



Sweetheart Handbook

State Sweetheart Coordinator

Kim May

P.O. Box 681

McDonough, GA 30253

Cell – 404-731-4709

kmay@gademolay.org

Georgia DeMolay State Office

2133 Lawrenceville-Suwanee Rd.

Suite 12-238

Suwanee, Georgia 30024-5804

Office - 404-876-8872

office@gademolay.org

What is DeMolay?

The Order of DeMolay is rich in tradition and history. It is an international youth organization founded on March 18, 1919, in Kansas City, Missouri, by Frank S. Land and nine teenage boys. The organization was named after Jacques DeMolay, the last Grand Master of the Knights Templar, who was burned at the stake by King Phillip of France on March 18, 1314, as a martyr to loyalty and toleration. DeMolay Membership is open to any boy of good character between the ages of 12 and 21. It is not necessary that a boy be a relative of a Mason to belong to DeMolay.

Although DeMolay ritual and meetings are serious and reverent, the organization does not advocate any particular creed, but teaches only profound faith in one living and true God. An adult advisory council supervises each chapter on all of its functions. One man is designated as the official Chapter Dad to handle the supervision of the Chapter meetings and to counsel the members. DeMolay does not attempt to take the place of home or church but rather to supplement them. Like other activities, a member only gets out of DeMolay what he puts into it. He will form lasting friendships and among other things he will learn responsibility and self-reliance.

Purpose of the Sweetheart Program

The purpose of the Sweetheart Program is to provide an opportunity for young ladies to contribute to and enhance the DeMolay experience for the young men. The Sweetheart's aim should be to boost morale by adding beauty, charm, and excitement to all functions that she attends. The Sweetheart, be she chapter, priory, or state, should exemplify the highest DeMolay ideal of womanhood. No matter what her role may be, she should remember that her warm smile and friendly face are important to the promotion of DeMolay.

Benefits to the Chapter/Priory/State

A well-run Sweetheart Program can boost membership and attendance at any DeMolay activity. The Sweetheart can assist the organization's advisors in their support of the organization and its activities. She can encourage membership, promote enthusiasm and participation, and assist in fundraising and other activities as requested by the advisors. Her presence and interaction with the young men can help them to develop social etiquette, gain confidence, and respect for all women.

Benefits to the young woman

A young woman that decides to become a Sweetheart will have the opportunity to develop leadership and public speaking abilities, learn project planning and management skills, and build lifelong friendships. Her term of office, if engaged with enthusiasm and excitement, will become one of her most treasured experiences and precious memories.

Role of the Sweetheart

Chapter & Priory

A Sweetheart plays a vital role in her chapter or priory. She is their feminine representative and should conduct herself as such. It is important to remember this is an honor that has been bestowed upon her. She is there to support the organization. She should make it a point to pay attention to each DeMolay member, to be friendly to all, and not to forget the younger members who may be a bit reluctant to interact with young ladies.

State Organization

As the State Sweetheart, her role remains much the same as on the chapter or priory level but now must be extended to the entire state. She should travel, with her adult female chaperone, as much as possible throughout the state when requested, and always keep the State Sweetheart Coordinator informed of her activities.

Qualifications

Chapter Sweetheart:

- ❖ MUST be at least fifteen (15) years old but MUST NOT have reached her twenty first (21st) birthday before being elected as Chapter Sweetheart.
- ❖ Once a Chapter Sweetheart reaches her twenty first (21st) birthday her term as Chapter Sweetheart ends. She will not complete her term.
- ❖ MUST have the permission of her parents or guardian to serve as Chapter Sweetheart.
- ❖ MUST be willing to travel with her Chapter and an adult chaperone.
- ❖ MUST attend at least one meeting per month of the Chapter, at least two of the state events and the installations of the Chapter.
- ❖ Any additional qualifications as established by an individual chapter
- ❖ MUST remain unmarried during her entire term. If she becomes married or pregnant, the runner-up shall succeed.

Sweetheart Court:

- ❖ All members of a Sweetheart Court will follow the SAME qualifications and rules as a Chapter Sweetheart.
- ❖ Any member of the Sweetheart Court must be at least fifteen (15) years old.

Priory Princess:

- ❖ MUST be at least seventeen (17) years old but MUST NOT have reached her twenty first (21st) birthday before being elected as Priory Princess.
- ❖ Once a Priory Princess reaches her twenty first (21st) birthday her term as Priory Princess ends. She will not complete her term.
- ❖ MUST have the permission of her parents or guardian to serve as Priory Princess.
- ❖ MUST be willing to travel with her Priory and an adult chaperone.
- ❖ Must attend 50% of the Priory meetings during her term of office.

- ❖ Any additional qualifications as established by the Priory.
- ❖ MUST remain unmarried during her entire term. If she becomes married or pregnant, the runner-up shall succeed.

State Sweetheart:

- ❖ MUST have turned sixteen [16] years old but MUST NOT have reached her twenty first [21] birthday by the opening day of Conclave.
- ❖ If she reaches her twenty first (21st) birthday during her term she will be allowed to complete her term as State Sweetheart.
- ❖ MUST have the permission of her parents or guardian to serve as State Sweetheart.
- ❖ MUST attend at least two of the state events, several chapter installations and regularly attend Chapter meetings.
- ❖ MUST remain unmarried during her entire term. If she becomes engaged, married or pregnant, the runner-up shall succeed.
- ❖ MUST have completed Representative Sweetheart requirement.
- ❖ Only a current presiding Chapter Sweetheart is eligible to run for State Sweetheart.

Additional Qualifications for Chapter and State Sweetheart, Priory Princess and Sweetheart Court:

- ❖ If she leaves the state with the intention of a 90 day absence or more, she must resign her office, either Chapter or State, and the runner-up will succeed.
- ❖ A Past State Sweetheart shall not be eligible to run again for either Chapter or State Sweetheart.
- ❖ Chapter Sweethearts may be re-elected as Chapter Sweetheart if a Chapter so desires and run for State Sweetheart until she reaches the maximum age.
- ❖ Each Chapter/State Sweetheart, Priory Princess and member of a Sweetheart Court MUST be accompanied by her chaperone to all functions.
- ❖ Sweethearts and chaperones [Chapter, State, Priory and Court] must be prepared to pay for all expenses when attending functions sponsored by the Associated DeMolay Chapters of Georgia, the Knighthood Priory of Georgia, or local chapters. A Chapter or the State Association may pay for some expenses if in their by-laws or if voted on and approved. However, this is not guaranteed.
- ❖ Whether Chapter, State or Priory Princess, you are part of the chapter/state association and should participate throughout the year. Being Sweetheart is not just a “title only” office. To be an effective Sweetheart and to enjoy your experience, participation is a MUST.

Age limits are in conjunction with DeMolay International’s Rules and Regulations, Part III, Article 15, 315.15

Dress Code

Always keep in mind that appearance is very important. A Sweetheart has been selected to a special position that will be in the public eye at all times and should dress accordingly. She is an example to the young men of DeMolay of what a young woman should be. Remembering that she is around a group of teenage boys her attire should NOT be provocative. If in doubt about an outfit, it is probably inappropriate. Her instincts are her first resource; but if in doubt, she should contact the State Sweetheart Coordinator or carry a change of clothes. If the State Sweetheart Coordinator or any other member of the State Staff feels that her attire is inappropriate, she may be asked to change clothes or go home and change. Her crown and sash should accompany her in all her travels. She should also be prepared for the unexpected with extra clothes (casual and formal).

<u>If a DeMolay Event Calls For:</u>	<u>A Sweetheart Should Wear:</u>
Black Tie / Tuxedo	Formal Attire: Formal Dresses may be floor, tea or cocktail length. EXCEPT at Conclave - all dresses must be floor length. NO strapless dresses. Spaghetti straps or one shoulder dresses are allowed. Slits must be no higher than 3 inches above the knee.
Coat and Tie	Short Dress / Dressy Dress: Dresses and skirts should be no higher than 3 inches above the top of the knee. NO strapless dresses. Pantsuit and blouse (must have jacket).
Business Casual	Skirt, dress pants or khakis, top or blouse. No graphic t-shirts. No jeans or leggings. Skirt should be no higher than 3 inches above the top of the knee. Pants should not be skintight.
Casual Attire	Casual Attire: Includes slacks, nice jeans, dress shorts [length should be around your fingertips]. Absolutely no skintight pants or jeans, no jeans with holes or frayed, no tube tops or halter tops, and no short shorts.
Swimsuits	All swimsuits must be one piece or a t-shirt over a two piece. The swimsuit must also fit properly.

Crown and Sash: Your crown must be worn at all Chapter functions. These include meetings, dinners, dances, installations, etc. Your crown must also be worn at State Events. Do not wear your crown while attending church service. If a sash is available to you, you may wear it instead of your crown at more casual events. You do not have to wear the sash and crown together.

Shoes: Shoes MUST be worn AT ALL TIMES. If you feel that you need to remove your shoes for any reason you MUST have a pair of flats or other shoes to replace them.

Undergarments: Appropriate undergarments [bras, underwear, slips, etc.] MUST be worn at all times but must not be visible.

Expenses, Lodging and Invitations

There will be some expenses incurred as Sweetheart. Some possible expenses to expect are clothing, food when eating out, travel and lodging. As a Chapter Sweetheart, you may check with your Chapter Dad to see what expenses your Chapter might fund. You may avoid expenses when traveling if you plan ahead. If you are planning an overnight trip, check with the Sweetheart of the Chapter you are visiting, or check with the Chapter Dad and let him know that you and your Chaperone will need a place to stay overnight. He may be able to find accommodations for you.

You should answer every invitation you receive, indicating whether or not you will be able to attend the function. Should you decline the invitation, always explain the reason. If you receive more than one invitation for the same date it is preferred that you attend the Chapter which your Chapter is visiting. You may attend any public DeMolay functions with or without a formal invitation.

The State Sweetheart will also incur some costs. Georgia DeMolay does not have funds to cover all the expenses of the State Sweetheart and her chaperone. Registration fees and required overnight lodging are paid for the State Sweetheart and her chaperone for Conclave.

Chaperones

Chaperones are necessary each time you attend a DeMolay event and at ALL OVERNIGHT STAYS.

A chaperone is an adult female who is 25 years of age or older. She will accompany you and be responsible for you during the time you are away at DeMolay functions. If your chaperone is not your mother or legal guardian, she must have a signed consent for from your parent or guardian along with emergency medical information on you and your emergency contact phone numbers. Though your chaperone is responsible to know your whereabouts, it is your responsibility to work with her to ensure she is informed at all times.

Be considerate of your chaperone because she is doing you a favor. Please think of a great way to thank her for her time and, in some cases, her own money to be with you at DeMolay functions.

Remember... your mother may be your chaperone. If your mother cannot attend, you have several options. You may ask the wife of the Chapter Dad, the wife of the Advisory Council Chairman, a female advisor, an adult female relative, or any other adult female approved in writing by the Chairman of the Advisory Council or the Chapter Dad of your Chapter.

Chaperone Responsibilities:

- ❖ insure the health, safety and well-being of the Sweetheart
- ❖ see that the Sweetheart follows the dress code, along with anyone else in your charge
- ❖ know where the Sweetheart is at all times and that she never leaves the function without you
- ❖ if you are not the parent or legal guardian, it is your responsibility to obtain a Consent Form from the parents along with emergency medical information and emergency contact phone numbers before going to anywhere
- ❖ it is your duty to enforce these rules especially:
 - No smoking, alcohol or drugs
 - No boys in the room of the girls at any time
 - No girls in the room of the boys at any time
 - Enforce the curfew
 - No girls should be off with a DeMolay alone

Never expect the girls to anything you are not willing to do yourself. Therefore, none of the above should be done by the chaperone. A chaperone sets an example of good moral character and must present a good image.

The Basics (The Do's and Don'ts)

The "Road" to being a Successful Sweetheart

BE YOURSELF- You were elected because they wanted YOU, not someone else.

GET TO KNOW YOUR CHAPTER- You were elected by them; let them know you care.

SPEAK- They know you can talk! Say something! Train yourself to speak (without shouting) so you can be heard.

ASK QUESTIONS- If you don't know something, or are in doubt, please ask!

LISTEN- Sometimes you are needed to just be a sympathetic ear. Encourage them to talk to you...show that you care.

VOLUNTEER- There is always something you can do; ask!

ATTEND WORKSHOPS- You can always learn new things.

GET TO KNOW THE ADVISORS- They can help you a lot.

HELP- Help with your Chapter's projects, dinners, publications, etc.

TAKE THE LEADERSHIP CORRESPONDENCE COURSE- The LCC must be completed by all Chapter Sweethearts before they can run for State Sweetheart. Besides, it will make your term easier as

you learn more about DeMolay's purposes and operation - and the sooner you do it, the earlier you will have this help. Please complete Sections 1 & 2. Section 3 is optional and encouraged.

Do's

Be yourself

Have fun, and encourage others to do the same

Be responsible for arranging for your chaperone

Be active and attend all DeMolay functions when appropriate

Help with your chapter's projects, membership, and fundraising

Look for opportunities to volunteer

Ask questions

Learn as much as you can about DeMolay through the LCC's, Advisors, and the boys

Don'ts

Travel without a chaperone

Show favoritism to one DeMolay or one group of DeMolays

Neglect the duties of your office

Use alcohol, tobacco products, or controlled substances.

Be alone with a single DeMolay at a DeMolay function

Do anything which would reflect negatively upon yourself or the Order of DeMolay.

Selection Process

Chapter & Priory

As outlined by chapter/priory by-laws.

State Organization

- ❖ **Qualification Panel (Adult's Role)**
The purpose of the Qualification Panel is to determine suitability and eligibility of potential candidates. Candidates are not ranked or given points. The Qualification Panel is composed of the Sweetheart Coordinator, the Executive Officer or his appointed representative, the Incoming State Chapter Dad, and the Director of State Officers.
- ❖ **DeMolay's**
The Sweetheart is elected in the same manner as the elected State Officers.
- ❖ **Representative Sweetheart**
To be eligible to run for State Sweetheart, she must also have completed her Representative Sweetheart.

Disciplinary Actions

If a Sweetheart does not follow the rules and guidelines in this handbook they are subject to removal. It does not benefit the DeMolays, the Chapter or the organization for a Sweetheart to act or dress inappropriately or to not participate.

DeMolay Awards, Honors, and Ceremonies

- ❖ Chevalier Degree: the highest honor an active DeMolay or the second highest a Senior DeMolay may receive for his services.
- ❖ Representative DeMolay [RD]: the highest self-achievement award Active and Senior DeMolays can earn. It's a self-assessment program where DeMolays progress toward goals they set for themselves.
- ❖ Blue Honor Key: an award giving recognition to a DeMolay who has been first line signer on 10 petitions.
- ❖ Past Master Councilor's Meritorious Service Award [PMCMSA]: an award given for outstanding service as Master Councilor.
- ❖ Leadership Correspondence Course [LCC]: a course designed to familiarize anyone with DeMolay programs, policies, and regulations.
- ❖ Hats Off Award: an award given to anyone in recognition of services to the order.
- ❖ Flower Talk: a beautiful Ceremony that at one time was a part of the initiation ceremony. It is honor of mothers and is now a public ceremony.
- ❖ Ceremony of Light: an inspiring ceremony that centers itself on the seven cardinal virtues represented by the seven DeMolay Candles.
- ❖ Distinguished Service Award: recognizes a DeMolay for outstanding service to others in home, school, church, community, country or chapter.
- ❖ Pink Honor Key: an award giving recognition to any female interested in DeMolay; mothers, girls, Sweethearts. She must have been responsible for five petitions, which have resulted in the initiation of five new members.
- ❖ Ritualist Examination Board [REB]: an ongoing program, run by the Georgia Chevalier Association, where members accumulate points toward earning the title "Master Ritualist".
- ❖ Traveling Gavel: recognizes those Chapters who practice the DeMolay ideals of Comradeship and Brotherhood by visiting other Chapters
- ❖ The Gold Brick: awarded to the Chapter that registers last at the most recent state function. Once received the Brick may then be "dumped" on another Chapter by taking a visiting party of at least five DeMolays and one advisor and attending the other Chapter's regular meeting.

DeMolay Offices:

Office	Elected/Appointed	Duty
Master Councilor	Elected	Chair for meetings, official representative of chapter to outside persons and organizations.
Senior Councilor	Elected	Usually oversees degree/ceremony work and fundraising. Assists MC and takes charge in the absence of the MC.
Junior Councilor	Elected	Usually oversees membership, contacts members about events, assists other councilors and takes charge in absence of both MC and SC.
Scribe	Appointed by Advisory Council or elected by Chapter	Records minutes at meetings, files necessary paperwork, sends/receives communications.
Treasurer	Elected	Manages chapter account; in many Chapters this office is symbolic and adults handle Chapter funds.
Senior Deacon	Appointed	Conducts candidates in initiation and assists councilors.
Junior Deacon	Appointed	Communicates with Sentinel, assists Senior Deacon.
Senior Steward	Appointed	Keeps facilities clean and in order.
Junior Steward	Appointed	Assists Senior Steward.
Orator	Appointed	Presents ceremonies, makes announcements.
Sentinel	Appointed	Verifies persons entering meetings, keeps disturbances away.
Chaplain	Appointed	Prayer
Marshal	Appointed	Conducts necessary movement in meetings.
Standard Bearer	Appointed	Oversees flags and the presentation of such.
Almoner	Appointed	Collects alms for charities, and those sick or distressed.
Seven Preceptors	All Appointed	Represent the 7 Cardinal Virtues.