



The **SCHOOL COORDINATOR** GUIDE

UTRUST APPRECIATION PROGRAM

ROLE OF SCHOOL COORDINATOR

As school coordinator, you will coordinate all activities related to the **Utrust Appreciation Program**. You will work with the G-Force Adviser and the three A-Team advisers. The leaders of the A-Team will each be working with their crews - Action, Creative or Paparazzi - to plan and implement the activities for the eight appreciation days.

The G-Force Adviser and the G-Force members will be implementing the Culture Quests and Birthdate Challenge each month to help the school fully embrace a culture of gratitude.

Before the school year starts, provide an opportunity for parents and community groups to help in the appreciation day activities. Set up a table with a sign up sheet on registration night (or parent night, open house, etc.). Have 2 or 3 A-Team students stand at the table to greet and recruit parents to sign up. More information can be found on our website at www.utrust.org

Ways to make the celebrations successful for each of the 8 appreciation days:

- Before each appreciation day, hold a planning meeting of the A-Team advisers to agree on the activities each crew will carry out for the appreciation day.
- Schedule celebration days for the A-Team for the year and communicate with the crew those dates.
- Schedule and plan presentations to the honorees for each appreciation day. Have the right people involved so the presentations go smoothly.
- Promote each appreciation day on the school's Facebook page and other socials using the social media graphics and text provided by Utrust.
- Post summaries, photos and videos to the [Utrust Coordinators closed Facebook group](#).



Follow the Utrust model and you will experience fantastic success!

Specifically, you have the following responsibilities: Coordinate the process of selecting 18 students to serve on the A-Team - six each for the Action Crew, Creative Crew and Paparazzi Crew. You'll also oversee the G-Force Adviser and G-Force who will promote the Culture quests and Birthdate Challenge.

POST ON THE FACEBOOK PAGE

Post at least 5 photos and a brief summary in the Utrust Coordinators group by the designated deadline for a chance to win **\$100** for your A-Team after every appreciation day!

For an honoree to have a chance to win **\$100**, post in the Utrust Coordinators group a minimum 3 photos of **Awesome Notes** written by students to the honorees. Include the full name of the honoree. The photos have to be posted by the designated deadline to qualify.