



Questions? Please contact:

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It is time to start preparing for our Homecoming celebration! We hope you and your organization will participate and make Homecoming 2019 a memorable experience.

Please take the time and read this packet to completely inform yourself of all the event details, rules, and regulations.

This year, homecoming will be centered on the theme:
“Fairmont State Through the Decades”

As with previous years, we will vote on a Homecoming King and Queen to represent our University. All active student organizations are more than welcome to sponsor both a King and a Queen candidate; each candidate must have their own escort. For all rules concerning the candidates and schedule of events, please see the enclosed regulations.

Please read over the King and Queen Selection Guidelines for further information.

Only a Fairmont State University Undergraduate or Graduate Student may be nominated as a Homecoming Court candidate.

All organizations wishing to sponsor a candidate for Homecoming Court must participate in the following:

- Homecoming Kickoff – October 24th
- Community Pep Rally/Bon Fire – October 24th
- Falcons Helping Falcons – Community Service Project, October 25th
- Homecoming Dance – October 25th
- Parade Line-up & Parade – October 26th
- Homecoming Football Game – October 26th

All candidates will be introduced at:

- HC Football Game Half-Time Coronation Ceremony, October 26th

Schedule of Events

Thursday – October 10th

- Mandatory Homecoming Candidate’s Meeting (After Student Government Associations meeting)
 - 1:00pm – 1:30pm, Hardway 128

Wednesday - October 16th

- King & Queen campaigning begins

Wednesday - October 23rd

- King & Queen Voting Start (I.T. Survey – Sent out to student via campus email.)

Thursday - October 24th

- Coronation Ceremony Rehearsal
 - 12:30-1:30pm Duvall-Rosier Field
- Homecoming Kickoff/Community Pep Rally/Bonfire
 - 7:00pm – Gravel Lot by Tennis Courts
 - All Candidates will be present to hand out shirts/Welcoming Football Team

Friday - October 25th

- "Falcons Helping Falcons" - Community Service
 - 10:00am – 2:00pm
 - Gravel Parking Lot – Locust Ave Clean up
- Homecoming Dance: Fairmont State Through the Decades
 - 9:00pm – 11:30pm
 - Colebank Gym
- King & Queen Voting End (I.T. Survey – Sent out to student via campus email.)

Saturday October 26th, Saturday

- Parade Line-Up and Parade: Fairmont State Through the Decades
 - Line-up at 9:00am
 - Parade starts at 10:00am
 - Location TBD
- Homecoming Football game w/ half-time coronation ceremony
 - Line up 5 minutes before the half time.

Candidate and Escort Regulations

1. All candidates must be full-time students at Fairmont State University and have an overall cumulative GPA of 2.0. Freshmen may not be Homecoming candidates. Candidates must have an escort. Escorts must be full time students at Fairmont State University. Freshmen may be escorts.
2. Candidates must be at all mandatory events, and escorts must be at the parade and halftime ceremony. If you are not able to attend these events, DO NOT register to be a candidate or an escort. For candidates AND escorts, missing one or more mandatory event will result in a severe vote count deduction. No exceptions and no substitutions.

The Candidate University Excuse Form is due by **Monday, October 14th at 4pm to the Student Activities office in 315 Colebank**. ***THERE WILL BE NO EXCEPTIONS TO THIS RULE.***

3. Candidates **CANNOT** be replaced after **Monday, October 14th at 4pm**. It is the sponsoring organization's responsibility to nominate an eligible candidate.
4. Organizations are encouraged to campaign for their candidate(s) on campus. Sponsoring organizations and candidates are allowed to spend up to \$100.00 on marketing materials for their candidate(s). See page 6 for additional rules and information.

The Homecoming Campaign Expenditure Report Form is due by **Friday, October 18th at 4pm to the Student Activities office in 315 Colebank**. You will be removed from the ballot if this report is not turned in. ***THERE WILL BE NO EXCEPTIONS TO THIS RULE.***

5. All organizations that wish to sponsor a candidate(s) must have a float in the parade.
6. Candidates and escorts are not allowed to ride on the floats. Candidates must be in a vehicle sponsored by their organization.

Candidates must furnish their own transportation and signs for the parade. Each King and Queen Candidate (along with their respective escorts), must ride in a separate vehicle in the parade. Candidates are not permitted to ride in the same parade vehicles.

Forms Due

Turn the Forms into the Student Activities Office in 315 Colebank.

Monday, October 14th by 4:00PM

1. Homecoming Court Application
2. Candidate Information Form
3. Candidate's University Excuse Form
4. Parade Float Registration Form

Friday, October 18th by 4:00PM

1. Candidate Homecoming Expenditure Report

TURNING IN ANY FORMS LATE WILL RESULT IN A 5 POINT DEDUCTION TO YOUR HOMECOMING VOTE.
THERE WILL BE NO EXCEPTIONS TO THIS RULE.

Campaigning Rules/Information

- King and Queens candidates must be sponsored by a Registered Student Organization on campus.
- The organization is encouraged to campaign for its candidate(s) on campus.
- Campaigning is LIMITED TO THE FOLLOWING: (Student Activities will not provide any supplies, but feel free to utilize the Printing Center on the top floor of the Falcon Center to purchase posters)
 - 8.5x11 campaign flyers on general purpose bulletin boards across campus
 - Social Media
 - Chalking sidewalks
 - Banners in the Falcon Center (must be cleared by Robin Yeager and hung in appropriate place) - Student Activities will not provide any supplies to hang up the banners.
- **SETTING UP TABLES ON MAIN STREET & THE CREATION OF POLLING SITES IS STRICTLY PROHIBITED.**
- Candidates and their sponsoring organization are not allowed to spend more than **\$100** on their Homecoming King or Queen Campaigns and must provide documentation of their expenditures via the Homecoming Campaign Expenditure Report Form, which is due by **Friday, October 18th at 4pm to the Student Activities office in 315 Colebank. You will be removed from the ballot if this report is not turned in.**
 - o Money spent on float decorations does NOT need to be included in the report.
 - o Money spent on clothing purchased for candidates does NOT need to be included in the report.
- Candidate campaigning begins **Wednesday, October 16th** and continues throughout Homecoming week.
- King AND Queen Voting (I.T. Survey) starts on **Wednesday, October 23rd at 8:00am** and ends on **Friday, October 25th at 3:00pm**
- Failure of the candidate and/or their sponsoring student organization to comply with any rules will result in disqualification of the candidate and their sponsoring organization from participating in HC events

Falcons Helping Falcons – Community Service

Friday, October 25th • Gravel Parking Lot (Across Locust Ave in front of school) • Time 10am-2pm

- All King and Queen Candidates must participate in the Falcons Helping Falcons Community Service Project.
 - Escorts are HIGHLY ENCOURAGED to participate as well.
- Please dress appropriately for the weather that day and wear comfortable shoes.
- Supplies for the community project will be provide.
- Snacks and drinks will be provided.

Homecoming Dance

Friday, October 25th • Colebank Gym • 9pm-11pm

- **The Dance is only open to currently enrolled Fairmont State University students and their guests.**
 - All students must show a valid Fairmont State Student ID at the door in order to enter.
 - Students are only allowed to bring **one** guest. Students must arrive with their guest.
- **Attendees visibly intoxicated will not be permitted to enter the dance.**
- **Attire/Dress Code:** Theme attire is required for Queen/King candidates. There will be a contest for the candidate's costumes.
- **Theme:** Fairmont State Through the Decades

Candidate & Escort Dress Guidelines

(This is a *guideline* for your candidates and escorts as to the appropriate clothing for each of the events.) Please remember that at these events your candidates and escorts are representing not only your sponsoring organizations, but other organizations they are a member of, as well as Fairmont State University. Photos will be taken at all events.

Thursday, October 10th

- **Candidate Information Meeting: Casual**

Thursday, October 24th

- **Coronation Ceremony Rehearsal: Casual (*Rain or shine! Ladies bring shoes you plan to wear on Saturday!*)**
- **Homecoming Kickoff/Community Pep Rally/Bonfire: Organization Shirts**

Friday, October 25th

- **Falcons Helping Falcons – Community Service Project: Casual (Org/Fairmont shirts encouraged)**
- **Fairmont State Through the Decades Dance: Theme attire (Costume Contest)**

Saturday, October 26th

- **Parade Line-up and Parade: Business casual**
- **HC Football Game w/ half-time Coronation Ceremony: Business casual**

Parade Float Regulations

Saturday, October 26th • Location TBD • Line-up: 9:00AM / 10:00AM Start Time

1. All organizations that wish to sponsor a candidate(s) must have a float in the parade. **NO EXCEPTIONS.**
2. All registered and active student organizations are welcome to participate in the parade - it is not mandatory to sponsor a candidate in order to have a float in the parade.
3. An organization may build one float to sponsor a King and/or Queen candidate; however, the King and Queen candidates (with their escorts) must ride in **separate cars**. Candidates are not allowed to ride on the floats. They must be in a vehicle sponsored by their organization.
4. To receive full credit for adherence to the rules on the Judge's score card, you must have a true float. A true float is a flatbed trailer pulled by another vehicle decorated **FROM ALL SIDES (360-degree view)**.
5. Floats cannot exceed a **13-foot height limit** from the ground up. Any floats not meeting the requirements will not be permitted in the parade and any candidate(s) associated with that organization will be disqualified. All decisions concerning float requirements are at the discrepancy of the Student Activities Office. Every float will be inspected and approved by Student Activities Office officials before the parade begins. Floats will be measured during lineup.
6. Balloons, ribbons, and other decorations are encouraged but not mandatory.
7. Try to incorporate the theme of the week, "**Fairmont State Through the Decades**" into your float.
8. The name of your organization must be **spelled out**, not just abbreviated, in order to be judged. (E.g.: TKE= Tau Kappa Epsilon)
9. Organizations may pair up and build one float together. A limit of only **two** organizations can be represented by one float.
10. There is a limit of 10 people on floats; this includes people walking with the float. Floats co-sponsored by two organizations are still limited to 10 people on/around your float. This is for safety reasons.
11. The organization will be assigned a spot in the line-up. This spot is **NON-NEGOTIABLE**. Any student organization that changes the line-up for the parade will be disqualified from participating in any additional Homecoming festivities; this will also result in disqualification of the King/Queen candidate(s) that they are sponsoring.

The Parade Float Registration Form is due by **Monday, October 14th at 4pm to the Student Activities Office in 315 Colebank.** **THERE WILL BE NO EXCEPTIONS TO THIS RULE.**

Queen Candidate Application

NAME: _____ DATE: _____

Fairmont State Student I.D # _____

CLASS (CIRCLE ONE): SOPHOMORE JUNIOR SENIOR GRAD STUDENT

LOCAL PHONE: _____

Fairmont State E-MAIL: _____

SPONSORING ORGANIZATION(S):

Escort

NAME: _____

Fairmont State Student I.D # _____

LOCAL PHONE: _____

Fairmont State E-MAIL: _____

“I hereby authorize the Office of Student Activities to verify my cumulative hours and grade point average with the necessary college officials. I fully understand the intended falsification of any information contained within this document could result in disqualification. The information will remain confidential within the Office of Student Activities. Finally, I completely understand the above paragraph and release this information solely to the Office of Student Activities.”

Candidate Signature: _____

Escorts Signature: _____

Queen Information Form

NAME: _____

ESCORT'S NAME: _____

SPONSORING ORGANIZATION(S): _____

DO YOU BELONG TO ANY OTHER CLUBS/ORGANIZATIONS: _____

HOMETOWN: _____

MAJOR: _____

CLASS RANK: _____

PARENT(S) NAME(S): _____

HOBBIES OR INTERESTS: _____

COMMUNITY ORGANIZATIONS: _____

King Candidate Application

NAME: _____ DATE: _____

Fairmont State Student I.D # _____

CLASS (CIRCLE ONE): SOPHOMORE JUNIOR SENIOR GRAD STUDENT

LOCAL PHONE: _____

Fairmont State E-MAIL: _____

SPONSORING ORGANIZATION(S): _____

Escort

NAME: _____

Fairmont State Student I.D # _____

LOCAL PHONE: _____

Fairmont State E-MAIL: _____

“I hereby authorize the Office of Student Activities to verify my cumulative hours and grade point average with the necessary college officials. I fully understand the intended falsification of any information contained within this document could result in disqualification. The information will remain confidential within the Office of Student Activities. Finally, I completely understand the above paragraph and release this information solely to the Office of Student Activities.”

Candidate Signature: _____

Escorts Signature: _____

King Information Form

NAME: _____

ESCORT'S NAME: _____

SPONSORING ORGANIZATION(S): _____

DO YOU BELONG TO ANY OTHER CLUBS/ORGANIZATIONS: _____

HOMETOWN: _____

MAJOR: _____

CLASS RANK: _____

PARENT(S) NAME(S): _____

HOBBIES OR INTERESTS: _____

COMMUNITY ORGANIZATIONS: _____

King/Queen HC Candidate University Excuse Request Form

Fill out the following form to request university excuse requests to be sent to your professors.
Ask for excuses ONLY for the events where you have a conflicting class.

Name: _____

____ King Candidate ____ Queen Candidate

Sponsoring Organization(s): _____

Fairmont State Student ID #: _____

Thursday, October 24th

____ Homecoming kickoff/bonfire: 7pm - 10pm, Gravel Lot Next to Tennis Courts

Class Name: _____ Professor: _____

Class Times: _____ to _____

Class Times: _____ to _____

Friday, October 25th

____ Falcons Helping Falcons Service Day: 10am - 2pm, Gravel Lot Next to Tennis Courts

Class Name: _____ Professor: _____

Class Times: _____ to _____

Class Times: _____ to _____

Parade Float Registration Form

Organization(s): _____

Will your float also represent another student organization? YES or NO (Circle One)

If Yes: which organization: _____

Sponsoring a Candidate(s)? YES or NO (Circle One)

Candidate(s) Names: _____

Person in charge of float: _____

Local phone number: _____

E-Mail: _____

Description of float:

In addition to filling and submitting this form, the online parade sign-up form must also be completed.

<https://www.fairmontstate.edu/alumni/homecoming>

Campaign Expenditure Report Form

Name: _____

Sponsoring organization(s): _____

Phone #: _____ Your e-mail address: _____

I spent a total of \$ _____ on my campaign for Homecoming King/Queen.

I have attached a copy of my mandatory 8.5x11 campaign flyer to this form.

Please list the items & amounts spent on your campaign:

1. Include all donated items in this list, along with an estimated amount of their value.
2. Attach all receipts to this report.

Item Description

Item Cost (Real or Donated Value)

Date _____

Your Signature _____