* Make it easy for staff and other adults to understand and implement. Should be an easy and quick form of positive feedback for the behavior you want to see (e.g., object, event) for all staff members to use.
* List all reward systems that already exist. Try and incorporate what people are already doing and students already know.
* Use contextually, developmentally, culturally and age appropriate name for acknowledgements.
* Back- or follow-up acknowledgements.
	+ Schedule for daily, weekly, monthly, quarterly feedback to students and staff.
	+ Use by all staff (e.g., office, security, supervisors, bus drivers).
	+ Schedule for initial introduction of acknowledgements.
	+ Schedule for regular boosters or re-implementation of acknowledgements.
* Procedures and plan for providing orientation to new faculty, staff, students.
* Procedures for informing others (e.g. families, community, district administrators, substitute teachers and staff).
* Procedures in place for identifying and supporting students whose behaviors do not respond to school-wide acknowledgements.
* Included in school publications (e.g., handbooks).
* Instructions and practice on how to pair tangible acknowledgments with positive social acknowledgements.
* Means for keeping track of the number of acknowledgements versus number of disciplinary or corrective actions for violations of behavior expectations.
* Schedule and procedures for regular review and enhancement of acknowledgements.
* Schedule, menu, and review for turning in acknowledgment certificates, tickets (store, free time, homework pass, etc.)