

Community Involvement,

Teacher Appreciation Week Packet

We have good news. You are not alone when it comes to wishing to express appreciation for your teachers and staff. We know your community would love to get in on the act too, but more often than not, they just need you to take the lead.

This packet contains emails and handouts to make reaching out to your community for support and contributions a breeze. This will allow you to have many more treats throughout the week, but it’s not only about finding these freebies. By including the community as much as possible, you’ll greatly enrich your appreciation week, and make your staff feel that much more valued by everyone.

There are 3 sections, depending on which strategy you want to use.

1. Emails to specific stores and restaurants.
2. Flyers you can use instead of emails.
3. An email you can send to your local Chamber of Commerce or equivalent, for them to forward on to all businesses.

**Email to Local Businesses**

***You probably have a sense of what restaurants or stores your staff likes. Use this email to reach out to these specific businesses, or for reaching out to the larger organizations in your area. For example, your teachers may have a favorite restaurant who you could reach out to for a donation for the breakfast, or perhaps there is a coffee shop you can ask if they could help out with your caffeine themed day, or there might be a big company in your area that would be good to contact too.***

***It might seem forward, but it is a good idea to be specific with what would help, and we’ve left you a space for inserting these requests in bold. Be sure to edit this section each time.***

***Since these are for specific businesses, you’ll probably need to search online for their website and contact email. If you can’t find their email, or if it’s just easier, you can use the flyer on the next page and drop it off at the business instead.***

Hi,

Teacher Appreciation Week is May 7-11, and with all that has been going on, we are making a special effort this year to involve the community in helping us express appreciation for our teachers and staff.

We will be putting on a big appreciation week at the school, and we have several opportunities for the community to get involved:

1. If you would like to send a message of appreciation which we will post at the school, please use the example format below and email it back. We are going to take all these messages, print them out, and post them on our walls so the teachers can know how much the community appreciates their efforts. We would love to get as many comments as possible. If you wish, you can also include a freebie or discount, though that is not necessary.

EXAMPLE:

**Jim’s Discount Tires:** “I’ll never forget the teachers who taught and inspired me when I was in school. Your work stays with the students long after they have grown up. Thank you for all you do! Any teacher or school staff member may come in the week of May 7-11 for a free t-shirt and 40% off any tire purchase. Thank you!”

1. During the week of May 7-11, our school administration will do themed appreciation treats each day. **We specifically thought of you because any sort of donation of \_\_\_\_\_\_\_\_\_\_\_\_\_ would be wonderful!** And we would obviously credit you with a sign and acknowledgment. As you know, teachers are loyal, love freebies, and never forget the businesses that help out! If something like that is possible, I’ll be happy to help coordinate with you how best to do that.

Again, any type of help is appreciated. Thank you!

**Flyers**

In some cases, it might be easier to print out the flyer on the next page and take it directly to businesses.



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1. If you would like to send a message of appreciation which we will post at the school, please use the example format below and email it to **(Insert your email address here)**. We are going to take all these messages, print them out, and post them on our walls so the teachers can know how much the community appreciates their efforts. We would love to get as many comments as possible. If you wish, you can also include a freebie or discount, though that is not necessary.

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1. During the week of May 7-11, our school administration will do themed appreciation treats each day. If your business would like to contribute anything for this, such as food or beverages or other treats, for which we would obviously credit you with a sign and acknowledgment, that would be greatly appreciated. As you know, teachers are loyal, love freebies, and never forget the businesses that help out! If your business’s product is not something that would work, but you want to help out with a monetary donation so that we could purchase treats, that works too. Just please email ***(insert email address)*** and express your desire to help out. We’ll coordinate with you how best to do that.

**Any type of help is appreciated. Thank you!**

**Email to Local Chamber of Commerce**

***This email is more of a wide approach. A few weeks before your appreciation week, look up your local Chamber of Commerce or equivalent and send them this email.***

***Be sure to edit to your liking.***

Hello,

Teacher Appreciation Week is May 7-11, and with all that has been going on, this year our school administration wants to extend an invitation to the community and our businesses for anyone who would like to join us in expressing appreciation for our teachers.

Would it be possible for you to forward this invitation along to your members?

Thank you so much!

*(insert your name and phone number)*

Hello All,

Teacher Appreciation Week is May 7-11, and with all that has been going on, this year our school administration wants to extend an invitation to the community and our businesses for anyone who would like to join us in expressing appreciation for our teachers and staff.

As you know, teachers perform an invaluable service for our kids and community, often for …

We have several opportunities:

1. If you would like to send a message of appreciation which we will post at the school, please use the example format below and email it to *(insert email address)*. We are going to take all these messages, print them out, and post them on our walls so the teachers can know how much the community appreciates their efforts, so we would love to get as many comments as possible. If you wish, you can also include a freebie or discount, though that is not necessary.

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Thank you all in advance for your messages and support.