

ROYALTY PACKET



Homecoming 2022

Dear Homecoming Royalty Applicant,

As we begin to prepare ourselves for one of the most exciting weeks at Missouri State, I encourage you to reflect as you respond to this unique opportunity to represent our campus. The title of Homecoming King and Queen is an extraordinary one! It is a calling to exemplify not only our student body but also our esteemed faculty, staff, and administrators, in addition to the cornerstone of our university—the Public Affairs Mission.

As Royalty Coordinator, I'm incredibly excited for the opportunity to guide a truly gifted and influential group of student leaders through this week. Though only two applicants can be crowned, it is an honor to know that you have decided to take advantage of this opportunity to represent your university. It is my hope that as you move through the process you look to your experiences, relationships, and values as inspiration.

Finally, know that as you have taken on many responsibilities within our campus and community, you have gained the knowledge of what it sincerely means to be a Missouri State Bear. Homecoming is yet another chance to show your already evident devotion to the passion you've followed and the place you've found here at Missouri State University!

Best of luck,

Drew Minnis

2022 Homecoming Committee

Royalty Coordinator

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IMPORTANT DATES:

Partial Royalty Packet Released	May 13 th , 2022	8:00 AM	Online
Full Royalty Packet Released	August 1 st , 2022	8:00 AM	Online
Mandatory Informational Meeting	September 12 th , 2022	6:00 PM	Pummill Hall 205
Mandatory Informational Meeting	September 14 th , 2022	6:00 PM	Pummill Hall 205
Homecoming Court Applications Open	September 15 th , 2022	8:00 AM	BearLink
Homecoming Court Applications Close	September 23 rd , 2022	12:00 PM	BearLink
King Interviews	September 28 th , 2022	4:00 PM	Pummill Hall 207
Queen Interviews	September 29 th , 2022	4:00 PM	Pummill Hall 207
Homecoming Court Announced	September 30 th , 2022	2:00 PM	OSE
Royalty Finalist Meeting	October 3 rd , 2022	6:00 PM	Pummill Hall 205
Royalty Finalist Meeting	October 17 th , 2022	6:00 PM	Pummill Hall 205

SECTION I: FILING PROCEDURE

- 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 2022-2023 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 2023 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 are no longer sponsored by an organization when they run for Homecoming Court.** Candidates will represent themselves on the homecoming court and can compete with multiple organizations to gain their attendance and participation points. For example, you can compete with your FSL organization for Rockstar, and then compete with your residence hall for MO State Live.
- C. Two **Mandatory Informational Meetings** for all King and Queen Candidates interested in applying will be on **September 12 and 14, 2022 at 6:00 pm**. These meetings will take place in Pummill Hall 205 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. *Candidates are only required to go to one of these meetings.*
- D. Candidate Applications are due via BearLink, **by 12:00 pm on Friday, September 23, 2022**. All requirements will be verified by the Homecoming Committee Advisor(s) and Royalty Coordinator. There are no exceptions to this deadline.
- E. Applicants must make an appointment for an interview at the time the application is submitted. The deadline for interview sign-ups is **12:30 pm on Friday, September 23, 2022**. There will be a link to a SignUpGenius in the BearLink Application.
- F. The King and Queen interviews will be held on two different days. Interviews for King Candidates will be on **September 28, 2022, from 4:00 to 6:00 pm** in Pummill Hall 207. The interviews for Queen Candidates will be on **September 29, 2022, from 4:00 to 6:00 pm** in Pummill Hall 207.

IMPORTANT NOTES

- 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.
 - a. The finalist is not required to have a campaign manager. You may have a maximum of one (1) if you choose to.
- B. The ten finalists are required to attend all activities during Homecoming Week which include: Window Painting/Chalk 'N Rock, Royalty Blitz, Can We Build It, Rockstar, Maroon & White Night, Pep Rally, MO State Live, the Homecoming Dance, Field Day, Coronation Practice, Parade, and the Tailgate and Football Game.

SECTION II: INTERVIEW PANEL

- A.** 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.
- B.** 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.
- C.** The interview panels shall judge candidates on the following criteria:
 - a. Activities and University Involvement
 - b. Community Involvement and Service
 - c. Knowledge of Public Affairs Mission
 - d. Personal Presentation
 - e. Personality and Communication skills
 - f. Scholarship
 - g. Essay
- D.** 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 III: ELECTION PROCEDURES

- A. The election will be held throughout Homecoming Week. The election will take place **October 24, 2022, through October 28, 2022**. The polls will open at **12:01 am on October 24, 2022**, and close at **5:00 pm on October 28, 2022**.
- B. 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/>.
- C. Each voter may vote for one (1) candidate in each category in the election.

SECTION IV: CAMPAIGN PROCEDURE

- A. The finalists for royalty will be posted **Friday, September 30, 2022, 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, October 3rd, 2022, from 6:00 pm – 7:30 pm in Pummill Hall 205 and Monday, October 17th, 2022, from 6:00 pm – 7:30 pm in Pummill Hall 205.**
- 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.
- C. Candidates can begin campaigning on **Wednesday, October 5th**. This includes posting on campaign social media accounts, attending organizational meetings, distribution of publicity, and hanging fliers in approved academic and residential halls.
- D. 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. Candidates should list their planned campaigned items in the Microsoft Form form due **Wednesday, October 5th**.
- E. 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, October 5th, 2022**. No more than fifty (50) posters on designated campus bulletin boards not including residence halls. A maximum of 94 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. Fliers must be sorted and bundled for each residence hall, the number of fliers per residence hall can be found [here](#).
- F. 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 **Sunday, October 9th, 2022, at 4:00 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.
- G. 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.
- H. 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](#).

- I. 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.
- J. The “Royalty Blitz” will begin at **11:00 pm on Sunday, October 23rd, 2022**, the evening before the election begins. All Royalty candidates and their supporters must meet in the North Mall area at 10:30 pm prior to distribution of materials. Candidates are limited to a maximum of twenty-five **(25)** (subject to change) 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).
- K. 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 2022 Homecoming Committee has the authority to remove any chalk that violates the rules in the link above.
- L. No campaign publicity materials (candy, buttons, posters, nametags, badges, etc.) may be distributed on the days of elections, **October 23rd, 2022, through October 29th, 2022**. This includes through campus mail, through door-to-door solicitation within university, residence halls, or immediately outside of residence halls.
- M. 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. 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. An expense report must be turned in **by 4:00 pm on Sunday, October 23rd, 2022, by 4:00 pm 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.

- N. 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.
- O. Candidates may produce one official campaign video. The campaign video must be 2 minutes or shorter, must mention Missouri State University Homecoming and the candidate's sponsoring event, 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 **Missouri State OneDrive** and shared with the Royalty Coordinator's email (Drew2024@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. Candidates may use GIFs when campaigning, but GIFs that include the candidate may not be used unless that is their official campaign video.
- P. Candidates may meet with up to fifteen (15) student organizations that are officially recognized by the Office of Student Engagement in an attempt to gain their support starting **Wednesday, October 5th, 2022, to Wednesday, October 19th, 2022**. A list of the different organizations should be given to the Royalty Coordinator and Advisor(s) by **Wednesday, October 5th, 2022, at 5:00 pm via Microsoft Forms**. At these 15 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. 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.
- 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 Friday, **October 5th, 2022**. Candidates may also make a candidate supporting website if they are so please. **The handles or links for these accounts must be submitted by October 5th, 2022 via Microsoft Forms**

- R. Banners must be designed on a regular twin size sheet or smaller and hung on buildings with zip ties and duct tape. 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 of the banner is still attached to the object it is being hung from. **If the banner is completely off, the banner is not able to be re-hung.** Banner details will be discussed and further explained at campaign meetings.
- S. 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 **Monday, October 10th, 2022, via Microsoft Forms**. All banners must have the sponsoring event information on them.
 - a. *NO banner will be allowed to be posted without the event information on it.*
 - b. Fraternity and Sorority Houses are considered off-campus. A letter by the Chapter President must be submitted for banner hung on house.
- T. "All calls" (announcements over the residence halls public address system) will not be permitted.
- U. No tabling will be permitted to campaign.
- V. The candidates must clean up their campaign materials around the campus by **8:00 am on Saturday, October 29th, 2022**. Failure to do so may result in IMMEDIATE DISQUALIFICATION OF THE CANDIDATE.

SECTION V: SANCTION GUIDELINES

- A. All finalists will be required to attend and/or participate in the following events:
 - a. PSU Window Painting
 - b. Chalk-N-Rock
 - c. Royalty Blitz
 - d. Can We Build It?
 - e. Rockstar
 - f. Maroon & Fright Night
 - g. MO State Live
 - h. Homecoming Dance
 - i. Field Day
 - j. Coronation Practice
 - k. Homecoming Parade
 - l. Football Game and Coronation
 - m. Candidate meetings
 - n. Any other functions being held in conjunction with Homecoming that may be requested by the Homecoming Committee.
- B. 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. Tardiness is defined as coming to an event ten (10) or more minutes after it has begun.
- C. 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
- D. 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 a rule is violated during a King or Queen's candidacy, the following 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
- Inappropriate/unauthorized posting, (i.e., chalking where not authorized)
- Early posting
- 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 over-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 VI: ROYALTY APPLICATION AND POINT SYSTEM

- A. The Royalty Application **MUST** be submitted **online via BearLink** no later than **12:00 pm on Friday, September 23rd, 2022**, for a candidate to be eligible. The application is available on the Homecoming BearLink page. The following application is provided to help candidates gather necessary information for completing the online official Royalty Application.
- B. 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 shall not come from a faculty or staff member serving on the interview panel.**
- C. Candidates will not only be scored on voting and interviews, but also on participation in events. Below is a table of how each candidate will be scored and will determine who the 2022 King and Queen will be. Points may be awarded based on both attendance and participation in the events.

TOTAL SCORE BREAKDOWN

Student vote	20% of your total score
Participation in weeks events	40% of your total score
Interview	40% 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)
Can We Build It	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.

- Since candidates are not sponsored by an organization, they can participate with any campus organization. They are not limited to participating with just one (1) organization for the entire Homecoming Week. If a candidate wishes to participate with different campus organizations throughout the week, they may. For example, if a candidate wants to participate with an organization in the FSL category for one event and with their residence hall, for the residence hall category, for another event, they may.
- To participate in an event, the candidate **MUST** attend the event's audition if it has one (Rockstar and MoState 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.