



## **Ambassador Program** **2025 Application**

Laramie County Fair Office  
3801 Archer Parkway  
Cheyenne, WY 82009  
(307) 633-4670

All applications must be postmarked and submitted to the  
**Laramie County Fair Office by January 31**

### **Application Requirements**

Application will be accepted only at the Laramie County Fair Office, 3801 Archer Parkway, Cheyenne, WY 82009 **OR** e-mailed to [fairoffice@laramiecountyfair.com](mailto:fairoffice@laramiecountyfair.com). If mailed, the application must be postmarked no later than January 31.

All applicants will be required to prepare a typed cover letter, resume, 1000 words or less essay, and two letters of recommendation. Each applicant will receive an email from the Fair Office after applications have been judged. Selected applicants will go through an interview process.

Each Ambassador must be between the ages of 16-21 as of January 31<sup>st</sup> of current year; attend school and have residency in Laramie County.

An applicant must be willing to work hard and project a desirable image for the Laramie County Fair while serving as an ambassador. All ambassadors need to have:

- Time to commit to the Ambassador Program
- A positive attitude toward their duties
- Willingness to work well with staff and the general public
- Dedication to the Fair's purpose; the 2025 Ambassador duties will start on March 1st, 2025 and they will end their service on December 31, 2025. The Laramie County Fair begins July 30th at the Archer Complex and will conclude August 9th, 2025.

The Marketing & Sponsorship Manager will serve as the primary point of contact for the Ambassador program (Ambassador Coordinator), will advise the Ambassadors, and act as a liaison between the Laramie County Officials and the Ambassadors.

Ambassadors must be friendly, dedicated, committed, cooperative, and punctual. They must be willing to perform the duties described below to the fullest degree and strive for self-improvement at all times. The Laramie County Fair staff desires to promote the Ambassador Program and provide as many fulfilling opportunities for each Ambassador's personal growth.



## **Duties and Responsibilities**

The Laramie County Fair Ambassador Program represents Laramie County in promoting the Laramie County Fair and corresponding activities. Below is a list of primary duties and responsibilities. Please note: actual duties and responsibilities may change based on the needs of the event.

Ambassadors must be present and involved in 75% of events prior to the Fair and 75% of the duties and assigned duration of the Fair in order to receive full compensation of the stipend. If an Ambassador fails to be present at 75% of the expected work hours of the events prior to the Fair, they will be docked 25% of the stipend. If an Ambassador fails to be present at 75% of the expected work hours during the Fair, they will be docked 25% of the stipend.

### **Before Fair**

Prior to Fair, the duties of the Ambassadors will include but not be limited to:

- Coordination of their time between school, extracurricular activities, and their Ambassador duties and responsibilities
  - LCF Staff understands education is a priority. Outside of the classroom, Ambassador attendance at promotional events and appearances is expected.
- Attend a Laramie County Commissioner meeting to be introduced to the Board of Commissioners
- Work together as a team and maintain communication between each member and the Ambassador Coordinator
- Assist with promotional appearances at Super Day, Cheyenne Frontier Days, and other local events prior to the Laramie County Fair
- Actively seeking opportunities to effectively promote the Laramie County Fair throughout the year including traditional media, social media, community events, etc.

### **During Fair** (The 2025 Laramie County Fair begins **July 30<sup>th</sup>** and will end on **August 9<sup>th</sup>**.)

During Fair, the duties of the Ambassadors will include but not be limited to:

- Be available during the duration of Fair (A schedule will be developed around all Ambassadors' show schedules prior to these events)
- Roam Fairgrounds greeting attendees, interacting with kids, distributing promotional items
- Be present at Fair shows as-needed to hand out awards/ribbons to winners
- Appear at night events to serve as event staff (greeters, ticket takers, etc.) or hand out awards
- Assisting the Fair Staff with Marketing and Advertising for the Fair, which may include media interviews, hanging banners, etc.
- Other duties as necessary, as determined by LCF Management



## Rules

The Laramie County Fair is solely responsible for the rules governing the Ambassador program. The Ambassador Coordinator will be responsible for coordination of all activities.

If the Rules are not practiced, the offending Ambassador is subject to a warning, probation, and review by the LCF. Grievances made regarding an ambassador's conduct will be reviewed by the LCF and appropriate action will be taken on a case-by-case basis. The LCF reserves the right to relieve any Ambassador of his or her title. If a member of the Ambassador Program resigns or is relieved of his or her title, he or she will be required to return all clothing and accessories purchased by Laramie County Fair including any buckles and reimbursing LCF for the cost of other used items and clothing. They will also forfeit any scholarship money.

## Conduct

Ambassadors are expected to conduct themselves in a respectful manner during the Laramie County Fair and at any time they are representing the Ambassador Program. They will be helpful and friendly to others. It is very important that they make every effort to portray a positive image for themselves and the Laramie County Fair.

- Ambassadors must always use wholesome and appropriate language. Ambassadors are in the public eye and are considered role models representing the Laramie County Fair.
- Ambassadors must always behave in a polite and gracious manner.
- Absolutely no use of alcohol, tobacco, or illegal substances will be tolerated.

If a member of the Ambassador Program breaks the law of Laramie County, the State of Wyoming, or the United States and is found guilty of criminal charges, there will be an automatic removal of his or her title, and all duties.

## Appearance

Ambassadors must always wear the designated attire when representing the Laramie County Fair. Matching shirts and other items (jackets, buckles, etc.) will be provided to the Ambassadors by LCF and Sponsors. Keep in mind that Ambassadors are always in the public eye even when not in official attire – this includes activity on social media during their ambassador term.

## Parents, Family, and Friends

The parents of the Ambassadors are very instrumental to the support and implementation of the duties and responsibilities of the Ambassadors; however, it is the intent of the LCF to foster leadership skills in the Ambassadors. Although parental input and guidance is encouraged, great efforts will be taken to develop the individual Ambassador's skills by allowing them to make their own decisions. In the event of a disciplinary discussion, the parent will be notified in advance. Family members and friends, including boyfriends or girlfriends, are not allowed to "tag along" in any designated trainings, media sessions, or official appearances with Ambassadors.



## Agreement

I have read, studied, and understand the enclosed duties, responsibilities, and rules of the Laramie County Fair Ambassador Program. I have a copy in my possession. If chosen as a member of the 2025 Ambassador Program, I will carry out these duties, responsibilities, and rules to the best of my ability and in accordance with these statements.

I understand that if selected as an Ambassador, I can and will be removed from my position if I do not satisfactorily follow these established duties, rules, and responsibilities, or the terms of the attached MOU.

## Applicant

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Printed Name

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Signature

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Date

## Parent or Guardian (Required if applicant is under 18 years of age)

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Printed Name

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Signature

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Date

Please contact Monica Muñoz at the Fair Office with any questions regarding the scholarship or application at (307) 633-4670 or [fairoffice@laramiecounty.com](mailto:fairoffice@laramiecounty.com).



## Application Check List

### Cover Letter

The cover letter should state your purpose: Why are you applying? It should be brief, clear, and concise. It should be typed and no more than one page. The introduction should tell a little about yourself. The body of the letter should explain what you have to offer and why you would like to offer it to the program. Please include your mailing address, e-mail, and phone number in the letter.

### Resume

A resume is a brief description of your work history, including volunteer work, community service, youth organizational work, etc. It also contains your accomplishments, education, and any other special skills including leadership, responsibilities, teamwork, awards, etc. Its purpose is to open the door to potential employers or organizations interested in you.

Your resume should be typed. It should be no more than one page in length. List and describe your skills and achievements. Remember to only include the most important and pertinent information.

### Essay

In no more than 1000 words, please explain why you would be an asset to the Laramie County Fair including your desires to be an Ambassador and how you will use your knowledge to help further educate the residents of Laramie County about the Fair.

### Letter of Recommendation- 2 total

The two letters should be written by someone who can attest to your academic ability, such as a teacher, faculty member, or school counselor. An additional source, such as an employer, coach, mentor, or community leader may be used.

### Signed Agreement