

Ocean County Superintendents' Roundtable Student Recognition Breakfast - May 21, 2025

CHECKLIST FOR DISTRICTS

There are quite a few moving parts to making sure everything is submitted. This checklist can help ensure we have everything we need. All forms and info are available at www.jacksonsd.org/roundtablebreakfast

This is for YOUR USE ONLY (don't send it back to us).

Questions? Contact Allison Erwin at 732-833-4618 or aerwin@jacksonsd.org

Done	Task	What it is
	<u>Required of HS Districts</u> Determine student honorees and invite them and parents. Determine district attendees for breakfast.	<ul style="list-style-type: none"> It is the responsibility of each district to notify the parent(s) of this honor and to extend them an invitation to attend the breakfast.
	<u>Required of HS Districts</u> Submit online " Student Selection & HS District RSVP Form " by May 2, 2025.	<ul style="list-style-type: none"> Provides names of your student honorees for plaques Provides names of others attending (e.g. parents, principal, supt.)
	<u>Required of HS Districts</u> Submit online " Student Biographical Information Form " AND graduation photo by DATE TBA and email graduation photo to aerwin@jacksonsd.org	<ul style="list-style-type: none"> Provides student information needed to create printed program for breakfast
	<u>For HS Districts</u> Submit online Ocean County Mayors' Association Scholarship Nomination Form for various student scholarships.	<ul style="list-style-type: none"> The OCMA sponsors generous scholarships to be presented at this event. EACH HIGH SCHOOL submits ONE student for the Mayor's Scholarship (highest academic achieving student) You may also submit multiple nominees for three special OCMA scholarships.
	<u>Required of All Attending Districts</u> Send payment for breakfast to Allison Erwin in Jackson (payment info is in online Student Selection Form) by May 2, 2025	<ul style="list-style-type: none"> \$35 per person attending, which includes the cost of the student plaques Payments made payable to "Ocean County Association of School Administrators"
	<u>Encouraged for All Districts</u> Submit online " Sponsor Ad Form " to recognize students (½ page or full) and submit ad and payment for ad by May 2, 2025	<ul style="list-style-type: none"> To raise additional funds for our scholarship recipients, we ask each school district to PLEASE place an ad in the program for the Recognition Breakfast. Checks payable to "Ocean County Association of School Administrators"
	<u>Required of K-8 Districts</u> Submit online " RSVP and Payment Form for Attendees (other than HS Districts)"	<ul style="list-style-type: none"> Provides names of attendees from K-8 districts