**Student Host Responsibilities**

- Provide a clean, comfortable place for your guest to sleep (the guest will bring a sleeping bag & towel). We tell guests to expect to sleep on the floor.
- For individual overnights plan to arrive in the Admissions Office Lobby, 15 minutes before your guest is scheduled to arrive.
- For program overnights plan to arrive at the location designated by Admissions at the time designated by Admissions, all of which you will receive in emails from Rachel Sloan.
- Once you receive your guest's itinerary please review it and ensure that s/he knows how to locate specific buildings, classrooms, etc. If possible, you are expected to escort your prospective student to his/her first class/appointment in the morning.
- Introduce your guest to as many other Allegheny community members (students, faculty, and administrators) as possible.
- Join your guest during meals in the dining halls. Admissions will provide meal tickets for all guests.
- Include your guest in any meetings, activities, sporting events, etc. that you plan to attend (if they would like to).
- Be receptive to your guest's needs/wants. Ask your guest what s/he would like to do. If you need to study and s/he wants to see campus, make arrangements for a friend to take him/her around. Your guest can even come study with you (we tell them to bring homework). It is not appropriate to leave the guest alone in your room or to lock him/her out of your room at any time. Ideally, the guest should be with you at all times.
- You are expected to remain on campus with your prospective student to prevent any issues that may arise as a result of an off-campus situation.
- Entertain your guest without deliberate exposure to alcohol or drugs of any kind. Remember that your guest is under 21, and you are therefore responsible for upholding the College and State's legal drinking age. Never place a student in a situation that makes him/her feel unsafe or uncomfortable. Communication is the key.
- Notify Rachel Sloan (rsloan@allegheny.edu) immediately if you are unable to host after a match has been confirmed. If you are ill or another emergency situation occurs, the Overnight Office will need to match the guest with another Allegheny Ambassador. Please offer suggestions if friends are willing to host your guest.
- **Notify Rachel Sloan in Admissions Office if an emergency occurs during the overnight visit experience.**
- Allegheny does not discriminate on the basis of race, color, creed, national origin, sexual orientation, age, or handicap. As an Allegheny Ambassador, we ask that you best represent the College by following this standard.

**Prospective Student Responsibilities**

- Make his/her own travel arrangements to and from campus. All arrangements for transportation will be made through the Admissions Overnight Hosting Office.
- Sign and return the “Statement of Conduct Form” and “Statement of Liability Form” to the Admissions Office.
- Provide his/her own sleeping bag, pillow, towels, toiletries and all other necessary overnight items.
- Provide his/her own money for personal expenditures.
- Clarify departure/meeting place with family, Admissions and student host.
- Provide an evaluation of the visit at the conclusion of his/her stay on campus.

**Overnight Coordinator Responsibilities**

- Coordinate an overnight visit for all requests made: host arrangements, class arrangements, special meetings, etc.
- Send a confirmation to both the prospective student and current student host as soon as it itinerary is complete.
- Provide the best match possible between student guest and Allegheny host, given available information on academic interests, activities, hometown, etc.
- Inform Allegheny host of responsibilities and provide adequate training opportunities.
- Contact the Allegheny host immediately if cancellations or any changes in arrival time have occurred.
- Provide itinerary, meal tickets and campus information including emergency phone numbers to student guest.
- Address all concerns of prospective students and Allegheny hosts. Provide possible solutions to the concerns.

*Please keep this page for your records. Overnight Office: 814-332-4351 (9AM-5PM), 814-282-0289(after 5PM); overnite@allegheny.edu*
I have carefully read the Allegheny Ambassador Host Agreement and fully understand the responsibilities and guidelines. I agree to abide by the contract guidelines and extend to any guest the common courtesy as would be shown by any college faculty, administrator or staff member.

If I have violated any of the contract guidelines, the Admissions Office and Residence Life Office will review the incident and determine my status as an “Allegheny Ambassador” as well as any possible follow-up with the conduct system.

I realize the importance of my role as a College representative during a prospective student’s college search process. The overnight visitation experience will not only influence the student’s decision to attend Allegheny but also the College’s future.

Hosts must be in good academic and disciplinary standing with the College. By signing this host agreement form, you are permitting the Office of Admissions to check your academic and disciplinary status with the appropriate college officials. The information provided to the admissions staff member will be limited to your status with the College. No specific details will be shared concerning your GPA or the nature of the incidents that determined your current status.

*You will provide your signature on the online host training document stating that you have read this document and agree to the term above.