



## **2015 Homecoming Court Registration Packet**

Homecoming  
Florida Atlantic University  
October 24 – October 31, 2015  
[www.fau.edu/homecoming](http://www.fau.edu/homecoming)

## Welcome to the FAU Homecoming Court Registration Process!

On behalf of the FAU Homecoming Committee, I would like to thank you for interest in the Homecoming Court Competition. This year, Homecoming will be bigger and better, and the Homecoming Court competition is no exception! Thank you for helping build our Homecoming traditions at Florida Atlantic University. I am excited for you to play a part in Homecoming Week! My committee and I look forward to working with you during what I know is a very exciting time.

Please take the time to carefully review this Homecoming Court Registration Packet. You will need to submit a fully completed packet by Tuesday, September 22nd, by 5 p.m. We will not accept incomplete packets. Only individuals who have completed all of the parts of the registration packet by the due date and time will be eligible to compete. We are awarding a \$500 stipend to the overall King and Queen Winner, respectively. The court will be made up of 10 students who will compete for the title of King and Queen. One King and one Queen will be selected from the Court.

Enclosed in this registration packet you will find:

- Welcome Letter
- Homecoming Court Requirements & Checklist
- Rules for Campaigning
- Homecoming Court Competition Application
- Grievance Procedures (Grievance Form is located at [fau.edu/homecoming](http://fau.edu/homecoming))

The Homecoming Court competition involves multiples steps:

1. Applicant is nominated by faculty, staff, or student organization (nominator will write a letter of recommendation)
  - a. Applicant must have 2.8 cumulative GPA.
  - b. Applicant must have successfully completed 60 credit hours.
  - c. Applicant will submit an essay (answering a specific question), a resume (outlining campus involvement), and a picture (to be put on the website).
2. Applicants are interviewed by a committee appointed by the Homecoming Committee that includes:
  - 1 student from each campus (3)
  - 2 alumni,
  - 2 faculty members and
  - 2 staff members
3. Committee picks 10 candidates (5 men, 5 women) who become "The Court".
4. The FAU students will participate in online voting for the "King" and "Queen".
5. A second selection committee will interview the 10 members of "The Court".
6. **The results of step 4 and 5 will be computed with the voting counting for 50% and the selection committee counting for 50%.**
7. One King and One Queen are appointed based on voting and interview.

Please make sure you have a thorough understanding of the process and the steps to complete the competition. All completed packets are due to the Student Involvement Office on your respective campus by **Tues., September 22, by 5 p.m.** Homecoming Week is **October 24 to Oct 31**. Please note that the Homecoming Court is **required** to attend Campus and University-wide events during Homecoming Week. All events can be found at [www.fau.edu/homecoming](http://www.fau.edu/homecoming).

Thank you again for your involvement in the 2015 FAU Homecoming Week! With your participation, we know we will have an exciting and spirit-filled week! Please don't hesitate to contact us with any questions. Once again, thank you for your interest and best of luck!

Go Owls!

**Trevor Lewis**

Homecoming Director

### **Homecoming Court Requirements & Checklist**

1. Applicant must include a completed Homecoming Court Competition Application  
\_\_\_check if you confirm that your completed application is included in your packet
2. Applicant must have a minimum cumulative GPA of 2.8 and be in good academic standing  
\_\_\_check if you confirm that you are eligible given the GPA and standing requirements
3. Applicant must have at least 60 credits completed at FAU or have one semester completed as a graduate student.  
\_\_\_check if you confirm that you are eligible given the credit requirements
4. Applicant must be nominated by a full-time FAU faculty or AMP/SP staff member or a registered student organization (RSO) at FAU. Sponsoring faculty, AMP/SP staff, or RSO must submit a letter of nomination to be included in the packet submission.  
\_\_\_check if you confirm that your letter of recommendation is included
5. Applicant must submit an essay of at least 500 words answering the questions below. The essay must be typed single spaced and attached in the packet submission. What do you think qualifies you to be selected for the 2015 FAU Homecoming Court? How have you made waves at FAU?  
\_\_\_ check if you confirm that your essay is included in the packet
6. Applicant must provide a bio no more than 50 words and resume with a wallet size photo attached. (Bio and resume must highlight FAU involvement)  
\_\_\_check if you confirm that your bio is in the packet  
\_\_\_check if you confirm that your resume is in the packet  
\_\_\_check if you confirm that your wallet size photo is included in the packet
7. Applicant must be able to attend and partake in the following Homecoming Week events (class and approved excuses only):
  - Mandatory Homecoming Meeting on each campus tentatively scheduled for Tuesday, September 22 at 5 p.m. (also the due date for packets)
  - Homecoming Court Interview on Tuesday, September 29, between 5 – 9 pm.
  - A second Homecoming Court Interview (if you make it to the Court) on Tuesday, October 6 between 5 – 9 pm.
  - Kick Off, October 26 at 7:30 p.m.
  - extravaCANza and Lip Sync Rehearsal, October 27
  - Lip Sync, October 28 at 8 p.m.
  - Talon Awards, October 29 at 6 pm
  - Concert, October 30
  - Fall Family Fest, October 31 at 5 pm.
  - Homecoming Parade will be Saturday, October 31 and the Court will arrive at a time TBD to be placed in their vehicles. The parade will start at TBD based on game time
  - Homecoming Football Game, October 31 after the parade\_\_\_check if you confirm that you are available at the required times and dates above

8. Applicants must adhere to all Florida Atlantic University policies and policies outlined in this packet. Any court member found in violation will be reprimanded. Violation grievances may be made against other court applicants.

\_\_\_\_ check if you confirm that you will adhere to the FAU policies and procedures outlined here



## FAU Homecoming Court Competition Application (Moving to OwlCentral)

Name: \_\_\_\_\_

Z#: \_\_\_\_\_ Primary FAU Campus: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(Town/City) (Zip Code)

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Major(s) and if applicable, Minor(s): \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ Expected Graduation: \_\_\_\_\_

Confirm that you have submitted the following completed documents:

- Nomination Letter
- Essay
- Resume
- Short biography
- 1 wallet-sized photograph (to be used on the Homecoming website)

I, \_\_\_\_\_, understand and agree to abide by all of the rules, regulations, and policies regarding the Homecoming Court Competition. I am fully aware of the time commitments necessary to participate in the competition. If selected to be a member of the Court, I understand violations to any of the guidelines or policies outlined in this packet will disqualify me immediately.

(Signature)

(Date)



### **Campaigning Rules for King and Queen Candidates**

1. Campaigning can only be done October 27 beginning at 8 a.m. to October 30 at 12:00 a.m.
2. Campaigning materials cannot exceed \$200.
  - a. Costs of campaigning are the responsibility of the candidate.
  - b. Please note internet advertisements must be included in the overall \$200 campaign budget.
  - c. Even if campaigning materials are donated, candidates must include estimated prices in their receipt submission.
3. Boca Raton Campus Policies:
  - a. All campaign material must be approved and stamped by Student Involvement before posted on campus. (Candidates should be aware of posting policies on all campuses).
  - b. If flyers are being posted in Residence Halls on the Boca Raton Campus, they must be approved and stamped by Housing & Residential Life (Building 46) and distributed to the front desk of each residence hall to be put in the RA's mailboxes.
  - c. Candidates can only place one 11 x 8 ½ poster on each designated breezeway posting area.Jupiter Campus Policies:
  - a. For approved posting and campaigning instructions please contact Donald Van Pelt.Broward Campuses' Policies:
  - a. Students looking to campaign in the Davie campus will need to come to The Office of Student Involvement to get approval for campaigning and postings.
4. Candidates may hang banners for advertising during campaign days, in specified locations and must be approved by the respective campus Office of Student Involvement.
5. All advertisements including cars, t-shirts, banners, flyers, candy etc. must include the Homecoming website and the days designated for voting ([fau.edu/homecoming](http://fau.edu/homecoming) & OwlCentral ([fau.edu/getinvolved](http://fau.edu/getinvolved))).
6. Candidates may not tear down other candidate's campaign materials (flyers, posters, banners etc.) If candidates are proven to be doing so, they will immediately go through disqualification processes.
7. Campaigning cannot be done before or after the specified campaign days and times.
8. King and Queen Candidates may choose to run with one another.
  - a. If you choose to run with another candidate, materials will be counted together. Limit is \$200.

9. Advertisements, including flyers and any other printed materials need to be approved by Homecoming and the respective approval offices (Student Union, Housing & Residential Life, etc). This must be submitted to [sghomecoming@fau.edu](mailto:sghomecoming@fau.edu) by October 13 at 11:59 p.m. Campaigning on the Internet is allowed but must be sent to and approved by Trevor Lewis, the Homecoming Director, by October 20 at 11:59 p.m. to be reviewed prior to posting on 27. Email [sghomecoming@fau.edu](mailto:sghomecoming@fau.edu) with the subject Campaign Approval by the deadline and Jason/his team will reply within 48 hours.
10. Online voting for the Homecoming King and Queen will take place through OwlCentral (log in through MyFAU) on Tuesday, October 27 at 8 a.m., Wednesday, October 28 and Thursday, October 29 and concludes Thursday October 30 at 12:00 a.m. Students will need their FAU login and password to vote.
11. Advertising materials must be taken down by November 3 by 5 p.m.
12. Receipts for campaign materials must be attached to a sheet of 8.5x11 piece of paper and turned in to your respective campus Office of Student Involvement to be submitted to Trevor Lewis by Thursday, October 30 at 5 p.m.

**Do you have questions regarding Expectations of Court Applicants? Do you have questions regarding campaigning? Do you know where to get approval of campaigning materials? Do you want to know where to submit your campaigning receipts? If so, or you have any other questions or concerns please use the following:**

**2015 Homecoming Staff**

Trevor Lewis- Homecoming Director- <a href="mailto:Tlewis2012@fau.edu">Tlewis2012@fau.edu</a>
Lauren Smiarowski- Jupiter Homecoming Associate Director- <a href="mailto:lsmiarowski2014@fau.edu">lsmiarowski2014@fau.edu</a>
Shannon Fahnestock- Boca Homecoming Associate Director- <a href="mailto:sfahnestock2014@fau.edu">sfahnestock2014@fau.edu</a>
Demagio Mansell- Boca Homecoming Associate Director- <a href="mailto:dmansell@fau.edu">dmansell@fau.edu</a>
Broward Homecoming Associate Director- TBA

## Homecoming Grievance Procedures

The Homecoming Grievance Committee will hear grievances concerning violations of any homecoming rules and regulations which are submitted in writing on the proper form to the Homecoming Committee through the Office of Student Involvement. The Grievance Committee will consist of both student and faculty/AMP/SP staff who are members of the Homecoming Committee. The Grievance Committee will be comprised of at least 4 students and 3 faculty/staff members of the Homecoming Committee. The Committee will be chaired by the Homecoming Director or designee. The Director of Student Involvement or designee will serve as advisor and ex-officio of this committee and will not have voting privileges. The committee chair will vote only in a situation where the Grievance Committee is tied and cannot make resolution. Committee members involved in a particular grievance will not be permitted to serve as a member of the hearing board.

A grievance is defined as violating any rule or policy of the Florida Atlantic University Student Code of Conduct or FAU Homecoming 2015 Rules for Homecoming Court, Owl Prowl Competition, or Homecoming Parade.

### Grievance Procedure:

Grievance Forms are available in the Office of Student Involvement and the Homecoming Web Page ([www.fau.edu/homecoming](http://www.fau.edu/homecoming)). All forms must be complete and turned in to the Office of Student Involvement and Leadership. Grievances must be submitted in writing within one business day of the violation. The Grievance Committee will meet within 24 hours of receiving the grievance. The Director of Student Involvement or his/her designee will notify all parties of the time and place of the grievance hearing. The committee shall give the opportunity to the parties involved, or their representatives, to present cases orally. The presentation may include a statement of the case, presentation of testimony in person or by affidavit (in writing), arguments, and a summarizing argument that includes expected considerations and actions by the committee in determining its findings for the case.

The Director of Student Involvement will notify all parties involved in a grievance of the committee's decision in writing. A letter will be emailed within 1 business day of the hearing. All parties may also be notified by telephone or in person at the discretion of the Office of Student Involvement.

**Grievance Form can be found at [fau.edu/homecoming](http://fau.edu/homecoming)**