

# RECOGNITION THAT'S AS EASY AS YOUR ABC'S!

IN PARTNERSHIP WITH



**A**nswer your assistant's telephone for the day.

**B**ake a gift (cookies, bread, etc.) for your team.

**C**reate and post an "Employee Honor Roll".

**D**ecorate an employees' desk with balloons.

**E**-mail your bus driver's supervisor about what a great job they do – be sure to cc the employee.

**F**ind ways to highlight and reward department-specific performance.

**G**ive a copy of the latest best-selling educational/business book or a subscription to a trade magazine.

**H**ave a potluck event (breakfast, lunch, or dessert).

**I**nscribe a favorite book as a gift.

**J**uice cart (with coffee and bagels) taken to each teacher's classroom.

**K**udos chocolate bars, "LifeSavers" mints, "Payday" candy bars – get creative with your favorite snacks.

**L**oad up on toppings and have an ice cream sundae party.

**M**ake and deliver a fruit or muffin basket.

**N**ote from Superintendent or Central Administration leadership

**O**pen a coffee bar for the morning coffee-borrow a cappuccino maker and serve to the staff. Don't forget biscotti!

**P**lan and conduct a secret pal exchange that week (teachers can give to support staff and vice versa).

**Q**uick notes of recognition and thanks taped to the office or classroom door.

**R**andomly tape gift certificates to the bottom of chairs at a staff meeting.

**S**erve up a pancake breakfast for your staff and invite parents to join in.

**T**ake your cafeteria staff out to lunch.

**U**se a suggestion program for future event planning.

**V**ary tasks that you can swap with an employee for a day – his/her choice.

**W**ash employees' cars in the parking lot during the lunch hour.

**Y**ahoo! Have some fun!

**X**erox copies of complimentary e-mails or letters, and post on a bulletin board for all to see.

**Z**oom in on a "Behind the Scenes" award (being piloted for Central Administration Employees), specifically for those whose actions are not usually in the limelight.

*Some content adapted from Fairfax County Schools*