

# LASALLIAN AMBASSADORS 2K16

## RECRUITMENT WEEK

### WHO WE ARE

- A pool of confident, competent, and dedicated students.
- Coordinates the activities for the Lasallian Personal Effectiveness Program (LPEP). It is a program for the freshmen to help them be acquainted with the University life and provide them a better understanding of the Lasallian culture and heritage.
- Assists the Office of Student Leadership, Involvement, Formation, and Empowerment (SLIFE) in handling request for campus tours of feeder schools, international students, and visitors of the university.
- Assists in the ushering of guests of the university during special events.

### WHAT WE DO

- Conducts campus tours and usherings.
- Assists in special university events.
- Coordinates the freshmen orientation.

### COMMITTEE REFERENCES

#### **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**

- Responsible for information dissemination among the ambassadors;
- Spearheads planning for trainings and team building events; and
- Facilitates recruitment and evaluation of LAMbs

#### **MARKETING AND EXTERNAL AFFAIRS**

- Contact and build relationships with corporations, enterprises and different business organizations as potential sponsors for the Freshmen Orientation;
- Manage sponsorship for the organization's different events and team buildings;
- Contact or coordinate with external organizations that may require the Lasallian Ambassadors.

#### **OPERATIONS AND LOGISTICS**

- Responsible for all logistical requirements of the Freshmen Orientation and other LAMB activities
- Responsible for the reservation of venues and equipment and management of the organization's inventory used for events

#### **DOCUMENTATIONS AND PUBLICITY**

- Involved with artistic conceptualization, designing, and overall handling of the creative outputs for the organization's publicity that is targeted towards audiences within DLSU
- In-charge of photo and video coverage of all events, trainings and programs offered to the LAMbs
- Manages and updates the internal publication of the organization, the Lasallian Ambassadors Manual, which provides correct and updated information about the institution

### REQUIREMENTS FOR APPLICATION

1. He/She must be a bonafide student of the University and currently enrolled in an undergraduate course.
2. He/She must have at least 5 terms left before graduation.
3. He/She must complete and properly accomplish the application form (may be downloaded from the DLSU website. Type STUDENT LIFE, then click Online Forms link.)
4. He/She must have a cumulative grade point average (CGPA) of at least 2.0 (Print VIEW GRADE section from your mylasalle account)
5. He/She must not have any disciplinary offense (major or minor) from the Discipline Office. (Secure Certificate of Good Moral Character from the Discipline Office for CLEARANCE.)
6. He/She must attend the General Assembly on January 15, 2016. Time TBA.



Office of  
Student L.I.F.E.  
Leadership Involvement,  
Formation & Empowerment