

SOUTHERN CALIFORNIA JURISDICTION

ORDER OF DEMOLAY

SWEETHEART MANUAL

AND GUIDELINES FOR THE

SWEETHEART PROGRAM



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EXECUTIVE OFFICER

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## **INTRODUCTION**

Much is expected of a Sweetheart, therefore, all young ladies aspiring to run for Sweetheart should make it their first priority to read this Manual and become familiar with the Guidelines. This Sweetheart Manual is presented to assist Sweethearts, Princesses, DeMolays, Advisors and Parents Clubs to have a better understanding concerning the selection and role of a Sweetheart on the Chapter, League and Jurisdiction level.

Throughout this Manual, there will be references to the Sweetheart; however, this Manual applies to the Princess as well. Unless these two positions are referred to separately, the word "Sweetheart" refers to both the Sweetheart and Princess Position. The guidelines stated within this Manual apply only to currently installed Sweethearts/Princesses, whether they were elected or appointed, unless otherwise specified. The guidelines in the Sweetheart Manual are to be those of Southern California Jurisdiction.

The purpose of this manual is to make the prospective Sweetheart aware of the obligations she will be expected to assume for the Chapter, League or Jurisdiction. DeMolays want their Sweethearts fully aware of the responsibilities expected of them and would like the Sweetheart to take on this obligation without reservation.

A Sweetheart must be able to work well with the DeMolays, Advisory Council and Parents Club. A cooperative attitude, flexibility and a friendly personality are very important. An enthusiastic Sweetheart can make a difference. The young lady that the DeMolays are seeking will attend and promote activities and motivate other young ladies to support the members and the organization.

Your main purpose as a Sweetheart is to cooperate with and assist the Chapter, League or Jurisdiction in promoting its welfare. We hope that you will devote the required time and effort to this endeavor. A Sweetheart's enthusiasm must always be evident while conducting her duties and always needs to be positive in her approach to all DeMolay matters.

As a Sweetheart, you represent DeMolay and must always conduct yourself in a manner above reproach meriting the honor, respect and admiration of those around you. Exceptions to any material contained in this manual may be made at the discretion of the Executive Officer in accordance with Southern California Jurisdiction policy.

## **JURISDICTION POLICY SCJ-42 SWEETHEARTS AND PRINCESSES**

**Chapters and Leagues are permitted and encouraged to have Chapter and League Sweethearts and Princesses. These young ladies can do much to promote interest of the members and of prospective members in the activities of the chapter and league. A proper and supervised social program can be the foundation of a good DeMolay chapter. The Jurisdiction of Southern California also has provided a program allowing for a Jurisdiction Sweetheart and Jurisdiction Princess. The Jurisdiction Sweetheart's Manual contains the guidelines for all Sweethearts and Princesses.**

**SWEETHEART PROGRAM GUIDELINES:**

- A. A Sweetheart or Princess candidate may not be married, pregnant, or have a child. A Sweetheart or Princess candidate who becomes pregnant or marries within her term will be removed from office and is ineligible to receive the title of a past Sweetheart or to receive a past Sweetheart pin or other emblem.
- B. Due to the amount of time needed to perform the duties of a Sweetheart, a candidate should carefully consider her other obligations before seeking candidacy.
- C. The outgoing Sweetheart is expected to install her successor; however, exceptions may be made by the Advisory Councils (Chapter, League and Jurisdiction).
- D. Grand Officers for Job's Daughters International and the International Order of Rainbow for Girls, first time Honored Queens or Worthy Advisors are not allowed to hold the office of Sweetheart or Princess at any level.

**SWEETHEART FUNDS and GETTING AN EVENT ON THE CALENDAR**

Most Chapters/Leagues have a Sweetheart's Fund or an amount set aside for 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/League and expenditures are budgeted by the members and replenished each term by the fundraising activities.

Therefore, complete detailed plans for any expenditure or activity must be presented to both the Advisory Council and then the Chapter/League for approval. Contact the Chapter/League Advisor 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/League 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/League President.
- 2. Allow plenty of time to properly publicize the event to the chapters in your area. A minimum of one month is recommended.
- 3. No less than two Registered Advisors must always be present at any activity.
- 4. All activities must be in compliance with our insurance provisions.

## **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 Jobs Daughters International. All Letters of Intent are subject to the approval of the Advisory Council.
2. Chapter Sweethearts must be at least 14 years of age at the time of installation, and may not turn 21 during her term of office.
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. 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.
5. The Chapter Sweetheart serves at the will and pleasure of the Chapter Advisory Council.

### **ELECTION PROCESS**

1. A Uniform Letter of Intent must be submitted to the Chairman of the Chapter Advisory Council as per the individual chapter guidelines.
2. The Advisory Council will then vote on whether or not to approve the candidate.
3. All candidates who have had their Letter of Intent approved by the Advisory Council must then be nominated by a Chapter member at the Stated Meeting at which the 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 there are two or more candidates running for Sweetheart follow procedure outlined in "Election Procedure for 2 or More". See Table of Contents for the location in this manual.
7. If there are no candidates, the Chapter Advisory Council can appoint a Chapter Sweetheart and/or Princess

## DUTIES AND RESPONSIBILITIES

The Chapter Sweetheart is to:

1. Attend all meetings of the Chapter and their installation.
2. Attend all League meetings of their league.
3. Attend all Chapter activities at which it is proper to attend.
4. Visit other Chapter and League activities but don't miss your own Chapter's activity to visit somewhere else.
5. Complete 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. It is recommended that additional LCC Lessons be completed.
6. Get to know all the members, and always be available to assist.
7. Remember at all times that you are an "Ambassador" for the Chapter.
8. Encourage the members of Rainbow for Girls, Job's Daughters and other friends to attend installations, social activities and athletic events.
9. Assist in promoting activities of the Chapter using social media or other means as approved by the Advisory Council. Remember that as Sweetheart, your primary duty is to support the Chapter. Be ready to give your ideas and suggestions without taking over.
10. Offer your ideas in the planning of Chapter activities such as prospect parties and social events but remember it is the DeMolay who must do the planning and execution of the events.
11. A Sweetheart is to make every effort to travel with a companion to DeMolay activities.
12. You are expected to install the Sweetheart for the next term, so learn your part early as it is to be given from memory and it is expected that you will make a good impression at the installation.
13. Take care of the regalia of your office, which include the tiara, pin and sash. If you lose or damage something, it will be your responsibility to pay for the cost to repair or replace it.
14. Promote DeMolay to young men that have the potential to become members.
15. Check with your Master Councilor and Chapter Advisor for any duties, traditions or responsibilities that are particular to your Chapter.

## **LEAGUE LEVEL SWEETHEART**

### **QUALIFICATIONS**

1. Candidates must be either a current or a Past Chapter Sweetheart or Princess who has completed Lesson #1 and #2 of the Leadership Correspondence Course.
2. Candidates must be at least 16 years of age at the time of installation, and may not turn 21 during her term of office.
3. Candidates must be nominated by a chapter within the League.
4. Candidates must have completed the "Royal Rose Sweetheart Award" which can be submitted after a minimum of 6 months of participation to the Order.

### **ELECTION PROCESS**

1. Each candidate must submit an Application to Seek the Office of League Sweetheart to the League Administrator by the deadline set by the Administrator.
2. The League Advisory Council will meet and interview the candidates and then vote on whether or not to approve their Application. Any candidate who does not get her Application approved will not be allowed to run for the upcoming term.
3. If and when, the candidate's Application is approved, she may then start to campaign for the position of League Sweetheart following the formal announcement of her approval. She is allowed to visit the chapters and leagues and speak to the DeMolay members, either on an individual basis, during a recess, or at the conclusion of the meeting.
4. Check with the League Administrator for guidelines of campaigning.
5. At the Annual Meeting of the League, each candidate must be nominated by an active member.
6. After being nominated, each candidate shall be allowed to give one final speech to the voting delegates of the League.
7. The Sweetheart shall be elected by simple majority vote using a secret ballot of the delegates present and voting at the League election.
8. If there are two or more candidates running for Sweetheart follow procedure outlined in "ELECTION PROCEDURE FOR 2 OR MORE". See Table of Contents for the location in this manual.
9. If there are no candidates, the League Administrator may appoint a League Sweetheart.
10. The League Sweetheart and Princess serve at the will and pleasure of the League Administrator.
11. The incumbent League Sweetheart will not be eligible for re-election, but may be appointed by the League Advisory Council if no other qualified young lady seeks candidacy.

# SOUTHERN CALIFORNIA JURISDICTION SWEETHEART MANUAL

## **DUTIES AND RESPONSIBILITIES**

The League Sweetheart is to:

1. Attend all League Meetings, all League activities and Jurisdiction activities where it is proper for her to be present.
2. Visit all Chapters within their own League as frequently as possible.
3. Get to know and support all Chapter Sweethearts and Princesses within the League.
4. Assist the Chapter Sweethearts to properly perform the Sweetheart Installation Ceremony, and assist, when requested, in the Chapter Sweetheart Installation. She should make herself available to help them in completing LCC #1.
5. She is the official "Ambassador" at all League events.
6. Assist at League social events so that food and decorations are provided for, along with help from the Chapter Sweethearts.
7. Welcome and introduce Sweethearts visiting from other Chapters, Leagues and the Jurisdiction at the League meetings and activities, as appropriate.
8. Perform as the liaison between the Jurisdiction Sweetheart and all the Chapter Sweethearts within her League.
9. Promote the programs of the Jurisdiction Sweetheart.

## **JURISDICTION LEVEL SWEETHEART**

### **QUALIFICATIONS**

1. All candidates must be a current or Past League Sweetheart or Princess and ALL 5 LCC's (available on-line) must have been completed and passed before submitting your letter of intent.
2. All candidates are strongly encouraged to have earned the Pink Honor Key before submitting the letter of intent.
3. Candidates must be 18 years of age and less than 21 years of age at the time of installation at Conclave. While the Jurisdiction Sweetheart may turn 21 within their term of office, they will be held to all DeMolay policies and are expected to abide by the Jurisdiction Sweetheart Manual.
4. The Jurisdiction Office will provide a set of written campaign rules, which are to be followed by each candidate. Any violation of the rules may result in the removal of the candidate from running for Jurisdiction Sweetheart.

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### **ELECTION PROCESS**

1. A Letter of Intent for Jurisdiction Sweetheart must be submitted to the Jurisdiction Office on or before the deadline set by the Executive Officer. The Jurisdiction Sweetheart Letter of Intent is available at [www.scidemolay.org](http://www.scidemolay.org).
2. If and when the candidate's Letter of Intent is approved, she may then start to campaign for the position of Jurisdiction Sweetheart following the formal announcement of her approval. She is allowed to visit the chapters and leagues and speak to DeMolay members, either on an individual basis, during a recess, or at the conclusion of the meeting.
3. Candidates shall be nominated for the position of Jurisdiction Sweetheart at the Annual Jurisdiction Congress and each candidate shall be given an opportunity to give one speech and answer questions from the delegates.
4. The Jurisdiction Sweetheart shall be elected by simple majority vote using a secret ballot of the delegates present and voting at the Annual Jurisdiction Congress.
5. If there are two or more candidates running for Sweetheart follow procedure outlined in "ELECTION PROCEDURE FOR 2 OR MORE". See Table of Contents for the location in this manual.

### **DUTIES AND RESPONSIBILITIES**

The Jurisdiction Sweetheart is to:

1. Attend and support all Jurisdiction, League and Chapter activities to the best of her ability.
2. Be the official "Ambassador" of the Jurisdiction.
3. Work with the League Sweethearts and Chapter Sweethearts to promote the programs of the Jurisdiction. Remind and encourage the Chapter and League Sweethearts to review the sweetheart manual.
4. Work with the Jurisdiction officers to plan and promote activities of the Jurisdiction.

**ELECTION PROCEDURE FOR TWO OR MORE**

1. If two candidates run for Sweetheart, the candidate receiving a simple majority shall be declared Sweetheart. A subsequent vote shall then be taken for the position of Princess (providing that the Chapter has a Princess position), and the remaining candidate must receive a simple majority to be declared Princess.
2. If three or more candidates run for Sweetheart, the following rules apply:
  - A. The candidate receiving a simple majority shall be declared Sweetheart.
  - B. If no candidate receives a simple majority of the votes, the candidate with the lowest number of votes will be dropped, and another vote cast. This procedure will continue until one candidate receives a simple majority
  - C. A subsequent vote shall then be taken all the candidate(s) for the position of Princess. The remaining candidate who receives a simple majority will be declared Princess. A Chapter may choose to have a maximum of two princesses.

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### **DRESS CODE**

A Sweetheart shall always conduct herself in a lady-like manner. Her attire needs to be fitting to the event and DeMolay decorum. It is her responsibility to leave a shining image of DeMolay and herself. A DeMolay Sweetheart is held to a higher standard of dress than most others.

Sweethearts and Princesses who are members of Rainbow or Job's Daughters are part of the Masonic Youth Family and are representing their organization as well as DeMolay. To maintain good relationships between all groups, dress and conduct should be in adherence to the organization to which they belong. Remember that it is better to be over-dressed rather than to be under-dressed.

This is the dress code for attending DeMolay events and is to be adhered to by all young ladies under the age of 22 years.

It is **not** the responsibility of the Sweetheart or Princess to enforce the dress code. Concerns should be brought to the attention of an advisor, preferably a female, who may take appropriate action.

### **DRESS CODE DEFINITIONS:**

Formal	Floor length or Tea Length dress Escort requires Floor length. Dress shoes (athletic shoes and flip-flops are not appropriate)
DeMolay Dress	Dress, or Blouse and Skirt Dress Pants Suit Dress shoes Regalia shall never be worn with slacks/dress pants suits Adult females may wear slacks NO jeans
DeMolay Casual	Collared shirts (blouses or polo) and slacks (no jeans or t-shirts) Dress Shoes
Casual	T-shirts, jeans, shorts (no offensive printing) Shoes appropriate to the event

**MISCELLANEOUS DRESS CODE REQUIREMENTS**

1. Dresses and skirts may be no shorter than two (2) inches above the knee, and slits in skirts and dresses are to be no more than (4) inches above the knee. Front, back or side.
2. Bare midriffs are not permitted. Bathing suits are the exception.
3. Proper undergarments are always required. Exposed undergarments, such as bra straps, and those visible through sheer clothing, etc. are never allowed.
4. No casual footwear (i.e.; athletic shoes, combat style boots, flip flops) may be worn with dresses.
5. Tiaras and sashes may only be worn with skirt and blouse, dresses or formals.
6. A floor length formal is required at Chapter Installations, Sweethearts Balls, and other events designated as formal affairs where a Sweetheart or Princess is being escorted in as an "Honored Guest" or if she is being installed. Visiting Sweethearts attending an installation or other such formal ceremony and who are not being escorted may wear floor length or tea length formals.
7. Most Chapter and League Meetings require DeMolay Dress unless it is a special meeting, such as casual or themed dress.
8. Check with the Master Councilor, League President or Jurisdiction Officer to see what the appropriate type of dress is for a particular function.
9. Body adornment (ie. piercings, tattoos or decoration) that interferes with or distracts from the dignity of the event is not allowed. No clothing promoting alcohol, cigarettes or drugs are to be worn at any DeMolay function.
10. A current Sweetheart or Princess who is also a presiding officer, may wear the honors (sash, pin, and tiara) given to her by DeMolay and those bestowed by the other organization as permitted by those other organizations.
11. Tiaras and sashes shall be worn throughout the duration of an event. If the event is exclusively a dance, such as a Sweethearts Ball, all tiaras and sashes may be removed when the ranking **MALE** Officer (Jurisdiction, League, or Chapter) removes his collar or at his direction. To avoid damage the tiara may be removed during the duration of the activity.
12. Chapter, League, and Jurisdiction Sweethearts/Princesses are responsible for the care and maintenance of all property issued to them. They are required to surrender all property to their successor(s) in good working condition. (Personalized sashes and other personal items are excluded.)

## **TIARA AND SASHES INFORMATION**

### **Chapter**

Tiara -- No taller than 3.0 inches and Silver in Color

Sashes -- Finished size no wider than 5.5 inches side to side including lace.

### **League**

Tiara – No taller than 4.0 inches tall. Silver in Color.

Sashes – 1.0 inches lace with 6.0 inches making 8.0 inches total width.

### **Jurisdiction**

Tiara – No taller than 5.5 inches tall. Gold in color.

Sashes -- 1.0 inches lace with 7.0 inches Satin make 9 inches total width.

\*\* Chapters and Leagues must adhere to the new standards when purchasing or replacing current tiaras.

**APPENDIX A**

**LEADERSHIP CORRESPONDENCE COURSE**

The Leadership Correspondence Course (LCC) is designed to familiarize you with DeMolay programs, policies and statutes. It is presented as an open book test comprised of true and false, multiple choice and fill in the blank questions. The LCC is currently divided into five (5) different courses, which have to be taken in numerical order. LCC's are available online at [www.scjdemolay.org](http://www.scjdemolay.org)

**APPENDIX B**

**PINK HONOR KEY**

The Pink Honor Key is an award that can be earned by any female involved with DeMolay. Any female who is directly responsible for obtaining five (5) new members to join DeMolay can be awarded the Pink Honor Key.

The five members need not all join at one time; they can be spread out over any length of time. It therefore, is important that you keep track of the name and initiation date of all the members for which you assisted in joining DeMolay. The nomination form for the Pink Honor Key is available at [www.scjdemolay.org](http://www.scjdemolay.org).

The Sweetheart does not sign the new member's petition but does keep a separate record of those members she has introduced to DeMolay.

**APPENDIX C**

**ROYAL ROSE AWARD**

The Royal Rose Sweetheart Award is one of self-evaluation, which can be completed after a minimum of 6 months of participation with the order. You are given the opportunity to review your own accomplishments in the past as you look forward and plan for the years before you. You should find those qualities that are your strengths and also note those areas in which you need Improvement to achieve a well - rounded personality. The form is available at [www.scjdemolay.org](http://www.scjdemolay.org).

**APPENDIX D**

**EO APPROVAL**

THIS SWEETHEART MANUAL OF SOUTHERN CALIFORNIA JURISDICTION,  
ORDER OF DEMOLAY, HAS BEEN REVIEWED AND ACCEPTED ON:  
June 18, 2019

THIS MANUAL MAY BE UPDATED WHEN NECESSARY. THIS MANUAL IS  
RECOGNIZED AS JURISDICTION POLICY.

Donald H. Peterson, Jr.    Executive Officer

**ALLEGIANCE STATEMENT:**

**This publication acknowledges Authority and yields Allegiance to DeMolay  
International of which Frank S. Land was the Founder.**

## **SWEETHEART AND PRINCESS INSTALLATION**

The installation of the Sweetheart and Princess(es), if kept brief, can be used effectively to enhance the Chapter installation or reception. The Master Councilor-elect is responsible for planning the installation ceremony of the Sweetheart and Princess(es). Definite instructions should be given to those persons participating so that the ceremony may proceed smoothly.

The Sweetheart installation ceremony takes place during the Chapter Installation of Officers, after the presentation of the gavel to the newly installed Master Councilor and before the gavel is returned to the Installing Officer. If the Sweetheart or Princess is to be installed at a regular chapter meeting, the chapter may recess and have the ceremony performed prior to closing.

The Installing Marshal or retiring Master Councilor escorts the Installing Sweetheart (she may be the outgoing Sweetheart of the Chapter, the League Sweetheart/Princess, or the Jurisdiction Sweetheart/Princess) to her place just North of the altar, so that the Sweetheart that is being installed may see and hear her. Another current or past Sweetheart may serve as installing Sweetheart with the approval of the Advisory Council.

NOTE: The Installing Sweetheart is NOT to be taken East of the Altar.

The newly installed Marshal or other chapter officer(s) escorts the Sweetheart-elect and Princess-elect to a position directly West of the Altar; the Installing Princess (if there is one) and the Princess(es)-elect are escorted just South of the Altar.

NOTE: With the exception of the Installing Sweetheart/Princess, NO other past sweethearts/princesses are allowed to participate in the Sweetheart Installation Ceremony.

**INSTALLING SWEETHEART:** (Looking at the Sweetheart-elect, while holding the rose that is to be present to her, says the following :)

**"A Sweetheart's beauty is a glowing 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."** (Lay the rose on the corner of the altar).

**"But He created the most precious beauty of all, in the radiance and warmth of a Sweetheart's smile. \_\_\_\_\_ (Sweetheart's Name) because of your beauty and charm, you are being honored by the young men of \_\_\_\_\_ Chapter (League), Order of DeMolay, by being installed as Sweetheart for the ensuing term. 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 the others."**

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(Installing Sweetheart instructs the Sweetheart-elect to assume kneeling position at the Altar and to place both hands flat on the Holy Bible.)

**INSTALLING SWEETHEART:** You will say I, state your name and repeat after me.....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, • cleanness • and patriotism. • I promise • that to the best of my ability, • I will attend all Chapter, • League •and Jurisdiction activities • at which it is proper • for me to be present. • I promise, • that I will never wear • the pin of the Sweetheart • of \_\_\_\_\_ Chapter (League), • anywhere I would be unwilling • to take my parents. (The Sweetheart-elect removes her hands from the Bible)

The Installing Sweetheart proceeds to a position behind Sweetheart-elect to place the tiara or the Master Councilor steps forward to do the “crowning”

**INSTALLING SWEETHEART:** The Installing Sweetheart places the sash over the right shoulder of the Sweetheart-elect. **The tiara now being placed on your head symbolizes the Chapter's (League's) choice of young womanhood. You are the representative and the Sweetheart of \_\_\_\_\_ Chapter (League).**

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

At this point, the Installing Sweetheart asks the new Sweetheart to rise and remain two steps West of the Altar. The Installing Princess (or Installing Sweetheart) takes her position on the North side of the Altar for the Princess(es) installation. The Princess(es)-elect remains standing south of the Altar.

**INSTALLING PRINCESS:** (hands the princess- elect a rose) **As Princess (es) of ..... Chapter, do you promise to uphold the high standards of young womanhood in every respect?**

RESPONSE: I do.

**INSTALLING PRINCESS:** **Do you agree to abide by all the other promises as affirmed by the Chapter Sweetheart?**

RESPONSE: I do.

**INSTALLING PRINCESS:** **Do you also agree, that, upon the request of the Advisory Council of this Chapter (League), you will be willing to assume the duties of the Sweetheart in the event that she is unable to serve her full term of office?**

RESPONSE: I do.

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The Installing Princess (or Installing Sweetheart) places the sash over the right shoulder of the Princess(es)-elect. Either the Installing Princess (or Installing Sweetheart) crowns the Princess(es), stating, **"The tiara now being placed on your head symbolizes the Chapter's (League's) choice of young womanhood. You are the representative and the Princess of \_\_\_\_\_ Chapter (League). May this night be but one of the happy milestones in your life, and May your beauty always be as radiant as it is tonight.**

(If desired) A presentation of flowers to the newly installed Sweetheart (and Princess(es)) is appropriate at this time.

All are then escorted back to their seats in the North.

**UNIFORM LETTER OF INTENT FOR CHAPTER SWEETHEART**

Please print or type all information requested

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

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

City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Chapter: \_\_\_\_\_

LCC's completed 1 2 3 4 5

Current/Past Chapter offices held: \_\_\_\_\_

School and hours: \_\_\_\_\_

Employment and hours: \_\_\_\_\_

Which other Masonic Youth Groups do you participate with? \_\_\_\_\_

\_\_\_\_\_

What other obligations do you have that may limit your participation? \_\_\_\_\_

\_\_\_\_\_

Do you feel you can devote sufficient time to DeMolay? \_\_\_\_\_

Why do you wish to run for the office of Sweetheart? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Chapter Chairman

Date Received by Chairman \_\_\_\_\_



# Code of Conduct Acknowledgment

As a Sweetheart or Princess of \_\_\_\_\_ Chapter/League, Order of DeMolay, I agree that I have read and reviewed the Southern California Jurisdiction Sweetheart Manual.

1. I agree to abide by all rules and regulations as outlined by Southern California Jurisdiction DeMolay and the Southern California Jurisdiction Sweetheart Manual.
2. I also understand that in the event that I am found to be in violation of the rules here stated that I may be asked to vacate my office. In the event I am unable to complete my term of office, I agree to immediately return all paraphernalia or regalia belonging to the Chapter/League. I also agree that I am responsible for any regalia/property belonging to the chapter. Any item requiring repair or replacement may be my financial responsibility.
3. I agree that it is my responsibility to maintain contact with my Chapter/League Sweetheart Advisor. I will secure approval from my Sweetheart Advisor/Chairman prior to the participation in any DeMolay activity.
4. I agree to adhere to the Dress Code as outlined in the SCJ Sweetheart Manual. My attire should be appropriate to the event/occasion.
5. I understand that I am encouraged to make every effort to travel with a companion to DeMolay activities. I should make contact with the Sweetheart Advisor of the Chapter/League that I will be visiting to see that a female advisor will be in attendance.
6. I understand that it is not my responsibility to correct a violation of any DeMolay or Sweetheart/Princess. Concerns should be brought to the attention of an advisor, who may take appropriate action.
7. I understand that dignity and poise should be practiced at all times. I will refrain from the use of profanity. I understand that derogatory comments are unnecessary.

\_\_\_\_\_ Date \_\_\_\_\_  
Sweetheart/Princess Signature

\_\_\_\_\_ Position \_\_\_\_\_  
Chapter/League/SCJ

As the parent of \_\_\_\_\_, I acknowledge the policies/guidelines set forth in the Southern California Jurisdiction Sweethearts Program. I understand that deviations from the policy/guidelines may result in the removal of my daughter from her office.

\_\_\_\_\_ Date \_\_\_\_\_  
Parent Signature if under 18

**Note:** This must be signed and dated by both the Sweetheart/Princess and Parent prior to Installation or you will not be allowed to be installed into office. A copy should be kept by the Director of Sweethearts and a copy given to the Sweetheart/Princess or Parent.



## PINK HONOR KEY NOMINATION FORM

Designate's Name: \_\_\_\_\_

Chapter/League: \_\_\_\_\_

The above named designate was responsible for assisting in the securing five (5) petitions which have resulted in the following new members being initiated into DeMolay.

Name of New Member	Initiatory Degree Date	Chapter
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

- She is an active supporter of the Chapter/League membership programs.
- She is interactive with the members and prospects to ensure that everyone is included in the activities of the Chapter/League.
- I have verified that these members have been reported to DeMolay International, and that the proper fees have been paid.
- I verify the above information to be true and accurate and the above named designate to be worthy of this award.

\_\_\_\_\_  
Nominating Advisor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
League Administrator Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This award is open to any female with an interest in DeMolay – Mothers, Sisters, Friends, Chapter or League Sweethearts or Princesses. She must have played a significant part in the securing of five (5) applications for membership which have resulted in five (5) new members for Southern California Jurisdiction, Order of DeMolay, and so verified by the League Administrator and Executive Officer. The new members need not be from one (1) chapter. The granting of this award in no way prohibits or interferes with the First Line Signer, who will receive credit towards his membership awards.

Pink Honor Key

Worksheet

Designate Name: \_\_\_\_\_

#1 Prospect Name: \_\_\_\_\_

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

How were you first introduced to this prospect? \_\_\_\_\_

What have you done to encourage this prospect to participate in the chapter/league activities?

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Why do you feel you have earned the recognition for this member?

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Chapter Advisor Initials \_\_\_\_\_

Date \_\_\_\_\_

#2 Prospect Name: \_\_\_\_\_

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

How were you first introduced to this prospect? \_\_\_\_\_

What have you done to encourage this prospect to participate in the chapter/league activities?

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Why do you feel you have earned the recognition for this member?

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Chapter Advisor Initials \_\_\_\_\_

Date \_\_\_\_\_

#3 Prospect Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

How were you first introduced to this prospect? \_\_\_\_\_

What have you done to encourage this prospect to participate in the chapter/league activities?

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Why do you feel you have earned the recognition for this member?

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Chapter Advisor Initials \_\_\_\_\_ Date \_\_\_\_\_

#4 Prospect Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

How were you first introduced to this prospect? \_\_\_\_\_

What have you done to encourage this prospect to participate in the chapter/league activities?

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Why do you feel you have earned the recognition for this member?

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Chapter Advisor Initials \_\_\_\_\_ Date \_\_\_\_\_

#5 Prospect Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

How were you first introduced to this prospect? \_\_\_\_\_

What have you done to encourage this prospect to participate in the chapter/league activities?

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Why do you feel you have earned the recognition for this member?

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Chapter Advisor Initials \_\_\_\_\_ Date \_\_\_\_\_