

**The HOPE ambassador role is designed to be a relatively low time commitment role, however is still prestigious and remains a leadership role**

*Below are the requirements to meet:*

- A HOPE ambassador from each of the participating schools has to send an **update by the end of every 2 months consisting of at least 2 sentences** to [renzo.lacida@generationhope.ph](mailto:renzo.lacida@generationhope.ph) detailing all the projects that are in the works/have been completed during the month
- HOPE ambassadors have to **show a video of the initiative at an assembly** (will be created in the fall) of the initiative at the start of the year and/or advertise the initiative and its details in another way to students in their school (i.e. get a teacher to send a notification to the whole school on Managebac, Ecoledirect, or any similar website used by the school's students and teachers)
- HOPE ambassadors are expected to be the **contact point for fundraiser codes**. This means that, if a fundraiser is being created by a student at the school, the HOPE ambassador will email [renzo.lacida@generationhope.ph](mailto:renzo.lacida@generationhope.ph) in the same email **at least 1 weeks in advance** explaining in one sentence what the fundraiser is in order to create an appropriate code to be used in the fundraiser
- HOPE ambassadors will have access to their own google sheet that tracks the online funds that their school has raised, which they will not be able to tamper with. This is because the sheet will be a direct reflection of all of the donations received by the organisation. These sheets may not automatically update in real time, so be patient with them. The HOPE ambassador **has to make sure that this reception of funds is an accurate reflection of the funds received by the fundraisers**, and they have to **ensure that manual collections are sent to HOPE** as well sent under a name like "manual collections". If there are any troubles with the finance/any discrepancies, email [bea.cantero@generationhope.ph](mailto:bea.cantero@generationhope.ph).
- HOPE ambassadors have to ensure that in manual collections, the collections guide (soon to be sent out) is followed in terms of the price at which a HOPE tree can be sold in their given country
- HOPE ambassadors have to ensure that nothing that could be deemed destructive or hateful is done in the name of HOPE

*Encouraged/Recommendations*

- HOPE ambassadors are encouraged to run their own fundraisers along with encouraging other students in their school to join in. Although it is not a requirement, it is good to be a role model.
- HOPE ambassadors are encouraged to sell the price of a tree according to the fund collection document based on the currency in their country