



**AMBASSADOR**  
— PROGRAM —



**VEX**  
ROBOTICS  
COMPETITION

## Ambassador Roles

### Introduction

The REC Foundation Ambassadors Program gives students opportunities to share their robotics experience with the VEX Robotics World Championship communities. Ambassadors are pre-selected individuals who represent their teams, organizations, and the REC Foundation. They engage with prospective sponsors, partners, and government officials throughout the VEX Robotics World Championship.

#### Quick Links

- [Sign Up Genius](#)
- [Ambassador Handbook Site](#)

#### Location

Ambassador Workroom D226

### Contacts

#### LaTress Peoples

Ambassador Contact  
469-799-6586  
[latress\\_peoples@recf.org](mailto:latress_peoples@recf.org)

#### Rachel Berkhouse

Parade of Nations  
469-332-7963

#### Reagan Leatherman

VIP Check-in  
Room D227

#### Karina Garcia

Pit Admin  
Hall D

### How to Sign up for Assignments

Follow these instructions to sign up for an assignment.

1. Visit [Sign Up Genius](#).
2. Review the open assignments and times. Please pick the ones that do not conflict with competition schedules.
3. Click "sign-up" You will need to do this for each assignment.
4. Enter your name and phone number
5. Click "submit and sign-up"
6. Please be sure to check-in at the Ambassador room D226 at least 15 minutes before your scheduled assignment time.

## Ambassador Roles

- Division Ballot Check-in
- College and Partner Row
- Correspondence Team
- Opening and Closing Ceremonies (Parade of Nations / SWAG Tea,)
- Sponsor and Partner Row
- VIP Tours
- VEX Robotics World Championship VIP Lunch and Learn
- Welcome International Teams

## Ambassador Roles Descriptions

**Ballot Pick-up in Divisions:** Report to LaTress Peoples, Ambassador Workroom D226

- Check in with the Division Manager daily.
- Collect judge ballots from the Division Manager and place them in an envelope. Return envelope to REC Foundation staff in the Ambassador Workroom D226.

**College and Partner Row:** Report to LaTress Peoples, Ambassador Workroom D226

**Correspondence Team:** Report to LaTress Peoples, Ambassador Workroom D226

- Work with RECF staff to write thank you notes that will go to sponsors, guests and other VIP's

**Opening Ceremonies (Parade Of Nations):** Report to Rachel Berkhouse

Ambassadors will need to be escorted past security by a staff member in order to get backstage.

- 5 Ambassadors per ceremony
- Please proceed to the Parade of Nations line in the A/B lobby at the appointment time for ceremonies.
- RECF production staff will come and escort you through security.
- Follow the path indicated in red on the image below to the Parade of Nations check-in table (marked with a red X).
- Staff will provide further information at the check-in table.
- Assist in lining up participants and to walk the stage for any nations that "no show" at the last minute

**Closing Ceremonies (SWAG Team):** Report to Rachel Berkhouse

Ambassadors will need to be escorted past security by a staff member in order to get backstage.

- 12 Ambassadors per ceremony
- Assist with distributing boom sticks to attendees

## The Opening Ceremony schedule for 2025:

Date	Start Time	End Time
Tuesday, May 6	12:30 p.m.	1:30 p.m.
Friday, May 9	12:30 p.m.	1:30 p.m.
Monday, May 12	12:30 p.m.	1:30 p.m.

## The Closing Ceremony schedule for 2025:

Date	Start Time	End Time
Thursday, May 8	2:30 p.m.	4:00 p.m.
Sunday, May 11	2:30 p.m.	4:00 p.m.
Wednesday, May 14	1:30 p.m.	3:00 p.m.

**Sponsor and Partner Row:** Report to LaTress Peoples, Ambassador Workroom D226, Scholarship Row visit.

**VIP Tours:** Please check-in with Reagan Leatherman, VIP Check In, D227

- Please have an Ambassador t-shirt and name tag on.
- Before you give your first tour take a look at the maps and familiarize yourself with the venue by walking around.
- Report to the VIP Check-in in D227.
- Introduce yourself and welcome your guests.
- Ask if there is anything in particular that they would like to see, or if they need to return by a certain time. If so, suggest setting a timer 5 minutes before the end to allow time to return to the VIP Check-in desk.
- Stop by pit areas; try to find teams actively engaged with their robot. You may choose to take your guests to your team pit.
- Share your experiences in the program, what you have learned, and what you want to do in the future.
- You may also want to take your guests to the competition fields in the division, the skills fields, the inspection area, pit areas and the exhibit areas.
- If you stop in a division to watch a match you will need to provide a brief overview of the game.
- You may sign up for more than one shirt as long as they do not overlap.

**VEX Robotics World Championship VIP Lunch and Learn: Report to Reagan Leatherman, Texas Spice; Omni Hotel Lobby**

- Please have an Ambassador t-shirt and name tag on.
- Welcome guests to the Texas Spice restaurant located in the Omni Hotel report to Reagan Leatherman
- Introduce yourself, your team role.
- Provide a tour of the pit area and view matches. Explain the game in the divisions.
- Be prepared to speak on the impact that the program had on your and what you plan to study of the career that you plan to pursue.
- Return all guests to the VIP area.

**Welcome International Teams: Report to LaTress Peoples, Ambassador Workroom D226**

- This assignment takes place on the initial day of the competition.
- You can work in teams of 2.
- Review the division and team lists to locate international team pits.
- Introduce yourself and share where you are from.
- Welcome the international team and ask about their members and how they earned their spot at the event.
- Use Google translate to assist with words and phrases in multiple languages.
- Let them know they can get questions answered at the Pit Admin desk.
- If they have any unique stories, share them with the RECF, contact Melody Johnson, melody\_johnson@recf.org or (817) 721-7936.
- Once you complete visiting the teams return to the Ambassador Work Room.
- This assignment typically takes place on the first day of the competition.