

SUPREME DEPUTY MONTHLY TASK LIST

This is a working document created by and for the Supreme Officer in Nevada for use during the 2017-2018 Grand year. This is being shared on the NV IORG web site as an informational item – allowing the members and adults of Nevada Rainbow to better understand the duties and responsibilities of the Supreme Officer.

The dates included in this document are preliminary and subject to change without notice (i.e. this document may not be updated and reposted)! Please note that the Supreme Officer reserves the right to modify this schedule throughout the course of the year, based on the needs of the jurisdiction, as well as the needs of her family, herself, and her employer.

July

Communication:

- Send Welcome Letter to GOs' Parents (optional)
- Grand Officer Monthly Update: 1st Monday of month
 - Congrats, Welcome
 - Leadership date/time, what to bring (profiles, mascots, \$\$)
 - Initial deadlines
- Mother Advisor Monthly Update: 1st Monday of month
 - Delinquent Dues Notices to have been mailed on July 1st
 - Adult Newsletter Items: due by COB Saturday
 - Calendar (include rotation for hosting of events; also have posted on web site)
 - Planning Ahead: Suspension Notices mailed must be on August 1st
 - Q&A?
- Adult Newsletter: 2nd Monday of month
 - Grand Assembly 2017 Wrap Up
 - Grand Cross of Color Designees
 - Girls of the Year
 - Funds raised: Scholarship, Charity, Statewide Service Project
 - Newly appointed Grand Officers and Adults
 - Mascot, GO and GC name
 - 2018-2019 Calendar (Preliminary)
 - August Events
 - OVs

Jurisdictional Business:

- Request GWA's allowance from GEB Treasurer
- GEB meeting
 - Quarterly Financial Report: YTD Budget to Actual
→ Distribute to assemblies; post on web site
- Jr. GEC meeting
 - Quarterly Financial Report: YTD Budget to Actual
 - Grand Assembly De-brief
- Issue Dispensations, as needed

SUPREME DEPUTY MONTHLY TASK LIST

Grand Assembly 2017: Wrap Up

- Deputy and Director Debrief
- Follow up with Grand Assembly Committee
 - Paraphernalia concerns
 - Final Report
 - Closure of Grand Assembly accounts
- Jr. PGWA
 - Check in/on
 - Verify receipt of Grand Cross of Color Script for 2017-2018
- Update Grand Assembly Scripts based on Grand Assembly experience/feedback
 - Vespers
 - Grand Cross of Color Luncheon
 - Grand Assembly Sessions
 - Monday Luncheon
 - Monday Banquet
 - Grand Installation

Grand Officer Leadership:

- Finalize Agenda
- Coordinate Meals

Semi-Annual Update: OV, Formal Escort, and Installation Scripts

- Update OV Script, Formal Escort Script AND Installation Script (for local Assemblies)
 - Revise based on newly appointed Grand Officers and Adults
 - Add Girls of the Year for Membership and Service
 - Note names of soon to be elected Grand Chapter and Grand Lodge officers
 - Distribute to Grand Deputies
- Mid-Year Grand Officer Application
 - Rainbow Trails article instead of confidential letter
- Personal Page Application
 - Recent photo required
 - Social media locations

Grand Assembly 2018: Preparation

- Edit 2017 Script for 2018 Rainbow Trails
- Provide 2017 script and 2018 template to GWA
- GWA to-do:
 - Food requests for GO Leadership
 - Photo for Supreme Assembly Office
 - Selections: theme, motto, colors, foods, etc.
 - Avoids: food allergies, etc.
 - Design GWA pins
 - Order pins (x 200)
 - Design (sample) for pin holders
 - Meet with Dressmaker

SUPREME DEPUTY MONTHLY TASK LIST

- GO dress design
 - Schedule trip to LA Fabric District with Dressmaker, SO, GWA, Mom
- Schedule meeting with Grand Assembly Committee, GWA, and SO

Founder's Day
Washington/Idaho Grand Assembly
Supreme Assembly/Seminar

PRELIMINARY

SUPREME DEPUTY MONTHLY TASK LIST

August

Communication:

- Grand Officer Monthly Update: 1st Monday of month
 - Grand Officer Leadership Summary
- Grand Deputy Update:
 - Rainbow Trials articles due (Assemblies with 6 month terms)
 - Update Scripts based on SA (elections)
- Post to web site > GO Leadership
 - 2017-2018 Calendar
 - GWA Selections
- Mother Advisor Monthly Update: 1st Monday of month
 - Suspension Notices should have been mailed on August 1st
 - Adult Newsletter Items: due by COB Saturday
 - GWA Selections: theme, color, verse, etc.
 - Planning Ahead:
 - Upcoming Term: WA present calendar; Elections; Installation invites
 - Nevada Day Parade application must file by September 30th (host Assembly)
 - Q&A?
- Adult Newsletter: 2nd Monday of month
 - GWA Selections
 - Highlight of GO Leadership (outcomes)
 - September events
 - Save the Date for Installations (List of dates/time)
 - October events
 - OV invitations
 - YPT (N/S)
 - Harvest Gala (S)

Jurisdictional Business:

- Request Checks from GEB Treasurer for
 - Scholarship Recipients (2nd semester, based on satisfactory Fall semester)
- GEB meeting
- Jr. GEC meeting
- Issue Dispensations, as needed

Grand Officer Leadership:

- Grand Officer Leadership Weekend
 - Meet with Grand Line on Friday
 - GWA Pin/Pin Holder Order Form
 - Collect \$: Meals, GO dress deposits (envelopes, no receipts)
 - Leadership Training
 - Committee Action Plan Development
 - Grand Deputy Meeting
 - Action Plan for upcoming year
 - Consistency vs. Tradition

SUPREME DEPUTY MONTHLY TASK LIST

- School of Instruction
- Q&A?

- Deliver to applicable GO, Deputies, Directors
 - Honorary Memberships for Grand Year
 - Mystic Banquet Guidelines and Script
 - Rainbow Sunday Guidelines and Script (plus to hosting assemblies)
 - Vespers (?)
 - Nevada Day Parade Guidelines

- Distribute to Grand Deputies:
 - Mid-Year Grand Officer Application (post to web page)
 - Application must include Rainbow Trails Article and Deposit for GO expenses, such as: presentations, 2 pins, ½ dress
 - Personal Page Applications (with photo)
 - Application must include photo and ½ dress
 - Advisory Board Recommendation Process/Timeline

- Post Mid-Year GO Application and Personal Page Application to web page

Official Visit Preparation:

- Review and approve GWA OV remarks
 - Parent introduction, Coin March message, GWA message

- Review and approve GWA invitation to Grand Assembly
 - Token gift to members hosting each OV

- Within 1 week > OV, electronic thank you note to each hosting assembly
 - GWA acknowledge hospitality, Honorary Membership, Gifts

Youth Protection Training Preparation:

- Select training topics for members for upcoming year

- Select training topics for adults for upcoming year

SUPREME DEPUTY MONTHLY TASK LIST

September

Communication:

- Grand Officer Monthly Update: 1st Monday of month
 - Final GO Dress payment due October 1
- Grand Deputy Update:
 - Request Installation programs and term calendars from each GD (4 month terms) →
 - Issue Dispensations for Term
 - Update WA list (for Rainbow Sunday and Vespers)
 - Rainbow Trails Article from Jr. PWA due within 30 days of Installation
- Mother Advisor Monthly Update: 1st Monday of month
 - Adult Newsletter Items: due by COB Saturday
 - Mid-Year Grand Officer Application: Personal letter; Board review this month
 - Personal Page Application: recommendation letter
 - Planning Ahead: Review of By-laws (October), Audit Preparation (October/November), Budget Development (December)
 - Q&A?
- Adult Newsletter: 2nd Monday of month
 - September events
 - Installation invitations
 - October events
 - OV invitations
 - YPT (N/S)
 - Harvest Gala (S)
 - Nevada Day Parade (N)

Jurisdictional Business:

- GEB meeting
- Jr. GEC meeting
- Issue Dispensations, as needed

Grand Chapter, OES:

- Confirm expectations for Youth Program
- Review GWA remarks

Grand Assembly 2018: Preparation

- Review and revise Minute By Minute version of Grand Assembly Script
- GWA:
 - Select Ceremonies for Grand Assembly

Handbook/Resources: Updates

- Member Handbook
- Line Officer Handbook

SUPREME DEPUTY MONTHLY TASK LIST

October

Communication:

- Grand Officer Monthly Update: 1st Monday of month
 - Personal Page Sashes due at OV

- Grand Deputy Update:
 - Mid-Year GO Applications due
 - Personal Page Applications due
 - Advisory Board recommendations:
 - Review guidelines (Supreme Statute)
 - Invite potential new Board members to Advisory Board Orientation (November)
 - Trails articles due by 30th

- Mother Advisor Monthly Update: 1st Monday of month
 - Adult Newsletter Items: due by COB Saturday
 - Annual Report Guidelines/Timeline/Checklist
 - Planning Ahead: Review of By-laws (October), Audit Preparation (October/November), Budget Development (December)
 - Q&A?

- Adult Newsletter: 2nd Monday of month
 - October events
 - Nevada Day Parade (N)
 - November events
 - Advisory Board Orientation (N/S)
 - Mystic Banquet (N/S)
 - Harvest Festival (N)

Jurisdictional Business:

- Annual insurance bill due from the Supreme Office; process payment

- GEB meeting

- Jr. GEC meeting

- Issue Dispensations, as needed

Grand Chapter, OES

- Prepare personal remarks

- GWA: 2 pins to present to WGM and WGP; others to sell

Official Visit Preparation

- Review and approve GWA OV remarks
 - Parent introduction, Coin March message, GWA message

- Review and approve GWA invitation to Grand Assembly
 - Token gift to members hosting each OV

- Within 1 week > OV, electronic thank you note to each hosting assembly
 - GWA acknowledge hospitality, Honorary Membership, Gifts

SUPREME DEPUTY MONTHLY TASK LIST

- Mid-Year Grand Officer Appointments
 - Announcement Cards for GWA
 - Update Address Lists
 - Update Email Contacts
 - Grand Representative Commissions (GWA to sign)

- Mid-Year Grand Officer information
 - Pins, Pin Holders
 - Mascots
 - Prepare GO Handbooks
 - Profiles from Leadership
 - Traveling fabric sample
 - Prepare Invoices for Pins/Presentations/etc.
 - Prepare Welcome Letters
 - Prepare Letters to Parents (optional)

- Personal Page Selections
 - Sash and gift

- Personal Page Information
 - Create Address List
 - Welcome Letter to Pages and Parents
 - Update Handbook

- Jurisdictional Holiday Card photo must be taken!!!!*

- Thank you notes

Grand Assembly 2018: Preparation

- Finalize Minute by Minute script with GWA (after Fall OV)

Handbook/Resources: Updates

- Adult Handbook

- Advisory Board Member Handbook

- Mother Advisor Handbook

**Harvest Gala Event: South
Nevada Day Parade: Float**

SUPREME DEPUTY MONTHLY TASK LIST

November

Communication:

- Grand Officer Monthly Update: 1st Monday of month
- Grand Deputy Update:
 - Submit proposed Advisory Board list to SO no later than November 20th
 - Script Updates: newly elected WGM and WGP
 - Review Grand Cross of Color and Adult Service Award Recommendation process
- Mother Advisor Monthly Update: 1st Monday of month
 - Adult Newsletter Items: due by COB Saturday
 - Annual Reports: Verify member data in SA Database
 - Planning Ahead:
 - Audit Preparation (October/November), Budget Development (December)
 - Dues for next calendar year must be paid in order to participate in elections
 - Q&A?
- Adult Newsletter: 2nd Monday of month
 - December events
 - Sparks Hometown Parade (N)
 - January events
 - Advisory Board Training (N/S)

Jurisdictional Business:

- Jurisdictional Christmas Card
 - Order
 - Mail to Supreme Family, Assemblies
- Review and Approve Advisory Board Membership (2018)
 - Update Advisory Board email lists
 - Update YPT tracking form
 - Send Welcome Letter before November 30th
 - Background check requirements
 - Save the Date: Advisory Board Training (January); Adult Leadership (February)
- GEB meeting
- Jr. GEC meeting
- Issue Dispensations, as needed

Grand Lodge, F&AM:

- Prepare personal remarks
- GWA: 2 pins to present to MWGM and MWGM-elect; others to sell
- Dress Code: Grand Master Dinner = glam event, no hoop required; Monday = short dress for adults, GO dress code for GWA

**Mystic Banquet; New Advisory Board Member Training; Youth Protection Training: North
Mystic Banquet, New Advisory Board Member Training; Youth Protection Training: South**

SUPREME DEPUTY MONTHLY TASK LIST

Regional Audit: North
Regional Audit: South

Grand Assembly 2018: Preparation

- November 1: receive Sunday afternoon session remarks
- November 15: complete review of submitted remarks
- November 16: begin scripting Sunday afternoon session

PRELIMINARY

SUPREME DEPUTY MONTHLY TASK LIST

December

Communication:

- Grand Officer Monthly Update: 1st Monday of month
 - Scholarship Application: due February 20th

- Grand Deputy Update:
 - Script Updates: newly elected MWGM
 - Organizational Board Meeting
 - GD prepares Meeting Minutes using the template provided by the SO
 - GD submits Minutes to SO within 24 hours of organizational Board meeting
 - “Remind” newest GD of responsibilities at Adult Leadership

- Mother Advisor Monthly Update: 1st Monday of month
 - Adult Newsletter Items: due by COB Saturday
 - Planning Ahead:
 - Budget Development (December)
 - Upcoming Term: WA present calendar; Elections; Installation invites
 - Current AND New MA
 - Smooth Transition
 - Calendar: January through July
 - Annual Reporting: enter Grand Cross of Color/Adult Service Award, obtain copies of Audit Report, approved Budget, most recent Bank Statements (December; checking/savings/other); conduct inventory w/new MA or GD
 - Rainbow Camp Registration + T-shirt Order Forms
 - Adult Leadership Info (reminder)
 - Q&A?
 - Rainbow Camp Registration and T-shirt Info
 - January events
 - Installations
 - Advisory Board Training
 - February events
 - Adult Leadership Info
 - Scholarship Application (due February 20th)

- Adult Newsletter: 2nd Monday of month
 - January events
 - Save the Date for Installations (List of dates/time)
 - Advisory Board Training (N/S)
 - February events
 - Adult Leadership
 - Rainbow Camp Registration and T-shirt Info
 - Scholarship Application (due February 20th)

Jurisdictional Business:

- GEB meeting

- Jr. GEC meeting

- Issue Dispensations, as needed

- Update and distribute Reception Guidelines

SUPREME DEPUTY MONTHLY TASK LIST

Grand Assembly 2018: Preparation

- December 1: receive Monday morning session remarks
- December 15: complete review of submitted remarks
- December 16: begin scripting Monday morning session
- Registration information due from Grand Assembly Committee
 - Update letter/s to Grand Assembly guests

Advisory Board Training Agenda:

- Specific leadership roles
- Tips
- Q&A

Adult Leadership:

- Select Theme
- Develop Agenda
- Prepare Invitation
- Coordinate Meals

PRELIMINARY

SUPREME DEPUTY MONTHLY TASK LIST

January

Communication:

- Grand Officer Monthly Update: 1st Monday of month
 - Distribute GO Applications (also post on web site)
 - Distribute Scholarship Applications (also post on web site)

- Grand Deputy Update:
 - Request Installation programs and term calendars from each GD (4 month terms) →
 - Issue Dispensations for Term
 - Update WA list (for Rainbow Sunday and Vespers)
 - Rainbow Trails Article from Jr. PWA due within 30 days of Installation

- Mother Advisor Monthly Update: 1st Monday of month (send to current and elect)
 - Adult Newsletter Items: due by COB Saturday
 - Annual Report: penalty for late reports
 - Camp Registration (reminder)
 - Adult Leadership (reminder)
 - Grand Assembly Registration Information
 - Planning Ahead: Grand Assembly Entertainment and Fabric
 - Q&A?

- Adult Newsletter: 2nd Monday of month
 - February events
 - Adult Leadership (2nd notice)
 - March events
 - Rainbow Camp
 - Grand Assembly Registration Information
 - Scholarship Application (2nd notice; due February 20th)
 - Rainbow Trails Ad Info

Jurisdictional Business:

- Secretary of State: annual on line registration (\$50)
 - list of Officers, Directors, and Registered Agents

- Nevada Department of Taxation: file for Tax Exempt Status
 - every 5 years; renewed in 2017; next renewal 2022

- Pay Storage Unit Rent for the year (discount for paying for full year)

- Request Checks from GEB Treasurer for
 - GWA's allowance (2nd half)
 - Scholarship Recipients (2nd semester, based on satisfactory Fall semester)

- Review Annual Reports: January 11th – January 29th
 - Complete Evaluation Form as review each Assembly's report/packet
 - Request missing information no later than Adult Leadership

- Advisory Board Training (N/S)
 - Advisory Board Leadership Roles, first 30 days
 - Deliver Holiday Greetings from other Jurisdictions to GO and/or GD

SUPREME DEPUTY MONTHLY TASK LIST

- Submit Annual Report to Supreme Office by January 30th
 - Annual Reports for each Assembly
 - Jurisdictional Verification Form
 - Grand Cross of Color/Adult Service Award Recommendations
 - NV IORG check for Recommendations
 - NV IORG Audit
 - NV IORG written report
- GEB meeting
- Jr. GEC meeting
- Issue Dispensations, as needed
- January 10: Grand Assembly Registration Materials posted on web site!!*

Grand Assembly 2018: Preparation

- January 1: receive Monday afternoon session remarks
- January 15: complete review of submitted remarks
- January 16: begin scripting Monday afternoon session

California Grand Assembly:

- GWA to submit article and photo for Pot of Gold

Advisory Board Training: North

Advisory Board Training: South

SUPREME DEPUTY MONTHLY TASK LIST

February

Communication:

- Grand Officer Monthly Update: 1st Monday of month
- Grand Deputy/Director Update:
 - Trails articles due by 30th
- Mother Advisor Monthly Update: 1st Monday of month
 - Adult Newsletter Items: due by COB Saturday
 - Rainbow Camp reminders: transportation/medical releases
 - Grand Assembly Registration Information (reminder)
 - Planning Ahead:
 - Grand Officer Application Process
 - Q&A?
- Adult Newsletter: 2nd Monday of month
 - February events
 - March events
 - Rainbow Camp
 - Grand Assembly Registration Information
 - Scholarship Application (2nd notice; due February 20th)
 - Rainbow Trails Ad Info

Adult Leadership Weekend (1st weekend, Tonopah)

- Adult Leadership: 1st weekend, Tonopah
 - Breakfast meeting with Deputies, Directors
 - Distribute to Grand Deputies:
 - Participants (newly installed WA) and Scriptures for Rainbow Sunday
 - Tributes due to AGD by February 15th
 - Leadership Training
 - Adult Committees
 - Standardization vs. Tradition
 - Advisory Board Business
 - Rainbow Camp Skit
 - Collect items missing from Annual Report/s

Jurisdictional Business:

- Internal Revenue Service: File tax forms (990-N, e-postcard) on behalf of NV IORG Assemblies
 - Complete for all assemblies by July 1st
 - Using Master List of Assemblies, user names, tax id, etc.
 - GEB meeting
 - Semi-Annual Financial Report (YTD Budget to Actual)
→ Distribute to assemblies; post on web site
 - Jr. GEC meeting
 - Semi-Annual Financial Report (YTD Budget to Actual)
 - Issue Dispensations, as needed
 - Prepare article and dedication for Rainbow Trails
- NV IORG Supreme Officer Timeline 2017-2018 (as of June 2017)

SUPREME DEPUTY MONTHLY TASK LIST

Grand Assembly 2018: Preparation

- February 1: receive Monday morning evening remarks
- February 15: complete review of submitted remarks
- February 16: begin scripting Monday evening session

PRELIMINARY

SUPREME DEPUTY MONTHLY TASK LIST

March

Communication:

- Grand Officer Monthly Update: 1st Monday of month
 - Rainbow Camp Grand Officer Meeting
- Mother Advisor Monthly Update: 1st Monday of month
 - Adult Newsletter Items: due by COB Saturday
 - GO Application due to MA by 15th; personal/confidential letter before Board meeting
 - Planning Ahead
 - Upcoming Term: WA present calendar; Elections; Installation invites
 - Q&A?
- Adult Newsletter: 2nd Monday of month
 - March events
 - Rainbow Camp
 - Rainbow Trails Ad Info (2nd notice)
 - April events
 - OV
 - Receptions (all)
 - Grand Assembly Registration and Housing info (2nd notice)

Jurisdictional Business:

- GEB meeting
 - Semi-Annual Financial Report (YTD Budget to Actual)
- Jr. GEC meeting
- Issue Dispensations, as needed
- Contact Past State Grand Deputy regarding ad for Rainbow Trails

Rainbow Camp Weekend (2nd weekend, Tonopah)

- Rainbow Camp: 2nd weekend, Tonopah
 - Grand Officer Meeting
 - Announcements: Majority Team, Protest
 - Mother Advisor Meeting
 - Q&A?
 - Grand Deputy Meeting
 - Q&A?
 - Reception Meeting (last year GO, Deputy)
 - Review Reception Officers and Invitations
 - Scholarship Recipients Announced
 - List for Chris (web site), Kelly (press releases)
 - Grand Cross of Color/Adult Service Awards Announced
 - List for Chris (web site), Kelly (Rainbow Trails), Shawn

Official Visit Preparation

- Review and approve GWA OV remarks
 - Parent introduction, Coin March message, GWA message
- Review and approve GWA invitation to Grand Assembly
 - Token gift to members hosting each OV

SUPREME DEPUTY MONTHLY TASK LIST

- Within 1 week > OV, electronic thank you note to each hosting assembly
 - GWA acknowledge hospitality, Honorary Membership, Gifts

Grand Assembly 2018: Preparation

- Confirm Jr. PGWA pin has been ordered by GWA Parents
- Contact NOAH : GO dress assistance, GO mascots
- March 1: select Majority Officers
- March 1: receive Tuesday morning session remarks
- March 15: complete review of submitted remarks
- March 16: begin scripting Tuesday morning session

PRELIMINARY

SUPREME DEPUTY MONTHLY TASK LIST

April

Communication:

- Grand Officer Monthly Update: 1st Monday of month
 - Grand Assembly Escort: Who will be your escort? Have they registered for dinner? What info should SRD share during escort? Confirm: no flowers
 - Ceremonies for Grand Assembly: Pledge or Pledge Initiation, Parent, Memorial, Majority and others selected by GWA (?)

- Mother Advisor Monthly Update: 1st Monday of month
 - Adult Newsletter Items: due by COB Saturday
 - Planning Ahead
 - Upcoming Term: WA present calendar; Elections; Installation invites
 - GO Practice Day: GD will be notified if girls must prove work during an Assembly meeting
 - Q&A?

- Adult Newsletter: 2nd Monday of month
 - May events
 - Receptions (in May)
 - Save the Date for Installations (List of dates/time)
 - Grand Assembly

Jurisdictional Business:

- GEB meeting

- Jr. GEC meeting

- Issue Dispensations, as needed

- Review Adult Leadership Team for Upcoming Year

California Grand Assembly

Official Visit Preparation

- Review and approve GWA OV remarks
 - Parent introduction, Coin March message, GWA message

- Review and approve GWA invitation to Grand Assembly
 - Token gift to members hosting each OV

- Within 1 week > OV, electronic thank you note to each hosting assembly
 - GWA acknowledge hospitality, Honorary Membership, Gifts

Receptions

- Receptions
 - Gifts for each girl
 - GWA Reception
 - Speech Book available (for sale)
 - Personal Pages: Basket Presentation
 - Grand Officers: Turn in mascot bags; last day to submit escort narrative
 - Grand Deputies: Participants and Scriptures (WA Elect) for Vespers
 - Assembly Membership and Service Hour Awards are returned to SO

SUPREME DEPUTY MONTHLY TASK LIST

Grand Assembly 2018: Preparation

- Director of Membership: Adults to sit with candidates (Sunday evening and Monday morning)

- April 1: receive remaining remarks
 - Call to Order messages
 - Welcome to Grand Assembly message
 - Lighter Side of Majority
 - Pledge Presentation
 - Alumni Association message
 - NOAH message
 - SRD Report
 - Talent Intros
 - Entertainment Intros
 - Service Awards
 - Girls of the Year

- April 10: select those presenting Tributes during GCOC Luncheon, at Grand Assembly

- April 15: complete review of submitted remarks

- April 16: begin scripting

- April 25: select Installing Officers (Marshal/s, Recorder, Flags, Bible Bearer)

SUPREME DEPUTY MONTHLY TASK LIST

May

Communication:

- Grand Officer Monthly Update: 1st Monday of month
 - Grandie Practice Day expectations
- Grand Deputy Update:
 - Request Installation programs and term calendars from each GD (4 month terms) →
 - Issue Dispensations for Term
 - Update WA list (for Rainbow Sunday and Vespers)
 - Rainbow Trails Article from Jr. PWA due within 30 days of Installation
- Mother Advisor Monthly Update: 1st Monday of month
 - Adult Newsletter Items: due by COB Saturday
 - Planning Ahead: Names of Initiates, Names for Memorial, Grand Choir members
 - Q&A?
- Adult Newsletter: 2nd Monday of month
 - May events
 - Installations
 - June events
 - Installations
 - Grand Assembly
 - Founder's Day (very least, Save the Date; Assemblies: add to term calendars)

Jurisdictional Business:

- GEB meeting
- Jr. GEC meeting
- Issue Dispensations, as needed

Receptions

- Gifts and messages for last year Grand Officers

Grand Officer Practice Day

- GO Practice Day
 - Practice all ritualistic work, ceremonies, and speeches
 - Discuss Statewide Service Project for next Grand Year
 - Vote for SRD
 - Input on GO Leadership Agenda
 - Build A Grandie Program: What will be included? What will be judged and when?

Grand Assembly 2018: Preparation

- May 1: compile data for inclusion in script
 - Membership data: January – June
 - Membership Award recipient
 - Service Award recipient
 - Girls of the Year
 - Proficiency Updates
 - Final Talent Intros

SUPREME DEPUTY MONTHLY TASK LIST

- Funds earned
 - Grand Hope
 - Grand Charity
 - Statewide Service Project
 - GWA Address
 - May 15: complete scripting
 - Secret Pages:
 - Membership and Service Hour Awards
 - Fundraising totals
 - Statewide Service Project: hours and funds earned
 - Mascot clues
 - Grand Representative Report Binder plus GWA copy due
 - Engraving
 - Grand Cross of Color Medallions
 - Assembly Membership Award
 - Assembly Service Hour Award
 - Order Shirts
 - New Mascot
 - SRD
 - GO Appointments
 - Contact GWA Parents
 - Contact Pixie Dust Parents
 - Address Lists
 - Email Groups
 - B-Day List
 - Announcement Cards
 - Prepare (print and sign) Commissions
 - Prepare Invoices for Pins/Presentations/etc.
 - GO Slides (for Announcements) for Chris (hold until June)
 - GO List for web site for Chris (hold until June; post after Announcements)
 - Order new GWA gift
 - Journal
 - Sports Bottle
 - Flip Flops
 - Order new GO B-day cards
 - Stuff Mascot Bags
- Handbook Updates**
- Update GO Handbook
 - Print for GO, Deputies, Directors, SRD
 - Update GWA Handbook
 - Print for GWA

SUPREME DEPUTY MONTHLY TASK LIST

- Update SRD Handbook
 - Print for SRD

- Update GWA Family Handbook
 - Print for Parents

Annual Sessions of York Rite Bodies

PRELIMINARY

SUPREME DEPUTY MONTHLY TASK LIST

June

Communication:

- Grand Officer Monthly Update: 1st Monday of month
 - Installing Grand Officers (Marshalls, Flags, Bible Bearer)
- Grand Deputy/Director Update:
 - Reminders
 - Trails articles due by 30th
 - Grand Assembly Assignments
- Mother Advisor Monthly Update: 1st Monday of month
 - Adult Newsletter Items: due by COB Saturday
 - Planning Ahead:
 - Delinquent Dues Notices to be mailed July 1st
 - Q&A?
- Adult Newsletter: 2nd Monday of month
 - July events
 - Installations (6 month terms)
 - Founder's Day (N/S)

Jurisdictional Business:

- Request check from SRDs for GWA's Travel Allowance from GEB Treasurer
- GEB meeting
- Jr. GEC meeting
- Issue Dispensations, as needed

Grand Assembly 2018: Preparation

- June 1: Complete Installation Script
- Printing for Grand Assembly
 - Scripts
 - Complete: GWA, SO, DGO
 - Partial: Sound Booth, Recorder
 - Minute by Minute: SO, DGO
 - Others:
- Printing of Programs for Grand Assembly
 - Grand Cross of Color Luncheon Program
 - Installation Program
- Print Event Schedule (?)
- SO Remarks
 - Monday night (Announcements)
 - Tuesday morning (Majority)
 - Tuesday evening (Grand Installation)

SUPREME DEPUTY MONTHLY TASK LIST

- Dignitary Gifts (with recipient names)
- Pack
 - o Copy of soon to be GWA GO Application (speech ideas)
 - o See packing list
- Nevada Grand Assembly
 - o New GWA to sign Commissions for Grand Representatives' Counterparts

Grand Assembly 2018: Wrap Up

- Post Nevada Grand Assembly
 - o Email Jr. PGWAA and Deputy: requests for reimbursement (receipts) for gifts at Grand Assembly must be submitted within 30 days
 - o Update Email Groups
 - Add new Majority members to Newsletter Group
 - Add newly "retired" adults to Newsletter Group
 - Revise Grand Officer Group
 - Revise Adult Leadership Team Group/s
 - o Email newly appointed Grand Officers to confirm email group and email addresses
 - o Inventory Pins returned at Grand Assembly
 - Process refunds
 - Order replacement pins, as needed
 - o Reconcile Pins/Presentation/etc. money: did all Assemblies pay in full
 - o Process bills not paid through Session Account
 - Dressmaker
 - Rainbow Trails
 - o Send personal thank you notes for gifts received during Grand Assembly
 - o Send personal thank you notes to Deputies, Directors, Team Leads and Grand Assembly Chairman and Registration Committee Chairman
 - o Email Scholarship Award Letter

Grand Assembly 2019: Preparation

- Address B-day cards