Dear Silver Knight Coordinator,

Welcome to the 2019-2020 Miami Herald and el Nuevo Herald Silver Knight Awards program. We look forward to your school's participation in this exciting program that recognizes outstanding high school seniors for their community service and achievements. This year's program is the Silver Knight's 62nd year recognizing our future leaders. Since its inception, we have celebrated the accomplishments of more than 20,000 students and presented over $1 million in cash awards. You have an important role in helping to give outstanding students the recognition they deserve. To facilitate this, we have prepared this handbook with guidelines that explain the program and the steps involved to complete the application process.

The Silver Knight program culminates with a formal awards ceremony where all the school nominees are recognized and the Silver Knights and Honorable Mentions are announced. Please reserve Thursday, May 16, 2019 at 7 PM to join us at the James L. Knight Center in Downtown Miami for the 62nd Silver Knight Awards Ceremony.

We are grateful for your participation and dedication in helping your nominees throughout the process. South Florida has much to be proud of in our young people — YOUR students — who are the future of our community! On behalf of the Miami Herald Media Company, thank you for all that you do and the support dedicated to your students.

In the meantime, if you have any questions or if we can be of further assistance, please don't hesitate to contact us at: silverknight@miamiherald.com

Silvia M. Larrieu
Events, Partnerships & Development Director
Miami Herald Media Company
What is a Silver Knight?

The Miami Herald Silver Knight Awards is one of the nation’s most highly regarded student awards programs. The purpose of this awards program is to recognize outstanding students who have not only maintained good grades but have also unselfishly applied their special knowledge and talents to contribute significant service to their schools and communities. The Silver Knight Awards program was instituted at The Miami Herald in 1959 by John S. Knight, past publisher of The Miami Herald, founder and editor emeritus of Knight-Ridder Newspapers and 1968 Pulitzer Prize winner.

The program is open to high school seniors with a minimum 3.2 GPA (unweighted) in public, private, and parochial schools in Miami-Dade and Broward counties. Students may be nominated in 15 categories: Art, Athletics, Business, Digital & Interactive Media, Drama, English & Literature, General Scholarship, Journalism, Mathematics, Music & Dance, Science, Social Science, Speech, Vocational Technical and World Languages. Each school may nominate one student per category.

Nominees from all schools appear on a designated day to be interviewed by a panel of independent judges. Each panel of judges selects one Silver Knight and three Honorable Mentions in that category. Names are not revealed until the Silver Knight Awards ceremony. Silver Knights receive $2,000 and a Silver Knight statue. The three Honorable Mentions are presented $500 and an engraved plaque. The cash awards are made possible in part by the generous support of the John S. and James L. Knight Foundation.
Qualifications

The Silver Knight Awards program is open to 12th-grade students in public, private and parochial schools in Miami-Dade and Broward counties with a minimum 3.2 unweighted GPA. Class rank and/or percentile are no longer required. Only students with this academic requirement in addition to strong records of service to their school and community should be nominated.

The essential qualification for a Silver Knight nominee is service. A Silver Knight is one whose record of service to the school and community best exemplifies an unselfish and continuous use of one’s talents in helping others. Service does not have to be related to a nominee’s category, but some achievements both in and out of the classroom must be related to the category.

Judges evaluate community service especially during the full high school career, 9th through 12th grades. Nominees are evaluated based on the following criteria: service, achievements, character, leadership and interview skills. Two major factors to be weighed are consistency and lasting impact of service. Other factors include independent thinking, creative problem solving, leadership in getting others involved, and perseverance in overcoming challenges. Most nominees will have a wide range of service activities.

Achievement in the school and community is another vital part of the Silver Knight profile, especially in qualifying a nominee for a specific category. Some achievements both in and out of the classroom must be related to the category. However, service does not have to be related to the category. In General Scholarship, a student must submit a complete high school transcript, including class rank or percentile, test scores such as SAT and ACT, Advanced Placement exams and first semester grades for

Nominations

A student wishing to become a Silver Knight nominee must apply through the school’s Silver Knight Coordinator appointed by the principal. The school’s Silver Knight Coordinator is encouraged to proactively seek qualified nominees, working with teachers, guidance counselors and parents in this effort. The coordinator is encouraged to also organize a committee to select nominees. Schools may nominate one student per category. Nominating students is the responsibility of each high school.

Upon nominee selection coordinators are required to enter the nominees into the website. Coordinators will be provided a username to complete the nomination and application process online.
NOMINATIONS

❖ Promote the Silver Knight Awards to teachers of high school seniors as well as to department heads. Encourage them to talk about the program in their classes. They can help to identify potential nominees.

❖ Set up a meeting to present the program information to those who are interested in applying for the award.

❖ Coordinators are encouraged to proactively seek qualified nominees that are best suited for the appropriate category, working with teachers, guidance counselors and parents in this effort.

❖ Organize a committee to select nominees.

❖ Look for the student with the best record of service to the school and community and place him or her in the appropriate category. Students must excel academically in the category. Service does not have to be related to a category. Remember to keep the 3.2 minimum GPA (unweighted) requirement in mind.

❖ Once nominations are confirmed and selected. Coordinators are required to enter nominees into the website http://www.miamiherald.com/silverknights to be officially nominated by setting up a profile to begin the application process. School Coordinators are provided with a login from the Miami Herald.
15 Category Descriptions

ART
Excellence should be demonstrated through creative ability in drawing, painting, sculpture, fabrics, photography, graphic design or any other medium in the visual arts. Service may include the teaching, inspiration or encouragement of others through the use of visual arts. Art nominees are encouraged to bring a portfolio of their work to the interview.

ATHLETICS
Excellence should be demonstrated through physical education or leadership and participation in individual and team sports in the school and community. A nominee may be a participant in sports not included in a school's athletic program (i.e., archery, sailing, equestrian events). Service and activities may include managing recreation programs, coaching or assisting in athletic activity that contributes to the welfare of others.

BUSINESS
Excellence should be demonstrated through accounting, entrepreneurial initiatives, marketing and distributive education or consumer education. Service and activities may include the application of office technology and business organization for the benefit of the community. Future Business Leaders of America (FBLA) may be a major outlet for service.

DIGITAL & INTERACTIVE MEDIA
Interactive media is the integration of electronic text, graphics, moving images, and sound, into a structured digital computerized environment that allows people to connect and utilize the data for appropriate purposes. Excellence in this area should be demonstrated by using digital and interactive media skills to create a product that is digitally distributed to benefit others in a school, civic or religious organization or by creating a digital product through text, pictures, animation, video, sound, web page development, social media, or the Internet for the community. The areas of television, film, music composition, and photography may be better suited for Drama, Art, Music & Dance, or Vocational Technical categories unless their digital and interactive media projects or major service contributions are a result of the student initiating, developing, and facilitating the creative process. It is encouraged that nominees bring a portfolio demonstrating the creative process for the product to the interview (including the vehicle to play their creative sample).

DRAMA
Excellence should be demonstrated through acting, singing, film, video or radio, dance in theatrical productions, or staging and directing such productions. Service and activities may include designing sets, writing original scripts, directing, performing music or otherwise assisting in choreography or technical productions that may address community concerns. Vocalists who are not involved in theatrical productions are better suited for the Music and Dance category.
ENGLISH & LITERATURE
Excellence should be demonstrated through leadership or initiation of activities related to a fuller understanding of the English language, especially an appreciation for literature. Service and activities may include tutoring in basic reading skills, fostering a love of reading, or encouraging individual expression through written communication.

GENERAL SCHOLARSHIP
Excellence should be demonstrated through accelerated studies, such as research in science or mathematics; by tutoring in any academic area; or by encouraging participation in advanced studies and competition. A nominee must have superior academic achievements and must submit a complete high-school transcript that includes class rank or percentile, test scores such as SAT, ACT and Advanced Placement exams, and first-semester grades for 12th grade.

JOURNALISM
Excellence should be demonstrated by using writing, editing or reporting skills to benefit others in school, church or civic organizations, or through newspapers, magazines or electronic media in the community. Photographers may be better suited for the Art category unless their photos are used in news publications. Producers and technicians for television programs should choose the Vocational-Technical category unless they are involved in news writing and editing. Nominees may bring a portfolio of writing samples such as excerpts from a student newspaper to the interview.

MATHEMATICS
Excellence should be demonstrated by contributing to mathematical knowledge through individual or group research; by fostering interest in advanced mathematics; by tutoring in mathematics, or by using computer science to benefit the community.

MUSIC & DANCE
Excellence should be demonstrated by performing vocal, instrumental music, or dance for the benefit of others, or by fostering wider participation and appreciation for music through school or civic organizations. Service and activities may include leading groups that share musical talents with the community. A nominee does not have to participate in a high school’s music classes or ensembles but must document advanced study of an instrument (i.e. vocalist, piano or harp). Music and Dance nominees are encouraged to bring a sample of their work (including the vehicle to play their sample) or other method of demonstrating their ability in this category.
SCIENCE
Excellence should be demonstrated through advanced study or application of the principles of chemistry, physics, biology, botany, earth and space sciences, physiology and other specific areas, or by encouraging study in these areas. Judges will evaluate the service rendered through hospital laboratory research against the academic credits given a nominee for such research. Other service or activities may include promoting the preservation of the environment or working to save an endangered species.

SOCIAL SCIENCE
Excellence should be demonstrated through the use of knowledge of American and world history, current events, political science, economics, or sociology for the benefit of others. Service or activities may include activities related to Student Government as well as local, state and federal government (i.e. issue advocacy, voter registration and political campaigns); fundraising or volunteering for social service organizations such as United Way and various health and human service agencies; and history education and preservation.

SPEECH
Excellence should be demonstrated through debate or public speaking. Service or other activities may include organizing public forums, serving as a moderator or spokesperson, performing speech therapy, or encouraging individual expression through oral communication. A public speaker involved in advocacy of current issues but not having classes in speech or debate may be better suited for Social Science.

VOCATIONAL TECHNICAL
Sometimes mirroring programs found in career technical tracks, these students should demonstrate excellence through the use of skills in agriculture, business, computing, construction, creative, culinary, healthcare, human services, mechanical and technical fields. Services and activities may include participation and membership in clubs such as Youth Crime Watch, Health Occupations Students of America (HOSA), Technology Student Association (TSA), Junior Engineering Technological Society (JETS), Cooperative Education Clubs of Florida (CECF), and Vocational Industrial Clubs of America (VICA). Graphic design students whose major service contributions or projects include web or multi-media components might be better suited for the Digital and Interactive Media Category.

WORLD LANGUAGES
Excellence should be demonstrated by advancing the study of world languages or using a language, as a writer, translator, or interpreter, for the benefit of others. A nominee is engaged in the study of any language other than English, even if it is the study of a nominee's native tongue. Judges will consider the level of advanced study and the extent that the language is a second language to a nominee. Service and activities may include promoting better national relations and multicultural understanding, using the world language to help others.
APPLICATIONS

❖ Review the sample entry form and application process with the students. You may want to show them samples of good application forms submitted by nominees from previous years or those of honorable mentions/winners.

❖ Give the students a 3-4 week deadline to complete their applications and collect their supporting documents. You may want to keep a contact list of the applicants to follow up on their applications if necessary.

❖ Review the applications to make sure that the entry forms are complete. You may also want to give students feedback to improve their entries, e.g. forgotten activities, awards, or clarifying community service.

❖ Students should use the support documents to provide the judges with useful information. They may write short paragraphs to explain the Harvard Prize Book for David Esner Mathematics Exam or the Florida All-State Orchestra. Details such as how many students competed; how few students earned the same honor; how many schools the student represented as District 25 treasurer, etc. It is more helpful to judges to present a page with 3-4 informative products about achievements rather than a photocopy of a certificate.

❖ A minimum of 6 pages of back up documentation is required and a maximum of 12 pages.

❖ Delete all nominees from the portal who did not complete the application process and are not official Silver Knight nominees.
How to Apply Online

Silver Knight Coordinators will be provided a login from the Miami Herald. To request a login please contact Liliana Lopez at silverknight@miamiherald.com

1. Log on to http://www.miamiherald.com/silverknights/

2. Go to the 'Coordinators' tab on the left side of the page.

3. Enter your login information that includes your school email address and your new password once it has been reset.

4. Check that the information we have for you and your school is accurate. If there is an error, please update with the correct information or email us immediately at silverknight@miamiherald.com to fix.

5. Check to make sure your computer has Adobe Reader installed - you can download from the site. Click on the Adobe Reader icon or go to http://get.adobe.com/reader/

6. To submit your nominees click on 'Submit a student nominee'. You will enter your nominee's information and create their login using their preferred email address.

7. Fill out each field to complete the profile for each of your nominees. ALL FIELDS MUST BE COMPLETE AND ACCURATE.

8. Once you have completed all fields, click on 'SUBMIT'. You will then be redirected to your main 'Coordinator' page and will be able to view your full nominee list under the “View Your Nominees” tab. You can continue to update your nominees throughout the application process. If you have a student who does not complete the process you must delete them off the system prior to submitting your finalized applications.

9. Once entered by Coordinators, Nominees can log in and begin to work on their applications. Log on to http://www.miamiherald.com/silverknights/. Click on the “Nominee” tab on the website.

10. Nominee should login with the nominee email address and password once it has been reset. Then click on Edit application where they will confirm all their contact information, all fields of the application, and add in their photo under the application.

11. Remember to instruct your nominees to SAVE their applications as they fill out their application. After every field, scroll down to UPDATE and continue from there.

12. Once the Nominee has completed the online application and all entries are final, please save entry. All fields must be completed. No blanks. Enter N/A when fields are not applicable to assure you can submit the nominee’s application. Only the Coordinator can submit the application. Click EDIT to them check off the LOCK option. Upon clicking, the application will be LOCKED and STAMPED FINAL VERSION with the date and time. Applications will not be accepted without being LOCKED and STAMPED FINAL VERSION. Applications must be LOCKED and STAMPED by Monday, February 10, 2020 by 5PM.

13. Print out the page listing all of your nominees. Delete all students off the system you are not submitting applications for prior to delivering your applications in person.
Documenting Community Service

Every nominee's list of community service outside the school must include the months and the number of hours devoted to that service.

For example:

Tutor - Miramar Middle School
Sep 2018-Dec 2018 (21 hours)

Volunteer - Memorial Hospital
Jun 2018 - Aug 2018 (18 hours)

Extracurricular activities in the school do not require a time frame or number of times involved because these are usually listed under Achievements rather than Service.

Examples include: newspaper or yearbook editor, student government or class officer, choral and instrumental music, cheerleading, drill team, debate, theater and athletics. However, if a band ensemble performed at a nursing home after school hours, that would be service outside the school. If a nominee performed in the school's spring concert, no accounting is necessary.

There are two exceptions where service in the school must show the months and number of hours served:

• All tutoring service
• Major in-school projects, such as a United Way drive, health fair, forums on teen issues.
SUBMITTING APPLICATIONS

❖ Do a final review of the applications prior to submitting to Miami Herald to make sure that everything is in order, i.e., application is locked and stamped final, information is complete, supporting documents are included, and copy is legible. You may also want to recommend that candidates show their applications to another teacher to proof-read.

❖ The school principal, Silver Knight coordinator, parent/guardian and nominee must sign-off on all the applications. The Miami Herald requires the final printout of the application that has been submitted online which has been locked and stamped FINAL by Monday February 10, 2020 by 5PM to be submitted in person. The physical application (original entry form) along with four (4) photocopies of the application and supporting documents. The original Entry Form should include all support documents (Minimum of 6 maximum of 12), Faculty recommendation on letterhead with original signature and Major Project Organization Letter of Support on letterhead with original signature and stapled in the upper left corner. The other four sets should be photocopies stapled in the upper-left corner and include up to 12 pages of supporting documents. If you are submitting General Scholarship transcripts. Do not submit envelopes. Please place copies in each application copy and staple. No binders or binding permitted.

❖ Delete all students on website who are not official nominees prior to delivering your applications in person.

❖ Submit all applications in person to Miami Herald drop off locations by Friday, February 14, 2020 by 5PM. Applications will not be accepted after 5pm. No exceptions.
APPLICATION CHECKLIST

❖ The nominee color photograph to be uploaded online when submitting the application must be a 2 x 3 inch, head-shoulders photo, 300 dpi, jpeg format, no other formats will be accepted. All others will be rejected and student photo will not be placed in ceremony program book. It is recommended for the nominee to submit a senior photo. Speak to your yearbook coordinator. **No copyright/proof photos will be accepted.**

❖ Attach a minimum of 6 and maximum of 12 pages (front side only) of support documentation.

❖ Include faculty recommendation letter in application on school letterhead with an original signature.

❖ Major Project description letter of support on letterhead with an original signature.

❖ Assemble application with support documentation. Then collect all signatures on the Certification Form: Nominee, Parent/Guardian, Coordinator and Principal.

❖ Each application must be submitted online and LOCKED and STAMPED by **Monday, February 10, 2020 by 5PM** by the coordinator prior to in person submission and stamped FINAL.

❖ General Scholarship nominees must include 5 copies of their official high school transcript and test scores such as SAT, ACT and AP exams. Please make sure each copy is attached to each application original and copy. Envelopes will not be accepted.

❖ Make (4) copies of the original application that has been locked and submitted on-line. Nominees must submit a minimum of 6 pages of back-up documentation and a maximum of 12 pages. You will be submitting a total of 5 applications – 4 copies and 1 original. It is highly recommended to make an extra copy and keep it on file at your school.

❖ **Place all 5 stapled applications in manila letter size file folder. Label tab student last name, first name and category. Place original on top in folder. No paperclips. No rubber bands.**

❖ Delete all students from the website who are NOT OFFICIAL NOMINEES prior to dropping off your applications in person.
Each application will be reviewed to confirm that it is complete by a Miami Herald Staff person by using the application checklist above.
APPLICATION SUBMISSION & DEADLINES

All Silver Knight entries must be delivered by a school’s representative to a drop-off location no later than Friday, February 14, 2020 by 5PM.

Each application will be reviewed to confirm that it is complete. All applications (all pages) must be locked and stamped by no later than Monday, February 10, 2020 by 5PM and FINAL.

Do not wait until the last minute to lock your applications. Plan ahead!

Incomplete applications will not be accepted. Applications cannot be returned. Each school is encouraged to create a master file of its entries from year to year.

APPLICATION DROP-OFF LOCATIONS

MIAMI-DADE COUNTY
Miami Herald Media Company
Community Room
3511 NW 91 Avenue
Miami, FL 33172

BROWARD COUNTY
Miramar Cultural Center ArtsPark
2400 Civic Center Place
Miramar, FL 33025

DROP-OFF HOURS FOR BOTH LOCATIONS
Thursday, February 13, 2020 - 9:00 AM – 5:00 PM
Friday, February 14, 2020 - 9:00 AM – 5:00 PM

NOTE: We will accept applications at either location. For example, if you live in Broward but your school is in Miami-Dade, you may drop-off at the Broward location.
Notify all Silver Knight nominees of the judging date, location and time. You will be notified of the interview times for your school's students at least two weeks before the day of the judging. Secure appropriate permits or passes for the students to attend the judging. Make sure that they make the necessary transportation arrangements to be at the judging site on time. If a student is not able to attend the judging interview, that student will be disqualified. Ensure that your nominees are available for the judging date in March from the beginning of your nomination process.

Help the students prepare for the actual interview. Some coordinators generate a list of typical questions that the judges may ask the students. Also advise them on proper interview attire for the judging day. Business attire: This means no shorts, jeans or flip-flops. Art nominees are required to bring a portfolio of some kind - print or digital.

Coordinators will receive additional instructions regarding the judging day. Interviews usually begin at about 8:30 a.m., and for some categories, extend until 6:00 p.m.

Support your nominee’s and purchase an ad in the Ceremony Program book distributed at our joint Awards Ceremony in May.

For more information contact Liliana Lopez at silverknight@miamiherald.com
Volunteer judges are invited by Miami Herald from an independent panel for each category to read the entry forms and conduct interviews. Judges will select a Silver Knight winner and three Honorable Mentions in each category. Judges in one category do not consult judges in another category before reaching decisions. The school’s Silver Knight Coordinator is notified of the site and specific day in March for Silver Knight interviews. Because of the difficulty in arranging schedules for all of the volunteer judges, interviews will be conducted in one day.

All nominees are required to appear for the interview. Failure to do so will result in disqualification. Students are advised to dress in business attire. The 10-15 minute interview gives selected nominees a chance to elaborate on ideas and activities presented in their application. It also gives the judges a glimpse of a nominee’s poise, sincerity and enthusiasm. The Miami Herald will disqualify a school’s nominee if that student fails to appear for a scheduled interview. Students should be dressed appropriate in interview attire. No jeans or flip-flops.

There are no requirements that a Silver Knight nominee take specific courses to be qualified in a given category. However, judges require - in evaluating the Academic Checklist - that some of a nominee's classroom interests are directly related to that category.

Interviews usually begin at about 8:30 a.m., and for some categories, extend until 6:00 p.m. Judges will evaluate each nominee based on the following criteria: (Max. of 100 points)

1. Service (up to 50 pts)- use of skills and talents for the betterment of our South Florida and global community. Creativity in problem-solving and the quality, consistency and measurable impact of service.

2. Achievement (up to 40 pts)- based on grade point average. Including a listing of honors and awards related to this category is encouraged.

3. Leadership/Character/Interview (up to 10 pts)- significant roles in school and community activities, use of good judgment, perseverance in overcoming challenges, and realization of goals. Poise, maturity, sincerity, enthusiasm and ability to communicate ideas.
AWARDS CEREMONY

The Silver Knight Awards ceremony will be held at the James L. Knight Center on May 13, 2020. The identities of the 30 Silver Knights (15 in Miami Dade County & 15 in Broward County) and 90 Honorable Mentions (45 in Miami Dade County & 45 in Broward County) are revealed at the ceremony. Each nominee is introduced and receives a certificate. Silver Knights receive $2,000 and a Silver Knight statue. The Honorable Mentions are presented $500 and an engraved plaque. The cash awards are made possible in part by the generous support of the John S. and James L. Knight Foundation. It is open seating (no tickets) and general admission. We encourage you to bring underclassman from your school to the ceremony.
CEREMONY

- Notify school nominees of the awards ceremony date. It is a special event where all the Silver Knight nominees will be recognized. Students must be dressed appropriately for the occasion. This means no shorts, jeans or flip-flops.

- Support your school and purchase an ad in the ceremony program book. Contact Liliana Lopez at silverknight@miamiherald.com for more information.

- Prior to the actual awards ceremony, you may want to hold a special program or activity to recognize all of the school's Silver Knight nominees. Some schools have had nominees honored at a school luncheon attended by the students' family members, faculty and other guests, or have individually profiled their nominees on videotape shown at their school and others have recognized their nominees at a special ceremony in the school auditorium. Make it a festive occasion.

- The day after the awards ceremony, announce the school winners and/or honorable mentions. You may also want to feature the students that appear in Miami Herald or El Nuevo Herald.

COORDINATOR TIPS

- Check your email regularly for SKA updates
- Silver Knight website: www.miamiherald.com/silverknights/
- Email all questions to silverknight@miamiherald.com
- Plan ahead - begin on-line application process early!
- Your coordinator login will be provided to you by Liliana Lopez at silverknight@miamiherald.com
- Download current Adobe Reader
- Miami Herald business hours 9am – 5pm
- Update all of your contact information and provide alternative contact number.
- All students must have a minimum GPA of 3.2
- All students must appear in person for Judging or they will be disqualified
- Support your nominees and purchase an ad in the ceremony program book.
- Visit us online to purchase: http://hrld.us/SilverKnightAds
- Ceremony is open seating - General Admission
IMPORTANT DATES

LOCK & SUBMIT APPLICATIONS ON-LINE
Monday, February 10, 2020 by 5:00 PM

APPLICATION IN-PERSON SUBMISSION
Thursday, February 13, 2020 9:00 AM – 5:00 PM
Friday, February 14, 2020 - 9:00 AM – 5:00 PM

JUDGING - Broward County
Wednesday, March 11, 2020
Location: The Signature Grand, Davie, FL

JUDGING - Miami -Dade County
Wednesday, April 8, 2020
Location: Miami Airport Convention Center, Miami, FL

MAY 2018- MIAMI-DADE & BROWARD COUNTY
60th Anniversary JOINT CEREMONY
Thursday, May 14, 2020
Silver Knight Awards Ceremony
James L. Knight Center, 7:00pm – 9:00pm
Thank you for your continued support.

For any additional information regarding the Silver Knight Awards program.

CONTACT:

Liliana Lopez
Silver Knight Awards
Miami Herald Media Company
silverknight@miamiherald.com