

# G-FORCE

**G STANDS FOR GRATITUDE**

## **4 STEPS TO GET YOUR G-FORCE STARTED:**

1. Collect the names and contact information of 2 students appointed by each homeroom teacher (or equivalent) to serve as G-Force members.
2. Divide your G-Force members by classes into 7 different groups (chart is available).
3. Post assigned groups for students in an easily accessible place for them to see (or on google classroom).
4. Hold an informational meeting with your G-force members to explain the responsibilities of their position (as soon as possible). Click [here](#) for the responsibilities.
5. Hold short monthly meetings with your G-Force students (Utrust will provide a suggested agenda with activities).

## **HELPFUL TOOLS:**

1. **Google Classroom:** Utrust has a Google Classroom you can duplicate very easily to help you effectively communicate with your G-Force students,. You can communicate the monthly mission and encourage your G-Force members along the way.
2. **INCENTIVE program for students:** Any G-Force member who makes six or more appreciation contacts during a semester and logs that info, will be entered to win one of five \$100 cash prizes awarded each semester.
3. **EXPERT ADVICE:** Email Amy Lafayette at [alafayette@ustrust.org](mailto:alafayette@ustrust.org) to get on her contact list. You will get monthly communications you can share with your G-Force members through Google Classroom (or some other communication vehicle you have in place) to encourage them and remind them of their assigned mission.
4. **PRINTABLE CERTIFICATES:** At the end of the year, recognize your G-Force students in the school yearbook and present each student with a Leadership Award certificate during Awards Day. Downloadable template available on [www.ustrust.org](http://www.ustrust.org).

**ONCE YOU HAVE YOUR G-FORCE PROGRAM UP AND RUNNING,  
IT WILL REQUIRE LITTLE EFFORT TO MAKE  
A BIG DIFFERENCE IN YOUR SCHOOL.**

Questions?  
Email Amy Lafayette  
at [alafayette@ustrust.org](mailto:alafayette@ustrust.org)  
or text/phone at 615-587-2876.

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# **G-FORCE ADVISER AGENDA**



1. Fill out the Class Assignment Chart by assigning each homeroom class to a particular group.
2. Decide whether you will communicate with G-Force members by using google classroom or create an information center for posting information.
3. Hold an organizational meeting with G-Force Members:

- Explain responsibilities (show video and/or distribute description of responsibilities)

Explain method of communication (google classroom or posting info)

Inform G-Force members to which group they've been assigned (Group 1-7)

- Encourage G-Force members to update their chart or google classroom entry so they have a chance to win \$100 each semester by recording two personal contacts and two successful contacts by a classmate you have tagged each month. There will be five (5) \$100 prizes given out each semester. (See the "G-Force Report of Employees Contacted" chart included in this packet.)

For complete information, go to  
<http://ustrust.org/our-programs/employee-appreciation/who-does-what/g-force-advisor>.

Questions? Email Amy Lafayette at [alafayette@ustrust.org](mailto:alafayette@ustrust.org) or call 615-587-2876.

• Utrust will set up a google classroom in your system upon request



## Chart 1

### Class Assignment Chart for G-Force Monthly Mission

1. On the chart below, assign each homeroom teacher to a group in any specific order. Each group will have multiple names depending on the size of your school.
2. Follow Chart 2 to know which employees each group is honoring that month.
3. Post the completed chart, along with the other 2 charts, for the G-Force members to see every month.

Group	Homeroom Teacher
1	
2	
3	
4	
5	
6	
7	

The 4 G-Force documents can be in a Word Doc on our website at [www.utrust.org](http://www.utrust.org). You can type in the homeroom teachers' names and print them out to post in a central location such as the library so the G-Force students will see them.

Click [here](#) to download the documents.





## Chart 3: G-Force Monthly Mission

### What to Look for and Compliment by Employee Group

G-Force members and classmates should watch individual employees in the group assigned to them for the month. When they see an employee doing something that makes their school a better place or making a difference in their lives, they should offer a genuine expression of appreciation to the employee and/or perform an act of kindness for that employee. Below are behaviors to look for.

Employee Group	
Bus Drivers	Greeting you or other students cheerfully, smiling at students as they get on or off the bus; doing helpful things for students; careful driving; protecting students from bullying; maintaining good discipline on the bus; taking an interest in school events; showing that s/he cares about students.
Custodians	Clean water fountains, mirrors, floors (in the hall, restroom or classroom), windows, etc.; pleasant smelling bathrooms; being cheerful as they work; greeting students and interacting with them in a friendly manner; showing interest in students.
Food Service	Food that is particularly good; serving your favorite food; smiling at you or other students as you go through the lunch line; making pleasant comments to you or others; showing interest in school events; being pleasant.
Principals	Funny announcements; something nice that s/he did for a student or staff member; a visit to your classroom; an encouraging remark; calling you by name when s/he speaks to you; encouraging remarks to you or your teacher; a special activity at the school.
<sup>1</sup> Special Area Teachers	A specific thing that the person has done for you or others; treating students with great care and respect; being patient with students; a great lesson or activity, a fun or interesting activity.
<sup>2</sup> Support Staff	A specific thing that the person has done for you or others; greeting everyone with a smile; being extra helpful in a stressful situation; showing s/he cares about you or other students.
Teachers	A great lesson; a fun activity; special thing s/he did for you or the class; a specific example of being pleasant or being patient; making something hard seem easy to understand; teaching you something you will never forget; showing interest in you.

<sup>1</sup>Special Area Teachers includes related art, music, PE teachers, technology teachers, speech teachers, school counselors, librarians and other teachers who are not regular classroom teachers.

<sup>2</sup>Support Staff includes office staff, SRO's, school nurse, teacher assistants library assistants and any other person who works in the school who has not been celebrated other than classroom teachers.



# September

## Monthly Mission Assignment

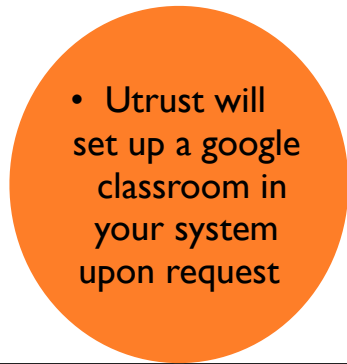
Using the chart below:

1. Find your Group #.
2. Find the group of employees you are to honor
3. Ask a classmate to join you in looking for ways an employee in that group makes your school a better place.
4. When either of you sees something worthy of appreciation, give a heartfelt verbal or written compliment to that employee or perform an act of kindness for the honoree.
5. Only offer sincere appreciation.

	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>	<b>Group 4</b>	<b>Group 5</b>	<b>Group 6</b>	<b>Group 7</b>
<b>September</b>	Bus Drivers	Custodians	Food Service	Principals	Special Area Teachers	Support Staff	Teachers

## G-Force Report of Employees Contacted

Fill out this chart or use google classroom to list the name of the classmate you tagged, the name of the employee to receive the expression of appreciation and a brief comment about how the employee responded to the expression of appreciation.



Week	Student Tagged	Targeted Employee	How Did Employee Respond?
<b>Example</b>	<b>Josh Johnson</b>	<b>Mr. Jim Reagan</b>	<b>Seemed very pleased with my compliment</b>
9/13-17/21			
9/20-24/21			
9/27-10/1/21			
10/4-6/21			
10/11-15/21			
10/18-22/21			
10/25-29/21			
11/1-5/21			
11/8-12/21			
11/15-19/21			
11/22-26/21			
11/29-3/21			
12/8-12/21			
12/13-17/21			

Name of G-Force Member	Grade	School
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- The two G-Force members will select a classmate to be tagged each week of the month.
- Five winners of \$100 each will be selected from G-Force members who report at least 6 successful contacts to their G-Force Adviser. Successful contacts are when the staff members are thanked by a G-Force member or a classmate they have tagged.