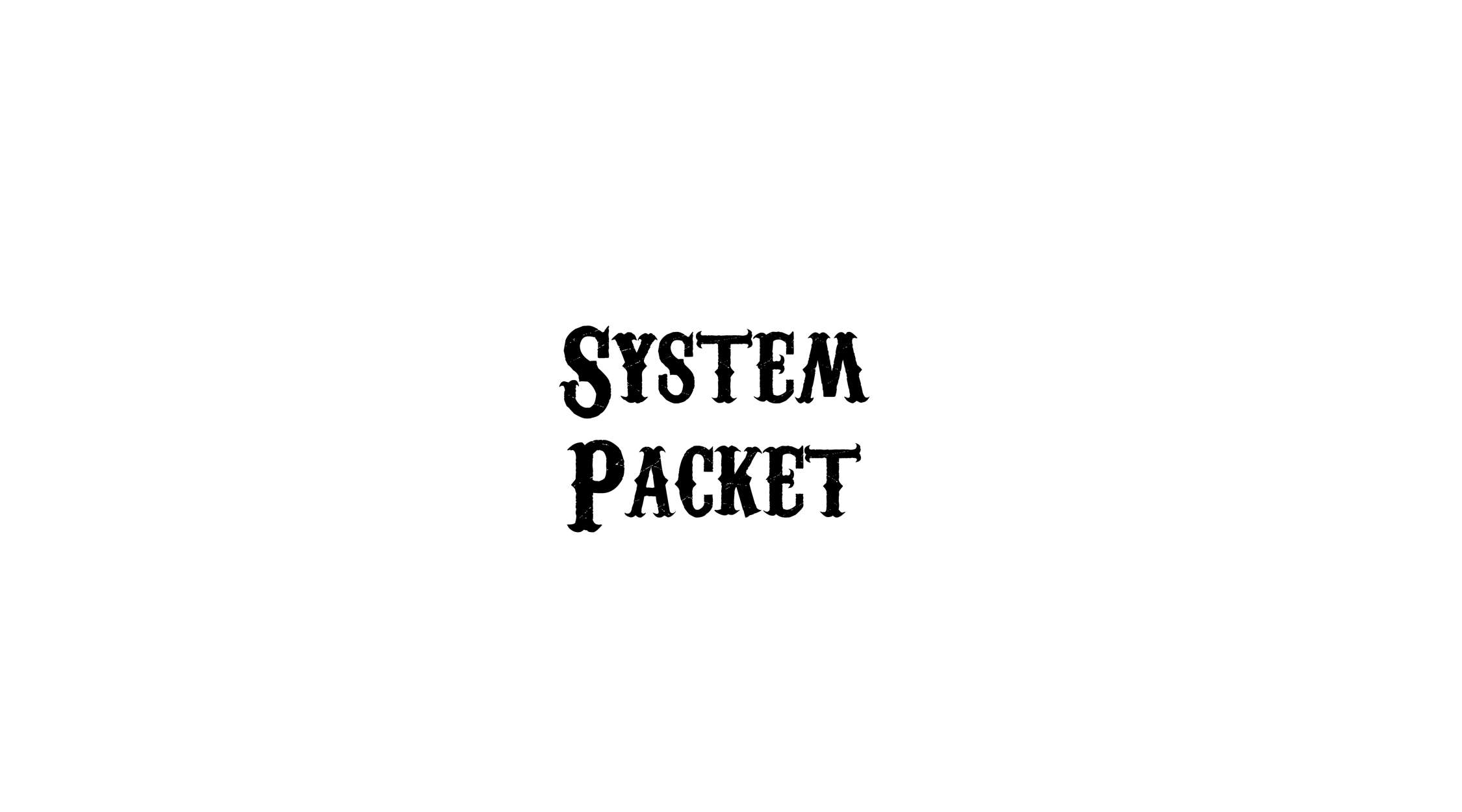
Image



**MEMO TO THE BOARD.**

Use the sample memo provided or create your own to encourage school board participation in the upcoming Support Staff Appreciation Day. See page 2 for a sample.

**RESOLUTION OF APPRECIATION.**

The resolution declares April 4, 2024 as Support Staff Appreciation Day. See page 3 to view the sample.

**PRESENTATION OF THE SIGNED RESOLUTION.**

Email a copy of the signed Resolution to school coordinators to post in the school for the Support Staff to see. Or,enlist school board members to present a signed copy of the Resolution to the honorees during the appreciation day. See page 4 for more information.

**NEWS RELEASE.**

Modify the included news release or write your own to send to local media outlets. See page 5 for the sample.

**WEBSITE POSTER.**

Upload the poster on your system website to inform the community of the upcoming appreciation day. See page 6 for the poster.

School secretaries

Bookkeepers

Attendance clerks

Receptionists

SROs

Teacher assistants

Nurses

**PRESENTATION TO THE BOARD.**

Prepare a short presentation for the board about Support Staff Appreciation Day. See page 7 for more information.





TO: Board of Education

FROM: Superintendent

RE:          Support Staff Appreciation Day

DATE: April \_\_\_, 2024

Please join me in honoring our Support Staff on April 4, 2024. This year we are celebrating Support Staff Appreciation Day using the theme “Coasting into Fun”. Our goal is to recognize our Support Staff using this theme because our schools would be CRAZY without them!

Our secretaries, bookkeepers, attendance clerks, receptionists, SROs, teacher assistants and nurses (delete any that do not apply to your system) make our schools a better place to learn and work.  They help keep our schools running properly. They are responsible for a variety of important duties ranging from handling paperwork to helping students learn to protecting them inside and outside the school.  Our Support Staff play a key role in the success of our schools in the many ways.

I have enclosed a Resolution that I hope the board will adopt. I encourage you to individually participate in Support Staff Appreciation Day. One of the best ways is for you to drop by a school in your district and present a signed Resolution to each of the Support Staff members.



School secretaries

Bookkeepers

Attendance clerks

Receptionists

SROs

Teacher assistants

Nurses





WHEREAS, the Support Staff in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School System is an outstanding group of dedicated school employees who care deeply about the students; and

WHEREAS, our teachers and administrators depend upon Support Staff members to prepare learning materials, operate the office and carry out business functions of the school, tutor, counsel, advise and guide individual students, protect staff and students and perform a variety of other activities that result in an improved learning environment for students and their teachers throughout the school year; and

WHEREAS, our Support Staff is made up of individuals who have shown a commitment to our schools and the students they serve; and

WHEREAS, our Support Staff bring into our schools a pleasant personality, common sense, a calm demeanor and a willingness to let others occupy the spotlight and receive credit for success; and

NOW, THEREFORE BE IT RESOLVED THAT the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Board of Education hereby establishes April 4, 2024 as Support Staff Appreciation Day; and

BE IT FURTHER RESOLVED THAT the board expresses appreciation and thanks to all the Support Staff in our school system and encourages each school to recognize and join in the celebration of these individuals on that day for the role they play in the success of our school system.

BE IT FURTHER RESOLVED THAT the board endorses the use of a Coasting into Fun theme to celebrate Support Staff members because students and adults can have fun with the theme and show intentional appreciation at the same time.

Approved by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Board of Education in regular session on \_\_\_\_\_\_\_\_\_\_\_\_, 2024.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent                                                       Board Chairman

School secretaries

Bookkeepers

Attendance clerks

Receptionists

SROs

Teacher assistants

Nurses





After the Resolution of Appreciation is signed by the Superintendent and Board Chairman, email a copy of it to each school coordinator to post in the school office for the **Support Staff** to see.

Another option is to enlist school board members to each visit the schools in his/her district and present a signed copy to each **Support Staff member** on **Support Staff Appreciation Day**.

Make sure each board member has enough copies for all the **Support Staff members** at his/her school.



School secretaries

Bookkeepers

Attendance clerks

Receptionists

SROs

Teacher assistants

Nurses





FOR IMMEDIATE RELEASE

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School System are making plans to celebrate Support Staff Appreciation Day using a Coasting into Fun theme. Support Staff Appreciation Day is set for April 4, 2024 to thank and honor Support Staff members according to the Resolution of Appreciation passed by the school board.

“We have some of the greatest Support Staff members in the State of Tennessee. It is our pleasure to set aside one day to honor and thank them for their hard work and dedication.” says Superintendent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Support Staff Appreciation Day is one of eight different days during the school year set aside to specifically honor school employees. Each appreciation day is a of part of the Utrust Appreciation Program designed to teach students about gratitude using fun themes to show thanks.

Everyone appreciates being thanked, and allowing students to lead out in the process of appreciation is a win for all involved. School employees receive much deserved appreciation while students learn to be intentional about developing and displaying an attitude of gratitude.

For information on how you can get involved in the appreciation days, contact your local schools or system administrator.

Note:You might want to attach a copy of the resolution and a photo of the chair presenting it to the longest employed Support Staff member.This will help to increase the likelihood that the local newspaper will run the story and be picked up by social media.



School secretaries

Bookkeepers

Attendance clerks

Receptionists

SROs

Teacher assistants

Nurses









Prepare a short presentation for the next Board meeting informing the school board members of the great things that happened on **Support Staff Appreciation Day** using the **Coasting into Fun** **theme**.

Choose a few of the most interesting activities that happened in your school district and highlight them.  In the 5-minute presentation, consider including pictures, videos and quotes from students and coordinators.

The goal of the presentation is to inform the board members of how the program is making a difference in the students and staff in the schools. It also gives board members a chance to join in celebrating the **Support Staff members** and to commend students for their appreciation efforts.

Additionally, it enhances public opinion of and public support for students and the schools they attend when they realize how students are showing appreciation for school staff members.



School secretaries

Bookkeepers

Attendance clerks

Receptionists

SROs

Teacher assistants

Nurses

