



Chamber Ambassador Application

What is an Ambassador for the Capital City Chamber of Commerce?

Ambassadors are a group of members who volunteer their time to serve as brand representatives for the Capital City Chamber of Commerce and its services.

Recognizing that our members are the backbone of the organization, Ambassadors work to provide greater visibility for new members while supporting, encouraging, and spreading goodwill among existing members.

Ambassadors promote the Chamber by being knowledgeable about member benefits, recommending resources, and fostering relationships. Whether volunteering at events, engaging on social media, or supporting the community, Ambassadors play a critical role in strengthening the Chamber's presence and deepening its impact across the business community.

Ambassador Benefits

- Opportunity to visit and connect with new businesses.
 - Increased visibility and recognition within the Chamber and community through participation in ribbon cuttings, grand openings, and events.
 - Expanded professional networking opportunities.
 - Recognition opportunities, including "Ambassador of the Year".
 - Increased access to community and business leaders through active involvement.
 - Select events may be attended at no cost when serving in an official Ambassador capacity (with Ambassador jacket).
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Ambassador Purpose & Responsibilities

- Actively promote the Chamber's mission, vision, and strategic priorities.
- Welcome new members through calls, emails, and delivery of welcome materials.
- Support retention of existing members and encourage engagement in Chamber programs and events.
- Serve as a representative of the Chamber at ribbon cuttings, networking events, and community functions.



- Support Chamber programs and initiatives through active participation.
 - Engage on social media to promote the Chamber and its members.
 - Attend monthly Ambassador meetings. (Every 1st Monday of the month at 4 PM EST.)
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Selection Qualifications

Ambassador membership is limited to individuals who are members in good standing of the Capital City Chamber of Commerce or employees of member organizations in good standing.

Individuals who are not currently members must join the Capital City Chamber of Commerce in order to participate in the Ambassador Program.

Ideal candidates demonstrate:

- Effective communication skills
 - Passion for building and maintaining relationships
 - A high level of professionalism
 - A team-oriented mindset and willingness to serve
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Ambassador Investment

- Annual Ambassador Dues: **\$85**
 - Official Ambassador Jacket: **\$115**
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AMBASSADOR APPLICATION

I. Business Information

Name: _____

Employer: _____

Business Address: _____

City, State, Zip: _____

Business Phone: _____ Cell Phone: _____

Email Address: _____

Title or Position: _____

Job Responsibilities: _____

II. Community Involvement

Please list any groups or organizations you have been involved in (community, civic, political, government, social, athletic, or other):

Organization: _____

Assignment/Position: _____

Responsibilities: _____

Organization: _____

Assignment/Position: _____

Responsibilities: _____

Organization: _____

Assignment/Position: _____

Responsibilities: _____



What do you consider your most important accomplishment in one of the above organizations? Why?

How do you find it beneficial to be a part of the Capital City Chamber?

How will you utilize your strengths and talents for the betterment of the Chamber?



Mission Statement

The mission of the Ambassadors is to support and advocate for the mission of the Capital City Chamber of Commerce by serving as a voluntary liaison between the Chamber and its membership.

As a group of dedicated volunteers, Ambassadors are committed to strengthening membership through recruitment and retention efforts, fostering meaningful relationships, and increasing engagement across the Chamber network.

The Ambassadors' annual goal is to support the retention and engagement of new and existing members through goodwill outreach, reinforcing the value of Chamber membership, increasing awareness of programs and services, and maintaining open lines of communication between members, leadership, and staff.

Statement of Commitment

- a. I will attend monthly Ambassador meetings or notify the Chamber if I am unable to attend.
- b. I will attend a minimum of **12 Chamber events** per year.
- c. I will connect with new members through in-person outreach, phone, or email to welcome them, answer questions, and encourage participation in Chamber programs and events.
- d. I will support Chamber staff in the recruitment of new members and retention of existing members.
- e. If I am no longer able to fulfill my responsibilities, I will notify the Chamber.
- f. I understand that participation in the Ambassador Program requires an annual investment of **\$85** and the one-time purchase of the official Ambassador jacket (**\$115**).
- g. I understand that my Ambassador term is **12 months**, and returning Ambassadors may reapply or request an extension of their term.

Name: _____ **Date:** _____

Signature: _____