

September 2018

Dear Agent-in-Training and Parents:

Thank you for signing up and taking the challenge. Your goal is to complete the following requirements and become an official Ambassador League **Agent** by earning **24 points** or a **Special Agent** by earning **37 points**. These are your **mission orders**.

1. Point Requirements FOR AGENT STATUS

5 points	Mission: Tactics
3 points	Mission: Read
5 points	Mission: Research
3 points	Mission: Observe
8 points	Mission: Take Action
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24 points	

Point Requirements FOR SPECIAL AGENT STATUS

5 points	Mission: Tactics
4 points	Mission: Read
11 points	Mission: Research
4 points	Mission: Observe
13 points	Mission: Take Action
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37 points	

Your packet includes an Agent Checklist for you to keep track of when you sent reports and verification forms in and whether they have been accepted by Headquarters. Make sure that any time you send something to Headquarters, you keep track of it on that sheet. If you mail in verification forms, keep a copy for yourself in case something happens. It is not uncommon for Headquarters to send back a report asking for certain corrections to be made. Do not mark a report as complete until you have heard from Headquarters that it has been officially accepted. Point totals can be verified via the Ambassador Alert, sent out twice monthly, at the SSI website (ssionline.org/ambassador-league/points), or by contacting your Ambassador League Coordinator at amleague@ssionline.org.

2. Choose a mentor

First requirement - find a mentor! You can complete this step before the program officially starts on September 1st. This person should be an adult who is accessible to you and familiar with your goals for the program, *but he/she cannot be a member of your family*. You will meet with your mentor six times throughout the year. As soon as you have a mentor, fill out the enclosed Mentor Information Form and send it to Headquarters. **You will not receive any points for reports turned in until you submit the Mentor Information form.**

3. Submit a paragraph on plagiarism

Before you can start turning in reports, you need to let us know that you understand what plagiarism is and how to avoid it using quotation marks and citing your sources. You do not need to use a specific style of citing or include a works cited page in your reports, but any time you directly quote a source or use someone else's idea, you need to reference the original source specifically enough that the reader will know which ideas or words are not your and whose they actually are. This includes using quotation marks any time you use someone else's words. If you are already familiar with plagiarism, you shouldn't need to do any further research. Just put what you know into a paragraph and send it to Headquarters. Anyone who hasn't taken a writing course that covered plagiarism or who is unsure what is considered plagiarism should take some time to read about it before writing the paragraph. This paragraph can be written and sent in before the program starts September 1st.

4. Filing instructions

All assignments must follow the formatting requirements. ***Any assignment that does not meet minimum length or other requirements is not acceptable and will be returned to you for correction.*** Please check to see that all of your reports match the enclosed *Sample Report* and follow these guidelines:

- (1) The top of the page *must* list your name, the assignment (Tactics, Read, Research, Observe, or Take Action), the name of your report, and the month and year the report is being submitted. See the back of the Sample Report for specific examples.
- (2) Unless otherwise specified the report must be between 550 and 1100 words.
- (3) The font, margins, and spacing of your reports will be left up to you, but they should look professional.
- (4) When saving your report, include the number and type of report (3rd letter to the editor/2nd Interview) in the title of the document. If anyone was specifically involved (such as in an interview) include the name of the person in the title as well.
- (5) E-mail your completed report to amleague@ssionline.org with the names of the reports included in the subject line ("3rd Letter to the Editor" or "2nd Interview").
- (6) All reports and forms are due by **August 31, 2019**.

Don't be discouraged by the enormity of the task before you. To reach **Agent** status, you need only earn an average of 2 points per month. Those striving to achieve **Special Agent** status, and receive a scholarship, should endeavor to earn an average of 3 points each month. Both levels of Agent will receive recognition at our annual banquet in the fall. *You can do it!* God bless you as you become an Ambassador for Christ and His kingdom.

To His glory,



James
James Muffett
Mission Commander