STUDENT GOVERNMENT: THE STUDENT ADVOCACY COUNCIL OF
METROPOLITAN STATE UNIVERSITY OF DENVER
FALL SESSION
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CR FA26-03

Resolution to Establish the 2026-2027 Student Engagement Ambassador Program

AUTHORED BY: Luke Garcia

SPONSORED BY:

ENDORSED BY: William Coats

ABSTRACT:

This resolution establishes the Student Engagement Ambassador Program for the 2026-2027 academic year. Student Engagement Ambassadors, or SEAs, will be MSU Denver student volunteers who support SG:TSAC events, outreach, student engagement, and other appropriate Council activities. The program is intended to give students an easy and flexible way to become involved with Student Government while also providing SG:TSAC with additional support for events and public-facing work.

WHEREAS: Article III, Section II of the SG:TSAC Constitution, "They shall have the power to add new voluntary positions for students to aid in the advancement of their work for the students." allows Councilors to create voluntary student positions to aid in the advancement of the Council's work for students.

WHEREAS: The Public Relations Committee is responsible for SG:TSAC events, social media, and building connections with MSU Denver students, and the Sustainability Committee also regularly participates in student-facing programs and events.

WHEREAS: SG:TSAC can benefit from additional student volunteers to assist with events, outreach, resource awareness, and gathering student feedback.

WHEREAS: Students have expressed interest to participate in Student Government without taking on the responsibilities or time commitment of becoming a Councilor or participating in a more intensive leadership program.

WHEREAS: A flexible volunteer program can give students opportunities to become involved with SG:TSAC, engage with the student body, meet other students and University staff, gain experience, and learn more about Student Government.

THEREFORE, BE IT RESOLVED:

Student Government: The Student Advocacy Council will establish the **Student Engagement Ambassador Program**, also referred to as the **SEA Program**, for the 2026-2027 academic year under the following structure.

I. Definitions

For the purposes of this resolution:

1. **Opportunity** - an SG:TSAC event, activity, or task that is made available for Ambassadors to assist with.
2. **Event Lead** - the Councilor or other person authorized by SG:TSAC, a Standing Committee, or an Advisor to oversee an opportunity and supervise Ambassadors participating in it.
3. **Legitimate SG:TSAC Work** - work related to SG:TSAC's responsibilities, approved events, outreach, student advocacy, committee work, or other Council initiatives.

II. Purpose

The purpose of the SEA Program is to:

1. Help SG:TSAC plan and run stronger student-facing events.
2. Increase student awareness of SG:TSAC, campus resources, programs, and opportunities.
3. Provide additional volunteer support for SG:TSAC activities.
4. Create a flexible and low-commitment way for MSU Denver students to become involved with Student Government.
5. Help SG:TSAC gather feedback and hear more directly from students.
6. Increase interest in future SG:TSAC elections for councilor position.

III. Eligibility, Registration, and Orientation

1. Student Engagement Ambassadors must be currently enrolled MSU Denver students and must remain enrolled while participating in the program.
2. There will be no minimum GPA requirement to participate in the SEA Program.

3. There will be no fixed maximum number of Ambassadors.
4. Sitting SG:TSAC Councilors may not serve as Student Engagement Ambassadors.
5. Students will not be required to interview or receive an individual vote of approval from the Council.
6. Interested students will complete a registration or interest form and any additional volunteer requirements required by the University.
7. Students must also complete a brief SEA orientation before becoming active Ambassadors.

Orientation

8. The Public Relations Committee will be responsible for organizing and providing SEA orientation.
9. Advisors may provide guidance and review orientation materials to help ensure University expectations are accurately communicated.
10. Orientation may be provided individually or to groups and may take place in person, virtually, or through another accessible format.
11. Orientation will cover:

- Basic information about SG:TSAC.
- The purpose and limitations of the SEA role.
- How opportunities and sign-ups work.
- Attendance and cancellation expectations.
- Conduct expectations.
- How participation is recorded.
- Who Ambassadors should contact with questions or concerns.

13. The Executive Assistant will record completion of registration and orientation. Once both have been completed, and the student is otherwise eligible to participate, the student may be added to the active roster and SEA Teams channel.
14. An Ambassador who remains active from the fall semester does not need to register or complete orientation again for the spring semester.

IV. Ambassador Opportunities and Program Administration

Student Engagement Ambassadors may assist SG:TSAC with activities including, but not limited to:

- Event setup and cleanup.
- Tabling and student outreach.
- Student check-in and general event support.
- Distributing flyers and informational materials.
- Promoting SG:TSAC events and campus resources.
- Helping facilitate games, activities, and community-building events.
- Assisting with Welcome Week and similar programs.
- Supporting Sustainability projects and events.

- Encouraging students to participate in SG:TSAC surveys or feedback activities.
- Gathering student feedback using questions, surveys, or other methods approved by SG:TSAC.
- Helping prepare event materials.
- Assisting the Public Relations Committee with photos, video, or other content.
- Suggesting, brainstorming, or helping plan future student events.
- Assisting with other legitimate SG:TSAC work when appropriate.

Public Relations and Sustainability are expected to be the primary committees utilizing Ambassadors, but any Standing Committee or Councilor may request Ambassador assistance for legitimate SG:TSAC work.

SEA opportunities may not be used for personal errands, individual election campaign activity, or work unrelated to SG:TSAC.

Student Engagement Ambassadors may assist with the creation of social media content, but the Public Relations Committee will remain responsible for approving and managing official SG:TSAC social media.

Helping plan or suggest an event does not give an Ambassador authority to spend SG:TSAC funds or commit SG:TSAC to an event, partnership, or activity.

Program Administration

1. The **Public Relations Committee** will serve as the primary administrator of the SEA Program. Public Relations will promote the program, recruit students, communicate opportunities, and coordinate Ambassadors for most SG:TSAC events.
2. The **Executive Assistant** will maintain the active Ambassador roster, orientation records, strikes, and participation records.
3. The **Advisors** will maintain formal supervision of Student Engagement Ambassadors as student volunteers and will help ensure University requirements and expectations are followed.
4. A dedicated SEA Teams channel or chat will be used to communicate with active Ambassadors. Advisors will serve as owners of the Teams space and will be responsible for adding and removing members.
5. Any Councilor may post an SEA opportunity as long as it involves legitimate SG:TSAC work.
6. Opportunities should be posted at least three days before the scheduled start time when possible.

Each opportunity should identify:

1. The event or activity.
2. The date, time, and location.
3. The general work Ambassadors will be helping with.
4. The event lead or contact person.

5. How Ambassadors should sign up.
6. The number of volunteers needed, when there is a limit.

An Ambassador is considered committed to an opportunity once they sign up through the method provided. If there are a limited number of volunteer spaces, the Ambassador is considered committed once the event lead confirms their participation.

The event lead will be responsible for directing and supervising Ambassadors while they are participating in the opportunity. Event leads should only request a number of Ambassadors that can be reasonably supervised for that activity.

V. Participation and Attendance

The SEA Program is intended to remain flexible. Ambassadors are not required to complete a minimum number of events or participation hours in order to remain involved.

Once an Ambassador commits to an opportunity, they are expected to attend or cancel at least 24 hours before the scheduled start time when possible.

Ambassadors should communicate cancellations directly to the event lead using the contact method provided for the opportunity.

An Ambassador may receive a strike if they:

1. Fail to attend an opportunity they committed to without communicating their absence, or
2. Cancel less than 24 hours before an opportunity without a reasonable circumstance.

Illness, emergencies, academic conflicts, and other reasonable unforeseen circumstances may be excused. The event lead will make the initial determination of whether to report a missed commitment or late cancellation.

If SG:TSAC cancels or changes an opportunity, or an event lead tells an Ambassador that they are no longer needed, the Ambassador will not receive a strike.

When a strike may be appropriate:

1. The event lead will report the missed commitment or late cancellation to the Executive Assistant.
2. The Executive Assistant will record the strike and notify the Ambassador by email within five business days.
3. The notice will identify the opportunity involved and explain that the Ambassador may ask an Advisor to review the strike.
4. A request for Advisor review should be made within ten business days of the notice.
5. An Advisor may excuse or remove a strike when appropriate.

An Ambassador who receives three strikes during one semester will be removed from the active SEA roster and Teams channel for the remainder of that semester.

The Ambassador may register again during the following semester. Previous orientation will remain valid unless Public Relations or an Advisor determines that an updated orientation is necessary.

Strikes reset at the beginning of each semester.

VI. Withdrawal, Inactivity, Conduct, and Removal

Withdrawal and Inactivity

An Ambassador may withdraw from the SEA Program at any time by notifying the Public Relations Chair or an Advisor.

During an active fall or spring semester, an Advisor may remove an Ambassador from the active roster and Teams channel after 60 consecutive days without participation or communication with SG:TSAC.

Removal for inactivity is not a disciplinary action, and the student may register again later.

Conduct and Immediate Suspension

Student Engagement Ambassadors are expected to follow applicable University policies and behave respectfully while participating in SG:TSAC activities.

An event lead may report concerns regarding an Ambassador's conduct to an Advisor and may recommend suspension or removal. A recommendation does not automatically result in either action.

An Advisor may immediately suspend an Ambassador from SEA activities and the SEA Teams space when there is a concern involving safety, serious misconduct, SG:TSAC constitution violation or University policy. An Advisor does not need to wait for an Accountability Committee review before issuing an immediate suspension.

The Advisor will notify the Ambassador of the suspension as soon as reasonably possible. A suspension may remain in effect while the concern is being reviewed, and the Advisor may lift the suspension when appropriate.

An Advisor or Councilor may request assistance from the Accountability Committee for fact-finding, conflict resolution, or restorative support when doing so is consistent with the Committee's existing authority and governing documents. Any findings or recommendations may be provided to the Advisor or Council for consideration.

Long-Term Removal

Serious circumstances may justify preventing an Ambassador from returning to the SEA Program for the remainder of the 2026-2027 academic year, the matter may be brought before SG:TSAC for a vote.

1. The Ambassador will be notified of the concern and scheduled vote at least seven calendar days in advance.
2. The Ambassador will be given a reasonable opportunity to respond to the concern before the Council votes. They may respond in person or in writing.
3. Choosing not to respond or attend will not be treated as an admission.
4. A Councilor or Advisor may provide the Council with a summary of the concern and may ask the event lead or another person with relevant information to provide additional context.
5. The Council may make the Ambassador ineligible to return to the SEA Program for the remainder of the 2026-2027 academic year by a majority vote of voting members present at an official SG:TSAC meeting, provided quorum is met.
6. Any Councilor with a direct personal involvement in the incident should disclose that involvement before the vote and consider abstaining.
7. The Council's decision will be final for purposes of participation in the SEA Program, subject to applicable University policies, and requirements.
8. Deliberation will be done under executive session but the vote will be done in public meeting.

Ambassadors may also report concerns involving an event, another Ambassador, a Councilor, or their experience in the program to an Advisor. Concerns involving a Councilor may be referred through existing SG:TSAC Accountability processes.

VII. Role and Limitations

Student Engagement Ambassadors are student volunteers and are not members of the SG:TSAC Council.

Ambassadors:

- Do not vote on Council or committee business.
- Do not count toward quorum.
- Do not have the authority of elected Councilors.
- Are not automatically members of Standing Committees.
- Are not required to attend SG:TSAC Council meetings.
- May not speak on behalf of SG:TSAC unless specifically authorized to communicate approved information.

Ambassadors may attend public SG:TSAC meetings, participate in public comment, share ideas with Councilors, suggest events and projects, and learn more about future opportunities within SG:TSAC.

VIII. Participation Records and Recognition

When practical, SG:TSAC will track Ambassador participation through sign-in sheets, QR codes, or another simple check-in and check-out system.

The event lead will verify an Ambassador's participation time after an activity when participation hours are being recorded. The Executive Assistant will maintain those records for the SEA Program.

Ambassadors are responsible for confirming that their participation was recorded correctly.

SEA participation records are intended for internal program tracking and recognition. They do not represent a guarantee of University-recognized or officially certified volunteer service hours.

Ambassadors may gain experience in event support, teamwork, student engagement, community-building, networking, and Student Government operations.

After completing at least **10 verified SEA participation hours**, an Ambassador will be eligible to request a reference letter from an SG:TSAC Advisor. Reaching 10 hours does not guarantee that a reference letter will be provided.

The Public Relations Committee may organize an Ambassador recognition or community-building activity when appropriate and when consistent with its approved budget and applicable financial requirements.

IX. Program Review, Changes, and Expiration

Because the SEA Program is being established for one academic year, SG:TSAC may make reasonable changes to the program during the 2026-2027 academic year.

Any change to the structure established by this resolution must be made through an amending resolution approved by a majority vote and must remain consistent with the SG:TSAC Constitution and applicable University requirements.

SG:TSAC may consider adding future incentives to the SEA Program to encourage recruitment, continued participation, and greater involvement, provided any incentives remain consistent with the approved budget, University requirements, and applicable SG:TSAC policies.

Before the end of the academic year, SG:TSAC should review basic information about the program, including:

- Number of students who registered.
- Number of Ambassadors who participated in at least one opportunity.
- Recorded SEA participation hours.
- Events and activities supported.
- General feedback from Ambassadors and Councilors.

- Recommendations for continuing or changing the program.

The Student Engagement Ambassador Program established by this resolution will expire on **May 31, 2027**, unless SG:TSAC takes additional action to continue or replace the program.

FINALLY, BE IT RESOLVED: The Student Engagement Ambassador Program will be implemented following the passage of this resolution, with the Public Relations Committee, Executive Assistant, Advisors, and Councilors working together to begin recruitment and onboarding for the 2026-2027 academic year.

Signatures of Authors:
/s/ [Luke Garcia] DATE: 08/19/26
Luke Garcia, Councilor

I, [Typed Name], attest that on this ____ day of _____, this resolution passed with a vote of ____ for & ____ against, with ____ abstaining.

_____
[Typed Name], Presiding Chair

I, [Typed Name], witnessed the above signature and attestation on this ____ day of _____.

_____
[Typed Name of EA],
Executive Assistant