



## What is an Ambassador?

- Ambassadors are one of the most visible “faces” of the Tri-City Regional Chamber of Commerce. As volunteers and representatives of Chamber member companies they serve as the public relations arm of the Chamber.

## Purpose of the club:

- The Ambassador Club draws together business leaders for the purpose of increasing community awareness, goodwill, and economic growth for their business and the Tri-City Regional Chamber.

## Ambassador Objectives:

- Support and promote the Tri-City Regional Chamber’s activities that are designed to have an impact on strengthening the business climate in our region.
- Strengthen overall relationships with Tri-City Regional Chamber of Commerce members by assisting with Chamber events.

## Rules/Guidelines

### Rules/Guidelines:

- Must be a Tri-City Regional Chamber member or representative of a company, which is a current Tri-City Regional Chamber member.
- Limit 2 ambassadors per member business
- Willing to volunteer their time towards chamber projects, committees, and functions.
- Attendance at the following Chamber functions as often as possible:
  - Ribbon Cutting/Grand Opening Ceremonies
  - Business After Hours Events
  - Ambassador Luncheon
  - Monthly Membership Luncheon
  - Meet the Chamber
  - Newsletter Stuffing
  - Other TCRCC events
- Wear his/her ambassador nametag at all Chamber functions.
- Must accumulate 30 points per quarter.
- Points must be received prior to or at time of deadline proposed by Chamber staff liaison.



## AMBASSADOR CLUB - CODE OF ETHICS

### I. Purpose

As part of the Ambassador Club, you will be one of the most visible “faces” of our organization. Your goals are to support and promote activities that are designed to have an impact on strengthening the business climate in our region. The Tri-City Regional Chamber of Commerce asks our Ambassador Club to help us draw together business leaders for the purpose of increasing community awareness, goodwill, and economic growth for their business and TCRCC. Ambassadors will work to strengthen overall relationships with members by assisting with Chamber events and creating awareness of the Chamber in the community. Ambassadors serve as greeters at Chamber events and generally foster goodwill among the membership.

### II. Qualifications/Expectations

- Help promote the Chamber mission and promote business and economic development.
- Must be a Tri-City Regional Chamber member or representative of a company, which is a current Tri-City Regional Chamber member. (*Limit 2 Ambassadors per member business*)
- Is willing and able to volunteer his/her time towards Chamber projects, committees and functions.
- Will wear his/her nametag at all Chamber functions they attend.
- Adhere to the code of ethics set forth by the Tri-City Regional Chamber Board of Directors.
- **Starting January 1, 2010, Ambassadors must accumulate 30 points per quarter.**

### III. Conflicts of Interest

- Officers, directors and **ambassadors may not be engaged as officers, directors or ambassadors** or act in any other official capacity **with any other chamber of commerce located in Benton or Franklin County**, while acting in such capacity with the TCRCC.

### IV. Participation/Activities

Attendance at the following Chamber functions as often as possible:

- Ribbon Cutting Ceremonies
- Grand Openings
- Business After Hours
- Ambassador Luncheons
- Monthly Membership Lunches
- Meet the Chamber

Participation in the following committees if possible:

- Government Affairs Committee
- Small Business Resource Committee
- Membership Committee
- Awards & Recognition Committee

### V. Benefits of being an Ambassador

- Recognition in the Chamber as well as in the community as a whole.
- Meet business leaders for potential business and social contacts.
- Obtain knowledge of Chamber programs.



## AMBASSADOR CLUB – POINT SYSTEM

Points will be awarded in the following manner:

### Events:

Ribbon Cutting/Open House	2 pts
Business After Hours	2 pts
Ask the Experts	2 pts
Monthly Membership Luncheon	2 pts
Ambassador Help at Luncheon	2 pts
Bi-Monthly Ambassador Luncheon	2 pts
Meet the Chamber Orientation	2 pts

### Committee (active participation):

Recognition Committee	10 pts
Membership Committee	10 pts
Small Business Resource Committee	10 pts
Government Affairs Committee	10 pts
Chair of a Committee	5 pts

### Volunteer Opportunities:

Chamber Newsletter Stuffing	5 pts
Plaque/Banner Delivery	2 pts
Diversity Summit	Points vary by hours worked
Women in Business Conference	Points vary by task/time
Good Health is Good Business	Points vary by assignment

### Membership & Retention:

Lead results in New Chamber Member	20 pts
Retention Visit (per chamber staff request)	2 pts
New Member Visit (per chamber request)	2 pts

If you have extenuating circumstances regarding your participation, please contact either your Ambassador Club Chair or Chamber staff liaison, Marie Taylor, at [Marie.Taylor@tricityregionalchamber.com](mailto:Marie.Taylor@tricityregionalchamber.com) or 491.3241.

Points are redeemed in the following manner for 2018 (subject to change):

120 – 149 points =	Bronze level emblem
150 – 199 points =	Silver level emblem
200+ points =	Gold level emblem



### *Ambassadors*

- Are responsible for tracking their points throughout the quarter, they are responsible for turning in points to Chamber staff liaison by the deadline proposed .
- Points sheets or revisions of points sheets received AFTER the quarterly deadline will not be accepted.
- Ambassadors are responsible for receiving 30 points per quarter.
- If an ambassador receives less than 30 points in a quarter they will be put on probation the following quarter.
- If an ambassador receives less than 30 points in a quarter they will be dropped from the Ambassador Club.
- If ambassador has not met the required amount of points at any time, they should still turn them in.

### *Point Explanations*

- When making membership retention or new member visits, ambassador must turn in points sheet with the business's card and date of visit or an attached sheet indicating the company visited and date of visit.
- Double (or triple) event days allow ambassadors to receive double points for the SECOND and/or THIRD activity that day.
- Conflicts with points should be brought to the attention of the Chamber staff liaison or Ambassador Club Chair and they will contact ambassador as needed.
- Chamber staff liaison and Ambassador Club Chair can award individual ambassadors with "extra" points at any time.



## **AMBASSADOR CLUB – OTHER INFORMATION**

### Ambassador Selection Process:

After applications are submitted, applicants are contacted in regards to the status in an opening in the club. If club is full, applicants will be placed on a wait list until an opening occurs and then applicant will be contacted regarding the opening.

Please submit the following:

- Ambassador Application
- Signed Guidelines/Code of Ethics
- Initialed Point Sheet Explanation
- Initialed Point Sheet Rules/Guidelines

Tri-City Regional Chamber-Ambassador Club Staff Liaison- Marie Taylor, Member Services & Programs Coordinator  
[Marie.Taylor@tricityregionalchamber.com](mailto:Marie.Taylor@tricityregionalchamber.com) or 509.491.3241.

2019 Ambassador Club Chair: Tawni Gama, Conover Insurance, [tawnig@conoverinsurance.com](mailto:tawnig@conoverinsurance.com)

Ambassador Badge Cost: \$10 upfront for your name badge (after applicant has been admitted to club)

### Ambassador Luncheons:

- Held at Chamber Office and Member Businesses/Restaurants
- 2<sup>nd</sup> Wednesday of the months February, April, June, August, October, December
- Exclusive to ambassadors
- \$15 pre-paid
- Non-refundable after RSVP deadline

### Rewards & Recognitions:

- Ambassador of the Quarter (publicized on Facebook, electronic VOICE and print newsletter)
- Ambassador of the Year (publicized same as above, receive comp ticket to Annual Meeting in March and receive award at the Annual Meeting)
- Bronze, Silver, Gold Emblems (based on points accumulated at the end of the year)



CHAMBER OF COMMERCE

AMBASSADOR CLUB – APPLICATION

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Job Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

General Questions

1. Did someone recommend you become an ambassador? \_\_\_\_\_  
If so, who? \_\_\_\_\_

2. How long have you worked for your current employer? \_\_\_\_\_

Keeping the Chamber up-to-date on contact information is the Ambassador’s responsibility. We will be contacting you almost primarily through email, so if at any time you stop getting your emails please let us know.

\_\_\_\_\_ I have read and understand the Ambassador Club Point System

\_\_\_\_\_ I have read and understand the Ambassador Club Quarterly Points Rules/Guidelines

I understand that failure to meet the attendance, duty, conduct or professional expectations may result in dismissal from the Ambassador club.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

\_\_\_\_\_ Date

Please fill out completely and return only this sheet to:

Tri-City Regional Chamber of Commerce  
7130 W. Grandridge Blvd. Suite C  
Kennewick, WA 99336

783-1733 (fax)

Or Marie Taylor [Marie.Taylor@tricityregionalchamber.com](mailto:Marie.Taylor@tricityregionalchamber.com)

For Office Use Only:	
<input type="checkbox"/>	Status Update Email
<input type="checkbox"/>	Spreadsheet
<input type="checkbox"/>	Team
<input type="checkbox"/>	Facebook
<input type="checkbox"/>	Email Distribution List