

NSU Student Homecoming Week Student Organization Packet 2007

**Student Homecoming Theme: Shake your tail feathers!
Parade Theme: College Musical**

- Homecoming King & Queen Packet**
- Paint the Town Green: Organization Downtown
Decoration Packet**
- Street Party: Organization Booth Packet**
- Street Party: Organization Chili Cook-Off Packet**
- Organization Parade Packet**
- Organization Tailgate Packet**

**All Forms Due on Wednesday, September 19th
to the Student Activities Office (UC-B01)**

**NSU Student Homecoming Week
Homecoming King & Queen Packet**

Homecoming King and Queen Packet

*Application Deadline: 5:00 P.M. Wednesday September 19, 2007
To Student Activities Desk- UC B01*

This packet consists of:

- Letter to Homecoming King/Queen Contestant
- Candidate Affidavit Form
- King/Queen Campaign Guidelines
- King/Queen General Information
- 2007 Homecoming King/Queen Application

Filling out the Homecoming Queen/King Application Requirements:

*You must be sponsored by an organization and the organization will be responsible for providing you with the \$100.00 for your materials.

*You must have an accumulated 2.5 GPA or higher,

*You must be in good standing with the university and neither on academic nor disciplinary probation.

* You must be an undergraduate student enrolled in a minimum of 30 hours at NSU Tahlequah Campus.

*You must completely answer every question.

*Although, it may be typed or hand written, I would encourage you to type the application!

No late applications will be accepted.

*Application Deadline: 5:00 P.M. Wednesday September 19, 2007
To Student Activities Desk- UC B01*

Letter to King & Queen Candidates

Dear Homecoming Contestant,

Congratulations on your interest in becoming a representative of Northeastern State University. The Homecoming Queen and King Program is designed to give young women and men of this school the opportunity to represent Northeastern State University through interactions with current students, alumni, administration, and the title of "2007 Homecoming Queen or King."

Participating in this program will only take a few days out of your time. Please make all necessary arrangements to be present at all homecoming activities.

The organization that sponsors you is responsible for providing you with the maximum amount of \$100.00 for PR decorating materials cost. You must turn in all receipts at the homecoming practice. The first homecoming practice will be September 28, 3pm on the football field, and I will inform you of the time and day of practice. Unlike in previous years, there will be no \$10.00 registration for your application, and flowers and signs for your car will be provided by NSGA.

This packet includes everything you need to turn in and will answer most of your questions. However, please feel free to call me for more information. If you plan to participate, please put a sincere effort into completing your application and remember that they are due no later than 5pm on September 12th.

If you have any questions or concerns, give me a call and I will help in any way that I can. The experience of being homecoming king/queen is worth the time and effort. We look forward to receiving your application.

Sincerely,

Lexi Woods,
NSGA Homecoming King/Queen Chair
woods@nsuok.edu, 918-931-8131
Homecoming King/Queen Program

Homecoming King/ Queen Candidate Affidavit Form

I do hereby certify that I am a student in good standing:

I have completed at least 30 hours at NSU Tahlequah.

I have an accumulated GPA of 2.5 or higher.

I am neither on academic nor disciplinary probation.

I also give my permission for the NSGA Office to verify that I meet the above requirements with the Office of Student Affairs. I understand that the actual GPA or reason for any probation will not be released to third parties.

I understand that I must sign up for one of the interviews on September 20, 2007 between the hours of 8:00 -5:00 in the University Center at the President's Dining Room (third floor of the UC). If selected to be one of the five finalists, I am also aware that I must attend the candidate meeting on September 21st, 2007 in the Administration Building in A110 from 4:00-5:00 p.m. I must attend the half time football game on September 22, 2007 (which is the announcement of selected candidates.) I will attend the NSU Street Party on September 24, 2007 from 6:00p.m. to 9:00p.m. I am also aware that I must attend the half time ceremony on September 29, 2007 at Gable Field. I will abide by all campaign procedures as set forth in the NSGA By-Laws. I further understand that any failure to meet the above requirements or abide by the prescribed procedures may terminate my candidacy for the Homecoming King/Queen.

I further understand that there will be a maximum of five finalists selected in each category at the conclusion of the interview session. I am aware that notification of the top five finalists will be e-mailed to the address that I provide, at or before 5:00 p.m. on September 21. I understand that I may hang signs or posters after the 5:00p.m. candidate meeting on Sunday, September 23, 2007 as directed. However, I will only openly campaign during official polling hours which are 9:00 a.m. - 2:00 p.m. on September 27th and 28th, 2007.

I also agree that if chosen as a finalist, I will be paired alphabetically with someone of the opposite gender who is also a top five finalist. The winners of the Homecoming elections will be announced during the half -time activities on September 29, 2007.

*I wish to interview on Thursday September 20, 2007 at:
(Check ALL available times)

8:00 a.m. _____

9:00 a.m. _____

10:00 a.m. _____

11:00 a.m. _____

12:00 to 1:00 Judges' Lunch Break

2:00 p.m. _____

3:00 p.m. _____

4:00 p.m. _____

5:00 p.m. _____

Candidate's Signature

Last Four Digits of Social Security Number

Candidate's Printed Name
(As you want it to appear on the election ballot)

*An e-mail will be sent to confirm the time and location of your interview.

King/Queen Campaign Guidelines and General Information

The following are the official fall 2007 Campaign Guidelines established by the Senate Administration Committee in their capacity to conduct the fall 2007 NSGA Homecoming King and Queen Elections.

- Candidates for homecoming King/Queen may spend a maximum of \$100.00 in their election effort.
- No posters or other campaign materials will be allowed within 50 feet of, or within view of, the polling area (University Center Lobby)
- Candidates may openly campaign ONLY during the week of homecoming. This means visiting groups prior to the week of homecoming is a violation which may result in termination.
- Candidates must keep record of all funds on the receipt form provided. Candidates must keep records of all free or donated supplies or services, which will be considered at fair market value to be determined by the Senate Administration Committee.
- A voting table will be set up in the University Center on Thursday, September 27 and Friday, September 28 from the hours of 9:00a.m. to 3:00p.m. Candidates may inspect the ballot box immediately prior to the opening of the polls on the 27th. The polls will be open for a minimum of 10 hours.
- Only those students whose names appear on the official university roster may vote for candidates for Homecoming King/Queen.
- All students wishing to vote must present their NSU Riverhawks Card (NSU I.D.) and must be certified by poll worker as eligible to vote; no poll worker may wear campaign materials or otherwise suggest how a student should vote.
- The Senate Administration Committee will investigate any complaints of candidates violating these Campaign Guidelines or any provision of the NSGA Bylaws and report such to the Supreme Court of the NSGA.

General Information

- All candidates must attend half-time practice. (You will be notified through e-mail for when the half-time practice will be)
- All campaign materials must follow university posting guidelines. A violation of this will lead to disqualification.
- Publicity cannot be placed in Seminary Hall, on lampposts, or with sidewalk chalk.
- NSGA will provide your car signs for the vehicle and the flowers for the Queen Candidates.
- Candidates will report to the home team sideline when 5 minutes are remaining in the first half of the September 29, 2007 football game.
- Mandatory candidate meeting on September 21, 2007 at 4:00p.m. in the administration building room A110.

*For any questions regarding homecoming elections or campaigning, immediately contact:
-Your NSGA Office ext. 2640 or email address nsga@nsuok.edu

NOTE: All homecoming publicity must be removed by the candidate at 8:00p.m. on Friday, September 28, 2007. This will be monitored and failure to comply will result in disqualification. No exceptions!!

2007 Homecoming Candidate Application

Sponsoring Organization: _____

Name: _____ Last 4 of Social Security Number: _____

Hometown: _____ Age: _____

Phone Number: _____ E-mail: _____

Alternate way to contact me is: _____

Address: _____

Parents' Names: _____

Academic

Classification: _____ Major: _____ Minor: _____

G.P.A : _____ Hours currently taking at NSU Tahlequah: _____

Personal Information

Future Plans: _____

Attachments

- Include a resume including the following sections: Community Service, Honors/Awards, and Campus Involvement
- Include a letter of support from your sponsoring organization endorsing your candidacy and demonstrating their willingness to support you through up to a \$100 contribution for PR.

**NSU Student Homecoming Week
Paint the Town Green Packet**

Paint the Town Green Rules and Entry Form

NSU Homecoming 2007- Shake your tail feathers!

****All entry ideas must be approved by the NSU Student Homecoming Week Committee. ****

ENTRY DEADLINE : Wednesday, September 19th by 5pm to the Student Activities Office (UC B01)

Paint the Town Green: Sunday, September 23, 2007 Mandatory Clean Up: September 30, 2007

1. Each group will be assigned a 'main street' business.
2. Each student organization must create a unique design that will be painted on the window of the local business assigned to them.
3. The design must be submitted to the NSU Student Homecoming Week Committee along with their Entry Form by September 19, 2007 at 5pm to the Student Activities Office (B01-UC)
4. Upon design approval each group will be asked to gather on the Sunday prior to Homecoming Week- September 23 before going out to 'Paint the Town Green'
5. Each group must complete their design as submitted to the Student Homecoming Week Committee .
6. Supplies for decorating will be provided to each organization.
7. Prizes will be awarded for:
 - Most Spirited
 - Most Creative
 - Best Game/ Activity
8. Mandatory clean up will take place on Sunday, September 30 from 2-5pm. A \$50 fine will be assessed to groups who do not participate in the clean up.

-----PAINT THE TOWN GREEN ENTRY FORM-----

Group Name(s): _____

Local Business Preference(s): _____

E-Mail Address: _____ (Important!!! Needed for reminders & future contacts.)

Chairperson(s): _____ Telephone: _____

Chairperson(s): _____ Telephone: _____

- Please attach a copy of art design and detailed sketch of your window plan

Thanks for being a part of the Paint the Town Green!
If you need more info, call the Student Activities Office (B01-UC), x2526

**NSU Student Homecoming Week
Street Party: Organization Booth
Registration Packet**

NSU Homecoming 2007 Street Party Booth Registration

Shake Your Tail Feathers

Entry Deadline: Friday, September 14th @ 5pm to the Student Activities Office (UC B01) Cash prizes will be awarded for: Most Spirited, Most Creative, and Best Game/Activity

Organization/Vendor Name(s): _____

Address: _____
Street City State Zip

Fax Number: _____ E-Mail Address: _____

Contact Person (s): _____ Telephone: _____

Contact Person (s): _____ Telephone: _____

Total Number of individuals participating with your booth: _____

Type of Group: (please circle **one**)

Student Organization

Commercial/For-Profit Organization

Non-Profit/Community Organization

Will you need electricity? Yes _____ No _____

Type of Booth: (circle all that apply)

Food

Activity

Information Distribution

Description of Game/Activity:

Game/Activity Choice #1:

Game/Activity Choice #2:

Attach a detailed and specific description and/or drawing of your Street Party Booth on a separate piece of paper to assist the Homecoming Committee in ensuring qualified entrants and determining the placement of the booths. This description should include what the purpose of the booth is (or why you would like to have a Street Party Booth), what items will be sold or distributed (if any), what activities will be available (if any) will take place, and any other pertinent information. Applications not containing this information will be disregarded.

- The NSU Homecoming Committee reserves the right to exclude any Street Party Booth entry.
- See the Attached Rules and Regulations.

STREET PARTY BOOTH GUIDELINES

NSU Homecoming 2007

1. All entry ideas must be approved by the Homecoming Committee. **
2. Participating organizations and departments must submit entries to the Homecoming Steering committee no later than **Wednesday, September 19, 2007** to the Student Activities Office (UC B01) by 5:00 p.m.
3. Entries must include a detailed sketch/description, including what the purpose of the booth is (or why you would like to have a Street Party booth), what items will be sold or distributed (if any), what activities will be available (if any), and any other pertinent information. Failure to supply a detailed description may cause your application to be denied. This information is necessary to determine eligibility and booth placement.
4. DO NOT LEAVE THE BOOTH UNATTENDED AT ANY TIME.
5. Preferred booths should focus on celebrating NSU spirit and history, NSU Homecoming and the Homecoming tradition in some fashion. As the Homecoming Street Party is designed to be a family oriented environment and celebration, groups are encouraged to design booths that are appealing to this audience. Entrants wishing to distribute items at the Street Party are encouraged to pass out creative items versus traditional trash-causing brochures or flyers. We play Texas A&M University - Commerce. They are the Lions, and their colors are blue and gold. The Homecoming theme for 2007 is, "Shake Your Tail Feathers."
6. The Homecoming Committee reserves the right to reject any proposed entrant whose application fails to comply with the specific and general themes of the Homecoming Street Party. Furthermore, the Homecoming Committee reserves the right to reject any proposed entrant whose entry is obscene, is patently offensive, offers no value to the community, and/or may subject the committee to liability.

By signing below, I submit that I understand and agree to follow the Street Party Booth Guidelines. I also understand that it is my responsibility to explain these guidelines to my organization's membership and that if we are found to be in violation of the guidelines it may result in removal from the event.

Printed Name

Signature

Date

Organization: _____

**NSU Student Homecoming Week
Street Party: Organization
Chili Cook-Off Packet**

NSU Student Homecoming Week Organization Parade Entry Packet

2007 Homecoming Parade Entry Information

Dates and Times to remember:

- **Mandatory Parade Meeting - Saturday, September 22 at 4:00 p.m. NSU University Center Room (TBA)**
- **Parade line up begins at 8:00 a.m. Saturday, September 29. All floats must be in place by 9:30 a.m.**

Student Homecoming Theme: Shake your tail feathers!

Parade Theme: College Musical

Judging: Floats will be judged on **creativity** and **excellence of construction**.

STEP ONE: Make plans to attend the mandatory Parade Meeting on Saturday, September 22 at 4:00 p.m. at the NSU University Center. This brief meeting will discuss parade route, line-up, emergency information, and other very important details. Failure to send at least one member of your group to the meeting will result in disqualification of your float from being judged on parade day. Contact the Office of Student Affairs for an extenuating circumstance.

STEP TWO: Fill out a **Parade Registration form** and turn it into the
The Office of Student Affairs
601 N. Grand Ave.
Tahlequah, OK 74464

by:
5:00 p.m. Wednesday, September 19, 2007

STEP THREE: Study the **Float Construction and Safety Guidelines** document attached and always remember **SAFETY FIRST !**

Special Note: Disrespecting others and or failure to abide by the listed **Safety Guidelines** (found on next page) will result in the disqualification of the organization's entry from the parade.

For questions about the 2007 Homecoming Parade:

- **Homecoming Parade Coordinator Dru Dear in the Office of Student Affairs at (918) 444-2120, or via email at deardr@nsuok.edu**

FLOAT CONSTRUCTION SAFETY GUIDELINES

The following represents some guidelines that are important to a safe and successful Homecoming 2007 Parade. SAFETY FIRST!

1. Design and construct a float so that it will hold together while being towed.
2. Be sure the height of the float will clear all overhead obstructions and the width is such that it would not impede the flow of emergency traffic in the opposite lane. Float construction may not exceed a maximum height of 13 feet (from the ground) and a maximum width of 10 feet.
3. The parade route has several "dips" so make sure your vehicle and float will not drag in front or back as you travel.
4. Choose a vehicle to pull the float that has an adequate cooling system. Don't obstruct cooling systems with décor.
5. Check tires. Do not overbuild the float such as to threaten the integrity of the tires.
6. Fill up with gasoline!
7. The driver should not have his or her view obstructed.
8. Make sure you can turn a reasonably tight corner with the float and towing vehicle.
9. Make sure the draw bar and hitch are safe and securely fastened.
10. Be aware of fire and electrical hazards during float building.
11. A safety/risk management officer should be selected from each group to police hazards that may develop at the building site.
12. All persons involved in on-campus or off-campus Homecoming activities will abide by all university rules and regulations as described in the University Catalog.
13. The Homecoming Committee and all representatives of the University cannot waive the responsibility for enforcement of any rule or regulation governing student behavior and/or activity on campus.
14. Any person or persons working into the night should have respect for those around them.
15. Do not block driveways, alleys, and/or traffic lanes as they might be needed for emergency traffic.
16. Secure the building site by turning off all electricity and water.
17. Be aware of voltage lines.
18. Only qualified maintenance people should climb buildings to attach materials to high points.
19. **NO THROWING OF CANDY** or any object from a float is allowed. Breaking this rule is automatic disqualification of the float. **HOWEVER**, walkers along side the float **MAY** distribute candy or flyers along the parade route.
20. These guidelines are for your safety and success! Follow them carefully.

Have a Safe Homecoming!

FLOAT REGISTRATION FORM

Name of Organization: _____

Primary Contact Person: _____

Phone: _____ email: _____

Risk Management/Safety Person: _____

Phone: _____ email: _____

Detailed Location of Float
Construction: _____

Briefly Describe Your Float Entry and It's Components (this information will be used in the Parade commentary): _____

Line up space needed (include float, vehicle, and individuals walking): _____ Feet

Place an "X" next to your judging category

- Greek Student Organization Non-Mechanical
- Non Greek Student Organization Non-Mechanical
- Mechanical Float
- Community Organization Non-Mechanical

Each 1st, 2nd, and 3rd place winner in each division will receive a trophy. There will also be Grand Prize awards for "Best Over-all" and "People's Choice."

NOTE: If you are not competing in a judging category, please describe your entry below and list the amount of space in feet that you will need in the parade

**Submit to the Student Activities Office (B01-UC) by
5:00pm Wednesday, September 19, 2007**

**NSU Student Homecoming Week
Organization Game-Day
Tailgate Reservation Packet**

Homecoming Tailgate Reservation Form

NSU Homecoming 2007- Shake your tail feathers!

Tailgate Set up starts at 8am, Saturday September 29, 2007- Limited Spaces Available Reserve NOW!

Instructions

- Spaces will be assigned on a first come first served basis, only a limited number of spots are available. Fill out the below form and turn it in to the Student Activities Office no later than Wednesday, September 26, 2007.
- Each tailgate area will be allowed a maximum of two vehicles.
- Tailgate vehicle permits (provided in tailgate packet) must be displayed in vehicle windshields.
- Reserved spots are available four hours before kick-off.
- Entrance will be closed to vehicles at two hours before kick-off.
- Extreme caution must be taken when driving through area for reserved spot.
- All participants are expected to respect fellow tailgaters.
- All participants are expected to follow local, State, and Federal Laws.
- Participants who are currently enrolled NSU students are expected to abide by NSU Student Rules and Regulations.

Schedule

- 8am-10am
 - o Tailgate Set Up, all tailgate areas must be set up prior to the parade at 10:30am
- 11am
 - o Tailgating officially begins
 - o Children's games open
 - o Music begins
 - o No additional vehicles allowed in tailgate area
- 1 pm
 - o Pep Rally in tailgate Area
- 30 minutes prior to kick-off:
 - o Pre-game show on Gable Field

-----TAILGATE RESERVATION FORM-----

Group Name(s): _____

Tailgate Contact Person(s): _____ Telephone: _____

E-Mail Address: _____ (Important!!! Needed for reminders & future contacts.)

Number expected in party: _____

- Please notify the Tailgate Chair of any additional needs, special accommodation requests (currently each tailgate spot is the equivalent of 3 parking places.

Thanks for being a part of the NSU Homecoming Tailgate!
If you need more info, call the Student Activities Office (B01-UC), x2526