

# FACULTY/STAFF APPRECIATION

## COMMITTEE DUTIES

### Dawson Parent Association

*Draft updated by Lisa Albright 2017*

#### **OVERVIEW:**

The goal of the Faculty/Staff Appreciation Committee is to brighten the school year for Dawson teachers and staff by expressing gratitude through recognition, praise and rewards for their dedication and commitment to the education and well-being of our children. We strive to make each staff member feel appreciated.

This committee provides snacks and small tokens of gratitude throughout the school year. The main event hosted by this committee is the Faculty/Staff Appreciation Breakfast.

#### **DUTIES:**

- Obtain budget from the DPA Treasurer. This budget will guide you with the amount of money you may spend throughout the year.
- Obtain the latest total of Faculty & Staff employees at Dawson School for the current year. Know this number may vary slightly as the year progresses. This number can be gotten from the Henderson Hall receptionist or Sarah Amirani. 2017 number was #130 (which included all faculty & staff plus bus drivers and the cleaning staff)
- Check the Volunteer Opportunities sign up page on the DPA website, [www.dawsonpa.org](http://www.dawsonpa.org). Contact any listed volunteers through an introductory email. You may choose to hold meetings throughout the year.
- Throughout the year, you will be preparing small tokens for the faculty/staff to be placed in their mailboxes. The Henderson Hall receptionist can assist you on location of all faculty/staff mailboxes. Maintenance and Bus Drivers will each have only one mailbox, so you will place the respective number of gifts in each box.
- Early August – recreate the Weekly Snack sign up genius and send to the parent community thru Sarah Amirani and the DPA Division Coordinators
- August – Prepare a “Welcome Back” token and distribute during the first week of school. This can be a special note along with a gift card. You may place your token in the mailboxes of the teachers and staff.
- November – Provide a treat or small token around Thanksgiving, a thank you note plus a small gift. 2017 was a note in a frame.
- April

- Organize and decorate the dining hall for the Appreciation Breakfast based on a chosen theme, 2017 “Blame it On My Youth” 80ties theme
- Confirm the date of the breakfast with Sarah Amirani
- Provide entertainment; i.e., Dawson’s Lost Keys or a group of students willing to sing a few songs, 2017 the US choir & band both performed 3 songs each, connect with the US choir & band director to reserve the date & time
- Purchase a gift for each faculty and staff member; 2017 retro 80ties phone hand set
- Coordinate food (and linens, if you desire) through Sage Dining;
- Coordinate a group of volunteers from your committee and from the DPA Board to help work during the breakfast. Volunteers will pour juices and coffee and help clear plates
- Provide fun games and prizes. 2017 Teen angst photo slide show of faculty & staff and a “Name that Teen” game with video prizes of top 80ties teen movies

Please refer to the Faculty/Staff Binder for guidance and ideas from past years. The bulk of your budget will be spent on this event.