



SCHOOL-BASED STUDENTS AMBASSADORS HANDBOOK 2022-2023



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01. ABOUT EDUSPOTS

WE CONNECT, TRAIN, AND EQUIP OVER 250 LOCAL VOLUNTEERS WHO DRIVE COMMUNITY-LED CHANGE THROUGH EDUCATION SPACES NAMED 'SPOTS'.

We support, train and equip our 'Spot' volunteers to deliver educational change in their communities whilst developing as leaders themselves. We currently have a network of 50 Spots. We support more than 200 Spot volunteers, many of whom are female, who give more than 15,000 learners every year access to books, resources, lessons, homework clubs, literacy & specialist subject support, as well as raising educational aspirations and attainment.

Our work is led by the communities we support, for the communities, and addresses the lack of access to quality education, as well as tackling the problem of growing educational inequality in the country, and the issues of low literacy rates, low academic attainment and high drop-out rates ahead of Senior High School. We build from the strengths of committed volunteers, high student engagement in education and community structures.

On the ground, EduSpots is a movement for community-led change.



02. KEY DATES

THE YEAR AT A GLANCE

Our 2022–2023 theme:



TERM 1 SEPTEMBER–DECEMBER	PHASE 1: LEARNING AND TEAM BUILDING <ul style="list-style-type: none">• Online course sign-up, promotion and participation (Global Development and Postcolonial Perspectives)• Build an EduSpots team• Organise an EduSpots talk• Christmas fundraising event to support the Big Give
TERM 2 JANUARY–APRIL	PHASE 2: RESOURCE EMPOWERMENT <ul style="list-style-type: none">• Valentines fundraising event(s) – EduLove• Great EduSpots bake-off for World Book Day• Book collection• STEM/literacy challenges• Option for further online courses: Social Entrepreneurship; Leadership in Action
TERM 3 APRIL–JULY	PHASE 3: REFLECTION, CONSOLIDATION & PRESENTATION <ul style="list-style-type: none">• Session with development practitioners• Essay competition (on development theme of choice)• Ambassadors conference• Extension: help create and join the summer fundraising challenge



03. WHAT IS A STUDENT AMBASSADOR?

YOUR ROLE

Our Student Ambassadors play a key role in promoting and raising the profile of EduSpots in schools and colleges. As well as helping to extend the impact of EduSpots' work, as a Student Ambassador you will have the opportunity to lead change within your school or college community, directly seeing the change you create. You can sign up to be an Ambassador as an individual, but it's often most impactful if you set up an EduSpots team or club in your school.

Our Student Ambassador role is open to young people aged 15–18 years. For young people under 18 years old you will also need permission from your parent/guardian. You will have the opportunity to engage deeply with complex issues in sustainable international development, and connect with a network of other volunteers and students across the world.

This opportunity is perfect for the [Duke of Edinburgh's Award](#) and [IB CAS](#), including CAS projects. We are able to provide references for these awards and qualifications – please email ambassadors@eduspots.org.

As an EduSpots Student Volunteer you will:

- **CONNECT:** with a wide network of volunteers, collaborating with fellow ambassadors and educational 'catalysts' in the UK, Ghana and beyond.
- **LEARN:** about contemporary issues in sustainable development through our award-winning online courses on topics including global development, postcolonial perspectives, and social entrepreneurship.
- **LEAD:** others in your school community, developing your leadership and organizational skills through planning fundraising and awareness events.

CODE OF CONDUCT



Code of conduct and ethics:

EduSpots is committed to maintaining the highest degree of ethical conduct amongst all its staff and volunteers, including the Student Ambassadors. You are the embodiment of EduSpots on your various campuses and your actions influence perceptions of the organisation.

We ask that you:

- Treat all members of the EduSpots team (both in your community and those you are in touch with outside of your school) with honesty, integrity, respect and courtesy;
- Approach your role in a committed way, being proactive in stimulating the development of an engaged and professional community
- Act consistently with the EduSpots mission and vision.
- Raise any concerns immediately through emailing info@eduspots.org

04. OVERVIEW OF THE YEAR

PHASE 1: LEARNING AND TEAMBUILDING



The first term will be focused on building your knowledge about EduSpots and wider issues in international sustainable development, as well as on establishing a committed team within your school community.

Online courses:

Take the opportunity to take part in our online courses on Global Development and Postcolonial Perspectives – this will ground your understanding of the EduSpots vision, as well as offering an opportunity for academic enrichment.

Team-building:

Although you can act as an EduSpots Ambassador within your school individually, we recommend getting a group together and setting up a Team or Club (this could be led/supervised by either a sixth-former or staff member).

Raise awareness and learn about our work:

Organise an EduSpots talk at your school – invite us as guest speakers for an assembly to introduce the work that we do to your school community.

We also ask you to share the impact of our work on social media and within your contacts. Follow @eduspots on twitter/facebook and @edu_spots on Instagram

Christmas fundraising event(s):

With your team, organise a Christmas event to support our Big Give initiative where funds raised are doubled. There are plenty of tips and ideas in our Big Give fundraising pack, but a few options could be:

- Carol singing
- Christmas cake sale
- Mince pie sales
- Christmas film nights

Our 2022–2023 theme:



You should think about the theme as an overarching idea that will help you shape and structure your efforts through the year as you plan events. The following outline gives you a general sense of how the year ahead will look, but you and your team will also have a lot of freedom in organising your own activities beyond this!

PHASE 2: RESOURCE EMPOWERMENT

Having spent last term developing your knowledge and gaining some confidence in fundraising, this term will build on these skills and focus on fundraising for resources.

- **Valentines fundraising – EduLove**

- Organise a simple cake sale or valentines day rose or card sale. Spread the EduLove!



- **The Great EduSpots bake-off**

- Organise a book-themed bake-off competition on World Book Day to raise funds for books.
- See separate guide for more details



- **Run book and resource collection drives**

- Decide whether to focus on African books and literacy resources, or STEM resources.
- See separate guide for more details



- **STEM/literacy challenges**

- Lead some of our literacy and STEM challenges in your own community, working with your local primary schools



- **Online courses**

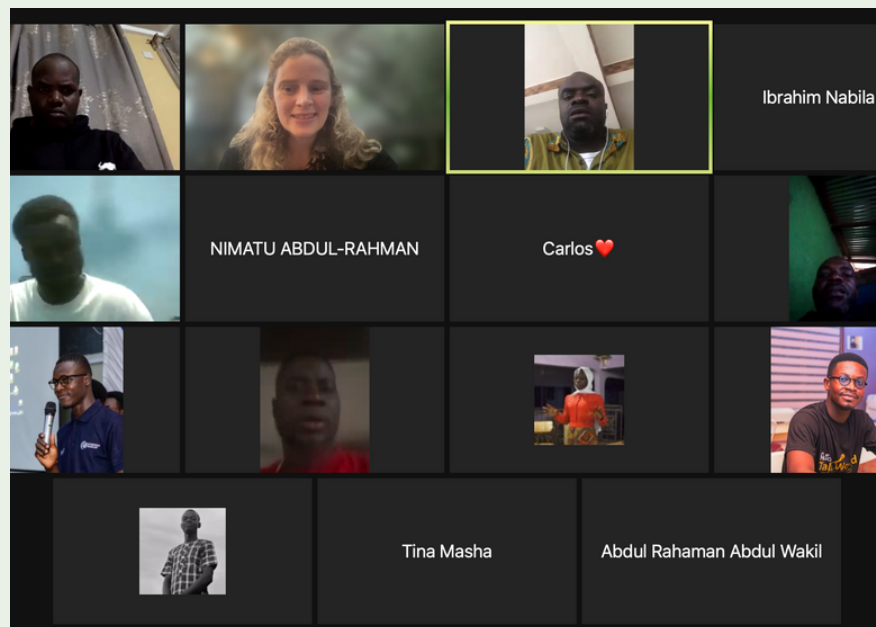
- Option to continue building on your global development knowledge through further online courses: Social Entrepreneurship; Leadership in Action



PHASE 3: REFLECTION, CONSOLIDATION & PRESENTATION

The final term is structured to enable you to reflect on and consolidate everything you have learned and achieved throughout the year. This will culminate in an 'Ambassadors Conference' where EduSpots Ambassadors from across the whole network will gather to present and share their achievements and highlights from the year.

- Take the opportunity to learn more about and take the first steps towards **careers** in international development through a **session with development practitioners**.
- Enter our EduSpots **essay competition** – write a piece about a global development theme of your choice and extend your knowledge.
- Attend our **Ambassadors conference** and connect with other volunteers
- Take the optional extension and help create (and join in on) the **summer fundraising challenge**



05. KEY FUNDRAISING INFORMATION

The best way to fundraise is through JustGiving – features like GiftAid are automatically enabled (adding 25% extra for tax payers) and the funds will reach us directly, which is preferred by many supporters.

Simply go to:

www.justgiving.com/eduspots and click **'fundraise for us'**.



06. RECOGNITION

Our ambassadors act because they are engaged in the cause, however, we have a few forms of recognition for additional motivation!

Outstanding Ambassadors will be considered for EduSpots' wider **Volunteer of the Month Award**.

There will be an annual 'EduSpots **Ambassador of the Year Award**'.

In addition, we will have a Bronze, Silver, Gold and Platinum rating system which is described in some detail below:



Rating	Minimum period of active service	Activities
Bronze	Three months	Consistently attends monthly meetups, shares EduSpots' work online and promotes talks/online courses.
Silver	Three months	Does the above, and organises a book drive or a fundraiser
Gold	Six months	Brings a wider team on board to lead a book drive or a fundraiser or creates an EduSpots Club on campus that sustains over time beyond their presence.
Platinum	One year	Recognition for exceptional long-term Ambassadors who might support us in a variety of ways. This could be: <ul style="list-style-type: none"> • Consistently resharing our work online. • Helping us form new partnerships. • Significant fundraising or resource collections. • Bringing new ideas and energy to EduSpots • Supporting other Ambassadors'

07. SAFEGUARDING

As a Student Ambassador, you should only respond to email addresses with '@eduspots.org' regarding EduSpots matters.

Please refer any safeguarding concerns to cdavison@eduspots.org

Please refer to our website for our full safeguarding policy (<https://eduspots.org/safeguarding-child-vulnerable-adult-policy/>). Key points are summarised below.

EduSpots is committed to ensuring safe environments for children, young people and vulnerable adults and believes that it is always unacceptable for them to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children, young people and vulnerable adults by a commitment to deliver best practice which protects them.

We will seek to keep children, young people and vulnerable adults safe by:

- Valuing them, listening to and respecting them.
- Appointing a safeguarding lead and nominating a lead Trustee for safeguarding .
- Adopting safeguarding protection guidelines through procedures and safe working practice for Trustees, staff and volunteers.
- Recruiting Trustees, staff and volunteers safely, ensuring all necessary checks are made.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance.
- Sharing information about safeguarding and good practice with children, vulnerable adults, parents, carers, staff and volunteers.
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

08. PERMISSION FORM

In order to become a Student Ambassador, you will need permission from your parent or guardian.

Simply print out this form, fill it out and send it back to ambassadors@eduspots.org to complete your sign-up. We will also email you a copy of this form.

Name	
School/College	
Teacher contact/ email address	
Your school email address	
Age	
Signature	
Date	

As an EduSpots Student Ambassador I understand that my child will be involved in organizing fundraising events and activities in their school/college/community and raising awareness of EduSpots work, supported by the EduSpots staff team through email, teacher support and Zoom sessions and consent to their participation:

Parent/Guardian Name and Signature	
Date	

I agree/do not agree (please delete to indicate choice) to EduSpots using photographs or videos of my child to promote the work of the charity and the activities/role of the Student Volunteers:

Parent/Guardian Name	
Parent/Guardian Signature	
Date	



If you would like to become an EduSpots Ambassador, we would love to hear from you! Do email ambassadors@eduspots.org. We hope you can be part of creating #OurCollectiveFuture.



@EDUSPOTS

