



The participating teacher or staff member should:

- Explain the BUG program to students. (An informational sheet explaining the program is available on the resource CD.)
- Send a letter to each parent explaining the BUG program. (A sample parent letter is available on the resource CD.)
- Decide how students will be honored at the end of each grading period.
- Provide the school principal/agency director with the list of BUG recipients at the end of each grading period.
 - The school principal uses this listing to announce the names of BUG recipients 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 press releases mailed to local media.

Notes: