



The Pike County Chamber of Commerce, Inc,
101A East Church Street, Troy, AL 36081
P.O. Box 249, Troy, AL 36081
334.566.2294 | www.pikecoc.com | info@pikecoc.com

Junior Ambassador Program Guidelines

The Pike County Chamber of Commerce Junior Ambassador Program would like to extend an invitation to you to apply for the 2019-2020 school year. The Junior Ambassador Program will add meaningful memories and experiences to your junior year, helping to prepare you for your journey into the world ahead of you.

The application requirements are:

1. Applicants must be a junior for the 2019-2020 school years at a school within Pike County.
2. Applicants 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. No disciplinary referrals that have resulted in an off-campus suspension.
4. Completed Application
5. Resume
6. Two Letters of Recommendation
7. Program Guidelines Acknowledgment
8. A completed Parental Permission Form
9. A valid email address
10. Interview (You will be notified via email of your interview date and time.)

Application Deadline: May 24th, 2019 at Noon

Deliver to:

Pike County Chamber of Commerce
101-A East Church Street
Troy, AL, 36081
Or
P.O. Box 249
Troy, AL 36081

If you have any questions, please contact Dana Sanders, dsanders@pikecoc.com or call the chamber office at (334) 566-2294

Thank you again for your interest in the Pike County Chamber of Commerce Junior Ambassador Program.



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Junior Ambassador Application

Deadline: Noon

May 24, 2019

Name: _____

Mailing Address: _____ City _____ State _____ Zip _____

Home Telephone: _____ Cell #: _____

Email Address: _____

Name of Parents or Guardians: _____

Parent(s) or Guardian's work phone: _____ Cell #: _____

Parent Email: _____

Emergency Contact & Phone #: _____

School: _____ GPA: _____

Attach the following to this application:

1. Resume
2. Two Letters of Recommendation
3. Program Guidelines Acknowledgement
4. Completed Parental Permission Form

All of the above must be included in order for this application to be processed. I attest that the above information and all attached documentation is true and correct.

Signature

Date

This application and all supporting documentation are due to the Chamber Office by noon on May 24, 2019 to be eligible for consideration. This application and all supporting documents may be mailed to The Pike County Chamber of Commerce, P.O. Box 249, Troy, AL 36081.



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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 75 points each year.

Point System:

Attendance at Ambassador Outings	10 points each
Participation at Jr. Ambassador School project meetings	2 points per hour
Individual volunteering	2 points per hour
Follow up thank you notes/letter	1 point per letter
Ambassador Representative at Regular Chamber Events	5 points per event
Working Annual Chamber Events	10 points per event
Attendance at Community Functions	5 points each

Point Opportunities:

Annual Chamber Events

Homecoming Parade Setup	November 9, 2019
Annual Banquet	Spring 2020

Community Functions

City Council Meetings: You will have the opportunity to go with the Chamber staff to the City Council Meetings at least 2 times within the year. You will be notified in advance of the dates. You may not attend without the Chamber for points.

Troy Fest Last weekend in April

County Commission Meeting: You will have the opportunity to go with the Chamber staff to the County Commission Meetings at least 2 times within the year. You will be notified in advance of the dates. You may not attend without the Chamber for points.

Regular Chamber Events

Ribbon Cuttings	As needed
Business after Hours	
Legislative Events	



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Attendance Policy, Earning Points and Chamber Events

- You will receive a weekly Digital Edition via email at the end of the week from the Pike County Chamber of Commerce that will give you current chamber event information, dates, times, locations, addresses, etc. Please use this publication when deciding what events you can attend as well as making your travel arrangements to that event. Everyone must have a valid email address. Emails should be monitored by the Junior Ambassadors regularly. Parents are welcome to subscribe to the Digital Edition. Also, please follow all social media accounts for the most recent updates.
- If you wish to volunteer to work any of the above events, please contact Dana Sanders at 334-566-2294.
- For all events and meetings, you must sign in and out on the forms provided in order to receive credit for attending and working. Be sure to date the sheet and note where you worked and for what event. (Example. Dana Sanders, 11/9/19, Homecoming Parade, Parade Route Line Up)

Pike County Chamber of Commerce Junior Ambassador Attire Requirements

Young Women:

- Jewelry should be kept to a minimum.
- For Meetings: Khaki pants, Junior Ambassador Shirt, clean closed toes shoes.
- Jeans: Allowed to be worn only for Agriculture day. Should have no holes, and not to be tight or baggy. Boots may be worn with jeans.
- Clothes should always be cleaned and pressed.
- NO CLEAVAGE.
- Dresses, skirts and shorts should be of at least fingertip length.
- **NO SHORTS OR TSHIRTS ARE TO BE WORN TO CITY COUNCIL/COMMISSION MEETINGS.**
- Hair must be kept neat and dry when attending meetings and events.

Young Men:

- Watches and Class rings may be worn. No earrings or bracelets.
- No hats or caps are to be worn.
- For Meetings: Khaki pants, Junior Ambassador Shirt, clean closed toes shoes. Shirts must be tucked in and a belt should be worn.
- Jeans: Allowed to be worn only for Agriculture day. Should have no holes, and not to be tight or baggy. Boots may be worn with jeans.
- **NO SHORTS OR TSHIRTS ARE TO BE WORN TO THE CITY COUNCIL/COMMISSION MEETINGS.**
- Clothes should always be cleaned and pressed.
- Hair must be kept neat and dry when attending meetings and events.



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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 extracurricular obligation on the same day as a mandatory event, please discuss with Chamber staff.
2. As a participant in the Junior Ambassador program, you are required to purchase a Junior Ambassador polo at your expense.
3. 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.
4. Be on time for each meeting or event. It is your responsibility to check the weekly Digital Edition emails for chamber events and updates. This includes the date, time, and location of the event.
5. You must check your email and respond to RSVP's etc. as requested. Failure to respond in a timely manner is subject to elimination of points already earned.
6. Sign in and out at each event and meeting. A sheet will be provided for Junior Ambassador Sign in at each event. Sign in sheets are used to record points so it is important to be sure you sign in and out for each event.
7. PLEASE NOTIFY CHAMBER STAFF IF YOUR EMAIL, CELL PHONE #, HOME PHONE # OR ADDRESS CHANGES OR IF YOU ARE NOT GETTING YOUR WEEKLY DIGITAL EDITION.

IN ATTEMPT TO PROJECT A PROFESSIONAL IMAGE:

1. The use of tobacco, alcohol, and illegal substances will not be tolerated.
2. Profanity will not be tolerated.
3. Cell phone use during events or meetings will not be tolerated. No exceptions.



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Program Guidelines Acknowledgement

I HAVE READ AND UNDERSTAND THE GUIDELINES AND RESPONSIBILITIES OF THE PIKE COUNTY CHAMBER OF COMMERCE JUNIOR AMBASSADOR PROGRAM.

Junior Ambassador Applicant Signature

Date

Parent/ Guardian Signature

Date

This form must be submitted with all other application documentation for this application to be processed.



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**Junior Ambassador Program
Parental Permission Form**

Pike County Chamber of Commerce
P.O. Box 249
Troy, AL 36081

Dear Pike County Chamber of Commerce,

I give permission for my son/daughter _____, to participate in the 2019-2020 Junior Ambassador Program sponsored by the Pike County Chamber of Commerce.

I am also giving permission for the publication of photos in local newspapers, the Chamber Digital edition, 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/Guardian of Applicant

Date

This form must be submitted with all other application documentation for this application to be processed.

Please return all application documents to 101-A East Church Street, Troy, AL 36081 or mail them to P.O. Box 249, Troy, AL 36081 by noon Friday, May 24th, 2019.