

SENIOR PRINCESS NOTEBOOK TERM PLANNING

Your Honored Queen term must be planned and presented to the Executive Bethel Guardian Council for approval at the Council meeting held the month before Installation.

During your term as Honored Queen, you must do the following:

- Have a 30-day moneymaker within 30 days of your Installation. This can be any fundraiser of your choosing, but must be approved by the Executive Bethel Guardian Council. You may, if you like, hold this at your installation with a cake walk, raffle baskets, etc. The money made is split three ways with a third going to the GGC promotion fund, a third to the GGC educational fund and a third staying with the Bethel.
- Have a Go to Church Sunday. The place and time is to be chosen by you and approved by the Executive BGC.
- Have a service/philanthropy project during your term. This should be something that means something to you and your family - from Ronald McDonald House, to breast cancer research, to adopting a family for Christmas. Something needs to be done for them - either collecting food, money, clothing or working at a facility, etc. This will need to be approved by the EBGC.
- Have a fundraiser. This is in addition to the 30-day moneymaker. The fundraiser you choose must be approved by the EBGC.
- Plan a minimum of two fun activities during your term, with at least one of them involving prospects. You could discuss this with the other girls to come up with ideas. All plans must be approved by the EBGC.

You must also hold the following meetings:

- Initiation: If there is no prospect to initiate, then you must hold a 'mock' initiation. Your part must be memorized.
- Friendship Night: You will need to send invitations to other Bethels and state dignitaries inviting them to this meeting. This must be done a minimum of one month in advance.

- Mother Mick ceremony - (if your term includes the month of March). Ceremonies honoring Mother Mick can be found in the Book of Ceremonies.
- Bethel Birthday celebration - (if your term includes October).
- Obligation or Majority ceremony
- Masonic Family Night
- Grand Guardian's Official Visit: Some of the things to think about for this are special invitations, refreshments, decorations, gifts, Member of Honor certificates, a special ceremony or Librarian's report. These items should be discussed well in advance of the visit so none of the discussions or expenses will show up in the bills or minutes the day of the meeting.

In addition to these things, you will be expected to:

- Have all work memorized. This includes regular meetings, initiation, and special ceremonies. You will know which ceremonies you are doing, so there is no reason you shouldn't know your work.
- Carry a positive attitude at all times, about all girls and about all activities. The girls look to you to set the example in both ritualistic work and attitude.
- Actively support all fundraisers and activities of the Bethel. Other officers are required to plan fundraisers and service projects and you must make yourself available to support these as well.
- Work with the Bethel Guardian to create agendas for Bethel meetings. You will be expected to make the agenda, have the Guardian check it and add anything that is missing. Then you will need to make a final draft and bring 4 copies to the meeting.
- Attend monthly Council meetings.
- Act as the Installing Officer at the Installation following your term (with all work memorized).

SENIOR PRINCESS NOTEBOOK PREPARING FOR INSTALLATION

Congratulations on being elected Senior Princess. This book will assist you in planning your Installation and your term should you be elected Honored Queen.

In preparing for Installation, the first thing you should do is sit down with your parents/guardians and determine a budget of how much you will spend. Some costs to consider are invitations, programs, carrying pieces, decorations, gifts, etc. The Bethel will assist you with approved expenses up to \$100.

All of the decisions you make MUST be approved by the Executive Bethel Guardian Council.

At the first Council meeting following your election as Senior Princess you should decide, with the Councils assistance, your first and second choice of dates for Installation. It is important to get the lodge reserved as soon as possible.

Using the worksheet provided, you may begin to plan your Installation, choosing theme, colors, emblem, etc.

Think about the narration you will use. These are found in the Book of Ceremonies. Ask the Guardian Secretary for the loaner copy of this book. You will also need to decide how you want the chairs set up. *Remember to get Council approval for the narration and chair set up.

Think about your invitation - It can be as elaborate as a wedding invitation or as simple as you wish. Look at the examples of past invitations to get ideas. Remember to make enough to send one to each of the people listed on the invitation list found in this book. Don't forget your family, and allow 2 or 3 for each girl in the Bethel to give to her family and friends. *Remember to have your invitations approved before having them printed.

Think about your program - It may be as simple as a piece of paper rolled up, or as involved as several pages. Things you will want to consider are:

- A page outlining the ceremony

- A page listing the Installing Officers, the Bethel Officers (elected and appointed), and possibly the Council members

- An Honored Queens page with your theme, etc. on it

- A thank-you page is also an option

*Remember to have your programs approved before having them printed.

Carrying Pieces - This is left up to your imagination. You can use flowers (real or silk) with colored ribbons, candles (electric only), crosses, your emblem, etc.

A photographer is something you should consider. If the photographer hasn't been to a Job's Installation, you may want to make a list of the pictures that you want taken and do a walk through with him/her so he/she will know where to be and when. Let your photographer know that they must not cross in front of the altar when the bible is open.

Think about who you would like to have for chair movers. It is best to use people who are familiar with how a Bethel is set up. If you have someone else in mind, make sure they know where the chairs need to be placed when moved.

As the Installation date draws closer, start thinking about:

Installing Officers: You will need to ask your Installing Officers before you are elected to Honored Queen, so you will need to say "If I am elected, would you be my Installing ...?" If they have a speaking part, you must make sure to give them a copy of it at least a month in advance. According to the bylaws, Installing Officers must be PHQ's of MM's of our Bethel.

Installing Musician: According to the bylaws, you may have one Installing Officer who is not a PHQ or MM of the Bethel. This would usually be your musician.

Will you be having a soloist? Will you have a Bible Ceremony? Will you retire the capes and crowns? Special music?
Remember - these will all need to be approved by the Exec. BGC

Appointive Bethel Officers - you will need to ask the girls in the same manner that you asked your Installing Officers. Remember to give the outgoing HQ first choice of station.

Think about the Reception:

Decorations depend on your taste - table covers, plates, napkins, etc. in your colors for example. Do you want centerpieces?

The reception can be as simple as cheese and crackers, a sheet cake and punch, or as elaborate as a buffet dinner. Whatever fits into your budget. Servers should be lined up in advance by you. Your family members will want to enjoy your day with you and should not be in the kitchen.

Make sure to have a clean up crew lined up as well.

At the Bethel meeting before Installation:

Inform the girls of the date and time of the Installation practice. You may want to ask your chair handlers to attend the practice as well.

Inform the girls of what time to be robed and ready on the day of Installation.

Make sure your robe is clean and ironed!

On Installation day:

Have your remarks written out. You may be nervous, and this will help.

Make a list of how the girls are to line up and tape it to the doors so there will be no confusion.

Ask the Bethel Guardian for a list of those who will be making remarks.

As per the bylaws, presentations should be limited to the passing of line officer pins, the gift from your parents, the PHQ jewel and card. All other gifts should be presented downstairs after the installation.

You may want to consider small gifts for Installing Officers, chair handlers, etc.

Most importantly, SMILE and HAVE FUN! This only happens for you once, so enjoy your day!

After Installation:

Remember to send thank-you's as needed.

How to Plan a Bethel meeting

Reminder: Whether you are planning a regular or special meeting, the Honored Queen must call the Bethel Guardian several days before the actual meeting to go over the business to be covered. Be courteous. Do not wait until after school on the day of the meeting when she is busy getting her family fed and settled so she can leave for the meeting.

1. Decide what type of meeting you are having and discuss it with your Bethel Guardian Council well in advance of the meeting. Allow plenty of time for planning and doing.
2. Consider picking a theme to carry through the entire evening.
3. Invitations must be sent at least one month prior to the meeting. Remember: some adult organizations meet only once a month.
4. Planning is necessary.
 - (a) Dinner
 - (1) Will we have a dinner before or after the meeting?
 - (2) What are we going to serve?
 - (3) Committee for food, decorations, setup and cleanup.
 - (b) Decorations
 - (1) What type will fit the theme?
 - (2) Setup up committee?
 - (c) Meeting
 - (1) Special ceremony? If so, memorized parts must be distributed in time for officers to memorize. See Director of Epochs for help.
 - (2) Do we need a practice?
 - (3) Special gifts and/or favors?
 - (4) Setup committee?
 - (5) Special music? If so, give it to the Musician so she can practice.
 - (d) Reception.
 - (1) Hospitality committee should be advised of responsibility and be given any special instructions necessary.
 - (2) Do we need decorations? If so, they should not be the responsibility of the Hospitality Committee, another one should be assigned.
5. Follow up on each committee to make sure everything is being done.

Planning an Installation

As soon as you are elected Senior Princess you should start serious planning for your term as Honored Queen. There are many details that need to be considered for an installation and planning ahead will help you avoid the last minute rush and confusion.

Planning should be done with the help and advice of your parents. Sit down with them and make a budget so you will know how much you can spend. Feel free to consult with the Bethel Guardian Council during the planning stages to answer any questions. They are there to help you and your parents in all matters. Past Honored Queens are also an excellent resource.

All final plans for the installation must be submitted to the Bethel Guardian Council for approval at the monthly council meeting following the election.

Arrangements for securing the use of the Masonic Hall should be made 3-6 months in advance through the Associate Bethel Guardian. If the installation is to be held at a location other than the normal meeting place you will have to get permission as well as make arrangements to get the key to the building. You and your parents will be responsible for transporting all of the paraphernalia from our lodge to the alternate location and back to the lodge as soon as possible after installation.

Please remember - installations need not be elaborate. They should be tasteful and kept within your budget. In fact, showy installations are discouraged, as they serve only to discourage girls from accepting a line office due to fear of expense. The following guidelines are offered to help in your thinking and planning.

Budget Planning. The Standing Rules for your Bethel may provide for a gift to be given to the Honored Queen elect, upon approval of the Executive Guardian Council. This money may be used for invitations, postage, programs, paper products, carrying pieces, decorations, and refreshments. You may not use it for items such as a mascot, gavel, gifts or new gown. You are required to submit an itemized account of how these Bethel funds were spent within 30 days of the installation, with the return of any unused portion.

Theme, colors, emblems, etc. The selection of these items should be done first. They should all tie together and are used throughout your term. The theme is the central idea or phrase that sets the mood for your term. It may be a sentiment that is important to you or an idea or lesson that you want to stress during your term. It may be educational or spiritual in nature. A motto may be added if you desire. This is a slogan, proverbial saying, or adage that reflects your theme. You will definitely want to choose colors. These colors may be your favorites, or colors associated with your theme. You may wish to add watchwords. These are words that emphasize your theme and motto. You could also designate a special flower to be used throughout your term. Some Honored Queens select a song that carries out the theme. This song can be sung at installation immediately following your crowning and at the installation of your successor as you sign the Bible.

Most Honored Queens also have an emblem to depict their theme or a favorite object, animal, or character. You may also want a mascot. A bible scripture quote may also be appropriate, depending upon your theme.

Selection of a Ceremony. As soon as you are elected Senior Princess you should be given a copy of the Book of Ceremonies so you can begin reading the Installation Ceremonies and decide which one you want to use for installation. You may, however, write your own or have someone else write it for you. In this way, you can have a ceremony specifically designed around your theme. An original ceremony must be approved by the Executive Guardian Council. You will also need to select a formation for the setup of the officers' chairs. The Book of Ceremonies offers some suggestions. The Director of Epochs can help you with this.

Officers. You are responsible for appointing the officers for your term. The night of elections have the girls sign up for the offices they would like to hold. Ask them to give their first, second and third choices and then appoint girls to offices as close to their choices as possible. Check with each girl to see if she will accept the office you have chosen for her. Your final slate of officers must be approved by the Executive Guardian Council at the first council meeting following elections.

Installing Officers. The Installing Officer will be the Retiring Honored Queen. The other installing officers must be chosen and asked if they will be able to participate in the ceremony. They must be PHQs of your Bethel (according to the Constitution and Bylaws). If there are not enough PHQs then majority members may be asked. If you still don't have enough, you may call PHQs from neighboring Bethels. The installing musician, soloist and Mistress or Master of Ceremonies does not have to be a PHQ or majority member.

The installing musician should, however, be very familiar with Job's Daughters and know when to stop and start and play appropriate music for the evening. The Director of Music can offer assistance here. Be considerate of your musician and soloist by getting copies of any special music to them in plenty of time for practice. Encourage them to get together and practice before the day of installation.

Don't forget to get a copy of the necessary prayers to the installing Chaplain in plenty of time for her to memorize them.

Stress to all installing officers the importance of attending the installation practice. Remember to let them know how you would like them to dress for the evening. Be flexible, as some may not own long formals.

The installing officers needed are:

Mandatory

Guide
Marshal
Chaplain
Record
Sr. Custodian
Jr. Custodian
Musician

Optional

Flag Bearer
Master/Mistress of Ceremonies
Soloist

Don't forget to ask someone to be responsible for removing and arranging officer chairs as the installation ceremony progresses. It is advisable to ask someone who is familiar with the correct setup of the Messengers semicircle. Small pieces of tape placed on the floor will help avoid problems.

Schedule of Events. Make a schedule of events for the day starting with the practice, decorating, pictures before the installation, the actual ceremony, reception and/or dance. Don't forget cleanup. If you plan your time well and everything is done, the day will go smoothly and nerves and tempers will be at ease.

Check the Book of Ceremonies for the actual ceremony. There are several additional options you may choose to include such as a bible ceremony or floral arch. Any other ceremonies or additions to the installation such as a Saber Arch, Rose Ceremony or Flowered Cross may only be used AFTER the Guardian declares *this concludes our ceremony*. Consult with your Guardian or Director of Epochs for advice. Be sure to ask the retiring Honored Queen for any special music or solo she may wish to include when she signs the Bible.

Invitations, programs and napkins. Invitations should be sent out as soon after the election as possible. Selection of the actual invitation should be made before election and be ready to go to press, whether printed professionally, on the computer or copied, immediately thereafter. It is nice to include the name of the line officers on the invitation, but the name of the retiring HQ and HQ elect should always be included.

Programs are not mandatory but are usually used. They do not have to be fancy. If used, they should include the program for the evening, a list of the installing officers, a list of the Bethel officers and the Bethel Guardian Council and a page listing your colors, etc. It is also nice to include a short welcome and thank you from you and a list of other people who have a part in the ceremony and reception. Check with the Bethel Guardian for past programs to use as examples for planning the format.

Printed napkins are not mandatory but are available from local printers and Doc Morgans if you so desire. You may also wish to have a guest book or use the guest pages from a Doc Morgans scrapbook.

Carrying pieces, corsages and decorations. Most Honored Queens have some sort of carrying pieces for each girl to carry during the ceremony. These may be flowers, or small objects that go

along with the ceremony or your theme or emblem. The Book of Ceremonies gives suggestions for some of the ceremonies. The pieces are usually given to the girls after the ceremony as a memento. Selection should be done far enough in advance so they can be completed and ready in time for the ceremony. Be considerate to those you ask to help so they will have plenty of time to work on them.

Corsages and boutonnieres are nice if your budget allows. They may be given to the installing officers, BG council, escorts for the ceremony and parents of the HQ elect and retiring HQ, as well as anyone you would like to honor.

Decorations for the Bethel room, lobby area and reception are entirely up to you and will depend on your budget. You may consider forming a committee of girls to help with the decorations as this is their installation too. Reminder: no open flames are permitted in the Bethel room or reception area.

Reception and/or dance planning. In planning the reception, plan enough food and drink for the amount of people you have invited. Have a committee(s) to help in the kitchen, setup, serve and cleanup. This will free you and your family to enjoy the celebration. Each Bethel member should be asked to bring something to contribute to the reception menu—this is their installation also. Be specific and reasonable with your request and be sure to give at least one week's notice. Last minute demands are rude and inconsiderate.

Don't forget cups, plates, napkins, tablecloths, etc. Ask the Bethel Guardian or chairperson of the hospitality committee if the Bethel has any of these supplies on hand. Survey the serving equipment in the lodge kitchen to see if what you need is available there or if you need to supplement it with pieces from home or other available sources.

The Masonic Board at Leavenworth Masonic Lodge does not allow dances, so if you are planning one consult the Bethel Guardian or Associate Bethel Guardian for an alternate location. The Bethel does not have any stereo equipment or PA system. You will have to provide these for your dance. If you do not hire a DJ (this can be expensive), think about asking for volunteers among your friends to help with the stereo.

Installation Worksheet

Date and Time: _____

Location: _____

Practice Date & Time: _____

Theme: _____

Colors: _____

Emblem: _____

Song (optional): _____

Flowers (optional): _____

Motto (optional): _____

Watchwords (optional): _____

Mascot (optional): _____

Bible Verse: (optional): _____

Installing officers:

Guide: _____

Marshal: _____

Chaplain: _____

Recorder: _____

Sr. Custodian: _____

Jr. Custodian: _____

Musician: _____

Optional Installing Officers

Flag Bearer
(optional) _____

Mistress/Master of Ceremonies:
(optional) _____

Soloist:
(optional) _____

Bethel Officers:

Recorder _____

Treasurer _____

Chaplain _____

Librarian _____

Musician _____

Second Messenger _____

Third Messenger _____

Fourth Messenger _____

Fifth Messenger _____

Sr. Custodian _____

Jr. Custodian _____

Inner Guard _____

Outer Guard _____

Ceremony _____

Floor formation (chairs) _____

Carrying pieces _____

Special additions (optional)

Bible Ceremony _____

Floral Arch _____

Rose Ceremony _____

Bible signing ceremony for retiring HQ

Special music _____

Who will sing _____

Does Musician have a copy _____

Guest book _____

Corsages/boutonnieres _____

Chair handlers _____

Invitations:

Professional printer: _____

Computer printed: _____

Wording:

Notes:

Programs:

Professional printer: _____

Computer printed: _____

Layout:

Notes:

Decorations (no open flame permitted):
Bethel room and lobby area:

Reception and/or dance:

Committee:

Supplies needed:

Notes:

Reception menu:

Menu	Who will bring
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	

Kitchen committee: (servers for punch, coffee, etc.):

1. _____
2. _____
3. _____

Supplies needed:

Cups:

Plates:

Napkins:

Tablecloths

Service equipment:

NOTES:

Planning your term as Honored Queen

Section 1. Appointing Committees. The standing committees and their purposes for Bethel #28 are:

- (a) Audit. To examine the bills due before each meeting and sign them if approved: to assist with the semi-annual audit of the Bethel book, under the direction of the Associate Bethel Guardian (3 members).
- (b) Proficiency. To assist the Daughters to prepare for the proficiency test by setting up workshops and tutoring non-proficient daughters (at least 3 members).
- (c) Pledge. To give the Pledge of Secrecy to late un-obligated visitors: must memorize this pledge and be ready to give it at a moment's notice. Chaplain is suggested as the chairperson (3 members).
- (d) Ways and Means. To assist the Honored Queen in planning money making projects of the Bethel (at least 3 members).
- (e) Telephone. To communicate to Bethel members, via phone, any information deemed necessary by the Honored Queen and/or Guardian Council (at least 3 members).
- (f) Hospitality. To plan and provide, with the help of other Bethel members, refreshments for Bethel meetings when necessary (at least 3 members).

Chairpersons and other committee members are appointed by the Honored Queen by the first council meeting following elections and must be approved by the Council. Additional committees may be formed if the Honored Queen deems it necessary. The Honored Queen is a member of every committee. All committees must submit a report of their activities at the end of the term to the Guardian council.

Section 2. Planning the meetings of your term. As Honored Queen you have the right to plan the meetings during your term. The actual business that will be handled at each meeting will be determined by the various activities and obligations of the Bethel and must be discussed at a monthly council meeting before being brought before the Bethel membership. You should plan the types of meetings you would like included during your term. Sit down with a calendar of your six month term and designate the meeting type for each regular meeting. Start with the assigned date of Grand Guardian's Official Visit. This date is not usually subject to change. Then make a list of the type of meetings you would like to include and plug them into a date. When selecting dates, think about things such as weather, holiday seasons, Grand Guardian Council and Grand Bethel events, and official visits of other Bethels that may affect the attendance of your meeting. Check with your Bethel Guardian for a calendar of these events. Following are suggested activities for your term plan:

- (a) Friendship Night – special invitations are sent to other bethels requesting attendance of certain officers to robe up and sit on the floor with our Bethel during the meeting. Small gifts are given to these girls by their new friend in our Bethel.
- (b) Honor Masons/Eastern Star Night – may be combined or on separate evenings: a meeting set aside to honor Masons and other members of the Masonic family of our community: may include a special ceremony or small gifts of appreciation: could also include a potluck dinner.

- (c) Pasts' Night – night set aside to extend special invitations to all Past Bethel Guardians, Past Associate Bethel Guardians, and other council members and Past Honored Queens to attend and be honored: could include a special ceremony, small gifts of appreciation: an excellent time to have a reunion and/or Majority Degree.
- (d) Parents' Night – night set aside to honor parents of Bethel members and to thank them for their support: may include a special ceremony and/or small gifts of appreciation. Excellent time for a potluck dinner before the meeting so parents can meet one another.
- (e) Majority Degree – night set aside to confer the Majority Degree on daughters who have married or reached the age of 20. Check with the Guardian Secretary to see if there are daughters eligible during your term. This could be combined with Pasts' Night.
- (f) Initiation – the necessity for this will be determined by the number of petitions submitted. The officers must perform one initiation each term per bylaw, even if there is no real candidate.
- (g) Bethel birthday – during the month of July we must have some sort of special activity to commemorate our chartering.
- (h) Mother Mick Memorial – during the month of March we are required by bylaw to commemorate the birth – March 9th, 1881- of our founder, Ethel T. Wead Mick. The Book of Ceremonies has possible ceremonies you may use. Work with the Director of Epochs on choosing a ceremony.

Feel free to ask for help and input from the Bethel Guardian Council. You may wish to consult with bethel members if you are having trouble coming up with ideas.

Your final meeting schedule must be submitted to the Bethel Guardian Council for approval no later than the first council meeting following the installation. Be flexible. Keep in mind that this calendar is a tentative plan and may need to be changed according to needs and other obligations of the bethel.

Planning other activities for your term. As Honored Queen you are responsible for planning a 30- Day money making project. This must be scheduled in the first 30 days of your term. One-third of the profits are to be sent to the Grand Guardian Council Educational Fund and one-third is to be sent to the Grand Guardian Council Promotional Fund. Your plans should be submitted to the Guardian Council at the council meeting following elections.

Your term plan should include fun projects, money making projects, and service projects. Consult with the other line officers, as they have certain projects for which they are responsible and should be considered in your planning. Try to come up with as wide a variety of activities as possible. Ask Bethel members for their suggestions and ideas.

In selecting dates, consider factors such as weather, holiday seasons, and Grand Guardian Council and Grand Bethel events that may cause conflicts. Try not to plan events too frequently. Keep in mind that members and parents have other obligations and interests and may not be able to support all the activities you want to plan.

Again, be flexible. This plan is tentative and may need to be changed during the term. Its purpose is mainly to provide guidelines and give the Bethel members some idea of what is possible during your term. The plans for each individual project must be presented to and approved by the Bethel Guardian Council before it can be presented to the Bethel membership.

Reminder: Your slate of officers, committees and 30-day money making must be submitted to the Bethel Guardian Council for approval at the first council meeting following elections. It is an extremely good idea to go over all Installation plans, officer & committee appointments and 30-day money making plans with the Bethel Guardian before the council meeting where the plans will be submitted to the entire Bethel Guardian Council.

Your term plan must be submitted to the Bethel Guardian Council for approval no later than the first council meeting following installation. It is also a good idea to go over this information with the Bethel Guardian before presenting these plans to the entire Bethel Guardian Council.

How to Plan a Project or Event

In planning a project you will need to answer the basic questions of Who? What? Where? When? and How?. All plans must be approved by the Bethel Guardian Council before you present them to the Bethel members. If this project is not a project planned by the Honored Queen, such as the Senior Princess project, coordination with the Honored Queen must be done as she is making her term plan. We don't want to have conflicting dates for two projects nor do we want to be busy doing something four weekends in a row.

Who? – will be involved in the project, only our own members, our parents, our families, other bethels, DeMolay or other Masonic bodies in our community?

What? – kind of project is this, fun, money making or service? What are we going to do? What is our goal or purpose in having this project?

Where? – will the event take place? Do we need to reserve the site or give any advance notice? Is there any need for set up or decorations? Who will be responsible for making these arrangements?

When? - is the project going to be held – date and time? Consider things that may conflict with your project such as Grand Guardian Council or Grand Bethel events, holidays, weather and other school activities (exams, graduations, etc)

How? – are we going to do this project? This is the most important question. Good planning now will determine the success of your project. Consider things like setup, safety, equipment needed, budget, drivers/chaperones, publicity and cleanup. Use the worksheet included in this handbook to guide your thinking.

After the project. Keep good records of the details of your project. Record the names of people you contacted, costs of the items you needed and any problems you might have had so that people who want to do the same project for their term can have this for a guide. The worksheets are good for this purpose. Feel free to include any details and recommendations you feel would be helpful. Always thank everyone that helped you during the project (newspapers, stores, radio stations, and people) so that they will be willing to help again and will be left with a good impression of Job's Daughters.

Don't be overwhelmed or feel alone. The Bethel Guardian Council is always available to help you! Ask their advice. Set up committees to help with planning the details. Delegate responsibilities to other girls. Give them a chance to learn the process of planning, too. As the line officer in charge of the project you will, however, have to keep track of the progress. YOU are responsible for the final outcome.

Evaluation of Project
(To be completed after project is finished)

In your opinion was the event successful? _____
How many bethel members participated? _____
How many adults participated? _____

If others outside our bethel were involved, did they participate and enjoy the event?

Was the project with budget (if not explain why)? _____

If the project was a fund raiser:
Total income: _____
Total expenses: _____
Total profit: _____

Things that you liked about this project: _____

Comments: _____

Recommendations you would make to someone else if they were to try this project at a different time? _____

Signed: _____

Title: _____

HONORED QUEEN EXPECTATIONS AND RESPONSIBILITIES

In anticipation of being elected or appointed to the office of Honored Queen, the following items should have been presented to and approved by the Executive Bethel Guardian Council:

Term Plans ____ Invitations ____ Program ____ Installing
Officers ____

During her term, the Honored Queen needs to:

Preside at 11 meetings that shall include the following:

- Mother Mick (terms during March)
- Obligation Ceremony
- Regular Meetings
- Grand Guardian's Official Visit
- Honor Parents/Masonic Bodies
- Initiation – Part shall be memorized
- Friendship Night
- Honor "Pasts" of the Bethel
- Celebrate Bethel Birthday

Be prepared for meetings with Order of Business and parts memorized

Have a 30-day moneymaker (approved by the Executive Bethel Guardian Council)

Have a Go-to-Church Sunday

Conduct a fundraiser (approved by the Executive Bethel Guardian Council)

Contribute to a Philanthropy/Service project (approved by the Executive Bethel Guardian Council)

Attend the Council Meetings

Have fun projects – monthly (approved by the Executive Bethel Guardian Council)

Install the Honored Queen and/or officers that follow her in office, having the part memorized

If the Honored Queen does not fulfill the above stated expectations and responsibilities, the Executive Bethel Guardian Council may vote with the approval of the Grand Guardian not to award the title of Past Honored Queen to the young lady at the end of the term.

I have read and understand these expectations and responsibilities of an Honored Queen. The above was read and signed by the following: