**Encouragement Letter for Buddies**

Throughout the semester, you have been recording observations about your buddies in your Buddy Journal. You will now put that information to use by writing a letter to each individual buddy.

It’s very important that you complete quality letters **on time** or no matter how wonderful your semester has been, your buddy’s final memory of you will be a negative one. Also, you’ll be letting your buddies down if you’re scribbling out a letter the morning of the visit.

**What is an Encouragement Letter?**

Encouragement letters are a gift of character and growth.

**How do I write an Encouragement Letter?**

1. The writer must observe the receiver, looking for things that the individual does right:

* What does this person do that you respect?
* What does this person do that you wish you could do?
* What does this person do to help or show kindness to others?
* What does this person do that makes the world a better place?
* What does this person do that you think is admirable?
* What are the strengths of this person?
* What challenges/changes has this person mastered?
* How has this person grown throughout the semester?
* What have you learned from them?

**Additional Criteria:**

* YOU MUST INCLUDE AT LEAST 5 SPECIFIC DETAILS that coincide with information from your Buddy Journal – please highlight the 5 in your journal and hand it back with your letters to make them easily identifiable
* YOU MUST INCLUDE AT LEAST ONE PHOTO OF YOUR BUDDY ON THE LETTER (it cannot have any other buddies in the photo for privacy purposes however it is encouraged that the photo has both you and each individual buddy together)

Due Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Don’t leave this to last minute – start working on your letters today!**

**ENCOURAGEMENT LETTER EVALUATION**

* 5 specifics from journal included in each letter
* Photo included for each letter (unless photo restrictions)
* Photo does not include other students
* Letters are thoughtful, sincere, detailed and insightful
* Letters are completed on time

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| **Does Not Yet Meet Expectations**  **NHI I**  **0-45%** | **Minimally Meets Expectations**  **C- C**  **5% 60%** | **Meets Expectations**  **C+ B-**  **70% 73%** | **Fully Meets Expectations**  **B B+ A- 78% 82% 86%** | **Exceeds Expectations**  **A A+**  **92% 100%** |
| Very little thought has gone into writing letter  Appears last minute  Obvious the writer did not spend time observing the behaviour of their buddies | Letter touches on the person’s positive qualities but does not delve into them  Very little time/ effort spent observing the personal qualities of their buddies | Letter shows some thought and describes some of the person’s positive qualities.  Demonstrates that some time has been spent observing their buddies | Letter is thoughtful & sincere  Obvious that the writer spent time closely observing the behaviour of their buddies | Letter is very thoughtful, insightful, sincere & detailed  The writer spent a great deal of time observing the behaviour of their buddies |

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