



ISSF

INDEPENDENT SCHOOLS OF SOUTH FLORIDA

200 NW 109 Avenue, Miami, FL 33172

Phone: 305-962-0299 FAX: 305-221-7783

26th Annual ISSF "STAR AWARDS" LUNCHEON

January 5, 2018

Dear ISSF School Director:

Each year, the Independent Schools of South Florida (ISSF), recognizes outstanding students from its member schools. We are pleased to announce that this special event has been scheduled for **Wednesday, April 18, 2018** starting at **11:00 a.m.** at the **DoubleTree by Hilton Miami Airport & Convention Center (MACC)**.

Our luncheon provides member schools and students with well-deserved recognition. The event also heightens community awareness of the private sector and of the ISSF role as a representative organization.

This package contains a Star Luncheon Schedule for you to post (*to remind you of deadline dates*), and very important forms that must be completed and returned by the dates specified. Your cooperation is essential for our success. Attached you will find the following:

- ◆ **Schedule which includes deadlines for submitting forms**
- ◆ **Student nomination and names for program form**
- ◆ **Luncheon reservation form**

Up to three students may be designated as ISSF "Star Awards" winners. Selection guidelines are listed on the Nomination Form. The awards luncheon consists of the Awards presentation, student entertainment and a delicious lunch. The Director of each school, or designated person, will present medals to the students chosen from their school.

You will soon be receiving information on program advertising. We urge you to support our organization by buying a school ad and by selling ads to your parents and/or vendors for the beautiful program that will be read by over 900 persons. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Teri Logan, J.D.
Executive Director

STAR AWARDS LUNCHEON 2018

SCHEDULE

December (2017)

- 5 ***E-Mail to Remind Schools to Download Star Luncheon Packet from website – www.issfschools.org (Contains Schedule, Student Nomination and Program Names Form, Luncheon Reservation Form)***

January

- 2 ***ISSF e- mailing of Ad information to Schools***
- 6 ***Deadline for Schools to Submit Nominations and Program Forms***

Febuary

- 2 ***Deadline for Submission of All School and Vendor Ads***
- 2 ***Deadline for Schools to Return Seating Reservation Forms***

March

- 5 ***Program sent to Printer***

April

- 11 ***Seating Letter Sent Out***
- 18 ***“STAR AWARDS” LUNCHEON – 11:00 a.m.***

ISSF Star Awards Luncheon

STUDENT NOMINATION AND PROGRAM FORM

**PLEASE ENTER
ALL DATA
CLEARLY**

Name of School:

Name of School's Presenter:

Title:

INSTRUCTIONS: Each school may designate up to **three** students to receive an ISSF Star Award.

CRITERIA: An *ISSF STAR STUDENT* should be an exemplary student. He/she should be a student who sets an example for others to follow, whether in the home, school or community. The students should have excelled in one or more of these areas: academics, community service, citizenship, fine art, athletics, student activities, perseverance, effort, dedication, commitment to positive goals, improvement in performance, and attitude.

THE DEADLINE FOR NOMINATIONS IS JANUARY 6, 2018.

*Please list the three students in alphabetical order below. ISSF will print the names in the programs exactly as they appear below. Be sure to include all accents, hyphens, and appropriate spaces. **Please also spell student's names phonetically if appropriate.***

Student 1	
Student 2	
Student 3	

Please email or mail this form **BEFORE January 8, 2018** to:

issfdirector@gmail.com

ISSF
Teri Logan, Executive Director
200 NW 109 Avenue
Miami, FL 33172

Please call 305-962-0299 if you have any questions or concerns.

ISSF Star Awards Luncheon

LUNCHEON RESERVATION FORM

Name of School:
Address of School:
Phone:
Fax:
Email:
Contact person at the school:
Date mailed:
Number of persons:

\$40.00 per person luncheon cost. Please collect all checks payable to your school (e.g. parents/administrators) and write one school check for the entire amount payable to ISSF. Do not send individual personal checks.

Please indicate any special dietary meals (kosher, vegetarian): If a school head or school leader, i.e. rabbi, orders a special dietary meal for the attendees from their school, and the attendees refuse to eat the meals, and force the hotel staff to give them regular schools, that school will be billed for the meals consumed by the attendees at the higher rate charged by the hotel.

Please enter names of all guests for **suggested seating. ISSF does not guarantee the seating arrangements sent in by schools.**

(Tables cannot seat more than 12 people. Please be sure to include your Star students at your tables. You may add another sheet if necessary. Tables for schools with more than 12 attendees will be placed next to each other whenever possible.)

More than one school may be seated at a table; schools with 10 or fewer attendees will likely have guests from another school seated at their table.

1st Table:

2nd Table:

3rd Table:

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

Please return this completed form with your check via US Mail to:

ISSF
Teri Logan
200 NW 109 Avenue
Miami, FL 33172

Please call 305-962-0299 if you have any questions or concerns.

**Return form by
February 2, 2018
Please enter
information clearly!**

SCHOOL ADS

ISSF STAR AWARD LUNCHEON

Honoring Our STAR Students – Due Back February 2, 2018

<i>Ad Size</i>	<i>Ad Cost</i>	<i>Tickets</i>	<i>Other Recognition</i>
Full Page	\$1000	5	Yes (plaque)
½ Page	\$500	1	N/A
¼ Page	\$250	N/A	N/A

To reserve your ad space, email your camera-ready copy (Ex. [jpg](#), [tiff](#), [gif](#) format) to:
issfdirector@gmail.com and mail the corresponding fee to
Teri Logan ISSF Exec. Director 200 NW 109 Avenue
Miami, FL 33172

Full Page

7" High x 5" Wide

Half Page

3 ½" High x 5" Wide

Fourth Page

3 ½" High x 2 ½" Wide