

Partners in Prevention Coalition Toolkit

Step 9 Top Ways to Recognize Coalition Members

There are tons of ways to recognize and reward coalition members for their hard work and contributions to the cause. Below are some top ways to show thanks and appreciation, as well as a few things to keep in mind when doing so.

- **Say thank you.** A simple thanks goes a long way! Whether one on one or publicly, thanking someone for their hard work is always appreciated.
- **Give compliments and kudos.** Saying ‘great job’, giving compliments on what someone created, or praising the quality of their work can help members feel valued.
- **Send a hand-written note.** Emails and texts are great, but a personalized, hand-written note is always a nice way to be recognized.
- **Have a ‘recognition box’ or way for members to give shoutouts to each other.** Peer-to-peer recognition is important and allows coalition members to build each other up. Collect them over the course of the month and share during your coalition meetings!
- **Give small gifts.** Simple gifts like a gift card, coffee/tea and a mug, paying for lunch out, etc. can be a small way to show appreciation.
- **Highlight a ‘coalition member of the month’ (or quarter, or year).** Depending on the size of your coalition, spotlighting a member every so often can be a fun way to recognize them.
- **Feature a coalition member in a blog, newsletter, or on social media.** If your coalition has any formal communication to members, other partners, etc. it can be nice to feature a member and their work or accomplishment.
- **Create a ‘travelling trophy’.** Have a simple award (it could be a literal trophy, a trinket, a certificate, anything!) that can be passed between members whether monthly or when the current owner chooses to recognize someone else. You can pick something sincere or silly, whatever fits your coalition culture.
- **Tell their supervisor.** Reach out to a coalition member’s supervisor or office/division to let them know what someone has accomplished or contributed. Oftentimes people don’t talk up the great work that they do!
- **Plan an awards ceremony (or a party or potluck).** Taking time at the end of the semester/year to formally recognize members with awards and show appreciation is a nice gesture. Or host an informal party or potluck while still taking time to thank members for their hard work!

Things to Keep in Mind

- **Utilize your PIP funding.** PIP funds can be used for items related to member recognition, to order food/host events, and for other things related to rewards and recognition.
- **Celebrate wins, no matter how small.** Every accomplishment is important - recognize the individual members who made it happen and take time during coalition meetings to give shoutouts and kudos.
- **Different people like to be recognized in various ways.** Some people don't like the spotlight and prefer one on one recognition versus in a large group. Ask people how they like to be recognized and rewarded and make notes.
- **Personalize rewards when possible.** Try to make the note/gift/etc. specific to the person, not just the same exact thing for everyone. This might not always be possible, but when you can, try to personalize it.
- **Be authentic and genuine.** Don't give rewards and recognition because you feel like you have to. It should come from a place of truly wanting to build people up and say thank you.
- **Document and share accomplishments.** Have a record of what the coalition has achieved and work to share it with other stakeholders, campus administrators, the campus community, etc.
- **Give recognition regularly.** Recognition is great when projects are completed or accomplishments happen, but overall strive to create a coalition culture where thanks and recognition are given freely. However, try to find a balance so that it doesn't seem excessive or unnecessary.

