

**How to Celebrate Your Staff for Careers in Aging Month**

Careers in Aging Month is the perfect time to recognize and show appreciation for the hard work and dedication of your staff members. They are the backbone of your organization and play a vital role in providing high-quality services to older adults. Hosting a celebration to honor your staff not only boosts morale but also fosters a sense of community and appreciation for their contributions. Here’s how you can organize a memorable celebration to thank your team and recognize their accomplishments during Careers in Aging Month.

**Step 1: Set Clear Objectives for the Celebration**

1. **Recognize and Appreciate**: The primary goal is to celebrate and express gratitude for your staff's hard work and dedication. Acknowledge their contributions to the well-being of the residents and the success of the organization.
2. **Highlight Accomplishments**: This is a great opportunity to celebrate milestones such as work anniversaries, outstanding customer service, or personal achievements.
3. **Create a Sense of Community**: Invite families of staff members, residents, and their families to celebrate together, fostering a sense of unity and appreciation across your community.
4. **Boost Morale and Engagement**: The celebration should serve as a morale booster, demonstrating to staff that their efforts are valued and that their hard work contributes to the overall success of the organization.

**Step 2: Plan the Event Details**

1. **Choose a Date and Time**: Pick a date during Careers in Aging Month that works well for most of your staff. Consider hosting the celebration at the end of the month or on a day when many employees are available. Make sure to avoid scheduling it during peak shifts or busy times.
2. **Select the Venue**: Decide on the location based on the size of the event and your available resources. You can host the celebration in your facility’s common area, a local event hall, or even virtually if many employees work remotely. Be sure to select a space that is large enough for families and guests.
3. **Plan the Format**: Decide whether your event will be formal or casual, depending on your organizational culture. Consider the following:
	* **Welcome Reception**: Begin with a reception to allow guests to mingle and enjoy refreshments.
	* **Awards Ceremony**: Follow with a ceremony to recognize staff for specific accomplishments.
	* **Entertainment and Activities**: Incorporate fun activities, games, or entertainment to make the event more enjoyable.
	* **Speeches and Acknowledgments**: Have key leaders or managers speak about the importance of staff and their contributions.
	* **Family Involvement**: Since you’re inviting families, consider including activities for children or family-friendly entertainment.

**Step 3: Recognize Staff Accomplishments**

1. **Award Tenure Milestones**: Celebrate staff members who have reached significant work anniversaries, such as 1-year, 5-year, 10-year, or 20-year milestones. This can be a special moment to thank them for their loyalty and long-term contributions to the organization.
2. **Outstanding Customer Service**: Recognize employees who have gone above and beyond in providing exceptional care or service to residents. This could include:
	* Staff members who consistently show kindness and empathy.
	* Those who’ve received positive feedback from families or residents.
	* Employees who have taken initiative to improve processes or the overall experience for residents.
3. **Employee of the Month/Year**: If your organization has an employee of the month or employee of the year program, announce and recognize the winner(s) during the celebration.
4. **Peer Nominations**: Allow employees to nominate their peers for awards or recognition based on their contributions to the team, community, or resident care.

**Step 4: Organize Food and Drinks**

1. **Catering**: Depending on your budget and event size, you can either cater the event or provide a potluck-style meal. Consider offering a variety of options, including dietary accommodations for different needs (vegetarian, gluten-free, etc.).
2. **Drinks**: Offer both alcoholic and non-alcoholic beverages. If your event is casual, a small selection of wine, beer, and soft drinks could be appropriate. If it’s a more formal event, consider a full-service bar or a champagne toast for the awards portion.
3. **Desserts**: Include a selection of desserts like cakes, cupcakes, cookies, or even a themed dessert table. A celebratory cake with the organization’s logo or the Careers in Aging Month theme can add a special touch.

**Step 5: Plan Entertainment and Activities**

1. **Music**: Play background music that fits the mood of the event. You can hire a DJ or band if your budget allows, or create a playlist that resonates with the team’s preferences. Some facilities even invite residents to participate in musical performances.
2. **Games or Activities**: Plan some fun and interactive activities to engage staff and their families. These can include:
	* Trivia about the organization, staff, or aging services.
	* Photo booths or games related to aging services (e.g., memory games, word searches).
	* A raffle or prize giveaway for staff members and their families.
3. **Recognition Speeches**: Have key leaders or managers give short speeches thanking staff for their dedication. Invite a few staff members to share personal stories about what working in aging services means to them.

**Step 6: Send Invitations and Promote the Event**

1. **Staff Invitations**: Send out formal invitations to all staff members, including details of the event, date, time, and location. Be sure to specify if families are invited and provide a way for them to RSVP.
2. **Family Invitations**: Use email, flyers, or social media to invite the families of staff and residents. Make sure to mention that the event will honor the staff and recognize their hard work.
3. **Promote on Social Media**: If appropriate, promote the event on your organization’s social media channels to share the celebration with the broader community and express appreciation for your staff.

**Step 7: Host the Celebration**

1. **Welcome Attendees**: Greet staff and their families as they arrive, and make sure they feel welcome. Have staff members help direct guests to seating or the food and beverage areas.
2. **Host the Awards Ceremony**: Start with the formal portion of the event by announcing staff accomplishments and recognizing the winners of any awards or milestones. Present each award with a certificate or small gift, and allow for applause and acknowledgment from the audience.
3. **Encourage Interaction**: After the formal portion, allow time for guests to mingle and interact. Encourage staff members and families to network and enjoy the festivities.
4. **Have Fun!**: Remember that this is a celebration! While it’s important to recognize accomplishments and provide a structured program, ensure the event has an enjoyable and relaxed atmosphere for everyone involved.

**Step 8: Follow Up After the Event**

1. **Thank You Notes**: After the event, send thank-you notes to all attendees, recognizing their participation and expressing gratitude for their support. This will help reinforce the positive impact of the event and the appreciation you have for your staff.
2. **Share Photos**: Share photos from the celebration on social media or your organization’s website, with staff members' permission. This public acknowledgment helps create a sense of pride and reinforces the value of working in aging services.
3. **Solicit Feedback**: Ask for feedback from staff and attendees to understand what worked well and what could be improved for future events. This will help you refine your approach for next year’s celebration.

**Step 9: Reflect and Plan for the Future**

1. **Make It Annual**: Consider making this celebration an annual event during Careers in Aging Month to consistently honor your staff’s hard work and foster a positive workplace culture.
2. **Implement Ideas**: Take note of any ideas or suggestions for future events and implement them into your workplace recognition programs.