

An Activity Worksheet from Cindy Bader as featured at  
www.differencemakers.com

Student/Staff Secret Pals - the one week version - great for  
the Winter Break season. (head and sub head)

Purpose:

To improve understanding and communications between the  
Student Leaders (ASB) and the faculty and staff. Students  
get to relate to the staff on a new level and vice versa.  
The results have been nothing short of miraculous. Each year  
at the "end-of-the-week" party when the decorations are up,  
the music is playing and the pals are exchanging their final  
gifts in person I have always gotten "misty" and have  
noticed it affects others the same way!

Who can use it?

I've done this project at all three of my schools, one  
middle school and two high schools. I have had lots and lots  
of support from the administration and teaching staff as  
well as from the classified staff. It's a wonderful way to  
include everyone.

How it works:

Students and staff "volunteers" exchange gifts for one week  
prior to Winter Break. Each day a gift is given (inexpensive  
gift - Set your own dollar limit. Ours is \$15.00 for the  
entire week.). Staff members are supplied with a very  
convenient "drop off" spot AND given their pal's schedule so  
they may deliver their gifts if they choose. ALL staff  
members are included. The exchange culminates on the last  
day with a pot luck, the final gift giving and the unvailing  
of the Secret Pals.

Secret Pal To Do List

1. Write the staff and student questionnaires with  
information about the week, spending limits (to be set by  
students) and potluck. (see samples  
below!!!)
2. Give staff members a chance to fill out questionnaires  
and return them. If this is your first time, presenting this  
at a staff meeting and informing  
people personally is the way to go.

3. Once Staff Questionnaires are returned, give out an equal number of student questionnaires to your Leadership class. You may want to give them out at the same time and make the first come, first serve rule. (Depending on how reliable they are with homework, returning forms etc.) \*\*\*If you have an uneven number with too few adult staff - you may be able to get more by asking or have a few, do two pals. If you have more adult staff, include Student Senate or Yearbook or another group on campus that gives a lot to the school. This is a great way to reward students!
4. Take the student questionnaires and randomly give them to staff members. I use a file folder with the staff names on the left, I turn my stack of student questionnaires over and pull from the top. Write down the names so I have a record. (Occasionally someone will request a specific sex...I keep pulling questionnaires until that staff member gets what they requested, it's still random. Do these special requests first!)
5. MAKE COPIES OF ALL QUESTIONNAIRES!!! Staff members are the ones who seem to lose them.
6. Have the students do the same with the staff questionnaires so that each student gets a randomly chosen staff member. No picking favorites.
7. Have one student in charge of all staff pals so that if someone reports "no gift" you can see what's wrong without finding out who your secret pal is! (I have experienced the students being forgotten more than forgetting.)
8. Send a reminder to all Secret Pals on Friday before the week begins. Have a few spare gifts for that first day incase someone does forget.
9. Decorate drop-off boxes and mark them clearly. Have them in place on Friday as an added reminder.
10. Send secret pals reminders on Wed. during "Pal week" to bring their potluck dish.
11. Shop for decorations, paper/plastic ware for potluck. Select music. Remember to choose WINTER rather than CHRISTMAS as your theme if you have a population that doesn't all celebrate Christmas.
12. Set-up/clean-up crew is essential. Return all dishes to staff washed!
13. Thank all pals for participating.>>

#### Staff Notification

ATTENTION ALL STAFF!  
Staff/Student Gift Exchange  
Secret Pals Wanted!

It's time once again to join in the fun and be a secret pal!  
It's easy!!!! Just fill out the following questionnaire and  
put it in \_\_\_\_\_'s mail box by DECEMBER (deadline on a  
Friday) You will have your secret pal's name by DECEMBER\_\_\_\_  
(The following Monday).

A couple of words of explanation for the people who are new  
to "Secret Pals" :

1. Secret Pals happen the last week of school prior to  
Winter Break. (December)
2. You give a gift each day that week. Just drop your gift  
with your pal's name on it and yours left off...with a hint  
about who you are...in the handy, dandy box provided for you  
in the staff lounge.
3. On Friday of that week you will be reminded to bring  
something to the potluck and that's where you will reveal  
yourself to your secret pal and s/he to you. Save your  
Friday gift to give in person.
4. There is a limit you can spend on gifts. Please don't  
spend over \$15.00 for the whole week. You may want to give  
smaller gifts or homemade gifts! They are wonderful!!!!
5. Remember that your name and questionnaire will be given  
to an ASB student and you will get the name of an ASB  
student.

#### Questionnaire

1. Name\_\_\_\_\_
2. What is your favorite color\_\_\_\_\_
3. Favorite snack\_\_\_\_\_
4. Favorite kind of music.\_\_\_\_\_ favorite  
artist\_\_\_\_\_
5. Favorite  
book\_\_\_\_\_ movie\_\_\_\_\_ magazine\_\_\_\_\_
6. Favorite  
actress\_\_\_\_\_ actor\_\_\_\_\_
7. Where did you go to  
college?\_\_\_\_\_
8. Do you have any  
pets?\_\_\_\_\_

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9. Do you collect anything? \_\_\_\_\_

10. What is your favorite hobby? \_\_\_\_\_

11. Favorite sport \_\_\_\_\_ team \_\_\_\_\_

12. Favorite restaurant \_\_\_\_\_

13. What do you like best about Winter Break? \_\_\_\_\_

14. What do you like best about working at this school? \_\_\_\_\_

15. Is there anything else you want your secret pal to know? ie: allergies, holiday traditions, etc.

16. What would you like to bring to the potluck on December \_\_\_? Please

circle one: salad - hot dish - bread - dessert - drink  
(You will be sent a reminder on Wednesday, Dec. \_\_\_ th!)

#### Student Invitation

#### WANTED...STUDENT SECRET PALS

#### Important information:

\*You will be giving a gift to a staff member and receiving from one during the ENTIRE week of Dec. 15-19th. That's 5 gifts.

\*Each day you will bring your gift with your secret pal's name and a hint about who you are to room 52 BY or BEFORE break OR deliver it yourself...and be sly. (Don't put your name on it!!!) \*Each day you will need to check back in room 52 to pick up your gift. \*If you are absent, please call PHONE NUMBER and let us know to cover for you with a spare gift. \*There is a \$15.00 limit on entire weeks worth of gifts. That's for all 5 days. Please don't exceed the limit! You may want to do homemade gifts and small things and save the money for a nicer gift at the end. You do NOT have to spend anything. Just don't exceed the \$15.00 limit, please.

\*There will be a potluck on Friday the \_\_\_ and you will be asked to bring a salad, hot dish, bread, dessert or drink. Please check with us to find out what we may need before you decide what to bring.

\*Please read the questionnaire from your secret pal carefully so you can provide appropriate gifts. ie: no chocolate if they are allergic to chocolate, etc.

The pal assignments will be FIRST come, first serve. If you get your questionnaire in on time...you will be more certain to get a secret pal.

NOTE: There is NO GRADE attached to this and you do not get extra points for doing this!!! This is for FUN!

### Student Secret Pal Questionnaire

Name\_\_\_\_\_

Schedule of classes/teacher/room number

1. Favorite snack\_\_\_\_\_
2. Favorite kind of music\_\_\_\_\_ favorite artist\_\_\_\_\_
3. Favorite book\_\_\_\_\_ movie\_\_\_\_\_ magazine\_\_\_\_\_
4. Favorite actress\_\_\_\_\_ actor\_\_\_\_\_
5. What are you thinking about as a college major\_\_\_\_\_
6. Favorite car\_\_\_\_\_
7. Favorite color\_\_\_\_\_
8. Favorite sport\_\_\_\_\_ favorite team\_\_\_\_\_
9. Do you have any pets?\_\_\_\_\_
10. Do you collect anything?\_\_\_\_\_
11. Favorite restaurant\_\_\_\_\_ fast food place\_\_\_\_\_
12. What is your favorite subject\_\_\_\_\_
13. What do you like best about Winter Break?\_\_\_\_\_
14. Anything else your secret pal should know? ie: allergies, holiday traditions, etc.