

STUDENT AMBASSADOR REQUEST FORM

Please note: When requesting the services of Stony Brook Student Ambassadors all of the following information is required.

So as to best facilitate both your needs and those of our Student Ambassadors, please mail the completed form to Karen Haigh, Office of the Dean of Students, SAC 222, Z=2800, or fax it to her on 631-632-6756.

*All request forms must be submitted at least three weeks prior to the event.

Name of Department:

Name of Event:

Date of Event:

Time of Event from*:

to:

Location of Event:

Number of Ambassadors Required:

Contact Person:

Phone #:

Email Address:

Activity contact person (if different from requester):

Phone #:

Please describe the event and the expectations of the Ambassadors. Include type of work involved, population in attendance, any special skill required, etc.

* Please allow at least 15 minutes before event so that Student Ambassadors can be briefed by the contact(s) as to an explanation of their duties before the event.