

Adams Elementary Staff Appreciation Week 2025

Monday, May 5 - Friday, May 9 2025

RECOGNITION FOR INDIVIDUAL CLASSROOM TEACHERS

- Left up to the discretion of class parents. No school-wide direction will be given, other than that there should not be money collected for gifting. That will be saved for the end of the school year.
- Ideas for inspiration: flower bouquet, morning beverage, decorate classroom door, hand-written notes/cards/poems, wear teacher's favorite color, dress up like teacher, flood teacher's email with appreciation, bring empty basket and have students contribute something from teacher's list of favorite things, have students fill out an "all about my teacher" sheet (something like [this](#))

SCHOOL-WIDE RECOGNITION OF STAFF

- Liz will plan to send staff-wide email one week in advance and put up poster in staff lounge so that everyone knows what to expect
- Each grade will take ownership for one day of the week for school-wide staff appreciation including grade-level communication and creation of any necessary sign-up sheets
- **EVERY DAY: Raffle of donated gift cards**
 - We can put out an ask in the April newsletters and have a box in the office to collect donations. (Recommended \$10-\$25) Some grades will not have heavy volunteer roles so may have more bandwidth for donating to this cause.
 - Liz will handle this each day, probably using the "Wheel of Names" or something similar and announcing winners via email.
- **MONDAY, MAY 5: Breakfast & Decorate Staff Lounge**
 - Volunteers needed for the following: Acquire/collect decorations, decorate staff lounge, donate breakfast foods including coffee, set up breakfast items/receive donations, provide paper goods, clean up
 - Grade in charge: 4th grade

- **TUESDAY, MAY 6: Nice Notes Day**
 - Volunteers needed for the following: Visit recess and encourage students to write short notes of appreciation for staff members (one week in advance), post notes around the school day-of
 - Grade in charge: 5th grade
- **WEDNESDAY, MAY 7: Chipotle Lunch**
 - PTA will cover main meal cost and order
 - Volunteers needed for the following: contribute extra food items (extra taco toppings, beverages, desserts), meal pickup and setup, meal cleanup
 - Grade in charge: 3rd grade
- **THURSDAY, MAY 8: Sweet Treats Day**
 - Volunteers needed for the following: Provide sweet and not-so-sweet treats, provide paper goods, receive donations in the morning and set everything up, clean up at the end of the day and store extras for later
 - Grade in charge: 2nd grade
- **FRIDAY, MAY 9: Soup & Salad Day**
 - This would not be financially sponsored by the PTA, but I think we can pull it off with 2 grades working together.
 - Volunteers needed for the following: Receive food donations day-of and set up meal, bring crockpots or InstantPots of prepared soups (including vegan GF), bring salad, bring bread, provide paper goods, clean up
 - Grades in charge: Kindergarten & 1st Grade

Notes:

- I believe the earliest scheduled staff lunches begin at 10:55 AM. I will double check on that.
- There are approximately 48 staff at Adams, with roughly 35-40 in the school on any given day.