

EXPECTATIONS OF A NEVADA GRAND OFFICER

It is an honor to serve as a Nevada Grand Officer!

The opportunity to represent Nevada Rainbow as a Grand Officer is an honor. Rainbow is a GIRLS' organization, one that should be guided by its members. Being entrusted with the leadership of this amazing organization and contributing to its future is a tremendous responsibility. Grand Officers set the standard for Nevada Rainbow; therefore, they should conduct themselves in a manner they want others to emulate. Grand Officers should always be mindful of the fact that girls, parents, adult workers, and even Past Grand Officers will look at them to evaluate how well Nevada Rainbow is doing.

Nevada Grand Officers are expected to be an example to their Rainbow sisters in every aspect of their lives – from positive attitudes, to ritualistic work, enthusiastic support for projects, and utilization of social media. Rainbow is a 24/7 commitment. It is imperative that Grand Officers have their Rainbow smiles and Rainbow hats securely in place at all times.

Grand Officers are encouraged to avoid situations in which they may be exposed to, associated with, or involved with tobacco, marijuana, alcohol, or drugs. Because these things are inappropriate and are (or may be) illegal based on one's age, it is essential to maintain a **zero tolerance policy**, every day, all day. If a situation occurs during a Rainbow event that involves tobacco, marijuana, alcohol, or drugs, Grand Officers, as leaders in the organization, are expected to immediately speak to the adults in charge. For our adults, the primary concern at every Rainbow event is the physical safety and mental wellbeing of our members.

Serving as a Grand Officer is an honor – for the Grand Officer and her Assembly! It is important to remember that without the Assembly and the support of its adult volunteers, girls would not have the opportunity to serve as Nevada Grand Officers. Providing support and assistance to the Assembly and its adults is one way to demonstrate appreciation for their continued efforts to help each Grand Officer achieve her own Rainbow Dreams.

What is expected of a Nevada Grand Officer?

These expectations mirror those included in the Grand Officer Appointments – Procedures and Guidelines document, which is provided to each girl who applies to serve as a Nevada Grand Officer:

- A renewed commitment to support Nevada Rainbow and her own Assembly by supporting service and fundraising projects and promoting Rainbow through the recruitment and retention of Rainbow Girls and Pledge members.
- Setting a positive example for the members of our Order by complying with the established clothing guidelines and social media guidelines, always being mindful that what is shared on social media about our Order and our members should be positive and encouraging.
- ~~Earning and reporting an average of 8 hours of service per month, or 96 hours per year. The Grand Officers paused this expectation for the 2021-2022 Grand Year, based on uncertainties caused by the COVID-19 pandemic.~~
- Performing the duties assigned to the Grand Offices to which one was appointed.
- Attending the following mandatory events:
 - Founder's Day (July)
 - Grand Officer Leadership (early August in Reno)
 - Official Visits (scheduled typically over 4 weekends between August 1st and October 31st and March 1st and May 1st)
 - Rainbow Camp and Rainbow Sunday (second weekend in March, Virtual Event)

- the GWA Reception (late April/early May)
- Grand Officer Practice Day (May)
- Grand Assembly (June, alternating between Reno and Las Vegas)
- Fulfillment of the financial responsibilities associated with serving as a Grand Officer, including reimbursing the Assembly for fees paid on her behalf at Nevada Grand Assembly (pin deposits, presentations, and a Grand Family photo/s) and paying for the Grand Officer dress (generally \$200; ½ due by Grand Officer Leadership; remaining balance due by October 1st)

Commitment to your assembly:

When a girl applies for consideration to serve as a Nevada Grand Officer, she is indicating her willingness to do MORE on behalf of our Order and more specifically, on behalf of Nevada Rainbow. A Grand Officer must continue to support and fulfill her obligations to her local assembly. This includes attending all meetings, service projects, fundraising events, and fun activities, as well as recruiting new Pledge and Rainbow members.

Assemblies depend on their Grand Officers to set an example for younger girls and assist with Assembly activities. This is done by being on time, prepared, and respectful of established guidelines. It is also done by being excited about the Worthy Advisor's choices for term projects, fun projects, etc. (regardless of one's personal opinion).

Grand Officers are cautioned to remember that while they are in a leadership role at the Grand level, they are in a supportive role in their respective assemblies. Grand Officers should support the decisions made by the Line Officers, not over ride them. Conversely, Grand Officers should not take a "hands off" approach, leaving all the work to the Line Officers. There is a fine line between taking over and being helpful. Line Officers will never learn to lead if they only follow the suggestions, requests, and demands of the Grand Officers in the Assembly.

If a Grand Officer is unable to attend an event in her local Assembly, she should contact the Mother Advisor prior to the event to request to be excused. As a courtesy, the Grand Officer should also contact the Worthy Advisor and the chair of the event, if one has been selected, explaining her absence and providing encouragement for a successful event. The Grand Deputy should be included in both messages.

Grand Officers who attend college out-of-town or out-of-state are expected to participate in a local assembly in the community in which they are attending school. Grand Officers remaining in Nevada, but attending school out-of-town, will be assigned to a local Assembly by the Supreme Officer and expected to become actively involved with that Assembly during the academic year. The Supreme Officer will make these assignments to ensure all Assemblies benefit from additional participation from out-of-town students. (Additional information for out-of-state college students follows below.)

Living a life of service:

Each year, during Grand Officer Leadership, the Grand Officers are given the opportunity to discuss the minimum number of hours each Grand Officer should be earning AND reporting each month (or during the year). ~~While this minimum standard is open for discussion at every Grand Officer Leadership event, the girls' expectations of themselves, as Grand Officers, has remained consistent for several years at a minimum of 96 hours per year.~~ *2021-2022: recommended hours paused due to uncertainties caused by the COVID-19 pandemic.*

Grand Officers are expected to report their service hours to the Mother Advisor or designated adult in a timely manner. This reporting serves several purposes. First, it sets a positive example

for the younger girls in the Assembly, showing them that all Rainbow girls perform and report community service. ~~Next, it demonstrates the commitment to the expectations established by the Grand Family by working toward, and perhaps exceeding, the service-hour goal.~~ Lastly, it is important for these hours to be reported, so they can be included in Assembly's total for the year, as well as in the state's service hour report for the Grand year. (More important than personal recognition, is the recognition received by each assembly and by Nevada Rainbow when we promote the number of hours of service provided in our communities.)

Grand Officer Responsibilities:

All Grand Officers share some basic responsibilities, including:

- Working with the Adult Leadership Team for the common good of our Order
- Checking email DAILY and responding to email messages at THAT time – even if the response is limited to “got it and will respond later today/tomorrow/etc.”
- Reviewing the Grand Officer Handbook, in its entirety, within 30 days of Grand Assembly
- Memorizing the ritualistic work associated with this Grand appointment within 30 days of Grand Assembly Installation and enthusiastically accepting opportunities to fill in
- Accept opportunities for leadership during Grand Officer Leadership, Rainbow Camp, etc.
- Support the Statewide Service Project
- Participate in the Proficiency program
- Submit a quilt square design concept for the GWA's quilt by the established deadline and a check for \$205 (payable to Nevada Grand Assembly) prior to the deadline
- Serve as the responsible custodian of pass down items specific to this Grand appointment, ensuring items are shared with next year's Grand Officer

Attendance:

Grand Officers should participate fully in the events of this Grand Family. It is difficult, if not impossible, to fully appreciate the “Grand Officer experience” if only attend a few events are attended over the course of the Grand year.

All Rainbow girls know that Founder's Day and Rainbow Sunday are annual, mandatory events. In Nevada, Rainbow Sunday is celebrated during Rainbow Camp. Grand Officers who are unable to attend Camp are expected to attend a church service during that weekend to fulfill their commitment to our Order and to provide their Mother Advisor with a copy of the church program.

Grand Officer Leadership, which is historically held in early August at the Jacka's home, is a mandatory event for Nevada Grand Officers. This is the Grand Officers first opportunity to come together as a Grand Family to discuss and establish the expectations for the upcoming year.

The Official Visit schedule will be distributed by July 1st. Grand Officers are encouraged to mark Official Visit weekends on their calendars, holding those dates for Rainbow. The Grand Worthy Advisor depends on each Grand Officer to make this year successful for the entire state; assemblies appreciate and depend on the support of Grand Officers for their projects, including their Official Visits. Additionally, Grand Officers are encouraged to INVITE Assembly members to travel with them, following the established driving guidelines. Younger girls and adults enjoy travel and should be included in those plans.

Grand Officers are encouraged to stay with Rainbow families, not hotels, when traveling for official functions. Housing can often be arranged by contacting Grand Officers in that area at least two weeks in advance. It is incumbent upon the Grand Officer needing housing, as a guest, to CALL the hosting female adult (not text) to confirm that she can spend the night at her home. Do not

rely on invitations such as “sure, my mom will be ok with (10) girls spending the night.” When staying in someone’s home, Grand Officers should pack a bath towel and personal toiletries, as well as a written thank you note to be left for the hostess before departing in the morning. Grand Officers are also encouraged to be gracious and easy house guests, with the hope it will ensure they may return during a future trip.

Grand Officers may be assigned to leadership roles during Rainbow Camp. Grand Officers who are unable to attend Camp should notify the Supreme Officer, the Director of Rainbow Camp, and the Grand Worthy Associate Advisor as soon as possible, so they can modify their plans accordingly (and before Camp begins).

Grand Officer Practice Day provides Grand Officers, Deputies, and Directors additional time to practice (and perfect) memory work and to review the general sequence of events during Grand Assembly. This additional day has allowed girls and adults to assess our readiness for Grand Assembly and has contributed to more efficient and effective practices during Grand Assembly. Practice Day will be held in May.

Grand Officers are required to attend ALL practices, sessions and special events at next year's Grand Assembly. There are exceptions, such as missing a few hours of Grand Assembly to attend one’s high school graduation, which must be discussed with the Supreme Officer at least two months prior to Grand Assembly. If you are unable to attend Grand Assembly, you WILL be asked to relinquish your office.

Excused Absences:

If a Grand Officer is unable to attend any official function, she will need to be excused (for example, a family member’s wedding, her prom, etc.). A **single email** to the Supreme Officer, Director of Grand Representatives, and her respective Grand Deputy must be received PRIOR to event, preferably at least two weeks prior. The message should explain why she will be unable to attend the event and include information that may be needed during the event (i.e. I will send my quilt square and Secret Sister gift with my Grand Deputy, etc.). Explanations received after the fact will be considered un-excused absences, except when the Supreme Officer determines that extenuating circumstances existed.

All Grand Officers who have not requested an excused absence will be expected at the official event. If Grand Officers are not present, the Adult Leadership Team will call their parents to make sure their daughters are safe and accounted for.

Grand Officer participation will influence future appointments. A lack of participation this year will not be rewarded by appointments that have greater responsibilities and recognition next year.

Attending college out-of-state:

Grand Officers who choose to attend college out-of-state must inform the Supreme Officer prior to the beginning of the school year, as well as prior to each official weekend. When the Grand Officer is home for holidays and other school breaks, she should participate fully with her local Assembly, as well as attend any official functions that may be scheduled during that time.

While attending school out-of-state, Grand Officers (and all Rainbow Girls) are asked to observe Rainbow Sunday and Founder's Day with an assembly in the new area, if possible, or by attending church as required. Those who are Masters of the Grand Cross of Color who are unable to attend a Grand Cross function (mid-November) at home, should make every effort to break bread with another Master of the Grand Cross or a girl in her teens, preferably a member of the Order.

While away at school, a Grand Officer is to write or email her assembly on a REGULAR basis. Correspondence should be sent through the Mother Advisor, so it can be included in the Assembly correspondence. Girls miss their Grand Officers while they are away at school!

Financial Responsibilities:

Serving as a Nevada Grand Officer also requires a financial commitment from the Grand Officer and, in many cases her family. Below is a summary of the additional expenses incurred by Grand Officers during the year. This information is provided as a guide, so girls and their families can anticipate these expenses and set up savings and/or payment plans.

Due	Expense	Amount
Immediately following GA	Reimburse Assembly for fees paid at Grand, including: Pin deposit (\$20/pin x 2); GWA Pin (\$5); Handbook (\$0); Presentations (\$40); Dress Fitting Deposit (\$0)	\$85
At GO Leadership	Meals during Grand Officer Leadership (while traveling + \$20); Quilt Square Fee (\$20); Dress Payment (\$60 min; \$200 total)	\$20+ \$20 \$60
Prior to 1 st OV	Grand Officer-type Shoes (if don't already have)	TBD
OVs	Coin March: \$2 minimum donation for Statewide Service Project x 4; Travel to OVs (and Receptions)	\$10 TBD
October 1	Final Dress Payment (\$200 less refunds and payments)	Up to \$140
Flexible	Shift Material (depends on fabric/design choice) Pantaloons (Pantaloons Parade) Traveling Dress Fabric (optional; depends on dress style)	\$30 \$25 \$50
Grand Assembly	Registration, Housing, and Meals; travel costs; Additional night of lodging and meals	TBD

Below is additional information on the anticipated expenses of a Grand Officer.

Accessories: Most Grand Officers are able to use the same hoop and hair piece throughout their year/s as a Nevada Grand Officer. In order to maximize the longevity of these items, it is important to take good care of them, storing and maintaining them as recommended by the manufacturer.

All Grand Officers are encouraged to purchase a long line bra to be worn for all dress fittings and during Grand Assembly, as well as during other formal occasions during the year. A long line bra creates a smooth bodice and eliminates the need for girls to pin themselves and their bra straps into their dresses. It may be necessary to purchase more than one long line bra during a girl's tenure as a Grand Officer, based on her growth during these years. In 2021, the Grand Officers decided that adhesive bras may be worn instead of long line bras.

It is a long standing tradition in Nevada Rainbow that Grand Officers wear white, flat shoes. In 2021, the Grand Officers have decided that they would wear white, soft soled shoes, without ties or embellishments (lace or bling) at all official functions.

Grand Officer Fees paid during Grand Assembly: Each Assembly paid for their Grand Officers' pin deposits, Grand Officer presentations, and the GWA pin. These expenses are to be reimbursed to the Assembly by the Grand Officer immediately following Grand Assembly. *2021-2022, reimbursement should be made in August.*

Pin deposits are transferable to future years and are fully refundable upon Majority, presuming the Grand Officer pins have been returned in good condition. If Grand Officer pins are lost, the replacement cost is \$20 per pin. For instance, if a girl holds three Grand appointments, her pin deposit is \$60 (\$20 x 3). When she returns her pins at the end of the Grand Year, she will receive a credit of \$60, which will be applied toward next year's Grand Officer dress.

Please note: all refunds at Majority are paid to the assembly, who will in turn refund the deposit to the Majority member if she has no outstanding debt with her assembly. If she owes her assembly money, the refund will be retained by her assembly.

Grand Officer Dresses: The Grand Officer dresses, worn during Grand Assembly, are \$200 to \$225 each. NOAH has generously agreed to pay \$25 of each Grand Officer dress. The dress deposit (\$60) is due at Grand Officer Leadership; the balance is due no later than October 1st. Payments should be made by check, payable to Nevada Grand Assembly. Girls wishing to establish a payment plan should contact the Supreme Officer to make arrangements prior to the payment dates (Grand Officer Leadership and October 1).

The Supreme Officer will contact the Grand Deputies of continuing Grand Officers ~~prior to Grand Officer Leadership~~ regarding the amount due, once all refunds (pin deposits and dress deposits from the prior year) have been applied.

Shifts, Pantaloons, Aprons and Traveling Fabric: Grand Officers often choose to make a shift and pantaloons that are representative of their current Grand Office. These are often worn during Grand Assembly.

Several years ago, the Grand Officers started the tradition of wearing aprons at official functions, as a way of promoting their respective office/s and protecting their dresses from potential spills. Grand Officers may use the pass down apron or make or purchase their own.

Additionally, many Grand Officers choose to make a formal dress using the traveling fabric selected by the Grand Worthy Advisor. Traveling dresses are worn by the delegation when traveling to Grand Assemblies and other formal events in other Jurisdictions, as well as Supreme Assembly.

The costs associated with these items are dependent upon the material, decorations, and amount of fabric purchased.

Coin March Donation: Each Grand Officer is expected to have a minimum donation of \$2 for the Coin March collection during each official function. If a Grand Officer must sacrifice her daily Starbucks for the weekend in order to have the funds for that donation, ok. It is important that each Grand Officer demonstrate her support of the statewide service project and set an example for the younger girls.

Unexpected Financial Hardship: If a Grand Officer is simply unable to meet certain financial obligations or deadlines, but she is prepared to meet every other responsibility of her Grand Office, she should contact the Supreme Officer privately to discuss options for financial assistance. A lack of funding should never be the reason for any girl to stop being involved in Rainbow, if she is able to commit to a life of active service.

Supreme Assembly Travel Fund: Supreme Assembly will be held in Oklahoma City, Oklahoma in 2022. Many girls (and adults) dream of attending Supreme Assembly, and 2022 is the 100th

anniversary of Rainbow. This dream becomes easier to achieve as girls (and adults) begin saving for Supreme Assembly; this saving can begin months, even years, in advance.

Supreme is an expensive trip. In fact, it costs approximately \$1,000 - \$1,500 per person. However, that amount includes everything for the trip except spending money. Saving this amount of money can be a daunting task for anyone, including adults. That is why Nevada Grand Assembly has established Travel Accounts for girls and adults wishing to make regular payments toward these trips. If you have put funds into a Travel Account and are ultimately unable to join us on the trip (having put funds in the travel account), any money held in savings can either be applied to a future trip or refunded.

Grand Officer Deadlines:

A considerable amount of attention is given to establishing Grand Officer deadlines, maximizing the time each Grand Officer has to complete tasks assigned to her while ensuring the adults responsible for reviewing and approving that work have sufficient time for thoughtful consideration and constructive feedback.

Deadlines are not a new concept – as Worthy Advisor, each girl had specific deadlines she was expected to meet. If those deadlines could not be met, she was expected to contact the Mother Advisor to discuss the delay and options for getting back on track. The expectations for Grand Officer deadlines are no different. If a Grand Officer is unable to meet a deadline established in the Grand Officer Handbook, she is to notify (in a single email message) the Supreme Officer, the appropriate Director/s, and her Grand Deputy of the delay. This message should include the cause of the delay and propose a resolution, including how and when the deadline will be met and how further delays will be avoided in the future.

Questions? Who to contact?

When questions arise, Grand Officers should first contact their respective Grand Deputies and/or Director/s. If the Director/s are unable to answer the question, the Director may contact the Supreme Officer.

The following is a general guideline of whom to contact when questions or concerns arise:

- Ritualistic work: Grand Deputy
- Representatives: Director of Grand Representatives
- Jeweled Officers - unless otherwise noted below - Director of Grand Officers
 - Musician/Choir Director – Director of Grand Assembly Music
 - ~~Editor/Historian: Director of Public Relations~~
 - ~~Membership – recruitment, retention, and Pledge: Director of Membership~~
 - ~~Statewide fundraising: Director of Fundraising~~
 - Rainbow Sunday/Vespers Service: Area Grand Deputy
 - Presentations: Director of Membership
- Money: Contact the Supreme Officer, she signs the checks
- Still confused? Contact the Supreme Officer for further guidance or assistance

Resignations

A Grand Officer who becomes unable to fulfill the responsibilities of her office, marries, decides to cohabitate with a romantic partner, or becomes pregnant during the Grand year must resign her appointment immediately. This resignation must be sent in writing to the Supreme Officer and the Grand Deputy. (This expectation mirrors that of many employers, who require written notification of resignation.)

The Supreme Officer will provide confirmation, in writing, that the resignation has been accepted. At that time, the Grand Officer's title will revert to what it was prior to this appointment, i.e. Past Worthy Advisor or the prior year's Grand title. A Grand Officer resigning due to marriage will be issued a Majority card by her Assembly; a Grand Officer resigning due to co-habitation or pregnancy will be issued a Demit and allowed the opportunity to apply for a Majority card upon reaching the age of 20 and paying the necessary fees. Girls receiving Demits under these circumstances may not attend Rainbow functions until they are eligible for and have received a Majority card, without the prior, written consent of the Supreme Officer.

The Grand Officer's pins, mascot bag, and all pass down items must be returned, in good condition, to the Supreme Officer within 30 days of the resignation. (The mascot does not need to be returned.) If these items are returned within 30 days and in good condition, the pin deposit will be refunded. As noted previously, refunds will be issued to the girl or the assembly, based on the girl's financial standing with her assembly. Other fees, such as presentations and dress fitting deposit, and dress payments will be forfeited (not reimbursed).