

PINE CITY JUNIOR AMBASSADOR PROGRAM APPLICATION PROCESS 2021

Thank you for your interest in the Pine City Ambassador Program, a committee supported by the Pine City Area Chamber of Commerce. We welcome your questions as you consider the application for your child to participate in the program.

Candidate Eligibility

1. Completed Kindergarten or First grade at Pine City Public Schools in the 2020-2021 school year.
2. Current resident with a physical address within the Pine City School District boundaries.
3. Candidates that are enrolled in Pine City Public Schools, but do not live within the school district boundaries may be eligible to participate if their parent owns a business belonging to the Pine City Area Chamber of Commerce for at least one year prior to May 1st.

Candidate Application

1. Candidates must complete a one-page, application form with information that will help us get to know each of the candidates and their interests. Submit the completed application form to the Pine City Area Chamber by Friday, July 16th by noon with the \$25 application fee.
2. Secure a \$100 Pine City Area Business Sponsorship (completed sponsorship form is due July 16th) (payment & ad copy due July 30th at noon). The sponsorship fee will cover a candidate t-shirt, tiara/crown, snacks & activities.

We are excited about your interest in the Pine City Ambassador program. Please feel free to contact us at any time if you have questions about the application process or the program itself.

Sincerely,

Jana Harshman
(320-279-3048)

Anna Reiser
(763-843-6832)

Becky Schueller
(320-322-4040)

Important Dates

Fri, July 16th Applications due to the Chamber Office by 12:00 PM.

There is a limit of 20 Junior Ambassador Candidates. Apply early to secure enrollment.

Tues, July 20th	6:30 p.m.	Mandatory Candidate/Parent or Guardian Meeting
Tues, July 29th	12 to 2 p.m.	Getting to know you event with Senior Candidates
Fri, July 30th	6:30-8 p.m.	Art in the Park, Candidate introductions with Senior Candidates
Sat, August 7th	3:30-5 p.m.	Pine County Fair parade
Tue, August 10th	12 - 2 p.m.	Park Activity with Senior Candidates
Fri, August 20th	2-3 p.m.	Tea Party with Senior Candidates
Sun, August 22nd	12 - 7 p.m.	Candidate interviews with Judges and Coronation
Tues, August 24th	6:30 p.m.	If selected: NEW Ambassador Orientation Meeting with families

Events will vary - some daytime and some evening. Updates will be provided at the July 20th meeting.

Ambassador Selection & Required Participation

Two Junior candidates are selected based on scoring from the judges to serve as the Pine City Junior Ambassadors. The Ambassadors serve for one year and attend events, parades & coronations both locally and to neighboring communities as scheduled by the Program Scheduling Director.

It is also the expectation that at least one parent/guardian is present at all scheduled Ambassador activities throughout the year. Ambassador families are responsible for their own transportation to events. An orientation meeting will be scheduled for the week following the coronation.

Pine City Ambassador Program | Pine City Area Chamber of Commerce | 315 Main St S | Pine City, MN 55063
pinecityambassadors@gmail.com | pinecitychamber.com/ambassador-program

PINE CITY JUNIOR AMBASSADOR PROGRAM

GUIDELINES AND REQUIREMENTS

CANDIDATE PROGRAM

PROGRAM MISSION STATEMENT

To provide local youth a unique opportunity to become actively involved in the representation of their community through a competition involving community involvement and an opportunity to practice positive social skills with area businesses, organizations and community members.

APPAREL GUIDELINES

Community Events/Activities:

- Candidate t-shirt (provided), capris/pants/shorts/skirt (khaki or black suggested), appropriate shoes (no flip-flops, please)

Interview and Coronation:

- Interview with judges: Sundress/Romper
- Coronation: Semi-formal gown, dress shoes/sandals (flat shoes with straps suggested)

CANDIDATE & PARENT/GUARDIAN CODE OF CONDUCT

- Treat all Community events/activities, other contestants, and Ambassador Committee Members with respect.
- It is the expectation that Junior Candidates are cooperative and respectful.
- Follow apparel guidelines as noted above, or committee approved attire, at all events and public appearances.
- Be on-time at all scheduled program events.
- Return all phone calls and e-mail messages promptly regarding community events and public appearances.
- Communicate any schedule conflicts with the Candidate Coordinator promptly.
- Please leave all electronic devices at home.
- If conflicts arise and cannot be resolved, a parent/guardian will be contacted to pick up their candidate.

Any candidate who does not adhere to the Code of Conduct guidelines could be dismissed at the discretion of the Program Committee.

Grounds for Dismissal from Ambassador Candidate Program

The Ambassador Program Committee will have the sole discretion to dismiss a candidate for conduct that is determined to be detrimental to the mission of the Program, Candidates, Volunteers, Ambassadors and/or activities. Dismissal will result in the loss of the right to compete, awards, and participation in scheduled events.

If selected as an Ambassador for Pine City, a similar, and more detailed Code of Conduct will take effect and be reviewed with Ambassadors and families the week following Coronation.

**PINE CITY JUNIOR AMBASSADOR PROGRAM
APPLICATION CHECKLIST**

CANDIDATE NAME: _____

_____ **PINE CITY JUNIOR AMBASSADOR PROGRAM APPLICATION (due July 16th)**

_____ **\$25 APPLICATION FEE - Checks issued to Pine City Chamber (due July 16th)**

_____ **SPONSOR FORM (due July 16th)**

_____ **SPONSOR AD AND PAYMENT (due July 30th)**

JUNIOR PINE CITY AMBASSADOR APPLICATION FORM

Please return to Pine City Area Chamber of Commerce
by Friday, July 16, 2021 at noon

Candidate Full Name:
Mailing Address:
Email Address:
Primary Phone Number:
Candidate Age & Date of Birth:
Parent/Guardian Names (As you would like them listed in the program)

Please have the candidate answer the following questions:

Favorite Color:	Favorite Food or Snack:
Favorite Animal:	Favorite Book or Bedtime Story:
Favorite thing about school:	Favorite Outdoor activity:

Favorite thing to do in Pine City and WHY?
Share your favorite family vacation memory or family tradition:
Is there anything else you would like to share about your candidate? (Hobbies, sports, siblings, etc)

PERMISSION TO COMPETE/CONSENT FOR RELEASE

To participate in the Pine City Ambassador program, I/we hereby agree to release and hold harmless the Pine City Ambassador Program and the Pine City Area Chamber of Commerce, its directors, agents, representatives, and any other candidate from any rights or claims for damages or injuries which may occur while participating in any activity connected with the Pine City Ambassador Program.

Further, I/we also grant the Pine City Chamber & Ambassador Program, the right to use any photographs, movies and/or video tapes made during any activity connected with the Pine City Ambassador Program, and to use your name with any of the before mentioned in any promotional efforts on behalf of the Pine City Ambassador Program and group competition of this and subsequent years thereafter. This will include photos placed on the Pine City Ambassador Program Social Media sites and/or Website as well as the Pine City Ambassador YouTube Channel.

I/we also grant the Pine City Ambassador Program the right to request any documentation required to support proof of eligibility requirements in order to compete.

As a candidate, or as a parent of a candidate, I/we certify that we have received a copy, read and understand the Eligibility Requirements and Guidelines and agree to the expectations and terms set forth therein.

Candidate

Print Name

Date

Parent or Legal Guardian

Print Name

Signature

Date

Emergency Contact

Parent/Guardian Available During Activity Week

Cell Phone Number

Alternate Emergency Contact/Relationship to Candidate

Phone Number

Please share any allergies or medical concerns for our committee members to be aware of (this information will not be shared with the judges) :

PINE CITY AMBASSADOR PROGRAM

CANDIDATE SPONSORSHIP

NEW SPONSORSHIP PROCESS THIS YEAR! Since the ambassador program is off to a later start this year, we have adjusted the sponsorship process. All candidates are asked to obtain a \$100 Candidate Sponsorship from a Pine City Area Business. Business Sponsorships help to fund the expenses for candidate activities and Coronation Night.

Sponsorship Form: Your sponsor should complete a form with their information. It is important to get a phone number or email address should we need to contact them regarding their ad, and the mailing address is important so that you are able to follow-up with a thank you note.

- If you contact a business and have to leave them a form, be sure to put your name and phone number at the top of the form for them to follow-up with you.
- Be sure to ask if they have an ad that they will be emailing, want to use a previous ad, or get a business card for an ad to be created.
- Some businesses may not be able to sponsor an individual candidate, but are able to sponsor the program. Leave them a form and they can follow-up with **Becky (320-322-4040)** if they have questions.

A complete sponsorship packet will include a form, payment, and ad copy or business card if applicable.

All completed sponsorship packets are due to be turned in by Friday, July 30th to the Pine City Area Chamber of Commerce. Packets not received by the deadline will be considered late and noted on your Candidate Program Participation.

Who should I ask to sponsor me??

Any Pine City Area business can be a sponsor. Each business can only sponsor one candidate. If you need assistance, we have a list of businesses available that you can contact.

Tips for Getting Sponsorships

- DO ask the businesses that you work for or are a frequent customer at – your dentist, your bank, your favorite store, etc. If you are able to connect on a personal level with the business, they are more likely to sponsor you.
- Ask friends and family who own their own business or work for an area business.
- DON'T wait. There could be up to 40 candidates (Senior and Junior) looking for sponsorship.
- DON'T go out as a group or even in pairs to ask for sponsorships.
- DON'T contact service organizations like the Pine Area Lions, Pine City Lions, Snowmobile Clubs, etc. These groups are solicited by the program and will not support single candidates.

COMPLETED SPONSORSHIP FORMS ARE DUE BY FRIDAY, JULY 16TH at NOON

SPONSOR AD AND PAYMENT DUE BY JULY 30TH at NOON

PINE CITY AMBASSADOR PROGRAM CANDIDATE SPONSORSHIP & ADVERTISING OPPORTUNITY

We are happy to announce that the Pine City Ambassador Program is back and ready to create new opportunities for candidates to serve and represent the Pine City Community. Each Ambassador Candidate is looking to secure a unique business sponsor to assist with the cost of candidate activities and coronation night.

Each candidate business sponsor will be recognized in Ambassador Program press releases, when appropriate, and during candidate appearances. Your business will also be named during the Ambassador Coronation and featured in the Ambassador Coronation program.

Candidate Sponsorship: \$100

Business Sponsor Recognition:

- print and social media promotion
- ¼ Page Ad in the coronation program (2.5" x 2")
- Exclusive candidate program sponsorship (only one candidate per business)

CANDIDATE NAME:
BUSINESS NAME:
BUSINESS MAILING ADDRESS:
CONTACT PERSON & PHONE NUMBER:
EMAIL ADDRESS:

CANDIDATE SPONSOR FORM DUE BY FRIDAY, JULY 16, 2021 at Noon

AD COPY INFORMATION AND SPONSORSHIP PAYMENT MUST BE RECEIVED BY
FRIDAY, JULY 30, 2021 at Noon
IN ORDER TO BE PLACED IN THE PROGRAM

Please make checks payable to: Pine City Area Chamber of Commerce
& write **Ambassador Program** in your memo

Please mail your payment to the Pine City Area Chamber of Commerce,
315 Main Street South, Suite 155, Pine City, MN 55063

WHAT YOU SHOULD KNOW

IF YOUR CANDIDATE IS SELECTED AS A PINE CITY AMBASSADOR

- The 2021-22 Pine City Ambassadors receive a crown/tiara and sash. The Pine City Ambassador program will purchase one formal gown to be worn to formal events and name tag to be worn to community engagement events during the program year.
- If the Ambassador attire items go over the budget, the Ambassador families may be responsible for the additional expense. Additional expenses may also include a winter hat/headband, mittens, scarf, snow pants, boots, sandals, comfortable walking shoes, shorts/skirt.
- There are a few parades that require additional decorations to the Ambassador float. The Ambassador families are responsible for redecorating the float for themed events, such as the Pine City Holiday Madness Parade, the Anoka Halloween parade and the Cambridge Snowflake Parade. There will be some time involved in this process. The program will reimburse Ambassador families for pre-approved expenses. The Ambassadors may also be required to wear costumes.
- Consider this to be like a public relations job for the Pine City Ambassador Program. It is a commitment for your family, as they will be involved with the parades almost as much as the Ambassadors.
- Ambassador families will take turns driving the float to parades and will be responsible for providing a truck to pull the float. Oftentimes, a truck can be borrowed from a local dealership. The Scheduling Coordinator will help you with this process.
- Ambassador families may also be required to serve as the chaperone for the Ambassadors when visiting other communities.
- Ambassador families may have the opportunity to participate in fundraising activities throughout the program year. If an Ambassador group chooses to do additional fundraising to support optional opportunities, ALL Ambassador families are expected to participate/contribute.

PLEASE talk about this commitment with ALL of your family members so that any concerns or questions that they may have can be answered. Again, this is a huge (and fun!) commitment for the whole family. This can be a very special and wonderful experience for the whole family for a year, one that they may never have considered before - seeing new places, meeting many different people, and making new friends.

The Pine City Ambassador program is hosted by the Pine City Chamber of Commerce and the committee is made up of dedicated volunteers.