

**RICE UNIVERSITY  
STUDENT AMBASSADOR REQUEST FORM**

Date: \_\_\_\_\_

**Contact Information:**

Name: \_\_\_\_\_

Department/Group: \_\_\_\_\_ Mail Stop: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Event Detail:**

Group/Event Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of VIPs (if applicable): \_\_\_\_\_

Number in Attendance: \_\_\_\_\_

Start Location: \_\_\_\_\_ End Location: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

I and/or my department or group understands that this form simply requests the need of a student ambassador but does not guarantee their availability for my event. I acknowledge that I must receive a confirmation granting the availability of a student ambassador(s) and is responsible for following up on the status of my request.

\_\_\_\_\_

Signature

**For questions or concerns, please contact:**

Seraphina Van, Welcome Center, MS 701

PH: 713-348-6124

FX: 713-348-6127

[welcome@rice.edu](mailto:welcome@rice.edu)