

GRAND OFFICER ETIQUETTE

As a Grand Officer, you represent Nevada Rainbow to everyone with whom you come in contact. You reflect the teachings of Rainbow through its lessons and the skills you have attained. Exemplify them at all times.

THE POWER OF POSITIVE

- * Be polite and respectful, regardless of your mood; just like smiles, respect is contagious.
- * Be friendly to everyone, everywhere, all the time. Smile, say hello, hold the door for others. You never know who is observing you (and your behavior) and using their observation of you as the basis for their impression of Nevada Rainbow.
- * Exemplify and promote positive attitudes; promote the positive in EVERYthing. When problems arise, speak directly to the one with whom there seems to be a concern or with your Mother Advisor, Grand Deputy, or Director. Under no circumstances should you broadcast the specifics of such conversations with others, including on line. **Leave your frustrations off your Facebook, Twitter, or other social media sites.** Omitting someone's name while venting about them on line is not acceptable. This often impacts more people than the one you may be targeting. If it is worth addressing, it is worth addressing in person. Please remember, every Past Grand Officer has a responsibility to the Supreme Officer to report inappropriate social media conversation, and they take this responsibility seriously!
- * Grand Officers have an opportunity - and a responsibility - to become friends with all Rainbow and Pledge members and adults. When attending Rainbow functions, please do not visit or sit with only with those you already know. Mingle with all the girls and adults. Grand Officers should save "just Grandies" conversations for occasions when only Grand Officers are present (such as Grandie meetings), so no one feels excluded.

APPRECIATION AND PRAISE

- * Give praise when praise is due. A POSITIVE word from a Grand Officer about a job well done will long be remembered and appreciated. Conversely, if you have nothing positive to say, say nothing at all and refer immediately to "The Power of Positive" bullet points above. Remember, Grand Officers are not responsible for correcting or critiquing the work or performance of others - girls or adults! (Others – adults – have been given this job.)
- * Be sure to compliment the Grand Deputy, Mother Advisors, and other adults who have worked hard to facilitate and support your Rainbow experience. Regardless of the activity – a practice, regular meeting, official function, service project, fundraiser or fun project – the support and assistance of adults has been integral – they have given their time, their ideas, and their resources (aka, money).

BE RESPECTFUL

- * Arrive at all Rainbow events on time (or early) and well prepared.
- * Do not arrive at events where food is being served with food or drinks in hand. Your hosts have planned a meal, you should arrive ready to enjoy it. (This applies to coffee type drinks and sodas, too. You would not arrive at a wedding reception with your Starbucks in your hand.)
- * Gum and food are NEVER allowed in any Rainbow Assembly room, even during practices.
- * When attending a practice at your own assembly, an assembly where you will be filling an office as a guest, or Grand Assembly, give the adults running the practice the same respect you give to the Supreme Officer and Adult Leadership Team! Do not disrupt the adults giving instruction, even when you know your work! Set a good example for the other girls. If you

believe instruction was incorrectly given by an adult, speak to that adult privately! (We can all make mistakes or forget the ever-changing “rules” about floor work!)

- * Respond to special invitations as quickly as possible, especially if the invitation includes a meal. Likewise, call the hostess immediately if you later become unable to attend a function you previously indicated you would attend.
- * If it is unavoidable for you to arrive late at an official function, enter the Assembly room in the appropriate manner (see Ritual) and quietly take the first available seat in the West. Leave your belongings outside, including your mascot. You may only join the other Grand Officers during escort by stepping into the line at the appropriate time or during the Coin March.
- * If asked by your Mother Advisor or Grand Deputy to assist a younger officer, do so with grace and compassion. AGAIN, remember, unless you are specifically asked to assist another girl, it's not your job to provide instruction OR correction.
- * Do not applaud when attending a Rainbow Church Service, including the Vespers Service at Grand Assembly. A solo or a special presentation is part of the service. If you want to express your appreciation, do so in person after the service.

BE A ROLE MODEL

- * Walk and stand like you have a book balanced on top of your head. Your eyes should be forward, head up, shoulders square. Keep your arms relaxed at your side; do not swing your arms. Do not touch your backside! If you are wearing a hoop, keep your arms slightly elevated over your hoop, do not press down on your hoop. Practicing this style of walking will help you "float" across the Grand Assembly floor; remember walking smoothly begins with heel-toe movement.
- * When standing, keep your hands at your sides - not crossed in front or behind your body, not twisting and moving – just at your sides, quietly.
- * Sit gracefully, quietly and ATTENTIVELY during meetings. Keep your feet flat on the floor, knees together; sit straight and tall. This does not necessarily mean your back doesn't touch the chair back. With practice you will always sit with grace. Sitting properly not only makes it easier to sit through meetings with less strain and discomfort, it is healthy and helps us pay attention! Of course, crossing the ankles is OK, but NEVER cross your legs when sitting in any Rainbow Assembly Room.
- * Bow from the waist, with your head following the natural flow of your body movement; do not keep your head up to look at the person you are escorting. Keep your arms to your sides. In this fluid movement, your elbows should bend slightly following the bend at your waist. Please remember that a bow (in Nevada Rainbow) is to hip level, no more than 90 degrees.
- * Be attentive to the activities of the meeting; be courteous to those who have worked hard to make this a pleasant experience for you and the other guests. Visit with others before and after the meeting, not during the meeting.
- * Be sure to have money for EVERY coin march. It is unacceptable to not support either your local assembly or the GWA's statewide service project by not participating in the coin march. If you find yourself penniless at a specific meeting, be sure you ask a member of the Adult Leadership Team (starting with your own Grand Deputy) for a little help before the meeting begins. Have your donation readily available where you are seated; you may not retrieve what you need from wherever you stashed it. (Hint: Adding a pocket in your pantaloons, below the knee, may provide an excellent place for your coin march money!)
- * SMILE! Being on the floor, either during a regular meeting, Formal Escort or a Grand Assembly Session, is fun! Keep a smile on your face and everyone will know you are having a great time! A smile is a gift that costs nothing; share it GENEROUSLY with everyone!

TABLE MANNERS

- * Exercise good table manners. Always place your napkin on your lap, ask for things to be passed to you, and say "please," "thank you" and "you're welcome." Never speak with food in your mouth and never place your elbows on the table!
- * If a table is set with multiple forks or knives, start with those on the outside (furthest away from your dish), using the next set with each course.
- * If a meal is being served, you may eat when everyone has been served. If a large number of guests are seated at the table, you may begin once 8 guests have been served.
- * Following Rainbow events, offer to help - clear the tables, wash a few dishes, move chairs, etc. Remember what grandmothers often say: many hands make the task lighter for all! Nevada Rainbow has no "maid service," so do your part plus a little more! Be particularly aware of the restrooms – which we seem to be leaving in horrible condition just about everywhere we visit. Be the first to do a quick check to be sure it is not a disaster!

AVOID GRANDIE-ITIS

Grandie-itis is a horrid (and sometimes contagious) condition that occurs when a Grand Officer's head and attitude swell so much she forgets both her sisters and her responsibilities. Take extra precaution to protect yourself from this dreadful condition. *It is treated with immediate response from one's adults and is usually accompanied with unpleasant "medicine."*

GRAND OFFICER ETIQUETTE - WHEN THE CENTER OF ATTENTION

There will be times during the Grand Year when you will be the center of attention. You may be asked to speak at your local Assembly, participate in a Grand Chapter or Grand Lodge function, or represent Nevada Rainbow in some way. Always be prepared to present your BEST!

- * Prepare your remarks in advance; they need to be approved by the Supreme Officer and/or your Grand Deputy, depending on the invitation. One of the best mottos of Rainbow Girls is "write, revise, memorize...and in a pinch, improvise!"
- * Know, in advance, how to greet the guests at the function, and begin your remarks accordingly. For instance, "Worthy Advisor, Mother Advisor, Rainbow sisters," or "Supreme Deputy, Grand Worthy Advisor, Honored/Distinguished East," or "Thank you _____, (something like) Distinguished East, friends ... on behalf of our Grand Worthy Advisor, _____, and our Supreme Deputy, Mrs. Heidi Haartz, it is a pleasure to be with you ..."
- * As you prepare your message, be mindful of the fact you were asked to speak because people want to hear what YOU have to say. While you may choose to incorporate a poem or a quote from a famous person, this should not represent your entire message. Additionally, be sure to give credit to the original author. A good rule of thumb is that your message needs to be at least equal in length to the message you are quoting, unless, of course, you are quoting just a few sentences.
- * Always end your message with an appropriate thank you for the invitation to attend the event and for any courtesies that have been extended, such as friendship, a meal, or housing.
- * When giving your message, speak clearly, slowly, and loud enough for all to hear and understand your message. Also make eye contact with the audience.

GRAND OFFICER ETIQUETTE – DURING TRAVEL

Rainbow girls, nationwide, are encouraged to travel in Rainbow appropriate attire, such as short dresses or Rainbow shirts and khaki pants.

Traveling within Nevada

In Nevada, this national expectation is reasonable for travel within the geographic area (in the Carson City, Reno, Sparks area or in the Boulder City, Las Vegas area). However, when traveling outside of the geographic area, it is often impractical and uncomfortable to travel in a short dress due to the length of the travel and the unpopulated areas through which travel occurs. For these reasons, it is more reasonable to wear more casual (though still Rainbow appropriate) clothing, including jeans and NV IORG sweatpants. Yoga pants are prohibited for all Rainbow travel. Under no circumstances is it reasonable or appropriate for a Rainbow Girl or adult to travel in pajama bottoms (pants or shorts) or in pantaloons and a T-shirt.

Upon arrival at the Temple, travelers should proceed IMMEDIATELY to the appropriate restroom/dressing room, changing clothes quickly. Likewise, travelers may change into their casual clothes IMMEDIATELY before leaving the Temple. For a variety of reasons, including safety, changing at the Temple is preferable to changing in a public restroom, rest area or car.

Travel Etiquette:

Before leaving home for a Rainbow trip (really any trip):

- ✓ Make sure your parents know where you are going and when you will return; if you are staying overnight, provide them with the name, address, and contact number where you will be staying.
- ✓ If you are under the age of 18, have your parent/s sign a Travel Release; if you are over the age of 18, have your parent/s sign a Travel Release (for a girl), then sign your own form (as an adult in the eyes of the “real world”).

Arranging Housing:

- ✓ CALL your adult hostess on the phone to confirm that it is ok for you to stay with her. Relying on a girl to say it is OK for you to stay with her family is NOT sufficient, nor is it respectful to the mom - who may not know she is having multiple girls for the evening and, therefore, be unprepared to host and feed them!
- ✓ DO pack a sleeping bag, pillow, and towel if you are staying at someone’s home; it is best to ask your hostess prior to packing if such items would make it easier to be her guest.

Packing:

- ✓ Pack as lightly as possible; EVERY girl does not need to bring a radio, hair dryer, etc.
- ✓ Pack cosmetics, lotions, etc. in Zip Lock type bags; if something spills or leaks, it won’t ruin everything in your suitcase.
- ✓ DO pack a Thank You note for the Hostess.
- ✓ Utilize a suitcase, backpack or duffle bag, keeping your travel items together and tidy. A paper or plastic bag is not appropriate!

Departure:

- ✓ BE ON TIME!! Road trips often need “buffer time” to accommodate unexpected delays such as weather, traffic, road construction, etc. It is always wise to leave a bit earlier than expected to ensure a safe and timely arrival. It is also disrespectful to delay those who managed their time well and arrived on time (or early).
- ✓ When caravanning, ask the adult drivers if it is possible to utilize the “musical cars” approach, allowing girls to move to different cars with different girls at each stop; this is a great way to get to know the girls and adults traveling on the trip.
- ✓ Accept any seat in any car with grace; this is an excellent opportunity to get to know another sister better.
- ✓ Hand your FIRST driver your signed Travel Release/s and the appropriate contribution for gas. To figure out your portion, consider the following: it costs approximately \$70 to \$100 in gas to drive (round trip in a minivan or SUV) to Tonopah from anywhere in our state and twice that to travel between Las Vegas and Reno. If in doubt, ask an adult (such as the Grand Deputy) for guidance in determining this amount.

While Traveling by Car:

- ✓ Remember cars are designated “No Phone Zones”, which includes all electronic devices; turn them off, give them to the designated adult, and spend the travel time getting to know those in the car or working on Rainbow activities (there is always memory work to be done!).
- ✓ Only the “navigator” should have access to a phone during driving time. Phones and electronics are to be returned to passengers upon arrival at the destination, so everyone can check in with their parent/s, set their alarm clocks, etc.
- ✓ REMEMBER even when travelers have their phones and electronic devices, it is not the appropriate time to check email, post to Facebook, etc. YOUR friends should be on this trip with you, and there are NO boyfriends on Rainbow-time - ever - not even electronically.
- ✓ Be mindful of the fact that drivers need to concentrate on their driving; assist by ensuring passengers keep their voices at “indoor” speaking levels.
- ✓ Consider the driver’s taste in music and ask before playing or resetting the radio/CD player; the volume level should be conservative.
- ✓ If it is a long trip, the drivers will appreciate conversations to help pass the time.
- ✓ Traveling is NOT a time for napping - by the passengers OR the driver! Use this time productively by visiting, working on Ritual work, discovering Nevada’s rich history.....

When Traveling by Plane, Train, or Bus:

- ✓ Tip anyone who handles your bags at least \$1 per bag EACH time; this includes the taxi or shuttle driver, the Sky Cap, etc. Be prepared: START each trip with multiple \$1 bills.

When a Guest in Someone’s Home:

- ✓ Always ask permission before using their things.
- ✓ Accept food and drink graciously; remember your host has shopped with you in mind.
- ✓ Keep noise levels at a minimum; there may be other people in the house!
- ✓ Always thank your host BOTH in person, as well as with a written note, before you leave. If you forgot to pack a Thank You note, ask for a sheet of paper and make one. There is never an acceptable excuse for not leaving a written Thank You note!
- ✓ Always leave the home just as you found it. Ask if there is a clean set of sheets, so you can remake the bed after your use; deposit the used sheets in the laundry room, along with your

wet towels; clean up your trash; check the bathroom for long hairs that belonged to someone in your group; dispose of feminine hygiene products appropriately, etc.

- ✓ Rinse toothpaste out of the sink and empty the trash in the rooms you used.

When a Hotel Guest:

- ✓ Accept your room assignment graciously; keep in mind how you would feel if someone was disappointed or refused to room with you.
- ✓ Keep your room door locked AT ALL TIMES. Never open the door without asking, "Who is it?" and checking the peephole. (You WILL be tested!) NEVER leave the door ajar or propped open. NEVER put your last name on a door sign.
- ✓ Keep noise levels at a minimum, especially in the hallways; "lights out" means "go to sleep."
- ✓ When you arrive in the hotel room, UNPACK your suitcase and put your clothes in the drawers and in the closet; that's why hotels have such accommodations. Then, store your suitcase in the corner, out of the way.
- ✓ When leaving your hotel room, DO NOT CLOSE THE HOTEL ROOM DOOR WITHOUT FIRST CHECKING FOR THE KEY.
- ✓ When leaving your room to visit others, get ice, etc., never leave the room in sleepwear or barefooted. Swimsuits must have cover-ups. Inform an adult of your destination and go with a buddy; check in with that same adult when you are back in your room.
- ✓ Pick up your belongings EACH morning, so your room attendant can actually clean the room; hotel management will not allow staff to move your personal items, so if your room is a mess, your room will not get cleaned.
- ✓ Tip the room attendant at least \$1 PER girl EVERY day. Place this cash in a place where the staff will understand it is meant for them, such as on the mirror, on the desk where your attendant is identified by a small note, etc.

Upon Your Return from Your Travel:

- ✓ Thank the driver/s for his/her time driving.
- ✓ Gather ALL of your belongings out of the car; no one wants to deliver forgotten items later.
- ✓ Help to clean up EVERY BIT of trash inside the car, even if it is not your trash: candy wrappers, cups, cans, sacks, programs, etc.
- ✓ Consider talking with those on the trip about washing the driver's car the following weekend, or any other time, as a "thank you" for their time.

Traveling to Other Jurisdictions

When making plans to travel to another jurisdiction, contact the Supreme Officer and the Director of Grand Officers in Nevada for information regarding the traditions and dress code guidelines of that state. Please keep in mind that many jurisdictions (including Nevada) ask that ladies arrive at the Grand Assembly hotel/registration location in a short dress. In the event, it is not possible to determine exactly what to wear to specific functions, girls should pack a suitable short dress and a long dress. It is always appropriate for Nevada Grand Officers to wear a hairpiece, pantaloons, and hoop - consistent with Nevada's tradition.

Grand Officers should remember that they represent Nevada's Grand Family. If there is concern regarding a Rainbow activity or guideline in another jurisdiction, stay within the guidelines for our state. For example, in Nevada, we do not allow boys in or around Rainbow housing; we do not wear pants or take food and drink into the Assembly Room; we maintain dignity and decorum at all times; etc. Set a good example, so others from our state will be invited back.

Prior to traveling to another jurisdiction, each Grand Officer should email the Supreme Officer, Director of Grand Officers and her Grand Deputy, notifying them of her plans to travel. This message should include the destination, duration of the trip, lodging arrangements, and others who will be traveling, including the name of the driver/s. Upon return, the same group should be emailed, noting a safe return.

Refer to the Grand Officer Responsibilities section of the Grand Officer Handbook for additional information regarding traveling to other jurisdictions, including bringing greetings.

GRAND OFFICER ETIQUETTE – AT MASONIC YOUTH FUNCTIONS

The following guidelines should be followed when attending Masonic Youth Functions, such as DeMolay and Job's Daughters events, in this or any other jurisdiction:

- * When attending DeMolay functions, you **MUST** have a female, Rainbow adult chaperone arranged **BEFORE** you arrive at the event. If you have not pre-arranged an appropriate chaperone, you may not attend the DeMolay function/event. This policy is intended to be respectful of those chaperoning and to ensure a sufficient number of female chaperones are present to comply with the Youth Protection Policy. Please be advised that the chaperone must have completed Youth Protection Training and have an approved Adult Worker Profile on file with the Supreme Officer. A recent Majority Member may not be eligible to serve as a chaperone. Also be advised that while your mom can be your chaperone, she cannot chaperone others unless she has been trained and completed a profile. Additionally, your dad can be your chaperone, but he cannot chaperone other girls because he is not female.
- * Nevada Rainbow Girls may **NEVER** be in a room with DeMolay members without at least one female adult chaperone present, preferably their female adult chaperone.
- * No alcohol, drugs, tobacco or marijuana products may be in the possession of or consumed during Masonic Youth events by youth or their adult chaperones. Furthermore, Nevada Rainbow will comply the guidelines established for other Masonic Youth Groups in terms of attendance at events. If you leave an event without a chaperone, even to go to your car to retrieve something, you may not re-enter the event.
- * According to Nevada's Executive Officer for DeMolay, no one under the age of 21 may attend a DeMolay ritualistic meeting; membership in the Order of Eastern Star (at age 18 for example) does not automatically grant admission to DeMolay meetings.
- * When attending DeMolay functions, remember you are there representing Nevada Rainbow, in both your behavior and your attire. Therefore, the NV IORG Clothing Guidelines apply, as appropriate for the specific event. For example, as a Grand Officer, you are not expected to attend a formal dance in a hoop skirt; however, a Rainbow appropriate formal – with straps – is expected. A prom dress may or may not be the best choice!
- * When participating in a DeMolay function that requires some type of costume, remember the general guidelines of good taste and choose accordingly. When in doubt, as a Rainbow adult before making a selection!