



AMBASSADOR PROGRAM

HANDBOOK

Welcome,

At the National Sporting Library and Museum (NSLM) an Ambassador is an integral part the team and helps us develop, expand, and cultivate our educational and mission objectives. This Handbook informs you of some of the practices involved with being an Ambassador at NSLM and helps you navigate your unique experience as an Ambassador.

Mission and History of NSLM

The National Sporting Library & Museum is dedicated to preserving, promoting, and sharing the literature, art, and culture of equestrian, angling, and field sports.

Founded as the National Sporting Library in 1954, by George L. Ohrstrom, Sr. and Alexander Mackay-Smith, the institution has expanded to become a library, research facility and art museum with over 20,000 books and works of art in the collections. The John H. Daniels Fellowship program supports research and includes scholars from around the world. Information is shared through exhibits, lectures, seminars, publications and special events. Many of the programs are free and open to the public.

The Library and Museum are located in the beautiful historic village of Middleburg, Virginia. The NSLM consists of two buildings on the same campus. The Library, built in 1999, was designed to provide facilities for book stewardship and research. It has the Forrest E. Mars, Sr. Exhibit Center and the Founders' Room for public events. While primarily a research center, the Library is open to the public. The historic building, Vine Hill, also located on the campus, was once occupied by the Library. Vine Hill has been renovated and expanded to house the new art Museum.

The National Sporting Library was founded in 1954 by George L. Ohrstrom, Sr., president of the Orange County Hunt, Alexander Mackay-Smith, editor of The Chronicle of the Horse, Lester Karow of Savannah, and Fletcher Harper, MFH Orange County. In 1955, George L. Ohrstrom, Jr. took over leadership of the board of directors and served for 50 years. From its inception, the NSL was built on the sporting book collection of its founders and subsequent donors and has evolved to become an exceptional resource. It was organized by Mackay-Smith as a non-circulating research library open to scholars, journalists, and casual visitors alike.

Original exhibitions are created in the Library exploring both the depth and the range of the 24,000 volume book collection. Literature, art and ephemera are combined to illustrate themes of interest to scholars and the general public.

Mission of the Ambassadors

The National Sporting Library and Museum (NSLM) Ambassador Program is a group of motivated and passionate members who act as a conduit between the museum, programs, exhibitions, and collections to the larger community. Ambassadors are trained members of NSLM who are equipped to share their knowledge of NSLM and help cultivate a broader audience and an active museum culture. Ambassadors play an essential part in fulfilling NSLM's mission through three key areas of interest: Development, Education, and Special Events.

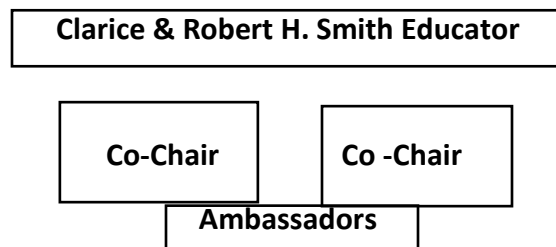
How do we achieve our Mission?

Ambassadors achieve their mission through various ways depending upon their interests and training including:

- Become a trained docent to give tours to scheduled groups or in informal gallery talks
- Assist in organizing and reaching out to communities to give tours
- Assist in organizing and delivering outreach programs
- Attend and assist in logistics at NLSM events
- Attend and assist in Educational Programs
- Assist in the promotion of NSLM events, programs, and exhibitions
- Help with special projects in the museum, library, and education
- Work to grow the museum through membership recruitment

Structure

While Ambassadors and the Clarice & Robert H. Smith Educator operate as a team, there is a level of structure that allows for the Ambassadors to act as a committee and discuss potential activities and topics among themselves with a level of autonomy. Therefore, the following structure is put in place.



Role of the co-chairs

Co-chairs are the volunteer side of the liaison team and are responsible for the communication between ambassadors and the Clarice & Robert H. Smith Educator. The Co-chairs are responsible for organizing agendas for Ambassador meetings and helping the Clarice & Robert H. Smith Educator facilitate the meetings. Co-Chairs are also the direct contact to many

Ambassadors and assist the Clarice & Robert H. Smith Educator in organizing New Ambassador Orientations and trainings.

Orientation and Training

All prospect Ambassadors must attend four Information Sessions. Each session takes you through a detailed look at the various departments within NSLM and how, as an Ambassador you can assist through your knowledge of NSLM and your donation of time. The sessions are typically broken down as follows:

Information Session One

This is generally an overview of the NSLM and the Ambassador program covering:

- NSLM History and mission
- Ambassador Mission and Handbook
- Tour of NSLM spaces by staff
- A debrief on what an Ambassador is and the opportunities available within the program
- A brief message from the Ambassador Co-Chairs
- Meet the staff
- Exhibitions and Art Collection information

Information Session Two

This session is generally focused on the beautiful and bountiful Library and its collection, covering:

- Library and Archives tour
- Mission of the Library
- Opportunities and programs in the Library

Information Session Three

This session typically covers the educational side of NSLM which covers a wide range of topics including:

- Education Department role within NSLM
- Educational objectives
- How Ambassadors are central to completing education objectives and the opportunities available.

Information Session Four

This session typically covers the world of Development and Membership at NSLM, an essential part of the institution and covers:

- What Development is and does within NSLM
- What is the importance of membership
- Opportunities for Ambassadors within this department

Specialized Training

Some activities within NSLM will require specialized training. For example, if you are helping in the library, the librarians will need to train you on certain procedures, policies, and skills to help with that project. The same goes for being a Docent within the Education Department. These separate training sessions happen under the discretion of the supervisors of that department, but the Clarice & Robert H. Smith Educator is always happy to help organize and contact staff if you need it.

Induction

Once all four sessions have been completed you are now a full-fledged Ambassador, congratulations! We will have a pinning reception where all new members and current members are invited, and new members will be inducted via a ceremony and given an NSLM Ambassador Lapel Pin. As a full Ambassador you will be added to the Ambassador list, be invited to regular meetings, and you will begin to either do specialized training for docent and/or begin working with the co-chairs of the Ambassador program to find an area (or few) of interest that you would like to be in. The Clarice & Robert H. Smith Educator will keep in contact with updates and with requests, but as an Ambassador you have the ability to work with other Ambassadors to come up ideas to discuss with the Clarice & Robert H. Smith Educator with outreach events you want to attend for or with NSLM, develop contacts for tours, and membership.