

# ICE student ambassador checklist

1	<p>Contact:</p> <ul style="list-style-type: none"> <li>• Other ICE student ambassadors at your university (if applicable – check the list).</li> <li>• Your university CivSoc.</li> <li>• Your local ICE Early Careers Network group and suggest you will be the liaison.</li> </ul> <p><i>Note: if there is more than 1 student ambassador at your university, you can delegate tasks amongst yourselves or a main point of contact.</i></p>	
2	<p>Contact your local ICE membership development officer (MDO) and introduce yourself.</p> <ul style="list-style-type: none"> <li>• Can you assist the MDO visit in any way?</li> <li>• Can you attend the presentation? Can you post or share information about the presentation?</li> </ul>	
3	<p>Order ICE merchandise</p> <ul style="list-style-type: none"> <li>• Your student ambassador badge and ICE branded merchandise.</li> <li>• Order ICE student membership and careers guide flyers from our <a href="#">membership resources hub</a>.</li> </ul> <p><i>Note: there may be merchandise already available from previous years stored at your university (i.e. banners). Please ensure you ask about this before ordering new items.</i></p>	
4	<p>Organise a pop-up stall at your university to promote ICE student membership and activities, distribute ICE merchandise and answer questions about the ICE from other students.</p> <p><i>Note: the <a href="#">Advice for students</a> webpage contains useful information.</i></p>	
5	<p>Join the student ambassador WhatsApp group.</p>	
6	<p>Ensure monthly slides are sent by your ICE regional communication executive (column M on contact sheet). If possible, these should be displayed on screens at your university. Promote the events included in the slides on social media.</p>	
7	<p>Follow the <a href="#">@ice_universities</a> Instagram and promote the ICE to students at your university using your own social media handle or via a specific university handle. You can create your own posts or share posts from ICE's social media channels.</p>	
8	<p>Support at ICE events (<a href="#">ICE universities series</a>, regional events) by attending as many as possible, promoting and asking questions.</p>	
9	<p>Support ICE student membership recruitment. For example, by providing a short video clip or quote to be used on social media (more details to come from ICE). Email <a href="mailto:ed.horton@ice.org.uk">ed.horton@ice.org.uk</a> if you would like to record a video.</p>	
10	<p>Use this year and the activities available to start your ICE records (if you have not already done so). Your ICE volunteer training should be recorded on formal <a href="#">CPD records</a>.</p> <p><i>Note: The team will assist and encourage by sending you some records. Contact: <a href="mailto:elena.rinaldi@ice.org.uk">elena.rinaldi@ice.org.uk</a></i></p>	