



## **New York DeMolay Sweetheart Advisor Guidelines**

The following are guidelines for New York DeMolay Sweetheart Advisors. At all times a Sweetheart Advisor needs to adhere to all of the policies, procedures and rules of New York DeMolay and DeMolay International.

Sweetheart Advisors are unique, part of two teams, one is the local Chapter Advisory Council and the other is the New York State Sweetheart Advisor team. As part of the New York Sweetheart team you fall under the jurisdiction of the New York Sweetheart Director and more locally the Assistant Sweetheart Area Directors. A separate training component has been developed to address the special needs and circumstances that may arise in mentoring young ladies at the Chapter, Region or State level. Also a separate Chapter Sweetheart application form has been developed that can be found on the New York DeMolay website in addition to the form used for Region and State Sweetheart candidates.

Currently New York DeMolay has developed a Standard Operating Procedure manual. A section has been created specifically for Sweethearts and our program. In addition, this manual is calling for the local Chapters to recruit and train women and young ladies over the age of 21 to become advisors. It is recommended that each Chapter have a Sweetheart advisor even if a young lady has not been elected to the role of Sweetheart. The State Sweetheart team is available for any assistance necessary.

A Chapter Sweetheart Advisor will communicate with the Area Assistant Director along with the Chair of the local Chapter's advisory council. It is the advisor's duty to make certain that the young lady (or ladies) is aware of all local Chapter, Region and State events. Participation at events is encouraged, but DeMolay recognize that family, school and other commitments, come first. The Sweetheart Advisor should coordinate with Chapter Sweetheart's parents or guardian about travel arrangements, chaperoning and other accommodations.

Some key concepts are, in addition to completing the Sweetheart Advisor Training:

1. The Chapter Sweetheart Advisor can be any woman who has an interest in the positive development of youth, while some may be a majority sweetheart, it is not required.
2. Also important is to ensure the timely completion (a minimum of three weeks prior to the installation of the new officers) of a Sweetheart application and sent to the State Sweetheart Director, or her designee. The Sweetheart Advisor should inform the Chapter Advisory Council of this requirement so that the application can be presented to the Chapter at a meeting for voting, and ensure that parental or legal guardian consent has been secured. This is to ensure we are all on the same page and that our youth protection policy is being followed.
3. Chapter Sweetheart installation, for this happy event, the outgoing Chapter 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.