2020 State and Local MAO Contract Instructions

1. Save contract to your hard drive
2. Name the contract with your name
3. Open the .pdf file of the contract with Adobe Reader
4. On the right, scroll down to Sign and fill. Wait several seconds and the contract will accept the typed information. Click on the line and a text box will appear so you can enter the information.
5. Outstanding Teen: Note that there needs to be initials-candidate and parent at the bottom right of each page.
6. There are a couple of places that need either/or responses.
7. Miss: The contract DOES NOT need to be notarized

Teen: The contract DOES

1. I need to complete page 17, skip page 18
2. The Miss Blackhawk Valley Scholarship Page will be added
3. Signature: Print out the signature page(s) sign and scan back into the contract.
4. Attachments: You need these attachments when you submit the contract.

Copy of official birth certificate (not the fancy hospital one)

Driver license. If younger than 18, also a copy of parent driver license

Official transcript (not web one) HS if still a senior, College otherwise

Graduate degree, if applies

Copy of medical and dental insurance cards, front and back

\*\* see “Miss BHV Submission Form” for complete list

To submit, go to this jotforms link. Right click to open hyperlink

<https://www.dropbox.com/sh/lliomxw6gdpkm22/AACkx2uCpxXOrWBMdLQf1HFua?dl=0>

When you submit in jotforms, the contract goes to the Dropbox file with your name.

This is the first time for this way of submitting the contract. If you have questions, contact me first and I will get the answer for you.

Nancy

[BlackhawkValley@mchsi.com](mailto:BlackhawkValley@mchsi.com)