

ECFS Faculty Appreciation and ECFS Cares Guidance 2025–2026

Policies

1. Families are asked not to give individual gifts to teachers/coaches/staff, and faculty/staff, in turn, are invited to refuse them if offered. A handmade card or a note of appreciation from your child/family is **always** welcome.
2. The expenditure authorization policy generally **prohibits** using School funds to purchase gifts for employees for performing their usual and customary work. It is allowed for momentous occasions, i.e., birth, promotion, death of a family member, or similar circumstances as part of the ECFS Cares program (see Expenditure Authorization Policy).
3. The P+T has moved away from multiple asks of parents/guardians throughout the school year, and instead looks to focus on one significant Holiday All-School Gift Card drive and notes of thanks.

School-organized Faculty Appreciation

1. Each school office/principal has a budget to use to appreciate faculty as they choose. This typically includes lunches/celebrations and gifts for momentous occasions.
2. Neither the P+T nor individual parents/guardians should pay for or organize faculty appreciation events held by the principals. Parents/guardians may provide supplemental support such as decorating a room or sending thank you cards if the efforts do not require or involve procurement of space/vendors.
3. The only P+T funds to be used for faculty appreciation are for supplies or services to provide thank you cards or to refresh decorations; in the lower schools, these may be a compilation of students' notes or pictures and require some money for supplies.

P+T-organized Faculty Appreciation

The P+T may:

1. Conduct a school-wide drive around the holidays to solicit gift cards from families to show appreciation for faculty.
 - a. Participation is optional for parents/guardians, but all gifts should be presented on behalf of the **the entire** community, regardless of who participated in the drive.
 - b. All gift cards should be distributed evenly across all four divisions. All faculty and staff (full-time) members get the same monetary value.

- c. The faculty conducts a holiday drive for security and facilities.
 - d. ECFS employees may not receive more than \$50 total value of gift cards from the P+T in a given school year due to tax implications. If the P+T collects more than \$50 per staff/faculty member, the cards can then be distributed evenly across all four divisions to security, facilities, and part-time staff/faculty. Any cards left over can be held and used the next school year.
2. During Spring Faculty Appreciation, each division will receive a stipend to bring in treats/coffee for faculty and staff. This money is held in the all-school budget and will be coordinated with the Office of Advancement and Events so that all divisions receive the same treat/expression of gratitude. Faculty Appreciation Committees are encouraged to coordinate with the other divisions and to decorate with notes of thanks.
 3. During Thanksgiving, Valentine's Day, and year-end, the P+T will encourage notes of thanks/gratitude. Wine/Coffee/Tea drives can be coordinated by the Faculty Appreciation Committee of each division, subject to the Division Principal's approval.
 4. Administration is to send a "no gift" policy to families and faculty before the holidays and year-end.
 5. Each division has organized various events for its respective faculty over the years. These events can continue, and the details of how they come together can be shared with each division to collaborate on faculty appreciation event ideas (i.e., Treats for Teachers).

Special Recognition Gifts: Milestone Events for Faculty Members

1. The School sets a budget and policy to acknowledge when employees experience life events such as births, deaths, weddings, and retirements. On these occasions, families and students are encouraged to write notes of congratulations or sympathy. However, the school administration (by division/department) determines what is sent or given to faculty members to ensure these occasions are recognized consistently.
2. The School has a process and policy for retirement gifts and ceremonies, such as glass bowls, recognition at Founder's Day, etc.

Challenging times/ECFS Cares

1. ECFS Cares was designed to support community members (faculty, parents/guardians, students, etc.) through times of need caused by natural events (floods/blackouts), illnesses, and other hardships. **Nominal** budgets exist at P+T divisions to provide items that support community members during hardships; these can include gift cards to food delivery or transportation. Support should come from community members, rather than monetary support. Assistance can include carpools, meal trains, donating needed items, and other forms of support.

2. ECFS Cares may support faculty members who have experienced a death via sympathy cards, but the administration determines what to send (food, flowers, etc.) as per the note above. If the death presents an ongoing challenge, ECFS Cares can support with meals, transport, etc., as noted above.
3. If a student's family experiences a death, ECFS Cares should reach out to offer support and may use their budget to provide food and other necessities.

Senior Gifts/Graduation/Student to Faculty Gifts

The Form VI Dean has not been given a gift from parents/guardians in several years because it was deemed inequitable (the Dean is a paid position and seeing students through all four years is an expectation of the role. Many faculty members go above and beyond.) All Form VI families are encouraged to write notes of thanks upon graduation.

Sometimes students present gifts to their Dean during Founder's Day, to coaches at the end of seasons, to music instructors, etc., at their final concerts. These initiatives are **student-driven**, with the FSG, Community, and Inclusion providing guidance, but they are **not orchestrated or supported by the P+T**.