

## **College of Forestry Ambassador Use Guidelines**

Some of the primary goals of the CoF Ambassador program are to provide our students with opportunities for personal and professional growth, skill development, leadership, team building, public speaking, and similar benefits which enhance their educational experience at OSU while positively representing the CoF and OSU. We also strive to prepare them for successful professional opportunities in their chosen educational and career-related fields. Our aim is to organize and deliver the Ambassador program such that their time is split as follows: ¼ recruitment assistance, ¼ student services assistance, ¼ event assistance, and ¼ professional development/leadership activities and training.

**What are suitable and pertinent requests for College of Forestry Ambassadors that enhance their development as students, individuals, and professionals and provide a service to departments and units of the College of Forestry?**

Such requests may include:

- Prospective student tours
- Support for on-campus recruitment events, such as:
  - Beaver Open House
  - Preview Days
  - OSU Admissions organized events
- Support for off-campus recruitment events,\* such as:
  - Community college and high school visits and fairs
- Support for CoF events\* such as:
  - Fall Tailgater
  - Dean's Dinner
  - State of the University
  - Golden Jubilee
  - Spring Awards Banquet
- Support for Student Services events and activities, such as:
  - Annual Ring
  - Job fairs and career development workshops

\*Please note, as off-campus recruitment may involve extended travel time, Ambassadors may not be available due to class obligations, other scheduling requirements (including their required Ambassador class) that would be negatively impacted by time way.

Ambassadors must always be supported by a CoF faculty or staff member who is present at each given event (on- or off- campus). Ambassadors are not permitted to attend an event/activity alone and without a CoF employee who will oversee their involvement and the overall coordination/organization of the activities.

We ask that CoF personnel do not rely on Ambassadors for manual labor activities, such as setting up tables and chairs, handing out parking passes, partaking in rote or rudimentary activities. Instead, we encourage you to reach out to CoF student clubs and organizations, or other engaged members of the undergraduate student body to request assistance with activities in which these types of services are needed. The Student Resources & Engagement Office is available to help locate student assistance – 541-737-1594 or [forestrystudentservices@oregonstate.edu](mailto:forestrystudentservices@oregonstate.edu).

If you feel there is an event where Ambassador involvement is needed and that should be an exception to the Ambassador Use Guidelines, please contact the Ambassador Coordinator.