



# Senior Signing Events

## *Toolkit*



*"Go confidently in the direction of your dreams! Live the life you've imagined."*

*— Thoreau*

# Contents

In-Person Event Checklist.....	3
Virtual Event Checklist .....	5
Supporting Documents.....	6
Student Registration Form .....	7
Questions and Answers .....	8
Senior Signing Certificates.....	9
Senior Signing Flyers.....	11
Invitation—English.....	13
Invitation—Spanish .....	14
Letter to Senior Families—English .....	15
Letter to Families—Spanish .....	16
Questions and Answers—English .....	17
Questions and Answers—Spanish .....	18
Invitation Letter to Underclassmen Families—English .....	19
Invitation Letter to Underclassmen Families—Spanish .....	20
Volunteer Tips.....	21
Volunteer Recruitment Letter / Email.....	22
Thank You Letter to Volunteers .....	23
Senior Signing Day Volunteer Information .....	24
Donation Request Letter .....	25
Thank You Letter for Donations.....	26
College Donation Request Letter .....	27
Thank You Letter to Postsecondary Institutions .....	28
Previous Event Photos .....	29
Activity Ideas .....	32
Q & A for Community .....	33
Social Media Samples.....	34

You may also see these sorts of events called College Signing Day or Decision Day. We choose to refer to these events as Senior Signing Day for inclusivity purposes. This Toolkit covers both in-person and virtual events. Sample forms and procedures are included, too. Arizona GEAR UP also extends big thanks to our colleagues at Tennessee GEAR UP for sharing their ideas with us. If you have any questions, please contact [GEAR.UP@nau.edu](mailto:GEAR.UP@nau.edu) or [visit us on the web](#).

# In-Person Event Checklist

## ☐ Review Arizona GEAR UP Event Standards.

## ☐ Create a planning committee to plan and host this event.

Committees will reduce the workload on any one person. Consider counselors, teachers, administrators, students, parents/guardians, college admissions staff/recruiters, and other community members.

## ☐ Develop objectives.

Talking with your principal is a good place to start, and determining objectives may influence the location, and possibly the date. For instance, is your primary objective to celebrate seniors and their postsecondary plan, but do you also want to build a college-going atmosphere at your school or district? This will also help you decide the tone and size of the event. For example, you might want a formal ceremony or a fun pep-rally event. Many schools start small the first year, and grow from year to year, including additional constituents over the first few years.

## ☐ Set the date and time.

National College Decision Day is usually held the first Wednesday of February based on NCAA letter of intent deadlines, but choose a date that works best for your community. Make sure to check the availability of college reps, and if you want to invite parents, an evening event may work best. A school-hour event will maximize student participation.

## ☐ Select a site and reserve the space.

The tone of your event may influence where you want to host it. A school auditorium with a stage lends to a more formal event when students are called to 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, you can set up tables for each university, college, and military branch with reps at each table. You can celebrate seniors and take photos at the table. Your school may also have an outdoor space that works well for events. The important thing to remember is this is a great opportunity to celebrate student success.

## ☐ Create the agenda.

Your objectives drive your agenda. Here's an example:

### • Welcome

Principal gives opening remarks.

### • Guest Speaker

Consider inviting an important community member who can talk for 5-10 minutes about the impact continuing education beyond high school will have on the students' future. This presentation can also come from a personal perspective. Consider culturally appropriate speakers. For example, one AZ GEAR UP School on the Navajo reservation asked the President of the Navajo Nation to speak. Some schools ask the superintendent, the mayor, a successful and inspirational alum, or a business leader to make this short speech.

### • Signing Ceremony

Announce student names. Whether you're in an auditorium or at tables, make sure students feel special. College Reps are usually happy to participate in these events if given sufficient notice. These reps can also read student names and/or provide college certificates or swag.

### • Closing

Consider music. A school band trio, quartet, or chorus are good options, or play pop music about life transitions.

### ☐ **Gather student information.**

You'll need to know student plans after high school. Here are some ways to get students engaged with the process:

- During daily announcements, tell seniors to stop by the Counseling Office and complete your form, so they'll get recognized at the senior celebration event.
- Ask all Senior English/Government/Other teachers to hand out the form on the same date and ask the teachers to return the completed forms to you.
- Use your all-call system and/or text messaging to inform students and parents about the event and tell them to sign up in the counseling office by a given deadline. (See Supporting Documents.)
- Send out a survey as a final follow-up to PEP sessions.

### ☐ **Prepare, create, and order the necessary materials.**

### ☐ **Check your GEAR UP budget to check spending allocations and match. You may want the following items:**

- Certificates for each student to sign if universities aren't providing. (See Supporting Documents.)
- Pens for each student.
- College-themed decorations, signs, banners, tablecloths, photobooth.
- Parent invitations. (See Supporting Documents.)
- Instructions for students, dress code (formal or college clothing), rehearsal details. (See Supporting Documents.)
- College pennants or signs. (Colleges may donate pennants.)

### ☐ **Send invitations.**

If you plan to invite families, send invitations at least two weeks in advance, follow up with a day-before all-call/text reminder. Post info on your school website and social media pages. (See samples in Supporting Documents.) If you invite middle school students and teachers, contact the principal during initial planning to help create buy-in. Send invitations to guest speakers and college reps even though you'll have been in touch with them during early planning. Feel free to invite local media, too.

### ☐ **Oversee a Rehearsal.**

Check all microphones, sound systems, computers, and projectors for PowerPoint presentations or slideshows. Make sure you have participants seated in a way that works with other logistics—quick and easy stage exits, etc. Reserve space if needed. Include all relevant staff, so everyone's role is clear. Based on your time/scheduling constraints, consider the following rehearsal options:

- Run through the event 15-20 minutes before the scheduled time on the same day.
- Run a full formal rehearsal one day before.
- Record a short video of how students should walk to the stage and email to students the week before the event.

### ☐ **Get Inspired / Get More Ideas.**

See Supporting Documents for additional resources to get your school community, families, and colleges involved. You can also find sample invitations, thank you letters, and more. You might also like this video to get ideas and a vision for your event: <https://youtu.be/rxLGWR6noM>, or check out [Better Make Room](#).

# Virtual Event Checklist

## ☐ **Develop your plan.**

Determine school's needs and limitations. Do you have the bandwidth to host a live stream, or is it better to make a collection of videos and celebrate live through social media?

- How many people do you expect to attend? This may affect your decision for a platform.
- Work with your IT department to help set up the virtual platform. The Yearbook team can help, too.
- Create virtual background tiles; decide on music options. (Consider getting help from the art and band departments.)

## ☐ **Get students involved.**

Ask students to register for the event. If they're unsure about postsecondary decisions, let them pick the school/institution they lean toward. Set the tone and expectations for the event.

- Dress: Do you want a formal event or an atmosphere where students wear t-shirts representing college choices?
- Background/lighting: Make sure students get access to any virtual backgrounds. Pro tip: design backgrounds with university logos. Also, make sure students use adequate lighting.
- Script and duration: If you plan to collect student videos, provide parameters around length and content. Consider working more closely with students who are anxious by this task.
- Livestream events: Consider a short rehearsal to troubleshoot technology issues and give students practice to help them feel more at ease.

## ☐ **Plan social media outreach.**

See Supporting documents for social media samples. Remember, the most important part is to have fun.

- When students sign or accept at a school, ask them to livestream on social media, showing their school swag/pride. Encourage them to tell stories of why they chose their school. Post selfies or photos of campus. To be part of the national movement, ask students to use these hashtags: #DecsionDay, #Classof2022, #ReachHigher, #CollegeBound, #CollegeSigningDay.
- Post staff photos in college gear from their alma mater or ask them to share college memories/photos to remind students the commitment to higher education is worth it.
- Repost announcements to different platforms to create more buzz and excitement.
- Celebrate on a national level when you register your event with [Make Better Room](#). Additional Tools and resources are located at <https://www.bettermakerroom.org/collegesigningday>.

## ☐ **Livestream event or record ahead of time.**

Share photos, accomplishments, and college plans of seniors to fuel excitement.

- Stream with Zoom, Facebook Live, or another video livestream service like Pathable.
- Ask Admissions Counselors or University Coaches to make a short video recognizing and congratulating all the students who are signing with that institution.

## ☐ **Text to celebrate.**

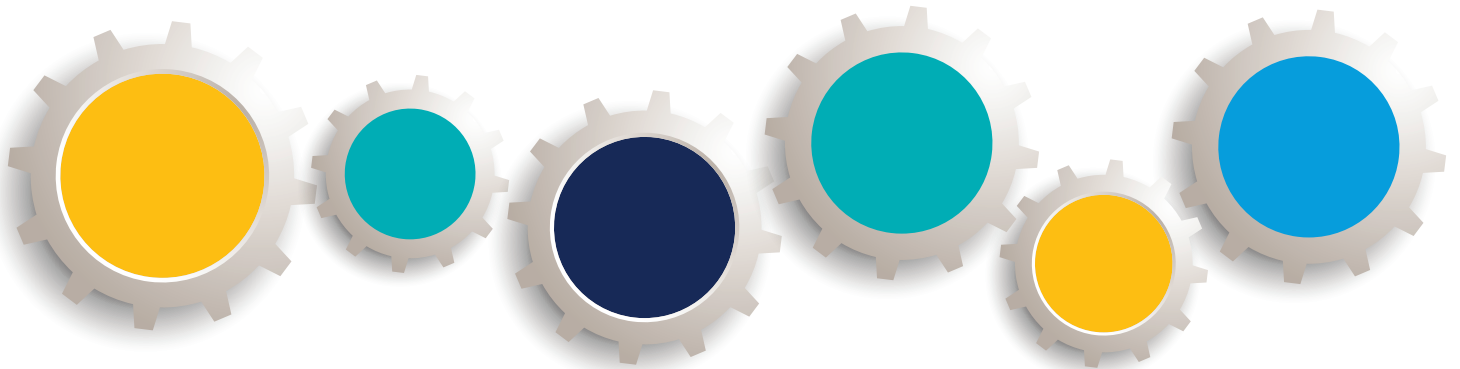
Send personalized texts and high fives to students when they make their decision. Let them know how proud you are of them. Text parents and guardians about their child's accomplishments, too.



# Supporting Documents

On the following pages, you'll find resources and sample documents to help you organize a Senior Signing Day event.

Don't hesitate to contact the Arizona GEAR UP office if you have any questions. Schools Coordinator Rebecca McIlvaine can be reached at (602) 776-4639 or [Rebecca.McIlvaine@nau.edu](mailto:Rebecca.McIlvaine@nau.edu). If you're a GEAR UP Coach at one of the Arizona GEAR UP schools, our communications team will create personalized flyers/certificates for your school based on the samples in this toolkit. Additionally, you will find personalized social media graphics and other promotional materials on MS Teams. Feel free to contact Hector Ponce at [Hector.Ponce@nau.edu](mailto:Hector.Ponce@nau.edu) for assistance with your communications needs. Other resources can also be found at [www.NAU.edu/GEARUP](http://www.NAU.edu/GEARUP).



Insert  
School  
Logo

## Student Registration Form

### Senior Signing Day Ceremony

**Month X, 20XX**

### Student Registration Form

Do you have a higher education plan for next year? We want to celebrate our seniors who will attend one of the following:

- ☆ 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 GEAR UP Office or your English Teacher**

Student Name: \_\_\_\_\_ Birthdate or School ID #: \_\_\_\_\_

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

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 GEAR UP Coach with any questions.

**We are Proud of You!**

## Questions and Answers

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

A: We'll recognize every senior who registers by the deadline, **Tuesday, April 12th**. Please register ASAP, so we can plan accordingly. Students will receive registration forms during **Period/Class on March 10th** and are available in the counseling center. Students can turn in the registration form to the GEAR UP Coaches.

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

A: If you haven't decided on a school/program by the registration deadline, you should list the school you are leaning towards. We know students may need more time to decide, but we want to celebrate your commitment to higher education. We also want to make sure to have a pennant to raise during the celebration.

***Q: What happens if I change my school/program after the ceremony?***

A: You can change your mind after the ceremony. We won't inform representatives, so you don't need to worry if this isn't your final decision. You'll receive a certificate at the ceremony that simply states your commitment to continuing your education after high school.

***Q: What is the appropriate attire for the ceremony?***

A: You should dress nicely to celebrate your accomplishments and commitment to continuing your education. You can dress similarly to your high school graduation or other academic ceremony, but we don't expect you to purchase new clothing for this event.



## Senior Signing Certificates



# BUCKEYE UNION HIGH SCHOOL

## 2022 SENIOR 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 be a responsible community member. I promise to successfully finish my postsecondary education or military service in a timely manner, and I will encourage other young people to do the same.



STUDENT SIGNATURE

# BUCKEYE UNION HIGH SCHOOL

## COMMENTS

for perseverance and hard work toward  
postsecondary goals. Congratulations!



**KenJuan Lockhart**  
GEAR UP COACH

**Melinda Seymour**  
GEAR UP COACH

## Senior Signing Flyers



**BUCKEYE UNION HIGH SCHOOL**

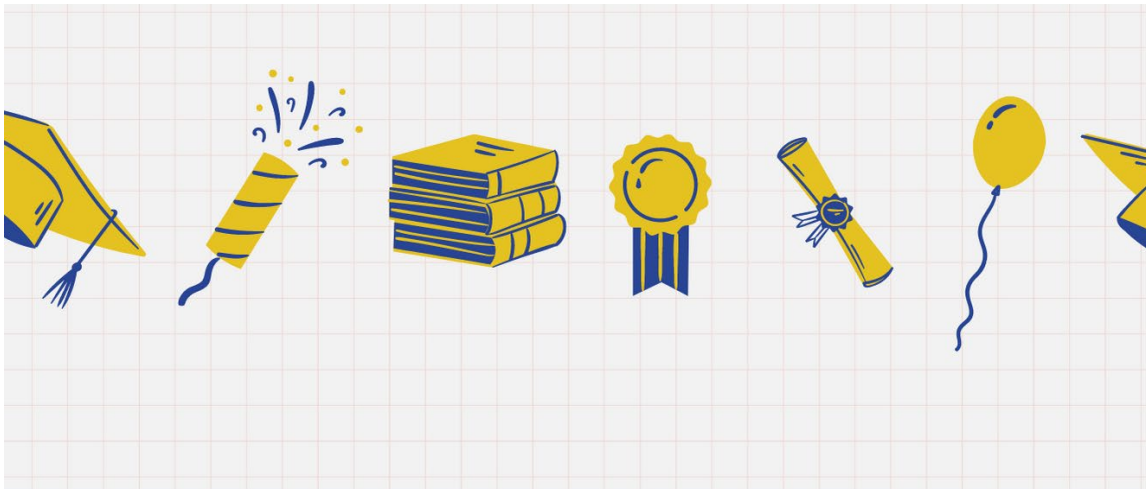
# SENIOR SIGNING CELEBRATION

*Join us to celebrate our seniors heading off  
to college, technical school, and the military.*

---

**XDAY | MAY XX**  
**X:XXPM - X:XXPM | PLACE**

Questions? Ask GEAR UP Coaches  
Mr. Lockhart or Ms. Seymour



# SENIOR SIGNING DAY

DAY, MONTH, 2022

X:XX – X:XX PM

AUDITORIUM/GYMNASIUM

**Join us to celebrate all our seniors who are  
committing to higher education:**

**4-year University ★ Community College  
Technical School ★ Military**





YOU'RE INVITED



# SENIOR SIGNING DAY

.....

BUCKEYE UNION HIGH SCHOOL  
IS PROUD OF ALL OUR SENIORS!

.....

Senior Signing Celebration  
May | X:XX PM  
AUDITORIUM/GYMNASIUM

JOIN US AS WE CELEBRATE OUR SENIORS WHO HAVE  
COMMITTED TO HIGHER EDUCATION:

4-YEAR UNIVERSITY

COMMUNITY COLLEGE

TECHNICAL INSTITUTE

MILITARY





ESTÁS INVITADO



# DÍA DEL COMPROMISO UNIVERSITARIO



LA ESCUELA SECUNDARIA DE BUCKEYE  
SE ENORGUELLECE DE TODOS NUESTROS  
ESTUDIANTES DE ÚLTIMO AÑO!



Día del Compromiso Universitario

May | X:XX PM

Auditorio/Gimnasio

UNA CEREMONIA QUE RECONOCE A TODOS LOS ESTUDIANTES  
DE ÚLTIMO AÑO QUE SE COMPROMETEN CON UN PROGRAMA DE  
EDUCACIÓN SUPERIOR:

UNIVERSIDAD DE 4 AÑOS

COLEGIO COMUNITARIO

INSTITUTO TECNICO

FUERZAS ARMADAS





# Letter to Senior Families—English

## School Letterhead

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,” on **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.

You have been an important part of your student’s academic success, and we hope you will help us celebrate. Following the ceremony, students will have an opportunity to meet with a college representative.

Seniors will be recognized if they have committed to one of the following higher education 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 questions, please contact me. Thank you in advance for your support and encouraging your child to pursue higher education.

Sincerely,

**Name**  
**Title**  
**Name High School**  
**(xxx) xxx-xxxx**

# Letter to Families—Spanish

## School Letterhead

Estimados padres y tutores de alumnos del doceavo grado,

En nombre de <<Name>> High School, es un placer para mí invitarlos a nuestro Día del Compromiso Universitario Anual para estudiantes de último año, el día <<Day>> de <<Month>>, de <<X:XX a X:XX x.m.>> en el gimnasio / auditorio de la escuela. Esta ceremonia reconocerá a todos los estudiantes de último año que se comprometan a continuar su educación después de high school.

Esperamos que nos acompañen tanto para celebrar con su hijo como porque creemos que ustedes son una parte fundamental del éxito académico superior de los estudiantes. Después de la ceremonia, los estudiantes tendrán la oportunidad de reunirse con representantes de instituciones de educación superior.

Se reconocerá a aquellos alumnos que se hayan comprometido con uno de los siguientes programas superiores:

- Universidad de 4 años
- Colegio Comunitario
- Instituto Técnico
- Fuerzas Armadas

A continuación, he incluido respuestas a las preguntas que puedan tener sobre la ceremonia. Si tienen alguna otra pregunta, no duden en ponerse en contacto conmigo. Gracias de antemano por su apoyo a este evento para alentar a los estudiantes de <<Name>> High School a continuar con su educación superior.

Atentamente,

<<Name>>

<<Title>>

<<Name High School>>

(xxx) xxx-xxxx

## Questions and Answers—English

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

A: We’ll recognize every senior who registers by the deadline, **Tuesday, April 12th**. Please encourage your child to register ASAP, so we can plan accordingly.

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

A: Students are 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 hasn’t decided 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 won’t impact their college application process. We won’t inform any representatives, 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 participate to “dress nicely” to celebrate their accomplishments and commitment to continuing their education. We encourage them to dress 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.

## Questions and Answers—Spanish

### Preguntas y Respuestas

**P: ¿Cómo se selecciona a los estudiantes para participar en la ceremonia del Día del Compromiso Universitario?**

R: Todo estudiante de último año que se registre antes de la fecha límite, el **martes 12 de abril**, será reconocido durante la ceremonia. Las inscripciones se abrirán el 15 de marzo y cerrarán el 12 de abril. Los formularios de inscripción estarán disponibles en la oficina de los consejeros.

**P: ¿Qué pasa si mi hijo no se ha decidido por una escuela antes de la fecha límite de inscripción?**

R: Se les pedirá a los estudiantes que identifiquen una institución o programa cuando se registren para el evento para que podamos proporcionarles un banderín para que lo levanten cuando realicen su declaración de educación superior. Si algún estudiante no se ha decidido por una institución o programa antes de la fecha límite de inscripción, deberá registrarse según la escuela por la que se inclina. Sabemos que los estudiantes quizás necesiten más tiempo para decidirse, pero ellos aún se están comprometiendo a continuar su educación y eso es lo que queremos celebrar.

**P: ¿Qué pasaría si mi hijo decide cambiar de institución o programa después de la ceremonia?**

R: Su hijo puede cambiar de opinión después de la ceremonia y esto no afectará su proceso de solicitud de ingreso a la universidad. Nosotros no informaremos a los representantes que su hijo quiere asistir a su escuela, por lo que los estudiantes no deben preocuparse por declarar una escuela en la ceremonia y tomar su decisión final sobre otra. El certificado que firmarán durante la ceremonia solo indicará que están comprometidos a continuar su educación después de graduarse de high school y los estudiantes pueden llevarse sus certificados a casa después de la ceremonia.

**P: ¿Cuál es el atuendo apropiado para la ceremonia?**

R: Les hemos pedido a todos los estudiantes que quieren participar que se "vistan bien" para celebrar sus logros y su compromiso de continuar su educación, de manera similar a como se vestirían para su graduación o cualquier otra ceremonia académica. No esperamos que los estudiantes compren ropa nueva para este evento. Sabemos también que algunos padres pueden llegar a la ceremonia directamente desde su lugar de trabajo, así que por favor asistan con el atuendo que estén usando. En caso de que sí se pueden vestir "elegantes" para la ocasión, no duden en hacerlo.

# Invitation Letter to Underclassmen Families—English

## School Letterhead

Dear Students and Families,

**Name of High School** is hosting a Senior Signing Day to celebrate the senior class of **2022** making the important decision to enroll in college and other higher education to pursue their dreams. On **Date of Event**, our seniors will share where they're headed next fall. College Signing Day is something most often associated with students signing athletic scholarships, but we celebrate every student 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 soon 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 and encouraged to celebrate the school spirit of the college of their choice. Parents, school administration, teachers, staff, and community members are also invited. 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**

# Invitation Letter to Underclasmen Families—Spanish

## School Letterhead

Estimados estudiantes y familias:

**Name of High School** está organizando El Día del Compromiso Universitario para celebrar que la generación **20XX** tomó la importante decisión de inscribirse en la universidad y seguir sus sueños. El día **Date of Event**, nuestros estudiantes de último año declararán lo que quieren hacer con su futuro y adónde irán después de high school. El Día del Compromiso Universitario es algo que se asocia con mayor frecuencia con los estudiantes que firman becas deportivas, pero todos los estudiantes deberían tener la oportunidad de ser reconocidos públicamente por asistir a la universidad, al colegio comunitario, a una escuela técnica o unirse a las fuerzas armadas. Durante el otoño, ayudamos a nuestros estudiantes de último año a solicitar ingreso a la universidad durante la **Semana de Solicitud y Exploración Universitaria** y hoy podemos celebrar sus esfuerzos mientras dan este próximo gran paso. Estos eventos nos ayudan a desarrollar la noción de asistir a la universidad en nuestra escuela y en nuestra comunidad.

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

Todos los estudiantes del último año están invitados a participar y se les anima a celebrar el espíritu escolar de la universidad de su elección. Se invita a los padres, a la administración escolar, a los maestros, el personal y los miembros de la comunidad a unirse a la celebración. Para confirmar su asistencia: **Insert Information**.

Gracias de antemano por su apoyo a esta emocionante iniciativa para alentar a los estudiantes a hacer de la universidad una parte de su futuro.

Atentamente,

**Consejero escolar / Director de la escuela / Coordinador de eventos**



# Volunteer Tips

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.

## **Provide info.**

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

## **Assign tasks.**

Identify specific duties and provide a list for your volunteers. For instance:

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

## **Use Name tags.**

Nametags help everyone the day of the event.

## **Provide training.**

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.

## **Send thanks.**

Send a thank-you letter to all volunteers for their dedication to Senior 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)

# Volunteer Recruitment Letter / Email

[Letterhead if mailing]

Date

Dear Name of Organization or Person,

Name of High School is pleased to announce it will host a Senior Signing Day on Date, from Time to Time. As we celebrate our seniors pursuing higher education, the event also helps us create a college-going culture at our school by generating excitement around going to college. Senior Signing Day is often associated with students signing athletic scholarships, but we want to celebrate all our seniors who pursue college and other higher education opportunities.

We will host our event on Date and Time and would welcome your help with this important celebration. 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 want to help, please contact me at Contact Info at Name of High School.

Thank you,

Your Name

Your Title

# 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 thank you for volunteering at our Senior Signing Day event. This event would not have been a success without your help and others who volunteered their time and resources.

During Senior 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

# Senior Signing Day Volunteer Information

## School Letterhead or Logo

Thank you for volunteering for our Senior Signing Day on **Month ##, 20XX**. We appreciate your help, and we want to provide some details, so we can all make sure the event is a success.

### What is GEAR UP?

GEAR UP stands 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. Our school is one of five schools in Arizona that receive special services thanks to GEAR UP.

### What is the purpose of Senior Signing Day?

Often, schools hold college-signing events when students accept athletic scholarships. At **XYZ** High School, we want to celebrate all students who plan to attend college or another higher education option. Also, Senior Signing Day helps us build a college-going culture with all our students, and it helps inspire younger students to pursue their dream careers. These events also give us the opportunity to strengthen our relationships with local colleges and universities, which help all our students.

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

We'll recognize all seniors for their higher education plans whether that's college, trade school, or the military. **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

# Donation Request Letter

## School Letterhead

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 Senior Signing Day. While some schools hold similar events for the students signing athletic scholarships, we want to celebrate all our seniors who've made higher education plans. Additionally, the event helps build a college-going culture at our school.

We're requesting donations from the community to help make this event possible. **Explain How You Will Use the Donation**. Your donation will help students celebrate the college-going process and show them how the community supports these efforts.

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 Senior Signing Day, or would like more information, please contact me at **Contact Information**.

Sincerely,

**Name**

**Title**

# 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 Senior Signing Day event. Thanks to you and our many volunteers, the event was a great success.

During Senior 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



# College Donation Request Letter

[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 Senior Signing Day. While some schools hold similar events for the students signing athletic scholarships, we want to celebrate all our seniors who've made higher education plans. Additionally, the event helps build a college-going culture at our school.

We will host our Senior Signing Day on **Date and Time** and invite you to join us to help build a college-going culture and raise awareness about postsecondary options for our students. We would be honored to have your support for our event. Included here is 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 presenting, or if you have any questions, please contact me at **phone** or **email**. Thank you for considering our request.

Sincerely,

**Your Name**

**Your Title**

# Thank You Letter to Postsecondary Institutions

[School Letterhead]

[Date]

[School Address]

[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. We also extend big thanks for your **X** donations 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

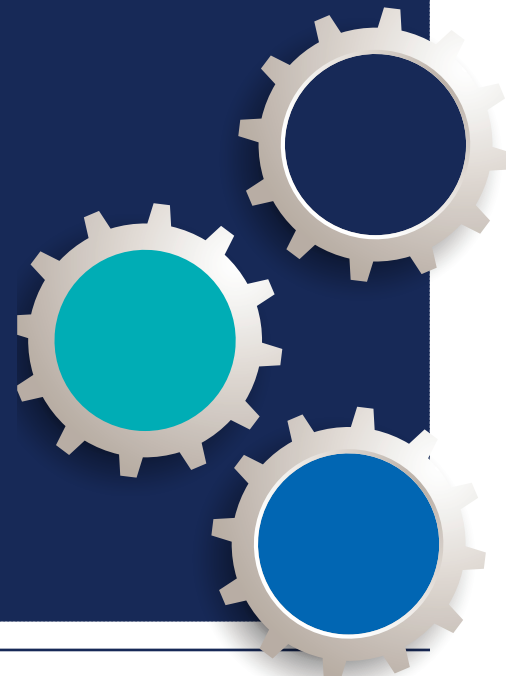
## Previous Event Photos











## Activity Ideas

**College Walk:** Seniors parade through the halls in their caps and gowns on the way to their college signing ceremony. Play music or let 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 broadcast club and/or film classes to hold red-carpet interviews about seniors’ choices.

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

**Photo Booth:** Designate an appealing space as a photo booth. (Add college pennants or other college-going visuals as a backdrop.) Ask students to hold “Class of \_\_\_\_” signs, pennants from the colleges, or their signed Commitment Certificates while parents and friends take their photos.

**Create a “College Wall”:** Ask seniors to 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 art teachers since they may be able to design additional promotional materials to create a “college-going culture” on the walls of your school.



## Q & A for Community

### **What is Senior Signing Day?**

Senior Signing Day is an event to celebrate seniors going to college and heading off to other higher education. Also, it's an opportunity to encourage a college-going culture among all students.

### **What is the purpose of Senior Signing Day?**

We want to generate excitement about going to college and create a college-going culture for younger students. Senior Signing Day is often associated with students signing athletic scholarships, but we celebrate every student who pursues higher education. The event also inspires younger students, gives them an opportunity to learn about college, and celebrate seniors pursuing their dreams. Additionally, the event provides another opportunity to build relationships with higher education institutions.

### **What happens during College Signing Day?**

We want to celebrate all students for their higher education plans. You may see parents, college representatives, and even students from our middle and elementary schools. We may decide to hold a pep-rally event or keep it more formal in the auditorium. The goal is to celebrate our seniors and create a college-going culture at our school.

### **How can I help?**

Did you have a unique path to your career, or did you overcome many obstacles to get where you are today? Perhaps you'd be interested in talking to our students to share your story, or you can share your story with students you meet. If you see our students out and about, cheer them on and talk about their options. If you want to help in the practical, logistical planning and implementation of Senior Signing Day, contact Name at phone or email.

## Social Media Samples

Join us on **Day, Time, Place** as we celebrate our seniors who are headed off to big things after graduation.

Did you know almost 70% of jobs require more education than high school? Our seniors know. Come celebrate our soon-to-be graduates on their higher education plans. **Day, time, place.**

College graduates earn more than 75% of people with a high school diploma. Our seniors know that, and we're ready to celebrate with Senior Signing Day at **day, time, place.**

Our seniors have worked hard. Join us as we celebrate them and their higher education plans on **day, time, place.**

Our GEAR UP Coaches are planning a celebration for our seniors who will soon be off to change the world. Join us on **day, time, place.**

