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Foundation Ambassador Job Description

**School based Ambassadors** are an integral part of the Issaquah Schools Foundation’s efforts to reach out to each school in our district, and the partnership with each PTA/PTSA is an important collaboration. Ambassadors work with their respective PTA/PTSA and act as a link between their school community and the Issaquah Schools Foundation by helping to raise awareness about:

1. Foundation’s Fall Fundraising Campaign
2. Foundation Grants available to schools (teachers may request funding)
3. Programs and/or grants the Foundation funds in your school
4. Nourish Every Mind events in the spring

**Ambassadors are requested to:**

* Attend Ambassador informational sessions/meetings with Foundation staff or board.
* Share Foundation information via PTA/PTSA communication channels including:
  + Speaking at the PTA/PTSA Board and/or General Membership Meetings. (Please work with your PTA/PTSA to be on the agenda).
  + Forwarding enews information to communications person for including in regular school/PTSA enews.
  + Including Foundation information on website where applicable (a link to the Foundation site from the PTSA site is appreciated).
* 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.
* Look for ways that the Foundation might better support and work with your PTA/PTSA or building and communicate that to the Foundation.
* Understand and speak effectively about the respective missions of your PTA/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).
* Assist the Foundation in having a presence at applicable school community gatherings such as: Back to School Events, Curriculum Night, fundraisers, events etc.
* Communicate to the Foundation, when applicable, opportunities for community members to see or hear about a Foundation funded program (i.e. Robotics competition).

**Toolkit (Provided by the Foundation):**

* 1. Foundation Program Guide and/or list
     + Hardcopy quad fold available
  2. Foundation informational rack card (as available)
  3. List of Foundation funded programs at your school
     + Also referenced on our website at:   
       <https://isfdn.org/programs-by-school>
  4. Pens & notepads or similar items for GMMs

**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.

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| **September**  **School year kick-off**  Meet with Foundation re: ambassador role & attend Ambassador kick-off social and info session.  Speak or help arrange for a speaker to talk about the Foundation at curriculum night (where possible) and Fall PTSA GMM. Talking points provided. | **October**  **Fall fundraiser**  **Grants**  Help promote the Fall campaign.  Coordinate volunteers for Honk and Wave as applicable.  Distribute information regarding Foundation grant opportunities | **November**  **Yearend donation appeal**  Speak at any PTSA GMM  Talking points provided. |
| **December**  **Happy Holidays!** | **January**  **General Info**  Speak at any PTSA GMM  Talking points provided. | **February**  **Mid-year touch base**  Speak at any PTSA GMM. Talking points provided. |
| **March**  **Table Captain for NEM**  Support filling tables at NEM for your school  Speak at any PTSA GMM. Talking points provided. | **April**  **Nourish Every Mind**  **online Auction.**  Work with community to promote attendance at the Nourish Every Mind events as well as participation in the online auction.  Speak at any PTSA GMM. Talking points provided. | **May**  **Nourish Every Mind**  **events**  Please attend and bring friends to Nourish Every Mind!  Please work with your PTA/PTSA president re: plan for an ambassador next year. |
| **June**  **Have a great summer!** | **July**  **Have a great summer!** | **August**  **Back to school online registration. Beginning of Fall fundraising campaign.** |