

Sample Memo to teachers reviewing the Terrific Kids Program

Memorandum

TO: All Teachers

FR: _____, Principal

RE: Kiwanis Kids Elementary School Program, Terrific Kids

For the past three years, we have conducted the Terrific Kids program in cooperation with _____(Insert name of the club). I want to remind you that we will be starting the program in three weeks. This means that you will need to go through the steps for setting-up the program in your classroom over the next two weeks.



Terrific Kids Checklist

- Explain to your students that the Terrific Kids program recognizes students who achieve goals that they themselves set.
- Schedule a time to meet with each of them to discuss their goals and urge them to think about what behavior or attitude they would like to improve.
- Meet with each student.
- Send a form letter home telling parents about the program and the goal chosen by their child.
- Submit a chart for students' goals to **(school program contact name)** by **(date)**.
(Blank paper chart attached, or see _____ for an electronic copy.)
- Submit your first list of Terrific Kid recipients to **(school program contact name)** by **(date)**.
- Ensure that, by the end of the year at least 80% of the students have been recognized as Terrific Kids. The goal for kindergarten, first grade, and special education should be 100% - and other teachers are free to pursue that goal.
- Ensure that all students at _____ Elementary School feel terrific about themselves.

I have scheduled a meeting for all new teachers in room #____ at **(time)** on **(date)**. We will review the Terrific Kids program in more detail at this time.