



## 2024 State of Idaho Employee Recognition Toolkit

Public Employee Recognition Week: May 5-11

Idaho State Employee Recognition Day: May 8

### RESOURCES

- **[NASPE State Employee Recognition Day Guide](#):** State Employee Recognition Day is an excellent opportunity to express appreciation to state employees at a time when their dedication is even more valued and appreciated.
- **[Public Service Recognition Week Tools and Downloads](#):** Public Service Recognition Week is celebrated the first week of May since 1985 to honor the people who serve our nation as federal, state, county, local, and tribal government employees.

### SIMPLE, LOW-COST APPRECIATION IDEAS

- **Appreciation That Sticks:** Start an appreciation wall in a common area. Have your team write and post sticky notes with little things they appreciate about one another.
- **Game Time:** Organize some yard games or activities to play during lunch. Make sure you choose things that everyone on the team can participate in.
- **Go Green:** Give your employees a small desk plant or host a planting party with seeds/starts to let them create something to liven up their workspace.
- **Hall of Fame:** Create a “hall of fame” highlighting all your employees. Include what you appreciate about them and how they contribute to the team.
- **Leadership Lunch:** Enjoy lunch as a team provided by the leadership. Organize a simple potluck or order pizzas to share. It doesn’t have to be fancy or complicated!
- **Say it With Snacks:** Stock the break room with snacks. Remember to include healthy options so everyone has something they can enjoy.
- **Scavenger Hunt:** Divide your team into groups of 3-4 people and send them on a photo scavenger hunt. Go high-tech and use a free scavenger hunt app to collect the photos in real time. Check out this list of scavenger hunt ideas to get you started.
- **Thank You Note:** Write hand-written thank you notes to your team members. Take time to express your genuine gratitude. A heartfelt note is one of the most impactful methods of appreciation.
- **Tiny Trophies:** Find \$1 store items representing things you appreciate about your team, like a flashlight for “shining in dark situations” or a whisk for “whipping up solutions.”
- **Walking Appreciation:** Schedule a one-on-one walk and talk with someone you want to acknowledge. Make it extra special by walking to a coffee shop and treating them to their favorite drink or snack.
- **We Jean-uinely Appreciate You:** Let employees wear jeans if your dress code does not normally allow it.
- **You Rock:** Transform an ordinary rock into a fun and thoughtful memento with some paint and creativity. Create a unique rock for each team member.

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*“Nothing else can quite substitute for a few well-chosen,  
well-timed, sincere words of praise.  
They’re absolutely free and worth a fortune.”  
-Sam Walton*

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