



Ambassador Family Checklist 2016-2017

****DUE APRIL 15th****

Ambassador Family Name: _____

New Family: _____

___1) First and foremost, serve as a direct point-of-contact during the new family's first year at SEES (**PIP value: 3 hours**)

Suggested tasks to complete this item:

- Have you made contact over the summer to deliver packet?
 Yes No
- Have you maintained regular informal contact with your new family throughout the year? Examples include: The first week of September (How is the first week of school going? Do they have any additional questions you help answer?), before Christmas break, reminders about completing PIP hours in the spring, etc.
 Yes No
- Have you answered questions from your new family or connected them with the appropriate resource?
 Yes No

___2) Reach out to your new family as soon as you receive the packet and make arrangements to deliver the packet to your new family and discuss the items inside (**PIP value: 3 hours**)

Suggested tasks to complete this item:

- Have you called your new family by August 1, 2016? Delivered their packet? We suggest public meet up places, such as the Grove, Chick-fil-A, a park, Sweet Frog, etc.
 Yes No
- Did you review each item in the packet with your new family, including A Brief Look Ahead and the carpool diagram?
 Yes No

___3) Attend and assist in the coordination of the new family picnic on August 21st at 3 p.m. in the Activities Center. **(PIP value: 2 hours)**

Suggested tasks to complete this item:

- Did you attend the New Family Picnic August 21, 2016?
 Yes No
- Did you sign up to help set up or cleanup the New Family Picnic
 Yes No

___4) Identify opportunities to connect and engage new families **(PIP value: 2 hours)**

Suggested tasks to complete this item:

- Did you attend the winter Family Dinner?
 Yes No
- Did you attend the first HSA meeting and reach out to your new family about attending as well?
 Yes No
- Did you meet up with your family at spirit events?
 Yes No
- Did you meet up with your family at school events such as the golf tournament, chili cook-off, Advent Reflection, etc.?
 Yes No
- Did you meet up with your family outside school events?
 Yes No

****PLEASE RETURN THIS CHECKLIST TO SARA STAMP C/O THE OFFICE NO LATER THAN APRIL 15TH TO RECEIVE YOUR HSA HOURS****