



# LIVONIA STEVENSON HIGH SCHOOL ATHLETIC COLLEGIATE SIGNINGS

## PROCEDURE FOR NOTIFYING ATHLETIC DEPARTMENT

- Varsity Coaches and/or Parent(s) of an athlete that is signing a Letter of Intent will be responsible for notifying the SHS Athletic Department.
- Once the Athletic Department is notified, the following will occur:
  1. Parent/Athlete can forward the college press release and photo to the Athletic Department who will then forward it to the Livonia Observer.
  - 2. Parent/Athlete can request an individual signing CEREMONY to take place at Stevenson High School-TEAM ROOM. A photo and press release will be forwarded to the Livonia Observer. During the ceremony, the athlete will receive a personalized plate with collegiate school name/logo**
  3. Once the athlete participates at the college level, he or she may email the athletic director a collegiate action photo to be added to the Hall of Fame electronic board in the Fieldhouse hall way. Signings will be listed on the KLAA web site.