

Award Ceremony Preparation 2018-19 School Year

1. **Ensure you have selected a date** to attend an Award Ceremony. This may be found at www.mgprograms.org AWARD CEREMONIES button.
 - a. Communicate your selected date as soon as possible to the winning agency to give them plenty of time to plan for someone to represent at the ceremony. It is great when the staff member who worked with the students represents, but we understand that may not always be possible so be sure they know a volunteer, board member, or staff member is welcome! Your students have worked very hard to make this selection and we want them to have the opportunity to celebrate WITH the agency!
 - i. We do have a form letter available on the website your students may use to inform the grant recipient and to thank all other agencies who worked with the students as well. It is important all agencies are notified one way or the other. To find these letters please go to: <http://www.mgprograms.org/sc>
2. **Complete the Grant Recipient Form** found at www.mgprograms.org under AWARD CEREMONIES button. This is where you will report the grant recipient organization, amount to be granted, who will be representing the agency at the Award Ceremony your group will attend, and the address for the check to be mailed.
 - a. Within this form we ask if you plan to return your Teacher Stipend of \$250.00 to be included in your grant bucket.
 - b. Reminder to inform your students of the Roger Grein Spirit of Philanthropy Award which is found at www.mgprograms.org under STUDENT OPPORTUNITIES button. This is a self-nominated award given to students who have embraced this experience and grown in their philanthropic journey and leadership. All student reported activities will be verified with the teacher. They will receive a t-shirt, certificate, recognition at the ceremony and will be recognized on our website!
3. **School Raised Funds** need to be mailed to Magnified Giving prior to your selected award date. Our address is: 9940 Reading Rd. Evendale, OH 45241 Should you need to receive a W9 for your school treasury department please have them email me at: alison@magnifiedgiving.org. As you submit the Grant Recipient information please be sure to indicate the amount of school raised funds to be received by MG.
4. **Communicate the number of guests** planning to attend for your group: students, parents, administrators, teachers and agency representatives. We would like to receive the names of administrators, teachers and agency representatives, we will have a nametag prepared for them. We do not need to receive the names of students and parents. Also, the number of attendees allows us to be prepared with refreshments. This should be reported via email a week prior to your selected Award Ceremony.
5. **Student/Agency Presentation.** Each school and agency will have the opportunity to share their experience with our guests. During the ceremonies we have 10 – 14 schools presenting, and we like to stay within 2 hours to be considerate of everyone's personal time. So, we ask you keep your presentation 4 – 6 mins. allowing a few students representing our group and the agency to share. All your students attending are welcome to come up on stage, but we ask only 2 to 3 are presenting.
 - a. Suggestions for items to be shared in the presentation – obviously they students are empowered to share as they wish.

- i. Who they selected?
 - ii. Why they selected the agency?
 - iii. What was important to them when making this selection?
 - iv. The impact the experience had on them.
 - v. How they will continue their philanthropic journey and growth?
 - vi. Did they conduct fundraising to have more than 1 grant or increase their donation amount?
 - b. Please forward 3 to 4 photos for a PowerPoint we will put together for the ceremony, again for the sake of time we will not be showing school videos this year.
 - c. The agency representatives should also know we would like them to share their mission and experience with the students. This is another exposure opportunity for the agency, sharing their mission and volunteer opportunities.
 - i. It is great when they also share HOW the funds will be used.
6. **The FINAL piece** for the school year will be the End Of Year Teacher Report which we will email and a link will be found on the www.mgprograms.org website.

You will be SO VERY PROUD of your students and what they have accomplished during this year!

We hope you all plan to return next school year.