

## **Longwood Ambassadors: Uniting the Past, Living the Present, Guiding the Future.**

Dear Potential Ambassador,

On behalf of the Longwood Ambassadors, I am excited that you are applying for membership into our organization! The Longwood Ambassadors is a volunteer, student service organization that assists the university in admissions, public relations, and alumni activities. The Ambassadors serve as hosts at official college events and conduct campus tours.

Membership in the Longwood Ambassadors is select and considered an honor and privilege by its members. To be considered for membership you must meet the following criteria:

- Completed a minimum of 12 credit hours at Longwood
  - transfer credits do not count for this
- Have a cumulative GPA of no lower than 2.5
  - it will be checked by our organizations' advisor
- Completed both essay questions
  - attached to this application
- Completed the attached application, signed the requirement sheet, and returned both
- Returned the two letters of recommendation from faculty/staff members at Longwood University
- Sign up for an interview
- Attend one or both of the membership open houses held this semester\*

\*The membership open houses are designed to give us a chance to get to know you and for you to get to know us. You may ask any questions you may have about our organization. This semester's open houses will be held the following dates and times:

Wednesday, September 23, 2009 at 8:00 p.m. in the Lankford Ballroom

Thursday, September 24, 2009 at 7:00 p.m. in the Lankford Ballroom

\*\*\*\*\*If you are truly interested and cannot make it to either open house, please let me know and we will make arrangements.\*\*\*\*\*

If you have any questions concerning the Ambassadors or the application process feel free to contact me at [katie.austin@live.longwood.edu](mailto:katie.austin@live.longwood.edu)

Good luck and we look forward to meeting you!  
In Ambassador Spirit,

Katie Austin  
2009 Membership Chair

## **Longwood Ambassadors: Uniting the Past, Living the Present, Guiding the Future. Membership Requirements**

Being a Longwood Ambassador is an important commitment, which requires time and energy. It is an organization where complete participation from every member is essential and expected. It is necessary that you understand all the responsibilities of being a member. At any time you may be called upon for your service as an Ambassador, which means you will need to step up and help out for things you were not originally planning on participating in. Participation in the following activities is considered the minimum stipulations in which you are obligated to partake as stated in the Longwood Ambassador By-laws under Article II Section 4. In addition, you are to assist in publicizing the organization and its services for Longwood.

- A. General Requirements (every semester)
  - 1. Attend General Body Meetings (2/3 meetings a month)
  - 2. Attend Committee Meetings (number designated by Committee Head)
  - 3. Completion of required points; with set number of tour, activity, social, and community service points
- B. Specific Requirements (every semester)
  - 1. Community Service Activity (points differ from semester to semester)
  - 2. Membership Open House (at least one of the two)
  - 3. Interviews (number assigned by Membership Chair based on applicant pool)
  - 4. Selections
  - 5. Initiation
- C. Specific **FALL** requirements
  - 1. Oktoberfest (tour & booth)
  - 2. Junior Days
  - 3. Fall Open Houses
- D. Specific **SPRING** requirements
  - 1. Spring Weekend Oozeball
  - 2. Junior days
  - 3. Spring Open Houses

Are you willing to accept the responsibilities of membership listed above and comply with the requirements as stated in the Longwood Ambassador By-laws under Article II Section 4?

Yes  No

Do you understand that if selected into the Longwood Ambassador Organization, you must maintain a 2.5 cumulative GPA?

Yes  No

Are you currently on Disciplinary Probation?

Yes  No

I give permission for the Ambassador advisor to check and verify that my cumulative GPA is 2.5 or higher. Please include your signature and L number.

Signature \_\_\_\_\_

L number \_\_\_\_\_

**Longwood Ambassadors: Uniting the Past, Living the Present, Guiding the Future.**  
**Longwood Ambassador Membership Application**

Note: Students who apply for membership will have their application screened by the Office of Institutional Advancement and Ambassadors.

Complete the following application in blue/black ink with legible print, unless typed.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Residence Hall & Room # \_\_\_\_\_  
LU Email: \_\_\_\_\_ Phone # \_\_\_\_\_  
Home Address (off campus): \_\_\_\_\_  
Box # (on campus): \_\_\_\_\_  
Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_  
Class Year: \_\_\_\_\_

**List current activities or organizations of which you have membership and any offices held**

<u>Activity/Organization</u>	<u>Office(s) Held</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

**List any other applicable experiences you have encountered during your time at Longwood that may enhance your qualifications for your membership.**

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

**List the names of the Longwood University Faculty/Staff Members that recommended you.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Please type your answers to the following essay questions.** (Limit total length to 2 pages double spaced)

1. In your opinion, what makes Longwood a superior institution? What experience here has proven to be the most rewarding? Why?
2. What do you see as a major role of the Longwood University Ambassadors? How could you see yourself performing in this role?

# Longwood Ambassadors: Uniting the Past, Living the Present, Guiding the Future.

Dear Longwood Faculty/Staff Member,

The Longwood Ambassadors is a volunteer, student service organization with the purpose of assisting the university with admissions, alumni events, and public relations activities. The Ambassadors serve as host/hostesses at official University events, conduct campus tours, and work closely with our alumni. This prestigious organization is highly respected. Membership is select and considered an honor and privilege by its members. We are looking for members who challenge themselves as leaders, possess excellent communication skills, take responsibility, and represent our University with pride and spirit.

We are now accepting applications for new members. An applicant has chosen you to recommend him/her. Thoughtfully regard this applicant for membership into our organization by considering each characteristic and then circling the rank that applies. Please make any appropriate comments as well. If you have never had an opportunity to observe the applicant in the listed characteristic, circle "cannot determine" (CD). Lastly, please answer the two questions and add any relevant comments about the applicant that may assist us during selections.

**Applicant's Name:** \_\_\_\_\_ **Relationship with Applicant:** \_\_\_\_\_

	<b>Excellent</b>				<b>Poor</b>	
<b>Communication Skills</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>CD</b>
Demonstrates strong verbal and nonverbal communication skills						
Able to express him/herself clearly						
COMMENTS:						

	<b>Excellent</b>				<b>Poor</b>	
<b>Enthusiasm and Attitude</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>CD</b>
Demonstrates a positive attitude						
Can motivate others and is spirited						
COMMENTS:						

	<b>Excellent</b>				<b>Poor</b>	
<b>Leadership Potential</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>CD</b>
Able to recognize and direct others						
Takes initiative						
COMMENTS:						

	<b>Excellent</b>				<b>Poor</b>	
<b>Professionalism</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>CD</b>
Mature, responsible, punctual						
COMMENTS:						

*Please include a typed response to the following questions:*

1. Describe the applicant's ability to communicate effectively.
2. Describe an instance in which the applicant has taken leadership responsibility.

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Signature of Longwood Faculty/Staff Department

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**Applicant's Name:** \_\_\_\_\_ **Relationship with Applicant:** \_\_\_\_\_

	Excellent				Poor	
	5	4	3	2	1	CD
<b>Communication Skills</b>						
Demonstrates strong verbal and nonverbal communication skills						
Able to express him/herself clearly						
COMMENTS:						

	Excellent				Poor	
	5	4	3	2	1	CD
<b>Enthusiasm and Attitude</b>						
Demonstrates a positive attitude						
Can motivate others and is spirited						
COMMENTS:						

	Excellent				Poor	
	5	4	3	2	1	CD
<b>Leadership Potential</b>						
Able to recognize and direct others						
Takes initiative						
COMMENTS:						

	Excellent				Poor	
	5	4	3	2	1	CD
<b>Professionalism</b>						
Mature, responsible, punctual						
COMMENTS:						

*Please include a typed response to the following questions:*

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Signature of Longwood Faculty/Staff Department

## **Longwood Ambassadors: Uniting the Past, Living the Present, Guiding the Future.**

**To ensure that each and every member understands what is expected of them please read the below information and sign off upon completion.**

\*\*\* Meetings are held every other Tuesday at 9:30 p.m. –they last at least an hour

Each member is assigned to a committee. They are expected to participate in the committee throughout the semester. The committees are:

- Activities
- Alumni Relations
- Historian
- New Membership
- Publicity
- Special Projects
- Admissions
- Community Service
- Membership
- Pin Recognition
- Socials

Ambassadors are involved with regular community service projects and other activities around campus. There are community service, activity, and social opportunities almost weekly and you will be required to complete a set amount for the semester.

Each member is required to give regular and special tours. Regular tours are Tuesday through Friday at 11 a.m. and 2 p.m. and special tours typically occur on Mondays and weekends. We have Admissions Open Houses each semester and it is mandatory that Ambassadors participate in these events.

During Spring Weekend, Ambassadors organize and run Oozeball, one of our biggest fundraisers. We design Oozeball t-shirts as an organization and sell them to the student body.

On behalf of the Longwood Ambassadors, I would like to thank you for your interest in our organization. I hope this sheet gives you insight as to what we, the Longwood Ambassadors, are all about. If you have any questions regarding this sheet or application, please contact me at [katie.austin@live.longwood.edu](mailto:katie.austin@live.longwood.edu)

In Ambassador Spirit,

Katie Austin  
2009 Membership Chair

On my honor, I have read and understand the duties expected of each Longwood Ambassador.

X\_\_\_\_\_

**Longwood Ambassadors: Uniting the Past, Living the Present, Guiding the Future.**

**Applicant's Checklist:**

Before turning your application into Box 2932 by NOON, please make sure you have all of these components in a manila envelope. **DO NOT STAPLE ANYTHING.**

- \_\_\_\_\_ Completed application
- \_\_\_\_\_ Completed essay #1
- \_\_\_\_\_ Completed essay #2
- \_\_\_\_\_ Recommendation #1 (in a sealed and signed envelope)
- \_\_\_\_\_ Recommendation #2 (in a sealed and signed envelope)
- \_\_\_\_\_ Attended at least one Membership Open House
- \_\_\_\_\_ Signed the requirements page in this application

Please provide 3 days and times during the days of October 7<sup>th</sup>, 8<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup> that you are available for a 30 minute interview.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**DUE: Tuesday, September 29, 2009 by NOON**