

## Do you want to be a Lake Land College Student Ambassador?

Student Ambassadors are a group of Lake Land College students who are selected to serve as official college representatives at events such as college fairs and high school visits. In addition, Ambassadors conduct campus tours and assist with special functions sponsored by the College. Being a Student Ambassador is a challenging job, but it is a prestigious organization to join! You will meet new friends, gain leadership skills, and build your résumé at the same time!

### ELIGIBILITY

1. Student Ambassadors must be enrolled on campus at least half-time for both the fall and spring semesters during the year of application.
2. Student Ambassadors must have a Lake Land College cumulative GPA of at least 2.50 as calculated by the College.
3. Student Ambassadors must remain in good academic and disciplinary standing.

### SPECIAL PRIVILEGES AND ACTIVITIES

1. Each Student Ambassador will receive official Lake Land College Student Ambassador apparel valued at over \$125.
2. Student Ambassadors get to take part in specific trainings, social activities and trips exclusively for them only.
3. Student Ambassadors that complete requirements will receive a \$500 scholarship from Lake Land College for their year of service. The scholarship will be made in two payments: \$250 for the fall semester and \$250 for the spring semester. In order to receive the scholarship, all 15 Student Ambassadors must complete their 12 credits of activity.
4. An award will be presented at the end of the year to the Student Ambassador who has shown outstanding efforts in promotion, recruitment, and service.

### REQUIREMENTS

1. Participate in extensive training sessions.
2. Participate in mandatory functions.
3. Attend regularly scheduled weekly meetings on Wednesdays or as otherwise announced. Student Ambassador meetings should take precedence over other club meetings and failure to attend meetings will result in makeup assignments.
4. Serve as an official representative of Lake Land College at career fairs, high school visits, and other events that involve student recruitment.
5. Conduct campus tours.
6. Participate in telephone and letter writing campaigns.
7. Remain at least a half-time (6.0 credit hours) student during fall and spring semesters.
8. Complete at least 12 credits of activities each semester. These activities include at least three tours and three visits to in district high schools.

### HOW TO APPLY

1. Complete and return the application and schedule an interview by **Friday, August 30<sup>th</sup>**. Interviews will be held on September 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup>. Schedule your interview by calling (217) 238-2704 or stopping by Admissions and Records in the Luther Student Center and ask for Jane Plummer.
2. Interviews will be held in the Neal Hall North Conference Room.
3. Interviews will last about 45 minutes and will be in a group format with a short activity.
4. An online copy of the application can be found at [www.lakelandcollege.edu/student-life/student-ambassadors](http://www.lakelandcollege.edu/student-life/student-ambassadors)
5. Questions? Call Pam Hartke or Olivia Mintun, Admissions Representatives, at (217) 238-2705/2704.

UPON ACCEPTANCE

A list of the 15 Student Ambassadors will be posted in the Luther Student Center lobby on Friday, September 6<sup>th</sup> by the end of the day and online at [www.facebook.com/lakelandcollege](http://www.facebook.com/lakelandcollege). If selected to be a Student Ambassador, but you decide to not accept the position, please immediately contact Olivia or Pam at [omintun@lakelandcollege.edu](mailto:omintun@lakelandcollege.edu) or [phartke@lakelandcollege.edu](mailto:phartke@lakelandcollege.edu) or 217-238-2704/2705.

For those selected to serve as a Student Ambassador, the first information meeting/mandatory training date is **Monday, September 9<sup>th</sup> from 1 p.m. to 5 p.m. on campus. See other mandatory dates below.**

**AMBASSADOR APPLICATION**

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

High school graduated from \_\_\_\_\_ High School GPA \_\_\_\_\_

Lake Land College Major \_\_\_\_\_

Semester and year you entered Lake Land College \_\_\_\_\_

Semester and year you plan to graduate or transfer from Lake Land College \_\_\_\_\_

Other colleges attended \_\_\_\_\_

Lake Land College GPA \_\_\_\_\_

Or last College attended \_\_\_\_\_

Shirt Size: S M L XL

**You may use a separate sheet for the items listed below if needed.**

Lake Land College activities: \_\_\_\_\_

\_\_\_\_\_

High school activities: \_\_\_\_\_

\_\_\_\_\_

Service activities (community, civic groups, etc.): \_\_\_\_\_

\_\_\_\_\_

Describe your public speaking experiences: \_\_\_\_\_

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Do you plan to work during the school year? If so, list the times you will be working during the Fall Semester: \_\_\_\_\_

It is very important that Student Ambassadors are available during regular business hours, although some night or weekend hours may be required. When you consider your academic pursuits, extracurricular activities, and job commitments, approximately how many hours per week will you have to devote to the ambassador program during the hours of 8 a.m. and 5 p.m.? \_\_\_\_\_

What is your motivation for applying to become a Student Ambassaador? \_\_\_\_\_

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What do you hope to gain from you potential experience as a Student Ambassador? \_\_\_\_\_

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What personal characteristics do you possess that could contribute to the success of the Lake Land team?

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List three people, who are not related to you, who may be contacted as references.

Name \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_

I understand that serving as a Student Ambassador requires a commitment of one year. I further understand that I will be required to sign the Student Ambassador Code of Conduct, attend weekly meetings, training sessions, and college related activities throughout the year. Current mandatory dates, which are in addition to the 12 points needed each semester, dates are as follows (dates subject to change):

- Weekly Meetings
  - Wednesdays from 12-1 p.m.  
Failure to attend mandatory meetings will result in makeup assignments, such as 1 hour of office work (approved miss, such as travel for the college) or 2 hours of office work (unapproved miss, such as no call, no show).
- Informational meeting/Training
  - Tuesday, September 10th from 1–5 p.m. in Webb Hall 081
  - Wednesday, September 11th from 1–5 p.m. in Webb Hall 081
  - Monday, September 16th from 1–5 p.m. in Webb Hall 081
- Career Day
  - Tuesday, October 1st from 7:30 a.m.–2 p.m. on campus
- Laker Visit Days
  - Friday, October 11
  - Friday, November 22
  - Friday, February 14
  - Friday, March 27
  - Thursday, June 18
- Student Recognition Banquet
  - Spring semester, specific date TBA
- Student vs. Faculty Softball Game – sponsored by the Ambassadors
  - Spring semester, specific date TBA
- Assistance with one or more of the following:
  - College Day at Kluthe (Spring semester, specific date TBA)
  - WYSE (Spring semester, specific date TBA)
  - Other events approved by the advisor

With this understanding, I submit my application to interview for a position as a Lake Land College Student Ambassador.

Signature\_\_\_\_\_

Date\_\_\_\_\_

Mail application to: Lake Land College  
Admissions Representative  
5001 Lake Land College  
Mattoon, IL 61938

Or submit application to: Admissions and Records Office in the Luther Student Center

Please make a copy of this application for your records.  
Updated 07/2019