



Fortuna Chamber of Commerce Ambassador Program Application

Name: _____

Email: _____

Phone: _____

How long have you lived/worked in Fortuna? _____

Present Employer: _____

Position: _____

Address: _____

Business Phone: _____

Is your present employer a member of the Fortuna Chamber? Yes/No/Not Sure (circle one)

Have you had any prior experience with this or any Chamber of Commerce? If so, when and where?

Why do you want to become an Ambassador for the Fortuna Chamber of Commerce and what personal attributes can you contribute?

I agree to participate in as many Fortuna Chamber events as possible and perform the expected duties and remain engaged and enthusiastic about representing the Fortuna Chamber. I agree to follow the guidelines and expectations as laid out in the Fortuna Chamber Ambassador Program Code of Conduct.

Signed: _____

Date: _____



Fortuna Chamber of Commerce Ambassador Program

Fortuna Chamber Mission Statement

The Fortuna Chamber of Commerce is a membership organization of individuals and businesses who join together to enhance economic growth through the promotion and support of our community, civic interests, and member businesses.

Chamber Ambassador Program

Ambassadors are an important asset to the Chamber of Commerce. Our ambassadors are an extension of the Fortuna Chamber of Commerce brand in the community. You'll attend Chamber mixers, meetings, and special events which will give you an opportunity to expand your network and create strong business and community connections. Being an ambassador consists of:

- Promotion of the value of a Chamber membership to current and prospective members.
- Attendance at Chamber functions including ribbon cuttings, lunches, mixers, and annual events.
- Support at Chamber functions as an official greeter, crowd-host, or raffle prize helper.
- Assisting in the promotion of Chamber activities and events to the community.
- Serving as a source of information on Chamber programs, products, services, and events.

Benefits of the Ambassador Program

For the Ambassador:

- Dozens of new contacts (business and social) per year
- Increased visibility in the business community
- Pride through community involvement
- Numerous networking opportunities
- Award recognition at our Annual Dinner
- A chance to meet and interact with a great group of people

For the Employer:

- Higher visibility in the business community
- Business opportunities gained through networking with other volunteers & members
- Yet another opportunity for the company to experience high profile community involvement

Ambassador Participation Requirements

All ambassadors must be members of the Fortuna Chamber or work for an employer that is a Fortuna Chamber member. Ambassadors are expected to attend as many Chamber functions and Ambassador Committee meetings as possible.

- **Attend the monthly Ambassador meeting (required):** Ambassador meetings

are typically held monthly at a different restaurant chosen by the ambassadors. Meetings are a way to stay up to date on current Chamber events and receive direction and communication from our Ambassador Chair, Jenn Brown. During these meetings, upcoming events will be discussed, and volunteers will be assigned certain tasks for these events, such as check in help, organizing door prizes, selling raffle tickets, etc.

- **Attend Ribbon Cuttings:** Ribbon cuttings are held for new Chamber members to celebrate a business opening, significant anniversaries, or new office location for existing members. Ambassadors are encouraged to be present to help support and assist as needed and celebrate with the business.
- **Volunteer at Chamber Mixers:** Chamber Mixers are typically held the third Wednesday of the month at various businesses from 5:30 – 7:00 pm. Ambassador volunteers are expected to assist Chamber staff with set up/tear down, run the check in table, serve as greeters, sell raffle tickets, and help with door prizes. Volunteers are expected to arrive thirty (30) minutes early to help set up or stay after the mixer ends to help clean up. Ambassadors are encouraged to spend the mixer networking and chatting with other Chamber members. Ambassadors may participate in the raffle and door prize drawings if they choose.
- **Assist at other Chamber events as needed:** Throughout the year, Ambassadors will be asked to assist at some of the major Chamber events (State of the City Breakfast, Annual Chamber Fundraiser dinner, Chili Cookoff, as well as others that the Chamber currently puts on or may take over).

Code of Conduct

As representatives of the Fortuna Chamber of Commerce, Ambassadors are expected to hold themselves to a professional standard. The Code of Conduct for Chamber Ambassadors includes:

- Consistently and positively promote the Fortuna Chamber of Commerce
- Maintain a courteous and professional demeanor while representing the Chamber at all programs and events. The Ambassadors have a profound effect on the Chamber, the City of Fortuna, and the community at large. Maintaining a positive and helpful attitude is the key to growing and maintaining a cohesive Chamber.
- Respect your commitment to the Chamber. This includes prompt attendance at Ambassador meetings and any events for which you have volunteered to work and being responsible for finding a replacement for assignments when you are unable to meet a commitment. We understand that life happens, so any advanced notice is greatly appreciated.
- Display a professional image of the Fortuna Chamber by wearing your ambassador name badge and appropriate attire at mixers and ribbon cuttings or wearing appropriate event specific attire for other Chamber events and activities. Ambassadors are asked to not wear any political, religious, vulgar, or other clothing that may be viewed as obscene, discriminatory, sexual, or otherwise inappropriate for an office environment.
- Support and adhere to decisions made by the Ambassador Chair, Chamber Board of Directors, or the Chamber's President/CEO, regardless of individual feelings or opinions.
- Maintain an appropriate and professional image online if you choose to promote the Chamber Ambassador program and/or yourself as a Chamber Ambassador at a Chamber event on your personal social media platforms. Promotion on social media refers to items including tagging yourself or your businesses in Chamber photos or tagging the Chamber or "checking in" at Chamber events on your personal or business page.

- Ambassadors are not to solicit new clients or conduct sales with a member while in attendance at their ribbon cutting as this event is meant for that business. You are welcome to support the business by purchasing items they are offering or to return at another time.

I have read and agree to the above:

Sign and print your name