



**The participating teacher or staff member should:  
(Check off each task as it is completed.)**

- Explain the Terrific Kids program to students. (An informational sheet explaining the program is available on the resource CD.)
- Schedule a time to meet with each student to discuss and select student goals. Each student sets a goal to improve in some way, such as reducing tardiness or being quiet in class. (Remember: Students compete with themselves, not one another. Select goals that are realistic, achievable, and timely.)
- Complete the student goal chart noting each student's goal. (This form is on the resource CD.)
- Send a letter to each parent explaining the program and the goal chosen by their child. Also include a parent brochure. (A sample parent letter is available on the resource CD.)
- Decide if students will be honored during each grading period, monthly or more often. Determine when names of Terrific Kid recipients will be given to the school principal or organization director, and to the sponsoring club. Continue with this reporting schedule throughout the year.

The school principal uses this listing to announce the names of Terrific Kids over the school's public announcement (PA) system. The organization director should promote recipients in the same way, if possible.

- The sponsoring club uses this list to produce certificates for presentation to students at a special ceremony. The list also will be used in news releases.

Notes: