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**SALINE HORNETS FAVORITE TEACHER NIGHT OVERVIEW**

In an effort to more closely connect our department of athletics with our teaching staff, we are instituting an annual tradition of “Favorite Teacher Night” in certain sports. Below is an overview of the program from planning to implementation:

* Select a game on your schedule to be Favorite Teacher Night. Make sure there are no school conflicts (Board of Education meetings, parent-teacher conferences, open houses, major concerts, plays, etc.).
	+ Once a date has been selected notify the athletic department so it can be noted on your schedules.
* Create the Favorite Teacher ballot and distribute to your student-athletes approximately 6 weeks before your event date. Ballot should ask them the following:
	+ Who is your favorite teacher at the high school?
	+ Why is this individual your favorite teacher?
	+ What was your first memory or initial impression of your favorite teacher?
	+ What lasting lessons did you learn from your favorite teacher?
	+ Other information you would like everyone to know about your favorite teacher.
* Collect favorite teacher ballots from your student-athletes and look for duplicates.
	+ If duplicates exist, please see if the underclassmen can select an alternate teacher so we can involve as many individuals as possible.
* Notifications and ancillary tasks:
	+ Send written invitations to favorite teachers (include their families) at least 4 weeks in advance. Make a big deal of this.
	+ Create and frame certificates signed by student-athletes. (Let us know if you need help with this.)
	+ *Notify press so they can cover the event – great PR for the program and education in general!*
	+ *Notify your opponent & officials (athletic department can handle for you) of extended halftime.*
* Make sure announcer has “Favorite Teacher” script at least one week in advance.
	+ Proof script for fluency.
	+ Make sure all stories are appropriate. This is not the time to embarrass anyone!
* Night of event
	+ Pre-game reception with student-athletes and favorite teachers.
		- Allow student-athletes to reacquaint themselves with favorite teachers.
		- Coach or AD makes comments about impact of relationships in education and importance of connecting athletics and classroom activities.
		- Organize hors d’oeuvres and soft drinks, if willing.
	+ Halftime
		- Have volunteer or contest management assemble favorite teachers w/ 5 minutes to go in half.
		- Once halftime begins have student-athletes great their favorite teacher (line them up by class numerically).
		- Read scripts and have student-athletes and favorite teachers walk out as their information is being read (have a photographer take individual photos with each pair).
		- After all have been introduced take a group photo with all student-athletes and their favorite teachers. *This is the photo you want to see in the papers!*
* Post-event follow-up
	+ Follow-up with press highlighting the importance of the event.
	+ Have student-athletes send favorite teachers a thank-you card (program card if available).
	+ Make sure each favorite teacher and student-athlete gets a 5x7 of them as a pair and an 8x10 of the group.
	+ Afterwards inform AD of ideas to make event even better.