



American Harp Society, Inc. Chapter Ambassador Program Guidelines for Chapters and Students

The goal of the Chapter Ambassador Program is to inspire student engagement with AHS national events, to promote community, and to empower recipients to create engagement opportunities within local harp communities.

This matching awards program is an opportunity for the national organization to encourage and support chapter initiatives that promote student participation in AHS national events while simultaneously engaging the student ambassadors in learning about and participating in activities at the national level.

PROGRAM OVERVIEW

The Chapter Ambassador (CA) Program is administered at the chapter level with support from the AHS Chapter Ambassador Committee (chapterambassadors@harpociety.org). Chapters will assign a local mentor(s) to oversee the Chapter Ambassador's participation in the program in accordance with national guidelines.

Student members may be financially sponsored by their chapters and apply to receive matching funds from the Chapter Ambassador Awards Program to cover the costs associated with attending national AHS events. Each chapter may nominate up to three (3) student members to apply for awards consideration of up to and not exceeding \$500.00 each. Accepted CAs will serve a one-year term during which they will complete and document a community engagement project in addition to attending the national event. At the national event, they will have the opportunity to volunteer in various capacities and present their projects at a Chapter Ambassador Fair. CAs can then share their experiences from the national event and their completed project with their local chapter in a final wrap-up presentation. Additional responsibilities and requirements may be assigned at the chapter level.

Eligibility and Requirements

- Applicants will be up to age 21 as of February 1st in the year of application.
- Applicants must have a current active membership in the chapter endorsing them.
- Applicants must be (or become) a member of the national organization.
- Accepted CAs must maintain active membership at chapter and national level throughout their term.
- Award recipients will be asked to sign an award contract, in which they will agree to:
 - Register for and attend the next scheduled national event.
 - At the national event, CAs will serve as volunteers in various capacities.

- CAs will present their community engagement project (whether in progress or completed) at the national event.
- After the national event, the CA is responsible for submitting a completed expense report with appropriate itemized receipts.
- Complete and document a local community engagement project.
 - After completion of a project, the CA will submit a written report and project photos/videos documenting their experience for e-news, website, and archival purposes to the AHS Chapter Ambassador Committee chapterambassadors@harpociety.org.

Program Timeline

- Chapters will decide who (up to 3 eligible student members) to endorse by January 1 each year. Endorsement includes a pledge amount and assigned mentor.
 - Interested students are encouraged to contact their chapter about the local endorsement process at any time before January 1.
- Endorsed students must apply to the Chapter Ambassador Program.
 - Application will be open between January 1 and February 1: <https://www.harpociety.org/chapter-ambassador-program>
- Applicants receive notification of acceptance by February 15.
- Chapter Treasurer will receive the matching funds from AHS in time for their CA(s) to register for the national event.
- Chapter Treasurer is responsible for disbursing all funds to the CA(s).
- CAs will register for and attend the national event (Conference or Institute) in June/July (exact dates vary each year and are announced between December and January).
- CAs complete their projects and submit documentation at any time within the one-year term (February 15 to February 15).