

## Instructions for Completing Miss Meadville Area Outstanding Teen Contestant's Fact Sheet

**Please remember. This is your opportunity to demonstrate to the judges why they should consider you for the job of Meadville Area Outstanding Teen. You may list as many or as few items under each category as you desire. This one page, combined with the Platform Statement, will comprise your entire application for this job. The judges will receive exactly what is submitted. Please note: Do not put your age on the Fact Sheet!**

1. Go to the word processing program of your computer.
2. Start a "new" document
3. Set margins for 1" on all four sides. The font style may not be any smaller than "10" and no larger than "12" point type, using the Times Roman font style. Please refer to the attached sample to verify you are following the requested format.
4. With the justification set for left, type "**Name:**" in **bold**. Following the colon (:), hit the space bar twice. Then, type your name as you wish the judges to know it. (If your name is Mary Deborah Smith and you want to be known as "Deborah Smith", please type "Deborah Smith").
5. Then, move to the next line and type "**Hometown:**" in **bold**. Following the colon (:), hit the space bar twice. Then type your hometown including the city and the state.
6. Double space down. Type "**Education:**" in **bold**. Hit the tab bar three times and then type your most recent school first. List in order with the most recent, all schools attended (Pre-K, elementary, middle, junior high, high school).
7. Double space down. Hit the tab bar once. Type "**Platform Issue:**" in **bold**. Hit the tab bar three times. Type the TITLE of your platform, MAKING SURE IT LINES UP WITH THE INFORMATION ABOVE IT. DO NOT TYPE ANYTHING OTHER THAN THE TITLE.
8. Double space down. Hit the tab bar once. Type "**Scholastic / Career Ambition:**" in **bold**. Hit the Tab bar once, MAKING SURE IT LINES UP WITH THE OTHERS ABOVE IT. Then type the type of degree / education you would ultimately like to achieve and beneath that, list your career ambition.
9. Double space down. Hit the Tab bar once. Type "**Talent:**" in **bold**. Hit the Tab bar three times. Type the type of talent and specific selection. MAKE SURE IT LINES UP WITH THE INFORMATION ABOVE IT. (i.e. Pop Vocal – "Crying", Tap Dance – "Staying Alive", etc.). Princess contestants put NA.
10. Double space down. Type "**Scholastic Honors:**" in **bold**. Hit the space bar twice. A semi-colon should separate each item (;).

## Instructions for Completing Meadville Area Outstanding Teen Contestant's Fact Sheet (cont.)

11. Double space down. Type “**Leadership Roles:**” in **bold**. Hit the space bar twice. A semi-colon should separate each item (;).

12. Double space down. Type “**Accomplishments:**” in **bold**. Hit the space bar twice. A semi-colon should separate each item (;).

13. Double space down. Type “**Interesting Facts:**” in **bold**. Hit the space bar twice. A semi-colon should separate each item (;).

14. Double space down. Type “**Marketing Plan:**” in **bold**. Hit the space bar twice. In sentence form, explain how you would market the *Miss Meadville Area Outstanding Teen* “brand”. Please include any relevant experience you have which may uniquely qualify you to serve in this position. Please be aware that a portion of the *Miss Meadville Area Outstanding Teen* job description will include marketing the *Miss Meadville Area Outstanding Teen* program to potential sponsors, educational institutions, and organizations.

15. Double space down. Type “**Legacy:**” in **bold**. Hit the space bar twice. This should be typed in sentence form. Please write what your legacy, as *Miss Meadville Area Outstanding Teen* will be. This statement should answer the question, “A year after giving up your title as *Miss Meadville Area Outstanding Teen*, what will we remember about your year of service?”

16. Double space down. Type, “**Why should I be Miss Meadville Area Outstanding Teen 2009?**” in **bold (List only the title you are competing for)**. Hit the space bar twice. Explain to the judging panel why you should be selected *Miss Meadville Area Outstanding Teen* and, more importantly, why you should be selected *Pennsylvania's Outstanding Teen* this year.

**Please remember that the entire form MUST FIT ON ONE PAGE using the Times Roman font style.** You must leave a 1” margin on all four side of the page. Use your best judgment on what is most important for the judges to know about you. Use your space wisely. Attached you will see an example of what this should like. Any variations from this form will be returned to you and will not be accepted. Your materials will not be retyped. The judges will receive your original work. **CHECK SPELLING AND GRAMMAR!!**

This form will be given to the judges along with your platform statement. You will notice there is a required signature line at the bottom of the platform statement. When these two pages are put together, they create your entire application. Your signature will cover the materials listed ON BOTH PAGES. Your signature verifies that everything on your forms (both pages) is true and accurate. If it is proven that any information on these forms is not true, correct, and factual, you risk losing your local / state title.

**Some spacing issues may arise. Simply follow the example provided (i.e. in some cases you may need to hit the “tab bar” four times instead of three times).** Do not attempt to change margins, font, size options, or deviate from the requested criteria as set forth in this document.

**Name:** Jane Doe

**Hometown:** Any town, America

**Education:** Kenwood High School  
Kenwood Middle School  
Kenwood Intermediate School  
Deerwood Elementary School

**Platform Issue:** Communication is the Key

**Scholastic/Career Ambition:** Obtain a Medical Degree  
To become a Pediatric Physician

**Talent:** Gospel Vocal – “Amazing Grace”

**Scholastic Honors:** Straight A Student; Advanced Math Award; Honor Society

**Leadership Roles:** Member of Girls Scouts for eight years; Student Body Representative; Freshman Class President; Middle School Student Body President

**Accomplishments:** Perfect Attendance K – Present; Recipient of the Kenwood Achievement Award; Performer, Grand Ole Opry in Nashville

**Interesting Facts:** The oldest of eight children; Member of Family Vocal Group; members of our household are from 8 mos. Old to 76 years of age

**Marketing Plan:** My plan for extending communication in all facets of life can only open more doors for Pennsylvania’s Outstanding Teen. Communication allows us to better understand not only ourselves, but also those around us. I have a five-step role-playing activity that can quickly explain

**Legacy:** My hope at the end of my year of service as Miss Meadville Area Outstanding Teen, is that I have helped teens, their parents and siblings find that they can communicate in all circumstances (fun times, sad times and in between)

**Why I should be Miss Meadville Area Outstanding Teen 2006:** It is critical that the world learn to communicate. I believe that problems can be solved or certainly can be less stressful if those involved would only learn to communicate. My family is a “process in action” of real communication and I believe that this will enable me to help those around me.

SAAMPLE

## Instructions for Typing the Platform Issue Statement Miss Meadville Area Outstanding Teen

**Please remember.** This **ONE (1) page, single-spaced** document combined with the Contestant's Resume, will comprise your entire application for this job. The judge's will receive exactly what is submitted. Any items submitted that do not fit the established criteria will be returned for correction only once. Any items, which do not meet the criteria or are submitted after the deadline will not be given to the judges. The contestant may explain the lack of judging materials during her interview, if she so chooses. The resume should include an explanation of what your chosen platform is, how you will promote it, and why it is important for the local pageant to embrace this platform.

1. Go to the word processing program of your computer.
2. Start a "new" document.
3. Set the margins for 1" on all four sides. The font style may not be any smaller than "10" and no larger than "12" point type using the Times New Roman font style only.
4. With the justification set to the far left, type "**Name:**" in bold. Following the colon (:), hit the space bar twice. Then, type your name.
5. Double space down. Set your justification to "center". Then type in **Bold and underline** the title of your Platform.
6. Double space down. Write what you feel is critical for the judge's to know about your platform and why it is necessary for you to have the job of *Miss Meadville Area Outstanding Teen* to promote this issue. What you write will be what the judges know about your platform, your role in successfully dealing with this issue, and the role of *Miss Meadville Area Outstanding Teen* may play in your plan.
7. The essay may include some of the following items (this is not meant as an exhaustive list):
  - A clear definition of the platform and the specific issues you wish to address
  - A plan of how you have or will create awareness of the platform
  - The way in which you have or will change attitudes regarding this issue
  - The way in which your platform issue will move the Miss Meadville Area Organization forward.
  - Your media plans
  - Your marketing strategy
  - How you propose to fund your ideas/plans
  - Any significant accomplishments you have made in regard to your issue
8. At the bottom of the page you **MUST** set the justification to the right. Type a line of 26 spaces. Below that line, you must type Signature/Date. Once you have printed the document, you must sign and date this document.

Name: Jane Doe

### **Building Self-Esteem in Children**

Many children progress through their adolescence struggling with difficult home situations, and educational challenges. These daily battles fought by the students diminish their self-confidence drastically. I believe that if the abilities of these children are promoted, they will have a much better quality of life and a more enriching education, allowing them to develop into successful individuals. My goal is make both parents and educators aware of this growing problem and demonstrate to all that in some cases one individual can make a difference in a child's ability to reach their full potential.

Becoming Miss Meadville Outstanding Teen is an integral part of the success of my program. The name recognition alone will open doors to many schools, clubs and civic organizations. I would have unlimited opportunities to share with all individuals exactly how they can make a change in a child's future by recruiting volunteers to serve as mentors. As Miss Meadville Area Outstanding Teen, I would also be able to encourage politicians to continue to improve the opportunities available in our educational system.

One aspect of my plan is to promote one on one mentoring. It is simple for someone to become involved, requires very little time, but has an amazing impact on those who are mentored. By spending just one hour per week with a child, participants can play a huge role in improving that child's chances for success in all areas of their life. This may result from just having someone to listen, receiving tutoring, or getting good advice from a positive role model, all simple acts that can make a big difference in a child's development. Mentors encourage these children by being there; boosting their self-confidence, and helping them achieve their individual goals.

I intend to bring the Pennsylvania's Outstanding Teen Scholarship Organization and Mentoring Volunteers together to work toward a common goal. Media coverage of any appearances made, as Miss Meadville Area Outstanding Teen would empower me to make the general public more aware of the problem, and also educates them as to how they can participate to improve the situation. Partnering with the media would also give me the vehicle needed to recruit qualified, caring individuals to promote the cause. If we delay in taking action to assist these children, more and more of them never actually reach their full potential. Let's not wait any longer!

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Signature/Date

SAMPLE