Snead State Ambassadors - 2015-2016 Participation Agreement

Being chosen as a Snead State Ambassador is an honor. You are expected to represent the college in a manner that shows you are proud to be a Snead State student. Because of this, there are requirements that you will be expected to meet while serving as an Ambassador. Failure to meet any or all of these requirements could result in your dismissal.

MEETINGS: The Ambassadors meet the second and fourth Tuesdays of each month at 10:30 a.m. (Additional meetings may be called as necessary by the Ambassador sponsor.) A full schedule of meetings dates will be provided to you. Each Ambassador is allowed no more than two absences each term. If you are absent from a meeting, it is your responsibility to check with the Ambassador sponsor about anything occurring during the meeting of which you need to be aware. Excused absences are only granted if an Ambassador has a class that conflicts with the meeting times. Doctor’s appointments, sickness, or job schedules are not considered excused absences.

REQUIRED EVENTS: You will be required to participate in the following events: College Day, Homecoming (both student and Alumni), Service Project each semester, S Day, 4 hours of student services each month, and Commencement. You will also be required to sign up for specific athletic, alumni, and recruiting events as well as support other club-sponsored student activities. If you are assigned to an event and cannot attend, it is your responsibility to find another Ambassador to cover for you with the permission of the sponsor. You are required to assist in the planning of events and in any fundraising associated with the events in addition to attending the events. Failure to meet these requirements is grounds for dismissal.

CAMPUS TOURS: Each Ambassador will need to be available to conduct campus tours as they are scheduled throughout the year by the Recruiting Department. You will be assigned dates that you are responsible for tours in advance so that you can plan your schedule around you assigned tour dates. If you cannot conduct a scheduled tour during your assigned rotation, you assume the responsibility of finding another Ambassador who can conduct the tour.

DRESS: Men – khaki pants, Ambassador polo or white button-up dress shirt and tie, appropriate dress shoes; women – khaki pants or skirt, Ambassador Polo or solid black dress, appropriate dress shoes (NO FLIP FLOPS). Name tags must be worn at all events. For some events you will be allowed to wear your Ambassador t-shirts. Every Ambassador will be responsible for paying $30 to cover the cost of their embroidered polo, name tag and t-shirt. If you need financial assistance for purchasing apparel, please see the sponsor privately. You will be provided a polo, t-shirt, and name tag. You must provide additional apparel. It is your responsibility to know and adhere to the dress code for each event. Check with the Ambassador sponsor regarding appropriate dress.

GRADE POINT AVERAGE: Ambassadors must maintain a 2.0 GPA to be eligible for participation in the organization. GPAs will be checked at the end of every semester and intermittently throughout the semester. Failure to meet the required GPA will result in dismissal.

BEHAVIOR: Be Professional: You are representing the college; act accordingly. Your speech and your conduct are a direct reflection of the college at all times. This includes your conduct on social media sites as well. Be Responsible: You are in college now and will be expected to act as an adult. It is your responsibility to keep up with events and information you need to know as an Ambassador. Be Dependable: Your role as an Ambassador is an important one; people count on you to keep your commitments. Failure to keep your commitments puts a hardship on everyone involved.

MANNERS: Greet people with a smile; be warm, friendly and helpful. Be positive, ALWAYS! NO GUM, HARD CANDY, TOBACCO OR ANYTHING OF THIS NATURE while you are representing the College at an event. NO CELL PHONES are to be used (this includes making a phone call or sending a text message) while you are representing the College at an event unless otherwise authorized by the Ambassador sponsor; don’t bring them with you when you are at an event unless specifically granted permission by the Ambassador sponsor. Leave them locked in your car or at home. Exceptions to this rule can only be granted by the Ambassador sponsor.

HISTORY OF SNEAD: You are required to know some history of the College, including the year it was established, the College mascot, names of all the buildings, etc. Information is provided to each Ambassador by the sponsor at the first meeting.

MISCONDUCT: As an ambassador, you are held to high standards and are expected to attend all meetings, be present and professional at all events, and conduct at least two campus tours per semester. Failure to adhere to these guidelines will result in a meeting with the disciplinary council (Ambassador officers and the Ambassador sponsor). Your first offense will result in a probationary period pending for the remainder of the semester. During this period, a second offense will result in automatic dismissal. All disciplinary action is subject to change based on circumstances and as seen appropriate by the sponsor.

I have read this agreement, and by signing below, I agree to its terms and the requirements expected of me as a Snead State Ambassador contingent upon being accepted in to this organization. I understand that failure to meet the requirements listed in the participation agreement will result in dismissal from the program.

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Signature: _________________________________ Date: ___________________