



Ambassador Program Guidelines

Mission Statement: The Ambassador Program is an alliance of business professionals who represent the Chamber within the business community. Welcoming new members into the Chamber and encouraging participation of existing members is achieved by assisting in various programs and events, and by regularly attending Chamber functions: ribbon cuttings, business seminars, business welcomings, and annual fundraisers.

Objective: Chamber Ambassadors will become familiar with the inner workings of Madison the City Chamber of Commerce and promote networking among business professionals.

The following guidelines will be used for Ambassador Recognition:

1. Requirements

- Participation on one or more event
- Provide at least one silent auction item to be used at the Chamber's discretion for our Signature Events. Item must be a minimum of \$50 in retail value or minimum in \$100 for baskets.
- Meet the minimum 1000 points per month in order to remain in the program. Those falling below the 1000 point per month for a period of three consecutive months will be suspended from the Ambassador program for the remainder of the year but may reapply the next open application period.
- New Ambassadors will be accepted into the program only by nomination by an existing Ambassador in good standing or a business member of the chamber.
- The nominee must submit an application along with the \$25 application fee.
- Ambassadors are encouraged to attend our monthly luncheons. They are scheduled for the first Tuesday of each month unless a conflict with a holiday occurs. In that case, the Ambassador Luncheon will be scheduled on the 2nd Tuesday of that particular month. Notifications will be sent via email. Please come prepared to pay for your own lunch.
- Ambassadors are expected to adhere to the highest moral and ethical standards.

2. Recognition will include the following:

- "Ambassador of the Month" will be recognized at Ambassador Luncheons. They will also have their picture along with their contact information in our monthly Newspaper ad, our weekly e-newsletter for the entire month, social media sites, and on our website under the Ambassador Program. Recognition will be determined by outstanding accomplishments during the previous month which are calculated by points earned.
- 1000 point club - Those ambassadors who have reached the minimum of 1000 points will be recognized at our monthly luncheon. They also become eligible to have their picture and contact information on our website under the Ambassador program.
- "Ambassador of the Year" will receive individual recognition at the Chamber's Annual Banquet. Awards will change yearly. This recognition will be determined by the Ambassador earning the most points during the year.

The following point system will be used: *It is your responsibility to sign in at each event.*

- **500 points:** Ribbon Cuttings/Special Ceremonies; Attendance at the Monthly Luncheons; Working at Chamber Events(per hour); Chamber Office Volunteer(per hour); Large Business Membership Recruitment
- **400 points:** Small Business Membership Recruitment.
- **300 points:** Committee Meetings; Individual Membership Recruitment
- **200 points:** Bringing a guest to a Chamber Event.
- **25 points** for wearing you name badge at any Chamber function