

**HCTV**

 **Homecoming Royalty
Elections 2015**



**Filing Packet Due**

Monday, October 12, 2015 at 5:00PM

Student Engagement and Diversity/CSUN Office Student Union 316

Questions?

Contact Elections Assistant Director

Dawn Matusz

Dawn.Matusz@unlv.edu

Office: 702-895-5043
Cell: 702-244-0078

**This packet must be *TIME-STAMPED*, completed and submitted to the CSUN Elections Assistant Director, Dawn Matusz, *Student Union 316*, by no later than October 12, 2015 at 5:00PM**

Important Dates for *HCTV Homecoming* 2015

\*\***All Deadlines are Final**\*\*

Filing Dates: August 31 – October 12, 2015

Filing Deadline: October 12, 2015, 5:00PM

 All Filing Packets are due to Elections Assistant Director, Dawn Matusz, to the CSUN office.

Interviews: October 23, 2015
 October 26, 2015

**REQUIRED** Candidates Meeting: October 27, 2015, 5:00-7:00PM

For top ten candidates only CSUN Conference Room SU 313E

Window Decorating Contest November 2nd , 11:30AM – 2:30PM
 Pida Plaza & SU Courtyard Windows

The Amazing Race November 2nd 5PM, SU Pida Plaza

Homecoming Voting Begins: November 3rd at 9AM

 Ends: November 4th at 7PM

Lost in Time November 3rd , 11am, North Field

Game Show Night November 3rd, 6pm SU Ballroom

Homecoming Olympics November 4th , 11:30am, SRWC

Yard Show November 4th, SU Courtyard

Rebel Variety Show November 5th at 7PM
 Ham Hall

Homecoming Parade November 6th beginning at 5PM

 Parade begins at 5:30PM

 Town Square

Homecoming Halftime Walk-Through November 7th at 9am (tentative)

Homecoming Halftime Show November 7th at during game half time



**Homecoming Court Selection Process**

**Application**

Your application will consist of the following items:

* Letter of Intent to Run
* Letter of Recommendation from an Advisor or President of a UNLV Student Organization you are representing
* Short Biography and Picture (for promotional purposes/voting)
* Class Schedule for the Fall Semester 2015
* Answers to the Free Response Questions
	+ Answers must be in 12pt, Times New Roman, double spaced, and numbered
	+ Answers that do not meet these requirements will not be judged and the applicant will be disqualified

Candidate Requirements

* Candidates must be in good standing within their respective college of study and with the Office of Student Conduct at the time of filing
* Candidates must be enrolled in a minimum of twelve (12) credits in the Fall 2015 semester.
* Candidates must be at least a sophomore in standing (at least 30 credits).
* Candidates must submit typed responses to the Free Response Questions section of the application per submission guidelines.
* Candidates must submit one letter of recommendation from a advisor or president of organization they are representing. This form must be turned in by the filing due date.
* Candidates must be involved in at least one (1) organization and must have been a member of that organization for at least one (1) academic year.
	+ Organizations include:
		- Any Registered Student Organization
		- Any Fraternity or Sorority
		- Any Student Engagement and Diversity sponsored University Organization (i.e. UNLVolunteers or SODA)
		- Any RHA related division (i.e. Residence Assistant or complex council member)
		- Any organization specific to any college or university department (i.e. Rebel Girls, UNLV Sports, Academic college groups or societies, etc.)

\*\***All candidates must satisfy all of the requirements to be considered. Turn in your completed application to the CSUN Receptionist in the Student Union Room 316 no later than 5pm on October 12, 2015** **Please ensure that it is time-stamped**.\*\*

**Semi-Finalist Round**

The Semi-Finalist Round consists of the final twenty (20) candidates for Homecoming Court, ten (10) for Homecoming King and ten (10) for Homecoming Queen.

**Interview**

Interview Process

* A Panel of Judges will ask all of the candidates a set of questions and judge them based on their performance. Judges may include: community members, UNLV Alumni not affiliated with any campus organization, UNLV Faculty/Staff not affiliated with any campus organization
* Interviews will take place on October 23rd and 26th. There will be a signup sheet for interview times and it will be on first come first serve basis.
* Candidates are to dress professionally and be courteous and respectful towards the judges.

**Scoring**

* Scoring from each individual judge will be combined to form one overall score for each candidate. The candidates will be placed based on this overall score and awarded points based on their rank.
* Point Breakdown:
	+ First Place 100 Points
	+ Second Place 90 Points
	+ Third Place 80 Points
	+ Fourth Place 70 Points
	+ Fifth Place 60 Points

Finalist Round (Homecoming Court)

**Straw Poll**

* The ten (10) candidates, five (5) for Homecoming King and five (5) for Homecoming Queen, with the highest scores after the judging of the interviews, will be considered the Homecoming Court for 2015 and advance to the Straw Poll Round.
* Elections will take place on November 3rd and 4th, 2015
* Each candidate will be listed alphabetically by his or her last name on the ballot.
* Voting will be online ONLY.
* Student will be able to vote via MyUNLV through the involvement center.
* Scoring breakdown for voting:
	+ First Place 60 points
	+ Second Place 50 points
	+ Third Place 40 points
	+ Fourth Place 30 points
	+ Fifth Place 20 points.

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**Rules**

* Poster flyers, emails, Facebook groups, Twitter and word of mouth are the only forms of campaigning allowed.
* Campaigning begins on October 28, 2015 directly following the required candidate’s meeting. No campaigning is allowed before this meeting. If a candidate is caught campaigning before the date, the candidate will be disqualified.
* If you have to miss the required Candidate Meeting due to participation in an official UNLV event, you must provide the Elections Director with an official written notification at least 48 hours prior to the meeting to arrange any missed information.
* Candidates must follow proper posting policies for each building when posting flyers
	+ Each candidate is limited to one (1) flyer per bulletin board or kiosk
	+ Flyers may not be larger than 8 ½ “ by 11” in size
	+ All postings must be done in compliance with the rules set forth for the building. When in doubt, ask. It is the responsibility of the candidate to follow all posting guidelines.
	+ Flyers not posted in accordance with the above will be removed and the candidate may be disqualified.
* On November 3rd and 4th:
	+ Candidates are NOT allowed to campaign within twenty-five (25) feet of the Student Union or any computer or computer/lab classrooms
	+ Candidates are not allowed to be in any campus library including the Lied Library for any purpose without first asking consent from the Elections Director.
* Candidates must submit samples of their flyers for approval by the Elections Director prior to posting.
* Candidates must submit samples of Facebook Pages/Groups for approval before sending them.
* Candidates must submit the URL of their Facebook group/pages for approval before inviting anyone to them.
* No off-campus campaigning is allowed. Painting or writing on car windows is considered off-campus campaigning.
* Setting up a polling place is not allowed and the candidate or candidate’s supporters that set up the polling place will be disqualified.
* No use of UNLV, UNLVCSUN, etc., logos or symbols are allowed.
* Candidates must wear their Homecoming Sash while participating in an event to receive points.

**FAILURE TO FOLLOW THE ABOVE RULES WILL RESULT IN DISQUALIFICATION.**



**Homecoming Week Involvement**

The top ten royalty finalists will participate and attend events throughout Homecoming Week. Finalist will receive points for participation and attendance. These points will be added to their overall score.

**Monday, November 2nd**

**11:30 am – 2:30 pm – Window Decorating Contest, Pida Plaza & SU Courtyard**

Points are broken down into the amount of time spent decorating the window unless it’s finish before the time given.

* 1 hour or more 20 points
* 45 minutes + 15 points
* 30 minutes 10 points
* < 30 minutes 0 points

**Tuesday, November 3rd**

**11:00 Rebel Fest, North Field or SU Courtyard**

Points are broken down into the number of stickers you receive on your “Rebel Fest” Cards by playing at least three games. Each game is worth one sticker.
**Points Breakdown**

* 3 stickers 15 Points
* 2 stickers 10 Points
* 1 sticker 5 Points

**6:00 Game Show Night, SU Ballroom**

Court will prepare a commercial during Game Show Night. All participants will receive 15 points if they participate in the commercial.

**Wednesday, November 4th**

**7pm Yard Show, SU Courtyard**

All finalists who attend the Yard Show will receive 20 points.

**Thursday, November 5th**

**7:00 pm - Rebel Variety Show, Ham Hall**

All finalists who attend the Rebel Variety Show will receive 20 points. The Elections Director will introduce the Homecoming Court during the show.

**Friday, November 6th**

**5:00 pm – Homecoming Parade, Town Square**

All finalists who attend this event, for the full time, will receive 20 points.

**Saturday, November 7th
9:00 am – Homecoming Halftime Walk-Through, Sam Boyd Stadium**

All finalists will have the opportunity to practice and know placement for the halftime show.



**2015 Homecoming Royalty**

**Letter of Intent Form**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do hereby submit my name as a candidate for the position of KING / QUEEN (please circle one) of UNLV Homecoming 2015, and agree as such, if chosen for the 2015-2016 term. I understand that I may be disqualified by the CSUN Elections Board if I do not meet the qualifications to hold this position and follow the rules in the packet put forth by the CSUN Elections Board.

I acknowledge that I have received a copy of the rules by which I must conduct my campaign and agree to comply with the CSUN Elections Board Operating Policy/Elections Rules, Posting Policies, and any other rules that apply to the CSUN Homecoming Process.

I also agree to submit a biography and picture for promotional use of Homecoming and to put on the ballot for voting. If I do not send in my own picture to the CSUN Elections Direction by the filing date of October 12, 2015, I authorize the CSUN Business Manager and the RebelCard office to release my RebelCard photo for use.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate’s Signature

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

NSHE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Note**: Date of submission is no later than 5:00PM on October 12, 2015. If this form is not submitted, signed, time-stamped, and attested within the time prescribed, the application will be invalidated.

Attested to by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
CSUN Elections Director



**Student Organization Recommendation**

This form must be completed by a president or adviser of the organization and turned in by the filing due date (October 12, 2015 by 5PM)

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization: ­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year(s) student has been an active member: \_\_\_\_\_\_

Please give a brief explanation of why this student would best represent UNLV as the ‘Homecoming King/Queen’:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of President/Advisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

If you have any questions or concerns, please contact the CSUN Elections Assistant Director Dawn Matusz, dawn.matusz@unlv.edu



**Free Response Questions**

1. How do you contribute to the UNLV community?
2. What is your favorite part of UNLV?
3. What is a weakness you have overcome during your time at UNLV?
4. If elected Homecoming King/Queen, what would you do to improve the UNLV community?

Answers must be in 12pt, Times New Roman, double-spaced, and numbered.

Answers that do not meet these requirements will not be judged and the applicant will be disqualified.

Please print and attach your answers to the filing packet you turn in.

**REMEMBER**:

Please remember to include a copy of your Fall Semester schedule.

Please email your biography and photo to dawn.matusz@unlv.edu by October 12, 2015 at 5PM.

Remember to get your filing packet TIME-STAMPED by the CSUN/Student Engagement and Diversity Receptionist when you turn in your filing packet!

**Grade Verification Authorization**

**I hereby authorize the CSUN Advisor/Business Manager / CSUN Graduate Assistant to examine my academic records to determine my eligibility for a Student Government office.**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NSHE ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Please print)

POSITION: **King/Queen** COLLEGE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**FOR OFFICE USE ONLY!**

-----DO NOT WRITE BELOW THIS LINE!-----

ALL POSITIONS

Enrolled as matriculated undergraduate student YES\_\_\_ NO\_\_\_

Good standing within college YES\_\_\_ NO\_\_\_

Currently enrolled with at least 12 credits YES\_\_\_ NO\_\_\_

Sophomore standing (at least 30 credits) YES\_\_\_ NO\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Savannah Baltera, CSUN Advisor Date

**
2015 Homecoming Royalty Elections
Filing Packet Checklist**

Please feel free to use this checklist not only to keep yourself organized but also to make sure you fill out and turn in all required documents and attended all mandatory meetings.

* Turn in / Time Stamp Filing form by October 12, 2015at 5:00 pm.
* Turn in Grade Verification Authorization by October 12, 2015at 5:00 pm.
* Turn in Free Response Questions Sheet by October 12, 2015at 5:00 pm.
* Turn in your Fall Semester Schedule by October 12, 2015at 5:00 pm.
* E-Mail Biography and Photo by October 12, 2015 5:00 pm.
* Attend Mandatory Candidate Meeting on October 27th (for top 10 candidates only) at 5:00 – 7:00 PM
* Schedule an interview date which will take place on October 23rd or 26th, 2015