

**Memorandum of Understanding
Between**

Laramie County Fair, Wyoming, P. O. Box 608, Cheyenne, Wyoming 82003-0608,
("COUNTY") and Shelby Clark ("AMBASSADOR").

WHEREAS, COUNTY wishes to provide a one (1) year stipend of \$1,500 Dollars, as consideration for representing Laramie County as Ambassadors, to those applicants who are selected to serve as Laramie County Fair Ambassadors.

WHEREAS, Ambassadors serve in roles that include, but are not limited to speakers, program facilitators, hosts or hostesses, committee members, and in many other youth leadership roles for Laramie County Fair and events around the county.

I. TERM

This MOU shall commence on the date last executed by the duly authorized representatives of the parties, and shall remain in full force pursuant to the terms of the MOU.

II. AMBASSADOR'S RESPONSIBILITIES

Ambassadors will carry out the responsibilities outlined in the Ambassador Application, for purposes of representing the COUNTY with a primary focus of promoting Laramie County Fair and corresponding activities.

III. ADDITIONAL PROVISIONS

1. Entire Agreement: The MOU (2 pages) and the Ambassador Application represent the entire and integrated agreement and understanding between the parties in regard to the subject matter herein and supersedes all prior negotiations, statements, representations and agreements, whether written or oral.

2. Non-Employees: AMBASSADORS are not employees of COUNTY, are not eligible for Laramie County Employee benefits and will be treated as independent contractor for federal tax filing purposes. AMBASSADORS personally assume responsibility of their actions.

3. Dismissal: COUNTY reserves the right to dismiss an ambassador from service and cancel the scholarship awarded for failure to fulfill the requirements of this MOU and Application.

3. Assignment: Neither this MOU, nor any rights or obligations hereunder shall be assigned or delegated by a party without the prior written consent of the other party.

4. Governmental/Sovereign Immunity: COUNTY does not waive its Governmental/Sovereign Immunity, as provided by any applicable law including W.S. § 1-39-101

et seq., by entering into this MOU. Further, COUNTY fully retains all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law, based on this MOU.

Signature Page

LARAMIE COUNTY, WYOMING

By: 
Laramie County Events Director

5/16/23
Date

By: _____
Chairman, Laramie County Commissioners

Date

ATTEST:

By: _____
Debra Lee, Laramie County Clerk


Date

AMBASSADOR (OR PARENT/GUARDIAN)

By: 
Authorized Signature

3-4-23
Date

REVIEWED AND APPROVED AS TO FORM ONLY:

By: 
Laramie County Attorney's Office

5/17/23
Date



Ambassador Program 2023 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. 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 a letter from the Fair Office after applications have been judged. Only chosen applicants will go through an interview process.

Each Ambassador must be between the ages of 16-21; attend school and have residency in Laramie County. Each Ambassador must be planning to show in the 2023 Laramie County Fair **OR** must have previously shown in the Laramie County Fair.

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 people of all levels
- Dedication to the Fair's purpose; the 2023 Ambassador duties will start on March 1st, 2023 and they will end their service on December 31, 2023. The Laramie County Fair begins August 2nd at the Fairgrounds at Archer and will conclude August 12th, 2023.

Phone 307 633.4670

E mail fairoffice@laramiecounty.com

Address: 3801 Archer Pkwy Cheyenne, WY 82009

laramiecountyfair.com



The Ambassador Coordinator will serve to guide and implement the Ambassador program, 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 with the primary focus to promote the Laramie County Fair and corresponding activities:

1. Ambassadors will be responsible for the coordination between their school, extracurricular activities, and their Ambassador duties and responsibilities. The LCF Staff understands that education is a priority.
2. All Ambassadors will be required to attend a Laramie County Commissioner Meeting to be introduced.
3. The Ambassadors will work together as a team and maintain communication between each member and the Ambassador Coordinator.
4. The Laramie County Fair begins **Aug 2nd** and will end on **August 12th**. Ambassadors are expected to be available during this time. A schedule will be developed around all Ambassadors' show schedules prior to these events.
5. During the summer, the duties of the Ambassadors will include but not be limited to:
 - Assisting with marketing efforts at Super Day, Cheyenne Frontier Days, and other local events prior to the Laramie County Fair
 - Representing the Laramie County Fair at all Special Events to greet attendees and help when appropriate
 - Participating in shows and assist with handing out ribbons and awards during the Fair
 - Receiving exhibits and assist on judging day when appropriate during the Fair
 - Present for sale photos at Kiwanis FFA Sale at the Ice & Events Center
 - Actively seeking opportunities to effectively promote the Laramie County Fair throughout the year including traditional media, social media, community events, etc.

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- Assisting the Fair Staff with Marketing and Advertising for the Fair, which will include media interviews (i.e. television, radio, social media, and newspaper)

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.

Phone 307 633 4670

E mail fairoffice@laramiecounty.com

Address 3801 Archer Pkwy Cheyenne, WY 82009

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Parents 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. Friends, including boyfriends or girlfriends, are not allowed to "tag along" in any designated trainings, media sessions, or official appearances with Ambassadors.



Phone 307 633 4670 E mail fairoffice@laramiecounty.com Address 3801 Archer Pkwy Cheyenne, WY 82009

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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 2023 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

Shelby Clark Shelby Clark 12-3-22
Printed Name Signature Date

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

Sheralee Clark Sheralee Clark 12-3-22
Printed Name Signature Date

Please contact Nicholle Watkins at the Fair Office with any questions regarding the scholarship or application at (307) 633-4671 or fairoffice@laramiecounty.com.

Memorandum of Understanding

Between

Laramie County Fair, Wyoming, P. O. Box 608, Cheyenne, Wyoming 82003-0608,
("COUNTY") and Cierra DiCamillo ("AMBASSADOR").

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WHEREAS, Ambassadors serve in roles that include, but are not limited to speakers, program facilitators, hosts or hostesses, committee members, and in many other youth leadership roles for Laramie County Fair and events around the county.

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Laramie County Events Director

5/16/23
Date

By: _____
Chairman, Laramie County Commissioners

Date

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By: _____
Debra Lee, Laramie County Clerk

Date

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By: 
Authorized Signature

3-10-23
Date

REVIEWED AND APPROVED AS TO FORM ONLY:

By: 
Laramie County Attorney's Office

5/17/23
Date



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2022 Laramie County Fair Ambassadors

Phone 307 633 4670

E mail fairoffice@laramiecounty.com

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Applicant

Cierra DiCamillo C DiCamillo 01/25/2023
Printed Name Signature Date

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

Tony DiCamillo DiCamillo 1/25/23
Printed Name Signature Date

Please contact Nicholle Watkins at the Fair Office with any questions regarding the scholarship or application at (307) 633-4671 or fairoffice@laramiecounty.com.

Phone: 307.633.4670

E-mail: fairoffice@laramiecounty.com

Address: 3801 Archer Pkwy Cheyenne, WY 82009

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**Memorandum of Understanding
Between**

Laramie County Fair, Wyoming, P. O. Box 608, Cheyenne, Wyoming 82003-0608,
("COUNTY") and Emma Henry ("AMBASSADOR").

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Signature Page

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By:  5/16/23
Laramie County Events Director Date

By: _____
Chairman, Laramie County Commissioners Date


ATTEST:

By: _____
Debra Lee, Laramie County Clerk Date

AMBASSADOR (OR PARENT/GUARDIAN)

By:  3/2/2023
Authorized Signature Date

REVIEWED AND APPROVED AS TO FORM ONLY:

By:  5/17/23
Laramie County Attorney's Office Date



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2022 Laramie County Fair Ambassadors

Phone 307 633 4670 E mail fairoffice@laramiecounty.com Address 3801 Archer Pkwy Cheyenne, WY 82009

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Application Check List

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4. Governmental/Sovereign Immunity: COUNTY does not waive its Governmental/Sovereign Immunity, as provided by any applicable law including W.S. § 1-39-101

et seq., by entering into this MOU. Further, COUNTY fully retains all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law, based on this MOU.

Signature Page

LARAMIE COUNTY, WYOMING

By:  _____
Laramie County Events Director

5/16/23
Date

By: _____
Chairman, Laramie County Commissioners

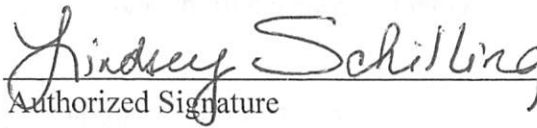
Date

ATTEST:

By: _____
Debra Lee, Laramie County Clerk

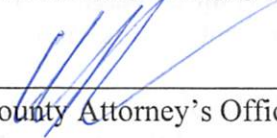
Date

AMBASSADOR (OR PARENT/GUARDIAN)

By:  _____
Authorized Signature

3-5-23
Date

REVIEWED AND APPROVED AS TO FORM ONLY:

By:  _____
Laramie County Attorney's Office

3/17/23
Date



Ambassador Program 2023 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. 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 a letter from the Fair Office after applications have been judged. Only chosen applicants will go through an interview process.

Each Ambassador must be between the ages of 16-21; attend school and have residency in Laramie County. Each Ambassador must be planning to show in the 2023 Laramie County Fair **OR** must have previously shown in the Laramie County Fair.

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 people of all levels
- Dedication to the Fair's purpose; the 2023 Ambassador duties will start on March 1st, 2023 and they will end their service on December 31, 2023. The Laramie County Fair begins August 2nd at the Fairgrounds at Archer and will conclude August 12th, 2023.

Phone 307.633.4670

E mail fairoffice@laramiecounty.com

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laramiecountyfair.com



The Ambassador Coordinator will serve to guide and implement the Ambassador program, 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 with the primary focus to promote the Laramie County Fair and corresponding activities:

1. Ambassadors will be responsible for the coordination between their school, extracurricular activities, and their Ambassador duties and responsibilities. The LCF Staff understands that education is a priority.
2. All Ambassadors will be required to attend a Laramie County Commissioner Meeting to be introduced.
3. The Ambassadors will work together as a team and maintain communication between each member and the Ambassador Coordinator.
4. The Laramie County Fair begins **Aug 2nd** and will end on **August 12th**. Ambassadors are expected to be available during this time. A schedule will be developed around all Ambassadors' show schedules prior to these events.
5. During the summer, the duties of the Ambassadors will include but not be limited to:
 - Assisting with marketing efforts at Super Day, Cheyenne Frontier Days, and other local events prior to the Laramie County Fair
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 - Actively seeking opportunities to effectively promote the Laramie County Fair throughout the year including traditional media, social media, community events, etc.

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- Assisting the Fair Staff with Marketing and Advertising for the Fair, which will include media interviews (i.e. television, radio, social media, and newspaper)

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.

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Parents 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. Friends, including boyfriends or girlfriends, are not allowed to "tag along" in any designated trainings, media sessions, or official appearances with Ambassadors.



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Agreement

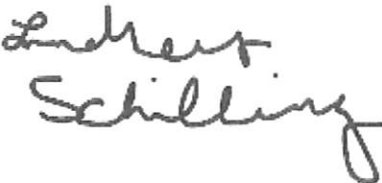
I have read, studied, and understand the enclosed duties, responsibilities, and rules of the Laramie County Fair Ambassador Program. I have a copy in my possession. If chosen as a member of the 2023 Ambassador Program, I will carry out these duties, responsibilities, and rules to the best of my ability 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

Printed Name	Signature	Date
Adelynne Schilling		1/29/2023

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

Printed Name	Signature	Date
Lindsey Schilling		1/29/2023

**Memorandum of Understanding
Between**

Laramie County Fair, Wyoming, P. O. Box 608, Cheyenne, Wyoming 82003-0608,
("COUNTY") and Kathryn Watkins ("AMBASSADOR").

WHEREAS, COUNTY wishes to provide a one (1) year stipend of \$1,500 Dollars, as consideration for representing Laramie County as Ambassadors to those applicants who are selected to serve as Laramie County Fair Ambassadors.

WHEREAS, Ambassadors serve in roles that include, but are not limited to speakers, program facilitators, hosts or hostesses, committee members, and in many other youth leadership roles for Laramie County Fair and events around the county.

I. TERM

This MOU shall commence on the date last executed by the duly authorized representatives of the parties, and shall remain in full force pursuant to the terms of the MOU.

II. AMBASSADOR'S RESPONSIBILITIES

Ambassadors will carry out the responsibilities outlined in the Ambassador Application, for purposes of representing the COUNTY with a primary focus of promoting Laramie County Fair and corresponding activities.

III. ADDITIONAL PROVISIONS

1. Entire Agreement: The MOU (2 pages) and the Ambassador Application represent the entire and integrated agreement and understanding between the parties in regard to the subject matter herein and supersedes all prior negotiations, statements, representations and agreements, whether written or oral.

2. Non-Employees: AMBASSADORS are not employees of COUNTY, are not eligible for Laramie County Employee benefits and will be treated as independent contractor for federal tax filing purposes. AMBASSADORS personally assume responsibility of their actions.

3. Dismissal: COUNTY reserves the right to dismiss an ambassador from service and cancel the scholarship awarded for failure to fulfill the requirements of this MOU and Application.

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By: 
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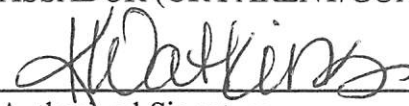
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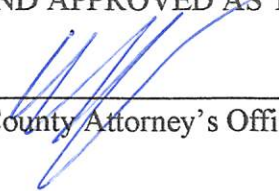
Date

AMBASSADOR (OR PARENT/GUARDIAN)

By: 
Authorized Signature

12/10/22
Date

REVIEWED AND APPROVED AS TO FORM ONLY:

By: 
Laramie County Attorney's Office

5/17/23
Date



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Applicant

Kaitlynn Watkins K Watkins 12/10/22
Printed Name Signature Date

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

Krystal Watkins K Watkins 12/10/22
Printed Name Signature Date

Please contact Nicholle Watkins at the Fair Office with any questions regarding the scholarship or application at (307) 633-4671 or fairoffice@laramiecounty.com.