



Junior Ambassador GUIDELINES & APPLICATION

The North Baldwin Chamber of Commerce Junior Ambassador Program would like to extend an invitation to you to apply for the 11th Class of Junior Ambassadors for the 2024-2025 school year. The Junior Ambassador Program will add meaningful memories and experiences to your senior year, helping to prepare you for your journey into the world ahead of you!

PLEASE SEE THE REQUIREMENTS BELOW & COMPLETE THE APPLICATION PER THE STEPS LISTED AND RETURN IT TO THE NORTH BALDWIN CHAMBER BY MAIL OR IN PERSON.

PLEASE PLACE ALL MATERIALS IN AN ENVELOPE OR FOLDER WITH YOUR NAME ON IT.

- Applicants must be an **UPCOMING SENIOR** for the 2024-2025 school year and must live in and attend school in the North Baldwin Chamber of Commerce service area (virtual school and home school students included).
- Applicant must have a GPA of 3.0 or above throughout the entire school year. Failure to maintain a 3.0 could result in elimination from the program.
- Turn In completed application with all additional pieces (listed below).
- Copy of transcript (unofficial or official will be accepted).
- One letter of recommendation (teacher, coach, employer, school administrator, community representative, etc).
- An essay answering the question, "Why I want to be a Junior Ambassador." (Essay should be no more than one page, TYPED or very neatly written).
- A completed Parental permission form (included in packet).

*All communication regarding the application, interviews, and selection will be sent to the email provided in the application, NO PHONE CALLS PLEASE. Interviews will be announced at a later date, please keep an eye out in your email inbox. The new Junior Ambassador class will be announced following the interview/scoring process. Students will be notified via email if they are accepted into the program.

This upcoming class has (up to) 10 spots available!

*The JA program will consist of a maximum of Seniors Only. This program layout will maximize student experience, allowing them to have "Leadership Baldwin" style trips and class days, to learn more about what makes North Baldwin such a great place to live, work, shop, eat & play!

INTERVIEWS AND SCORING ARE NOT CONDUCTED BY CHAMBER STAFF MEMBERS OR BOARD OF DIRECTORS.

An outside panel is brought in to complete the interview process to remain fair and non-biased. Students receive scores for their application contents and interviews.

***Once students are accepted into the program, each student is responsible for acquiring one \$100 sponsorship to help offset program costs/t-shirts, meals, etc. from a local business or individual. More details and sponsorship form will be provided at Orientation.**

Deliver to: North Baldwin Chamber of Commerce
PO Box 310 / 301 McMeans Ave Bay Minette, AL 36507

If you have any questions, please contact JA Program Coordinator:
Callie Roley, Coordinator of Marketing, Design & Projects callie@northbaldwinchamber.com

**Deadline:
May 8, 2024**



24-25 Junior Ambassador Application

DUE: Monday, May 8, 2024

Name: _____

Mailing Address: _____

City, State, Zip: _____

Cell Phone: _____

Email Address: _____

Name of Parent(s) or Guardian(s): _____

Parent(s) or Guardian's Phone: _____

Emergency Contact & Phone: _____

Please list your involvement in the following activities below. *If you require additional space, you may attach a separate page.

Community Activities:

School Activities:

Honors Received:

Special Interests:

Outside Employment or Family Responsibilities:

Please discuss your career goals (there is no wrong answer & undecided is an acceptable answer):

If you have any questions, please contact JA Program Coordinator:

Callie Roley, Coordinator of Marketing, Design & Projects callie@northbaldwinchamber.com

ATTENDANCE POLICY AND CHAMBER EVENTS

In order to receive a "Certificate of Achievement," a letter of recommendation from the program coordinator and a chance to be awarded a scholarship 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.

This program and any scholarship opportunities available are based on a point system.

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.

We UNDERSTAND that life is busy and things happen, please discuss any schedule conflicts with the program coordinator. If you are not able to attend a mandatory event or class day, you MAY be eligible for make-up office hour days, if you have been actively participating in the program. To be clear -ALL Class days are Mandatory, if you need to leave a class day early, you will need to notify the program coordinator before the class day.

- You will receive email/text updates from the North Baldwin 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. (We will try to arrange transportation as much as possible, but students may be required to drive/carpool on occasion)
- 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 who is assigned to the job. You also may enjoy the refreshments at each event as well.
- Office hours will be announced by chamber staff (Office Hours may include tasks such as poster/magazine deliveries, filing, and organization, stuffing envelopes, etc.)

NORTH BALDWIN JUNIOR AMBASSADOR GUIDELINES AND RESPONSIBILITIES

Points may be deducted for non-compliance

IT IS THE RESPONSIBILITY OF EACH JUNIOR AMBASSADOR TO:

1. ATTEND ALL MANDATORY EVENTS. IF YOU HAVE A SCHOOL, SPORT OR EXTRACURRICULAR/ WORK OBLIGATION ON THE SAME DAY AS A MANDATORY EVENT, PLEASE DISCUSS WITH CHAMBER STAFF.
2. PROGRAM COORDINATOR WILL INFORM PRINCIPAL AND ATTENDANCE CLERK OF CLASS DAYS IN ADVANCE. THE CHAMBER WORKS WITH BCBE AND SCHOOLS TO ENSURE CLASS DAYS ARE EXCUSED ABSENCES BUT IT IS THE STUDENT'S RESPONSIBILITY TO MAKE UP ANY WORK MISSED AND INFORM YOUR TEACHERS AND COACHES THAT YOU WILL NOT BE IN CLASS.

If you have any questions, please contact JA Program Coordinator:

Callie Roley, Coordinator of Marketing, Design & Projects callie@northbaldwinchamber.com

3. BE ON TIME FOR EACH MEETING OR EVENT. IT IS YOUR RESPONSIBILITY TO CHECK YOUR EMAILS AND TEXTS FOR CHAMBER EVENTS. THIS INCLUDES THE DATE, TIME, ATTIRE, 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.
5. WHEN YOU ARRIVE AT ANY CHAMBER EVENT, CHECK IN WITH DESIGNATED CHAMBER STAFF OR CHAMBER BOARD MEMBERS TO RECEIVE YOUR ASSIGNMENT.
6. 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 WILL BE REGARDED AS A REPRESENTATIVE FOR THE CHAMBER AND SCHOOL AT ALL TIMES:

1. THE USE OF TOBACCO, VAPE, 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.
2. NO PUBLIC DISPLAY OF AFFECTION WITH BOYFRIEND OR GIRLFRIEND WHILE ATTENDING A CHAMBER FUNCTION.
3. CELL PHONE USE IS LIMITED DURING CLASS DAYS, EVENTS AND FUNCTIONS. CERTAIN TRIPS REQUIRE CELL PHONES TO BE TURNED OFF AND/OR LEFT IN VEHICLES.

*Please be aware that many pay attention to your behavior on social media and outside of school/Junior Ambassador functions. Be a good representative - always!

Violation of the above rules will result in a counseling session (possible loss of points), and possibly immediate dismissal from the Junior Ambassador program.

Typical structure

- 1st offense = Counseling
- 2nd offense = Parent Meeting
- 3rd offense = Dismissal from JA program

Violation of the rules listed and of those instructions given will be dealt with on a case-by-case basis.

Program Guidelines Acknowledgement & Photo Release

I HAVE READ AND UNDERSTAND THE GUIDELINES AND RESPONSIBILITIES OF THE NORTH BALDWIN JUNIOR AMBASSADOR PROGRAM.

I also agree that photos of the student listed in the application may be taken while participating in the Junior Ambassador Program. Photos may be used on social media, in press releases, and/or to promote the program.

By signing below, both parties agree to release the use of photos to the North Baldwin Chamber of Commerce. Please discuss any photo release issues with the program coordinator.

JUNIOR AMBASSADOR – SIGNATURE

DATE _____

PARENT OR GUARDIAN – SIGNATURE

DATE _____

COMPLETED APPLICATION (with this form) MUST BE TURNED IN NO LATER THAN MONDAY, MAY 8, 2024 BY 4PM.

Return in person or mail to:
North Baldwin Chamber of Commerce
PO Box 310 Bay Minette, AL 36507