

 Fall 2025-2026

AMBASSADOR HANDBOOK



Office of Recruiting and
Student Affairs

WELCOME TO THE STUDENT AMBASSADOR PROGRAM



Selection as a Student Ambassador is an honor and privilege. You were selected based on your outstanding credentials and abilities. Participation in the Student Ambassador Program indicates your commitment to the University and the Departments of Recruiting and Student Affairs. We thank you for the responsibilities you will assume in representing Arkansas State University- Mountain Home to prospective students and families, scheduling office hours, attending meetings, and volunteering for special events.

When prospective students visit ASU-Mountain Home, they are exploring decisions about their future. As one of the representatives prospective students meet, you play an important role in their decision-making process. You have been chosen as a Student Ambassador because we believe you will be an outstanding representative of ASU-Mountain Home.

Your enthusiasm and positive attitude are vital to this program. We pledge to support your efforts to make your experience worthwhile and enjoyable. We are proud of the Student Ambassador program and of your contribution to making the program strong and credible for years to come.

Welcome to the Ambassador Program. We look forward to a great year!



Your Ambassador Sponsors:
Brooke Grissum, ASUMH Recruiter
Stephanie Beaver, Dean of Students

AMBASSADOR CONSITUTION:

Section I- Mission

Membership in the Student Ambassadors organization is based on academic achievement, involvement in extracurricular activities, leadership abilities and recommendations of faculty and professional staff.

Student Ambassadors represent ASUMH at various functions such as visitation days, orientation/ registration, campus tours, on/off campus events and other functions.

Student Ambassadors serve as student representatives when welcoming and hosting honored guests and distinguished members of the college community. Ambassadors participate in college activities and represent ASUMH both on and off campus.

Section II- Membership

Membership

Characteristics of a Student Ambassador:

- 1.Campus Leader
- 2.Strong oral and written communication skills
- 3.Professional behavior
- 4.Pride in ASUMH
- 5.School Spirit
- 6.Sense of Responsibility

Selection and terms:

- 1.Faculty, staff, and current Ambassadors and high school counselors may annually nominate students. The Ambassadors sponsors will determine the deadline for said nominations.
- 2.Nominees must complete the application. The Ambassador sponsors will screen applicants and determine which nominees are invited to a personal interview conducted by a selection committee. New ambassadors will be announced after the interviews.



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3. Membership shall be limited to no more than 10 Student Ambassadors at any given time. Up to three alternates may be selected and ranked. In the event one or more of the selected students may not serve, the highest-ranking alternate may be appointed to complete the term of service.

Active Membership:

1. Active Members must attend Ambassador Training and Orientation.
2. Participation in events is REQUIRED. Members will be given a list of events for the whole semester that are a requirement to be at.
3. Members are required to attend monthly meetings. If a member is unable to attend, the student must let both sponsors know in advance of their absence.
4. Location of monthly meetings will be announced. Meetings will be held during the fall and spring semesters. Orientation will be during summer.
5. Members must maintain a minimum 2.75 cumulative GPA and be in good academic standing to be an active member. A member must maintain a 2.75 cumulative GPA to receive the scholarship (see Section VI). In the event that a Student Ambassador falls below the 2.75 cumulative GPA, he/ she will be put in a probationary period for one full semester. If the GPA does not rise above 2.75 during the probationary period, the member will be dismissed.
6. Members will assist with recruitment, tours, mail-outs, and other assignments during a one-hour period during the week. (Office Hours)
7. One or more unexcused absences may lead to the termination of Ambassador membership.
8. Members should sign regular attendance roster when volunteering or attending office hours or meetings.
9. Members may continue Ambassador Status from fall to spring semester as long as the member remains in good standing with the college and ambassador program.
10. Members must take appropriate care of Ambassador uniform items. Members are responsible for the cost of lost or damaged items.



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11. Events: Each semester members will be provided with a list of events that are mandatory to attend. If member is not able to attend, he/ she must notify both sponsors as soon as possible with an excused absence.

12. Members will be required to volunteer at two events outside of the required events list.

Section III- Ambassador Conduct

Ambassador Conduct

1. No profanity or negative remarks while representing ASUMH.
2. Behave responsibly at all times.
3. Be on time.
4. Dress appropriately and wear Ambassador name tag.
5. Function with team spirit.

Section IV- Withdrawal

Withdrawal

Members wishing to withdraw membership shall submit a written communication to the Ambassador Sponsors indicating the desire to withdraw. Students who do not maintain active participation will not receive the scholarship.

Section V- Dismissal

Dismissal

An Ambassador is subject to dismissal for any or all of the following:

- Behavior unbecoming to the Ambassador as per this Constitution.
- Exhausting unexcused absences as previously outlined in Section II of the Constitution.
- Persistent excuses or requests for excused absences.
- Failure to meet the required events per semester plus two extra events and/ or GPA requirements as outlined in Section II.



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Section VI – Scholarship

Ambassador Scholarships, in the amount of \$500, are renewed each semester as long as the student fulfills all event and office hour requirements and remains in good academic standing (a minimum 2.75 cumulative GPA). Scholarships apply to fall and spring semesters only – Ambassador Sponsors will review ambassador scholarship eligibility each semester. Scholarships will be applied to the student account, going towards fees and books first with any remaining balance going towards tuition. **Note:** *If you are receiving other scholarships, please check with the Cashier for more information on how this scholarship will be applied to your student account.*

Section VII - Officers

Ambassadors shall have a President and Vice President. The members will select the president to a one-year term. This selection should be made after considering leadership, participation and knowledge. This person will serve as the group leader, contact person, liaison and will preside at all meetings. This will be nominated and voted on at the first meeting. President must be a second year ambassador.

Section VII - Acknowledgement

I, _____ have read and understand the current Constitution of the Ambassadors and acknowledge the terms and conditions of my membership. I agree to be an active participant and follow the rules as written.

Date: _____

Signature: _____



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