Starting a RAK Binder

(Random Acts of Kindness Binder)

A RAK Binder is a great way to build comradery and reinforce a positive environment at work. A RAK Binder can be used as a reference guide for the employees in your department to get to know each other on a more personal level and will allow them to use the information in the binder to find things that their fellow employees would appreciate. One act of kindness can start a chain reaction, creating a whole department that is full of kindness, appreciation and positivity.

Make copies of the following sheet for everyone in your department. During a staff meeting, have each person fill out a sheet with all of their favorite things. Compile the sheets into a binder, and leave it in a common space so anyone can reference it. The goal is that someone will choose to do a RAK, go to the binder to find things that that person likes, and use that information to surprise them with a RAK. When someone receives a RAK, they will feel more inclined to do a RAK for someone else in the future, and the cycle of kindness will start.
Please fill out this sheet with the following information in order to let your coworkers know what you love! Start the RAK cycle!

First name: ___________________ MI: ___ Last name: __________________

My Absolute Favorites!

Places to eat: ______________________
Places to shop: ______________________
Food: ______________________________
Fruit: ______________________________
Candy: ______________________________
Snacks: ______________________________
Cold drink: ___________________________
Scent: ______________________________
Flower: ______________________________
Color: ______________________________
Sports teams: ________________________

My go-to coffee order is...
__________________________________
__________________________________

My Birthday is: ___/___

For fun in my free time I love to:
__________________________________
__________________________________
__________________________________

I love to relax by:
__________________________________
__________________________________

Let me tell you about my kids:
__________________________________
__________________________________

Let me tell you about my pets:
__________________________________
__________________________________

I am allergic to:
__________________________________