

# Guide for Principals

The Utrust Employee Appreciation Program (EAP) has proven to be a great asset for participating school districts. It provides an opportunity to improve employee morale by recognizing and honoring employees. It can also be fun and educational for your students.



**You are the Key.** As principal, you are the key to the success of the program. Our model will produce excellent results but requires very little work on your part. We have learned that the most successful appreciation programs have heavy involvement from students. Here's what you should do.

**Appoint a School Coordinator.** You will appoint a School Coordinator who is responsible for implementing the program.

**Select an Appreciation Team.** Enlist eight to ten students to serve on the Appreciation Team. This team is responsible for planning the celebrations, enlisting help for each responsibility and ensuring that each responsibility of the celebrations is carried out. The school coordinator and appreciation team will work together to produce extraordinary appreciation day celebrations.

**Utrust provides Ideas and Materials.** Utrust provides a packet online that contains ideas and materials for recognizing eight employee groups throughout the year. The appreciation team will work with the school coordinator to make sure that each employee appreciation day is successful.



**Student Leadership Development.** Utrust emphasizes student involvement and leadership development through the program. Our packets are designed to provide students the opportunity to develop leadership skills by getting students, staff and community involved. These activities will help your students gain a sense of responsibility, learn about teamwork while they are expressing gratitude toward those people who make a difference in their lives.

**Offer Encouragement.** We are looking forward to your participation in the Utrust Employee Appreciation Program. The appreciation team will ask you to do certain things to help with the celebrations throughout the year but none of their suggestions will call for very much of a time commitment from you. However, your encouragement and recognition of their efforts from time to time will boost their enthusiasm and effectiveness.

Your school coordinator will enlist student reporters, photographers and perhaps even a videographer. Their reports of the celebration activities in your school could earn a \$1000 cash award to your school.

Please visit our website, [www.tnuct.com](http://www.tnuct.com), for more information about the EAP and step-by-step guides for the various roles used in our model, including the school coordinator, the appreciation team, the student reporter, photographer and videographer. These guides will help your students to do an excellent job in leading your school to have a successful employee appreciation program.

*There is not a more pleasing exercise of the mind than gratitude. It is accompanied with such an inward satisfaction that the duty is sufficiently rewarded by the performance. ~ Joseph Addison*