

FOCUS

A Herff Jones IMPACT Resource For Advisors

October, 2004

October FOCUS *Faculty/Staff Appreciation*

At any school, faculty and staff should be appreciated not just on special days but all year. It takes everyone working together to make a school successful. Many times organizations do special things for the faculty but forget the rest of the staff. Schools could not function without their secretaries, custodians, cafeteria workers, etc. When you are doing something special be sure to include everyone.

Some monthly activities could include:

1. Have students select an employee of the month. Have a specific area where a picture of the person, a biography, and why they were chosen can be posted. Give that staff member preferred parking in a special spot for the month. Have the spot designated with a sign.
2. Have a drawing once a month for a prize such as dinner for two or movie passes. Ask local merchants to donate. Be sure that all staff and faculty are included.
3. Place motivational quotes in all mailboxes.
4. Decorate parts of the school for special occasions.

5. Give a birthday cards to everyone on staff.
6. Invite staff to your organization's events free of charge
7. Include them in all activities such as spirit days.

Thank others who help such as businesses and parents.

Businesses

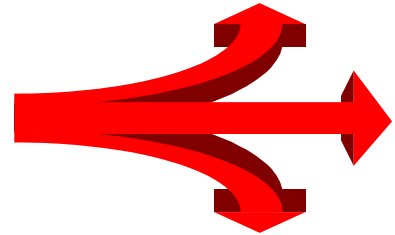
1. Paint a special wall in your school to honor businesses who have made donations.
2. Ask them for a banner to hang at any event that they helped to sponsor.
3. Take pictures of the event they helped to sponsor and give to them to hang in their office.
4. Give them a plaque or a certificate to frame.
5. Write them a thank you note.
6. Write an article about the event with a picture for the local paper.

Parents

1. Paint a **PARENTS WITH PRIDE** wall and list the names of parents who help.
2. Send thank you notes.
3. List parents names in the school newsletter.

4. At awards night name a Volunteer of the Year.

For your Principal, on his/her birthday set a fancy table in the cafeteria and serve a special meal. Then have cake and get everyone to sing "Happy Birthday".



For the month of October:

- Include all staff in dress up days and give prizes.
- Make ghosts by covering a lollipop with a tissue and attach a note, "Have a "bootiful" weekend".
- Have a Fall Harvest breakfast for them. Be sure to decorate the room.

This newsletter is a joint effort of Jackie Burch and Herff Jones, Inc.

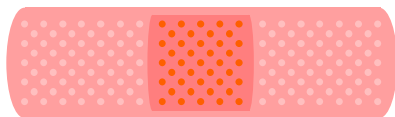
For the month of November:

- Have students vote for the “Top Turkey” by buying feathers for their favorite staff member. Crown the winner at a Pep Rally and present them with a frozen turkey.
- Buy pies and serve them to the faculty and staff at lunch one day.
- Have a faculty/staff team compete at a Pep Rally.

For the month of December:

- Have a Christmas meal (breakfast or lunch for the faculty/staff) on the day you get out for Christmas. Sing carols for them.
- Get apple ornaments and put the name of each faculty/staff member on them and decorate their special Christmas tree.
- Give them a Pay Day candy bar with a note, “We thought you could use an extra Pay Day”.
- Give them each a Christmas card.

Faculty/Staff Survival Kit Ideas



There are many ideas for faculty/staff survival kits. These are great for any time during the school year.

Place your items in some type of bag with an explanation of each item. Some common items:

1. *Aspirin* –for the headaches
2. *Stick of gum*- to remind you to stick to it
3. *Lifesaver*-to help you stay afloat
4. *Rubber Band*- to remind you to flexible
5. *Starburst*-to give you a burst of energy when you need it
6. *Smarties*- to help you on the days that you do not feel so smart
7. *Tootsie Roll*- to remind you not to bite off more than you can chew
8. *Snickers*-to remind you to take time to laugh
9. *Balloons*- so you can blow off steam
10. *Candle*- to keep the flame of knowledge burning
11. *Hershey Kisses*- because everyone needs one sometime
12. *Battery*- to keep you going and going and going
13. *Puzzle piece*- to remind you how important it is that we work together
14. *Eraser*- when we make mistakes you are there to help us erase them and make corrections
15. *Krunch bar*- to remind us what has happened to the school budget
16. *Toy soldier*- to remind you to keep fighting to make our school better
17. *Paper snowflake*- just as each snowflake is unique so are each of us
18. *Bandage*- everyone gets a “boo boo” sometime

There are many more that can be used for a survival kit. Use your creativity and develop your own ideas for the survival kit.

ADVISERS NEED TO RELAX

As a student activity adviser, you are stressed and overworked without enough hours in the day to complete all of your tasks. Learn to take a few minutes for yourself.

If the word “mediation” brings to mind a white bearded yogi sitting cross legged and chanting, you need to rethink it. The practice actually involves focusing the mind on something external such as a word, sound, a candle, or one’s own breathing. When practiced every day just for a few minutes it can reduce stress and improve concentration as well as increase a greater sense of well being. It is actually about finding a quiet place in your hectic life.

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