

Robbinsdale Ambassador Program



2010 Candidate Handbook

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Dear Candidates and Families,

Welcome to the 2010 Robbinsdale Ambassador Scholarship Candidate Program. Over the next few months you will have a chance to experience new things, learn more about your community, and build on your personal skills through the candidate experience.

This year's candidate program will be unlike any other. Events have been designed to show the candidates what it would be like to be a Robbinsdale Ambassador. Throughout this experience, we hope that you will learn about the City of Robbinsdale and yourself.

I hope you enjoy the experience!

Sincerely,

Missy Wilson
Robbinsdale Senior Candidate Coordinator

Candidate Eligibility

There are two age levels for Ambassadors. They are: Junior Ambassadors (entering Kindergarten, 1st or 2nd grade) and Senior Ambassadors (aged 15-22). Candidates must fit in one of the age categories by July 1, 2010 or for the corresponding grade for the 2010-2011 school year. As of January 1, 2010 candidates must reside or go to school in Independent School District #281, applicant or parent/guardian is currently working for a business in the City of Robbinsdale, or parent/guardian is a volunteer for the Whiz Bang Days festival for one year prior to the candidate's application to be eligible.

Program Information

The Robbinsdale Ambassador Program is a non-profit incorporated organization run completely by volunteers. The program is managed by a Board of Directors and a Program Coordinator.

Mission Statement:

It is the mission of the Robbinsdale Whiz Bang Days Ambassador Program to encourage the growth and development of young people by fostering a sense of self confidence, achievement, and excellence through the promotion of community.

Ambassador Program Structure

3 or 4 Junior Ambassadors (Kindergarten to 2nd grade) will carry the equal title of "Robbinsdale Junior Ambassador." These Ambassadors will have the same scholarship, crown/cap, sash, and formal attire that compliment the other Ambassadors.

1 or 2 Ambassadors (age 15-22) will carry the equal title of “Robbinsdale Ambassador (Princess).” These Ambassadors will have the same scholarship, crown, sash, and formal attire.

1 Ambassador (age 15-22) will carry the title of “Miss Robbinsdale” if female. Her sash and formal attire is slightly different than the Princesses (dress is typically white in color) and her crown is a little larger. This Ambassador may have a larger scholarship and if 18 years of age or older will represent the City of Robbinsdale in the Minneapolis Aquatennial Queen of the Lakes Scholarship Program in July after completing her reign. In lieu of Aquatennial, this Ambassador may choose to either participate in the St. Paul Winter Carnival Visiting Queen’s weekend or the Midwest Queen Program as part of the Minneapolis Aquatennial (non-competitive).

If a male is selected as the representative for the Robbinsdale Ambassador Program, his title will remain “Robbinsdale Ambassador.” He will have the same scholarship as if selected as “Miss Robbinsdale,” will wear a cap, and have the same sash as the other Ambassadors. If a male is selected as the top representative, Robbinsdale will forfeit from having a representative at the Minneapolis Aquatennial the year after his reign (no Princess will be asked to represent the festival).

Candidate Requirements

The candidate schedule is demanding. There are several events, rehearsals, and lots of information to keep track of. The purpose of the Candidate Handbook is to give each candidate and their family as much information as possible about the expectations of a candidate. It is the responsibility of each candidate to fulfill the commitment of the entire candidate program regardless if they want to be selected as an Ambassador in the end. The following sections will give each candidate specific details on sponsor

information, clothing requirements, event information, schedule, and other candidate requirements.

Sponsor Information

Each candidate must have a sponsor to participate in the candidate program. The sponsor fee is \$225 for Senior Ambassador candidates and \$150 for Junior Ambassador candidates. Each sponsor can deduct this fee as an advertising expense for their business or organization. It is an important trait of any ambassador to be able to speak to members of the business community. Each candidate will be assigned a sponsor by the candidate coordinator. If a candidate has their own sponsor, it must be approved by the candidate coordinator before sponsorship can be assumed. A candidate may not accept any additional gifts/monies from their sponsor without notifying the candidate coordinator. Many local businesses are willing to sponsor candidates and do so year after year. Sponsors do not have to be businesses or organizations in Robbinsdale although this is highly suggested as well.

Clothing Requirements

One of the most frequently asked questions by prospective candidates and their families is, “What clothing items must I have or buy to be a candidate?” Below, all candidate clothing requirements are listed. We highly recommend wearing clothes you already own and borrowing others from friends! If any candidate is having a hardship with the requirements, please discuss this with the candidate coordinator as she is here to help you. Many of the volunteers are past royalty or family members and have a closet full of dresses they are willing to share.

Formal Attire: Each female candidate must wear a formal gown during the Sponsor's Dinner, in the Whiz Bang Days parade, and at the coronation. All Senior and Junior Ambassador candidates must wear a colored gown (no white please) that is age appropriate (not revealing) and floor length (Senior Ambassador candidates) or may be tea length (Junior Ambassador candidates). Each candidate's dress must be approved by the candidate coordinator at least a week prior to the event. Each male candidate must wear a dark colored suit with appropriate shirt and neck wear. No hats please.

Dress Shoes: Each Senior Ambassador female candidate should wear heels with their formal dress. Closed toed shoes are highly recommended but not required. Female Senior Ambassador candidates are required to bring heels to all coronation rehearsals so they get comfortable walking in them on the stage. Each male candidate should wear dark dress shoes and socks accordingly. Junior Ambassador candidates are required to wear the appropriate dress shoe.

Interview Outfit: Each female candidate will need a business suit or dressy outfit for their personal interview with the judges. This outfit can be a combination of a dress, pants, skirt, or blouse. All dresses and skirts should reach at least the knee of the candidate when sitting. Male candidates are asked to wear business attire.

Candidate Outfit: Depending on the specific event, this outfit will consist of black dress pants, black shoes, and the candidate T-shirt provided by the candidate coordinator. The candidates will be asked to pay a reduced fee of \$5 to help cover the cost of the T-shirt. At other events, this outfit will consist of khaki pants, white canvas shoes, and the candidate T-shirt. The candidate coordinator will specify which outfit is required for each event. Please remember that the candidate T-shirts are white with the Whiz Bang logo on it and are often see-through. This would further require

(or is strongly recommended) that each candidate to wear a second white shirt or tank top underneath the T-shirt so as to appear more appropriate in public.

Meet the Candidates: This outfit should describe some aspect of you (Senior Ambassador candidates). See “Appendix A” of the Candidate Handbook for more details on this event. There should be little or no cost to you for this outfit as it should describe you or something that you are already involved with. The Junior Ambassador candidates are asked to put together a poster that describes themselves and the outfit should be appropriate summer wear.

Candidate Event Information & Schedule

Candidates will participate in several events throughout the candidate program that are designed to help each candidate learn more about themselves and grow as an individual. Below is a description of each event and schedule.

Candidate Interviews:

Each candidate will sign up for an interview time at Orientation. You should arrive at least 10 minutes prior to your assigned time. Candidates will have 7-10 minutes in which they will be asked questions by the panel of judges in an individual setting.

*Candidate photos will be taken immediately after their interview is complete. These photos are used for publication in the Sun Post, Coronation program, and at your sponsor’s place of business.

Saturday, June 5th at the Crystal City Hall/Police Department from 9-12:00pm (time slots)

Family Picnic:

This is your chance to get to know the current royal family, mingle with your fellow candidates and their family members, participate in a variety of activities, and take a ride on the float. The main entrée of the picnic (hamburgers and hot dogs) will be provided by the current royal family and each candidate will sign up to bring a dish to share (salad, fruit, dessert, etc.) at Orientation. Please meet at the picnic shelter at the park. You will need to check in at the table with your candidate coordinator when you arrive. Please make sure to bring your lawn chairs or blankets. This picnic is for ALL family members (parents, grandparents, siblings, etc.). Our judges may take the candidates aside for some games and to get to know them better. Come prepared for a fun afternoon!

Saturday, June 12th at Lee Park in Robbinsdale from 3:00-5:00pm

Meet the Candidates:

The Miss Robbinsdale candidates will be asked to come dressed in something that represents them or something they like to do and be prepared to give a 2-3 minute speech about their outfit, leadership efforts, volunteer experiences, etc. The Miss Robbinsdale candidates will also be assisting the Junior Ambassador candidates by holding their posters as we learn about our candidates. See Appendix A to learn more details regarding this event.

Saturday, June 19th at Copperfield Hill from 11:00-1:00pm

Candidate Pizza Party:

This is a CANDIDATE ONLY event that will be supervised by the Candidate Coordinators. All candidates are asked to bring \$3.00 to help with the cost of pizza. Here, candidates will be observed by the judges in their ability to speak, follow directions, and interact with one another (Miss Robbinsdale and Junior Ambassador candidates alike).

Wednesday, June 23rd at Robbinsdale Police Station from 6:00-8:00pm

Brooklyn Center Parade:

The Senior Ambassador candidates will ride in the parade with the current ambassadors. This is a great opportunity to learn what it would be like if selected as an ambassador for the upcoming year. Candidates will need to meet at Hubbard under the water tower. The candidates will be transported to the parade line-up by the candidate coordinator and assigned royal families for the event. Families and friends are encouraged to attend the parade to watch their candidate participate. Families are able to pick their candidate up at the end of the parade if prior arrangements have been made with the candidate coordinator. All other candidates will be transported back to Hubbard for pick-up.

Thursday, June 24th at Hubbard (parking lot under the water tower) from 5:00pm-?

Sponsor's Dinner: (Senior Ambassador candidates only)

This is a formal dinner for the Senior Ambassador Candidates, and the sponsors/community members who have supported the Ambassador Program. The Senior Ambassador candidates will be receiving a separate invitation for this event. They are then asked to RSVP so please plan ahead. During the social hour, all candidates will have an opportunity to mingle with community members who are present and sell raffle tickets along with Whiz Bang Days buttons. The program of the evening consists of: honoring the festival sponsors, older adults of the community, Grand Marshall, and hear the Senior Ambassador candidates speak about themselves and leadership roles they have held. This is a big night for the candidates as each one will be asked questions prepared from their application and others developed by the judges. There will also be a fish bowl question for each candidate to answer at the end of the night.

Monday, June 28th at St. Petersburg restaurant in Robbinsdale from 6:30-9:00pm

Candidate Night Out: (Senior Ambassador candidates only)
Invitations to follow regarding this event. This is a Senior Ambassador candidate ONLY event. All of the candidates will be spending a fun evening with the current Miss Robbinsdale and Princesses with supervision and accompaniment from the candidate coordinator.

Date and Time to be determined

Coronation Rehearsal:

We will conduct a run-through of how the coronation will happen the night of crowning/capping. All Junior and Senior Ambassador candidates will need to be present in order for this to run smoothly. We have a new format this year and want to make sure everyone knows what they are doing, where they are going, what they need to say, etc. Please be on time and ready to listen.

Wednesday, July 7th at a location to be determined from 6:30-7:30pm

Citizens Bank Ice Cream Social:

Please check in with your candidate coordinator immediately upon arrival. After checking in, all candidates are expected to mingle with community members and sell raffle tickets. You will also have time to enjoy the event before and after introductions are completed under the tent. Please NO painting or tattoos on faces, and be careful when eating ice cream so as not to spill on your outfits.

Thursday, July 8th at Citizens Independent Bank in Robbinsdale from 4:30-6:00pm

City Band Concert:

Please check in with Missy or Mary OUTSIDE of City Hall at 6:45pm. Parents/Guardians should find a spot for your lawn chairs and blankets in front of the band shell and enjoy the concert. The candidates will be sitting up front as a group for the concert after completing a fun activity for the current Miss Robbinsdale. Dancing is encouraged during the concert!

**Thursday, July 8th at Robin Center in Robbinsdale
Candidates meet at 6:45pm at City Hall
Concert runs from 7:00-8:00pm**

Robbinsdale Lions Club Booth:

The Senior Ambassador candidates will be selling raffle tickets for Whiz Bang Days and the Lion's Club. This is a great day to sell tickets to City Hall workers and people that come to Robin Center for the sidewalk sales or the morning/afternoon events happening in the area. Each candidate will sign up for a time slot at Orientation to be present throughout the day and will be wearing their casual outfit with sash.

**Friday, July 9th in front of Broadway Pizza in Robbinsdale
from 10:00-2:00pm**

Block Party/Street Dance:

This is a premiere Whiz Bang Event. Candidates should meet by the Robbinsdale Police and Fire building in their candidate outfit and sash so that we can enter as a group. Only candidates will get free admission to this event. All candidates will do introductions at some point during the dance (when the band takes a break) and may be asked to answer a pop question on stage. This is a great opportunity to sell raffle tickets to the general public in attendance. Later on, candidates will also be asked to sell glow necklaces during the event. Senior Ambassador candidates will be asked to partner up with a Junior Ambassador candidate while mingling and

selling raffle tickets. Please bring your lawn chairs to this event and dancing is very much encouraged as well!

Friday, July 9th in the Robin Center parking lot (at Broadway Pizza) from 6:30pm-?

Ambassador Farewell and Coronation Rehearsal:

All candidates will be asked to attend this event to thank the current royal family for their year of service. Friends and family are encouraged and welcome to attend. A luncheon will be provided at a reduced cost to candidates.

Saturday, July 10th from 3:00-5:00pm at Nonna Rosa's.
Final coronation rehearsal will follow. Please make sure your escort is in attendance.

Whiz Bang Days Parade:

All candidates are required to wear a formal gown/outfit for the Whiz Bang Days parade. Please be sure that your formal has been approved by your candidate coordinator and is appropriate, especially for sitting a long time. Everyone is encouraged to do their best to find their own convertible and driver to transport them through the parade. If you aren't successful, please talk to your candidate coordinator for other arrangements.

Sunday, July 11th at 3:00pm (line up at 2:00pm)
Line up will be discussed closer to the event date

*Immediately following the parade, the Senior Ambassador candidates will meet at the docks by the lake for formal pictures.

*There will be a short break for you to eat dinner before coronation.

Junior and Senior Ambassador Coronation:

All candidates and their families are invited to watch the coronation and fireworks. Please bring your lawn chair or a blanket to sit on the hill to watch the coronation.

*All Senior Ambassador candidates will meet at the Robbinsdale Police Department at 6:30pm to prepare for the coronation. There will be bathrooms available to freshen up and relax before being escorted to the coronation site.

*All Junior Ambassador candidates will need to meet at the bandshell at Hollingsworth Park at 7pm to prepare for line-up and last minute preparations.

Sunday, July 11th at 7:30pm at Hollingsworth Park

Raffle Ticket Sales

Raffle tickets are sold by candidates and committee members to help support the operations of the Robbinsdale Whiz Bang Days Festival. The festival operates solely on the generous contributions from local businesses and community residents each year. Each Junior Ambassador candidate is required to sell 50 raffle tickets and each Senior Ambassador candidate is required to sell 200 raffle tickets throughout their candidacy.

Raffle tickets are sold for \$1 a piece. The purchaser needs to fill out the information requested on the stub. You give the larger side to the purchaser. You do not need to be present to win. The raffle drawing takes place during the Junior and Senior Ambassador coronation on Sunday, July 11th. The winners will be notified on Monday, July 12th if they are not present at the coronation.

Additional raffle tickets can be picked up from Brad at Gearty-Delmore Funeral Home at 3888 West Broadway in downtown Robbinsdale. Their telephone number is: 763.537.4511. In order to pick up tickets, you need to turn in the raffle money and completed stubs of the ones you have already sold. Please be aware of the sensitive nature of the funeral home environment

when picking up additional tickets. Completed tickets and money can be handed in to the candidate coordinators as well. All raffle tickets and money must be turned in by the evening of Saturday, July 10th.

The top raffle ticket seller from both the Junior and Senior Ambassador candidates will receive a prize! Be sure to ask your family and friends to help support the success of Robbinsdale Whiz Bang Days!

Also, here are other ticket sale options: Rainbow, American Legion, softball games or tournaments (girls, boys, etc.), Little League games, and It Figures. Please contact your candidate coordinator before visiting these public spaces. We just want to make sure you are representing the festival appropriately when conducting ticket sales.

We also ask that you visit your sponsor at least once to sell raffle tickets and more if you are able!

Royalty Requirements

We encourage anyone who is interested to run as a candidate in the Junior or Senior Ambassador programs. You may decide along the way that being an Ambassador for Robbinsdale is not something you want to commit to and please know that is okay. Candidates who wish to not be selected should finish the program and let the judges know during their Personal Interview or submit a letter to the Candidate Coordinator on Coronation Rehearsal night to be given to the judges.

Please know that being an Ambassador is a large commitment and a job that lasts for an entire year! The following section is not to scare you but to give you an idea of what you are in for if selected as an Ambassador. Parents and families are needed to help with many things throughout the year including chaperoning events, helping set-up and take-down of the float at parades and helping with fundraisers.

Time Commitment

The Junior and Senior Ambassadors participate in most community events in Robbinsdale and throughout Hennepin County. In addition, the Ambassadors attend parades and coronations all over Minnesota and into Wisconsin. You will also be asked to volunteer for community events and possibly several fundraisers throughout the year. The following information will give you a better understanding of the type of commitment you and your family will be making if selected as an Ambassador. Listed below is a brief explanation of the expectations the Whiz Bang Days Committee has for the Ambassador Family. See Appendix B for an example of the schedule of events for the upcoming year.

Parade Appearances:

You will be attending approximately 20-25 parades throughout the year. About half of these parade appearances will be during the months of June and July. Most of the parades occur on Thursday evenings, Saturday, or Sunday afternoons. Some parades have a reception that is expected to be attended either prior to or after the actual parade. These receptions are for the Ambassadors only to attend with an appropriate number of chaperones directed by the Ambassador Coordinator. Parade appearances that occur on Saturdays and Sundays will occupy the majority of your day. We request 2 adults to walk along with the float, besides the float driver being present. This is for the protection and safety of the Ambassadors. Time requirements will vary on where the location of the event is. Strict schedules must be followed due to travel time, check-in, and needed float preparation.

Theme Parades:

During the year, you will participate in some parades that you **MAY CHOOSE TO** dress up in costumes and decorate the float according to the festival theme. If you choose, as a family, to decorate the float, the plan **MUST** have prior approval of the

Ambassador Coordinator. There are decorations available to reuse for the themes from prior years. Costs for theme appearances are the responsibility of the Ambassador families. The possible theme parades are: Northfield-Jesse James Days, Ramsey-Happy Days, Anoka-Halloween, and the St. Paul Winter Carnival.

Coronations:

You will be attending approximately 8 coronations for other communities during the year. A parent or guardian chaperone is required to attend the coronations with the Ambassadors. Additional people may attend at their own expense if a ticket is required.

Community Events:

Ambassadors will be participating in about 10 different appearances at city functions such as: various community events, attending City Band concerts, Home Town walk, and the Robbinsdale Fire Department Open House.

Ambassador Meetings:

You can expect to have quarterly meetings to go over schedules and events that you will be attending. These are mandatory meetings to be attended by all Ambassadors and a Parent or Guardian. These meetings are the best way to keep all the members informed and be able to answer questions and concerns of the group. We may have additional meetings as the Ambassador family requests to work on different projects or events.

Cost

Like any sports team or hobby, there is cost involved with participation as an Ambassador. Matching wardrobe, transportation, and meals add up. The program does not collect any fees from Ambassador's families for program expenses. The

Family Coordinator will purchase the wardrobes for the ambassadors to keep costs down as she looks for deals year-round. See the break down of the financial commitment for Ambassadors in the diagram below:

| Item | Approximate Cost |
|-------------------|-------------------------|
| Jewelry | \$35 |
| Nylons | 25 |
| Shoes | 50 |
| Summer Wear | 50 |
| Ambassador Shirt | 20 |
| Dress Pants | <u>35</u> |
| Estimate Expenses | \$215 |

Additional Expenses:

| | |
|----------------------------|-----------|
| Theme Parades | 20 |
| Refreshments/Food | 100 |
| Gas for transportation | 200 plus |
| Ambassador formal pictures | 40 |
| Developing pictures | 50 plus |
| Family shirts/name tags | 50 |
| Misc tickets for events | <u>50</u> |

Estimate Expenses \$510

Total estimate per Ambassador year 215 + 510 = \$725

Notes:

Lunches will be less if you bring a picnic lunch from home.

Gas will be less if you can arrange car-pooling together.

Tickets will depend on the number of events you attend that charge for admission.

Please be aware that if selected to be an Ambassador for the City of Robbinsdale all mileage to official activities and the cost of clothing worn exclusively for the Whiz Bang Days Ambassadors may be tax deductible on that year's taxes. You must keep a log for mileage and receipts for purchases.

We have made every effort to include all possible expenses for the year. Since each year and family is different it is hard to put an exact dollar amount together. We have tried to OVER estimate the expenses. The Whiz Bang Days Committee will cover some formal clothing expenses. This will be determined once all formal wear has been selected for the Ambassadors. If you have any questions regarding any of the information covered, please do not hesitate to call your candidate coordinator.

What is it like?

This is truly a once in a lifetime opportunity. Representing Robbinsdale as their royalty for a year will lead to new relationships with members of the community, business world, and the 'family' you are crowned with. You will meet new people and make lifelong friends with some very amazing individuals.

Ambassadors and Family Contracts

The following documents are the rules and policies that each Ambassador and their families must agree to follow during their reign. The Robbinsdale Ambassador Program is providing this to each candidate and their family so that you can understand the high level of expectations we have for our program. During the candidate program, each candidate must also follow the rules in the Code of Conduct Contract.

If you have any questions about the following contracts, please see the Program Coordinator.

Robbinsdale Ambassador Program Release

Ambassador _____

Date _____

Do hereby state as follows:

1. I have voluntarily entered the Robbinsdale Ambassador Program at my own risk.
2. I have read and signed the Code of Conduct and Contract and Relinquishment of Title and have entered the program subject to all the rules and policies set forth.
3. I am unmarried, never been married or pregnant and my age is _____.
4. I understand that an alternate finalist may be appointed by the Robbinsdale Ambassador Board of Directors to serve the remained of the reign of an Ambassador, who might resign or be removed from the Ambassador group for the following reasons:
 - Marriage
 - Pregnancy
 - Death
 - Career
 - Move out of area
 - Conviction of a crime
 - Cohabitation with an unmarried, non-relative
 - Noncompliance with terms and conditions outlined in contract
 - Personal reasons (submitted in writing to the Board of Directors)
 - Attendance (missing more than two scheduled appearances will result in a written notification)
 - Missing any Robbinsdale Community event
5. I hereby authorize and permit the Robbinsdale Ambassador Program, its officers and agents to use my name and picture in such a manner as they see appropriate during my reign in the Robbinsdale Ambassador Program, and thereafter, provided that my said name and picture shall be at all times used for publicity purposes. Any picture taken for the Ambassador Program becomes the sole property of the Robbinsdale Ambassador Program and cannot be reproduced or distributed without the written consent of the program coordinator.

6. As a Robbinsdale Ambassador, I shall relinquish all other titles bestowed upon me, and in consideration thereof, agree to be known as: _____.
7. My job during my reign is to be free and willing to participate in 80% of public appearances or scheduled functions as shall be assigned by the program coordinator.

I DO HEREBY RELEASE, REMISE, AND FOREVER DISCHARGE THE ROBBINSDALE AMBASSADOR PROGRAM, ITS OFFICERS, AND AGENTS, AND AGREE TO HAVE SAID THE ROBBINSDALE AMBASSADOR PROGRAM, ITS OFFICERS, AND AGENTS HARMLESS FROM ANY LIABILITY DIRECT OR INDIRECT, FOR PERSONAL INJURY OR PROPERTY DAMAGE WHICH MAY BE RECEIVED BY ME DURING AND AT ANY SUBSEQUENT APPEARANCES MADE BY ME ON BEHALF OF THE SAID ORGANIZATION.

Ambassador Signature Date

Parent or Guardian Signature Date

Program Coordinator Signature Date

Robbinsdale Ambassador Code of Conduct and Contract

Congratulations! You are now a member of *The Robbinsdale Ambassador Program*. You are a reflection of the Robbinsdale Program and all the people who live in the City of Robbinsdale. What you hold is an incomparable honor and privilege that will last throughout your year. Represent your community with pride, honor, and dignity! **While it is important that you remember your responsibilities at all times, this opportunity is intended to offer you a time for fun, festivity, and cherished memories.** The Ambassador Program is similar to any other club or sports team and requires a great deal of financial commitment from the Ambassador families. On average, an Ambassador family can expect to spend about \$700 in expenses throughout the year. This varies from year to year. Such expenses include Ambassador shirts and name tags, community outfits, and Ambassador outings.

The following code of conduct and contract explains the *high level of expectations* that this program **REQUIRES** from you at **ALL** times throughout your reign.

1. The terms in this document are defined as follows:
 - **Ambassador(s)** shall mean Miss/Mr. Robbinsdale and the Princesses (Senior Ambassadors) and the Junior Ambassadors.
 - **Ambassador Party** shall mean the group consisting of all the Ambassadors and their chaperones.
 - **Ambassador Family** shall mean any and all family members and/or other persons that travel with the Ambassador Party during appearances.
 - **Ambassador Program Director and Ambassador Coordinators** shall mean those volunteers chosen to facilitate the Ambassador Program by the Whiz Bang Days Committee.
2. Ambassadors shall thank their sponsors for this opportunity with a “Thank You” note.
3. Ambassadors will send judges a “Thank You” note.
4. Ambassadors must be compliant with dress code while wearing the Robbinsdale crown/cap and sash. No risqué clothing shall be permitted.
5. Crowns/caps, sashes, pins, and wardrobe provided to the Ambassadors shall remain the property of the program until the reign is successfully completed. It is expected for the Ambassadors to show proper care and respect to all provided items until reign is completed. Any damage, repair, or cleaning of such items is the responsibility of each Ambassador.
6. Ambassadors’ outfits should always be neat, clean, and pressed. Banners should be dry cleaned at least twice a year (minimum). Special attention should be noted prior to the Whiz Bang Days festival. Genie’s Magic Cleaners, a Robbinsdale dry cleaning business, gives a 50% discount on Ambassador cleaning. Please notify Genie’s staff that you are a member of the Whiz Bang Days Ambassadors when dropping off clothing for cleaning.

7. Capes are to be dry cleaned and turned into the Ambassador Coordinators by July 1st of the summer following being crowned.
8. The Ambassador Program Coordinator will select appropriate wardrobe. No wardrobe may be purchased for the Ambassadors without prior approval of the Program Coordinator. Ambassadors' wardrobe for events will be assigned by the Program Coordinator and cannot be changed without prior approval of the Program Coordinator.
9. Hair needs to be up and pulled away from the face when wearing crown/cap and sash. Exceptions must be cleared with the Program Coordinator (**no ponytails while wearing formal attire**).
10. Hosiery and undergarments need to be worn under all gowns long or short. Undergarments must be hidden beneath clothes. Hence the word undergarment. Beige or white colored are usually the best. The sheerness of a skirt, dress, or formal must be taken into consideration when dressing. Panty lines should not be visible. Bras are a must.
11. Makeup for parades, television appearances, and official photos should be more pronounced; otherwise your features may fade into the background. Fingernails should also be well maintained. Nail polish is a nice touch, as long as it is not chipped or clashes with your attire.
12. Ambassadors must be willing to participate in all scheduled events following the coronation. Reasonable consideration will be given to school and working hours to avoid conflict. Ambassadors unable to attend a schedule event must notify the Program Coordinator and state the reason. Excuses must be valid. In the event of an unexcused absence, the Program Coordinator reserves the right to issue a violation. The event schedule will be maintained by the Program Coordinator or other designated person. All scheduled events must be attended and changes or additions to the schedule must be approved by the Program Coordinator.
13. Each Ambassador will be allowed four (4) pre-approved excused absences from the scheduled appearances. The Ambassador Coordinators must pre-approve the absences at least 3 days prior to the appearance that will be missed. Should an Ambassador reach four (4) missed scheduled events, for any reason, no matter if approved or not, the Board of Directors will be notified by the Ambassador Coordinators of all missed appearances and provide written documentation according to process outlined in the "Relinquishment of Title" document.
14. Ambassadors shall travel together as a group unless other arrangements are preapproved by the coordinator or assigned chaperone. If it is necessary for a Senior Ambassador to travel without a chaperone, written permission is needed from their parent or guardian, relieving Whiz Bang Days from the responsibility of that person. This written permission must be presented to the Ambassador Coordinator in advance.
15. The Ambassadors shall work together as a **cooperative** unit to represent the City of Robbinsdale to the best of their ability. The program recognizes the Ambassadors as **equal** in their ability to represent the community, and expects they willingly convey this to the public.
16. Appearance information comes directly from the sponsoring community festival. Some information such as line-up numbers, receptions, etc. will be received just

- prior to the event date. The Ambassador Coordinator will provide appearance specifications in a timely manner after complete information has been received. It is highly recommended that each Ambassador keep a folder or notebook in which to put all the appearance notices they receive so that they are readily available on the day of the event.
17. Parade appearances may or may not include a reception, whether before or after the parade. The Ambassador Coordinator needs to RSVP to these receptions at least a month in advance so that the sponsoring organization/festival can plan appropriately. The number of RSVP will be the Ambassadors required to attend and up to 2 chaperones. Individuals wanting to chaperone specific events should make requests to the coordinators once the Ambassador schedule is presented. At least one Junior and one Senior parent should attend all events as chaperones if possible.
 18. When attending a reception, the Ambassador Chaperone should check in with the host community to inquire about seating arrangements at events. Some communities prefer to have the Visiting Ambassadors sit in a special area together for introductions.
 19. Do not begin eating until everyone at your table has been served and the invocation has been given. The head table should begin eating first.
 20. Be careful to eat only appropriate “finger foods” with your fingers. Senior Ambassadors should assist the Junior Ambassadors when going through the food line and when eating. Chaperones may be limited and they always appreciate the extra help.
 21. Requests for personal appearances by the Ambassadors, or any individual Ambassador, must be referred to the Ambassador Coordinators for approval. In most cases, the Ambassador will appear as a unit or possibly two units (Senior and Juniors) at all functions. Any appearances by Ambassadors not authorized through the Ambassador Coordinators will require a disciplinary action based on the guidelines contained in this document.
 22. Community service events will be scheduled and are as important as any other scheduled appearance. Each Senior Ambassador is asked to coordinate 2 volunteer events during their reign. These events are important for the Robbinsdale Ambassadors to continue to be visible in our community in a positive way.
 23. The Ambassadors shall be on time for all appearances. If you must be late, excuses must be valid. You must call the Program Coordinator if you are going to be late. Emergency or extenuating circumstances will be considered on a case-by-case basis.
 24. Be prepared to provide a greeting at each event you attend. The greeting should include your name and title, a thank you to the community, and an invitation to join us during our celebration. This may be split up among the group of speaking Ambassadors. Your greeting should ALWAYS be coordinated and rehearsed to avoid repetition. The chaperone should listen to the greetings prior to the event.
 25. No cell phones or pagers will be allowed at Ambassador functions.

26. A chaperone (approved by the Program Coordinator) will accompany the Ambassadors at every event. The Ambassadors may not leave the group without permission of the chaperone (yes, this also includes going to the bathroom).
27. No friends or boyfriends/girlfriends are allowed at Ambassador functions **without** permission from the coordinator. This does include public events.
28. The Ambassadors are not to have any physical contact with boyfriends/girlfriends who may be attending functions.
29. Cohabitation (living with a significant other) is prohibited.
30. Although it is not the purpose or intent of the program to restrict or infringe upon the personal freedoms of the Ambassadors, the policy is established that no member may acquire or display any body tattoos, body piercing rings or jewelry, extreme hair styles/colors, or personal choice additions/embellishments to the approved ambassador wardrobe.
31. The Ambassadors are expected to act with discretion at all times. They shall maintain respectable speech and manner at all times. Abusive language will not be tolerated.
32. The behavior of all Ambassador Family members, both publicly and privately, reflect upon Whiz Bang Days and the City of Robbinsdale. Please keep in mind that those in the community you are serving as well as other communities observe your conduct and mannerisms.
33. Any questionable behavior will be handled according to the stated policy and by the Program Coordinator. Policy and procedure violations brought to the attention of the Ambassador and/or the Whiz Bang Days Committee shall be subject to review and appropriate action taken.
34. Duties include, but are not limited to, acting as spokesperson for the community and seeking conversation with other community Ambassadors. It is the desire of the program that the Robbinsdale Ambassadors be recognized as a warm, friendly group who will maintain the high standards that the program has set.
35. Consumption of alcoholic beverages, smoking, and illegal use of controlled substances is prohibited.
36. Involvement in illegal activity could be grounds for immediate dismissal. A special meeting of the Board of Directors and Ambassador involved will be called to address the situation and determine the appropriate action.
37. Gum chewing is forbidden while wearing the crown/cap and sash.
38. The Ambassadors may be reimbursed for gowns/clothing at the end of their reign. Formal attire will be chosen by a member of the program committee. No clothing purchases or alterations to that clothing will be made without prior authorization and approval of the Program Coordinator. To be eligible for reimbursement, Ambassadors must participate in all program fundraisers.
39. All parents and guardians of the Ambassadors are responsible to help maintain the float. All parents/guardians are responsible to transport the float to and from all scheduled appearances with a truck that is provided by the City of Robbinsdale. The Program Coordinator will assign a float driver and the accompanying chaperones for each scheduled event.
40. Each individual driver is required to provide the Ambassador Coordinators with a completed Driver Form and a copy of their driver's license, which will be

- checked by the Robbinsdale Police Department for approval to drive the city vehicle.
41. During the set up and tear down of the float, ALL children shall remain a safe distance from the float and truck. It is the responsibility of the Ambassador Family to keep ALL children away from both the float and truck. It is a good idea to identify a parent/guardian to assist with the Ambassadors while the remaining adults put the float together (this responsibility and role should rotate through the adults present).
 42. While riding on the float, Ambassadors will remain seated at all times until the float comes to a complete stop for tear down. Two (2) adults should walk down the parade route for emergencies and assistance to Ambassadors. No one is allowed to ride in the back of the truck during appearances, unless noted by the Ambassador Coordinator.
 43. It is very important that the Ambassador families travel with the float. One car **MUST ALWAYS** follow the truck and float, just in case assistance is needed during the transporting to and from an appearance.
 44. No sunglasses or dancing on the float. This does not look good to the public and you are representing our community.
 45. Each Ambassador must agree that s/he cannot enter, judge another coronation, or hold any other title until his/her reign is completed or his/her scholarship will be forfeited.
 46. No agreement pertaining to their official capacity with Whiz Bang Days or the City of Robbinsdale shall be made by any member of the Ambassador Party without the written consent of the Ambassador Coordinators or the Ambassador Director.
 47. You must maintain a “C” average while attending school. Report cards need to be turned into the Program Coordinator at the end of each quarter.
 48. If there are any conflicts during your reign you must bring them to the Program Coordinator. If needed, the situation may be brought before the Board of Directors. Please remember that we cannot help you if you do not bring the situation to our attention. If the Board of Directors has been made aware of issues by a credible sources/third party, that have not been brought to the attention of the Program Coordinator, disciplinary actions may result.
 49. Picture of the Ambassadors (at their different events) are needed from the Ambassador Family throughout the year. These pictures will be used for publicity (website, coronation booklet, Sun Post, etc.). Pictures should be given to the Ambassador Director when requested.
 50. Formal pictures will be taken of the Ambassadors. These formal pictures are for Whiz Bang Days to use as publicity for future events and are the property of Whiz Bang Days. You will also have the opportunity to purchase copies of the pictures also.
 51. Any Ambassador with a social networking page (Facebook, MySpace, Twitter, etc.) must display only appropriate pictures, messages, and personal information. This will be monitored by the Ambassador Coordinator on a regular basis to ensure that each Ambassador displays a positive role modeling image of the City of Robbinsdale.

52. In the event that an Ambassador moves from the boundaries of Whiz Bang Days as defined on the candidate application, an Ambassador Coordinator must be notified IMMEDIATELY. At the discretion of the Program Coordinator, an alternate Ambassador may be selected as a replacement to avoid a break in the continuity of the Ambassador Program. This allows the community of Robbinsdale to be fairly represented.
53. If, during the reign, a Senior Ambassador shall become married or pregnant, s/he shall be required to relinquish his/her position IMMEDIATELY. If one of the Senior Ambassadors becomes engaged, she shall not wear her engagement ring during any official appearances.
54. If selected as a Princess, the Ambassador is able to run as a candidate for Miss Robbinsdale again after a 1 year absence from the program.
55. If, for any reason, it becomes necessary to replace any member of the Ambassador Party at the discretion of the Program Coordinator and Director, the replacement shall be made in the following manner:
 - If an Ambassador is to be replaced, then the position vacated by such replacement shall be filled according to the sealed envelope provided by the Judges.
 - The sealed envelope shall contain the name of the alternative for that position.
 - The Ambassador Director will open the sealed envelope in the presence of at least 2 members of the Board of Directors.
 - If, at the end of the reign, it has not been necessary to access the sealed information, those envelopes and their contents shall be destroyed unopened.
56. The reign of the Ambassadors is not complete until they have participated in the Minneapolis Aquatennial Parade.
57. If any member of the Ambassador Party does not adhere to the above regulations, the Ambassador Coordinators, Chaperones, or any adult member of the Ambassador Family may bring the matter to the Ambassador Director or Ambassador Committee for action. The Director or Committee may choose to bring the matter before the Whiz Bang Days Board of Directors for further action. The Whiz Bang Days Committee reserves the right to take whatever action may be deemed appropriate by the committee, including removal of the person(s) from their position. Disciplinary actions will be handled as outlined and described in the “Relinquishment of Title” procedure.

Each member of the Ambassador Party having read the foregoing policies and procedures shall be required to sign a copy of this Ambassador Handbook/Contract. Parents and/or Guardians shall be required to sign for those members of the Ambassador Party whom are under 18 years of age.

*Please be aware that we reserve the right to update the Code of Conduct at any time and all candidates must comply with the most recent version.

Relinquishment of Title

If any Ambassador of the Robbinsdale Ambassador Program willfully disobeys the guidelines set forth in the Code of Conduct and Contract, the ***Robbinsdale Ambassador Program Board of Directors*** reserves the right to remove his/her title and replace his/her position. That person shall return all property given by the program and the educational scholarship shall be forfeited.

First Violation: A verbal warning.

Second Violation: A documented written warning will be issued.

Third Violation: A request for resignation will be delivered and the violator will have three days to relinquish the title bestowed upon him/her or s/he will be stripped of the title and barred from the program in subsequent years.

The Ambassador Family member has the right to request a review by the Ambassador Committee and the Whiz Bang Days Board of Directors of the written infraction. In order to request a meeting, the Ambassador will need to submit a written request within 5 calendar days of the violation regarding a policy and/or procedure. The request may be submitted to the Ambassador Coordinators, Ambassador Director, Ambassador Committee or a member of the Board of Directors.

In the event that the reigning Ambassador is unable to fulfill his/her role and obligations, or becomes disqualified through violation of the contract using the above procedures, it is the right of the ***Robbinsdale Ambassador Program Board of Directors*** to use discretion in assigning the title to an alternate.

Final interpretation of these rules is subject to the discretion of the committee.

I have read and understand the rules stated in the code of contract and agree to abide by them to the best of my abilities. By signing this contract, I understand that I will be an Ambassador for the City of Robbinsdale and will follow all instructions dictated by the coordinators.

Ambassador Signature: _____ Date: _____

Parent or Guardian Signature: _____ Date: _____

Program Coordinator Signature: _____ Date: _____

Robbinsdale Ambassador Program

Chaperone Guidelines

1. Only individuals who are preapproved by the Program Coordinator and are at least 21 years of age, are deemed to be responsible and trustworthy, are expected to act and escort as chaperones for the Robbinsdale Ambassador Program. Boyfriends, acquaintances, and peers of the Ambassadors shall not be permitted to act as chaperones at any public appearances or functions.
2. Ambassadors shall be in the immediate presence of chaperones at all times. Ambassadors are not permitted to enter public restrooms without the presence or escort of a chaperone.
3. If the Program Coordinator or committee member is unable to chaperone an event, a parent will be assigned to chaperone. There must be at least one Senior parent and one Junior parent present at each event to chaperone the Ambassadors.
4. All chaperones are to act in the highest caliber of personal character and integrity. Smoking and consumption of alcoholic beverages or drugs is strictly prohibited in the presence of Ambassadors.
5. Chaperones are to arrive to functions on time, dressed appropriately, and exhibit the proper amount of enthusiasm and interest in the function needed.
6. Chaperones will wait no longer than 10 minutes past the scheduled meeting time for an event. If an Ambassador arrives after the chaperone has left, it will be considered an unexcused absence and reported to the Program Coordinator.
7. It is expected that any conflicts, disagreements, and misunderstandings that may arise among the chaperones, Ambassadors, and or families be dealt with promptly and in a mature fashion between individuals concerned, and be brought to the attention of the Program Coordinator for immediate and satisfactory resolution.
8. It is recommended that parents and family of the Ambassadors purchase an "Ambassador Family" shirt to be worn at functions that they attend with their Ambassador member. The Ambassador shirt presents an attractive group appearance and may be worn with shorts or pants/jeans in good taste. Mini-skirts and short/shorts are not acceptable.

9. The two assigned chaperones for a scheduled event will receive free admission to coronations and luncheons. Other parents are welcome to attend these events but at their own expense.
10. Chaperones are not expected or required to purchase food or beverages for the Ambassadors at functions. If chaperones do purchase these items they will not be reimbursed by the program unless specific authorization was received from the Program Coordinator.
11. Assigned chaperones are expected to drive Ambassadors to and from events. No Ambassador will be allowed to leave an event with a friend. Chaperones are responsible for your safety. Ambassadors are required to stay with the group for the entire scheduled appearance. Exceptions will be made to family only.
12. The Robbinsdale Ambassador Program does not reimburse any parent or chaperone for gas or vehicle wear and tear. You are encouraged to keep track of mileage and may deduct on your tax return.
13. No Junior Ambassadors will be allowed to ride in the Senior Ambassador's cars to and from events. Chaperones/parents will be responsible for getting the girls/boys to events.
14. It is expected for Ambassadors to ride together as a group whenever possible. No Ambassador will be allowed to arrive to an event without a chaperone. There are no exceptions to this.
15. It is the responsibility of chaperones to ensure that the Ambassadors are safe and are doing their job. For this reason, chaperones should not be responsible for other children at events if they are the main chaperone.
16. Chaperones and parents must enforce all rules and regulations set forth in the Code of Conduct and Contract at all times. There are never exceptions.
17. The assigned chaperone(s) must contact the Program Coordinator by phone or email the day following a scheduled event with an update on how everything went. This is to ensure communication between all parties stays open.
18. Under no circumstances may a chaperone or parent change the assigned schedule given to you by the Program Coordinator.
19. Under no circumstances may a chaperone or parent change the assigned clothing unless prior approval is obtained by the Program Coordinator.

I understand all the requirements set forth as a chaperone for the Robbinsdale Ambassador Program. I promise to uphold all rules in the Code of Conduct and Contract and report any violations to the Program Coordinator.

Ambassador Name

Chaperone/Parent

Date

Chaperone/Parent

Date

Program Coordinator

Date

Appendix A: Meet the Candidates

The Meet the Candidates event is a time for candidates to show something about themselves to the judges and the general public. This can be a hobby, interest or future goal. This presentation should be memorized and 60-90 seconds in length.

The presentation for a Senior candidate is characterized by a specific outfit and accompanying props dictated through a speech about the importance of the outfit or what it means.

The presentation for a Junior candidate is characterized by a poster displaying photos (family trip that was memorable), drawings, words (achiever, ballet, etc.) as well as a short speech describing what was placed on the poster and why it is important for others to know about it.

Please let your Candidate Coordinator know if you have any further questions about this event.

Sample Presentation for a Senior candidate:

Attire: University of Minnesota t-shirt, Cooper soccer shorts, socks, and cleats.

Props: Soccer ball

Good afternoon, my name is Jane and I am sponsored by Sipe's Car Care Center.

My favorite activity to participate in is soccer. I have been playing on a soccer team since I was six years old. This year, I was on the Cooper High School Girl's Varsity team. I scored 15 goals during the season including 3 goals in one game. Next year I will be captain on the Varsity team.

After High School, I plan to attend the University of Minnesota. My goal is to earn a degree in Business while playing soccer for the Gophers!

Appendix B: Example of Ambassador Schedule