



Greetings to all Ambassadors, Chaperones and Agricultural Societies

The Ambassador Committee of the Ontario Association of Agricultural Societies (OAAS) would like to take this opportunity to invite your 2015 – 2016 Ambassador to the 2016 OAAS Convention, held at the Royal York Hotel in Toronto from **February 18 - 20, 2016**.

The Committee has been working diligently to assemble an informative and fun program for the Fair Ambassadors. Topics such as Media Relations, Liability, Canadian National Exhibition, Interviewing and Transferrable Life Skills and “What does being an Ambassador Really Mean” will be woven into the convention schedule. This year, the Ambassadors will be attending the Opening Ceremonies with Keynote Speaker Dan Needles on Friday morning before starting their program.

It is important for all ambassadors to remember that their fairboards have paid for them to be at the convention. Therefore, they are a representative of their fair AT ALL TIMES - not just when their sash/medallion is on. This includes the social hours before, after, and in between convention events.

All Ambassadors must have a Chaperone who is registered with the convention. This individual may be a parent/relative or fair representative. Agricultural Societies are expected to send an appropriate chaperone for the Ambassador (ie male chaperone for male Ambassador if sharing the same room). Please carefully read the attached Chaperone and Ambassador Information outlining responsibilities, appropriate dress code and expectations.

All arrangements concerning your Ambassador’s travel to and from the convention, his or her accommodations and registration, meals (unless provided by the program), are the responsibility of each fair or Agricultural Society, not of the Ontario Association of Agricultural Societies (OAAS).

Upon arrival at the convention, each Fair Ambassador will register at the Ambassador Registration Desk, which is located on the Convention Floor. There they will receive their schedules. Chaperones are expected to be present with the Ambassadors when they register.

In order to attend the Ambassador Program at the convention, all ambassadors must be 16 years of age or older, with proof. In order to attend the CNE competition in August, the ambassador must be 18 years of age or older by the competition date.

Registration cost is \$ 34.00 (HST included). This includes a copy of the Ambassador Group Photo.

It is very important that the Ambassadors and the Chaperones receive this information as well as the Agricultural Society. The committee hopes that this will be a special time and a memorable experience for each of the Ambassadors.

Sincerely

The 2016 Ambassador Committee

## Ambassador & Chaperone Responsibilities

Definitions:

**Ambassador** – An authorized messenger or representative.

**Chaperone** - One who accompanies and supervises a young person or gathering of young people.

Each Ambassador has been chosen by their local fairboard as a goodwill ambassador during their reigning year. As your fair's representative, it is important to remember that your actions reflect on your agricultural society and they are expecting you to act appropriately whether you are wearing your crown/sash/medallion or not.

Even though some ambassadors may be of a legal drinking age, alcohol should not be consumed during convention. More importantly, as the ambassador, you are seen as an employee of your fair and your agricultural society is liable if anything should happen to you while in their care. Regardless of whether you have your crown/sash/medallion on, it is unprofessional for the ambassador to be drinking and reflects poorly on the Ambassador Program. Chaperones or other convention goers should not be purchasing alcohol for "under aged" individuals either as this is illegal. Both Chaperones and Ambassadors should be setting a good example.

When you are attending functions, whether it is convention, CNE or any other function in your town - your prime reason for being there is your ambassador role.

While at convention (Thursday, Friday and until Saturday at lunch), the ambassadors are there as representatives of their fair, as many agricultural societies do pay for accommodations and meal expenses. This is not a time to be partying outside of the event at a club, shopping, or galavanting around the city. A responsible and mature ambassador will realize the importance of getting proper rest so he/she is fully prepared for the next day and not yawning during seminars.

There is a lot going on at Convention and you need to "Be where you are supposed to be when you are supposed to be there"!!!! Be on Time. There will be a number of opportunities where you will be asked to introduce seminar speakers, assist with the live auction, sell 50/50 tickets etc. and we want you to be on time, in the moment and ready to assist when called upon. This could be at any moment.

When not attending official functions, we want you to have a good time. An Ambassador Hospitality Room will be set up during the evenings. It is important that your Chaperone is aware of where you are. There will be many entertainment and service promoters at Convention and you may be invited to private "get togethers" so they can explain what they can offer your fair. Any such invitations should be discussed with your chaperone and your fair convention attendees.

Although many people will be involved in the OAAS Convention, the Royal York Hotel will also have many other guests not involved in our event. Your safety is our utmost concern.

The role of an ambassador is very important. You have been given an incredible opportunity that may lead to a number of open doors and a promising future.

Our role is to provide experiences and memories that will help to shape the ambassadors to be responsible, mature adults by teaching them the basic fundamentals of being a good representative and role model. We hope that some of these values will be instilled during your time at convention and will help you later in life.

## **Wardrobe Requirements**

We realize that this is a new experience for many of the ambassadors and want to help you prepare for this experience.

Dress appropriately for the event that you are attending. Remember that this is NOT a fashion show and NOT a beauty pageant. You are to look professional and carry yourself in a professional manner at all times.

You are required to wear your crown, sash and/or medallion at all times during the Convention with the exception of any time that you leave the Royal York.

Wearing crown, sash and/or medallion outside of the hotel is not allowed. Chaperones should ensure that this does not happen. This includes travelling to the food court in the subway system. This is a huge safety issue and can attract unwanted attention and should not be taken lightly. It is the chaperone's responsibility to ensure the ambassador is safe at all times and to be available if the need should arise.

Note:

- Denim is NEVER APPROPRIATE
- Flip flops or Crocs are NEVER APPROPRIATE
- Shoes should be comfortable as you will be on your feet a lot of the day.
- Beware of NEW shoes as blisters are never a fun part of convention.
- You do not have to bring massive amounts of clothes.
- For both the Ladies and the Gentlemen, a nice pair of dress pants and top/shirt can suffice for many of the less formal activities. Please read the information on Business Casual attire.
- Bring a sweater as some of the seminar rooms may be cool.
- If your fairboard has chosen an uniquely coloured sash, be aware of how it will look with your chosen outfit.

- Skirts/Cocktail Dress hem lengths should be no shorter than 2” from the bottom of your kneecap.
  - You will be standing on a stage wearing that dress. If it's short to begin with, it will look even shorter on a stage that is higher than the level the audience is seated at. The audience does not care to know what undergarments you have on!
- If you are unsure of your chosen wardrobe, please feel free to contact your fair Ambassador committee or the Convention Ambassador Committee.

Day	Occasion	Ladies	Gentlemen
<b>Thursday Afternoon</b>	Registration, Table Talk, Surviving the Convention	Dress/Skirt/Dress pants/ blouse/sweater Business Casual	Business Casual Denim is never appropriate. See below.
<b>Thursday</b> 7 p.m. – 10 p.m.	Evening Showcase	Dress/Skirt/Dress pants/ blouse/sweater Business Casual	Dress Pants, Shirt, Sweater Business Casual
<b>Friday</b> 8:30 am – 4 p.m.	Program Stage Rehearsal	Dress/Skirt/Dress pants/ blouse/sweater Business Casual	Business Casual
Friday Evening	7 p.m. Photo Evening Showcase	Very dressy – cocktail or evening wear (short or long) Note: length of dress/skirt should be no shorter than 2”from the bottom of your kneecap.	Suit, tie; sports jacket & tie; dress pants Evening Wear
Saturday Morning	Program	Dress/Skirt/Dress pants/ blouse/sweater Business Casual	Business Casual dress pants

### **Business Casual Dress Code**

There is often a lot of confusion concerning the term “Business Casual”.

A business casual dress code allows individuals to be comfortable yet still project a professional image for the group that they are representing whether it is an employer or your agricultural society.

All casual clothing is not suitable and these guidelines will help you determine what is appropriate to wear to convention (and as you enter the work world). Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests does not project a professional appearance.

Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach or your underwear is not appropriate for a place of business or in a business casual setting.

Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to others is unacceptable.

### **Guide to Business Casual Dressing**

This is a general overview of appropriate business casual attire. The lists tell you what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire.

No dress code can cover all contingencies so individuals must exert a certain amount of judgment in their choice of clothing to wear to while they are representing their agricultural societies. You need to think about what you would wear to a job interview or what would Grandma approve of.

### **Slacks, Pants, and Suit Pants**

Slacks/Pants that are similar to Dockers/Khakis and other makers of cotton or synthetic material pants, wool pants, flannel pants (not pajama pants), dressy capris, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include jeans, sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, pajama bottoms and any spandex or other form-fitting pants such as people wear for exercising/yoga.

### **Skirts, Dresses, and Skirted Suits**

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate.

### **Shirts, Tops, Blouses, and Jackets**

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire. Most suit jackets or sport jackets are also acceptable attire. Inappropriate attire for work or for convention include tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

### **Shoes and Footwear**

Walking shoes, loafers, boots, flats, dress heels, and ballet flats are acceptable. Flashy athletic shoes, thongs, flip-flops, and slippers are not appropriate. Be careful with open toed shoes as some individuals feel that they are not business casual. Also be careful with some dress boots as they may give a different impression that you were going for.

If you are wearing high heels, please make sure that you can comfortably walk in them. Have someone watch you walk and give you an honest opinion. Often when individuals are wearing

a heel height that they are not familiar with, their body language will show this and they will be more concerned with each step and their focus will be towards the floor.

### **Jewelry, Makeup, Perfume, and Cologne**

Should be in good taste, with limited visible body piercing. Remember, that some people are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.

## **Extra Responsibilities for Chaperones**

- Put the needs of your ambassador first!
- Be certain that your Ambassador never attends a function on their own. You can attend seminars at convention outside of the Ambassador program but must be available to pick up your ambassador when they are not in their specific program.
- Be approachable and reliable
- If possible, make a connection early in the year with your ambassador. Take the time to get to know your ambassador so that you are each comfortable with each other. If issues or problems arise, you will then know each other well enough for the Ambassador to come to you.
- Your role is to make the Ambassador feel comfortable in this new experience. Do your best to get to know them – talk about school, future plans, ask questions etc. Reinforce that you are there for them.
- Ensure that your ambassador can get in touch with you easily if they have questions.
- Be sure that your ambassador has all schedules and knows what is expected of them.
- Be a motivator, a cheerleader and encourage your Ambassador at all times.
- Be available to your Ambassador to help with travel arrangements, etc.
- Assist your Ambassador with wardrobe for all events.
- While at convention and any other event, **MAKE SURE THEY ARE ON TIME!** This is a prime responsibility for you. Read the agendas, listen to instructions carefully! If you are not sure, please **ASK!**
- Make sure that your Ambassador **ALWAYS** knows where you are and how to get in touch with you.
- Make sure they have funds if they need to purchase lunch or supper. Each agricultural society handles this differently so please check with your home Ambassador committee prior to convention.
- Assist the Ambassador with whatever they need – help with hair, makeup, preparation for the Ambassador Photo.
- Give them enough freedom to have a good time, but enough supervision to be safe.
- **MAKE SURE THAT THEY HAVE FUN!**