



COORDINATOR GUIDELINES

HOW TO MAKE THE MOST OF DTRT

Looking for an easy way to recognize your students? Each year, the Do The Right Thing Program (DTRT) honors over 6,000 students across Miami-Dade for their positive decision-making and is implemented in over 300 schools countywide. Our awesome DTRT Coordinators are a key part of our program as they help encourage nominations. We recognize your busy and hectic schedules and aim to simplify the process as much as possible. Being a DTRT Coordinator is a quick and easy way to help put a smile on your student's face!

HOW CAN I GET TEACHERS TO NOMINATE?

- Forward our DTRT email reminders (easiest).
- Print and distribute flyers (provided).
- Add QR code (provided) to email signature, bulletin boards, flyers, website, etc.
- Recognize nominating teacher when honoring nominee.
- Remind teachers how easy it is!
- Emphasize benefits of recognizing students for their positive decisions (self-esteem, confidence, motivation/encouragement).
- **PRO TIP:** Thank nominating teachers with a small reward (coffee, cupcake, \$5 gift card)

HOW CAN I RECOGNIZE NOMINEES?

- Have students wear their DTRT T-shirts.
- Recognize nominees on social media (tag @DTRTMiami).
- Recognize nominees on morning announcements, bulletin board, newsletter, website, etc.
- Host a special ceremony/assembly.
- Read student nominations when honoring students with their prizes.
- **PRO TIP:** Make it a BIG DEAL and make it PUBLIC! We want your students to feel as special as possible!

REASONS TO NOMINATE

- Honesty, kindness, compassion, integrity, bravery.
- Reporting social media threats, weapons, etc.
- Stopping/preventing bullying.
- Deescalating fights/conflict resolution.
- Preventing suicide/promoting mental health.
- Life-saving actions/aiding in medical crises.
- Academic achievement, behavioral improvement, growth, turnaround stories.
- Community service/assisting the community.
- Persevering through hardship/overcoming obstacles.
- **PRO TIP:** Submit your Silver Knight/Values Matter nominees!

HOW TO NOMINATE

- Anyone can nominate via our simple, short form:
<https://dotherightthinginc.org/nomination-form>
- MINIMUM 4 sentences per nomination.
- MAX 15 nominations per school per month.
- Each nominee receives: DTRT T-shirt, certificate, congratulations letter, bumper sticker, free Papa John's pizza, and 2 Miami Marlins tickets.
- **PRO TIP:** Double check name spelling and correct shirt size!

DEADLINES/TIMEFRAME

- Deadline to submit nominations is the 20th of every month unless otherwise noted.
- **FUN FACT:** We average 800 students nominated every month! Due to this, the process takes about 4 weeks from deadline to delivery.

WE'RE HERE TO HELP!

- <https://dotherightthinginc.org>
- Email: admin@dotherightthinginc.org
- Call: 305-603-6957
- Follow: @DTRTMiami