

Staff Recognition

It is important to remember that staff appreciation and recognition includes all staff members, not just the teaching staff - administrators, aides, building service workers, secretaries, security, cafeteria workers, counselors, bus drivers, librarians, and volunteers.

Spotlight - Select one curriculum area or department each month and design a bulletin board display. Student and staff work may be displayed.

Survival Kit - Each teacher (could be used for substitute teachers. also) receives a kit containing, among other things, a package of Life Savers, a red pen, school plan & map, a history of the school, a logo button to wear, and perhaps an engraved name tag for back to school nights, etc. The survival kit could contain almost anything that ties that new person into the school. You might include a key to give fun explanations to items such as a rubber band to stretch your resources, etc. (Consider a special kit right before exam week, etc.)

Breakfast of Champions – have a special breakfast to thank the staff at your school.

Special Gift - When a staff member participates in a co-curricular activity (student-staff basketball; sponsoring a student government candidate, volunteering to chaperone an event, etc.) present him/her with a special gift or note thanking them for their extra help. For example: a carnation for each dance chaperone; a “Burger King” crown for allowing an SGA committee to meet in his/her room when the advisor is not available,; a toy football for football linesmen, etc.)

Staff Bulletin Board - Students design a bulletin board highlighting teachers. Spotlight teachers who have done something special that week, or have students write essays telling about a school staff member who made a difference. Be sure to cover all staff throughout the entire year.

Who’s Who – A Staff Yearbook – Have student prepare a “yearbook” with a short biographical sketch of each staff member (staff to supply details). If possible, include pictures (candidate shots or photo provided by staff members). This is a great book to have available for new students/parents to see during the summer. (With the availability of technology, schools may consider a web-based staff yearbook. Be sure that staff gives permission before publishing information.)

Business Cards – Design and print business cards for all staff with the school information and logo and the name of each staff member. Present these at the beginning of the year.

Birthday Cards – Personalized birthday cards should be delivered or sent to each staff member on his/her birthday. The student writing the card should sign their own name on behalf of the students at the school. (Consider adding a cup of coffee/tea and cookie with the card!)

Clean Windshield - One afternoon go out into the staff parking lot and clean each windshield. Leave a note thanking them for being at your school.. This is a great activity on a snowy day – clean the snow off of the windows at the end of the day!

Room Service - Take a cart of fresh coffee, (hot water with tea bags, hot chocolate, cider), donuts, fruit, and juice to staff members throughout the school. (This is a great break for teachers while proctoring exams, or on a cold winter morning!)

Leadership for Student Activities magazine always has great ideas for recognition Go to <http://www.nasc.us> for more information and a wealth of resources!