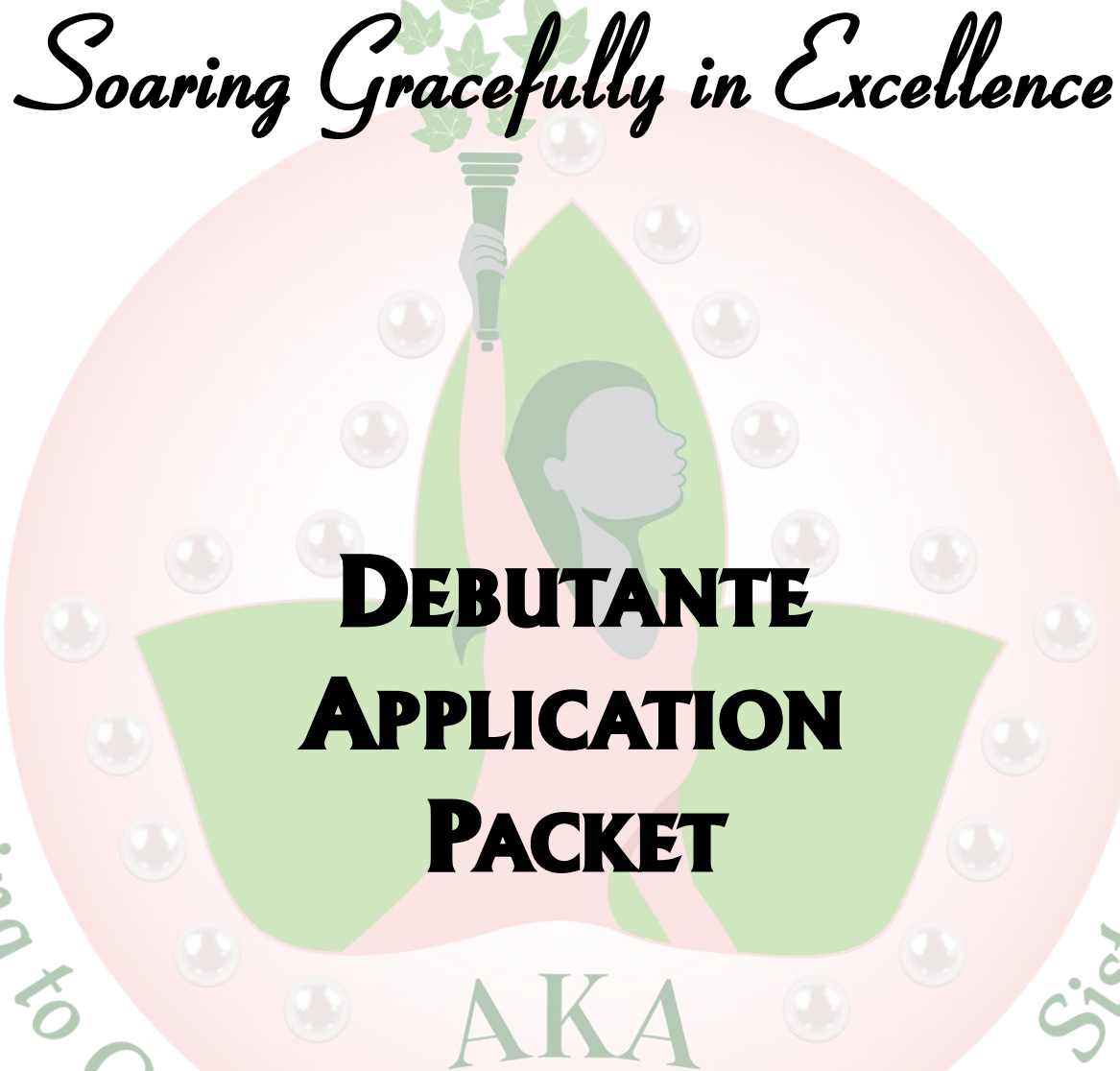


# 70<sup>th</sup> Annual Debutante Ball

## 2023

*Soaring Gracefully in Excellence*



### DEBUTANTE APPLICATION PACKET

AKA

**Diamond S. Bronson**

General Chairman, Debutante Ball

**Yvette Richards**

General Co-Chairman, Debutante Ball

**Meredyth A. Vick**

President, Alpha Kappa Alpha Sorority, Incorporated® - Mu Omega Chapter

**Norma Lyons McKelvy**

Board Chairman, Metropolitan Leadership Institute, Incorporated

The 70<sup>th</sup> Annual Debutante Ball *is presented by*  
Alpha Kappa Alpha Sorority, Incorporated® - Mu Omega Chapter  
*in collaboration with* Metropolitan Leadership Institute, Incorporated, a 501(c)(3) Corporation



February 2023

Dear Applicant,

Thank you for showing interest in this year's Debutante Ball. Over the past 70 years, Alpha Kappa Alpha Sorority, Incorporated®, Mu Omega Chapter, has helped debut some of Kansas City's finest young ladies by presenting them to adult society through the Debutante Ball's series of workshops, community service activities and memorable sisterly fellowship moments. Following its incorporation in 2011, the Metropolitan Leadership Institute, Incorporated joined Mu Omega Chapter to collaboratively present the Debutante Ball biennially. Each component of the Debutante Ball program is specifically designed to encourage and cultivate success-driven, community-minded, poised, and responsible young ladies. We are pleased that you are interested in becoming a 2023 Debutante.

**Please read the attached materials and observe the rules and regulations outlined in this packet.** The Screening & Awards Committee will look very closely at the grade point average, as well as other stated qualifications required for each applicant. An applicant must have at least a 2.75 (C+) based on a 4.0 grading system to be considered as a Debutante.

Make certain that **all** forms are complete and received or postmarked by the noted due dates. See page 5 for the list of required forms to be returned.

Form Delivery Options:

1. **2023 DEBUTANTE APPLICATION FORM** (*pages 6-11 of this packet*)
  - ◆ Preferred Option: Uploaded to the Box web-based platform no later than April 8, 2023.
  - ◆ Secondary Option: Emailed to the Screening & Awards Co-Chairman, Tina Hinds, no later than April 8, 2023. Email Subject Line: 2023 Debutante Ball-Application-ApplicantName.pdf
  - ◆ Postal Mail Option: postal service **postmarked** by April 8, 2023.
2. **COUNSELOR REPORT FORM** (*must provide Transcript with this form*) (*page 12 of this packet*)
  - ◆ Postal Mail Only: postal service **postmarked** by April 8, 2023.
    - Transcript must bear original official seal or stamp of attended/attending educational institution.
3. **COMMUNITY LEADER REPORT FORM** (*page 13 of this packet*)
  - ◆ Preferred Option: Uploaded to the Box web-based platform no later than April 8, 2023.
  - ◆ Secondary Option: Emailed to the Screening & Awards Co-Chairman, Tina Hinds, no later than April 8, 2023. Email Subject Line: 2023 Debutante Ball-Community Leader Report Form-ApplicantName.pdf

**Upload to the Box** *web-based platform*

See The Box Collaboration Tool instructions attached. For technical assistance, contact:  
**Lexie Sweat**  
[mutechchairman@gmail.com](mailto:mutechchairman@gmail.com)  
Email subject: 2023 Debutante Ball- The Box

**Email | Phone**

**To: Tina Hinds**  
[tina.hinds79@yahoo.com](mailto:tina.hinds79@yahoo.com)  
**cc: Asha Moore**  
[asha.glover4@gmail.com](mailto:asha.glover4@gmail.com)

**Postal Mail**

**Tina Hinds**  
c/o Debutante Ball  
2104 SW Timbertrace Lane  
Lee's Summit, MO 64082

**All completed applications, forms, and transcripts must be  
received or postmarked no later than Saturday, April 8, 2023.**



**As a Prospective Debutante, it is your responsibility to:**

1. Ensure that all completed forms are submitted on or before the **April 8, 2023**, deadline.
2. Ensure that the Authorization of Release of Records Form is signed by your parent or guardian and returned with your application.
3. Provide a stamped addressed envelope to your counselor and confirm that the Counselor Report Form *and* your official transcript are submitted. The envelope should be addressed to Tina Hinds at the noted address.
4. Provide a stamped addressed envelope to the individual you ask to complete the Community Leader Report Form and confirm it is submitted. The envelope should be addressed to Tina Hinds at the noted address. Note that the Community Leader has an option to upload this form, but as a courtesy, provide the stamped envelope as well.
5. Provide a Recent Passport Eligible Photo with your application. This photo may be obtained from any location that provides photos for passports (e.g., drug stores, post-office, etc.)

We look forward to an expeditious return of all forms. If there are any questions, please contact Tina Hinds at (816) 674-8124 or Asha Moore (816) 550-1418.

Sincerely,

**Diamond S. Bronson**  
General Chairman, Debutante Ball

**Meredyth A. Vick**  
President, Mu Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated®

**Yvette K. Richards**  
General Co-Chairman, Debutante Ball

**Norma Lyons McKelvy**  
Board Chairman, Metropolitan Leadership Institute, Incorporated

## Important E-File Structure Procedures:

For Debutantes/Parents/Guardians/Sponsors uploading files to the Box, please **Upload completely filled out documents, named as such:**

**ApplicantName-FileName-COMplete.pdf**

Example: *KaylaHarris-CommunityLeaderForm-COMplete.pdf*

All email subject lines shall begin with

**2023 Debutante Ball-Subject Description-ApplicantName**

Example: *2023 Debutante Ball-Application-KaylaHarris.pdf*

Following these easy formatting rules will allow the committee to stay organized and maintain accurate consistent records.



## GENERAL INFORMATION FOR DEBUTANTES AND PARENTS/GUARDIANS

### **INTRODUCTION**

Alpha Kappa Alpha Sorority, Incorporated® is an international organization of over 325,000 college-educated women in more than 55 nations and all 50 of the United States with a common goal to improve human life through service to others. Founded on the campus of Howard University in Washington, D.C. in 1908, it is the oldest Greek-letter organization established by African American college-educated women.

The Sorority's purpose is:

- ◆ to cultivate and encourage high scholastic and ethical standards,
- ◆ to promote unity and friendship among college women,
- ◆ to study and help alleviate problems concerning girls and women in order to improve their social stature,
- ◆ to maintain a progressive interest in college life,
- ◆ and to be of "Service to All Mankind."

Alpha Kappa Alpha Sorority, Incorporated®, Mu Omega Chapter in collaboration with Metropolitan Leadership Institute, Incorporated present the Debutante Ball biennially as a means to present highly motivated, talented young women with records of high scholastic achievement and committed community service to the cultural and social community of the Kansas City metropolitan area.

### **About Mu Omega Chapter**

Since its chartering on May 10, 1924, Mu Omega Chapter has held true to its duty to be of service to all mankind by implementing programs of service impacting countless lives in the Kansas City community. The Sorority's 2022-2026 International Program Initiative's theme is "Soaring to Greater Heights of Service and Sisterhood" where Mu Omega Chapter hopes to incorporate a few program initiatives like "Empower Our Families" and "Uplift Our Local Community" through activities fostered through this Debutante Ball Season. We are eager to get started. For more information, visit [www.akamuomega.com](http://www.akamuomega.com)

### **About Metropolitan Leadership Institute, Incorporated**

The Metropolitan Leadership Institute, Incorporated is a 501(c)(3) organization established to provide educational assistance and leadership training to residents in the Greater Kansas City Metropolitan Area by providing scholarships for youth, as well as facilitating community service programs designed to enhance the economic, health, and cultural well-being of families. For more information, visit [www.mlikck.org](http://www.mlikck.org)



### **About Being a Debutante**

A Debutante is a young lady who has been prepared in the social graces and who is community service oriented. The Debutante Ball is an avenue used to introduce and debut deserving and outstanding young ladies as Debutantes to Kansas City society in a formal setting. Being a debutante is a commitment not only to yourself, but to the many new friendships you will foster. Throughout the season, you will be committing your time to community service activities, waltz rehearsals, etiquette workshops, career seminars and much more but your ultimate commitment is the one you make on November 24, 2023, in front of family and friends during the Debutante Ball Final Presentation. Take advantage of all the Debutante Ball program has to offer. Meet new people. Learn and participate in workshops, training and seminars. Have fun dancing with your father or guardian. Earn scholarships. But most importantly, prepare to be amazing and Soar Gracefully in Excellence in all you do.

### **QUALIFICATIONS**

To be considered for presentation, a young lady must:

- ◆ be a high school senior or a college freshman during the **2023-2024** school year.
- ◆ have a cumulative grade point average of at least **2.75 GPA (C+)** based on a 4.0 grading scale.
- ◆ have and exhibit high ethical and moral standards.
- ◆ not be pregnant (*before or during the Debutante Ball season*), never have had a child, and never have been married or engaged.
- ◆ not have been introduced to society in a formal presentation. (*Activities sponsored by a church, secondary school and Little Miss AKA Pageant are acceptable.*)

### **FINANCIAL REQUIREMENTS**

- ◆ **The Presentation Fee is \$650.00** which must be paid in full on or before July 26, 2023. The fee can be paid in two installments:
  - Saturday, June 24, 2023 - The First installment, or at least half of the Fee, is due.
  - Wednesday, July 26, 2023 - The Final installment of the Fee is due.
  - The Presentation Fee includes two (2) invitations to the Debutante Ball Dinner and Presentation.
  - The Presentation Fee does not include the cost of the formal dress.
- ◆ **Scholarships Eligibility-** To be eligible for scholarships, each Debutante will be responsible for securing a minimum of **\$1,250.00** in advertisements and/or patrons listing for the souvenir brochure and for securing a minimum of eight (8) invitations to the Debutante Ball. The souvenir brochure will be available the night of the Debutante Ball.

### **FORMAL DRESS**

The dresses for the Debutante will be purchased from an establishment selected by the Debutante Ball Committee. A dress showing and payment schedule for the purchase of the dresses will be made at a later date. (*The cost of the formal dress is in addition to the Presentation Fee.*)



## GENERAL INFORMATION FOR DEBUTANTES AND PARENTS/GUARDIANS

### **ESCORTS**

The Debutante should choose her own escort and *should do so very carefully*. The young man should:

- ◆ have a reputation of good character and conduct.
- ◆ never have been married or have children.
- ◆ be under 21 years of age, but not younger than 15 years of age.
- ◆ have good personal grooming habits.
- ◆ be willing to pay the tuxedo rental fee.
- ◆ be willing to attend all waltz rehearsals and other events as scheduled.
- ◆ be enrolled in an educational institution.

Parents/Guardians of the Debutante should make an effort to know the escort and his parents/guardians.

### **Attachments Checklist:**

- ☐ Debutante Application Introductory Letter (pages 1-5).
- ☐ Debutante Application (pages 6-11): RETURN no later than Saturday, April 8, 2023.
- ☐ Counselor Report Form (page 12): Confirm delivery. RETURN no later than Saturday, April 8, 2023.
- ☐ Community Leader Report Form (page 13): Confirm delivery. RETURN no later than Saturday, April 8, 2023.
- ☐ Sponsor Expectations & Sponsor Report form (Supplemental Application attachments): Confirm delivery. RETURN no later than Saturday, April 8, 2023.
- ☐ The Box Collaboration Tool instructions (attached) Uploading to the Box web-based platform is the preferred submittal format for returning all documents except the Counselor Form with Transcript.



## 2023 DEBUTANTE APPLICATION FORM

### Directions:

- ♦ The applicant must answer **all** questions on this application. All information **must be TYPED**.
- ♦ If mailed, the completed application must be printed on **white 8 ½" x 11"** paper.
- ♦ Prior to uploading or emailing, save this file name as: **YourName-DebutanteApplication-COMplete.pdf**. Example: *KaylaHarris-DebutanteApplication-COMplete.pdf*

|                                                                                                                                                                             |                                    |                                           |                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------------|
| 1. Applicant's Name:                                                                                                                                                        | _____                              | _____                                     | _____                                                                                               |
|                                                                                                                                                                             | Last                               | First                                     | Middle                                                                                              |
| 2. Applicant's Address:                                                                                                                                                     | _____                              |                                           |                                                                                                     |
| 3. City, State & Zip:                                                                                                                                                       | _____                              |                                           |                                                                                                     |
| 4. Home Phone Number:<br>(Include Area Code)                                                                                                                                | _____                              | Cell Phone Number:<br>(Include Area Code) | _____                                                                                               |
| 5. Birth Date:<br>(MM/DD/YYYY)                                                                                                                                              | _____                              |                                           |                                                                                                     |
| 6. Home/Personal Email Address:                                                                                                                                             | _____                              |                                           |                                                                                                     |
| 7. Social Media Accounts:<br>(List all – e.g. Facebook, Instagram, Snapchat, Twitter, etc.)                                                                                 | _____                              |                                           |                                                                                                     |
| 8. Name the member of Alpha Kappa Alpha Sorority, Incorporated®<br>who is sponsoring you or:                                                                                | _____                              |                                           |                                                                                                     |
| a. Name the member and Group/ Organization who is<br>sponsoring you:                                                                                                        | _____                              |                                           |                                                                                                     |
| 9. School:                                                                                                                                                                  | _____                              |                                           |                                                                                                     |
| 10. School Address:                                                                                                                                                         | _____                              |                                           |                                                                                                     |
| 11. School City, State & Zip:                                                                                                                                               | _____                              |                                           |                                                                                                     |
| 12. School Phone Number:                                                                                                                                                    | _____                              |                                           |                                                                                                     |
| 13. Are you working?                                                                                                                                                        | <input type="checkbox"/> Yes       | <input type="checkbox"/> No               | 13b. Are you planning to work in the fall? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 14. There will be a Talent Presentation for individuals and/or groups. Check your talent(s); if your talent is not listed, check the 'Others' box then list your talent(s). |                                    |                                           |                                                                                                     |
| <input type="checkbox"/> Public Speaking                                                                                                                                    | <input type="checkbox"/> Writing   | <input type="checkbox"/> Visual Arts      | <input type="checkbox"/> Performing Arts                                                            |
| <input type="checkbox"/> Photography                                                                                                                                        | <input type="checkbox"/> Athletics | <input type="checkbox"/> Storytelling     | <input type="checkbox"/> Dance                                                                      |
| <input type="checkbox"/> Others (List)                                                                                                                                      | _____                              |                                           |                                                                                                     |

## 2023 DEBUTANTE APPLICATION FORM

### ACTIVITIES AND ORGANIZATIONS

15. Please list all school, church, work, and community activities and organizations in which you have participated, including any positions held and the years involved, throughout high school. Please include current or anticipated activities.

| Activity/Organization | Position Held (e.g., officer, member, etc.) | Year(s) involved |
|-----------------------|---------------------------------------------|------------------|
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|                       |                                             |                  |



16. Recognitions and/or Community Awards received in past three years:

[illegible]

## 2023 DEBUTANTE APPLICATION FORM

17. In 100 words or less, please describe your career plans or aspirations.

18. The purpose of the Debutante Ball is to present highly motivated, talented young women with records of high scholastic achievement and committed community service to the cultural and social community of the Kansas City metropolitan area. In 100 words or less, explain how your participation in the Debutante Ball will contribute to and enhance this effort.

## 2023 DEBUTANTE APPLICATION FORM

### PARENT/GUARDIAN SECTION – CONTACT INFORMATION

**Directions:**

- ◆ This section is to be completed, signed by parent/guardian, and returned with your application.

**Name of Parent(s) or Guardian(s)**

Mother's/Guardian's  
Full Name: \_\_\_\_\_

Father's/Guardian's  
Full Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mother's/Guardian's  
Address: \_\_\_\_\_

Father's/Guardian's  
Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

My parent(s) or guardian(s) and I will attend all required meetings, required rehearsals, and scheduled activities, as well as assist in every way possible to make this activity a meaningful experience.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mother/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Father's/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have reviewed this application.

Sponsor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Tina Hinds**  
c/o Debutante Ball  
2104 SW Timbertrace Lane  
Lee's Summit, MO 64082

## 2023 DEBUTANTE APPLICATION FORM

### PARENT/GUARDIAN SECTION - AUTHORIZATION FOR RELEASE OF RECORDS

#### Directions:

- ♦ The applicant's parent or guardian must complete and sign the *Authorization for Release of Records* (page 11) and return with your application (pages 6-10) in order for the school to release the student's official transcript to the Screening & Awards Committee later during the Debutante season.
- ♦ If sending via Postal Mail, all information **must be TYPED** and printed on **white 8 1/2" x 11"** paper.

\_\_\_\_\_ Date

Applicant's Name: \_\_\_\_\_

Applicant's Birth Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Current School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

High School Previously Attended: \_\_\_\_\_

I, \_\_\_\_\_, the parent or guardian of the above-named student, authorize the release of records of the official transcript to the following individual:

Printed Name of Parent or Guardian: \_\_\_\_\_

Address of Parent or Guardian: \_\_\_\_\_

Phone Number of Parent or Guardian: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

**Tina Hinds**  
c/o Debutante Ball  
2104 SW Timbertrace Lane  
Lee's Summit, MO 64082

## COUNSELOR REPORT FORM

### Directions:

- ◆ Please complete this form and return a **printed hard copy** in the stamped, addressed envelope that has been provided to you by the applicant for your convenience.
- ◆ Please attach the applicant's **Official Transcript** which should include five (5) semesters of completed work. If necessary, attach the last grade card report.

1. Applicant's Name: \_\_\_\_\_  
Last First Middle

2. School Name: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

3. Length of time you have known the applicant: \_\_\_\_\_ Years \_\_\_\_\_ Months

4. Optional: Does the applicant have exceptional ability or talent in any particular field? ☐ Yes ☐ No

a. If yes, please provide information: \_\_\_\_\_

5. Please explain your grading system if it is different from the usual high grade of 1 or A = 4.0 to 5 or F = 0.0 points or failing.

6. What is your overall evaluation of the applicant? ☐ Highly Recommend ☐ Strongly Recommend ☐ Satisfactory  
☐ Not Recommend ☐ Insufficient Evidence to Evaluate

Counselor's Name: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_  
(Please Print) (Include Area Code)

Counselor's Signature: \_\_\_\_\_

Please mail this form **along with Official Transcript** to:

**Tina Hinds**  
c/o Debutante Ball  
2104 SW Timbertrace Lane  
Lee's Summit, MO 64082

## COMMUNITY LEADER REPORT FORM

**Directions:**

- ◆ Please complete this form and return a **printed hard copy** in the stamped, addressed envelope that has been provided to you by the Applicant for your convenience or...
- ◆ Prior to uploading or emailing, save this file name as: **ApplicantName-CommunityLeaderForm-COMplete.pdf**. Example: *KaylaHarris-CommunityLeaderForm-COMplete.pdf*

1. Applicant's Name: \_\_\_\_\_

| Last | First | Middle |
|------|-------|--------|
|      |       |        |

2. How long have you known the Applicant?

3. In what way have you been associated with the Applicant?

4. The purpose of the Debutante Ball is to further expose highly motivated, talented young women with records of high scholastic achievement to the cultural and social community of the Kansas City Metropolitan area. Please explain how the applicant's involvement could enhance this effort.

Community Leader's Name:

Community Leader's Title: \_\_\_\_\_

Community Leader's Address: \_\_\_\_\_

Number/Street \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Daytime Phone Number (Include Area Code): \_\_\_\_\_

Community Leader's Signature: \_\_\_\_\_

### Upload to the Box web-based platform

See The Box Collaboration Tool instructions attached. For technical assistance, contact:  
**Lexie Sweat**  
[mutechchairman@gmail.com](mailto:mutechchairman@gmail.com)  
Email subject: 2023 Debutante Ball- The Box

## Email | Phone

**To: Tina Hinds**  
[tina.hinds79@yahoo.com](mailto:tina.hinds79@yahoo.com)

---

**cc: Asha Moore**  
[asha.glover4@gmail.com](mailto:asha.glover4@gmail.com)

## Postal Mail

**Tina Hinds**  
c/o Debutante Ball  
2104 SW Timbertrace Lane  
Lee's Summit, MO 64082



## SPONSOR EXPECTATIONS FORM

Dear Sponsor,

Thank you for considering sponsorship of a young lady to become a prospective 2023 Debutante. Please familiarize yourself with the Debutante qualifications, financial obligations and other general information found in the 2023 Debutante Ball Application Packet along with familiarization with the Sponsor Expectations.

**With your Prospective Debutante, read the attached materials and observe the rules and regulations outlined in the application packet.** The Screening & Awards Committee will look very closely at the grade point average, as well as other stated qualifications required for each applicant. The applicant must have at least a 2.75 GPA (C+) based on a 4.0 grading system to be considered as a Debutante.

Make certain that **all** forms are complete and received or postmarked by the noted due dates. The five (5) forms listed below must be received or postmarked no later than Saturday, April 8, 2023.

### Prospective Debutante Forms

1. **2023 DEBUTANTE APPLICATION FORM**
2. **COUNSELOR REPORT FORM** (*must include Transcript with this returned form*)
3. **COMMUNITY LEADER REPORT FORM**

### Sponsoring Member Forms

1. **SPONSOR EXPECTATIONS FORM**
2. **SPONSOR REPORT FORM**

Again, thank you for your interest in the 2023 Debutante Ball. We look forward to working with you to make this year's presentation a memorable occasion for the Debutante and their families.

Should you have any questions regarding the application or qualification requirements, please contact Diamond Bronson at [mugeneralchairman@gmail.com](mailto:mugeneralchairman@gmail.com) or Yvette Richards at [yrichardslead@gmail.com](mailto:yrichardslead@gmail.com).

Sincerely,

**Diamond S. Bronson**  
General Chairman, Debutante Ball

**Meredyth A. Vick**  
President, Mu Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated®

**Yvette K. Richards**  
General Co-Chairman, Debutante Ball

**Norma Lyons McKelvy**  
Board Chairman, Metropolitan Leadership Institute, Incorporated





## SPONSOR EXPECTATIONS FORM

### Directions:

- ◆ Please complete this form and return by uploading to the Box web-based application following your mandatory attendance at the Sponsor Orientation.
- ◆ See The Box Collaboration Tool instructions attached.

As women of Alpha Kappa Alpha Sorority, Incorporated® we strive for the higher purpose of nurturing and developing young women to be future leaders in society. Sponsoring Member Expectations are also as follows:

- ◆ **Must attend a Sponsor Orientation. Attendance to One Sponsor Orientation is mandatory.** See date options on following page.
- ◆ Must **know** your Debutante and is the **primary reference** for her.
- ◆ Must have a **good communication line** with the Debutante's **parents/guardians**.
- ◆ Must serve as a **liaison between** Parents/Guardians, Debutante and Steering Committee **throughout** the Debutante Ball season.
- ◆ **Must review all application documentation** submitted by the Debutante.
- ◆ Must lend **support** to your Debutante by **being present during all activities requiring Sponsoring Member presence or assign a designee in your absence**.
- ◆ Must be helpful by **reminding parents/guardians and Debutante of important deadlines, event dates, and obligations**.
- ◆ Must stay **informed about activities and proceedings and ensure accuracy of all information communicated**.
- ◆ Must **reinforce parent/guardian education regarding formal attire dress requirements** for the Debutante Ball.
- ◆ Must feel a level of **responsibility** in helping to make the Debutante Ball a success.
- ◆ Must be **present the night of the Debutante Ball**.
- ◆ Must **financially support** the Sponsoring Member Activity for the Debutante.
- ◆ Must purchase the community service project T-Shirt for the Debutante.

**I agree to uphold myself to these expectations for the 2023 Debutante Ball Season:**

Sponsoring Member's Name \_\_\_\_\_

Sponsoring Member's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Name you wish to sponsor: \_\_\_\_\_  
First Middle Last



## SPONSOR EXPECTATIONS FORM

Make certain that **all** five (5) forms are complete and received or postmarked by the noted due dates.

### Form Delivery Options:

- ♦ Preferred Option: Uploaded to the Box web-based secured platform following mandatory attendance of at least one of the Sponsor Orientations and received no later than **Saturday, April 8, 2023.**
  - Save this file name as: **ApplicantName-SponsorExpectations-COMPLETE.pdf.**  
Example: *KaylaHarris-SponsorExpectations-COMPLETE.pdf*
  - Upload to the *2023 Debutante Ball* → *0-2023 Debutantes* → *00-Sponsors* Folder
- ♦ Secondary Option: Emailed to the General Co-Chairman, Yvette Richards, no later than **Saturday, April 8, 2023.**
  - Save this file name as: **ApplicantName-SponsorExpectations-COMPLETE.pdf.**  
Example: *KaylaHarris-SponsorExpectations-COMPLETE.pdf*
  - Email subject: *2023 Debutante Ball- Sponsoring Member Expectations Form*
- ♦ Postal Mail Option: must be postmarked and received no later than **Saturday, April 8, 2023.**

Following these formatting rules will allow the committee to stay organized and maintain accurate consistent records.

| Upload to the Box <i>web-based platform</i>                                                                                                                                                                                             | Email                                                                                                                                                                                                                | Postal Mail                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| See The Box Collaboration Tool instructions attached. For technical assistance, contact:<br><b>Lexie Sweat</b><br><a href="mailto:mutechchairman@gmail.com">mutechchairman@gmail.com</a><br>Email subject: 2023 Debutante Ball- The Box | <b>To: Yvette Richards</b><br><a href="mailto:yrichardslead@gmail.com">yrichardslead@gmail.com</a><br><br><b>cc: Diamond Bronson</b><br><a href="mailto:mugeneralchairman@gmail.com">mugeneralchairman@gmail.com</a> | <b>Yvette Richards</b><br>c/o Debutante Ball<br>4012 E. 16 <sup>th</sup> Terrace<br>Kansas City, MO 64127-3469 |

### Dates of Sponsor Orientation

**(A representative from your organization must attend at least One Sponsor Orientation)**

Thursday, February 9, 2023, 6:30pm via Zoom  
Saturday, February 18, 2023, 3:00pm via Zoom  
Friday, February 24, 2023, 6:30pm via Zoom  
Saturday, March 4, 2023, 3:00pm via Zoom

RSVP attendance to Christina Jenkins, 2023 Debutante Ball Secretary, [cyoung081379@yahoo.com](mailto:cyoung081379@yahoo.com)  
cc: Diamond Bronson, 2023 Debutante Ball General Chairman, [mugeneralchairman@gmail.com](mailto:mugeneralchairman@gmail.com)  
cc: Yvette Richards, 2023 Debutante Ball General Co-Chairman, [yrichardslead@gmail.com](mailto:yrichardslead@gmail.com)  
Email Subject: 2023 Debutante Ball- Sponsor Orientation RSVP

**Sponsor Orientation Zoom link to be forwarded after receipt of RSVP**

**Debutante Application to be forwarded after attendance at Sponsor Orientation**

**Directions:**

- ◆ Please complete this form and return by uploading (Page 1 only) to the Box web-based application following your attendance at the Sponsor Orientation.
- ◆ See The Box Collaboration Tool instructions attached.

1. Applicant's Name \_\_\_\_\_  
Last First Middle

2. Applicant's Mailing Address \_\_\_\_\_

|               |            |          |
|---------------|------------|----------|
| Number/Street | City/State | Zip Code |
|---------------|------------|----------|

3. Applicant's Email Address \_\_\_\_\_

4. Length of time you have known the Applicant. \_\_\_\_\_Years \_\_\_\_\_Months

5. In what way have you been associated with the Applicant?

6. To the best of your knowledge, please comment on the Applicant's initiative, leadership qualities, concern for others, cooperativeness, and responsible nature.

7. I will attend the required activities for Sponsors during the Debutante Ball season.

**Parents'/Guardians' Orientation** ☐ Yes ☐ No

**One Service Project** ☐ Yes ☐ No

**Sponsor Activity** ☐ Yes ☐ No

**Parents'/Guardians' Protocol Meeting** ☐ Yes ☐ No

8. I will accept the financial responsibility for my applicant's assessment for Sponsor Activities prior to the event(s).  
☐ Yes ☐ No

9. I will accept the financial responsibility for my applicant's assessment for the Service Project T-Shirt prior to the first service project event. ☐ **Yes** ☐ **No**

10. I will accept the responsibility for my applicant's participation in planned activities, attendance at rehearsals and compliance with proposed deadlines. ☐ Yes ☐ No

Sponsor Organization's Name \_\_\_\_\_

| Sponsor Organization's Address |            |          |  |
|--------------------------------|------------|----------|--|
| Number/Street                  | City/State | Zip Code |  |
|                                |            |          |  |

Sponsor Organization's Point of Contact Name \_\_\_\_\_

Sponsor Organization's Point of Contact Email

Sponsor Organization's Point of Contact Telephone Numbers: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Sponsor Organization's Point of Contact Signature



## SPONSOR REPORT FORM

Make certain that **all** five (5) forms are complete and received or postmarked by the noted due dates. See *Sponsor Expectations Form* for the five (5) listed forms.

### Form Delivery Options:

- ♦ Preferred Option: Uploaded to the Box web-based secured platform following mandatory attendance of at least one of the Sponsor Orientations and received no later than **Saturday, April 8, 2023**.
  - Save this file name as: **ApplicantName-SponsorReportForm-COMplete.pdf**.  
Example: *KaylaHarris-SponsorReportForm-COMplete.pdf*
  - Upload to the *2023 Debutante Ball* → *0-2023 Debutantes* → *00-Sponsors* Folder
- ♦ Secondary Option: Emailed to the General Co-Chairman, Yvette Richards, no later than **Saturday, April 8, 2023**.
  - Save this file name as: **ApplicantName-SponsorReportForm-COMplete.pdf**.  
Example: *KaylaHarris-SponsorReportForm-COMplete.pdf*
  - Email subject: *2023 Debutante Ball- Sponsor Report Form- Prospective Debutante's Name*
- ♦ Postal Mail Option: must be postmarked and received no later than **Saturday, April 8, 2023**.

Following these formatting rules will allow the committee to stay organized and maintain accurate consistent records.

| Upload to the Box <i>web-based platform</i>                                                                                                                                                                                             | Email                                                                                                                                                                                                                | Postal Mail                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| See The Box Collaboration Tool instructions attached. For technical assistance, contact:<br><b>Lexie Sweat</b><br><a href="mailto:mutechchairman@gmail.com">mutechchairman@gmail.com</a><br>Email subject: 2023 Debutante Ball- The Box | <b>To: Yvette Richards</b><br><a href="mailto:yrichardslead@gmail.com">yrichardslead@gmail.com</a><br><br><b>cc: Diamond Bronson</b><br><a href="mailto:mugeneralchairman@gmail.com">mugeneralchairman@gmail.com</a> | <b>Yvette Richards</b><br>c/o Debutante Ball<br>4012 E. 16 <sup>th</sup> Terrace<br>Kansas City, MO 64127-3469 |

### Dates of Sponsor Orientation

**(A representative from your organization must attend at least One Sponsor Orientation)**

Thursday, February 9, 2023, 6:30pm via Zoom  
Saturday, February 18, 2023, 3:00pm via Zoom  
Friday, February 24, 2023, 6:30pm via Zoom  
Saturday, March 4, 2023, 3:00pm via Zoom

RSVP attendance to Christina Jenkins, 2023 Debutante Ball Secretary, [cyoung081379@yahoo.com](mailto:cyoung081379@yahoo.com)  
cc: Diamond Bronson, 2023 Debutante Ball General Chairman, [mugeneralchairman@gmail.com](mailto:mugeneralchairman@gmail.com)  
cc: Yvette Richards, 2023 Debutante Ball General Co-Chairman, [yrichardslead@gmail.com](mailto:yrichardslead@gmail.com)  
Email Subject: 2023 Debutante Ball- Sponsor Orientation RSVP

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**Debutante Application to be forwarded after attendance at Sponsor Orientation**



## 2023 Debutante Ball – The Box: Online Collaboration Tool Instructions

### Directions

#### 1. Establish Account

- a. ACCESS the Box Collaboration tool, <https://account.box.com/login>

#### 2. Create Profile

- a. INPUT username and password or CREATE account if you do not have a log in
- b. If you need assistance establishing or utilizing your Box account, please contact Ms. Lexie Sweat at [mutechchairman@gmail.com](mailto:mutechchairman@gmail.com)

#### 3. Confirm email Address

- a. SEND your email address to Lexie Sweat ([mutechchairman@gmail.com](mailto:mutechchairman@gmail.com)) and Diamond Bronson ([mugeneralchairman@gmail.com](mailto:mugeneralchairman@gmail.com)) This is the email address we will use for all Debutante Ball communications.
  - i. Email subject: 2023 Debutante Ball- Box Access Email address
- b. You will receive an email inviting you to join the Box folders you are granted access to. If you do not receive an invite, please reach out to Lexie.

#### 4. Access Files

- a. Once in your profile, you will be able to:
  - i. Access documents in your folder(s).
  - ii. Upload documents to Mu Omega Debutante Ball Steering Committee within your folder.  
NOTE: Debutantes, Parents & Sponsors – Be mindful of due dates and file naming standards.
- b. We recommend Bookmarking the 2023 Debutante Ball Folder for quick online access

### Important Electronic File Naming Standards and Procedures:

For Debutantes/Parents/Sponsors uploading files to the Box,  
please **Upload completely filled out documents, named as such:**

**ApplicantName-FileName-COMplete.pdf**

Example: *KaylaHarris-CommunityLeaderForm-COMplete.pdf*

All email subject lines must begin with

**2023 Debutante Ball-Subject Description-DebutanteName**

Example: *2023 Debutante Ball-Application-KaylaHarris.pdf*

Following these easy formatting rules will allow the committee  
to stay organized and maintain accurate records consistently.



## 2023 Debutante Ball – The Box: Online Collaboration Tool Instructions

The screenshot shows the Box 'Sign In to Your Account' page. At the top, there is a blue header with the 'box' logo, a language dropdown set to 'English (US)', a 'Box Blog' link, and a 'Sign Up' button. The main content area is a white box with the title 'Sign In to Your Account'. Below the title is the 'Email Address' label and a text input field. A blue 'Next' button is positioned below the input field. A link for 'Reset Password' is centered below the 'Next' button. At the bottom of the white box, there is a horizontal line with 'or' in the center, followed by a 'Sign in with Google' button featuring the Google logo.

This screenshot shows the second step of the Box sign-in process. The header is identical to the previous screen. The white sign-in box now shows a back arrow and the title 'Sign In to Your Account'. Below the title, it says 'Signing in as paulibear2003@yahoo.com. Not you?'. The 'Password' label is above a password input field filled with dots. A blue 'Log In' button is below the password field. A 'Reset Password' link is centered at the bottom of the white box.

The screenshot shows the Box interface with a sidebar on the left. The sidebar has a blue header with the 'box' logo and a hamburger menu icon. Below the header, there is a breadcrumb trail '> 2023 Debutante Ball'. Underneath, there is a section titled 'NAME ↑' with a list of folders: '0-2023 Debutantes', '1-2023 Contacts', '2-2023 Timeline, Calendar, Awards Criteria', '3-2023 Evaluation Forms', and '4-2023 Steering Committee'. Each folder is represented by a blue folder icon with a person silhouette.

This screenshot shows the Box interface for a specific folder. The sidebar is identical to the previous screenshot. The main content area shows a breadcrumb trail '> Deb 01-Rename Later'. Below this, there is a section titled 'NAME ↑' with a list of folders: '00-BlankForms', '01-DebutanteForms-COMplete', '02-SponsorForms-COMplete', '03-PresenterForms-COMplete', '04-EscortForms-COMplete', and '05-ParentForms-COMplete'. Each folder is represented by a blue folder icon with a person silhouette.

The screenshot shows a close-up of the 'Sharing' dropdown menu in the Box interface. At the top, there is a blue header with the 'box' logo and a hamburger menu icon. Below the header, there is a section titled 'NAME ↑'. The 'Sharing' dropdown menu is open, showing options for 'File' and 'Folder'. The 'File' option is selected, and the 'Folder' option is also visible. The 'Sharing' dropdown menu is located below the 'New' button and the 'Upload' button. The 'Sharing' dropdown menu is also located below the 'New' button and the 'Upload' button.