

Shining Stars
Board Recognition Request Form
Please send to Diane Morris – School Library Media Specialist
dmorris@greenville.k12.sc.us

Event dates will be promoted through Management Memo and the Administrative Calendar. Requests received after the deadline will be considered for the next community event. The Communications Department will notify the school contact person to verify inclusion in the program. School should ensure that the honoree and family are invited and will attend. Persons to be recognized should ***check in at the registration table from 6:15-6:45 p.m. Reception begins at 6:30 p.m. and program begins at 7:00 p.m.***

School Contact Person: _____ **Phone:** _____

School: _____ **Date:** _____

Type of Award/Honor

School Team Staff Student Other/Specify:

State Award OR National Award

Person(s), Team, Group to receive award/honor (include appropriate titles):

Person to be presented certificate:

Names of others who will attend the Event (teachers, parents, advisors, principals, etc.):

1. Name of Award/Honor:
2. Sponsor/Organization of the Award/Honor:
3. Purpose of the Award/Honor:
4. Location and date that Award/Honor presented:
5. One or two sentences about the honoree: