

**Staff Appreciation Day Committee Meeting Minutes**  
**Tuesday, May 3<sup>rd</sup>, 2022**  
**9am – 10:00am (SSC Fireplace)**

**Attendees:**

Jenna Snow, Jeremiah Strand, Michael Haldane, Cassandra Welsh, Casey Vanatta, Debbie Luft

**1. Event Day**

- a. Date: Thursday, June 2<sup>nd</sup>
- b. Time: 130-330pm
- c. Outside in the courtyard, in front of the Mill, Extra Sprinkles in front of the Mill ( if bad weather, will move to inside the mill)

**2. Event Details:**

- a. Staff Scavenger Hunt:
    - i. Attendees will be given a clue index card.
    - ii. The index card will send them to 5 out of 7 Departments
      1. Facilities- Casey clue
      2. Help Desk- Casey clue
      3. Residence Life- Debbie clue, reach out to Annie if they are willing to participate
      4. HPER- Jenna clue
      5. Bureau- Cassandra clue
      6. ACE- Jeremiah clue
      7. Library- Marcia clue
    - iii. They will get a colored sticker after visiting each Department
  - b. If they completed the Scavenger Hunt they will receive a ticket for ice cream
    - i. The index card goes into a bucket for a prize
      1. Parking Pass
      2. Campus Store gift cards
      3. Lunch Vouchers
  - c. Departments that are participating will receive an ice cream and meal voucher as a thank you.
  - d. Put balloons up in the participating departments office so staff are able to locate where to go
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Follow up items:

Email department clues to Casey

Clue 1:

Clue 2:

Clue 3:

Clue 4:

Clue 5:

Clue 6:

Clue 7:

Need to purchase campus store gift cards.

Where are the 50/50 tickets? Need to locate.

Jenna:

Purchase stickers from the \$ store

Reach out to Shelby about helium/balloons. If not available, purchase balloons from \$ store

Create flyer

Add to the weekly update

Casey:

Gather clues, send to the mailroom to print

Email outlook invite with flyer to all staff for the event

Print flyers to bring to the next staff senate meeting to put up around campus

Mike:

Reach out to Nancye regarding the speaker system, corn hole boards, and using the mill if the weather is bad and needs to be moved indoors.