**Fall/Winter 2022**

**City of Madisonville**

**City Ambassador Program**

1. **General**
2. **Duration of Program**

The City Ambassador Program is a nine-month program held on the first Tuesday of each month beginning at 6:00 pm. Class times are further detailed in the program itinerary.

1. **Program Requirements**

Participants are required to be at least 18 years old and live or own a business within Hopkins County. Applications are available on the City’s website or at City Hall at 67 N. Main St. Madisonville, KY. Applications must be completed and turned in by the deadline.

1. **Selection of Participants**

Each program is limited to a maximum of 20 participants. Individuals living or owning a business within the City limits will be given preference. Those not selected will be placed on a waiting list for future classes. A letter notifying citizens of acceptance into the program will be mailed and those interested in accepting entrance into the program must complete the required registration form provided with the letter and return it by the noted deadline. If the form is not returned by the deadline, an alternate participant will be selected.

1. **Fees and Attendance**

The City Ambassador Program is offered free-of-charge. For this reason, there is an attendance requirement. Participants are allowed to miss a maximum of one of the nine sessions in order to graduate the program.

1. **Materials**

Participants will be provided a City of Madisonville shirt and a welcome folder containing the schedule and itinerary for the program. Meals or light refreshments will be served at each session.

1. **Schedule and Itinerary**

A program schedule with the dates and departments for each session is included in the registration letter which is mailed to each participant with his/her paperwork prior to the first session.

1. **Graduation**

A graduation ceremony will take place in the Council Chambers of Madisonville City Hall. Graduates are encouraged to bring one guest and each City Department is invited to send a representative.

The ceremony will include a dinner and presentation of certificates.