

THE BEGINNING – First step

The prospect or a trainer in their name sends email applying for Ambassadorship

The president or the Commissioner receives the application

The President and the Commissioner agree with three possible dates in which they can meet the prospect

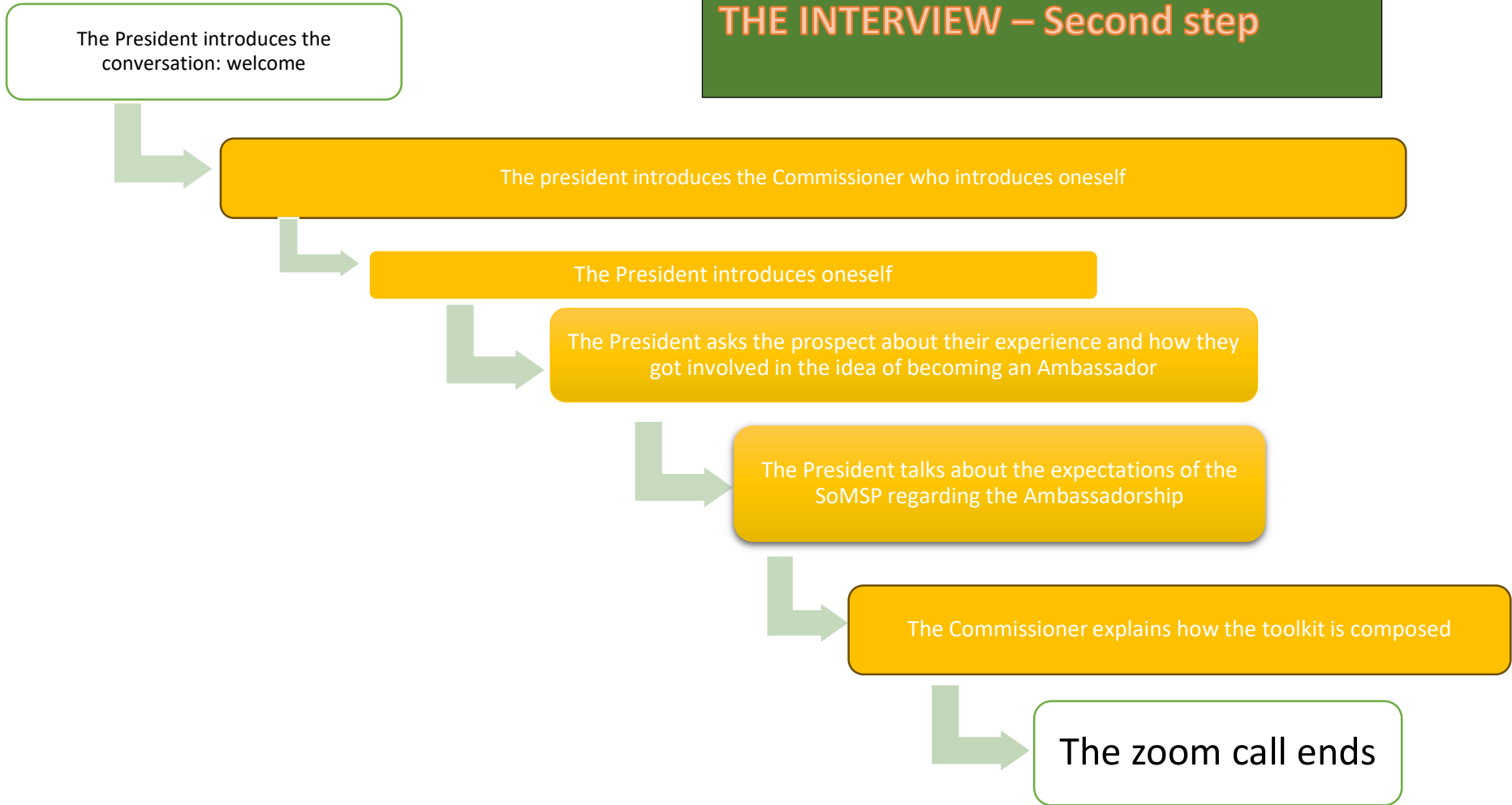
The Commissioner sends an email to the prospect proposing three dates and asking for contact data, "About you" (50 words) and "About your work with MSP" (150 words)

If after one week, there's no answer, then the Commissioner tries to contact again via social media. When the prospect answers choosing one of the dates and providing the information requested before the interview, the Commissioner communicates the date to the President

The President sends the zoom link to the Commissioner and the Prospect

The zoom call takes place

THE INTERVIEW – Second step



THE ASSESSMENT & NOMINATION – Third step

The decision is taken about accepting the prospect

Once the prospect is accepted, the Commissioner sends a new email asking for the new data for the website (picture and logo). If not accepted, an email is sent to communicate the reason.

If after two weeks, there's no answer, then the Commissioner tries to contact again sending a reminder by email. If no interest is showed, then the prospect is cancelled. Instead, when all the information is received, the Commissioner sends everything to the President. The President publishes everything on the website.

- The Commissioner sends an email to:
- the person in charge of the newsletter to include the Ambassador's email -if not already included-
 - the person in charge of the toolkit to give the new Ambassador access to dropbox.
 - The person in charge of social media

The President sends the *Letter of Credence* to the new Ambassador.

The process comes to an end.