

Grand Assembly of Massachusetts
INTERNATIONAL ORDER OF THE RAINBOW FOR GIRLS

June 2018

RACOM REPRESENTATIVE

Thank you for volunteering to be the RACOM Representative for your Assembly. It is important for the girls and adults involved in Rainbow in Massachusetts to know about your Assembly's activities and your members. You will be helping Rainbow grow in our state!

Three (3) issues of the RACOM are published annually: Fall, Winter, and Grand Assembly. In order to coincide with the RACOM Representative's term, subscriptions will run from June to June. **New subscriptions will be due on October 1st, 2018.**

The Grand Assembly Rainbow Flag is awarded at the Grand Assembly Session to the Assembly having contributed the most to the RACOM Boosters. Encourage your sisters to submit both Boosters and Now I'll Tell items!

The responsibilities of your office are as follows:

1. **Subscriptions:** To collect \$5.00 per subscription from the members and adults in your Assembly before October 1st. Ask your assembly to consider purchasing 5 subscriptions from the treasury: one for the Worthy Advisor, one for the Grand Officers/Representatives, one for the line officers, one for your general membership, and one for the Advisory Board. As soon as you receive any money, please give it to your Mother Advisor or Treasurer with a list of subscribers (keeping a copy of the list for yourself). To earn your RACOM BAR at the end of the year at Grand Assembly, you must have sold a minimum of FIVE subscriptions.

After all subscriptions have been collected, but no later than October 1st, you should ask the Advisory Board Treasurer to provide you with an Assembly Check (no cash or personal checks) made payable to the Grand Assembly of Massachusetts, I.O.R.G. - RACOM.

Please mail the check and a note stating the name and number of your Assembly and the total number of subscriptions to: **Miss Victoria A. Major**

225 Eastern Avenue
Gloucester, MA 01930

2. **Assembly Reports:** Write a report about your Assembly's activities for each issue. Try reporting on activities that occur between submission dates. All reports are to be approved by your Mother Advisor or an Advisory Board Member prior to submission. You can also email a couple of photos of the assembly at work at events or participating in activities. Please EMAIL the report and photos to:

Miss Tricia Butland, Editor at racommaior@gmail.com

She will confirm that she has received your email by replying to you. If she does not respond you will need to try again. Where necessary, reports and boosters will be edited. To earn a RACOM bar, you must submit assembly reports for each issue of the RACOM.

3. **Boosters:** Collect names and phrases from members, adults, friends, and relatives for each issue. EACH LINE (27 CHARACTERS) COSTS 25¢. LETTERS, PUNCTUATION, AND SPACES ARE ALL CONSIDERED CHARACTERS. IF YOUR CHECK IS NOT FOR THE PROPER AMOUNT, IT WILL BE NECESSARY TO DELETE NAMES OR PHRASES FROM YOUR LIST. Included with this letter is a Booster Aid for your use. You can copy it as needed. Boosters reflect on your Assembly, so please check carefully. Foreign words and derogatory phrases are

not acceptable. To earn the RACOM bar, each issue must have a minimum of \$5.00 of Boosters submitted. Plan accordingly!

Please type up your Booster lists on 8½" x 11" paper with double spacing, placing your Assembly name and number at the top of each sheet. Your Mother Advisor or an Advisory Board Member must sign the list indicating approval or comment on an email that the Boosters are approved. You may email the Booster list to Mom Major at vmajor225@gmail.com.

Please turn in to your Mother Advisor any booster money as soon as it is collected. You will mail your signed booster list and an Assembly check by regular mail (not certified) made payable to the Grand Assembly of Massachusetts, I.O.R.G. - RACOM, postmarked no later than the deadline date to:

Miss Victoria A. Major, Booster Manager

225 Eastern Avenue
Gloucester, MA 01930

Others parts of the RACOM to which you may contribute:

1. Cover Art: Please announce to your Assembly that any member may send cover art to the Editor for consideration. The chosen cover artist will receive a \$25 iTunes, Dunkin Donuts, or Amazon gift card, provided the artwork (photos, drawings, computer drawings, etc.) is completely original, and the artwork will be posted on the website.
2. Poetry, Riddles, Short Stories: Please announce to your Assembly that any member may submit poetry, riddles, short stories, or other forms of artistry to the Editor for consideration. Please encourage your creative sisters to submit to the RACOM.
3. "Now I'll Tell": Please announce to your Assembly, family, and friends that anyone may submit poems, short stories, or "Now I'll Tell" items to the Editor for consideration. "Now I'll Tell" items are not required to earn your RACOM bar. "Now I'll Tell" items should be engagements, weddings, and announcements of births. Special school items such as being inducted into the National Honor Society, making the Dean's List, etc. will be considered. Please do not include Rainbow activities and honors in "Now I'll Tell" as they should be listed in your assembly report.

Assembly Reports are sent to the Editor. Booster Lists and subscriptions are sent to the Booster Manager

Deadline Dates:	Subscriptions	Postmarked by October 1, 2018
	Fall Issue	Postmarked by October 1, 2018
	Winter Issue	Postmarked by January 15, 2019
	Grand Assembly Issue	Postmarked by April 15, 2019

IF YOU LEAVE IT UP TO YOUR MOTHER ADVISOR, ADVISORY BOARD MEMBER, OR ANYONE ELSE TO SEND YOUR ASSEMBLY REPORT AND/OR BOOSTERS, AND THEY ARE NOT RECEIVED BY THE DEADLINE, THEY MAY NOT BE PRINTED AND YOU MAY NOT RECEIVE YOUR RACOM BAR.

A RACOM Merit Bar will be awarded at Grand Assembly to each RACOM Representative who SUBMITS ASSEMBLY REPORTS FOR EACH ISSUE WITH A MINIMUM OF \$5.00 OF BOOSTERS FOR EACH ISSUE AND SELLS A MINIMUM OF 5 RACOM SUBSCRIPTIONS. You must adhere to deadline dates. If checks are not received prior to the deadline, boosters & subscriptions are not printed and the RACOM bar is not awarded.

If you have any questions, please do not hesitate to contact:

Mom Tricia Butland, Editor or Mom Major, Booster Manager