



# FRATERNITY AND SORORITY HANDBOOK

# K-STATE HOMECOMING 2024

## POINTS



The events listed below will be used to determine the overall Homecoming winner. All judges score strictly on the criteria in your handbook. **An average is taken of the judges' scores to determine the winner.** All individual event and overall winners will be announced for the first time at the Pep Rally on Friday, Oct. 25. In all competitions, the judges' decisions are final.

Points will be awarded as follows for participation and achievement in the following activities:

<b>PHILANTHROPY 5K RUN/WALK</b>	100 points for completed participation *Bonus points possible	
<b>SPIRIT SIGN</b>	20 points for participation	1st = 50 points 2nd = 40 points 3rd = 30 points 4th = 20 points 5th = 10 points
<b>PANT THE CHANT</b>	40 points for participation	1st = 75 points 2nd = 65 points 3rd = 55 points 4th = 45 points 5th = 35 points
<b>PAINT THE 'VILLE</b>	20 points for participation	1st = 50 points 2nd = 40 points 3rd = 30 points 4th = 20 points 5th = 10 points
<b>WILDCAT REQUEST LIVE</b>	20 points for participation	1st = 75 points 2nd = 65 points 3rd = 55 points 4th = 45 points 5th = 35 points
<b>CHILDREN'S CARNIVAL</b>	20 points for participation *Bonus points possible	1st = 50 points 2nd = 40 points 3rd = 30 points 4th = 20 points 5th = 10 points
<b>FLOAT</b>	40 points for participation	1st = 75 points 2nd = 65 points 3rd = 55 points 4th = 45 points 5th = 35 points
<b>PARADE</b>	20 points for participation	1st = 50 points 2nd = 40 points 3rd = 30 points 4th = 20 points 5th = 10 points

# K-STATE HOMECOMING 2024

## FRATERNITY AND SORORITY CHECKLIST



Guidelines and forms can be found at [k-state.com/guidelines](https://k-state.com/guidelines).

All forms should be submitted to [studentprograms@k-state.com](mailto:studentprograms@k-state.com) except for 5K registration.

- Monday, Sept. 9**     **Mandatory Meeting:**  
**All participating organizations at 6 p.m. in Banquet room C, K-State Alumni Center.**
- Thursday, Sept. 19** Submit Homecoming Statement of Accountability at [k-state.com/guidelines](https://k-state.com/guidelines) by 12 p.m. (noon).
- Thursday, Sept. 19** Submit entry form by 12 p.m. (noon); one per pairing.
- Wednesday, Oct. 2** Submit 5K Run/Walk pairing volunteer form by 12 p.m. (noon); one per pairing.
- Wednesday, Oct. 2** Apply for Student Ambassador by 12 p.m. (noon) at [k-state.com/studentambassadors](https://k-state.com/studentambassadors).
- Wednesday, Oct. 2** Submit completed 5K Run/Walk registration by 12 p.m. (noon) online.
- Monday, Oct. 7**     **Mandatory meeting for chairs of events listed below:**  
**5K Run/Walk at 5:30 p.m.**  
**Pant the Chant at 6 p.m.**  
**Spirit Sign at 6:15 p.m.**  
**Wildcat Request Live at 6:30 p.m.**  
**Float at 6:50 p.m.**
- Tuesday, Oct. 8**     **All Wildcat Request Live items need to be turned in by 12 p.m. (noon).**
  - Songs on flash drive*
  - Participation list*
  - Expense report*
- Friday, Oct. 11**     Wildcat Request Live participants will receive an email Oct. 8 by 5 p.m. Participants must complete the waiver by Oct. 11 at 12 p.m. (noon).
- Monday, Oct. 14**     Submit your float driver name email and phone number to [studentprograms@k-state.com](mailto:studentprograms@k-state.com).
- Monday, Oct. 14**     **Mandatory Meetings at the Wildcat Chambers, K-State Student Union**  
**All-U at 6 p.m., 5K Run/Walk volunteers at 6:45 p.m.**
- Friday, Oct. 18**     Submit Pant The Chant expense report at [k-state.com/guidelines](https://k-state.com/guidelines) and Excel file of participants to [studentprograms@k-state.com](mailto:studentprograms@k-state.com) by 12 p.m. (noon); one form per group.
- Friday, Oct. 18**     5K packet pick-up is from 2-5 p.m. at Alumni Center second floor, Hagans Library. Each chapter picks up as a group. No individual pick up. No pick up allowed for other chapters without proof of consent.
- Sunday, Oct. 20**     Display Spirit Sign 12-2 p.m. Turn in Spirit Sign expense form to a Homecoming Committee member at time of display.
- Thursday, Oct. 24**     Vote for Student Ambassador, 8 a.m.-5 p.m. by going to [k-state.com/studentambassadors](https://k-state.com/studentambassadors).
- Friday, Oct. 25**     Expense report for float due by 10 a.m. at [studentprograms@k-state.com](mailto:studentprograms@k-state.com).
- Friday, Oct. 25**     Complete required touch ups to Aggieville window by 2:30 p.m.
- Sunday, Oct. 27**     Remove Spirit Sign from campus by 2 p.m. Facilities reserves right to charge a fee to any group that does not remove their sign by this time.

# K-STATE HOMECOMING 2024 PHILANTHROPY 5K RUN/WALK



*Benefiting Cats' Cupboard*

**When: Sunday, Oct. 20 | 9 a.m.**

**Event Location: K-State Alumni Center**

**Cost: \$25 per student**

## POINTS

100 points: 20 individuals from your pairing **MUST** cross the finish line on race day

10 points: Every 5 additional individuals to participate from your group

\*Max of 50 additional bonus points can be accumulated

*\*\*There will be a 10 point penalty subtracted from your group's total score for each volunteer who does not show up on time or stay the entire time needed for the 5K Run/Walk.*

## REGISTRATION

### VOLUNTEERS:

**Form deadline Wednesday, Oct. 2, by noon.**

- Each pairing must supply the Homecoming Committee with six volunteers for race day
- Information can be found on the volunteer form located at [k-state.com/guidelines](https://k-state.com/guidelines)

### RUNNERS/WALKERS

**Deadline – Wednesday, Oct. 2, at noon.**

• Entry is \$25 for each student

• Each individual will register themselves for the 5K through [www.runsignup.com](https://www.runsignup.com). If a chapter wants to pay for each individual, that will be left between the participant and the chapter.

- Late entry is allowed for individuals that missed your deadline, but they will be required to enter at [k-state.com/5K](https://k-state.com/5K) with additional fees through the portal.** Late entries are allowed for pairing points. Entry is \$30 (+\$2.16 fee) for students if registered after 11:59 p.m. on Oct. 2 (T-shirt not guaranteed).

*Tuesday, Oct. 15, at 5 p.m.*

- No substitutions between 5K Run/Walk participants will be allowed after this date.

## PACKET PICK UP

*Friday, Oct. 18, at 2-5 p.m. – Hagans Library, second floor, K-State Alumni Center*

- Each chapter is required to pick up as a group. No individual pick up. Pairings aren't allowed to pick up for other chapters unless they bring confirmation from the other chapters.** Please distribute packets to participants prior to race day. **Chapters are not allowed to distribute packets Sunday, at the 5K event.** You will be penalized.

## RACE DAY

*Sunday, Oct. 20, at 9 a.m. – Johnson Terrace, Alumni Center*

- Race begins at 9 a.m.
- Race packets will include a race number that must be worn during the 5K Run/Walk.
- Participation points are figured from the timing chips that cross the finish line.
- A race map is available at [k-state.com/5K](https://k-state.com/5K). To obtain points, race must be completed in 70 minutes.

No animals allowed.

# K-STATE HOMECOMING 2024

## SPIRIT SIGNS



When: Sunday, Oct. 20 | 12-2 p.m. \*Judging begins at 2 p.m.  
Event Location: Coffman Commons

### POINTS

100 points: 25 points possible for the following categories:  
• Originality & Creativity • K-State Spirit • Adherence to Theme • Overall Appearance

### DEADLINES:

☐ Expense report found at [k-state.com/guidelines](https://k-state.com/guidelines) needs to include scans or photos of receipts turned in by 12 p.m (noon) on Friday, Oct. 18, at [studentprograms@k-state.com](mailto:studentprograms@k-state.com).

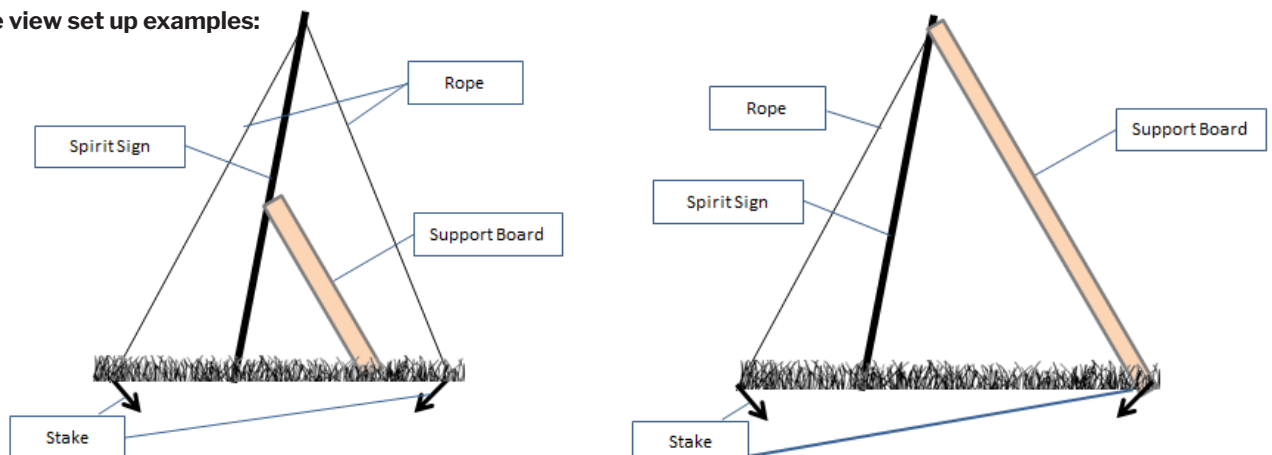
### RULES AND GUIDELINES

1. Your sign should incorporate the Homecoming theme.
2. Pairing Greek letters need to be on the front of the sign.
3. **A contact name and phone number must be included on the back of the sign.** This number will be used if a problem would arise with the sign.
4. Maximum size is 8 feet by 8 feet. There will be a penalty for signs over maximum size.
5. Signs can only be **two-dimensional**. However, textured materials are allowed.
6. The sign can only be decorated on one side and must be waterproof.
7. **Each group is responsible for displaying their sign and must secure their sign using supplies, such as rope/stakes and/or a support board (see examples below).**
  - Groups must provide their own supplies needed for setup. Supply list given at Spirit Sign meeting.
  - Tent stakes must be **wood or plastic** and be driven below the surface of the grass to prevent accidental injury. Rope or 2x4's are allowed to attach board to stakes. **A maximum length of 6 inch and diameter of 1 inch.**
8. The use of electricity/batteries is not allowed.
9. Drop off area is east of Bosco Plaza, behind Anderson Hall - do not leave vehicles unattended.
10. Please check your sign daily to make sure it's standing and in good condition.
11. The Homecoming Committee reserves the right to display only signs deemed in good taste.
12. Each group is responsible for removing their sign by **2 p.m. on Sunday, Oct. 27. Groups will be fined if the signs are not removed by the proper time.**

### BUDGET - \$175

1. Please turn in the construction expense report upon arrival, along with **copies** of receipts to the appropriate Homecoming Student Committee Member.
2. Complete the form online at [k-state.com/guidelines](https://k-state.com/guidelines) for reporting expenses. More information can be found on the expense form.

Side view set up examples:



# K-STATE HOMECOMING 2024

## PANT THE CHANT



**When: Sunday, Oct. 20 | 8 p.m.** (doors open at 7:30 p.m.)

**Event Location: Bramlage Coliseum**

\*Pant the Chant assignment will be selected at the Oct. 14 All-University meeting.

### POINTS

100 points for participation, 20 points per categories:

- Rhythm • Originality • Loudness • Adherence to Theme • K-State Spirit

### DEADLINES:

- Expense report found at [k-state.com/guidelines](https://k-state.com/guidelines) needs to include scans or photos of receipts turned in by 12 p.m (noon) on Friday, Oct. 18, at [studentprograms@k-state.com](mailto:studentprograms@k-state.com).

### RULES AND GUIDELINES

1. Order of performance will be announced at the All-University Homecoming meeting on Monday, Oct. 14. The order will not be changed under any circumstances; this includes tests or other potential conflicts.
2. Seating charts with detailed seating arrangements and more specific information will be given at the All-University meeting on Oct. 14.
3. Performing members must be seated together by 7:40 p.m. All participants and nonperforming chapters must stay in assigned area until the entire competition is complete. Failure to do so will result in a penalty.
4. Performing groups must consist of a minimum of 40 and a maximum of 60 individuals. Groups must be approximately 50% female and 50% male. There must be approximately 50% active members and 50% new members performing for each chapter.
5. No switching positions with another performer will be allowed during performance.
6. No amplification devices, radios, noisemakers, microphones or musical instruments will be allowed. Any group using these items will be disqualified. Noises made by the human body (i.e. cheering, clapping, stomping, etc.) are the only instruments that may be used.
7. Props such as signs, hand paint, glow sticks, matching gloves, etc. can be used for performing. If any objects are thrown, the group will be penalized 5 points. A second offense will result in disqualification. If there is any question concerning your props, please contact a member of the Homecoming Student Committee.
8. There is a time limit of 1 minute 30 seconds. There will be a 5-point penalty if a group exceeds this limit.
9. Your performance, should be centered on the Homing theme, and the Homecoming pairing's names must be included in the chant.
10. All chants must be in good taste. The Homecoming Committee reserves the right to disqualify groups for inappropriate material or actions.
11. No food or drinks will be allowed during performance. Trash left behind is grounds for point deduction.

### BUDGET = \$150

- Spending limit is \$150 and information about expenses can be found on the Expense Report.
  - This would include signs, props, paint, glow sticks, gloves, hats, sunglasses, non-Homecoming attire, etc. Donated materials and items that are already on hand are to be estimated at retail value and included as expenses. **Please include ALL free items and expenses incurred.**

# K-STATE HOMECOMING 2024

## PAINT THE 'VILLE



**When: Monday, Oct. 21 | 10 a.m. - 5 p.m.** \*Judging begins at 5 p.m.

**Event Location: Aggieville**

\*Window assignment will be selected at the Oct. 14 All-University meeting.

### POINTS

100 points will be awarded based on the following categories:

40 points - Originality and Creativity

25 points - Adherence to Theme

35 points - Overall Appearance

### RULES AND GUIDELINES

1. Judging will take place at 5 p.m. on Monday, Oct. 21. Painting must be completed at this time.
2. A sign will be provided in the bottom right/left corner with your organization's name to designate which window you have been assigned. Please do not cover this sign up with your design.
3. The theme must be incorporated into the design.
4. Groups must provide all supplies needed for the event (paint, step stool, drop cloth, painters tape, etc.).
5. **One window per organization.** Placement of your group with a business's window will be drawn at the All-University Homecoming meeting on Monday, Oct. 14. There will be a 5 point penalty for using space other than your designated area. Please keep in mind that window sizes vary.
6. Make sure to order supplies in advance.
7. Window markers are not allowed.
8. Window must be painted with only water-based paint. No tempera paint should be used (tends to bubble and flake).
9. No access to the inside of the window is allowed. Penalties will be given if there is a violation.
10. Groups will be penalized 5 points for getting paint on sidewalks or buildings. Painters tape must be used to outline your work. Once completed, remove the tape.
11. The Homecoming Committee reserves the right to clean any window(s) deemed inappropriate.
12. **No expense reports are required for the Paint the 'Ville competition.**
13. Any touch-ups should be completed no later than 2:30 p.m. Friday, Oct. 25. The parade route will run through Aggieville, so windows should look nice for the parade crowd.
14. In case of inclement weather, a plan will be in place by 9 a.m. on the day of the event. Your Homecoming chair should check their email or call 785-532-2775 for more information.
15. Your group is not responsible for cleaning the windows after the week concludes. The Alumni Association uses a professional window cleaning company to clean each window.

# K-STATE HOMECOMING 2024

## WILDCAT REQUEST LIVE



When: Tuesday, Oct. 22 | 8 p.m. (doors open at 7:30 p.m.)

Event Location: Bramlage Coliseum

\*Order of appearance will be announced at the Oct. 14 All-University meeting. Conflicts of schedule should be considered by your participants.

### POINTS

100 points will be awarded based on the following categories:

- Originality and Creativity
- Adherence to Theme
- Overall Appearance

### DEADLINES

All items need to be turned in on Tuesday, Oct. 8, by 12 p.m. (noon) Baldwin Programs Suite on the Second Floor at the K-State Alumni Center

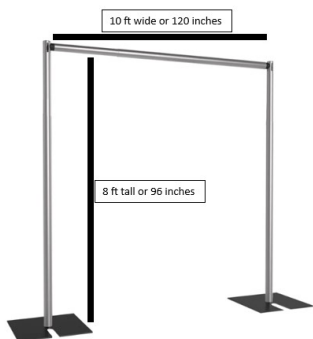
- Songs on flash drive. The person bringing the flash drive will stay while the music is downloaded and then returned.
- Participant list at [k-state.com/guidelines](https://k-state.com/guidelines)
- Expense report

WRL waivers need to be turned in on Friday, Oct. 11, by 12 p.m. (noon).

- Participation waivers (Waivers will be sent by 5 p.m. Oct. 8)

### RULES AND GUIDELINES

1. Max number of participants will be 20 individuals. Of these, only 10 females may participate.
2. All participants must sign a waiver. Waiver links will be emailed. NO WAIVER, NO WRL.
3. Absolutely no changes can be made to the music after submitted (unless requested by the committee).
4. NO EXPLICIT LYRICS or INAPPROPRIATE SUBJECTS WITHIN SONG SELECTION. Music should be submitted on flash drive on time or be penalized 5 points.
5. There is a time limit of 4 MINUTES. A 5-point penalty will be imposed if a group exceeds this limit.
6. All performances must be in good taste. The community attends (i.e. children) and is livestreaming.
7. Homecoming Committee reserves the right to disqualify groups with inappropriate material/actions.
8. Tumbling allowed in performance, NO stunting will be allowed (i.e. pyramid, scorpion, heel stretch, etc.).
9. Objects may not be thrown towards/at audience, including balls, shirts or other props.
10. Electricity will be provided for sound and lighting only, not for other items (i.e. smoke machines, fans, etc.).
11. Costumes should be in good taste. No firearm props allowed. Judging criteria will not be based on elaborate props or costumes.
12. Shoes must have non-marking soles.
13. Your theme should be priority and chapter Greek letters must be visible on props during the routine.
14. Groups are allowed three helpers to assemble backdrop, deliver to stage and remove from stage.
15. Group participants and spectators are required to stay for the entire event. Leaving early may result in penalties.



Examples of curtains in the links below:

- <https://a.co/d/2bQlkwR>
- <https://a.co/d/bUAKpFe>

You are free to use any color, one panel or two, 10 ft wide. Make sure you have a flat curtain and not a ruffled as you typically see with a curtain. Rod size compatibility must be 1.5 to 2 inch. WRL meeting will go into more detail and answer questions.

### BUDGET - \$300

- ALL props, costumes, music, decorations, etc. specifically purchased, rented or made for WRL or another Homecoming event cannot exceed the \$300 spending limit. If props or costumes are not on expense report, including borrowed, a 5-point penalty will be imposed.
- All previously owned and donated items need to be listed on the expense report. Shoes NOT included.



# K-STATE HOMECOMING 2024

## CHILDREN'S CARNIVAL



When: Wednesday, Oct. 23 | 6-8 p.m.  
Event Location: K-State Student Union

### POINTS

100 points for booth in the following categories:

30 points – Design and Appearance

35 points – Adherence to Theme

35 points – Good Interaction with Children

Bonus Points (max of 30 points) – Individuals with Theme Attire, 3 points per person

### RULES AND GUIDELINES

1. Booth size will be an approximately 10' x 10' space. One 6' table and two chairs will be provided.
2. Set up will take place from 5-5:30 p.m. Do not leave vehicles unattended while unloading.
3. Your booth location will be assigned upon your arrival for setup.
4. Masking or painters tape only. No scotch or duct tape.
5. Each pairing's booth must carry out the theme and must be in good taste, as this is an event attended by the parents and young children of the Manhattan community.
6. Each pairing must have a minimum of five individuals at the booth, with a maximum number of 10 individuals (fewer or more volunteers will result in a penalty).
7. Points will be awarded based on the number of people at the booth when judges arrive.
8. Bonus points will be awarded for each individual of your pairing at the booth that is dressed in attire to promote the theme.
9. Judging will take place during the event.
10. No expense reports are required for the Children's Carnival.

### DO AND DON'TS:

- Think safety first: no sharp objects, weapons, dry ice, smoke effects or violent themes.
- Plan an interesting and interactive display to engage as many ages of children as possible.
- Make candy or giveaways a reward for participants.
- Keep activity simple.
- If you want to hang something, a Union maintenance repair technician or other Union employee must do it. No scotch or duct tape or tacky putty allowed.
- Helium tanks need to be secured to pillars or permanent secure objects.
- No hay, straw or cornstalks.
- No microplastics allowed (i.e. confetti, glitter, beads).
- Power will not be available or allowed at the booth.
- No water games allowed.
- No rice.

# K-STATE HOMECOMING 2024

## FLOAT COMPETITION



**When: Friday, Oct. 25 | Float Arrival Time: 12:30-1:50 p.m.** \*Judging begins at 2:30 p.m.

**Event Location:** 4th and Humbolt, map and instructions will be sent to the Float chair and driver.

\*Your float arrival time will be assigned based on the order that is drawn at the All University Meeting on Oct. 14 and emailed to your Homecoming Chairs and those in charge of the float.

### POINTS

100 points plus:

- 35 points – Use of Theme
- 25 points – K-State Spirit
- Design and Appearance - 40 points total
  - 15 points – Originality
  - 15 points – Eye-catching and fun to look at
  - 10 points – Detail of the float

If people are part of your float, they should be present during judging.

### DEADLINES

- Driver name, email and phone number submitted to [studentprograms@k-state.com](mailto:studentprograms@k-state.com) by Oct. 14.
- Expense report found at [k-state.com/guidelines](https://k-state.com/guidelines) need completed with copies or photos of receipts by 12 p.m. (noon) on Friday, Oct. 25 at 10 a.m. to [studentprograms@k-state.com](mailto:studentprograms@k-state.com).

### CONSTRUCTION GUIDELINES

The following guidelines are set to ensure mobility through Manhattan streets. Deviations from the guidelines will be grounds for disqualification from the Float Competition. Failure to comply with the guidelines will also result in the float being deemed unable to participate in the parade. The float size limits are as follows:

**Height:** 15 feet maximum, from ground to highest point of the float including any moving parts.

**Width:** 12 feet maximum measuring widest point of construction.

**Length:** 30 feet maximum, measured from front point of construction to back point of construction.

Example: if a pickup is used to pull a trailer, the pickup is not part of the construction or decoration.

1. A towing vehicle must pull all floats, no self-propelled floats are allowed. Drivers must have clear visibility.
2. Fire is not allowed.
3. If using a generator for lights or electrical purposes, you must have a fire extinguisher on your float.  
(Fire extinguishers will be checked at the time of judging. Failure to provide a working extinguisher will cause disqualification from float and parade competition and will not be allowed to participate in parade.)

### OTHER REQUIREMENTS

Floats must be complete and report to the parking lot at your required time written on your drawing sheet at the All-University meeting.

- Failure to arrive on time may result in loss of points.
- Judging will begin at 2:30 p.m. at which time float construction must be complete.
- The only people allowed on the float during judging are float characters.
- All float drivers must read instruction sheet provided and remain in the vehicle prior/during parade.
- It is the responsibility of your pairing to clean up trash from your float area before, during and after parade. Failure to clean up all visible trash will result in a penalty. You are required to have trash bags and they will be checked at time of judging.
- Floats need to be returned to the pairing location and not areas left in the park or adjacent areas.

### BUDGET - \$1,250

- There is a \$1,250 spending limit in the Float Competition. Please turn in expense report with copies of receipts at [studentprograms@k-state.com](mailto:studentprograms@k-state.com) by 10 a.m. Friday Oct. 25. Expense report is found at [k-state.com/guidelines](https://k-state.com/guidelines). Expense reports brought to parade line up will be penalized.
- If any questions arise concerning which items to include as float expenses, please contact the K-State Alumni Association at 785-532-2775.

# K-STATE HOMECOMING 2024

# PARADE AND SPIRIT

# COMPETITION



**When: Friday, Oct. 25 | 5 p.m. (must arrive by 4:30 p.m.)**

**Event Location: During parade route.**

- All participants must arrive by 4:30 p.m.
- Carpooling is encouraged and personal vehicles are not allowed in parade assembly area.
- In case of inclement weather, alternative plans will be announced by 12 p.m. (noon) on parade day.

## POINTS

100 points, 25 points possible in the following categories:

- Creativity • Member Participation • Overall Enthusiasm • Generation of K-State Spirit

## RULES AND GUIDELINES

1. Respect the rights of other entrants and follow the instructions of the Riley County Police Dept. and other parade traffic directors.
2. Report to the assigned assembly area at the appointed time.
3. A maximum of 10 participants may serve as float characters and/or float operators during the parade route. The driver is not included in this count.
4. No music is allowed until your group turns onto Poyntz. Music in staging area makes it difficult for staff to communicate during parade lineup.
5. Keep distance between parade entries (10-15 feet).
6. Entries cannot hold up the parade route due to performances or demonstrations and must continue to move along the parade route.
7. DO NOT perform any actions that could be dangerous to spectators or participants (i.e. dangerous driving).
8. Group participation is required through parade route to the destination (City Park), where participants can exit floats and disband from walking groups. Failure to continue all the way to the park will result in disqualification from the competition.
9. Prior to the start of the parade, participants will be responsible to walk the parking lots and street areas at 4:40 p.m. to clean up pomp/trash that has blown to fences, curbs, bushes, etc. Failure of your pairing to do so will result in a penalty. Points will be deducted as seen fit by the Homecoming Committee if your area is not clean of trash and debris. You are required to bring trash bags to assist with this policy.
10. Contact the parade committee the day of the parade if there are any problems. The parade committee will be easily identifiable with colored flags on clipboards.

**No animals allowed.**

# K-STATE HOMECOMING 2024 PEP RALLY



Join us for the annual Homecoming Pep Rally on Friday, Oct. 25, at the Larry Norvell Band Shell in City Park immediately following the parade. All winners will be announced at this time, including overall winners.

## Football Game: K-State vs. Kansas Saturday, Oct. 26

