



The Utrust Appreciation Program is designed around the notion

### Everyone Does a Little so No One Does a Lot

The Utrust model calls for five adult leaders whose responsibilities are described below.

**School Coordinator-**Coordinates all activities of the appreciation days. Meet with adult leaders to plan for the appreciation days. Schedule all celebrations.

G-Force Adviser- fills out the G-Force classroom assignment chart one time, posts it along with the other G-Force charts for the entire year in a centralized location. Posts the appreciation day and monthly mission assignments found in each packet. Not necessary to meet with the students but may be advisable at the beginning of the year to be sure all G-Force members understand their responsibilities. All charts are provided in the Bis Driver packet andd on our website at www.utrust.org

The
A-Team
(Appreciation Team)
consists of the
Action Crew,
Creative Crew
Paparazzi Crew

Action Crew Adviser-Advises Action Crew members on how to get others involved in appreciation day activities: inviting student groups to lead activities, putting up marquee messages, making announcements, making phone calls to parents and community members who have previously volunteered to help, etc.

Creative Crew Adviser- Advises Creative Crew members as they make posters, signs and cards, decorate goodie bags for honorees and any other creative things needed for appreciation days.

Paparazzi Crew Adviser-Advises the Paparazzi members as they tell the story of appreciation days through photos, video and other means.

Each
packet is
divided up with an
agenda and
responsibilities for
each Crew.



- I. Distribute parts of the packet to the appropriate Crew Advisers (Action, Creative, Paparazzi, G-Force Adviser)
- 2. Hold a planning meeting with the Crew Advisers to determine the following:
  - a. activities for the appreciation day
  - b. type of presentation (individual or group)
  - c. schedule a time for presentation
- 3. Invite the principal and/or assistant principal to join the A-Team in saying thank you to the bus drivers as they pull into the school on Bus Driver Day. Consider asking a school board member to be present, too.

Have A-Team hold up the ABC's of Thanks for the bus drivers to see as they pull in. Or make various poster board signs and banners such as:

On a banner:

Thanks Bus Drivers for Making Our Ride Safe and Fun

Poster board signs:

I Spy Our Fantastic Drivers

I Heart Our Bus Drivers

Play the rewritten On the Road Again song as the bus drivers pull into the school. Once the students are off the bus, have A-Team members present the Road Trippin' Snacks to each bus driver.

# Thanks Bus Brivers for Makings Our Rick Safe and Fun



G-Force Adviser

- I. Post the appreciation day activity so every G-Force member will know and understand their responsibilities.
- 2. Encourage them to be creative in reminding their classroom students about writing a thoughtful thank you note to their bus drivers using the road trip games theme.
- 3. From time to time, encourage the G-Force members about their assigned appreciation day activities and monthly mission.

the charts are included in this first packet. You only have to fill out the Class Assignment Chart one time. Post it with the other 2 charts in a place where all G-Force members can see them. Keep them posted for the entire year. For complete information,

go to utrust.org.



### Class Assignment Chart for G-Force Monthly Mission

- I. On the chart below, assign each homeroom teacher to a group in any specific order. Each group have multiple names depending on the size of your school.
- 2. Follow Chart 2 to know which employees each group is honoring that month.
- 3. Post the completed chart, along with the other 2 charts, for the G-Force members to see every month.

Group	Homeroom Teacher	
1		
2		
3		
4		
5		
6		
7		

The G-Force documents can be found in a word doc on our website at <a href="www.utrust.org">www.utrust.org</a>. You can type in the homeroom teachers' names and print them out to post in a central location such as a library for G-Force members to see. Click <a href="here">here</a> to download documents.



Using the chart below:

- 1. Find your Group #.
- 2. Find the current month.
- 3. Find the group of employees you are to honor
- Ask a different classmate each week to look for an employee in that group that makes your school a better place.
- Encourage the classmate to give a heartfelt verbal or written compliment to that employee and/or perform an act of kindness for that employee.

Month	Group I	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7
September	Bus Drivers	Custodians	Food Service	Principals	Special Teachers	Support Staff	Teachers
October	Custodians	Food Service	Principals	Special Teachers	Support Staff	Teachers	Bus Drivers
November	Food Service	Principals	Special Teachers	Support Staff	Teachers	Bus Drivers	Custodians
January	Principals	Special Teachers	Support Staff	Teachers	Bus Drivers	Custodians	Food Service
February	Special Teachers	Support Staff	Teachers	Bus Drivers	Custodians	Food Service	Principals
March	Support Staff	Teachers	Bus Drivers	Custodians	Food Service	Principals	Special Teachers
April	Teachers	Bus Drivers	Custodians	Food Service	Principals	Special Teachers	Support Staff
May	Anyone you choose	Anyone you choose	Anyone you choose				

### Chart 3: G-Force Monthly Mission What to Look for and Compliment by Employee Group

G-Force members and classmates should watch individual employees in the group assigned to them for the month. When they see an employee doing something that makes their school a better place or making a difference in their lives, they should offer a genuine expression of appreciation to the employee and/or perform an act of kindness for that employee. Below are behaviors to look for.

Employee Group	
Bus Drivers	Greeting you or other students cheerfully, smiling at students as they get on or off the bus; doing helpful things for students; careful driving; protecting students from bullying; maintaining good discipline on the bus; taking an interest in school events; showing that s/he cares about students.
Custodians	Clean water fountains, mirrors, floors (in the hall, restroom or classroom), windows, etc.; pleasant smelling bathrooms; being cheerful as they work; greeting students and interacting with them in a friendly manner; showing interest in students.
Food Service	Food that is particularly good; serving your favorite food; smiling at your or other students as you go through the lunch line; making pleasant comments to you or others; showing interest in school events; being pleasant.
Principals	Funny announcements; something nice that s/he did for a student or staff member; visit to your classroom; an encouraging remark; calling you by name when s/he speaks to you; encouraging remarks to you or your teacher; a special activity at the school.
Special Teachers	A specific thing that the person has done for you or others; treating students with great care and respect; being patient with students; a great lesson or activity, a fun or interesting activity.
<sup>2</sup> Support Staff	A specific thing that the person has done for you or others; greeting everyone with a smile; being extra helpful in a stressful situation; showing s/he cares about you or other students.
Teachers	A great lesson; a fun activity; special thing s/he did for you or the class; a specific example of being pleasant or being patient; making something hard seem easy to understand; teaching you something you will never forget; showing interest in you.

Special Teachers includes related art, music, physical education teachers, librarians, school counselors, speech teachers and other teachers who are not regular classroom teachers.

<sup>&</sup>lt;sup>2</sup>Support Staff includes office staff, SRO's, school nurse, teacher assistants, library assistants and any other person who works in the school who has not been celebrated other than classroom teachers.



### Using the chart below:

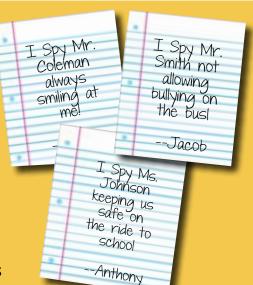
- I. Find your Group #.
- 2. Find the group of employees you are to honor
- Ask a different classmate each week to look for an employee in that group that makes your school a better place.
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	Group I	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7
September	Bus Drivers	Custodians	Food Service	Principals	Special Teachers	Support Staff	Teachers

## I SPY G-FORCE ACTIVITY

Have students write notes of thanks using the game I Spy....

- I Spy Mr. Coleman always smiling at me
- I Spy Ms. Johnson keeping us safe on the ride to school
- I Spy Ms. Cooke always greeting me with a "hello"
- I Spy Mr. Smith not allowing bullying on the bus



## WORD SEARCH OF THANKS

Another option: have students write notes of thanks by creating a word search puzzle with a message of thanks for their bus driver...

Our Bus Drivers Are the Best

I Spy My Fantastic Bus Driver

Our Bus Driver is Awesome



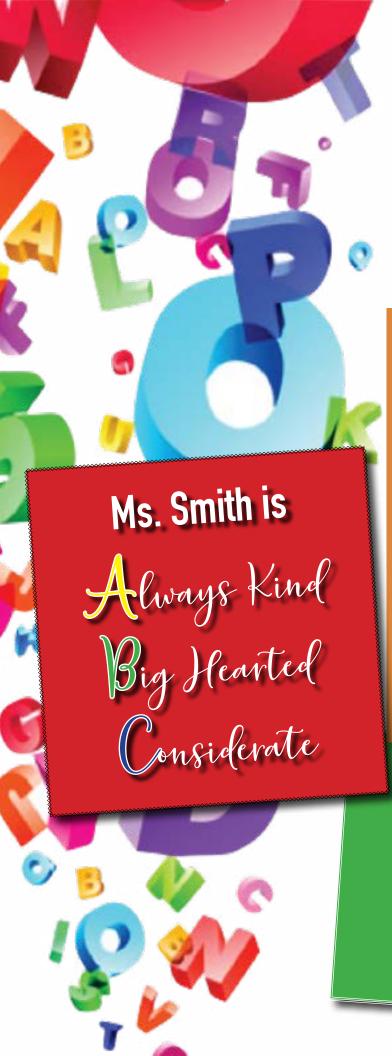
## Creative Crew Adviser

- Create the ABC's of Thanks poster board signs for each bus driver. Invite all the A-Team students to fill in the words for each driver. Make sure to include the bus driver's name and bus number on each poster board.
- 2. Create a goodie bag for each driver. See Road Trippin Snacks for ideas.
- 3. Participate in the Are We There Yet Presentation, if possible.

Ms. Smith is

Always Kind Big Hearted Mr. Johnson is





### **ROAD TRIP**



On a poster board, invite the A-Team to write adjectives starting with the letters A-B-C describing each bus driver.

Fill in adjectives to describe each bus driver with words that start with each letter. Roll it up and present it to each driver on Bus Driver Day such as:

Mr. Coleman is:

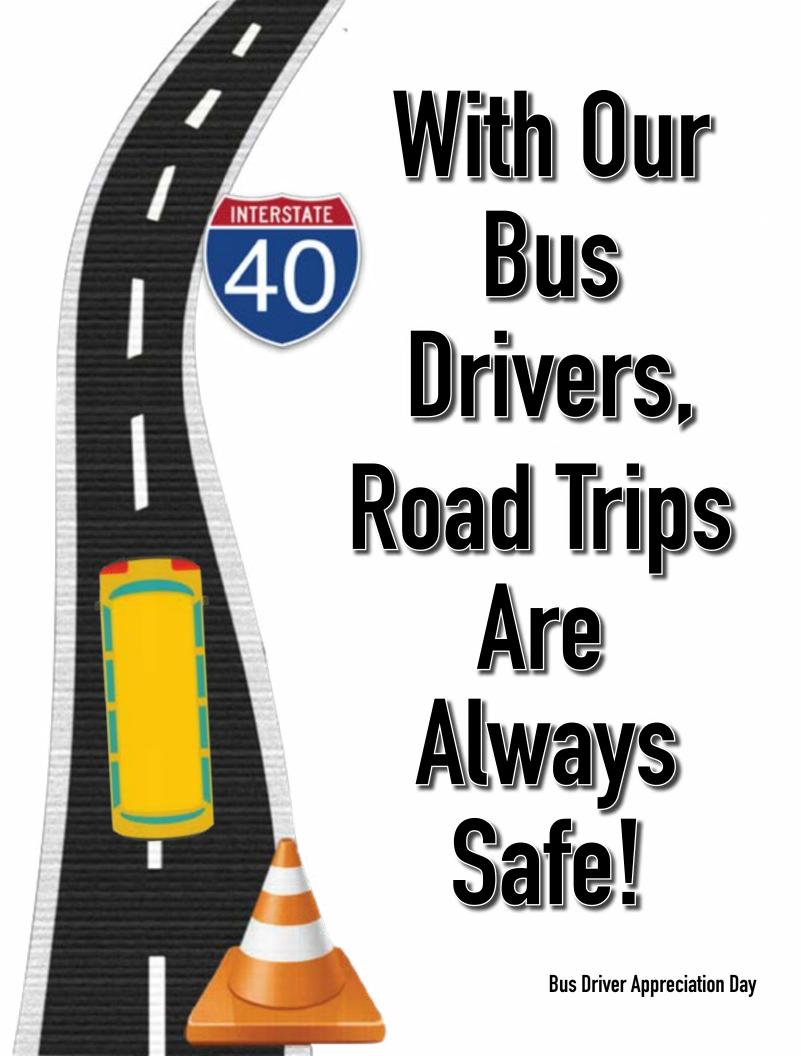
A- attentive, awesome, always kind B-big hearted, brilliant, bountiful, C-considerate, classy, courteous, careful

Make sure every bus driver has a poster board. On the morning of Bus Driver Day, have the A-Team students hold up all the poster boards for the drivers to see them or post them at the entrance of the school so the drivers see them.

If you have a lot of bus drivers, you can make posters for all the drivers collectively.

Mr. Johnson is





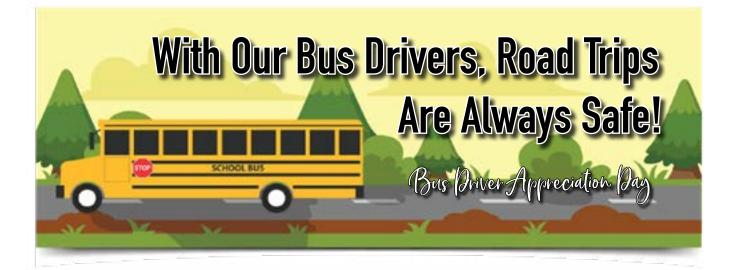
## Bus Priver Appreciation Pay

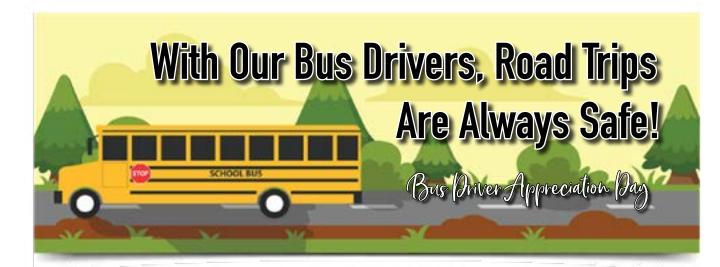
JHOURCJS OWSBGHRRX UGFULERXV RAVSVFQH ODIJVERS TRYDAREH THESUET IRHABESTZ











Have A-Team hold up the ABC's of Thanks for the bus drivers to see as they pull in. Or make various poster board signs and banners such as:

On a banner:

Thanks Bus Drivers for Making Our Ride Safe and Fun

Poster board signs:

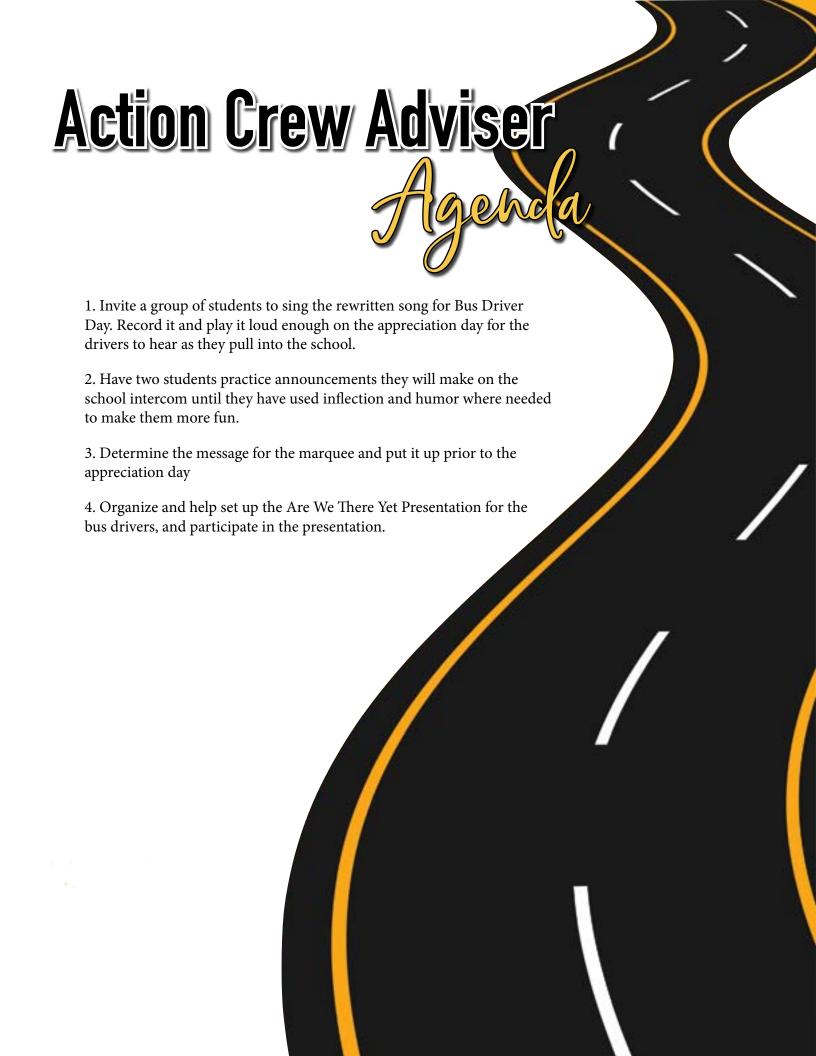
I Spy Our Fantastic Drivers

I Heart Our Bus Drivers

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Thanks Bus Drivers for Makings
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Student 1	Good morning, (name of school)!
Student 2	Good morning, students!
Student I	This year we're honoring our wonderful faculty and staff with the theme of games as a way to showcase their talent.
Student 2	Well, that sounds like fun!
Student 1	It will be! And first up will be our bus drivers.
Student 2	So, what could be more perfect than road trip games!
Student 1	Of course, that's perfect!
Student 2	I spy is a road trip game. I spy my driver constantly being nice.
Student 1	I spy my driver smiling at me every day!
Student 2	Or, I spy my driver who always says hello to us every morning.
Student I	So, what wonderful things do you spy your driver doing?
Student 2	Let's put on our thinking caps and find ways to honor them this week!
Student I	After all, they make sure we have a good road trip every day!

	DAY 1	
/		Good morning, (name of mascot)!
	Student 2	Did we all have a safe ride to school this morning?
	Student 1	I'm sure you did if you were riding on one of our buses!
	Student 2	Our drivers are the best!
	Student 1	Let's remember to show them some love and gratitude this week!
	Student 2	Yes, we want to honor their hard work and dedication!
	Student 1	Hey—let's play another road trip game! I'm thinking my driver is
	Student 2	AAlways on time!
	Student I	I'm thinking my driver is
	Student 2	BBeautiful! Her smile is really nice.
	Student I	I'm thinking we better get off this intercom!
	Student 2	Hooray for our bus drivers!

	Student I	Hey, there, students!
	Student 2	It's Bus Driver day!
	Student l	We hope you are making sure they have a great day.
	Student 2	Be sure to show your gratitude in your own heartfelt way!
	Student I	So, try to be really clever in writing a note of appreciation for your bus driver. See if you can use the theme of road trip games.
	Student 2	Yes! You could even write a cute note using I Spy or the Alphabet game.
	Student I	We want the drivers to smile and have a great day!
	Student 2	Make sure you give your note to your bus driver this afternoon.
	Student I	And tell them thank you!

## On the Road Sons

On your bus again, just heading back to my school again. Glad to have a driver that we know's a friend Who'll get us all back to our homes again.

On the bus again with a driver who's our friend And a smile that we'll soon see again When we get back on your bus again

On your bus again At the crack of dawn your bus is coming our way You don't complain You just keep doing things that make us say

You make our day! On your bus again. You're so nice to all of us again. A big "Thank you" from me and all my friends

We'll be glad to get on your bus again. We're always glad to get on your bus again. Sung
to the tune of On
the Road Again by Willie
Nelson.

Click here for the link to a slideshow with vocals

Have A-Team hold up the ABC's of Thanks for the bus drivers to see as they pull in. Or make various poster board signs and banners such as:

#### On a banner:

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#### Poster board signs:

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I Heart Our Bus Drivers

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## Paparazzi Adviser

Use photos and video clips to tell the story of the appreciation day. Use an on-camera reporter to introduce the day and the name of the school. Take photos or video clips of teachers and students (30 seconds or less) doing any of the following that you choose:

#### Before the day:

- making banners or posters
- making goodie bags
- writing thank you notes

#### Day of the celebration:

- students being interviewed about their bus drivers and how they feel about their ride to school
- students together with bus drivers at Are We There Yet Presentation
- · students singing song
- bus drivers' responses to what they liked best
- about the day
- photos of students with their bus drivers and buses

Tip: Coordinate times with other A-Team groups to get photos and videos needed

For a chance to win \$100 for your A-Team (Lucky Star), submit at least 5 pictures and 3 thank you notes and a short summary of the appreciation day activities to our closed Facebook group "Utrust Coordinators" Click here to go directly to the page.Include your school name.

Deadline is Friday,, Oct. 2



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