

GRAND OFFICER RESPONSIBILITIES

During the 2021-2022 Grand Year, the Grand Officers have identified the following responsibilities:

1. Continue to support her local assembly
2. Correspond regularly with her representative counterpart
3. Contribute to the Innovation Committee
4. Be prepared for Grand Assembly no later than GO Practice Day (all ritualistic work, floor work, reports and special ceremonies, and all items identified for judging)
5. Promote activities that support the Statewide Service Project (before OV Weekends) and assist with the random seating opportunities developed by the GO (during each OV Weekend)
6. Serve on 1 of 3 committees established for Rainbow Camp and participate in Rainbow Sunday, Rainbow Camp, and Rainbow Sunday Celebration as needed
7. Bring 100 pin-ons to Nevada Grand Assembly Fun Night to hand out to girls (from Nevada and other jurisdictions)
8. Select a trailer, in alignment with Assembly tradition, and treat her with sisterly love and respect

While all Grand Officers share basic responsibilities, Grand Officer have volunteered to assist with specific projects during the 2021-2022 Grand Year. Guidelines developed previously have been included in this document to guide this work.

During the 2021-2022 Grand Year, each Grand Officer will serve on the Innovation Committee (or Jr. Grand Executive Committee). This committee will meet on Zoom every other month and in-person in October to consider and develop recommendations regarding areas of interest or concern to the members of Nevada Rainbow.

GRAND OFFICER HANDBOOK UPDATES

The Grand Officer Handbook is a living document; it is updated each year, based on the input of the Grand Officers and Adult Leadership Team members. Continuing Grand Officers are strongly encouraged to re-read the Handbook each year, so they remain up to date on the evolving expectations of each Grand Office.

The following abbreviations are used throughout the Handbook:

Supreme Officer: SO

~~Director of Grand Officers: DGO~~

Area Grand Deputy: AGD

Director of Grand Assembly Music: DGAM

Director of the Grand Cross of Color Team: DGC

Directors of Outreach Team: DOT

Grand Officer Presentations

This section refers to the WAA; in 2021-2022, no WAA was appointed; it is understood that “WAA” refers to the GO and the adult advisor assisting with presentations.

Presentation Budget

The WAA will submit a proposed budget for the year’s presentations to the designated adult advisor no later than the established deadline. Presentation gifts may be purchased or hand crafted. The budget is based on the funds collected through Grand Officer Presentations. A sample budget is provided below.

Reimbursement for Presentations

The WAA or her designed adult advisor is responsible for submitting receipts for the designated gifts to the SO prior to reimbursement or distribution of additional funds. Receipts must be received within 14 days of the gift giving event. Any funds remaining unexpended at the end of the year will be donated to one of Supreme Assembly’s funds, such as the Capital Campaign or the Disaster Relief Fund.

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 a gift giving event, including Grand Assembly, will not be honored.

SAMPLE: GWAA PRESENTATION BUDGET

Total Funds Available: 12 Grand Officers x \$40.00 each = **\$480.00**

Recipient	Gift	Budgeted	Spent
GWA Installation Gift	Purchased prior to GA	\$75	
GWA Quilt (fabric and quilting)		\$400	
1 st OV: GWA			
1 st OV: SO			
1 st OV: SRD			
Spring OV: GWA			
Spring OV: SO			
Spring OV: SRD			
Reception Honorees (est. 1)			
Grand: SO			
Grand: SRD			
Grand: Deputies/Directors			
Grand: GA Committee			
Grand: GWA Parents	Pillows from GO dresses	N/C	
Unanticipated Expenses			
Total			

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

Grand Officer Presentations

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

At the 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 assemblies. These individuals may offer gift ideas to 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 would like to make a presentation at this time. Grand Officers, please join me..."

At Receptions, Guests of Honor 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, embroidered pillow cases representative of each girl's office and favorite color, and necklaces specific to each girl's office. These presentations will mirror the process described above for OVs.

At Grand Assembly, the following presentations will be made; information on the specific day of the presentation will be available in the Minute x Minute Script, which is generally available in May or early June:

- 📖 Presentation #1 - Grand Deputies, Directors and Grand Assembly Committee: the WAA is encouraged to consider gifts such as Grand Officer pictures for the Deputies and Directors and homemade cookies for the Grand Assembly Committee, or a donation to a specific cause on behalf of these groups.
- 📖 Presentation #2: Supreme Officer
- 📖 Presentation #3: State Rainbow Dad
- 📖 Presentation #4: GWA's parents: the gift for the GWA's parents will continue to be pillows (made by Mrs. Jacka) using fabric from or similar to the Grand Officer dresses; the SO will deliver them to Grand Assembly, wrapped; the WAA is responsible for providing a card, which all the Grand Officers have signed.
- 📖 Presentation #5: the GWA (her quilt): WAA's designated adult advisor will deliver the quilt to Grand Assembly; the WAA is responsible for a card, which all the Grand Officers have signed.

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

- ✓ Compatible - with the GWA's overall theme for Grand Assembly
- ✓ Efficient – requiring minimal time for the 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
- ✓ Simple – formations should be easily recognizable and made utilizing the East as the target audience; the DGO will work with the Drill Leader/s to make the shapes requested by the WAA

GWA'S QUILT

This section refers to the WAA; in 2021-2022, no WAA was appointed; it is understood that "WAA" refers to the GO and the adult advisor assisting with the quilt.

GWA Quilt

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

- ✓ Designing a quilt that measures at least 86" x 86" and includes approximately 50 quilt squares.
Note: In some years, the GWA's Personal Page has had a square.
Note: using 1/4-inch batting renders a quilt suitable for wall hanging and display.
- ✓ Ensuring each quilt square measures 13" x 13"; smaller sizes are difficult to machine embroider.

The WAA is responsible for assisting her designated adult advisor with the following:

- ✓ Preparing draft instructions for those preparing a quilt square no later than the deadline established. This should also include a provision for those that do not wish to prepare their own quilt square. They may return a concept, their fabric, and a check for \$35 payable to Nevada Grand Assembly. The fee will be apportioned between those who are willing to assist with the creation of quilt squares and the Statewide Service Project. The instructions should note that the design concept will serve as a starting point for the square, but it may not match the final design, as each person has access to different embroidery files.
- ✓ Delivering the instructions and the quilt square to each person who will be contributing this gift for the GWA.
- ✓ Ensuring that all completed quilt squares are submitted directly to the designated adult advisor, not the WAA. The designated adult advisor will be responsible for tracking squares as they are received and notifying girls and adults that owe money (for failing to submit a square by the deadline).

RAINBOW CAMP

This section refers to the WAA; in 2021-2022, no WAA was appointed; it is understood that "WAA" refers to the GO and the adult advisor assisting with Rainbow Camp.

Rainbow Camp

In 2021-2022, Rainbow Camp will be a virtual event. The following information is provided as a guideline; however, it is not a concrete set of expectations. The WAA and her designated adult advisor are encouraged to be creative in planning a day of events that will be fun for all Pledge Girls and Rainbow Girls.

Prior to the deadline established above, the WAA will collaborate with her designated adult advisor and the SO to discuss the preliminary agenda and topics of interest for Youth Protection Training and Leadership training. The agenda will need to include time for team building, youth protection training, leadership skills development and proficiency. Additionally, the Directors for each Team should be consulted to determine if they have specific activities or events they would like to include in Rainbow Camp. The WAA is encouraged to be innovative in her planning, ensuring Camp is exciting and memorable for all girls.

The WAA, with the approval of her designated adult advisor will:

- Select a theme for Rainbow Camp
- Design a flier to promote Rainbow Camp, which will be distributed through the Adult Newsletter and Mother Advisor Update in December and posted on the NV IORG web site
- Design the t-shirt for Rainbow Camp which will go on sale in December

Based on the schedule and parameters established for Rainbow Camp 2021, the WAA will:

- Finalize the agenda and specific activities consistent with the selected theme; the activities should be flexible, in the event they need to be altered to accommodate issues that may arise.
- Develop a list of items that participants need to have on hand in order to participate in Rainbow Camp activities and events. The WAA should select items that are readily available or can be purchased at the dollar store. It is important to limit costs to the extent possible, especially because some items may not be used following Camp.
- Following the Registration deadline, the registration coordinator for 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, including all events and activities on Saturday. Please remember, Pledge Girls ALWAYS eat first at Camp (for every meal; no exceptions!).

Rainbow Camp Report

2021-2022: The Personal Pages will be asked to prepare and present the Rainbow Camp report during Grand Assembly 2022.

The WAA will prepare a one page, type written report on Rainbow Camp, which includes the theme of the event, the activities she facilitated, and the experiences gained.

RAINBOW SUNDAY CHURCH SERVICE

This section refers to the WAA; in 2021-2022, no WAA was appointed; it is understood that references to “Chaplain,” “Religion,” and “Lecturer” refer to the GO and the adult advisor assisting with the church service.

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 collaborate with Religion and Lecturer to plan, organize and participate in the Rainbow Sunday church service held during the Rainbow Camp weekend. 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 the applicable Area Grand Deputy during Grand Officer Leadership, or shortly thereafter. In general, the Chaplain will:

- † Select a theme in collaboration with Religion and Lecturer
- † Prepare a 3 to 5-minute message that ties to the selected theme; ideally the message will be regarding God’s promises, as symbolized by His bow in the clouds
- † Share the approved message with the Lecturer by the established deadline, so she may prepare her response; ; the Lecturer will prepare and present a 3 to 5-minute message that enhances or responds to the Chaplain’s message
- † Invite the State Rainbow Dad to give the benediction
- † The SO and AGD will identify the additional participants in the Service, who will be first time Worthy Advisors and Jr. Past Worthy Advisors. The SO and AGD 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 a written thank you note to each person (girls and adults) who participated in the Rainbow Sunday church service and deliver those notes on the Sunday of Rainbow Camp

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: CHAPLAIN

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 5 to 8 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.

The Chaplain does not need to prepare a prayer for the Grand Cross of Color Banquet at Grand Assembly, unless she is specifically asked to serve in this capacity.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: DRILL LEADER

Grand Assembly March-Ins

In 2020-2021, there will be fewer march-ins done during Grand Assembly. The specific number will be determined prior to January 2021, when the GWA will share the selected (and approved) march-in music. The Drill Leader will work with the SO and designated adult advisor/s, understanding that practices are often held outdoors and may not be in earnest until late spring 2021.

The Drill Leader/s, in collaboration with the designated adult advisor/s, will create the entrance marches performed by the Grand Officers and Personal Pages at the start of designated sessions of Nevada Grand Assembly. These march-ins will utilize the music selected by the Grand Worthy Advisor and should reflect the intent of the specific session.

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: CHOIR DIRECTOR

The primary **Duties** of the Choir Director include:

- ♪ Recruiting Grand Choir members
- ♪ Facilitating Grand Choir Practice during the year
- ♪ Introducing those participating in the Grand Choir during OVs and at Grand Assembly
- ♪ 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:

It is unclear if a Grand Choir will be formed during 2020-2021. If a Grand Choir is formed, the DGAM will be responsible for recruiting choir members, selecting appropriate songs to be sung by the choir, and conducting practices.

Grand Choir Songs

The Choir Director, with the assistance of the DGAM, will recommend approximately 3 songs for the Grand Choir to sing during Grand Assembly.

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 DGAM, copies of the music should be made for the Grand Choir. These copies will be used for Grand Choir practices. The Grand Choir members will keep these copies, so they can continue to practice before Grand Assembly. Additionally, a CD may be provided to Grand Choir members, as a practice tool. The Choir Director and DGAM should discuss who will be responsible for these tasks. Receipts for these copies (music and CDs) should be submitted to the SO no later than Rainbow Camp, so this expense may be reimbursed.

Grand Choir Introductions

During each in-person Official Visit and Grand Assembly, the Choir Director will introduce the members of the Grand Choir; in the absence of the Choir Director, the Musician will make these introductions. It may be helpful to have a list of the Grand Choir members available to 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.

When asked by the Worthy Advisor to introduce the Grand Choir, the Choir Director (or Musician) should respond as follows: "Thank you Worthy Advisor. I am _____ to introduce the _____ Grand Choir. From Assembly #____, I would like to introduce _____....." Once all of been introduced, the Choir Director (or Musician) should conclude with something similar to, "Thank you girls for being here today and for being part of the Grand Choir. We are so excited about working with each of you."

Grand Choir Practices

This is subject to revision based on who is invited to join Grand Choir in 2021-2022.

The Musician and Choir Director, with the assistance of the DGAM, will organize Grand Choir practices throughout the year. If possible, Grand Choir practices should be held in the spring, prior to in-person official functions in the north and the south. This will provide the Grand Choir with additional opportunities to practice before Grand Assembly and to get to know each other better.

The Musician and the Choir Director will attend all Grand Choir practices during Grand Assembly.

Grand Assembly

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.

This is subject to revision based on who is invited to join Grand Choir in 2021-2022.

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 REPRESENTATIVE RESPONSIBILITIES

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

Deadlines for the Representatives include:

- February 1: Submit draft report to Director of Grand Representatives (DGR)
- Camp: Review and time report with DGR
- April 15: Submit a final draft of the report to the DGR
- May 15: Submit a video recording of the report to the 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 during our Grand Assembly Sessions.

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 Representatives, and other designated adults to organize a Nevada delegation to visit that jurisdiction's Grand Assembly or another official function, if possible. During the COVID-19 pandemic, this visit may be virtual.

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 Representatives. 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 Representatives. Our Director of Grand Representatives 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. The goal of the program is 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 lifelong 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 Director of Grand Representatives, 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 our Representative's respective assembly, 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.

By the last fall OV, each Representative will confirm with the Director of Grand Representatives that contact has been made with her counterpart/s. The Director of Grand Representatives 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 1st, each Representative will submit a written, draft report regarding the Rainbow activities in her jurisdiction 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 March, each Representative will meet with the Director of Grand Representatives in person or via Zoom to review and time the report. 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. The Director of Grand Representatives may invite another adult to assist with the review and recommendation process.

By April 15th, 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.

By May 15th, each Representative will submit a pre-recorded report to the Director of Grand Representatives. This video will be shared during Grand Assembly.

At Grand Assembly, each Representative will:

- 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 major 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?
- What are the money-making projects in her Assembly? (Please go into detail.)
- What are the service projects 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)
- ✓ Submitted as a Word document

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

Grand Representative Report Guidelines

Be creative when developing your report. Be interesting and informative! Don't be boring!!

- Representative reports may be up to 2 minutes in length (for a single state or a region).
- 2021-2022: all representative reports will be recorded and played during Grand Assembly.
- A theme may be selected for the report - cute? Third person? Animated? Reporter format? Keep in mind the theme should not dominate the report; the audience wants to hear about Rainbow, not the character of the speech.
- 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. This is a great opportunity to again say thank you, if you were blessed with Pixie Dust.
- 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.
- DO NOT discuss your Representative's boyfriend, grades in school, her favorite sport or music group!