



DeMolay Ontario  
Provincial Sweethearts Manual

Revised April 2010



# DeMolay Ontario - Provincial Sweethearts Manual

## **Authority:**

These policies are under the authority of the Executive Officer of the jurisdiction of Ontario. These policies may be added to and are subject to further revision, pending the approval of the Executive Officer.

The policies laid out in this manual are the **minimum standards** by which the Provincial Sweetheart and Chapter Sweethearts as well as all visiting Jobs Daughters and Rainbow for Girls members, shall be expected to conduct themselves at DeMolay functions.

This manual is written primarily for the Jurisdictional or Provincial Sweetheart. Individual chapters may choose to use this manual as the basis for or in lieu of developing their own instructions. In this instance the Ontario Provincial Chapter Mom and Executive Officer titles should be substituted with Chapter Mom and Chairman of the Advisory Council as required.

This Sweethearts Manual was created to help Sweethearts, DeMolays, Advisory Councils, and others who may be in need of such information, understand the selection process, function, rules and regulations, and expected conduct of those participating in the Sweetheart Program. Please take time to read this handbook and learn what is expected of a Sweetheart.

If you have any questions or comments regarding these policies please direct them to the current Ontario Provincial Chapter Mom.

## **What Is A Sweetheart?**

The emphasis of the program has changed through the years, but one thing has remained constant: The Sweetheart is the hostess of her province or chapter. She is a very visible representative of DeMolay. She may be the first contact a visiting prospect, parent or dignitary makes when attending a function. She is expected to exemplify the highest ideals of womanhood and set an example for other to imitate and conduct herself beyond criticism.

A Sweetheart will help younger members or those with special needs to enter into a social environment. Many shy young men dance their first dance with their Chapter Sweetheart. She encourages the young men of her Chapter to meet other Jobs Daughters and Rainbow Girls, and helps them to feel comfortable in talking with them.

The Chapter Sweetheart is a helper. She is always ready to serve the Chapter any way possible whether asked or volunteered. Among other things a Sweetheart may participate in fundraising activities, benevolent projects, membership events, and leadership training. She encourages quality ritual work and competition. She actively promotes the DeMolay functions to the Jobs Daughters and Rainbow Girls.

When interacting with her friends and their families she may be asked to tell about the purposes and history of DeMolay. She is often responsible for bringing prospective members to membership events or socials. She may be an important liaison between the Chapter and other Masonic youth organizations. She is a Communicator. The Chapter Sweetheart is not a member of the Chapter. She is a chosen friend and sister of the Chapter.

Remember at all times that the Sweetheart program is NOT a dating service. Respect your office, yourself and DeMolay values and your term will be full of accomplishments and lasting memories. Always remember that you are a representative of the DeMolay organization.

## 1. Eligibility

Candidates must:

- Be a young lady between the ages of 16-20 at the time of her installation.
- Be unmarried and childless and must not become pregnant during her term. She must forfeit her position should she fail to meet any of these standards at any time during her term.
- Be a member of International Order of Jobs Daughters, International Order of Rainbow for Girls, a relative of a DeMolay, a friend of a DeMolay displaying an interest and loyalty to DeMolay.
- The Sweetheart Candidate and her parents/legal guardian must read the Sweetheart manual to be informed of what will be expected of her. They must provide written permission for the candidate stating that they have read the manual and give their permission to seek nomination.
- Submit a letter of intent to the Executive Officer, naming her proposed **MASONIC** related charity and a proposed fund raising plan. However the Ontario Provincial Council and or the Executive Officer may from time to time pre-select the charity in which case the Sweetheart shall be required to submit only the fund raising proposal. It is expected that the Sweetheart will give her full support to the provincially chosen charity.
- Complete the Leadership Correspondence Course (LCC) program prior to her installation or within one (1) month of her installation.
- It is recommended that the Sweetheart candidates are not in the officer line of their respective orders. Line Officers finishing their term nearing the election will be given consideration.
- Adhere to the policies of this set out in this manual.
- The quality of a candidate should be the responsibility of her sponsoring chapter.

## 2. Sweetheart Responsibilities

- a) Always be available to **Assist** – let the members know that you are interested and want to be a friend to all. Be sure to ask the Mother's Club, Parents, and Advisory Council if you can be helpful in anyway.
- b) **Attend** ALL chapter functions and, when invited, and it is appropriate, meetings - This is the best way to find out what is going on in the Chapter. This also shows your interest and that you are proud to be their Sweetheart. The Sweetheart does not have the privilege of seeing or taking part in the secret ritual of the Order (see International Supreme Council Statutes). She may attend the portion of the meeting when the Chapter is in recess. She must never be in the DeMolay Chapter meeting when the Chapter is conducting formal business or either degree. However, if you are in the building you will have the opportunity to meet with the boys after their meetings.
- c) Go out of your way and use your **Initiative** in helping on money-making projects, community service and other activities. Think of surprises for the period after meetings or during refreshments.
- d) Get to **know** ALL of your members - The Sweetheart should always show interest in all Chapter activities and above all let the Chapter know that you are proud of them. Promote DeMolay in public and promote relations between your Chapter and other Chapters. At all times remember you were chosen by a great group of young men, so do your best to never let them down.
- e) The Chapter Sweetheart should go out of her way to pay **attention** to each and every DeMolay, to be friendly to all, especially young members. No matter what the Sweetheart's role may be, she must remember that her warm smile and friendly face are important to the promotion of her Chapter.
- f) You are the **Hostess** of the Chapter

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- g) **Urge** members of Job's Daughters, Rainbow and friends to attend Installations, social activities and athletic events. Keep the lines of communication open between the Orders.
- h) A Sweetheart must always have a **chaperone**. (see Duties or Chaperones) If you have a problem with this you may talk to the Chapter Mom /Ontario Provincial Chapter Mom or Executive Officer.
- i) Be a **friend** to the Sweetheart who succeeds you. Be sure that all Sweetheart inventory (crown, sash, pin, manual) are passed down. And offer her assistance and guidance in any way that you can.
- j) Out-going Provincial Sweetheart provides supplies for Charity event at the Sunday Breakfast of OPC.
- k) Outgoing Provincial Sweetheart prepares proctors and corrects the exam for candidates. This is done with the assistance of the Ontario Provincial Chapter Mom

If you have any questions about your responsibilities you should ask the, Ontario Provincial Chapter Mom or the Executive Officer.

## 3. Chapter Sweetheart Elections

Due to the high honor of this title, it is recommended that candidates be thoroughly evaluated before election. The successful candidate will be a young woman whose values and judgment will reflect positively on the Chapter and the International Order of DeMolay. In general, a Chapter will benefit greatly from a Sweetheart who is friendly to all, gracious in manner, and knowledgeable in matters of common courtesy. She will strive to be equally attentive to all the members of the Chapter. She will demonstrate a desire to grow in knowledge about the Order of DeMolay and willingness to join with the Chapter to increase membership, do fundraising and community service projects and train for leadership. She will show respect for the traditions, behaviors, appearance and attitude associated with the Sweetheart program in the Chapter and the Province. She will be a young woman that a Chapter/ Province will be proud to introduce as its "First Lady".

Chapters will hold an election for Chapter Sweetheart. Chapter Sweetheart election shall be held on an annual basis. A Chapter Sweetheart is nominated and elected by secret ballot by members of the chapter. The young lady obtaining the most votes will be elected Chapter Sweetheart. One Chapter Sweetheart is allowed per Chapter. However, when in the opinion of the advisory council, and the membership numbers justify such an office an Assistant or Deputy Sweetheart one may selected. The Assistant Sweetheart would automatically become that chapter's second candidate for Provincial Sweetheart should she agree to run.

The Master Councilor will provide the Ontario Chapter Mom with the name, address, phone number, and email address of the newly elected Chapter Sweetheart within 3 days of the announcement. After election and/or installation, should the elected Chapter Sweetheart relinquish her position or be removed from her duties for any reason, the Chapter will elect a new Sweetheart and she will be installed at a regular meeting of the Chapter. The Master councilor will again forward the required information to the Ontario Provincial Chapter Mom.

## 4. Ontario Provincial Sweetheart

Being selected Sweetheart is one of the highest honors Ontario DeMolay can bestow upon a dedicated young woman. The selection process is a unique combination of knowledge/flexibility based assessment and election. All candidates for Provincial Sweetheart must be registered and remain at OPC for its entirety.

1. **Run** - Being elected Local Chapter Sweetheart automatically enters you into the Ontario Sweetheart competition held annually at the Ontario Provincial DeMolay Convention. (You must still follow eligibility procedures and requirements to ensure your candidacy.) However, each Chapter may also nominate one other girl to compete. If your Chapter nominates you to run, and you are not a Sweetheart, this does **not** hinder your chances for success.
2. **Study!** You will be required to complete a Written Sweetheart Test at Convention. The test will be given to all Sweetheart candidates. The material on the test will be taken from the Sweetheart Manual, the DeMolay Leadership Resource Guide, "Hi Dad" and the Leadership Correspondence Course.
3. **Public Interview** – Each candidate will take part in a 3 question interview completed in front of the entire registered body, with pre-selected judges. Questions are based on knowledge of DeMolay, personal ideas, interests/activities, future goals, etc. You will need professional dress attire for this portion of the competition.
4. **Secret Judges** – A small portion of your final mark is determined by a panel of secret judges over the duration of the Convention. They are watching to ensure you interact appropriately and act accordingly.
5. **Vote**- The largest part of the decision is made by each initiated member of Ontario DeMolay present at the election as they vote on the candidate of their choice. Each registered DeMolay member is entitled to one vote.
6. The final mark break-down is as follows:
  - 40% - DeMolay Votes
  - 30% - Written Test
  - 15% - Public Interview
  - 15% - Secret Judges
7. The candidate with the **highest over-all mark** shall be crowned the Ontario Sweetheart at an open ceremony prior to the end of Convention. If after final mark calculations there is a tie, the candidate with the most votes shall be selected as Sweetheart for the ensuing year.

The **outgoing Provincial Sweetheart** shall **memorize** the Sweetheart Installation Ceremony prior to installing new Sweetheart. This ceremony is not very long and it should **not** be read during the installation. The ceremony is found at the back of this manual.

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## 5. Sweetheart Dress Code

### *There is NO excuse for the Sweetheart not knowing and following the dress code!*

Because DeMolay honors traditional values and appearance for these reasons, a Sweetheart should avoid radical dress, hairstyles and attitudes. Remember, you set the standard for all young ladies in attendance at a function. If you have questions ask ahead of time. Please keep in mind that you are more than welcome and encouraged to invite friends to DeMolay functions. However, remember they must also abide by the Sweetheart rules, regulations and dress code. You and/or your guest will be asked to change if you are improperly attired. If you/they do not have an appropriate change of clothes you and your guest will be asked to leave.

Also, if you or your guest's behavior or appearance is offensive you will be asked to leave. Remember if at any time or for any function, you have doubts about what to wear, or you question if something is appropriate to wear then **don't wear it**.

1. The sweetheart and any young lady under the age of 21 must be in a formal at all installations in any jurisdiction. Dresses with straps are preferred. Strapless dresses must be worn with a wrap. Dresses may have a limited open back, this being no lower than the natural bra line. Dresses must not have a train.
2. The crown and sash may be worn **only** with a dress. Never wear your crown in a car (for safety reasons) or with a casual outfit.
3. When attending a formal function, the Sweetheart should remain in formal attire until the Master Councilor has changed (Tiara and sash may be removed once the Master Councilor removes his collar). If ever in doubt follow the lead of the Provincial Sweetheart. If she is not in attendance follow the lead of the highest Provincial Officer in attendance or consult the Ontario Provincial Chapter Mom.
4. Always wear a dress/skirt (one-inch above the knee or longer) with appropriate footwear (no sneakers, slippers, flip flops, etc.) to all regular Chapter meetings. Dress pant may be worn in inclement weather or when circumstances prevent attendees from wearing a skirt.
5. When attending other functions dress according to stated dress code or following the example of the host/hostess.
6. Dress pants are allowed, but only at informal occasions.
7. Jeans, khakis, corduroys, in good condition may be worn at a **casual** occasion. No pajama bottoms, flannel pants, hospital pants or sweat pants.
8. When attending sporting events, clothing appropriate for participation is essential. If attending but not participating then appropriate casual attire in good condition is acceptable. No bare midriffs. Shorts must be at least fingertip length and in good repair.
9. **AT NO TIME** should undergarments be visible.
10. Shirts must have straps and are to be no shorter than the top of hip bone.
11. Dresses are to be one inch above the knee at very most. Slits in your dress or skirt are to be no higher than 3 inches above the knee when standing. (The fingertip test is a good guide)
12. No excessive cleavage! This will be based on the judgment of the Ontario Provincial Chapter Mom. (If you're debating whether or not an outfit is appropriate, it's probably not!)
13. A **modest** two-piece swimsuit may be worn. No thong bathing suits. At no time will a swim top be worn as a blouse or shirt, or under an open shirt or blouse. When en route to and from the pool, an appropriate cover-up shall be worn.
14. No hats are ever to be worn in the lodge.
15. General appearance should always be clean, tidy and discriminating, garish make-up and hair styles are not appropriate at DeMolay functions.

## 6. Duties of a Chaperone

As Sweetheart you are required to have a chaperone with you at all DeMolay events. The chaperone is required to follow the same standards set for the Sweethearts. Your chaperone is responsible for all Sweethearts/young ladies that they agree to chaperone. This includes but is not limited to their attire and behavior.

A Chaperone may be any of the following:

- Her mother or father
- Adult female relative, **21** years of age or older
- Ontario Provincial Chapter Mom ( when arranged and agreed in advance)
- Your own Chapter Mom (when arranged and agreed in advance)
- Mother of a DeMolay in your chapter
- A Past Sweetheart or Past Provincial Sweetheart **21** years of age or older
- Female advisor age **21** years or older approved by Advisory Council, Ontario Provincial Chapter Mom or Executive Officer prior to travel.
- A person with written permission from the Sweetheart's parent/guardian, and approval from the Executive Officer or Provincial Chapter Mom.

If you have questions about chaperones, please contact the Ontario Provincial Chapter Mom.

### The Chaperone shall:

- ✓ Conform to the rules and regulations set forth in this sweetheart manual as all of the Sweethearts/girls are required to
- ✓ Know the responsibilities of a Sweetheart
- ✓ Make sure all Sweethearts/young ladies obey the dress code
- ✓ Make sure all Sweethearts/young ladies obey curfews (when established)
- ✓ Never allow a Sweetheart/young lady to leave during a DeMolay function without you or another chaperone in attendance
- ✓ Make sure all Sweethearts conduct themselves in a manner becoming of a Sweetheart.
- ✓ Dress appropriately for the function they are attending.
- ✓ At an overnight function at no time is a young man allowed into a Sweetheart's/young ladies room, nor is a Sweetheart/young lady allowed in a young man's room
- ✓ At a day or evening function a chaperone may chaperone no more than 5 Sweethearts/young ladies
- ✓ A chaperone sticks to a Sweetheart/young lady like glue. Know where your "charges" are at all times. You will be held accountable for these young ladies.
- ✓ If a Sweetheart/young lady is asked to leave a function you will be required to do so also. If there are more than the two of you in your group, all must leave unless other arrangements are made for chaperones. If money was paid there will be no refunds given.
- ✓ Must obtain emergency medical information from the parents or guardian before travel.
- ✓ Shall obey all rules and policies for DeMolay advisors (i.e. no drugs or alcohol at the function or while responsible for the sweetheart)
- ✓ If you have any recommendations, make them in writing to the Ontario Provincial Chapter Mom.

**Above all else.....DON'T LEAVE HOME WITHOUT A CHAPERONE**



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## 7. Code of Conduct:

Sweethearts and all visiting young ladies are obliged to conduct themselves in an appropriate manner. Behavior or conduct that negatively reflects on the Order of DeMolay and the office of Sweetheart may be grounds for removal from the function,

In addition, in extreme circumstances; she may no longer be permitted to attend any DeMolay functions. If the young lady in question is the Sweetheart, she may face removal from the position.

Specific prohibited behaviors include but are not limited to, the use of illegal drugs or alcohol, possession of a weapon, profane, offensive or abusive language, and disrespectful conduct in the chapter room or during ceremonies.

## 8. How to be a Great Sweetheart

There are many ways the Sweetheart can show positive feelings for her Chapter and many ways to bring her closer to every DeMolay she serves. By **no** means should the Sweetheart's sole duty be to attend installations or provide refreshments.

**Smile** – a smile shows you are warm and friendly. Smiles are free and should be given often. Be sincere, talk and ask questions. If you are ever in doubt there is always someone you can ask who can give help or advice.

### Do's:

- a. Always abide by the virtues of DeMolay: Filial Love, Reverence for Sacred Things, Courtesy, Comradeship, Fidelity, Cleanness, and Patriotism.
- b. Help the telephone committee
- c. You are encouraged to dance with any DeMolay who asks you.
- d. Be on time! Being late makes a bad impression.
- e. Be polite and helpful to visiting Sweethearts and guests
- f. Remember birthdays and special holidays
- g. Maintain a cooperative relationship with advisors
- h. Send "Get Well," sympathy cards on behalf of the Chapter – at the request of the M.C. This should be arranged at the beginning of the term
- i. Remind members of upcoming dates
- j. Volunteer your help on Chapter projects
- k. Help recruit new members
- l. Call your Master Councilor before Chapter meetings and offer help in any area
- m. Attend parents club functions and if possible their meetings
- n. Send "thank you" notes to Advisors and to your Chapter when they have performed a nice gesture for you.
- o. Always answer correspondence, particularly RSVP's. Always respond to correspondence by the date asked. Remember they depend on you.
- p. Talk with your Master Councilor about Sweetheart elections. Offer him any help he may need in seeing that elections go smoothly.
- q. Remember that it is the duty of the Master Councilor to see that you are properly escorted, either by himself or another member of the Chapter
- r. Communication!! Communication!! Communication!! It can not be expressed enough how important communication is. Not only to your Chapter but also other Sweethearts, Advisors, Parents clubs, Ontario Provincial Chapter Mom, Provincial Sweetheart and the Ontario DeMolay Association.

### Do Nots

- ❖ Never chew gum at a DeMolay function.
- ❖ Use of profanity will not be tolerated.
- ❖ Do not drink alcoholic beverages or partake in any illegal or controlled substances.
- ❖ Do not travel alone.
- ❖ Do not sit on a boy's lap at any time.
- ❖ Do not let your position go to your head.
- ❖ Do not try to run your Chapter. You are not a DeMolay member. Instead offer suggestions that might be beneficial.
- ❖ You are encouraged to accept the invitation if you Master Councillor wants to be you escort to a DeMolay function.
- ❖ Do not accept improper behavior from any DeMolay or Advisor. And don't expect them to take inappropriate behavior from you. (Inform the Chapter Mom and/or an Advisor immediately if you have been the recipient of inappropriate behavior.)
- ❖ Never let a DeMolay wear your crown. And you may **never** wear their jewel.
- ❖ **A good rule of thumb: we should not know who you are dating.** (If we don't know, then you are probably doing a good job of keeping your personal life separate from your DeMolay position.)
- ❖ Do not use the Order of DeMolay to pursue personal, romantic relationships.
- ❖ No smoking at any DeMolay event/function/meeting.
- ❖ Do not assume that you may show up at an event and find someone to be your chaperone. You must plan ahead and have a chaperone at all times!!!

**We wish every candidate good luck. We hope you will enjoy your term, building many new friendships and happy memories for a lifetime.**

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## Sweetheart Installation Ceremony

*(Bracketed phrasing indicates directions only)*  
**Actual speaking parts are emboldened**

*(Sweetheart-Elect sits with spectators at the start of the meeting near the J.C.)*

**M.C. Brother Junior Councilor you will escort the Sweetheart –Elect to the West of the Altar**

*J.C. (escorts Sweetheart-elect to the west of the altar, facing East steps back and says :)*

**Brother Master Councilor, it is with great pleasure that I present to you and through you to the officers, members and friends of the Ontario Provincial Chapter, Miss \_\_\_\_\_ who has been elected to serve as Chapter Sweetheart for the ensuing term.**

*M.C. (escorts present Sweetheart to the East of the Altar. J.C. returns to his position in an appropriate manner and remains standing throughout the remainder of the ceremony.)* **Before installing you as Chapter Sweetheart of the Ontario Provincial Chapter, it is first my duty to ascertain your willingness to perform the duties of the position to which you have been elected.**

**Are you willing to assume the duties of Chapter Sweetheart and discharge them to the best of your abilities?** *(Appropriate reply, "I Am" should be spontaneous not prompted)*

**Do you promise to lend your support to all public, private, and ceremonial functions as prescribed by this Chapter, as I promise to notify you of such in a timely manner?** *(Reply, "I do.")*

**Your answers being in the affirmative, and by the authority vested in me as Master Councilor of the Ontario Provincial Chapter, Order of DeMolay, I hereby proclaim you our Chapter Sweetheart.**

*(M.C. maintains his position & instructs the Sweetheart-elect to assume a kneeling position at the Altar and place both hands flat on the Holy Bible)*

**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 others.**

**Please repeat after me "I",** *(Sweetheart-elect responds)*

**State your name,** *(Sweetheart-elect says name)* **...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 I will never wear the pin of a Sweetheart; anywhere I would be unwilling to take my parents.** *(Sweetheart-elect removes hands from Bible and rises from Altar.)*

*M.C. (steps forward and places crown on Sweetheart's head as the Outgoing Sweetheart says :)*

**O.S. "The crown being placed on your head symbolizes the Chapter's choice of young womanhood."**

*(Master Councilor places the sash over Sweetheart's shoulder as the Outgoing Sweetheart says :)*

**"The sash you are being adorned with, symbolizes the many meaningful friendships you will make during your term. You will find your own life enriched, as well as the lives of those around you, as you pledge your support and friendship to the young men of DeMolay.**

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

*O.S. (Looking at the Sweetheart-elect while holding a Red rose which is to be presented to the Sweetheart-elect)*

**"A Sweetheart's beauty is a 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.**

*(Installing Sweetheart hands Sweetheart-elect the rose)*

**But He created the most precious beauty of all, in the radiance and warmth of the Sweetheart's smile. (State girl's name), because of your beauty and charm and knowledge, you are being honored by the young men of Ontario, Order of DeMolay, by being installed as Sweetheart for the ensuing year.**

*(Outgoing Sweetheart offers congratulations to the newly installed Sweetheart.)*

*S.C. (approaches west of the altar with two floral arrangements and addresses the Sweethearts :)* **On behalf of the Officers and members of the Ontario Provincial Chapter, Order of DeMolay, I take pleasure in presenting each of you with this floral tribute, emblematic of the esteem in which we hold our sweethearts. I assure you that we will ever act toward you with the chivalry that was characteristic of the Knights of DeMolay.**

*(The Master Councilor escorts the newly installed Sweetheart to a seat in the East S.C. follows escorting Outgoing Sweetheart to her seat in the East then moves on to his position and remains standing. Before sitting is the appropriate time for the M.C. to thank the past Sweetheart for a job well done [only if such was the case].) J.C. and S.C remain standing and sit when the M.C. sits.)*