Dear North Dakota State University supporter:

North Dakota State University welcomes alumni and friends to Homecoming scheduled October 7-11. Please join us as we connect with traditions of the past and strengthen connections for the future.

The schedule of events is shifting to allow broader participation. For the sixth year in a row, the Blue Key Homecoming show will be on Thursday night. The parade has been moved to NDSU’s campus, as it was before its continuation downtown.

Expanding participation in Homecoming allows us to fully celebrate NDSU’s deep and meaningful connections with the region and our successful athletics programs.

Due to limited space in the staging area, we will be setting a limit for each category of parade floats. There will be 32 student floats, 4 department floats, and 28 community floats. Once each of the categories has reached its limit, a waiting list will be created. We also will be limiting companies to a maximum of two floats. If there are cancelations, or any of the categories have openings after the deadline, we will fill places from the waiting list in the order the application was received.

The NDSU community encourages all businesses in the area to participate in the parade on October 11, 2019. The parade is scheduled to begin at 5:30 p.m. on NDSU’s campus. Specific route information will be sent with your confirmation.

Enclosed you will find the parade policies and an entry form. Please review them carefully as some policies have changed. All parade entries must meet minimum safety standards. The Homecoming Committee reserves the right to request modifications or to remove unsafe units.

All entries and entry fees must be received by September 27 in the Student Activities Office, Memorial Union 120. You will not be placed in the lineup until both the entry fee and entry form are received. Entries received after this date will be charged a late fee pending acceptance into the parade. Payment for your float will be accepted by credit card only. To pay, go to www.ndsu.edu/homecoming. From there you can follow the link to the Homecoming Parade and register online.

All entries received by the deadline will receive confirmation with more specific information about the parade, including line-up instructions. Notification of confirmation will be sent via email to the contact person listed on the entry form. If you do not receive confirmation of your entry by October 4 or have questions about safety standards, please contact me at ndsu.ca@ndsu.edu.

Sincerely,

2019 Homecoming Parade Chair
Name of Organization/Dept. ____________________________________________
Name of Contact Person _____________________________________________
Name of Adviser _____________________________________________________
Address ___________________________________________________________
Phone _____________________________________________________________
E-mail ______________________________________________________________

__ NDSU Student Organization Float  __ Department Float

NDSU Student Groups and Departments are FREE. Entries are due by 5 pm on Friday, September 27.
Return to:  Student Activities Office, 120 Memorial Union

Student Organization MUST be CSO Status 3 or Higher.

*Late fee of $25 for any late units accepted.

Please include a DRAWING of your float or parade unit.

Does your unit contain animals? Yes  No
If yes, we need a copy of proof of the insurance information

Will your unit be giving handouts? Yes  No
If yes, what type____________________________________

In consideration of our organization and persons/passengers participation in the Homecoming Parade, the
undersigned certify that they have conducted a safety and rules training briefing for all participants and
passengers in the Homecoming Parade. I have read through and understand the attached Homecoming
Parade requirements.

_________________________  ________________________________
Signature of Contact Person  Signature of Adviser/
Department Representative

If you have any questions, please contact
Greg Cramer at 231-7221, ndsu.ca@ndsu.edu,
or the Student Activities Office, 231-7787.
NDSU Homecoming Parade Requirements

NDSU would like to inform everyone that the parade is a community event and everyone from small children, to students and alumni will be attending. These are general NDSU Parade Requirements and they are applicable to all parade units and participants. These requirements can also be found at www.ndsu.edu/homecoming.

Distribution of Materials from the Unit

- Only items generally considered for human consumption and individually wrapped may be **HANDED** out by parade units unless specific permission has been granted by the Homecoming Committee, 231-7787. To prevent children from running into the streets and to ensure their safety, candy may **NOT** be **THROWN** or **TOSSED** out by persons in vehicles; persons walking alongside the unit must **HAND** it out.
- Handouts, including political literature or campaign materials may be passed out along the parade route. Items must be given out by persons walking along side of unit.
- All handouts/giveaways must be listed on the application form. The Homecoming Committee reserves the right to limit certain types of handouts/giveaways.

Code of Conduct

- Parade entries are not permitted to display or promote alcoholic beverages or consumption. All units must adhere to the University’s Student Code of Conduct, and City of Fargo policies. University policy is available upon request. NDSU will enforce the North Dakota Obscenity Laws. Please keep that in mind when choosing decorations, pictures, music, chants, etc. [https://www.ndsu.edu/student_life/policies_and_forms](https://www.ndsu.edu/student_life/policies_and_forms)
- The use of alcoholic beverages or other illegal substances will **not** be permitted prior to or during the parade. Any participants that are believed to be in violation of this policy will be asked to leave the float or the float will be disqualified.

Inclement Weather Policy

- The NDSU Homecoming Parade will proceed **RAIN or SHINE**. You may decline to march your unit, however, we request that you make provisions for foul weather, as we will not refund registration fees due to inclement weather.
- In the event of inclement weather where NDSU cancels the parade, a refund will be given. IE. Tornado Warning.

Assembly Area/Parade Route

- No squeeze bottles or previously opened beverage containers will be allowed in the line-up area or during the parade. They will be confiscated on sight.
- Fire of any sort is not permitted in the parade staging area, parade route, or parade tear-down location; this includes any pyrotechnics. Please refer to the City of Fargo policies if you have questions.
- The NDSU Homecoming Parade Committee reserves the right to control the level of sound coming from your unit.

All Units

- All drivers must be at least 16 years of age, possess a valid driver’s license and proof of insurance.
- Helmets are required for all riders of bicycles, skateboards, and scooter (motorized or not).
- The number of people on any unit may not exceed what can be safely accommodated. If the number on any unit appears unsafe, the Homecoming Parade Committee reserves the right to limit the number of participants on the unit.
- For all units that incorporate walkers, the Parade Committee asks that walkers must be at least 10 years of age. If walking participants are under the age of 10 years old, they will be asked to ride on a float/unit or not participate in the parade altogether.
• For corporations that oversee more than one business, each business would need a separate parade entry if separate vehicles were used. IE. Separate radio station vehicles, multiple restaurants with individual vehicles, etc. **Businesses will be limited to 2 floats per company.**

• Any units utilizing animals must be cleared through the Campus Attractions office, 231-7221 or the Student Activities office, 231-7787. Disruptive animals that may cause potential harm to spectators, participants or themselves will be removed from the parade.

**Floats**

• Floats are defined as units that have wheels and are pulled by a vehicle. Tractors under 160 horsepower, cars and small trucks will be allowed to pull floats through the parade.

• Dimensions of the float may **not exceed 15 ft. wide, 13 ft. high and 40 ft. long** (not including the length of the pulling vehicle).

• All motorized units must proceed at a slow parade pace. **No** stopping, speeding up, skidding, sudden breaking, or car tricks (IE: break stands) will be allowed.

• All motorized entries must be equipped with working brakes and be in good mechanical condition. Appearance of smoke is not acceptable. The Homecoming Parade Committee reserves the right to make decisions on the mechanical condition of units.

• The running gear of the float must be able to maneuver around corners.

• The NDSU Homecoming Parade Committee and NDSU shall not be responsible for any damages or injuries incurred to floats or their passengers entered in the parade (this includes set-up, during parade, and tear down).

• Float drivers must remain with their floats at ALL times; from time of check in until time the parade is dispersed.

• Participants may not ride float to or from the parade staging area. All participants must be dropped off or picked up as parking will not be available.

• Floats must be in sound condition. No portions of the float can be hanging, suspended, or “floating” off the ground. The Homecoming Parade Committee reserves the right to disqualify any floats that appear to be unsafe.

**Decorated Cars**

• All decorated cars must be equipped with working brakes and be in good mechanical condition.

**Non-Motorized Units**

• A non-motorized unit may include any units pulled by animals or walking units. If using animals, must clean up after the animal throughout the parade route and provide documentation of insurance with application.

**Political Official/Candidates**

• Candidates who are running for a congressional, state elected, state legislative or city/county office must participate with the corresponding student organization. IE. College Republicans, College Democrats, Student Government, etc. No individual political floats will be allowed.

• No floats will be accepted that pertain to specific ballot measures.

**Other Information**

• The Homecoming Parade Committee is comprised of students and staff advised by the Coordinator for Campus Activities. Committee representatives will review all parade units regarding adherence to rules and their decisions are final. Failure to comply with any section of the policy will automatically disqualify the unit from participation in the parade. Any unit violating parade requirements or behaving in an unsafe manner while on the parade route will be removed at that time.

• Violations of any of the above requirements/policies, may lead to units being removed from the parade route at any time and/or being banned from future parades.

• All organizations/ departments wishing to enter a unit in the parade must submit a brief description or sketch and an entry form no later than the deadline on the entry form. Forms must be received by 5 p.m on the specified deadline date, **Late Entries will be charged a $25 late fee pending acceptance into the parade.**