

Alaska Policy Book

Grand Assembly of Alaska

International Order of the Rainbow for Girls

Section I Grand Assembly Session

Section II Grand Officers

Section III Hosting Grand Assembly

Section IV Youth Protection (from Supreme Assembly)

Alaska Policy Book

Section I

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Alaska Policy Book

Section I

Introduction to the Alaska Policy Book

An increasing knowledge and a better understanding of Rainbow will add to our love and enjoyment of the organization and enable us to return more than we ever thought possible. To that this book is dedicated.

This book should be used by advisors and Rainbow members. To grow in Rainbow it is necessary that we understand the contents of the Constitution and Bylaws, Ritual, Gold Book and the Alaska Guidelines. They are listed in order of precedence. Probably the most important, which aids in producing an efficiently operated and enjoyable assembly, is the Ritual Book (white color). Memorization is the name of the game and should be a firm commitment of each assembly member and advisor.

This policy book is an extension of the Guidelines and should be used in that light. However, in matters pertaining to Grand Assembly and its operation, these policies prevail. This book is divided into three sections.

Section I contains the who, how and what of Grand Assembly and other items/activities which are related to its operation.

Section II contains the duties and responsibilities of the Assembly's Grand Officers.

Section III contains guidelines to be used when preparations are being made to host a Grand Assembly.

Within each section every policy is numbered consecutively. Also, each page is numbered and dated. Each time any change is made on a page, the date at the bottom of that page will be changed. That changed date will also be reflected on the Table of Contents opposite the policy number in which the change was made. The Grand Executive Board is responsible to make any changes, additions and/or deletions and to distribute them to each policy book holder. Suggestions for changes, additions and/or deletions are requested and most welcome. Submit them in writing to the Grand Executive Board for their consideration.

Each assembly will maintain at least one book. It is advisable that a second book be maintained. This can be accomplished by copying the pages received from the Grand Executive Board thus creating a second book. This will enable the Mother Advisor and the Board Chairman to have a book readily available for use by the Board and the assembly. It is advisable to keep the Constitution and Bylaws, Ritual, Gold Book and Guidelines with each policy book for ready reference. In addition the Supreme Deputy/Inspector, Grand Deputies and the adult Grand Executive Board members will maintain copies. Each book is to be passed on to your successor.

Throughout this book two abbreviations may be used. SI/D will represent Supreme Inspector or Supreme Deputy, whichever is appropriate. GWA will represent Grand Worthy Advisor.

It is the duty of the Grand Executive Board to review and update this book as required.

SECTION I
POLICY I

GRAND OFFICERS – WHO AND HOW
RAINBOW GIRLS

The following officers constitute the Grand Assembly of Alaska:

Grand Worthy Advisor	Grand Patriotism
Grand Worthy Associate Advisor	Grand Service
Grand Charity	Grand Historian
Grand Hope	Grand Confidential Observer
Grand Faith	Grand Outer Observer
Grand Recorder	Grand Musician
Grand Treasurer	Grand Associate Musician
Grand Lecturer	Grand Choir Director
Grand Chaplain	Grand Associate Choir Director
Grand Drill Leader	Grand Organist
Grand Love	Grand Soloist
Grand Religion	Grand Reporters
Grand Nature	Grand Executive Board Members
Grand Immortality	Grand Pages
Grand Fidelity	

HOW

ELECTED OFFICERS: The first seven officers are elected by the Grand Assembly voting delegates in a manner similar to that used in each assembly.

APPOINTED OFFICERS: The newly elected Grand Worthy Advisor (GWA) may select one eligible girl for appointment to any of the appointive positions. Prior to announcing this selection, she must meet with the Supreme Inspector/Deputy to convey her wishes and receive approval for this appointment.

Grand Pages are appointed during the year by the Supreme Inspector/Deputy (SI/D) using the recommendations submitted by the Grand Deputies. These appointments are usually, not always, announced by the GWA during her official visits to the various assemblies.

There may be times when there are not enough eligible girls to fill the positions of Grand Pages. As with other appointments the SD/I, in consultation with Grand Deputies, will select local elected line officers to perform the duties. These girls will be distinguished with a special GWA given name and dress code. Since they are not Grand Officers, they will not be installed, receive a pin, or sign the Book of Time.

All other officers are appointed by the SI/D in consultation with the adult Grand Executive Board members and the Grand Deputies. These appointments are made during Grand Assembly using the submitted recommendations, which have been signed by the Mother Advisor, Advisory Board Chairman and the Grand Deputy.

In the instance where a Grand Office is/becomes vacant, the following criteria and protocol will be followed by the SI/D:

If the East becomes vacant, like the local Assembly, the GWAA will advance.

Other offices (elected, those perceived as “stepping stones” to the office of GWA, or require special knowledge [GDL], will be filled with a Majority member so as not to influence the election process.

Remaining vacancies will be filled with:

1. A Rainbow girl who is eligible and has not received her Majority. She will be installed, receive a jewel, pay dress material money and have all the rights and privileges of a Grand Office.
 2. A Majority member (youngest to oldest, PGWA then PGO). As Majority, they are not installed and do not receive a jewel. They are entitled to sign the Book of Time. A dress is important to the marches and the look of Grand, however the timing of the appointment will determine if general funds are available to provide dress material assistance each year. Justification – Majority are often young adults with a variety of financial situations and they cover their own travel costs. In the interest of fulfilling the mission of Grand Assembly with a full corps of officers, they may carry the burden of the material costs.
1. Any other appointments needing to be made will be made at the discretion of the SI/D. A truly last minute resignation will be filled by any Majority who can perform the ritual work.

ELIGIBILITY: Basically all Grand Officers must be a Worthy Advisor or a past Worthy Advisor, a member in good standing in any assembly in Alaska and have passed proficiency II. Exceptions to the Worthy Advisor/past Worthy Advisor requirement may be made for those officers requiring special talents/abilities. These offices include both musicians, both choir directors, organist, soloist, reporters and executive board members.

All should be good, dedicated Rainbow Girls, present ritualistic work well, be prepared for meetings, fulfill committee assignments, have good attendance records, be active in their assemblies and have continued to serve after they have completed their term as Worthy Advisor.

In addition to the basic eligibility criteria listed in the previous paragraph, to be eligible for election to the office of Grand Worthy Associate Advisor a girl must meet the following criteria:

1. She must have completed at least two (2) years of service in an Alaskan assembly or a combination of Alaskan assemblies.

2. She must have attended and participated as a Grand Assembly electee or appointee in at least one Alaskan Grand Assembly prior to the one in which she is elected.
3. She must have been awarded the Grand Cross of Color and have gone through the presentation ceremony.

All Grand Officers should be good, dedicated Rainbow Girls, present ritualistic work well, be prepared for meetings, fulfill committee assignments, have good attendance records, be active in their assemblies and have continued to serve after they have completed their term as Worthy Advisor.

ADULTS WHO

The following are Grand Officers in the Grand Assembly of Alaska:

- Supreme Inspector/Deputy
- Grand Deputies
- Grand Executive Board members
- Grand Mother Advisor (an honorary position)
- ADD Grand Rainbow Dad (an honorary position)

HOW

The Supreme Inspector/Deputy is appointed by Supreme Assembly.

The Grand Deputies and the Grand Executive Board members are appointed by the Supreme Inspector/Deputy. They must be reappointed. They must be either a Master Mason, a member of the Order of the Eastern Star, Order of Amaranth, or a Majority Member of Rainbow.

The Grand Mother Advisor is appointed by the Supreme Inspector/Deputy. The Grand Worthy Advisor must submit her recommendation to the Supreme Inspector/Deputy for approval in the same meeting in which she nominated her personal Grand Officer Selection. The Grand Mother Advisor must be a member of the Order of Easter Star, Order of Amaranth or a Majority Member of Rainbow.

ADD The Grand Rainbow Dad is appointed by the Supreme Inspector/Deputy. The Grand Worthy Advisor must submit her recommendation to the Supreme Inspector/Deputy for approval in the same meeting in which she nominated her personal Grand Officer Selection. The Grand Rainbow Dad must be a Master Mason.

SECTION I POLICY 2

GRAND WORTHY ASSOCIATE ADVISOR – WHO & HOW

ELIGIBILITY: In addition to the general requirements for any Grand Officer listed in Policy 1 of this section, the basic requirements for an Alaskan Rainbow Girl to request that she be considered for the office of Grand Worthy Associate Advisor, who will advance to the station of Grand Worthy Advisor, is that she be a Past Worthy Advisor of an Alaskan Assembly, a member in good standing in any assembly in Alaska and have passed Proficiency II.

ADDITIONAL ELIGIBILITY REQUIREMENTS/ACTIONS: Because of the importance of this office, the eligibility criteria have been expanded above what is required of any other Grand Office. The following criteria must be met and noted actions completed prior to being considered for election at Grand Assembly.

1. She must have completed at least two (2) years of service in an Alaskan assembly or a combination of Alaskan assemblies.
2. She must have attended and participated as a Grand Assembly electee or appointee in at least one Alaskan Grand Assembly prior to the one in which she is elected.
3. She must have been awarded the Grand Cross of Color and have gone through the presentation ceremony.
4. She must obtain written permission/approval from her parent/guardian to run for the office and submit same to the Supreme Inspector/ Deputy prior to the opening of Grand Assembly. The Supreme Inspector/ Deputy will have forms available to complete this action.
5. She must complete a personal interview with the Grand Executive Board prior to announcing that she wishes to be considered for election to the office of Grand Worthy Associate Advisor. This interview will be completed at Grand Assembly, prior to the elections, at a time and place designated by the Grand Executive Board. After the interview, the Grand Executive Board will approve or deny the request for said consideration; however, the SI/D must approve any action taken.
6. She must be familiar with Policy 2 and Policy 3, Section II, Grand Worthy Associate Advisor Duties and Checklist respectively, in order to gain an understanding of the energies, time, memorization and monies involved with the office of the Grand Worthy Associate Advisor.
7. She must agree that if elected, she will work closely with the Supreme Deputy/Inspector SI/D and obtain approval for any plans, projects or actions she contemplates during her term.

SECTION I POLICY 3

SPECIAL ASSIGNMENTS – WHO AND HOW

WHO

The following are special assignment responsibilities. Some may be deleted or others added at the Supreme Inspector/Deputy's discretion.

Aurora Editor

Aurora Subscriptions DELETE – added to GEB Secretary

Chair for GA Scholarship

Chair for Grand Service Project Committee

Coordinator for Pantaloons

Coordinator for Scrapbooks

Coordinator for Skits

Coordinator for Seating in the East/Introductions

Coordinator for Youth Protection

Coordinator of Alaska Policy Book DELETE added to GEB Chairman

Grand Assembly Registration & Awards Coordinator

Coordinator of Grand Cross Program

Director of Music

Director of Public Address System

Custodian of Jewels

Director of Flag Tributes

Director of Fraternal Correspondents

Director of Majority Association

Director of Grand Marches

Director of Grand Officers

Director of Pledge Program ADD

Director of Ritual Competition

Grand Assembly Chairman

Grand Assembly Musician

Jurisdictional Marketing Liaison/Membership ADD

Photographer

Proceedings Editor

Webmaster/mistress

HOW

Individuals are appointed to these assignments each year by the SI/D. They may be reappointed. They must be either a Master Mason, a member of the Order of Eastern Star, Amaranth or a Majority Member of Rainbow. However, this requirement may be waived by the SI/D if it is deemed prudent and necessary.

SECTION I
POLICY 4

GRAND OFFICER RECOMMENDATION

ELIGIBILITY: Worthy Advisor/Past Worthy Advisor – in good standing, not yet a majority.
EXCEPTIONS: Grand Musician, Choir Directors, Reporters and Executive Board Members. This form must be completed and mailed to the Supreme Inspector/Deputy by April 15th. If you desire to submit additional information other than listed below, please use the reverse side of this sheet.

Name	Mailing Address	
Age		
Date of Birth	Residence Address (if different)	
Date joined Rainbow		
Phone Number	or Phone Contact	
Phase II Proficient completed <input type="checkbox"/> YES <input type="checkbox"/> NO	Grand Cross <input type="checkbox"/> YES <input type="checkbox"/> NO	
Date:	Date:	
Type of Rainbow work most efficiently performed (floor, memory, committee, organizational work, etc.)		
Special Talents (Soloist, instruments, typist, etc.)		
Strength/Weaknesses		
Other Activities (Church, school civic organizations, etc.)		
Attendance Record (Meetings and functions) (Excellent, good, fair, etc.)		
Other Comments		
Do you feel that this girl has sufficient interest to fulfill her obligations as a Grand Officer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
LOCAL ASSEMBLY INFORMATION: Current Office _____ Previous Office(s) _____ _____ _____	GRAND ASSEMBLY INFORMATION: Current Office: _____ Previous Office(s): _____ _____	
GRAND OFFICE RECOMMENDED – (She has the capability to complete this office):		
	1 st Choice	
	2 nd Choice	
	3 rd Choice	
Has this form been discussed with the girl?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain.	
Does she plan to attend Grand Assembly?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain.	
Signatures		
_____ Date	_____ Date	_____ Date
Mother Advisor	Board Chairman	Grand Deputy

SECTION I
Policy 5

GRAND OFFICER INFORMATION SHEET

NAME: _____ GRAND OFFICE: _____

HOME ASSEMBLY: _____ BIRTHDATE: _____

HOME MAILING ADDRESS: _____

HOME PHONE #: _____ COLLEGE/WORK/CELL PHONE# _____

EMAIL ADDRESS: _____

DRESS PATTERN SIZE: _____ HOW TALL ARE YOU?: _____

Section 1
Policy 6

GRAND OFFICER CONSIDERATION FORM

FROM:

TO: Grand Assembly of Alaska
International Order of the Rainbow for Girls

I respectfully request to be considered for the following Grand Office:

Elected Line (Not GWAA) Yes No

Appointed Yes No

I understand that as a Grand Officer, I am the public face of Rainbow in Alaska. As such, I recognize that I am constantly an example and my behavior (personal & electronic) must always be above reproach both to the public and to the Masonic Family;

I understand that with all jobs, I will need to carefully prioritize and potentially make sacrifices (relationships, fun activities, etc) to complete my duties;

I vow to fully support the GWA during her term;

I understand that I must memorize my Ritual Work and have exemplary Floor Work and that I will be prepared for all functions that I attend. I will complete all duties outlined in Policy that pertain to my station and will cheerfully complete any additional assignments given to me;

I understand that there will be a \$50 deposit for my Grand Officers jewel, which can be applied to future years and will be returned (if the jewel is intact) when my Grand service is complete;

I understand that the \$75 dress material is to be paid by Oct 30th and that this money is non-refundable;

I vow to support my assembly and its functions as often as possible as well as be respectful and present a positive attitude at all times;

If for any reason, I resign, or am removed from my Grand Office, I will return my jewel, dress material and any other Grand property entrusted to my care to the Grand Deputy or Supreme Deputy;

It is with complete understanding of the above and the solid support of my parent(s) that I wish to apply.

Girl's Signature/Date

Parent's Signature/Date

Grand Deputy Signature/Date

When completed, email/mail to: Mrs. Gabrielle Hazelton,
Supreme Deputy in Alaska, IORG
Box 210325, Auke Bay, AK 99821
supreme.deputy@akiorg.org
This form must be completed by

SECTION 1
POLICY 7

GRAND WORTHY ASSOCIATE REQUIREMENTS

Girls who wish to be considered for the office of Grand Worthy Associate/Advisor must:
You must have been awarded the Grand Cross of Color and have experience the ceremony;
Only your parent/legal guardian, Mother Advisor, Grand Deputy and Supreme Deputy should know about your application. You will not discuss it with anyone else.
You will not campaign for this office or against another girl. Campaigning (positive or negative) with the purpose of influencing others includes talking, texting, emailing.
If the Supreme Deputy hears of your application by other means, you may be removed from consideration.

Submit, by the deadline, a complete packet including Grand Officer Recommendation Form, GWA Promise Form, Term details & program (while it need not be fully complete or finalized, it must show consideration and planning). If this packet is incomplete, you may be removed from consideration.

Complete a personal interview with the Grand Executive Board and Supreme Deputy. The time and place will be announced at Grand Assembly. The interview will cover expectations of you and answer any questions you have.

Term Details & Program

- Theme
- Color(s)
- Mascot
- Bible Verse
- Flower(s)
- Service Project
- Fundraising Project
- Membership Project
- Fun Projects
- Calendar

July-WA/ID GrandSupreme	January
AugustAmaranthAurora article	FebruaryGrand LodgeAurora article
September	March
October	April
NovemberGrand Cross Aurora article	MayAurora article
December	June

Travel to one other Jurisdiction

Things to add, be creative:

official visits

events that tie in with service/membership/fundraising projects

Do you plan on using the website/Facebook as part of your plans?

How will you keep the Grand Officers and members engaged in your year?

These plans can be changed and/or expanded but must be finalized by GWA installation.

FINANCIAL INFORMATION

Here is a draft budget of what Grand Assembly covers. Keep in mind that some jurisdictions only provide their GWA with \$500 towards her expenses, and all costs are her responsibility, and while travel is cheaper in the states, the GWA has to travel loads more. Alaska is lucky that their GEB allots this much money towards the GWA/GWAA expenses.

GWA

- \$1300 To use towards dress material for Grand Officers
- \$750 IN-STATE GWA Travel Costs (to used towards the costs of airfare to visit the 3 assemblies in AK and Grand Lodge)
- \$250 GWA Gifts (this for gifts to WAs and MAs on your official visits and the gifts that you will give to all of your officers and protems at grand)
- \$100 GWA Postage (for Christmas cards and correspondence with Assemblies)
- \$500 GWA Chaperone Travel Costs (this is to help with the cost of your GMA traveling for your OV's, not enough, but something to help)
- \$500 GWA Supreme Travel Costs (again Supreme will cost you more than \$500 to attend, but we will reimburse \$500 of the costs)
- \$100 PGWA Pin (the pin will cost more than \$100 to have made, but we will only reimburse this cost

up to \$100)

25,000 AK Air miles to be used to attend WA/ID Grand Assembly (usually follows shortly after our Grand Assembly)

Out of the GWA's own pocket

We do not cover your dress, but we do not charge for your dress, i.e. you do not have to pay the \$75 that the rest of the officers pay. This is because the GWA's dress is significantly different and more costly. You are responsible for the cost of your GWA dress and your traveling dress that you will need for your in-state OVs, Grand Lodge, and out of state visits.

Since your GMA is tasked with the GOs dresses you will need to work closely with her on your budget. We have encouraged her to consider two piece dresses as hoop dress patterns are hard to find and a hoop skirt is easy plus then the top options are truly endless. Other Grand jurisdictions have been changing over to this method for dresses as the hoop dress patterns are getting very slim pickings.

All other expenses incurred by the GWA to accomplish the above requirements we are already budgeting for.

By running for GWA/GWAA you are agreeing to pay for these expenses and participate in these required activities and required travel. Previous GWAs have reported that their total costs were about double what they reimbursed for.

GWAA

\$100 To use for quilt for GWA (fabric alone will cost \$100)

\$500 To use towards attending Supreme Seminar

25,000 AK Air miles to attend an outside Grand Assembly as soon as it can be scheduled after installation as GWAA

Out of the GWAA own pocket:

\$75 The standard \$75 dress fee you've been paying as a Grand Officer

Costs above and beyond what the GEB allots to cover the above required activities.

Anything else you choose to do.

By running for GWA/GWAA you are agreeing to pay for these expenses and participate in these required activities.

SECTION I
POLICY 8

RAINBOW EXTENSION FORM

If an Alaskan Rainbow member wishes to remain active in her assembly until she reaches her 21st birthday, she must receive approval from the Supreme Inspector/Deputy. The following is to be used for that purpose.

RAINBOW EXTENSION FORM

This form must be completed and submitted to the Supreme Inspector/Deputy **DELETED no later than two (2) months prior to the date of Grand Assembly. ADD with annual report, regardless of birthday**

From: _____

(PRINT YOUR NAME)

(ASSEMBLY NAME AND NUMBER)

ADD Birthdate: _____

TO:

Mrs. Gabrielle Hazelton
Supreme Deputy in Alaska, IORG
P.O. Box 210325
Auke Bay, AK 99821

In keeping with the directive from the Supreme Assembly, the undersigned hereby requests your permission to remain an active Rainbow Girl in my local assembly until my 21st birthday. **I have attached a short letter which lists my reason(s) for requesting this extension.** I understand that if this request is granted, I am to remain an active member in my local assembly, with all the rights, privileges and duties of a Rainbow Girl and that I will receive my majority on my 21st birthday. **ADD If I am selected as a Grand Officer, I will fulfill the duties of my office, regardless of my birthday.**

(Signature)

(Assembly No.)

(Date)

The above is hereby GRANTED/DENIED.

Supreme Inspector/Deputy Signature

Date

Official
Seal

SECTION I
POLICY 9

GRAND ASSEMBLY ACTIVITY RESPONSIBILITIES

To facilitate the various Grand Assembly activities, a responsible individual must be selected to plan, prepare and bring each activity to completion. The table below lists each activity, the office usually appointed to fulfill that responsibility and the office which has the responsibility to make the appointment.

<u>ACTIVITY</u> <u>AUTHORITY</u>	<u>RESPONSIBLE PARTY</u>	<u>DESIGNATING</u>
Grand Cross Ceremony	Grand Deputy	Supreme Inspector/Deputy
Majority Service	“	“
Flag Tributes	“	“
Memorial Service	“	“
Special Ceremonies	“	“
Seating in the East	“	“
Ritual Work/Proficiency	Special Assignment Chairman	“
Ritual Competition	“	“
Fraternal Correspondents	“	“
Proceedings	“	“
Marches	“	“
Elections	Grand Executive Board Chair	Grand Executive Board Chair
Formal Introductions	Grand Executive Board Adult	“
Meal Tally	“	“
Property	“	“
Awards (Computations)	“	“
Awards (Presentations)	Grand Officer (Girl)	Grand Executive Board
Display/Photographs	“	“
Music	“	“
Scrapbooks/Covers	“	“
Skits	“	“
Pantaloons	“	“

SECTION I POLICY 10

VOTING – GRAND ASSEMBLY

Each assembly is entitled to a minimum of three votes, i.e., Worthy Advisor, Worthy Associate Advisor and Charity. At least one member of the assembly, who is eligible to vote, must be in attendance to cast these three votes. Each vote may be cast by the individual officer in attendance, or with a proxy by any girl from that assembly who is in attendance and is entitled to vote. In order for an assembly to participate in the voting, a girl from one of these four categories (Past Worthy Advisor, Worthy Advisor, Worthy Associate Advisor or Charity) must be in attendance at Grand Assembly.

Being a Grand Officer does not automatically entitle a girl to vote because there are some Grand Offices which do not require individual assembly officer status (Worthy Advisor) and because some Grand Officers may have reached their 20th birthday.

“When a member of the International Order of the Rainbow for Girls reaches the age of twenty (20) years or when she marries, she automatically ceases to be a member and shall be placed upon the honor roll. A member may request and shall be granted permission to pay her dues and continue to be an active member until her 21st birthday, with the approval of the Supreme Inspector/Deputy.” (Section 32) Therefore if a girl is over 20 and has this approval of the SI/D, she will have full voting rights.

A Past Worthy Advisor who is again going through her assembly’s chairs (Worthy Advisor, Worthy Associate Advisor or Charity) is entitled only to the vote of the station in which she is serving.

The Grand Executive Board Chairman will send each assembly a letter requesting the names and station of their voting delegates who will be in attendance at Grand Assembly. The replies must be returned by the stated deadline to assist the election committee. Corrections and/or additions must be in writing from the Mother Advisor and may be carried to Grand Assembly by some responsible member (usually a chaperone) of the assembly. A signed proxy is not necessary. If a voting member cannot attend, a not from the Mother Advisor will be satisfactory.

Actual voting procedures will be explained just prior to the voting in the Grand Assembly elections. The Grand Executive Board Chairman is responsible for supervising the elections.

SECTION I
POLICY 11

VOTING DELEGATES FORM

ASSEMBLY NAME & NUMBER:

NAME	Attending Grand Assembly?	If NO, Name of Girl Voting Proxy
W.A. _____	Yes [] No []	_____
W.A.A. _____	Yes [] No []	_____
Charity _____	Yes [] No []	_____

Past Worthy Advisors in good standing – (List Current Grand Office held)

Name	Attending Grand	Current Grand Office
	Yes [] No []	
	Yes [] No []	
	Yes [] No []	
	Yes [] No []	
	Yes [] No []	

Mother Advisor (Signature)

SECTION I
POLICY 12

SCRAPBOOKS – INFORMATION AND PROCEDURES

1. A Rainbow member of the Grand Executive Board will be responsible for scrapbook display and judging at Grand Assembly.
2. Duties of this appointee:
 - a. Work closely with the General Chairman, the host assembly and the Grand Executive Board.
 - b. Arrange for an area to display the scrapbooks (preferably a room which can be locked). The area should include tables grouped to display the categories separately.
 - c. Select the judges (refer to #4 below).
3. The scrapbooks will be entered and judged in either of the following categories:
 - a. A) Assembly scrapbooks
 - b. B) Individual Rainbow Girl scrapbooks
4. It is preferable to have two judging teams. One team will judge the “A” category and the other team the “B” category. Each team consists of three members; one adult and two Rainbow girls, although two adults and one Rainbow girl is permissible. Alaskan Grand Deputies, members of the Alaskan Grand Executive Board and Alaskan Grand Officers **may not** serve as judges. Local people and out-of-state visitors may be called to act as judges.
5. The responsible Grand Executive Board member will collect the results from the judges as soon as they have finished. She will also make the award announcements at the scheduled time. The results are not to be given out or discussed prior to that time.
6. Entries should be submitted at the time set by the responsible Grand Executive Board member. When setting the entry deadlines, the arrival times of the various assemblies should be considered. Judging is to be completed no later than the end of the first day so that the scrapbooks can be displayed on the second morning.

SCRAPBOOK ENTRY BLANK

Name of the assembly or
person: _____

CLASSIFICATION:

_____ (A) Assembly Scrapbook

_____ (B) Individual Rainbow Girl

SCRAPBOOK ENTRY BLANK

Name of the assembly or
person: _____

CLASSIFICATION:

_____ (A) Assembly Scrapbook

_____ (B) Individual Rainbow Girl

SCRAPBOOK ENTRY BLANK

Name of the assembly or
person: _____

CLASSIFICATION:

_____ (A) Assembly Scrapbook

_____ (B) Individual Rainbow Girl

SECTION I
POLICY 13

SCRAPBOOKS – JUDGING DIRECTIONS

All scrapbooks are to be judged as scrapbooks and not as art projects. The art work within the scrapbook is judged under that division on the score card.

The book should cover the meetings, installations, etc., as well as the social activities. It should contain all the year's activities and not just one or two of the outstanding events. The book should not be downgraded if the assembly (or girl) has been unable to conduct a lot of outside activities.

Give credit ONLY for Rainbow honors. Demolay Sweethearts may not be listed. Queens of fairs, etc., should NOT be listed unless they were candidates sponsored by the assembly.

An ASSEMBLY scrapbook should include only those items from start of the Grand Assembly to the start of the succeeding Grand Assembly. Items should be arranged chronologically.

An INDIVIDUAL scrapbook may cover the entire Rainbow life of a girl. This may be from her initiation date to the present.

SCRAPBOOK SCORE SHEET

MATERIAL

Amount – Variety – Coverage
(35)_____

ARRANGEMENT OF MATERIAL

Arranged consecutively as well as arrangement of
individual pages
(20)_____

NEATNESS

(5)_____

ART WORK AND PRINTING

(15)_____

ORIGINALITY OF THEME AND DEVELOPMENT THROUGHOUT THE BOOK

(10)_____

GENERAL EFFECT OF THE BOOK

(10)_____

COVER

(5)_____

TOTAL(100)_____

(100) = maximum points awardable

SECTION I
POLICY 14

SCRAPBOOK COVERS – INFORMATION & PROCEDURES

1. The Rainbow member designated in Para. 1, Policy 9 of this Section to be responsible for scrapbook display and judging, will also be responsible for scrapbook cover judging at Grand Assembly.
2. Duties of this appointee:
 - a. Comply with items listed in Policy 9, this section, plus adhere to the following items:
 - b. Arrange for the entrants to parade in the Grand Assembly room just prior to the winners being announced. Only one girl per scrapbook may parade.
 - c. If there are enough people (preferably out-of-state visitors) available, select another team to judge the covers. If not, ask the same judges you have already selected for the Scrapbook competition o also judge the covers.
3. Scrapbook Cover conditions:
 - a. The cover may be in any shape or form.
 - b. The overall perimeter must not exceed 100 inches.
 - c. The entire scrapbook may not exceed 30 pounds.
 - d. All art work, such as printing, painting, etc. must have been done by a Rainbow Girl.
4. Scoring:

Representation of theme	35
Art Work	15
Lettering/Printing	5
Originality	15
Craftsmanship	20
Durability	10

Total 100

ENTRY BLANK
SCRAPBOOK COVERS

NAME OF THE ASSEMBLY OR
PERSON _____

NAME OF GIRL TO MARCH IN
PARADE _____

ENTRY BLANK
SCRAPBOOK COVERS

NAME OF THE ASSEMBLY OR
PERSON _____

NAME OF GIRL TO MARCH IN
PARADE _____

ENTRY BLANK
SCRAPBOOK COVERS

NAME OF THE ASSEMBLY OR
PERSON _____

NAME OF GIRL TO MARCH IN
PARADE _____

SECTION I
POLICY 15

SCRAPBOOK COVERS – JUDGING DIRECTIONS

The scrapbook cover may be in any shape or form.

The overall perimeter (distance around the outside edges) must not exceed one hundred (100) inches.

All of the art work, such as printing, painting, lettering, etc. must have been completed by a Rainbow Girl.

SCRAPBOOK COVER SCORE SHEET

REPRESENTATION OF THE GWA'S GA THEME

(35)_____

ART WORK

(15)_____

LETTERING/PRINTING

(5)_____

ORIGINALITY

(15)_____

CRAFTSMANSHIP

(20)_____

DURABILITY

(10)_____

TOTAL (100)_____

SCRAPBOOK COVER SCORE SHEET

REPRESENTATION OF THE GWA'S GA THEME

(35)_____

ART WORK

(15)_____

LETTERING/PRINTING

(5)_____

ORIGINALITY

(15)_____

CRAFTSMANSHIP

(20)_____

DURABILITY

(10)_____

TOTAL(100)_____

SECTION I
POLICY 16

SKITS – INFORMATION AND PROCEDURES

1. A Rainbow member of the Grand Executive Board is designated the responsibility for skit scheduling and judging. Her duties include:
 - a. Contacting the various assemblies to encourage skit participation and distribute the “Skit Entrance Form.”
 - b. **DELETE** Set up a tentative schedule of performances by skit subject, i.e., Serious or Humorous. Coordinate with the Grand Worthy Advisor. **ADD** Request schedule from Supreme Inspector/Deputy.
 - c. Secure the judges. It is preferable to have two judging teams. One team for judging serious skits and the other for humorous skits. Each team consists of three members; one adult and two Rainbow girls (two adults and one girl is permissible). Grand Deputies, Grand Executive Board members and Grand Officers from Alaska **may not** serve as judges. Local people and out-of-state visitors should be called upon to act as judges.
2. Each assembly may enter either 1 Serious or 1 Humorous skit.
3. Skits must be registered with the responsible Grand Executive Board member before Grand Assembly begins, preferably 3 to 4 weeks before.
4. Each assembly is responsible for bringing their own props. Music or other sound requirements must be on cassette tape to be played through the sound system. Microphones and other special needs must be made known to the Grand Executive Board member in advance.
5. Grand Officers may take part in skits by their home assemblies. A Grand Page will be asked to occupy the vacant station if necessary.
6. Skits will be judged on originality and overall performance (includes quality, clarity of speech and poise).
7. Each skit has a 5 minute time limit. This includes setting up and removal of properties from the floor. The judges will time the skits. Points will be deducted if a skit runs over the 5 minute limit.

SKIT ENTRANCE FORM

Assembly _____ [] Serious [] Humorous

Skit Chairman _____ Mother Advisor _____

Requirements: _____ Music/Sound (cassette tape) _____ Lights dimmed
_____ Microphone _____ Other

Return this form to the Grand Executive Board member whose address is:

YOUR DEADLINE
FOR RETURNING THIS FORM
IS:

SKIT ENTRANCE FORM

Assembly _____ [] Serious [] Humorous

Skit Chairman _____ Mother Advisor _____

Requirements: _____ Music/Sound (cassette tape) _____ Lights dimmed
_____ Microphone _____ Other

Return this form to the Grand Executive Board member whose address is:

YOUR DEADLINE
FOR RETURNING THIS FORM
IS:

SECTION I
POLICY 17

SKITS – JUDGING DIRECTIONS

1. Skits are entered in either the Serious or Humorous categories.
2. Enter the assembly name, number and type of skit in the appropriate blocks.
3. Time the skit. Timing begins when the girls start setting up and ends when the props have been removed from the floor. The maximum allowable time for each skit is 5 minutes. Enter the total time in the appropriate block.
4. Subjectively award points in the areas listed and enter them on the form.
5. Subtract one point for each minute or fraction thereof over the five-minute limit from the total score and enter the skit score.
6. Return the form to the Grand Executive Board member.

SKIT JUDGING FORM

Assembly Name & Number _____ Type of skit _____
Serious or humorous

SKIT TIME _____

ORIGINALITY (5) _____

OVERALL PERFORMANCE
QUALITY (5) _____

CLARITY OF SPEECH (5) _____

POISE (5) _____

TOTAL (20) _____

OVERTIME PENALTY () _____

SKIT SCORE (20) _____

SKIT JUDGING FORM

Assembly Name & Number _____ Type of skit _____
Serious or humorous

SKIT TIME _____

ORIGINALITY (5) _____

OVERALL PERFORMANCE
QUALITY (5) _____

CLARITY OF SPEECH (5) _____

POISE (5) _____

TOTAL (20) _____

OVERTIME PENALTY () _____

SKIT SCORE (20) _____

SECTION I
POLICY 18

PANTALOONS – INFORMATION & PROCEDURES

1. A Rainbow member of the Grand Executive Board will be responsible for pantaloon display and judging at Grand Assembly.
2. Duties of the appointee:
 - a. Work closely with the Grand Worthy Advisor and the Grand Executive Board.
 - b. Make plans for the parade. Organize it by category (See par. 3 below). Inform each contestant as to the method by which she may display her entry during the parade. Remember, the parade can only be held during a Grand Assembly closed session.
 - c. Select the judges. Refer to Policy 9, this section.
3. This activity is open to all active Alaska Rainbow Girls who wish to participate. Every pantaloon must reach to a minimum of below the knee, be of non see-through material and be in keeping with Rainbow propriety (be in good taste). Any entry not following these simple rules will be disqualified.
4. The pantaloons will be entered and judged in either of the following categories:
 - a. A – Best use of the Grand Worthy Advisor’s theme.
 - b. B – Most Creative.
5. Entries should be submitted at the time set by the responsible Grand Executive Board member. When setting the entry deadlines, the arrival times of the various assemblies should be considered.

PANTALOON ENTRY BLANK

NAME OF ENTRANT _____

NUMBER ASSIGNMENT _____

Assigned by Pantaloon Committee

CATEGORY: _____ GWA'S THEME

_____ CREATIVE

Signature

PANTALOON ENTRY BLANK

NAME OF ENTRANT _____

NUMBER ASSIGNMENT _____

Assigned by Pantaloon Committee

CATEGORY: _____ GWA'S THEME

_____ CREATIVE

Signature

Signature

SECTION I
POLICY 19

PANTALOONS – JUDGING DIRECTIONS

1. The pantaloons will be entered and judged in either of the following categories:
 - a. A – Best use of the Grand Worthy Advisor’s theme
 - b. B – Most creative
2. Scoring will be a subjective call by those selected to judge.
3. It is preferable to have two judging teams. One team will judge the “A” category and the other team the “B” category. Each team should consist of three members: one adult and two Rainbow Girls, although two adults and one Rainbow Girl ~~are~~ permissible. Alaska Grand Deputies, members of the Alaska Grand Executive Board and Alaska Grand Officers **may not** serve as judges. Use out-of-state visitors to fill these positions whenever they are in attendance.
4. The responsible Grand Executive Board member will collect the results from the judges as soon as they have finished (judging is to be complete at the end of the parade). She will also make the award announcements at the scheduled time. The results are not to be given out or discussed prior to that time.

PANTALOON JUDGING FORM

ENTRANT NUMBER _____

CATEGORY: GWA'S THEME _____

CREATIVE _____

SUBJECTIVE SCORE: (10) _____

Use a scale of 1 to 10, ten (10) being the highest. One (1) being the lowest. Average the scores to determine the winner.

PANTALOON JUDGING FORM

ENTRANT NUMBER _____

CATEGORY: GWA'S THEME _____

CREATIVE _____

SUBJECTIVE SCORE: (10) _____

Use a scale of 1 to 10, ten (10) being the highest. One (1) being the lowest. Average the scores to determine the winner.

PANTALOON JUDGING FORM

ENTRANT NUMBER _____

CATEGORY: GWA'S THEME _____

CREATIVE _____

SUBJECTIVE SCORE: (10) _____

Use a scale of 1 to 10, ten (10) being the highest. One (1) being the lowest. Average the scores to determine the winner.

SECTION I
POLICY 20

AWARDS – REGISTRATION/ATTENDANCE

DATE _____
PLACE _____

ASSEMBLY MEMBERSHIP	NUMBER OF MEMBERS	MEMBERSHIP	% OF
	PRESENT	AS OF JAN 1	PRESENT
Fairbanks #1	_____	_____	
Juneau #3	_____	_____	
Nugget #13	_____	_____	

Score Calculation: SIMPLIFY Number of members registered and in attendance divided by the membership as of January 1st equals the percentage of membership registered and in attendance.

SECTION I
POLICY 21

AWARDS – MILEAGE/ATTENDANCE

DATE _____
PLACE _____

ASSEMBLY SCORE	MEMBERS IN ATTENDANCE	MEMBERSHIP AS OF JAN 1	% OF MEMBERSHIP PRESENT	MILES
Fairbanks #1	_____	_____	_____	
Juneau #3	_____	_____	_____	
Nugget #13	_____	_____	_____	

Score Calculation: SIMPLFY Number of members present at Grand Assembly divided by the membership as of January 1st equals the percentage of the membership present. This percentage is multiplied by the number of miles traveled which equals the score.

SECTION I
POLICY 22

AWARDS – MILEAGE WORKSHEET

DATE _____

Assembly	Number	Location	Miles	Miles	Miles	Miles	Miles	Total
Miles	Attending		Air	Ferry	Highway	Train		
Fairbanks #1	_____	Fairbanks	_____	_____	_____	_____	_____	_____
Juneau #3	_____	Juneau	_____	_____	_____	_____	_____	_____
Nugget #13	_____	Anchorage	_____	_____	_____	_____	_____	_____

DEFINE references used to calculate

SECTION I
POLICY 23

AWARDS – REGISTRATION

Date _____
Place _____

Assembly Membership Registered	Number of Members Registered	Membership as of January 1	% of
Fairbanks #1	_____	_____	
Juneau #3	_____	_____	
Nugget #13	_____	_____	

Score Calculation: SIMPLFIY Number of members registered (including Courtesy Registrations), divided by the membership as of January 1st equals the percentage of membership registered.

SECTION I
POLICY 24

AWARDS – MOST REGISTERED

DATE _____

PLACE _____

Assembly

Number of Members Registered

Fairbanks #1

Juneau #3

Nugget #13

Score Calculation: Score is obtained from the official registrations (including Courtesy Registrations) and represents the actual number registered by each assembly.

SECTION I
POLICY 25

AWARDS – MEMBERSHIP

DATE _____

PLACE _____

ASSEMBLY WITH THE MOST INITIATED DURING THE YEAR

	ASSEMBLY	ASSEMBLY #	# INITIATED
FIRST PLACE			
SECOND PLACE			
THIRD PLACE			

ASSEMBLY WITH THE LEAST SUSPENDED DURING THE YEAR

	ASSEMBLY	ASSEMBLY #	LEAST SUSPENDED
FIRST PLACE			
SECOND PLACE			
THIRD PLACE			

ASSEMBLY WITH THE GREATEST MEMBERSHIP INCREASE DURING THE YEAR

	ASSEMBLY	ASSEMBLY #	NET INCREASE
FIRST PLACE			
SECOND PLACE			
THIRD PLACE			

Score Calculation: Scores are obtained by comparing the figures from each assembly's official membership report as of January 1st of the current year with their official membership report as of January 1st of the previous year. Number of suspensions is obtained from the official membership report as of January 1st of the current year. **ADD Contact Supreme Inspector/Deputy.**

SECTION I
POLICY 26

AWARDS – MEMBERSHIP WORKSHEET

As of Date _____

ASSEMBLY

MEMBERSHIP

Fairbanks #1

Juneau #3

Nugget #13

Score Calculation: DUPLICATE OF ABOVE? Number is obtained from the assembly's official year end report as of January 1st of the current year.

SECTION I
POLICY 27

AWARDS – RECAPITULATION FORM

REGISTRATION ATTENDANCE (20)

	ASSEMBLY	ASSEMBLY #	PER CENT
FIRST PLACE			
SECOND PLACE			
THIRD PLACE			

MILEAGE/ATTENDANCE (21 & 22)

	ASSEMBLY	ASSEMBLY #	SCORE
FIRST PLACE			
SECOND PLACE			
THIRD PLACE			

REGISTRATION (23)

	ASSEMBLY	ASSEMBLY #	PER CENT
FIRST PLACE			
SECOND PLACE			
THIRD PLACE			

MOST REGISTERED (24)

	ASSEMBLY	ASSEMBLY #	TOTAL
FIRST PLACE			
SECOND PLACE			
THIRD PLACE			

MOST INITIATED (25 & 26)

	ASSEMBLY	ASSEMBLY #	TOTAL
FIRST PLACE			
SECOND PLACE			
THIRD PLACE			

LEAST SUSPENDED (25 & 26)

	ASSEMBLY	ASSEMBLY #	TOTAL
FIRST PLACE			
SECOND PLACE			
THIRD PLACE			

GREATEST MEMBERSHIP INCREASE (25 & 26)

	ASSEMBLY	ASSEMBLY #	TOTAL
FIRST PLACE			
SECOND PLACE			
THIRD PLACE			

SKITS – HUMOROUS (17)

	ASSEMBLY	ASSEMBLY #
FIRST PLACE		
SECOND PLACE		
THIRD PLACE		

SKITS – SERIOUS (17)

	ASSEMBLY	ASSEMBLY #
FIRST PLACE		
SECOND PLACE		
THIRD PLACE		

SCRAPBOOKS – ASSEMBLY (13)

	ASSEMBLY	ASSEMBLY #
FIRST PLACE		
SECOND PLACE		
THIRD PLACE		

SCRAPBOOKS – INDIVIDUAL (13)

	NAME	ASSEMBLY	ASSEMBLY #
FIRST PLACE			
SECOND PLACE			
THIRD PLACE			

SCRAPBOOK COVERS (14)

	NAME	ASSEMBLY	ASSEMBLY #
FIRST PLACE			
SECOND PLACE			
THIRD PLACE			

PANTALOONS – GWA THEME (19)

	NAME	ASSEMBLY	ASSEMBLY #
FIRST PLACE			
SECOND PLACE			
THIRD PLACE			

PANTALOONS – MOST CREATIVE (19)

	NAME	ASSEMBLY	ASSEMBLY #
FIRST PLACE			
SECOND PLACE			
THIRD PLACE			

SECTION I POLICY 28

RITUAL COMPETITION – INFORMATION & PROCEDURES

A **ADD Deputy/Special Assignment** person is designated by the SI/D as Director of Ritual Competition. The Director's duties include:

1. Contact all of the assemblies to encourage ritual competition participation both at the assembly level and at Grand Assembly.
2. Formulate the levels of competition (i.e., Bow and Pot of God lectures), determine the number of girls to be entered for each level and the number of girls that may be entered from each assembly.
3. Distribute the Ritual Competition rules, procedures and forms for entering and judging to all assemblies. Insure everyone understands that the appropriate dress for these competitions are formals.
4. Determine the number and levels of awards (i.e., 1st, 2nd or 3rd and/or ties).

GRAND ASSEMBLY ARRANGEMENTS

1. Set the deadline for competition entries (usually 20 to 30 days prior to Grand Assembly's opening.
2. Arrange for a Ritual Competition room and time at Grand Assembly with the Grand Assembly Chairperson. Insure that information is made known to all assemblies.
3. Secure three judges for the competition. If possible, it is always preferable to get out-of-state visitors to serve. Alaska Grand Officers may not serve as judges.
4. Bow Competition. Arrange for:
 - a. A girl to act as the candidate.
 - b. One pedestal and one color ribbon.
 - c. Tables and chairs for the judges.
 - d. **ADD have someone wait with the participants**
5. Pot of Gold Competition. Arrange for:
 - a. Three girls to act as Faith, Drill Leader and candidate.
 - b. One pedestal, a Pot of Gold with cover and contents including lambskin apron.
 - c. Tables and chairs for the judges.
 - d. **ADD have someone wait with the participants**

JUDGING

~~6-1.~~ 1. Contestants are to be judged according to a point system based on audibility, content and delivery with a separate judge for each category. Each category has a maximum score of 10 points. Therefore a perfect score would be 30 points.

AWARDS

1. The Grand Officer responsible for awards will present the awards during Grand Assembly. Ensure that she receives the competition results in proper time and that they are not released prior to her announcement.

SECTION I
POLICY 29

RITUAL COMPETITION FORM

BOW COMPETITION

_____ Assembly # _____ submits the following names
for the
(Assembly Name) (number)

Bow Competition at the _____ Grand Assembly in Alaska, International Order of the
(number)

Rainbow for Girls _____ on _____
(city) (date)

RAINBOW GIRL	AGE	BOW STATION

The girls listed above are not Grand Officers, Past Worthy Advisors nor current Line Officers.

SECTION I
POLICY 30

CHARITY POT OF GOLD COMPETITION

_____ of
_____ (girls' name) _____ (age) _____ (assembly name)

_____ is nominated for the Charity Pot of Gold Competition at the _____ Grand
(Assem. No.) _____ (number)

Assembly in Alaska, International Order of the Rainbow for Girls to be held in
_____ (city)

on _____.
(date)

QUALIFYING OFFICES: Past Worthy Advisor or any current Line Office.

DISQUALIFYING OFFICES: Current or Past Grand Office.

The candidate has held the following offices:

Submitted by:

_____ (ritual competition chairman) _____ (Mother Advisor)

SECTION I
POLICY 31

RITUAL COMPETITION – JUDGING – AUDIBILITY

NAME OF
CONTESTANT _____

BOW
STATION/CHARITY _____

Total points possible = 10
= _____

AUDIBILITY SCORE

Score 8 to 10 If very easily heard and understood; no straining to hear candidate

Score 6 to 7 If heard and understood all – with some straining to hear candidate

Score 4 to 5 If you strained to hear candidate in certain parts

Score 2 to 3 If you were unable to hear parts

Score 1 Inaudible for the most part

JUDGE: Please comment on how the contestant could improve

Add your score to that of the other two judges on Policy 34, total score. A perfect total score is 30.

(Judge's Signature)

SECTION I
POLICY 32

RITUAL COMPETITION – JUDGING – CONTENT

NAME OF
CONTESTANT _____

BOW
STATION/CHARITY _____

Total points possible = 10
= _____

CONTENT SCORE

Score 10 If letter perfect as printed in the ritual

Score 8 to 9 If MINOR stumbling, omission of a word or two; minor substitution or word(s)

Score 6 to 7 If MAJOR omission or phrase; substitution of several words

Score 4 to 5 If MAJOR omission of a sentence or more

Score 3 If prompting was required

JUDGE: Please comment on where the contestant missed or substituted words

Add your score to that of the other two judges on Policy 34, total score. A perfect total score is 30.

(Judge's Signature)

SECTION I
POLICY 33

RITUAL COMPETITION – JUDGING – DELIVERY

NAME OF
CONTESTANT _____

BOW
STATION/CHARITY _____

Total points possible = 10
SCORE= _____

DELIVERY

- Score 8 to 10 If excellent phrasing, poise and presentation; did not lean against pedestal; held ribbon/contents correctly
- Score 6 to 7 If very good phrasing and emphasis; poised; briefly leaned against pedestal; held ribbon/contents correctly
- Score 4 to 5
forgot If good phrasing and emphasis; smooth; leaned against pedestal frequently; to present ribbon/lambskin
- Score 2 to 3 If monotone; little poise; held on to pedestal; forgot to present ribbon/contents
- Score 1
forgot to If too fast or too slow; held on to pedestal, tipping it back and forth; present ribbon/lambskin

JUDGE: Please comment on how the contestant can improve on her delivery

Add your score to that of the other two judges on Policy 34, total score. A perfect total score is 30.

(Judge's Signature)

SECTION I
POLICY 34

RITUAL COMPETITION – TOTAL SCORE TALLY

NAME OF
CONTESTANT _____

BOW
STATION/CHARITY _____

ASSEMBLY NAME _____ # _____
DATE _____

SCORE RECAPITULATION:
(Transfer from judges' sheet)

AUDIBILITY SCORE = _____

CONTENT SCORE = _____

DELIVERY SCORE = _____

FINAL TOTAL SCORE _____

(Perfect score = 30)

JUDGE'S COMMENTS:

SECTION I

POLICY 35

FRATERNAL CORRESPONDENTS

A Fraternal Correspondent is an Alaskan Rainbow Girl who writes to the Grand Representative in another jurisdiction. They correspond not only to exchange Rainbow ideas but also on many other subjects. In Alaska this appointment is not representative to the other jurisdiction, and if she should be fortunate enough to be able to attend a Grand Assembly in “her” jurisdiction, she may be honored as a Grand Officer.

Any girl in an assembly who is interested in writing to a girl in another jurisdiction to exchange ideas and experiences, can be recommended to serve as a correspondent. She must be an active member in good standing.

The Advisory Board should nominate three girls who they believe will make good correspondents. It is possible that all the recommended girls may not receive an appointment as there are only about 40 positions to divide among the Alaskan Assemblies.

In order to share her experiences, each correspondent should report her results to her assembly. Each correspondent who attends Grand Assembly will give a verbal report relating those experiences. If a Fraternal Correspondent is not going to attend Grand Assembly, the Mother Advisor should select a Correspondent who will be in attendance to give a combined report. The report should occupy about 2 or 3 minutes of time and should be typed double spaced on 8 ½ x 11” paper. The typed report must be turned in to the Grand Recorder after the verbal report has been completed.

A letter will be sent out prior to Grand Assembly requesting the list of nominees for the next year and the name of the correspondent giving the combined report at Grand Assembly. The mailing addresses of the former should be included with the names of the nominees. **Please reply promptly.**

ADD something about youth protection & internet searching

SECTION I

POLICY 36

PROFICIENCY PROGRAM – INTRODUCTION

The Proficiency Program must be uniform throughout the state. Phase I and Phase II wallet sized cards are available as awards for these accomplishments. TRUE? These cards can be ordered from the Grand Executive Board Secretary/Treasurer or secured from the Grand Deputy in your district.

If assemblies want to award points toward merit bars for proficiency work in this area, it should be incorporated into each assembly's point system.

Assemblies are to set up schools of instruction to give all girls the opportunity to learn the answers to the questions in both phases of the Proficiency Program. An adult Proficiency Program Chairperson (**not the Mother Advisor**) should be appointed by the Advisory Board to be the point of contact for the instruction and tests. If there is a Grand Deputy readily available, her assistance should be requested. In some areas, District Schools of Instruction can be set up by the Grand Deputy. Any girl in the assembly who is proficient may be appointed to work with the responsible adult and the Grand Deputy.

The adult Proficiency Chairperson in each assembly is to keep a complete record of each girls attendance at the schools of instruction and of her satisfactory completion of the tests. A separate notebook should be established, maintained with the Policy Book, and be readily available to the Mother Advisor. In this manner it will also be available to the Advisory Board to ensure a girl's eligibility for assembly or Grand Assembly offices.

Only ORAL examinations can be given. Reference for instruction should be obtained from the Ritual, Gold Book, Alaska Guidelines and Secret Work. Sometimes instructions given during an assembly session helps to visualize the correct answer or procedure. The same is true when conducting examinations. However, if meetings become too lengthy, tests can be conducted during an Advisory Board meeting, a school of instruction, a fireside meeting or at a study session.

Policies 37 and 38 list the expectations of knowledge for Phase I and Phase II Proficiency Awards. These should be made available to both the adults working with the assembly and to the girls for their proficiency study.

SECTION I POLICY 37

PROFICIENCY PROGRAM – PHASE I (BIG SISTER)

To qualify for the title of “Big Sister,” a girl must be able to explain and teach the following. In addition, all ritualistic work and secret work must be memorized.

1. How to enter and leave the assembly room while the assembly is in session. Demonstrate the signs and give the password. (Book of Traditional Instruction)
2. How to give the Rainbow sign, Grand and Supreme Honors. When and where you can give each. (Book of Traditional Instruction)
3. Attitude of prayer, how to stand, position of hands and how to kneel.
4. Response to prayer. (Ritual)
5. Demonstrate the proper way to bow.
6. How to respond to the raps of the gavel. (Ritual)
7. Why do we open the Bible to the 9th Chapter of Genesis. (Ritual)
8. Scheduled times and dates of assembly meetings.
9. Your responsibility to your assembly:
 - a. Be on time for every meeting.
 - b. If impossible to attend a meeting, notify the Mother Advisor.
 - c. Memorize ritual part – no open Rituals in the assembly during the meeting.
10. How to ask for a petition, procedure a petition follows, visitation and balloting.
11. Conduct in the assembly room; hands at sides when standing, in lap if seated. No gum chewing, talking, laughing, crossing legs, manner of dress including no jeans or hair curlers.
12. How to address the Worthy Advisor.
13. Where information can be found (references). Read them to get a clear picture of the work. Attend schools of instruction and all practices.
14. Names of officers and positions in the assembly. (Ritual)
15. Do not cross area between East and the Altar when the Bible is open.
16. Explain point system and merit bars.
17. Explain that to visit another assembly, it is necessary to show a current dues card, take the test

oath, give the question, answers and signs from the secret work. Demonstrate that ability.

SECTION I
POLICY 38

PROFICIENCY PROGRAM – PHASE II

1. Memorize all parts of the Ritual and Secret work (questions/answers/signs) to gain entrance into an assembly. (Ritual and Book of Traditional Instruction)
2. Commit the Obligation to memory. (Book of Traditional Instruction)
3. Name the contents of the Pot of Gold. (Ritual)
4. Name the seven colors and give their meanings. (Ritual)
5. Where is the Bible opened on the Altar? (Guideline)
6. What does Rainbow teach? (Front of Rainbow Bible and Ritual)
7. When and where was Rainbow founded? (Ritual)
8. Who wrote the Ritual? (Ritual)
9. Name the two important dates in Rainbow to remember. (Ritual)
10. Grand Cross – what is it and how/why is it awarded? (Guideline)
11. Majority – what is it and how is it received? (Guideline)
12. Demonstrate knowledge of initiation and balloting. Be able to demonstrate and explain the floor work. (Ritual, Gold Book, Guideline)
13. How is Rainbow governed? Learn of the Supreme Assembly, Members of the House of Gold, Supreme Inspector/Deputy, Grand Deputies and Grand Deputy at Large, Grand Executive Board, Assembly Advisory Board and Mother Advisor, their lines of authority and how they interact with one another. Understand the duties of and the courtesies afforded to any Supreme Officer residing in your jurisdiction. (Gold Book, Guideline, your Grand Deputy)

ALASKA POLICY BOOK
SECTION II

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SECTION II

POLICY 1

GRAND OFFICERS' DUTIES – GENERAL

Being a Rainbow Girl in itself is very special. Being a Grand Officer is not only a special honor, but a great responsibility. The younger girls will look up to you, just as you previously have done with visiting Grandies. Always maintain your poise and high principles so that their respect for you will be justified and your influence will be enhanced. What is also important is that you do **not** put yourself above the girls but become a part of them. You are representing a wonderful organization and we are certain that you will do it well. The following will help you in carrying out your duties.

1. If you have accepted a Grand Office, **fulfill it**. If that is impossible, let the SI/D and your Grand Deputy know **immediately** Do so in writing. This is important so that the office may be filled as soon as possible.
2. Make one official visit to your own assembly each term.
3. Make as many official visits with the GWA as possible.
4. Make an effort to visit other assemblies in your area.
5. Always wear a long formal on any official visit or when being introduced in your own assembly.
6. Be as active as possible in your assembly, but do not be a nuisance to the Worthy Advisor.
7. If you accept a summer job, ensure that your employer knows that you have a Grand Office and that you are requesting sufficient time off so that you may attend Grand Assembly.
8. Should your assembly honor you with a reception, plan to give a short inspirational talk to which you have given much prior thought.
9. You should not expect to be introduced at every meeting in your assembly, or at another assembly which you visit frequently.
10. IT IS NECESSARY THAT YOU ANSWER YOUR CORRESPONDENCE PROMPTLY!
11. Prepare articles for the Aurora and submit them early. The first should be a resume of yourself plus a picture. Remember the Aurora is important to all Rainbow girls.
12. When the Grand Worthy Advisor sets a deadline, **you must meet it**. It is impossible to plan a Grand Assembly without your help and cooperation.
13. If you send a letter of information to one of the Grand Officers (other than personal), be sure to send a copy to all Grand Officers plus the SI/D, Grand Deputies and the adult Grand Executive Board members.
14. Get a notebook and keep notes, letters and instructions concerning Grand Assembly and other duties. This will enable you to keep them in one place for frequent perusal and will keep you

from missing a deadline or meeting.

15. Any report or talk you might give at Grand Assembly must be prepared in advance and typewritten. Double space on an 8 ½ x 11” paper. Make a copy and give it to the Grand Recorder at the time of your presentation. This is her method of retaining it for the Proceedings. If you are unable to have it typed, write clearly.
16. Try to make a scrapbook for viewing at Grand Assembly.
17. **Your dress material must be paid for before receiving it!** Payment of your dress material monies must be sent to your Grand Deputy no later than October 30th. This money is nonrefundable. The Grand Deputy will not forward your dress material to you if she has not received your payment.

WELCOME TO THE GRAND FAMILY. HAVE A WONDERFUL YEAR.

POLICY 2

GRAND WORTHY ADVISOR

DUTIES – RESPONSIBILITIES – FUNCTIONS

While fulfilling her term, each Grand Worthy Advisor must keep in mind that her every word and action reflects directly upon all Alaskan Rainbow. Every decision you make or action you take as the Grand Worthy Advisor must receive the approval of the Supreme Inspector/Deputy. Do not hesitate to write or call to get approval and do not act without it.

Consult with and seek the advice of your Grand Deputy. If you are fortunate enough to have a Grand Deputy living nearby, meet with him/her at least once each month to discuss the progress of your Grand Year plans. If possible, include any available adult Grand Executive Board member(s) in these discussions. Their experience will prove to be extremely valuable. Whatever conclusions are reached in these meetings does not relieve you of the responsibility of keeping the SI/D informed, or from receiving approval as stated in the previous paragraph.

The notation (SI/DA) in subsequent paragraphs indicates that you **must** receive the SI/D approval prior to taking the indicated action.

The following are listed in alphabetical order for reference ease. You must become thoroughly familiar with each item as some need to be accomplished immediately, some later in the year and some carry on throughout the entire year.

ADDENDAS AT GRAND ASSEMBLY

1. (SI/DA) Designates elected Grand Officers to the following addenda responsibilities; Grand Worthy Advisor (including gift), Grand Worthy Advisor elect, Supreme Officers, Grand Deputies with the adult Grand Executive Board members, Grand Mother Advisor and out-of-state visitors.
2. Send each selected girl at least one reminder of her responsibility prior to Grand Assembly.

ADDRESS LISTS

1. As soon as possible, the Grand Executive Board Secretary will provide you with a list containing the names, addresses and phone numbers of the SI/D, Grand Deputies, all Grand Officers and Special Assignment people. The list will also be published in the Aurora.
2. You will also receive a similar list of the assemblies and their Mother Advisors.
3. Some time after January 1st, the SI/D will send you a list of the new Mother Advisors and their addresses.

ASSEMBLY PROJECTS

1. (SI/DA) Assign a Grand Assembly project to each assembly. Inform each Mother Advisor of this assignment. Compile a list of the assignments and send a copy to the SI/D, Grand Deputies, Grand Executive Board Secretary and the General Chairperson.
2. Sometime after January 1st and when you have received a list of the new Mother Advisors, send them a reminder of their assembly's project responsibilities.
3. During your official visit make special mention of that assembly's assignment.

AURORA

1. Prepare an article for each Aurora and encourage each of your officers to do the same.
2. Get your picture to the editor as soon as possible after your election.
3. Keep copies of each Aurora in your notebook for future reference.

COMMUNICATIONS

1. Prepare and send a minimum of four (probably more) inspirational/informative letters to your Grand Officers. This requirement is in addition to your Christmas message. Ideas could be Halloween, Thanksgiving, New Years, Valentines, Washington's birthday, Easter, Independence Day, Founder's Day and many others.
2. Reproduce sufficient copies of these letters and mail a copy to each of your Grand Officers, the SI/D, Grand Deputies, adult Grand Officers, Special Assignment people and any Supreme Officers residing in our jurisdiction. Retain sufficient copies for future Grand Page appointments and for any replacement Grand Officers.
3. Christmas message: (SI/DA) The contents and format for your official Christmas greeting must be completed by November 1st, approved by the SI/D prior to mailing, and be mailed no later than December 1st. Work closely with the SI/D for input and approval. If possible, include dates and location of Grand Assembly.
 - a. Print approximately 200 copies. Send half (100) to the SI/D for her use.
 - b. Mail a greeting to each of your Grand Officers remembering to retain eight for future Page appointments, one to each Past Grand Worthy Advisor and one to each of the Alaskan Rainbow assemblies.
 - c. The SI/D will mail the greetings to every Supreme Officer plus all Alaskan Grand Deputies, adult Grand Executive Board members and Special Assignment persons.
4. Thanks you notes – See comments under visitations.

DECORATIONS

1. Communication between you and the General Chairperson is an absolute necessity. Get your theme, ideas and requests to the General Chairperson early. Layout sketches are helpful. However, one or two trips to the host assembly for some give and take discussions are invaluable. Always keep in mind the costs and difficulty of any request. Refer to Section III, Policy 8 for further information.

DEDICATION OF GRAND ASSEMBLY

1. (SI/DA) The SI/D is the final authority. Without that approval, no dedication will be announced. Discuss your ideas/proposal with the SI/D so as to arrive at an understanding.
2. After your discussion, submit in writing to the SI/D the dedication as you plan to announce it during the opening ceremonies of your Grand Assembly. The SI/D will respond in writing with an approval or disapproval and if disapproved will suggest changes.

DEVOTIONALS AT GRAND ASSEMBLY

1. (SI/DA) Select girls to prepare and deliver the devotionals. This may be an easier task after you have completed your official visits and have had an opportunity to meet and observe many of the girls in each assembly.

DRESS MATERIALS

1. (SI/DA) Select your dress material and pattern as early as possible. An advance for the purchase of this material is available from the Grand Executive Board Treasurer if needed.
2. It is always advisable to have the supplier of the materials cut the various required lengths from each bolt. This will enable you to discover flaws in their presence and obtain replacement supplies quickly and without additional costs. They will also have the working space, tools and experience to expedite the cutting.
3. Experience has shown that dealing with a local firm/shop usually produces the most satisfactory results. Try to get someone you feel has your interests at heart and on whom you can rely.

START EARLY!

4. When calculating the cost per dress include postage, any COD charges, plus any additional amount as specified by the Grand Executive Board Secretary/Treasurer.
5. Converse with the SI/D concerning material for adults. It is possible that they may already have an appropriate dress in their possession.
6. The monies are being collected by the Grand Deputies who will forward them to the Grand Executive Board Secretary. Make distribution of the material to the Grand Deputies.

EXPENSES

1. At the start of your term contact the Grand Executive Board Treasurer and become knowledgeable as to the extent which your GWA expenses will be reimbursed. In general, you will receive a partial reimbursement for travel and postage outlays.
2. Keep an exact record of your expenses including details and receipts. If you receive an advance, any money not documented as being dispersed must be returned.

FLAG CEREMONY AT GRAND ASSEMBLY

1. After all the Grand Pages have been appointed, designate four to write and recite the tributes and four to carry the flags. There must be one pair each for the American, Alaskan, Christian and Rainbow flags.
2. Send the names and addresses of these girls to the Grand Deputy responsible for organizing this ceremony.

GRAND CROSS CEREMONY

1. It is your responsibility to be Master of the Grand Cross and conduct the Grand Cross ceremonies while at Grand Assembly. This is another ceremony that must be committed to memory.

GRAND MOTHER ADVISOR

1. The Grand Mother Advisor's duties are to (a) assist you in every possible way, (b) fulfill the Mother Advisor's ritualistic part during initiation and closing, and (c) submit dress materials progress reports to the SI/D or Grand Executive Board Chairman. She should help you in the selection and distribution of dress materials, preparation of gifts/tokens and if possible travel with you on your official visits.

GRAND OFFICERS PARTY

1. It is your responsibility to prepare the entertainment for the Grand Officers Party. This party is usually held on the first night of Grand Assembly after the informal opening. A get-acquainted type game is an excellent ice breaker and will start the party off on a joyful path.
2. See Section III, Policy 17 for further details.

GRAND PAGES

1. Although the Grand Pages are selected by the Grand Deputies, and coordinated with the SI/D, you usually announce the appointment at your Grand Visitation to her Assembly (see Policy 19, Page 31). It is your duty to select the specific appointment for each Grand Page (see Policy 27, Grand Page Appointments pages 43 & 44 of this Section for the various positions). Make the assignments as early as possible, but it is usually advisable to wait until all eight girls have been appointed. Inform each of the girls involved and the Grand Deputies as soon as you have the task completed.

INSTALLING OFFICERS

1. (SI/DA) Arrange for the Grand Assembly Installing Officers early and send them their parts. All appointments must be approved by the SI/D. Get that approval before asking any individual to participate in the program. The SI/D will install all Adult Grand Officers. A possible exception, with SI/D approval, may be using a Past Grand Mother Advisor for your Grand Mother Advisor's installation. If any of your officers are receiving their majority, it is nice to ask them to participate. Past Grand Worthy Advisors and visiting Grand Officers are resources and can be asked to take part in the ceremony. You may assign as many parts as you wish. Encourage memorization of all speaking parts.

INTRODUCTIONS

1. The formal introductions usually occur during the initial tiled session. The list of those to be introduced will be provided to you by a Grand Executive Board adult and/or the Grand Drill Leader. Contact them early to insure you will have the correct pronunciation of each name.
2. At the beginning of Public Opening and Installation Night sessions you will introduce those individuals sitting in the Grand East. Contact the Special Assignment Person who is responsible for seating in the East to ensure that you are provided with the correct names and titles coordinated with that individual's position on the platform.
3. Study your Ritual and Guidelines so that you are extremely familiar with the variations in titles of those you will have to introduce.

INVITATIONS TO GRAND ASSEMBLY

1. Actual preparation and dispatch of these invitations is the responsibility of the host assembly.
2. Coordinate with the General Chairperson concerning invitation preparation. Submit your colors and ideas to assist in the design. These actions must be completed no later than January 1st.
3. Refer to Section III, Policy 3 for further information.

JEWEL, PAST GRAND WORTHY ADVISOR'S

1. It is your responsibility to design a jewel of your choice. Order it as soon as possible to ensure its presentation at Grand Assembly. You will be allotted \$75.00 toward the purchase of your jewel.

LUNCHEONS AT GRAND ASSEMBLY

1. (SI/DA) If any special luncheons are to be held for the Grand Line and/or Grand Officers, select a girl to chair the ensuing program and discussion.

MARCHES

1. Coordinate with the Director of Marches for the design to be used by the Grand Choir and the

Grand Officers during the opening ceremonies.

2. Coordinate with the Grand Lecturer for the commentary to be read during the marches. It is your responsibility to see that these commentaries and descriptions are prepared. You may either write them yourself or request that the Grand Lecturer do it. If you wish to have the Grand Lecturer prepare the commentary, send her your comments and a copy of the march patterns at least 60 days prior to the opening of Grand Assembly. If you prepare the commentary, forward it to the Grand Lecturer no later than 30 days prior to the opening.

MUSIC

1. Selection of music to be used at Grand Assembly, including the songs used during initiation, is your responsibility.
2. (SI/DA) The SI/D has an adult advisor who can assist in choosing songs and locating sheet music. Work from a catalog of published titles rather than picking a title and then trying to find music. Start early! Selections must be completed no later than November 1st and submitted for SI/D approval. Ensure that instructions to the Grand Musician and Grand Choir Directors are coordinated.
3. If a Grand Soloist has been appointed, use her for your solo selections.
4. Refer to Section III, Policy 16 for further information.

NOTEBOOK

1. Keep copies of the following in your notebook: Auroras, letters, schedules, appointments and all other papers pertinent to your term.
2. Carry the notebook with you on your visits to the SI/D and to Grand Assembly.
3. Leave copies of items used during your term for future Grand Worthy Advisors to peruse.
4. At the end of your term prepare a list of any changes you might recommend and forward copies to the SI/D and the Chairman of the Grand Executive Board.
5. At the close of your Grand Assembly, return the notebook to the SI/D so that it may be updated and passed on to the new GWA. Verbally point out any recommended changes you may have listed.

PICTURES

1. Within two weeks after installation, the GWA should provide an 8x10 picture of herself to be forwarded to Supreme for display of all current GWA's.
2. Submit your picture to the Aurora editor as soon as possible after your election.
3. Send a picture to the General Chairperson for inclusion into the program.

4. Send a picture to each Grand Deputy for possible publicity of your official visit.
5. Item one must be accomplished within fourteen (14) days; item two within thirty (30) days; and items three and four within sixty (60) days following your election.

PRINTED PROGRAMS

1. The General Chairperson is responsible for completing the arrangements for program printing. Submit your ideas and requests as to color, print and material. The General Chairperson will set a deadline for material submission, e.g. pictures, names, special items and others.
2. Use previous Grand Assembly programs as guides when compiling your rough draft. Use the latest year's programs as your primary source for format and scheduling because as experience is gained and ideas change, so must the format of the printed program.
3. Consult with the SI/D to obtain the final approval prior to printing.
4. Refer to Section III, Policy 10 for further information.

PROCEEDINGS

1. **Immediately after each session**, deliver to the Grand Recorder whatever you have said during that session. This includes the dedication, poems, opening and closing statements, and anything else you have prepared to say outside of the usual ritual type work. All should be typed double spaced. The Grand Mother Advisor can be extremely helpful with this duty. You might coordinate with her so that she can have all of your papers ready to turn in at the conclusion of each session.

RESIGNATIONS

1. All resignations must be submitted in writing to the SI/D. If you become aware of a possible resignation, request that the girl inform the SI/D and her Grand Deputy without delay if she has not already done so. Pass the information to the SI/D as soon as it comes to your attention.
2. The SI/D will make all replacement appointments and/of reassigning of duties. These must remain confidential until they have been announced officially.

SCRAPBOOK

1. It is nice if you can prepare a scrapbook to display at Grand Assembly. Everyone likes to see a picture taken at their assembly while you were visiting them. However, your scrapbook cannot be entered in the competition.

VISITATIONS

1. Start your travel planning early so that changes to your itinerary are possible. Immediately after you have formulated a tentative visitation schedule, get it to the Grand Deputies of the affected districts and request that they coordinate for any possible conflicts. If any major conflicts exist, the Grand Deputies will suggest possible alterations. Also request that the coordination be done

- a quickly so that you complete your travel arrangements as inexpensively as possible. Sometimes
a phone call with your proposed dates will be all that is required and will prove to be expeditious.
2. Put this coordinated itinerary into a written format and send it to the SI/D for approval. Include the names of your traveling companions.
 3. Once it is approved, send that approved itinerary to the Grand Deputies and the involved assemblies. Also, it is nice to publish your travel schedule in the Aurora.
 4. Request that the Grand Deputies select the Grand Page appointments so that you may announce them during your official visit. This selection process is a Grand Deputy duty and will be coordinate with the SI/D prior to you receiving the girl's name. Most of the time you will not be given the girls name until after you arrive for your visitation.
 5. Prepare your **inspirational** talks for each assembly. Attempt to weave your theme into the subject. Because some assembly members will travel to neighboring assemblies for your visitation, prepare at least three different talks. This will enable you to impart new and different messages to these multiple attendees.
 6. Make positive and encouraging remarks rather than negative criticisms. If you feel an assembly is experiencing a problem communicate your feeling to the SI/D for further investigation and action.
 7. Have some kind of gift or token for presentation to the host assembly's Worthy Advisor. Handcrafted items are usually less expensive and more appreciated because they are considered
a labor of love.
 8. Write "Thank You" notes to the host families for their hospitality, and to the assemblies and/or individuals for any gifts you may have received. Hand written notes are always appreciated.
 9. Make notes after each visit so that whatever you perceive during your visits with the individual assemblies may be communicated to the SI/D. You may be asked for a written report.

EXTRA GENERAL COMMENTS – DO'S AND DON'TS

1. **Do not** communicate directly with a Grand Assembly Committee Chairperson. **Do** direct all of this type of Grand Assembly communications to the General Chairperson.
2. **Do** communicate with your Grand Deputy.
3. (SI/DA) Any social event that you are planning for Grand Assembly must have the SI/D's approval prior to scheduling.
4. (SI/DA) Money makers for/or at Grand Assembly must have the SI/D's approval.
5. Do remember that unauthorized expenditures will not be reimbursed.
6. **Do be on time!** When on official visits, arrive early so that you will be able to meet and converse with those in attendance prior to the start of the meetings. At Grand Assembly, there

is nothing more irritating than delays caused by a tardy GWA. Therefore, follow the programmed schedule religiously.

7. **Do not** schedule nor conduct a pantaloon parade during an open session. If one is to occur, it must be held during a closed session. They are enjoyable, but proper young ladies do not lift their dresses and show their pants in public.
8. There must be **no** surprises for the SI/D at Grand Assembly. Every function/action must be approved by the SI/D prior to the opening ceremony.
9. **Once again** – stay in constant contact with the SI/D.
10. **Do** remember that you are always on a pedestal to the girls. You are their example. You are their ambassador. You are their dream. Follow the dress code at all times, even at functions other than Rainbow.
11. You will appoint an active Rainbow Girl, not a present Grand Officer, to give the Rose Talk at Grand Assembly.

HAVE A GOOD YEAR

KEEP IN CONSTANT TOUCH WITH YOUR GRAND FAMILY

WE LOVE YOU

POLICY 3

GRAND WORTHY ADVISOR DEADLINE CHECKLIST

A-After GA B-Before GA	Deadline Date	To Do Items, Functions, Activities	Date Mailed/ Completed
14 Days 'A'	_____	Have picture taken for Aurora and 1 each 8x10" to be sent to Supreme Temple	_____
30 Days 'A'	_____	Contact Grand Executive Board Treasurer regarding allowed expenses	
	_____	AURORA article	
	_____	AURORA article	
	_____	AURORA article	
	_____	AURORA article	
	_____	Letter to Grand Officers, Deputies, Executive Board and Special Assignment Persons	
	_____	“ “ “ “	
	_____	— “ “ “ “	
	_____	“ “ “ “	
60 Days 'A'	_____	Send picture to Aurora & G.A. Chairperson	
	_____	Send Grand Assembly ideas, colors, etc. to G.A. Chairperson and any ideas for Grand Officer's party especially the theme	
	_____	Tentative Visitation schedule to the Supreme Deputy for approval	
90 Days 'A'	_____	Final visitation schedule to the Supreme Deputy for approval	_____
	October 15	Addendum assignments to Grand officers	
	October 15	Project assignments to assemblies	
	November 1	Christmas letter to SI/D for approval	
	November 1	Music selections to SI/D for approval and to the Coordinator of Music	
	December 1	Get your ideas & theme to Director of Marches	
	December 1	Mail Christmas letter	
	January 1	Invitation ideas, color and design to G.A. Chairperson	

	February 1	G.M. A's dress material report sent
	March 1	Reminder to assemblies of their project assignments
	March 1	Reminder to Grand Officers of their addendum assignments
120 Days 'B'		Grand Officers dress material delivered, Grand Mother Advisor's report sent
		Grand visitations completed
90 Days 'B'		Dedication information to SI/D for approval
		Submit a list of assignments for GA to the SI/D
		Letter to Pages assigning tribute parts and send a copy of their duties (Policy 15)
		Send Page tribute assignments to the Grand Deputy in charge of that activity
		Appoint an active Rainbow Girl, not a present Grand Officer, to give the Rose Talk at Grand Assembly
		Verify with Coordinator of Music that music was sent to the Grand Musician and Choir Director
		Have ritualistic opening and closing memorized
		Select girls for devotionals – Write your request and ask for a reply within 15 days
		Select installations officers – Write your request and ask for a reply within 15 days
75 Days 'B'		Finalize girls for devotionals
		Finalize installing officers
60 Days 'B'		Send descriptions and your ideas to Grand Lecturer so she may write march commentary
		Send typed program, compete with names & titles to G.A. Chairperson and SI/D
		Have installation memorized
30 Days 'B'		If you wrote the march commentary, send it to the Grand Lecturer
		Finalize Grand Officer's party entertainment
		Have Grand Cross memorized
		Update GWA's notebook with copies of letters, assignments, etc.
14 Days 'B'		Complete your Grand Assembly session notebook (2 copies – one for the proceedings)

_____ Review all memory work

GENERAL REIMINDERS

***If the list of assignments is no sent to the SI/D 90 days prior to GA, the SI/D will make those assignments.**

_____ Order Past Grand Worthy Advisor's jewel

_____ Before
Visitations

Gifts for Worthy Advisors to be presented during your official visits

One Week

_____ After
Visitations

Thanks you notes to host families, assemblies, individuals and Grand Deputies for making arrangements

COMMUNICATE AT LEAST ONCE A MONTH WITH THE SUPREME INSPECTOR/DEPUTY

SECTION II
POLICY 4

GRAND WORTHY ASSOCIATE ADVISOR – DUTIES

1. The position of the Grand Worthy Associate Advisor in the Grand Assembly room is the same as in your local assembly – in the West.
2. The duties of the Grand Worthy Associate Advisor are also the same as those of the Worthy Associate Advisor in a local assembly. You must be prepared to assume the duties of the GWA should it become necessary or should you be called upon to do so by the SI/D.
3. The Grand Worthy Associate Advisor will never represent the GWA at any meeting or function without the request coming from the GWA and the approval of the SI/D.
4. It shall be the duty of the Grand Worthy Associate Advisor to ensure that the Grand Assembly room is in readiness for each session. All the equipment/paraphernalia must be in its proper position so that each session may begin at its scheduled time. Equipment/paraphernalia is listed below followed by those responsible for ensuring it is available in the Grand Assembly area. If something is not readily available, check with those listed.
5. The GWAA shall be responsible for making the quilt which will be presented to the current GWA at Grand Assembly at the end of the year. The GWAA will need to check with the Treasurer of the Grand Executive Board before starting. This will ensure that the GWAA knows the limits of the budget for this quilt.
6. It shall be the duty of the Grand Worthy Associate to ensure that the Grand Assembly room is in readiness for each session. See Section III Policy14 Property Committee.

SECTION II POLICY 5

GRAND CHARITY – DUTIES

1. The position of Grand Charity in the Grand Assembly room is the same as in your local assembly – in the North. Your duties are the same as those of the Sister of Charity in your local assembly plus those listed below.

RITUALISTIC

1. During the opening and closing of Grand Assembly, when addressing another Grand Officer other than the GWA or the Grand Worthy Associate Advisor, use “Sister of Grand Hope” or “Sister of Grand Faith,” etc. During initiation, do not include the “Grand” prior to the office name, but strictly follow the ritual.
2. During the opening when you are in the Northeast corner, to prove the Grand Assembly room, you say, “Grand Worthy Advisor, by the aid of the Tyler at the door, I find all present entitled to remain.”

INITIATION

1. It is your responsibility to obtain a list of candidates to be initiated at Grand Assembly. You may obtain the names from the registration desk. Do not wait until just prior to initiation, but do it early. The list should include the candidate’s name, assembly number, Mother Advisor’s name and the Mother Advisor’s hotel/motel name and room number. Print the information on three separate pieces of paper and give one to the Grand Recorder, one to the Grand Outer Observer and one to Grand Faith. Contact each of the concerned Mother Advisors and obtain one lambskin apron for each of her initiates. Ensure that the lambskins are placed in the Pot of Gold for your presentation.

POT OF GOLD

1. The Pot of Gold is normally provided by the host assembly. Prior to the initial opening, contact the Mother Advisor of the host assembly and ensure that the Pot of Gold is available in the Grand Assembly room. If the Pot of Gold is empty on your initial inspection, make arrangements with the host Mother Advisor for delivery of its contents prior to the start of the initiation ceremony. It is your responsibility to ensure that the Pot of Gold is empty at all times except when you are preparing for initiation. Inspect it prior to the start of every session.

SECTION II
POLICY 6

GRAND HOPE – DUTIES

1. The position of Grand Hope in the Grand Assembly room is the same as in your local assembly – in the South. Your duties are the same as those of the Sister of Hope in your local assembly plus those listed below. In addition you may be asked to chair some additional assignments during your term.

RITUALISTIC

1. During the opening and closing ceremonies of Grand Assembly, when addressing another Grand Officer other than the GWA or the Grand Worthy Associate Advisor, use “Sister of Grand Charity” or “Sister of Grand Faith.” Etc. During initiation, **do not** include the “Grand” prior to the office name, but strictly follow the ritual.
2. When proving the Grand Assembly room do not collect the secret word.

ALTAR

1. It is your responsibility to see that the Altar is in readiness at all times. Ensure that the Bible and Jewel are on the Altar and that the Bible marker is in the proper position. Prior to Initiation, ensure that a small Bible is also on the Altar. Contact the Grand Worthy Associate Advisor prior to the start of Grand Assembly to ensure that these items are available in the Grand Assembly room. If you cannot locate any of the items, contact the Grand Deputy assigned to work with you.

BIBLE OPENING/CLOSING

OPENING WITHOUT CEREMONY

Slight bow to the Bible
Open Bible
Place Jewel
Hands to side
One step back
Return to your station

CLOSING WITHOUT CEREMONY

Remove Jewel
Close Bible
Slight bow to the Bible
Hands to side
One step back
Return to your station

SECTION II POLICY 7

GRAND FAITH – DUTIES

1. The position of Grand Faith in the Grand Assembly room is the same as in your local assembly – near the Altar. Your duties are the same as those of the Sister of Faith in you local assembly plus those listed below. In addition you may be asked to chair some additional assignments during your term.

RITUALISTIC

1. During the opening and closing ceremonies of Grand Assembly, when addressing another Grand Officer other than the Grand Worthy Advisor or the Grand Worthy Associate Advisor, use “Sister of Grand Charity” or “Sister of Grand Hope,” etc. During initiation **do not** include the Grand prior to the name, but strictly follow the ritual.

INITIATION

1. In addition to your ritualistic duties at Grand Assembly, it shall be your responsibility to ensure that there are chairs available in the Grand Assembly floor for the candidates. They must be in position prior to the start of the initiation ceremonies. Grand Charity will give you a list of the names of the candidates to be initiated. Obtain the correct number of chairs and place them on the Grand Assembly floor (inside the decorations), on the North side of the Grand Assembly room, East of the station of Grand Charity.

MARCHES

1. Prior to Grand Assembly, the Director of Marches will send you a copy of the marches for you to study. You and the Grand Drill Leader will lead the lines during the opening marches. Ensure that you are thoroughly familiar with the marching patterns prior to your arrival at Grand Assembly. Your knowledge of the patterns will facilitate the practices and enhance the openings.

SECTION II POLICY 8

GRAND RECORDER – DUTIES

1. The position of the Grand Recorder in the Grand Assembly room is the same as in your local assembly – at the recorder’s desk. Your duties are the same as the recorder in your local assembly with some deviations as listed below. In addition you may be asked to chair some additional assignments during your term.
2. Because you have a printed agenda to follow, you do not actually have to write the minutes. Minutes are printed as “proceedings” and the Grand Assembly has a Special Assignment person to complete this task. However, you should assist in every way possible. Prior to the start of the Grand Assembly, contact that person for any special instructions. The name will be in the printed program and you can get the room number from the registration desk.

RECOMMENDATIONS

1. Make notes of any deviations from the printed agenda.
2. List names different from those printed on the agenda.
3. Obtain copies of all reports given (if these are not brought to your desk, have the Grand Page to the Recorder go to the individual at their seat and request a copy).
4. It might be advisable to have a folder for each session. At the close of each, you could place all of your notes into it and give it to the Special Assignment person.

RECORDER

1. Tape recordings are normally done by the P.A. Special Assignment persons. Ensure that they have sufficient tapes for the entire session.
2. Remind the P.A. Special Assignment persons that they are not to record the initiation ceremony.

ANNOUNCEMENTS

1. At the close of each session, you will read any messages or announcements at your desk.
2. You will also be in charge of ‘lost and found.’

SECTION II
POLICY 9

GRAND TREASURER – DUTIES

1. It shall be your duty to obtain, build and maintain a scrapbook for this Grand Year. It shall be known as the Grand Assembly Scrapbook, 2 _____. It should begin with pictures of the installation and contain pictures of all the Grand Events of the year. Contact the GWA and request that she send you pictures and memorabilia for inclusion. Contact each assembly and request that they send pictures taken during the official visit and any other items that they might have. It should end with pictures of this session which will require that you continue to labor on this project even after your term of office is completed.
2. Bring the completed book to the following Grand Assembly for display. Sometime during that session, you will be asked to present it to the JrPGWA. It will then be hers to keep as a remembrance of her term.
3. You will be allotted \$_____ for this project (amount to be determined each year by the Grand Executive Board). You will be reimbursed for any expenses up to that limit upon submitting itemized bills and receipts.
4. Start planning as soon as you return home from Grand Assembly for a special theme, cover and a manner of presentation of pictures and items. Budget carefully and remember to save some of your allotment for pictures at the following Grand Assembly. Keep your Grand Deputy informed of your progress during the year and remind her to relay your progress to the SI/D.
5. You may also receive some additional assignments during your term.

SECTION II POLICY 10

GRAND LECTURER – DUTIES

1. The Grand Lecturer's position in the Grand Assembly room is in the East, just to the right of the GWA. Your duties are varied and are briefly listed below. You will probably receive additional assignments during your term.
2. The Director of Marches will send the GWA a description of the marches for both the Grand Choir and Grand Officers at least 90 days prior to the opening of Grand Assembly. The GWA will then write the commentary which accompanies those marches. During the formal and informal openings, that commentary will be read by the Grand Lecturer. The GWA may elect to have the commentary written by the Grand Lecturer. If so, she will send the description of the marches and her comments to the Grand Lecturer at least 60 days before the opening of Grand Assembly. If she elects to write the commentary herself, it must be forwarded to the Grand Lecturer no later than 30 days prior to the Grand Assembly opening.
3. You will enter the Grand Assembly room behind the Grand Drill Leader and Grand Musician and proceed to the East. You will seat the assembly and then call the _____ Session of the Grand Assembly of Alaska to order. You then instruct the Grand Drill Leader to invite the Grand Choir to enter the Grand Assembly room. After the Grand Choir is seated or in place, you direct the Grand Drill Leader to invite the Grand Officers to enter the Grand Assembly room. Read the written commentary during both march-ins. You must attend the march practice. Speak with the Director of Marches and request permission to read the commentary during the final practice. She will allow time for you to do so. A typed copy of the commentary must be given to the Grand Recorder after the formal opening.
4. It is your duty to conduct the Grand Officer's practice. Contact the Director of Grand Officers and request a copy of the 'GRAND OFFICER'S PRACTICE' which lists items to be covered and a partial order of practice.
5. During Grand Assembly it is your duty to give instruction on some phase of Rainbow ritual work. The SI/D must approve the phase that you chose. Submit your ideas, along with an outline of items to be covered, to the SI/D early enough in the year to allow replanning if the subject must be changed. The presentation of this instruction is yours. Should the topic for the year be the Bow, Faith, Drill Leader, or balloting, and you need the Grand Officers filling those stations to assist you in exemplifying the work, it is your responsibility to contact them ahead of this so that they will be prepared.
6. Both of the above speeches (Paragraphs 4 & 5 above) must be approved by the SI/D prior to their being delivered.
7. You are the designated prompter during all ritual work. You must remain alert, follow the proceedings in the Ritual and lend assistance whenever it is needed.

SECTION II POLICY 11

GRAND BOW STATIONS – DUTIES

The position as a Grand Bow Officer at Grand Assembly is the same as in the local assembly. Your duties are also the same as in the local assembly. However, you may be asked to chair some additional assignments during your term. Always keep in mind that the Bow in our Grand Assembly room is the focal point, the “centerpiece,” of the Grand Assembly room. You are admonished to remember that all eyes are upon you from the time the Grand Pages begin to set up your chairs and pedestals until the closing march. Sit upright with your hands in your lap, and please remember, no talking or passing of items.

SECTION II
POLICY 12

GRAND DRILL LEADER – DUTIES

1. The position of the Grand Drill Leader at Grand Assembly is the same as in your local assembly. Your duties are also the same as in your local assembly plus those listed below. In addition you may be asked to chair some additional assignments during your term.
2. Your most “awesome” task will be introductions, but they need not be “awesome” if you work on them during the year. It is highly desirable that you do all the introductions from memory. That is, know the individuals by sight and be able to give their proper title and name. Start as soon as possible by getting last years proceedings and study the pictures and titles of those in the book. Look over your Grand Officer’s list and memorize names with titles. As soon as you see them, call their name and repeat their title to yourself. If you can’t remember, go up and ask them. They will be delighted to help.
3. During the year you will receive introductions forms. Bring them along to Grand Assembly. When you arrive, contact the Director of Grand Officers and she will have the list of those to be introduced. Complete the forms with the names and titles. Deliver one copy to the GWA, one to the Grand Executive Board Secretary and retain one for your use. Deliver them as soon as possible.
4. With the completed form, you can begin. Search out the people and match names with faces. Use the first day’s breakfast, lunch, dinner, informal opening, Grand Officer’s party and your free time to single out people on your list. Go up, introduce yourself, familiarize yourself with their titles and as you talk to them study their faces.
5. It is permissible to have names and titles on a small piece of paper, secreted in the palm of your hand, in case you need assistance.
6. During introductions, you may have the Grand Page hold the mike, or you may hold it yourself.
7. If you have a long line of guests, you may take one step forward and face the South, enabling you to view their faces for recognition.
8. Another of your duties is to issue proclamations when ordered to do so by the GWA. Their wording is as follows:
 - a. “By order of the Grand Worthy Advisor, I now proclaim this _____ session of the Grand Assembly of Alaska from labor to recess, to reconvene at _____ (PM or AM) tomorrow.”
 - b. “By order of the Grand Worthy Advisor, I now proclaim this _____ session of the Grand Assembly of Alaska from recess to labor.”

SECTION II
POLICY 13

GRAND CHAPLAIN – DUTIES

1. The position of the Grand Chaplain at Grand Assembly is in the Grand East. Your duties are the same as the duties of the Chaplain in your local assembly. However, you may be asked to chair some additional assignments during your term. While at Grand Assembly you should be prepared to ask the blessing before meals, give a benediction, express thanks for our many blessings, or other possible tasks associated with a Chaplain. The GWA may call on you at any time.

SECTION II
POLICY 14

GRAND HISTORIAN – DUTIES

1. Your position in the Grand Assembly room is in the Grand East.
2. It is your duty to give a historical report on your own assembly sometime during the Grand Assembly sessions. The scheduled time will appear on the printed program. The content of the report will be of your own choosing and should contain highlights of your assembly since its inception. Among your resources are minutes, scrapbooks and former members and advisors. It could be great fun and enlightening locating these individuals and interviewing them. Another possibility would be to send them a questionnaire. This should be a very rewarding experience for you, for your assembly and for Grand Assembly.
3. Your report must be typewritten and after your presentation, a copy must be given to the Grand Recorder.
4. You may also be given some additional assignments during your term.

SECTION II POLICY 15

GRAND CONFIDENTIAL & OUTER OBSERVERS – DUTIES

1. Your positions in the Grand Assembly room are on the floor in the Southwest corner, just inside the arch. For ritualistic work, the Grand Outer Observer should assume a position just outside the arch of line of decorations denoting the floor area.
2. Prior to the formal opening, ensure that a gavel and sounding block are near your stations. If they are not there, inform the Grand Deputy who has been working with you and she will get someone who will direct you to the proper individual who can do so.
3. The two of you are responsible for assisting the Grand Assembly Committee in tiling the Grand Assembly room for a closed session. Be in the Grand Assembly room, in your Grand Assembly dress, no later than 30 minutes prior to the start of each closed session.
 - a. Grand Confidential Observer – Go directly to the entrance door and join the Mason from the Grand Assembly Committee who is acting as the tiler. Introduce yourself and explain that you are there to assist.
 - b. Grand Outer Observer – Go to the microphone in the East and announce, “Will all persons in the Grand Assembly room please retire so that we may properly tile this coming session.” Proceed to the main entrance to assist tiling. If after a reasonable time the room has not cleared (5 minutes max), make a second announcement from the West.
4. Those wishing to gain entrance to the Grand Assembly room must be wearing their registration badges and show a current Rainbow, Eastern Star, Amaranth or Masonic dues card. Those without these may be vouched for by another who has shown them.
5. Return to the Grand Officer’s dressing room for entrance lineup, 5 minutes before the session’s opening march is scheduled to start.
6. Grand Outer Observer – If there is a large group of candidates, when the Grand Drill Leader retires to conduct them to the door of the preparation room, go with her and assist where needed. Also take the gavel and sounding block with you so the Grand Drill Leader may use them to sound the alarm. During initiation, you should remain outside the Grand Assembly floor area until the Grand Drill Leader has entered the Grand Assembly room with the candidates.

SECTION II
POLICY 16

GRAND EXECUTIVE BOARD – DUTIES

1. Your positions in the Grand Assembly room will be on the Grand Assembly floor, either on the North or South side East of either the Grand Charity or Grand Hope stations. The side will be determined by the make-up of the room in which the Grand Assembly is being held.
2. When at Grand Assembly, it is your duty to assist in the various aspects of the Grand Assembly program. This may include Display, Skits, Awards, Scrapbooks, Fraternal Correspondents and any other necessary area recognized as such by the Chairman of the Grand Executive Board.
3. Sometime early in the year, the Grand Executive Board Chairman will send you your specific assignment for you Grand Year. It may include more than one duty. Should you have any question concerning those duties, contact your Grand Deputy or the Chairman of the Grand Executive Board.

SECTION II
POLICY 17

GRAND MUSICIAN – DUTIES

1. The duties of the Grand Musician and the Grand Associate Musician at Grand Assembly are the same as those in your local assembly. However, instead of playing for two hours twice a month you will have three full days of sessions. You may also be given additional duties sometime during the year.
2. The SI/D has appointed a Coordinator of Music as a Special Grand Assembly assignment. As her title states, she is to coordinate all of the music to be played or sung at Grand Assembly. It is her prerogative to modify any of the following directions. If you have any questions or problems, contact her immediately.
3. As soon as possible, but no later than 90 days prior to the opening of Grand Assembly, the GWA will send the Grand Musician two copies of all the music for the march-ins, initiation and any other special music she desires to have played. This includes all Grand Choir selections. The Grand Musician must then review all the music, make any necessary notes, and forward one copy to the Grand Associate Musician.
4. The two of you should also bring any suitable music which can be played while the officers are on the floor. You can coordinate this during the year. There must always be music played when there is movement on the floor. As soon as the movement ceases, and someone is to speak, the music stops. Teamwork between the two of you makes this all possible. One plays while the other watches the floor and advises. A thorough knowledge of the program enables you to perform these tasks with finesse and smoothness.
5. You must participate in the Grand Choir practice. Check the printed program for time and place.
6. Your music will enhance the beauty of our ritualistic work as nothing else can.
7. All music received from the GWA must be returned to the Grand Choir Director or the Coordinator of Music.

SECTION II
POLICY 18

GRAND CHOIR DIRECTORS – DUTIES

1. The duties of the Grand Choir Director and the Grand Associate Choir Director at Grand Assembly are the same as those in your local assembly. You may also be given additional duties sometime during the year. The Grand Choir Director is in charge of the Grand Choir and the presentation of the music. The Grand Associate is to assist in every way possible. You must work as a team in all phases of the choir work.
2. The SI/D has appointed a Coordinator of Music as a Special Grand Assembly assignment. As her title states, she is to coordinate all of the music to be played or sung at Grand Assembly. It is her prerogative to modify any of the following directions. If you have any questions or problems, contact her immediately.
3. Under the guidance of the Coordinator of Music, the Grand Choir Director, with the assistance of the Grand Associate Choir Director, will conduct a practice for the Grand Choir. Both Grand Musicians will be there to play the music. Check the printed program for the scheduled time and place. A march-in practice will also be conducted. Ensure that both of you and all of the Grand Choir are in attendance.
4. After the Grand Assembly closing session, it is your responsibility to collect all music sheets, etc. (the girls may keep the covers), and give them to the Coordinator of Music.
5. Keep in mind that most of the girls in the Grand Choir are usually the very youngest girls in Rainbow. Some are attending a Grand Assembly for the first time. They will be looking up to you. Your conduct will be their guide. How you give your instructions and your evidence of leadership will make a lasting impression upon their minds. You may have to give them occasional reminders regarding their conduct and remember, your exemplary actions will speak much louder than your words.

SECTION II
POLICY 19

GRAND SOLOIST – DUTIES

1. The duties of the Grand Soloist at Grand Assembly are the same as those in your local assembly. You may also be given additional duties sometime during the year. The Grand Soloist is in charge of the presentation of all solo pieces of music. The Grand Soloist should be prepared to assist the Grand Choir Director in every way possible and to assume her duties if needed. You must work as a team in all phases of the choir work.
2. The SI/D has appointed a Coordinator of Music as a Special Grand Assembly assignment. As her title states, she is to coordinate all of the music to be played or sung at Grand Assembly. It is her prerogative to modify any of the following directions. If you have any questions or problems, contact her immediately.
3. Under the guidance of the Coordinator of Music, the Grand Soloist, will help the Grand Choir Director conduct a practice for the Grand Choir. The Grand Musician will be there to play the music. Check the printed program for the scheduled time and place. A march-in practice will also be conducted. Ensure that you and all of the Grand Choir are in attendance.
4. After the Grand Assembly closing session, it is your responsibility to collect all of your music sheets, and give them to the Coordinator of Music.
5. Keep in mind that most of the girls in the Grand Choir are usually the very youngest girls in Rainbow. Some are attending a Grand Assembly for the first time. They will be looking up to you. Your conduct will be their guide. How you give your instructions and your evidence of leadership will make a lasting impression upon their minds. You may have to give them occasional reminders regarding their conduct and remember, your exemplary actions will speak much louder than your words.

SECTION II POLICY 20

GRAND PAGES – DUTIES & INFORMATION

1. Because there are no Pages in the local assemblies, many questions arise as to a Grand Page's duties and responsibilities.
2. The first thing Grand Pages do at Grand Assembly is to set up the Grand Assembly room, after the marches and before the Grand Officers are seated. This should be done as quickly as possible but with dignity. You will be in beautiful dresses, so do not run or hurry so that you trip on the dress. The items to be set up are 7 chairs and 7 pedestals for the Bow officers, Grand Faith's chair, the flag stand and flag, the Altar with its cloth, the Bible and Jewel. Tape markers will be on the floor, marking where each item is to be placed.
3. During the informal opening of Grand Assembly, the Grand Pages present the flags and give tributes to each of them. The GWA will inform you of the part to which you have been assigned. A Grand Deputy will conduct a practice of this ceremony at Grand Assembly. Look in the printed program for the scheduled practice time. If you are appointed to give the tribute, have it typed and hand a copy to the Grand Recorder as you leave the East.
4. Some Grand Pages handle the microphones for the Grand Officers during the floor work. All Grand Pages must be prepared to undertake this duty in the event you are asked to fill in.
5. The following items are primarily for those Grand Pages on the floor. However, all pages should be aware of them in the event it is necessary to fill another's place at any time during Grand Assembly.
 - a. **Be alert at all times.** Anticipate the needs of those who will be speaking. Hold the mike close and do not allow the speaker to find it necessary to lean toward the mike.
 - b. Stand up, be in place and ready with the mike so that there is no break in the ritual.
 - c. Know the floor work and know the ritual work of those you serve. There should be no switching of mikes during the lecture.
 - d. Be alert during skits & addendums and get a mike to participants even if they do not ask for one. There should be no speaking on the floor without a mike.
 - e. After a microphone has been assigned to your station, take it to the Special Assignment person in charge of the P.A. and ask for an orientation of how the switches and controls work. There is nothing worse than causing disruptions with loud static bursts caused by operating the microphone incorrectly.

GRAND PAGE IN THE WEST

1. Your position in the Grand Assembly room is in the West to the right of the Grand Worthy Associate Advisor. Below are your specific microphone duties. These may be slightly changed

by the Grand Deputy working with you at Grand Assembly.

2. OPENING – Grand Confidential at the door and at her station.
- Grand Charity in the NW corner when proving the Grand Assembly.

and should INTRODUCTIONS - Behind the Bow. Occasionally a Grand Drill Leader will take the mike hold it as she faces guests and gives their names. This is allowable and be worked out in practice.

INITIATION - Outer Observer and Drill Leader in the West
- Drill Leader as she reports to the Worthy Associate Advisor
- Drill Leader at the door of the preparation room
- Chaplain at the Altar. Enter from the back of the Bow as the GWA and the Grand Chaplain are taking their places. Hand the mike to the Grand Chaplain and step outside of the Bow behind Immortality where you will kneel for the prayer. Return the mike to the West after the prayer.

Grand Worthy Associate Advisor at her station at all times.

GRAND PAGE TO THE RECORDER

1. Your position in the Grand Assembly room will be at the Recorder's desk and your duties will be to assist her in every way possible so that the events of the session will be properly recorded. All speakers are to give a copy of their speech/report to the Grand Recorder. If this does not occur, follow the speakers to their seats and ask for a copy. Therefore if you remain alert and attentive at all times you will be a tremendous asset to the Grand Recorder. Below are specific microphone duties for your station. These may be modified by the Grand Deputy working with you at Grand Assembly.

2. The Grand Recorder may want you to hold the mike or she may want to hold it herself as she makes announcements. Check with her as to her desires.

The Grand Drill Leader for all proclamations.

INITIATION - Grand Faith from Northeast corner to Grand Hope station.

GRAND PAGE IN THE NORTH

1. Your position in the Grand Assembly room is to the left of Grand Charity. You will serve many people during the session. Below are specific microphone duties for your station. These may be modified by the Grand Deputy working with you at Grand Assembly.

OPENING - Grand Charity at the Altar during proving
- Grand Faith at her station

INTRODUCTIONS - All at the Altar

INITIAITON - Faith at her station (Worthy Advisor there is an alarm...)
- Faith at preparation room door for her first lecture

- Faith at the Altar
- Candidates at the Altar during obligation
- Fidelity, Patriotism & Service
- Faith from Northwest corner to Charity (Now abideth...)
- Faith during secret work

Grand Charity at all times at her station.

GRAND PAGE IN THE SOUTH

1. Your stations in the Grand Assembly room will be to the right of Grand Hope. You will serve people during the session. Below are specific microphone duties for your station. These may be modified by the Grand Deputy working with you at Grand Assembly.

- INITIATION
- Love, Religion, Nature, Immortality
 - Faith, Southeast corner to Worthy Associate Advisor (I saw as it were...)
 - Hand mike to the GWA at the Altar and stand by Love's station facing North

Grand Hope at all times at her station.

GRAND PAGE TO THE GRAND WORTHY ADVISOR

1. Your position in the Grand Assembly room will be in the Grand East just behind the Grand Worthy Advisor. The responsibilities of the Grand Worthy Advisor are great and you will ease her load by being ever ready and willing to do her bidding. She must see that each Grand Assembly session flows smoothly and cannot leave her station. Therefore, you will be called upon many times to deliver messages or to get information for her. Actually your duties can be summed up in one line:

“ANYTHING THE GRAND WORTHY ADVISOR ASKS YOU TO DO”

GRAND PAGE TO THE SUPREME OFFICERS

1. Your position in the Grand Assembly room is in the Grand East just behind the Supreme Officers. As soon as possible after your arrival at Grand Assembly, approach the SI/D, introduce yourself (beyond any doubt she will know who you are). Request the SI/D to call on you anytime when you can be of service. Give the SI/D a slip of paper with your name, title and room number so that she may contact you if a need arises.
2. Ask the SI/D if there are any other Supreme Officers visiting our session. If so, contact them and show them the same courtesies you extended to the SI/D.
3. Actually your duties can be summed up in one line:
“ANYTHING THE SUPREME OFFICERS ASK YOU DO”

GRAND PAGE TO THE GRAND DEPUTIES & THE GRAND EXECUTIVE BOARD ADULTS

1. Your position in the Grand Assembly room is in the Grand East as near as possible to these

adult volunteers. Your duties are to assist these adults when needed. The following are adult positions. Obtain their names and fill in the blanks. Some of the positions may not be filled. Consult with your Grand Deputy if you have any difficulty.

GRAND DEPUTIES

GRAND EXECUTIVE BOARD

At Large _____
Chairman _____

Dist. #1 _____
Secretary _____

Dist. #2 _____
Treasurer _____

Dist. #3 _____
Member _____

Member _____

Member _____

Member _____

2. As soon as possible after your arrival at Grand Assembly, approach each of these adults, introduce yourself, explain that you are their page for this session and that they should call on you at any time you can be of service.

GRAND PAGE TO THE OUT-OF-STATE VISITORS & DIGNITARIES

1. Your position in the Grand Assembly room is in the Grand East and as near as possible to the out-of-state visitors. However, the visitors do sometimes sit as a group on the sidelines and on occasion you may feel it is best to sit there with them, and this is permissible.

2. What a great position you have; Page to the out-of-state visitors. You have an opportunity to personally meet and talk with each of them, make many new friends and share Alaskan Rainbow with each of them. What a wonderful opportunity to add to your life of Rainbow memories.

3. Upon your arrival at Grand Assembly, contact the Registration desk and ask for a list of the out-of-stat visitors. They have been asked to prepare two copies for you. Ensure that all of the names have their titles listed. Take one of the lists and give it to the Grand Deputy who is responsible for seating in the East. If the lists are not ready, ask to look at the registration forms so that you can get the names and room numbers. As soon as possible, search them out. Introduce yourself and

request that they call on you at any time you can be of service to them. If the visitors have not arrived prior to your arrival, it is advisable to make arrangements to go along to the airport with the welcoming party. You can then assist with their room assignments, help at the Registration desk and locate their packets, etc. Their packets will each contain a Grand Assembly program schedule. Point out their scheduled picture taking session and when that time comes assist them in finding the picture taking room.

4. Put your best foot forward as you are the official Grand Assembly hostess for our visitors. You can make our Alaskan Rainbow shine for them with LOVE, CARING, FUN, FELLOWSHIP & FRIENDSHIP.

SECTION II
POLICY 21

AWARDS – ADDITIONAL DUTY

1. One of the Grand Officers will be assigned the additional duty of ‘Awards’. The responsibilities of this assignment include ordering identification ribbons, award ribbons or certificates and making the presentation of the award categories at Grand Assembly.
2. RIBBONS: If you choose to use ribbons, they need to be ordered and should be a florist type ribbon, cut and printed with the appropriate annotations.
 - a. Contact the Grand Executive Board Secretary/Treasurer. She will be able to give you the information on what, where and how to obtain these ribbons. Don’t wait, contact her very soon after your appointment. She will go out of her way to assist you.
 - b. Also contact the GWA and get her input as to the color of the ribbons to be used for special identification. The Grand Executive Board Secretary/Treasurer will also be happy to help in this area.
 - c. The printing should be similar to the previous years, with only the Grand Assembly number, city and dates changed. They are to be ordered in sets of three – one each in blue, red and white for 1st, 2nd and 3rd place in each category. Always order a few extra in each category as to be prepared for any ties which will probably occur.
 - d. Order an additional set of each type of ribbon to be used by the Grand Officer responsible for Display/Photographs in constructing her of Grand Assembly items.
3. CERTIFICATES: If certificates are to be used, check with the Coordinator of Ritual Competition for a possible source of certificates. Some Special Assignment Coordinators prepare their own certificates, so check with each of them and your task might become smaller. Also, check with the Chairman of the Grand Executive Board for advice on having certificates made. In case of ties, have a few extra prepared. In any case, have them prepared and signed by the SI/D prior to Grand Assembly.
 - a. Prepare one additional set of certificates to be used by the Grand Officer responsibility for Display/Photographs in constructing her display of Grand Assembly items.
4. You will need at least one set of ribbons or certificates for each of the following categories:

Scrapbooks – Assembly	Ritual Competition – Bow station
Scrapbooks – Individual	Ritual Competition – Charity Pot of Gold
Scrapbooks – Cover	Pantaloons (2)
Skits – Humorous	Registration/Attendance - %
Skits – Serious	Registration - %
Mileage/Attendance - %	Most Registered
Membership	

5. While at Grand Assembly you will present the various awards listed, to the winners of each category. Contact the SI/D or Chairman of the Grand Executive Board for the name of the individuals as soon as possible to discuss the method in which these duties can be accomplished. You will need an assistant during your presentation. Select another girl for that task. Choose her early enough so that she can become thoroughly familiar with her duties.
6. The names and addresses of those you need to contact can be found in your list of Grand Officers.
7. Should you have any questions or need assistance, contact your Grand Deputy.

SECTION II POLICY 22

DISPLAY/PHOTOGRAPHS – ADDITIONAL DUTY

1. One of the Grand Officers will be assigned the additional duty of ‘Display/Photographs’. The responsibilities of this assignment is to arrange a display of Grand Assembly items at the Grand Session for people to view. The items may be arranged in a convenient display case, placed on table or mounted on a display board and hung up in an appropriate place. The Grand Assembly Chairman is aware of this requirement, however, so contact the Grand Assembly Chairman and discuss the facilities required.
2. Some examples of items which should be on display are ‘Awards’ ribbons, special guest identification ribbons, Grand Cross favors, carry-ins, tote bags, song books, etc. Contact the Grand Officer whose additional duty assignment is ‘Awards’ and she will be able to supply you with a sample of each ribbon category. The other items can be obtained by writing to the Assemblies responsible for their preparation. You can obtain that information from the GWA or from her letter to your assembly making those assignments. A list of the current Mother Advisors with their mailing addresses can be obtained from your Grand Deputy. In late January, write to the SI/D and request a list of the newly elected Mother Advisors.
3. There are times when assemblies do not respond to requests promptly. Therefore reminders may be in order. Do set a deadline of at least 30 days prior to your departure for Grand Assembly. This will give you ample time for your preparations prior to your arrival at Grand Assembly.
4. The second responsibility is to assist the photographer during the photo sessions. The photo schedule will be in the program and you should arrive at least 20 minutes before the first scheduled photo session. Introduce yourself to the photographer and offer your assistance. Follow his/her instructions and attend all photo sessions.
5. Your duties will require a small expenditure of monies for postage, possible copies, etc. If you find it impossible to assume these expenses, get in touch with your Grand Deputy and inform her of your situation. She may be able to help or find someone else to assume these duties.
6. Should you have any other suggestions or need assistance, contact your Grand Deputy.

SECTION II
POLICY 23

FRATERNAL CORRESPONDENTS – ADDITIONAL DUTIES

1. One of the Grand Officers will be assigned the additional duty of Fraternal Correspondents. The responsibilities of this assignment are to assist the Special Assignment person who is serving as Director of Fraternal Correspondents. Try to come up with some special program for those Rainbow Girls as their appointments are announced at Grand Assembly. Work with the director and she will welcome your ideas and suggestions. However, remember that you must receive her approval on any program you may develop. You should have your program outlined and completed 45 days prior to the opening of Grand Assembly.
2. A second responsibility of this assignment is to assist at the registration desk at Grand Assembly. Inform the Grand Assembly Chairman of your assignment. She will inform the Registration Chairman that you will be available to assist. The Grand Assembly program will list times for registration. Report to the registration desk at the first listed time, introduce yourself and explain that you are there to assist in any way possible.
3. The address of the Director of Fraternal Correspondents is in the Grand Officer's roster and the address of the Grand Assembly Chairman will be in the Aurora.
4. Should you have any questions or need assistance, contact your Grand Deputy.

SECTION II POLICY 24

HOSTESS – ADDITIONAL DUTY

1. One of the Grand Officers will be assigned the additional duty of Hostess at the Grand Assembly session. The responsibilities of the assignment actually begin before the first session opens. Each year one of the Grand Deputies is assigned the task of seating the East. Obtain her name from your Grand Deputy. Contact her upon your arrival at Grand Assembly and set up your work schedule.
2. The Grand Deputy will obtain a list of out-of-state visitors. In addition, she will have the names of many others who need to be seated in the East, i.e., Rainbow Girls, Alaska Adult Grand Officers, visiting dignitaries, speakers, the Grand Worthy Advisor's family, etc. After seat selection has been made, tags must be put on each chair. Then a list of who is in each seat must be compiled for the Grand Worthy Advisor to use during introductions. Because the people seated in the East change, this task must be done for each session. It is an enormous job and the Grand Deputy will welcome your assistance.
3. You should arrive at the Grand Assembly room at least 20 minutes before each session begins to assist the Grand Deputy. Contact the registration desk so that they realize that guests should be brought to you for escort to their seats in the East. Also contact the Grand Officer whose additional assignment is 'Awards' and obtain special guest ribbons. Ensure that each special guest seated in the East has one of these ribbons. The time to pin on one of these ribbons is when you introduce yourself. As you pin the ribbons on, give them a warm welcome and answer any questions they might have about our Order. As you escort any guests to their seats, engage them in conversation to make sure they feel welcome.
4. There will be times that you will have to locate distinguished guests in the audience (the Grand Deputy will help you). Approach them, introduce yourself, pin on their ribbon and invite them to accompany you to the East.
5. What a wonderful opportunity this is for you to put your best foot forward for Rainbow. What a wonderful impression you can make on these special guests.
6. Should you have any questions or need assistance, contact your Grand Deputy.

SECTION II
POLICY 25

MUSIC – ADDITIONAL DUTY

1. One of the Grand Officers will be assigned the additional duty of music. The responsibilities of this assignment are to work with the Grand Musicians and Grand Choir Directors and assist them in the performance of their duties. The beauty of the ritual work and special ceremonies is greatly enhanced by beautiful and well performed music additions.
2. Contact the Grand Musician, Grand Associate Musician, Grand Choir Director and Grand Associate Choir Director. Advise them of your assignment and offer your assistance. Also contact the Special Assignment Person who is the Coordinator of Music for Grand Assembly and inform her of your assignment. She is looking forward to hearing from you and will be happy to have your assistance.
3. At Grand Assembly, seek out the five individuals listed above and offer to help in the practices, putting together music folders or any task which will make the music flow more freely and enhance Grand Assembly.
4. Should you have any questions or need assistance, contact your Grand Deputy.

SECTION II POLICY 26

SCRAPBOOKS – ADDITIONAL DUTY

1. One of the Grand Officers will be assigned the additional duty of Scrapbooks. The responsibilities of this assignment are outlined in Policy 12, 13 and 14, Section I of the Alaska Policy Book.
2. Correspond with each of the assemblies and each Grand Officer as early as possible to encourage their participation in the scrapbook program. Point out that scrapbooks are an excellent method for each of us to display to others the activities which have taken place in our home assemblies or in our Rainbow lives.
3. The Grand Assembly Chairperson will arrange for a room in which the scrapbooks can be stored, judged and displayed. The room will be locked until the judging has been completed. It is your duty to select two judging teams from the Grand Assembly attendees. Judging should be completed no later than the first night of Grand Assembly so that the room may then be opened for those attending to view the books. Judging forms and instructions are contained in Policy 14, Section I of this Alaska Policy Book.
4. After the judging has been completed, contact the Grand Executive Board Chairman for the name of the Grand Executive Board member who is to work with you. Bring the score sheets, and together, you two will compute the totals to determine the awards. No one but you and this Grand Executive Board member will have seen or be aware of the results until they are announced by you.
5. After the results have been determined, you will need to prepare two lists of the winners. One for the Grand Recorder (give it to her **after** you make the announcements) and one is for you to use as you present the award ribbons. Each category will have a 1st, 2nd and 3rd place winner. Contact the Grand Officer in charge of ‘Awards’ and get the ribbons prior to your presentation.
6. Your duties will require a small expenditure of monies for postage, possible copies, etc. If you find it impossible to assume these expenses, get in touch with your Grand Deputy and inform her of your situation. She may be able to help or find someone else to assume these duties.
7. Try to have all of your preparations completed at least 30 days before Grand Assembly.
8. Should you have any other questions or need assistance, contact your Grand Deputy.

SECTION II POLICY 27

SKITS – ADDITIONAL DUTY

1. One of the Grand Officers will be assigned the additional duty of Skits. The responsibilities of this assignment are outlined in Policy 16 and 17 in Section I of this Alaska Policy Book.
2. It is imperative that you mail a copy of the “Skit Entrance Form” to each assembly during the month of January. The “Skit Entrance Form” is shown in the Policy which lists your duties. Obtain a list of the current Mother Advisors and mail the entrance form to that address. A list of new Mother Advisors will be out at the end of January or in February. Do not delay by waiting for the new list. Include a personal letter encouraging each assembly to participate in the skit program. Stress that all of the skit preparations must be completed prior to arriving at Grand Assembly. Each assembly is to present only one skit, either serious or humorous. Also stress that the entrance forms must be returned to you at least 30 days prior to your departure for Grand Assembly (give exact date). This will enable you to formulate some type of presentation schedule.
3. In February, contact the SI/D and ask for the new list of Mother Advisors. Use it to send reminders to the new Mother Advisors about skit preparation.
4. At Grand Assembly, contact the Grand Executive Board Chairman for the name of the adult Grand Executive Board member who is to work with you. Select the judges early as per the directions in your duties (see para. c of your duties). When the directions for judging has been completed, bring the judges’ score sheets to the Grand Executive Board adult and together compute the winners. **No one** but you and this Grand Executive Board member should see or be aware of the results until they are announced by **you**.
5. After the results have been determined, prepare two lists of the winners. One for the Grand Recorder (give it to her **after** you make the announcements) and one for you to use to announce the awards. Each category will have a 1st, 2nd and 3rd place winner. Contact the Grand Officer whose assignment is ‘Awards’ and arrange to have the award ribbons in your possession prior to your presentation.
6. Make as many copies of the entry blanks, judging directions and judging score sheets as you need. Make certain that you have sufficient copies with you at Grand Assembly.
7. If you desire to be reimbursed for your duty expenses, keep an itemized receipt for each expenditure (postage, copies, etc.) and give it to the Grand Executive Board Secretary/Treasurer. Try to have all of your preparations completed at least 30 days before Grand Assembly.
8. Should you have any questions or need assistance, contact your Grand Deputy.

SECTION II
POLICY 28

GRAND DEPUTY – DUTIES

INTRODUCTION: You are the representative of the SI/D in your district. Use the Gold Book, By-Laws and Guidelines to clarify questions asked by the Mother Advisor or Advisory Boards. Do not hesitate to consult with the SI/D if you need help with a question or decision.

A. OFFICIAL VISITS:

1. Make at least one official visit to each assembly in your district each year. Prior to this visit, give the Mother Advisor sufficient notice of your intentions so that she may adequately prepare for your recognition. (48 hours is minimum necessary time for this notification.)
2. At your official visit, request to look at the Recorder's and Treasurer's books of the assembly for your review.
3. Also, each year you should make one official visit to each advisory board. Allow the Chairperson the same notification courtesy as given the assembly. Other visitations to be made at the request of the Board.

B. YEAR-END REPORTS:

1. At the beginning of January, contact your Mother Advisors as to the status of their year end reports. Offer your assistance to ensure that the SI/D receives them by the February 1st deadline. Also see "H-1" in this Policy.

C. RITUAL AND PROFICIENCY:

1. At least once each year, conduct a school of instruction for each assembly. If it is feasible, you may combine assemblies for this session. The Advisory Boards should be invited and encouraged to attend.
2. If there is a discrepancy in the ritual work on your official visit, speak with the Mother Advisor.
3. Work with the Proficiency Chairman of the assemblies if needed; also work with the girls if requested to do so by the Mother Advisor.

D. SERVING AS MOTHER ADVISOR OR BOARD MEMBER:

1. It is not advisable to serve as Mother Advisor or as a member of the Advisory Board. If you feel that for the good of the assembly it is necessary for you to serve in any capacity, obtain the consent of the SI/D.

E. DISPENSATIONS:

1. Grand dispensations to assemblies as per By-Laws, Section 18. Also see new Guidelines Book, Section 6, Page 2.
2. Keep records and send a copy to the SI/D at Grand Assembly.
3. The fee charged may be used to help defray postage and telephone expenses.

F. NEW ASSEMBLIES:

1. Work to secure and create interest to start assemblies in new areas in your district and to reactivate those assemblies now dark.

G. GRAND CROSS MYSTIC BANQUET:

1. Encourage the Advisory Board in each assembly in your district to appoint a board member to act as coordinator for the Annual Obligatory Mystic Banquet in November.
2. Two or more coordinators may work together and have one Mystic Banquet in November.

H. GRAND ASSEMBLY:

1. Help with any special assignment at Grand Assembly when asked by the SI/D.
2. Familiarize yourself with the duties of each special assignment as outlined in Policy 20 of this Section so you are able to fill in for the Deputy assigned that task if she/he is not able to attend Grand Assembly.
3. Attend all called Grand Deputy meetings and Grand Assembly meetings.

I. GRAND CROSS RECOMMENDATIONS:

1. Upon the completion of the Grand Cross recommendation forms which have been signed form by the Mother Advisor and the Chairman of the Advisory Board, you will also sign the under that of the Chairman.
2. Return the form to the Mother Advisor to be sent along with the year end report and monies due to the SI/D.

J. GRAND OFFICER RECOMMENDATIONS:

1. Ensure that the Grand Officer recommendations are completed, signed and mailed on date given by the Chairman of the Grand Executive Board. If necessary, assist the Advisory Board in the completion of the forms.

K. GRAND PAGE APPOINTMENTS:

1. It is your responsibility to select the girls for Grand Page appointments, taking into consideration the recommendation of the Advisory Board.

2. Each deputy will submit their primary and secondary Grand Page nominations to the SI/D for approval. This must be completed prior to the GWA's first Official Visit to any assembly to ensure an equitable distribution of appointments throughout the state. If you have an additional deserving girl in your district, submit her name along with the other two. Explain your reasons, but be sure to identify which is your first, second and third choices as you may only receive one appointment.
3. The SI/D will allocate the Grand Pages to the districts and notify the appropriate Grand Deputy as to the decision. You may receive one, two or maybe even three appointments. It is dependent upon the number of girls recommended from each district.
4. Normally the Grand Page appointments are announced by the GWA during her Official Visit. If you have not completed the selection process at that time, inform the GWA you will have the name for her when she arrives for her Official Visit.
5. Soon after the new Grand Page is appointed, she is to be provided with a copy of her duties as outlined in Policy 19, page 31.

L. DRESS CODE:

1. Grand Deputies should adhere to the official dress code.

M. AURORA:

1. Send all notices, articles, subscriptions, etc., for the Aurora to the Editor of the Aurora.
2. One article a year will identify you as a Grand Deputy in Alaska.
3. Encourage the girls in your district to submit letters and articles to the Aurora. Grand Officers are expected to have at least one letter with a short biography.

N. GRAND CROSS CEREMONY:

1. If you do not have a copy of the ceremony, contact the SI/D.
2. The GWA will act as the Master of Ceremonies. In rare cases, the Grand Worthy Associate Advisor may be asked to help the GWA. If this occurs, you must have the approval of the SI/D who has the information available.
3. Select the girls to fill the remaining positions. Girls from other districts besides your own should be considered. It is especially nice to have girls who are getting their majority to help in this capacity. In all cases, the girls selected must be holders of the Grand Cross of Color.
4. An outline of floor work and procedure can be obtained from the SI/D.
5. The GWA tasks an assembly, as their Grand Assembly project, to make favors to be

given to the recipients at the close of the ceremony.

6. The SI/D has possession of the paraphernalia necessary for the ceremony.
7. A one-half hour practice session will be scheduled in the Grand Assembly program.

O. MAJORITY SERVICE:

1. A copy of the ceremony can be obtained from the SI/D.
2. Select girls to fill the various stations. Girls from all districts should be considered. The of Time and Life may be from your district in order to practice floor work before Grand Assembly. Make contacts, selection and get parts to the girls at least 3 months before Grand Assembly.
3. A one-half hour practice session will be scheduled in the Grand Assembly program.
4. Favors to be given to the Majority recipients are made by an assembly designated by the GWA as their project.
5. A solo, musical selection or poem will enhance the ceremony.

P. FLAG TRIBUTES:

1. The flags used (in order of presentation) are: American flag, Alaskan flag, Christian flag and the Rainbow flag.
2. The Pages participate in this ceremony at the informal opening. The GWA selects the Pages, four to carry the flags and four to give the tributes. Immediately after all the Grand Pages have been announced, contact the GWA and obtain the name and address of each Grand Page and their specific part. Write to each, introduce yourself, remind them to have two typewritten copies of their tribute, and that you will meet them at a scheduled practice which will be printed in the Grand Assembly program.
3. After the practice, inform each girl giving a tribute that you need to look over her tribute. If they do not have them at that time, schedule an individual time to peruse them.
4. If the flag stands are on the Grand Assembly room floor, the American flag stands on far right of the audience with the Alaskan flag on the left of it. The Christian flag on the left of the audience with the Rainbow flag to the right of it. If the flag stands are on the stage at a level with the speaker (GWA), the flags are placed the opposite of above.
5. Before Grand Assembly, work out a march one that is simple but attractive. Keep in mind that the flags do get heavy to hold.
6. Be sure that each girl carrying a flag is holding it in the proper position:
 - a. Hold the flag on the left side.
 - b. The right arm should be straight across the chest, grasping the pole with the palm

the pointing away from the body. The left arm is straight down and back, holding staff as a balance.

- and
7. Before the evening session begins, make sure the flag stands are in their proper places that the flags are in the back of the Grand Assembly room.
 8. The GWA will announce the Flag Tribute so the Grand Pages will know when to retire.

Q. SEATING IN THE EAST:

1. In preparation, make several copies of a seating chart like the example which is a part of this Section. This can be adjusted to fewer rows, less chairs, etc.
2. Seating:
 - a. The positions that must remain the same for all session (except installation) are: SI/D, Supreme Officers, GWA, Grand Lecturer, Grand Chaplain, and Grand Mother Advisor.
 - b. Other Alaska Grand Officers (girls) in the East are: Grand Treasurer and Grand Historian (usually on the right side of the Grand Chaplain) and the Grand Pages to the GWA, Supreme Officers, Grand Deputies, Grand Executive Board and visiting dignitaries (in proximity to the people they serve).
 - c. Adult Grand Officers (include visiting current adult Grand Officers from other jurisdictions) in order listed are seated to the left of the GWA in the remaining seats in the first row, second row, etc.: Grand Deputies, Grand Executive Board, Alaska Special Assignment people, PGWA's of Alaska.
 - d. To the right of the GWA, visiting Grand Officers of other jurisdictions. Check with the Registration Chairman of Grand Assembly for all out-of-state visiting Grand Officers.

person
response.

3. INFORMAL OPENING:

- a. Check the program to include (in addition to "2 a-d" above) the following: giving the invocation, all listed in the program as giving a greeting and/or
- b. Check with the GWA to ascertain family members she would like to have in the East for introduction.
- c. Be prepared for requests for other seating from the SI/D or the GWA. If you have questions, check with the SI/D.

4. FORMAL OPENING:

- a. All of "2 a-d" above remain the same.

b. Refer to “3 c”.

5. EVENING OF FORMAL OPENING:

a. All of “2 a-d” above.

with b. Refer to “3 c”. You will be seating Masonic and Easter Star dignitaries. Check Registration Chairman, SI/D and Supreme Outer Observer for input.

6. INSTALLATION:

a. GWA, SI/D, Grand Mother Advisor, Supreme Officers, Grand Deputies, Grand Executive Board will all remain the same. Fill in on the left side of the GWA with the following: New GWA’s family, Special Assignment people, PGWA’s of Alaska.

b. On the right side of the GWA: A chair for the new GWA, installing Chaplain, all installing officers as listed on the program, the new Grand Chaplain, new Grand Lecturer and new Grand Historian. Check the program for other seating that would be appropriate.

the 7. Before Informal Opening night, Formal Opening night and Installation, make a list of people and where they are sitting in the East, along with their titles, to be used by the GWA for introductions.

R. RITUAL COMPETITION:

1. After the first of the year, send a letter to all Mother Advisors explaining the rules and regulations for Ritual Competition. Include the appropriate dress for the competitors.

2. At Grand Assembly set up the room assigned by the Grand Assembly Chairman.

3. Confer with the Grand Assembly Chairman to set up the time period in the program for the competition.

4. Arrange for judges.

5. Meet with the Grand Officer in charge of awards to present ribbons to the winners.

S. DRESS MATERIALS:

1. The Grand Officers in your districts have been instructed to send their dress material monies to you no later than October 31. Contact them in September (after school starts), give them your address and remind them of this responsibility. There will probably be some girls who do not meet the October 31st deadline.

a. On November 1st, inform the SI/D of any girls who are delinquent in their dress payment. After that send a letter to those girls and inform them that her position as a Grand Officer will be terminated unless you have received the dress monies

by December 15th. The letter should also state that if the girl has been under some extreme hardship in meeting the deadlines, she should make her Grand Deputy aware of those mitigating circumstances.

- task.
the
- b. Collecting monies and distributing dress materials has always been a difficult task. However, if you remain persistent, the task will be completed. Keep reminding girls of their responsibilities and explain why the monies are needed.
 - c. Forward the monies you receive to the Grand Executive Board Secretary.
2. The GWA will send the Grand Officer dress material for the girls in your districts to you. Forward it **only** to those girls who have sent you their payment.

SECTION II
POLICY 29

GRAND EXECUTIVE BOARD ADULT MEMBERS – DUTIES

- A. The primary function of the Grand Executive Board is to ensure that Grand Assembly is held every year and to oversee its operation.
- B. All members serve at the discretion of the SI/D for a one year term. A Chairman, Secretary and Treasurer (One member may serve as Secretary/Treasurer) are appointed by the SI/D or may be elected by a majority vote of the Grand Executive Board members.
- C. All members are expected to attend all Board meetings held while Grand Assembly is in session. If meetings are conducted at other times during the year, make every effort to attend.
- D. It is not advisable for any member to serve as a Mother Advisor or Advisory Board member for any local assembly. If you feel that for the good of the assembly it is necessary for you to serve in any capacity, obtain the consent of the SI/D.
- E. CHAIRPERSON:
1. Conducts all Board meeting.
 2. Accepts the invitation from the sponsoring body to host the next years' Grand Assembly after it has the approval of the SI/D. Send a thank you note for their offer, forward copies of Section III if necessary, and offer your support.
 3. Write letters to the Rainbow girls who have been given additional duties, outlining same. Give them the name of the adult who will provide assistance.
 4. Work closely with the SI/D.
- F. SECRETARY:
1. Record the minutes of all Grand Executive Board meetings. Transcribe them and forward them to the SI/D for approval and distribution.
 2. Prepare copies of Grand Officer duties to be handed out at Grand Assembly.
 3. Prepare spread sheet of available Grandies for appointment.
 4. Prepare a list of new Grand Officers, girls, adults and Mother Advisors immediately after Grand Assembly to be included in the AURORA.
 5. Prepare dress size and fee payment spreadsheet.
 6. Assist the Grand Recorder in collecting speeches for the Proceedings Editor.
- G. TREASURER:

1. Accept all Grand Assembly monies and keep a records of all investments.
2. Pay all bills upon proper approval.
3. File all required year end reports.

H. MEMBERS:

1. All will have at least one duty to fulfill at Grand Assembly, most will have several.

SECTION II
POLICY 30

SPECIAL ASSIGNMENT – DUTIES
APPOINTED BY THE SI/D AS NEEDED

A. MEMBERSHIP:

1. Be instrumental in encouraging growth in membership.
2. Be innovative and implement new ideas that appeal to the members.

B. COORDINATOR OF MUSIC:

1. Work with the GWA on her selection of music for Grand Assembly. In Policy 2, Section II, GWA duties, under “Music” the selection of music should be sent to the Coordinator of Music no later than November 1.
2. Coordinate music with the Grand Musicians and Grand Choir Directors. It is desirable to get the music to the Grand Musicians and Grand Choir Directors five months before Grand Assembly. It is also desirable to send one copy of all choir music to the Mother Advisor of each assembly to give them ample time to learn the songs.
3. Check Policy 2 and 2A of this Section for any GWA duties and deadlines that have an impact on your duties, notify her of the deadline.
4. Build a music library for Grand Assembly music.

C. MARCHES:

1. Confer with the GWA on her plans for marches for Grand Assembly. Under Section 2A this section, under the deadline checklist guide, ideas and theme should be sent to the Director of Marches by December 1.
2. Create the diagrams for the marches.
3. Practice the marches with the Grand Officers the first day of Grand Assembly.
4. Check Policy 2 and 2A of this Section for any GWA duties and deadlines that have an impact on your duties and notify her of the deadline.

D. AURORA:

1. Arrange all articles and letters received in the order they will appear in the paper.
2. Type and proofread when in proper format.

3. Reproduce and send to assemblies, subscribers and check with SI/D.

E. PROCEEDINGS:

1. Gather materials at Grand Assembly.
 - a. A tape recorder and blank tapes should be made available to the Grand Recorder/Sound System Operator (SSO). Coordinate this with the Property Chairman of Grand Assembly. Check out its operation with the Grand Recorder/(SSO) before the first session begins.
 - b. At the end of each session collect all copies of reports, speeches and remarks from the Grand Recorder. It is important to get a copy of the GWA's remarks immediately after each session. The Grand Page to the Grand Recorder can be involved by making sure all copies are on the Recorder's desk after each presentation.
 - c. Get pictures from the Official Photographer/SI/D.
2. Collate copy and pictures in dummy form.
3. Proofread the draft copy carefully and receive the approval of the document from the SI/D.
4. Send collated copy to the printer who has been selected by the SI/D for printing. Confer with the SI/D as to the final cost and number to be printed.

F. DIRECTOR OF FRATERNAL CORRESPONDENTS:

1. Sixty (60) days before Grand Assembly get letters to Mother Advisors requesting names and addresses of girls recommended by the Mother Advisor and Advisory Board to become Fraternal Correspondent. These names should be listed in priority: #1 – Girls without Offices; #2 – Grand Officers.
2. Correspond with other Grand Jurisdictions.
3. At Grand Assembly, have the Grand Executive Rainbow Girl in charge of Awards make the announcement of new correspondents for those commissions you have received.

G. COORDINATOR OF GRAND CROSS:

1. Encourage Eastern Star, Masonic and Majority Masters of the Grand Cross of Color to participate on a state wide effort in promoting the interest of the Order of Rainbow for Girls.
2. Establish a state organization within this jurisdiction. Hawaii has a very workable State Preceptory which could be used as a basis for an organization in Alaska. They have a Dean, Assistant State Dean and a Secretary/Treasurer. These three officers are charged with the administration and business of the organization. The support of all Masters of State

the Grand Cross is needed.

3. Contact assemblies for current addresses of those still living in their area.
4. Work closely with the SI/D for ideas and suggestions.

H. DELETE COORDINATOR FOR ALASKA POLICY BOOK

1. Update and make changes to the Alaska Policy Book as needed.
2. Distribute changes in a timely manner.

I. GRAND ASSEMBLY SCHOLARSHIP CHAIR

1. Encourage all college age, active Rainbow girls to apply for the scholarship.
2. Distribute scholarship paperwork to the Mother Advisor's of each assembly before Grand Assembly. Make sure this is done soon enough that you and your committee will have time to review the applications.
3. Present the scholarship(s) at Grand Assembly each year.

J. COORDINATOR FOR PANTALOONS

1. Work closely with the Grand Officer who has been assigned this duty. Be available for advice and counsel as needed.

K. COORDINATOR FOR SCRAPBOOKS

1. Work closely with the Grand Officer who has been assigned this duty. Be available for advice and counsel as needed.

L. COORDINATOR FOR SKITS

1. Work closely with the Grand Office who has been assigned this duty. Be available for advice and counsel as needed.

M. COORDINATOR SEATING IN THE EAST/INTRODUCTIONS

1. Get a list of all dignitaries from the Registration and Awards Coordinator.
2. Use this list to arrange the seating for the Grand East and any extended Grand East seating that is used.
3. Work closely with the Grand Drill Leader to ensure the correct pronunciation of the names for any dignitaries that will be presented.

N. COORDINATOR FOR YOUTH PROTECTION

1. Conduct the session of Youth Protection each year at Grand Assembly, or ensure that it is taught by a knowledgeable individual.
2. Ensure that current materials are distributed to each Assembly when needed.

O. CUSTODIAN OF THE JEWELS

1. Maintain a secure location for all jewels that are not being used during the current year.
2. Be responsible for all repairs and replacements that are needed for the jewels.
3. Ensure that the jewels are at Grand Assembly each year for Grand Installation, as well as to the Grand Deputy for their district if there are to be mid year appointments made.

P. DIRECTOR OF GRAND OFFICERS

1. Be responsible for assisting each Grand Officer learning their office.
2. Be available for each Grand Officer practice at Grand Assembly.

Q. DIRECTOR OF MAJORITY ASSOCIATION

Duties to be assigned.

R. DIRECTOR OF PA SYSTEM

Duties to be assigned.

S. JURISDICTIONAL MARKETING LIAISON

Objectives of JML – Set by Supreme Working Group

To act as the communications bridge between your Jurisdiction and the outside world. This includes the news media (newspaper, television, and radio), your Jurisdiction's Assemblies and the GoRainbow.org Website (prospect section for news and posting of photographs, and prospect section for email messaging, calendar posts, and press release submissions). The JML should lead by example in that, even if she/he cannot be physically present for all public events at each Assembly she/he should lead the effort in seeing that proper steps are taken to promote Rainbow.

Essential Duties & Responsibilities

1. Be knowledgeable of how to promote Rainbow Girls as outlined in the members section, and in the Rainbow Girls Brand Guide.
2. Keep track of all potential public relation opportunities within your Jurisdiction and with Rainbow International. If and when an event or activity warrants news on a local or national level, the JML is to forward the information in the form of a press release, to the proper media outlets and/or GoRainbow.org "News" section. If the JML does not have access to the local media outlet, she/he should lead the effort (through the Mother Advisor or another responsible member or parent) in submitting all press releases.

3. Capture all special events and activities at each Assembly by photographing the action with a digital camera (or, JML cannot be present at event, be in charge of scheduling someone else to capture images). Be sure that proper photo release forms have been signed by all attendees in photographs. Submit photos to your Jurisdiction's Supreme Deputy/Inspector for their approval and submission to the GoRainbow.org Web site.
4. Investigate and lead each Assembly in ways to promote public events to encourage community support. This can be done through distribution of marketing tools, delivering a public service announcement on a local radio show, or running a press release.
5. Investigate and lead each Assembly in ways to market Rainbow Girls during events or special activities. This can be done with signage, posters, and/or tent cards.
6. Consider every public appearance (through fundraising or volunteer work) to be another opportunity to recruit new members. Make sure that the Assemblies are always prepared to distribute brochures (to potential new members) or gather information (from potential new members) to be able to contact them and invite them to attend an event or open house.

Rainbow Girls Jurisdictional Marketing Liaison Monthly Assembly Checklist

1. Contact Assemblies by phone

Inquire about special events or fundraising efforts
Inquire about community projects
Inquire about membership status (growth, recruitment efforts, etc.)

2. Contact Assemblies by email

Remind them to keep you posted on all newsworthy activity and to capture photographs at any event where the JML is not present. Remind them to obtain proper photo release forms, signed by all attendees in photographs. Submit photos to your Jurisdiction's Supreme Deputy/Inspector for approval and submission to the GoRainbow.org Web site.

Remind them to refer to the Rainbow Girls Brand Guide

Remind them to encourage their Rainbow Girls to continue to use the GoRainbow.org site for communicating with other Assemblies through the email directory, purchasing Rainbow gifts and clothing, and utilizing the marketing tools for recruitment and awareness efforts.

3. Determine if any of the Assemblies in your state have accomplished something that is newsworthy. If so, draft a press release and submit it to their local media outlets through the press release form online in the Members section of the website (or remind them to submit the releases to their local newspaper and ask them to send you a copy).

Follow up with an email or phone call to media outlets no more than one week after submission to confirm that they received your release and to inquire if they will print. If not, try to find out why to be able to cater the next release to their specifications.

Submit the release you wrote to the GoRainbow.org website “News” section (public side), so that Rainbow Girls around the country will be kept up to date on all Rainbow activity and accomplishments. Remember to include a photo if possible.

Ask the Assembly closest to the news affiliate to watch for the release. When a release is run (or announced) in the news, be sure to clip and save it for your records.

T. PHOTOGRAPHER

1. The Chairman is appointed by the General Chairman.
 - a. It is preferable to have the photographer be the Chairman and if possible be a Mason.
 - b. The photographer need not be from the local area, but if not, he must have a local contact in order to make the necessary arrangements for developing, printing, etc., so as to provide almost immediate access to proofs and the like.
2. This committee should have at least two other members. They are needed to assist in getting correct names for the pictures, set up groups, help in setting up displays and taking picture orders.
 - a. The individual responsible for publishing the proceedings must be on the committee in one of the spots. That person will be responsible for recording the names of the people as they are being photographed. The lists must be numbered in coordination with the photograph as identified in paragraph 6 below.
3. A Rainbow Grand Executive Board member also has the responsibility for working with this committee.
4. Assist in arranging the picture taking schedule. The schedule must be coordinated with the GWA, General Chairman and the printed program committee. The schedule must be completed in sufficient time to meet the program printing deadline. It is imperative that the photographer be allowed sufficient time to set up and shoot each shot if he is to obtain good pictures.
5. Attempting to take group pictures in the Grand Assembly room is extremely disruptive to other scheduled activities and should be allowed only if there is no other option. Therefore, a separate room, set up for taking pictures, would be extremely helpful and time saving. A room containing risers, e.g. a choir room, would be an excellent option and expedite the task.
6. Complete as many group pictures as possible on the first night. These must be taken prior to the session so they will not conflict with the Grand Officer and Rainbow parties. The Grand Choir and adult pictures would fit into this schedule. The Grand Officer’s pictures should be taken on the

first night, only if a private picture taking room is available so that their dresses will not be on display prior to their grand entrance.

7. Proofs and pictures should be placed on display prior to the opening of the assembly meeting following the picture taking session. A member of the committee should be present and prepared to take orders.

- a. All pictures should be consecutively numbered to assist the ordering.
- b. Be ready to take orders any time Grand Assembly is not in session.
- c. The price charged for the pictures must be approved by the SI/D and the General Chairman.

8. Coordinate any possible or foreseeable picture taking costs with the General Chairman.

9. The following two lists are to be used as a guide for a minimum number of pictures. More may be taken at the discretion of the photographer, but do not go overboard with candid shots.

a. FORMAL AND GROUP PICTURES

1. GWA and SI/D
2. GWA and any other Supreme Officers
3. GWA
4. GWA and Grand Mother Advisor
5. All Grand Officers (this includes Pages and Rainbow members of the Grand Executive Board)
6. Grand Executive Board (adults and SI/D)
7. Grand Executive Board (adults, girls, SI/D)
8. Grand Deputies and SI/D
9. Grand Choir
10. Mother Advisors
11. Miss Rainbow and Princess
12. Majority Service Officers
13. Majority recipients
14. Grand Cross Officers
15. Grand Cross designates
16. Baby Dedication Officers
17. Baby Dedication babies
18. Scholarship recipient
19. New Rainbow initiates
20. Ritual competition, scrapbook & covers, skits & pantaloons
21. Fraternal Correspondents
22. Grand Assembly Chairman
23. All Special Assignment individuals
24. All out of state guests (includes our Grand Representative with any guests we have visiting) and SI/D
25. Other visiting dignitaries and our SI/D
26. Newly elected and appointed Grand Officers (next years)

b. INFORMAL AND CANDID PICTURES

1. Backdrops in the East and West.
2. Grand Assembly room with no people

3. Dedication
4. Entrance march formations of Grand Choir
5. Entrance march formations of the Grand Officers
6. GWA being escorted to the East
7. Past Grand Worthy Advisors as they join in
8. Opening night entertainment
9. Bible signing by JPGWA
10. Others may be taken at the discretion of the photographer, such as any special presentations, distinguished guests on opening night. Do not go overboard with candid shots.

c. INSTALLATION

1. Newly elected and appointed Grand Officers
2. Installing Officers

10. After Grand Assembly submit a written report to the General Chairman. Recommendations for changes/additions/deletions to this policy are solicited.

U REGISTRATION AND AWARDS COORDINATOR

1. The Chairman is appointed by the Supreme Inspector/Deputy.
3. Working on this committee will be extremely time consuming, both the months before and during the three days of Grand Assembly. This committee needs to be large, efficient and active. If you need help it is possible that people who live in an area nearby will be happy to provide assistance.
4. This committee is a primary gatherer of Grand Assembly facts and figures and becomes a resource for other committees and individuals who need that information. Therefore it is necessary to coordinate with all concerned.
5. The following are eligible to register for Grand Assembly whether or not they plan to attend any session: All Rainbow Girls, Majority members, Eastern Star, Amaranth and Masons who are in good standing when they register.
6. Set up two forms for Grand Assembly registration. Form "A" (courtesy registration) is for registrants who do not plan to attend Grand Assembly. Form "B" is for registrants who will attend Grand Assembly.
 - a. Form "A" should have columns for amount of registration fee paid, registrants name proceedings requested (yes/no) and address (needs to be completed only if the requested column was answered "yes").
 - b. Form "B" should have columns and/or spaces for the following:
 1. Name of registrant
 2. Age, if a Rainbow Girl -for housing
 3. Title of Office -for badges
 4. Registration Fee -and payment

5. Meal Ticket -and payment
6. Housing desired -and payment
7. Tour information -and payment
8. Local Transportation -and payment
9. Any other activity -and payment
10. Total payment per registrant
11. Total payment enclosed
12. Time, date and method of arrival
13. Names of girls to be initiated at Grand Assembly
14. Names of those who wish to receive the Majority Service
15. Names of those who wish to receive the Grand Cross Ceremony
If a luncheon is planned and payment is required, payment should be requested
16. Past Grand Officers to be introduced
17. Distinguished guests to be introduced

7. Placing all information required by form "B" on one sheet may be workable and prove desirable for it sometimes saves time and eliminates errors. However, you may wish to divide form "B" into two separate sheets with one sheet containing information directly related to Grand Assembly (or those requiring payment) and the other containing related activities (Grand Cross, Majority, etc.).
8. Form "B" must be coordinated with the other committees (housing, food, etc.) to ensure that all their required information is gathered and the cost for each of their services is accurately listed.
9. It is important that you set a **deadline** for return of the forms from the pre-registrants. The committees for housing, food, etc., usually have a date beyond which no changes can be made without incurring some type of penalty.
10. The registration fee is set by the Grand Executive Board.
11. Prepare a detailed instruction sheet for completing the registrations forms. Include instructions on the payee to be placed on any payment check. Coordinate this with the Treasurer to obtain the exact name on the established checking account.
12. Have the Housing and Food Committee prepare an information sheet on their plans for inclusion in the preregistration packages.
13. Complete the preregistration package and mail it to each Alaskan assembly. It should also be mailed to any Supreme Inspector/Deputy (SI/D) and/or SI/D of another Rainbow jurisdiction as directed by our SI/D. Request the General Chairman to contact our SI/D to obtain instructions and addresses to complete this requirement.
 - a. As a minimum this package should contain:
 1. Registration form "A" -6a above
 2. Registration form "B" -6b &7 above
 3. Instruction sheet -11 above
 4. Housing and food information -12 above
 - b. Mail the packages early enough to give the recipients sufficient time to respond within

your established deadline. Ensure that the forms contain the “No Refund” policy.

14. It is suggested that when the completed form “B”’s are returned, copies are made and one given to the Housing Committee for their use.

15. Using information garnered from your preregistration forms, make a master list of all individuals registering to attend Grand Assembly. For each assembly, list in alphabetical order the individuals registered. This list can contain additional columns of useful information such as Grand Assembly housing location plus others. A 3x5 card could be used effectively for each assembly.

16. There is other information which needs to be compiled and used in other activities. As a minimum, both name and assembly number should be listed.

- a. Those to be initiated
- b. Those receiving the Grand Cross Ceremony
- c. Those receiving the Majority Service
- d. Distinguished guests to be introduced
- e. Past Grand Officers to be introduced
- f. Total number of individuals registered by assembly
- g. Total number of girls attending by assembly
- h. Total number of adults attending by assembly

17. Prepare registration packets for each individual who has reregistered to be issued upon their arrival at the registration table. As a minimum these packets should include:

- a. Registration badge
- b. Meal ticket
- c. Printed program
- d. Rule of conduct
- e. Tour tickets (if applicable)
- f. Local transportation schedule
- g. Any other items deemed necessary

18. Prepare additional registration packets as above but without the registration badge or meal ticket. These packets can be used for individuals who complete the registration at the registration table.

19. Set up a registration table. This should be the first point of contact for attendees after they have arrived and have been greeted by the hostesses.

a. This station should be manned by at least one committee member at all times during possible registrations times. However, during scheduled arrival times the following manning is suggested.

1. One person to hand out registration packets (para. 17 above)
2. One person to have tote bags (Policy 6 para.6)
3. One person to check off names on the master list as registrations packets and tote bags are dispensed (para. 17 above)
4. One or two people to complete the registration of those not preregistered

- a. Need a typewriter or computer with printer
- b. As these registrations are completed, the names and other information to be added to the master list and other compilation lists (para. 15 and 16 above)

need

5. One person for information only

b. To cut down on traffic and confusion at the registration table, have the Mother Advisor/Chaperone pick up the registration packets for all the individuals from her assembly (girls and adults).

preregistered

c. The Housing Committee should have an adjacent table and will give out the housing assignments/information.

20. **NO REFUNDS FOR REGISTRATION OR MEALS.** The Grand Executive Board has established this policy. At the time of registration, the registration fees are committed to publishing the Proceedings. The meal guarantees have also been committed by contract. If a girl who has sent in her monies cannot attend, encourage her Mother Advisor to transfer that meal ticket to another girl who has not as yet paid. This "No Refund" must be included on the registration and other forms sent to the assemblies.

21. **a. Do not destroy** any of the registration forms until cleared to do so by the Grand Executive Board Secretary.

b. Permission/release forms must be kept in a secure site in case of emergency. Immediately destroy these forms after Grand Assembly.

22. The master file (15 above) must be readily available at all times (Emergencies do arise). It must be with the committee member on duty or with the Committee Chairman.

23. After Grand Assembly submit a written committee report to the General Chairman. Recommendations for changes/additions/deletions to this policy are solicited.

24. Section III, Policies 7-12 are to be used as you compile your reports for Grand Assembly.

25. **ADD Sections I, Policies 20-27 Award Forms**

V. WEBMISTRESS (WEBMASTER)

1. Oversee all duties of the Alaska Grand Assembly website, under the direction of the Supreme Inspector/Deputy.

W. GRAND ASSEMBLY CHAIRMAN

1. Chair the committee for the next year's Grand Assembly; see Section III, Policy 1 for duties.

2. Appoint the members needed for the committee to function.

SECTION II
POLICY 31

MOTHER ADVISOR'S - DUTIES

Section was acted upon and passed for addition to the Policy Book at the June 25th, 2005 session by the Grand Executive Board.

Section to be added at next printing.

SECTION II
POLICY 32

GRAND MOTHER ADVISOR – DUTIES

1. The position of the Grand Mother Advisor in the Grand Assembly room is the same as in your local assembly – in the East, to the left of the Grand Worthy Advisor.
2. The duties of the Grand Mother Advisor are also the same as those of the Mother Advisor in a local assembly.
3. The Grand Mother Advisor's additional duties are to (a) assist the Grand Worthy Advisor in every possible way, (b) fulfill the Mother Advisor's ritualistic part during initiation and closing, and (c) submit dress materials progress reports to the SI/D or Grand Executive Board Chairman. She should help the Grand Worthy Advisor in the selection and distribution of dress materials, preparation of gifts/tokens and if possible travel with you on your official visits.

Grand Mother Advisor Checklist:

- February 1st GMA's dress material report sent.
March 1st Grand Officers dress material delivered, Grand Mother Advisor's report sent.

ALASKA POLICY BOOK
SECTION III

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SECTION III POLICY 1

GENERAL CHAIRMAN

1. The General Chairman is appointed by the SI/D. This is an office of the Grand Assembly. Neither the local assembly nor the local Rainbow Board has any authority over/or supervision of this position.
2. If not previously set by the Grand Executive Board, set and confirm the dates on which the Grand Assembly will be convened.
3. Select and appoint all adult chairmen for the Grand Assembly Committees as listed on the Table of Contents for this Section. Keep in mind that individual talents, organizational abilities, resolute commitment and necessary time available rather than just willing hands are an almost absolute requirement for the positions. As soon as all committee chairpersons have been appointed, forward the list of names and addresses to the SI/D and to the Grand Executive Board Secretary and Treasurer.
 - a. Select a girl from the local assembly to be your co-chairman. Keep in mind that the girl should be active in the assembly and possess the ability to be productive in the position.
 - b. Appoint the Treasurer early. This is the only committee that does not require a co-chairman.
 - c. Appoint the Tote Bag and Invitation/Hostess Committees early. Their duties require an almost immediate start and very early involvement.
 - d. Inform all appointees that they are to select a girl from the local assembly as their co-chairman.
4. Select and order Registration Badges. (Refer to the General Chairman's Book of the page outlining the procedure.)
5. Order sufficient catalogs from Windbreak & Co. to ensure that you have no less than one catalog per bag. Include Grand Assembly information and a picture with the order. (Refer to the General Chairman's book for further information.) There is no charge for the catalogs.
6. Send pictures of yourself and your co-chairman to the Aurora as soon as possible. Include a short bibliography.
7. As soon as possible, have an organizational meeting with all of your committee chairs and co-chairs. Give them a copy of the policy in this Section which pertains to their committee, its duties and responsibilities. Also share with them the contents of the General Chairman's notebook and invite them to copy any information they may desire. Please do not permit any of the book's pages to be removed permanently. As you know, the book is an invaluable and irreplaceable tool for the General Chairman. The individual who follows in your footsteps next year will need all the help we can give.

- a. Explain that all contract for services must be in writing and include not only the signature of the Committee Chairman but also **yours**. Contracts showing costs and locations should be obtained for housing (hotel/motel/dorm), meeting place, food (including facility), local transportation, tours (if any) and other which may arise.
- b. Inform your appointees that they are expected to submit a **written report** following Grand Assembly's close. The purpose is to aid the following year's committees with any ideas you may have gained during your tour. Any and all suggestions and recommendations are solicited and welcomed.
- c. Inform your appointees that you will introduce them and their committees at the first wish to night's **informal opening**. Request that any additional acknowledgments they make at that time be given to you prior to you approaching the podium.
8. Send letters to the following organizations and individuals explaining that your city is hosting the Grand Assembly this year. Give dates and location and invite them to attend open sessions. This list may be enlarged as needed, depending on local situations.

		<u>Lodges/Organizations</u>
Governor		Masonic Bodies: Grand Lodge of Alaska, York Rite, Scottish Rite, Shrine
City Mayor		Eastern Star; Amaranth; Job's Daughters; DeMolay
Borough Mayor		Elks
School Superintendent		Lions
State Senator and/or Representative in the area	Rotary	
Chamber of Commerce		Pioneers

9. Send a letter to the following, advising them of time, dates and location of Grand Assembly and explain the possible need of service.

Police Department	Hospital
Fire Department	Telephone Co. (Emergencies)

10. Contact a local minister to give the invocation on opening night. Obtain the name and title for the printed program. Check with the GWA first and see if she has any preference.

11. Contact local people to give a welcoming address on the opening night. Obtain the correct names and titles for the printed program.

Mayor or representative	-	Welcome to the city
Governor		
Local Military representative	-	(if applicable)
Local Mother Advisor	-	Welcome to visiting adults
Local Worthy Advisor	-	Welcome to visiting Rainbow Girls

12. Introduce your committee people at the first night's **informal opening**. Also at that time,

extend recognition to all other individuals and/or organizations that have assisted you, your committees or Grand Assembly. Have your introductions written out (typed) and present a copy to the Grand Recorder for inclusion into the Proceedings.

13. Following the close of Grand Assembly, send written thank you notes to all those individuals and/or organizations that have helped with Grand Assembly. Grand Assembly stationary for this purpose is available from the SI/D or the Grand Executive Board Secretary.

14. After Grand Assembly is closed, submit a written report to the SI/D. Recommendations for changes/additions/deletions to this Policy are solicited. It is recommended that your report and the reports of your committee chairs be placed in a binder. This can then be retained by the Grand Executive Board for future reference and assistance when planning follow-on Grand Assemblies. It is desired that the report be submitted within 60 days of the Grand Assembly closing date, but never later than 90 days after that date.

15. **Thanks for reading so patiently. You've got a tremendous job.**

GOOD LUCK!

SECTION III POLICY 2

TREASURER

1. The Treasurer is appointed by the General Chairman.
2. An advance of \$1000.00 provided by the Grand Executive Board Treasurer is to be used to open your Grand Assembly checking account. **Do not** use any funds from the local Rainbow Assembly treasury.
 - a. The name of this account will be the number of this Grand Assembly followed by “Grand Assembly, Order of Rainbow for Girls”, e.g., ‘Thirty Fifth Grand Assembly, Order of Rainbow for Girls.’
 - b. For tax identification purposes, use IRS #92-0064678.
 - c. The signature card for signing checks should list two individuals, i.e., the General Chairman and you, the Treasurer. It is your joint decision as to whether one or two signatures will be required on each check. Most generally, only one signature is used.
 - d. Use your address on the account so that all correspondence, bank statements, etc. will come to you.
 - e. You are to receive and deposit all monies into this account.
 - f. You are to pay all bills from this account after they have been approved by the General Chairman.
3. A Grand Assembly budget or monetary plan is a necessity and should receive much thought and consideration. Expenditures for such items as decorations, assembly room rental fees, food transportation, housing, etc. should be planned with the maximum cost in mind. Every effort should be made to secure donations of materials, volunteer time, etc.
4. Keep a running account of all monies received with a separate accounting for each source of income. Running accounts for registration, housing, food, transportation, tours, etc. are essential for control and future planning.
 - a. Monies received as registration fees can be sent to the Grand Executive Board Treasurer immediately without waiting for the final accounting closing. These are earmarked for printing the procedures.
5. The Policy of the Grand Executive Board is that each Grand Assembly should finance itself and hopefully incur a small profit. This perhaps could be enhanced via a snack bar, picture sales, meals, etc.
6. The \$1000.00 advance plus any profit must be returned to the Grand Executive Board Treasurer

when your local bank account is closed.

7. A final financial report is to be made to the Grand Executive Board Treasurer and recorded into the book provided by the Treasurer. This report must be completed and dispatched within 45 days after the closing date of Grand Assembly. The book is to be returned to the Treasurer via certified mail.
8. Also after Grand Assembly submit a written committee report to the General Chairman. Recommendations for changes/additions/deletions to this Policy are solicited.

SECTION III
POLICY 3

INVITATION – HOSTESS COMMITTEE

1. The Chairman is appointed by the General Chairman.
2. You are to appoint an assembly girl to be your co-chairman.
3. The local assembly usually hand designs and makes the Grand Assembly invitations, incorporating the theme of the GWA. The invitations, incorporating in the names of both the SI/D and the GWA. A rough draft must be approved by the SI/D prior to any mailing. The invitations should be in the mail at least three (3) months prior to the opening of Grand Assembly.
4. The invitations are sent to the following: (Special addresses can be secured from the SI/D or the Grand Executive Board Secretary.)
 - a. Supreme Inspector/Deputy (SI/D)
 - b. All Alaska Rainbow Assemblies
 - c. All Alaskan Grand Officers: Adults and Girls
 - d. All Alaskan Past Grand Worthy Advisors
 - e. All Special Assignment Persons
 - f. All Supreme Officers
 - g. The Governor of Alaska
 - h. The Mayor and other dignitaries of the host assembly city
 - i. Each Masonic Lodge, Amaranth Court and Eastern Star Chapter in Alaska (Obtain these addresses from the secretaries of your local lodge/court/chapter)
 - j. Special invitations requested by the SI/D or the GWA
5. Generally speaking, all members of the local assembly serve as hostesses. When performing this service, they should be easily identifiable, perhaps with look-a-like dresses, hats, special badges, colorful shawls, etc. Remember you are often the visitors' first impression of Rainbow in Alaska.
6. The hostesses meet and greet all groups as they arrive. Coordinate the times and transportation methods with the registration, transportation and housing committees.
7. Have small token favors for the out-of-state visitors, preferably something typical of your area of Alaska.
8. Work closely with the other committees so that you can keep the guests informed of all activities during Grand Assembly.
9. **Lots** of hostesses should be available **at all times**. They should be mingle and welcome visitors and not just sit and staff a table.
10. After Grand Assembly submit a written committee report to the General Chairman. Recommendations for changes/additions/deletions to this Policy are solicited.

SECTION III POLICY 4

TOTE BAG COMMITTEE

1. The chairman is appointed by the General Chairman.
2. You are to appoint an assembly girl to be your co-chairman and select your committee members from the other girls and adults.
3. This committee should immediately start work gathering items to be placed into the tote bags which will be distributed at Grand Assembly.
 - a. Send an early letter to all assemblies asking for their assistance in obtaining items to be used as tote bag fillers. Give instructions as to where they should send the gathered items and give them some idea as to how many items you are requesting. Mention a deadline as to when you need the items.
 - b. Contact local merchants for give away items. Do not hesitate to explain Rainbow and Grand Assembly might affect your community.
how
 - c. Every bag need not contain identical items. Each item should be in keeping with Rainbow teachings and principles. No medicine (aspirin and vitamins, etc.), matches, cigarettes, liquor store advertising, etc. should ever be used as stuffers.
 - d. The General Chairman will obtain sufficient catalogs from Lindeburg & Company so that one may be placed in each bag.
 - e. A ball park figure for the number of bags required is 150. Of course this can vary with the number of registrants so check with the Registration Committee.
4. Keep in contact with the Registration Committee to update the number of tote bags which will be required and their distribution pattern.
5. The GWA will assign the task of tote bag construction to an assembly other than your local assembly. When they have finished their project that assembly will send the bags to you. If necessary, have the General Chairman obtain the name of the assembly tasked with that construction so that you might make direct contact.
6. Tote bags should be placed together in one box per assembly (Get the required information from the Registration Committee.). The box should be given to the assemblies Mother Advisor when she arrives at the Registration Desk. She will then distribute the bags to the girls in her assembly.
7. The tote bags for all Grand Officers are usually held aside and distributed at the Grand Officer's party. These bags are usually different from the other tote bags. If you could devise a system by which the Grand Officer's bags could be labeled or tagged with the Grand Officer's name, they could then be given to the Mother Advisor for her distribution.

8. After Grand Assembly submit a written committee report to the General Chairman. Recommendations for changes/additions/deletions to this policy are solicited.

SECTION III
POLICY 5

HOUSING COMMITTEE

1. The Chairman is appointed by the General Chairman.
2. You are to appoint an assembly girl to be your co-chairman.
3. The Housing Committee fulfills an extremely important function to a successful Grand Assembly. Please consider the following while making housing arrangements:
 - a. Endeavor to find the most economical housing available so that as many girls as possible can afford to attend Grand Assembly. Housing costs usually are the determining attendance factor for those who travel the greatest distance.
 - b. Obtain the best housing available, keeping in mind functionality, safety and well being of all attendees.

As the housing costs are the biggest portion of a Grand Assembly attendee's expenses, and, as we are constantly striving to keep the costs of attending Grand Assembly at an affordable rate for everyone, it would be advisable for the housing committee to request specific rates for girl rooms and adult rooms.

As we do not want to advocate the girls being allowed to segregate themselves into smaller groups, the girls' rates should be established at no more than 4 girls per room and split equitably.

However, as we have several adults attending who are either rooming with their spouses or who would want a semi-private room, the housing committee should request a block of hotels' rooms specifically for this type of occupancy. The price per room should be set at the location rate for single or double occupancy. We should not use the "4 people to a room" rate and just split it in half for each person or the entire cost for just one person. This is not only unfair, but it not financially feasible or equitable for our adult attendees. This will ultimately lead to fewer adult attendees or these same adults seeking other arrangements and not staying with the main group which, of course, is the basic goal.

It is also imperative that the Housing Committee not plan to accrue excess funding from housing charges for unplanned shortfalls in other areas, based upon the same room rate for all. Housing is not established to be a "money maker."

4. The committee should begin searching for housing immediately upon appointment. If early in your search you determine that more than one form of housing will be available, e.g. motel/hotel and private homes, send a letter to all assemblies stating the type of housing available and the probable costs of each. If there is a limit on either, state that the method of assignment will probably be; first answer received – first served. Request a short suspense response where the assemblies list the type of housing desired and the numbers of girls for each. Also request realistic response estimates because you will be using their numbers for your contract planning.

5. Your final housing information (places and costs) must be made available to every assembly, all Grand Officers and other possible attendees at least three (3) months prior to Grand Assembly (earlier is desirable especially if Grand Assembly is held in August). This information is needed for those traveling so they may reserve transportation space as cheaply as possible and to compute their total costs of their Grand Assembly plans.

6. Close coordination with the Registration and Transportation Committees is an absolute necessity. Keep luggage space requirements in mind.

7. HOUSING PLANNING – ALL GRAND OFFICERS (Active – Alaskan)

- a. Both the girls and the adults are to be housed in one building with bed space provided for each person.
- b. The GWA should be housed with no more than one other girl. If she desires, she may choose her roommate.
- c. Other Grand Officers – Girls – The room assignments can be made at random so as to create friendships with girls from other assemblies.
- d. Switching of rooms is a **no-no**. (See para. 8b below) The same rules apply to Grand Officers.
- e. The adult Grand Officers will usually indicate their choice of roommates on their registration forms.
- f. Door decorations will be the responsibility of the housing committee.

8. HOUSING PLANNING – OTHER ALASKAN RAINBOW GIRLS, CHAPERONES, ADULTS

- a. Housed according to their requests. A Mother Advisor or chaperone must be housed with the girls at all times, unless in a private home.
- b. Switching of rooms is a **no-no**. However, there are times when some switching is necessary (health, etc...). If such a change is desired, the Mother Advisor must consult with the Housing Chairman and all involved must be notified of the changes.

9. HOUSING PLANNING – VISITING GRAND OFFICERS, ADULTS, RAINBOWS, CHAPERONES

- a. Can be housed in private homes if that is their desire, however, **placement in private homes is discouraged**. Keep motel/hotel space available for them if that is their choice.

10. Keep in mind the following suggestions during your housing quest:

- a. HOTEL/MOTEL: After you have negotiated for the required number of rooms and other amenities, get that number and the cost per room (or the cost per individual) in a

written contract. Both you and the General Chairman sign that contract.

b. SCHOOL ROOMS/DORMITORIES: If costs are incurred, get a written contract. Compose a letter stating special building rules and regulations, linen requirements (sleeping bags, towels, etc..) and the costs for those participating. Put the letter in the preregistration package (See policy 7, para. 12).

c. PRIVATE HOMES: **Placement in private homes is discouraged.** If private housing is absolutely necessary, be selective when choosing homes to house the girls. Obtain assurance that the girls will be properly chaperoned while in the home. Attempt to have the hosts provide transportation (Give them a printed program so that they will be aware of the schedules). If necessary, coordinate with the Transportation Committee. Put into writing what conduct and decorum is expected of the girls as they are taking advantage of their hosts' hospitality. Coordinate with the Registration Committee to notify the hosts of the girl's arrival times.

11. Suggest to the management of the hotel/motel that space be made available for "Rainbow" information. This would relieve their desk of the countless inquiries, provide a common point of contact and could be manned by volunteer Mother Advisors/Chaperones.
12. Set up and man a table adjacent to the registration table. As people check in, it will be convenient for you to give them their assigned housing. After the Mother Advisor picks up the registrations for all of her girls, she can come to you for their housing assignments. (See Policy 7, para. 9)
13. Ensure the private housing host is provided with the location of the Mother Advisor for all of the girls housed in their home.
14. Assist the Registration Committee in preparing the "rules of conduct" letter (see Policy 7, para. 17). This should include all of your housing rules, dress codes, etc.
15. As soon as possible after each girl has been assigned housing, give every Mother Advisor/Chaperon a list indicating where each of her charges is staying and explaining exactly how that girl can be contacted in the most expeditious manner possible.
16. A housing cross file should be set up to compliment and supplement the master file. A list by assembly, showing each Mother Advisor's location, each girl's location, name of the private home host, contact phone number, etc. should be set up. In case of **emergency** this list plus the master file must be at a central location and available at all times.
17. Thank you notes should be sent to all those providing Rainbow housing.
18. You will provide decorations and name tags for the doors of the hotel rooms for both the adults and the girls. Use easily removable tape, never thumb tacks to put up the decorations.
19. After Grand Assembly, submit a written committee report to the General Chairman. Recommendations for changes/additions/deletions to this policy are solicited.

SECTION III POLICY 6

FOOD COMMITTEE

1. The Chairman is appointed by the General Chairman.
2. You are to appoint an assembly girl to be your co-chairman.
3. Arrange for meals to be served on each of the three days of Grand Assembly. These arrangements must be approved by the Supreme Inspector/Deputy (SI/D).
 - a. Obtain a **written** agreement with the persons or organizations who have agreed to provide meals. Spell out the exact menu, cost per meal and when and where the meals will be served. The agreement will be signed by you and the General Chairman.
 - b. The cost of the meals should be the most economical obtainable. Add at least 50 cents to the cost of each meal as a buffer against any unexpected expenditures. As a result, each participant's cost per meal will be your contracted cost plus at least 50 cents.
4. You will need to work closely with the Registration Committee because the cost of the meals must be listed on the registration forms sent to each assembly. The money for the meals is collected along with the monies for registration, housing, transportation, etc.
5. Also obtain from the Registration Committee an accurate count of meal tickets purchased to coordinate with those preparing the meals. Watch for late registrants so as not to exceed the maximum number of contracted meals.
6. All girls registering and attending **must buy a meal tickets** with their registration forms.
7. Make up meal tickets and place them with the registration packages for those who have preregistered. Have extra meal tickets available for late registrants. Have some cost prorating system planned for any individual who arrives a day or two late and wishes to participate.
8. A meal tally should be taken at each meal to keep an accurate count of the number of meals being served. An individual representing the Grand Executive Board will be appointed to assist you in coordinating this tally.
9. A snack bar can be operated during Grand Assembly. It will provide the girls a valuable service and serve as a Grand Assembly money maker.
10. After Grand Assembly submit a written committee report to the General Chairman. Recommendations for changes/additions/deletions to this policy are solicited.

**SECTION III
POLICY 7**

DISTINGUISHED ATTENDEES REPORT FORM
(Form to be used by the Registration & Awards Coordinator)

1. The following are registered and have a title as listed below.

- | | |
|------------------------------------|---------------------------------|
| Supreme Officer | |
| Supreme Inspector/Deputy | (Alaska or other jurisdictions) |
| Grand Deputy | (Alaska or other jurisdictions) |
| Grand Worthy Advisor | (Other jurisdictions) |
| Past Grand Worthy Advisors | (Alaska or other jurisdictions) |
| Grand Officers | (Other jurisdictions) |
| Adult Grand Officers | (Other jurisdictions) |
| Adult Grand Executive Board member | (Alaska or other jurisdictions) |
| Past Grand Officers | (Alaska or other jurisdictions) |
| Special Assignment Chairmen | (Alaska or other jurisdictions) |

ROOM #	NAME (Please Print)	TITLE	STATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. The following have registered with Eastern Star, Amaranth or Masonic Titles:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Instructions:

- Grand
not
- a. Registration Committee: Compile this information and deliver the forms to the Drill Leader. Use as many forms as necessary. You do have to put the names in order by titles. Compile them as they appear on your registration forms.
- b. Grand Drill Leader: Recompile the names and list them in proper order for introduction. Make three lists. Yourself – Grand Advisor – Grand Recorder. Deliver the
- Worthy
other two.

SECTION III
POLICY 8

CANDIDATES FOR INITIATION REPORT FORM

(Form to be used by the Registration & Awards Coordinator)

1. The following are listed on the registration form as candidates for initiation at this Grand Assembly:

NAME (Please Print) #	Assembly Name & #	Mother Advisor	Room
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Instructions:

- a. Registrations Committee: Compile this information and ensure that the forms are delivered to Grand Charity in sufficient time for her to complete her duties.
- b. Grand Charity: Make additional lists of these names and deliver one each to the Grand Recorder, the Grand Outer Observer and Grand Mother Faith. Also collect Lambskin Aprons from each listed Mother Advisor.

SECTION III
POLICY 12

(Form to be used by the Registration & Awards Coordinator)

AWARDS INFORMATION FORM

ASSEMBLY ADULTS	NUMBER REGISTERED	NUMBER OF GIRLS ATTENDING	NUMBER OF ATTENDING
Fairbanks #1	_____	_____	
Juneau #3	_____	_____	
Palmer #7	_____	_____	
Nugget #13	_____	_____	

1. Instructions:

- a. Registration Committee: Compile this information and ensure that the forms are delivered to the adult Grand Executive Board member responsible for the Awards computation and presentation by the close of the first evening session.

SECTION III
POLICY 13

DECORATION COMMITTEE

1. The Chairman is appointed by the General Chairman.
2. You are to appoint an assembly girl to be your co-chairman.
3. It is the responsibility of the GWA to develop the general theme for decorating the Grand Assembly room. Using her theme, the decorating plans should be a coordinated effort between the GWA, the General Chairman and this committee. For budget control, the General Chairman should coordinate anticipated expenses with the Grand Assembly Treasurer.
 - a. Elaborate and costly decorations are not recommended and in fact are discouraged.
 - b. Attempt to get loaners on as many items as possible in an attempt to hold down expenses.
 - c. The GWA will task other assemblies to assist by making specified decorations. Early coordination with those assemblies will expedite matters.
 - d. Timeliness is extremely important. Plan and coordinate so that all decorations are on hand at least one month prior to the opening date.
4. PLATFORMS
 - a. The platform in the East should be large enough to accommodate 35 to 50 chairs when arranged in three or four rows. Ideally it will have three to four distinct levels. The first level should accommodate a row of chairs and still have sufficient space for a walking aisle to the front. A tall chair, such as a counter stool, should be provided for the GWA. There should be ramps up to the first level on both the North and South sides of the platform. If the platform is less than 24 inches high, a single, wide step to the sides of the platform will suffice.
 - b. A small, raised platform in the West, North and South should be large enough to hold the Grand Officer, Grand Page and the podium. If a platform is not available, the stations may have a suitable floor covering, approximately 6x10 foot in size.
5. GENERAL AREAS TO DECORATE
 - a. Backdrop in the East
 - b. The front of the platform in the East
 - c. A small area on the floor in the front of the East
 - d. Platforms in the West, North and South
 - e. A decorative border to separate the assembly floor from the spectator area. Openings should be left on the four corners for access to the floor.

6. OTHER POSSIBLE DECORATION AREAS

- a. Platform in the East (sides and overhead)
- b. Backdrop and other items/area in the West
- c. Charity and Hope (North and South areas)

7. After Grand Assembly submit a written committee report to the General Chairman. Recommendations for changes/additions/deletions to this policy are solicited.

SECTION III POLICY 14

PROPERTY COMMITTEE

1. The Chairman is appointed by the General Chairman.
2. You are to appoint an assembly girl to be your co-chairman.
3. The Chairman will coordinate the work of this committee with the Grand Executive Board Property chairman.
4. One member of the committee should be on hand at all times during the setting up of the Grand Assembly room, during all sessions and the taking down of the Grand Assembly room after final closing.
5. Plainly mark all areas that are to be used during Grand Assembly. When constructing these signs use large, black lettering so that the sign can be easily read and understood. General Areas to identify include:
 - a. Registration table
 - b. Nurses station (First Aid)
 - c. Telephones
 - d. Lost & Found
 - e. Restrooms (Don't forget the Masons)
 - f. Scrapbook room
 - g. Choir room
 - h. Any other room of special use
6. The Chairman or committee member who is present should be prepared to meet immediate requests from the Grand Deputies or other Grand Assembly persons involved in the special ceremonies.
7. The committee is responsible for gathering the local materials needed to set up the Grand Assembly room and placing those materials in the proper position for Grand Assembly. These items include, but are not limited to the following:
 - a. A comfortable high stool for the Grand Worthy Advisor
 - b. A speaker's stand (podium) in the East
 - c. Approximately 20 chairs in the East
 - d. Chairs and Chair Covers for each Grand Officer seated in the Assembly room
 - e. Bow station pedestals and ribbons
 - f. Pot of Gold and its contents
 - g. Four gavels (West, North, South and one for both Observers)
 - h. Altar Bible and Jewel
 - i. Small Bible for initiation from the Mother Advisors
 - j. Lambskin aprons for each initiate from the Mother Advisors
 - k. Three large tables (One for the Grand Recorder, one for the public address system, and one for the photographer.)
 - l. A small table and tablecloth (to be placed near the Altar when collecting and distributing the jewels)

- m. A medium sized table for the Altar and Altar cloth
- n. Kneeling Bench
- o. Line officer pedestals
- p. Grand Cross: Three pedestals and four gavels, one small table
- q. Rose Talk roses

- 8. After Grand Assembly submit a written committee report to the General Chairman. Recommendations for changes/additions/deletions to this policy are solicited.

SECTION III
POLICY 15

PRINTED PROGRAM COMMITTEE
(This duty currently falls to the Supreme Inspector/Deputy)

1. The Chairman is appointed by the General Chairman.
2. You are to appoint an assembly girl to be your co-chairman.
3. Obtain some of the most recent past years programs. Use them to get ideas on size, shape, type print, scheduling events, etc.
4. You will need to work closely with the GWA to lay out the schedule of events. The general schedule of major happenings varies very little from year to year. The names, minor events and time schedules do change and must be monitored closely so that every thing is accurate and dovetails. Constant coordination with the GWA is necessary so that everything is identified and itemized within sufficient time to get the final draft to the printer prior to his deadline. The final draft must be approved by the SI/D prior to being printed.
5. Using the Grand GWA's color theme, contact several printers (local if possible) to obtain the best quality product for the least cost.
 - a. Select the page color and print for the program. A light page with dark print is easier to read and is an advisable choice.
 - b. With the printer's assistance, attempt to design the cover so that it ties in with the GWA's theme.
 - c. The total price for the printing of the programs must be agreed upon in writing and signed by you and the General Chairman.
6. Sell advertising and solicit donations to cover the cost of the printing. Often, just a few firms will be sufficient to cover the entire costs. All advertising must be confined to the back page.
 - a. Ensure that all who contributed receive a program and a written thank you.
7. Pictures used in the program are:
 - a. Grand Worthy Advisor
 - b. Supreme Officers
 - c. General Chairman
 - d. General Co-Chairman
 - e. Any special individual designated by the SI/D
8. Work closely and constantly with the General Chairman. Keep him/her advised on any possible delays and do not hesitate to request advice or assistance.
9. Ensure that the SI/D and the Grand Executive Board Secretary are kept abreast of the programs progress.

After Grand Assembly submit a written committee report to the General Chairman.

Recommendations for changes/additions/deletions to this policy are solicited. Attach a program to your report.

SECTION III
POLICY 16

PUBLICITY COMMITTEE

1. The Chairman is appointed by the General Chairman.
2. You are to appoint an assembly girl to be your co-chairman.
3. The committee should include someone who has the ability to write articles for newspaper publication. It also should have someone who has the ability to speak in public and would make a good TV and/or radio presentation.
4. As soon as you know the exact dates of Grand Assembly, personal contact should be made with your local news media (newspapers, radio and television) and request publicity suggestions to help you make a series of articles and/or interviews.
5. When the GWA visits your city on her official visit, attempt to set up TV and radio interviews. Also get an article in the local newspaper publicizing the visit and the forthcoming Grand Assembly. If she also makes a Grand Assembly coordination visit, repeat the procedure.
6. Hype Grand Assembly by sending excitement building letters/bulletins o the assemblies. These can be read under correspondence at their assembly meetings.
7. Have the General Chairman write articles of Grand Assembly progress for the Aurora.
8. Construct "Welcome Rainbow" signs. Request local businesses place them in their display windows. Personalized store signs would be well accepted. Remove the signs promptly after the close of Grand Assembly.
9. Retain any letters/ articles/news releases for inclusion in your final report.
10. After Grand Assembly submit a written committee report to the General Chairman. Recommendations for changes/additions/deletions to this policy are solicited.

SECTION III
POLICY 17

LOCAL TRANSPORTATION COMMITTEE

1. The Chairman is appointed by the General Chairman.
2. You are to appoint an assembly girl to be your co-chairman.
3. Members of the local assembly will provide their own transportation to and from all sessions unless they chose to live in the hotel/motel with the visiting girls. Local Grand Officers **will** be housed with the visiting Grand Officers.
4. Local transportation is an extremely important cog in a successful Grand Assembly. Costs must be kept to a minimum. The cost will be shared by all who register and attend Grand Assembly. These costs will be prorated and collected at the same time registration fees, etc. are collected.
5. Each visiting assembly/individual is to arrange their own transportation to and from the Grand Assembly host city.
6. The following are possible transportations needs that this committee should take into account when creating their local transportation plan:
 - a. Airport/ferry terminal/RR station to the housing and return
 - b. Housing to and from the Grand Assembly room
 - c. Housing to and from the Grand Officer party location
 - d. Housing to and from the Rainbow party location
 - e. To and from the Grand Cross Ceremony location
 - f. To and from meals (only if required by distance)
 - g. Any other as local situation and events dictate
7. Where and when walking is feasible, use it.
8. Definitely arrange transportation to meet all incoming planes, ferries or trains as required to greet all incoming visitors and transport them to their necessary places. Reverse this procedure at their time of departure.
9. Work closely with the General Chairman, the Registration, Housing, Printed Program and Food committees to get numbers, places and times required for transportation needs.
10. Contact transportation providers in your area and negotiate possible costs based upon your needs. If necessary, contact the Grand Executive Board Treasurer to get a cost figure from previous years which could be used for comparison. Once you reach an agreement, obtain the total transportation cost in writing. The contract must be signed by both you and the General Chairman.
11. Use the total transportation cost to figure the cost per registrant. As a buffer add 50 cents per person registered for attendance to obtain the calculated cost per registrant. Experience has

shown that this is an absolute minimum projection.

12. In addition to the above “general transportation”, you will need **courtesy cars**.
 - a. Attempt to get these donated, both driver and car. Ask for volunteers from Easter Star, Masons, Majorities and Rainbow parents. **Do not** use Rainbow girls or DeMolay.
 - b. Courtesy cars should be designated for the SI/D, GWA and visiting dignitaries. This is not for their exclusive use, but should be available when they need to travel.
 - c. Arrange parking for these cars before, during and after the sessions.
 - d. Set down some guidelines for their use. Keep travel to an absolute minimum. You don't want people using more gas than necessary.
 - e. Keep in mind the older and maybe slightly incapacitated individuals.
 - f. Courtesy cars are **not** to be used to transport **anyone** to cafes or restaurants at meal times.
 - g. A courtesy car should be available at all times during sessions to cover any emergency situation which may arise.

13. If tours are planned, all arrangements are the responsibility of this committee. Ensure the following are accomplished:
 - a. Arrange for inclusion in the preregistration package. This must be coordinated with the Registration committee several months in advance.
 - b. Set the cost per individual and get a signed contact for the same.
 - c. Arrange for tour tickets.

14. After Grand Assembly submit a written committee report to the General Chairman. Recommendations for changes/additions/deletions to this policy are solicited. Attach a program to your report.

SECTION III
POLICY 18

TILING COMMITTEE

1. The Chairman is appointed by the General Chairman.
2. You are to appoint an assembly girl to be your co-chairman.
3. All meetings except the opening evening and installation evening sessions will be tiled.
4. There must be at least one adult (Eastern Star, Amaranth, Mason or Majority member) at each door through which entrance may be gained into the Grand Assembly room.
 - a. It is essential that a Mason be available near the door at all times.
5. Should the committee chairman determine that the committee does not have sufficient manpower to man the door due to the other commitments, enlist the aid of other Alaska adults attending the session.
6. Tiling of the doors should begin 30 minutes before the session begins.
 - a. The Grand Confidential and Outer Observer will join you at the door at this time. The Grand Outer Observer will see that the Grand Assembly room is cleared so that proper tiling can take place.
7. No one will be admitted to any tiled session with out a registration badge.
8. Rainbow girls, Eastern Star, Amaranth and Masons may be asked to show a dues card in addition to their registration badge.
9. Majority members may be asked to show their Majority certificate in addition to their registration badge.
10. Persons desiring admission without the proper credentials may be vouched for by someone with the proper credentials.
11. Rotation of tiling personnel should be planned so that the same few individuals are not involved at the door for the entire duration of Grand Assembly.
12. After Grand Assembly submit a written report to the General Chairman. Recommendations for changes/additions/deletions to this policy are solicited.

SECTION III
POLICY 19

FIRST AID COMMITTEE

1. The Chairman is appointed by the General Chairman.
2. You are to appoint any assembly girl to be your co-chairman.
3. The chairman is usually a registered nurse. If not, attempt to get one to serve on the committee.
4. Locate a securable room near the Grand Assembly room to be the first aid station. Ensure the station is plainly marked (see Property Committee, para. 3). The station should contain:
 - a. At least one cot with pillow and blanket.
 - b. First aid kit, throat lozenges, sanitary supplies, Kleenex, etc.
5. Arrange to have a registered nurse, paramedic or an emergency medical technician present at each session.
6. If you have a medical doctor who is a Mason or Eastern Star, attempt to have him/her arrange their schedules so that they may attend the sessions.
7. Do not administer or hand out drugs, aspirin, etc. Refer the girl to her Mother Advisor. Ensure the Mother Advisor is contacted.
8. Ensure that you can quickly locate the emergency medical release forms carried to Grand Assembly by each Mother Advisor.
9. After Grand Assembly submit a written report to the General Chairman. Recommendations for changes/additions/deletions to this policy are solicited.

SECTION III
POLICY 20

MUSIC COMMITTEE

1. The Chairman is appointed by the General Chairman.
2. You are to appoint an assembly girl to be your co-chairman.
3. This committee does not select music, arrange musical programs nor instruct in any musical matters.
4. Obtain a room, other than the Grand Assembly room, in which the Grand Choir can practice and store their belongings during the sessions. If a school is being used, the choir room, chorus room or band room may prove desirable. The room must be lockable and should contain:
 - a. A piano if possible
 - b. Clothes racks/hanging spaces for choir dresses/street clothes
 - c. 25 to 30 chairs (coordinate with Grand Choir Director)
 - d. 2 or 3 music stands
 - e. A large waste basket or garbage can
5. Coordinate with the GWA and the Decorations Committee for the area in the Grand Assembly room where the Grand Musician and the Grand Choir will sit.
6. Arrange for a piano to be in the proper position in the Grand Assembly room. If an organ is also available and could be brought into the room, it would enhance the sessions.
7. If there is any possibility of success, it is suggested that the committee solicit volunteers to serve as Choir Mothers. Their tasks would be simple but tedious. They need not be Eastern Star, Amaranth or Majority members, but can be mothers of girls in your assembly or even some lady who is interested in helping.
8. After Grand Assembly submit a written report to the General Chairman. Recommendations for changes/additions/deletions to this policy are solicited.

SECTION III
POLICY 21

GRAND OFFICERS PARTY COMMITTEE

1. The Chairman is appointed by the General Chairman.
2. You are to appoint an assembly girl to be your co-chairman.
3. Coordination with the GWA is essential for a successful party.
4. Arrange for a party location. The room must be large enough for 50 to 60 people. It should be as close as possible, if not in the same building where the Grand Officers are housed.
5. Provide for food. This does not have to be elaborate. Possibly a snack or light buffet with punch or soft drinks.
6. This is to be a relaxed, informal party. There is little involvement necessary by this committee for planning the entertainment. The GWA is responsible for planning the party's entertainment.
7. The party should be planned to last approximately one hour.
8. The party is to be held on the first night of Grand Assembly, immediately following the closing of the Informal Opening session. Any change in date or time must have the approval of the SI/D.
9. Coordinate with the Transportation Committee in the event the party is sufficiently far from the housing so that transportation will be required.
10. After Grand Assembly submit a written report to the General Chairman. Recommendations for changes/additions/deletions to this policy are solicited.

SECTION III
POLICY 22

RAINBOW PARTY COMMITTEE

1. The Chairman is appointed by the General Chairman.
2. You are to appoint an assembly girl as your co-chairman.
3. Arrange for a party location. The room must be large enough for 25 to 50 people. It also must be at a different location from the Grand Officer's party. It should be as close as possible to the building where the members are housed.
4. Provide for food. This does not have to be elaborate. Possibly a snack or a light buffet with punch or soft drinks.
5. This is to be a relaxed, informal party where the girls may circulate and get to know one another. Little or no formal entertainment is required to be planned.
6. The party should be planned so that it will last approximately one hour.
7. This party must be scheduled to take place at the same time as the Grand Officers party. It will be held on the first night of Grand Assembly, immediately following the closing of the Informal Opening session. Any change in date or time must have the approval of the SI/D. Check with the Chairman of the Grand Officers party to assure simultaneous parties.
8. Coordinate with the Transportation Committee in the event the party will occur at a place which is sufficiently far enough to require transportation.
9. After Grand Assembly submit a written report to the General Chairman. Recommendations for changes/additions/deletions to this policy are solicited.

SECTION III
POLICY 23

INFORMATION – LOST & FOUND COMMITTEE

1. The Chairman is appointed by the General Chairman.
2. You are to appoint an assembly girl to be your co-chairman.
3. A table should be set up in a prominent location in the vicinity of the Grand Assembly room. It should be well marked and staffed at all times. It might be advisable to coordinate with the Invitation – Hostess committee to see if the girls on that committee could assist in manning the table after the first day has been completed.
4. Maintain a list of all committee chairmen and a means of contacting them during Grand Assembly. Contact telephone numbers is the minimum requirement.
5. Those staffing the table should be familiar with all facets of Grand Assembly or know where to direct people seeking information. Housing, food, registration, tours, ordering pictures, transportation, time of sessions, programs, etc., are some of those activities/items.
6. The individuals staffing the table should be prepared to receive “found” items. Prior to the end of each session, prepare a list of those found items and deliver it to the Grand Recorder. She will then read the list prior to closing, to inform the owner where it may be claimed.
7. After Grand Assembly submit a written report to the General Chairman. Recommendations for changes/additions/deletions to this policy are solicited.

SECTION III
POLICY 24

SERVICE PROJECT COMMITTEE

1. The Chairman is appointed by the General Chairman.
2. You are to appoint an assembly girl to be your co-chairman.
3. Arrange for a service project to be held during Grand sessions preferably similar to the GWA's project.
4. Coordinate with the Transportation Committee.
5. After Grand Assembly submit a written report to the General Chairman. Recommendations for changes/additions/deletions to this policy are solicited.

SECTION IV

Youth Protection from Supreme Assembly