**Prize Guide & Personalized Thank You Notes**

1. Understanding prizes and deciding how many you might need
2. Organizing the prizes and thank you notes
3. Emails for reaching out to parents, students, businesses, and the community
4. Creating your own prizes

We have good news. You are not alone when it comes to wishing to express appreciation for your teachers and staff. We know parents, PTA/PTO, and your community at large would love to get in on the act too, but more often than not, they need you to take the lead.

This packet contains emails to make reaching out to your community for support and contributions a breeze. This will allow you to have many prizes and gifts throughout the week, but it’s not only about finding gifts. By including parents, students, and the community as much as possible, you’ll greatly enrich your appreciation week and make your staff feel that much more valued by everyone.

**Understanding prizes and deciding how many you might need.**

One out of every three spaces on the wheel includes a Small Prize. These are meant to be small prizes and not a big deal. With the normal version, these are usually pencils or small candy or prize coupons. For this telecommuting version, ideas include:

* If you have many e-gift cards donated, you could use the smaller ones here as grab bag gifts.
* Use the prize coupons in the last section for small privileges, such extra casual dress days or credits at the school store.
* Silly random things, like funny selfies of the principal.

There are also three BIG PRIZE spaces on the wheel, which are larger, but special privilege coupons like, Leave 15 minutes early, Skip the next PD meeting, or extra gift certificates usually do the trick.

Then there is the one Grand Prize, which is for the one person with the largest point total at the end. Gift certificates, parking spaces when school reopens, trophies, etc... are all good choices.

Bonus Round. On the last day, the wheel is converted to the Bonus Round wheel where every spin results in a prize. Hopefully you’ll have plenty of these from reaching out to parents and the community, but we’ve also provided creative ideas for creating your own prizes as well (see the last section).

More prize ideas are listed in the last section of this file, plus we have an online forum for more suggestions: <https://docs.google.com/spreadsheets/d/1yqwuxRJt5EEq_8qCEayKJHtAcW2TpHBcq6tZPS72sMk/edit#gid=1633509639>

**Organizing the prizes and thank you notes.**

In the following pages, we’ve provided emails for reaching out to parents, students, and the community for heartfelt notes of gratitude. We will then organize them into a collection to reveal to the teachers on the last day.

**Open the Prizes and Thank You Organizer spreadsheet file and keep track as entries come in**.

1. As thank you notes are submitted via email from students or parents, simply copy/paste them into the spreadsheet.
2. Make sure the teacher’s name is included first, like in the example on the next page.

**Once you have all your entries, we are going to create a printable file which you can share with all the teachers on the last day of the week.**

1. Once you have all the messages entered, sort that column alphabetically.
2. Once sorted, click on the Thank You Print tab at the bottom to see them all organized and pretty.
3. Click on Save As to save it as a .pdf file. We will attach this file to the final email of the week.

We’ve created separate tabs for businesses. As a business responds, copy those comments into the Business Entries Tab. Then follow the same steps to organize, save the file, and print.

**Organizing e-gift cards.** We’ve provided the last tab to help you organize and keep track of these.

**Email to Parents**

***Parents will want to participate, and it’s likely this one email will produce more than enough e-gifts for the entire game. If just 3 or 4 parents from each class donate an e-gift, you are set.***

***This email is written directly to parents but also allows for them to share it with their student, especially for younger students. If you are a school who regularly emails students directly, use the next email and edit this one to be only for parents.***

Hello Parents,

National Teacher Appreciation Week is May 4-8, and with all that has been going on, we are making a special effort this year to express appreciation for our teachers and staff and make sure they are not forgotten simply because the building is closed.

We are putting on a big surprise appreciation week that we can do remotely, and we have several opportunities for parents to get involved. Certainly, you are free to reach out to your child’s teacher yourself, but these are some ways you can help with our collective effort:

1. We are trying to collect short, heartfelt notes for all our teachers, and we would like as many as possible. If you would like to send a short message of appreciation to a teacher, please use the example format below, starting with the teacher name followed by a comma, and email it back to me. If possible, we would like one note from you (the parent) and one from your child (the student) too.

We are going to make these into a collection so the teachers may know how much everyone appreciates their efforts. You may sign it with your name or with Anonymous if you prefer.

EXAMPLE:

**Mrs. Jones,** I’ll never forget the special teachers who taught and inspired me when I was in school, and I can tell you without a doubt that you will be one of those special teachers to my child. She especially would talk about the creative ways you taught history. Your work will stay with her long after she has grown up. Thank you for all you do!” – Casey Smith

1. During the week of May 4-8, our school administration is doing a remote game show with prizes and treats each day. We have creative ideas and special privileges for many of the prizes, but we also need online gift cards. If you would like to donate one or two, in any amount, we’re suggesting you go to either Amazon.com, giftcards.com, or purchase e-gift certificates from local businesses. Please make sure they are deliverable online, and make this email address the recipient: *(insert your email address or school email address here).* That way we’ll have all the e-gift cards in one place and can distribute them as prizes.

Thank you, everyone, for helping us make this a special Teacher Appreciation Week!

**Email to Students**

***If your school emails students, here is one you may use as a template.***

Hello Students,

National Teacher Appreciation Week is May 4-8, and we are hoping you will help us out with a bit of a surprise for the teachers.

We are putting on a big surprise appreciation week that we can do while they work from home, and we would love your help:

1. We are trying to collect short, heartfelt notes for all our teachers, and we would like as many as possible. If you would like to send a short message of appreciation to a teacher, please use the example format below, starting with the teacher name followed by a comma, and email it back to me.

We are going to make these into a collection so the teachers may know how much everyone appreciates their efforts. You may sign it with your name or with Anonymous if you prefer.

EXAMPLE:

**Mrs. Jones,** thank you for what you taught me this year. My favorite class was when you showed up dressed like William Shakespeare! You made class fun and I just want to say thank you.” – Casey Smith

Thank you, students. Please have these emailed back to me as soon as you can to make sure they make it in, and remember, this is a secret!

**Email to Local Businesses**

***You probably have a sense of what restaurants or stores your staff likes. As we prepare this packet, most restaurants are closed, and this might provide a unique situation to help each other out.***

***Use this email to reach out to specific businesses, or for reaching out to the larger organizations in your area.***

***It might seem forward, but it is a good idea to be specific with what would help, and we’ve left you a space for inserting these requests in bold. Be sure to edit this section each time you send an email.***

***Since these are for specific businesses, you’ll probably need to search online for their website and contact email. However, once you get rolling, you can have twenty sent out in no time and result in plenty of prizes.***

Hi,

National Teacher Appreciation Week is May 4-8, and with all that has been going on, we are making a special effort this year to involve the community in helping us express appreciation for our teachers and staff.

We will be putting on a big appreciation week that we can do remotely while the teachers work from home, and we have several opportunities for the community to get involved too:

1. If you would like to send a message of appreciation which we deliver to the teachers, please use the example format below and email it back. We are going to make these into a collection so the teachers can know how much the community appreciates their efforts. We would love to get as many comments as possible. If you wish, you can also include a freebie or discount, hopefully which helps your business too, though including this is not required.

EXAMPLE:

**Jim’s Burger Barn:** “I’ll never forget the teachers who taught and inspired me when I was in school. Your work stays with the students long after they have grown up. Thank you for all you do! When we reopen, any teacher with ID will get 20% off any order. Thank you!”

1. During the week of May 4-8, our school administration is doing a remote working game show themed week with prizes and treats each day. **We specifically thought of you because any sort of donation of \_\_\_\_\_\_\_\_\_\_\_\_\_ would be wonderful to add to our prizes!** And we would obviously credit you with an acknowledgment. As you know, teachers are loyal, love freebies, and never forget the businesses that help out! If something like that is possible, I’ll be happy to help coordinate with you.

Again, any type of help is appreciated. Thank you!

**Email to Local Chamber of Commerce**

***This email is more of a wide approach. A few weeks before your appreciation week, look up your local Chamber of Commerce or equivalent and send them this email. Be sure to edit to your liking.***

Hello,

National Teacher Appreciation Week is May 4-8, and with all that has been going on, this year our school administration wants to extend an invitation to the community and our businesses for anyone who would like to join us in expressing appreciation for our teachers.

Would it be possible for you to forward this invitation along to your members?

Thank you so much!

*(insert your name and phone number)*

Hello All,

National Teacher Appreciation Week is May 4-8, and with all that has been going on, this year our school administration wants to extend an invitation to the community and our businesses for anyone who would like to join us in expressing appreciation for our teachers and staff.

We have several opportunities:

1. If you would like to send a message of appreciation which we deliver to the teachers, please use the example format below and email it back. We are going to make these into a collection so the teachers can know how much we appreciate their efforts. We would love to get as many comments as possible. If you wish, you can also include a freebie or discount, hopefully which helps your business too, though including this is not required.

EXAMPLE:

**Jim’s Burger Barn:** “I’ll never forget the teachers who taught and inspired me when I was in school. Your work stays with the students long after they have grown up. Thank you for all you do! When we reopen, any teacher with ID will get free fries with any order. Thank you!”

1. During the week of May 4-8, our school administration is doing a remote working game show themed week with prizes and treats each day. If your business would like to contribute any type of donation for this, something we can give teachers remotely like gift certificates, we would be very thankful. Obviously we would credit you with an acknowledgment, and as you know, teachers are loyal, love freebies, and never forget the businesses that help out!

Thank you all in advance for your messages and support.

**Creating your own prizes**

If parents and the community come through with many prizes, more than two per teacher, then you might not need to do much work with this section. You can simply use extra gift cards or certificates for prizes. But if you need some extra prizes that don’t cost anything, then use the prize coupons on the next page.

Here are some suggestions, and you can adjust them up or down to fit the prize level.

* Leave 15 minutes early pass
* Arrive 15 minutes late pass
* Extra credits at the school store
* Admin watches your class for 15 minutes
* Join the ice cream social when school reopens
* Free pass to vent frustration with an admin for 5 minutes
* Principal tells you a joke
* Principal doesn’t tell you a joke. You’re welcome.
* Extra spin during the bonus round
* $1.00 in quarters to use at the school vending machine
* Extra casual dress day
* You get the idea. You know your school and teachers best and what they might like. Have fun with it.

For more ideas, be sure to check the online idea suggestions. Click on the prize tab at the bottom: <https://docs.google.com/spreadsheets/d/1yqwuxRJt5EEq_8qCEayKJHtAcW2TpHBcq6tZPS72sMk/edit#gid=1633509639>

Prize:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prize:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prize:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prize:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prize:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prize:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_