



The

ACTION CREW ADVISOR

UTRUST APPRECIATION PROGRAM

GUIDE

A-TEAM OVERVIEW

The **Utrust Appreciation Program** is a student led program. It is designed so everyone does a little and no one has to do a lot of work. The A-Team is the student leadership group which plans and leads the school in carrying out eight appreciation days during the school year.

The A-Team is divided into three groups: a Creative Crew, Action Crew and Paparazzi Crew. The Action Crew Adviser has the responsibility for leading a group of students in planning the celebrations for each appreciation day.

All of the information needed to carry out the responsibilities as the Action Crew Adviser are included in each appreciation packet including an agenda to help keep your meetings efficient and effective.

THE ACTION CREW

The **Action Crew Adviser** has the role of providing the following support to the students in the Action Crew:

- Select students to perform the announcements. Have them practice and then provide helpful suggestions to ensure they use inflection and humor to make them fun and interesting. Let the students know what days the announcements should be made.
- Have Action Crew members invite school groups to be a part of making at least one appreciation day special for the honorees. Break up the groups to ensure at least one group is assigned to each appreciation day throughout the year. Consider groups such as individual classes, change to: food service staff, clubs and sports teams.
- Rehearse with students how to make a phone call to community supporters who have agreed to help, including sharing date, times and location items need to be delivered for the special day.
- Ensure a marquee message is selected and students are assigned to put it up in advance of the appreciation day.
- Make sure an Action Crew member informs the leader of any performing group when and where the students need to sing the song to the employees being honored.
- Encourage each member of the Action Crew to write a sincere thank you note to a member of the group being honored for each appreciation day. Encourage them to use theme-related words and phrases. When possible, have them write individualized notes to every person in the group being celebrated.

THE IMPORTANCE OF THIS ROLE

The Action Crew Adviser plays a big part in making each appreciation day special for the honorees. The more enthusiasm the Action Crew expresses in carrying out their responsibilities, the more fun it will be and the more it will honor them.



APPRECIATION DAYS CALENDAR

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