




Beyond Boston Community Ambassador Program

The Beyond Boston Community Ambassador Program was created to build and strengthen the Northeastern community in co-op locations outside of Massachusetts. As a Community Ambassador, you will work with our staff at Off Campus Housing and Support Services (OCHSS) to help plan and promote events/programs for students, and create or maintain a positive impact on the neighborhood you are living in. Community Ambassadors act as a liaison between students in their co-op area, OCHSS, and Northeastern University.

As a Community Ambassador (CA), your responsibilities include:

- Communicating with all local students to determine event interest, ultimately bringing student focus to your co-op city
- Being a model citizen and role model for other students residing in your city
- Researching activities, event locations, venues, and neighborhoods that could benefit from Community service projects.
- Striving toward inclusivity and diversity when planning events
- Attending the Welcome Event in your city (and potentially running set-up/registration)
- Establishing a Facebook page for your coop city. (This page will be used for promoting OCHSS sponsored events, as well for casual dialogue and correspondence)
- Representing Northeastern University at local admissions events*
- Meeting with senior level Northeastern Staff that is visiting your city*
- Promoting NU athletic events/game watches in your area*


**these duties may, or may not, be included in your term*



Why become a Beyond Boston CA?

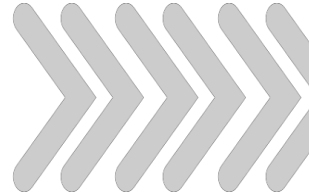
- Meet new people! Planning fun and engaging events for the co-op students in your city will build your Northeastern network.
- Build your résumé! This position will develop several skills that will be crucial to success in the workplace: communication, marketing, event planning, organization, coordination, and more!
- If you successfully plan/execute **THREE** events for the co-ops in your city, you will earn a \$100 bookstore gift card!*

**you must follow several guidelines to be eligible for this incentive (see the "Policies to Remember" section)*



Section 1: CA Recruiting Process

1. Our “Call for Community Ambassadors” will be sent out at the start of the co-op term (January or July). Fill out the Beyond Boston CA Application.
2. You will be contacted for a 30 min phone interview. During the interview we will discuss the position, expectations, procedures & policies. [Please read this entire packet before the interview.](#)
3. You will be contacted via email to be notified whether or not you were chosen for the position.
4. You will submit a profile picture and short bio (3-5 sentences) about yourself. This will be sent to all the students in your area with a brief program “introduction”. At this time, students will be given the opportunity to “Opt Out” of the program.
5. Once you are introduced you will be emailed the complete list of students in your area.
6. Create a Facebook page for your city, start emailing students, etc.
7. Fill out your first Event Proposal, and let the fun begin!



Section 2: Event Types and Expense Budget per Term

Beyond Boston CA’s can plan up to four events per term. [YOU MAY ONLY PLAN ONE EVENT FROM EACH CATEGORY.](#) If you successfully plan/execute THREE of the four events, you will earn a \$100 bookstore gift card.

Dinner: \$25/student (INCLUDING tax & tip – tips cannot exceed 20%)

- Choose a restaurant in your city that works with your budget and has NO ROOM FEE for large parties
- You must find a restaurant that does not require a contract
- If you plan to have OCHSS pay for the dinner ahead of time, you must find a restaurant that will take American Express over the phone/fax
- If they will not take a credit card prior to event, you must pay and be reimbursed
- A potluck dinner may be planned using the dinner funds. This will likely result in the CA getting a reimbursement (we cannot pay ahead of time for grocery items to be used in cooking meals).

Entertainment Event: \$25/student (waivers are needed with “physical” events)

- Sporting events
- Comedy Shows
- Shows/plays/musicals
- Harbor Cruises
- Trip to the zoo/aquarium/wildlife tour
- Bowling night/arcades/amusement park

Cultural Excursion: \$15/student: An event that can only take place in YOUR city. Unique. Cultural.

- Historical sites/tour
- Monuments
- Museums
- Art festivals
- Galleries



Community Service: \$20/student: An event that responds to a need within your community

- Students can meet on a weekend to possibly do a neighborhood clean-up followed by donuts/coffee/breakfast
- Materials purchased for the clean-up, such as trash bags and gloves, can be reimbursed
- Volunteering at a local food shelter followed by donuts/coffee/breakfast
- Volunteering at a local community garden followed by donuts/coffee/breakfast
- Any other ideas? Run them by OCHSS!

There are a number of restaurants and excursions that will fit into this budget. If you decide you would like to plan an event/select a more expensive restaurant that will exceed the budget allocated, NU co-op students will be responsible for any additional cost and may have to purchase tickets through NUCareers. See more details in Section 3.

Past Events have included:

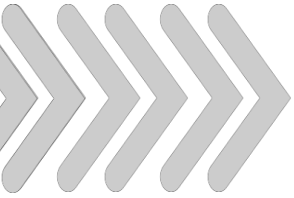
Trip to Alcatraz, a Cubs Game, the International Spy Museum, the Exploratorium, Co-op dinners, potlucks & BBQs, A trip to the Warner Brothers Studio, Bowling Nights, A Bullfight, Kayaking, EMP Museum, Escape the Room, Great America, Comedy Shows, Broadway and Off-Broadway shows, Ghost Tours, Planetarium, SFMOMA, Paramount Studio Tour, Taco trucks, Theme parks and more!

Section 3: Event Planning Process

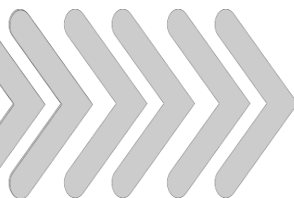
Before the Event

- Reach out to other CA's (if applicable) and area co-ops/students to begin generating ideas
- Fill out online "Event Proposal Form" TWO weeks prior to any proposed event date
- You will be notified via email once your event has been approved. At this point, you will send out an Event Invitation to all students in your area (from the list sent to you from OCHSS). Your event approval email will have specific details about your event. PLEASE READ THE ENTIRE APPROVAL EMAIL SENT BY OCHSS.
- You must send out a confirmation email to all registered students 1-2 days before the event
- When inviting students to a ticketed event, you must explain our **NO-SHOW POLICY**:
 - NO-SHOW POLICY: If students RSVP "yes" and are a "no-show," OCHSS reserves the right to charge the student for the entire cost of their ticket.
- **There are different ways OCHSS can go about purchasing the tickets or providing the funds for your event. Read more below:**
- **(1) When the actual ticket cost is OVER BUDGET**
 - **UCHSS purchases tickets ahead of time**
 - After your event is approved, OCHSS will put the dollar balance after subsidization as a "ticket" on NUCAREERS. At this point, you will instruct students to purchase their ticket by a certain date. Once students have purchased their tickets on NUCAREERS, OCHSS will buy tickets for the actual event (+ extra for CA's). At this time, you will be emailed the list of student who purchased their tickets on NUCAREERS.



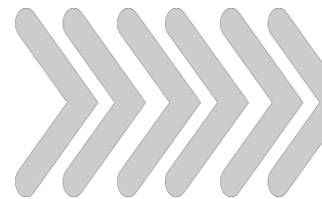
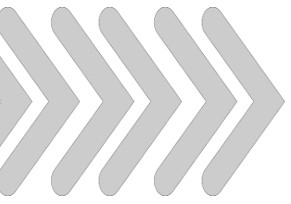


- Tickets will then be purchased and emailed to you
- Please check to make sure you can print/open the tickets BEFORE the day of the event, and that you do not need the credit card or ID for ticket pick-up.
- Once the tickets are purchased, no additional tickets may be purchased.
- The event happens, with CAs distributing the tickets
- Following the event, CAs send the list of attendees to OCHSS
- **The CAs purchase tickets, then seek reimbursement**
 - After the event is approved, CA's will keep track of RSVPs to the event on their own (after choosing an RSVP date)
 - Once your chosen RSVP date has passed, you must notify OCHSS of the total number of students that would like to attend as well as the names of students who have RSVP'd yes
 - CA's then purchase the tickets once the RSVP date has passed
 - The event happens, with CAs distributing the tickets
 - Following the event, CAs send the list of attendees to OCHSS
 - Keep in mind **you will only be reimbursed for the total number of RSVPs times the budget for the event.** If the final amount the CA paid is above the budgeted amount, you may seek payment from students who attend, but OCHSS is not responsible for ensuring the CAs are compensated by other students. For example, if 7 students have RSVP'd for an entertainment event (\$25/person budget), then the only amount you will be reimbursed for is 7 x \$25, or \$175).
 - Refer to the "Policies to Remember" for reminders about reimbursement.
- **(2) When the actual ticket cost is UNDER BUDGET**
 - **OCHSS purchases tickets ahead of time**
 - After the event is approved, CA's will keep track of RSVPs to the event on their own (after choosing an RSVP date)
 - Once your chosen RSVP date has passed, you must notify OCHSS of the total number of students that would like to attend as well as the names of students who have RSVP'd yes
 - Tickets will then be purchased by OCHSS and emailed to you
 - Please check to make sure you can print/open the tickets BEFORE the day of the event, and that you do not need the credit card or ID for ticket pick-up.
 - Once the tickets are purchased, no additional tickets may be purchased.
 - The event happens, with CAs distributing the tickets
 - Following the event, CAs send the list of attendees to OCHSS
 - **The CAs purchase tickets, then seek reimbursement**
 - After the event is approved, CA's will keep track of RSVPs to the event on their own (after choosing an RSVP date)
 - Once your chosen RSVP date has passed, you must notify OCHSS of the total number of students that would like to attend as well as the names of students who have RSVP'd yes
 - CA's then purchase the tickets once the RSVP date has passed
 - The event happens, with CAs distributing the tickets
 - Following the event, CAs send the list of attendees to OCHSS
 - Keep in mind **you will only be reimbursed for the total number of RSVPs (not attendees) times the ticket amount for the event.** If this amount is under the budgeted amount, you will only be reimbursed the total ticket amount. For



example, if an entertainment event (\$25/person budget) has tickets of \$23, you will only be reimbursed \$23 times the number of RSVPs to that event (i.e. however many tickets you purchased).

- Refer to the “Policies to Remember” for reminders about reimbursement.
- **(3) When it’s NOT A “TICKETED” EVENT (such as dinner)**
 - **The CAs pay, then seek reimbursement**
 - After the event is approved, CA’s will keep track of RSVPs to the event on their own (after choosing an RSVP date)
 - Once your chosen RSVP date has passed, you must notify OCHSS of the total number of students that would like to attend as well as the names of students who have RSVP’d yes
 - The event happens, with CAs paying for dinner (or the non-ticketed event) on the spot
 - Following the event, CAs send the list of attendees to OCHSS
 - Keep in mind **you will only be reimbursed for the total number of attendees times the budgeted amount per person for the event.** If the final bill is over the budgeted amount, you will only be reimbursed the budgeted amount. For example, if it’s a dinner (\$25/person budget), and 7 students attend dinner, you will be reimbursed \$25 x 7 attendees, or \$175. If the final bill is above the budgeted amount, you may seek payment from students who attend, but OCHSS is not responsible for ensuring the CAs are compensated by other students.
 - Refer to the “Policies to Remember” for reminders about reimbursement.
 - **OCHSS pays for dinner ahead of time**
 - After the event is approved, CA’s will keep track of RSVPs to the event on their own (after choosing an RSVP date)
 - Once your chosen RSVP date has passed, you must notify OCHSS of the total number of students that would like to attend as well as the names of students who have RSVP’d yes
 - CA will remain in contact with the restaurant and obtain a “Credit Card Authorization” as well as make sure the restaurant accepts American Express
 - CA will give the contact information of the restaurant to OCHSS, who will then call the restaurant head of time to pay for dinner. OCHSS will tell the restaurant that the only amount to go on the AMEX is the number of attendees times the budget for the dinner (\$25). For example, if 7 students attend dinner, the restaurant will know to only charge OCHSS’s credit card \$175 (\$25 x 7).
 - You are able to spend more than this, but the remaining cost must be paid for by the attendees. OCHSS is not responsible for ensuring the remainder of the bill is split evenly amongst the attendees.
 - Following the event, CAs send the list of attendees to OCHSS



Day of the Event

- Arrive at location at least 15 minutes prior to start of event
- Bring a list of students that have RSVP'd "yes," and check students in
- Bring the tickets and/or ticket confirmation
- If you plan on being reimbursed: Remember to keep ALL of your receipts (you will need both an itemized receipt and a copy of your signed credit card voucher)
 - ***Please note: OCHSS DOES NOT reimburse for alcohol. All receipts MUST be alcohol-free***

After the Event

- Send total number of attendees to OCHSS staff within 24 hours
- Fill out "Event Follow-Up Form" within the next SEVEN days. Remember to attach a picture from the event!
- Complete the Community Ambassador Reimbursement Form (if applicable)
 - Attach all receipts

Section 4: Policies to Remember

1. You must fill out an Event Proposal Form at least TWO weeks before your event.
2. OCHSS can NEVER reimburse you for an event that was not officially approved, or that has already passed.
3. OCHSS will only reimburse up to 20% gratuity (even if you have "extra money" remaining in your dinner budget, please don't add it to the tip. You will be responsible for anything over 20%).
4. We cannot reimburse a receipt that has alcohol on it. If students are 21+, they must request a separate check or purchase their alcohol at the bar.
5. For reimbursements, you must send the original copy of the receipt to 151 Speare Hall ATTN: Off Campus Housing and Support Services 360 Huntington Avenue Boston, MA 02115 if the receipt is above \$75USD. If the receipt is below \$75USD, clear photos of the receipt is sufficient. If the receipt is in a different language, please provide translations.
6. You are not permitted to plan events at venues that are 21+.
7. You are NEVER permitted to sign a contract that is associated with an official Beyond Boston CA event. If you receive a contract, please forward to OCHSS immediately as it will need to be sent to University Counsel for approval. Contracts can take up to a month to be processed.
8. If you are submitting a proposal for an event that requires physical activity (hiking, ice-skating, etc.) all students must sign a waiver (provided by OCHSS). If the activity is very dangerous or risky, or if the company also requires a waiver, your proposal will likely be denied.
9. In order to qualify for the \$100 gift card, you must complete THREE events AND follow all of our guidelines:
 - a. The Event Proposal Must be received TWO WEEKS before the event date.
 - b. The Follow Up Form must be submitted within SEVEN days of your event.
 - c. You must send "total in attendance" numbers within 24 hours of the event.
 - d. You MUST take at least one group photo (please make sure it is not blurry).



If you have any questions about the Beyond Boston Co-op Ambassador Program, please feel free to reach out to the OCHSS office directly via the contact information below:

Off Campus Housing and Support Services

151 Speare Hall (second floor across from the Residential Security Office)

360 Huntington Avenue

Boston, MA 02115

(E) offcampus@northeastern.edu

(P) 617-373-8480

(W) northeastern.edu/offcampus

[@NUoffcampus](https://twitter.com/NUoffcampus)



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