

BIRTHDAY CARDS BACKGROUND INFORMATION

- In September the Student Council advisor is provided with a list of all the students in the school, their birthdate, and their homeroom.
- Then lists are given to the Birthday Card Committee. They are broken down by month and list all students with a birthday in that month.
- An additional list of all the homerooms is given to the members of the Birthday Card Committee.
- Members of the Birthday Card Committee decide who will be responsible for which month. If there are more than 12 members than more than one member will be assigned a month.
- The members of the Birthday Card Committee then prepare the cards for distribution.
 - The member of the Birthday Card Committee writes the student's name on the card on the front as well as writes the birthday date on the back. For example, if the birthday is on the 12th then 12 is written on the back of the card.
 - The homeroom teacher's name and room number is also written on the back of the card.
 - The member Birthday Card Committee then takes all the cards and puts them in order by birth date and then in alphabetical order by homeroom teacher.
- The cards are placed in the homeroom teacher's mailbox on the day before the birthday so that the student will receive the card on his/her birthday. If the birthday falls on the weekend the student receives the card on Friday.
- If there is a school holiday the student receives the card in advance.
- The cards are completed in the beginning of the year so that they are ready for distribution for any given month.
- Birthdays that occur on a date in June, or the corresponding day in July and August, after schools out will receive their cards before the last day of school.
- All cards will be distributed before final exams begin.

Birthday Card Instructions

Step One

- ❖ Please write the person's name on the front of the card

Step Two

- ❖ Please fill out the back of the card
 - Homeroom teacher's last name
 - Homeroom teacher's room number
 - Date (it is the date of the birthday- you don't need the year)
- ❖ The cards then need to be put in date order with the back facing up and the days of the month going down.
 - *Example- 9/14 (facing up), 9/15 (facing up)*
 - The "balloon side" will be "face down"
- ❖ The cards then need to be put in alphabetical order by the homeroom teacher
 - *Example- 9/14 Crelin, 9/14 Moore, 9/14 Santiago, 9/15 Henrickson, 9/15 Lyons, 9/16 McEwan, 9/16 Smith*

Step Three

- ❖ The cards then need to be put in date order with the back facing up and the days of the month going down.

Additional Details

- ❖ The cards for September are due by the end of September
- ❖ The cards for October are due by the end of September
- ❖ The cards for the rest of the months are due by the end of October

VARSITY LOCKER RECOGNITION INFORMATION

- It is a way to recognize and acknowledge various students for different reasons.
- We started the Varsity Locker Recognition with athletes only but have expanded out to other school groups- Fall Drama Troupe, Marching Band, and Chorus
- At first the Varsity Locker Recognition members “designed” the recognition individually but we have started using a more uniform design.
- Based on the sport the “position” that is played can also be included. For example- Basketball- Guard, Track- Hurdles, Wrestling- 225
- The template pictures came mainly from clip art but were also found on Google Images.
- Decided to only recognize Varsity for now to keep the “number” of recognitions at a workable one. If it is a sport where everyone is Varsity then we recognize juniors and seniors. An exception is made on an individual basis for smaller teams.
- A timeline for completion of construction and decoration of the lockers is decided by the committee.
- It is not announced when we are doing this- they just start to appear.
- Support of others in the school is needed.
 - Secretarial Staff- A roster of the entire school is needed with their locker numbers. A “map” of locker numbers is needed as well.
 - Coaching Staff- Rosters are needed. This can be asked for after all tryouts but give them a deadline.
- Once all the rosters have been received take the master list of students from the secretarial staff and “cut” all students not being recognized. Then separate by sport and include the locker number by the name of the student. This is done by our advisor.
- Any group that your school would like to recognize and include can be done- it all depends on who you want to recognize. We have decided to be consistent with that decision. For example, if you recognize one club you have to recognize another.
- You can separate different groups by season. For example the Chorus is being recognized in the winter season but the Dance Team, who performs all year, was recognized in the Fall.

Varsity Locker Recognition Instructions

Step One

- ❖ Glue, staple, or neatly tape the Varsity Recognition sign to the construction paper

Step Two

- ❖ Arrange the Varsity Locker Recognition signs by locker area
- ❖ Do not write any information on the Varsity Locker Recognition
- ❖ Tape the Varsity Locker Recognition signs to the lockers

Additional Details

- ❖ Make sure that the construction of the signs is neat and orderly looking
- ❖ Make sure that the “taping” of the sign to the locker is neat- do not use masking tape on the outside