross of Color and requested to return the Grand Cross of Color medallion and card, if that award has previously been bestowed. The Supreme Assembly will be notified immediately and the records adjusted accordingly. A record of the expulsion shall be kept in the Supreme Officer files.

* Although marijuana is legal in Colorado it is still illegal on the Federal level and therefore is considered an illegal drug for Rainbow Members.

10. ACCEPTANCE AND ELECTION PROCEDURES

AS GWAA:

 Following the interview, the application will be accepted or rejected by the Grand Executive Committee. If accepted, the applicant will be on the slate of candidates for election at Grand Assembly.

10. ACCEPTANCE AND ELECTION PROCEDURES - As GWAA

- The Grand Worthy Associate Advisor usually advances to the office of Grand Worthy Advisor, but there can be times when this would not be true.
- If selected to be a candidate for the office of Grand Worthy Associate Advisor,
 There can be no electioneering by the Girl, her Parents, Members, or Adults of her Assembly or her District. Candidates will be disqualified if electioneering is confirmed.

ELECTION OF GRAND WORTHY ASSOCIATE ADVISOR

- If a candidate is part of the Grand Assembly Session, i.e. Grand Officer, Grand Representative, the Supreme Officer or Grand Deputy may name a substitute and make all necessary arrangements.
- Two female adults will be assigned to stay with each candidate, in a specified room away from the Grand Assembly Room. Each candidate will be escorted into the Grand Assembly Room by a Sentinel or Past Grand Worthy Advisor assisting with the Election process and following the questions, will be escorted out of the room by the Sentinel or Past Grand Worthy Advisor.
- 3) Voting delegates are: Past Worthy Advisors who have not reached Majority or who have received an extension from the Supreme Officer; Worthy Advisors; Worthy Associate Advisors; and Charity. COLORADO DOES NOT RECOGNIZE PROXIES.
- 4) The Supreme Officer/Grand Deputy will designate the attire to be worn for the question period prior to the election. (In most cases, the attire will be the girl's Grand Dress.)
- 5) Candidates shall be presented in alphabetical order or by Assembly number, as determined by the Grand Executive Committee.
- 6) Only the names of candidates will be given when presented prior to the start of the questions. No Assembly name will be given during the question period.
- 7) Candidates will use portable microphones during the question period.
- 8) Each candidate for Grand Worthy Associate Advisor will be asked the same question(s). The question(s) will be taken from the Ritual, Gold Book, Book of Traditional Instructions or Supreme Statutes, with at least one extemporaneous question also asked. (This will be the same for each candidate). All questions will be approved by the Grand Executive Committee prior to election. The candidate may be required to read her submitted Theme "WHY I WANT TO BE GRAND WORTHY ADVISOR".
- 9) During the election process, there shall be no talking, hand gestures, etc.

ELECTION OF GRAND WORTHY ASSOCIATE ADVISOR - continued

- 10) Election ballots shall be kept in the possession of the Supreme Officer for one (1) year.
- 11) Any candidate may try out again, providing the age requirement is met.
- 12) If no applications for candidates for the office of Grand Worthy Associate Advisor are received by the deadline, the Supreme Officer is authorized to appoint a girl to fill the station. The girl appointed would serve the following year as Grand Worthy Advisor.

The Supreme Officer will contact District Deputies and/or Mother Advisors for recommendation of girls qualified to fill the offices. She may ask the District Deputy, or a member of the Grand Executive Committee, to visit the girl(s) who have been recommended (and the girl's parents) to ascertain if they would be interested in accepting the appointment. It is important that the girl and her parents are aware that this appointment means a two-year commitment of time and finances.

A girl interested in accepting such appointment, and her parents, will be asked to meet with the Grand Executive Committee for the purpose of reviewing what is expected of the Grand Worthy Associate Advisor, the Grand Worthy Advisor and their families. The meeting will be held at a time and place designated by the Supreme Officer.

The decision of the appointment will be made by the Grand Executive Committee and Supreme Officer. The announcement of the appointment will be made by the Supreme Officer at the Grand Assembly Session.

CANDIDATES FOR GRAND WORTHY ASSOCIATE ADVISOR QUESTIONNAIRE

Grand Assembly of Colorado IORG

Note: This questionnaire, letters of recommendation, photo and Rainbow Theme must be submitted to the Supreme Officer no later than March 1.

1.	lame Birthdate				
	Phone (H or C)				
	Address				
2.	Assembly Name and No				
	Please indicate term served as Worthy Advisor				
3.	Church Affiliation				
4.	Are you attending school? If yes, please give name and grade				
5.	o you plan to attend College, Business School or other, after completion of high				
	school? If yes, please give name and location of school you plan to attend				
6.	Have you applied for scholarships for college, etc.?				
	Do you plan to apply for scholarships? If yes to either question, please give				
	name(s) of scholarship(s) and details as to requirements of scholarship(s) and the				
	school you will be attending				
7.	Are you engaged to be married? If yes, when do you plan to marry?				
8.	What are your plans for the future, other than College?				
9.	Are you working? If yes, where?				
10.	-ather's Name:				
	Email: Phone: (H or C)				
	Mother's Name:				
	Email: Phone: (H or C)				

CANDIDATES FOR GRAND WORTHY ASSOCIATE ADVISOR QUESTIONNAIRE - Page 2

11.	Is your father a Mason?						
	If yes, give Lodge Name and No						
	If yes, give Chapter and/or Court Name and No						
	Is your mother a Majority Rainbow Member?						
	If yes, give Assembly Name and No						
12.	Activities you participate(d) in at school?						
13.	Other organizations of which you are a member						
14.	Have you and your parents met with your District Deputy?						
15. Are you aware this is a two-year commitment and will demand a great deal of time.							
	whether you are attending Official Visits or at school or at home?						
16.	Are you aware that communicationsspeeches, letters, etcmust be approved in						
	advance by the Supreme Officer and that there are deadlines for presentation to that						
	Officer that must be adhered to?						
17.	Are you aware that your input will be considered for the annual itinerary for Colorado Rainbow, but the Supreme Officer has final approval?						
18.	Are you aware that for travel to Rainbow events during the next two years you are to be accompanied by a person who is at least 21 years old and who has been approved by the Supreme Officer? Are you aware that your travel and housing arrangements during the next two years are to be approved in advance by the						
	Supreme Officer?						
19.	Have you and your parents read Section 30 (Expulsion), Uniform Code of By-Laws?						
20.	Are you and your parents aware of the known expenses involved with the offices of						
	Grand Worthy Associate Advisor and Grand Worthy Advisor? Are you and						
	your parents prepared for additional, unforeseen expenses during the next two years?						

CANDIDATES FOR GRAND WORTHY ASSOCIATE ADVISOR QUESTIONNAIRE - Page 3

21. /	Are your parents agreeable to help you whenever possibl	e?			
22. Do you and your parents agree to make yourselves available to meet with the Supre					
	Officer on occasion during the next two years at times and locations designated by that				
Officer for the purpose of discussing plans for your year as GWA?					
23.	Do you and your parents acknowledge the authority of the Supreme Officer in				
	Colorado?				
	Do you and your parents agree to cooperate with the Sup	oreme Officer and the Grand			
	Executive Committee?				
Sig	nature of Candidate	Date			
Cia	nature of Mother	Data			
Sigi	nature of Mother	Date			
Sig	nature of Father	Date			

GWAA SCHEDULE OF DUE DATES

As a help to you, here is a list of items that you need to accomplish this year and the due dates for each item. There may be additions to this list as the year progresses. You will be advised of those additions as they come to light. Meetings will be set throughout the year when needed to discuss these items face to face. All items must be approved by the Grand Deputy before sending. This includes emails and postings on Facebook.

We are here to help you. Inform the Grand Deputy immediately, if you are having difficulty meeting a deadline, or if you have questions or problems related to a particular item. <u>It is imperative that these deadlines be met</u>. All items are submitted to the Grand Deputy and all communications/questions must be directed to the Grand Deputy.

SUBMIT TO GRAND DEPUTY FOR APPROVAL

August 20th

- Submit Covenant article and picture to use in Covenant. The article may be sent directly to the Covenant Editor via email and a copy of the email to the Grand Deputy.
 - Select several pictures of yourself. (One will be selected). Please submit the pictures to the Grand Deputy prior to sending to the Covenant Editor.
- Draft letter (and get approval) for GWA Quilt design and letter.
 - o (Work with the Quilt Advisor on the design)

This will be a long term project so the sooner you get started, the better.

September 10th

- 1st Expense form due (For the months of June, July, and August).
- Submit your Theme, Motto, Symbols, Colors, Songs, Flowers, Scripture, Awards and/or Membership program etc. Grand Assembly allows a \$100 budget for membership awards.
- Submit at least 3 Service Projects for your term (must be 501(c)(3) organization). You will need to present written information and documentation for each organization. (Brochures work nicely)

December 10th

- 2nd Expense form due (For the months of September, October, and November).
- Inform your Mother Advisor who you want from your Assembly to serve for your personal Grand Page during your Grand Assembly Session.

December 20th

 Submit Covenant article to the Covenant Editor with a copy of the email to the Grand Deputy.

January 10th

- Submit samples of mementos to be presented during term as GWA for WA, MA, DD, Rainbow Dads and Optional gifts for New Initiates and Honor Stations.
- Optional Sample of Identifiers (badges/sashes) for Grand Family.
- Inform the Grand Deputy what color of Letterhead you would like.
- Work with Grand Deputy on Itinerary
 – (Example of Cover design, ClipArt, paper sample and picture for Itinerary cover). Submit your ideas for special activities such as GWA fun day, workshop, or membership activity.

GWAA SCHEDULE OF DUE DATES - continued

January 10th CONTINUED

- Submit Plans for Installation:
 - List of Installing Officers (Officer, Marshal, Chaplain, and Recorder must be PGWA. It is preferable that Musician also be a PGWA, but understand that may not be possible) and others related to Installation (Person to Welcome, Special Music, Presenter of Crown, Optional Bible Bearer and Arch of Steel/Roses, etc.).
 - Select two adults to serve as Director of Membership, and Director of Service. These will need approval before you ask them. These adults will assist you with your projects during the year. They may assist you by communicating with the Girls in each Assembly who were chosen as Service and Membership Representatives. They could keep track of Membership incentives reached by the Girls as defined in your Membership Program as well as the Supreme Membership Program; and suggest ideas for Service projects.
- Submit sample (Pictures work well) of decorations wanted in the East.

February 25th

- Submit Grand Packet letters Adults and Girls.
- Acquire material (brochures, etc.) on Service project for inclusion in packets.

March 10th

- Finalize mementos, gifts, badges/sashes.
- 3rd Expense form due (For the months of Dec Feb).
- Prepare and submit OV Speeches.
- Coordinate Outgoing Ceremony for GWA and submit for approval.
 - This should be somewhat of a surprise for the GWA but you may ask her if she has someone special that she would like to have read the cards from the Grand Officers if she wants a Pin Ceremony.
- Finalize the itinerary with the Grand Deputy.

April 20th

- Submit Covenant article to the Covenant Editor with a copy to the Grand Deputy.
- Submit optional sample of Installation Invitation.
- Submit Installation speech for approval.
- Submit an 8' x 10" glossy to be sent to Supreme Inspector for use at Supreme
 Assembly Office. (Picture must be approved and should be a head and shoulder shot).

June 1st

- Submit Speech for Jobs Daughters Grand Session and DeMolay Convention as GWA.
 June 10th
- 4th Expense form due (For the months of March, April, and May).

Miscellaneous

- Attend All Official Visits.
- Try to attend as many of the GWA activities as possible. This is a time when you can get to know the girls in Colorado Rainbow.
- Submit Report of Visit Form within one week of every OV.
- Send Thank you notes within 1 week.

GWAA SCHEDULE OF DUE DATES - continued

Miscellaneous - continued

- Submit a detailed outline plan of any extra activities (Example: GWA fun day, workshop, membership activity) at least 3 months in advance. Please utilize the Activities Planner & Report forms that are included in your packet.
- Acquire a long white formal to be worn to the GCC Ceremony at Grand Assembly when
 you are GWAA and for official appearances during your year as GWA. Be sure it
 conforms to the Colorado Dress Code and <u>before</u> you purchase it that you have the
 dress approved by the Supreme Officer.
- You may also wish to attend other events such as Eastern Star Grand Chapter, Grand Lodge, DeMolay Convention, and other events during your year as GWAA. Attending these events during your year as GWAA is not a requirement although it is an opportunity for you to observe in order to assist you with your speech writing for your year as GWA. If you attend and a dinner is served, Grand Assembly <u>may</u> pay the costs for your meal and 1 of your chaperones. Also, please be mindful that you may not be introduced and will not be expected to speak.

Remember, you are the GWAA. Be respectful of the GWA and stay in the "background" at the events. Next year will be your year to shine! Please do not share your term information as we want it to be a surprise for all of Grand Assembly.

GWA SCHEDULE OF DUE DATES

As a help to you, here is a list of items that you need to accomplish this year and the due dates for each item. There may be additions to this list as the year progresses. You will be advised of those additions as they come to light. Meetings will be set throughout the year when needed to discuss these items face to face. All items must be approved by the Supreme Officer before sending. This includes emails and postings on Facebook. All submissions and communications should go through the Supreme Officer.

In addition to this schedule, review and follow the GWA/GWAA expectations information that was given to you prior to the interview process.

Inform the Supreme Officer immediately, if you are having difficulty meeting a deadline, or if you have questions or problems related to a particular item.

Submit to Supreme Officer for approval

At least three months prior to any GWA Special event (day of fun) or Service Project

• Update activity planning sheet as well as any supplies/gifts (at your own expense) you will be providing.

August 15th

Submit speech for Grand York Rite.

August 20th

- Submit Covenant article and several pictures of yourself to be used in the publication (one will be chosen.) Please email to both the Supreme Officer and Covenant Editor.
- Work with the Supreme Officer (or her designate) on the selection of dresses for the Grand Family.

September 10th

- Submit 1st quarter Expense Forms from the months of June August.
- Submit speech for Eastern Star Grand Chapter and High Twelve International.

November 1st

- Get with the Supreme Officer about the selection of a Photo Card or Holiday letterhead. Approximately 200 will be needed. Grand Assembly will assume this cost. If a photo card will be used, plan a date for a photo shoot.
- Get approval for Holiday greeting message. The Supreme Officer will help you with this. Print & mail to Grand Family members no later than November 25th.
- Attend a Grand Cross of Color Mystic Dinner in your local area if possible.

DECEMBER 1st

- Plan to attend the tri-youth sponsored holiday party at the ESMRC
- Grand Assembly Song choices (form in packet)
- Contact Director of Grand Representatives to discuss plans for Grand Assembly i.e. Cavalcade, skits, jurisdiction identification etc.

December 10th

• Submit 2nd quarter Expense Forms from the months of September - November.

December 20th

Submit Covenant article.

GWA SCHEDULE OF DUE DATES - continued

January 1st

- Submit backdrop design (sketch, drawing or photo) and other decoration designs for the Grand Assembly Session (for East, etc.).
- Submit ideas/plans for optional activities at Grand Assembly. I.E: Competitions, Special Party theme, activity with the Grand Officers and Grand Cross of Color Team, Special Music, and optional registration tote bags, Flag Tributes and Cavalcade, etc.
- Submit samples of Grand Family Member carry-ins.
- Submit 2 special music selections and preferences of standard Initiation songs for the Grand Choir to sing at the Grand Assembly Session. Grand Family "March songs" and formations will be selected by the Adult Musician and Drill Master.

January 5th

Submit speech for Grand Lodge.

February 5th

Submit speech for Amaranth Grand Court.

February 25th

- Get with Supreme Officer regarding your attendance at the Supreme Assembly Session (in even years- dress, travel plans, etc.).
- Work with Supreme officer or her designate on program cover design and special clipart for Grand Assembly programs.

March 10th

- Submit 3rd quarter Expense Forms from the months of December

 February.
- Get approval for Mother Advisors and Sentinels for the Grand Assembly Sessions, contact them personally and also send a conformation letter to them no later than April 1.
 - o usually Friday evening; Saturday Morning, afternoon, evening Sessions
 - The Mother Advisors do not have to be current Mother Advisors or District Deputies. They can be Past Mother Advisors or District Deputies.
- Special activities for Grand Assembly select persons and get approval for:
 - Welcome Person and Inviting Marshal (can be the same person)
 - Flag Tributes (optional)
 - Other
- Plans for attending Knights Templar Easter Sunrise Service.
- Begin working on GWA scripts for the Session Notebook. Request a copy (from Supreme Officer) of the tentative schedule and previous years scripts to aid in preparing.
- Say Worthy Advisor ritualistic parts to Supreme Officer. More often if needed.
- Contact a representative from your Service Organization and invite them to be present at the Formal Banquet to receive the funds raised during your year. Grand Assembly will pay for one complementary meal for that representative.

GWA SCHEDULE OF DUE DATES - continued

April 1st

- Submit dedications or quotes, special thank you, and picture for Grand Assembly program.
 - Dedications or quotes for Reverend W. Mark Sexson; Supreme Worthy Advisor;
 Supreme Officer for the Grand Assembly Program.
 - Special Thank-You or courtesy remarks for Program; traditionally includes Your Parents, Your Family, Jurisdictional Supreme Officer and Grand Deputy (and their spouses, if involved) Grand Worthy Associate Advisor (and her family) wish her luck, success, etc. for her year, Colorado Rainbow Girls, Your Assembly, Your District, Any special friends, Any PGWA's, Grand Planning and Grand Executive Committee and anyone else who has helped you. Remember, this is limited to one page in the program so some of these groups can be thanked or addressed during introductions at the session.
- Submit for approval a letter to the Grand Officers/GCCT which includes: (Request copy from previous year for example)
 - A special invitation to your homecoming.
 - A reminder for the GO to recite their parts to their DD.
 - To bring their pin and pouch to Grand Assembly.
 - A reminder on the times for the practices at Grand Assembly.
 - Telling them of any special activity planned for Grand Assembly.
 - Send approved letter to Grand Officers/GCCT about homecoming and Grand Assembly no later than April 15th. Grand Assembly provides the postage.

April 20th

Submit Covenant article.

May 1st

- Let registration chairman know if you will have (optional) gifts for the Distinguished Guests Bags for out-of-state girls that may be attending. These can be as simple as leftover gift items you gave out during the year.
- Plan to attend the tri-youth sponsored Senior Prom at the ESMRC

May 10th

- Finalize GWA Session Notebook.
- This includes the script for formal banquet. Be sure to ask your Grand Chaplain to prepare and submit a prayer for the formal banquet, the GO/GCCT meal and any session when a meal follows that there is not a prayer. Request she be prepared at any time if a prayer is needed.
- Say Worthy Advisor ritualistic parts to Supreme Officer.

June 10th

• Submit 4th quarter Expense Forms from the months of March-May.

GWA SCHEDULE OF DUE DATES – continued

Miscellaneous

Attend All OVs, and other activities as scheduled or requested by the Supreme Officer. Submit Report forms within 5 days of each Official Visit. Send thank you notes within 5 days.

As GWA, while representing Colorado Rainbow to other Masonic Bodies, you will be required to wear a white dress for all appearances. This dress should be a long, completely white formal dress, and will always be worn with the Rainbow sash and crown. Be sure it conforms to the Colorado Dress Code and was approved prior to purchase. You will also wear this dress for the Grand Cross of Color event at Grand Assembly. The most common appearances where wearing your dress include (but are not limited to) are: Grand Sessions for Job's Daughters, DeMolay, York Rite, Eastern Star, Masonic High Twelve Club, Grand Lodge, Amaranth, and the Knights Templar Easter Sunrise Service. If you are asked to speak about or on behalf of Rainbow at local Chapters, Lodges, or Courts you should check with the Supreme Officer and she will determine if the white dress is necessary. If you are a member of the Grand Cross of Color, wear your medallion when representing Rainbow at all events and OV's.

ADULT GRAND COMMITTEES

GRAND EXECUTIVE COMMITTEE

- Members of the Grand Executive Committee are appointed by the Supreme Officer to one year terms. Members may be reappointed each year at the discretion of the Supreme Officer
- The members of the Grand Executive Committee are adults who are interested in the Order of the Rainbow for Girls and who have worked in the Order with Local Assemblies
- The Chairman and the Secretary of the Grand Executive Committee shall be elected or appointed by the Supreme Officer
- The Grand Executive Committee shall meet at least quarterly. Suggested times are as follows: January; April to interview Grand Worthy Associate Advisor applicants; June at the Grand Assembly Session to select Grand appointments; and October
- The Committee may meet just prior to the Grand Assembly Session and at any time during the session that is deemed necessary
- The Committee members may be asked to chair committees, work on special projects or assist in any other capacity requested by the Supreme Officer, such as the finances of Grand Assembly, etc.

DISTRICT DEPUTY

- District Deputies are appointed by the Supreme Officer to one-year terms. She/he
 may be reappointed each year at the discretion of the Supreme Officer
- District Deputies are adults who are interested in the Order of the Rainbow for Girls and who have worked in the Order with Local Assemblies
- As related to her/his local Assembly and its Advisory Board, the District Deputy is the Supreme Officer's representative
- Work in conjunction with the Grand Deputy and Mother Advisors to assist their designated Assemblies in uniformity of floor work
- Assist the Mother Advisor in all Assembly practices as requested. However, it is strongly recommended she/he assist in any practice for the Assembly's official visit. Meet with the Mother Advisor to review the activities of the Assembly, any areas or members that may need special attention, etc.; provide assistance and instruction to the Mother Advisor regarding ritualistic work
- Attend any Advisory Board meeting, observing the Board's guidelines regarding confidentiality, procedures, etc.
- Attend Grand Assembly set-up, practices and sessions
- Assist the Director of Grand Officers and Ritualistic Work with floor work for the School of Instruction and Grand Officer practices at Grand Assembly

ADULT GRAND COMMITTEES - District Deputy - continued

- Listen to Grand Officer (GCCT if requested) ritualistic work prior to Grand Assembly
- Assist in GWAA application process for interested Girls within your District
- The District Deputy <u>will</u> recommend girls for the Grand Cross of Color Team
- Assist with recommendation process for York Rite Service and Leadership awards
- Review Assembly End of Year Reports/payments for accuracy and forward to Supreme Officer
- Attend all training and workshop opportunities for youth and adult leaders, including Advisory Board Orientation and Training, Leadership and Youth Protection

DIRECTOR OF GRAND OFFICERS & RITUALISTIC WORK

- The Director of Grand Officers & Ritualistic Work is appointed by the Supreme Officer to a one year term. She/he may be reappointed each year at the discretion of the Supreme Officer
- Assist the Supreme Officer and Grand Deputy with suggested ceremonies as needed throughout the year. (Grand Lodge, etc.)
- Answer questions pertaining to Ritualistic and floor work for meetings and ceremonies
- Conduct School of Instruction if one is scheduled by GWA
- Attend Grand Assembly set-up, practices and sessions
- Ensure the Grand Assembly Room is set-up correctly
- Conduct Grand Officer Practices for Gr. Assembly sessions and special ceremonies.
- Attend Grand Officer Tryouts. Assist with prompting and scoring ritualistic work
- Help ensure compliance of the expectation/commitments of Colorado Grand Officers including the dress code
- Discuss Grand Officer Duties and expectations and obtain signatures on the commitment form for newly announced GO appointments.
- Conduct Grand Officer practice for Installation
- Attend training and workshop opportunities for youth and adult leaders as able

Other responsibilities are outlined in the Year-to-Year Duties List.

DIRECTOR OF GRAND CROSS OF COLOR TEAM

- The Director(s) of the Grand Cross of Color Team is/are appointed by the Supreme Officer to a one year term. She/he may be reappointed each year at the discretion of the Supreme Officer
- Assist the Supreme Officer in notifying the new GCC designates with pertinent information regarding the vow and degree in March of each year
- Attend Grand Assembly practices and sessions
- Conduct Grand Cross of Color Team practices at Grand Assembly

ADULT GRAND COMMITTEES - Director of Grand Cross of Color Team - continued

- Assist with the Vow and Degree at Grand Assembly
 - Coordinating the paraphernalia
 - Prompting
- Conduct and assist with the Grand Cross of Color meal event (brunch/luncheon) and bread service at Grand Assembly
 - Approving tributes
 - Ensuring the program remains on schedule
 - Providing bread for the Bread Service
 - Providing song sheets for participants
 - Overseeing proper set-up for the banquet, including dignitary seating
- Conduct Grand Cross of Color Team tryouts. With approval of the Supreme Officer, forward results to the Grand Deputy
- Discuss GCCT member duties and expectations and obtain signatures on the commitment form for newly announced GCCT appointments.
- Provide technical assistance to Districts/Assemblies hosting Mystic Banquets, if requested
- Help ensure compliance of the expectation/commitments of Colorado Grand Cross of Color Team members including the dress code
- Attend training and workshop opportunities for youth and adult leaders as able

DIRECTOR OF GRAND REPRESENTATIVES

- The Director of Grand Representatives is appointed by the Supreme Officer to a one year term. She/he may be reappointed each year at the discretion of the Supreme Officer
- Prepare and send Grand Representative Commissions to each jurisdiction, providing the name and contact information for the representative from Colorado
- Receive Grand Representative Commissions from each jurisdiction and distribute to each Colorado Grand Representative
- Assist Grand Representatives in making contact with their counterparts; seeking the assistance of the Supreme Officer, when needed
- Work with the Grand Worthy Advisor to design a way to showcase the Grand Representatives' jurisdictions at Grand Assembly
- Assist with Grand Assembly practices including the Cavalcade of Flags
- Discuss Grand Representative duties and expectations and obtain signatures on the commitment form for new announced GR appointments
- Serve as a hostess for the families of visiting Grand Representatives
- Review and approve speeches for Colorado Grand Representatives when visiting another jurisdiction
- Help ensure compliance with the expectations/commitment of a Colorado Grand Representative including the dress code

DIRECTOR OF GRAND ASSEMBLY MUSIC

- The Director of Grand Assembly Music is appointed by the Supreme Officer to a one year term. She/he may be reappointed each year at the discretion of the Supreme Officer
- Work with the Supreme Officer to approve GWA song choices for initiation at Grand Assembly
- Select Special Music selections for the Choir to sing based on the GWA's theme and/or her special music for the year
- Maintain music library files and prepare the notebooks for the Grand Choir to use
- Work with the Grand Musician (Girl or Adult) and Sound Technician to ensure music
 is played during marches, ritualistic ceremonies and other times. May be a mix of
 live and recorded music
- Provide Sound technician with lyrics to be displayed for songs audience can sing
- Assist the Grand Musician (Girl or Adult) in selecting songs (based on the march formation) for Grand Officer, GCCT, Gr. Rep. and Gr. Page/Choir marches
- With the assistance of the Grand Musician (Girl or Adult) and (Girl) Grand Choir Director conduct Grand Choir practice at Grand Assembly
- With the assistance of the (Adult) Grand Musician conduct Grand Choir Director and/or Grand Musician tryouts. Forward results to the Grand Deputy
- Assist with Grand Assembly Page/Choir "Cross" and "march" practices
- Discuss duties and expectations and obtain signatures on the commitment form for new announced Grand Page/Choir and Grand Choir appointments
- Help ensure compliance with the expectations/commitment of a Colorado Grand Page/Choir and Grand Choir members including the dress code

DIRECTOR OF GRAND MEMBERSHIP AND MEMBERSHIP REPRESENTATIVES

GENERAL DUTIES

- This position is chosen by the Grand Worthy Advisor (for a one year term) to be of assistance to her as well as the Assembly Membership Representatives
- Work with the GWA closely Check the Itinerary for any Grand Assembly Membership events/GWA Fun events listed and find out what kind of help the GWA needs to make the project a success. Attend the event if possible. Events not previously approved by Grand Deputy & Supreme Officer while GWAA should be approved by the Supreme Officer during the year
- Does the GWA have a statewide Membership program or award? If so, assist her in keeping track of participation or whatever else she may need in presenting the award at Grand Assembly
- Work with the Assembly Membership Representatives. Contact the Membership Representatives at least once per term to see if you can be of assistance to them on planning a prospect party. (Some helpful tips, ideas, and fun items for them are attached)
- Ask the girls (Assembly Membership Representatives) to contact you to let you know
 what they are planning for their membership projects. Share that information on Social
 Media, with the GWA and other Assembly Membership Representatives for ideas
- Share membership ideas received from the Assembly Representative with the Marketing and Public Relations team
- Submit articles to the Covenant Editor with ideas for increasing membership, if possible. Deadlines are: 8/25, 12/30, 4/25
- Recognize the Assembly Membership Representatives during their introduction at Grand Assembly for their participation or goals set forth by the Director of Membership Representatives

Partial information from MA notebook regarding: ASSEMBLY MEMBERSHIP REPRESENTATIVES

It is the responsibility of the Membership Representative to promote the International Order of the Rainbow for Girls for the benefit of increasing membership. She should be instrumental in planning an Open Meeting or a Prospect Party and coordinating these efforts with the Mother Advisor and Advisory Board.

She should make herself familiar with both the Colorado and Supreme Assembly Membership Programs and encourage her Assembly's participation.

Communicate any successful projects to Covenant Reporter and the Director of Membership Representatives.

DIRECTOR OF GRAND SERVICE AND SERVICE REPRESENTATIVES

GENERAL DUTIES

- This position is chosen by the Grand Worthy Advisor (for a one year term) to be of assistance to her as well as the Assembly Service Representatives
- Work with the GWA closely Check the Itinerary for any Grand Service project events listed and find out what kind of help the GWA needs to make the event a success. Attend the event if possible. Share details of the event with the Assembly Service Representatives so they can advise their Assembly. Encourage the Assembly Service Representatives to attend the event
- Does the GWA have an award for Service? If so, assist her in keeping track of participation. Offer to assist the GWA in contacting a representative from the organization benefiting from the state service project to attend Grand Assembly for any presentations if applicable
- Work with the Assembly Service Representatives. Contact them at least twice per year
 to see if you can be of assistance to them on planning a Service project fundraiser.
 (Some helpful tips, ideas, and fun items for them are attached). Ask the girls to contact
 you to let you know what they are planning for their projects. Share that information on
 Social Media and with the other Assembly Service Representatives
- April 1st Remind the Assembly Representatives of the deadline dates when Service funds are due to Grand Assembly - April 15th. Ask them to remind their Mother Advisor so that their Assembly will receive the points for the Grand Master's Trophy
- Submit articles to the Covenant Editor encouraging support for the Grand Service project if possible. Deadlines are: 8/25, 12/30, 4/25
- Recognize the Assembly Service Representatives during their introduction at Grand Assembly for their participation or goals set forth by the Director of Grand Service. Grand Assembly currently has a traveling "Build-a-Bear" teddy bear Assembly Service Award that can be utilized for recognition and/or other types of recognition can be proposed for approval by the Supreme Officer

Partial information from MA notebook regarding: ASSEMBLY SERVICE REPRESENTATIVES

It is the responsibility of the Service Representative to plan and supervise, with the help of an adult, a fundraising project for her Assembly, with all funds to go to the State Service Project Fund. The project must be approved by the Advisory Board.

If the Assembly had a successful project for raising the money, the Service Representative should write a short description of the project and share it with the Adult Director of Service and the Covenant Reporter for inclusion in the Assembly's Covenant article.

DIRECTOR OF SCHOLARSHIP REPRESENTATIVES

GENERAL DUTIES

- The Director of Scholarship Representative is appointed by the Supreme Officer to a one year term. She/he may be reappointed each year at the discretion of the Supreme Officer
- Work with the Assembly Scholarship Representatives. Help them set goals for scholarship fundraising in their Assembly and/or goals for a state-wide contest. Contact them at least twice per year to see if you can be of assistance to them on planning a Scholarship fundraiser. (Some helpful tips, ideas, and fun items for them are attached). Ask the girls to contact you to let you know what they are planning for their projects. Share that information on Social Media and with other Assemblies Scholarship Representatives
- Assist the GWA in any Scholarship fundraising and/or promotions for the Colorado Rainbow Scholarship program
- Organize a state scholarship fundraising project, if desired
- April 1st Remind the Assembly Scholarship Representatives of the deadline dates when Scholarship funds are due to Grand Assembly - April 15th. Ask them to remind their Mother Advisor so that their Assembly will receive the points for the Grand Master's Trophy
- Share information with the membership regarding our Rainbow and other applicable scholarships opportunities that are available
- Submit articles to the Covenant Editor encouraging support for the Grand Scholarship project if possible. Deadlines are: 8/25, 12/30, 4/25
- Recognize the Assembly Scholarship Representatives during their introduction at Grand Assembly for their participation or goals set forth by the Director of Scholarship. Grand Assembly currently has a traveling "Build-a-Bear" teddy bear Assembly Scholarship Award that can be utilized for recognition and/or other types of recognition can be proposed for approval by the Supreme Officer

Partial information from MA notebook regarding: ASSEMBLY SCHOLARSHIP REPRESENTATIVES

It is the responsibility of the Scholarship Representative to plan and supervise, with the help of an adult, a fundraising project for her Assembly, with all funds to go to the Scholarship Fund. The project must be approved by the Advisory Board

The check for the project(s) should be postmarked on or before APRIL 15TH OF EACH YEAR in order for the Assembly to receive credit during her year. Make the check payable to: Colorado Grand Assembly, I.O.R.G. In the lower left corner, indicate "Scholarship."

If the Assembly had a successful project for raising the money, the Scholarship Representative should write a short description of the project and share it with the Adult Director of Scholarship and the Covenant Reporter for inclusion in the Assembly's Covenant article.

COVENANT EDITOR

GENERAL DUTIES

- The Covenant Editor is appointed by the Supreme Officer to a one year term. She/he
 may be reappointed each year at the discretion of the Supreme Officer
- Remind the Covenant Reporters at least a week in advance of the deadline dates when their articles are due to their Mother Advisor: 8/25, 12/30, 4/25. Ask them if they need ideas of what to write about. (Fun activities, Initiations, Service projects and fundraisers, Scholarship fundraisers, Membership activities, Member accomplishments, etc.) Be sure to ask them to provide pictures with their articles
- Follow up to be sure their article was submitted
- Publish by 15th of following month
- Send each Covenant Report a color copy for them to share with the Assembly
- Grand Assembly special editions mainly photos
- Recognize the Assembly Covenant Reporters during their introduction at Grand Assembly for their participation or goals set forth by the Editor

"The Covenant" is the official newsletter for Colorado Rainbow Girls and is available online at www.iorgcolorado.org, the Colorado Face Book Page and is sent via email to the Mother Advisors.

The Reports

- The Covenant Reporter is responsible for writing three reports to be published during the year of her appointment. It is important, therefore, that the Advisory Board/Mother Advisor select a girl who is interested in this type of writing, and who will be responsible for meeting the deadlines
- Covenant Reporters must submit their article to the Mother Advisor no later than:
 - August 25 covering May, June, July and August activities
 - December 30 covering September, October, November and December activities
 - April 25 covering January, February, March and April activities
- Mother Advisors must submit the article to the Covenant Editor no later than:
 - September 1st, January 5th, May 1st
- All Covenant reports must be clearly typed on the computer for e-mailing
- All reports must be proof read, approved and submitted by the Mother Advisor
 - Mother Advisors should proof read for correct spelling of girl's names, punctuation, capitalization and sentence structure, etc. before submitting
- Any girl may submit special articles in addition to the regular Reporter's article. These
 must follow the same procedures as above for submission by the Mother Advisor

ADULT GRAND COMMITTEES - Covenant Editor - continued

- Pictures of events or members are welcome. Use will depend upon space available, timeliness, and quality of the photo. A MEDIA RELEASE FOR ANY GIRL(S) APPEARING IN PHOTO(S) MUST BE ON FILE BEFORE A PICTURE CAN BE PUBLISHED
- Reports should include Assembly activities that might be of interest to other Rainbow Girls, such as Assembly moneymaking projects, membership drives, fun projects, etc. and include information received from the Assembly Scholarship, Service and Membership representatives. The Reporters are encouraged to include information about special honors, outside Rainbow, when a member might receive school or civic recognition
- The Editor(s) may edit any submission as deemed necessary
- All girls are encouraged to submit ideas (approved by the Mother Advisor) that they
 feel would improve the Covenant. It is the Girls' newsletter, so it is important that it
 contain interesting information and enjoyable reading
- Reports and suggestions are to be e-mailed to the Covenant Editor with a follow-up to show the required Mother Advisor approval

SUPREME MEMBERSHIP PROGRAM COORDINATOR

GENERAL DUTIES

- The Supreme Membership Program Coordinator is appointed by the Supreme Officer to a one year term. She/he may be reappointed each year at the discretion of the Supreme Officer
- Assist the Supreme Officer with the Supreme Membership program. This program will run for 2 consecutive years. There may also be a "Service" component for the award
- Share information concerning the Supreme Membership Program with the Mother Advisors and adult Director of Membership Representatives so they can advise the members in their Assembly
- Contact the Mother Advisors to obtain information to order the awards
- Submit necessary paperwork to give awards
- Present awards at Grand Assembly or at other times when applicable
- Submit articles to the Covenant Editor regarding the Supreme Membership program if possible. Deadlines are: 8/25, 12/30, 4/25

All OTHER COMMITTEES AND TEAMS

All other committees and team members are appointed by the Supreme Officer to a one year term. They may be reappointed each year at the discretion of the Supreme Officer. Their duties will be defined by their individual positions.

YOUTH PROTECTION SECTION

SCREENING	V VID	CLI	ECTING	V DI II	TIC		-DC
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BACKGROUND SCREENING FOR COLORADO VOLUNTEERS

ADULT WORKER PROFILE FORM - BASELINE APPLICATION - FORM

ADULT MEDIA AUTHORIZATION AND RELEASE - FORM

ANNUAL "ONLINE" ADULT PROFILE UPDATE

YOUTH MEDIA AUTHORIZATION AND RELEASE - FORM

SOCIAL MEDIA CODE OF CONDUCT

ASSEMBLY SOCIAL NETWORKING GUIDELINES

APPROVED ADULT WORKER APPLICATION - FORM

CERTIFIED CHAPERONE APPLICATION - FORM

COLORADO CODE OF CONDUCT

ACKNOWLEDGEMENT AND AGREEMENT TO CODE OF CONDUCT - FORM

IORG POLICY AND PROGRAM - REVISED 2014

REPORTING FORMS

CONFIDENTIAL REPORT OF CONCERN CONFIDENTIAL ACTION LOG SUBSEQUENT ACTIONS AND RESOLUTION LOG TRAINING REPORT

SCREENING AND SELECTING ADULT LEADERS

According to the Youth Protection Policy established by the Supreme Assembly, all adults who work with Rainbow youth must be appropriately and adequately screened. This includes advisors, volunteers, and persons in leadership positions, at any level, as well as those who occasionally work with youth by assisting with activities and providing service.

Additionally, the Youth Protection Policy identifies the necessary qualifications and process for serving as Youth Helpers, Regular Adult Workers, and Certified Chaperones. Under no circumstances is a person convicted of a crime against a person, child abuse, or molestation permitted to serve in one of these roles. Criminal background records checks must be made for all applicants in any states where they have resided during the past seven years. Conviction of a crime unrelated to an individual's responsibilities with Rainbow does not necessarily disqualify the applicant.

There should be at least one Female Certified Chaperone onsite at any Rainbow function where Rainbow Girls are participating. Additional Youth Helpers, Approved Adult Workers, Volunteers and parents can also assist in the supervision at the function under the supervision of a Certified Chaperone, however it is our desire that all volunteers should strive to become approved adult workers or certified chaperones.

In Colorado, the screening of Adult Leaders will be administered as follows:

Youth Helpers: An Assembly can also utilize the assistance of youth helpers, which would primarily be the older, more mature girls that can help supervise

Youth Leaders (at least 18 and under 21 years of age) must always be under the supervision and in the physical presence of an adult leader designated to supervise youth activities. All helpers must have been active Rainbow members for at least six months, and demonstrated specific gifts, talents, and maturity that qualify them as helpers. If the individual meets the qualifications stated herein, written approval must be obtained from and records maintained by the Mother Advisor and/or the Advisory Board Chair. It's recommended they complete YP Training Curriculum Modules I – IV within two years.

<u>Adult Worker</u>: This is the basic requirement for a regular adult worker. This includes all Advisory Board members, interested adult volunteers and all state level positions where contact with Rainbow Girls is involved. State level positions for those not involved with an Assembly would report to the Grand or Supreme Deputy.

- 1. Must be at least 21 years of age
- 2. Must be known to Mother Advisor, other Rainbow leader or Colorado Rainbow for at least six months
- 3. Must submit completed Adult Profile baseline form with release of information for background checks and references (in subsequent years complete "Online" Adult Profile update form)
- 4. Must not have been convicted of child abuse or molestation
- 5. Must sign Acknowledgement and Agreement of Colorado Code of Conduct
- 6. Must have successful background checks of sex offender, criminal, and other records (with renewal every 4 years)
- 7. Must submit proof of driver's license and vehicle insurance to Assembly (if transporting youth members)
- 8. Must review the 2014 IORG Youth Protection Policy and Program (can be found on CO IORG website www.iorgcolorado.org)
- 9. Must complete YP Training Curriculum Modules I IV within two years of initial application

SCREENING AND SELECTING ADULT LEADERS - continued

Those who are new to Colorado Rainbow, not known by a Rainbow leader for at least six months, may also be required to:

- 1. Provide three personal references, at least two of whom must be from outside of Rainbow
- 2. Receive positive responses from the references
- 3. Complete a face to face interview with the Advisory Board, Grand Deputy or Supreme Officer

On an annual basis, Approved Adult Workers must submit an online Adult Profile Update.

<u>Certified Chaperone Criteria and Process:</u> All Mother Advisors, Advisory Board members and other interested adult workers should strive to become Certified Chaperones.

An Adult Worker may become a Certified Chaperone by having successfully served as a Regular Adult Worker for at least a year, and meeting these additional criteria:

- 1. Must complete Chaperone application and return to Supreme Officer
- 2. Must have documented demonstration of appropriate behaviors and skills when working with Rainbow youth
- 3. Must have recommendation from at least two (2) individuals serving in a Rainbow Leadership capacity
- 4. May be required to complete face to face interview with Advisory Board or selection committee if not known to someone in Rainbow leadership for 1 year or more.
- 5. Must have completed all seven YP training module components
- 6. Must complete any additional training (if applicable) for Chaperone Certification within one year of application

On an annual basis, Certified Chaperones must submit an online Adult Profile Update.

Consistent with Supreme Assembly policy, certification is good for four (4) years, after which time recertification may be accomplished by repeating training and undergoing a subsequent background check.

Requirements for New and Returning Workers

Emails will be sent directly to all new and returning workers by the Supreme Deputy with required form attachments or information on how to complete requirements.

New Advisory Board members and New Adult Local and State Level worker requirements

Complete the following forms and return to the Supreme Deputy

- Adult Profile Baseline form
- Adult Media Release form
- Review Colorado Code of Conduct and complete signature page
- Complete Background Screening in December and no later than January 15 in order to be installed
- Take steps to become an Approved Adult Worker

Returning Advisory Board members and Adult Local and State Level worker

- Complete Online Adult Profile Update form https://goo.gl/forms/JFcdKY1RM8EhFA0F2
- Renew Background screening every 4 year in December
- Continue steps to become an Adult Worker or Certified Chaperone

BACKGROUND SCREENING FOR COLORADO VOLUNTEERS

The Grand Assembly of Colorado has chosen Sterling Volunteers (previously named Verified Volunteers) to perform our background screenings effective October 2019. This company was suggested and recommended by Supreme Assembly for use of their "Complete" screening package. (See below)

"Before contracting with Sterling Volunteers, we researched and explored several options and these products were by far the most effective. This stems from their screening platform as well as the types and sources of the information they screen. The Supreme Executive Board strongly recommends the Complete for initial screening because it is significantly more in depth in terms of screening at the county level of every known residence of the volunteer. Screening at the national and local levels, verified by social security numbers, provides a much more comprehensive report. By using Sterling Volunteers, we have actually uncovered several offenses in volunteer backgrounds that had not been revealed by other screening providers." Karen Askew, Special Projects Director, Supreme Assembly IORG

Grand Assembly of CO has contracted with Sterling Volunteers to have renewals due every 4 years. It is our hope to have all new and renewal screenings completed in December and no later than January 15th of each year for consistency. The cost of the "Complete" Screening is \$39.00, however by having multiple jurisdictions under Supreme Assembly all use the same company; we have negotiated a discounted rate of \$30.00. Over 4 years that comes to a little over \$7.50 per year, which I think you will agree is a nominal amount to keep our Girls safe.

In addition, there is also a source fee (tax) that comes from the governmental entity where the screening is checked. The State of Colorado has a source fee of \$1.85 per name or alias and address associated with your social security number and date of birth. Other states or counties that are checked may or may not have these fees. If you find your source fee is going to be \$6.00 or more on top of the \$30.00 screening, contact the Supreme Officer before completing the screening. For "first time volunteer" screening with Sterling Volunteers Services we require a Complete Criminal Search, however for those that have volunteered previously we have a possible solution if the fee is exorbitant.

If you have previously had a screening done by Verified/Sterling Volunteers for a different volunteer group you will be able to share that screening with Grand Assembly of CO, if it has been less than 1 year since it was completed, and save the fee.

The easiest way to complete your screening is to provide the Supreme Deputy with your Email address and request an invitation link be sent to you. You will receive an email invitation from TheAdvocates@sterlingvolunteers.com stating "You are invited by Order of the Rainbow for Girls - Grand Assembly of Colorado to complete a background check with Sterling Volunteers". In the body of the email you will find a blue button that says **ORDER MY BACKGROUND CHECK** which is a shortcut to a link to start the screening. It will first have you set up your own account and the results will be shared with Grand Assembly of CO. This will be self-pay so have your credit card available before you start. Grand Assembly of Colorado will automatically send you an invitation to renew your background check after the 4 years are up. Send questions or screening invitation requests to Colorado's Supreme Officer

Grand Assembly of Colorado IORG

FORM MUST BE COMPLETED BY ALL NEW ADU SIGNED AND RETURNED TO THI , Supre	E SUPREME OFFICE eme Deputy in Colo	ER rado	
Or Email as a PDF to:(Adult Worker Volunteers who complete this form d requested by Supreme Officer, but will be required to	o NOT need to comp	olete it again unless	
<u>Please type or prin</u>	<u>t legibly</u>		
Personal Information			
Name:			
Address:			
How long at current address? If less than 7 years	, provide addresses	for prior 7 years.	
Home Phone: (Cell Pl Email:	none: (<u>)</u>		
Last 4 digits of Social Security Number:	Date of Birth:		
Marital Status: Name of Spouse:			
Assembly Name and #: Position:			
Occupation: Employed by			
Military Service (Branch/Service Dates:	-		
Certifications, Degrees, and Professional Licenses:	Issued by:	Issued when:	
Hobbies or special talents you could share with CO IOI design, marketing, etc.)			
Masonic and Fraternal Memberships	Accombly #	located in	
I am a Majority Member of			
City Jurisdiction of			

I am a member in goo	d standing in the S	ponsoring Order listed	d below:	
Masonic Lodge:		#	Jurisdictior	n:
OES Chapter: _		#	Jurisdictior	n:
 Order of Amaranth 	Court:	#	Jurisdictior	n:
 White Shrine of Je 	rusalem Shrine:	#	Jurisdictior	n:
 Non-Affiliated Sport 	use of a member o	f Sponsoring Order lis	ted above. Yes	i <u></u>
Please list spouse	's affiliation:			
Parent/legal guardian	or grandparent of		<u>(</u> member) v	vho is/was a
member of	Assen	nbly #Located _	·····	
Those who are new to may also be required and the provide three per 2. Complete a face	to: rsonal references,	at least two of whom rith the Advisory Bd., (must be from outs	side of Rainbow Supreme Officer.
Name	Address	Phone Number or Email address	Relationship	Length of Acquaintance
Other Youth Group I	nvolvement		,	
Please list other youth	aroups with whom	n vou have worked or	volunteered. as a	ın adult.
Organization:	Dates:	Duties:	Contact	Person and e Number:

CONFIDENTIAL BACKGROUND INFORMATION

Responses to the questions in the Confidential Background Information section of the Adult Worker Profile are confidential. Concerns regarding this portion of the Adult Worker Profile will be addressed by the Supreme Officer and the applicant. (Use the reverse side if you need more room for explanation)

DRIVER INFORMATION

YES	NO	Do you have a current COLORADO Driver's License ? If NO, do you have a current license in another state? (list state)
		Note: Driver's license and copy of insurance must be on file with the Assembly where you volunteer if you will be transporting girls.
	ı	garage and garage g
YES	NO	Has your driver's license been suspended/revoked during the past 7 years? If YES , please describe with dates:
YES	NO	Have you been involved in any vehicle accident during the last 7 years for which you were cited or otherwise found at fault? If YES, please describe with dates:
YES	NO	Have you been cited for DUI/drugs or alcohol while driving, etc. during the past 7 years? If YES, please describe with dates:
YES	NO	Are you taking any medications that might compromise your ability to drive or make decisions? If YES, please list medication and side effects
PERSON	IAL INFO	PRMATION PROPERTY OF THE PROPE
YES	NO	To the best of your knowledge and belief, are there any facts or circumstances involving you or your background that would call into question your being entrusted with the supervision, care and guidance of young girls? If YES, Please describe:
YES	NO	Do you have any physical or health limitations that should be considered
163	NO	Do you have any physical or health limitations that should be considered when dealing with Assembly Members or assisting with Assembly activities such as night driving, seizures, etc.? If YES, Please describe

YES	NO	Have you used illegal drugs or been treated/hospitalized for alcohol OR drug abuse in the past 7 years? If YES, Please describe with dates:
YES	NO	Have you been a party in any criminal or civil litigations that might be questioned by others related to your work with Colorado Rainbow Girls? If YES, Please describe with dates:
YES	NO	Has any adverse action been taken against you by any youth, daycare center, school or church while you were an employee or volunteer? If YES, Please describe with dates:
YES	NO	Have you been involved in any activity involving inappropriate or illicit internet content, images or innuendos? If YES, Please describe:
YES	NO	Have you ever been convicted of any crime involving child abuse , child molestation , child exploitation or any other like crime involving a child as defined by any law of the United States, a state, province or a municipality? If YES, Please describe with dates:
YES	NO	Do you have any confirmed cases of child abuse and/or neglect as determined by a county Department of Human Services whether or not you are identified on the Colorado Department of Human Services Trails database. If YES, Please describe with dates:
YES	NO	Have you been convicted of a felony? If YES, Please describe conviction with dates:

AFFIRMATION AND ATTESTATION

I, the undersigned, certify that I wish to serve as an Adult Volunteer working directly with Colorado Rainbow Girls for Colorado Grand Assembly IORG, declare that I am over 21 years of age and qualified to make these statements, and under penalty of perjury, state that each of the foregoing statements are true and correct. I further certify that I am NOT listed by any Department of Human Services, or any other Federal, State or local agency having responsibility for overseeing the welfare of children, as a suspicious person. I understand and acknowledge that as part of this application, on a quadrennial basis (every 4 years) and at my expense, I am required to submit personal information to **Sterling Volunteers** (official background screening company for Colorado Grand Assembly) who will prepare the screening and deliver results to Colorado Grand Assembly's Governing Board or Supreme Officers. I further understand and acknowledge that other investigative information may be requested by Colorado Grand Assembly's Governing Board or Supreme Officers, whereby information will be obtained. Such investigation may contain, but is not limited to the following: personal interview with neighbors, friends or others with whom I am acquainted; criminal records repositories; other Federal, State and/or local governmental agencies; public records; former employers; former schools; listed or developed references or others who may be able to provide information as to my background, character, general reputation, associations and mode of living. I understand that I have the right to receive notice about the results, nature and scope of any investigative report or background screening requested, within fifteen (15) days of receipt by the Colorado Grand Assembly of my request. All requests for this notice must be in writing and directed to the attention of the Supreme Officer in Colorado. I also understand that as long as I remain an Adult Volunteer with Colorado Grand Assembly a background investigation may be repeated at any time.

I hereby give the Colorado Grand Assembly's Governing Board or Supreme Officers permission to contact any company or individual they deem appropriate to investigate my background, criminal or civil court history, character and qualifications and I give my full and complete consent to their review of any and all information they obtain as a result of this investigation. I give my consent for Colorado Assembly's Governing Board or Supreme Officers to conduct this/these investigation(s). I understand any material found that is or may be associated with me and is deemed inappropriate by the Grand Assembly of Colorado IORG as having possible adverse effects on the Fraternity is justification for my immediate disqualification as a Volunteer. In addition, I hereby waive my right to bring any cause of action against Grand Assembly of Colorado IORG, its officers or members for defamation, invasion of privacy or any other reason arising from their investigation and decision.

I attest to the fact that I have not knowingly and/or intentionally withheld any facts or circumstances that would, if disclosed, affect my application. I understand that my approval as an Adult Volunteer may be terminated without notice if I have misstated or if I have withheld any facts or circumstances that would, if disclosed, affect my application to volunteer with Colorado Grand Assembly. I affirm that I have completed this form in compliance with applicable Supreme Statutes of the IORG and relevant youth protection measures. I understand if there is concern about my responses, the Supreme Officer in Colorado will contact me directly.

Printed Name of Adult Volunteer	Signature of Adult Volunteer (or typewritten for electronic submission)
Date	

ADULT MEDIA AUTHORIZATION AND RELEASE

Grand Assembly of Colorado, IORG

of the Rainbow for Girls (hereafter collectively "IOR	ado Grand Assembly and/or the International Order G"), adult volunteers, members, youth participants, orded for use in print, video, electronic imaging or
I,, underscaptured by IORG or its designated representatives releases, and other published formats for local AssAssembly of the International Order of Rainbow for the official IORG websites such as http://www.gorainbow.org for the Supreme Assen	stand and agree that the images and/or voicing may be used in promotional materials, media news semblies, Colorado Grand Assembly and Supreme Girls. Images and/or voicing may also be used for gcolorado.org for the Colorado Grand Assembly, and/or for local Assembly websites or social aptured may be used without specific notification to
compensation to the persons pictured in the IOR property of IORG. This media release is not event release for all photo video and/or voice opportunit IORG. All media of IORG activities will be store guidelines. It is my responsibility to inform IORG in the lift I wish to rescind permission to post pictures of the	or other media may be used without monetary CG activities. All images or recordings remain the cor time specific; rather it shall serve as a general ies during the undersigned's participation with the ed and kept for future use under these general writing directed to the Supreme Officer in Colorado, e participation in IORG activities as recited above.
PARTICIPANT INFORMATION	
Name:	Email Address:
Street Address:	_ City, State, Zip:
Home Phone: ()	Cell Phone: ()
Assembly Name and #:	
be used by IORG and/or Colorado Grand Assem designees in whatever way they desire, including to the large that such photographs, films, recolorado Grand Assembly, and it shall have	s and/or voicing posed for and/or appeared in, may bly, its assignees, successors, representatives or elevision, print and electronic media. Furthermore, ordings, plates and tapes are the property of IORG re the right to sell, duplicate, reproduce, and make plates, and tapes as it may desire, free and clear of
Signature	Dated
[] I do NOT consent for any media to be used	in any publication.
Signature	 Dated

ANNUAL "ONLINE" ADULT PROFILE UPDATE

The Adult Worker Profile Basel	ine form is only completed one	time. All returning Advisory
Board members and state and lo	ocal adult workers wishing to conti	nue as a Colorado Rainbow
Adult Volunteer worker must co	mplete the annual "online" update	e questionnaire. This online
questionnaire updates contact in	formation, driving and personal in	formation from the previous
year. This should be completed	l each year in November or Dec	ember. Please use the link
below to complete the questionna	aire. Questions or concerns can be	e addressed to the Supreme
Officer, email:	or phone:	Thank you for
your continued service to Colora	ido Rainbow.	

https://goo.gl/forms/JFcdKY1RM8EhFA0F2

YOUTH MEDIA AUTHORIZATION AND RELEASE

Grand Assembly of Colorado, IORG

When participating in activities sponsored by Colorado Grand Assembly and/or the International Order of the Rainbow for Girls (hereafter collectively "IORG"), adult volunteers, members, youth participants, parents and guests may be photographed or recorded for use in print, video, electronic imaging or audio recordings.

I, the parent/guardian for the youth participant, understand and agree that the images and/or voicing captured by IORG or its designated representatives may be used in promotional materials, media news releases, and other published formats for local Assemblies, Colorado Grand Assembly and Supreme Assembly of the International Order of Rainbow for Girls. Images and/or voicing may also be used for the official IORG websites such as http://www.gorainbow.org for the Supreme Assembly and/or for local Assembly websites or social media. It is agreed that all images and/or voicing captured may be used without specific notification to those pictured in the photo.

I further agree that all such photographs and/or other media may be used without monetary compensation to the persons pictured in the IORG activities. All images or recordings remain the property of IORG. This media release is not event or time specific; rather it shall serve as a general release for all photo video and/or voice opportunities during the undersigned's participation with the IORG. All media of IORG activities will be stored and kept for future use under these general guidelines. It is the responsibility of the parent/guardian for the youth participant whose permission is granted here to inform IORG in writing directed to the Supreme Officer in Colorado, if they wish to rescind permission to post pictures of the participation in IORG activities as recited above.

PARTICIPANT INFORMATION

Youth Name:	Assembly Name/#:
Parent/Guardian Name:	Home Phone: ()
Street Address:	Cell Phone: ()
City, State, Zip:	Email Address:
[] I, the parent/guardian of the above named Youth images and/or voicing posed for and/or appeared in Assembly, its assignees, successors, representatives of television, print and electronic media. Furthermore, recordings, plates and tapes are the property of IORG the right to sell, duplicate, reproduce, and make other used tapes as it may desire, free and clear of any claim	n, may be used by IORG and/or Colorado Grand or designees in whatever way they desire, including I hereby consent that such photographs, films, and/or Colorado Grand Assembly, and it shall have uses of such photographs, films, recordings, plates,
Parent/Guardian Signature	Date
[] I, the parent/guardian of the above named Youth used in any publication.	Participant, do <u>NOT consent</u> for any media to be
Parent/Guardian Signature	Date

SOCIAL MEDIA CODE OF CONDUCT

Purpose

In the past few years, social media has become an important and integral part everyone's lives. It is dynamic, fluid and increasingly powerful in its ability to communicate with each other and to the world what Rainbow is about. However, without guidelines, information on social media can have a negative impact.

Members of Rainbow do represent Rainbow at school, online and in public whether they are at a Rainbow Event or not. What you post on social media can reflect on the organization. This Social Media Code of Conduct aims to provide specific guidance on best practice behavior when working and operating within social media.

Guidelines

- Those affiliated with Rainbow in Colorado should practice common sense when utilizing social media. If you would not want the post read or pictures shown in a Rainbow Meeting or Official Visit, then think twice before posting anything on social media.
- Recognizing that all social media interactions can represent the organization, we ask that Rainbow Girls and Advisors remember they represent Rainbow Girls, whether online or in real life.
- Personal posts, photos, or other shared items should be understood to be public, with no
 expectation of privacy. Facebook, Twitter and Instagram are public forums. You should not,
 however "Tag" a picture with the name of that person, without their consent. This is for the
 protection of the members themselves. Media Releases should be used before posting pictures
 of members on Groups.
- Members and Advisors are encouraged to use social media as a learning experience to reinforce the values of Rainbow and help everyone grow. Posts about Rainbow should always be positive.
- Groups on Facebook or any other social media are a great tool to communicate to the members about upcoming events, meetings or to open a discussion. They should not be used to complain or have other negative messages. At no time should any post be used as a form of cyber-bullying or harassing behavior. IORG is an organization that builds young ladies up, messages on Facebook Groups should also keep that idea in mind. Any Negative Posts can and will be removed from any Rainbow Facebook Group or any other social media by an Admin. All Groups should be closed or secret.
- Concerns related to social media should be referred to the Advisory Board for review.
- Addresses, home or cell phone numbers, and other direct contact information should never be posted for any member. E-mail addresses may not be posted for active members.
- Do not add people that you do not know personally to a group or as a friend on your personal page. Not everyone is who they claim to be online. Just because they appear to be a Mason or Eastern Star, does not mean they are or that they should follow you personally.
- Remove anyone, especially adults that you do not know personally.
- Remember, anyone with access to your profile can see what you post, where you "Check in" and what pictures you are tagged in.
- Check your privacy settings or security tools, share you posts with only friends.
- Members should only be identified by First Name only and Assembly; full names should not be used.
- RSVP information for public events should always go to an Adult.

ASSEMBLY SOCIAL NETWORKING GUIDELINES

Social media sites should be used for information, as well as the sharing of information about the activities of the Participants and Adult Volunteers in the organization with the goal of creating a community of support for our local Assemblies and Colorado Grand Assembly. Each local Assembly wishing to have their own social networking page or group on a network such as Facebook, will be required to obtain approval through their Assembly Advisory Board, prior to establishing the page or group.

Each Assembly page or group must clearly identify that it belongs to a specific Assembly and be administered by adult volunteers of the Organization. A designated member of the Colorado Grand Executive Committee must also have access as an administrator. Each Assembly should have a designated and authorized adult representative(s) to post, update and monitor the page or group. The current Grand Worthy Advisor may also be added as a moderator to make post pertaining to statewide events. Designated adult representatives will ensure that postings follow the Colorado Social Media Code of Conduct and guidelines. It shall be the discretion of the Assembly and Assembly Advisory Board whether the Assembly shall have a public or private ("secret") page. Public groups or pages must be more stringent when posting girls' names or other identifying information.

Social Media Internet Safety - Please advise Girls to be careful in providing their contact information with others on any Facebook group or other social media sites they may be visiting especially with other jurisdictions, whether it be for exchanging ideas, T-shirts, pins or even someone asking to be a pen pal. There are safer ways to do this than putting this information in the comments section or adding your name to a "list". Youth Protection guidelines remind us that while these groups may seem perfectly safe, someone could use this information to prey on our members.

If the Girls choose to join Zoom or other video conferencing meetings or events in other jurisdictions they should treat them the same as attending another CO Assembly meeting. Girls should dress appropriately in dress code attire; attend the meeting in a room of their house other than the bedroom {lounging on the bed}. The Girls should a have a chaperone with them or close by, let their Mother Advisor know of their plans to attend the video meeting ahead of time and provide Mother Advisor or Advisory Board member with the link so they/she can check it out as well, for safety.

APPROVED ADULT WORKER APPLICATION

Grand Assembly of Colorado, IORG

Name:	Assembly #	or State Volunteer
Adult Worker: Below are the requirements all Advisory Board members, interested adult Rainbow Girls is involved. State level adult we send this report to the Grand Deputy or Supr	ult volunteers and all sta vorker positions or those	ate level positions where contact with
We would ask you to consider taking steps to Chaperone after serving at least 1 year as a		r in the near future, and then a Certified
Those who are new to Colorado Rain may also be required to: Provide three personal reference. Receive positive responses from Complete a face to face interveto. Submit completed Adult Profile basel references. (In subsequent years, concept Must not have been convicted of chile sign Acknowledgement and Agreement and Agreem	nces, at least two of whomomers are least of the least of least of the	Conduct , and other records (with renewal every embly (if transporting youth members) (can be found on CO IORG website
•	Responding and Report	tina
To the best of my knowledge, I have complete approved Adult Worker for Colorado IORG.		S .
Signature of Applicant		Date
* * * To be completed by Mother Advisor (Name)	or designee and forwarde has met the Adult Woriate behaviors and skills w	ed to Supreme Officer for approval * * *
recommend she/he be considered to become an	Approved Adult Worker.	
Approved by Mother Advisor or designee:		Date
Approved by Supreme Officer		Date

CERTIFIED CHAPERONE APPLICATION

Grand Assembly of Colorado, IORG

Requirements for becoming a Certified Chaperone:

- Complete all training requirements (Module I IV) and serve as an Approved Adult Worker for (1) year
- Have documented demonstration of appropriate behaviors and skills when working with Rainbow Youth
- Complete face to face interview with Advisory Board of selection committee
- Complete Certified Chaperone Application. Be recommended by at least (2) in Rainbow leadership.
- Complete YP Training components including Modules V VII
 - Module V Accessing the Situation
 - Module VI Prevention and Risk Management

Module VII	eadership Responsibili	ty for Youth Prote	ection	
Name:	A	ssembly #	or State Pos	ition
For what reasons do you wish to b	ecome a Certified Cha	perone?		
What unique qualities would you b	oring to the position of 0	Chaperone?		
What has been your favorite expe	rience as an adult work	king in Rainbow?	 	
Are you currently working with oth	er youth organizations	? If Yes, please li	st.	· · · · · · · · · · · · · · · · · · ·
What roles have you held in Rainb	oow? (Including special	committees or p	rojects)	
To the best of my knowledge, the info false information is grounds for rejecti application, to provide any information pertaining to this application. I release Assemblies, Advisory Boards, and a agents, and volunteers from any and provided as a result of, or in connection	on of this application. I an n concerning my persona e, hold harmless, and agr ll other Rainbow bodies, all liability to me in conne	uthorize any persor il, professional, crir ree to indemnify the organizations, sp	n or organization, w minal, driving, or ot e International Orde onsoring bodies, a	hether or not identified in this her background qualifications or of the Rainbow for Girls, its and their officers, employees,
If chosen, I agree to be bound by the Girls, and to complete additional Chap at any time at the sole discretion of the	perone training as needed	d within the coming		
I understand that, if there is concern a	bout my responses, the S	Supreme Officer in	Colorado will conta	ct me directly.
Signature:				Date:
* * * * * * * * *	* * * * * * * * * * * * * * *	* * * * * * * * * *	* * * * * * * * * * * *	* * * * * *
(Name)	a regular worker for at with Rainbow youth. I	as met the Adult least one (1) yea recommend he/s	Leader and Supr ar. He/she has de she be considered	reme Assembly Training emonstrated appropriate d to become a Certified
Name/Signature		Rainbow Leader	ship Position	Date
Name/Signature		Rainbow Leader	ship Position	Date
* * * * * * * * * * * * * * * * * * *	* * * * * * * * * * * * * * * * * * *			
•	oved by	Date		-

COLORADO CODE OF CONDUCT

Grand Assembly of Colorado, IORG

(Youth Protection Guidelines as adapted for the Jurisdiction of Colorado and its Assemblies)

In order to safeguard Rainbow Girls and their adult leaders, the following youth protection guidelines have been implemented for use by assemblies. Abuse in any form is not condoned by the International Order of the Rainbow for Girls. An emphasis on sexual abuse prevention in these guidelines is to assert to any perpetrator that such behavior will not be tolerated.

Appropriate administrative and legal action will be taken as warranted.

- 1. **Appropriate Conduct** It is expected that all Rainbow Girls and their adult leaders will conduct themselves in such a way as to demonstrate the organizational values as set forth through the lessons of Rainbow, and thus to treat each other at all times with appropriate respect and consideration, avoiding even the appearance of favoritism or impropriety.
- 2. **Authorized Activities** The Advisory Board of each Assembly is responsible for authorizing all events. Unofficial organizations as well as "secret" activities, and ceremonies not specifically authorized by the IORG or any Grand Jurisdiction are not permitted.
- 3. **Youth and Caregiver Information** Each assembly is to maintain a confidential record of contact information for youth and their parents or guardians, including those authorized to pick up a youth from an event. Restrictions as to who may pick up a girl from an event should be communicated in writing and signed by caregivers as soon as a girl becomes a member, and should be updated annually, or as custody issues change. This information is to be used by adult leaders for safe and effective communication and never released to unauthorized individuals.
- 4. Parental Notification Regarding Activities Parents and guardians are encouraged to participate in Rainbow activities and to accompany the assembly on trips and outings. Parents are to be notified in advance of the date and times, location, and purpose of each event. Their formal permission is needed in order for youth to participate in field trips, late-night activities, overnight trips, and other special activities. In lieu of a separate permission slip for each activity, Assemblies may use an annual (or other periodic interval) permission slip.
- 5. Chaperone/Member Ratios An Assembly will make every effort to have a minimum of two unrelated adults, at least one of whom is a female chaperone certified by the Advisory Board, accompany Rainbow Girls on all trips, outings and assembly activities. The size and particulars of an event may require additional adult leadership to be present. Approved chaperone ratios will be adhered to at all times (Please refer to the full IORG Youth Protection Policy for details on the chaperone certification process as well as chaperone /adult to youth ratios.) If having a minimum of two unrelated adults present at a trip or outing is not achievable, a special permission slip, acknowledging that less than the required minimum will be present, must be obtained from the parent or legal guardian of any Rainbow youth attending the trip, outing or activity. However, in any event, at least one Certified Female Chaperone must be present.
- 6. **Co-ed Activities** Certified male and female chaperones must be present for any co-ed activities, and proper standards of conduct established prior to the event. Parental approval is needed in advance of participation. *If the co-ed activity involves DeMolay and no other young men, in lieu of Rainbow certified male chaperones, DeMolay certified chaperones (male or female) will satisfy the requirement that a certified male chaperone be present.*

COLORADO CODE OF CONDUCT – continued

- 7. **Safety Rules** To ensure the safety of our Rainbow Girls, an Assembly will make every effort to have a minimum of four individuals (including two unrelated adults, at least one of whom is a Certified Female Chaperone) present on any trip or outing. Provisions should be made for ensuring communication capability by cellphone or other device in the event of an accident or emergency. If an accident occurs, one person is to stay with the injured while others go for assistance, whenever feasible. If having fewer than four individuals present at a trip or outing is unavoidable, a special permission slip, acknowledging that less than the required minimum will be present, must be obtained from the parent or legal guardian of any Rainbow youth attending the trip or outing. However, in any event, at least one Certified Female Chaperone must be present.
- 8. **Positive Role Models** Adult leaders must always be cognizant of their responsibility to behave in ways consistent with the teachings of Rainbow, and never discuss matters inappropriate for young ears, such as jokes or stories meant for mature audiences, discussion of private activities and relationships, adult language, etc.
- 9. **Drugs and Alcohol** The use or distribution of alcohol or illicit drugs, or the misuse of legal drugs by leaders or members is prohibited while participating in or assisting in any Rainbow event or while in the presence of Rainbow Girls. *Although marijuana is legal in Colorado, its use is not permitted at any IORG activity.* Conversation related to alcohol or drug use is not acceptable except in an educational content. *If the Rainbow Girls are assisting at a Masonic function where alcohol is being served, the girls will not be allowed to serve or clean up any alcohol. An adult chaperone may not consume any alcohol while chaperoning at the event.*
- 10. **Inappropriate Relationships** Adult leaders are expressly prohibited from dating or becoming romantically involved with any youth, and from having sexual contact with any youth.
- 11. **Overall safety** Dangerous behavior will not be tolerated at Rainbow events. Weapons are prohibited at all Rainbow events. Appropriate measures will be taken to ensure the safety of Rainbow members and leaders.
- 12. **Illicit Media All** sexually oriented materials (magazines, cards, videos, films, clothing, etc.) are prohibited at Rainbow events. Use of the Internet to view or download sexually oriented materials is prohibited during any event or in the presence of any Rainbow youth.
- 13. **Photographs, Videography, and other Media** Representation of Rainbow Girls should be consistent with the values of our organization and should not be taken, shared or published without the written release of the subjects. In the case of minors, a written release must be signed by their parents or legal guardians before their image is published or displayed.
- 14. Proper Attire Members should remain properly attired at all times, and adult leaders must not allow or condone activities such as group nudity, skinny-dipping, mooning or other inappropriate exposure.
- 15. Discipline Only constructive, respectful, and non-physical discipline intended to instruct and demonstrate appropriate correction is permitted. Degrading punishment, any form of restraint, or physical discipline for behavior management is prohibited. Belittling or disparaging remarks and verbal abuse are not sanctioned in any form by the IORG or any Grand Jurisdiction.

COLORADO CODE OF CONDUCT - continued

- 16. Unacceptable Behavior No form of harassment, hazing, or bullying is to be permitted by adult or youth. Additionally, adult leaders should avoid unnecessary physical contact, including (but not limited to) back rubs, tickling, patting of buttocks, wrestling, or bear hugs. See paragraph 17 regarding appropriate hugs.
- 17. **Physical Contact** Appropriate physical contact includes hand-shaking, high-fives, shoulder hugs (if acceptable to recipient), pat on the shoulder or other similar non-intrusive expressions of appreciation.
- 18. **One-on-One Contacts** For the protection of both youth and adults, every effort will be made to avoid one-on-one activities between adults and Rainbow Girls. Should privacy be required for a confidential conversation, the interaction should be observable and interruptible, i.e. out of hearing range of others, yet still within their view. When avoiding a one-on-one meeting is impractical (i.e. the MA working with the WA on the agenda), the meeting will be held in a public place such as a coffee shop. If a one-on-one meeting is necessary to provide a girl with extra help with items like ritual, line officer requirements or a dress fitting it must be done in either a public place or with the girl's parent present.
- 19. **Respect of Privacy** Adult leaders and Rainbow Girls should respect each other's privacy. Except in situations where health and safety require their presence, adults should not intrude in changing rooms, showers or other private areas, *whenever possible*. Adults are expected to protect their own privacy as well, and are prohibited from being fully undressed (without proper undergarments), bathing, or showering in the presence of youth. If separate facilities are not available, a schedule for private activities should be maintained, *if possible*. In the event separate changing rooms are not available and scheduling separate changing times is not logistically feasible, girls and adults must, at all times, have on appropriate undergarments when changing. No cameras or video equipment are permitted into changing rooms or other private areas. Cellphones with cameras must be turned off and put away
- 20. **Activities in Private Homes** Unless authorized by the Advisory Board, no activities involving Rainbow Girls and adult volunteers should be conducted in private homes. Appropriate chaperone/adult to youth ratios should be observed at all times as addressed in the full IORG Youth Protection Policy.
- 21. Separate Accommodations Adult leaders are prohibited from sharing a bed, sleeping bag, tent, or hotel room with a youth. Adults are to maintain separate sleeping quarters from youth except in severe emergencies, unless the adult is an immediate family member or an informed consent is signed by a parent or legal guardian. Careful consideration should be given before housing older girls with considerably younger ones. It is acceptable to have multiple female adults remain with all the youth sleeping in one large area such as an open dormitory.

COLORADO CODE OF CONDUCT - continued

- 22. **Transportation** Anyone transporting a Rainbow Girl is required to have a current Driver's license and insurance, and to follow safe and legal driving practices. Drivers are to be especially mindful of safe practices relative to speed, use of seat belts, texting and other distractions. Parents or guardians must sign an informed consent before any girl is transported by assembly leaders to an event. At least one adult in each vehicle should be a certified chaperone, and no male should transport Rainbow Girls without an adult female present. Parental permission is required for a youth to drive herself and her family members to ceremonies or events. Parental permission is required for a Rainbow Girl to be transported without a certified chaperone present.
- 23. **Responsibility for Youth** Adult leaders are responsible for Rainbow Girls and their guests between the times of arrival to and departure from the location of a meeting or event. Proper attention should be given to supervising girls who are waiting transporting and ensuring they leave with an authorized person. (see # 3 above) Never leave a girl waiting alone or allow her to leave with an unauthorized person. When in doubt, a phone call should be placed to the primary caregiver for approval. Any time a girl is waiting outside an assembly room, or if she becomes ill or must leave a meeting, she should be accompanied by a female chaperone. This is an exception to the one-on-one contacts in paragraph 18 above, but must take place in an area that is observable and interruptible.
- 24. **Recognizing and Responding** Any report or complaint from a youth concerning inappropriate behavior is to be taken seriously and addressed. Because youth may have difficulty finding appropriate language for feelings of discomfort, adult leaders, should be aware of and responsive to the signs of abuse having occurred, e.g. sudden changes in attitude or behavior, avoidance of particular individuals, and so forth. (Refer to full IORG Youth Protection Policy for additional information on recognizing and responding to signs of maltreatment.)
- 25. **Intervention and Reporting** When inappropriate behavior that is questionable but not clearly harmful is observed, an adult leader should immediately intervene to respectfully explain to the observed person that their conduct might be misunderstood. The Chairman of the Advisory Board should then be alerted to the situation. Any observed maltreatment, harassment or other harmful behavior should immediately be reported in keeping with the reporting protocol outlined in the full IORG Youth Protection Policy.
- 26. **Screening and Monitoring** All adults are to complete a thorough application and screening process before being allowed to serve as a Chaperone or serve in a leadership capacity. No individual will be allowed to volunteer for Rainbow trips or activities as a Chaperone until they have been known to assembly leaders for at least six months.

ACKNOWLEDGEMENT AND AGREEMENT TO CODE OF CONDUCT

Grand Assembly of Colorado, IORG

(Youth Protection Guidelines as adapted for the Jurisdiction of Colorado and its Assemblies)

In order to safeguard Rainbow Girls and their adult leaders, the following guidelines have been implemented. Abuse in any form will not be condoned by the International Order of the Rainbow for Girls. An emphasis on sexual abuse prevention in these guidelines is to assert to any perpetrator who may be attracted to our members that such behavior will not be tolerated.

Appropriate administrative and legal action will be taken as warranted.

I have read the foregoing document and agree to abide by The Code of Conduct, including the following:

- I agree to do my best to prevent maltreatment of the youth in my care during Rainbow ceremonies and events.
- In activities where discretion is needed, I agree to anticipate the level of risk for individual activities and to use my best judgment in making decisions which affect the well-being of all concerned.
- I agree not to physically, sexually or emotionally abuse or neglect any child or youth.
- I agree to comply with IORG Youth Protection Policies regarding conduct with youth.
- I agree to immediately report any observations of inappropriate behaviors or possible policy violations.
- I acknowledge my obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to leaders and state authorities in accordance with these policies.
- I understand that the International Order of the Rainbow for Girls will not tolerate abuse of its members, and I agree to comply in spirit and in action with this position.
- I fully understand that I am subject to the foregoing Code of Conduct, as well as all elements put forth in the full Youth Protection Policy of the International Order of the Rainbow for Girls, and that any behavior or action in violation of those policies will be grounds for my removal from the organization and loss of any awards or designations I may have received during my involvement.

PLEASE PRINT NAME CLEARLY:			
	(Last Name)	(First Name)	(Middle Name)
Signature		Date	_
Witness		Date	Title

This form is required to be completed and signed by every adult working with Rainbow youth in any capacity.

This page should be signed and returned to the Supreme Officer:

All adults who work with Rainbow youth must be appropriately and adequately screened. This includes advisors, volunteers and persons in leadership positions at any level, as well as those who only occasionally work with youth by assisting with activities or providing a service. Utilizing the same process for all workers provides transparency and consistency in applying the policy standards, and is also a deterrent to predators.

The complete IORG Policy and Program - Revised 2014 document is available at www.GoRainbow.org in the Downloadable Documents. Colorado Grand Assembly has used the Supreme Document as a guide to establish our own policy, guidelines and forms as contained within.

International Order of the Rainbow for Girls

Youth Protection IORG Policy and Program – Revised 2014

CONFIDENTIAL REPORT OF CONCERN

Grand Assembly of Colorado, IORG

Indi	vidual(s) of Concern
Date	e and Time of Occurrence/Incident
Loc	ation of Occurrence/Incident
Тур	e of Concern
	Inappropriate behavior with a child or youth
	Policy violation with a child or youth
	Possible risk of abuse
	Safety Risk
	Other concern:
Has	the matter already been reported/escalated? If yes, please specify names and dates
	Assembly Advisory Board:
	District/Grand/Supreme Deputy:
	Parent(s)/Legal Guardian:
<u> </u>	Legal authorities: If so, who and what transpired?
	Other:
Has	this or a similar situation ever occurred previously? If so, when and what?

CONFIDENTIAL REPORT OF CONCERN - Page 2

Describe the facts of the current	situation in detail and use additional sheets if necessary.
Please include details such as th	e parties that were present, the parties that were involved,
etc.	
	
The above information is a true	e and accurate accounting of the incident, to the best of my knowledge.
Date	Signature of Person Making Report
	Printed Name of Person Making Report

THIS REPORT MUST BE RETAINED BY THE ASSEMBLY ADVISORY BOARD AND/OR SUPREME OFFICER FOR A PERIOD OF SEVEN (7) YEARS FROM THE ORIGINAL REPORT DATE

CONFIDENTIAL ACTION LOG

Grand Assembly of Colorado, IORG

This form must be attached to the Confidential Report of Concern and updated each time action is taken or circumstances are altered. An updated copy is to be sent to the Jurisdiction's Supreme Officer after each addition or change. The information contained in these reports is to remain confidential at all times.

Individual(s) of Concern, as noted in original report
Affected Member Names(s)
Date and Type of Incident
Date of First Report:
Date Confidential Report of Concern submitted:
Was report made to Legal Authorities? If so, please list the date and entity:
Are authorities conducting or recommending investigation?
SUBSEQUENT ACTIONS PLEASE INCLUDE DATES AND EXPLANATIONS
Action 1:
Action 2:

CONFIDENTIAL ACTION LOG - Page 2 Action 3: Action 4: _____ Action 5: Action 6: _____ Signature of Person Making Action Log Date

Printed Name of Person Making Action Log

SUBSEQUENT ACTIONS AND RESOLUTION LOG

Colorado Grand Assembly, IORG

Please attach this form to the Confidential Report of Concern and Action Logs. If addition entries are necessary, follow same format, continue number sequence and forward to Supreme Officer on separate pages.

Action #	Date			
Person making repor	t			
Person(s) or organiza	ation(s) contacted:			
Summary of Convers	ations/Discussion(use additional she	eet if needed): _	
	-			

SUBSEQUENT ACTIONS AND RESOLUTION LOG - Page 2

Action Taken (use additional sheet if needed):				

TRAINING REPORT FORM

Colorado Grand Assembly, IORG

Date	: Assembly:	No	•	
	or if mixed group, list Assembly	below for each	participant	4
Nam	e and Qualifications of Presenter:			
	ule Title or other subject:			
	Name (Please Print)	ASSEMBLY	YOUTH	ADULT
1	Name (Flease Fillit)	ASSEMBLI		ADOLI
2				
3				
3 4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
	Please forward completed copy to Supreme Of			
	Total # tra	ined: Youth	Adult	S

CEREMONIES SECTION

The Book of Ceremonies from Supreme Assembly is available in PDF form on the IORG Supreme Assembly website. www.gorainbow.org and is also available (as converted) in Microsoft WORD from the Supreme Officer or Grand Deputy. Some of the more commonly used ceremonies are included below.

ROSE CEREMONY

MAJORITY SERVICE (AGE)

MAJORITY SERVICE (MARRIAGE)

MAJORITY SERVICE (COLORADO GRAND ASSEMBLY)

LAMBSKIN APRON LECTURE

OPEN MEETING (PUBLIC CEREMONY)

BOW PROGRAM (PUBLIC CEREMONY)

RIBBON CEREMONY (PUBLIC CEREMONY)

SERVICE TO RAINBOW (FOR GRAND OFFICERS)

ROSE CEREMONY

This ceremony is used after initiation and only under "Good of the Order." The colors should have already been retired at the close of initiation.

<Advance to a position directly in front of the new Sister(s) holding roses>

Will our new sister(s) please stand.

I now extend to you a warm welcome into our Assembly. Rainbow teaches duty fourfold: duty to God, to country, to parents, and to each other. The Rainbow grasp of friendship reaches beyond the doors of this Assembly, across the great expanse of the United States, beyond the vast oceans, to girls in many other parts of the world. You are now a part of this great, undying chain of friendship. Yet remember, "a chain is only as strong as its weakest link".

For {this morning\ this afternoon\ this evening\tonight}, I would like to give you a short verse entitled, "My Hand In God's".

Each morning when I awake, I say, "I place my hand in God's today". I know He'll walk close by my side, My every wandering step to guide.

He leads me with the tenderest care, When paths are dark and I despair, No need for me to understand, If I but hold fast to His Hand.

My hand in His, no greater way, To go in safety through each day. By His great bounty I am fed, Warmed by His love and comforted.

When at day's end I seek my rest And realize how much I am blest, My thanks pour out to Him, and then, I place my hand in God's again.

{This morning\ This afternoon\ This evening\ Tonight} as you knelt at the White Altar of the Holy Promise, and pledged your life to one of Love and Service, you held the hand of God. So each morning as you awaken and look upon the pages of your open Bible, remember that you once held the hand of God. So again, place your hand in His, that you may look forward to a new day of renewed strength and courage.

<Hand the new sister a rose, then slightly bow to her.>

ROSE CEREMONY – continued

Upon this occasion, I have placed a small rose in your hand. This red rose symbolizes a girl's love for and devotion to her mother, who has made this day possible through much sacrifice and prayer. Tonight when you go home and tell your mother, or someone who has taken her place, your impressions of this ceremony, give her your rose, and when you kiss her goodnight, remind her that you love her.

<Turn West, continue West on the North Marching Line, turn South on the West Marching Line and advance to the South Marching Line, turn East and advance to the South entrance of the Altar. Turn North and advance to a point directly behind the Altar and <u>face East</u>, without taking any steps to the East.>

And now in honor of every girl's mother and in memory of those mothers who have passed to the Golden City beyond,

<Lays the roses on the Altar to the left side (North) of the Bible. The roses are not to lay on the Bible.>

I place these roses on our Altar, and bid you welcome into our Assembly, being assured that the lessons you have been taught will lead you to a happy and successful life.

Thank you, you may be seated.

<Take one step back from the Altar on right foot, turn North leaving the Altar advancing to the North Marching Line.>

For Colorado Competitions (Frank Marshall style or attending the Frank Marshall Tournament, please request a copy from the Competition Committee for any floor work or wording changes.

MAJORITY SERVICE (AGE)

Book of Ceremonies, version 3.5

Who may witness: Closed meeting only

Purpose: To formally mark the attainment of Majority by age.

Participants: Mother Advisor, a member of the Advisory Board, or someone

designated to give the service.

Paraphernalia: Majority certificate for each member receiving her majority.

Individual wrapped rose, membership information

Mother Advisor: Sisters of Assembly Number , upon me devolves at this time a very pleasant duty, at the same time this duty has in it an element of sadness for it marks the parting of the way. As we travel through life, it has many roads. Along the road of babyhood, we are carried by our mothers. This is the path in which we learn first to walk, but as we grow older and our steps grow steadier, we find leading from this road another highway. It is young womanhood. It is filled with sunshine and refreshing showers. It is lined with overhanging shrubbery and beautiful wild flowers of every shade. Along it we hear the songs of the birds; it has the purple of the morning and the gloaming of the evening. Along this highway are the homes of people and from these homes there comes our companions; those we love and from this companionship there grows the group life of our community and along this highway we stroll together. We find here our social life, our school life and our church life, all designed to make us see the beautiful side and encourage us to higher things. From this highway, there leads another road which is one of conflict, or strife and toil. It is on that highway that one of our members enters tonight. Sister of Faith, you will please conduct Sister who has been a member of this Assembly since and who on attained her twentieth birthday, before the Altar of Rainbow that she may receive another crowning admonition before she starts on her journey in adult life.

(If there is more than one candidate, the names of each of the girls should be given, with their dates of birth as provided for in the above paragraph.)

(The Sister of Faith conducts the girl(s) who has attained the age of twenty to the Altar facing the East.)

MAJORITY SERVICE (AGE) - continued

Mother Advisor: My Sister, it has been twenty years since your eyes first beheld the light of day. During these twenty years, some of the most important things in international life have happened. Events so great as to change the course of human history and make the world in which you shall live as a young woman quite a different thing from the world twenty years ago. One of the most significant things that has happened, and one which prophesies untold blessings for the future, is the interest manifested in youth. When you arrived at your teen age, that time of your life that was most impressionable, there stood awaiting you at the gate, two very time-honored Fraternities of the Nation, their arms outstretched to you as a timid girl, offering you their support and help. At the Altar where you now stand, you took upon yourself an obligation which was designed to make you a channel through which these Fraternities might benefit mankind. Your life in our midst has been a devoted life; it is a life that has reflected every color of the Rainbow. We believe it is life that began in Love and is now ending in Service and while we congratulate you upon attaining your twentieth birthday; our hearts are filled with sadness to know that we shall not have you as an active member of our Assembly. We do ask, and we know that you will grant our wish, that you continue to think well of the organization which we trust has meant much to you. If Rainbow has borne fruit in your life after having received and practiced its lessons, we know you will enter upon a greater fraternal life, which it has been our pleasure to prepare for you.

Sister of Faith, you will conduct our Sister to the East.

(Sister of Faith conducts the Majority Member(s) to the East on the South marching lane.)

Mother Advisor: My Sister, I take pleasure in presenting you with this diploma which represents your graduation from Rainbow to a larger field of Fraternal activity. We trust it will be a reminder to you of the most beautiful and fruitful years of your life and it is given to you with the love and respect of the entire membership of your Assembly.

(Mother Advisor presents each Majority Member with her certificate.)

Mother	Advisor:	Sister	of	Faith,	you	will	cause	our	Sister	to	face	the	Assembly.	(Calls
Assemb	oly up)													

Sisters of this Assembly, it is my privilege to present to you _____ who has attained her majority and you will salute her with the Sign of the Rainbow.

Mother Advisor: Sister of Faith, you will now conduct our Sister to her seat.

MAJORITY SERVICE (MARRIAGE)

Book of Ceremonies, version 3.5

Who may witness: Closed meeting only

Purpose: To formally mark the attainment of Majority by marriage

before she attains her 20th birthday.

Participants: Mother Advisor, a member of the Advisory Board, or someone

designated to give the service.

Paraphernalia: Majority certificate for each member receiving her majority.

Individual wrapped rose.

Mother Advisor: Sister of Faith, you will conduct our Sister ______ to the Altar of this Assembly.

(The Sister of Faith conducts the Majority Member to the Altar)

Mother Advisor: My Sister, you stand before the Altar on which rest the Holy Bible, symbol of White Light. Since you became a Rainbow Girl, many important lessons have been taught to you, all of which, we sincerely hope, have made a deep and lasting impression on your life. You now stand before us in a new relationship, that of a wife. You have been taught at the Altar, where you now stand, that to honor that name as a crown on the head of womankind. In assuming your vows at the Marriage Altar, you began a life to glorify the teachings of Rainbow. That you may be more fully impressed with the solemnity of this moment and what it means to the Assembly, I will ask the Sister of Faith to conduct you once again in Silence about the Assembly Room.

As you are thus conducted, the journey will symbolize the silent and holy prayer that ascends from our hearts to our Father in Heaven, that He will keep you and that your new home may be one of constant happiness.

(Sister of Faith conducts the Majority Member completely about the Assembly Room one time, leaving the Bow from the North side, stopping in front of the Mother Advisor's station, facing East.)

MAJORITY SERVICE (MARRIAGE) – continued

Mother Advisor: My Sister, thus it is that our hearts are touched for the moment, because of your retirement from our Assembly as an active Rainbow Girl. But as you stand before the station of the Mother Advisor, we are reminded that it is the happy and natural future of girls to enter the Estate of Womanhood and to become the charm and center of the home. We will recall many times your services with the Assembly, the unselfishness of your life and the happiness you have brought to many during the time we have worked together. You go forth into the adult life with our best wishes and our love.

I now present you your Majority Certificate in the hope that you will ever regard it as one of the prizes of life. May it remind you of the most beautiful years of your life, the flower years or the color years that henceforth will issue into a fine and glorious life of reality, in Love and Service.

Mother Advisor: Sister of Faith, you will cause our Sister to face the Assembly. *(Calls Assembly up with three raps)*

Sisters of this Assembly, it is my happy privilege to present to you Mrs.

who has attained her majority through marriage and you will salute her with the Sign of the Rainbow.

(If the Majority Member cares to make any remarks, she may do so at this time.)

Mother Advisor: Sister of Faith, you will seat our Sister in the Assembly Room.

MAJORITY SERVICE (COLORADO GRAND ASSEMBLY)

(as modified 2019)

Paraphernalia: Majority certificate for each member receiving her majority.	
Individually wrapped roses.	
Box of tissues handy.	

Girl(s) receiving Majority should be seated in chairs to the East of Grand Charity prior to the beginning of ceremony. Ceremony for more than one girl can be performed by 1 or 2 Mother Advisors, if desired.

Will our Majority candidates please take seats East of Grand Charity?

MA #1: Sisters of this Grand Assembly, upon me at this time, I have the honor to perform a very pleasant duty, at the same time this duty has in it an element of sadness for it marks the parting of the way. As we travel through life, it has many roads. Along the road of babyhood, we are carried by our mothers. Every day is a new adventure and we carry on through each day without fear. This is the path in which we learn first to walk, but as we grow older and our steps grow steadier, we find leading from this road another highway. It is young womanhood. It is filled with sunshine and refreshing showers. It is lined with walls of trees and beautiful wild flowers of every shade. Along it we hear the songs of the birds; it has the water-colored sky of the morning and the diamond-filled abyss of the night. Along this highway are the homes of people, including the people we love, adore and admire. From this comradeship there grows our community, and along this highway we stroll together. We find here our social life, our school life, and our church life - all designed to make us seek fulfillment, knowledge, and faith, and encourage us to higher things. From this highway of blissful oblivion, beauty, and simplicity, there leads another road, one which may find conflict, struggle and despair. It is on that highway that (number of girls) of our members enter tonight. As we send them on their way, we wish to remind them once more that the lessons they've learned and the friendships they've made here will continue to aide them as they continue on their journey of life. Will it be difficult? No doubt. However, we know they are up for the challenge, and will face each obstacle with the same confidence, enthusiasm, and discipline that they've shown each of us thus far in her travels. Just like their days in babyhood, we know they will treat each gifted day as an adventure.

MA #1: Past Grand Worthy Advisor ((or other title)	(name), you	will please
conduct Sister	of	_ Assembly No	before the
Altar of Rainbow that she may receive	another crowning adn	nonition before she s	tarts on her
journey in adult life.			

MAJORITY SERVICE – CO Grand Assembly - continued

MA #1: Active members and adults of	Assembly No	, please stand
in tribute as is escort	ed to the Altar of Rainbow.	 Read Rainbow
history slowly as Girl 1 is being escorted to the		
MA #2: Rainbow History could include information recommended her, offices held, Grand Offices attained her twentieth birth	held, other special information day on	on, etc. End with
MA #2: Grand Worthy Advisor (or other title) _	, you will	please conduct
Sister of	_ Assembly No befo	ore the Altar of
Rainbow that she may receive another crowning in adult life.	admonition before she start	s on her journey
MA #2: Active members and adults of	Assembly No	, please stand
in tribute as (name) is escor		
to the Altar and placed next to Girl 1 with escor		
face the East. Read Rainbow history slowly as	Girl 2 is being escorted to the	he Altar
MA #1: Rainbow History could include information recommended her, offices held, Grand Offices attained her twentieth birthd	held, other special informatio	
MA #2: My Sisters, it has been at least twenty		eheld the light of
day. During these twenty years, some of the mo		_
happened. Events so great as to change the co		
which you shall live as a young woman quite a	different thing from the wo	rld twenty years
ago. One of the most significant things that has	happened, and one which	promises untold
blessings for the future, is the interest manifest	ed in youth. When you arriv	ed at your teen
age, that time of your life that was most impressi	onable, there stood awaiting	you at the gate,
four very time-honored Fraternities of the Na	tion, the Masonic Lodge, th	ne Order of the
Eastern Star, Amaranth and White Shrine of Je	rusalem, their arms outstreto	ched to you as a
timid girl, offering you their support and help. A	At the Altar where you now	stand, you took
upon yourself an obligation which was designed	to make you a channel thro	ugh which these
Fraternities might benefit mankind. Your life in	our midst has been a devote	ed life; it is a life
that has reflected every color of the Rainbow. V	Ve believe it is life that bega	n in Love and is
now ending in Service and while we congratulat	e you upon attaining your tw	entieth birthday;
our hearts are filled with sadness to know that w	e shall not have you as an a	ctive member of
our Assembly. We do ask, and we know that y	ou will grant our wish, that	you continue to
think well of the organization which we trust has	-	
positive impression on your life after having rece	-	
will enter upon a greater fraternal life, for which		prepare you. As
you travel to the East, take a look around and m	nake note of the many	

MAJORITY SERVICE - CO Grand Assembly - continued

Sisters, Mentors, and Advisors with whom relationships you have grown within your Rainbow family. Though we hope the lessons of Rainbow have implanted their teachings in your heart, we cannot deny that these teachers and peers have influenced your character and growth immensely. So send smiles their way as you take this leap into womanhood, as a silent thank you for their continuous love and support.

Past Grand Worthy Advisor and Grand Worthy Advisor, (or other titles) you will conduct our Sisters to the East.

(Majority Member(s) are conducted to the East. Mother Advisors assist the majority members up the stairs.)

MA #1: My Sisters, I am pleased to present you with roses similar to those you received on the occasion of your initiation. These roses represent the love and service that you have dedicated to the International Order of the Rainbow for Girls. (Mother Advisor presents each Majority Member with roses.)

MA #2: My Sisters, I take great pleasure in presenting you with a diploma which represents your graduation from Rainbow to a larger field of fraternal activity. We trust it will be a reminder to you of the most beautiful and fruitful years of your life. It is given to you with the love and respect of the entire membership of your Assembly (Mother Advisor presents each Majority Member with her majority certificate.)

MA #1: *** Three raps to call Assembly up	
Sisters of this Grand Assembly, it is my privilege to present to you	and
who have attained their majority. You will salute them v	vith the Sign of
the Rainbow and a round of applause.	

MA #1: Majority members, we would love to have you join us in the East, but as you have duties during the closing we will return you to your seats in the Assembly room. *Past Grand Worthy Advisor and Grand Worthy Advisor*, (or other titles) you will conduct our Sisters to their stations in the Grand Assembly room.

^{*} One rap to seat Assembly

LAMBSKIN APRON LECTURE

Colorado approved version as edited by Karl Hinkle, Past Grand Master of Colorado

The Grand Lodge's Book of Constitutions restricts when a Mason may wear Masonic regalia in public without dispensation from the Grand Master. As a youth group event/meeting is not one of the automatically allowed "Masonic" occasions, dispensation is required. If a Mason wants to wear his apron to deliver the Lambskin Apron Talk at a local Assembly, he will need permission from the Grand Master.

My young woman (women), as part of your initiation the Sister of Charity presented to you a miniature lambskin apron during the traditional lecture on the contents of the Pot of Gold. We Masons also wear a lambskin apron. So that you may better understand its significance I will share with you some of its symbolism.

The lambskin, or white leather apron, is the badge of a Mason. We are presented with ours when we are initiated into Masonry, just as you were presented with yours during your initiation. We are informed that we begin our Masonic lives with pure and spotless aprons, representing the purity of life and actions to which we Masons aspire.

The four corners of the apron remind us to square our actions with purity, truth, sincerity and honesty.

The four edges of the apron remind us to practice four great virtues in our lives and behavior. The first is Temperance – the exercise of moderation in all things. The second is Fortitude – the strength of mind to endure life's challenges. The third is Prudence – the right to freely, but carefully, make personal judgments in regard to one's actions. And the last is the virtue of Justice – the exercise of equity and fairness in our dealings with others.

The three edges of the triangular flap remind us that God is omniscient, or all-knowing; omnipotent, or all-powerful; and omnipresent, or without limits and existing everywhere. The three edges also represent Faith, Hope and Charity. Faith – a belief in things yet unseen; Hope – the expectation of reward for a life well-lived; and Charity – the practice of seeing the divine in others and forgiving their faults, just as we forgive our own.

The four edges of the apron together with the three edges of the triangle total seven, indicative of the seven liberal arts and sciences which we Masons are earnestly encouraged to study. These arts and sciences are: Grammar, the study of the functions and relationships of words; Rhetoric, skill in the effective use of speech; Logic, the science of the formal principles of reasoning; Arithmetic, the powers and properties of numbers; Geometry, the measurement, properties, and relationships of points, lines, angles, surfaces, and solids; Music, the science of combining tones and sounds to create delightful harmonies; and Astronomy, the study of the laws that govern the heavenly bodies.

The circle formed by the strings or strap of the apron symbolizes Deity, unity, or spirit.

LAMBSKIN APRON LECTURE – continued

We wear a white apron at every Masonic Lodge meeting. Each time we put it on we are reminded of our Masonic obligations. We are told that when we arise to greet each day we are symbolically to put on the apron to remind us of that purity of life and conduct which is the goal of every Mason before leaving this world.

So may it be with you when you have occasion to look upon your miniature lambskin apron. May you be reminded of the solemn obligation you took before God, your sisters, your parents, and your friends while kneeling at the White Altar of the Holy Promise. May you be reminded of the lessons taught during your journey among the seven stations of the Rainbow, and may your commitment to these principles manifest in a life of Service filled with Faith, Hope and Charity.

My dear girl(s), I bid you welcome into this beautiful Order.

OPEN MEETING (PUBLIC CEREMONY)

(The sign of the Rainbow is never given during the open meeting. It should start in a similar manner as a regular closed meeting)

MOTHER ADVISOR: On behalf of _______, Assembly #______, of the International Order of the Rainbow for Girls, we welcome you to this open meeting. We hope to provide information to those girls and parents who are not acquainted with the Masonic fraternity, the Order of the Eastern Star, the Order of Amaranth, White Shrine of Jerusalem, or the Order of the Rainbow for Girls, and provide a deeper understanding of the customs and practices of the organization.

(Officers take their proper stations)

WORTHY ADVISOR: Sister Chaplain, you will attend the Altar.

*** (Raises the Assembly with 3 raps of the gavel).

(Chaplain carries the open Bible in both hands from the Recorder's desk to the Altar entering the bow from the South, bows slightly to Bible, takes one step back on her right foot, leaving the bow from the North and returns to her station. The musician may play an appropriate song while Bible is being carried.)

WORTHY ADVISOR: As no one should ever set forth on any great or important work without the assistance of prayer, the Assembly will please stand with bowed heads while the Chaplain leads us in prayer.

CHAPLAIN: Father, may you richly bless each member of this Assembly and all present. Guide and direct each of our lives so that in all we say and do we may be acceptable in Thy sight. Make our lives fitting examples of obedient service to Thee. Amen. (Assembly responds with) LORD, HELP US TO KEEP OUR PROMISE.

WORTHY ADVISOR: Sister Drill Leader, you will present our flag at the Altar. (*Drill Leader carries the flag to Altar, entering the Bow from the South and holds the flag at the Altar. Musician may play a patriotic song while flag is being carried).*

WORTHY ADVISOR: Please join me in the Pledge of Allegiance. (Upon completion say...) May we ever honor our country's flag as the great symbol of American liberty and freedom. May it ever remind us of the sacrifices made by countless thousands who have laid down their lives on the field of battle in its defense. Let us sing one verse of the Star Spangled Banner.

(Drill Leader leaves the Bow from the North returning the flag to its position in the Assembly Room to the left back of Patriotism's station.)

*** (Seats Assembly with 1 rap of the gavel).

OPEN MEETING - continued

WORTHY ADVISOR: The Order of the Rainbow for Girls was founded in McAlester, Oklahoma in 1922, by Reverend W. Mark Sexson, a 33rd degree Mason and a member of the Order of the Eastern Star. Through his work in Free Masonry, Rev. Sexson became aware of the need for an organization for girls similar to the Order of DeMolay for boys. His proposal was met with an immediate, enthusiastic response and 171 girls were initiated.

The vibrant colors of the rainbow were chosen as a way of expressing the beauty of the life of a young girl growing into womanhood.

We have invited you here to briefly explain the meaning and purpose of Rainbow. Rainbow Assemblies are sponsored by Masonic Lodges, Eastern Star Chapters Amaranth Courts or Shrines of the White Shrine of Jerusalem or a Club composed of members of those orders such as a Star & Compass Club. Girls between the ages of 11 and 20 may belong to Rainbow. Girls are daughters and granddaughters of Master Masons, Eastern Star members and other organizations within the Masonic fraternity or they are friends of Rainbow Girls. Rainbow Assemblies exist in 43 of the 50 states and Territories and the Countries of Aruba, Australia, Bolivia, Brazil, Canada, Italy, the Philippines, and Romania.

Reverend Sexson wrote our book of ceremonies, generally referred to as a Ritual and while our meetings are conducted in an organized or ritualistic manner, our purpose is not secret.

WORTHY ADVISOR: Sister Drill Leader, what can you tell us of Rainbow?

DRILL LEADER: In a few moments, you will hear from the Color Stations about the lessons of initiation. But Rainbow goes beyond the teachings and the Ritual moves into that special part of fraternal life called friendship. Some of the strongest bonds of friendship ever made are formed by Rainbow sisters. A Rainbow Sister and friend is special. She is someone to share your innermost thoughts and dreams and will accept you for who you are. You learn about friendships and draw strength from friends. The lessons we learn In Rainbow help us to be a better friend. We laugh together, we cry together, and we grow together. That is what makes the special bond called Rainbow sisters.

WORTHY ADVISOR: Worthy Associate Advisor, what can you tell us about the Order of Rainbow for Girls?

WORTHY ASSOCIATE ADVISOR: Rainbow is a service-oriented fraternal organization designed to build self-esteem, confidence, provide leadership skills and to get girls ready for life. It can open the door to experiences and friendships that will stay with her all her life. It will teach her how to live a life of service, how to be a good leader and how to work in teams. It will teach her lessons to help make her a better adult in the world in which she will live in the future. Rainbow is dedicated to maintaining the high ideals of womanhood, teaching honor of home, church and nation. We encourage all to exemplify these virtues in their daily lives. Parents, Grandparents, legal guardians of active or majority members, majority members, and Master Masons, Eastern Star, Amaranth or White Shrine members or their spouses may attend Rainbow's meetings.

OPEN MEETING - continued

WORTHY ADVISOR: Sister Chaplain, what can you tell us about Rainbow Girls? **CHAPLAIN:** In our Assemblies we ask the blessing of our Heavenly Father upon our members and sponsors. We ask that our lives be enriched with the opportunity to be a part of Rainbow and that we may become better daughters, wives, mothers, and leaders as we go through life and that the lessons of love and service be our guide to a successful life.

WORTHY ADVISOR: Our Order is based on a beautiful heavenly object, the Rainbow, a symbol of God's promise that never again would the world be destroyed by flood, for, after the storms would come the white light of promise.

WORTHY ADVISOR: In Rainbow, we journey through the lessons of initiation, represented by the colors of the Rainbow. We are conducted through this initiation by the Sister of Faith. Sister of Faith, what can you tell us about your office?

SISTER OF FAITH: I am Faith. The jewel of my office is the dove and represents a life that is at peace because of its abiding faith. In the Initiation, my duty is as a guide for the candidates. Sister of Love, tell us about your station.

SISTER OF LOVE: I am the Sister of Love. My color is red and is a symbol of love and devotion. In our Initiation, we learn about God's love for us as well as the love we should have for Him, as well as our father, mother and family. Sister of Religion, tell us about your station.

SISTER OF RELIGION: I am the Sister of Religion. My color is orange and is a symbol of the heroic in religion. In our Initiation, we learn that religion is implanted in the hearts of each of us. We also learn that we should be identified with some organized religion. Sister of Nature, tell us about your station.

SISTER OF NATURE: I am the Sister of Nature. My color is yellow and is a symbol of the beauty of God's great out-of-doors. Nature is the living, visible garment of God. It is here in the freedom of the fields and out-of-doors that we may commune with God. Sister of Immortality, tell us about your station.

SISTER OF IMMORTALITY: I am the Sister of Immortality. My color is green and is a symbol of immortality and eternal life. In our Initiation, we speak of the Master of Life who said, "I am the resurrection and the life, he that believeth In Me, though he were dead, yet shall he live, and whosoever, liveth and believeth In Me shall never die." Sister of Fidelity, tell us about you station.

SISTER OF FIDELITY: I am the Sister of Fidelity. My color is blue and is a symbol of loyalty and trueness. In our Initiation we learn that being true to each other and our word should be sacred. Faithfulness, loyalty and devotion are the cornerstones of this lesson. Sister of Patriotism, tell us about your station.

OPEN MEETING - continued

SISTER OF PATRIOTISM: I am the Sister of Patriotism. My color is Indigo and is a symbol of patriotism and courage. In our Initiation, we learn to be true to our flag and defend it always. We re-dedicate our life to our country and its Flag which is sacred to all Americans. Sister of Service, tell us about our seventh station.

SISTER OF SERVICE: I am the Sister of Service. My color is violet and is a symbol of service and self-sacrifice. In our Initiation, we learn that it **is** the service we perform that will turn the landscape into gold. Everyday there is someone we can help through a life of service.

WORTHY ADVISOR: These seven degrees of our Order together create a beautiful Rainbow. There are two other lessons which complete our initiation. Sister of Hope, will you please tell us about your lesson.

SISTER OF HOPE: I am the Sister of Hope. The symbol of my office is the anchor and represents a life that is secure. God spoke to Noah saying, "And I do set my bow in the clouds, and it shall be for a token of a covenant between me and the earth." It is to Hope that the Candidate comes during the journey of initiation for reassurance. Hope is always there. It will never sleep. It will never die. Hope always awaits you.

WORTHY ADVISOR: Sister of Charity, tell us about your lesson.

SISTER OF CHARITY: I am the Sister of Charity. My symbol is the money bag representing life's treasures preserved through charitable deeds. I am the last lesson of Initiation. It has been said that there is a pot of gold at the end of every rainbow. So too; is the case at the end of our journey. It is filled with treasures of life more precious than fine jewels, gold or silver. Some of the treasures found in Rainbow are:

- Friendships made with girls of our community who would otherwise never know each other
- Leadership opportunities afforded every girl in holding different offices in the Assembly.
- Sharpening intellect through our ritualistic work.
- The opportunity to use the virtues taught in our Assembly to become sensitive, mature young women. (Pause).

A rainbow girl's word, when given, can be counted on. Once a girl has accepted a responsibility such as an office or has committed herself to participate in an activity or project, she is obligated to make every effort to complete that task to the best of her ability, here as well as in other aspects of her life. This sets her apart from many others whose efforts are often only half-hearted and incomplete.

OPEN MEETING - continued

WORTHY ADVISOR: The lessons of the journey of our Initiation are complete. In Rainbow, the Mother Advisor's jewel is symbolized by a circle of gold which represents a life that encircles other lives and denotes protection. Another symbol of our love is a red rose, the red rose of Rainbow which is the symbol of a girls love and devotion to her mother, whose prayers and sacrifices make every day possible.

WORTHY ASSOCIATE ADVISOR:

HONORS: Girls in the Assembly earn honor through service rendered to the Assembly and to their community.

MEETINGS: The meetings are conducted by the girls in a similar form to that set forth in Roberts Rules of Order. Leadership and direction for the girls is supplied by an adult Advisory Board who elects a Mother Advisor whose duty it is to work closely with the girls in all their plans and to guide and direct their ritualistic work.

INTRODUCTIONS: In Rainbow, girls and adult advisors may distinguish themselves by service they render to the organization. It is our custom to recognize these special people at our meetings. At this time, we will introduce some of these people to you. (Worthy Advisor will follow the instructions for introducing dignitaries present as would be done at an open installation with the guest/dignitaries standing at their seat and introducing them as a group. Introductions should include only; Supreme Officers, Grand Officers, visiting Worthy Advisors and Mother Advisors, Advisory Board Members and Assembly Members. At no time will Supreme or Grand Honors or the sign of the Rainbow be given.)

SISTER OF FAITH:

ACTIVITIES: We participate in many varied activities and projects during the year -- some for service in our community, some for money making to run the Assembly and some just for fun. We also participate in joint activities with both Jobs Daughters and the Order of DeMolay.

On the Sunday nearest April 6, of each calendar year -- the order's anniversary -- the members shall attend services at a church agreed upon by the Assembly. This is Obligatory Sunday.

SISTER OF HOPE:

MEMBERSHIP: A girl may become a member by completing and signing an application signed by a Rainbow member and a Mason or Eastern Star who is sponsoring her along with a fee of \$____. A girl that is a member of the Assembly and an Adult advisor will visit her and her parents and she will then be voted on for membership by the active members of the Assembly.

Applications may be obtained from any Rainbow member, the Mother Advisor, or a member of the AdvisoryBoard.

OPEN MEETING - continued

SISTER OF HOPE:

PLEDGE: A younger girl may become a pledge of a Rainbow Assembly at the age of 9 by submitting a Pledge Application and taking an obligation in an open meeting to join that Rainbow Assembly when she reaches the age of 11. She is entitled to attend all social and other activities of the order except closed meetings.

WORTHY ADVISOR:

GOOD OF THE ORDER: This is a time when we may express our feelings, congratulations, or other positive expressions which we wish to share.

WORTHY ADVISOR: Sister Chaplain, you will attend the Altar.

***(Raises the Assembly with 3 raps of gavel).

(Chaplain enters the bow from the South side and removes the Bible using both hands, exiting on the South side of the bow, returning the Bible to the Recorder's desk, closing the Bible, then returning to her station. The musician plays appropriate music).

WORTHY ADVISOR:Let us sing "Blest Be the Tie That Binds". Our guests will please be seated while we have a retiring march.

* (Seats the Assembly with a single rap of gavel).

BOW PROGRAM (PUBLIC CEREMONY)

Edited 2020 from Book of Ceremonies, Chapter 3: Bow Program for use in public setting Participants: 8 Girls Paraphernalia: None

WORTHY ADVISOR: Good morning. As many of you know, the International Order of the Rainbow for Girls is for young ladies between the ages of 11 and 20. Any girl, properly recommended by a member of a Sponsoring Order or a Rainbow Girl, can apply for membership. She does not need to be from a Masonic or Eastern Star family.

In Colorado, we have 7 Assemblies. They meet in Greeley, Golden, Littleton, Colorado Springs, Monte Vista, Gunnison and Grand Junction. We invite you to join us for any of our regular meetings or special events.

The freshness of youth and beauty is symbolized in our Assemblies by the seven colors of the Rainbow. Have you ever wondered, what the colors of our Rainbow really mean? Let us listen as each Sister describes the lesson of her color.

SISTER OF LOVE: The first color of the Rainbow is Red which symbolizes Love. Jesus said "Thou shalt love the Lord thy God with all thy heart and with all thy soul and with all thy strength and with all thy mind, and thy neighbor as thyself."

Love should be in the center of all our relationships. It should be the greatest force in our lives. Without giving love, our lives are without purpose. We should allow love to motivate all we say and do.

SISTER OF RELIGION: Next is the lesson Religion represented by the color Orange. It is a basic need of mankind to revere and draw strength from a Supreme Being and to worship in a community.

Religion is essential for us to establish a moral standard by which to live. Saint James states that religion is "to visit the fatherless and widows in their afflictions and to keep himself unspotted from the world." We should allow Religion to be the moral teacher in our lives.

SISTER OF NATURE: Nature is visualized through the color Yellow. Imagine a rolling hill of autumn leaves, a sunset upon the water, a field of daisies swaying in a gentle breeze, or the sun shining through an ice-covered hedge. What better sights to help us think of God!

In quiet moments, we should think about our lives, where we fit, what we will be, and what we will do. The Psalmist writes, "He maketh me to lie down in green pastures, He leadeth me beside the still waters." Let us then learn to feel God's presence in the beauties of nature.

BOW PROGRAM – continued

SISTER OF IMMORTALITY: Green symbolizes Immortality. How we hate to think of death, but what if we could see it not as an end but a beginning of a new life through Immortality. Jesus said, "I am the resurrection and life, he that believeth in me, though he were dead, yet shall he live, and whosoever liveth and believeth in me shall never die."

It's important to have faith to face death without fear. It is the assurance of life after death, which gives us courage. It is that same assurance that quiets the grief when we are left behind. Let us have faith to believe God's promise of peace at the last.

SISTER OF FIDELITY: Blue is for Fidelity. The greatest compliment we pay another person is when we say, "I trust you." This translates to "I know you will tell the truth", "I know you will honor a promise" or even "I know you will be faithful to obligations and duties". This is Fidelity.

Saint Paul wrote, "We aim at what is honorable, not only in the Lord's sight but also in the sight of men." Let us always be true to our vows and promises.

SISTER OF PATRIOTISM: Indigo symbolizes Patriotism. Sir Walter Scott wrote, "Breathes there a man with a soul so dead, who never to himself has said, 'This is my own, my native land.'" What is the meaning of patriotism? Feeling the pride in the athletes as they follow our Flag at the Olympic Games. Standing proudly at attention and singing the national anthem. Bowing our heads in remembrance of lives lost to preserve this great land of ours. Let us respect, cherish, and defend our flag, the symbol of our country.

SISTER OF SERVICE: The seventh color of the Rainbow is Violet and represents Service. What greater satisfaction than to hear these words said to us, "Thank you, you have helped me so much." To do a job and do it well, gives pleasure, but to do something kind for another, gives pure joy.

Saint Paul wrote to the Galatians, "By love, serve one another." We should never turn away from an opportunity to do service for those who need it most: the lonely, the handicapped, the unloved, or the ones who feel they have failed. Let us work together for the good of all and give aid to those in need.

WORTHY ADVISOR: There they are. The seven colors that make up our symbolic Rainbow, around which our Order is formed. Its meaning is found in the Book of Genesis, Chapter 9, "Then God told Noah and his sons, 'I solemnly promise you and your children that I will never again send another flood to destroy the earth. And I seal this promise with this sign - I have placed my rainbow in the clouds as a sign of my promise until the end of time, to you and to all the earth."

Through our youth, poise, inner beauty, and sisterhood we radiate the colors of the rainbow. We hope that our presence here today helps you remember God's promise as well as the importance of all of our teachings.

WORTHY ADVISOR:

I invite each member to introduce herself giving her Name, Assembly, and Office. [Wait for all to be done] The Officers will retire informally.

RIBBON CEREMONY (PUBLIC CEREMONY)

Public ceremony such as Lodge, Chapter meeting or their Grand Installation

Participants: 1 Girl Ceremony should be memorized

Paraphernalia: Appropriate Ribbons

(Lecture begins back of the Altar facing East)

In the beginning, there was the Bible. It is the center of life, and we represent this center of life by placing a light on our Altar (Altar light is turned on), which is the center of our Masonic organizations. Each member of our Masonic family plays an important part. I (We) will represent each organization this evening by placing their colors upon our Altar.

(Place each colored ribbon, with a pause, on the Altar in a circle around the Bible, using pauses and deliberate speech for effect, The lecture progresses around the Altar in counterclockwise fashion, ending by facing East in the starting position)

First, the blue and white to represent the Master Masons. It is fitting that they be the first to be represented, for they are the beginning. None of the other organizations could have begun without them. They have built and maintained a temple for us to meet in. We call them our "Dads", for it is from the Master Masons that we of the Masonic Youth Groups owe our heritage.

Let us next add the five colors representing the Order of the Eastern Star. Blue, yellow, white, green, and red are the rays of the star, and give us guiding light. They are our mothers, in whose footsteps we are to follow.

The Order of the Amaranth has given us a guiding hand, and with their help we maintain our goals. Add now the colors of red and green. The red represents the crown and sword, and the green for the amaranthine wreath.

The Order of the White Shrine of Jerusalem gives us guidance, and with their help we maintain our goals. Add now the colors of gold and white. The gold represents the star of Jerusalem, and the white for Peace on Earth, Good Will to men.

We add now the colors of Job's Daughters, purple and white. They must strive to learn, and as they learn, they teach others the way of God. They are daughters whom the Master Masons have guided faithfully through the years. Job's Daughters look for a worthy inheritance that they may truly say: "We hope to be known as the Fairest in all the Land".

The Rainbow Girls are represented by the seven colors of the Rainbow. Red symbolizing Love, Orange Religion, Yellow Nature, Green Immortality, Blue Fidelity, Indigo Patriotism, and Service symbolized by Violet. A Rainbow Girl learns to dedicate her current and future life to one of active service as exhibited by the culmination of the Great White Lights which rests upon the Altar of her Assembly. The Rainbow Girls enrich their communities by their outstanding volunteerism and contributions to those in need.

RIBBON CEREMONY – continued

No family is complete without a son, and to complete our Masonic family, we add the colors of DeMolay: blue, red, and gold. They, too, play an important part in our family. They are the future Masons on which the strength of our Masonic family will depend. No group of Masonic Youth could ask for better support than Rainbow receives from DeMolay.

And now, as you behold our Altar, you will notice that a circle has been formed around the Bible. A circle is defined as an unbroken line. It is also made up of arcs. If one arc is separated from the circle, the remaining part is no longer a circle, for it has a gap in it. It was once said of a nation: "United we stand, divided we fall".

So may we compare this nation and this state with our circle. A circle means many things; friendship, love, unity, and infinity. Whichever word you choose to represent your circle, it must have a center, and that center is God. (*Lecturer exits the Altar*)

SERVICE TO RAINBOW CEREMONY (FOR GRAND OFFICERS AT GRAND ASSEMBLY)

GWA: Today we are gathered to honor and pay tribute to those special people who have given outstanding service to the International Order of The Rainbow for Girls.

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

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

Grand Drill Leader, you will conduct _	to the
East.	

DL: Conducts the guests from their seats to the East (Adult side). Then DL proceeds directly behind the station of Love so that she can place the microphone so Bow Stations can speak and be heard. Do this for each Bow Station.

GWA: (After they are seated in the East) Sisters of the Color Stations, you will share the meaning of your station with our honored guests.

Bow stations rise all together

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

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

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

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

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

SERVICE TO RAINBOW CEREMONY continued

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

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

(All bow stations are seated together after Service Lecture. GWA continues after Bow Stations are seated)

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

(Supreme Officer speaks and invests them with their Medallion)

SUPREME OFFICER: Today is a very special time for the members of this Grand Assembly. We are happy to be able to present to you this Service to Rainbow Recognition. It is given to you as a reward for the Service you have so unselfishly given to your Assembly and the International Order of The Rainbow for Girls. As a parent, Grandparent, legal guardian and friend of our Order, we recognize and appreciate your interest in the young ladies of your community, helping them to lead better lives, become better citizens, become leaders themselves and be of Service to others.

My friends, I invest you with the Medallion which represents this Service to Rainbow Recognition. Wear it with pride and may it ever be a symbol of the Service you have given to the International Order of the Rainbow for Girls.

GWA: Grand Chaplain, you will dismiss us with prayer. (3 raps)

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

FORMS AND MISCELLANEOUS SECTION

Note: these forms are also available electronically and most will be available on the Colorado Rainbow website www.iorgcolorado.org. Please contact the Grand Deputy or Supreme Officer for an electronic copy.

- LIST OF DOWNLOADABLE DOCUMENTS ON GORAINBOW.COM
- COLORADO DRESS CODE
- REPORT OF VISIT
- SUGGESTED PACKING LIST FOR GRAND ASSEMBLY
- FINANCIAL STATEMENT FORM ASSEMBLY
- ANNUAL AUDIT REVIEW
- ANNUAL REPORT FEES RECAP
- MOTHER ADVISOR IDENTIFICATION FORM
- CONSIDERATION OF NOMINATION GRAND CROSS OF COLOR DEGREE / SERVICE TO RAINBOW
- ADULT TIME AND TALENT SURVEY
- PROFICIENCY CERTIFICATE
- SISTER OF THE YEAR INFORMATION
- REQUIREMENTS FOR RAINBOW SCHOLARSHIP
- RAINBOW SCHOLARSHIP APPLICATION FORM
- RAINBOW SCHOLARSHIP ADVISORY BOARD REPORT
- RAINBOW SCHOLARSHIP SCHOOL REPORT
- ACTIVITIES PLANNER AND REPORT
- CONFIDENTIAL PARTICIPANT AND CAREGIVER INFORMATION
- ADULT AUTHORIZATION FOR MEDICAL TREATMENT AND RELEASE
- AFFIRMATION OF DRIVERS LICENSE AND VEHICLE INSURANCE ADULT
- DUPLICATE MAJORITY, GCC OR STR CARDS, AND/OR MEDALLIONS AND/OR RESEARCH
- RITUAL CHANGES 2012 & 2018 SUPREME ASSEMBLY
- MODIFIED INTRODUCTIONS
 - MODIFIED INTRODUCTION CARDS
- DISTRICT DEPUTY FORMS:

NOMINATIONS FOR GRAND CROSS OF COLOR TEAM
GRAND COMMANDERY OF COLORADO - RAINBOW LEADERSHIP AWARD
GRAND COUNCIL OF COLORADO - RAINBOW SERVICE AWARD
FINANCIAL STATEMENT FORM - DISTRICT
CHECK OFF LIST FOR GWAA APPLICATION

• PARENT GUIDE – 8-1/2 x 11 (ALSO AVAILABLE IN BOOKLET FORM)

LIST OF DOWNLOADABLE DOCUMENTS ON GORAINBOW.COM

Using Mother Advisors log-in List compiled from GoRainbow as of 3/2020

Books

Activity Guide Membership Recruitment 2-5

Activity Guide Merit 1-6

Activity Guide Plan Presentation 2-5

Book of Ceremonies 3-5 (CO Grand Assembly has this available in WORD)

Leadership 3-6

Line Officer Handbook 2-4

Living Ritual 3-4

Managing Change 1-1

Merit Updated May 26

Parent Handbook 1-7

RU Making a Difference

RU Managing Your Assembly 4-2

RU Supporting Membership 1-4

Team Building

WA Handbook 2-1

Forms

Dues cards (use Avery 8371)

Non Affiliated Spouse Card (use Avery 8371)

Parents Card (use Avery 8371)

Age Majority Card

<u>Application for Membership</u>

Application for Pledge Membership

Application of Affiliation

Assembly Order Receipt

Committee Appointment

Demit

Marriage Majority Card

Mother Advisor Identification Form

Notice of Dues

Notice of Election

Notice of Suspension

Special Dispensation

DOWNLOADABLE DOCUMENTS ON GORAINBOW.COM - continued

Forms – cont.

<u>Treasurer Receipt</u> <u>Universal Dress Guidelines</u>

Membership Service Program

Documents

Majority Card/GCC Form

Mother Advisor Identification Form

Request for Book of Traditions Instructions

Youth Protection Policy and Program

Member Tools

Press Release, Presentations, Brand Guide & Marketing Materials available

Grand Assembly

Grand Assembly is always full of surprises and fun events throughout the weekend! Please dress accordingly and appropriately for the planned functions.

Members and Advisors

Meetings:

If you are to be introduced, you should dress as outlined in the "Installations, Initiations and Official Visits" section.

If not being introduced please dress as outlined in the section on "Rainbow Business Meetings."

Hosiery is preferred. "Yoga" pants <u>ARE NOT</u> considered hosiery.

During free time:

Dress skorts, dress walking shorts, dress pants or capris may be worn. They must be worn at the waistline, have no holes, have a hem, and must be in good taste and appropriate.

Shirts must contain no print that is offensive or controversial. Matching polo, Assembly or Grand Assembly t-shirts are appropriate and encouraged!

Please review the swimming attire section. Fingertip-length cover-ups and appropriate shoes must be worn.

Attire that is not appropriate at Grand Assembly:

Short shorts, jeans, miniskirts, tube tops, bare midriffs, spandex shorts, spandex pants, "Yoga" pants or leggings without a dress or appropriate top garment.

Always
"DRESS FOR SUCCESS"



Colorado Dress Code International Order of the Rainbow for Girls



Revised April 25, 2020

Why a Dress Code? Every organization, school and workplace has a dress code. As a member of Colorado Rainbow, you represent not only yourself, but also the organization to which you belong. Having and following a dress code allows those in the community to see our organization in a positive light. Our dress code prepares our girls to understand the expectations of others, while dressing professionally.

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

Installations, Initiations and Official Visits

Members and Candidates:

Your choice must be considered tasteful and appropriate. If in doubt, think modesty.

Formal dress, floor or ankle length.

- Strapless dresses are appropriate if worn with a shrug or shawl covering the shoulders.
- Halter, one strap, and two strap dresses are appropriate. Straps must be firmly attached to the dress.
- The front and back of any dress must be <u>sould</u> and rest at or above the natural bra line.
- Any slit in the dress may not exceed the knee.
- Proper undergarments must always be worn and not be visible.
- No more than 50% of your clothing should be black or brown.

Dress shoes are preferred (any color, keeping in mind that white, silver, gold or color to match the dress look best with pastel colored dresses). If slippers are to be worn, only Ballerina slippers are acceptable.

Advisors and Guests:

Adults: You are the role models for the Girls. **Females:** Dress or skirt and blouse. Mother Advisors must wear a formal dress. No more than 50% of your clothing should be black or brown.

Attire that is not appropriate:

Revealing formals

Males: Dress pants with dress shirt and tie. Jacket is preferred. Dress shoes are preferred (any color).

Rainbow Business Meetings and Other Fraternal and Civic Events

Members and Advisors:

Adults: You are the role models for the Girls. **Females:** Dress or skirt with blouse may be worn. No more than 50% of your clothing should be black or brown. Your choice must look and be considered tasteful and appropriate.

- Length of dress or skirt should be <u>NO HIGHER</u>
 <u>THAN</u> two-inches above the knee. Dress
 shoes are preferred (any color).
- Leggings are acceptable in business meetings under an appropriate dress.

Attire that is not appropriate:

Jeans, dress pants, skorts, mini-skirts, capris, t-shirts, tube tops, bare midriffs, or "Yoga" pants.

Males: Dress pants with dress shirt or polo shirt. Dress shoes are preferred (any color).

General Appearance

Proper undergarments must always be worn and not be visible.

Hosiery is preferred when wearing meeting or formal attire. "Yoga" pants **ARE NOT** considered hosiery.

Dress shoes are preferred.

- Dress boots are allowed during business meetings.
- Clogs, flip-flops, and athletic shoes <u>ARE NOT</u> considered "dress shoes."

Body piercing jewels (other than earrings) should not be worn at Rainbow functions. There should be no visible tattoos.

Rainbow Casual Service Projects, Practices, Socials, Public Relation Events, Fund Raising, Traveling, Etc.

Weather permitting and providing the event does not require professional dress:

Members and Advisors:

Skorts, pants, jeans, capris, or shorts may be worn when appropriate for the activity as determined by the Advisory Board.

Pants, jeans, capris and shorts must be worn at the waistline, have no holes, have a hem, and must be in good taste and appropriate.

Leggings are acceptable in a casual setting as long as the top garment covers the buttocks when girls are bowing/bending over.

Shirts must contain no print that is offensive or controversial. Matching polo, Assembly or Grand Assembly t-shirts are appropriate and encouraged!

Attire that is not appropriate:

Short shorts, tight jeans, miniskirts, tube tops, bare midriffs, spandex shorts, spandex pants, or "Yoga" pants.

Swimming Attire

Bathing suits may be one-piece or two-piece (tankini recommended) providing the suit is in good taste and not revealing. In hotels and other facilities, fingertip-length cover-ups and appropriate shoes must be worn when traveling to and from the pool.

REPORT OF VISIT

Grand Assembly of Colorado, IORG

This form is to be used for reporting the visits made, as required, for girls holding Grand Officer/GCCT Appointments. Reports need to be completed within one week of the visit and sent to your District Deputy (Grand Deputy or Mother Advisor if no District Deputy is assigned).

Your Name	Assembly
Grand Appointment	
Date of Visit	Assembly Visited
Name of Worthy Advisor	
Name of Mother Advisor	
List 5 positive things that you noticed ywork. (Opening, Introductions, Ballotin	your Rainbow Sisters do as they were performing their ng, Initiation, Closing)
What did you especially enjoy about y	our visit?

SUGGESTED PACKING LIST FOR GRAND ASSEMBLY

Grand Assembly of Colorado, IORG

Grand dress or 1 or 2 formals including dress for Installation (dress code appropriate
2 regular dress or skirt and blouse (no bra straps showing or too short)
Dress shoes, casual shoes, athletic shoes, pool shoes
Nylons, socks
Undergarments, slips
Casual clothes for outing, travel clothes
Shrug/sweater
Swimsuit and cover-up – (dress code appropriate)
Pajamas
Pillow, stuffed animal
Medications
Toothbrush, toothpaste, mouthwash, deodorant
Shampoo, conditioner, hair gel, hair spray, bobby pins, etc.
Hairbrush, curling irons, rollers
Glasses, contacts, solutions
Makeup, Skin care
Band-Aids or moleskin (for blisters)
Feminine hygiene products (just in case)
Camera
\$1 to \$2 daily to leave for maid tip
\$ money for the Rainbow store and \$10 formals for sale
Jewelry
Ritual / GCC Ritual
GCC Medallion, GCC Card
Brag rag
Assembly identifier/silent applauser (may receive at Grand)
Grand Identifier (pin/sash/corsage if grand family)
Snacks, healthy – do not eat your roommate's snacks without permission
Other
Other

FINANCIAL STATEMENT FORM - ASSEMBLY

Grand Assembly of Colorado, IORG

ΑN	ICIAL STATEMENT OF:	ASSEMBLY NO		
Α.	CHECKING ACCOUNT #:			
	NAME AND ADDRESS OF BANK/FINANCIAL INSTITUTION	J:		
	Beginning balance <u>Jan. 1, 20</u>	\$		
	Total Deposits	\$		
	Total Disbursements: Check #'s to and/or Debit card entries			
	Ending balance as of Dec. 31, 20	\$		
В.	SAVINGS ACCOUNT #:			
	NAME AND ADDRESS OF BANK/FINANCIAL INSTITUTION	1:		
	Beginning balance <u>Jan. 1, 20</u>	\$		
	Total Deposits	\$		
	Total Withdrawals	\$		
	Interest Earned	\$		
	Ending balance as of Dec. 31, 20	\$		
C.	OTHER - CHECKING/SAVINGS ACCOUNTS #:			
	NAME AND ADDRESS OF BANK/FINANCIAL INSTITUTION	1:		
	Beginning balance <u>Jan. 1, 20</u>	\$		
	Total Deposits	\$		
	Total Disbursements: Check #'s to and/or Debit card entries	s \$		
	Interest Earned	\$		
	Ending balance as of Dec. 31, 20	\$		
D.	OTHER INVESTMENTS (CD's, Money Market etc.) As of (date):		
	NAME AND ADDRESS OF BANK/FINANCIAL INSTITUTION	,		
	Type: Account # Bala	ance \$		
E.	Type: Account # Bala TOTAL INCOME for year ending 20 as reported on Annu			

Must be received/postmarked by the Supreme Officer no later than January 15

ANNUAL AUDIT REVIEW

Grand Assembly of Colorado, IORG

The Audit Review Committee (up to 4 persons) should review the financial records for all income and expenditures for all Assembly and Advisory Board accounts including bank statements showing (1) the cash balance in the treasury at the close of the audit period (2) the gross income to the Assembly for the audit period, and (3) the total amount of investments owned by the Assembly (CDs, savings, etc.) before new officers are installed. Questions below should be answered by the Audit Review Committee. Please complete and return to Supreme Officer by January 15.

	Items to Review list	Yes	No	Comments
1	1 Are the minutes of the Advisory Board available?			
2	Are the minutes of the Assembly available?			
3	Do the minutes of the Advisory Board or the Assembly show that a treasurer's report was given monthly or each meeting?			
4	Do the minutes of the Advisory Board or the Assembly show that each disbursement has been voted on?			
5	Are monthly bank statements reconciled for all accounts?			
6	Do all checks/disbursements have 2 signatures (Mother Advisor & one additional authorized person) or a procedure in place for 2 signatures?	er		
7	Are receipts recorded for dues and dues cards issued to each member?			
8	8 Are receipts/invoices available for all expenditures?			
9	9 Is there a current list of authorized signatures for each account available?			
— The	Audit Review Committee has reviewed the Financial State	ement Forr	<u>m</u> and <i>A</i>	
liste	finds Assembly # in c ed.	compliance	with no	otes or comments as
SIGN	MOTHER A	ADVISOR		
TREASURER ADVISORY BO		/ BOARD C	HAIRPE	ERSON
AUDIT REVIEW COMMITTEE AUDIT REVIE		VIEW COM	MITTEE	
ALIDIT DEVIEW COMMITTEE ALIDIT DEVIEW		/IEW/ COM	MITTEE	

ANNUAL REPORT FEES RECAP

Grand Assembly of Colorado, IORG

	As	sembly #	#	
	Supreme Assembly Annu	ual Repo	ort	
The Supreme Assembly	Annual Report check is to b	e made l	payable to:	
SUPREME AS	SSEMBLY, I.O.R.G.			
	total members 12/31 total members 12/31 usage fee			
	Total Amt. Due	\$		
	Amt. Recvd. \$			
	mbly Annual Report - Per			
The Grand Assembly An	nual Report check is to be r	nade pay	able to:	
GRAND ASSE	EMBLY OF COLORADO, I.	O.R.G.		
Insurance \$2.00 x	total members 12/31 total members 12/31 Mother Advisor	\$		
Check#	Total Amt. Due Amt. Recvd. \$	\$		
Grand Cro	ss of Color and Service to	Rainbo	w Nomination	on Fees
The Grand Cross of Cold	or/Service to Rainbow check	k is to be	made payab	ole to:
	EMBLY OF COLORADO, I. WER LEFT corner of the check:			
GCC/STR Nominatio Extra Nominations th		.00 per no	omination omination (if	approved)
	Total Amt. Due	\$,
Check#	Amt. Recvd. \$			
o be completed by District De		-		·
Annual report submitted online b	-		Due by 1/5	
Annual report postmarked or received by District Deputy Financial Statement/Audit postmarked or received by Supreme Officer Due by 1/5 Due by 1/15				
· · · · · · · · · · · · · · · · · · ·		fficer	Due by 1/15	
Annual Report received by Supr	eme Officer from District Deputy		Due by 1/15	

MOTHER ADVISOR IDENTIFICATION FORM

Supreme Assembly, IORG

A new form each year in January is necessary Please type or print clearly

Name of Assembly:			No	
Meeting Place:				
Location of Assembly: Add	dress			
City		State	Zip	
Meeting – Time	Days			
Name of Mother Advisor: _				
Address				
City		State	Zip	
Phone ()	(Day) (_)		(Evening)
E-mail address				
each January with <i>t</i> to b List names of those author	Annual Report and be forwarded to the	eme Officer any time a M e Supreme As	other Advisonsembly Office	ce

CONSIDERATION OF NOMINATION GRAND CROSS OF COLOR DEGREE/SERVICE TO RAINBOW

Grand Assembly of Colorado, IORG

Date of request:	<u> </u>
Assembly Name & Number	would like to submit the following for consideration of
allowed by the Supreme Officer. and if not granted the Supreme Officer.	of Color Degree/Service to Rainbow under the extra nominations. We understand that this nomination may or may not be granted Difficer will notify the Mother Advisor. We further understand that be responsible for the \$15.00 fee (for each nomination accepted
Nominee Information: Girl	 □ Adult (must be Majority Rainbow member or member of Masonic sponsoring body to receive GCC) □ Adult – Service to Rainbow
Name:	
Address:	
City, State, Zip code:	
	on why the committee feels this person is deserving of this

ADULT TIME AND TALENT SURVEY

Grand Assembly of Colorado, IORG

Rainbow would not exist anywhere in the world if it were not for the outstanding group of adults that play such an important role within the organization. There is always something for someone to do! From parents to grandparents, aunts and uncles and even those who were in Rainbow when they were younger. Rainbow Adults are mentors, leaders and most importantly, friends to each Rainbow Girl.

Volunteer positions are available at the local Assembly as well as the state Grand level. Please let us know your interest in the following topics below to help us find a position for you.

Chaperone at Assembly events	
Drive to events	
Room set up/provide refreshments	
Phone calls	
Record keeping	
Assist with memorization	
Special hobbies – please list	
Crafts/Decorations	
Work with Pledge-aged Girls	
Fundraising	
Marketing/Publicity/Membership	
Training (Ritualistic, Youth Protection, Te	eam Building)
Convention logistics	
Problem solving	
Music – ability to play, sing or direct	
Audio Visual – Camera, Video Camera, S	Sound system, Projectors
Newsletter article editing	
Computer skills – please list	
Website or Social Media skills	
Organization skills – computer or other	
Party/Event planning skills	
Name	Dlagragi
Name:	Priorie:
Email:	Assembly:
Previous Adult Volunteer experience	
(can list more on the back)	
Time commitment: List the amount of volunteer	time you might have:
What else would you like to do?	
What would you like to learn to do?	
Do you have a family member currently involve	d in Kainbow?

Please return to: Mother Advisor (for an Assembly) Supreme Officer or Grand Deputy

PROFICIENCY CERTIFICATE

Grand Assembly of Colorado, IORG

Fillable form with 8 per page available upon request

Proficiency Certificate	Proficiency Certificate
This is to certify that	This is to certify that
A member ofAssembly No.	A member ofAssembly No.
Prder of the Rainbow for Girls has successfully passed the Proficiency examination	Professor of the Rainbow for Girls has successfully passed the Proficiency examination
Proficiency Certificate	Proficiency Certificate
This is to certify that	This is to certify that
A member ofAssembly No.	A member ofAssembly No.
Prder of the Rainbow for Girls has successfully passed the Proficiency examination	—— Order of the Rainbow for Girls has successfully passed the Proficiency examination
Droficion ou Contificato	Droficion ex Contificate
Proficiency Certificate This is to certify that	Proficiency Certificate This is to certify that
A member ofAssembly No.	A member ofAssembly No.
—— Order of the Rainbow for Girls has successfully passed the Proficiency	Order of the Rainbow for Girls has successfully passed the Proficiency

SISTER OF THE YEAR INFORMATION

Grand Assembly of Colorado, IORG

The number one thing that has kept Rainbow running strong for almost 100 years is the sisterhood that we share. To celebrate our sisterhood in Colorado we have a "Sister of the Year" award presented at Grand Assembly every year. In the past, the "Sister of the Year" had to be an older girl that was nominated by a younger girl who looked up to her.

The Grand Executive Committee has realized that we are a lucky jurisdiction filled with girls of all ages who are role models and represent Rainbow and its teachings proudly. So, moving forward, ANY active member can nominate ANY of her active Rainbow sisters to receive this distinguished honor. I know we are all surrounded with girls who we look up to, who spread their love of service, and set a wonderful example for all her Rainbow Sisters!

Regardless of your age or the age of the girl that you're probably already thinking of, we want YOU to have the opportunity to recognize them and earn a cash prize! As the nominator, you will receive a \$50 award if your nominee is chosen, and she will be awarded \$100! Both of you will be presented and recognized at Grand Assembly! The nominator and nominee do not have to be from the same Assembly, and the nominee cannot be a previous year's winner. Only one girl will be named the "Sister of the Year", and if you want it to be your friend, then all you must do is write an essay telling us why she deserves this honor! Any questions or submissions should be sent via email to the Grand Deputy. You only have until April 1st to nominate your "Sister of the Year", so let's get started now!

REQUIREMENTS FOR RAINBOW SCHOLARSHIP

Grand Assembly of Colorado, IORG

Mail completed applications to Joe Kier, President of Scholarship Committee 9247 W. Arizona Ave Lakewood, CO 80232-5112

FIRST TIME APPLICANT MUST:

- 1. Be an active member in good standing in a Colorado Assembly, International Order of the Rainbow for Girls.
- 2. High School: Have a high school cumulative grade point average of 3.2 unweighted based on 4.0 and/or be in the upper twenty (20) percent scholastically in her class. Attach a current transcript.
- 3. College: Have a college cumulative grade point average of 2.7 unweighted based on 4.0 grading system. Attach a current transcript.
- 4. Observe the deadline for application submission to the Mother Advisor, which is April 1st.
- 5. Submit one letter of recommendation from someone other than those who are signing on pages 3 and 4 of this application.
- 6. Write and submit a short essay on "How Rainbow has Influenced My Life."
- 7. Complete pages 2-4 of this application and submit to the Mother Advisor no later than April 1.

MOTHER ADVISOR MUST:

- 1. Mail all documents to Scholarship Committee President no later than April 15th.
- 2. Notify the Scholarship Committee President by phone or email (joekier@comcast.net, 303-919-6768) that an application has been submitted.

RECIPIENT MUST:

- Attend Grand Assembly for the presentation of the initial scholarship award. She can miss
 the presentation of the scholarship for an emergency situation <u>but the Supreme Officer must</u>
 <u>be contacted in advance</u>. Failure to do this could result in loss of the award and it may be
 granted to the next eligible applicant.
- 2. Attend an Accredited Colorado school, college, university, or trade school.
- 3. Maintain a cumulative grade point average of 2.7 unweighted based on a 4.0 with no failing grades and carry at least 12 credit hours per semester/quarter. If carrying fewer than 12 hours please include an explanation with renewal request.

RENEWAL REQUEST:

- 1. Be an active or majority member in good standing in a Colorado Assembly, International Order of the Rainbow for Girls.
- 2. Request renewal of the scholarship each year by writing (US Mail) to the Scholarship Committee President no later than April 15th, indicating the school to which the money is to be sent.
- 3. Send, or have sent, an official transcript to the Scholarship Committee President (joekier@comcast.net), including the official cumulative grade point average, on or before April 15th each year.
- 4. Scholarships are awarded for a maximum of four-year undergraduate degree.

ALL INFORMATION SUBMITTED IS CONFIDENTIAL

RAINBOW SCHOLARSHIP APPLICATION FORM

Grand Assembly of Colorado, IORG

To be completed by applicant and returned to Mother Advisor by April 1st

Name of Applicant	SSN
	PHONE
	EMAIL
NAME & NO. OF ASSEMBLY	
Date of Birth	Place of Birth
INSTITUTION you plan to attend	
Address of Financial office	
	(Provide to Committee President as soon as available)
Course of Study Planned	
	Firm or Company
	Firm or Company
School Activities	
Church Activities	
Other Activities	
Need for Scholarship	
Number of children in family, and age	es:
I certify that the information given	is complete and accurate.
ignature	Date

RAINBOW SCHOLARSHIP - ADVISORY BOARD REPORT

Grand Assembly of Colorado, IORG

Return this form to Mother Advisor by April 1st

1.	. Name of Applicant	
	Name & No. of Assembly	
	Please give indications of how this individual compares to most of the members of your Assembly. Does she participate 80% of the time or more?	
2.	2. Attendance at meetings	
	Practices	
	Obligatory Services	
	Socials	
3.	3. Service	
	Loyalty	
	5. Citizenship	
	6. Reliability	
	7. Cooperation	
	3. Financial Need	
9.	Applicant's Rainbow Participation (offices held, etc.)	
10	0. Other Remarks:	
11	Did your Assembly participate in a fundraiser this year for the Scholarship Fund Yes No	?
Cha	hairman of the Board Date	
Mo	Nother Advisor Date	

RAINBOW SCHOLARSHIP - SCHOOL REPORT

Grand Assembly of Colorado, IORG

1.	. Concerning Name of Applicant for Scholarship Award, International Order of the Rainbow for Girls					
2.	Number in Graduating Class					
3.	Rank in the Class Cumulative Grade Point Average (unweighted)					
	Please indicate the top average for this class					
4.	Do you know of her being offered any other scholarship?Yes No (If yes, explain)					
5.	To your knowledge does this girl need a scholarship?					
6.	Remarks:					
Name	e of School Official Position or title of School Official					
Date						

Please return this sheet to the Mother Advisor of her Assembly no later than April $1^{\rm st}$

ACTIVITIES PLANNER AND REPORT

Grand Assembly of Colorado, IORG

Any special events that are planned must be approved by the Mother Advisor and the Advisory Board. Submit dates and description of the special event for approval using this form. It is suggested the form be used during the WA term and updated prior to the event.

Financial assistance for the event shall be determined by the Assembly with the approval of the Advisory Board. Request these funds at the time of submission (see below for estimated expense details).

It is preferable to have this form filled out electronically and a copy sent to the Mother Advisor. When completing electronically please share your responses in the blue boxes or highlight choices where noted. *An electronic version is available upon request.*

Event Description, Purpose, Goals to Achieve									
What kind of Event	.2		Momhorchin	Sorvice	Scholambia	Other (List)			
(Highlight appropriate box or circl	Fun	Team Building	Membership	Service	Scholarship	Other (List)			
Event Name	:								
Date	Location			Time event Begins	: Ends	Has the Loc	ation been	reserved?	
Has the date been disc Assemblies outside of t			visor? (Usually	this will app	oly to the				
Who was it discuss						Date of di	iscussion:		
Comments?									
Estimated number of Part	icipants								
Will overnight accommod	ations be neces	ssary? If Yes wh	nere and who is	handling?					
Do you anticipate a cost to	Attendees?		If yes why? (E facility, ticket sa	xample: meal ales, etc.)	provided, rent on				
Does this even	t require adv	ance		If Yes, who will collect the					
registration/meal o	ost or presale	e tickets?		funds?					
Who will be your Event Chairman? (Name & Phone)									
Does this event require		If so who w & Phone)	ill collect the R	SVPs? (Name					
		E	stimated Expe	enses					
For?		Amount?			For?		Amount?		
			1						
Are you requesting funds from the Assembly be considered for this Event? (Y/N)									
If yes why?									
	Announcements/Notifications								
Approved FLYERS Date	Posted Date		FACEBOOK	Approved Date	Posted Date		EMAILS	Approved Date	Posted Date
Other comments									

CONFIDENTIAL PARTICIPANT AND CAREGIVER INFORMATION

Grand Assembly of Colorado, IORG

This form incorporates Member Code of Conduct, Consent for Participation, Emergency Contact information, Pick-up Authorization, Media Release, Transportation Release and Member Driver information and Authorization for Medical Treatment and Medical Information

THIS FORM MUST BE COMPLETED ANNUALLY OR REVIEWED AND UPDATED ANNUALLY (April to April)

Member (or Participant) Information

Member's Full Name:	DOB:	Grade in School:
Address:		
Email:		
Phone #: (Home)	(Cell)	
Parents/Legal Guardians Information		
Name:	Name:	
Address:	Address:	
Email:	Email:	
Phone #:(c) (h) (other)	Phone #:	(c) (h) (other)
In an effort to protect the well-being of each mer as "Participant", by way of local assembly, each a information regarding those authorized to trans Assembly sponsored functions, including local a authorized/not authorized to pick up and assur Youth Protection policy is in place to protect my	Assembly will mai port the Participa assembly events, ne care for the P	ntain a confidential file of contact ant to and from Colorado Grand as well as information on those articipant. I understand that the
Members' Code of Conduct I have read the Code of Conduct for Memorial guidelines. I understand that if my behavior at an does not meet these standards, I must leave the of the function or where I live. My Parents/Le responsible for transportation costs for my retrefunds based on prepaid expenses.	ny Colorado Gran ne activity immedi gal Guardians ar	d Assembly sponsored function ately, regardless of the location at I understand that we will be
Signature of Member:	D	ate:

Consent to Participate As the Parents/Legal Guardians of the Member, referred to hereafter as "Participant", permission is granted to participate in all activities as a member ofAssembly #, located in, Colorado. This consent acknowledges acceptance of the Code of Conduct for Members, Media Release, Transportation Release within the Assembly's geographic area and Authorization for Medical Treatment.			
Additionally, the Parents/Legal Guardians Officer, all members and volunteers of the Rainbow for Girls, all Assemblies or any sponsoring body or affiliates thereomay arise as a result of any exercise health care of the Participant which is auxignature of Parents/Legal Guardians:	Colorado Grand Assembly a f Colorado Grand Assembly, of from any and all respons of discretion with respect to thorized by this agreement.	nd the International Order of the Masonic Fraternity, and ibility, liability or fault which the provision of travel and/or	
_			
Signature of Parents/Legal Guardians:		Date:	
Emergency Contact In the event of an emergency, please con care upon pick up:	tact the named adult below (ir	n order) who may assume	
Name	Relationship	Phone # or Text	
1			
2			
3			
4			
The following are restricted from picking Restrictions as to who may pick up a girl from an ever as a girl becomes a member, and should be updated	up my daughter from any Raiı	nbow Event. nd signed by caregivers as soon	
Assembly Media Release ☐ Parents/Legal Guardians consents appeared in may be used by the Integrand Assembly, or its assignees, so the desire, including print and elect photographs, films, recordings, plate Assembly, and it shall have the right photographs, films, recordings, plate whatsoever on my part. Parents/Legal Guardians does NOT any publication.	ernational Order of the Rainbouccessors, representatives, outronic media. Furthermore, it es, and tapes are property of to sell, duplicate, reproduce as, and tapes as it may desire	ow for Girls (IORG), Colorado r designees in whatever way is acknowledged that such IORG and/or Colorado Grand and make other uses of such e, free and clear of any claim	

Transportation Release

The Parents/Legal Guardians of the Participant agree to and understands the following: It is expected that Rainbow members will ride with Authorized Rainbow Chaperones for all events. Exceptions can be made on an as needed basis with prior permission from the authorized Rainbow Chaperone if adult drivers are not available. *All passengers must be in a seat belt at all times when riding in a vehicle!*

The driver of any vehicle in which the Participant will travel will be an adult, unless noted below, and those providing transportation carry at least the minimum amount of liability insurance mandated by Colorado law, observe all state and federal laws pertaining to operating a motor vehicle, and possess a current, valid driver's license.

I understand that Colorado I.O.R.G. operates within a Youth Protection policy and that Colorado I.O.R.G. takes the issue of child safety very seriously. I further understand that the current Youth Protection Policy requires the consent of the parent or legal guardian of a child, to travel with an adult/adults to and from I.O.R.G. activities when the parent or legal guardian is not present.

I understand that the Youth Protection policy is in place to protect my daughter as well as the adult. I give my permission and consent for the following, either individually, or with others listed, to transport my daughter to/from an authorized I.O.R.G. event, understanding it may conflict with the Colorado Code of Conduct. This consent will remain in full force and effect until rescinded by me (*Print Name of Adult or Adults authorized*):

Names of Authorized Adults (Other than parent/guardian	Telephone Number(s):	
My daughter as a driver:		
All drivers must follow the Colorado IORG Travel Gu License and Insurance information on file with the M	, ,	
 ☐ My daughter has my permission to drive herself ☐ My daughter has my permission to give rides to signed permission letter from their parent in her 	other Rainbow girls with a copy of a	
My daughter may have the following number of passengers in her car at any time: 1 2 3 4 5, abiding by the rule above for signed permission. (All passengers must have and use an individual seat belt.)		
□ Other Comments/Restrictions:		
	Member Name:	

Driver Information	<u>ı:</u>				
Name as it appears	on License:				
State of Issuance: _ Vehicle Insurance	Driver Licens Information:	e #:	Expires on:	/_	
Vehicle Insurance (Carrier Name:		· · · · · · · · · · · · · · · · · · ·		· · · · · · · · · · · · · · · · · · ·
Vehicle Insurance F	Policy #:	Polic	y Expiration Date:	/	/
Insured Vehicle(s)					
Vehicle Make	Model/Model Year	License Vehicle's O		•	
supervision of any phe medical staff of a lic physician or at said he It is understood that the being required but is consent to any and a exercise of his best jet.	nysician and surgeon ensed hospital, whet nospital. his authorization is given given to provide auth all such diagnosis, trea udgment may deem ents/Legal Guardians	licensed under the ther such diagnos wen in advance of a ority and power or atment or hospital advisable.	nd is to be rendered ur e provisions of the Med s or treatment is rend any specific diagnosis, in the part of our afores care which the aforem	dicine dered a treatm said ag nentior	Practice Act on the at the office of said nent or hospital care gent to give specific ned physician in the sible for payment or
to indemnify and ho initiated, by any 3rd p	ld harmless those re party, individual, orga	eleased herein from Inization or entity,	ed on behalf of the Par m any claim, demand against aforementione nses incurred in defen	or aced	tion which may be ies for the recovery
			Member Name: Confidential Partici	oant &	Caregiver Information Page 4 of 6

Participant Medical Information: (Check all that apply; if box checked, please explain) Participant has the following known allergies: □ Drug/Medication: □ Food: □ Insect Stings: □ Hay Fever:	Participant has the following chronic/recurring illnesses: Asthma: Diabetes: Seizures/Epilepsy: Heart Condition: Ear Infections:
Other:	□ List any other current/recurring illnesses: ————
Date of Last: ☐ Tetanus toxoid immunization:	☐ Health Exam:
dispense: ☐ My daughter's medication	in charge. The adults in charge have my permission to
☐ My Daughter has my permission to carry th Inhaler Other (please list) _ Participant has Parents/Legal Guardians consenon-prescription medications, such as (Tylenol be administered:	ent to be administered appropriate amounts or ibuprofen), please list medications that may
 Parent/Guardian requests that he/she shall medications identified above. 	l be notified prior to administering any non-prescription
Participant Medical Insurance Information Participant has active medical insurance covera	age with the following medical insurance carrier:
Carrier Name	_Carrier Telephone Number:
Policy Holder's Name:	
Group ID:	_Policy #:

Reviewed and updated: (Review and update ar	nnually in April or complete a new form)
Parent/Guardian Signature:	Dated:
An electronic copy or a photocopy of this release the original.	shall have the same effectiveness as

ADULT AUTHORIZATION FOR MEDICAL TREATMENT AND RELEASE

Grand Assembly of Colorado, IORG

It is recommended Adult Volunteers complete this form each year.

Adult Volunteers are not required to complete the "Adult Medical Information" section of
THIS FORM MUST BE COMPLETED ANNUALLY

Adult Volunteer Information

Full Name:		
Address:		
Email:	Phone:(Home)	(Cell)
In the event of an e	mergency, please contact:	
Name	Phone No.	Relationship
Name	Phone No.	Relationship
 Name	Phone No.	Relationship

Authorization for Medical Care

If the individuals identified herein as my emergency contacts are unavailable after all reasonable efforts have been taken to contact those individuals, I hereby authorize and direct the Supreme Officer for the Grand Assembly of Colorado, International Order of the Rainbow for Girls, or her designee, as an agent to authorize on my behalf, emergency medical or surgical treatment, including hospitalization, in the event I am unable to do so and which, in the opinion of any licensed physician, surgeon, or hospital, is reasonably required or necessary for my treatment or care. Any physician, surgeon, or hospital is authorized to rely upon any authorization for treatment signed by the above designated agent to the same extent as if executed by me personally.

I hereby release and hold harmless the Grand Assembly of Colorado, the Supreme Officer, all members and volunteers of Colorado Grand Assembly and the International Order of the Rainbow for Girls, all Assemblies of Colorado Grand Assembly, the Masonic Fraternity, and any sponsoring body or affiliates thereof from any and all responsibility, liability or fault which may arise as a result of any exercise of discretion with respect to the provision of travel and/or health care of the Participant which is authorized by this agreement.

Additionally, I agree I shall be fully and solely responsible for payment or reimbursement of any medical charges or expenses incurred on my behalf and further agree to indemnify and hold harmless those released herein from any claim, demand or action which may be initiated, by any 3rd party, individual, organization or entity, against aforementioned parties for the recovery of such medical expenses, including any legal fees or expenses incurred in defending against such claims. I further agree that I shall be responsible to submit any claim through my insurance company.

ADULT AUTHORIZATION FOR MEDICAL TREATMENT AND RELEASE - Page 2

Adult Volunteer Medical Information:

(This section, while helpful, is optional. Please check all that apply; if box checked, please explain)

The following information is needed by any hospital or practitioner not having access to my medical history:

Known allergies:	Chronic/recurring illnesses:
☐ Drug/Medication:	☐ Asthma:
☐ Food:	□ Dishetes:
☐ Insect Stings:	Coizuras/Enilanaya
☐ Hay Fever:	□ Loart Condition:
□ Other:	□ Other:
Adult Volunteer has the following	physical limitations?
Date of last Tetanus Shot:	
Medications currently being taken	:
Other pertinent information medic	al personnel should be aware of:
Family Physician and telephone: _	
Medical Insurance Information Adult Volunteer has active medicarrier:	ical insurance coverage with the following medical insurance
Carrier Name:	Telephone No:
Policy Holder's Name:	
Group ID:	Policy #:
Signature:	Date:

An electronic copy or a photocopy of this release shall have the same effectiveness as the original.

AFFIRMATION OF DRIVERS LICENSE AND VEHICLE INSURANCE FOR ADULT PARTICIPANT DRIVER

Grand Assembly of Colorado, IORG

Form must be <u>updated annually</u> or as changes occur.

Grand Assembly of Colorado has established Travel Guidelines in an effort to encourage safe, informed and responsible transportation to, from and during Assembly and/or Grand Assembly sponsored functions. The Grand Assembly of Colorado Travel Guidelines have been written to provide clear guidelines for the Volunteers and Participants throughout our State. The full Guideline is incorporated by reference as part of this Affirmation.

Drivers and vehicle owners are encouraged to review the full Guideline prior to executing this form, keeping in mind that: Colorado Revised Statutes and Colorado Grand Assembly require all drivers of any vehicles to, from or at a Colorado Grand Assembly sponsored function that transport participants or other volunteers have a valid driver's license. The same also require the owner of any vehicle registered to drive on public streets and for the purpose stated above to carry the proper liability insurance to cover damages of bodily injury to another party and property damage to other's property.

The undersigned agrees and acknowledges as follows, by initialing below:

0 0	•	, ,	J	
I have a valid	driver license.			
Colorado law		of the vehicle holds	valid insurance	um threshold required by coverage that meets (or
expenses inc	• •	ny participant or vol	unteer for which	nges, medical charges, or the Driver(s) or Vehicle
and volunteer Assemblies of affiliates there individual, org	rs of Colorado Grand f Colorado Grand As rof from any claim, de	Assembly, the Internates sembly, the Masonion mand or action whice ainst the aforemention	ational Order of to Fraternity, and h may be initianed parties for the	reme Officer, all members the Rainbow for Girls, all any sponsoring body or ated by any 3 rd party, recovery of such medical inst such claims.
Signature:			Date: /	1
<u>Driver Information:</u>				
Name as it appears of	n License:			
State of Issuance:	Driver License #:	E	xpires on:/_	
Vehicle Insurance In	nformation:			
Vehicle Insurance Ca	rrier Name:			
	licy #:	Policy Expira	ition Date:/_	
Insured Vehicle(s): Vehicle Make	Madal/Madal Vaar	License Plate/State	Vahiala'a Ownar	
venicie wake	woder/woder rear	Licerise Plate/State	Vehicle's Owner	

(add additional sheets as needed)

DUPLICATE MAJORITY, GRAND CROSS OF COLOR OR SERVICE TO RAINBOW CARDS AND/OR MEDALLIONS AND/OR RESEARCH

TO:	Supreme Assembly INTERNATIONAL ORDER OF THE RAINBOW FO 315 East Carl Albert Parkway McAlester, OK 74501 E-mail: saoffice@gorainbow.org Busine		2-1328
	\$25.00 - Majority \$20.00 - Grand Cross Card or Service to	o Rainbow Card ainbow Medallio	n
	ALL ITEMS MUST E	BE PREPAID.	
Fill in	all information necessary to process your requ	est.	
1. r	MAJORITY CARD:		
N	Maiden name of member when initiated:		
	Assembly Name:, N		
	Year initiated:		
N	Majority Received through: Age Marriage	e Year receiv	ved:
1	Name on card:		
	If majority by age, do you want your married nar		
2. (GRAND CROSS OF COLOR CARD OR MEDA	ALLION and (plea	ise circle)
ç	SERVICE TO RAINBOW (SR) CARD OR MED	ALLION (please	circle)
A	Assembly Name:	Number:	State:
1	Name on GCC/SR Card when first issued:		
P	Approximate year GCC/SR received:	Girl or Adu	ılt:
- Meth	od of Payment: Check Money Order	MasterCa	nrd/VISA/Discover:
Credi	it card number:		_ EXP DATE:
	Name/ Billing Address for Credit Card:		
	ime Telephone:	_ (must be includ	ed)
Dayti			

RITUAL CHANGES 2012 & 2018 SUPREME ASSEMBLY

Label format available on request for printing on Avery 8163 2"x4" labels for both Small & Large Print Rituals. Contact Supreme Officer or Grand Deputy

Opening New 2018 Page 42 – small Ritual Page 38 – large Ritual

Worthy Assoc. Advisor: "It is white, the color of purity."

Opening New 2018 Page 30 – small Ritual Page 26-27 – large Ritual

Mother Advisor: "All persons not members in good standing in the International Order of the Rainbow for Girls, and our Sponsoring Orders, or who are not Majority Members, Parents, Grandparents, Legal Guardians of Active or Majority Rainbow Members, or non-affiliated spouses of members of our Sponsoring Orders will please retire."

Opening New 2012 Page 42 – small Ritual Page 37 – large Ritual

Worthy Assoc. Advisor: "The ancient promise of God to His people that He will never again destroy the world **by flood**." *Or just add to the end of the sentence "*by flood."

<u>Initiation</u> **New 2018** Page 60 – small Ritual Page 53 – large Ritual

Sister Drill Leader: "Girls, when we have two or more new members, it is our custom that each of you will have an opportunity to walk with the Sister of Faith. You may be seated."

<u>Initiation</u> **New 2012** Page 81– small Ritual Page 70 – large Ritual

"Last but by no means least; we find this miniature Lambskin Apron, in the center of which is a Star. I give it to you as your own. It is a sacred symbol that binds. To our Masonic fathers, the Lambskin Apron is sacred, and though you may never fully know its meaning, it will be dear to you because they love it, and to them it is priceless. Keep it always."

MODIFIED INTRODUCTIONS

Grand Assembly of Colorado, IORG

RECOMMENDED FOR USE FOR OFFICIAL VISIT OF GWA AND MAY BE USED DURING REGULAR ASSEMBLY MEETINGS IF DESIRED

The Modified Introductions are a minimum of those needing to be introduced and should be done at least once per term. The regular introductions from the Ritual can also be done and introduction cards are available upon request from the Supreme Officer or Grand Deputy. Introductions at Installations are not necessary but can be done from the seats/sidelines. At special occasions such as Homecoming, additional introductions may be added or done in a different manner such as having the PGWA's introduced on the floor.

Group 1

- 1- SUPREME DEPUTY Back of the Bow and then escorted to the East Supreme Honors
- 2- <u>PAST SUPREME INSPECTOR/MEMBER OF HOUSE OF GOLD</u> Inside the Bow at the Altar and then escorted to the East Supreme Honors

Group 2

- 3 GRAND WORTHY ADVISOR Back of the Bow and then escorted to the East Grand Honors
- 4 PAST GRAND WORTHY ADVISORS Introduced from seats with warm welcome
- **5 ELECTIVE AND APPOINTIVE GRAND FAMILY** Back of the Bow and then escorted to the East as usual Grand Honors

Group 3

- 9 <u>WORTHY ADVISORS</u> (Not Previously Introduced) Introduced from seats with warm welcome
- 10 MOTHER ADVISORS (Not Previously Introduced) Introduced from seats with warm welcome

Group 4

- 13 <u>VISITING MEMBERS OF RAINBOW</u> (Not Previously Introduced) Introduced from seats with warm welcome.
- 14 ADVISORY BOARD MEMBERS Introduced from seats with warm welcome.

Group 5

15 – <u>MOST WORSHIPFUL GRAND MASTER - GRAND LODGE, WORTHY GRAND</u>

<u>MATRON/PATRON – OES, GRAND ROYAL MATRON/PATRON - Amaranth</u> Introduced from seats with warm welcome.

1 - **SUPREME DEPUTY** (Behind the Bow)

WA: "Sister Drill Leader, you will present the SUPREME DEPUTY for Introduction."

DL: "Worthy Advisor, I have the honor of presenting the SUPREME DEPUTY."

WA: Greeting –

"Sister Drill Leader, you will conduct the <u>SUPREME DEPUTY</u> to the East for Introduction."

(After She arrives in the East) I have the **honor** to introduce <u>MRS.</u>

SUPREME DEPUTY IN COLORADO."

"Please join me in greeting MRS. with SUPREME HONORS and a hearty welcome."

"Sister Drill Leader, THE SUPREME DEPUTY will be seated in the East."

2 – MEMBER OF THE HOUSE OF GOLD (Behind the Altar)

<u>WA</u>: "Sister Drill Leader, you will present the <u>PAST SUPREME INSPECTOR & MEMBER OF THE</u>

<u>HOUSE OF GOLD</u> for Introduction."

<u>DL</u>: "Worthy Advisor, I have the honor of presenting the **PAST SUPREME INSPECTOR &**<u>MEMBER OF THE HOUSE OF GOLD."</u>

WA: Greeting -

"Sister Drill Leader, you will conduct the <u>PAST SUPREME INSPECTOR & MEMBER OF THE</u>

<u>HOUSE OF GOLD</u> to the East for Introduction."

(AFTER SHE ARRIVES IN THE EAST) "I have the **honor** to introduce **MRS. DEBBY KIER, PAST**SUPREME INSPECTOR & MEMBER OF THE HOUSE OF GOLD.

Please join me in greeting MRS. KIER with SUPREME HONORS and a hearty welcome."

(INVITE HER TO SIT IN EAST) "Sister Drill Leader, PAST SUPREME INSPECTOR & MEMBER OF THE HOUSE OF GOLD will be seated in the East (OR Assembly Room if she does not want to be in the East)."

3 - GRAND WORTHY ADVISOR (Behind the I	Bow)
----------------------------------------	------

WA: "Sister Drill Leader you will present THE GRAND WORTHY ADVISOR for introduction."

DL: "Worthy Advisor, I have the pleasure of presenting the GRAND WORTHY ADVISOR."

WA: Greeting -

"Sister Drill Leader, you will conduct the **GRAND WORTHY ADVISOR** to the East for Introduction."

(AFTER SHE ARRIVES IN THE EAST) "I have the pleasure to introduce (Name), GRAND WORTHY ADVISOR IN COLORADO. Please join me in greeting her with GRAND HONORS and a hearty welcome."

"Sister Drill Leader, THE GRAND WORTHY ADVISOR will be seated in the East."

4 - PAST GRAND WORTHY ADVISORS (Introduced from seats)

WA: "Will the PAST GRAND WORTHY ADVISORS please stand?

Greeting –

Note: if you know them please introduce them by name.

If you do not know them "Since I have not had the pleasure of meeting all of you would you please introduce yourselves beginning on my right?"

"Please join me in greeting them with a warm welcome."

5 - ELECTIVE AND APPOINTIVE GRAND FAMILY (Behind the Bow)

(In Ritual as: ELECTIVE AND APPOINTIVE GRAND OFFICERS OF RAINBOW)

<u>WA</u>: "Sister Drill Leader you will present the <u>ELECTIVE & APPOINTIVE GRAND FAMILY</u> for introduction."

<u>DL</u>: "Worthy Advisor, I have the pleasure of presenting the <u>ELECTIVE & APPOINTIVE GRAND</u> <u>FAMILY."</u>

WA: Greeting –

"Sister Drill Leader, you will conduct the **ELECTIVE AND APPOINTIVE GRAND FAMILY** to the East for Introduction."

(AFTER THEY ARRIVE IN THE EAST) "Please introduce yourself giving your Name, Assembly and Grand Office."

"Please join me in greeting them with **GRAND HONORS** and a hearty welcome."

(Invite the GWAA to sit in East) "Sister Drill Leader, the **GRAND WORTHY ASSOCIATE**ADVISOR WILL BE SEATED IN THE EAST AND THE REMAINING ELECTIVE AND APPOINTIVE GRAND FAMILY will be seated in the Assembly Room."

9 - WORTHY ADVISORS (Introduced from seats)

<u>WA</u>: "Will the <u>WORTHY ADVISORS</u> not previously introduced please stand?

Greeting –

Note: if you know them please introduce them by name.

If you do not know them "Since I have not had the pleasure of meeting all of you would you please introduce yourselves beginning on my right?"

"Please join me in greeting them with a warm welcome."

10 - MOTHER ADVISORS (Introduced from seats)
WA: "Will the MOTHER ADVISORS not previously introduced please stand?
Greeting –
Note: if you know them please introduce them by name.
If you do not know them "Since I have not had the pleasure of meeting all of you would you
please introduce yourselves beginning on my right?"
"Please join me in greeting them with a warm welcome."
13 - VISITING MEMBERS OF RAINBOW (Introduced from seats)
WA: "Will the VISITING MEMBERS OF RAINBOW not previously introduced please stand?"
Greeting -
<u>Note</u> : if you know them please introduce them by name.
If you do not know them "Since I have not had the pleasure of meeting all of you would you
please introduce yourselves beginning on my right?"

"Please join me in greeting them with a warm welcome."

14 – YOUR ADVISORY BOARD MEMBERS (Introduced from seats)
WA: "Will our ADVISORY BOARD MEMBERS please stand?"
Greeting –
Note: You should know all of your Advisory Board Members so please introduce them by name.
If you do not know them "Since I have not had the pleasure of meeting all of you would
you please introduce yourselves beginning on my right?"
"Please join me in greeting them with a warm welcome."
15 - MOST WORSHIPFUL GRAND MASTER, WORTHY GRAND
MATRON/PATRON, GRAND ROYAL MATRON/PATRON
MATRON/PATRON, GRAND ROYAL MATRON/PATRON (Introduced from seats) WA: "Will the MOST WORSHIPFUL GRAND MASTER, WORTHY GRAND MATRON/PATRON,
MATRON/PATRON, GRAND ROYAL MATRON/PATRON (Introduced from seats)
MATRON/PATRON, GRAND ROYAL MATRON/PATRON (Introduced from seats) WA: "Will the MOST WORSHIPFUL GRAND MASTER, WORTHY GRAND MATRON/PATRON,
MATRON/PATRON, GRAND ROYAL MATRON/PATRON (Introduced from seats) WA: "Will the MOST WORSHIPFUL GRAND MASTER, WORTHY GRAND MATRON/PATRON, GRAND ROYAL MATRON/PATRON please stand?"
MATRON/PATRON, GRAND ROYAL MATRON/PATRON (Introduced from seats) WA: "Will the MOST WORSHIPFUL GRAND MASTER, WORTHY GRAND MATRON/PATRON, GRAND ROYAL MATRON/PATRON please stand?"
MATRON/PATRON, GRAND ROYAL MATRON/PATRON (Introduced from seats) WA: "Will the MOST WORSHIPFUL GRAND MASTER, WORTHY GRAND MATRON/PATRON, GRAND ROYAL MATRON/PATRON please stand?"
MATRON/PATRON, GRAND ROYAL MATRON/PATRON (Introduced from seats) WA: "Will the MOST WORSHIPFUL GRAND MASTER, WORTHY GRAND MATRON/PATRON, GRAND ROYAL MATRON/PATRON please stand?"
MATRON/PATRON, GRAND ROYAL MATRON/PATRON (Introduced from seats) WA: "Will the MOST WORSHIPFUL GRAND MASTER, WORTHY GRAND MATRON/PATRON, GRAND ROYAL MATRON/PATRON please stand?"
MATRON/PATRON, GRAND ROYAL MATRON/PATRON (Introduced from seats) WA: "Will the MOST WORSHIPFUL GRAND MASTER, WORTHY GRAND MATRON/PATRON, GRAND ROYAL MATRON/PATRON please stand?"
MATRON/PATRON, GRAND ROYAL MATRON/PATRON (Introduced from seats) WA: "Will the MOST WORSHIPFUL GRAND MASTER, WORTHY GRAND MATRON/PATRON, GRAND ROYAL MATRON/PATRON please stand?" Greeting —

DISTRICT DEPUTY FORMS

NOMINATIONS FOR GRAND CROSS OF COLOR TEAM
GRAND COMMANDERY OF COLORADO - RAINBOW LEADERSHIP AWARD
GRAND COUNCIL OF COLORADO - RAINBOW SERVICE AWARD
FINANCIAL STATEMENT FORM – DISTRICT

CHECK OFF LIST FOR GWAA APPLICATION

NOMINATIONS FOR GRAND CROSS OF COLOR TEAM

Grand Assembly of Colorado, IORG

YEAR 20 - 20

DIS	STRICT DEPUTY	DISTRICT#
1.	Name of Girl:	
	City, State and Zip Code:	
	Telephone Number:E-m	ail Address:
Why you are nominating this Girl for a position on the Grand Cross of Color Team?		
2.	Name of Girl:	Assembly:
	Address:	
	City, State and Zip Code:	
	Telephone Number:E-m	ail Address:
Why you are nominating this Girl for a position on the Grand Cross of Color Team?		

- Please copy this sheet to list more than two recommendations.
 Dress code for tryouts will be the same as Grand Officers.

GRAND COMMANDERY OF COLORADO - RAINBOW LEADERSHIP AWARD

The selection of candidates for Leadership awards should be made by the Advisory Board of each Assembly and then submitted to the District Deputy. An Assembly may submit more than one candidate. The District Deputy will review all submissions and forward one candidate to the Grand Executive Committee for selection.

All nominations shall be submitted on this form.

Name:	Assembly Name
Practices c Assembly activities c Fundraising events c	
Leadership Positions: List all positions th	nat the nominee has ever held (local and grand) and
indicate the current positions with an *aste	risk
Briefly describe the Leadership traits the n	ominee has demonstrated in Rainbow:
Is the nominee active in her Church? □ Y	es □ No
Is the nominee active in her School? \square Y	es □ No
	ominee is active in outside of school and Rainbows, DeMolay, etc.):
•	ts, awards, or recognitions received by the nominee d the year that they were received.
	_

GRAND COMMANDERY OF COLORADO - RAINBOW LEADERSHIP AWARD - Page 2

Leadership skills:
Does she listen to others when they express their ideas? ☐ Yes ☐ No
Does she adapt to changing circumstances? ☐ Yes ☐ No
Does she delegate responsibility to others and then let them complete the task? ☐ Yes ☐ No
Does she step forward to help regardless of the task? \square Yes \square No
Does she support other leaders without conflict? \square Yes \square No
Does she work with others regardless of whether she likes or dislikes the person? \Box Yes \Box No
Does she accept success/failure and learn from it? ☐ Yes ☐ No
Does she complete assigned tasks on time? \square Yes \square No
Does she ask for help when needed? ☐ Yes ☐ No
Does she get others to help? ☐ Yes ☐ No
Does she communicate well? ☐ Yes ☐ No
Comments:
Statement: Tell in 100 words or less how the nominee has demonstrated exceptional dedication and outstanding leadership to the youth participants in Rainbow, school or other community organizations.

GRAND COUNCIL OF COLORADO - RAINBOW SERVICE AWARD

The selection of candidates for Service award should be made by the Advisory Board of each Assembly and then submitted to the District Deputy. An Assembly may submit more than one candidate. The District Deputy will review all submissions and forward one candidate to the Grand Executive Committee for selection.

All nominations shall be submitted on this form.

Name:	Assembly Name:
Is the Girl active in the Assem In the last year how many of t Assembly meetings Practices Assembly activities Fundraising events Grand or GWA event	he following events has the nominee attended? out of
Leadership Positions: List a	Il positions that the nominee has ever held (local and grand) and
-	with an *asterisk
Is the nominee active in her C	Church? □ Yes □ No
Is the nominee active in her S	chool? Yes No
	ations the nominee is active in outside of school and Rainbow, bs Daughters, DeMolay, etc.):
	achievements, awards, or recognitions received by the nominee, ted them; and the year that they were received
Service Activities:	
Color Bars (total earned) ☐ Pot of Gold ☐	Yes □ No

GRAND COUNCIL OF COLORADO - RAINBOW SERVICE AWARD - Page 2

How many (approx.) hours of Service has she performed in the last year?
With the Rainbow Assembly
In her community (Outside of Rainbow)
List service activities nominee has performed with/for the Rainbow Assembly in last year
Activity (Brief description) # of hours performed
List service activities nominee has performed in her school/community in last year Activity (Brief description) # of hours performed
Statement: Tell in 100 words or less how the nominee has demonstrated exceptional dedication and outstanding service in Rainbow, school or other community organizations

FINANCIAL STATEMENT FORM - DISTRICT

Grand Assembly of Colorado, IORG

FINANCIAL STATEMENT OF DISTRICT NO	-
A. <u>CASH</u> Beginning balance <u>Jan. 1, 20</u> Total Deposits	\$ \$
Total Disbursements: Check #'s to and/or Debit card entries Ending balance as of Dec. 31, 20	\$\$ \$
B. CHECKING ACCOUNT #:	
NAME AND ADDRESS OF BANK/FINANCIAL INSTITUTION	ON:
Beginning balance Jan. 1, 20	\$
Total Deposits	\$
Total Disbursements: Check #'s to and/or Debit card entries	
C. SAVINGS ACCOUNT #:	\$
NAME AND ADDRESS OF BANK/FINANCIAL INSTITUTI	ON:
Beginning balance Jan. 1, 20	\$
Total Deposits	\$
Total Withdrawals	\$
Interest Earned	\$
Ending balance as of Dec. 31, 20	\$
TOTAL BALANCE, CASH, CHECKING AND SAVINGS	\$
District Deputy Date Submi	tted

CHECK OFF LIST FOR GWAA APPLICATION

Grand Assembly of Colorado, IORG

To be completed and turned in with Application by District Deputy

Name:		(Checkmark) Discussed with Candidate
Assembly Name/No:	Dates, Received by or Notes	and/or included in packet
Past Worthy Advisor - list term date(s)		
Current Class Grade (At least Junior year in high school)		
Installed as GWAA before 20 th birthday		
(list DOB & age at GWAA installation)		
Applicant notifies Mother Advisor of interest		
Mother Advisor notifies Advisory Board		
3. Mother Advisor notifies Grand Deputy and District		
Deputy. District Deputy answers questions and helps		
compile application packet for submission.		
a) Candidate for GWAA questionnaire completed (3		
pgs.)		
b) Color Photo of Applicant		
c) Copy of Application to join Rainbow		
d) Parent letter giving permission and support for their		
daughter to serve. Letter should include Girl's DOB.		
e) Written Theme (Why I want to be Grand Worthy		
Advisor)		
f) Letter from Advisory Board Chairman on behalf of		
Advisory Board stating their support if elected		
g) Recommendation Letter from Mother Advisor		
h) Recommendation Letter from the applicant's Principal, Counselor, or College Advisor		
i) Recommendation Letter from Girl's Minister, Youth		
Pastor or Other Church Leader OR a short written		
essay entitled "How Rainbow's Lesson of Religion		
Influences My Life."		
j) Recommendation letter from District Deputy		
4. District Deputy meets with candidate and parents to		
answer questions. Go over "GWAA/GWA Expectations,		
Requirements and Other Information" form		
Explain she will be busy for 2 years – deadlines must		
be met, she will be expected to travel		
She cannot marry during the 2 years		
 There will be expenses that will not be reimbursed 		

Rainbow Gets Girls Ready for Life Help Give Your Daughter a Head Start!



Parent Guide

Revised
June 2018

Colorado Jurisdiction
International Order of the Rainbow for Girls

PARENT GUIDE

Introduction

Your daughter's membership into the International Order of the Rainbow for Girls (IORG) can be one of the most important steps she will ever take. It can open the door to experiences and friendships that will stay with her all her life. It will teach her how to live a life of service, how to be a good leader and how to work in teams. It will teach her lessons to help make her a better adult in the world in which she will live in the future. Rainbow's benefits are realized with your daughter's excitement and commitment to Rainbow. It is an old and well-worn expression that "she will get out of IORG what she puts into it".

You, too, as a parent, grandparent or legal guardian of an IORG member, can have many rewarding experiences including making new friends. You are encouraged and most cordially invited to attend the girl's meetings and activities. By attending the meetings, you will stay well informed as to the upcoming activities. It will also give you an opportunity to see the girls in their various offices and positions of responsibility, conducting the Assembly's business and exemplifying their ceremonies.

Every six months we have an Installation of Officers and occasionally an Open IORG meeting to which friends and prospective members may be invited. We would welcome your support and attendance at any or all of these activities. The girls are very excited and proud when their parents, grandparents and/or legal guardians are a part of the activities of an organization that means a lot to them.

<u>Ceremony of Membership – Initiation</u>

The meeting that your daughter becomes a member of Rainbow will be a memory that will be special to her for her lifetime. It will also be a special time for you as well. When the founder of our order, Rev. W. Mark Sexson, wrote our ceremonies, he based our Initiation ceremony on a girl's quest to find the Pot of Gold at the end of the Rainbow. Through that journey, she learns many lessons taught by the members of her Assembly, soon to be known as her sisters. During this ceremony, the Sister of Faith walks with her to take her to the various offices where the lessons are shared with her. Wherever she goes she is never alone and is always with a friend. There are many traditions of Rainbow that are incorporated in the various lessons that our new sister will learn on her journey. These lessons are life lessons that through her membership will help guide her to a continued good life that she has learned at home and support that foundation of strong morals and values which you have shown her. This foundation will teach her how to use good judgment and decision making not only in her teen years but in her adult life also.

One of the lessons that Rainbow teaches is how to be a lady in not only how you speak and in your decisions, but in your appearance. At the end of the evening, our new member will receive our dress guidelines for the various events that she will be participating in with her Assembly. For this special time and membership ceremony, we ask that she wear a nice tea length dress or floor length formal (not revealing in any way) that reflects the ultimate goal of becoming a lady. We also request that shoes be comfortable to walk in (the ceremony lasts for almost an hour) and are light colors or gold or silver.

What is the Ritual?

The ceremonies for the formal meetings and other Rainbow traditions can be found in a book called the Ritual. When a member holds an office in the Assembly she learns her station's lecture from the Ritual. By presenting the memorized lecture, members learn the skill of public speaking and leadership. The Ritual reflects IORG's teachings based on right living and thinking.

Meetings and Membership Dues

Assemblies hold their regular meetings twice a month on a pre-established week and day. We ask that the girls arrive at least thirty minutes prior to the time the meeting is to start. The girls help to set up the Assembly room, and, most importantly, have time to visit with other girls and adults. Girls and adults will be notified if there is a change to the time and/or date of the meeting.

Annual dues of membership vary from Assembly to Assembly. This amount is nominal. These dues include a statewide supplementary insurance policy on each member while they are at IORG sponsored activities. This secondary insurance policy protects you when you are chaperoning an activity or while you are driving to an activity. Dues should be current so that each member may vote or hold an office in the Assembly.

You and your daughter have chosen Rainbow because it complements and supports your family values and the lessons that your daughter learns at home. It is our goal to be sure that the girls your daughter will be surrounded by in Rainbow also match those same values and goals. Unfortunately, sometimes girls choose a different path for themselves or make choices that work in conflict with the objectives of Rainbow. Things such as refusing to abide by the Assembly rules, refusing to cooperate with adults of the Assembly, using illegal substances, underage use of alcohol, smoking, theft, sex, pregnancy, conviction of a crime or any activity or behavior unbecoming of a Rainbow Girl can result in her termination from Rainbow. A thorough investigation takes place under the partnership of the Advisory Board, Supreme Inspector/Deputy and, of course, the Mother Advisor. The final decision is made only after all parties have been talked to and all information has been considered.

Chaperones for Assembly Activities

All planned functions are chaperoned according to Colorado Rainbow Guidelines. Each Advisory Board has the responsibility of setting up further rules and guidelines to ensure the girls' safety at all times. If there is ever a question or concern, please feel free to contact the Mother Advisor. She is available to you for questions or clarification. You, as a parent, may be called upon to help with transportation or to chaperone. All chaperones have a background check.

Service Projects

Each Worthy Advisor selects a community service project for the six-month term. These may include Dress for Success, Juvenile Diabetes Research Foundation, Wounded Warrior Project, Eastern Star Masonic Campus, Scottish Rite Foundation: Rite Care, Shrine Patient Transportation Fund, Animal Shelters just to give some examples. Your daughter will love participating with the Assembly on these projects. No doubt she will share with you the joy and good feelings of helping others in need and how important the lesson of service is to a Rainbow Girl.

Fundraising Activities

Rainbow Assemblies are self-supporting and the girls' dues are nominal and do not cover all the expenses. It is necessary that the girls hold fund-raising activities during each term. These may include garage sales, candy sales, pancake breakfasts, dinners, fashion shows, paper drives and many more creative ideas that the girls come up with. We hope that you and your family and friends join in and support these worthwhile projects. If you have some prior experience with fund raising or have some good ideas for the girls, please contact the Mother Advisor.

Social Activities

The Worthy Advisor, with the help of the Mother Advisor and the approval of the Advisory Board, plans the activities for the term. They will plan a variety so there will be something of interest to every girl. There should be a least one "fun" activity for each term. Please remember that your daughter does not have to attend all activities, but she will have more fun and fellowship if she does. The Worthy Advisor is encouraged to keep the cost of these activities nominal. You will find that many activities, family picnics, snow trips, etc. are planned to include the entire family. We hope you and your family take these opportunities to meet the girls and get acquainted with other parents.

Service Awards

Colorado has a statewide recognition system. The purpose is to reward the girls in a small way for service to IORG and to stimulate their motivation and interest. Points are earned for attending meetings, practices, serving on committees, and many other projects. Ask your daughter to see her Merit System Sheet (commonly called a point sheet) so you may become familiar with it and can help her to ensure it is completed and is turned in on time to the adult in charge of the program in her Assembly. They will request the point sheet on the last meeting of the term so that they can receive their awards at Installation. Please help your daughter remember this deadline. Helping her to keep track is a great way to learn more about Rainbow and its many activities, plus you can work on it together and praise her efforts and teamwork with the other girls.

Following is a breakdown of points to be earned for each bar or award:

Merit Pin 35 points (earned from attendance)

7 Service Bars 50 points each plus memorization of color station

Pot of Gold 150 points plus a 500-word essay

Wreath Memorization of Landmarks; memorization of Charity's Lecture;

memorization of Traditional Work; attendance at thirteen (13) meetings (own Assembly, a Sister Assembly, or Official Visits) during eight consecutive months; participation in or attendance at two consecutive installations of own Assembly; be a first line signer on an application of a girl who is initiated into Rainbow within two years of

earning the Pot of Gold.

In addition to our merit system above, most assemblies have additional awards after all awards have been earned. These are determined by the Advisory Board.

Officers and Elections

When a new Worthy Advisor appoints your daughter to an office, she will have memory work contained in the Ritual to memorize to the best of her ability. We ask that you encourage your daughter to spend time learning her part. She will be required to say her memory work to an Advisory Board member prior to Installation. In accepting the office, she is expected to attend all officer practices. All girls take pride in doing good work and they love to "brag" about how good their Assembly is! This can only happen when a girl knows her floor work and Ritual work by attending practices and listening to the direction of the District Deputy and Mother Advisor. If there is a transportation need in getting her to events and practices, let the Mother Advisor know. She will make arrangements to have your daughter picked up and brought home. We look to you to help with this responsibility of ensuring that your daughter has transportation to all the activities that she wants to attend.

As meetings and activities go by, it is very likely, as her time in Rainbow grows, that your daughter will want to become Worthy Advisor. Most girls feel this way at some time. There are four line offices that lead to the office of Worthy Advisor. It takes months of dedication and hard work to achieve this goal, but it is something a girl will remember all her life. This training in leadership is invaluable as she moves into her career of choice. The journey to this position of leadership is rewarding and requires commitment to hard work and high standards.

Faith is the first elected office to becoming Worthy Advisor. In electing a girl to be Faith, her Rainbow sisters are going to consider her Ritual work, her friendliness, her support of the Assembly, her service, her dependability and her attendance. These are qualifications that the girls will consider at the election meeting.

It is expected that a girl who is elected to the office of Faith will continue on through the line to Worthy Advisor. In the case of a vacancy in the line, all of the other girls advance and a new Faith is elected. The other offices are Hope, Charity, Worthy Associate Advisor and then Worthy Advisor.

Depending on the size of the Assembly, there are two other offices that are elected once a year. They are Recorder and Treasurer. These girls serve for an entire year and are elected at the first meeting in January. It would not be advantageous to the Assembly to change these offices each term as they require disciplined record keeping, and consistency in the record keeping is important to the Assembly and a help to the Mother Advisor.

The Worthy Advisor-elect selects all of the other officers of the Assembly for the term with the guidance of the Mother Advisor. The Advisory Board must approve all officers and Rainbow Girls taking part in the Installation. If you have questions about the selection and election of officers, please talk to the Mother Advisor or District Deputy.

Districts

Colorado is divided into three districts:

District #1:

- Fort Collins Assembly #2
- Columbine Assembly #96

District #2:

- Gunnison Assembly #99
- Monte Vista Assembly #23
- Grand Junction Assembly #12

District #3:

- Pikes Peak Assembly #4
- Littleton Assembly #5

Each district has a District Deputy to assist the Assemblies.

The District Deputies are available to help at Official Visit practices, answer questions from the Mother Advisors and acts as a go between person for the Assemblies and the Grand Deputy.

Travel is highly encouraged between the Assemblies in the districts and also between the districts.

Grand Assembly

Grand Assembly is our annual convention held the first part of June. It begins on a Thursday or Friday and ends on a Saturday or Sunday. We hope that you and your daughter will be able to attend. It is held in various locations around the state. Those few days are filled with fun, excitement, and the opportunity to meet girls and adults from around the state and even girls and adults from other states and countries who come to visit our Grand Assembly.

The Grand Worthy Advisor, the Rainbow Girl leader for the year, presides at this session along with her Grand Officers. Girls from around the state try out for these positions and serve in this capacity for one year. Grand Assembly is the culmination of that year. They hold the same offices as are seen in the individual Assemblies. In addition, girls are appointed to serve as Grand Representatives to other states and countries where Rainbow exists.

During Grand Assembly, the Grand Officers conduct the business of Grand Assembly, just as you have seen the girls in your Assembly conduct their business. The highlight of Grand Assembly is the announcement of the new Grand Officers.

Grand Assembly is another one of Rainbow's traditions and life changing experiences. Your daughter will talk for weeks after she comes home from Grand Assembly of all the fun that she had and how much she learned about Rainbow.

Supreme Assembly

Supreme Assembly is our governing board headquartered in McAlester, Oklahoma. The officers of Supreme Assembly are adults appointed and elected from the ranks of Supreme Inspectors and the House of Gold. Any Ritual changes or changes to the Supreme Bylaws and Constitution etc. are recommended and voted on by these adult leaders.

Supreme Assembly is held every two years. The location varies throughout the world. When Supreme Assembly is in session, the ceremonies and floor work are beautifully exemplified by Current and Past Grand Worthy Advisors from around various jurisdictions around the world.

Grand Cross of Color

This is the highest honor that IORG can bestow for service. It is given for exceptional service above and beyond. This honor is conferred annually on IORG members and adults of our sponsoring orders.

Service to IORG Award

Like the Grand Cross of Color, this is awarded annually to adults who have served an Assembly but are not a member of a Masonic Organization.

Both the Grand Cross of Color and the Service to Rainbow Award are given based upon the number of new members initiated into the Assembly during the year. One adult award may be given for each award given to a girl. There are never more adults than Rainbow Girls recognized for these awards. This honor is voted on by the Advisory Board members holding Grand Cross and approved by the Supreme Inspector/Deputy.

What to Wear?

As a parent or guardian, you know that what to wear is one of the challenges of raising a teenager. In Rainbow, we are trying to teach the girls to be leaders and develop skills and behaviors that will send them successfully into adult life. Our dress guidelines were developed to help the girls to choose apparel that is appropriate to the event that they are attending, while being fashionable and ladylike. The Mother Advisor will give you and your daughter the Colorado Dress Guidelines. Please go over these with your daughter and feel free to contact the Mother Advisor if you need clarification or have any questions.

What do parents wear?

As adults, it is important that we reflect what we expect in the girls. Please review the Colorado Dress Guidelines with yourself in mind for when you attend meetings and activities. It is not necessary for you to wear formals as the girls do unless you want to, but certainly a short dress is appropriate. We appreciate the support that our adults give the girls by setting the right example also.

RAINBOW GLOSSARY

<u>Advisory Board</u>: Committee of adults who work closely with the girls in the Assembly toward successful completion of various activities (their friends).

<u>District Deputies (DD)</u>: Liaison between the Mother Advisors and the Grand Deputy.

<u>Floor work</u>: Any part of the meetings which involves girls walking from place to place or moving in tandem together to coordinated music.

GEC: Grand Executive Committee is the governing board of adults for the State of Colorado.

Gold Book: Instructional Book issued by Supreme Assembly.

Grand Assembly: Colorado's State convention.

<u>Grand Deputy (GD)</u>: Liaison between the District Deputies and the Supreme Deputy/Inspector.

Grand Officer: A girl who has been elected or appointed by the Supreme Deputy/Inspector to serve Colorado IORG on a state level as an officer.

<u>International Order of the Rainbow for Girls (IORG)</u>: A premier youth group for young girls between the ages of 11 and 20. Rainbow gets "Girls Ready for Life" while building important life skills such as self-confidence and leadership, encouraging service to the community, building character and developing lifelong friendships, all while having fun.

<u>Mother Advisor (MA)</u>: Adult lady elected by the Advisory Board to help the Worthy Advisor and all the girls in a local Assembly. This lady is the liaison between the girls and the Advisory Board of their Assembly.

<u>Majority Member</u>: A member who remained in good standing until reaching the age of 20 or marriage. With a Majority Certificate, she may attend Assembly meetings throughout the world for the rest of her life.

<u>Point Sheet</u>: A form used to calculate the individual girls activity and service points for earning her merit bars (Merit System).

Raps: The raps of the gavel mean different things:

<u>One Rap of the Gavel</u>: Those standing are seated. Also used by the Worthy Advisor in conducting business during meetings.

Two Raps of the Gavel: Only the Officers stand.

Three Raps of the Gavel: Everyone in the Assembly stands.

Ritual: Book containing all the ceremonies of the organization.

Statutes: Rules and Regulations from Supreme Assembly.

Supreme Assembly: Our governing board located in McAlester, Oklahoma.

<u>Supreme Deputy/Inspector (SD or SI)</u>: Adult who is in charge of IORG in the State of Colorado._Commonly referred to as the Supreme Officer.

<u>The Line</u>: The officers holding the stations of Faith, Hope, Charity, Worthy Associate Advisor, and Worthy Advisor of an Assembly. The Assembly elects these girls. Usually, once a girl is elected Faith she moves up the line, eventually becoming Worthy Advisor.

<u>Term</u>: The four or six month period of time the girls are in a particular office (except Recorder and Treasurer).

<u>Uniform Code of By-Laws</u>: The By-Laws for the IORG from Supreme Assembly.

Worthy Advisor (WA): The girl responsible for the activities of the Assembly for a six-month period.