



School Coordinator's

G U I D E

Showing appreciation for school employees is a vital part of having a successful and productive school system. The power of gratitude can have an enormous impact. It can make a person more positive and create an overall better work environment. Utrust created the Employee Appreciation Program to help develop a greater sense of gratitude, not only from students, but adults as well. We can't just assume that school employees know they are appreciated, **we have to prove it!**

You have one of the most exciting tasks of the EAP—you get to coordinate the activities for each of the celebrations. Utrust makes this very easy, though. We provide you with a packet including numerous creative ideas for celebrating.

How well you do your job as the **School Coordinator** will determine how successful the program is in your school. You are the key to the success of the Employee Appreciation Program. You may want to work with an Assistant School

Coordinator who will help maintain some of the responsibilities your position will entail. You will also work with your school's PTA, Student Adviser, Principal, and the students to sustain a maximum level of success with the EAP.

Finally, you and your team have a chance to win your school a **\$1,000** award if you conduct the most enthusiastic participation in and support of appreciation days and send us the stories.



Gratitude helps you to
grow and expand;
gratitude brings joy and
laughter into your life
and into the lives of
all those around you.

-- Eileen Caddy



Please contact Utrust if
you have any
questions.

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Working with the student appreciation team. You will enjoy the opportunity to work with the student appreciation team in planning and coordinating the activities of each appreciation day. Your job is not to do the work but to guide the student appreciation team as they do it or get others to carry out assignments. You will need to assign students to enlist others to carry out the activities for appreciation day.



Working with the PTA. The PTA is going to be a valuable tool because they can be a great help in organizing, conducting and funding the different activities that will take place on appreciation days. You will want to establish a good working relationship with PTA leaders.

Working with the Student Media Adviser. The Student Media Adviser will assist students who are going to be reporting and taking photographs and/or videos for each appreciation day celebration. You will need to make sure that the adviser is kept informed about appreciation day events and schedules a reporter and photographer to cover each one. Encourage the media adviser to make sure the information from these appreciation day celebrations makes it to both the system and school coordinators for possible publication. We have asked the media adviser to see that stories are emailed to you so you can have them approved by the principal.

Working with the Principal. Your understanding of and enthusiasm for the Employee Appreciation Program will have a big influence on the principal. The principal will rely on you to read information from Utrust and share that information with him or her. It is vital to the program that the principal understand and support it. You'll need to encourage the principal to select students for the student appreciation team who will accept and carry out responsibility. You may want to ask the principal to identify and appoint a person to serve as your assistant coordinator to help you carry out your responsibilities. You should keep the principal informed and seek approval and support from the principal for activities that you and the student appreciation team plan for each of the celebration days.

It is amazing how a simple, positive action can help change so much in a person's life. Help be a part of making a lasting difference in someone's life. Let's create an attitude of gratitude within the students and faculty, and establish an upbeat and positive environment for learning to take place.