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|  EHS Advisement Checklist All Grades   |
| **Materials Needed:** 1. **Thank You Letter presentation (ppt)**
2. **Paper/pencils/computers**
3. **Envelopes**
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| **Time needed: 1-2 days** | **Today’s Topic:****Thank You letters**  |
| **Essential Question Who are the people who have helped me get where I am today?** |
|  **\_\_\_\_\_1. Thank You Notes** * Hand out envelopes and ensure that each student has either a laptop or paper and pencil.

 * Review the slideshow that explains the importance of Thank You notes and demonstrates how to write a proper Thank You note.
* Once you get to the slides related to addressing the envelope, work with students to ensure envelopes are addressed properly.
* Students can either write their letters or type them, depending on computer availability.

 * Letters should be written to a faculty or staff member of Randolph County Schools (addresses provided in slideshow) and should be sent out via interoffice mail to avoid postage costs.
* Please MONITOR students as they write their thank you notes and make sure the content is appropriate. Also, please stress that these will represent Elkins High School and should be neatly written and properly addressed. We are relying on advisors to make sure these represent EHS appropriately.
* Make sure all students participate in this activity and that all letters are collected and stored.
* Ensure that students have a digital copy or picture of their letter so that they can place this on their portfolio via OneDrive.
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