

## **Allegheny Ambassador Host Agreement**

The Admissions Office is very appreciative of your support and enthusiasm to continue the excellence of Allegheny's student body. Please carefully read the following information:

### ***Student Host Responsibilities***

- Read the Host Agreement and provide a signature of responsibility to the Admissions Office.
- Provide a clean, comfortable place for your guest to sleep (the guest will bring a sleeping bag & towel).
- Plan to arrive in the Admissions Office or Campus Center Lobby (depending on time of arrival) 10 minutes before your guest is scheduled to arrive. Please let our Admissions Receptionist know why you are there or meet the Overnight Hosting Coordinator or current student in the Campus Center Lobby (near Information Desk).
- Review your guest's itinerary and ensure that s/he knows how to locate specific buildings, classrooms, etc..
- Introduce your guest to as many other Alleghenians (students, faculty, administrators) as possible.
- Join your guest during meals in the dining halls (Admissions provides meal tickets for all guests).
- Include your guest in any meetings, activities, sporting events, etc. that you plan to attend.
- Be receptive to your guest's needs/wants. Ask your guest what s/he would like to do. If you need to study and s/he wants to see campus, make arrangements for a friend to take him/her around. It is not appropriate to leave the guest alone in your room or to lock him/her out of your room at any time. Ideally, the guest should be with you at all times.
- Entertain your guest without deliberate exposure to alcohol. Remember that your guest is under 21, and you are therefore responsible for upholding the College and State's legal drinking age. Never place a student in a situation that makes him/her feel unsafe or uncomfortable. Communication is the key.
- Offer any suggestions or important information about the hosting experience to the Overnight Hosting Office ([overnite@allegheny.edu](mailto:overnite@allegheny.edu)).
- Notify the Overnight Office immediately if you are unable to host after a match has been confirmed. If you are ill or another emergency situation occurs, the Overnight Office will need to match the guest with another Allegheny Ambassador. Please offer suggestions if friends are willing to host your guest.
- Notify the Overnight Office and Admissions Office if an emergency occurs during your overnight visitation experience. The Admissions Office must know the whereabouts of the prospective student.
- Allegheny does not discriminate on the basis of race, color, creed, national origin, sexual orientation, age, or handicap. As an Allegheny Ambassador, we ask that you best represent the College by following this standard.

### ***Prospective Student's Responsibilities***

- Make his/her own travel arrangements to and from campus. The Admissions Office will accommodate any student needing transportation to and from the Erie International Airport. All arrangements for transportation will be made through the Admissions Overnight Hosting Office.
- Sign and return the "Statement of Conduct Form" and "Statement of Liability Form" to the Admissions Office.
- Provide his/her own sleeping bag, pillow, towels, toiletries and all other necessary overnight items.
- Provide his/her own money for personal expenditures.
- Clarify departure/meeting place with family, Admissions and student host.
- Provide an evaluation of the visit at the conclusion of his/her stay on campus.

### ***Overnight Coordinator's Responsibilities***

- Coordinate an overnight visit for all requests made at least 2 weeks prior to desired date.
- Send a confirmation to both the prospective student and current student host as soon as itinerary is complete.
- Provide as good a match as possible between student guest and Allegheny host given available information on academic interests, activities, hometown, etc.
- Contact the Allegheny host immediately if cancellations or any changes in arrival time have occurred.
- Provide itinerary, meal tickets and campus information including emergency phone numbers to student guest.
- Provide a complete itinerary to Allegheny host.
- Address all concerns of prospective students and Allegheny hosts. Provide possible solutions to the concerns.

*Please keep this page for your records. Overnight Office: 332-4740; [overnite@allegheny.edu](mailto:overnite@allegheny.edu)*

**Allegheny Ambassador  
Host Agreement**

I have carefully read the Allegheny Ambassador Host Agreement and fully understand the responsibilities and guidelines. I agree to abide by the contract guidelines and extend to any guest the common courtesy as would be shown by any college faculty, administrative or staff member.

I will remain an active "Allegheny Ambassador" until I notify the Overnight Office otherwise or if I reside in a fraternity or off-campus residence in the future. If I have violated any of the contract guidelines, the Admissions Office and Residence Life Office will review the incident and determine my status as an "Allegheny Ambassador".

I realize the importance of my role as a College representative during a prospective student's college search process. The overnight visitation experience will not only influence the student's decision to attend Allegheny but also the College's future.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please return to the Overnight Office, Box 5*