

Atmore Area Chamber Ambassador Program Student Handbook

Attendance and Code of Conduct Policies

Attendance Policy

Purpose:

The Atmore Area Chamber Ambassador Program is designed to develop leadership, professionalism, and community involvement. Consistent attendance is required to ensure program effectiveness and accountability.

Attendance Requirements:

- Students are allowed a maximum of two (2) absences per program year.
- All absences must be submitted in writing (email or letter) to the Director of the Ambassador Program prior to the absence when possible.
- Failure to properly report an absence may result in disciplinary action or dismissal.

Mandatory Events:

- Certain meetings and events are designated as mandatory and must be attended.
- If a mandatory event is missed, a make-up assignment or event may be required at the discretion of the Program Director.
- Failure to complete required make-up activities may result in removal from the program.

Communication:

- Official program communication will be provided via email and/or text message.
- Communication will include event date, time, location, and required attire.
- Students are responsible for checking messages regularly.
- Students must notify the Chamber immediately of any changes to email address, phone number, or physical address.

Transportation:

- Students are responsible for transportation to and from meetings and events unless otherwise stated.
- Transportation for official field trips will be provided by the Atmore Area Chamber of Commerce.

Event Check-In Procedures:

- Students must check in and check out at every event with the Program Director or designated staff.
- Failure to do so may result in the absence being recorded.

Code of Conduct Policy

Purpose:

Ambassadors are expected to represent the Atmore Area Chamber of Commerce with professionalism, integrity, and respect at all times.

Substance Use Policy (Zero Tolerance):

- The use or possession of tobacco products, vaping devices, alcohol, or illegal substances is strictly prohibited at any time.
- Violation of this policy will result in immediate dismissal from the Ambassador Program.

Behavior Expectations:

- Ambassadors must conduct themselves appropriately at all meetings, events, and activities.
- Public displays of affection are not permitted while participating in program activities.
- All instructions given by the Program Director or designated staff must be followed.

Cell Phone Use:

- Cell phone use should be limited during meetings and events.
- At designated times, students may be required to turn off phones or leave them in vehicles.
- Failure to comply may be considered a conduct violation.

Community and Social Media Expectations:

- Ambassadors are visible representatives of the Chamber.
- Community members may observe behavior at events, on social media, and outside of school or Chamber functions.
- Students are expected to act responsibly and demonstrate positive ambassador behavior at all times.

Disciplinary Actions:

Violations of this handbook, program rules, or directives from the Program Director or designee will be addressed on a case-by-case basis and may include the following progression:

- First offense: Counseling session
- Second offense: Parent/guardian meeting
- Third offense: Dismissal from the program

Severe violations, including substance use, may result in immediate dismissal.

Acknowledgement:

I acknowledge that I have read and understand the Atmore Area Chamber Ambassador Program Student Handbook, including attendance and conduct expectations. I agree to comply with all policies, rules, and instructions provided by the Program Director or designated staff.

Student Name (Printed): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____