PRINCIPAL FAMILY AMBASSADOR

DOCUMENTS RETURN INSTRUCTIONS

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| Please return all forms listed below to:  Regions 1 & 2 Gherima Woldemariam- [gwoldemariam10047@columbus.k12.oh.us](mailto:gwoldemariam10047@columbus.k12.oh.us)  Regions 3 & 4 Lisa D. German- [lgerman@columbus.k12.oh.us](mailto:lgerman@columbus.k12.oh.us)  Regions 5 & 6 Seneca Bing- [sbing@columbus.k12.oh.us](mailto:sbing@columbus.k12.oh.us) |

**RETURNING FAMILY AMBASSADOR**

* Scope of Work pg. 7 &8 signed by Principal & Family Ambassador
* Selection Form (verified that student or organization name is listed)

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| \*\*Special Note for Returning Family Ambassadors: Address or Name change will require a new **Vendor Assistance Form & W-9** to be submitted. |

**NEW FAMILY AMBASSADOR**

* Scope of Work pg. 7 &8 signed by Principal & Family Ambassador
* Selection Form (verified that student or organization name is listed)
* Interview Packet received (for New Family Ambassador)
* Vendor Assistance Form
* Form W-9

**DO NOT RETURN TO COORDINATORS:**

* Request for Fingerprints (BCI & FBI)

INSTRUCTIONS FROM FINGERPRINTING OFFICE:

It is important to note, that face-to- face operations are on an **appointment-only** basis to protect current and future staff by adhering to health and safety guidelines for COVID-19. Human Resources are utilizing a new customer service location at 3700 South High Street. Please follow the link to make a fingerprinting appointment. **Take completed Fingerprint Request Form to appointment.**

<https://www.signupgenius.com/go/904054AACAF29AAFB6-fingerprints1>