

CCHBA Honey Queen and Princess Requirements



The information in this document and the CCHBA Queen Program Guidelines supersedes any previous documentation for CCHBA's Queen Program.

1. PROGRAM OVERVIEW & ELIGIBILITY

Program Overview and Eligibility are addressed in the **CCHBA Honey Queen Program Guidelines** document.

2. BASIC RULES & ETIQUETTE

COMMUNICATIONS

- ❖ *Always give open and honest feedback to your Queen Program Chair. This will help both the program and your relationship during the year.*
- ❖ *Timely feedback and responses to phone calls, email, and other methods of communication are expected.*
- ❖ *If you don't own a cell phone, you should invest in one. You must have reliable communication, via phone, to contact your Queen Program Chair if something happens last minute or in the event of an emergency. If cost is a concern, you can often purchase a prepaid cell phone without having to sign an annual contract.*

DRESS CODE — DETAILED IN SECTION 2

- ❖ *While professional clothing is changing over the years, you will be expected to adhere to the official CCHBA Honey Queen Program dress code. The code was developed to help you match the image of a "Natural and Pure Product". It is also to help you appear as the professional representative for CCHBA.*

EVENT CANCELLATION POLICY

- ❖ *You will be expected to stay in touch with your Queen Program Chair and up to date on all the Appearances that you are scheduled to attend. If you have an acceptable reason and need to cancel an event, you must first contact your Queen Program Chair, and then the host of the Appearance. Acceptable reasons include sickness, injury or sudden death/funeral. In the event that you have a personal activity that becomes available to you that conflicts with a scheduled promotion, you will be expected to fulfill your duties as Honey Queen/Princess. Exceptions may be granted on a case by case basis. Also, simply not showing up to a scheduled event is grounds for disciplinary actions.*

PERSONAL PRIVACY

- ❖ *As a Honey Queen/Princess, you instantly are a public figure. Your privacy and anonymity are priceless. For your safety, do not give your email address or home address out in newsletter*

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articles or to people with whom you are uncomfortable. Your email address and home address are your private information.

- ❖ *When sending correspondence to individuals/institutions, use the clubs mailing address as the return address. If someone wishes to mail you materials, you may always use the CCHBA mailing address to receive such items. It is recommended that you do this unless your parent is completely comfortable with the individuals.*
- ❖ *The only individuals who will have your personal contact information throughout the year include CCHBA board members, the Queen Program Chair, and the Queen Committee Scheduler. You will be consulted if it is necessary to give information to another party.*
- ❖ *While networking and social sites are increasingly common today, you are asked to use extreme caution if you use these sites. Inappropriate posting or photos may be grounds for disciplinary action by the Queen Program Committee.*
- ❖ *You must follow all rules of the road when traveling by car for CCHBA. Take the necessary precautions (following all traffic rules, coming to full and complete stops, abiding by the speed limit, wearing seatbelts, etc.). We want to avoid news articles that focus on the Honey Queen/Princess receiving a speeding ticket instead of how she promotes the honey industry.*

FAMILY

- ❖ *We are sure that your family is extremely proud of you and your accomplishments. If your parents work or attend an Appearance at which you are working, they are expected to treat you professionally. They are expected to allow you to do your job independently and to not interfere with your assigned duties.*

BOYFRIENDS

- ❖ *We fully understand that you may have a boyfriend while you serve as the Honey Queen/Princess. Remember, your role as a Honey Queen/Princess is considered a professional role and you are financially enabled to carry out these Appearances by CCHBA. If your boyfriend works at or attends an Appearance at which you are working as Queen/Princess, he is expected to treat you in a professional manner (no public displays of affection, hand holding, etc.). He is expected to allow you to do your job independently and to not interfere with your assigned duties. Male friends are not to accompany a Honey Queen/Princess on any overnight promotion.*

DRINKING

- ❖ *When you are working in your capacity as Honey Queen/Princess, you may not drink alcohol. You may never drink alcohol, even if it is after a promotion and you are no longer in crown and banner. Politely refuse any alcohol offered to you when you are acting on behalf of your organization.*

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SMOKING

- ❖ *Smoking is not permitted at any time. You are a representative of pure honey and the beekeeping industry. It is recommended to foster the image of wholesome living on duty, as well as, off duty.*

ILLEGAL DRUG USE/OTHER CRIMINAL ACTIVITY

- ❖ *Use of illegal drugs (or controlled substances not prescribed by your doctor) is unacceptable at any time during your year as Honey Queen/Princess. Evidence of illegal drug use or other illegal, criminal activity is grounds for dismissal from the position of Queen/Princess.*

WEAPONS

- ❖ *No guns, knives, stun guns (No weapons of any kind) on your person. Read policies/notices posted on building entrances before going into buildings, schools, etc.*

FAIRS, FESTIVALS, AND CONVENTIONS

- ❖ *When working in a booth, the Honey Queen should always face the people. If she wishes to speak to someone in the rear of the booth, she should step back beside the person but continue to face out. The public is not interested in the back of her head. Her demeanor should be pleasant throughout the day and with all individuals who approach her.*

DEALING WITH BAD/UNCOMFORTABLE SITUATIONS

- ❖ *Sometimes, you may be in an uncomfortable situation in your role as Honey Queen/Princess. Your chaperone is onsite to deal with these situations. Sometimes, there are situations she/he can't resolve for you. Contact your Queen Program Chair for advice.*

GIFTS

- ❖ *As Honey Queen/Princess you may receive gifts. Some will be special and priceless to you; others may be things you would never want. You should accept gifts given to you during promotions, unless they are inappropriate (contact your Queen Program Chair if you believe a gift is inappropriate). Upon returning home, you may decide if you will keep the gifts or donate to charity, the CCHBA door prize table, or throw away. Regardless of whether or not you liked a particular gift, you must write a thank-you note to the individual who gave you the gift.*

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THANK-YOU NOTES

- ❖ *Thank-you notes are expected to be written immediately if you have been given a gift or donation. Handwritten notes offer a personal, sincere touch. You may also consider sending thank-you notes to teachers and Appearance coordinators.*

BROCHURES

- ❖ *A Honey Queen should always have brochures close at hand. She never knows who she will run into and want to present with a brochure.*

DISCIPLINE PROCEDURES

- ❖ *CCHBA and its members invest significant funding to the Honey Queen Program. As such, the Committee must use money wisely and appropriately, and you must represent the organization appropriately and professionally throughout the year. If you violate rules or procedures throughout the year, you will be disciplined. Typically, you will first receive a warning, depending on the severity of the violation. If behavior does not improve, you may be removed from promotions or asked to relinquish your title.*
- ❖ *Examples of actions which may lead to warnings and other disciplines include, but are not limited to, violations of the dress code, tardiness, failure to demonstrate common courtesy, and non-communication.*
- ❖ *Examples of actions which may lead to immediate suspension of title include, but are not limited to, drinking and/or smoking on promotions, illegal drug use, criminal arrest, using obscene or foul language while working in your capacity as Queen/Princess, failure to attend scheduled promotions, or other extreme behavior.*

3. OFFICIAL DRESS CODE

A Honey Queen/Princess should always dress in a manner that would be pleasing to the association she represents. She should dress appropriately for each occasion with an accent on cultivating the professional look. No excessively form-fitting or baggy clothing. She should stand out in a crowd because of her strikingly professional, yet approachable, style, demeanor and character. The Honey Queen/Princess is encouraged to strive toward the goal of American Honey Queen. With this thought in mind, it would be helpful for her to consider the amount of travel involved. As she replenishes her wardrobe it would be helpful to purchase coordinates that would make a maximum number of different outfits with a minimum number of articles. Attire should be selected so as to encourage viewers eyes to be drawn upwards and focus on the crown and banner.

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APPROPRIATE ATTIRE

- ❖ Crown and Banner – *The crown and banner should be worn at all Appearances. The crown and banner should never be worn with jeans, shorts, or other casual wear. When a Honey Queen/Princess visits any beekeeping Appearances where she has not been requested to appear, she must not wear her crown and banner, but rather she should come as an individual who supports the Honey Queen program and is eager to learn about the convention, industry, and competition.*
- ❖ Professional business suits (skirts) – *classic basic suits are the most preferred. Brightly colored (tasteful) suits can help attract more attention, and neutral suits are good staples.*
- ❖ Simple, professional dresses – *Knee length dresses that are not too tight can be very appropriate for classroom visits. Length limit: three inches or less above knee when kneeling on a hard floor surface. Remember to keep the neckline appropriate (e.g. – the focus should be on your face, not your chest). Necklines should be limited to three finger widths or less below the collarbone (if you are more endowed, higher the neckline)*
- ❖ Skirts, jackets and blouses – *While basic suits should be a staple in your collection, skirts with a professional blouse, accompanied by a jacket are appropriate. Avoid patterned blouses; solid, jewel-toned shirts are the most sophisticated look. No transparent or opaque clothing. Necklines should be limited to three finger widths or less below the collarbone (if you are more endowed, higher the neckline)*
- ❖ Pants: *Modestly fitted. No jeans, denim, leggings or skinny pants.*
- ❖ Undergarments – *Undergarments including bras, thongs, slips, camisoles, etc. must not be visible. Safety pins or bobby pins, if used to keep clothing in place, must not be visible.*
- ❖ Small, simple, non-distracting jewelry – *simple stud earrings, a single necklace, a small simple ring, and a watch or bracelet should be the most you will ever need for jewelry. Avoid wearing heavy, chunky, multi – colored jewelry. Remember, the focus is the crown, banner, and your words, not your clothing or jewelry. Pearls, gold/silver chains, or pendant necklaces are appropriate.*
- ❖ Classic, plain colored jackets, coats – *for cooler temperatures and for walking to and from your vehicle at an Appearance. A classic, simple trench coat, pea coat, or raincoat should be considered. Avoid jackets with slogans, phrases, and insignias.*
- ❖ Shoes – *The selection of shoes is very important. A Honey Queen/Princess should take into consideration the fact that many of her Appearances will require her to be on her feet a great deal of time. Comfortable yet professional shoes can make a great deal of difference. No boots or sneakers. Closed toed shoes and stockings must be worn at the State Fair of Texas cooking demonstrations. It is recommended to use flat or low heels.*
- ❖ Evening gowns – *Evening gowns should be simple, elegant, age appropriate, and Appearance – appropriate. Please refrain from wearing overly revealing dresses (e.g. plunging necklines, overly exposed backs, etc.) Avoid trains, as they can be stepped on at Appearances with numerous*

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people. Strapless gowns, if chosen, should fit properly to avoid regular, public adjusting and be worn with a bolero jacket. No shawls.

INAPPROPRIATE CLOTHING

You should never wear the following in your official capacity with your crown and banner:

- ❖ Shorts
- ❖ Jeans
- ❖ Miniskirts, denim skirts
- ❖ Provocative or overly revealing tops (no bare midriffs, backless tops, cleavage bearing tops)
- ❖ Chunky sandals, clogs, sneakers, stiletto heels
- ❖ Clothing that is too tight for your figure – if you gain or lose weight, you need to have your clothing altered as appropriate, use body slimmers, or purchase clothing that fits properly.
- ❖ Clothing that is too large for your figure – professional clothes fit properly and present you properly.
- ❖ Tank tops (unless ALWAYS accompanied by a blazer)
- ❖ Clothing with writing, phrases distracting insignias
- ❖ Clothing with large, distracting patterns – avoid patterned dresses/suits/tops.
- ❖ Casual street wear
- ❖ Sweatshirts, sweatpants, yoga pants, workout gear
- ❖ Large jewelry (e.g. bangle bracelets, chunky or long necklaces)
- ❖ Stretch pants/leggings/skinny pants
- ❖ Gaucho pants/Bermuda shorts accompanied with boots
- ❖ Tunic tops

SITUATION DEPENDENT CLOTHING

Some clothing is appropriate only in certain situations. See the rules/exceptions below.

- ❖ *Pants suits – while a very big trend, there are limited circumstances when these are allowed, including Appearances in extremely cold conditions (e.g. outdoor Appearances below 60°F). CCHBA prefers that their representative wear skirt suits and dresses for the majority of their promotions. When wearing a pants suit, undergarments including bras, thongs, slips, camisoles, etc. must not be visible. Safety pins or bobby pins, if used to keep clothing in place, must not be visible. Follow the same guidelines for skirt suits. Please contact the Queen Program Chair if you believe an Appearance may warrant a pants suit.*
- ❖ *Boots – if you are traveling to and from Appearances in snowstorms, boots are allowed. Fashion boots are not considered appropriate attire during indoor promotions. Please continue to wear closed toe flats or heels.*
- ❖ *Strappy high heels – when you wear formal gowns, you may elect to wear an open-toed dressier sandal/shoe.*

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- ❖ *Sweater/Sweater sets – when attending a VERY casual Appearance (e.g. a picnic, an informal beekeeping club meeting) sweater and skirts may be appropriate, however, blazers/jackets are much preferred over a simple sweater set.*
- ❖ *Jeans/T shirts – if you are asked to participate in a bee Appearance that requires you to get dirty (e.g. wearing a bee beard, working bees), this may be more appropriate than business wear.*
- ❖ *Hair – Your hair should look clean and not overdone for regular Appearances. Also, you may only color your hair in natural color(s). It should be kept out of your face. All hair lengths must be pulled back for cooking demonstrations, extracting demonstrations, and distributing all food and honey samples. Keep in mind that you will often not have time to fix your hair, so keeping it pulled back in a twist, ponytail, or bun may be the easiest, most professional style. If your hair is short, be sure that it looks neat and clean and does not distract from your face. Do not wear distracting clips, headbands or other hair pieces that will distract from your crown.*
- ❖ *Make up – Keep your makeup natural and clean. Do not overdo eye makeup, lips or blush. Eyebrows should be well-groomed. You are promoting a natural product. You should arrive properly attired, makeup applied, and ready to present. Do not apply makeup in public.*
- ❖ *Piercings – Body piercings (e.g. nose rings, eyebrow rings, lip rings) should be concealed when you are in crown and/or banner. Earrings are appropriate but should be kept simple like other jewelry. Limit of two piercings per ear. Ear piercings should be a maximum of 16 gauge.*
- ❖ *Tattoos – All tattoos and body art must always be concealed either by clothing or makeup.*
- ❖ *Perfume, body spray, etc. – Don't wear too much of any of these products. Wear just enough.*
- ❖ *Nails – Keep nails at a manageable length. Keep nails and cuticles clean. If polish is worn, limit colors to clear or pink, natural looking nails.*

4. CROWN & BANNER CARE

HOW CAN I BEST CARE FOR MY CROWN?

We understand that you will wear your crown a lot this year, probably more than it was intended to be worn. Be especially careful when you put it on and off, trying not to damage the combs. Try to minimize the number of times you remove your crown during the day (this will minimize damage to the combs).

Always store your crown in its box when you travel. Consider wrapping your crown box in bubble wrap for extra security. Keep your crown and banners in a secure location at home and in vehicles (e.g. in the box and out of the reach of small children and pets).

WHAT HAPPENS IF MY CROWN IS DAMAGED?

Contact your Queen Program Chair immediately to determine how the situation will be handled.

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HOW DO I CLEAN MY BANNERS?

Your banners are washable and require little care. Do not have them dry cleaned. Most of the time, spot cleaning will keep them looking great. Unless they become very dirty or stinky or you have a major mishap, it is better not to wash them too frequently. Usually, once every four or five months is sufficient.

Remove small stains as soon as possible with a Tide stick or Oxy-Clean stick.

For a more general cleaning, wash the banner by hand in cold water, using a mild liquid soap like Woolite. Do not soak the banners. Rinse in cold water and gently blot dry with a bath towel. Let the banner air dry and then gently press the back side of the banner with an iron at a low setting (either steam or dry). Turn the banner over and press the unembroidered areas in the same way. Do not press the embroidery.

If the embroidery develops any loose threads, do not pull them or cut them. Gently move the loose area under the rest of the embroidery. If there is a major snag, contact Queen Program Chair.

WHAT SHOULD I DO IF MY BANNER IS DAMAGED?

Just as with your crown, let your Queen Program Chair know if there is significant damage to your banner, aside from loose threads. Repairs may be possible.

5. BUDGET

The annual budget will cover most of the expenses for the Queen Program. All expenses must be pre-approved by the Queen Program Chair. Contact Queen Program Chair for a copy of the annual budget.

There will be some out-of-pocket expenses for the Queen and Princess. The Queen Program Chair will go over the budget for the Honey Queen Program and explain the reimbursement process during the first Queen Training session. Be sure to understand when you will be reimbursed for mileage, meals, and lodging BEFORE you incur any expenses. There are limits on reimbursements.

Examples of out-of-pocket expenses include:

- ❖ Wardrobe
- ❖ Mileage costs for required attendance at monthly meetings, Beekeeping 101, Queen training, Scholarship Student beekeeping classes, and CCHBA picnic.
- ❖ Food expenses beyond what is specifically covered.
- ❖ Scrapbook expenses beyond the budgeted amount.
- ❖ Registration fees for Chaperones at TBA summer clinic or TBA convention.
- ❖ Any expense incurred during optional Appearances that aren't covered by the hosting organization or specifically pre-approved by CCHBA Board of Directors.

6. REQUIRED APPEARANCES

- ❖ Monthly Club Meetings - Attend all club meetings and give a brief update of activities for the month. If Honey Queen/Princess is unable to attend the club meeting for any reason, she must notify the *Honey Queen Program Chair* before the meeting occurs.
- ❖ Beekeeping 101 – Queen and Princess will coteach BK 101 when scheduled throughout the year.
- ❖ Present a minimum of 12 community Appearances throughout the year (not including the required and optional Appearances stated below). Note: The demand for Appearances are not consistent throughout the year. There will be some months with few to no Appearances. Plan that during March, April, May, the beginning of June, September and October are usually the busiest months, requiring 3-4 Appearances per month while demand lasts to meet program expectations.
- ❖ Queen training events (two per year). These are organized by the Honey Queen Committee and will typically take place in January (when her reign begins) and in July (in preparation for the State Fair of Texas). Your chaperone must attend these training sessions with you.
 - At the first training, each new Princess will be given a flash drive loaded with **CCHBA Queen and Princess Eligibility and Requirements**, Expense Forms, Emergency Medical Information Form, Event Logs, How to Judge Honey, and Being A Honey Queen Handbook.
- ❖ Scholarship Student Beekeeping Classes: Must attend all classes. This is a series of 5 classes, approximately 1 per month from January through May. Purpose is to refresh and increase your knowledge about honey bees, the local beekeeping industry, as well as observe beekeeping presentations, and to encourage scholarship students/parents/new beekeeping members.
- ❖ CCHBA Summer Picnic: (April/May) Judge honey recipes. Encourage members in beekeeping activities.
- ❖ TBA Summer Clinic (June): Volunteer and learn more about the beekeeping industry. This is a one-day event, typically requiring an overnight stay the night before Clinic. Many times, you will be asked to introduce the speakers, keep track of attendance and keep time for the speaker, and assist in the THBEA Auction.
- ❖ State Fair of Texas: (September/October) Provide cooking demonstrations and honey judging. Participate in parade. Appearances may be required on multiple days. An evening gown is worn in the parade.
- ❖ Texas Beekeepers Association Convention (November). Two-day event, typically requiring an overnight stay. An evening gown is customary for the Queen's Ball, which is a formal event.
- ❖ Texas Honey Queen Competition – (Currently held during the TBA Convention) CCHBA Queen is encouraged to compete for the title of Texas Honey Queen at the end of her reign as Collin County Honey Queen if she receives a positive review from the Queen Program Chair and fulfills all program requirements.

7. OPTIONAL APPEARANCES

- ❖ Optional Appearances as per Honey Queen Committee discretion and venue invitation.
- ❖ Out of county host organizations and businesses are responsible for expenses for queens and chaperones including, but not limited to registration, meals, mileage and lodging if over 100 miles.
- ❖ Other than the required out of county Appearances mentioned under Required Appearances, Appearances outside Collin County are not reimbursed by CCHBA and do not apply toward required community Appearances.
- ❖ Purpose of optional Appearances is to volunteer and help with the successful implementation of promotions, learn more about bees, beekeeping and the beekeeping industry, and to promote the Queen program outside the immediate area CCHBA serves
- ❖ These optional Appearances include, but are not limited to:
 - a. NE Texas Beekeepers Conference – (January)
 - b. The Austin Area Beekeeping Seminar (January or February)
 - c. Winter Delegates Meeting (February)
 - d. Central Texas Bee School (March)
 - e. Queen/Princess may teach additional Beekeeping 101 lessons

8. HONEY QUEEN/PRINCESS APPEARANCES LOG

In the January Training - The Honey Queen and Princess are responsible for providing the Honey Queen Scheduler with dates in which they cannot promote.

The Honey Queen/Princess Appearances Log is a google document. You will be given access to this google document once Memorandum of Understanding is signed. All scheduled appearances will be logged on this electronic spreadsheet. Prepare for Appearances using this information. You are responsible to set your schedules. No reminders will be given once an Appearance is booked.

Monthly club meetings, including meetings where you will be teaching are included on this log.

Once you have completed an Appearance, it is your responsibility to extract the information from the Appearance Log and put in on your Appearance Completed page. Add information about the Appearance including attendance, any items sold, expenses, miles, meals, travel time, and comments to help determine if this event is worthy of repeating the following year.

The Appearance Log will be used by you in two ways:

- ❖ To enhance your year-in-review speech and give the beekeepers an idea of how much you promoted for them during the year and
- ❖ To use for your resume/portfolio/etc. in the future.

9. EXPENSE REPORTS

- ❖ You will be given an electronic Expense Report to fill out for expenses.
- ❖ You **MUST** use this form in order to receive reimbursements.
- ❖ Receipts for all expenses (except mileage) must be included with Expense Reports. Photocopies or pictures of receipts are acceptable.
- ❖ If money is collected at an Appearance, the amount and reason for the money should be listed in the “Notes” column on the Expense Report. Reasons include sale of honey, donation, fee for observation hive, and so on.
- ❖ Submit Expense Report electronically to the Queen Program Chair.
- ❖ Money collected at Appearances should be submitted to Queen Program Chair at earliest possible convenience.
- ❖ All reimbursements will be distributed by the Queen Program Chair.

10. MONTHLY RESPONSIBILITIES

- ❖ **Update Queen/Princess Appearance Log.**
- ❖ **Submit Monthly Expense Reports by the 7th of the month.**
- ❖ **Monthly Club Meeting Reports.** Summarize last month's Appearances on one PowerPoint slide and talk about something new (i.e. interesting question you received, your recent research, or upcoming event). Limit 5 minutes.
- ❖ **Write a Newsletter Article** – Research, write, and deliver one article per month from Jan - Dec for the Beeline. Articles are due to the Queen Program Chair for review the 19th of each month.
- ❖ **Take care of and ensure proper operation of the Promotion and Presentation Cart and Materials** - notify Queen Program Chair of any problems with equipment.
- ❖ **Communicate with Queen Program Chair** any positive or negative concerns, highlighting ways to improve the program or issues you have implementing the program.

11. ONGOING RESPONSIBILITIES

- *Scrapbook* - Create a scrapbook of Appearances during your reign. Update quarterly.
- *Fundraising* - You will have the opportunity to sell honey, honey sticks and seed packets during some of your Appearances. This money offsets the costs of this program. Money should be turned into the Queen Program Chair with expense reports and receipts.

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- *Promotion and Presentation Cart and Materials* - The Queen and Princess will each be issued a Promotional and Presentation cart. Many items are contained in the presentation carts. The Queen and Princess are responsible for keeping track of all items in her cart and replenishing supplies as needed. To replenish supplies, contact the Queen Program Chair as soon as you are running low.

12. BROCHURES

- ❖ The CCHBA Honey Queen is responsible for creating the new Honey Queen and Princess brochure. Contact Queen Program Chair for advice to complete the brochure. Brochure must be completed by the beginning of February.
- ❖ Brochure must include pictures and brief biographies of Queen and Princess, CCHBA name and logo, CCHBA meeting information, contact information to book Appearances, and recipes.
- ❖ Recipes - The Queen and Princess will each submit two recipes that use honey as an ingredient by January 15th. Keep costs and complexity of recipe instructions in mind when submitting recipes. You will be demonstrating one of these recipes at the State Fair of Texas.
- ❖ Biographies – The Princess is responsible to send her biography to the Honey Queen by January 15 to be included in the brochure.
- ❖ Portrait Pictures - Pictures of Queen and Princess are to be taken and submitted to CCHBA Honey Queen by January 31 for the new brochure.
- ❖ Submit completed brochure to Queen Program Chair for final approval.
- ❖ Queen Program Chair will arrange printing of brochures.
- ❖ Brochures to be presented at the February CCHBA Board Meeting.

13. SCRAPBOOK

Create a scrapbook of Appearances during your reign. Update quarterly. You will have a budget for this and will not be reimbursed for expenses beyond your budget.

Scrapbooks are a requirement for the Texas Honey Queen competition. The scrapbook is a pictorial record of the promotional activities in which a Honey Queen has been involved. Take pictures of everything the Honey Queen does to promote honey and/or the industry. Be sure these are not staged photos. Show audience faces and reactions as presentation takes place.

A thought to keep in mind is an old adage, "One picture is worth a thousand words." Scrapbooks should focus primarily on the work a Honey Queen does for her sponsoring organization (e.g. Working in a fair booth, demonstrating a honey recipe, speaking to students, newspaper articles, etc.) and less on non-promotional activities. Limited headshots should be included. (One headshot/official photo at the beginning of the scrapbook is sufficient).

Captions help make a scrapbook meaningful to a variety of audiences. Captions should be clean and legible to the audience. Keep all newspaper articles, including the dateline. Banquet programs and similar publications are all good items to keep. It is not recommended to include items not related to honey and/or beekeeping promotions.

14. FUNDRAISING

You will have the opportunity to sell honey, honey sticks and seed packets during some of your Appearances. This money offsets the costs of this program. Items sold should be noted on expense reports in "Notes" column. Money should be turned into the Queen Program Chair with expense reports and receipts.

15. PROMOTION AND PRESENTATION CART AND MATERIALS

The Queen and Princess will each be issued a Promotional and Presentation cart. Many items are contained in the presentation carts. The Queen and Princess are responsible for keeping track of all items in her cart and replenishing supplies as needed. To replenish supplies, contact the Queen Program Chair as soon as you are running low. Supplies can include, but are not limited to:

- ❖ Brochures
- ❖ Honey to be sold at promotions
- ❖ Honey sticks given away at Appearances and sold at promotions
- ❖ Bee box, which includes
 - nuc box (telescoping lid, inner cover, box with attached bottom board)
 - strap to close the hive box
 - frames with foundation (one deep, one shallow)
 - small smoker
 - hive tool
 - ball of propolis
 - wax blocks
 - jar of honey
 - bottle of pollen
 - youth-sized protective wear (veil, jacket, gloves)
 - poster set with pictures of and information about honey bees
 - pamphlet with types and colors of honey
 - tablecloths for presentations (one 4'x 10', one 4' x 4')
 - rubberbands
 - observation hive

16. CREATING PRESENTATIONS AND TEACHING TIPS

Use LINDA.com - available through public library memberships

17. PREPARATION FOR APPEARANCES

THE NIGHT BEFORE

- ❖ Confirm presentation has not been cancelled and map out address of event, making note of time for travel, on-site contact's name and phone number, estimated number of attendees and presentation topic.
- ❖ Communicate with your chaperone the presentation time and location.
- ❖ Check to see that your cell phone is available for use and fully charged.
- ❖ Check presentation cart to make sure you have enough brochures, honey sticks, and that all demonstration props are present. Restock if necessary.
- ❖ If requested to bring:
 - Honey for sale: Bring honey, change for large bills, notepad to keep track of sales, signs advertising honey, honey sticks, and seed packets.
 - An observation hive: add frame of bees with food stores to observation case. Secure opening with screws and clasps. Cover with cloth cover and place in cool dark setting remembering to give bees water periodically throughout the time in the case.
- ❖ Assemble cameras and ensure recording space available on the card and that batteries are fully charged.
- ❖ Print off presentation outline and add to cart. If using PowerPoint presentation, review it to make sure it is working properly. A second flash drive with presentation is a good back up.
- ❖ Lay out clothing to be worn.
- ❖ Make sure crown and banner are clean and presentable.

DAY OF APPEARANCE

- ❖ Transporting Bees
 - Minimize the amount of time bees will be removed from colony.
 - It is recommended that you do not take the queen with you in the observation hive. Once she leaves the parent colony, her pheromone is reduced. The bees that remain may take that as an indication of queenlessness and begin to raise another queen. They may not accept her back when she returns and kill her.
 - Once bees are placed in observation hive, cover with fitted cloth cover and place bees in cool, dark place.
 - Give bees a few squirts of water through vent holes every 2-3 hours, more frequently if they are in a warm environment.
 - Do not place bees in a hot car. Run the car's air conditioning and put all equipment into car, putting in bees last.
 - Secure observation hive with a seatbelt. Do not place observation hive on floor of car. There is not enough air circulation and the bees may overheat and die.
 - Do not leave bees in a hot car. If possible, park in a shaded spot at event to keep car cool and make it easier to cool car down before getting in again with bees.
 - If you are attending an outdoor Appearance, keep bees shaded and well hydrated.

CCHBA Honey Queen and Princess Requirements

- Return bees back to colony ASAP after presentation.
- ❖ Arrival:
 - Punctuality: Arrive 30 minutes before scheduled event to allow time for setup and mingling with attendees.
 - Confirm the amount of time for presenting, the topic, how many presentations you will be giving and the age group you are presenting to.
 - Keep bees covered until the end of the presentation when they will be viewed.
 - Be sure to collect fees on site if needed.
- ❖ Guidelines for observing bees:
 - Inform students not to poke/tap at observation hive, or make undue loud noises
 - Limit the number of students at any one time viewing the bees. (8 maximum – 4 each side), be prepared to usher them along so all students have time to view bees.

AFTER APPEARANCE

- ❖ While information is still fresh in your mind, record event details in Event Log. (Completed log due monthly)
- ❖ Fill out expense report. Reference: Monthly Responsibilities in Section 10.
- ❖ Notify Queen Program Chair when you open your last case of honey, have less than 100 honey sticks, or are down to 3 seed packets.
- ❖ Refresh your presentation box as needed.

CHAPERONE'S RESPONSIBILITY AT APPEARANCES

- ❖ Provide transportation.
- ❖ Make sure a cell phone is available at the Appearance.
- ❖ Ensure Queen/Princess' safety.
- ❖ Set up cameras for recording and take pictures of Queen/Princess giving presentation.
- ❖ Count out brochures and honey sticks needed for audience. Give these items to the teacher in charge.
- ❖ Assist Queen/Princess with observation hive so she can talk to students.

18. DEFINITIONS

Events - Required or requested to attend as Honey Queen with the purpose of volunteering and representing her bee club. These include places where Queen/Princess teach about bees, beekeeping, pollination, etc.

Promotions - Required or requested to attend as Honey Queen with the purpose of volunteering and representing CCHBA. This includes flower shows, booth work, SFOT cooking demonstrations

Appearances – Term used for either Events or Promotions

CCHBA Honey Queen and Princess Requirements

TBA - Texas Beekeepers Association

SFOT - State Fair of Texas

CCHBA - Collin County Hobby Beekeepers Association

CCHBA HONEY QUEEN PROGRAM MEMORANDUM OF UNDERSTANDING

* To be signed during Queen Training

This document certifies that I have read and thoroughly understand the expectations outlined in the areas of:

- Basic Rules and Etiquette
- Dress Code/Clothing Expectations
- Appearances
- Expense Report Procedures
- Monthly Responsibilities
- Communications with *Queen Program Chair*

I further acknowledge that I understand the Rules and Procedures of the Collin County Hobby Beekeepers Association Queen Program and the expectations of conduct explained by the Texas Honey Queen Program Guidelines. I validate that, if I have any questions regarding a situation or procedure, I will contact my *Queen Program Chair* or other designated person for guidance, direction and assistance.

I understand that if I willingly defy the rules and expectations or violate procedure, consequences, including warnings, reprimands, terminating promotions, and travel, or forfeiture of my title and any benefits thereof, may ensue.

(Queen or Princess Name/Title)

Date signed

(Parent or Guardian of Queen or Princess/Relationship to Queen or Princess)

Date Signed

(*Queen Program Chair* Name/Title)

Date signed