

## ADULT APPLICATION AND PROFILE

You are being asked to complete this questionnaire so that we may continue to promote the high ideals and basic virtues of the International Order of the Rainbow for Girls. Your responses will be held in the strictest confidence, and the application will be kept on file in the office of the Supreme Inspector of this Jurisdiction. This profile gathers information that will not only insure that the quality and reputation of Rainbow volunteers is maintained at the highest level, but will also serve to protect both the Adult Advisors and the girls who are members. Information will be verified.

### Personal Information

Name \_\_\_\_\_ Date \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

How long have you resided at this address \_\_\_\_\_

Please list all addresses and length of resident over the past seven years

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Spouse (if applicable) \_\_\_\_\_

Name of Emergency Contact \_\_\_\_\_

Phone Number With Area Code of Emergency Contact \_\_\_\_\_

Please Attach a copy of your Driver's License as well as current vehicle Insurance Card

Has your Driver's License been revoked or suspended within the past seven years? \_\_\_\_\_

Do you have physical or health limitations that might limit your role in Rainbow activities? If so, explain

\_\_\_\_\_

\_\_\_\_\_

Have you used illegal drugs or been treated for a substance abuse problem in the past seven years? If so, explain

\_\_\_\_\_

\_\_\_\_\_

Have you been convicted of any crime in the past seven years? If so, explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Affiliations and Experience**

Occupation \_\_\_\_\_

Name and address of current employer \_\_\_\_\_

What skills, knowledge and abilities could you contribute to Rainbow? \_\_\_\_\_

Masonic and Fraternal Membership (please list) \_\_\_\_\_

\_\_\_\_\_ Majority Rainbow Girl – Assembly Name and Number \_\_\_\_\_

\_\_\_\_\_ Relative of Rainbow Girl    Parent \_\_\_\_\_    Grandparent \_\_\_\_\_    Other \_\_\_\_\_

Have you worked with other youth groups? \_\_\_\_\_ If yes, please complete the following:

Organization	Dates	Contact Person	Phone Number	Duties

Has any adverse action been taken against you by any youth, church, school or day care center against you while you were an employee or volunteer? If so, explain \_\_\_\_\_

Have you ever been accused of physically, sexually, or emotionally abusing a child, youth or adult? \_\_\_\_\_

Please provide three references who have known you at least seven years, two of whom are not affiliated with Rainbow.

Name	Relationship	Length of Acquaintance	Address	Phone Number

## CODE OF CONDUCT

### INTERNATIONAL ORDER OF RAINBOW FOR GIRLS

*In order to safeguard Rainbow Girls and their adult leaders, the following youth protection guidelines have been implemented for use by Assemblies. Abuse in any form is not condoned by Grand Assembly of Florida, International Order of the Rainbow for Girls. An emphasis on sexual abuse prevention in these guidelines is to assert to any perpetrator that such behavior will not be tolerated.*

**Appropriate administrative and legal action will be taken as warranted.**

1. Appropriate Conduct – It is expected that all Rainbow Girls and their adult leaders will conduct themselves in such a way as to demonstrate the organizational values as set forth through the lessons of Rainbow, and thus to treat each other at all times with appropriate respect and consideration, avoiding even the appearance of impropriety.
2. Authorized Activities – The Advisory Board of each Assembly is responsible for authorizing all events. Unofficial organizations as well as “secret” activities, and ceremonies not specifically authorized by the IORG or any Grand Jurisdiction are not permitted.
3. Youth and Caregiver Information – Each Assembly is to maintain a confidential record of contact information for youth and their parents or guardians, including those authorized to pick up a youth from an event. Restrictions as to who may pick up a girl from an event should be communicated in writing and signed by caregivers as soon as a girl becomes a member, and should be updated annually, or as custody issues change. This information is to be used by adult leaders for safe and effective communication and never released to unauthorized individuals.
4. Parental Notification Regarding Activities – Parents and guardians are encouraged to participate in Rainbow activities and to accompany the Assembly on trips and outings. Parents are to be notified in advance of the date and times, location, and purpose for each event. Their formal permission is needed in order for youth to participate in field trips, late-night activities, overnight trips, and other special activities.
5. Chaperone/Member Ratios – A minimum of two unrelated adults, at least one of whom is a female Approved Chaperone, must accompany Rainbow Girls on all trips, outings and Assembly activities. The size and particulars of an event may require additional adult leadership to be present. Approved chaperone ratios will be adhered to at all times. *If you are traveling ten miles or less one female Approved Chaperone is suitable.*
6. Co-ed Activities – Approved Chaperones, both male and female, must be present for any co-ed activities, and proper standards of conduct established prior to the event. Parental approval is needed in advance of participation.
7. Safety Rules – Provisions should be made for ensuring communication capability by cell phone or other device in the event of an accident or emergency. If an accident occurs, one person is to stay with the injured while others go for assistance.

8. Positive Role Models – Adult leaders must always be cognizant of their responsibility to behave in ways consistent with the teachings of Rainbow, and never discuss matters inappropriate for young ears, such as jokes or stories meant for mature audiences, discussion of private activities and relationships, adult language, etc.
9. Drugs and Alcohol – The use or distribution of alcohol or illicit drugs, or the misuse of legal drugs by leaders or members is prohibited while participating in or assisting in any Rainbow event or while in the presence of Rainbow Girls. Conversation related to alcohol or drug use is not acceptable except in an educational context.
10. Inappropriate Relationships – Adult leaders are expressly prohibited from dating or becoming romantically involved with any youth, and from having sexual contact with any youth.
11. Overall Safety – Dangerous behavior will not be tolerated at Rainbow events. Weapons are prohibited at all Rainbow events. Appropriate measures will be taken to ensure the safety of Rainbow members and leaders.
12. Illicit Media – All sexually oriented materials (magazines, cards, videos, films, clothing etc.) are prohibited at Rainbow events. Use of the Internet to view or download sexually oriented materials is prohibited during any event or in the presence of any Rainbow youth.
13. Photographs, Videography, and other Media – Representation of Rainbow Girls should be consistent with the values of our organization and should not be taken, shared or published without the written release of the subjects. In the case of minors, a written release must be signed by their parents or legal guardians before their image is published or displayed.
14. Proper Attire – Members should remain properly attired at all times, and adult leaders must not allow or condone activities such as group nudity, skinny-dipping, mooning or other inappropriate exposure.
15. Discipline – Only constructive, respectful, and non-physical discipline intended to instruct and demonstrate appropriate correction is permitted. Degrading punishment, any form of restraint, or physical discipline for behavior management is prohibited. Belittling or disparaging remarks and verbal abuse are not sanctioned in any form by the IORG or any Grand Jurisdiction.
16. Unacceptable Behavior – No form of harassment, hazing, or bullying is to be permitted by adult or youth. Additionally, adult leaders should avoid unnecessary physical contact, including (but not limited to) back rubs, tickling, patting of buttocks, wrestling, or bear hugs.
17. Physical Contact – Appropriate physical contact includes hand-shaking, high-fives, shoulder hugs (if acceptable to recipient), pat on the shoulder or other similar non-intrusive expressions of appreciation.
18. One-on-One Contacts – For the protection of both youth and adults, no one-on-one activities between adults and Rainbow Girls are allowed. Should privacy be required for a confidential conversation, the interaction should be observable and interruptible, i.e. out of hearing range of others yet still within their view.
19. Respect of Privacy – Adult leaders and Rainbow Girls should respect each other's privacy. Except in situations where health and safety require their presence, adults should not intrude in changing rooms, showers or other private areas. Adults are expected to protect their own privacy as well, and are

prohibited from dressing, undressing, bathing, or showering in the presence of youth. If separate facilities are not available, a schedule for private activities must be maintained. No cameras or video equipment are permitted into changing rooms or other private areas. Cell phones with cameras must be turned off and put away.

20. Activities in Private Homes – Unless authorized by the Advisory Board, no activities involving Rainbow Girls and adult volunteers should be conducted in private homes. Appropriate chaperone/adult to youth ratios should be observed at all times as addressed in the full IORG Youth Protection Policy.
21. Separate Accommodations – Adult leaders are prohibited from sharing a bed, sleeping bag, tent, or hotel room with a youth. Adults are to maintain separate sleeping quarters from youth except in severe emergencies, unless the adult is an immediate family member or an informed consent is signed by a parent or legal guardian. Careful consideration should be given before housing older girls with considerably younger ones. It is acceptable to have multiple female adults remain with all the youth sleeping in one large area such as an open dormitory.
22. Transportation – Anyone transporting a Rainbow Girl is required to have a current driver's license and insurance, and to follow safe and legal driving practices. Drivers are to be especially mindful of safe practices relative to speed, use of seat belts, texting and other distractions. Parents or guardians must sign an informed consent before any girl is transported by assembly leaders to an event. Any adult transporting girls should be an Approved Chaperone, and no male should transport Rainbow Girls without a female Approved Chaperone being present. Parental permission is required for a youth to drive herself and her family members to ceremonies or events. *If you are traveling ten miles or less one female Approved Chaperone is suitable.*
23. Responsibility for Youth – Adult leaders are responsible for Rainbow Girls and their guests between the times of arrival to and departure from the location of a meeting or event. Proper attention should be given to supervising girls who are awaiting transportation and ensuring they leave with an authorized person (see #3 above). Never leave a girl waiting alone or allow her to leave with an unauthorized person. When in doubt, a phone call should be placed to the primary caregiver for approval. Any time a girl is waiting outside an Assembly room, or if she becomes ill or must leave a meeting, she should be accompanied by a female chaperone.
24. Recognizing and Responding – Any report or complaint from a youth concerning inappropriate behavior is to be taken seriously and addressed. Because youth may have difficulty finding appropriate language for feelings of discomfort, adult leaders should be aware of and responsive to the signs of abuse having occurred, e.g. sudden changes in attitude or behavior, avoidance of particular individuals, and so forth.
25. Intervention and Reporting – When inappropriate behavior that is questionable but not clearly harmful is observed, an adult leader should immediately intervene to respectfully explain to the observed person that their conduct might be misunderstood. The Chairman of the Advisory Board and the Grand Deputy should then be alerted to the situation. Any observed maltreatment, harassment or other harmful behavior should immediately be reported in keeping with the reporting protocol outlined in the full Youth Protection Policy.

26. Screening and Monitoring – All adults assisting an Assembly in any capacity are to complete a thorough application and screening process before being allowed to serve in a leadership capacity. No individual will be allowed to volunteer for Rainbow trips or activities until they have been known to Assembly leaders for at least six months. Chaperones will only be authorized after completing appropriate youth protection training consistent with Grand Assembly of Florida, IORG policies.

I have read and agree to abide by this Code of Conduct, as follows: *(initial beside each affirmation)*

- I agree to do my best to prevent maltreatment of the youth in my care during Rainbow ceremonies and events.
- In activities where discretion is needed, I agree to anticipate the level of risk for individual activities and to use my best judgment in making decisions which affect the well-being of all concerned.
- I agree not to physically, sexually or emotionally abuse or neglect any child or youth.
- I agree to comply with Grand Assembly of Florida, IORG Youth Protection Policies regarding conduct with youth.
- I agree to immediately report any observations of inappropriate behaviors or possible policy violations.
- I acknowledge my obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to leaders and state authorities in accordance with these policies.
- I understand that the International Order of the Rainbow for Girls will not tolerate abuse of its members, and I agree to comply in spirit and in action with this position.
- I fully understand that I am subject to the Code of Conduct, as well as all elements put forth in the full Youth Protection Policy of the Grand Assembly of Florida, IORG, and that any behavior or action in violation of those policies will be grounds for my removal from the organization and loss of any awards or designations I may have received during my involvement.

*To the best of my knowledge, the information contained in this application is complete and accurate. I understand that providing false information is grounds for not choosing me for a volunteer. I authorize any person or organization, whether or not identified in this application, to provide any information concerning my personal, professional, criminal, driving, or other background qualifications pertaining to this application. I release, hold harmless, and agree to indemnify the International Order of the Rainbow for Girls, its Assemblies, Advisory Boards, and all other Rainbow bodies, organizations, sponsoring bodies, and their officers, employees, agents, and volunteers from any and all liability to me in connection with their good faith efforts to gather and use any information provided as a result of, or in connection with, this profile. If chosen, I agree to be bound by the Code of Conduct, policies and procedures of the International Order of the Rainbow for Girls. I understand that these may be modified at any time at the sole discretion of the International Order of the Rainbow for Girls without prior notice to me. I understand that, if there is concern about my responses, the Supreme Inspector/Deputy will contact me directly.*

**Applying For**

\_\_\_\_\_ Youth Helper      \_\_\_\_\_ Adult Worker      \_\_\_\_\_ Approved Chaperon

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Signature and Date

## REFERENCE CONTACT FORM

Applicant's Name \_\_\_\_\_

	Date of Contact	Method of Contact
Reference #1	_____	_____
Reference #2	_____	_____
Reference #3	_____	_____

**Note:** Some references may be hesitant to provide information, especially if it is negative. If so, read the applicant's release at the end of the profile form. This authorizes the reference to comment on the applicant and releases them from liability for their statements. If necessary, offer to provide a copy. If the reference has reservations about the applicant's suitability, be sure to note the facts that support the reservations. Facts are more relevant than unsubstantiated opinions. Ask for names of others who could verify the facts of any incident of questionable conduct.

**Suggested questions:**

**Use a conversational style when speaking with the reference rather than just reading the questions.**

- In what ways have you seen (name) work with children or youth?*
- What strengths have you observed in (name) working with youth?*
- What challenges have you observed in (name) working with youth?*
- Did (name) follow the rules?*
- In your opinion, is (name) suitable for work with children or youth? (do not ask details)*
- Did anyone ever complain about (name's) interaction with children?*
- Do you have a particular concern about (name) working with youth? Or is there a particular weakness which you think will affect his/her working with youth?*
- Does (name) hold any other jobs or do any other volunteer work with children?*
- Is there anyone else we should contact?*

Summarize the remarks concerning the applicant's fitness and suitability for youth work:

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\_\_\_\_\_  
Signature of Person Speaking with Reference

\_\_\_\_\_  
Date

## Adult Application Recommendation Form

I have reviewed and examined the information provided in this Adult Application and Profile, and have reviewed the Reference Contact Form. It is my recommendation that this applicant

\_\_\_\_\_ Be Approved

\_\_\_\_\_ Not Be Approved

for adult volunteer work with \_\_\_\_\_ Assembly # \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position (Mother Advisor, Grand Deputy, Chairman of the Board)

\_\_\_\_\_  
Date

**In order for the Applicant to be Approved this file must contain:**

- Adult Application and Profile – completed in its entirety
- Background Check submitted and cleared
- Reference Check
- Copy of Driver's License
- Copy of Current Vehicle Insurance Card