



Oak Harbor Area Chamber of Commerce
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Apple Festival Royalty Policies & Procedures

Welcome to a very special group of folks! The Oak Harbor Apple Festival Royalty has a rich history of acting as Ambassadors for one of Ohio's most well-known festivals. To continue this tradition, the Chamber Board of Directors and the Royalty Committee have set forth guidelines and policies that outline expectations for the Court and their parents to insure a safe and fun festival season. This is a large time commitment for the court members and their family and we appreciate your willingness to represent the Oak Harbor Apple Festival and the Chamber. Throughout the court's reign, they are expected to attend a number of festivals and events; this requires funds. To that end, the court is responsible for donations, fundraisers and acquiring sponsors to cover the travel expenses of the court in an amount set forth by the Royalty Committee. It will be the responsibility of court members and their families to attend, participate and promote fundraising events as designated by the Royalty Committee. We look forward to having a fantastic year!

1. All Royalty Court members and their families shall abide by the rules set forth by the Oak Harbor Area Chamber of Commerce, Coordinators and Committee.
2. The Oak Harbor Area Chamber of Commerce and Chamber Royalty Coordinator are responsible for any and all decisions regarding the court, court members, events, contests and titles. All communications and directions will be conducted through the Chamber Royalty Coordinator. This includes, but is not limited to events, parades, luncheon reservations and festival invites. Any correspondence or invitations received by the court are to be forwarded to the Chamber Royalty Coordinator. No parent or court member may register to attend a festival or event on their own; all outings require approval of the Royalty Coordinator.
3. Royalty members shall be accompanied by a Chamber Royalty Coordinator, parent or approved chaperone at all appearances. Parents or guardians are responsible for the safety and behavior of their child at all times.
4. The responsibility of the Queen and her court is to be the Ambassador for the Oak Harbor Apple Festival and represent the festival and the Oak Harbor Area Chamber of commerce to the best of their ability.
 - a. A high standard of moral conduct will be expected at all times. This includes, but is not limited to, social media posts and interactions, behavior in school and at local community events; whether or not it is an official Apple Festival event.
 - b. Court members should use proper manners at all times. They are to be friendly, gracious and grateful to the members of other festivals, and act accordingly at all functions: luncheons, parades, etc. There will be no derogatory comments, and/or gestures made about or to any other festival.
 - c. No Court Member is more important than any of the others . we are a team during the year, representing, to the best of our ability, not only the Apple Festival, but our community. There will be no bossing and/or bickering of one Court Member to another. Problems/conflicts between Royalty Members, families and adults should be left at home. If the parties involved are unable to resolve the situation, it should be discussed with the Royalty Coordinators. Such behavior may result in immediate dismissal.

5. Parents and family members are expected to meet the same behavior expectations as that of our Royalty. Please refer to Rule #4. Full cooperation is expected at all times from the Royalty Member, his/her parents, all his/her family members and anyone acting on his/her behalf. Parents and family members need to be aware of the guidelines in the Royalty contract and abide by them. Parents are also representatives of our festival and community.
6. The Members of the current court are known as the ~~%~~Royalty Committee+. The Committee is responsible for planning of all fundraisers, working with the Chamber Royalty Coordinator to coordinate County and Chamber event attendance, and securing sponsorships. This committee is chaired by the Chamber Royalty Coordinator who is responsible for the following:
 - a. Scheduling monthly meetings and additional meetings as needed. During these meetings, all activities will be coordinated for the royalty. Such scheduling includes fundraising, travel, festival registrations, appointing chairpersons for fundraisers and events and appointing a member of the royalty committee to pull the float.
 - b. Records of minutes, fundraising activities, festivals attended, contestant registration and interview notes and information, and other events and promotions will be maintained at the Chamber Office for a period of at least five (5) years.
 - c. A Royalty Checking Account is maintained by the Chamber Royalty Coordinator and the Chamber Director. The Royalty Court is responsible for fundraising throughout the year to add funds to this account that is used for court expenses. Any cash prizes, monetary donations or funds raised for the royalty shall immediately become the property of the Oak Harbor Area Chamber of Commerce and be included in the Royalty account.
7. Fundraiser Guidelines: ALL events and fundraiser that involve cash must follow these guidelines:
 - a. Every Fundraiser must use numbered tickets. These tickets will be obtained from the Chamber office. The starting and ending number must be recorded and all monies accounted for.
 - b. In the event cash is exchanged at fundraisers, etc. 2 people, (1 coordinator and 1 parent) must both count the cash and record that amount on the envelope.
 - c. If tickets are divided among the Royalty to be sold, the beginning and ending number as well as the name of the person responsible for those tickets must be recorded. When they are returned, all monies and tickets must be accounted for and the sheet listing the information must be turned into the Chamber office
 - d. If a cash donation is given in lieu of ticket purchase, the dollar amount and the donors last name must be recorded on a separate sheet and the money and log sheet must be turned in separately from the ticket money.
 - e. All money bags, including starting cash, tickets stubs, recording sheets, etc. must be returned to the Chamber office by 3pm the Monday following the event. In the case that this is not possible, arrangements must be made by the event chairperson prior to the event to meet with Royalty Coordinator to turn in monies
8. General Monetary Guidelines:
 - a. All major expenses over the amount of \$100 must have at least 2 written estimates and be pre-approved by the Chamber Director and the Royalty Board Member representative
 - b. Do not deal in cash. Checks must be used for all expenses
 - c. All Sponsorships must be received by check and all information regarding that sponsorship must be recorded with the Chamber office
 - d. Every purchase must have a receipt! No exceptions: No receipt, no payment.

9. Fundraisers and sponsorships are meant to cover the cost of court expenses for the year: These expenses may include 1 shirt for the Royalty Member and 1 shirt for a parent, parade luncheons for the Royalty Members and the designated parent in charge for the event, parade candy, float repairs and upgrades, food and other items for fundraisers. If there are other expense items that come up during the course of Royalty events, they should be presented to the Royalty Chamber Representative or the Chamber Director for pre-approval.
10. The Chamber requires that there be a minimum of a \$500 carryover for the next court
11. Royalty court members shall dress accordingly when representing the Chamber at any and all functions. The following dress code is to be followed:
 - a. Sash and crown are to be worn at all times. The sash must be kept neat and clean and can be hand-washed if necessary. At no time shall any wording on the sashes be covered, or any alterations made to the structure of the sash.
 - b. No exposed piercings other than two earrings per ear are permitted. There will be no facial piercings, tongue piercings, and no exposed belly button rings. No visible tattoos permitted.
 - c. Gowns must not be revealing: No plunging necklines or strapless gowns, exposed mid-drifts, see-thru fabrics, and no exposed undergarments (this includes bra straps).
 - d. Dresses will be not be permitted to be shorter than knee-length.
 - e. All Dresses will be Red, Yellow or White in keeping with the Apple Festival Theme. Johnny Appleseed will wear black or Khaki pants with a shirt of Red, Yellow or White.
 - f. No jeans or clothing made of denim may be worn unless permitted to do so by the Chamber Royalty Coordinator for special events (this must be conveyed in writing or by e-mail to the court).
 - g. All court members and their parents or guardians shall purchase and wear the shirt decided upon by the Chamber Royalty Coordinator and Chamber Representative. These shirts will be worn by the parents or guardians who are walking along with the float. These shirts must also be worn by anyone who attends a luncheon with the court and are to be worn with black or khaki pants or capris. No shorts will be permitted.
 - h. During events, all court members and their parents are required to wear the Royalty Shirt and black or khaki pants or capris. This includes selling tickets, community service events and other events as designated by the Royalty Coordinator
 - i. Hair must be kept a natural hair color. Mohawks are not permitted.
 - j. Final approval of wardrobe worn is solely at the discretion of the Chamber Royalty Coordinator. If wardrobe is seen as unfit, the royalty member will not be allowed to participate in the event until they have changed.
 - i. Should there be a question regarding the chosen outfit, a picture should be sent to the Royalty Coordinator for pre-approval.
 - k. If there are any changes in the dress code, they will be put in writing and approved by the Chamber Royalty Coordinator and Chamber Representative.
12. **ALL** Royalty members are required to attend, and participate in as directed, **ALL** Ottawa County functions. Failure to attend and participate disqualify the court member from the monetary scholarship. These events include, but are not limited to:
 - a. Oak Harbor Easter Egg Hunt
 - b. Independence Day Celebration/Duck Race
 - c. Apple Festival
 - d. Old-fashioned Christmas
 - e. Port Clinton Walleye Festival
 - f. Ottawa County Fair
 - g. Genoa Homecoming
 - h. Marblehead Perch Festival
 - i. Events or Activities that are deemed necessary by the Chamber Board of Directors.

13. In addition to the required events, the Royalty Committee will decide upon other festivals and events to attend. The Oak Harbor Chamber of Commerce and the Royalty Committee strongly encourage court members and their families to attend and participate in these events.
 - a. When deciding upon festivals and events the court will attend, priority will be given to OFEA Festivals or Events and those festivals events that attend our luncheon. Other events will be decided based on travel time, cost and other possible festival or event options.
14. General Social Media Guidelines for Parents:
 - a. As representatives of the Apple Festival and Oak Harbor Chamber, there is the expectation that court and family member images will appear on Social Media. These images may be used to promote the Apple Festival and the Royalty
 - b. The Royalty Director maintains a Facebook Apple Festival Royalty Page. During the active court reign, parents will be designated as contributors to this page. As such, at each event, parents should upload event photos to this page as a post; information on the Event the court is attending should be included. They will then be approved by the page administrator
 - c. It is important that we keep this page active and up-to-date with events. You will be free to tag yourself or your children on this page as you see fit.
15. Travel expenses are the responsibility of the court members. The Royalty account will pay for the court's luncheon. The Queen is the guest of the hosting festival and therefore is free.
 - a. All court family members must pay for themselves.
 - b. The Chamber Royalty Coordinator will designate a member of the court to be in charge of and pull the float; the cost of that person's luncheon will be underwritten by the court.
 - c. Payment for the meal, must be returned to the Coordinator before the deadline. NO additional reservations will be accepted after the deadline. Payment must be made in the form of check or money order; cash will not be accepted. The Check or money order must be made out to festival itself, NOT the Royalty.
 - d. The Coordinator will not submit payment for anyone nor will reservations be submitted without prior payment. If payment is not received by the reservation deadline, those who did not pay will be removed from the reservation.
 - e. Once the reservations are made, there will be no refunds. A court member who does not attend an event he/she paid for will not receive a refund or reimbursement.
16. Punctuality is expected at all times. This is common respect for the court and their family. If you have a conflict with another event or know you will be late, let the Chamber Royalty Coordinator know as soon as possible.
17. During their reign, no royalty court member shall be a member of any other royalty court, with the exception of the Oak Harbor High School Homecoming Court.
18. The Royalty account shall be financially responsible for maintaining the float. All changes made to the float must be finalized and authorized by the Chamber Royalty Coordinator and the Chamber Representative. Any money spent must be preapproved by the Chamber Royalty Coordinator and the Chamber Representative.
19. The crown awarded to the court members is the crown that will be worn at all parades, festivals and events. No court member is to purchase a different crown to wear in place of the awarded crown.
 - a. The crown is the property of the Chamber of Commerce and will be awarded to the Queen, Queen First Attendant, Princess, Junior Princess and Apple Blossom at the successful completion of their reign (or other designated representative as decided by the Royalty Coordinator and Chamber Representative).
 - b. If a crown is lost, stolen or damaged it is the responsibility of the court member to replace it with the same crown or get it fixed.

- 20.** At the conclusion of Royalty Court's term, all court members, parents and guardians are responsible for the following:
- Hosting, decorating and clean-up of the Apple Festival Court Luncheon.
 - Donation of gift bag items for visiting royalty. (this will be a small token from your child, qty. of 100)
 - Purchase or secure donations of items, gift cards, etc. that are worth at least \$50.
- 21.** To ensure the fun and safety of everyone involved, there are some rules and regulations regarding conduct while traveling with the float:
- Only court members will be permitted to ride on the float at any event.
 - For the safety of the spectators, nothing should be thrown to the crowd, either from the float or the pulling vehicle. This includes candy. Please abide by the rules of the festival you are visiting. Many festivals have no candy or handout rules for safety.
 - The Court will refrain from any type of horseplay on the float including, shoving, grabbing or pushing.
 - All parents/chaperones are required to walk alongside the float and pass out candy/brochures and carry the banner. While walking with the float, please keep in mind not to obstruct the court or float in any way.
 - NO friends including boyfriends/girlfriends shall be allowed to attend luncheons, ride on the float, or walk in parades with the court during their public appearances.
 - Due to some festivals now limiting their seating capacity, priority for attendance at luncheons will be given to designated Chaperones for that event. Extra parents and siblings will be able to attend only if the event allows.
 - During Parades, the only song to be played on the float is the Apple Festival Song. NO other music is permitted.
 - If music is played prior to the parade start, that music must NOT contain foul language, be offensive, involve sexual overtones or contain a negative message. Remember, the court is representing the Apple Festival and the Chamber and a guest of that festival. Should a complaint be made, disciplinary action will be taken.

22. The following Policies will result in immediate dismissal:

- No member of the court shall be married, engaged or pregnant prior to or during their reign. If a court member becomes married, engaged or pregnant during their reign they will be **IMMEDIATELY DISMISSED** from their title and their crown, sash and all pass down pins will become the immediate possession of the Chamber of Commerce.
 - NO friends including boyfriends/girlfriends shall be allowed to attend luncheons, ride on the float, or walk in parades with the court during their public appearances.
 - No member of the court shall partake in criminal behavior or activities during their reign, or be actively on Juvenile Probation (this includes Diversion).
 - Parents are expected to abide by these policies as well. Any actions that reflect poorly on the Apple Festival or Chamber are taken seriously and the disciplinary policy will be implemented.
- 23.** If at any time during your reign you choose to quit the Royalty Court or are dismissed of your title, you will not be able to compete for an Oak Harbor Apple Festival Royalty title in the future.
- 24.** No member may attend an event that has not been scheduled or approved by the Chamber Royalty Coordinator.

25. If any of the previously mentioned policies or procedures are not adhered to the following actions will be taken:

a. **The Chamber Royalty Coordinator, Chamber Representative, Chamber Director or the Chamber Board of Directors hold the right to put any royalty member or parent in any level of discipline that they deem necessary regarding the severity of a broken policy or procedure. The reign of a royalty member shall be terminated at any time if the Chamber of Commerce Board of Directors and the Chamber Royalty Coordinator deem that the actions of the member or parent or guardian are unbecoming to the mission of the Chamber. This decision is final.*

- i. 1st Offense: Verbal warning from Chamber Royalty Coordinator or Chamber Representative.
- ii. 2nd Offense: Written warning with final notification that if another offense occurs royalty member will be dismissed.
- iii. 3rd and Final Offense: Royalty member will be dismissed and will immediately hand over crown, sash and pass down pins to Chamber Royalty Coordinator.

26. The monetary scholarships for the Apple Festival Court Members will be given at the end of their reign after they have successfully finished their year. A successful reign is constituted by attending required parades and events, attending at least 50% of additional agreed upon events, participating in all fundraisers for the court, and helping to plan, run and cleanup after the Court Luncheon. The monetary scholarships will be as follows:

- a. Queen: \$300
- b. Queen First Attendant: \$75
- c. Princess: \$100
- d. Junior Princess: \$100
- e. Apple Blossom: \$50
- f. Johnny Appleseed: \$50

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419-898-0479

**OAK HARBOR APPLE FESTIVAL ROYALTY
POLICY AND PROCEDURES RECEIPT CONFIRMATION**

I have read and understand all the rules of the Apple Festival Royalty, and in consideration of holding a royalty court title, agree to indemnify, cover and protect the Oak Harbor Area Chamber of Commerce, Oak Harbor Apple Festival Committee, Royalty Coordinators and The Village of Oak Harbor against any and all lawsuits, claims, costs, damages, council fees, charges, liabilities and expenses whatsoever, which he or she may sustain, incur or become liable for, for any reason of any and all acts including accidents, carelessness or other unbecoming conduct which may occur. Anyone driving to an event or pulling the float must show proof of insurance and proof of a valid driver's license.

I agree to abide by these rules and understand that failure to do so will result in disqualification as a contestant or the forfeiture of my title, if I place.

Royalty Court Members Name and Title (Printed): _____

Royalty Court Members Signature: _____ Date: _____

I/We have read and understand all the rules of the Apple Festival Royalty, and in consideration of holding a royalty court title, agree to indemnify, cover and protect the Oak Harbor Area Chamber of Commerce, Oak Harbor Apple Festival Committee, Royalty Coordinators and The Village of Oak Harbor against any and all lawsuits, claims, costs, damages, council fees, charges, liabilities and expenses whatsoever, which he or she may sustain, incur or become liable for, for any reason of any and all acts including accidents, carelessness or other unbecoming conduct which may occur. Anyone driving to an event or pulling the float must show proof of insurance and proof of a valid driver's license.

I/We understand that if my/our son/daughter, or anyone acting on his/her behalf, does not agree to abide by these rules, he/she will be disqualified or lose his/her title if he/she should place. I/We agree to assist him/her with his/her duties and complete those duties required of parents.

Royalty Court Members Parent/Guardian Name (Printed)

Royalty Court Members Parent/Guardian Signature Date

Royalty Court Members Parent/Guardian Name (Printed)

Royalty Court Members Parent/Guardian Signature Date