

SUPPORT STAFF DAY

70's Disco

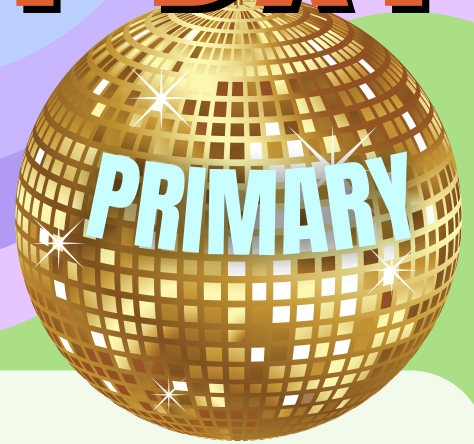


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April 2027



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!

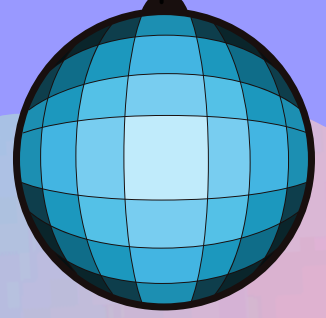


DRESS UP!

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



Logistics & Planning

- Decide activities for the appreciation day.
- Work out any logistics for activities.
- Schedule a date, time, and location for the presentation.
- Determine any special guests to be invited to participate.
- Consider if you want to invite a group to provide a meal for the honorees.
- Invite a community group, school group, or PTO to provide a meal if you decided to do so.
- Procure items for the Presentation (glow sticks, glitzy glasses)

Communication & Coordination

- Ask the principal to make the opening announcement over the intercom.
- Select and post the marquee message.
- Send reminders to those who have agreed to provide items or help for the day.

Enlist the help of staff members or parents to help with tasks

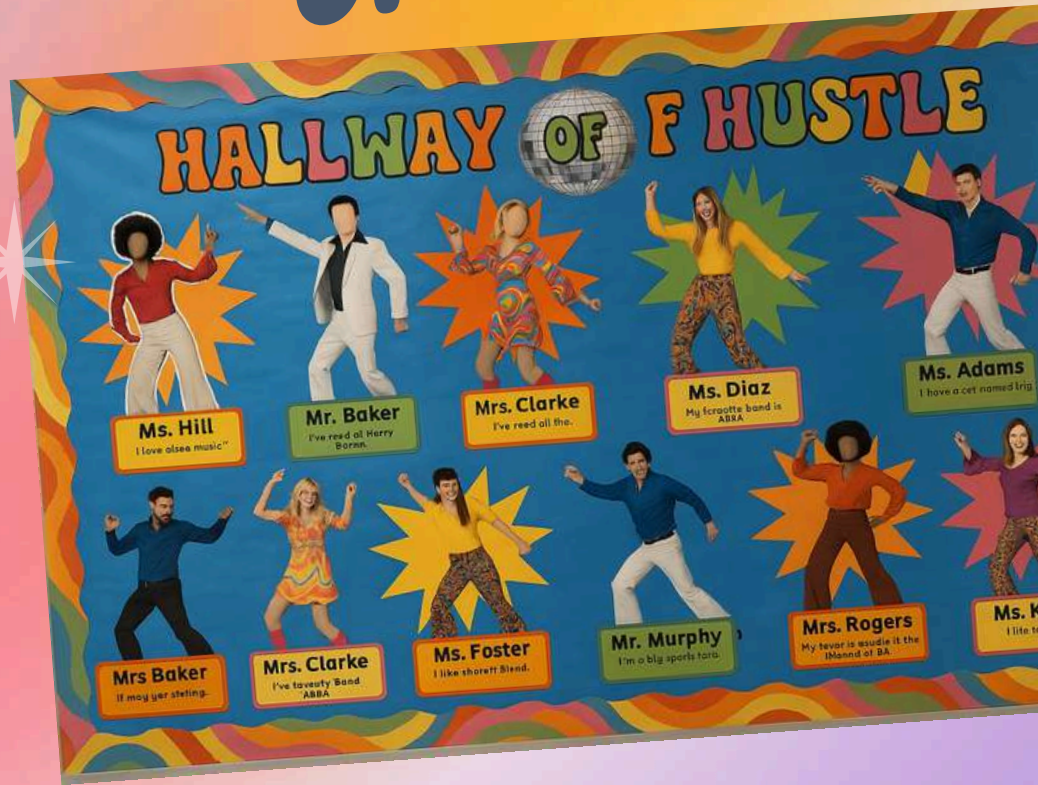
Create & Prepare

- Create certificates for each of the support staff members (use Canva template).
- Print or create labels for water bottles and candy bars.
- Create the Disco Dancers with support staff faces.
- Decorate the themed bulletin board with the disco dancers and support staff faces.
- Create a decorated sign with each of the Support Staff names on them.
- Collect items for the Disco Ball Goodie Bags and fill them.
- Put the thank-you notes in the Disco Ball Goodie Bags.
- Print and post the posters.
- Tape down construction paper to create the dance floor and runway.
- Take photos of all the celebrations and post on the Utrust Facebook Coordinators page.

SUPPORT STAFF
APPRECIATION DAY '27

HALLWAY of Hustle

- Print and cut out (or draw) the disco dancers.
- Put up a bulletin board depicting the “Hallway of Hustle” with each of the Support Staff faces and names.
- Ask a few of the Fun Fact Questions of the Support Staff.
- Add the Fun Facts below each name.



Questions:

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. 8. What's something about you that might surprise your students?



**SUPPORT STAFF
APPRECIATION DAY '27**

**Download Canva
Template for Dancers**

[Download Canva
Template for Dancers](#)











Bell Bottoms OF THANKS

Whole School Involvement

- Print and cut the note template for the students to use.
- Supply pens to write the notes.
- 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.

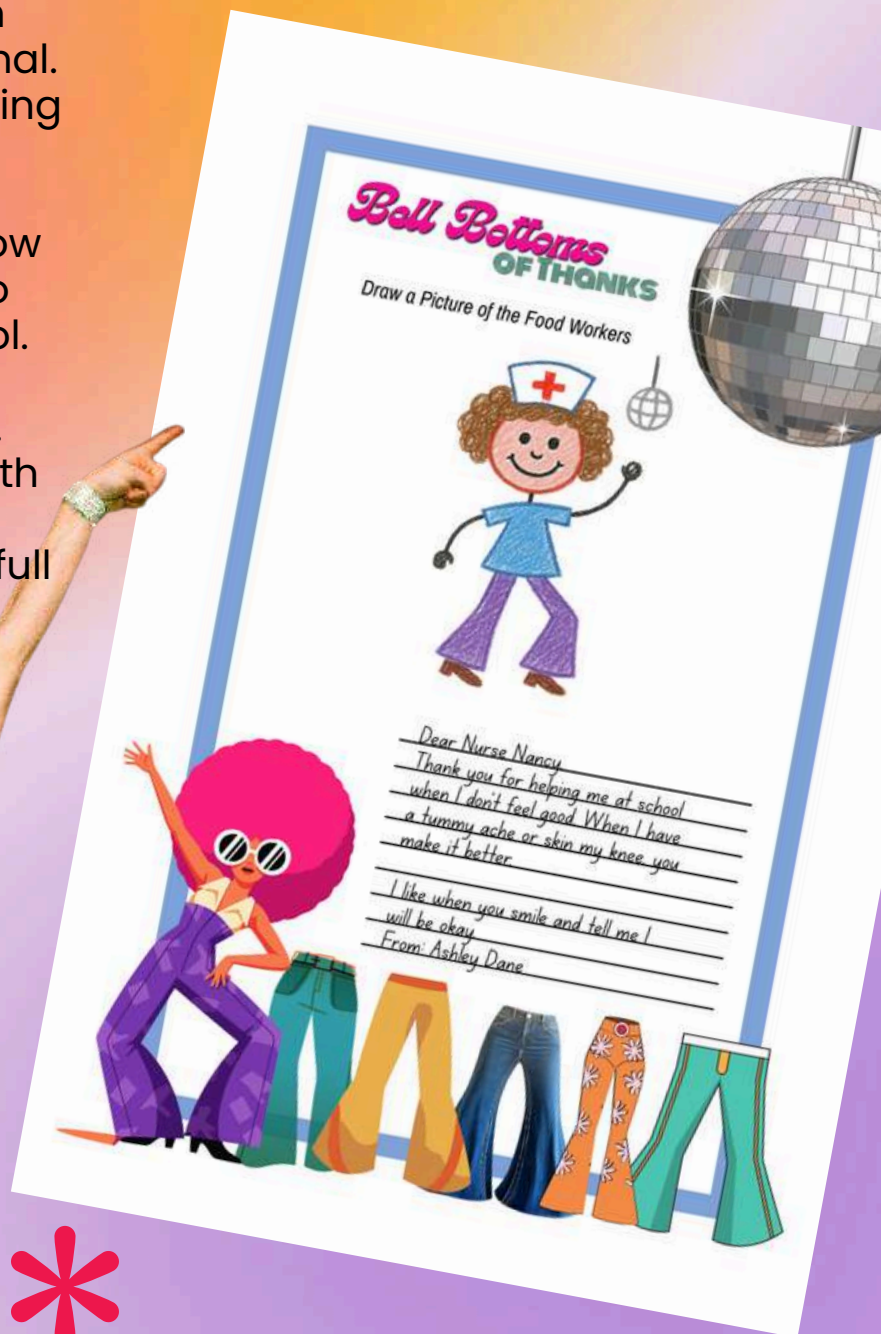


Decorate one envelope for each of the Support Staff members.



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.



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Remember to post 3 of the best notes to the Utrust Awards & Eligibility App to enter the Awesome Notes Awards!

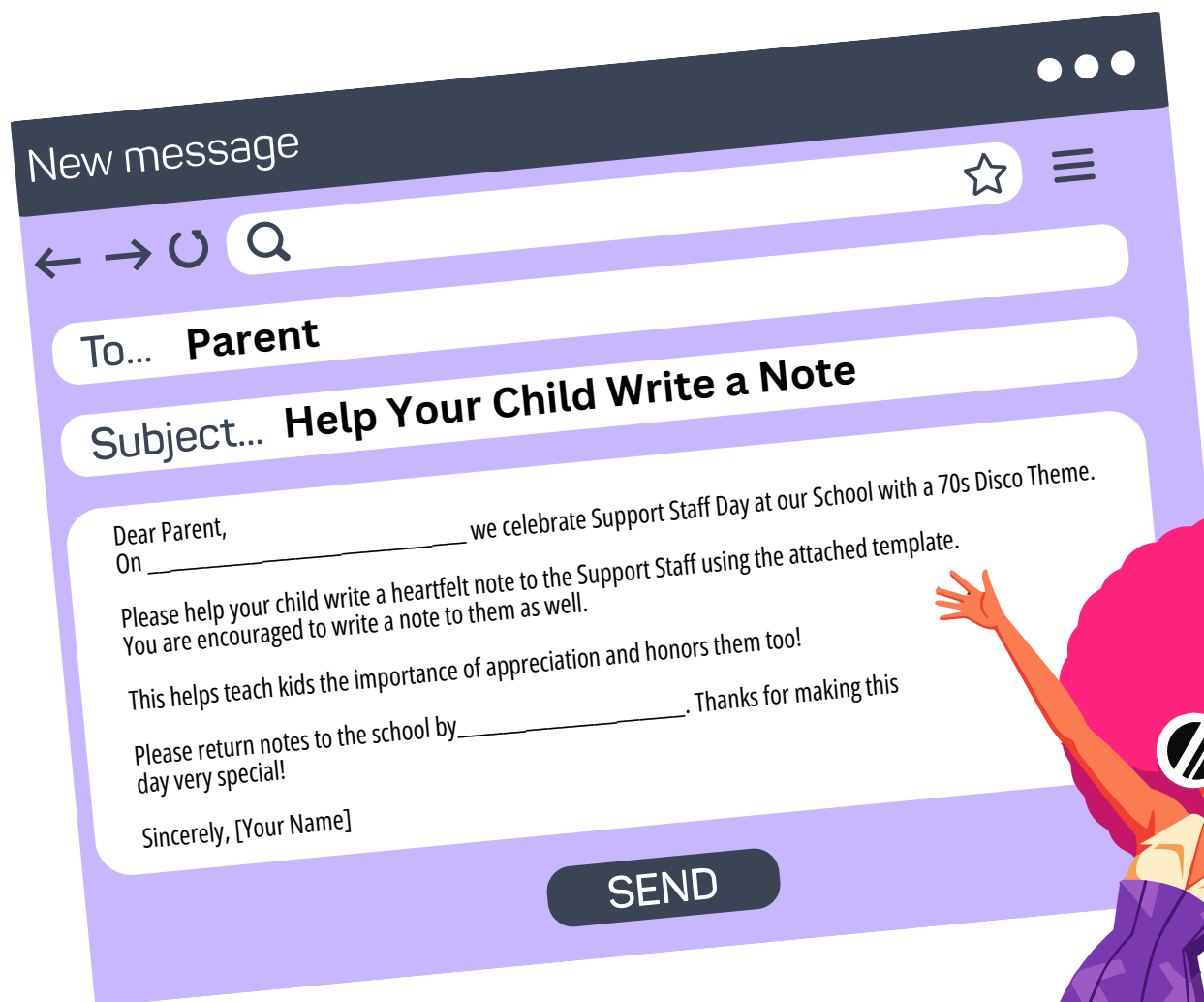
See the Awards page for more details!

Request of Parents

Ask parents to get involved by helping their child write a heartfelt note about the honorees to include what they like about them and what they appreciate about them.

You can either send an EMAIL attaching the note template or you can PRINT the letter provided and the note template to send home with your students.

EMAIL TO PARENTS TEMPLATE - Copy and paste the message below into an email



New message

← → ↺ 🔍 ☆ ☰

To... **Parent**

Subject... **Help Your Child Write a Note**

Dear Parent,
On _____ we celebrate Support Staff Day at our School with a 70s Disco Theme.
Please help your child write a heartfelt note to the Support Staff using the attached template.
You are encouraged to write a note to them as well.
This helps teach kids the importance of appreciation and honors them too!
Please return notes to the school by _____. Thanks for making this day very special!
Sincerely, [Your Name]

SEND

The illustration shows a purple email client window tilted at an angle. It features a search bar, navigation icons, and a 'SEND' button. To the right of the email form is a stylized illustration of a woman with a large pink afro, wearing white sunglasses and purple patterned pants, striking a disco pose.

OPTIONAL:

Print the next page to send a note home with the student instead of sending an email.

Be sure to fill out the dates in the blank spaces.

**SUPPORT STAFF
APPRECIATION DAY '27**

Request of Parents

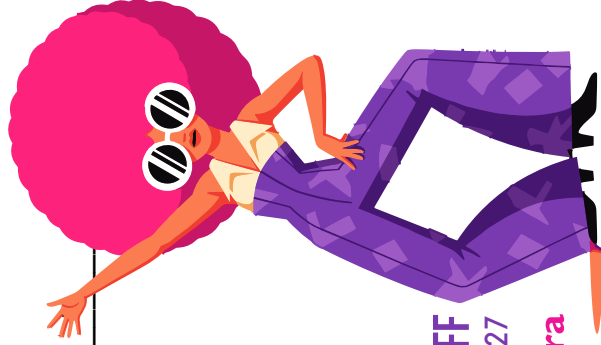
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On _____ we celebrate
Support Staff Appreciation Day at our School
with a 70s Disco Theme.

Please help your child write a heartfelt note to the
Support Staff using the attached template.
You are encouraged to write a note to them as well!

This helps teach kids the importance of appreciation
and honors the Support Staff too!

Please return notes to the school by _____.
Thanks for making this day very special!

Sincerely, _____



SUPPORT STAFF
APPRECIATION DAY '27
1970's Disco Era

Request of Parents

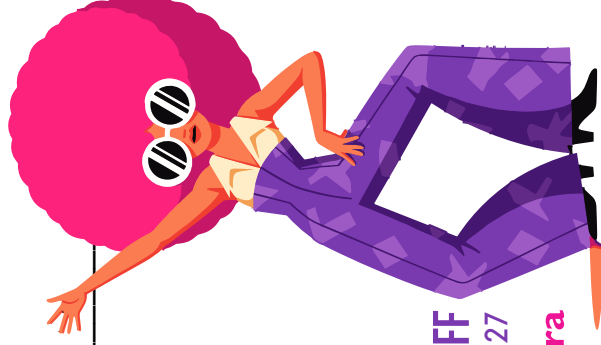
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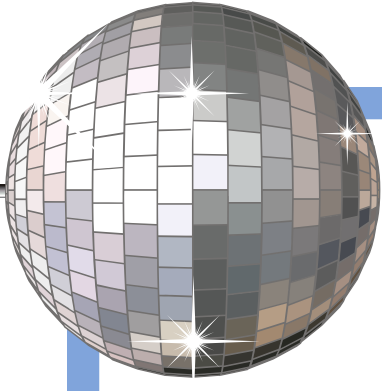
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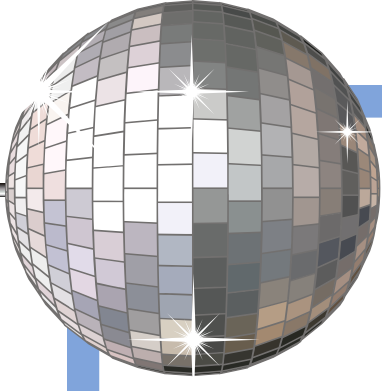
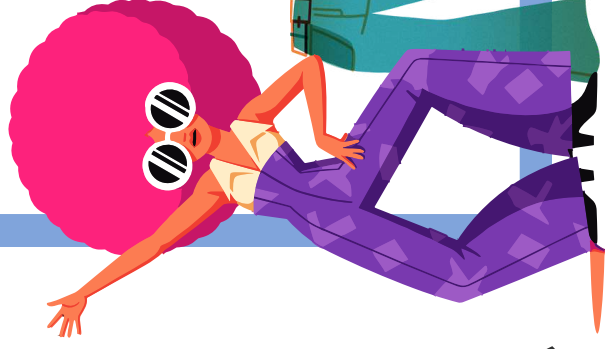


SUPPORT STAFF
APPRECIATION DAY '27
1970's Disco Era



Bell Bottoms OF THANKS

Draw a Picture of the Support Staff



Bell Bottoms OF THANKS

Draw a Picture of the Support Staff



Thank You!



SUPPORT STAFF
APPRECIATION DAY '27

DISCO FEVER

PRESENTATION

MC Intro Script

- 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 wearing glitzy glasses and 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.

Activity

- Let the students do a Disco Freeze Dance with the Support Staff.

Chant by Students

- Disco! Disco! Clap, clap
- Thank you! Thank you! Support Staff!
- Clap hands 2 times.
- Optional: play the provided song!

Present Certificates & Goodie Bags

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

"Bell Bottoms of Thanks" Read-Aloud

- Read 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.

Photos & Posting

- **Group Picture:** End with a large group photo of all the support staff and students
- **Social Media Highlights:** Post photos to the school's Facebook page and the Utrust Awards & Eligibility App

Everyone is encouraged to dress up in 70s Disco Era style!

SUPPORT STAFF
APPRECIATION DAY '27





CERTIFICATE *of Disco Excellence*

PROUDLY PRESENTED TO

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

THE STUDENTS

**Support Staff
Appreciation
Day 2027**





CERTIFICATE *of Disco Excellence*

PROUDLY PRESENTED TO

FOR



**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.

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 Later**s
- **Sugar Daddy**
- **Sugar Babies**
- **Bottle Caps**
- **Rolos**
- **Smarties**
- **Pop Rocks**
- **Laffy Taffy**
- **Tootsie Rolls**
- **Charms Blow Pops**
- **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!*

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



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

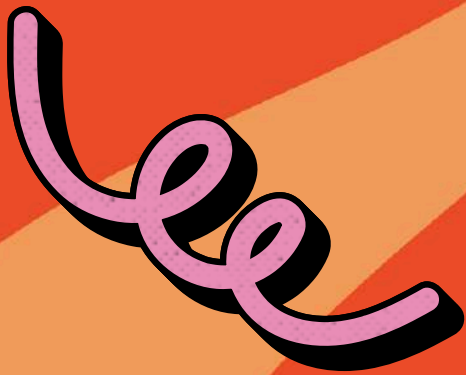
Dynamite



NOBODY HUSTLES LIKE OUR



*Support
Staff*



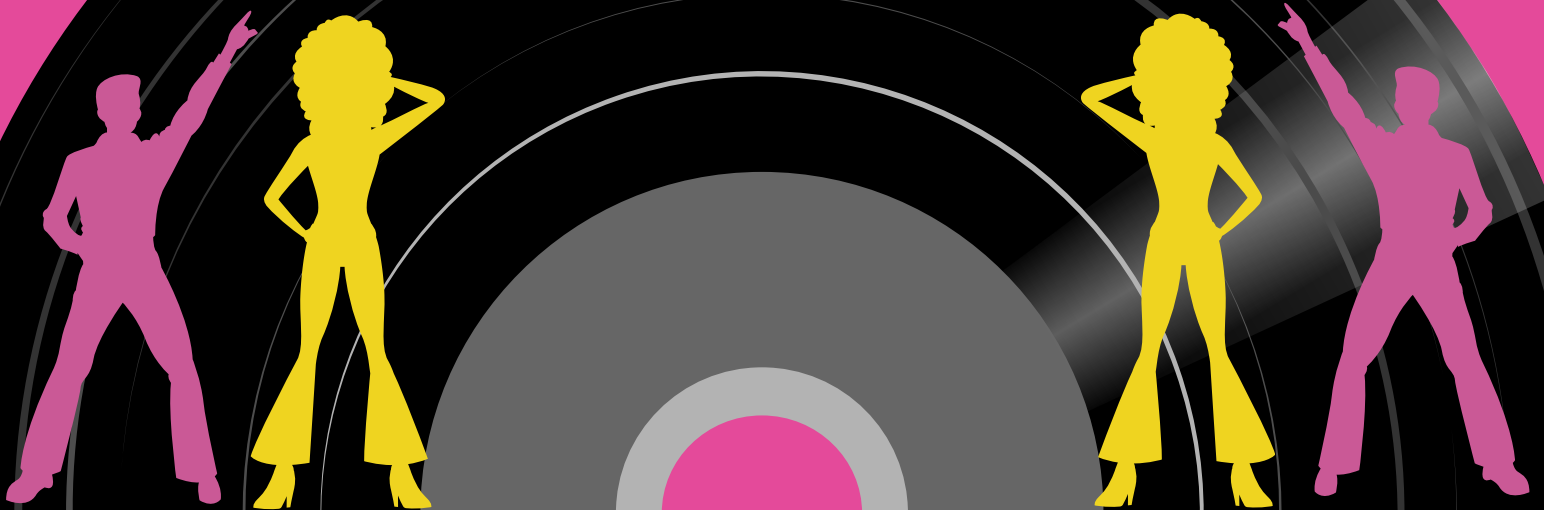
SUPPORT STAFF DAY * APRIL 2027

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