

2023 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 26 – February 5, 2023

**APPLICATION DEADLINE:
November 4, 2022**



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ELIGIBILITY

The Junior Royalty program is open to those ages 12 and not yet 16 by November 4, 2022. 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 (if you are in need of a financial scholarship, please reach out to us)
- 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 a 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.**
 - Media Release Form
 - Wallet size photo – **Please do not** send anything bigger than a wallet
 - Two (2) Candidate Recommendation Forms – see next section for requirements
- **Completed application packets must be received by Friday, November 4, 2022.**

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 Counselor)
Page 13 must be completed by someone outside of school (Church Leader, Employer, Boy/Girl Scout Leader, music lesson teacher, 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 of why your application could possibly not be considered for the candidacy program:
 - Applications received after Friday, November 4, 2022.
 - Incomplete – you did not complete all the pages with the Winter Carnival logo AND/OR not all questions were answered completely.
 - Did not include two 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 has the tentative schedule.

IF SELECTED:

- Pre-Carnival Events in the month of January 2023 – approximately two or three
All appearances are mandatory
- Official 10 days of Winter Carnival – January 27 to February 5, 2023
Approximately 11 appearances (mostly weekends)
All appearances are mandatory.
- 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 hometown parade.

PLEASE NOTE:

Some allowances can be made for school activities, vacations, sports or other activities. These will be handled on a case-by-case basis with the Coordinators.

COSTS

- The initial application fee of \$85.00. This fee is non-refundable.
- Candidate wardrobe: black dress pants, white blouse/button up, black dress shoes
- Candidates must also provide appropriate coronation attire:
 - Ladies: Long blue formal with straps; appropriate shoes you can walk in
 - Gentlemen: Black suit, white button up, blue tie, black dress shoes

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

WARDROBE

The Junior Royalty Program will provide the following:

- 2 Official Name Tags
- 50 Court Buttons per Royal Member
- 2 Car Magnets for parades
- Official Winter Carnival Polo



Queen and Princesses will also be provided:

- Official Crown
- Official Sash
- Official Crown Box
- 1 formal dress
- 1 cocktail dress
- 1 blouse
- 1 sweater
- 1 cardigan
- 1 pair of dress pants
- 1 pair of capris for summer parades
- Official jewelry set
- Clutch
- 1 pair of dress heels
- 1 pair of parade shoes

King and Princes will also be provided:

- Official Tie
- Tie clip
- Official Braid
- Official Baseball Cap
- Scepter (King)
- 1 button up summer shirt
- 1 button up long sleeve shirt
- 1 suit for formal occasions
- 1 sweater
- 1 pair of shorts for summer parades
- 1 pair of parade shoes

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 **Monday, January 9, 2023**. At that meeting 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 the protocol manual 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 2022

Sunday November 13 Candidate and Parent/Guardian Orientation 2:00–4:00pm

At this meeting we will:

- Review candidate appearance schedule
- Go over candidate policies and procedures, Protocol Manual, and expectations
- Sign up for your interview time
- Talk about the Taco Fundraiser
- Brief overview of appearance expectations if selected, especially the official days of Winter Carnival

Sunday November 20 Etiquette Training & Candidate Photos 1:00– 3:00pm

Tuesday November 15 Ambassador Social 4:45–7:00pm
 Sell Fundraiser Tickets & Introductions

Sunday November 27 Button Assembly 12:00–2:00pm

DECEMBER 2022

Saturday December 3 Public SPWC Button Unveiling afternoon/evening

Wednesday December 7 Service Project: 6:00–8:00pm
 Tie Blankets for Blankets for a Brighter Day

Sunday December 11 Taco Fundraiser 10:30 am set-up
 12:00 – 3:00pm event

TBD Caroling with Kates

Thursday December 15 Service Project: 7:00–8:45pm
 Feed My Starving Children

Monday December 19 Interviews evening
 you'll sign up for your specific time at orientation

JANUARY 2023

Saturday January 7th Junior Coronation 2:00pm rehearsal
 6:00pm coronation

If selected, plan on these pre-Carnival dates:

Monday January 9 Court & Parent/Guardian Meeting
 Thursday January 12 Queen of Snows (QOS) Candidate Dinner
 Saturday January 21 QOS Candidate Fashion Show
 Friday January 27 Royal Coronation



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CANDIDATE CONTACT INFORMATION SHEET

FULL NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

HOME PHONE: _____ CANDIDATE CELL PHONE: _____

DATE OF BIRTH: _____ AGE: _____

PREFERRED PRONOUNS: _____ PREFERRED NAME: _____

RUNNING FOR (CIRCLE 1): QUEEN/PRINCESS KING/PRINCE

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

PREFERRED METHOD OF CONTACT: EMAIL PHONE BOTH

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

ANY KNOWN ALLERGIES: _____



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Candidate Fact Sheet

Candidate Name: _____

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?

What size shirt do you wear? XS SMALL MEDIUM LARGE XL XXL

What size jacket do you wear? XS SMALL MEDIUM LARGE XL XXL

Pant size: _____ Shoe size: _____ Ladies: Dress size: _____



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 fundraising 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 2022 and if selected ending in January 2024.

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



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2023 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:** _____



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2023 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:** _____



Media Release Form

I grant permission to the St. Paul Winter Carnival and its subordinates to use my name, photographs, and videos for use in St. Paul Winter Carnival publications and promotional material such as brochures, newsletters, magazines and to use my name and/or photographs on display boards, electronic versions of the same publications, or videos on the St. Paul Winter Carnival website or other electronic forms or social media.

I hereby waive any right to inspect or approve the finished photographs, videos, or printed electronic or digital matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of photographs, videos, or printed electronic or digital matter.

I hereby agree to release, defend, and hold harmless the St. Paul Winter Carnival and its subordinates, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages, or liability arising from or related to the use of the photographs or videos, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

Please check 1 box below which is applicable to your present situation:

I am the parent or legal guardian of the below named child. I have read this release before signing below and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

I am the parent or legal guardian of the below named child. I **do not** wish to have any photos and/or videos printed or displayed of my child and respectfully request that they be kept out of any photos or group shots that are published, printed or electronically. Although attempts will be made to remove your child from photos and videos taken at Winter Carnival events, I fully understand that the St. Paul Winter Carnival and its subordinates are not responsible for photos/videos taken by individuals or community members.

Candidate Name: _____

Signature: _____

Signature of parent/legal guardian: _____

Date: _____



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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 the other parent is not able to sign.
- _____ Wallet size photo (school pictures may be used). Pictures will not be returned.
- _____ Media Release Form
- _____ Candidate Recommendation Form – Completed by someone at your school, not related to you (Teacher, Coach, Principal, Associate Principal, or School 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) or you may call 651.223.7400 to pay by credit card.

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

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

Email: JuniorRoyalty@spfhf.org

Questions: Saint Paul Festival & Heritage Foundation Info@spfhf.org or 651-223-7400

REMINDER: Applications must be received by November 4, 2022