



The Joseph W. Martin Institute for Law and Society Civic Ambassador Program

The *Joseph W. Martin Institute for Law and Society Civic Ambassador Program* is a great opportunity for Stonehill students of any major to work closely with the Martin Institute and develop essential citizenship skills. As part of a selective group, Civic Ambassadors play an important role at the Martin Institute, supporting the Institute by promoting civic engagement on campus and assisting in the promotion and execution of events.

Program Benefits

- Opportunities to develop speech writing, public speaking and other leadership skills
- Opportunities to engage other members of the campus community in active citizenship
- Unique access to Martin Institute events and distinguished speakers' visits
- Valuable networking and contact opportunities
- Occasional free trips to New England locations with the Institute

Duties and Responsibilities

- Serve as a representative of the Martin Institute. Stay informed of speakers and programs so that you can inform others.
- Organize or participate in at least two civic Ambassador activities during the year.
- Provide support for Martin Institute initiatives.
- Attend Martin Institute events and activities.
- Assist in on-site coordination of speaker and candidate appearances.
- Learn about the history of the Martin Institute and volunteer to lead a tour of the building for visiting guests.



**The Joseph W. Martin Institute for Law and Society
Civic Ambassador Program
2009-2010**

Application

Instructions:

Please complete the personal information below and compose answers to the essays questions below on a separate piece of paper. Please attach these answers as well as a copy of your current resume to this application. Read, sign, and date the Student Civic Ambassador Guidelines. Return your complete application to **Donna Benoit** (dbenoit@stonehill.edu) at the Martin Institute by **July 1**. Phone Interviews will be held in July and August. Candidates will be notified of their status by **August 15th**. There will be a mandatory meeting for all Civic Ambassadors in late August.

Personal Information: Complete the following information.

First Name: _____ Last Name: _____

Campus Address: _____ Cell Phone: _____

Email: _____ Graduation Year: _____

Home Address: _____

Academic Interests/Major: _____ Do you have a car? _____

Short Essay Questions: On a separate piece of paper, please answer the following questions. Please type your ½ to 1 page responses, double-spaced.

1. Statement of Interest: Compose a personal statement of interest in the Civic Ambassador Program covering:

- a) Why would you like to be a Student Civic Ambassador?
- b) What do you think that you would gain from being a Student Civic Ambassador?
- c) What leadership qualities do you possess that you would bring to the program?
- d) Describe your interest in political and civic Ambassador.

2. How would a close friend of yours describe who you are and what is important to you?

3. Detail a past experience with civic engagement and leadership that exemplifies your potential as a Martin Institute Civic Ambassador.

Resume: Please attach a current resume and transcript. If you do not have a resume composed, we urge you to contact the Career Services Office to help you develop one. A resume is required.

STUDENT CIVIC AMBASSADOR EXPECTATIONS

Martin Institute Student Leaders agree to the following guidelines:

- Attend orientation lunch and all other meetings.
- Follow guidelines for meetings.
- **Be engaged.** Volunteer to be involved and take leadership roles. Attend Martin Institute events and other campus activities.
- **Be proactive.** Share your ideas about events, programming, and initiatives. You are the Institute's liaison to the student body.
- **Be reliable.** If you sign up for an event, a committee, or a task, follow through. Be committed to your work.
- Contact Donna Benoit if you are unable to attend a meeting or complete a task. Be sure to receive updates from another Ambassador and/or Donna Benoit about the meeting.
- Maintain good communication with other Ambassadors and the Martin Institute staff. Often opportunities/duties come up last minute. Good communication is necessary to ensure that events/programs are successful.
- Act professionally at all times. No smoking, drinking or cursing at Martin Institute events or activities.
- Be dynamic, energetic, and versatile. Individuals should be outgoing and possess excellent verbal communication skills.
- Be helpful, courteous and pleasant at all times. As representatives of the Martin Institute, please make Martin Institute guests and visitors feel welcome and treat your fellow leaders and peers with respect.
- Dress appropriately at all times. Proper attire is dress shirt and slacks or "business casual." Please bear in mind that you will be meeting guests and VIPs and are representing the Institute and the College. Please wear your Martin Institute name badge at all events. Leaders will be given a button-down, Martin Institute dress shirt to wear at Martin Institute events. This can be picked up at events and left for cleaning after the event. The Martin Institute will handle laundering of shirts.
- The Martin Institute and the Student Ambassador Program are non-partisan. While you may feel strongly about an issue while at the Martin Institute, it is very important that you maintain a neutral stance while representing the Institute. Please keep your opinions to yourself while working for the Martin Institute and never argue or speak out while representing the Institute.
- Student Leaders must arrive early for Martin Institute events, and are expected to remain at the event until all guests have departed. Please keep your scheduled commitments. If you are unable to attend when scheduled, please contact Donna Benoit at ext. 1131 at least 24 hours in advance. Please follow instructions from the Student Leader supervisors.

We're confident that you understand the need for maintaining a high standard of professionalism while serving as a Martin Institute Civic Ambassador, and we believe that this will be a tremendous experience for all involved. Thank you.

Name: _____
(Please print)

Date: _____

Signature: _____