

## **FLAIR Honor Society Induction Instructions for teachers**

1. Upon arrival, check in with the teacher in charge in the theater lobby. There will be a table and sign for check-in.
2. We will only invite students who are going to be inducted into the FLAIR honor society. Students receiving medals or a pin will receive that at their school ceremony.
3. Please ask students to wear Sunday dress. Do NOT wear jeans or shorts to the ceremony.
4. Check the program to see if names were omitted. If so, write them in your program so when you announce student names, they will be recognized. Then give the list of omitted names to Jana Sandarg. She will send certificates and a new program for the omitted students.
5. Ask your students to seat themselves alphabetically in the section reserved for your school.
6. Go through the program and mark off names of students not attending so you do not call their name.
7. The M.C. will call two schools at a time; one will go on stage while the other lines up at the foot of the stairs that lead to the stage. Have your students ready to go on stage as the previous school recognizes their last students.
8. Students from your school will come onto the stage as a group. Volunteer teachers on stage will line your students up in one line, if possible, or two lines. Tell your students to step forward when their name is called. That way, each student will be recognized individually.
9. Please ask your students to remain until the end of the ceremony. It is disappointing for the last few schools to face an empty auditorium.
10. When you come to the stage to call out names, you will be handed an envelope with the certificates AND SEALS for all students from your school. Hand the certificates to the students and if there are any names misspelled, please give the certificate to Jana Sandarg with the correct spelling noted on the certificate. She will send a new one to the teacher. Take the certificates of students who are not present to their teacher, who can distribute them at school. Do NOT give the students the seals. Give them to your school counselor or whoever is in charge of giving seals at graduation.