

## **GRAND OFFICE-SPECIFIC RESPONSIBILITIES: REPRESENTATIVES**

*In Nevada, the correct title is "Grand Representative **OF**..." NOT "Grand Rep to..."*

Recognizing that those receiving Pixie Dust during our Grand Assembly Sessions may not have time to thoroughly read the entire Grand Officer Handbook prior to their travel, information regarding visiting other jurisdictions and the Gypsy Travel Fund appear before the duties of Grand Representatives.

### **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 with your hosts and be sure to 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 you return home (regardless of how late it is!). These adults will want to know that you are traveling and that your travels were safe! (If you encounter problems while traveling, you should contact one or all of these adults immediately, especially if you are traveling alone.)

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. 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 Worthy Associate Advisor, 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 Reno on June 14-18, 2018.*

*This past year, our Statewide Service Project was focused on our Masonic Family. In addition to planning events with our area Lodges and Chapters, we also raised funds for the Shriners Hospitals for Children. At each of our Official Visits we collected items to make care packages for the patients at the hospitals. We also raised money for the hospitals. One of our largest fund raisers was Coins for Kids. We collected coins – and cash – for our project. Our Grand Executive Board also hosted a Pancake Breakfast following the GWA's reception, which raised funds for this project and gave us an opportunity to promote Rainbow within the community.*

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. (Pixie Dust is a Nevada thing; so other states do not know what this is. Please share; it is a wonderful opportunity!)
- 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 current and new Grand Representative of Nevada. Previously, Grand Officers were encouraged to take gifts for the current and new GWA and the Supreme Officer. This is not necessary. Your presence and participation are gift enough. If you want to do something for these individuals, a card with a personal note is perfect!

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. A personal note and your business card should be included with each gift.

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**

*(Fund is supported 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 another Rainbow function. This Fund may be accessed when the Representative is flying to her respective jurisdiction for the sole purpose of attending an

eligible Rainbow event. Reimbursement is based on the cost of airfare to various regions of the country.

To be eligible to for assistance from the Gypsy Travel Fund, a Representative must:

1. Be traveling to that state for Rainbow purposes only
2. Submit a draft report for that State to the Director of Grand Officers and the Supreme Officer within 30 days of returning from the trip
3. Submit a copy of the receipt for airfare to the Supreme Officer within 30 days of her return

Girls who received Pixie Dust at Grand Assembly are **STRONGLY** encouraged to apply for this financial assistance, so that those who paid for the airfare may recover some of this expense. (Checks will be issued to the person who paid for the airfare, not necessarily to the girl who traveled.)

Beginning in 2018, funds are available on a first come, first serve basis as follows:

- Regions 1, 2, 5, and 6: reimbursement ranges from \$100 to \$125 depending on airfare amount
- Regions 3 and 4: reimbursement ranges from \$75 to \$100 depending on airfare amount
- Region 7: reimbursement of \$50 (except California, for which no reimbursement is made)

For the Gypsy Travel Fund, the United States has been divided in to seven regions:

- Region 1: Maine, Connecticut, Massachusetts, New Hampshire, Rhode Island and Vermont
- Region 2: New York, New Jersey, Maryland, Pennsylvania, Virginia, and West Virginia
- Region 3: Alabama, Georgia, Florida, North Carolina, South Carolina, and Mississippi
- Region 4: Arkansas, Louisiana, Oklahoma, Texas, New Mexico, and Colorado
- Region 5: Kentucky, Tennessee, Illinois, Indiana, Ohio, and Michigan
- Region 6: Montana, North Dakota, Iowa, Kansas, Nebraska, and Missouri
- Region 7: Alaska, Hawaii, Washington/Idaho, Oregon, Arizona, and California

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**Deadlines** for the Representatives include:

- Last Fall OV: Submit completed Rep Report Template (form) to DGO
- February 1: Submit draft report to DGO
- Camp: Review and time report with DGO
- April 15: Submit final report to DGO

Supreme Assembly's goal for the Representative program is allow girls the opportunity to form friendships with their counterparts in other states. Nevada Grand Assembly has an additional goal, which is to learn and share about the traditions and innovative ideas of our sister jurisdictions.

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 traditions in the assigned state/jurisdiction/s

Additionally, Representatives of west coast states (**Arizona, California, Oregon, and Washington/Idaho**) should work with the Supreme Officer, Director of Grand Officers and Grand

Worthy Advisor to organize a Nevada delegation to visit that jurisdiction's Grand Assembly or another official function, if possible.

Commission Certificates are prepared for each jurisdiction to which a Grand Representative has been appointed. Each Commission includes 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. Commissions and a congratulatory letter for the new Grand Representative of Nevada are distributed to the Director of Grand Representatives in each jurisdiction. This generally occurs during Supreme Assembly or Supreme Seminar, which are held in July or August of alternating years.

Similarly, Directors of Grand Representatives in other jurisdictions will provide similar Commission Certificates to Nevada's Director of Grand Officers. She will distribute Commissions to our Grand Representatives 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.

Email communication is encouraged, because it is an effective and efficient means of communication. It is also easy to document when messages were sent and received. It is recommended that initial messages include the DGO, so she knows that an effort is being made to initiate contact.

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 the airport to the hotel and back to the airport. *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).*

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 in this section.

*During Grand Officer Leadership (July 2017), 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. Traditional information, such as dress color, hoops, hairpieces, etc. will be shared in Rainbow Trails. 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. The Director of Grand Officers may ask for written confirmation in the form of an email or she may provide a request for specific information that would demonstrate that communication and sharing has begun.

**By February 1<sup>st</sup>**, each Representative will submit a written, draft report regarding the Rainbow activities in her jurisdiction/s to the Director of Grand Officers. 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. This report should be reviewed and approved by the Grand Deputy before being submitted to the Director of Grand Officers on or before February 1<sup>st</sup>.

**During Rainbow Camp**, each Representative will meet with the Director of Grand Officers IN PERSON to review and time 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 15<sup>th</sup>**, each Representative will submit a final, written report to the Director of Grand Officers, 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

### **Getting to know Rainbow in other jurisdictions**

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 Trails)? 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 Format**

**All Representative reports are to be:**

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

All Representative reports must be timed. 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.

### **Grand Representative Report Guidelines**

Be creative when developing your report. 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 (in total, not per state).
- *No report, regardless of the amount of travel or the number of states, shall exceed three minutes, because that is too long to hold our attention.*
- A theme may be selected for the report - cute? Third person? Animated? Reporter format?
- If you attended the state's Grand Assembly Sessions, please share about your experience. If you did not attend, please do not pretend that you did. Our audience likes to be reminded of who received Pixie Dust or had an opportunity to travel during the year.
- Identify the State(s) represented and the first name of your counterpart (If she is AT our Grand Assembly, introduce her by her first and last name).
- Discuss innovative ideas and special projects that may be unique to that jurisdiction.
- Discuss the Grand Worthy Advisor's service or fund raising projects.
- 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.
- **DO NOT** discuss your Representative's boyfriend, grades in school, her favorite sport or music group!