**IMPORTANT INFORMATION FROM**

**THE MIAMI POLICE DEPARTMENT’S**

**DO THE RIGHT THING PROGRAM**

***TO PARTICIPATE IN THIS FREE PROGRAM WHICH RECOGNIZES AND REWARDS YOUR STUDENTS FOR THEIR POSITIVE ACCOMPLISHMENTS:***

**STEP 1: DESIGNATE AND REGISTER COORDINATOR-Log on to our website** [**www.dotherightthinginc.org**](http://www.dotherightthinginc.org)**, click on the “Register (Schools Only)” button on the homepage and fill out the form with your information. All Coordinators must register every school year!**

**STEP 2: PROMOTE-All materials needed to promote the program throughout your school to teachers and staff are available on our website under the Awards Program/School Information tab. Please print out what you need, copy, and distribute as necessary or email it to save paper!**

**STEP 3: NOMINATE-Please use our online nomination process by logging onto our website, clicking on the “Nominate Today” button on the homepage, and completing the nomination form. Nominations are required to be a minimum of 4 sentences.**

**STEP 4: TRACK YOUR NOMINATIONS-Make sure your teachers, etc. advise you as to who and how many students they nominate. EACH SCHOOL IS LIMITED TO 15 NOMINATIONS PER MONTH AND NOMINATIONS ARE DUE BY THE 20th OF EACH MONTH UNLESS OTHERWISE NOTED.**

**STEP 5: STAY CONNECTED-Log on to our website** [**www.dotherightthinginc.org**](http://www.dotherightthinginc.org) **and check the “Latest News” and the “Coordinator Corner” sections on the homepage periodically for all pertinent updates related to our program. You can also like us on Facebook at Do The Right Thing of Miami, Inc. and follow us on Instagram and Twitter @DTRTMiami to keep up to date with the program.**

**QUESTIONS CALL: 305-603-6957/Email:** **dtrtmiami@aol.com**