

Mayfield Alumni Association Teacher “Thank You Notes” Program

Purpose:

The “**Thank You Notes**” program is designed to enable alums to express their heartfelt appreciation to any past or present Mayfield Schools’ employees for any acts of kindness bestowed upon the former student by the employee. Employee designations include, but are not limited to, teacher, administrator, counselor, secretary, clerk, aide, librarian, custodian, food service, etc. The roles the employee assumed include, but are not limited to, teacher, coach, guidance, club leader, activity organizer, helper, etc.

Guidelines:

1. The **Thank You Notes** program is designed to enable Mayfield alums to send a handwritten “**Thank You Note**” to any living or deceased employee of the Mayfield Schools.
2. All **Thank You Notes** will be sent to the Mayfield Alumni Association for possible delivery, publication, and/or filing.
3. The Alumni Association will make copies and create a library of **Thank You Notes**.
4. **Thank You Notes** written to living staff members will be delivered by the Alumni Association if the staff member can be located. A reasonable attempt will be made to locate the employee by the Association.
5. **Thank You Notes** written to deceased staff members will be kept on file in the Mayfield Alumni Museum as a tribute to the staff member’s influence on the students of the Mayfield City Schools. All **Thank You Notes** for a single staff member will be kept in a personal folder.
6. Copies of all **Thank You Notes** will be reviewed by the Alumni Association and must be approved by the sender and employee before being made public.
7. All **Thank You Notes** will become the property of the Mayfield Alumni Association.
8. This program will be made available to members of the Mayfield Alumni Association through our annual newsletters and via email.
9. **Thank You Note Forms** will be made available to members upon request. The purpose of the **Thank You Note** program will be included with the form. Email your request to the Association. Alums will have the option to purchase their own commercial thank you notes.
10. Alums can send in an unlimited number of **Thank You Notes** to the Association.
11. All **Thank You Notes** must include:

Teacher First Name _____ Teacher Last Name _____
School Building _____ Subject/Grade Level _____
Alum’s First and Last Name _____ Class _____

All **Thank You Notes** should be mailed to:
Mayfield Alumni Association 6116 Wilson Mills Rd. Mayfield Village, OH 44143

