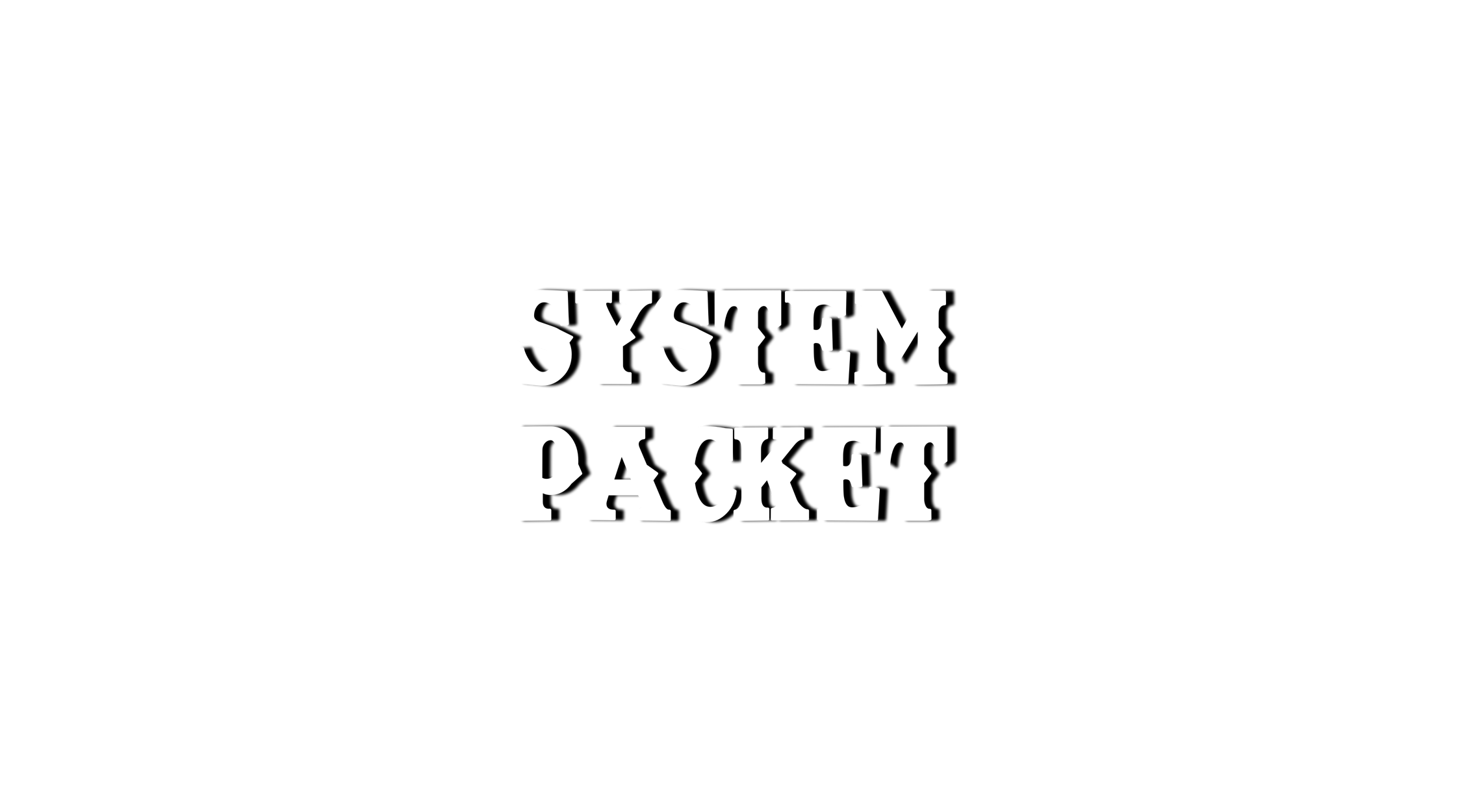
Image

**MEMO TO THE BOARD.** Use the sample memo provided or create your own to encourage school board participation in the upcoming Teacher Appreciation Day. See page 2 for a sample letter.

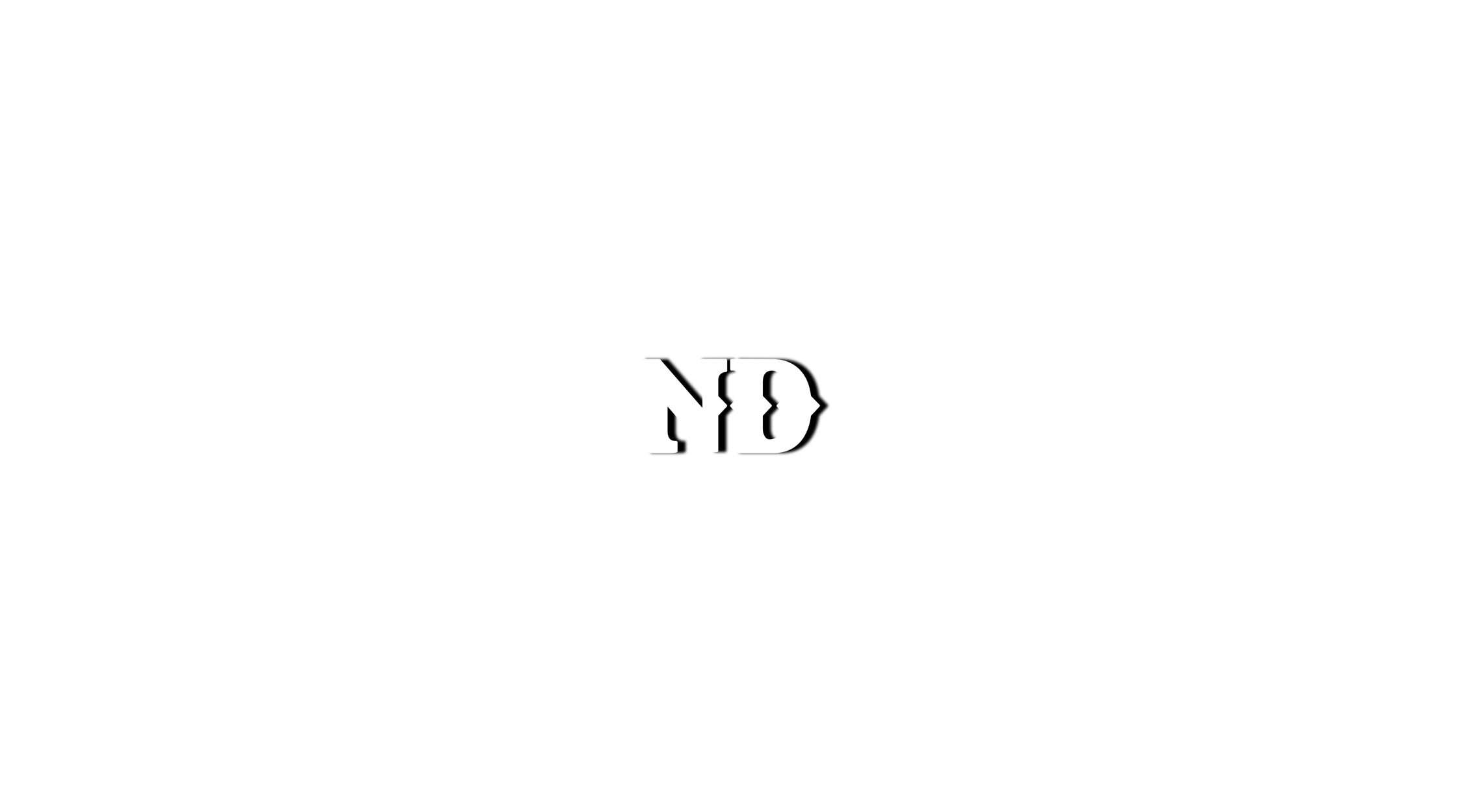
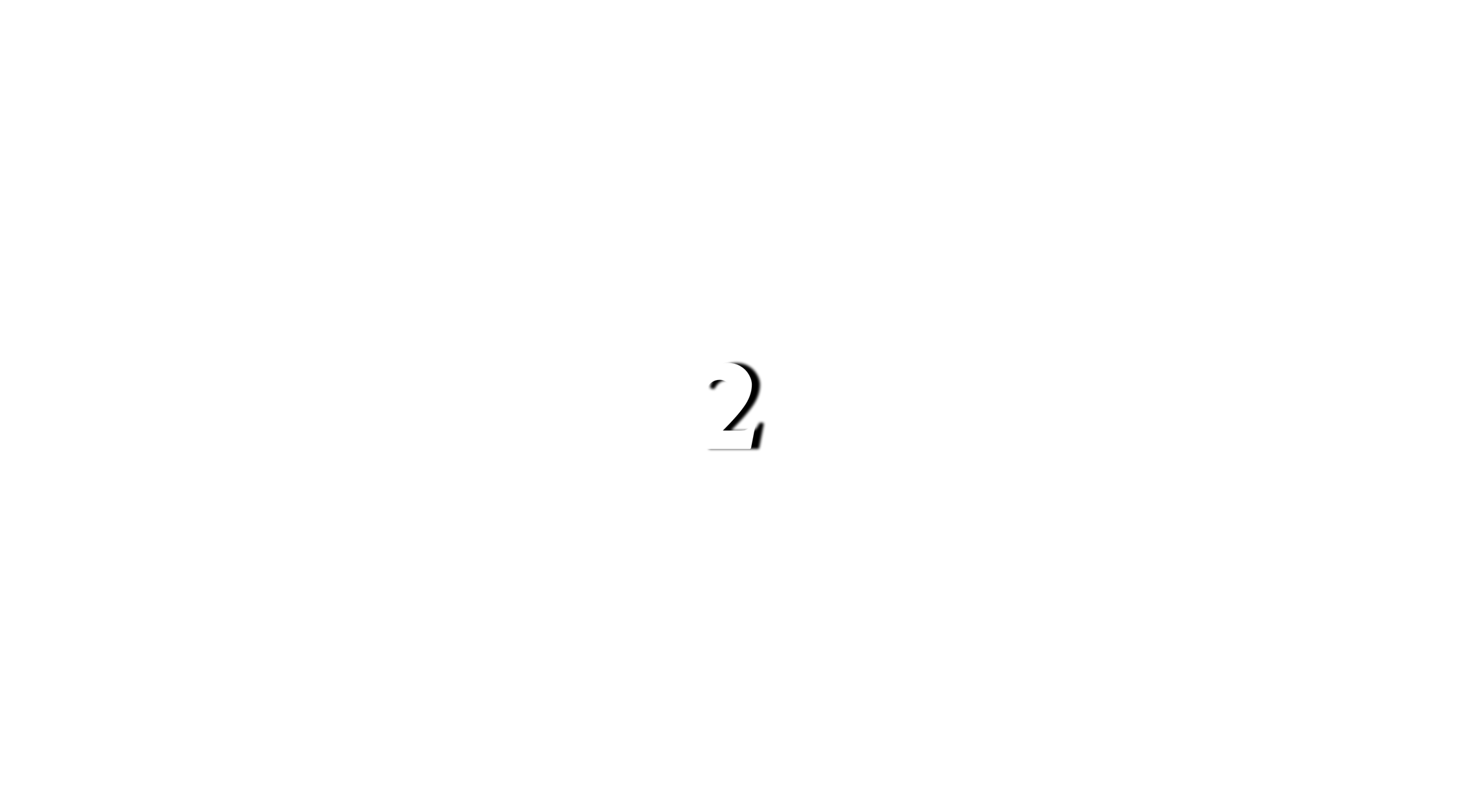
**PRESENTATION TO THE BOARD.** Prepare a short presentation for the board about Teacher Appreciation Day. See page 7 for more information.

**RESOLUTION OF APPRECIATION.** The resolution declares May 2, 2024 as Teacher Appreciation Day. See page 3 to view the sample resolution.

**Presentation of the Signed Resolution.** Email a copy of the signed Resolution to school coordinators to post in the school for the Teachers to see. Or, enlist school board members to present a signed copy of the Resolution during Teacher 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 news release.

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



Image

TO:               Board of Education

FROM:          Superintendent

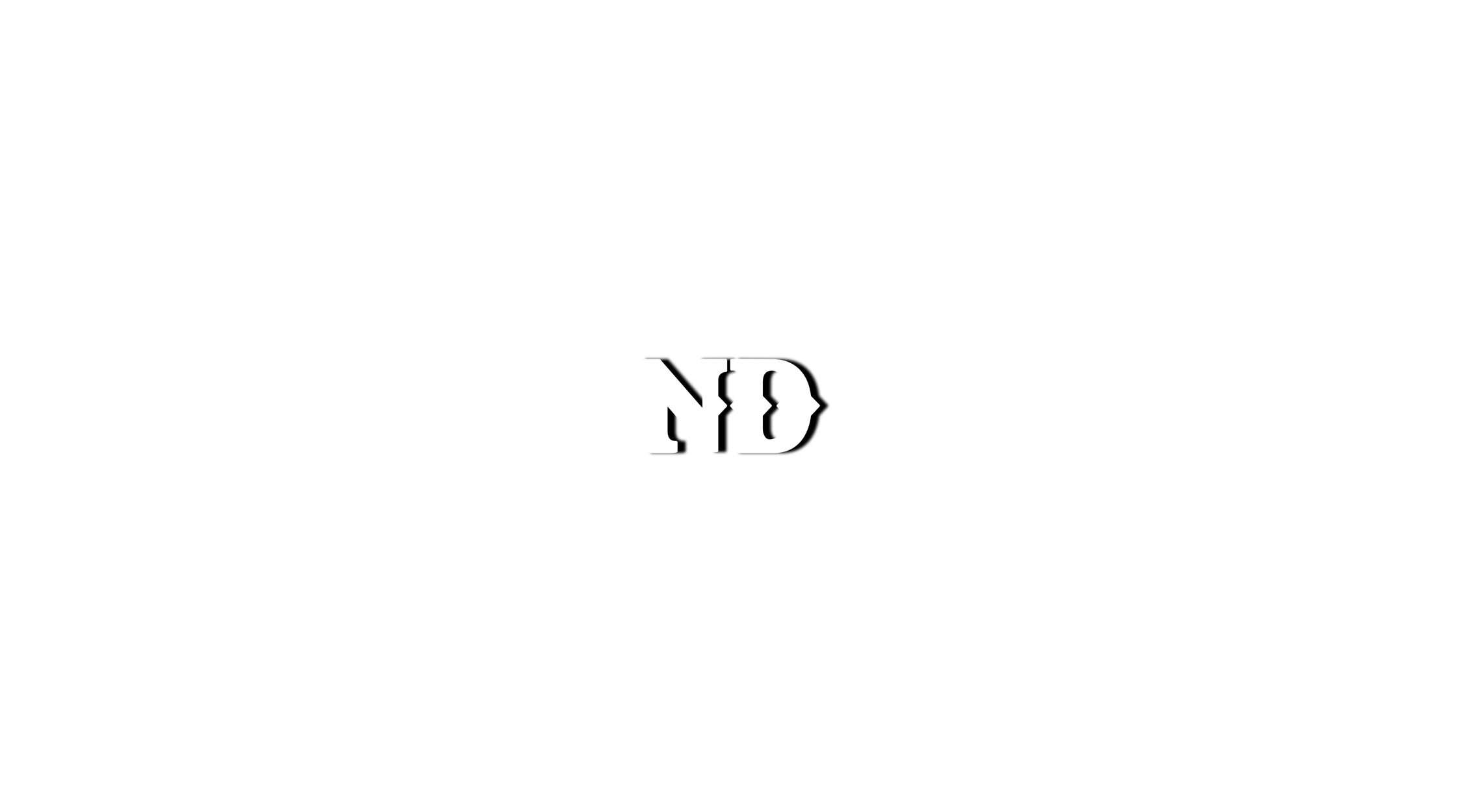
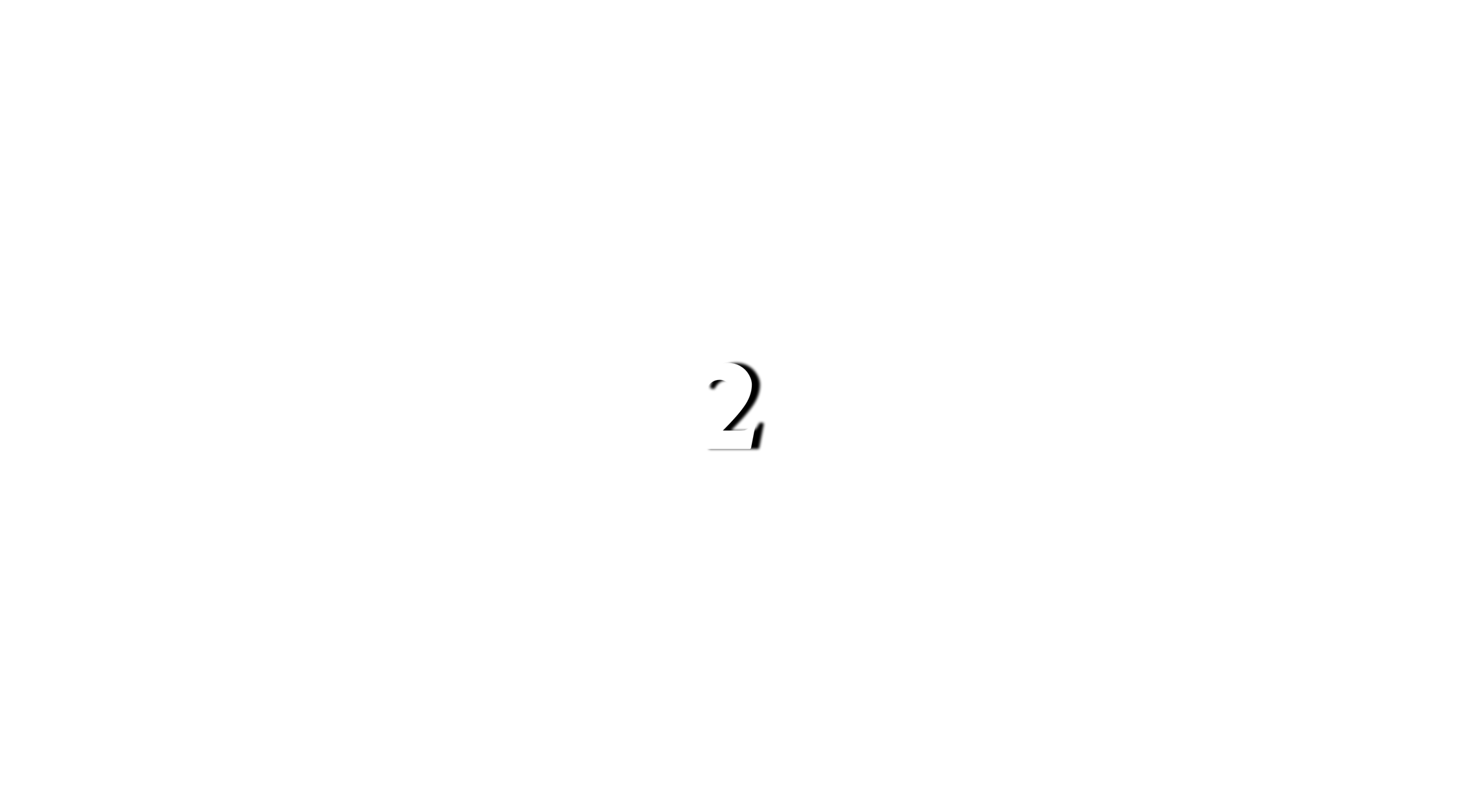
RE:               Teacher Appreciation Day

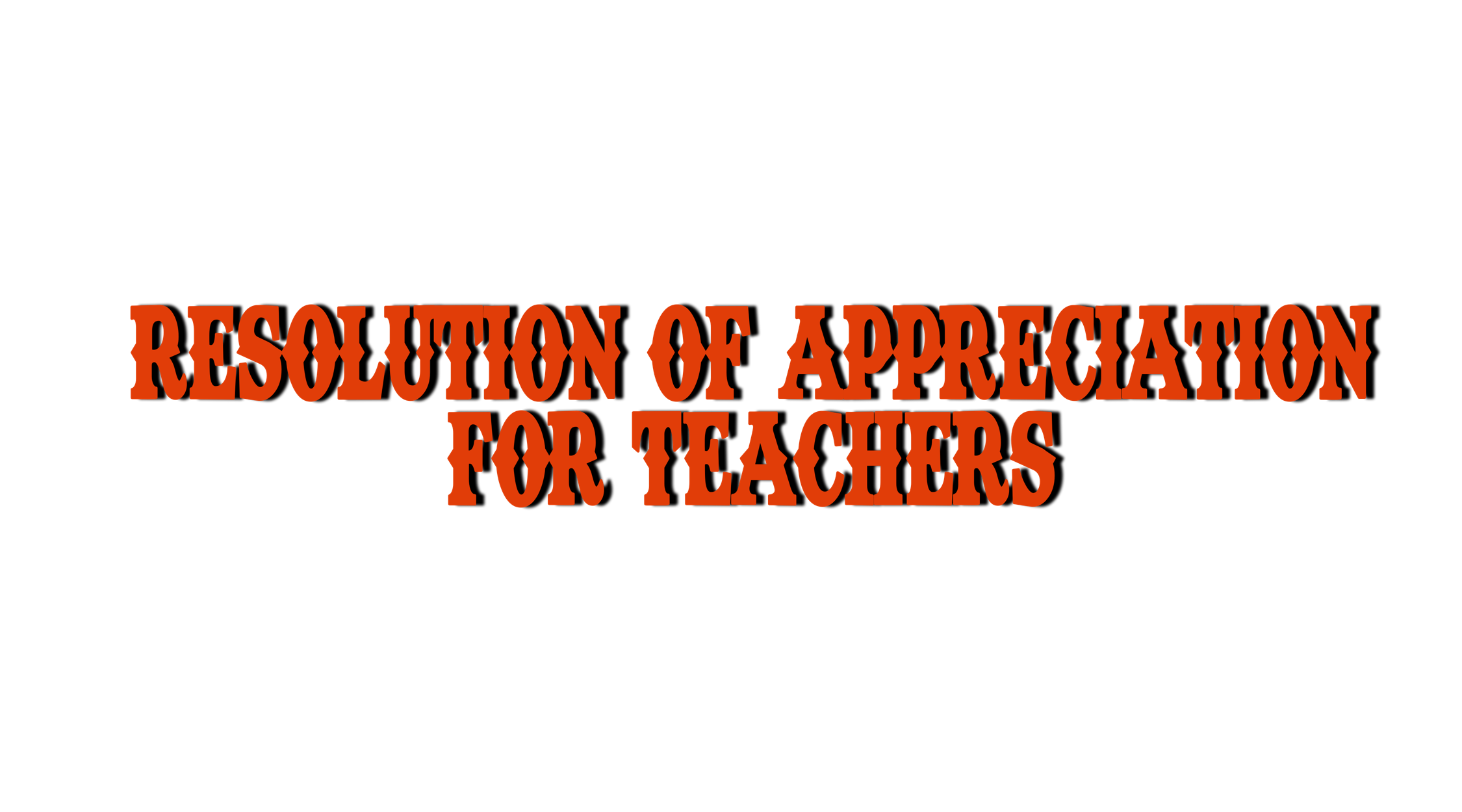
DATE:          May \_\_\_\_, 2024

Teacher Appreciation Day is set for May 2, 2024.  This is the last Utrust appreciation day we will celebrate this school year. This is an extremely important, fun and rewarding day because we are celebrating the teachers that make our students grow, learn and become better.

The theme for this year’s Teacher Appreciation Day is Road Trip Out West.  We will use this fun theme to show our teachers how much they are valued and appreciated through announcements, songs and thoughtful hand-written notes. Our teachers are very important to the success of our school system and we need to show them how valuable they are to us.

Attached is the Resolution of Appreciation which I hope you will adopt to establish Teacher Appreciation Day in our school system. It is important to thank our hard-working employees for their daily contributions to our school system.





WHEREAS, teachers create a safe and secure place for students to grow and learn while participating in daily activities; and

WHEREAS, great teachers create a passion for learning in the classroom and beyond; and

WHEREAS, teachers spend countless hours of time and energy preparing assignments, grading papers and projects, studying about issues in education, consulting with administration, parents, students, and fellow educators; and

WHEREAS, teachers nurture students and encourage them to learn in every aspect of their lives so they can become productive citizens; and

WHEREAS, effective teachers give positive and constructive advice, praise accomplishments, and adjust their teaching style to meet individual needs of students.

NOW, THEREFORE, BE IT RESOLVED the  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Board of Education recognizes the enormous contributions our teachers make on a daily basis and thereby establish May 2, 2024 as Teacher Appreciation Day in all \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Schools; and

BE IT FURTHER RESOLVED the board expresses sincere appreciation and thanks to teachers in our school system. All schools and communities are encouraged to recognize them on their special day for their contribution to the success of our school system and its students.

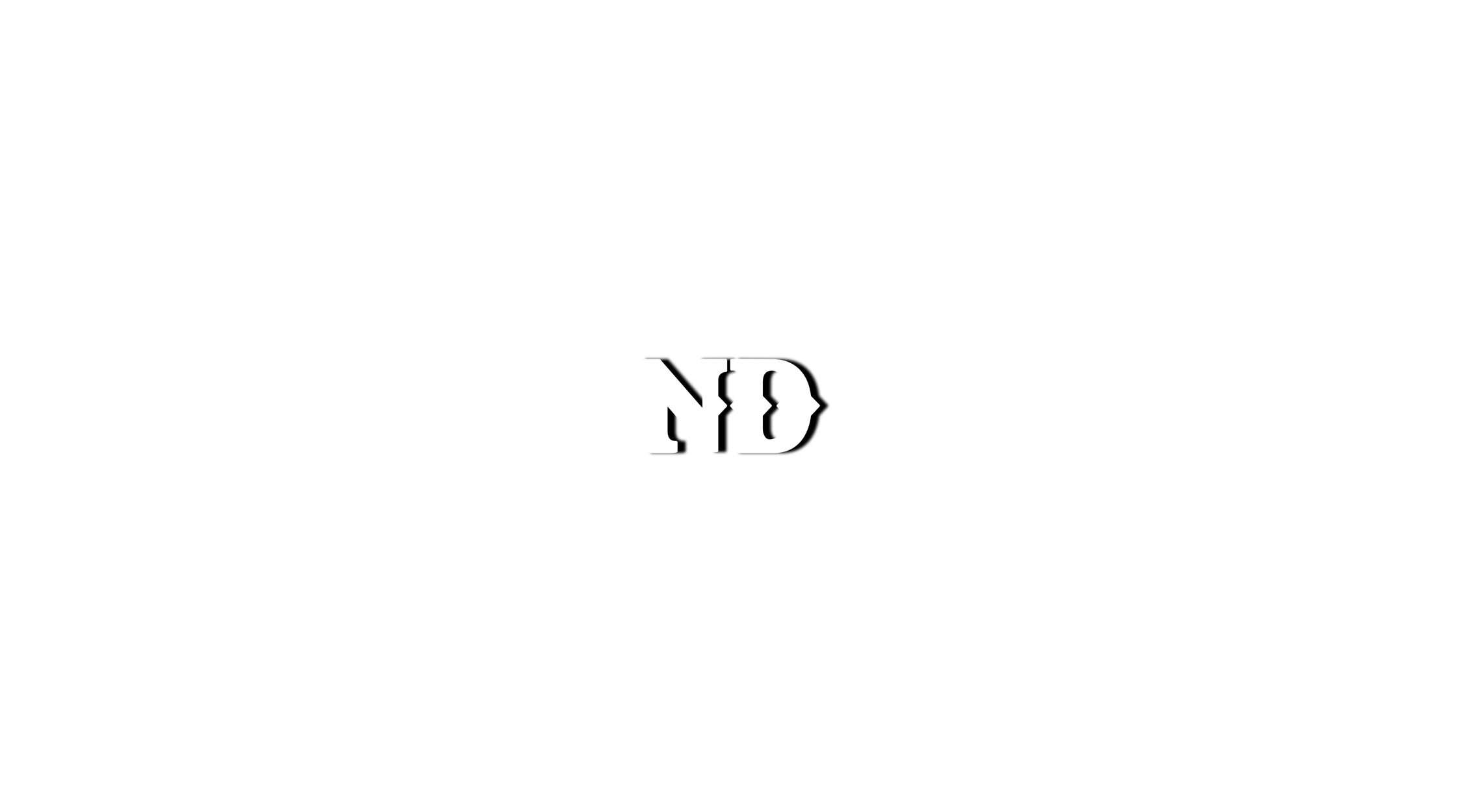
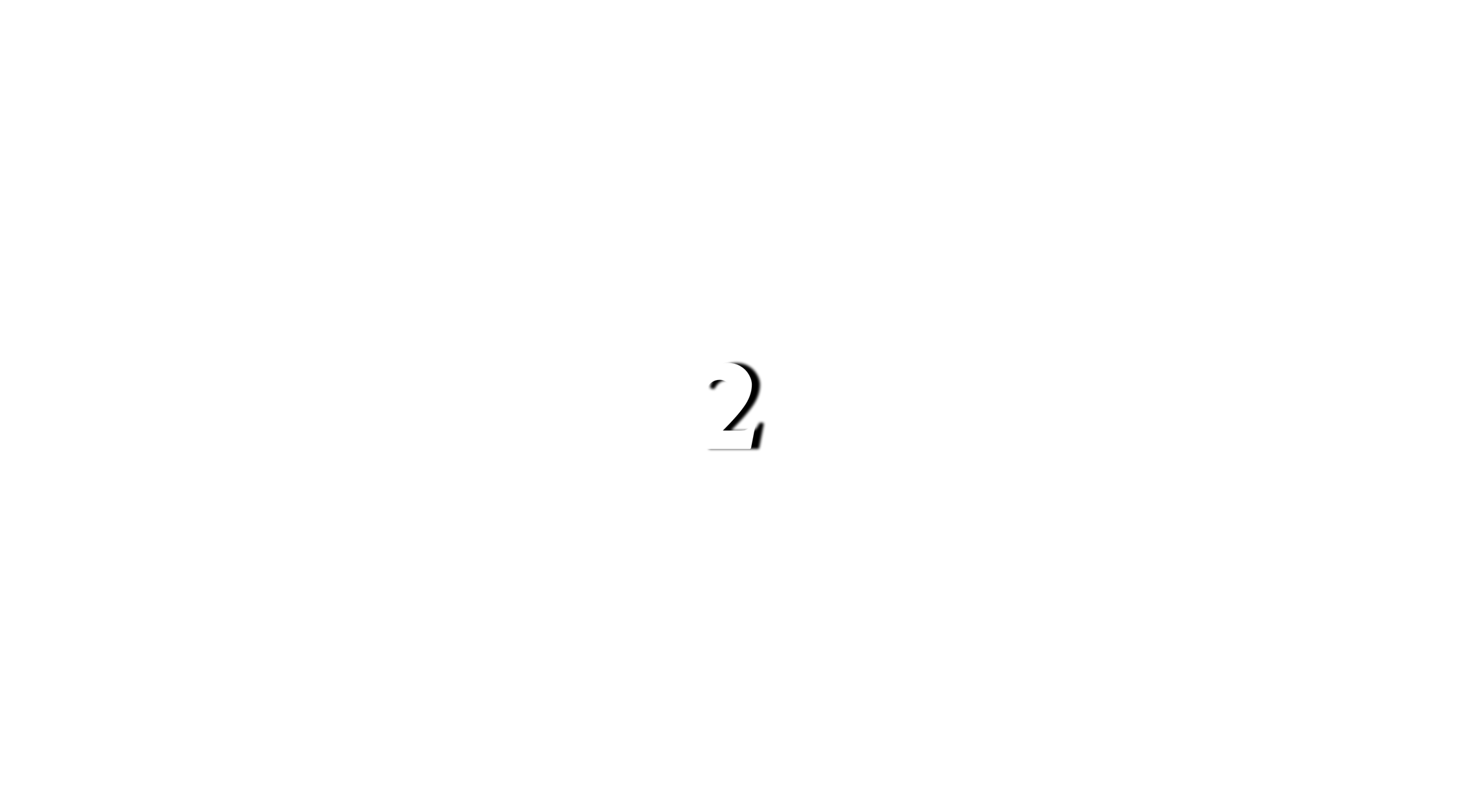
APPROVED by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Board of Education in regular session on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2024.

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

Superintendent

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

Board Chairman

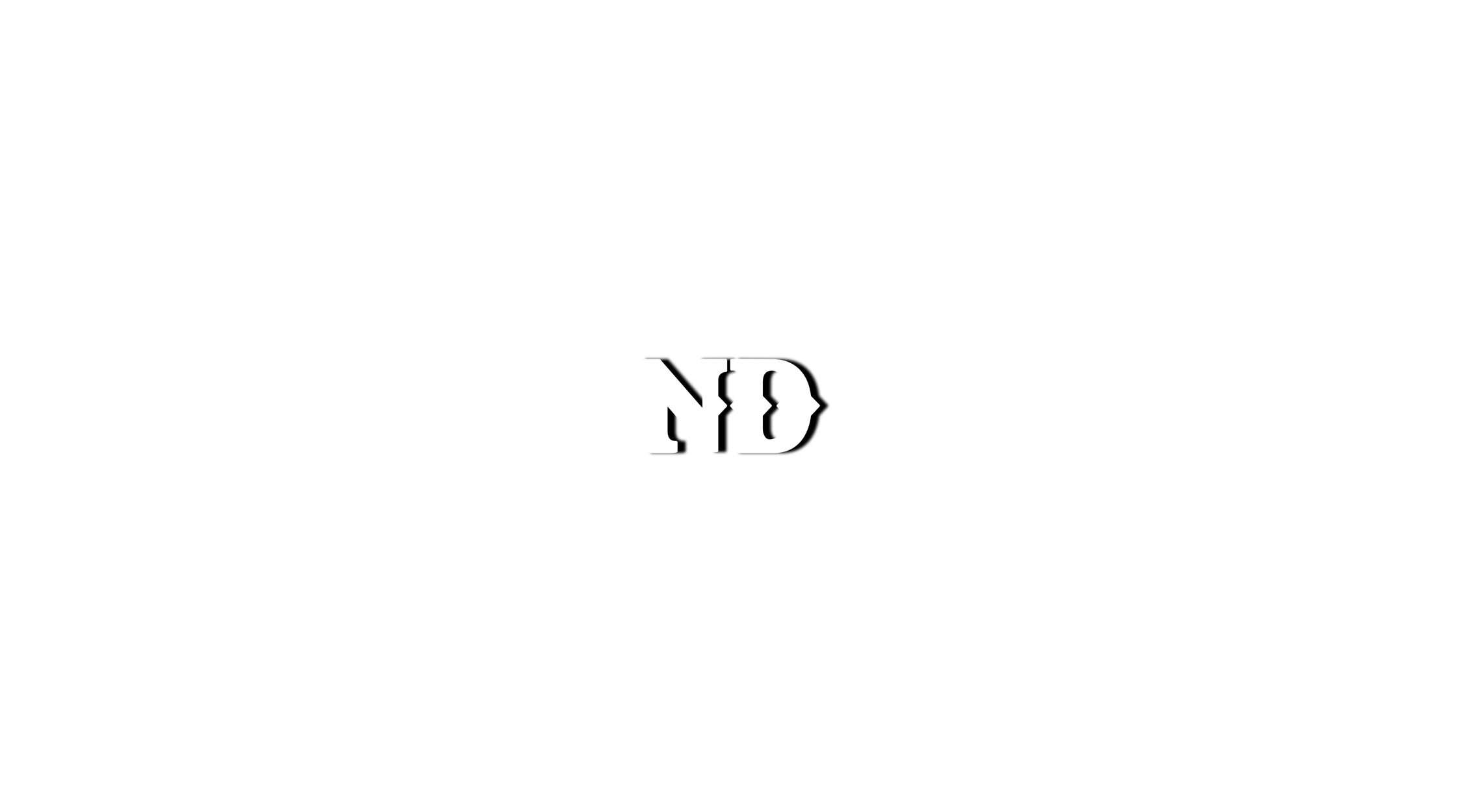
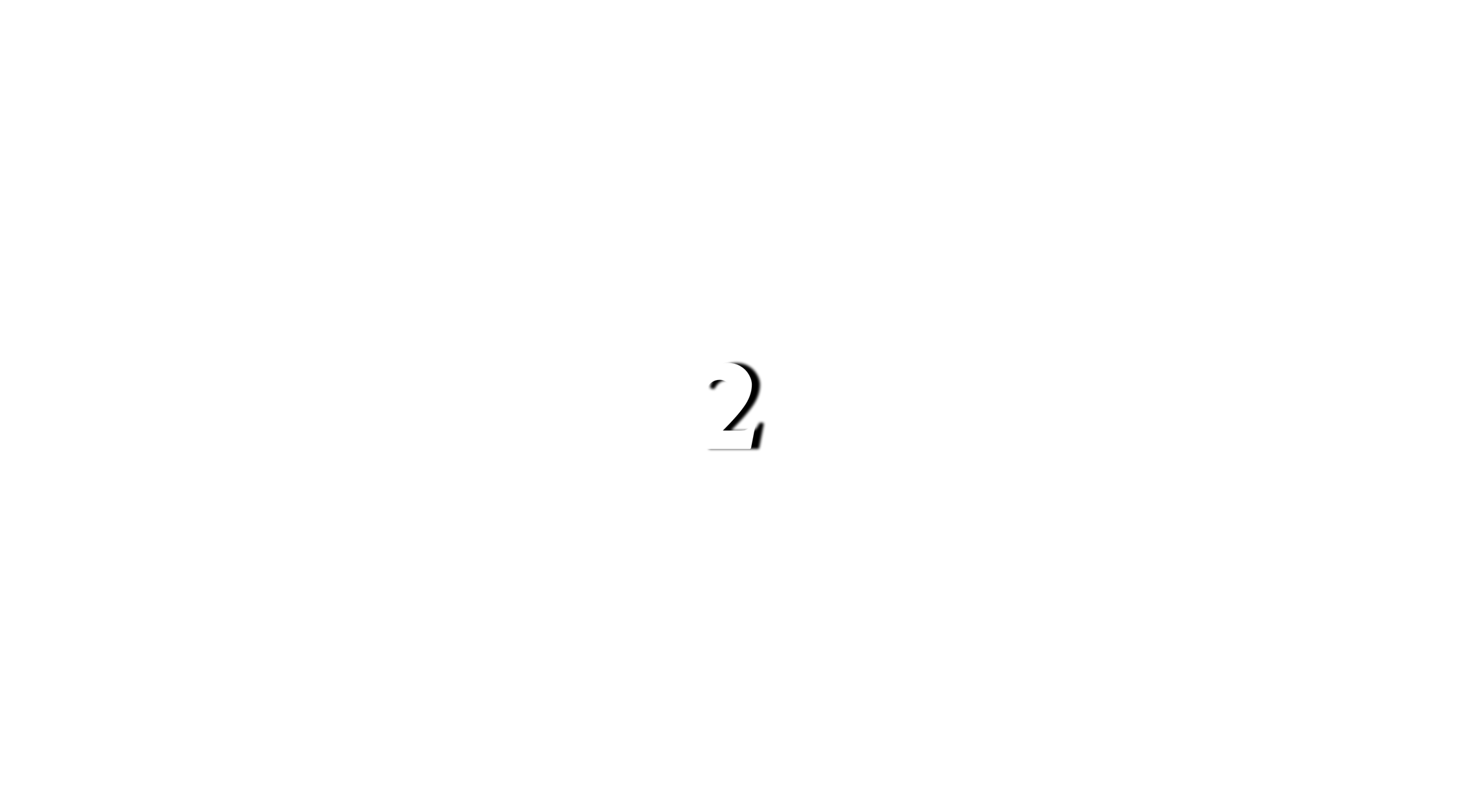




After the Resolution of Appreciation has been signed by the Superintendent and Board Chairman, email a copy of it to each school coordinator to post somewhere in the school for all the **Teachers** to see.

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

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





FOR IMMEDIATE RELEASE

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Board has passed a resolution declaring May 2, 204 as Teacher Appreciation Day using the theme Road Trip out West. Schools across the district are saying thanks to the men and women who play such an important role in their education.

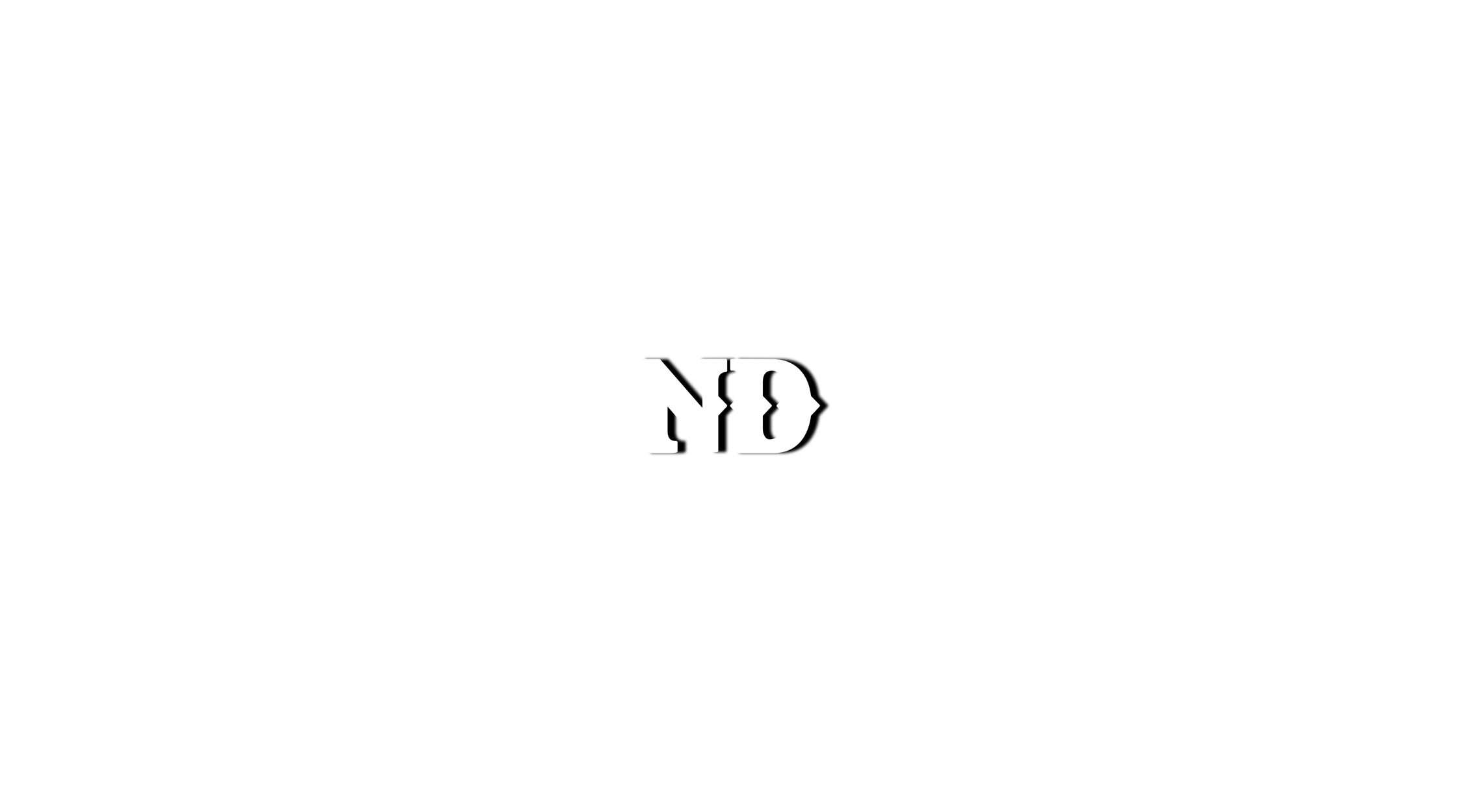
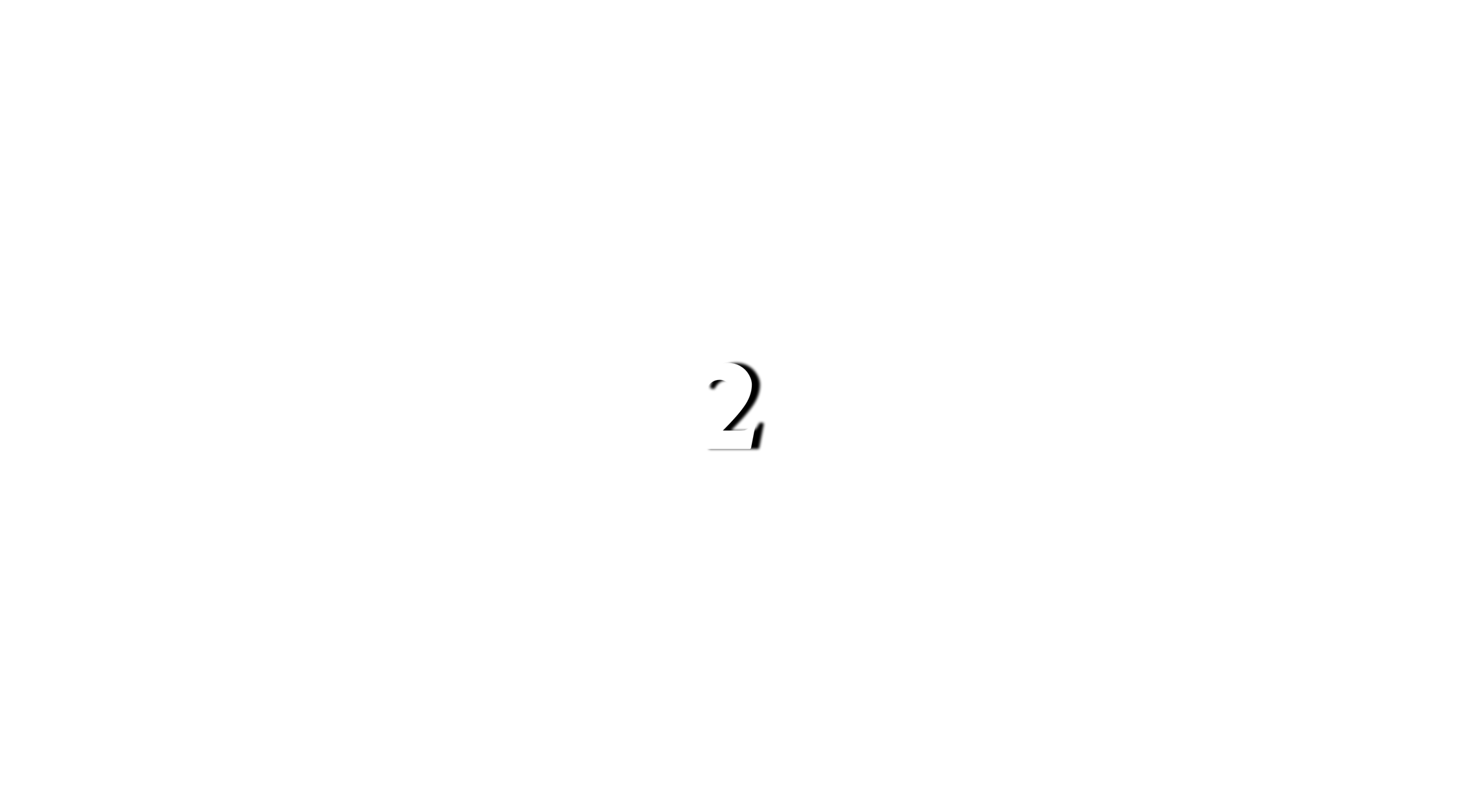
Led by the A-Teams, students across the county will be showing teachers how grateful they are for the way that teachers have helped each of them find what they need to succeed. Superintendent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ stated, “our teachers should be credited with much of the success of this fantastic school system. It is their day in and day out commitment to educating that makes a huge difference.”

Teacher Appreciation Day is the last of the eight specified days designated throughout the year to honor school system employees as part the Utrust Appreciation Program designed. The Utrust Appreciation Program strives to make appreciation a natural part of life in schools and is intended to thank employees for their work. The program is valuable in that it not only seeks to honor the various employees but also to offer an excellent teaching and learning opportunity for students.

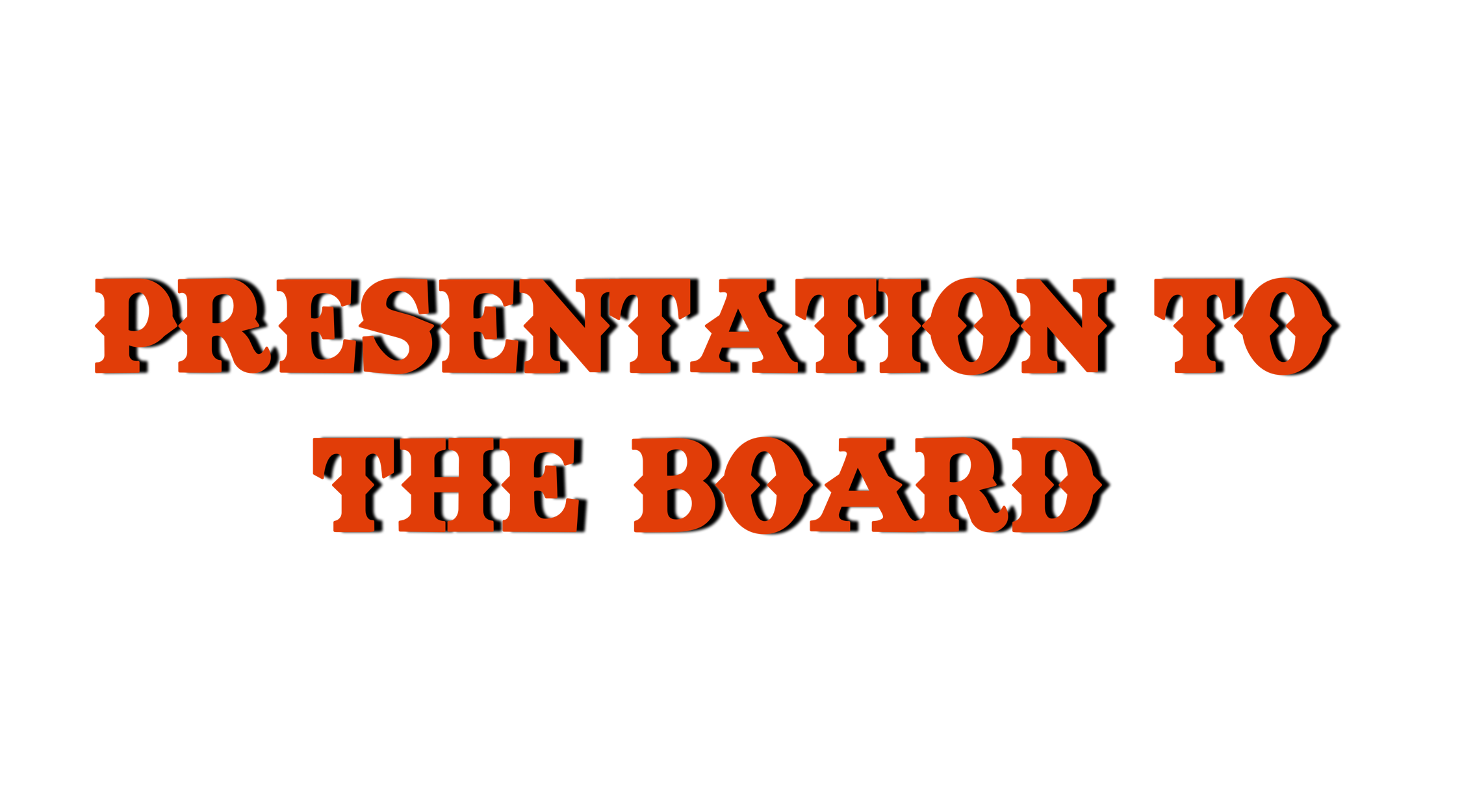
Fun themed activities for the teachers are scheduled for Teacher Appreciation Day and will be led by student teams in the schools called A-Teams. Using student leadership creates an environment for students to be intentional about developing an attitude of gratitude. Schools that have been implementing the Utrust Appreciation Day program are experiencing better overall morale for both staff and students. The staff members feel more appreciated and students learn to express appreciation not just at school but in other areas of life also.

For information on how you can help show gratitude to school employees, 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 teacher. This will help to increase the likelihood that the local newspaper will run the story and be picked up by social media.





Image

Prepare a short presentation for the next Board meeting informing the school board members of the great things that happened on **Teachers Appreciation Day** using the **Road Trip Out West** **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 **Teachers** 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.

