

# 2024 Saint Paul Winter Carnival Junior Royalty Application



The Coolest Celebration on Earth

Saint Paul Festival & Heritage Foundation  
Proud producer of the  
Saint Paul Winter Carnival  
January 25 – February 4, 2024

**APPLICATION DEADLINE:  
November 3, 2023**



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## **ELIGIBILITY**

The Junior Royalty program is open to those ages 12 and not yet 16 by November 3, 2023. Candidates should have good interpersonal skills, be ready to be goodwill ambassadors for the Saint Paul Winter Carnival, Saint Paul Festival and Heritage Foundation and the City of Saint Paul, and the time and energy to commit to a one-year term as a member of the court.

## **APPLICATION REQUIREMENTS**

- Application fee of \$85.00 (if you are in need of a financial scholarship, please reach out to us)
- Complete applications (no blanks)
- Application packet consists of:
  - Candidate Contact Information Sheet
  - Candidate Fact Sheet
  - Parent/Guardian Questionnaire
  - Signed Application Waiver: Both parents/guardians **must** sign. In the event a candidate's parents are no longer married, both parents **must** still sign and agree to the terms. **If one parent is unable to sign, please indicate if you have sole custody of the minor on the waiver.**
  - Media Release Form
  - Wallet size photo – **Please do not** send anything bigger than a wallet
    - Photo can also be emailed to [JuniorRoyalty@spfhf.org](mailto:JuniorRoyalty@spfhf.org)
  - Two (2) Candidate Recommendation Forms – see next section for requirements
- **Completed application packets must be received by Friday, November 3, 2023.**

## **CANDIDATE RECOMMENDATION FORM REQUIREMENTS**

- Each candidate must submit two candidate recommendation forms (page 12 and 13).
  - Page 12** must be completed by someone at the school you are or will be attending (Teacher, Coach, Principal, Associate Principal, or Counselor)
  - Page 13** must be completed by someone outside of school (Church Leader, Employer, Boy/Girl Scout Leader, music lesson teacher, etc.).
- Each form **must** be received in its own sealed envelope with the application packet.
- Forms **cannot** be completed by someone related to you.

## **APPLICATIONS NOT CONSIDERED FOR CANDIDACY**

- The following are some examples of why your application could possibly not be considered for the candidacy program:
  - Applications received after Friday, November 3, 2023.
  - Incomplete – you did not complete all the pages with the Winter Carnival logo AND/OR not all questions were answered completely.
  - Did not include two recommendations.
  - Recommendation forms were completed by someone related to you.
  - Recommendation forms were not received in their own sealed envelope.
  - No picture received.
  - Application fee was not received.
- You will be notified via email if your application was or was not accepted.



## **TIME COMMITMENT**

### **CANDIDACY:**

- You will have appearances in November, December and January.
- It is **strongly** recommended that you attend and are on time for all candidate events.
- You will be given a full detailed schedule at the Orientation meeting. Page 6 of this packet has the tentative schedule.

### **IF SELECTED:**

- Pre-Carnival Events in the month of January 2024 – approximately two or three  
**All appearances are mandatory**
- Official 10 days of Winter Carnival – January 25 to February 4, 2024  
Approximately 11 appearances (mostly weekends)  
**All appearances are mandatory.**
- Summer Parades and Events  
75 to 80 appearances during your reign.  
Some events will be deemed mandatory, which means absence is not an option. An example would be a fellow court member's hometown parade.

### **PLEASE NOTE:**

Some allowances can be made for school activities, vacations, sports or other activities. These will be handled on a case-by-case basis with the Coordinators.

## **RULES AND REGULATIONS**

At the orientation you will receive a copy of the candidate rules and regulations. Both parents/guardians are requested to attend this orientation. Before a candidate can participate in the candidacy program both parents or guardians will need to sign and agree to the terms of the candidacy program.

If selected, the court member and at least one parent will be required to attend a meeting on **Monday, January 8, 2024**. At that meeting the Saint Paul Festival and Heritage Foundation Protocol Manual for Legend Characters will be reviewed in complete detail. The court member and parent(s)/guardian(s) must sign that they have read, understand and agree to the guidelines set forth in the protocol manual before the court member can attend official Junior Royalty events.

## **COSTS**

- The initial application fee of \$85.00. This fee is non-refundable.
- Candidate wardrobe: black dress pants, white blouse/button up, black dress shoes
- Candidates must also provide appropriate coronation attire:
  - Ladies: Long blue formal with straps; appropriate shoes you can walk in
  - Gentlemen: Black suit, white button up, blue tie, black dress shoes

Other expenses can and do occur, which will be the responsibility of the court member's family to cover. A few examples are:

- Festival Kick off Dinners
- Other Festival Buttons
- Parent(s) and/or siblings attending other festival coronations
- Parent(s) cost traveling to and from events



## **WARDROBE**

The Junior Royalty Program will provide the newly selected court the following:

- 2 Official Name Tags
- 50 Court Buttons per Royal Member
- 2 Car Magnets for parades
- Official Winter Carnival Polo
- Winter Carnival jacket
- Winter warm gear (mittens, scarf, hat/headband)

Queen and Princesses will also be provided:

- Official Crown
- Official Sash
- Official Crown Box
- 1 formal dress
- 1 cocktail dress
- 1 blouse
- 1 sweater
- 1 cardigan
- 1 pair of dress pants
- 1 pair of capris or skort for summer parades
- Official jewelry set
- Clutch
- 1 pair of dress heels
- 1 pair of parade shoes

King and Princes will also be provided:

- Official Tie
- Tie clip
- Official Sash
- Official Braid
- Official Baseball Cap
- Scepter (King)
- Crown
- 1 button up summer shirt
- 1 button up long sleeve shirt
- 1 suit for formal occasions
- 1 sweater
- 1 pair of shorts for summer parades
- 1 pair of parade shoes



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## **CANDIDACY EVENTS AND DATES**

Some dates are still to be determined. You will be given more information at orientation.

### **November 2023**

Sunday November 12      Candidate and Parent/Guardian Orientation      2:00–4:00pm

At this meeting we will:

- Review candidate appearance schedule
- Go over candidate policies and procedures, Protocol Manual, and expectations
- Sign up for your interview time
- Talk about the Taco Fundraiser
- Brief overview of appearance expectations if selected, especially the official days of Winter Carnival

Saturday November 18      Cambridge Lighted Snowflake Parade      3:30–7:00pm

Sunday November 19      Etiquette Training, Potluck Lunch, Candidate Photos, Service Project: Bags of Love      1:00–4:00pm

Tuesday November 21      Ambassador Social      6:00–7:30pm  
Sell Fundraiser Tickets & Introductions

### **DECEMBER 2023**

Saturday December 2      Public SPWC Button Unveiling      Time TBD (evening)

Sunday December 10      Taco Fundraiser      10:30am set up  
12:00–3:00pm event

Thursday December 14      Service Project: Tie Blankets      6:00–7:30pm

TBD      Caroling with Kates

TBD      Service Project:      Time TBD  
Feed My Starving Children

Monday December 18      Interviews      evening  
\*you'll sign up for your specific time at orientation\*

### **JANUARY 2024**

Saturday January 6<sup>th</sup>      Junior Coronation      11:00am rehearsal  
3:00pm coronation

### **If selected, plan on these pre-Carnival dates:**

Sunday January 7      QOS Candidate Fashion Show  
Monday January 8      Court & Parent/Guardian Meeting  
Wednesday January 10      Klondike Kate Contest  
Tuesday January 16      Queen of Snows (QOS) Candidate Dinner  
Thursday January 18      Senior Royalty Coronation  
Friday January 26      Royal Coronation



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## CANDIDATE CONTACT INFORMATION SHEET

FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CANDIDATE CELL PHONE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ AGE: \_\_\_\_\_

PREFERRED PRONOUNS: \_\_\_\_\_ PREFERRED NAME: \_\_\_\_\_

RUNNING FOR (CIRCLE 1):                      QUEEN/PRINCESS                      KING/PRINCE

CANDIDATE'S EMAIL ADDRESS: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ GRADE: \_\_\_\_\_

PARENT/GUARDIAN 1 NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PARENT/GUARDIAN 2 NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

WHO DOES CANDIDATE LIVE WITH? (CIRCLE)

BOTH PARENTS/GUARDIANS

PARENT/GUARDIAN 1

PARENT/GUARDIAN 2

PREFERRED METHOD OF CONTACT:                      EMAIL                      PHONE                      BOTH

ASIDE FROM YOUR PARENTS, WHO CAN WE CONTACT IN THE EVENT OF AN EMERGENCY? (Name, Phone # & Relationship)

\_\_\_\_\_

ANY KNOWN ALLERGIES: \_\_\_\_\_



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## Candidate Fact Sheet

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

School Attending: \_\_\_\_\_

### Your Favorite Things:

Song: \_\_\_\_\_

Possession: \_\_\_\_\_

Food: \_\_\_\_\_

Sport: \_\_\_\_\_

Season: \_\_\_\_\_

TV Show: \_\_\_\_\_

Singer: \_\_\_\_\_

Idol/Mentor: \_\_\_\_\_

Movie: \_\_\_\_\_

Game: \_\_\_\_\_

What do you like the most about school?

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What do you like to do in your free time?

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What is your favorite family memory?

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Who do you consider a role model in your life and why?

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What leisure and/or sports activities do you participate in?

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What is your favorite event at the Saint Paul Winter Carnival?

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What three words best describe you?

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Why do you want to be chosen to represent the Saint Paul Winter Carnival Junior Royalty?

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Is this your first time running for Saint Paul Winter Carnival Junior Royalty?   YES   NO   # of times \_\_\_\_

Have you held any other titles?   YES   NO   If yes, please list here.

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Has anyone in your family been a carnival legend character?   YES   NO   If so, what character?

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What size shirt do you wear?   XS   SMALL   MEDIUM   LARGE   XL   XXL

What size jacket do you wear?   XS   SMALL   MEDIUM   LARGE   XL   XXL

Pant size: \_\_\_\_\_   Shoe size: \_\_\_\_\_   Ladies: Dress size: \_\_\_\_\_

Share what type of wardrobe you're most comfortable wearing: \_\_\_\_\_  
(ex. dresses/skirts, pants, pantsuits, etc.)



### **Parent/Guardian Questionnaire**

The following questions are to be answered by a parent or guardian:

Why do you want your child to be chosen for the Saint Paul Winter Carnival Junior Royalty?

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How will you support your child if he or she is selected?

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How will you support the group if your child is selected?

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## Saint Paul Winter Carnival Junior Royalty Program Application/Waiver Agreement

The Contact Information Sheet, the application/waiver, the Contestant Fact Sheet, and Letters of Recommendation will be used for judging. Your picture will be used for publicity and invitation purposes: Please take time to fill this out carefully, completely and provide all requested information.

In consideration of my participation as a candidate in the Saint Paul Winter Carnival Junior Royalty, I hereby agree that: I have voluntarily entered the Saint Paul Winter Carnival Junior Royalty Program at my own will.

My parents and/or guardian and I have read and signed this Application.

Saint Paul Festival & Heritage Foundation may use my likeness/photograph in such appropriate manner as they see fit for publicity purposes.

I hereby release the Saint. Paul Winter Carnival and Saint Paul Festival and Heritage Foundation, its officers, directors, and any other individual connected therewith, from responsibility in connection with any injuries sustained by me in my capacity as a candidate for the Saint Paul Winter Carnival Junior Royalty Program.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **General Information:**

If selected as a member of the Saint Paul Winter Carnival Junior Royalty, I understand that my responsibilities will include representing the Saint Paul Winter Carnival and the Saint Paul Festival and Heritage Foundation as a representative. This includes attendance at local activities, parades, coronations, community events throughout the year and participates in all fundraising events.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In addition, as parent/guardian, if my son or daughter is chosen as a member of the Saint Paul Winter Carnival Junior Royalty, I understand that I/we will be called upon to assist with chaperoning, fundraising, personal time volunteering and transportation. I/we accept these responsibilities in support of my/our son/daughter.

Parent/Guardian 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The undersigned hereby releases and hold harmless the Saint Paul Winter Carnival and Saint Paul Festival and Heritage Foundation, its directors, officers and volunteers. I waive and release the Saint Paul Winter Carnival and Saint Paul Festival and Heritage Foundation and its directors, officers and volunteers from all liability arising from any injury which I sustain as a result of my participation. In addition, I specifically waive and release from all liability for damage to my personal property as a result of my participation in the Saint Paul Winter Carnival and Saint Paul Festival and Heritage Foundation. Beginning in November 2022 and if selected ending in January 2024.

I hereby certify that I and my parents and/or guardians have read and signed this waiver.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant Signature

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian 1 Signature

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian 2 Signature



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## 2024 Junior Royalty Candidate Recommendation: SCHOOL

**Recommender:** \_\_\_\_\_ **Candidates' Name:** \_\_\_\_\_

**Relationship to Candidate:** \_\_\_\_\_ **How long have you known this person?** \_\_\_\_\_

**RECOMMENDER INSTRUCTIONS:** Please indicate points given with an "X". Comments are welcomed and appreciated. Additional information may be attached to this form. Please seal completed form in an envelope and return to the candidate to send in with his/her application packet.

<b>Evaluation:</b>	<b>The Best</b>		<b>Above Average</b>			<b>Average</b>			<b>Poor</b>	
<b>Dependability:</b>	10	9	8	7	6	5	4	3	2	1
Prompt, sincere, consistent, truthful, follows directions										
Comments:										
<b>Leadership:</b>	10	9	8	7	6	5	4	3	2	1
Assertive, inspires others, resourceful, listens well, uses good judgment										
Comments:										
<b>Industrious:</b>	10	9	8	7	6	5	4	3	2	1
Persistent, good work habits, makes good use of time, hard working										
Comments:										
<b>Initiative:</b>	10	9	8	7	6	5	4	3	2	1
Accepts responsibility, works well without supervision, self-motivated										
Comments:										
<b>Working With Others:</b>	10	9	8	7	6	5	4	3	2	1
Adaptable, friendly, tactful, respect for others, sense of humor										
Comments:										
<b>Personal Appearance:</b>	10	9	8	7	6	5	4	3	2	1
Clean, neat, orderly										
Comments:										
<b>Attitude:</b>	10	9	8	7	6	5	4	3	2	1
Positive, honest, good self-discipline, enthusiastic, motivated										
Comments:										

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_



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## 2024 Junior Royalty Candidate Recommendation: OUTSIDE OF SCHOOL

**Recommender:** \_\_\_\_\_ **Candidates' Name:** \_\_\_\_\_

**Relationship to Candidate:** \_\_\_\_\_ **How long have you known this person?** \_\_\_\_\_

**RECOMMENDER INSTRUCTIONS:** Please indicate points given with an "X". Comments are welcomed and appreciated. Additional information may be attached to this form. Please seal completed form in an envelope and return to the candidate to send in with his/her application packet.

<b>Evaluation:</b>	<b>The Best</b>		<b>Above Average</b>			<b>Average</b>			<b>Poor</b>	
<b>Dependability:</b>	<b>10</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Prompt, sincere, consistent, truthful, follows directions										
Comments:										
<b>Leadership:</b>	<b>10</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Assertive, inspires others, resourceful, listens well, uses good judgment										
Comments:										
<b>Industrious:</b>	<b>10</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Persistent, good work habits, makes good use of time, hard working										
Comments:										
<b>Initiative:</b>	<b>10</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Accepts responsibility, works well without supervision, self-motivated										
Comments:										
<b>Working With Others:</b>	<b>10</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Adaptable, friendly, tactful, respect for others, sense of humor										
Comments:										
<b>Personal Appearance:</b>	<b>10</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Clean, neat, orderly										
Comments:										
<b>Attitude:</b>	<b>10</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Positive, honest, good self-discipline, enthusiastic, motivated										
Comments:										

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_



## Media Release Form

I grant permission to the St. Paul Winter Carnival and its subordinates to use my name, photographs, and videos for use in St. Paul Winter Carnival publications and promotional material such as brochures, newsletters, magazines and to use my name and/or photographs on display boards, electronic versions of the same publications, or videos on the St. Paul Winter Carnival website or other electronic forms or social media.

I hereby waive any right to inspect or approve the finished photographs, videos, or printed electronic or digital matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of photographs, videos, or printed electronic or digital matter.

I hereby agree to release, defend, and hold harmless the St. Paul Winter Carnival and its subordinates, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages, or liability arising from or related to the use of the photographs or videos, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

Please check 1 box below which is applicable to your present situation:

I am the parent or legal guardian of the below named child. I have read this release before signing below and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

I am the parent or legal guardian of the below named child. I **do not** wish to have any photos and/or videos printed or displayed of my child and respectfully request that they be kept out of any photos or group shots that are published, printed or electronically. Although attempts will be made to remove your child from photos and videos taken at Winter Carnival events, I fully understand that the St. Paul Winter Carnival and its subordinates are not responsible for photos/videos taken by individuals or community members.

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

Signature: \_\_\_\_\_

Signature of parent/legal guardian: \_\_\_\_\_

Date: \_\_\_\_\_



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## CHECKLIST

- \_\_\_\_\_ Candidate Contact Information Sheet
- \_\_\_\_\_ Candidate Fact Sheet (two pages)
- \_\_\_\_\_ Parent/Guardian Questionnaire
- \_\_\_\_\_ Application Waiver Agreement --- Signed by BOTH parents/guardians, even if divorced, unless otherwise indicated why the other parent is not able to sign.
- \_\_\_\_\_ Wallet size photo (school pictures may be used) OR email photo to [JuniorRoyalty@spfhf.org](mailto:JuniorRoyalty@spfhf.org)
- \_\_\_\_\_ Media Release Form
- \_\_\_\_\_ Candidate Recommendation Form – Completed by someone at your school, not related to you (Teacher, Coach, Principal, Associate Principal, or School Counselor)  
Name of person completing form:  
\_\_\_\_\_
- \_\_\_\_\_ Candidate Recommendation Form --- Completed by someone outside of school, not related to you (Church Leader, Employer, Boy/Girl Scout Leader, etc.).  
Name of person completing form:  
\_\_\_\_\_
- \_\_\_\_\_ Application fee of \$85.00 – checks or money orders made payable to SPFHF (Saint Paul Festival and Heritage Foundation) or you may call 651.223.7400 to pay by credit card.

To complete your application, pages 7-14 must be filled out completely (no blanks) and **mailed or emailed** to:

Saint Paul Winter Carnival  
ATTN: Junior Royalty Application  
75 W 5<sup>th</sup> Street  
Landmark Center 429  
Saint Paul, MN 55102

Email: [JuniorRoyalty@spfhf.org](mailto:JuniorRoyalty@spfhf.org)

Questions: Saint Paul Festival & Heritage Foundation [Info@spfhf.org](mailto:Info@spfhf.org) or 651-223-7400

**REMINDER: Applications must be received by November 3, 2023**