



Trinity Academy Student Ambassadors

Welcome to the Trinity Academy Student Ambassadors program! Here's a little bit about this opportunity. We would eventually like to make this a club, similar to the Builders Club, right now we are testing it out as a simple group. The purpose of the Student Ambassadors group is to act as official student representatives of the school, knowledgeable about all aspects of the school, and cheerleaders for our collective community – faculty, staff, students and parents. **This opportunity is open to students in grades 5-8.**

Responsibilities would include attending Open Houses, there are 4 per year – always on Sunday from 12-2:30pm.

Sunday, November 12th from 12-2:30

Sunday, January 28th from 12-2:30

Sunday, March 4th from 12-2:30

And

Sunday, April 15th from 12-2:30

As a Student Ambassador at an Open House, it will be your job to answer questions and give tours to prospective families. In addition, Student Ambassadors could be asked to represent the school for official functions at any Archdiocese or West Essex events involving media or the greater public - and act as guides for prospective students who elect to “Be a Saint for the Day” and shadow your class.

Student Ambassadors are asked to wear their winter uniforms at Open House events or official external events. Please arrive on time (15 minutes prior to the start of the Open House - 11:45am) in uniform and ready to greet people. You will be given specific instructions or assignments upon arrival.



When providing tours to prospective families please follow the attached **Open House Guidelines**, and please remember to remain positive about your Trinity experience. This isn't the appropriate moment to register a complaint.

Student Ambassadors will be given an official magnet name tag following their first official Open House as an Ambassador. All Ambassadors will receive an official free tag day slip for each event they work. Please note that 8th graders who are needing confirmation service hours will also be given credit for their work at the Open House or other events.

Finally, as Student Ambassadors, please remember you are representing the school. This is a responsibility you should take seriously. When representing Trinity Academy, either in this building or outside of this building, our students should be models of our core values. Specifically, it is Trinity Academy's goal that students and Graduates of Trinity Academy can be recognized by these characteristics;

The Heart – Spiritual and Emotional Characteristics

- ✦ Students of Trinity Academy live our Catholic, Christian faith through word and deed.
- ✦ Recognizes the need to serve God and neighbor.
- ✦ Bears a sense of responsibility for all people.
- ✦ Values and respects others.
- ✦ Makes compassionate, moral decisions.
- ✦ Seeks to alleviate suffering.
- ✦ Is a role model of Christ to others.

The Head – Intelligence and Academic Characteristics

- ✦ Applies critical thinking and problem solving skills to challenges both local and global.
- ✦ Is an active participant in the procedures of civil government.
- ✦ Possesses skills necessary for continuing education.
- ✦ Effectively uses written and verbal communication in a positive manner.
- ✦ Has a broad appreciation of language, from its classical roots to the future in computer coding.
- ✦ Applies knowledge and concepts across multiple topics.
- ✦ Is a lifelong learner.



The Hands – Service Related and Personal Characteristics

- ✦ Employs creative and innovative ways to alleviate suffering.
- ✦ Works collaboratively to make a positive difference in the world.
- ✦ Accepts the role of caretaker of creation.
- ✦ Demonstrates a concern for others and a willingness to help those less fortunate.
- ✦ Acts as a productive citizen of the world.

As students you are Trinity Academy’s most effective recruitment tool. It is through your hard work and service that Trinity Academy can continue to grow and be here for the next generation. We humbly thank you for your service and generosity of your time & talents!

~ Trinity Academy Marketing & Principal Payonzeck ~



GUIDELINES FOR OPEN HOUSE TOURS

- ✓ Tours should last no longer than 15-20 minutes. We don't want people disappearing for an hour in the building.
- ✓ No more than two ambassadors should give a tour together.
- ✓ Ambassadors and families will be matched up at the sign up desk as parents come in. Ambassadors not giving a tour should man or assist in manning an open house table to answer questions about Builders Club, Enrichment programs, creative and performing arts, athletics program, pre-k, elementary or middle school. You may also greet people at the door and direct them to the sign in table or assist the hospitality team in providing refreshments. No playing behind the stage, on the stage, in the gym or the foyer - or hanging out in the bathrooms.
- ✓ We begin the tour at the sign-in table. Please introduce yourself and shake everyone's hand.
- ✓ You will go up the steps from the gym and begin the tour on the first floor - starting with the Pre-K rooms on the left side and working toward the kindergarten room. Parents may enter each room and you can talk a little about the teacher and your experience. If you aren't familiar with the pre-k teachers and experience please reinforce the following:
 - Miss Noreen & Miss Tina handle the younger pre-K-3s - both have aids
 - Miss Francesca & Miss Barbara the pre-k 4s - both have aids
 - Pre-Ks focus on social skills, playing, sharing, reading preparation - letters, sounds, stories are read every day. And counting. Prayer is practiced every day and they all participate in prayer services with focus on major holidays and our Catholic faith - including a Pre-K Thanksgiving, Christmas, and Easter pageants in the gym. The pre-K 4s also are able to participate in athletic clinics. They all have outdoor play, free play and time in the gym. And have access to computers and also get to know some of the older children in the school as they often help with special projects.
- ✓ Make your way to Kindergarten. Talk about Ms Sweeney and your experience - what you remember, what you like, show the animals in the room. Mention that:
 - Kindergarteners have access to technology, participate in music, art, computers, gym, Spanish, and athletic clinics - including running club in the fall.
 - Mention book buddies - an important program for the school. Share any memories here
- ✓ Next - the office - mention Mrs. M, our Principal. How you sign in when you visit or are late. How the 8th grade does the morning and afternoon announcements.
- ✓ Continue down the hall along staying to the left, so:



- Mrs Lentini and first grade – be sure to mention that all elementary grades from K through 5th grade take Spanish, Gym 2x a week, Music, Computers, Art, Library and have Recess daily!
- Art & Mrs Crump
- Mrs Moran - the 3rd grade - be sure to talk about her classroom economy called MoTown. If you need to learn about that let us know and we I'll provide details.
- Mrs. Weinfeld - 2nd grade – Be sure to mention that 2nd grade is really special with the whole class celebrating first Communion together in May at May Crowning.
- ✓ Then go up the stairs at the end of the hallway and go to the second floor.
- ✓ Begin with the science lab and explain that everyone has access to it and you use it for experiments - mention our science/STEM fair where we compete with other schools in the archdiocese and present in Newark in the Spring. Any stories here are good.
- ✓ Make your way down the hall staying to the right:
 - Ms. Taylor - 7th
 - Ms. Klein - 6th
 - Ms. Georgio - 8th
 - The Nurse
 - The library
 - Ms. Dean & Religion – Mention how every class handles one prayer service during the year – where you lead the whole community in prayer. Everyone practices their public speaking skills from K through 8th grade.
 - Ms. Shea and Latin - talk about Forensics too
 - Ms van de Beek - talk about choir and chimes as well as the 4th grade
 - Ms Bajkowski - 5th
 - Mention the lockers for the upperclassmen
- ✓ Then back down the stairs at the end of the hall, all the way down to the basement –
 - Quickly show the cafeteria
 - Music room - mention our music classes, choir, band and instrumental music - oh and Drama Club!
 - Play area for pre-k
 - Technology room – mention our 3D Printer and coding programs – as well as use of iPads across all classes and all grades.
- ✓ Then back up to the gym. When in the hallway downstairs be sure to ask if they have any other questions.



- ✓ When entering the gym please don't abandon them right away, walk them to the Principal or teacher that relates to the grade they are intersected in and help introduce them. If you can't remember their name, simply introduce the Principal or teacher to them. **Thank them for their time and come back to the sign up desk.**
- ✓ There you will be asked to immediately write a thank you postcard that we will mail to the family. Just thank them for coming and say you hope to see them again.

Then you are ready for your next tour!

NOTE: Please avoid showing all the bathrooms, janitors' closets, empty classrooms or cluttered areas.

**Any questions? Just ask Mrs. Castano or Mrs. Payonzeck.
Thank you for your service!**