

## **Principal - Program Advisor Briefing Agenda**

We recommend meeting regularly with your **Principal** to touch base on core program activities, discuss any program or operational functions that need attention, share qualitative outcomes of Ambassador interventions and trends of mistreatment, and to share the successes of Ambassadors.

It is helpful to have a regularly scheduled monthly Principal-PA meeting and a process for communicating as problems arise. Here are five helpful topics to address during the Principal-PA meetings:

1. Review of progress on SSA program goals (measurement and assessment)
2. Status of Family Group Meetings (engagement of students and adults, meeting times, and areas of concern)
3. Program-wide scheduling (Family Group and All-Ambassador meetings, holiday or special celebrations, Program Management Team meetings, staff briefings on training goals and student accomplishments)
4. Campus incidents that may require follow up with family or support services for students
5. Strategic fundraising opportunities for program sustainability