



STUDENT
AMBASSADOR

**Student Ambassador Guideline
Colegio Jorge Washington
2025-2026**

Introduction

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

Student Ambassadors is a group of up to 15 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/or interpersonal skills.

Eligibility

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

- Only for 10th and 11th grade students¹
- Previous School Year GPA: Minimum 3.0
- Previous School Year REACHES: Not having a (-) in the REACHES report
- Enrolled in an extracurricular activity or/and student leadership group (MUN, sports team, NJHS, STUCO, Interact, among others)
- Strong work ethic and responsibility
- Good COJOWA Disciplinary 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

According to the Parent-Student Handbook (Manual de Convivencia), students excelling in sports, culture and academic areas, have the right to be elected to represent the School in events inside and outside the institution, as long as they meet the following requirements and merits:

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

- a) To have enough sports, artistic or acting skills.
- b) To have been elected by the area committee.
- c) To have the approval and the action plan of all teachers whose subjects they will miss.
- d) Can not currently be on a Director's Agreement nor probationary enrollment.
- e) Not having been found to have committed a 'serious' or 'extremely serious' offense in the three(3) months before the event.
- f) Having fulfilled the ninety percent (90%) minimum of class attendance required for each subject.
- g) Fulfill the academic requirements according to the Manual de Convivencia.

Selection Process

Grade 9 and 10 High School Teachers nominate 2 students who meet the qualifications, and current Ambassador students nominate 1 student. They must send an email to the Ambassador's Sponsor with the candidate name² before the deadline.

Candidates earn 1 point for teacher nominations and 0.5 points for student nominations.

According to the spaces available for that school year, the Ambassador's Sponsor only contacts students who earned the most nomination points in September.

- The selected nominees will be asked to 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 for a 12-month term, beginning in July and ending in June, students (Sophomores and Juniors) will be part of the program until the end of the Senior year if they meet Ambassador's Commitment standards.

Training

² Teachers cannot nominate family members and students cannot nominate siblings.

- Ambassadors are required to study the Prospective Parent Tour Guideline and attend the 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 high school students
- Support in the training of future Student Ambassadors
- Wear the Ambassador Lanyard while on-duty
- Follow the School Dress Code
- Actively participate in volunteer opportunities
- Maintain good COJOWA Disciplinary Standing
- Possess a strong work ethic and responsible attitude
- Student Ambassadors may be asked to volunteer for the following events during the School Year
 - New Teacher Orientation, July
 - Open House, August
 - New Ambassador nomination, August - September
 - New Ambassador trainings, September - October
 - Public Speaking training for New Ambassadors, October
 - 1st grade induction with parents, May
 - Graduation Ceremony, June
 - Other Events - ongoing
 - Campus Tours - ongoing
 - Workshops - ongoing
 - Hosting important visitors – ongoing

Open House: Student Ambassadors support staff by offering translation services and guiding parents during the event.

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

1st grade Induction with parents, New Teacher Orientation and Campus Tours: Campus Tours happen throughout the school year and according to the

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 those events by welcoming visitors, giving campus tours, registering visitors, answering questions.

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

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

Benefits³

- Up to 15 COJOWA community hours per school year and recognition in High School Awards (COJOWA Service Award)*⁴
- Sharpen communication and public speaking skills
- Improve interpersonal and conversational skills
- Enhance confidence when speaking and interacting with different members of the COJOWA community
- Develop networking skills through participation at events
- Develop leadership skills to use in college and beyond
- Highlight on resume for future college applications
- Recognition at Graduation Ceremony (Red Chord - Student Ambassador)
- Recognition at Graduation Ceremony (Green Chord - COJOWA Servant Leader)
- Letter of recommendation for colleges/universities upon request

Student Ambassador Program Commitment

To remain an active Student Ambassador, you must fulfill ALL Student Ambassador responsibilities, attend ALL meetings and training sessions, actively participate in volunteer offerings, complete at least 7 tours per year, volunteer for at least 1 school event and conduct ALL functions of an ambassador in a

³ Benefits will be provided to students who meet the Ambassadors Commitment.

⁴ Proof of volunteer hours will be provided.

professional manner. Failure to do so will result in immediate dismissal by the Admissions/Communications staff.