Miss Northwestern's Outstanding Teen Competition 2023

Paperwork Deadline – October 3rd, 2022 Rehearsal Date – October 22nd, 2022 Competition Date – October 23rd, 2022

> Paige Fischer, Director Email: <u>plfischer@nwosu.edu</u> Office Phone: 580-327-8533

The mission of the Miss Oklahoma's Outstanding Teen Scholarship Competition is to provide an opportunity for Oklahoma's young teenage ladies to compete in a first-class teen scholarship competition and to encourage them to continue pursuing their talents, become positive influences in their communities, and develop into mature, responsible young women of the highest morals and integrity.

The competition provides an opportunity for teenage ladies in Oklahoma to engage in a formal interview with the judges, which helps them develop positive communication skills for life. The young ladies will focus on their personal fitness training in preparation for the active wear competition. Their gracefulness and poise will be showcased in the evening gown and on-stage question competition, and their talents will shine during the talent competition.

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Miss Northwestern's Outstanding Teen <u>Form Checklist</u>

You have the option to send documents electronically or by mail. If you wish to email documents, please see the email breakdown on page 17. *I do recommend that you email me your resume and social impact to ensure it displays clearly in our judges' books!*

We request that you send all forms <u>no later than</u> October 3rd, 2022, to: **Miss Northwestern's Outstanding Teen Scholarship Competition ATTN: Paige Fischer 709 Oklahoma Blvd. Alva, OK 73717**

Or e-mail to plfischer@nwosu.edu

Only <u>COMPLETE</u> ENTRIES will be accepted. All entries must be postmarked by October 3rd, 2022.

We must have the following information returned to us to be considered entered in the competition:

- <u>1</u> Candidate Release and Indemnity Agreement page 6
- <u>1</u> Copy of Resume (must be submitted electronically) pages 7-9
- <u>1</u>Copy of Social Impact (must be submitted electronically) pages 10-11
- Talent Introduction Form page 12
- <u>1</u> Head Shot (5x7), including the signed release from the photographer for the use of photos.
- Email talent track to <u>plfischer@nwosu.edu</u>
- Address and Phone Number Information Sheet page 13
- Copy of Birth Certificate
- MOOT Local Contract (must request to be sent this contract from Paige) page 14
- Miss Northwestern's Outstanding Teen Contract page 15
- \$100 Entry fee (checks made payable to Miss Northwestern) page 17
- <u>1</u> Full page ad (\$130)
- Must sell at least 10 competition tickets (Pre-event tickets are \$8 and will be mailed to your home address unless you are able to pick them up).
- <u>1</u>\$50 donor patron scholarship (In check memo list whose name you would like listed in the program).
 If no name is provided, the name on the check will be listed in the program.
- Payment info sheet with checks payable to Miss Northwestern.
 Endorsed by and Affiliated with the Miss Oklahoma Scholarship Competition

Competition Rules

<u>Eligibility</u>

- 1. Must not be older than 18 years old on December 31st, 2023.
- 2. Must be at least 13 years old on the first day of the Miss Oklahoma's Outstanding Teen Competition (by June 4th, 2023).
- 3. Candidate must be a citizen of the United States.
- 4. Candidate must not now, nor have ever been married, nor be a parent or adoptive parent.
- 5. Candidate must be a young lady of the highest moral character, integrity, and standards.
- 6. Candidate must execute the Candidate Contract and abide by all the agreements and representations contained therein.

<u>Backstage</u>

- 1. Candidates must do their own hair and make-up. Parents, make-up artists, hair stylists, etc. will not be allowed backstage or in the interview waiting rooms.
- 2. Hostesses will be available to assist the candidates with their clothing, etc. backstage and in the interview waiting rooms.

Interview

- 1. Interviews at the local level will be a total of 6 minutes. Interviews will take place with a panel of at least five judges. There will be no opening or closing comments only questions and answers.
- 2. Questions will come from a variety of areas, including but not limited to the candidate's application and fact sheet, moral/ethical issues, current events, etc. Candidates should be prepared to answer any type of question asked.
- 3. Candidate's outfit should reflect her personality and age. This is the first impression you will make on the judges in person! We want to see you in a "teen stylish" outfit. Dress as if you were giving a speech to your student body, interviewing for a job at a trendy boutique, or being introduced as the new class president in front of the entire school. Look professional and confident, but remember, we are a TEEN organization. Pay attention to your shoes. Acrylic platform shoes are not appropriate for an interview.

Evening Wear/On-Stage Question

- 1. Candidate will be asked one question on stage. Questions can be over any topic.
- 2. Candidate should wear age appropriate attire that makes her feel confident!
- 3. Age appropriate full-length gowns are appropriate. Shorter attire may be worn, but must be age appropriate and non-revealing when worn on a stage.

<u>Talent</u>

- 1. Candidate's talent must not be longer than 90 seconds (1 minute and 30 seconds). Email talent track to plfischer@nwosu.edu
- 2. "Live" accompaniment is not permitted. Only the candidate is permitted on-stage. No other person may be a part of her presentation though background vocals will be allowed as long as they don't overpower the candidate.
- 3. Talent must be performed live; pantomime and lip-sync are not permitted.
- 4. Tap dancers may not have accompaniment talent tracks with pre-recorded taps or tap sounds.
- 5. The sound engineer will not stop and re-start the track as a part of the candidate's performance. If a candidate needs a ten second delay in her performance, then the CD should include a ten second silent spot.
- 6. No other tracks may be included on the accompaniment track.
- 7. Background tracks will be approved by the competition.
- 8. Fire (fire ropes, fire batons, etc.), pyrotechnics, swords, knives or machetes, bow and arrow acts, and the use of live animals are strictly prohibited.

Active Wear

 The candidate will wear an active wear item of her choosing. This does **not** include swimsuits. This can be what you would wear to the gym, attire you would wear to participate in a sport, etc. The candidate defines her own personality and style preference. This is to be something that you do in your personal life to stay physically fit. Please email Paige if you need suggestions, examples, or guidance.



SECTION A: ELIGIBILITY - (*Miss Oklahoma's Outstanding Teen 2023*)

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Age Eligibility:

I am currently years of age.

I was born on (month/day/year)

I understand to be eligible to compete for MISS LOCAL/MISS OKLAHOMA'S OUTSTANDING TEEN 2023, I must be:

- at least thirteen (13) years of age on the first day of the Miss Oklahoma's Outstanding Teen Competition. (*by June 4, 2023)
- 2. no older than eighteen (18) years of age on December 31, 2023
- 3. a citizen of the United States of America
- 4. a female
- 5. not now, nor have ever been married, nor am I am parent or adoptive parent

State Residency:

I am a resident of Oklahoma

I am enrolled in and physically attending classes on a full-time basis at an accredited public or private school, or home-school ed in the State of Oklahoma.

Agreement:

I agree if I am selected as a Local winner, I am required to: 1) confirm I meet eligibility, 2) sign a State/Local Candidate Agreement, and 3) adhere to all State Competition requirements. I agree failure to meet these requirements will null and void my eligibility to hold said local title and void my eligibility to compete in the 2023 Miss Oklahoma's Outstanding Competition.

SECTION B: OTHER COMPETITIONS

To compete in the State Competition, you may not already hold a current title with any other competing competition program. Competing programs are defined as programs with similar structure to Miss America where the candidate advances through winning local and/or state competitions to advance to a national and/or international competition and through competing awarded a national and/or international title and crown. This does not include fair/festival or school titles that do not select a national winner.

I affirm that I DO NOT hold a title with any other competing competition/pageant system:

Candidate Signature	Printed Name	Date

Parent Signature

Printed Name

Date

Candidate Release and Indemnity Agreement

a candidate in THE 2023 MISS NORTHWESTERN'S ١, OUTSTANDING TEEN COMPETITION do hereby knowingly and voluntarily release The Miss 's Outstanding Teen, Inc., their officers, directors, trustees, judges, and employees and any other person, firm, individual, or corporation charged or chargeable with responsibility or liability, their heirs, administrators, executors, successors and assigns from and against any and all claims, lawsuits, demands, damages, loss of service, actions, and causes of action based upon, arising out of, or in any way related to any honors, rights, or awards sought by me as a candidate in the 2023 MISS NORTHWESTERN'S OUTSTANDING TEEN COMPETITION, the conduct of business there at, the ownership and possession of any honors, rights, or awards thereby, any negligent act, act of misfeasance or nonfeasance by the referenced competition, or any of their agents, contractors, servants, employees or licensees, in conjunction with any honors or awards bestowed at said listed above from any and all claims that exonerate, hold harmless and indemnify such competition listed above from any and all claims that I or my representative may have against such honors, rights and awards. Such indemnification to include any or all fees (including reasonable attorney's fees), costs and other expenses reasonably incurred by or on behalf of the above actions or causes of action. I have had a full and adequate opportunity to be thoroughly advised of the terms and conditions of this release and indemnity agreement by counsel of my own choosing. I have also been afforded the opportunity to ask any and all questions that I have concerning this document and its execution by me. I do fully understand if selected Miss Northwestern's Outstanding Teen, I will agree to enter into a management contract. I do fully understand the terms of this agreement and do intentionally and voluntarily agree to same.

Candidate's Signature

Candidate's Parent's Signature

NO CANDIDATE MAY COMPETE IN ANY AREA OF COMPETITION IN THE MISS NORTHWESTERN'S OUTSTANDING TEEN COMPETITION UNTIL THIS DOCUMENT IS COMPLETED.

STATE OF_____

COUNTY OF _____

Sworn To, Subscribed and Acknowledged before me on _____day of _____, 20____, by _____who is/are personally known to me or who has/have produced valid identification. Personally Known _____ or Produced Identification _____ Type of Identification Produced _____

(SEAL)

NOTARY PUBLIC

Notary Print Name My Commission Expires _____

Resume Instructions

Please remember this is your opportunity to demonstrate to the judges why they should consider you for the job of Miss America's Outstanding Teen. You may list as many or as few items under each category as you desire. This one page, combined with the Social Impact Initiative 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 Resume!*

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 "**Title:**" in **bold**. Following the colon (:), hit the space bar twice. Then, type your state title.

6. 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.

7. 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).

8. Double space down. Hit the tab bar once. Type "**Social Impact**:" in **bold**. Hit the tab bar three times. Type the TITLE of your social impact initiative, MAKING SURE IT LINES UP WITH THE INFORMATION ABOVE IT. DO NOT TYPE ANYTHING OTHER THAN THE TITLE.

9. 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.

10. 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. (e.g.: Pop Vocal - "Crying", Tap Dance - "Staying Alive", etc.)

11. Double space down. Type "**Scholastic Honors:**" in **bold**. Hit the space bar twice. Each item should be separated by a semi-colon (;).

12. Double space down. Type "**Leadership Roles**:" in **bold**. Hit the space bar twice. Each item should be separated by a semi-colon (;).

13. Double space down. Type "**Accomplishments:**" in **bold**. Hit the space bar twice. Each item should be separated by a semi-colon (;).

14. Double space down. Type "**Interesting Facts**:" in **bold**. Hit the space bar twice. Each item should be separated by a semi-colon (;).

15. Double space down. Type "**Marketing Plan**:" in **bold.** Hit the space bar twice. In sentence form, explain how you would market the *Miss America's 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 America's Outstanding Teen* job description will include marketing the *Miss America's Outstanding Teen* program to potential sponsors, educational institutions, and organizations.

16. 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 America's Outstanding Teen* will be. This statement should answer the question, "A year after giving up your title as *Miss America's Outstanding*

Teen, what will we remember about your year of service?"

17. Double space down. Type "*Why should I be Miss America's Outstanding Teen 20__?*" in **bold**. Hit the space bar twice. Explain to the judging panel why you should be selected *Miss America's Outstanding Teen* and, more importantly, why you should be selected *Miss America's Outstanding Teen* this year.

Important

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 sides of the page. Use your best judgment on what is most important for the judges to know about you. Use your space wisely. Attached is an example of what this should look 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 social impact initiative statement. These two pages, will create your entire application. By submitting these forms to the national office you verify that everything on your forms 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: Anytown, America

Education:	Anywhere High School, Senior
Social Impact:	Celebrating Cultural Diversity and Inclusiveness
Scholastic/Career Ambition:	Obtain a Masters of Business Administration
Talent:	Pop Vocal/"Fallen"

Scholastic Honors: Recipient of National Coca-Cola Scholarship; Recipient of the Metropolitan Urban League National Scholarship; Superintendent's List; Member of the Principal's Leadership Council at Anywhere High School

Leadership Roles: Created and implemented a comprehensive Cultural Diversity Education Curriculum for grades K-12 in twelve (12) Oklahoma Public Schools; Spearheaded Cultural Diversity Resolutions passed by the Florida House of Representatives; University Student Body Senator; High School Senior Class President.

Accomplishments: Recipient of the J.C. Penney Golden Rule Award for Outstanding Volunteer Service to Community; Recipient of the National Conference for Community and Justice Humanitarian Award; Performer, Grand Ole Opry in Nashville; Have completed two (2) marathons; Piano Performance scholarship to State University.

Interesting Facts: Youngest of five children with a 13 year gap between me and my next oldest sister and an almost 20 year gap between the oldest and myself.

Marketing Plan: My plan for extending communication in all facets of life can only open more doors for Miss America'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 is that in the year of my service as Miss Oklahoma's Outstanding Teen, I would leave a marked, concrete, and measurable difference in this nation regarding the way we respect each other's cultural heritage. I hope that through my continued involvement on the national level with the National Conference for Community and Justice that we will hold events at the grassroots level that not only discuss that topic, but also bring about local and statewide policy changes in which we address cultural diversity in the workplace.

Why I should be Miss Oklahoma's Outstanding Teen this year: It is critical that this national face and embrace its cultural diversity issues and it must be done now. The traditional ethnic make-up of our country is rapidly changing and unless we confront and inoculate the potential conflicts that might arise, we are headed to potential racial conflicts we have not seen since the 1960s. These conflicts are generally caused by fear and ignorance. Through a nation-wide spokesperson who can give this issue a face and a voice, we can begin the educational process that needs to take place. The reality is that Miss Oklahoma's Outstanding Teen can have her greatest sphere of influence among our nation's youth. By placing Miss Oklahoma's Outstanding Teen in the midst of our nation's young people and we start the process of changing mindsets and, ultimately, changing the way in which they will treat one another in the future. The issues related to Celebrating Cultural Diversity and Inclusiveness is not just related to race, but also to religion, cultural differences, and sexism. There is no greater role for Miss Oklahoma's Outstanding Teen than to educate, empower, and embrace the issue of cultural diversity at this point in our nation's history.

Social Impact Statement

INSTRUCTIONS FOR THE PREPARATION OF SOCIAL IMPACT INITIATIVE QUESTIONS:

Please remember. This **ONE (1) page, single-spaced** document combined with the Candidate's Resume, will comprise your entire application for this job. The judges 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 that do not meet the criteria or are submitted after the deadline will not be given to the judges. If your National Social Impact Statement arrives on the day of the deadline, but does not meet the criteria, there will not be time to return it to you; **therefore, it will not be given to the judges**. The candidate may explain the lack of judging materials during her interview, if she so chooses.

Candidates - Talk about your *personal* social impact initiative issue. In addition, explain how you will further the Miss America Outstanding Teen program "brand" to the public. (See sample essay.)

Celebrating Cultural Diversity and Inclusiveness

It is imperative that this nation face and embrace its cultural diversity. While many people have talked about this issue, I believe that most of them have only paid lip service to the true necessity of what needs to be addressed related to this issue. There is a false truth in merely accepting and tolerating cultural diversity. I intend to prove that in order to accept and understand people of other cultures; one must be willing to step out of a personal cultural comfort zone and identify the origin of their prejudice. I will specifically focus on three areas: Children, Communities, and Businesses.

The title of Miss America, combined with the national media already looking at the surface of this issue, will allow me to create the national awareness that must exist. Currently, the term "Cultural Diversity" is well known in the halls of institutions of higher learner and, perhaps, even in the public school classroom because of the need for some to be politically correct. But, in order for us to make a true change in attitudes and behaviors of Americans, we must move beyond talk and into action and policy changes.

My plan is to motivate the media and to partner with the National Conference for Community and Justice. This organization has chapters in every major city in the nation and, in many cases, those chapters have community leaders involved who can, with encouragement and challenging, bring this issue out of hiding and into the public light in each of those communities.

Obviously the media and the NCCJ already exist. However, what is lacking is a lighting rod to draw attention to this issue. This is where the Miss America Organization steps into the lead. What better role is there for Miss America than to be an agent of change in organizing our nation to accept our differences and to create an environment that values each person on individual characteristics rather than on stereotypes or assumptions?

For years, Miss America was seen as a young woman who cut ribbons and appeared in parades. It is time for "Miss America" to step out of the convertible and *lead the parade*. Our country's ethnic make-up is changing rapidly and our citizen's fear of terrorism can explode already existing, but deeply hidden prejudices. I want to be the leader that this nation needs.

This nation needs this issue addressed now and through the already existing NCCJ and its local and state organizations combined with the power of Miss America, we can make a concrete difference now, which will change the direction and the future of our nation.

Miss Northwestern's Outstanding Teen <u>Talent Introduction Form</u>

This form is used to prepare the candidate's talent introduction. The introductions should "set the stage" for your presentation. DO NOT discuss background, training, or anything else that does not apply directly to your routine. This introduction should be no longer than 25-30 words and must end with your name. (For example: "There are two lasting gifts we give our children...roots and wings. Here with her interpretation of 'A Piece of Sky' from the motion picture 'Yent'l' is Janie Doe.")

Candidate Name:	
alent Type (pop vocal, opera, ballet, tap dance, etc):	
alent Selection:	
Please type your suggested Talent Introduction here:	

To eliminate the possibility of more than one candidate using the same song or piece, there will be no duplication of music or dramatic reading in the talent presentations. The same music **may** be sung by one candidate and danced to, twirled to, played on a musical instrument by, etc. another candidate. However, if one candidate is using a given song in its entirety, another candidate may use a portion of that song as part of a medley as long as it is not the dominant song in that medley. The candidate who turns in the paperwork first will be given first priority.

Remember – TALENT CANNOT EXCEED 1 MINUTE 30 SECONDS.

Phone Number and Address Information Sheet

The information contained on this sheet is confidential and for the use of the Miss Northwestern Oklahoma State University Scholarship Competition and its authorized committees only. (This form must be typewritten or printed with black ink.)

Your Full Legal Name:	Social Security #
Permanent Home Address:	
Street	
City, State & Zip	
Telephone # ()	_E-mail address
Your School and/or Employment Address:	Date school is out for the summer:
Street	_City, State & Zip
Telephone # ()	Cell # ()
Your address where you can be reached from	the time school is out until the competition:
Street	_ City, State & Zip
E-mail addressTelepl	hone # ()
Mother's Full Name:	
Street	City, State & Zip
Home Phone #()Cell #() Work #()
Father's Full Name:	
Street	City, State & Zip
Home Phone #() Cell #()	Work #()
If one or both parents are deceased, or if pare	nts are separated, please indicate that information here.
I certify that the foregoing information is true	and correct to the best of my knowledge.

Candidate Signature

Parent Signature

2023 MOKOT Contract

You will need to email Paige Fischer at plfischer@nwosu.edu, so I can send you the attachment for the 2023 MOKOT Contract.

Local Contract

Requirements: Candidate - please initial

____ Participate in at least 2 Alva community or campus events when requested.

_____ Participate in at least 2 community events per month in order to promote her social impact or title.

_____ Develop her social impact initiative to be used at the Miss Oklahoma's Outstanding Teen Competition.

_____ Develop her talent and be willing to seek help from professional coaches in preparation for MOOT.

_____ Maintain a positive relationship with all sponsors.

_____ Fulfill media requirements and be available for 1-2 competition work weekends.

_____ Willingness to do appearances as requested.

_____ Attend ALL MOKOT meetings and EVERY day of competition.

Qualities

- * Talented
- * Well Groomed
- * Open Communicator
- * Outgoing & Approachable
- * Manageable & Flexible * Charismatic & Dynamic
- * Self-Motivated * High-Achieving

- * Strong Leader
- * Sound Morals
- * Relatable (to all age groups)
- * Inspiring

Expectations

- Promote your chosen social impact initiative throughout the year.
- Commit to prepare for and compete in the Miss Oklahoma's Outstanding Teen Competition.
- Maintain a lifestyle that is appropriate as a role model.
- Maintain a healthy lifestyle.
- Handle the responsibilities of the job with maturity.
- Punctual.
- Able to relate to people of all ages.
- Mature enough to handle the job and all of its responsibilities.
- Maintain high scholastic goals/maintaining a 2.75 GPA or higher and maintaining an 80% attendance. Will submit to grade and attendance check.
- Have the flexibility to travel for meetings, activities, and events as scheduled.
- Keep an open line of communication with the Director and NWOSU's Board of Directors.

**If at any point in time you unable to fulfill the duties of NWOSU's Outstanding Teen, you are expected to give up your title. If NWOSU's Board of Directors feels that you are not able to perform these duties, you will be asked to step down from the position.

Your Full Legal Name	Date	
Parent Full Legal Name	Date	

Please inform us of any other local competitions you are you planning to compete in between the paperwork deadline and the date of the rehearsal.

Local Competition: _____

Date of Local Competition:

Local Competition: _____

Date of Local Competition: _____

Local Competition: _____

Date of Local Competition:

Payment information and email breakdown *Attach this sheet in paperwork

*Checks can be made payable to Miss Northwestern.

Please contact Paige Fischer before sending any checks at plfischer@nwosu.edu.

Fee	Cost	Check number	Date
Entry Fee	\$100.00		
Donor scholarship	\$50.00		
Ad page	\$130.00		
Tickets	\$80.00		
Total	\$360.00		

If you would prefer to email the forms, the email address is plfischer@nwosu.edu. Listed below is a breakdown of how emails should be sent.

1. Subject: Candidate's name resume and social impact initiative statement (include 2 attachments – resume and social impact initiative)

2. Subject: Candidate's name contracts (5 documents – eligibility form, release and indemnity agreement, MOKOT contract, NWOSU Teen contract, information sheet)

3. Subject: Candidate's name talent and headshot (3 items – headshot photo, talent track, talent introduction)

4. Ad info: Subject: Candidate's name ad info

1-3 pictures of candidate for ad page. Business card or message for the ad. Statement of purchasing tickets. If an additional ad page is purchased, please include information for second ad all in one document.

5. Forms: Subject: Candidate's name forms (birth certificate, payment info sheet)