

Jumbo Thanks FAQs

What is Jumbo Thanks?

Jumbo Thanks is a monthly rewards and recognition program started at Tisch Library in November 2018. Throughout the month, staff send short notes of thanks to their colleagues across Tisch, using Jumbo Thanks forms available at all departmental mailboxes. Notes are sent to the Director's Office, where the top part of the form with the message of thanks is sent on to the recipient and the bottom part is entered into a monthly drawing. Each month, two winners are drawn and receive their choice of a \$50 gift card or a bonus day off. At the end of the fiscal year, a "last chance" drawing is held, where two additional winners are pulled from the pool of all names that have previously been entered but never won. A prize is also awarded to the staff member who receives the most Jumbo Thanks over the course of the year.

Who can I send a Jumbo Thanks to?

All Tisch staff can send and receive Jumbo Thanks. Our colleagues in other libraries, DCA, LTS, and our student employees are not currently part of the program.

What kinds of things should I send one for?

Anything! Send a Jumbo Thanks whenever someone does something to make your job a little easier, your day a little happier, or helps make Tisch & Tufts a better place to work.

How do I send a Jumbo Thanks?

During remote work, Virtual Jumbo Thanks can be submitted via [this web form](#).

There are Jumbo Thanks forms at each departmental mailbox area.

To complete the form:

- Write a short note of thanks above the dashed line, making sure to include the name of the recipient, and to sign your name
- Fill in the name of the recipient in the blank at the bottom of the form
- Send the form to Kendra Golden in the Director's Office. She will separate the form and send your message of thanks on, and the recipient will be entered in that month's drawing

What if I want to send a note to my entire team?

To send the same message of thanks to multiple people (i.e. volunteers for a project, team members, etc.), there must be a separate form entered for each person. You can either:

- Write a Jumbo Thanks to each person individually
- Write one Jumbo Thanks with multiple names on it, make one photocopy for each person who is part of the group thanks, and highlight a single person's name on each copy so that if one of those forms is pulled in the drawing, we know who the winner is

How does the drawing work every month, and how often can I win?

Drawings are held on (approximately) the first working day of each month, in a rotating location around Tisch, Lilly, or the SMFA. All Jumbo Thanks received by the last day of the month are eligible for that month's drawing. Two winners are chosen each month.

You're eligible to win the drawing every month that you have a note entered, until you've won twice. A person cannot win twice in the same month, or more than twice in a single year. If you've already won twice in the fiscal year and your name is pulled again, another name will be pulled for that month.

All staff who have had their name entered at least once in the monthly drawings, but never had their name chosen as winner in any month, are eligible for the last chance drawing at the end of the fiscal year.

At the end of the year, the staff member who has received the most Jumbo Thanks over the course of the year will win the year-end prize.

What are the prizes?

Monthly drawing winners receive their choice of:

- \$50 gift card of your choice, as long as it can be ordered online or over the phone by the Director's Office
- A day off, with pay
 - The day must be used by the end of the fiscal year (like Personal days), except for the June 2020 winners, which will be drawn in July and will have until the end of FY21 to use their day
 - To use the day, submit the [Time Off Request form](#) on the Tisch staff page as usual. Select "Bonus day" as the type of absence and put a note in the comments that it is for Jumbo Thanks.

When Kendra receives the request, she will keep track of it on her end but it will not be officially submitted as a "Bonus day" because that has specific meaning in the time-tracking system.

The winner of the "most Jumbo Thanks received" year-end prize gets their choice of a day off or \$150 gift card.

Who should I ask if I have a question about Jumbo Thanks, or need more forms in my department?

Ask anyone on the Jumbo Thanks team! The team for FY21 is Kendra Golden, Martha Kelehan, Andrea Schuler, and Marina Cary.