

2008-2009 University Ambassador Recommitment Contract

Name _____

As a University Ambassador, carefully selected by my Ambassador colleagues and the Visitor Center, I hereby recommit myself to the Visitor Center and to the University Ambassador team for the

____ 2008-2009 academic year
____ Fall 2008 semester
____ Spring 2009 semester

I further agree to adopt the following principles and ideals throughout the next school year:

1) I am proud to be an Ambassador and a student at the University of South Carolina, therefore I understand that my words and actions have a powerful impact on everyone I come in contact with while working in the Visitor Center and throughout the University community.

2) I am committed to the ideals stated in the Visitor Center mission statement and look forward to making meaningful contributions during the next year. Therefore:

- * I will show up for work on time, and if giving a tour, I will arrive 10 minutes before the tour begins.
- * I understand that University Ambassadors must work a minimum of 3 hours per week, in addition to attending one hour weekly meetings.
- * I agree to work one Fall Open House (in the Fall 2008), at least one football (unofficial visit) recruiting event, and either Scholars Day and another Spring recruiting event (in the Spring 2009).
- * I will notify the Visitor Center as indicated below of any schedule change as soon as possible (before my scheduled time). Emergencies are obvious exceptions but I commit to notifying the Visitor Center as soon as possible.

- o Group Tour Questions – Denise
- o Campus Tour Questions – Ginny or Denise
- o Weekly Schedules/Make Up Hours – Clark
- o Daily Volunteer Hours – Clark
- o Training/Football Recruiting – Clark

3) I will work to improve communication throughout the Ambassador team and the Visitor Center. I will refrain from any negative communication that would knowingly bring harm to any individual, the organization, the Visitor Center, or the University. I will also seek out appropriate staff to inform them of any concerns or to offer suggestions. In talking with visitors, I will strive to be positively honest.

4) I will strive to be a leader and a positive role model while working at the Visitor Center and let the staff know how they can assist me in reaching this goal.

5) I will assist in the recruitment of new University Ambassadors as lead by the Ambassador Recruitment Committee.

6) I will adhere to the dress code of the Visitor Center, which means:

- * No jeans at any time
- * Shirts with tails tucked in
- * Polo shirts while working in the Visitor Center
- * USC T-shirts for tours
- * Shorts and skirts must be at least fingertip in length

7) I will attend a minimum of 80% of weekly meetings and will adhere to the Ambassador Constitution and Bylaws as it relates to missed meetings.

8) Attach a tentative copy of your Fall 2008 class schedule with your preferred shift indicated (please give us more than one option if possible).

In response to your leadership and contributions, the Visitor Center agrees to:

- Distribute next weeks schedule by Friday of the preceding week. We will make every effort to inform you of when you will be giving tour but ask that you be flexible in scheduling.
- Organize and strengthen training and professional development opportunities and to fully utilize the new Executive Board member responsible for training and professional development.
- Enhance communication with the University Ambassador Team and Visitor Center.

Signed

Date

MANY THANKS FOR ALL YOU DO! WE ARE GLAD TO HAVE YOU BACK!