

The Miramar Pembroke Pines Chamber of Commerce Junior Ambassador Program would like to extend an invitation to you to join us for the 2019-2020 school year. The Junior Ambassador Program will add meaningful memories and experiences to your junior or senior year, helping to prepare you for your journey into the world ahead of you.

The application requirements are:

1. Applicants must be a junior or senior for the 2019-2020 school year and must live in and attend school in the Miramar Pembroke Pines Chamber of Commerce service area (virtual school and home school students included).
2. Applicants must have a GPA of 3.0 or above throughout the entire school year. Grades will be checked at mid-term. Failure to maintain a 3.0 will result in elimination from the program.
3. Completed application.
4. Copy of official transcript.
5. Two letters of reference (one from a teacher and the other from a community or business leader).
6. An essay answering the question, "Why I want to be a Junior Ambassador." (essay should be no more than one page, typed)
7. A completed Parental permission form.
8. A valid email address- Email is the primary form of communication throughout this program.
9. We will limit the number of Junior Ambassadors to no more than 10
10. Interview for a Junior Ambassador position may or may not be conducted (date to be announced).
11. Invitations to join the program will be sent after all applications are reviewed.

Those selected to be Miramar Pembroke Pines Junior Ambassadors, will be notified no later than fourteen days after the application deadline and will be expected to attend an orientation session which will be announced at a later date. Parents or guardians are also invited to attend the orientation.

Deadline Friday, September 20, 2019 at 5:00PM

Deliver to: Miramar Pembroke Pines Chamber of Commerce
 Junior Ambassador Program
 9001-B Pembroke Road
 Pembroke Pines, Fl. 33025

If you have any questions, please contact:

Robert Goltz, President/CEO
Robert@miramarpembrokepines.org / 954-432-9808 Ext 104

Or

Anyoli Font, Finance Manager
anyoli@miramarpembrokepines.org / 954-432-9808 Ext 103

Thank you again for your interest in The Miramar Pembroke Pines Chamber of Commerce Junior Ambassador Program.

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	2 POINTS <u>PER HOUR</u>
(Junior Ambassadors are <u>required to complete 10 office hours</u> during the year)	
Help at Major/Mandatory Events (listed below)	2 POINTS <u>PER</u>
<u>HOURLY</u> Attend Scheduled Junior Ambassador Meetings	5 POINTS
(Mandatory and held the <u>1st Wednesday of each month</u>)	
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 20 of their hours through these events)

Tri-Chamber Holiday Party:

Sip and Taste:

Tri-Chamber Golf Tournament:

Annual Pinnacle Awards:

Government/Chamber Board Meetings:

(Junior Ambassadors are required to attend 2 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 LOCATIONOF 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 SUBTANCE 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.

Program Guidelines Acknowledgement

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

JUNIOR AMBASSADOR – SIGNATURE

DATE

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.

STUDENT APPLICATION FOR JUNIOR AMBASSADORS

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Parent Name: _____

Phone: _____ Cell: _____

School: _____

Involvement School and Community:

Activities/Clubs:

Accomplishments/Awards:

Goals:
