**1. Select a site.**

Follow that school bus to your local elementary school! You also might want to consider approaching your local YMCA, YWCA, Boys Club, Girls Club, or church.

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**2. Get the whole club on board!**

Bring Up Grades can be sponsored by a Kiwanis club, Key Club, Circle K club, or co-sponsored by two or three Kiwanis-family clubs.

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**3. Request a Bring Up Grades Introductory Kit.**

Call Kiwanis International at 800-KIWANIS, ext. 390, or visit the Web site at [www.bringupgrades.org](http://www.bringupgrades.org) and order an introductory kit (free of charge), which explains the program. This kit provides the information needed to make a presentation to a school principal or community center director.

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**4. Meet with the school principal or organization director.**

Talk about how Bring Up Grades motivates youth to become active participants in improving schoolwork. Explain the club's role, teacher's, or staff member's role, and program benefits to the student, school or organization, and community.

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**5. Order the Bring Up Grades Program Kit.**

Call Kiwanis International at 800-KIWANIS, ext. 390, or visit the Web site at [www.bringupgrades.org](http://www.bringupgrades.org) and order a program kit. The kit has everything needed to start the program, including a program guide, banner, certificates, posters, parent brochures and resource CD.

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**6. Select a school or organization contact.**

Attend a faculty meeting at the school or staff meeting at the organization and explain the program to those in attendance. Select one individual who will serve as the contact person collecting the names of BUG recipients and passing them on to the club representative and to the principal or organization director.

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**7. Get Organized.**

Decide when BUG recipient names will be provided and determine when recognition will take place. Provide participating teachers/staff members with resource materials. (Resource materials are included on the resource CD).

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**8. Promote the Program.**

Post a Bring Up Grades banner in the school or organization. Establish an area for a Bring Up Grades bulletin board and hang a poster explaining the recognition. Leave plenty of space for photos of BUG recipients.

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**9. Contact business sponsors.**

Approach local businesses about supporting the program. Fast food restaurants, grocery stores, or retailers may serve as partners and provide giveaways for Bring Up Grades recognition parties. Remember to provide advertising to business sponsors in promotional materials.

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**10. Recognize BUG recipients.**

Plan a program at a school or organization assembly, during a lunch hour, or at the end of the day. Invite parents to attend. Present students with personalized certificates. Take photos of the festivities and prepare new releases for mailing after the event.

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**11. Post photos of recipients.**

Post photos of BUGs on the school or organization bulletin board and send a group photo with an explanation of the program to local media. (Sample news releases are included in the BUG resource CD.)

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**Congratulations!**

You've made a difference to the young members of your community. Your club has promoted the development of bright, enthusiastic, academic achievers!
Implementing Bring Up Grades

The Bring Up Grades (BUG) program is a fun and simple program to implement. The program can be used to promote academic achievement at school, or an agency supporting youth may want to incorporate this program to encourage students to improve.

The BUG program is successful because:

- Students are encouraged to reach their potential.
- Students learn to set and achieve realistic goals.
- Students compete with themselves, not other students.
- The program encourages development of partnerships between the business community and the school or agency.
- Implementation of the program takes minimal effort from the sponsoring club/organization and the school or agency.
- School administration or agency management can adapt the program to meet their needs.

Here is a checklist to assist the sponsoring club with implementing the program. A detailed version is provided in the BUG program guidebook included in the program kit.

- Read the BUG Guidebook.
- Open the BUG resource CD and find program resources (sample form letters, press releases, and more).
- Meet with the school principal and teachers and agree on:
  - The estimated percentage of students who may achieve the award.
  - The communication plan for educating teachers, students, and parents.
  - Identify a school/agency person who will serve as a contact, providing information about BUG honorees.
- Contact local businesses and solicit support for the program.
- Post a BUG banner in school and decorate the BUG bulletin board (provided in starter kit).
- Encourage teachers to educate students about the program and send information home to parents. (Sample letters are on the CD and parent brochures are included in the program kit.)
- Teachers determine which students should receive recognition and invite parents to attend a BUG recognition party.
- Provide refreshments, recognition certificates, lapel pins, and other giveaways at the party. The business sponsor also provides support for the party.
- Photograph BUG recipients receiving recognition and post photos on the BUG bulletin board. Photos also are mailed to the local media and the business sponsor.
- Teachers continue monitoring students and recognizing those who bring up grades.