

APPLICATION PROCESS INSTRUCTIONS
2010-2011 TJLA JUNIOR DIRECTOR ELECTIONS
Application Deadline: May 25, 2011

Any Questions about the information to follow may be directed to:
Lorie Kempen 210-279-7735 or email lorie.kempen@fc.ecisd.net

YOU WERE NOT A JUNIOR DIRECTOR IN 2010-2011:

1. Read over the Junior Director Point System and Award Levels.
2. Fill out the application completely.
3. Return the application and Code of Conduct no later than May 25, 2011 to the address provided – note that **the apps do not go to the TJLA office – there is an address provided at the bottom of the application.**
4. Be sure to email all the required attachments to the application:
 - * Biography - this should be suitable to publish in the Showbox magazine
 - * Photo – this also will be published – do not omit your picture – this is part of the packet and it will not be accepted if incomplete
5. Once the packet is received and verified that it is complete, your name will be placed on the ballot for voting by the general membership online June 1-4, 2011.
6. Results of the elections will be published online on or before June 8, 2011
7. If you are a newly elected Junior Director, please make yourself familiar with the Award System and make plans to start earning points at the upcoming Junior Director Seminar (end of June 23rd in San Antonio), Belt Buckle Bonanza and Banquets (July), Fall Classic (November) and Camp (May 2012).

YOU WERE A JUNIOR DIRECTOR IN 2010-2011, BUT DID NOT REACH 350 POINTS TO BE AUTOMATICALLY RE-APPOINTED:

If you did not reach the 350 point level but wish to run for Junior Director again for the 2011-2012 year please follow these steps:

1. Look over application and fill in any items that have changed over the last year. If you are not receiving emails from us, we probably don't have good contact information on you and need that portion of the application filled in.
2. Recall the biography and photo of you that was run this past year in *The Showbox* magazine. If you want to update information on yourself or update your photo, you must email it to us by the application deadline.
3. We must have a new signed copy of the Code of Conduct by the application deadline.
4. We must have a signed statement from you by the application deadline stating that you want to be put on the ballot for re-election. You MAY email this if you wish.

YOU WERE A JUNIOR DIRECTOR IN 2010-2011 AND YOU REACHED THE 350 POINT LEVEL:

Congratulations! You may be automatically re-appointed to your position for another year provided that you follow the steps below.

1. Look over application and fill in any items that have changed over the last year. If you

are not receiving emails from us, we probably don't have good contact information on you and need that portion of the application filled in.

2. Recall the biography and photo of you that was run this past year in *The Showbox* magazine. If you want to update information on yourself or update your photo, you must email it to me by the application deadline.

3. We must have a new signed copy of the Code of Conduct by the application deadline.

4. We must have a signed statement from you by the application deadline stating that you accept re-appointment as a 2010-211 TJLA Junior Director.

You MAY email this if you wish.

REMINDERS:

- Application and document deadline is May 25, 2011.
- Applications and accompanying documents should not be mailed to the TJLA office – they should be mailed to address for Lorie Kempen that is on the bottom of the application.
- If you do not send an updated photo, your old one will be run again.
- If you do not send an updated biography, your old one will be run again.

ADDRESS FOR MAILING DOCUMENTS – SHOULD REACH THIS ADDRESS NO LATER THAN MAY 25, 2011.

TJLA c/o Lorie Kempen
7914 Knowlton Road
San Antonio, Texas 78263