



# WESTERN MICHIGAN UNIVERSITY

First-Year Experience Programs

## 2012 Fall Welcome Ambassador Application Packet

Thank you for your interest in the Fall Welcome Ambassador position. We are excited to begin the selection of our team of leaders for this program. This position is responsible for introducing and acclimating first-year students to Western Michigan University.

### **What is the Fall Welcome program all about?**

Fall Welcome is a four-day transition program designed to build connections between first-year students and the WMU community. The goal of Fall Welcome is to help first-year students with their academic and social transition to college life at Western Michigan University. This program will build on the foundation created during New Student Orientation.

### **How will Fall Welcome benefit me as a WMU student?**

Making connections throughout your college experience is crucial for success. As a Fall Welcome Ambassador, you will have the opportunity to make and enhance connections with the faculty, staff, and a variety of students from the WMU community. In addition, Ambassadors will develop skills in group problem solving, conflict resolution, interpersonal communication, and team building. Fall Welcome will also provide students with the opportunity to interact with a diverse population of students, fostering skills important for future employment.

## **Optional Informational Meetings**

**Tuesday, January 31, 12:30 p.m. – Bernhard Center, Room 211**

**Wednesday, February 8, 7:00 p.m. – Bernhard Center, President's Dining Room**

**Sunday, February 12, 7:00 p.m. – Bernhard Center, President's Dining Room**

**Monday, February 20, 6:00 p.m. – Bernhard Center, 212**

## **Application Deadline**

**Friday, March 16, 2012 @ 5:00 p.m.**

## **Get More Information Online**

[www.wmich.edu/fye](http://www.wmich.edu/fye)

Return applications to the Fall Welcome Office, 1535 Ellsworth Hall by Friday, March 16, 2012 at 5:00 p.m.

Fall Welcome | (269) 387-2338 | [fall-welcome@wmich.edu](mailto:fall-welcome@wmich.edu)



## Fall Welcome Ambassador Job Description

### RESPONSIBILITIES

- Facilitate a small group of first-year students
- Encourage positive student interactions
- Acquaint new students with campus services, activities, and facilities
- Assist with various aspects of program implementation
- Foster the development of WMU pride
- Be a positive role model to incoming students
- Complete a formal evaluation of the Fall Welcome program

### QUALIFICATIONS

- Excellent communication skills
- Ability to relate well with students, parents, faculty, and administrators
- Commitment to Western Michigan University
- Demonstrate interest in helping others
- Good organizational skills and flexibility
- 2.30 minimum grade point average at the time of application
- Enrolled in classes at WMU during Fall 2012
- Ability to work as an effective and productive team member
- Good disciplinary standing with the University
- Must be available to participate in all training sessions
- Cannot be a Bronco Buddy or Resident Assistant (R.A.) due to schedule conflicts

**Keep for  
your  
Records**

### BENEFITS

- Early move-in for all Ambassadors living on campus
  - Free meals for all Ambassadors
  - Free Fall Welcome and WMU attire
  - Free training in all areas related to Fall Welcome
  - \$200 appreciation gift card upon the completion of Fall Welcome\*
- \*please see the Appreciation Gift Card Agreement for complete eligibility details*

### TIME COMMITMENT

- Attend Fall Welcome Ambassador training Friday, August 24 through Sunday, August 26
- Participate in all Fall Welcome activities the week of Monday, August 27 through Friday, August 31

### APPLICATION PROCESS

- Applications must be submitted by candidate and two reference forms must be submitted by the evaluators (application only for returning candidates, no reference forms) no later than **5:00 p.m., Friday, March 16, 2012.** (Fall Welcome Office, 1535 Ellsworth Hall).
- **ALL** Applicants will need to sign up at time of application and attend **ONE** of the following interview sessions:
  - Monday, March 26 @ 6:00 p.m. – 9:00 p.m.
  - Wednesday, March 28 @ 6:00 p.m. – 9:00 p.m.
  - Thursday, March 29 @ 6:00 p.m. – 9:00 p.m.
  - Friday, March 30 @ 6:00 p.m. – 9:00 p.m.



# WESTERN MICHIGAN UNIVERSITY

First-Year Experience Programs

## Fall Welcome 2012 Dates

<u>Date</u>	<u>Activity</u>	<u>Time</u>
January 31	Optional Informational Meeting	12:30 p.m. – 1:30 p.m.
February 8	Optional Informational Meeting	7:00 p.m. – 8:00 p.m.
February 12	Optional Informational Meeting	7:00 p.m. – 8:00 p.m.
February 20	Optional Informational Meeting	6:00 p.m. – 7:00 p.m.
March 16	Application Deadline	5:00 p.m.
March 26	Group Interviews	6:00 p.m. – 9:00 p.m.
March 28	Group Interviews	6:00 p.m. – 9:00 p.m.
March 29	Group Interviews	6:00 p.m. – 9:00 p.m.
March 30	Group Interviews	6:00 p.m. – 9:00 p.m.
April 6	Positions offered	All day
April 13	Ambassador Unification Day	3:00 p.m. – 5:00 p.m.
Throughout Summer (TBA)	Ambassador Unification Days	TBA

### Dates Listed Below Will Be MANDATORY

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<u>Date</u>	<u>Activity</u>	<u>Time</u>
April 13	Ambassadors Sign Contracts	3:00 p.m. – 5:00 p.m.
August 24 – August 26*	Ambassador Training	TBA
August 27 – August 31*	Fall Welcome	All day
August 31*	Fall Welcome Evaluation Due	1:00 p.m.

**\*Note – Failure to attend these meetings/events may result in reduction of Ambassador Appreciation Gift Card Amount or dismissal from position.**

# Employment Agreement & Code of Conduct

## Fall Welcome Ambassador

*Sample Page 1 (This is a sample contract only; you will sign the official contract upon being hired as an Ambassador)*

I, \_\_\_\_\_, accept the position of Fall Welcome Ambassador for 2012. I agree to follow and support all policies, procedures, and ethical standards as established by the First-Year Experience Programs.

### As a Fall Welcome Ambassador, I will:

- Support and respect all members of the Fall Welcome staff, including the Fall Welcome Student Co-Coordinators, Intern, professional team members, and the Fall Welcome Coordinator.
- Fulfill the responsibilities and duties outlined in the Fall Welcome Ambassador Job Description and attend all functions as expected by my immediate supervisor and the program.
- Respect the confidentiality of student records and all information shared among the Fall Welcome staff. I understand that unauthorized disclosure of confidential information is grounds for immediate dismissal.
- Serve as a member of the FYE Team and contribute in positive ways to its cohesiveness and success.
- Abide by all WMU policies, including those stated in the Undergraduate Catalog, Student Code of Conduct, and First-Year Experience Programs.
- Maintain an appropriate and professional relationship with all incoming students.
- Wear clothing that promotes the ideals of character, citizenship and civility, and refrain from wearing anything that promotes alcohol, drugs, cigarettes, or other colleges/universities during all training sessions.
- Wear the provided t-shirts for the duration of the Fall Welcome Program.
- Refrain from promoting the use of alcoholic beverages or other drugs; **refrain from possessing or consuming alcohol, regardless of my age, while my Fall Welcome employment agreement is in effect (Aug. 24, 2012– Aug. 31, 2012).** Drinking during training weekend or during Fall Welcome will result in immediate dismissal from the Ambassador position.
- Demonstrate an appreciation for all forms of diversity including but not limited to: culture, ethnicity, disability, religion, sexual orientation, gender identity & expression, and socio-economic status.
- Discuss academic issues with Fall Welcome attendees in a non-biased fashion and refer students to their Academic Advisor for formal advising.
- Promote all options and opportunities at WMU in an unbiased and positive manner. This includes all living options and all student organizations, not just those with whom I have a personal affiliation.
- Always speak positively about WMU and other colleges/universities.
- Promote the WMU Bookstore (in the Bernhard Center) as the bookstore of choice.
- Positively represent all promotional items and companies during Fall Welcome.

**FWA Initials**

Please be advised that you are not covered by Western Michigan University's Medical Insurance while serving as an Ambassador. Western Michigan is an equal opportunity/affirmative action employer. TERMS SUBJECT TO CHANGE WITHOUT NOTICE.

## Employment Agreement & Code of Conduct Fall Welcome Ambassador

**Sample Page 2** (This is a sample contract only; you will sign the official contract upon being hired as an Ambassador)

**It is understood that I am:**

- Required to maintain at least a 2.30 GPA through the end of the Spring 2012 and/or summer sessions, as well as remain in good disciplinary standing with the university. I understand that grades and disciplinary standing will be reviewed at the conclusion of the semester and failure to meet this requirement will result in dismissal from the position.
- **Required to attend all** Fall Welcome training sessions, programs, events, briefings, meetings, and official functions unless specifically excused by a Fall Welcome staff member in advance. These dates are: Friday, April 13 (Contract Signing), and Friday, August 24 through Friday, August 31, 2012 (Fall Welcome Ambassador Training & Fall Welcome Week).
- A role model on campus and, as such, will always project a positive image of myself. This includes, but is not limited to, the pictures that I am portrayed in on any online social network.
- Required by Fall Welcome policy to refrain from scheduling work hours during Ambassador Training and Fall Welcome week: Aug. 24 – Aug. 31 at noon.
- Required to exhibit a positive and respectful attitude during Ambassador Training sessions and the Fall Welcome Program, which includes, but is not limited to: refraining from cell phone use during training sessions, helping the Fall Welcome staff when asked, assisting other Ambassadors as necessary, and giving full attention to all session presenters.
- Required to assist with other Fall Welcome responsibilities as assigned (i.e. move-in day duties, attendance taking at Interest Sessions, etc.). All Ambassadors will receive these assignments during Ambassador Training.
- Required to attend the duration of the 2012 Fall Welcome Ambassador Training Sessions, Aug. 24 – 26.
- Required to attend all required Fall Welcome events with my group, Aug. 27 – Aug. 31.
- Required to work very long days while executing the Fall Welcome Program, typically 7:00 a.m. – 10:00 p.m.
- Required to be on time for all Ambassador Training sessions and Fall Welcome events.
- Required to complete a formal evaluation of the Fall Welcome Program.

**I understand that I receive the following benefits and compensation:**

- Early move-in for all Ambassadors living on campus
- Free meals for all Ambassadors during Ambassador Training and the Fall Welcome Program.
- Free training in all areas related to Fall Welcome.
- Free Fall Welcome and WMU attire.
- \$200\* Ambassador Appreciation Gift Card. \*Please see attached “Ambassador Appreciation Gift Card Agreement” for complete eligibility details.

**FWA Initials**

(Continued)



# Ambassador Appreciation Gift Card Agreement

After the completion of a successful Fall Welcome week, **Ambassadors who uphold all aspects of the Fall Welcome contract will receive a \$200 appreciation gift card to the WMU Bookstore.**

Breaking the Fall Welcome contract will be grounds for a performance review by the Fall Welcome Coordinator. Depending upon the severity of the breach of contract, the appreciation gift card is subject to decrease to \$100 or \$50. Dismissal from the position is possible, should the Ambassador exhibit inappropriate behavior and/or multiple or repeated offenses of breaking the contract. Ambassadors may be dismissed from the position at any time before or during Ambassador Training or Fall Welcome week. Ambassadors dismissed from the position forfeit the entire appreciation gift card, regardless of time served as an Ambassador.

To be eligible to receive the **\$200 appreciation gift card**, Ambassadors will be expected to adhere to the following Fall Welcome policies and procedures, which are representative of an exceptional Ambassador:

- Attend and **stay for the duration of all sessions** of Ambassador Training (unless previously excused by a Fall Welcome staff member). An attendance system of swiping your Bronco ID card in and out of sessions will be enforced. **An absence from training for any reason must be excused by the Fall Welcome Coordinator or Interns no later than Thursday, Aug. 23.** Notifying the Fall Welcome staff on or after Friday, Aug. 24, of a need to be excused from training or from Fall Welcome week, will result in an automatic \$100 reduction.
- Exhibit a positive and respectful attitude during Ambassador Training and Fall Welcome week, which includes: not using cell phones during training sessions, helping Fall Welcome staff when asked, assisting other Ambassadors as necessary, and giving full attention to all session presenters.
- Be on time for all Ambassador Training sessions (not more than 10 minutes late) and on time for all required Fall Welcome events (arriving after the start of the presentation is considered late).
- Attend all required Fall Welcome events with their groups.
- Attend and be on time for all Ambassador morning meetings with the co-coordinators during Fall Welcome week.
- Assist with other Fall Welcome responsibilities as assigned (i.e. move-in day duties). All Ambassadors will receive these assignments during Ambassador Training.
- Must fill out an Ambassador Training evaluation at the end of the week and turn it in at the designated time and location.
- Communicate in a timely manner via e-mail or phone call with the Fall Welcome staff; responses must be received by the designated deadline.

Additional items expected from Ambassadors, and which will appear on the Fall Welcome contract, include:

- Refraining from the use of alcohol and other drugs for the duration of Ambassador Training and Fall Welcome week (Aug. 24 – Aug. 31).
- Representing WMU and FYE in a respectful and positive manner at all times.
- Refraining from wearing clothing that represents other schools.
- Act as a role model for all incoming students.

**Keep for  
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Please be advised that you are not covered by Western Michigan University's Medical Insurance while serving as an Ambassador. Western Michigan is an equal opportunity/affirmative action employer. TERMS SUBJECT TO CHANGE WITHOUT NOTICE.

**\$100 appreciation gift cards** will be given should **one** of the following scenarios occur, and **\$50 appreciation gift cards** will be given if **two** of the following scenarios occur:

- Arriving three or more times late to Ambassador Training sessions (more than 10 minutes).
- Unexcused absence from at least one Ambassador Training session.
- Not attending one of the required Fall Welcome events, or communicating to students they do not need to attend Fall Welcome events.
- Arriving late two times to the Miller presentations (you will be marked late if you arrive after the presentation has begun).
- Exhibiting a negative or disrespectful attitude by: using cell phones during Training sessions; refusing to help a Fall Welcome staff member when asked; being insubordinate to Fall Welcome or FYE staff members; refusing to assist other Ambassadors if they need help; refusing to follow the Fall Welcome schedule; talking disrespectfully about WMU or FYE to other Ambassadors or students.
- Neglecting to complete and return the Ambassador Training evaluation at the end of the week.

Each of the above-mentioned scenarios will require a conversation with a Fall Welcome staff member and a performance review by the Fall Welcome Coordinator. Three or more offenses will require automatic dismissal from the position and forfeiture of the appreciation gift card.

Gift cards will be issued Sept. 11 - 21 at the First-Year Experience Office. Any gift card not picked up by Sept. 21, 2012 will be forfeited.

**Keep for  
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**You will sign the following on Page 10 of this application. This is for your records.**

I, \_\_\_\_\_, have read the Fall Welcome Employment Agreement & Code of Conduct and understand that if hired, will sign a formal contract, encompassing these items. I understand that if hired, I will receive the \$200 appreciation gift card when I uphold all aspects of the Fall Welcome Employment Agreement & Code of Conduct, and the policies and procedures listed on the Ambassador Appreciation Gift Card Agreement. Should I commit one or more of the offenses listed or violate the Employment Agreement, my appreciation gift card is subject to decrease to \$100 or \$50. I also understand that if I am dismissed from the Ambassador position at any time during Ambassador Training or Fall Welcome week, I forfeit the entire appreciation gift card, regardless of time served as an Ambassador.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# 2012 Fall Welcome Ambassador Application

Please type or clearly print:

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

Name: \_\_\_\_\_ Student WIN: \_\_\_\_\_

Current Address: \_\_\_\_\_ Current Phone: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_

Summer Address: \_\_\_\_\_ Summer Phone: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_

Year in School: Fr. So. Jr. Sr. Grad. Are you a returning Ambassador? \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ GPA: (min. 2.30 required) \_\_\_\_\_

T-Shirt Size: \_\_\_\_\_ Shoe Size: \_\_\_\_\_ Pant Size: S M L XL XXL XXXL

Living On Campus Fall 2012: Y N If so, where: \_\_\_\_\_

Special Dietary Needs (vegetarian, allergies, etc.): \_\_\_\_\_

Are You a Transfer Student? (circle): Y N Would You Like to Work With Transfer Students? (circle): Y N

Are you involved in any Special Programs? (i.e. Emerging Leaders, Lee Honors College, MLK Academy etc.)  
Please List Here:

\_\_\_\_\_

Are you interested in working with Special Programs? (circle): Y N

Where did you hear of the Fall Welcome Ambassador position?: \_\_\_\_\_

**Please respond to the following question on a separate sheet of paper.  
(Response must be typed and is limited to one page):**

## Returning Applicants:

What did you enjoy the most about your previous Fall Welcome experience and what would you like to change?  
Why would you like to return as a Fall Welcome Ambassador?

What do you feel the role of the Fall Welcome Ambassador is and how will you go above and beyond to make sure that you fulfill this role?

**New Applicants:**

Why would you like to be a Fall Welcome Ambassador, and what skills would you bring to the position? When responding, you may wish to include past leadership, diversity, and other relevant experiences. What do you feel the role of the Fall Welcome Ambassador is, and how will you go above and beyond to make sure that you fulfill this role?

List the names of two WMU faculty or staff members (not R.A.'s) to whom you have given a recommendation form. If you are a first-year student at WMU, you may use high school or community college personnel for your references.

\_\_\_\_\_

**All Applicants:**

I have read and understand the attached responsibilities, requirements, and time commitments. I certify that the information herein is accurate to the best of my knowledge. You have my permission to verify my grade point average and disciplinary standing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Ambassador Appreciation Gift Card Agreement:**

I, \_\_\_\_\_, have read the Fall Welcome Employment Agreement & Code of Conduct and understand that if hired, will sign a formal contract, encompassing these items. I understand that if hired, I will receive the \$200 appreciation gift card when I uphold all aspects of the Fall Welcome Employment Agreement & Code of Conduct, and the policies and procedures listed on the Ambassador Appreciation Gift Card Agreement. Should I commit one or more of the offenses listed or violate the Employment Agreement, my appreciation gift card is subject to decrease to \$100 or \$50. I also understand that if I am dismissed from the Ambassador position at any time during Ambassador Training or Fall Welcome week, I forfeit the entire appreciation gift card, regardless of time served as an Ambassador.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Deadline: Friday, March 16 by 5:00 p.m.**  
Please return completed application to 1535 Ellsworth Hall

# 2012 Fall Welcome Ambassador Recommendation Form

## Section To Be Completed by Applicant Prior to Distribution to Evaluator

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

The Family Educational Rights and Privacy Act of 1974 provides the student with a right of access to this form. This right may be waived, but no school or person can require the student to waive this right. Check a statement and sign below.

- I waive my right to review this recommendation form.
- I do not waive my right to review this recommendation form.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### To the Evaluator:

This student is applying for the position of Fall Welcome Ambassador. If chosen, this student would assist first-year students with their academic and social transitions into college; acquaint first-year students with campus services, activities, and facilities; and connect these students with WMU, other students, faculty, and staff. You can assist in the selection process by completing this form. Return the form directly to the Fall Welcome Office, 1535 Ellsworth Hall, by March 16, 2012. If you have questions, please e-mail the Fall Welcome Coordinator at: [adrienne.fraaza@wmich.edu](mailto:adrienne.fraaza@wmich.edu).

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

Phone: \_\_\_\_\_ How long you have known the applicant: \_\_\_\_\_

In what capacity: \_\_\_\_\_

**Abilities:** Use the scale to assess the following skills.

5=Excellent    4=Good    3=Average    2=Fair    1=Unacceptable    NA=Not Applicable

- \_\_\_ Ability to manage time and finish tasks on time
- \_\_\_ Ability to solve problems
- \_\_\_ Ability to relate well with students, parents, faculty, and administrators
- \_\_\_ Ability to communicate effectively on an individual basis
- \_\_\_ Ability to listen and follow directions
- \_\_\_ Ability to present a positive image of WMU
- \_\_\_ Ability to work as part of a team

Please briefly describe the applicant. Please feel free to make any additional comments about this applicant on the back of this form.

I  Strongly recommend the applicant    Do recommend    Recommend with reservations    Do not recommend

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

Evaluator must return this recommendation form by Friday, March 16, 2012 by 5:00 p.m. to  
The Fall Welcome Office

1535 Ellsworth Hall, Kalamazoo, MI 49008 Mail stop: 5285  
E-mail: [adrienne.fraaza@wmich.edu](mailto:adrienne.fraaza@wmich.edu) Fax: 269-387-2114

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

Phone: \_\_\_\_\_ How long you have known the applicant: \_\_\_\_\_

In what capacity: \_\_\_\_\_

**Abilities:** Use the scale to assess the following skills.

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- \_\_\_ Ability to communicate effectively on an individual basis
- \_\_\_ Ability to listen and follow directions
- \_\_\_ Ability to present a positive image of WMU
- \_\_\_ Ability to work as part of a team

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I  Strongly recommend the applicant    Do recommend    Recommend with reservations    Do not recommend

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

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The Fall Welcome Office

1535 Ellsworth Hall, Kalamazoo, MI 49008 Mail stop: 5285  
E-mail: [adrienne.fraaza@wmich.edu](mailto:adrienne.fraaza@wmich.edu) Fax: 269-387-2114