

**MILLBROOK AREA CHAMBER OF
COMMERCE 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 BE GIVEN A TENTATIVE SCHEDULE OF EVENTS AT ORIENTATION. IT IS YOUR RESPONSIBILITY TO CHECK YOUR EMAILS AND TEXTS FOR CHAMBER EVENTS. THIS INCLUDES THE DATE, TIME, AND LOCATION OF THE EVENT, WHICH IS OUTLINED ENTIRELY IN THESE EMAILS.
4. CONTACT CHAMBER STAFF IN ADVANCE WHEN YOU ARE UNABLE TO ATTEND AN EVENT OR WILL BE LATE.
6. WHEN YOU ARRIVE AT ANY CHAMBER EVENT, CHECK IN WITH DESIGNATED CHAMBER STAFF OR CHAMBER BOARD MEMBER TO 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 EMAIL.

IN THE ATTEMPT TO PROJECT A PROFESSIONAL IMAGE AND UPHOLD THE INTEGRITY OF THE PROGRAM, JUNIOR AMBASSADORS MUST REMEMBER THAT THEY ARE A REPRESENTATIVE FOR THE CHAMBER, CITY AND SCHOOL AT ALL TIMES:

1. THE USE OF TOBACCO, ALCOHOL AND ILLEGAL SUBSTANCES BY JUNIOR AMBASSADORS WILL NOT BE TOLERATED AT ANY TIME. **THE USE OF TOBACCO, ALCOHOL OR ILLEGAL SUBSTANCES WILL RESULT IN IMMEDIATE DISMISSAL FROM THE JUNIOR AMBASSADOR PROGRAM.**
3. GUM CHEWING WILL NOT BE PERMITTED AT ANY TIME DURING CHAMBER SPONSORED EVENTS.
4. CURSING WILL NOT BE TOLERATED.
5. NO PUBLIC DISPLAY OF AFFECTION WITH BOYFRIEND OR GIRLFRIEND WHILE ATTENDING A CHAMBER FUNCTION.
6. NO CELL PHONE USE AT ALL DURING EVENTS, OR MEETINGS. NO EXCEPTIONS.

Violation of the above rules will result in a counseling session, and possibly immediate dismissal from the JA program. Typical structure – 1st offense = counseling; 2nd offense = parent meeting; 3rd offense = dismissal from JA program. Violation of rules listed and of those instructions given will be dealt with on a case-by-case basis.

Program Guidelines Acknowledgement

I HAVE READ AND UNDERSTAND THE GUIDELINES AND RESPONSIBILITIES OF THE
MILLBROOK AREA CHAMBER OF COMMERCE AMBASSADOR PROGRAM.

JUNIOR AMBASSADOR - SIGNATURE

DATE

PARENT OR GUARDIAN – SIGNATURE

DATE