To: All Student Organizations, Services, and Residence Halls

From: Julie Fleming, Assistant Director for Student Involvement, Center for Student Involvement

Date: September 11, 2013

Re: Homecoming King & Queen Contest 2013

Annually, the Homecoming King & Queen contest is held in conjunction with our Homecoming celebration. The Homecoming King and Queen will serve as representatives of this institution, and with that, organizations should carefully consider who they will nominate. Responsibilities are listed in the rules. Online voting will not be the only method of selecting our winners. We will also have “Quarter Wars” to help elect our winner, with proceeds going to charity.

Applications are to be filled out online between now and 5:00pm, Wednesday, October 2, 2013. Applications can be filled out at Montclair.edu/CSI (under “For Student Organizations”).

All applicants must have TWO letters of reference submitted. Reference forms can be emailed to Julie Fleming, at flemingj@mail.montclair.edu, submitted via survey online (Montclair.edu/CSI) or delivered to SC 104L. All reference letters MUST be received by 5:00pm, Wednesday, October 2, 2013.

The rules listed below contain the full details. Applicants must read and agree to all rules.

If you have any questions, feel free to contact me at flemingj@mail.montclair.edu or x7819.

Julie Fleming
Assistant Director for Student Involvement
2013 Homecoming King and Queen Contest Rules

Applicant Qualifications

1. Applicants must **self-select** whether they are running for King or Queen.
2. Applicants must be currently enrolled at MSU, with no judicial sanctions.
3. Applicants must have a GPA of 2.5 or better, and have earned at least 48 credits. A 2.499 is NOT a 2.5 and thus will not be qualified.
4. Applicants must be nominated by a recognized organization on campus or residence hall.
5. The nominating organization/residence hall must participate in the Homecoming Showcase.
6. Each organization/residence hall may nominate ONLY one person for King and one person for Queen.
7. Each applicant must be a member of their nominating organization or resident of the nominating hall.
8. Each applicant must submit two letters of recommendation (**both** must be from an MSU faculty/staff). Highlights of these letters will be included in the online voting information.
   a. Reference letters can be emailed to flemingj@mail.montclair.edu, submitted via survey at Montclair.edu/csi or delivered to Julie Fleming, SC 104.
9. Applications must be completed (including BOTH references and photo) no later than 5:00 pm **Wednesday, October 2, 2013. Absolutely NO applications will be accepted after this time.** The application can be accessed at www.montclair.edu/csi, under “For Student Organizations”.
10. All applications will be reviewed by the Homecoming Committee and checked for eligibility.
11. Applicants must submit one digital photo via email to flemingj@mail.montclair.edu (file name should be candidate name) with the applications to be displayed online during voting. Photos must be received by 5:00pm, Wednesday, October 2, 2013. Please note that photos may be cropped for size and/or content.

Talent Show

12. All King and Queen contestants will be required to perform in the King & Queen Talent Show. **The Talent Show will be held Monday, October 7, 2013, in Memorial Auditorium. Remember, NO destruction of MSU property or safety hazards will be allowed. Any mess you make you will be responsible for cleaning it up IMMEDIATELY following your performance. NO live animals are permitted. Failure to perform will result in disqualification.**
13. Contestants are encouraged to perform their talent **alone** so people can recognize the candidates. Candidates who choose to have other people accompany them, there can be **NO MORE THAN TWO** other people performing.
14. Candidates must check in by 7:30 at Memorial Auditorium, and any music must be clearly labeled.

Voting

15. Voting will be conducted **online and via “Quarter Wars”**. Undergraduate students may vote once per round online.
16. **Quarter Wars:** Each candidate will have a container with their name on it in the Student Center Lobby (Information Desk). Quarters count positively towards your total amount, other silver coins, pennies and paper bills count negatively. For example, if there are 32 quarters (+800), 100 pennies (-100), 15 dimes (-150) and 4 one-dollar bills (-400), the total would be $1.50 (150) (800-100-150-400=150). $5 raised counts as one vote. Negative totals do not take away votes. Quarter Wars will be totaled once at the end of each round of voting. 50% of funds raised throughout the week will be donated to Relay for Life. 50% of funds raised will be donated to the winning King and Queen’s charity of choice (25% each candidate).
17. The first round of online voting will take place on Monday, October 7, 2013, following talent show (approximately 10:00pm), through 3:00pm Wednesday, October 9, 2013. **Quarter Wars for Round 1** will take place following the Talent Show, on Tuesday from 8:00am-10:00pm, and on Wednesday from 8:00am-3:00pm.
18. **Quarter Wars for Round 2** will take place from 8:00-10:00pm Wednesday, on Thursday from 8:00am-10:00pm, and on Friday from 8:00am-3:00pm.
19. No contestant or supporter may carry around a laptop or other device to encourage voting for a particular candidate. Voters must do so of their own free will, free of harassment or guilt. No contestant can collect funds for Quarter Wars in any way other than in the designated containers.

   Publicity

20. Applicants are responsible for their own publicity. ALL applicants MUST follow University Posting Policies. Violation of the policies will result in disqualification. Please see the Center for Student Involvement if you need a copy of this policy.

21. DO NOT begin publicity until your candidacy has been confirmed. This applies to Facebook & Twitter as well.

22. Absolutely no publicity of any kind (flyers, online, or other members of your organization) for any individual candidate is permitted near or immediately outside of any computer lab on campus. This includes having members of your organization in computer labs campaigning for you. Be sure to share this information with your supporters—do not let them be the reason you are disqualified.

23. ALL publicity must be removed by Friday, October 11, 2013.

   Expectations and Requirements

24. If the nominating organization is disqualified for any reason, the King & Queen affiliated with the disqualified organization will also be disqualified.

25. Neither the candidate or any supporters of a particular candidate should engage in petty disputes. This is to be a fair competition and childish nonsense (i.e., removing/covering another contestant’s publicity, harassing potential voters) will not be tolerated.

26. The Top 5 finalists MUST participate in the Homecoming Showcase on Saturday, October 12, 2013.

27. All finalists will walk across the stage and be announced.

28. The Top 5 finalists MUST be present at the Homecoming Football Game (2 pm). The Homecoming King & Queen are announced and crowned at the end of the game.

29. Winning candidates (both King and Queen) will be required to represent Montclair State University at a number of University events until the next King and Queen are named at next year’s Homecoming. These events include: Undergraduate Admissions Open Houses, Freshmen Welcome, and Relay for Life. Winners will be given opportunities to attend other events at their choice. Suggested events include athletic events, New Student Orientation and Red Hawk Days. Winners should also be present at next year’s Homecoming Game to crown your successor.

30. Failure to attend the required events, having a judicial sanction or falling out of good academic standing may result in the title of King or Queen being revoked and given to the First Runner Up.

31. HAVE FUN AND GOOD LUCK TO ALL CONTESTANTS!!