

Purpose:

- A. The purpose of CTE Ambassadors is to support the CTE team in our efforts to:
 - 1. Increase knowledge of our CTE Programs
 - 2. Increase enrollment in our programs in grades 7-12
 - 3. Grow community knowledge of CTE programs
 - 4. Provide students with leadership opportunities

Benefits:

- A. CTE Ambassadors will earn volunteer hours, provided they're tracked and signed off on correctly
- B. CTE Ambassadors will earn Graduation Cords upon completion of their senior year
- C. CTE Ambassadors will build leadership skills applicable to their future careers

Procedures:**A. Responsibilities**

- 1. CTE Ambassadors are students FIRST and their classes and schedules should always take priority
- 2. CTE Ambassadors attending a field trip will need to complete a field trip form within 30 days of a field trip
- 3. A member of the CTE team will be at every event CTE Ambassadors are expected to attend

B. Events

- 1. Student CTE Ambassadors should plan to attend a number of events throughout the year
- 2. No more than 10 after school / evening events per year
 - i. CTE Ambassador Meetings – three per year
 - ii. GAC Meetings – three per year
 - iii. Various High School or Middle School information nights
- 3. No more than 2 school day events per semester
 - i. CTE Career Con or other similar job fair
 - ii. CTE Ambassador career panel at elementary schools
 - iii. CTE Ambassadors may be invited to attend and support other events or field trips but should not feel obligated to attend

C. Transportation

- 1. CTE Ambassadors attending events may use their own transportation for evening events
- 2. CTE Ambassadors attending school day events may use their own transportation provided they complete the form in district policy [3241P Non-District Provided Transportation](#).

D. Application and Onboarding

- a. Applications will open after graduation for the following school year
- b. Students will need to submit their application by the indicated deadline
- c. Students will also be required to submit a letter of recommendation from a former CTE teacher
- d. Students will be accepted based on:
 - i. The depth of their response to why they want to join
 - ii. The completion of all required portions of the application process
 - iii. The submission of a letter of recommendation
 - iv. In order to ensure equity and balance among our CTE Ambassadors, we will be diligent in ensuring students are representative of our student body in terms of:
 - 1. CTE area(s) of interest
 - 2. Race/Ethnicity
 - 3. Gender Identity
 - 4. Current High School
 - 5. Enrollment in Running Start
- e. The first meeting of the year will be the CTE Ambassador kick off
 - i. CTE Ambassadors will receive training on CTE programs
 - ii. CTE Ambassadors will receive training on engaging with students & families while discussing CTE
 - iii. CTE Ambassadors will meet the CTE team and district staff/administrators who choose to attend