

### Information Session Guidelines

- According to your availability, schedule 1 to 2 one-hour long information sessions per month at neutral locations such as libraries or community centers
- Information sessions may be held after 10 am on weekdays and Saturdays
- Do not schedule multiple sessions within the same week
- Vary locations and times as much as possible; **only one session/venue/month**
- At least 2 weeks' notice must be given before each presentation scheduled
- Booking fees for the venue should not exceed \$30, and emphasize our nonprofit status when booking. Reimbursement occurs through the invoice, and receipts of room reservation fees must be emailed with the invoice.
- Any reimbursement for mileage must be preapproved by sending the total mileage for which you request reimbursement.
- Round trip mileage less than 50 miles will not be reimbursed.
- Send the information for your session in the following format:

**Monday, January 29th, 2018**  
**Local Library - Specific Room**  
**Street Address**  
**City, State, Zip**  
**Information session begins at 00:00 pm.**  
**Any additional information.**

- Online Sign-in:
  - Use the instructions on slide 2 of the powerpoint to walk your attendees through signing in online. If no one attends, email [todd@americanboard.org](mailto:todd@americanboard.org) with that information by midnight.
- Paper Sign-in Sheets:
  - Text or email your sign-in sheet to [todd@americanboard.org](mailto:todd@americanboard.org) by midnight of your event date in order to receive payment
  - Write your name, the date, and location on the top of your sign-in sheet
  - Check for legibility of handwriting so we can follow up with attendees
  - Sign-in sheets must be submitted even if no one attends
- Invoicing:
  - Fill in template in Word completely
  - Include all information sessions on one invoice, to be emailed to [representative@americanboard.org](mailto:representative@americanboard.org) after your last event of each month
  - Include any fees and receipts for room reservations
- In the case of severe weather, please notify us as soon as possible before or after your information session
- If you do not attend a scheduled session or leave the ambassador position without at least 30 days' notice, you will forfeit payment for that session and commission
- With any additional questions, please contact Carissa Martin, Ambassador Program Coordinator [representative@americanboard.org](mailto:representative@americanboard.org) or 202-263-8313