

Alamo Colleges Foundation Student Ambassador Code of Conduct

As representatives of the Alamo Colleges Foundation, Student Ambassadors are expected to uphold the highest standards of professionalism, integrity, and respect. Ambassadors play a key role in engaging with donors, guests, and community members, and are expected to always conduct themselves accordingly. By serving as a Student Ambassador, you agree to uphold this Code of Conduct and abide by the Alamo Colleges Student Code of Conduct during all trainings, activities, and events.

1. Professional Conduct

Student Ambassadors will serve as positive representatives of the Foundation and the Alamo Colleges District. All interactions should reflect professionalism, maturity, and a commitment to excellence.

2. Punctuality and Reliability

Ambassadors are expected to arrive on time for all assigned events, meetings, and responsibilities. Promptness demonstrates respect for fellow team members, staff, donors, and guests. If an Ambassador is unable to attend or anticipates being late, they must notify the appropriate staff member as soon as possible.

3. Respect and Courtesy

Ambassadors must be courteous, respectful, and attentive to all donors, guests, faculty, staff, and fellow students. This includes:

- Using polite language and maintaining a positive attitude
- Being attentive to guest needs and helping when appropriate
- Demonstrating appreciation for donor support and engagement

4. Alcohol and Substance Policy

Student Ambassadors are strictly prohibited from consuming alcohol or using any illegal substances while representing the Foundation at events or during any official Ambassador responsibilities. This policy applies regardless of age.

5. Dress Code and Appearance

Ambassadors are expected to always maintain a polished and professional appearance during official duties. Required attire will be communicated in advance of events and may include business or business casual clothing. Clothing should be neat, appropriate, and reflect positively on the Foundation.

6. Communication and Representation

Ambassadors should communicate clearly, respectfully, and professionally in all settings, including in-person, written, and digital communications. Ambassadors should refrain from sharing inaccurate information and should defer questions to Foundation staff when necessary. Alamo Colleges and those acting pursuant to its authority may record your likeness while volunteering, use biographical information/name in connection with recording, and reproduce/exhibit/distribute in any medium (print, digital, video, animation, internet, etc.) as appropriate.

7. Accountability

Failure to adhere to this Code of Conduct may result in corrective action, including dismissal from the Student Ambassador program.
