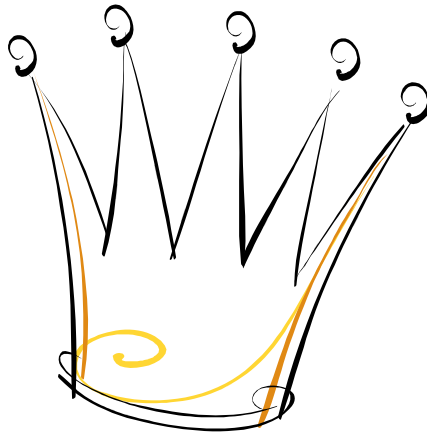


# Foley Ambassador Program Handbook



## Program Mission Statement

*The Foley Ambassador Committee consists of a group of volunteers, acting under the authority of the City of Foley in conjunction with the Foley Civic Group, pursuing a goal of offering each candidate tools to enhance inner strength of character and commitment to community well-being.*

## Rules of Entry

1. The female candidate must be 16 - 20 years of age by June 1<sup>st</sup> of the festival year in which she competes. She must be a resident of Foley, MN or its surrounding community.
2. She must come with a commitment to the Foley Ambassador Program, have high moral character, and must never have committed a felony. Consumption of alcoholic beverages, smoking, and illegal use of controlled substances are not permitted at any time. This includes ones personal time as well.
3. She must never have been married and may not be pregnant nor have children.
4. She must complete all application forms and submit them on or before the required deadline.
5. A candidate who has won the Foley Ambassador title may not enter the competition again; however, participants who have not been a title-holder may re-enter the program.
6. A candidate authorizes the use of photographs, likeness, voice recording, autograph and name for all publicity and commercial purposes in connection with the Foley Ambassador Program and Festival.
7. As a candidate, she must be sponsored by a local business or community organization. Candidates are encouraged to seek their own sponsorship; this will provide the opportunity for the sponsor to meet the candidate that will be representing his/her business name in the community. The sponsorship fee is \$125.00 and is due to the Ambassador Committee on the first day of practice.
8. Candidates finding it necessary to withdraw unexpectedly from the program shall notify the Foley Ambassador Committee of her decision in writing. *If a candidate finds it necessary to withdraw from the program once sponsorship money has been collected, it will be the responsibility of the candidate to provide any reimbursement of the sponsor fee that has actively been put to use for that candidate at that time.*

## **Candidate Code of Conduct**

1. Attendance at all scheduled events and rehearsals is required. Please be on time! If a circumstance should arise, it will be necessary for the candidate to contact a Committee Member. The committee will have an attendance sheet, which will be provided to judges.
2. During the Ambassador Program, candidates will travel or make appearances in a group with a Committee Member and/or volunteer chaperone. Candidates will stay with the group. Any schedule or travel changes will need to be approved by a Committee Member.
3. No visitors are allowed on or back stage or in dressing rooms at rehearsals without approval.
4. Candidates will need to use respectable speech and manners at all times at events and when in public. Please remember, you have chosen to represent the integrity of the program on your own time as well.
5. As a Candidate, your activity on Social Medias (i.e. Facebook, Twitter, etc.) may be monitored and noted by Committee Members. This information may be included in the Judge's material as well.

## **Judging Criteria and Qualifications**

It remains the goal of the Foley Ambassador Program to provide a fair and equal opportunity for all candidates to vie for the title of Foley Ambassador. Each candidate will receive as much guidance and direction as she desires while experiencing what this program offers. Race, religion, and economic status have no bearing on the selection of Foley Ambassador. Judging is based on, but not limited to:

1. **Acceptance of Duties and Responsibilities:** The candidate will be asked to verify willingness to accept the role and responsibilities of Foley Ambassador.
2. **Personal Interview/On Stage Interview:** The candidate will be judged on human relations and communication skills, including friendliness, sincerity, and ideas expressed. Proper interview attire and grooming will be an important consideration during the personal interview.
3. **Self Presentation/Personal Development:** The judges will review and judge the candidate on her interests, special talents and skills. The scoring will not be based on the candidates' selection, but rather how she chooses to express and execute her presentation.
4. **Personality Projection & Poise in Evening Gown:** The personality of the candidate should reflect sound qualities of mind and character. The candidate should radiate health, vitality and wholesomeness; she should project friendliness with proper restraint. The candidate will be introduced on stage and scored on her projection of a positive image, including choice of evening gown attire, grooming, carriage, posture and poise.

The decision made by the judges is final. In the event that the reigning Foley Ambassador is unable to fulfill her role and obligations or becomes disqualified through violation of the Foley Ambassador Program Handbook & Candidate Contract, an alternate candidate will be selected. This information will be provided by the judges and placed in a sealed envelope, and its contents will not be revealed unless it is necessary to name a new Ambassador.

## Ambassador Requirements & Code of Conduct

Each Foley Ambassador has been selected to represent the City of Foley and its surrounding community. While it is important that the Ambassadors remember their professionalism and responsibilities, please recall that this program is intended to offer personal growth, fun and festivity, and the opportunity to develop new friendships and lasting memories. Your individual and team success will depend upon the choices you make while displaying this honor.

1. Attendance at all scheduled events is required. Please be on time! If a circumstance should arise, it will be necessary for the candidate to contact a Committee Member. Events will be added throughout the year.
2. The Ambassadors shall attend the required events as a unit wearing their crown, sash, and appropriate dress attire **as approved by the Committee**. Royalty shall work together as a cooperative unit to represent Foley to the best of their ability at all the scheduled events. The Royal Ambassadors are given guidance and direction in making appearances.
3. During all public appearances, Ambassadors will travel or make appearances in a group with a Committee Member and/or volunteer chaperone. Ambassadors will stay with the group. Any schedule or travel changes will need to be approved by a Committee Member.
4. The set up of the community float, travel to and from scheduled parades and events with the Ambassadors and float are a shared effort by able parents or guardians and volunteer chaperones.
5. Royalty shall not chew gum at public appearances or parades, although breath mints are acceptable. SMILE – attitude is everything; so is a first impression!
6. Ambassadors will need to use respectable speech and manners at all times at events, in public, and on Social Media. Please remember, you have chosen to represent the integrity of the program on your own time as well. Social Media may be monitored by the Committee.
7. Crowns and sashes worn by the Foley Ambassadors remain the property of the Ambassador Committee until the reign is successfully completed. The royal cloaks are the property of the Ambassador Committee and will remain with the float and vehicle after each parade event. Any misuse, damage, or soiling of the crowns, sashes, or cloaks by an Ambassadors which requires cost in repair or dry cleaning will be the responsibility of the Ambassador.
8. The reign of Foley Ambassador is a one year term. The Ambassadors will take part in the following year Foley Ambassador Program including, but not limited to: delivering a farewell speech and crowning the new Ambassadors. In the event there are no candidates to pass on the title, the reign of the Current Ambassadors will end. However, the committee may request your attendance in support of the Ambassador Program at events for the following year on a volunteer basis. The Code of Conduct will pertain.
9. Each year the Foley Ambassador Program has the opportunity to send an Ambassador to the Minneapolis Aquatennial (AAO). The eligibility requirements are set by AAO and therefore dictates which Ambassadors may be eligible to go. If more than one Ambassador meets the requirements, the Ambassador Committee will use judges score sheets from coronation. If neither Ambassador meets the requirements, the Committee may go back one year to those Ambassadors who do meet the requirements. The Committee will only send Ambassadors who prove to be professional, responsible, and protect the integrity of the Ambassador Program and the City of Foley.

## **Relinquishment of a Foley Ambassador/Disqualification of a Foley Candidate**

In the event that a Foley Ambassador or Candidate willfully disobeys the guidelines set forth in the Foley Ambassador Program Handbook & Contract, the Foley Ambassador Committee and the City of Foley reserve the right to proceed with the following violation actions:

- First Violation: a documented “verbal” warning will be issued.
- Second Violation: a documented “written” warning will be issued.
- Third Violation: a request for resignation will be delivered and the violator will face dismissal. The crown, sash, and any identification as a candidate/ambassador will be turned over to the Committee.

Any and all action taken is considered strictly confidential. The Committee will only move on such matters as it is made aware to them and is proven to be factual evidence.

## **Foley Ambassador & Candidate Contract**

The most important responsibility of a Foley Ambassador is volunteering in the Foley Community. Ambassadorship is a position that requires a respectable image at all times while volunteering, doing community service and attending royalty functions. This image must be carried over into personal time during her reign as well.

The Foley Ambassadors are not required to postpone educational pursuits or employment plans during their year-long reign. However, because of the busy travel, it is expected that the Foley Ambassadors make their appearance schedule a priority; flexibility will be allowed for special circumstances only.

A scholarship is awarded at the end of an Ambassador’s reign. In order to receive 100% of scholarship money, an Ambassador is required to be at 85% or more appearances. If attendance falls below 85%, an Ambassador will be awarded only 75% of scholarship money.

Each candidate must agree that if she is selected as Foley Ambassador she will give up all other ambassador titles immediately and agree not to enter any other pageant/program during her reigning year.

## **Parent Contract**

As a parent/legal guardian of a candidate, I understand that my actions also represent the City of Foley and the Foley Ambassador Program. I agree to act respectfully using discretion at all times. I understand that my involvement with this program is vital to the success of both the program and my daughter. I will volunteer to help as able, which may include driving the float/Ambassadors to and from events, chaperoning, and assisting Committee Members as needed. I agree that any ideas or suggestions I may have will be presented to the Committee Members first. I have read the Foley Ambassador Program Handbook & Contract. I understand and will follow the requirements and will encourage my daughter to adhere to them during her candidacy and/or reign.

## Foley Ambassador & Candidate Contract

As a candidate:

- I understand this position requires a respectable image at all times while volunteering, doing community service and attending royalty functions and must be carried over into personal time as well.
- I understand that I am not required to postpone educational pursuits or employment plans during my year-long reign. However, I am expected to make my appearance schedule a priority.
- I understand a scholarship is awarded at the end of my reign. In order to receive 100% of scholarship money, I am required to be at 85% or more appearances. If attendance falls below 85%, I will be awarded only 75% of scholarship money.
- I understand that if selected as Foley Ambassador I will give up all other ambassador titles immediately and agree not to enter any other pageant/program during my reigning year.

I have read the Foley Ambassador Program Handbook & Contract. I understand what is expected of me and agree to follow the requirements throughout my candidacy and/or reign.

Candidate's Printed Name: \_\_\_\_\_

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As a parent/legal guardian of a candidate:

- I understand that my actions also represent the City of Foley and the Foley Ambassador Program.
- I agree to act respectfully using discretion at all times.
- I understand that my involvement with this program is vital to the success of both the program and my daughter. I will volunteer to help as able, which may include driving the float/Ambassadors to and from events, chaperoning, and assisting Committee Members as needed.
- I agree that any ideas or suggestions I may have will be presented to the Committee Members first.

I have read the Foley Ambassador Program Handbook & Contract. I understand and will follow the requirements and will encourage my daughter to adhere to them during her candidacy and/or reign.

Parent and/or Guardian Printed Name: \_\_\_\_\_

Parents and/or Guardians' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

To be completed by Ambassador Committee Member

Committee Members' Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsorship Fee Collected: \_\_\_\_\_