



## Junior Board Program

The Adel-Cook County Chamber of Commerce Junior Board Program would like to extend an invitation to you to apply for the 2024-2025 school year. The Junior Board Program will add meaningful memories and experiences to your junior or senior year, helping to prepare you for your journey into the world ahead of you.

The application requirements are:

1. Applicants must be a junior or senior for the 2024-2025 school year and must attend school at Cook High School or CCA.
2. Applicants must maintain a GPA of 2.5 or above average throughout the entire school year. Grades will be checked by a school official. Failure to maintain this average will result in elimination from the program.
3. Students must be “on track” academically and must show exemplary deportment – that is, the student must have had no OSS during the current or previous semesters.
4. Completed application.
5. One letter of reference from a community or business leader.
6. One teacher reference.
7. A completed Parental or Guardian permission form.
8. A valid cell phone number – texting is the primary form of communication throughout this program.
9. There are limited spots for a Junior Board position.
10. Interviews for a Junior Board position will be conducted (Tentative Date – 8/26/24). (Students selected for the interview process will be notified in advance.)

Invitations to join the program will be sent after all applications are reviewed and interviews conducted.

Those selected to be Chamber Junior Board participants will be notified no later than fourteen days after the application deadline and will be expected to attend an orientation session which will be announced at a later date. Parents or guardians are also invited to attend the orientation.

**DEADLINE Tuesday, August 20th at 4:00 pm.**

Program tuition: \$75 (includes t-shirt, supplies, breakfast)

If you would like to be considered for a tuition scholarship, please circle **YES** here.

***If you have any questions, please contact: Heather Green, Chamber President***  
***[Heather.green@adelcookchamber.org](mailto:Heather.green@adelcookchamber.org) or 229-896-2281***

**Adel-Cook County Chamber of Commerce Junior Board Program**

**DEADLINE: Tuesday, August 20th at 4pm**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell #: \_\_\_\_\_

Personal Email address: \_\_\_\_\_

Name of Parents or Guardians: \_\_\_\_\_

Parent(s) or Guardian's Email: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Emergency Contact & Phone: \_\_\_\_\_

Current Grade Level: \_\_\_\_\_ Age: \_\_\_\_\_ Birthday: \_\_\_\_\_ T-Shirt Size: \_\_\_\_\_

Please list your involvement in the following activities. If you require additional space, you may attach a separate page.

Community Activities: \_\_\_\_\_

\_\_\_\_\_

School Activities: \_\_\_\_\_

\_\_\_\_\_

Special Interests: \_\_\_\_\_

\_\_\_\_\_

Outside Employment or Family Responsibilities: \_\_\_\_\_

\_\_\_\_\_

What would you like us to know about you: \_\_\_\_\_

\_\_\_\_\_

Tell us something interesting about you that makes you unique: \_\_\_\_\_

\_\_\_\_\_

## ATTENDANCE POLICY, EARNING POINTS AND CHAMBER EVENTS

In order to receive a "Certificate of Achievement" and a letter of recommendation at the end of the program, each Junior Board participant must accumulate a minimum of 100 points each year.

The point minimum must be reached to be eligible to apply for the Adel-Cook Chamber Jr. Board Scholarship and to remain a Jr. Board member during Senior Year, and to graduate from the program.

### POINT SYSTEM:

Help at Regular Chamber Events (see below)	5 POINTS PER EVENT
Help Staff in Chamber Office	5 POINTS <u>PER HOUR</u>
Help at Major/Mandatory Events (listed below)	10 POINTS <u>PER HOUR</u>
Attend Scheduled Junior Board Meetings (1 <sup>st</sup> Thursday of each month at 7:15 a.m.)	5 POINTS PER MEETING
Attend Government/Chamber Board Meetings	7 POINTS EACH
Bonus Points for Pre-Approved Community Events	8 POINTS EACH <u>PER HOUR</u>

### Regular Chamber Events are:

*(Students will receive notice via email/text about upcoming regular events)*

Ribbon Cuttings, Business After Hours, Member Pop-Ins, etc.

### Annual/Mandatory Chamber Events:

*(Students are required to complete 40 of their points through these events-Time slots vary)*

BBQ Competition:	October 26 <sup>th</sup>
Business & Beyond:	TBA
Business After Hours:	December 5 <sup>th</sup>
Christmas in Cook Parade:	December 7 <sup>th</sup>
Annual Banquet:	February TBA
Daylily Festival & 5K:	May 10 <sup>th</sup>

### Government/Chamber Board Meetings:

*(Students are required to attend 1 of each of the following) monthly schedule will be provided*

Cook County Board of Commissioners Meeting

City of Adel Council Meeting

Board of Education Meeting

Adel-Cook County Chamber of Commerce Board of Directors Meeting

- When attending Chamber events, you will have an assigned task while you are there. Please check in and out with chamber staff or a Chamber Board Member to obtain your assignment for an allotted time during that event. Once you have completed your assigned time, you are responsible for passing that job to the next person that is assigned for the job.
- You can check your points at the Chamber office in the Junior Board Binder.

- If you wish to volunteer to work in the chamber office for extra points, please contact Heather Green at 229-896-2281.

## **PROGRAM ATTIRE REQUIREMENTS**

### **YOUNG WOMAN**

- Jewelry should be kept to a minimum.
- Casual Attire: dress pants or jeans (clean without holes) and chamber provided shirt.
- If the chamber allows jeans (some functions) they should have no holes, and not be too tight or baggy. Clean tennis shoes may be worn with Jeans.
- Clothes should always be cleaned and pressed.
- No cleavage.
- Dresses, skirts and shorts should be of appropriate length, and should not be tight.
- Hair should be kept neat and dry when attending functions.
- Name tags should always be worn when representing the Chamber.
- Event appropriate attire as directed by the chamber.

### **YOUNG MAN**

- Watches and class rings may be worn. No earrings or bracelets.
- No hats or caps are to be worn – unless specifically told by chamber staff that it is event appropriate.
- Casual attire: dress pants or jeans (clean without holes) and chamber provided shirt Shirts should be tucked in and a belt should be worn.
- If chamber allows jeans (some functions) they should have no holes, and not be too tight or baggy. Clean tennis shoes can be worn with jeans.
- Clothes should always be cleaned and pressed.
- Hair must be kept neat and dry when attending functions.
- Event appropriate attire as directed by the chamber.

## **GUIDELINES AND RESPONSIBILITIES**

### **IT IS THE RESPONSIBILITY OF EACH STUDENT TO:**

1. ATTEND ALL MANDATORY EVENTS. IF YOU HAVE A SCHOOL, SPORT OR EXTRA CURRICULAR OBLIGATION ON THE SAME DAY AS A MANDATORY EVENT, PLEASE DISCUSS WITH CHAMBER STAFF IN ADVANCE.
2. IF YOU CHOOSE TO ATTEND AN EVENT DURING SCHOOL, PRIOR PERMISSION FROM SCHOOL ADMINS IS NEEDED. "GOLD SLIP" MUST BE OBTAINED BY STUDENT. ALL MISSED CLASS WORK SHOULD BE COMPLETED AS ASSIGNED.
3. ARRIVE EARLY FOR EACH MEETING OR EVENT. ONCE YOU ARRIVE AT THE EVENT, CHECK IN WITH DESIGNATED CHAMBER STAFF OR CHAMBER BOARD MEMBER TO SIGN IN AND RECEIVE YOUR ASSIGNMENT. IT IS YOUR RESPONSIBILITY TO CHECK THE WEEKLY EMAILS FOR CHAMBER EVENTS. THIS INCLUDES THE DATE, TIME AND LOCATION OF THE EVENT, WHICH IS OUTLINED ENTRIELY IN THESE EMAILS.
4. SIGN IN AND OUT AT EACH EVENT. A JUNIOR BOARD BINDER WILL BE PROVIDED AT EACH EVENT AND IN THE CHAMBER OFFICE AND WILL BE AVAILABLE WHEN YOU CHECK IN AND OUT AT EACH EVENT. SIGN IN SHEETS ARE USED TO RECORD POINTS SO IT IS IMPORTANT TO BE SURE YOU SIGN IN AND OUT IN ORDER TO RECEIVE CREDIT FOR WORKING.
5. WEAR NAME TAGS AND APPROPRIATE ATTIRE TO ALL FUNCTIONS.
6. PLEASE NOTIFY CHAMBER STAFF IF YOUR EMAIL, CELL PHONE, HOME PHONE OR ADDRESS CHANGES OR IF YOU ARE NOT GETTING YOUR WEEKLY EMAIL.

### **IN THE ATTEMPT TO PROJECT A PROFESSIONAL IMAGE:**

1. THE USE OF TOBACCO, ALCOHOL AND ILLEGAL SUBSTANCES WILL NOT BE TOLERATED.
2. GUM CHEWING WILL NOT BE PERMITTED AT EVENTS.
3. NEGATIVE LANUAGE AND ATTITUDES WILL NOT BE TOLERATED.
4. NO PUBLIC DISPLAY OF AFFECTION.
5. GOOD CONDUCT EXPECTED AT ALL TIMES INCLUDING CHAMBER EVENTS, SCHOOL, AND ON SOCIAL MEDIA.
6. NO CELL PHONE USE AT ALL DURING EVENTS, OR MEETINGS. NO EXCEPTIONS.

*Violation of the above rules will result in point deduction, and possibly dismissal from the Junior Board program.*

## 2024-2025 SCHEDULE

**This is an outline of already scheduled events and is subject to change, you will be informed in advance of any changes.**

Regular Jr. Board meeting 7:15 a.m. at the Chamber, 1 <sup>st</sup> Thursday of each month	
October 26	BBQ Competition (Reed Bingham State Park)
Business & Beyond:	TBA
Business After Hours:	December 5 <sup>th</sup> , 5:00-7:00 pm (Southwell Medical)
December 7	Christmas Parade
February	Annual Banquet, Location TBA
May 10	Daylily Festival & 5K held in Downtown Adel
May	Program Completion Ceremony, Location & Date TBA

**Monthly Jr. Board meetings are mandatory and will be held the 1<sup>st</sup> Thursday each month at 7:15 a.m. at the Chamber of Commerce.**

**In addition, Students are required to attend 1 meeting for each of the following organizations at some point throughout the duration of the program.**

**City Council meets the 1<sup>st</sup> & 3<sup>rd</sup> Monday – 5:30 p.m.**

**County Commission meets the 1<sup>st</sup> & 3<sup>rd</sup> Monday – 6:00 p.m.**

**Chamber of Commerce Board meets the 2<sup>nd</sup> Wednesday at 12:00 p.m.**

**Board of Education meets the 2<sup>nd</sup> Monday at 6:00 p.m**

*The above schedule of events is subject to change, and events will be added as they are scheduled, this schedule is to serve as a reference.*

## Program Guidelines Acknowledgement

I HAVE READ AND UNDERSTAND THE GUIDELINES AND RESPONSIBILITIES OF THE ADEL-COOK CHAMBER'S JUNIOR BOARD PROGRAM.

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STUDENT - SIGNATURE

DATE

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PARENT OR GUARDIAN – SIGNATURE

DATE

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## Junior Board Parental Permission Form

I give permission for my son/daughter \_\_\_\_\_, to participate in the Junior Board Program sponsored by the Adel-Cook County Chamber of Commerce.

I am also giving permission for the publication of photos in local newspapers, the Chamber newsletter, social media, or program brochures that may include my son/daughter.

I understand that if selected, he/she will be required to fulfill responsibilities including, but not limited to:

- Time necessary to represent the Chamber at various events.
- Transportation to and from those events.
- Most meals will be provided, however there may be an occasion that a student will be expected to pay for their own meal.

I understand that if my son/daughter is selected, I will be invited along with my son/daughter to attend an orientation.

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Parent or Guardian of Applicant

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Date

*This form must be returned **by August 20th**.*

*Return in person to Jenny Pitts at CHS, Kimmi Way at CCA or the Adel-Cook Chamber  
Located at 100 S Hutchinson Ave, Adel, GA 31620*