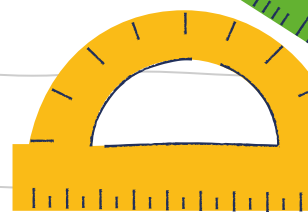




Friends Of FIRE School Liaison



The FOF School Liaison serves as a direct link from the FIRE Office to the school community and is the “Face of FIRE” at the school level. The School Liaison communicates with the partner school community about meetings, education opportunities, fundraising initiatives and works closely with the partner school principal and Inclusion coordinator to ensure that all stakeholders are aware of issues, opportunities and expectations. The FOF School Liaison is an ambassador who elevates support and strengthens the capacity to fulfill FIRE’s mission at partner schools.

Responsibilities & Resources

- Coordinate with school leadership to determine opportunities to build awareness of FIRE Foundation and Friends of FIRE.
- Build enthusiasm and support for inclusive education and the FIRE Foundation among parents and Friends of FIRE at your school.
- Collaborate with parish and school staff to identify communication tools (websites, bulletins, newsletters, social media, etc.) to share FIRE promotions and messages. Identify contacts, deadlines, and procedures for publication of content.
- Participate in the Friends of FIRE Liaison Mentoring Program (as mentor or mentee), sharing knowledge and ideas that build your school’s inclusive culture.
- Speak briefly at Masses, PTA or PTO meetings and/or back-to-school night about FIRE and the benefits/responsibilities of being a partner school as well as upcoming opportunities to support FIRE initiatives.
- Coordinate FIREBall Week Activities, coordinate FIREBall auction package, and donations and raffle ticket sales at your school (September/October).
- Coordinate at least one school-based Friends of FIRE fundraising event annually to support inclusive education.
- Promote participation in FIRE’s three Annual Fundraising Events: Golf Tournament (April), Purses with Purpose (June) and FIREBall (Oct)
- Promote and attend Friends of FIRE meetings and programs.



[Friends of FIRE Google Drive Resources](#)



facebook



Instagram



YouTube



www.firefoundation.org



susan@firefoundation.org



Friends Of FIRE School Liaison

Engage the School



- Gather the community of parents with kids benefiting from FIRE support.
- Engage with the parent groups at large (PTA, PTO, CPTA, etc.) newsletter- events and raffle sales
- Attend new parent orientation, back-to-school nights
- Packet Day
- Make sure the school website has a section for the FIRE Foundation, how to engage & get involved.

Lead FIRE Week



- Begin planning FIRE week activities in Aug or early Sept
- Spread awareness of inclusion at school through activities & fun days wareness, fun, assembly, dress down- each day
- FIRE meetings and volunteers (Sign-up genius is your friend!)
- Solicit & Organize School Packages & Auction Items for FIREBall.
- Raffle sales & Raffle Cup Contest

Engage the Parish



- Facilitate a Ministry spotlight on FIRE and, mass intentions
- Share FIRE news on Parish/School Facebook page. Start a Friends of FIRE FB or IG page for your Parish/School.
- Share FIRE news with Parish Newsletter- events and Raffle sales
- Organize Raffle Sales after Masses on Sat/Sundays.

FIRE Fundraisers & Events

Play with FIRE Golf Tournament (late April)

Purses with Purpose (June)

FIREBall (October)

FIRE National Conference (Every other Year)

