

2020 Saint Paul Winter Carnival
Junior Royalty Application



The Coolest Celebration on Earth

Saint Paul Festival & Heritage Foundation
Proud producer of the
Saint Paul Winter Carnival
January 23 – February 2, 2020

**APPLICATION DEADLINE:
OCTOBER 31, 2019**



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ELIGIBILITY

The Junior Royalty program is open for any boy or girl in age 12 to 15. Candidates should have good interpersonal skills, be ready to be goodwill ambassadors for the Saint Paul Winter Carnival, Saint Paul Festival and Heritage Foundation and the City of Saint Paul, and the time and energy to commit to a one year term as a member of the court.

APPLICATION REQUIREMENTS

- Application fee of \$85.00
- Complete applications (no blanks)
- Application packet consists of:
 - Candidate Contact Information Sheet
 - Candidate Fact Sheet
 - Parent/Guardian Questionnaire
 - Signed Application Waiver --- Both parents/guardians **must** sign. In the event candidate's parents are no longer married, both parents **must** still sign and agree to the terms. **If one parent is unable to sign, please indicate if you have sole custody of the minor on the waiver.**
 - Wallet size photo --- **Please do not** send anything bigger than a wallet
 - 2 Candidate Recommendation Forms --- see next section for requirements
- **Completed application packets must be received by Friday, October 31, 2019.**

CANDIDATE RECOMMENDATION FORM REQUIREMENTS

- Each candidate must submit two candidate recommendation forms (page 12 and 13).
 - Page 12** must be completed by someone at the school you are or will be attending (Teacher, Coach, Principal, Associate Principal, or Guidance Counselor)
 - Page 13** must be complete by someone outside of school (Church Leader, Employer, Boy/Girl Scout Leader, etc.).
- Each form **must** be received in its own sealed envelope with the application packet.
- Forms **cannot** be completed by someone related to you.

APPLICATIONS NOT CONSIDERED FOR CANDIDACY

- The following are some examples why your application could possibly not be considered for the candidacy program:
 - Applications received after Friday, October 31, 2019.
 - Incomplete --- you did not complete all the pages with the winter carnival logo AND/OR not all questions were answered completely.
 - Did not include 2 recommendations.
 - Recommendation forms were completed by someone related to you.
 - Recommendation forms were not received in their own sealed envelope.
 - No picture received
 - Application fee was not received
- You will be notified via email if your application was or was not accepted.



TIME COMMITMENT

➤ **CANDIDACY**

- You will have appearances in November, December and January.
- It is **strongly** recommended that you attend and are on time for all candidate events.
- You will be given a full detailed schedule at the Orientation meeting. Page 6 of this packet lists the events you will be attending and gives the dates if known.

➤ **IF SELECTED ---**

- Pre-Carnival Events in the month of January 2020
Approximately 2 or 3
All appearances are mandatory
- Official 10 days of Winter Carnival --- January 23 to February 2, 2020
Approximately 11 appearances.
All appearances are mandatory.
No exceptions will be made for absences during the pre-carnival events and the official 10 days of winter carnival.
- Summer Parades
75 to 80 appearances during your reign.
Some events will be deemed mandatory, which means absence is not an option. An example would be a fellow court member's home town parade.

PLEASE NOTE:

During the summer parade season, some allowances can be made for vacations, summer sports or other activities. These will be handled on a case by case basis with the Coordinator.

COSTS

➤ **LADIES AND GENTLEMEN**

- The initial application fee of \$85.00. This fee is non-refundable.

➤ **LADIES**

- You will personally provide the following:
Nice clean pair of black dress pants, white turtleneck, white blouse or polo, snow pants, snow boots, hat, mittens/gloves, nice clean pair of plain black flat shoes.
For coronation, a floor length, blue formal dress with strap(s).
- If selected you should plan on paying an additional \$550.00 over the course of the year. This will be for a formal dress, semi-formal dress, summer outfits and extra buttons.
- The Junior Royalty Program will provide the following:
 - ♦ Official Crown
 - ♦ Official Sash
 - ♦ Official Crown Box
 - ♦ Official Name Tag
 - ♦ 50 Court Buttons



COSTS, continued

➤ **GENTLEMEN**

- You will personally provide the following:
Black suit with white shirt, black dress shoes, white turtleneck, snow pants, snow boots, hat, mittens/gloves, clean pair of tennis shoes
For coronation, black suit with coat, white shirt, tie (any color EXCEPT white), black dress shoes
 - If selected, you should plan on paying an additional \$350.00 over the course of the year. This will be for summer parade outfits and extra buttons.
 - The Junior Royalty program will provide the following:
 - ♦ Official Tie
 - ♦ Official Braid
 - ♦ Official Baseball Cap
 - ♦ 50 Court Button
 - ♦ King --- Scepter
- Other expenses can and do occur, which will be the responsibility of the court member's family to cover.
- A few examples are:
Festival Kick off Dinners
Other Festival Buttons
Parent(s) and/or siblings attending other festival coronations
Parent(s) cost traveling to and from events

RULES AND REGULATIONS

- At the orientation you will receive a copy of the candidate rules and regulations. Both parents/guardians are requested to attend this orientation. Before a candidate can participate in the candidacy program both parents or guardians will need to sign and agree to the terms of the candidacy program.
- If selected, the court member and at least one parent will be required to attend a meeting, on Sunday, January 5, 2019. At that meeting the Junior Royalty Program Protocol Manual and the Saint Paul Festival and Heritage Foundation Protocol Manual for Legend Characters will be reviewed in complete detail. The court member and parent(s)/guardian(s) must sign that they have read, understand and agree to the guidelines set forth in both protocol manuals before the court member can attend official Junior Royalty events.



CANDIDACY EVENTS AND DATES ---

Some dates are still to be determined. You will be given more information at orientation.

November 2019

3rd Candidate and Parent/Guardian Orientation

Time: 2:00 p.m.

Location: will be sent in your acceptance email

At this meeting we will:

- Go over candidate appearance schedule – Plan on dates in November, December and January
- Go over candidate policies and procedures, Saint Paul Festival and Heritage Foundation Protocol Manual for Legend Characters and expectations if you are selected for the 2020 court
- Go over the Waiver Agreement
- Sign up for your interview time
- Brief overview of appearance expectations if selected, especially the official days of Winter Carnival
- Ask questions

10th Etiquette Training – 12:30 p.m. – 2:30 p.m.

15th Feed My Starving Children

19th Ambassador Social – 4:30 – 7:00 p.m. - Sell Chili Feed Tickets & Introductions

DECEMBER 2019

_____ Bell Ringing

8th 5th Annual Kettles of Fire Chili Cook Off Fundraiser

14th Caroling with Kate

17th Interviews starting at 5:45 p.m. and will be held at the Landmark Center, Downtown St. Paul, Room 408

JANUARY 2020

3rd Coronation Rehearsal will be held at Woodbury High School, 2665 Woodlane Drive, Woodbury, MN 55125. You will receive more information at Orientation.

4th Coronation will be held at Woodbury High School, 2665 Woodlane Drive, Woodbury, MN 55125. You will receive more information at Orientation.

If selected, plan on these dates:

January 5th Court & Parent/Guardian Meeting

January 6th Shopping for the Ladies ONLY



CANDIDATE CONTACT INFORMATION SHEET:

FULL NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

HOME PHONE: _____ CANDIDATE CELL PHONE: _____

DATE OF BIRTH: _____ AGE: _____

CANDIDATE'S EMAIL ADDRESS: _____

SCHOOL: _____ GRADE: _____

PARENT/GUARDIAN 1 NAME: _____

ADDRESS: _____

HOME PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

PARENT/GUARDIAN 2 NAME: _____

ADDRESS: _____

HOME PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

WHO DOES CANDIDATE LIVE WITH? (CIRCLE)

BOTH PARENTS/GUARDIANS

PARENT/GUARDIAN 1

PARENT/GUARDIAN 2

PERFERRED METHOD OF CONTACT:

EMAIL

PHONE

BOTH

WHO DO WE CONTACT IN THE EVENT OF AN EMERGENCY? (Name, Phone # & Relationship)



Candidate Fact Sheet

First Name (only): _____

School Attending: _____

Your Favorite Things:

Song: _____

Possession: _____

Food: _____

Sport: _____

Season: _____

TV Show: _____

Singer: _____

Idol/Mentor: _____

Movie: _____

Game: _____

What do you like the most about school?

What do you like to do in your free time?

What is your favorite family memory?

Who do you consider a role model in your life and why?

What leisure and/or sports activities do you participate in?

What is your favorite event at the Saint Paul Winter Carnival?

What three words best describe you?



Why do you want to be chosen to represent the Saint Paul Winter Carnival Junior Royalty?

Is this your first time running for Saint Paul Winter Carnival Junior Royalty? YES NO # of times _____

Have you held any other titles? YES NO If yes, please list here.

Has anyone in your family been a carnival legend character? YES NO If so, what character?

Please indicate what size polo you wear _____



Parent/Guardian Questionnaire

The following questions are to be answered by a parent or guardian

Why do you want your son or daughter to be chosen for the Saint Paul Winter Carnival Junior Royalty?

How will you support your son or daughter if he or she is selected?

How will you support the group if your son or daughter is selected?



Saint Paul Winter Carnival Junior Royalty Program Application/Waiver Agreement

The Contact Information Sheet, the application/waiver, the Contestant Fact Sheet, and Letters of Recommendation will be used for judging. Your picture will be used for publicity and invitation purposes: Please take time to fill this out carefully, completely and provide all requested information.

In consideration of my participation as a candidate in the Saint Paul Winter Carnival Junior Royalty, I hereby agree that: I have voluntarily entered the Saint Paul Winter Carnival Junior Royalty Program at my own will.

My parents and/or guardian and I have read and signed this Application.

Saint Paul Festival & Heritage Foundation may use my likeness/photograph in such appropriate manner as they see fit for publicity purposes.

I hereby release the Saint. Paul Winter Carnival and Saint Paul Festival and Heritage Foundation, its officers, directors, and any other individual connected therewith, from responsibility in connection with any injuries sustained by me in my capacity as a candidate for the Saint Paul Winter Carnival Junior Royalty Program.

Applicant Signature: _____ Date: _____

Parent/Guardian 1 Signature: _____ Date: _____

Parent/Guardian 2 Signature: _____ Date: _____

General Information:

If selected as a member of the Saint Paul Winter Carnival Junior Royalty, I understand that my responsibilities will include representing the Saint Paul Winter Carnival and the Saint Paul Festival and Heritage Foundation as a representative. This includes attendance at local activities, parades, coronations, community events throughout the year and participates in all fund raising events.

Applicant Signature: _____ Date: _____

Parent/Guardian 1 Signature: _____ Date: _____

Parent/Guardian 2 Signature: _____ Date: _____

In addition, as parent/guardian, if my son or daughter is chosen as a member of the Saint Paul Winter Carnival Junior Royalty, I understand that I/we will be called upon to assist with chaperoning, fundraising, personal time volunteering and transportation. I/we accept these responsibilities in support of my/our son/daughter.

Parent/Guardian 1 Signature: _____ Date: _____

Parent/Guardian 2 Signature: _____ Date: _____

The undersigned hereby releases and hold harmless the Saint Paul Winter Carnival and Saint Paul Festival and Heritage Foundation, its directors, officers and volunteers. I waive and release the Saint Paul Winter Carnival and Saint Paul Festival and Heritage Foundation and its directors, officers and volunteers from all liability arising from any injury which I sustain as a result of my participation. In addition, I specifically waive and release from all liability for damage to my personal property as a result of my participation in the Saint Paul Winter Carnival and Saint Paul Festival and Heritage Foundation. Beginning in November 2019 and if selected ending in January 2021.

I hereby certify that I and my parents and/or guardians have read and signed this waiver.

Signed: _____ Date: _____
Applicant Signature

Signed: _____ Date: _____
Parent/Guardian 1 Signature

Signed: _____ Date: _____
Parent/Guardian 2 Signature



2020 Junior Royalty Candidate Recommendation --- SCHOOL

Recommender: _____ **Candidates' Name:** _____

Relationship to Candidate: _____ **How long have you known this person?** _____

RECOMMENDER INSTRUCTIONS:

Please indicate points given with an "X". Comments are welcomed and appreciated. Additional information may be attached to this form.

Please seal completed form in an envelope and return to the candidate to send in with his/her application packet.

Evaluation:	The Best		Above Average			Average			Poor	
Dependability:	10	9	8	7	6	5	4	3	2	1
Prompt, sincere, consistent, truthful, follows directions										
Comments:										
Leadership:	10	9	8	7	6	5	4	3	2	1
Assertive, inspires others, resourceful, listens well, uses good judgment										
Comments:										
Industrious:	10	9	8	7	6	5	4	3	2	1
Persistent, good work habits, makes good use of time, hard working										
Comments:										
Initiative:	10	9	8	7	6	5	4	3	2	1
Accepts responsibility, works well without supervision, self-motivated										
Comments:										
Working With Others:	10	9	8	7	6	5	4	3	2	1
Adaptable, friendly, tactful, respect for others, sense of humor										
Comments:										
Personal Appearance:	10	9	8	7	6	5	4	3	2	1
Clean, neat, orderly										
Comments:										
Attitude:	10	9	8	7	6	5	4	3	2	1
Positive, honest, good self-discipline, enthusiastic, motivated										
Comments:										

Signature: _____ **Date:** _____

Position: _____ **Phone Number:** _____



2020 Junior Royalty Candidate Recommendation --- OUTSIDE OF SCHOOL

Recommender: _____ **Candidates' Name:** _____

Relationship to Candidate: _____ **How long have you known this person?** _____

RECOMMENDER INSTRUCTIONS:

Please indicate points given with an "X". Comments are welcomed and appreciated. Additional information may be attached to this form.

Please seal completed form in an envelope and return to the candidate to send in with his/her application packet.

Evaluation:	The Best		Above Average			Average			Poor	
Dependability:	10	9	8	7	6	5	4	3	2	1
Prompt, sincere, consistent, truthful, follows directions										
Comments:										
Leadership:	10	9	8	7	6	5	4	3	2	1
Assertive, inspires others, resourceful, listens well, uses good judgment										
Comments:										
Industrious:	10	9	8	7	6	5	4	3	2	1
Persistent, good work habits, makes good use of time, hard working										
Comments:										
Initiative:	10	9	8	7	6	5	4	3	2	1
Accepts responsibility, works well without supervision, self-motivated										
Comments:										
Working With Others:	10	9	8	7	6	5	4	3	2	1
Adaptable, friendly, tactful, respect for others, sense of humor										
Comments:										
Personal Appearance:	10	9	8	7	6	5	4	3	2	1
Clean, neat, orderly										
Comments:										
Attitude:	10	9	8	7	6	5	4	3	2	1
Positive, honest, good self-discipline, enthusiastic, motivated										
Comments:										

Signature: _____ **Date:** _____

Position: _____ **Phone Number:** _____



CHECKLIST

- _____ Candidate Contact Information Sheet
- _____ Candidate Fact Sheet (two pages)
- _____ Parent/Guardian Questionnaire
- _____ Application Waiver Agreement --- Signed by BOTH parents/guardians, even if divorced, unless otherwise indicated why other parent is not able to sign.
- _____ Wallet size photo (school pictures may be used). Pictures will not be returned.
- _____ Candidate Recommendation Form --- Completed by someone at your school, not related to you (Teacher, Coach, Principal, Associate Principal, or Guidance Counselor)
Name of person completing form:

- _____ Candidate Recommendation Form --- Completed by someone outside of school, not related to you (Church Leader, Employer, Boy/Girl Scout Leader, etc.).
Name of person completing form:

- _____ Application fee of \$85.00 --- checks or money orders made payable to SPFHF (Saint Paul Festival and Heritage Foundation)

To complete your application, pages 7-14 must be filled out completely (no blanks) and mailed to:

Saint Paul Winter Carnival
ATTN: Junior Royalty Application
75 W 5th Street
Landmark Center 429
Saint Paul, MN 55102

Questions email: JuniorRoyalty@spfhf.org or call 651-334-3719
Saint Paul Festival & Heritage Foundation Info@spfhf.org or 651-223-7400

REMINDER: Applications must be received by October 31, 2019.