



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 _____ (Day of Event) _____

Phone _____

Fax _____

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

OFFICE USE ONLY

AMBASSADOR SIGN-UP

<u>Name</u>	<u>Phone</u>	<u>Name</u>	<u>Phone</u>
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1. _____

3. _____

2. _____

4. _____

5. _____

6. _____