

**School Based Program Ambassador**

**Job Description**

**School Based Program Ambassador’s** act as a link between schools and the Issaquah Schools Foundation by helping to raise awareness about:

1. All in 4 Kids Campaign
2. Grants available to schools (Classroom Enrichment/Kateri Brow)
3. Nourish Every Mind

And to listen for:

* The needs of your school, and
* Stories about Foundation funded programs in your school. (We will provide you with a list and description of currently funded programs in your school).

This job can be handled by one person at each school, or a team. It is also possible for one person or a team to work with multiple schools.

**Duties:**

* Attend all Ambassador informational sessions. (3 times/year)
* Develop a good understanding of investments made by the Foundation at your building, as well as district-wide investments that impact your school and share those with your school community.
* Collect stories about the program’s value from participants as well as pictures of students participating in the program to be used for promotion by the Foundation.
* Keep track of, communicate to the Foundation, and attend, (if possible) any opportunities for community members to see or hear about a program, (i.e. robotics competitions and the like).
* Listen for needs of school community and communicate back to the Foundation
* Give Foundation updates at PTSA Board and/or General Membership Meetings.
* Look for ways that the Foundation might better support and work with your PTSA/building and communicate that to the Foundation.
* Fully understand and speak effectively about the respective missions of your PTSA and the Foundation and to advocate on behalf of both.
* Invite your school community to attend the ***Nourish Every Mind*** events and captain (or co-captain) your school’s table(s).
* Make sure the Foundation has a presence at school community gatherings such as: Back to School Events, Curriculum Night, fundraisers, Kindergarten Roundup, Events etc.

**Year at a Glance**

We appreciate your support and encourage you to participate in as many Issaquah Schools Foundation events as you can.  We have put together this year at a glance for easy reference as to the areas the Foundation is focused on during a given time of year and how we would appreciate your help in relationship to those areas.

We will strive to give you as much information as possible to help you be successful in this role.

If you need support of any kind, please contact:

* Shari Tokumi, Foundation Ambassador Mentor [sharilyn.tokumi@gmail.com](mailto:sharilyn.tokumi@gmail.com)
* May Gauvin, interim VP of Programs [mpgauvin@comcast.net](mailto:mpgauvin@comcast.net)

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| **September**  Attend Ambassador/Liaison kick-off social and info session  Speak at Fall PTSA GMM (talking points provided)  Introduce yourself to staff overseeing Foundation funded programs (program list provided) | **October**  **All in for Kids fundraiser**  Help promote All in for Kids campaign. Coordinate volunteers for Honk and Wave and post signs and/or banners on school property. | **November**  **Grant Applications available**  **Grant Writing workshop**  Distribute information regarding Foundation grant opportunities  Speak at any PTSA GMM |
| **December**  **Happy Holidays!** | **January**  **Grant submissions due**  **Jan 10, 2018**  Speak at any PTSA GMM | **February**  **Classroom enrichment grant winners announced**  Touch base with school’s staff overseeing Foundation funded programs re: status, statistics, and stories.  Attend Ambassador/Liaison mid-year touch base meeting. |
| **March**  **Kateri Brow Grant presentations & KB Grant winners Announced**  Participate in Banner Brigades (surprising award-winning teachers in your building) if you can.  Speak at any PTSA GMM | **April**  **Nourish Every Mind**  **online Auction.**  **April 27 – May 7, 2018**  Support recruitment of Table Captains at your school and work with community to promote attendance at the Nourish Every Mind events. | **May**  **Nourish Every Mind**  **Luncheon May 10, 2018**  **at Meydenbauer**  **Breakfast (TBD)**  **at Eastridge Church**  If you are not returning, please help us find your replacement and begin training. |
| **June**  Attend Ambassador/Liaison end of year celebration. | **July**  **Have a great summer!** | **August**  **Back to school online registration. Beginning of All in for Kids campaign** |