



Dear Parents,

We are excited to continue our “**Lower School Student Ambassador Program**” this year. It offers 1st through 5th graders an opportunity to develop their character, their skills as leaders, share their knowledge of VMS, and be a builder of community by hosting visitors who are considering attending VMS.

Interested students will be asked to submit a written application. We encourage parents to help children reflect on the questions and the ambassador’s responsibilities very carefully. Being a student ambassador is an important job and a wonderful opportunity for growth!

Our first goal for this program is to enhance prospective families’ experience when applying to VMS. A visit day is an integral part of their decision of whether to apply, and we want to make it as personalized and positive an experience as possible.

Our second goal is to give students who have the ambition for leadership a role in this important process. We know there are children who would love to help student visitors, and with a bit of training will make excellent ambassadors of our school.

Expectations for acceptance into this program include:

- Have been a VMS student for at least one year
- Complete the student ambassador program **application by Friday August 13, 2021**
- Have a friendly, enthusiastic, and positive attitude
- Be willing to make new friends and to put the visitor first on his/her visit day
- Be available to attend lunch and **training on August 23, 2021 from 12-2:00 pm** (ambassadors should be picked up at 2:00 pm in the carpool area)

Student Ambassadors’ responsibilities include:

- Bring home the Ambassador Kit
 - Jen Bill will give your student the Ambassador Kit a few days before the visit
 - The Ambassador Kit contains contact information, talking points for the phone call, and a note card with addressed stamped envelope
- Make a phone call to the visitor the night before the visit day. The ambassador will chat with them about 3 things:
 - Introduce themselves

- Remark on something that they both have in common (we will match students up with this in mind)
- Give advice on what the visitor should wear or prepare on their visit day (bring snow gear, PE shoes, snack and water bottle, etc.)
- Dress to impress on the visit day and arrive in the Common by **7:45 am**
- Give the student a tour of VMS and introduce them to adults/students in the building
- Make their visitor their number one priority all day long
- Write and mail a short, sweet thank you note after the visit (addressed and stamped envelope with a blank note card will be sent home for this purpose)

In addition:

- Ambassadors may be called upon to greet parents who visit their classroom, introduce themselves, and share something about what students are currently working on.
- Ambassadors might be asked to attend an Open House and talk with and give tours to parents.
- There is a chance that not every student ambassador will be asked to host, since we never know how many visitors we will have to each grade, nor who will make the most ideal companion for each particular student. But we will do our best to include all of our ambassadors if we can!

We hope you will discuss this program with your lower schooler and help them decide if they want to take part. All students who apply and attend training will be considered for possible ambassador duties. If you have questions, please reach out to either of us.

Sincerely,

Jennifer Bill
Admission Director, Lower School

Kristin Douthitt
Lower School Director