

QUICK TIPS

TIPS FOR GETTING YOUR RECOGNITION STARTED:

- ◆ Do not overdo your recognition or praise
- ◆ Make recognition moments fun and memorable
- ◆ Accentuate the positive
- ◆ Build individual attitude and you will boost group morale
- ◆ Show praise immediately after the act
- ◆ Listen to people
- ◆ Ask for input from other members
- ◆ Look for opportunities
- ◆ Praise them for their work

**TIGER
BITS** is a publication of the Center for Student Involvement. Copies available in the CSI, lower level rm. 014, FHSU Memorial Union, Fort Hays State University 628-4664.



CSI staff offer programs and consultation in these and other areas of personal and organizational leadership.

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RECOGNITION

Recognizing Members

As a leader, your job is only half over once you recruit new members to your organization. The next and often more important task is to keep them involved. Recognizing your members will let them know they are an important, vital part of your organization. It will keep them involved, committed and active at the highest energy level. Recognition lets people know they are doing a good job. The president should be involved in recognition, along with the committee chairperson. Individual members can also give a pat on the back to the organization president, other officers or members. Recognition is for everyone! If the award excited them it will most likely motivate them.

Recognition Opportunities:

Every year in the Spring Semester, SGA Office of Student Affairs and the Center for Student Involvement holds the Student Organizations Awards; a ceremony recognizing students, advisors, and organizations with outstanding involvement at FHSU. These awards are a good way to acknowledge all of the people who greatly contribute to your organization. Some of the awards include:

Outstanding Organization Member

Awarded annually to an outstanding member in a student organization (nominated by club members)

Community Service Award

Awarded to a student organization who has demonstrated their commitment to the community through volunteerism.

Advisor of the Year

Given to an advisor who has contributed greatly to a student organization. (Nominees are formally recognized.)

Best New Program

Awarded to a student organization which has conducted an outstanding new program during the academic year.

Most Improved Organization

Is given to a student organization who has demonstrated the most improvement.

Program of the Year

Awarded to the student organization which conducted the most outstanding program of the academic year.

Here are some ideas for recognizing your volunteers:

- provide constructive feedback and explicitly say you appreciate them
- be specific about what they have done that you appreciate
- write a handwritten thank-you note
- do recognition at a board or committee meeting
- create a committee member of the month award
- have an end of the year reception or banquet for all members
- nominate members for University leadership awards
- give a certificate of appreciation
- distribute incentives such as free passes, T-shirts, or gift certificates
- email appreciation or recognition to all members
- have a traveling award that is passed around the group to members
- place recognition plaques in public areas
- plan a social gathering

There are many things that members can be recognized for, including:

- working on a successful program
- demonstrating a positive, supportive attitude during a heated discussion
- being open to new ideas
- volunteering for the jobs that no one else wants to do
- suggesting ideas for improvement in the organization
- taking on a tough challenge
- attending every meeting
- arriving on time to all meetings and events
- being a positive, enthusiastic member
- working overtime