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|  | AMBASSADOR FALL KICK-OFF CHECKLIST  |
| Teachers and Administrators [ ]  Introduce yourself to your school principal. [Introduction Email Template](https://nsdfoundation.sharepoint.com/%3Aw%3A/s/Board/EcXHJwqdPi1Kg3WO2ruEuq0B1OZcQJKJZuWlF-J8-HchAA?e=suHi5t).[ ]  Schedule a meeting with your principal. Feel free to invite Carmin to the meeting once scheduled or coordinate with Carmin to schedule. Carmin’s attendance is not essential. Topics to cover in that meeting: [ ]  Find out the best way to get communications to your school’s staff.[ ]  Identify and meet with an Educator Ambassador at your school.  We want to build an insider connection.[ ]  Identify and meet your schools Care Team Lead and members. |
| School PTA[ ]  Find out about your school’s PTA grant process, who runs it and what does it fund.[ ]  Understand how our grant program is similar and different so that you can complete the [How to Get Money at Your School](https://nsdfoundation.sharepoint.com/%3Aw%3A/s/AmbassadorsandVolunteers/EXOiru9p1LRBq2SixGqGqc4B-7tw0UZugP42eXE-qE0LwA?e=gVEvTU) form so teachers can access it and know when to ask for money from PTA and when to come to the Foundation.[ ]  Contact the Newsletter/Communications Chair to establish a relationship and ask if you can contribute Foundation announcements about events throughout the year. |
| Northshore Schools Foundation and Events[ ]  Fill in the PTA portion of the [How to Get Money at Your School](https://nsdfoundation.sharepoint.com/%3Aw%3A/s/AmbassadorsandVolunteers/EXOiru9p1LRBq2SixGqGqc4B-7tw0UZugP42eXE-qE0LwA?e=gVEvTU) form for your teachers so they have a one-page reference for both Foundation and PTA sources. [ ]  Familiarize yourself with the grants that have been funded at your school in the past. <https://www.northshoreschoolsfoundation.org/grants-by-school/>[ ]  Familiarize yourself with the grant and Northshore Gives processes; Opportunity Fund and Basic Needs Aid processes and other ways the community can request support. <https://www.northshoreschoolsfoundation.org/request-support/>[ ]  Know the grant deadlines: 8/30/21, 10/30/21, 12/30/21, 2/28/22, 4/30/22, 6/30/22.[ ]  The annual “All in for Kids” event is our largest fundraiser and Ambassadors are some of our very important Table Captains. Add it to your calendar and begin a list of whom you may want in invite to your table.[ ]  Mark your calendar with fundraising events and Ambassador Resources meetings planned for this year. Keep an eye out for new events that get scheduled throughout the year. |

