



# Laramie County Fair Ambassador Program 2019 Application

Laramie County Fair Office  
3967 Archer Parkway  
Cheyenne, WY 82009  
(307) 633-4670

All applications must be postmarked and submitted to the  
**Laramie County Fair Office by January 31, 2019**

## **Application Requirements**

Application will be accepted only at the Laramie County Fair Office, 3967 Archer Parkway, Cheyenne, WY 82009 **OR** e-mailed to [wluna@laramiecountyfair.com](mailto:wluna@laramiecountyfair.com). If mailed, the application must be postmarked no later than January 31, 2019.

All applicants will be required to prepare a typed cover letter, resume, 1000 words or less essay, and a letter of recommendation. Each applicant will receive a letter from the Fair Office after applications have been judged. Only chosen applicants will go through an interview process.

Each Ambassador must be between the ages of 16-21 and attend school and have residency in Laramie County. Each Ambassador must be planning to show in the 2019 Laramie County Fair **OR** must have previously shown in the Laramie County Fair.

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

- Time to commit to the Ambassador Program
- A positive attitude toward their duties
- Willingness to work well with people of all levels
- Dedication to the Fair's purpose

The 2019 Ambassador duties will start on March 4, 2019 and they will end their service on December 31, 2019. The Laramie County Fair begins August 2nd at the Fairgrounds at Archer and will conclude August 10<sup>th</sup>, 2019

The Ambassador Coordinator will serve to guide and implement the Ambassador program, advise the Ambassadors, and act as a liaison between the Laramie County Officials 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 Laramie County Fair staff desires to promote the Ambassador Program and provide as many fulfilling opportunities for each Ambassador's personal growth.

### **Ambassador Duties and Responsibilities**

The Laramie County Fair Ambassador Program represents Laramie County with the primary focus to promote the Laramie County Fair and corresponding activities

1. Ambassadors will be responsible for the coordination between their school, extracurricular activities, and their Ambassador duties and responsibilities. The LCF Staff understands that education is a priority.
2. All Ambassadors will be required to attend Laramie County Commissioner Meetings to be introduced.
3. The Ambassadors will work together as a team and maintain communication between each member and Ambassador Coordinator.
4. The Laramie County Fair begins **Aug 2nd** and will end on **August 10<sup>th</sup>**. Ambassadors are expected to be available during this time. A schedule will be developed around all Ambassadors' show schedules prior to these events.
5. During the summer, the duties of the Ambassadors will include but not be limited to:
  - Assisting with marketing efforts at Super Day, Cheyenne Frontier Days, and other local events prior to the Laramie County Fair
  - Representing the Laramie County Fair at all Special Events to greet attendees and help when appropriate
  - Participating in the awards ceremonies and assist with handing out ribbons and awards during the Fair
  - Receiving exhibits and assist on judging day when appropriate during the Fair
  - Present for sale photos at Kiwanis FFA Sale at the Ice & Events Center, Aug. 10<sup>th</sup>
  - Actively seeking opportunities to effectively promote the Laramie County Fair throughout the year including traditional media, social media, community events, etc. prior to the Fair – Daycare and Summer Program Visits
  - Assisting the Fair Staff with Marketing and Advertising for the Fair, which will include media interviews (i.e. television, radio, social media, and newspaper)

## **Ambassador Rules**

The Laramie County Fair is solely responsible for the rules governing the Ambassador program. The Ambassador Coordinator will be responsible for coordination of all activities.

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

The LCF 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 all clothing and accessories purchased by Laramie County Fair including any buckles and reimbursing LCF for the cost of other used items and clothing. They will also forfeit any scholarship money.

## **Conduct**

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

- Ambassadors must use wholesome and use appropriate language at all times. Ambassadors are in the public eye and are considered role models representing the Laramie County Fair.
- Ambassadors must behave in a polite and gracious manner at all times.
- Absolutely no use of alcohol, tobacco, or illegal substances will be tolerated.
- If a member of the Ambassador Program breaks the law of Laramie County, the State of Wyoming, 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.

## **Appearance**

Ambassadors must always wear the designated attire when representing the Laramie County Fair. Matching shirts and other items (jackets, buckles, etc.) will be provided to the Ambassadors by LCF and Sponsors. Keep in mind that Ambassadors are always in the public eye even when not in official attire – this includes activity on social media during their ambassador term.

## **Parents and Friends**

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 LCF 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. In the event of a disciplinary discussion, the parent will be notified in advance.

Friends, including boyfriends or girlfriends, are not allowed to “tag along” in any designated trainings, media sessions, or official appearances with Ambassadors.

## **Cover Letter**

The cover letter should state your purpose: Why are you 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. The body of the letter should explain what you have to offer and why you would like to offer it to the program. Please include your mailing address, e-mail, and phone number in the letter.

## **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 including leadership, responsibilities, teamwork, awards, etc. Its purpose is to open the door to potential employers or organizations interested in you.

Your resume should be typed. It should be no more than one page in length. List and describe your skills and achievements. Remember to only include the most important and pertinent information.

## **Essay**

In no more than 1000 words, please explain why you would be an asset to the Laramie County Fair including your desires to be an ambassador and how you will use your knowledge to help further educate the residents of Laramie County about the Fair.

## **Letter of Recommendation**

The letter of recommendation should be written by someone who can attest to your academic ability, such as a teacher, faculty member, school counselor, or advisor. If you choose, you can also submit another letter of recommendation from an additional source, such as an employer, coach, mentor, or community leader.

## **Application Check List:**

- Cover Letter
- Resume
- Essay
- Signed Agreement
- Letter of Recommendation

Please contact Will Luna at the Fair Office with any questions regarding the scholarship or application at (307) 633-4672 or [wluna@laramiecountyfair.com](mailto:wluna@laramiecountyfair.com).

**Agreement**

I have read, studied, and understand the enclosed duties, responsibilities, and rules of the Laramie County Fair Ambassador Program. I have a copy in my possession. If chosen as a member of the 2019 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**  
(Required if under 18 years of age)

This Agreement must be signed and submitted with your cover letter, resume, essay, and letter of recommendation no later than 4:00pm on January 31, 2019.