

Giftings, Awards, Honorariums, and Sponsorships Guidelines

Event	Board Members	BOE Family	School Officials	SO Family	Staff	Staff Family	Students	Volunteers	Community Members
Serious Illness	Card, floral, food	Card	Card, floral, food	Card	Card, floral, food	Card	Card, floral, food	Card, floral, food	Optional
Hospitalization	Card, floral, food	Card	Card, floral, food	Card	Card, floral, food	Card	Card, floral, food	Card, floral, food	Optional
Death	Card, floral, donation	Card, floral, donation	Card, floral, donation	Card, floral, donation	Card, floral, food	Card	Card, floral, donation	Card, floral, food	Optional
Thank You	Card, gift certificate	None	Card, gift certificate	None	Card, gift certificate	None	Pick one: letter, certificate, card, gift certificate	Certificate or specialized gift or gift certificate	Certificate or specialized gift or gift certificate
National/State Award Winner (Public)	Framed certificate at meeting and award gift	None	Certificate or letter plus meeting recognition and award gift	None	Certificate or letter plus meeting recognition and award gift	None	Certificate or letter plus meeting recognition	Certificate or letter and/or event award	Certificate or letter and/or event award
Group Appreciation	Appreciation Month or week ~ cards, cake	None	None	None	Proclamations for employee group recognition days-	None	None	Certificate, card, or letter and/or event award	Certificate, card, or letter and/or event award
Retirement	Card, gift or gift certificate	None	Annual Dinner Event, card, gift	None	Annual Dinner Event, card, gift	None	N/A	N/A	N/A

Approved April 24, 2002

Revised April 14, 2004

St. Vrain Valley School District RE-1J, Longmont, Colorado