



**MISS RODEO OKLAHOMA SCHOLARSHIP PAGEANT**  
**Official Policy and Procedure Manual**  
**2026**

# **Table of Contents**

<b><u>Policy Name</u></b>	<b><u>Page</u></b>
Admission to Pageant Functions	3
Autograph Sheets	4
Committees and Functions	5
Coronation Balls/Celebrations	10
Pageant Awards	12
Payment for Merchandise and Services	13
ORPC Membership	14
ORPC Phone and Mail	15
Scholarships	16

## **Admission to Pageant Functions**

1. All paid members of the Oklahoma Rodeo Pageants Council, Inc. will receive free admission to all pageant activities, but must cover the cost of their own meal.
2. All members will be expected to pay the required admission at all titleholder fundraisers.
3. Platinum sponsors will receive four tickets to all events, including titleholder coronations and fundraisers.
4. Diamond sponsors will receive two tickets to all events, including titleholder coronations and fundraisers.
5. Gold Buckle sponsors will receive one ticket to all events.
6. All former Oklahoma Miss, Teen and Princess Titleholders will receive ½ price admission to Fashion Show and charitable events, and free admission to Speeches and Coronation.
7. The ORPC will pay for the National Director's, current titleholder's parents (2 tickets) and lady in waiting's (1-ticket) royal arena tickets to the Miss Rodeo America Fashion Show.
8. Titleholders and ONE parent will receive a ticket to all Miss Rodeo Oklahoma Pageant activities during their year of reign.

## Autograph Sheets

1. The ORPC will pay for the titleholder's autograph sheets as follows:
  - a. Miss – the first 1,000 full-page color autograph sheets.
  - b. Teen – the first 300 full-page color autograph sheets.
  - c. Princess – the first 300 full-page color autograph sheets.
2. Titleholders are encouraged to find sponsors for the back page of their autograph sheets.
3. **All photographs and information for autograph sheets must be approved by the National Director before being printed.**
4. All ORPC Platinum sponsors names or logo will be on front of all autograph sheets.
5. The appropriate MRO logo must appear on the front of all autograph sheets.
6. The front image for all autograph sheets purchased by the ORPC will be a Sherry Smith Photography image.

## **Committees and Functions**

**Attention Committee Chairpersons: When you schedule a meeting, please inform the ORPC President so that he/she may attend should he/she choose to do so.**

### **1. Alumni Committee**

- a. Maintain current contact information for past titleholders (Miss, Teen & Princess).
- b. Encourage past titleholders to participate in ORPC events/activities.
- c. Work with event/activity committees to recognize past titleholders in attendance.
- d. Fundraisers
- e. Maintain the Heritage Herilooms project
- F. Plan alumni event every five-years at pageant

### **2. Chaperones/Transportation**

- a. Arrange for contestant transportation for Miss.
- b. Arrange for contestant chaperones at all events.
- c. Make sure drivers have maps, driver's license and proof of insurance.
- D. Have one chaperone for every three contestants in each category, excluding Miss who will have at least two.

### **3. Coronation**

- a. Reserve location for the event.
- b. Establish the schedule/script for the event.
- c. Conduct rehearsals for event.
- d. Decorate for event.
- e. Have contestants vote for Miss Congeniality and be sure it is on the script.
- f. Make arrangements for slideshow.
- g. Work with prize committee.

### **4. Contestant Outreach**

- a. Work to contact visiting royalty for our pageant and make arrangements for their schedule.
- b. Handle visiting royalty tickets.
- c. Connect and build relationships with local titleholders throughout the year

## 5. Development

- a. Proactively develop relationships with potential sources of financial support.
- b. Formulate fundraising goals and action plans to support the organization's short and long-range goals and objectives.
- c. Assure that all donors of time and money are respected and honored.
- d. Scholarships
  1. Solicit scholarships and scholarship funds from Oklahoma schools and universities.
  2. Track scholarships funded.
  3. Present an update on the scholarship fund at least semi-annually.
  4. Scholarships funds will be kept in a separate bank account. The Scholarship Chairperson and one board member will have signature authority for scholarship checks.
- e. Provide logos of Platinum and Diamond sponsors to: Program chair, Publicity/media chair and golf tournament chairs.
- f. Provide ad language for Platinum sponsors to Fashion show chair
- g. Provide program ads for Platinum and Diamond, to the program chair.
- h. Prepare the pageant program.
  1. The Miss titleholder will appear on the front cover of the program with the Teen and Princess titleholders appearing at front of program.
  2. Platinum sponsors will receive one full page advertisement and Diamond level will receive a half page advertisement in the program at no cost.
  3. All sponsorship levels will be listed in one page of the program.
  4. Advertising prices in the program will be as follows:
    - Full page – \$200
    - One-half page – \$125
  5. Collect advertisements and contestant information.
    6. Cover will be a Sherry Smith Photography image.
    7. Ensure all contestant names and titles are correct in the program.
    8. Edit contestant and judge bios for grammar and spelling mistakes.
    9. Ensure all current title holders have a full-page ad in program
    10. Collect current title holders headshot and bios for program
    11. Include a letter from the ORPC President

12. Include board member headshots and positions in program
13. Get the total number of contestant ads from the development chair and double check the total number to be included in the program.
14. Double check with the development chair that all Platinum and Diamond level sponsorship ads are included in the program.
15. Include pageant schedule in program
16. Include updated past MRO Alumni pages
17. Obtain current prize and scholarship list from prize committee chair
18. Save inside front cover and outside back cover for our top three largest sponsors.
19. Approve a printer with cost to the board and ensure deadlines
20. Send to a team of NO LESS than 3 and no more than 5 people to proof read and send this checklist to them as well.
21. Design two pages for the Woodward Elks Rodeo program and meet deadline.

## **6. Raffle Sales**

- a. Arrange for 50/50 (obtain tickets, money bags, ticket holders and place to meet).
- b. Arrangements to communicate 50/50 winner information and winning amount to announcer.
- c. Coordinate contestant selling for 50/50 and donation tickets.
- d. Solicit and obtain items for donation tickets.
- e. Conduct donation ticket drawing at coronation

## **7. Fashion Show**

- a. Reserve location for the event.
- b. Establish the schedule/script for the event.
- c. Conduct rehearsals for event.
- d. Decorate for event.
- e. Coordinate with caterer on menu.
- f. Coordinate with sound people.
- g. Arrange silent auction
- h. Obtain questions from the board.
- i. Obtain live auction items and secure auctioneer

## **8. Horsemanship/Rodeo**

- a. Select event location.

- b. Establish the schedule for horsemanship.
- c. Ensure arena conditions are satisfactory.
- d. Arrange for a sound system.
- e. Provide markers for arena.
- f. Secure flags for the National Anthem and flag presentations from stock contractor and Woodward Elks trailers.
- g. Select someone to work the arena gate.
- h. Arrange for an announcer.
- i. Prepare script.
- k. Ensure appropriate seating for judges.
- l. Arrange for the use of broke horses as an alternate horse and for miss draw horses.
- m. Coordinate with the board for weather contingency.
- n. Communicate with the Rodeo Committee to coordinate grand entry, flag presentations, and introduction runs

#### **9. Impromptu Questions and Written Tests (ORPC Board)**

- a. Write impromptu questions for pageant ensuring that all questions are even and are separated by division and event into sealed envelopes for judges and emcee. All division tests need a tie-breaker essay at the end of test.
- b. Make copies of impromptu questions, with answers for judges, emcee and committee chairmen in sealed envelopes.
- c. Ensure that questions are prepared for drawing at designated events.
- d. Write test and make copies for contestants, proctor and judges.
  - 1. Designate Proctor.
  - 2. Grade test
  - 3. Submit test grades in a sealed envelope to judges' chaperone to be given to CPA in sealed envelope.
  - 4. Set-up a Thank you card signing table for contestants to sign after written test.
  - 5. Have sponsors, their addresses and thank you cards filled out with envelopes stamped and addressed.

## **10. Judges (ORPC Board)**

- a. Select no less than three and no more than four qualified judges.
- b. Select CPA(s).
- c. Arrange for score sheets to be transported to the CPA(s).
- d. Arrange for final results to be presented by the CPA(s) at the pageant coronation.
- e. Mail Judges' packets.
- f. Order Judges gift baskets
- g. Arrange Judges Orientation.
- h. Draw contestant order for draw events of horsemanship, speech, horsemanship/rodeo interviews and personality interviews and supply to appropriate committee chairman.
- i. Add contestant information to score sheets and have them printed.
- j. Arrange for Judges' transportation and Judges' chaperone.
- K. Mail judges' score sheets within 10 business days of conclusion of pageant.

## **11. Orientation/Meet and Greet**

- a. Set script for Kick-Off and Introduce ORPC members and Judges.
- b. Set pre-pageant ZOOM meeting with one contestant representative, ORPC President and Pageant Director that will include a review of the schedule and rulebook and selection of the parent representatives for the grievance committee.
- c. Solicit items for contestant and parent welcome bags.
- d. Arrange for location.
- e. Put together meet & greet reception before kick-off before Kick Off. Reception will include judges, Miss, Teen & Princess Contestants. (Excluding Sweethearts)

## **12. Pageant Prizes**

- a. Prepare lists for program.
- b. Solicit donations for prizes. THIS IS NOT THE RESPONSIBILITY OF ONLY THE PRIZES COMMITTEE, BUT OF EVERY MEMBER OF THE ORPC.
- c. Select the prizes for the upcoming pageant while staying within the budget (orientation gifts will be handled by the Orientation Committee).
- D. Include letter on how to obtain scholarship money.

## **13. Publicity/Media Relations**

- a. Prepare press releases both pre and post pageant.

- b. Arrange for media coverage of the pageant including newspaper, television and radio interviews.
- c. Maintain website/coordinate with web designer.
- d. Maintain social media pages and monitor titleholders' social media accounts.
- e. Work with pageant photographer and videographer to ensure all activities are covered.
- F. Plan all promised sponsorship ads on ORPC social media throughout the year.

#### **14. Speeches**

- a. Reserve location for the event.
- b. Establish the schedule/script for the event.
- c. Conduct rehearsal for event.
- d. Decorate for event.
- e. Arrange for emcee.
- f. Arrange for sound system.
- g. Obtain the Impromptu questions from the board and arrange contestants in alphabetical Order.
- h. Arrange person to time judges and provide list to judges chaperone
- I. Obtain box of notepads, pencils, stopwatches, headphones
- J. Select speech topics and prepare topics to be drawn by Miss contestants
- K. Provide Miss contestants with separate room to prepare for speeches.
- L. Plan something to fill time

#### **15. Gala**

- a. Reserve location for the event.
- b. Establish the schedule/script for the event.
- c. Decorate for event.
- d. Arrange for emcee.
- e. Arrange for sound system.
- f. Coordinate with caterer on menu.
- g. Secure awards for the event
- h. Secure a host hotel
- i. Work with past 5 titleholders for 'Best of Oklahoma' nominees
- j. Create invitations and mail them
- k. Secure auction items and auctioneer

## 16. Clinic

- a. Reserve location(s) for the event.
- b. Establish the schedule for the event.
- c. Decorate for event.
- d. Arrange for emcee.
- e. Arrange for sound system.
- f. Coordinate with caterer on menu.
- g. Secure clinicians and get clinician gifts
- h. Create flier and application

## 17. Golf Tournament

- a. Reserve location(s) for the event.
- b. Establish the schedule for the event.
- c. Secure sponsors and teams.
- d. Obtain raffle and door prizes
- e. Create advertising for the event
- f. Handle registrations
- g. Secure event food
- h. Create interactive games

## 18. Spring Fundraiser

- a. Plan a fundraiser after titleholder coronations and before the pageant.

## 19. Kids Rodeo

- a. Work with Elks on location and timing of event
- b. Plan games and prizes for kids rodeo
- c. Obtain a flyer for the event to promote
- d. Try to find local title sponsor
- e. Prepare outline and script for Titleholders for the event

Secure sound system

## **Coronation Celebrations**

2. Each titleholder will be permitted to hold a “coronation celebration” as a fundraiser.

3. The Miss coronation celebration will be held in January, the Teen in February, and the Princess in March.
4. Coronations are optional for Teen and Princess titleholders.
5. Titleholders are permitted to sell tickets to these events as well as hold live and silent auctions.
6. Miss coronation may include alcohol, but prohibited at Teen and Princess events.
7. One half (50%) of all proceeds earned on silent and live auction items at coronation fundraisers, that are donated by ORPC members, excluding items provided by the titleholder and family member, will be retained by the ORPC to benefit the scholarship fund.
8. All proceeds (excluding cash) generated from Titleholder donations and fundraisers including, but not limited to, coronation fundraisers, MUST go through the ORPC 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, if requested, will accompany a donation in excess of \$250.00.
9. Titleholders must submit receipts to receive coronation funds. Receipts must be submitted to the Treasurer for approval.

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

Authorization for reimbursement will depend on the balance held by ORPC office for travel, lodging, clothing etc. No additional funds will be provided after the titleholder exhausts her coronation account. All expense submissions must document the appearance attended.

9. In order for funds to be tax deductible under IRS 501(c)3, all checks must be payable to Oklahoma Rodeo Pageants Council (ORPC).

## **Pageant Awards**

### 1. Pageant Awards

- a. There will be a minimum first runner-up named in each division. Additional placing will be at the discretion of the ORPC board and prizes committee.
- b. Each age division (with the exception of Sweethearts) will have these category awards as follows:

Speech  
Appearance  
Horsemanship  
Personality  
Written Test  
Photogenic  
Congeniality

- c. Titleholders (with the exception of Sweethearts) will receive banner, belt buckle, saddle, traveling crown, and funding toward their personal chaps. Miss will receive \$1,000, and teen and princess will receive \$500. Scholarships will also awarded to the Miss winner, Teen winner, and all Miss contestants.

## **Payments for Merchandise and Services**

1. All ORPC expenditures must have prior approval by the Board of Directors.
2. Payment requests for all merchandise and services will be sent to the Treasurer. The Treasurer will then prepare a check for signature and submit the check along with the invoice to two of the following: President, Treasurer or National Director. All checks will require two signatures.
3. Members may pay for merchandise and services with their own funds and request reimbursement ONLY if pre authorized by the Board of Directors. Reimbursements will require a receipt.
4. A quarterly income and expense statement will be available for review.

## **ORPC Memberships**

1. Membership years will be from January 1 through December 31.
2. Members are given one vote.
3. Members in good standing will receive free admission to all pageant activities, but must cover the cost of their own meal.
4. Members can join throughout the year, but will not be eligible to hold an office until they have been a member in good standing for one full year.
5. Annual membership dues are \$50. Dues will not be pro-rated.
6. Miss Rodeo Oklahoma alumna will receive a FREE 1 year membership.
7. Paid membership will entitle members to an electronic copy of each of the following:
  - a. Bylaws
  - b. Policies and Procedures Manual
  - c. Committees and Committee Chairpersons
  - d. Rulebook
  - e. Minutes and financial report for each official meeting.
8. Members cannot serve on the following committees: Judges, Impromptu Questions, and Written Tests.
9. In addition to individual memberships, a Group Membership will be available to rodeo committees, round-up clubs, businesses, and other civic organizations wishing to join the ORPC.
  - a. The cost of these memberships will be \$100.
  - b. Each group membership will receive one vote and must designate a member of their group as having voting privileges.
  - c. An individual may not have the voting privileges for the group and an individual membership. However, the group can designate someone outside their group to vote by proxy.
  - d. Group Memberships in good standing will receive 2 admissions to all pageant activities, but must cover the cost of their own meal.

## **ORPC Mail**

1. The ORPC mailbox will be maintained by the ORPC Treasurer.
2. The ORPC mailing address is P.O. Box 6113 Enid, OK 73702.

## **Scholarships**

1. Miss Rodeo Oklahoma – \$2,500 minimum
2. Miss Rodeo Oklahoma First Runner Up – \$1,000 minimum
3. Miss Rodeo Oklahoma Second Runner-Up - \$500
4. Miss Rodeo Oklahoma Teen – \$500 minimum
5. Additional scholarships may be given at the discretion of the Board of Directors.
6. Scholarships will not be given to titleholders until the end of their reigns.
7. Miss Rodeo Oklahoma or Miss Rodeo America will have one year from the end of her reign to use her scholarship.
8. Miss Rodeo Oklahoma First Runner Up will have one year from the pageant in which she competed to use her scholarship.
9. Miss Rodeo Oklahoma Teen will have one year from her high school graduation or one year from the end of her reign (whichever is longer) to use her scholarship.
10. Scholarship award winners are responsible for contacting the ORPC Treasurer with proof of enrollment before awards will be issued.
11. Scholarship recipients must be enrolled in an accredited educational or vocational program to receive scholarship monies or have a current student loan for it to apply towards.
12. All scholarship funds shall be disbursed directly to the educational institution upon receipt of statements of accounts due on behalf of the recipient for qualified tuition and fees or current student loan.