



## Tip Sheet

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*The following ideas will help you plan activities in your district for School Board Members Day on November 15, 2017. Feel free to use any of the “School Board Members Day” materials available on our website, [www.iasb.com/sbmd.cfm](http://www.iasb.com/sbmd.cfm), to assist with activities and outreach. You can also incorporate our themed Illinois School Board Members Day “Leading by Learning” logo into various honorary efforts.*

### Tips for administrators

- ◆ Host a lunch or dinner for board members and invite school administrators, community leaders, and members of the news media. Coordinate this activity with the board members’ families.
- ◆ Arrange for a city, township, village, or county official to proclaim November 15, 2017, as School Board Members Day.
- ◆ Introduce board members at school functions and thank them for their service.
- ◆ Feature recent school board accomplishments in district and school newsletters, staff bulletins, on the district website, and on social media platforms.
- ◆ Profile board members in the district and/or school newsletters, staff bulletins, and on the website. Include information on their families, careers, hobbies, and other volunteer activities.
- ◆ Add the 2017 school board recognition “Leading by Learning” logo to the district’s webpage and social media sites.
- ◆ Design, order, and distribute bumper or window stickers, magnets, or a banner that can be displayed at local school buildings.
- ◆ Create social media posts thanking school board members for their service.
- ◆ Present board members with a free pass to school activities and sporting events for the month of November.

## Tips for staff, students, and parents

- ◆ Make and display board appreciation posters, cards, and banners in schools and classrooms. Ask local businesses if they would display posters as well.
- ◆ Ask for classrooms to volunteer to “adopt” a school board member for the day. Students can send cards and artwork to the adopted board members at home or at work, or present their “thanks” at a board meeting.
- ◆ Arrange for a student musical group to sing or play at a board meeting, record the event, and post it on your website and share it through social media.
- ◆ Have students, teachers, and staff collaborate to film a short video thanking school board members for their service. Share the video on social media and encourage your social media followers to do the same.
- ◆ Donate a book or set of books to the school library, dedicated to the board, and include board members’ names and dates of service on a recognition label within each book.
- ◆ Invite board members to a school assembly and entertain them with a student-produced skit demonstrating what a school board does.
- ◆ Give board members a coupon for a “Free School Lunch.” Have them sit with members of student government or other student groups.
- ◆ Hold mock school board meetings and elections in high school government or debate classes, and invite board members to attend and offer advice.
- ◆ Invite board members to a PTA or PTO meeting and publicly thank them for their service.
- ◆ Invite board members to a school sporting event and arrange a special ceremony to honor them at halftime intermission or before the game. If possible, include a thank you message on the scoreboard/video board.
- ◆ Make board members the guests of honor at a school carnival, rally, or festival.

## Tips for community groups

- ◆ Ask if the local newspaper or other media outlets would feature a story on one or two board members, or the entire board of education. Include photos in a school setting, a short biography, and their philosophy about school board work and how it impacts student success.

- ◆ Suggest that the education reporter write a feature story about the person who has served the longest on the school board or a school board member who attended your local schools.
- ◆ Ask your local newspaper to write an editorial recognizing the many volunteer hours school board members give to your community. Provide information for this editorial with local and state data, and include a photo showcasing their efforts.
- ◆ Host a fun, recreational event for board members and their families. This thanks board members' families for their support and acknowledges that serving on a school board takes time away from family activities.
- ◆ Set up a recognition corner or area in the public library to exhibit a school board display. Invite a board member to be a special guest to read books to children.
- ◆ Arrange for a florist to donate a single rose for each board member and put it at his or her place at a board meeting as a thank you for their service.
- ◆ Make service clubs in the area aware that November 15 is School Board Members Day, and invite them to show public appreciation for their members who serve on school boards.