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THE CONNECTICUT ASSOCIATION OF SCHOOLS

September, 2013

Dear Principal:

The Connecticut Association of Schools and Horace Mann Insurance take great pleasure in announcing the *CAS Recognition of Excellence Celebration*. This event will be a two-hour reception with appetizers, music, cash bar, and an award ceremony. This celebration will be held on November 19, 2013, at the Aqua Turf Club in Southington at 5:00 p.m. This is an excellent opportunity for schools to recognize teachers and staff for their dedication and outstanding programs. We encourage you and your school to participate.

OBJECTIVE: This program is intended to give CAS schools the opportunity to recognize Excellence in Education. Each school participating will receive an inscribed plaque.

CRITERIA:

1. Providing outstanding programs or contributing to school success.
2. Extraordinary staff involvement and contribution.

PROGRAM DESCRIPTION:

For this recognition, briefly explain the following information about the program or awardee:

1. Describe your program or staff contribution.
2. What sets this program or staff contribution above and beyond the standard?

Please note: This information is to be included at the time of registration. See Registration Procedure. (Each school's description of their recognition of excellence will appear in the celebration program. The program name and description is limited to 1,000 characters.)

REGISTRATION PROCEDURE:

To participate in this program, registration must be completed electronically via the CAS-CIAC web site. To submit your information, please click on the member schools login link in the upper left-hand corner of the CAS-CIAC home-page. Enter your school number and login ID and after successfully logging in, select *Submit CAS Recognition of Excellence Celebration* form. Please provide the following:

1. Name of the program or staff contribution being recognized along with a description.
2. Name(s) of the award recipient(s) who will be attending the banquet, as well as the names of any additional members from your school and district who will also attend.

DIGITAL PICTURES:

Please send two digital pictures: One of the program or activity; and one of the award recipients being recognized to Erin Guarino at eguarino@casciac.org by October 25, 2013. These digital pictures should be high resolution with a file size of approximately 2 mg. each. Larger file sizes are fine as well. Pictures may be either tiff or jpeg files. Please do not embed the pictures in a word file as this limits the file size when we try to extricate them. Screen shots from online are not appropriate for this event as the file sizes are too low. If you are using your iPhone to take and send the pictures, please select the highest file size option when sending (actual size 871kb). Please remember that your pictures will be blown up onto a large screen at the event and we want your pictures to look great!

COST TO MEMBER SCHOOLS:

The cost to attend this event is \$30.00 per person. For member schools, the cost of the plaque will be borne by the Connecticut Association of Schools. Non-member schools will pay an additional fee of \$100.00.

RESERVATIONS:

We expect that many of our CAS schools will participate. Your early response is appreciated. No reservations will be accepted at the door on the night of the celebration. We must receive your reservations and program information by October 25, 2013.

If you have any questions or need additional information, please contact Barbara O'Connor at boconnor@casciac.org or at 203-250-1111. CAS looks forward to greeting you on November 19, 2013, at the Aqua Turf.

Sincerely,

Regina S. Birdsell

Assistant Executive Director

*Serving schools
and principals*