

# Introduction

Welcome to the Atmore Area Chamber of Commerce Chamber Ambassador Program! We are excited about your interest in this program and the opportunity to get to know you. Our goal is to help you develop your networking opportunities while volunteering at various Chamber and community functions. Ambassadors serve in a public relations capacity and as a liaison between the Chamber and member businesses as our official “hosts, meeters, and greeters”.

The Chamber Ambassador Program is a volunteer program at our Chamber. You will represent the Atmore Area Chamber of Commerce in our community and at Chamber-sponsored events. The Ambassadors are a group of qualifying dedicated high school senior volunteers from each high school throughout the Atmore area. Their mission is to act as goodwill representatives at Chamber functions and aid in the support of Chamber members.

Some of the many events, (*but not all*) our ambassadors are requested to attend include:

- To welcome and involve existing members through participation in Chamber-sponsored events
- To visit new members and encourage their involvement in the many programs offered by the Chamber
- To greet everyone at social functions, making them feel welcome
- To participate in Groundbreaking Ceremonies, Grand Openings, Ribbon Cuttings and Anniversaries
- To participate in Business After Hours, Business and Breakfasts, and Member Education Events
- To attend and assist at various festivals, programs, events, outings, and meetings hosted by the Chamber.
- To attend monthly Ambassador meetings.

## Mission Statement

The primary mission is to act as goodwill representatives of the Chamber at a variety of functions. This energetic group of high school seniors helps maintain contact with other Chamber Members and the community while promoting the Chamber of Commerce and its purpose.

# Program Overview

Welcome to the Atmore Area Chamber Ambassador Program! This program will give your student an overview of a Chamber of Commerce, its member businesses, and the opportunity to become actively involved in their community.

## **What is the Chamber of Commerce?**

The Atmore Area Chamber of Commerce is a membership organization of our business community. It is not a civic club, charitable organization or department of the government. The Chamber is a private, non-profit organization which unites volunteers from business and professional firms to create a unique central agency. These volunteers, working as committees under the Chamber's Board of Directors, strive to fulfill the Chamber's mission, which is to promote the business, economic and cultural environment of Atmore thereby creating and providing an enhanced quality of life for our members and area citizens

## **What is an Ambassador?**

Chamber Ambassadors are individuals who represent and promote the Atmore Area Chamber of Commerce, as well as our community. The Ambassadors consist of enthusiastic high school seniors from the Atmore Area that volunteer their time to help build member commitment and raise community awareness of the Chamber. Ambassadors are a vital public relations arm of the Chamber and are committed to the success of the Atmore Area Chamber of Commerce and the business community.

## **What is the role of a Chamber Ambassador?**

A Chamber Ambassador will represent the Atmore Area Chamber of Commerce and assist with the many events and services which help fulfill our mission. A Chamber Ambassador must accumulate 50 hours of Chamber service and miss no more than 2 monthly meetings to be recognized as a Chamber Ambassador at his/her school's Honors Day/Night. The regular monthly meeting will be scheduled based on the availability of the seniors to better allow for participation. These meetings will be held at the Atmore Area Chamber of Commerce office unless otherwise designated.

## **How will the Chamber Ambassador earn 50 hours?**

The Chamber Ambassador may earn hours by attending ambassador meetings, Chamber Board of Director Meetings, Business After Hours Events, Business and Breakfast Events, Ribbon Cutting Ceremonies, the Annual Chamber Banquet, and other events as determined by the Executive Director. Ambassadors will also earn hours by being involved with administrative projects in the Chamber office, and by becoming actively involved in activities and events as requested by the Chamber i.e. Williams Station Day, Mayfest, An Evening with Santa at Heritage Park, etc. Ambassadors will also be accumulating points throughout the year based on a point system for events, meeting, etc that area attended. These points will be achieved concurrently with the hours.

## **How many students can participate and how will they be selected?**

Students from Escambia County High School, Escambia Academy, Atmore Christian School and Northview High School are invited to apply for this program at the end of their junior year. Also, students that are

home-schooled can apply for this program at the end of their junior year. The panel will select no more than 12 students to serve as Chamber Ambassadors during their senior year. Each of these individuals will make application, supply appropriate references, and interview with a panel of community and business leaders. Interviews will be held in May, before the end of the school year. The student should have a 3.0 grade point average in order to apply. Applications can be obtained from the Atmore Area Chamber of Commerce or from their school office/counselor.

### **How will this program benefit the student?**

A Chamber Ambassador will gain exposure to the public, to elected officials, and to various business leaders while volunteering as well as having great fun. The student will gain experience in not only business, but in community relations as he/she volunteers and builds relationships with those who are leaders in the Atmore area. All Ambassadors completing their year of service and meeting the minimum hours served requirement will be acknowledged at their Senior Awards ceremony. The Ambassador with the highest points total and most hours served will be additionally recognized. Finally, each senior will be provided a recommendation letter outlining their year of service, have the ability to list the Chamber as a reference, and have priority placement in our college internship programs.

# How To Apply

Submit your Application Packet. An application packet must include:

- A Completed Application
  - 5x7 Color Photo
  - Two Reference Forms (must be in sealed envelopes)
  - Request of GPA Information Form
  - Student Agreement Form

Application Packets may be returned in person or mailed to:

Atmore Area Chamber of Commerce  
Attention: Ambassador Program  
137 North Main Street  
Atmore, Alabama 36502

All applicants must have this form filled out and returned along with their completed application by 5:00 p.m. Friday May 23<sup>rd</sup>, 2025

## Interview Process

- Applicants should wear interview attire
  - Applicants should arrive 5 minutes early
  - Should an applicant arrive late they will be granted the remaining time in their assigned interview timeframe
- Interviews will last no more than 15 minutes
- Interviews will be conducted at the Chamber office by the Ambassador Program Committee
  - Applicants are scored on a scale of 1-10 based on interview criteria.
  - The Top 12 scoring applicants will be accepted into the program. Should a tie occur committee member notes will be reviewed to make determination.

## Notification

- All applicants will be scored the following business day
- The top scoring applicant's GPA will be verified by the Chamber
  - The day following the interview an e-mail notification will be sent to all applicants not accepted to the program
  - All accepted applicants will be notified by personal call and e-mail
  -

For more information about the Chamber Ambassador Program or should you have any questions please call the Chamber office at (251) 368-3305 or e-mail Addison Long, Executive Director at [addison@atmorechamber.com](mailto:addison@atmorechamber.com).

# Ambassador Application

## General Information (Please Print Clearly)

Name \_\_\_\_\_

Mailing Address

\_\_\_\_\_

(Street)

(City)

(Zip Code)

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Parents'

Name \_\_\_\_\_

## School and Community Service

School

\_\_\_\_\_

Main areas of interest in studies \_\_\_\_\_

\_\_\_\_\_

Extracurricular activities / Hobbies

\_\_\_\_\_

\_\_\_\_\_

List those activities and organizations in which you participate \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Work Experience

Do you currently have a part-time job? ☐ Yes ☐ No

If so, how many hours per week do you work? \_\_\_\_\_

If selected, would your employer allow time off if necessary? ☐ Yes ☐ No

## Personal Information

Using a few phrases or adjectives, describe yourself and include what is important to you.

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Who in your community or school do you most admire?

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Why?

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Why would you make a good Chamber Ambassador?

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Please list two personal accomplishments of which you are most proud and tell why.

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What do you expect to gain from serving as a Chamber Ambassador?

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***All applicants must have this form filled out and returned along with their completed application by 5:00 p.m. Friday May 23<sup>rd</sup> 2025***

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### **REQUEST OF GPA INFORMATION**

I am the parent /legal guardian of \_\_\_\_\_  
(student name).

I have read the information on the Chamber Ambassador Program and am willing to have my child participate.

I hereby authorize the release of the grade point average information through the 3<sup>rd</sup> reporting period of the current school year for the above-named student.

\_\_\_\_\_  
Parent / Legal Guardian's Name (please print)

\_\_\_\_\_  
Signature of Parent / Legal Guardian

\_\_\_\_\_  
Date Signed

### **This portion to be completed by School Guidance Counselor or the Principal**

The grade point average through the 3<sup>rd</sup> reporting period of this school year for the above named student is \_\_\_\_\_.

\_\_\_\_\_  
Guidance Counselor / Principal Signature

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Date Signed

## Reference #1

Applicant Name \_\_\_\_\_

### To the Applicant:

This reference should be completed by one of the following: English, History, Math, Science, Foreign Language teacher or by your school administrator. Have the individual place the completed reference in an envelope and seal. You are responsible for delivering the sealed envelope to the Chamber Office with your application form.

### To the Reference:

The person named above has applied for the Chamber Ambassador program. It is an interactive, hands-on experience with the Chamber and the community, aimed at youth beginning to show community interest and leadership potential. The applicant will be interviewed and considerable weight will be given to your statements. The Chamber greatly appreciates your help and is aware of the time necessary to prepare such an assessment. The information you provide will be reviewed in confidence. Please return this form to the applicant in a sealed envelope.

Name of Adult Reference \_\_\_\_\_

Position/Title \_\_\_\_\_

School \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

1. How long and in what capacity have you known the applicant? \_\_\_\_\_

\_\_\_\_\_

2. List two strengths and two weaknesses of the applicant. \_\_\_\_\_

\_\_\_\_\_

3. Comment on the applicant's behavior in your class/school. \_\_\_\_\_

\_\_\_\_\_

4. Comment on the applicant's relationship with his/her peers. \_\_\_\_\_

\_\_\_\_\_

5. Why do you feel the applicant would be a good candidate for the Chambers Ambassador Program?

\_\_\_\_\_

\_\_\_\_\_



## Reference #2

Applicant Name \_\_\_\_\_

### To the Applicant:

This reference should be completed by one of the following: English, History, Math, Science, Foreign Language teacher or by your school administrator. Have the individual place the completed reference in an envelope and seal. You are responsible for delivering the sealed envelope to the Chamber Office with your application form.

### To the Reference:

The person named above has applied for the Chamber Ambassador program. It is an interactive, hands-on experience with the Chamber and the community, aimed at youth beginning to show community interest and leadership potential. The applicant will be interviewed and considerable weight will be given to your statements. The Chamber greatly appreciates your help and is aware of the time necessary to prepare such an assessment. The information you provide will be reviewed in confidence. Please return this form to the applicant in a sealed envelope.

Name of Adult Reference \_\_\_\_\_

School/Business/Organization/Religious Group \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

1. How long and in what capacity have you known the applicant? \_\_\_\_\_

\_\_\_\_\_

2. List two strengths and two weaknesses of the applicant. \_\_\_\_\_

\_\_\_\_\_

3. Comment on the applicant's behavior in your class/school. \_\_\_\_\_

\_\_\_\_\_

4. Comment on the applicant's relationship with his/her peers. \_\_\_\_\_

\_\_\_\_\_

5. Please rate your perception of the applicant's skills in the following areas:  
( 1. Needs improvement; 2. Satisfactory; 3. Exceptional)

\_\_\_\_\_ Responsibility    \_\_\_\_\_ Initiative    \_\_\_\_\_ Leadership    \_\_\_\_\_ Curiosity

\_\_\_\_\_ Maturity    \_\_\_\_\_ Character    \_\_\_\_\_ Oral communication skills

\_\_\_\_\_ Ability to work with others    \_\_\_\_\_ Concern for others

# Chamber Ambassador Student Agreement Form

I am \_\_\_\_\_ (your name). I have read the information on the Chamber Ambassador Program and am willing to participate.

1. I understand attendance is required at the monthly meetings June through May.
2. I understand that I can miss no more than two (2) of these meetings.
3. I also understand that I am required to commit a minimum of 50 chamber volunteer hours to the Chamber by Mayfest.
4. I understand that my responsibility is to represent the Atmore Area Chamber of Commerce in my school and in the community with exemplary behavior and to assist with the many events and services which help the Atmore Area Chamber of Commerce fulfill its mission.
5. I understand that failure to meet the above requirements and responsibilities will result in my dismissal from the program.

I hereby release and hold harmless and indemnify the Atmore Area Chamber of Commerce, its members, directors, agents, volunteers, employees as well as the Chamber Ambassador Program, and any individuals involved in the planning, organization or presentation of the Chamber Ambassador programming, for any accident, injury, illness or any damage whatsoever related to the above-mentioned student's attendance at or participation in any activity or session of the Chamber Ambassador Program.

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Home Phone \_\_\_\_\_ Work/Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

# Youth Ambassadors Class of 2025-2026

## *School Approval Form*

All applicants MUST have the following approvals to attend the sessions of Youth Leadership Atmore: 1) Your School Principal; 2) Your Coaches and/or Sponsors of after school sports and/or cheerleading programs.

Please have your School Principal complete this brief form and sign below.

*I approve the participation of \_\_\_\_\_ in the Youth Leadership  
Atmore Program for 2025-2026. The student meets the criteria of being academically sound (cumulative GPA of 2.5  
or higher).*

1) Principal's name \_\_\_\_\_  
(Please print)

School name \_\_\_\_\_

Signature of principal \_\_\_\_\_ Dated \_\_\_\_\_

2) Signature of Coaches/Sponsor(s) \_\_\_\_\_ Dated \_\_\_\_\_