



**STUDENT  
AMBASSADOR**

**Student Ambassador Guideline  
Colegio Jorge Washington  
2019-2020**

## **Introduction**

This guide is designed to cover all the important facts about the Student Ambassador Program.

Student Ambassadors are a group of 20 students dedicated to the positive promotion of COJOWA. They will work on a volunteer basis to serve the current COJOWA community, prospective families and students.

Student Ambassadors are visible at many campus events held for prospective students and families. They work in conjunction with the school staff. Student Ambassadors have the unique opportunity to develop and receive training in leadership, public speaking, communication, public relations, marketing and interpersonal skills.

## **Eligibility**

A student must have the following qualifications to be eligible to be nominated as an Ambassador:

- Only for 10<sup>th</sup> and 11<sup>th</sup> grade students<sup>1</sup>
- Average 2018-19: Minimum 82
- REACHES 2018-19: Minimum 90
- Enrolled in an extracurricular activity or/and student leadership group (MUN, sports team, NJHS, STUCO, Condis Manus, Interact, among others)
- Strong work ethic and responsibility
- Good COJOWA Discipline Standing
- Enthusiastic and positive attitude; charisma
- Willingness to develop and improve marketing and communication skills
- A sincere desire to help foster the school's positive reputation
- Completed Application with parental approval
- Study at COJOWA for minimum 3 years

## **Selection Process**

Grade 9 and 10 High School Teachers nominate 2 students who meets the qualifications, and current Ambassador students nominate 1 student. They must

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<sup>1</sup> If there are less than 5 senior students involved in the program, it is possible to nominate one 12th grade student.

send an email to the Ambassador Sponsor with the candidate name<sup>2</sup> before the deadline.

Candidates earn 1 point for teacher's nominations and 0.5 points for students nominations.

According to the spaces available for the school year, Ambassador Sponsor only contacts students who earned the most nominations on September.

- Only selected nominees must attend an orientation meeting in order to be part of the Student Ambassador Program and they must submit an application before the deadline.
- Ambassadors will serve each school year an 11-month term, beginning in August and ending in June, students (Sophomores and Juniors) will be part of the program until the end of the Senior year if they meet Ambassadors Commitment.

## **Training**

- Ambassadors are required to study Prospective Parent Tour Guideline and attend New Ambassador Training Tours and Workshops

## **Responsibilities**

- Positively represent the COJOWA student body in and outside of school
- Act as an ambassador of the student body to prospective families and new students
- Support in training of future Student Ambassadors
- Wear Ambassador Lanyard while on-duty
- Obey the School Dress Code
- Actively participate in volunteer offerings
- Maintain good COJOWA Discipline Standing
- Possess a strong work ethic and responsible attitude
- Student Ambassadors may be asked to volunteer for the following events for the 2019-2020 School Year

- New Teacher Orientation, August 2019

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<sup>2</sup> Teachers cannot nominate family members and students cannot nominate siblings.

- Open House, August 2019
- New Ambassador nomination, September 2019
- New Ambassador trainings, September - October 2019
- Public Speaking training for ALL Ambassadors, October 2019
- Cosmic Run
- 1<sup>st</sup> grade induction with parents, May 2020
- Graduation Ceremony, June 2020
- Campus Tours - ongoing
- Workshops - ongoing
- Important visitors hosts – ongoing
- Other school events - ongoing

Open House: Student Ambassadors support staff offering translation service and guide parents during the event.

New Ambassador Nominations and Trainings: Student Ambassadors support new members during the training activities.

1<sup>st</sup> grade Induction with parents, New Teacher Orientation and Campus Tours: Campus Tours happen throughout the school year and according to student's schedule, they will ask for permission in some classes in order to attend some activities.

Graduation Ceremony, Other school events: Student Ambassadors support the those events by welcoming visitors, giving campus tours, registering visitors, answering questions.

Trainings and Workshops: Program offers students the opportunity to gain experience in leadership, volunteering, public relations, communication and interpersonal skills.

There are also plenty of other opportunities for Student Ambassadors to get involved helping with other events when they occur.

## **Rewards**

- Up to 20 service hours per year<sup>3</sup>

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<sup>3</sup> Verification of volunteer hours will be provided.

- Sharpen communication and public speaking skills
- Improve interpersonal and conversational skills
- Enhance confidence when speaking and interacting with many members of the COJOWA community
- Develop networking skills through participation at events
- Develop leadership skills to use in college and beyond
- Differentiation on resume for future college applications
- Recognition in Graduation Ceremony (Red Chord)
- Letter of recommendation to colleges/universities upon request<sup>4</sup>

### **Student Ambassador Program Commitment**

To remain an active Student Ambassador you must fulfill Student Ambassador responsibilities, attend ALL meetings and training sessions, actively participate in volunteer offerings, complete at least 5 tours per year, volunteer for at least 1 school event and conduct ALL ambassador actions in a professional manner. Failure to do so will result in immediate disqualification by the Admissions/Communications staff.

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<sup>4</sup> Rewards will be provided to students who meet the Ambassadors Commitment.