



Ambassador Club Guidelines

- Each new Ambassador will be assigned a Team Captain who will act as a guide and mentor.
- Any Ambassador who does not report a minimum of 125 points per quarter, will be evaluated by the Ambassador Club Chair and Chamber staff and may be asked to resign their position. Two consecutive quarters of not reporting the minimum 125 points without just cause, will automatically result in resignation.
- Ambassadors are responsible for contacting all the members on your call sheet every month. This is the primary responsibility of an ambassador. Call sheets are divided into two sections, the top section being points for contacting members and the bottom section points for attending events. Call sheets should have points filled in both sections every month.
- Ambassadors who bring in a new Chamber member will receive 100 points for doing so. This replaces the old 40 points per new member.
- Meeting attendance is very important. Ambassadors who miss two meetings in a row will be contacted by Chamber staff. Ambassadors who miss four or more meetings in a year will be asked to resign from the Ambassador Club.
- For each event and ambassador meeting where all team members are present each team member will receive an additional 20 points.
- Points for the previous month must be turned in by the 5th of the following month to be credited. Points turned after the 5th may not count for individual and/or team totals. Points not received for two/three months at a time will be evaluated by Chamber staff.
- Call sheets turned in to Chamber on or before the 5th of each month may result in extra points. This amount may vary and will be added by Chamber staff. DO NOT add these points to your sheet.
- Brick award points should be taken during month of approval.
- More than one brick may be given out to the same company if they have more than one location that deserves an award.

- Brick awards are given to the party who invests the money for the renovations. Sometimes this is the owner of the building, sometimes this is the owner of the business (renter/tenant).
- Brick nomination forms are no longer to be sent or dropped off to nominees. You, the ambassador, should fill out the form while interviewing the award winner. Never leave the form with them, just fill it out. It's too hard to get the form back and too much time goes by. This will help with getting the forms back in a timely manner.
- A prospect can remain on the list for no more than six months before it is rolled off. These dates will be tracked on the Brick Award History form. Once the business has completed renovations, and is ready to be nominated (approached with the nomination form), the Ambassador can add the business to the Prospect List at the monthly meeting. An ambassador may have no more than three prospects on the list at the same time.
- A business should at least be in the building stages when it is added to the prospect list for a brick award. If ambassadors hear of a project sooner than this (prior to ground breaking) they can mention at a meeting and be assigned to it when the time comes.
- In an effort to keep the prospect list timely and current, once a business is added to the prospect list an ambassador has six months to: reach out to the company, complete the nomination form, bring it back to the meeting for approval and present it at an Eye Opener Breakfast. After six months on the prospect list, if the process isn't complete they will be removed.
- Municipalities do not qualify for a brick award. This includes public schools, governmental agencies, libraries, etc.
- Ambassador who cannot contact members should have another team member contact them. All members should be contacted monthly by email, phone or personal visit. If you need assistance please contact your team captain.
- Points for golf prize donations will no longer be included as part of your monthly points on your call sheet. Prizes valued at \$20 or more will still be tracked and totaled. A new Chamber award will be given to the person who donates the highest total number of individual prizes. This may or may not be an Ambassador. This award will be given out at the September Eye Opener Breakfast every year. (Each prize is anything valued at \$20 or more. A \$500 painting is considered one prize).
- Five good deed points will be given to the Ambassador that presents the plaque and bag at each ribbon cutting event.

- Other random good deed assignments will be given out as they occur and points awarded appropriately. (example: photos at event 50 points, help with signage...)
- Ribbon cutting points will be divided equally between the Ambassadors who attend the event. The amount will be based on the number of Ambassadors x 10 (Example: 24 Ambassadors = 240 points/ by the number of Ambassadors who attend). If a ribbon cutting is held on a weekend or after normal business hours (before 8am or after 5pm) 10 additional points are awarded. Extra points will also be given for ribbon cuttings lasting longer than 30 minutes, or for locations out of town. (TBD by Chair and Chamber staff on case-by-case basis).
- To receive credit for attending an event, Ambassadors must dress appropriately (green jackets or polo shirts) and must be on time (7:15am for Eye Opener Breakfast and 4:45pm if scheduled for the first shift of Business After Hours). It will be agreed upon ahead of time by the Chamber staff and Chair as to whether jackets or polos are appropriate for the event.
- Team Captains will be responsible for helping assist in the elimination of side conversations of their team members during the Ambassador monthly meeting.
- Ambassadors will not be assigned to sell 50/50 raffle tickets at the Eye Opener, but are encouraged to do so. Those who do will receive 10 points in addition to the 10 for attending the event, for a total of 20 points.