

# Appreciation Week

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**What** is  
Appreciation  
Week?

## **What?**

An opportunity for Seniors to:

1.) Write a letter of appreciation to any Certificated or Classified person from **Kindergarten - 12<sup>th</sup> Grade.**

2.) Deliver the letter **in person** in his / her **CAP & GOWN.**

3.) Recognize the teacher in **front** of their **current class.**

For **Whom**  
is Appreciation  
Week intended  
for?

For **Whom?**

***TRUTH BE TOLD...***

Appreciation Week was originally intended for:

***The GRADUATE & The TEACHER!***

**BUT I HAD NO IDEA THE**  
**AMOUNT IMPACT IT WOULD**  
**HAVE UPON SO MANY OTHERS!**

**Where**

Should Teachers  
be Recognized?

## Where?

### **As Best as Possible:**

Try to have the presentations in front of a current class.

If teacher is retired, invite him or her back to their former site for the presentation.

If teacher is unable to meet, letter can be mailed to the teacher's last known address.

***When***

Should Teachers  
be Recognized?



# When?

## As Best as Possible:

- 1.) Try to avoid the month of May because of IB and/or AP Testing.
- 2.) Try to avoid State Testing.  
(This year is TOUGH...I KNOW.)
- 3.) Be sure to provide Jostens with plenty of time to provide the Cap & Gowns early.

**How** Should  
Appreciation Week  
be Completed?

# How?

- 1.) Hold Sr. Class meeting **EARLY**: (1<sup>st</sup> Friday of SCHOOL?). Show DVD BRIEFLY explain program. (let DVD do the talking.)
- 2.) Provide periodic reminders in announcements until LETTER COLLECTION DAY: (**1 week before end of semester**)

## **(IN THE HEADER & ON THE BACK OF THE ENVELOPE)**

Letters MUST include the following:

- Name of Honored Teacher.
- Last known school of employment.
- Grade(s) taught.
- Name of Senior.

## How?

### WITH 3 MONTHS BEFORE APPRECIATION WEEK...

#### 1.) Contact Local Newspaper

[http://www.pe.com/local-news/riverside-county/riverside/riverside-headlines-index/20130327-riverside-graduating-students-surprise-former-teachers\\_ece](http://www.pe.com/local-news/riverside-county/riverside/riverside-headlines-index/20130327-riverside-graduating-students-surprise-former-teachers_ece)

#### 2.) Contact Superintendent (so s/he can contact Principals)

Dr. Obermeyer,

I am writing you this e-mail to ask for your consideration and support regarding an on-going 5-year campaign we started here at Norte Vista. I saw this campaign presented by a school in Washington at a Renaissance State Convention. The Superintendent of the District said that the campaign was the most powerful thing he had ever seen in education.

The campaign is called **Teacher Appreciation Week**, and basically it is an opportunity for our Seniors to write **1** letter of appreciation to a former teacher of theirs before they graduate. The Senior will then surprise their honoree by hand delivering the letter in their Cap and Gown to the honored teacher (hopefully in front of their current students for greater impact and effect). At this time, we have nearly **50** participants and about **75** letters written thus far.

The purpose of this campaign is two-fold..

- 1.) Allow the Seniors an opportunity to thank a teacher from their past that poured their life into them.
- 2.) Allow the students (many of whom are in elementary and middle school) who are currently being taught by these inspirational teachers an opportunity to see current graduates in their Cap and Gown and to think about their own graduation NOW, instead of later).

Dr. Obermeyer, for the past 5 years, this program has brought countless moments of joy and inspiration to so many in our community. It has now become an annual event that so many administrators and teachers look forward to.

Here's where I was hoping you could help Dr. Obermeyer...I have yet to contact any of the Principals for the respective schools the teachers are at. I will be doing so soon, but I was hoping to receive your blessing first, before I sent out the e-mail. With this being a new campaign, some people might be skeptical, but I wanted to reassure you and everyone else, I will be sure to make this event as professional as possible, in which classroom interruption will be held to a minimum, especially with CST's around the corner. I will coordinate with the Principals as to the best time and day during the week to deliver the letters, and each presentation should last no longer than 5 minutes.

If you approve of this campaign, would you mind forwarding this e-mail to each Principal letting them know I will be contacting them soon, but to also let them know that we are hoping to SURPRISE the TEACHERS, so if they could keep it secret, that would be great. I will be forwarding out the list of the teachers that received letters from our Seniors.

Thank you Dr. Obermeyer for your consideration in this matter. I am very much looking forward to hearing from you soon. IF you have any questions, concerns, and / or comments, please do not hesitate to contact me at the numbers provided below, or by e-mail. The same goes for any of the Principals as well.

Mahalo,  
Keala Hughes

## How?

### WITH 2 MONTHS BEFORE APPRECIATION WEEK...

- 1.) Sort Letters according to School(s) of Delivery.  
If necessary, make arrangements with bus company; district van provider; and / or personal vehicle.  
Provide Jostens with list of Seniors who will be receiving their Cap & Gowns EARLY.
- 2.) Personally contact Principals of Schools (via e-mail) and encourage them to keep the presentations SECRET.
- 3.) In e-mails to Principals...ask for best time(s) and day(s) for presentations to occur during the week.  
(**AVOID PREP PERIODS!**)
- 4.) Obtain District MAP and devise traveling route & times based upon school proximities and Principals' requests.

# How?

## ALVORD DISTRICT MAP & ROUTES



# How?

## With 1 WEEK BEFORE APPRECIATION WEEK...

1. Conduct FINAL MANDATORY Lunch-Time meeting with ALL participating SENIORS to:

- a. Provide Presentation Schedule (Pick-Up Times & Dates).
- b. Distribute Permission Slips (Due on Presentation Day).
- c. Distribute Cap & Gowns (Balances must ALL be paid ).

## DURING APPRECIATION WEEK...

1. Bring VIDEO CAMERA for future DVD.
2. Bring EXTRA Graduation regalia (just in case).
3. Be sure to WEAR your Hood and Gown.
4. Explain BRIEFLY to classes what & why you are doing the presentations AFTER Senior presents.
5. Invite all HONORED TEACHERS to ATTEND your upcoming COMMENCEMENT CEREMONY.
6. Bring SCRIPT for Seniors to read.

# How?

## SCRIPT

Good Morning / Afternoon, my name is \_\_\_\_\_ and I stand before you as a member of the Graduating Class of 2018. This year, I was given the opportunity to write 1 letter of appreciation to a teacher who made a lasting impact upon my life anytime from Kindergarten until now. As such, I selected \_\_\_\_\_ as my Most Inspirational Teacher. My fondest memory of \_\_\_\_\_'s class was when... [**TELL STORY HERE**]. Had it not been for Mr. or Mrs. \_\_\_\_\_, and other teachers like him / her, I may not be standing in front of you today, a proud graduate of the Class of 2018. Thank you Mr. / Mrs. \_\_\_\_\_ for all you did for me and other students like myself.



# ***How?***

**DURING APPRECIATION WEEK...(FINAL THOUGHTS).**

1. Gifts are nice and will be treasured...but are OPTIONAL!
2. BUT if Seniors would like to provide a GIFT...

HOW ABOUT...

**A FRAMED PICTURE  
FROM THE PAST?!**

3. Be sure to DEBRIEF with your SENIORS during opportune moments BETWEEN the presentations.
4. Seniors will recall: stories, experiences, and even SMELLS!

*Why* Should  
Appreciation  
Week be done?

# *Why?*

For Graduates of  
the:

- *PAST.*
- *PRESENT.*
- *AND FUTURE.*

*Why?*

*BECAUSE OF*  
*THE IMPACT...*

## ***Mahalo to:***

- ***Mike Westra, Tyler Olin, & Dave Olbright.***
- ***Graham - Kapowsin High School, WA.***
- ***& EACH OF YOU for your TIME & COMMITMENT to YOUNG PEOPLE.***

**Keala Hughes'**  
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