



NEW CASTLE BUILDERS CHAPTER ORDER OF DEMOLAY

So, you wanna be our Sweetheart?

Being elected Sweetheart is one of the highest honors that DeMolay can bestow upon a young lady. You are representative of one of the greatest fraternities for young men. It is important for you to let the Chapter and the boys know that you appreciate the honor they have given to you by striving to be the best Sweetheart ever. This manual has been developed to help assist you in having the best experience possible and lead the way to a successful term. Being a successful Sweetheart will take a lot of time and energy. You will be asked to work closely with your Chapter and its members and will be able to contribute to their overall success. Pride and Determination will lead you to a term that will be filled with much happiness, wonderful memories and lasting friendships. Enjoy it all! Most of all have an absolutely fabulous time doing it.

As Chapter Sweetheart you are directly responsible and accountable to the Sweetheart Advisor. At the beginning of your term you should ask your Sweetheart Advisor which activities you can and should attend. As your term continues, the Sweetheart Advisor or the DeMolays will keep you informed of all upcoming activities. However, if you are not being provided information on the Chapter's activities on a regular and timely basis, then it is appropriate to request this from the Master Councilor, Chapter Dad, or as a last resort from the Chairman of the Advisory Council. You should treat all DeMolays equally in your Chapter as a friend. At all DeMolay activities your Chapter is your date and not any one single individual. As a Sweetheart you are discouraged from dating a DeMolay while you are representing that position.

The Role of the Sweetheart

A Sweetheart should exemplify the highest DeMolay ideals of womanhood. She is under constant observation and must always conduct herself in a ladylike manner. A Sweetheart is neat, well groomed, and sincerely dedicated to the Order of DeMolay. Her aim should be to boost morale by adding beauty, charm, and excitement to all functions she attends. She should go out of her way to pay attention to each DeMolay member, to be friendly to all, and not to forget the younger members who may be reluctant and shy to receive attention. You must remember that your warm smile and friendly manner are important to promotion of your Chapter. Practice good manners, and be considerate of others.

The DeMolays' Responsibilities:

The DeMolay members, in choosing to elect a Chapter/State sweetheart, have taken upon themselves a great responsibility that lasts throughout the term of the sweetheart. She must not be left to fend for herself. Most important of all, DeMolays should make their Sweetheart feel welcome. Chapter members must remember that the Sweetheart is an invited and honored guest at Chapter/State functions. Care should be taken to ensure she is invited to and notified of all functions she is expected to attend. The Sweetheart wants to be involved and it is your responsibility to ensure that she becomes involved when she is present at an event.

The Sweetheart should at all times feel confident that her Chapter/State is supporting her in every way. She, in turn, will give her Chapter/State the same consideration and support. This ensures a very active and successful term for both the Sweetheart and the members of the Chapter. *"Sweethearts if you feel that you are not being treated in the above manner please contact your Chapter Dad, Advisory Council Chairman, or State Sweetheart Director."*



Dress Code:

A Sweetheart should always keep in mind that her appearance is very important. You are under constant observation and must conduct yourself in a lady-like manner. Your attire should be in conformity to the dress code of the event, and of DeMolay decorum. As a DeMolay Sweetheart you are held to a stricter guideline of dress than most others. Remember you are a role model and should accordingly set a standard. It is always better to be "over dressed than under dressed". Sloppy, age inappropriate, too tight or small clothing along with garish makeup, nails or hairstyles is unacceptable. Body markings (I.E. piercings, irregular jewelry, tattoos) should be discreetly covered. Remember, if it would not be accepted by Rainbow or Jobie standards, it will NOT be tolerated in DeMolay!

The following dress code should be followed at all times, and should be promoted to the other female visitors. There is NO EXCUSE that a Sweetheart does not know the dress code.

Formal Attire: (Installations, formal Dances, and Public/Formal Ceremonies.)

1. A full length and properly fitting dress, I.E. Prom dress or Formals are the best examples of these.
2. State or Chapter Sweethearts Medallion – pin, sash & crown.

Business Attire: (Chapter meetings, workshops, dinners, business meetings, and chapter visitations or other Masonic events when formal attire is not necessary.)

1. A properly fitting business suit, dress or skirt/pant/top combo; appropriate skirt or dress lengths are: the bottom of the dress or skirt and the top of the slit should not rise past the ladies fingertips at her hands at a casual placement at their side. This is a very lenient code but please realize that when you sit, you are to sit properly to remain properly covered at all times. NO MINI SKIRTS!
2. State or Chapter Sweethearts Medallion – pin, sash & crown.

Casual Attire (Athletic tournaments, fun activities at conclave and of course when the other two above don't apply.) Properly fitting nice jeans or shorts are acceptable. The same rule applies to shorts as with skirts. The length should be equal to finger tips when arms are casually at your side and no holes. Full-length tops (No bare midriffs), also if you have a DeMolay shirt you are encouraged to wear it to promote the organization you support. You do not need to wear your pin or crown at these types of events.

Swimming Suits: (Ladies as you know this is always a touchy subject.)

If you decide to go to any public pool with DeMolays, you will need to wear a proper cover up to and from the pool. If your swimming suits ties up anywhere these need to be double knotted, no accidents are needed. Remember you are still in the spot light whether or not you think so.

Any discrepancies with the dress code or violations of the dress code can and will be addressed by the Chapter Sweetheart Advisor, Chapter Advisory Council Chairman, Executive Officer, and/or the State Sweetheart Director. Violations of these stated rules can be cause for suspension or removal from your position. Your appropriate behavior and attire will display a positive image of the sweetheart program for our beautiful Order of DeMolay.

Conduct Code:

As a Sweetheart you are obligated to conduct yourself in an appropriate manner. Behavior or conduct that negatively reflects on the Order of DeMolay and the office of Sweetheart may be grounds for discipline up to and including removal from your position. In addition, she may no longer be permitted to participate in any Chapter DeMolay functions. Specific prohibited behaviors include the following: NO smoking! NO use of alcoholic beverages or illegal drugs! No Profanity! NO weapons! NO inappropriate public displays of affection.



CHAPTER SWEETHEART Responsibilities:

1. Be present at all Chapter meetings, installations, social events, fund raising activities and athletic events that are planned during your six month term.
2. Complete lesson one of the Leadership Correspondence Course (LCC). If you don't complete this course you will not be recognized as a past Sweetheart and are not eligible to tryout for State Sweetheart.
3. Plan at least one fun activity with the Chapter and Rainbow Assembly (in your area). Examples: Movie night, bowling, game night, mini golf, snow tubing, etc.
4. Plan a fund raiser with your Chapter. Examples: Car wash, Christmas gift wrap, dinner, raffle an item, sucker sales, etc.
5. Attend all sweetheart meetings called by the State Sweetheart or State Sweetheart Director.
6. She is encouraged to make a scrapbook for either the chapter or Master Councilor of the term. Check with the Advisory Council Chairman to learn if the Chapter has a scrapbook or Archives Advisor.
7. Vigorously seek to enhance the attendance, participation and membership of your Chapter.
8. Always have a sincere, warm and friendly smile for everyone.
9. Become a friend to all in your Chapter.
10. Write to a DeMolay who is away from home in service to our country.
11. Remember birthdays and holidays with cards.
12. Maintain a cooperative attitude with the Advisors.
13. Act as liaison between DeMolay and Job's Daughters or Rainbow if you are a member.
14. Be a hostess to visiting Sweethearts.
15. Help serve at breakfasts, luncheons, dinners, or receptions.
16. Assist with decorations, publications and committees.
17. Maintain an idea book with hints for the next Sweetheart.
18. Outgoing Sweetheart is expected to install her successor, however, can be made at the discretion of the Advisory Council.
19. If a Chapter Sweetheart fails to fulfill her duties and responsibilities outlined by this manual, she may be replaced by decision of her Chapter, the Advisory Council, the State Sweetheart Director and/or the Executive Officer.
20. A Chapter Sweetheart cannot be married, pregnant, or have a child. A Sweetheart that becomes pregnant or marries during her term will be removed from office and is ineligible to receive the title of Past Sweetheart or receive a Past Sweetheart pin or other emblem.

Eligibility Criteria:

1. Any young lady may submit an application to the Sweetheart Advisor of this Chapter to run for Chapter Sweetheart. However, the New Castle Builders Chapter, Order of DeMolay, Advisory Council prefers she is an active Rainbow Girl of New Castle Assembly #1. Prior to submitting an application, she is encouraged to seek approval of her Assembly's Advisory Board.
2. She must be at least 12 years of age at the time of her election but must not turn 21 years of age prior to the beginning of her term. When possible, she should be "age appropriate" for the average age of DeMolays in this Chapter.
3. There is no term limit for Chapter Sweetheart and she may be permitted to run again for the position subject to the approval of the Chapter Advisory Council. She need not submit another application, however, it is recommended that she write another letter of intent and her original application be reviewed and updated.



Leadership Correspondence Course (LCC):

Each Chapter Sweetheart is required to complete course one of the LCC. If the Chapter Sweetheart competes in the State Sweetheart competition she will be required to take course two of the LCC. Chapter Advisory Council or the State Sweetheart Coordinator will have the information you will need to enroll and complete the necessary courses.

The LCC is made up of five parts designed to provide an overall picture, knowledge, and workings of the Order of DeMolay. The course descriptions are as follows:

1. Basic DeMolay Knowledge
2. Administration and Government
3. History and Heritage
4. Advanced DeMolay Knowledge
5. Leadership Participation

These courses are open book and the DeMolay Leaders Resource Guide, Book "HI DAD", copy of ISC Statutes and By-Laws, are necessary tools needed to complete these courses. Copies of each of these documents are available from your Chapter's Advisory Council, or DeMolay and More Store.

Application Instructions:

If applicable, you are encouraged to seek approval of your Rainbow Assembly's Advisory Board before applying. Once the application is filled out completely, submit it and your letter of intent to the Chapter Sweetheart Advisor. Application should be received no later than the first Tuesday of August.

What happens next? Your application *may* be read to this Chapter's Advisory Council. Next, your application *will* be read at the Chapter's stated meeting closest to election of officers.

You must keep a copy of this manual.

Selection Protocol:

The New Castle Builders Chapter, Order of DeMolay, by choice, may elect one or more Sweethearts to serve each term. To be determined by the Advisory Council and the Chapter, prior to elections.

Elections for the Chapter Sweetheart must occur in conjunction with a time convenient to the Chapter close to their officer elections in the early Fall. Girls interested in running for Chapter Sweetheart must complete an application prior to the elections and must meet all requirements for Chapter Sweetheart as outlined in this manual. On election night, be prepared to present a short verbal statement introducing yourself to the membership and explain your reasons for wanting to be a Sweetheart.

A member of the DeMolay Chapter must nominate for Chapter Sweetheart only those candidates who have submitted a completed application. Voting will be done by secret ballot by only active members of the Chapter. The Sweetheart Advisor and Chapter Dad will count votes. Majority must be reached in order for a candidate to be selected Chapter Sweetheart. Once majority is reached, the person with the most votes wins. If a tie should occur, it will be decided by a panel made up of chapter advisors.





NEW CASTLE BUILDERS CHAPTER
ORDER OF DEMOLAY

Chapter Sweetheart Application

Term: October 1, 200__--- September 31, 200__

Name: _____ Birth Date: _____

Address: _____

Telephone: (____) _____ E-Mail Address: _____

Assembly and Current Office (if applicable): _____

School & Grade Level: _____

Do you have any priorities that might prevent you from performing your Sweetheart Duties?

Would you have transportation to the DeMolay events? ___ Yes ___ No

Do you understand the DeMolay Sweetheart dress code? ___ Yes ___ No (If not please list questions on back of form)

Please prepare a one-page letter of intent and attach to this application. ***Include why you want to be a Sweetheart for this Chapter, what your goal for your term might be, etc. Remember this will be read at the Chapter before voting takes place!***

Sponsoring DeMolay Member

Parent or Guardian

Mother Advisor (if applicable)

Chapter Advisor

I have answered the above questions to the best of my ability.

I agree to cooperate with the Chapter and Pennsylvania DeMolay in improving the interest of The Order of DeMolay should I be elected by this chapter to serve as Sweetheart.

Applicant's Signature

Date

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