

# New Mexico DeMolay Association



## Sweetheart Manual

# Table of Contents

What is DeMolay? .....	3
DeMolay Awards, Honors, and Ceremonies .....	3
Introduction to the DeMolay Sweetheart Program .....	4
Chapter Sweetheart Eligibility Requirements .....	4
What is a Chapter Sweetheart? .....	5
What is the Sweetheart Committee? .....	5
Sweetheart Responsibilities .....	6
Suggestions for being a Great Sweetheart .....	7
Sweetheart Informational Meeting (S.I.M.) .....	8
Duties of a Chaperone .....	9
Sweetheart Dress Code .....	10
Crown and Sash .....	11
Chapter Elections .....	12
New Mexico DeMolay State Sweetheart.....	14
Qualifications to run for State Sweetheart .....	14
State Sweetheart Responsibilities – New Mexico DeMolay Association.....	14
State Sweetheart Responsibilities – Sweetheart Committee .....	14
State Sweetheart Regalia .....	15
Disciplinary Action .....	16
New Mexico DeMolay Association Annual Convention.....	17
Sweetheart Installation Ceremony .....	18
Sweetheart Parent Permission Form .....	22
Chapter Sweetheart Recipient Form .....	23
Medical Release and Consent Form .....	24
Application for New Mexico DeMolay Association Sweetheart .....	25
Pink Honor Key .....	28
Pink Honor Key Nomination Form .....	29

## **What is DeMolay?**

The Order of DeMolay is rich in tradition and history. It is an international youth organization founded on March 18, 1919, in Kansas City Missouri, by Frank S. Land and nine teenage boys. The organization was named after Jacques deMolay, the last Grand Master of the Knights Templar, who was burned at the stake by King Phillip of France on March 18, 1314, as a martyr of loyalty and toleration. DeMolay membership is open to any boy of good character between the ages of 12 and 21. It is not necessary that a boy be a relative of a Mason to belong to DeMolay.

Although DeMolay ritual and meetings are serious and reverent, the organization does not advocate any particular creed, but teaches only profound faith in one living and true God. An adult advisory council supervises each chapter in all of its functions. One advisor is designated as the official Chapter Dad to handle the supervision of the Chapter meetings and to counsel the members. DeMolay does not attempt to take the place of home or church but rather to supplement them. Like other activities, a member only gets out of DeMolay what he puts into it. He will form lasting friendships and among other things he will learn responsibility and self-reliance.

## **DeMolay Awards, Honors, and Ceremonies Chevalier Degree**

-  Chevalier Degree – the highest honor an active DeMolay or the second highest a Senior DeMolay may receive for his services.
-  Representative DeMolay (RD) – the highest award a DeMolay can petition for and receive for self-evaluation.
-  Blue Honor Key – an award giving recognition to a DeMolay who has been first line signer on ten petitions.
-  Past Master Councilor's Meritorious Service Award (PMCMSA) – an award given for outstanding service as a Master Councilor.
-  Leadership Correspondence Course (LCC) – a course designed to familiarize anyone with DeMolay programs, policies, and regulations. It is presented as an open book test, and teaches you about DeMolay. All are encouraged to take the course.
-  Hats Off Award – an award given to anyone in recognition of services to the order.
-  Flower Talk – a beautiful ceremony that at one time was a part of the initiation ceremony. It honors mothers and is now a public ceremony.
-  Ceremony of Light – an inspiring ceremony that centers itself around the seven cardinal virtues represented by the seven DeMolay candles.
-  Distinguished Service Award – recognizes a DeMolay for outstanding service to others in home, school, church, community, country, and chapter.
-  Pink Honor Key – an award giving recognition to any female interested in DeMolay; mothers, girls, Sweethearts. She must have been responsible for five petitions, which have resulted in the initiation of five new members.

## **Introduction to the DeMolay Sweetheart Program**

Sweethearts can be an important and fun part of the DeMolay program. A well run Sweetheart program can boost membership and attendance at any chapter meeting or activity as well as teach leadership and how to be a successful liaison. The young women have a chance to expand their leadership experience within the Sweetheart program. Sweethearts convey the DeMolay message to the various other youth programs, promote fund-raisers, activities, and membership to young people and friends of DeMolay.

A successful Sweetheart program not only depends on good Sweethearts, but also depends upon great adult leadership and guidance. This guide is to help chapters, advisory councils, sweetheart advisors, and sweetheart supporters establish and run a successful sweetheart program.

At the end of this manual are a few forms that must be signed and returned to the Sweetheart Coordinator before a young lady may be installed as State or Chapter Sweetheart. If you have any additional questions, comments, or concerns contact the State Sweetheart, Sweetheart Coordinator, or Executive Officer.

## **State and Chapter Sweetheart Eligibility Requirements**

-  All Sweethearts, and candidates running or elected for the position of Sweetheart must be a young woman between the ages of 14 and 20.
-  She must not be married, nor with child. The State or Chapter Sweetheart must possess the proper moral values of a young lady. Her appearance must reflect the same.
-  The State or Chapter Sweetheart does not have to be a member of the International Order of the Rainbow for Girls, or the International Order of Job's Daughters.
-  The State or Chapter Sweetheart must be enrolled in an educational program. (Public/Private/Home School or Trade School or College or University)
-  An otherwise eligible young woman may not run for Chapter Sweetheart more than two times.

## **What is a Chapter Sweetheart?**

A Chapter Sweetheart should be a very visible representative of a DeMolay Chapter. She may be the first contact a visiting prospect or adult makes when attending a Chapter function. She is a role model for other young women.

A Chapter Sweetheart encourages all DeMolays to act as gentlemen. She provides them with an opportunity to practice their etiquette skills. She helps younger members or those with special needs to enter into a social environment. Many shy young men dance their first dance with their Chapter Sweetheart.

The Chapter Sweetheart is above all a helper. She is always ready to serve the Chapter any way possible whether asked or volunteered. Among other things, a Sweetheart may participate in fundraising activities, benevolent projects, membership events, and leadership skills training.

Each Chapter Sweetheart is encouraged to complete the DeMolay Correspondence Course. When interacting with her friends and their families she may be asked to convey the purposes and history of DeMolay. She is often responsible for bringing prospective members to membership events or socials. She may be an important liaison between the chapter and other Masonic youth organizations. She is a communicator. The Chapter Sweetheart should discuss and plan the activities she would like to implement during her year with the Sweetheart Coordinator and the State Sweetheart. She should present a written report of her accomplishments during her year to the State Sweetheart Coordinator within 30 days of the end of her term.

The Chapter Sweetheart is not a member of the chapter. She is a chosen friend and sister of the chapter and may not hold the position of Sweetheart in more than one chapter at a time.

Respect your office, yourself, and DeMolay values and your term will be full of accomplishments and lasting memories. Always remember that you are a representative of the DeMolay organization. The position of Chapter Sweetheart is a very high honor, and once a young woman has served as a Chapter Sweetheart, she may not run for or serve as Chapter Sweetheart for another Chapter. This will allow as many young women as possible to run for Chapter Sweetheart.

## **What is the Sweetheart Committee?**

The Sweetheart Committee consists of State Sweetheart Coordinator, adult advisors, the State Sweetheart, and all Sweethearts from chapters in New Mexico.

As a member of the Sweetheart Committee you are expected to attend meetings, fund raisers, and events sponsored by the Sweetheart Committee. This includes planning, setting up, participating in the event, and cleaning up after the event.

## Sweetheart Responsibilities

 Each Chapter Sweetheart is required to arrange for a chaperone at each event she is attending. She is required to follow the dress code expressed in this manual at all times when representing the Chapter at DeMolay events.

 The Chapter Sweetheart is responsible for welcoming all visitors to the Chapter. It is also her responsibility to see that all female visitors and personal Chaperone's are adhering to the proper dress code and follow appropriate conduct. Strive to be an example of DeMolay Sweetheart guidelines with attitude, appearance, and poise.

 Leadership: She can assist the Chapter leadership team with Chapter fundraisers and activities, when invited to. Attendance at chapter leadership meetings is encouraged. Information regarding local Bethel and Assembly events and activities can be a scheduling and informational tool to the team.

 Membership: The Sweetheart may be called upon by the chapter to assist with membership and community marketing activities. Talking to any eligible boy about DeMolay is a great way to enhance the chapter and a Sweetheart should take every opportunity to do so.

 Activities: The Sweetheart will attend the functions of the Chapter and Sweetheart Committee, unless prevented by illness, school, or other personal matters. She is expected to travel with the Chapter to other Masonic activities, when available. When attending state events show pride in your Chapter and its members. She is encouraged to stay in communication with the Master Councilor and Chapter Dad, as well as the State Sweetheart and Sweetheart Coordinator. If the Chapter Sweetheart has to miss a meeting she must explain her absence prior to the meeting to the Master Councilor, Chapter Advisor, State Sweetheart, or Sweetheart Coordinator depending on the event being missed.

 Liaison: The Chapter Sweetheart can be a liaison between the Chapter and the local youth; therefore, it is important that she be dedicated to her office and its responsibilities.

 The State Sweetheart Committee will meet once a quarter, at a time and place selected by the State Sweetheart Coordinator and State Sweetheart. The Chapter Sweetheart is required to attend all State Sweetheart meetings and be prepared to report on the activities and upcoming events of her Chapter. If the Chapter Sweetheart has to miss a Sweetheart meeting or event she must explain her absence to the State Sweetheart and/or the Sweetheart Coordinator prior to the meeting or event. Each Chapter Sweetheart is required to report on the events and membership of their chapter at each Sweetheart Committee meeting. If unable to attend submit this report prior to the meeting to the State Sweetheart or Sweetheart Coordinator so that your chapter is represented.

 It is essential for the Chapter Sweetheart to know every young man in her Chapter and to make them feel welcome and involved. Dating within the Chapter or public displays of affection are discouraged.



The Chapter Sweetheart should always keep in mind that she is elected by the young men of her Chapter as their representative. DeMolay is a young man's organization and ladies are elected by them to assist the Chapter and aid them in the enhancement of leadership, membership, service, and other DeMolay virtues.



Each Chapter Sweetheart must enroll and complete the Leadership Correspondence Course as soon as possible after her election. **This is a prerequisite for running for State Sweetheart.**

## Suggestions for being a Great Sweetheart

There are many ways the Sweetheart can show positive feelings for her Chapter and many ways to bring her closer to every DeMolay she serves. By no means should the Sweetheart's sole duty be to attend installations or provide refreshments.



Smile, a smile shows you are warm and friendly. Smiles are free and should be given often. Be sincere, talk and ask questions. If you are ever in doubt there is always someone you can ask who can give help or advice.



Always abide by the virtues of DeMolay: Filial Love, Reverence for Sacred Things, Courtesy, Comradeship, Fidelity, Cleanliness, and Patriotism.



Offer to help the telephone committee and remind members of upcoming dates. Help with Chapter projects.



Be polite and helpful to visiting Sweethearts and guests.



Send get well, thank you, or birthday cards to members or advisors.



In December begin talking to your Master Councilor about Sweetheart elections and contact the State Sweetheart Coordinator for assistance in planning. Each chapter will pass on the Sweetheart pin and order a Past Sweetheart Pin for the outgoing Sweetheart. The Chapter will decide whether to pass on the sash and crown or allow the Sweetheart to keep and order new items for the new Sweetheart.



Communication!! Communication!! Communication!! It cannot be expressed enough how important communication is to your Chapter members, advisors, your state Sweetheart committee and Sweetheart Coordinator.



Be on time! Being late makes a bad impression. Encourage your mother to accompany you to all functions and Convention. If your mother cannot attend you are responsible for having a pre-arranged chaperone.



Dance with any DeMolay who asks you. "No" is not an option and always keep your type of dance appropriate.



Don't chew gum at Chapter meetings or other formal DeMolay functions.



Don't use profanity.



Don't travel alone.



Don't sit on a boy's lap at any time or allow them to sit on yours.



Don't try to run the Chapter. Instead offer suggestions that might be beneficial.

 Don't accept improper behavior from any DeMolay or Advisor. Inform the Sweetheart Coordinator or an advisor immediately.

 New Mexico DeMolay highly suggests you do not date young men within your own Chapter during your term as Chapter Sweetheart. Excessive public shows of affection are discouraged at any DeMolay event.

## **Always Remember**

New Mexico DeMolay and our Sweetheart program abide by a zero-tolerance policy toward drug, alcohol, and tobacco use.

Variance from the established regulations and guidelines of New Mexico DeMolay or the Sweetheart program may result in disciplinary action, suspension, or removal from office.

## **Sweetheart Informational Meeting (S.I.M.)**

In order to accurately inform and set an example for any potential Sweetheart a Sweetheart Informational Meeting (S.I.M.) will be held once a year. The conditions of the meeting, whether one is coordinated on a state level or per chapter, will be the decision of the Sweetheart Committee each year. Whatever the Committees decision is each chapter's perspective Sweethearts must receive the information. These meetings are designed to outline and display the responsibilities, demands, and most of all fun experiences young ladies interested in serving as a Sweetheart can expect. This preparation and interaction with new Sweethearts will be needed to instill function, understanding, and success within the Sweetheart Committee.

## Duties of a Chaperone

A Sweetheart is required to have at least 1 DAD trained advisors in good standing as her chaperone at any DeMolay activity; this advisor must be female.

If this cannot be arranged an immediate relative (mother, father or sibling over the age of 25) can be an acceptable chaperone.

A Sweetheart chaperone needs to be selected before attending an event; it is unacceptable for a Sweetheart to show up to an activity planning to ask someone present to fill in as her chaperone.

During official overnight activities such as chapter lock-ins, the Sweetheart will not be allowed to stay past 10:00pm.

These chaperones do not have to be affiliated with DeMolay, Rainbow, Job's Daughters, White Shrine, or Eastern Star. If you have questions about chaperones, please contact the Sweetheart Coordinator or Executive Officer.

Your Chaperone shall:

- ◆ Read the Sweetheart manual and be prepared to conform and enforce the rules and regulations set forth.
  - ◆ Know the responsibilities of the Sweetheart.
  - ◆ Make sure dress codes and curfews are enforced. Make sure the Sweethearts conduct themselves in a manner becoming a Sweetheart. If a Sweetheart is asked to leave a function you will be required to leave also. All members in your group must leave unless other arrangements are made for chaperones. If money was paid there will be no refunds given.
  - ◆ At no time shall a Sweetheart ride un-chaperoned in the same vehicle as a DeMolay going to or from DeMolay functions.
  - ◆ The Sweetheart Committee is required to follow the policies of the General Operations Manual for New Mexico DeMolay regarding who is eligible to drive to-and-from DeMolay events. These policies can be found in the Risk Management and Youth Protection section of the manual.
  - ◆ The maximum number of youth a chaperone can attend to at a DeMolay function is 5.
- If you have any questions about the program, make sure that all inquiries are made to the State Sweetheart Coordinator, or Executive Officer prior to attending meetings or functions.

## Sweetheart Dress Code

The New Mexico DeMolay dress code should be followed at all times and should be promoted to other female visitors. There is no excuse for a Sweetheart not to know the dress code.

The Sweetheart should keep in mind that her appearance is very important. She is representing DeMolay and her family. Good grooming is important. Sloppy, too small, or tight clothing, garish makeup, may be considered inappropriate.



**Formal Attire (installations, balls, dances, public formal ceremonies):** A full length or tea length, properly fitting, formal with your crown and sash is considered formal attire. Slits will be no higher than the knee; the back of the dress shall be no lower than the natural bra line. Proper undergarments will be worn. Shoes will be appropriate for the occasion.



**Business Attire (installations, Chapter meetings, workshops, dinners, business meetings):** A properly fitting business suit, skirts no higher than knee length, dress (slit in back no longer than two inches), or skirt and blouse. Proper undergarments should be worn. Shoes will be appropriate to the occasion.



**Casual Attire (movie nights, picnics, work parties, workshops):** Properly fitting casual slacks such as khakis, nice jeans, shorts that are mid-thigh length or longer, full length tops, no bare midriffs (remember the raise your arms rule), no visible undergarments. Proper undergarments will be worn. Shoes will be appropriate to the occasion.



**Sport Attire (sports tournaments, swim parties, beach party):** Dress will be appropriate to the event. Properly fitting and appropriate nice jeans, shorts that are mid-thigh or longer, full length tops, no bare midriffs, (remember the raise your arms rule), no visible undergarments. No cut offs. One piece or two piece modest bathing suits, no bikini's, No visible undergarments or thongs. Shoes will be appropriate to the occasion.



**General Appearance:** Make up and jewelry should be appropriate to the occasion. No visible tattoos or body markings. All female guests should be encouraged to follow these guidelines. Shoes: High heels are acceptable if under 4 inches. This is for the safety, beauty and ease of walking.

## Crown and Sash

The crown and sash are symbols of your office. It is important, therefore, to ensure how to properly display and care for them. Always remember you are a representative of your Chapter. Not only do your actions reflect who you represent, but your appearance is an important aspect of your responsibility of your office. By taking care of the symbols of your office, you show your respect to the gentlemen by always looking the absolute best you can, as well as encouraging the DeMolay members to do the same.

### Wearing your Crown and Sash

Along with the previous dress code guidelines outlined here is some additional information about wearing your crown and sash.

-  Crowns and sashes are only worn with formal or business attire. Never with jeans.
-  A sash must be worn with a crown; one cannot be worn without the other.
-  Crowns and sashes are not to be worn while traveling in a vehicle for your safety.
-  Regalia can be worn to Job's Daughters and Rainbow events, only if the Sweetheart is there representing the DeMolay Chapter.
-  Sweetheart pins, DeMolay pins or other promotional pins may be worn on the sash. Please remember to use proper judgment and good taste to not overload the sash with items that may detract from you and your office.

### Cleaning and Care

#### Sashes

-  Just like any other articles of clothing your crown and sash must be taken care of to look nice. Do not put your sash in the washing machine!
-  Take it to the cleaners every couple months, especially before large events. This way you will look your absolute best, especially at important key events.

#### Crowns

-  Your crown can be cleaned by using lemon juice or a mild soap partially mixed with water and a small toothbrush.
-  Be sure to store the crown in a proper crown box, when not in use. This will keep it protected from possible breakage.
-  Do not loan it to anyone else to wear or play with. Again, it is the symbol of your office and is a special privilege only for those who are elected to wear it.

## Chapter Elections

Due to the high honor of this title, it is recommended that candidates be thoroughly evaluated before elections.

A successful candidate will be:

-  A young woman whose values and judgment will reflect positively on the chapter and DeMolay International .
-  A Chapter can benefit greatly from a Sweetheart who is friendly to all, gracious in manner, and knowledgeable in matter of common courtesy.
-  She will strive to be equally attentive to all the members of the Chapter.  
She will demonstrate a desire to grow in knowledge about the Order of DeMolay and willingness to join with the Chapter to train for leadership, increase membership, do fundraising, and community service projects.
-  She will show respect for the traditions, behaviors, appearance, and attitude associated with the Sweetheart program.
-  She should be a young woman that a Chapter would be proud to introduce as its "First Lady".

The Chapter Sweetheart program is optional. A Chapter can choose to have a Sweetheart, depending upon the strength and ability of the Chapter to support the program. The term of a Chapter Sweetheart is one year.

-  Chapters are encouraged to hold an election for Chapter Sweetheart.
-  Chapter Sweetheart elections should be held on an annual basis, generally no later than 45 days prior to Convention.
-  The Chapter Sweetheart is elected by secret ballot for a one year term by members of the Chapter.
-  The young lady must be present at the election to be allowed to compete in the election.
-  The young lady obtaining the most votes will be elected Chapter Sweetheart. Only one Chapter Sweetheart is allowed per chapter.
-  The immediate Past Chapter Sweetheart will provide the State Sweetheart Coordinator with the name, address, phone number, and email address of the newly elected Chapter Sweetheart within 3 days of the election.
-  The State Sweetheart Coordinator will forward this list to the Executive Officer as soon as practical.

All young ladies interested in interviewing for State and Chapter Sweethearts and their parents are required to read the Sweetheart Manual, sign and submit all forms to the Sweetheart Coordinator before the interviews and election. These forms are collected once a year and are kept on file for entirety of the term. If the Sweetheart-elect does not submit the needed permission forms she may not be allowed to be installed.

If a Sweetheart is elected after Convention, she may be installed by: the State Sweetheart, State Sweetheart Coordinator, or Executive Officer at a Chapter meeting or other event with the approval of the Sweetheart Coordinator and Executive Officer.

The suggested process for Chapter Sweetheart elections: the Chapter Sweetheart will inform all candidates of the forms to be completed and turned into the State Sweetheart Coordinator before the interview and elections. These forms are available at the New Mexico DeMolay website—[www.nmdemolay.org](http://www.nmdemolay.org).

- ◆ Make copies of the Sweetheart evaluation form, parent permission form and other forms to be completed.
- ◆ **Parent Permission Form:** Forms will be handed out at the annual Sweetheart Tea, or can be downloaded from the New Mexico DeMolay website—[www.nmdemolay.org](http://www.nmdemolay.org).
- ◆ **Sweetheart Manual:** Each candidate and her parents are to read through a copy of the manual before the candidate is to be considered for Sweetheart election. Each candidate should have access to a manual. The Chapter Master Councilor, the Chapter Sweetheart, and the advisory council should all have a copy.

Suggested process for Chapter Sweetheart elections, to be performed by the Chapter Master Councilor.

- ◆ **Sweetheart Evaluation/Question and Answer:** Each candidate is asked three questions from the Chapter. Each candidate will be brought in separately and all will be asked the same three questions. After the candidate is asked the questions, she will then be escorted back outside the meeting room until all candidates are through.
- ◆ The Master Councilor will then conduct the process of secret ballot for the position of Chapter Sweetheart. The Master Councilor will announce the newly elected Chapter Sweetheart at the Sweetheart Dance.

Your Chapter Sweetheart is responsible for returning the Sweetheart pin, which will be used by your next Chapter Sweetheart. The Past Sweetheart pin will be purchased by the State Sweetheart Coordinator to be presented to her in appreciation for her service to the Chapter. Each Chapter will decide whether to pass on the crown and sash, or order new ones.

## **New Mexico DeMolay Association State Sweetheart**

### ***Qualifications for New Mexico DeMolay Association State Sweetheart***

-  Must be installed prior to reaching 21st birthday.
-  Must be an active Chapter Sweetheart.
-  Must complete all five LCC's and received the Lamp of Knowledge prior to installation.  
(if not completed prior to Convention, no installation will take place)
-  Submit the following to the State Sweetheart Coordinator at least 30 days prior to Convention.
  - A letter of intent, written by the candidate expressing her reasons in running for State Sweetheart. The letter must be signed by the candidate's parent or legal guardian indicating their support.
  - A letter of recommendation from your Chapter Advisor of the most recent term.
  - The application for New Mexico DeMolay Association State Sweetheart found in the back of this manual or on the New Mexico DeMolay Association Website—[www.nmdemolay.org](http://www.nmdemolay.org).

-  The New Mexico DeMolay Association State Sweetheart is elected by the delegates of New Mexico DeMolay at Convention each year. The candidate must be present at Convention to be allowed to compete in the election.

### ***State Sweetheart Responsibilities – New Mexico DeMolay Association***

-  Attend all official visits along with the Jurisdictional line officers.
-  Attend Jurisdictional staff meetings and participate in all State line activities and events.
-  Communicate and support the State Master Councilor. Speak at DeMolay or other Masonic functions on behalf of New Mexico DeMolay.

### ***State Sweetheart Responsibilities – Sweetheart Committee***

-  Memorize the Sweetheart Installation Ceremony prior to installing new Sweethearts.
-  Conduct Sweetheart meetings and prepare agenda with the prior approval of the State Sweetheart Coordinator.
-  Attend all State Sweetheart meetings and participate in all Sweetheart activities.
-  Encourage communication between all Sweethearts, yourself, and Advisors.
-  Be a constant example of the virtues of a DeMolay Sweetheart. You are representing not only your position as State Sweetheart but all Chapter Sweethearts.
-  Failure to fulfill your responsibilities could result in suspension or removal from office by the Sweetheart Coordinator or Executive Officer.

### ***State Sweetheart Regalia***

- ◆ The State Sweetheart-elect is responsible for buying or having made a uniform State Sweetheart sash. The Committee will pay up to \$45 for this item.
- ◆ You also have the privilege of purchasing a crown of your choice, which you must have for installation at Convention. The committee will reimburse up to \$45 for this item.
- ◆ The above items are yours at the end of your term.
- ◆ If you have any questions about qualifications to run for State Sweetheart or State Sweetheart responsibilities, speak to the State Sweetheart Coordinator or the Executive Officer of New Mexico DeMolay.

## **Disciplinary Action for State and Chapter Sweethearts**

Disciplinary action may be a result of, but not be limited to, any of the following:

-  Lack of participation with Chapter or Sweetheart Committee
-  Lack of follow through of responsibilities
-  Lack of communication. Communication is the key to any successful program, it is extremely important you stay in touch with your Master Councilor, State Sweetheart, and Sweetheart Coordinator. You are expected to return phone calls, texts, or e-mails.
-  Disregard of the rules as set forth in this manual.

Continual problems will be dealt with in the following manner from the State Sweetheart Coordinator or New Mexico DeMolay Executive Officer.

-  Verbal warning, an attempt will be made to do this in person.
-  Written warning, a letter will be mailed and you will have three weeks to respond to set up a meeting with your Chapter Dad, Chapter Master Councilor, State Sweetheart, and the Sweetheart Coordinator. You will be asked to respond with a statement of explanation and course of action for improved performance.
-  Suspension or removal; upon the discretion of your Chapter, Sweetheart Coordinator, and/or the Executive Officer.

At any time, should the elected Chapter Sweetheart relinquish her position or be removed from her duties for any reason, a new election for Chapter Sweetheart may be held.

While it is not the intention of this manual to be negative, it is important to inform New Mexico DeMolay Chapters and Sweethearts of a disciplinary action process. If you have any questions please contact the State Sweetheart Coordinator or New Mexico DeMolay Executive Officer. It is important to remember that DeMolay is a youth group for young men and the Sweetheart program is a privilege to be maintained at the highest standard.

## New Mexico DeMolay Association Annual Convention

- ◆ All Sweethearts must have a chaperone registered and staying in the hotel for the full duration of Convention.
- ◆ You are there to represent your Chapter. Attend all public meetings, activities, and banquets with your Chapter members. Free time activities provide an opportunity to meet other DeMolays and Sweethearts.
- ◆ Anyone who will be installed during Convention must be registered and remain for its entirety. If this is a problem speak with the State Sweetheart Coordinator prior to registering.
- ◆ At no time is a Sweetheart to be distracting or disruptive while ritual competition is taking place. You may be supportive of your Chapter and attend those competitions, which are considered public, however do not loiter outside the competition rooms.

### Possible Events at Convention

- ◆ Formal Opening: Convention is officially announced as being in session. Formal dress.
- ◆ Convention Dance: usually formal dress.
- ◆ Sweetheart meetings or activities.
- ◆ Honors and Grand Banquets: Awards for DeMolay are announced, installation of State Officers and Sweethearts. Formal dress.

### Suggested items to Bring to Convention

- ◆ Crown, sash, and Sweetheart pin
- ◆ A (professional looking) dress for Sweetheart meeting and other public sessions.
- ◆ At least one long formal dress is essential. There are usually about three occasions for a formal.
- ◆ Casual clothes
- ◆ Nightwear / robe
- ◆ Soap, shampoo, toothpaste, toothbrush, blow dryer, curling iron, comb, brush, hair spray, make up, bobby pins for crown, jewelry.
- ◆ Dress and casual shoes
- ◆ Swimwear (modest two piece, no bikini's)
- ◆ Cash for incidentals.

## Sweetheart Installation Ceremony

*(Master Councilor escorts Sweetheart-elect west of the Altar and remains by her side.)*

Installing Sweetheart: *(Looking at the Sweetheart-elect while holding a red rose which is to be presented to the Sweetheart-elect)*

"A Sweetheart's beauty is a virtue, for it shines not only from without but from within.

Our Heavenly Father so loved beauty, that he placed it first among his creations of nature. In the glow of an autumn sunset, and in the loveliness of a red rose, one may find beauty.  
*(Installing Sweetheart hands Sweetheart-elect the rose)*

But He created the most precious beauty of all, in the radiance and warmth of the Sweetheart's smile.

*(State girl's name), because of your beauty and charm, you are being honored by the young men of \_\_\_\_\_ Chapter, Order of DeMolay, by being installed as Sweetheart for the ensuing year. (At Convention when many Sweethearts are being installed at once, don't state girl's name and use "...by the young men of your chapter by being installed as Sweetheart for the ensuing year.")*

*(Instructs the Sweetheart-elect to assume a kneeling position at the Altar and place both hands flat on the Holy Bible)*

As you kneel before the altar, always remember, that a Sweetheart is sincere and thoughtful, and blessed with a beauty that makes her radiant among all others.

You will say "I", *(Sweetheart-elect responds)*

State your name, *(Sweetheart-elect says her name)* and repeat after me: *(pausing wherever there is a comma)*

... promise to uphold the high standards of young womanhood in every respect.

I promise to uphold the precepts of Filial Love, Reverence for Sacred Things, Courtesy, Comradeship, Fidelity, Cleanliness, and Patriotism.

I promise that I will never wear the pin of a Sweetheart, anywhere I would be unwilling to take my parents. *(Sweetheart-elect removes hands from Bible.)*

*(Master Councilor then steps forward and places crown on Sweetheart's head as the Installing Sweetheart says:)*

"The crown being placed on your head symbolizes the Chapter's choice of young womanhood."

*(Master Councilor places the sash over Sweetheart's shoulder as the Installing Sweetheart says:)*

"The sash you are being adorned with, symbolizes the many meaningful friendships you will make within your Chapter. You will find your own life enriched, as well as the lives of those around you, as you pledge your support and friendship to the young men of DeMolay.

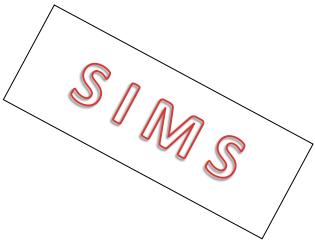
"May this night be one of the happy milestones in your life, and may your beauty always be as radiant as it is tonight."

*(Installing Sweetheart offers congratulations to the newly installed Sweetheart.)*

*(Applause).*

*(The Master Councilor escorts the Sweetheart back to her seat.)*

# Sweetheart Informational Meetings



SIMS

## What is a Sweetheart Informational Meeting?

Great success in any program does not happen overnight, it requires growth, education, trial and error and most of all training and mentorship. The Sweetheart program for New Mexico DeMolay has established the idea of a Sweetheart Informational Meeting (SIM) conducted to instill confidence in and prepare any perspective chapter Sweethearts interested in serving the members of DeMolay.

These meetings should be designed to have fun, be informative, and create reputable contacts that can only enhance the Sweetheart program itself. Outlining the demands of being a Sweetheart to the responsible young ladies in the community will set the stage and hopefully spark a dedicated interest within the ladies who will compete for the office of chapter Sweetheart.

The following pages display great planning tips, examples, and suggestions for planning all kinds of SIMS. Don't forget this program is just as much about friendship and fun as it is responsibility and obligation. Have fun with these young ladies.

### **Pre-planning:**

- ◆ Create a fancy or eye-catching invite
- ◆ Create a mailing list that includes local young ladies from the community as well as Bethel and Assembly contacts
- ◆ Create a theme, focus activity, or craft
- ◆ Find a good location
- ◆ Pick a date that works well for those involved (before a state event where lots of people attend, attach the meeting to a chapter fun activity, or make it an all-girls fun event)
- ◆ Create handouts or packets the ladies can take with them to show a parent or guardian and possibly other ladies they know who might be interested
- ◆ Make sure you create a signup sheet to manage all the contact information for the new ladies and potential advisors

### **Packets/ Handouts:**

- ◆ Possible binders or 3-ring folders of information, or electronic media
- ◆ Agenda for the meeting
- ◆ Excerpts from the manual which are crucial, provide the manual in pdf format
- ◆ A calendar of upcoming events
- ◆ Contact info needed for yourself and chapter advisors
- ◆ Chapter Roster
- ◆ Outline of Dress Code

## **Planning the Meeting / Agenda:**

### **Basics**

-  What is a Sweetheart?
-  What is the purpose?
-  What are her duties?
-  What are the qualifications?
-  How to be elected?

### **Why be a Sweetheart?**

-  What kind of fun do you have?
-  Why this chapter?

### **How to balance school/work/other groups?**

#### **Resources / Advisors**

-  Chapter Dad/ Master Councilor
-  Sweetheart Coordinator/ State Sweetheart

#### **Election process**

-  What to expect
-  How to write a letter of intent

#### **Protocol for the chapter**

-  Do you attend Council meetings, what is the Council?
-  Do you help on calling tree?
-  Do you befriend the boys outside of DeMolay activities?
-  Do you bring refreshments?

#### **Ideas/ Suggestions**

-  Games:
  - DeMolay Trivia, Local Trivia, Get-To-Know-You games, short board games, or card games
-  Crafts:
  - Dress code paper dolls, a themed craft to the evening, or craft thank you notes
-  Activities:
  - Guest speakers about makeup, fashion, scrap booking, or photography
  - Hold an event after to keep getting to know each other or to get to know the boys

One of the most important things to impress upon the prospects for Sweetheart is YOU, as a good living example. Leading the meeting and successfully coordinating the whole event showcases the many qualities needed to be a Sweetheart. We want to show them that although this program is demanding and requires major commitment, it is fun, creates lasting friendships, and enables each of the young ladies to become better leaders and vital assets to their chapters.

## Sweetheart Parent Permission Form

I give my daughter \_\_\_\_\_ permission to be installed as Chapter Sweetheart of \_\_\_\_\_ Chapter. We/I have read the Sweetheart Manual, counseled with her and agree to support her regarding the duties, responsibilities, expenses (travel, meals, lodging, wardrobe, etc.), and the time commitment that she will experience if installed. I/We agree to travel with her at all times or approve/provide an acceptable alternate chaperone (as per the sweetheart guidelines) should it become necessary.

---

Signature of parent/guardian

Date

*This form must be completed prior to Chapter elections.*

## **Chapter Sweetheart Recipient Form**

I, \_\_\_\_\_ of \_\_\_\_\_ Chapter

have received and read a copy of the New Mexico DeMolay Sweetheart manual and received the Chapter Sweetheart supply box consisting of an LRG, SIM manual, crown, sash, and Sweetheart pin.

I understand that upon the completion of my term it is my responsibility to return them to the Chapter, in good condition, or I am responsible for replacing them.

---

Sweetheart Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

# Medical Release and Consent Form

Jurisdiction of New Mexico, Chapter Name \_\_\_\_\_

1. I, the undersigned Parent or Legal Guardian of \_\_\_\_\_ do hereby give my consent and permission for her to participate in the New Mexico DeMolay Association Sweetheart program.
2. In the event of any injury to the above named minor, I, the undersigned Parent or Legal Guardian, hereby authorize any adult DeMolay Advisor or the Sweetheart Coordinator in attendance to secure, and any physician in attendance to provide such emergency medical treatment as shall be deemed necessary by those present, including but not limited to hospitalization, injections, anesthesia, surgery, x-ray, blood, and medications. I understand that every reasonable effort shall be made to contact me prior to medical treatment.

3. The above named minor is subject to the following medical problems, allergies to medications, and/or is receiving treatment under the supervision of proper medical authorities as follows. (Please state on lines below or state NONE.)  
\_\_\_\_\_

4. Neither DeMolay International, New Mexico DeMolay, nor the New Mexico DeMolay Sweetheart program, maintains any medical insurance for its members. I understand that we will be responsible for any and all cost of medical treatment incurred by or on behalf of \_\_\_\_\_. (*If no insurance, state NONE.*)

Health Insurance Carrier	Policy Number	Policy Holder's Name

5. I, the undersigned Parent or Legal Guardian, AND the undersigned Youth (legal minor), do hereby agree that we will abide by the Statutes, rules, regulations, and edicts of the New Mexico DeMolay Sweetheart Program, New Mexico DeMolay, and the International Supreme Council, Order of DeMolay, and its duly authorized representatives. We agree that if in the opinion of any DeMolay Advisor and/or Sweetheart Coordinator that if either of us should be removed or asked to leave any DeMolay or Sweetheart activity for violation of the same, that the undersigned Parent or Legal Guardian will immediately take the necessary action to cause the transportation of violator from the activity site at the expense of the undersigned Parent or Legal Guardian.

6. We hereby agree to release and hold harmless the International Supreme Council, Order of DeMolay, the Executive Officer of New Mexico DeMolay, staff members, Advisors, and Sweetheart Coordinator of New Mexico jurisdiction, Order of DeMolay from any and all claims of cause of action which the undersigned has or may have. This specifically includes any and all plans which arrive out of the attendance at \_\_\_\_\_ event, including transportation to and from said event.

7. IN THE EVENT OF ANY EMERGENCY, AND THE UNDERSIGNED PARENT OR GUARDIAN CANNOT BE REACHED, THE UNDERSIGNED PARENT OR GUARDIAN HEREBY AUTHORIZES THE FOLLOWING PERSON TO ACT ON THEIR BEHALF.

Name	Phone
Address	Relationship

8. Parent or Legal Guardian. Please provide the following information about yourself.

Full Name
Address
City, State, Zip
Home/Work/Cell Phone

9. If youth's address is different than Parent or Legal Guardian, please state on lines below (*if same, state SAME*)  
\_\_\_\_\_

10. Signatures

Parent/Legal Guardian
Youth

# Application for New Mexico DeMolay Association Sweetheart

The State Sweetheart should exemplify the highest DeMolay ideal of womanhood. She will represent New Mexico DeMolay and therefore should always conduct herself accordingly. The Sweetheart and her committee will help, aid, and assist the State line of DeMolay Officers in state events. The term of office begins at the annual DeMolay Convention held during October/November and concludes the following year. Candidates must be under 21 years of age by the date of the crowning ceremony.

Name
Address
City, State, Zip
Home Phone
Cell Phone
E-mail address
Date of Birth
School Currently Attending & Location
Extra-curricular activities & level of involvement

Plans for next year (Please check all that apply)

- High School, \_\_\_\_\_ Grade
- College
  - Full Time
  - Part Time
  - In State
  - Out of State
- Employment
  - Full Time
  - Part Time

Current Employment (please describe your responsibilities and how long you have worked there.)

--

Are you a Rainbow Girl or Jobs Daughter? (If yes, which Bethel or Assembly, which office do you hold, and what are your plans for next year.)

--

**Chapter Sweetheart Experience:**

Chapter: \_\_\_\_\_ Years: \_\_\_\_\_

Please answer the following questions thoughtfully. Add additional pages if needed. Please note that some or all of your answers may be published prior to the elections at DeMolay Convention.

1. Why do you want to be the New Mexico DeMolay State Sweetheart?
  
  
  
2. How many DeMolay events (local & state) did you attend last year?
  
  
  
3. In your experience, what is necessary for a program or an event to be successful? What are your personal strengths that would help you work with the state line?
  
  
  
4. What activities do you think would encourage participation and enthusiasm for DeMolay throughout the state?
  
  
  
5. Describe some of the challenges that face the State and Chapter Sweethearts? How would you address those challenges?
  
  
  
  
  
  
6. Describe one of the challenges that you have encountered while serving in a leadership position. What was the outcome of that challenge?
  
  
  
  
  
  
7. The role of State Sweetheart requires a great deal of travel, time, and some expense. Describe how you will deal with the transportation, time, and expense.

## Statement of Commitment

### SWEETHEART CANDIDATE STATEMENT

I understand that, if elected, my attendance, support, and participation will be expected at the scheduled State DeMolay functions and activities and that I will abide by the guidelines set by the Executive Officer of New Mexico DeMolay and the State Sweetheart Coordinator. I understand that my participation in the State Line is a privilege and an honor and my participation continues at the discretion of the Executive Officer of New Mexico DeMolay and the State Sweetheart Coordinator. I will strive to carry out my responsibilities fully and enthusiastically for the betterment of New Mexico DeMolay.

Candidates Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FAMILY STATEMENT

I/We understand that, if elected, my/our daughter will be expected to attend New Mexico DeMolay state functions and activities according to the guidelines set by the State Sweetheart Coordinator and the Executive Officer of New Mexico DeMolay. Participation is a privilege that continues at the discretion of the State Sweetheart Coordinator and the Executive Officer. I/We understand that my/our daughter will be responsible for providing her own chaperone during, to, and from all DeMolay events. I/We understand that my/our daughter will be required to complete a comprehensive medical release form and that transportation will be the responsibility of my/our daughter in coordination with her chaperone. I/We understand that my/our daughter's participation is voluntary. I/We understand that my/our daughter will be responsible for most of her own expenses incurred while participating in this program. I/We understand that there will be an opportunity for us to meet with the representatives of New Mexico DeMolay to discuss the program and to ask any pertinent questions. I/We understand that we may contact the State Sweetheart Coordinator at any time for clarification. I/We understand that I/we may be invited to participate during the year in local and state DeMolay events.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print full names: \_\_\_\_\_

Telephone and mail contacts for all those listed above if different than the candidates:

## Pink Honor Key

**BACKGROUND:** DeMolay has long recognized the contributions made by the Chapter and State Sweethearts to the Order of DeMolay. One of the largest contributors has been the assistance given in obtaining new members. Many members of the Order presented their petitions due largely to the encouragement of some such young lady's participation in DeMolay activities. In order to present a visible recognition of this contribution, DeMolay has authorized a "Membership Award", to be known as the PINK HONOR KEY. Recognizing Sweethearts who have been responsible for the submission of petitions for membership to the Order of DeMolay and which have resulted in the initiation of new members.

**ELIGIBILITY REQUIREMENTS:** In order to be eligible for the Pink Honor Key, a young lady must meet the following requirements:

-  Present at least five (5) petitions for membership in the Order of DeMolay.
-  The Initiatory Degree must have been conferred upon the five petitioners.

**QUALIFICATION REQUIREMENTS:** In order to qualify for the Pink Honor Key, the following requirements must be met:

-  Each petition submitted must have the eligible girl's name recorded in the upper right corner.
-  After five (5) petitions have been presented, and the petitioners have been initiated, the girl may be nominated for the Pink Honor Key by completing this nomination form.
-  If two or more Chapters are involved, the Chapter Advisor or Chairman of each chapter must approve the nomination form.
-  The approved nomination form must be submitted to the Sweetheart Coordinator for processing.



## PINK HONOR KEY

(August 22, 2011)

The Pink Honor Key is presented to any Chapter Sweetheart or Sweetheart Court Member or Female Advisor who is primarily responsible for bringing in five (5) new members to DeMolay.

Chapter: \_\_\_\_\_

Chapter No.: \_\_\_\_\_

Sweetheart's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No.: \_\_\_\_\_

### DEMOLAY NO. 1

Name: \_\_\_\_\_ Date Initiated \_\_\_\_\_

First Line Signer: \_\_\_\_\_ ID No. \_\_\_\_\_

### DEMOLAY NO. 2

Name: \_\_\_\_\_ Date Initiated \_\_\_\_\_

First Line Signer: \_\_\_\_\_ ID No. \_\_\_\_\_

### DEMOLAY NO. 3

Name: \_\_\_\_\_ Date Initiated \_\_\_\_\_

First Line Signer: \_\_\_\_\_ ID No. \_\_\_\_\_

### DEMOLAY NO. 4

Name: \_\_\_\_\_ Date Initiated \_\_\_\_\_

First Line Signer: \_\_\_\_\_ ID No. \_\_\_\_\_

### DEMOLAY NO. 5

Name: \_\_\_\_\_ Date Initiated \_\_\_\_\_

First Line Signer: \_\_\_\_\_ ID No. \_\_\_\_\_

I hereby certify that the information included in this application is true and accurate and I submit my name for consideration for the Pink Honor Key.

\_\_\_\_\_  
Sweetheart's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail the completed application to:

New Mexico DeMolay Association  
7700 Menaul Blvd NE, Ste E  
Albuquerque, NM 87110-4639