

ROARING TENTHENTIES CUSTODIAN APPRECIATION DAY

Coordinator/Crew Agendas

Extra, Extra Read All About It Thanks
(A-Team Thanks)

Top Hat of Thanks
(Whole School Thanks)

Printable Thank You Cards

Silent Film Skit
(Special Group Thanks)

The Cat's Meow Presentation

Social Media Posts/Instructions

The Speakeasy Scoop

Song. "Side by Side" Rewritten Lyrics

All That Jazz Messages

Bee's Knees Care Kits

Templates
Water Bottles & Chocolate Bars

Posters

Awards



SCHOOL COORDINATOR

Checklist

(OUTSIDE THE MEETING)

1. Distribute parts of the packet to the appropriate crew leader (Action, Creative, Paparazzi).
2. Hold a planning meeting with the crew leaders.
3. Invite the principal or assistant principal to say some honoring words during the presentation and read the first day of announcements.
4. Hold a meeting with the A-Team to coordinate the presentation.
5. Ensure posting is complete to meet awards and grant requirements.

MEETING AGENDA

(DURING THE MEETING)

1. Decide activities for the appreciation day
2. Work out any logistics for activities
3. Determine which crews will provide students for which roles during the presentation.
4. Schedule a date and time for the presentation.
5. Determine any special guests to be invited to participate.

CUSTODIAN
APPRECIATION DAY

Action Crew

Checklist

(OUTSIDE THE MEETING)

1. Set up a top hat station in the cafeteria (or other centralized location) for students to write thank you notes the week of the celebration.
2. Ask a group, class or club to perform the skit.
3. Ask a group or individual to sing the song and follow up with them to ensure they know the date and time of the Cat's Meow Presentation.
4. Have the two students practice and perform the announcements.
5. Put up the marquee message.
6. Invite a community, school group or PTO to provide a meal if you decided to do so.
7. Collect items for the Care Kits and fill them.
8. Put the thank you notes in the Bee's Knees Care Kits.
9. Participate in the Cat's Meow Presentation.

Meeting Agenda

(DURING THE MEETING)

- Print out Top Hat Notes to distribute to students to write their thank you's.
- Select two students to perform announcements.
- Select marquee message to post.
- Determine who to ask to perform the Silent Film Skit.
- Send reminders to those who have agreed to provide items or help for the day.
- Write a thank you note.
- Consider if you want to invite a group to provide a meal for the honorees.
- Determine who to ask to sing song.
- Identify Emcee for presentation.



Creative Crew CHECKLIST

(DURING THE MEETING)

1. Make Care Kits.
2. Make Posters and Signs.
3. make top hats of thanks for door decorations.
4. Print or create labels for water bottle and candy bars.
5. Make Title Cards for the Presentation
6. Write a thank you note.
7. Determine who will complete the tasks on the checklist.

- Hold a meeting to create.
- Post signs and posters
- Decorate the Custodian Door in the Extra, Extra Read All About It theme.
- Put thank you notes in Care Kits.
- Give the care kits to the action crew to be filled.
- Participate in the presentation.

(OUTSIDE THE MEETING)



PaparaZZi Crew!

Checklist

(OUTSIDE THE MEETING)

1. Conduct Interviews.
2. Post social media message on school facebook page promoting the day.
3. Take great photos of preparations, presentation, interviews and decorations preferably with honorees.
4. Post at least 5 Pics/Video and a brief summary on your school page and on the Utrust Awards & Eligibility App (See the Awards page for more info)
5. Upload to the App up to 3 pics of your best appreciation notes for a chance to win. (See awards page for details)
6. Compile the best clips of appreciation activities and student responses into a short video, then share the link with the honorees.



Meeting Agenda (DURING THE MEETING)

1. Write a note of thanks to custodian.
2. Determine what interview questions will be asked.
3. Determine who will complete the tasks on checklist.



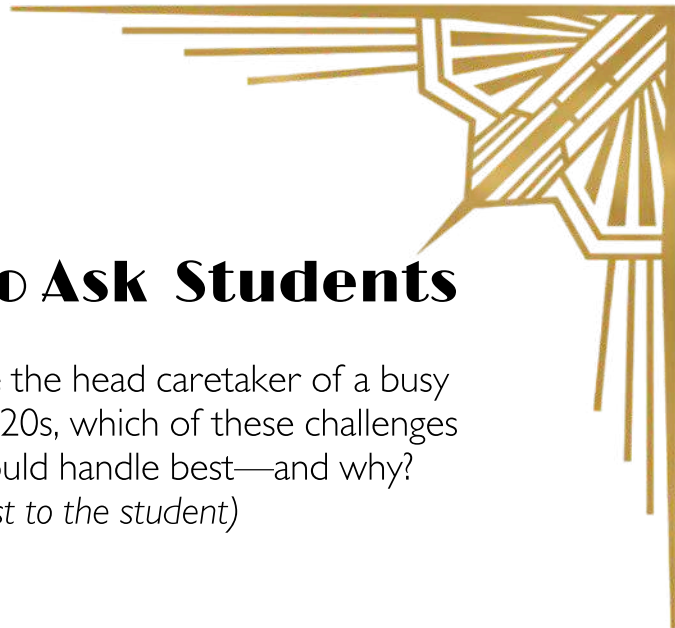
PaparaZZi Crew

Questions

Questions to Ask Students

1. If our custodian were the head caretaker of a busy city building in the 1920s, which of these challenges do you think they would handle best—and why?
(Reporter shows the list to the student)
 - Spills and Messes
 - Broken Items
 - Busy Hallways
 - Keeping Everyone Safe
 - Helping Others
 - Making the School Look Its Best
 - Making people feel at home
2. Which of these 1920s-style qualities best describes our custodian—and why?
(Reporter shows the list to the student)
 - Dependable and Trustworthy
 - Hardworking
 - Always Willing to Help
 - Careful and Responsible
 - Friendly
 - Takes Pride in Their Work
 - Keeps Things Running Smoothly
3. If our custodian had a signature 1920s look, which do you think it would be—and why?
 - A sharp top hat
 - A bow tie and suspenders
 - A classic newsboy cap
4. If our custodian were featured on the front page of a newspaper, what would the headline say?

Use the best clips of the answers and pics from the appreciation day activities and include them in a short video. Share the link with the Custodians.



Silent Film Skit

SCENE 1: OPENING

Title Card: A School... in the Roaring Twenties!

SCENE 2: A TYPICAL DAY

(Students enter doing exaggerated 1920s-style walks.)

Title Card: All Was Well... Or So It Seemed.

SCENE 3: DISASTER STRIKES

(Students drop papers, spill trash, act shocked.)

Title Card: Oh No! What a Ruckus!

(Teacher enters, panics dramatically.)

Title Card: Who Will Save Our School?!

SCENE 4: ENTER THE HEROES

(Students posing as custodians enter in slow motion, tip hats.)

Title Card: Wait! Look!

Title Card: The Custodians!

SCENE 5: CLEANUP CAPERS

(Fast, silly cleanup montage.)

Title Card: No Mess Too Big!

Title Card: No Job Too Small!

SCENE 6: ALL IS WELL

(School is clean. Everyone reacts happily.)

Title Card: Order Has Been Restored!

FINAL SCENE: THE THANK YOU

(Students line up and gesture proudly to custodians.)

Title Card: Thank You to Our Custodians!

Final Title Card: You Keep Our School Shining Every Day!

Conduct a silent movie-style skit to honor custodians.

SILENT FILM RULES

- No speaking or sound effects
- Use big facial expressions
- Use exaggerated movements
- Follow the title cards

ROLES

- Messy Students
- Teacher
- Student Custodians
- Title Card Holder-Holds up the scene cards in front to guide the skit and cue the actors.



REMEMBER

- Bigger movements = better acting
- Slow motion makes it funnier
- Faces tell the story
- This is a celebration—have FUN!

Extra, Extra Read All About It... Thanks

Have the Creative Crew create an "EXTRA! EXTRA! Read All About It!" door display to honor the custodians.

Gather large sheets of white, cream, or light gray butcher paper to cover the custodian's door and create the look of a 1920s newspaper front page.

Add simple black lines or borders to resemble newspaper columns if desired.

Create a bold headline at the top of the door that reads:

- "EXTRA! EXTRA! READ ALL ABOUT IT!"

Add a subheadline underneath such as:

- "Our Custodians Are the Bee's Knees!" or
- "Top Hats Tipped & Thanks Buzzing All Around Our School!"

Cut out black top hats from construction paper to serve as the main "headline stories." These will hold longer student thank-you notes.

Once the notes are complete, arrange the top hats across the middle of the door like newspaper articles. Leave space so all notes are easy to read.

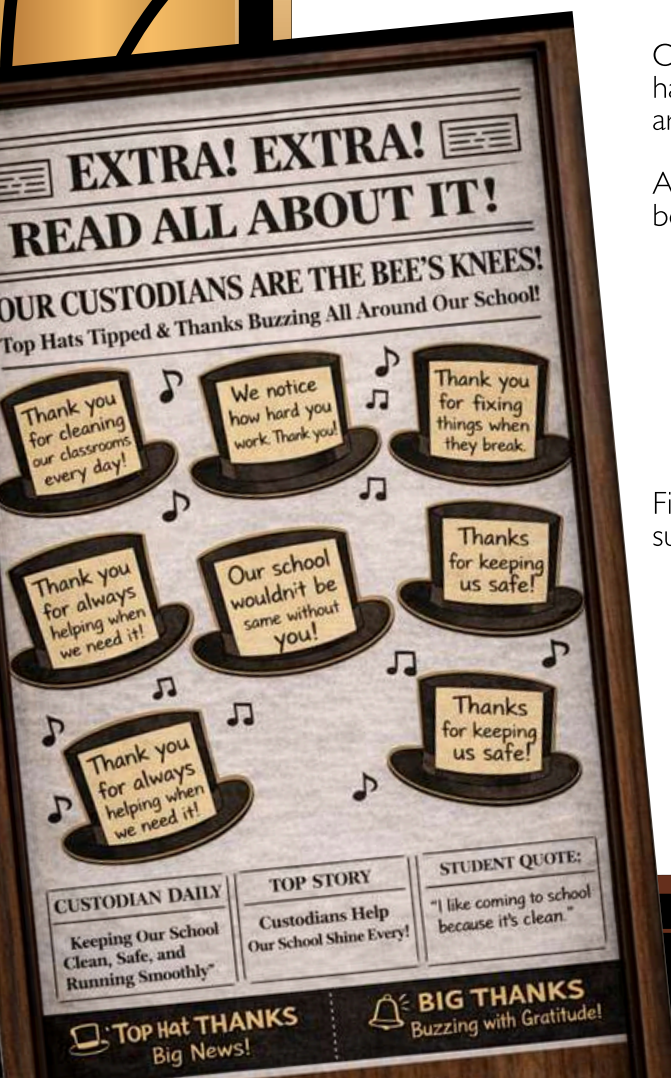
Add optional newspaper-style sections near the bottom of the door, such as:

- Custodian Daily: Keeping Our School Clean, Safe, and Running Smoothly
- Top Story: Custodians Help Our School Shine Every Day!
- Student Quote: "I like coming to school because it's clean."

Finish the display with a simple footer or label such as:

- "Top Hat Thanks — Big News!"

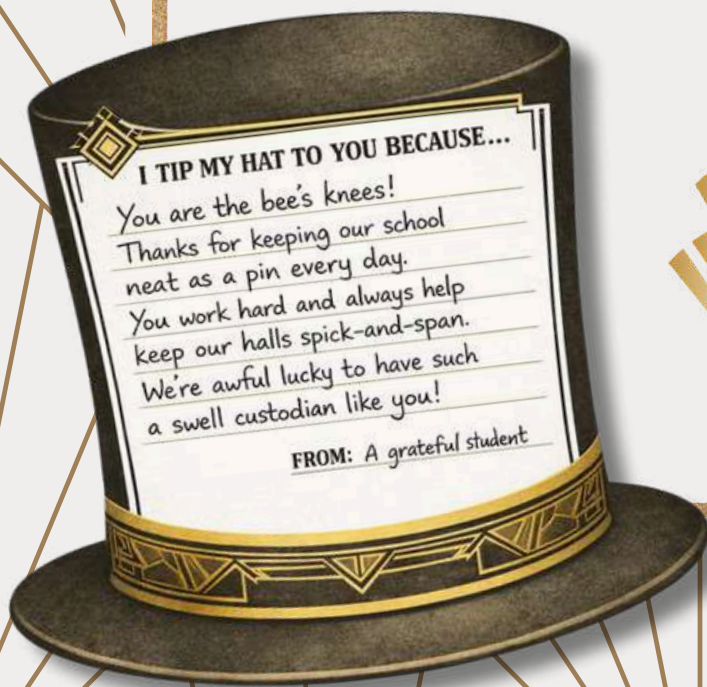
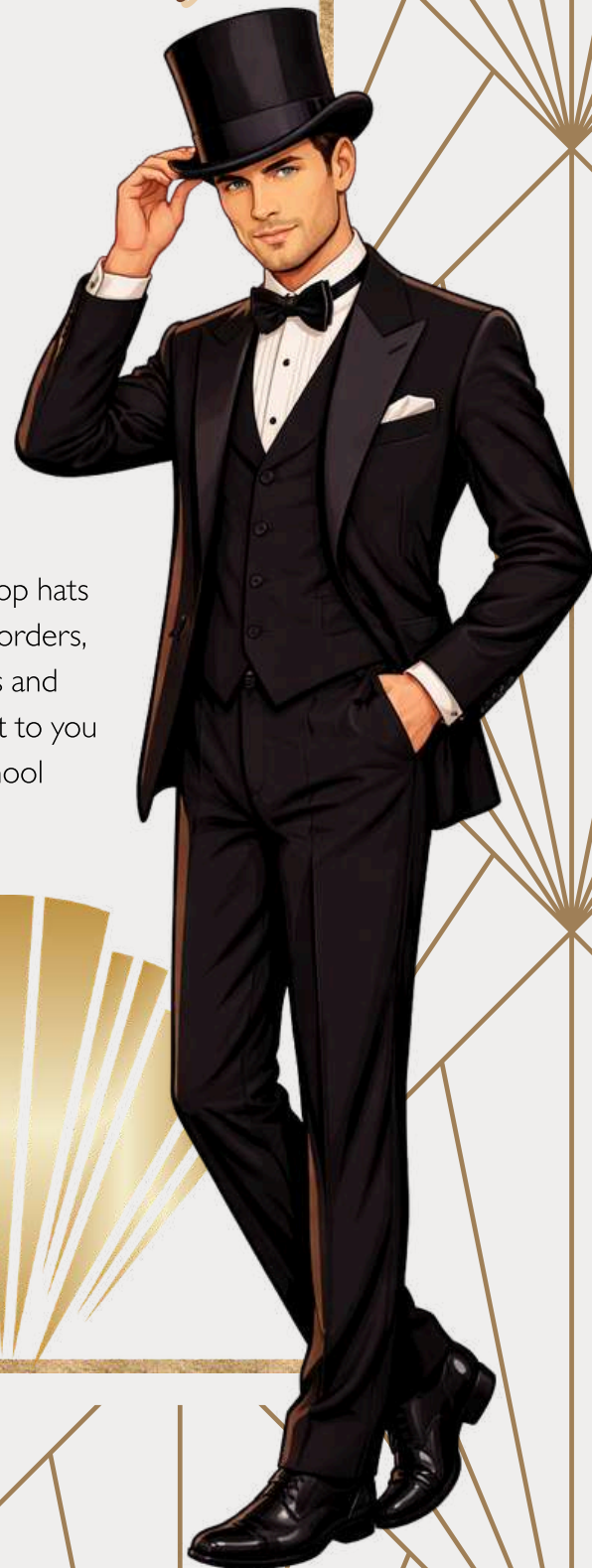
When complete, the door will look like a front-page newspaper filled with good news, celebrating the custodians with student voices, gratitude, and Roaring 1920s flair.



TIP YOUR HAT

Thanks

- Set up a “Tip Your Hat” Station in a central location such as the cafeteria or main hallway.
- Provide top hat-shaped thank-you note templates (or white paper students can cut into top hat shapes), along with pencils, crayons, markers, and pens. Students may also write their notes on plain paper if they prefer.
- Make participation easy — allow students to stop by during lunch, homeroom, arrival time, or other free time throughout the week leading up to Custodian Appreciation Day.
- Encourage creativity! Students can decorate their top hats with Roaring Twenties-inspired details — simple borders, stripes, stars, sparkles, or small drawings of brooms and mops — while completing the prompt “I tip my hat to you because...” to thank custodians for keeping the school clean, safe, and welcoming.



NOTE TEMPLATES-OPTION 1



FROM: _____

I TIP MY HAT TO
YOU BECAUSE...



FROM: _____

I TIP MY HAT TO
YOU BECAUSE...



Cat's Meow Presentation

1. Opening Remarks-EMCEE

(Dressed in 1920s attire — suspenders, bow tie, vest, newsboy cap, flapper headband, pearls, or gloves)

"EXTRA! EXTRA! Read all about it, cool cats and classy dames! Welcome to our Custodian Appreciation Celebration! Today, we're here to honor some truly unforgettable stars of our school — our amazing custodians. Every single day, they work behind the scenes to keep our school clean, safe, and running smoothly, and today we're tipping our top hats to say a very big thank you.

Before we share our thanks and good news, let's rewind the clock and take a quick trip back to the Roaring 1920s — the era of jazz music, bold headlines, and silent films that told big stories without saying a word.

Let's watch a short video that will showcase the era!"
(Play 1920s-era [explainer video](#))

2. Silent Film Skit

"In true 1920s style, this next presentation will be a silent film skit — telling the story through actions, expressions, and title cards instead of words."

(Students perform the silent film skit. Light instrumental or jazz-style music may play in the background.)

20s Era Video

3. Reading the "Top Hats"

"Wasn't that something? Even without words, it showed just how important our custodians are to our school.

Now it's time to share some of the appreciation written by our students. These messages are called Top Hats — because our custodians truly are the bee's knees!"

(A-Team members step forward one at a time and read a note of appreciation.)

4. Perform the Song

Students sing a rewritten version of "Side by Side" to celebrate the Custodians.

5. Presentation of the Bee's Knees Care Kits

Present the custodians with the goodies containing small tokens of appreciation and thank you notes.

6. Grand Finale

"Before we wrap up, let's take a moment to capture this special day."

(Group photo is taken. Suggested props: top hats, bee cutouts, newspaper signs, or silent film title cards.)

"Let's give our custodians one more big round of applause!

They are truly the bee's knees, and our school wouldn't be the same without them.

EXTRA! EXTRA! Thanks for everything you do!"

Social Media

Posts

Choose 1 and post on your school's social media pages

POST 1:

👋 Well hello there, ladies & gents!

Today we're tipping our hats to the bee's knees of our school — our amazing custodians! 🎩 ✨

They keep our halls shining and our school running smooth as a jazz tune. Drop a Top Hat of Thanks below! 💬

#CustodianAppreciation #1920sTheme

POST 2:

Our custodians are the cat's meow — always dependable, hardworking, and ready to lend a hand. 😊👍 Thanks for keeping our school spick-and-span and running like a well-oiled machine!

#CustodianAppreciation #1920sTheme

POST 3:

🎉 Let's give it up for our custodians! 🎉

From spotless classrooms to helping wherever needed, they keep everything running smoother than a jazz band on a Saturday night. 🎷👍 We sure appreciate all you do!

#CustodianAppreciation #1920sTheme

POST 4:

🎩 Hats off to our Top Hat Crew!

Thank you for your hard work, dedication, and behind-the-scenes magic that keeps our school safe and welcoming every day. You're truly the bee's knees! ✨

#CustodianAppreciation #1920sTheme

Download
Graphic
Here



The Speakeasy Scoop

Day 1: Principal Teaching Moment
(have principal read for this day)

“The Cat’s Meow Crew!” – Celebrating Our Custodians, 1920s Style!

This week, we’re traveling back in time — all the way to the Roaring 1920s!

Now, the 1920s were a time of jazz music, snazzy style, big dreams, and people working together to build something great. It was loud, energetic, and full of teamwork.

And honestly... that sounds a lot like our school. But here’s the thing — even in the 1920s, nothing ran smoothly without hardworking people behind the scenes.

And that’s exactly what our custodians do every single day. They open the building before most of us are even awake. They keep our floors shining — even after rainy days and muddy shoes. They fix things that mysteriously “just stopped working.” You know... like when a door won’t close or a desk starts to wobble. They make sure our school is safe, clean, and ready for learning.

In 1920s language? They’re the bee’s knees. That means top-notch. The real deal. The absolute best.

Because of them, our classrooms sparkle, our hallways shine, and this place runs smoother than a jazz band on Saturday night.

So today, we need your help.

Stop by the cafeteria and fill out a Top Hat of Thanks — a quick note to tell our custodians how much you appreciate them. It only takes a minute... and it can make their whole day.

They may not always be in the spotlight... But our school wouldn’t be the same without them. And that, folks, is the real McCoy.

Play the provided movie during the morning news show or in the classrooms.

20s Era Video





Day 2: Student Announcements

Student 1: Well, stop the presses and tip your top hat!

Student 2: Have you noticed the school lookin' extra sharp today?

Student 1: That's because this week we're giving a front-page shout-out to the bee's knees of our school — our custodians!

Student 2: Now hold the phone — what does "bee's knees" even mean?

Student 1: It means someone who's top-notch, first-rate, the cream of the crop — simply the absolute best!

Student 2: And that fits our custodians to a T! From bright and early mornings to the final bell, they keep this place clean, safe, and runnin' smoother than a jazz band on payday.

Student 1: And to show our appreciation, we're spreading some gratitude Roaring 1920s-style with our Top Hat of Thanks!

Student 2: Here's the scoop —

Student 1: Stop by the cafeteria and grab a Top Hat of Thanks.

Student 2: Then write a message telling our custodians why they're the bee's knees, the cat's meow, or the reason our school shines every day.

Student 1: Maybe it's how they keep classrooms spotless...

Student 2: How they fix things when something goes wrong...

Student 1: Or how they make sure our school is safe and prepared for everyone.

Student 2: Let's fill the halls with kind words and big appreciation that are worthy of a tip of the hat!

Student 1: So grab a note, spread the thanks, and help us show our custodians just how much they mean to us—

Student 2: Because when it comes to taking care of our school...

Student 1: They're the Cat's Meow!



Day 3: Student Announcements

Student 1: It's Day 3 of our Roaring 1920s celebration honoring the bee's knees of our school — our custodians!

Student 2: That's right! Today's the big day — the day we really shine the spotlight on the people who work behind the scenes to keep our school clean, safe, and ready for learning every single day.

Student 1: Our custodians keep everything running smoothly —

Student 2: Opening the building each morning, keeping classrooms and hallways clean, fixing things when they break,

Student 1: And making sure our school is a place where everyone can focus and do their best.

Student 2: Just like the most important work in any great building, their dedication often happens quietly —

Student 1: But it makes a big difference in how our school looks, feels, and functions every day.

Student 2: So let's give them a big round of applause and a whole lot of appreciation! (start clapping)

Student 1: They're the true headlines of the week — our dependable, hardworking, and always-there custodians!

Student 2: Tip your top hat and say thanks for all you do...

Student 1: Because our custodians are the tops in every way, and our school wouldn't run without them!

Side by Side *Song*

Oh, you keep our school clean and ready,
You're dependable—strong and steady.
You sweep the floors, and fix the doors,
And build school pride
You scrub when the mirrors look hazy
And make fountains shine like crazy
No job's too small, You do them all—
You build school pride

Through all kinds of weather
You carefully clean each hall
You have your act together
As you clean from wall to wall
You're the one who gets the day started
And still there when we've departed
We thank you, for all you do
You build school pride

Have your chorus or another group of students sing the song live on Custodian Appreciation Day. Click [here](#) for the link to a slideshow with vocals. Sing to the tune of "Side by Side"



All that Jazz Messages

Choose one of these messages or create your own to display on the marquee for the appreciation day

School Name

Our Custodians are the

Bee's Knees of Clean

Custodian Appreciation Day

October 2026

School Name

Our Custodians

are the Cat's Meow

Custodian Appreciation Day

October 2026



BEE'S KNEES

Care Kits

Creative Crew:

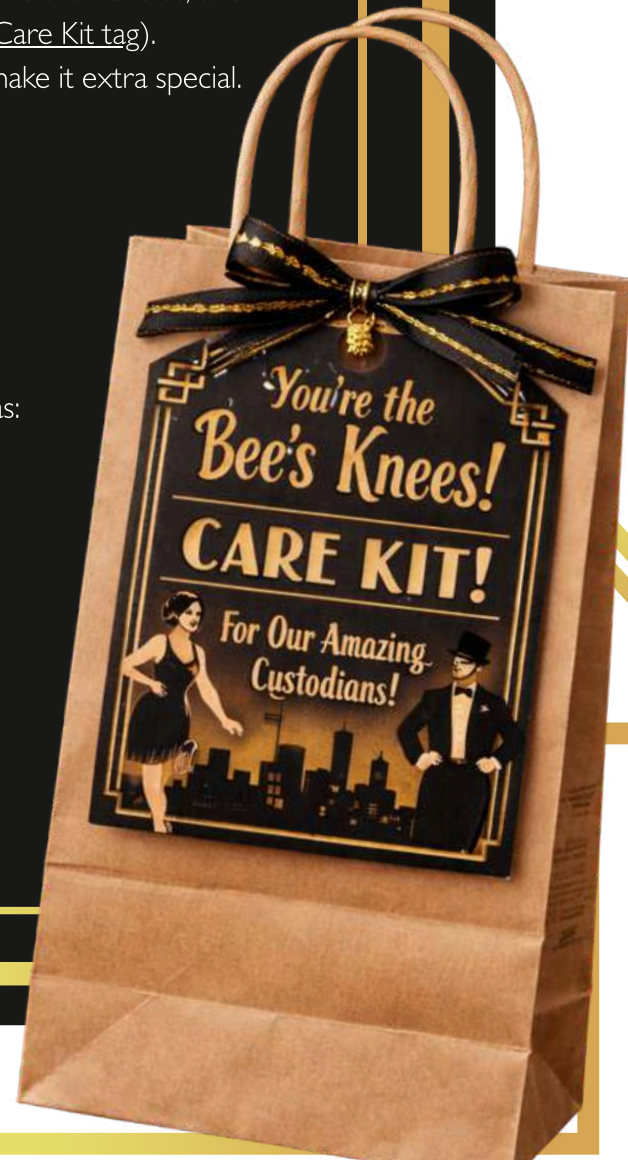
- Decorate brown paper gift bags in a Roaring 1920s style using black, gold, and cream colors.
- Add Art Deco patterns, top hats, gold bees, jazz notes, or city skyline silhouettes.
- Include fun phrases like “You’re the Bee’s Knees!”, “Top Hat of Thanks”, or “The Cat’s Meow!”
- Tie black-and-gold ribbon, twine, or yarn around the handles, and attach a 1920s-style tag (like the [Bee’s Knees Care Kit tag](#)).
- Label each bag with the custodian’s name to make it extra special.

Action Crew:

Enlist a community partner, PTO, or school group to donate treats or small gifts to place inside the bags.

Label each item with 1920s-inspired names, such as:

- “Jazz Boost” (snack bar or trail mix)
- “Bee’s Knees Treat” (chocolate, honey sticks, or candy)
- “Speakeasy Sips” (drink mix, bottled tea, or water)
- “Keep the Hustle Going” (mints or gum)
- “Smooth Operator Care” (hand lotion, sanitizer, or lip balm)





**OUR CUSTODIANS
ARE THE BEE'S
KNEES OF CLEAN**

CUSTODIAN APPRECIATION DAY 26

A decorative border in a light beige color, featuring Art Deco-style geometric patterns. The border consists of multiple concentric lines, with the innermost lines forming a frame that has trapezoidal shapes at the top and bottom, and stylized, radiating patterns at the corners.

**OUR CUSTODIANS
ARE THE BEE'S KNEES
OF CLEAN**

CUSTODIAN APPRECIATION DAY 26

A decorative border in a light beige color, featuring Art Deco-style geometric patterns. The border consists of multiple concentric lines, with the innermost lines forming a frame that has trapezoidal shapes at the top and bottom, and stylized, radiating patterns at the corners.

**OUR CUSTODIANS
ARE THE BEE'S KNEES
OF CLEAN**

CUSTODIAN APPRECIATION DAY 26

A decorative border in a light beige color, featuring Art Deco-style geometric patterns. The border consists of multiple concentric lines, with the innermost lines forming a frame that has trapezoidal shapes at the top and bottom, and stylized, radiating patterns at the corners.

**OUR CUSTODIANS
ARE THE BEE'S KNEES
OF CLEAN**

CUSTODIAN APPRECIATION DAY 26

The background is a dark navy blue. In the top-left and bottom-right corners, there are stylized sunburst or starburst patterns made of thin, radiating lines. On the right side, there are large, overlapping, angular shapes in shades of gold and yellow, resembling a stylized 'A' or a series of overlapping triangles. The text is centered in a bold, gold, sans-serif font.

**ROARING
TWENTIES THEME**

**CHEERS
TO THE
CUSTODIANS
WHO KEEP
OUR
SCHOOL
SPOTLESS**

CUSTODIAN APPRECIATION DAY

ROARING TWENTIES

SWINGIN' BROOMS
& JAZZED UP
ROOMS

WE LOUË OUR
CUSTODIANS!

CUSTODIAN APPRECIATION DAY 26





**OUR
CUSTODIANS
ARE THE BEE'S
KNEES OF
CLEAN**



GRANT REQUIREMENTS AND AWARDS



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.

IMPORTANT

- All entries must be submitted through the Utrust Awards & Grant Eligibility App
 - No Facebook posting is required
 - Submit before the deadline listed in your Logistics Overview
- The app makes submission simple, guided, and complete — no extra steps to remember.



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



[ACCESS THE APP](#)