TIPS ON WRITING A WINNING NOMINATION

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 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. The DTRT award is about spontaneous acts of kindness
- Write succinctly. The key is quality not quantity.

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

- A random act of kindness toward another
- Helping neighbors
- Keeping our school safe
- Examples of honesty and good citizenship
- Physical or mental limitations overcome
- Outstanding conduct or a turn-around in behavior
- Academic success or change in study habits
- Personal problems overcome or adjusted to
- Participation in special events/activities

Nomination forms are available in your school office or can be downloaded from www.etownschoools.org or www.etownctc.org

DEADLINE FOR ENTRIES – 3rd Monday of the month

Send nomination form to: Doris Lockard, Elizabethtown Area School District Office
600 E. High St., Elizabethtown, PA 17022
Or e-mail form to her at doris_lockard@etownschools.org

"Do The Right Thing" is a cooperative program of the Elizabethtown Area School District, Elizabethtown Police Department, Northwest Regional Police Department, Susquehanna Regional Police Department and Elizabethtown Area Communities That Care.