



## Presenting Awards

### **The school and the sponsoring club work together to:**

(Check off each task as it is completed.)

- Make arrangements for presenting awards. This may vary from school to school, or organization to organization. Some schools may choose to recognize students at a special school assembly, during the lunch hour, during class, or some schools may choose one or more of these options. (Review the section of the guidebook about planning the recognition party for more information.)
- The sponsoring club is responsible for recruiting local businesses to assist with the Terrific Kids recognition. The school/organization should share ideas about which business partners are of interest. Fast food restaurants, grocery stores, and retailers often are interested in supporting character development programs and may provide coupons in return for advertising.
- Post the business sponsor's name on the Terrific Kids bulletin board, mention them in news releases sent to local media, and promote them in school publications and yearbooks. Providing this type of advertising ensures that the business partner will continue to support the program.
- Write congratulatory letters to the parent's of the Terrific Kids and invite them to the recognition event. (A copy of this letter is included on the resource CD.) Sponsoring clubs/organizations may choose to host a program at the end of the school day providing punch and cookies, while others, arrange a pizza party during the school lunch hour. If parents are unable to attend during a lunch hour session, recognition items should be sent home to keep parents informed.
- Present each Terrific Kid with a personalized certificate, lapel pin, business sponsor coupon, and other gift. Recipients are photographed separately and as a group. Photos are placed on the Terrific Kids school bulletin board, sent to the business sponsor, and used to send with news releases to local news media.
- Certificates, lapel pins, bumper stickers, and other recognition items are provided in the Terrific Kids starter kit. If the Terrific Kids program is sponsored in a large school or more than one school, additional recognition items are available from the Kiwanis Family Store.

### **Planning an awards program**

#### **Recognition at a school assembly**

- When making the Terrific Kid recognition, a short presentation should be made explaining the program and what Terrific represents.

- Seat students in the order their names will be announced and then present students with certificates at the school assembly. If there is enough time, a lapel pin also may be presented to each student.
- Parents should be invited to this presentation.
- Take photos of each Terrific Kid and then take a group photo.

### **Recognition at a special party**

#### **Lunch party**

Make arrangements to seat Terrific Kids in one section of the lunchroom. Kiwanis volunteers then serve lunch to these students. It's up to the volunteers to make lunch arrangements. Pizza is a big hit with kids, but the school's cafeteria staff must approve luncheon arrangements. The recognition lunch usually is held in combination with another celebration, such as a school assembly. The lunch celebration is created specifically for students; parents may not be able to attend a function at this time of the day. Remember to take photos of the group eating lunch.

#### **Mid-day or end of the day party**

- Invite parents to attend this event.
- Serve punch, cookies, cake, ice cream, and other snacks.
- Present students with Terrific Kids certificates, lapel pins, and special gifts.
- Assist volunteers with presentation of awards.
- Take a group photo and photos of each Terrific Kid.

Notes: