

# Ambassadon Request Form

Event: \_\_\_\_\_

Description of the Event (Please be specific- the purpose of the event, the audience at the event, and why you need the assistance of the Ambassadors): \_\_\_\_\_

---

---

---

Date of the Event: \_\_\_\_\_

Begin Time: \_\_\_\_\_ AM/ PM End Time: \_\_\_\_\_ AM/ PM

Specific Location of the Event: \_\_\_\_\_

---

Host of the Event: \_\_\_\_\_

Event coordinator contact information: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of Ambassadors requested (maximum of 6): \_\_\_\_\_

Indicate the specific duties of each Ambassador: \_\_\_\_\_

---

---

---

Audience: (Please be specific) \_\_\_\_\_

---

Number of guests expected: \_\_\_\_\_

Appropriate uniform for the event (please check one):

\_\_\_\_\_ Casual - Black pants and polo

\_\_\_\_\_ Formal - Black pants, blouse/oxford & tie, black blazer

\_\_\_\_\_ Coordinator for event will inform Ambassador(s) as to appropriate dress attire for the event or provide a uniform

Additional comments: \_\_\_\_\_

---

**Please return to Laura Zeigler, KT 111C  
a minimum of two weeks prior to the event.  
~Questions call Laura Zeigler at 481-6954~**

**All requests are pending committee approval.**



Thank you for your interest in requesting Ambassadors to participate in your program. The Office of Student Affairs created the Ambassador program to develop student leadership, spirit, and campus pride; therefore the name "Ambassadors" was chosen to reflect the university mascot, the Mastodon.

Criteria for requesting Ambassadors who would be helping at your event are listed below: *Note: Ambassadors are not student volunteers.*

*Ambassadors Mission and Purpose*

- Represent IPFW on campus and in the Fort Wayne Community
- Coordinate and host special events
- Nurture student spirit, interest and campus pride while raising the visibility of campus student leaders

*Ambassadors Service Areas*

- Guide campus tours
- Travel with VIPs
- Host VIPs at special events including Graduation and Omnibus
- Speak to university constituents
- Serve on the faculty/university committees
- Represent IPFW on campus and in Fort Wayne
- Mentor new students
- Lobby the state Legislature

*Past events and responsibilities include*

- I-STEP OUT 2007 - participate on student panel
- Freshmen Fest- meet new freshmen and encourage them to get involved
- Purdue Board of Trustees Meeting- represent IPFW student body
- Admissions Open House- greet guests
- Commencement Ceremony- carry flags in processional

**Please return to Laura Zeigler, KT 111C  
a minimum of two weeks prior to the event.  
~Questions call Laura Zeigler at 481-6954~**

**Your request will be reviewed and you will be contacted back when the committee makes a decision.**