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 ________________

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

AMBASSADOR SIGN-UP

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OFFICE USE ONLY