**Staff Recognition System Worksheet**

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| **Recognition System**  *e.g., “traveling trophy, recognize at assembly, principal subs for teacher”* | **Procedure for Recognition** | **Person(s) Responsible for Carrying out Recognition** | **Frequency of delivery**  W=Weekly  M=Monthly  Q=Quarterly  S=Semester  A=Annually | **Date of Recognition/When will recognition be provided?** | **Who is recognized?** |
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