

ARIZONA  GEAR UP

COLLEGE SIGNING DAY

TOOLKIT



College Signing Day ♦ T O O L K I T

PURPOSE

This Toolkit provides a checklist and sample documents to help plan and execute a College Signing Day event. The Reach Higher Initiative says this about the importance and purpose of College Signing Day:

“College Signing Day is a chance to rally around students who have committed to higher education. Every student who commits to going to and completing college deserves to be celebrated just like a celebrity or star athlete. Whether at a community college, a university, a certification program, the military or any other education past high school, College Signing Day shows support for this future. The event is a way for educators, counselors and parents to encourage those heading to college, while also being a way for students to inspire and encourage others.”

BetterMakeRoom.org

OBJECTIVE

- Cultivate the college-going culture of a school.
- Celebrate students' postsecondary plans.
- Help students solidify their postsecondary plans.

STUDENT GRADE-LEVEL

This toolkit is more relevant to schools/programs serving 12th graders. All high schools can benefit from this toolkit.

TARGET AUDIENCE FOR TOOLKIT

GEAR UP Coordinators, high school counselors, college-access professionals, high school administrators, district-level educators who work with counseling and/or college-access programs, parent groups (PTA/PTO).

TOOLKIT CONTENTS

- A checklist outlining the steps and providing tips and details to plan and execute a College Signing Day event.
- Attachments 1-5 that include supporting documents:
 - Sample registration form for students
 - Sample certificates
 - Sample invitation for parents
 - College Signing Day event pictures
 - Additional Resources and Ideas



College Signing Day Steps to a Successful Event

Review Arizona GEAR UP Event Standards

As you approach each of the steps below, ensure you comply with relevant requirements set forth in the standards.

Create a committee to plan and host this event. It will reduce the work of any one individual and makes it more fun.

Consider counselors, teachers, administrators, students, parents/guardians, college admissions staff/recruiters, and other community members.

Determine the objectives of the College Signing Day - Talking with your principal is a good place to start.

Knowing your objectives will help you determine the number of people to expect, which will influence the location, and possibly the date. If the objective is solely to celebrate your seniors who are going to college, your event will be different than if your objectives include inspiring younger students to go to college and/or to help build a college-going culture at your high school. If your objective is to celebrate your seniors, this could be a seniors-only event; in the other cases, you might choose to invite the entire school to celebrate (or even feeder middle school students.) In both cases, you might want to invite senior parents and/or relevant school district and community members to the event. Your objectives also help determine the 'tone' of the event. For example, you might want it to be a formal ceremony or you may want a fun pep-rally style event. Your principal may have opinions about this, of course. Many schools start small the first year, and grow from year to year, expanding the invitation list to include additional stakeholders over the first few years.

Determine the date and time for the College Signing Event

Ideally, you will host this event in the spring after students have received their acceptance letters, had a chance to review their financial aid packages and decided which college they want to attend. National College Signing Day is usually held the first Wednesday of February based on NCAA letter of intent deadlines, but you will want to choose a date that works best for your community. If you plan to have representatives from the colleges your students will be attending participate in the event, you will need to find a date that works for the majority of them. If you plan to invite parents, an evening event may be better; if it is a students-only event, then holding it during school hours, with administration approval, will maximize participation. The date and time also needs to work for any guest speaker you may have in mind.



□ **Decide on the location of your College Signing Day event (reserve the space)**

For an event like this, depending on the ‘tone’ you want to set, the school auditorium and the school gym are probably your two best options, the school cafeteria and outdoors might be other options. The date and time you have selected may also influence your options. In a school auditorium, you could have groups of students walk across the stage in alphabetical order according to their selected trade school, community college, university or military choice and sign as they are applauded and photographed. In a gym or cafeteria, tables could be sign-posted with the names of each school your students are attending (a rep from the college could be seated at the table, and each student would sit at the table that matches their school choice. Then, after listening to the speakers, the seniors all sign at the same time and then are celebrated. You should work with your principal or Achieve Team¹ to pick an option that will work best for your students (and families, if you have decided to involve / invite them).

□ **Create the agenda**

Your agenda will be driven by your objectives for the event, the audience, and the speaker or speakers. An example agenda is below:

- **Welcome** - Principal gives opening remarks
- **Guest Speaker** -- Consider inviting an important community member who could talk for 5-10 minutes about the significant impact that continuing education beyond high school will have on the future -- for themselves as individuals, on the underclassmen at the school, as they set an example for them, and in the long term, on the economic and civic strength of your community. Consider culturally appropriate speakers. For example, one AZ GEAR UP School on the Navajo reservation had the President of the Navajo Nation speak. Some schools have the superintendent, the mayor, a successful and inspirational alum, or a business leader make this short speech.
- **Signing Ceremony** - Students are announced and walk across the stage if you are in an auditorium, or if students are seated at their college tables, each table is announced and all students at that table sign together. Representatives from the colleges your students are attending are usually happy to participate in these events by, for example, reading the students’ names, providing certificates or college swag that can be incorporated into the event, etc., as long as they have sufficient notice.
- **Closing** – consider music, perhaps performed by a small trio or quartet from your school band, or your school chorus performing a popular song about life transitions, or recorded music.

¹ Achieve Teams are school personnel committed to ensuring the successful implementation of the GEAR UP work plan at each GEAR UP Partner school. The School Principal leads the team. For non-GEAR UP schools, Achieve Teams can be formed to work together to create a college-going culture and to improve student academic achievement (the same goals as the GEAR UP work plan).



□ **Solicit the information from students that you will need to prepare for College Signing Day**

You'll need to know which school (college) each senior is attending next year. How will you get that information? Some options include:

- a) announcing during daily announcements that all seniors who are going to college next year or enlisting in the military need to stop by the Counseling Office and complete a form if they want to be recognized at the College Signing Day event;
- b) asking all Senior English/Government/Other teachers to hand out a form on the same date, that asks students what their plans are for next year, and having the teachers give the completed forms to you;
- c) using your all-call system and/or text messaging to inform students and parents about this event and telling them they must sign up in the counseling office by a given deadline to ensure that they are recognized at the event. **See Attachment 1, as an example.**

□ **Prepare / Create/ Order the materials you'll need for the College Signing Day**

Look at your GEAR UP budget to see how much you have allocated to spend and how much/what was expected to be donated by the school or others (match). Materials you may want to create or order include:

- Certificates for each student to sign. **See Attachment 2, for two examples.** The universities the students are attending may agree to provide these certificates for each student.
- Pens for each student
- Decorations (college-themed) for the stage or tables to add impact to this event (signs, banners, tablecloths, college-themed photo-booth, etc.).
- Invitations to parents to attend. **See Attachment 3, as an example**
- Instructions for students for the event (e.g., proper attire; you might want to have students and staff dress in college clothing or you might want students to dress more formally – again it depends on the tone you're striving for, expectations for behavior, expectations to participate in a rehearsal, etc.). **See side 2 of Attachment 1, as an example**
- Pennants or signs from the colleges that students are attending (to display around the room, or have students hold up/wave as their school/program is called.) You could try to get pennants donated from the schools.
- See **Attachment 4** – which includes photos from 2018 College Signing Day events across Arizona. You can see some of the “swag” that Arizona schools were willing to donate to those events, and get ideas and inspiration for how different set-ups, decorations, etc., will help create the tone of the event that you want.



Extend invitations

If you will be inviting parents/guardians to the event, send invitations at least two weeks in advance, follow up with a day-before all call/text reminder. If your website, social media pages or twitter feed are a source of information for parents, by all means, use those to get the word out. If you will be inviting middle school students and teachers to attend, ideally, you will contact the middle school principal at the time you are determining the date, possibly seven or eight months in advance, or even the year before. Reminders should be sent one month prior to the event, and again a week prior, “We look forward to hosting your students at our College Signing Day Event on Month, Day at Time. We believe this ceremony could inspire your students to establish postsecondary education as a goal for themselves...” Invitations to guest speakers and college reps should also be made at the time you are determining the date, with follow up calls closer to the date to discuss details, and expectations, review logistics and finally, a week or two prior to the event, to confirm their participation. You may want to invite your local media (press and tv). With administration approval, this should be done at least one week in advance, with confirmation the day before.

Oversee a Rehearsal

Check microphones and sound systems, and computer and projector for Power Point presentation or slideshow, if applicable. Ensure participating student seating is in an area that works best for the logistics of the event including being able to see the presentation / presenter(s) and easily walk up to be recognized and then quickly exit the stage and return to their seats. If space is an issue, make sure the senior seating area is blocked off, by using tape or rope to reserve the area. Include relevant staff in the rehearsal to make sure everyone understands their role and the overall plan is clear to everyone.

Based on your time/scheduling constraints consider the following rehearsal options:

- running through the event 15-20 minutes before the scheduled time on the same day
- running a full formal rehearsal one day before
- recording video of how each student should walk through the stage/sign/stand and sending it to all students via email a week before the event. Short videos get more views.
- or other type of orientation to inform students what to do during the event.

Get Inspired / Get More Ideas

Attachment 5 includes additional ideas, as well as sample documents for informing and involving your school community, parents/families, community members, and postsecondary institutions, as well as donation request and thank you letters.

You might also find it helpful to watch this video to get ideas and a vision for your event:

<https://youtu.be/6yp3DMAHh9s>



ATTACHMENT 1

sample registration form

College Signing Day Ceremony

Month X, 20XX

Student Registration Form

Any **XX** High School senior whose plan next year is listed below can register to be recognized in the College Signing Day Ceremony on **Month X, 20XX**

- ★ 4-year university
- ★ 2-year / community college
- ★ Technical school/institute
- ★ Military

Registration Deadline: Day, Month X by X:00 x.m.

- Turn in to the **Counseling Office or your English Teacher** -

Student Name: _____ Birthdate or School ID #: _____

Name of university, college, institute you will be attending in the fall or or military branch:

Have you applied to the university, college, institute or military branch listed above?

- Yes If yes, have you been accepted? Yes Waiting to hear
- No If no, which response below best applies to the reason you have not applied:
- I plan on applying to the school or branch soon.
 - I need help in the process of applying to the college/branch of military.
 - I am waiting for the enrollment period to open.

Ceremony Information:

- Ceremony Date: **Day, Month X, 20XX, X:XX-X:XX x.m.** in the School Gym/Auditorium.
- **Family members are invited to attend.**
- Seniors should dress **nicely for the ceremony.**
- **Mandatory Rehearsal on Day Month XX, 20XX, X:XX-X:XX in the School Gym/Auditorium**

Questions? See your counselor with any questions.

We are Proud of You!

Insert HS
Logo Here

Questions & Answers

Q: How are students selected to participate in the “Senior Signing Day” ceremony?

A: Every senior who registers by the deadline, Tuesday, April 12th, will be recognized in the ceremony. Please register ASAP. This will allow the planning committee more time to plan the ceremony. Registration forms will be passed out during Period/Class on March 10th and are available in the counseling center. Students can turn in the registration form to the Counseling Center or to their English Teacher.

Q: What if I haven’t decided on a school by the registration deadline?

A: If you have not decided on a school/program by the registration deadline, you should register for the school you are leaning towards. We know students may need more time to decide, but you are still committing to continuing your education after high school and that’s what we want to celebrate. You will be asked to identify a school/program when you register for the event so we can provide you with a pennant to raise when making your post-secondary declaration.

Q. What will happen if my I change my school/program after the ceremony?

A. You can change your mind after the ceremony. We will not be informing school representatives that you will attend that school, so you don’t need to worry about declaring one school in the ceremony and making your final decision to another. The certificate you will sign during the ceremony will only state that you are committed to continuing your education after high school and you can take your certificates home with you after the ceremony.

Q. What is the appropriate attire for the ceremony?

A. You should dress nicely to celebrate your accomplishments and commitment to continuing your education, similar to how you will dress for your high school graduation or other academic ceremony. We don’t expect students to purchase new clothing for this event.



ATTACHMENT 2

sample College Signing Day certificates

Insert HS
Logo Here

NAME OF HIGH SCHOOL

20XX COLLEGE SIGNING DAY

I announce my intention to attend the following college or enlist in the following branch of the military:

I promise to represent my high school well in my academic, personal, professional and social endeavors and to be a responsible citizen in my community. I will encourage other young people to do the same. When given the opportunity, I will be an effective mentor.

I promise to successfully finish my postsecondary education or military service in a timely manner.

Student Signature

NAME OF HIGH SCHOOL

20XX COLLEGE SIGNING DAY

Name of High School and Arizona GEAR UP commend you on your efforts toward achieving your post-secondary goals.



I hereby commit to continue my education and training after high school.

Dated this **Xth** day of **Month 20XX**

Student Signature



ATTACHMENT 3

Sample College Signing Day invitation

Insert
HS Logo
Here

Senior Signing Day
A Postsecondary Education
Recognition Ceremony

You are invited to our **Xth** Annual
“Senior Signing Day”
Day, Month X, 20XX
X:XX – X:XX xm
Name of High School
Auditorium/Gymnasium



**A ceremony recognizing all seniors
committing to a postsecondary education
program:**

**• 4-Year University • Community College •
Technical Institute • Military**

See reverse for details ➡

Insert HS
Logo Here

Senior Signing Day

12th Grade Parents and Guardians,

On behalf of **Name** High School, it is my pleasure to invite you to attend our **Xth** Annual “Senior Signing Day”, **Day, Month Xth, X:XX – X:XX x.m.** in the high school **gymnasium/auditorium**. This ceremony will recognize all seniors who are committing to continue their education after high school.

We hope you will attend to both celebrate with your student and because we believe that you are an integral part of your student’s academic success beyond high school. **Following the ceremony, students will have an opportunity to meet with a postsecondary representative.**

Seniors will be recognized if they have committed to one of the following post-secondary programs:

4-Year University ★ Community College ★ Technical Institute ★ Military

Below, I have included answers to some questions you may have about the ceremony. If you have any other questions, please don’t hesitate to contact me. Thank you in advance for your support of this event to encourage **Name of High School** students to pursue a post-secondary education.

Sincerely,

Name

Title

Name High School

(xxx) xxx-xxxx

Questions & Answers

Q: How are students selected to participate in the “Senior Signing Day” ceremony?

A: Every senior who registers by the deadline, **Tuesday, April 12th**, will be recognized in the ceremony. Registration **will open March 15th and close April 12th**. Registration forms will be available in the **counseling center**.

Q: What if my student hasn’t decided on a school by the registration deadline?

A: Students will be asked to identify a school/program when they register for the event so we can **provide them with a pennant to raise when making their postsecondary declaration**. If a student has not decided on a school/program by the registration deadline, they should register based on the school they are leaning towards. We know students may need more time to decide, but they are still committing to continuing their education and that’s what we want to celebrate.

Q. What will happen if my student decides to change their school/program after the ceremony?

A. Your student can change their mind after the ceremony and it will not impact their college application process. We will not be informing school representatives that your student will attend their school, so students shouldn’t worry about declaring one school in the ceremony and making their final decision to another. **The certificate they will sign during the ceremony will only state that they are committed to continuing their education after high school and students can take their certificates home with them after the ceremony.**

Q. What is the appropriate attire for the ceremony?

A. We have asked all seniors who are participating to “dress nicely” to celebrate their accomplishments and commitment to continuing their education, similar to how they would dress for their high school graduation or other academic ceremony. We don’t expect students to purchase new clothing for this event. We know some parents may be attending the ceremony directly from your workplace, so please attend in the attire you are wearing. If you are able to ‘dress up’ for the occasion, please feel free to do so.



ATTACHMENT 4

College Signing Day AZ event photos - 2018



College Signing Days across Arizona – 2018

River Valley High School – in the auditorium





Mohave High School – in the gymnasium







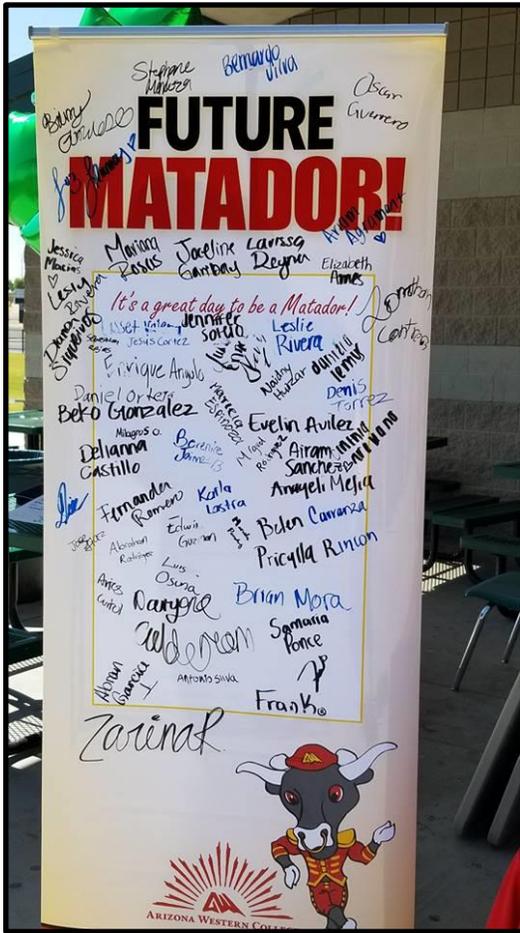
Holbrook High School – in the auditorium

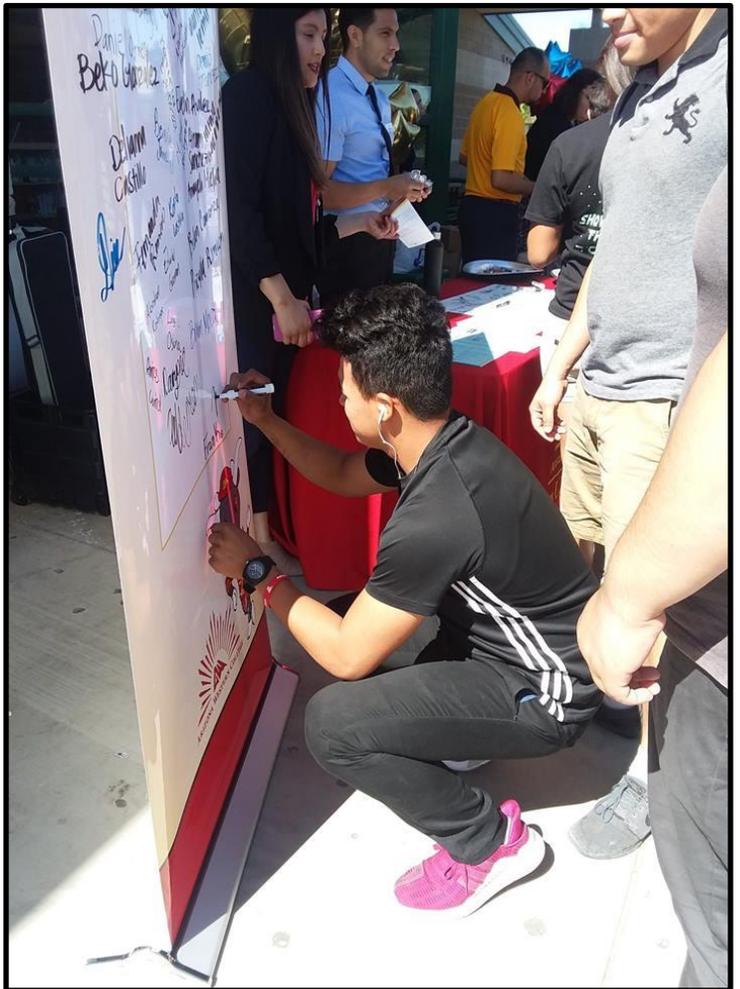
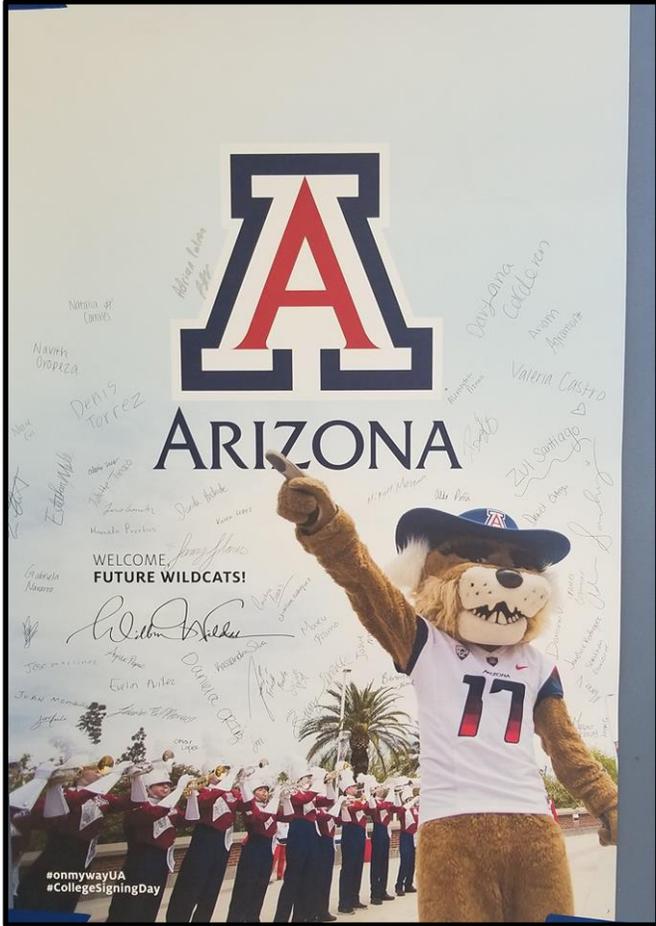




San Luis High School - outdoors

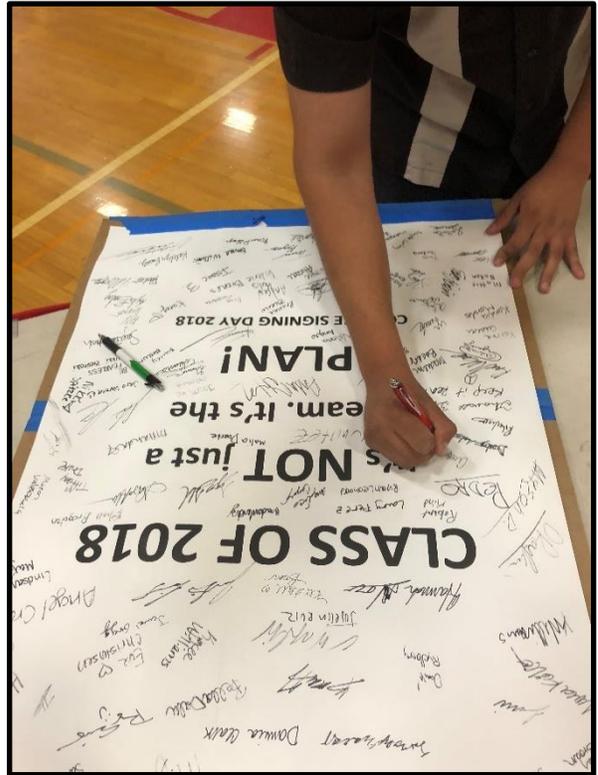








Mingus Union High School – In the gymnasium





ATTACHMENT 5

additional resources and ideas



Additional Ideas and Resources

[With Thanks to our friends at Tennessee GEAR UP]

Contents

- Ideas for College Signing Day Activities
- Explaining College Signing Day to Your School Community
- Inviting Parents/Families
- Involving Volunteers
- Requesting Donations
- Involving Postsecondary Institutions



Ideas for College Signing Day Activities

College Walk: Have seniors walk the halls in their caps and gown on the way to their college signing ceremony. Play music or have the band lead the way. Allow underclassmen to line the halls, make signs, and cheer for their classmates. When possible, partner with middle and elementary schools to allow the seniors to walk through their halls as well.

Roll Out the Red Carpet: Host a “red carpet event” and collaborate with the TV and Film classes to conduct interviews on the red carpet about where seniors will be attending.

Display Acceptances: Create a bulletin board to display college acceptance letters to celebrate seniors’ success.

Photo Booth: Designate a space as a photo booth, with an appealing background (e.g., college pennants or other college-going visuals as a back drop). Have students hold “Class of ____” signs, pennants from the colleges, they will be attending, or their signed Commitment certificates while parents and friends take their photos.

Create a “College Wall”: Have seniors write the names of the colleges they plan to attend on banners or strips of construction paper to hang in a main hallway. If available, enlist the support of art teachers, as they may be helpful in developing additional promotional materials to create a “college-going culture” on the walls of your school.



Explaining College Signing Day to your School Community

What is College Signing Day?

College Signing Day is an event to celebrate seniors going to college and an opportunity to encourage a college-going culture among all students.

What is the purpose of College Signing Day?

The purpose of College Signing Day is to create excitement around going to college and model the college-going culture for younger students. College Signing Day is something most often associated with students signing athletic scholarships, but every student should have the opportunity to be publicly celebrated for going to college. The event can also be an inspiring opportunity for younger students. For underclassmen, attending the event gives them an opportunity to applaud students who are going to college, gain knowledge of where students are attending college, and increase their own educational aspirations. By adding participation of, and partnerships with, local higher education institutions, the event can also be a way to grow the relationship between local colleges, our school, and our students who will be attending those institutions.

What happens during College Signing Day?

All students will be recognized for their postsecondary education plans. Beyond that, as a school, we can make College Signing Day whatever we want it to be to build excitement and awareness surrounding college selection and the enrollment process. We can choose to invite parents, students and families from our feeder schools, or to keep it small. We can make it a pep rally style event or a formal ceremony. Whatever we choose, the goal is for our seniors to know how proud we are of them, and for our underclassmen to be inspired by the event to have high educational aspirations.

How can I help?

You can help by talking to students about their college choices, contributing to the spirit of College Signing Day, or reaching out to students to encourage the enrollment process. Seek out students who might need extra help in college planning and talk to them about their options. Be sure to ask students about their plans after high school as they board the bus, go through the lunch line, or walk into your classroom! If you want to help in the practical, logistical planning and implementation of College Signing Day, contact **Name at phone or email**.



Sample Letter to Families/Parents

School Letterhead

Dear Students and Families,

Name of High School is hosting a College Signing Day to celebrate the senior class of 20XX making the important decision to enroll in college and pursue their dreams. On **Date of Event**, our seniors will declare what they want to do with their futures and where they will go after high school. College Signing Day is something most often associated with students signing athletic scholarships, but every student should have the opportunity to be publicly celebrated for going to **university, community college, technical school, or joining the military**. In the fall, we helped our seniors apply to college during **College Application and Exploration Week** and today we get to celebrate their efforts as they take this next big step. These events help us to grow the college-going culture in our school and in our community.

Insert additional details about your College Signing Day. Include speakers, games, prizes, food, etc., and the time it starts.

All seniors are invited to attend and are encouraged to celebrate the school spirit of the college of their choice. Parents, school administration, teachers, staff, and community members are invited to join the celebration. To RSVP: **Insert Information**.

Thank you in advance for your support of this exciting initiative to encourage students to make college a part of their future.

Sincerely,

School Counselor/Principal/Event Coordinator



Using Volunteers? Consider this.

Take these steps to maximize the benefit you get from volunteers, and to ensure you meet the AZ GEAR UP Event Standards:

Follow School Policy

Check with your school's leaders about policies for visitors on your campus.

Inform them

Ensure every volunteer understands what GEAR UP is, the purpose of College Signing Day, the event details, and their role. Use the example on the next page as a guide.

Assign them specific tasks

Identify specific responsibilities and duties for your volunteers. Create a short explanation of each responsibility for volunteers to follow. Here are a few examples of responsibilities for your volunteers on College Signing Day:

- Greet students
- Sign in students
- Hand out prizes or certificates
- Set up and clean up
- Manage food and beverage table(s)

Identify them

Help identify your volunteers as a source of help by providing name badges.

Train them

On the morning of the event, conduct a quick orientation to familiarize volunteers with what to expect and their role in making the event a success.

Thank them

Send a thank-you letter to all volunteers for their dedication to College Signing Day. Handwrite a note to each volunteer. You may also want to give students the opportunity to thank the volunteers.

Possible Volunteers:

- ★ School alumni
- ★ Students' families, PTA, School Improvement Council
- ★ Your school's athletic department and coaches
- ★ Retired educators
- ★ Volunteer, senior, or church groups
- ★ Community college and university representatives and faculty
- ★ Business, community, and political leaders
- ★ Youth programs (e.g., YMCA, Boys and Girls Club, Girl and Boy Scouts of America)



Sample Volunteer Recruitment Letter / Email

[Letterhead if mailing]

Date

Dear Name of Organization or Person,

Name of High School is pleased to announce it will be hosting a College Signing Day on Date, from Time to Time. College Signing Day is an event at which we celebrate our seniors going to college. The purpose of College Signing Day is to encourage a college-going culture at our school by creating excitement around going to college and providing models of college-going students to underclassmen. College Signing Day is something most often associated with students signing athletic scholarships, but every student should have the opportunity to be publicly celebrated for going to college.

We will be hosting our event on Date and Time and would welcome your help with this important event. Volunteers can [greet and sign in students, hand out prizes, set up, clean up, manage the food and beverage table, or...customize this sentence to fit school's needs]. Our students would really appreciate your help and support as they announce their college plans.

If you are interested in volunteering in any capacity, or know anyone who might also be interested in volunteering, please contact me at Contact Info at Name of High School.

Thank you,

Your Name

Your Title



Sample Thank You Letter to Volunteers

[School Letterhead]

[School Address]

[Date]

[Address of Recipient]

Dear **Name of Volunteer**,

On behalf of **Name of High School** I would like to personally thank you for volunteering at our College Signing Day event. This event would not have been a success without your help and the help of many others who volunteered their time or resources.

During College Signing Day, we recognized **Number of Seniors** of our senior class for their college plans. Our students are one step closer to actualizing their dreams of attending college!

Summarize Events or Include Any Press Coverage

Once again, **Name of High School** thanks you for your efforts and time during College Signing Day! We hope to see you at the event next year.

Sincerely,

Name

Title



School Letterhead or Logo

College Signing Day Volunteer Information

Thank you for volunteering for College Signing Day at XX High School on Month ##, 20XX. We appreciate your support and assistance in making this event a success. We want to ensure you understand the purpose of GEAR UP and of this event.

What is GEAR UP?

GEAR UP is an acronym for Gaining Early Awareness and Readiness for Undergraduate Programs. It is a college access and success program that helps students prepare for and succeed in college.

What is the purpose of College Signing Day?

The purpose of College Signing Day is to recognize the efforts of high school seniors in preparing for, applying to and being accepted to college. College Signing Day helps build excitement around going to college. College Signing Day is something most often associated with students signing athletic scholarships, but every student should have the opportunity to be publicly celebrated for going to college. The event can also be inspiring for younger students. By applauding students who are going to college and gaining knowledge of where students are attending college, younger students will increase their own educational aspirations. Partnering with higher education institutions for this event can also be a way to grow the relationship between the local colleges, our school, and our students who will be attending those institutions.

What will College Signing Day on Month Day Year at XX High School look like?

All seniors will be recognized for their postsecondary education plans. Insert here more specific plans or, if you want volunteers to help plan it, you can say that here, along with some initial thoughts about what it might look like.

How Can You Help?

XXXX



Sample College Signing Day Donation Request Letter

School Letterhead

This is a sample/template of a letter that could be used to solicit donations from local companies or organizations for funds or supplies needed to host College Signing Day.

Date

Dear **Contact Name or Organization/Company**,

I am writing to you on behalf of the senior class of **Name of High School**. This year our school is excited to celebrate our seniors and their college decisions on College Signing Day. The purpose of College Signing Day is to grow excitement around going to college and build a college-going culture for younger students. College Signing Day is something most often associated with students signing athletic scholarships, but every student should have the opportunity to be publicly celebrated for going to college.

A donation from **Company Name** will go directly to support our school, and make this event possible. **Explain How You Will Use the Donation**. Your donation will help students celebrate the college-going process and remind them of the support they have in their community.

We also invite you to join us during the celebration. [**Insert Event Schedule**].

Thank you for considering our request. If you would like to make a donation, volunteer in any way with College Signing Day, or would like further information, please feel free to contact me at **Contact Information**.

Sincerely,

Name

Title



Sample Thank You Letter for Donations

[School Letterhead]

[School Address]

[Date]

[Address of Recipient]

Dear **Donor/Sponsor Name**,

On behalf of **Name of High School** I would like to personally thank you for your Donation / **Gift of X** to support our College Signing Day event. This event would not have been a success without your contribution and the help of many others who volunteered their time or resources.

During College Signing Day, we recognized **Number of Seniors** of our senior class for their college plans. Our students are one step closer to actualizing their dreams of attending college!

Summarize Events or Include Any Press Coverage

Once again, **Name of High School** thanks you for your efforts and contribution during College Signing Day! We hope to see you at the event next year.

Sincerely,

Name

Title



Sample Letter requesting donations from Postsecondary Institutions

[School Letterhead]

[School Address]

[Date]

[Address of Recipient]

Dear **Contact's Name or Institution**,

I am writing to you on behalf of the senior class of **Name of High School**. This year our school is excited to celebrate our seniors and their college decisions by hosting a **College Signing Day**. College Signing Day is an event at which we celebrate our seniors going to college. The purpose of College Signing Day is to encourage a college-going culture at our school by creating excitement around going to college and providing models of college-going students to underclassmen. College Signing Day is something most often associated with students signing athletic scholarships, but we believe that every student should have the opportunity to be publicly celebrated for going to college.

We will be hosting our College Signing Day on **Date and Time** and would welcome representatives from **Name of Institution** to our school during this exciting and important time. Building a college-going culture and raising awareness about postsecondary options starts with partnerships between high schools and higher education institutions. We would be honored to have your support for our event.

We are including a list of seniors who plan to attend **Name of Institution** and we would like to respectfully request any promotional items to present to these students during the event, such as t-shirts, pennants, stickers, water bottles, etc.

If you or any of your colleagues at **Name of Institution** are interested in attending or participating as a presenter, or if you have any questions, please contact me at **phone** or **email**. Thank you for considering our request.

Sincerely,

Your Name

Your Title



Sample Thank You Letter to Postsecondary Institution that Donated or Participated in College Signing Day

[School Letterhead]

[School Address]

[Date]

[Address of Recipient]

Dear **Contact's Name or Institution**,

On behalf of **Name of High School** I would like to personally thank you for volunteering your time at our College Signing Day event. I would also like to personally thank you for your Donation/Gift of **X** to support our College Signing Day event. This event would not have been a success without partners like you.

During College Signing Day, we recognized **Number of Seniors** of our senior class for their college plans, including **Number of Seniors** planning to attend **Name of Institution**. Our students are one step closer to actualizing their dreams of attending college!

Summarize Events or Include Any Press Coverage

Once again, **Name of High School** thanks you for your efforts and contribution of time at College Signing Day! We hope to see you at the event next year.

Sincerely,

Your Name

Your Title