

Table of Contents

Introduction.....	2
Pre-Competition Activities: Getting Started.....	3
Establish Titles	
Determine Number and Types of Titles	
Outstanding Teen Competition	
Liability Insurance	
Solicit Contributions – Miss Kentucky Scholarship Foundation 501c3	
Crowns and Sashes	
Scholarship Awards	
Request Appearance by Miss Kentucky and/or Miss Kentucky’s Outstanding Teen	
Pre-Competition Activities: Preparation.....	8
CMN Account	
Judges Panel	
Judges Chairperson	
Auditor	
Contestant Eligibility	
Phases of Competition	
Competition Week: Checklist.....	15
Share Candidates’ Information with Judges	
Judges Book	
Score Sheets	
Script	
Program Book	
Competition Day: Protocol.....	17
Venue	
Interview Competition	
Onstage Competition	
Post-Competition Activities.....	20
MKO Reporting Requirements	
Franchise Fee	
Prepare for State Competition	
Exhibit A: Local Director Scholarship Submission to 501c3.....	22
Exhibit B: Scholarship Rules and Regulations.....	24



Welcome to the Miss Kentucky Scholarship Organization

You are now participating in a scholarship program that empowers young women from all parts of the Commonwealth. As part of the larger Miss America Scholarship program, we are governed by their rules and guidelines regarding all aspects of the competition process and must adhere to them. For new directors, this handbook serves to introduce you to and clarify those guidelines. Moreover, it provides you with the information and details necessary to plan and produce a successful competition. For seasoned local directors, it serves as a resource for policies and procedures. Our attempt is to provide a document that can be applied consistently throughout our local competitions and serves as a resource manual.

We have made every effort to be as comprehensive as possible with this handbook, but we encourage local directors to provide feedback and suggestions so that this handbook will be an accurate reflection of the practices of our local preliminary competitions and will serve as a resource for our local directors and volunteers. This handbook is updated annually to reflect guideline changes and new practices.

Finally, we want you to enjoy this process! Enjoy directing your local; enjoy preparing your titleholder(s) for the state competition; enjoy making a difference! You, as a volunteer, are key to the success of this organization and we value your participation.

I. **Getting Started**

a. **Notify State Field Director**

- i. Email the State Field Director of your interest in starting a Miss Kentucky franchise.
- ii. Those wanting to start a NEW franchise must complete the Franchise Application and return to the State Field Director. This Application can be found on the Miss Kentucky website at *Resources > Forms > Local Director Forms > Franchise Application*.

b. **Title name(s)**

- i. Establish the name(s) of titles to be awarded at your preliminary competition. Be aware that trademarked or copyrighted names may not be used without a written legal agreement from the owner. For example, titles such as “Miss Kentucky Derby”, “Miss Bourbon Trail” and “Miss XYZ College” may require that the entity holding the trademark or copyrights provide written permission for its use. It is the responsibility of the local director to secure those rights prior to the announcement of the local competition.
- ii. Geographic areas, regions or cities generally do not require permission. Examples may include “Miss Lake Cumberland Area,” “Miss Northern Kentucky,” “Miss Somerset,” “Miss Paducah,” and “Miss Florence.”
- iii. All titles must be approved by the Miss Kentucky Organization.

c. **Number of and types of titles**

- i. The Miss America guidelines allow for two types of titles: 1. “Open” (open to all qualified candidates in the state) and 2. “Closed” (closed to a specific group of qualified candidates based upon geographic or demographic parameters).

Note: For definition purposes, a “qualified” candidate is a candidate who meets all eligibility requirements according to national, state and local guidelines.

- ii. **Open titles** Miss America sets the minimum number of candidates for “open” titles as:
 1. for one open title, there must be three qualified candidates who present on competition day;
 2. for two open titles, there must be six qualified candidates who present on competition day;
 3. for three open titles, there must be nine qualified candidates who present on competition day.
- iii. **Closed titles** A “closed” title is defined by Miss America as one that has clearly defined and advertised eligibility parameters. It must be clear in all communications that “closed” titles are, indeed closed, with the criteria (geographic or demographic parameters) clearly defined.

1. The only closed titles sanctioned by the Miss America Organization include: colleges, schools or universities; and city, county or geographical areas. At this time, no other closed titles are sanctioned by the national organization.
 2. Based on national guidelines, each “closed” title is considered an independent competition and, therefore, each closed title requires that three or more qualified candidates present on competition day.
 3. Historically, Kentucky has allowed titles to be reserved for candidates who have never competed in a prior Miss Kentucky state competition (example, Miss Belle of Louisville is “closed” to candidates who have never competed in the Miss Kentucky Competition). These titles may be awarded only if there are three candidates who meet the “closed” eligibility requirement and only if it is formally announced to all candidates through all communications. Such titles must be approved by the Miss Kentucky Board of Directors and/or the Miss Kentucky State Field Director.
- iv. **Combined competitions**
1. For combined competitions awarding both open and closed titles, **each CLOSED title** must at all times meet the three-candidate rule.
 2. Remaining open titles then follow with the six-candidate rule for two titles; nine candidates required for three titles.
- v. **Double or Dual local competitions**
1. A “dual competition” is defined as one group of candidates with two titles awarded to the two highest scoring candidates. These must be a minimum of six candidates participating in the competition.
 2. A “double competition” is defined a two groups of candidates with one winner announced from each group.
 3. Each winner must receive a scholarship and there must be at least three candidates competing for each title. If fewer than six candidates show up for the competition, only one title may be given. Even if the local competition has the paperwork for six or more candidates and only five show up on the day of the competition, only one title can be awarded. There are no exceptions to this rule.
 4. An announcement must be made from the stage explaining how the titles will be awarded.
 5. One panel of a minimum of five judges and a maximum of seven judges can decide both winners. Each winner must receive the official Miss America/Miss America’s Outstanding Teen local crown and sash.
- vi. **Competitions awarding more than two titles**
1. Competitions awarding three or more titles in the same event must be approved, in advance, by the Miss Kentucky Executive Director or the State Field Director.

d. **Outstanding Teen competition**

- i. Local organizations are encouraged to include an Outstanding Teen competition in their program as a means of fundraising and recruiting future Miss candidates.
 1. Local programs can charge an entry fee to Outstanding Teen candidates.
- ii. Outstanding Teen competitions must follow the guidelines set forth above in reference to awarding titles. A local program must have three qualified Outstanding Teen candidates to conduct a competition.

e. **Potential date and venue**

- i. Identify possible dates to submit to the State Field Director.
- ii. When selecting a date, consider factors that might affect attendance (e.g., holidays, local events, sporting events, university events, etc.).
- iii. The Miss Kentucky Scholarship Organization will make every attempt to schedule **ONLY ONE** local competition on any given weekend or on the same date. All dates are “first come, first served.”
- iv. All local competitions must be completed not later than the local competition deadline established each year by the Miss Kentucky Organization. Please contact the State Field Director.
- v. In order to secure your date, all locals must submit the Local Organization Agreement and \$100.00 deposit to the State Field Director. The Agreement may be found on the Miss Kentucky website. The deposit, once submitted, is non-refundable.
- vi. Await confirmation for the requested dates. Do not begin to advertise the event until the date has been approved. Once approved, all the competition information will be added to the *Find a Local Competition* tab of the Miss Kentucky website.
- vii. Your competition will be assigned a Field Director who will help to guide and support you through the process.

f. **Liability insurance**

- i. All local competitions must have liability Insurance. It is provided at **NO COST** to the local organization.
- ii. To obtain a professional liability insurance certificate, complete the Certificate of Insurance Order Form (found on the Miss Kentucky website) and email to marlene.cooper@mcgriffinsurance.com or fax to (601)326-4756. If you have questions, contact McGriff Insurance Services at (601)790-8500 or (601)790-8547.

- iii. Consult with your venue before ordering the Certificate of Insurance. Once certificate is received, provide a copy to the venue.

g. **Miss Kentucky Field Director**

- i. Once your competition has been scheduled, you will want to be in touch with your Field Director.
- ii. The Field Director is required to attend and oversee the judging process of your event.
- iii. Your Field Director is always happy to answer any questions regarding the process of running your competition, judging, candidate eligibility, CMNH qualification, etc...

h. **Crowns and sashes**

i. **Crown**

1. All local organizations must provide each local titleholder an official Miss America crown. To order the official local preliminary crowns, contact KA Concepts at 1-(800) 528-4926.
2. You may order crowns online at <http://www.thebestcrowns.com/ma-entry.html?mak=54321>.
 - a. Miss crowns are item number C-115
 - b. Outstanding Teen crowns are item number C-115 Teen Crown
3. Allow two weeks for delivery of crowns. You may contact KA Concepts to arrange expedited shipping.

ii. **Sash**

1. A sash must be provided to each titleholder. To order your official Miss America and Miss America's Outstanding Teen local sash, visit The Sash Company at www.thesashcompany.com.
2. The Sash Company can do rush orders for a last minute title but the "rush fee and expedited shipping from California" can be costly. Allow 2-3 weeks for delivery of sashes.

i. **Checking accounts**

- i. Set up a DBA account ("Doing Business As") in your competition name at your bank. Your financial institution will be able to assist you in this process.
 1. It is recommended that each local preliminary competition operate two separate checking accounts, the first for operating expenses and the second for cash scholarship awards. This insures that the cash scholarships are available to the recipient(s) when requested. This will also expedite the reporting process for local directors.
- ii. Use these accounts for any business related to the competition. This allows you to separate competition finances from your personal finances.

j. **Scholarship funds**

i. **Cash Scholarships**

1. The Miss America Organization requires each local organization to award, at least, \$500.00 in cash scholarships. This can be distributed among all titleholders.
2. Contact local business owners, civic groups, or individuals to contribute to your competition's scholarship fund.
3. You can house your scholarship donations in the Miss Kentucky Scholarship Foundation's 501c3 shelter. Refer to the process outlined in the Local Director Scholarship Submission to 501c3 directive found at Exhibit A on pages 21-22 of this handbook.

ii. **In-Kind (College Granted) Scholarships**

1. Contact local schools/colleges/universities to contribute in-kind scholarships to candidates and/or titleholders.

- iii. All scholarships must be paid in accordance with scholarship directives of the Miss Kentucky Organization and the Miss America Organization. Refer to the directives found in the Scholarship Rules and Regulations found at Exhibit B on pages 23-24 of this handbook.

k. **Appearance by Miss Kentucky and/or Miss Kentucky's Outstanding Teen**

- i. If you would like the reigning Miss Kentucky to attend your competition, contact Miss Kentucky's business manager via email (BookMissKY@gmail.com) to check her availability on the competition date. The appearance fee for all official local preliminaries is determined by the Miss Kentucky State Board of Directors annually.
- ii. If you would like the reigning Miss Kentucky's Outstanding Teen to attend your competition, contact the MKYOT Executive Director via email (MissKYOTeen@gmail.com) to check her availability on the competition date. The appearance fee for all official local preliminaries is determined by the Miss Kentucky State Board of Directors annually.
- iii. Titleholders will attend the local they represented at the state competition, in the year that they won, at no cost to the local program.
- iv. New competitions may request the state titleholder(s) to attend their event at no cost in their first year of operation. This is contingent upon there being no scheduling conflicts for the titleholder(s).

II. **Pre-Competition Preparations**

a. **Children’s Miracle Network Hospitals (CMNH) account**

- i. Contact the State Field Director to set up your CMN account.
 1. Your MAO account will be set-up at <https://admin.missamericaforkids.org>
 2. Your MAOTEEN account will be set-up at <https://admin.maoteen4kids.org>
- ii. Gather all links (CMN directions, web addresses, etc.) needed for candidates and post in all of your advertising and/or on your competition website. To simplify this process, you may provide the Candidate Registration Document (available on Miss Kentucky website) or refer them to <http://www.missamericaforkids.org/> or <http://www.maoteen4kids.org> to register.
- iii. Monitoring the CMN site is covered in Section II.h.ii. of this handbook.

b. **Recruit candidates**

- i. This is often a greater challenge than local directors may expect. Social media is a cost-effective means to alert potential candidates to the opportunities you are offering. Set up official competition accounts on social media sites, including but not limited to Facebook, Instagram and Twitter.
- ii. Develop a local competition website that provides all of the necessary information and links to candidate resources on the Miss Kentucky website.
- iii. Send press releases to local newspapers and community calendars about upcoming competition-related events and about the competition itself. Send public service announcements to all local radio and television stations, as appropriate.
- iv. Recruit candidates through direct contact. Send emails and printed notices to local middle schools and high schools, especially to theater, choir and band groups; dance, cheer and gymnastic studios; church youth groups; Girl Scout groups; sororities, student organizations, student activities, and student life directors at local colleges and universities. Delivering these materials personally, if possible, presents a positive image to potential candidates about your commitment to your program.
- v. Attend other local competitions to distribute materials about your competition. Encourage candidates participating in your competition to participate in future local preliminaries.

c. **Judges Panel**

- i. The Miss America Scholarship Organization has very specific requirements concerning local competition judges.
 1. All Judges must be approved prior to the competition. Please submit your list of PROSPECTIVE judges, to the State Field Director, not later than two weeks prior to

your competition.

2. The minimum number of judges required for a local preliminary is five, with a maximum of seven. It is advisable to err on the side of caution and invite six or seven judges in the event that a judge has an emergency and cannot attend.
3. At local preliminary competitions, judges may participate in the judging of the Miss and Teen divisions only and are not permitted to judge other age groups (e.g., pre-teen, little miss, junior miss, etc.).
4. Judges may not be paid, but may receive meals, small gift bags, etc. as a token of appreciation.
5. Consider the following when seating a panel of judges:
 - a. One novice judge
 - i. Novice = no prior Miss America judging experience
 - b. Two judges from the Miss Kentucky Certified Judges List 2.0
 - c. At least 21 years of age
 - d. Judges should NOT be:
 - i. Relative of any candidate
 - ii. Individual with personal relationship with any candidate
 - iii. Relative of the local director
 - iv. Business Associate of the local director
 - v. "Coach" of any candidate
 - vi. Related to another judge by blood or marriage
 - vii. Romantically involved with another judge
 - viii. Business associate of another judge
 - ix. Roommate of another judge
 - x. Competition sponsor or donor
 - xi. Director of another Kentucky local competition
 - xii. Kentucky state board member or state committee member
 - e. Judges may NOT:
 - i. Judge more than two Kentucky local competitions in a year
 - ii. Judge the same competition two consecutive years
 - f. Former candidates (and their family members), may not judge until one year after they are no longer eligible to compete
 - g. State titleholders may not judge sooner than one year after giving up their title
6. The State Executive Director and State Field Director reserve the right to disqualify judges if a conflict of interest is perceived.

d. **Judges Chairperson**

- i. The Judges Chairperson will be your judges' host and should have a pleasing personality, but not an overpowering disposition.
- ii. The Judges Chairperson must attend Judges Orientation with the judges.
- iii. The Judges Chairperson must understand the interview process and be capable of

facilitating the interview process.

- iv. The Judges Chairperson should be available to attend all other judges' activities such as meals and/or social activities.
- v. Per the Miss America State Organization Agreement, the Local Director nor their immediate family may serve as the Judges Chairperson. In addition, the Miss Kentucky Field Director may NOT serve as your Judges Chair.

e. **Auditor**

- i. The auditor is responsible for tabulating the scores, maintaining the integrity of the scoring system and maintaining a record of the scores.
 - 1. The auditor must be familiar with Excel.
- ii. The auditor's name and credentials should be submitted for approval to the State Executive Director and State Field Director with the judges' names.
- iii. The auditor may not share any scores with the local director.
- iv. On competition day, the auditor must meet with the Miss Kentucky Field Director for Orientation.
- v. The Auditor will place all score sheets and Manual Tally Sheets in an envelope, seal the envelope, endorse the seal, and give to the Field Director. The Field Director will secure the results, in accordance with MKO directives, for a period of one year from the date of the local competition. If the Auditor used their own personal laptop, the Field Director will upload the Computer Tally Sheet to a flash drive and ensure the Auditor deletes the Tally Sheet from their personal laptop. The Computer Tally Sheet will be stored for a period of one year from the date of the local competition.

f. **Volunteers**

- i. Recruit volunteers to assist in a wide variety of tasks before and during the actual competition.
- ii. Tasks leading up to the competition may include, but are not limited to: advertising/publicity, printing materials for distribution, candidate recruitment, scholarship procurement, etc.
- iii. Volunteers during the day of the competition might include stage hands, light and sound techs, emcee, dressing room assistants, ticket taker, ushers to hand out programs, judges hospitality, etc. It is encouraged to arrange for one person to be available to run last minute errands on competition day in the event sudden needs arise.

- iv. Follow up with scheduled volunteers to ensure that they are aware of the dates, times, and duties for which they will be needed.

g. **Candidate eligibility**

- i. As paper work comes in for the Miss or the Teen program, be certain to verify age, residency, academic enrollment (high school or college), etc. All candidates must be a female and a US citizen.

1. **Outstanding Teen Candidates Age Requirements (refer to MAOTeen Age/Education Rules Chart)**

- a. Must reach 13 years of age by the first day of the MKYOTeen Competition; and
- b. Must be no older than 17 years of age as of July 31.

2. **Outstanding Teen Residency Requirements**

- a. Must be a six-month resident of Kentucky. Residency is defined as the primary address where the candidate lives; and
- b. Must be enrolled in an accredited public, private, or homeschooling program with passing grades.

3. **Miss Candidates Age Requirements**

- a. Must be at least a high school graduate or equivalent by July 31 in the calendar year of the State Competition in which they will compete; and
- b. Must be at least eighteen (18) years of age as of July 31 in the calendar year of the State Competition in which they will compete; and
- c. Must not be older than 25 years of age as of December 31 in the year of the National Competition in which they could potentially compete.

4. **Miss Candidates Residency Requirements**

- a. Must be at least a 30-day resident of Kentucky. Residency is defined as the primary address where the candidate physically lives; or
- b. Must have been accepted and successfully registered to physically attend classes as a full-time student or have graduated from an accredited college or university in Kentucky; or
- c. Must be and have been a full-time employee, as defined by candidate's employer (but in no event less than 32 hours per week), in Kentucky for a continuous period of at least 60 consecutive calendar days immediately preceding the date of the local competition.
- d. At least one of the eligibility requirements set forth must be satisfied at the time of the commencement of, and throughout, the Local Competition and the State Finals and, if the contestant is selected as the State Titleholder, throughout the completion of the National Competition.

- ii. **CMNH:**

1. Monitor your competition on the CMNH sites.
 - a. <http://admin.missamericaforkids.org> (Miss Candidates)
 - b. <http://admin.maoteen4kids.org> (Outstanding Teen Candidates)

2. When candidates register for your local preliminary competition, their name will appear in a RED field and will list the amount they need to raise (\$100.00 per local, up to \$400 total). There is a “Total Raised” column that tracks the total amount this candidate has raised in the past. Only when they reach the \$100 mark for your local will the field turn GREEN, indicating that they have met the requirements to compete and are qualified candidates.
3. Outstanding Teen candidates MUST register for your local competition in order to be eligible to compete. However, while they are encouraged to raise funds, it is not mandatory to qualify for competition.
 - a. For Outstanding Teen Candidates, who are 12 years of age at the time of your local, please contact your Field Director.

h. Phases of Competition

i. Outstanding Teen Candidates

1. Personal Interview

- a. This phase of competition is an opportunity for the young woman to share her qualities and attributes to fulfill the titleholder position; her level of communication skills; her opinions and aspirations; her sense of accomplishments; and her poise and presence.
- b. A podium will be used.
- c. Interviews will be 6:00 in length.
- d. There will be no opening statement and no closing statement.
- e. Someone designated by the local director should introduce each candidate as she enters the interview room.
- f. Other than the local Judges Chairperson and a Timekeeper, no one other than the judges, is allowed in the room during interviews.

2. Talent

- a. This phase of competition is an insight in to the candidate’s preparatory and performance skills. It acknowledges the quality of the performance, technical skill level, stage presence, and entertainment value.
- b. Maximum length is 90 seconds.
- c. Candidates should be given the opportunity to run a talent check with your technical staff.

3. Lifestyle and Fitness

- a. This is an opportunity for the candidate to demonstrate how well she maintains a lifestyle of good physical health and whether or not she has the sense of confidence and self-assurance needed to be a titleholder.
- b. Candidates will wear a type of aerobic/active-wear chosen by the local organization.
- c. The local organization will determine if this phase consists of a brief

aerobic type routine or is simply walking and posing.

4. Evening Wear/Onstage Question

- a. This phase of competition is designed to assess the candidate's beauty, poise, grace, and commanding stage presence, as well as, her ability to answer a question with eloquence and intelligence in front of a large audience.
- b. This is scored as one phase of competition.
- c. Candidates will wear Evening Wear of their choice.
- d. Onstage questions can be asked as written in the script or can be drawn from a "fish bowl."
- e. Questions can be based on each candidate's platform issue or can be based on current teen topics.

ii. Miss Candidates

1. Personal Interview

- a. Allows insight into the candidate's qualities and attributes to fulfill the responsibilities of "the job;" her level of communication skills; her ability to express and distinguish her beliefs; her commitment to advancing her social impact initiative as a role model; and her poise and presence.
- b. A podium will be used.
- c. Interviews will be 10:00 in length.
 - i. There will be no opening statement.
 - ii. Question and Answer will be 9:30.
 - iii. The candidate will be allowed 30 seconds to close the interview
- d. Someone designated by the local director should introduce each candidate as she enters the interview room.
- e. Other than the local Judges Chairperson and a Timekeeper, no one other than the judges, is allowed in the room during interviews.

2. Talent

- a. Allows insight into the candidate's preparatory and performance skills.
- b. Allows a look at the totality of all elements of the performance: quality, technical skill level, stage presence, costumes, choreography, and entertainment value.
- c. Maximum length is 90 seconds, excluding the emcee's introduction.
- d. Candidates should be given the opportunity to run a talent check with your technical staff.

3. Red Carpet

- a. Allows a look into how the candidate exhibits her own personal style, attitude, personality, grace, presence, and confidence while examining her command of the "Red Carpet" and how she appears in the spotlight.
- b. Candidates will wear Evening Wear of their choice.

4. Onstage Interview/Social Impact Pitch
 - a. Allows each candidate to showcase her intelligence, personality, charisma, and aptitude for “the job.”
 - b. Allows the candidate to speak on her social impact initiative in a public, presentation-style format.
 - c. Allows a look at the candidate’s commanding presence, ability to communicate, and relatability.
 - d. Allows insight to see if the candidate can serve as a role model and if she is reflective of her generation.
 - e. Onstage Interview is a continuation of the personal interview.
 - i. The judge who asked the first question, of the candidate, in the personal interview, will write their onstage question (no other person) immediately after the candidate’s personal interview. It should be the next question the judge was going to ask when the personal interview ended.
 - ii. Ideally, the judge will ask the question live and more than one question will be asked. But this may not always be possible.
 - iii. Immediately following the Onstage Interview, the candidate will deliver a 10 to 20 second Social Impact Pitch.

III. **Competition Week Checklist**

a. **Share candidates' information with judges**

- i. Not later than one week (if not before) prior to competition day share the candidates' information, along with other judges' information, with the judges:
 1. Candidate Resumes and Platform Statements
 2. Judges' Itinerary of Competition Day Activities (arrival time)
 3. Judges Affidavits
 - a. Ask the judges to review the affidavit, sign, and return to you via email/fax.
- ii. This information can be delivered to judges via email.

b. **Judges' Books**

- i. Each judge is presented with a judge's book to assist with the judging process. It should contain the following information:
 1. Candidates' resumes (see Miss Kentucky website for instructions and sample resume);
 2. Candidates' platform statements (see Miss Kentucky website for instructions and sample platform statement);
 3. Candidates' photos/headshots (recommended but not mandatory).
 4. Titleholder's Job Description

c. **Judges' Score Sheets**

- i. Judges' score sheets and worksheets (see Miss Kentucky website, for downloadable score sheets and judges' worksheets).
 - a. It is helpful if the scoresheets are color-coded. This may assist in eliminating confusion about which score should be submitted and when.
 - b. Add candidates' names to the score sheet template in their designated candidate order. Print copies of each score sheet for all the judges and a few extra in the event they are needed.

d. **Judges' Affidavits**

- i. Ideally, Judges' Affidavits should be emailed to Judges, with at least of candidates, prior to competition day. Ask Judges to review the list of candidates, read the Affidavit and disclose any conflicts they have to you. If they have no conflicts, ask them to sign and email Affidavit back to you.
- ii. If Judges' Affidavits have not already be sent to Judges and received back, print Affidavits for Judges to sign on competition day.

e. **Days leading up to the competition**

- i. Ensure candidates' are aware of arrival times and schedule for the day(s) of the event.
- ii. Ensure venue is accessible and arrival times are confirmed; re-check availability of piano,

microphones, or other props, if needed, and be certain the piano has been tuned.

- iii. Confirm that judges are aware of location and arrival times.
- iv. Ensure auditors are aware of arrival time, aware of computer requirements and familiar with electronic (Excel) tally sheets.
- v. Confirm that volunteers are aware of their assignments and tasks for the week/day.
- vi. Verify that responsible parties are aware of other necessary tasks. Examples include, but are not limited to: arranging for delivery of props, trophies, flowers, etc.; coordinating the judges' hospitality lunch/dinner plans; insuring that the crown(s) and sash (es) have been delivered to the venue; bottled water is available for candidates, judges and volunteers; etc.
- vii. Outstanding Teen On-stage questions have been prepared.
 - 1. Ensure that questions are at the same level of difficulty. Questions may be platform based or based on current teen topics.
 - 2. You may elect to have an outside party develop on-stage questions to ensure that they are free of bias, however, the Local Director should review them prior to the competition.

f. **Emergency telephone numbers**

- i. Make sure all judges, candidates, volunteers, auditors and the Field Director have an emergency contact number for competition day. It is advisable to provide the local competition director's number and, at least, one other local committee member's contact information.

g. **Script**

- i. A sample script is available on the Miss Kentucky website. The script should include the order of the competitions, other announcements, etc.
- ii. It is recommended that larger font be used to make reading the script simpler for the emcee.
- iii. Provide the script to the competition emcee in advance of the competition, if possible.

h. **Program book** (If you choose to have one)

- i. Program Books are not required. Some locals use them as a fundraiser by encouraging candidates to sell ad pages (you cannot require Miss candidates to sell ads).
- ii. Your Program can be as simple as one page.
- iii. If you have a Program Book you should state the scholarships being awarded.

IV. **Competition Day**

a. **Set up the venue**

- i. Plan to arrive early and stay late.
- ii. Make sure there is someone to check in each candidate upon arrival.
- iii. Make sure the dressing rooms are set up. It may be helpful to assign candidates to specific dressing stations to avoid conflict.
- iv. Set up judges' area for interviews with judges' books, pens, paper, bottled water, refreshments, podium etc.
- v. Coordinate talent rehearsals, microphone tests, choreography rehearsals, etc. as necessary.

b. **Interview competition**

- i. Allow a minimum of one hour for the judges' orientation before interviews begin. This orientation will be conducted by the assigned Field Director.
- ii. It is appropriate for the local director to officially greet the judges and ensure that they have everything they need for the task, as well as to handle other housekeeping issues (e.g., judges' room security during the competition, meal arrangements, restroom facilities etc.).
- iii. If the local director has not added a job description to the judges' book outlining specific duties and responsibilities of each title to be awarded, it would be appropriate for the current titleholder to explain her duties and responsibilities to the judges. For example, there may be specific appearances or activities associated with a particular title. The local director may also address the judges to outline the duties of the title.
- iv. Other than the judges panel, the local Judges Chairperson and a Timekeeper are the only people allowed in the interview room during interviews.
- v. A podium or something resembling a podium must be available for the candidate's use.
- vi. The personal interview is timed, and time begins immediately when the candidate arrives at the podium.
 1. For Miss candidates, the total interview time is ten minutes. There is no opening statement. The question and answer session last until the 9 minutes 30 second (9:30) mark; the candidate then has thirty seconds for a closing statement. If discussion ends before the thirty seconds are up, the interview then ends.

2. For Teen candidates, the total interview time at the local level is six minutes (eight minutes at the state level). There is neither an opening nor a closing statement.

c. **On-stage competition**

- i. The judges and auditors should be seated at tables away from the general audience. It is common practice to keep one or two rows of seats directly behind the judges' and auditors' tables empty. The auditors should be seated at a table separate from the judges.
- ii. The local Judges Chairperson will sit at the judges table during the competition. The Field Director will sit at the auditor's table.
- iii. The local Judges Chairperson will distribute score sheets prior to each phase of competition then collect the sheets and deliver them to the auditor at the end of that competition.
- iv. While sitting at the auditor's table, the Field Director will not participate in the tabulation (computer or manual) of candidate scores. The auditor will enter all scores and maintain all score sheets for the duration of the pageant.
- v. The auditor will verify the results and deliver the results to the local Judges Chairperson or the competition emcee.
- vi. The auditor will place all score sheets, manual tally sheets, and Auditor's Affidavits in an envelope, seal the envelope, endorse the seal, and give to the Field Director. The Field Director will secure the results, in accordance with MKO directives, for a period of one year from the date of the local completion.
- vii. If the auditor use their own personal laptop, the Field Director will download the computer tally sheet to a flash drive and ensure the auditor deletes the tally sheet from any personal laptop. The computer tally sheet will be stored for a period of one year from the date of the local competition.
- viii. When announcing runners-up or multiple titles, no more than half of the eligible candidates may be announced as runners-up and/or titleholders. Use the following formula to determine the number of placements given:

Number of Candidates	One Title Awarded; Announce:	Two Titles Awarded; Announce:	Three Titles Awarded; Announce:	Four Titles Awarded; Announce:
1			Requirements Not met	
2				
3	Winner			
4	Winner, 1 st Runner-up			
5	Winner, 1 st Runner-up			
6	Winner, 1 st Runner-up, 2 nd Runner-up	Winner 1, Winner 2, 1 st Runner-up		
7	Winner, 1 st Runner-up, 2 nd Runner-up	Winner 1, Winner 2, 1 st Runner-up		
8	Winner, 1 st Runner-up, 2 nd Runner-up, 3 rd Runner-up	Winner 1, Winner 2, 1 st Runner-up, 2 nd Runner-up		
9	Winner, 1 st Runner-up, 2 nd Runner-up, 3 rd Runner-up	Winner 1, Winner 2, 1 st Runner-up, 2 nd Runner-up	Winner 1, Winner 2, Winner 3, 1 st Runner-up	
10	Winner, 1 st Runner-up, 2 nd Runner-up, 3 rd Runner-up, 4 th Runner-up	Winner 1, Winner 2, 1 st Runner-up, 2 nd Runner-up, 3 rd Runner-up	Winner 1, Winner 2, Winner 3, 1 st Runner-up, 2 nd Runner-up	
11	Winner, 1 st Runner-up, 2 nd Runner-up, 3 rd Runner-up, 4 th Runner-up	Winner 1, Winner 2, 1 st Runner-up, 2 nd Runner-up, 3 rd Runner-up	Winner 1, Winner 2, Winner 3, 1 st Runner-up, 2 nd Runner-up	
12	Winner, 1 st Runner-up, 2 nd Runner-up, 3 rd Runner-up, 4 th Runner-up	Winner 1, Winner 2, 1 st Runner-up, 2 nd Runner-up, 3 rd Runner-up, 4 th Runner-up	Winner 1, Winner 2, Winner 3, 1 st Runner-up, 2 nd Runner-up, 3 rd Runner-up	Winner 1, Winner 2, Winner 3, Winner 4 1 st Runner-up 2 nd Runner-up
13	Winner, 1 st Runner-up, 2 nd Runner-up, 3 rd Runner-up, 4 th Runner-up	Winner 1, Winner 2, 1 st Runner-up, 2 nd Runner-up, 3 rd Runner-up, 4 th Runner-up	Winner 1, Winner 2, Winner 3, 1 st Runner-up, 2 nd Runner-up, 3 rd Runner-up	Winner 1, Winner 2, Winner 3, Winner 4 1 st Runner-up 2 nd Runner-up
14	Winner, 1 st Runner-up, 2 nd Runner-up, 3 rd Runner-up, 4 th Runner-up	Winner 1, Winner 2, 1 st Runner-up, 2 nd Runner-up, 3 rd Runner-up, 4 th Runner-up	Winner 1, Winner 2, Winner 3, 1 st Runner-up, 2 nd Runner-up, 3 rd Runner-up, 4 th Runner-up	Winner 1, Winner 2, Winner 3, Winner 4 1 st Runner-up 2 nd Runner-up 3 rd Runner-up
15	Winner, 1 st Runner-up, 2 nd Runner-up, 3 rd Runner-up, 4 th Runner-up	Winner 1, Winner 2, 1 st Runner-up, 2 nd Runner-up, 3 rd Runner-up, 4 th Runner-up	Winner 1, Winner 2, Winner 3, 1 st Runner-up, 2 nd Runner-up, 3 rd Runner-up, 4 th Runner-up	Winner 1, Winner 2, Winner 3, Winner 4 1 st Runner-up 2 nd Runner-up 3 rd Runner-up
16 or more	Winner, 1 st Runner-up, 2 nd Runner-up, 3 rd Runner-up,	Winner 1, Winner 2, 1 st Runner-up, 2 nd Runner-up,	Winner 1, Winner 2, Winner 3, 1 st Runner-up,	Winner 1, Winner 2, Winner 3, Winner 4

	4 th Runner-up	3 rd Runner-up, 4 th Runner-up	2 nd Runner-up, 3 rd Runner-up, 4 th Runner-up	1 st Runner-up 2 nd Runner-up 3 rd Runner-up 4 th Runner-up
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V. **Post Competition**

a. **Reports and Balance of Franchise Fees**

- i. Submit all the required reports and franchise fees in a timely fashion to the State Field Director. Forms can be found on the Miss Kentucky website.
 1. The Local Competition Winners Report is due within 48 hours after your competition. Email the completed report to brianjeffries@bbtel.com.
 2. The balance of your franchise fee is due within two weeks following your local competition.
 3. The MAO Local Operating Report is due by the date established by the Miss Kentucky State Board of Directors. Email completed report to brianjeffries@bbtel.com.
- ii. NOTE: TITLEHOLDERS ARE NOT OFFICIALLY ELIGIBLE FOR THE STATE COMPETITION UNTIL ALL REQUIRED FORMS HAVE BEEN RECEIVED AND FRANCHISE FEES ARE PAID IN FULL.

b. **Prepare your candidate(s) for the state competition**

- i. Work with titleholders to sell ads for the state program book. The program book generates scholarship funds that allows the program to continue to develop.
- ii. Work with titleholder to select talent and secure performance rights, get tracks cut etc. This is one of the more time-consuming tasks associated with performing at the state competition.
- iii. Notify titleholders not to purchase state competition opening number/production wardrobe until notified by the state board. These requirements change from year to year. To reduce unnecessary costs, it is best to wait until all requirements have been finalized by the production team. This information is typically announced at Candidate Orientation.
- iv. Notify titleholders not to arrange for photos until they get instructions from the Miss Kentucky Office. These requirements change from year to year. To reduce unnecessary costs, it is best to wait until all requirements have been finalized by the State Office and released in the state competition paperwork.
- v. Secure your hotel reservations for the state competition. While the candidates are required to stay in a designated area during competition week, local directors are not required to be on-hand during competition week. The Miss Kentucky Organization secures a block of rooms at a discounted rate for those interested in staying near the venue during competition week. It is recommended that those interested book their hotel accommodations as soon as a competition hotel is announced.
- vi. Provide mock interview and mock competition opportunities in preparation for the state competition. You may consider utilizing volunteers in your area from the certified judges' list.

- vii. Encourage titleholders to attend upcoming local competitions as a show of support and to prepare for the state competition.
- viii. Assist titleholders in selecting their Bluegrass Princess for the state Competition and include her in the titleholders' activities during the year. See Bluegrass Princess guidelines on the Miss Kentucky website for more information.
- ix. Schedule appearances for titleholders to help spread awareness about your local competition program and as a means of preparing titleholders for the state competition. Encourage and assist titleholders in making appearances and creating projects related to their platforms.
- x. Ensure that each titleholder has her paperwork completed and ready to turn in at Miss Kentucky/Miss Kentucky's Outstanding Teen Orientation.
- xi. Assist titleholders with the selection of wardrobe for each area of competition.

EXHIBIT A

Local Director Scholarship Submission to 501c3

Submitting your Miss Kentucky Local Scholarship to the 501c3 is easy!

BEFORE MAILING YOUR FUNDS, you must have already completed the steps below and received your local scholarship invoice from Dana Peddicord.

Your funds request, to house your local scholarship within the 501c3, MUST be requested by YOU...the Director, but that doesn't mean you can't get it donated! By putting your scholarship funds into the 501c3 shelter of the Miss Kentucky Scholarship Foundation, you may have more luck getting your scholarships donated by friends, family and local businesses. The 501c3 shelter now allows this donation to be a tax deduction for the donor. YAY! If you need a receipt for this donation, we can take care of that for you in the process noted below.

Step One:

Please email Dana Peddicord at misskytreasurer@gmail.com.

Step Two:

Please copy and paste the below email template into the body of your email to Dana and fill out completely. Requests not submitted with a completed entry will not be eligible for account set up until submitted fully complete.

Your Name:

Your Local Competition Name:

Your Address:

Preferred Email Address for GoogleDrive Use:

Scholarship Amount to be submitted (Minimum \$300):

Name of the person or organization paying the check:

Have you read, and fully understand, the Candidate Scholarship Rules and Regulations document regarding scholarship payments, processes, and expiration dates? (YES or NO):

If you answer "No" your scholarship cannot be housed in the 501c3 until this step has been completed.

Step Three:

Dana will send you a confirmation of receipt for your request within 7-10 business days. Included in your email receipt, will be an invoice for the amount you have indicated for your scholarship value above. Print this invoice, include it with your check, and mail both items to Dana's address below. Once your check has been received and deposited, you will receive an email from Dana. At this time, you will gain access to your local scholarships GoogleDrive folder, containing your scholarship amount value excel tracking. This will allow you to track when your local scholarships are paid, or if they expire and funds are still available for use. The hope here, is to grow your scholarships allowed year to year. Viola! You're all set!

Scholarship Submission to 501c3, continued

RULES TO UNDERSTAND FOR TERMS OF USE:

- 1.) Scholarships, paid into your 501c3 account will remain there. These funds will not be paid out to local directors or donors if not used, but rather will remain in your fund and can roll over yearly to grow your scholarship if not used by your winner.
- 2.) Scholarships will be paid out only to local scholarship winners and are held to all the same scholarship rules and regulations mandated by both Miss Kentucky and the Miss America Organizations. If you have not read through the full Scholarship Rules and Regulations document please do so prior to completing your request above.
- 3.) These funds will not roll over to cover the costs of any franchise fees, as that is not the intent of the funds use in this account.

EXHIBIT B

MISS KENTUCKY SCHOLARSHIP ORGANIZATION SCHOLARSHIP RULES & REGULATIONS

1. Scholarships shall be expended for tuition and related educational expenses and on campus room and board **approved** by the Miss LOCAL Scholarship Organization.
2. Candidates must use all scholarships won at the local level prior to applying for their state scholarship. Candidates must submit a letter and receipt(s) from the local pageant(s) chairman which verifies that all local scholarships have been paid.
3. Requests for scholarships are processed upon receipt of original statements. All original invoices must be accompanied by a cover letter from the candidate, and copies of local scholarships paid during the current pageant year.
4. Scholarships must be used for current educational expenses.
Candidates may submit original invoices for payment directly from the provider of the educational service. All invoices and receipts must be originals.
Candidates may not request payment for expenses which are or have been covered through any other financial aid source other than student loans which meet the provisions of paragraph 5 below.
5. Scholarships may be used for outstanding student loan obligations providing the Candidate has satisfactorily completed the coursework for which the loan was obtained.
Candidates must submit documentation from the school or lender which shows that the ***Candidate is the primary payer or secondary payer of the loan obligation***. Notice of payments due should be sent to the Miss Kentucky Scholarship Organization office for payment. Payments are subject to approval by the Miss LOCAL Scholarship Organization, as hereby established.
6. Scholarships may be used for future educational expenses.
 - (A) Candidates **must** request use of their scholarships within the year of the date of the award. If a Candidate has no activity in her scholarship account during this period and has not submitted a special exception letter, the funds in her account will be forfeited to the scholarship account.
 - (1) A candidate who begins use of her scholarship, within the designated time above, will then be required to show continuous activity in her scholarship endeavors up to a limit of 2 years following the date of her award. If there occurs a continuous, uninterrupted 1 year period in which there is no activity in an account, then the balance of that account will be forfeited. Similarly, any balance remaining in a candidate's account 2 years following the date of the award will be forfeited.

SCHOLARSHIP RULES & REGULATIONS, continued

- (B) An exception to the time limits described above may be made if the Candidate, prior to the expiration date, makes a written appeal to the Miss LOCAL Scholarship Organization citing compelling reasons why the time period should be extended. The Miss LOCAL Scholarship Organization will review the request, and determine whether or not an extended time period will be granted. The decision of the Miss LOCAL Scholarship Organization shall be final and binding.
- 7. Scholarships which have been forfeited will remain in the scholarship account for future scholarship awards.
- 8. Scholarships may not be taken as a cash award.
- 9. To receive an In-Kind Scholarship, you must first contact the Miss LOCAL Scholarship Organization Office.
- 10. When a local candidate becomes Miss Kentucky, her local scholarship awards are to be escrowed for one year during her year of service as Miss Kentucky. She must activate local scholarships by August of the year she crowns her successor.
 - (1) The local director will be required to send a bank statement to the state office confirming said escrowed funds.