

# IMPERIAL YOUTH DEPARTMENT (IYD)

## HANDBOOK

***(INCLUDES IMPERIAL YOUTH DEPARTMENT, LOCAL YOUTH CLUB & DESERT YOUTH DEPARTMENT OPERATIONS, CEREMONIES, BYLAWS AND SAMPLE FORMS)***



*Under the Leadership of the  
Imperial Council & Imperial Court  
Ancient Egyptian Arabic Order Nobles Mystic Shrine of  
North and South America and its Jurisdictions, Inc.  
A.E.A.O.N.M.S., INC.*

**OCTOBER 2023**

REVISED & UPDATED BY  
HPIC LORRAINE JAMES, #134  
IMPERIAL YOUTH DIRECTOR  
[Version 2.00]



## Contents

PART I – INTRODUCTION & OVERVIEW .....	1
PREAMBLE.....	1
User Guide Format and Layout .....	1
Article I – History.....	1
Article II – Our Symbol – The Pyramid .....	1
Article III – Our Colors .....	2
Article IV – Attire.....	2
Article V – Theme Song .....	2
Article VI – Pledge .....	2
PART II - IMPERIAL YOUTH DEPARTMENT .....	3
Article I – Purpose .....	3
Article II – IYD Leadership Team Organizational Chart .....	4
Article III – Roles and Responsibilities .....	4
Article IV – Background Screenings .....	5
Article V – Imperial Session Participation .....	5
Article VI – Financing Youth Clubs .....	5
Article VII – Youth Registration.....	6
Article VIII – Medical Requirements .....	7
Article IX – COVID-19 Protocols .....	7
Article X – Disciplinary Requirements.....	7
Article XI – Lodging.....	8
Article XII – Uniforms .....	8
Article XIII – Schedule of Events.....	9
Article XIV – Competitions .....	9
PART III – LOCAL TEMPLE AND COURT YOUTH CLUBS.....	11
Article I – Purpose .....	11
Article II – Roles and Responsibilities (Director/Directress) .....	11
Article III – Background Screenings.....	12
Article IV – Financing Youth Club Travels.....	12
Article V – Membership Process .....	13
Article VI – Starting a Youth Club.....	13
Article VII – Suggested Activities.....	14

Article VIII – Meetings.....	15
Article IX – Youth Club Officers.....	16
Article X – Duties of Youth Officers.....	16
Article XI – Order of Business.....	17
Article XII – Dispensations.....	17
Article XIII – Insurance Coverage .....	17
Article XIV – Medical Requirements .....	17
Article XV – COVID-19 Protocols.....	18
Article XVI – Disciplinary Requirements.....	18
Article XVII – Uniforms.....	18
Article XVIII – Competitions .....	18
Article XIX – Facility Rentals and Contracts .....	19
Article XX – Parent Clubs.....	19
PART IV – DESERT YOUTH DEPARTMENT.....	20
Article I – Purpose.....	20
Article II – Roles and Responsibilities .....	20
Article III – Planning for Desert Conference .....	21
Article IV – Background Screening.....	22
Article V – Schedule of Activities .....	22
Article VI – Financing the Desert Youth Department .....	22
Article VII – Receipts and Reimbursements.....	23
Article IX – Desert Conference Participation (Youth Clubs).....	23
Article X – Medical Requirements.....	24
Article XI – COVID Protocols.....	24
Article XII – Insurance Coverage .....	24
Article XIII – Disciplinary Requirements.....	24
Article XIV – Lodging .....	25
Article XV – Uniforms and Equipment .....	25
PART V – CEREMONIES .....	26
Article I – Opening Ceremonies .....	26
Article II – Order of Business.....	28
Article III – Closing Ceremonies .....	28
Article IV – Induction Ceremony.....	30
Article V – Charge to the Candidates .....	31
Article VI – Installation Ceremony .....	32

PART VI – Bylaws For Local Youth Clubs ..... 34

    Article I – Purpose ..... 34

    Article II – Preamble..... 34

    Article III – Club Name ..... 34

    Article IV – Membership ..... 34

    Article V – Officers ..... 35

    Article VI – Duties of Officers ..... 36

    Article VII – Finance..... 38

    Article VIII – Meetings ..... 39

    Article XI – Elections..... 39

    Article X – Fundraising ..... 39

    Article XI – Conduct..... 39

    Article XII – Charter ..... 40

    Article XIII – Parents’ Obligation ..... 40

    Article XVI – Oath (Temple Director and Court Directress) ..... 41

PART VII – APPENDIX (FORMS & COMPETITION LISTING) ..... 42

## PART I – INTRODUCTION & OVERVIEW

### PREAMBLE

Placing your life along the lives of a Youth Club is stepping into immortality! We are on the threshold of a great opportunity, an opportunity to influence the lives and character of youth. The door is open. Youth are depending upon us in more ways than they themselves know. Only an adult who can now reflect on his childhood is aware of the tremendous impact for the good which a group of men and women may have on a youth group. Our purpose will be to open doors of unlimited possibilities to the youth of our respective communities.

### User Guide Format and Layout

This document is outlined into four parts and serves as a guide for the divisions under the Imperial Council's Imperial Youth Department. These divisions consist of the Imperial Youth Department, Desert Youth Department, and the local youth clubs. Ceremonies, elections, and bylaws are also included. The words Director/Directress means, Temples should refer to the Temple Director and Courts should refer to the Court Directress. The Appendix provide sample forms for the local youth clubs. All IYD forms are located on the website [www.aeaonms.org/](http://www.aeaonms.org/) under the **Youth Department link**. For additional information, contact the Imperial Youth Director or the Imperial Youth Directress.

### Article I – History

The Imperial Youth Department is under the auspices of the Imperial Council, of the Ancient Egyptian Arabic Order of the Nobles Mystic Shrine of North and South America and its Jurisdictions, Inc. In 1964, the "Males only" Youth Department was created under the administration of Past Imperial Potentate Thomas F. Poag, Sethos No. 170. In 1966, Imperial Commandress Wilhelmina Lewis Means, created the Youth program for girls, previously called the Isiserettes. In 2015, Imperial Potentate Carl D. Parker merged the two programs into one under the Imperial Council's Imperial Youth Department. This change allowed for both male and female youth to join the local youth clubs.

### Article II – Our Symbol – The Pyramid

One of the oldest wonders of the world will be our symbol. The solid structure of the Pyramid still stands as other wonders of the world fade away or crumble with the ravishes of time. The pyramids with their square base symbolize a solid foundation on which we are to build our lives and mold our future. We are striving to reach the peak of knowledge in this Mystic Shrine, we will reach success.



## Article III – Our Colors

Section 1. The colors that will identify the Shrine Youth Clubs of A.E.A.O.N.M.S. and its Jurisdictions are:

- Boys: Red, yellow, and green which are the Organizations colors.
- Girls: White and gold – formal attire for conventions and church services.



These colors can be used on the flags, banners and in attire particularly at formal events.

## Article IV – Attire

Section 1. Female Attire. Female attire for formal event such as worship service, Feast of Service, Jubilee Day and others consist of white or gold pencil skirt and white blouse, white stockings/socks and white shoes for winter or black shoes for summer. For informal events, youth can wear attire that is school casual.

Section 2. Male Attire. Male attire for formal events such as worship service, Feast of Service, Jubilee Day and others consist of a collared shirt and tie/Bowe-tie, slacks, socks and dress/casual shoes. A black tie or Bowe-tie are optional. Note: Refer to local youth club section for additional information.

## Article V – Theme Song

Any appropriate song. The theme song can be one that the group agrees to but should be one that has a meaning of good virtue and of good moral character.

## Article VI – Pledge

On my honor, I pledge to do unto others as I would have them do unto me. To be ready to lift as I climb.

## PART II - IMPERIAL YOUTH DEPARTMENT

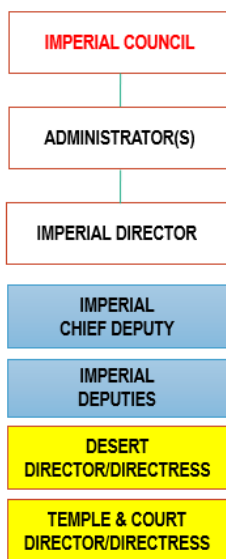
### Article I – Purpose

**Section 1. Purpose and Objectives.** The intent of the Imperial Youth Department are as follows.

1. To develop a program of arts and crafts, educational programs, sports events and overall good fellowship in the Shrine Youth Club. It is also desirous and hope the other departments of the Shrine Units will be enhanced through this program. We envision this club developing members for marching units, musical units, drum and bugle corps, sports units, color guards, pom-poms and other performing arts which will eventually support the Shrine organization. These are coupled with objectives of the Imperial Youth Department:
  - a. To achieve long and short-range goals through unity.
  - b. To understand and share information through various workshops.
  - c. To solve problems, discuss and evaluate outreach programs.
  - d. To promote the general welfare of our youth enabling them to seek opportunities and accept challenges of today's world.
2. We welcome all youth regardless of race, creed or color, ethnicity, gender, gender expression, sexual orientation, ability, socio-economic status, fraternal affiliation, and religion. Note: In today's world we will encounter all types of youth. When working with certain youth categories like gender specific youth, refer to your State's set of guidelines for safe environment recommendations.
3. Youth programs provide the members with an opportunity for the discovery of natural interests, where lasting hobbies will be developed. Projects and activities range for simple handcrafts to intricate workmanship.
4. These activities make it possible for the youth to obtain satisfaction from worthwhile creative experiences, and to build habits of caring for property and respecting good workmanship. Any project that teaches and develops a skill should be included in the program of the youth department. These projects can start at the local level and extend into the Imperial Session youth activities.



## Article II – IYD Leadership Team Organizational Chart



## Article III – Roles and Responsibilities

**Section 1.** The Imperial Director of Youth is responsible for overseeing Imperial Session activities as it relates to the youth. This includes financial and budgeting, deputies (nobles), payroll, transportation, etc. This effort is in collaboration with the Chief Deputy of Youth. The two of them work to foster unity of the youth clubs throughout the Domain. This benefits the Organization as we strive to continue its legacy through our youth club members. The Imperial Director of Youth is also responsible for advising and assisting youth clubs across the Domain with setup and club operations.

**Section 2.** The Chief Deputy of Youth assists the Imperial Director in the performance of his/her duties and carries out all directives as requested. They must be willing to act in the absence of the Youth Director and carry on the mission.

**Section 3.** IYD Deputies and Supporters are expected to attend Imperial Session and assist with youth activities as requested by the Imperial Director and his/her representative. They are required to report on time for all activities and work with/mentor youth as needed. Desert and local Temple Directors, Court Directresses, and chaperones are also encouraged to support the youth during Session.

**Section 4.** All deputies, supporters, chaperones, and volunteers working with the youth during Imperial Session are required to complete the Annual Imperial Convention Registration Form and Housing Reservation Form and should make every effort to reside at the youth headquarters hotel so that the groups will have additional coverage and security during their stay.

## Article IV – Background Screenings

Section 1. **Background screenings.** Anyone working with the youth is required to have a national background conducted by the official agency of the Imperial Council, Sentry Link. The URL is [www.Sentrylink.com](http://www.Sentrylink.com).

Section 2. Nobles and Daughters working with youth are to send a copy of their background check to the Imperial Youth Director and Directress or their designee. Conversely, Daughters working with youth, are to send a copy of the results to the Imperial Youth Directress. Once received, it will be noted in the database along with the date of submission. The document will be maintained on file for a year then discarded. ***For the safety of our youth, background screenings are to be resubmitted every two years.***

Section 3. If the background screening results are cleared with no issues found, the process ends at this point and the member can proceed working with the youth. Otherwise, the results will be reviewed, and a decision letter will be sent to the Temple/Court from Headquarters. Letters of approval will not be distributed unless indicated by the Imperial Council/Court, in which case they will distribute.

## Article V – Imperial Session Participation

Section 1. The Youth Clubs must submit all required forms on time so that the staff can plan accordingly for meals, workshop material, activities, and etc. The forms are located on the IYD's website on the Imperial Session tab. If a Temple/Court submits a "Letter of Intent," then decides not to attend, they must submit a letter or email to the Imperial Youth Director & Chief Deputy requesting to withdraw the Letter of Intent Form. If this is not done in a timely manner, the youth club may be fined a fee of \$100 which will be put into the Imperial Youth Department treasury.

Section 2. Forms are to be completed, signed, and submitted to the contact(s) indicated at the bottom of each form, by the specified deadline. For additional information, contact either the Imperial Director or Chief Deputy of Youth. Note: Non-member chaperones and volunteers pay the same price as the youth members.

## Article VI – Financing Youth Clubs

Section 1. **Youth Club Responsibility.** It is the responsibility of the youth club to raise money for all its operating expenses, registration fees, lodging and travel to and from annual conferences. Youth clubs who plan to attend and participate in competitions of the annual conferences (Desert Conference and Imperial Session) should start fundraising as early as possible. Depending on the number of youth attending, the costs of registration fees, uniforms, equipment, lodging and travel expenses, fundraising may need to start one-year earlier. If the Temple or Court has a youth club but does not have any youth members, then youth club fundraising activities is prohibited.

**Section 2. Annual Budget.** When creating the annual budget include seed money for uniforms, fundraisers, workshop materials, snacks, group socials, site visits and the annual conference expenses. Remember, create your budget early enough so that it is ready to be presented with the Annual Calendar of Events at the beginning of the year.

**Section 3. Imperial Session Travel Distribution.** When attending Imperial Session, youth clubs are eligible to receive a travel stipend to help offset travel expenses. *This information is subject to change, verify with the Imperial Director or Chief Deputy of Youth.* Requirements to receive the stipend.

- A. Temple Director/Court Directress or designee must submit a Travel Distribution Form (located on the IYD website).
- B. The youth club must participate in the IYD workshops and field trips, the Parade of Stars and the Annual Imperial Council Parade.
- C. Mileage is calculated from the Temple/Court city to the host city for Imperial Session using Google maps.

#### Article VII – Youth Registration

**Section 1.** To receive all benefits set forth by the Imperial Council and Imperial Youth Department, all youth must be pre-registered with the Imperial Youth Department Registration Form. Pre-registration must be submitted together with a one-day room deposit. Youth clubs are requested to register the youth club members and make lodging reservations early on. This helps to ensure that the group's lodging is reserved and secure.

**Section 2.** The registration information is forthcoming from Imperial Headquarters.  
*Note: It is the responsibility of the Temple Director/Court Directress to keep track of where the documents are in the process.*

**Section 3.** Required Forms. Youth clubs who are participating in competition and the talent show are required to submit the following forms:

- A. Letter of Intent
- B. Imperial Session Registration Form
- C. Housing Registration Form
- D. Participation and Medical Form
- E. Chaperone Form
- F. Registration Form
- G. Youth Photo Release Form
- H. Travel Distribution Form

**Section 4.** Participating Associate Member-Youth. Youth who are “non-Shrine” club members and plan to attend the annual conference with organization members like parents, grandparents, aunts, uncles, guardians, and etc., are allowed to register as

an associate youth member and pay the associated registration fees (same as a regular member). Select the option Associate Youth Member on the Registration Form. The following forms will need to be submitted for the Associate Youth Member:

- A. Registration Form
- B. Youth Photo Release Form
- C. Chaperone Form
- D. Participation and Medical Form

Section 5. Instructions on where to pick up registered youth club packets at Imperial Session will be provided by either the Imperial Council & Court, Registration Committee or the IYD Imperial Director or the Chief Deputy.

Section 6. Chaperone to Student ratio: 1 adult to 3 elementary youth.  
1 adult to 7 junior/senior youth.

#### Article VIII – Medical Requirements

Section 1. All youth are required to have a Participation and a Medical form submitted along with the other registration forms, as prescribed by the Imperial Youth Department. This pre-printed Medical Form is of vital importance as it enables the collection of pertinent health information on the status of each youth who participates with the units during Imperial Council Convention. Failure to abide by this regulation as set forth in the medical requirements of the Youth Department will be the cause for dismissal of an individual from group participation.

#### Article IX – COVID-19 Protocols

Section 1. **COVID-19 Protocol.** As it relates to any and all medical concerns, the Imperial Youth Department, chaperones, and parents working with youth will follow the same protocol as set forth by the Imperial Council and the CDC. Until further directed by the Imperial Leadership, parents must sign and submit to the Temple Director/Court Directress a COVID Waiver form for their participating youth. When this mandate is rescinded, the form will no longer be required. Note: The IYD does not require youth to submit COVID passports/cards due to Federal and State Laws regarding release of youth medical information.

#### Article X – Disciplinary Requirements

Section 1. Youth club members and chaperones will be expected to abide by the rules and regulations that have been set forth by the Imperial Youth Department whether it is during their performance, at any social function, or activity and during all leisure time. Failure to adhere to these regulations as set forth, will subject the youth and or the entire unit to be suspended from participation at Imperial Session.

## Article XI – Lodging

Section 1. All youth and chaperones are required to stay at the youth headquarters so make sure to select the youth hotel when completing the Housing Reservation Form. The youth hotel information will be in the Director’s Letter and the Imperial Session Registration package will include the youth headquarters hotel information. Be sure to write your title, i.e., Temple Youth Director or Court Youth Directress after your name to signify that you are involved with the Youth Department. ***Remember, youth are required to reside at the youth headquarters in order to be under the insurance policy and also to receive competition award monies.***

## Article XII – Uniforms

Section 1. Competition uniforms. Youth clubs and parents are responsible for obtaining uniforms for club members. Uniforms should match and be worn in good taste. Drill Teams, Color Guards, Bands, Drum Corps and other performing units’ uniforms may be any color, as long as they conform to the stipulated rules and regulations.

Section 2. Female Attire. Female attire for formal event such as worship service, Feast of Service, Jubilee Day and others consist of white or gold skirt and white blouse, or a white dress, white stockings/socks and white shoes. For informal events, youth can wear attire that is school casual.

Section 3. Male Attire. Male attire for formal events such as worship service, Feast of Service, Jubilee Day and others consist of a collared shirt and tie/Bowe-tie, slacks, socks and dress/casual shoes.

Section 4. Acceptable attire for meetings and outings. Youth may wear acceptable school attire. If shorts, they must be in good taste and 1 inch above the knee. Khaki capris/pants, white or other color polo shirts, blazer, a dress for females. A vest for males is acceptable. **Note:** Youth dressed in matching attire tends to foster pride for the Organization, promote unity and gives a professional appearance to others who may want to join or support the youth club.

Section 5. Attire not allowed. The following apparel are not allowed: sagging/drooping pants, ripped shorts/jeans, female shirts with plunging necklines, short shorts/skirts. Flip-flops and socks. Any apparel styled to give an uncomplimentary look.

Section 6. Please don’t let the formal attire regulation stop youth from participating in activities, they may have to wear what they have available because some of the parents may be experiencing financial hardships. The membership is encouraged to assist if at all possible. *“Remember, we must invest in our future.”*

## Article XIII – Schedule of Events

Section 1. The schedule of events includes educational workshops, various individual and group competitions, site visits and other activities that allow one to have fun while learning at the same time. Some of the activities are separated into age groups to provide the best educational and learning experiences. The schedule is included in the Letter from the Director. Activities include but are not limited to:

- A. Educational Workshops: Exploring Careers, STEM workshops, CPR Training, Financial Management, Life Skills workshops that include, bullying, drug prevention, mental health issues, etc.
- B. Competitions: Singing, dance, *cheer*, *oratorical*, drill, flag, drum, online gaming, etc. The list of competitions is based on availability of competitors as well as funds.
- C. Site visits: History and science museums, HBCUs, science centers, Amusement Parks, national parks, etc.
- D. Church, youth worship service and participation in the Parade of Stars, and Imperial Council & Court annual parade. Note: The IYD follows the Imperial Court Divan during the parade. Groups are allowed to display their banners. The vehicles carrying our IYD Daughters team members, follow behind the youth.

Section 2. Additional items provided:

- A. The daily meal schedule, the schedule of youth attire, and transportation to events schedule. These help youth clubs and parents plan and budget properly.
- B. Transportation. The Imperial Transportation Department will provide assistance with transporting the IYD and its youth participants to the scheduled events.

## Article XIV – Competitions

Section 1. Competitions allow youth to display their talents and compete with other youth across the domain. There are two categories of competitions, individuals, and team/groups aka units. Individuals participate in the Talent Show and team/groups, or marching units participate in the main competitions. Some of the awards consist of certificates, trophies, monetary awards, and of course bragging rights. **Note:** The list of competitions is based on availability of competitors and funds. See Appendix for a standard listing.

Section 2. In order to plan properly for competition trophies, awards, etc., youth clubs are required to complete and submit a “Letter of Intent” form to the contact listed by the specified deadline. *Special note: All required forms are to be submitted by the deadline specified on each form or the unit will be disqualified. You are allowed to “request” an extension in writing if more time is needed for the forms. Forms will not be accepted on the day of or after talent show & competitions.*

Section 3. Scoring. Teams/groups, marching units, and the like, will be scored using the prescribed departmental forms.

Section 4. Reporting for Competitions. Units are expected to report ready and on-time at the scheduled location. The Imperial Youth Department will coordinate transportation to and from the competition location.

Section 5. Inspection and Competition Staging. Prior to performing the teams must get instructions before performing. The IYD team will coordinate this and let the teams know when to prepare for inspections and competitions. Both the Captains and the teams should listen for the instructions. The staging routine is similar to the following:

- a. The announcer calls the team to the floor by saying: "Will the 'Unit's Name' report to the floor.
- b. Team Captain: Approaches the Judge, right hand salute and says, Sir/Madam Reporting for Instructions.
- c. Judge says: Prepare your unit for Inspections.
- d. Team Captain says: Prepare for Inspections. The team assumes the formation.
- e. Judges inspect the unit based on the score sheet and informs the team when complete.
- f. The Captain approaches the Judge again and says: Requesting permission to proceed with competitions.
- g. The Judge says, permission granted to proceed with competitions. Once complete, the team is dismissed and clears the floor within the allotted timeframe. The times allotted for getting on and off the floor is listed on the Competitions sheet.
- h. The captain readies the team and completes their performance while the judges commence with scoring. The score sheet is submitted to the scorer's table for verification and documenting.

Section 6. Award recipients. Trophies and awards will be distributed after all competitions are completed. Post Imperial Session, monetary awards will be mailed to the Temples and Courts by the Imperial Treasurer.

## PART III – LOCAL TEMPLE AND COURT YOUTH CLUBS

### Article I – Purpose

Section 1. Each local Temple/Court is responsible for the performance of their local shrine youth club. The local Temple/Court in making the Youth Department strong which will contribute to the advancement of the Mystic Shrine throughout the Imperial Domain.

The Youth Club must fellowship with a purpose. It is hoped that once a youth turns eighteen, they will join the Organization and continue its legacy. Listed below are the aims and purpose of the Shrine Clubs.

Section 2. The purpose and goals of local youth clubs are:

- A. To build character, health, skills and understanding of one's life.
- B. To encourage and develop the spiritual side of the Youth.
- C. To develop cultural and social activities.
- D. To develop a program whereby the youth will be very selective in seeking positive recreational activities that lead to successful careers.
- E. To stress community pride and take an active part in the community activities.
- F. To stress the importance of education and develop creative and natural abilities.
- G. To develop special interest and meet the needs of youth members with formal and informal guidance.
- H. To produce a well-rounded individual who is ready for the world of work or post-secondary education and understands the importance of giving back to the community.
- I. To maintain control and order at all activities.
- J. To reward individual members for achievement and the Club for extraordinary achievement.
- K. To emphasize participation in local events, Desert Conference and Gala Day celebrations and Annual Shrine Conventions.

### Article II – Roles and Responsibilities (Director/Directress)

Section 1. The local Youth Club's Temple Director/Court Directress has sole responsibility over the youth. Responsibilities include:

- A. Submit a list of youth to the recorder/recorderess.
- B. Confirm that assistants have submitted their background checks to headquarters.
- C. Submit the Annual Calendar of Events and amendments to the Temple/Court, Desert Director/Directress and the IYD Leadership team.
- D. Submit monthly reports to the Temple/Court and the IYD Leadership.
- E. Vote money out of the treasurer for youth purposes. Note: Only the Temple Director/Court Directress have authority to vote money out of the youth treasury.



- F. Complete and submit required forms through your local Temple/Court for annual conferences (Imperial Session and Desert Conference).
- G. Ensure youth forms submitted and retained on file with the Temple/Court. The youth forms should be reviewed and or updated periodically.

Refer to the Bylaws section at the end of this document for additional roles and responsibilities.

### Article III – Background Screenings

Section 1. **Background screenings.** Anyone working with the youth are required to have a national background screening conducted by the official agency of the Imperial Council, Sentry Link. The URL is [www.Sentrylink.com](http://www.Sentrylink.com).

Section 2. Nobles working with youth are to send a copy of their background check to the Imperial Youth Director. Conversely, Daughters working with youth, are to send a copy of the results to the Imperial Youth Directress. Once received, it will be noted in the database along with the date of submission. The document will be held for one year then destroyed by way of shredding. For the safety of our youth, background screenings are to be resubmitted every two years.

Section 3. If the background screening results are cleared with no issues found, the process ends at this point and the member can proceed working with the youth. Otherwise, the results will be reviewed, and a decision letter will be sent to the Temple/Court from Headquarters. Letters of approval will not be distributed unless indicated by the Imperial Council/Court, in which case they will distribute.

### Article IV – Financing Youth Club Travels

Section 1. It is the responsibility of the youth club to raise money for all its operating expenses, registration fees, lodging and travel to and from annual conferences. Youth clubs who plan to attend and participate in competitions of the annual conferences (Desert Conference and Imperial Session) should start fund-raising in October of the prior year. Depending on the number of youth attending, cost of registration fees, uniforms, equipment, lodging and travel expenses, fundraising may need to start even earlier. Include seed money for fundraisers, workshop materials, snacks, and group socials. Remember, create your budget early enough so that it is also ready at the beginning of the year along with the Annual Calendar of Events.

Section 2. Request a donation from both the Temple and Court. Request for it to be added to their budget as a line-item. Also, make sure youth monies are earmarked - for the youth club. Temples and Courts found to have used the youth club funds without authorization are subject to a fee of \$100. The funds expended must be placed back into the youth account within 30 days to avoid further actions. Reminder, if the Temple/Court has a youth club but no youth members, then youth club fundraising activities is prohibited.

## Article V – Membership Process

Section 1. Membership into the youth club is available to all youth regardless of the race, creed or color, ethnicity, gender, gender expression, sexual orientation, ability, socio-economic status, fraternal affiliation and religion. For information on how to work with gender specific youth, refer to your State’s suggested guidelines. The suggested age of joining is 4 to 18 years. However, the minimum age will be left up to the Temple/Court youth club. Parents are required to complete and submit the following forms to the Temple Director/Court Directress. See Appendix for sample forms.

- Youth Permission Form (Local Temple/Court)
- Emergency Medical Authorization Form

Section 2. Youth Club members are allowed to apply for membership with the Organization at the age of 18. If they have been in the youth club for 2-years or more, they are exempt from the bloodline requirement. Proof of Youth Club participation is required.

## Article VI – Starting a Youth Club

Section 1. The following steps provide information needed for starting up a new youth club.

- A. Make sure the appointed Temple Director/Court Directress is recorded in the meeting minutes.
- B. Recruit assistants.
- C. Mandatory Background Screening: Ensure all persons working with youth have a background screening. If a person working with youth is a new member and have been in the Organization one year or less, he/she can use the same background screening submitted for membership into the Organization.
- D. Establish a meeting date, time, and location.
- E. Recruit Youth: Identify at least 4 to 10 youth, ages 4 to 18.
- F. Dispensations: Youth Clubs are not required to submit a dispensation. January of each year, the Temple Director/Court Directress is required to submit an annual calendar to the Temple/Court for approval. They are also required to submit a copy to the Imperial Youth Department Director, Directress and the Desert Director/Directress for submittal to the Desert Deputies. Dispensations are only required for wearing of official/formal Regalia at events.
- G. Create an annual calendar of events and submit it to the Temple/Court for approval. This ensures there are no date conflicts and fosters support from the members.
- H. Prepare a budget. Setup a sub-account under the Temple/Court bank account.
- I. Schedule a Meet and Greet for both the parents and the youth. During this event, parents should complete the Youth Participation Form and the Medical Form. Provide them a brochure on the program, discuss the calendar of events and ask the youth for input on activities. This allows the youth to recommend activities

that may be of interest and lastly, request the parents to sign-up for the Parent Club and get involved.

- J. Refreshments may be served. Request donations for refreshments from your Temple/Court members.
- K. Note: Throughout the year, reassess youth attendance, especially the new recruits. Remember to reach out to those who stopped attending regularly and “reclaim” them. Find out from them that it will take to retain them. This may take some out-of-the box efforts. Stay in tune with your youth and their interests!

Section 2. Elections. It is important for our youth to understand the process of democracy, as it will prepare them for the voting process when they become of age. To establish order among the officers, elections should be held no later than the second youth meeting. The Installation Ceremony should immediately follow the elections.

Section 3. Ceremonies. So that the youth are received with welcoming arms, it is good to bring them into the club utilizing a prescribed ceremony. Because we are a family and not a fraternity nor a sorority, we do not have an “Initiation Ceremony,” instead we have an “Induction Ceremony.” This process also includes a Charge to the Candidates. The ceremonies help the youth understand their role and responsibilities as well as prepare them for the process that hopefully, they will undertake when they become members of this great Organization.

## Article VII – Suggested Activities

Section 1. In planning the Club programs, you should consider program opportunities that are open to all. Plan your program where it will embrace events that can be used on National, State and Local levels. The Club starts with basic interest and expands into related areas. It would be advisable to work along the lines of the Temple/Court program, then add new events as members grow and experience club work. This is the reason for organizing the club where basic interests are used.

Section 2. These only scratch the surface of worthwhile activities in the community. Take part in these and other community projects. It is a great way to establish good public relations.

- A. Educational Workshops & Trainings
  - Exploring Careers, STEM, Time Management, CPR, etc.
- B. Community Service and Events
  - Usher or assist at Shrine events, Thanksgiving Services, Jubilee Day, etc.
  - Volunteer work in hospitals (Candy Strippers, etc.).
  - Collecting and doing clerical work for charitable drives.
  - Participating in Black History programs.
  - Create Encouragement cards and have them delivered for first responders.
  - Help organize a Back-to-School Event and distribute school supplies.

- March of Dimes and Breast Cancer Walk-a-thons, Sickle-Cell and others.
  - Community Parades and other events.
- C. Arts And Crafts
- Woodworking
  - Plastics
  - Leather work
  - Carving
  - Leather work
  - Interior decorating
  - Arts
  - Ceramics
  - Jewelry making
  - Fine Arts
  - Model building
  - Science projects
- D. Music And Drama Clubs
- Individual performances in music, dancing or drama
  - Choral groups
  - Bands (including oriental bands)
  - Plays and musical comedy
  - Public speaking and oratorical contents
- E. Excursions and Field Trips
- Historically Black Colleges and Universities
  - Historical Sites, planetariums, and science centers
  - Museums and zoos
  - Botanical gardens
  - Etc.
- F. Sports Program
- Participation in as many sporting activities as possible is encouraged. Have teams in the leagues of your community. It is not enough for the Temple/Court to buy uniforms and have their names on the back. To really sponsor a team, you must support the team physically. Go to the games and give the players as much support and help as possible. Get outside professional help when possible. Take them to see as many professional games as possible, i.e., bowling, baseball, track & field events, basketball, tennis, football, golf, etc.

## Article VIII – Meetings

Section 1. Regular meetings are held in accordance with the Youth Club's By-laws. Yes, bylaws, this is another teachable moment for our youth in that they will learn of bylaws here with us as well as the parliamentary procedures. Youth clubs can meet

either in-person or virtually. Participants should be informed well in advance if the meeting is one or the other. Although participants are provided the annual Calendar of Events which displays regular meetings, it is good practice to remind the Temple/Court, assistants, and parents in advance of meeting type, date, time and location. Temple Directors/Court Directresses are allowed to request special meetings; however out of courtesy for people's time, it must be requested at least 3-days in advance.

Section 2. Annual Calendar. Youth clubs are required to submit an annual calendar of events to the Temple/Court to be reviewed and approved in a regular meeting. The Calendar is then submitted to the Desert Director/Directress, and the Imperial Youth Department Leadership team. The annual calendar of events fulfills the requirement for a dispensation. Modifications to the annual calendar must be updated and sent back through the approval process. This helps avoid calendar conflicts and fosters support from the members. Other reports to submit are:

- A. Monthly Report to the Temple/Court
- B. Annual End of the Year Report to the Temple/Court, Desert, and Imperial Director/Directress of Youth.

#### Article IX – Youth Club Officers

Section 1. Officers of the youth club shall be President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Recorder/Recordress, Treasurer, and Chaplain duly elected by said body according to the rules of the By-Laws, along with any other officers that may provide greater efficiency and participation.

#### Article X – Duties of Youth Officers

Section 1. Duties of the youth officers consist of the following:

- A. President – Shall preside at all meetings under the supervision of the Temple Director/Court Directress.
- B. 1st and 2nd Vice Presidents – Shall assist the President in the performance of his/her duties and preside during his/her absence.
- C. Recorder/Recordress – Shall report all transactions in writing, shall receive and keep a proper account with the date of receipts of all monies, pay the same to the Treasurer, taking a receipt. Additionally, shall make a quarterly report of the monies received by him/her, along with the items, date and source from which it was received.
- D. Treasurer – Shall receive all monies from the Recorder/Recordress giving a receipt for the same; shall keep an accurate record of all receipts and disbursements, making a full report for the same.
- E. Chaplain – Shall open and close the meeting with a prayer or a Bible verse.

## Article XI – Order of Business

Section 1. The following is the standard meeting agenda for youth clubs. The agenda can be modified as needed.

- A. Opening Ceremonies (Refer to Part V-Ceremonies)
- B. Roll Call of Officers
- C. Reading of minutes if last meeting
- D. Communications/Applications of new members
- E. Reports of committees
- F. Unfinished Business
- G. New Business
- H. Treasurer Report
- I. Report and comments by the Youth Director/Directress
- J. Closing ceremonies (Refer to Part V-Ceremonies)

## Article XII – Dispensations

Section 1. Dispensations. Youth Clubs are **not** required to submit a dispensation. January of each year, the Temple Director/Court Directress is required to submit an annual calendar to the Temple/Court for approval. They are also required to submit a copy to the Imperial Youth Department Director/Directress and the Desert Director/Directress for submittal to the Desert Deputies. For Nobles, dispensations are required for wearing of official formal Regalia at events.

## Article XIII – Insurance Coverage

Section 1. Youth club members are covered by the local Temple/Court Insurance policy, as long as the youth functions are in a concerted effort with the Temple/Court. Plan ahead for field trips and check with the vendor and the insurance company to see if a rider is required.

## Article XIV – Medical Requirements

Section 1. All youth are required to have submitted the Emergency Medical Authorization Form, as prescribed by the Imperial Youth Department. This pre-printed medical Form is of vital importance as it enables the collection of pertinent health information on the status of each youth who participates in activities of the youth club. Failure to abide by this regulation as set forth in the medical requirements of the Youth Department will be cause for dismissal of an individual from group participation. These forms are submitted to Temple Director/Court Directress.

## Article XV – COVID-19 Protocols

Section 1. **COVID-19 Protocol.** As it relates to any and all medical concerns, the Imperial Youth Department, chaperones, and parents working with youth will follow the same protocol as set forth by the Imperial Council and the CDC. Until further directed by the Imperial Leadership, parents must sign and submit to the Temple Director/Court Directress a COVID Waiver form for their participating youth. When this mandate is rescinded, the form will no longer be required. Note: The IYD does not require youth to submit COVID passports/cards due to Federal and State Laws regarding release of youth medical information.

## Article XVI – Disciplinary Requirements

Section 1. Youth clubs will be expected to abide by the rules and regulations that have been set forth by the Imperial Youth Department. All Youth, during their tenure with the local youth club, must always exhibit good and respectful behavior, whether it is in meeting, during a performance or at any social function, or activity. Failure to adhere to these regulations as set forth, will subject an individual youth to be suspended from participation according to the rules set for by the local Temple/Court.

Section 2. Failure to abide by these mandates will result in the youth or entire unit being excluded from participation in Convention events. It is urged that all groups take heed and govern themselves accordingly.

## Article XVII – Uniforms

Section 1. Youth clubs are responsible for obtaining uniforms for desired competitions. Uniforms should match and be worn in good taste. Drill Teams, Color Guards, Bands, Drum Corps and other performing teams' uniforms may be any color, as long as they conform to the stipulated rules and regulations.

## Article XVIII – Competitions

Section 1. Friendly competition within the local temple/courts prepares the youth for life experiences, i.e., stage fright, learn good sportsmanship whether they win or lose. It is also a good idea to encourage youth to participate in local competitions, i.e., Spelling Bees, musicals, drawing contests. These activities help prepare youth for Desert and IYD competitions.

## Article XIX – Facility Rentals and Contracts

1. Section 1. The process for facility rental and contracts with vendors for youth activities follow the process as indicated by the Imperial Council and Imperial Court.
  - A. Submit the contract to your Temple/Court along with the fees for the attorney review and processing. The contract should have no signatures when initially submitted.
  - B. The Temple/Court will use the fee to pay for the attorney review and submit a request, the receipt, and the contract to the Imperial Council's representative, **contact the Imperial Council Headquarters for the correct staff member.**
  - C. Once received, it will be forwarded to the Attorney for review and consideration of approval.
  - D. The Attorney's Office will send back the recommendation of approval/denial to the Temple/Court Recordress or the contact via email.
  - E. If approved, the youth club Director/Directress can proceed with advertising and planning. The Dispensation will be approved if the contract is approved.  
**Note:** This process is subject to change based on Leadership's mandates. Check each year to verify if there are any changes to the process.

## Article XX – Parent Clubs

Refer to the Bylaws section of this document.



## PART IV – DESERT YOUTH DEPARTMENT

### Article I – Purpose

Section 1. The overall purpose of the Desert Youth Department is to:

- A. Work with Desert Temples and Courts to plan and carry-out activities of the Desert Conference and Gala Day youth activities.
- B. Assist Desert Temples and Courts with youth club setup and operations. Deserts Departments should strive to have at least 80% of the Desert Temples/Courts operating active youth clubs.

### Article II – Roles and Responsibilities

Section 1. The following are roles and responsibilities of the Desert Youth Department Leadership team. Refer to the Bylaws located at the end of this document for additional roles and responsibilities.

- A. Desert Director and Directress:
  - i. Background check: Submit a current background screening to the appropriate Imperial Council and Imperial Youth Department contacts.
  - ii. Desert Youth Department Draft Budget & Schedule of Activities: Submit to the Desert Noble Advisor a draft budget and Schedule of Events for Desert Conference youth activities.
  - iii. Prior to Desert Conference, prepare a list of registered youth clubs; work with the Desert Recorder, then confirm those who submitted registration forms. This will help to formulate the budget and also with registration check-ins.
  - iv. Competitions, Trophy/Awards Order: Submit to the Desert Noble Advisor the trophy and awards order for competitions. To determine how many of each to order, compile a list of groups who intend on participating along with their desired competitions.
  - v. Monthly Reports: Provide monthly updates at the Desert Divan meeting; i.e., youth clubs and Desert Conference registration counts.
  - vi. Regularly communicate with and assist Temple/Courts with inquiries and requests.
  - vii. Report activities to the Deputies of and for the Desert. For instance: Confirm background checks have been conducted and submitted to the appropriate Imperial Council contact and the IYD Leadership.
  - viii. Verify the Temples/Courts annual calendar is submitted to your Desert Deputy as well as the appropriate IYD Leadership team.
  - ix. Attend the annual Imperial Session Conference as well as the IYD Director/Directress meeting. Provide a written report of updates and changes to the appropriate Desert Deputy, Desert Noble Advisor, and your Temple/Court.
  - x. Other assigned duties requested by the Deputy of and for the Desert.

- B. Deputy of and for the Desert:
- i. Provide a list of Directors, Directresses, Deputies, Potentates and Commandresses to the Director/Directress.
  - ii. Provide support and assistance to the Desert Youth Department as needed or as requested by the Director/Directress.
- C. Desert Noble Advisor to the Daughters:
- i. Advise and assist the Desert Director/Directress with Desert Conference & Gala Day Planning youth activities.
  - ii. Ensure funds are reimbursed and distributed to the designated person(s) for Youth Department expenses.
- D. Local Temple/Court Membership Responsibilities:
- i. Temples and Courts who have clown units, marching units, drill teams, choral groups and others should encourage the youth to form a junior team then work with them to ensure success and participate in competitions at Desert Conference and at Imperial. Keep in mind that any youth group falls under the Temple/Court Youth Department which is under the IYD.

### Article III – Planning for Desert Conference

Section 1. The Desert Director/Directress and youth committee should work together with planning youth activities for Desert Conference. Planning should start at least 6 to 8 months out. A list of activities and site visits should be compiled for consideration. Be mindful of costs and fees associated with the activities. Seek out group prices and discounts for activities and meals. The Desert Director/Directress are responsible for approving the Desert Conference youth activities and should be ready to present at the Desert Leadership prior to Desert Conference. Note: The Desert of and for the Desert will review the activities for consideration and budgetary feasibility.

Section 2. The Desert Director and Directress must review and if needed modify the Desert Conference Youth forms in time for them to be included with the Desert Conference mailout. The packet should be distributed at least 6 to 8 months out. A tentative schedule of events should also be included in the packet so that the Temple/Court and parents can begin planning and fundraising activities as early as possible. *The earlier information is disseminated the better planning for everyone involved!*

At a minimum the required forms should include:

- Youth Registration Form
- Youth Medical History and Authorization Form (or similar form(s))
- COVID-19 Waiver (*Only if required on by Imperial*)

Section 3. The Desert Recorder, Director and Directress will need to decide which team will coordinate youth registration and check-in at Desert Conference. It is recommended that the Desert Youth Department team coordinates this effort.

Section 4. The Desert Director/Directress will pick up the submitted registration forms from the Desert Recorder upon arrival to Desert Conference. Review all forms and note any allergies or special medical conditions for program and meal adjustments.

#### Article IV – Background Screening

Section 1. All personnel working with the youth during Desert Conference are required to verify with the Desert Director/Directress that a background screening report has been submitted. The official background screening company is Sentry Link. The URL is [www.Sentrylink.com](http://www.Sentrylink.com). Keep a copy of your results on-hand in case you are asked to verify the status. Note: Vendors like DJs and merchants who will not be in direct contact with the youth on a one-on-one basis, are exempt from submitting a background check.

#### Article V – Schedule of Activities

Section 1. The recommended schedule of activities includes educational workshops, various individual and group competitions, site visits and other activities that allow one to have fun while learning at the same time. Some of the activities are separated into age groups to provide the best educational and learning experiences. The schedule of activities should be included in the Desert Conference and Gala Day Packet along with all other youth forms. Examples of activities:

- A. Educational Workshops: Exploring Careers, STEM workshops, CPR Training, Financial Management, Life Skills workshops that include, bullying, drug prevention, mental health issues, etc. Solicit speakers from the membership. Professionals and outside Subject Matter Experts (SME) are also encouraged.
- B. Competitions: Singing, dance, cheer, oratorical, drill, flag, drum, online gaming, etc. Survey the attending youth clubs to determine which competitions will be held. Determine the # of winners per category as well as the awards that the recipients will receive. Secure judges and scorers for the competitions. See Appendix for a sample list.
- C. Site visits: History and science museums, HBCUs, science centers, amusement parks, national parks, etc.
- D. The youth should participate in conference activities such as the public service, the memorial service, parade, cookout, etc. Have board games and outside games available for the youth at the cookout.

#### Article VI – Financing the Desert Youth Department

Section 1. Revenue. Financing the Desert Youth Department is based on each Desert's budget and financial state. The Deputy for and of the Desert will be able to

advise on the status and provide the Desert Director/Directress with a proposed budget allotment for the youth activities.

Section 2. Other sources of revenue. Sponsorships, partnerships, grants, and donations from various vendors are encouraged and welcomed. If available, work with your Desert Noble Advisor or the appropriate Desert Deputy on these type processes. Although, the Desert Director/Directress is responsible for providing letters of request to vendors, the Desert Deputies and Desert Noble Advisor should be copied on the request.

Section 3. Budget. The Desert Director and Directress are responsible for compiling the budget for the Desert Conference youth activities. It is to be submitted to the designated Desert Noble Advisor and Desert Deputies for review and approval. Note: If there is not a Desert Noble Advisor, the Desert Director/Directress will work with the Deputy for and of the Desert or their designee.

Section 4. Stipends. It is recommended that the Desert pays for hotel expenses, travel and per diem for the Desert Director, Directress, their assistant director and assistant directress. This shows appreciation for the hard work undertaken while working with the youth. If approved, it will be paid out of the Desert Conference Treasury.

#### Article VII – Receipts and Reimbursements

Section 1. Since Deserts have different processes, check with your Desert Recorder and or Desert Treasurer for details of this process.

#### Article IX – Desert Conference Participation (Youth Clubs)

Section 1. To receive all benefits set forth by the Desert, all youth and youth clubs must be pre-registered for the Desert Conference. Local Temples and Courts who have youth attending Desert Conference, are required to ensure the following forms are submitted to the Desert Recorder by the deadline indicated in the communication. The same is true for participating Associate Member-Youth. Youth who are “non-Shrine” club members and plan to attend the annual conference with organization members like parents, grandparents, aunts, uncles, guardians, and etc., are allowed to register as an associate member youth and pay the associated registration fees. Allowing them to attend may encourage them to join a local club.

- Youth Registration Form
- Youth Medical Form
- Youth Medical History Form
- COVID-19 Waiver (*Only if required on by Imperial*)
- Letter of Intent (for competitions and exhibitions) to the host Temple & Court and to the Desert Recorder so that the Desert Director/Directress can order the trophies and awards.

Make sure the necessary signatures are affixed on the applicable forms. Using a Temple/Court check or money order, attach the appropriate fees to the form. It is also good practice to send a copy of the forms via email or snail mail to the Desert Director and Directress. **Note:** *Directors and Directresses, keep an extra copy of the completed forms for your files. Remember to bring them with you to conference for in case of an emergency.*

Section 2. Local Youth Club Arrival at Desert Conference. Upon arrival to Desert Conference, check-in your room reservations. After wards, report to the Conference Registration room for instructions on the youth club check-in process. After check-in, report to the designated youth conference area for instructions from the Desert Director and Desert Directress. They will provide you with an updated schedule of activities, and other pertinent information. *Enjoy the conference!*

#### Article X – Medical Requirements

Section 1. Youth Medical forms should also be disseminated in the youth packet along with the proclamation. The forms are required for all youth attending Desert Conference. The form is designed to provide medical information such as contact information, allergies, physician information needed in case of an emergency. This form contains confidential information and should be handled in strict confidence. The form should be kept on file only for one year then permanently destroyed (shredded).

#### Article XI – COVID Protocols

Section 1. COVID-19 Protocol. As it relates to any and all medical concerns, the Imperial Youth Department, chaperones, and parents working with youth will follow the same protocol as set forth by the Imperial Council and the CDC. Until further directed by the Imperial Leadership, parents must sign and submit to the Temple Director/Court Directress a COVID Waiver form for their participating youth. When this mandate is rescinded, the form will no longer be required. Note: The IYD does not require youth to submit COVID passports/cards due to Federal and State Laws regarding release of youth medical information.

#### Article XII – Insurance Coverage

Section 1. Youth club members are covered by the local Temple/Court Insurance policy, as long as the youth functions are in a concerted effort with the Temple/Court.

#### Article XIII – Disciplinary Requirements

Section 1. Directors/Directresses will be expected to abide by the rules and regulations that have been set forth by the Desert Youth Department. All youth, during their stay at the Desert Conference, must abide by the Desert Youth

Department rules and regulations, whether it is during their performance, at any social function, or activity and during all leisure time. Failure to adhere to these regulations as set forth, will subject as individual youth or entire unit to be suspended from participation.

Section 2. Failure to abide by the mandates will result in the youth or youth club being excluded from participation in Convention events. It is urged that all groups take due and timely notice and govern themselves accordingly.

#### Article XIV – Lodging

Section 1. Each Desert will provide the youth clubs with their Desert Youth Department forms which includes lodging information for Desert Conference. Although youth clubs are responsible for their lodging and travel expenses, the Desert, local Temples and Courts are encouraged to help the youth clubs offset travel expenses. Remember, we must invest in our youth because they are our future leaders!

#### Article XV – Uniforms and Equipment

Section 1. The local youth clubs are responsible for purchasing and maintaining uniforms and equipment. Uniforms should match and be worn in good taste. Drill Teams, Color Guards, Bands, Drum Corps and other performing units', uniforms may be any color, as long as they conform to the stipulated rules and regulations.

## PART V – CEREMONIES

### Article I – Opening Ceremonies

#### Section 1. Required Positions

President	Treasurer/Asst. Treasurer	Marshal
1 <sup>st</sup> Vice President	Chaplain	Add other positions if needed
2 <sup>nd</sup> Vice President	Captain of the Guard (Male) Outside Spy (Female)	Director/Directress
Recorder (Male) Recordress (Female)	Outer Guard (Male) Inside Spy (Female)	

#### Section 2. Gavel & Rap Process

Rap means to hit the desk/table with the gavel.

- One Rap of the Gavel = 1) All Members Sit-down and 2) Call to order.
- Two Raps of the Gavel = Officers Stand
- Three Raps of the Gavel = Everyone Stands

Section 3. Instructions. At the start of the meeting officers are to recite the following narrative for the Opening Ceremony.

1. **PRESIDENT:** (One rap of gavel) Officers please take your stations and prepare to open this club meeting. Members, please take your seats. (Officers and members act as instructed.)
2. **PRESIDENT:** All present being members, we are safe to open our meeting in due form. Captain of the Guard, instructs the Outer Guard to permit no one to alarm the door until notified that our devotional and opening ceremonies are concluded.
3. **PRESIDENT:** 1st Vice President are you a member of "Youth Club Name" and as a member what must we first do before we enter upon the adventures of life and transact any business?
4. **1st VICE PRESIDENT:** Yes, Mr./Ms. President I am a member of "Youth Club Name" and as a member we should pray to God in heaven for guidance and wisdom in order to carry on our activities and be successful.
5. **PRESIDENT:** Will the Marshal and Captain of the Guard escort the Chaplain to the Altar where he/she will make the Altar ready for our prayers.
6. **ACTION:** The Chaplain will be escorted to the westside of the Altar where he will open the Bible to the 23rd Psalm and leave it open.

7. **ACTION:** The President then raps the member to their feet with 3 raps of the gavel.
8. **PRESIDENT:** "We will retire to the Altar for prayer."
9. **CHAPLAIN ACTION:** Prays at the Altar. All remain around the Altar.
10. **PRESIDENT:** 2nd Vice President. To whom else do we owe allegiance?
11. **2nd VICE PRESIDENT:** We owe allegiance to Our Country.
12. **PRESIDENT:** Club members we will pledge allegiance to the Flag. Will the 2nd Vice President lead this ceremony?
13. **ACTION:** The 2nd Vice President will lead the pledge. After the pledge, the Chaplain is escorted back to his/her station by the Captain of Guard and Marshal. The Members are then sent back to their seats with one rap of the gavel and seated.
14. **PRESIDENT:** Why did you become a member of the Shrine Youth Clubs of A.E.A.O.N.M.S. and its Jurisdictions?
15. **1ST VICE PRESIDENT:** Because I am determined to advance in the field of education and perfect the talents that I possess.
16. **PRESIDENT ACTION:** *Seat everyone with one rap of the gavel.*
17. **PRESIDENT:** Raise with one rap of gavel and say, 2nd Vice President, why did you become a member of the Shrine Youth Club of A.E.A.O.N.M.S.?
18. **2nd Vice President:** Because I have faith in God, my sponsors and myself. If I can put honest effort and take advantage of the opportunities offered to me, I cannot and will not fail in my undertaking in the field of education.
19. **PRESIDENT:** I became a member of the Shrine Youth Clubs because, I have courage and believe that I will achieve success in my chosen profession. God being my all in all, the Mother Temple aiding me when needed and the Youth Director guiding me, I know that I will leave my mark in the community.
20. **PRESIDENT:** I now declare the meeting open for business and ceremonies. Captain of the Guard inform the Outer Guard that the club is now open for business.



## Article II – Order of Business

Section 1. The following is the standard meeting agenda for youth clubs.

- A. Roll Call of Officers
- B. Reading of minutes if last meeting
- C. Communications/Applications of new members
- D. Reports of committees
- E. Unfinished Business
- F. New Business
- G. Treasurer Report
- H. Report and comments by the Youth Director/Directress
- I. Closing ceremonies

## Article III – Closing Ceremonies

1. **PRESIDENT:** Members we are about to close this meeting.
2. **PRESIDENT:** 1st Vice President, do you believe you will succeed in your endeavors and education work?
3. **1st VICE PRESIDENT:** Yes, I do Mr./Ms. President, I have faith in God, faith in good leadership and faith in myself, therefore I cannot fail.
4. **PRESIDENT:** 2nd Vice President, what should each one of us do when we leave this meeting?
5. **ALL:** Each one of us should and must seek more knowledge and information. Seek out all avenues of information to be well informed and skillful in our chosen field.
6. **PRESIDENT:** Youth Director/Directress, what is your duty and responsibility to the youth club?
7. **YOUTH DIRECTOR/DIRECTRESS:** As your leader it is my duty to see that the programs designed by the Imperial Council and the Imperial Youth Department are carried out in accordance with the Constitution and Bylaws. It is my duty to assist and aid in all activities that come under the jurisdiction of the AEAONMS.
8. **PRESIDENT:** Recorder/Recordress please report receipts of the evening and the disbursements.
9. **RECORDER/RECORDRESS:** The receipts and disbursements are as follows:  
*(Read from the notes recorded.)*

10. **PRESIDENT:** Captain of the Guard and the Marshal will you escort the Chaplain to the Altar for closing prayer.
11. **ACTION:** Members are requested to stand as the Chaplain is escorted to the east side of the Altar. All bow their heads and place their left hand over the heart.  
**CHAPLAIN:** Prayers. Afterwards, remains at the Altar.
12. **PRESIDENT:** By the power and authority of this office, I now declare this club meeting closed until our next regular meeting. Members seek and gather as much knowledge as you possibly can.
13. The meeting is Closed.

## Article IV – Induction Ceremony

Section 1. These ceremonies are carried on by the Youth Group Officers. The Youth Group Officers will line up across the front of the candidates with the President as the presider. The Temple Director/Court Directress and or assistant(s) must be present. There must be adult supervision or there can be no induction. The Illustrious Potentate/Commandress is not required to be present but is invited as a courtesy to support and assist as needed. **Attire: Youth formal attire/church/school attire; Temple/Court-regaled.**

1. **PRESIDENT:** *(The President will appoint a Marshal for the Induction.)* Marshal, please see if the applicants for induction are present.
2. **ACTION:** *Door opens, and the Marshal goes outside of the meeting room. The Marshal returns and announces to the President the names and number of candidates for induction.*
3. **PRESIDENT:** If the candidates are ready, we will start the ceremonies.
4. **ACTION:** *The Marshal retires to the anteroom to conduct the candidates into the meeting room. Marshal knocks on the door, opens it, and announces that the candidates are ready to enter the meeting room.*
5. **PRESIDENT:** Marshal, you will escort the candidates in and have them face me. *(The President raps up the entire Club membership.)*
6. **CHAPLAIN:** Please bow your heads and repeat with me the "Lord's Prayer."
7. **ACTION:** *After the prayer, the President seats the Club membership.*
8. **1<sup>st</sup> and 2<sup>nd</sup> VICE PRESIDENT:** Candidates, please give me your attention and listen well. What I say to you now will be very important to you as a member of an Youth Group of the Imperial Youth Department. Our Club is founded on Faith, Knowledge, and the application of this knowledge to our everyday life and well-being. First, you must have faith in God — faith enough to believe He will give you the mental and physical equipment necessary to complete your desired task. Secondly, you must have faith in yourself. Our Directress of Youth Group will devise and develop programs that will aid you in your endeavors and pursues.
9. **RECORDER/RECORDRESS:** You will find that the seeking of knowledge is important to every member of the Club. We are putting forth every effort to gain vast amounts of knowledge in our chosen field. The Director/Directress of our Youth Group will seek out special help for you. Let me caution you, if you do not help yourself, no special effort will be made to carry you. We will help you if you help yourself.
10. **PRESIDENT:** This is an organization whose goal is to help you to become a capable, well-rounded individual. Do you wish to become a member and strive to live up to the requirements of this Club? *(The candidates must answer this question for themselves. Once they have answered in the affirmative, the President will then explain the purpose, pledge colors and uniforms to the candidates.)* Do you promise to conform to and abide by the rules and regulations of the Club?
11. **CANDIDATES:** I do.
12. **PRESIDENT:** We welcome you to the "Youth Club Name". Our Temple Director/Court Directress of Youth Group will now explain the overall objectives of the Youth Group.

Article V – Charge to the Candidates

Section 1. Instructions. Recite the following charge to the candidates.

Temple Director/Court Directress: As youth club members, we want to provide opportunities for you in a variety of areas. We seek:

- A. To provide opportunities for vocational exploration and development of hand skills.
- B. To create a sense of creativeness and resourcefulness.
- C. To provide opportunities for personal satisfaction.
- D. To develop an appreciation of art and an interest in hobbies.
- E. To awaken the dormant interest and at the same time create new interests.
- F. To preserve and develop local community traditions and resources.
- G. To arouse the public's interest in our programs and involve them in the activities of the youth in the community.
- H. To develop the spiritual and cultural side of your life, thereby developing a well-rounded citizen.

These things we will strive to accomplish. With your help, we will accomplish our purpose and reach our goal and we charge you to be diligent in your pursuit of excellence and always strive to better yourself:

Welcome to the \_\_\_\_\_ of \_\_\_\_\_.  
Youth Club Name Temple/Court Name

**Action note:** Temple Director/Court Directress introduces Temple/Court Officers and members in attendance to everyone.

## Article VI – Installation Ceremony

Section 1. Illustrious Potentate and Illustrious Commandress are not required to attend the initiation ceremony. As a courtesy, they are invited to attend. The schedule of the ceremony should be based on the schedule of youth, parents and the Temple Director / Court Directress for without them, the youth club ceases to exist.

### Section 2. Instructions.

1. **ACTION:** The Temple Director/Court Directress of Youth Group will install the Officers. They will appoint a Marshal to function during the installation.
2. President, I take great pleasure in receiving you as the presiding Officer of this Youth Group. Before assuming this office, I must require your assent to the following interrogations:
  - a. Do you promise to faithfully abide by the rules and regulations of the Youth Group of the Imperial Youth Department?
  - b. Do you promise that you will exert your best effort to promote the happiness and the interest of this Youth Group?
  - c. Do you promise to only allow members in good standing to attend the meetings of this Youth Group?
  - d. If you submit to these requirements and promise to practice them in earnest, say "I do."
  - e. Answer: I do.
3. **ACTION:** (The Marshal conducts the President to her seat.)
4. 1<sup>st</sup> Vice President, you have been elected to the important office of 1<sup>st</sup> Vice President. In the absence of the President, you are to perform her functions and assume her duties. Do you promise to adhere to all the laws, rules, and regulations of this club?
5. Answer: I do.
6. Treasurer, you have been elected to the very important and responsible office of Treasurer. You will receive all monies from the hand of the Secretary, giving her a receipt for the same and record all disbursements agreed upon by the Club. Honesty and integrity are sufficient guarantees to the Club that your duties will be faithfully performed. Do you promise to be faithful to the trust imposed in you?
7. Answer: I do.
8. Recorder/Recordress, you have been elected to the important office of Secretary for the Club. Promptitude, accuracy, punctuality, and integrity are four cardinal virtues of this office. You will record the proceedings of the Club, collect all monies that may

be due the Club and pay them over to the Treasurer, taking a receipt for the same.  
Do you promise to be faithful to the trust imposed in you?

9. Answer: I do.

10. Chaplain, to you has fallen the sacred duty of the office of Chaplain. You will lead the Club in devotions and other spiritual observances. Your duties are of the highest importance and should impress all with reverence, sincerity, and solemnity. DO YOU promise to be faithful to the trust imposed in you?

11. Answer: I do.

12. This concludes the Installation Ceremony. Everyone can be seated.

## PART VI – Bylaws For Local Youth Clubs

### Article I – Purpose

The purpose of the Imperial Youth Department is:

- A. To foster in each youth a positive self-awareness that demonstrates an appreciation of one’s interest, abilities, feelings, values, and skills, necessary for the encouragement of a realization and acceptance of one’s personal and social responsibilities.
- B. To develop in each youth the interpersonal skills needed to function in and contribute to a variety of social settings.
- C. To develop a cultural and educational program for the Youth and to develop pride in self.
- D. To instill community involvement and to involve the Youth in religious and civic activities.
- E. To continue our character building and to instill a sense of values and self-worthiness.

### Article II – Preamble

We, the **Imperial Youth Department, Youth of the \_\_\_\_\_**, being firm  
Youth Club Name  
in our intentions and desires to hold and closely to all the laws, rules, orders, and regulations of the Temple/Court under whose Charters we are now working, do establish and proclaim these By-Laws.

### Article III – Club Name

According to the Charter, coming forth from the Imperial Council, Imperial Youth Department, this body shall be known as the \_\_\_\_\_ under the  
Youth Club Name  
supervision of the \_\_\_\_\_.  
Temple/Court Name

### Article IV – Membership

1. The lessons of the youth are cultural. Its teachings are moral, and its purpose are beneficial, educational, charitable, and civic. Youth of good character shall be admitted regardless of race, creed, or color. The age groups shall be Seniors 13-17 years; Juniors 7-12 years and Beginners 4 to 6. Youth who become 17 after December may remain as members until the completion of

- the Imperial Session following their 17<sup>th</sup> birthday. After August 30<sup>th</sup> of that year, they may volunteer to assist with their youth Club. If interested, after their 18<sup>th</sup> birthday, they may apply to join the appropriate group, Nobility, or the Daughters if they meet the eligibility requirements of the organization.
2. The parents of the youth desirous of becoming members of the Youth Club will be contacted first. Parents shall sign an Approval Form. The Approval Form is to be kept on file by the court as long as the youth remains a member and is to be updated periodically.
  3. There is no rule as to how many youth a youth club can have.
  4. An “*optional*” joining fee shall be no more than \$5.00. Local dues are left up to the youth membership to decide.

## Article V – Officers

### A. Imperial Officers of the Imperial Youth Department

As a component of the Imperial Youth Department, the youth clubs will be supervised by the Imperial Potentate, Imperial Commandress, the Imperial Administrators, the Imperial Director, the Chief Deputy, and Deputies with Departmental assignments. Refer to the Annual Imperial Council and Courts Rosters for the specific departmental appointments made each year.

### B. Temple and Court Officers

1. The youth at the local Temple/Court level are supervised by the Temple Director/Court Directress, and their Assistants. The Illustrious Potentate/Commandress are ex-officio on the various committees and can attend meetings if desired. However, they are not required to be in attendance for a youth meeting or activity to function.
2. The Temple Director/Court Directress shall be appointed by the Illustrious Potentate/Commandress of the Temple/Court each December at the annual election. The Illustrious Potentate/Commandress may appoint an elected line officer to the position of Court Directress.
3. The Illustrious Potentate/Commandress can appoint the Assistant Directress(es), or the Court Directress may ask for volunteers.

### C. Youth Club Officers

The officers of the Youth Club shall be the President, 1<sup>st</sup>, and 2<sup>nd</sup> Vice Presidents, Recorder/Recordress, Treasurer, and Chaplain duly elected by said body according to the rules of the By-Laws, along with any other officers that may provide greater efficiency and participation.



### **A. Imperial Officers Duties**

The youth Director and Chief Deputy will work closely during the year with their counterparts in the Shrine Youth Department. As components of the Imperial Youth Department, these Directors and Directresses are charged with responsibility of conducting an effective and productive youth program. During the Imperial Session, all Director and Chief Deputy will attend and participate in all programs sponsored by the Imperial Youth Department. They will arrange to be housed with the Youth unless otherwise excused. When in a convention city, all Directors/Directresses will always have the responsibility of Chaperones no matter what their specific appointment.

1. **Imperial Council Administrator:** Will oversee the program of the Imperial Youth Department and report its progress to the Imperial Council Divan. He shall communicate the wishes of the Imperial Council and Divan to the Imperial Director and Chief Deputy of the Imperial Youth Department. The Imperial Administrator shall coordinate with the Imperial Court Administrator for the Shrine Youth Program to ensure the Imperial Youth Department operates effectively.
2. **Imperial Director:** Will direct the program of the Imperial Youth Department and supervise the Chief Deputy, Deputies and all personnel involved in the Imperial Youth Department program and report to the Imperial Administrator. The Director shall work closely with the Chief Deputy to coordinate the activities of the Imperial Youth Department. The Director shall actively work to organize youth clubs in Temples and Courts across the domain.
3. **Chief Deputy:** Will work closely with the Imperial Director to implement programs of the Imperial Youth Department. He/she shall assist the Imperial Director in organizing youth clubs throughout the Domain. Should the Imperial Director be unable to perform his or her duties, The Chief Deputy shall assume those duties until the Imperial Potentate or the Imperial Commandress has named a replacement for the appropriate position.
4. **Deputy Director/Directress-Chaperones:** Will be available during Imperial Session to escort youth at all times and provide steadfast adult supervision. Help man the office of the Imperial Youth Department and provide whatever assistance is needed during Imperial Session and throughout the year.

Based on staff availability, other positions may be needed to assist on the Imperial level. Their duties are required particularly during the annual session. During the year, at the request of the Imperial Director or Chief Deputy, they may advise and assist Temples/Courts with their appropriate area of expertise.

5. Program Coordinator
6. Deputy Director/Directress of Drill
7. Deputy Director/Directress of Education
8. Deputy Director/Directress of Music
9. Deputy Director/Directress of Religion
10. Deputy Director/Directress of Promotions
11. Deputy Director/Directress of Security
12. Deputy Director/Directress of Proposals & Communications
13. Deputy Director/Directress of Recreation
14. Deputy Director/Directress of Clowns
15. Deputy Director/Directress of Cultural Affairs – promotes Fine Arts program
- 16. Deputy Director/Directress of Medicine**
- 17. Deputy Director/Directress – Chaperones**

## **B. Temple and Court Officer Duties**

1. Illustrious Potentate and Illustrious Commandress: Shall see that reports are given and sign all draft orders upon “Name” Youth Club TREASURY and is the co-signer of bank account.
2. Temple Director/Court Directress:
  - a. Shall report activities and progress of the youth to the local Temple/Court monthly.
  - b. He/she shall provide an annual end of the year report to the Imperial Youth Director/Directress concerning the activities of the club.
  - c. The Temple Director/Court Directress should be in charge of one or two age group levels of the youth. He/she shall assist, supervise, and give guidance to the youth at all times.
  - d. Questions are to be addressed to the Imperial Director/Directress of Youth. He/she in turn, may direct the question to the Deputy Directress appointed to the area of concern. If the issue is not resolved, it may be forwarded by the Imperial Director/Directress to the Administrator and subsequently to the Imperial Leadership.
  - e. The Temple Director/Court Directress is charged with the responsibility to put emphasis on good conduct always; to cultivate a spirit of good

sportsmanship before, during, and after any type of activities and or competitions.

3. **Assistant Directors/Directresses:** Shall assist the Temple Director/Court Directress.

### C. Youth Club Officer Duties

1. **President:** Shall preside at all meetings under the supervision of Temple Director/Court Directress.
2. **Vice Presidents:** Shall assist the president in the performance of his/her duties and preside during his/her absence.
3. **Recorder/Recordress:** Shall report all transactions in writing, shall receive and keep a proper account with the date of receipts of all monies, pay the same to the treasurer, taking a receipt. Shall make a monthly report of the monies received, along with the items, date, and source from which it was received.
4. **Treasurer:** Shall receive all monies from secretary giving a receipt for the same, shall keep an accurate record of all receipts, making a full report for the same.
5. **Chaplain:** Shall open and close the meeting with a prayer or a Bible verse.

### Article VII – Finance

1. All Youth monies, including monies raised by the Parent Clubs using the youth club name or Temple/Court name, are to be placed in the appropriate Temple/Court Treasury under a separate funding account and is earmarked as such in the Temple/Court monthly Treasurer report.
2. Any money raised by a parent group is to be used solely for the youth club. There are to be no expenses paid for any adult out of this money.
3. All monies are to be voted out in a regular Temple/Court meeting. The youth club should not be denied access to their funds. If this occurs immediately **contact the Imperial Director/Chief Deputy of Youth or the appropriate Imperial Administrator.**
4. Dues shall be payable at each meeting with the minimum being \$1.00 and the maximum being left up to the discretion of the Temple Director/Court Directress. Dues should be within reason for youth.
5. Parent Club Accounts. Parent Clubs can open their own accounts; it cannot use the name of the Temple/Court nor the Youth Club. It is a totally separate account from the Temple/Court and the Temple/Court has no affiliation with it. Parents are responsible for funds in their own account.

### Article VIII – Meetings

1. Regular meetings of the youth will be held according to the provisions of its Bylaws. Try to be mindful of Directors, Directresses and parents' personal schedules. The Illustrious Potentate/Commandress are not required to be present at youth meetings and events but are encouraged to attend. This shows the youth they are supported by leaders and other members within the Organization.
2. It is recommended that Roberts Rules of Order be used as the parliamentary procedure for conducting meetings.

### Article XI – Elections

1. The election of youth club Officers will be held annually in December.
2. All officers duly elected will be installed before the closing of the December meeting.

### Article X – Fundraising

1. Money for worthwhile projects may be raised in many ways. No child shall sell tickets or participate in door-to-door canvassing unless under the direct supervision of an adult, i.e., the Director/Directress and/or parent.

#### Suggestions:

- Cotillion & youth pageants
  - Teas
  - Fashion Show or Hair Shows
  - Food Sales
  - Car Washes
  - Talent Shows
2. Temples/Courts should be aware of and approve any projects of the youth, when possible. The funds raised are specifically for the youth. This includes donations from any group, Kiwanis, Rotary, etc. *Remember, we must invest in our youth for they are future leaders!*

### Article XI – Conduct

1. The Temple Director/Court Directress of youth and the Assistants are permitted (and encouraged) to march with their youth in any parade so long as no regalia is worn. DAUGHTERS, THIS MEANS DON'T WEAR YOUR WHITE REGALIA OR YOUR FEZ while walking in parades. The safety and welfare of the Youth is our primary concern. *Dispensations are required in*

*order to wear regalia at youth events.* For local events, check with your local Recorder/Recordress, Illustrious Potentate/Commandress to confirm the dispensation process.

2. The youth are permitted to attend the Potentate and Commandress Balls and must be accompanied by their parent/guardian, who assumes full responsibility for the youth. No person(s) attending these affairs is to provide any type of alcoholic beverage to a minor(s).

#### Article XII – Charter

Charters are requested from the Imperial Director when all eligibility requirements have been established. They are the property of the Temple/Court. Youth Clubs work under the protection of the Temple/Court and its Charter.

#### Article XIII – Parents' Obligation

##### **A. Temple Director/Court Directress Responsibilities:**

1. The Temple Director/Court Directress shall meet with the Parents Club at least four times a year to keep them informed, etc.
2. The Temple Director/Court Directress shall see that the Parent Club has proper guidelines. Parents cannot dictate the policy of the youth. The Temple Director/Court Directress is the sole responsible person for the youth.
3. The Temple Director/Court Directress or a Noble/Daughter must accompany the Youth whenever they go out to any affair. Remember, they are under the umbrella of the Temple/Court.

##### **B. Parent Obligations:**

1. Parents must cooperate but not run the program. They cannot interfere with meetings, etc.
2. Parents who sponsor projects cannot use the name of the Temple/Court without their permission and the participation of a Noble/Daughter is mandatory.
3. Parent projects involving the youth cannot sell or serve any alcoholic beverage at dinners, barbecues, etc.
4. All monies raised by Parent Clubs for the youth in the name of the youth or the Temple/Court are to be used in total by the youth. The Parent club is to turn any monies raised into the Temple Director/Court Directress for deposit in the appropriate treasury IMMEDIATELY following an affair or event.
5. Temples and Courts are required to work closely together for the good of all youth in the Oasis.

Article XVI – Oath (Temple Director and Court Directress)

**INSTALLATION OF TEMPLE DIRECTOR OR COURT DIRECTRESS OF YOUTH**

**Instructions:** The following is recited.

The Illustrious Potentate/Commandress says to the appointed Temple Director/Court Directress, Repeat after me:

I, Noble/Daughter \_\_\_\_\_ do hereby accept the position of \_\_\_\_\_ Temple Director/Court Directress of youth. I promise to uphold, train, and guide the youth in compliance with the rules of the Imperial Council's Youth Department, so help me God. Amen, Amen, Amen.

## PART VII – APPENDIX (FORMS & COMPETITION LISTING)

**Note: To download and use the forms, go to [www.aeaonms.org](http://www.aeaonms.org) click the link for the Imperial Youth Department website, then click the Training tab.**



## YOUTH PERMISSION FORM

Temple or Court Name: \_\_\_\_\_ No. \_\_\_\_\_

Full Name: \_\_\_\_\_  
Birth Month, Day, Year

Address: \_\_\_\_\_  
Street City State Zip Code Phone Number

We the parent(s)/legal guardian(s) of the above name child understand fully our obligations to the  
and agree with all the rules and regulations set forth by the  
\_\_\_\_\_ Club name

\_\_\_\_\_ Temple/Court Name

I accept the responsibility for my child/children's fees. Including all expenses that may occur during the child's tenure with the youth group/program and I give my permission for my child to travel with the designated driver/assigned volunteer and my child shall obey all rules and regulations set forth by the Illustrious Potentate, Temple Youth Director, and or Illustrious Commandress, Court Youth Directress and Designated chaperones. A one month written noticed will be given for any member who does not wish to participate any longer in the youth club and its program otherwise, a member will be liable for any monies owed to the Youth Department upon departure from this youth club.

A member will return all uniforms, instruments and equipment issued him or her.

Whereas we assume all risks and hazards incidental to such participation by release and agree to hold harmless the organizers, sponsors, supervisors, and persons transporting our youth.

\_\_\_\_\_ Parent/Guardian - Printed Full Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**SAMPLE DOCUMENT**





IMPERIAL YOUTH DEPARTMENT  
A.E.A.O.N.M.S.

**EMERGENCY MEDICAL AUTHORIZATION FORM**

This form authorizes Emergency Medical Treatment for my child,

\_\_\_\_\_ Child First and Last Name

In case of injury on In-Town or Out-Of-Town Trips

Parents can be reached at:

Home Address:

\_\_\_\_\_ Street City State Zip Code Phone Number

Place of Employment

\_\_\_\_\_ Employer Name (if applicable) Work Phone Alternate #

If I cannot be reached at either above number, please contact:

Relationship: \_\_\_\_\_ Phone No. \_\_\_\_\_

**IN-TOWN PHYSICIAN INFORMATION**

Physician \_\_\_\_\_ Phone No. \_\_\_\_\_

Dentist \_\_\_\_\_ Phone No. \_\_\_\_\_

Health Insurance Company \_\_\_\_\_ Policy No. \_\_\_\_\_

**IN AND OUT-OF-TOWN TRIPS**

For in and out-of-town trips, in case of injury or sickness of:

\_\_\_\_\_ Child First and Last Name

this form gives my permission to a qualified

physician/dentist for emergency room service, and to give medical attention to my child as needed.

Parent(s) Signature: \_\_\_\_\_

**MEDICAL HISTORY**

Allergies: \_\_\_\_\_

Past Illnesses: \_\_\_\_\_

Is the child healthy and able to march in hot weather during any parade of any length?  Yes  No

Is the child now taking any type of medication? \_\_\_\_\_

Does the child have any type of disabilities, such as wearing glasses, braces, etc.?

Has the child been treated for:  Bleeding  Convulsions  Diabetes  Epilepsy  
 Heart Trouble  Hypertension  Kidney  Lung Disease  Muscle Joint

Other(s) please state: \_\_\_\_\_

Previous Hospitalization: \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Print Parent/Guardian Full Name

\_\_\_\_\_ Signature

**SAMPLE DOCUMENT**

### ***COVID-19 Liability Waiver and Assumption of Risk***

In consideration of being allowed to participate in Temple Event/Activities, the below-signed participant agrees as follows:

1. I am aware that the novel coronavirus ("COVID-19") is an extremely contagious virus and that it is currently believed that COVID-19 spreads through person-to-person contact.

2. I am familiar with the Centers for Disease Control and Prevention ("CDC") guidelines regarding COVID-19, which are located at <https://www.coronavirus.gov> and <https://www.cdc.gov/coronavirus/2019-ncov/index.html>. I acknowledge and understand that the circumstances regarding COVID-19 are changing from day to day and that the CDC guidelines are regularly modified and updated. I accept full responsibility for familiarizing myself with the most recent updates and making informed choices to take precautionary measures to protect myself and others. In addition to the CDC guidelines, I agree to abide by any and all policies or postings published to the general public at the Event.

3. By signing this agreement, I acknowledge that I am aware of the contagious nature of COVID-19 and voluntarily assume the risk that my family and I may be exposed to or infected by COVID-19 at the Event/Activities and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the Facility may result from the actions, omissions, or negligence of myself and others.

4. I agree that, in the event that I suspect I became exposed to or infected by COVID-19 at the Event and I elect to seek testing and/or treatment as a result thereof, I will be responsible for payment of any and all medical services and testing services.

5. I voluntarily, choose to assume all of the foregoing risks and accept sole responsibility for any injury, illness, permanent disability, or death related to COVID-19 arising from or in connection with my presence at the Event/Activities. I hereby release and hold harmless the Temple, the A.E.A.O.N.M.S., Inc., their employees, agents, directors, officers and representatives, and other participants from and against all liabilities (statutory or otherwise) for claims, suits, demands, judgments, costs, interest, and expense (including but not limited to attorney's fees and disbursements) for injury, illness, permanent disability, or death related to COVID-19 arising from or in connection with mine or my child(ren)'s presence at the Facility,

**EVEN IF ARISING FROM THE NEGLIGENCE, ACTS, OR OMISSIONS OF THE RELEASED PARTIES. I HAVE READ AND UNDERSTAND THIS AGREEMENT AND I AM AWARE THAT BY SIGNING BELOW I MAY BE WAIVING CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE.**

Youth Name (If Applicable): \_\_\_\_\_

Participant /Parent Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Competition Details List

**Imperial Youth Department (This information is subject to change yearly based on Leadership decisions, mandates, and other unknown circumstances.)**

Competition Name <i>Note: After each performance, teams have 2-minutes to clear off the floor.</i>	Age Group	Floor Time (Minutes)	Competition Levels	Minimum # in the Group to Perform	Prize Goes to: Temple = T Court = C Youth = Y	Award (Based on Feasibility & the Budget)
Talent & Music Competition - Beginners	3 to 7	5	1 2 3	N/A	Y	
Talent & Music Competition - Juniors	8 to 12	5	1 2 3	N/A	Y	
Talent & Music Competition - Seniors	13 to 18	5	1 2 3	N/A	Y	
Essay Contest – Beginners (N/A)	N/A	TBA	1 2 3	N/A	Y	
Essay Contest – Juniors (N/A)	N/A	TBA	1 2 3	N/A	Y	
Essay Contest – Seniors (N/A)	N/A	TBA	1 2 3	N/A	Y	
Drill Team Team A Team B	13-18 13-18	8	1 2 3	13	T/C	
Drill Team – Juniors (small team of 10 or more)	7-12	6/2	1 2 3	10	T/C	
Exhibition Team (Note: For teams less than 10 not competing but want the experience of undergoing inspection & drill)	7-18	8/2	1 2 3	3	T/C	
Clowns – Seniors 1 or more	13-18	5	1 2 3	2	T/C	
Clowns – Juniors 1 or more	4-12	5	1 2 3	2	T/C	
Pom Poms Unit – Seniors	13-18	8	1	2	T/C	

<b>Competition Name</b> <b>Note: After each performance, teams have 2-minutes to clear off the floor.</b>	<b>Age Group</b>	<b>Floor Time (Minutes)</b>	<b>Competition Levels</b>	<b>Minimum # in the Group to Perform</b>	<b>Prize Goes to: Temple = T Court = C Youth = Y</b>	<b>Award (Based on Feasibility &amp; the Budget)</b>
			2 3			
Pom-Pom Unit - Juniors	4-12	6	1 2 3	2	T/C	
Dance Team – Seniors	13-18	8	1 2 3	4	T/C	
Dance Team– Juniors	6-12	6	1 2 3	4	T/C	
Drum Corp - Seniors	13-18	8	1 2 3	5	T/C	
Drum Corp - Juniors	7-12	6	1 2 3	5	T/C	
<b>Color Guard</b> (American & State flags & 2 color flags. Rifle or scimitar to secure the flag.)	7-18	Based on Maneuvers	1 2 3	4	T/C	
Bicycle – Seniors	13-18	8	1 2 3	3	T/C	
Bicycle – Juniors	7-12	6	1 2 3	3	T/C	
Flag line – Seniors (all flags)	13-18	8	1 2 3	3	T/C	
Flag line – Juniors (all flags)	7-12	6	1 2 3	3	T/C	
Drum & Flag Corp – Seniors	13-18	8	1 2 3	5	T/C	

<b>Competition Name</b> <b>Note: After each performance, teams have 2-minutes to clear off the floor.</b>	<b>Age Group</b>	<b>Floor Time (Minutes)</b>	<b>Competition Levels</b>	<b>Minimum # in the Group to Perform</b>	<b>Prize Goes to: Temple = T Court = C Youth = Y</b>	<b>Award (Based on Feasibility &amp; the Budget)</b>
Drum & Flag Corp – Juniors	7-12	6	1 2 3	5	T/C	
King/Queen Contest – Tiny Tots	2-6	TBA	1 2 3	N/A	T/C	
King/Queen Contest – Junior	7-12	TBA	1 2 3	N/A	T/C	
King/Queen Contest – Seniors	13-18	TBA	1 2 3	N/A	T/C	
Gaming Competition - Girls [High score wins]	7-18	TBA	1	N/A	T/C	
Gaming Competition - Boys [High score wins]	7-18	TBA	1	N/A	T/C	
Basketball Youth [High score wins]	7-18	TBA	1	5	T/C	
Spelling Bee one individual winner per Temple & 1 individual winner per Court	7-18	60 secs per word	1 2 3	1	Y	

Notes:

- 1<sup>st</sup> place winner receives a trophy. All participants receive a medal of participation.
- If it is a joint girl & boys' team, they compete would against boys & girls.
- If it is all girls, they would compete against all girls.
- If it all boys, they would compete against all boys.
- All teams in their age group will compete with the same age category.

## **Revisions**

**2023 - Revised and Updated  
Imperial Youth Department Handbook**  
HPIC Lorraine James (#134), Imperial Director

## **Revisions**

**2022 - Revised and Updated  
Imperial Youth Department Handbook**  
HPC Lorraine James (#134), Chief Deputy  
PP John Buckley (#109), Imperial Youth Director

**2018 – Revised  
A.E.A.O.N.M.S. Youth Manual**  
Rev. Ronald Williams (#63), Imperial Youth Director  
PP Victor Perry (#212), Imperial Chief Deputy  
PP John Buckley (#109), Deputy Director  
Dt. Betty Drayton Johnson (#17), Imperial Chief Deputy Directress

**2015 – Revised  
Youth Manual**  
Dr. Murphy J. Keller III (#12), Imperial Youth Director

---

### **Handbook Adapted for the Girls Program**

PIC Dt. Anne M. Bolden  
Imperial Directress  
and

### **Revised 1996 - Handbook**

By Dt. Cheryl T. Black, Imperial Directress  
Dt. Charlesena H. Smith/Dt. Iris L. Moore, Administrators  
Dt. Mildred T. Crosby, Imperial Commandress

### **1998 - Ceremonies Book Compiled by**

Dt. Cheryl V Talley-Black (#24), Imperial Directress  
Dt. Maggie J. Parks (#65), Imperial Chief Deputy Directress  
Dt. Catherine McLennon (#137), Imperial Program Coordinator  
and

### **Approved March 1998**

Dt. Charlesena H. Smith (#73), Administrator  
Dt. Artemisia J. Junier (#110), Imperial Commandress

