

# Sample Memorandum to teachers proposing Terrific Kids Program

## Memorandum

**TO:** All teachers

**FR:** \_\_\_\_\_, Principal

**RE:** Kiwanis Elementary School Program, Terrific Kids

The **(insert name of club)** has offered to sponsor the Kiwanis Kids Elementary School Program, Terrific Kids at our school. This program is a tool designed to help teach goal setting and to reinforce motivation to achieve goals.

This **(weekly or monthly)** program recognizes students for achieving attainable goals they have set with their teachers. Students can become Terrific Kids by improving behavior, attendance, school work, relationships with other students, or working another areas where the student and teacher agree that improvement is needed.

The **(insert name of club or organization)** will provide award certificates, buttons, pencils, bumper stickers, and decorate a Terrific Kids bulletin board to honor award recipients. The **(Insert name of club)** has also partnered with three local businesses that will provide support for the program. **Dairy Queen** will provide coupons to distribute at recognition programs and **(Insert name of club)** members/volunteers will come to school and help with each award ceremony and take pictures of the Terrific Kids.

The responsibilities of the classroom teachers are to:

- Meet with every student to agree on a clear, achievable goal.
- Send an information letter home to all parents explaining the program and their children's goals.
- Identify at least one student each week or month who has reached his or her goal.
- Recognize Terrific Kids in the classroom in some way.

As this list of responsibilities indicates, the major focus of Terrific Kids is to make sure every student in school can feel good about an achievement during the year.

The **(Insert name of club)** has offered to help teachers set-up the program, assisting with letters and explaining the program to children and parents. And the club has shown me material that indicates the Terrific Kids program has had a positive impact on classroom behavior, tardiness, absenteeism, and students' attitudes in other schools.

At the faculty meeting next **(day a& date)**, I will ask for a vote on whether to implement the Terrific Kids program for this academic year at \_\_\_\_\_ Elementary School. Please come prepared to discuss the program. Two members of the **(Insert name of club)** will participate in the discussion. They will leave before I ask you to vote on the program.