



QUEEN PROGRAM HANDBOOK & AGREEMENT

Written by the Larimer County Fair Board Queen Committee
Effective: May 1, 2026

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Program Overview

Purpose

The Larimer County Fair & PRCA Rodeo Queen Program exists to develop confident, capable young leaders who embody and promote Western heritage. Through a well-organized and meaningful competition and year-long reign, the program fosters personal growth, public service, horsemanship, and community connection.

The Queen Program benefits contestants, volunteers, and the broader community by cultivating leadership, integrity, and a spirit of service. The Committee supports the Queen as she represents Larimer County, the Fair, the PRCA Rodeo, and Western values with professionalism and pride.

Together, the Queen and the Committee promote the Fair and Rodeo through public appearances, community engagement, and outreach efforts. They also collaborate to conduct fundraisers and secure sponsorships that sustain a self-supporting scholarship program.

Vision Statement

The Larimer County Fair & PRCA Rodeo Queen Program envisions a future where Western values, traditions, and leadership continue to thrive. We are committed to empowering young women, strengthening community connections, and preserving the Western way of life for generations to come.

Introduction

The Larimer County Fair & PRCA Rodeo Queen Program is more than a title — it is a year-long leadership journey rooted in Western heritage, community service, and personal growth. Each Queen serves as a goodwill ambassador for the Fair, the PRCA Rodeo, and the agricultural traditions that define Larimer County. Through her work, she inspires future generations, strengthens community relationships, and celebrates the Western way of life.

This Handbook outlines the expectations, responsibilities, and standards that guide the Queen throughout her year. It ensures she is fully supported in representing Larimer County with professionalism, confidence, and integrity.

As the face of the Larimer County Fair & PRCA Rodeo, the Queen participates in a wide range of activities, including public appearances, school and community presentations, sponsor engagements, regional rodeos, and media opportunities. She interacts with youth, adults, supporters, and individuals who may be new to rodeo, helping them feel welcomed and connected to the experience.

The Queen is expected to lead with humility, communicate effectively, and uphold the values of the Fair and PRCA Rodeo at all times. Her role as a visible representative means she serves as a role model — especially for young people whose first impression of rodeo and agriculture may come from meeting her.

This program is a partnership between the Queen, the Larimer County Fair Board, The Ranch Director, and the Queen Committee. Together, they provide guidance, mentorship, and opportunities that help the Queen succeed in her role and prepare for future leadership.

Governance

Queen Committee

The Queen Committee is a subcommittee of the Larimer County Fair Board and works collaboratively to support the Queen and the overall success of the Queen Program. The Committee consists of the following appointees:

- The Chairperson
- Up to three Fair Board members
- Up to five community volunteers appointed by the Chair to support areas such as social media, sponsorships, event coordination, accounting, and other program needs. The Chair recommends volunteers based on their skills and suitability. If a majority of the Committee objects to an appointment, the Fair Board will review the concern and make a final decision.

The Committee functions as a team, with the Chair providing leadership, direction, and oversight. While the Committee strives for consensus, certain decisions may be made at the Chair's discretion to ensure timely and consistent program operations. If the Committee cannot reach agreement on a matter, the issue may be elevated to the Fair Board or The Ranch Director, as appropriate, for final determination.

Decision-Making Authority & Governance Hierarchy

To ensure clarity, consistency, and smooth Program operations, the Larimer County Fair & PRCA Rodeo Queen Program follows a defined decision-making hierarchy. This structure outlines who has authority over day-to-day operations, exceptions to policies, disciplinary actions, and escalations. It ensures that decisions are made responsibly, transparently, and in alignment with county expectations.

1. Day-to-Day Operational Decisions

Routine, daily decisions related to scheduling, appearance expectations, Program logistics, and Queen support are managed by:

Primary Authority: Committee Chair

The Committee Chair has authority over:

- Scheduling and appearance approvals
- Travel and lodging decisions
- Social media oversight
- Sponsor engagement coordination
- Operational questions and clarifications
- Temporary accommodations or modified duties

Secondary Authority: Queen Committee

If the Committee Chair is unavailable or if a decision requires broader input:

- The Queen Committee may provide guidance or support
- Committee members may assist with logistics, communication, or event coordination

The Committee Chair retains final say on day-to-day matters unless escalated.

2. Exceptions to Rules & Special Circumstances

Exceptions to established policies must be handled carefully to maintain fairness and Program integrity.

Primary Authority: Committee Chair

The Committee Chair may approve exceptions related to:

- Travel and chaperone requirements
- Appearance modifications
- Temporary riding limitations
- Social media permissions
- Fundraiser or sponsorship exceptions

Secondary Authority: Fair Board Chair & The Ranch Director

The Committee Chair may consult with the Fair Board Chair or The Ranch Director when:

- An exception impacts county policy
- A decision affects Program finances
- A situation involves safety, liability, or public perception
- The exception is significant or unprecedented

Final authority rests with the Committee Chair unless county policy requires higher approval.

3. Discipline, Conduct Concerns & Escalation

Disciplinary matters must follow a clear chain of authority to ensure fairness, transparency, and due process.

Level 1 — Coaching & Corrective Guidance

Authority: Committee Chair Used for:

- Minor conduct concerns
- Communication issues
- Missed deadlines
- First-time or low-impact issues

The Committee Chair may involve the Committee as needed.

Level 2 — Formal Disciplinary Action

Authority: Committee Chair, in consultation with the Queen Committee may include:

- Written warnings
- Temporary restrictions (e.g., social media, riding, appearances)
- Required meetings or corrective steps

The Fair Board Chair may be consulted for clarity or support.

Level 3 — Suspension or Removal from Duties

Authority:

- Committee Chair
- Fair Board Chair

- The Ranch Director

Used for:

- Serious conduct violations
- Safety concerns
- Repeated non-compliance
- Behavior that reflects poorly on the Program or County

The Committee Chair leads the process, but final decisions may involve county leadership.

Level 4 — Termination of Title (Removal)

Authority:

- Fair Board
- The Ranch Director
- Larimer County Commissioners (final authority)

Used only in the most serious circumstances, including:

- Major Code of Conduct violations
- Illegal behavior
- Actions that jeopardize safety, liability, or county reputation

The Larimer County Commissioners hold ultimate authority over removal decisions.

4. Succession & Interim Representation Decisions

Succession decisions follow the same hierarchy:

- The Committee Chair determines interim representation when the Queen is temporarily unable to serve
- The Fair Board Chair and The Ranch Director are consulted for extended absences or situations with broader Program impact
- The Fair Board and Larimer County Commissioners are involved in removal or resignation transitions, as outlined in the Code of Conduct

The 1st Runner Up—or, depending on the timing within the reigning year, the incoming Lady-in-Waiting—is the first candidate considered for interim duties. However, neither automatically assumes responsibilities. Interim or successor duties are assigned only when formally appointed by the Committee Chair in accordance with Program needs and county oversight.

5. Summary of Decision Hierarchy

A quick-reference hierarchy for clarity:

Operational & Daily Decisions

1. Committee Chair
2. Queen Committee
3. Fair Board Chair (as needed)
4. The Ranch Director (as needed)

Exceptions to Rules

1. Committee Chair
2. Fair Board Chair / Ranch Director (consultation)
3. Larimer County Commissioners (if required by county policy)

Discipline

1. Committee Chair
2. Queen Committee
3. Fair Board Chair / Ranch Director
4. Fair Board
5. Larimer County Commissioners (final authority)

Removal or Title Termination

- Fair Board
- The Ranch Director

Larimer County Commissioners (final authority)

Legal Status, Liability & Assumption of Risk

The Larimer County Fair & PRCA Rodeo Queen Program is a voluntary leadership and ambassador program. Participation requires maturity, responsibility, and an understanding of the inherent risks associated with travel, public appearances, and equine activities. The following statements clarify the Queen's legal status and the expectations surrounding safety and liability.

Not an Employee or Agent of Larimer County

The Queen is not an employee, contractor, or legal agent of:

- Larimer County
- The Larimer County Fair Board
- The Ranch Events Complex
- The Queen Committee
- Any associated County department or entity

As such:

- The Queen does **not** have authority to enter into agreements, negotiate sponsorships, or make commitments on behalf of the County or Program
- The Queen may not represent herself as an employee or agent of the County in any capacity
- All official decisions, commitments, and approvals must come from the Committee Chair, Fair Board, or The Ranch Director, as outlined in the Decision-Making Authority section

This distinction protects both the Queen and the County.

Voluntary Participation

Participation in the Queen Program is entirely voluntary. By choosing to participate, the Queen (and parent/guardian if the Queen is a minor):

- Acknowledges that the Program involves public appearances, travel, equine activities, and community engagement
- Understands that participation requires physical, mental, and emotional readiness
- Accepts the responsibilities and expectations outlined in this Handbook

The Queen may withdraw from the Program at any time, following the procedures outlined in the Resignation section.

Assumption of Risk

The Queen and her parent/guardian (if applicable) acknowledge that participation in the Program includes inherent risks, including but not limited to:

- Equine activities, including riding, handling, hauling, and performing in public settings
- Travel, including vehicle transportation, weather conditions, and long-distance trips
- Public appearances, including interactions with large crowds, animals, and unpredictable environments
- Outdoor and event-based activities, which may involve uneven terrain, livestock, noise, or environmental hazards

By participating, the Queen voluntarily assumes these risks and agrees to follow all safety guidelines established by:

- The Queen Committee
- The Ranch Events Complex
- Event organizers
- Applicable state and county regulations

This assumption of risk does not waive any protections afforded by law but clarifies the Queen's understanding of the nature of Program activities.

Parental/Guardian Acknowledgment (For Minors)

If the Queen is under 18:

- A parent or legal guardian must acknowledge and accept the risks associated with Program participation
- Parents/guardians agree to support the Queen in following all safety protocols
- Parents/guardians understand that the Queen is not a County employee and does not receive employee protection or benefits

This ensures transparency and shared understanding between the Program and the family.

Safety Expectations

To minimize risk, the Queen must:

- Follow all safety instructions from the Committee, Fair Board, and event organizers
- Use appropriate tack, equipment, and attire
- Maintain a well-trained, reliable horse
- Communicate promptly about injuries, limitations, or safety concerns
- Follow all travel and chaperone guidelines

Failure to follow safety expectations may result in modified duties or disciplinary action.

Queen Responsibilities

Serving as the Larimer County Fair & PRCA Rodeo Queen is an exciting and meaningful opportunity to lead, inspire, and represent Western heritage. With this honor comes a wide range of responsibilities that support the Fair, the PRCA Rodeo, the community, and the success of the Queen Program. The following responsibilities outline what the Queen proudly commits to throughout her reigning year. The Queen proudly fulfills the following responsibilities:

Representing Western Heritage & Community Programs

The Queen serves as an ambassador for the Fair, PRCA Rodeo, and agricultural traditions. She demonstrates enthusiasm and knowledge of:

- The sport of rodeo
- 4-H programming
- FFA programming
- The Fair Board's mission, values, and priorities
- Local history and the roles of the Fair Board and Committees

Engaging with the Fair & PRCA Rodeo

The Queen actively participates in Fair and PRCA Rodeo activities, including:

- Attending livestock shows, exhibits, attractions, and guest interactions
- Participating in the grand entry and Event Sponsor Flag runs on horseback
- Representing the Fair and PRCA Rodeo at 4-H judged events, Fair classes, and the Junior Livestock Sale
- Meeting and greeting rodeo guests, VIPs, sponsors, and contestants
- Attends Fair Board and Rodeo Board meetings as required

Serving as a Knowledgeable Ambassador

The Queen promotes the Fair and PRCA Rodeo through public speaking, outreach & community engagement.

- Public appearances at regional rodeos
- Presentations to schools, youth groups, and community organizations
- Sponsor engagements and appreciation activities
- Media interviews coordinated by The Ranch Director and Committee

Exhibiting Horsemanship, Equine Care & Safety

The Queen demonstrates strong horsemanship, including:

- Safe and confident riding
- Basic equine health, care, and grooming
- Proper tack use, maintenance, and arena etiquette
- Providing a well-trained, reliable horse for appearances
- Following all hauling and livestock safety guidelines

Program Support & Sponsor Engagement

As part of her ambassador role, the Queen contributes to the ongoing strength, visibility, and sustainability of the Queen Program. She proudly supports Program initiatives and sponsor relationships by:

- Participating in Committee-approved fundraisers
- Assisting with the distribution of promotional materials
- Engaging in sponsor relations and community outreach efforts
- Acknowledging sponsors during public appearances, social media posts, and promotional activities when appropriate
- Attending sponsor visits, photo sessions, and promotional events as scheduled by the Committee
- Sending thank-you notes to sponsors as directed by the Committee

Through these responsibilities, the Queen helps honor the individuals and businesses who support the Program and ensures the Queen Program remains well-supported, community-connected, and positioned for long-term success.

Event Representation & Community Engagement

The Queen's presence at events is a vital part of her role as an ambassador for the Larimer County Fair & PRCA Rodeo. Each appearance, whether a parade, school visit, sponsor engagement, or Fair Board meeting—provides an opportunity to build community, celebrate Western heritage, and represent the Program with professionalism and pride.

As part of her responsibilities, the Queen:

- Represents the Program at a wide range of community, educational, and promotional events
- Engages warmly with guests, sponsors, youth, and community members
- Demonstrates professionalism, preparedness, and enthusiasm at every appearance

These responsibilities reflect the Queen's commitment to serving as a visible, positive, and knowledgeable ambassador throughout her reigning year.

Time Commitment

Serving as the Larimer County Fair & PRCA Rodeo Queen requires a significant and meaningful time commitment. Throughout her reigning year, the Queen dedicates herself to representing the Fair, the PRCA Rodeo, and the community at a wide range of events and activities. On average, she contributes **over 300 hours** of service leading up to the Fair, in addition to her full participation during Fair Week and PRCA Rodeo performances.

This commitment reflects the Queen's role as a year-round ambassador for Larimer County's Western heritage and the Queen Program.

Horse

Horsemanship is a defining element of the Larimer County Fair & PRCA Rodeo Queen Program. The Queen's horse is not only a partner in performance but also a symbol of Western heritage, tradition, and pride. These guidelines ensure the Queen and her horse present themselves safely, professionally, and consistently at all appearances.

Horse Selection & Use

The Queen is expected to ride the same horse used during the competition that earned her title. This consistency supports safety, confidence, and professionalism at public events.

If the Queen's horse cannot be ridden for any reason or becomes a safety concern:

- She must notify the Committee Chair immediately
- A veterinarian may be asked to evaluate the horse
- The Committee will determine whether a substitute horse may be approved

These steps ensure the safety of the Queen, her horse, and the public.

Horse Health, Conditioning & Grooming

The Queen is responsible for providing a horse that is:

- Well-trained, safe, and reliable for all appearances
- In good health and appropriately conditioned for each event
- Properly groomed, clean, and presentable

The Committee may request veterinary documentation if concerns arise. A well-cared-for horse reflects the professionalism and pride of the Program.

Horsemanship & Handling

The Queen demonstrates strong horsemanship and respectful handling at all times, including:

- Loading and unloading
- Warm-ups and arena preparation
- Public interactions and photo opportunities
- Grand entries, sponsor flag runs, and parades

Any form of aggressive, unsafe, or inappropriate horse handling is strictly prohibited. The Queen's horsemanship sets an example for younger riders and represents the values of Western tradition.

Tack & Equipment Standards

All tack and equipment used by the Queen must be:

- Clean
- Safe
- Well-maintained
- In good working condition

Broken, damaged, or unsafe equipment is not permitted. The Queen must ride in a Western saddle and use Western tack unless otherwise approved by the Committee.

Transportation & Safety

The Queen is responsible for transporting her horse safely to and from events. She must:

- Follow all applicable laws and livestock hauling guidelines
- Ensure her trailer and equipment are safe and road-ready
- Allow adequate time for travel, unloading, and preparation

Safe transportation protects the Queen, her horse, and the public.

Illness, Injury & Substitution

If the Queen's horse becomes ill, injured, or unable to perform:

- She must notify the Committee Chair immediately
- A veterinarian's note may be required outlining the horse's condition, any limitations, recommended care, and clearance or timeline for return to work
- A substitute horse may be approved at the discretion of the Committee
- The Queen may be asked to demonstrate safe handling and compatibility with the substitute horse before public use

These steps ensure safety and professionalism at all appearances.

Operational

Event Participation & Scheduling

The Queen participates in a wide range of activities throughout her reign, including community service projects, parades, luncheons, clinics, meetings, fundraisers, rodeos across Colorado, horse shows, livestock shows, the livestock sale, all PRCA Rodeo performances, and various events held during the Larimer County Fair & PRCA Rodeo. Specific events may vary each year, and additional participation may be requested as deemed appropriate by the Committee, the Fair Board, The Ranch Director, or the Larimer County Commissioners.

The Queen attends all required events as outlined in this Handbook and as directed by:

- The Committee Chair
- The Fair Board
- The Ranch Director
- Larimer County Commissioners

The Queen is responsible for maintaining her schedule, confirming availability, and communicating promptly with the Committee regarding any conflicts, emergencies, or changes. She is expected to arrive at all events on time, fully prepared, and appropriately dressed according to Program standards.

Time Commitment Expectations

Serving as the Larimer County Fair & PRCA Rodeo Queen is a meaningful leadership role that requires dedication and consistent engagement. On average, the Queen can expect to contribute:

- **300+ hours** of service and appearances leading up to the Fair
- Additional time during Fair Week and PRCA Rodeo performances

- Regular preparation, travel, and communication outside of scheduled events

This commitment reflects the Queen's role as a year-round ambassador for Larimer County's Western heritage.

Year at a Glance: What a Queen's Year Typically Includes

While each year varies, a Queen can generally expect to participate in:

- Community events & parades throughout Colorado
- PRCA Rodeos across the state
- Fair Board and Queen monthly meetings
- Clinics, trainings, and planning sessions
- Sponsor visits and thank-you engagements
- School, youth, and community outreach events
- Media, publicity, and promotional opportunities as scheduled
- Fundraisers for the Queen program
- Larimer County Fair & PRCA Rodeo activities, including attractions/events, 4H-classes, livestock shows, the livestock sale, and all rodeo performances

This snapshot is intended to help the Queen anticipate the rhythm of her year while understanding that specific events may change annually.

Signature Events & Core Annual Obligations

The Larimer County Fair & PRCA Rodeo Queen participates in a wide range of events throughout her reign. While each year is unique and opportunities may vary, the Queen is expected to attend all Signature Events and fulfill all Core Annual Obligations as part of her ambassador role.

These expectations ensure consistent representation, support Program visibility, and uphold the traditions of the Larimer County Fair & PRCA Rodeo.

Signature Events (Required Attendance)

Signature Events are cornerstone activities that define the Queen's role and public presence. Attendance at these events is required, unless excused by the Committee Chair due to illness, emergency, or approved conflict.

Signature Events include:

- All Larimer County Fair PRCA Rodeo performances
- Larimer County Fair Grand Entry and sponsor flag runs
- Larimer County Fair livestock sale
- Larimer County Fair livestock shows, 4-H/FFA events, and major attractions as assigned
- Larimer County Fair Board meetings (monthly)

- Queen Program Fundraisers (Silent Auction, Live Auction, or other approved events)
- Committee-approved sponsor visits and promotional sessions
- Clinics, trainings, and Program development sessions
- Designated parades and community events identified annually by the Committee Chair

These events represent the core of the Queen’s ambassador responsibilities and are essential to Program continuity and visibility.

Core Annual Obligations

In addition to Signature Events, the Queen participates in a variety of activities that support community engagement, sponsor relations, and Program outreach. These obligations may include, but are not limited to:

- Regional rodeos throughout Colorado
- Community service projects
- School and youth presentations
- Luncheons, meetings, and civic events
- Media interviews coordinated by The Ranch or Committee
- Additional parades and community celebrations
- Horse shows or equine-related events
- Committee-approved promotional opportunities

The specific events may vary each year based on scheduling, partnerships, and emerging opportunities.

Flexibility & Individual Interests

Each Queen brings her own strengths, interests, and availability. The Program encourages Queens to:

- Participate in additional events that align with their passions
- Explore new outreach opportunities
- Represent the Program in ways that highlight their unique leadership style

However, flexibility does not replace required commitments. Signature Events and Core Annual Obligations remain the foundation of the Queen’s role.

Annual Event Planning & Approval

To support clarity and balance:

- The Committee Chair will provide the Queen with an annual list of Signature Events and anticipated Core Obligations at the start of her reign
- Additional events may be added throughout the year as opportunities arise

- The Queen is expected to attend all Committee-approved events unless excused by the Committee Chair

This structure ensures consistency while allowing the Program to adapt to new opportunities and community needs.

Coordinating Appearances

To maintain consistency and ensure the Queen is scheduled appropriately:

- All appearance requests must be coordinated through the Committee Chair
- The Queen does not schedule appearances independently
- The Committee provides the Queen with an event schedule that includes dates, times, locations, and expectations

This process ensures that all commitments align with Program goals and county requirements.

Confirming Availability & Communications

The Queen plays an active role in managing her schedule. She is expected to:

- Confirm her availability for each scheduled appearance
- Communicate conflicts early so adjustments can be made
- Notify the Committee promptly if she is unable to attend an event

An essential part of managing availability is maintaining an accurate and up-to-date Queen Calendar.

Queen Calendar Requirements

The Queen Calendar is the central scheduling tool for the Queen Program. It serves as the official record of all Committee-approved activities and ensures clear communication between the Queen, her family, and the Committee.

The Queen is responsible for:

- Keeping the shared Queen Calendar updated at all times
- Adding all Committee-approved events as soon as they are scheduled
- Including accurate details such as dates, times, locations, and attire requirements
- Reviewing the calendar regularly to stay prepared for upcoming commitments
- Note personal commitments that affect availability

The calendar is shared with the Queen, her parent/guardian(s), the Committee Chair, and other Committee members as needed.

Time Management & Balance

The Queen is encouraged to:

- Plan personal, academic, and work obligations around Program commitments
- Maintain balance while honoring the responsibilities of her title
- Seek guidance from the Committee when navigating scheduling challenges

Strong time management supports a successful and enjoyable year.

Commitment to Scheduled Events

The Queen is expected to participate fully in the activities and appearances that define her year of service. She:

- Attends all scheduled events unless excused by the Committee Chair
- Honors commitments made on behalf of the Program
- Arrives on time, prepared, and ready to represent the Fair and PRCA Rodeo

Her reliability strengthens community relationships and reflects the pride of her title.

Event Preparation & Protocol

The Queen arrives at each appearance:

- Fully prepared and appropriately dressed according to the Appearance & Attire Standards
- With all necessary materials, equipment, or information
- Ready to engage warmly with guests, sponsors, youth, and community members

She follows all event-specific protocols, including:

- Introductions and speaking guidelines
- Interaction expectations with guests, sponsors, and organizers
- Instructions provided by the Committee, Fair Board, or event hosts

These expectations ensure the Queen represents the Program with confidence, consistency, and professionalism.

Illness, Emergencies & Schedule Changes

The Queen's health, safety, and well-being are top priorities. Illness, injury, or temporary limitations may affect her ability to ride, travel, or participate in certain duties. These guidelines ensure clarity, safety, and continuity of representation.

Communication Expectations

In the event of illness, injury, or temporary inability to serve:

- The Queen must notify the Committee Chair as soon as possible
- She must provide updates on her condition and expected recovery timeline

- If the situation affects scheduled events, she must communicate promptly so alternate arrangements can be made
- Parents/guardians may communicate on the Queen's behalf if she is unable to do so

Clear communication ensures commitments are honored and the Program remains well-represented.

Who the Queen Contacts First

In any emergency affecting safety, travel, attendance, or ability to participate:

1. First Contact: Committee Chair
2. If the Chair is unavailable: Fair Board Chair or other Committee member
3. If neither is reachable: The Ranch Director

Parent/Guardian Involvement

Parents/guardians should be contacted:

- Immediately in the event of injury, illness, or safety concern
- When medical care is needed
- When the Queen is unable to communicate independently
- When travel arrangements must change due to emergency

Backup Contact Expectations

The Queen must:

- Save Committee emergency contacts in her phone
- Ensure her parent/guardian has Committee contact information
- Notify the Committee Chair of any changes to her own emergency contacts

This ensures rapid communication in urgent situations.

If the Queen Is Unable to Ride Horse but Can Still Participate

1. If the Queen is temporarily unable to ride due to illness, injury, or medical restriction she must notify the Committee Chair as soon as possible and provide any relevant medical guidance if requested.
2. The Committee will determine appropriate modifications to ensure her safety and maintain Program standards.

There are many events that she may continue to participate in **non-riding duties**, including:

- Meet-and-greets
- Sponsor visits
- Parades (walking or vehicle participation, if appropriate)
- Community events

- Public speaking
- Fair Board meetings

Determining Temporary Accommodations or Modified Duties

Temporary accommodations are determined by:

1. The Committee Chair, in consultation with
2. The Fair Board Chair and Ranch Director, when appropriate
3. Veterinary or medical documentation, if the limitation involves the Queen's horse or her ability to ride

The Committee Chair has final authority to:

- Approve modified duties
- Approve or deny substitute horse use
- Adjust appearance expectations
- Determine whether alternate representation is needed

These decisions prioritize safety, professionalism, and Program continuity.

Interim Representation & Succession Policy

Continuity of representation is essential to the success of the Queen Program. These guidelines clarify how interim representation and succession decisions are made.

Temporary Inability to Serve

If the Queen is temporarily unable to attend an event or fulfill riding duties:

- The Committee Chair may appoint an interim representative
- The 1st Runner Up does not automatically step in, but she is the first candidate considered

Other qualified representatives may include:

- A past Queen
- A Committee-approved ambassador
- Another qualified Program representative

The Committee Chair determines the most appropriate representative based on:

- Event type
- Safety considerations
- Public visibility
- Program needs

Extended Absence

If the Queen is unable to serve for an extended period (e.g., prolonged injury, medical leave, or personal circumstances), the Committee Chair will evaluate the situation:

- Modified duties may be assigned
- Interim representation may be used for all or part of the absence
- The Fair Board Chair and Ranch Director may be consulted for high-impact decisions

Fair Board Meetings

As part of her ambassador role, the Queen:

- Attends monthly Fair Board meetings
- Notifies the Committee Chair in advance if she is unable to attend
- Submits her monthly report to the Queen Chair before each meeting

Her participation strengthens relationships with Fair leadership and provides valuable insight into county operations.

Administrative & Reporting Responsibilities

As part of her leadership role, the Queen maintains strong organizational habits, including:

- Keeping an up-to-date shared Queen calendar with all Committee-approved activities
- Writing timely thank-you notes to sponsors, partners, and event hosts
- Logging hours for all events and submitting a monthly report to the Queen Chair and Fair Board

These responsibilities ensure transparency, professionalism, and smooth program operations.

Financial Responsibilities & Reimbursement Policy

The Larimer County Fair & PRCA Rodeo Queen Program operates on a strict, annually approved budget reviewed by the Fair Board and The Ranch. To ensure responsible stewardship of program funds, all financial commitments must be carefully managed, pre-approved, and aligned with the Program's mission and available resources.

These policies clarify which expenses are covered by the Program, which are the responsibility of the Queen, and how reimbursement decisions are made.

Program-Funded Expenses

The Program covers only those expenses that:

- Are included in the approved annual budget, and
- Are reviewed and approved by the Committee prior to any commitment, and
- Directly support the Queen's official duties or Program operations.

Whenever possible, Program expenses are paid directly by the Committee Chair or The Ranch accountant to avoid out-of-pocket costs and ensure accurate accounting.

Program-funded expenses may include, but are not limited to:

- Clinic fees
- Parade registration fees
- Printing and promotional material costs
- Approved Program events and activities
- Other expenses explicitly approved by the Committee

No Program funds may be spent without prior approval. Unapproved expenses will not be reimbursed.

Queen-Funded Personal Expenses

As with many youth leadership, ambassador, and competitive programs, the Queen will incur personal expenses that are not covered by the Program. These are considered part of the normal cost of participation, similar to sports teams, 4-H, FFA, and other extracurricular commitments.

The Queen is responsible for her own expenses, including but not limited to:

- Mileage and fuel
- Clothing, boots, and accessories
- Horse tack and equipment
- Meals and snacks
- Personal grooming and appearance items
- Any unapproved or non-budgeted costs

These expenses are not reimbursable unless explicitly approved in advance.

Pre-Approval Requirement

To ensure financial transparency and protect the Program's limited budget:

- All expenses must be reviewed and approved by the Committee Chair before any purchase, registration, or commitment is made
- Verbal assumptions or after-the-fact requests do not qualify as approval
- The Committee Chair may deny reimbursement if:
 - The expense was not preapproved
 - The expense is not included in the annual budget
 - Funds are not available
 - The expense does not align with Program priorities

This process ensures fairness, consistency, and responsible use of Program funds.

Reimbursement Process

If an expense has been pre-approved and must be paid by the Queen or her family:

- Receipts must be submitted within **30 days** of the expense
- Late submissions may be denied
- Reimbursement will be issued by The Ranch accounting team

The Committee Chair may request additional documentation if needed.

Budget Limitations & Program Expectations

The Program operates with a finite, pre-approved annual budget. Not all desirable or beneficial expenses can be funded. The Committee must prioritize:

- Safety
- Required Program operations
- Essential Queen duties
- Sponsor and community commitments

The Queen and her family should expect that some costs of participation are personal responsibilities, and not all expenses will be reimbursed or approved.

This approach ensures the Program remains sustainable, equitable, and fiscally responsible.

Financial Integrity & Accountability

The Queen is expected to:

- Follow all financial guidelines
- Seek approval before committing to expenses
- Submit receipts promptly
- Communicate openly about financial questions or concerns

The Committee Chair may provide coaching or clarification if misunderstandings arise.

Sponsorship Handling & Financial Protocols

Sponsorship is essential to the sustainability of the Larimer County Fair & PRCA Rodeo Queen Program. To ensure transparency, accountability, and compliance with county financial policies, all sponsorship interactions must be handled through the appropriate Program channels. These guidelines protect the Queen, the Program, and the integrity of sponsor relationships.

No Direct Acceptance of Funds

The Queen must never accept money, checks, cash, electronic payments, or in-kind donations directly from any sponsor, business, individual, or organization.

All financial contributions must be processed through:

- The Committee Chair, or
- The Ranch accounting team, or
- The official Online Payment Portal designated by The Ranch

This ensures proper documentation, financial tracking, and compliance with county regulations.

If a sponsor attempts to give funds directly to the Queen:

- She must politely decline, express gratitude, and direct the sponsor to the Committee Chair Ranch accounting team, or Online Payment Portal

No Independent Negotiation or Solicitation

To maintain consistent messaging and protect sponsor relationships:

- The Queen must not negotiate, request, or discuss sponsorship terms, benefits, or financial commitments with any current or potential sponsor
- She may not promise appearances, recognition, or Program benefits
- She may not solicit donations, discounts, or services on behalf of the Program

All sponsorship discussions must be handled by:

- The Committee Chair,
- Approved Committee members,
- Fair Board representatives, or
- The Ranch staff

This ensures that all sponsor agreements align with county policies, Program needs, and approved sponsorship structures.

Queen's Role in Sponsorship Engagement

While the Queen does not handle financial or contractual matters, she plays an important ambassadorial role in sponsor relations.

The Queen is expected to:

- Express genuine gratitude to sponsors
- Participate in sponsor visits, photos, and promotional activities as scheduled
- Acknowledge sponsors appropriately during appearances and social media posts (when approved)
- Represent the Program with professionalism and appreciation

Her role is ambassadorial, not administrative or financial.

Processing Sponsorship Payments

All sponsorship payments must be:

- Made payable to Larimer County,
- Submitted through the Committee Chair, or
- Processed through the official Online Payment Portal

Sponsors should never be instructed to pay the Queen or her family directly.

The Committee Chair and The Ranch accounting team are responsible for:

- Invoicing
- Tracking payments
- Issuing receipts
- Managing sponsor documentation
- Ensuring funds are allocated according to county guidelines

In-Kind Donations

In-kind donations (goods or services) must also be:

- Approved by the Committee Chair before acceptance
- Documented through Sponsorship contracts and The Ranch accounting process
- Delivered to the Committee Chair or designated Program representative

The Queen must not accept in-kind donations directly.

Exception: Fundraiser Auction Item Donations

The Queen may assist with collecting donated items specifically intended for the Queen Program Silent Auction or Live Auction Fundraiser. Because these items directly support the Program's annual fundraising efforts, the following exception applies:

Permitted Handling of Auction Item Donations

The Queen may pick up donated items directly from businesses or individuals only when the items are intended for the official Queen Program Fundraiser.

This exception applies only to physical goods or services donated for:

- The Silent Auction
- The Live Auction
- Any Committee-approved fundraising activity

The Queen still may not accept cash, checks, or electronic payments under any circumstances.

Required Donation Receipt

When collecting an approved auction item:

- The Queen must provide the donor with an official, Committee-approved donation receipt
- The receipt must include:
 - Donor name
 - Item description
 - Estimated value (provided by the donor)
 - Date received
 - Program acknowledgment

The Queen must return a copy of the receipt to the Committee Chair for financial tracking and documentation.

Pre-Approval of Donors and Items

Before requesting or collecting any auction item, the Queen must:

- Review potential donors and items with the Committee Chair
- Receive approval to approach each business or individual
- Ensure the item aligns with Program values, county policies, and fundraising goals

This protects the Program from inappropriate or duplicative requests and maintains strong community relationships.

Prohibited Actions (Still Apply)

Even with this exception, the Queen must not:

- Accept cash, checks, or electronic payments
- Negotiate sponsorships, financial commitments, or promotional benefits
- Promise recognition beyond what the Committee has approved
- Solicit donations without prior Committee approval

All financial contributions must still be processed through the Committee Chair or The Ranch.

Queen's Role in Auction Donations

The Queen's responsibilities include:

- Expressing gratitude to donors
- Providing the official receipt
- Delivering the item to the Committee Chair or designated storage location
- Ensuring timely communication about items collected

Her role remains ambassadorial and logistical — not financial.

Financial Integrity & Transparency

These sponsorship policies ensure:

- Compliance with county financial regulations
- Protection of the Queen from inappropriate financial interactions
- Consistent sponsor messaging
- Accurate accounting and documentation
- Preservation of Program credibility and professionalism

Failure to follow sponsorship protocols may result in corrective action as outlined in the Code of Conduct.

Travel & Transportation

Safe, reliable transportation is essential to the Queen’s ability to fulfill her responsibilities and represent the Larimer County Fair & PRCA Rodeo with professionalism. Whether traveling to local events, regional rodeos, sponsor visits, or Fair Board meetings, the Queen is expected to plan ahead, prioritize safety, and arrive prepared. These guidelines support smooth coordination and ensure the Queen can participate confidently in all scheduled activities.

Transportation to and from Events

The Queen is responsible for arranging her own transportation to and from all appearances unless otherwise directed by the Committee. She is expected to:

- Plan travel in advance
- Allow adequate time for driving, parking, and preparation
- Arrive on time and ready to represent the Program

Reliable transportation helps maintain strong relationships with event partners and ensures the Queen can fulfill her commitments.

Safe Driving Expectations

If the Queen is driving herself:

- She must obey all traffic laws
- She must operate her vehicle safely and responsibly
- Reckless or unsafe driving may lead to disciplinary action

Safety is the top priority for the Queen, her passengers, and the public.

Transporting Minors

To protect the Queen and the Program:

- The Queen may not transport other minors without prior approval from the Committee Chair **and** the minor’s parent or guardian

This guideline ensures compliance with county policies and supports a safe environment for all participants.

Traveling With Committee Members

If traveling with a Committee member:

- The Queen follows all instructions regarding meeting times, locations, and transportation arrangements
- She communicates promptly about any delays or changes

This coordination ensures smooth travel and timely arrival at events.

Transporting the Queen's Horse

When hauling her horse to events, the Queen is responsible for:

- Ensuring her trailer and equipment are safe, clean, and road-ready
- Following all applicable livestock hauling laws and safety guidelines
- Allowing adequate time for loading, travel, and preparation
- Prioritizing the safety and well-being of her horse at all times

Safe transportation reflects the professionalism and care expected of a rodeo ambassador.

Overnight Travel & Lodging Requirements

Overnight travel is sometimes necessary for regional rodeos, parades, sponsor engagements, or community events. To ensure the Queen's safety and uphold Program standards, the following expectations apply to all overnight travel.

Overnight Travel Approval

- All overnight travel must be approved in advance by the Committee Chair
- Approval must be obtained before lodging is booked or travel plans are finalized
- The Committee Chair may request additional details regarding transportation, lodging, chaperones, or event schedules before granting approval

This process ensures safety, consistency, and compliance with county expectations.

Lodging Expectations

To maintain a safe and supportive environment:

- The Queen must be chaperoned overnight by a parent/guardian or an approved Committee chaperone
- The Queen may not stay in a hotel room alone under any circumstances.
- Lodging arrangements may include:
 - A shared room with a parent/guardian

- A shared room with an approved Committee chaperone
- A shared room with another approved Queen Program representative and a chaperone present in an adjoining or nearby room
- Driving during overnight travel must also be chaperoned, meaning the Queen may not drive alone to or from an overnight event.

These expectations prioritize safety, accountability, and the well-being of the Queen.

General Travel Oversight & Out-of-County Travel

Travel outside Larimer County requires additional coordination to ensure appropriate supervision and alignment with Program standards.

- All travel arrangements outside of Larimer County must be reviewed with the Committee Chair prior to the trip
- The Committee Chair will determine chaperone requirements on a case-by-case basis, considering:
 - Distance
 - Event type
 - Duration
 - Safety considerations
 - Whether the event is officially sanctioned by the Fair, PRCA Rodeo, or County
- Some locations or events will require a chaperone, while others may not
- The Queen must follow all guidance provided by the Committee Chair regarding travel expectations, lodging, and supervision

This oversight ensures the Queen is supported appropriately while representing the Program beyond county boundaries.

Emergencies, Delays & Unexpected Situations

If the Queen encounters travel delays, vehicle issues, or emergencies:

- She must notify the Committee Chair or Fair Board Chair as soon as possible
- The Committee will assist in determining next steps or alternate arrangements

Timely communication ensures commitments are honored and safety remains the priority.

Accountability

These expectations support the Queen in representing the Program with confidence, reliability, and professionalism throughout her reigning year. Consistent attendance, timely communication, and reliable scheduling are essential to the Queen's success. If concerns

arise, the Committee may provide coaching, guidance, or take further action as outlined in the Code of Conduct.

Queen Code of Conduct:

Serving as the Larimer County Fair & PRCA Rodeo Queen is a privilege that carries significant responsibility. As a highly visible representative of the Fair, the PRCA Rodeo, and Western heritage, the Queen is expected to uphold the highest standards of conduct in all settings. Her actions reflect not only on herself, but also on the Fair Board, The Ranch, Sponsors, the entire Queen Program and the community she serves.

The following standards ensure the Queen represents Larimer County with integrity, professionalism, and respect.

Professional Conduct, Representation & Public Image

The Queen is expected to conduct herself in a manner that reflects positively on the Fair, PRCA Rodeo, The Ranch, Larimer County, and the Queen Program at all times. As a highly visible ambassador, her behavior influences how others perceive the Fair, the PRCA Rodeo, and Western heritage.

She demonstrates:

- Respect, kindness, and inclusivity in all interactions
- Professionalism in public, private, and online settings
- A positive attitude that upholds the values of the Program
- Good judgment when engaging with youth, adults, sponsors, volunteers, and the public

To maintain a strong public image, the Queen must:

- Make only Committee-approved appearances as the Larimer County Fair & PRCA Rodeo Queen
- Present herself in a manner consistent with Program values
- Ensure friends, family, and supporters conduct themselves appropriately at events; if inappropriate conduct by others reflects poorly on the Program, she may be required to address it

Communication & Responsiveness

Clear communication is essential to the Queen's success. She is expected to:

- Communicate promptly with the Committee and others as designated
- Respond to messages, emails, and scheduling updates in a timely manner
- Notify the Committee of conflicts, emergencies, or concerns as soon as possible

Reliable communication supports smooth coordination and demonstrates professionalism.

Technology, Media & Social Media Conduct

As a visible representative of the Larimer County Fair & PRCA Rodeo, the Queen's online and public presence is an extension of her role. Media interactions and social media activities are powerful tools for outreach, connection, and storytelling. These guidelines ensure the Queen uses these platforms responsibly, professionally, and in a way that reflects the values of the Queen Program.

Professional Online Conduct

The Queen must:

- Use technology and social media responsibly and respectfully
- Avoid inappropriate, offensive, or controversial content
- Refrain from posting or sharing material that may harm the reputation of the Fair, The Ranch, or Larimer County
- Seek guidance if confronted with online conflict or concerning interactions

Her online conduct is held to the same standard as her in-person behavior.

Representing the Program in Media

The Queen may participate in radio, newspaper, online, or promotional interviews arranged by The Ranch Director and team. To support consistent messaging:

- A Committee, Fair Board, or Ranch representative may attend interviews to provide guidance
- The Queen communicates with confidence, positivity, and professionalism
- Messaging should reflect the mission, values, and spirit of the Fair and PRCA Rodeo

Media appearances are an opportunity to inspire the community and celebrate Western heritage.

Social Media as a Leadership Platform

The Queen's social media presence is an extension of her public role. She is encouraged to use her platforms to:

- Share positive, appropriate content that promotes the Fair, PRCA Rodeo, and Western lifestyle
- Highlight community events, sponsors, and meaningful experiences
- Engage with followers in a respectful and uplifting manner

Her online presence should reflect the pride and professionalism of the title she holds.

Official Program Messaging

To ensure accuracy and consistency:

- The Queen must receive Committee approval before posting official announcements, promotional content, or statements on behalf of the Queen Program
- The Queen may share Program-related content that has already been approved or published by the Committee or The Ranch
- When in doubt, the Queen seeks clarification before posting

This protects the Program's brand and ensures unified communication.

Social Media Ownership & Control

To protect the integrity of the Larimer County Fair & PRCA Rodeo Queen Program and ensure consistent, professional communication, all Queen-related social media accounts must be managed under clear ownership, access, and oversight guidelines. These policies ensure safety, transparency, and continuity throughout the Queen's reign and during transitions.

Official Account Ownership

All social media accounts representing the Larimer County Fair & PRCA Rodeo Queen Program are:

- Owned by the Program, not the Queen
- Managed under the authority of the Committee Chair and Social Media Committee
- Considered official Program communication channels

This includes:

- Facebook pages
- Instagram accounts
- Any additional platforms approved by the Committee

These accounts exist to promote the Fair, PRCA Rodeo, and Queen Program—not for personal use.

Account Creation

The Queen may not create new social media accounts representing the Program without:

- Prior approval from the Committee Chair, and
- Oversight from the Social Media Committee or designated Program representative

If a new account is approved:

- It must be created using Program-controlled login credentials
- It must be accessible to the Committee at all times

- It must follow all Program branding and conduct guidelines

Unauthorized accounts will be removed or deactivated.

Committee Access & Oversight

To ensure safety, professionalism, and continuity:

- The Committee Chair and at least one Social Media Committee member must have administrator-level access to all Queen-related accounts
- The Queen must provide all passwords and login credentials before beginning her reign
- The Queen may not change passwords, remove administrators, or alter account settings without Committee approval

This oversight protects both the Queen and the Program from misuse, hacking, or inappropriate content.

Posting Expectations

The Queen may post content that:

- Is positive, appropriate, and aligned with Program values
- Highlights events, sponsors, and community engagement
- Has been approved when required (e.g., official announcements)

The Committee may:

- Edit, remove, or correct posts
- Provide guidance on tone, timing, or content
- Restrict posting access if concerns arise

All official messaging must remain consistent with Program standards.

End-of-Reign Account Transition

At the conclusion of her reign:

- The Queen's access to all Program social media accounts will be removed within three (3) days
- The Queen must not change passwords, modify account settings, remove administrators, or grant access to the incoming Queen at any time during the transition
- She may be permitted to make one final farewell post, subject to Committee approval
- All account ownership and control remain with the Program
- The incoming Queen will receive access only after training and credential transfer by the Committee Chair

This ensures a smooth, secure transition between reigns.

Personal Accounts

The Queen may use her personal social media accounts to share Program-related content, provided she:

- Follows all conduct expectations
- Avoids posting official announcements without approval
- Does not create confusion between personal and Program messaging
- Does not engage in online arguments, controversial topics, or inappropriate content

Her personal online presence is still held to the same standard of professionalism as her public role.

Violations & Accountability

Failure to follow social media ownership and control policies may result in:

- Coaching or corrective guidance
- Temporary or permanent posting restrictions
- Removal of account access
- Disciplinary action as outlined in the Code of Conduct

These measures ensure the Program's brand, reputation, and safety remain protected.

Accountability

The Queen is expected to uphold these media and social media standards throughout her reign. Failure to follow the Media & Social Media Policy may lead to:

- Coaching or corrective guidance
- Restrictions on media or social media activity
- Disciplinary action as outlined in the Code of Conduct

These measures ensure the Queen is supported in representing the Program with excellence.

Attendance & Reliability

The Queen is expected to:

- Attend all mandatory events unless excused by the Committee Chair
- Arrive on time, prepared, and appropriately dressed
- Honor commitments made on behalf of the Program

Safe & Responsible Behavior

To maintain the integrity of the Program and ensure the Queen's safety:

- The Queen must not consume alcohol, tobacco, marijuana, or illegal substances while representing the Program or while wearing her crown, sash, or buckle
- Refrain from the use of drugs, alcohol, or any illegal substances. Underage drinking is strictly prohibited
- The Queen must not engage in inappropriate, offensive, or illegal behavior, including harassment, discrimination, bullying, theft, vandalism, or any conduct that could bring discredit to the Program
- She must follow all safety guidelines established by the Committee, The Ranch, and event organizers

Safety is a shared responsibility and a core expectation of the Program. These expectations apply at all times during her reign.

Compliance & Accountability

The Queen agrees to:

- Follow all Program rules, guidelines, and expectations
- Cooperate fully with any inquiry or review conducted by the Committee, Fair Board, The Ranch Director, or the Larimer County Commissioners
- Understand that participation in the Program is a privilege, not a right

These expectations apply at all times during her reign—whether or not she is in Queen attire or attending an official event. Any violation may be reviewed by the Committee, Fair Board, The Ranch Director, or the Larimer County Commissioners and may result in disciplinary action as outlined in the Discipline section.

Appearance & Attire Standards

Serving as the Larimer County Fair & PRCA Rodeo Queen is a unique opportunity to represent Western heritage with pride, professionalism, and personal style. The Queen’s appearance is an important part of her role as an ambassador — it reflects the values of the Fair, the PRCA Rodeo, and the community she serves. These standards are designed to support the Queen in presenting herself with confidence, consistency, and respect for the traditions of rodeo Queen.

Overall Presentation

The Queen is expected to maintain a polished, professional, and Western-appropriate appearance at all times while representing the Queen Program. Her clothing, grooming, and accessories should demonstrate pride in the title and honor the Western lifestyle.

Official Attire Requirements

To ensure consistency and recognition, the Queen must wear the following at all official events unless otherwise directed by the Committee:

- Crown
- Sash
- Buckle
- Western hat

These items symbolize her role and help the public identify her as the official representative of the Larimer County Fair & PRCA Rodeo.

Clothing Standards

The Queen's attire should be clean, modest, well-fitted, and in good condition. Clothing should reflect Western style and be appropriate for the event setting. The following guidelines apply:

- Jeans, pants, skirts, dresses, and shirts should be Western in style when appropriate
- Clothing must not be revealing, tight, or inappropriate for public appearances

The following items are **not permitted** at official events:

- Sleeveless tops
- Spaghetti straps
- Low-cut shirts
- Crop tops
- Clothing that exposes the midriff
- Shorts
- Dresses or skirts above the lower knee

These standards ensure the Queen presents herself with professionalism and respect for the traditions of rodeo Queen.

Grooming & Personal Presentation

The Queen's grooming should reflect care and attention to detail:

- Hair should be styled neatly and appropriately for the event
- Makeup should be natural, polished, and suitable for public appearances
- Personal hygiene and overall grooming must be maintained at all times

These expectations help the Queen feel confident and prepared for photographs, media interactions, and public engagement.

Committee Guidance

The Committee may determine whether attire is appropriate for any event. This ensures consistency across appearances and supports the Queen in presenting herself in a manner that aligns with the values of the Fair and PRCA Rodeo.

Communication Guidelines

Clear, respectful, and timely communication is essential to the success of the Larimer County Fair & PRCA Rodeo Queen Program. As a public representative and ambassador, the Queen's communication reflects the professionalism, values, and spirit of the Fair and PRCA Rodeo. These guidelines support the Queen in building strong relationships, staying organized, and representing the Program with confidence.

Communicating with the Committee & Fair Leadership

The Queen maintains open and timely communication with the Committee, The Ranch, and the Fair Board. She is expected to:

- Respond to messages, emails, and phone calls within 48 hours
- Notify the Committee as soon as possible if she is unable to attend an event, meeting, or appearance
- Ask questions when clarification is needed
- Communicate conflicts early so adjustments can be made

Strong communication ensures smooth coordination and demonstrates professionalism.

Representing the Program Professionally

When communicating on behalf of the Queen Program, the Queen:

- Uses courteous, respectful, and professional language
- Demonstrates gratitude when interacting with sponsors, volunteers, and event partners
- Maintains a positive tone in all written and verbal communication
- Ensures her messaging aligns with the values of the Fair and PRCA Rodeo

Her communication helps shape how the community experiences the Program.

Public Statements & Official Messaging

To ensure accuracy and consistency:

- The Queen must receive Committee approval before making public statements, announcements, or official social media posts on behalf of the Program

- The Queen may share positive, appropriate content that promotes the Fair, PRCA Rodeo, and Western heritage, as long as it does not conflict with official messaging
- A Committee representative may accompany the Queen during media interviews to provide support and ensure consistent communication

This protects the integrity of the Program and ensures unified messaging.

Communication as a Leadership Skill

The Queen's communication style sets the tone for her interactions throughout the year.

She is encouraged to:

- Speak with confidence and clarity
- Listen actively and respectfully
- Engage warmly with youth, adults, sponsors, and community members
- Represent the Program with humility, enthusiasm, and professionalism

These skills strengthen her impact as an ambassador and role model.

Parent/Guardian Expectations

Parents and guardians play an important role in supporting the Queen throughout her year of service. The Queen Program is designed to help the Queen grow as an independent leader, develop confidence, and learn to manage responsibilities with the guidance of the Committee. To ensure a positive and successful experience for everyone involved, the following expectations outline how parents and guardians can best support the Queen and the Program.

Support the Queen's Independence

The Queen is encouraged to take ownership of her schedule, communication, and responsibilities. Parents and guardians are asked to:

- Allow the Queen to communicate directly with the Committee, Fair Board, and event organizers
- Encourage her to manage her calendar, deadlines, and commitments
- Support her in developing confidence, professionalism, and leadership skills

This independence is a core part of the Queen's growth and success.

Provide Encouragement Behind the Scenes

Parents and guardians are valued partners in the Queen's journey. Their support is most effective when offered in ways that empower the Queen rather than directing the Program.

Parents are encouraged to:

- Offer transportation, emotional support, and logistical help when needed
- Celebrate the Queen's achievements and milestones
- Allow the Committee to guide program decisions, expectations, and event protocols

The Program thrives when parents support their Queen while allowing her to shine in her own right.

Respect Program Structure & Communication Channels

To maintain consistency and fairness for all participants:

- All Program-related questions, concerns, or clarifications must be directed to the **Committee Chair**
- Parents/guardians should not contact sponsors, event organizers, Fair Board members, or The Ranch staff independently
- Scheduling, appearance approvals, and Program decisions must remain between the Queen and the Committee
- This ensures the Queen receives consistent guidance and avoids conflicting information

Respect for Program Authority & Decision-Making Structure

To support smooth operations and uphold Program integrity, parents and guardians are expected to respect the established decision-making hierarchy.

Parents/guardians are asked to:

- Honor the authority of the Committee Chair as the primary decision-maker for day-to-day operations
- Refrain from challenging or attempting to override Program decisions
- Avoid inserting themselves into Program operations, negotiations, or decision-making conversations
- Support the Queen in following Program rules, even when decisions require adjustment
- Direct concerns to the Committee Chair rather than external parties

If boundaries are not followed to maintain a positive and professional environment:

- The Committee Chair may provide coaching or clarification

- Continued concerns may result in restricted access to certain Program activities or communications
- In serious cases, inappropriate parent/guardian involvement may be considered a conduct concern that affects the Queen's standing

These measures protect the Queen from conflicting expectations and ensure Program leadership can operate effectively.

Support a Positive Public Image

Parents/guardians are expected to:

- Model respectful, positive behavior at all events
- Avoid confrontations, negative commentary, or actions that could reflect poorly on the Program
- Encourage the Queen to uphold Program values in public and online

This conduct contributes to the Queen's reputation and the Program's credibility.

Understand Program Boundaries

Parents/guardians should understand that:

- The Queen represents the County, Fair Board, PRCA Rodeo, and Program—not her family
- Program decisions may not always align with personal preferences
- The Committee must balance fairness, safety, and county policy in all decisions

Respecting these boundaries helps maintain professionalism and consistency.

Partner in Safety & Well-Being

Parents and guardians play a key role in ensuring the Queen's safety by:

- Supporting safe transportation to and from events
- Ensuring the Queen's horse is transported safely and responsibly when applicable
- Helping the Queen maintain balance between school, work, and Program commitments

The Committee and parents work together to ensure the Queen's well-being throughout her reign.

Queen Pageant

Overview

The Larimer County Fair & PRCA Rodeo Queen Pageant is an exciting and meaningful experience designed to help young women grow as leaders, horsewomen, and ambassadors of Western heritage. Each year, contestants have the opportunity to challenge themselves, build confidence, strengthen their horsemanship, and develop lifelong skills in communication, professionalism, and community engagement.

The Pageant is also a job interview for a year-long leadership role. Contestants are expected to prepare thoughtfully, practice consistently, and demonstrate the maturity and dedication required of the next Queen. Throughout the process, the Committee is available to offer guidance, answer questions, and support contestants as they prepare.

The Queen Pageant evaluates contestants on horsemanship, personality, appearance, public speaking, and knowledge of the Fair, PRCA Rodeo, horsemanship, and Western heritage. The Committee organizes and conducts the pageant, prepares materials, coordinates facilities, and ensures the pageant is fair, professional, and welcoming.

The Pageant may include, but is not limited to:

- A written test covering the Fair, PRCA Rodeo, horsemanship, current events, and Western heritage
- A personal interview with the judges
- A horsemanship pattern and rail work
- A modeling and appearance segment
- A prepared or extemporaneous speech and impromptu questions
- A public introduction
- A meet-and-greet or social interaction evaluation

Contestants are expected to follow all rules and guidelines outlined in this Handbook. Failure to comply may result in disqualification at the discretion of the Committee Chair, Fair Board, and The Ranch Director.

The announcement of the next reigning Queen is made at the conclusion of the pageant or at a designated event determined by the Committee Chair and The Ranch Director.

Contestant Eligibility Requirements

To ensure that each contestant is prepared to represent the Larimer County Fair & PRCA Rodeo with professionalism, integrity, and ambassadorial excellence, all applicants must meet the following eligibility requirements:

Residency or Local Program Involvement

Contestants must demonstrate a meaningful connection to Larimer County through **one** of the following pathways:

Residency or 4-H, FFA Member:

- Have been a resident of Larimer County for at least one (1) year prior to the pageant date,
- OR**
- Have completed at least one (1) full year as a member of a Larimer County 4-H or FFA program (current or past).

Age Requirements

Be 16 to 21 years old as of January 1 of the pageant year.

Personal Status

Be unmarried, never married, and have no children.

Character & Conduct

- Demonstrate good moral character
- Refrain from behavior—online or in person—that could bring discredit to the Larimer County Fair, PRCA Rodeo, or Larimer County
- Uphold the values of sportsmanship, respect, and professionalism at all times

Horsemanship

- Be able to ride a horse safely, confidently, and in a manner appropriate for public appearances
- Have access to the same suitable horse for the pageant and for appearances throughout the reigning year

Note: The Committee may approve horse substitutions in cases of safety, veterinary need, or other reasonable circumstances.

Program Commitment

- Be willing and able to fulfill all duties and responsibilities outlined in this Handbook
- Submit all required application materials by the established deadline
- Attend all mandatory pageant events, meetings, rehearsals, and orientation sessions
- Maintain reliable communication with the Committee throughout the pageant and reigning year

Application Process

Contestants must submit a completed application packet, including all required forms, essays, letters of recommendation, and any additional materials requested by the Committee.

All application materials must be received by the deadline established by the Committee. Late or incomplete applications may be disqualified at the discretion of the Committee Chair, Fair Board, and The Ranch Director.

The Committee will review all applications and notify contestants of their eligibility to participate. Contestants must attend orientation meeting(s) prior to the pageant, where they will receive guidance, expectations, and preparation tips.

Judging

Judges are selected for their experience, professionalism, and knowledge of rodeo, horsemanship, public speaking, and queen competitions. They are committed to providing a fair pageant and encouraging experience for all contestants.

- Judges must not have any conflict of interest with any contestant
- Judges score contestants using official score sheets provided by the Committee Chair
- All score sheets are collected and delivered to The Ranch Accounting Manager (or designee) for tabulation
- The Ranch Accounting Manager communicates the winner to the Committee Chair based on the combined results from all judging components
- All judges' decisions are final

Scoring

Scores from each judging component are combined to determine the overall winner.

In the event of a tie:

1. The contestant with the higher horsemanship score is declared the winner
2. If a tie still exists, the contestant with the higher written test score is declared the winner

Score sheets and judging notes are confidential and are not shared with contestants or the public. The Committee Chair may provide general feedback upon request to support contestant growth and future success.

Announcement of Results

The announcement of the new Queen is made at the conclusion of the pageant or at a designated event determined by the Committee Chair, and The Ranch Director. All contestants are expected to remain present until the announcement is complete.

The newly selected Queen begins her duties as Lady-in-Waiting immediately following the announcement and signing of the contract.

Lady-in-Waiting

The Lady-in-Waiting attends select events during the remaining months of the reigning Queen's year. These experiences allow her to:

- Learn from the current Queen
- Observe event expectations
- Build confidence and familiarity with the role
- Prepare for her upcoming year of service

The Lady-in-Waiting must maintain good moral character and uphold the standards of the Queen Program at all times.

Final Notes for Contestants

The Queen Pageant is designed to be a positive, supportive, and empowering experience. Contestants are encouraged to:

- Practice regularly
- Ask questions
- Seek guidance from Committee members
- Reach out for help preparing for any portion of the pageant
- Approach the experience with enthusiasm, curiosity, and confidence

Whether or not a contestant earns the title, participation in the Queen Pageant builds valuable skills, strengthens leadership, and creates lasting connections within the Western community.

Disciplinary Actions

The Larimer County Fair & PRCA Rodeo Queen Program is committed to maintaining a positive, safe, and professional environment. When concerns arise, the Queen Committee, Fair Board, The Ranch Director, and the Larimer County Commissioners may take action to protect the integrity of the Program and ensure expectations are upheld.

This section outlines how concerns are reviewed and the range of possible disciplinary actions.

Oversight & Investigation

To ensure fairness and consistency:

- The Queen Committee and Fair Board may investigate any reported concern or violation

- The Committee or Fair Board may delegate an investigation to The Ranch Director, or other appropriate representatives
- The Queen, her family, and all Committee members are required to cooperate fully with any inquiry

Once an investigation is complete, the Fair Board, The Ranch Director, and the Larimer County Commissioners review the findings and determine next steps.

Disciplinary Authority

The following entities have the authority to determine disciplinary action:

- Queen Committee
- Larimer County Fair Board
- The Ranch Director
- Larimer County Commissioners

These entities may act independently or collaboratively depending on the nature of the concern. Participation in the Program is a privilege, and continued involvement is at the discretion of these governing bodies.

Types of Violations

Violations that may result in disciplinary action include, but are not limited to:

General Violations

- Inappropriate behavior or attitude
- Habitual tardiness
- Failure to communicate with the Committee
- Inappropriate use of technology
- Insufficient sponsor contacts

Serious Violations

- Missing a mandatory event
- Making unapproved appearances as the Queen
- Inappropriate conduct by friends or family that the Queen is unwilling to address
- Inappropriate or harmful social media activity

Severe Violations

- Use of drugs, alcohol, or illegal substances
- Actions that compromise safety, integrity, or the reputation of the Program
- Harassment, discrimination, bullying, theft, vandalism, or illegal behavior

Progressive Discipline

Depending on the severity of the violation, disciplinary action may follow a progressive structure:

- First occurrence: Verbal warning
- Second occurrence: Written warning; possible suspension of title or duties
- Third occurrence: Suspension of title; possible removal from the Program

For serious or severe violations, the Fair Board, The Ranch Director, or the Larimer County Commissioners may take immediate action without prior warnings.

Additional Corrective Measures

The Fair Board, The Ranch Director, Larimer County Commissioners, or the Committee may also require:

- A formal apology or written response
- Completion of a corrective action
- Community service
- Appearance before the Fair Board to discuss the issue
- Return of specific sponsored items or attire
- Forfeiture of title

These measures support accountability and reinforce Program expectations.

Dismissal & Forfeiture

Removal from Position is the most serious action within the Larimer County Fair & PRCA Rodeo Queen Program. It is reserved for situations in which the Queen is unable or unwilling to meet Program expectations, or when her conduct compromises the integrity, safety, or reputation of the Fair, The Ranch, or Larimer County.

This section outlines the authority, process, and requirements related to removal.

Authority to Remove

Removal from Position follows a structured, progressive review process to ensure fairness, consistency, and transparency.

Concerns are evaluated in the following order of authority:

1. Queen Committee
 - The Committee conducts the initial review of concerns, gathers information, and may recommend corrective action or refer the matter to the Fair Board for further evaluation.
2. Larimer County Fair Board

- The Fair Board reviews the Committee’s findings and determines whether the concern warrants additional action. The Board may implement disciplinary measures or elevate the matter to The Ranch Director.
3. The Ranch Director
 - The Ranch Director reviews the case, may uphold prior decisions, request additional information, or escalate the matter to the Larimer County Commissioners if removal is being considered.
 4. Larimer County Commissioners
 - The Commissioners serve as the final level of authority. They review all findings and determine whether removal from the Program is warranted. Their decision is final and implemented immediately.

Grounds for Removal

The Queen may be removed from her position for reasons including, but not limited to:

- Failure to meet expectations, responsibilities, or standards outlined in the Handbook
- Violations of the Code of Conduct or Discipline section
- Missing mandatory events
- Making unapproved appearances as the Queen
- Inappropriate, unsafe, or illegal behavior
- Actions that could bring discredit to the Program, the Fair, The Ranch, or Larimer County
- Repeated violations following disciplinary action
- Severe violations that warrant immediate removal

Removal may occur with or without prior warnings depending on the severity of the issue.

Notification of Removal

If removal is determined:

- The Queen is notified in writing
- The notification outlines the reason for removal and any required next steps
- The decision takes effect immediately

The Queen is expected to cooperate fully with all instructions provided by the Committee, Fair Board, The Ranch Director, or the Larimer County Commissioners.

Forfeiture of Items & Awards

Upon removal, the Queen or Lady-in-Waiting must return all sponsored items, attire, awards, and equipment within ten days of the decision. This includes, but is not limited to:

- Belt buckle
- Sponsored saddle
- Sash and crown

- Horse blanket
- Chaps
- Satchel
- Sponsored hats
- Any other items provided by the Fair, The Ranch, or sponsors

Scholarships, prizes, sponsorships, titles, and other benefits are also forfeited.

Resignation

If a participant chooses to resign—whether voluntarily or in lieu of disciplinary action—the same forfeiture requirements apply as if she had been removed from the Program.

Finality of Decisions

All decisions regarding removal made by the Larimer County Fair Board, The Ranch Director, or the Larimer County Commissioners are final and implemented immediately.

Scholarship Award

Scholarship Recommendation and Allocation Process

The Committee shall follow the documented process to recommend to the Fair Board Chair, The Ranch Director, and the County Commissioner the amount to be distributed to the outgoing Queen's educational scholarship fund. The Fair Board shall advise The Ranch Director on the amount to be contributed and allocated. The total distributed amount shall not exceed the current account balance.

Scholarship Award Amount

There is no guaranteed minimum scholarship award. The final amount awarded to the outgoing Queen is at the sole discretion of The Ranch Director and the Commissioner. Larimer County shall not award more than \$2,000.00 without a prior recommendation from the Committee, Fair Board and approval from The Ranch Director and Commissioner.

Eligibility and Completion of Duties

If mandatory duties, including, but not limited to, securing sponsorships and donations, are not fulfilled, the scholarship amount may be reduced or withheld at the discretion of The Ranch Director and the Commissioner.

Return of Property

Scholarship funds shall be held until all items belonging to Queen Program are returned to the Committee Chair.

Enrollment Verification and Distribution of Funds

The Queen shall complete a student profile verification and enrollment form, to be submitted to the Accounting Manager at The Ranch. This documentation will be filed with the recipient's educational institution. Scholarship funds will be held in The Ranch's fund balance and paid directly to the Educational Institution (or another educational entity approved by the Fair Board) where the recipient is enrolled.

Timeline for Use of Scholarship Funds

Following the conclusion of the Queen's reign, all scholarship funds must be used within three years and must be applied within two consecutive educational blocks (e.g., semester, trimester).

END OF TERM EXPECTATIONS

At the conclusion of her reign, the Queen is expected to complete all responsibilities associated with closing out her term and supporting a smooth transition for the incoming Queen. These expectations ensure continuity, uphold the integrity of the Program, and honor the commitment made to Larimer County and the community.

Completion of Required Duties

The Queen shall fulfill all remaining obligations, including attending designated end-of-year events, submitting final reports, and participating in transition activities as requested by the Committee.

Return of County Property

All items issued by Larimer County, The Ranch, or the Committee—including clothing, tack, equipment, and promotional materials—must be returned and verified by the Committee Chair before scholarship funds may be released.

Transition Support for Incoming Queen

The outgoing Queen plays an important role in welcoming and preparing the next title holder. She is expected to:

- Provide guidance and insight based on her year of service
- Participate in training sessions or orientation activities as requested
- Support a positive and encouraging transition that reflects the values of the Program

Final Documentation and Scholarship Requirements

The Queen shall complete all required scholarship documentation, including enrollment verification, and ensure all Program materials are submitted in full. Scholarship funds will be distributed according to the policies outlined in Section titled Scholarship Award.

Continued Representation as an Alumna

Upon completing her term, the Queen is encouraged to remain an ambassador for the Larimer County Fair & PRCA Rodeo Queen Program. Alumni support strengthens the Program's legacy and provides valuable mentorship for future titleholders.

Consequences for Incomplete End-of-Term Requirements

Failure to complete end-of-term responsibilities may result in the withholding of awards, scholarships, or recognition, as outlined in the Discipline and Scholarship sections of this Handbook.

WORKING AGREEMENT / ACKNOWLEDGEMENT

This Handbook, in its entirety, serves as a binding working agreement between Larimer County and the Larimer County Fair & PRCA Rodeo Queen. This agreement outlines the expectations, responsibilities, standards of conduct, and conditions of appointment for the duration of the Queen's reign.

Acknowledgement of Handbook and Policies

I, the undersigned, acknowledge that I have read and understand all policies, expectations, and requirements contained in the Larimer County Fair & PRCA Rodeo Queen Program Handbook & Agreement. I certify that I have had sufficient opportunity to ask questions and discuss the contents of this Handbook with a member of the Larimer County Fair Board Queen Committee.

Agreement to Comply

By signing below, I agree to abide by all guidelines, standards of conduct, appearance requirements, operational procedures, and duties described herein. I understand that my appointment as the Larimer County Fair & PRCA Rodeo Queen is contingent upon my continued compliance with these policies.

Term of Agreement

This agreement is effective upon my appointment and remains in force through the conclusion of my reign and the completion of all end-of-term requirements, including the return of County property and submission of required documentation.

Representation of Larimer County

I understand that as Queen, I serve as an official representative of Larimer County, The Ranch, the Larimer County Fair & PRCA Rodeo, and the Queen Program. I agree to conduct myself in a manner that reflects positively on the Program and the community at all times, both in person and online.

Legal Status & Assumption of Risk

I understand that my participation in the Queen Program is voluntary, that I am not an employee or agent of Larimer County, and that I voluntarily assume the inherent risks associated with travel, public appearances, and equine activities.

Consequences for Non-Compliance

I understand that failure to comply with the policies outlined in this Handbook may result in corrective action, disciplinary measures, removal from the Program, or forfeiture of awards or scholarships, as described in the Discipline and Scholarship sections.

Voluntary Participation

I acknowledge that I enter into this appointment voluntarily and with full understanding of the expectations and responsibilities required of me.

Acknowledgement & Signatures

Queen Name: _____

Queen Signature: _____

Date: _____

Parent/Guardian Signature (if under 18): _____

Date: _____

Committee Chair Signature: _____

Date: _____

Fair Board Chair Signature: _____

Date: _____