

MONROE COUNTY SCHOOL DISTRICT

POSTIVE BEHAVIOR SUPPORT REWARD SUGGESTION LIST



MCSD STUDENT Reward Suggestion List

Positive Rewards for Staff Students Compiled by DAPPS Team

- 1. Praise Postcards
- 2. Take your shoes off in class (determined period of time)
- 3. Keep a picture on your desk.
- 4. Use your teacher's chair (determined period of time or whole day)
- 5. Drawing time
- 6. Use of the Champion Chair for a day (specially decorated chair that can be moved to place of choice in classroom)
- 7. Use of headphones/ipod (determined period of time)
- 8. Move your desk to location of choice for a day
- 9. Teacher assistant (determined period of time)
- 10. Shoot basketballs in the gym (determined period of time)
- 11. Play game of choice with teacher/staff member
- 12. Serve as library clerk/assistant
- 13. Eat lunch at table/seat of choice
- 14. Extra recess time
- 15. Special art project
- 16. School wide PBS Rewards
- 17. Yard Sale (Use PBS dollars)
- 18. Movies on the lawn
- 19. Pizza party
- 20. Sno-cones
- 21. Popcorn machine
- 22. School Store
- 23. Bingo (win small prizes)
- 24. Domino tournament
- 25. Nail sessions
- 26. Cupcake walk
- 27. Special lunchroom seating (special decorated table set up in lunchroom)
- 28. Special lunchroom seating (special decorated table set up in lunchroom) with a friend of choice
- 29. Teacher vs. students sporting event
- 30. Computer lab time (sign up for sessions)
- 31. Use of the elevator
- 32. Student of the Month on the marquee or bulletin board in main office
- 33. Become a helper to the custodian, librarian, another teacher or the office staff
- 34. Become a class monitor for a specific area of need (e.g., hall monitor, room check monitor, tidy monitor etc.)
- 35. Helping a younger student with a learning task for a specified period of time.
- 36. Earn points for a class video
- 37. 15 minutes of free choice activity
- 38. Work with a friend
- 39. Wear your ball cap or favorite hat for a work period
- 40. Read a comic book

- 41. Show or tell the class something you have or did
- 42. Have lunch with your favorite person or the teacher
- 43. Read a story to the principal or to another class
- 44. Hand out supplies for a defined number of activities
- 45. Free time in another classroom
- 46. Receive a positive note for home
- 47. Pick something from the prize box
- 48. Pick something from the treat box. (Keep it healthy, crackers, animal cookies, fruit, juice boxes, popcorn, granola bars, marshmallows etc.)
- 49. Earn tickets toward free time
- 50. Free pencil, pen or eraser
- 51. Positive phone message or email home
- 52. Free poster
- 53. Free story for the whole class!(A strategy like this lets others help the student at risk stay on target
- 54. Earn a cooking day for the class
- 55. Take the bubble blower out a recess
- 56. Free homework pass
- 57. Leader for the day
- 58. An additional gym period with another class (be sure to partner up with a teacher for exchanges like this one)
- 59. Listen to the radio or CD with a headset for a specified period of time
- 60. Have work posted in the hall or near the office
- 61. Enjoy a game with a friend or in another class
- 62. Be the leader for the first gym activity
- 63. Reward the child before there is an incident. "Good morning Bill. Good to see you." Remember, social recognition is the greatest reward. "Wow! Great job getting your work turned in on time." "Thank you for picking up that paper."
- 64. Write a note to the child, specifically describing the behavior you are rewarding
- 65. Write a note to the parent, specifically describing the good behavior (When was the last time a parent got a note like this?)
- 66. Certificate of merit from the entire class
- 67. Call the student and parent at home and specifically describe an incident of good behavior
- 68. Allow the student to run an errand for you. "Jane, because you did such a great job turning your work in so neatly, I'm going to allow you to take this note up to the front office."
- 69. Arrange for the child to tutor a younger child
- 70. Arrange for the child to read to younger children
- 71. Arrange opportunities for children to be of service to younger children and to the school: cleaning blackboards, raising flags, counting money, collecting books, passing out materials
- 72. Reward the entire class for good behavior with five minutes of free time at the end of the period
- 73. Allow classical music to be played during independent work
- 74. Compliment the student in front of another adult
- 75. Touch the student briefly on the shoulder
- 76. Make eye contact with the student and smile
- 77. Thumbs up
- 78. High five
- 79. Shake hands
- 80. Walk with the child to his next class
- 81. Positive referral to the front office
- 82. Name up on blackboard, posted on bulletin board, announced over public address

- 83. Pick from the "goody bag" (have parent send in various dollar store items for this along with snacks...preferably healthy ones!)
- 84. Sit at the teachers desk at the end of the day
- 85. Chew sugar-free gum at the end of the day
- 86. Only have to do half of a homework assignment
- 87. Choose a song to play for the class
- 88. Take a class game or toy home for the night
- 89. Use colored chalk on the chalkboard (or markers if it's a whiteboard)
- 90. Be first in line.
- 91. Play a game (can be non-educational) on the computer.
- 92. Keep something special on your desk for the rest of the afternoon (e.g. a stuffed animal)
- 93. Choose any class job to do
- 94. Ten minutes of free time
- 95. "Fast Pass" Pass that allows them to be first in line for lunch
- 96. Go to the library and get a book
- 97. Give the teacher a homework assignment (e.g. if you are studying the pyramids, have the student give you a homework assignment by having them tell you what they want you to report on the next day)
- 98. Spend time on the Internet.
- 99. Allow student to call parent with news of good behavior
- 100. Receive raffle ticket to put in the "fishbowl" for prize drawings
- 101. Allow to complete an assignment in pen or marker
- 102. Free time to write on the chalk/white board
- 103. Tell a joke to the class or other performance

JACKPOT! Ideas for Classroom Rewards – www.interventioncentral.org

- 1. Go to the library to select a book
- 2. Help a classmate with an academic assignment
- 3. Help the teacher to present a lesson (e.g., by completing sample math problem on blackboard, reading a section of text aloud, assisting cooperative learning groups on an activity)
- 4. Invite an adult "reading buddy" of student's choice to classroom to read with student
- 5. Listen to books-on-tape
- 6. Read a book of his/her choice
- 7. Select a class learning activity from a list of choices
- 8. Select a friend as a "study buddy" on an in-class work assignment
- 9. Select friends to sit with to complete a cooperative learning activity
- 10. Spend time (with appropriate supervision) on the Internet at academic sites
- 11. 'Adopt' a younger student and earn (through good behavior) daily visits to check in with that student as an older mentor
- 12. Be appointed timekeeper for an activity: announce a 5-minute warning near end of activity and announce when activity is over
- 13. Be given responsibility for assigning other students in the class to helping roles, chores, or tasks
- 14. Complete chores or helpful activities around the classroom
- 15. Help a specials teacher (e.g., art, music, gym)
- 16. Take a note to the main office
- 17. Work at the school store
- 18. Be awarded a trophy, medal, or other honor for good behavior/caring attitude
- 19. Be praised on school-wide announcements for good behavior or caring attitude
- 20. Be praised privately by the teacher or other adult
- 21. Design--or post work on--a class or hall bulletin board

- 22. Get a silent "thumbs up" or other sign from teacher indicating praise and approval
- 23. Have the teacher write a positive note to the student's parent/guardian
- 24. Post drawings or other artwork in a public place
- 25. Post writings in a public place
- 26. Receive a "good job" note from the teacher
- 27. Allow student to call parent(s)
- 28. Be allowed to sit, stand, or lie down anywhere in the classroom (short of distracting other children) during story time or independent seat work
- 29. Be dismissed from school 2 minutes early
- 30. Be given a 'raffle ticket' that the student writes name on and throws into a fishbowl for prize drawings
- 31. Be permitted to sit in a reserved section of the lunchroom
- 32. Be sent to recess 2 minutes earlier than the rest of the class
- 33. Draw a prize from the class 'prize box'
- 34. Earn behavior-points or -tokens to be redeemed for prizes or privileges
- 35. Have first choice in selecting work materials (e.g., scissors, crayons, paper) and/or seating assignments
- 36. Have lunch in the classroom with the teacher
- 37. IOU redeemable for credit on one wrong item on a future in-class quiz or homework assignment
- 38. Receive a coupon to be redeemed at a later time for a preferred activity
- 39. Receive a sticker
- 40. Receive candy, gum, or other edible treats
- 41. Select a class fun activity from a list of choices
- 42. Select the pizza toppings for a class pizza party
- 43. Sit near the teacher
- 44. Take the lead position in line
- 45. Tell a joke or riddle to the class
- 46. Be selected by the teacher to accompany another student to a fun activity
- 47. Get extra gym time with another class
- 48. Get extra recess time with another class
- 49. Select fun activity from "Activity Shelf" (stocked with play materials, games)
- 50. Spend time (with appropriate supervision) on the Internet at recreational sites
- 51. Watch part or all of a video (preselected by the teacher and cleared with the student's parent)
- 52. Work on a jigsaw or other puzzle
- 53. Write or draw on blackboard/whiteboard/easel paper

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- Assist the custodian
- 2. Assist with morning announcements over the PA system
- 3. Be a helper in another classroom
- 4. Be featured on a photo recognition board
- 5. Be recognized during announcements
- 6. Be the leader of a class game
- 7. Be the line leader or the caboose
- 8. Be the scout (Person who goes ahead of class to tell the special teacher they are on the way)
- 9. Be the teacher's helper for the day
- 10. Borrow the principal's chair for the day
- 11. Buzz cut a design in an agreeable male's head

- 12. Choose a book for the teacher to read aloud to the class
- 13. Choose any class job for the week
- 14. Choose music for the class to hear
- 15. Choose the game during physical education
- 16. Choose which homework problem the teacher will give the answer to for a freebie
- 17. Cut the principal's tie off and have your picture featured on a bulletin board with the neck part of the tie as the frame. Keep the tip for a souvenir.
- 18. Dance to favorite music in the classroom
- 19. Design a class/school bulletin board
- 20. Design and make a bulletin board
- 21. Do half of an assignment
- 22. Draw on a small white board at desk
- 23. Draw pictures on the chalkboard while the teacher reads to the class (illustrating the story being read)
- 24. Duct tape the principal to the wall during lunch or an assembly
- 25. Earn a free pass to a school event or game
- 26. Earn a gift certificate to the school store or book fair
- 27. Earn a pass to the zoo, aquarium, or museum
- 28. Earn a trophy, plaque, ribbon or certificate
- 29. Earn an item such as a Frisbee, hula hoop, jump rope, paddleball or sidewalk chalk, which promote physical activity
- 30. Earn extra computer time
- 31. Earn extra credit
- 32. Earn free tutoring time from the teacher (spelling secrets, math secrets, writing secrets)
- 33. Earn play money to be used for privileges
- 34. Earn points for good behavior to "buy" unique rewards (e.g. Autographed items with special meaning or lunch with the teacher)
- 35. Earn the privilege of emailing a parent at work telling of accomplishments
- 36. Eat lunch outdoors with the class
- 37. Eat lunch with an invited adult (grandparent, aunt, uncle)
- 38. Eat with a friend in the classroom (with the teacher)
- 39. Enjoy a positive visit with the principal
- 40. Enjoy class outdoors for the whole class
- 41. Enter a drawing for donated prizes among students who meet certain grade standards
- 42. Get "free choice" time at the end of the day
- 43. Get a "no homework" pass
- 44. Get a drink from the cold water fountain (There is always one fountain that is better)
- 45. Get a flash cards set printed from a computer
- 46. Get a video store or movie theatre coupon
- 47. Get extra art time
- 48. Go on a walking field trip (earn privilege for whole class)
- 49. Go to the library to select a book to read
- 50. Have a drawing lesson
- 51. Have a free serving of milk
- 52. Have a teacher read a special book to the entire class
- 53. Have teacher share a special skill (e.g. Sing)
- 54. Have the teacher make a positive phone call home
- 55. Keep a stuffed animal at desk

- 56. Learn how to do something special on the computer-like graphics or adding sound
- 57. Learn how to draw something that looks hard, but with help is easy
- 58. Listen to music while working
- 59. Listen with a headset to a book on audiotape
- 60. Make deliveries to the office
- 61. Name put on scrolling marquee with a specific message "Emily Jones says smile and eat your veggies."
- 62. Operate the remote for a PowerPoint lesson
- 63. Pick a game at recess that everyone plays including the teacher
- 64. Play a favorite game or puzzle
- 65. Read a book to the class
- 66. Read outdoors
- 67. Receive a "mystery pack" (gift-wrapped items such as a notepad, folder, puzzle, sports cards, etc.)
- 68. Receive a 5-minute chat break at the end of the class or at the end of the day
- 69. Receive a note of recognition from the teacher or principal
- 70. Receive a plant, seeds and a pot for growing
- 71. Receive art supplies, coloring books, glitter, bookmarks, rulers, stencils, stamps, pens, pencils, erasers and other school supplies
- 72. Receive verbal praise
- 73. Select a paperback book to take home to read from the teacher's personal library
- 74. Sit at the teacher's desk for the day or a set amount of time
- 75. Sit next to the teacher during story time
- 76. Sit with a friend at lunch, assembly, etc.
- 77. Take a trip to the treasure box (non-food items such as water bottles, stickers, key chains, temporary tattoos, yo-yo's, bubbles, spider rings, charms and pencil toppers)
- 78. Take care of the class animal
- 79. Take class animal home for school vacation time
- 80. Teach the class a favorite game
- 81. Teach the class a math lesson
- 82. Use colored chalk
- 83. Use the teacher's chair
- 84. Walk with a teacher during lunch
- 85. Watch a video instead of recess
- 86. Work as the Principal apprentice for 20 minutes
- 87. Work in the lunchroom
- 88. Write with a marker for the day
- 89. Write with a special pen for the day
- 90. Write with a special pencil for the day

MCSD STAFF Reward Suggestion List

Positive Rewards for Staff Members Compiled by DAPPS Team

- GEMS Program
- 2. TOY Program

- 3. GOOSE Program (**G**et **O**ut of **S**chool **E**arly)
- 4. Peer Recognition (e.g. Busting Bass Board)
- 5. Principal/Administration Recognition Staff member of the month/week (special reserved parking space)
- 6. Principal/Administration Positive email sent school wide to recognize individual staff members.

Positive Rewards for Staff Members in a PBS School By Laura A. Riffel, Ph.D.

- 1. Ask an office supply store to consider donating their clearance items to the school and have a "store" for all the staff members to come in and "purchase" office supplies with gotchas they received from each other.
- Ask everyone to start a diary writing down 3 things that went well each day. Ask the staff to bring their diaries to faculty
 meetings. Reward staff for bringing the diaries and give out chocolate kisses to everyone who shares at least one thing from
 their diary.
- 3. Ask parents to send in praise via email. At the end of the day, do a David Letterman's mail bag and read the kudos that came in via email about staff members. Give kudos to the parent who shared by sending a hand written note. It won't take long for word to spread that compliments are appreciated.
- 4. Ask the cafeteria staff to bake some special cookies. After a particularly difficult day, invite all the staff to come down for cookies in the cafeteria. Have the PBIS team set up ready to entertain. The PBIS team might be dressed as Alvin and the Chipmunks and lip sync the Alvin and the Chipmunks song. Another idea is to have the PBIS team put on lipstick and paint eyeballs and a nose on their chins. Then lay across a table with heads hanging backwards with stocking caps over their hair, face, and nose. Then lip sync to a silly song like "We are Family."
- 5. Ask your employees what makes them tick. Ask each employee to list their values that guide their daily decisions. During conferences with individuals ask them to compare and contrast their values with the mission of the school.
- 6. At the beginning of the year, have staff fill out a questionnaire on spouse and children's birthdays. Send birthday cards from the school to spouses and children. Recognizing that staff members have lives outside the school is very important.
- 7. Bring in a masseuse and a massage chair and provide free massages during planning periods. Darken the staff lounge, play classical music and burn candles (if the fire marshal approves). Do this during one of the more difficult months for student behavior. (October, December, March, April, May).
- 8. Call each other by name especially in front of the students. "Good morning, Mrs. Turquoise." And Mrs. Turquoise says, "Good morning, Mr. Purple". Modeling appropriate greetings is very important for the students and using names with each other shows respect for individuals.
- 9. Call in an ice cream truck to come to the school the last day of criterion reference testing. Have the truck show up after all the students are gone and invite all the staff to come down and have an ice cream on the PBIS team. Tell them they are "Way Cool, the way they accomplished all the testing this week."
- 10. Create an instruction manual based on skills developed or used by team members in the school. Beginning of the year tips from the experts. Take a picture of each staff member with their words of wisdom and print the book off for all staff. Give a copy to new staff members and substitute teachers. For example, "Mr. Green's recipe for cheering up students on a difficult day. Do a magic trick. Have two brown paper bags. Put a piece of fruit in one brown paper bag and staple it shut. Ask the students to guess what fruit is in the bag. Have little slips of paper and pretend to write the fruits that the students name on pieces of paper and drop them in the other brown paper bag. Now tell the students that you will be able to pull out the exact name of the fruit in the sealed bag. Reach in to the open paper bag and pull out a slip of paper and amazingly read the name of the fruit that is in the bag. Show the students that it indeed says "apple" (or whatever fruit). Then open the sealed brown paper bag and show the apple. The students will be amazed. What the students do not know is that you wrote "apple" on every piece of paper that you put in the open brown paper bag. Even though you pretended to struggle even to write the word rhubarb- you were really writing apple. It's a great mood breaker. "Put a picture of Mr. Green on this page. On the next page you might have Mrs. Brown's great math experiment. "Mrs. Brown asks her students to answer this question: Which

would you rather have? A dollar a day for the next 30 days or a penny on day one, two pennies on day two, four pennies on day three, eight pennies on day four and so on for 30 days? The students guess and then Mrs. Brown shows them that pennies doubled each day for thirty days comes out to 10,737,418.23 dollars. It is great fun to watch their faces." Put Mrs. Brown's picture on this page.

- 11. Do a staff survey and find out everyone's favorite snack. Stock the staff lounge with snacks one day a week. The PTO could help furnish the snacks.
- 12. Each day have the entire PBIS team spend ten minutes looking for someone doing something that furthers the goals of the PBIS plan of action. Give out special gotchas good for leaving school 10 minutes early on a day of choice.
- 13. Encourage employees to post their values in a conspicuous place in their respective rooms.
- 14. Get a parent volunteer to be at the door in the morning dressed in a tuxedo. Have them speak in a British accent and greet each staff member as they enter the building. They could say something like, "We've been anticipating your arrival Mrs. Yellow."
- 15. Give each other affirmations. When someone says, "Oh my goodness, I don't think I can handle another day of Johnny and Susie swinging from the chandelier." Make sure the staff is ready to tell each other "You can do it." "I know you can do it." "I have faith in you."
- 16. Give out thank you cards to all staff members and ask them to write one a week to someone on the staff. Ask them to write to different people each week.
- 17. Give out the Depends Award during staff meeting. Take a pair of Depends ™ Undergarments and spray paint them gold. Give out the Depends Award to the most dependable person each week. This is an award they can keep until it is passed on to the next person. Be specific about how each person is dependable.
- 18. Go around a local mall and ask the store owners to donate items to celebrate great education staff members. If the PBIS team splits up the mall, they can collect a huge bevy of items for giveaway items for the adults. Use these as prizes for recognizing everyone's contributions to the greater cause.
- 19. Gotchas work for school personnel, but only if everyone remembers. Put three silver dollars in your left pocket in the morning. As you compliment different adults in the building, move a silver dollar from your left pocket to your right pocket. At the end of the day, all three silver dollars should be in your right pocket. (You move from left to right to help you remember you are doing the "right" thing.)
- 20. Have the entire staff fill out a sheet answering this question: 1) Name something about yourself that no one else would ever guess. Each morning read one clue and give everyone an answer sheet. Each day they are to guess who the mystery person is based on the clues read that morning. After all the clues have been read, invite the whole staff to a pizza party. Read the entire list of clues and have people guess aloud and then have the real mystery person confess their secret identity. Have a prize for the person who gets the most guesses correct.
- 21. Have the PBIS team read books that would be helpful for teachers and create "Cliff's Notes" on those books for the staff. Send it out in a weekly newsletter. Book idea: Marzano's "What Works in Schools."
- 22. Have your PBIS team go online and post positive statements about each one of the staff members on the school website. Example: Meet John Jones. Loves waterskiing and horseback riding. We love the way Mr. Jones is always at the front door to greet the students.
- 23. Highlight staff strengths in the parent newsletter. Let the parents know the strengths of each staff member throughout the year.
- 24. Hire a celebrity impersonator to come to the school and visit classrooms. For example: Abraham Lincoln visits the school and comes in each classroom giving a small history lesson tying something special about the adults in each room to the history lesson. For example, "I was the only president to ever own a patent. I designed a special idea that helped boats float over sand bars. I was good at floating boats and Mrs. Blue has designed a special chair that lets students get their wiggles out."
- 25. Hire the high school choir to change the words to a popular song and serenade the staff with a kudos song some morning.
- 26. Identify what each staff member does best and have an "Academy Awards" ceremony with statues for each person. Invite the parents to come to the award ceremony.

- 27. If a staff member has a problem, find out about it and figure out a way to help them. For example, if a staff member's child is struggling in Algebra find another staff member who is willing to tutor that member's child in exchange for something they need- like their car washed.
- 28. Instead of criticizing an employee who has behaviors you would like to "target" for change, make a positive intervention.

 Express to the employee what needs to change and end with a statement affirming, "I have confidence in you that you can get this done."
- 29. Invite spouses and children to come up for the catered dinner on the nights staff needs to work late.
- 30. Invite staff members to the next board meeting and stand up and compliment their achievement to the board.
- 31. Make a deal with the staff. "If we have 100% attendance for the Criterion Reference Testing then the PBIS staff will wash everyone's car on a non-rainy day."
- 32. Make it a point to give one hand written note a day to someone who has done something exceptionally well.
- 33. Name the conference room after an employee each week. Base the choice on someone who has received a lot of gotchas that week. Make a sign for the door and make sure to call people down to the Violet Conference Room.
- 34. Order business cards for each staff member (http://www.vistaprint.com/frf?frf=691384697124) Pick a design that fits each person's personality. Vista Print has almost free deals on business cards.
- 35. Order enough flowers for each staff member to get one and stand at the door as each person enters and tell them you appreciate the way they help children "bloom" in this building.
- 36. Organize a lunchtime game that everyone can watch. For example, set up a jeopardy game, who wants to be a millionaire etc. in the staff lounge and challenge two contestants during lunch to play while others watch.
- 37. Pass out grape juice in plastic goblets at the next staff meeting and toast each other. Keep going until everyone has received a toast.
- 38. Poll your staff to find out what they would like to have training in and then have your PBIS team decide where some training opportunities exist and who should go to those trainings.
- 39. Post goals in teachers' lounge and graph results. Example: Positive phone contacts home- shoot for 2 times the number of students in the school. Set the goal of 200% in 6 weeks. (graph phone calls, post cards, emails, notes)
- 40. Purchase small plants for each staff member and place on their desk. Leave a note saying, "I know you'll nurture this plant to full beauty because of the way you nurture children."
- 41. Supply a box of birthday cards to each staff member. On birthdays, encourage each staff member to fill out a birthday card and do a drive-by carding by hiding birthday cards all over the person's area throughout the day. For example, the birthday person might find a card taped to the staff restroom mirror, or on the coffee pot and so on.
- 42. Surprise staff by greeting them at the door with a cup of hot coffee or diet coke (know what everyone's drink of choice is) Just say, "We are so glad you are here today."
- 43. Surprise the staff with a scavenger hunt all over the school. As each person enters the building have them see a sign that says "Immediately check your box." In their boxes have a candy bar that says, "Your next clue is awaiting you at the coldest water fountain in the school." When the staff members get to the coldest water fountain, one of the PBIS team members will be waiting with a bottle of water that has the next clue taped on it. This will go on and end up in the cafeteria where the team meets up again and has a breakfast ready for all the staff members.
- 44. Surprise whole staff and take them on a group outing on a weekend- for example: 1) movie theater to see an uplifting movie, 2) breakfast at a restaurant, 3) BBQ at someone's house or 4) pool party at someone's house (preferably someone with a pool ©)
- 45. Survey the staff and find out what their least favorite part of the job is. Throughout the year, have the PBIS committee do one disliked job for each person. For example, Mrs. Green might dislike bus duty. The PBIS team might take Mrs. Green's bus duty some Friday and let Mrs. Green go home early.
- 46. Take a survey of the staff on their favorite magazines. Purchase some subscriptions to put out in the staff lounge.

- 47. Take an old real estate sign and paint it with white enamel paint or chalkboard paint. Each day when the staff are pulling into the parking lot let them see the PBIS team has written a special thank you to one staff member for something outstanding each day. "Mrs. Orange, we love the way you handled the bullying situation yesterday." "Way to Go."
- 48. Think about each employee's strength and ask them to share that strength with others. This could be done through faculty meetings, one to one mentoring, etc. Make sure when the employee is asked to share, they are told why they were chosen. "What made them stand out as an exemplar in this area?"
- 49. When a new employee comes to the school (including substitutes), set expectations by planning a small celebration welcoming the new person. Make an intercom announcement welcoming the substitute and ask everyone to make them feel welcome.
- 50. When employees have to work extra (PTO, Parent Teacher Conferences, etc.) provide a catered dinner.

Guidelines for Recognizing Employees

- 1. Specify the reward criteria. Be sure you have defined the specific employee behaviors you want to increase.
- 2. The recognition should occur as close to the performance of the actions as possible, so the recognition reinforces the behavior you want to see increase
- 3. Involve employees in designing your recognition program
- 4. Recognition program should be open to all employees
- 5. Reward all that meet criteria
- 6. Individualize Rewards
- 7. Be honest and sincere. This will foster intrinsic motivation
- 8. Say "thank you" frequently
- 9. Practice what you preach

Possible Ways to Recognize Employees

- 1. A sincere word of thanks
- 2. Post a thank you note on their door in their honor
- 3. Throw a pizza party or cake party in their honor
- 4. Create a simple "ABCD" card that are given when someone goes "Above the Call of Duty"
- 5. Write about them in a school/company-wide email
- 6. Give a long-lunch, extra break, or comp time
- 7. Honor them at the start of the next staff meeting (recognize someone at the start of every staff meeting)
- 8. Post a "thank you" sign in the lobby with their name on it
- 9. Handwritten thank-you note
- 10. Gift them flowers, a book, or other small gift
- 11. Invite them to a one-on-one lunch
- 12. Give them a gift card
- 13. Have the entire team sign a framed photo or certificate of appreciation
- 14. Arrange for a boss several levels up to stop by to say thanks
- 15. Send a thank you note or gift basket to their spouse
- 16. Arrange to have their car washed
- 17. Let them bring their pet to work
- 18. Buy a dozen of donuts and announce to the department that they are in the honorees office, they should stop by to say hi and get one
- 19. Feature them in the company/school newsletter
- 20. Pick an unusual or funny object and place it on their desk for a week
- 21. Dress casual for a day.

- 22. Have entire team honor them with a standing ovation at the start of the next staff meeting. Offer to swap a task with them for a period of time
- 23. Let the employee dump the one project on you
- 24. Use of your office/desk for a day
- 25. Preferred parking spot
- 26. Invite employee's friend, spouse or significant other in for a lunch on the company
- 27. A vacation day
- 28. Bouquet of flowers
- 29. Prepare a short video montage that celebrates the employee's accomplishments
- 30. A public thank you
- 31. Write a note to their family, sharing how important the person's contribution to the company has been
- 32. Keep the break room stocked with their favorite drink or snack
- 33. Buy them tickets to a concert, show or other event
- 34. Pick up a book or CD for them by their favorite author or artist
- 35. Pick up the tab for them to have a family portrait taken
- 36. Give them a pair of movie tickets
- 37. Help them with gas prices by giving them a gas card
- 38. Provide them with a formal letter of appreciation for their personal file
- 39. Create a "day pass" that they can turn in to take any day off, no questions asked
- 40. Allow them to be flexible with their hours
- 41. Get each employee to write something positive about the person on a piece of paper, and give them the box of collected sayings, or frame them for the employee
- 42. Start a company "Wall of Fame" and add them to it
- 43. Find out what they are passionate about and give them a gift that relates to it
- 44. Create and give them an award that they can keep and frame for a job well done
- 45. Surprise them with an outdoor catered picnic
- 46. Get them a subscription to their favorite magazine
- 47. Provide them with lunch
- 48. Provide them with breakfast
- 49. Provide them with some one-on-one mentoring.
- 50. Institute a "playtime," where employees can play games or shoot some baskets.
- 51. Extended break time
- 52. Create a relaxation room, where the employee (and other people you are rewarding) can go during the day, to read or even play a video game on their break