

Dear Mr/Mrs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Because you have been such an outstanding employee, we wanted to give you a bonus check for the amount of

$\_\_\_\_\_\_\_\_\_\_.\_\_\_\_\_\_

There are, however some guidelines on certain things you must purchase with this money. Please see the attached form that contains those guidelines. We are asking that you create a presentation to help motivate other employees to work as hard as you do. Please have this presentation completed by \_\_\_\_\_\_\_\_\_\_.

We will also need you to keep a log of how you spend your money so we can give it to our Treasurers office for our records. Attached to this letter you will find a transaction log and checks to purchase your items.

**Prezi Presentation Rubric**

**(You may also create a poster board presentation)**

\_\_\_\_/1pt Title with Salary Bonus

\_\_\_\_/1pt College Details

\_\_\_\_/1pt House Details

\_\_\_\_/1pt Charitable Donation Details

\_\_\_\_/3pts Family Vacation Details

\_\_\_\_/1pt Correctly Written Checks

\_\_\_\_/1pt Completed on time **Due Date \_\_\_\_\_\_\_\_**

\_\_\_\_/1pt Obvious 8th grade effort

\_\_\_\_/10pts Correctly completed check register/transaction sheet

Total points \_\_\_\_\_/20

**Guidelines on Spending Your $$**

1) 1 year college tuition or trade school

2) House paid in full

3) Car paid in full

4) Charitable Donation

5) Family Vacation

a) Travel Expenses (flying? Or Driving?)

b) Hotel (How many nights and where?)

c) Spending money (Activities and Site Seeing)

Make sure that you are as detailed as possible. This is where you will show your effort.

|  |  |  |
| --- | --- | --- |
| **Item Description** | **Cost** | **Remaining Balance** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Item Description** | **Cost** | **Remaining Balance** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |



