

2023 HOMECOMING ROYALTY PACKET

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Section A – Filing Procedure

Eligibility Requirements

- A. All candidates for Homecoming King and Queen must follow all Homecoming guidelines which include the following requirements:
 - Be enrolled as a full-time student during the 2023-2024 Academic School Year.
 - 12 credit hours for undergraduates, 6 credit hours for graduate students.
 - Have a minimum cumulative GPA of a 3.0.
 - Graduate students must have accumulated a minimum of 12 credit hours from Missouri State University.

- Undergraduate students must have accumulated a minimum of 60 credit hours from Missouri State University.
 - Must not have been on the Homecoming Court any previous years.
 - Must graduate in May 2024 or later.
 - Know and adhere to the information presented in this packet.
 - Any candidate not meeting these requirements will receive a point deduction decided by the interview panel judges.
- B. Royalty candidates must be sponsored by an organization to run for Homecoming Court.**
- Because candidates are sponsored by a specific organization, they cannot participate with any other campus organization in events throughout the week. They are limited to participating with just one (1) organization for the entire Homecoming Week. For example, if a candidate is sponsored by their XYZ organization/residence hall for Homecoming, they may only participate with their XYZ organization/residence hall.

Required Deadlines

- A. Two **Mandatory Informational Meetings** for all King and Queen candidates interested in applying will be on **Wednesday, September 6 and Thursday, September 7, 2023 at 6:00 PM**. These meetings will take place in Plaster Student Union Room 400 (Union Club). **Candidates are only required to go to one of these meetings.** The royalty candidate is required to attend if they wish to run for court, and if they have a campaign manager, they can come if they wish.
- B. Candidate applications are due via BearLink by **12:00 PM on Friday, September 15, 2023**. All requirements will be verified by the Homecoming Committee Advisor(s) and Royalty Coordinator. There are no exceptions to this deadline.
- C. The King and Queen interviews will be held on two different days. Interviews for King candidates will be on **Wednesday, September 20, 2023 from 4:00 to 6:00 PM** in Plaster Student Union Room 309. Interviews for Queen candidates will be on **Thursday, September 21, 2023 from 6:00 to 8:00 PM** in Plaster Student Union Room 309.

Required Attendance

- A. The ten finalists are required to attend all meetings with the Homecoming Committee Advisor(s) and Royalty Coordinator. Please refer to the calendar of events for dates, times, and locations.

B. All finalists will be required to attend and/or participate in the following events:

- **Decorate Downtown** – Sunday, October 15, 2023 at 10 AM
- **Chalk-N-Rock** – Sunday, October 15, 2023 1 PM
- **Royalty Blitz** – Sunday, October 15, 2023 9:00 PM
- **PSU Window Painting** – Monday, October 16, 2023, 4 PM
- **Rockstar** – Tuesday, October 17, 2023 7 PM
- **Field Day** – Wednesday, October 18, 2023 4:00 PM
- **Mo State Live** – Thursday, October 19, 2023 6:30 PM
- **Homecoming Dance** – Thursday, October 19, 2023 at 8 PM
- **Maroon and White Night** – Friday, October 20, 2023 at 4 PM
- **Coronation Practice** – Friday, October 20, 2023 at TBD
- **Homecoming Parade** – Saturday, October 21, 2023 at 8:00 AM
- **Football Game and Coronation** – Saturday, October 21, 2023 2:00 PM
- **Candidate Meetings** – Monday, September 25 and Monday, October 9, 2023 at 6:00 pm in PSU 127 (Office of Student Engagement)
- Any other functions being held in conjunction with Homecoming that may be requested by the Homecoming Committee.

Section B – Royalty Application

The Royalty Application **MUST** be submitted online via BearLink no later than **12:00 PM on Friday, September 15, 2023, for a candidate to be eligible.** The application is available on the Homecoming BearLink page. The application is provided to help candidates gather necessary information for completing the online official Royalty Application.

In addition to the Royalty Application, the potential candidates must also submit a headshot of themselves and two (2) essays that do not exceed 500 words each. The essays should be saved as a PDF file and submitted online at the end of the Royalty Application. Essay questions can be found on the application. The final portion of the Royalty Application will include a letter of recommendation from a faculty or staff member, that must be submitted as a PDF file with the rest of the application. **The letter of recommendation should not come from a faculty or staff member serving on the interview panel.**

Section C – Interview Panel

Candidates for both King and Queen shall be interviewed by faculty/staff representatives from Missouri State and the Springfield community members chosen by the Royalty Coordinator. The panel will then select five (5) finalists for both King and Queen.

The interview process shall be as follows:

- a. There will be two different panels. One to select king candidates and one to select queen candidates.
- b. Each candidate will be interviewed by their corresponding panel.

The interview panels shall judge candidates on the following criteria:

- Activities and University Involvement
- Community Involvement and Service
- Knowledge of Public Affairs Mission
- Personal Presentation
- Personality and Communication skills
- Scholarship
- Essay

Each judge will score all the candidates they interview. The candidates with the top five scores from each interview panel (King and Queen) will be selected for the Homecoming Court. In case of a tie for fifth place, the judges will discuss those candidates tied and select the fifth member of court.

Section D – Campaign Procedure

Candidate Meetings

- A. The finalists for royalty will be posted **Friday, September 22, 2023, at 2:00 PM** outside of the Office of Student Engagement, PSU 127. The Royalty Coordinator will hold two meetings with the candidates and their campaign managers on

Monday, September 25, 2023, from 6:00 to 7:00 PM in Plaster Student Union 127 and **Monday, October 9, 2023, from 6:00 to 7:00 PM** in Plaster Student Union 127.

- B. During the first royalty finalist meeting, each candidate will draw for their partner or draw for the Homecoming event they will sponsor throughout the week. **The details of this event must be included on all posters, fliers, and banners the candidate distributes.**
- C. Candidates may have a maximum of one (1) campaign manager if they choose to. Candidates are not required to have a campaign manager.

Campaign Begins

- D. Candidates can begin campaigning on **Wednesday, September 27, 2023**. This includes posting on campaign social media accounts, attending organizational meetings, distribution of publicity, and hanging fliers in approved academic and residential halls.
- E. Candidates may choose what forms of publicity they would like to use for campaigning. Publicity includes buttons, stickers, posters, T-shirts, but is not limited to these. Publicity items will be counted in the \$300 budget explained below. Candidates should list their planned campaigned items in the Microsoft Form due **Wednesday, September 27, 2023**.

Posters

- F. Candidates are allowed to hang posters in academic halls and residence halls. These posters shall not be bigger than 11"x17" and may not be displayed any sooner than **Wednesday, September 27, 2023**. No more than fifty (50) posters on designated campus bulletin boards not including residence halls. A maximum of 100 posters (in addition to the 50 posters for campus distribution) may be distributed to Residence Life, Hammons House 101, for posting in the residence halls. Please use distribution list guidelines from the OSE.
 - Fliers must be sorted and bundled for each residence hall, the number of fliers per residence hall can be found [here](#).
- G. A copy of the poster intended for distribution in the Residence Halls and campus bulletin boards must be submitted to the Royalty Coordinator by no later than **Wednesday September 27, 2023, at 5:00 PM** via Microsoft Forms for approval although they may be submitted earlier if a candidate wishes to have them hung up sooner. If the poster is approved, copies may be made and distributed.
 - **The poster MUST have the candidate's sponsored event and the organization that is sponsoring the candidate.**

- H. If at any time a poster is disfigured, torn, or stolen, it may be replaced with approval via email to the Homecoming Committee Chair and Royalty Coordinator.
- I. Posters may be displayed on departmental bulletin boards with written permission of the department heads. All postings must follow the Solicitation and Advertising Policies of the University, which can be found on-line [here](#).
- J. Posters may not be displayed on any glass, marble, trees, sidewalks, painted walls, or painted poles any time during the campaign. Posters and signs are not allowed to be staked into the ground.
 - Permission granted by faculty or administrators to supersede these rules will not be recognized or allowed.

Banners

- K. Banners must be designed on a regular twin size sheet or smaller and hung on buildings with zip ties. **All banners must have the candidate's sponsored event information and participating organization on them.** Candidates can display no more than seven (7) banners. No more than three (3) of these banners may be hung off-campus. You must receive permission from the administrator of any building that you will be hanging a banner on.
 - Banners may be put back up if any part becomes unattached or if the entire banner falls. Banner details will be discussed and further explained at campaign meetings.
 - No banner will be allowed to be posted without the candidate's event information and sponsoring organization on it.
- L. Off-campus banner locations must be approved by the Homecoming Committee Advisor(s) and candidates must provide proof of permission from the off-campus location by **Wednesday, September 27, 2023**, via Microsoft Forms.
 - If applicable, a candidate's chapter house does not apply as an off-campus location.

Royalty Blitz

- M. The "Royalty Blitz" will begin at **9:00 PM on Sunday, October 15, 2023**, the evening before the election begins. **All Royalty candidates and their supporters must meet in the North Mall area at 8:30 PM** prior to distribution of materials. Candidates are limited to a maximum of twenty-five (25) supporters to help them advertise throughout the entire Blitz. Every supporter will be given an identifier to indicate they are there to help a candidate. Candidates and supporters will be

allowed to display banners based on a first come-first serve basis. They are also allowed to chalk around campus at this point.

- These forms of publicity may be removed if they are in bad taste as deemed by the Homecoming Committee or the Homecoming Committee Advisor(s).

N. Sidewalk chalk is permitted as a form of advertising. No chalking on vertical surfaces or underneath overhangs and only washable sidewalk chalk is allowed on campus. Boundaries will be announced before Royalty Blitz. Please refer to the chalking policy [here](#).

- The 2023 Homecoming Committee has the authority to remove any chalk that violates the rules in the link above.

General Campaign Info

O. Candidates may meet with up to twenty (20) student organizations that are officially recognized by the Office of Student Engagement in an attempt to gain their support starting **Wednesday, September 27, 2023, to Wednesday, October 11, 2023**. A list of the different organizations should be given to the Royalty Coordinator and Advisor(s) by **Wednesday, September 27, 2023, at 5:00 PM** via Microsoft Forms.

- At these 20 organization meetings, candidates may distribute campaign publicity and candy items deemed appropriate by the Homecoming Committee Advisor(s). These campaign materials may contain candidate information but **MUST** advertise the university Homecoming event (such as the parade or football game) that the candidate is sponsoring, as well as the organization sponsoring the candidate.
- Candidates cannot make any announcements to any group of students who are gathered for an academic reason. This does include meetings and practices for university athletic teams and musical groups, including Pride Band.

P. Candidates may produce one official campaign video. **The campaign video must be 2 minutes or shorter, must mention Missouri State University Homecoming, the candidate's sponsoring event and sponsored organization, and must be made in good taste with appropriate content.** These videos must be submitted to the Royalty Coordinator for approval before being posted via and shared with the Royalty Coordinator's email nyd511@live.missouristate.edu. The Homecoming Chairs and Royalty Coordinator reserve the right to deny any video that is not seen as appropriate.

- The official campaign video may only be posted on the official campaign social media accounts for the candidate. Supporters are allowed to like, share, favorite, retweet, etc., these videos, but are **not allowed to upload the videos onto their personal accounts** or other social media pages.
 - **Candidates are not allowed to appear in any other candidates' videos.** Candidates are only allowed to appear in their campaign video. Candidates are not allowed to feature Missouri State faculty or staff in their campaign videos.
- Q. Candidates may only have one campaign account per social media platform. **Candidates cannot use their existing social media accounts; they must create new accounts.** Candidates can start posting on social media (Instagram, Facebook, Twitter, and Tik Tok) starting on **Wednesday, September 27, 2023**. Candidates may also make a candidate supporting website if they are so please. **The handles or links for these accounts must be submitted by Wednesday, September 27, 2023** via Microsoft Forms.

Campaign Restrictions

- R. There will be a limit on campaign expenditures. **No candidate may exceed \$300 in campaign expenses with proof of receipts.** This limit will include donations, gifts, services, and other expenditures. Candidates may have access to paint and supplies through their organizations, and campus organizations may donate supplies to be used, but they must be reported in the expense report with an estimated cost. It is the responsibility of the candidate to accurately price the donated items. An expense report must be turned in by **5:00 PM on Sunday, October 15, 2023**, via Microsoft Forms. If an expense report is not filed, is filed incorrectly (including not documenting all expenditures), or if a candidate exceeds the limit, the candidate will be sanctioned.
- The Royalty Coordinator has final say in determining the value of donated items and reserves the right to override the estimated cost if it is not accurate.
- S. No campaign publicity materials (candy, buttons, signage, posters, nametags, badges, etc.) may be distributed on the days of elections on **Monday, October 16, 2023, through Friday, October 20, 2023**. This includes through campus mail, through door-to-door solicitation within university, residence halls, or immediately outside of residence halls.
- T. No candidates or campaign managers or their names and likenesses may appear on television or radio unless under the authorization of the Homecoming Committee or the Missouri State News Services Office.

- U. “All calls” (announcements over the residence halls public address system) will not be permitted.
- V. No tabling will be permitted to campaign.

Campaign Ends

- W. The candidates must clean up their campaign materials around the campus by **8:00 AM on Saturday, October 21, 2023. Failure to do so may result in IMMEDIATE DISQUALIFICATION OF THE CANDIDATE.**

Section E – Election Procedure

The election will be held throughout Homecoming Week. The election will take place **Monday, October 16, 2023, through Friday, October 20, 2023**. The polls will open at **12:01 AM on October 16, 2023**, and close at **5:00 PM on October 20, 2023**.

The election shall follow online election procedures based on the Election Bylaws of the Student Government Association. Any current Missouri State student shall be allowed to vote. Voting is accessed through <http://elections.missouristate.edu/>.

Each voter may vote for one (1) candidate in each category in the election.

Section F – Sanction Guidelines

Tardiness to a required Homecoming event will result in a ten (10) point deduction. **You must check in with the Royalty Coordinator (or assigned Homecoming committee member) at the beginning of each event AT THE TIME SPECIFIED IN SECTION B.** Tardiness is defined as coming to an event ten (10) or more minutes after it has begun.

If you have class during an event, you are expected to attend class. Skipping class to attend a Homecoming event will result in a deduction of all attendance points and

participation points (if applicable) for that event. Class schedules for each Royalty Candidate are provided to the Royalty Coordinator via the application.

Violations of these policies and applicable provisions of the election guidelines may result in the disqualification of the candidate. These decisions are at the discretion of the Homecoming Committee. Appeals will be heard by the Homecoming Committee Advisor(s) and Royalty Coordinator.

If any of the following actions are taken that violate a rule during a King or Queen's candidacy, sanctions may be imposed by the Homecoming Committee. All sanctions will result in a minimum deduction of 10 points. However, this is only a guideline and is subject to the Homecoming Committee's interpretation. Please note that one of the Homecoming Committee representatives must PERSONALLY see an infraction happen.

- Spending over \$300 on campaigning
- Inappropriate (i.e., vulgar, etc.) publicity
- Illegally placed publicity
- Too many posters
- Inappropriately sized publicity
- Lying on an application or interview
- Inappropriate behavior at sanctioned Homecoming events, (i.e., intoxicated at the Homecoming parade)
- Not turning in requested items on time, (i.e., poster list, proposed budget of expenses)
- Appearance in unauthorized TV/radio spots publicizing candidacy
- Early or late campaigning with student organizations.
- Campaigning within or immediately outside of university residence halls
- Tabling to campaign

The appeals process will be handled through the Office of Student Engagement, PSU 127. Anyone wishing to file an appeal must fill out a grievance form which is available on Microsoft Forms. All grievance forms must be submitted within 24 hours of the infraction.

Section G – Point System

Candidates will be scored on a combination of voting, interviews, and participation in events. Below is a table of how each candidate will be scored and will determine who the 2023 King and Queen will be. Points may be awarded based on both attendance and participation in the events (see Section B for list of events and times.)

Total Score Breakdown

Student vote	35% of your total score
Participation in weeks events	35% of your total score
Interview	30% of your total score
Total	100%

Points Breakdown

Participation in weeks events	Points Possible for Candidate
Window Painting/Chalk-N-Rock/Banner	50 (Attendance) 50 (Participation)
Homecoming Dance	50 (Attendance)
Rockstar	100 (Attendance) 100 (Participation)
Decorate Downtown	50 (Attendance) 50 (Participation)
Mo State Live	100 (Attendance) 100 (Participation)
Maroon & White Night	50 (Attendance) 50 (Participation)
Field Day	100 (Attendance) 100 (Participation)
Mandatory Informational Meeting	50 (Attendance)
Royalty Finalist Meetings (2)	100 (50 for Each Meeting)
Other Events determined by the Homecoming Committee (including additional Royalty or Homecoming Meetings)	Points will be determined and given at informational meetings
Overall Points Total Possible	1,100 Points

Participation Points: Candidates will be awarded full points based strictly on participation, not the success of organization the candidate participates with.

- To participate in an event, the candidate **MUST** attend the event’s audition if it has one (Rockstar and MO State Live).

ATTENDANCE POINTS: CANDIDATES NEED TO CHECK IN AND OUT WITH THE ROYALTY COORDINATOR TO ENSURE THAT THEY RECEIVE FULL POINTS.

- If a conflict with class exists and is proven by providing a schedule to the Royalty Coordinator via the application, the event which the candidate cannot attend will be dropped from their total possible points (thus resulting in the remaining events being weighted more).

If you have additional questions, this point system will be explained in more detail at the royalty meeting.

Section H – Major Dates and Deadlines

Royalty Packet and Application Released	August 21, 2023	12:00 PM	BearLink
Homecoming Court Applications Open	August 21, 2023	12:00 PM	BearLink
Mandatory Informational Meeting	September 6, 2023	6:00 PM	PSU 400
Mandatory Informational Meeting	September 7, 2023	6:00 PM	PSU 400
Homecoming Court Applications Close	September 15, 2023	12:00 PM	BearLink
King Interviews	September 20, 2023	4:00 PM	PSU 309

Queen Interviews	September 21, 2023	6:00 PM	PSU 309
Homecoming Court Announced	September 22, 2023	2:00 PM	OSE
Royalty Finalist Meeting	September 25, 2023	6:00 PM	PSU 127
Campaigning Begins	September 27, 2023	12:00 AM	N/A
List of Planned Campaign Items Due	September 27, 2023	5:00 PM	Microsoft Forms
List of Organizations Due	September 27, 2023	5:00 PM	Microsoft Forms
Social Media Handles Due	September 27, 2023	5:00 PM	Microsoft Forms
Banner Locations Due	September 27, 2023	5:00 PM	Microsoft Forms
Poster Designs Due	October 1, 2023	5:00 PM	Microsoft Forms
Royalty Finalist Meeting	October 9, 2023	6:00 PM	PSU 127
Visiting Organizations Ends	October 11, 2023	11:00 PM	N/A
Coronation and Football Game	October 21, 2023	2:00 PM	Plaster Stadium