



## EARLY COLLEGE EXPERIENCE

### AMBASSADOR PROGRAM INFORMATION SHEET

UConn Early College Experience continues to support and build a new cohort of enthusiastic UConn ECE student Ambassadors each year. These students assist in the marketing and administration of the ECE program at their high school, as they support their fellow students and the Site Representative to create a more seamless college experience for all.

#### Site Representative Benefits

The opportunity to have a student assist with UConn ECE registration, and to help present the benefits of UConn ECE to their fellow students, and high school community.

#### Site Representative Responsibilities

The main purpose of this program is to provide additional support to UConn ECE Site Representatives, therefore Site Representative responsibilities are minimal. They are:

- Select 1 or 2 Ambassadors (per guidelines below) who would be a good fit for the role and would represent UConn ECE in a positive manner.
- Submit a complete Ambassador Participation Package\* to the ECE office by March 30, 2018.
- Utilize the Ambassador(s) to assist with marketing the program, and to assist you and their peers throughout the registration process. Ambassadors must present on UConn ECE during at least one school assembly, classroom presentation, parent night, or equivalent. They must support you throughout both registration periods by working with you and their peers on the registration process and any other ECE related tasks.
- Sign off on a Verification Form in October, completed by the Ambassador, confirming the student fulfilled all of their responsibilities as an Ambassador. If all of the responsibilities are not fulfilled, students will not be eligible to receive the Ambassador benefits listed herein.

#### Selection Process

Each high school is eligible to have at least 1 student Ambassador. High Schools with more than 150 students enrolled in UConn ECE courses may have up to 2 Ambassadors, and high schools with less than or equal to 150 students enrolled are eligible to have 1 Ambassador. Site Representatives will select their own UConn ECE Ambassador(s), confirm with the Ambassador(s) their interest and commitment to the role, and submit a complete Ambassador Participation Package\* to the ECE office by March 30, 2018. All Ambassadors must have the following attributes:

1. Willing to represent the UConn Early College Experience program in a positive manner
2. Excellent written and oral communication skills
3. Willing to present to peers and parents alike
4. High-energy and enthusiastic in their endeavors
5. Responsible and timely with tasks
6. Be in good standing with UConn ECE. No outstanding balances with the University.

\*Strongly encouraged to be a former ECE student - not a requirement.

**\*Ambassador Participation Package:** An e-mail from the ECE Site Representative with the Ambassador's Name, grade level, and statement of endorsement, with an electronic copy of the Ambassador's one-page paper and completed Commitment Form as an attachment.

## Ambassador Benefits

If the Ambassador fulfills all responsibilities listed herein, and submits the completed Verification Form by October 5, 2018 UConn ECE will:

- Cover the course fees for one 2018-2019 UConn Early College Experience course. (Maximum value \$160)
- Issue a letter of acknowledgement & certificate of achievement.

Ambassadors will also be provided with a UConn ECE Ambassador t-shirt at the beginning of their term.

## Ambassador Responsibilities

A UConn ECE Ambassador must commit to:

- Submit a one-page informational paper about UConn Early College Experience and the benefits of the program **AND** a signed Student Ambassador Commitment Form to their ECE Site Representative by March 30, 2018.
- Participate in a brief virtual orientation with UConn ECE staff.
- Apply to the UConn ECE Program by the June 1<sup>st</sup> application deadline, and enroll in at least one UConn ECE course by the June 29<sup>th</sup> enrollment deadline.
- Attend school assemblies, classroom presentations, and/or parent nights that discuss the UConn ECE program and present on the benefits of the program.
- Work with the UConn ECE Site Representative and use free time to help other students through the registration process.
- Send a minimum of 4 separate submissions to [ece@uconn.edu](mailto:ece@uconn.edu) with pictures or videos of UConn ECE classes at their high school. A detailed description of the event, project, or discussion that is shared must be included. These submissions may be posted to a UConn ECE social media site or featured in other ECE materials.
  - In place of an e-mailed submission described above, an Ambassador may post about any UConn ECE registration deadline to one or more of their personal social media pages and tag UConn ECE. Ambassadors may contact Carissa Rutkauskas for further instructions at [carissa.rutkauskas@uconn.edu](mailto:carissa.rutkauskas@uconn.edu).
- Complete and submit a Verification Form (issued by the ECE Office) by October 5, 2018, confirming all ambassador responsibilities have been fulfilled. Ambassador signature and a Site Representative signature are both required to confirm all information is accurate and all duties have been fulfilled.
- Complete an online exit survey at the end of ambassador term to provide program feedback.

## Length of Term & Deadlines

UConn ECE Ambassadors will serve for just over one year. Their term will run from **April 15, 2018 – May 31, 2019**. Each Ambassador is expected to continue to help the ECE Site Representative, and to train their successor.

Site Representatives must submit a complete Ambassador Participation Package\* for their selected Ambassador (1 for ≤ 150 ECE students) or Ambassadors (2 for > 150 ECE students) to [Todd.Blodgett@uconn.edu](mailto:Todd.Blodgett@uconn.edu) by **March 30, 2018**.

Ambassadors must submit their completed Verification Form to [Todd.Blodgett@uconn.edu](mailto:Todd.Blodgett@uconn.edu) by **October 5, 2018** to be eligible for one 2018-2019 course paid for by UConn ECE, a letter of acknowledgement, and a certificate of achievement.

**NOTE: Participation in this program is voluntary. High schools are not required to participate.**



**EARLY COLLEGE  
EXPERIENCE**

**AMBASSADOR PROGRAM STUDENT COMMITMENT FORM**

Welcome to the UConn Early College Experience Team! In exchange for your enthusiastic support of the program and successful completion of the responsibilities listed herein, UConn Early College Experience will provide you with the following benefits:

- UConn ECE will cover the course fees of one 2018-2019 UConn Early College Experience course during your active term as an Ambassador. (Maximum value \$160)
- You will be awarded a UConn ECE Ambassador t-shirt, sure to be the envy of your friends!
- You will be issued a letter of acknowledgement & certificate of achievement. Both great additions to your college application and resume.

**Responsibilities and Terms of Commitment**

UConn ECE Ambassadors agree to support the program for just over one year: **April 15, 2018 – May 31, 2019.**

If you have been selected, you must submit the following to your Site Representative by **March 30, 2018** to be eligible:

- A one-page informational paper about UConn Early College Experience and the benefits of the program.
- A signed copy of this form acknowledging you understand your responsibilities as a UConn ECE Ambassador.

**As a UConn ECE Ambassador, you also commit to:**

- Participate in a brief virtual orientation with UConn ECE staff.
- Apply to the UConn ECE Program by the June 1<sup>st</sup> application deadline, and enroll in at least one UConn ECE course by the June 29<sup>th</sup> enrollment deadline.
- Attend school assemblies, classroom presentations, and/or parent nights that discuss the UConn ECE program and present on the benefits of the program.
- Work with the UConn ECE Site Representative and use free time to help other students through the registration process.
- Send a minimum of 4 separate submissions to [ece@uconn.edu](mailto:ece@uconn.edu) with pictures or videos of UConn ECE classes at your high school. A detailed description of the event, project, or discussion that is shared must be included. These submissions may be posted to a UConn ECE social media site, or used for other program purposes. See ECE website for acceptable alternatives.
- Complete and submit a Verification Form (issued by the ECE Office) by **October 5, 2018**, confirming all ambassador responsibilities have been fulfilled. Ambassador signature and a Site Representative signature are both required to confirm all information is accurate and all duties have been fulfilled.
- Complete an online exit survey at the end of ambassador term to provide program feedback.

I, \_\_\_\_\_ have read and understand this commitment form. I am aware of the responsibilities as a UConn Early College Experience Ambassador, and commit to fulfill all necessary duties. I understand if all duties listed herein are not fulfilled, UConn ECE will not cover the course fees for a 2018-2019 course, nor will I receive a letter of acknowledgement or certificate of achievement.

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date