

The Junior Ambassador Program seeks to reach out to the next generation of leaders in the City of Saraland. This program allows students to participate in community affairs, gain volunteer hours, connect with influential businessmen and women in the area, develop leadership and interpersonal skills, and help further the mission of the Saraland Area Chamber of Commerce which is “To promote economic expansion and enhance the quality of life in the North Mobile area by supporting business, encouraging community leadership and fostering communication.” This program aims to motivate students and arm them with the knowledge and skills needed to make a difference in this community.

Application requirements:

1. Applicants must be a junior or senior for the 2019–2020 school year and must live in and attend school in the Saraland Area Chamber of Commerce service area (virtual school and home school students included).
2. Applicant must have a GPA of 3.0 or above throughout the entire school year. Grades will be checked at mid-term. Failure to maintain a 3.0 will result in elimination from the program.
3. Completed application.
4. Copy of official transcript.
5. Two letters of reference (one from a teacher and the other from a community or business leader).
6. An essay answering the question, “Why I want to be a Junior Ambassador.” (essay should be no more than one page, typed)
7. A completed parental permission form.
8. Interview scheduled for August 26 to 28 and completed.

Invitations to join the program will be sent via email to no more than 10 applicants by August 30th. Those selected will be expected to attend an orientation session which will be announced at a later date. Parents or guardians are also invited to attend the orientation.

APPLICATION DEADLINE Thursday, August 23rd, 2019 at 3:30pm.

Deliver to:

Saraland Area Chamber of Commerce
939 Saraland Blvd S
Saraland, AL 36571

If you have any questions, please contact:

Shilo Miller, Executive Director at shilo@saralandchamber.com or 675-4444

Laurel Flowers, VP of Membership and Diplomats at
Laurel@SFAgentFlowers.com or 675-4736

ATTENDANCE POLICY, EARNING POINTS AND CHAMBER EVENTS

In order to receive a "Certificate of Achievement" and a letter of recommendation at the end of the program, each Junior Ambassador must accumulate a minimum of 100 points each year.

POINT SYSTEM:

Help at Regular Chamber Events (see below) 5 POINTS PER EVENT

Help Staff in Chamber Office 2 POINTS PER HOUR

(Junior Ambassadors are required to complete 10 office hours during the year)

Help at Major/Mandatory Events (listed below) 2 POINTS PER HOUR

Attend Monthly Junior Ambassador Meetings 5 POINTS

(Mandatory and held the 1st Wednesday of each month)

Attend Government City Council Meetings 5 POINTS EACH

Attend Chamber Board/Ambassador Meetings 5 POINTS EACH

Regular Chamber Events are:

(Junior Ambassadors will receive notice weekly via email about upcoming regular events)

Business After Hours: Held as scheduled, usually quarterly, 5-7pm

Business Before Hours: Held as schedule, usually quarterly, 7:30-8:30am

Ribbon Cuttings: As needed

Annual/Mandatory Chamber Events:

Business Expo

Mistletoe Market

Annual Awards Banquet

Government/Chamber Board Meetings:

(Junior Ambassadors are required to attend 1 of each of the following)

City of Saraland City Council Meeting

Saraland Area Chamber of Commerce Board of Directors Meeting

Saraland Area Chamber of Commerce Ambassadors Meeting

You will receive email updates from the Saraland Area Chamber that will give you current chamber event information, dates, times, locations, addresses, etc. Please use this email when deciding what events you can attend as well as making your travel arrangements to that event.

When attending Chamber events, you will have an assignment while you are there. Please check in and out with chamber staff or a Chamber Board Member to obtain your assignment for an allotted time during that event. Once you have completed your assigned time, you are responsible for passing that job to the next person that is assigned for the job. You also may enjoy the refreshments at each event as well.

You can check your points at the Chamber office in the Junior Ambassador Binder.

If you wish to volunteer to work in the chamber office for extra points, please contact Shilo Miller. For all events and office work, you must sign in and out in the Junior Ambassador Binder in order to receive credit for working. Be sure to date the sheet and note where you worked (Business After Hours, Chamber office work, etc).

Saraland Area Chamber of Commerce Junior Ambassador Program

APPLICATION DEADLINE: Thursday, August 23rd, 2019 at 3:30pm

Name: _____

Mailing Address: _____

City: State: Zip: _____

Home Telephone: Cell #: _____

Email address: _____

Name of Parents or Guardians: _____

Parent(s) or Guardian's Work Phone: Cell Phone _____

Emergency Contact & Phone: _____

Homeroom Teacher: _____

Community Activities/Involvement:

School Activities/Clubs:

Honors Received:

Interests/Hobbies:

Outside Employment or Family Responsibilities: _____

Please discuss your career goals:

Saraland Area Junior Ambassador Guidelines and Responsibilities

IT IS THE RESPONSIBILITY OF EACH JUNIOR AMBASSADOR TO:

1. ATTEND ALL MANDATORY EVENTS. IF YOU HAVE A SCHOOL, SPORT OR EXTRA CURRICULAR OBLIGATION ON THE SAME DAY AS A MANDATORY EVENT, PLEASE DISCUSS WITH CHAMBER STAFF.
2. IF YOU CHOOSE TO ATTEND AN EVENT DURING SCHOOL, INFORM EACH TEACHER WHEN YOU WILL BE MISSING A CLASS AND BE SURE TO MAKE UP CLASS WORK THAT WAS MISSED.
3. BE ON TIME FOR EACH MEETING OR EVENT. YOU WILL FIND A TENTATIVE SCHEDULE OF EVENTS IN YOUR PACKET TODAY. IT IS YOUR RESPONSIBILITY TO CHECK THE WEEKLY EMAILS FOR CHAMBER EVENTS. THIS INCLUDES THE DATE, TIME AND LOCATION OF THE EVENT, WHICH IS OUTLINED ENTRIELY IN THESE EMAILS.
4. CONTACT CHAMBER STAFF IN ADVANCE WHEN YOU ARE UNABLE TO ATTEND AN EVENT OR WILL BE LATE.
5. SIGN IN AND OUT AT EACH EVENT. A JUNIOR AMBASSADOR BINDER WILL BE PROVIDED AT EACH EVENT AND IN THE CHAMBER OFFICE AND WILL BE AVAILABLE WHEN YOU CHECK IN AND OUT AT EACH EVENT. SIGN IN SHEETS ARE USED TO RECORD POINTS SO IT IS IMPORTANT TO BE SURE YOU SIGN IN AND OUT AT EACH EVENT.
6. ONCE YOU ARRIVE AT THE EVENT, CHECK IN WITH DESIGNATED CHAMBER STAFF OR CHAMBER BOARD MEMBER TO SIGN IN AND RECEIVE YOUR ASSIGNMENT.
7. WEAR NAME TAGS AND APPROPRIATE ATTIRE TO ALL FUNCTIONS.
8. PLEASE NOTIFY CHAMBER STAFF IF YOUR EMAIL, CELL PHONE, HOME PHONE OR ADDRESS CHANGES OR IF YOU ARE NOT GETTING YOUR WEEKLY EMAIL.

IN THE ATTEMPT TO PROJECT A PROFESSIONAL IMAGE:

1. THE USE OF TOBACCO, ALCOHOL AND ILLEGAL SUBSTANCES WILL NOT BE TOLERATED.
3. GUM CHEWING WILL NOT BE PERMITTED AT ANY TIME.
4. CURSING WILL NOT BE TOLERATED.
5. NO PUBLIC DISPLAY OF AFFECTION WITH BOYFRIEND OR GIRLFRIEND WHILE ATTENDING A JUNIOR AMBASSADOR FUNCTION.
6. NO CELL PHONE USE AT ALL DURING EVENTS, OR MEETINGS.

Violation of the above rules will result in point deduction, and possibly dismissal from the Junior Ambassador program.

Program Guidelines Acknowledgement

I HAVE READ AND UNDERSTAND THE GUIDELINES AND RESPONSIBILITIES OF THE SARALAND AREA CHAMBER JUNIOR AMBASSADOR PROGRAM.

JUNIOR AMBASSADOR - SIGNATURE DATE

PARENT OR GUARDIAN – SIGNATURE DATE

**Saraland Area Chamber of Commerce
Junior Ambassador
Parental Permission Form**

I give permission for my son/daughter _____, to participate in the Junior Ambassador Program sponsored by the Saraland Area Chamber of Commerce.

I am also giving permission for the publication of photos in local newspapers, the Chamber newsletter, or program brochures that may include my son/daughter.

I understand that if selected, he/she will be required to fulfill responsibilities including, but not limited to:

- Time necessary to represent the Chamber at various events.
- Transportation to and from those events.
- Most meals will be provided, however there may be an occasion that a student will be expected to pay for their own meal.

I understand that if my son/daughter is selected, I will be invited along with my son/daughter to attend an orientation.

Parent or Guardian of Applicant

Date

NOTE: To be eligible to begin earning points, this sheet must be returned to the Chamber.