



American Harp Society, Inc. Chapter Ambassador Program

Additional Information for Chapters

- Chapters develop their own criteria for selecting students to endorse for the program.
- The chapter will designate at least one (1) mentor from their local chapter to oversee the program.
 - A mentor is often a chapter officer or the student's teacher.
 - Mentors must be active members of the local chapter and national AHS.
 - There can be multiple mentors for multiple CAs, or there can be one mentor assigned to multiple CAs.
 - Mentors will provide support and assistance for the CA throughout their term and oversee the CAs participation in the program.
 - Mentors are not required to attend the national event.
 - Mentors will have support from the AHS Chapter Ambassador Committee members as needed.
- Chapters may establish their own responsibilities for their CAs (i.e. chapter may require each CA to assist during a chapter event and present to the chapter following the CA's attendance at the national event).
- Chapters may raise funds through legal means and in any manner appropriate for their chapter.
- Chapters are encouraged to include student applicants in the fundraising process as a means of community involvement and investment in the Chapter Ambassador Awards program.
- Chapter award funds may be appropriated by designation of existing chapter funds; gathered through fundraising activities such as but not limited to: play-a-thons, practice-a-thons, donations at chapter concerts, donations at performances, donations at pre-concert performances, student busking (with proper legal permissions and parental supervision), used music or harp accessories sales at chapter meetings, and/or designated gifts or sponsorships at the local level.
- Chapters must communicate pledge amount with the CA applicant before CA submits national application.
- Chapters may award over \$500 to a CA applicant, but AHS will only match up to \$500.
- Disbursement and oversight of funds to selected students will be the responsibility of the individual chapter. Any matching funds from the AHS must be used solely for expenses related to attending the AHS national event. In the event the student is unable to attend, or is unable to complete the terms of the Chapter Ambassador Awards contract, the chapter will be liable for returning the amount of the unused matching funds to the AHS.
- Matching funds are not guaranteed and are only available if the student is accepted by the national selection committee as a Chapter Ambassador.

- In the event that a student is not selected as a Chapter Ambassador, and therefore does not receive matching funds, the chapter may elect to award a chapter scholarship to individual student members for attendance at the AHS national event. While these students would not receive Chapter Ambassador recognition, nonetheless, they could receive recognition at the chapter/regional level. The AHS welcomes and encourages any and all support from local chapters that encourages and incentivizes student participation in AHS national events.

Additional Information for Chapter Ambassador Program Applicants

- The CA must be an active member of both their local AHS chapter and National AHS throughout the duration of their term.
- The Chapter Ambassador will serve a one-year term.
- In addition to the national requirements, local chapters may assign additional responsibilities.
- The CA will be assigned a local mentor to help guide their participation in the program and the completion of their community engagement project.
- The assigned mentor should be the CA's first point of contact.
- The CA may be invited to online meetings held by the national AHS Chapter Ambassador Committee, and they will make every effort to attend. If unavailable, they will make an effort to stay informed by requesting recordings, notes, etc.
- The CA will complete their community engagement project during their one-year term.
- The CA must make plans to attend the national event once they have received the award funds and the relevant event information has been posted online.
- If under 18, the CA must arrange their own transportation and supervision to attend the national event with their parent's/guardian's permission. The CA program does not provide supervision.
- The CA award money may be used for costs such as registration, transportation, lodging, and food expenses at the national event. The CA may refer to the "Chapter Ambassador Expense Report" for more information about other appropriate expenses.
- The CA will track all expenses paid for with award money and keep all receipts. The CA will then fill out the "Chapter Ambassador Award Expense Report" and include receipts to show how the funds were spent.
- The CA must then submit the "Chapter Ambassador Expense Report" to: chapterambassadors@harpssociety.org
- The CA will be available to assist the AHS as a volunteer at the national event when requested to do so.
- The CA is encouraged to learn and observe as much as they can at the national event so that they can bring their experience back to their local chapter.
- The CA will report on their community engagement project during an informal session at the national event. Projects do not need to be fully completed by the time of the national event.
- The CA will submit a written paragraph and project photos to the AHS CA committee chapterambassadors@harpssociety.org documenting their experience for e-news, website, and archival purposes.
- The CA will acknowledge and abide by the national AHS mission statement: "To celebrate our legacy, inspire excellence, and empower the next generation of harpists."

Any questions, concerns, or inquiries may be addressed to the AHS Chapter Ambassador Committee at chapterambassadors@harpssociety.org.