2009 - 2010 Western Ambassadors Handbook

History
The Western Ambassadors were established in the 2001-2002 school year by Larry Duffy and Alice Newman. In 2002-2003 the organization became a President’s Leadership Scholarship program, while continuing to focus on the development of leadership and speaking potential. President Randy Cumby supports the organization by providing scholarship opportunities and leadership development activities.

Mission
The mission of the Western Ambassadors is
1. to develop student leadership and public speaking potential
2. to give tours to prospective students
3. to promote Western Oklahoma State College through speaking engagements, especially at area high schools.

Eligibility
1. To be selected as a Western Ambassador, students must be enrolled in and complete at least 12 semester hours in the fall and spring semesters.
2. Minimum cumulative grade point average is 3.0. (See additional academic requirements below.)
3. Students may serve as a Western Ambassador for no more than four consecutive semesters. Students who resign or are removed may not reapply.
4. Students committed to attending WOSC for two years will be given priority in the selection process.

Recruitment/Selection/Retention
1. Representatives of Western Oklahoma State College, consisting of faculty, professional staff and administration, will select Western Ambassadors through an interview process.
2. Alternates will be selected and may be called on to serve if an active Ambassador resigns or is removed.
3. Information about the Western Ambassadors President’s Leadership Scholarship will be listed in the catalog under the scholarship section and will be updated as needed.
4. Current Ambassadors will recruit for new Ambassadors (as well as for the college in general) through tours, speaking engagements to area high schools and other personal contacts.
Expectations

As a highly select group, the Western Ambassadors should represent the college well at all times, but especially while wearing the official Ambassador uniforms.

1. **Personally**: Behavior should be ethical and considerate in all aspects of life, but especially in the classroom and on campus. However, Ambassadors should remember that they always represent Western Oklahoma State College—whether acting in an official capacity or not. The sponsors will deal with problems and decisions related to personal behavior in accordance with the Western Oklahoma State College student discipline policies and the high personal standards expected of an Ambassador.

2. **Academically**: Maintain at least a 3.0 grade point average. Failure to maintain the minimum grade point average will result in a one-semester period of probation. Continued failure to meet the minimum GPA will result in removal from the organization. An Ambassador will only be allowed ONE probational period.

3. **Appearance**: Grooming and hairstyles should be suitable for public appearances. Ambassadors must consider that they represent the college to a multitude of audiences. For example, what is considered appropriate appearance to high school students may not be considered appropriate to members of a service club, such as Kiwanis or Rotary. Since the Ambassadors will be receiving compensation through a scholarship and will also be paid for recruiting and touring duties, the sponsors do reserve the right to ask an Ambassador to alter his or her appearance or improve his or her grooming.

4. **Clothing**: Official clothing must be clean and pressed at all times. Male Ambassadors are expected to provide black pants, white dress shirt, and khaki pants. Females will provide black skirts, white collarless shirt, and khaki pants. Official polo shirts will be provided. Ties will also be issued to the males. Ties must be returned in good condition at the end of the year.

5. **Campus involvement**: Western Ambassadors should be active on campus. Membership in a few clubs/organizations and extracurricular activities are highly encouraged. As scholarship recipients, however, Ambassadors MUST allow adequate time to fulfill their obligations to Western Oklahoma State College.

6. **Attitude**: Ambassadors are expected to be positive and show enthusiasm for attending Western Oklahoma State College. When encountering problems or conflicts, they should work to become part of the solution. It is absolutely essential that Ambassadors work well as a group and avoid letting conflicts come in the way of representing the college effectively.

Duties

1. **Weekly meetings**: Thursdays from 12 noon to 1 p.m.
2. **Mandatory events:** One Board of Regents meeting (date to be determined), all Homecoming activities, commencement exercises, and the Ambassador training session.

3. **Public speaking:** school visits, service club engagements, other special requests from the public. Ambassadors will be compensated for recruiting visits to high schools.

4. **Tours:** Most tours will be conducted by the Ambassadors employed in the Office of College & High School Relations. However, all Ambassadors should be willing and able to conduct a tour as special circumstances arise.

5. **Penalties:** Western Ambassadors are absolutely required to attend the weekly meetings and to show up for duties they have agreed to perform, whether paid or unpaid. There will be no excused absences. The Ambassador is expected to find his or her work replacement if it becomes necessary.

**Compensation**

1. $250 scholarship per semester. The scholarship can be used toward any college expense.

2. $6.55 per hour for working in the Ambassador Office and attending high school recruiting trips and College/Career Days.

**Student Senate Representative:**

1. Attends the scheduled Student Senate meetings. Reports back to Ambassadors at weekly meeting.

**Evaluation**

Each Ambassador will participate in an evaluation process. This process will be initiated by the sponsor.
1. Each Ambassador will complete a self and peer evaluation near the end of each semester.

2. Based on the self and peer evaluations, as well as other criteria, the sponsors will determine if the Ambassador may return without going through the application process the following semester/year.

3. Ambassadors not automatically selected to return may go through the application and interview process the following year.

Training
1. Each Ambassador will receive a handbook and is expected to be knowledgeable about the contents.

2. The handbook will be continually updated and improved as new situations and needs arise.

3. Ambassadors will attend a two-day training retreat prior to the beginning of the fall semester. Another training or special activity may be arranged according to circumstances. If additional training is scheduled it will be mandatory for all Ambassadors.

4. Each meeting will provide further training and information to assist the Ambassador. Ambassadors are expected to be trainers as well as learners. Questions and feedback are highly encouraged at all times.

5. It is highly desirable that all Ambassadors become knowledgeable about Western Oklahoma State College’s history, facilities, and social and academic programs, in order to represent the college in a desirable way. Ask questions to continually increase your knowledge and to assist those around you.

Guidelines for Giving Tours
1. Study tour fact-sheet

2. Share and discuss tour tips

3. Maintain positive attitude

4. Tailor the tour to the audience
5. Know about the events on campus

6. Know the clubs, organizations, sports

7. Know the faculty and staff

Public Speaking Preparation
1. Tailor your presentation to your audience.

2. Study catalog, brochures, and information and fact sheets.

3. Knowledge is the key.

4. Practice! Opportunities to practice will be provided in meetings, but in most cases this won’t be sufficient.

5. Ambassadors who do not take this very important job seriously will not be allowed to represent the college in speaking events.