



# Student Brand Ambassadors

## Guidelines for your student brand ambassadors working on campus at The University of Nottingham.

To ensure clients are appropriately represented on campus we ask that the following guidelines are adhered to.

### Student brand ambassadors should:

- Only work at pre-approved times and in authorised zones.
- Only distribute in permitted zones 1,2,3,5 and 8 (please contact us for a zoning map).
- Use posters up to A4 size, affixed to notice boards either intended for the purpose of 'free postering' or where no other posters/signage are obscured.
- Check in advance if the board is not a 'free board' (i.e. one used by a club/society/school or department).
- Do not remove or obscure other material in order to display any posters.
- Fix posters using temporary fixings such as drawing pins.
- Remove posters on request and/or after a maximum of four weeks, whichever is sooner.
- Hand out paper leaflets no larger than A4.
- Ensure the zone they are working in is free of any discarded leaflets at the end of their day.
- Ensure no material that breaches law or university policy is distributed in any way.
- Ensure no flyers or posters are distributed in or around the Trent Building, or the Portland Building without permission.
- Ensure any litter from the campaign, in both the immediate and surrounding areas of work, is picked up on departure.
- Carry the approval document with them whilst working and show to anyone who wants to know what they are doing.

- Move on from any location if asked, by University staff, no matter what the reason.
- Be polite at all times.
- Have a positive attitude.
- Carry out duties with care and respect to others.
- Be on time and ready to work on behalf of the client.

### Student brand ambassadors should not:

- Breach any university student guidelines.
- Deface, remove or destroy any literature from any stands/pigeon holes/document holders etc and replace with their own material.
- Deface or take down posters from notice-boards, unless they have put them up themselves and are no longer valid.
- Send out mass emails to the student body. These should be done through the careers service. Please contact us for an information sheet.

If you are looking to hold a bespoke event on campus that will involve your student brand ambassadors and will run through a specific time period, you may require a letter of approval from the Careers and Employability Service.

To access the Portland building, for the purpose of flyers or a bespoke event, please contact Gary Cully, Events and Advertising, Students Union on 0115 846 8742.

## We're here to help, get in touch:

### Careers and Employability Service

The University of Nottingham  
Portland Building  
Level D West  
University Park  
Nottingham NG7 2RD  
United Kingdom

Tel: 0115 823 2233  
eventsandvacancies@nottingham.ac.uk  
[www.nottingham.ac.uk/careers](http://www.nottingham.ac.uk/careers)



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## This publication is available in alternative formats.

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