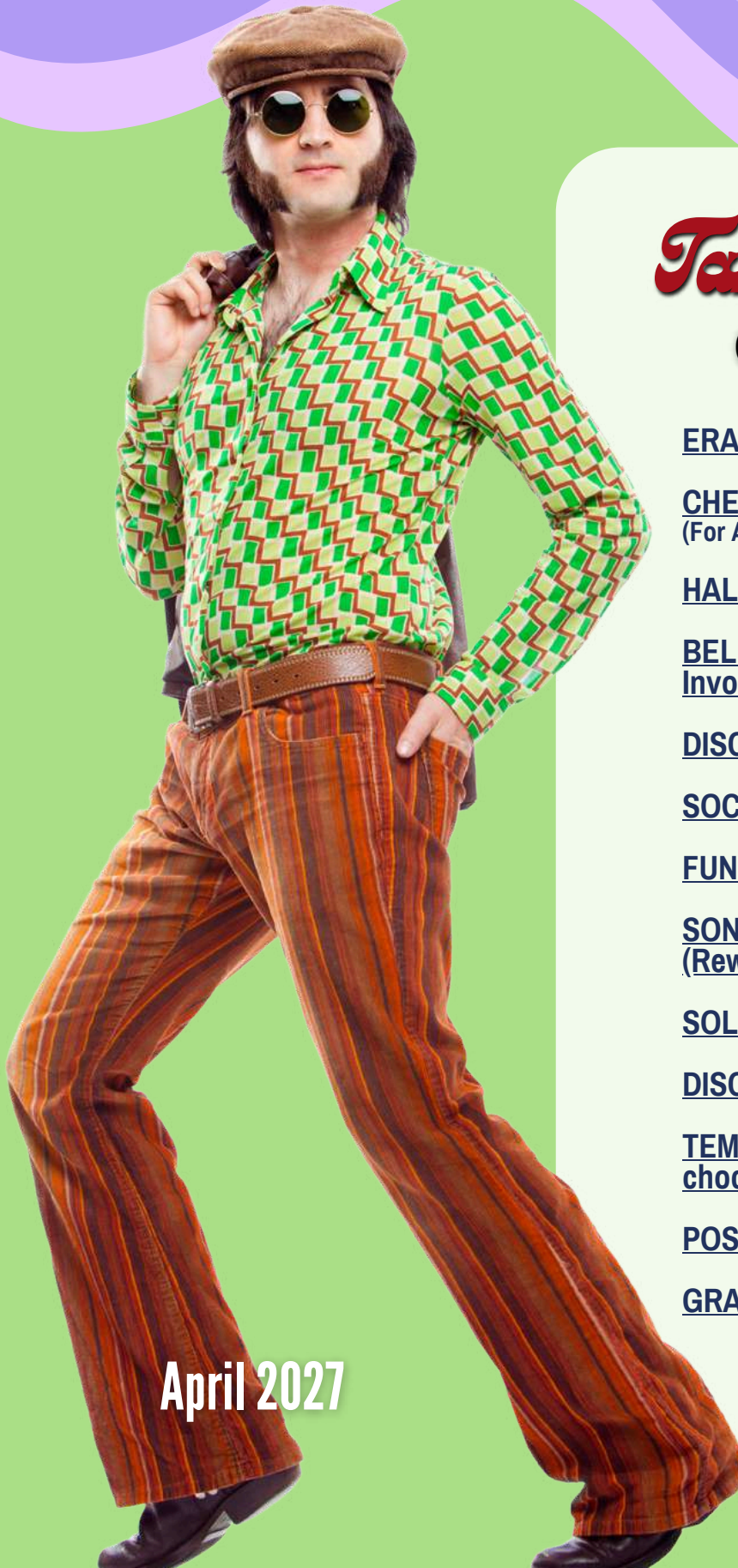


# SUPPORT STAFF DAY

70's Disco



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April 2027

# SUPPORT STAFF DAY

## 70's Disco



April 2027

### *Era Overview*

The 1970s were a time of energy, expression, and coming together. After years of change in the 1960s, people were ready to celebrate life in new and exciting ways. Disco became the heartbeat of this movement. It wasn't just music — it was a whole style and way of thinking. People dressed in bright colors, glittery outfits, and wide-legged pants, and they loved to dance under spinning mirror balls that lit up the room. Disco dancing was all about having fun, feeling free, and moving to the beat with friends. It was a time when people wanted to shine, be themselves, and celebrate being part of a community.

This year, we're celebrating our amazing support staff with a 1970s Disco theme because, just like disco brought people together, they are the heartbeat of our schools. Support staff keep everything moving behind the scenes — from the front office to the playground, the library to the bus line — making sure students and staff have what they need to shine. Their energy, kindness, and teamwork help create a welcoming and supportive environment for everyone. By celebrating them with disco fun, we're honoring their spirit, their hard work, and the way they help our schools keep on groovin' every single day!



### **DRESS UP!**

To dress the part, think shiny shirts, bold colors, bell-bottom pants, platform shoes, and anything that sparkles under the disco ball!

# SCHOOL COORDINATOR

# Checklist



**DISTRIBUTE** parts of the packet to Crew Advisers (Action, Creative, Paparazzi).

**HOLD A MEETING** with Advisers to plan out activities.

**HOLD A MEETING** with the A-Team to coordinate the presentation.

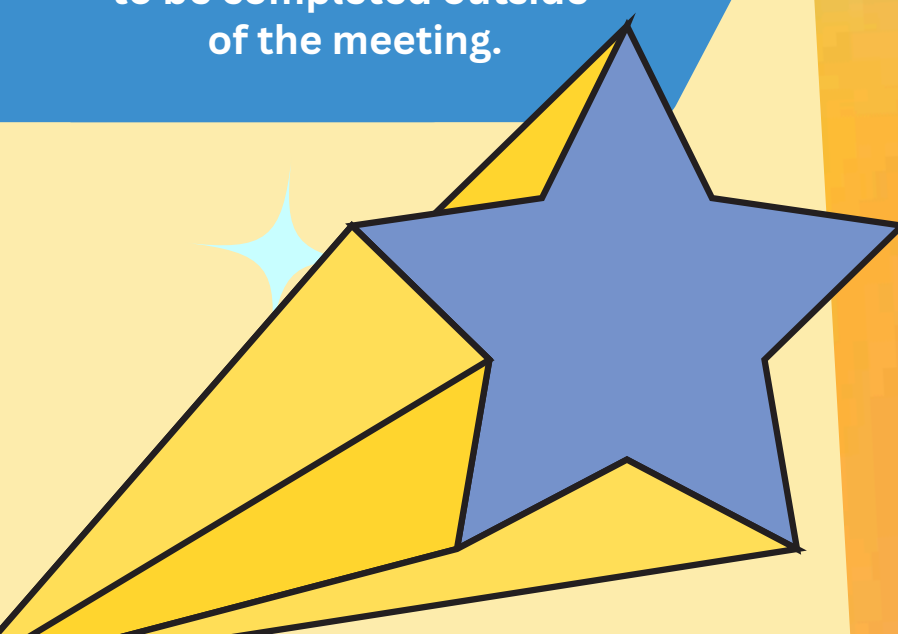
**NOTE:** Items in the Meeting Agenda are to be completed during the meeting. Items on the checklist are to be completed outside of the meeting.

## MEETING AGENDA

- Decide activities for the appreciation day.
- Work out any logistics for activities.
- Determine which crews will provide students for which roles during the presentation.
- Schedule a date, time and location for the presentation.
- Determine any special guests to be invited to participate.

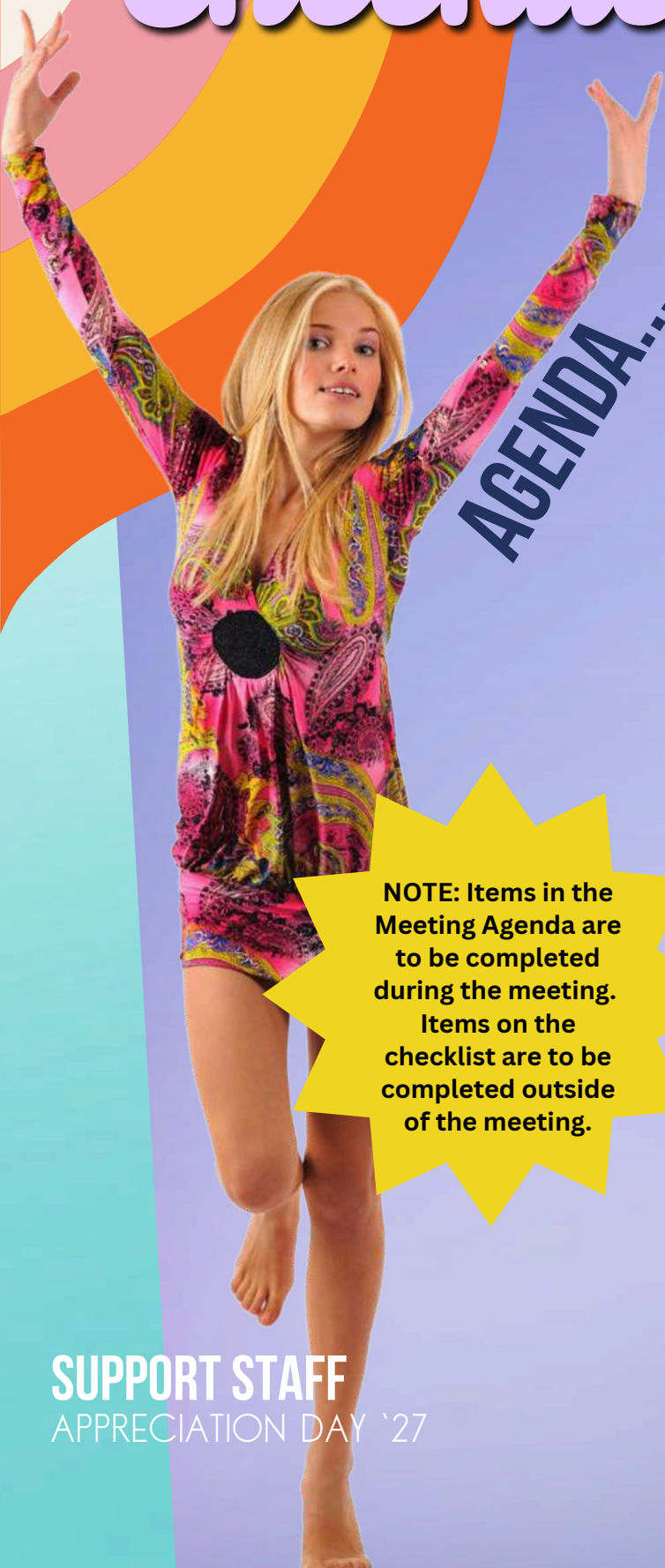
**SUPPORT STAFF**

APPRECIATION DAY '27



# ACTION CREW

## Checklist



### AGENDA...

**NOTE:** Items in the Meeting Agenda are to be completed during the meeting. Items on the checklist are to be completed outside of the meeting.

- Determine which group to ask to make the presentation special
- Set up a table in the cafeteria (or central location) for students to write notes of thanks to each of the support staff
- Select two students to perform announcements
- Select marquee message to post
- Send reminders to those who have agreed to provide items or help for the day.
- Write a Bell Bottom note of thanks
- Consider if you want to invite some group to provide a meal for the honorees
- Determine who to ask to sing song
- Identify emcee for presentation

### CHECKLIST

- Ask a group, class or club to do something to make the day and presentation special.
- Ask a group or individual to sing the song and follow up with them to ensure they know the date and time of the celebration.
- Have the two students practice and perform the announcements.
- Put up the marquee message
- Invite a community, school group or PTO to provide a meal if you decided to do so.
- Collect items for goodie bags and fill them.
- Put the thank you notes in the Disco Ball Goodie Bags.
- Participate in the presentation.

# CREATIVE CREW

## Checklist

### Meeting Agenda

- Make Disco Ball Goodie Bags.
- Make Posters and Signs.
- Create the Disco Dancers with Support Staff Faces.
- Create certificates for each of the Support Staff members. Access the [Canva Template HERE](#).
- Print or create labels for water bottle and candy bars.
- Write a Bell Bottom note of thanks.
- Determine who will complete the tasks on checklist.



**Canva Template**  
*for certificates*

### Checklist

- Decorate the themed bulletin board with the disco dancers with support staff faces.
- Post the Signs and Posters.
- Give Disco Ball Goodie Bags and the labels for the water bottles and candy bars to the Action Crew.
- Participate in the presentation.

**NOTE:** Items in the Meeting Agenda are to be completed during the meeting. Items on the checklist are to be completed outside of the meeting.

**SUPPORT STAFF**  
APPRECIATION DAY '27

# PAPARAZZI CREW

## Checklist

### Meeting Agenda

- Select the interview questions and who will do the interviews.
- Decide what elements will be included in the video.
  - Which A-Team students will participate in the video?
  - Who will MC the video?
  - Will the principal or assistant principal make a few comments for the video?
  - What else will be included in the video?
- Make assignments for other items on the checklist.
- Write a Bell Bottom note of thanks.

### Crew Checklist

- Take Great Photos
- Promote on Social Media  
(See Social Media Page)
- Conduct Interviews
- Participate in the Disco Fever Presentation
- Create a Video
- Enter Contests to Win  
(See Awards Page for more details)  
Deadline for submission: Friday,  
September 25, 2026

### Video Checklist

- Prepare a video clip of the photos and videos.
- Get a clip of the Creative Crew making goodie bags and promotions.
- Use the rewritten song in the video.
- Post videos on the Utrust Awards & Eligibility App and the school Facebook.
- [VIDEO TIPS CLICK HERE](#)

**NOTE:** Items in the Meeting Agenda are to be completed during the meeting. Items on the checklist are to be completed outside of the meeting.

### Great Photo Checklist

- Take photos of all the preparations, presentations, decorations (preferably with the Support Staff).
- Get photos of 3 of the best notes to post for Awesome Notes Award.
- Take photos of the Disco Fever Presentation
- [PHOTO TIPS CLICK HERE](#)

**SUPPORT STAFF**

APPRECIATION DAY '27



# INTERVIEW QUESTIONS



## QUESTIONS FOR STUDENTS

1. Complete this thought: 'Our support staff makes our school shine because...'
2. If our support staff were on the disco dance floor, what special move would they be famous for?
3. Which support staff member would win the prize for 'Best Dance Moves' on the disco floor?
4. How do our support staff make school a brighter, more fun place?

*Choose 1 or 2 Questions to Ask the Students & Support Staff*



## FUN FACT QUESTIONS FOR SUPPORT STAFF

1. If you had a disco nickname, what would it be?
2. If you could step into the 1970s for a day, what would you want to do first?
3. Do you like to dance? What's your go-to dance move?
4. If there was a disco party at school, what snack would you bring?
5. What's your favorite bright color that would look great on the dance floor?
6. What's a fun or silly thing you loved doing when you were a kid?
7. If you had a disco ball at home, where would you hang it?
8. What's something about you that might surprise your students?



**SUPPORT STAFF**  
APPRECIATION DAY '27



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# HALLWAY of Hustle

## A-TEAM THANKS

- Have the Creative Crew print and cut out (or draw) the disco dancers.
- The A-Team will work together to put up a bulletin board depicting the “Hallway of Hustle” with each of the Support Staff faces and names.
- Ask the Paparazzi Crew to ask a few of the Fun Fact Questions during their interviews.
- Add the Fun Facts below each name.



[Download Canva Template for Dancers](#)



**SUPPORT STAFF**  
APPRECIATION DAY '27

[Download Canva](#)  
[Template for Dancers](#)











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# Bell Bottoms OF THANKS

*Whole School Involvement*

- Ask students to come to a table in the cafeteria (or central location) to write their Bell Bottoms of Thanks.
- Print and cut the note template for them to use.
- Supply pens to write the notes.
- Have the Creative Crew decorate large manilla envelopes, with each of the Support Staff member names.
- These envelopes will be given to the Support Staff members individually at the Disco Fever Presentation.

**Creative Crew:**  
Decorate one envelope  
for each of the Support  
Staff members.



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# HOW TO WRITE Awesome Notes

1. **Address by Name:** Start with their name to make it personal.
2. **Be Specific:** Mention something special about them or what they've done.
3. **Share the Impact:** Explain how they've made a difference to you, others and/or the school.
4. **Be Sincere:** Write from the heart, using your own words.
5. **End with Gratitude:** Finish with a heartfelt thank you.
6. **Sign your Name:** Write your full name.



**SUPPORT STAFF  
APPRECIATION DAY '27**

## Bell Bottoms OF THANKS

Dear Mrs. Smith,  
You're the disco ball of our school,  
always shining and making everything  
better! I love how you're always kind and  
help everyone, even when it's super busy.  
You make the school feel happy, like a big  
disco party.

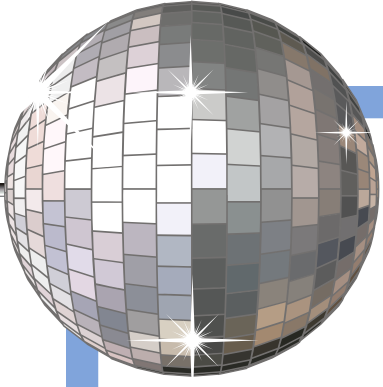
Thanks for keeping things running smooth  
and making us all feel special. You're a total  
superstar!

From,  
Jordan Martinez

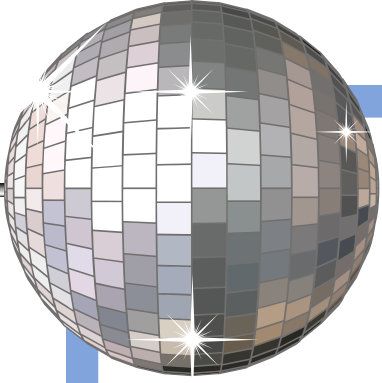


Remember to post 5 of the best notes to the Utrust Awards & Eligibility App to enter the Awesome Notes Awards!

See the Awards page for more details!



*Bell Bottoms*  
OF THANKS



*Bell Bottoms*  
OF THANKS



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# DISCO FEVER

## PRESENTATION

### MC Intro Script

- Today, we're turning back the clock to the 1970s — a time of bright lights, good vibes, and disco fun!
- Our support staff keep our school running smoothly every single day, and today, it's their time to shine!
- As I call each name, let's give them a big round of applause as they make their way to the dance floor to strike their best disco pose!

### Disco Entrance & Grand Reveal

- As each support staff member is announced by the MC, have a short clip of 70s disco music play. (See the suggested Disco Song Playlist)
- Students can line the "runway" and dance floor holding glow sticks or disco-themed signs with the staff's names.
- The Support Staff can "dance" down the aisle and strike a pose on the dance floor.

### Disco Dance-Off (Applause-o-Meter Style)

- Let the crowd cheer to vote for their favorite pose.
- Every Support Staff members "wins" with a certificate.
- A-Team judges can wear giant sparkly star sunglasses or bell bottoms.

Host a Costume Contest to encourage everyone to dress up in 70s Disco style!

### Sing The Song

- The group selected will sing the song with rewritten lyrics. Give out small disco accessories (like paper microphones or star glasses) to the performers.

### Present Certificates & Goodie Bags

- Hand out the certificates, their goodie bag, and their "Bell Bottoms of Thanks" first.

### "Bell Bottoms of Thanks" Read-Aloud

- Members of the A-Team can take turns reading some of the sweetest, funniest, or most meaningful notes students wrote to support staff.
- The principal gives a short, upbeat message highlighting the roles and impact of support staff as a group, not just individuals.

**SUPPORT STAFF**  
APPRECIATION DAY 127



# DISCO FEVER

## PRESENTATION PREP

### Action Crew Tasks

- Tape down construction paper to create the dance floor and runway.

### Gather Up...

- Envelopes of Bell Bottom notes
- Goodie Bags
- Notes to read out loud
- Fake microphones, funky glasses & glow sticks
- Certificates for Dance Contest
- Signs with support staff names

### Creative Crew Tasks

- Create a decorated sign with each of the Support Staff names on them.
- Create a Disco Dance certificates for each Support Staff member.

### Paparazzi Crew Tasks

- **Individual Photos:** Take a picture of each support staff person with their A-Team presenter.
- **Group Picture:** End with a large group photo of all the support staff and A-Team
- **Social Media Highlights:** Post photos to the school's Facebook page and the Utrust Coordinators Private Facebook Group.
- **Create a Video:** The Paparazzi Crew can play short clips of students and support staff answering the Fun Facts questions (using the ones we created earlier).

### 1970s Disco Song Playlist

1	"Stayin' Alive" Bee Gees (1977)
2	"Le Freak" Chic (1978)
3	"I Will Survive" Gloria Gaynor (1978)
4	"Dancing Queen" ABBA (1976)
5	"Boogie Wonderland" Earth, Wind & Fire with The Emotions (1979)
6	"Don't Stop 'Til You Get Enough" Michael Jackson (1979)
7	"Disco Inferno" The Trammps (1976)
8	"We Are Family" Sister Sledge (1979)
9	"Hot Stuff" Donna Summer (1979)
10	"Got to Be Real" Cheryl Lynn (1978)
11	"Y.M.C.A." Village People (1978)
12	"You Should Be Dancing" Bee Gees (1976)
13	"Shake Your Groove Thing" Peaches & Herb (1978)
14	"That's the Way (I Like It)" KC and the Sunshine Band (1975)



**SUPPORT STAFF  
APPRECIATION DAY 127**





# **CERTIFICATE** *of Disco Excellence*

PROUDLY PRESENTED TO

---

FOR SHOWING THE FUNKIEST MOVES,  
THE FLASHIEST FLAIR, AND THE GROOVIEST  
RHYTHM ON THE DANCE FLOOR!

---

THE A-TEAM

**Support Staff  
Appreciation  
Day 2027**





# **CERTIFICATE** *of Disco Excellence*

PROUDLY PRESENTED TO

---

FOR

---

---

THE A-TEAM



**Support Staff  
Appreciation  
Day 2027**

# SOCIAL MEDIA

**\*\*OPTIONAL\*\***

## *Suggested Posts:*

### **Post 1: “Disco Celebration”**

🌐🌟 Today is Support Staff Appreciation Day and we’re turning up the groove with a 1970s Disco theme! Our support staff keeps the beat going every single day — making sure students and staff have what they need to shine. Let’s celebrate our superstars who make school funky, smooth, and bright! 🌟

#SupportStaffAppreciation #DiscoDay  
#YouMakeSchoolShine #StayinGroovy

### **Post 2: “School’s Shining Stars”**

🌐🌟 Cue the disco ball... it’s Support Staff Appreciation Day! Our support staff are the stars on the school dance floor — making everything run smoothly, keeping the energy high, and helping every student shine. Today we’re turning up the music to celebrate YOU!

#SupportStaffAppreciation #DiscoHeroes  
#YouMakeltHappen #BoogieAndShine

### **Post 3: “Keepin’ the Beat”**

🌟🎵 Just like disco brought people together on the dance floor, our support staff bring our whole school community together every single day. Today, we’re shining the spotlight on them. Thank you for keeping the beat, keeping us moving, and making school a place where everyone belongs.

#SupportStaffDay #DiscoSpirit  
#BoogieDown #SchoolHeroes

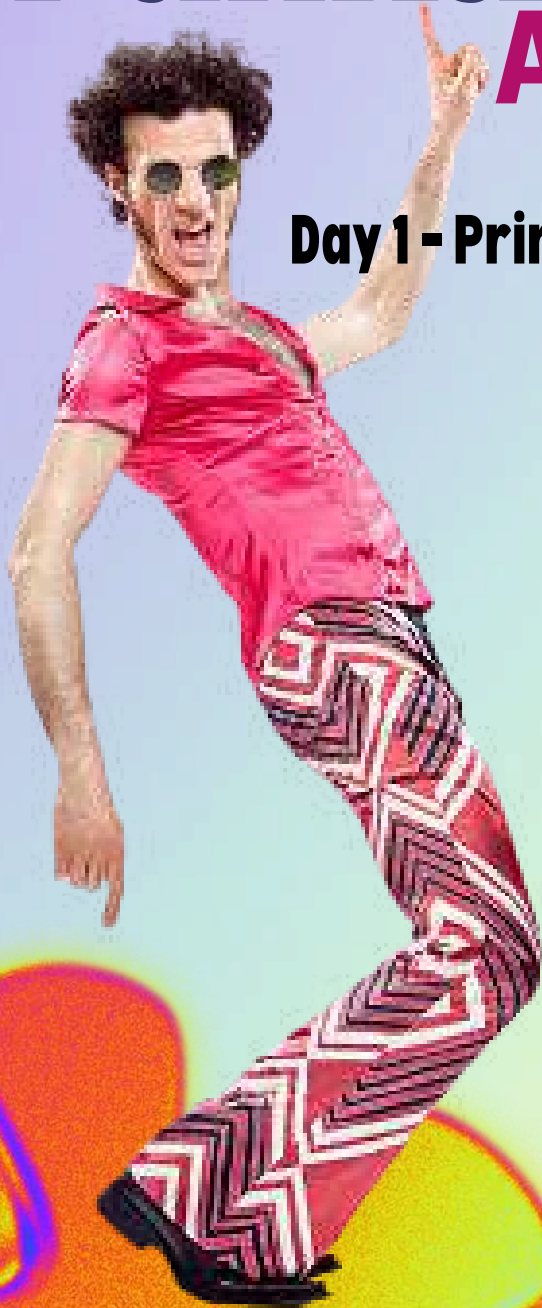


**DOWNLOAD THE  
SOCIAL GRAPHIC  
HERE**

**SUPPORT STAFF  
APPRECIATION DAY '27**

# Funkadelic Announcements

## Day 1 - Principal Teaching Moment



***Encourage the Principal to take just a moment to kick off the week with a teaching moment about the 70's era over the intercom on Monday.***

### **The 1970s Disco Era**

Today is Support Staff Appreciation Day, and this year we're taking a trip back to the 1970s — the disco decade!

In the 1970s, disco music brought people together. Big dance floors, flashing lights, mirror balls, and fun fashion made it a time to shine, celebrate, and feel connected. Disco wasn't just about dancing — it was about community and everyone playing a part in making the moment special.

That's exactly what our support staff do every single day. They keep the rhythm of our school steady, help things run smoothly, and make sure students and teachers have the support they need.

So today, let's celebrate the people who keep our school groovin'! Thank you to all of our amazing support staff for the energy, care, and teamwork you bring to our school every day.

***Play the provided video during the morning news show or in the classrooms.***

**[Download the Video](#)**

# Funkadelic

## Announcements

### Day 2 — “Boogie Time!”

---

**Student 1:** Student 1: Hey, do you know what people in the 1970s said when something was really cool?

---

**Student 2:** Student 2: Hmm... “awesome”?

---

**Student 1:** Student 1: Nope! They said it was groovy!

---

**Student 2:** Student 2: Groovy! That’s fun to say!

---

**Student 1:** Student 1: Our support staff are definitely groovy. They help us every single day!

---

**Student 2:** Student 2: Yep! They keep things running smoothly and make our school a great place to be.

---

**Student 1:** Student 1: So how can we show them some love?

---

**Student 2:** Student 2: Easy! Stop by the cafeteria (or other location) today and write a Bell Bottom of Thanks note to one of our support staff members.

---

**Student 1:** Student 1: I’m gonna draw a disco ball on mine!

---

**Student 2:** Student 2: Perfect! And remember — the Disco Fever presentation is coming soon on \_\_\_\_\_!

---

**Student 1:** Student 1: You’ll get to cheer, clap, and see our support staff dance!

---

**Student 2:** Student 2: I can’t wait — it’s gonna be a total dance party!

# Funkadelic Announcements

## Day 3 — “Disco Fever Day!”

---

**Student 1:** It’s finally here — Disco Fever Day!

---

**Student 2:** Woo-hoo! Time to boogie down and celebrate our support staff!

---

**Student 1:** They’re the ones who keep our school safe, organized, and totally groovy every day!

---

**Student 2:** That’s right! Without them, school would be like a disco ball without the sparkle!

---

**Student 1:** Or a dance floor with no music!

---

**Student 2:** Or bell bottoms with no flare!

---

**Student 1:** (laughing) Okay, okay — we get it!

---

**Student 2:** We’re getting ready for the Disco Fever presentation [when and where]

---

**Student 1:** Our support staff are about to shake their groove thing!

---

**Student 2:** So clap, cheer, and get ready to boogie!

---

**Student 1:** Stay funky, everyone!

---

# SONG LYRICS

## “Stayin’ Alive” by The BeeGees

### VERSE 1

Well, We can tell by the way you start each day,  
you keep this place runnin’ right all day

Phones are ringing, lights are on, you’ve been  
workin’ hard since the dawn

You’re all right, you’re OK, you make things  
brighter every day

You’ve got patience deep inside, and a heart so  
big it can’t hide

From calls you’re takin’ and notes you’re makin’,  
helpin’ us thrive, helpin’ us thrive.

You keep our hearts and halls alive — helpin’ us  
thrive, helpin’ us thrive

Ah, ha, ha, ha, helpin’ us thrive, helpin’ us thrive

Ah, ha, ha, ha, helpin’ us thriiiiiiiiiiiiiive



[Watch the Lyric Video](#)

### VERSE 2

You keep the books, you take the calls, you pick us  
up when duty calls.

You’ve got heart and hope in all you do, the place  
runs right because of you

You know it’s all right, it’s okay, thank you more than  
words can say

What would we ever do, if our school did not have you?

Ah, ha, ha, ha, helpin’ us thrive, helpin’ us thrive

Ah, ha, ha, ha, helpin’ us thriiiiiiiiiive

### OPTIONAL VERSE OR USE THIS VERSE INSTEAD OF VERSE 2 ABOVE

Well, Teacher aides in every class, helpin’ students learn,  
learn so fast

Office staff with steady grace, whose every smile lights  
up this place

SROs keep watch each day; our nurse heals the bumps away

You’ve got patience deep inside, and a heart so big it can’t  
hide

From calls you’re takin’ and notes you’re makin’ helpin’ us  
thrive, helpin’ us thrive.

You keep our hearts and halls alive — helpin’ us thrive,  
helpin’ us thrive’

Ah, ha, ha, ha, helpin’ us thrive, helpin’ us thrive

Ah, ha, ha, ha, helpin’ us thriiiiiiiiiive

# SOLID GOLD

## MARQUEE MESSAGES

To encourage community participation in the Appreciation Day, use one of the marquee messages or create your own.

DISCO HIGH SCHOOL

OUR SUPPORT

STAFF BRING

THE HUSTLE!

DISCO HIGH SCHOOL

OUR SUPPORT

STAFF ARE THE

DISCO BEST

Support Staff Day  
70s DISCO

# DISCO BALL

## Goodie Bag



Use bright cellophane or holographic bags with ribbon to mimic a “disco sparkle.” and fill it with items like this that were popular in the 70s:

- **Now and Laters**
- **Sugar Daddy**
- **Sugar Babies**
- **Bottle Caps**
- **Rolos**
- **Smarties**
- **Pop Rocks**
- **Laffy Taffy**
- **Tootsie Rolls**
- **Charms Blow Pops**



### Suggested Foods for the Cafeteria

- Boogie Burgers
- Groovy Grilled Cheese
- Disco Dynamite Loaf
- Far Out Potato Salad
- Funky Fruit Cups
- Disco Dip
- Jiggy Jell-O Cups
- Bell Bottom Brownies
- Disco Inferno Cake

- **Mini disco balls (ornaments or keychains)**
- **Glow sticks or bracelets (to “light up the dance floor”)**
- **Retro-style stickers (peace signs, smiley faces, stars)**
- *Add the Bell Bottoms of Thanks, the water bottles and chocolate bars too!*

# Water Bottle Label

## WATER BOTTLES & CHOCOLATE:

- Wrap the water bottles and chocolate bars in the templates provided.



# Candy Bar Label





SUPPORT STAFF DAY  
APRIL 2027

*Our  
Support  
Staff  
Are*

**DISCO**

**Dynamite**

# NOBODY HUSTLES LIKE OUR



*Support  
Staff*



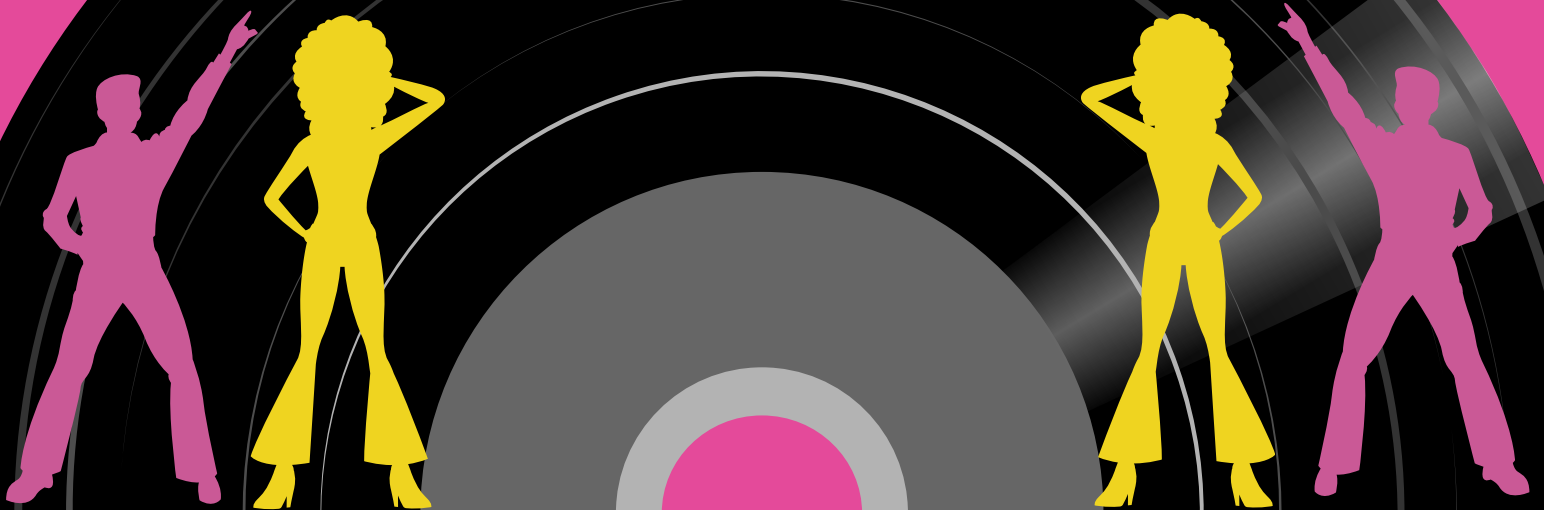
SUPPORT STAFF DAY \* APRIL 2027

# Thanks To Our Support Staff

FOR THE HUSTLE, THE  
HEART, AND THE HELP!

KIND | PATIENT | SUPPORTIVE | RELIABLE

SUPPORT STAFF DAY 2027



# Grant Requirements and Awards

[ACCESS THE APP](#)



## SHINING STAR AWARD:

(Fulfills Grant Requirement +  
Chance to Win \$100 for Your A-Team)

### Submit in the App:

- Minimum of 5 themed photos
- Brief summary of Appreciation Day activities

This submission keeps your school eligible for next year's grant funding.

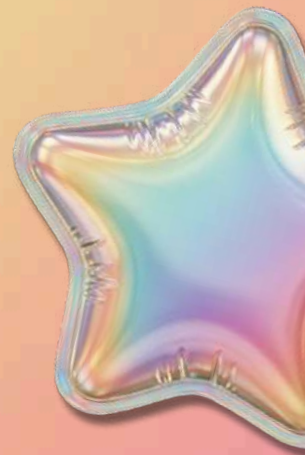


## AWESOME NOTES AWARD:

(Chance to Win \$100 for the Honoree)

### Submit in the App:

- Photos of your 3 best Awesome Notes
- Each note photographed separately
- Clear, readable images



## IMPORTANT

- All entries must be submitted through the Utrust Awards & Grant Eligibility App
- No Facebook posting is required
- Submit before the deadline of Friday, May 22nd

The app makes submission simple, guided, and complete — no extra steps to remember.

**Deadline for submission for Awards: Friday, May 22, 2027**