

## **PHHP Dean's Ambassador Program Frequently Asked Questions**

### **What is the dress code?**

For most events, ambassadors are to wear their assigned PHHP blue polo, nametag, and khaki or black pants or black knee-length or longer skirt. Leggings and/or jeans are not permitted. If an alternative dress code is allowed, ambassadors will be informed when assigned their event.

### **How are events and activities assigned?**

Events and activities will be assigned based on ambassadors' schedules, their preferred activities, and college needs. The program's supervisor will attempt to accommodate preferences for events or activities, but spaces are limited. Ambassadors will be emailed calendar invitations to events and activities as the semesters progress.

### **What if my schedule changes and I cannot assist with an event or activity?**

Ambassadors are responsible for notifying the program's supervisor of any change in schedule. Once an ambassador has committed to assisting with an event or activity, that ambassador will be relied upon to attend. Ambassadors must notify the program's supervisor, in writing, 14 days prior to the event or activity if they cannot attend. If less notice is given, the ambassador must find a suitable replacement or his or her absence will be considered unexcused. One instance of tardiness or unexcused absence will result in probation. After two instances, the ambassador will be terminated from the program.

### **Upon completion of the year, what official recognition is available?**

Each student who successfully completes the Dean's Ambassador Program will receive Dean's Ambassador cords to wear at graduation.

*We welcome feedback! Please contact your program supervisor with comments or additional questions.*

### **Brendan Clough**

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