



ISSF

INDEPENDENT SCHOOLS OF SOUTH FLORIDA

200 NW 109 Avenue, Miami, FL 33172

Phone: 305-962-0299

30th Annual ISSF "STAR AWARDS" LUNCHEON

December 5, 2022

Dear ISSF School Director:

Each year, the Independent Schools of South Florida (ISSF), recognizes outstanding students from its member schools. We are pleased to announce that this special event has been scheduled for **Wednesday, April 26, 2023**, starting at **11:00 a.m.** at the **DoubleTree by Hilton Hotel Miami Airport & Convention Center (MACC)**.

Our luncheon provides member schools and students with well-deserved recognition. The event also heightens community awareness of the private sector and of the ISSF role as a representative organization.

This package contains a Star Luncheon Schedule for you to post (*to remind you of deadline dates*), and very important forms that must be completed and returned by the dates specified. Your cooperation is essential for our success. Attached you will find the following:

- ◆ **Schedule which includes deadlines for submitting forms**
- ◆ **Student nomination and names for program form**
- ◆ **Luncheon reservation form**

Up to three students may be designated as ISSF "Star Awards" winners. Selection guidelines are listed on the Nomination Form. The awards luncheon consists of the Awards presentation, student entertainment and a delicious lunch. The Director of each school, or designated person, will present medals to the students chosen from their school.

You will soon be receiving information on program advertising. We urge you to support our organization by buying a school ad and by selling ads to your parents and/or vendors for the beautiful program that will be read by over 900 persons. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Teri Logan, J.D.
Executive Director

STAR AWARDS LUNCHEON 2023

SCHEDULE

December (2022)

- 5 ***E-Mail Schools Star Luncheon Packet
(Contains Schedule, Student Nomination and
Program Names Form, Luncheon Reservation Form,
and Ad Form)***

January

- 31 ***Deadline for Schools to Submit Nominations
and Program Forms***

February

- 6 ***Deadline for Submission of Seating Reservation
forms***
- 10 ***Deadline for Schools and Organizations to Submit
Ads for the Program Booklet***

March

- 6 ***Program sent to Printer***

April

- 19 ***Seating Letter Sent Out***
- 26 ***“STAR AWARDS” LUNCHEON – 11:00 a.m.***

ISSF Star Awards Luncheon

STUDENT NOMINATION AND PROGRAM FORM

Name of School:

Name of School's Presenter:

Title:

**PLEASE ENTER
ALL DATA
CLEARLY**

INSTRUCTIONS: Each school may designate up to **three** students to receive an ISSF Star Award.

CRITERIA: An ISSF STAR STUDENT should be an exemplary student. He/she should be a student who sets an example for others to follow, whether in the home, school or community. The students should have excelled in one or more of these areas: academics, community service, citizenship, fine art, athletics, student activities, perseverance, effort, dedication, commitment to positive goals, improvement in performance, and attitude.

THE DEADLINE FOR NOMINATIONS IS [JANUARY 31, 2023](#).

Please list the three students in alphabetical order below. ISSF will print the names in the programs exactly as they appear below. Be sure to include all accents, hyphens, and appropriate spaces.

Please also spell student's names phonetically if appropriate.

Student 1	
Student 2	
Student 3	

Please email or mail this form **BEFORE January 31, 2023** to: issfdirector@gmail.com

ISSF

Teri Logan, Executive Director

200 NW 109 Avenue

Miami, FL 33172

Please call 305-962-0299 if you have any questions or concerns.

ISSF Star Awards Luncheon

LUNCHEON RESERVATION FORM

Name of School: _____

Address of School:

Phone:

Email:

Contact person at the school:

Date mailed:

Number of persons:

LUNCHEON COST: \$65.00 per person if payment is received by February 6, 2023; (\$70 per person if payment is received on or after February 7, 2023.)

Each school must collect all checks payable to the school (e.g. parents/administrators) and write one school check for the entire amount payable to ISSF. Please DO NOT send individual personal checks.

Please indicate any special dietary meals (kosher, vegetarian):

If a school head or school leader, i.e. rabbi, orders a special dietary meal for the attendees from their school, and the attendees refuse to eat the meals, and force the hotel staff to give them regular schools, that school will be billed for the meals consumed by the attendees at the higher rate charged by the hotel.

TABLE ARRANGEMENTS:

Please enter the total number of guests at each table. Tables cannot sit more than 12 guests. Tables for schools with more than 12 guests will be placed close to each other only if possible. Guests from more than one school may be seated together. Schools with fewer than 12 guests will likely have guests from another school seated at their table.

1st Table:

Number of Guests: _____
(including Star Award
winner and any children)

2nd Table:

Number of Guests: _____
(including Star Award
winner and any children)

3rd Table:

Number of Guests: _____
(including Star Award
winner and any children)

Please return this completed form with one check from the school via US Mail to:

ISSF

Teri Logan

200 NW 109 Avenue

Miami, FL 33172

**Return form by
February 6, 2023.
Please enter
information clearly!**

Please call 305-962-0299 if you have any questions or concerns.

TOTAL NUMBER OF GUESTS: _____

TOTAL AMOUNT PAID: \$ _____ **Date paid:** _____ **Check #** _____

\$65.00 per person if payment is received by February 6, 2023.

\$70.00 per person if payment is received on or after February 7, 2023

Please return this completed form with your check via US Mail to:

ISSF

Teri Logan

200 NW 109 Avenue Miami, FL 33172

**Return form by
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Please enter
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SCHOOL ADS

ISSF STAR AWARD LUNCHEON PROGRAM ADVERTISING

Honoring Our "STAR STUDENTS"

ARTWORK DUE BY NO LATER THAN February 10, 2023

<i>Ad Size</i>	<i>Ad Cost</i>	<i>Tickets</i>	<i>Other Recognition</i>
Full Page	\$1000	5	Yes (plaque)
½ Page	\$500	1	N/A
¼ Page	\$250	N/A	N/A

To reserve your ad space, email your camera-ready copy (Ex. **jpg, tiff, gif format**)

to: issfdirector@gmail.com and mail the corresponding fee to:

Teri Logan ISSF Exec. Director
200 NW 109 Avenue Miami, FL 33172

AD SIZE OPTIONS:

Full Page: 7" HIGH X 5" WIDE

Half Page: 3.5" HIGH X 5" WIDE

Quarter Page: 3.5" HIGH X 2.5" WIDE

