

GRADUATION PROCESS

01.12.11

- Month Prior.
 - 1) Participant will be given invitations to be distributed to those people the participant would like to invite (family, friends, employer, sponsors).
 - 2) Picture of participant is taken by Probation staff and sent to AUSA.
 - 3) Participants are reminded to come prepared to share their plans.
 - 4) Invitations are extended to Sentencing Judge, referring PO, prosecuting AUSA, and defense counsel.
 - 5) Press release (be sensitive to those not wanting pictures/or names used).

- Graduation Day.
 - 1) Participant will receive recognition from STEP Team
 - Presentation of letters of congratulations (in STEP folder) -
 - Dignitaries' Letters of Congratulations
 - Team Letter of Congratulations
 - Presentation of
 - STEP Certificate of Completion
 - Medallion
 - \$25 Gift Card
 - Copy of Order Reducing Term of Supervision (if applicable)
 - Completion of Treatment (if any)
 - Before and after pictures from AUSA
 - 2) Refreshments in Court room for all
 - Cake - Treatment Provider
 - Supplies - Probation (tablecloth, plates, napkins, forks)