

ROARING TENTHIES CUSTODIAN APPRECIATION DAY

[Coordinator Checklist](#)

[Extra, Extra Read All About It Thanks](#)

[Top Hat of Thanks](#)
(Whole School Thanks)

[Request of Parents Template](#)

[Printable Thank You Notes](#)

[Coloring Page](#)

[The Cat's Meow Presentation](#)

[Social Media Posts/Instructions](#)

[The Speakeasy Scoop](#)

[All That Jazz Messages](#)

[Bee's Knees Care Kits](#)

[Templates](#)
Water Bottles & Chocolate Bars

[Posters](#)

[Awards](#)





School Coordinator CHECKLIST

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

Planning & Coordination

- Schedule date and time for the Custodian Day presentation
- Decide appreciation day activities
- Work out logistics for activities and presentation
- Ensure custodial staff are invited and available to attend.
- Determine any special guests to invite
- Ask the principal to say a few kind words at the presentation
- Decide if a meal will be provided
- Coordinate with PTO/community group if applicable
- Send reminders to all helpers and food donors

Decorations & Theme Setup

- Create and post signs and posters
- Decorate custodian door
- Put up marquee message

Care Kits (Bee's Knees Theme)

- Collect items for Bee's Knees Care Kits
- Print labels and affix to water bottles and candy bars
- Assemble Care Kits
- Insert thank-you notes into Care Kits

Presentation Prep & Execution

- Set up presentation area before the event (placement of trash cans, space for students, etc.).
- Assign staff to help manage student movement and behavior during the activity.
- Decide who will present the care kits (students or staff).
- Secure materials for the "Thank You Toss" activity (trash cans or bags and soft items/bean bags).
- Plan student participation roles (who tosses, who helps, where they stand).

Marketing, Media & Documentation

- Post promotional message on school Facebook page (before the event)
- Take photos/videos of:
 - Decorations
 - Preparation
 - Presentation
 - Include photos with honorees

Post-Event (Required Reporting)

- Post at least 5 photos/videos and a summary on:
 - School page
 - Utrust Awards & Eligibility App
- Upload to the App up to 3 appreciation notes for award consideration
- Compile a short highlight video and share with honorees (Optional)

Extra, Extra Read All About It... Thanks

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.

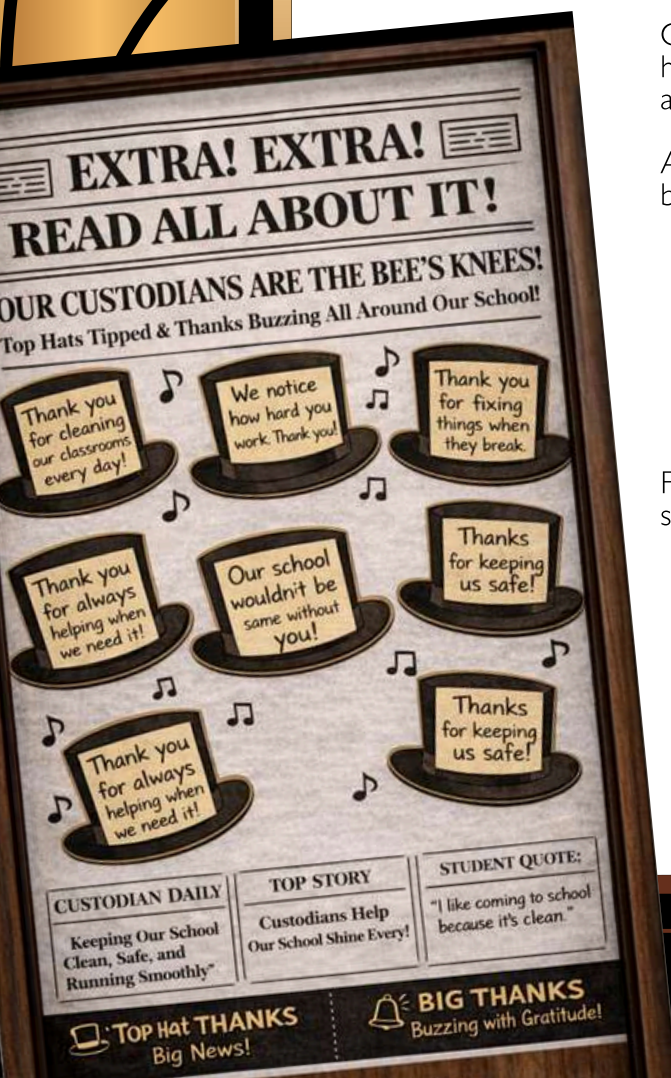
Add optional newspaper-style sections near the bottom of the door, such as:

- 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!"

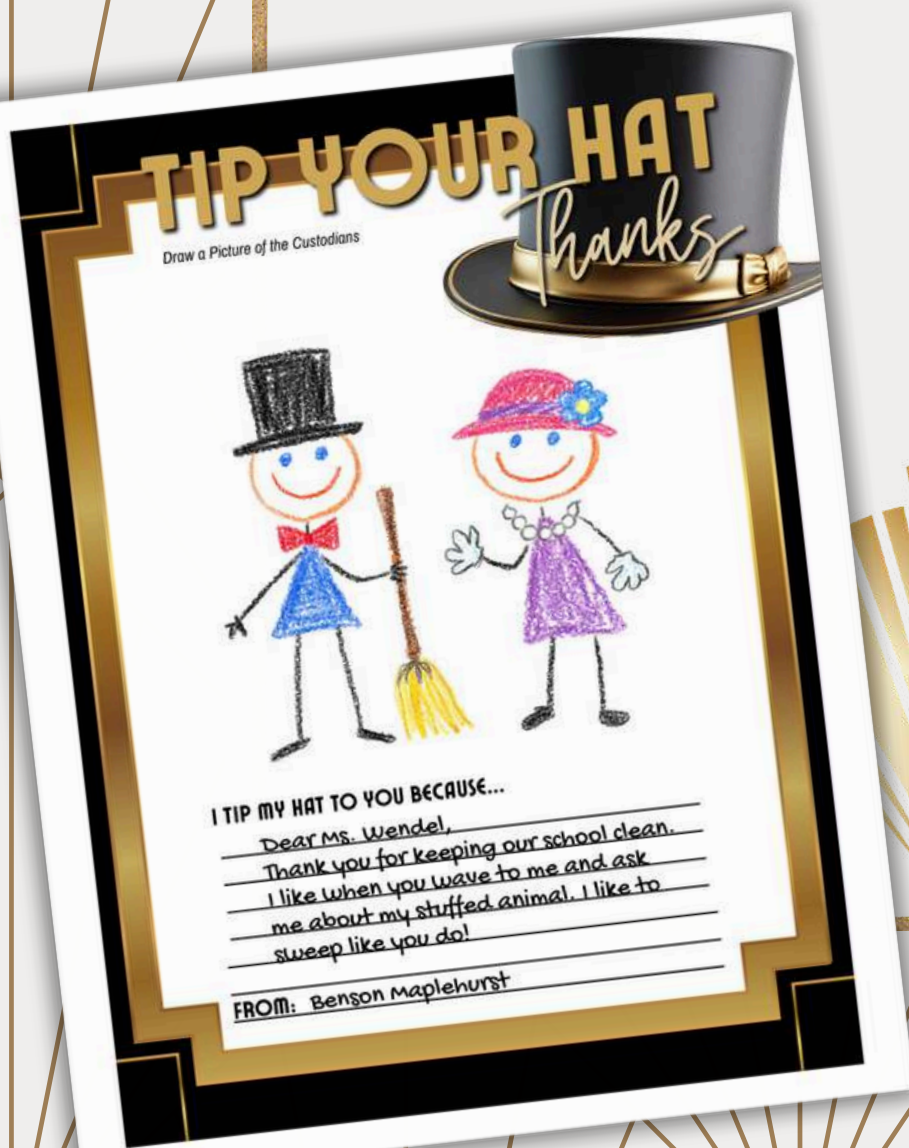
When complete, the door will look like a front-page newspaper filled with good news, celebrating the custodians with student voices, gratitude, and Roaring 1920s flair.



TIP YOUR HAT

Thanks

- Provide top hat-shaped thank-you note templates, along with pencils, crayons, markers, and pens. Students may also write their notes on plain paper if they prefer.
- Encourage students to draw a picture and use the prompt "I tip my hat to you because..." to thank custodians for keeping the school clean, safe, and welcoming.

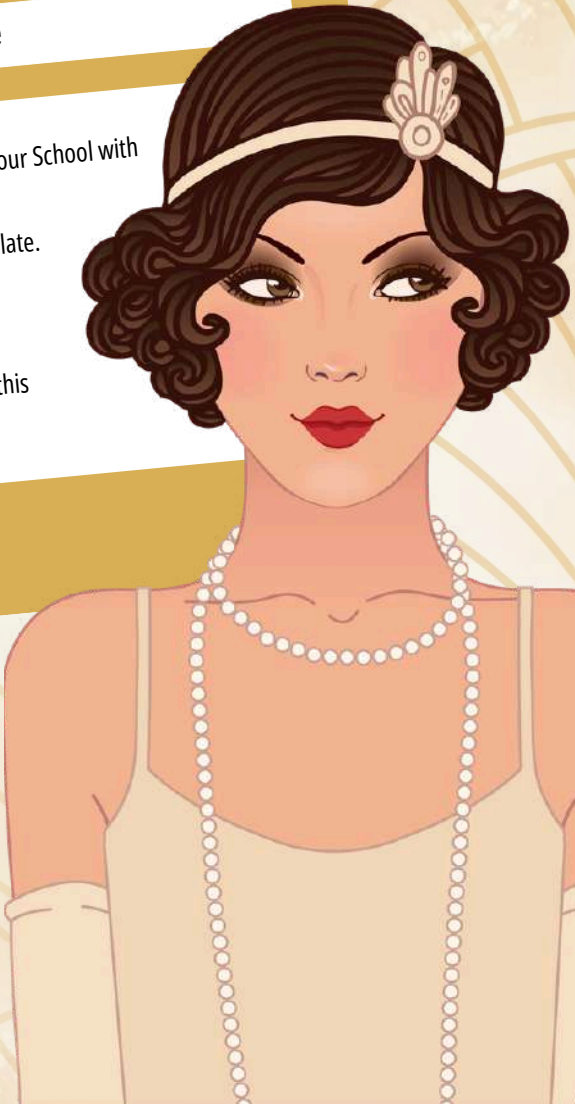


REQUEST OF PARENTS

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 Custodian Appreciation Day at our School with a Roaring 20s Era Theme.

Please help your child write a heartfelt note to a custodian 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

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.

REQUEST OF PARENTS

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Custodian Appreciation Day at our School with
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You are encouraged to write a note to them as well.

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and honors them too!

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

Sincerely, [Your Name]



CUSTODIAN
APPRECIATION DAY `26

Roaring 20's Era

REQUEST OF PARENTS

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On _____ we celebrate
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Please help your child write a heartfelt note to a
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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]



CUSTODIAN
APPRECIATION DAY `26

Roaring 20's Era

TIP YOUR HAT

Thanks

Draw a Picture of a Custodian.

I TIP MY HAT TO YOU BECAUSE...

TIP YOUR HAT

Thanks

Draw a Picture of a Custodian.

I TIP MY HAT TO YOU BECAUSE...

THANK YOU!



FROM:

CUSTODIAN DAY
APPRECIATION DAY '26

Cat's Meow Presentation

I. WELCOME + INTRODUCTION

Coordinator (or Chosen MC) Script:

- "Extra! Extra! Read all about it!
- We have some very important news today!" (Pause for attention)
- "Today is a very special day! We are here to celebrate our custodians — the people who help keep our school clean and safe every day.
- They help us have clean floors, empty trash cans, and happy classrooms.
- Let's give them a BIG clap!" (Pause for clapping)
- "Today, we're going to say THANK YOU with a fun game and a chant!"

2. "THANK YOU TOSS" ACTIVITY

Setup:

- Custodians hold a trash can or trash bag
- Use bean bags or crumpled paper

Coordinator (or Chosen MC) Script:

- "I need a few helpers to come up!"
- (Call students up in small groups)
- "Our custodians help keep our school clean every day. We can help too!
- When we clean up after ourselves, we make our school a better place for everyone.
- So today, we're going to practice helping!"
- "When it's your turn, toss your 'trash' into the bin. Our custodians are going to help us!"

3. CHANT (CALL & REPEAT)

Coordinator/MC says, kids repeat:

- "Sparkle and shine!"
 - (kids repeat)
- "You help us all the time!"
 - (kids repeat)
- "Hip hip — HOORAY!"
 - (kids repeat)
- Thanks for cleaning every day!"
 - (kids repeat)

4. CARE KIT PRESENTATION

Coordinator Script:

- "Extra! Extra! More good news! We have a special surprise for our custodians!"

Option A: Student Helpers

(Select a few students ahead of time)

- "Friends, come help me pass these out."

(Students hand care kits to custodians)

- "Let's say thank you as we give them their gifts!"

Option B: Staff Present

- "Teachers are going to help pass out these special gifts to our custodians."

5. GRAND FINALE

Coordinator/MC Script:

- "Extra! Extra! One last headline! Our custodians are the best!"
- "Let's give them one BIG cheer!"
- "Everyone count with me... 1... 2... 3..."

Call and Repeat:

- "Hip hip — HOORAY!" (students repeat)
- "Thanks for cleaning every day!" (students repeat)
- Clap and cheer

Optional:

- "Let's take a quick picture to remember this special day!"
- Take a group picture

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





Principal Teaching Moment

(have principal read over intercom or during the presentation)

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

Good morning, everyone!

This week, we are going back in time to the Roaring 1920s! The 1920s were full of music, fun, and people working together.

That reminds me of our school — because we have people here who help us every day.

Our custodians take care of our school. They keep it clean, safe, and ready for us. They fix things when they break and help everything run smoothly.

In 1920s words, they are the bee’s knees — that means they are the best! Because of them, our school is a great place to learn and play.

Today, let’s say THANK YOU!

Be sure to write a “Top Hat of Thanks” to show your appreciation.

Even a small thank you can make someone smile. Our custodians are very important, and we are so lucky to have them!

Let’s show them how much we care!



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

Get Creative:

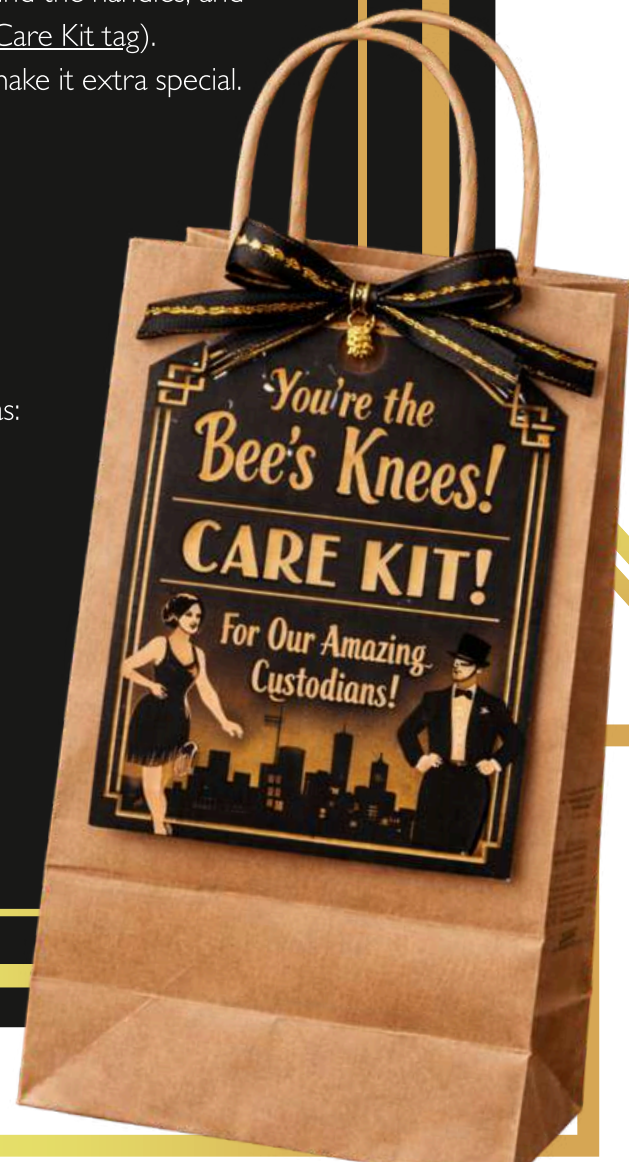
- Decorate brown paper gift bags in a Roaring 1920s style using black, gold, and cream colors.
- Add Art Deco patterns, top hats, gold bees, jazz notes, or city skyline silhouettes.
- Include fun phrases like “You’re the Bee’s Knees!”, “Top Hat of Thanks”, or “The Cat’s Meow!”
- Tie black-and-gold ribbon, 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.

Put It Together:

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)



Candy Bar Label



**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 decorative geometric patterns consisting of thin, light-colored lines radiating from a central point, some forming a grid-like structure. On the right side, there are large, overlapping, stylized shapes in shades of gold and yellow, resembling a large letter 'A' or a series of parallel lines that create a sense of depth and movement.

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](#)