**Appreciation Board**

**Dear Staff**

All our staff play an important role in the lives of children, families and society. Each month we would like to recognise one outstanding staff member at our Service. An Appreciation Board is one way each of us can let another staff member know why we value them. This may be for example, for their dedication, professionalism and work at our Service.

**Step 1** Decide who will be responsible for organising the Board this week.

**Step 2** Decide which educator or staff member to feature this month.

Draw up a roster to ensure no-one is missed.

**Step 3** Circulate the Appreciation Board

Circulate to other educators and staff and invite them to write something positive about the person.

**Step 4** Review the comments and present the Appreciation Board to the featured educator/staff member.

This is the responsibility of the person responsible for organising the Board.

You may like to take a photo of the person receiving the appreciation board and place it in you staff room or on your centre’s Facebook page.

You may like to have an appreciation board for the children to use.

*I appreciate you*

*INSERT NAME*

*because*