**Signing Ceremony**

***Formalizing a School and Community Partner Relationship***

Once a relationship has been established between a school and a community or business partner, a Signing Ceremony is scheduled to formalize and publicize the partner relationship. The purpose of a Signing Ceremony is for the school to let their community partner(s) know that they are wanted, needed and appreciated. It is also an opportunity for the community partner to become acquainted with the school faculty, students and parents. Signings should be well-planned and occur during a time mutually agreed upon by the community partner and the school.

**Planning a Signing Ceremony**

1. Partner and school should plan a time, date and program where the Signing Ceremony may be held. Signing Ceremonies can be held during student assemblies, Site Council meetings, in the principal’s office or other events. **The school is responsible for inviting its community partners to the signing.**
2. The school can mail invitations to the Signing Ceremony to their Superintendent, Assistant Superintendent, Board of Education members and other guests, if desired.
3. School administration should conduct the Signing Ceremony.

**Preparing for a Signing Ceremony**

1. Confirm the partner’s attendance a day in advance and ask them to arrive 15 minutes early.
2. Schedule the signing at the beginning of the meeting. Consult with the person responsible for the agenda, if necessary, so that the partner may leave after their part.
3. Remember to set up a table or podium to use for signing the certificates.
4. Remember to have working pens available to sign the certificates.
5. A Tip Sheet should be filled out at least two weeks prior to the event to inform District Media Services of the planned event. The tip sheet should be faxed to Marketing and Communications at (316) 973-4612. Also arrange for someone to take pictures at the signing and record the names of those pictured.

**Performing a Signing Ceremony**

1. Introduce the audience to the new partner and share the activities that the partner has planned for the school year.
2. Ask the partner representative(s) to come forward to sign the certificates. (There are two certificates per partnership: one copy for the school, and one copy for the partner. The school representative should sign every certificate on the designated line).
3. Take several pictures at the signing. Take pictures before, during and after the presentation.