

# Introduction

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Southern Utah University Presidential Ambassadors are an elite group of students chosen to represent the University. Each Ambassador was specifically chosen because of his or her outstanding leadership qualities and involvement in their respective schools and communities. Ambassadors are dynamic individuals that tend to be highly visible on and off campus. As such, it is important that Ambassadors remember that they are representatives of Southern Utah University at all times. We encourage each Ambassador to conduct themselves in a way that will not reflect negatively on the University or the Presidential Ambassador program.

## PA Basics

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### **DRESS CODE:**

- ▶ Presidential Ambassadors are public representatives for Southern Utah University. As such, Ambassadors are expected to present themselves in an appropriate manner during all official University functions.
- ▶ Presidential Ambassadors should appear professional and well groomed during recruitment activities and other official assignments. The Ambassador polo is an important element of an Ambassador's attire. It is expected that the Ambassador polo should be clean and ironed or pressed when worn and accompanied by the Ambassador's nametag. Ambassadors should dress appropriately according to the dress standard of a specific event or as otherwise stated by the Executive Council and/or Admissions Staff. Khakis, slacks, jeans, shorts, skirts, etc, should be clean, modest, and compliment the Ambassador polo.
- ▶ When occasion permits, the Ambassador vest may replace the polo during official assignments.

### **GRADE POINT AVERAGE:**

- ▶ Education should be each Ambassadors number one priority. In as much, Ambassadors are required to maintain a minimum cumulative GPA of 3.0 in order to participate in the program. **This grade point average is not to be confused with any other GPA requirements for scholarships.**
- ▶ Academic standing will be reviewed at the end of each semester.
- ▶ Academic standing for Freshmen Ambassadors will not be evaluated until the end of their first year.
- ▶ In the case that an ambassador falls below the required GPA, please refer to "**Academic Leave**" found in the **Reassessment** section of this **Statement of Conduct**.

### **TOUR TRAINING:**

- ▶ Campus tours are one of a Presidential Ambassador's primary responsibilities. Ambassadors are often a prospective student's first impression of Southern Utah University. Each Ambassador is expected to be knowledgeable with respect to information found in the tour section of the Ambassador Binder.
- ▶ Additional tour training will be given during the Annual Fall Retreat. Each ambassador should plan on attending the retreat to receive this additional training.
- ▶ Ambassadors are required to complete a Tour Certification administered by a member of the Admissions Staff. Certification dates and deadlines will be determined by the current Executive Council.
- ▶ Ambassadors should arrive promptly to take them on their tour and should allow enough time to personalize the tour according to the needs of the prospective student. Tours should last approximately 1 hour.
- ▶ Ambassadors should dress appropriately as an official representative of Southern Utah University.
- ▶ Do not use cell phones while giving a tour or during a campus event!!! (Unless The Welcome Center or Admissions office informs you that a reason for contact exists.)
- ▶ Tour sign-ups will be made on Web-CT.
- ▶ If you sign-up for a tour and extenuating circumstances arise that cause you to not be able to take the tour, it is your responsibility to find another Ambassador to take your tour.

## Statement of Conduct

### **VEHICLES:**

- ▶ If at any time a Presidential Ambassador commits a traffic violation while driving a university vehicle for a school sponsored activity, his or her driving privileges will be revoked for the remainder of the year.
- ▶ Ambassadors who lose driving privileges will receive the opportunity to re-certify the following year.

### **COMMUNICATION:**

- ▶ Effective communication is essential for the Presidential Ambassador program to function properly. Ambassadors will receive information about events and tours during class each week.
- ▶ All event sign-ups will be posted on Web-CT. Ambassadors must check Web-CT and their email regularly.

### **WEB CT:**

- ▶ It is recommended that Web-CT be checked daily. However, it is required that it be checked at least once a week. Changes and new information about events will be emailed to your Web-CT address, not your regular email address.

### **RESPECT:**

- ▶ As before mentioned, Presidential Ambassadors are an elite group of students on campus. Ambassadors are chosen from the best of the best. Act like it!
- ▶ When giving a tour, give the prospective student your undivided attention.
- ▶ In class, give the person at the head of class your full focus. They are people that are working for you. Treat them with the respect they deserve and you will receive that same respect in return.
- ▶ All University employees need to be treated with the utmost respect. How you treat them reflects directly on Presidential Ambassadors and the Admissions Office.

# Commitment

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### **POINT SYSTEM:**

- ▶ The point system is used to help Ambassadors and the Executive Council evaluate the individual participation or involvement of its members.
- ▶ Ambassadors are expected to maintain a pre-determined amount of points according to his or her class standing.
  - Freshmen are expected to acquire 70 points first semester and 60 points second semester.
  - Sophomores are expected to acquire 65 points first semester and 55 points second semester.
  - Juniors are expected to acquire 53 points first semester and 43 points the second semester.
  - Seniors are expected to acquire 42 points first semester and 35 the second semester.
- ▶ Failure to participate with an event or a campus tour that you signed up for may result in a loss of points.
- ▶ Failure to acquire the required amount of points will result in a reassessment of the Ambassador's commitment level in the program. Please refer to "**Suspension of Involvement**" found in the Reassessment section of this Statement of Conduct.
- ▶ Points will be evaluated at least once during the semester to evaluate the commitment level of each ambassador.

### **DEPENDABILITY:**

- ▶ Presidential Ambassadors are student leaders. Ambassadors are expected to be dependable and carry their own weight.
- ▶ Giving tours and participating in events is your primary responsibility. Ambassadors should be willing to sign up for and participate in events and tours. Many people are depending on you to follow through with these responsibilities. Don't let them down.

### **ATTENDANCE:**

- ▶ Class attendance is crucial to your involvement in Presidential Ambassadors.
- ▶ Expect to attend class every Wednesday from 4-6pm.
- ▶ Failure to attend class will result in a loss of points. (Absences due to participation on the High School Tour, or other official university events, will not receive penalty.)

# Reassessment

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**PURPOSE:**

- ▶ Reassessment is an opportunity for both the Executive Council and each Ambassador to reevaluate their involvement, commitment, and attitude regarding Ambassadors.
- ▶ If an Ambassador has extenuating circumstances they can bring them to the Executive Council. All exceptions to the reassessment policy will be reviewed by the Executive Council and must be unanimously approved by the entire EC.

**ACADEMIC LEAVE:**

- ▶ In the case of Academic Leave, the Ambassador in question will be asked to refrain from active participation until his or her GPA has returned to or above a 3.0.
- ▶ Ambassadors on Academic Leave have up to one year to raise their GPA to or above a 3.0 before they are asked to leave the program completely.
- ▶ Ambassadors on Academic Leave will have the opportunity to re-enter the program after the first semester pending an evaluation of his or her GPA.
- ▶ Freshmen will have a full year before reviewing his or her cumulative GPA.

**INVOLVEMENT PROBATION:**

- ▶ Ambassadors that fail to meet the point criteria, as before mentioned, will be placed on Involvement Probation. Involvement Probation requires that the Ambassador increase his/her participation in order to remain part of the organization.
- ▶ Ambassadors on probation may not miss class four weeks in a row and are required to stay the entire time. Participation in 50% of all recruitment or approved campus activities during the first two months is required.

**SUSPENSION OF INVOLVEMENT:**

- ▶ If a Presidential Ambassador has committed a crime greater than a minor traffic violation, he or she will discontinue involvement with the Ambassador program until a verdict is rendered.
  - ▶ If innocent they will continue as a full fledged Presidential Ambassador. All required points will be waived without penalty after an innocent verdict by a judge or a jury is rendered.
  - ▶ If guilty, the individual will no longer be involved with Ambassadors.

I have read the statement of conduct and will abide by all guidelines.

Signature \_\_\_\_\_ Date \_\_\_\_\_