

*Maryland DeMolay  
Chapter Sweetheart Manual*



# *What is a Chapter Sweetheart?*



Congratulations! You have been selected for a very honorable position. The members of the chapter have chosen you to be their representative. Many girls before you have been elected to this position. While it is an honor to be chosen, many girls do not fully understand what the title signifies. It is more than a tiara and a sash, there is much responsibility required of this position. This section of your manual will lay out guidelines and expectations of you as a Sweetheart. Take time to review all that is provided. You will find that it will assist you greatly during your term. If there is a time that you need additional assistance, do you hesitate to contact your State Sweetheart Coordinator.

## THE MODEL SWEETHEART

When you were elected, the Chapter members liked the person you really are. They enjoyed your charm and your company. Never try to be something that you are not – that is not what you were elected for.

Always show your best side. “Smile”, a pretty smile tells everyone that you like what you are doing.

A Sweetheart is made up of many parts: a good listener, a good speaker, a hostess, a guest, a volunteer, and a leader, but most of all, a LADY!!



Sweethearts should learn to approach every aspect of their term with an open mind. There are always changes, new ideas to learn, and problems to deal with.

The Sweetheart should exemplify the highest ideals of womanhood. She is under constant observation and must always conduct herself in a lady-like 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 chapter member, to be friendly to all, and not forget the younger or more shy members who may be a bit reluctant to receive attention. You must remember that your warm smile and friendly manner are important to the promotion of your chapter.

A Sweethearts duty is to be involved, to care and show pride in representing her chapter. She should learn more about the member in her chapter and take time to give encouragement and support when they need it. She will encourage the members to act as gentlemen. Her term is important to both herself and her chapter, so she should take care to handle it well, wisely, and with love. There are many positive and substantial efforts that a Sweetheart can make to demonstrate her commitment.

If you are prepared and positive you will have a successful and memorable term, as well as a very appreciative chapter.

## TIPS FOR THE SUCCESSFUL SWEETHEART

SMILE – Everyone likes to see a smile

BE YOURSELF – You were elected because the members wanted you, not someone else.

GET TO KNOW YOUR CHAPTER – You were elected by them, let them know that 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 members to talk to you, show you care. Let them know you are interested.

VOLUNTEER – There is always something you can do to help; ASK!

ATTEND WORKSHOPS – You can always learn something new.

GET TO KNOW THE ADVISORS – They can help you in all aspects of your term. They are there to help and they want you to have a good term, lean on them.

SEND CARDS – Send cards to your Chapter and to the members on holidays and special occasions. Pay attention to the special and difficult times that are occurring in member's lives.

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

COMMUNICATE – Be the liaison between the Chapter and Job's Daughters and Rainbow.

PROMOTE – Vigorously seek to enhance the membership of DeMolay

DEDICATED – Be sincerely dedicated to the Order.

TAKE THE LEADERSHIP CORRESPONDENCE COURSE – The LCC is a great way to learn more about the organization that you are representing. Course one is required to be completed to run for State Sweetheart.

BE EXCITED – As Chapter Sweetheart you can help to set the mood of the entire term. If you are excited to be a part of the Chapter rather than just the girl that gets to wear the tiara and sash you will find that the members are glad that they chose you and will be here for you as much as you can be there for them.

GET READY, YOU'RE ABOUT TO HAVE A MEMORABLE YEAR!!!

# SWEETHEART GUIDELINES

## ELIGIBILITY CRITERIA

1. Any young lady wishing to compete for the title of Chapter Sweetheart may submit an application to the Sweetheart Advisor or the Chapter Advisor when a Chapter does not have a Sweetheart Advisor
2. Sweethearts do not have to be members of Job's Daughters or Rainbow Girls.
3. A Chapter Sweetheart applicant must have permission of her parents/guardians to serve.
4. Each Chapter Sweetheart must maintain a "C" average in school during her term. (to be discreetly reviewed by the Chapter Dad on a regular basis)
5. A Sweetheart applicant must be willing to travel with her Chapter and chaperone.
6. Each Chapter will determine the age requirement for eligibility for their chapter competition.
7. No applicant may have reached the age of 21 at the time of election.
8. Each Chapter will determine when their Chapter will elect and install a new Chapter Sweetheart. Generally Sweethearts are elected for a one year term beginning at the January Installation (check with the Bylaws of your local chapter for details).
9. There are no term limits for Chapter Sweethearts and a Sweetheart may be permitted to run again for the position, subject to the approval of the Chapter Advisory Council. Applications for Sweetheart are found in this manual – as Sweetheart you will provide a copy of this application to any young lady wishing to run.
10. 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 Coordinator and/or the Executive Officer.
11. A Chapter Sweetheart cannot be married, pregnant, nor have a child. A Sweetheart that becomes pregnant or marries during her term will be immediately removed from office and is ineligible to receive the title of Past Sweetheart or receive a Past Sweetheart pin or other emblem. First runner-up will automatically assume the title.
12. When a Chapter Sweetheart is elected as State Sweetheart, her Chapter title will automatically be transferred to the first runner-up during the most recent election. Should there be no runner-up, the Chapter will decide whether to hold new elections.
13. No Chapter Sweetheart may run for or serve as State Sweetheart if serving as the Grand Worthy Advisor, Grand Bethel Honored Queen or Miss Maryland Job's Daughters.
14. If a Sweetheart is required to leave the state with an intention of a 90 day or more absence, she must resign her office. First runner-up will automatically assume the position.

Please note that each Chapter may have individual requirements and guidelines for those wishing to run for Chapter Sweetheart. Please check with the Chapter Dad of your Chapter for additional information.

Those desiring to run for State Sweetheart can find additional information in the State Sweetheart Section of this Manual.

## GENERAL DUTIES AND RESPONSIBILITIES:

1. Get to know all members of the Chapter – even the younger and less popular members.
2. Attend most meetings of the Chapter, especially their installation.
3. Always be available to assist. Let members know that you are interested and want to be there for them. Be ready to serve in any capacity.
4. Work together with the Master Councilor to plan special events and activities. Go out of your way to use your initiative in helping with fundraising, dances and other fun activities.
5. Attend all Chapter activities which are appropriate to attend.
6. Be on time – being late makes a bad impression
7. Practice good manners and be considerate of others.
8. Provide members with an opportunity to practice their etiquette skills.
9. Help younger members or those with special needs to enter into social environments.
10. Strive to be helpful – if you volunteer to help, be sure to follow through.
11. Dance with any DeMolay who asks you. ‘No’ is not an option. You may be the first person he has ever danced with.
12. Keep a forearm's length distance away from whoever you are dancing with.
13. Work vigorously to enhance the membership of DeMolay by promoting DeMolay to young men who you feel would make good members. Keep a supply of membership literature and have an active member follow up on your recommendation.
14. Act as a liaison between Job's Daughters Bethel's and Rainbow Girls Assemblies in the area, by communicating upcoming events and activities.
15. Attend all Sweetheart workshops.
16. Vigorously seek to enhance the attendance, participation and membership of your Chapter.
17. Maintain a cooperative attitude with the Chapter Advisors.
18. Serve as a hostess to visiting Sweethearts.
19. No chewing gum on any occasion.
20. No Smoking on any occasion.
21. Do not use profanity at any time.
22. Never travel alone.
23. At no time shall a Sweetheart ride up-chaperoned in the same vehicle as a DeMolay going to or from a DeMolay function. No DeMolay member is at any time to drive a Chapter Sweetheart with or without a Chaperone.
24. At no time (chaperoned or not) is a Sweetheart allowed in a DeMolay room or a DeMolay in a Sweetheart room during overnight functions.
25. Sweethearts do not have the privilege to attend closed meetings and should not appear to be listening at an outer door. She may attend the ‘at ease’ portion of the meeting.
26. One of the duties of the Master Councilor is to see that you are properly escorted, either by himself or another member of the Chapter. Expect this behavior at all times.
27. Do not accept improper behavior from any DeMolay member or Advisor. Inform the Sweetheart Coordinator and/or Chapter Advisor immediately if you have been the recipient of inappropriate behavior.
28. Be prepared to speak at your chapter or when representing DeMolay.
29. Make sure to thank all those who help you during your term.

**\*\*Maryland DeMolay has a zero-tolerance policy toward drug and alcohol use. Any sweetheart who is under the influence of either at any function will be immediately removed from office.**

## DRESS CODE

As a Sweetheart, the manner in which you dress should be a major concern. You will be under constant observation. Your appearance can say many things about you, both positive and negative. Remember that you are representing Maryland DeMolay, your chapter, your family, and yourself. The Maryland Sweetheart dress code needs to be fitting to the event and DeMolay decorum and should be followed at all times. As Sweetheart you should promote this code with all female visitors. When a functions dress code is unclear seek advice from your chapter Sweetheart Advisor or the State Sweetheart Coordinator. Remember, when in doubt it is better to be over dressed than underdressed. The Sweetheart Dress code is assigned very clearly below. There should NEVER be an excuse for not knowing the code!!

### Formal Attire:

*Installations, Sweetheart Ball, Conclave designated meetings, Public Formal Ceremonies*

- Full or  $\frac{3}{4}$  length, properly fitting, formal dress
- Slits can not be higher than the knee
- Backs can be no lower than the natural bra line
- Proper undergarments, including slips and hose will be worn
- Shoes will be proper to the occasion – no slippers, boots, athletic shoes, flip flops
- Tiara and Banner are to be worn

### Business Attire:

*Installations (when not escorted), Chapter Meetings, Workshops, Dinners, Business Meetings*

- Properly fitting business suit, dress, or skirt
- No shorter than knee length
- Full length shirts, no midriffs, no visible undergarments, no low front cuts
- Slits can not be higher than the knee
- Backs can be no lower than the natural bra line
- Proper undergarments, including slips and hose will be worn
- Shoes will be proper to the occasion – no slippers, boots, athletic shoes, flip flops
- Tiara and Banner are to be worn

### Casual Attire:

*Movie Nights, Service Activities, Work Parties, Decorating, Sports Activities*

- Properly fitting casual slacks, or shorts, that are mid thigh or longer
- Jeans/jean shorts may be worn if properly fitted, neat, with no holes
- Full length shirts, no midriffs, no visible undergarments, no low front cuts
- Proper undergarments
- Shoes will be proper to the occasion
- Tiara and Banner are NOT to be worn
- Acceptable swimsuits will be one piece suits or a swimsuit with no more than 3 inches of midriffs visible. NO THONGS OR STING BIKINIS. Cover ups should be worn to and from the pool area.



### OTHER DRESS CODE DO'S and DON'TS

- ◆ DO be clean and neatly dressed
- ◆ DO have well groomed hair
- ◆ DO be an example for visiting females
- ◆ DO keep your banner and tiara clean
- ◆ DO dress in a manner representing womanhood
- ◆ DO wear your banner with dress pants – never jeans
- ◆ DO NOT wear your tiara with pants/jeans
- ◆ DO NOT wear your tiara/banner to Job's Daughters or Rainbow functions unless specifically representing the Order of DeMolay
- ◆ DO NOT change into casual attire at a function until all good-byes have been said and you are ready to leave
- ◆ DO NOT wear your tiara in a vehicle
- ◆ DO NOT wear grunge, gothic or un-hemmed clothing
- ◆ DO NOT wear shirts with inappropriate logos or sayings
- ◆ DO NOT allow any DeMolay to wear your tiara and you are not to wear a DeMolay's jewel.

### GENERAL APPEARANCE

- ◆ Sloppy, age inappropriate, too tight or small clothing are inappropriate. Clothes should be clean and properly fitted.
- ◆ Garish make-up, nails, or hair styles are inappropriate. Make up should be light and appealing.
- ◆ Body Markings (i.e. piercings, irregular jewelry, and tattoos) should be discreetly covered.
- ◆ Modest earring jewelry, may however be worn.
- ◆ If it would not be accepted by Rainbow Girls or Job's Daughters standards, it will NOT be tolerated in DeMolay.
- ◆ When in doubt seek the advice of your Chapter Sweetheart Advisor or the State Sweetheart Coordinator.

**\*\* If at anytime a Sweetheart is deemed to not be dressed appropriately as determined by the Executive Officer, State Sweetheart Coordinator, or Chapter Dad, she will be asked to change, leave, or not be allowed to represent the order at the function.**

**\*\* Repeated violation of these Dress Codes may be cause for suspension or removal from your position.**

## SWEETHEART CHAPERONES

**You must have a Chaperone with you at all functions you attend as a Chapter Sweetheart, REGARDLESS OF YOUR AGE!**

A Chaperone must be at least twenty-five (25) years of age. If not a parent, your chaperone must be approved prior to a function by the Chapter Advisor and your Parents, since she will be responsible for you at a DeMolay activity. Please make sure that your Chaperone knows that she is responsible to make sure that you are abiding by the rules and guidelines set forth in this manual and by the MSADC Constitution and Bylaws.

The Chaperone shall:

- Conform to the rules and regulations set forth in the Sweetheart Manual.
- Know the responsibilities of a Chapter Sweetheart.
- Make sure the Chapter Sweetheart obeys the dress code.
- Make sure that the Sweetheart obeys curfews (when established).
- Make sure that the Sweetheart has proper travel arrangements to/from a function.

Your chaperone is doing you a favor, so be considerate of her. After certain special functions you should consider giving a thank you note and a small thank you gift.

A FEMALE Chaperone is required each time that you make overnight plans. Whether you are staying at another Sweetheart's house as part of a visitation, Convention, other travel event you must have a female Chaperone or parent present.

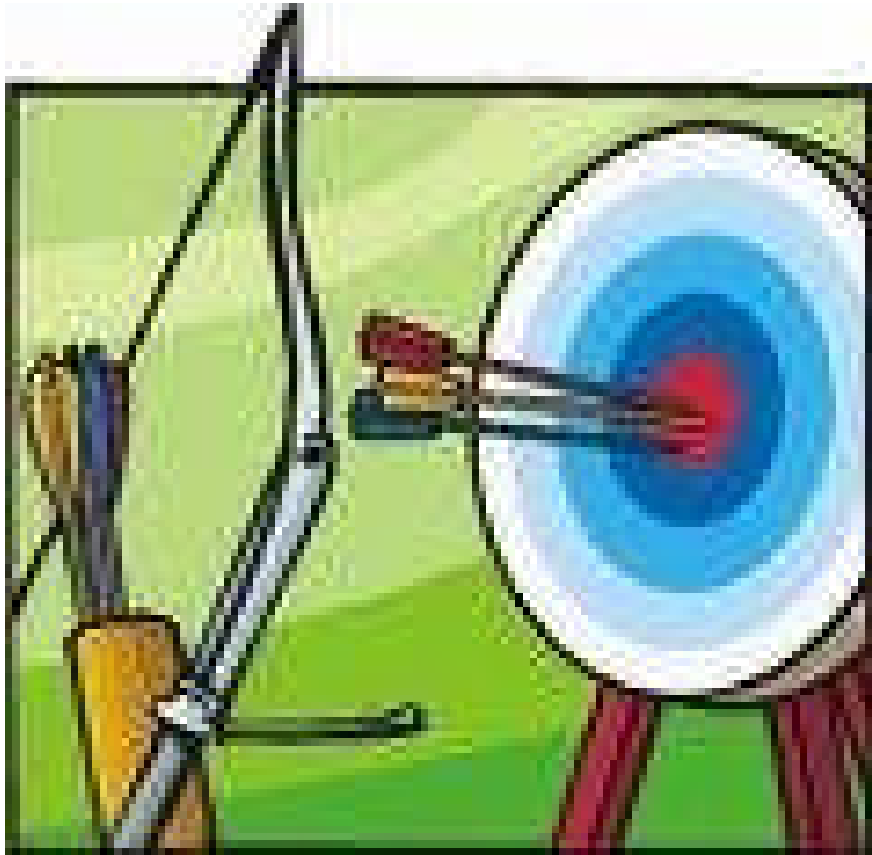
At all other functions which are NOT overnight, if a female chaperone is not available an advisor of your chapter may serve as your chaperone.

The State Sweetheart Coordinator may also serve as a chaperone at any function representing DeMolay – however, please do not assume that she will be your chaperone, make prior arrangements.

If you have difficulty obtaining a chaperone, contact your Parent's Club, Advisory Council, or the State Sweetheart Coordinator for assistance.



# *What Can a Sweetheart Do?*



This may be the most important section of your manual. To hit the mark as an excellent Sweetheart, you must take an active part in your position. You can't build up a good reputation on what you are "going" to do. In fact, you must ACT for your Chapter. Included in this section are many ideas and suggestions that you as a Sweetheart can do!!

## What You Can Do to Achieve Sweetheart Success??



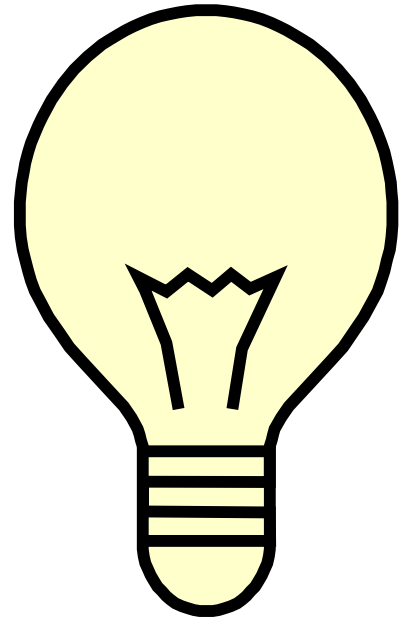
As a Sweetheart, you were elected to become a supportive figure for the Chapter. By working with the Chapter you will have a successful term. Here are several things you can do for you Chapter:

- ♡ Always have a sincere, warm, and friendly smile for everyone.
- ♡ Always strive to abide by the virtues of DeMolay: Filial Love, Reverence for Sacred Things, Courtesy, Comradeship, Fidelity, Cleanness, and Patriotism.
- ♡ Help the Telephone committee, if one exists.
- ♡ Become a friend to all in your chapter.
- ♡ Write a DeMolay in the service of our country,
- ♡ Remember birthdays and holidays with cards.
- ♡ Send Get well and sympathy cards to members and families when appropriate.
- ♡ Attend the meetings of the Parent's Club – support them!
- ♡ Enter all Sweetheart, MSADC, etc. contests.
- ♡ Attend all Sweetheart Workshops – learn as much as possible.
- ♡ Be a hostess to visiting Sweethearts.
- ♡ Help plan Sweetheart activities.
- ♡ Remind members of upcoming activities.
- ♡ Support and help plan Chapter fundraisers.
- ♡ Help serve at breakfasts, luncheons, dinners, and receptions.
- ♡ Assist with decorations, publications, and committees.
- ♡ Make items for members at special occasions.
- ♡ Help recruit new members.
- ♡ Keep a scrapbook for your Master Councilor and yourself.
- ♡ Assist the Master Councilor-elect with his installation plans when possible.
- ♡ Maintain a book of ideas and hints for the next Chapter Sweetheart.
- ♡ Maintain communication with members, advisors, Sweetheart Advisor, the State Sweetheart Coordinator, and State Sweetheart.

If you are active and enthusiastic you will have a most rewarding term as a sweetheart.

## NEED AN IDEA??

Listed below are some sure to be successful ideas for activities that you can suggest or organize yourself for the Chapter. You are of course not limited to these ideas. Create some of your own – be creative! Please remember to consult with your Master Councilor and Advisory Council before planning an activity/event. If you have spirit and keep the best interest of the Chapter in mind you will find that each event will be a blast!



Be Prepared! Plan Ahead! Invite Everyone! Good Luck!

### FUNDRAISERS

1. Dances (special themes)
2. Car Washes
3. Dinners/Breakfasts
4. Yard Work
5. T-Shirt Sales
6. Candy Sales
7. Height Nights
8. Christmas Card Sales
9. 'Current' Sales
10. Carnivals
11. Flower Sale
12. Fruit Sales

### FELLOWSHIP

1. Dances
2. Movie/Game Nights
3. Football/Pool Parties
4. Picnics
5. Bowling
6. Mystery Trips
7. Progressive/Regressive Dinners
8. Scavenger Hunt/Geocaching
9. Hay Rides
10. Hawaiian Luau
11. Mini-Golf
12. Sight Seeing

\*\*Also consider organizing charitable/volunteer activities. These are good for the order and a person's heart. They can sometimes also fulfill state graduation requirements!

***REMEMBER TO ALWAYS HAVE PROMOTION MATERIAL ON HAND AT EACH EVENT – AS THESE ACTIVITIES CAN ALL BE USED AS A MEANS TO PROMOTE BOTH YOUR CHAPTER AND DEMOLAY IN GENERAL.***

# OTHER WAYS TO BE A GOOD SWEETHEART!!

## COMMUNICATION

One of the best ways to be a good sweetheart is to have good communication with anyone interested in DeMolay. Here are some ways to keep the lines of communication open – remember you can communicate through phone calls, e-mails, the state web page, paper notices, invitations, and public announcements.

People to contact:

Master Councilor

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Chapter Dad

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President of Parents Club

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Chapter Sweetheart Advisor

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State Sweetheart

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State Sweetheart Coordinator

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State Master Councilor

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Executive Officer

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State Web Master

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President State Parent's Club

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## PARENT'S CLUB

What is a Parent's Club? It is an auxiliary organization composed of a group of parents and relatives of the chapter members. Parent's Clubs provide guidance, encouragement, and assistance to the chapters. They assist them with social activities and fundraisers and promote the welfare of the chapter as a whole. The object of the Parent's Club is to lend cooperation and support to members and the Advisory Council.

Work with the Parent's Club whenever you are arranging an activity. They are anxious to assist and support you during your term. Volunteer to help them as well.

Having an active Parent's Club in your chapter is a vital asset and is one of the best things a Sweetheart could ask for. Be active with the Parent's Club and their projects and meetings and they will be there for you as well.

If you respect these people, they will respect, accept, and support you.

## LEADERSHIP CORRESPONDENCE COURSE (L.C.C.)

The L.C.C. is a course designed to broaden your knowledge of DeMolay. There are five courses. DeMolay's, Sweethearts, Parents and Friends of DeMolay are all encouraged to take the courses.

State Sweetheart Candidates are required to have completed the first L.C.C. , which is Basic DeMolay Knowledge. To take the test, you must send the L.C.C. application form and a nominal fee to the Maryland State Association of DeMolay Chapters, Executive Secretary . They will then mail you part 1. Once they have received the completed part 1 from you, and you have passed, you will then have the option to send away for part 2.

Although all State Sweetheart Candidates are required to pass the first part of this course, all Sweethearts are strongly encouraged to also complete this course. If you complete all five courses, you will be eligible to receive the prestigious "Lamp of Knowledge" pin.

## MEMBERSHIP

Each year, each chapter should strive to initiate 100% of their membership goal. A Sweetheart can help in this endeavor by generating enthusiasm and when approached can show cause to a young man and his parents why he should join DeMolay. This does not mean that you should overwhelm a young man but merely point out the benefits of being a member of the Order of DeMolay.

Never put DeMolay down. Speak positively on behalf of the organization. Explain the various activities and know what you are talking about. The Leadership Correspondence Course will be of great benefit to you here. If you know a young man that meets the requirements, invite him to your next function or activity. Introduce him to the members and let him hear about DeMolay from her peers.

Each chapter should have a continual membership drive going on. You should find out what they are doing and offer to help. Prospect parties are always a good idea to stimulate membership. And who is better at planning parties than a Sweetheart?

**DEMOLAY MEMBERSHIP:** Any young man who is at least twelve (12) years of age but has not yet become twenty-one (21), and who is of good moral character and believes in a Supreme Being is eligible to become a member of the Order of DeMolay. Membership is not limited to sons or relatives of a Master Mason, but the application must be recommended by a Mason. For your convenience, a petition is included in this manual so you will always be prepared when you meet a young man who is interested in becoming a member.

**\*\*REMEMBER:** Sweethearts can earn the Pink Honor Key Award by being responsible for signing the petitions for 5 new members. This campaign will be co-chaired by the State Sweetheart and State Sweetheart Coordinator

## NEW MEMBERS

New members are the lifeline of the Chapter. Without them the Order would soon die, but somehow many members seem to become lost or forgotten after they are initiated.

The members of your chapter may innocently neglect the new members. If, on his initiation, a new member feel that he is not welcome or left out, chances are pretty good that he won't come back for a second meeting or to get his DeMolay degree. He will also never learn how friendly the members of his chapter can really be.

As the Chapter Sweetheart, you can really help the new member feel welcome. Introduce yourself and include him in your socializing. Inform him personally of upcoming events and try to see to it that he has a ride. Exchange phone numbers and be his "Big Sister" until he gets acquainted with the rest of the Chapter members.

Never let a new member go home thinking that the DeMolay virtue of brotherhood is just an idea and not a reality.