



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

STAFF RECOGNITION

How many times have YMCA leaders thought to themselves, "I don't do a good enough job acknowledging the good work of my staff"? Recognition must go beyond a pat on the back. It must be specific in order to be fully enjoyed by the recipient.

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THIRTY-THREE REASONS TO RECOGNIZE STAFF

This list will give get you started looking for opportunities to recognize staff. You will be amazed, once you get into a "recognition mode", how many things staff do that deserve your appreciation.

1. Assuring their area is always clean
2. Completing a process or project faster than expected
3. Completing their orientation period
4. Learning a new skill
5. Sharing a skill with children on own initiative
6. Serving as a good role model for children by acting in a caring, honest, respectful and responsible manner
7. Serving as a mentor or good role model for other staff (e.g., maintaining a positive "can do" attitude)
8. Punctuality
9. Perfect attendance (monthly)
10. Creating a new program facet or modifying an existing one
11. Expanding enrollment
12. Improvement of interpersonal skills
13. Organizing a special event
14. Answering a parent's question or taking the initiative on a task or project
15. Doing two jobs while someone is out sick
16. Fixing a broken item
17. Getting promoted
18. Developing another employee for promotion
19. Celebrating an employment anniversary
20. Celebrating a birthday
21. Serving as "interim" anything
22. Anything above and beyond the call of duty
23. Working on a holiday or other "unappealing" day
24. Completing an in-service class or workshop on their own time
25. Completing a college course
26. Completing a training plan
27. Completing a college degree
28. Finish a Quality Check or Secret Shop process with a favorable rating
29. Receiving an outstanding performance evaluation
30. Volunteering to stay late to help out a distressed member
31. Volunteering to conduct an in-service for other staff at a training or meeting
32. Volunteering to help out with other YMCA department events
33. Personal achievement (e.g., running a marathon, losing weight, recovering from an illness, finishing a YMCA personal fitness course, performing in community theater, learning to swim, etc.)

40 WAYS TO RECOGNIZE AND APPRECIATE STAFF

This resource lists 40 creative ways a leader can begin to appropriately acknowledge one enormous YMCA asset: its people.

1. Phone call from the director/executive director/CEO
2. Personal, at-home subscription to a professional magazine
3. Privilege of attending an out-of-town training on company time and money
4. Contribution in their name to a children's charity
5. Roll of quarters for "snacks or soda every day for a week"
6. Humorous Post-It™ notes
7. Calendar for their program or work area chosen for their personality
8. Spending spree for their program or work area
9. Sweatshirt with program logo on it
10. YMCA logo watch
11. Banner in their program or work area that says "Thanks"
12. Small potted plant (or in the spring) with a thank-you card
13. Handwritten notes of recognition or thanks
14. Ice cream gift certificates
15. Gift certificate for coffee
16. \$5 gift certificate at a favorite restaurant
17. Coupon for one hour off with pay
18. Coupon for a long lunch
19. Special parking spot for a week
20. Card from all the members of the staff member's team
21. Helium-filled balloon at work
22. Picture of the staff member, with his or her achievement on the bulletin board or in prominent area
23. Recognition in the YMCA's newsletter
24. Hand lotion
25. Beach towel
26. "Queen/King" chair at next staff meeting
27. Tin filled with novelty erasers, candies, etc.
28. Special poster for program or work area or to take home
29. CD, tape, life lessons book, paperback novel, etc.
30. Recognition on marquee outside building
31. Video rental coupon
32. Supervisor does one duty of the staff member's for a week
33. Choose an inexpensive gift from a "grab basket"
34. Fruit basket
35. Team gets a special trip or privilege in staff member's honor
36. Chocolate
37. Coupon for a can of soda on you
38. Tote bag
39. Surprise party with the team's help
40. Candy or other treats with a special message, e.g.,
 - PayDay® candy bar: "You deserve another payday."
 - Chocolate coins: "You're so valuable to the staff, you're priceless" or "I really value your two cents."
 - Life Savers® candy: "You're a real lifesaver" or "Thanks for saving my life."
 - Doublemint® gum: "You're so good, I could use two of you" or "I wish you had a twin" or "You do the work of two staff"
 - Ten, fun size 100 Grand® candy bars: "You're one in a million" or "You're worth a million bucks."
 - Almond Joy® candy bar: "You're a joy to work with."
 - Crunch 'n Munch® snack mix: "Thanks for helping me out in a crunch."
 - Taffy: "Thanks for sticking by me through tough times."

MAKE IT ALL ABOUT THEM

When you recognize staff, use this form to identify what staff value most. Your recognition must be timely and sincere, as well as personable. How many YMCA water bottles can you give to a staff member?

All About Me

Name: _____

Date: _____

Birthday: (month & day only) _____

Family Members: _____

Pets: _____

I am most proud of: _____

I prefer to be recognized:
publicly privately no preference

I most appreciate recognition when given by:
Peers Supervisor Executives No preference

Favorite sweet munchies: _____

Favorite salty munchies: _____

Favorite beverage: _____

Favorite color: _____

Favorite sports team: _____

Favorite restaurant: _____

Favorite fast food: _____

Favorite ice cream: _____

Other favorites: _____

I collect: _____

I love receiving: _____

Please check five items you would most enjoy:

Personal note from supervisor

Food

Flowers

Gift certificate

Movie tickets

Magazine subscription

Golf passes

Lunch

Training

Manicure

Massage