

PROCEDURES FOR SELECTING OUTSTANDING SENIOR LEADERS AND BANQUET PROCEDURES

Selection Procedures

1. Each school may select four (4) Outstanding Senior Leaders.
2. Each school will use the criteria listed on the memo.
3. Each school should consider the overall impact student leaders have had on their entire school during their senior year

Selection Forms:

1. All Nominations **must be** on the current Selection Form provided with no attachments.
2. All Selection Forms must be typed or printed **clearly**.
3. Send **electronic** senior class pictures **only** labeled with student name and school via email to: Marsha Gibson (marsha.gibson@browardschools.com).
4. All Selection Forms **must be signed** by the Principal or his/her Designee and sent to: Student Activities, Pompano Administration Complex.

Ticket Information:

1. The four Outstanding Senior Leaders selected will attend gratuitously.
2. Each selected student leader may invite up to six (6) other people at the cost of \$40.00 each, i.e., mother, father, friend, etc.
3. Acceptable forms of payment are: cash, money order or school check Checks are to be made payable to: SBBC- Student Activities.
4. *All seating* is reserved and all tickets will be distributed at the door.
5. Schools may purchase a maximum of six (6) tickets at \$40.00 each for teachers, sponsors, advisors, or administrators. Internal accounts may be used to purchase tickets. **(Make checks payable to: SBBC-Student Activities.)**

Banquet Procedures

The Principal or his/her designee is responsible for:

1. Confirming the Student Leaders' attendance at the banquet.
2. Sending the completed Selection Forms to the Department of Activities by the deadline.
3. Collecting and sending any ticket money to the Department of Activities by the deadline.

Deadlines:

All Outstanding Senior Leader Selection Forms must be in the Department of Student Activities by **3:00 p.m., Friday, February 8, 2019.**

Ticket payments must be submitted to the Department of Student Activities at by **3:00 p.m., Friday, March 8, 2019.**

NOTE: Ticket purchase requests made after the deadline can only be made by a school administrator or the school SGA advisor. If accepted, the payment responsibility will be assumed by the requesting school.