

**NEW ORLEANS ALUMNAE CHAPTER
DELTA SIGMA THETA SORORITY, INC.
A PUBLIC SERVICE SORORITY**

P. O. Box 52862 • New Orleans, LA • 70152

DEBUTANTE APPLICATION

The New Orleans Alumnae Chapter of Delta Sigma Theta Sorority, Inc. is dedicated to the educational, social, and cultural enrichment of young, African-American ladies as they move forward to assume leadership roles in the community. The Chapter sponsors an Annual Cotillion in which young ladies make their debuts and are presented to society in grand tradition. Debutante applications are accepted from April 1st - May 1st from the Parents/Legal Guardians of prospective Debutantes. Completed applications should be mailed to the address above and include the Debutante fee.

PLEASE ATTACH A
SMALL PHOTOGRAPH
OF THE PROSPECTIVE
DEBUTANTE.

In submitting this application, applicants agree to be bound to the terms of the *Debutante Agreement*.

PLEASE TYPE OR PRINT

DEBUTANTE INFORMATION

NAME			
	FIRST	MIDDLE	LAST
ADDRESS	STREET ADDRESS		
	CITY	STATE	ZIP CODE
TELEPHONE NUMBER			
	HOME TELEPHONE NUMBER	CELL PHONE NUMBER (IF APPLICABLE)	
EMAIL ADDRESS			
SCHOOL			
	CURRENT SCHOOL	CURRENT GRADE	CUMULATIVE GPA
DATE OF BIRTH			

APPLICANT'S NAME:

DEBUTANTE PROFILE INFORMATION (Use Additional Pages if Necessary)

Please list any school sponsored organizations/activities in which you participate.
Please include any leadership positions you currently hold or have previously held.

Please name any honors or awards you have received.

Have you applied and/or been accepted to a college/university? If so, please list the college/university.

Name of the College/University	Current Status Applied/ Accepted

What is your career goal?

What three adjectives best describe you and why?

APPLICANT'S NAME:

Name the church that you attend and list any church affiliated organizations to which you belong. Please include any leadership positions you currently hold or have previously held.

Please list any community sponsored organizations/activities in which you participate. Please include any leadership positions you currently hold or have previously held.

Please state the organization/activity where you've rendered community service within the last two years and include the number of hours of community service rendered.

Please state any Delta Sigma Theta Sorority, Inc. programs in which you've participated?

What are your hobbies?

Please attach a one-page, typewritten essay that explains why you want to be a Debutante. Your name should be included at the top of the page.

APPLICANT'S NAME:

PARENT(S)/LEGAL GUARDIAN(S)

FATHER			
	FIRST	MIDDLE	LAST
MOTHER			
	FIRST	MIDDLE/ MADIEN	LAST
LEGAL GUARDIAN (If Applicable)			
	FIRST	MIDDLE	LAST
ADDRESS			
	STREET ADDRESS		
	CITY	STATE	ZIP CODE
TELEPHONE NUMBER			
	HOME TELEPHONE NUMBER	CELL PHONE NUMBER (IF APPLICABLE)	
EMAIL ADDRESS			

Throughout the Cotillion Season, the Debutantes will be introduced at events and their names will be printed in programs. It is customary to include the name(s) of the Debutante's Parents/Legal Guardians/Parental Figures in the introduction or program. Examples of how the Parents' /Legal Guardians' /Parental Figures' names are announced or printed are included below.

Parents/Legal Guardians that are Married: Mr. and Mrs. John Q. Smith
 Parents/Legal Guardians that are Separated/Divorced: Mr. John Q. Smith and Ms. Sally Jones
 Single Parents/Legal Guardians/Parental Figures: Mr. John Q. Smith and Ms. Sally Jones

Please state how you wish to have your name(s) read and/or printed.

Who will present the Debutante on the night of the Cotillion Ball? (Father, Brother, etc.)

NAME

RELATIONSHIP

APPLICANT'S NAME

ESCORT INFORMATION

NAME			
	FIRST	MIDDLE	LAST
ADDRESS	STREET ADDRESS		
	CITY	STATE	ZIP CODE
TELEPHONE NUMBER			
	HOME TELEPHONE NUMBER	CELL PHONE NUMBER (IF APPLICABLE)	
EMAIL ADDRESS			
SCHOOL			
	CURRENT SCHOOL		CUMULATIVE GPA
DATE OF BIRTH			
FATHER			
	FIRST	MIDDLE	LAST
MOTHER			
	FIRST	MIDDLE/MADIEN	LAST
LEGAL GUARDIAN (If Applicable)			
	FIRST	MIDDLE	LAST
ADDRESS	STREET ADDRESS		
	CITY	STATE	ZIP CODE
TELEPHONE NUMBER			
	HOME TELEPHONE NUMBER	CELL PHONE NUMBER (IF APPLICABLE)	
EMAIL ADDRESS			

APPLICANT'S NAME

Please state how the Escort's Parent(s)/Guardians(s) wish to have their name(s) read and/or printed.

SPONSOR INFORMATION

Each Debutante must be sponsored by a Member of the New Orleans Alumnae Chapter of Delta Sigma Theta Sorority, Inc. The Sponsor must be well acquainted with the perspective Debutante and fulfill the duties of the Sponsor as described in the *Cotillion Handbook* and *Debutante Agreement*.

Who will sponsor the Debutante?

SPONSOR'S NAME			
TELEPHONE NUMBER			
	HOME	CELL PHONE	EMAIL
NUMBER OF YEARS SHE HAS KNOWN THE DEBUTANTE?			

Note: Debutante Applications are accepted from April 1st - May 1st. The maximum number of Debutantes accepted is thirty-one (31).

Parents/Legal Guardians shall ensure that the perspective Debutante is available for all activities as defined in the New Orleans Alumnae Chapter Activities Timeline. (see attached)

Completed applications must be accompanied by an initial deposit of \$300.00 in the form of a money order or certified check payable to Delta Sigma Theta Sorority, Inc. - New Orleans Alumnae Chapter. **Personal checks will not be accepted.** Initial deposits are non-refundable. The remaining portion of the fee must be paid in accordance with the schedule outlined in the *Debutante Agreement*. The second installment in the amount of \$350.00 is due on June 1st. The third and final payment in the amount of \$350.00 is due by July 1st. **The Debutante fee must be paid in full by July 1st.** Refunds, if applicable, will be paid in accordance with the schedule outlined in the *Debutante Agreement* and the *Cotillion Handbook*.

**Parents/Legal Guardians must complete Delta Sigma Theta Sorority, Inc. Risk Management Screening Guidelines prior to signing the *Debutante Agreement*.

Completed applications and the initial deposit should be mailed to:

New Orleans Alumnae Chapter
Delta Sigma Theta Sorority, Inc. Attention:
Financial Secretary
P. O. BOX 52862
New Orleans, LA 70152

I agree to be bound by the terms noted in this Application and the *Debutante Agreement*.

Debutante's Signature:

Parent's/Legal Guardian's Signature:

Sponsor's Signature:

NEW ORLEANS ALUMNAE CHAPTER DELTA SIGMA THETA SORORITY, INC.

DEBUTANTE AGREEMENT

This Debutante Agreement (the agreement) is made and entered into this _____ day of, _____ 20__ by and between the New Orleans Alumnae Chapter of Delta Sigma Theta Sorority, Inc. (the "Chapter"),

_____(the "Debutante"),

_____(the Mother/Mother Figure and/or Father/Father Figure or Legal Guardian(s) of the Debutante (individually, the "Parent" /"Legal Guardian" and collectively, the "Parents" /"Legal Guardians") and

_____(the "Sponsor").

WHEREAS, the Chapter desires to plan and execute a Debutante Cotillion (the "Cotillion"); and

WHEREAS, the Debutante and her Parents/Legal Guardians desire that the Debutante participates in the Cotillion; and

WHEREAS, the Sponsor has recommended to the Chapter that the Debutante be accepted by the Chapter for participation in the Cotillion;

NOW THEREFORE, in consideration of the foregoing, the parties hereto agree as follows:

SECTION 1: RESPONSIBILITIES OF THE CHAPTER

The Chapter agrees to plan and execute a Cotillion and related activities while adhering to the provisions found in the Chapter's *Cotillion Handbook* and this Agreement.

SECTION 2: DEBUTANTE FEE

- A. The Parents/Legal Guardians of the Debutante shall pay a fee of \$1,000.00 to the Chapter in order to participate in the Cotillion and related events.
- B. The Debutante Fee is payable to the Chapter in the following installment plan:
 - 1. The initial deposit of \$300.00 is due with the Application and is non-refundable. The deadline for members of the Royal Court is April 16th and the deadline for Debutantes is May 1st.

2. 2nd Payment of \$350.00 is due by June 1st _
3. 3rd Payment of \$350.00 is due by July 1st.

C. All fees MUST be paid in the form of a money order or cashier's check. NO CASH or PERSONAL CHECKS WILL BE ACCEPTED. Payments should be made payable to Delta Sigma Theta Sorority, Inc. - New Orleans Alumnae Chapter and submitted to the address below by the deadline:

New Orleans Alumnae Chapter
Delta Sigma Theta Sorority, Inc. Attn: Financial Secretary
Post Office Box 52862
New Orleans, Louisiana 70152

D. Until such time as all applicable fees are paid, the Debutante will be ineligible to participate in scheduled events and activities up to and including the Cotillion Ball.

E. If for whatever reason the Debutante does not complete the process ending with the Cotillion Ball, the refund schedule will be as described below in Subsection (F). Withdrawal will become effective on the date a written statement, signed by the Debutante and her Parent/Legal Guardian is received by the Chapter President. If termination of the Debutante is executed by the Chapter, it is effective upon receipt of a certified letter of notification to the Parent(s)/Legal Guardian(s) from the Chapter President and the Cotillion Chairperson.

F. The Withdrawal Schedule

1. The initial deposit of \$300.00 is due with the application and is non-refundable. The deadline for members of the Royal Court is April 1st and the deadline for Debutantes is May 1st.
2. Deadline for the 2nd installment of \$350.00 is June 1st. If payment is not received by June 8th (seven calendar days), the Chapter reserves the right to rescind the invitation to participate in the Cotillion.
3. Deadline for the final payment of \$350.00 is July 1st. If the balance is not received by July 8th (seven calendar days), the Chapter reserves the right to rescind the invitation to participate in the Cotillion and a refund of 50% of the 2nd installment will be issued.
4. If the candidate withdraws by August 1st, a refund of 50% of the 2nd and 3rd installments will be disbursed.
5. Candidates who withdraw after September 1st will NOT receive a refund.

SECTION 3: DEBUTANTE RESPONSIBILITIES AND REPRESENTATIONS

- A. The prospective Debutante represents that she is a female and is a high school senior or college freshman whose age is within the range of sixteen (16) to twenty (20) years old by December 31st of the year that she is presented.
- B. The following does not constitute a prospective Debutante:
A female who -
1. Has been emancipated;
 2. Has been married, divorced, or marriage annulled;
 3. Is pregnant, or has given birth;
 4. Is a gender change male that has not fully transitioned.
- C. It shall be the responsibility of the Debutante to attend the following events/activities:
1. Debutante Orientation
 2. Introduction to Chapter
 3. Debutante Workshop
 4. Debutante Social
 5. Rehearsals
 6. Public Service Activity
 7. Debutante and Men of Honor Activity
 8. Beauty and Brains Activity
 9. Debutante Parties
 10. Worship Service
 11. Presentation Tea; and
 12. Cotillion Ball
- D. Certain circumstances may warrant an excused absence from a required event or activity listed in subparagraph (C) of this section. A written request signed by the Debutante's Parent(s)/Legal Guardian(s) and the Debutante is necessary when an excused absence is requested. This must be delivered to the Cotillion Chairperson at least one week in advance. Absences because of college entrance exams (e.g., SAT, ACT) shall be automatically excused, however, advance written notice to the Cotillion Chairperson is not required. Family emergencies or illnesses must be brought to the attention of the Cotillion Chairperson by the Parent(s)/Legal Guardian(s) no later than three (3) days following the activity/ event.
- E. The Debutante must adhere to all attire requirements listed in the *Attire Guide*.
- F. The Debutante's conduct shall be above reproach at all times. Respect must be given to those in authority. No smoking, alcoholic beverages, drugs, or other items that are listed as prohibited in the *Cotillion Handbook*, will be tolerated.

SECTION 4: PARENTS/LEGAL GUARDIANS RESPONSIBILITIES AND REPRESENTATIONS

- A. The Parent(s) or Legal Guardian(s) represents that:
1. she/he is the Mother and/or Father or Legal Guardian(s) of the Debutante; and
 2. she/he accepts responsibility for all duties as outlined in this Section 4
- B. The Parent/Legal Guardian(s) shall make all timely scheduled payments of the Debutante Fee as described in Section 2 hereof. Should the Parent(s) or Legal Guardian(s) foresee being unable to make timely payments according to the Fee Schedule, a request in writing to the Chairperson for an extension of no longer than two (2) weeks must be received prior to the installment due date.
- C. It shall be the responsibility of the Parent(s) or Legal Guardian(s) to attend the following events:
1. Debutante Orientation
 2. Introduction to Chapter
 3. Dress Rehearsal
 4. Debutante and Men of Honor Activity (Fathers/Father Figures Only)
 5. Tuxedo Fitting (Fathers/Father Figures Only)
 6. Escort Orientation
 7. Princess Royale(s) and Queen-Select's Debutante Parties
 8. Worship Service
 9. Presentation Tea; and
 10. Cotillion Ball
- D. If a Parent/Legal Guardian cannot attend an activity he/she must send a responsible, designated adult to represent him/her.
- E. It shall be the responsibility of the Parent(s)/Legal Guardian(s) to be appropriately attired at all events per the instructions given in the *Attire Guide*.
- F. It is the responsibility of the Parent(s)/Legal Guardian(s) to inform invited Guests of required attire for the Cotillion events. Those Guests who are not properly attired will NOT be admitted.
- G. Debutante parties may be given at the discretion of the Parent(s)/Legal Guardian(s) in accordance with the *Debutante Party Planning Guide*. Debutante parties must be given prior to the Queen-Select's reception.
- H. Parents/Legal Guardians shall notify the Cotillion Chairperson of all post Cotillion parties or other activities at the Cotillion venue.

- I. It is the responsibility of the Parent(s)/Legal Guardian(s) of the Princess(es) Royale to host an affair in honor of their Daughter/Dependent in accordance with the *Debutante Party Planning Guide*. The affair may be a brunch, luncheon, afternoon tea or an evening reception.
- J. It is the responsibility of the Parent(s)/Legal Guardians of the Queen-Select to host a reception in honor of their Daughter/Dependent in accordance with the *Debutante Party Planning Guide*. The affair shall be an evening reception.
- K. It is the responsibility of the Parent(s)/Legal Guardians to ensure that his/her Daughter/Dependent has an Escort who is a responsible and reliable male and meets the following criteria:
 1. A high school senior or college freshman; and
 2. Within the range of sixteen (16) to twenty (20) years old by December 31st of the year he participates in the Cotillion.

The following does not constitute a prospective Escort:

A male who -

- Has been married, divorced, or marriage annulled
- Has fathered a child
- Is a gender change female that has not fully transitioned.

The Escort's name and other biographical information must be included on the *Debutante Application*. Updates must be submitted to the Cotillion Chairperson by the first Saturday in November. Exceptions must be approved by Parent(s)/Legal Guardian(s) and permission granted by the Cotillion Chairperson.

3. Conforms to the instructions in the *Attire Guide* for all Cotillion events.
4. Attends the following events:
 - a. Escort Orientation/Workshop Session
 - b. Rehearsals
 - c. Tuxedo Fitting
 - d. Princess Royale(s) and Queen-Select's Debutante Parties
 - e. Worship Service
 - f. Presentation Tea; and
 - g. Cotillion Ball
5. Demonstrates conduct that is above reproach at all times. Shows respect to those in authority and fellow Cotillion participants. Refrains from smoking, consuming alcoholic beverages, drugs, and other items prohibited by the Cotillion Committee.

Note, if the Escort is released from obligation at any time, it shall be the responsibility of the Parent(s)/Legal Guardian(s) to submit the name of a substitute Escort in writing to the Cotillion Chairperson, prior to the next Cotillion event.

SECTION 5: SPONSOR RESPONSIBILITIES AND REPRESENTATIONS

A. The Sponsor represents that:

1. She is a Member of the New Orleans Alumnae Chapter of Delta Sigma Theta Sorority, Inc.; and
2. She is WELL ACQUAINTED with the Debutante;
3. By signing the *Debutante Application*, she submitted the Debutante for presentation to the Chapter and accepts responsibility for all duties in Section 5 hereof.

B. The Sponsor shall:

1. Attend a prospective Sponsors' meeting to be held in March.
2. Serve as a liaison between the Debutante, her Parents/Legal Guardians, and the Cotillion Committee.
3. Emphasize the importance of this contractual obligation to both the Parent(s)/Legal Guardians and the Debutante.
4. Review the completed *Debutante Application* and sign the application in the block designated for the Sponsor.
5. Serve as part of the Cotillion Committee and participate in the Cotillion events listed in the *Cotillion Handbook*.
6. Assist Parent(s) when necessary in choosing an Escort who meets the criteria in Section 4 hereof.
7. Share responsibility with Parent(s) for the conduct of the Debutante and her Escort.
8. Ensure that the Debutante and her Parent(s)/Legal Guardians work closely with the Attire Committee to select appropriate attire for all Cotillion events in accordance with the *Attire Guide*.
9. Ensure that the Debutante and her Parent(s)/Legal Guardians work with the Cotillion Committee Chairperson in planning a party, if one is hosted, in accordance with the Chapter's *Debutante Party Planning Guide*.
10. Notify the Cotillion Chairperson of an excused absence request for a Debutante in instances of family emergencies or illnesses when it is impossible for the Parent(s)/Legal Guardian(s) to do so, preferably prior to an event, but not later than three (3) days following.

11. Attend the following events:
 - a. Cotillion Committee/Subcommittee Meetings
 - b. Debutante Orientation
 - c. Introduction to Chapter
 - d. Debutante Workshop
 - e. Debutante Social
 - f. Rehearsals
 - g. Public Service Activity
 - h. Escort Orientation/Workshop
 - i. Beauty and Brains Activity
 - J. Debutante Parties
 - k. Worship Service
 1. Presentation Tea and;
 - m. Cotillion Ball

SECTION 6: TERMINATION

- A. The following shall result in immediate termination of this Agreement by the Chapter:
 1. Illegal activity on the part of the Debutante or her Escort;
 2. Failure to timely submit the Debutante Fee as required in Section 2 hereof;
or
 3. Failure to adhere to the requirements contained herein or in any Cotillion-related Handbook or Guide.
- B. Termination of this Agreement under this Section 6 shall result in the FOREFEITURE of ALL DEBUTANTE FEES.
- C. All decisions made by the Chapter with respect to termination under this Section 6 shall be final and cannot be appealed.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above.

By:

CHAPTER:

Signature: _____

Printed Name: _____

Title: _____

DEBUTANTE:

Signature: _____

Printed Name: _____

PARENT(S)/LEGAL GUARDIAN(S):

Signature: _____

Printed Name: _____

Signature: _____

Printed Name:

SPONSOR:

Signature: _____

Printed Name: _____

ATTIRE ACKNOWLEDGEMENT

I/We, the undersigned, do hereby understand and acknowledge that, if my/our Daughter/Dependent is not properly attired for any event sponsored by the New Orleans Alumnae Chapter of Delta Sigma Theta Sorority, Inc., as part of the Cotillion Season, she will not be presented as a Debutante for that particular event. We further acknowledge that final decisions regarding whether a Debutante is properly attired rest with the Cotillion Chairperson or her Designee. The Chapter President will have the final approval on disputed issues related to attire.

PARENT/LEGAL GUARDIAN:

(SIGNATURE)

(PRINTED NAME)

SPONSOR:

(SIGNATURE)

(PRINTED NAME)