

Miss Iowa

Scholarship Program

SECTION 4 Conducting a Local Competition

Candidate Eligibility

To compete, a Miss candidate must:

- Be a United States citizen;
- Reside, work full-time in, or attend school full-time in the state of Iowa, or specifically in the community served if it's a closed Competition, per the terms below:

Residence: Candidate IS AND HAS BEEN a *bona fide* resident of the State for a period of at least **thirty (30) days** immediately preceding the date of the Local Competition. If residency status is not maintained, then eligibility to compete at the state level and/or continue to hold a title will be forfeited.

Employment: Candidate has been working full-time in the State (full-time being defined as averaging no less than thirty-two hours per week), verified by candidate's employer for a period of at least **sixty (60) consecutive calendar days** immediately preceding the date of the Local Competition and maintains such employment until the State Competition. If full-time employment as outlined above is not maintained, then eligibility to compete at the state level and/or continue to hold a title will be forfeited.

School: Prior to the date of the Local Competition, candidate must **have been accepted and enrolled to physically attend classes at an accredited college or university within the State as a full-time student** with a minimum of twelve (12) credit hours. Candidates are not allowed to utilize online or distance education to establish "Student Status." If full-time class attendance as outlined is not maintained, then eligibility to compete at the state level and/or continue to hold a title will be forfeited.

- Must be at least eighteen (18) years of age as of July 31 in the calendar year of the State Competition in which she competes;
- Must be a high school graduate or equivalent by July 31 in the calendar year of the State Competition in which she competes; and
- Must not be older than twenty-five (25) years of age as of the last day in the calendar year of the State Competition in which she competes (December 31).

For the avoidance of doubt, a Candidate cannot turn twenty-six (26) years of age at any time during the calendar year in which she will compete at state.

For the avoidance of doubt, 13 to 17 year old high-school graduates, as well as 18 year old non-graduates as of July 31, must compete at MAOTeen level.

- Meet character criteria as set forth by The Miss America Organization (SEE the Candidate Contract for character requirements);
- Be in reasonably good health to meet the job requirements, and the candidate must be able to compete in each phase of competition unassisted; and
- Be able to meet the time commitment and job responsibilities as set forth by the local, state, and national competition(s) in which she competes.

New MAO Registration Process (Subject to change in the next season)

Once a candidate shows interest in your Local Program, please direct her to register for a MAO “membership,” if she hasn’t registered already. All Miss and Teen candidates are required to register through the link below and pay the one-time per local season MAO fee of \$35 (i.e. Iowa Local Competition season generally runs July to March). This registration step CANNOT be skipped. If you’d like to verify registration, please contact the State ED.

STEP 1 - Click Here for the [Candidate Registration Link](#)

After the candidate registers for her annual membership, the State Executive Director is sent an email verification of registration, which includes her initial Local Program or geographical area of interest. The State ED then forwards the candidate an email and Welcome Letter with additional information, including the link to Register to compete in a Local Competition and pay the required \$75 fee (Miss only). If the candidate references a specific Local Program or a geographical area with a Local Program, the email will be copied to the Local Program ED(s). If the candidate references an area in which there is no current Local Program, then the candidate receives a list of all Local Programs and contact information (or possibly just Locals remaining in the season, depending upon the time of the request). There is no MAO Local Competition fee for Teen.

STEP 2 – Click Here for the [Candidate Local Competition Registration link](#)

To compete in your local, the candidate submits the online Local Competition registration form, listing your local program, and pays the \$75 fee online (**ONLY Miss are required to pay the \$75 fee. Teens are exempted from this MAO fee because the Local Program is permitted to charge a Teen fee paid to the Local. Teens use discount code: TEENLOCAL on the Local Competition Registration link**). Miss Candidates must pay this fee by the date determined by the Local Program and must be prior to commencing any local program activities. This fee is paid to MAO, but will be equally split between MAO and the state organization. The state organization determines the percentage of the fee, if any, that is allocated to the local program.*

The Candidate will receive a receipt and the State Executive Director will receive an email confirmation that the candidate has paid to compete in the Local Competition. The State ED will communicate registration verification to the Local Program.

**In Iowa, the local candidate competition fee passing to the State program will be shared equally with the Local Program. The Local Program will be required to use these funds for scholarship. The State Board is developing protocols for the tracking of these funds.*

Candidates are also **strongly encouraged** by MAO (but not required) to create a profile on Spotfund and to fundraise for the Miss America and Miss America’s Outstanding Teen programs, respectively, through the Miss America Foundation. Although fundraising is OPTIONAL, at a minimum, MAO asks that all candidates create a fundraising profile.

STEP 3 - Miss Candidates Profile Setup: <http://spot.fund/missamerica2022>
Teen Candidates Profile Setup: <http://spot.fund/maoteen2022>

Fundraising by Iowa Miss and Teen candidates on Spotfund for the Miss America Foundation is shared 50/50 between MAO and the State, which funds are earmarked for scholarship use.

Local Competition Forms:

The Miss America Organization provides several forms on the MAO Resource Portal to be used for your Local Competition:

- *Judges Orientation Guide, Mechanics of Judging, Judges Affidavit, & Worksheet*
- *Auditor Instructions, Tally sheets & Winner Announcement Form.*
- *All Score Sheets.*
- *Combined State and Local Candidate Contract.*
- *Sample Production Script.*
- *Public Relations & Field Marketing Tools.*
- *Liability Insurance Information.*

Please note the MAO Resource Portal is intended for Executive Director use only. EACH YEAR, be sure to visit the MAO Resource Portal for the most recent candidate contracts, judging forms, and auditor materials.

Required candidate forms at the Local level:

You may wish to include additional forms (so long as they are not contrary to the rules and regulations of the Miss Iowa and Miss America program), and you are encouraged to visit the Miss Iowa Resource portal for a list of recommended local forms. At a minimum, the following forms and materials are REQUIRED at the local level:

- ❖ **Candidate Contract.** Prior to the competition, the candidate must complete the Miss America Local and State Candidate Contract. The contracts are available in a fillable .pdf format on the MAO Resource Portal. If the candidate is under 18, her parent or guardian must also sign the contract in the signature section. This new revised contract serves as a combined contract for all Local Competitions in which the candidate competes during the competition season AND the State Competition. The contract **no longer** requires notarized signatures. HOWEVER, please note that each Local Program in which a candidate competes must verify (by signature on the contract) that the ED of the Local Program has thoroughly reviewed and approved the candidate's eligibility to compete. SEE pages 21-24 of the contract for "First Entered" "Subsequent Entered" and "State Competition" ED approval sections. If the candidate competes in more than three (3) Local Competitions, then insert additional "Subsequent Entered" pages as needed.

REMEMBER a candidate's circumstances may change throughout the competition season, so it is critical that you verify her eligibility for EACH Local Competition (as we are also required to do for the State Competition).

- ❖ **All attachments, documents, and copies as applicable in the Candidate Contract.** SEE pages 25-31 of the contract.
- ❖ **Local Release & Indemnity Form.** Prior to the competition, the candidate must read and sign the Release and Indemnity form. **If she is under 18, the Form must also be signed by the candidate's parents or guardian.**

Local Release and Indemnity Form is located on the Miss Iowa Resource Portal.

- ❖ **Resume and Social Impact Statement** It is important to inform the candidate of the written work required for the competition so that she will have adequate time to prepare. The candidate will need to prepare a Resume and a Social Impact Statement to include in the Judges' materials. The Resume content and format is in the candidate's discretion, but is limited to one-page, one-sided. The guidelines for the Social Impact Statement are specifically stated on the instructions and must be strictly followed.

Resume & Social Impact Statement Instructions are located on the Miss Iowa Resource Portal.

Additional Information/Forms for Your Local Competition

Candidate Information Form

Gather relevant information regarding each candidate – her full name, date of birth, address, phone number, email address, school/college information, social impact initiative, talent, parents' names and contact information, etc. This information provides you insight into learning about your candidates and can be helpful in the preparation of the production script.

Candidate Information Form sample is located on the Miss Iowa Resource Portal.

Talent Reservation

You are encouraged to utilize a form for your candidates to select their talent performances. Remember that talents are limited to no more than 90 seconds, and there can be no duplication of song/selection for any Miss or Teen in your competition. Talents are usually reserved on a first come, first served basis.

Talent Reservation Form sample is located on the Miss Iowa Resource Portal.

Photos

Your Local Program may wish to require candidates to submit a photograph for use in the publicity of your program and your program book. Photo requirements should be reasonable. Be sure you also have permission to use and publish the photograph by requiring the candidate and photographer to sign a release for your use.

Photography and Website Release Form located on the Miss Iowa Resource Portal.

Other Considerations

Just as your Local Program will work to prepare your Titleholder for the state competition, it is important to invest some time to prepare your candidates for the local competition. Let them know the wardrobe requirements. If a production number outfit is needed, be sure the candidates know as early in the process as possible.

The producer will set rehearsal times. The candidate will be more comfortable if she has rehearsed the onstage phases of competition in advance. She should also rehearse her talent, being mindful of the 90 second time limit. At one rehearsal, the producer or his/her designee should time the talent with a stop watch, so there will not be a problem during the production.

You are strongly encouraged to assemble a panel of mock judges to conduct at least one mock interview for the candidates (offering more than one is great!), so that each will have an opportunity to practice the interview process.

Production

It's helpful to have a Producer with some theatre experience, and ideally, be a volunteer to keep the expense at a minimum. The Producer is responsible for the script, the set, lighting, sound and stage management as well as the theme of the production. You may wish to consult with other Local Programs for a sample script.

Selection of a facility for the competition will depend upon what is available in your community. There are many different types of facilities including school auditoriums, civic auditoriums, church fellowship halls, hotels with ballrooms or convention centers, shopping malls, etc. This often requires an expenditure of funds, and the facility should match the anticipated size of your audience. It should have adequate dressing rooms, a stage or performance area that is suitable for a variety of talent performances, and adequate sound and lighting.

The emcee or host for the onstage competition could aid in filling the auditorium if a local media celebrity or community leader consents to serve. Many television and radio personalities will host the competition at no charge since they must donate a certain amount of time for community service. If this is the case, a nice gift should be given to thank them. Miss Iowa (and/or Miss Iowa's Outstanding Teen) is also another option and pending availability, she will be able to emcee, perform and/or sign autographs at your competition for a nominal fee. Arrangements must be made with her Business Manager at businessmanager@missiowa.com. Also consider former Titleholders, a college speech or theatre professor, or community leader for this important task. Consider printing the script in a large font and using large notecards with a ring clip to ease maneuvering for the emcee or host.

You may wish to invite former titleholders, the emcee, state titleholders, or community groups to provide entertainment for the production between phases of competition or fill time as needed. If you use a local dance studio for entertainment, be mindful that your production should not have the appearance of a dance recital. The producer should also consider the amount of time for the entire production. Extremely long competitions may not get repeat audiences.

Local Programs must adhere to the following production rules mirrored after the Miss Iowa and Miss America competitions.

PRODUCTION RULES

- Talent presentation shall not exceed 90 seconds (1 minute 30 seconds) in length. The introduction to talent by the emcee is not included in the time. The Producer should time the talent presentation prior to the competition.
- There will be no duplication of talent performance. For example, candidates may not sing the same song (or the same song that is used for production purposes). A candidate may not include in a medley, the same song another candidate is planning to perform as a solo, or as part of a different medley, or as a dance performance. The Producer will determine what represents duplication. To avoid conflicts, candidates should complete a Talent Reservation form and submit it to the Local Program as soon as possible after completing the registration paperwork. Talent reservations should be reserved on a first come, first served basis.

- Talent presentation must be live and may not be lip-synced. A candidate may pre-record her own background vocals or accompaniment, but it CANNOT be announced that she recorded such vocals or music as a part of her introduction. In other words, candidates may only be judged on what she performs live onstage.
- Vocal or dance talent presentations are often accompanied by a musical arrangement. An a *cappella* presentation (without musical/instrumental accompaniment) requires prior approval of the producer.
- Background vocals on an accompaniment are allowed if they do not overpower the candidate's voice and are in the *harmony*, not the melody. Taps on the background of a tap dancer's accompaniment are prohibited. Background for instrumental talents cannot be of the instruments used for the talent (i.e., no violins for a violinist, no flutes for a flute player, etc.)
- The candidate must perform her talent alone on the stage.
- Accompaniment music must be a good quality and contain ONLY the accompaniment for the talent.
- Use of sheet music or scripts for dramatic readings are not allowed during the competition.
- No fire batons, swords, and/or knife twirling or bow and arrow skills, or any talent that would constitute a danger to anyone in the performing area is allowed.
- The use of live animals during any phase of competition is not allowed.
- No props will be allowed unless the prop is deemed necessary by the Producer as essential to the performance.
- All material included in candidate performances must be in good taste. This includes any and all music, song or written lyrics, and actions on stage. The Producer reserves the right to refuse any talent choice that does not meet these criteria.

Program Book

You may wish to have a program book to sell to your competition attendees. MAO encourages use of the Miss America Program Book Cover and insert pages (called the State Field Book found under Order Forms on the Miss America Resource Portal Local Executive Director tab), to which your printer then adds your own program book pages. This gives your program credibility and firmly aligns your organization with Miss America. The covers are available in lots of 100. You might want to partner with another Local Program to split the number of covers and cost.

You may wish to contact several local printers for a bid to print your pages of the book. You will find a wide range of prices. Also, office supply and service stores such as Kinkos, Copyworks, Staples, or OfficeMax might give you a more reasonable price or a discount. Some Local Programs print and copy their own program book.

The program book may contain photographs and information about your candidates. If you have a program book, scholarships awarded by your Local Program must be listed. It should also list sponsors and donors of gifts and services. Do NOT publish the candidates' competition resumes and/or social impact statements in the program book.

Another way to help pay for the program book is to sell ads to local businesses. You may also encourage, but not require, your candidates to sell ads in the program book to businesses and/or family and friends who wish to support them.

Two (2) copies of the Local Program Book must be provided to the Miss Iowa Executive Director/Miss Iowa Board, if requested (at no charge).

Candidates holding another title

According to Miss America rules, a candidate entering a Local Competition cannot hold any other type of pageant title. Before she becomes a candidate in your Local, she must resign from her other Title in writing to the ED of the MAO Local or any Festival, County Fair or other pageant system.

Note: At the State level, College or University Titleholders as well as Festival and Fair Titleholders may compete at the state competition if they meet the required guidelines established by Miss America, and if the State Board wishes to accept college or fair titleholders in a particular year.

Resignation of a Titleholder

Since the Local Preliminary Scholarship Programs function year-round, the Miss Iowa Board of Directors discourages the practice of Titleholder resignation in order to compete in another Local Competition. Additionally, the Miss Iowa Board discourages the practice of recruiting a Local Titleholder as a candidate before the end of her year of service. That being said, it is ultimately the Local Program's decision whether or not to accept/permit a Titleholder's resignation. Admittedly, it's a difficult and uncomfortable situation for the Local Board and the Titleholder if she is no longer committed to serving as the Titleholder.

To resign, the Titleholder must discuss it with the ED of her Local Program and submit her resignation in writing. For the Titleholder to be able to relinquish the Local title, the ED must approve and **accept** the resignation. The ED has the right to refuse the request for resignation. If approved, the Local ED must then report the resignation to the Miss Iowa Executive Director. The Miss Iowa Board is NOT involved in this decision-making process, but the Board documents titleholder resignations for our records. It is the responsibility of the former Titleholder to send a copy of her approved resignation to the ED of the Local with whom she desires to become a candidate. **This process MUST be completed at least 15 days prior to the first rehearsal for the new competition.**

NOTE: The First Runner-Up or other candidate that accepts a Local Title to complete the year of service because of a resignation for any reason must be awarded additional scholarships equal to that of the resigning titleholder, UNLESS the candidate executed an Acknowledgment Form prior to competition, acknowledging that said ascending runner-up would NOT be awarded said scholarship in the event of a resignation.

Local Acknowledgment Form sample is located on the Miss Iowa Resource Portal.

SCHOLARSHIP ENTITLEMENT IN THE EVENT OF RESIGNATION: PLEASE NOTE that it has been established by the Miss America Organization and case law that a candidate is entitled to her full scholarship upon winning the competition, regardless of whether or not she completes her entire year of service. A titleholder could resign her title the day after she wins Miss Local Competition, and she is STILL entitled to her full scholarship. It is inappropriate to suggest, imply, threaten, or require that a titleholder forfeit her scholarship if she seeks resignation.

JUDGES AND JUDGING

Selection of Judges

Perhaps one of the most important tasks in conducting a Local Competition is to select a panel of skilled and fair judges. The person responsible for this should work closely with the ED and select a group of individuals with a balance of experience in the arts, business, and community service. They should be decisive, impartial, consistent, and appreciative of culture and community endeavors.

You are required to have at least five (5) and no more than seven (7) judges. One judge must be a novice; this is a person who has never before judged a Miss America local or state competition. The Miss Iowa Board usually conducts a Judges' Seminar biennially during Miss Iowa week (and often at other times throughout the year) and maintains a list of certified judges. The list is updated after each Judges' Seminar and is available on the Miss Iowa Resource Portal. The Field Operations Team may offer to conduct a Judging Seminar in conjunction with your local competition. This may increase the number of certified judges in your community and may increase the interest in your scholarship program. It can also serve as a fundraiser for your program by charging attendees a small fee (i.e., \$15). The panel must have at least two (2) certified judges and must have one novice judge. Certified judges must attend a Judges' Seminar every three (3) years to be "recertified."

Judging Eligibility Rules are available on the Miss Iowa Resource Portal for your reference. One panel of judges can judge both Miss and Teen for your competition, but you must make sure all judges are eligible to judge your full group of candidates.

The process to select judges should begin at least 3 or 4 months prior to the date of your competition. A person may judge no more than four (4) titles in a competition year. As you'd expect a dual/double counts as two (2) titles; likewise, a triple program counts as three (3) titles. A judge cannot judge the same local program two (2) consecutive years. **Please be sure to carefully review the Judging Eligibility Rules and vet your judges well in advance of your competition.**

As mentioned above, it is permissible to have the same panel of judges for both the Outstanding Teen and Miss competitions. However, there must be a separate set of judging forms and tally sheets for the Outstanding Teen and Miss competitions. Please speak to the auditors in advance to ensure they are familiar with the forms for auditing the two concurrent competitions.

Approval of Judges.

Once the judges have been selected and consent to judge, email the list of proposed judges to executivedirector@missiowa.com. All local judges must be approved by the State in advance. This should be done as soon as possible and no less than two (2) weeks prior to your competition. You will be notified if all the judges have been approved. If any judge is not acceptable, another judge must be recruited. As such, the earlier you can submit your list of proposed judges, the better. Updated certified judges' lists will be posted to the Miss Iowa Resource Portal as frequently as the list is updated.

Judges Information

Once an individual has consented to be a judge at your Competition, communication should be sent confirming the commitment with the specific information about where to meet, the time, and what to expect. You should also provide a list of the candidates to your judges as soon as possible. If a judge knows a candidate that would prohibit his/her ability to judge fairly or has a direct conflict, you will then have enough time to contact another judge.

Request that the judge provide you a BRIEF 3-5 sentence bio about his/herself for introductions at the competition. Be sure to review the bio for compliance with MAO rules and terminology. The Bio should be copied for the Producer to include in the script and/or the Program Book Chair to put into the Program Book. You should maintain these records for proof of your judging panel's compliance with the rules.

Judges' Chair

The Judges' Chair is the host to the panel of the Judges for the day and **cannot** be the Executive Director. The Chair is responsible for preparing the judging forms, to give the forms to each judge at the beginning of each phase of competition, collect them after the competition phase is over, and give them to the auditors. This individual also stays with the judges' panel during meals, breaks, and at the intermission of the competition. Remember that judges should leave the auditorium during the intermission in order to ensure there is no questionable contact or perceived impropriety with candidate parents, other board members, etc. At the end of the competition, the judges should be escorted from the auditorium. It is appropriate for the judges to take a photo with the new titleholder(s), but the judges should promptly leave the facility. This will reduce the risk of any inappropriate comments or statements that could be misconstrued.

Judges are volunteers and are not paid. However, you may need to arrange for overnight accommodations. Many hotels will donate a room in exchange for an ad in the program book and a thank you from stage. You will also probably need to provide at least one meal and snacks for the judges. Some restaurants will provide a complimentary meal in exchange for an ad or may provide several complimentary meals as long as an equal number of meals are purchased. Some Local Programs prepare and serve meals for judges. You might have a volunteer who would invite the judges' panel to a meal in his/her home.

Judges' Books

The Preparation of the Judges' Books is also the responsibility of the Judges' Chair, with the assistance or direction of the Executive Director, if needed. The Judges' Book is a binder that includes each candidate's picture (if possible), candidate number, resume and social impact initiative statement, scoring guide, extra paper for notes, and a judges' worksheet grid. You may also include a copy of the phases of competition/judging criteria. Admittedly, it is costly to mail the Judges' Books to your judges in advance of the competition. It is very important, however, that the judges at least receive the candidates' resumes and social impact initiative statements in advance of the competition. These should be compiled and mailed or emailed to the Judges at least **ten (10) days before your competition, if possible**, so each judge will have time to read the information about each candidate and formulate questions. Judges should have the opportunity to research the candidates' social impact initiative to better prepare for interview. The candidate information in the Judges' Book should be arranged in candidate order.

Note: Consider printing the judges' names on foldable cardstock to be placed in front of the judge for the interview. This is very helpful for the candidates.

Judges' Worksheet is located on the Miss Iowa Resource Portal.

Phases of Competition

There are 4 phases of competition – Personal Interview, Onstage Interview/Social Impact Pitch, Talent, and Red Carpet (formerly Evening Wear). Consult the current Local Competition Guidelines/Phases of Competition (available on the Miss Iowa Resource Portal) for details on the judging criteria and wardrobe information to share with candidates.

Personal Interview

- Candidates may stand at a podium in front of the judges or be seated at a boardroom table across from the judges for the interview. This decision is at the Local Program's discretion, so long as the arrangement is the same for all candidates.
- There is no opening statement.
- Interview questioning from the judges is for 9 minutes 30 seconds.
- Candidate has the opportunity to provide a 30 second closing at the end of the interview, but a closing is completely optional to the candidate.
- Candidates are not permitted to approach the judges, shake hands with the judges, or pass out any material.

It is the responsibility of the Executive Director or the Judges' Chair to prepare all of the score sheets and auditors tally sheets with judges' names and candidate names and numbers prior to the competition. If there has been a candidate withdrawal or addition after the form is completed, then the ED or Judges' Chair is responsible to make the corrections, not the judges.

The Personal Interview score sheets should be printed on WHITE paper. This phase of competition accounts for 35% of the candidate's total score.

All Competition Score Sheets are located on the MAO Resource Portal

On-Stage Interview/Social Impact Pitch

On-Stage Interview is a continuation of the private interview. The judge who asks the candidate her FIRST question in private interview will then, immediately upon conclusion of the interview, write the on-stage question that the candidate will answer onstage in this phase. No other person can write this question. It is intended to be an extension of the interview, although it could possibly address a new, but related topic. The judge may ask the question live during the competition, or it may be read to the candidate by an emcee or host, referencing the judge who wrote the question.

Immediately following* the Onstage Interview, the candidate will deliver a 10 to 20 second Social Impact Pitch, which at her discretion can include a statement on the initiative's importance, her work and plans with her initiative, or other information. This statement is similar to the Social Impact Statement (tweet) previously provided in evening wear. There will be no question asked of the candidate following her SIP at the Local level.

*Local Program may choose to have the candidate provide her social impact pitch, then follow with her Onstage Interview question.

The Onstage Interview Score Sheet should be printed on PINK paper. This phase of competition accounts for 15% of the candidate's total score.

Talent

Please refer to the production rules earlier in this section.

The Talent score sheet should be printed on BLUE paper. This phase of competition accounts for 35% of the candidate's total score.

Red Carpet

This phase is a stand-alone competition (there is no pitch or question), in which the candidate wears her choice of evening wear.

The Red Carpet Score Sheet should be printed on YELLOW paper. This phase of competition accounts for 15% of the candidate's total score.

The Judges' Chair will give each judge the score sheet of the appropriate competition immediately prior to that competition and collect them immediately after that phase of competition is over. The score sheets should NOT be placed in the judges' books. After the Interview, the Judges' Chair should collect the score sheets and place them in a sealed envelope to be given to the auditors prior to commencement of the onstage phases of competition. After each phase of onstage competition, the score sheets are collected by the Judges' Chair and given immediately to the auditors.

PLEASE remember that there is NO FINAL BALLOT at the local level of competition.

Summary of *recommended* colors for judging ballots:

Interview	White
Onstage Interview/Social Impact Pitch	Pink
Talent	Blue
Red Carpet	Yellow

Judges' Orientation

The Judges' Chair should be as familiar as possible with the judging criteria, score sheets, and auditor materials as he or she (or the Local ED) will need to orient the judges to the process prior to the competition. You should plan for about 1 hour for the judges' orientation. You may wish to inquire if a member of the State Field Operations Team is available to lead your Judges' Orientation, especially if you are new to operating a Local Program or new to your position on the Local board.

You should also discuss judge expectations and protocol so that each judge will understand how to act during the competition. Judges should clearly understand that they are not to discuss the candidates or competition with anyone, including each other, at any time during or after the competition.

Judges' Protocol is located on the Miss Iowa Resource Portal

Judges' Critique

You may wish to ask that your judges provide a critique of your new titleholders. This is optional at the discretion of the Local Program and is not required. If you do wish for the judges to provide a critique, there are STRICT rules to be observed for this critique session:

1. Neither the new titleholders, nor their parents or any other family members, are permitted to be present for the judges' critique. (The new titleholders should thank the judges and you should let the judges congratulate the winners and even take photos, if you'd like, but this "meeting" with the judges should be very brief and involve NO critique.)
2. The critique may only be provided to the Local Program ED or to a designee of the ED (i.e., the Judges Chair).

3. Judges are NOT permitted to critique anyone except the new local titleholders.
4. Judges are NOT permitted to discuss their critique with ANYONE outside of the judges' room, except the ED or the designee.
5. Judges are NOT permitted to discuss any phase of competition, judging thoughts, notes, recommendations, advice, etc. to any candidate who competed, or to a candidate's, friend, family member, coach, advisor, or any other person. **SIMPLY PUT, ONCE THE JUDGING PROCESS IS COMPLETE – MUM'S THE WORD!**

Selection of Auditors

The Auditors are also VERY important persons in the judging process. They transfer the scores from the judges' score sheets onto the tally forms and compute the scores. Each local is required to have two (2) auditors. It is recommended that one auditor hold a CPA and be familiar with the process of auditing. The second person should be familiar with finance and computing, such as a banking employee, financial advisor, math instructor, or bookkeeper. The auditors cannot be related to any Local Board member or have any connection to any candidate of the competition. Local Board members CANNOT serve as auditors for their own Local Program or any other Local Program. Arrangements should be made with the Auditors as far in advance as possible. This is especially true when your Local Competition occurs around tax time.

There should be TWO (2) tally sheets utilized – either 2 computer tally sheets or ONE computer tally and ONE manual tally sheet. Utilizing two tally sheets (actually 4 if you have Teen program as well) ensures a cross-check for accurate scoring and calculation. The computer and manual tally forms are Excel spreadsheet format to be downloaded from the MAO Resource Portal and can be emailed and/or saved to a flash drive. To assemble the sections of the manual Tally sheet, follow the directions located on the sheet. **DO NOT ALTER THE CALCULATIONS OR FORMULAS OF THE COMPUTER OR MANUAL TALLY FORMS!**

You should communicate with the Auditors at least a week in advance with copies of the Auditor instructions, a copy of the computer tally and manual forms, and instructions for when the Auditors need to be at your competition, the location, and time. You should ask them to arrive at least 30 minutes prior to the start of the production so they can insert the interview scores into the computer and manual tally forms. Be sure to recognize and thank your Auditors at the competition. They serve an incredibly important role.

As previously mentioned, it is the Executive Director's or Judges' Chair's responsibility to fill in the candidates' names and competition numbers on each Tally and score sheet. Also fill in the names of the judges in the vertical space provided on the auditor tally forms. Remember to keep the number of the judge and name consistent. The Auditors should not have to fill in this information and do not have time to do so during the competition. Place the Auditors instructions and Tally Sheet in an Auditors envelope.

Remember, if you are holding an Outstanding Teen competition as well, there will also be a separate computer AND manual tally for the Teen competition too.

Additional forms

Be sure to also provide the auditors the Sick Judge Procedure and the Tie Breaking Procedures as well, and be sure you have hard copies of these documents and extra scratch paper for the auditors at the competition. The additional procedural documents may not be needed, but they save the day when you do need them! Provide your auditors a calculator as well or ask he/she to bring one along.

Auditor Tally Forms, Score Sheets, Sick Judge Procedure and Tie Breaking Procedures are located on the MAO Resource Portal.

Announcement form

The final form needed for the local competition is the Announcement Form for the Runners-Up and Winner. The Judges' Chair should fill in the amount of Scholarships to be awarded. If there is only a first and second runner-up, cross off or revise the form as needed. The auditors will only put the runner-up information that you have indicated. This form goes to the auditors who will fill in the names of the winner and runners-up after the competition. This is placed in an envelope and given by the auditor to the emcee to read to the audience. **NOTE:** It's important that the handing of this envelope or form take place in front of the audience to ensure there is no appearance of impropriety. The Announcement Form can be amended to include preliminary awards as well or revised as needed for a dual/double/triple title program.

The Announcement Form is located on the MAO Resource Portal

NOTE ON PRELIMINARY AWARDS: As a reminder, a Local Program is only permitted to give two (2) preliminary or competition phase awards prior to announcing the winner of the competition, but said two awards cannot be Interview and Talent. For example, the Local Program can announce an award for Interview Winner and Red Carpet Winner or Talent Winner and Onstage Interview/Social Impact Pitch Winner (or Red Carpet Winner) as preliminary awards to the runners-up and winner announcement, but the Local Program cannot announce more than two awards and they cannot be Interview and Talent.

Crowns, Sashes, etc.

Crowns:

You must use the official Miss America Local Crown and the official Miss America's Outstanding Teen Local crown. You are encouraged to order your competition crowns and at least four (4) weeks prior to your competition date to ensure timely delivery.

Obtain from:

K. A. Concepts

Order from the Miss America Resource Portal

Sashes:

Sashes must be ordered from *The Sash Company*. These are the only permitted sashes to be used for Miss and Teen titleholders at the local, state, and national levels. **BE SURE to check the selection to include the word "Miss" on your local sash when ordering your local titleholder sash online.** You are encouraged to order at least four (4) weeks prior to your competition date. <http://www.thesashcompany.com/localsash.html>

Revised 10/2011, Revised 11/2013, Revised 11/2015, Revised 10/2017, Revised 8/2019, Revised 8/2021