

## 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.

<p><b>September</b></p> <p><b>School year kick-off</b></p> <p>Meet with Foundation re: ambassador role &amp; attend Ambassador kick-off social and info session.</p> <p>Speak or help arrange for a speaker to talk about the Foundation at curriculum night (where possible) and Fall PTSA GMM. Talking points provided.</p>	<p><b>October</b></p> <p><b>Fall fundraiser Grants</b></p> <p>Help promote the Fall campaigns offered (Step Up for Kids/Monster Mash 5K).</p> <p>Coordinate volunteers for Honk and Wave as applicable.</p> <p>Distribute information regarding Foundation grant opportunities</p>	<p><b>November</b></p> <p><b>Yearend donation appeal</b></p> <p>Speak at any PTSA GMM Talking points provided.</p>
<p><b>December</b></p> <p><b>Happy Holidays!</b></p>	<p><b>January</b></p> <p><b>General Info</b></p> <p>Speak at any PTSA GMM Talking points provided.</p>	<p><b>February</b></p> <p><b>Mid-year touch base</b></p> <p>Speak at any PTSA GMM. Talking points provided.</p>
<p><b>March</b></p> <p><b>Table Captain for NEM</b></p> <p>Support filling tables at NEM for your school</p> <p>Speak at any PTSA GMM. Talking points provided.</p>	<p><b>April</b></p> <p><b>Nourish Every Mind online Auction.</b></p> <p>Work with community to promote attendance at the Nourish Every Mind events as well as participation in the online auction.</p> <p>Speak at any PTSA GMM. Talking points provided.</p>	<p><b>May</b></p> <p><b>Nourish Every Mind events</b></p> <p>Please attend and bring friends to Nourish Every Mind!</p> <p>Please work with your PTA/PTSA president re: plan for an ambassador next year.</p>
<p><b>June</b></p> <p><b>Have a great summer!</b></p>	<p><b>July</b></p> <p><b>Have a great summer!</b></p>	<p><b>August</b></p> <p><b>Back to school online registration. Beginning of Fall fundraising campaign.</b></p>