

EARP: Shoutouts and Milestones

Overview & Submissions

Shoutouts (everyday appreciation)

What it is

A quick way to recognize the everyday wins and support your colleagues give - peer to peer, supervisor, or the Dean.

Great reasons to give a shoutout

- Jumping in to solve a problem or improve a process
- Volunteering (UK/UKY/community)
- Work that improves student experience, reduces costs, expands marketing, or improves services
- Mentorship, thought leadership, or team positivity

How to give one

- Write it on the whiteboard at POT or Coldstream, **or**
- Submit online via the [MarComm submission link](#) for the Weekly Brief

Where it appears

- The [CoSW Weekly Brief](#) (virtual) and on the **whiteboard walls** (in-person).

Perks

- The author and the recognized person are entered into a **CoSW swag drawing**.
 - Others can “like/second” on the whiteboard (comments don’t enter the drawing).
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Milestones (life & career moments)

What we celebrate

- **Personal:** Birthday; Partner Union (marriage); New family member (birth/adoption); Loss of family member (funeral)
- **Occupational:** New hire; Work anniversary; Certification; Degree; Promotion; Achieving a professional goal

How to share one

- Use the [Milestones form](#) to let the CWO know.

How we recognize it

- Listed in the [CoSW Weekly Brief](#) (*opt-out available*)
 - Cards and small celebration items.
 - Example: a matted frame for a new professional certification.
 - Pick-up at **POT** or **Coldstream**; shipping available if needed.
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Notes & Contacts

- For a sensitive event, like a funeral, please contact the [Chief Well-being Officer \(CWO\)](#) as it will be handled on an individual basis.
- Questions or special circumstances? Contact the [Chief Well-being Officer \(CWO\)](#).