The Thank-You Project

Teacher plan · One class period · Grades 6-12 · Use it any time of year

Most of us have a list of people who keep our programs going: the farmer who lends a trailer, the custodian who unlocks the barn, the vet who picks up on a Sunday. This lesson hands that thank-you to the students, and it teaches them a professional skill they will use for the rest of their lives.

Students will

- Identify the people and businesses who make their agriculture class possible.
- Learn what those people do, and connect at least one of them to a career.
- Write a specific, professional, handwritten thank-you note.

You need

Copies of the two student pages, one note card per student (or nice paper), pens, and envelopes and stamps if you are mailing them. Have your own short list of program supporters ready.

Run of show (50 minutes)

Time	What happens
5 min Hook	Ask, "What did it take for this class to happen today?" Keep asking "and who else?" until the board is full. Feed, seeds, water, a bus, a key to the gate. Every one of those has a person behind it.
10 min Map it	Students complete the Who Makes It Possible map. Add names from your list so no key supporter gets left out.
10 min Learn it	Read the weak note and strong note on page 3 together. Ask what makes the strong one better. Students will find it: the details.
20 min Write it	Each student chooses a person, plans the note, gets a quick check from a partner, and writes the final copy by hand.
5 min Send it	Collect the notes, read them over, and record each one on the Thank-You Log.

PRO TIP: DELIVER A FEW IN PERSON.
Take one or two students with you to hand-deliver a note to a local partner. A thank-you with a student standing behind it does more for your program than any newsletter. Programs are saved by people.

PRO TIP: KEEP THE LOG.
Run this after every banquet, contest, and donation. By spring, you will have a record of your partners, and a ready list of who to invite to your next event.

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Student page 1: Who makes it possible?

Name: _____ Period: _____

Write at least two people, businesses, or groups in each box. If you do not know a name yet, describe what they do.

At our school	**On farms and in ag businesses**
In our community	**At home**

Choose one person to thank

I am writing to: _____ Their job or role: _____

Plan your note

1. What exactly did they do? Be specific.

2. What did that make possible for our class or for me?

3. What is one thing you learned, or one thing you are looking forward to?

Think like a professional

4. What skills or training do you think this person's job takes?

5. If you could ask them one question about their work, what would it be?

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Student page 2: What makes a good thank-you note?

Weak note	Strong note
Dear Sir, Thanks for helping our class. It was really nice of you and we appreciate it a lot. Thanks, Jordan	Dear Mr. Garcia, Thank you for donating the potting soil for our class garden. Because of you, all 28 of us got to plant our own container, and my radishes came up in less than a week. I never knew how much goes into running a nursery until you talked with us about it. Gratefully, Jordan R.

The note above is a made-up example. Use your own details.

What did the strong note do that the weak one didn't?

Five parts of a good note

1. **A greeting with their real name,** spelled correctly. Ask if you aren't sure.
2. **Exactly what they did.** "The potting soil," not "your help."
3. **What it made possible.** This is the part people save.
4. **Something personal,** such as what you learned or what comes next.
5. **A closing and your name,** written by hand, in your neatest writing.

Partner check before the final copy

☐ Name spelled correctly ☐ Says exactly what they did ☐ Says what it made possible ☐ Sounds like a real person ☐ Spelling checked

WHY THIS MATTERS AFTER GRADUATION

Someone who interviews you, gives you a scholarship, or writes your recommendation will remember a handwritten thank-you. Very few people send them, so yours will stand out.

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Note cards: copy on card stock and cut in half

Thank you

Dear _____,

_____

_____

_____

_____

_____

_____

Gratefully, _____

Agriculture class / chapter: _____

Thank you

Dear _____,

_____

_____

_____

_____

_____

_____

Gratefully, _____

Agriculture class / chapter: _____

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Teacher page: Thank-You Log

Year: _____ Class or chapter: _____

Who we thanked	What for	Student(s)	Date sent	Mailed or delivered	Invite to next

Read every note before it goes out, and follow your school's rules for student names and contact with outside partners.

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Teacher page: Make it count for your National Chapter application

If your chapter is working toward the National Chapter Award, this project can do double duty. Have students lead it, and plan it before it happens.

Where it fits (choose one standard)

Quality standard	How this project can fit
Stakeholder Engagement Building Communities	Members thank and meet the local partners who work with the chapter.
Support Group Strengthening Agriculture	Members build relationships with parents, alumni, and community leaders.
Career Success Growing Leaders	Members deliver notes in person and ask partners about their ag careers.

Plan it with your committee

Student leader(s)	
Our goal Members, notes, by what date?	
Our plan Who does what, when?	
Our results Planned vs. actual	
Photo and caption	

PRO TIP: WRITE IT DOWN THE WEEK IT HAPPENS.

Take one landscape photo of students actually delivering a note. Record the numbers right away, and have students write it up in their own words.

Based on the 2027 National Chapter Award Program Handbook. Check the current handbook before you submit. This lesson is an independent resource, not affiliated with or endorsed by the National FFA Organization.

Keep going: from my books

- **Buy the Chickens First:** Chapters 10 and 11, on advisory committees and partnerships before sponsorships.
- **Sustaining Agricultural Education:** Module 4, with the Stakeholder Map, MOU template, and Advisory Board Guide.
- **Lead From Your Seat** (both editions): the etiquette section.
- **The Replacement Crisis Workbook:** the partnership agreement, for when a thank-you becomes a partnership.
- **The Ag Teacher & Advisor Planner:** keeps your program organized around the National Chapter Award all year.