

Student Ambassador Expectations Agreement

The Student Ambassador Program is for AACC students who wish to represent AACC and provide service to the college and the community. The term of appointment extends for one academic year. This will include two semesters. The first semester will be the fall and the second semester will be the spring (August through May).

Events

- Ambassadors are required to attend 10 events per semester. A total of 20 events for the year.
- Student Ambassadors will have the opportunity to choose from a variety of events including opportunities such as service to the college and the community, team-building and fun events, and professional development opportunities.
- Ambassadors are required to attend at least two events in each category (2 service events, 2 fun events, and 2 professional development activities). The remaining 4 events can be in any category the Ambassador chooses.
- A list of special events for the academic year will be provided to each Ambassador through SignupGenius. Signupgenius is free online software tool for volunteer management and event planning. Events will be sent to Ambassadors via Signupgenius to the e-mail provided on the contact information sheet. It is the Ambassadors responsibility to sign up for events, trainings, meetings, and workshops through Signupgenius. Ambassadors are also encouraged to check their e-mail regularly to stay up to date of upcoming events or any changes or updates that may have occurred.

Type of Event	Description	Event Amount
Service to the college and community	Assisting faculty, staff, and departments with various college activities and events. Events may include: Foundation events, Lego Competition, Commencement, College Fair, Registration Rally, guided walking tours, high school visits, recruitment events, and Science Day. Ambassadors are also encouraged to participate in service-learning activities that help community members of Anne Arundel County.	Less than 1 hour: ½ event 1-3 hours: Worth 1 event 3-6 hours: Worth 2 events 6+ hours: Worth 3 events
Team-building and Fun Activities	Team-building and fun events include opportunities for Ambassadors to network, engage, and connect with one another and include activities such as playing games, sporting events, movie nights, and mentoring opportunities.	The event amount for team-building/fun events will be determined by Leadership and listed in Signupgenius.
Professional Development	Opportunities include attending workshops and training opportunities led by AACC’s faculty and staff that focus on enhancing Ambassador’s leadership, communication, networking skills, and to prepare them for transferring or entering the workforce.	Less than 1 hour: ½ event 1-3 hours: Worth 1 event 3-6 hours: Worth 2 events 6+ hours: Worth 3 events

Position Specifics/ Qualifications:

- **Student Ambassadors must** have a 2.5 GPA or higher to be admitted into the Ambassador Program and must maintain a 2.5 GPA throughout service. If Ambassador is a recent high school graduate a high school transcript is required.
- **Student Ambassadors must** be enrolled in at least 6 credits and successfully complete 6 credits each semester (fall and spring).
- **Student Ambassadors must** have declared a major (cannot be undeclared). ECAP students are eligible to serve as Ambassadors.
- **Student Ambassadors are required to** attend and fully participate in the mandatory training sessions and monthly team meetings. Ambassadors may only miss one team meeting per semester. Missing more than one meeting per semester may result in dismissal from the Ambassadors program.
- **Student Ambassadors are required** to be punctual and reliable in attending all scheduled events.
 - Excessive absenteeism and cancellations can result in dismissal from program.
 - Ambassadors must delete their signup in Signupgenius 48 hours before the event. If it is less than 48 hours before the event the Ambassador must inform the Ambassador Coordinators by e-mail.
 - If the Ambassador doesn't attend an event in which they signed up for or inform the Coordinators that they will not be in attendance, the Ambassador will receive an "Unexcused Absence." An ambassador will strive to have no unexcused absences from ambassador functions and events and take full responsibility to find a replacement ambassador if needed. If an ambassador has more than three unexcused absences from an event in which the Ambassador signed up for (without finding a replacement) or at a mandatory training, or mandatory monthly team meetings, they may be dismissed from the Ambassador Program.
- **Student Ambassadors will** wear appropriate uniform attire or specific clothing for events. Ambassador's clothing should always be clean and pressed to present a professional appearance. Red ACT shirt must be worn unless otherwise specified. Dress clothing/business casual attire may be required for some events.
- **Student Ambassadors are expected** to set a positive example at all times and conduct themselves in an honest, conscientious, courteous, and professional manner by showing respect for persons of all backgrounds, ethnicities, races, lifestyles, interests, and abilities.
- **Student Ambassadors represent** the Campus Information Department, the Division of Enrollment Service, and Anne Arundel Community College. Please direct any concerns directly to the Coordinator of Campus Information, Heather McFarland.
- **Student Ambassadors will** actively support, enforce and abide by Anne Arundel Community College's policies, regulations, and procedures as listed within the [AACC student handbook](#).
- **Student Ambassador Eligibility:** To be eligible for federal grants and loans, state grants and scholarships, institutional scholarships, and federal and AACC student employment funds, a student must meet all Satisfactory Academic Progress (SAP) standards as set by the federal government (HEA Sec. 484(c), 34 CFR 668.16(e) 34 CFR 668.32(f) 34 CFR 668.34). For more information about SAP standards visit <https://www.aacc.edu/policies/satisfactory-academic-progress/>.

I have read the duties and expectations required of Anne Arundel Community College's Ambassadors. I understand these duties and expectations and pledge to uphold them to the best of my ability. I understand that failure to uphold these duties and expectations may result in my dismissal from the AACC

Ambassador program. I agree that my GPA, as reported, is accurate and acknowledge that it may be verified by my supervisors.

I have read and I agree to all terms and conditions listed above:

Printed Name:

Signature:

Date

Heather McFarland, Coordinator, Campus Information

Date

A copy of this form shall be kept in the employee's personnel file, and provided to the volunteer.