

# Tips for a Successful Award Ceremony

Awarding the medals to students is an uplifting and inspiring experience. The key ingredients to a successful Award Ceremony are organization, recognition of effort, celebration and motivation to try next summer. And remember – clapping is a wonderful sound!

## GENERAL ASSEMBLY AGENDA

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| <b>1 WELCOME STUDENTS</b>                                       | <b>4 INTRODUCE PRINCIPAL TO AWARD MEDALS</b>                                       |
| <b>2 REMIND STUDENTS OF THE IMPORTANCE OF SUMMER LEARNING</b>   | <b>5 CALL STUDENTS FORWARD TO RECEIVE MEDALS</b>                                   |
| <b>3 CONGRATULATE STUDENTS ON THEIR EFFORTS OVER THE SUMMER</b> | <b>6 CONCLUDE CEREMONY BY REINFORCING THE OPPORTUNITY TO TRY AGAIN NEXT SUMMER</b> |
|   | <b>7 DISTRIBUTE GIVEAWAY TO ALL STUDENTS</b>                                       |

Different schools have used different formats for the assembly. Try to keep the assembly short, fun and full of praise.

### **FORMAT 1** Full school assembly with individual student recognition.

Sort books into bronze, silver & gold piles. Call each student up to the front by the name on cover. Have the principal hang the appropriate medal on the student.

This format works best for groups of less than 60 students. It takes approximately 15 seconds per student, so plan 10 minutes per 40 students.

### **FORMAT 2** Full school assembly with group recognition.

Sort the books into bronze, silver and gold piles. Make a list of students receiving medals. Give each student receiving a medal a certificate with a letter on it (**G, S, or B**) before the ceremony. At the assembly, announce “will all students with a B letter slip please stand.” Congratulate the students as a group and have them come forward to receive their medals from a small group of teachers at the front.

This format works the best with groups over 100 students. It requires more preparation, but the Award Ceremony can be kept to a short, manageable amount of time.

Books are returned to students in their classrooms after the assembly.

### **FORMAT 3** Lower elementary and upper elementary groups.

Choose format 1 or 2, but invite smaller groups to the assembly and hold 2 or more short assemblies.

**PREPARATION  
SCHEDULE ON BACK!** 

# Preparation schedule for Award Ceremony

## Two weeks before the Award Ceremony

- Tally the student books.
- Order medals.
- Choose assembly format.
- Schedule date for assembly.
- Notify staff and students of assembly date.

## One Week before Award Ceremony

- Receive medals.
- Sort books for ceremony or create student slips.

## One Day before Ceremony

- Distribute student list of names to each teacher with award slips.
- Instruct teachers to give students their slips immediately prior to the assembly.

## Day of the Award Ceremony

- Arrange table for medals in room
- Verify a/v equipment
- Announce the Award Ceremony is about to begin.
- Enjoy the celebration!!