



Our Superintendent and Board Members are excited to recognize you for your recent accomplishment/award/honor at the Tuesday, \_\_\_\_\_ School Board Meeting.

The Board Meeting will be held at Orangeburg County School District's Administrative Office (102 Founders Court, Orangeburg) and begin promptly at 6:30 pm.

While we would very much like to recognize your accomplishments in person, at this time, amidst the coronavirus pandemic and necessary precautions, most recognitions will be held without honorees in attendance. We thank you for your understanding and invite you to view the recognition live on our website.

### **INFORMATION NEEDED**

School principal/designee, please notify the family/student and complete the information below and return to the Communications Department, [public.relations@ocsdsc.org](mailto:public.relations@ocsdsc.org), (deadline for submission: a week ahead of the scheduled Tuesday meeting).

- Formal name of the honor/award.
- Details of the award, why it was received and the significance of the recognition.
- Photograph(s) of the honoree(s)
- Verify that students are not on your "do not photograph list."
- Mailing address of the honoree(s) if the certificates will be mailed.