Gatesville Chamber of Commerce
Junior Ambassador
Program

The purpose of the Junior Ambassador Program is to encourage teenagers to become active in their community. Junior Ambassador students will have an opportunity to learn more from one on one contact with local businesses, while fulfilling their community service.

Junior Ambassadors will be charged with these responsibilities:

- Serve as the official greeting service for the Chamber of Commerce, its committees; and the city of Gatesville.
- Assist the Chamber in the organizations and fulfillment of annual events.
- Mentor incoming ambassadors
- Investigate ways to further the Chamber’s involvement with local schools to enhance students’ knowledge of the business community and business leaders
- Serve as a link between the business community and the education system, assist in implementing programs designed to enhance the relationship between business, industry, educators and students with the school system

GET INVOLVED- IT’s FUN
The purpose of the Junior Ambassador Program is to encourage high school students to become active in the Chamber and community. Junior Ambassadors will have an opportunity to learn from one on one contact with local businesses, perform community service, learn leadership skills and earn special recognition.

Special Recognition:

The Gatesville Chamber of Commerce Junior Ambassadors Scholarship is awarded in May at the scholarship award ceremony. This will be awarded to a Senior who has the most hours of the current school year and has maintained good behavior throughout the program. The scholarship requirements are as followed:

- Proof of enrollment of a higher education program (invoice, receipt of payment, etc…)
- You will be given 12 full months to collect the awarded scholarship. After 12 full months you forfeit the scholarship award.

The Gatesville Chamber of Commerce will also award “Junior Ambassador of the Year” awarded at the annual Chamber of Commerce Banquet in January. This award is open to ALL Junior Ambassadors who has the most current hours and/or have gone over and beyond their call of duties as a Junior Ambassador.

Program Requirements:

1. Junior Ambassador applications are accepted up to May 1st of each program year. Our program will begin in June and end in May.
2. Junior Ambassadors will be required to maintain an average of 5 hours per quarter (June-Aug, Sept-Nov, Dec-Feb, Mar-May) to remain in the program.
3. The Junior Ambassador Program will be open for renewal/leave in January if needed.
4. In order to run for an Officer position, Junior Ambassadors must have participated for 1 full year immediately prior to the program. Junior Ambassadors will nominate the following officers: President, Vice President, Communications Officer, Secretary and Treasurer. Voting will take place in May prior to school ending. If for any reason an Officer is unable to perform or is not able to finish the term a new officer will be nominated as a replacement.
5. Junior Ambassadors must maintain passing grade(s). Junior Ambassadors unable to fulfill this requirement will be removed from the program following 2 consecutive 6-week periods of below passing grade(s).
6. Each hour of participation equals 1 hour of community service. Each meeting or event will have a sign in/out sheet and hours will be calculated from the information of the sign in/out.
7. Need to earn extra hours?? Work as a chamber office volunteer and receive hours earned of service.

I have read and understand the Junior Ambassador Program Guidelines.

___________________________________________                 ______________________________________
Junior Ambassadors Signature                                Date
Gatesville Chamber of Commerce
Junior Ambassador

Code of Conduct

General Behavior

1. I am expected to attend all meetings and activities that are part of the planned program. Otherwise I am required to communicate with a Chamber Director.
2. I will dress appropriately for every event I attend and will follow dress code stipulations that have been made.
3. My language will be controlled and appropriate- no swearing.
4. Except planned departures I will not leave the facility where planned activities are taking place without informing a Chamber Director.
5. I will not smoke or use tobacco products during a program or event.
6. I will not use alcohol, drugs (except those directed by a physician) or be associated with or remain in the presence of others when drugs are being used.
7. I will not carry or threaten another person with a weapon or use bodily force while at a program or event.
8. Any Junior Ambassador who observes a breach of code of conduct has the responsibility and obligation to report the breach to a Chamber Director.

Consequences of Breach of Code of Conduct

Junior Ambassadors may expect to have the opportunity to explain actions contrary to the Code of Conduct to a Chamber Director.

Minor Offenses will result in the loss of 1-hour

1. Late to a scheduled event without communication
2. Not possessing good manners
3. Using offensive language
4. Not respecting the rights of others
5. Attending an event
6. Missing 3 events without communication
7. To a Chamber Director

Intermediate Offense will result in the loss of 1+ hour

1. Intentional damage to property at event
2. Lying or untruthfulness to a chamber Director
3. Sign up and not showing up w/o communication
4. No communication

Major Offenses will result in removal from the Program

1. Using Drugs/Alcohol/tobacco products during a planned event
2. Having an unauthorized weapon during a planned event
3. Threatening another person with a weapon or causing bodily harm
4. Theft of any kind
5. Convicted of a sexual misconduct of any kind
1. A chamber Director is responsible for the program or event will obtain all relevant facts about the breach.
2. If the occurrence is a Major offense, the violator will be removed from the program or event. Violators will forfeit eligibility of awards or scholarship of the program.
3. One or two Intermediate offenses may be grounds for removal from the program. Violators will forfeit eligibility of awards or scholarship of the program.
4. Habitual minor offenses will be grounds for removal of the program. Violators will forfeit eligibility of awards or scholarship of the program.

I have read and understand the code of conduct. I agree with the code of conduct and do intend to abide by it throughout the Junior Ambassador events. I have reviewed and understand the consequences of breaching the Code of Conduct.

____________________________________________________  ______________________________________
Junior Ambassador Signature  Date
Gatesville Chamber of Commerce

Junior Ambassador

Officer Expectations

The important officer positions will provide leadership and unity of the Junior Ambassador Program.

President

The President will be responsible to make sure the agenda is followed through during and after the meeting. The President will conduct the meeting and maintain order during the meeting. The President will also be responsible to maintain good leadership and guidance for all fellow Junior Ambassadors.

Vice President

The Vice President will work closely with the President in coordinating the order of the meetings. Vice President will also be responsible to make sure the agenda is followed through during and after the meeting alongside the President. If the President is absent, then the Vice President will fully conduct the meeting.

Communications Officer

The Communications Officer will be responsible for keeping the Junior Ambassadors Program participants up to date with all events, dates and times. In addition, the Communications Officer will be responsible for any and all communication from Chamber Director to the fellow Junior Ambassadors.

Secretary

The Secretary will be responsible to take minutes of all Junior Ambassador monthly meetings. The Secretary will also be responsible to have all events that require a sign-up list to be filled and pass onto the Communications Officer. The Secretary is responsible to post all meeting minutes and sign-up lists to the GroupMe app for all others to have a clear understanding of the meeting.

Treasurer

The Treasurer will be responsible to record and maintain the balance of the Junior Ambassador checking account. In addition, Treasure will be collecting money at any events that involve money. Budgets and spending money will need to be done through the Treasurer to ensure that money spent is being properly used.

Points to Remember:

- Officers appointments will be based on nominations from the program participants
- If you are selected as an officer and need to miss a meeting communication is REQUIRED.
- Officer positions are held to a higher standard and a higher level of behavior and mentorship.

___________________________________  ____________________________________
Junior Ambassador Signature          Date

Position: ______________________________
Gatesville Chamber of Commerce
Junior Ambassador
Program Application

Turn in all **SIGNED** pages turned in by May 15th.

Name ______________________________________________________________________
Address_____________________________________________________________________
City, State, Zip _______________________________________________________________
Home #____________________________ Cell #____________________________________
Email_______________________________________________________________________
T-Shirt Size_____________________ Date of Birth___________________________________
School Grade after Summer___________________  
___Yes  ___No   Would you like to be an officer within the Junior Ambassadors Program?

**Parent/Guardian Permission**

I give my child, __________________________, permission to participate in the Junior Ambassadors Program. I hereby waive and release the Gatesville Chamber of Commerce from any and all liability from injuries to the above name mentioned while in the act of coming to a Chamber related event, while participating in a Chamber related event, or while returning from a Chamber related event.

Parent/Guardian Signature:__________________________________ Date_______________

Contact:______________________Relation:______________Phone#:__________________
Contact:______________________Relation:______________Phone#:_____________