



UTRUST EMPLOYEE APPRECIATION PROGRAM

ROLE OF APPRECIATION TEAM

The Appreciation Team, or **A-Team**, helps recognize the school employees who make a difference in student's lives each day. Showing appreciation to these valuable staff members is important and your team gets to be a part of the planning and participation in the celebrations of each of the eight appreciation days. The idea is to create a strong student team that will make the Employee Appreciation Program successful. The responsibility of the A-Team is to plan activities in detail and enlist others to carry out specific responsibilities in the celebration day activities.

The A-Team, consisting of twelve to sixteen students, is appointed by the principal in cooperation with the school coordinator. Your team will probably

want to start your work for each appreciation day by developing a plan and schedule to help everyone know who is responsible for what. Utrust will provide a list of suggested activities which you and other members of the A-Team should use as a guide as you begin your planning. The ideas will be built around a theme to stimulate your team's creativity and make the celebration more fun for everyone.



Make it a habit to tell people thank you. To express your appreciation, sincerely and without the expectation of anything in return. Truly appreciate those around you, and you'll soon find many others around you. Truly appreciate life, and you'll find that you have more of it.

-- Ralph Marston

responsibilities

Overall Planning

Your team will want to get as many students, staff and community members as possible involved in the appreciation days activities. Your team may want to add to, delete or substitute activities for those provided in the Utrust guide. This is an exciting and fun job but a tremendously important one.

The Utrust packet is on-line at www.tnuct.com. Each idea is linked to supporting materials to provide samples of materials needed to carry out the theme of each appreciation day.

For each activity your team plans for an appreciation day, be sure to assign someone to be responsible for carrying it out. It might be an individual student, parent or a group. Identifying the best person or group with the talent and/or resources to carry out the responsibility is a key to the success of the activity.

Work with the student reporter, photographer and videographer

Your school will have student reporters, photographers and perhaps a videographer who will report on the appreciation day celebrations in your school. The Utrust guide will suggest assignments that your team should give to these students but you may have other ideas for photos and stories that you choose to assign to your student report/photographer and reporter/videographer teams. Be sure they know where and when each activity is occurring so they can be there.

Your school could win \$1,000 for the most complete celebrations as reflected in reports, photos and videos.

Tap Resources within the School and Community

A challenge for your team is to consider the resources available in your school and community. It is likely that you have unique people and other resources that can add considerably to your celebrations. Enlist the help of student clubs, the PTA, classes or grades and others. You might find it advantageous to seek support from community groups, companies, local churches and sponsors. For example, you might choose to ask a local restaurant to donate a few gift certificates for a particular appreciation day or ask the local movie theatre to provide free movie tickets to give to the employee group being honored.

Be careful not to ask the same business, group, or individuals to contribute too much or too often. Asking different groups to provide support for the appreciation days each time gives more people an opportunity to share in the celebrations. Individuals and businesses are more likely to be enthusiastic about providing support if they know they are going to be asked once.

Enlist Students

There are many students with talents who would love to be a part of something meaningful. Call on those students to write songs, poems, and letters of appreciation. Ask them to sing, do a dramatic reading or be in a skit. Find a way to use unique talents of your students as part of the activities for the appreciation day.

Follow-Up

After each appreciation day, evaluate how things went. As a team, reflect on the successes and explore ways to make the next appreciation day even better.



*Appreciation
Days Calendar*

Bus Drivers-Sept 15
Custodians-Oct 13
Superintendents-Nov 17
Food Service - Jan 12

Principals-Feb 9
Special Services Staff-Mar 8
Admin & Instr. Support Staff-Apr 5
Teachers- May 8