



The ACTION CREW GUIDE

UTRUST APPRECIATION PROGRAM

ACTION CREW RESPONSIBILITIES

Congratulations on being selected as a member of the A-Team specifically as an Action Crew member. The Action Crew gets things done to make each appreciation day a success including the following:

- 1. Select members** of the crew or choose other students to make the P.A. announcements to inform the students and staff about the appreciation day and get them involved. Select students who will turn the announcements into a dramatic presentation and make them fun and interesting by using inflection and humor.
- 2. 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.
- 3. Arrange** for individual or a group of students to sing the special appreciation day song to the employee group being honored. Inform the group about the date, time and location of the presentation.
- 4. Coordinate with volunteers** who have agreed at the beginning of the year to help with a particular appreciation day celebration. Remind them of the theme and who is being honored, include the number of people who will be honored. If they are to bring something or do something, tell them when and where they or their items are needed.
- 5. 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.
- 6. Write** at least one thank you note (using the theme) to the honorees for each appreciation day.



THE IMPORTANCE OF THIS ROLE

The Action Crew ensures the success of each Appreciation Day by organizing activities, coordinating volunteers, and creating engaging announcements, bringing the school community together to celebrate and honor the honorees.



APPRECIATION DAYS CALENDAR

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