News U Trust

APPRECIATING, DEVELOPING, AND SUPPORTING SCHOOL STAFF



Prepare for a Great Year!

It's just about time to get the Employee Appreciation Program rolling in your school. We are excited about this year's themes and are looking forward to experiencing the life change that happens when students

and adults have an attitude of gratitude. In this issue, you will find some links to useful information that will help you get your year started off in the right direction.



Re-election Results



Congratulations to **Norma Tate and Joey Cooper** who were both re-elected to the Board of Trustees.

We are grateful for the commitment they have both given to Utrust and are excited to have them

back. Thanks Norma and Joey!





THEMES FOR 2013-14 SCHOOL YEAR

10 Ways to get

AHEAD

IN THE EMPLOYEE

APPRECIATION

PROGRAM FOR 2013-14.





<u>ON-LINE</u> <u>ACCOUNT</u> <u>WITH UTRUST</u>

THURSDAY
TIPS ARE
BACK!





NORMA TATE AND JOEY COOPER RE-ELECTED



<u>Line Up</u> <u>Your Resources</u> <u>Sheet</u> August 2013 Edition

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SCHOOL COORDINATORS

If you are a school coordinator and haven't registered for your online account with Utrust to access the Appreciation Day Packets, follow these 3 easy steps:



- 2. go to "register now"
- 3. fill out the information





These are short, fun and informative videos we post each Thursday to give you up to date info on the EAP. We will include such things as extra helps and special how to's for specific packet suggestions and activities. Access the Thursday Tip on the home page of our website at www.tnuct.com or follow us on twitter and click the link when it is tweeted.

THEMES

Bus Driver Day September 12, 2013 Planes, Trains & Automobiles

> Custodian Day October 24 Farm Daze

Superintendent Day
November 21
"Super" Thanksgiving

Food Service Day January 16, 2014 Winter Wonderland

> Principal Day February 6 Lion King

Special Teachers & Staff Day March 6 Fiesta <u>THEMES FOR</u> <u>2013-14</u>

10 WAYS TO GET AHEAD

<u>SET UP</u>
<u>YOUR</u>
ON-LINE
ACCOUNT

THURSDAYS
TIPS ARE
BACK!

RE-ELECTIONS

LINE UP YOUR RESOURCES SHEET

Support Staff Day April 10 Under the Sea

> Teacher Day May 8 Wizard of Oz

August 2013 Edition

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- 10. Familarize yourself with the themes. They make it fun. Be sure to use them.
- 9. Follow @utrust eap on Twitter and Pinterest. We will give you helpful hints and encouragement.
- 8. Recruit adult or student team leaders for A-team. Get good help...it's key.
- 7. Enlist principal support. The principal's support is vital to your program.
- 6. Gain permission to address the faculty and staff to enlist support. Allow other staff members to get involved to help.
- 5. Organize your A-team. Divide them into 3 groups: action, creative and paparazzi

- 4. Set up the G-Force. Have I or 2 students from each classroom representatives to help encourage participation.
- 3. Follow Utrust on instagram @utrusteap. We want to see what you are doing.
- Organize a calendar of A-team meetings and send it out to members and parents.
 Organize early and stay on schedule.
- I. Line up your resources-get the chart filled out! Have a lot of people doing little work. Click here for the sheet.

<u>THEMES FOR</u> <u>2013-14</u>

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David Jones, Chairman, At-large Representative

Don Weathers, Vice-Chairman, Middle TN Representative

Joey Cooper, West TN Representative

Roger Greene, East TN Representative

Norma Tate, East TN Representative

Jasper Taylor, West TN Representative

Regina Waller, Middle TN Representative

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Kristi Coleman, Director of Finance & Administration

Dameron Johnson, Communications Specialist

Rachel Lovingood, Communications Consultant

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line up your resources

School coordinators: as early in the year as possible, line up your resources for as as many appreciation activities as you can.

Your goal is to get several groups to each sponsor an activity for individual appreciation days.

	and E-mail	Create
Individually-engaged Cookies or Brownian or Copysies (Hermal).		
White bottle with channel wrapper	_	-
Themsel Cake for Hampine Group	_	+
Carely bar with chemical empioer		-
Overta larrar or decoration		-
Cubatio agree along the differ		
Themsel Georde Bage or Conspiners (Impage)		
Personalized Letter or Card for Each Horonse from community persons		
~		
Teacher List-Organize Students to:		
Salate Board or Wall Are		
Perform IN. Amountainess		
Parkers the Song		_
Phile balant goodes		
Addition (Community news releases, exemplater, robus (normal)		
Takes or Enthbors of Approximation by for Humanisa		

Click here

for a list of activities that you might want to use to invite groups to participate in the celebrations.

Follow us...

To keep up with what's going on and be encouraged yourself, follow us on twitter @utrustEAP and friend us on facebook @ Utrust EAP.

	Appreciation	Day
Number of Honorees		-

Line This chart is for school coordinators and the A-team for use in planning for each appreciation day. The A-team or a part of the A-team may choose to be directly responsible for any activity or it may invite other individuals or groups to accept responsibility for an activity.

Item or Activity	Individual, Group, or Club Responsible	Name, Phone Number and E-mail	Due Date
Individually-wrapped Cookies or Brownies or Cupcakes (themed)			
Water bottle with themed wrapper			
Themed Cake for Honoree Group			
Candy bar with themed wrapper			
Outside banner or decoration			
Outside signs along the drive			
Themed Goodie Bags or Containers (empty)			
Personalized Letter or Card for Each Honoree from community persons			
Meal			
Teacher List-Organize Students to:			
Bulletin Board or Wall Art			
Perform PA Announcements			
Perform the Song			
Make baked goodies			
Publicity (Community news releases, newsletter, video journal)			
Video or Smilebox of Appreciation Day for Honorees			