

## DO THE RIGHT THING

### PROGRAM TIMELINE

#### I REGISTER

#### 2 NOMINATE

# PROCESSING

#### 4 RECOGNIZE

- Register as Do The Right Thing Coordinator each school year.
- Use flyers and materials provided to spread the word around your school so teachers and staff know to participate.
- Be on the lookout for students doing the right thing and nominate them via the form on our website.
- Encourage teachers and staff to nominate students.
- Nominations are due by the 20<sup>th</sup> of each month unless otherwise noted.

- After each deadline, DTRT staff processes all nominations received then sends them through School Mail.
- Our office processes an average of 800 nominations each month.
- Schools should expect to receive their prizes the following month.

- Do The Right Thing Coordinators will receive a box each month with a list of their nominees and prizes for each.
- Once you receive the prizes, publicly recognize your nominees and distribute prizes.
- Take photos and tag us on social media
  @DTRTMiami.

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