



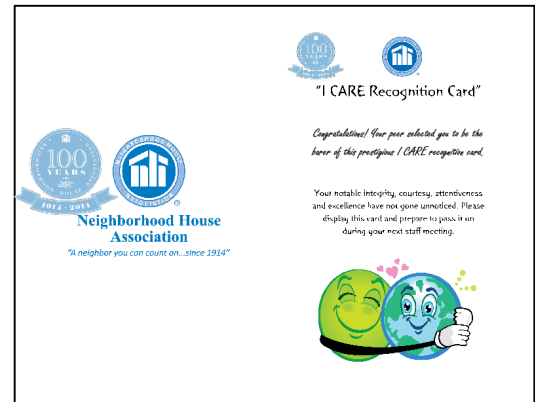
## “I CARE Recognition Card”

### Guidance/Instructions

The “ICARE Recognition Card”, is a staff recognition companion. The card is used to recognize the ICARE achievements of staff members for the period of time between one staff meeting to the next. Being awarded and accepting this card obligates the awarded person to further exemplify the highest quality of service excellence.

#### Instructions:

- Staff are allow a brief period of time to complement each other, before the current card holder passes the “ICARE recognition card” on to another person.
- The card is to be passed on to someone whom the current holder truthfully identifies is exhibits “ICARE” among their peers. Within the “ICARE Recognition Card” is a section for the previous recipient to leave a short message. In this section please, explain the “ICARE” attribute(s) your peer exhibited that makes them deserve the award.
- The exceptional display of one or more “ICARE” principles is reason enough for one to be awarded the “ICARE Recognition Card”.
- Please note, the card must not be given to the same person twice before everyone is recognized. The idea of the card is to identify and encourage the positive qualities of everyone on the team. This will insure that each person is recognized for their “ICARE” strengths.
- After the card is presented to a new recipient, you may post the card in a common area, the supervisor’s office or appropriate location the supervisor may decide.
- The distribution of the “ICARE Recognition Card” is not to be executed unless in the presence of the department/center supervisor.



**Optional Usages:**

- Once the card has been completely filled with names, you may print a copy of it to give to the person who has received that particular card the most.
- Saving the card might prove useful to supervisors who would like to encourage staff by reflecting on the messages inside of the card.

The vision of the “ICARE Recognition Card” is to encourage positive reinforcement between staff members. It’s strictly used to promote respect and unity amongst staff members. While utilizing the “ICARE Recognition CARD”, please don’t forget to

...have a great time!