



AMBASSADOR SELECTION GUIDE 2022-2023

Nomination Deadline: April 22, 2022

Overview



What is JAG?

Jobs for Alabama's Graduates (JAG) provides specialized support for students who face difficult barriers that limit them from reaching graduation and career goals. We pair students with JAG Specialists who provide group and individualized instruction to help students earn their high school degree, secure a quality job, and/or pursue post-secondary education. Through early intervention including classroom instruction, counseling, employability skills development, and job placement services, our program has achieved a 99% graduation rate.

Currently JAG operates 28 programs across the state serving more than 1,300 students. JAG Ambassadors are the student leadership team for Alabama JAG.

Guide Purpose

The Ambassador Selection Guide provides important information and answers to questions concerning eligibility and the selection procedures that govern the Alabama JAG Ambassador Selection process.

Ambassador Team

Definition and Role

Alabama JAG Ambassadors are collectively known as the "Ambassador Team." They are the student representatives for the Alabama JAG Career Association. They represent the Alabama JAG Career Association at conferences and meetings.

Structure

The Ambassador Team is composed of up to five (5) students who are selected annually.

Ambassador Team

The JAG Ambassador Team includes five roles:

- State President
- North Vice President
- South Vice President
- North Ambassador
- South Ambassador



Ambassador nominees must currently be a freshman, sophomore, or junior. Each JAG program is eligible to nominate a maximum of two (2) students to serve as Ambassadors. The JAG Specialist for each program is the only person authorized to determine which students may be declared nominees.

Qualifications/Team Responsibilities

All Ambassadors

- Serve as the official student representatives of Alabama JAG.
- Participate in the Opening and Closing Sessions of District and State Career Development Conference.
- Represent Alabama JAG at Jobs for America's Graduates National Career Development Conference.
- Work to increase general knowledge and awareness of JAG.
- Attend all meetings as scheduled.
- Provide guidance, leadership, and inspiration to all Alabama JAG participants.
- Wear the organization's official uniform when representing Alabama JAG.
- Represent the organization as requested and approved by the State Association.
- Work cooperatively with all ambassador team members.
- Perform or assist in the performance of any other duties which may be requested by Alabama JAG.
- Have completed at least one semester or course of JAG.
- Have previously held an office in their local Career Association.
- Can articulate and clearly communicate the purpose of the JAG organization, its goals, purposes, and projects.
- Are willing to give the office precedence over meetings and activities of other organizations.
- Will make visits and speeches for Alabama JAG meetings, events, and other occasions upon request.
- Will devote the time and effort required to fulfill the responsibilities of the office.
- Will attend and participate in all meetings and events.
- Possess the following leadership qualities:
 - Are able to preside at meetings.
 - Are willing to accept constructive critique from JAG Specialist(s) and seek guidance from others.
 - Work cooperatively with teammates.
 - Express ideas clearly.
 - Have self-confidence and poise.
 - Ability to challenge others to accept responsibilities.
 - Accept and seek a wide variety of viewpoints.

State President Duties

- Provide overall leadership and direction to the Alabama JAG Ambassador Team.
- Preside over all Ambassador Team meetings.
- Speak and attend the Joint Leadership Development Conference.
- Serve as a liaison between the Ambassador Team and the Alabama JAG Staff.

Required Events

The following is a list of required events for JAG Ambassadors. Additional events may be added during the year as opportunities arise.

Event	When
CTSO Leadership Summit (Monday – Thursday)	June 13-16, 2022
Joint Leadership Development Conference – South	October 3-4, 2022
Joint Leadership Development Conference – North	October 5-6, 2022
CTE Month Photo Op with the Governor	February 2023
District Career Development Conference – North	February 7, 2023
District Career Development Conference – South	January 30, 2023
State Career Development Conference	March 7, 2023
Jobs for America’s Graduate NCDC	May 2023

Nominee Information

Eligibility and Selection Process

- A nominee must be a student in good standing at their school and must be enrolled in a JAG program by the published nomination deadline date.
- A nominee must have earned a GPA of a 2.5 (4.00 scale) or better for the term preceding their nomination and must maintain a GPA of 2.5 or greater throughout their ambassadorship if selected.
- A nominee must be actively enrolled in an Alabama JAG program for the 2022-2023 school year.
- A nominee must be nominated by their JAG Specialist and have completed all forms prior to the deadline (which consists of all the forms in this guide).

Phase 1: Nomination and Video Submission

JAG specialists can nominate up to **two (2)** eligible students from their program to be considered for an ambassadorship. It is the responsibility of the JAG Specialist to have the nomination form, a letter of recommendation, and a 1-minute video of the student explaining why they would like to be selected to serve as a JAG Ambassador, as well as answer general questions about their JAG involvement. This is due no later than 5 p.m. on April 22, 2022.

Phase 2: Finalist Interview and Selection

Finalists will be notified by April 29th and required to print, sign, and upload supporting application forms including the Ambassador Code of Ethics, Parental Consent Form, Photo Release Form, Social Media Code of Conduct, Conduct Agreement Form, Travel Authorization Form, Emergency Medical Treatment and Authorization Form, and COVID-19 Acknowledgement and Personal Responsibility Policy. Forms are due by May 6th, and interviews will be scheduled for May 9, 10, and 11.

Finalists will be interviewed by a nominating committee, evaluated, and scored based on a rubric detailing leadership potential, JAG involvement, and the finalist's desire to serve the organization. The placement committee will then select a State President, a North District Vice President, a South District Vice President, a North District Ambassador, and a South District Ambassador. Criteria the Selection Committee will be evaluating in the interview include:

- **Leadership Mindset:** Is the nominee prepared to serve and ready to fill the needs of JAG participants and Alabama JAG?
- **Demonstrated Qualifications:** Is the nominee prepared and qualified to serve Alabama JAG? Do they have expected levels of skills and understanding of JAG?
- **Personal Preparedness:** Did the nominee demonstrate that they have invested time, thought, and effort in preparing for this role?
- **Overall Impression:** Is the nominee prepared to positively represent Alabama JAG?

NOMINATION FORMS

The **Nomination Form, Letter of Recommendation, and Video Upload** must be submitted for a nominee's application to be complete. **Finalists** will be required to submit additional forms when notified of their finalist status. Please ensure that all requested information is provided and that each form is complete and contains all requested signatures.

Nomination Form and Video Submission Deadline: April 22, 2022

Finalist Forms Deadline: May 6, 2022

Submission Instructions: Submit all forms online using the links below.

Online Forms

Nomination Form/Letter of Recommendation:

<https://leadable.info/aljagnomination>

Video Submission Form: <https://leadable.info/aljagvideo>

Finalist Signed Document Upload Forms: Use this link to submit and upload the following forms. <https://leadable.info/aljagambassador>

- Ambassador Code of Ethics
- Parental Consent Form
- Photo Release Form
- Social Media Code of Conduct
- Conduct Agreement Form
- Travel Authorization Form
- Emergency Medical Treatment and Authorization Form
- COVID-19 Acknowledgement and Personal Responsibility Policy

Responsibilities of JAG Specialist

- Ensure that the Ambassador understands the responsibilities of the office held and holds them accountable for their duties.
- Assist the state Ambassador in preparing and utilizing Alabama JAG resource materials.
- Support state and national organizations.
- Ensure the Ambassador is contributing to carrying out the “Ambassador’s Program of Work”.
- Inform the local career association, school, parents, and the community about activities of the Ambassador.
- Attend all meetings and assignments that the Ambassador is required to attend as designated by the JAG State Manager.
- Discuss with administrators:
 - Ambassador’s responsibilities.
 - Expenses to be shared by chapter association and state association.
 - Specialist’s responsibilities to an Ambassador.
- Provide transportation for the Ambassador to designated meetings and events.
- Accept assignments made by the JAG State Manager that are directly related to the Ambassador’s office.
- Ensure that the Ambassador abides by the “Ambassador Code of Ethics.”

Ambassador Code of Ethics

Professional Image and Official Dress

- Being an Ambassador is a major responsibility that requires firm commitment and cooperation. **Ambassadors are expected to represent themselves in an exemplary manner in appearance and behavior at public events, school, and on social media.**
- Ambassadors are expected to wear the official uniform when making public appearances on behalf of Alabama JAG, unless otherwise requested or approved by State Staff.
- In a less formal occasion, Ambassadors may be asked to wear an Alabama JAG polo shirt or collared shirt with khaki or black dress pants.
- Any time an Ambassador is representing Alabama JAG at events, all tattoos must be covered.

Removal From Office

Ambassadors may be removed from office for one of the following:

- Violations of the Code of Conduct for specific meetings and conferences.
- Lacks sufficient preparation and readiness for meetings.
- Not fulfilling Ambassador duties and responsibilities.
- Excessive absences from scheduled activities (2).
- Violation of the School Handbook.
- Violation of Professional Image and Dress Code Policies.
- Marriage or become pregnant during tenure as Ambassador (Male/Female).

Responsibility Commitment from the Ambassador

If elected to represent an Ambassador position I agree:

- To be dedicated and committed to the Alabama JAG program and the Alabama JAG Career Association.
- To maintain at least an over-all "C" average during each grading period.
- To conduct myself in a manner that commands respect without any display of superiority.
- To behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon the Alabama JAG Career Association.
- To forego all alcohol, tobacco, and illegal substances at all times during my year of service.
- To avoid places and actions that in any way could raise questions as to my moral character or conduct.
- To follow the Alabama JAG rules, guidelines, and responsibilities.
- To attend the Alabama JAG meetings, activities, and events.
- To cooperate with my school, specialist, career association, state association throughout the year.
- To attend all required activities and perform all assigned Ambassador responsibilities.
- To keep my specialist informed of all activities.
- To devote the necessary time and effort to the work and travel requirements of an Ambassador.
- To resign my office if absent from two or more of the required state Ambassador activities.
- To regularly and on time, write all letters, thank you notes, reports, and other correspondence, which are necessary and desirable.
- To travel to and from the National Career Association Conference.
- To travel to activities associated with my office with my local specialist or parent.

- To uphold the Alabama JAG image. Any action detrimental to the Professional Image will not be tolerated and may result in disciplinary action up to and including dismissal from the office.
- To adhere to the professional Image and Dress Code Policy.

Responsibility Commitment from the Parents/Guardians

I will support this Ambassador if he/she is elected in the following ways:

- Agree to provide adequate hospitalization coverage, as well as any other insurance which I deem appropriate and necessary for the Ambassador.
- Release, discharge, and agree to hold harmless the Alabama JAG Career Association, its agents, and employees, including, but not limited to the Alabama JAG State Staff, from all claims, damages, demands, actions, judgments, and executions which the undersigned ever had or now have or may have or which the undersigned's heirs, executors, administrators, or assigned may have or claim to have again the Alabama JAG Association, its successors, or assigns for personal injuries, known or unknown, illness or death, and injuries to personal property caused by or arising from Alabama JAG activities.
- Agree to cooperate fully to make it possible for my son and/or daughter to attend all state and national leadership team related functions.
- Agree the Ambassador is expected to travel to and from the State and National Career Association with the local JAG Specialist or designee.
- Agree that the Ambassador may travel with the JAG Specialist or parent to designated Alabama JAG activities.
- Agree that the Ambassador will adhere to the Alabama JAG Code of Ethics and School Handbook while attending Alabama JAG activities.

Responsibility Commitment from the Local Specialist

I will support the Ambassador in the following ways:

- Serve as specialist to the Ambassador and will serve as a member of the State Alabama JAG Advisory Council.
- Complete all tasks assigned to me by the JAG State Manager.
- Attend the state events required of state Ambassador and/or Specialist.
- Attend the National Career Association Conference with the Ambassador.
- Assist the Ambassador with their roles and responsibilities, which may include chaperoning state ambassadors, assisting with conference registration, presenting sessions, assisting at competition, etc.

- Monitor Ambassador's academic program and serve as liaison for school officials keeping school administration informed of Ambassador activities.
- Review all speeches, workshop presentations, etc., for which Ambassador is responsible. Ensure that Ambassador is well prepared before attending meetings, workshops, or conferences, including memorization of special parts assigned.
- Agree not to house male and female students together. Male students may not be housed with a female specialist.
- Should my employment status change, the local administrator will assign someone to serve as the local specialist for the Ambassador.
- Acknowledge that the enforcement of the Ambassador Code of Ethics and School Handbook is the responsibility of the local JAG Specialist. **If a violation occurs, the local JAG Specialist, will call the School Administrator for direction. Parents/Guardians will be contacted, and students may be sent home at their own expense.**

Responsibility Commitment of the School Principal and Program Manager

I will support the Ambassador and his/her Specialist in the following ways, if selected:

- Support the Specialist's role throughout the year and approve his/her attendance at required events.
- Enable the Ambassador to attend events required of a JAG Ambassador.
- Ensure that expenses can be paid for by the school until reimbursement can be processed.
- Assign someone to serve as the local JAG Specialist for the Ambassador should this person's employment status change.
- Acknowledge that the Specialist to the Ambassador will serve as a member of the Alabama JAG Advisory Council.
- Provide direction to the Specialist if a major infraction occurs for any violation of the Alabama JAG Code of Ethics or the Ambassador's School Handbook.

Signatures

The undersigned certify that the above Ambassador has candidate for JAG Ambassador has been recommended by his/her Specialist, is qualified for the position, has approval to hold the position if selected, and understands the expectations of an Ambassador.

Candidate: _____	Date: _____
Specialist: _____	Date: _____
Parent/Guardian: _____	Date: _____
School Principal: _____	Date: _____
Program Manager: _____	Date: _____



Parental Consent Form

Student Name: _____ Date of Birth: _____

Address: _____

Home/Cell Telephone: _____

Parent/Guardian: _____

Address if different from above: _____

Mother Work #: _____ Cell Phone #: _____

Father Work #: _____ Cell Phone #: _____

If unable to reach parents, please notify:

Name: _____ Relationship: _____

Telephone: _____ Cell Phone: _____

_____ and his/her parent(s) or guardian(s) agree to release the Alabama JAG Career Association, its officers, specialists, advisory council members, employees, or agents from any and all liability resulting from any occurrence during the traveling to and from all Jobs for Alabama's Graduates (Alabama JAG) business. This includes, but not limited to, meetings, district and state conferences, national conferences, official business, and industry fundraising, and by participating as an Ambassador in all activities associated with Alabama JAG meetings, events, and business.

Parent/Guardian Signature

Date



Photo Release Form

Consent and Release – Minor

I hereby grant consent, authority, and permission to Jobs for Alabama’s Graduates (Alabama JAG) and the Alabama State Department of Education, and to those acting with the authority of that organization, to use, reuse, publish, the name, statements or comments, likeness, picture, photographic image, or videotape or electronic image, or videotape or electronic image of the minor (under the age of 19 years) below, in whole or in part, or composite or distorted, without restrictions as to changes or alterations, without prior approval, in conjunction with original or reproductions in color or otherwise, in printed or electronic form, made through any medium or media, for illustration, promotion, advertising, trade, or any other purpose whatsoever.

I understand and agree that I will not receive any compensation for the use consented to herein. I hereby release and discharge all persons acting under the consent granted above from all liability, cause of action or claim civil or criminal, by virtue of any distorted or use, intentional or otherwise, that may occur or produced in taking or subsequent processing or publication of my name, statements, comments, or the images covered herein.

I hereby warrant that I am of legal age and have the right to contract, consent, or grant release for the minor in the above regard. I also warrant that I have read the above consent and release, prior to its execution, and that I am fully familiar with the contents thereof. This consent and release shall be binding upon me, my heirs, legal representatives, and assigns.

Parent/Guardian/Custodian

Signature

Date

Minor

Date

Signature of Witness

Date

Social Media Code of Conduct

I, _____, agree to follow all the guidelines of Jobs for Alabama's Graduates (Alabama JAG) with regard to social media use. This includes, but not limited to, Facebook, Twitter, Pinterest, Instagram, TikTok, and Snapchat. As an Ambassador for Alabama JAG, I agree to the following:

- I will not post any content on my social media pages that reveals myself or anyone else participating in any illegal activity or other questionable activities.
- I will not post anything that shows any political or religious beliefs which may alienate individual members or misrepresent the view of Alabama JAG as a whole.
- I will not post any pictures or statuses that reveal public displays of affection (PDA).
- I will not post any content with vulgar language.

In addition, Ambassadors will abide by the following guidelines:

My posts on social media sites will reflect that of a real-life teenager but also that of an Alabama JAG Ambassador. This will include:

- Using proper grammar in every post
- Embodying the leader lifestyle in everything – living it and posting it
- Showing modesty (no pictures with swimsuits, short skirts/shorts, cleavage, etc.)
- I will promote Alabama JAG and build excitement for members through my social media pages whenever it is asked of me.
- I will support the other national officers on social media with regard to JAG and personal activities.
- I will keep the other Alabama JAG Ambassadors accountable for their actions on social media by use of private messaging and in connection with state staff. When others ask for removal of a certain post, I will respect that opinion and take down the post.
- I will always be respectful on social media.

If I am found in violation of any of these areas, Alabama state staff will decide upon a consequence that fits the transgression including dismissal.

Signature of Officer: _____

Date: _____

Signature of Specialist: _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____

Signature of Administrator: _____

Date: _____

Conduct Agreement Form

1. Participants must abide by all rules and regulations of Alabama JAG, appropriate school district policies, and applicable laws and ordinances from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
2. All Ambassadors are expected to attend and be on time to all meetings and events during the year.
3. At any function sponsored by Alabama JAG, all Ambassadors, participants, and guests shall abide by the dress code.
4. There shall be no defacing or stealing of property. Any damages to any property or furnishing must be paid or replaced by the individual or chapter involved. Violators may be referred to the police and sent home.
5. Alcohol, Drugs and Tobacco: an Ambassador shall not possess, use, transmit, be under the influence of, or show evidence of have used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the Specialist. Nor shall the Ambassador possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstance, on public or private properties.
6. Possession of weapons and/or any action causing bodily harm or fear of life will not be tolerated. Violators will be referred to the school administrator, police authorities and sent home.
7. Curfew (when applicable): Failing to be in assigned hotel room from the curfew time designated conference program until 6 am; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time – is a violation of curfew regulations.
8. Abusive Behavior and Lewd Conduct: An Ambassador shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.
9. Personal Conduct: an Ambassador shall not participate in: cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; conducting acts/and or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for financial responsibility will rest solely with offending individuals or their chapter); breaking the law; other serious violations of personal conduct regulations.
10. Participants should keep their JAG Specialist always informed of their activities and whereabouts. Report accidents, injuries, or illnesses immediately to the local JAG Specialist. Identification badges are to be worn at all appropriate times.



- 11.** Students of the opposite sex shall not be permitted to be in the same room unless the door is fully open so that someone in the hall may have a clear view into the room or the JAG specialist is present. A specialist of the opposite sex should not be present in a room without a third person present and the door visibly open.
- 12.** Minimum penalties for violations of this conduct code may be imposed at the discretion of the state management team. Additional penalties may also be imposed at the discretion of the JAG specialist and/or school officials according to individual school district policies and guidelines.

We have read agree to abide by the supplied Alabama JAG Code of Conduct. Should a code of conduct violation occur in which law enforcement personnel and/or security are called to assist, my student may be sent home at our family's expense.

We are aware of the consequences that will result from violation of any of the above guidelines.

Student's Signature

Date

Parent's Signature

Date

Specialist's Signature

Date



Travel Authorization Form

Page One

Student Name: _____ Phone: _____

School Name: _____ Phone: _____

All students must adhere to their local school district's student transportation policy and procedures. Please attach a copy of the completed district form pertaining to student travel for this event or complete the form below. Initial each of the following that apply:

____ The above-named student may drive herself/himself to the above function as part of her/his official responsibilities.

____ The above-named student will be transported to the above function as part of his/her official responsibilities by means of ____ parents and/or ____ public transportation (Check One).

____ The above-named student will be allowed to ride with _____, another JAG Ambassador, to get to and/or from the above function as part of her/his official responsibilities.

____ The above-named student will be allowed to ride with representatives of the state association or its agents/contractors to get to or during the above function as part of her/his official responsibilities.

____ The above-named student will be allowed to ride with other JAG Ambassadors DURING the Ambassador Team Meeting as needed to facilitate transportation. "During" is defined as the time between the scheduled start and finish of the meeting as outlined in this document. (If you do not want your child riding with other ambassadors black out the "X" next to this item and initial to the left of it)

By signing below, the parties agree to abide by all policies and information included this form:

As a school district official, my signature below verifies that the above modes of transportation are not in violation of the _____ School District student transportation policy.

School Administrator Signature

Date

I agree to adhere to the above-named school transportation policy and modes of transportation.

Travel Authorization Form

Page Two

Student Signature

Date

I agree to allow my child to use the above-named mode(s) of transportation and give permission for my child to attend this meeting.

Parent/Guardian Signature

Date



Emergency Medical Treatment and Authorization Form

Page One

Name of Student: _____	Date: _____
Home Address: _____	Home Phone: _____
Parent/Guardian Daytime Phone Number: _____	Evening Number: _____
Name of High School: _____	School Phone: _____
Name of Activity: All AL JAG Sponsored Activities: 2022-2023	

This is to certify that *the above-named student* has my permission to attend all JAG sponsored activities during the above dates. I also do hereby, on the behalf of *the above-named student* absolve and release the school officials, the JAG specialists, and the JAG staff from any claims for personal injuries/damages/illness which might be sustained while he/she is in route to and from or during the JAG sponsored activity.

I authorize the above-named JAG specialist or JAG staff to secure the services of a doctor or hospital for the *above-named student*. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

My student and I have read and agree to abide by the AL JAG Participant Code of Conduct. I also agree that the school officials, the JAG specialists, and the state JAG staff or the Conference Conduct Committee, have the right to send my student home from the activity at my expense, provided that in their opinion the seriousness of the violation of the Participant Code of Conduct warrants it.

Medical Information	
Known allergies (drug or natural) _____	
Is student on special medication? (if so, please list) _____	
Does student have a history of: <input type="checkbox"/> heart condition, <input type="checkbox"/> asthma, and/or <input type="checkbox"/> epilepsy? _____	
Does your student have any physical restrictions or other conditions that should be known? (if so, please list) _____	
Student's Date of Birth: _____	
Family Physician: _____	Phone: _____
Insurance Company: _____	Policy Number: _____

*****Please email a copy of proof of insurance for student with copy of this signed document.**

Emergency Medical Treatment and Authorization Form

Page Two

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

JAG Specialist Signature: _____ Date: _____

School Official Signature: _____ Date: _____

COVID-19 Acknowledgement and Personal Responsibility Policy

There is no higher priority of Jobs for Alabama's Graduates than the health, safety, and well-being of our members, staff, volunteers, and community partners. As we closely monitor the COVID-19 pandemic, we continue to make decisions with this in mind. As part of the Jobs for Alabama's Graduates community, we all have a responsibility to help protect each other.

According to the CDC, COVID-19 is primarily spread from person to person through respiratory droplets produced when coughing, sneezing or heavy breathing. Transmission is slowed by wearing a face covering and maintaining a distance of at least 6 feet between people. In compliance with current CDC recommendations, local mandates and/or statewide protocol, all attendees of in person activities, meetings, conferences, gatherings, and competitions sponsored by Jobs for Alabama's Graduates or when representing Jobs for Alabama's Graduates at public or school-based activities are asked to adhere to the following recommended guidelines:

- Seek medical attention, self-isolate and do not attend events if you are experiencing any of the following COVID-19 symptoms:
 - Fever
 - Shortness of breath
 - New loss of taste or smell
 - Chills, muscle pain or sore throat
 - New or worsened cough
 - Nausea, vomiting, diarrhea
 - Runny nose or congestion
- Recommended to wear a face covering at your discretion or if you are not vaccinated or a high-risk individual.
- Be mindful of social distancing. Maintain a space of 6 feet between yourself and others if able.
- Wash your hands with soap regularly and frequently. If soap and water is not accessible, use hand sanitizer.
- Practice proper cough and sneeze etiquette.
- If you have been in close contact with someone known to have COVID-19, self-isolate for 10 – 14 days depending on your symptoms.
- Disinfect surfaces throughout the day that are touched regularly.

Jobs for Alabama's Graduates has implemented extensive preventative measures to help reduce the spread of COVID-19. However, Jobs for Alabama's Graduates does not guarantee that members and attendees will not be exposed or infected. Participants acknowledge the highly contagious nature of COVID-19 and voluntarily assume the risk and responsibility for exposure and/or infection and any result thereof.



I have read and understood Jobs for Alabama’s Graduates Acknowledgement and Personal Responsibility Policy and agree to adhere to the guidelines set forth. I understand that this Policy may be updated in accordance with changing CDC and local guidelines and will be updated accordingly. I agree to join Jobs for Alabama’s Graduates in cooperating with health officials, governing public agencies, and facility health and safety measures.

Print Name

Date

Signature

Date