

# Principal APPRECIATION DAY



## Primary Packet

Coordinator Checklists

Retro Diner Menu of Appreciation

Vinyls of Thanks

For the Record Thanks

Request of Parents/Note to Parents

Blank Note Template

Coloring Page

Cool Cat Presentation

Social Media Posts

Rockin' Report Announcements

Twist and Shout Messages

Jukebox Goodies

Water bottles & chocolate bars

Posters

Grant Requirement & Awards

50's Theme



# School Coordinator Checklist

1. 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 the Utrust Awards & Eligibility App for a chance to win the Shining Star Awards. More details on the Awards page.

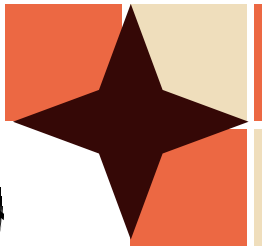
5. Upload up to 3 pics of your best appreciation notes for a chance to win. (See awards page for details)

1. Invite the principal or assistant principal to say some honoring words during the presentation.
2. Decide activities for the appreciation day.
3. Schedule a date and time for the presentation.
4. Determine any special guests to be invited to participate.
  - Put up the marquee message.
  - Invite a community, school group or PTO to provide a meal if you decided to do so.
  - Post the Signs and Posters.
  - Send reminders to those who have agreed to provide items or help for the day.
  - Wrap chocolate bars and waters for goodie bags.
  - Collect items for goodie bags, decorate and fill them.
  - Make 50s Era Announcements

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

# Retro Diner

## Menu of Appreciation



Create a Diner Menu of Thanks to honor the principal. Use a fun diner theme with bright colors, playful lettering, and a cheerful design.

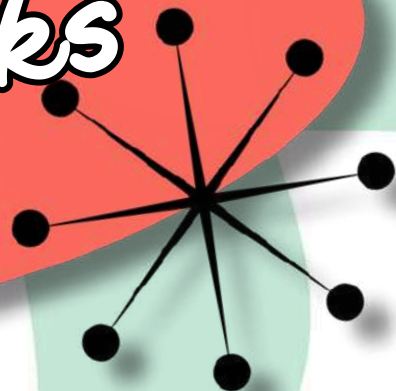
Click [here](#) for canva template for students to edit if they wish. The menu could include Breakfast Specials, Lunch Specials, Sweet Treats, and Drinks.

You can create diner-style menu items such as Morning Motivation Pancakes, The Big Decision Burger, Appreciation Apple Pie, or "You've Got This" Root Beer Float. Include a short description explaining how each item represents the principal's leadership, kindness, and support for the school.

Encourage teamwork, creativity, and positive language. Finished menus will be shared with the principal as a fun and meaningful way to say thank you.



# Vinyls of Thanks



Create a jukebox-themed door display to honor the principal.

Gather large sheets of brightly colored butcher paper to build a retro jukebox—enough to cover the principal's door and form the rounded top, chrome-style sides, glowing light panels, and center window.

Cut and layer the paper to design the jukebox shape, adding fun details such as buttons, neon stripes, music notes, and metallic "chrome" made from foil or silver paper.

Create vinyl-style thank-you records to decorate around the jukebox.

Write fun record-style thank-you titles for the principal.

Examples include:

- "Johnny B. Good?—More Like Our Principal B. Great!"
- "Good Golly, Greatest Principal in Town!"
- "Leader on Repeat—Because You're Awesome!"
- "Rockin' the Schoolhouse!"
- "Greatest Hits of Leadership!"
- "Thanks for keeping our school rockin'!"
- "Your leadership is always a hit!"

When all the records are complete, place them around the jukebox on the door—framing the sides, forming a border, or creating a "Wall of Hits" near the entry.

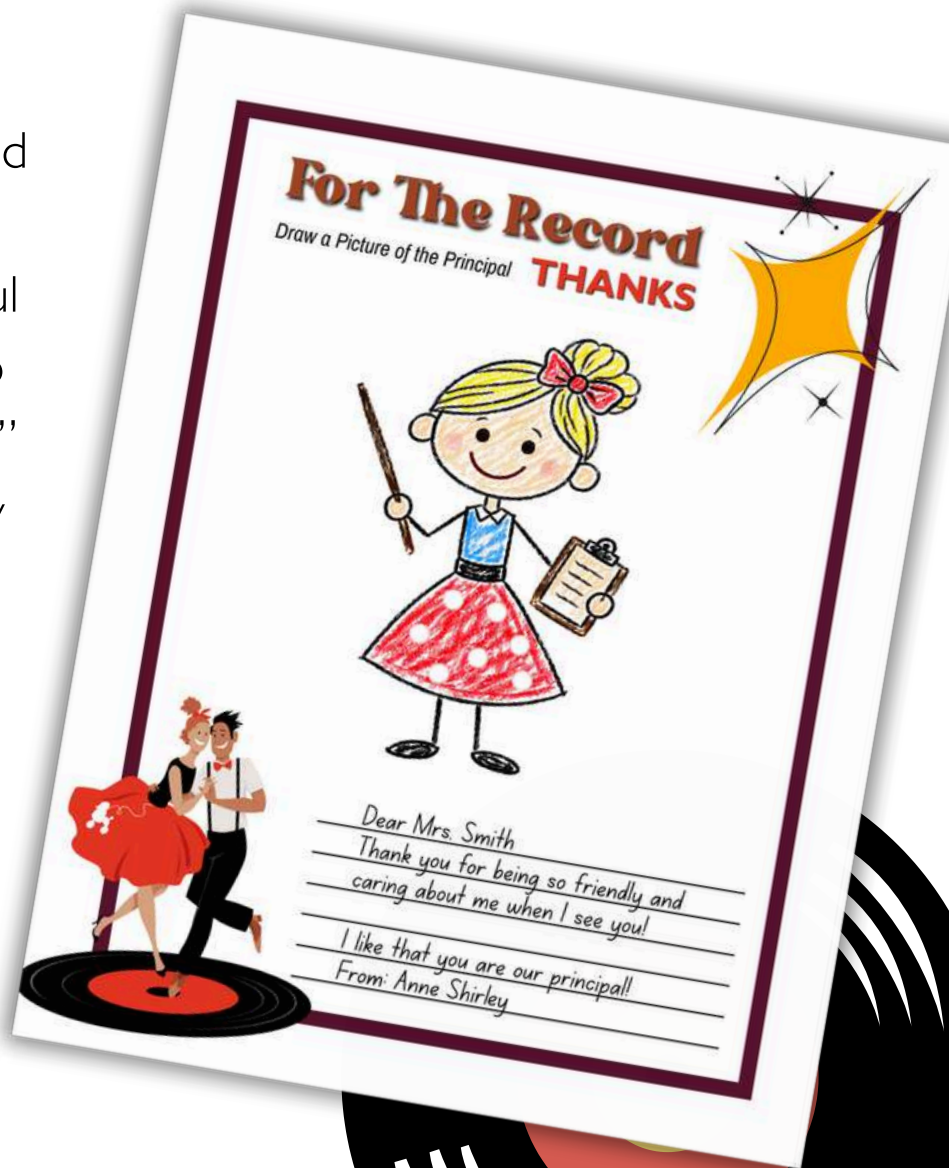
Finish by adding a title above the jukebox such as "Our Principal Rocks!", "Greatest Hits of Leadership" or "Thanks for Keepin' Our School Rockin' and Rollin'!"



# For the Record Thanks

(WHOLE SCHOOL INVOLVEMENT)

Provide note templates and coloring page, along with pens, markers, and colorful stickers. Students may also create their own “records” on notebook paper if they prefer.

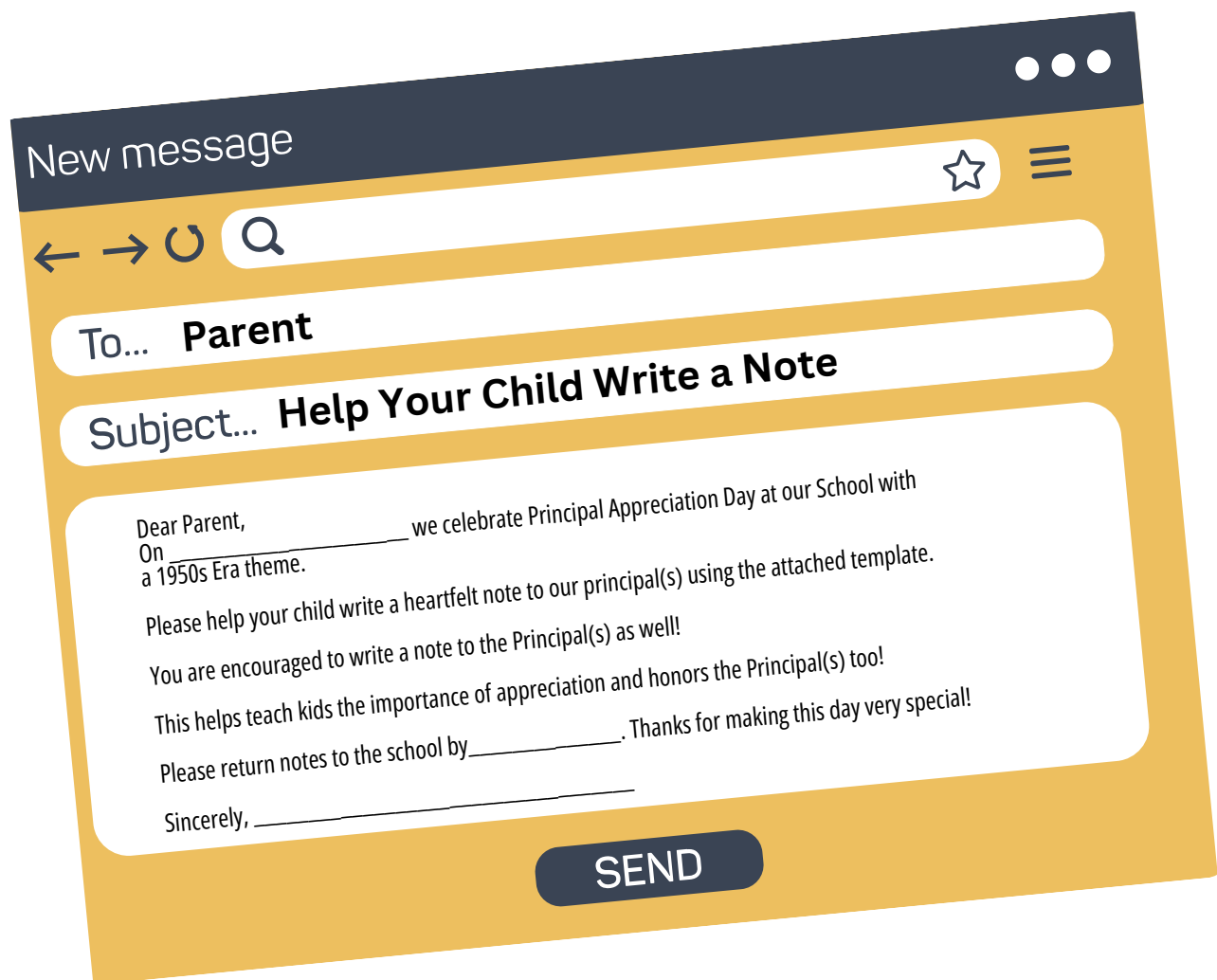


# Request of Parents

*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**



The image shows a stylized screenshot of an email client interface. At the top, it says "New message" in a dark blue header. Below the header is a search bar with a magnifying glass icon and a star icon. The "To..." field is filled with "Parent". The "Subject..." field is filled with "Help Your Child Write a Note". The main body of the email contains the following text:

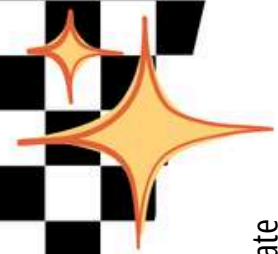
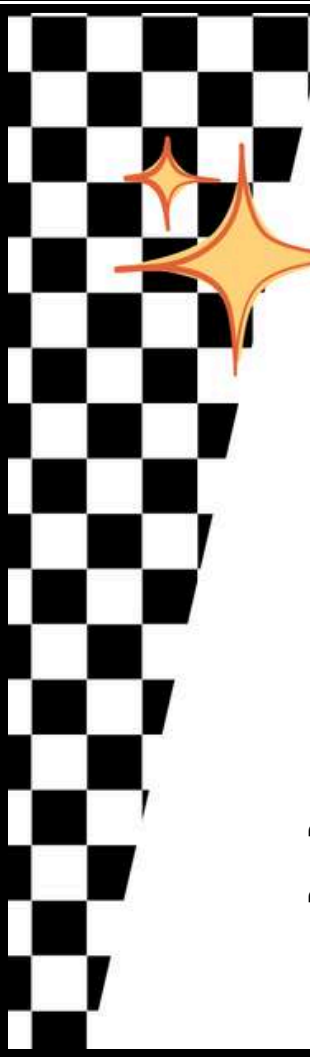
Dear Parent,  
On \_\_\_\_\_ we celebrate Principal Appreciation Day at our School with a 1950s Era theme.  
Please help your child write a heartfelt note to our principal(s) using the attached template.  
You are encouraged to write a note to the Principal(s) as well!  
This helps teach kids the importance of appreciation and honors the Principal(s) too!  
Please return notes to the school by \_\_\_\_\_. Thanks for making this day very special!  
Sincerely, \_\_\_\_\_

At the bottom right of the email body is a dark blue button with the word "SEND" in white capital letters.

**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.**



Dear Parent,  
On \_\_\_\_\_ we celebrate  
Principal Appreciation Day at our School with  
a 1950s Era theme.

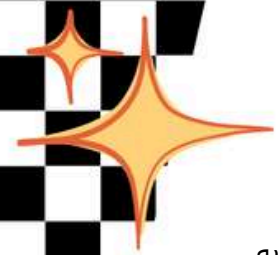
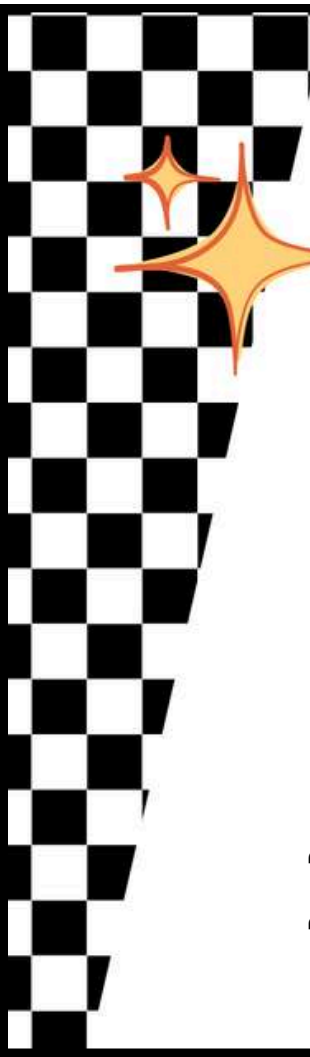

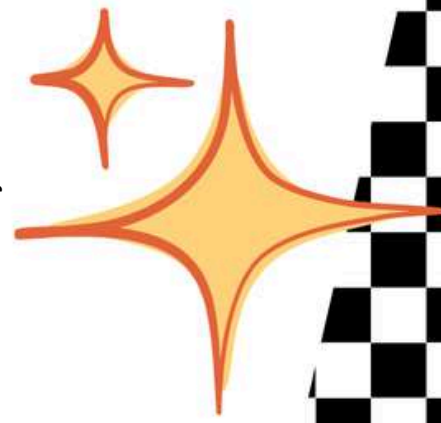
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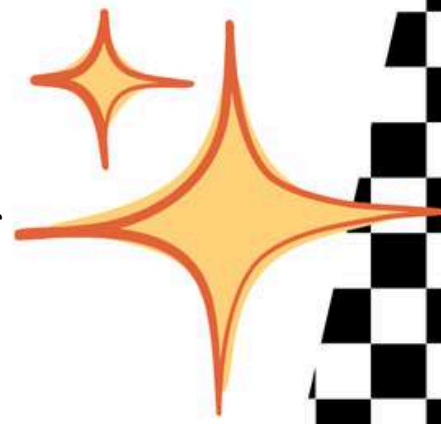
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Thanks for making this day very special!

Sincerely, \_\_\_\_\_





# Thank You!

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from: \_\_\_\_\_

**PRINCIPAL**  
APPRECIATION DAY '27

# Cool Cat Presentation

## What to Prep Ahead of Time

1. Music
  - Choose one 1950s-style song (instrumental or kid-friendly)
  - Have it queued and ready (30–45 seconds)
2. Simple Props (optional but helpful)
  - Paper records or music notes
  - Sunglasses or scarves for a few students
  - Small backdrop or sign (ex: “Sock Hop Celebration”)
3. Goodie Bags ready to present
4. Space Setup
  - Clear a small “dance area” in front
  - Have students seated where they can easily stand and move

### 1. Coordinator starts presentation:

“Hey there, cool cats! Today we are celebrating someone very special—our principal!”

“Our principal helps our school every day. They keep us safe, help us learn, and take care of all of us.”

“Principal [Name], we are so thankful for you!”

“Friends, let’s say it together... THANK YOU!”

Students respond:  
“THANK YOU!”

### 2. Sock Hop Dance Party

Coordinator invites principal forward  
“Now it’s time to celebrate 1950s style... with a Sock Hop Dance Party!”

“Principal [Name], come dance with us!”

Start music

Coordinator leads simple actions:

- “Clap your hands!”
- “Twist side to side!”
- “Spin around!”
- “Stomp your feet!”

### 3. Simple Chant

“You help us every day!”

Students repeat

“In a rockin’ kind of way!”

Students repeat

“Hey hey, hip hooray—”

Students repeat

**Optional:** Play the 1950s Era Video and/or the Song

### 4. Presentation of Goodies

Coordinator hands gift directly or invite 2–3 students to walk up and help hand it over

“Now let’s take a picture with our rockin’ principal!”

## Lunch Ideas

### Main Dishes

**The Big Cheese Sliders**  
**Cool Cat Chicken Sandwiches**

### Sides

**Rockin’ Pasta Salad**  
**Classic Counter Chips**

### Desserts

**Brownie Boogie Bites**  
**Sock Hop Sugar Cookies**

### Drinks

**Fresh-Squeezed Lemonade**  
**Jukebox Punch**

**Escort the principal to a 1950s diner-style luncheon if one is planned**

50s Era Video

Song Video

# Social Media Posts

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

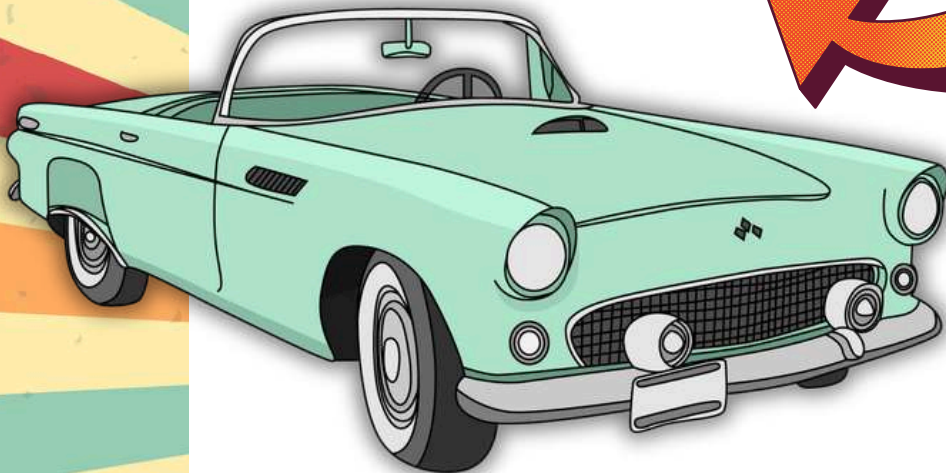
**POST 1:** Well hello there, Cool Cats! Today we're celebrating our rock-and-roll principal—the one who keeps our school swingin' in the right direction every single day. Drop a note of appreciation below!  
#PrincipalAppreciation #1950s theme

**POST 2:** Our principal is the Big Cheese of our school—leading with heart, fairness, and a whole lot of care. Thanks for making our school the coolest hangout in town!  
#PrincipalAppreciation #1950s theme

**POST 3:** Let's hear it for our principal! From keeping things running smoothly to cheering students on, our leader keeps the good times rollin' and the school rockin'. We sure appreciate you!  
#PrincipalAppreciation #1950s theme

**POST 4:** Hats off to our cool cat principal! Thank you for leading with kindness, keeping things fair, and always being there when students and staff need support. You're truly the bee's knees!  
#PrincipalAppreciation #1950s theme

[Download Graphic Here](#)





# Rockin' Report

## ANNOUNCEMENTS



*Day 1: School  
Coordinator Teaching  
Moment*

**Have the School  
Coordinator read this  
on day one of  
announcements**

### **“Leaders That Rock!” — Celebrating Our Principals, 1950s Style!**

Good morning, everyone!

This week, we are celebrating our principals — 1950s style!

The 1950s were full of fun music, dancing, and people working together. Our principals help our school every day in a big way!

They keep our school running smoothly, help solve problems, and take care of students and teachers. They help make our school a happy and safe place to learn.

Our principals are the coolest cats — that means they are really great!

So this week, let's celebrate our awesome leaders! Be sure to write a thank you note to your principal to show you care.

Let's give them a big THANK YOU and lots of school spirit! They help keep our school rockin' and rollin' every day!

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

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

# Twist & Shout Messages

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

School Name

Our Principal Keeps Our  
School Rockin to Success!

Principal Appreciation Day

February, 2027

School Name

Thanks to Our Principal  
For Being the Cool Cat in Charge

Principal Appreciation Day

February 2027

**Principal  
Appreciation  
Day**

# Jukebox Goodies

## Get Creative!

Create a 1950's-style jukebox to honor the principal. Choose one of these options:

### Option 1: Brown Paper Bag Jukebox

Decorate the front of a brown paper bag to look like a 50's jukebox.

Use bright colors, chrome edges, and fun phrases like:

- "Our Principal Rocks!"
- "Serving Up Thanks!"
- Tie colorful yarn on the handles and add the principal's name.

### Option 2: Cardboard Jukebox With a Removable Lid

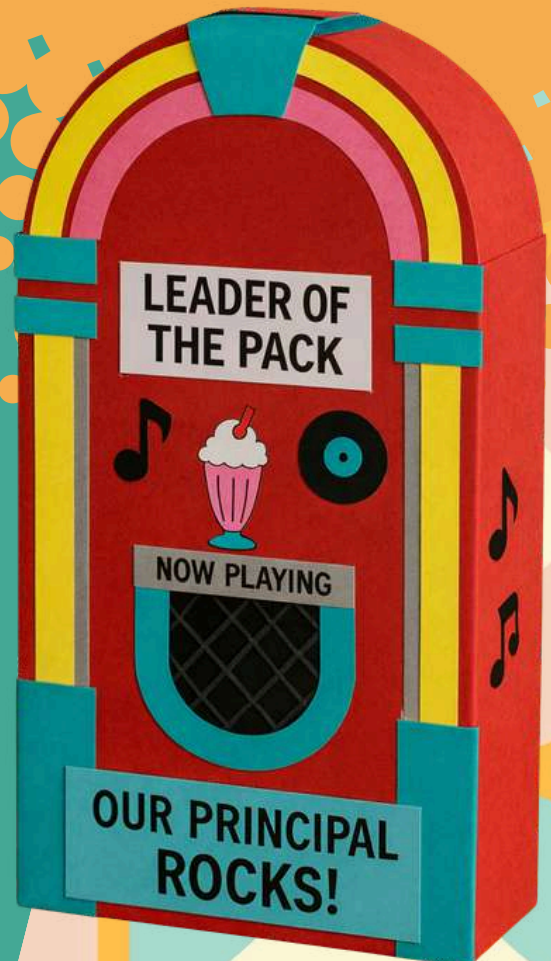
1. Use a shoebox or small cardboard box.
  - Stand it upright (like a tall rectangle).
2. Cut off the top lid carefully and save it.
  - This will become the "removable top" of the jukebox.
3. Decorate the box to look like a 1950's jukebox.
  - Add a rounded arch, chrome trim, speakers, and a song list window.
  - Use bright 50's colors: teal, red, pink, yellow, and black.
4. Decorate the separate lid to match the top of the jukebox.
  - You may need to add a paper "arch" shape to make it look rounded.
5. Place the lid back on so the jukebox looks complete

## Take Action!

- Ask a school or community group to donate goodies.

Label each treat with 50's-style names, such as:

- "Rockin' Rewards"
- "Good Vibes Treat"
- "Record-Breaker Snack"
- "No. 1 Hit Goodie"







Thanks for Keeping Us  
Shakin', Rockin' and  
Rollin' to Success!



**NUTRITIONAL FACTS**

*Amount per Serving*

Fun.....100%  
Laughs.....100%  
Memories.....100%  
Smiles.....100%

Ingredients: *Made with Love*



Principal Appreciation Day





Thanks for Keeping Us  
Shakin', Rockin' and  
Rollin' to Success!



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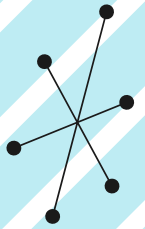


Principal Appreciation Day



*Thanks for Keeping Us Shakin'  
Rattlin' & Rollin' to Success*

*Principal Appreciation Day*



*Principal Appreciation Day*

*Thanks for  
Keeping Us  
Rockin' to  
Success!*



*Thanks for Keeping  
Us Rockin' to Success!*

PRINCIPAL APPRECIATION DAY





Thank you for  
keeping our school  
'Greased Lightning'  
and running  
smooth!



Thank you for  
keeping our school  
'Greased Lightning'  
and running  
smooth!



Thanks for Shakin',  
Rattlin' and Rollin' Us  
Towards Success!



Thanks for Shakin',  
Rattlin' and Rollin' Us  
Towards Success!



Thanks for Shakin',  
Rattlin' and Rollin' Us  
Towards Success!



Thanks for Shakin'  
Rattlin' and Rollin' Us  
Towards Success!





*Principal Appreciation Day*

***PRINCIPALS  
MAKE OUR  
SCHOOL A  
SOCK HOP  
OF  
SUCCESS  
EVERY  
DAY!***



*Thank our Principal Today!*



**THANKS TO OUR  
PRINCIPAL**



**FOR BEING THE  
COOL CAT  
IN CHARGE**

# Grant Requirements & Awards

**DEADLINE  
FRIDAY  
FEB 19**



## **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, Feb 19

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

[\*\*ACCESS THE APP\*\*](#)