UNO Ambassador Request Form

The UNO Ambassadors serve as official student representatives of the University at a variety of social and business functions. Ambassadors are available to work events such as receptions, dinners, recruitment open houses, tours, seminars, and commencement. To hire Ambassadors, please submit this form at least 7 days prior to your event. If it is less than 7 days before your event, please call (402)554-2677. In addition, we require a minimum of 48-hour notice of changes.

Event Information:
Name: ___________________________ Date & Time: ______________________
Location: _________________________ Number of Attendees Expected: __________
Event Description: ____________________________________________________________

Contact Information:
Name: ___________________________ Phone Number: _________________________
Email: ___________________________

Ambassador Information:
Number of Ambassadors Needed: _______ Attire: □ Polo-$11 □ Formal Attire-$13
Duties to be Performed: ______________________________________________________
Notes/Special Instructions: ____________________________________________________

Please note: There is a minimum requirement of one hour of compensation per Ambassador. The Office of New Student & Family Programs recharges $11 per hour per Ambassador requested. If formal attire is required there is an addition charge of $2 per hour per Ambassador. If budgetary restraints are an issue, please contact New Student & Family Programs.

Estimated Billing Information:
# of Ambassadors _____ X # of hours per Ambassador _____ X $11 | $13 = estimated charges _____
Cost Center: ______________________ Date of approved transfer of funds: __________
☐ I approve the amount above to be charged to the cost center provided. Signature: __________________________
Must be authorized to charge on indicated index.

Form may be emailed to nsfp@unomaha.edu or delivered to The Office of New Student and Family Programs located in the Welcome Center 3rd floor.