



THE CONNECTICUT ASSOCIATION OF SCHOOLS

August, 2011

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- National Association of Elementary School Principals
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- National Federation of State High School Associations

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Dear Elementary Principal:

The Connecticut Association of Schools Elementary Division and Horace Mann Insurance take great pleasure in announcing the 18th Annual Elementary School Program Recognition Banquet, "*Celebration of Connecticut Elementary Schools' Success.*" It will be held on November 21, 2011, 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 hard work and outstanding programs. We encourage you and your school to participate.

OBJECTIVE: This program is intended to give CAS schools the opportunity to recognize and celebrate their schools' successes.

CRITERIA:

1. Program or staff achievement of school goal promoting school success.
2. Program or staff achievement having a positive impact.

PROGRAM DESCRIPTION:

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

1. Describe your program or staff achievement.
2. What sets this program or staff achievement above and beyond the standard?
3. How can other schools replicate this program?

Please note: This information is to be included at time of registration. See Registration Procedure.

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 Elementary Program Recognition Banquet Reservation Form*. Please provide the following: Name of the program being recognized; Program description; Name(s) of the award recipient(s) who will be attending the banquet, as well as the names of all members of your school and district who will also attend.

DIGITAL PICTURES:

Following the directions on the CAS member section of the website, please upload 3 digital pictures of: 1. The school*; 2. The program; 3. The award recipient(s). Please include one to two sentences describing each picture. Digital pictures must be uploaded by October 21, 2011.

*Serving schools
and principals*

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COST TO MEMBER SCHOOLS:

The cost of the dinner for award recipients and their family members, school administrators and staff, board of education members, central office personnel, and PTO members is \$38.00. For member schools, the cost of the plaque will be borne by the Connecticut Association of Schools. Each school will have a plaque of recognition at their table. Each principal or designee will present the plaque at the assigned time. Non-member schools will pay an additional fee of \$100.00.

RESERVATIONS:

We expect that the vast majority of our elementary schools will participate. Your early response will determine your school's seating location and be of help to us in many ways. NO tickets will be available at the door, nor will anyone be admitted who has not been previously registered by the school principal. We are able to reserve individual tables for schools sending groups of 10 or 12. Smaller groups from the same school will be seated with participants from another school.

We must receive your reservations, information, and digital pictures by October 21, 2011. At this time, we should also be notified of any special dietary requests. CAS looks forward to greeting you on November 21, 2011, at the Aqua Turf.

Sincerely,

Karen Fitzsimmons

Karen Fitzsimmons

Principal, Memorial Elementary School, East Hampton

Chair, Elementary Board, Connecticut Association of Schools

*If your school participated in the Program Recognition Banquet last year, you do not have to re-submit the photo of your school.