



Jr. MISS RODEO MINNESOTA HANDBOOK

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1. Lady in Waiting Guidelines

Congratulations, you have just been chosen as Jr. Miss Rodeo Minnesota! The pride and honor of wearing this crown brings with it a tremendous amount of responsibilities. Be sure to read your contract carefully; when you sign your contract you will be accepting the responsibility of not only representing PRCA and the sport of rodeo, but also the great State of Minnesota. You will touch the lives of hundreds of people across Minnesota, and you will become a role model to hundreds of younger children. Wear your crown proudly!

Remember that by signing your contract, you will be accepting the position of Jr. Miss Rodeo Minnesota. You will report directly to the Miss Rodeo Minnesota National Director, who along with the MRMNA Board of Directors will guide and direct your efforts during your reign.

Although you won the Jr. Miss Rodeo Minnesota (JrMRMN) pageant in August of this year you will not receive the official title until January 1st. Until that time, you will be referred to as "Jr. Miss Rodeo Minnesota Lady in Waiting." It is very important that you remember the current Jr. Miss Rodeo Minnesota will continue her reign until December 31. Please be respectful of her title and position.

1. Communicate with the National Director about your upcoming year. After reading through this document, you will see several things that must be done in preparation for the year ahead. If there is a Miss Rodeo Minnesota send-off party in November, please be prepared to present to the Board questions you may have and how we can assist in your upcoming year.
2. Attend the send-off party for the reigning Miss Rodeo Minnesota in full western attire (Wranglers and jacket, or other specified attire)
3. Prepare to place all personal social media accounts into inactive status. This includes but is not limited to: Facebook, Myspace, Twitter, LinkedIn, Snapchat and Instagram. All such accounts must be inactive as of January 1. You may submit pictures and posts to the National Director. After approval, they will be posted on your behalf to the Miss Rodeo Minnesota page at their discretion. Appropriate privacy settings will be used.
4. You will be provided a sponsorship packet from the MRMNA.
5. The MRMNA retains a post office box to be used during your reign so that your physical address is not publicly listed. It is also required that a cell phone number be used for the

business cards, so that a reverse directory cannot be used to track a physical address.

6. Business Cards: must have the titleholder's contact information, as well as the National Director's contact information. Please also include the MRMN website address. Business cards are due by November 1st to your National Director for approval. Suggested quantity: 50

7. With the direction of the National Director, JrMRMN must create announcer cards. These cards will include name, title, hometown and 1 or 2 fun facts in bullet point format and are to be given to announcers at all events. These cards should fit on a 4x6 note card and are due to the National Director for approval by November 1st. We suggest you laminate these cards. (4-5)

8. Your official autograph sheet needs to be approved by Nov. 1st and completed by December 1st. National Director approval on all aspects, including picture, are required!

9. You will not be allowed to make any appearances as Jr. Miss Rodeo Minnesota Lady-In Waiting, unless requested by the Board.

10. The Miss Rodeo Minnesota logo must appear on ALL documents, including but not limited to: autograph sheets, announcer cards, business cards, sponsorship packets, invitations, stationary and thank you cards.

2. Contract

The Jr. Miss Rodeo Minnesota Contract is designed to make the experience of Jr. Miss Rodeo Minnesota a great one! It has been designed to protect the interest of both Jr. Miss Rodeo Minnesota and the Miss Rodeo Minnesota Association. Please make sure you fully understand this document. This contract is binding and is very important. Please refer regularly to this contract for questions that may arise during your Jr. Miss Rodeo Minnesota reign.

This Handbook is a guidance that goes along with the contract to help you be the best image of the Miss Rodeo Minnesota Organization. Please review all aspects of this handbook and understand what behaviors are expected of you as you serve as an official ambassador of the sport of rodeo for the state of Minnesota.

Should a titleholder be relieved of her title or resign during her reign, she will be ineligible to compete for any future Miss Rodeo Minnesota competitions or gain membership with the Miss Rodeo Minnesota Association. The MRMNA reserves the right to void the membership of family members or relatives subsequent to the dismissal of title and reserves the right to refuse future membership.

3. Scheduling

You have been assigned to our MRMNA National Director. Their responsibility is to insure your attendance at the required events. Any other events that you wish to attend must be approved by the National Director prior to going. It is important that you follow these steps as you are preparing a schedule.

1. Make sure you know the mandatory events for the year. You are required to attend 4 events including the Horse Expo and the Miss Rodeo Minnesota Pageant.
2. Sponsor events will always take priority – when there is a question, ask our National Director.
3. It is required that during your reign, Jr. Miss Rodeo Minnesota will complete 3 volunteer/ community service events. Jr. Miss Rodeo Minnesota should be visible in her community and throughout the state, not only promoting the sport of rodeo but giving back in some capacity. The MRMN Board can assist in scheduling these appearances. A brief written summary of each event should be turned into your National Director immediately after the event. You may include pictures.
4. Make sure to contact our National Director before any hotel or flight arrangements are made for an event.
5. You must fulfill all mandatory obligations. If you feel you are unable to attend an obligation due to weather, family emergency, or illness, you must notify the National Director or the MRMN Association as soon as possible.
6. Any events you plan to attend that are not standard JrMRMN events must be submitted to our National Director and approved by the MRMN Board if you plan to attend as Jr. Miss Rodeo Minnesota.
7. Miss Junior Rodeo Minnesota is not allowed to make appearances out of the state of Minnesota unless the MRMN Board has asked you to do so.

TENTATIVE SCHEDULE

This schedule will be updated throughout the year by the MRMNA and the National Director.

Before September 30

- Biography and photos to the National Director for website.
- Send personal thank you notes to all pageant sponsors
- Meet with board to answer any questions and go over what will need to be done.

- Meet with the National Director and board member to go over handbook and requirements.
- Begin looking at date and location for coronation/fundraiser – The Miss gets first choice for coronation, followed by the Teen and Junior.
- Check with the National Director for your Sponsorship Packet
- Meet with National Director to discuss JrMRMN traveling wardrobe for the year, as well as a budget and schedule for your year.
- Begin contacting potential sponsors

October:

- Photo taken for autograph sheets
- Prepare autograph sheets, business cards and announcer cards for approval by the National Director by November 1st.
- Coronation date and location finalized

November:

- Business cards, autograph sheets and announcer cards printed.
- Attend the reigning Miss Rodeo Minnesota's Send-off Party - Required
- Attend MRMNA Annual meeting – Required

December:

- Have three arena shirts completed by December 31

January:

- Attend Miss Rodeo Minnesota's Coronation - Required

February:

- Attend Miss Teen Rodeo Minnesota's Coronation - Required
- Skijoring at Canterbury Park

March:

- Jr. Miss Rodeo Minnesota Coronation

April:

- Horse Expo – St. Paul, MN – Required

May:

June:

- Hawley, MN

- Buffalo, MN
- Granite Falls, MN

July:

- Park Rapids, MN
- Waconia Rodeo – Waconia, MN
- Isanti Firefighters Rodeo – Isanti, MN
- Hamel, MN

August:

- Miss Rodeo Minnesota Pageant & Lyon County Rodeo - Marshall, MN - Required
- Morris, MN
- Detroit Lakes, MN

September:

- Pine City, MN
- Defeat of Jesse James Days – Northfield, MN

October:

November:

- Attend MRMN Send-off party

December:

- MRA Pageant to watch your MRMN – Las Vegas, NV (optional)
- Christmas Parades

Following reign:

- Attend the coronation ceremony of the new Jr. Miss Rodeo Minnesota - Required
- Encouraged to attend all other fundraisers and MRMN pageants

4. Miss Junior Rodeo Minnesota Coronation Event – Held by the end of March. The following is a list of guidelines to use in planning a Coronation Ceremony:

- With the help of your National Director choose a date after the Miss and Teen coronation.
- Choose a location, time, band/DJ (optional) and menu for the evening. (Various civic organizations will often donate space. Contact the National Director if you need a letter requesting space.)
- Choose an emcee; make sure to give him or her accurate information about the Miss Rodeo Minnesota Pageant Program and history.
- Contact a hotel in the area that is willing to hold a block of rooms at a group rate for people that must travel to the event.
- Create invitations to mail out to all Minnesota PRCA rodeos, MRMNA Membership, former and potential pageant contestants, and former Miss Rodeo Minnesota titleholders. Please contact the Secretary for these lists.
- Invitations must be mailed 3 to 4 weeks prior to the event.
- Get all information regarding the evening to the website coordinator three weeks before the event including:
 - Written descriptions of all live auction items
 - Tentative list of all silent auction items
 - Number of silent auction items
- Find an auctioneer for the live auction.
- Create a schedule for the evening of what you need help with such as: serving food, front door, silent auction- receiving money and distributing items for the MRMNA membership to sign up for.
- Create a signup sheet for visiting royalty at the front door.
- Create programs. (Optional)
- Have a cash box available for the door and silent auction. (You may ask the Treasurer to do this)
- Coronation ticket prices cannot exceed \$25

Example of Coronation Ceremony Itinerary:

Welcome – announcing the silent auction giving the time it will close

Invocation

Dinner

Introduction

- Introduction of MRMNA Board Members
- Introduction of Visiting Royalty and former Minnesota titleholders
- Crowning of the new Miss Rodeo Minnesota Teen
- Acceptance speech by the newly crowned MRMNT

Live Auction

Dancing and FUN!

Attached is the MRMNA Fundraiser Policy:

Miss Rodeo Minnesota Association Fund Raiser Policies

1. Miss Rodeo Minnesota, Miss Teen Rodeo Minnesota and Jr. Miss Rodeo Minnesota will be permitted to hold a “coronation/celebration” as a fundraiser.
2. The Miss Coronation event will be held first, followed by the Teen and then the Junior.
3. Titleholders are permitted to sell tickets to these events as well as hold live and silent auctions.

4. All proceeds generated from titleholder donations and fundraisers including, but not limited to, coronation fundraisers, MUST go through the MRMNA bank account and follow appropriate procedure to access. Due to federal regulations regarding 501c(3) status, all funds are subject to audit by the Internal Revenue Service. A dated receipt will accompany a donation in excess of \$250.00. PLEASE PROMOTE EITHER CHECKS OR CASH AT ALL EVENTS.
5. Titleholders must submit receipts to receive funds. Receipts must be submitted to the National Director prior to being paid by the treasurer. Eligible expenses may include, but are not limited to:
 - a. Coronation expenses
 - b. Fuel for travel for appearances
 - c. Other travel expenses such as airfare or lodging
 - d. Meals purchased in conjunction with an appearance
 - e. Clothes purchased for year of reign (must have prior approval by National Director)
 - f. Dry cleaning for appearance clothes
6. Authorization for reimbursement will depend on the balance held by MRMNA office for travel, lodging, clothing, etc. No additional funds will be provided after the titleholder exhausts her account.
7. In order for funds to be tax deductible under IRS 501(c)3, all checks must be payable to Miss Rodeo Minnesota Association.

First and foremost, this is an event to recognize sponsors. That purpose should be front and center as you plan the event. If there is a cost to attend, please refer to the sponsorship packet regarding complimentary tickets for select sponsors, along with free tickets for the MRMN Board of Directors. Sponsors receive 2 tickets and each board/committee person receives 1 ticket. Plan on speaking publicly during your presentation about each sponsor at all levels and what they donate to MRMN, regardless whether they are present at the event or not. For sponsors who are in attendance, plan on recognizing them individually during the event. Please know how important this is to the success and continuation of our sponsorships.

If you choose to also make this a fundraising event, be aware that it takes hard work and planning. The MRMN committee is not responsible for organizing this event but know that we will help in any way that we can. If there are auctions planned, both silent and live, start gathering your items in the fall. A wide variety of items are popular at these, not

just “horse” or “queen” related ones. You can start making the sheets for the silent auction as soon as you receive the items. Please contact your National Director for the silent auction sheets. It is important that the sheets be accurate as to who donated the item, as well as its value, so make sure to keep track of donations. For all donations acquired during this event, the following information needs to be given to the treasure upon its completion: name of sponsor, description of donation, fair market value of the donation from the sponsor, along with the address and email of the sponsor. The Miss Rodeo Minnesota Association has done many silent auctions so please use their expertise as you plan for this event.

Thank you notes for donors and ALL sponsors should be handwritten, and should be sent within four weeks of your coronation event.

Talking to past MRMN's, JrMRMN's and the Board will help you to understand your choices and pitfalls to this event. It takes many volunteers to help if you choose to include a fundraising aspect. Make sure you have those volunteers ahead of time.

5. Miss Rodeo Minnesota Pageant

There are several expectations of Jr. Miss Rodeo Minnesota when it comes to the Miss Rodeo Minnesota Pageant.

1. You are a presenter of our host rodeo and Miss Rodeo Minnesota. You will be expected to attend all scheduled events on time and without complaining.
2. You are expected to stay positive during the pageant. You are not to speak negatively of any competitor or competitor's family competing in the pageant.
3. You are not to assist or help any contestant that is running for the title of Jr. Miss Rodeo Minnesota prior to the pageant. During the pageant if you choose to offer help or advice to the contestants, you must do so in a group setting with all contestants present. You are to stay impartial and professional at all times, before, during, and after the competition.
4. You are to immediately report any misconduct by a contestant to a member of the Miss Rodeo Minnesota Association.
5. You are not to interfere with any judging aspects of the Miss Rodeo Minnesota Pageant.
6. Please make sure to always talk positively and professionally about the host rodeo and the MRMN association. It is your job to promote the event and to try to get people to attend all the events at the rodeo.
7. Do not use your title for free entrance to concerts, or other events. This will be discussed with the rodeo committee prior to the event to see what benefits you may receive.
8. Do not expect family or friends to be able to attend events of the pageant or rodeo free of charge.
9. Always maintain a positive attitude during this stressful time as it is difficult to be in the process of naming your successor to the crown. Showing lack of respect to the

process disrespects the title in which you hold.

10. You are expected to arrive early, if not at least on time, for all events. Make sure that all expectations for you for the day have been fulfilled before you plan to attend other events with state queens or friends. (Example: dance rehearsals, fashion show practice, autograph signings, etc.) Keep in mind that you may be staying in a host home during the pageant.
11. This is a chance to make or break your reputation. Please stay focused and keep everything positive.
12. Plan to join the rodeo clowns or contestants to school visits or other locations with pride and respect.

6. On The Road

When you are traveling as Jr. Miss Rodeo Minnesota the following expectations apply.

1. The titleholder is responsible for reliable transportation to all functions. Proof of insurance will be required for that vehicle. Safe driving and clean vehicles are required at all times.
2. Always make sure you are dressed appropriately and neatly. This includes western hat, crown, banner and JrMRMN buckle.
3. Make sure you are parked at appropriate locations and at appropriate times.
4. Do not text or check emails while driving.

When at Jr. Miss Rodeo Minnesota appearances, please use the following guidelines.

1. Always act appropriately and professionally.
2. Be early to an event and check in with appropriate individuals.
3. If you are going to be late for any reason call ahead so the event knows.
4. Do not use your cell phone at an event in public. If necessary, excuse yourself.
5. Dress appropriately for the event. Ask ahead of time if you are unsure what to wear.
6. Keep yourself safe.
7. Do not engage in "partying" of any sort. This would include alcohol consumption, use of illicit or recreational drugs, etc.
8. All advertising and wraps related to your reign must be removed from vehicles within 30 days following the titleholder's year of reign.
9. As Jr. Miss Rodeo Minnesota, you are not allowed to ride stock contractor horses. If you have prior board approval to ride in a rodeo, your personal horse must be provided.

7. Social Media

Jr. Miss Rodeo Minnesota is not permitted to have any social media sites including but not limited to; Facebook, Myspace, LinkedIn, Instagram, Snapchat, etc.

8. Phone Usage

Your cell phone can be your biggest help but also your worst enemy if you allow it to. The following is our expectations of cell phone use.

1. Only answer in public in case of an emergency.
2. Never check email/Facebook or text at a public function.
3. We would like the public to think that Jr. Miss Rodeo Minnesota does not own a cell phone.
4. Do not read or compose text messages while driving.
5. Only check messages at appropriate locations and out of direct view of public.
6. Do not check messages or text during meals at public functions.
7. Keep your phone silenced at all times during any public appearance.
8. Keep your screen savers/ringtones simple and appropriate at all times.
9. Always be respectful to others in regards to your phone.

9. Sponsors

1. It is required that during your reign that you will secure a minimum of two different monetary sponsors towards the attainment of your financial contract amount.
2. Family members are not allowed to sponsor any more than \$10,000.00.
3. Send thank you notes after initial contact with each sponsor or award given.
4. Send a small note or thank you on a regular basis to all sponsors.
5. Make sure to “go the extra mile” to work with sponsors to attend their functions and give them proper recognition at events.
6. Always be respectful and professional around every sponsor.
7. Continue to ask questions to the board/committee to make sure you are appropriately utilizing the sponsorships and recognizing all the sponsors.
8. Do not depend on others to pick up your sponsored items or return them. This must be done personally with grace and thoughtfulness.
9. Sponsors are to be invited to your coronation, if this is a planned event, free of charge.

10. Family and Friends

You could not have been Jr. Miss Rodeo Minnesota without the help of your family and friends. The board/committee does recognize the need for special people in your life. We just want to remind you of the role these people will take during your reign.

1. Family and friends should not be expected to receive free meals or accommodations if they plan to attend an event with you.
2. Family and friends should stay in the background when you are Jr. Miss Rodeo Minnesota and should act as a spectator at an event.
3. No family or friends will accompany you in areas at rodeos or events that are off limits to non credentialed individuals.

4. Jr. Miss Rodeo Minnesota cannot be escorted to, from or during any official function as “Jr. Miss Rodeo Minnesota” by anyone other than a chaperone designated by the National Director and/or a parent/guardian.
5. Recognize your family and friends at events, but make sure that it is appropriate.

11. Other Behavior

The following behaviors will not be tolerated:

1. Gossip or bad speaking of any MRMN committee, board member, or MRA official.
2. Vulgar language.
3. Inappropriate contact with friends or significant others.
4. Screaming or yelling in public.
5. Arguing of any type in public or at an official function.
6. Speaking negatively of any event attended.
7. Speaking negatively of any other state queen or state committee.
8. Showing any form of negative emotion in public such as eye rolls, stomping feet, heavy sighs, etc.
9. No use of tobacco, drugs or alcohol.
10. Unprofessional behavior or poor communication with the MRMN board and/or national director.

12. Consequence Matrix for Unmet Expectations

The following matrix details the consequences for unmet expectations by Jr. Miss Rodeo Minnesota. Please familiarize yourself with this matrix. We do not anticipate ever having any of these problems. However, if any of these issues do arise, please know that the Miss Rodeo Minnesota committee will not hesitate to implement the appropriate consequences.

Violation	1st Offense	2nd Offense	Repeat Offenses
Inappropriate Attitude/Behavior	-Meet with MRMN Committee	-Meet with MRMN Committee -Possible suspension of title	-Meet with MRMN Committee -Possible suspension of title -Possible termination
Habitual Tardiness	-Meet with MRMN Committee	-Meet with MRMN Committee -Possible suspension of title	-Meet with MRMN Committee -Possible suspension of title

			-Possible termination
Inappropriate Cell Phone Usage	-Meet with MRMN Committee	-Meet with MRMN Committee -Possible suspension of title	-Meet with MRMN Committee -Possible suspension of title -Possible termination
Missing a Mandatory Event (Contract)	-Meet with MRMN Committee -Possible suspension of title	-Meet with MRMN Committee -Possible suspension of title -Possible termination	-Meet with MRMN Committee -Possible suspension of title -Possible termination
Lack of Communication with Coordinator	-Meet with MRMN Committee	-Meet with MRMN Committee -Possible suspension of title	-Meet with MRMN Committee -Possible suspension of title -Possible termination

Violation	1st Offense	2nd Offense	Repeat Offenses
Making Non-Approved Appearances as JrMRMN	-Meet with MRMN Committee -Possible suspension of title	-Meet with MRMN Committee -Possible suspension of title -Possible termination	-Meet with MRMN Committee -Possible suspension of title -Possible termination
Inappropriate Social Media	-Meet with MRMN Committee -Possible suspension of title	-Meet with MRMN Committee -Possible suspension of title -Possible termination	-Meet with MRMN Committee -Possible suspension of title -Possible termination
Insufficient Sponsor Contacts	-Meet with MRMN Committee	-Meet with MRMN Committee	-Meet with MRMN Committee

		-Possible suspension of title	-Possible suspension of title -Possible termination
Inappropriate Conduct by Friends/Family of JrMRMN	-Meet with MRMN Committee -Possible suspension of title	-Meet with MRMN Committee -Possible suspension of title	-Meet with MRMN Committee -Possible suspension of title -Possible termination
Use of Drugs or Alcohol	-Meet with MRMN Committee -Possible suspension of title -Possible termination	-Meet with MRMN Committee -Possible suspension of title -Possible termination	-Meet with MRMN Committee -Possible suspension of title -Possible termination
Not Adhering to the Financial Contract Obligations (Contract)	-Meet with MRMN Committee	-Meet with MRMN Committee -Possible suspension of title.	-Meet with MRMN Committee -Possible suspension of title -Possible termination
Violation	1st Offense	2nd Offense	Repeat Offense
Missing deadlines as set forth by the JrMRMN board and/or national director	-Meet with MRMN Committee	-Meet with MRMN Committee -Possible suspension of title	-Meet with MRMN Committee -Possible suspension of title -Possible termination

Correction Sheet

Queen Name:

Incident:

Action that is being taken to correct issue:

Date to be completed by: _____

Queen Signature:

President Signature:

National Director Signature:

This action was completed on: _____

13. Board/Committee

You are the face of our organization. You work on behalf of the organization and need to be aligned with its goals and values.

We are here to support you and help you have a successful experience.

The MRMN board/committee are all volunteers and many of the members have been involved for numerous years. We will support you in any way that you need. We want you to be the best Jr. Miss Rodeo Minnesota that you can and we will support you in that, you just need to communicate what you need from us. You have a wealth of experience and information to draw from the members of the committee. Combined we have years of experience with Miss Rodeo Minnesota and Miss Rodeo America. We are all ready to help you. All you have to do is ask. Since you won Jr. Miss Rodeo Minnesota, your main goal is to excel as the queen. We will support you as you pursue your goals.

Please note that we are ready and willing to help you at any fundraising event that you have throughout your year. We have experience and knowledge of cashiering and silent auctions at these events. Let us know at least 1 month in advance what we can do for you the night of your event and we will help in any way that we can.

This program is here today because of our committee. We rally for you and stick up for you throughout the year in ways of which you will never hear. Please, consider putting us to work. Our goal is to support you.

We want you to be successful and we want to be a part of your journey. We do not want to be a disciplinary board, but as you can see from our matrix, we will be just that if you present us with the reason. If we have a disciplinary experience with you throughout your year, it is not personal. Think of it as a performance review. We are just trying to help you be the best that you can be. We will be detailed and particular about things as we care deeply for your success and the success of our organization that we have worked hard to build and maintain. You have been working for many years to become what you are today. We have worked many years to make this organization one that you want to represent.

Handbook Contract Signing Sheet

This handbook has been reviewed and agreed upon on this date: _____

By: Jr. Miss Rodeo Minnesota 2023 _____

(print) (sign) _____

AND

Jr. Miss Rodeo Minnesota 2023 Parent/Guardian

(print) (sign) _____

AND

Miss Rodeo Minnesota National Director

(print) (sign) _____

AND

Miss Rodeo Minnesota Board of Director Member

(print) (sign) _____

Miss Rodeo Minnesota Royalty Parental Agreement

When accompanying my/our daughter while she makes an appearance as Miss Rodeo Minnesota, Miss Teen Rodeo Minnesota, or Jr. Miss Rodeo Minnesota, I/we agree to conduct myself/ourselves in a manner that upholds the same standards that are expected of my/our daughter.

I/We will not do or say anything that could have an adverse effect on my/our daughter or the Miss Rodeo Minnesota Association.

I/We understand that, depending on the severity, an infraction on my/our part may be cause for, but not limited to, the following actions:

My/Our daughter's appearances may be limited.

My/Our daughter's appearances may be cancelled.

I/We may no longer be allowed to accompany my/our daughter during an appearance.

My/Our daughter may be required to surrender her title as Miss Rodeo Minnesota, Miss Teen Rodeo Minnesota or Jr. Miss Rodeo Minnesota.

Parent

IN WITNESS THEREOF, I have hereunto set my hand and seal on this ____
day of _____, 20____.

Notary Public for the State of Minnesota

Printed Name

My Commission #: _____

My Commission Expires: _____

Notary Seal: