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|  | AMBASSADOR INTRODUCTION EMAIL TEMPLATE |
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| This email is to be used to connect with your school’s administration, introduce yourself, and let them know that you are there to help. Cut and paste from here and personalize your note so it reflects your voice.Introduction emails should be sent by you to: Principals, Vice Principals, Office Managers, Secretaries, and eventually the CARE team lead at your school. |

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Dear (add Principal Name),

Hello, my name is (your name here) and I am the parent of XX, who is in XX grade with XX teacher and I am also a volunteer with the [Northshore Schools Foundation](http://www.northshoreschoolsfoundation.org) and I have volunteered to be the/one of the Ambassadors for our school to the Foundation.

I am here to make sure that our school is aware of the programs and offerings that the Foundation has available. I am available to answer questions about funding needs or other needs our school may have. I can help teachers apply for grant money and I can also facilitate the use of NorthshoreGives, the Foundation’s crowdsourcing fundraising platform.

I am also here to help raise awareness of what the Foundation can do to help remove barriers for students in need.

When the Foundation offers funds for our school to access, I will bring that opportunity to your attention.

I am available to address the staff at a staff meeting to answer any questions about the Foundation, and also to meet with you about what might be possible so we can continue to inform the Foundation about future needs.

I will also be in the community trying to raise awareness about the Foundation and inviting parents to participate in the activities and fundraisers that the Foundation hosts.

I would love to set up a short 5-10minute meeting to get connected and make a plan about how we can best be supported by the Foundation.

I can be reached at Phone/ Email. WHEN, ETC,

Might you be available at Try to offer 3 times that they can choose from.

I am excited to get more involved as a Northshore Schools Foundation Ambassador, and anything I don’t know I will be able to ask, learn and get back to you.

Here is a great school year.

<Your Signature>

