

Tips on Writing a Winning Nomination

Over the years, *Do The Right Thing* has often been asked by teachers, administrators and parents what it takes to produce a *Do The Right Thing* top ten monthly winner and why students from the same schools repeatedly win. The answer is really quite simple. Schools that have winning nominations, whether once or often, are the ones where teachers have taken the time to provide details and specifics about the student. This is difficult, as we all know time is short, especially for our hardworking teachers. However, there are many untold stories of great kids out there, and we are depending on our teachers to share these stories with us.

Please use the following guidelines when writing a nomination for the Do The Right Thing Award:

- Use only the official nomination form provided by the *Do The Right Thing* Program.
- You may attach one additional double-spaced typed page. It can also be hand written but must be legible.
- The entire nomination (all blanks) must be completed and readable with the child's name spelled correctly.
- A minimum of one paragraph (at least four sentences) is required when describing why this child should be honored.
- Give specific examples of behavior, attitude or accomplishment.
- Provide background on all aspects of the nominee including family, hobbies, scholastic achievement, community involvement, etc.
- Write succinctly. The key is quality not quantity.

The following is a list of the type of information the committee is looking for in selecting winners:

- Academic success or change in study habits
- Outstanding conduct or turn around in behavior
- Community service or helping neighbors
- Organizations the child belongs to and what they do
- Home conduct and help with family chores
- Participation in special events/activities
- Do they work? Where and how many hours?
- Personal problems overcome or adjusted to
- Feats of bravery or heroic acts performed
- Sports or hobbies involved in
- Turn around success stories
- Musical or artistic talents
- Physical or mental limitations overcome
- Examples of honesty and good citizenship

ALL NOMINATIONS ARE DUE IN THE DO THE RIGHT THING OFFICE NO LATER THAN THE 20TH OF EACH MONTH (AUGUST THROUGH APRIL) IN ORDER TO BE CONSIDERED FOR THAT PARTICULAR MONTH.

Month Nominated _____
 (15 per school/per month maximum)

Every month, **DO THE RIGHT THING** honors children in Miami who distinguish themselves by their positive behavior.



TOP WINNER each month in middle or high school wins a TRIP TO LONDON courtesy of British Airways

TOP WINNER each month in elementary school wins a TRIP TO DISNEY WORLD

TOP 10 NOMINEES each month receive special recognition & prizes at a Miami Police Department ceremony

ALL NOMINEES get a DO THE RIGHT THING T-SHIRT, certificate of recognition and letter from the City of Miami Police Chief

Mail nomination to: Do The Right Thing, P.O. Box 012683, Miami, FL 33101
 Schools may send it via school mail to the Do The Right Thing Program, Region II,
 School Mail Code #9571.

NO FAXES ACCEPTED. NO EXCEPTIONS!

DEADLINE FOR ENTRIES – 20th of each month (August – April).

Name of Child: _____
(Please print clearly. Name must be spelled correctly and be readable.)

Parent's Name: _____

Parent's Phone: (Home) _____ (Work) _____

Child's Grade: _____ T-Shirt Size (circle one- shirts are adult size): S L XL

School Name: _____

School's Contact Person: _____ Phone: _____

Your Name: _____ Phone: _____

Explain why you feel this child should be honored: (please be specific, a minimum of four sentences is required. Include details such as academic performance, community service, hobbies, clubs, awards/honors, special character traits, etc.) Student may only be nominated once per school year and must be nominated by an adult (18 years and older). Students cannot be selected as a "Special Recognition" winner more than one time.

CONTINUE ON BACK OR ATTACH ONE ADDITIONAL TYPED PAGE IF NECESSARY.

above portion will be returned to school

The following information is for DTRT statistical purposes only and will be utilized in securing grants and other sources of funding.

Child's Age: _____ Child's Gender (circle one): Male Female Child's Zip Code: _____
 Child's Ethnic Origin (please check one):
 B (Black, not of Hispanic Origin) A (Asian/ Pacific Islander)
 W (White, not of Hispanic Origin) I (American Indian)
 H (Hispanic) Other: _____