

New York DeMolay



Sweetheart Handbook & Guide

8th Edition – August 2020

UPDATED INFORMATION REGARDING THE NEW YORK DEMOLAY SWEETHEART PROGRAM

First, welcome and thank you for becoming part of this new initiative and direction the Sweetheart Program is undertaking.

The details about the program might be changing for a bit of time. What has been prepared, discussed, reviewed, rewritten and pondered upon in this document is the foundation which provides us with the ability to try new concepts and ways to grow. As was announced at convention, temporarily the roles of Region Sweethearts will be not used. Instead what is planned is a team approach covering the topics that the members let us know were important to them. All recruitment for each team must be approved by the SSH Director. These are:

1. Training and Education (SH and Advisor)

*As new Sweethearts join the program a small training will be conducted either virtually or in person by reviewing the following:

~ Roles and responsibilities as a Sweetheart and providing the Sweetheart Handbook

~Awards available to active Sweethearts

~DeMolay Education—making sure the Sweetheart has a basic understanding about DeMolay

*An overall training will be held once a year involving all Sweetheart membership, prospects and Advisors led by this team and the Sweetheart Director. Create a Lead-Con (or a name chosen by the young ladies) program for the female attendees (The State Sweetheart Director would be on this committee for this specific event).

2. Philanthropy and/or Community Service (SH and Advisor)

*Oversee the fundraising for the Philanthropy Project picked by the SMC with the input from the ingoing SSH where applicable. Each Leadership Team member will be required to raise funds for this project and are encouraged to “challenge” each DeMolay Chapter with a set amount to also raise. This allows for all hands-on deck for participation and continues to foster the ongoing relationship between Sweethearts and the local chapters.

*Participate and develop various community service projects for all youth to participate in and/or just the Sweetheart membership.

3. Programming (SH and Advisor)

*Develop a program for the year with the requirement of no less than 5 programs planned that cover various areas, activities, and topics. These could be team building activities, a ZOOM social hour and guest motivational speakers just to name a few.

4. Communication (SSH and State SH Director)

*The State SH and the Director will work closely on making sure updates, important information and events are being communicated. An email list will be compiled as well as on social media.

**ALL communication is to be done by this committee unless approved by the SSH Director. This is to monitor that there is no miscommunication.

5. Sweetheart Development and Recruitment (SH and Advisor)

*This will be a rebuilding year for the program. Recruiting Sweethearts through other Masonic Bodies, relatives or friends will grow the program and create a well-balanced, cohesive program.

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Information about this Handbook

This booklet was prepared to give you answers to some of the most frequently asked questions about DeMolay in general and in particular the Sweetheart Program. Spending a few minutes to review the information provided here will give you an overview of the history, values, operation, sponsorship and activities of a chapter of DeMolay Youth Leaders. Even more importantly, specific information on the Chapter, Region and State Sweetheart positions levels, requirements, and blueprint for the success of a Sweetheart.

What is DeMolay?

DeMolay is a youth-led, adult-advised organization in which members learn to plan, organize and facilitate their own programs and activities. DeMolays take part in a wide range of activities from athletic competitions, to public speaking tournaments, to community service events. But words are insufficient to describe DeMolay; it must be experienced. Give it a chance and we know you will discover what we already know; DeMolay is the greatest youth organization in the world.

New York DeMolay Sweetheart Program Overview

What is a DeMolay Sweetheart?

First, she is a young woman that has a common interest in assisting the young men of a local chapter, a region or the entire state with their programs, projects and community-based endeavors. When you ask the young men of DeMolay ‘What is a Sweetheart?’ you will hear “She’s a friend”, “Someone who helps us”, “A sister” or even “One of the guys”. She brings a fresh perspective, acts as a sounding board and extra hands, eyes and ears. The hope also is that she will rally her friends to attend events.

Who Supervises?

DeMolay is guided by caring adult mentors called advisors. Based on titles chosen by the youth participants these adults are called “Dad” and “Mom” respectively. Many times these adults are alumni of our programs, concerned parents or guardians and members of masonic organizations. Each state is overseen by a head adult called an “Executive Officer” and each state program is overseen by an adult who is called a director.

Currently New York DeMolay offers three levels of Sweetheart participation: Chapter, Region and State.

Chapter Sweetheart: The DeMolay Chapter is the local unit of the organization. As mentioned above, this is a youth-run organization and the young man in charge is called the “Master Councilor”. There is a Chapter Advisory Council that is made up of caring adults who mentor and guide the members and sweetheart. Permission is needed from the Advisory Council to have a Chapter Sweetheart. The Sweetheart is there to support the Chapter activities, such as special events, fundraising, and philanthropic projects. Roles can and do vary between Chapters. If the Sweetheart belongs to one of the several other Masonic youth organizations, she can also serve as a liaison bringing the organizations closer together. To support the Chapter Sweetheart, the local Advisory Council shall appoint at least one female advisor who will serve as Sweetheart Advisor and provide general supervision and guidance.

Region Sweetheart: New York DeMolay currently is divided into regions within the state. These regions group several local chapters together. Here too, in many instances is a young man that has been elected to lead the Region, and he holds the position of “Region Master Councilor” or it can also be led by a committee of DeMolay members. Just like a chapter, they have dedicated adults to act as advisors. Most regions elect a young woman to serve as a Region Sweetheart. This generally occurs at the annual DeMolay Convention.

Once a Chapter Sweetheart has successfully completed her term of office she is eligible to run for Region Sweetheart. Another way to become a Region Sweetheart, is by having a similar elected leadership experience in another youth organization, such as Rainbow or Triangle, as determined by the State Sweetheart Director. Just as chapters elect a young woman to serve as Chapter Sweetheart so do Regions. This young woman works directly with the Region Master Councilor, District Deputy and Area Sweetheart Assistant Director in planning and carrying out co-educational Regional events.

The Region Sweetheart works with the Chapter Sweethearts in her region to make sure they are meeting the expectations outlined for them in this Sweetheart Handbook & Guide. She also works with the Region Master Councilor. Each Region holds different types of events. Some host banquets, some host leadership conferences, others do picnics. These events are up to the imagination of the members. She may also work as a liaison between the Region and other Youth Organizations.

She should act as a mentor to the sweethearts in the region and stay in touch. As a partner in Region events, she should be discussing these events with the District Deputy and Sweetheart Advisor.

Region Sweethearts may also be asked to help plan state events and activities. Also may be asked to serve on state committees. Occasionally this may mean travel to attend state committee meetings or participate in conference calls or even a virtual meeting. Region Sweethearts will be involved in activities, events and programs involving Sweethearts.

State Sweetheart: Once a Region Sweetheart has successfully completed her term of office, she is eligible to run for State Sweetheart, provided she meets all requirements. Another way to qualify to run for the position of State Sweetheart, is by having served for a minimum of one year as a Grand Floor Officer of NY Rainbow or Junior Advisor for Triangle with approval of the State Sweetheart Director We should have a State Sweetheart every year. The State Sweetheart serves as the leader of the Sweethearts in the State and works with the State Master Councilor and the State Executive Committee, to plan and carry out programs and activities. The expectation is that, when appropriate, the State Sweetheart will share updates on activities and events, share ideas and concerns. These updates are related to the programs and projects she is overseeing. The State Sweetheart works with the State Master Councilor, the Executive Officer, and the State Sweetheart Director.

The State Sweetheart assists the State Master Councilor on the State Philanthropy Projects, plans the State Charity Banquet/Ball and helps with other State Events. In addition to helping plan state events, which may include the annual convention, leadership conferences and socials, she plans events and activities for sweethearts and other young women.

It is each Sweetheart’s responsibility to attend Chapter, Region and State functions, as appropriate. As mentioned above, a Sweetheart can travel with a parent or guardian to attend functions. However, if unavailable an alternative is for the Chapter or Area Sweetheart Director to step in and chaperone. Again, communicate with your Sweetheart Advisor or Area Director to coordinate logistics.

Each Sweetheart must follow a professional dress code, which we call “Dress Expectations”. We encourage all women involved in DeMolay to follow these expectations. We are there as advisors, parents or guardians to support; maybe even to represent the organization and want to put best foot forward.

Behavior: We expect the best of all of our youth leaders. If there is a behavior issue or problem, the advisor observing the issue should reach out to the advisor responsible for the Sweetheart first. The advisor will be able to address the issue and reach out to parents if there are any issues. If a Sweetheart observes an issue or a behavioral issue she should inform the advisor at the event and follow-up afterward with her Chapter Sweetheart Advisor or Area Sweetheart Director. At any time if a Parent has concern, they should feel free to reach out to the Chapter Sweetheart Advisor, or Area Sweetheart Director or the State Sweetheart Director. Each young woman is given a copy of the “Sweetheart Handbook and Guide”. If you have any questions, please do not hesitate to reach out to the State Sweetheart Director, or her designee.

Qualifications for Becoming a DeMolay Sweetheart

Chapter Level:

- A young woman must be between 12 and 20 years of age at the time of their Installation as Sweetheart. In situations where a young woman turns 21 and is currently serving as a sweetheart, she may finish out the term of office.
- The young woman will need to complete the Chapter Sweetheart application and follow all instructions with that application. The application may be found on the NY DeMolay website.
- The young woman will need the permission of her parents or guardians.
- The application must be approved by the Advisory Council of the local chapter.
- The young woman should have a desire to work with the chapter members for the betterment of DeMolay.

Region Level:

- A young woman must be under the age of 21 at the time of their Installation as Region Sweetheart. In situations where a young woman turns 21 and is currently serving as a region sweetheart, she may finish out the term of office.
- To be qualified, a young woman has successfully served as:
A Chapter Sweetheart for one full term of office; or
Must have completed a full term of elected office in her local Rainbow Assembly or Local Triangle.
- The young woman must have the approval of her parents or guardian.
- The young woman has successfully completed a Sweetheart Application in compliance with the deadlines established by New York DeMolay. The application may be found on the NY DeMolay website. Final decision on approval to run for Region Sweetheart will be made by the State Sweetheart Director.
- The young woman should have attended at least one Region Event and/or NY DeMolay State Convention prior to submitting an application to run for Region Sweetheart.

State Level:

- A young woman must be under the age of 21 at the time of their Installation as State Sweetheart. In situations where a young woman turns 21 and is currently serving as a State Sweetheart, she may finish out the term of office.
- To be qualified, a young woman has successfully served as:
A Region Sweetheart for one full term of office; or
Must have completed a full term as a Grand Floor Officer in Grand Assembly of New York Rainbow or served at least one year of their term as a Junior Advisor for Triangle.
- The young woman must have the approval of her parents or guardian.
- The young woman has successfully completed a Sweetheart Application in compliance with the deadlines established by New York DeMolay. The application may be found on the NY DeMolay

website. Final decision on approval to run for sweetheart will be made by the State Sweetheart Director.

- The young woman should have attended at least one Region Event and/or NY DeMolay State Convention prior to submitting an application to run for State Sweetheart.

Suggested Additional Resource Materials

DeMolay has a number of different resources to help educate people about DeMolay. One of these is the Leadership Correspondence Course (LCC). The LCC is a series of five exams that help to explain the history of DeMolay, provide educational resources, and other resources. We encourage all sweethearts to enroll in the course. NY DeMolay administers the LCC's directly, and they can be found on the NY DeMolay website. Completed exams must be sent to the State Director of Education.

Sweetheart Responsibilities

Chapter Level:

- Be involved in all Chapter sponsored activities and functions, as appropriate.
- Attend the Chapter Installation and other Chapter events which you have been invited to attend. Be dressed appropriately, be prepared to be introduced and ready to speak.
- Be involved in all Region and State programs and activities, including attending co-educational state and region events. Share with other Sweethearts relevant activities and events happening in your Chapter.
- Help the Chapter identify qualified and willing candidates to succeed you as Chapter Sweetheart.
- As a sweetheart you have the opportunity to install your successor. In doing this, you need to memorize the Sweetheart Oath and understand the procedure for installing a Sweetheart.
- Common courtesy is to respond to all invitations you receive in a timely manner, whether you can attend or not. RSVP's should always be made to the person designated to receive them. Telling anyone else that you will be attending is not an actual RSVP.
- Share DeMolay with young men she knows that may be interested in joining DeMolay.
- Share activities and events they know about with Rainbow and Triangle members.
- While DeMolay is important, family and school work are more so and these should be your top priorities.
- Most important of all, Have FUN!

Region Level:

- Be involved in co-educational, Region activities and functions, as appropriate.
- Attend co-educational Chapter sponsored activities and functions within the Region. If none available in your region, consult with your Area Sweetheart Director to see if you can attend in another Region.
- Attend public Chapter Installations within your Region. Be prepared to assist or perform the Installation of the Chapter Sweethearts.
- Mentor the Sweethearts in your Region.
- Help to identify qualified and willing candidates to succeed you as Region Sweetheart.
- Be involved in Region and State programs and activities, including attending co-educational state and region events.
- Share with other Sweethearts relevant activities and events happening in your Region.
- If there are events Rainbow or Triangle are hosting, share them with the Region.
- Collaborate and partner with the State Sweetheart and participate in State Sweetheart Calls and meetings.
- Develop an accurate roster of all current and immediate Past Chapter Sweethearts in your Region and provide an updated list for the state directory.

- Travel throughout the Region attending both fun and formal events. Get to know the DeMolays and Sweethearts of the Chapters within your Region.
- Common courtesy is to respond to all invitations you receive in a timely manner, whether you can attend or not. RSVP's should always be made to the person designated to receive them. Telling anyone else that you will be attending is not an actual RSVP.
- While DeMolay is important, family and school work are more so and these should be your top priorities.
- Most important of all, Have FUN!

State Level:

- Be involved in co-educational state activities and functions, as appropriate.
- Attend Region and Chapter sponsored activities as you can.
- Be a role model and mentor for other young women.
- Attend Chapter Installations when possible. Be prepared to assist or perform the Installation of the Chapter Sweethearts.
- Attend Public Investitures such as Legion of Honor, Cross of Honor or Chevalier.
- Attend State level events (i.e.: Winterfest, any Sweetheart training programs, State Convention).
- Communicate with the Region Sweethearts about all State activities and events.
- When planning or helping with state activities and events ensure that your portion of the work is done, or communicate any stumbling blocks.
- Develop an accurate roster of all Past State Sweethearts and provide an updated list for the state directory.
- Travel throughout the State; get to know the members and Sweethearts of the Regions and Chapters. Remember, it is just as important to attend the “fun” activities, as well as the Installations.
- Common courtesy is to respond to all invitations you receive in a timely manner, whether you can attend or not. RSVP's should always be made to the person designated to receive them. Telling anyone else that you will be attending is not an actual RSVP.
- While DeMolay is important, family and school work are more so and these should be your top priorities.
- Most important of all, Have FUN!

Tips for all Sweethearts

Be involved: By getting involved with activities, events and programs, you will gain a better understanding about the Order of DeMolay, meet new people and make some lasting friendships.

Start Conversations and act as a Hostess: Sometimes people are shy and are looking for someone to start a conversation. When you attend an event be a conversation starter. Ask where people are from, if they enjoyed themselves, and share information about yourself and the Sweetheart programs.

Attend Activities and Functions: The best part of DeMolay are the various functions and activities that we have. This is also a good way for members within the different Chapters and Regions to get to know you and you them. It is, however, important to remember that family and school must come first.

Take the Leadership Correspondence Course: The Leadership Correspondence Course (LCC) is an excellent way to learn more about DeMolay. It will give you great insight into the organization. You can get an application from your Advisors or the New York DeMolay website.

Attend State Convention: This is a wonderful opportunity to meet new people within the state, to get to know Sweethearts and DeMolays from different chapters, and have some fun! It's a great way to get advice, exchange ideas and to take part in some learning that will not only benefit you, but your chapter/Region as

well. Attendance at State Convention is mandatory if you are considering running for Region or State Sweetheart. If you were to be elected to one of the positions, you would be installed and crowned at convention.

Parents' Club: Some chapters have a Parents' Club. Offer to join in their efforts to better DeMolay, trust me, they will appreciate the help.

Raising funds: Frequently DeMolay will raise funds for activities, events, and charitable endeavors. Sweethearts are welcome to help and participate. It is important that fundraising be a shared responsibility and everyone is working together.

Act as an ambassador: If you belong to a young woman's Masonic organization you can act as an ambassador between DeMolay and that organization. The Masonic youth groups do best when they work together and partner!

Always be prepared to give a speech: At some events you may be asked to say a few words. You may always want to have some brief comments prepared. Be sure to say something worth listening to, there are tips on making a good speech in back of this guide.

Reply to all invitations: This is just good manners. When you receive an invitation, you should respond by the date requested, even if you are unable to attend. The hosts of the event need to know who to expect for introductions and seating, be it in the East or at a banquet. RSVP's should always be made to the person designated to receive them. Telling 'Dad ' Smith that you are planning on attending if 'Mom' Jones is receiving the RSVP is not an actual RSVP.

Remember to say "Thank You": Courtesy is one of the precepts of DeMolay. Please remember to send a thank you note to those who gave you a ride, or offered you a place to stay or offered you a shoulder to lean on. This small gesture will be remembered and appreciated.

Remember to SMILE and enjoy yourself!

Sweetheart Dress Expectations

In general, DeMolay uses the following standards for young men and male advisors:

DeMolay Casual: A pair of slacks with a polo shirt. Shorts and t-shirts are not considered casual. We will note when shorts can be worn.

DeMolay Business: A pair of slacks with a dress shirt, tie at a minimum, jacket or blazer, or a culturally equivalent outfit such as a barong or a kilt or military uniform.

DeMolay Formal: A tuxedo or dark suit, or a culturally equivalent outfit such as a barong or a kilt or military uniform.

DeMolay Athletic: A pair of shorts or pants with A-shirt, Tee Shirt or Tank top.

If it is "**DeMolay Business**" for the DeMolays, you are to wear a dress or skirt and blouse, dress or pants suit, with proper accessories (i.e.: pumps, pantyhose and suitable jewelry). The skirt **MUST** be no more than 2" ABOVE the knee; anything shorter will detract from what you are doing and attract attention to what you are wearing. Please bear in mind, no low-cut tops, cropped tops, or tank tops with the skirt. You may wear your sash and crown.

If it is "**DeMolay Casual**" for the DeMolays, you may wear dress pants or khakis with a blouse or a collared polo and appropriate shoes – no flip-flops, no sneakers. Again, no low-cut tops, cropped tops or tank tops with the dress pants/khakis. You may wear your sash with casual attire, but it is not required. NOTE: If the DeMolays are permitted to wear shorts, you may also wear shorts.

If the stated dress code is "**DeMolay Formal**", gown, crown, and sash are to be worn. This will apply to balls, certain installations, ceremonies, etc. The gown **MUST** cover all important body parts, nothing too tight, low-cut or flashy. Halter top or one-shoulder gowns are acceptable, as long as you wear the proper undergarments, including the proper bra for the dress you are wearing (no straps, ladies) and underwear! The gown should be tailored appropriately so that nothing is hanging out, and should fit properly. When in doubt, err on the side of caution, don't wear it.

If you are attending an **Installation or Public Investiture (Legion of Honor, Chevalier)**, cocktail dress or gown can be worn, with crown and sash and proper accessories.

PANTS: When is it okay? You may wear pants to a stated meeting that is a "DeMolay casual" meeting, as outlined above, at which time you may wear your sash, but not your crown. No jeans to any DeMolay Formal meeting or event. Jeans can be worn to "informal" gatherings – convention, Winterfest, bowling. But no ripped jeans – even if that is the "style". This goes for prospective Sweethearts as well.

Stated meetings: Check with the Chapter or Region Master Councilor as to what DeMolay style applies.

Business Casual: Dress pants/khakis, blouse/collared polo – Sash is ok, but no crown please.

Open meetings: Dress, crown and sash.

Installations:
Outgoing Sweetheart: Gown, crown and Sash
Ingoing Sweetheart: Gown, as you will be installed
State/Region Sweetheart: You should wear a gown or cocktail dress, your crown and sash, as you may be seated in the East or sub-east and asked to speak.

Ceremonies: Dress, crown and sash for all Sweethearts attending except State/Region Sweetheart, who should wear gown/cocktail dress as well as crown and sash.

Banquets/Balls: Gown or cocktail dress, crown and sash, unless a theme is specified on the invitation.

Chapter Dances: Dress, skirt/top combo (dressy), sash. If the dance is a "themed" event (i.e. cammo or, Hawaiian), go with the theme, but make sure it is not too tight or too short.

Masonic Invitations: Dress, crown and sash. If the event is "black tie", a gown or cocktail dress will then be appropriate.

Public/Non-Masonic Functions: Dress and sash

Parades:
Riding: Gown or cocktail dress, crown and sash. If you will be standing on a moving float consider wearing a comfortable shoe that will help you stay steady on your feet.
Walking: Dress, sash and comfortable walking shoes.

Convention: Convention presents a different challenge...it's in the summer, it's hot. And currently convention is held at Camp Turk. So, a few sensible guidelines. Remember above all else the image you want to convey.

No cropped tops, nothing strapless, and nothing low cut, but a tank top that is not too revealing is acceptable with shorts or skorts. As always, appropriate undergarments are expected. A “spaghetti strap” top or sundress is acceptable, as long as the length meets the dress expectations, but please wear appropriate undergarments. Shorts/Skorts should not be any more than 2” above the knee. Jean/denim shorts are okay, as long as the length is appropriate, and they have no rips, even if that is the style. Flip-flops are okay for casual time, but not for sporting activities, and as always, not with gowns/dresses. All other Dress Expectations remain in effect.

Grooming:

Please bear in mind that hair and makeup go hand in hand with whatever you are wearing. Keep makeup to a minimum, you don’t need to pile it on. Your hair should be clean and styled neatly. If you have tattoos, do your best to keep them covered up, whether by clothing or makeup. No excessive jewelry, in this case, simplicity is the best way to go. As to body piercings, especially if you have multiple piercings (i.e.; ears and cartilage), small studs, simple earrings please. Manicures and pedicures are a matter of personal preference, but if you have old peeling polish please remove it. No polish is more presentable than polish that is peeling. When you present yourself to others as a Sweetheart, you are presenting the whole package. No dress, no matter how pretty will disguise unruly hair, or “too much makeup”; remember where you are and who you represent.

Shoes/Pantyhose:

With so many different styles out there, just a couple of key points:

Pick shoes that will compliment not just one outfit, but several. It will be easier to mix and match.

Try not to wear overly high heels, what fun is it to wear pretty shoes if you can’t walk or dance in them? Open-toed shoes and dressy sandals are permitted, and if you choose that style you do not need to wear pantyhose.

Flip flops are a big “**NO**”. They are only to be worn for casual activities (i.e.; picnic, car wash, outdoor activity other than a parade), not to a meeting, not to a function.

If you are wearing a dress, skirt/top combo, cocktail dress, you **must** wear pantyhose, especially at meetings, unless you are wearing an open-toed shoe.

If you are wearing a full-length gown, and the weather permits, you don’t need to wear pantyhose. You may also wear a maxi dress with dressy sandals (no flip flops), without pantyhose.

We all know that pantyhose can be an annoyance. But consider this, you are wearing a nice “business outfit”, but no pantyhose to a function. This can make or break the outfit, and people **WILL** notice.

Swimwear:

On occasion there will be events where a pool is available. A chapter or region may plan an outing to a waterpark, or you may be invited to a youth swimming event or a youth appreciation event at a waterpark. One-piece swimwear with full coverage of your bottom and top is what is expected. You may wear a two-piece “tankini” style swimsuit. **No exposed bottoms (thongs)**. No string bikinis. No over exposed top. Nothing that is see-through when it is wet. This is for your benefit. You will be asked to put a t-shirt on over any inappropriate swimwear.

NY DeMolay does operate a clothes closet, dressing well need not be expensive. At any and all times religious attire is appropriate.

Final thoughts:

It has been said that first impressions are lasting ones, and oftentimes before an introduction is ever made, the first impression we make is based on how we are dressed and how we present ourselves to others. Sweethearts should present themselves in such a way that those we meet see us as the young professional women we are. Within the sections of this handbook and guide we have strived to present a less formal yet business-like, and lady-like attire. These tips will also serve you well in your future endeavors.

The expectations regarding sweetheart attire will be observed at every event. We suggest you run an outfit by a sweetheart advisor if uncertain if it is appropriate. The State Director and Area Sweetheart Advisors have been contacted in the past regarding outfits deemed improper and we wish to avoid these situations in the future. Changes here reflect not only the Advisors in charge of the Sweetheart programs' wishes, but more importantly, the suggestions of Sweethearts themselves. If you have a suggestion on how to improve the program, please reach out to the State Sweetheart Director or the Executive Officer.

Remember, the overall goal of these guidelines and expectations is to make sure we present ourselves in the best light. As representatives of a Masonic Youth Group we should be recognized for our deeds and actions, not by what was worn. When we hold ourselves to higher standards others will as well.

We are proud that many other states look to New York for guidance as to how to improve their own Sweetheart program. Let us continue to be the example that others choose to follow. It is important for us to make sure that we **ALWAYS** try to look our best, and that we are professional in how we present ourselves. After that, everything else will follow.

If you are a member of another Masonic Youth group please follow the guidelines for that organization when attending those events. Should you be representing DeMolay at any event, please follow these guidelines here. Remember also, as a member of more than one organization, there should be coordination between the young women's groups on representation i.e. Rainbow or Triangle Homecoming that you will have a role as a participant.

Your State, Area and Chapter advisors are here to listen to your suggestions and ideas. Your input is encouraged, but remember that we have been invited to participate in DeMolay, a young man's youth organization.

Youth Protection

New York DeMolay is committed to the protection and safety of our members. DeMolay has developed a comprehensive Youth Protection Program. We want to highlight a few key areas:

No one on ones: As a matter of policy, no adult should ever be alone with a member of DeMolay. Exception would be the adult is the parent/legal guardian of that individual.

Two Deep Advising: As a matter of policy we require two deep advising. If there are two DeMolays, there are two advisors. If the DeMolay gets hurt a person can stay with the DeMolays and the other gets help.

Rooming Policies: DeMolay rooms similarly aged youth with other youth. The target is rooming youth in these age brackets: 12-14, 15-17, 18-20. Young women should **NEVER** be in young men's rooms and vice versa. In many instances the young men and young women are housed in separate areas.

Events in Private Homes: By policy "Activities involving DeMolay members and adult volunteers in private homes should not be conducted without the written approval of the chapter's Advisory Council

and notice provided to members' parents, and then only while adhering to the "two deep" leadership policy. The Executive Officer must be informed by the Advisory Council of approval of such an event by e-mail". This is in keeping with best practices of youth serving organizations.

Parents Are Welcome and Encouraged: Parents and Guardians of Active DeMolays are welcomed and encouraged to attend any event their youth is attending or participating in. This ensures that all parents and guardians are fully aware of the activities and nature of the organization in which their child is involved. A reinstated position of Parent/Family Liaison at the state staff level to ensure that we are fully welcoming of parents and families.

Medication and Health Forms: New York State has specific requirements for the handling of medication and required health forms. The percentage of youth taking some form of prescription has risen dramatically. New York State requires these medications be under lock and key when not being administered. This prevents medication from being misused, stolen or shared. It also ensures that the youth is taking medication at the right time and correct dosage. Currently the State Advisory Council is reviewing a revised health information form modeled after another youth organization's all-encompassing forms that fully complies with the New York State laws.

Documented Policies: New York DeMolay has a standard set of written documentation and processes. You can view this document on the New York DeMolay website. This covers everything from rooming policies, advisory council structures, to how we do our honor nominations. Having these written policies ensures that everyone is on the same page and understands these processes.

Zero Tolerance: New York DeMolay enforces a Zero Tolerance Policy with regard to the use of alcohol, illegal drugs, weapons, illegal tobacco use including vaping, hazing, bullying, or any physical, verbal, sexual, or emotional abuse of any kind at any DeMolay function. This policy applies to Active DeMolays, Members of Squires, Sweethearts, adult volunteers and guests of New York DeMolay, or its subordinate units. Violations of risk management, youth protection, or prohibited substance policies will result in disciplinary measures up to and including suspension or expulsion consistent with the Rules and Regulations of DeMolay International.

Visit New York DeMolay's website for more detailed information.

MAKING A BETTER SPEECH

Public speaking is a SKILL. And like any skill needs to be honed and developed. A speech is simply an enlarged conversation where the speaker converses with an audience in the same friendly, organized manner one would use in addressing a single person.

So what do you do when you have to make a speech? Most speeches that we are called upon to make, involve a statement of belief, a topic, or a subject that means a great deal to you.

The first step in preparing for your speech is to select your theme. Your theme should be something that is important to you, as the most successful speeches are made when you speak about things that mean something to you personally.

Always start your speech with a S M I L E:

S-start. State your theme, belief or topic.

M-I-L-make it live! Explain why your topic is important to you, what it means to you and your life. Expand upon your topic by using an appropriate story to illustrate your point or tell of some experience in your life. Make your audience realize that you are saying is what you believe.

E-the end. You end the speech by bringing together your topic, illustrations, and examples into a final statement of belief.

There are some helpful tips that will be valuable as you prepare your speeches:

1. Talk about a subject you have earned the right to talk about through long study or experience. Your speech should be something you **KNOW** and care about! Don't just spend 5 minutes, 5 hours, or 5 days preparing what you want to say! Let 5 months, or 5 years of your experiences help you.

Remember, your topic should be something you feel very strongly about. Be sure that your concept is one that you are comfortable with. Don't pick a theme just because it is what you think it is what others expect to hear. Make your talk your own!

2. Be **EXCITED** about your subject! Everyone can give a superb speech if speaking on a topic about which they are really excited and obviously enthusiastic about.
3. Speak from the heart, not from a book. Many public speakers want to get their topics out of a book or a magazine, or a website, just repeating carefully rehearsed and memorized words, instead of speaking from their own knowledge and convictions. Speaking from the heart includes being willing to let your audience see, feel and hear your emotions (i.e. excitement, determination, happiness and pride). You must really want to communicate your convictions and feelings to your listeners.
4. Talk about your experiences. Tell about little incidents you have witnessed or participated in which make you more aware of the value of your topic. **USE EXAMPLES!** "A picture is worth a thousand words" applies here. If you are talking about DeMolay being fun, talk about the last fun event your chapter did. If you are commenting on how DeMolay has helped you make friends, say just that. A verbal picture expressed in your speech will remain in your audience's mind forever. **A word of caution:** Don't get so involved in your story that you lose your train of thought. Make your points clearly and don't go off on tangents. Your audience should be able to follow your thoughts without wondering what you are really talking about.
5. Think about what you want to say. Come prepared to speak-don't count on thinking of something to say as you are standing up to speak. Have an idea of what your topic will be ahead of time. While it is okay to prepare an outline of what you want to discuss, try not to write out your entire speech and memorize it. Play to your personal strengths, whatever helps you best. Many times you will find that a thought on paper needs work before you can express the idea verbally. Practice out loud if possible, record yourself. Talk to the mirror, in the shower, or to your parents, guardians or friends. Maybe even the family pet can help. Having notes or cards to prompt you with all that you wish to say about the topic is fine. Practice with those as well. Remember you can always ask your chapter advisors to listen to you as well.
6. Finally, and most importantly, **BE YOURSELF!** There is no magic mold to use in order to become a good public speaker. We all speak daily, and we all have our own unique ways of expressing ourselves. Each individual uses certain words with certain facial expressions to show that we are ourselves. Don't try to be someone you're not. The most that anyone can ask of a person is to be the best you that you can possibly be!

And lastly, remember **KISS-Keep It Simple Silly!** Give yourself the proper time in preparing your speech. Nothing is worse than getting overly involved in details and thoughts that really do not add to your message. Speak to your audience; look around the room as you speak. Establish a nonverbal communication that is positive by making good eye contact, exhibiting good posture, and having made this or another speech before. Take a deep breath, relax, and you'll be done before you had a chance to get nervous!

The Sweetheart Oath

Chapter, Region or State Sweetheart installation, for this happy event, the outgoing Chapter, Region or State Sweetheart should install her successor. At times that may not be possible, or something different preferred, then any past Sweetheart can step in. If no young lady is available, a majority sweetheart or a sweetheart advisor may perform the part with the written approval of the Sweetheart Director or her designee.

The Sweetheart will be asked to stand West of the Altar and the installing person will appear to her left and say the following:

(Sweetheart's full name), the members of (Chapter/Region/State), Order of DeMolay, have honored you with the title of Sweetheart. The success of your term depends upon your manner and conduct in every situation, remembering that first impressions are lasting. Before you receive the title of Sweetheart, there is an obligation in which you must give careful consideration to. If you are willing to assume this obligation, place your right hand over your heart and remain silent.

“You are at all times under the direction and wisdom of the members and advisors of this (Chapter/Region/State) and the entire order. It is your duty to attend all DeMolay functions and activities. A Sweetheart must be impartial in her efforts, striving for a deeper understanding and harmony among the members of the (Chapter/Region/State). As Sweetheart, you should be involved in and aware of all Sweetheart programs and activities. You cannot be successful if you do not put your all into these programs, and DeMolay itself.

Will you, to the best of your ability, comply with this obligation?”

(Sweetheart will answer “yes”)

You may lower your hand; I accept this obligation and wish for you the very best during your term as (Chapter/Region/State) Sweetheart. Congratulations.

[In some instances Chapter Master Councilor will come West of the altar and present the newly installed Sweetheart with her sash and place her crown on her head. For the State Sweetheart, her crown and sash are presented by the State Sweetheart Advisor. If a Region Sweetheart is installed at the annual convention, her crown and sash will also be presented by the State Sweetheart Advisor.]

RECEIPT OF SWEETHEART LEADERSHIP GUIDE AND HANDBOOK

I, _____, acknowledge receipt of this Sweetheart Leadership Guide and Handbook. I understand that it is my responsibility to read and become familiar with all topics covered in this booklet. I will discuss with the Advisors of the Sweetheart Program any questions that I or my parents/guardians may have in the conduct of my duties as a New York DeMolay Sweetheart.

Signature

Please Print Name

