



Appreciation/Recognition Records - SAMPLE

FYI: American Education Week: November 14 – 18, 2016 (*can always pick up "odds and ends" groups for recognition during this week*)

(Resource: <http://www.nea.org/grants/19823.htm>)

Year 20XX-20XX	Year 1	Year 2	Year 3	Year 4
Administrators Boss' Day – Oct. 17, 2016 http://www.timeanddate.com/holidays/us/boss-day	Plants & cards	Coffee & Danish	Candles	Plants
Bus Drivers Salute to Transportation Week – Nat. School Bus Safety Week – Oct. 17-21, 2016 http://napt.org/resources/national-school-bus-safety-week.php	Daffodils	Coffee & donuts	McDonald's coupons & thank you notes	Certificates & \$100.,000 candy bars
Building Service, Security, Teacher Aides Education Support Day Nov. 18, 2015– This is always recognized on the Wed. during Am. Ed. Wk. (see note at top of page)	Decorations & cookie platter	Luncheon	Gift certificate for equipment	Candy boxes and thank you notes
Substitute Educators' Day Nov. 16, 2016 http://www.nea.org/grants/36934.htm	Plants	Small plants	Certificates	Balloons
Cafeteria Workers Salute to Food and Nutritional Services Personnel May	Corsages	Balloons	Plants	Recognition buttons
Counselors School Counselor's Week – Feb 1-5, 2016 https://www.schoolcounselor.org/school-counselors-members/about-asca-(1)/national-school-counseling-week	Certificates	Plants	Balloons	Banner & notes
Health Room National School Nurse's Day – May 11, 2016 (Wed. between May 6-12 every year) http://www.timeanddate.com/holidays/fun/national-school-nurse-day	Certificates	Plants & thank you notes	McDonald's coupons	Corsages
Media Center Staff National Library Week– April 10-16, 2016 http://www.ala.org/ala/conferencesevents/celebrationweeks/natlibraryweek/index.cfm	Certificates	Plants	Buttons	Lunch certificates (and coverage)
Administrative Professional's Week National Secretary's Week April 24-30, 2016 http://www.holidayinsights.com/other/secretary.htm	Flowers	Luncheon	Small plants	Banner and large ribbons
Students National Student Leadership Week – April 17-23, 2016 https://www.nasc.us/programs-and-conferences/national-student-leadership-week	Wall of Fame posting	Recognition buttons	Free homework pass (from selected teachers)	Breakfast
Teachers Teacher Appreciation Week - May 2-6, 2016 http://www.apples4theteacher.com/holidays/teacher-appreciation/when-is-teacher-appreciation.html	Photo of each teacher & poem	Breakfast	Build your own ice cream sundae (after school)	Student helper each period for the day & after school
Volunteers National Volunteer's Week – April 10-16, 2016 – parent & community volunteers http://www.pointsoflight.org/signature-events/national-volunteer-week	Coffee & donuts	Certificates	Buttons	Coffee & donuts