

First ROTARY AWARD FOR Excellence in Education 4/22/91  
April 22nd

presentation protocol

90/91

1. one panel member hosts one teacher entourage per table - and possibly a school board member per table.
2. David Taylor will intro the project and then
  - (2) call on a panel member to approach the podium
    - A. The Rotarian will give 150 word bio on the teacher
    - (12) B. David Taylor will give her a "Certificate of Merit" and invite her to respond at the microphone for one minute.
    - C. This will be repeated until the five merit certificates are passed out.
3. David will then call Huey Barnett and Claire Taylor ~~to the podium~~ to the podium and Huey
  - (3) will give her bio and her Certificate of Merit.
4. Huey will step down, and Billy Smith will explain the Paul Harris Fellow award
  - (2) then bestow Rotary's highest honor on her. (also honorary Rotarian?)
5. Then Billy will sit down and Jerry Smith will explain all three

plaque associated with this award  
and give her the personal plaque.

(3-4)

Jerry will then give her the \$1,000<sup>00</sup>  
cash award, and explain any other  
gifts or offerings that have come from  
the business community.

6. David will explain that DGN Bob  
Fitts has an interest in promoting this

(1-2)

project District wide (he may be there)  
and if so he might want to comment.

7. Turn it back over to Billy Smith.

Estimated time 23-25 minutes

(15)



The teacher you will be host to at  
the Rotary meeting on April 22nd is:

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1. Telephone her to determine if she will be there, and the name of her guest or spouse. ASK her to give a copy of her letter to her principal. Do this soon.
2. Telephone her principal to see if he/she will be there so you can order a name tag.
3. Telephone David Cordell: 864-7733 <sup>soon</sup> and tell him the exact names of who will attend.
4. Come early on the 22nd and get your name tags and place them on one of the front six tables to reserve seats facing forward. One teacher on tourage per table - and yourself.
5. Position yourself at the sign-in table to insure that your teacher is identified before paying for lunch.

6. Write about 150 word bio introducing your teacher - which you will give when David Taylor calls you (and your teacher) to the podium.
7. Tell your teacher while visiting at the table that she has one minute to respond at the microphone.
8. Check with Terry Smith that morning to see if you have any flowers to be giving
9. Invite other Rotarians to join your table
10. You may also have a school board member at each table. They are invited.