



## AABC Appreciation Week

May 18-22, 2020

# SUGGESTED ACTIVITIES

Below are some suggested activities districts can do to show appreciation to their administrative assistants and board clerks during AABC Appreciation Week, May 18-22, 2020.

- **Write an article** about the important role of AABCs in your district, unique hobbies, or other attributes for publication in the district newsletter and/or posting on your district's website.
- **Publicize AABC Appreciation Week** by explaining who is being celebrated and mentioning the resolution adopted by the MSBA Board of Directors. Post a copy of the resolution prominently on your website or social media pages.
- **Disseminate information** throughout your school district about AABC Appreciation Week and why it is important to recognize those who work so diligently and closely with the board and superintendent.
- **Create a virtual album** about AABC Appreciation Week, featuring photos of your AABCs at work, along with information about them.
- Have a **virtual "caring" campfire party**. Send s'mores gift bags (miniature marshmallows, fun size Hershey's chocolate, graham crackers, and a tea light and toothpick for roasting) to AABCs with an invitation to partake in making s'mores at a designated time with personnel virtually (via Zoom). During the party, share reasons why you care for them.
- Display **appreciation messages** on your website and social media pages.
- Get **local merchants** to offer administrative assistants/board clerks discounts on purchases made during the week.
- Post the **appreciation certificate** online developed by MSBA for presentation to your AABC personnel.
- Have **lunch or pastries** delivered to personnel one day during AABC Appreciation Week.
- Host a **virtual coffee break** (via Zoom) during one or more mornings of AABC Appreciation Week.
- Have **flowers or an edible arrangement delivered** to AABCs with a personalized note about how fortunate the school district is to have a professional of such high caliber.
- Host a **social distance dessert party** for AABCs with tables featuring different desserts or pastries that are six feet apart. Schedule to have staggered groups of 10 people or fewer at a time.
- Coordinate with a **local spa** to treat your AABCs to a future lunchtime "Relaxation and Rejuvenation Spa" where they are treated to hand, foot, back, and neck massages. Present a gift certificate to AABCs with the future date.



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