



CARL SANDBURG HIGH SCHOOL

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2017 GRADUATION SPEECH GUIDELINES AND APPLICATION FORM

Graduation is fast approaching and as is our practice, any graduating senior may submit a speech for consideration as the keynote student speaker at graduation.

If you are a graduating senior and wish to be considered as the keynote student speaker for this year's graduation, you must:

- Follow the Guidelines articulated on the reverse side of this application form.
- Make sure your speech addresses this year's school-wide theme: *What's Our Impact?*
- Complete this application form and submit a **fully-developed first draft** of your speech by **2:00 pm on March 31st**, to the Main Office Attn: Mr. Gardner or e-mail to ggardner@d230.org. No late exceptions.
- Understand that your speech will be reviewed by a Selection Committee comprised of students, teachers and administrators.
- Understand that if your speech advances in the process, you must audition (by delivering your speech) in person before the Selection Committee during the week of **April 24**. Appointments will be set by Mr. Gardner.
- Know that audition criteria is based on the guidelines articulated on the reverse side of this form, on the speaker's ability to communicate theme, delivery and appropriateness based on these guidelines, and on very familiar performance criteria that you have learned through your English classes since your freshman year, including: volume, rate of speaking, articulation, body language and eye contact.

The **Selection Committee will announce its decision the week of May 1, 2017**. The designated keynote student speaker will meet prior to graduation with Mr. Gardner to revise and rehearse the speech on dates to be mutually convenient.

Student Agreement - Due March 31st

If your speech is selected to be part of the Commencement Ceremony, you agree to the following:

- *The speech that I submitted will be the one presented at the graduation ceremony. To edit, change or alter the speech without the consent of the building principal or designee will result in disciplinary measures, possibly causing a delay in receipt of a diploma.*
- *Any conduct that occurs prior to graduation that results in a disciplinary referral, detention, or suspension will cause a revocation of my ability to deliver the speech during the graduation ceremony.*
- *Any conduct that occurs prior to graduation that results in a code of conduct violation will cause a revocation. See above bullet.*
- *I agree to meet with building administration upon request to review ceremony procedures.*
- *I agree to be present at graduation early and meet with building administration to review any changes or modifications to the ceremony.*

I hereby submit a keynote speech to be considered for the 2017 graduation ceremony to be held at Carl Sandburg High School on Tuesday, May 23, 2017, beginning at 7:00 pm. I understand the parameters set forth above.

Student Signature: _____ ID# _____ Date: _____

GENERAL GUIDELINES:

- **Maximum delivery time: 3 minutes**
- The presentation can be in the form of a speech or a poem.
- The speech must be centered around the theme: ***What's Our Impact.***
- Write in a style that conveys sincere appreciation for Carl Sandburg and reflects what it means to be a graduate of this school. Along with the theme, the speech should be framed around one or two of the following-
 - *Importance or impact of academics*
 - *Influence of faculty, staff or family*
 - *A significant opportunity offered at/afforded by Sandburg*
 - *Co-curricular activities involvement*
 - *Athletic participation*
 - *Community service events*
 - *Sandburg social events*
 - *Other related topics*
- Be sure of your facts.
- Humor can be included, if appropriate, but the overall tone of the address should suit the occasion; it is inclusive, upbeat, and positive.
- Avoid clichés and end your speech with a strong conclusion.
- Consider these questions as you develop your thoughts:
 - *What values do you hope your classmates will carry away with them as a result of being here?*
 - *In what ways has the class grown as a result of being here?*
 - *How have you learned to adapt to change and to work through difficulty?*
 - *How have you learned to appreciate and celebrate differences?*
 - *What things are important in student life at the school, and why?*
- Remember, you are speaking **on behalf** of your class, and, although personal anecdotes can be included, they should be woven in to specific experiences you shared with your class **as a whole**.

Submission Guidelines:

- Written speeches are required for submission prior to **2:00 pm on March 31st**
- Submission can be completed in one of two ways:
 - E-mail submission to **Mr. Greg Gardner, Assistant Principal** at ggardner@d230.org
 - Submit a typed copy to the Main Office, Attn: Mr. Gardner
- You must complete a signed copy of the Student Agreement and submit this document at the time you submit your written speech.
- After **March 31st**, all submitted speeches are final – no revisions or additions can be made.
- If your speech contains vulgarity, defamatory remarks regarding students, staff, parents, or Carl Sandburg High School, or comments deemed inappropriate, in general, your speech will automatically be rejected.
- Your speech will be reviewed by the Selection Committee on the week of **April 17th**.
- Final Round auditions will be held the week of **April 24th**
- Your status will be sent to you no later than **May 3rd**.