Board of Education Student Recognition Presentation Guidelines

Board of Education presentations should be brief, well-organized, and focused on celebrating the accomplishments of our students.

Presentation Submission

- All presentation materials must be submitted to the Superintendent's Office at least **one week before the scheduled Board meeting**.
- Presentations should be considered final when submitted and ready for display at the meeting.
- The presentation must include the names of all students, staff members, teams, or groups being recognized.
- Presenters should verify the spelling of all names and provide pronunciation guidance when necessary.

Presentation Format

- Presentations should be concise and remain within the allotted presentation time (5 to 8 minutes).
- Slides should contain only the information necessary to explain the accomplishment and recognize the students involved.
- Presenters should avoid providing an extended history of the program, season, competition, or organization.
- Photographs, brief highlights, and key accomplishments are encouraged when they help celebrate the students.

Recognizing Students

- Students receiving an **individual award or distinction** may be recognized individually.
- When a team, club, class, or other group is being recognized, the students will be invited forward **as one group rather than being called individually**.
- The names of all participating students will be displayed on the presentation screen while the group is being recognized.
- Presenters should not read every student's name aloud unless prior approval has been provided.

Presenter Responsibilities

Presenters should:

- Coordinate with all participating students and families before the meeting.
- Confirm which students will be attending.

- Arrive early and be prepared when the recognition portion of the meeting begins.
- Identify one primary speaker whenever possible.
- Rehearse the presentation in advance to ensure it remains focused and within the allotted time.
- Conclude with a brief statement of congratulations and appreciation.

The goal of each presentation is to provide students with a meaningful moment of recognition while allowing the Board meeting to proceed efficiently and on schedule.