



The school principal or organization director should:

(Check off each task as it is completed.)

- Explain the BUG program to teachers at a faculty meeting and request input regarding goals to be set, percentage of students to be honored, and recognition schedule. An organization director would take the same action as the principal and explain the program to staff members.

- Share information about the program with the Parent Teacher Association (PTA) or other group supporting the school or organization. (An informational sheet is available on the resource CD. Kiwanis Kids brochures promoting Kiwanis' elementary school programs also are available from Kiwanis International.)

- Announce BUG recipients over the school's public announcement (PA) system. An organization director would do the same using the facilities' PA system.

Notes: