



Champions of Character® High School Awards Program

The Champions of Character High School Awards Program is designed to honor high school student-athletes for character, spread the Champions of Character message and generate interest in your NAIA Championship. High School student-athletes are recognized for character during a Championship contest. Championship hosts are free to hold a reception, honoring the recipients, before or after the awards ceremony.

As a Championship host you are free to use any or all of the pieces of this program. Additional Champions of Character resources can be found at http://www.naia.org/ViewArticle.dbml?&DB_OEM_ID=27900&ATCLID=211771992

Goals: To spread the Champions of Character message and generate interest *in* Champions of Character and your NAIA Championship.

Objectives

- Raise awareness of Champions of Character
- Make meaningful connections with area high school, high school youth and their parents
- Reward participants for displaying character
- Increase attendance at your Championship

Resources

The following resources are included to help you plan and implement your Champions of Character High School Awards Program.

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Questions?

For questions on the Champions of Character High School Awards program please contact Champions of Character at championsofcharacter@naia.org

Best Practices

PLANNING YOUR PROGRAM

- Seek input from your Tournament Committee.
- When choosing a time/date for your program, consider your Championship schedule and high school schedules (vacations, testing).
- If needed, seek sponsors.
- Determine if tickets to the Championship will be included and how many (see Championship Tickets below)

RECEPTION TIPS (Reception is optional for host)

- Can be held before or after the awards ceremony
- Choose a venue close to the competition site where the awards ceremony will take place.
- Consider finding a reception sponsor. Recognize sponsors at the reception.
- If needed, limit reception guests to parents or guardians and the nominator.
- Plan for AV needs.
- Program can include a speaker.
- Consider creating and playing a power point featuring honorees (name, school, photo, school logo etc.)

PROMOTING THE PROGRAM TO AREA HIGH SCHOOLS

- Contact list for high schools should include Athletic Director and Principal contact information.
- Send invitations to schools as soon as possible after event is scheduled.
- Send nomination reminders as needed. Send a "FINAL REMINDER".
- Communicate information about the awards ceremony (arrival time, dress, tickets, seating etc).
- If needed, communicate reception information.

CHAMPIONSHIP TICKETS:

- Consider providing tickets to the Championship for each award winner, their parents and the nominator.
- Tickets can be distributed at event check in.

AWARDS CEREMONY

- Hold the awards ceremony during your Championships. Preferably before a contest or at halftime.
- Determine how the award winners will be announced and where they will stand.
- Consider including background music as the award winners are announced.
- Determine who will be part of the awards ceremony. Include any sponsors.
- Provide the announcer with a script which includes pronunciations.
- Ensure award winners line up to be announced according to the announcer's script.
- If certificates will be distributed during the ceremony make sure they are in order.
- Be prepared to handle late arrivals.
- End the ceremony with a group picture of award winners, sponsors and organizers.

PHOTOGRAPHY

- Some schools or organizations require photo releases. Check with schools and organizations before publishing pictures of your event.
- Send the group photo to all award winners, nominators and sponsors.
- Include a photo disclaimer on information sent to schools. A customizable photo disclaimer example is shown below.

NAME OF HOST frequently videotapes and photographs participants enjoying our programs and special events. These images are used by NAME OF HOST in publications, on the web, for television/cable promotions, or to use as is seen fit. The images are used at the program's discretion and become its sole property. Individuals will not be identified unless permission to do so is granted.

OTHER

- Determine if directional signage is needed for transit between any reception and the awards ceremony.
- If desired, create certificates for award winners.



Suggested Timeline (Does not include a timeline for an optional reception)

DATE	TASK
5-6 Months Prior	<input type="checkbox"/> Determine event date, time, location, and if Championship tickets will be included. <input type="checkbox"/> Build contact lists for area high schools (Athletic Directors and Principals). <input type="checkbox"/> If needed, seek sponsors. <input type="checkbox"/> Decide how student-athletes will be nominated. If needed, create a form (see page 6). <input type="checkbox"/> Create a nomination email. Include any reception information (see page 5). <input type="checkbox"/> Create a tracking tool to track nominations (see page 9). <input type="checkbox"/> Determine volunteer needs.
2- 3 Months Prior	<input type="checkbox"/> Send bi-monthly nomination emails to high school contacts. <input type="checkbox"/> Track nominations as they are received. <input type="checkbox"/> Begin recruiting volunteers. <input type="checkbox"/> Determine any signage needs and order. <input type="checkbox"/> If needed, continue to seek sponsors.
1 Month Prior	<input type="checkbox"/> Send a "Final Reminder" nomination email to high school contacts. <input type="checkbox"/> Track nominations as they are received. <input type="checkbox"/> Create a script for the awards ceremony. <input type="checkbox"/> If desired for any reception, begin creating a power point to honor recipients. <input type="checkbox"/> If needed, create volunteer instructions.
Two Weeks Prior	<input type="checkbox"/> Finalize award winner list for announcer. Include name pronunciations. <input type="checkbox"/> Order Championship tickets for award winners, parents/guardians and others. <input type="checkbox"/> Work out details on any background music to be played during the ceremony. <input type="checkbox"/> Send instructions and event information to volunteers.
One Week Prior	<input type="checkbox"/> Create award certificates (see page 8). Print certificates and put them in envelopes. <input type="checkbox"/> Finish any power point (for reception). <input type="checkbox"/> Print two award winner lists for check in. Include any other guests. <input type="checkbox"/> Pick up Championship tickets.
Day Of	<input type="checkbox"/> Bring to event: Check in list, certificates and tickets. <input type="checkbox"/> Set up check in table. <input type="checkbox"/> Set up any signage (volunteers can help with this).
Awards Ceremony	<input type="checkbox"/> Check in and greet attendees, distribute Championship tickets and certificates. <input type="checkbox"/> Let the announcer know of any no shows (only those present should be announced). <input type="checkbox"/> Line up award winners (according the list) 5 minutes prior to the awards ceremony. <input type="checkbox"/> Be prepared for last minute arrivals. Put them at the end and let announcer know. <input type="checkbox"/> Ensure award winners are recognized as announced. <input type="checkbox"/> Once all are announced help stage a group photo. Ensure everyone can be seen.
Follow Up	<input type="checkbox"/> Send certificates to all those who could not attend. <input type="checkbox"/> Thank volunteers. <input type="checkbox"/> Let the NAIA know about your event.

Sample Nomination Email

Feel free to use any of the information below to create a nomination email to send high school Athletics Directors and Principals

Dear Athletic Director and Principal:

The [Championship Host Name] and the National Association of Intercollegiate Athletics (NAIA) is pleased to sponsor the NAIA [Host city] Champions of Character High School Awards. This award is presented to [Host city] area high school student-athletes who exhibit exemplify the Champions of Character values both on and off the [field, court, track etc].

These awards will be presented on [day, date] during the NAIA [Sport] Championship to be held at [Championship location].

We invite you to nominate two deserving student-athletes, one male and one female for this award. Nominees may be selected from any sport sponsored by your high school.

To nominate student-athletes for this award [include nomination information here].

Please contact me for any questions. We look forward to recognizing your student-athletes at the NAIA [Sport] Championship. Thank you.

Sample Nomination Form



High School Student-Athlete of Character Award

Recognizing the Champions of Character values and Kansas City Metro area High School student-athletes who act on them. Each high school may nominate ONE student-athlete for this award. Please complete all required fields and click Continue when done. You will receive a copy of your submission via email.

Student-Athlete's First Name (as they want it on the certificate) *

Student-Athlete's Last Name (as they want it on the certificate) *

Please tell us how to pronounce the student's name. *

Student-Athlete's High School (Use formal name) *

High School Street address *

High School City *

High School Zip *

Specify gender *

Student-Athlete Current Grade *

Sport(s) participation *

Parent's Email address. (Please note the NAIA does not share contact information with outside parties.) *

Provide specific examples of how the student-athlete demonstrates the Champions of Character values, integrity, respect, responsibility, sportsmanship and servant leadership in practice and competition. Only the first 100 words will be accepted so please be succinct. *

Provide specific examples of how the student-athlete demonstrates the Champions of Character values, integrity, respect, responsibility, sportsmanship and servant leadership in the classroom, school and community. Only the first 100 words will be accepted so please be succinct. *

Please upload a high resolution photo of the nominee *

Please upload your school logo *

Nomination submitted by (First, Last Name) *

Position/Title *

Nominator School *

Nominator Email *

Nominator Phone *

(Area) - (Area) - (Area)

Continue



Sample Announcer Script

Feel free to use any or all of the information below to create your script for your Champions of Character High School Awards ceremony.

The National Association of Intercollegiate Athletics is pleased to sponsor the NAIA [City] Champions of Character High School Award. This award is presented to [City] area high school student-athletes who exhibit and exemplify the Champions of Character values both on and off the field or court.

Integrity, respect, responsibility, sportsmanship, and servant leadership are the criteria these student-athletes demonstrate. They do their best to represent their school, teammates and themselves while striving to have the Integrity to stand by their word; Respect their opponents, the officials, teammates, coaches, themselves and the game; take Responsibility for their actions in all areas of life; exemplify Sportsmanship by holding themselves to the highest of standards of play and provide Servant Leadership where they serve others while striving to be a team leader. These [# of winners] high school student-athletes were nominated by their coaches and Athletics Directors.

To present tonight's awards the NAIA would like to welcome [Name, title] and [Name, title] to the [Court, Field, Track]

Please hold your applause till all names have been called.

Announcer reads award winner's names and schools from the award winner list.

Congratulations to all award winners!

Sample Certificate

Use this sample certificate to create a certificate for your award winners.

The Champions of Character Logo can be found here http://www.naia.org/ViewArticle.dbml?&DB_LANG=C&DB_OEM_ID=27900&ATCLID=205327326



Sample Tracking Tool

First Name	Last Name	School	Nominator Name	Nominator Email	Parent/Guardian Names	Parent/Guardian Email