

**PRE-TEEN & JUNIOR PRINCESS CONTESTANT PROFILE INSTRUCTIONS**

The Contestant Profile is your primary opportunity to describe to the Official Panel of Judges any significant details which make you unique and the most qualified person for the job of Miss (State) Teen Volunteer. You may list as many or as few items under each category as you desire. The only restriction is that it must follow the established format and it must fit on two (2) pages. These two pages comprise your Contestant Profile and will serve as your Official Application for this job. The Official Panel of Judges will receive exactly what is submitted by each Contestant on these two pages without any changes or corrections.

It is important that each of the following instructions are utilized:

1. Create a “New” document with your computer’s Word program.

1. Set margins for 1" on all four sides. The font size may not be any smaller than “10” and no larger than “12” point type, using the **Times New Roman** font style. Please refer to the attached sample to verify you are following the requested format.

1. With the justification set for left, type **“Name:” in bold.** Following the colon (:), hit the Tab button three times. Then, type your name as you wish the judges to know it. (If your name is Mary Elizabeth Smith and you want to be known as “Lizzy Smith,” please type “Lizzy Smith”).

1. Then, double space between **Name:** and the subsequent line. When you move to the next line, please type **“Title:” in bold**. Following the colon (:), hit the tab button 2-3 times, depending upon how long your local title is, so that your title lines up with your name in the line above. Then, type your title. Example: **Title: CONTESTANT**

1. Then, double space between **Title** and this next line. Once you have moved to the next line, type **“Instagram Handle:” in bold**. Following the colon (:), hit the tab button 1 time to line up with the **Title** above. Then, type your Instagram handle name, including the @ symbol. Type **Not Applicable** if your child does not have one. (It will not be held against your child if she does not have one.)

1. Then, double space between **Instagram handle** and this next line. Once you have moved to the next line, type **“TikTok Handle:” in bold.** Following the colon (:), hit the tab button 1 time to line up with the **Instagram handle** above. Then, type your TikTok handle name. Type **Not Applicable** if your child does not have one. (It will not be held against your child if she does not have one.)

1. Please double space after **TikTok handle** and move to the next line to type **“Age:”** in bold. Following the colon (:) hit the tab button 3-4 times to line up with the **Instagram handle** above and type your age on the first day of competition. (Ex. **Age:** 22)

1. Please double space after **Age** and move to the next line to type **“Platform Title:”** in bold. Following the colon (:) hit the tab button 3-4 times to line up with **Age** above, and type the name of your platform only, not including a description (Ex. **Platform Title:** Break Through 4 a Buddy)

1. Please double space after **Platform Title** and move to the next line to type **“Talent:”** in bold. Following the colon (:) hit the tab button 3-4 times to line up with **Platform Title** above, and type the kind of talent you will be performing, along with the selection piece in quotations (Ex. **Talent:** Vocal “He’s Alive”)

1. Please double space down and type “**School:” in bold**. Hit the tab bar two to three times and then type your most recent school first.
2. Please double space down and type **“Grade:” in bold**. Hit the tab button one time. Type your child’s grade for the upcoming/current school year.
3. Please double space down and type **“Career Goal:” in bold**. Hit the tab button one time. Type a description of your child’s educational goal and why she is choosing that career.

1. Please double space down and type **“Honors & Achievements:” in bold**. Hit the space bar twice, then type all scholastic, community service, academic honors, and any other achievements. Please list the most significant examples of accomplishments you have been awarded related to your educational, community service and professional achievements. Each item should be separated by a semi-colon (;) with a period (.) after the last item listed.

1. Please double space down. Type **“Leadership Positions:” in bold.** Hit the space bar twice, then list all leadership positions held in school, club involvement, platform related positions or work leadership. Each item should be separated by a semi-colon (;) with a period (.) after the last item listed.
2. Please double space down. Type **“Special Skills & Activities:” in bold.** Hit the space bar twice, then list any interesting facts about yourself, including your family, any unique skills or experiences that you would like to share with the Official Panel of Judges. Each item should be separated by a semi-colon (;) with a period (.) after the last item listed. This section will conclude page one of the Contestant Profile.
3. Please double space down. Type **“Interests & Fun Facts:” in bold.** Hit the space bar twice, then list any interesting facts about yourself, including your family, any unique skills or experiences that you would like to share with the Official Panel of Judges. Each item should be separated by a semi-colon (;) with a period (.) after the last item listed. This section will conclude page one of the Contestant Profile.

1. At the top of page two with margins, font and font size still the same as the previous page, please type the question **“What do you want to do as a Titleholder to make a difference in your community?” in bold**. Hit the return button once and answer the question as you see fit. The answer can be as short or as long as you would like but all five questions must fit on this second page of the Contestant Profile.

1. Please double space down and type the question **“What have you done in your community with your platform before participating in this program?” in bold.** Hit the return button once and answer the question as you see fit. The answer can be as short or as long as you would like but all five questions must fit on this second page of the Contestant Profile.
2. Please double space down and type the question **“What ideas and/or plans do you have for the near future regarding your platform?” in bold.** Hit the return button once and answer the question as you see fit. The answer can be as short or as long as you would like but all five questions must fit on this second page of the Contestant Profile.

1. Please double space down and type **“What made you first become involved with your platform?” in bold**. Hit the return button once and answer the question as you see fit. The answer can be as short or as long as you would like but all five questions must fit on this second page of the Contestant Profile.

1. Please double space down and type **“If you are selected as the titleholder, what will you do to get others involved in your platform?” in bold.** Hit the return button once and answer the question as you see fit. The answer can be as short or as long as you would like but all five questions must fit on this second page of the Contestant Profile.

1. Please double space down and type **“How will you advertise and promote your position as a Titleholder?” in bold.** Hit the return button once and answer the question as you see fit. The answer can be as short or as long as you would like but all five questions must fit on this second page of the Contestant Profile.
2. Please double space down and type **“How will promote the Miss Greater Hazleton Scholarship Organization?” in bold.** Hit the return button once and answer the question as you see fit. The answer can be as short or as long as you would like but all five questions must fit on this second page of the Contestant Profile.

1. At the top of page 1, please right justify and add your headshot opposite your Name, Title, Instagram handle, TikTok, Age, Platform Title, etc. Please see the Contestant Profile Sample for clarity.

1. Use your best judgment on what is most important for the judges to know about you. Use the space on these two pages wisely.

1. The entire form must fit on two (2) pages using the Times New Roman font style. You must leave a 1” margin on all four sides of the page for all text. If you need to decrease the right margin slightly in order to format your headshot correctly, you may do so, but the text must remain in the space allotted for a 1” margin. If spacing issues arise, simply follow the Contestant Profile Sample provided.

This Contestant Profile form is provided to the Official Panel of Judges in the Official Judges Notebook prior to the Competition. Please keep foremost in your thoughts when filling out the Contestant Profile that in signing the Contestant Agreement, you attest that any and all information shared on form submissions with Pageant Officials and to the Official Panel of Judges is correct, factual and true to the best of your knowledge. When these two pages are put together, they will create your job application. Your signature on the Contestant Agreement covers the materials listed on both pages of the Contestant

Profile and verifies the accuracy of all the contents you provide. If any information submitted by a Contestant is found to be false, untrue or erroneous, the Contestant risks disqualification from competing in the applicable local, state or national competition, and losing the associated title.