

# Awesome After School Kits

## Saying Thank You

**Objective:** Youth will be able to identify situations in which it is appropriate to write and send a thank you note and to write a sample thank you note.

**Grade Level:** 4<sup>th</sup> – 8<sup>th</sup>

**Life Skills:**  
 Planning/Organizing,  
 Communication,  
 Nurturing  
 Relationships,  
 Responsible  
 Citizenship, Self-  
 Responsibility,  
 Character

**Time:** 45 min. – 1 hour

**Supplies Needed:**

- Thank- you note scenarios list
- Tips for writing thank-you notes handout for each participant
- Sample thank -you notes
- Pencils/pens
- Paper

**Optional:**

- Stationary paper or printed thank-you note cards
- Postage stamps

**Curriculum to Use:** Home Environment Project Unit 2: Living with Others, 4-H 1418, p. 7, University of Kentucky College of Agriculture Cooperative Extension Service. Unit 2 is available as a pub to download at:  
<http://www.ca.uky.edu/agc/pubs/4jb/4jb02po/4jb02po.pdf>

**Presenter Information:** In this lesson, youth learn the importance of sending thank-you notes to express appreciation for a gift, award, or other expressions of kindness. The youth will have the opportunity to decide when it is appropriate to send a thank-you note and how to write a thank-you note.

**Pre-Test:** Does not apply to this lesson.

**Activity Introduction:** *Share with participants.*

1. Explain to youth that there are many situations in which it is important to send a thank-you note to someone who gives you a gift, award or did something special for you, ex. a 4-H volunteer leader helping you complete a 4-H project.
2. Ask the youth to share examples of someone doing something special for them.
3. Say: *It is not necessary to send a thank- you note in all situations. Sometimes a verbal than- you is enough. But written thank-you notes express more appreciation and demonstrate that you truly value the gift or act of kindness. A thank-you provides the opportunity for you to share how the gift will be used or how the time spent together made you feel. Also a thank-you note for a donation or sponsorship can help you or your group gain favor with a donor and help secure future donations.*

**Activity A:** Do I Need to Send a Thank -You Note?

1. Say: *I will read 15 scenarios. Consider the scenarios and determine which of the scenarios are appropriate for writing and sending a thank-you note. List the*



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*numbers of the scenarios on a piece of paper.*

### Advance Preparation:

- Review lesson plan
- Gather supplies
- Make copies of handouts

Notes:

2. Read each scenario allowing time for the youth to make a decision. Say: *Scenario number 1. Receiving a birthday card, scenario number 2. Borrowing a piece of paper from a friend.* Continue with all 15 scenarios.
3. Review the scenarios that the youth selected. Help the youth determine if they missed any scenarios or if there were scenarios that would not require a written thank-you.

### Activity B: Write a Thank-you note

1. Begin by reviewing the suggestions for and the components for writing a thank-you note handout. This may be presented by reading each suggestion to the participants or asking for the youth to volunteer to read the suggestions. Stress that it is important to make thank-you notes personal and unique. Share examples of sample thank-you notes.
2. Ask each participant to think of one recent personal situation for which sending a thank-you note would be appropriate.
3. Distribute lined paper and pencils to participants.
4. Instruct them to draft their thank-you note.
5. Invite participants to share their rough draft. Assist the participants in checking spelling, grammar and punctuation.
6. Distribute final draft paper, thank-you note cards or stationary for the participants to write their final thank you note.
7. Optional: Assist the participants in addressing, stamping and mailing note cards

## Talk It Over: Finishing up the Lesson

**Sharing** - Ask for one or more volunteers who would share their thank you note with the group. How does it feel to have completed the thank-you note? How do you think the person will feel when they receive a thank you note?

**Processing** – What was difficult about writing a thank you note? What was the easiest?

**Generalizing** – In what other situations may you send or give a thank-you note? What other types of letters/notes may you want to send?

**Applying** – What are you going to do to help you be prepared and prompt with sending thank-you notes?

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**Post-Test:** Does not apply to this lesson

**Extended Learning:** Extend learning beyond this lesson.

Design your own 3-6 personal hand-stamped or decorated thank-you notes cards. Keep them on hand to have ready to send when the occasion arises.

**Presenter Tip:** Have copies of actual written thank-you notes to share with participants

**Sources:** Adapted from original materials developed by Ken Culp, III, entitled: “Writing a Thank-You Note” and presented at the Southern Region 4-H Volunteer Forum, October XX, 2000, Rock Eagle 4-H Center, Eatonton, GA.”

This lesson plan was adapted for use in Kentucky 4-H by Lynnette Allen, Breckenridge County Extension Agent for 4-H YD with input from the Family and Consumer Sciences After-School Kits Design Team, September 2010. The team is made up of Extension Agents Lynnette Allen, Breckenridge County; Martha Arterburn, Allen County; Kim Cox, Morgan County; Natasha Lucas, Owsley County and Martha Welch, Extension Specialist for 4-H YD.