

# Guide for Appreciation Day Packets

How To Make Them Fun & Easy!

This guide is designed to help make the appreciation days fun and easy for you. We've done all the work in our online packets, all you need to do is follow a few steps and you'll see how simple it is!

We have listed the ideas in the packets from basic to going above and beyond to make each appreciation day special. At whatever level you are able to take part in this program, it will make a big difference in the working environment for your employees. You can't afford to not participate.



## Principal Checklist

Use some or all of the ideas that are listed in each packet. You don't have to spend an extraordinary amount of time planning and implementing appreciation activities for the day to be a success. You can use a few of the ideas which have already been completed or you can put in a little more effort and make it an extra special day. Several of these ideas have been completed for you to use. All you have to do with these is click, print, sign and deliver them to the group being honored in a special way. We have even suggested ways to give these to the employee group. These ideas include:

- Ideas for Celebration
- Thank You Letter
- Web Art
- P.A. Announcement
- Marquee Messages
- Poster Art

*"Recognition is so easy to do and so inexpensive to distribute that there is simply no excuse for not doing so."*

—Rosabeth Moss Kanter  
Author & Harvard Business School Professor

— **Spread the word in-house:** Spread the word about the program to faculty, staff, parents and students and ask them to help you implement the ideas for celebrating the day. Appoint someone to help [coordinate](#) and oversee appreciation day responsibilities.

— **Send thank you letters:** Use the provided thank you letters and send a note of thanks to your employees being honored that month.

— **Put web announcement on-line:** Take the web art included with the packets and put it on your school website to help honor and recognize your employees for that month.

— **Announce the day:** Have a student or staff member read the provided message of thanks on the intercom that morning during announcements.

— **Share the news:** Put one of the provided messages on your marquee outside of the school to let your community know that you are honoring and appreciating that employee group on that day.

— **Display your thanks:** Print the posters in the packet and place them throughout the school to show your appreciation to that employee group.

# Going Above and Beyond



Listed below are ways that can help you really make your appreciation days special:

**Select a coordinator:** Your school needs someone to coordinate all events related to each Employee Appreciation day. You may want to use the same person to coordinate all appreciation day events throughout the year or you may want to choose a different coordinator for each event.

## 1. How to choose the Coordinator.

- **The coordinator may be a school employee or it may be a volunteer.** Some schools are blessed with a gifted school secretary who, although already overworked, has the personality, ability and creativity to coordinate all employee appreciation projects.
- **The work should be shared.** Whoever the coordinator of your appreciation day activities, the key to success is the delegation of responsibilities to others.

## 2. Responsibilities of the Coordinator.

- **The coordinator's responsibility is to enlist others to do the work of the appreciation day.**
- **The coordinator should be an expert in organization**
- **The coordinator should be someone who enjoys this type of responsibility.** Every school community has people gifted in organization and creativity. Finding such a person to coordinate this program is the key to its effectiveness.

**Select photographers:** You should enlist people to take photos of school appreciation day activities throughout the year.

## 1. How to choose photographers.

- **Select student photographers to cover appreciation day activities.** Students can be elected by peers, volunteer, be invited by teachers or be chosen through a contest. However the selection process works, it is important that students see it as an honor and privilege to be a student photographer. We suggest a student photographer for each class or each grade but other arrangements can work well. For example, having four or five school photographers from the upper grades.
- **Enlist parent volunteers to serve as photographers of appreciation day activities.** This person can collect the pictures taken by all the students and compile them for the school.

**Select videographers:** You should enlist people to take videos of school appreciation day activities throughout the year. Most regular digital cameras have the capacity to produce high quality video clips. As events occur, your school will want both a video and still photos of the event. Therefore, the same persons should not be expected to take both photos and shoot video of an event.

## 2. How to choose videographers.

- **Select student videographers to cover appreciation day activities.** Students can be elected by peers, volunteer, be invited by teachers or be chosen through a contest. However the selection process works, it is important that students see it as an honor and privilege to be a student photographer. We suggest a student photographer for each class or each grade but other arrangements can work well. For example, having four or five school photographers from the upper grades.
- **Enlist parent volunteers to serve as videographers of appreciation day activities.** This person can collect the pictures taken by all the students and compile them for the school.

# Going Above and Beyond



**Select reporters:** You should select people to report the activities of the appreciation day.

**1. How to choose a reporter.**

- **Students can be elected by peers, volunteer, be invited by teachers or chosen through a contest. Select at least one student reporter for each class.** However the selection process works, it is important that students see it as an honor and privilege to be a student reporter.
- **We suggest a student reporter for each class or each grade but other arrangements can work well.** For example, four or five school reporters from the upper grades.

**2. Enlist an adviser.**

- **Enlist a volunteer parent or staff member to advise and work with the student reporters to encourage them, help build their skills and ensure that their stories are well done and appropriate.** This is a great project to increase community engagement. It makes an excellent project for the PTA and one that parents will welcome. Another option is to enlist a retired teacher for this responsibility.

**3. Responsibilities of reporters.**

- **Reporters should write stories about events that are related to the Employee Appreciation Program.** If two reporters are assigned to cover a particular event, it gives them a chance to develop skills in cooperation and likely will result in better stories.
- **We suggest assigning student reporters the responsibility to write stories about individual school employees (in whatever group is being honored on an appreciation day) who are making a difference.** These stories could be published on the school website during the month in which the appreciation day occurs. They should also be submitted to the central office coordinator of employee appreciation events or submitted directly to Utrust.