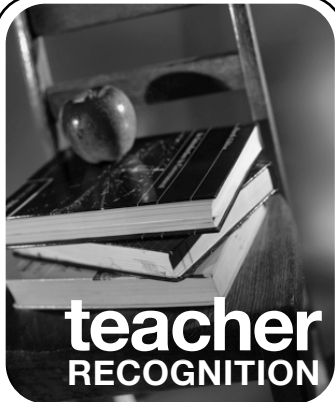


A C T I V E appreciation



teacher RECOGNITION

Candy Apples—Spice up the “apple for a teacher!” Much better than the “payday” candy bar.

Candy Jar Messages— Create a symbolic candy jar for every teacher. Add candy that can be representatives (i.e. starburst for that “burst of energy” in the classroom each day)

Lunch—Treat your teachers to a luncheon during a school day or a staff development day.

Morning Mahalo—Visit all of your teachers just before school or during the morning break and provide them coffee, tea, and/or OJ, a muffin, and a piece of fruit.

TA For a Day—Provide a TA for a day certificate. Volunteer to help score papers, organize file cabinets, decorate classrooms, clean desks, etc.

Teacher Supply Gift

Certificate—Provide some much needed monetary assistance to a local office supply store.

Special Note: Make sure to not over-program any teacher recognition event. A lunch is a wonderful idea, but if there is no time for the teachers to even visit, it isn't quite as much as a reward.

important principles

Group ⇌ Individual

Rather than just sending a thank you to the cheerleading team, send one to each individual cheerleader. Once again, it shows that you noticed.

General ⇌ Specific

People want to be noticed. The more specific you are, the more people realize you noticed.

Traditional/Expected ⇌ Creative/Unexpected

While it is important to be prepared to thank individuals, people don't want to feel like a checklist item. The more unique you can make the thank you or the more creative (surprising) you can make the medium, the better!

people to thank AT YOUR SCHOOL

administrative staff • administrators • advisors • aides • alumni • athletic captains • athletic coaches • band directors • bus drivers • cheerleaders • choir directors • class officers • club officers • community leaders • counselors • dance team • DJ's • equipment managers • faculty • ground crew • janitors • librarians • maintenance staff • marching band • neighboring schools • nurses • parent volunteers • play directors • police officers • school board trustees • substitute teachers • superintendents • technology coordinators • volunteers

supplies

candy • cardstock • construction paper • crayons • gift certificates • give-aways • glitter • glue • letterhead • markers • membership list • pen • pipe cleaners • postcards • quotes • ribbon • scissors • stamps • stickers • tape • thank you notes • trinkets •



reasons

activity • adaptability • attitude • awareness • care • cheerfulness • commitment • conscientiousness • creativity • dependability • discipline • energy • enthusiasm • flexibility • giving • humor • inspiration • instruction • listener • loyalty • mentorship • optimism • organization • originality • passion • pleasantness • positivity • reliability • respectability • service • trustworthiness • understanding • volunteerism

INTERNAL programs

Agendas- Give accolades to members on your agenda. Add birthday announcements or extra curricular successes on the side.

Buddy Program- Assign monthly buddies to individuals (preferably people who don't know each other well). Have a buddy challenge each month (i.e. take pictures together at a basketball game). Award a prize each month to buddies who complete the most challenges.

End of the Year Video- Put together a video of the year's

events, video tape meetings, set-up of events, and a few of the events themselves.

Mailboxes- Set up a mailbox in your meeting room. Write fun notes and distribute treats.

Member of the Month- Recognize a member of the month. Nominate during a meeting with people providing positive reasons why (provides recognition to several individuals even though only one gets the prize).

Mini Mascot- Have a mascot that travels from person to person. Mascot is given as a

“thank you” or “good job” accolade. Individuals could sign a mascot journal explaining why.

Secret Buddies- Set-up a month-long secret buddy program. Provides secret gifts to fellow members.

Shout-outs- During the last few minutes of each meeting, take out a bag of candy and do several shout-outs. People can recognize others for anything.

Social Nights- Organize a few fun nights for your group. Thank individuals throughout the evening.

how to write a THANK YOU NOTE

- Handwrite
- Never begin with "Thank You"
- First establish context
- Recognize specific contribution/Thank
- Encourage future involvement/interaction
- Send note promptly

Okay

Thank you.

Better

Thank you for your help at the rally.

Best

Friday's rally was huge success! We had over 750 students in attendance. There is no way we would have been able to do everything without you. Thank you for spending Thursday decorating the bleachers for the event. Your presence and contribution made a huge difference. Hope to see you again at the rally next month. Thank you!

major AWARDS

Special note: The following award ideas require collaboration support from school. Make sure you set-up a system that recognizes, finances, and awards recipients for years to come. Do not overdo "naming" awards in initial years. Make sure perpetual awards are awarded annually or at least on a regular basis so that they are not forgotten.

Brick Engraving—A possible fundraising program that allows community members and alumni to recognize individuals. Find a location on campus to create a brick walkway or garden area, take orders and donations, and place engraved bricks in location. Used on several college campuses and major parks.

Name Award—If you have a truly outstanding leader/volunteer, consider naming an award after him/her. The member of the month award becomes the "Joe Gaudet Member of the Month Award."

Name Building—Work with your school to name a building after a phenomenal teacher. The science building becomes the "Tom Hayes Science Building." If a building is too much, consider naming a hallway.

Name Event—Work with community member to name events after great volunteers. The crab feed becomes the "Richard Huhn Crab Feed"

Perpetual Award & Presentation—Make several awards perpetual awards. Purchase a larger plaque at an awards shop and budget for annual engravings. Give a smaller take-home plaque to the recipient and display master award in a dominant place on campus.

School Walk of Fame—This could be done in a manner similar to brick engraving, or could be done in a short-term basis on campus to display photos of volunteers and/or outstanding students.

Tribute Book—When a teacher or administrator retires, contact former students & colleague to help create a special memories & messages book. If time permits, talk with your yearbook staff & create a special page in the book.



Appreciation Day- Distribute "Appreciation Accolades" during class. Allow clubs, teams, & groups to submit accolades to people. Recognize individuals in posters & flyers throughout campus.

Birthday Cards- Distribute a birthday postcard to every student in your school or add names to announcements. Design a plan for birthdays when school is not in session.

Digital Camera Cards- Take a picture of volunteers setting up an event or participants at the event. Send a photo to that individual. *Example: For a pie-eating contest, send an aftermath photo to all the pie eaters thanking them for taking part in the rally.*

Letterman Jackets- Establish a policy so that student can earn a letter in athletics, academics, art, music, performance, volunteering, etc.

Pool Party- Host an end of the year pool party for all volunteers,. Use the school pool, bring music, order pizza or bbq.

Postcards- Find creative postcards are your stationary store or design your own at a print shop or online.

Raffle with Volunteer List- Add the name of every volunteer to a

semester/year end raffle with a variety of prizes.

School Newspaper Ad- Take an ad out in the school newspaper thanking your volunteers/participants. Follow Digital Camera advice & add a photo of participants.

Spirit Kit- Give a spirit kit to various volunteers (esp. underclassmen). Provide pompoms, face paint, school song lyrics, t-shirt, etc.

Student Store Discounts- Distribute discounts/coupons/ vouchers for your student store. Give out free school shirts, hats, key chains, etc.

Student/Teacher/Volunteer of the Month/Year- Recognize three outstanding individuals each month. Take a nice photograph of each individual to hang in the office and later give to the recipient.

Valentine's Day Cards- Provide a school-wide mail service on Valentine's Day. Allow students to send messages, songs, flowers, etc. to other students. Keep in mind that some individuals will really feel "left out" on this day.

Volunteer Point System- Attach points to various volunteer opportunities. Volunteers acquire points and can cash them in various prizes (tickets, bids, raffle entries, etc.)



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