

Dear Educator,

An Official SAT® Practice Student Ambassador program can help you amplify student voices as part of your mission to increase access to college and career in your school or district. By sponsoring Official SAT Practice Student Ambassadors, you'll play an important role in paving the way for students on their journey to college. We hope you're as excited as we are!

We've crafted an Educator Toolkit to guide you in starting this program in your school or district. If you have any questions, reach out to us at practice@collegeboard.org.

Good luck and have fun!

Educator Toolkit Contents

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- II. Sample Timeline
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 - f. Sample: Ambassador Responsibilities
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- IV. To use at your events: Official SAT Practice Flyers
- V. To use for recruitment: Ambassador Program 1-Pager
- VI. Subject to change: SAMPLE Gold Leaf Nomination Form

The Access to Opportunity Team

The College Board
250 Vesey Street
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Clearing a path for all students to own their future

Getting Started

Educator Roles and Responsibilities

As a teacher sponsor for the Official SAT® Practice Student Ambassador program, you'll give students a unique opportunity to improve their leadership skills. You'll engage them in building awareness in students and staff in your school or district about the importance of college, the SAT, and setting aside time for Official SAT Practice.

What do educator sponsors do? They:

- Review the Program Planning Guide.
- Officially sign up for the program so you can request your free Ambassador gear from the College Board.
- Recruit and Select Ambassadors
- Identify and organize 1–2 speaking opportunities for Ambassadors (school assemblies, etc.).
- Assist Ambassadors with talking points and visuals for the presentation.
- Engage Ambassadors in identifying other activities they want to lead (organizing study groups, managing a social media campaign, or scheduling a practice test).
- Organize logistics and support additional day-to-day activities such as securing space and teacher proctors for practice tests, ordering snacks for events, and accessing supplies.
- Nominate students for Gold Leaf status from the College Board.
- Recognize and celebrate student work.
- Get media permissions from your students so you can show off their work on social media or local news.

These efforts generally take the program lead about three hours a week.

Program Planning Guide:

STEP 1: DECIDE ON A PROGRAM MODEL

Are you a district administrator?

- Coordinate the effort through your Advanced Academics Office or with your College and Career Readiness Team.
- Identify an educator lead at each participating campus. Provide regular support by organizing districtwide events such as college trips and practice tests, rallying and motivating campus leads, coordinating media opportunities, proposing sessions at conferences, and getting regular updates from campus leads.

Are you a school administrator, teacher, counselor, or other support staff?

- Leverage your counseling team, librarians, AP® coordinators, or teachers interested in leading a group of student leaders.
- Plan to organize regular meetings with your Ambassadors or integrate the effort through an existing student leadership or service learning and community service program. (Remember to help the students submit their community service hours to fulfill any requirements.)

Are you a Community Based Organization (CBO) or other school partner?

- Determine if there are any preexisting student leadership programs or initiatives in your organization. If there aren't, here are two options:
 - ♦ If you're partnered with a school, find out if you can work together to engage students—talk to a district or school administrator about using one of the models noted above to make the program part of your students' school day.
 - ♦ If you're not partnered with a school, determine how the Student Ambassadors program might be integrated into your program or organization's current format.

- Leverage your members, staff, volunteers, interns, or clergy interested in working with a group of student leaders. (Be prepared for Ambassadors to come to you to reserve space and time for study sessions, practice tests, presentations, and more.)
- Plan to organize regular meetings with your Ambassadors.

STEP 2: IDENTIFY YOUR PROGRAM POINT PERSON OR TEAM TO BUILD AND RUN THE PROGRAM

We estimate that running this program generally takes about three hours a week. Consider leveraging a team of staff—teachers, counselors, AP coordinators, SAT coordinators, Assistant Principals, or other support staff—to help.

STEP 3: MODIFY AND FINALIZE YOUR PROGRAM TIMELINE

Take a look at our sample timeline to start shaping your program. We provide a yearlong timeline in the Educator Toolkit, but you can use a timeline that works best for you.

STEP 4: MODIFY AND FINALIZE THE AMBASSADOR RESPONSIBILITIES DOCUMENT

Make sure you're prepared to distribute clear guidance information to your Ambassadors. Check out our Sample Ambassador Responsibilities document and modify it to work for your school.

STEP 5: PLAN AMBASSADOR RECRUITMENT

We recommend 5–15 Ambassadors represent one school or district.

You'll need to finalize your student selection process and program requirements. We recommend recruiting students who've found success with Official SAT Practice so they can speak from personal experience. On the other hand, you can choose students who need encouragement to get started with Official SAT Practice and, once convinced of its value, can be influential public speakers who motivate students to own their paths to college.

1. How do I select my students?

Check out the resources in your Educator Toolkit and review these two common strategies for selecting Ambassadors:

I. Hand selection

- ♦ Identify students you think will succeed in the role or will help you kick-start your program, such as:
 - Current student leaders
 - Students who have found success using Official SAT Practice
 - ELL students
 - Students who will benefit from exposure to leadership opportunities and responsibilities
- ♦ Think about selecting students from a wide variety of grades, activities, and social circles.
- ♦ Use the Sample Letter for Student Ambassador Outreach and Recruitment contained in this Toolkit to invite students to participate.

II. Ask students to submit applications

- ♦ Promote your program during back-to-school fairs or on social media.
- ♦ Use our sample application to help design yours.
- ♦ Ask for teacher recommendations as part of the application.

2. How can I confirm that these students used Official SAT Practice?

Work with teachers on your campus(es) who created classes on Khan Academy® and ask them to download the Comma Separated Value (CSV) report to see which students regularly used Official SAT Practice. For more information, check out the e-module on the Coach Tools [here](#).

You can also use your College Board K–12 score reporting portal to see which students made score gains. For more information, click on the interactive walkthrough on the [K–12 score reporting portal help page](#).

If you need help with any of these tools, contact your College Board representative, or email us at practice@collegeboard.org.

STEP 6: HOST A KICK-OFF MEETING AND SET UP AMBASSADOR SUPPORT

Bring your Student Ambassador team together for a kick-off meeting where you can:

- Review Ambassador responsibilities and the Ambassador Toolkit.
- Identify key PSAT-related assessment and SAT dates for your school or district.
- Brainstorm possible activities.

Consider the following:

- Set up regular meetings with your Ambassadors to plan events and speaking opportunities.
 - ♦ At **Radford High School in Honolulu, Hawaii**, Ambassadors met with their counselor every few weeks, more frequently if they had events coming up.
 - ♦ At **Jersey City Public Schools in New Jersey**, Ambassadors from across the district met monthly to share ideas.
- Review the Ambassador Toolkit with your students.
- Give your Student Ambassadors the stage at planned school events (assemblies, parent nights, college fairs, class time, and faculty meetings), and remember to promote these events.
 - ♦ At **Garland Independent School District in Texas**, Ambassadors presented at parent nights.
 - ♦ At **Pearland Independent School District in Texas**, Ambassadors visited classes to help students understand their PSAT-related assessment score reports and to encourage them to practice on Official SAT Practice.
 - ♦ Ambassadors at **Klein Independent School District in Texas** presented at feeder middle schools.

- Consider sending a proposal to a conference where you and your students can talk about the program and Official SAT Practice to an external audience. The College Board **regional forums** are in the spring, and our **annual Forum** is in the fall.
 - ♦ Ambassadors and educators from Houston, Pearland, and Klein Independent School Districts presented at the **Texas Association for College Admission Counseling conference**, as well as the **College Board's A Dream Deferred™ conference**.

STEP 7: PLAN AMBASSADOR RECOGNITION

Remember to celebrate all the great work by your Ambassadors! Have parties, give them the stage at faculty meetings or in meetings with the principal.

We're working on resources to give you guidance on working with local media outlets to spotlight your Student Ambassadors. We'll update you when the resources are available.

In the spring, watch for an email about nominating your students for Gold Leaf status from the College Board.

The Gold Leaf nomination is an opportunity for students to get national recognition for their work and earn extra prizes. Read more about it in the FAQs of our webpage or **check out the Gold Leaf Ambassadors from prior years**.