

# School Awards Assembly



See  
 **checklist**  
Inside

## Planning Guide

**H**olding a successful awards assembly can boost the morale of students and encourage them to excel in the classroom. It also can be rewarding to parents, teachers, and others involved in education. This guide can help ensure that your assembly runs smoothly and is worthwhile to all. Refer to it often as you organize your next event, and make copies of it to use in the future.

## Tips For A Winning Assembly

- Check with school staff to be sure the anticipated assembly date doesn't conflict with other happenings, such as field trips.
- Pick a time that is convenient for parents and other guests, if you expect to invite them. Weekdays or weeknights are typically better than weekends.
- If guests are invited, make sure your school is welcoming to them. Decorate the lobby and assembly area. Assign greeters to answer questions and hand out programs.
- Limit the assembly to 60-90 minutes in length, if possible.

## Checklist Of Steps Leading Up To The Event



- Choose a date, time, and focus for the assembly.

Date and time: \_\_\_\_\_

Focus (e.g., academic achievement, character education recognition, club participation, etc.):  
\_\_\_\_\_

- Add the awards assembly title, date, and time to your online school calendar, to newsletters, and to any other forms of communication with your community.
- Decide what role school staff and volunteers will play.
- Figure out the number of volunteers needed, if any.

Volunteer Name

Contact Information

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- Develop a budget for expenses.
- If necessary, schedule a meeting with staff and volunteers to discuss details of the assembly.

Give teachers their own checklists to prepare for the event. Include deadlines for getting pertinent information to you, such as student names for the program.

Invite special guests to attend.



Guest Name

Contact Information

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Order supplies and awards.

Items Needed

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Arrange for audiovisual equipment (e.g., microphones and speakers).

Map out the assembly area and determine seating arrangements.

Develop a printed program that lists the order of events and the names of students and staff involved. Double-check with teachers that the names of students and the titles of awards are correct.

Write a script for the event and include the opening and closing remarks. Remember to thank all who made the assembly possible. Also express your appreciation to parents and caregivers for their efforts in helping students succeed.

## Other Steps To Take Prior To The Assembly

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Day Before The Assembly Tasks

- Review responsibilities with teachers, volunteers, and school staff.
- Check that all awards are ready.
- Test audiovisual equipment to see that it works.

## After The Event Duties

- Write an article for the school newsletter and website that recounts highlights of the assembly and lists which students won each award.
- Send thank-you notes to volunteers and special guests.
- Get feedback from teachers and staff about the event, and brainstorm ways to make the next assembly better.
- Create a file of useful information gathered in planning this assembly that you can refer to in the future.

Notes:

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## Ideas For School Awards Assemblies

**P**ositive reinforcement is a valuable tool for motivating students to do their best. The ideas below can help you add excitement and impact to your recognition ceremonies. They incorporate our budget-minded awards and incentives, which are designed to foster student success. Let these ideas and our products take your events to new heights!

### Stellar Students

Look for students who always reach for the stars in academics and conduct. Once a month choose one of these shining role models to receive a **Star Medallion** (MV-235). Present the gifts in the classroom. At the end of the year, hold a school-wide assembly to honor the group of monthly winners. Decorate with star-shaped balloons and hundreds of star cutouts or stickers. For the students being honored, have **5" Wreath Trophies** (AW-25) with **"Special Recognition" Mylar Inserts** (GN-9340). During the assembly, give an uplifting speech that reminds all the students of their star potential.



## Commendable Conduct

Emphasize one behavioral issue each grading period, such as students being kind to their teachers and peers. Give **“Good Character” Medallions (MV-227)** to students who exhibit the conduct you’ve called attention to. At the end of the designated time, hold a short assembly. Present **“Caught Being Good” 1/2” Silicone Bracelets (GN-2501F)** to students who’ve “been caught” more than once.



## Rockin' Grades

Put a new twist on the honor roll idea. Implement a “Rockin' Roll” for students showing academic improvement. Spotlight students who have improved at least two letter grades in a core subject. Use **“Most Improved” Award Tags (NT-2604A or NT-2604B)** or **“Most Improved” Gold Academic Medallions (MV-145)** as rewards. Play upbeat music when the awards are handed out. Then, create a Rockin' Roll Hall of Fame in a hallway to inspire others to work hard. Hang up **“Most Improved” Gold-Foil Stamped Certificates (RC-342E)** next to pictures of the youngsters.



## Out Of This World Attendance

Hold an attendance recognition ceremony never before seen on this planet! From the ceiling, hang models of spacecraft and of the solar system. Use moon and sun images around the room. Read summaries of life stories of astronauts who overcame adversity. To really get the kids' attention, have the principal dress up as an alien. For one semester of perfect attendance, give out **“Perfect Attendance” Gold Academic Medallions (MV-192)** and for almost-perfect attendance, **“Attendance” Gold Academic Medallions (MV-150)**. To honor a whole year of awesome attendance, give **8” Deluxe Acrylic Torch Trophies (AW-21)** with **“Perfect Attendance” Mylar Inserts (GN-165)** for not missing a day and **“Attendance Excellence” Gold Foil-Stamped Certificates (RC-340E)** for missing only one or two days.



## Building Character And Community

Bring community representatives to speak to the students during your assembly about good character. Have each emphasize a trait. Some suggestions include the mayor talking about citizenship, a sports official focusing on fairness, a police officer encouraging honesty, a nurse speaking about kindness, the president of an environmental group teaching respect (for nature), and a spokesperson from an animal shelter addressing responsibility. Distribute **Character Silicone Bracelets** such as **Respect (GN-8354F)** or **Fairness (GN-8358F)** to students as reminders of what they heard.





## Principal Achievements



For students who go the extra mile, create an extra special award. Use the **“My Principal Thinks I'm A Star!” Dog Tags With Charms** (GN-7675F) to recognize students who excel in all areas of school. As an added incentive, present **“Principal's Award” Certificates** (RC-118P) to the winners. Hold an assembly each quarter to hand out these principal's awards. Print the honorees' names in the school newsletter and remember to mention their names again at the end-of-the-year assembly.



## Honoring The Arts

Participation in music and art is important for a well-rounded education. Recognize your budding painters and virtuosos with a ceremony highlighting their accomplishments.

Discuss the value of these two subjects, then present students with awards for their outstanding work and efforts. Reward them with either **“Art Achievement”** (RC-236E) or **“Music Award”** (RC-246E) **Gold-Foil Stamped Certificates**, whichever is appropriate.



## Moving On

For some students, this school year may signify the end of time in your school and starting the new school year at a different location, institution, or facility. With that in mind, organize a special graduation ceremony for them. Put together a slideshow with pictures that show students as they grew up in your school. At the end of the ceremony, give each graduate a **“Graduate” Medallion** (MV-212) and a **“Congratulations Graduate!” Gold Foil-Stamped Certificate** (RC-171P).

## Ongoing Recognition

The more positive reinforcement, the better! Have each teacher nominate one child a week for “Student Of The Week.” Announce the winners' names over the intercom, and give them each a **“You're A Star” Tag** (NT-4115A or NT-4115B). Then hold an end-of-the-month assembly at which one of the weekly winners from each grade level is named “Student Of The Month.” Use **“Student Of The Month” 1/2" Silicone Bracelets** (GN-1147F) as rewards.



## School “Roll” Models

By publicly recognizing your honor roll students, you will nurture their continued success and inspire other students to achieve. Treat the honor roll inductees to sweet rolls at the beginning of the day. Roll out a red carpet for the awards assembly. To show which children are on a roll academically, present them each with an **“Honor Roll” Gold Academic Medallion** (MV-189) or **“Academic Excellence” Gold Academic Medallion** (MV-205).



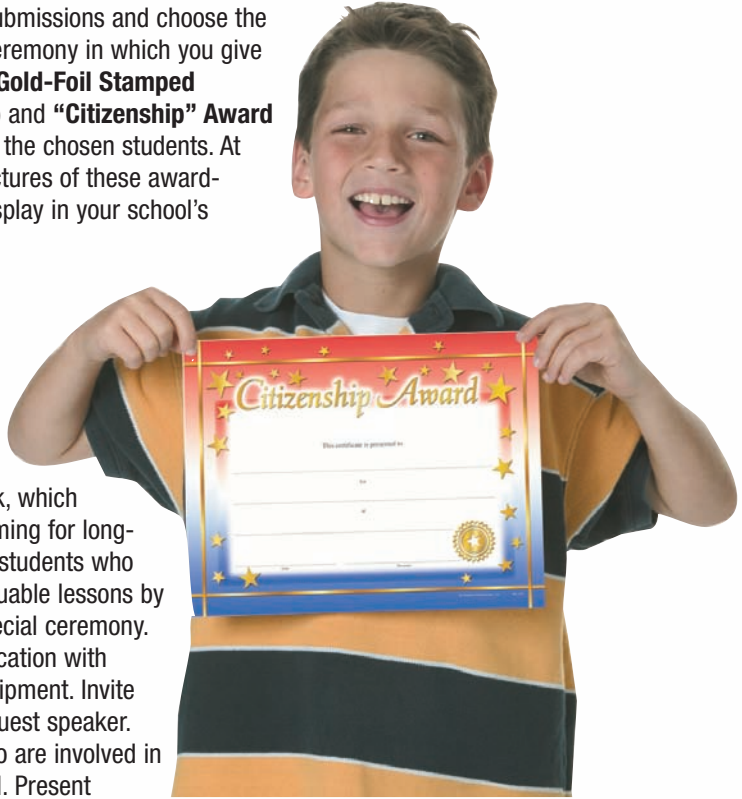
## Outstanding School Citizens

Honor the good citizens in your school by setting up a citizenship award program. Establish award criteria to distribute to your teachers. Ask teachers to submit nominees. Create a panel of judges to review the submissions and choose the winners. Schedule a ceremony in which you give **“Citizenship Award” Gold-Foil Stamped Certificates** (RC-271E) and **“Citizenship” Award Ribbons** (RIB-510E) to the chosen students. At this ceremony, take pictures of these award-winning students to display in your school’s main hallway.

## Aiming High

Not all school achievement happens at a desk. Participation in athletics can teach sportsmanship, fairness, and teamwork, which are important when aiming for long-term goals. Recognize students who have learned these valuable lessons by honoring them at a special ceremony. Decorate your event location with sports images and equipment. Invite an athlete to be your guest speaker. Gather all students who are involved in athletics at your school. Present

**“Above & Beyond” Lapel Pins** (LP-1526) to the youngsters who have shown the best character. Give **“Teamwork” Award Tags** (NT-3763A and NT-3763B) to everyone else in attendance.





Plaques & Trophies



Award Tags



Gold Medallions

**Awards help create a positive school climate where academic excellence is expected, recognized, and rewarded.**



Bracelets & Ribbons



Certificates