



**SCHOOL COORDINATOR
GUIDEBOOK**

2022-2023

ART
ATHLETICS
BUSINESS
DIGITAL & INTERACTIVE MEDIA
DRAMA
ENGLISH & LITERATURE
GENERAL SCHOLARSHIP
JOURNALISM
MATHEMATICS
MUSIC & DANCE
SCIENCE
SOCIAL SCIENCE
SPEECH
VOCATIONAL TECHNICAL
WORLD LANGUAGES





Dear Silver Knight Coordinator,

Welcome to the 2022-2023 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 65th 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 25, 2023 at 7 PM to join for the 65th 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

Raymond Dueñas

Raymond Dueñas
Manager, Marketing & Events
Miami Herald - el Nuevo Herald

Guidebook Content

What is a Silver Knight?

Qualifications & Nomination Process

Category Descriptions

Application Process

- How to apply online
- Sample Application
- Documenting

Community Service

- Submission
- Application Checklist
- Deadlines

Judging

- Student interviews

Awards Ceremony

Coordinator Tips

Important Dates

Notes

Contacts

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.



Coordinator Timeline *October*

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

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

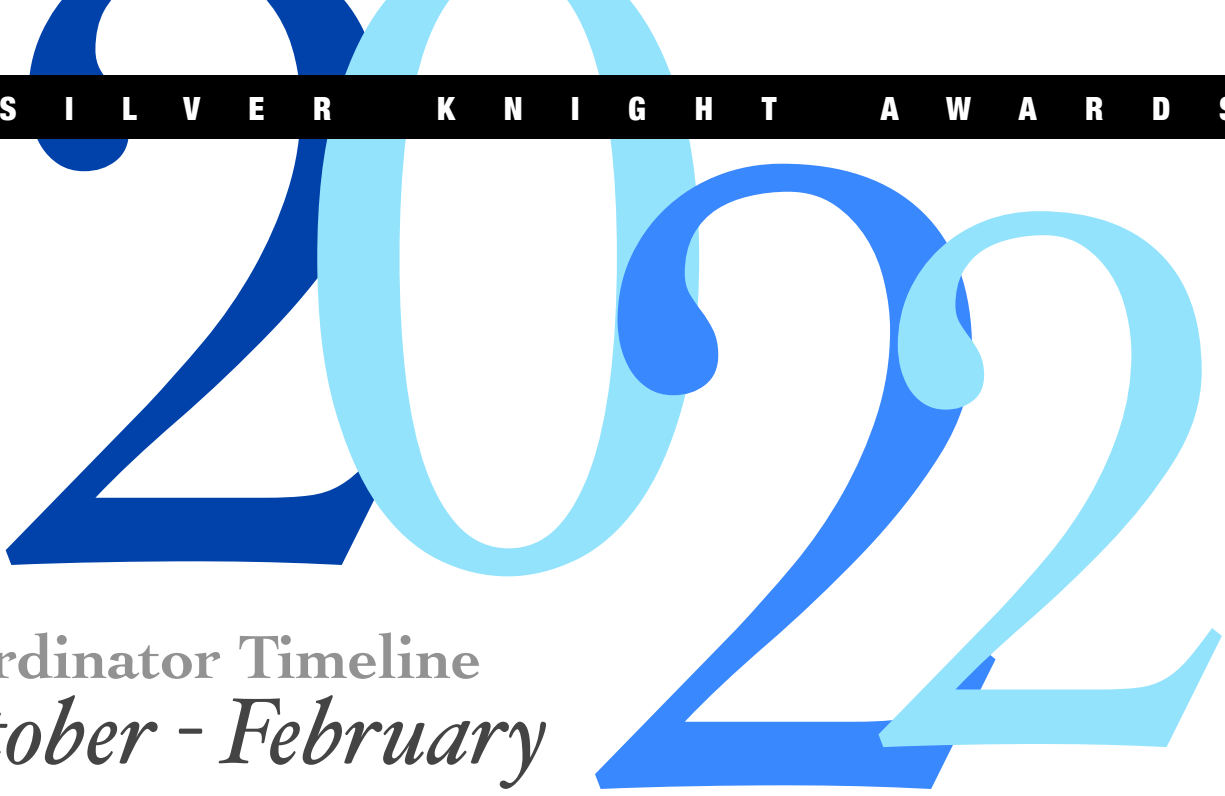
Excellence should be demonstrated through debate or public speaking. Service or other activities may include organizing public forums, serving as a moderator or spokesperson, performing speech therapy, or encouraging individual expression through oral communication. A public speaker involved in advocacy 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.



Coordinator Timeline *October - February*

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. Additionally, please provide a personal contact phone number other than the school phone number. If there is an error, please update with the correct information or email us immediately at silverknight@miamiherald.com to fix.
5. 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. **Please note: this email address must match the email address that they will be using to log-in to Zoom shall it be required.**
6. Fill out each field to complete the profile for each of your nominees. ALL FIELDS MUST BE COMPLETE AND ACCURATE.
7. Once you have completed all fields, click on 'SUBMIT'. You will then 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 of the portal prior to submitting your finalized applications.
8. 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.
9. 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 upload their photo.
10. **Remember to instruct your nominees to hit UPDATE after each field as they are completing their application to ensure that all of their responses are saved.**
11. 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 then 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, January 30, 2023 by 5PM.**
12. As of the 2020-21 program, Nominees will be required to upload their Supporting Documents, Letter(s) of Recommendation, Transcripts (for General Scholarship Nominees only) and Signature Page to the portal along with their application. **The application must be LOCKED and STAMPED before printing out the Signature Page prior to collecting signatures.** The school principal, Silver Knight coordinator, parent/guardian and nominee must sign the Signature Page found on the last page of the application. Effectively we will continue to accept electronic signatures.
13. As a final step, it is important the Coordinators delete all students from the portal that will not be participating in the program prior to submitting final timestamped applications.

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:

Virtual Tutor - Miramar Middle School
Sep 2020 - Dec 2020 (21 hours)

Volunteer - Memorial Hospital
Jun 2021 - Aug 2021 (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.

Coordinator Timeline

February


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 Miami Herald requires that the completed application be locked and stamped FINAL by or before 5PM on Monday, January 30, 2023.** The FINAL application should include all supporting documents (minimum of 6, maximum of 12), Faculty Recommendation on letterhead with original or electronic signature and Major Project Organization Letter of Support on letterhead with original or electronic signature. If you are submitting General Scholarship transcripts, please include them with your supporting documents.
- ❖ Delete all students from the portal that will not be participating in the program prior to submitting final timestamped applications.
- ❖ **All online applications will be reviewed in person at designated locations in both counties beginning on Tuesday, January 31, 2023 from 9AM - 5PM and ending on Wednesday, February 1, 2023 from 9AM - 5PM.** Applications will not be accepted afterwards. No exceptions. Coordinators will NOT NEED to print out and bring any copies with them to the review.

APPLICATION CHECKLIST

- ❖ The nominee color photograph to be uploaded to the portal when submitting the application must be a head/shoulders photo in the jpeg or png format, no other formats will be accepted. It is recommended for the nominee to submit a senior photo. Speak to your yearbook coordinator.
- ❖ No selfies or copyright/proof photos will be accepted. Please keep it professional.
- ❖ A minimum of 6 and maximum of 12 individual pages (front side only) of support documentation.
- ❖ Major Project letter of support on letterhead with an original or electronic signature is required. If major project was done outside of the school, please also upload a faculty recommendation letter on school letterhead with an original or electronic signature.
- ❖ Signature Page (found on the last page of the Application) complete with original or electronic signatures of the Nominee, Parent/Guardian, School Coordinator and School Principal. Please remember to LOCK and STAMP the application prior to collecting signatures. This will ensure that the Signature Page shows the timestamp and then you may proceed to collect signature and upload the completed form to the portal afterwards.
- ❖ General Scholarship Nominees must upload their official high school transcript and test scores such as, SAT, ACT and AP exams.
- ❖ Delete all students from the portal that will not be participating in the program prior to submitting final timestamped application and prior to the Application Review.
- ❖ Each application must be submitted online and LOCKED and STAMPED by **Monday, January 30, 2023 by 5PM** by the School Coordinator.

SAMPLE APPLICATION CHECKLIST



Application Time-Stamped & Locked

Photo

Signature of Nominee

Signature of Parent/Guardian

Signature of Parent/Guardian

Letter/s of Principal

Supporting Documents on Letterhead with Signature

HS Transcript (General Scholarship ONLY)

APPLICATION CHECKLIST									
CATEGORY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ART	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATHLETICS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUSINESS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DIGITAL & INTERACTIVE MEDIA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DRAMA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENGLISH & LITERATURE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL SCHOLARSHIP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JOURNALISM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATHEMATICS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MUSIC & DANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCIENCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SOCIAL SCIENCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPEECH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VOCATIONAL TECHNICAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORLD LANGUAGES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTES:

Received & Reviewed By:

School:

Date & Time:

Coordinator:

Each application will be reviewed by a Miami Herald Staff member to confirm that it is complete by using the application checklist above. You will need to sign once the review is complete and you will retain a copy for your records.

APPLICATION SUBMISSION & DEADLINES

- ❖ All online applications will be reviewed in person at designated locations in both counties beginning on Tuesday, January 31, 2023 from 9AM - 5PM and ending on Wednesday, February 1, 2023 from 9AM - 5PM. Applications will not be accepted afterwards. No exceptions. Coordinators will NOT NEED to print out and bring any copies with them to the review.
- ❖ Each application will be reviewed to confirm that it is complete.
- ❖ All applications and signature pages must be locked and stamped FINAL by no later than Monday, January 30, 2023 by 5PM.
- ❖ Do not wait until the last minute to lock your applications. Plan ahead!
- ❖ Incomplete applications will not be accepted.
- ❖ Each school is encouraged to create a master file of its entries from year to year.

APPLICATION REVIEW LOCATIONS

MIAMI- DADE COUNTY

To be confirmed via email announcement once we get closer to the date

BROWARD COUNTY

To be confirmed via email announcement once we get closer to the date

HOURS FOR BOTH LOCATIONS (no appointment necessary)

Tuesday, January 31, 2023 - 9:00 AM – 5:00 PM

Wednesday, February 1, 2023 - 9:00 AM – 5:00 PM

NOTE: We will conduct reviews at either location depending on what's more convenient for you. For example, if you live in Broward but your school is in Miami-Dade, you may drop-off at the Broward location.

Coordinator Timeline *February - April*

JUDGING

- ❖ 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 (for Broward county) and in April (for Miami-Dade county) 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 8:30AM., and for some categories, extend until 6:00PM.
- ❖ 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

JUDGING STUDENT INTERVIEWS

- ❖ 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 will be given a schedule of their nominees interview date and time. Because of the difficulty in arranging schedules for all of the volunteer judges, all interviews will be conducted in one day per county.
- ❖ 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 8:30AM., and for some categories, extend until 6:00PM. 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 on Thursday, May 25, 2023 at 7PM. 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. We encourage you to invite underclassmen from your school to join the ceremony, as well as family and friends of the nominees who have been supportive of their work.



2025

Coordinator Timeline

April—May

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, all winners, honorable mentions and nominees will be featured in the Miami Herald or el Nuevo Herald. Be sure to keep an eye out for it!

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
- ❖ 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
- ❖ Awards Ceremony is open seating - General Admission

IMPORTANT DATES

LOCK & SUBMIT APPLICATIONS ON-LINE

Monday, January 30, 2023 by 5:00 PM

IN - PERSON APPLICATION REVIEW (no appointment necessary)

Tuesday, January 31, 2023 from 9:00 AM – 5:00 PM

Wednesday, February 1, 2023 from 9:00 AM – 5:00 PM

BROWARD COUNTY JUDGING

Wednesday, March 15, 2023

MIAMI-DADE COUNTY JUDGING

Wednesday, April 12, 2023

65th ANNUAL SILVER KNIGHT AWARDS CEREMONY

Thursday, May 25, 2023 at 7PM

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

