



**The sponsoring club should:**

(Check off each task as it is completed.)

- Read through the Bring Up Grades Guidebook and visit the Web site to familiarize volunteers supporting the program.
- Open the Bring Up Grades resource CD and print copies of the informational sheet and form letters, and create a handout for distribution to teachers during an information session about the program.
- Meet with the school principal and teachers and agree on:
  - The estimated percentage of students who may achieve the award.
  - The communication plan for educating teachers, students, and parents.
  - Identify a school/agency person who will serve as a contact, providing information about BUG honorees.
- Hang a banner in the school to promote awareness.
- Make arrangements with teachers to create a bulletin board where photos of BUG recipients will be displayed. (Bulletin board materials are included in the program kit.)
- Ask local businesses to sponsor the BUG program by providing coupons, giveaways and other types of support. Assure business sponsors they will receive advertising in school publications, on school bulletin boards, and in news releases sent to local media.
- Supply recognition certificates and other Kiwanis BUG awards. (These items all are included in the program kit.)
- Photograph BUG recipients for display on the school's bulletin board and for submission to local media with news releases.
- Invite parents to award presentations. (A letter of invitation is included on the resource CD.)
- Plan and attend recognition events, present awards, and spend time with BUG recipients!

Notes: