

## **Daily Reflections Journal, Email Signature Badge, Recognition Certificate and Thank You e-Card Directions for Use**

To support departments during [Public Service Recognition Week \(PSRW\) 2026](#), CalHR is providing four optional digital assets that coordinators and administrators can use to recognize and appreciate staff throughout the week or the entire month. These assets are designed to be flexible, easy to use and adaptable to your department's culture and capacity.

### **1. Daily Reflections Journal**

**Recommended day:** Make available on or before Meaningful Monday (May 4)

#### **What it is:**

A printable PDF journal that includes the daily reflection prompts for each day of PSRW. Employees can use the journal to write down thoughts, observations and reflections throughout the week.

#### **How to use:**

- Share the Daily Reflections Journal PDF with employees via email, shared drive or internal platform.
- Encourage employees to use the journal throughout PSRW, either daily or as time allows.
- Employees may complete reflections digitally or print the journal and write by hand.

#### **Tips for use:**

- Consider introducing the journal on or before Meaningful Monday (May 4) to set the tone for the week.
- Reinforce that participation is optional and reflections are for personal use.
- This asset can be used independently or alongside daily PSRW activities and messaging.

### **2. Email Signature Badge**

**Recommended day:** Make available on or before Meaningful Monday (May 4)

#### **What it is:**

A digital badge (.png file) sized 50px x 50px that employees can add to their email signature to show pride in public service and participation in PSRW.

## How to use:

- Share the badge file with employees via email, shared drive or internal platform.
- Employees can copy and paste the image directly into their Outlook email signature.
- No resizing is required, but employees may adjust if desired.

## Tips for use:

- Encourage staff to use the badge on Meaningful Monday (May 4) and throughout PSRW or the entire month.
- Consider including simple step-by-step instructions or screenshots for adding images to email signatures.
- Participation is optional and intended to be fun and inclusive.

## 3. Recognition Certificate

**Recommended day:** Teamwork Tuesday (May 5)

### What it is:

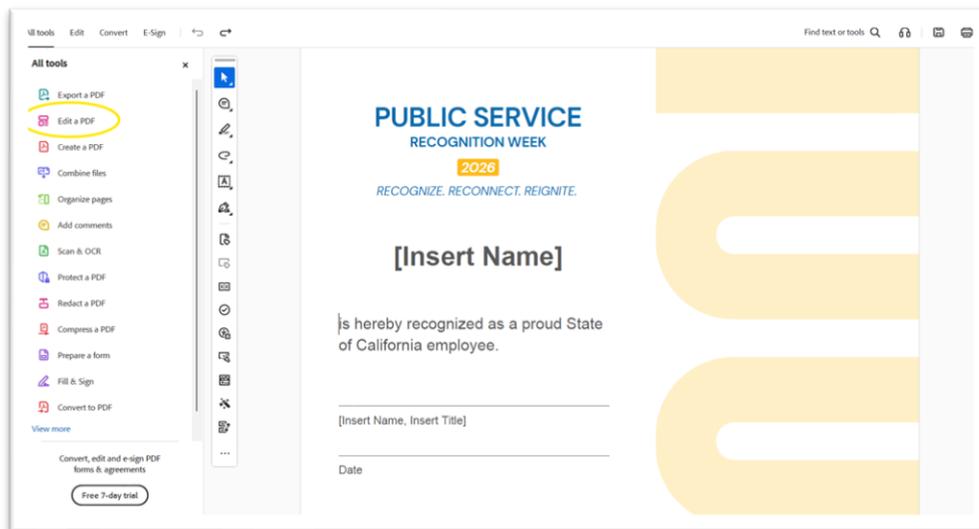
A customizable recognition certificate designed to acknowledge employees as proud State of California public servants.

### Certificate text includes:

“[Insert Name] is hereby recognized as a proud State of California employee.”

### How to use:

- Open the certificate in Adobe and click “Edit a PDF” under All Tools:



- Customize the following fields:
  - Recipient's name
  - Signatory's name and title
- Print and sign the certificate.

**Tips for use:**

- Provide this to team leaders and managers ahead of time so they can be customized.
- Certificates work well for individual recognition, team recognition or informal acknowledgements.
- Consider presenting certificates during a team meeting, huddle or one-on-one conversation.
- This asset is intentionally broad so it can be used largely across classifications and roles.

**4. Thank You e-Card**

**Recommended day:** Thank You Thursday (May 7)

**What it is:**

A digital thank you card for management or leadership to sign and share with employees.

**Message included on the card:**

“Behind every service we provide are dedicated people like you. Thank you for the care, professionalism and commitment you bring to serving Californians every day. Thank you,”

**How to use:**

- Open the e-card in Adobe.

- Click the “Add your signature or initials” button on the toolbar:



- Add a digital signature in the designated signature line.
- Save the signed version.
- Send the card to employees digitally, ideally with a brief personal note or email.

### Tips for use:

- Provide this to team leaders and managers ahead of time so they can be customized.
- Cards may be sent to individuals or small groups.
- Encourage leaders to personalize the accompanying email message when possible.

### Final notes for coordinators

- All assets are optional and may be used as-is or adapted to meet departmental needs.
- Departments are encouraged to use what works best for their teams and capacity.
- Recognition does not need to be formal to be meaningful. Authenticity matters most.
- If you have any feedback, please email the [Statewide Engagement team](#).