

## **ATTENDANCE POLICY 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 actively participate in JA Field Trips, Attend/Work Chamber Events, and complete volunteer hours in the chamber office.

Junior Ambassadors will be given a schedule of mandatory chamber events to attend, along with tentative dates for field trips. 90% Attendance and Participation is expected.

- You will receive email updates from the Millbrook 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 the JA Chamber Leaders to obtain your assignment for an allotted time during that event.

### **MILLBROOK AREA CHAMBER JUNIOR AMBASSADOR ATTIRE**

#### **YOUNG WOMAN**

- Jewelry should be kept to a minimum.
- Casual Attire: Khakis or black pants; polo or button-down shirt or dress blouse; or chamber provided shirt; clean, closed toe shoes.
- If the chamber allows jeans (some functions) they should have no holes, and not be too tight or baggy. Clean tennis shoes may be worn with jeans.
- Clothes should always be cleaned and pressed.
- No cleavage.
- Dresses, skirts, and shorts should be of appropriate length and fit.
- Hair should be kept neat and dry when attending Junior Executive functions.
- Name tags should always be worn when representing the Chamber.
- Event appropriate attire as directed by the chamber.

#### **YOUNG MAN**

- Watches and class rings may be worn. No earrings or bracelets.
- No hats or caps are to be worn – unless specifically told by chamber staff that it is event appropriate.
- Casual attire: Khakis or black pants; polo or button-down shirt; or chamber provided shirt; clean, closed toe shoes. Shirts should be tucked in, and a belt should be worn.
- If chamber allows jeans (some functions) they should have no holes, and not be too tight or baggy. Clean tennis shoes can be worn with jeans.
- Clothes should always be cleaned and pressed.
- Hair must be kept neat and dry when attending Junior Executive functions.
- Name tags should always be worn when representing the Chamber.
- Event appropriate attire as directed by the chamber.