

## Job Description for Anniversary Gifts

### Before the Conference

The Conference Coordinator will e-mail the list of teacher's celebrating anniversaries. Teachers having finished their 25<sup>th</sup> and 40<sup>th</sup> year are recognized. They receive the same gift.

Purchase cards, gifts and wrap early for good selection. NPH has a nice store selection of boxed ministry appreciation cards and quality bookmarks to choose from. I did not find as broad a selection from them online. Wrap gifts, label envelopes and sign the cards from the conference. Some people even do this during the summer months.

The night before or very early on the morning of conference insert the cards and gifts into the appropriate folders. A handful of helpers make this task more pleasant!

### During the Conference

Be prepared! Keep extra cards and wrapped gifts at the courtesy table for anyone who may have been missed.

Hand in any receipts that you have acquired along the way.

Hand in any leftover cards and gifts in a box with the current list of jubilarians for the next year's crew to work with.

**Useful tips:** This is a job for 1 or 2 people. It can be done by 2 people in a few hours. Don't wait until the night before conference to do this work. It is too much to accomplish on a school night. Also, don't wait to buy the cards and gifts. The selection will not be as good or perhaps not even be available the week of conference! Stay in contact with the conference coordinator for good information and the best results.

Resource person: Miriam Paustian  
643 Riverwood Lane  
West Bend, Wi. 53095  
[paustian@charter.net](mailto:paustian@charter.net)  
[mpaustian@gslswb.org](mailto:mpaustian@gslswb.org)