

# SUPPORT STAFF APPRECIATION DAY

**Coasting into Thanks (A-Team Thanks).** Create a bulletin board with each Support Staff member's face and name on roller coaster "cars".

**Wild Ride Presentation and Luncheon.** Use the skit provided as a fun and interactive presentation for the Support Staff members. Serve them during their lunch, if possible.

**Ticket to Ride Thanks. (Whole School Involvement Activity.)** Use the Ticket to Ride template provided or create your own for the students to write a thank you note to a Support Staff member for the Coasting into Thanks bulletin board.

**Popcorn Goodie Buckets.** Use inexpensive popcorn buckets and fill with theme-related items for the honorees.

**Merry Go Round Marquee Messages.** Use one of the messages to put on your school's marquee.

**This is Support Staff Day (rewritten lyrics).** Enlist a group of students to sing to the honorees during their luncheon presentation.

**Ferris Wheel Announcements.** Use the announcements to inform the student body about Support Staff Appreciation Day using the Coasting into Fun theme.

**Templates.** Use the templates provided to wrap chocolate bars and water bottles to include in the goodie bags.



# SCHOOL COORDINATOR *agenda*

School secretaries  
Bookkeepers  
Attendance clerks  
Receptionists  
SROs  
Teacher assistants  
Nurses

1. Distribute parts of the packet to the appropriate crew leaders (Action, Creative, Paparazzi).
2. Hold a planning meeting with the crew leaders to determine the following:
  - decide the activities you will do for the appreciation day
  - decide if you will do the presentation skit
    - which students will participate in the skit?
    - who will be the MC?
3. Schedule a time for presentation and notify crew advisers.



# TICKET TO RIDE THANKS

## Whole School Involvement

Use the Ticket to Ride template provided or create your own for the students to write a thank you note to a Support Staff member. Print off enough Tickets for every student to write at least one thank you note to an honoree.

Another option is to ask each student to draw out a ticket on a piece of paper and write the thank you note on the ticket. Inform the students to give all the completed notes to their teacher.

Collect the completed Tickets to Ride from every teacher and put them in the “car” of the Support Staff member on the bulletin board.

Action

# COASTING INTO THANKS

## A-Team Thanks

Take a photo of each Support Staff member. Print them out and give them to the Creative Crew.

Paparazzi

Create a bulletin board with a large roller coaster made out of construction paper. Label it “Coasting into Thanks”.

Create each car out of construction paper. Staple the sides and bottom. Leave the top open to create a “pocket”. Label each car with the face and name of a Support Staff member.

Creative

Fill each car pocket with the Ticket to Ride thank you notes written by the students.

Action



**TICKET TO RIDE**

TO:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

THANK YOU!

**TICKET TO RIDE**

**TICKET TO RIDE**

TO:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

THANK YOU!

**TICKET TO RIDE**

**TICKET TO RIDE**

TO:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

THANK YOU!

**TICKET TO RIDE**



# ACTION CREW agenda



1. Put up one of the **Merry Go Round Marquee Messages** to inform the community about Support Staff Day. See the image below for ideas.
2. Recruit 2 students to make the **Ferris Wheel Announcements** for 3 days leading up to Support Staff Day.
3. Pick up all the **Ticket to Ride** thank you notes from the teachers and put them in the car “pockets” on the **Coasting into Thanks** bulletin board.
4. Recruit a group of students to sing the rewritten lyrics live to the Support Staff members during the **Wild Ride Presentation**.
5. Recruit A-Team students to participate in the **Wild Ride Presentation**.
6. Recruit an A-Team student or another student to be the MC of the skit.
7. Enlist a community group or school club to provide suggested items for the **Popcorn Goodie Buckets**.
8. Recruit a community group or school club to provide lunch for the honorees. Use theme-related food items, if possible.
9. Recruit A-Team students to serve the Support Staff members during their luncheon.



# FERRIS WHEEL

*announcements*

Enlist 2 students to practice reading the announcements with energy and drama several times before they make them. Have fun with the announcements and make them interesting to listen to over the school intercom.

Action

Student 1	Good morning, _____ (name of school)!
Student 2	Well hey there, _____ (name of student).
Student 1	What is your favorite ride at the amusement park?
Student 2	For sure, the Ferris Wheel! I like being able to see everything from up top.
Student 1	Yea, I like that one too. What about your favorite amusement park food?
Student 2	Now that's hard... I don't know if it's deep fried oreos or a funnel cake?
Student 1	I'd say the deep fried oreos are the BEST park food ever!!
Student 2	Why all the talk about amusement parks? Those don't typically open until summer!
Student 1	You are correct, my friend, but we have a special celebration this week.
Student 2	Are we taking a field trip to an amusement park?
Student 1	No, but we are going to celebrate our support staff this week with a Coasting into Fun theme. Won't that be a blast?
Student 2	Sure. But it would be a lot more fun if we had an actual roller coaster!
Student 1	We can't quite pull that off, but we have some great ideas for showing them our gratitude.
Student 2	Can't wait to hear about them.
Student 1	I'll give you the rundown tomorrow

Day 1

Student 1	Morning! Hey everyone. Are you curious to know what we are doing this week to celebrate our Support Staff?
Student 2	For sure. But can you remind me exactly who our support staff are?
Student 1	Absolutely! (Secretary, bookkeeper, attendance clerk, SRO, school nurse, receptionist, teacher assistants - tell the names and positions of all your support staff).
Student 2	I got it! They aren't called support staff for nothing. They do a LOT around here!
Student 1	You got that right. And we are going to help them coast into fun this week as we say THANK YOU for the many things they do.
Student 2	Have you seen the bulletin board with the roller coaster on it? I almost forgot about that ride yesterday when you asked about my favorite.
Student 1	YES! Let's tell the students how we are using it to celebrate.
Student 2	We are all going to write a note of thanks to one of our support staff on a "ticket." Your teacher should have a copy for you to use, or you can draw
Student 1	Be specific when you write your thank you note. We want them to really feel the love.
Student 2	And then when you have written your note, you can tuck it into the pocket (aka the coaster ride) with the face of your support staff you are honoring.
Student 1	Those pictures are great!!! I think I might write a couple of notes.
Student 2	Me too! Ms. _____ (attendance clerk's name) has given me my share of notes to get to class, it's the least I can do to write her a note of thanks!!
Student 1	HA! It's going to be so fun for them to get all the notes tomorrow!
Student 2	I love this idea! We come up with some great stuff, huh?
Student 1	Be sure to get it done today, cause tomorrow is their special day.
Student 2	Let's do it students!!



Day 2

Student 1	Today is the Day!!
Student 2	We are celebrating our fabulous support staff today.
Student 1	They are going to have a wild ride presentation today and get to read all the notes we have for them.
Student 2	Why don't we all try to make a point to find at least one of them today and tell them thank you for keeping things running smooth here at _____ (name of school).
Student 1	Thank you (list support staff members) for all you do!
Student 2	We sure do appreciate you!!





# THIS IS SUPPORT STAFF DAY

*rewritten lyrics*

Get here, walk in the school doors  
See you, in the front office  
All smiles, that's how you greet us  
Kind words, when you speak to us

Our names, you always know them  
Attend-ance, you keep up with us  
Mon-ey, you keep it straight now  
Cop-ies, lots of announcements

(chorus)  
Oh oh oh oh  
This is support staff day  
Oh oh oh oh  
And we're celebrating you all day today  
Oh oh oh oh  
This is support staff day  
And it feels so good to get to say

Th th th thank you  
Th th th thank you

Th th th thank you



Safe-ty, you keep us safe here  
All day, watching ov-er us  
Med-check, you keep us well here  
Band-aids, make us feel better

Assist-ants, help in the classroom  
We learn, because you help us  
We are, better cause of you  
Thank you, for all that you do

(chorus)  
Oh oh oh oh  
This is support staff day  
Oh oh oh oh  
And we're celebrating you all day today  
Oh oh oh oh  
This is support staff day  
And it feels so good to get to say

Th th th thank you  
Th th th thank you  
Th th th thank you

Sing to the tune of Lindsey  
Ray's Brand New Day:  
<https://utrust.org/support-staff-appreciation-day>

# CREATIVE CREW agenda

School secretaries  
Bookkeepers  
Attendance clerks  
Receptionists  
SROs  
Teacher assistants  
Nurses

1. Create a bulletin board to honor the Support Staff members. See **Coasting into Thanks** for all the information.
2. Use the posters provided or create your own to inform the school of the upcoming appreciation day.
3. Use the templates provided for the water bottles and chocolate bars for the goodie buckets.
4. Decorate an area in the cafeteria for the luncheon using theme-related decorations such as balloons, red and white checkered tablecloths, confetti, etc.
5. Participate in the **Wild Ride Presentation and luncheon.**



# WILD RIDE

## luncheon & presentation

Use this interactive skit to honor Support Staff members who are able to be present for the presentation and luncheon.

The MC will say cues and the A-Team students will pretend they are riding a roller coaster, leading their Support Staff member to join in on the fun.

**Action Crew.** Set up 2 folding chairs in lines to create a roller coaster. Make sure there are enough chairs for all the Support Staff members and A-Team students.

Recruit A-Team students to participate in the skit and assign an A-Team student to a Support Staff member.

Enlist an A-Team student or another fun, energetic student to serve as the roller coaster MC.

### **To start the skit:**

**MC says:** Welcome everyone to the Wild Ride. A-Team students take your Support Staff members by the arm and help them load into our roller coaster. (The A-Team student will sit right beside his/her Support Staff member.)

**MC says:** Be sure to pull your bar tight. Someone will come around to make sure your bars are secure. (Another A-Team student walks around pretending to check each bar.)

**MC says:** Everyone, arms up as you leave the station! We hope you have a blast and we will see you soon!

\*have your A-Team students mimic like they are on a roller coaster, leaning from side to side, arms in the air, screaming, leaning from front to back, etc.

**During the ride,** have each A-Team student shout out (one at a time) starting with the student in the front of the roller coaster to the student in the back of the roller coaster. Have them shout things such as:

\*We know working with us is a wild ride!

\*I'm sure being with us gives you "all the feels".

\*Thank you for helping us feel safe.

\*Thank you for greeting us with a smile every morning.

\*Thank you for answering all of our questions.

\*Thank you for making the "show go on"

### **To end the ride, have the MC say:**

Welcome back to the station! We hope you had a wild time! As we get settled back into the station, we have a special treat for you.

Have the enlisted group sing the rewritten song to the Support Staff members while they are still sitting in their chairs.

**MC says:** Next, we have goodie buckets made just for you. (Other A-Team students deliver the Popcorn goodie buckets to the Support Staff members while they are still sitting in the roller coaster.)

**MC says:** And now, we have a great lunch prepared for you! (The A-Team student sitting in the roller coaster with the Support Staff member will escort him/her to the luncheon area.)

If possible, enlist the A-Team students to stay and serve the food and drinks to the honorees during their lunch.

#### Menu suggestions:

Nachos  
Corn dogs  
Hamburgers  
French fries  
Snow cones  
Icees  
Slushies  
Coke floats

A colorful Ferris wheel with a large green circle in the center containing text. The Ferris wheel has several colorful gondolas in shades of purple, orange, green, blue, pink, and red. The text inside the green circle is in a bold, red, serif font.

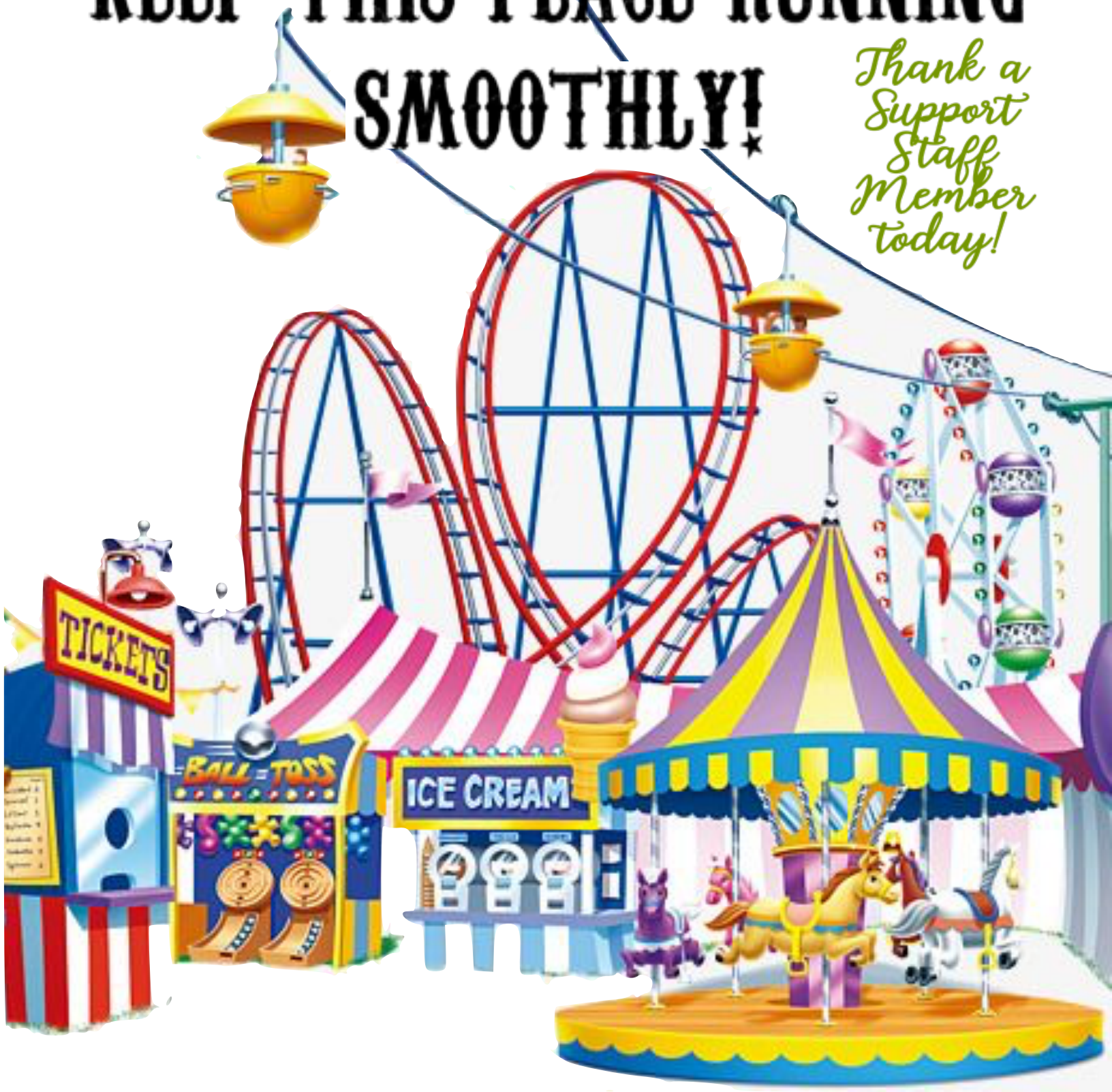
**OUR  
SUPPORT STAFF  
KEEP US SPINNING  
IN THE RIGHT  
DIRECTION!**

*Happy  
Support Staff  
Day*



# OUR SUPPORT STAFF KEEP THIS PLACE RUNNING SMOOTHLY!

*Thank a  
Support  
Staff  
Member  
today!*





# Water Bottle Template

Creative



# Chocolate Bar Template

Creative



# PAPARAZZI CREW agenda

## **Before Support Staff Day:**

1. Take a photo of each Support Staff member for the Coasting into Thanks bulletin board. Print out the photos and give them to the Creative Crew.
2. Ask each student one of the questions below or make up your own. Stop the camera or phone after each interview so editing will not be necessary. Choose only the best few answers for posting on your school's facebook page and on the school's hallway or cafeteria TV.

## **Interview Questions:**

1. Which member of the Support Staff do you think would be the most fun to ride with on a high and fast roller coaster? Why?
2. Which member of the Support Staff would be most likely to worry about getting his/her hair wet on the log ride? Why did you choose that Support Staff member?
3. Choose a member of the Support Staff and tell us what he/she might say if you invited them to join you on a free-fall ride.

Take photos of these activities:

- Creative Crew making posters, bulletin board
- Students installing the marquee message
- Students making announcements
- Students practicing the song



**On Support Staff Day**, take these photos and videos:

- Honorees and A-Team students participating in the Wild Ride Presentation roller coaster
- Students serenading the honorees during the presentation
- Support Staff members with Popcorn Goodie Buckets
- Students escorting honorees to the luncheon
- Responses of the Support Staff honorees to what they liked best about the day



The deadline for Lucky Star and Awesome Notes of Appreciation is  
**Friday, April 19h**  
Upload photos, videos and summaries to:  
Utrust Coordinators  
closed Facebook group.  
Include your school name.

