



SUMMER Checklist

REGISTRATION DAY

How to Maximize It!



- [2024-25 Themes Page - LINK](#)
- [Bus Driver Packet - LINK](#)
- [Song Packet - LINK](#)
(includes all songs for the school year)
- [Sign Up Sheet](#)
(for Parent Night/Registration Night)
- [Sample letter to Student Groups - LINK](#)
- [Sample Letter to Parents - LINK](#)
- [Sample Letter to PTO - LINK](#)
- [Sample Letter to Invite Churches - LINK](#)
- [Sample Letter to Businesses - LINK](#)
- [How to Qualify: Lucky Star & Awesome Notes](#)
- [Master Calendar & Deadlines](#)
- [Appreciation Grants - LINK](#)

Before Registration Day:

- Have students create a poster board enlisting parents to participate in the Utrust Appreciation Program.
- Make the board very specific to your needs. Information should include the names of the appreciation days and things you want, like:
 - water bottles
 - chocolate bars
 - thank you notes
 - brownies
 - cookies
 - other baked goodies

NEW THIS YEAR!

Social Media - This year we will be providing graphics and suggested text for schools to post on their Facebook and Instagram pages for each Appreciation Day!

Updated Website - We are excited about the Utrust.org completely revamped website! The site features easier navigation and is packed with all the resources you will need to successfully execute the Appreciation Program!

Addition of Sue Bonzell - We would like to welcome our new Marketing Specialist, Sue Bonzell. Sue has a background in marketing, graphic design, multimedia and systems organization, which makes her a valuable part of our team. You'll be receiving communications from Sue, so please welcome her!

On Registration Day:

- Set up a table with 2 or 3 A-Team students inviting parents to participate in the program.
- Have the students ask parents to sign up using the sign up sheet we provide.
- Once you have all the parents signed up, the Action Crew will call them throughout the year to remind them to send in the items for the appreciation day(s).

*Everyone does a little,
so no one does a lot!*

