



Mesa County Fair
AMBASSADOR PROGRAM
2012 APPLICATION

MESA COUNTY EXECUTIVE FAIR BOARD
2785 U. S. HIGHWAY 50
GRAND JUNCTION, CO 81503
970-256-1528

ALL APPLICATIONS must be postmarked and submitted to the
Mesa County Fairgrounds Office by February 6, 2012.
The Mesa County Fair will be July 17-21, 2012

Application Requirements

Applications will be accepted only at the **Mesa County Fairgrounds Office, 2785 U.S. Highway 50, Grand Junction, CO 81503**. If mailed, the application must be postmarked no later than **February 6, 2012**.

All applicants will be required to prepare a typed cover letter, provide a resume, and one letter of recommendation.

Applicants will go through an interview process.

Applications must be submitted in a sealed envelope marked **“AMBASSADOR APPLICATION”** and addressed to the attention of the Mesa County Executive Fair Board.

Each Ambassador must be between 15 and 19 years of age on the first day of the Fair.

An applicant must be willing to work hard and project a desirable image for the Mesa County Fair while serving as an ambassador. All Ambassadors need to have:

- Time to do the work;
- Lots of energy;
- A positive attitude toward their duties;
- A willingness to work well with people of all levels;
- Good, moral behavior;
- Dedication to the Fair’s purpose!

The 2012 Ambassadors will start on March 12, 2012. The 2011 Ambassadors will end their service on December 31, 2012.

The 2012 Mesa County Fair Ambassadors will consist of 4 Ambassadors from the year before (2011), and 4 new members, when possible.

The MCEFB will appoint a Fair Board member or members to be Advisor(s) to the Ambassador Program. The Advisor(s) will serve to guide and implement the Ambassador program, advise the Ambassadors, and act as a liaison between the MCEFB and the Ambassadors.

Ambassadors must be friendly, dedicated, committed, cooperative, and punctual. They must be willing to perform the duties described below to the fullest degree and strive for self-improvement at all times. The Fair Board desires to promote the Ambassador Program and provide as many fulfilling opportunities for each Ambassador's personal growth as possible.

Ambassador Duties and Responsibilities

The Mesa County Fair Ambassador Program represents the Mesa County Executive Fair Board and their main purpose is to promote the Mesa County Fair.

1. Ambassadors will be responsible for the coordination between their school activities and Ambassador Duties and responsibilities. The Mesa County Executive Fair Board (MCEFB) understands that education is a priority; however, the Mesa County Fair Ambassador Program also represents a significant commitment.
2. The Ambassadors will become an active "Committee" of the MCEFB. All Ambassadors will be asked to attend one Fair Board meeting in May (May 17, 2012) to be introduced to the MCEFB. One Ambassador will represent the Ambassador Program as an Ex-Officio member of the MCEFB and attend the regularly scheduled Fair Board meetings unless other arrangements are made with the Ambassador Advisors. The Ex-Officio member is expected to serve on the Fair Board's "Contest Committee" as well as reporting decisions of the MCEFB to the other Ambassadors in a timely manner.
3. Media Training is a mandatory meeting; all Ambassadors (including returning Ambassadors) must attend. There may be other mandatory meetings as designated by the MCEFB and/or Advisor(s). Failure to attend mandatory meetings may result in a disciplinary action or dismissal from the program.
4. The Ambassadors will work together as a team and maintain communications between each member and the MCEFB. This includes providing a schedule of advance appearances to the MCEFB.
5. The Ambassadors will keep a record of petty cash generated and expended throughout the year. At the end of the year the petty cash journal will be turned over to the MCEFB Ambassador Advisor.
6. The Mesa County Fair is July 17-21, 2012. Ambassadors are expected to be available during this time.
7. During the Mesa County Fair, the duties of the Ambassadors will include but not be limited to:
 - a. The Ambassadors will represent the Mesa County Fair and attend all of the Grandstand events to greet ticket holders and to hand out fair schedules when appropriate.
 - b. The Ambassadors will participate in the awards ceremonies and assist with handing out ribbons and awards during the Fair, when appropriate.
 - c. The Ambassadors will assist staffing the Mesa County Fair information booth.

- d. The Ambassadors will work with the Contest Committee to produce and implement the daily contests.
 - e. The Ambassadors will help with set-up, tear down of displays and exhibits in the Community Building and the Jockey Club.
 - f. The Ambassadors will help with receiving Open Class entries and on judging day, when appropriate.
 - g. The Ambassadors will help with the Junior Livestock Sale, when appropriate.
8. The Ambassadors will actively seek opportunities to effectively promote the Mesa County Fair throughout the year.
 - a. They will assist the MCEFB Marketing and Advertising Committee with publicity for the Fair, which may include media interviews (i.e. television, radio, and newspaper).
 - b. The Ambassadors will attend the Mesa County Fair Kickoff event.
 - c. The Ambassadors will assist with marketing efforts at the Farmer's Market during the weeks prior to the Mesa County Fair.
 9. The Ambassadors will participate in at least one public or community activity each month if possible (Examples: parades, story times at the library, livestock weigh-ins). The Ex-Officio MCEFB member should report these activities at the monthly Fair Board meetings.
 - a. Due to possible scheduling conflicts, the members may appear at separate activities to represent the Fair.
 - b. Safety at all times is imperative. Ambassadors must have an escort to attend any function as an Ambassador. This could be a member of the MCEFB, the Ambassador Advisor, and/or parents.
 10. Ambassadors will collect news paper clippings and any other print about the fair, and will create a 2012 Mesa County Fair scrapbook.
 11. If an Ambassador chooses to ride a horse as part of an appearance (such as a rodeo Grand Entry), he or she must have completed a Level II horsemanship accreditation.
 12. The Ambassadors will be provided with designated golf cart(s) during the Fair to use in assisting the MCEFB with Fair activities and needs. These activities and needs may include running specific Fair-related errands, delivering contest supplies, and more.

Ambassador Rules

The Mesa County Executive Fair Board (MCEFB) is solely responsible for the rules governing the Ambassador program. Changes to the rules may be made as seen fit or required by the MCEFB.

If the rules approved by the MCEFB are not practiced, the offending Ambassador is subject to a warning, probation, and review by the MCEFB. Grievances made regarding an Ambassador's conduct will be reviewed by the MCEFB and appropriate action will be taken on a case-by-case basis.

The MCEFB reserves the right to relieve any Ambassador of his or her title. If a member of the Ambassador Program resigns or is relieved of his or her title, he or she will be required to return any money or awards received in conjunction with their title, including returning any buckle or tiara and reimbursing the Fair Board for the cost of other used items and clothing.

Conduct:

Ambassadors are expected to conduct themselves in a respectful manner during the Mesa County Fair and at any time they are representing the Ambassador Program. They will be helpful and friendly to others. Ambassadors must behave in a polite and gracious manner at all times. It is very important that they make every effort to portray a positive image for themselves and the Mesa County Fair.

1. Ambassadors must use wholesome and appropriate language at all times. Absolutely no swearing! Arguing with anyone, (this includes parents and siblings) yelling, talking, and “goofing off” will be considered inappropriate behavior. Ambassadors are in the public eye and are considered role models, representing the Mesa County Fair.
2. Absolutely no use of alcohol, tobacco, or illegal substances will be tolerated.
3. If a member of the Ambassador Program breaks the laws of Mesa County, the State of Colorado, or the United States and is found guilty of criminal charges, there will be an automatic removal of his or her title, and all duties.
4. Golf Cart operation:
 - a. Ambassadors MUST have a learners permit or drivers license before operating a golf cart;
 - b. Ambassadors MUST be dressed in official Ambassador clothing.
 - c. The golf carts MUST be driven in a slow, safe manner.
 - d. The golf carts are to be used ONLY for Fair business.

Appearance

1. Ambassadors must always wear the designated attire when representing the Mesa County Fair. At the Mesa County Fair, any Pre-Fair or After-Fair activities the Ambassadors will dress appropriately, according to the established dress code. Matching shirts and other items (buckles, nametags, and tiaras) will be provided to the Ambassadors by the MCEFB.
2. Keep in mind that Ambassadors are always in the public eye even when not in official attire.

Parents and Friends

1. The parents of the Ambassadors are very instrumental to the support and implementation of the duties and responsibilities of the Ambassadors; however, it is the intent of the MCEFB to foster leadership skills in the Ambassadors. Although parental input and guidance is encouraged, great efforts will be taken to develop the individual Ambassador’s skills by allowing them to make their own decisions.
 - a. Parents are welcome to attend the meetings, but the meetings will be conducted and decisions made by the Ambassadors only.
 - b. In the event of a disciplinary discussion, the parent will be notified in advance.
2. Friends, including boyfriends or girlfriends, are not allowed to “tag along” in any designated training sessions or official appearances with Ambassadors.

Agreement

I have read, studied, and understand the enclosed duties, responsibilities, and rules of the Mesa County Fair Ambassador Program. I have a copy in my possession. If chosen as a member of the Ambassador Program, I will carry out these duties, responsibilities, and rules to the best of my ability and in accordance with these statements.

I understand that I can and will be removed from my position if I do not satisfactorily follow these established duties, rules, and responsibilities.

Applicant Signature _____

Date _____

Parent or Guardian Signature _____

Date _____

This sheet must be signed and submitted with your cover letter, resume, and letter of recommendation, no later than, February 6, 2012.

COVER LETTER

The cover letter should state your purpose: why you are applying. It should be brief, clear, and concise. It should be typed and no more than one page. The introduction should tell a little about yourself and whether you have been an Ambassador before. The body of the letter should explain what you have to offer and why you would like to offer it. The cover letter should be constructed in the following format:

DATE

(4 BLANK LINES)

PERSON RECEIVING THE LETTER, IN THIS CASE IT WILL BE:

MESA COUNTY EXECUTIVE FAIR BOARD

2785 U.S. HIGHWAY 50

GRAND JUNCTION, CO 81503

(2 BLANK LINES)

Salutation (DEAR...)

(1 BLANK LINE)

Introduction

(1 BLANK LINE)

Body of Letter

(1 BLANK LINE)

Conclusion

(1 BLANK LINE)

Closing (RESPECTFULLY, SINCERELY, ETC.)

(4 BLANK LINES)

YOUR SIGNATURE

YOUR TYPED NAME

YOUR STREET ADDRESS

CITY, STATE, ZIP CODE

PHONE NUMBER

RESUME

A resume is a brief description of your work history, including Volunteer Work, Community Service, Youth Organizational Work, etc. It also contains your Accomplishments, Education, and any other special skills (leadership, responsibilities, creativity, teamwork, awards, etc.). Its purpose is to open the door – to get an employer or organization interested in you.

Your resume should be typed. It should be no more than one page in length. It should be written in an organized manner. You can list and describe your skills and achievements. Only include the most important and pertinent information. Resume “Categories” are usually labeled. See the example below. You **MUST** include 3 references at the end of your resume.

SAMPLE LAYOUT

YOUR NAME
YOUR STREET ADDRESS
CITY, STATE, ZIP CODE
PHONE NUMBER

OBJECTIVE

One sentence telling what your objective is; this could be what you hope to learn or gain from being an Ambassador, or what you hope to accomplish as an Ambassador.

SKILLS AND ACCOMPLISHMENTS

Briefly describe the most important, functional skills that you think could contribute to your duties as a member of the Ambassador program. Skill categories might include Leadership, Organizational, Teaching, Demonstrating, Speaking, etc.

EDUCATION

Name of school you will attend for the next school year.

Grade you will be in for the next school year.

Grade Point Average at the end of your last school year.

You may also include clubs, student council, team sports, band, etc. Many list outside activities such as youth organizations, community service groups, church, etc. Tell us about any honors, awards, or recognition you have received for academic achievement, arts, sports, community service, or other activities. Do not repeat those you have included in your skills description.

EMPLOYMENT

Include company name and dates that you have worked. You may include responsibilities you had at each job.

REFERENCES

List the name, address, and phone number for each reference. You are required to list at least one (1) non-family reference. Also, include how you know each reference (friend, co-worker, etc.) and how long you have known them. These references may also write you a reference letter.

Remember to include your letter of recommendation. The letter of recommendation should be from someone other than your parents, for example, a 4-H Leader or other adult who knows you well enough to speak for you.