



Ambassador Program

The Fair Oaks Chamber Ambassadors is the public relations committee that helps enhance, recruit and retain members with assisting the chamber in meeting its membership goals for the year through personal contact, increasing member community awareness and involvement.

Ambassador Requirements

- Active member of the Fair Oaks Chamber with dues being current
- Attend at least one event a month (luncheon, mixers, Ribbon cuttings)
- Personal commitment
- Networking Skills
- Be a Positive role model for FOCC at all times
- Must complete a tally sheet each month and earn 100 points
- Must be in good standing with membership

Ambassador Responsibilities

- 1 year commitment - Must re-apply to continue as an Ambassador the following year
- Attend Bi- monthly Ambassador Meetings (no more than 3 missed per year), absent must be reported to the Chair
- Wear your Badge at Chamber events
- 1-2 member visits per month
- Attend at least one event a month
- Attend two ribbon cutting per quarter
- Invite members and non-members to events
- Help sign up at least one new member per quarter (3) for the year
- Help promote the FOCC social media announcements and events
- Always represent the Fair Oaks Chamber appropriately at all visitations and on social media

**Note: Failure to uphold these duties will result in a conference with Ambassador Leadership

Tasks

- Greet new and prospective members at any Chamber event, encourage their involvement, motivate participation
- Act as a table host at luncheons; introduce new or positive members to existing members
- Attend Chamber sponsored fund-raisers and special events
- Help arrange and conduct ribbon cutting ceremonies
- Visit prospects to promote and encourage Chamber membership
- Follow up with new members within two months to ensure Chamber is meeting needs; forward feedback at the meetings
- Work at the Chamber Booth and or volunteer at events
- Help promote FOCC on social media and within the community

Ambassador Benefits & Rewards

- Opportunity to meet unlimited amount of business contacts
- Opportunity to assist staff at Fair Oaks Chamber events
- Be offered sponsorship opportunities first
- Be first to apply for volunteer opportunities
- High-level referral networking
- Recognition on the FOCC website and in the newsletters
- Public Photo opportunities at Ribbon cuttings
- Team Building events
- Recognition at the monthly meetings
- Recognition of Ambassador of the Year at the Best of Fair Oaks Awards

Goals

- Recruit new members
- Retain existing members
- Foster goodwill and communication among all members
- Help promote the FOCC to Businesses and to the Fair Oaks Community

Fair Oaks Chamber Ambassadors are a carefully selected group of highly respected individuals within our membership and are members in good standing with the Fair Oaks Chamber. Ambassadors are the bridge between the Chamber Staff and the members of the Fair Oaks Chamber. Ambassadors have the role of welcoming new members and being an extension to the chamber staff to help guide new and current members. FOCC Ambassadors are an essential asset to the continued growth and success of our chamber. Each Ambassador serves a one year term.

Fair Oaks Chamber of Commerce Ambassador Application

NAME: _____ DATE: _____

BUSINESS: _____ Member Since: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

Why would like to be an Ambassador?

Do you own a business? If not, what is your capacity?

Are you a Member or an Ambassador of any other chamber(s)?

By signing this document I agree to complete the Ambassador requirements, training program and assume all responsibilities as listed. I understand the benefits, rewards and leadership opportunities that are available and I am willing to participate in this program, as described, including one full-year term. I understand that failure to participate or uphold these requirements will result in a conference with leadership which could cause a dismissal of my position.

Signature: _____ Date: _____

Chair Person: _____ Fair Oaks Chamber Staff: _____

Fair Oaks Chamber of Commerce
Mailing: P. O. Box 352, Fair Oaks, Ca 95628
Office location: 10014 Fair Oaks Blvd.
916-967-2903 Hours: Mon - Thurs. 9am - 2pm
www.fairoakschamber.com info@fairoakschamber.com

Ambassador Tally Sheet

*Ambassadors are required to earn 100 points per month

Ambassador Name: _____ Month: _____

Wear Badge @ each Chamber event and community events or be an event greeter (5pts) _____

2 Prospective member visits in person *(20pts)

Business Name _____

Business Name _____

*Attach a Business Card for each

Additional prospective member visits in person *(30pts)

Business Name _____

Business Name _____

*Attach a Business Card for each

2 follow up Calls to new or existing members (20pts)

Business or Member name _____

Business or Member name _____

*Attach a Business Card for each

Calls to New members making sure info is correct and invite to events (5pts each call) _____

*List calls on back or turn in your sheet that was given by Admin with changes

Prospective member becomes a new member (300pts)

Member _____

*Attach a Business Card for each

Bring guest / prospective member to an event (10pts)

Name _____

Monthly luncheon or mixer (35pts each) _____

Ribbon Cutting (35pts)

Business Name _____

Fair Oaks Fiesta Chamber Booth or Volunteer (50pts per hour) _____

Christmas in the Village Booth or Volunteer (50pts per hour) _____

Chicken Festival Chamber Booth (50pts per hour) _____

Ambassador meeting (35pts)

Month _____

Honorary Mayor Events (35pts) _____

Total Points Earned _____

Signature of Ambassador Chair

Date

Signature of Executive Director

Date