

Procedure Title: Student Ambassador Program
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Board Policy Reference: I.B.

Accountable Administrator: Vice President Student Affairs
Position responsible for updating: Director Athletics, Outreach & Student Life
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Purpose/Principle/Definitions:

Blue Mountain Community College will maintain a student ambassador program to assist the college in recruiting students into its courses and programs.

Guidelines:

Under the supervision of the Assistant Director of Outreach & Recruitment, the following guidelines for Student Ambassadors will be implemented, reviewed, modified, and maintained.

1. The term of service for each ambassador will be fall through spring term of each academic year. Requests for service during the summer months will be approved by the Director on a case-by-case basis.
2. Students will be selected for the ambassador program through an application and interview process. The selection process will occur during the academic year prior to the term of service. Ambassadors will be chosen and appointed by the completion of the spring term prior to the new term of service.
3. The maximum number of ambassador positions available per term of service is 36 terms of service and dependent on funds available (10 Ambassadors 2 Mascots). Should positions become vacant for any reason prior to the beginning of fall term, open positions can be re-filled with a suitable replacement.

4. Students will complete the following to remain in “*good standing*” as a student ambassador:
 - a) Students must maintain a minimum 2.5 cumulative GPA
 - b) Students must complete at least the minimum amount of credits required of a full-time status student.
 - c) Students will participate in on-campus and off-campus events and activities, which fulfill the purpose of the ambassador position.
 - d) Students will participate in a one credit Leadership class each term of service
5. Students will participate in ten or more hours of position related activities each week, as assigned by the Assistant Director of Outreach & Leadership. Should an ambassador not meet the criteria described above, the Assistant Director of Outreach & Leadership has the discretion to extend a probationary term in order for the student to regain good standing as an ambassador.
 - a) A student not meeting the minimum criteria for “good standing” after week 5 of the term will be placed on “Probationary Status” and will sign an acknowledgment letter detailing the steps that must be completed within that following academic term in order to be reinstated as an ambassador in “good standing”.
 - b) If the probationary term requirements are not met, the student will not be allowed to continue as a Student Ambassador. A second probationary term will not be allowed.
6. Student Ambassadors in “good standing” shall receive a stipend as compensation for their work. This stipend has a per term total value and is divided proportionally and distributed on a monthly basis.
 - a) The stipend amount is that amount equivalent to the value of no more than twelve BMCC credits.
 - b) Student Ambassadors must be in “good standing” to receive the stipend each month. This status is defined in item four above.
 - i. If a student is not in good standing any time after week 5 for the term, the student will be placed on probation as defined in item five above. .
 - ii. If a student is removed from his/her student ambassador position, the stipend will cease for the remainder of the academic year.
 - c) Stipends and requests for payment are the responsibility of the Director of Student Recruitment, Marketing and Leadership.

BMCC Student Ambassadors are categorized in the same manner as those employees defined as “Student Employment” for purposes of compensation and benefits.