



The PRINCIPAL'S GUIDE

UTRUST APPRECIATION PROGRAM

The Utrust Appreciation Program (UAP) has proven to be a great asset for participating schools and school districts. The goal of the program is to create an attitude of gratitude within the school and to change the culture of the school into one defined by intentional and sincere appreciation. Participating in the program improves attendance, morale, performance and relationships for both students and staff.

PRINCIPALS ARE THE KEY

The program can be tremendously effective and fun for the entire school but its success depends upon the degree of support provided by the principal. It is student-led but it is built on the notion that everyone does a little so no one does a lot. This results in a successful program where everyone assumes responsibility to make the school be characterized by an attitude of gratitude but that is most likely to occur when the principal actively supports the program and encourages everyone else to participate.

TO START AN APPRECIATION PROGRAM IN A SCHOOL, THE PRINCIPAL SHOULD:

Appoint a School Coordinator.

The School Coordinator will work with the A-Team Advisers to help plan out the celebrations for the appreciation days. The person must be organized, able to enlist support and delegate responsibility. Ideally, a guidance counselor, assistant principal, librarian or related arts teacher serves in the position. However, some of the best coordinators in the state are classroom teachers or even strong support staff members who particularly want to do the job. When the school coordinator has help from a G-Force

Adviser and three A-Team Advisers (described below) the job requires less than an hour and a half per month.

Appoint A-Team Advisers.

With the help of the school coordinator, select three advisers for the ATeam, one each for the Action, Creative and Paparazzi Crews.

Appoint a G-Force Adviser.

The G-Force Adviser is the champion of the G-Force. This person makes certain that G-Force members understand and accept their responsibilities and encourages them from time to time as they carry out these responsibilities. The G-Force Adviser also shares targeted assignments or missions with the G-Force members (Utrust provides a chart which can be completed once each year to make these assignments).

Appoint G-Force Members.

The Principal or G-Force Adviser selects 10-12 students. The purpose of the G-Force is to promote the spread of gratitude throughout the school year, not just on appreciation days as the A-Team (the other student leadership team in the Utrust Appreciation Program) is responsible for doing.





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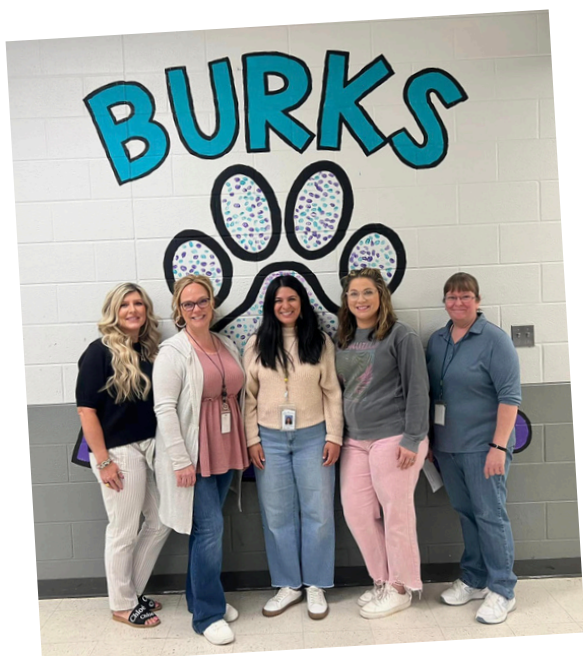
Promote the notion that everyone does a little so no one does a lot.

The school staff, especially special teachers, need encouragement from the principal to make a contribution within their curricular responsibilities. For example, the music teacher can prepare students to sing the song for each appreciation day. Art teachers can help students design artistic cards or posters to express appreciation to honorees on each appreciation day. Club or class sponsors can easily get their organization involved in making at least one appreciation day special for the honorees. The principal's encouragement can result in every student and staff member being involved at least in some small way in expressing appreciation to those who make school a better place to work and learn.

Actively Support the Program.

A school's appreciation program will only be successful with the principal's strong and active support. Active support means that the principal:

- Encourages participation by all faculty, staff, students and student organizations.
- Participates in recognition ceremonies whenever possible.
- Makes positive comments about the program and expresses appreciation for all who participate in appreciation day activities.
- Allows students to make the Utrust produced announcements about each appreciation day over the school intercom.
- Encourages every student and staff member to support and participate in the program to honor and recognize the work of others.
- Recognize A-Team or G-Force members during announcements and comment on appreciation days to generate interest and support



Utrust.org

The Utrust website contains information about the various roles in the Utrust model, including the School Coordinator, G-Force Adviser, G-Force, ATeam and A-Team advisers. These guides help staff and students in leading the school to have a successful appreciation program.