

WHAT IS A GREATER TOPEKA PARTNERSHIP *Ambassador* ?



THE GREATER TOPEKA PARTNERSHIP AMBASSADORS

are a friendly group of business and community leaders who have a passion for Topeka and the Partnership's mission. They are a knowledgeable resource for our members and the community and serve as an elite extension of the Partnership. The Ambassadors are committed to growing the Topeka business community and aiding in its economic development.

We believe that being a part of the Greater Topeka Partnership's Ambassador program provides visibility for each Ambassador and their company or employer. Every time an Ambassador attends a ribbon cutting, Business Unwind, Power Breakfast, or makes a one on one connection with a member through retention duties, they are promoting themselves and the company they represent. Our Ambassadors stand out from the crowd and are true champions of our community and the GTP. To highlight the exceptional work that our Ambassadors do, a committee of Ambassadors and internal staff will select an Ambassador each month to feature on GTP socials. Our Ambassadors are also listed with their official Ambassador headshots on our website.

WHAT ARE THE DUTIES OF THE GTP *Ambassadors?*

- Upon acceptance into the program, submit 1st yearly \$40 payment. This covers your 1st nametag, t-shirt, and other program costs. Your ambassador membership renews each year on the 1st of the month that you originally joined.
- Ambassadors attend at least 12 ribbon cuttings per year. They assist with holding the ribbon, scissors, and presenting the member with a commissioned piece of art. After a ribbon cutting, the ambassadors will deliver a framed photo of the ceremony to the business.
- Serve as a liaison between our Partnership members and staff, communicating with the staff if any issues or trends arise.
- Assist with check in table at Business Unwinds and Power Breakfasts, navigating these events by being paired up with a brand-new member and showing them around, connecting them with other members.
- Present year 2 renewals with swag and a window cling. They should introduce themselves to these returning members as a friendly face for any Partnership needs.
- Ambassadors will deliver milestone and anniversary gifts to members celebrating 5 years, 10 years, 15 years, and 20 years of membership.
- Attend bi-annual meetings and other events, such as required training sessions.
- Assist with member retention by making calls or visiting members in person using a guided script. Members are assigned to ambassadors or teams for completion once a month.
- Be a champion of the Greater Topeka area by being positive about the city, encourage members and non-members to support local businesses, attractions, and Partnership initiatives.
- Additional volunteer opportunities will be provided to the ambassadors throughout the year.



WHAT IS REQUIRED TO BE A GTP Ambassador?

- Ambassador's employer or company must be a member of the GTP and in good standing.
- Ambassador must be able to volunteer a minimum of 2 hours a month.
- Ambassador must love Topeka and always promote the Partnership in a positive manner.
- Attend bi-annual Ambassador meetings. Date and time will be given out at least 4 weeks in advance.
- Have your employer's written approval to participate in the program.
- Must always follow the code of conduct.



CODE OF CONDUCT

OUR AMBASSADORS are a direct reflection of the Greater Topeka Partnership's mission and core values, the company or employer that they represent, and the Topeka community. It is important that the Ambassador represents and speaks of the Partnership and Topeka in a positive light. The Ambassador should maintain a courteous, positive, and professional demeanor when representing the Greater Topeka Partnership at all events and programs. The Ambassador is prohibited

from selling any services or merchandise related to their business or organization while representing the GTP. Our Ambassadors are expected to make our members feel welcomed and appreciated, and they should inform the Partnership staff of any issues of concern. From time to time, our Ambassadors might hear of internal projects or other issues that may require confidentiality, and they are expected to maintain such confidence when asked. The Ambassador is required to wear the Ambassador medallion/nametag to all events or programs where they are representing the Greater Topeka Partnership.



Name:

Title/Position:

Work Phone:

Cell Phone:

Email:

Employer:

Business Address:

City:

State:

Zip:

If you were recruited by a current Ambassador or a GTP Staff member, what is their name?:

What is one thing people should know about Topeka?

Why do you want to join the Ambassador Program?

What will you bring to the table by being an Ambassador?

How do you find it to be beneficial to be a member of the Greater Topeka Partnership?

ABOUT YOU

Birthday (to celebrate you!):

Favorite Restaurant:

Favorite Snack:

Favorite Place to Shop in Topeka:

Favorite Hobby:

Favorite Color:

Favorite Place to Go in Topeka:

SIGNATURES

I have read and reviewed the Ambassador application and the duties and responsibilities that it takes to be an Ambassador. I approve of the minimum 2 hour monthly commitment and I approve of my employee joining the program.

Supervisors Name:

Supervisors Signature:

I have read and reviewed the Ambassador application and understand what is expected of me, should I be accepted into the program. I agree to follow the code of conduct and represent the GTP and our community in a professional and positive manner. Should I fail to follow the code of conduct or no longer meet the requirements of the program, I understand I will be relieved of my duties and dismissed from the program at the discretion of the GTP.

I understand that there is a 2 hour commitment each month to stay in the ambassador program and fulfill all duties and responsibilities.

Applicant's Name:

Applicant's Signature:
