



ST. AGNES
SCHOOL

Parent Ambassador Club
Charter
July 2019

Official Name

Parent Ambassador Club

Purpose

To allow parents to represent St. Agnes as official ambassadors to the school and to establish our brand within the St. Agnes community and among prospective families

Moderator

Katie Wilder

Meeting Frequency

Bi-Monthly, as needed

Meeting Location

TBD

Membership

Open to parents of students who have attended SAS for two or more years. Volunteer Hours will be given to members based on their attendance and participation.

Member Selection

- Interested Parents may sign-up for an interview. Interview is a brief conversation as to what St. Agnes means to them and how they would be an ideal representative of St. Agnes School.

Member Duties

- Calling new families shortly before the start of school welcoming them to St. Agnes and inviting them to specific events: New Parent Orientation, BEAR Skate, Ice Cream Social, Back to School Night and answering any general questions they might have
- Attend the New Parent Orientation Meeting – August 22 (2 VH)
- Attend bi-monthly meetings (1 VH per meeting)
- Work at least (1) Open House Event - either October 13 or January 31 (3 VH per Open House)
 - Greet families
 - Give tours
- Attend Catholic School Opening Mass (January 26 - 9am) (1 VH)
- Correspondence (sent home through Bookbags – template will be provided)
 - Thank You Letters -Families who attend Open Houses
 - Invitations - Prospective and Parish families to events
- Agree to hang up flyers on Community Boards around their homes
- Attend Marketing Events as needed – Events will be sent out in advance (VH varies per event)



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Schedule

<i>Date</i>	<i>Time</i>	<i>Description</i>	<i>VH</i>
Aug. 1 – Aug. 15	Varied	Parent Ambassador Interviews	0
Aug. 15 – Aug. 21	Varied	New Family Welcome Calls	1
Tuesday, Aug. 22, 2019	5:30- 8:00pm	New Parent Orientation	3
Thursday, Sept. 26, 2019	6:00 – 7:00pm	Meeting/Open House Training	1
Sunday, Oct. 13, 2019	9:30 – 12:30	Fall Open House	3
Thursday, Nov. 7, 2019	6:00 – 7:00pm	Meeting	1
Thursday, Dec. 5, 2019	Homework	Correspondence Project	1
Thursday, Jan. 3, 2020	6:00 – 7:00pm	Meeting	1
Friday, Jan. 31, 2020	9:00 – 12:00	CSW Open House	3
Thursday, Feb. 6, 2020	Homework	Correspondence Project	1
Thursday, Mar. 5, 2020	6:00 – 7:00pm	Meeting	1
Thursday, Apr. 2, 2020	Homework	Correspondence Project	1
Thursday, May 7, 2020	6:00 – 7:00pm	Meeting	1
Thursday, June 4, 2020	7:30am	Thank You Breakfast	0