



### Safe School Ambassadors® Program Impact Letter Instructions

Your participation in the SSA Program was made possible by a generous grant. The requirements for receiving this grant include the submission of SSA Action Snapshot Campaign information, Impact Letter and an Ambassador and Program Adult Year-End Survey. These three submissions are used to inform the Funder of the success of your SSA Program and return on their investment. It may also significantly influence the successful continuance of your grant in future years. Please email your letter to [data@community-matters.org](mailto:data@community-matters.org).

**Please compose a letter on your school's letterhead** addressed to "Community Matters" describing the importance of the Safe School Ambassadors® program at your school. If you find it helpful, draw upon the perspectives of the Principal, Program Advisor or other staff members who are closely involved with the SSA program.

- **The Need:** Address why you wanted to launch the SSA program in the first place. Highlight any issues regarding student behavior, discipline, suspensions or general concerns about the social-emotional climate that were present BEFORE the SSA program was implemented.
- **What's Been Done:** Mention the month and year that the SSA training(s) were conducted, the number of students and adults trained, and comments about the training(s).
- **Impact on Your Ambassadors:** Comment on any changes you've observed or been told about, in regard to your Ambassadors. Perhaps include a personal story or two from or about an Ambassador (specific stories are the most powerful). These could include changes in their:
  - Behaviors, including new positive behaviors or involvement in the discipline system;
  - Academics, including attitude toward school/work, studies, grades;
  - Attendance, including general interest and involvement in school;
  - Attitudes, including tolerance, compassion/empathy, friendliness, etc.
- **Impact on Your School:** Highlight benefits of the program, including changes in the number or nature of disciplinary referrals, as well as the "feel" or climate on campus. Note any changes in the flow of information from students to adults about potential fights, weapons or other harmful/dangerous incidents. Include comments or reports from staff members (those involved with the SSA program as well as those who did not go through the training) especially those who have a "sense" of what's going on among students (e.g., campus supervisors, yard duty, counselors, Assistant Principal in charge of discipline, etc.)
- **Future Commitment & Closing:** Close with a personal note, make a strong statement about your commitment to continuing the program in future years, and include your name and position.