



# Thank You !

**Gratitude is the Best Attitude!**

- Tips:**
1. Be timely with your thank you. The sooner, the better!
  2. Be specific with your thanks.
  3. Plan ahead for when thank yous are predictable.
  4. Have a Club thank you party after fair and have everyone do their thank you cards.

- Creative Ways of Saying Thank You !**
1. Drop off a plate of cookies.
  2. Send flowers with a thank you card attached.
  3. Include a photo of you and your project.
  4. Hang a poster at the fair the following year thanking your sale buyer.

## Saying Thank You

Whoever said "It's better to give than to receive" knew the real meaning of the words "thank you." A thank you is the ultimate gift, no matter how it is expressed. It becomes a memory stored in one's heart and mind forever. In 4-H we have many unique opportunities to express our thanks to 4-H'ers, donors, volunteers, parents, school administrators, livestock sale buyers and others. How you choose to thank these people can make a real difference in your 4-H program.

A lot of respect can be earned or lost by our ability to say thanks. It may not be the way it should be, but some people really take offense if they don't receive a thank you card.

Thank you notes help our sponsors realize that the award sponsorship really means something to you. It helps make them more interested in sponsoring next year.

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**There is a five-point formula to the proper thank-you.**

**Learn it, Know it, Memorize it...  
and it will never fail you.**

## **1. Greet the Giver**     *Dear Aunt Sally,*

That's the easy part, but you'd be surprised how many people forget it. Dale Carnegie taught us people love to hear their own names and Direct Marketing is sure we also love to read them in ink. That's right, ink. Blue-black is always the number-one choice, but black will suffice in a pinch. Even if your handwriting is poor, you must still hand-write your notes. Do not type them or, worse, use a word processor. No excuses.

## **2. Express Your Gratitude**     *Thank you so much for the trophy...*

This first paragraph seems like it would be the easiest, but it is actually the most complicated. Beware the *just writing* trap. You are not 'just writing to say' as in *I am just writing to say*; that's stating the obvious. If the giver is reading, clearly you have already written. Therefore use the present-perfect tense, which essentially means write as if whatever you say is happening in the moment.

Also—and this is important—never directly mention money. 'Thank you for the hundred bucks' could instead be 'Thank you for your generosity.' All cash denominations become 'your generosity' or 'your kindness.' If you feel the giver overspent, the farthest you can go is *appreciated*: 'Your generosity is appreciated,' or 'It is such an extravagant gift—your kindness is appreciated.'

Write thank yous that sound like you, not like something out of an etiquette book. Tell your own story. Use your own language.

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### 3. Discuss Use

*The horse blanket will get a lot of use when winter comes.*

Say something nice about the item and how you will use it. Let's say it's something you actually love and use incessantly—then say so: 'Ever since I got the slippers I have only taken them off to shower and go to work. I'd wear them to the office if I thought I could get away with it.'

If the gift was cash, allude to how you will use the money, but do not itemize your planned purchases line by line, instead simply say: 'It will be a great help when I purchase my project for next year.'

You can get arty here, but not flowery. It's a fine line. Small, realistic statements like 'I put the flowers on the kitchen table and they are still looking fresh and beautiful after a week,' or 'I don't know which is more fun, actually using the Cuisinart, or reading recipes and thinking *I could do that in the Cuisinart!*' Having fun is alright, so have at it.

### 4. Grace

*Thanks again for your gift.*

It's not overkill to say thanks again. So say it.

### 5. Regards

*Sincerely,*

Use whatever works for you: Then sign your name and you're done.

## What's Not There

Any news about your life. This isn't the time to brag about your new job, a hot girlfriend, or number of surgeries. The thank-you is exclusively about thanking somebody for their kindness. While you may want more than anything to show them once and for all you amounted to something, this is not the forum. Save that for your annual Christmas letter.

Now get it in the mail. Even if your friends and relatives aren't of the note-writing variety, be the one who sets the precedent. Let's start a movement to revive a little gracious living.

## Examples of a Thank You

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August 31, 2010

Dear Mr. and Mrs. Jones,

Hello, my name is Andrea Smith and I am writing to thank you for buying my pig at the Defiance County Jr. Fair Livestock Sale. This was my first year to show at the fair and you have helped make it a wonderful experience.

I have put all of my money into a savings account, which I plan to use towards my future.

I am looking forward to taking another market hog project next year. I have learned a lot while taking this project. Mostly I learned responsibility and how to take care of my pig every day.

Thank you for supporting the 2010 Defiance County Jr. Fair. You have helped make it a successful year and I hope you will continue your support.

Sincerely,

Andrea Smith

August 31, 2010

Dear Country Springs Coop,

I am writing to thank you for purchasing my hogs at the 2010 Defiance County Jr. Fair. I have been involved with the Jr. Fair for eight years and it is buyers like you who really help to keep the Jr. Fair going strong.

Since I started taking market hog projects I have been placing the money in a savings account to help pay for college. I hope to attend college to study animal science and continue working in the field of agriculture.

Over the past eight years of being involved with market hog projects in 4-H, I have learned the importance of keeping good records in order to raise healthy hogs. Most importantly, raising swine has taught me hard work, responsibility and organizational skills.

Thank you for supporting the 2010 Defiance County Jr. Fair Livestock Sale. You have helped to make this year one of the best yet! I hope you continue to support the Jr. Fair program.

Sincerely,

Andrea Smith

### Sources:

"4-H Quick Tips", by Cheryl Varnadoe, Extension 4-H Specialist. The University of Georgia. 2002.  
"Swine Resource Handbook", The Ohio State University Extension. 2001