



**MARSHALLTOWN**  
AREA CHAMBER  
OF COMMERCE

# **AMBASSADOR NETWORK HANDBOOK**





## Mission

The Chamber Ambassadors mission is to assist and support the Chamber by helping strengthen the relationships between the organization and its members. The Ambassador program consists of a group of professionals who are highly visible volunteers in the Marshalltown area business community.



## What is an Ambassador?

Chamber Ambassadors are a team of enthusiastic members, who generously give their time to act as a champion for the Marshalltown Area Chamber of Commerce. Ambassadors provide assistance in public relations, event promotion, and member engagement. Ambassadors are a group of business leaders in the community who are committed to advancing the mission of the Chamber and advocating for area businesses.



## Ambassador Involvement

Chamber Ambassadors serve as an extension of the Chamber staff by helping with ribbon cuttings, attending groundbreakings, and celebrating grand openings. Ambassadors are also encouraged to attend any and all Chamber events representing the Ambassador network. Throughout the year the Ambassadors may be asked to help with social/networking events and welcome groups to Marshalltown. *Ambassadors are expected to be in attendance for all Ambassador functions to the best of their ability. Regular visits are on the 2nd & 4th Tuesdays of the month.*

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## Benefits of being an Ambassador

Serving as a Chamber Ambassador is an excellent way to grow your personal network and expand business contacts through numerous social activities. It also increases your visibility in the community and enhanced reputation of your business or organization. Participants of the Ambassador program will have their business card in every mug that is handed out and will be listed on the Chamber website with headshot and link to your business.

### Annual Ambassador Membership Fee

The annual Ambassadors membership fee is \$100. The fee includes the following:

- Chamber Ambassador logoed polo
- Name tag
- 1 ticket to the Chamber Annual Banquet
- Headshot and link to business on Chamber website
- Business card in each mug

For Associate Chamber members the \$100 annual contribution toward the Ambassador program will also cover your membership dues.

*Chamber Ambassadors are expected to wear the Ambassador polo and name tag to each engagement. If you are unable to on any given day please dress business casual, preferably in navy blue or a variation of the Chamber blue.*

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# MARSHALLTOWN AREA CHAMBER OF COMMERCE

## Chamber Ambassador Network Application

Name \_\_\_\_\_

Business/Organization \_\_\_\_\_

Title/Position \_\_\_\_\_

Email \_\_\_\_\_

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

Please provide a brief paragraph of why you would like to become an Ambassador:

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Signature \_\_\_\_\_

**Please email or mail this form to:**

ssmith@marshalltown.org  
Marshalltown Area Chamber of Commerce  
Attn: Sarah Smith  
PO Box 1000  
Marshalltown, IA 50158

*By signing this application you are committing to one year of participation in the Ambassador program. Ambassadors are expected to be in attendance for all Ambassador functions to the best of their ability. Ambassador Network membership will renew each year in January.*