

AMBASSADOR APPLICATION

Application



1414 Merkley Avenue Suite 1 West Sacramento, CA 95691
v 916.371.7042 f 916.371.7007 www.westsacramentochamber.com

Date: _____ Referred By: _____

Name: _____

Business: _____

Title: _____

What do you do? _____

Business Address: _____
Street City Zip

Business Phone: _____ Business Fax: _____

Business Email: _____

1. How long have you lived/worked in West Sacramento? _____

2. How long has your company been a member of the West Sacramento Chamber? _____

3. What other civic, professional, business or social organizations/affiliations are you currently or have been involved with?

4. What do you hope to gain through becoming an Ambassador? _____

5. As an Ambassador, you will be expected to attend various Chamber events throughout the year. On average, how many hours per month are you willing to donate as an Ambassador?

6. What times during the day are best for you to donate your time?? AM Afternoons PM Weekends

For Committee Use

Received: _____ Interview with Membership Committee: _____

Notes: _____

WEST SACRAMENTO CHAMBER OF COMMERCE
AMBASSADOR CONTRACT

BENEFITS OF INVOLVEMENT

As a part of the Ambassador Committee you will be a part of an elite group of members dedicated to ensuring that all members have the opportunity to gain the most from their membership. While helping to facilitate this goal, the Ambassadors and the company's that they represent are afforded significant exposure and opportunities to interact with other members.

Increased Visibility:

- Introduction at Monthly Luncheons
- Distinction at Chamber events with unique shirts and name badges
- Name and company info listed under the Ambassadors section of the Chamber website
- Opportunity to introduce themselves and their company to new and current members
- Other opportunities throughout the year

Build Professional Relationships:

- Opportunities to build relationships with Chamber Staff, Board Members, other committee members and the general membership

I understand the benefits and commitments of the Ambassador program, as set forth on the reverse, and hereby agree to adhere to these guidelines. I agree to take my commitment to this committee seriously and understand that should I neglect to uphold the requirements of membership, that my Ambassadorship may be revoked. I also attest to having my employer's support in this venture and that my employer will allow me the time necessary to uphold my commitment.

Signature of Ambassador Applicant

Date

Ambassador Applicant (Print Name)

I understand the expectations set forth for my employee and do hereby agree to support his/her efforts and allow them the time needed to meet the Ambassador requirements.

Signature of Employer

Date

Employer Name (Print Name)

Company Name

WEST SACRAMENTO CHAMBER OF COMMERCE
AMBASSADOR GUIDELINES

Your desire to serve as an Ambassador is greatly appreciated. The Ambassadors serve a vital role to the success of the West Sacramento Chamber of Commerce. The following is a list of duties that we hope will help you make a well-informed decision.

Monthly Luncheons:

You will serve as greeters. Prior to each luncheon, Ambassadors will contact their “adopted” new Members and invite to the luncheon. The Ambassador Host will then introduce those New Members to other Chamber Members. Should attend a minimum of 7 out of 10 luncheons during the year.

Monthly Ambassador Meetings:

Must attend 10 of 12 Ambassador meetings. Purpose of monthly meetings is to plan monthly duties and discuss previous month’s successes and failures; report individual progress of individual assignments; and make recommendations to the board.

Member Contacts:

Should complete the Member phone surveys each month based upon an assigned list. The call will include a brief list of questions and can be made at the convenience of the Ambassador and business being called. The answers to the surveys will be used by the Chamber to better serve the membership.

Adopt-A-Member / New Member Visit:

At each monthly Ambassador meeting, new Members will be assigned to an Ambassador. Ambassadors will “adopt” these new Members through their first 9 months. During this time, the Ambassador will call these new Members to invite them to luncheons, or special events, update them on activities of the Chamber and help them to realize how to gain the most from their membership. Only “active” ambassadors will be allowed to adopt new members and priority selection will be given to those with the greatest number of points the previous month.

Special Events and Activities:

During the course of the year, the Chamber will organize and/or sponsor events and activities. These may include events such as Mixers, Ribbon Cuttings, Annual Dinners, Open Houses etc. We ask that you be flexible and assist whenever possible with these events. Attendance may be on a rotating basis coordinated through the Ambassador Chair. Ambassadors will assist in the sale of tickets for fundraising events.

Point System:

The Ambassadors must earn a minimum of 30 points per month to remain an active member of the Ambassadors committee. To be tracked on the Monthly Ambassador Reports and turned in by the 5th of each month. *Chamber Advisor and/or Ambassador Chair reserve the right to adjust the point system at their discretion.*

<u>Activity</u>	<u>Points</u>
Ambassador Meeting	10
Luncheon	10
New Member Contact	10 in person / 5 by phone (Adopt-A-Member Program)
Complete Adopt-A-Member	10
Current Member Contacts	10 in person / 5 by phone
Dinner Event	5
Mixer / Event	5
Open House / Ribbon Cutting	5
Volunteering at Events	TBD – at the committee chairs’ discretion