

Appreciation Week

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What is
Appreciation
Week?

What?

An opportunity for Promoting 5th / 8th Graders & Seniors to:

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

2.) Deliver the letter in person in his / her CAP & GOWN (where applicable).

3.) Recognize teachers 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 STUDENT & The HONOREE!

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

Where

Should

Honorees be

Recognized?

Where?

As Best as Possible:

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

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

If the honoree is unable to meet, letter can be mailed to the honoree'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 (where applicable).

How Should
Appreciation Week
be Completed?

How?

1.) Hold Class meeting **EARLY**: (1st Friday of SCHOOL?). Show video clips BRIEFLY explain program. (let video 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 Honoree

Last known school of employment

Grade(s) taught

Name of Student

How?

WITH 3 MONTHS BEFORE APPRECIATION WEEK...

Contact Superintendent (so s/he can contact Principals)

Dr. Mucerino,

I am writing you this e-mail to ask for your consideration and support regarding a new campaign I am starting 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 **Appreciation Week**, and basically it is an opportunity for our promoting 5th & 8th Grade students, along with our Seniors to write **1** letter of appreciation to any adult who left a lasting impression upon their lives from Kindergarten through 12th grade. The Student(s) will then surprise their honoree(s) by hand delivering the letter in their Cap and Gown (where applicable) to the honoree (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 students an opportunity to thank an adult from their past that poured their life into them.
- 2.) Allow future generations (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. Mucerino, I am truly excited about the possibilities of inspiration this event can bring to our school District. It is my hope that this can become an annual event, one that will continue to grow in number an impact for years to come.

Here's where I was hoping you could help Dr. Mucerino...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. Mucerino 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
Norte Vista Activities

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 STUDENTS (and Parents if necessary) 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 **HONOREES** to **ATTEND** your upcoming **PROMOTION / COMMENCEMENT CEREMONY.**
6. Bring **SCRIPT** for Students to read.

How?

SCRIPT

Good Morning / Afternoon, my name is _____ and I stand before you as a member of the Promoting / Graduating Class of 2023. This year, I was given the opportunity to write a letter of appreciation to any adult who made a lasting impact upon my life anytime from Kindergarten until now. As such, I selected _____ as my Most Inspirational. My fondest memory of _____ was when... [**TELL STORY HERE**]. Had it not been for Mr. or Mrs. _____, and other Honorees like him / her, I may not be standing in front of you today, promoting / graduating in May 2023. 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 Students would like to provide a GIFT...

HOW ABOUT...

A FRAMED PICTURE FROM THE PAST?!

3. Be sure to DEBRIEF with your STUDENTS during opportune moments BETWEEN the presentations.
4. Students 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 & Dave Olbright.*
- *Graham - Kapowsin High School, WA.*
- *& EACH OF YOU for your **TIME & COMMITMENT** to **YOUNG PEOPLE.***

Keala Hughes'
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