



The A-TEAM GUIDE

UTRUST APPRECIATION PROGRAM

ROLE OF THE A-TEAM

The A-Team ("A" for appreciation) is a group of 18 students who lead the school in implementing the Utrust Appreciation Program (UAP). The A-Team plans activities and enlists other students, staff and community to help in celebrating eight (8) appreciation days during the school year. They recognize the various groups of school employees who make a difference in students' lives each day. The A-Team is divided into three groups: the Action Crew, the Creative Crew and the Paparazzi Crew. The responsibilities of each crew is described below. Each of the three crews has its own adult adviser.

HOW THE A-TEAM WORKS

The A-Team meets prior to each appreciation day with the A-Team advisers to consider activities suggested in the packet designed for that appreciation day. The ideas are built by Utrust around a theme to stimulate the A-Team's creativity and make the celebrations unique. The A-Team may want to add to, delete or substitute activities for those provided in the Utrust packet. The goal is to honor school employees with activities that are fun and expressions of appreciation that are sincere



THE POWER OF THANK YOU!

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



APPRECIATION DAYS CALENDAR

Bus Drivers-September
Custodians-October
Superintendents-November
Food Service - January
Principals-February
Special Teachers -March
Support Staff-April
Classroom Teachers- May



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THE ACTION CREW

The Action Crew is responsible to enlist individuals or groups to help make each appreciation day a success including the following:

- Select a message to put on the marquee to inform the community about the appreciation day and encourage them to join in the celebration of the employee group being recognized.
- Select students to make announcements (provided by Utrust) on the school intercom to inform the students and staff about the appreciation day and encourage their involvement. Select students who will turn the announcements into a dramatic presentation and make them fun and interesting by using inflection and humor.
- Arrange for an individual or group of students to sing the special appreciation day song to the employee group being honored. Work out specifics such as date, time and location of the presentation.
- Consider what individuals or groups are in the school or community that could make the appreciation day special. Then, enlist them to help out. Clubs, athletic teams, student government, churches or Sunday school classes are usually more than willing to help out with a particular appreciation day.
- Reach out to the volunteers who committed to assisting with this Appreciation Day earlier in the year. Remind them of the event's theme, who is being honored, and the number of honorees. Be sure to let them know the date, time, and location, as well as when and where their presence or contributions are needed.
- Write personalized thank you notes using the theme to each person in the group being honored on each appreciation day.

FOLLOW UP

After each appreciation day, the A-Team should evaluate how things went. The students and leaders should reflect on the successes and explore ways to make the next appreciation day even better. It is important for all the A-Team crew members to say "thank you" in person, by e-mail or with a handwritten note to those who helped make the appreciation day successful.

THE CREATIVE CREW

The Creative Crew is made up of 6 students who design decorative posters, cards, goodie bags and other items needed to create a theme-related atmosphere. Specifically, the Creative Crew will usually:

- Design and write personalized thank you notes to honorees using the theme of each appreciation day.
- Make posters and signs to show appreciation to the honorees and post them around the school.
- Decorate goodie bags for each honoree on their special day.
- If candy bars or water bottles are included in the tokens of appreciation, design labels or print the ones included in each packet to wrap the bottles or candy bars.
- Design a backdrop using the theme for photos on the appreciation day when needed.
- Participate in the presentation for each appreciation day.

THE PAPARAZZI CREW

The Paparazzi Crew uses photos or videos to tell the story of each appreciation day. The following are examples of things the Paparazzi might do for an appreciation day.

- Design and write personalized, theme related thank you notes to the honorees on each appreciation day.
- Plan with crew members what photos and videos to shoot to tell the story of each appreciation day.
- Use Youtube, Vimeo, Smilebox, Powerpoint or other available method. to package photos and videos into a keepsake for the honoree.
- Participate in the presentation to honorees and provide each with a link to access the keepsake.
- Upload pictures and/or video clips along with a short, detailed summary of the appreciation day to the [Utrust Coordinators Facebook group](#).

The Paparazzi Crew plays a major part in making each appreciation day special for the honorees. Honorees will cherish the photos and videos made by the Paparazzi for a lifetime.