



ACTIVITY

What's Your W.I.N.?

A simple, joyful prompt activity to build connection and recognition in your school community.

Brought to you by your pals at

alpaca

Quick check-ins, small celebrations



What's Your W.I.N.?

This W.I.N. Activity helps school leaders nurture a culture of connection and care—where every staff member feels heard, appreciated, and supported. It's a simple tool that strengthens trust and spreads joy, even during the busiest times of the year.

How It Works:

There are two ways to use W.I.N.—both are quick, meaningful, and help staff feel seen:

- **W.I.N. = What I Need**
 - A space for staff to share small asks, quiet check-ins, or personal needs—without the pressure of a meeting.
- **W.I.N. = What I Noticed**
 - A way to call out a kind moment, celebrate a peer, or highlight something that deserves the spotlight.



Start the year by introducing W.I.N. and keep it going all year long. These cards or notes can be dropped in a box, shared digitally, or used during staff meetings and 1:1s.

Why it matters



Staff feel seen, heard, and valued — even the quietest voices have a place to share what matters most.

Peer recognition builds trust and team connection — small shout-outs turn into big morale boosters.

Leaders gain insight into needs before burnout builds — helping you respond with care, not just react.

Wins—big and small—are noticed and celebrated — no moment of magic goes unnoticed.

Everyone has a voice, and a way to lift others up — because support should be a shared responsibility.

Set-Up: Choose a Platform That Fits Your Team

Pick the tool that works best for your school's style and comfort level—each one helps staff submit and share WINs with ease. We suggest a digital form, but we've provided a printable version at the end as well.

Google Forms: A simple, familiar way to collect WIN submissions. Responses are organized automatically and can be kept private or shared.

Padlet: Create a virtual bulletin board where staff can post real-time shout-outs and see each other's notes of appreciation.

FigJam: Use digital sticky notes on a shared board to visually celebrate wins or share needs.

Trello: Organize WIN submissions using cards—sort by team, category, or month for an easy-to-track system.

Microsoft Forms: A secure tool inside Microsoft 365 that allows for easy private or public submissions, with data neatly stored in a spreadsheet.



Template Prompt for Your Form



You can submit one or both—whenever you need to, as often as you'd like.

W.I.N. = What I Need

Feeling stretched thin? Need support, resources, or just a listening ear? Let us know what would help you right now. (This goes directly to your school leader—confidential and caring.)

W.I.N. = What I Noticed

See a teammate doing something awesome? Shout them out! Share what you noticed so we can celebrate them. (These may be shared with the team or featured on social media).

ACTIVITY DIRECTIONS



Set the Tone with Vulnerability:

"Good morning, everyone! This year we're going to try something called 'What's your W.I.N.' It's a simple way to connect as a team—because sometimes we need to ask for support, and sometimes we just need someone to notice the good we're doing. You'll have a chance to share what you need, privately, and also lift up someone else by sharing something great you've noticed about them."

Timeframe:

About 10–15 minutes (can flex depending on group size and format)

What's your W.I.N.?

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See a teammate doing something awesome? Shout them out! Share what you noticed so we can celebrate them. (These may be shared with the team or featured on social media.)

* Indicates required question

Email *

☐ Record jboesch@pcsd.org as the email to be included with my

What's your W.I.N.? *

Your answer

What's Your W.I.N.?
A simple, joyful prompt activity to build connection and recognition in your school community.

What I Need:
Feeling stretched thin? Let us know what would help you right now.

What I Noticed:
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ACTIVITY STEPS



Step 1: Introduce the Prompts

Explain the two options:

- What I Need – private submissions that go directly to you as the leader
- What I Noticed – shout-outs to celebrate a teammate's positive action, attitude, or effort

Step 2: Give Time to Reflect & Respond

Invite staff to complete one or both prompts. Let them know that What I Need stays confidential, and What I Noticed may be shared publicly to brighten the team's day.

Step 3: Collect & Share

Have staff submit their forms and take time to read them with care. Follow up privately as needed.

Step 4: Close the Loop

Thank your staff for taking part. Remind them W.I.N. is always available—not just today. Keep it ongoing, and let kindness be part of your culture.

WAYS TO CELEBRATE



Weekly Spotlight: Highlight one or two W.I.N. shout-outs in the weekly memo or morning announcements.

W.I.N. Wall or Bulletin Board: Create a "W.I.N. Wall" in the staff lounge or hallway. Bulletin Board printables are provided

Mailbox Magic: Drop a note, sticker, or small treat in mailboxes of those who received a shout-out.

Social Shout-Outs: Share some W.I.N. shout-outs on your social media page!

Monthly Recognition: Let team members know they can nominate each other for a monthly Alpaca Appreciation Award (or whatever fun title you'd like to give it!).

Activity Example



Bulletin Board Printables



WHAT I NOTICED...

Sometimes the best kind of magic is being seen.

Let's celebrate the good we witness!



LITTLE MOMENTS. BIG IMPACT.

Kindness is everywhere!

**Let's name it when we see
it. A little recognition can
light up a whole day.**



**YOU MAKE THE
MAGIC HAPPEN!**

**Let's spotlight the
good that happens
all around us.**



Card Printables





W.I.N.



I NOTICED...

- | | |
|--|--|
| ☐ Crushed their lesson today | ☐ Made a student smile |
| ☐ Makes our school brighter | ☐ Saved the day (again) |
| ☐ Is an amazing educator | ☐ Being kind |
| ☐ Stepped up to help | ☐ Is making a difference |

BECAUSE:



W.I.N.



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BECAUSE:



W.I.N.



**Right now, I could
really use...**



W.I.N.



**Right now, I could
really use...**



W.I.N.



**Right now, I could
really use...**



W.I.N.



**Right now, I could
really use...**



W.I.N.



**Something that would make
a difference for me is...**



W.I.N.



**Something that would make
a difference for me is...**



W.I.N.



**Something that would make
a difference for me is...**



W.I.N.



**Something that would make
a difference for me is...**



W.I.N.



A little boost for me right now would be...



W.I.N.



A little boost for me right now would be...



W.I.N.



A little boost for me right now would be...



W.I.N.



A little boost for me right now would be...



W.I.N.



**I'm wondering if I could
get help with...**



W.I.N.



**I'm wondering if I could
get help with...**



W.I.N.



**I'm wondering if I could
get help with...**



W.I.N.



**I'm wondering if I could
get help with...**



W.I.N.



One thing that would help me right now is:



W.I.N.



One thing that would help me right now is:



W.I.N.



One thing that would help me right now is:



W.I.N.



One thing that would help me right now is:

COLLABORATION

BUILT BY EDUCATORS, FOR SCHOOL LEADERS

This resource was created in collaboration with dedicated educators and school leaders who brought their experience, ideas, and insight to every step of the process. We're grateful for their partnership in building tools that truly make a difference in schools.



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WE'RE SO GLAD YOU'RE HERE!

Thanks for downloading this resource—at [Alpaca](#), we're on a mission to **make school the happiest place to work**.



Tried an activity?

Send a photo or a staff testimonial to [our team](#), and we'll send you a coffee on us!



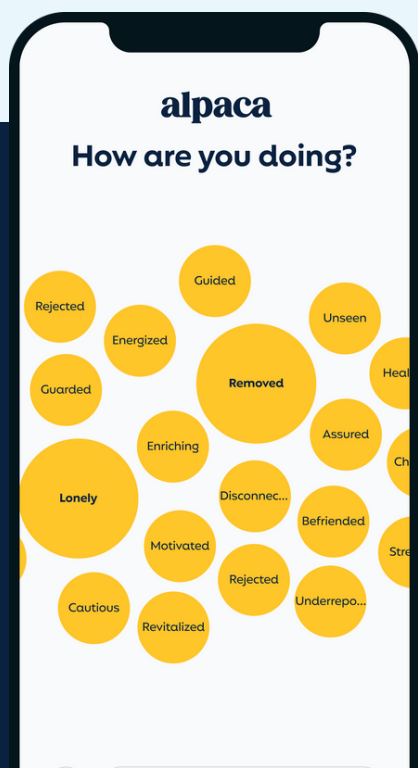
Got an idea brewing?

We love co-creating with school leaders—[drop us a line](#) with any resource ideas you'd love to see next.



Explore more!

Check out our [full resource library](#) for creative, ready-to-use tools to support you and your team.



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