



**KATE'S CLUB  
AMBASSADOR PROGRAM  
Member Agreement**

**Purpose**

The purpose of the Kate's Club Ambassador Program is to formally recognize the talents and commitment of our most engaged, active and dedicated Kate's Club supporters.

**Membership and Terms**

Kate's Club Ambassadors are recognized by the Kate's Club Board on an annual basis. There is no limit on the number of terms that an Ambassador can serve. Kate's Club operates on a calendar fiscal year.

**Ambassador Profile**

A Kate's Club Ambassador is a person who is committed to contributing to his or her time, talent and treasure to further the mission of Kate's Club. It is someone who is uniquely supportive of our mission, continuously makes a positive impact on the organization and is willing to advocate on our behalf for continued support. An Ambassador plays a leadership role in ways that best fits his or her interests and skills. Ambassadors can include Kate's Club Buddies, Donors, Former Board Members, Member Guardians, Former KC Members who are now adults, and Volunteers.

**Requirements**

Kate's Club Ambassadors are vital to the success of achieving the Kate's Club mission. To support the mission of Kate's Club, I agree to the following:

- ❖ Ambassadors can play one or multiple roles and are expected to participate in at least one special committee and attend at least one donor tour each year.

- Lead/co-lead a special events subcommittee for Kate's Club. Please choose at least one committee you are agreeing to participate with in 2017. Kate's Club will be in touch regarding specific details to each committee.

\_\_\_\_\_ Gala Host Committee (May 13<sup>th</sup>, 2017)  
\_\_\_\_\_ Gala Silent Auction Committee (May 13<sup>th</sup>, 2017)  
\_\_\_\_\_ Gala Logistics Committee (May 13<sup>th</sup>, 2017)  
\_\_\_\_\_ Memory Walk Committee (November 12<sup>th</sup>, 2017)  
\_\_\_\_\_ Spin for Kids (October 15<sup>th</sup>, 2017)

- Attend at least one Donor Tour, bringing guests as potential volunteers or donors. These tours are scheduled quarterly and planned as a way to introduce Kate's Club to the community. Please sign up for at least one Donor Tour. By signing up, you are agreeing to invite several guests to the clubhouse.

\_\_\_\_\_ 1<sup>st</sup> Quarter- Feb. 21<sup>st</sup>  
\_\_\_\_\_ 2<sup>nd</sup> Quarter- April 25<sup>th</sup>  
\_\_\_\_\_ 3<sup>rd</sup> Quarter- July 18<sup>th</sup>  
\_\_\_\_\_ 4<sup>th</sup> Quarter- October 24<sup>th</sup>

- Lead a special project for Kate’s Club.
  - Examples: develop a detailed proposal for a new program, write or revise communications materials, lead implementation of new data management systems, etc...
- Offer pro-bono professional services.
  - Examples: legal, graphic design, communications, PR, printing, event planning, IT services, etc...
- ❖ Ambassadors are expected to make a personal **‘give or get’ financial contribution** to Kate’s Club during each fiscal year of **\$500** (*excluding event ticket fees*) per Ambassador. Pledges are collected in writing at the beginning of each year and expected to be fulfilled by the end of the year.
  - There are several ways to raise the financial contribution including the following:
    - Plan and implement a “Toast to Life,” a third-party fundraiser to support Kate’s Club.
      - Examples: benefit concerts, holiday parties, theme parties, networking receptions, book club meetings, intimate gatherings in homes, etc...
    - Conduct a fundraising drive.
      - Examples: organize an office “jeans day,” with a personal fundraising goal in connection with Grief Awareness Day, Spring Memory Walk or Spin for Kids, launch a social media campaign with a personal fundraising page (First Giving Page) around your birthday or significant personal life event or anniversary, solicit items for special event auctions, etc...
- ❖ All Ambassadors’ work will be done only with the full knowledge and approval of the Executive Director of Kate’s Club. Any use of Kate’s Club’s name, logo, or resources must be approved in advance by the Executive Director.
- ❖ In addition to leading a specific initiative, Ambassadors will be expected to actively promote the work and mission of Kate’s Club by:
  - Talking informally about Kate’s Club to neighbors, colleagues and friends;
  - Seeking formal opportunities to promote awareness of Kate’s Club through networking groups, rotaries, neighborhood associations, faith communities, recreational clubs, etc. ; and
  - Recommending and facilitating partnerships with business or other non-profits where appropriate.
- ❖ Ambassadors will be invited to and encouraged to participate in Kate’s Club’s programs, special events and fundraisers. Ambassadors are invited to attend the Board retreat on February 3<sup>rd</sup>, 2017
- ❖ Ambassadors will allow Kate's Club to publish their names, professional affiliations and stories regarding their experiences as Kate’s Club Ambassadors on the Kate’s Club website and other marketing collateral.
- ❖ Each Ambassador should become familiar with the mission and programs of Kate’s Club so that he/she can speak knowledgeably on behalf of the organization throughout the community.

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Ambassador Signature

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Date

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Ambassador Name