

## **Labette Community College Student Ambassador Program**

### **General Description**

The Labette Community College Student Ambassador Program is a group of students who are selected to represent the College in many capacities. Student Ambassadors reach out to prospective students, conduct campus tours, participate in and help promote various college events.

### **Benefits**

- In-State Tuition paid up to 16 credit hours per semester by “Cardinal Ambassador” Scholarship [This scholarship is renewable for as many semesters as the student is in attendance at LCC.]
- \$300 text book voucher in the LCC Bird’s Nest per semester
- Earn a \$200 per semester stipend [dependent upon completing assigned responsibilities]
- Enhance your transfer and scholarship applications and personal resume
- Develop valuable leadership and communication skills
- Opportunity to network with leaders at the college and in the community

### **Criteria**

#### *Required*

- Open to incoming freshman and/or transfer students
- Student must be in good academic standing with a minimum of a 2.5 cumulative grade point average
- Must be enrolled at Labette Community College in a minimum of 12 credit hours by June 1st for upcoming Fall Semester and December 1st for the upcoming Spring Semester
- Completion of the Student Ambassador Application Packet, including one completed recommendation form
- Completion of the General Scholarship Application (*with mandatory 6-semester, official transcript submitted for graduating high school students*)
- Students will be individually evaluated on performance at the end of each semester in order to maintain involvement in the program. If duties are not adequately fulfilled, then the student will be forced to resign from his/her participation and the scholarship will be terminated.

#### *Preferred*

- Leadership skills or previous leadership experience
- Strong interpersonal skills, including listening and advising skills
- Previous volunteer or community service

## **Responsibilities**

- Educate prospective students, school groups, and the general public about Labette Community College during Student Affairs and other college department events
- Conduct campus tours for individuals and groups as arranged by the Student Affairs Office
- Work 2 hours per week in the LCC Student Affairs Office
- Represent Labette Community College at campus and community events
- Share first-hand information about your college experience and provide accurate and useful information to new students to assist them in transitioning to college
- Actively participate in the Student Ambassadors Student Organization, including the election of officers
- Participate in occasional photo and commercial shoots for promotional materials for Labette Community College
- Assemble information packets and mailings
- Participate in the half-day Student Ambassador training that will be held the week prior to school starting in August
- Student Ambassadors will be encouraged to complete the Leadership Development Course if the college offers it
- Encourage fellow students to complete their educational goals
- Represent Labette Community College in a responsible, ethical, and professional manner
- Project a positive image of the college

## **Application Instructions**

- Please type or print neatly on the Application Form
- Return the completed application materials to:  
Labette Community College  
Admissions Office  
ATTN: Kylie Lucas  
200 South 14<sup>th</sup> Street  
Parsons, KS 67357
- To apply, please complete and submit the following:
  - Completed Application Form
  - One (1) Completed Reference Form (*from a LCC faculty or staff member, employer, or high school teacher/counselor*)

*Labette Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified handicapped in its education programs, activities, recruitment, admissions, or employment as required by Titles VI, VII, IX, and section 504 of the Rehabilitation Act of 1973. Inquiries should be directed to: Vice President of Student Affairs, Labette Community College, 200 South 14th Street, Parsons, KS 67357. Telephone (620) 421-6700 extension 1264.*

**Labette Community College  
Student Ambassador Program Application**

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Main Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Do you speak languages other than English? If yes: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ College Credit Hours Completed: \_\_\_\_\_

How many semesters remaining at LCC: \_\_\_\_\_ Do you plan to graduate? \_\_\_\_\_

Please provide information on your most recent work or volunteer experience:

Employer or Organization: \_\_\_\_\_

City/State: \_\_\_\_\_

Dates of service: \_\_\_\_\_

Supervisor/Contract Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Your title and description of duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer or Organization: \_\_\_\_\_

City/State: \_\_\_\_\_

Dates of service: \_\_\_\_\_

Supervisor/Contract Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Your title and description of duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What strengths, attributes/talents do you possess that would contribute to your effectiveness as a Student Ambassador?

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Please list previous and current leadership and community service involvement including on and off campus work, athletics, student organizations, and other commitments.

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Why did you choose to attend Labette Community College?

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What do you hope to gain from the Student Ambassador Program and what would you contribute to it? Why do you want to be a Student Ambassador?

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Please include any additional information which you believe is relevant and would assist the committee in the selection process.

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**Consent for Verification of Student Records:**

I hereby certify that all statements made on this application are true and correct to the best of my knowledge and authorize investigation of all statements herein recorded. I release from all liability persons and organizations reporting information required by this application. I grant permission to an authorized representative of Labette Community College to verify my student records for purposes of this application.

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

**Labette Community College  
Student Ambassador Recommendation**

You are being asked to provide a reference for \_\_\_\_\_  
who is applying for a position as a Student Ambassador at Labette Community College.

**To the Student Applicant:**

Please check one of the options below regarding your right of access:

\_\_\_\_\_ I, the undersigned, waive the right of personal access to this recommendation.

\_\_\_\_\_ I, the undersigned, retain the right of personal access to this recommendation.

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

**To the Recommender:**

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

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

Phone Number/Email Address: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

The Labette Community College Student Ambassador Program is a group of students who are selected to represent the College in many capacities. Student Ambassadors reach out to prospective students, conduct campus tours, participate in and help promote various college events.

We would appreciate your completion of this recommendation form by providing your personal reactions concerning the applicant, or attach a separate letter of reference.

Please rate the applicant on the factors listed below. Check the appropriate box.

Factor	Outstanding	Excellent	Good	Average	Fair	Not Observed
Attitude						
Communication Skills						
Confidence						
Dependability						
Friendliness/Outgoing						
Leadership Qualities						
Self-Motivation						
Team Oriented						

Please provide a statement regarding why you feel this application would be an excellent candidate for the LCC Student Ambassador Program. You can include information on student's communication skills, leadership potential, level of maturity, sense of responsibility, acceptance of direction and feedback, strengths, and weaknesses.

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Please mark the appropriate response:

- I highly recommend this applicant
- I recommend this application
- I recommend this applicant with reservations
- I do not recommend this application

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Signature of Reference

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Date

*Please submit this application to the Student Ambassador Candidate in a sealed, signed envelope or send it directly to the college. Thank you for your contribution to the selection of qualified candidates for the Student Ambassador Program at Labette Community College.*