

the UTRUST *Employee Appreciation Program*

FOR NON-MEMBERS

✧ Now Your School Board Can Participate ✧

Every day, school employees make a difference in the lives of children. Everyone contributes: bus drivers, school resource officers, cafeteria workers, principals, custodians, teachers, school nurses and support staff. They provide encouragement, learning opportunities and other services to make children's school experiences successful. They do it because they care.

We know you appreciate their contributions but that it takes extra work, thought and time to honor them. That is what the Utrust Employee Appreciation Program (EAP) is all about.

The Employee Appreciation Program provides the resources and ideas to help honor and recognize those deserving

individuals that help make your school better every day. We provide you with suggestions, resolutions and sample letters to make it easy for you to offer words of encouragement, pat someone on the back and express appreciation – in a way that will change an ordinary day into an extraordinary one.

Each day your school employees work hard and dedicate themselves to enhancing the learning environment of the school.

The EAP helps to honor these

individuals in a fun and exciting way.

The program seeks to use student leadership to plan and conduct each appreciation day and to promote involvement of both the student body and the community at large. The Utrust

model recognizes that school administrators and teachers have more to do than they can get done. Little additional work is required from the superintendent, principal or teachers.



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

Packets Provided by Utrust

Utrust provides a packet of information specifically designed for elementary, middle and high schools for each appreciation day throughout the school year. A basic packet is provided for schools that want to celebrate each appreciation day but are just beginning the process. A more involved packet is provided for schools that wish to use student leadership and themes to celebrate. Utrust also provides a packet for use at the board and system level. This packet always includes a resolution, a news release, a message and artwork for the system website, posters for the central office and an announcement about the appreciation day for the local radio station.



What does the Program Do?

The Employee Appreciation Program results in schools becoming better places for students to grow and learn. Schools are better because of what happens for employees and students. The culture of schools is changed as the program is implemented.

Makes Employees Feel Appreciated

School employees receive surprisingly little praise. It has not been uncommon to hear an employee say something like, "I have been driving a school bus for 25 years and this is the first time that anyone has ever taken the time to say thank you." Employees want and need to feel appreciated and the Utrust Employee Appreciation Program's model does it in several ways for each of the eight days. It is not the gifts that make employees cry. It is the genuine expressions of appreciation.



Improves Morale

School employees are traditionally underpaid and under appreciated. This program does not seek to change their pay but by being certain that

employees know that they are appreciated has resulted in changed attitudes in employees from bus drivers to principals. The best way to improve employee morale is to respect what they do and make them feel appreciated.

Motivates Employees to do their best

Appreciated employees tend to give that little extra that makes a big difference. Employees in schools participating in the Utrust Employee Appreciation have frequently made statements such as, "When someone takes the time to say I really appreciate you, it makes you feel good and motivates you to do even better."



Student Leadership

A key to the success of the Utrust Employee Appreciation Program is student leadership. The Utrust EAP places the responsibility for planning and implementing each of the appreciation days with students. It provides opportunities for students to develop leadership skills, communication skills and showcase talents but most importantly to develop a deeper appreciation for the efforts others make for them each day.



Helps Students Develop an Attitude of Gratitude

Students learn to appreciate what others do for them through the Employee Appreciation Program. This carries over into their lives at home, at church and wherever else they may be. They learn to pay attention to what others do for them and to express appreciation for what they do for them.



Develops Student Leadership Skills

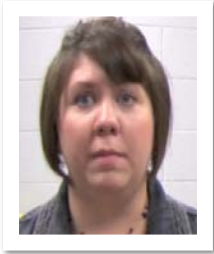
Students learn to plan, organize and implement a program and to get other individuals and groups engaged in the program. They learn to lead by leading.



Gives Students a Chance to Develop and Showcase Talents

Celebration of appreciation days include numerous opportunities for students to further develop and showcase a variety of talents--writing, artwork, singing, speaking and acting. The activities are fun and creative but they result in improved employee morale and more talented students.

Utrust Employee Appreciation Program
What People Are Saying?



“The students are learning that the more they show appreciation, the better they feel about themselves. It increases their confidence in themselves and it is just fantastic to be able to see them see that.”

Megan Leonard, School Coordinator & Guidance Counselor, Church Hill Intermediate School

Jeff Nuber, Custodian, Rogersville Middle School on Custodian Appreciation Day

“It has been an overwhelming day. You’re about to see a grown man cry that’s how much love I received today. I have never once been appreciated like this.”

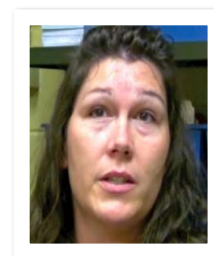


“Our kids and school coordinator have taken the lead with the Utrust Employee Appreciation Program and it is working really well.”

Patrick Fraley, Principal, Cherokee High School

Being on the A-team is really fun, it is such an honor to get to do all of the appreciation days and recognize the school employees.

Madailein Adams, A-team Member, Church Hill Intermediate



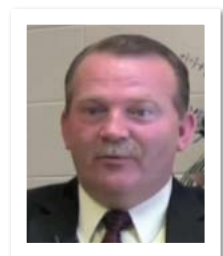
When someone takes the time to say thank you and you’re doing a good job, it gives you the inspiration to do an even better job.

Sally Rodgers, Teacher, Jackson County High School

in this program.”

“I don’t understand why everyone in the State is not participating

Joe Barlow, Superintendent, Jackson County Schools



“The success of the Utrust Employee Appreciation Program has taken place because our schools, administrators, teachers and students have bought into this idea. Every child realizes the importance of all the employees who help to make a great day for them.”

Charlotte Britton, Superintendent, Hawkins County



Utrust Employee Appreciation Program

APPRECIATION DAYS

Bus Drivers-
September

Custodians-
October

Superintendent-
November

Food Service Staff-
January

Principals-
February

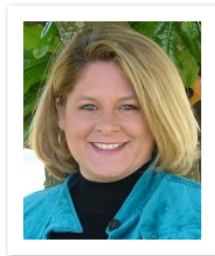
Special Services
Staff- March

Admin & Instruc.
Staff- April

Teachers-
May

“The Utrust Appreciation Program is wonderful. It is great for morale. Everyone likes to be told they are doing a good job.”

Lisa Arnold, Principal, Johnson County High School



“The Utrust Employee Appreciation Program has given us a way to stop and reflect and make sure that every employee is being noticed for their positive impact in our school.”

Sherry Price, Assistant Principal Church Hill Intermediate School

What does it cost?*

\$200	per school
\$2,000	11-18 schools
\$3,600	19-30 schools
\$5,000	31+ schools

*Cost is per year and includes 8 appreciation day packets for elementary, middle and high schools. A packet for each day is also provided for the superintendent and school board.

If you are interested in learning more about this program or would like to participate, contact Kristi Coleman at (615)714-4190 or by e-mail kcoleman@tnuct.com