

Black Hills State University



*BHSU Presidential Student
Ambassadors Association*

Service, Spirit, Pride

New Member Manual 2010

1) **Purpose** of the BHSU Presidential Student Ambassadors Association

- i) Black Hills State University Ambassadors Association was founded under the direction of the BHSU Alumni Association and University Advancement office for the purpose of representing the President's office and BHSU while serving as a link between current students, administrators, faculty members, alumni, and friends. The organization will work to represent BHSU, help alumni keep in touch with campus life and make students more aware of their potential roles as alumni.
- ii) Membership to this organization is available without regard to race, lifestyle, color, religious creed, disability, national origin, sexual orientation, or gender.
- iii) The objectives of the Association shall be to:
 - (1) Serve as the BHSU President's official representatives
 - (2) Serve as Black Hills State University's official hosts in promoting the University
 - (3) Promote and support the Alumni Association and BHSU Foundation
 - (4) Provide an opportunity to enhance each individual Ambassador's educational experience
 - (5) Assist in promoting the campus to Presidential guests and alumni by leading campus tours and representing BHSU on campus and in the community.

2) **Ambassador Benefits**

- a) Ambassador uniform - polo shirt
- b) Dinners with the President of the University
- c) Opportunity to meet legislators, prominent alumni, Board of Regents members, and other dignitaries
- d) More complimentary food than you can imagine
- e) Letter of recommendation from the President when applying for jobs and/or graduate school
- f) Travel to district or national conventions
- g) The satisfaction of knowing that you have played an integral role in the success of Black Hills State University
- h) Develop public relation and communication skills
- i) Chance to meet employers in your area of emphasis

3) **Membership Requirements**

- a) Students selected as BHSU Ambassadors will be required to participate in a day-long training session at the beginning of the fall semester. In addition, the group will have bi-weekly meetings in which all members are required to attend. Ambassadors should expect to spend approximately 3-5 hours per week on group activities (this will vary depending on certain events).
- b) Members will be asked to join committees and participate in project/event planning as well.
- c) Each Ambassador will sign a membership contract outlining the responsibilities of his/her position.
- d) Attend all meetings unless excused by the President, Executive Vice President or one of the advisors
- e) Serve on at least one organizational committee
- f) Participate in Founders Day and Etiquette Dinner activities - these two events are mandatory for all Ambassadors
- g) Maintain a 2.5 GPA
- h) Participate in Spirit Night

4) **Ambassador Activities**

- a) Alumni Association Meetings
- b) Alumni Chapter Events Assistance as Needed by the Alumni Association
- c) Alumni Gatherings Hosts
- d) Campus Gathering Hosts
- e) Ambassador Social Events
- f) Board of Regents Meetings on Campus
- g) Campus Tours for Alumni and Distinguished guests
- h) Assist at BHSU Commencement
- i) BHSU Foundation Activities and Events
- j) "The Gold Crew" B-Hive – Campus Pride
- k) Founder's Day Activities
- l) MS Walk
- m) Community Volunteer Activities – Recycling, School Programs
- n) Ida Henton Park Clean-up
- o) Assist Red Shirt Toy drive
- p) BHSU Etiquette Dinner

5) Dress Code

- a) Meeting days – Ambassador polo and nice jeans(no rips or tears) or khakis
- b) Functions – Ambassador polo and khakis or black pants
- c) Special Events – as per each function

6) Utilization of Members

- a) In order for the BHSU Ambassadors to be a successful organization, we have to utilize our resources completely. We have a low number of members compared to some organizations, yet we do a great deal for our university and community. You can see by our organizational chart that our members are broken down into five different committees so that we can run our programs efficiently. We believe our organizational structure is the best way to involve every single member in each of our programs. We are set up so that each person feels as though they have been a large part of the success of our organization.
- b) Several of our programs require many of our members to be involved. Some of our programs require extensive planning on the part of a specific committee, but the work of all members the day of the event. All members are required to attend programs and events, thus they can give their opinions on the outcome of the event.

7) Meetings

- a) General Board meetings are held every other Tuesday at 7:00 am in the Admissions Conference Room. Attendance is mandatory. All excuses must be submitted in writing to the President and the Vice President of Administration. Please consult the organization's "Constitution and Bylaws" for more information.

8) Executive Board

- a) An Executive Board that includes 3 elected officers which governs the BHSU Ambassadors. In addition to the elected officers, the advisers may serve as ex officio, non-voting members of the Executive Board. The Executive Board meets during the alternate weeks of the General Board meetings and other times as necessary throughout the semester.

The executive board titles and duties shall be

- b) President
 - (a) Preside at all General Board meetings and Executive Board meetings.
 - (b) Provide Leadership and inspire membership
 - (c) Coordinate association activities
 - (d) Prepare all meeting agendas with approval of the adviser.
 - (e) Coordinate all association activities, providing leadership and inspiring the membership.
- c) Executive Vice President
 - (a) Assume the duties of the president in their absence.
 - (b) Solicit, review and plan for new member recruitment with the Vice President of Membership.
 - (c) Welcome new members and coordinate New Member training with Vice President of Membership.
 - (d) Direct and coordinate all vice presidents in their respective areas of responsibility.
 - (e) Coordinate membership advancement, training and professional development.
 - (f) Notify members of attendance violations.

- d) Vice President of Administration
 - (a) Maintain an accurate record of the proceedings of all meetings of the General Board and Executive Board.
 - (b) Transcribe and distribute minutes promptly.
 - (c) Verify role at meetings and mandatory events.
 - (d) Welcome new members and coordinate new member introductions.
 - (e) Direct and coordinate all vice presidents in their respective areas of responsibility.
 - (f) Maintain databases of membership information.

- e) Vice President of Development
 - Reports to Executive Vice President
 - (a) Represent the association as a guest of the BHSU Alumni Association Board of Directors.
 - (b) Work closely with the University Advancement office to coordinate member participation in alumni and foundation activities.
 - (c) Maintain Ambassador Website
 - (d) Maintain Ambassador Face book Page
 - (e) Create and maintain organization's informational brochure.

- f) Vice President of Membership
 - Reports to Executive Vice President
 - (a) Take role at meetings and mandatory events.
 - (b) Maintain databases of membership information.
 - (c) Solicit, review and plan for new member recruitment with the Executive Vice President.
 - (d) Plan and coordinate activities to motivate and educate membership, such as retreats.
 - (e) Welcome new members and coordinate New Member training with Executive Vice President.

- g) Vice President of Finance
 - Reports to Vice President of Administration
 - (a) Keep complete and accurate record of the financial proceedings of the organization.
 - (b) Develop, initiate, and plan all fundraising activities to achieve financial autonomy.
 - (c) Coordinate the Senior Send-Off.

- h) Vice President of Special Events and History
 - Reports to Vice President of Administration
 - (a) Coordinate efforts to inspire a greater loyalty, enthusiasm, and sense of pride toward BHSU between the students and alumni of the university through traditional activities.
 - (b) Keep members up to date on all upcoming events and schedule members' attendance as needed.
 - (c) Plan events that will enhance communication and cooperation among students, faculty, staff, alumni and the community.
 - (d) Spirit Groups and BH Zone –affiliated with public relations, residence life or athletics, student spirit organizations to enrich the quality of the institution by engendering pride, loyalty, support, and tradition.
 - (e) Create the Freshman Yearbook.
 - (f) Maintain Ambassador Photo album

9) Committees

- a) Each Ambassador meeting must choose two committees per semester to participate in.
- b) Committee meetings are held as deemed necessary by each vice president. Attendance is mandatory. Times and locations will be decided upon by the members of the committee.
- c) Programs, activities and events are managed by a committee structure. The appropriate vice president runs each committee, unless a specific committee chairperson is assigned. Vice presidents or committee chairs are expected to plan, implement and evaluate the program, activity or event.
- d) Other Ad Hoc committees may be created throughout the year, depending upon the needs of the organization, as determined by the Executive Board.

- (1) Development Committee
- (2) Membership Committee
- (3) Finance Committee
- (4) Special Events and History Committee

10) Fundraisers

- a) All Fundraising Activities are mandatory for members. All members of the BHSU Ambassadors must be active within the Fundraising activities each semester. If a member is a participant of the organization or team where a fundraising event is being held alternate duties will be assigned. The member who cannot attend is required to set up the alternative duties with the President.

11) Confidentiality

- a) Student Ambassadors will occasionally be exposed to personal data of alumni or other members of State Or

12) CASE ASAP Information

- a) What is the Association of Student Advancement Programs?
The Association of Student Advancement Programs is a program of the Council for Advancement and Support of Education (CASE). Made up of eight districts, the Association offers opportunities for enriching student advancement programming.
- b) Mission Statement
 - i) The Association of Student Advancement Programs is an alliance of student organizations that provides resources and opportunities for networking and leadership development in order to promote student involvement in educational advancement.
- c) Leadership
 - i) The ASAP Executive Board consists of eight district representatives, their advisers, four immediate past advisers, the Student Advancement Associate, and the CASE Vice President of Professional Development. The Executive Board meets twice a year to discuss issues affecting the organization and its membership.

Important Dates to Remember 2010!

08/31/2010	First Meeting
09/10/2010	College of Ed reception 2:00 pm
09/14/2010	Meeting – Leadership Suite – Student Union
09/28/2010	Meeting
09/29/2010	Presidents Dinner 5:30pm – Presidents conference room – Student Union
10/01/2010	Alumni Activities 11 am – Alumni Awards Luncheon 7:00 Volleyball Fall <u>Spirit Night</u>
10/02/2010	Swarm Day 1:00 Game
10/05/2010	Phone a thon training – Mandatory 6:00pm
10/12/2010	Meeting
10/26/2010	Meeting
11/09/2010	Meeting
11/23/2010	Meeting
12/14/2010	Meeting
01/18/2011	Meeting

Helpful Hints

Etiquette

Def- (n): The conduct or procedure required by good breeding or prescribed by authority to be observed in social or official life.

When is Etiquette appropriate as a BHSU Ambassador?

In a simple answer, ALWAYS. Etiquette is something that should be practiced with great frequency as an Ambassador, and in life in general. Simple knowledge of etiquette could set you apart from other individuals throughout your life, and it is something that is expected of an Ambassador. The following information will help you with your different interactions with alumni, administrators, and professionals, as an BHSU Ambassador.

You are in a unique situation to deal with many administrators and a minimal level of decorum is expected. As an Ambassador you will be attending various events and some of these events will require you to socialize with highly distinguished professionals. This outline will provide you with the appropriate dress, manners, and formalities for your upcoming experiences as an Ambassador, and throughout your life.

The First Impression

“You never get a second chance to make a first impression.”

The first impression could affect how people view you for a long time. You do not get a second chance. In our business of interacting with alumni, it is important to make a lasting and memorable impression because we are not only representing BHSU, but also ourselves. Our appearances, gestures, and actions reflect on the university and that is why it is necessary to follow a few tips to ensure that everyone is impressed.

The Handshake:

is made with a firm, not bone-crushing or fish-limp, grip
is held for about 3-4 seconds (not so long that the other hand feels caught in a vise)

The Handshake is a Three-Step Process:

1. Opposing thumbs should interlock first without anything else touching (at this point say, “Hello, my name is ...)
2. You then turn your wrist so that your hand wraps around the other person’s (at this point you should be on your first name “John”)
3. You then squeeze and give one firm shake (at this point on the shake, you should be saying your last name “Doe”)

Introductions:

Introducing yourself will be an important part of meeting people because in many situations with the Ambassadors, you will be at an event without knowing many of the people. It will be your responsibility to be proactive and introduce yourself to them. First of all, do not be intimidated by unknown individuals. Introductions can be awkward, but the other person is nervous too. The experience will go surprisingly smooth if you simply introduce yourself with a smile. The conversation usually flows by itself from that point.

An introduction should bring people together, not alienate them. Therefore, use first and last names of each individual, regardless of status. This tip is important when you are introducing one individual to another, and when introducing yourself to an individual.

Diction:

Speaking to people one-on-one and speaking in front of a group are going to be a natural occurrence as an Ambassador. Some things to remember about your verbal communication are:

Watch the tone, quality and volume of your voice

Guard against inappropriate speech. Avoid slang, street language, and non- professional verbal conduct

Make eye contact

Important Information

The Office of University Advancement and Alumni Relations Office

Vice President for University Advancement	Steve Meeker Class of 1984
Senior Secretary	Jeannie Salazar
Director of Alumni Relations	Tom Wheaton Class of 1987
Director of Development	Dwight Hansen
Director of	John Kietzmann
Director of	Jade Temple Class of 1998
Director of Prospect Research	Shauna Junek Class of 1997

Office Information University Advancement:

Phone (Main Office): (605) 642-6385

Fax: (724) 357-7926

Address: Woodburn 114

Mailing 1200 University Street, USB 9506 Spearfish, SD 57799-9506

The BHSU Alumni Association Board of Directors President Sandy Mattern '74

They represent your interests in campus planning and activities. They provide direction to alumni programs. They work to see that you hear about the progress of BHSU. Meet the members of the BHSU Alumni Association board of directors.

Black Hills State Foundation President Roger Tellinghuisen BHSU Class of 1975

Yellow Jacket Foundation President – Ron Junek

Administrators You Should Know...

President Kay Schallenkamp, University President

Board of Regents

President Terry Baloun

Vice President Kathryn O Johnson – BHSU
Class of 1975

Secretary James O. Hansen

Executive Director Jack R. Wagner

Members

Randall Morris – BHSU Class
of 1974

Harvey C. Jewett

Dean Krogman

Carole Pagones

Patrick Weber

Randy Schaefer