August 18, 2020

**M E M O R A N D U M**

TO: Chapter Presidents

RE: Labor Recognition Week

**SUMMARY**: **With maximum telework still in place for many NTEU members and the continuing health crisis, this year’s LRW celebrations will have to be a bit different. Here are some ideas for virtual celebrations and recognition.**

Labor Recognition Week in 2020 may look a little different than in previous years but it is still important to recognize and celebrate the frontline employees who support our union and continue to deliver for our country. The theme for LRW, scheduled for Sept. 14-18, 2020, is Thank You to our members for all they do as NTEU members and federal employees. To help you think about how to celebrate differently this year, we offer a few suggestions. The materials referenced below are all available to chapter leaders on a [2020 LRW Materials](https://www.nteu.org/manage-my-chapter/lrw2020) webpage.

**Virtual Chapter Celebration**

You can host a virtual celebration using a service such as Zoom. Invite your chapter members to attend a week in advance and use an Outlook invite so it appears on their calendars with a link to join. We have developed a customizable invitation you can use. These meetings can be hosted with Microsoft Teams or Google Hangouts as well.

Should you wish to have a guest from the National Office at your virtual event, send your request with the anticipated date and time of your event to the PR Department at nteu-pr@nteu.org and we will work with you to make the arrangements.

Additionally, you can download and utilize an NTEU backdrop for your meeting. Those are available in the [Digital Downloads](https://www.nteu.org/digitaldownloads) section of the NTEU website. You may want to offer prizes to random attendees.

One option for these virtual celebrations could be a round of trivia (with prizes for winning individuals or teams). We have created a short NTEU trivia quiz for your use. It is available as a PowerPoint presentation should you want to display that on your screen. If you would rather simply ask the questions, we have created a list of the questions for you to use. Answers to the trivia questions are included on page two of that document.

You could have a game of general trivia as well. This [site](https://www.triviaquestionsnow.com/categories) has many trivia questions you can use, general or by category. There are also online trivia sites that will run the game for you, generally on a fee-per-player basis.

**Send a Thank You**

The start of LRW is a good time to set the tone and send a personal thank you to each of your members. A thank you email for the chapter to send is available for your use. To make it easy to use yet still look good, it has been created using Word tables. That allows you to personalize it any way you choose yet still cut and paste it into an email with the formatting in place. It can be sent to personal and government email addresses.

 **Celebrate Socially**

 For chapters with active Facebook pages, celebrating there with social media posts is another option. As with a virtual chapter meeting, chapters can offer raffle gifts to random members who like or share certain posts. We have created a few social media graphics for your use.

**Send a Video Message**

It is pretty simple to create your own video message and share it by email or on Facebook with your chapter members. We have developed some tips for how to film yourself, how long to speak for and other ways to make your video message stand out. Unsure how to get the words flowing? We have a sample script for your consideration.

 **Workplace Celebration**

 For chapters that have members at work, you can celebrate in person as long as you do so safely. Perhaps you deliver a treat to the desks of NTEU members or a raffle ticket if you want to hand out a few larger prizes. We have a customizable thank you note to accompany these small gifts.

 Serving food has long been a staple at LRW events. But given the circumstances, chapters will be looking for other ways to provide a celebratory meal to their members. Depending on the size of your chapter, you could coordinate box lunch pick-up or delivery from restaurant(s) in your local area. Or perhaps invite members to a virtual meeting and provide a meal delivery service (like Grubhub or DoorDash) gift card toward lunch for those who RSVP to that meeting.

 However you decide to mark Labor Recognition Week, this is an opportunity to take a break from the daily stresses of working during a pandemic. I encourage you recognize the work and support of your members and take a moment to say Thank You.

Anthony M. Reardon

 National President