

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.
* 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
  2. Foundation informational rack card/tri-fold as available
  3. List of Foundation funded programs at your school
  4. Pens & notepads or similar items for GMMs

We will strive to give you as much information as possible to help you be successful in this role. If you need support, please contact: Carolyn Kennedy [c.kennedy@isfdn.org](mailto:c.kennedy@isfdn.org).

**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 staff 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.  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**  Attend Ambassador mid-year social and info session.  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**  **Luncheon and Breakfast 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.** |