

School Coordinator GUIDE

As school coordinator, you will coordinate all activities related to the Utrust Appreciation Program. You will work with the G-Force Adviser and the three A-Team advisers. The leaders of the A-Team will each be working with their crew--Action, Creative or Paparazzi--to plan and implement the activities for the eight appreciation days. The G-Force Adviser and the G-Force members will be working consistently throughout the school year to create an attitude of gratitude within the school. The G-Force may also be asked to assist the A-Team in promoting activities for some of the eight appreciation days in their classrooms.

THE INFORMATION YOU NEED TO CARRY OUT THE TASKS FOR EACH APPRECIATION DAY IS PROVIDED BY UTRUST IN APPRECIATION PACKETS WHICH CAN BE FOUND AT WWW.UTRUST.ORG.

FOLLOW THE UTRUST MODEL TO EXPERIENCE FANTASTIC SUCCESS. SPECIFICALLY, YOU HAVE THE FOLLOWING RESPONSIBILITIES:

Coordinate the process of selecting 18 students to serve on the A-Team--six each for the Action Crew, Creative Crew and Paparazzi Crew.

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SUCCESS!**

Before the school year starts, provide an opportunity for parents and community groups to help in the appreciation day activities. Set up a table with a sign up sheet on registration night (or parent night, open house, etc.). Have 2 or 3 A-Team students stand at the table to greet and recruit parents to sign up. More information can be found on our website at www.ustrust.org.

WAYS TO MAKE THE CELEBRATIONS SUCCESSFUL FOR EACH OF THE 8 APPRECIATION DAYS:

1. Before each appreciation day, hold a planning meeting of the A-Team advisers to agree on the activities each crew will carry out for the appreciation day.
2. Schedule celebration days for the A-Team for the year and communicate with the crew those dates.

3. Invite the G-Force Adviser to the planning meeting when the G-Force members are asked to participate in specific appreciation days such as the Superintendent and Teacher Days.

4. Schedule and plan presentations to the honorees for each appreciation day. Have the right people involved so the presentations go smoothly..

5. Post summaries, photos and videos to the Utrust Coordinators closed Facebook group.

Post at least 5 photos and a brief summary in the Utrust Coordinators group by the designated deadline for a chance to \$100 for your A-Team after every appreciation day!

For an honoree to have a chance to win \$100, post in the Utrust Coordinators group up to 3 photos of awesome notes written by students to the honorees. Include the full name of the honoree. The photos have to be posted by the designated deadline to qualify.