The 2019 Student Ambassadors will be selected by local BTE sites. FHI 360 has outlined a general process to ensure students are selected by an unbiased method and learn through the application process. This checklist will help ensure your BTE site follows the general process and meets all application deadlines for student participation in ABTS.

**Outreach**

* Inform all BTE participants about the Student Ambassador opportunity and give each participant the application. Sites may consider showing students [videos](http://www.bridge2employment.org/toolkit/toolkit-detail/?id=3770) from previous Student Ambassadors posted on the BTE website. Students who have served as Ambassadors in previous years are not eligible to apply. Distribute Student Ambassador application materials to all participants **(Target Release: Immediately!)**.Application includes:
* *Application Form* (attached)
* *Parent Consent Form & Permission to Use Pictures and/or Story (attached as one document)*
* Identify a Review Committee that will read and score written applications (i.e. student PowerPoint presentations) and interview top candidates. Consider asking two to three volunteers from the local operating company, possibly those who do not know the students yet, to serve on the Review Committee. **(Target: March 6, 2019).**
* (Optional) If you choose to use the *Secondary School Evaluation & Scoring Worksheet* as part of your selection, identify teachers or school staff who will complete it **(Target: March 6, 2019).**
* Offer a resume/CV writing and interview workshop to BTE participants **(Target: March 6, 2019).**
* Interested BTE participants submit a complete application packet **(*No later than* March 20, 2019)**, including:
  + *Application Form* (attached)
  + *PowerPoint* (responses to questions posed on the application)
  + *Parent Permission Form and Photography and Publicity Release Form* (attached)
  + *Resume/CV*
* Send FHI 360 a list of all students who applied **(*No later than* March 25, 2019).**

**Application Review**

* Instruct members of the Review Committee to assess each applicant, using the *Student Ambassador Application Scoring Worksheet.* 
  + Provide copies of the *Student Ambassador Application Scoring Worksheet* (attached) and all application materials, including student PowerPoint and Resume/CV to Review Committee members **(Target: March 25, 2019).**
  + Ask members of the Review Committee to record total point value (maximum 50 points) for each applicant on the *Student Ambassador* *Selection Chart* and return the completed form to the BTE Site Coordinator **(Target: April 2, 2019).**
* (Optional) Have the secondary school liaison assess each applicant, using the *Secondary School Evaluation & Scoring Worksheet.* 
  + Provide copies of the *Secondary School Evaluation & Scoring Worksheet* to the secondary school liaison, if applicable **(Target: March 25, 2019).**
  + Ask the secondary school liaison to record total point value for each candidate (maximum 25 points) on *Secondary School Evaluation & Scoring Worksheet* andreturn the completed form to the BTE Site Coordinator **(Target: April 2, 2019).**
* Record the presentation/application scores (maximum 50 points) and the scores from the secondary school (maximum 25 points) – if including the Secondary School in the process – on the *Student Ambassador Selection Chart* (maximum 75 points).
* Identify at least 6 applicants (i.e. the applicants who received the highest scores from the PowerPoint submissions and the secondary school, if applicable; maximum of 50 points or 75). Sites can elect to interview all applicants **(Target: April 4, 2019).**

**Interviews**

* Interview applicants. **(Target: April 8 - April 24, 2019)**,recording interview scores on the*Student Ambassador 2018 Interview Questions & Scoring Worksheet*
  + Provide the *Student Ambassador Interview Questions & Scoring Worksheet* (attached) to the Review Committee (or Interviewers/Interview Panel)**.**

**Select**

* Record ALL application scores, including those from the PowerPoint presentations (maximum 50 points), secondary school (maximum 25 points), and interview (maximum 65 points) on the *Student Ambassador Selection Chart.*
* Hold a BTE Management Team Meeting. Using the *Student Ambassador Selection Chart,* the management team should discuss the top applicants and give each a “BTE Participation and Leadership” score (maximum 30 points).
* Combine all application scores (maximum 170 points).
* Identify the two students receiving top scores on the entire application process, along with a third alternate candidate. The two students with the top scores should be selected as the 2019 Student Ambassadors. The applicant with the third highest score should be named the alternate **(*No later than* May 1, 2019).**

**Announce**

* Announce Student Ambassadors selections to local BTE partners and students. **(*Any time after* May 1, 2019).** Some suggestions for ways to announce the selection include:
  + Announce at a BTE event
  + Email notification to all students, parents, and partners
  + Announce in e-newsletters
  + Press release to local newspapers
  + Consider giving the student ambassadors a map or information about New Jersey and/or the United States.
  + Present Student Ambassadors with a Certificate of Recognition

**Announce (continued)**

* Notify **Tiffany Nesbey (**[**tnesbey@fhi360.org**](mailto:tnesbey@fhi360.org)**)** of the final selection and send electronic versions of the following materials for the selected Student Ambassadors (2) and the alternate (1) by **May 1, 2019:**
  + *Student Ambassador Application.* This is to include the students’ PowerPoint presentations. If the application and/or presentation is not in English, please provide three quotations from the selected student in English describing the impact of BTE and his/her desire to participate in ABTS.
  + *Parent Permission Form* and *Photography and Publicity Release Form*
  + *Resume/CV*
  + *Student Ambassador Selection Chart*
* Provide a“headshot” or photograph of the Student Ambassadors to FHI 360 that can be used publicly. This headshot will be posted on BTE social media as part of the global announcement of winners and should be professional (***No later than* May 15, 2019).**

Materials should be emailed to Tiffany Nesbey ([tnesbey@fhi360.org](mailto:tnesbey@fhi360.org))by **May 10, 2019.** Photographs may be submitted up until **May 15, 2019.**

***Deadline of May 1, 2019 to notify FHI 360 is firm. If we have not received your BTE sites’ two students’ complete information by the 5 pm EST on May 1, 2019 we will assume your BTE site has decided not to send Student Ambassadors to ABTS in October.***