

**Memorandum of Understanding**

**Between**

**Laramie County Fair, Wyoming, P. O. Box 608, Cheyenne, Wyoming 82003-0608,**  
("COUNTY") and Mahinley Sunderland ("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

4/8/26  
Date

By: \_\_\_\_\_  
Chairman, Laramie County Commissioners

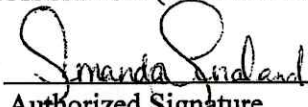
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Date

ATTEST:

By: \_\_\_\_\_  
Debra Lee, Laramie County Clerk

\_\_\_\_\_  
Date

AMBASSADOR (OR PARENT/GUARDIAN)

By:  \_\_\_\_\_  
Authorized Signature

20 April 2026  
Date

REVIEWED AND APPROVED AS TO FORM ONLY:

By:  \_\_\_\_\_  
Laramie County Attorney's Office

5/26/2026  
Date



## Ambassador Program 2026 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 February 14**

### **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 February 14.

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 February 14<sup>th</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 2026 Ambassador duties will start on March 1st, 2026 and they will end their service on December 31, 2026. The Laramie County Fair begins July 29th at the Archer Complex and will conclude August 8th, 2026.

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 2026 Laramie County Fair begins **July 29<sup>th</sup>** and will end on **August 8<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 2026 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**

Makinley Sunderland

Printed Name

*Makinley Sunderland*

Signature

2/10/2026

Date

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

Amanda Sunderland

Printed Name

*Amanda Sunderland*

Signature

2/10/2026

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).