

# Indiana DeMolay State Sweetheart Manual



## Introduction

The Sweetheart Manual is presented to assist all participants interested in becoming the State Sweetheart, the members of DeMolay, the Advisory Councils, and the parents of Sweetheart participants in gaining a better understanding of the State Sweetheart program for Indiana DeMolay. This is a guide for the State Sweetheart Program and it is governed by Indiana DeMolay policies. This program is overseen by the State Sweetheart Director and Indiana Executive Officer.

Throughout this guide, there will be references to the Sweetheart; however, this guide applies to the Princesses who serve as well. Unless those positions are referred to separately, the word "Sweetheart" refers to those who fill the role of Sweetheart or Princess positions.

The guide also refers to the three Masonic Youth Organizations: the Order of DeMolay, The International Order of Job's Daughters and the International Order of Rainbow Girls.

All policies apply to the currently installed Sweetheart/Princess, whether they are elected or appointed, unless otherwise specified.

Serving as Sweetheart is a fun and important program of Indiana DeMolay. The Sweetheart should be able to work with the DeMolays, Advisors and fellow Masonic Youth Organizations. A positive attitude, flexibility, helpful and friendly personality is important. A sweetheart should be excited and enthusiastic for the success for her term and DeMolay. The Sweetheart should support DeMolay membership and participation of young men as well as encouraging young women to participate in the Sweetheart Program.

The Sweetheart acts as a liaison between DeMolay and the Bethels and Assemblies. The State Sweetheart does this role at the State Level and Chapter Sweethearts should play this role at the local or regional level. A Sweetheart's enthusiasm should be evident while she is conducting her duties and should be positive in her approach to all DeMolay matters.

The Sweetheart represents DeMolay and must always conduct herself in a manner above reproach. Her appearance, speech and conduct cannot be questionable. This includes social media. People will be constantly watching her actions, so she must always act in a manner that merits the honor, respect and admiration of everyone around her, especially that of the DeMolays. Remember that DeMolay honors all womanhood, therefore, it is always important to strive to be worthy of that honor.

These policies have the approval of the Executive Officer of Indiana DeMolay and are the operating authority for the Sweetheart Program. These policies may be amended and are subject to revision, pending further approval by the Executive Officer.

### **State Sweetheart Director: Role and Responsibilities**

The Indiana DeMolay State Sweetheart Director is responsible for the supervision, leadership and mentorship of the Indiana State Sweetheart. The Director will supervise all activities of the State Sweetheart during her term and encourage her engagement and support of the DeMolay State Officers. The State Sweetheart Director will work with the State Officer Advisor to coordinate the effective partnership and support during the term.

The State Sweetheart Director will also supervise all the Chapter Sweethearts/Princesses and Chaperones during their attendance at the Indiana DeMolay Conclave. Any questions or concerns regarding the State Sweetheart program, its participants, starting or growing a local Sweetheart program should be directed to the State Sweetheart Director.

The State Sweetheart Director will work with the State Sweetheart to plan an annual Sweetheart retreat each year to help develop and build relationships between individual Chapter Sweethearts/Princesses. The Sweetheart Retreat will also be used to train the young women on the expectations of a Sweetheart and the encourage the participation in all DeMolay activities including Conclave and the State Sweetheart Program.

The State Sweetheart Director does not function as the Director of individual Chapter Sweetheart programs. The responsibility of supervision of the Chapter Sweetheart lands on the Chapter Advisory Council. However, the State Sweetheart Director is available for consultation/vision/focus of the Chapter Sweetheart Programs because the goal is a consistent expectation of young women who represent Indiana DeMolay and it's Chapters. As well as encourage the preparation of the young woman to represent their Chapters at Conclave as she runs for the position of Indiana DeMolay State Sweetheart. The State Sweetheart Director does have a draft Chapter Sweetheart Guide that is available for the Chapters to use and the guidelines match to the State Sweetheart guidelines.

### **State Sweetheart Purpose and Responsibilities**

The purpose of the State Sweetheart will be to promote and support the Order of DeMolay in Indiana throughout the state. It will be the State Sweetheart's responsibility to enthusiastically cooperate with and assist the Executive Officer, the Director of Indiana DeMolay and State Master Councilor in all their endeavors for the good of the Order. The State Sweetheart may be asked to help promote leadership, assist in the planning of State activities, membership recruiting for the

State and general promotion of DeMolay.

The State Sweetheart is an important representative of Indiana DeMolay and must always conduct herself in a manner above reproach. Her appearance, speech and conduct can never be questionable. The way this young lady presents herself to the public, while filling her role throughout the State, must always create a respectable and positive impression not only to the Sweetheart Program, but also to the Order of DeMolay.

The term of the State Sweetheart will mirror that of the State Master Councilor, running from Conclave to Conclave. She must be willing to invest the amount of time needed to perform the duties of her office and this commitment should be considered before running for office. She will be expected to comply with the Dress Code as outlined in the guide.

It is an expectation that she will work as a liaison between the State Officers and the Bethels and Assemblies throughout Indiana. This includes inviting members of Job's Daughter's and Rainbow to DeMolay activities. Communicating Job's Daughter's and Rainbow activities she is aware of back to Indiana DeMolay.

### **Communication**

The State Sweetheart Director and the State Sweetheart take equal responsibility for communicating with each other. They should be in contact at least twice a month so that they can be discussing upcoming events, issues that have arisen, and other planning or logistical items. Before planning any meetings or events, the State Sweetheart will check with the Sweetheart Director for approval, her availability and any other issues. Any and all communications from the State Sweetheart to Active DeMolays and Advisors must be presented to the Sweetheart Director for review and must be approved prior to distribution. The Sweetheart Director will then forward the communications to the Director or Executive Officer for final review and dissemination.

### **State Sweetheart Participant Qualification**

These are the official rules of the  
Indiana DeMolay State Sweetheart Competition.  
PLEASE READ ALL THE RULES CAREFULLY!

1. The candidate must be at least sixteen (16) years of age on or before the first day of Conclave, and not have reached her twentieth (20) birthday on or before the first day of Conclave. If under the age of eighteen (18) she should have written permission from her parent or legal guardian.
2. She must be unmarried on that date, and remain unmarried during her term of office. She may also not become pregnant. She will resign from her office should she become married or pregnant.
3. She must be an active member with current dues paid and attendance in good standing of Job's Daughters or Rainbow or currently hold the

position of a Chapter Sweetheart.

- a. In accordance with the Indiana DeMolay policy: two representatives from the same Chapter are not eligible to run for the same state office. Therefore, preference will be given to the Chapter Sweetheart to represent her Chapter in at Conclave.
4. All Sweethearts MUST be accompanied by an adult female chaperone that will be responsible for the candidate's behavior and well-being at official events. The chaperone must be at least twenty-five (25) years. All chaperones are subject to approval by the Sweetheart Director, Conclave Director and Executive Officer.
5. The candidate must have either registered for or successfully completed the first course of the Leadership Correspondence Course offered by the International Supreme Council and must show proof of completion (or registration) to compete for State Sweetheart. Proof must be submitted to the State Sweetheart Director. Failure to complete the LCC will lead to not being recognized as a Past State Sweetheart and no Past pin will be awarded. (A State Sweetheart should be able to represent and know the purpose and history of DeMolay. The LCC was created for this purpose)
6. If elected, she must be committed to attend the following Indiana DeMolay Conclave as well as various state sponsored DeMolay activities throughout the year including, but not limited to Conclave, Sweetheart weekend, Ritual competition, ONE Reception held in honor of the State Master Councilor, State Sports weekends, LOH/HLOH/Cross of Honor/Chevalier Investitures, and staff meetings. Plan on attending the various installations of Chapters, etc. throughout the state. Travel reports must be forwarded to the Sweetheart Director throughout the year. The State Sweetheart shall request approval in advance for travel to other states from the State Sweetheart Director.
7. An Indiana DeMolay Conclave registration must be completed for each Sweetheart candidate and chaperone and must be completed online prior to the registration deadline.
8. The intent to run application for Indiana DeMolay State Sweetheart is to be complete electronically at [www.indianademolay.org](http://www.indianademolay.org). Please complete the application in its entirety electronically. Make sure to have correct contact information for parent/guardian as verification will be made by the State Sweetheart Director on the understanding of expectations and intent of the young lady to run for this position.
9. She may hold a non-elected or elected line office in her local Bethel or Assembly. If she is elected or appointed to a line office or title within the Jurisdictional, Grand or International Order of either Job's Daughters or Rainbow, she must have the approval of the State Sweetheart Director. (if appointed to any other these offices during her term as State Sweetheart, she may be asked to resign her position as State Sweetheart)
10. It is encouraged that the young lady be a past Honored Queen, Worthy Advisor, Miss Indiana Job's Daughters, Jr. Miss Indiana Job's Daughters, or Miss Indiana Rainbow. This provides experience in the leadership skills it takes to hold such an office.

**Chapter Sweethearts and Chapter Princesses, regardless of age, are invited to attend and participate in the festivities at Conclave, but to be considered for the State Sweetheart Competition, all requirements must be met.**

### **Leadership Correspondence Course (LCC)**

The DeMolay LCC consists of 5 separate courses. Each of these courses is designed to provide a better overall understanding of the Order of DeMolay. Completion of all five courses is not a requirement for participation in the Sweetheart Program; however, all participants of the State Sweetheart Program must have registered for or completed the first course before running for State Sweetheart. Applications for the LCC are available online, or you may talk to your Advisory Council about obtaining an application.

### **Chaperones**

Adult female chaperones are required at State and Chapter sponsored events, unless told otherwise. Always remember that Mothers/Guardians are welcome at any time, whether you need a chaperone or not.

**Chaperones must be a Mother/Guardian, a DeMolay Mom, or a woman of the age of 25.** They must exhibit proper attitudes and standards at all times. A chaperone sets an example. Integrity and moral character are a must. Even though it is the chaperone's responsibility to know the girl's whereabouts, it is the girl's responsibility to keep the chaperone informed of her whereabouts at all times.

### **Conclave**

The State Sweetheart Director is the liaison between any young lady (Sweetheart or princess) and the Indiana DeMolay State Staff during Conclave. All concerns regarding a young lady participating in the State Sweetheart Program at Conclave should be directed to the State Sweetheart Director.

Each young lady will have her own chaperone throughout the duration of Conclave. Please see the State Sweetheart Participant Qualification portion of this manual on page 3 for more information.

During the downtime hours, one chaperone can supervise up to 3 young ladies in the common area of the dorms with the approval of the Sweetheart Director. The young ladies that are running for State Sweetheart will be expected to make a speech to the attendees during at least one of their meetings.

All the rules of Conclave will be followed. Violation of the rules can result in the young lady being asked to leave for the remainder of Conclave. **No young men are allowed on the Sweetheart floor and no young lady is allowed on a DeMolay floor under any circumstances during Conclave.**

The State Sweetheart will have an opportunity to go to Conclave free of charge. If she sells sponsorships of \$150 or more for the Conclave Souvenir Program, she may attend at no charge. If she does not meet that minimum, she will have to pay the full Conclave registration price.

The State Sweetheart Chaperone will attend Conclave as a guest of Indiana DeMolay.

### **Rules for Campaigning at Conclave**

#### **WILL NOT:**

- Campaign against another young lady. There will be NO negative campaigning. Sweethearts are an example of Sisterhood.
- At no time shall the young lady be permitted to accept or spend money, hand out campaign material including candy/buttons to seek support (votes)

#### **MAY:**

- Sweetheart may wear her sash and crown under the appropriate dress code listed in the State Sweetheart manual.
- Young lady may wear clothing announcing her candidacy (Example: Vote for Me or Elect Alicia Hazelwood State Sweetheart) Must be approved by the State Sweetheart Director prior to wearing in public.
- Young lady may personally solicit support (votes)
- Poster Display:
  - o Each girl may design and display a poster (Standard poster board size 22in X 28in) in the main common area at Conclave.
  - o It must be hung with removable command strip mounting as to not damage the walls.
  - o It can go up when the young lady checks in and removed as soon as she checks out of Conclave.
  - o It may not contain any profanity or suggestive photos
  - o Posters MUST be approved by the State Sweetheart Director and/or Indiana DeMolay Director before displayed.

### **Elections**

The election of the State Sweetheart is by a plurality vote of the voting delegates at Conclave. Before voting, each State Sweetheart candidate will give a speech. After the speeches, a DeMolay related question could be chosen from the first LCC and be asked to all State Sweetheart candidates by the current State Sweetheart or State Sweetheart Director.

### **Crowning Ceremony at Conclave**

Invite all Past Indiana DeMolay State Sweethearts to the Stage.

#### Purchases for the Ceremony

- Flowers for Retiring State Sweetheart and Newly Elected Sweetheart.
- New Sash for the newly elected State Sweetheart.
- Past Sweetheart Pin for Retiring Sweetheart.

#### Preparation for the Ceremony

- Take a few moments to clean and wash the crown, this way the new State Sweetheart is receiving a sparkling crown that they can be proud to wear.
- Ensure that the new sash has been placed in a central location that is easy to get to and that they have pins to secure them once placed on the young ladies during the ceremony.
- Check with the Marshal to ensure that he knows where to escort the girls.
- Ensure that the Past State Sweetheart Pin is on the podium.

#### Crowning Ceremony

- The Retiring State Sweetheart will make her remarks and present any presentations that she has for her Officers.
- The Retiring Sweetheart will then move to the Sweetheart elect, while the SSHD announces the New State Sweetheart the Retiring Sweetheart will place the new sash on her.
- The Retiring Sweetheart will remove the crown from her head and while placing the crown on the new Sweetheart the SSHD will say:

- ***“As a supporter of Indiana DeMolay, these young men have honored you, by electing you to serve as Indiana DeMolay State Sweetheart for the ensuing term. As this crown is placed upon you, let it serve as a constant reminder of the commitment you have made to be a friend and confidant to the members of Indiana. As a member of a Chapter Sweetheart, Job’s Bethel or Rainbow Assembly, it is important to act as liaison between all three Masonic Youth groups, encouraging and supporting the growth of all of these organizations. In addition, you are to support Indiana DeMolay State Officers/ Members and their activities to the best of your abilities, while upholding the precepts of filial love, reverence for sacred things, courtesy, comradeship, fidelity, cleanness and patriotism. May your involvement with DeMolay be one of your most rewarding experiences and your upcoming term serve as your most memorable.”***

- As these words are spoken, the Retiring Sweetheart will place the crown.
- Once completed, the Retiring Sweetheart will return to the Podium, rap 3 times and introduce the newly installed Sweetheart and Princess.

- ***“I take pleasure in presenting Miss \_\_\_\_\_,  
Indiana DeMolay State Sweetheart.”***



- At this time, if the Retiring Sweetheart is to be issued a Past Sweetheart Pin the SSHD will present it. Flowers will be given.
- The New State Sweetheart will be offered the opportunity to make remarks. Then Sweethearts will retire from the stage.

*Ceremony should take about 10-15 mins max including gathering on the stage.*

### **Traveling**

The State Sweetheart should make it a point to travel to as many state events as possible. The State Sweetheart will be notified by the Sweetheart Director of any events that she may need to attend.

Mileage for the State Sweetheart will be reimbursed at a rate equal to that of the State Officers (cents per mile traveled). The State Sweetheart will be paid mileage for attending State events, Chapter events that she has been invited to, along with any other Masonic event to which she is invited to as State Sweetheart. She will not be reimbursed for attending events of her home Chapter or their activities or the events of other local Masonic organizations she may attend.

### **Regalia**

The official regalia of the State Sweetheart should only be worn for formal or semi-formal events. Regalia may be worn at Job's Daughters and Rainbow events, only if the Sweetheart is representing Indiana DeMolay. The symbols of the office of the State Sweetheart have been purchased by Indiana DeMolay and the property of Indiana DeMolay.

The sash of the State Sweetheart is one that she will keep. It will not be passed on the following year. The crown/tiara and pin of the State Sweetheart are passed from State Sweetheart to State Sweetheart every year. From the time the State Sweetheart is given the sash, pin and crown/tiara to the time she passes it on, they will remain in her care. If, for any reason, the sash, pin or crown/tiara are lost or damaged beyond repair, it will be her responsibility to provide the funding to replace those items with identical items. General wear and tear are expected and general maintenance should be discussed with the State Sweetheart Director.

### **Dress Code**

You are representing DeMolay and the Sweetheart program. If you are ever in doubt as to whether an outfit is appropriate for an occasion, it probably is not. If there is a question, contact an individual hosting the event (the Chapter Sweetheart, an Advisor, etc.) or the Sweetheart Director for the appropriate dress

code. Bare midriffs are inappropriate at all times. Modesty is key. Provocative or suggestive clothing is not appropriate for any youth event.

The State Sweetheart and Chapter Sweethearts represent DeMolay on the State and Chapter level and can wear their sash and tiara at Job's Daughters and Rainbow events, only when DeMolays are present or with permission from the Sweetheart Director. The sash and tiara of the State Sweetheart, Chapter Sweetheart and Chapter Princess shall only be worn with an appropriate skirt or dress. The sash and tiara may not be worn with shorts, jeans or dress pants.

1. Formal Attire:

- Long or tea length formal dress (slits no higher than knee)
- Dress shoes
- State Sweetheart sash and tiara
- Appropriate undergarments

Formal Attire Events:

- Honor Investitures
- Formal State & Chapter functions
- Conclave (Saturday Night)

2. Semi-formal Attire:

- Dress or skirt (knee length or longer)
- Blouse
- State Sweetheart sash and tiara
- Appropriate shoes
- Appropriate undergarments

Semi-formal Attire Events:

- Conclave (Opening)
- Chapter Meetings
- Visitations
- Dinners/Dances
- Installations

3. Casual Attire:

- Nice Slacks
- Blouse/Sweater
- Appropriate Shoes
- Jeans (when appropriate)
- Appropriate undergarments

Casual Attire Events:

- Chapter Events
- Dinner/Dances
- Fund raising events
- Conclave (Day Activities)

4. Sporting Attire:

- Tank Tops (no spaghetti straps)
- Jeans/Shorts
- Sweatpants
- T-shirt
- One-piece Swimming Suit
- Tennis shoes or Sandals
- Appropriate undergarments

Sporting Attire Events:

- Social events
- Sporting events
- Traveling
- Picnics
- Conclave (Day Activities)

Make-up and jewelry should be appropriate to the event. Piercings and tattoos should be tasteful. Young ladies may be asked to remove excess piercings. She may be asked to conceal tattoos/body art that does not align with the principles of DeMolay.

## FAILURE TO FOLLOW GUIDELINES:

### Sweethearts:

- 1<sup>st</sup>- Reminder of the dress code, possible request to change into appropriate attire.
- 2<sup>nd</sup>- Will be excused from the immediate portion of the event.
- 3<sup>rd</sup>- Young Lady's parents will be notified and she will be sent home at their expense

### **Dating Policy**

If in a relationship during her year as State Sweetheart or Chapter Sweetheart, a young lady must refrain from inappropriate public displays of affection. A Sweetheart is not allowed to date any person who is holding an Advisory Council position or an adult volunteer with DeMolay.

This policy does not look upon the dating of a Sweetheart and an active DeMolay as a negative thing. It is something that is a personal aspect of her life, so it needs to remain private. Above all, she is a Sweetheart first and foremost.

A Sweetheart must remain un-married during her term. If the State Sweetheart marries or becomes pregnant during her term, she will be asked to resign her title and the 1st Runner-up will be asked to complete the term (she will be eligible to run for her own full term).

### **Overall**

The State Sweetheart and Chapter Sweethearts should exemplify, at all times, the highest DeMolay ideals of womanhood. The young lady will be under constant observation and must always conduct herself in a lady like manner. She is neat, well groomed, and sincerely dedicated to the Order of DeMolay. This young lady will learn a great deal and meet many fascinating young men, as well as make lasting friendships.

### **"Road" to being a great State Sweetheart**

- \* SMILE- Everyone likes to see a smile.
- \* BE YOURSELF- You were elected because they wanted YOU, not someone else.
- \* GET TO KNOW GUYS FROM THE STATE- they elected you. Let them know you care.
- \* SPEAK- They know you can talk, so say something! Train yourself to speak (without shouting) so you can be heard. Be prepared to give remarks.
- \* ASK QUESTIONS- If you don't know something or are in doubt, ask!
- \* LISTEN- Sometimes you are needed to just be a sympathetic ear more than anything. Encourage them to talk to you... show that you care.
- \* VOLUNTEER- There is always something you can do. Ask!

- \* GET TO KNOW THE ADVISORS- They can help you a lot.
- \* HELP- Get involved with your State's projects, dinners, publications, etc.
- \* TAKE THE LEADERSHIP CORRESPONDENCE COURSE- The first LCC must be completed by all Chapter Sweethearts and Chapter Princesses before they are eligible to run for State Sweetheart. In addition, it will make your term easier as you learn more about DeMolay's purposes and operation.

### **Past State Sweethearts of Indiana**

<b><u>Year</u></b>	<b><u>Name</u></b>	<b><u>Chapter Representative</u></b>
1957-58	Janice Cook	Indianapolis
1958-59	Judy Blackburn	Reichenbach, Huntington
1959-60	Connie McCann	J. S. Sprott, Auburn
1960-61	Christine Kerr	South Bend
1961-62	Linda Leach	Plainfield
1962-63	Bonnie Clark	Englewood, Indianapolis
1963-64	Sandi Short	Castleton, Indianapolis
1964-65	Connie Frey	Tippecanoe, Lafayette
1965-66	Sharon Sue Turner	Indianapolis
1966-67	Debbie Summers	J. S. Sprott, Auburn
1967-68	April Wieger	G. R. Clark, New Albany
1968-69	Brenda Jean Sullivan	G. R. Clark, New Albany
1969-70	Rebecca Ruth Staggs	Sellersburg
1970-71	Patti Contos	Oriental, Indianapolis
1971-72	Cindy Dickman	J. S. Sprott, Auburn
1972-73	Mary Beth Ellis	J. L. McCulloch
1973-74	Susie Wesemann	Greenwood
1974-75	Cindy Burk	Union City
1975-76	Darlene Yarnell	Martinsville
1976-77	Susan Jo Jones	Pulaski, Winamac
1977-78	Patsy Hall	Omnes, Greencastle
1978-79	Rickee Farrell	Valparaiso
1979-80	Tami Gruhl	Zion, Zionsville
1980-81	Tami Cheek	J. S. Sprott, Auburn
1981-82	Dee Dee Barkley	Fort Wayne
1982-83	Susan Rousseau	Fort Wayne
1983-84	Tami Fick	Mishawaka
1984-85	Kelli Dawn Boyce	Greenfield
1985-86	Tami Wightman	Michigan City
1986-87	Susan Thomas	Martinsville
1987-88	Shelley Anne Keltz	J. N. Frist, Clinton
1988-89	Tracy D. Blasingame	G. A. Breyding, Valparaiso

1989-90	Christina Hall	J. L. McCulloch
1990-91	Amy T. McDuffie	Southport, Indianapolis
1991-92	Leann Gruesbeck	Fort Wayne
1992-93	Karissa Strunk	Bridgeport
1993-94	Sally McCammon	J. N. Frist, Clinton
1994-95	Regan Sefton	Yorkrite, Columbus
1995-96	Amy Wiess	Fort Wayne
1996-97	Andrea Decker	Englewood, Indianapolis
1997-98	Sarah Smith	J. L. McCulloch
1998-99	Aundrea Hart	
1999-00	Alicia Brant-Hazelwood	J. L. McCulloch
2000-01	Kelley Rowe	J. L. McCulloch
2001-02	Mandi Cherry	Prospect, Indianapolis
2002-03	Kelli Fry	J. L. McCulloch
2003-04	Emily Jackson	J. A. Raney
2004-2005	Alexandra Moore	Franklin
2005-2006	Lisa Goff	J.A. Raney
2006-2007	Alyssa Lopossa	Raymond P. Foster
2007-2008	Stacy Wade Kiral	William G. Morgan
2008-2009	Jessica Bratton	Englewood
2009-2010	Sarah Beth Scanland	Indianapolis
2010-2011	Samantha Bertram	Steel City
2011-2012	Samantha Bertram	Joseph A Bachelor
2012-2013	Amanda Gilbert	Steel City
2013-2014	Jacquelyn Baber	Englewood
2014-2015	Sydney Cobb	Evansville-Compton
2015-2016	Brooke Hensell	
2016-2017	Hannah Groeninger	Evansville-Compton
2017-2018		

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