

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 (;).

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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 2008?**” 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 2008: 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.

SAMPLE