



## DAYTON CHRISTIAN STUDENT AMBASSADOR

### CODE OF CONDUCT

Dayton Christian Student Ambassador Program is a leadership opportunity that engages students in educating, connecting, and representing DC to prospective students at admissions events, during shadow days, and to communities outside of DC. Student ambassadors will be able to earn service hours (high school), engage in a group of active and passionate DC students, as well as leverage this opportunity on their college application.

*Students are required to:*

#### **Annual Time Commitment**

- Participate in the student ambassador training once a year
- Participate in at least four annual admissions events
- Participate in shadow day experiences

#### **Communication Procedures**

- Install and use Group Me messenger to communicate with ambassadors
- Notify the program staff lead of an alternative way to communicate, if a parent does not allow messaging platforms
- Communicate in a cordial, kind, and respectful manner at all times, whether in writing, on social media, or in person
- Actively engage with all visiting students and parents by way of asking questions and sharing information about DC
- Fill out and submit the Shadow Day Feedback form after each prospective student visit which is sent to ambassadors through the DC Connect messaging system
- Use a mobile phone for ambassador-centered communication only during admissions events
- Inform the program staff lead of any concerns arising from the conduct of fellow ambassadors or visiting students by way of DC Connect messaging system

#### **Absence and Punctuality**

- Arrive at least 20 minutes prior to an admissions event
- Notify the program staff lead at least 24 hours ahead of time (or in case of an illness, as soon as possible) if a prior commitment to an event can't be met, including the reason for the absence
- Notify the program staff lead if running late to the event

- Be prepared to meet a visiting student for a shadow day at 8 am in a school office (middle school or high school)
- Notify a secretary on their floor at least 24 hours ahead of time if a prior commitment to a shadow day can't be met, including the reason for the absence
- A no show to a commitment may result in a dismissal from the program

#### **Attire and Etiquette**

- Look professional and presentable at all events and during shadow days, which includes but is not limited to neat hair styles, clean clothing and shoes, absence of body piercings other than female student earrings
- Wear an ambassador uniform to all events and during shadow days: khaki or navy bottoms and a student ambassador polo shirt that is provided by the admissions office
- Positively represent the DC community and the ambassador program during the school year by exercising respect and kindness to peers and the school community at large

#### **Academic Progress**

- Maintain a satisfactory academic record
- Maintain a positive disciplinary record