

# SUPERINTENDENT APPRECIATION DAY

**Thanksgiving Express. Whole School Involvement Charity Drive.** Encourage students to bring in items for the charity drive by promoting it throughout the school with posters and announcements provided.

**All Aboard Announcements.** Use the daily announcements to inform the student body about the charity drive and create excitement about it.

**Box Car Messages Presentation.** Create a “train” using students and “box cars” made of poster board to include in the video for the Superintendent.

**The Conductor’s Marquee Messages.** Use the marquee to inform the community about the upcoming Superintendent Day and charity drive.



Thanksgiving Express

# SCHOOL COORDINATOR

## Agenda

1. Distribute parts of the packet to the appropriate crew adviser (Action, Creative, Paparazzi) beforehand so they will be prepared for the planning meeting.
2. Hold a planning meeting with the advisers to determine activities.
3. With the other adult leaders, decide which local charity should benefit from the charity drive or let your A-Team students decide.
4. Decide the start date of the drive at the beginning of November to ensure it is finished by Superintendent Day..
5. Work with the Action Crew leader and students to plan for location drop-off within the school, as well as daily storage and a final collection.
6. Invite the principal, assistant principal, or any special group to participate in the presentation to the charity and superintendent by video recording.

### **To Do List:**

1. Decide the charity.
2. What specific items do they need?
3. Video presentation:
  - Which A-Team students will participate in the video?
  - Who will MC the video?
  - Will the principal or assistant principal make a few comments for the video?
  - What else will be included in the video?
4. Will items will be taken to the charity? Or will a representative from the charity come to the school for a presentation of all collected items?

# THANKSGIVING EXPRESS

## WHOLE SCHOOL INVOLVEMENT FOOD DRIVE

Creative

Create a bulletin board with train tracks, a train engine and multiple train cars cut out of construction paper. Label each car with the number "50" or whatever number is decided upon as a visual marker of items brought in. Example: every time 50 food items are donated, add a train car to the train.

With the school coordinator, decide a good place to store the items brought in by the student body. At the end of every school day, count the number of items and report the number to the Creative Crew so they can add a train car to the train.

Action

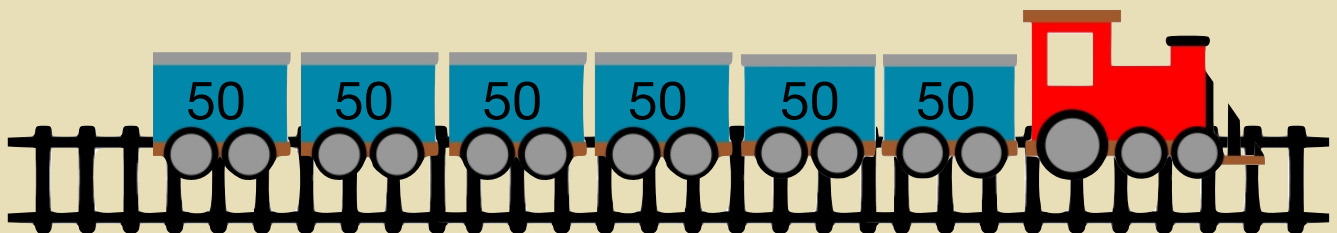
Another option: To create competition within the grades, create a train for each grade level on the same bulletin board. Add the train cars to the trains to show the progress of the competition and the grade level in the lead.

Paparazzi

Take photos of the bulletin board throughout the drive as the train(s) grow longer. At the end of the drive, take a finished photo for the Superintendent as a keepsake.

# THANKSGIVING EXPRESS

*food drive*



BRING IN ITEMS IN HONOR OF OUR SUPERINTENDENT

# CREATIVE CREW

## Agenda

1. Create a bulletin board to be a visual record of the on-going success of the charity drive. See the idea “**Thanksgiving Express**” for all the details.
2. Add a box car to the train every time 50 items are donated (or whatever other number is decided).
3. Create box cars out of posterboard for the video presentation to the Superintendent. See the idea **Box Car Messages Presentation** for the details.
4. Use the posters provided or create your own to display throughout the school building to promote Superintendent Appreciation Day and participation in the charity drive.
5. Participate in the making of the **Box Car Messages Presentation** video to honor the Superintendent.

# JUMP ON BOARD OUR THANKSGIVING DRIVE!

IN HONOR  
OF OUR  
SUPERINTENDENT

BRING IN YOUR ITEMS TODAY!

*Thanksgiving Express*



*Superintendent Appreciation Day 2023*

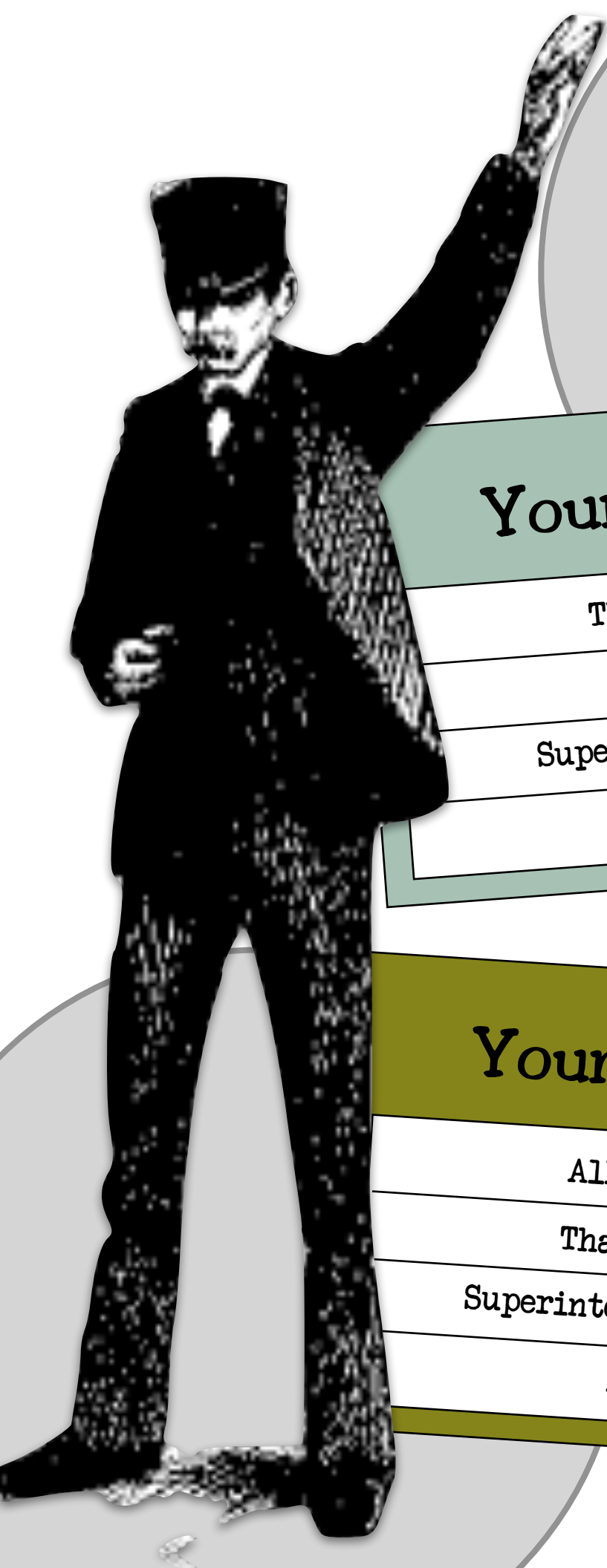
**LET'S LOAD  
THE TRAIN  
FOR OUR  
SUPERINTENDENT!**

**BRING IN YOUR ITEMS TODAY!**

# ACTION CREW

## Agenda

1. Enlist two students to make the announcements.
2. Put up the marquee message the week of Superintendent Day.
3. Encourage involvement in the charity drive.
4. Decide with your adviser and school coordinator where to collect and store the charity items.
5. Report to the Creative Crew every time 50 items (or whatever number of items decided) are brought in so they can add another box car to the bulletin board.
6. Enlist the student body president or another student to participate in the video to say nice things about the superintendent and the success of the charity drive.
7. Participate in the making of the **Box Car Messages Presentation** video to honor the Superintendent.



# THE CONDUCTOR'S

*Marquee Messages*

Your School Name

Thank You for Helping Us

Move on Down the Track!

Superintendent Appreciation Day

November, 2023

Your School Name

All Aboard for Our

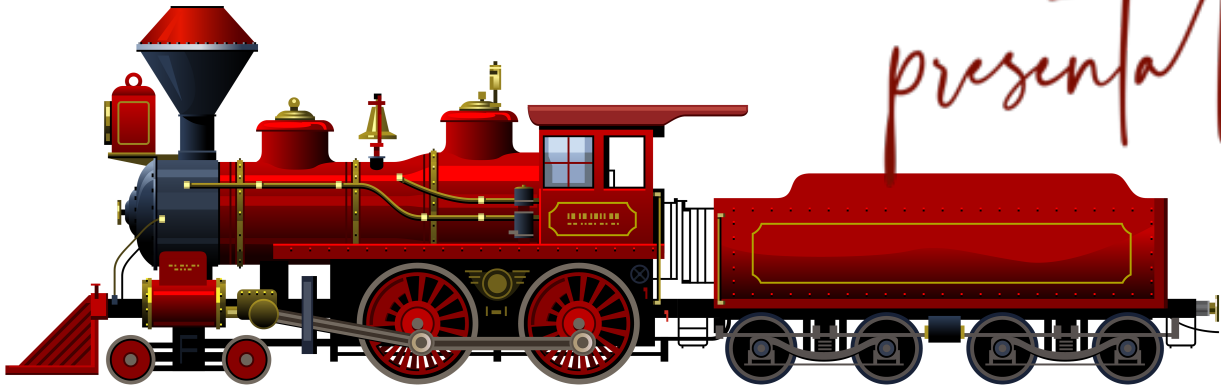
Thanksgiving Drive!

Superintendent Appreciation Day

November, 2023



# BOX CAR MESSAGES



Use students to create a train of thanks for the superintendent. The presentation can be in person with the superintendent present or as a video created by the Paparazzi.

**Creative Crew:** Use poster board to create a train car for each student. train cars out of them. Write in large print each word of the phrase “Thank “Choo” for Keeping Us on Track”. Each student will hold a sign and move as a train around the bulletin board area.

End the train at the bulletin board. Have an A-Team student describe the success of the charity drive and reveal the final total of items donated by the student body in honor of the Superintendent.



# All Aboard!

# ANNOUNCEMENTS

**Action Crew:**

Enlist 2 students to make the announcements for 3 days. Encourage them to make them into a dramatic presentation. Ask the students to practice making the announcements before the appreciation day, and use inflection and excitement to make them fun and interesting.

Student 1	All aboard!!
Student 2	All aboard what?
Student 1	This month we are honoring our superintendent (Mr. _____ name) with a canned food drive and we are using a TRAIN THEME to “move us on down the track” - get it??
Student 2	Yep. I’m TRACKING with you! *Little chuckle*
Student 1	Mr. _____ (superintendent name) does so much to lead our school system and this food drive will be a great way to honor him.
Student 2	I remember doing this last year too. We collected a lot of food.
Student 1	I bet we can do even better this year.
Student 2	You bet we can! This is a great way to say thank you by helping others.
Student 1	So, students, bring in those canned goods.
Student 2	You will see a train car added to the engine for every 50 cans of food donated.
Student 1	I like being able to see our progress that way.
Student 2	Me too!! Now let’s bring in those cans!!!

*Day 1*



*All Aboard!*

# ANNOUNCEMENTS

**Action Crew:**

Student 1	Good morning, student body!
Student 2	You all are doing great bringing in cans for our food drive.
Student 1	It's going to be great when we deliver all this food to _____ (name of charity).
Student 2	I hope it will help meet the needs of lots of people in our community.
Student 1	I'm sure of it! And just think how Mr./Ms. _____ (name of superintendent) will feel knowing we did this in honor of him.
Student 2	I have an idea. . . Let's do a challenge!
Student 1	What are you thinking?
Student 2	What if we challenge each grade (or however you decide to do it) to add a WHOLE train car to our engine by tomorrow!
Student 1	Do you really think we can do that?
Student 2	I think we are up for it!
Student 1	Let's do it!

*Day 2*



*All Aboard!*

# ANNOUNCEMENTS

**Action Crew:**

Student 1	Hey, everybody!
Student 2	We want to say thank you for bringing in all those cans for the food drive this week!
Student 1	Our community will be so grateful.
Student 2	And so will _____ (name of superintendent).
Student 1	We have been able to honor him AND help a lot of people in need.
Student 2	So, thanks, students!
Student 1	And a special thank you to _____ (name of superintendent), our superintendent, for his/her devotion to our success!
Student 2	Thank you for honoring him in such a special way!
Student 1	Have a great day!

*Day 3*

# PAPARAZZI CREW *Agenda*

Make a video to honor the superintendent.

1. Have a student (in the style of a TV reporter) introduce the video by telling the name of the school and what they are doing for Superintendent Appreciation Day.
2. Include photos or video of items being brought in and the bulletin board showing progress.
3. Interview several students asking them one or more of the following questions or questions of your own.
  - What do you appreciate most about what our superintendent does as our train conductor?
  - How is our superintendent's job like the job of a train conductor?
  - What does our superintendent do to keep our school system on track?
  - Make up a short poem using railroad terms to compliment our superintendent?
4. Include clips of the best answer to the questions in the video.
5. Include video of the Student Body President making comments about the superintendent.
6. Include photos or video of items collected and have a student acting as a TV News reporter tell what charity was picked and how many items were collected.

For a chance to win \$100 for your A-Team,  
submit 5 pictures and a short summary of the  
appreciation day activities to the  
closed Facebook group  
Utrust Coordinators

Include your school name.  
Deadline is Friday, December 1st

