

**NEW ENGLAND  
CULINARY INSTITUTE®**

# **Society of NECI Student Ambassadors**



## **Handbook October 2010**

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## SOCIETY OF NECI STUDENT AMBASSADORS MISSION

The aim of the Society of NECI Student Ambassadors is to establish a network of informed and influential individuals from across all NECI programs that will represent the highest ideals of the institute, fellow classmates and its alumni.

Ambassadors serve as the official liaisons between NECI and its distinguished visitors, and contribute to a variety of events for the Admissions, Student Affairs, Alumni Relations and Development departments.

Candidates are invited to apply to the program quarterly upon the recommendation of the faculty. Receiving an invitation to apply to the Society of NECI Student Ambassadors is recognized as an honor and privilege.

## SELECTION PROCESS AND CRITERIA

Each term, faculty instructors and members of the administration review students within their Module and select candidates who possess the qualities of a NECI Student Ambassador. Of those invited to apply, four students from each Module will be granted membership to the Society of NECI Student Ambassadors.

- Candidates will demonstrate strong communication skills, self-awareness and knowledge of the various programs at NECI.
- Candidates are positive in their attitude about NECI and uphold high standards of professionalism and leadership both inside and outside the classroom environment.
- Candidates will possess a strong work ethic and effectively manage their time between academic work and extracurricular activities.
- Candidates are looked upon as role models and do not have any behavioral warnings or outstanding fines.

## MEMBERSHIP APPLICATION

- Having been invited to apply, students interested in pursuing membership to the Society of NECI Student Ambassadors are required to fill out an application explaining why they want to be an Ambassador.
- Applicants must interview with the Advisor for the position to ensure that they are committed to the program ideals.
- Students will receive a letter of their acceptance with a calendar of mandatory meetings and training times and events and activities to sign up for.
- Once accepted, students do not need to re-apply for membership each term as long as they satisfy the expectations of the program and are not in academic jeopardy. Students will be evaluated at the end of each term as to their suitability for the program.
- Ambassadors engaged in inappropriate conduct and/ or behavior as defined by the New England Culinary Institute Handbook will be reviewed by the advisory board members. Students who are terminated will not be allowed to re-apply.

## EXPECTATIONS AND RESPONSIBILITIES

- Commit to honor the integrity of New England Culinary Institute and act as responsible and exemplary representatives.
- Attend regular meetings and trainings, which will be announced before the start of the term.
- Provide recruitment support for the Office of Admissions, including one-on-one communications with telephone calls and emails to prospective students as assigned.
- Attend and assist with NECI sponsored events and additional events as requested
- Perform a minimum of 6 community service volunteer hours for NECI related events per residency in addition to the 4 hour service learning course requirement.

## EVENTS AND ACTIVITIES

**Ambassadors will be expected to participate in the following events and activities:**

### Prospective Students/Admissions Recruitment

- Conduct Friday admissions tours with Admissions staff
- Serve as a resource for admissions for questions
- Participate in prospective student phone-a-thons
- Visit high schools or local tech centers to talk to students

### Current Students

- Serve as orientation leaders (greet, direct, help students move in)
- Participate in new student field trips and evening programs
- Optional service through Student Council

## NECI Volunteer Activities

- Scholarship Fund Golf Tournament
- Alumni Reunions and other on campus alumni events
- Scholarship Fund Fundraising Dinners
- Pro-Start Dinners
- PAC/Board Dinners
- Career Fair
- Taste of Vermont Legislative Reception
- Burlington Food Show

## Two Strike Policy

Communication and time management skills are key components to the success of the Society of NECI Student Ambassadors and it is imperative that Ambassadors check and respond to emails in a timely manner.

- Ambassadors will receive one strike when failing to reply to Ambassador related emails after 48 hours.
- Ambassadors will receive one strike when failing to attend mandatory events and assigned activities.

Receiving two strikes in one term will result in a review with the Advisory Board and possible termination.

## LEADERSHIP PROGRAMS AND OPPORTUNITIES

### Fireside Talks with NECI Executives

Each term the President hosts an event for the Ambassadors and members of the faculty which include refreshments, a brief talk, and discussion with a special guest.

### Leadership Training

At NECI, learning serves as the cornerstone for leadership development. Ambassadors attend leadership training seminars hosted by the Professional Development Coordinator.

## RECOGNITION

- Ambassadors are identified by wearing an engraved nametag with the Society of NECI Student Ambassadors logo
- Ambassadors are invited to quarterly meetings with the CEO and members of the faculty
- Ambassadors are recognized at the Mod 4 and Mod 6 dinners
- At the completion of two terms, Ambassadors will receive a Chef Coat embroidered with Student Ambassador
- Ambassadors will receive a Certificate of Participation
- Ambassadors may be invited to become Alumni Ambassadors at graduation