



Satellite Georgia Future Educators Signing Day Playbook

Greetings to all CTAE Directors/Supervisors, School Counselors, Work Based Learning Coordinators, Teaching (Education) as a Profession, and Early Childhood Education Teachers,

Since 2016, we have offered the opportunity to celebrate students wanting to go into the education profession by hosting a **Georgia Future Educators Signing Day**. This year our statewide event is scheduled for **Tuesday, May 6, 2025**, during the National Teacher Appreciation Week. This year we will be offering a unique opportunity to attend the first inaugural **Teach in the Peach Signing Day event at the College Football Hall of Fame** in conjunction with your local signing day event. Local CTAE Directors have received a survey regarding registration for the Teach in the Peach event. We will have access to project your local event on the screens inside the College Football Hall of Fame.

If you are attending in-person or will host a local signing day event, the purpose of this day remains the same: to promote education as a career choice. We must celebrate becoming an educator so that we can fill the needs of the Georgia teacher pipeline.

STEP ONE – PREGAME STRATEGY

Prior to the Event ---- Start your planning EARLY!

✓ **When and Where:**

- **Tuesday, May 6, 2025**, at (time) at (location: media center, board office, library, auditorium, classroom, gym, virtual platform, etc.)
- Check all schedules to eliminate conflicts and ensure high attendance.
- If there are multiple schools in the county, this event could be county-wide.

✓ **Advertisement:**

- Announce on all media outlets used by the school:
 - System/school web page, school announcements, newspapers, local tv channels, Facebook, Instagram, radio stations, newsletters, etc.
- Suggested information to post:
 - On **Tuesday, May 6, 2025, Georgia Future Educators Signing Day** will be held to recognize students who are planning to pursue a career in the field of education. Local system administrators/teachers, retired teachers, college and university representatives, mayors, and other government officials are invited to attend this ceremony. The ceremony for *(Insert School/System Name)* will be held at *(Insert Location)* at *(Insert Time)*.

✓ **Identification:**

- Identify Seniors that are planning to pursue a career in education. Inform them of event with all details involved. Your WBL coordinator could help with this.
- Invitations (formal or informal):
- Send to parents/guardians, educational agencies, business/industry, school/district administration, retired teachers, community members, advisory committee members, local media, those who inspired the student to teach, mentor teacher from internship or WBL experience.

✓ **Supplies Needed:**

- School banner/backdrop, table, chairs, podium, microphone, college/university logos, refreshments, programs, decorations, camera, Signing Day certificates, donations/sponsorships from business/industry and/or colleges/universities, etc.

STEP TWO – TACTICAL INITIATIVES

Day Before ----

- ✓ Materials needed: school banner, college/university logos, refreshments, programs, decor, balloons, camera, tables, chairs, etc.
- ✓ Prepare a goody bag for your signees – could be swag of the college they will attend.
- ✓ Follow up the day before the event with any invited media outlets.
- ✓ Follow up with your college representatives.
- ✓ Follow up with school administrators
- ✓ Follow up with guest speakers and any request they may have for presentations.
- ✓ Arrange the room or stage. Then set up head table with tablecloth, decorations, college represented logos, and/or music.
- ✓ Print Signing Day Certificates and have a pen at each station.
- ✓ Print Agenda for special guests.

STEP THREE – GAME DAY

Day of Event ----

- ✓ Prepare any refreshments, nametags, handouts, goody bags, etc.
- ✓ Have students or school administrators at the front of the school to greet guests and escort them to the signing day event.

Agenda for Educators' Signing Day (suggested)

- Welcome
- Recognition of Special Guests - Remember to recognize any Parents, Mentor Teachers, Local School Superintendent, Local School Board Members, Legislators, or College Representatives.
- Words of Encouragement – Inspirational Speaker
- Highlights of TAP/ECE Program
- Recognition of Student(s) - Individually with “whys” and “future plans”
- Signing Ceremony
- Closing Remarks

Signing Day Script - For ECE or TAP Teacher or School Administrator

By signing this letter of commitment, you are committing to improve the quality of education for students in the state of Georgia. On behalf of the State School Superintendent, Richard Woods, your local administrators, community members, and teachers, we commend you on making an honorable decision to improve the quality of education for Georgia's students. You will be a great asset as we work towards "Educating Georgia's Future."

Please sign the commitment certificate.

STEP FOUR – POST GAME PLAN

Follow Up to Your Event----

- ✓ Share the success of your event by sending/posting an article with pictures on school/system webpage, social media (Facebook, Twitter, Instagram), local television stations, local radio stations, system/school newsletters, and school/local newspaper.
- ✓ Send thank-you notes to all that helped make that day successful including media who attended.
- ✓ Record the list of students who signed and their future, so you can support them throughout their future endeavors.

Thank you for promoting the education profession!

For additional information, you may contact:

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#gaeducatorssigningday25
#gafutureeducator
#CTAEdelivers
#TeachinthePeach

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