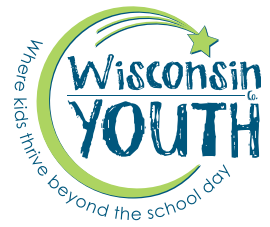


# Staff Appreciation Guide



Program managers and directors are encouraged to show appreciation for all their staff. Use the tables below as a guide to help you curate a token of appreciation for your staff member.

Expense Number: 7150 - XXX - XXX | (Staff Relations - Program - Location)



## Happy Times | Weddings, babies, new homes etc.

Years at WYC	WYC Contribution*	Examples
1-3	\$25	Card & gift card or celebratory breakfast (ie, bagels, donuts, coffee)
3-6	\$50	Card & gift card or celebratory lunch
6-9	\$75	Card & gift card and/or curated gift basket
10+	\$100	Card & gift card and/or curated gift basket + meal



## Hardships | Loss of love ones, loss of property, hospital stay, etc.

Years at WYC	WYC Contribution*	Examples
0-99	Flowers (see local flower shops on page 2)	Hardships can be reviewed case by case if more should be done, i.e crowdfunding



## Other | Birthday, going-away, work anniversaries, etc.

Moments	WYC Contribution*	Examples
Birthdays	\$10	Birthday treat & card
Going-Away	Signature Gift	Book signed by co-workers
Work Anniversaries	1-3 years	WYC merchandise
	3-6 years	\$25 gift card
	6-9 years	\$50 gift card
	10+ years	\$100 gift card

\*If appropriate, program managers/directors can ask for contribution from WYC staff and add that in addition to WYC's contribution



## Local Flower Shops | See order information below

Community	Business	Contact Info	Location
Madison/Middleton/Verona	George's Flowers	608-255-5500   georgesflowers.net	421 Park St., Madison
Waunakee	Sweet Pea Floral	608-850-9303   sweetpeawaunakee.com	105 E. 2nd St., Waunakee
Waukesha County	Flowers by Cammy, LLC	262-547-5821   flowersbycammy.com	2120 E. Moreland Blvd. Ste R. Waukesha

Ask for a \$40 bouquet, florist choice | \$10-15 is a normal delivery fee | Give some detail on the occasion | Give them Wisconsin Youth Company's Tax ID number: 13366 | Have the address for delivery ready to give them | Ask for an emailed receipt