

**Euclid Assembly #83
Order of the Rainbow for Girls**

**Line Officers'
Handbook**

Summer 2008

FAITH

Before a girl can run for the position of *FAITH*, she must be a Rainbow Girl for 1 year and have held 2 speaking parts.

Before you can be elected to Faith, you must write a letter of intent, and you and your parents must attend a 'Faith Meeting'. Being elected, you promise 30 months of faithful Rainbow service. It is important to attend meetings as well as all of the term activities and you must participate in the fundraising projects.

At the Faith station, you and your parents start learning a lot to prepare you for your Worthy Advisor term. You get your first experience in setting up the assembly room for Installation as a line officer.

Your parents get their first taste of what goes on in the dining room, rehearsal and set up. Line officers' parents are **expected** to help at Installation setup, as well as preparation, serving and cleanup of the food for the evening of Installation.

As Faith, you are the keeper of the closet. You must arrive by 6:15 PM on meeting nights to setup the Assembly room.

The part to be memorized in the ritual is a big part and it is the first step up the ladder.

HOPE

The second step up the ladder!

You and your parents help with setup for Installation and have gained a little more knowledge. Not being so frightened, you have had more time to observe. You must memorize your ritualistic part, help setup and tear down for meetings. You must also attend social affairs to get to know the girls. It is important to attend meetings as well as all of the term activities and you must participate in the fundraising projects.

The ' Sister of Hope' is the designated chairperson of the Assembly ' Scrapbook' committee.

This would be a good time to begin to plan your term, which could include determining your theme, colors, decorations, station markers, and gifts. Beginning now will allow you extra time to gather these materials/items together. This will also help to spread out the expenses that you might incur.

CHARITY

The third step up the ladder!

12 months to go now and you should look around and see what you would like to do for your fund raising project, and whom you would like for officers. You must learn your part in the ritual. It is important to attend meetings as well as all of the term activities and you must participate in the fundraising activities.

Line officer parents are **expected** to help at Installation setup, as well as preparation, serving and cleanup of the food for the evening of Installation.

At the beginning of your term as Charity, you will be required to choose a member of the Advisory Board to be your financial advisor for your fund raising term as Worthy Associate Advisor. (The Advisory Board Treasurer can not be considered for this responsibility.)

During this term, the Sister of Charity takes pictures and collects mementos to be put into the Scrapbook for the present Worthy Advisor. Pictures can also be obtained from the assembly photographer in the event you miss an activity. **This should not be left until the last minute.**

At the end of your term as ' Sister of Charity' , you will take up a collection from the girls and purchase gifts for the outgoing Worthy Advisor and the Mother Advisor.

WORTHY ASSOCIATE ADVISOR

Only 6 months to go now. This is your fund raising term.

Before your term as Worthy Associate Advisor begins, you, your parents and your financial advisor will be invited before the Advisory Board to present the proposed fund-raising projects for approval. The fund raising term can start the night of Installation.

It is important to attend meetings as well as all of the term activities and you must participate in the fundraising projects. Line officers' parents are **expected** to help at Installation setup as well as preparation, serving and cleanup of the food for the Installation evening.

\$750.00 or more profit should be earned during your fund raising term. The check must be given to the Assembly on the night of your Installation as Worthy Advisor. \$150.00 is returned to the Worthy Advisor at your first meeting to help defray the cost of Installation and/or meeting refreshments.

Remember that your financial advisor is there to help and guide you.

Toward the end of this term, you and your parents will be invited to another Advisory Board meeting to present your plans for your term as Worthy Advisor, your installing officers and appointed officers. Prior to this meeting you will need to meet with the Mother Advisor to review the appointed officer assignments, planned activities for your term, and the format of the Invitation and Installation program. These documents must be reviewed and **approved** by the Advisory Board before they are printed. Invitations with elected officers' names are not to be mailed until after the Election meeting

WORTHY ADVISOR

Your Installation Expenses:

1. Gifts for Installing Officers and Ushers.
2. Bow and Line Officers' Station markers (Optional).
3. Guest Book and Gavel - Optional. [Order gavel well in advance.]
4. Refreshments for after installation.
 - A. Please plan on presenting your menu to the Advisory Board for their help.
 - B. Line Officers' parents are to be asked to serve & cleanup.
(REMEMBER, YOU MUST ASK THEM)
 - C. We must be out of the Masonic Temple by 11:00 PM.
5. Printing of invitations and programs.

Installing Officers:

1. 1st Marshal - Junior Past Worthy Advisor
2. Installing Worthy Advisor is the Worthy Advisor from 2 terms before.
3. Second Marshal - Worthy Advisor from 3 terms before.
4. Other Installing Officers are our Grand Officers and Past Worthy Advisors.
5. Installing Treasurer is optional except for the Winter Installation.
6. Installing Officers must wear long white formal dresses.
7. Organist must be an Eastern Star or Rainbow Girl.
8. Soloist is to be a Majority Girl or Eastern Star.

Term Responsibilities:

1. Social Activities must be approved by the Advisory Board at the meeting prior to installation.
2. Rose Ceremony:
 - A) Flowers: The Assembly will pay for up to 3 dozen flowers (cost only, not to exceed \$10.00 per dozen). It is suggested that you buy real flowers, need only to be for the girls.
 - B) Refreshments:
 - i) Cake, punch, coffee are at your expense.
 - ii) Ask line officers' mothers to help serve.
3. Inspection Term:
 - A) Inspection Dinner –
 - i) Arrangements are to be made by the parents of the Worthy Advisor.
[Talk to the Mother Advisor. Parents' Club will help if asked.]
 - ii) The following must be invited to the dinner: Grand Deputy, candidate(s) and her parents, Mother Advisor.
 - iii) The Worthy Advisor and her parents' dinners will be paid by the Assembly.
 - B) Refreshments should be served following the Inspection. Cake and punch are appropriate and should be served!
4. Refreshments:
 - A) For the Winter/Spring Term, the Parents' Club gives \$60.00 to the Worthy Advisor's parent(s) to help defray the cost of refreshments. For the Summer/Fall Term, the Parents' Club gives \$50.00 to the Worthy Advisor's parent(s) to help defray the cost of refreshments. This will not completely cover the cost for the meeting refreshments, but will certainly help.
 - B) When planning your meeting refreshments, the Worthy Advisor's parents should plan on feeding a minimum of 30 people attending regular meetings.

IMPORTANT REMINDER -

The Worthy Advisor must check with the Mother Advisor 24 hours before every meeting. Any change in the program should be discussed and approved by the Mother Advisor at least a week before the meeting.

NOTES: