

SOUTHERN CALIFORNIA JURISDICTION

ORDER OF DEMOLAY

SWEETHEART MANUAL



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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 Policies. 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, District 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 policies stated within this Manual apply only to currently installed Sweethearts/Princesses, whether they were elected or appointed, unless otherwise specified. The policies 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, District 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, District 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. Your appearance, speech and conduct can never be questionable. As a Sweetheart, people are constantly watching you and you must always act in a manner that merits the honor, respect and admiration of everyone around you, especially that of the DeMolays. Remember that DeMolay honors all womanhood, so strive to be worthy of that honor. 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-34 SWEETHEARTS AND PRINCESSES

The Southern California Jurisdiction Sweetheart Manual is the Jurisdiction Policy of the Jurisdiction on the Chapter, District and Jurisdiction Sweetheart program. Jurisdiction policy is subject to revision by the DeMolay Congress and/or by the Executive Officer, so be sure to have a current copy of this policy.

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 receive a past Sweetheart pin or other emblem.
- B. Due to the amount of time needed to perform the duties of a Chapter Sweetheart, a candidate should carefully consider her other obligations before seeking candidacy.
- C. The Sweetheart and Princess of the same Chapter, District, or Jurisdiction should have matching sashes, the widths and colors to be approved by the District or Jurisdiction Director of Sweethearts, as appropriate.
- D. The Sweetheart and Princess of the same Chapter, District, or Jurisdiction should have matching tiaras, the height and colors as approved by the District or Jurisdiction Director of Sweethearts, as appropriate.
- E. The outgoing Sweetheart is expected to install her successor, however, exceptions may be may through the Advisor Councils (Chapter, District and Jurisdiction).

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 Jobs 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.
 - A. Chapter Sweethearts must be at least 14 years of age at the time of installation.
 - B. Exceptions to the minimum age limitation for Chapter Sweetheart/Princess (es) may be made only at the discretion of the Advisory Council and the District Governor.
3. She may not hold the position of Sweetheart or Princess in more than one Chapter at the same time, nor may she be District or Jurisdiction Sweetheart or Princess at the same time as being a Chapter Sweetheart.
4. 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. It is recommended that additional LCC Lessons be completed for successive terms to gain additional information about DeMolay and its history.
5. 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.

6. 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 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 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 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 three or more candidates run for Sweetheart, the following rules apply:
 - A. The candidate receiving a simple majority (50% plus 1) shall be declared Sweetheart.
 - B. If no candidate receives a 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 majority.
 - C. The Candidate receiving the next greatest number of votes after a majority has been reached will be declared Princess.
8. The term of the Chapter Sweetheart will run the same as the term for Chapter Officers.

DUTIES AND RESPONSIBILITIES

The Chapter Sweetheart is to:

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

2. Attend all District meetings.
3. Attend all Chapter activities at which it is proper to attend.
4. 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. It is recommended that additional LCC Lessons be completed for successive terms to gain additional information about DeMolay and its history.
5. Always be available to assist. Let the members know that you are interested and want to be a friend to all.
6. Work with the Master Councilor to plan special activities after short meetings. Go out of your way to use your initiative in helping on fundraisers, dances and other activities.
7. Get to know all the members.
8. Remember at all times that you are the "Hostess" for the Chapter.
9. Urge the members of Rainbow for Girls, Job's Daughters and other friends to attend installations, social activities and athletic events.
10. Write and submit articles for either your Chapter newsletter or the District/Jurisdiction publications, giving your Chapter the recognition it deserves.
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 District 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. You are expected to install the Sweetheart for the next term, so 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. These include your tiara, pin, cape, etc. if these are provided to you by the Chapter/District/Jurisdiction, they 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. You should always promote DeMolay to young men who you feel would make good members. Keep a supply of membership literature and have an active member follow up on your recommendation.
17. Check with your Master Councilor and Chapter Dad for any duties, traditions 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, especially District 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 in compliance with our insurance provisions, 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.

DISTRICT LEVEL SWEETHEART

QUALIFICATIONS

1. A candidate must be either a current Chapter Sweetheart who has completed Lesson #1 of the Leadership Correspondence Course or a Past Chapter Sweetheart who has completed Lesson #1 of the Leadership Correspondence Course.
2. A candidate cannot have served exclusively as a Chapter Princess. She must currently be, or have been, a Chapter Sweetheart.
3. All candidates must be at least 16 of age at the time of installation, and may not turn 21 during her term of office.
4. A Chapter from within the District must nominate all candidates and each Chapter may nominate only one candidate.

ELECTION PROCESS

1. Each candidate must submit a Uniform Letter of Intent to the District Governor prior to the deadline set by the Governor.
2. The District Advisory Council will meet and interview the candidates and then vote on whether or not to approve their Letter of Intent. Any candidate who does not get her Letter of Intent approved will not be allowed to run for the upcoming term.
3. If the candidate's Letter of Intent is approved, she may then start to campaign for the position of District Sweetheart after the formal announcement of her approval has been made. She is allowed to visit the chapters and districts 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 District Governor for guidelines as to campaigning.
5. At the Annual Meeting of the District, each candidate must be nominated by a member from the Chapter where she is serving as Sweetheart or from the Chapter where she is a Past Sweetheart.
6. After being nominated, each candidate will be allowed to give one final speech to the voting delegates of the District.
7. The Sweetheart will be elected by secret ballot of the delegates present and voting at the District election.
8. If three or more candidates run for Sweetheart, the following rules apply:

- A. The candidate receiving a simple majority (50% plus 1) shall be declared Sweetheart.
 - B. If no candidate receives a 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 majority.
 - C. The candidate receiving the next greatest number of votes after a majority has been reached will be declared the Princess.
9. If there are no candidates, the District Governor shall appoint a District Sweetheart.
10. The District Sweetheart and Princess serve at the will and pleasure of the District Governor.
11. The incumbent District Sweetheart will not be eligible for re-election, but may be appointed by the District Advisory Council if no other qualified person seeks candidacy.
12. The term of the District Sweetheart is for one year and runs the same as the District Officers.

DUTIES AND RESPONSIBILITIES

The District Sweetheart is to:

- 1. Attend all District Meetings and all District activities where it is proper for her to be present.
- 2. Attend all Jurisdiction activities where it is proper for her to be present.
- 3. Visit all Chapters within the District at least once and as many times as possible.
- 4. Get to know and support all Chapter Sweethearts and Princesses within the District.
- 5. Help the Chapter Sweethearts prepare to perform the Sweetheart Installation Ceremony for the next term, and assist in Chapter Sweetheart Installation when so requested.
- 6. She is the official "Hostess" at all District events.
- 7. Assist at District social events so that food and decorations are provided for, along with help from the Chapter Sweethearts.
- 8. Assist all Chapter Sweethearts to finish Lesson #1 of the Leadership Correspondence Course.
- 9. Make welcome and introduce Sweethearts at the District meetings who are visiting from Jurisdiction, other Districts and Chapters.
- 10. Turn in all District property in her possession to either the District Governor or her successor upon completion of her term or on being removed from her position.
- 11. Be the liaison between the Jurisdiction Sweetheart and all the Chapter Sweethearts within her District.

12. Assist the Jurisdiction Sweetheart in promoting her programs.

GETTING ACTIVITIES ADDED TO THE DISTRICT CALENDAR

Obtain permission from the District Governor to plan an event for activity and discuss your plans with the District President. Your completed plans must be presented to the District Advisory Council for their approval. Be sure that the event does not conflict with Jurisdiction or Chapter events.

Allow plenty of time, at least a month, to publicize the event. Invite the Chapters of the District to attend and all the other Districts. A District Advisor must always be in attendance at any type of District activity.

Remember, your main function is to promote good public relations between the various Chapters of the District, as well as between the District and the Jurisdiction.

JURISDICTION LEVEL SWEETHEART

QUALIFICATIONS

1. A Letter of Intent for Jurisdiction Sweetheart must be filed with the Jurisdiction Office on or before June 1st. The Jurisdiction Office will furnish a Letter of Intent.

The Candidate must be at least 17 years of age at the time of installation and may not turn 21 during the term of office. Any girl aspiring to the position of Jurisdiction Sweetheart must be approved by her District Governor.

2. The Jurisdiction Office will provide a set of written campaign rules, which are to be followed by each candidate. Any violation of the rules could be cause to remove the candidate from running for Jurisdiction Sweetheart.

3. If the candidate's Letter of Intent is approved, she may then start to campaign for the position of Jurisdiction Sweetheart after the formal announcement of her approval has been made. She is allowed to visit the chapters and districts and speak to the DeMolay members, either on an individual basis, during a recess, or at the conclusion of the meeting.

4. The candidates will be nominated for the position of Jurisdiction Sweetheart at the Annual DeMolay Congress and each candidate will be given an opportunity to make one speech to the delegates. The Jurisdiction Sweetheart is elected by secret ballot of the delegates present and voting at the Annual Congress Session.

5. If three or more candidates run for Sweetheart, the following rules apply:
A. The candidate receiving a simple majority (50% plus 1) shall be declared Sweetheart.
B. If no candidate receives a 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 majority.

- C. The candidate receiving the next greatest number of votes after a majority has been reached will be declared the Princess.
6. The term of the Jurisdiction Sweetheart is for one year and runs the same as the Jurisdiction Officers.

DUTIES AND RESPONSIBILITIES

The Jurisdiction Sweetheart is to:

1. Attend and support all Jurisdiction activities to the best of her ability.
2. Support and attend as many Districts and Chapters activities to the best of her ability.
3. Be the official "Hostess" of the Jurisdiction.
4. Work with the District Sweethearts and Chapter Sweethearts to ensure that they are conforming to the requirements of the Sweetheart Manual.
5. Represent the Jurisdiction of Southern California at outside Jurisdiction activities she might attend.

GETTING ACTIVITIES ADDED TO THE JURISDICTION CALENDAR

The Jurisdiction Sweetheart is to work closely with the Jurisdiction Officers in planning any activities that she would like to see done on a Jurisdiction basis. The Jurisdiction Dad will assist, along with the Jurisdiction Master Councilor, to see that approved plans are put into effect.

DRESS CODE

A Sweetheart is under constant observation and must always conduct herself in a lady-like manner. Her dress needs to be fitting to the event and DeMolay decorum. It is her job to leave a shining image of DeMolay and herself, and how she dresses will determine that image.

As a DeMolay Sweetheart you are held to a stricter guideline of dress than most others, but that is part of your position as a Sweetheart. You will be expected conform to a set of rules that are not required of other young ladies.

The DeMolay members are proud of their Sweethearts and always want them to look their best at all types of functions. 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.

This is the suggested dress code for attending DeMolay events and is to be adhered to by all current and past Sweethearts and Princesses under the age of 21 years. It is not the responsibility of the Sweetheart or Princess to enforce the dress code. Violations should be brought to the attention of an advisor preferably a female who will take the appropriate action.

DRESS CODE DEFINITIONS:

1. Formal: Floor length formal dress (always wear with hose) No casual shoes.
2. Semi-Formal: Knee-length formal or short "dressy" dress (both with hose)
3. DeMolay Dress/DeMolay Casual: Dress or skirt and blouse (hose required but can be optional during summer)
4. Casual: Slacks or pants, shorts, sundresses and jeans. Hose not required.

MISCELLANEOUS DRESS CODE REQUIREMENTS

1. Any attire which shows the midriff in excess of 1 inch will not be permitted. Bathing suite are the exception.
2. No see through blouses that expose undergarments or other similar clothing.
3. No mini-skirts; dresses and skirts may be no shorter than two (2) inches above the knee.
4. Proper undergarments are always required. Exposed undergarments, such as bra straps, etc. are never allowed.
5. No casual footwear (i.e; sneakers, boots, flip flops) may be worn with dresses.
6. Slits in skirts and dresses are to be no more than four (4) inches above the knee - front, back or side. This applies to any dress.
7. Hair color or styles that interfere, cover or distract from the tiara or the dignity of the event being attended are unacceptable.
8. When serving or cooking at meal functions, hair should be tied back or a hair net worn.
9. Tiaras and sashes may be worn with dresses or formals only.
11. Sweetheart capes are worn with floor length formals only and sashes are not used if a cape is worn.
12. Chapter installations are formal affairs and if a Sweetheart or Princess is being escorted in as an "Honored Guest" or if she is being installed, a floor length formal is required. Visiting Sweethearts attending an installation or other such formal ceremony and who are not being escorted may wear floor length or knee length formals.
13. Most Chapter and District Meetings require DeMolay Dress unless it is a special meeting, such as casual or crazy dress.

14. Use common sense when attending other functions such as fundraisers, social affairs, conclave, etc. Check with the Master Councilor, District President or Jurisdiction Officer to see what the appropriate type of dress is for that function.

15. Any body adornment 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.

16. A current Sweetheart or Princess who is also a presiding officer, Grand Officer or Representative of the Grand Body of another Masonic Organization may wear the honors (sash, pin, and tiara) given to her by the DeMolays and those bestowed by the other organization as permitted by those other organizations.

17. Tiaras and sashes must be worn throughout the duration of an event. If the event has a dance following, tiaras and sashes may be removed if damage to regalia is possible while dancing. If the event is exclusively a dance, such as a Sweethearts Ball, tiaras and sashes may be removed at the discretion of the ranking Advisor. Sashes may be worn after a tiara is removed at a dance, but ONLY during the duration of that dance. This is the only time sashes may be worn without the tiara.

18. Smoking while wearing sash and tiara is never permitted.

19. Chapter, District, and Jurisdiction Sweethearts/Princess are responsible for the care and maintenance of all property issued to them. They are required surrender all property to their successor(s) in good working condition. (Sashes and other personal items are excluded from this clause.)

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. Presently there is a charge of \$4 per course and if you don't score high enough to pass the test, you can retake the course for \$3.

To be recognized as a Past Sweetheart or Princess, you need only complete Course #1. For a Chapter level Sweetheart you can be installed before you finish the course but it must be completed prior to the election of your successor. For District and Jurisdiction levels, you must have completed the course before you submit your Letter of Intent.

If you do not finish or pass Course #1 before your successor is elected you will not be allowed to use the title of Past Sweetheart or Past Princess. You cannot wear or be presented a Past Sweetheart Pin or other emblem and you will not be allowed to install your successor. You will also not be allowed to be a candidate for District or Jurisdiction Sweetheart. Finishing Course #1 after you leave the position of Sweetheart will not qualify you as a Past Sweetheart.

An enrollment form must be filled out and this can be obtained from the Chapter Dad, District Governor or the Jurisdiction Office. To complete the test, you will need copies of the "DeMolay Leaders Resource Guide". Your Chapter Dad can arrange for you to borrow a copy of this or assist you in buying your own copy. You will have a total of 65 days to finish the test once you receive it, which is plenty of time.

Before you send in your completed test answer sheet to the Southern California DeMolay Headquarters, check with your Chapter Dad. Some Districts require that all LCC forms be sent to the District Governor and some just need to be notified that you are in the program. It is always a good idea to keep a copy of your answer sheet in case the original is lost.

If you pass Course #1, you will receive a Certificate from the Grand Secretary. If you did not score high enough, you will receive a letter advising you of this and requesting that you retake the test. Course #1 is the only required course for Sweethearts but you may continue on and take as many of the five courses as you want. The more you know about DeMolay, the better you'll be able to promote it.

APPENDIX B PARENTS/MOTHERS CLUBS

Some Chapters have a Mothers Club and some have the newer format called a Parents Club. This is a support organization for the Chapter and is composed of the Mothers, Fathers, Relatives, Guardians and Friends of the DeMolay members. These Clubs are an excellent source for assistance and ideas to the Chapter and also provide an additional source of income.

Chapter Sweethearts often work closely with the Parents Club in providing refreshments for the members after meetings and decorations and/or refreshments at installations and other social activities. Remember that the President of the Parents Club is under direct supervision of the Advisory Council Chairman and the Sweetheart is responsible to the Chapter Dad. The Chapter Sweetheart is not in any way responsible to or under the control of the Parents Club.

PINK HONOR KEYS

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 is therefore, important that you keep track of the name and initiation date of all the members that you are responsible for. A nomination form for the Pink Honor Key is available from the Jurisdiction Office, once you have your five new members initiated.

The Sweetheart does not sign the new member's petition but does keep a separate record of those members she has gotten interested in DeMolay. The new member must still have two members of the Chapter sign the petition. DeMolays can earn a Founders Membership Award for five new members and a Blue Honor Key for ten new members, so you can help them earn these awards by providing them with new prospects.

APPENDIX C

**UNIFORM LETTER OF INTENT FOR
CHAPTER SWEETHEART DISTRICT SWEETHEART**

Please print or type all information requested

NAME: _____ BIRTH DATE: _____

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 Chairman

Signature of Governor
(Required for District only)

DATE RECEIVED BY CHAIRMAN/GOVERNOR: _____

APPENDIX D SWEETHEART AND PRINCESS INSTALLATION

The installation of the Sweetheart and Princess (es), if kept brief, can be used effective 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.

When the installation takes place in the Chapter Room, it can only be performed following the presentation of the gavel to the newly installed Master Councilor by the Installing Officer and before the gavel is returned to the Installing Officer.

The Retiring Master Councilor escorts the Installing Sweetheart (she may be the outgoing Sweetheart of the Chapter, the District Sweetheart, or the Jurisdiction Sweetheart) to her place just North of the altar, so that the Sweetheart being installed may see and hear her.

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

The newly installed Master Councilor escorts the Sweetheart-elect to a position directly West of the Altar; the newly installed Senior and Junior Councilors escort the Installing Princess (if there is one) and the Princess(es)-elect just South of the Altar.

The Councilors and the retiring Master Councilor may then return to their seats. The newly installed Master Councilor may remain to perform the "crowning". If he remains, he should take position two-steps back of the Altar on the West side.

The Installing Sweetheart has the option of inviting Past Sweethearts of the respective Chapters, District or Jurisdiction to join her at the Altar for the duration of the 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." (Hands Sweetheart-elect the rose).

"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 (District), 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."

(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, District 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 (District), anywhere I would be unwilling to take my parents. (The Sweetheart-elect removes her hands from the Bible)

(The Installing Sweetheart proceeds to position behind Sweetheart-elect to place the crown or the Master Councilor steps forward to do the crowning.)

INSTALLING SWEETHEART: The crown now being placed on your head symbolizes the Chapter's (District's) choice of young womanhood. You are the representative and the Sweetheart of _____ Chapter (District).

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: 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 (District), 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.

Either the Installing Princess (or Installing Sweetheart) or the Master Councilor crowns the Princess(es), stating, "The crown now being placed on your head symbolizes the Chapter's (District's) choice of young womanhood. You are the representative and the Princess of _____ Chapter (District). 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.

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

APPENDIX E

THIS SWEETHEART MANUAL OF SOUTHERN CALIFORNIA JURISDICTION, ORDER OF DEMOLAY, HAS BEEN REVIEWED AND ACCEPTED ON:
JULY 9, 2000

INDIVIDUAL PAGES OF THIS MANUAL MAY BE UPDATED WHEN NECESSARY.
THIS MANUAL IS RECOGNIZED AS A PART OF THE JURISDICTION POLICY.

/s/ RICHARD W. JEANSON
PERSONAL REPRESENTATIVE

UPDATE HISTORY

1. Updated Princess installation and crowning ceremony by Resolution #2 to the DeMolay Congress in 1997 and approved by the Executive Officer on 10-16-97.
2. Updated several grammar corrections and minor changes to the dress code and minor wording to the Sweetheart installation obligation by act of the Administrators Conference and approval of the Executive Officer on 11-22-98.
3. Updated several language changes and dress code definitions by action of the Executive Officer on 7-9-2000.
4. Updated entire Manual on December 12, 2001 by action of the Executive Officer.
5. Updated entire Manual on October 31, 2002 by action of the Executive Officer.
6. Updated entire Manual on February 7, 2004 by action of the Personal Representative

ACKNOWLEDGMENT AND APPROVAL

I have read this manual in its entirety. I agree to abide by all rules and regulations as outlined by the Sweethearts manual of Southern California Jurisdiction Order of DeMolay. I also understand that in the event that I am found in violation of the rules here stated that I could be removed from office. If I am removed from office, I agree to return all paraphernalia or regalia belonging to the Chapter, District or Jurisdiction. Furthermore I may be ineligible to receive the title of Past Sweetheart, or receive a Past Sweetheart Pin or other emblem, and will be ineligible to install my successor.

X _____ Date _____
Sweetheart/Princess Signature

X _____
Print Name

As the parent of _____ I acknowledge the policies set forth in the Southern California Jurisdiction Sweetheart's Manual. I understand that any deviations from the policy may result in the removal of my daughter from her office.

X _____ Date _____
Parent or Guardian's Signature

This must be signed, dated and turned into your Chapter Dad prior to installation or you will not be allowed to be installed into office.