

SPANISH
STUDIES
ABROAD

The Center for Cross-Cultural Study

The CENTER for CROSS-CULTURAL STUDY

Alumni Ambassador Program





Why Should You Be An Ambassador?

Have you exhausted your friends and family with stories of your adventure abroad but still have memories to share? You should consider doing Ambassador projects with Spanish Studies Abroad. As a Spanish Studies alumni, you are the best person to help prospective students understand what it's like to go Wabroad, and they want to hear from you!

If you're not yet convinced, here are 5 other reasons why you should be an **Alumni Ambassador**:

- 1.** You'll develop personal, leadership, organizational, and communication skills.
- 2.** You'll build your résumé: Ambassador projects count as experience in International Education, an exciting and fast-growing field!
- 3.** It will make your transition back to the USA easier. Being able to connect, share and relate with students who are interested in traveling just like you do can help lessen the effects of reverse-culture shock.
- 4.** It's a chance to promote something that had a profound impact on your life. With your work as an ambassador, you will inevitably help provide your peers with the inspiration and confidence to starting their own amazing journey, which has got to feel pretty good!
- 5.** Get rewarded for your creative ideas and efforts: We know that student life is hectic and we want our ambassadors to know that we appreciate their work to help spread awareness of our programs. With that said, if you gain enough ambassador points, you will be eligible to receive a cash compensation from Spanish Studies Abroad - money that you can use towards your next adventure!



How It Works:

1. Plan your activity

First, read through this whole packet carefully. Rewards and activities are outlined in the pages that follow. Note that it is your responsibility to plan and arrange your activity, and many activities require pre-approval by your Spanish Studies regional representative, and possibly also your home school.

2. Coordinate with your regional representative

At the beginning of the semester, the IR Coordinators will schedule an introductory phone call with all of the ambassadors to go over the rules of the program and to answer any questions. During the semester, please keep in contact with your regional representative so that we are aware of your activities ahead of time and can send you the appropriate materials and instructions (plan at least 2 weeks in advance). We can also help coordinate with your home school, if necessary. To find out who to contact, locate your school's state below.

3. Inquiry sheets

If your activity involves speaking directly with students, you will be provided with inquiry sheets. You should encourage any students who wish to learn more about Spanish Studies Abroad to fill these out with their name and contact information. After the activity, you will send us back the completed sheets. Returning inquiry sheets is a very important part of your outreach and is one of the primary ways you earn points.

4. Completing monthly reports

In order to keep track of your progress and to correctly distribute points and prizes at the end of the program, you will be logging all of your activities in detail on the monthly write-up sheet that will be provided to you by your respective IR Coordinator, which is to be submitted by the end of each month.



5. Rewards

The rewards for your activities are based on a points system, which will be tallied and distributed at the end of each academic semester.

<u>For Students Attending Schools In:</u>	<u>Contact:</u>
AK, AZ, CA, HI, ID, NV, OR, TX, UT, WA	Kelsey Toyoda: kelsey.toyoda@spanishstudies.org
CT, MA, ME, NH, NJ, NY, PA, RI, VT	Jillian Meyer: jillian.meyer@spanishstudies.org
AL, AR, DC, DE, FL, GA, KY, LA, MD, MS, NC, OK, PR, SC, TN, VA, WV	Katie Milham: katie.milham@spanishstudies.org
CO, WY, MT, ND, SD, NE, KS, MO, IA, MI, MN, WI, IL, IN, OH	Kelsey Toyoda: kelsey.toyoda@spanishstudies.org

Deadlines

Fall semester activities must be completed/submitted by **DECEMBER 1st.**

Spring semester activities are due by **MAY 1st.**



REWARDS

Qualification for rewards is based upon the accumulation of points by the end of the each semester (as reported and approved by your regional representative). All Alumni Ambassadors who meet all of the requirements of their Ambassador projects will receive a reward for the work that they have done.

Points	Reward
10+ points	\$ 100
8-10 points	\$ 75
5-7 points	\$ 50
2-4 points	\$ 25

Raffle**

If a student earns more than 10 points, he or she will be entered into a raffle to upgrade the prize to \$200

IMPORTANT NOTES ON POINTS:

- Points are awarded for activities specifically related to Spanish Studies Abroad.
- Points cannot be earned for past activities that were not pre-arranged with your Spanish Studies regional representative.
- No points are awarded until you have notified your regional representative that you have completed your scheduled activity and you have mailed* materials (inquiry sheets, table-cloth, CDs, etc.) to:

Spanish Studies Abroad

ATTN: Alumni Ambassador Program

446 Main Street Amherst, MA 01002

**Ambassadors are entitled to reimbursement for any related expenses. Please label and turn in receipts with your inquiry sheets and borrowed Spanish Studies materials.*

**Spanish Studies Abroad reserves the right to withhold Ambassador points and rewards in the event that a project is incomplete, materials are not returned, or the project does not meet the predetermined requirements as defined by Spanish Studies Abroad.*

SUGGESTED AMBASSADOR ACTIVITIES

Serve as an alumni representative at a study abroad fair on your campus (2 points for 1st hour, 1 point per hour thereafter with Spanish Studies representative present; 3 points per hour *without* Spanish Studies representative present)

Spanish Studies staff attends study abroad fairs all over the country. Whether you accompany a staff member or run a table on your own, your presence at a study abroad fair can make a big difference in encouraging other students to follow their dreams of studying abroad.

- Contact Spanish Studies Abroad with your availability to attend a study abroad fair. We will inform you of the necessary details and send a box of materials for the fair.

- At the study abroad fair, hand out materials, collect inquiries, and answer questions. Then, send us completed inquiry sheets after the fair.

Set up an information table on campus (3 points/hour)

Get permission to set up a table in the location you have selected. This can be arranged through the Student Activities Office at your school.

- Contact Spanish Studies to request informational materials and inquiry sheets for your info table.

- Hand out materials, collect inquiry sheets, and answer questions. Send us the completed inquiry sheets.

Organize a “Culture Night” with your school’s Spanish club (5 points)

If you have an active Spanish club at your school, it is a great resource for connecting with your peers who may want to go to Spain, Argentina, Cuba, or Puerto Rico.

- Plan activities for the evening, such as showcasing your cooking skills you may have learned, teaching sevillanas or milonga dancing, or simply sharing your photos. Impress your classmates with the cross-cultural skills that you gained while you were abroad.

- Contact Spanish Studies for any materials, including inquiry sheets and informational materials.

- Have interested participants fill out inquiry sheets and send them back to us.

Give a short presentation to a class (5 points)

This is a great way to inspire other students to study abroad, whether they are Spanish enthusiasts like you or are interested in learning the language!

- First, get approval from your professor to give a 10-15 minute presentation to the class.
- Contact Spanish Studies for informational materials and inquiry sheets.
- You may want to give the talk along with a slideshow of your pictures or PowerPoint presentation.
- Talk from your personal experiences as these instances are always most interesting to your peers.
- Answer questions and have interested students fill out inquiry sheets. Send sheets back to us.

Share a Google photo album with us for use in online and print materials (3 points)

- Make an online photo album using Google
- Title the album with your host country and program
- Share the album with your Spanish Studies Abroad Institutional Relations Coordinator using their email address

Create a video or digital story (5 points)

- Send us your 1-4 minute video from your time abroad to share on our website, Facebook, or YouTube pages.
- Email a link of your video to your Spanish Studies Abroad Institutional Relations Coordinator to arrange file sharing.

Write an article for your college/university newspaper (3 points)

- Contact your school newspaper to check the procedure for publishing an article.
- Write a 400-1000 word essay about a particular experience you had abroad (your favorite local hang-out, an internship you did, a great moment with your host family, etc.).
- Mail or email a copy of your publication to Spanish Studies Abroad, along with your name, school, program you attended, and permanent email address.

Complete a review on an online study abroad review site (3 points)

- There are a number of new sites that ask students to rate their study abroad experience, such as Abroad101.com, GoOverseas.com or GoAbroad.com
- Leave a review about your positive experience with Spanish Studies Abroad! Then let us know and we will award you three Ambassador points for each review.

Submit quotes and stories about your experience (2 points)

- Visit www.surveymonkey.com/s/alumnicomments to share your enthusiasm for your program.
- Your unique stories could be used for future marketing materials to appeal to future prospective students!

YOUR OWN IDEA!

- Think of your own idea to reach students and advise them of our study abroad options.
- Contact your Spanish Studies Abroad regional representative to notify us of your idea.
- Points will be awarded based upon the time and effort the project requires.

