



## Celebrate West St Paul Days Little Miss West St Paul Application 2019

### Candidate Information

Legal Name: \_\_\_\_\_

Name as you want it to appear: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: (    ) \_\_\_\_\_ Cell Phone Number: (    ) \_\_\_\_\_ (if you have one)

Email Address: \_\_\_\_\_ (if you have one)

Do you currently or have you previously held another Royalty Position? (If yes, in what community, what role, years? Please provide royalty director/coordinator contact information?) \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Daytime Phone: (    ) \_\_\_\_\_ Evening Phone: (    ) \_\_\_\_\_

### Social Media Profiles (if any):

Facebook: \_\_\_\_\_ Snapchat: \_\_\_\_\_ Twitter: \_\_\_\_\_

Instagram: \_\_\_\_\_ Goggle +: \_\_\_\_\_ Other: \_\_\_\_\_

### Academic History

School Attended/Attending: \_\_\_\_\_ Grade you are currently in: \_\_\_\_\_

School Activities: \_\_\_\_\_

School Awards/Honors: \_\_\_\_\_

### Personal History

What do you want to be when you grow up? \_\_\_\_\_

What school activities/volunteer activities are you involved in? \_\_\_\_\_

What are your hobbies/interests? \_\_\_\_\_

### Questions

How did you hear about the Celebrate West St Paul Days program? :

What is your favorite subject in school and why?

What is your favorite thing to do with your family?

What is your favorite thing to do in West St Paul?

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Why would you like to represent the city of West St. Paul?

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**Favorites:**

Song: \_\_\_\_\_ Food: \_\_\_\_\_ Season: \_\_\_\_\_

Singer: \_\_\_\_\_ Movie: \_\_\_\_\_ Sport: \_\_\_\_\_

Idol/Mentor: \_\_\_\_\_ TV Show: \_\_\_\_\_

**POLO SHIRT SIZE: (please circle)**

(adult) S M L XL XXL

(child) S M L XL

This Application and your picture will be used for judging, publicity, and for invitation purposes. Return this application, along with a recent photograph, the Application Agreement & Liability Waiver, and \$50.00 application fee (for the polo and sash) by **March 24<sup>th</sup>, 2019**.

**Parent Information:**

Parents' Name(s): \_\_\_\_\_

Address (if different): \_\_\_\_\_

Cell Phone Number 1: (    ) \_\_\_\_\_ Cell Phone Number 2: (    ) \_\_\_\_\_

Home Phone (if different): (    ) \_\_\_\_\_ Email: \_\_\_\_\_

Places of employment: \_\_\_\_\_

List other family members that can pick up your child from events: \_\_\_\_\_

Do you have any driving violations or convictions that we should be aware of?: \_\_\_\_\_

**Parent Questions:**

Why do you think your child should represent Celebrate West St Paul Days? \_\_\_\_\_

Being a member of a Royal Family requires great attention to detail and time management; how do you plan to help your child to meet the requirements of participating in a Royalty program? \_\_\_\_\_

How will you support the Royal Family (as a group) if your child is selected? \_\_\_\_\_

Do you have past experience with a non-profit, festival, board or royalty program? (If yes, provide the name of the non-profit, festival, board or royalty program and a brief description of your experience.) \_\_\_\_\_

We have several local sponsors that are bar and grill establishments and occasionally have fund raisers at them. Provided your child is supervised by a member of the Celebrate West St Paul Days volunteer staff, are you ok with your child being in a "bar"? \_\_\_\_\_

Are you willing to support both Celebrate West St Paul Days board and the royalty fundraisers by supplying auction items as requested and inviting people to events? \_\_\_\_\_

As parent/guardian of the above listed child I attest that the information provided is accurate and truthful to the best of my ability.

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

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



# Celebrate West St. Paul Royalty Policies & Guidelines

**NOTE: The policies in this document apply to any person selected as a member of the Celebrate West St Paul Days Royalty program. If any person fails to abide by any of these policies, they may be immediately removed from their position as a member of the Royalty and will forfeit their full scholarship. These decisions will be made at the sole discretion of the Celebrate West St Paul Days Royalty Committee and Board. These policies may be amended from time to time at the discretion of the Committee and Board of Directors.**

## **Royalty:**

1. You will serve as an ambassador and a public relations representative for Celebrate West St. Paul Days, Inc. and for the City of West St. Paul. You are also part of a team. You are expected to behave in a proper and responsible manner. You are also part of a team and are expected to act as a team player **at all times**.
2. You are expected to make all appearances as arranged by the Royalty Committee during your reign. Appearances include, but are not limited to, civic events, volunteer opportunities, fundraisers, community parades, coronations, meetings, social events and the next year's Celebrate West St. Paul Candidacy Program.
3. Upon being selected for Celebrate West St Paul Days Royalty each royalty member will be required to select, organize and execute one individual volunteer service project (no duplicates) to fulfill your scholarship requirements. Upon completion of your project a photograph and written report including the name of event, date, time, description and number of participants involved is to be given to the Royalty Director and presented to the Celebrate West St Paul Days board at an arranged meeting time.
4. You must maintain your wardrobe as provided by Celebrate West St Paul Days as outlined in the Wardrobe and Appearance Policy section. Should you assume the expense of purchasing additional wardrobe items; the Royalty Committee's approval is required at least 1 week prior to the event at which the new item(s) are intended to be worn.
5. You will be required to assist with the next year's Celebrate West St. Paul Days activities as requested by the Royalty Committee.
6. Upon completion of your year you will be invited to the Alumni organization. The expectation is that you will continue to be involved in Celebrate West St Paul Days. As a member of the West St Paul Alumni program you will be expected to assist with at least one event committee for the following year's festival and be willing to volunteer as a mentor to candidates or for an event at least one year after that. Accommodations can be made for alumni out of the area.

## **Miss West St Paul Responsibilities:**

You are the leader of the "team" under the direction and coaching of the Royalty Committee, Board or Directors and assigned chaperones. You are required to follow the direction of the designated main chaperone and lead the "team" in carrying out those directions. You are expected to take part in St Paul Winter Carnival Queen's Weekend if invited.

## **Princess Responsibilities:**

You will serve as "Lady in Waiting" to the queen and be available to assume the duties of queen should it become necessary. You are expected to follow the queen's lead at events and if the queens is unable to attend an event take over as leader of the team under the direction of the royalty director, committee and chaperones.

## **Appearances:**

As representatives of Celebrate West St. Paul Days and the City of West St. Paul, you will be required to make all appearances as arranged by the Royalty Committee. Exceptions will be made and absences may be excused in emergency or special situations. Any planned absences or changes to the schedule should be requested at least 2 weeks in advance.

1. It is your responsibility to notify the Royalty Director as soon as you know that you will not be able to make a scheduled appearance. You must notify the Director yourself (or if you are physically unable your parent) and not ask that the message be passed along through another member of the Royalty. If numerous appearances are missed without valid excuses or prior approval, the Royalty Committee and/or Festival Directors reserve the right to ask that your title be relinquished or to proportionately adjust the amount of your scholarship. Attendance of no less than 75% "on-time" scheduled appearances is required to receive your scholarship/check.
2. Appearances consist of all events scheduled, (i.e. parades, coronations, civic events, volunteer opportunities, meetings, etc.). An individual appearance includes of all activities associated with an event. For example, if there is a pre-parade/coronation or post-parade/coronation reception, you are required to attend both the parade and the reception, or it will be counted as a missed appearance.
3. No appearance will be attended without a designated chaperone that will be assigned prior to each appearance by the Royalty Committee. Also, due to insurance liability concerns, the Royalty may not wear any of their Celebrate West St Paul Days wardrobe at any function unless a chaperone is present.

4. The Royalty will meet at a specific meeting place and depart for appearances together with the chaperone(s) only. Leaving from appearances together is at the discretion of the chaperone(s). Friends and significant others are not allowed at appearances. They are welcome to attend events, but as members of the audience only. If you choose to stay at an event after the group has been dismissed, you are required to remove all Celebrate West St Paul Days wardrobe.
5. Meeting times and location will be arranged in advance at the discretion of the chaperone. If a member of the Royalty is not present 5 minutes after meeting time, the rest of the party will depart without her. It will then be her responsibility to find another means of transportation to the event. Arriving at an event more than 5 minutes late from the event start time will be considered a tardy (not on-time) attendance.
6. Asking the chaperone to change his/her plans or to leave early or stay late at an appearance to accommodate your schedule is not permitted. Personal plans that could interfere with an appearance should not be made.
7. It is your responsibility to keep track of all Royalty events. Mark all dates on your calendar immediately upon receipt of your schedule. Check your calendar frequently to avoid forgetting an appearance.
8. You are required to arrive at an appearance dressed, prepared and ready to be seen. Be completely ready when meeting up with your chaperone. If you live outside the area you may be asked to make special meeting arrangements with the chaperone.
9. Consumption of alcoholic beverages, illegal drug use and smoking is not permitted.
10. You are required to be respectful of the host community and its royalty by using good judgment and not making negative comments about anyone, or remarks regarding the quality of presentations, programs, candidates, etc.
11. **Cell phone use is not permitted at appearances.** Any cell phone brought to an appearance must be turned off and handed over to the chaperone at meeting time. This includes, but is not limited to: parades, coronations, dinners, pre – and post-event activities, volunteer opportunities and meetings. In case of emergency the chaperone’s contact information will be provided to parents prior to the event.
12. Parades are organized and run in many different ways. You are required to follow and respect other communities’ operation of these events.
13. Always be prepared to go on stage to introduce yourself and Celebrate West St. Paul Days.
14. Asking for handouts in parade line-up or at official events is not acceptable behavior and may result in disciplinary action. If an item is offered, it may be graciously accepted. ‘Begging’ will not be tolerated.
15. Button trading is acceptable and encouraged, but it is not appropriate to ask for another communities’ button if you do not have buttons with you to trade.
16. Participation in parades not on the schedule is allowed, subject to the approval of the Royalty Director. As stated above, approval must be made 2 weeks in advance of the event.

#### **Official Wardrobe:**

The Royalty will wear formal or professional attire as appropriate and assigned by the royalty committee for each specific event. All royalty clothing will be chosen by the Royalty Committee. The Royalty Committee will pre-determine appropriate clothing choices for specific events.

1. **WSP Day’s will provide a wardrobe for each of the newly crowned royalty.** The Royalty Director has final authority on all items. A list of wardrobe items that are paid for by Celebrate West St Paul Days will be provided once royalty is selected. Additional “specialty” items may be chosen by the committee as they see fit and paid for as an out of pocket expense for the parents of the newly crowned royalty. These items are for specific themed events and not as a supplement or replacement of existing wardrobe.
2. Official wardrobe is to be royal blue, white, silver and black as deemed appropriate by the Royalty Committee and as available for purchase.
3. You will be given as part of your wardrobe a sash, crown and name tag. You are responsible for the proper care and handling of your sash, crown and name tag. Should it become necessary to replace your sash, crown or name tag, it will be done at your expense.
4. You will be responsible for the accessories to compliment your wardrobe. The Royalty Committee will select the accessories (gloves, jewelry, shoes, etc.). Your accessories must be kept clean and in good condition. **Gloves and shoes with a heel are required with all formal attire. If in doubt on how to clean or repair an item of your wardrobe, please contact the Royalty Director.**
5. In the event that you cannot fulfill your reign your crown, sash, nametag and Celebrate West St Paul Days provided wardrobe must be returned to the Royalty Committee.
6. Should you permanently move out of the area (this does not include attending college out-of-town) you will be asked to relinquish your title and to return Celebrate West St Paul Days wardrobe.
7. **Royalty apparel is NOT to be worn outside of official royalty events unless pre-approved by the Royalty Director.** This includes all wardrobe items including crown, sash, nametag and accessories. Violation of this policy will result in disciplinary action.

8. **Any Royalty member who arrives at an event in inappropriate and/or unapproved wardrobe will be sent home from that event.** The missed appearance will be noted as an unexcused absence toward the Royalty member's overall attendance.

### **Personal Appearance:**

As an ambassador for West St. Paul Days and the City of West St. Paul, whether at an official appearance or not, you are looked upon as a role model. Therefore, we ask that you present yourself in a positive manner at all times.

1. During events you are expected to maintain proper hygiene, including hair, make-up, etc.
2. When wearing your crown, your hair must be worn up unless your hair is cut short. Gloves are always worn with formal dresses, except when eating. Any exceptions to this will be communicated by the Director prior to the event.
3. Tattoos and piercings, other than a single set of earrings, should not be visible during appearances.
4. To maintain a uniform appearance while representing Celebrate West St Paul Days, hair should be of a "natural" color and style. When in doubt ask the Royalty Director before making a change.

### **Fundraising:**

The Celebrate West St. Paul Royalty & their families may do as much fundraising as they choose; however, the royalty family are required to organize and execute no less than three fundraising events, as a group, during their reign. These are in addition to any fundraisers that are planned by the Celebrate West St Paul Days Board. The Royalty Committee and Celebrate West St Paul Days Board will be available to assist with fundraising events. This is in addition to your individual volunteer projects as outlined in the Royalty section 3.

### **Expenses:**

During the course of the year, the Royalty members will incur some expenses for which they are responsible. The Celebrate West St. Paul Days Board will help the royalty offset expenses as much as possible.

1. Expenses may include, but are not limited to, wardrobe needs, kick-off dinner tickets, float decorations, tickets to other communities' coronations/festivals, admission to Winter Carnival events and parades, professional portraits and potential travel expenses to out-of-town appearances. Appearances that require more than an hour of travel are optional and predetermined by the Royalty and the Royalty Committee, but once decided upon become official and required appearances.
2. Cost of food and beverages at events. (it's best to always have a small amount of cash in your crown box if you want to purchase items at an event)
3. Specialty float decorations - See the float section below
4. Items provided to you at no cost include, but are not limited to, scholarships, gifts given at coronation, crown, sash, crown-case, magnetic parade signs for car, name tag and gift bag.

### **Social Media:**

As a member of the Celebrate West St Paul Days Royalty program you are responsible for any content you post to any Social Media site (including, but not limited to, Facebook, Instagram, SnapChat, Twitter, Google+, etc.). Royalty must comply with the following Social Media guidelines. Any violation will result in disciplinary action up to and including removal from the program and forfeit of your scholarship/check at the discretion of the Celebrate West St Paul Days board.

1. You are required to share all social media accounts that you have and accept friend requests from the Royalty committee and Celebrate West St Paul Days board. If there is ever a question of the appropriateness of your content you are required to share your content with the Celebrate West St Paul Days royalty committee and board at their request.
2. Posting disparaging, disrespectful, obscene, threatening, inflammatory, harassing or discriminatory statements, material or comments or any information that might lead to reflect negatively on yourself, Celebrate West St Paul Days or the City of West St Paul is not permitted. West St Paul Days and the West St Paul Days Royalty committee have a zero-tolerance policy for BULLYING.
3. Posting any content that shows or describes you engaging in any illegal activity or any activity deemed as inappropriate is not permitted. This includes but is not limited to; pictures that contain alcohol bottles, bar signs, tobacco products/paraphernalia, drugs/drug paraphernalia, clothing that depicts inappropriate slogans or pictures of aforesaid items, or pictures of people in an inappropriate state of undress.
4. It is expected that you will respect your title, Celebrate West St. Paul Days, the West St. Paul Royalty Program, The City of West St Paul and yourself by demonstrating good, moral character both personally and through social media.

### **Point System:**

Each Royalty member will be awarded 100 points at the beginning of their reign. Royalty members will lose points as noted in the numbered bullets listed below. The main chaperone for each event will have a checklist where they will be required to record any violations to the rules. Once the loss of 25 points is reached the royalty member will begin to lose a portion of the scholarship/check. Once the loss of 50 points is reached the royalty member will be required to relinquish her position and all items that were provided by West St Paul Days.

#### Loss of points:

1. Unexcused absence: You will lose 5 points for any absence that was not previously approved by the Royalty Director. Planned absences should be requested in writing at least 2 weeks in advance. For emergencies such as illness or injury contact the Royalty Director ASAP. Any "emergency" the Royalty Director is informed of after the start time of an event will be considered unexcused. If you are physically unable to inform the Royalty Director of your absence prior to the event start exceptions may be made.
2. Lateness: You will lose a ½ point for every minute you are late to the designated meet time. You will lose an additional ½ point for every minute (up to a maximum of 5 minutes) late to the event start time. If you are more than 5 minutes late to the event start time, it will be considered an unexcused absence and you will not be allowed to participate in that event. It is always in your best interest to plan to be 5-15 minutes early.
3. Improper wardrobe. If you arrive at the event start time out of wardrobe, it will be considered an unexcused absence and you will not be allowed to participate in that event.
4. Signs: Your car signs are considered part of your wardrobe for parades. It is up to you to remember your car signs. As stated above, if you do not have your car signs at the event start time, it will count as an unexcused absence and you will not be allowed to participate in that event.
5. Cell phone usage at an event is not permitted. If for some reason you need to make a phone call speak to the chaperone. Cell phones will remain at home or turned off and given to the chaperone prior to the event start time. A royalty member will lose 1 point if they are caught using or carrying their phone during an event. If they continue to use their phone after being told not to, it will be considered an unexcused absence and they will not be allowed to participate for the remainder of that event.
6. Disrespectful or disruptive behavior towards **ANYONE** (including but not limited to chaperone(s), director, volunteers, Celebrate West St Paul Days board members, fellow royalty, parents or host communities.) is not permitted and will not be tolerated. If there is an issue you are required to bring it to the main chaperone and the Royalty Director directly in private and in a respectful manner. **Making a scene will not be tolerated.** You may be docked 1-10 points for any disrespectful or disruptive behavior. The official main chaperone for each event will provide a full event report to the Royalty Director, who will determine the appropriate point loss.

#### Royalty Float/Parade Vehicle

1. You cannot stand on the float while it is moving. This is dictated by our insurance policy.
2. During parades you should display a positive attitude. Smile and wave throughout the parade.
3. No beverages, snacks or trash should be visible on the float/parade vehicle during the parade. You will be allowed water during the parade but the bottle should be tucked behind the chair leg.
4. Decorating the float and the supplies needed to make special decorations for themed parades are the responsibility of the current royalty. Special decorations are allowed for *themed* parades only. The decorations must be removed after the themed parade. The Royalty Committee will advise and assist as deemed necessary.

#### Scholarships:

Checks are awarded at the end of the Little Miss and Jr. Miss WSP reign. WSP Princesses and Miss WSP will be eligible for a scholarship to an accredited post high school institution at the end of their reign. The scholarship check will be made payable to you for littles and juniors and the post high school institution you plan to attend for Miss and Princess. The following Scholarship/checks will be awarded:

- Little Miss Princess: \$175.00 issued as a check.
  - Little Miss West St. Paul: \$250.00 issued as a check.
  - Junior Miss Princess: \$350.00 issued as a check.
  - Junior Miss West St. Paul: \$500.00 issued as a check.
  - West St. Paul Princesses: \$1,000 Scholarship
  - Miss West St. Paul: \$2,000 Scholarship
1. In order to receive the scholarship/check, you are required to complete your full reign and have participated in and be on-time to at least 75% of the appearances scheduled by the Royalty Committee. Scholarship checks will be disbursed to the school you attend.
  2. You are required to use the scholarship funds within the earlier of 12 months of your reign or your high school graduation. If the funds are not used within the required time period, they will be forfeited.

#### Other:

Any deviation from this written policy, or concerns and issues that arise during your reign, should be brought to the attention of the Royalty Director. The Royalty Director & Committee will address them on an individual basis as they occur and the appropriate action will be taken.

Failure to comply with these written policies will be brought to the Royalty Director, the Royalty Committee and/or the Celebrate West St Paul Days, Inc. Board for review and could result in you being required to relinquish your title and/or forfeit a portion or all of your scholarship/check.

I have read and agree with all of the above information.

\_\_\_\_\_  
Royalty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Royalty Member Parent/Parents

\_\_\_\_\_  
Royalty Member Parent/Parents





## Health & Medical Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell #: \_\_\_\_\_ Home#: \_\_\_\_\_ Birth Date: \_\_\_\_\_

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

Medications: \_\_\_\_\_

Medical History/Conditions: \_\_\_\_\_

\_\_\_\_\_

Mother's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell#: \_\_\_\_\_ Home#: \_\_\_\_\_ Work#: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell#: \_\_\_\_\_ Home#: \_\_\_\_\_ Work#: \_\_\_\_\_

Additional Emergency Contact: \_\_\_\_\_

Relationship to Candidate/Royalty Member: \_\_\_\_\_

Cell#: \_\_\_\_\_ Home#: \_\_\_\_\_ Work#: \_\_\_\_\_

People parents authorize to pick up their child after events: \_\_\_\_\_

\_\_\_\_\_

Family Medical Provider: \_\_\_\_\_

Address: \_\_\_\_\_

Insurance ID: \_\_\_\_\_ Group #: \_\_\_\_\_

## Celebrate West St. Paul Code of Conduct

Celebrate West St. Paul is a community-based organization dedicated to providing engagement in the community, honoring the next generation, and promoting local businesses. Participation in the organization's programs is subject to the observance of the organization's rules and procedures. *The activities outlined below are strictly prohibited.* Any participant or staff member who violates this Code is subject to discipline, up to and including removal from the program.

- Abusive language towards a staff member, volunteer, another participant or community member.
- Possession or use of alcoholic beverages or illegal drugs on or around Celebrate West St. Paul's property or reporting to the program while under the influence of drugs or alcohol. This includes any event that Celebrate West St. Paul participates in or sponsors. Exception is made for certain social events (i.e. kick-off dinners, street dances) where alcohol is served as part of the event.

Chaperones should not consume alcohol or smoke while at an event or with the royal ladies.

- Bringing onto Celebrate West St. Paul's property or sponsored events dangerous or unauthorized materials such as explosives, firearms, weapons or other similar items.
- Discourtesy or rudeness to a fellow participant, staff member, volunteer or community member.
- Verbal, physical or visual harassment of another participant, staff member, volunteer or community member.
- Actual or threatened violence toward any individual or group.
- Conduct endangering the life, safety, health or well-being of others.
- Failure to follow any agency policy or procedure.
- Bullying or taking unfair advantage of any participant.
- Failing to cooperate with an adult supervisor/leader/mentor.

I have read and I understand the Celebrate West St. Paul's Code of Conduct. I agree to abide by the rules described above and understand that I may be removed as a participant if I violate any of these rules.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_