

State Sweetheart Program



Occasionally a Chapter Sweetheart will decide to run for the office of State Sweetheart. This is a very large endeavor and should not be entered into lightly or without complete awareness of the responsibilities and commitments required. A lot more is expected of you – you will be in the spotlight at all times and you will now become the big sister to all of the members in the state. You will be required to represent the Order at all functions that you attend. Much travel and time is involved. If you are considering running for State Sweetheart, please take a moment to review this section of the manual. It will give you a better idea of what all is expected. It is also recommended that you review this with your parents before making a final decision to run. If you have any questions regarding the State Sweetheart Program, do not hesitate to contact the State Sweetheart Coordinator.

RULES AND QUALIFICATIONS FOR STATE SWEETHEART CANDIDATES

1. Each member Chapter which is in good standing with the Maryland State Association Chapters may submit up to two candidates for competition.
2. By her election as a Chapter Sweetheart, the current Chapter Sweetheart is automatically entitled to participate in this competition, If she is not eligible or does not wish to run, the members of the chapter may then offer her position to an eligible Past Chapter Sweetheart.
3. The second candidate position may also be offered to an eligible past Chapter Sweetheart, member of Job's Daughters or Rainbow Girls.
4. Any eligible past Chapter Sweetheart who wishes to run for State Sweetheart must receive a majority vote of approval to participate by the current chapter members of her chapter.
5. Each candidate must submit an application form along with the qualifications form (both included in the manual), to the State Sweetheart Coordinator. ALL APPLICATIONS MUST BE POSTMARKED NO LATER THAN THIRTY (30) DAYS PRIOR TO THE ANNUAL SWEETHEART BALL.
6. Qualifications:
 - a. Candidates must be at least 16 years of age but not 21 on the day of the competition.
 - b. Candidates do not have to be members of Job's Daughters or Rainbow Girls.
 - c. Candidates must have the approval of their parents and Chapter Advisor.
 - d. Candidates must have completed/passed the first part of the Leadership Correspondence Course (Basic DeMolay Knowledge) prior to the time of application.
 - e. Candidates must be willing to actively travel the entire state as well as neighboring jurisdictions.
 - f. Candidates cannot have previously been elected to the office of State Sweetheart of Maryland, or currently serving as the Sweetheart of another jurisdiction.
 - g. Candidates cannot concurrently serve as the Grand Worthy Advisor, Grand Bethel Honored Queen, or Miss Job's Daughters when serving as State Sweetheart.
 - h. Candidates cannot be married, engaged, or pregnant at the time of election or at any time during her term as State Sweetheart.
7. In the event that the State Sweetheart resigns, the Senior Miss (1st runner up) shall automatically assume the title of State Sweetheart.

STATE SWEETHEART COMPETITION

Personal Interviews (only when requested by the State Sweetheart Coordinator or EO)

In the case there are more than five candidates running for State Sweetheart, each candidate will have a personal interview with judges on an individual basis. This will consist of answering questions and talking about yourself. Dress should be casual nice. Interviews will be conducted in a relaxed atmosphere judged by a panel of not less than three and not more than five judges selected by the State Sweetheart Coordinator. These judges will select the five finalists.

Miss Congeniality(only when requested by the State Sweetheart Coordinator or EO)

Prior to the State Sweetheart Competition, those Chapter Sweethearts in attendance, the current State Sweetheart, current Senior Miss, Junior Miss and Miss Congeniality will gather in a private room. At that time each of those present will have one vote to elect the next Miss Congeniality. Each vote is by secret ballot and the name with the largest vote count will win. The votes will be collected by the State Sweetheart Coordinator and counted by her and one other adult.

The new Miss Congeniality will be announced prior to the announcement of the new State Sweetheart at the Annual Sweetheart Ball.

Formal Competition

1. Each candidate will be escorted to the stage individually to answer a question given to all candidates the day before. Candidates will wear short dresses.
2. Each candidate will have a costume depicting her personality. She will be presented on stage to explain why she chose the costume and how it represents her personality.
3. Finally each candidate will be presented one last time on stage. She will be asked one final question which shall NOT be known in advance.
4. For each category of competition, each DeMolay in attendance will receive a form (3 total) with each candidates name listed. Next to the candidates name, each DeMolay will score the Sweetheart from 1 (lowest) to 5 (highest) based on how he felt the Sweetheart represented herself.
5. Following each category the forms will be collected, given to the State Sweetheart Coordinator, who will add the totals of each form, with the assistance of one other person.
6. The candidate with the highest overall total will be elected as the new Maryland DeMolay State Sweetheart. Second highest – Senior Miss, third highest – Junior Miss.
7. The new State Sweetheart will be crowned at the Annual Sweetheart Ball.

Role and Responsibilities Of the Maryland State Sweetheart

There are many things that a State Sweetheart can do to ensure that she has a successful term. Supporting Chapters and remembering that the Sweetheart program is here to promote the welfare and growth of Maryland DeMolay is the most important aspect of your position. A State Sweetheart who keeps this in mind and works for the good of the Order and not for her own self gain will be a true benefit to the state and able to fulfill her responsibilities with ease.

The following is an outline of what the responsibilities of your title include. You are expected to participate actively with the Sweetheart Program and execute your duties promptly, and at all time consult with the State Sweetheart Coordinator. This is a contract and any responsibility that is neglected or not accomplished will be reassigned to another sweetheart and completed without your input.

1. Get to know each Sweetheart on a personal level.
2. Serve as co-chairman of the State Sweetheart Committee.
3. Escort the State Master Councilor to functions, when appropriate.
4. Act in a lady-like manner at all times.
5. Attend ALL State Staff meeting, have a Sweetheart report prepared to be submitted.
6. Attend ALL State activities and installations.
7. Organize Fundraisers, co-chair with the State Sweetheart Coordinator.
8. Prepare a bi-monthly Sweetheart Newsletter.
9. Send communications to Sweethearts as needed, only those approved by the SSCoordinator.
10. Serve as head of the phone committee, see that ALL Sweethearts get necessary calls.
11. Attend State Parent's Club meeting, have a report prepared to be submitted.
12. Encourage all Sweethearts to complete the first part of the Leadership Correspondence Course.
13. Attend all state functions.
14. Organize Powder Puff Football Games and Trivia Bowls.
15. With the SSCoordinator to encourage communication between Chapters and their Sweetheart.
16. Host at least three Sweetheart Workshops.
17. Plan one FUN activity for Sweethearts during the year.
18. Organize and submit suggested revisions to the Sweetheart Manual.
19. Prepare with the SSCoordinator both a yearly budget and Sweetheart Ball budget.
20. Prepare and submit a list of goals for your term, within 30 days of election.
21. Be Prepared to speak at all formal functions (although you may not be called on).
22. If asked, plan and present with the SSCoordinator a presentation at University of DeMolay.
23. Act as liaison between the SMC, EO, and SSCoordinator.
24. Encourage participation with the Job's Daughters and Rainbow Girls.
25. Help promote and publicize all MSADC activities.
26. Prepare/present design for Golden Heart Award, encourage all Sweethearts to earn.
27. Encourage all Sweethearts to earn the Golden Heart Award.
28. Act as a representative of DeMolay to all supporting Masonic families.
29. If asked, chair the Conclave Kick-off Dance with Sweethearts and Conclave Committee.
30. You must always have a chaperone.
31. You are expected to dress in accordance with the guidelines found in the Sweetheart Manual.
32. You are expected to acknowledge and thank all those who help you with an activity.
33. Be prepared to present a review of your year at the end of your term.

34. You are expected to be proficient and abide by the rules set forth in the Sweetheart Manual.
35. Write an article for each edition of *Reflections*.
36. Plan one promotional activity during the year.
37. When possible/ allowed, participate in Obligatory Days.
38. Attend the MSADC State Installation.
39. Attend MSADC Athletic events.
40. Co-chair and promote the Pink Honor Key Campaign.

ALWAYS be warm, receptive and friendly to ALL DeMolays. You were elected and are here for them!!!

SWEETHEART BALL

1. Plan and prepare WITH the SSCoordinator. Everything MUST be pre-approved (plans and purchases).
2. Plan a thank you to Sweethearts for their work with their chapters.
3. Act as Hostess for the evening.
4. Present basic plans (after approved by the SSCoordinator) to the State Staff.
5. Prepare a theme.
6. Secure a location, Date, Time, Budget, and DJ.
7. Prepare list of escorts, songs, set-up and clean-up help, cash collection, etc.
8. Organize publicity for the Ball.
9. Organize set-up and clean-up help.
10. Ask State Parent's Club to serve refreshments.
11. Organize food preparation and menu.
12. Comparison shop and purchase decorations WITH the SSCoordinator.
13. Prepare thank you notes for those that assisted.
14. Arrange to arrive at location early to set up.

CONCLAVE

1. Act as Hostess to all Sweethearts and female guests.
2. Give welcome and go over rules with Sweethearts and females, if needed.
3. Organize special presentation for females (to be held during closed meetings).
4. Prepare and organize Sweetheart Spirit Banners.
5. Organize Spirit Competition.
6. Organize one fun activity.
7. Participate in a State Sweetheart vs. State Master Councilor competition.
8. Meet with Sweethearts to go over competition and voting for Miss Congeniality.
9. When needed, count the votes with SSCoordinator and at least ONE other person.
10. Host and preside over the State Sweetheart Competition.
11. Prepare, prior to Conclave, a prepared and an impromptu question for competition (must be approved).
12. If desired, prepare carrying pieces.
13. Announce the new Junior and Senior Miss and Miss Congeniality at the Formal Dinner.
14. Announce and crown the new State Sweetheart at the Formal Dinner.
15. Attend all Conclave meetings, when time allows (Parent's Club, Staff, open meetings, etc.)
16. When not in meetings or with specific Sweetheart activities, participate in all other Conclave events.

Specific Duties of State Sweetheart at Each Activity

State Sweetheart Role and SMC responsibility to State Sweetheart

State Installation

Expected to attend dressed in full regalia.
Introduced and offered an opportunity to introduce other Sweethearts.
At the discretion of the SMC you should make remarks to those assembled.

Chapter Installations

Should attend all, dressed in full regalia
She should be introduced and then introduce all Sweethearts present
She should be prepared to make remarks if called

State Staff Meetings

Both SSCoordinator and State Sweetheart should be invited to attend, take notes, and report back to the Chapter Sweetheart/Coordinators any information gained.
At an appropriate point the State Sweetheart and Coordinator should be allowed to speak on behalf of the Sweetheart Program.

State Visitations – State Sweetheart Only – When Invited by the State Sweetheart Coor or EO

Should attend as many as possible
Dress in dress, sash, and tiara
At appropriate time during the evening, she should be introduced and allowed to make very brief PREPARED remarks.
You should be informed immediately of cancellations or changes.

Obligatory Days

Should attend, promote, and support
Should participate when appropriate (i.e. only when open to females)

Grand Masters Banquet (November)/York Rite Banquet (October)/Eastern Star Banquet (May)/Rainbow Session(April)/Job's Daughters Session (May)

Should be invited to attend as the SMC's escort
If unable to attend, the State Senior Miss should be invited to attend
Dress in full regalia
If the SMC makes remarks, he should introduce you
You should promote DeMolay as appropriate (i.e. be prepared to talk one on one with members of the hosting organization about the order)

Awards Banquet

Should be introduced, if introductions are done
When the State Sweetheart is invited to assist with presentations, the Junior Past State

Sweetheart should be invited as well.

Chapter Sweetheart Competitions

When invited, the State Sweetheart along with the SSCoordinator preside over the competition.

When invited, the State Sweetheart will prepare the questions for the evening

The State Sweetheart will encourage all chapter members to elect a young lady – encouraging them to elect one who will work for the best of the chapter

Sweetheart Workshops

Held 3 -4 times a year, as needed

State Sweetheart and SSCoordinator serve as the hostess and leaders

Organize program for the workshop

Discuss issues currently affecting the Sweetheart Program

Discuss fundraisers

Plan 'get to know you' activity

Discuss upcoming events

Discuss DeMolay promotion activities

Review the Sweetheart Manual

All Other DeMolay Activities

Attend as many as possible

Cheer for all individuals and Chapters competing

Participate on a team when asked

Winter Ball – If one is planned

Inform State Sweetheart about plans

Allow her and Sweethearts to help promote the event

Attend. Dressed in sash and tiara

Should encourage all members and Sweethearts to attend

Organize a fundraiser for the event, i.e. flower sale, etc..

UMDC – Congress

State Sweetheart and Coordinator are invited to attend

(Chapter Sweethearts DO NOT ATTEND)

Usually attend Saturday afternoon, stay for dinner and then leave.

Bring desert for Saturday dinner from Sweethearts

Promote upcoming Sweetheart Ball

Sweetheart speaks about the importance of having a Chapter Sweetheart, expectation of the Chapter to their Sweetheart, upcoming events, and how to elect a new Chapter Sweetheart.

Annual Sweetheart Ball

Serve as the co-chairman of the event. Including planning, promotion, set –up, money collection, food preparation, and clean-up

Held the third week of April – generally

Hold as a means to both raise money and honor your current Chapter Sweethearts

Prepare and present Ball plans at January State Staff Meeting, including date, location, budget, DJ, colors, theme, etc.

Work closely with the SSCoordinator. Approve all purchases BEFORE purchasing.

Begin purchasing items in February

Begin promotion in January continuing through the date of the ball

Greet ALL guests

Introduce all current Chapter Sweethearts and Past State Sweethearts and Coordinators.

Prepare questions for the State Sweetheart Competition

Preside over the State Sweetheart Competition

Announce the New Miss Congeniality

Announce the New Senior and Junior Miss

Crown the new State Sweetheart after announced by the SSCoordinator

Conclave Kick-Off Dance

When requested by the Conclave Committee, the Sweethearts serve as promotion and hostesses.

Help set-up, decorate, bring light refreshments

Annual Conclave

Serve on the Conclave Committee

Serve as hostess to all female guests throughout the weekend

Encourage all DeMolay and Sweethearts to attend

Organize and present a special activity for all female guests to attend during closed meetings

Hold a Sweetheart Workshop

Participate in SMC vs. State Sweetheart Competition.

Attend all events open to females, encourage other females to attend also

Prepare door decorations for Sweetheart rooms

Prepare fun activity for the weekend (i.e. superlatives)

Prepare a Chapter/Sweetheart promotion activity (i.e. arm bands, etc.)

Assist in organizing Sweetheart of the Year award

Write a thank you note to your home Chapter for their support during your term.

HAVE A GREAT YEAR!!

ALLEGIANCE

The Maryland DeMolay Sweetheart Program acknowledges the authority of, and yields allegiance to DeMolay International, which Frank S. Land was founder, and to the Executive Officer in the State of Maryland, under whose authority and supervision this Program shall be governed.

UPDATES

This Sweetheart Manual was last updated May 1, 2008. Manuals will be updated on a yearly basis.

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