

# KU PRESIDENTIAL AMBASSADORS

## ASSIGNMENT REQUEST

Confirmation will be sent 5-7 days before the event. The Office of Alumni Relations will attempt to accommodate each request; however, student class schedules determine availability. **Requests should not exceed 3 hours.** KU Presidential Ambassadors are **unavailable** Homecoming Day and winter, spring, and summer breaks.

Today's date \_\_\_\_\_

Day/Date needed \_\_\_\_\_ Number of Ambassadors requested \_\_\_\_\_

Name of event \_\_\_\_\_

Event description \_\_\_\_\_

Event location \_\_\_\_\_

Report location \_\_\_\_\_

Job report time \_\_\_\_\_ Job end time \_\_\_\_\_

Job duties \_\_\_\_\_

Attire **BLAZERS KUPA SHIRTS BUSINESS PROFESSIONAL OTHER**

Contact person and department \_\_\_\_\_ Phone \_\_\_\_\_  
(Day of Event)

Send e-mail confirmation to \_\_\_\_\_ Fax \_\_\_\_\_

**RETURN TO:** Kutztown University Presidential Ambassadors  
c/o Wiesenberger Alumni Center  
(610) 683-4882 or FAX (217) 683-4638

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OFFICE USE ONLY

### **AMBASSADOR SIGN-UP**

<u>Name</u>	<u>Phone</u>	<u>Name</u>	<u>Phone</u>
1. _____	_____	3. _____	_____
2. _____	_____	4. _____	_____
5. _____	_____	6. _____	_____