

# STUDENT AMBASSADOR REQUEST FORM



Have a great event or activity that could benefit from the assistance of trained student volunteers? Please complete the following ***Student Ambassador Request Form*** and submit it to the Student Ambassador Coordinator on your campus at least two weeks prior to the event date.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Department: \_\_\_\_\_

## REQUESTING:

# of Ambassadors Needed: \_\_\_\_\_

Date/Time Required: \_\_\_\_\_

Description of Activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Contact Person at Event: \_\_\_\_\_

Is special training required for Ambassadors?  YES  NO

If yes, when will it be provided? \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Signature: \_\_\_\_\_

### FOR OFFICE USE ONLY:

Request:  Approved  Declined If decline, give detail: \_\_\_\_\_

Ambassadors Scheduled?  YES  NO

Follow Up Completed?  YES  NO

