

## 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, Lilly and the SMFA Library. Notes are sent via a form on the Staff Essentials site – both the sender and the recipient will receive an email with the message. 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. Year-end prizes are also awarded to the staff member who receives the most Jumbo Thanks as well as the staff member who sends the most Jumbo Thanks over the course of the fiscal 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?**

Virtual Jumbo Thanks can be submitted via [this web form](#). At this time, we are not using the paper forms since many staff members are still working remotely at least part of the time.

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

We recommend utilizing copy/paste if you want to send the same message to multiple people (i.e. volunteers for a project, team members, etc.). There is not currently a way to send a message to more than one person at a time using the virtual form.

### **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 (currently over Zoom to allow all staff members to attend while working remotely). 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.

Last updated July 2022

At the end of the fiscal year, there will be two year-end prizes: one for the staff member who has received the most Jumbo Thanks over the course of the year, and one for the staff member who has sent the most Jumbo Thanks over the course of the year.

### **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 2022 winners, which will be drawn in July and will have until the end of FY23 to use their day
  - To use the day, submit the [Time Off Request form](#) on the Tisch staff page as usual. Select "JumboThanks" as the type of absence so that the Director's Office can keep track of it internally (as it's not an official bonus day from the university – those are awarded separately for different criteria).

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

Note: Monthly winners who are employed by entities outside Tufts (such as temp agencies) will automatically receive a \$50 gift card as their prize.

### **Who should I ask if I have a question about the Jumbo Thanks program?**

Ask anyone on the Jumbo Thanks team! We welcome your feedback and ideas so we can make the program fun and exciting for all. The team for FY23 is Kendra Golden, Allison Faeth, and Sarah Towne.