

CHECKLIST FOR ROYALTY PACKET

- *Cover letter
- *Candidate Profile (return to office)
- *Permission sheet (return to office)
- *Picture (submit to office)
- *Rules and regulations (*keep and save for reference*)
- *Royalty activities and parade list (*keep and save for reference*)
- *Approved Purchases (*keep and save for reference*)

Royalty Activity/Parade List

Detach and save for your calendar

Revised March 2021

Required Events	Date	Place
Lewis County Fair	End of September	Nezperce
Hand-over meeting	October	Royalty choice
Christmas in the Pines	1 st Saturday November	Winchester community service
4-H Awards Night	3 rd Sunday November	Nezperce School
Leaders Banquet	February	Rotates towns
Reubens Sausage Feed	1 st Sunday March	Reubens community service
Community service	Schedule	Kamiah community service
Community service	Schedule	Nezperce community service
June Picnic kid games	4 th Sat June	Craigmont community service
Lewis County Horse Show	5 th Sat July	Nezperce
Style Revue	Sunday before fair	Nezperce
Royalty Tea	Sunday before fair	Nezperce
Lewis County Fair	Thursday of fair	Nezperce - afternoon
Lewis County Fair	Friday of fair	Nezperce - all day
Lewis County Fair	Saturday of fair	Nezperce - all day
Royalty Luncheon	Saturday of fair	Nezperce - following parade
Event – TBD	Sunday of fair	Nezperce

Required Obligations

Photo session	May or early June	Royalty choice
Biography written for premium book	Due August 10th	Fair Board office
Professional photo for premium book	Due August 10th	Fair Board office
Style Revue practice	Saturday before fair	Nezperce
Setup for tea & luncheon	Prior to events	Nezperce

Required Parades

Shebang Days	2 nd Saturday June	Culdesac
June Picnic	4 th Saturday June	Craigmont
Winchester Days	1 st Saturday July	Winchester
Prairie Days	2 nd Saturday July	Nezperce
Idaho County Fair	3 rd Saturday August	Cottonwood
Kamiah BBQ Days	1 st Saturday September	Kamiah
Lewis County Fair	Last Saturday September	Nezperce

Optional Events

Asotin County Fair	Last Saturday April	
Grangeville Border Days	July 4 th weekend	
Kooskia Days	1 st Saturday August	
Lewiston Round-Up	1 st or 2 nd Saturday September	
Orofino Lumberjack Days	2 nd or 3 rd Saturday September	

4-H or FFA Involvement: List clubs, Chapters, fair projects, special awards or honors, offices held, etc.

School Activities: List sports, organizations, clubs, honors, extracurricular activities, offices held, etc.

Community Activities: List things you are involved in outside of above mentioned.

Future Goals: What do you plan to do during high school and after high school?

Hobbies or special talents:

Why would you like to represent Lewis County by being chosen a member of Lewis County Fair Royalty?

What would make you a successful member if chosen to be a member of Lewis County Fair Royalty?

What is your strongest personal quality and why do you think this about yourself?

What would you believe could be your biggest challenge if chosen to be a member of Lewis County Fair Royalty?

What do you think would be the greatest thing to come out of this experience?

Please include at least a 4x6 picture of yourself. No larger please. It must be a quality, colored photo, printed on professional photo paper, not a selfie printed on multipurpose paper.



Lewis County Fair Board
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Nezperce, ID 83543
208-937-2311
Email: lewiscountyfairboard@gmail.com

May 1, 2026

Dear Candidates and Family Members,

The Lewis County Fair Board is accepting candidates for the 2026 Lewis County Fair Royalty!

Royalty positions are open to high school or homeschool students in grades nine through eleven who attend school in a Lewis County school district: Craigmont, Kamiah or Nezperce, or reside in Lewis County. Fair Board has the final say in eligibility.

The Lewis County Royalty Program is an exciting opportunity to get involved in the community, form new relationships, grow personally, build confidence, and experience the honor of representing the Lewis County Fair.

The Lewis County Fair Royalty program involves several levels of involvement. You would be asked to attend planning meetings to schedule activities and visit the communities in Lewis County for financial support to help with expenses. Also, community services are expected within those towns. Please be sure to read through the rules and regulations portion of this application to be certain you are eligible and are willing to commit to a year dedicated to the Lewis County Fair.

Applications are due to the Fair Board office by August 1, 2026. The fair dates are October 1 – 4.

If you have questions or need additional information, please contact the Lewis County Fair Board office 937-2311. Shiloh Hand is the Royalty advisor and can also answer questions at 208-937-9822.

Sincerely,

Lewis County Fair Board
Michelle Koepl, administrator

Permission Sheet Lewis County Royalty

Please return with candidate profile and picture.

Candidates and parents or legal guardians please initial and sign and submit with application.
A copy will be given back to you after crowning.

*We the undersigned, have read the complete Lewis County Royalty application containing the Rules and Regulations and being the parent (s) or legal guardians of: _____
hereby give her permission to apply for the Lewis County Fair Royalty. Initials _____

*We have read and understand all the Rules and Regulations and agree to abide by them.
Candidate initials _____ Parent/ Guardian initials _____

*We give permission for our daughter/ granddaughter to attend all required and optional Royalty events and functions during her reign as Lewis County Fair Royalty. Initials _____

*We give authorized representatives of the Lewis County Fair Board the Power of Attorney to consent to any emergency medical care that might be deemed necessary during this time, in the event I cannot be immediately reached for consultation. Initials _____

*We waive any and all liability that may arise as a result of any approved activity and agree to hold Lewis County, Lewis County Fair Board and all of its members harmless. Initials _____

*We waive any and all liability that may arise as a result of choosing to allow our daughter/ granddaughter to travel in private vehicle and not with the Royalty Chaperone and agree to hold Lewis County, Lewis County Fair Board and all of its members harmless. Initials _____

Candidate Signature Cell # _____ Date _____

Mother's Signature Cell # _____ Date _____

Father's Signature Cell # _____ Date _____

Legal Guardian's Signature Cell # _____ Date _____

Mailing Address: _____ Home Phone _____

Home email: _____

Emergency Contact: _____ Cell # _____
Address: _____ Home # _____
_____ Work# _____

Rules and Regulations for Lewis County Fair Royalty

(Revised August 2023)

Eligibility:

1. To be eligible to apply, candidates must be high school or homeschool students in grades 9-11, that attend school in a Lewis County School District: Highland, Kamiah, or Nezperce. or reside in Lewis County. Fair Board has the final say in eligibility.
2. Candidates must be enrolled in either 4-H or FFA in Lewis County and have exhibited a project at the Lewis County Fair for no less than one year. Royalty is encouraged to exhibit a project during their reign but it is not required.
3. High school seniors may not apply as our fair occurs after they have graduated.
4. Candidates must be unmarried. Candidates must not have children, be pregnant or become pregnant.
5. Candidates may not use alcohol, tobacco, electronic cigarettes, illegal drugs, or synthetic drugs. Prescription drugs may not be abused and may be used only according to prescription. If it is found that a candidate breaks this rule, candidate disqualification is at the discretion of the fair board.

Royalty Selection

A panel of 3 judges, independent of the Lewis County Fair Board, residing in various communities, will judge and interview the Royalty candidates at the Royalty Tea. Judges will fill out ballots based on a point system. The candidate with the most points is awarded the “queen” title with the other candidates receiving the title of “princess.” Please remember this is only a title - all royalty members have equal say in the decision processes over the course of the reigning year.

1. The judges will read applications prior to meeting candidates and score accordingly.
2. Parent(s) or guardians of royalty candidates are required to accompany their daughter to the Royalty Tea. Failure to attend could disqualify the applicant from the selection process.
3. Candidates will introduce themselves at the Style Review. They will then present a three-paragraph statement on why they want to be a member of the Lewis County Fair Royalty. Judges will score accordingly.
4. Each girl will be interviewed by the judges and answer a series of the same questions. Judges will score accordingly.
5. After interviews are completed, no fewer than two Fair Board members, and the Royalty Supervisor, will tally the ballots.
6. Ballots will be held at a secure location in the Fair Board office. The Fair Board will then confirm the judges’ vote tally and designate the positions of queen and princess.
7. At the fair parade on Saturday, the Queen will be announced and crowned first, followed by the princesses. Regardless of the number of candidates, one queen and two princesses will be crowned.
8. If for any reason, the candidate selected as Queen is unable to fulfill her duties, the candidate with the next highest score will become Queen.
9. Candidates need to be available to help out where requested or needed during the fair.

Finances

1. The Fair Board Administrator and Royalty Advisor are in charge of the Royalty savings accounts.
2. Expense money for incoming court, \$500.00 per Royalty member, determined by the Lewis County Fair Board and subject to change, will be deposited into the Royalty savings account.
3. A list of approved purchases will be provided to help guide in the outfitting of the Royalty Court.
4. Royalty candidates may not spend money prior to being crowned. Any money spent prior to being crowned is a personal expense and will not be reimbursed by the Fair Board.
5. Reimbursement will only be authorized with receipts. Purchase with no receipt becomes a personal expense.

6. Each Royalty Family is responsible for turning in their reimbursements to the Fair Board Administrator or the Royalty Advisor in a timely manner. With the approval of purchases and proper documentation, a reimbursement check will be issued out of the Royalty savings account.
7. Soliciting for sponsorship and donations to help with Royalty expenses will be the responsibility of the reigning court. A form will be provided to present to potential sponsors. A list of all sponsorships and donations received will be maintained by the Fair Board Administrator. This information documents who the sponsors are for the sign on the float. It will also be included in the annual premium book.
8. All sponsor donations need to be made out to the Lewis County Fair Board and mailed or hand delivered to the Fair Board Office.
9. If any money remains in the Royalty fund at the end of the Royalty reign, funds will not be divided up among the girls.

Failure to fulfill reign as a member of Lewis County Fair Royalty

1. If a royalty member does not fulfill the responsibilities of her reign due to personal reasons or due to the result of failure to follow the rules and regulations of the Lewis County Fair Royalty she, and her parents or guardians, are required to reimburse the Lewis County Fair Board for all expenses accrued during her time as a Royalty member. This includes anything bought with Royalty funds with the intention to be used while a member of Royalty. (Custom sash, clothing, accessories, and reimbursements collected.)
2. At the time of resignation, reimbursement funds will be given to the Fair Board Administrator along with the Lewis County Fair Royalty sash and tiara she was crowned with.
3. At the time of resignation, and after submitting reimbursement, any items bought during reign now become the personal property of the Royalty member.
4. Violations of contract warrant removal of Royalty member at the discretion of the Fair Board.

Duties and Responsibilities of the Lewis County Royalty Court and Families

Lewis County Fair Royalty should never attend any event without the accompaniment of an adult.

- Royalty members act as official representatives and promote the Lewis County Fair at all events required and agreed upon.
- Royalty members will plan and present at least 2 ideas for the new fair theme and colors to the Fair Board at the November meeting. The Fair Board will select the idea they like best and their decision is final.
- Royalty members will present ribbons and awards during the Lewis County Horse Show, Style Review, and Fair. Candidates and current Royalty assist in the Eller Building and Baldus Hall during the Fair.
- Royalty members will assist in scheduled events throughout the year and community services in each community in Lewis County.
- Royalty members will provide a monthly written "Royalty Report" to the fair board one week prior to scheduled meetings. Fair Board Administrator or Royalty advisor will be in contact with these dates.
- Royalty members will help organize, design, and construct the float.
- Royalty members will participate in the timely purchase of all Royalty wear and accessories.
- Royalty members will keep track of receipts and turn them in for reimbursement to the Fair Board Administrator or Royalty Advisor.
- With the Royalty Advisor, Royalty members will review the schedule of events, decide which family will chaperone, decide on a schedule of parades and which families will pull the float, and decide which appearances to attend. RSVP to luncheons decided to attend.

- Royalty members will choose a photographer and schedule a photo shoot for official Royalty photos. Group and individual photos must be electronically sent to the Fair Board Administrator NLT August 10.
- Each member of the Royalty Court will provide a biography and summary of the year for the Lewis County Premium Book NLT August 10.
- Royalty members will create individual scrapbooks to be displayed in the Royalty Booth at the Fair.
- Royalty members will attend a handover meeting between incoming and outgoing courts.
- Royalty members' parents/guardians are the official chaperones of the Royalty court.
- The Royalty court and their parents/guardians will coordinate with the Royalty Advisor and Fair Board's list of required scheduled events.
- Each family should contribute to the general obligations and "to do" lists, getting Royalty ready to promote the Lewis County Fair to the best of their abilities.

Royalty Tea

The Royalty Tea is one event that the current Royalty may host to conduct the introduction of candidates and the selection of the incoming Royalty Court. All of the candidates and their guests, current royalty and guests, fair board members and guests, county commissioners and guest, and judges attend. All expenses are the responsibility of the Royalty and will be paid with Royalty funds.

1. The Royalty will compose an invitation list and send out invitations.
2. The Royalty will be responsible for all decorations, table centerpieces, and decorating the venue.
3. The Royalty will be responsible for the menu and who will prepare the food, dessert, and beverages.
4. The Royalty will be responsible for the purchase of any gifts to the incoming court.
5. The Royalty Advisor will provide the programs for the Royalty Tea.

Alternatively, in years where a tea is not held, judging will take place at the Style Review.

Royalty Luncheon

The Royalty Luncheon is the event the Fair Board hosts to celebrate the crowning of the new Royalty and to thank the outgoing Royalty. Royalty members and guests, Fair Board members and guest, county commissioners and guest, visiting Royalty and chaperone, and judges and guest are all invited to attend. All expenses are paid by the Fair Board (cost may be covered Royalty if a Tea is not held, and if funds allow). Party favors and centerpieces will be provided by the Royalty.

Sashes & Tiaras

The Fair Board will present each incoming Royalty member with a tiara, which is the Royalty member's to keep. If a tiara is damaged over the course of the reigning year and needs to be replaced, it must be replaced at the expense of the owner. The Royalty Advisor will order the replacement. The Fair Board provides a Lewis County Fair Royalty Crowning Sash. This is to be used until custom sashes have been ordered and received. The crowning sashes are the property of the Lewis County Fair and must be returned as soon as custom sashes are received.

Float

The Fair Board has a permanent Royalty float trailer. Decorating is the responsibility and expense of the Royalty. Any additional wood or structure supplies for float design will be paid with Royalty funds. The Fair Board will pay for any repairs needed such as licensing, tires, and structural maintenance. The float will be used for all parades attended. Cell phone usage is prohibited while on the float, waiting for judges, or while in the parade. All Fair Board property must stay with the float in the storage area. In the interest of presenting a professional image, candy MAY NOT be thrown from the float or the back of a pickup by any royalty court member at any time. It MAY be thrown by family members

driving or riding in the cab of a pickup, but will not be paid for out of Royalty funds. No one but Royalty Court members may ride on the float at any time.

Ribbons and Trophies

Any ribbons or trophies won during the parade competition will be collected by the Royalty Advisor. Prize money won may be used by Royalty Members for snacks at events. Award ribbons may be divided between Royalty members after being displayed in the Eller Building booth at the fair.

Fair Royalty Display at the Fair

The southeast corner booth of the Eller Building is reserved for a Royalty display during the fair. This is where you would show off awards, photos, scrapbooks, etc.

Social Media Accounts

The Lewis County Fair Royalty is representing the Lewis County Fair. Royalty members are minors and will not be allowed to create and manage any social media accounts with Lewis County Fair Royalty titles. Any pictures posted to private accounts, with other members of royalty, must be first approved. Approval is given by: 1. printing a physical copy of the picture. 2. Presenting the picture to the person it is of and having them write their name on it giving permission. 3. It is then given to the Royalty Advisor who will keep that copy. No exceptions. If you fail to do this before posting, you will be asked to take it off your personal account. There will be NO negative social media posts allowed about fellow Royalty members. Reports of this behavior will be dealt with immediately.

Pictures

The official Royalty photo shoot must be completed no later than June 15th, so that pictures can be provided to the Fair Board Administrator for the premium book. It is up to the Royalty to choose a photographer.

A colored 8X10 picture of the Royalty Court will be furnished to each girl at the Fair Board's expense. The Royalty will purchase a framed, colored 8X10 group photo for display in the Fair Office. The framed photo should also be on display at the Royalty Tea and Luncheon.

Conduct

Please remember that the Royalty represents Lewis County at parades, community service events, volunteer events, and civic functions. It is important that you conduct yourselves in an appropriate manner. If there is a conflict of any type, contact the Royalty Advisor immediately. If necessary, the Royalty Advisor will contact the Fair Board for resolution.

If you have chosen to violate any of the rules and regulations in this application and it comes to the attention of the Fair Board, you may be asked to relinquish your position on the Lewis County Fair Royalty. (See Failure to Fulfill Reign section above.)

Parents' conduct reflects on the Fair Board as well as the Lewis County Fair, and inappropriate behavior or actions may result in the immediate removal of participant.

***The Lewis County Fair Board has the final ruling on extenuating circumstances on all rules and regulations.
The Fair Board will not be held liable in the event of an accident.***

Candidates and parents or guardians: Please initial below showing you have read and understand the rules and regulations pertaining to the Lewis County Royalty Program. Initials _____

The following are approved purchases for the Lewis County Royalty Court:

A stipend of \$425.00 per royalty member, is deposited into the Royalty Fund, in October from the Fair Board account. This stipend should be used to make initial wardrobe purchases in order to have them ready for the first community service event- usually in November.

Additional money and donations from the Lewis County business and individuals are solicited and collected by the Royalty Ladies to help with all additional expenses and float construction. A list of previous sponsors is available to aid in solicitation of sponsorship. Traditionally the Royalty will schedule at least 2 to 3 days to travel to Nezperce, Kamiah, Craigmont and Winchester businesses asking for support. A photo card (or letter) donation request is also mailed to those not visited personally.

Attire:

- (1) Formal Dress, cost not to exceed \$500 per dress
- (3) pair of jeans (one "bling," two "work")
or (2) jeans (one "bling," one "work") & (1) pair capris. No shorts
- (2) western shirts to wear with sash, not customized.
- (1) long sleeve custom royalty casual shirt (This is used without the sash as a "work shirt")
- (1) short sleeve custom royalty casual shirt No tank tops (This is used without the sash as a "work shirt")
- (1) custom royalty jacket (jacket style will be provided, and the Royalty Court will choose color and design)
- (1) custom sash
- (1) pair of boots cost not to exceed \$100 per pair
- (1) belt

Non-attire items:

- Items to be used to build and decorate the float.
- Scrap book supplies for Memory Scrap Book limit \$50.00 per royalty member.
- Food for hosting the Royalty Judging Tea. Decoration costs will be split with Fair Board. Including invitations and postage as necessary.
- Costs for printing cards, purchasing envelopes and postage for donation and thank you cards.
- (1) paid photography shoot (if the session is not donated), not to exceed \$200

Additional notes:

Absolutely no reimbursements without receipts! Please turn in as soon as possible to ensure balance available remains current.

- Fair Board does not pay for any food expenses except during the fair with food vouchers.
- Fair Board does not pay for make up or any personal products.
- Fair Board does not reimburse for additional footwear.
- If unable to pre arrange a purchase order or afford to prepay for items, arrangements can be made before hand on a case-by-case basis. Talk to the Royalty Advisor for information or to make arrangements.

We prefer any purchases possible be made within Lewis County or through businesses that support the Lewis County Fair.