

Recognition and Fundraising Ideas

Recognition Ideas
Verbal "Great Job," Simple "Thank you"
Supervisor does your job for a day
Work with HR to provide flexible schedules
Share compliments from the public with employee and put a copy in their HR file
Send e-mail to upper management recognizing employee
Recognize Birthdays and Service Anniversaries
Include kudos for team or individual in weekly reports
Hold team contests, internal competitions
High fives or fist bumps
Give employee requested challenging assignment (work with HR)
Spend a day with the supervisor on his/her job
Feature employee on blog
Employees donate goods or services to give as prizes
Employee of the week/month - put picture up on bulletin board
E-mail thanks to whole group
During team meeting, have members share one thing they like about each team member
Designated employee parking space
Create silly awards and/or certificates (e.g., Warm Fuzzy award)
Coordinate a scavenger hunt with trivia questions about co-workers
Award coupons to dress casually
Rotating trophy
Recognized employee gets a throne to sit on at their desk (or gets a crown or tiara)
Put mints on co-workers' desks (with a note saying you're worth a mint to me!)
Purchase stickers to award "kudos"
Make homemade awards
Keep a box of cards for different occasions or blank ones to fill in
Hold a section/division/department party - can be potluck, or everyone chips in money <ul style="list-style-type: none">• Breakfast or brunch• Afternoon snack• Ice cream bar
Handwritten thank-you card
Give out stickers or candy such as Smarties, Kudos or 100 Grand bars
Creative Awards/Superlatives - Best phone voice, PowerPoint designer, team player...
Computer-generated recognition forms/certificates, signed by senior leader

Fundraising Ideas

Pay to dress casually... or pay to wear sports jerseys, Halloween costumes, retro outfits, etc.

Sell drinks and snacks that are not available from the State contracted vending machines

Offer paid services, for example, the director washes your car, someone organizes or decorates your office...).

Can limit the number of people purchasing, but cannot raffle off the services. (See caveats below)

Hold silent auctions (employees bid on an item, but don't actually pay money unless they win the bid and get something - see caveats below)

Sell themed items (e.g. candy hearts near Valentine's Day, shamrocks for St. Patrick's day...)

Hold food sales:

- Bake sale
- Fish fry
- Ice cream socials
- Soup sales
- Cookies
- Milkshakes
- Fruit or other healthy foods

Pay to decorate a co-worker's office (or pay insurance so no one may decorate your office!). For instance, PHRST has a cart full of Flamingo-themed decorations which fill the person's office!

Hold a Cutest Pet Contest (pay to submit a nomination and then pay to vote for your favorites).

Labor turned the winning photos of pets into a calendar for the next year which they then sold.

Sell T-Shirts, mugs, portfolios, etc. with team logos

Sell calendars with pictures of various teams or co-workers

Hold a white elephant sale, selling used books, DVDs, magazine, children's clothes and other gently-used items

Coordinate singing telegrams (pay for co-workers [hopefully with some talent] to serenade another co-worker)

Throw a party at lunch or after work with an entrance fee (e.g., \$2) and play board games, etc.

Order take out and offer to pick up and deliver items for an extra dollar or two above the cost of the food (including tip if applicable)

Show a DVD during lunch or after work and charge an entry fee. Provide popcorn or other snacks.

Caveats...

- ***As of July, 2010, savings bonds to recognize employees are not permitted.***
- *As of 2019, agencies are re-authorized to award leave with pay for high-level awards and spend State funds up to \$45.00 per employee per year including gifts, space rental, and food. Although no additional funding has been provided, agencies may use available funding appropriate for employee recognition. Approved agency recognition plans must reflect this.*
- *Special recognition fundraisers should be avoided during the State Employee Charitable Campaign (September - October) so there is no competition.*
- *Agencies must prove legality before holding raffles, games of chance or 50/50 games. Title 28, Chapter 11 of the Delaware Code refers to games of chance for charitable organizations: State agencies are not identified in this document.*
- *Silent auctions and other similar activities are permitted as long as no one is giving money without receiving something in return.*
- *Sales of goods or services are permitted as long as goods are donated by employees. Agencies may not solicit or accept donated merchandise or services from businesses, even if the business is state employee-owned.*
- *Gift cards or gift certificates are not permitted for recognition awards, gifts, or game prizes, even if State funds are not used.*

Please contact Tracey Connolly, the Statewide Recognition Coordinator, at tracey.connolly@delaware.gov or (302) 577-8996 if you have any questions or additional suggestions.