

APPENDIX C
CHAPTER SWEETHEART

UNIFORM LETTER OF INTENT
LEAGUE SWEETHEART

Please print or type all information requested

NAME: _____ BIRTHDATE: _____

ADDRESS: _____

CITY: _____ ZIP: _____

PHONE: (____) _____ CHAPTER: _____

DATE OF LCC #1 _____

CURRENT AND PAST CHAPTER POSITIONS HELD: _____

SCHOOL AND HOURS: _____

EMPLOYMENT AND HOURS: _____

OTHER TIME COMMITMENTS: _____

MASONIC YOUTH GROUPS INVOLVED WITH: _____

CAN YOU DEVOTE SUFFICIENT TIME TO DEMOLAY?: _____

WHY DO YOU WISH TO RUN FOR SWEETHEART?: _____

Signature of Candidate

Signature of Parent/Guardian

Signature of Chapter Dad

Signature of Administrator
(Required for League only)

DATE RECEIVED BY CHAIRMAN/ADMINISTRATOR: _____

All Chapter Sweethearts and Princesses, must have taken or be taking the Leadership Correspondence Course Lesson #1 and if not completed within their term of office, they will not be permitted to be listed as a Past Sweetheart or Princess, nor will they be eligible to receive or wear a Past Sweetheart's pin or other emblem.

League Sweethearts or Princesses are to be elected in the same manner as League Officers. No candidate for League Sweetheart or Princess will be approved to run who has not completed Lesson #1 of the Leadership Correspondence Course.

All League Sweethearts are encouraged to run for Jurisdiction Sweetheart, subject to the approval of the League Administrator and the Executive Officer. In the event of the inability or lack of desire of the League Sweetheart to be a candidate for the office of Jurisdiction Sweetheart, the League Princess may, with the approval of the League Administrator, submit a request to the Executive Officer for permission to run as a candidate for Jurisdiction Sweetheart.

Whenever possible, the League Sweetheart shall be the eligible candidate for Jurisdiction Sweetheart. The respective Leagues should bear this policy in mind when electing or selecting a League Sweetheart.

The Jurisdiction Sweetheart and Princess are to be elected by delegate vote at the Annual Conclave. The Sweetheart candidate receiving the most votes being elected Sweetheart and the candidate receiving the next most votes shall be elected Princess."

Should a Sweetheart or Princess marry during her term of office, she must relinquish her title effective on the date of her wedding and will become a "Past Sweetheart".

CHAPTER LEVEL SWEETHEART

QUALIFICATIONS

1. Any young lady may submit a Letter of Intent to run for Chapter Sweetheart. She need not be a member of the International Order of Rainbow for Girls or the International Order of Job's Daughters. All Letters of Intent are subject to the approval of the Advisory Council.
2. She may not be over 21 years old at any time during her term of office and will not be allowed to run if she cannot complete her term prior to turning 21 years old.
3. She may not hold the position of Sweetheart or Princess in more than one Chapter at the same time. Nor may she be League or Jurisdiction Sweetheart or Princess at the same time as being a Chapter Sweetheart.
4. Due to the amount of time needed to perform the duties of a Chapter Sweetheart, a candidate should not be Honored Queen or Worthy Advisor during the time she is Chapter Sweetheart.
5. She must have completed, or be taking, the Leadership Correspondence Course Lesson #1. If not completed prior to the election of her successor, she will not be permitted to be listed as a Past

Sweetheart, or receive a Past Sweetheart Pin or other emblem, nor will she be allowed to install her successor.

6. There is no term limit for Chapter Sweetheart and a current Chapter Sweetheart may run again for the position subject to the approval of the Advisory Council.

ELECTION PROCESS

1. A Uniform Letter of Intent must be submitted to the Chairman of the Chapter Advisory Council no less than thirty (30) days prior to Chapter elections.

2. The Advisory Council will then vote on whether or not to accept the Letter of Intent. The Advisory Council will consider the age, background and any other qualifications of the candidate in deciding whether or not to accept the Letter of Intent. If the Advisory Council does NOT accept the Letter of Intent, the candidate will not be allowed to run for Sweetheart for the upcoming term.

3. All candidates who have had their Letter of Intent accepted by the Advisory Council must then be nominated by a Chapter member at the Stated Meeting at which election of Officers is held.

4. On election night, be prepared to present a short, verbal statement introducing yourself to the Chapter membership and explain your reasons for wanting to be Sweetheart. The Chapter members can then ask questions of you prior to voting.

5. If only one candidate is running for Sweetheart, she may be elected by unanimous ballot. If the motion for a unanimous ballot does not pass, a ballot must be taken and the candidate must have a simple majority to win.

6. If two candidates run for Sweetheart, the one receiving the majority shall be declared Sweetheart and the other candidate shall be declared Princess (providing that the Chapter has a Princess position).

7. If more than two candidates run for Sweetheart, the following rules apply:

A. If any candidate receives a simple majority, she shall be declared Sweetheart. All other candidates will then be considered in a runoff election for the position of Princess (providing that the Chapter has a Princess position). The candidate receiving a simple majority in the runoff election will be Princess. A Chapter may elect more than one (1) Princess.

B. In any voting situation for Sweetheart and/or Princess involving more than two candidates and no one receives a simple majority, the two candidates receiving the most votes shall be voted on again and all other candidates eliminated.

8. The term of the Chapter Sweetheart will run the same as the term for Chapter Officers.

DUTIES AND RESPONSIBILITIES

1. Attend all meetings of the Chapter and their installation.

2. Attend all League meetings.
3. Attend all Chapter activities at which it is proper to attend.
4. Always be available to assist. Let the members know that you are interested and want to be a friend to all.
5. Work with the Master Councilor to plan special activities after short meetings. Go out of your way to use your initiative in helping on fund raisers, dances and other activities.
6. Get to know all the members.
7. Remember at all times that you are the "Hostess" for the Chapter.
8. Urge the members of Rainbow for Girls, Job's Daughters and other friends to attend installations, social activities and athletic events.
9. Write and submit articles for either your Chapter newsletter or the League/Jurisdiction publications, giving your Chapter the recognition it deserves.
10. Help with the telephone committee if asked by the Master Councilor.
11. Offer your ideas in the planning of Chapter activities such as prospect parties and social events but remember it is the members who must do the planning and execution of the events.
12. Visit other Chapter and League activities but don't miss your own Chapter's activity to visit somewhere else.
13. A Sweetheart should make every effort to travel with a companion to DeMolay activities.
14. If you are expected to install the Sweetheart for the next term, learn your part early as it has to be given from memory and you must make a good impression at the Installation.
15. Take care of the symbols of your office. Your tiara, pin, cape, sash, etc. These are to be turned over to your successor. If you lose or damage something, it will be your responsibility to repair or replace it.
16. If it is a custom of your Chapter to compile a scrapbook for the Master Council, you should start on this the night you are installed and be ready to present it to him at the next installation.
17. You should always promote DeMolay to young men who you feel would make a good member. Keep a supply of membership literature and have an active member follow up on your recommendation.
18. Check with your Master Councilor and Chapter Dad for any duties or responsibilities that are particular to your Chapter.

SWEETHEART FUNDS GETTING AN EVENT ON THE CHAPTER CALENDAR

Most Chapters have a Sweetheart's Fund or an amount set aside for Chapter expenses for which the Sweetheart may be responsible.

The money in this fund is used to subsidize expenses incurred by the Sweetheart in the performance of her duties and assignments. These funds belong to the Chapter and expenditures are budgeted by the Chapter and replenished each term by the Chapter fund raising activities.

Therefore, complete detailed plans for any expenditure or activity must be presented to both the Advisory Council and then the Chapter for approval. Contact the Chapter Dad for advice on how to do this. The voucher system must be used for all expenditures. Any special Sweetheart projects must likewise be approved by the Chapter and the Advisory Council in advance. DO NOT spend any money without prior approval.

1. Obtain permission of the Advisory Council to plan an event or activity and coordinate your ideas with the Master Councilor.
2. Complete detailed plans must be presented to the Advisory Council for their approval. Be sure that the activity does not conflict with any other scheduled event, specially League or Jurisdiction activities.
3. Allow plenty of time to properly publicize the event. A minimum of one month is recommended.
4. When the event is scheduled, let other Chapters know about it.
5. A Registered Advisor of the Chapter must always be present at any Chapter activity.
6. All activities must be approved by the insurance carrier, check with the Chapter Dad to make sure.
7. Remember that as Sweetheart, your primary duty is to support the Chapter. Be ready to give your ideas and suggestions without taking over.

Some of the more popular fund raising and social activities that Sweethearts have been in charge of are: Car Wash, Pie Auction, Dances, Breakfasts, Luncheons, Dinners, Candy Sales, Pizza Nights, Rummage Sales, Ice Cream Socials, Bake Sales, TV Show Taping, Progressive Dinners, Paper Drive, Can Drives, Any-a-thons, Kidnap Breakfast, Hayrides, Roller Skating, Ice Skating, Beach Party, Snow Trip, Movie Night, Picnics, Christmas Caroling, Luau.

LEAGUE LEVEL SWEETHEART

QUALIFICATIONS