

MPAEF Classroom Ambassador Job Description

Thanks for contributing as an MPAEF classroom ambassador!!!

1. ATTEND BACK-TO-SCHOOL NIGHT.

At back-to-school night (August/September) you will be asked to introduce yourself as the MPAEF Ambassador. Just say hello and let people know they will be contacted in October.

2. ATTEND AMBASSADOR TRAINING.

Choose between October 7th from 8am until 9am or October 9th from 7pm until 8pm. You will receive a packet that will include everything you need for your job this year: preaddressed donation letter, annual report, stamps and thank you notes.

3. CALLS NEW FAMILIES IN YOUR CLASS, IF THERE ARE ANY.

In early October (or before), call the families in your class that are new to the district. A script will be provided. You will not be asking for money, just informing new members of our community about what the foundation does.

4. MAIL LETTERS.

In mid-October, mail the MPAEF Annual Campaign letters to many of the families in your classroom. Families not on your list either have a sibling in the district or are being targeted by other segments of the campaign.

In December/January, write thank you notes to families who have made a donation. You will receive a list of contributors via email. Scripts will be provided.

5. FORWARD EMAILS.

In late October, forward the Donation Day email to the parents in your class.

In early February, forward emails to the families that have not yet donated.

Forward a few emails containing Foundation information to families throughout the year.

6. PARTICIPATE IN OUR ANNUAL GIVING CAMPAIGN.

Make a monetary donation, at whatever amount you are comfortable with.

OPTIONAL:

- Auction projects can be coordinated by the ambassador or completed by a separate volunteer.
- Volunteer to help with donation day – Friday, November 14th.
- Volunteer to help with the phone-a-thon one morning or evening– mid January.
- Attend social events and attend letter writing parties.

Raising Funds Our Schools Can Count On - The MPAEF raises money that our schools depend on to bridge the gap between available public funding and what is necessary to provide the quality public education parents expect and our children deserve