

SAMPLE EMAIL TO STAFF



To : Staff



Subject : Announcing Culture Initiative

Dear Staff,

We are excited to announce the launch of the Utrust Culture of Appreciation Initiative. Our goal is to make our school the best place for students to learn and grow, and for staff to feel recognized and appreciated. This initiative encourages both students and staff to recognize and express gratitude towards one another, fostering a more welcoming and supportive environment.

Objectives of the Initiative:

Student and Staff Engagement:

- Encourage students to appreciate staff.
- Encourage staff to appreciate both students and other staff.

Cultural Impact:

- Foster appreciation to reduce negative behaviors and improve relationships.
- Create a more inviting and prideful school environment.

How You Can Participate:

Monthly Mission:

- On your birth date each month (e.g., if your birthday is June 10th, then on the 10th of each month), express appreciation to at least one student and one staff member for something specific they have done.

Engage in Culture Building Activities:

- Participate in other culture-building activities promoted by the G-Force.

Why and How to Appreciate: (attach documents found at <https://ustrust.org/tools-resources/#resources-culture-initiative>)

To support this effort, we are providing guidance documents on the following topics:

- Why Staff Should Appreciate Co-Workers and Students
- Ways to Recognize and Value Co-Workers and Express Appreciation to Students.

These documents will help you understand the importance of appreciation and provide practical ways to express gratitude within our school community. Your involvement is essential, as students often learn by observing adults.

We challenge you to seek this level of appreciation within our school and make it a place where everyone feels valued and respected.

Sincerely, Principal



Remind me



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