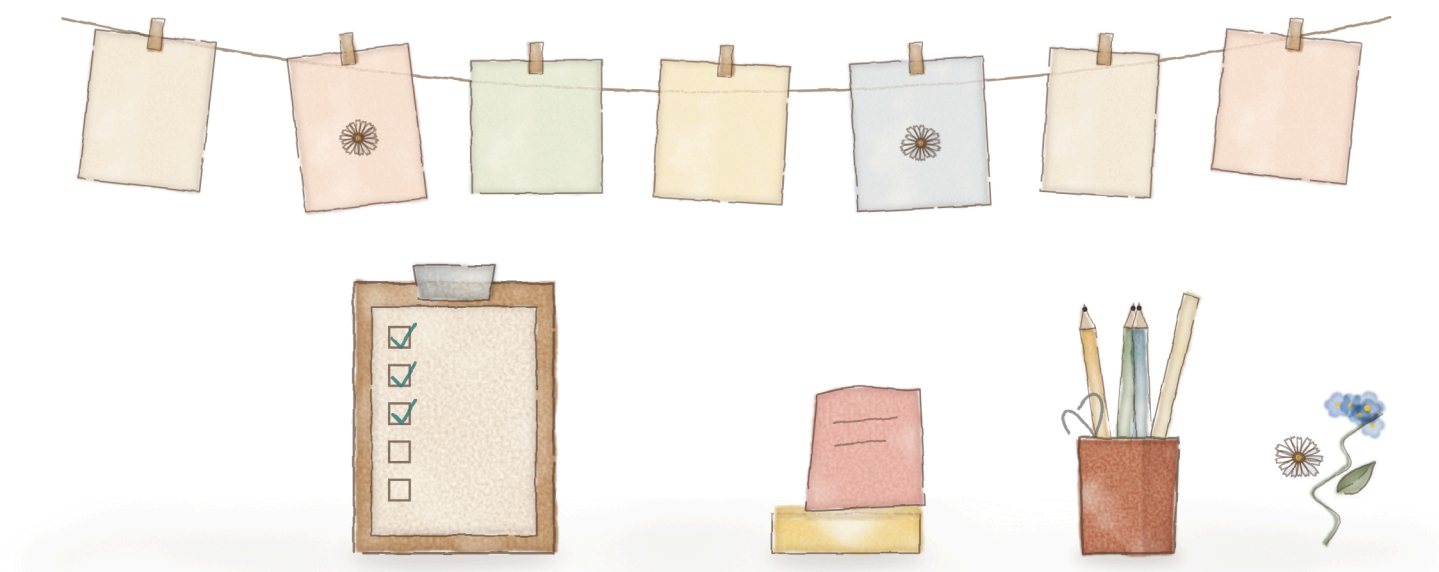


FREE PLANNING STARTER • ANY SCHOOL, ANY WEEK

Appreciation Week Starter



A dated checklist with owners, a no-cost plan, a family flyer that asks for help — never money — and a fair way to run one class gift.

5

PHASES

2

FLYER SIZES

12

VOTE SLIPS

WHAT'S INSIDE

- Checklist: 6 weeks to after
- Our week + no-cost ideas
- Family flyer + reply slip
- Class gift checklist + slips

US LETTER • DATES ARE WRITE-INS • NO MONEY REQUIRED

BOBOTEMP

Appreciation Week Checklist



Tick, name an owner, write a due date

6 WEEKS BEFORE

- ☐ Agree the week with the principal or office
- ☐ Form a small team (2–4 people) and name a lead
- ☐ Ask what is allowed: food, gifts, decorations, class time
- ☐ Count staff in every role, not only teachers
- ☐ Set a budget – and a plan that costs nothing
- ☐ Send a staff favorite-things survey, if you use one

OWNER

DUE

2 WEEKS BEFORE

- ☐ Send the family invitation (page 5 or 6)
- ☐ Confirm volunteers and a backup for each job
- ☐ Order or collect supplies; keep receipts
- ☐ Settle one idea for each day
- ☐ Ask staff privately about food needs

OWNER

DUE

OUR TEAM

LEAD AND PRINCIPAL CONTACT

VOLUNTEERS AND SHIFTS

FAMILY MESSAGES

FOOD AND DRINKS

SIGNS AND DECORATIONS

BUDGET AND RECEIPTS

NOTES

Appreciation Week Checklist



The last week, each day, and after

1 WEEK BEFORE	OWNER	DUE
☐ Print signs, cards and labels		
☐ Confirm deliveries, rooms and helpers		
☐ Share the plan with staff (keep a surprise or two)		
☐ Prepare thank-you notes for volunteers		

EACH DAY OF THE WEEK	OWNER	DUE
☐ Set up before the first bell		
☐ Serve or deliver; check every staff area		
☐ Clean up and return borrowed items		
☐ Collect notes for tomorrow		

AFTER THE WEEK	OWNER	DUE
☐ Thank volunteers and donors		
☐ Settle receipts and the budget		
☐ Write down what to repeat next year		

NOTES FOR NEXT YEAR

Our Week, and a No-Cost Plan



Write your dates in; everything else can cost nothing

Schools pick different weeks — in the US many choose the first full week of May, but yours may differ. Write your dates in; nothing here assumes a date.

MONDAY

Date

Idea

TUESDAY

Date

Idea

WEDNESDAY

Date

Idea

THURSDAY

Date

Idea

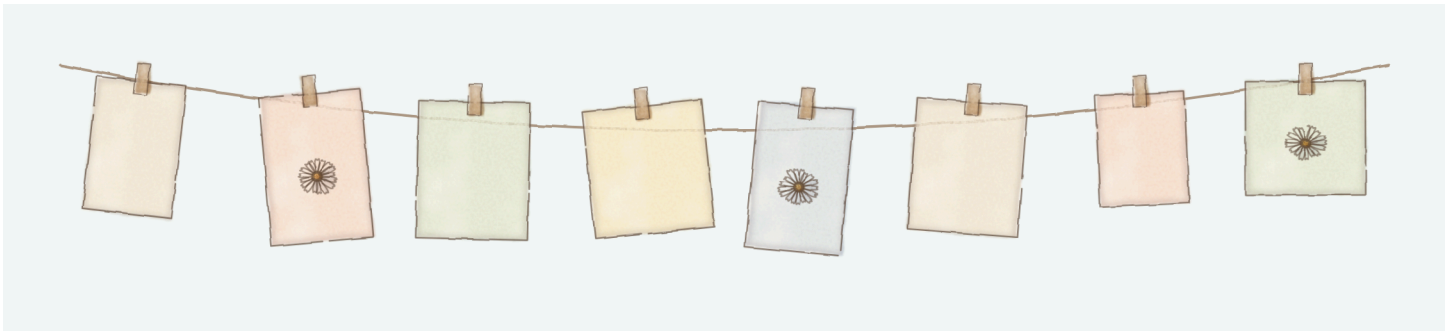
FRIDAY

Date

Idea

IDEAS THAT COST NOTHING

- A note from every class, collected in one folder per staff member
- A shout-out board in the staff room that families and students add to
- Students make cards, bookmarks or a class poster in class time
- A family-run coffee table with donated drinks (check the school's food rules)
- Volunteers cover a supervised duty so staff get a longer break (only with the principal's plan)
- A thank-you hallway: every class decorates one door or panel



Staff Appreciation Week

Help us thank everyone who makes our school work — teachers, aides, office, kitchen, custodial and every other role.

WHEN

WAYS TO HELP — CHOOSE ANY

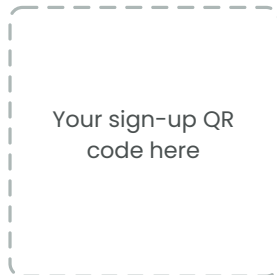
☐ Write a note or make a card

☐ Volunteer for an hour

☐ Send an item from the wish list

☐ Share an idea

Every way counts. No money needed.



SIGN UP AT

QUESTIONS? CONTACT

We use your contact details only for this week's plans and never share them.

Reply slip (optional) — return to the class teacher or the office

I'D LIKE TO HELP WITH

☐ A note

☐ Volunteering (day / time)

☐ An item from the wish list

☐ Something else

NAME (OPTIONAL)

BEST WAY TO REACH ME



Staff Appreciation Week

WHEN

Write a note or make a card • Volunteer for an hour • Send an item from the wish list • Share an idea

Every way counts. No money needed.

QR here

SIGN UP AT

QUESTIONS? CONTACT

We use your contact details only for this week’s plans and never share them.



Staff Appreciation Week

WHEN

Write a note or make a card • Volunteer for an hour • Send an item from the wish list • Share an idea

Every way counts. No money needed.

QR here

SIGN UP AT

QUESTIONS? CONTACT

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One Class Gift, Fairly

For a room parent pooling one gift instead of many duplicates



- 1 WHO IT IS FOR**
The teacher — and the aide, specials teachers or anyone else who works with the class every day.
- 2 CHOOSE TOGETHER**
Offer two or three ideas and let families vote (slips on page 8). Check the teacher's favorite-things answers first, if you asked.
- 3 SET A RANGE, NOT A PRICE**
Pick a total range for the gift. Contributions are optional, any amount or none.
- 4 COLLECT PRIVATELY**
Sealed envelopes or one anonymous drop box. Never list or announce who gave.
- 5 PRESENT IT FROM EVERYONE**
Every child signs the card, whether or not their family gave.
- 6 SAY THANK YOU**
A short note to families with the total spent and what was bought.

DATES

IDEAS READY BY

VOTE CLOSES

COLLECTION CLOSES

GIFT BOUGHT BY

PRESENTED ON

PRIVACY

Keep any list of who gave private to the organizer, and destroy it after the thank-you. Families who don't give are never named, and their children sign the card like everyone else.

OUR CLASS GIFT

☐ A

☐ B

☐ C

Another idea

OUR CLASS GIFT

☐ A

☐ B

☐ C

Another idea

OUR CLASS GIFT

☐ A

☐ B

☐ C

Another idea

OUR CLASS GIFT

☐ A

☐ B

☐ C

Another idea

OUR CLASS GIFT

☐ A

☐ B

☐ C

Another idea

OUR CLASS GIFT

☐ A

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Another idea

OUR CLASS GIFT

☐ A

☐ B

☐ C

Another idea

OUR CLASS GIFT

☐ A

☐ B

☐ C

Another idea

OUR CLASS GIFT

☐ A

☐ B

☐ C

Another idea

Class gift — optional

Any amount, or nothing at all. Every child signs the card.

RETURN BY

Class gift — optional

Any amount, or nothing at all. Every child signs the card.

RETURN BY
