Peer Ambassador Guide

Purpose of the Peer Ambassador Guide:

This Guide will be utilized by the current Peer Ambassador as a resource that will help the Peer Ambassador to have a greater understanding of: the purpose of the program, the responsibilities associated with the position, best practices to carry out those responsibilities effectively and information pertaining to a few frequently utilized/relevant campus resources.

Overview of the Peer Ambassador Program:

- The Peer Ambassador Program was designed to help disconnected students heighten their involvement in the campus community. Generally, this program serves as a complement to students’ regular counseling.

- The Peer Ambassador meets individually with students in the Counseling Center only after receiving a referral from a staff counselor.

- The Peer Ambassador Program not only serves Counseling Center clients; it also provides a valuable internship opportunity to undergraduate psychology students.

Internship Position Description:

What is the Peer Ambassador Program?

The Peer Ambassador Internship Program provides valuable internship opportunities to outstanding undergraduate psychology students. Those psychology students selected will become “Peer Ambassadors” in the Counseling Center and will meet with BGSU students as a complement to the students’ regular counseling. The Peer Ambassador service within the Counseling Center is designed to serve students who are already seeking services through the center but would like to discuss their college experience with a “peer” expert on campus life. The Peer Ambassador will work with students who feel disengaged or disconnected from campus, students who lack community or those who do not have meaningful outlets for their passions. In his/her role, the Peer Ambassador will help those students to find their niche on campus, get involved with activities and organizations in line with their interests, build relationships, develop community and suggest tips on how to fill their college years with intentional purpose-filled time.

Who is the Peer Ambassador?

The Peer Ambassador is a resource for students whose goal is to help students better connect with campus, establish relationships and build community in BG. The ambassador is an undergraduate psychology intern who meets with students within the Counseling Center in a one-to-one capacity only after receiving a referral from another Counseling Center staff member. The ambassador has been provided with thorough orientation to the Center, has been familiarized with Center policies and procedures, and has weekly meetings arranged with a supervising
psychologist in the Center to discuss internship matters. The ambassador’s contact with students would include: an initial e-mail message (or in cases where students are unwilling to communicate by e-mail, a phone-call), an in-person meeting, a follow up e-mail (or phone call), and, in rare instances, a follow-up meeting. The Peer Ambassador will make all contacts and hold all meetings with students in the Counseling Center. Meeting with a student more than two times would be extremely rare and would only occur following the Peer Ambassador’s consultation with his/her supervisor. In meeting with students, the Peer Ambassador will discuss students’ interests and help them find meaningful outlets for those interests in the form of co-curricular and extracurricular activities. The ambassador’s role is not that of a friend, mental health counselor, or therapist.

What does the Peer Ambassador do?

- Help familiarize students with the different resources offered on campus, with the goal of assisting them in developing a community of friends, role models and mentors as support systems to encourage personal growth.

- Talk to students about their interests and help them find meaningful outlets for those interests.

- Assist students in researching opportunities available to them at the University—opportunities that can help to heighten their sense of engagement, connection and community.

- Follow up with students after the meeting by phone or e-mail to determine whether referrals have been beneficial, provide more information about resources when applicable, and schedule one additional follow-up meeting if necessary.

Responsibilities:

Students accepted to the position should be prepared to invest approximately 6 to 9 hours each week to fulfill their Peer Ambassador-related responsibilities (which translates into two to three credit hours of internship). These responsibilities include, but are not limited to, the following:

- Speak with students in one-on-one meetings for the purpose of: familiarizing students with the University’s offerings and appropriate opportunities; identifying potential barriers to students’ developing community and finding a niche on campus; encouraging students’ passionate and authentic self expression.

- Suggest to students: activities to attend, mentors to connect with, student organizations to consider and tips on how to fill their college career with intentional, purpose-filled time.

- Empower students who lack meaningful outlets for their personal, social, or career aspirations, are disconnected from campus, have little sense of belonging or community, or feel lonely or alienated to be proactive in their search for meaning, belonging and purpose during their collegiate adventure.

- Draft individualized “Action Plans” for each student, providing a summary of the variety of recommended resources (people, organizations, offices, etc.) and contact information.

- Maintain appropriate student confidentiality, adhering to HIPAA, ethics, confidentiality regulations, and Counseling Center policies.

- Network with advisors, student leaders and general members of different organizations on campus so as to better understand the various opportunities for students to be engaged and involved at BG.

- Meet weekly with your internship site supervisor (Dr. Craig Vickio, Counseling Center staff psychologist) to update him on your activities, to discuss concerns that you may have, to consult when difficult situations have arisen and to role play various potential student contact scenarios.
Continue compiling information for and editing the “Peer Ambassador Guide.” This guide addresses procedural matters relevant to the position and cites resources available across campus, documenting the “culture” of various student groups, organizations and communities.

Assist in the interviewing of the applicants for the Peer Ambassador position who are seeking an internship for the next academic semester.

Training / Orientation Procedures:

The student selected for the Peer Ambassador position should expect to devote approximately 5 hours to orientation, training and preparatory activities during the semester prior to assuming the official role of peer ambassador. The specific dates and times for these activities are flexible depending upon your schedule and the availability of center staff. These responsibilities include: Meeting with the supervisor (Dr. Craig Vickio) to orient you to the center services, policies and procedures; meeting with the current Peer Ambassador to discuss the logistics, responsibilities and expectations of your role; participating in a more informal mentoring training session facilitated by the current Peer Ambassador; participating in a role play activity aimed to simulate a sensitive student contact scenario; and attending a training session covering HIPPA and ethics-related topics facilitated by a Counseling Center staff member.

E-mail Templates:

These e-mails are meant to provide you with a guide of what you might say, as the Peer Ambassador, “in a variety of different situations” Also, please note that you will be provided with a special “Peer Ambassador” e-mail account that you will have access to using your current BGSU username and password. The Peer Ambassador e-mail account address is peerambassador@bgsu.edu. The login screen to access the account can be reached by going to https://mail.bgsu.edu/owa/peerambassador@bgsu.edu and providing the necessary login information. More details regarding access, use and restrictions pertaining to the Peer Ambassador e-mail account will be provided throughout the orientation, training and supervision that you will go through as the next Peer Ambassador.

To campus / community representatives (friends, student org members, BGSU faculty, staff and administrators) for networking purposes:

SAMPLE E-MAIL TO STUDENT ORGANIZATION MEMBERS/CAMPUS OFFICE REPRESENTATIVES, BGSU FACULTY, STAFF AND ADMINISTRATORS

E-mail Title: The Peer Ambassador Program – NEEDS YOUR HELP!

I hope everyone is having a lovely day! :)

I am interning at the Counseling Center this ______ semester in the capacity of the Peer Ambassador. As part of my responsibilities, I am attempting to better understand campus offerings...ALL of them! And by understand, I mean more than simply what an organization is (i.e. its personal mission statement). I am curious as to what meetings are like, how they are structured, who speaks, what role members have, and most importantly, what are the non-verbals or the "culture" within a particular student group or university organization.

The purpose of the Counseling Center’s Peer Ambassador Program is to help students find belonging, foster a greater sense of community and actively explore as well as pursue their interests. To do this as effectively as
possible, I need to become much more in tune to the various communities and cultures within BG by attending organization meetings, and meeting with faculty advisors as well as student leaders (like yourselves!) Hopefully, by acquainting students with campus offerings and relevant opportunities, exposing different outlets for students to participate in and develop community around, the ultimate goal would be to help students find their niche on campus. More than anything, I want to help people feel connected with BGSU and the BG community.

With that said, I will need your help. All of you are involved with different organizations (student groups or more formal/structured programs) that I would love to learn more about through meeting with you. In addition to some of the points of interest that I mentioned above, I would be asking questions like: (1) What types of students seem best-suited for your organization (and seem to thrive in it)? In other words, what student qualities, interests, values, etc. would mesh well with your organization? (2) What students do NOT seem to be a good fit for your organization? (3) What features of your organization appear to be most appealing to students? (4) What kind of time commitment is expected of student members? ... as examples.

Sorry this e-mail was so long! I'm really excited about this and would love your help. If you could respond to this e-mail, listing the different groups/organizations you are involved with, as well as any faculty or staff members that you think would be worthwhile talking to (even if you do not know them personally), I would greatly appreciate it!

I'm looking forward to seeing everyone again, reconnecting and, in some cases, getting to know you better! Also, it is very possible that I might have missed sending this to some people; if that is the case, and any one of you are aware of someone who I should be reaching out to, please, please let me know.

Thanks for your help.

____

To students utilizing the Peer Ambassador Service:

SAMPLES OF INITIAL E-MAIL MESSAGES SENT TO STUDENTS WITH WHOM YOU WILL MEET

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**E-mail Title: Peer Ambassador Meeting :)**

Hi _____!

I just wanted to touch base with you and confirm that we are still on for meeting this Thursday Oct. 25th at 11:00 am. I was also wondering if you had any questions or concerns about specific programs on campus or if there were any particular employment/work opportunities you were interested in. If there is anything in particular that you
would like me to do a little research on before our meeting, definitely let me know and I would be happy to take some time and prepare some information!

Otherwise, I can certainly speak knowledgably about a number of campus organizations, various jobs (both formal, paid employment and informal volunteer positions) and service opportunities, so hopefully I will be of some help!

I can also talk to you about various research opportunities available through different University Programs such as The Center for Undergraduate Research (CURS), SETGO Summer Research Opportunities, and the McNair Scholars Program, etc.

(This is an example of something you could say if the student was interested in research opportunities AND you happen to have knowledge about these resources in advance to your meeting with the student at the time you send the e-mail)

Please let me know if there is anything I can do to better prepare for our meeting this week.

Thanks,

I'm excited to meet you this Thursday!

______  ________
Peer Ambassador

E-mail Title: Peer Ambassador Meeting :)

Hi ______.

I just wanted to touch base with you and confirm that we are still on for meeting this Thursday Oct. 25th at 12:30 pm. I was also wondering if you had any questions or concerns about specific programs on campus or if there were any particular employment/work opportunities you were interested in. If there is anything specific that you would like me to do a little research on before our meeting, definitely let me know and I would be happy to take some time and prepare any information that might be helpful in making our meeting more effective!

Otherwise, I can certainly speak knowledgably about a number of campus organizations, various jobs (both formal employment and informal volunteer positions) and service opportunities, so hopefully I will be of some help! There is a group for almost every interest imaginable on campus and there are so many different opportunities for you to have a voice, be heard and be known.

(I think this is an important message to get across...either in the initial e-mail reaching out to a student, or in a follow-up contact e-mail stressing how acclimating to a new environment or connecting with the campus/community might take time!)

I've already brainstormed a few different organizations and people that could be helpful for you to follow up with. I can talk further with you about these options this Thursday.

(Saying something to this effect might help provide the student with some assurance/confidence that your meeting will be beneficial...which would be most appropriate when you do feel comfortable with your knowledge of specific campus and community resources (including people) that would be great referral sources – given the student’s interests and preferences mentioned on the Referral Form, completed by the student and their Counselor, which you would have as a reference when drafting this e-mail)
Please let me know if there is anything I can do to better prepare for our meeting this week.

Thanks,

I'm excited to meet you this Thursday!

_____  ________
Peer Ambassador

_E-mail Title: Peer Ambassador Meeting :)_

Hi ______!

I just wanted to touch base with you and confirm that we are still on for meeting this **Thursday Nov. 1st at 10:00 am**. I was also wondering if you had any questions about specific programs on campus or if there were any particular student organizations that you were interested in learning more about. If there is anything specific that you would like me to do a little research on before our meeting, definitely let me know and I would be happy to take some time and prepare some information! _I see that you are involved with the Marauders, Cru and UFO._

[You could mention a few of the organizations/activities that the student said they are involved with in your e-mail...if that information was listed on the Referral Form]

In our meeting tomorrow, we can certainly talk a bit about how your experiences in these groups are or are not living up to your expectations. This may be helpful in determining what other types of activities you want to get involved with on campus.

Otherwise, I can certainly speak knowledgeableably about a number of campus organizations, various jobs (both formal employment and informal volunteer positions) and service opportunities, so hopefully I will be of some help! There is a group for almost every interest imaginable on campus and there are so many different opportunities to have a voice, be heard and be known.

Please let me know if there is anything I can do to better prepare for our meeting tomorrow!

Thanks,

I'm excited to meet you! :)

_____  ________
Peer Ambassador

_E-mail Title: Peer Ambassador Meeting :)_

Hi ______!

I just wanted to touch base with you and confirm that we are still on for meeting this **Monday Dec. 3rd at 9:00 am**. I was also wondering if you had any questions about specific programs on campus or if there were any particular student organizations that you were interested in learning more about. If there is anything specific that you would like me to do a little research on before our meeting, definitely let me know and I would be happy to take some time and do a little research about student groups, campus resources and programs relative to your interests or concerns! _If there isn't anything particular that you have heard about and would like to know more about, that's alright too._
:) I will come prepared and be able to talk knowledgeably about a number of different service groups on campus, organizations that do service and community service events going on right now.

[If there is something that student’s have expressed particular interest in learning more about, you could mention that...this is just one way to add a personal touch to the e-mail]

Please let me know if there is anything I can do to better prepare for our meeting tomorrow!

Thanks,

I'm excited to meet you! :)

______  ________
Peer Ambassador

E-mail Title: Peer Ambassador Meeting :) 

Hi _____!

I just wanted to touch base with you and confirm that we are still on for meeting this Tuesday Dec. 4th at 8:00 am.
I was also wondering if you had any questions about specific programs on campus or if there were any particular student organizations that you were interested in learning more about. If there is anything specific that you would like me to do a little research on before our meeting, definitely let me know and I would be happy to take some time and prepare any information that might be helpful in making our meeting more effective! In our meeting on Tuesday, we can certainly talk a bit about how you've spent your time at BG thus far and how University life (and everything that entails) is or is not living up to your expectations. This may be helpful in determining what other types of activities you want to get involved with on campus.

This is another suggestion of something you might want to say to a student if you feel it would be appropriate to give the student some context about what to expect from the meeting / what may be important to discuss during their meeting with you.

Otherwise, I can certainly speak knowledgeably about a number of campus organizations, various jobs (both formal employment and informal volunteer positions) and service opportunities, so hopefully I will be of some help! There is a group for almost every interest imaginable on campus and there are so many different opportunities to have a voice, be heard and be known.

Please let me know if there is anything I can do to better prepare for our meeting tomorrow!

Thanks,

I'm excited to meet you! :)

______  ________
Peer Ambassador

E-mail Title: Peer Ambassador Meeting :) 

Hi _____!
My name is David and I am the Peer Ambassador in the Counseling Center. I know that you expressed an interest in meeting with me and I was hoping that we could schedule a time to get together. (Introducing yourself in this way in your initial e-mail would only be necessary if a student was referred to you but the Counselor forgot to schedule a time with the student / the student wanted to schedule a time to meet with you personally...however, you might be able to rephrase the last part of the second sentence to read “...and I just wanted to remind you of your meeting with me on ______ , ______ at __:__ am/pm”) Would Thursday, February 7th at 10:00 am work for you? I know you are available any day before 11:30 am.

[This was listed on the Referral Form that the Counselor and the student filled out together]

Please let me know if this time will not work for you.

I was also wondering if you had any questions about specific programs on campus or if there were any particular student organizations that you were interested in learning more about. If there is anything specific that you would like me to do a little research on before our meeting, definitely let me know and I would be happy to take some time and prepare some information about campus resources relative to your interests or concerns! I saw that you might be interested in study abroad opportunities...DO IT! I can honestly say that studying/working abroad was one of the most memorable experiences I have ever had. It is absolutely worth it.

[Again, if there is something that student's have expressed particular interest in learning more about, you could mention it...this is just one way to add a personal touch to the e-mail]

In our meeting, we can certainly talk a bit about how you've spent your time at BG thus far and how University life (and everything that entails) is or is not living up to your expectations. This may be helpful in determining what other types of activities you want to get involved with on campus.

Otherwise, I can certainly speak knowledgeably about a number of campus organizations, various jobs (both formal employment and informal volunteer positions) and service opportunities, so hopefully I will be of some help! There is a group for almost every interest imaginable on campus and there are so many different opportunities to have a voice, be heard and be known.

Please let me know if there is anything I can do to better prepare for our meeting!

Thanks,

I'm excited to meet you! :)

______

Peer Ambassador

SAMPLES OF EMAILS TO BE SENT FOLLOWING YOUR MEETINGS WITH STUDENTS

It is important to send a follow-up e-mail sometime after your initial consultation with the student. In many cases, I would typically send these e-mails during my office hours within the Counseling Center. Occasionally I would send these e-mails within the hour of meeting with the student (depending on the nature of the e-mail). If I am actually providing new information that I was unable to share with the student in writing during the meeting, to ensure that the student has access to everything I felt would have been valuable to know about, an email immediately following the meeting is more necessary. However, if you were able to provide a hand-written “Action-Plan” that provides the name, contact details, meeting time information, etc. than it is not necessary for you to send a follow-up email directly after your meeting. When you become aware of other resources that might be relative to a student’s interests and/or you think it is an exciting opportunity, please feel free to share that with the student in a follow-up email as well (even if it is weeks after you met).
E-mail Title: Peer Ambassador Meeting Follow-Up! :) 

Hey ______,

I really enjoyed our conversation on ______. We were able to cover a lot of information in our short time together, and there were a number of groups, resources and opportunities that you were interested in! :) I know you took some notes on your phone, but just to reiterate some things we talked about and have more detailed information available, I have included an overview/summary in this email.

For your convenience, I decided to send you a summary of some the different student groups and campus resources we discussed and links to find out more information.

Net Impact: Weekly meetings are on Tuesdays at 9:00 pm in the Business Administration Building (the BA), Room 109. The student president is Gabriel Morgan and his email is gabmorgan@falcon.bgsu.edu

[Meeting and contact information for various groups on campus may change from year to year, so it is important to make sure this is up-to-date and accurate before you give it to a student]

Net Impact is an international nonprofit organization with a mission to inspire, educate, and equip individuals to use the power of business to create a more socially and environmentally sustainable world. Spanning six continents, our membership makes up one of the most influential networks of professionals and students in existence today. Net Impact members are current and emerging leaders in corporate social responsibility, social entrepreneurship, nonprofit management, international development, and environmental sustainability who are actively improving the world.

Net Impact BGSU is a multidisciplinary group of students who aim to change the world for the better. We have coined our group as the "changement major. Using our individualized skills and talents, we unify to create programs and projects that heighten our skills, positively impact our world, and that connect us with organizations that are actively creating a better world. We inspire to be a nexus for positive change across campus.

Cru: As you know, Cru meets on Thursday's at 9:00 in Olscamp 101. As I said in our meeting, Cru is full of really fun, outgoing, personable, open minded people and I think it would be worth it to check out a meeting (maybe bring a friend along with you?)

More information on CURS (the Center for Undergraduate Research and Scholarship) can be found here: http://www.bgsu.edu/offices/curs/index.html . CURS is a really great way to get research experience which is so crucial to stand out as a Biology major!

Lastly, information on the Navajo course and 2 week summer immersion trip is available online at: http://www.bgsu.edu/offices/service-learning/page59561.html . There is also a link to a pdf document on that page that provides a nice overview of the Navajo Trip. Or you can simply follow this link to access the pdf: http://www.bgsu.edu/downloads/provostprograms/file59558.pdf

Oh and I almost forgot...the Career Center is located on 3rd floor of the Math Science Building and might be a good place to check out and schedule a meeting to find out more about potential Environmental Science internships and to have an expert critique your resume :)
Inject humor and be energetic/excited if it is appropriate

If you have the time and money to do it, studying abroad is an incredible experience; and its one that I know you would really enjoy. The Education Abroad Office is in the second floor of University Hall in room 202C. I pulled this right from the Education Abroad webpage (http://www.bgsu.edu/educationabroad/).

"Are you interested in learning more about Study Abroad programs at BGSU? Attend the Education Abroad Spring Open House!

Wednesday, February 13, 2013
207 Bowen-Thompson Student Union

Come by anytime between the hours of 11am-2pm to talk to Education Abroad Program Directors and learn more about BGSU Education Abroad program options!"

Please feel free to get in touch with me if you have any questions, concerns, or, would like to get together again sometime.

Have a great weekend!

David

E-mail Title: Peer Ambassador Meeting Follow-Up AND Additional Student Org Info and Contact Information

Hi ______

It was nice meeting you ______. I felt like we had a great discussion and hope that you found some of the different campus organizations and affiliated groups that we talked about, interesting.

To recap: Vanguard is something that I believe you would wholeheartedly enjoy, both for the content (what the organization does and what the meetings are like) and for the social aspects (there are a lot of really great guys in the group that I think you would enjoy spending time with). I will definitely be sending you more information about the next meeting when it gets closer to that time. Stay on the lookout! :)

Also, here is Michael Brown's email address (bmike@bgsu.edu) if you would like to personally get in touch with him and ask about the group or even ask to get together to talk about campus life, connecting or R.E.A.L manhood! If you remember, Michael is the Advisor and creator of Vanguard and was also the founder of BG's Cru chapter.

I know this might be going out on a limb, but if you could find someone to participate in Dance Marathon with you, I think you would have an awesome time doing that as well. Vanguard is actually going to participate in Dance Marathon as a group (I'm sure at least 10 guys will want to participate), so you could definitely join as a part of Vanguard...if you enjoy yourself at December's Vanguard meeting.

But always remember, don’t feel pressured into doing anything that you don't want to do or feel isn’t right for you. All of these suggestions are just a few options of what is out there, and hopefully, they will be useful as you work through maximizing your college experience!

Please feel comfortable stressing this in your contacts with students during the upcoming semester. Obviously, it is my hope that students are as excited about the information that you share with them as you are; but it might just be that despite a student’s apparent fit with various groups or campus offerings, they are either not ready to get involved or would actually not mesh well with some of the resources you are referring. I cannot stress enough that
This is completely normal and totally OK! You are not in a position to know exactly what a student needs (nor can you give them what they need), you can simply suggest some of the really great things BG has to offer (that you know about), share your excitement for BGSU and provide some insight into how a student might foster greater community / get involved based on your own experience (or friend’s experiences).

Below is the information about some of the other student groups that we talked about today. I hope the information is helpful! Please don’t hesitate to contact me if you have any questions about anything we discussed or if something else comes up that you would like some clarification with or information about.

Best of luck,
David

Information on Other Student Organizations:
(This is just one format you might choose to use in your follow-up e-mails to students)

Alpha Eta Rho (professional aviation and aerospace fraternity):

Membership in Alpha Eta Rho is open to all collegiate men and women who have a strong interest in, or who are currently seeking careers in any field within the aviation and aerospace industries. As a professional fraternity, AHP strives to maintain and promote the highest moral standards and steadfastly affirms its membership to all.

Organization Mission Statement:
- To enlighten the serious aerospace student on facts concerning all fields directly related to aerospace.
- To unite people with an interest in aviation and to share opinions and views on aviation subject matter.

To show interest in the Fraternity, you should email the President or one of his designated officers requesting information. They will give you information on when the next meeting is going to be held. Show up to the meeting and see if it is something you would be interested in. From there, you will be given instructions on further steps.

Meeting Day:
Tuesday
Meeting Location:
Technology Annex
Primary Advisor Name:
Royce Ann Martin
Primary Advisor Email:
ramarti@bgsu.edu
Organization Office Location:
President Name:
Timothy Negulici
President Email:
tneguli@falcon.bgsu.edu

Net Impact BGSU:
Net Impact is an international nonprofit organization with a mission to inspire, educate, and equip individuals to use the power of business to create a more socially and environmentally sustainable world. Spanning six continents, our membership makes up one of the most influential networks of professionals and students in existence today. Net
Impact members are current and emerging leaders in CSR, social entrepreneurship, nonprofit management, international development, and environmental sustainability who are actively improving the world.

Net Impact BGSU is a multidisciplinary group of students who aim to change the world for the better. We have coined our group as the "changemaker" major. Using our individualized skills and talents, we unify to create programs and projects that heighten our skills, positively impact our world, and connects us with organizations that are actively creating a better world. We inspire to be a nexus for positive change across campus.

Meeting Day: Tuesday
Meeting Location: BA 109: Creativity Lab
Meeting Time: 9:00 pm
Primary Advisor Name: Michael Carver
Primary Advisor Email: mcarver@bgsu.edu
President Name: Gabriel Morgan
President Email: gabmorg@falcon.bgsu.edu

World Student Association:
To promote intercultural understanding and friendship among students from all over the world through cultural, educational, and social activities.

Organization Category: Cultural
Meeting Day: Thursday
Meeting Location: Olscamp 120
Meeting Time: 11:30 pm ? I would e-mail Andrea or Cuilin to ask about this to confirm it :)
Primary Advisor Name: Andrea M. Voogd
Primary Advisor Email: avoogd@bgsu.edu
President Name: Cuilin Ge
President Email: gcuilin@falcon.bgsu.edu

E-mail Title: Peer Ambassador Update: Student Org Information!

Hi ______,
Below is the student organization information for those groups that you were most interested in. I apologize for my tardiness in getting this information to you.

Hope this is helpful as you decide what to get involved with!

David

Net Impact BGSU:
Net Impact is an international nonprofit organization with a mission to inspire, educate, and equip individuals to use the power of business to create a more socially and environmentally sustainable world. Spanning six continents, our membership makes up one of the most influential networks of professionals and students in existence today. Net Impact members are current and emerging leaders in CSR, social entrepreneurship, nonprofit management, international development, and environmental sustainability who are actively improving the world.

Organization Mission Statement:
Net Impact BGSU is a multidisciplinary group of students who aim to change the world for the better. We have coined our group as the "chamemaker" major. Using our individualized skills and talents, we unify to create programs and projects that heighten our skills, positively impact our world, and connects us with organizations that are actively creating a better world. We inspire to be a nexus for positive change across campus.

Meeting Day:
Tuesday
Meeting Location:
BA 109: Creativity Lab
Meeting Time:
9:00 pm
Primary Advisor Name:
Michael Carver
Primary Advisor Email:
mcarver@bgsu.edu
President Name:
Gabriel Morgan
President Email:
gabmorg@falcon.bgsu.edu

Dance Marathon:
Our mission, as members of Bowling Green State University’s Dance Marathon, is to raise money and awareness for Mercy Children’s Hospital and the benefiting Miracle Families. Through fundraising and the involvement of the campus and Bowling Green communities, we will strive to make a difference in the lives of these children, and will always appreciate the opportunity we have to help make Miracles happen. We will serve as ambassadors for Dance Marathon and Children’s Miracle Network, conducting ourselves as individuals who understand and actualize our motto, “For the Kids.”

Organization Mission Statement:
Our mission, as members of Bowling Green State University’s Dance Marathon, is to raise money and awareness for Mercy Children’s Hospital and the benefiting Miracle Families. Through fundraising and the involvement of the campus and Bowling Green communities, we will strive to make a difference in the lives of these children, and will always appreciate the opportunity we have to help make Miracles happen. We will serve as ambassadors for Dance
Marathon and Children’s Miracle Network, conducting ourselves as individuals who understand and actualize our motto, For the Kids.

Organization Name:
Dance Marathon
Primary population(s) served:
Undergraduate
Organization Office Location:
417 Student Organization Suites BTSU
Organization Category:
Service
Selection Criteria:
Students may register at helpmakemiracles.org. They may also apply for a core committee in early fall.
Meeting Day:
Wednesday
Meeting Location:
Bowen Thompson Student Union
Meeting Time:
3:00 pm
Primary Advisor Name:
Mike Freyaldenhoven
Primary Advisor Email:
mfreyal@bgsu.edu
President Name:
Megan Leiss
President Email:
mleiss@falcon.bgs...

Alpha Phi Omega:
Our mission is to prepare campus and community leaders through service. We wish to develop Leadership, promote Friendship, and provide Service.

Organization Mission Statement:
We, the Members of Zeta Kappa Chapter of Alpha Phi Omega National Service Fraternity, chartered on the campus of Bowling Green State University, and established for the purpose of assembling college students in the fellowship of principles derived from the Scout Oath and Law of the Boy Scouts of America, to develop Leadership, to promote Friendship and to provide Service to humanity, and to further the freedom that is our national, educational, and intellectual heritage, do adopt these Chapter Articles of Association.

Meeting Day:
Sunday
Meeting Location:
Olscamp, 101
Meeting Time:
3:00 pm
Primary Advisor Name:
Dr. Jodi J. Haney
Primary Advisor Email:
jhaney@bgsu.edu
President Name: Emily Haynes  
President Email: ehaynes@falcon.bgsu.edu  
Organization Office Location:  
420 student org suites (4th floor of the Bowen Thompson Student Union)

Civic Action Now:  
Welcome to Civic Action Now! Civic Action Now is a student and community organization dedicated to community service and service-learning. We contribute to campus and community activities that promote personal and social responsibility and civic action.

Organization Mission Statement:  
Civic Action Now is a student and community organization dedicated to community service and service-learning. We contribute to campus and community activities that promote personal and social responsibility and civic action.

Meeting Day: Thursday  
Meeting Location: Office of Service Learning, 315  
Meeting Time: 10:00 pm  
Primary Advisor Name: Jane Rosser  
Primary Advisor Email: jrosser@bgsu.edu  
President Name: Jessica Bellomy  
President Email: jesbell@falcon.bgsu.edu

**E-mail Title: Vanguard is meeting this Wednesday at 9:30 pm in Olscamp 101**

Hi ______.

I hope you are doing well! I know it has been a long time since we have met last, but I just wanted to check in with you and see how you are doing. I also wanted to pass along that Vanguard is meeting tomorrow night (Wednesday Dec. 5th) at 9:30 pm in Olscamp 101. There should be around 80 members present :) As I mentioned to you before, I think very highly of Vanguard as an organization in terms of what it stands for and is trying to do within the men's community at BG, and also because of the incredible group of guys that are a part of Vanguard.

I look forward to seeing you there tomorrow. Please do not hesitate to get in touch with me if you have any further questions! I promise you will enjoy your first "Vanguard" experience!

Wishing you all the best AND hopefully I'll see you tomorrow at Vanguard!

Cheers,  
David
SAMPLE OF AN E-MAIL SENT TO A STUDENT WHO “NO SHOWS” OR CANCELS A MEETING

Sometimes, a student who is scheduled to meet with you will not be able to make it (for one reason or another). But regardless of why they “no-showed,” it is important to give the student an opportunity to reschedule for another time. Below is an example of what you might say to a student who was unable to meet with you during their scheduled time (whether or not they contacted you OR the Counseling Center in advance). When a student did not show up for an appointment (I simply waited in my room, in the Center, until an hour after the scheduled start time of our meeting), and then sent the student an e-mail.

E-mail Title: RE: Peer Ambassador Meeting :)

Hi ______.

I'm sorry that we were unable to meet today. Please feel free to let me know if you would like to reschedule our meeting for some other time.

Thanks!

David Denison
Peer Ambassador

SAMPLE E-MAIL TO INFORM PSYCHOLOGY STUDENTS ABOUT THE PEER AMBASSADOR INTERNSHIP OPPORTUNITY

E-mail Title: Peer Ambassador Internship Position – The Counseling Center is now accepting applications!

To all psychology majors - There is an exciting new internship opportunity available through the BGSU Counseling Center that you may be eligible for! If you will be of at least Junior standing as of (Fall/Spring) 20__, you are eligible for this position. This new internship is called the Peer Ambassador Program. This is a great opportunity to have a psychology internship. You will also be able to receive credit through the psychology department for this internship.

Attached to this email is the application for this position. The application provides an overview of the Peer Ambassador Program, details the responsibilities of the position and goes over the application process. The application includes instructions on when and where the application is due and other relevant details. Please note that the application is due (Day of the Week), (Month) (Date).

Also, if you would like more information about the program and the application attached to this email does not answer some of the questions you might have, feel free to contact Dr. Craig Vickio at cvickio@bgsu.edu. Additionally, ______ (the current intern at the BGSU Counseling Center) will be presenting at the UPA meeting (at Time in Location) about the internship opportunities within the Counseling Center (including the Peer Ambassador position). Hard copies of the application form will also be given out at the UPA meeting as well.
SAMPLE E-MAILS TO APPLICANTS APPLYING FOR THE PEER AMBASSADOR POSITION:

These e-mail messages will be used to inform applicants who have applied to the Peer Ambassador position of their status, providing updates and other relevant information:

**E-mail Title: Peer Ambassador applicants—UPDATE E-MAIL (SENT BY YOUR SUPERVISOR)**

Dear ______:

On behalf of my colleagues here in the Counseling Center, I wanted to thank you for your interest in our Center’s Peer Ambassador internship position. My colleagues and I greatly appreciate your taking the time to complete and submit the application (as well as your transcripts). I regret to inform you that, unfortunately, we will not be in a position to offer you an internship with us next fall. We had ___ psychology students apply for the position and could only select 3-5 finalists for interviews. To identify those students whom we would interview, the Center Director, the current Peer Ambassador, and I reviewed applications with students’ names removed so that we could decrease any bias in our selection of finalists. It was certainly a difficult process given the excellent qualifications of the applicants.

Although we are not able to offer you an internship in the Counseling Center next fall, I did want to let you know of a couple options that you might wish to consider. First, in my role as the Psychology Dept’s Undergraduate Internship Coordinator, I would be happy to share information with you about other internships you might wish to pursue. (There are several on campus and in the local community.) If you would like such information, please feel free to e-mail me at your convenience. Secondly, you might want to consider enrolling in a fall “peer listening” class offered by HDFS. This class, taught by Laura Landry-Meyers and Bill Thompson, prepares students to staff the “Listening Post” on campus. (At the bottom of this e-mail, you will find a flyer that I had recently received encouraging faculty/staff to invite students to utilize this service.) Finally, if you are not graduating before next ______ (20__), please feel free to consider reapplying for the Peer Ambassador position in the future.

Thank you again for your interest in our Center’s “Peer Ambassador” position. We are sorry that we are not able to offer you this opportunity for next fall but want to wish you the very best in your future pursuits. Please do not hesitate to let me know if I can be of any help to you in considering other opportunities.

Take care and best wishes!

-Craig Vickio

**E-mail Title: Peer Ambassador applicants—UPDATE E-MAIL**

Dear ______:

On behalf of my colleagues here in the Counseling Center, I wanted to thank you for your interest in our Center's Peer Ambassador internship position. My colleagues and I greatly appreciated your taking the time to complete and submit the application (as well as your transcripts). We are very excited about your application and are pleased to inform you that we would like to interview you for an internship with us next______.

We had ___ psychology students apply for the position and could only select a maximum of five finalists for interviews. To identify those students whom we would interview, the current Peer Ambassador and I reviewed applications with students' names removed so that we could decrease any bias in our selection of finalists. It was
certainly a difficult process given the excellent qualifications of the applicants.

We understand that you are quite busy, but we were hoping to conduct interviews of our finalists next week. The selection committee members and I reviewed our schedules and generated some times when we would be available to meet with each finalist for a one-half hour interview. These times include the following:

(Example Availability)

8:00 AM Mon, March 18
8:30 AM Mon, March 18
8:00 AM Tues, March 19
8:30 AM Tues, March 19
11:00 AM Wed, March 20
11:30 AM Wed, March 20
5:00 PM Wed, March 20
5:30 PM Wed, March 20
9:00 AM Thurs, March 21
9:30 AM Thurs, March 21
3:00 PM Fri, March 22
3:30 PM Fri, March 22

I would appreciate it if you could e-mail me with a list of all times that you would be available. (I will then get back in contact with you to finalize the time and location.)

During the in-person interview, we will be asking you some questions about your interest in the Peer Ambassador internship position and will also talk with you about your qualifications. As part of the interview process, we will provide ample time to answer any questions you might still have about the Peer Ambassador's role, responsibilities and workload. Finally, we would like to discuss some of the other internship opportunities that may be available to qualified applicants who are not selected for the Peer Ambassador position in the ______ of 20__.

Congratulations on your selection as a finalist! I look forward to hearing from you (and having the opportunity to meet with you).

-Craig Vickio

Once a student responds with their availability, you will send this e-mail in response:

E-mail Title: RE: Peer Ambassador applicants—UPDATE E-MAIL

Hi, ______.

Thank you for your message. How about our planning on meeting in the Counseling Center (104 College Park) from ______ to ______ PM/AM next ______? Those present at the interview will include you, me, ______ ________ (our current Peer Ambassador) and possibly Dr. Garrett Gilmer, our Center Director--depending on his availability.

If you should have any problems with this meeting time or should have questions about the interview, please let me know.
Take care, ______, and enjoy the coming weekend. We look forward to meeting with you next ______!

-Craig Vickio

The next e-mail will be sent to the finalists that have interviewed for the Peer Ambassador position but, in the end, were not extended an internship offer through the Counseling Center:

**E-mail Title: Peer Ambassador applicants—UPDATE E-MAIL**

(First name):

I just want to thank you again for all of the time you devoted to applying for the Counseling Center’s Peer Ambassador internship position. (Name of the current Peer Ambassador) and I really appreciated having the opportunity to meet you—and we both would like to commend you on all of your accomplishments to date.

Unfortunately, we will not be in a position to offer you an internship with us for the coming fall semester. I sincerely wish that we had a greater number of opportunities available here in the Center. The finalists for our internships—and many applicants who did not reach the finalist stage—were truly exceptional candidates. (Name of the current Peer Ambassador) and I found it extremely difficult to determine whom to select (which makes this e-mail a very difficult one to send).

Please know that I would WELCOME the chance to talk with you about other internship opportunities and relevant experiences available in the University community. You clearly have much to offer and would be a real asset to many organizations.

Thank you again for considering our position and for taking the time to meet with us this past week. (Name of the current Peer Ambassador) and I were grateful to have the opportunity to meet with you.

Take care, (first name), and best wishes in all of your future pursuits. Again, please don’t hesitate to let me know if I can be of any assistance in exploring future opportunities. (…and I hope that you might keep our Center in mind as a possibility for an internship beyond next fall.)

-Craig Vickio

The e-mail below will be sent to the interviewee that has been selected to be the Peer Ambassador for the following semester:

**E-mail Title: Peer Ambassador applicants—UPDATE E-MAIL**

______.

I just want to thank you again for all of the time you devoted to applying for the Counseling Center’s Peer Ambassador internship position. (Name of the current Peer Ambassador) and I really appreciated having the opportunity to meet you—and we both would like to commend you on all of your accomplishments to date.

We are very delighted to offer you the position of “Counseling Center Peer Ambassador” for the coming fall semester. After carefully reviewing the qualifications and interests of each of our finalists, we arrived at the decision that you would be an excellent fit for this role. (Name of the current Peer Ambassador) and I believe that
you would have much to offer our Center and the students whom we serve—and we also believe (and hope) that this position will prove rewarding to you.

Please let me know if you remain interested in assuming this internship position with us, and we can then discuss next steps. Congratulations on your selection for this position and on your many accomplishments to date.

Take care, _______, and best wishes to you with completing the spring semester. I will look forward to hearing from you about this opportunity.

-Craig Vickio