

Mel
Cooper

Ambassador Team Purpose

The purpose of the Ambassadors is to represent Eastern Wyoming College at a variety of campus functions (Planning Days in October, Technology Day in November, Visitation Day in February, and campus tours, as needed). You are the official hosts of the college for any visiting students, parents or special guests. You **represent** EWC in your actions and your attitude. Ambassadors are an essential component of recruitment and public relations at EWC and it is important for you to be honest and positive about the college.

You could be the deciding factor in a student choosing or not choosing to attend Eastern Wyoming College. You are a representative of student life on campus and we expect you to be positive yet honest in answering questions. **DO NOT MAKE UP ANSWERS !!!** If you do not know the answer to a question, tell the student/parents you will find the answer for them or direct them to where they could find the answer. **DO NOT LET YOUR PERSONAL THOUGHTS OF INSTRUCTORS OR CLASSES COME INTO YOUR TOUR !!!**

Ambassador Team Goals

1. **Campus tours:** conduct an informative walk thru of Eastern Wyoming College.
 - Physical facilities (especially the facility the student plans to major in. ie: Vet.Tech)
 - Clubs and Organizations available on campus
 - Intramural sports
 - Your personal experiences on campus with activities
 - Dormitories
 - Introduce the visitors to instructors as you see them in the hallways
2. **Assist** with special events on campus
 - Planning Days – October 7th 9:30a.m. – 11:30 pm. EWC Gym
 - Technology Day – November 6th - 9:00a.m. – 12:30 p.m.
 - Visitation Day – Monday, February 16th 8:30 – 1:00 pm EWC Gym and classrooms

Ambassadors Team Expectations

As a member of the Ambassadors, there are certain expectations that every Ambassador should follow, they are:

- Attend all meetings, to include training sessions. Attendance at these meetings is required unless excused by the advisor prior to the meeting, due to class, work or illness. All the meetings will be 5:30 pm and pizza will be served.
- Work at least one of the two special events
- Wear your Ambassadors shirt with nice pants when conducting a campus tour or for one of the special events.
- Write thank you notes to all students for which you act as tour guide.