

GRAND OFFICER RESPONSIBILITIES

While all Grand Officers share basic responsibilities, each Grand Officer has been assigned specific duties unique to her appointment this year. In some instances these duties are specific to the office; in other instances these duties are specific to the girl who has been appointed. The duties assigned to each Grand Officer may change from year to year at the discretion of the Supreme Officer.

GRAND OFFICER'S PERSONAL PROFILE – GUIDELINES

Personal Profiles are exchanged during Grand Officer Leadership. The purpose of the profiles is to share information with each other and the Adult Leadership Team. These are a great way to get to know, or know more about, the members of the Grand Family. The information included in the Personal Profiles may be utilized to prepare the Grand Banquet Escort introductions during Grand Assembly.

Formatting requirements:

- 8 ½ x 11 paper, color/background of your choice
- 1 page, single sided
- Typewritten in a 10 to 12 font size
- Include your name and current title
- 3 hole punched on the left side (ensure the left margin is wide enough for hole punching)
- 50 copies

You may organize the information included in your profile in a style that reflects your PERSONALity. The content recommendations are recommendations. Do not feel obligated to follow the list precisely.

Content recommendations:

- ✓ Write in complete sentences, utilizing proper grammar and punctuation.
- ✓ Share highlights of your Rainbow life, such as when you were initiated and in which assembly, when you served as Worthy Advisor, and your favorite Rainbow office.
- ✓ Include information about your family: parents' names, siblings' names and ages, interesting facts about your family (16 dogs, lived in the same house since birth, etc.).
- ✓ Describe your personal interests and hobbies – your educational and career goals, things that make you happy, etc.
- ✓ Discuss what you hope to accomplish during the upcoming Grand Year, while serving in this Grand Office.

Please do NOT:

- Exceed the one page limit
- Use glitter
- List every office you have ever held in your Assembly or Grand Assembly
- Miss this opportunity to get to know your sisters (and adults) better!

If you are unable to attend Grand Officer Leadership, please send your Personal Profile pages with your Grand Deputy. He/she will ensure your profile is distributed, and he/she will ensure you receive a set of profiles following Leadership.

BUILD A GRANDIE PROGRAM

This program was established to help Grand Officers prepare themselves for Grand Assembly over the course of the Grand year, rather than waiting until the weeks or days before Grand Assembly. This program has proven to be successful; therefore, it will be continued. However, the program may be amended based on the decisions made by the Grand Family.

Some of the items included in the Build a Grandie program are judged; others are not. If items are to be judged, judging will occur on Saturday of an event weekend; results will be announced the following day. This is intended to encourage Grand Officers to participate in the Build A Grandie program and generate interest and enthusiasm among those in attendance.

For Grand Officer Leadership:

- **100 business cards:** Business cards should include the Grand Officer's name, current title, email address, and the NV IORG web site. Rainbow graphics are available on the NV IORG web site. Including a mailing address and telephone number are optional. If someone chooses to include this personal information, attention should be given regarding who will be receiving the business cards (for security and safety concerns) and ensuring business cards are not misplaced or lost. Fifty business cards should be bought to Grand Officer Leadership to share with the Grand Family; the remaining 50 should be used throughout the year to promote Nevada Rainbow.
- **Dressed Mascot:** It has been a long-standing tradition for Nevada Grand Officers to dress their mascots prior to Grand Assembly. Generally, a mascot's attire corresponds to the girl's specific Grand Office/s or the theme of Grand Assembly; however, such thematic representation is not mandatory.
- **Trailer Sash:** Trailer sashes must be made of fabric and measure no less than 2 inches and no more than 4 inches in width, including ruffles and decorations. Sashes are to fit (end) one hand width below the natural waist of the girl wearing the sash. As sashes are designed, it is important to be mindful of the age and size of the Trailer. Smaller girls often have a difficult time managing large sashes. Sashes that do not adhere to the size requirements will not be accepted and must be remade and approved by the Grand Deputy before being presented to the Trailer. Please plan to present Trailer sashes (to Trailers) during the Rainbow meeting immediately following Grand Officer Leadership.
- **Personal Page Sash:** Generally, the following Grand Officers will have Personal Pages: Line (5), Recorder (1), and Musician and Choir Director (1). The dimensions and requirements for Personal Page Sashes are the same as those for Trailer sashes.

1st Official Visit:

- **Grand Officer Jacket:** This sweatshirt-type jacket may be a pull-over, zipper front, or button front. Minimally, the jacket should include the Grand Officer's first name and office. Other enhancements may be added based on the design. Some Grand Officers choose to collaborate on jacket designs (i.e. the Line, Bow, Drill Leaders, Flags, etc.)

Last Fall OV:

- **GWA Quilt Square:** Quilt squares should be completed as requested by the WAA. Specific instructions will accompany each quilt square; quilt squares and instructions will be distributed during Grand Officer Leadership or the first Official Visit. If you do not wish to complete a quilt

square, please return the quilt square and \$25, payable to Nevada Grand Assembly, to the Director of Grand Officers at any time prior to the established deadline. She will ensure someone else makes your square.

- **Trailer Sash/Personal Page Sash:** Sashes, which were approved during Grand Officer Leadership, will be judged during the last fall OV weekend. Grand Officers should encourage their Trailers to travel that weekend with their sash for judging.

GWA Reception:

- **Mascot Bag:** Mascots bags may be passed-down or new. Mascot bags must be clean! New bags must measure 18 inches by 18 inches; this size ensures a mascot bag may be made from ½ yard of material. Mascot bags will not be judged. Pass-down bags should be updated with your name and year. If possible, please avoid using puffy paint, it tends to get sticky and damaged as the bag is folded/unfolded.

Grand Assembly:

- **Pantaloon Parade:** Another of Nevada's long-standing traditions is the Pantaloon Parade during Grand Assembly. Pantaloons must be floor length; decoration should appear below the hem of the shift that will be worn during the Pantaloon Parade.

***Pin-Ons:** Due to inconsistent participation by Grand Officers, the 2016 Grand Officers decided that this would be an optional activity, not part of the Build A Grandie program. Pin-on are a simple (or elaborate) decoration to be given to Rainbow friends and adults at Grand Assembly. Pin-ons typically say something like "My GWA loves me!!" and are creative, colorful AND inexpensive. About 100 are given out at Grand Assembly.*

GRAND OFFICE-SPECIFIC RESPONSIBILITIES

During the 2017-2018 Grand year, each Grand Officer will serve on one of three committees: Membership, Fundraising, or Public Relations. The goals and specific activities for each committee will be developed during Grand Officer Leadership. The action plans developed by the Grand Officers serving on the committee will identify additional duties and deadlines for each Grand Officer serving on the committee.

Directors will be responsible for holding Grand Officers accountable for the duties and deadlines established in the action plan; however, they will not be responsible for doing the work of the Grand Officers, to ensure the action plan is implemented and remains on target and on time.

Grand Officers will report their progress on their assigned duties to the Director for their respective committee and the Supreme Officer.

As has been our tradition, Grand Charity will present the Fundraising Committee Report (excluding Grand Hope specific activities); Grand Hope will report on fundraising efforts specific to the scholarship program; Grand Faith will present the Membership Committee Report; and Grand Recorder will present the Public Relations Committee Report.

The following abbreviations are used throughout the remainder of this section of the Grand Officer Handbook:

Supreme Officer – SO

Area Grand Deputy – AGD

Director of Grand Assembly Music - GDAM

Director of Grand Officers – DGO

Director of Grand Cross Team – DGOC

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: WORTHY ASSOCIATE ADVISOR

Deadlines for the WAA include:

- July 15: Submit proposed presentation budget to SO and DGO
- July 15: Submit tentative design for GWA quilt to SO and DGO
- First OV: Quilt squares and instructions due to DGO
- August 1: Submit preliminary plans for Rainbow Camp to SO and Directors of Rainbow Camp and Leadership Programs
- October 1: Submit finalized plans for Rainbow Camp, including printed materials, to SO and Directors of Rainbow Camp and Leadership Programs
- November 1: Submit draft Rainbow Camp report to SO
- December 1: Submit Grand Assembly presentation information to SO and DGO, including gifts, music, remarks and formations
- April 1: Submit final Rainbow Camp Report to SO
- GWA Reception: GWA quilt due to DGO

The primary **Duties** of the WAA include:

- Grand Officer Presentations at designated Official Visits, Receptions, and Grand Assembly
- Designing and constructing the GWA's quilt
- Assisting with the following during each Official Visit
 - Roll Call during Grand Officer meetings
 - Leading songs during Formal Escort
 - Speaking on behalf of the Grand Officers during Good of the Order and facilitating announcements by other Grand Officers
- Planning and facilitating the Saturday session of Rainbow Camp
- Preparing a report on Rainbow Camp to be given during Grand Assembly

Duties in detail: below is more specific information for each duty assigned to this office:

Grand Officer Presentations

The WAA is responsible for Grand Officers' presentations the first Official Visit, each Reception and Grand Assembly. Each presentation should include a short, thoughtful message on behalf of the Grand Officers, given from memory.

At the first and second Official Visits, the presentation will include the GWA, Supreme Officer, and State Rainbow Dad. This presentation is to be made immediately following the presentation/s by the hosting Assembly(ies) and, if applicable, the Sister Assembly. These individuals will offer gift ideas, which may assist with these presentations. This presentation is initiated by the WAA, who rises in response to the hosting Assembly's Worthy Advisor's question, "Are there any other presentations at this time?" When addressed, the WAA responds as follows, "Thank you, Worthy Advisor. The Grand Officers have a presentation. The Grand Officers will please join me..."

At Receptions, last year Grand Officers will receive the same meaningful (token) gift. Examples of gifts given during previous years include: engraved picture frames, decorated scrapbook covers, fuzzy blankets specific to the girl's taste; small hand crafted hope chests, embroidered pillow cases representative of each girl's office and favorite colors; and necklaces specific to each girl's office. These presentations will mirror that described above (for the first OV).

Following the GWA's reception, the WAA is to collect the personalized chair back covers that have been used all year by the GWA Mom and GWA Dad. The WAA is to give these to the Supreme Officer, who will ensure the chair back covers are converted into pillows, which the WAA will present

to the GWA's parents at Grand Assembly. The WAA is responsible for having all of the Grand Officers sign the card that accompanies this gift.

At Grand Assembly, the following presentations will be made on the day indicated:

- 📅 Sunday evening: Supreme Officer and State Rainbow Dad (separate presentations)
- 📅 At the close of Sunday evening's session: parents of Rainbow girls (approximately 150)
- 📅 Monday afternoon: Grand Deputies, Directors; adult Grand Executive Committee members The WAA is encouraged to consider gifts such as Grand Officer pictures, homemade cookies, etc. for adults, rather than "dust collectors."
- 📅 Monday evening: Grand Assembly Committee members (approximately 20-30)
- 📅 Tuesday morning: parents of the GWA (The gift will be the pillows, previously discussed.)
- 📅 Tuesday morning: the GWA (her quilt)

The WAA's remarks for presentations made during Grand Assembly will be:

- ✓ Compatible - with the GWA's overall theme for Grand Assembly
- ✓ Simple – formations should be easily recognizable and made utilizing the East as the target audience; the Director of Grand Officers will work with the Drill Leader/s to make the shapes
- ✓ Efficient – requiring minimal time for the Grand Officers to retire and re-enter the Grand Assembly room; props may be used, presuming they do not require considerable time to put on and take off

Music for Grand Assembly presentations is limited to a SINGLE song per day and a single shape per session – not a song for each presentation, and should be complementary to the overall theme of Grand Assembly. This musical selection must be provided to and approved by the Director of Grand Assembly Music in advance of the deadline for submitting presentation information to the Supreme Officer and the Director of Grand Officers. Once the musical selection is approved, the WAA is to burn a CD that will be given to the Sound Booth during Friday's practice. The CD must be clearly labeled "GWAA Presentation CD."

Formations and approved music selections for Grand Assembly presentations must be submitted to and approved by the Supreme Officer and the Director of Grand Officers by the established deadline. Additionally, the WAA is to submit the list of gifts included in each presentation.

GWA Quilt

The WAA is responsible for the design and construction of the GWA's quilt, which includes:

- ✓ Designing a quilt that measures at least 86" x 86" and includes approximately 50 quilt squares. Note: using 1/4 inch batting renders a quilt suitable for wall hanging and display.
- ✓ Submitting the tentative design of the quilt and the draft instructions that will be given to each person preparing a quilt square to the Supreme Officer and Director of Grand Officers no later than the deadline noted above.
- ✓ All completed quilt squares or \$25 payments should be submitted directly to the DGO, not the WAA. The DGO will be responsible for tracking squares as they are received and notifying the SO of which girls and/or adults owe money once the deadline has passed.
- ✓ Before the first Official Visit, hand delivering to the Director of Grand Officers individually addressed envelopes, containing the quilt square and the instructions for completing the square. Each envelope must be "addressed" to the recipient for accurate delivery and tracking. The Supreme Officer will assist in mailing the envelopes to who may not be in attendance.

In 2017-2018, the Grand Family will start with 24 Grand Officers, with the potential of adding 4 to 6 more in the Fall. Additionally, squares should be given to (at least) those identified below:

1. Supreme Officer

2. Supreme Worthy Associate Advisor
 3. State Rainbow Dad
 4. TEN Grand Deputies
 5. EIGHT Directors (not included: Mrs. Lusk and Mrs. Kosick, also Grand Deputies)
 6. Grand Assembly Board of Directors (Mrs. Jacka will do this square)
 7. Grand Dressmaker
 8. Personal Page to the GWA
- ✓ Enlisting additional assistance from other Grand Officers and adults, as needed, to finalize the quilt. There are businesses that do the embroidery, quilting, backing, etc. For example: Creative Monogramming will do embroidery for about \$15 per square.
 - ✓ Delivering the GWA's quilt to the DGO in an unwrapped box by the deadline established.

Presentation Budget

The WAA will submit a proposed budget for the year's presentations to the Supreme Officer and Director of Grand Officers no later than the established deadline. Presentation gifts may be purchased or hand crafted. The budget is based on the funds collected through the Grand Officer Presentations fund. A sample budget is provided below.

Reimbursement for Presentations

The WAA is responsible for submitting receipts for the designated gifts to the Supreme Officer prior to reimbursement or distribution of additional funds. Receipts must be received within 14 days of the gift giving event.

If necessary and requested by the WAA, limited funds may be advanced to the WAA for specific presentations. Future advances will not be made until all prior receipts have been provided and funds accounted for. The WAA is to understand the following: no receipt means no refund - no exceptions, and receipts received more than 2 weeks after Grand Assembly will not be honored.

SAMPLE: GWAA PRESENTATION BUDGET

Total Funds Available: 24 Grand Officers x \$40.00 each = **\$960.00**
(Additional funds may be available in the Fall if additional Grand Officers are appointed.)

| Recipient | Gift | Budgeted | Actual |
|---------------------------|-------------|-----------------|---------------|
| GWA Installation Gift | | \$50 | |
| GWA Quilt | | \$200 | |
| 1 st OV: GWA | | | |
| 1 st OV: SO | | | |
| 1 st OV: SRD | | | |
| Fall OV: GWA | | | |
| Fall OV: SO | | | |
| Fall OV: SRD | | | |
| Reception Honorees (x 5) | | | |
| Grand: SO | | | |
| Grand: SRD | | | |
| Grand: Parent Ceremony | | | |
| Grand: Deputies/Directors | | | |
| Grand: Adult GEB Members | | | |

| | | | |
|------------------------|--------------|--|--|
| Grand: GA Committee | | | |
| Grand: GWA Parents | | | |
| Unanticipated Expenses | | | |
| | Total | | |

Total may NOT exceed the total amount collected for the year!

During Official Visits

The WAA will assist with Roll Call during each Grand Officer meeting, using the form provided by the DGO. The Roll Call sheet is to be returned to the DGO at the end of the Grand Officer meeting.

During the Official Visit, under Good of the Order, the WAA will be the first to stand and offer remarks. As the spokesperson for the Grand Officers, the WAA will begin by extending appreciation to the hosting Assembly(ies) for their hospitality and refreshments; congratulating the Assembly(ies) officer on their ritualistic work, floor work, or some other noteworthy accomplishment; and noting the efforts that went into the successful function. These remarks begin as follows, “Thank you Worthy Advisor, on behalf of the xx Grand Officers and Grand Representatives present today, I would like to ...”

Following her remarks, the WAA will facilitate the announcements of other Grand Officers, beginning with the GWA, who will rise to speak about the sale of her GWA pins to benefit the statewide service project. The WAA will then call on each Grand Officer who is to make an announcement at this time. When all Grand Officers needing to make announcements have done so, the WAA will conclude her remarks as follows, “Thank you, Worthy Advisor.”

Rainbow Camp

Prior to the deadline established above, the WAA will collaborate with the Supreme Officer and the Directors of Rainbow Camp and Leadership Programs.

The WAA, with the approval of the Director of Rainbow Camp will:

- Select a theme for Rainbow Camp weekend, which will be incorporated into printed materials promoting Camp

Based on the schedule established by the Director of Rainbow Camp, the WAA will:

- Design the agenda and specific activities consistent with the selected theme for Saturday morning; the activities should be flexible, in the event they need to be moved to Saturday afternoon to accommodate inclement weather or other issues that may arise
 - The WAA should develop these activities in collaboration with the Director of Leadership Programs, ensuring the day is dedicated to team building and leadership training across all age groups
- Purchase and prepare (with the advice and approval of the Director of Rainbow Camp) the items needed for the morning of Camp, including, but not limited to, name tags, decorations, and the warm/fuzzy wall poster. It is important to coordinate these purchases with the Director of Rainbow Camp, as many of these supplies may already be available (free of charge). These expenses generally total approximately \$150; however, the WAA is encouraged to be frugal with these purchases, as most of these items are throw away items. These expenses will be reimbursed by the Director of Rainbow Camp, upon presentation of receipts. (The expenses for the afternoon craft activities are not included in this amount.)

Following the Registration deadline, the Director of Rainbow Camp will provide the WAA with the names and ages of the girls who will be attending Camp, so that groups can be organized and name tags can be made.

During Rainbow Camp, the WAA is responsible for facilitating the program, events and activities on Saturday.

Please remember, Pledge Girls ALWAYS eat first at Camp (for every meal; no exceptions!).

Note for 2018: please contact the SO before planning the agenda for Camp; it will be necessary to modify the traditional schedule in order to fulfill Youth Protection Training requirements established by the Supreme Assembly.

Rainbow Camp Report

The WAA will prepare a 2 to 3 minute report on Rainbow Camp, which includes the theme of the event, the activities she facilitated, and the experiences gained.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: CHARITY

Deadlines for Charity include:

- February 1: Submit draft Fundraising Committee Report to SO and Director of Fundraising
- Camp: Coordinate the Sweet Shoppe with the assistance of Director of Fundraising
- April 1: Submit final Fundraising Committee Report to SO and Director of Fundraising

The primary **Duties** of Charity include:

- Serving on the statewide Fundraising Committee, implementing the Committee's action plan to raise funds for specific items in the Nevada Grand Assembly operating budget
- Coordinating the Sweet Shoppe during Rainbow Camp
- Preparing a report summarizing efforts of Fundraising Committee

Additionally, Charity will act as the Grand Officers' spokesperson at official functions in the absence of the Grand Worthy Associate Advisor (refer to the WAA responsibilities for specific guidelines).

Duties in detail: below is more specific information for each duty assigned to this office:

Sweet Shoppe

Charity will organize and operate the "Grand Charity Sweet Shoppe" during Rainbow Camp. This includes soliciting donations from assemblies and Rainbow adults and/or purchasing candy/treats/fruit snack/trail mix selections. Having a variety of sweet and no-sugar treats has proven to be successful in the past, offering tasty options for all dietary preferences.

Additionally, Charity will coordinate with the Director of Fundraising or an Advisory Board member to:

- Ensure sufficient quantities of items are available for sale
- Have change available in the cash box when the Sweet Shoppe opens
- Price individual items (nothing less than 25 cents)
- Schedule adults (preferably members of the Fundraising Committee or Advisory Board members) to work in the Sweet Shoppe during the designated operating time; traditionally, the Past Grand Charities are available and excited to assist with the Sweet Shoppe – if asked to do so.

Following the closure of the Sweet Shoppe, Saturday afternoon, Charity and her designated adult will provide the proceeds from the sales and a financial report to the Supreme Officer.

Fundraising Report: Operating Budget

Charity will prepare the Fundraising Report by preparing a report reflecting the results of the fundraising activity/ies done in support of the Nevada Grand Assembly operating budget. This report should be 2 to 3 minutes in length and describe her efforts to raise funds during the Grand Year.

Please note: this report should not include the introduction of the members of the Fundraising Team; this will be done by the Grand Worthy Advisor. The report is to be submitted to the SO by the deadline established above.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: HOPE

Deadlines for Hope include:

- December 1: Submit Rainbow Sunday remarks to SO and Area Grand Deputy
- January 1: Submit preliminary plans and recommendations for presenters at the Grand Assembly Scholarship Banquet to SO and Director of Fundraising
- February 1: Submit draft Scholarship report to SO and Director of Fundraising
- March 1: Submit remarks for Grand Assembly Scholarship Banquet to SO and Director of Fundraising
- April 1: Submit final Scholarship report to SO and Director of Fundraising

The primary **Duties** of the Hope include:

- Serving on the statewide Fundraising Committee, implementing the Committee's action plan to raise funds for Scholarships
- Presenting prepared remarks regarding the Nevada Rainbow Scholarship Program during the Rainbow Sunday Celebration
- Preparing a report summarizing efforts to support the scholarship program
- Planning the program for the Grand Assembly Scholarship Dinner program

Duties in detail: below is more specific information for each duty assigned to this office:

Scholarship Announcements

Hope will prepare remarks for the Rainbow Sunday Celebration regarding the scholarship program. Following the report, the first group of 2017-2018 Scholarship recipients will be announced (those attaining high school graduation, completion, or equivalent).

Fundraising Report: Scholarship Activities

Hope will prepare the Scholarship Report on fundraising activities done in support of the scholarship program. The report will culminate with a review of the girls who were announced as scholarship winners during Rainbow Sunday and the additional recipients (current college age students). This report should be 2 to 3 minutes in length, excluding the announcement of scholarship recipients.

Please note: this report should not include the introduction of the members of the Fundraising Team; this will be done by the Grand Worthy Advisor. The report is to be submitted to the Supreme Officer by the deadline established above.

Grand Assembly Scholarship Dinner Program

Hope will be responsible for developing and facilitating the program for this event. This includes recommending girls and adults to speak about the importance of the Nevada Rainbow Scholarship program and providing a message, 3 to 5 minutes in length, discussing the importance of education in the lives of our members.

A template has been developed by the SO and Director of Fundraising and will be available as a guide in planning this event.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: FAITH

Deadlines for Faith include:

- December 1: Submit draft statewide membership report to SO and Director of Membership
- January 1: Submit preliminary plans and recommendation for presenters at Monday's Grand Assembly Luncheon to SO and Director of Membership
- March 1: Submit final plans for Monday's Luncheon to SO and Director of Membership
- April 1: Submit final Membership Report to SO and Director of Membership

The primary **Duties** of the Faith include:

- Serving on the Membership Committee, implementing the Committee's action plan to increase membership and promote retention
- Preparing a report summarizing the recruitment and retention activities of Membership Committee
- Welcoming and introducing girls initiated during Grand Assembly 2018
- Hosting the girls initiated since last Grand Assembly during Grand Assembly's Monday Luncheon

Duties in detail: below is more specific information for each duty assigned to this office:

Grand Assembly

On Monday morning, Faith and the Director of Membership will meet with the candidates to prepare them for the Initiation. Faith will remain with the candidates until shortly before the Grand Officers' entrance march.

Following Initiation, Faith will introduce the new sisters, by name and Assembly number, to the Grand Assembly.

Additionally, Faith will host the girls initiated since the last Grand Assembly during Monday's luncheon. This should include designated seating for these new members (and possibly their sponsors), as well as activities and discussions designed to allow the girls to get to know each other and more about Rainbow. The members of the Membership Committee should assist with this event.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: RECORDER

Deadlines for the Recorder include:

- November 1: Submit remarks to introduce and conclude Announcements at Grand Assembly to SO
- December 1: Submit remarks for Annual Membership Report and Annual Financial Report to SO and DGO
- April 15: Submit introductions for Grand Assembly Entertainment to SO (see Flag Bearer Responsibilities)

The primary **Duties** of the Recorder include:

- Serving as a member of the Public Relations Committee
- Presenting the Annual Membership Report
- Presenting the Annual Financial Report
- Preparing the Recorder's announcements during Grand Assembly
- Preparing the introductions for Grand Assembly Entertainment

Duties in detail: below is more specific information for each duty assigned to this office:

Grand Assembly Announcements

The Recorder's announcements will include general announcements provided by the Supreme Officer prior to each Session and identification of items to be retrieved from the "Lost and Found." The Recorder may prepare personalized and creative remarks to incorporate into these Announcements. When preparing these remarks, the Recorder is encouraged to be mindful of the intent and timing of each Session, as some Sessions will need to conclude quickly due to meals being served immediately following the Session. Additionally, Monday morning's Session concludes with the Memorial Service; due to the reverence of this ceremony, Announcements will be limited and will not include any additional remarks from the Recorder. The Recorder's remarks will be submitted no later than the deadline identified above.

The Supreme Officer will designate an adult (usually the Grand Deputy or Past Grand Recorders) to sit with the Recorder (and the Recorder's Personal Page) during each Session of Grand Assembly. This adult will assist the Recorder with spontaneous requests for additional announcements to be made. This adult will also assist with time management – letting the Recorder know if her remarks need to be shortened due to the Session running later than expected.

Annual Membership Report

The Recorder will prepare and submit a message to the Supreme Officer by the established deadline to introduce and conclude the Annual Membership Report. This message will be presented from memory during Grand Assembly; however, the Recorder will be allowed to read the membership report, as it will be composed almost entirely of numbers, which are not easily memorized accurately.

Annual Financial Report for Nevada Grand Assembly

During Grand Assembly 2018, the Recorder will prepare and submit a message to the Supreme Officer by the established deadline to introduce and conclude the Annual Financial Report. This message will be presented from memory during Grand Assembly; however, the Treasurer will be allowed to read the financial report, as it will be composed almost entirely of numbers, which are not easily memorized accurately.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: DEAN OF THE GRAND CROSS OF COLOR

Deadlines for the Dean of the Grand Cross include:

- October 1: Submit Mystic Banquet (November) remarks to SO and DGC
- December 1: Submit message for Rainbow Sunday to SO and DGC
- February 1: Submit Grand Assembly message regarding Service Awards SO and DGCO
- March 1: Submit Grand Cross of Color Luncheon remarks to SO and DGC

The primary **Duties** of the Dean of the Grand Cross include:

- Serving as the Mistress of Ceremonies for the Mystic Banquets in Las Vegas and Reno (November) and the Grand Cross of Color Banquet (June)
- Preparing a message regarding the Grand Cross of Color for Rainbow Sunday
- Preparing a message for Grand Assembly
- Assisting with the presentation of the annual Service Hour Report

Duties in detail: below is more specific information for each duty assigned to this office:

Mistress of Ceremonies

The Dean will serve as the Mistress of Ceremonies for the Mystic Banquets (November) and for the Grand Cross of Color Banquet held during Grand Assembly (The Supreme Officer's preference is that the Mystic Banquets - north and south - be held on different weekends, allowing her – and the Dean - to attend both.)

As the Mistress of Ceremonies, the Dean will be responsible for the following:

- Presiding during the Mystic Banquet, following the script provided by the Supreme Officer (and updated by the hosting Assembly's Grand Deputy)
- Preparing welcome and introductory remarks, which will be given at the start of the event
- Presenting the "History of the Grand Cross of Color" from memory and adding 2 to 3 prepared "stories" to the end of the History of the Grand Cross of Color, collected from other Masters of the Grand Cross of Color, sharing the importance of this honor in their lives. Or, if she chooses, the Dean may prepare her own message on the Grand Cross of Color and its importance in the lives of those upon whom it has been awarded; this unique lecture should be 3 to 5 minutes in length and will not need to be memorized
- Presenting the Bread Service entirely from memory

The Dean will submit her welcome and personal remarks for inclusion in the History of the Grand Cross by the deadline established above. The Supreme Officer will forward these approved messages to the hosting Assembly's Grand Deputy for inclusion in the final script by October 15th.

Prior to the Mystic Banquet and the Grand Cross of Color Banquet, each hosting Assembly's Grand Deputy will finalize the script, including the messages approved by the Supreme Officer and the names and titles of those who have been selected to participate in the ceremony. On the day of the event, the Grand Deputy will remove the History and Bread Service sections, ensuring the Mistress presents these parts from memory. The hosting Assembly's Grand Deputy will have a complete script that includes all speeches, tributes and prayers. The Grand Deputy will prompt, as necessary, from this script.

Please note that the introductions included in the Mystic Banquet scripts are limited to those participating in the Mystic Banquet. This is not intended to diminish the guests or the honors they have attained; it is intended to enhance the humility of the occasion. Additional introductions may not be added without the prior approval of the Supreme Officer.

Rainbow Sunday

In Nevada, our tradition is to announce the recipients of the Grand Cross of Color and the Adult Service Award during Rainbow Sunday, which is held during Rainbow Camp. The Dean will prepare a 2 to 3 minute speech for Rainbow Sunday that describes both of these honors, including the importance of this recognition and how it is earned. This presentation is to be submitted by the established deadline, noted above. Once this presentation has been approved, the Dean should prepare herself to present it from memory.

Grand Assembly Message

The Dean will prepare a 2 to 3 minute speech on the importance of living a life of service (as Rainbow girls) and doing so without any expectation of reward or acknowledgement (as Masters of the Grand Cross of Color). This should culminate with the announcement of the Girls of the Year for Service and the Assembly Service Hour Award. These remarks will be submitted in accordance with the deadline established above.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: CHAPLAIN

Deadlines for the Chaplain include:

- ❑ One week prior to each official function: Submit prayers (for meals) to SO
- ❑ November 1: Submit Rainbow Sunday theme and message to SO and AGD
- ❑ December 1: Submit (final) Rainbow Sunday theme and message to SO, AGD, Religion and Lecturer
- ❑ January 1: Submit musical selections for Rainbow Sunday to SO and DGAM
- ❑ February 1: Submit proposed Vesper Service theme and message to SO and AGD
- ❑ March 1: Submit (final) Vesper Service theme and message to SO, AGD, Religion and Lecturer
- ❑ April 1: Submit musical selections for Vespers Service to SO and DGAM

The primary **Duties** of the Chaplain include:

- Invoking a blessing prior to all meals served during official functions, including Grand Assembly
- Planning the Rainbow Sunday service, including the message and the program
- Planning the Vesper Service, including the message and the program

Duties in detail: below is more specific information for each duty assigned to this office:

Invoking Blessings

At all official functions, the Chaplain will invoke an appropriate, original and meaningful blessing prior to each meal. Each prayer is to be MORE than 2 to 3 sentences and must be submitted for approval prior to the deadline identified above. Once each prayer has been approved, the Chaplain is to memorize the prayer.

Rainbow Sunday Service

According to the *Ritual*, if an Assembly attends a local church service on Rainbow Sunday, the Assembly should request that the minister deliver a sermon to the girls on God's promises, as symbolized by His bow in the clouds. In Nevada, our tradition has become the observance and celebration of Rainbow Sunday during Rainbow Camp.

The Chaplain will plan, organize and participate in the Rainbow Sunday church service, held during Rainbow Camp. The church service should be approximately 15 minutes in length. This duty includes several deadlines, identified above. It is essential that these deadlines be met to ensure all participants have adequate time to prepare themselves for this day of celebration.

The "Rainbow Sunday Church Service – Guidelines" and script provide detailed information on the responsibilities of the Chaplain and the expectations of the church service. These documents will be provided to the Chaplain and her Grand Deputy during Grand Officer Leadership, or shortly thereafter. In general, the Chaplain will:

- ✦ Collaborate WITH the Lecturer to select a theme and overall message regarding God's promises as symbolized by His bow in the clouds; the Lecturer will prepare and present a 3 to 5 minute message that enhances or responds to the Chaplain's message
- ✦ Request approval of the proposed musical selections and accompaniment from the Director of Grand Assembly Music; coordinate with the Director to ensure recorded music is available or someone is asked to play for this service; musical selections should be limited to songs that are widely known; it is NOT necessary to sing every verse of musical selections – one or two verses should be sufficient
- ✦ Invite the State Rainbow Dad to give the benediction
- ✦ The Supreme Officer will identify the participants in the Service, who will be first time Worthy Advisors and Jr. Past Worthy Advisors. The Supreme Officer will notify each participant's Grand

Deputy of her assigned scripture reading (or tribute), as well as information specific to the service, such as the attire, expectations of participants, and the time of practice

- † Prepare the message for the service, which should be approximately 5 minutes in length; submit each of these for approval by the established deadline identified above
- † Transmit her (the Chaplain's) message to the Lecturer, so she may prepare her response
- † Send a written thank you note to each person (girls and adults) who participated in the Rainbow Sunday church service within one week of the service

Vespers Service

The "Vespers Service – Guidelines" and script provide detailed information on the responsibilities of the Chaplain and the expectations of the church service. For the most part, the Vespers Service parameters mirror those of Rainbow Sunday. The Vespers Service should last no less than 20 minutes and no more than 25 minutes, including the time necessary for the participants to enter and retire from the Grand Assembly room.

Note: Because the intent of the Vespers Service is the church service itself, dignitaries should not be introduced during the Vespers Service. Additionally, a collection will not be taken during the Vespers Service, due to the time limit for the service.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: RELIGION

Deadlines for the Bow Officers (individually) include:

- January 1: Submit invocation and scripture readings for Rainbow Sunday to SO and AGD
- April 1: Submit Invocation and scripture readings for Vesper Service to SO and AGD

The additional **Duties** of each Religion include:

Religion will also participate in the Rainbow Sunday and Vespers church services by offering the Invocation at each event, selecting all of the scripture readings for herself and selected WA and PWA, and sharing a selected scripture from memory. Additionally, Religion will be prepared to invoke the blessing prior to meals at Official functions, in the absence of the Chaplain.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: DRILL LEADER AND HONORARY DRILL LEADER

Deadlines for the Drill Leader/s include:

- July 15: Assist the Musician and Choir Director with songs sung by GO during OVs
- March 15: Schedule at least 5 drill practices with the DGO

The primary **Duties** of the Drill Leader/s include:

- Assisting with Grand Officer line-up and seating at official functions
- Creating and leading entrance marches for Grand Assembly

Duties in detail: below is more specific information for each duty assigned to this office:

Official Visits

During Official Visits, the Drill Leader/s will assist the Director of Grand Officers with line-up and ensuring there is sufficient seating available for the Grand Officers in the designated area of the Assembly room. This should be done during the Grand Officer meeting preceding Saturday events and shortly before the start of Sunday events. Additionally, the Drill Leader/s will ensure the Grand Officers are lined-up, prepared to enter the Assembly room at least 5 minutes prior to the scheduled or anticipated start time.

Grand Assembly March-Ins

The Drill Leader/s, in collaboration with the Director of Grand Officers, will create the entrance marches performed by the Grand Officers at the start of each Grand Assembly Session. These march-ins will utilize the music selected by the Grand Worthy Advisor and should reflect the intent of the specific session. For instance, the entrance march used for Monday morning's Session should reflect the dignity and decorum associated with Initiation and Memorial, while other Sessions, such as Sunday and Monday evenings, could be more enthusiastic.

Note: In the event a Grand Honorary Drill Leader is not appointed, the Drill Leader will be responsible for creating all marches. Grand Faith will assist with the marches during Grand Assembly; however, she is not responsible for the development of the marches.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: CONFIDENTIAL OBSERVER AND OUTER OBSERVER

Duties in detail: below is more specific information for each duty assigned to these offices:

Grand Officer Jewels

The Observers are responsible for all of the Grand Officer jewels during Grand Assembly Sessions. They will ensure each officer has her jewel on prior to march-in and that the jewels are returned to them when EACH Session is recessed. This can be easily accomplished if each Observer is responsible for the officers lined up at one doorway. Under no circumstances are the Grand Officers to leave the Grand Assembly room (line up area) with their jewels; NO EXCEPTIONS! The Observers may not be excused until all jewels are accounted for.

Additionally, the Observers are to notify a member of the Paraphernalia Committee if a jewel is damaged during Grand Assembly. This will alert the Committee of the need to repair the jewel prior to the next Session.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: MUSICIAN AND CHOIR DIRECTOR

Deadlines for the Musician and Choir Director include:

- ☐ July 15: Submit proposed song for formal escort (during OVs) to SO and DGAM
- ☐ August 15: Submit (final) songs for formal escort to AGD, who will prepare song sheets
- ☐ September 1: Submit proposed plans for Talent Show to SO and DGAM
- ☐ November 1: Grand Choir Director shall submit recommended songs for the Grand Choir to sing during Grand Assembly to the DGAM
- ☐ Camp: With the assistance of the DGAM, organize and conduct Grand Choir practice and assist with Talent Competition try-outs, as requested by the DGAM
- ☐ April 1: Submit introductions for the Talent Show to the SO and DGAM
- ☐ May 15: Confirm Talent Show performers and notify SO and DGAM of any withdrawals

The primary **Duties** of the Musician and Choir Director, collectively, include:

- ♪ Designing the Grand Officer Songbooks
- ♪ Recruiting Grand Choir members
- ♪ Organizing the Talent Show at Grand Assembly
- ♪ Facilitate Grand Choir Practice at Camp and other times during the year
- ♪ Introduce those participating in the Talent Competition during Grand Assembly

Additionally, if the Musician is a musician by training, her **Duties** include:

- ♪ Being prepared to play the piano (or another musical instrument) during Official Visits when the Assembly does not have either an adult or a member responsible for this
- ♪ Playing musical selections (using the piano or approved musical instrument) during Grand Assembly Sessions

Additionally, the primary **Duties** of the Choir Director include:

- ♪ Introducing the Grand Choir at all official functions
- ♪ Recommending songs for the Grand Choir to sing during Grand Assembly

Duties in detail: below is more specific information for each duty assigned to these offices:

Grand Officer Songbooks

With the assistance of the Drill Leader and Honorary Drill Leader, the Musician and Choir Director will prepare songs for the GO songbooks. This may include preparing new songs or recycling popular songs from previous years. When selecting songs, it may be helpful to use familiar tunes, such as common childhood songs, rather than more current tunes that some (adults) don't know well enough to recall without accompaniment.

The Grand Officer song list should include several song options for each of the following dignitaries, in (exactly) the order listed below:

Note: During Grand Officer Practice Day 2016 and 2017, the Grand Officers expressed interest in exploring options pertaining to these songs, including not singing to all groups. As a historical reference, these songs used to be sung as guests were escorted from the West to the East for introduction. Now that many guests are introduced from the West or from their seats, the purpose of these songs warrants further consideration.

Several song options are recommended for each of the following dignitaries/groups:

| Dignitary/Group | Notes |
|----------------------------|--|
| GWA | |
| Supreme Deputy | |
| Supreme WAA | |
| GWA in other jurisdictions | (Rarely attend OVs; one song is sufficient) |
| PGWA | |
| State Rainbow Dad/PSRD | |
| Past Grand Officers | |
| Girls of the Year | |
| Grand Choir | |
| Worthy Advisors/PWA | ** see note below |
| GWA Parents | |
| Fun Songs | |
| Grand Assembly Song | (Printed on back cover; same side as cover design) |

** Song options must be available that do not reference becoming a Grand Officer; obviously adults who are PWAs will never have an opportunity to serve as Grand Officers

Approximately 15 sets of song books, without covers, should be available for Grand Officer Leadership. During Leadership, the Grand Officers (and adults) will practice the proposed songs. Suggestions are often made for minor revisions, and occasionally, songs are removed because the Grand Officers cannot sing them well.

Grand Choir Introductions

During each Official Visit and Grand Assembly, the Choir Director will introduce the members of the Grand Choir. In her absence, the Musician will make these introductions. It may be helpful to have a list of the Grand Choir members available for reference during these introductions. Just as it would be inappropriate for the GWA to ask her Grand Officers to introduce themselves, it would be inappropriate for the Choir Director or Musician to ask Grand Choir members to introduce themselves.

Additionally, it has been recommended that the Grand Music Team invite the members of the Grand Choir to eat with them during official weekends. This is a great opportunity to get to know and bond with the Grand Choir members.

Grand Choir Songs

The Choir Director, with the assistance of the Grand Choir Advisor, will recommend approximately 12 songs for the Grand Choir to sing during Grand Assembly. Based on prior years' Grand Assembly scripts, these songs will be sung as follows:

- Sunday - 4:30 p.m. - to purge the Grand Assembly
- Sunday - 6:00 p.m. - as a break during Formal Escort
- Sunday - 6:30 p.m. - at the end of Formal Escort
- Monday - 8 30 a.m. - to purge the Grand Assembly
- Monday - 10:30 a.m. - before the Memorial Service
- Monday - 2:30 p.m. after GWA thanks Sound, First Aid, etc.
- Monday - 3:30 p.m. - after Faith's report
- Tuesday - 9:15 a.m. after GWA's report
- Tuesday - 9:40 a.m. - to purge the Grand Assembly
- Tuesday - 10:30 a.m. - to purge the Grand Assembly (again)

Note: It is recommended that the Grand Choir sing one or two verses of each song, rather than the entire song. It is understood that the Grand Choir members are usually young girls, who tend to know one or two verses of a song well. Similarly, the audience at Grand Assembly appears to get distracted during longer songs, which is disrespectful of the Choir and their efforts.

Once the proposed songs are approved by the Director of Grand Assembly Music, copies of the music will be made for the Grand Choir and adults assisting with Grand Assembly Music. These copies will be used for Grand Choir practices, including during Rainbow Camp. The Grand Choir members will keep these copies, so they can continue to practice before Grand Assembly. When possible, a CD for each Grand Choir member to take home is a great practice tool. The Choir Director and Director of Grand Assembly Music should discuss who will be responsible for these tasks. Receipts for these copies should be submitted to the Supreme Officer during Rainbow Camp, so this expense may be reimbursed.

Talent Show

For several years now, a simple, non-competition talent show has been offered at Grand Assembly, with miscellaneous types of 3-minute entertainment presentations spread across most sessions. The Music Team and Religion (aka Talent Scouts) will:

- ✓ Encourage girls (and adults) to participate as single or group talent at Grand Assembly, understanding such talent is not judged or rewarded other than with appreciation
- ✓ Prepare information regarding the guidelines (and application form) for participation
- ✓ Conduct simple auditions at Rainbow Camp
- ✓ Prepare introductory comments for each act
- ✓ Confirm that each participant is prepared to continue with the approved talent at Grand Assembly

Grand Choir Practices

The Musician and Choir Director, with the assistance of the Director of Grand Assembly Music, will organize Grand Choir practices throughout the year, including during Rainbow Camp. If possible, Grand Choir practices should be held prior to an official function in the north and the south during the Spring term, to provide the Grand Choir with additional opportunities to practice before Grand Assembly.

The Musician and the Choir Director will attend the Grand Choir practice during Grand Assembly, Sunday morning, prior to the Vespers Service.

Grand Assembly

During Grand Assembly, the Musician will play during Opening, Initiation, Closing and at all other times possible. If the Musician does not play the piano (or another musical instrument), she will work with the Director of Grand Assembly Music to ensure others are asked to play during these times.

The Choir Director will direct the Grand Choir in all performances at Grand Assembly. Additionally, the Choir Director will introduce the members of the Grand Choir during Grand Assembly; therefore, it is imperative that she review each name and its proper pronunciation during practice! It is recommended that the Choir Director create an introduction list during Grand Assembly practice, once the seating order has been established, so girls are introduced in order.

Additionally, the Musician and the Choir Director (both) should have a token gift for each member of the Grand Choir. Both will give appropriate messages of appreciation and encouragement to the Grand Choir members throughout Grand Assembly, remembering these are usually younger Rainbow Girls who will need a considerable amount of TLC and attention.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: EDITOR

Deadlines for the Editors (together) include:

- January 1: Submit draft PR Committee Report to SO and Director of PR
- Camp: Assist Director of PR with the sale of ads for Rainbow Trails
- Spring: Assist Director of PR with the development of Rainbow Trails
- April 1: Submit (final) PR Committee Report to SO and Director of PR

Additional deadlines will be established by the DPR for each edition of Rainbow Reflections and tasks specific to the publication of Rainbow Trails.

The primary **Duties** of the Editor/s include:

- Serving on the Public Relations Committee and preparing the Committee Report
- Soliciting ads for Rainbow Trails
- Assist with the development and publication of Rainbow Trails
- Maintaining the Editor's (pass down) Handbook

Duties in detail: below is more specific information for each duty assigned to this office:

Rainbow Trails

The Editor will assist with the compilation of the Rainbow Trails for the upcoming Grand Assembly, based on data from last year's Grand Assembly Sessions. The Director of Public Relations will request the assistance of the Editor with this publication, as needed.

Editor's (pass down) Handbook

Throughout the Grand year, the Editor/s will maintain the pass down handbook, which includes information from previous Editors regarding their efforts to gather information and publish Rainbow Reflections.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: HISTORIAN

Deadlines for the Historians (together) include:

- ☐ January 1: Submit draft Historian's Report to SO and Director of PR
- ☐ May 15: Submit completed Grand Assembly Slide Show to Director of PR

The primary **Duties** of the Historian/s include:

- Preparing the Historian's report
- Creating the annual Slide Show for Grand Assembly

Duties in detail: below is more specific information for each duty assigned to this office:

Historian's Report

The Historian/s will prepare the Historian's report, which will be presented during Grand Assembly, prior to the Slide Show. This report is to be submitted by the deadlines established above. Additionally, the Historian/s should notify the SO of the anticipated length of the Grand Assembly Slide Show, so this information may be included in the Grand Assembly script.

Slide Show for Grand Assembly

The Historian/s will submit an outline of the proposed slide show for Grand Assembly, including any anticipated expenditures, by the deadline identified above. Once this proposal has been approved, the Historian/s will implement the proposal by:

- ☞ Accepting financial responsibility for one of Nevada Grand Assembly's digital cameras and ensuring it is returned in the same (excellent) condition at the GWA's Reception
- ☞ Taking photographs at official functions and maintaining notes about each event
- ☞ Requesting photos from assemblies regarding local events (if included in the slide show)
- ☞ Submitting the completed slide show (including all photos, graphics, and music) by the established deadline

Please note that all music included in the Slide Show must be submitted to and approved by the DGAM before it is added to the presentation and submitted for final approval.

During official functions, only the Historian and/or the official (adult) photographer will take photos. Additionally, the Historian taking pictures will not interfere with or interrupt the event or its activities in order to "get the picture." Photos may not be taken by the Historian when the Bible is open. (If pictures are to be taken when the Bible is open, that task will be designated to specific adults, preferably those who have been designated by the DPR to serve as "Official Photographers" for the Grand year.)

Historian's (pass down) Binder

The Historian/s will maintain the pass down binder, adding her/their helpful hints regarding this position.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: LECTURER

Deadlines for the Lecturer include:

- November 1: Submit Grand Assembly message to SO and DGO
- January 1: Submit Rainbow Sunday message (Response) to SO and AGD
- February 1: Submit Grand Assembly Ceremony (to be presented from memory) to SO and DGO
- March 15: Submit final Grand Assembly Message to SO and DGO
- April 1: Submit Vesper Service message (Response) to SO and AGD

The primary **Duties** of the Lecturer include:

- Presenting the Lecturer's message at Grand Assembly
- Preparing a response to Grand Chaplain's Rainbow Sunday message
- Preparing a response to Grand Chaplain's Vesper Service message
- Presenting the Ribbon Ceremony or another ceremony, from memory, during Grand Assembly

Duties in detail: below is more specific information for each duty assigned to this office:

All presentations written by the Lecturer are to be original work and must include more than re-telling a heart-wrenching story! The Lecturer has a captive audience that should be challenged to think about and respond to her messages. That being said, it is important to keep in mind the age of the primary audience – Rainbow Girls - between the ages of 11 and 20. Messages should be appropriate and relevant to this diverse age range. All presentations are to be submitted by the deadlines established above.

Grand Assembly Lecture

The Lecturer will prepare a message, which will be given during Monday afternoon's session of Grand Assembly. The theme of this message may be tied to the theme of Grand Assembly, to an aspect of Grand Assembly, or a theme selected by the Lecturer. The message should be 2 to 3 minutes in length and does not need to be memorized.

Rainbow Sunday Response

The Lecturer will prepare a 3 to 5 minute message (response) to be given during the Rainbow Sunday Service at Rainbow Camp. The message should be positive, uplifting, and inspirational, tantamount to a message we would hear in Church. The message should enhance and/or respond to the message given by the Chaplain and coordinate with the theme selected for Rainbow Sunday. Ideally, this message will be presented primarily from memory.

Memorized Presentation during Grand Assembly

Additionally, the Lecturer will select or write a lecture or ceremony to present, from memory, during Monday night's session of Grand Assembly. In the past, girls have chosen to present the Ribbon Ceremony or the Rose Lecture; others have opted to create their own presentation. This ceremony is to be submitted for approval by the deadline established above. This presentation must be memorized prior to Grand Assembly.

Vespers Service Response

Similar to Rainbow Sunday, the Lecturer will prepare a 3 to 5 minute message (response) to be given during the Vespers Service. The message should be positive, uplifting, and inspirational, again, tantamount to a message we would hear in Church. The message should enhance and/or respond to the message given by the Chaplain and coordinate with the theme selected for the Vespers Service. Ideally, this message will be presented primarily from memory.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: FLAG BEARERS

Grand Flag Bearers will not be appointed during the 2017-2018 Grand year; however, duties pertaining to Rainbow Camp Entertainment and Grand Assembly Entertainment have been assigned to other Grand Officers (based on deadlines in THEIR sections of this document).

Deadlines for the Flag Bearers, collectively, include:

- 1st OV: Submit Rainbow Camp entertainment plans to DGAM
- Camp: Submit CDs, props, and awards for Rainbow Camp entertainment to DGAM
- April 15: Submit introductions for Grand Assembly entertainment to SO and DGAM

Deadlines for the Flag Bearers, individually, include:

- April 15: Submit Flag Tribute to SO and DGO

The primary **Duties** of the Flag Bearers include:

- Planning and facilitating Rainbow Camp entertainment
- Preparing an original Flag Tribute
- Introducing assemblies participating in Grand Assembly entertainment

Duties in detail: below is more specific information for each duty assigned to this office:

Rainbow Camp Entertainment

The Flag Bearers, as a group, will organize assembly entertainment and awards at Rainbow Camp. The proposed entertainment plan will include a listing of Rainbow-appropriate songs for lip sync entertainment and props to be used by assemblies, or Rainbow-appropriate skits “campfire” style. Additionally, the Flag Bearers will prepare a “script” that introduces each performance. These plans (and the script) will be submitted to the Director of Grand Assembly Music by the deadline established above.

Lastly, the Flag Bearers will ask at least three adults (such as the Supreme Officer and the State Rainbow Dad) to serve as “judges” for the evening. The Flag Bearers will ensure that each assembly is rewarded in some way for their participation in the entertainment contest.

Flag Tribute

Each Flag Bearer is to prepare an original tribute (2 minutes in length) to the flag she represents. Flag tributes may discuss the history and meaning of the flag or the personal significance of the flag. Flag tributes should not include our existing tributes or tributes (in their entirety) written by others.

Grand Assembly Entertainment

The Flag Bearers will be responsible for introducing Assembly entertainment during Grand Assembly. Ten introductory comments must be prepared – one per Assembly. While these introductions should follow an overall theme, the introductions must be written in a stand-alone manner. The Supreme Officer will establish the performance schedule based on other presentations occurring during specific sessions of Grand Assembly, such as Grand Representative reports and Bow reports. The introductions will be submitted for approval to the Supreme Officer and Director of Grand Assembly by the deadline identified above.

The Flag Bearers may utilize simple costumes or accessories during the entertainment introductions, understating that these props must be put on and removed as the girls move between their seats and the Grand East. Because Flag Bearers facilitate the entertainment portions of Grand Assembly, they may NOT participate in their assemblies’ performances. No exceptions!

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: REPRESENTATIVES

*NOTE: The correct title is "Grand Representative **OF**..."; the title is NOT "Grand Rep to...."*

Deadlines for the Representatives include:

- Last Fall OV: Submit completed Rep Report Template (form) to SO and DGO
- February 1: Submit draft report to DGO
- Camp: Review report with DGO
- April 1: Submit final report to DGO

Representatives of **west coast states** will work with the Tour Director, Supreme Officer, and Grand Worthy Advisor to organize a Nevada delegation to visit that jurisdiction's Grand Assembly or other official functions whenever possible.

The primary **Duties** of the Representatives include:

- Corresponding regularly with their counterpart/s, exchanging information about Rainbow
- Inviting their counterpart/s to attend Nevada Grand Assembly
- Attending Grand Assembly in their jurisdiction/s if possible
- Preparing a report highlighting information and traditions in the assigned state/jurisdiction/s

Immediately following Nevada Grand Assembly, the Supreme Officer will prepare the Commission Certificates for all jurisdictions to which Nevada appointed Representatives. Each certificate contains the name, address and phone number of Nevada's Representative, along with the name, address and phone number of Nevada's Director of Grand Officers. Once the Certificates are signed by the Grand Worthy Advisor and the Supreme Officer, the certificates will be distributed to the Director of Grand Representatives in each jurisdiction, along with a congratulatory letter to the new Grand Representative of Nevada.

Similarly, Directors of Grand Representatives in other jurisdictions will provide similar Commission Certificates to Nevada's Director of Grand Officers. Commissions will be distributed as they are received.

Upon receipt of a Commission, or contact information for a counterpart, each Representative should begin corresponding with her counterpart. During the Grand Year, it is hoped that Representatives will develop a pen-pal relationship with their counterparts, sharing information about Rainbow and our state-specific traditions, as well as forming a friendship.

Representatives are encouraged to utilize the "Grand Representative Questionnaire" which was created during Grand Officer Leadership (1998). This Questionnaire is designed to facilitate the exchange of information that may be useful in preparing the representative report for Grand Assembly.

Additionally, email communication is recommended, as it is easy to document when messages were sent and received and to include the DGO in official correspondence. (It is the goal that Representatives will form friendships with their counterparts in other states. It is not necessary to include the DGO in friend-type emails.)

Representatives should invite and encourage their counterpart/s to attend **Nevada Grand Assembly**. This invitation should include the dates and location of Grand Assembly, noting that the registration materials are posted to the NV IORG web site in early Spring (generally by February). Girls from other states will be housed with the Representatives' respective assemblies, generally

four to a room, and should be invited to participate in all Grand Assembly and Assembly sponsored events and meals. While Grand Officers attend practices, the hosting Assemblies should ensure guests are included in Assembly events, so our guests are never left on their own. It is also helpful for hosting Assemblies to assist with local transportation needs, such as getting from and to the airport to the hotel. *Please share with counterparts interested in attending our Grand Assembly Sessions that Nevada Grand Assembly will pay the registration fee and housing costs (based on four girls to a room) for all representatives to Nevada (from other jurisdictions).*

Similarly, Representatives are encouraged to travel to their jurisdiction/s, whenever possible, attending Grand Assembly, official functions, or local events hosted by their counterpart/s Assembly. Please refer to the “Visiting Other Grand Jurisdictions” section of the Handbook for additional information. Financial assistance may be available to Representatives who travel to their Grand Jurisdictions; refer to the Gypsy Travel Fund information, found later in this section.

During Grand Officer Leadership (July 2016), the Grand Officers discussed their desire to have Grand Representative Reports be more fun and innovative. For example, Grand Officers indicated they are interested in hearing about Pixie Dust Experiences and how Rainbow is different in other states. They indicated they do not find information about colors and mottos particularly interesting. Based on this input Grand Representatives are encouraged to focus on writing reports that are innovative and fun to listen to. Lastly, representatives are encouraged not to rely only on information found on web sites, as many jurisdictional web sites are out of date.

By the last fall OV, each Representative will confirm with the Director of Grand Officers that contact has been made with her counterpart/s. This confirmation should be sent via email and include a summary of the information that has been exchanged to date. If contact has not been made, the Representative should provide the Director of Grand Representatives with copies of all correspondence sent to her counterpart. The Director, and if needed the Supreme Officer, will then follow up with the respective jurisdiction.

By February 1st, each Representative will submit a written, draft report regarding the Rainbow activities in her jurisdiction/s to the Director of Grand Representatives. The report should adhere to the Representative Report Guidelines found later in this document. This report is due by the established deadline regardless of whether or not that Grand Assembly has occurred.

During Rainbow Camp, each Representative will meet with the Director of Grand Representatives IN PERSON to review the report. Each Representative is to bring at least two copies of the draft report to Camp. During this review process, the Representative will read her speech aloud, allowing it to be timed (for scripting purposes) and facilitating discussion regarding areas that may be confusing to the listener.

By April 1st, each Representative will submit a final, written report to the Director of Grand Representatives, as well as an update of the length (in minutes) of the report. Once the finalized report has been accepted by the Director, the Representative should begin memorizing the report. All Representative reports will be presented from memory during Grand Officer Practice day and/or a regularly scheduled Assembly meeting.

At Grand Assembly, each Representative will:

- Present her memorized report regarding Rainbow in her jurisdiction/s
- Utilize a costume or props to enhance the presentation of her report
- Be a gracious hostess to her counterpart/s if she/they are able to attend Nevada Grand Assembly

Visiting Other Jurisdictions

There is no better way to learn about Rainbow than to experience it firsthand! Many Nevada Grand Officers and Nevada Rainbow Girls are blessed with the opportunity to travel. When traveling, please remember you - and everyone traveling with you – is representing Nevada Rainbow. Please do your best to leave a positive lasting impression and invite those you are visiting to attend our Grand Assembly Sessions.

If you are able to travel to another jurisdiction, please email the Supreme Officer, the Director of Grand Officers, and your Grand Deputy with your plans. Additionally, please email these three adults the day of (or night before) your departure and the day your return home (regardless of how late it is!). These adults will want to know that you are traveling and that your travels were safe!

When visiting another jurisdiction, Grand Representatives should be prepared to bring greetings from Nevada Grand Assembly. Below is a basic outline of the greeting (message) that should be given FROM MEMORY when asked to do so in another jurisdiction. This is merely a guide; it should be modified to include updated information and to reflect the specifics of the experience at the Grand Assembly being attended.

Grand Worthy Advisor, guests in the Distinguished East, Rainbow Sisters, it is my pleasure to bring greetings from our Grand Worthy Advisor, _____, (our Supreme Charity, Mrs. Joanie Jacka – only if she traveled with you), our Supreme Deputy, Mrs. Heidi Haartz, and from all of Nevada Rainbow. I would like to thank you for the great hospitality I/we have enjoyed this weekend. I (if you are traveling with someone, identify them – my family and I, Mrs. Jacka and I, the Nevada delegation and I...) have really enjoyed attending your Grand Assembly Sessions. Everyone has been so friendly and we are so excited to be here to share our amazing Rainbow experiences.

Our Grand Worthy Advisor, _____, was appointed in June, and she is just beginning to plan our Grand Year. She will have many exciting things to announce in the next several months, including her colors and the theme for Grand Assembly, which will be held in Las Vegas in June 18-21, 2016.

This year we are expanding our statewide service project. Rather than working on a single project, each Assembly will select a community walk or 5k type event to support, either by volunteering for the event or forming a team to raise funds for the cause. This will give Nevada Rainbow more opportunities to perform acts of service and promote Nevada Rainbow. Of course, Assemblies throughout the state will be invited to join in each local event!

As mentioned previously, this greeting should be modified to reflect the experience at this Grand Assembly (or other Rainbow event). For example,

- If you are traveling immediately following Nevada Grand Assembly, you may want to mention that you were appointed _____ days ago and are so surprised and excited to have been able to make this trip.
- If the hosting jurisdiction or assembly waived costs, such as registration, hotel, meals, etc., that should be acknowledged (thank you for all of the courtesies extended to me or I had such a wonderful time getting to know the members and adults of _____ Assembly # _____, who hosted me this weekend and I would like to thank them for including me in all of their activities).
- Mentioning an outstanding event already experienced (I truly enjoyed the Grand Banquet and special entertainment; it was so much fun to have lunch from a food truck; I appreciated the opportunity to participate in your service project on Saturday and earn some extra service hours; etc.)

Please do NOT reference the “Distinguished East.” The East is location, it is not “distinguished.” The guests seated in the East, however, are distinguished and should be addressed as “Distinguished guests in the East.”

When traveling, it is appropriate to take TOKEN gifts for the following:

- 📁 The current and new GWA
- 📁 The current and new Grand Representative of Nevada
- 📁 The Supreme Officer

These gifts do not need to be expensive; gifts can be something unique from Nevada, such as something from the Nevada Store, or something the Supreme Officer has an abundance of, such as NV Rainbow pens or NV IORG lanyards; travel sized soap and lotion sets also make great, affordable gifts. Consumable gifts are often preferred – they travel easily and do not require dusting. A personal note and your business card should be included with each gift. The note should be well written and thoughtful, demonstrating appreciation for the opportunity to travel to the hosting jurisdiction to meet new Rainbow sisters and learn and share about Rainbow.

When traveling by plane, do NOT wrap gifts before flying! TSA does not like wrapped packages. Instead, pack everything you will need to wrap your gifts in your suitcase and wrap the gifts when you arrive at the hotel. Gift bags are ideal, because they do not require tape or scissors.

It is also appropriate to take written Thank You notes for those who assisted with your trip, including the Grand Assembly Registration Coordinator and the hosting Assembly.

Upon your return home, the most important Thank You note of all must be written and delivered – to your family or friends who made this trip possible. Every person who assisted with your travel – planning the trip, making a dress, shopping for gifts, getting you to and from the airport, deserves a written and heartfelt Thank You note. And your kind words will make their hard work worth it!

Gypsy Travel Fund Guidelines

(Guidelines created by the 2012 Grand Line Officers;

Fund supported solely through the annual Harvest Festival, an adults-only event.)

The Gypsy Travel Fund is intended to encourage the representatives of Nevada to travel to the states they represent - for Grand Assembly or for any Rainbow function. As of 2013, this Fund may only be accessed when the Representative is flying to her respective jurisdiction. Funds are available as follows:

The United States has been divided in to three sections - West, East and Middle:

- West includes any state west of the Rockies.
- East includes any state that touches the Atlantic Ocean, Alaska and Hawaii
- Middle includes all states not included in the West or East section

The monies in the fund are allotted to each section is as follows:

- West: reimbursement of \$50 (except California, for which no reimbursement is made)
- East: reimbursement ranges from \$100 to \$125 depending on airfare amount
- Middle: reimbursement ranges from \$75 to \$100 depending on airfare amount

To be eligible to access the Gypsy Travel Fund, a Representative must:

1. Be traveling to that state for Rainbow purposes only

2. Submit that section of the Representative report to the Director of Grand Officers and the Supreme Officer within 30 days of returning from the trip, if the trip occurs prior to the report deadline; or submit the draft report on time, if the travel will occur after the established report deadline
3. Submit a copy of the receipt for airfare to the Supreme Officer

Grand Representative Questionnaire

These following questions are provided as a guide for gathering information about Rainbow in other Grand jurisdictions. These questions may be asked over the course of several communications.

- When and where is Grand Assembly held?
- What are the principle activities of Grand Assembly?

- How many Assemblies are in the Grand jurisdiction?
- What is the total membership in the Grand jurisdiction?
- Does the Grand Assembly have a state publication (equivalent to Rainbow Reflections)? What is it called? How often is it published?

- How are Grand Officers selected? What are the eligibility requirements for serving as a Grand Officer?
- Does the Grand Worthy Advisor have a statewide service project or other projects?
- Does the Grand Worthy Advisor wear a crown? If so, is it a crown of her choice or is it passed down?

- Who is eligible to serve as a Grand Representative?
- Do Grand Representatives give reports during Grand Assembly? If not, what types of reports are given during Grand Assembly?
- Do the Grand Representatives participate in organized activities, such as a drill or costume contest, etc.? If yes, it may be helpful to obtain a copy or a description.

- What is the membership of the girl's own assembly?
- Do the officers (in local assemblies) all wear gowns (formal dresses)?
- Are they all the same style and color? If so what color?
- Do you have OPEN installations of officers?
- Who are the installing officers?
- What are the principle money-making projects in her Assembly? (Please go into detail.)
- What are some interesting social activities the Assembly has participated in?
- What are the principle service projects of the Assembly?
- Who is the sponsoring body of your Assembly?
- Do they contribute toward the finances of the Assembly?

Grand Representative Report Guidelines

Be creative when developing your report. Please remember: if each report follows this exact outline, we will be sleeping by the time we hear the third one! Keep our attention! Be interesting and informative!

- Representatives are required to speak one minute per state; if they traveled to one (or more) of their states, they are entitled to an additional minute.
- *No report, regardless of the amount of travel or the number of states, shall exceed five minutes* – because that is too long to hold our attention.
- A theme may be selected for the report - cute? third person? animated? reporter format?
- Identify the State(s) represented and the name of your counterpart; introduce her at the podium if she is present.
- Time permitting, include some personal information about your Representative such as her age, grade in school, years in Rainbow, offices held in her Assembly, etc.
- Discuss the size of Rainbow in her State.
- Discuss the traditions (hoops/hairpieces/mascots, camp, leadership opportunities, election versus appointment of grand officers, etc.) and other unusual topics and special projects.
- Discuss the Grand Worthy Advisor's service or fund raising projects.
- Share briefly about your visit to the State, if you attended the Grand Assembly Sessions.
- DO NOT discuss your Representative's boyfriend, grades in school, her favorite sport or music group!

Grand Representative Report Format

All Representative reports are to be:

- ✓ **Type written on 8 ½ x 11 inch paper**
- ✓ **Using a traditional 12 size font, such as Courier, Arial, or Times New Roman;**
- ✓ **Double spaced with one inch margins (on all sides)**

Additionally, all Representative reports must be timed: Each Representative must actually time her spoken report, sending that timed information to the Director of Grand Officers when her report is submitted. To obtain the most accurate timing, the report should be read aloud, with inflection and the anticipated drama or antics.

A three-minute report, for many, includes approximately three pages of typed information.