

# Elementary School Signing Ceremonies

Imitate high school signing events by allowing 5th grade students to sign a pledge to dedicate themselves to their studies, graduate from high school, and pursue a postsecondary credential. A sample pledge is provided on the next page. The signing ceremony could happen at a pep rally or could be a more formal event coinciding with elementary school graduation. Design an event that works best for your school!

## Signing Ceremony Planning Checklist

- ❑ Set up a College Signing Day committee or team at your school to discuss the timeline and event. Your team might include school counselors, teachers, administrators, students, parents/guardians, college admissions/financial aid/outreach staff, and other community members or organizations.
- ❑ Evaluate current resources and budget. Once your budget is set, you will be able to better determine the type of event and what organizations and volunteers could provide or donate.
- ❑ Determine the type of event(s) and schedule for your College Signing Day based on resources and budget.
- ❑ Confirm College Signing Day location and time.
- ❑ Schedule time to meet with the 5th grade class to celebrate their achievements and share with them the purpose of their College Signing Day event and making a pledge to prepare for college.
- ❑ Contact higher education institutions, local businesses, and local non-profits or community organizations for donations and/or sponsorships for college tee shirts or other swag.
- ❑ Distribute resources to faculty and staff at your school and request that they promote the event by decorating their classroom and/or door with related information.
- ❑ Finalize arrangements for a pep rally and/or assembly, if applicable. Remind teachers, counselors, and administrators of the day's schedule and planned activities.
- ❑ Communicate with 5th graders regarding the logistics of your event. You may want to do a practice run with your students leading up to the event or right before the event.
- ❑ Utilize your schools call-out or texting system to remind students and parents of your event.
- ❑ Confirm any additional personnel needed. Coordinate set up and clean up needs with custodial staff.
- ❑ Create a fun playlist or ask the school's pep band to play during the event.
- ❑ Purchase decorations and supplies for the event (i.e., balloons, streamers, pep rally appropriate noise makers).
- ❑ Ensure your event supplies are ready the day before College Signing Day.