**An Invitation to PTO to Participate in the Utrust Employee Appreciation Program**

We have established a student appreciation team (A-Team) at our school with a mission to transform the culture of our school to one where students recognize and express appreciation to others who do things to make their lives better. Another group of students called the G-Force (G for gratitude) will work to help develop a school-wide attitude of gratitude in all students in our school. We believe that this will carry over into our homes and our community.

We believe that employees who know that their work is recognized and appreciated by students and the community will go the extra mile to give their best effort.

We have divided the employees in our school into eight groups and have designated eight appreciation days so that a different group of school employees will be celebrated on each of the days. We invite the PTO to join us in making each of these days special.

Specifically, we would like for the PTO to provide a token of appreciation and a note of appreciation for each employee on their special day. The activities for each appreciation day will be led by students but we think it is very important for parents to join us in expressing appreciation to our staff. The tokens of appreciation can be as simple as a cookie, an apple, a candy bar, pen or a coffee cup with the school logo. The note should be a genuine expression of appreciation written by some member of the PTO on behalf of the entire PTO. Our goal is to make our staff members feel appreciated by all our students and school community.

To make the appreciation days more fun for everyone concerned, we have chosen a theme for each day. We have attached a list of days, dates and themes. If you choose to participate in our program, we encourage you to consider some way to incorporate the theme but that is not essential.

Each member of our school staff will have an individual presentation of notes, tokens of appreciation and sincere verbal expressions of appreciation for the specific things they do to make our school a better place for students to learn and grow. We would welcome a representative of the PTO to participate in each of these presentations and celebrations.

We hope that you will welcome this opportunity to make a difference in our school and community. Please reply to this message as soon as possible to let us know whether or not you are willing to participate.

Sincerely,

The A-Team