

Local STAR Contact Check List

Sponsors:

___A. Communicate the Details of Local Recognition to -

- 1. School Counselors, Principals, etc.**
- 2. Students**
- 3. Teachers**
- 4. Parents**

___B. At local recognition event, present System Winner STAR Student and Teacher with the following information that you will download and print (following instructions outlined in the “Memo to Local Sponsors”):

Present to the STAR Student:

- 1. Letter to STAR Student System Winner (Please inform your student that important information regarding the Region event is contained in this letter.)**
- 2. STAR Student System Winner Certificate**

Present to STAR Teacher:

- 1. Letter to STAR Teacher System Winner (Please inform your teacher that important information regarding the Region event is contained in this letter.)**
- 2. STAR Teacher System Winner Certificate**

Be sure to contact your System Winners and School Counselors as soon as you receive the date, time and place for the Region Event, so that you can RSVP to the Region Chair the number of people who will be attending the Region Event.

___C. NOTIFY the LOCAL MEDIA -

- 1. Ask them to attend the local event.**
- 2. Refer to link on “Memo to Local STAR Sponsors” to download and print STAR Information for News Media and/or Sample STAR News Release. Complete the forms and present to local media.**
- 3. Inform media that the Professional Association of Georgia Educators (PAGE) is the State Coordinator of the PAGE STAR Program.**

Thank you!