**Student Appreciation Week!**

Each year, SFA, along with colleges and universities across the country, recognizes the importance of the student work experience during Student Employment Appreciation Week. This week draws the awareness of others, inside and outside of the university, to the contributions student workers make in the multitude of roles they fill. This year, Student Employee Appreciation Week is **April 13-17, 2020.**

**For details regarding the use of departmental funds for Student Appreciation Week purchases, please refer to Policy 3.18-Gifts, Prizes & Awards. For questions regarding Pcard purchases, contact Choya Coleman (ext. 4353; choya.coleman@sfasu.edu); for questions regarding the use of departmental funds, please contact the Controller’s Office (ext. 2303).**

**Student Appreciation Week Ideas:**

Some suggestions that can be used as a single appreciation method or in combination with others are:

1. Treat Day – full-time staff bring in treats for student employees.
2. Take pictures – post student employee pictures and list what wonderful things they do for your department.
3. Send a special Thank You letter to your student employees to show your appreciation.
4. Coupon Booklets – insert coupons for a free can of soda, one dozen home baked goodies, etc. Be creative in designing your own coupons.
5. Notes Home – send a note to the families of your student employees. Let them know what the student does, how their work impacts your department, and how terrific the student is. *(Suggestion: Combine with an additional method as an added treat!)*
6. Buy low cost, blank certificates and make up silly awards for students: best telephone voice, best web-surfer, etc.
7. Office Party – celebrate with food (such as tacos, pizza or subs) and great conversation between your staff.
8. Pat on the Back – draw an outline of your hand on a piece of paper. Photocopy enough copies for all students in your office. On each hand write a note that tells the student why they deserve a “Pat on the Back”.
9. Use this week as an opportunity to start an award recognition program. Look around the office or at home for a white elephant item. Name the item for the award (Employee of the Month/Week, Great Idea Award, Gotcha Award – catch someone in the act of doing something good) and then make the first presentation of it during Student Employee Appreciation Week.
10. Make a banner to hang for the whole week in your office.
11. Decorate an office bulletin board or the office door for the week in recognition of your students.
12. Good Egg Award – buy plastic Easter Eggs, fill with goodies and give out with “Good Egg” certificates. List what the student did to deserve this award.
13. Care Package with cookies and treats.
14. Buy a pizza for your students or have a potluck.
15. An award ceremony for your student staff.
16. Treat bags for special efforts they do or for that week
17. A note on letterhead, special card commending them for some wonderful efforts.