



**Miramar Pembroke Pines Chamber of Commerce Junior Ambassador Program**

DEADLINE: Thursday, September 20, 2018 at 5:00PM

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell # \_\_\_\_\_

Email address: \_\_\_\_\_

Name of Parents or Guardians: \_\_\_\_\_

Parent (s) or Guardian's Work Phone: \_\_\_\_\_

Emergency Contact & Phone: \_\_\_\_\_

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

Community Activities: \_\_\_\_\_

\_\_\_\_\_

School Activities: \_\_\_\_\_

\_\_\_\_\_

Honors Received: \_\_\_\_\_

\_\_\_\_\_

Special Interests: \_\_\_\_\_

\_\_\_\_\_

Outside Employment of Family Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Please discuss your career goals: \_\_\_\_\_

\_\_\_\_\_

# 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 Executive must accumulate a minimum of 150 points each year.

The point minimum must be reached to be eligible to apply for the Miramar Pembroke Pines Chamber Junior Ambassador Scholarship and to remain an Ambassador during Senior Year, and to graduate from the program.

## POINT SYSTEM:

|  |                          |
|--|--------------------------|
| Help at Regular Chamber Events (see below)   | 5 POINTS PER EVENT       |
| Help Staff in Chamber Office<br><i>(Junior Ambassadors are <u>required to complete 10 office hours</u> during the year)</i>  | 2 POINTS <u>PER HOUR</u> |
| Help at Major/Mandatory Events (listed below)  | 2 POINTS <u>PER HOUR</u> |
| Attend Scheduled Junior Ambassador Meetings<br><i>(Mandatory and held the <u>1<sup>st</sup> Wednesday of each month</u>)</i> | 5 POINTS                 |
| Attend Government/Chamber Board Meetings   | 5 POINTS                 |

## Regular Chamber Events are:

*(Junior Ambassadors will receive notice weekly via email about upcoming regular events)*

|                       |  |
|-----------------------|--|
| Membership Breakfast: | Held the second Tuesday 7:00am – 9:00am  |
| Net at Nite:          | Held the fourth Thursday 5:30pm – 7:00pm |
| Ribbon Cuttings:      | As needed                                |

## Annual/Mandatory Chamber Events:

*(Junior Ambassadors are required to complete 40 of their hours through these events)*

|                              |                   |
|------------------------------|-------------------|
| Tri-Chamber Holiday Party:   | December 12, 2018 |
| Sip and Taste:               | March 9, 2019     |
| Tri-Chamber Golf Tournament: | May 2019          |
| Annual Pinnacle Awards:      | June 2019         |

## Government/Chamber Board Meetings:

*(Junior Ambassadors are required to attend 1 of each of the following)*

City of Miramar Commission Meeting  
City of Pembroke Pines Commission Meeting  
Broward County Commission Meeting  
Miramar Pembroke Pines Regional Chamber of Commerce Board of Directors Meeting

- You will receive email updates from the Miramar Pembroke Pines 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 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 that is assigned for the job. You also may enjoy the refreshments at each event as well.

- You can check your point at the Miramar Pembroke Pines Chamber office in the Junior Ambassador Binder.
- If you wish to volunteer to work in the chamber office for extra points, please contact Robert Goltz or Anyoli Font at 954-432-9808
- For all events and office work, you must sign in and out in the Junior Ambassador Binder in order to receive credit for working. Be sure to date the sheet and note where you worked ( Net@Nite, Chamber office work, etc.).

## **MIRAMAR PEMBROKE PINES JUNIOR AMBASSADOR ATTIRE REQUIRMENTS**

### **YOUNG WOMAN**

- Jewelry should be kept to a minimum
- Casual Attire: School khakis or pants; white or navy shirt or polo; or chamber provided shirts; clean, closed toed shoes.
- If the chamber allows jeans (some functions) they should have no holes, and not 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 should not be tight.
- 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 cps are to be worn- unless specifically told by chamber staff that it is event appropriate.
- Casual Attire: School khakis or pants; white or navy shirt or polo; or chamber provided shirts; clean, closed toed shoes. Shirts should be tucked in and a belt should be worn.
- I If the chamber allows jeans (some functions) they should have no holes, and not too tight or baggy. Clean tennis shoes may be worn with jeans.
- Clothes should always be cleaned and pressed.
- 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.

# MIRAMAR PEMBROKE PINES JUNIOR AMBASSADOR GUIDELINES AND RESPONSIBILITIES

## IT IS THE RESPONSIBILITY OF EACH JUNIOR AMABASSADOR 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 THE CHAMBER STAFF.
2. IF YOU CHOOSE TO ATTEND AN EVENT DURING SCHOOL, INFORM EACH TEACHER WEN 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 FIND A TENTATIVE SCHEDULE OF EVENTS IN YOUR PACKET TODAY. IT IS YOUR RESPONSIBILITY TO CHECK THE WEEKLY EMAILS FOR CHAMBER EVENTS. THIS INCLUDES THE DATE, TIME AND LOCATION OF THE EVENT, WHICH IS OUTLINED ENTRIELY IN THESE EMAILS.
4. CONTACT CHAMBER STAFF IN ADVANCE WHEN YOU ARE UNABLE TO ATTEND AN EVENT OR WILL BE LATE.
5. SIGN IN AND OUT AT EACH EVENT. A JUNIOR AMBASSADOR BINDER WILL BE PROVIDED AT EACH EVENT AND IN THE CHAMBER OFFICE AND WILL BE AVAILABLE WHEN YOU CHECK IN AND OUT AT EACH EVENT. SIGN IN SHEETS ARE USED TO RECORD POINTS, SO IT IS IMPORTANT TO BE SURE YOU SIGN IN AND OUT AT EACH EVENT.
6. ONCE YOU ARRIVE AT THE EVENT, CHECK IN WITH DESIGNATED CHAMBER STAFF OR CHAMBER BOARD MEMBER TO SIGN IN AND 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 OF IF YOU ARE NOT GETTING YOUR WEEKLY EMAIL.

## IN THE ATTEMPT TO PROJECT A PROFESSIONAL IMAGES:

1. THE USE OF TABACCO, ALCOHOL AND ILLEGAL SUBSTANCE WILL NOT BE TOLERATED.
2. GUM CHEWING WILL NOT BE PERMITTED AT ANY TIME
3. CURSING WILL NOT BE TOLERATED
4. NO PUBLIC DISPLAY OF AFFECTION WITH BOYFRIEND OR GIRLFRIEND WHILE ATTENDING A JUNIOR AMBASSADOR FUNCTION.
5. NO CELL PHONE USE AT ALL DURNING EVENTS, OR MEETINGS. NO EXCEPTIONS.

*Violation of the above rules will result in point deduction, and possibly dismissal from the Junior Ambassador program.*

## MIRAMAR PEMBROKE PINES JUNIOR AMBASSADOR 2018-2019 SCHEDULE

*(This is an outline of already scheduled events and is subject to change, please review your emails weekly for up to date information)*

|                    |   |
|--------------------|---|
| September 30, 2018 | Welcome Reception, 4:30pm at the Chamber Office |
| October 09, 2018   | Membership Breakfast, 7am -9am                  |
| November (TBA)     | Ribbon Cutting, TBA                             |
| December 12, 2018  | Tri-Chamber Holiday Party                       |
| March 9, 2019      | Sip and Taste                                   |
| May 2019           | Tri-Chamber Golf Tournament                     |
| June 2019          | Annual Pinnacle Awards                          |

**Monthly Junior Ambassador meetings are mandatory and held beginning in October on the 1<sup>st</sup> Wednesday each month at 5pm at the Miramar Pembroke Pines Chamber of Commerce office.**

*The above schedule of events is subject to change, and events will be added as they are scheduled, this schedule is to serve as a reference.*

## Program Guidelines Acknowledgement

I HAVE READ AND UNDERSTAND THE GUIDELINES AND RESPONSIBILITIES OF THE MIRAMAR PEMBROKE PINES JUNIOR AMBASSADOR PROGRAM.

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JUNIOR AMBASSADOR – SIGNATURE

DATE

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PARENT OR GUARDIAN – SIGNATURE

DATE

*This form must be returned **prior** to participating in the Junior Ambassador Program or chamber events.*

***Return in person or by mail to:***

***Miramar Pembroke Pines Chamber of Commerce***

***9001-B Pembroke Rd.***

***Pembroke Pines, Fl. 33025***

**Miramar Pembroke Pines Chamber of Commerce**  
**Junior Ambassador**  
**Parental Permission Form**

Miramar Pembroke Pine Chamber of Commerce  
90001-B Pembroke Rd.  
Pembroke Pines, Fl. 33025

I give permission for my son/daughter \_\_\_\_\_, to participate  
In the Junior Ambassador Program sponsored by the Miramar Pembroke Pines Chamber of Commerce.

I am also giving permission for the publication of photos in local newspapers, the Chamber newsletter, 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 or Guardian of Applicant

\_\_\_\_\_  
Date

**NOTE:** To be eligible to begin earning points, this sheet must be returned to the Chamber.