



ISSF

INDEPENDENT SCHOOLS OF SOUTH FLORIDA
200 NW 109 Avenue, Miami, FL 33172
Phone: 305-962-0299

32nd Annual ISSF “STAR AWARDS” LUNCHEON

December 1, 2024

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 17, 2024**, 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 school sector and of the ISSF role as a representative organization.

This package contains a Star Luncheon Timeline 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 are also receiving information on program advertising. We urge you to support our organization by buying a school ad for the beautiful program that will be read by over 800 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 2024

SCHEDULE

December (2023)

- 1 E-Mail Schools Star Luncheon Packet - (Contains Timeline, Student Nomination and Program Names Form, Luncheon Reservation Form, and Ad Form)

January (2024)

- 15 Deadline for Schools to Submit Nominations and Program Forms

February (2024)

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

March (2024)

- 8 Program sent to Printer

April (2024)

- 10 Seating Letter Sent Out
- 17 "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. This student should set an example for others to follow, whether in the home, school or community. The student should have excelled in one or more of these areas: academics, community service, citizenship, fine arts, athletics, student activities, perseverance, effort, dedication, commitment to positive goals, improvement in performance, and attitude.

THE DEADLINE FOR NOMINATIONS IS JANUARY 15, 2024.

*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.***

All student nominations must be typed, no handwritten nominations will be accepted.

Student 1	
Student 2	
Student 3	

Please email this form **BEFORE January 15, 2024** 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 attending _____:

\$70.00 per person luncheon cost if sent in by February 6, 2024. \$75 per person if sent in February 7 or later. Please collect all checks payable to your school (e.g. parents/administrators) and write one school check for the entire amount payable to ISSF. Do not send individual personal checks.

Please indicate any special dietary meals (kosher, vegetarian, etc): 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 other meals, that school will be billed for the meals consumed by the attendees at the higher rate charged by the hotel.

Please enter names of all guests for suggested seating. ISSF does not guarantee the seating arrangements sent in by schools.

(Tables cannot seat more than 12 people. Please be sure to include your Star students at your tables. You may add another sheet if necessary. Tables for schools with more than 12 attendees will be placed next to each other whenever possible.)

More than one school may be seated at a table; schools with 10 or fewer attendees will likely have guests from another school seated at their table.

1st Table:

2nd Table:

3rd Table:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____

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

ISSF
Teri Logan
200 NW 109 Avenue Miami, FL 33172

**Return form with payment
by
February 6, 2024
Please enter
information clearly!**

Please call 305-962-0299 if you have any questions or concerns. Parents are to direct their questions to their school.

SCHOOL ADS

ISSF STAR AWARD LUNCHEON

Honoring Our STAR Students – Due Back February 12, 2024

<i>Ad Size</i>	<i>Ad Cost</i>	<i>Tickets</i>	<i>Other Recognition</i>
Full Page	\$1000	5	Yes (certificate)
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

Full Page

7" High x 5" Wide

Half Page

3 ½" High x 5" Wide

Fourth Page

3 ½" High x 2 ½" Wide