



ACTIVITIES & EVENTS

STATE-LEVEL

- Place Governor's Proclamation on state website and forward to each state employee in hard copy or e-mail with message from agency director attached.
- Send a closed circuit message from Governor. This can be taped and broadcast via state's educational television network.
- Establish a Governor's Award or other state-level recognition award.
- Place a prominent message on state website and ask agency directors to put an encouraging message or letter to employees on their website.
- Insert a payroll stub message from the Governor.
- Establish a joint legislative resolution.
- Offer discounts at state-run facilities and gift shops.
- Offer discounts from major chain merchants or malls across the state.
- Write a press release.
- Tape video public service announcements featuring Governor or prominent business people thanking employees.
- Request Governor to work along side a state employee or group of employees on May 3 or some time during the week of May 1.
- Record radio public service announcement featuring the Governor, State HR Director or other official.
- Write letters to the editor of state's major newspapers.
- Hang banners with an encouraging message to state employees.

AGENCY-LEVEL



- Thank each employee personally. If you can't thank them in person, draft a hand-written note, send an e-mail, or make a phone call.
- Write a letter of recommendation or commendation to be placed in the employee's personnel file.
- Post on "recognition board" bulletin board, newsletters, and/or website.
- Offer a dress-down day to state employees.
- Display a "Hall of Fame" - collection of photos of recognized employees displayed in a prominent place.
- Contact your local newspaper and provide them with a news article or suggested story idea on State Employee Recognition Day. Ask them to feature one or two of your employees using quotes or pictures. If you have a public information officer, involve him/her in the project.
- Use your agency's desktop publisher or graphic artist to develop posters, banners, and signs to display in a prominent place.
- Prepare a scrapbook that details achievements throughout the year.
- Ask a senior manager to attend a staff meeting when recognizing employees.
- Hold a recognition breakfast, lunch, ice cream party or pizza party. Have supervisors and managers set up, serve, and clean up.
- Hold a drawing for a restaurant gift certificate.
- Award a "traveling trophy" that is given to a different employee each year.
- Award certificates or plaques.
- Provide mugs, pens, t-shirts, etc. with a team or agency logo.
- Send flowers.
- Give gift certificates for books or music (CD stores, iTunes, websites).
- Provide movie tickets.
- Invite a local dignitary or motivational speaker for an event at the office.
- Choose an off-site location and plan a "change of venue" work locations with lunch, games, and prized donated by local merchants.
- Sponsor a snack-related event, featuring cake, popcorn, or candy and include a written message of thanks to employees for their dedicated service. For example, include a message on the cake, popcorn bag or candy wrapper.
- Invite your customers or employees of "sister" agencies to visit your offices for an after-work drop in to get to know each other better.
- Hold a contest to create a slogan for your

agency or to name a newsletter. Award the prize on State Employee Recognition Day.

- Make a scrapbook of complimentary letters and notes to agency employees from customers. Display scrapbook in a prominent place.
- Challenge another division or agency to a softball game or other sporting event and invite agency employees and families.
- Produce a special edition of your employee newsletter and include the Governor's proclamation, thank you remarks from your agency director and others, messages of congratulations, and photos of recognition events.
- Post a "Recognition Bulletin Board" in each department of division and encourage employees to write accolades about co-workers.
- Feature state employees on the state website for their community work or excellence on the job.
- Establish a "Walk of Fame." Post complimentary correspondence from customers.
- Purchase items such as planners and/or portfolios, business card holders, special name plates, or clocks.
- Establish a permanent recognition award and name it after an outstanding employee.
- Host a catered lunch.
- Establish an annual employee and family picnic.

- Offer a month of free parking.
- Provide office accessories.
- Distribute employee recognition day buttons or ribbons to wear.
- Arrange for a state employee night at a local sports or cultural facility.

In addition to standard state employee recognition activities, you may want to include special recognition for those state employees on leave to serve on active military duty.

- Obtain a special proclamation from the Governor recognizing these employees.
- Place a special message on state and/or agency websites. Recognize the employees by name and job titles on the website.
- Mail thank you letters to the employees' home addresses.
- Establish a joint legislative resolution recognizing these employees.
- Write a press release with stats on the number serving and individual examples of employees serving.
- Invite the families of these employees to attend a recognition event.

